

# Ambulance Operating Deficit Grant Policies & Procedures

## Contract Requirement

### Website Information

- The name and contact information of the Ambulance Service leadership and the name and contact information for the person responsible for managing the grant must be included and posted clearly on the website.

## Payment Process Compliance

- Invoices must be submitted by the 15<sup>th</sup> of the month following the end of the quarter; failure to submit within the invoice period will result in the payment being processed during the next payment period.
- All invoices must be processed through Formstack. If you do not receive a confirmation email of your submission, please email [finance.oems@state.mn.us](mailto:finance.oems@state.mn.us).
  - Quarter 1: 1/1/2026 – 3/31/2026
    - Invoice submission period: 4/1/2026 – 4/15/2026
  - Quarter 2: 4/1/2026 – 6/30/2026
    - Invoice submission period: 7/1/2026 – 7/15/2026
  - Quarter 3: 7/1/2026 – 9/30/2026
    - Invoice submission period: 10/1/2026 – 10/15/2026
  - Quarter 4: 10/1/2026 – 12/31/2026
    - Invoice submission period: 1/1/2027 – 1/15/2027
  - Quarter 5: 1/1/2027 – 3/31/2027
    - Invoice submission period: 4/1/2027 – 4/15/2027
- Supporting documentation of expenses is required with invoice submission, this includes receipts, invoices, and/or payroll reports.
- Reimbursement requests must be for expenses paid during the grant period.
- Errors, incomplete information, and/or missing materials (such as forms, receipts, payroll documentation, etc.) may delay payment processing.
- Invoices will be processed in the order they are received.

## Budget and/or Workplan Changes

Grantees who anticipate changes to the budget and/or workplan described in their contract should work with OEMS, as indicated below, to get approval for those changes.

### Budget Changes

- Budget change requests must be made when Grantee seeks to shift funds totaling less than 10% of the total grant amount between operating and capital expense categories. (See Grant Contract Amendments for amounts totaling 10% or greater of the total grant amount.)
- No budget change requests will be accepted beginning two weeks before, or during, a payment period.
- No budget change requests will be accepted in the first 30 days of the grant period or during the last quarter (90 days) of the grant period, unless specific exception is provided in writing by OEMS.
- Budget change requests must be made before money is spent; Grantees are responsible for tracking and requesting changes in a proactive manner.

### Workplan Changes

- Workplan change requests may or may not include budget changes and must be made in advance of significant workplan changes.
- Questions about any work plan changes or if a change requires a contract amendment, please email [finance.oems@state.mn.us](mailto:finance.oems@state.mn.us).

## Grant Contract Amendments

- Contract amendments are required to shift 10% or greater of the total grant amount between budget categories (operating and capital), and/or may be required if a significant workplan change is needed without affecting categories.
- No contract amendments will be made in the first 30 days of the grant period or during the last quarter (90 days) of contract.
- Amendments must be fully executed (signed by both the grantee and OEMS) before new terms are implemented or acted upon. Grantees are responsible for tracking amendments and requesting changes in a proactive manner.

## Grant Close Out Requirements

- The budget & work plan outlined in Attachment A has been fully completed and the funds fully expended.
- Grant Progress report has been completed. The due date is December 15, 2026. To close out the grant, this progress report is required, it can be submitted early if you have used all the funds.
- If required, a monitoring visit and financial reconciliation have been completed (see Grant Contracts \$50,000 or more).

## Grantee Evaluations

- The [Office of Grants Management Policy 08-13](#) requires an evaluation of grantee performance. All OEMS grants are evaluated, and the grant purpose, outcomes, and compliance factors are documented and identified.
- Grants over \$25,000 have an additional requirement that the grant evaluations must be submitted to the department of Administration to be posted publicly online. To review the submissions and understand the format, you can view them all at the [Department of Administration Grant Management Portal](#).

## Grant Contracts \$50,000 or more

- Before the final payment is made, a financial reconciliation will be conducted on the grant expenses.
- If supplemental documentation does not include proof of payment when submitted with the invoice, proof of payment will be requested.
- Grantee will be notified of the status of the financial reconciliation process and what steps are needed to follow the Office of Grants Management Policy 08-10.
- An in-person monitoring visit will be required before final payment.
- Contact OEMS to schedule a monitoring visit before submitting your final invoice. The monitoring visit must be completed before the invoice is approved and processed for payment.