

Mission:

To protect, promote & improve the health of all people in Florida through integrated state, county & community efforts.



Ron DeSantis
Governor

Scott A. Rivkees, MD
State Surgeon General

Vision: To be the **Healthiest State** in the Nation

MATCHING GRANT REPORTS*

Both the interim reports and final report must begin with a summary page of the budget and costs, using the state EMS Expenditure Form or its equivalent.

INTERIM REPORTS

Each grantee shall submit two reports to the department. The due dates for the required reports are specified in the award letter from the department notifying the grantee of the grant award. These reports shall include, at a minimum, a narrative of the activities completed or the progress of grant activities during the reporting period. A report shall be submitted by the due date whether any action or expenditures have occurred.

FINAL REPORTS

A final report shall be submitted to the department by its due date. The final report shall at a minimum contain a narrative describing the activities conducted including any bid or purchasing process and a copy of all invoices, canceled checks or other payment documentation relating to the purchase of any equipment, services, expenses, and supplies.

If the activity funded was for training a list of all individuals receiving the training shall be submitted along with the dates, times and location of the training. If the grant was for training to be obtained by staff, then a copy of all invoices and payment documents for the training shall also be submitted.

If any refund is due to the state, the paper check will need to be sent with the report.

Additionally, please briefly summarize a description of the impact of the project.

*The report information is adapted from pages 22 and 23 of the EMS Matching Grant Program Application Packet, December 2008, incorporated by reference in Florida Administrative Rule 64J-1.015 (1).