

# FY 2021 SENATOR WILLIAM H. AMOSS INSTRUCTIONS FOR COUNTY FINANCE OFFICES



# WHAT IS THE PURPOSE OF THE AMOSS GRANT?

- **Provide funding to County Governments for fire protection, rescue and ambulance services.**
- **§ 8-101 through § 8-106 of Public Safety Article, Annotated Code of MD.**

# BE AWARE

- **FY21 Appropriation is \$15,000,000.**
- **County receives one payment on or about 15 Nov.**
- **FPE does not include capital expenditures of county or municipalities located within that county.**
- **Sch A (see p. 24).**
- **Sch B. (see p. 27).**

# BE AWARE (continued)

- **Sch C for reporting “In-Kind Contributions” (see p. 28)**
- **Counties may withhold funds from non-compliant VRACS.**
- **Required MOE penalty after two years**
- **Counties can apply for MOE waiver**
- **First 3 year MOE cycle began 1 July 2014, Second began 1 July 2017, Third began 1 July 2020**

# KEY DEFINITIONS

- **DMIL – Maryland Military Dept.**
- **VFRACS - Volunteer Fire, Rescue & Ambulance Companies**
- **Fire Protection Expenditures (FPE) – county fire protection, rescue & amb. costs not including salaries, fringe benefits, admin, or capital expenditures. Includes money county pays to VFRACs.**
- **Maintenance of Effort (MOE) - county FPE must be  $\geq$  average of prior 3 years.**
- **Admin costs - utility, supplies, office expenses**

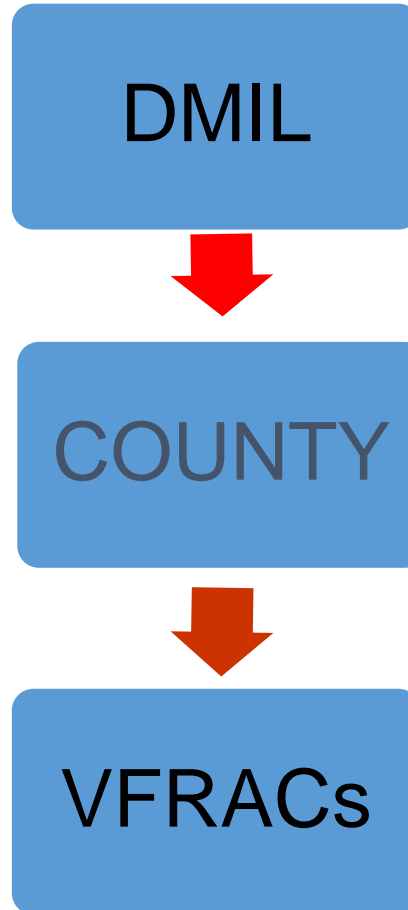
# KEY DEFINITIONS (continued)

- **In Kind Contributions (IKC)** - dollar value of goods or services provided by county
- **Attestation Report** - annual report of cash received and expended by VFRAC
- **Capital Expenditures** - land, buildings, equip, new construction; cost  $\geq$  \$10,000, useful life  $>$  1 year old
- **Encumbrance** - Written legal obligation to pay money in the future, i.e. contract, purchase order, agreement between county & VFRAC, agreement between VFRAC & vendor

# WHO ARE THE PLAYERS?

- **GRANTOR:**
  - **Maryland Military Department Office of Finance (DMIL)**
- **GRANTEE:**
  - **All Maryland Counties & Baltimore City**
- **SUB-GRANTEE:**
  - **Volunteer Fire, Rescue & Ambulance Companies (VFRACs)**

# WHO GIVES WHAT TO WHOM?





# HOW IS COUNTY SHARE DETERMINED?

- Allocation is determined by statute.
- Based on number of property tax accounts in each County.
- Each county receives at least 2% or \$300,000 for FY21.
- Counties with “qualified municipalities” receive additional funds.

