



January 20, 2016

Fire Chief Shawn Carvey  
City of Venice Fire Department  
200 North Grove Street  
Venice, FL 34292

RE: EMS County Grant C4056

Dear Chief Carvey:

It gives me great pleasure to hereby award City of Venice Fire Department with the 2016 EMS County Grant funds. This year, your department will receive \$1,608.78.

These grant funds are for the purchase of pre-hospital activities, services and other items contained in the grant application, and must be used to enhance or improve EMS services within Sarasota County. Grant funds cannot be carried over as in previous years.

This grant is immediately in effect and ends on October 31, 2016. The final expenditure and activity reports are due upon expenditure of all funds. Acknowledgement of acceptance of the grant terms and conditions occurs when you draw, or otherwise obtain, funds from the grant payment system. In order to get the final grant report to the State of Florida, all purchases must be made by September 1, 2016, and all invoices must be submitted no later than September 15, 2016. Before any funds are expended, an original invoice of the purchased items must accompany the request for reimbursement.

Your Purchase Order number for this grant year is PO161966. It will be sent to you in a separate email along with directions for reimbursement. We ask that all invoices contain this PO# for proper processing.

There is one step for this reimbursement process to be completed.

- Mail the following directly to me at:  
Barbara O'Connor, MBA, RN  
Sarasota County Fire Department  
1660 Ringling Blvd, Room 644  
Sarasota, FL 34236.

- Submit the original invoice.
- Attach/enclose copies of your original receipts for all purchases.
- Write notation of "Reimbursement for purchases made against County EMS Grant ID Code C4056" on invoice and receipt.
- It MUST identify your individual PO number "PO161966".
- It can be in any amount up to your individual awarded maximum dollar. If the item(s) cost more, you will only be reimbursed up to the awarded dollar amount.
- Include a cover letter stating what you purchased and how it will be used to "improve and expand Emergency Medical Services" as required by the grant guidelines.
- Complete the State's form (enclosed) with every purchase. It is part of the State's new grant process and will be included in my reports.

We are pleased that we were able to secure the funds for this year and hope that you can utilize them to better serve our community. Please note that the EMS Grant Fund monies are decreasing every year, despite our increasing numbers.

If you have any questions regarding the grant, please don't hesitate to contact me at 941-861-5465. I look forward to working with you.

Cordially,



Barbara J. O'Connor, RN, MBA  
EMS Quality/Wellness Coordinator  
Sarasota County Fire Department



