

State of Maine Department of Public Safety  
Maine EMS Sustainability Program  
Grant Agreement  
32 M.R.S. § 98

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Department:	Department of Public Safety
Address:	45 Commerce Drive, Suite 1 Augusta, Maine 04333-0104

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Provider:	Casco Fire & Rescue
Address:	637 Meadow Rd Casco, ME 04015

Provider's Vendor Customer:	VC1000013442
Contract Number:	SUST-0147-0126
Contract Amount:	15000

Remittance Address	
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Name:	Casco Town of
Address:	635 Meadow Rd
Address 2:	
City, State, Postal Code	Casco, ME 04015

**Purpose:**

The EMS Sustainability Grant awarded funds must be used only for the purposes outlined in the Grant Application. If there are changes to the approved project plan a Change of Scope Request must be submitted for approval and receive written approval from the director of Maine EMS. Failure to obtain prior approval may result in voiding the grant and requiring immediate repayment of grant funds in part or in whole.

**Grant Term/Period of Performance:**

Unless otherwise specified, funded projects for EMS Agencies must be completed (or funds encumbered) by March 31, 2026.

**Eligible Grant Funded Activities:**

Recipients shall ensure that awarded grant funding is used for approved expenses only.

The funding shall only be utilized for the following activities:

1. The initiation or support of programs, applications, or the use of consultants or experts to establish or support an ongoing mental health and wellness program.
2. The consolidation and/or regionalization of the delivery of emergency medical services.
3. Inter-municipality EMS planning for rural patient transport.
4. Supporting training directly related to the provision of clinical care, safety, leadership, or management of EMS.

5. Supplementing wages, benefits, stipends, and incentives for EMS clinicians, Ambulance Operators, and/or administrative support staff (e.g. service-level medical director, quality assurance and improvement officer, infection control officer, training officer, and administrative aid).
6. Implementation of other programming directly related to the Maine EMS Plan for a Sustainable EMS System in the State of Maine: A Vision for 2035, as published on May 22, 2023, which is incorporated into this rule by reference and available for download online: <https://www.maine.gov/ems/sites/maine.gov.ems/files/inline-files/20230522-Maine-EMS-Vision-and-Plan.pdf>.
7. Investment in capital expenditures not to exceed \$100,000.00 in the aggregate.

**Ineligible Grant Funded Activities and Expenses:**

The following are unauthorized uses of the funding:

1. Expenses or losses reimbursed from any other source(s) or that other sources are obligated to repay
2. Expenses related to staffing needs that exceed an annual salary of \$76,500, as prorated over the applicable period. This limit does not include standard employee benefit offerings (i.e., the cost of a staff member may be higher because the cost of benefits and salary exceeds \$76,500)
3. Construction, renovation, purchase, or acquisition costs for facilities
4. Payment for existing indebtedness
5. Payment on obligations incurred prior to the award of funds
6. Supplanting existing local subsidies or funding sources except if they replace volunteer labor, donated services, donated goods, or funds raised through community fundraising efforts (e.g., bake sales, dinners, etc.)
7. Funds cannot be used for entities engaged in illegal activity under federal or state law or regulation
8. Expenses that have been or will be reimbursed by insurance
9. Working capital expenses (i.e., cash for daily business operations)
10. The recipient is not receiving indirect costs

**Grant Distribution:**

The recipient is awarded grant funds from the State of Maine Department of Public Safety to assist with the sustainability of their agency for the continuity of emergency medical services. Funds are anticipated to be released within three (3) weeks of receiving this executed agreement and will be mailed via USPS to the address listed above under the remittance address section. State of Maine checks are mailed with instructions not to forward; updated forms are the awardee's responsibility. DPS reserves the right to request funds in whole or in part if determined that the funds were not used for the intended purpose, as described in the application (or through a formal amendment to the project filed with and approved by DPS). Grant recipients will be required to return unspent funds.

**Post Award Reporting Requirements:**

Recipients of awarded grant-funded projects are required to submit performance progress reports to summarize the use of funds, progress of the projects, and outcome of the projects:

1. Report quarterly within the calendar year for the period between the execution of this contract and the completion of your grant projects. The quarterly report will be due fifteen (15) days after each calendar quarter. Due dates are as follows: April 15th, July 15th, October 15th, and January 15th.
2. Final reports will be due on the completion of the grant projects within the earlier of sixty (60) days of the completion of the projects utilizing funding received or April 30, 2026.
3. Supporting documents showing applied grant funds must be submitted quarterly following the due date listed in this section. These documents include, but are not limited to, invoices, payroll, journal entries, purchase orders, quotes, work orders, and signed contracts,
4. Required post-award reporting will be submitted using Microsoft Forms,
5. Recipients who spent more than awarded allocations to cover the costs of the grant projects are to report the difference on your performance progress reports. Explanation statements used but are not limited to in-kind contributions, agency operating budget, and or municipality/town budget.
6. Past due reports – Grace period: fifteen (15) days past due reporting deadline. Recipients past due fifteen (15) days from the reporting deadline must email their assigned grant specialist with an explanation no later than twenty (20) days past due.