# WHEN DO COUNTIES GET PAID?



**DMIL distributes Amoss funds to Counties once per year on or about 15 Nov.**

**Electronic transmission to County Treasury.**

# HOW DO COUNTIES DISTRIBUTE FUNDS TO VFRACs?

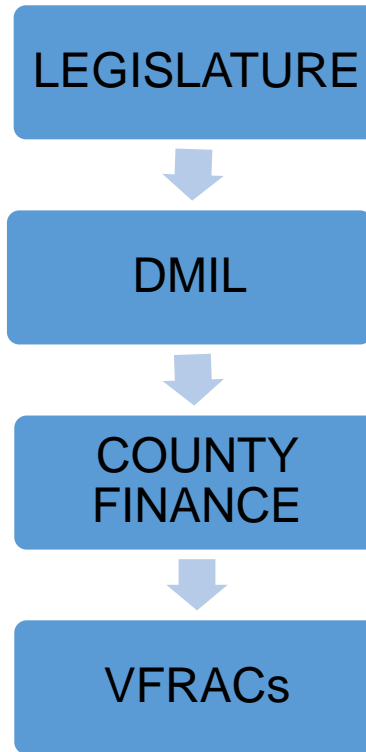
- **Minimum in accordance with §8-103. (determined by DMIL)**
- **After minimum: Based on need.**
- **Written agreements with VFRACs are recommended.**
- **Counties may reimburse VFRACs for pre-approved expenditures.**

JURISDICTION	MUNI	FY21 COUNTY PORTION	TOTAL	FY21 MINIMUM PASS-THRU
Allegany	42,513	306,376	348,889	306,376
Anne Arundel	25,109	971,955	997,064	639,074
Baltimore City	0	1,374,549	1,374,549	NA
Baltimore	0	1,745,493	1,745,493	1,096,691
Calvert	0	305,587	305,587	300,000
Caroline	7,875	305,382	313,257	298,304
Carroll	7,826	387,791	395,617	387,791
Cecil	9,209	305,332	314,541	305,332
Charles	0	394,211	394,211	387,003
Dorchester	26,040	303,689	329,729	220,116
Frederick	9,600	590,322	599,922	588,953
Garrett	0	305,587	305,587	255,000
Harford	26,565	552,366	578,931	552,366
Howard	0	633,868	633,868	622,279
Kent	9,986	305,288	315,274	305,288
Montgomery	0	1,995,269	1,995,269	1,958,788
Prince George's	19,052	1,723,326	1,742,378	1,539,469
Queen Anne's	0	305,587	305,587	300,000
St. Mary's	0	305,587	305,587	300,000
Somerset	9,465	305,320	314,785	305,320
Talbot	17,584	304,688	322,272	304,688
Washington	1,816	343,093	344,909	338,603
Wicomico	34,628	302,374	337,002	302,374
Worcester	48,515	331,177	379,692	331,177
<b>TOTAL</b>	<b>295,783</b>	<b>14,704,217</b>	<b>15,000,000</b>	<b>\$11,944,992</b>

# HOW DO COUNTIES DISTRIBUTE FUNDS TO VFRACs? (continued)

- **Counties may distribute funds directly to VFRACS**
- **Counties may pay vendors directly.**
- **VFRACs must obtain county approval to encumber funds for period > 2 years.**

# OVERSIGHT



# ALLOWED USES

- **Acquire or rehabilitate fire, ambulance or rescue vehicles.**
- **Acquire or rehabilitate fire or rescue equipment.**
- **Rehabilitate (not acquire) facilities used to house equipment and vehicles.**

# ALLOWED USES (continued)

- Life safety and fire protection systems at VFRAC facility.
- Acquire land adjacent to existing facility.
- Wireless telecom & computers if used only for VFRAC services.
- Non-capital machinery & equip. if used only for VFRAC services.



