MINNESOTA BOARD OF FIREFIGHTER TRAINING AND EDUCATION

September 29, 2015

Ken Gilliam, Training Chief
St. Paul Fire Department
645 Randolph Avenue
St. Paul, MN 55102

Chief Gilliam,

The Minnesota Board of Firefighter Training and Education (MBFTE) is pleased to notify you that your organization/agency/fire department has been awarded the amount of $5,000.00 under the FY16 Conferences, Seminars and Symposiums reimbursement program. This special training reimbursement award is for MBFTE grant-approved conference/seminar/symposium training conducted between July 1, 2015 and June 30, 2016.

Award funds MUST be spent only on the approved expenses/fees as indicated on your MBFTE Conferences, Seminars and Symposiums Grant Application submitted by your organization.

The MBFTE is requiring all successful grant award recipients to notify the Executive Director of the date, time, and location of the event that you are seeking reimbursement prior to the event.

In order to process your reimbursement award you must:

1. Complete and sign the enclosed Request for Reimbursement Form by August 1, 2016. Your Organization/Agency will be reimbursed up to the grant amount you were awarded. The grantee will have 45 DAYS after the completion of the seminar, conference to turn in your required documentation for grant reimbursement to the MBFTE office. Proof of payment is no longer required as part of the submitted documentation.
2. Attach documentation of conference/seminar/symposium training funds paid. Documentation includes paid invoices for your conference/seminar/symposium for MBFTE approved expenses **only** per your organization/agency approved grant.
3. Mail the Request for Reimbursement Form and supporting documentation to:

MBFTE, 445 Minnesota Street, Suite 146, St. Paul, MN 55101

The funds will be disbursed upon receipt of the signed request for reimbursement form along with the proper supporting documentation. You will not receive a check in the mail; your reimbursement will be electronically deposited into the account that corresponds to the Federal Tax Identification number provided on the Request for Reimbursement Form.

If you have questions regarding your award, or you are unable to complete the training for the funding as awarded, please email me at steve.flaherty@state.mn.us or call me at 651-201-7258.

Respectfully,

Steve Flaherty

Steve Flaherty, Executive Director
MBFTE