Failure to comply with the required post-award reporting may result in the suspension of future funding, termination of the award, and a requirement to return all awarded grant funds.

Awarded funds not spent or encumbered to complete the approved grant projects will be returned to the State within thirty (30) days of the required post-award final report.

Failure to comply with the rules, requirements, and restrictions outlined in this grant agreement may result in recoupment of funds.

Post award reporting for Transporting and Non-Transporting EMS Agencies shall at a minimum include for each approved activity:

1. The initiation or support of programs, applications, or the use of consultants or experts to establish or support an ongoing mental health and wellness program
  - a. Provide documentation of the programs or support provided
  - b. The number of personnel who accessed or utilized the program(s)
  - c. The impact of the training on the sustainability of care provided by the agency
2. The consolidation and/or regionalization of the delivery of emergency medical services
  - a. Provide documentation of programs, applications or the use of consultants or experts to coordinate consolidation and /or regionalization of EMS delivery
  - b. Provide the number of Maine licensed EMS agencies, towns, or unincorporated areas engaged in your regionalization or consolidation efforts
3. Inter-municipality planning for rural patient transport
  - a. Provide documentation of programs, applications or the use of consultants or experts to coordinate inter-municipality planning for rural patient transport
  - b. Provide the number of Maine licensed EMS agencies, towns, or unincorporated areas engaged in your inter-municipality planning for rural patient transport.
4. Supporting training directly related to the provision of clinical care, leadership, or management of EMS
  - a. Provide documentation of the training provided
  - b. The number of personnel who received training
  - c. The impact of the training on the quality of care provided by the agency
5. Supplementing wages, benefits, stipends, and incentives for EMS clinicians, Ambulance Operators, and/or administrative support staff
  - a. The number of administrative staff who received supplemental pay
  - b. The amount of pay provided
  - c. The impact of the supplemental pay on the agency's ability to recruit and retain qualified personnel
  - d. Any changes in the number of administrative support staff
6. Implementation of programming directly related to the Maine EMS Plan for a Sustainable EMS System in the State of Maine: A Vision for 2035
  - a. Which Domain the expected use of the funds impacted
  - b. The amount of funding dedicated to each domain
  - c. The impact on the EMS agency regarding their ability to continue to fund daily EMS operations or to recruit and retain qualified personnel
7. Investment in capital expenditures not to exceed \$100,000 in the aggregate
  - a. Documentation of the capital expenditures made

- b. The purpose of the expenditure
- c. The impact of the expenditures on the agency's ability to provide sustainable EMS care
- d. Any positive changes in the amount or quality of care provided because of the expenditure(s)

**Record Retention Requirements:**

Records shall be maintained for three (3) years following the State's expenditure of EMS Sustainability funds and subsequent required reporting and at least through June 30, 2032.

**Agency Signature:**

The signatory below represents the person who has the requisite authority to enter into this Contract.  
I have read and understood the requirements and expectations outlined in this agreement.

Signature:

Brian Cole  
Brian Cole (May 5, 2025 14:15 EDT)

05/05/2025

Brian Cole

**Department of Public Safety Signature:**

The signatory below represents that the person has the requisite authority to enter into this Contract.  
I have read and understood the requirements and expectations outlined in this agreement.

Signature:

Wil O'Neal

May 5, 2025

Wil O'Neal, Maine EMS Director






# SUST-0147-0126

Final Audit Report

2025-05-05

Created:	2025-05-05
By:	darren.w davis (Darren.W.Davis@maine.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAoSPeXuW1rwJQnmf_so8BeKi0XsoB2990

## "SUST-0147-0126" History

-  Document created by darren.w davis (Darren.W.Davis@maine.gov)  
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-  Document emailed to bcole@cascomaine.org for signature  
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-  Email viewed by bcole@cascomaine.org  
2025-05-05 - 6:10:23 PM GMT
-  Signer bcole@cascomaine.org entered name at signing as Brian Cole  
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-  Document e-signed by Brian Cole (bcole@cascomaine.org)  
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-  Document emailed to wil.oneal@maine.gov for signature  
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-  Document signing delegated to Wil O'Neal (Wil.O'Neal@maine.gov) by wil.oneal@maine.gov  
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