# PROHIBITED USES

- **Administrative costs.**
- **ANY type of compensation to personnel.**
- **Travel or meal expenses.**
- **Fuel, utility or routine maintenance**

# PROHIBITED USES (continued)

- **Fund raising**
- **New or replacement fire hydrants or water mains**
- **Land not adjacent to facility**

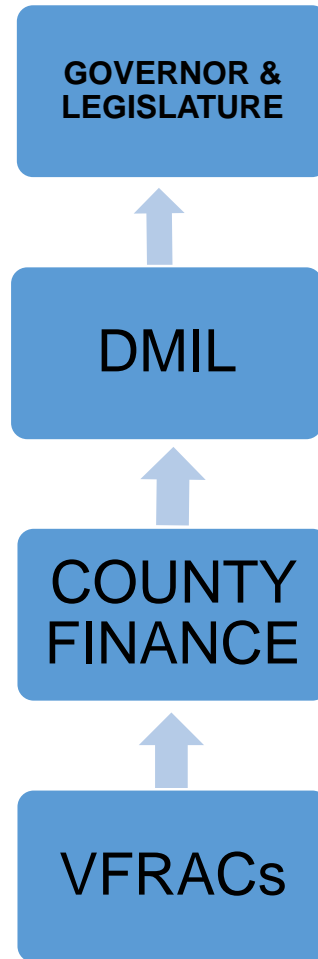
# PROHIBITED USES (continued)

- **Insurance**
- **Repair or replace items to extent covered by insurance**
- **Costs associated with 911 telephone system**

# How do Counties know what's allowed?

- Statute does not cover every type of purchase.
- E-mail your question to: [scott.gordon@maryland.gov](mailto:scott.gordon@maryland.gov)
- Unusual uses will be reviewed by legal counsel.

# WHO REPORTS TO WHOM?



# ***REPORTING REQUIREMENTS***

- 1. Schedule A.**
- 2. Schedule B. A separate Schedule B for every year where County holds undistributed or unencumbered funds.**
- 3. Schedule C.**
- 4. VFRAC attestation reports.**
- 5. All reports due 31 Dec.**

# SCHEDULE A

1. Total Fire Protection Expenditures for preceding fiscal year.
  
2. Fire Protection Expenditures (FPE):
  - a. Funds appropriated by county, or municipality located in county, for fire, rescue & ambulance services.
  
  - a. FPE does not include capital, personnel or admin costs.
  
  - a. County must provide source documentation that validates FPE. (i.e. general ledger, financial statement print-outs)

SCHEDULE A	
GROSS COUNTY FIRE PROTECTION EXPENDITURES (FPE)	
LESS: SALARIES, BENEFITS, WC, LOSAP, OTHER PERSONNEL COSTS	
LESS ADMINISTRATIVE COSTS	
LESS CAPITAL EXPENDITURES	
NET COUNTY EXPENDITURES	
PLUS MUNICIPALITY _____ FPE	
PLUS MUNICIPALITY _____ FPE	
PLUS MUNICIPALITY _____ FPE	
PLUS MUNICIPALITY _____ FPE	
PLUS MUNICIPALITY _____ FPE	
SUB-TOTAL MUNICIPAL EXPENDITURES	
GRAND TOTAL	
Certification by County Director of Finance	
Signature	
Printed Name	Title
	Date



# Why do we care about FPE?

- **Maintenance of Effort Standard: County FPE must be  $\geq$  average of prior 3 years.**
- **Matching Standard: County FPE from other sources must be  $\geq$  Amoss funds received for a fiscal year.**
- **Funds will be automatically withheld from counties after 2<sup>nd</sup> year.**

# Schedule B

- Amount received by counties in preceding fiscal year.
- Amount retained by county.
- Amount distributed to VFRACS
- Three general cost categories: Apparatus, Equipment & Facilities

Recipient	Date Distributed or Encumbered by County	Amount Distributed or Encumbered by County	Apparatus \$	Equipment \$	Facilities \$	Amount Undistributed Unencumbered by VFRAC
VFRAC 1						
VFRAC 2						
VFRAC 3						
VFRAC 4						
VFRAC 5						
County Service (if applicable)						NA
Total	\$0	\$0	\$0	\$0	\$0	

SCHEDULE C CERTIFICATION OF IN-KIND CONTRIBUTIONS

NAME OF COUNTY (OR BALT CITY) \_\_\_\_\_

FISCAL YEAR ENDED 6/30/ \_\_\_\_\_

DOLLAR VALUE (IF NONE ENTER ZERO) \_\_\_\_\_

DESCRIPTION AND RECIPIENTS \_\_\_\_\_

Certification by County Director of Finance

Signature

Printed Name

Title

# ATTESTATION REPORTS

1. One page summary showing amount VFRAC received and spent in a Fiscal Year.
2. VFRACs must attach bank statements, canceled checks and paid invoices.
3. VFRACs file attestation reports with county
4. County collects reports and forwards to DMIL

**ANNUAL ATTESTATION REPORT FOR VOLUNTEER FIRE, RESCUE & AMBULANCE COMPANIES**

	<b>Name of Volunteer Company:</b>	
	<b>Name of Bank</b>	
	<b>Bank Account Number:</b>	
	<b>Beginning Balance July 1, _____</b>	
	<b>Itemized Receipts from County</b>	<b>Amount</b>
	Date:	
	Date:	
	Date:	
	Date:	
	Date:	
	Date:	
A	<b>Subtotal Receipts from County</b>	
B	<b>Total Interest Earned</b>	
	<b>Less Expenditures (Enter Negative Numbers)</b>	<b>Amount</b>
	Date:	
	Date:	
	Date:	
	Date:	
	Date:	
C	<b>Subtotal Expenditures</b>	
(A + B) - C	<b>Grand Total:</b>	
D	<b>Ending Bank Balance June 30, _____ (Negative)</b>	
(A + B - C) - D	<b>Variance:</b>	

**Certification by President of Volunteer Company**

Signature	Printed Name	Date

# ADDITIONAL REQUIREMENTS

- *Separate bank accounts for Amoss funds*
- *MFIRS Reporting*
- *AIS Reporting*
- *Waiver of MOE*
- *Reversion Issue*
- *County Enforcement*

# SEPARATE BANK ACCOUNT

- *Can be interest bearing.*
- *Checking or Savings Account – must be liquid, no CD's*
- *Must have payment mechanism such as check book or EFT.*
- *Must be in FDIC insured institution.*
- *Must be titled: “Amoss” or “508”.*



# MFIRS REPORTING

- **Maryland Fire Incident Reporting System.**
- **Departments & VFRACs submit MFIRS reports directly to State Fire Marshal.**  
**[firereports@mdsp.org](mailto:firereports@mdsp.org)**
- **Status can be viewed online:**  
**[www.firemarshal.state.md.us/mfirs.htm](http://www.firemarshal.state.md.us/mfirs.htm)**

# AIS REPORTING

- **Ambulance Information System.**
- **All providers of EMS Services must submit AIS reports electronically to Maryland Institute of Emergency Medical Services Systems (MIEMSS).**
- **[www.miemss.org](http://www.miemss.org)**

# Waiver of MOE

- **New provision beginning 7/01/2014**
- **Counties apply to either Board of Public Works or General Assembly.**
- **The first three year MOE cycle period began 1 July 2014. Second cycle began 1 July 2017.**
- **If no waiver granted, than required penalty imposed.**
- **Counties should consider requesting waiver every year.**

# REVERSION

- **Counties must spend or encumber Amoss funds after 2 years from date of receipt.**
- **Counties must return unspent or unencumbered funds to DMIL after year 2.**

# COUNTY ENFORCEMENT

- **Situation: VFRAC does not comply with statute in year 1.**
- **County may withhold funds (all or partially) in year 2.**
- **County must provide notice and opportunity for hearing to VFRAC.**
- **VFRAC non-compliance may result in forfeiture.**

# QUESTIONS?

## Contact DMIL:

•Telephone: 410-234-3829

•Fax: 410-234-3820

•[scott.gordon@maryland.gov](mailto:scott.gordon@maryland.gov)