

COMPETITIVE GRANT GUIDELINES FY2010
Bureau of Emergency Medical Services
Division of Health Systems Improvement, Utah Department of Health

Introduction

The Legislature established the EMS competitive grants program for the purpose of improving the statewide delivery of emergency medical services. Competitive grants are available for use specifically related to the provision of emergency medical services. **Competitive grants are available only to Licensed and EMS Designated agencies, except for initial EMT and EMD training.** This program is administered by the Bureau of Emergency Medical Services, Division of Health Systems Improvement, Utah Department of Health, through Rules established by the EMS Committee.

These guidelines provide specific information relevant to the grant application process, scheduling, matching fund requirements, and other special conditions. Careful adherence to these guidelines will assist the Department and the Grants Subcommittee in evaluating local needs and fairly allocating grant resources.

During FY2010, each agency may request grant funds for **TWO** items.

If an agency requests more than two items, the Bureau will delete the lowest priced items. Applicants should prioritize their own grants on the Consolidated Budget Form in order of importance. Prioritization will be taken into consideration.

The Grants Subcommittee will recommend to the EMS Committee approval of grants based on the following criteria:

1. A description of the agency, including size and significant impediments of the geographic service area;
2. The population/demographics of the service area;
3. Sufficient justification of the need;
4. The per capita grant allocated to each agency for the previous year, and its relative benefit on the agency to provide services;
5. Unused funding from the previous year's grant;
6. Direct impact on patient care;
7. Percent of responses to non-residents of the service area;
8. Local county prioritization; and
9. Data compliance.

Information on the Agency Consolidated Budget Request Sheet must be completed.

FY 2010 Competitive Grant Application Process

During fiscal year 2010, the Utah Department of Health, Bureau of Emergency Medical Services, will distribute approximately **\$450,000** to competitive grant applicants. Grantees shall be limited to entities that provide emergency services. To be eligible, an agency must meet the following criteria as stated in the EMS Systems Act, 26-8a-207:

- (a) "Rural area" means an exclusive geographic service area as provided under Section 26-8a-402 that is a city, town, or other similar community with a population of 10,000 or less based on the most recently published date of the United States Census Bureau.
- (b) "Rural county area" means an exclusive geographic service area as provided under Section 26-8a-402 that is a county of the fourth, fifth or sixth class as provided under Section 17-50-501.

Non licensed or non designated agencies **ARE NOT** eligible for grants except initial training grants. Grantees must be in compliance with the EMS Systems Act and all EMS rules. For the FY2011 grant process, agencies not compliant with Bureau data requirements will be ineligible for EMS grant funding. Application forms are available at the Bureau of EMS, 3760 South Highland Drive, P.O. Box 142004, Salt Lake City, Utah 84114-2004; on line at: <http://health.utah.gov/ems/grants>, or contact Irene Petrogeorge at 801 273-6634, email: ikpetrogeorge@utah.gov or toll free: 800 284-1131.

Incorporated entities must be registered with the Department of Commerce. Awards will be implemented through reimbursable grants with the Department of Health; that is, the grantee expends funds for grant approved purposes and the Department reimburses the grantee for expenditures incurred. Unless otherwise specified, grants will begin July 1, 2009 and terminate June 30, 2010. **The deadline for reimbursement requests to be received by the Department is July 15, 2010.**

The schedule for the application process is as follows:

1. Completed forms with two signed applications must be mailed to the Salt Lake office of the Bureau of EMS, P.O. Box 142004, Salt Lake City, Utah, 84114-2004 or delivered to 3760 Highland Drive, Salt Lake City, Utah, no later than **5:00 p.m., April 30, 2009**. If you mail your application, it will be accepted as long as it has a postmark no later than **April 30, 2009**. **EMS Bureau staff will not accept grant applications outside of the office.** Applications must be filled out completely. Incomplete applications may be rejected by the EMS Bureau and returned to the applicant. When applying for a per capita grant, the same application form should be used.
2. It is the intent of the EMS Committee that the local county or multi-county EMS council or committee review and make a recommendation of the local grant applications received. Grant applicants shall provide a copy of the "Agency Consolidated Budget Request" to the chairman of their respective county or multi-county EMS Councils or committees by April 30, 2009. These committees will then review and prioritize the grant proposals from their respective areas. **Local EMS recommendation meetings must be held after the grant submission deadline.** The local committees must forward their recommendations to the Bureau of EMS by June 1, 2009. Grants that are not recommended by their county will be automatically disqualified.
3. On June 8–9, 2009, the Grants Subcommittee will meet to review grant awards and make recommendations for funding grants to the EMS Committee.
4. On July 8, 2009, the State EMS Committee will review the recommendations of the Grants Subcommittee and award the FY2010 grants. The EMS Committee may reject or authorize full or partial funding of the Subcommittee recommendation.

2009 DATES	SCHEDULE SUMMARY
April 30, 2009	Deadline for Submission of FY2010 grants.
During May–June	EMS Bureau will review applications, send deficiency letters, and prepare packets for mailing to Grants Subcommittee.
June 1, 2009	Recommendation by county must be submitted to EMS Bureau
June 8–9, 2009	State EMS Grants Subcommittee meets and makes recommendations for funding for the EMS Committee.
July 8, 2009	EMS Committee reviews and finalizes grants/awards.
After July 8, 2009	EMS Bureau will prepare and process grants.
June 30, 2009	End of FY2009 grant period.
July 1, 2009	Beginning of FY2010 grant period.
July 15, 2009	Deadline for submission of FY2009 grant reimbursement requests. Any grants not postmarked by July 15, 2009, will not be reimbursed!

Matching Fund Requirements

JUSTIFICATION

There must be adequate justification for the grant. An agency may not request grant monies on behalf of another agency. **Combined, consolidated or collaborated grants will NOT be accepted.**

Grant recipients shall, for the following categories, provide matching funds in the amount of 50%, unless otherwise noted or a waiver is granted;

1. Equipment (excluding vehicles) used in direct patient care, communications, extrication, rescue operations, or training are listed below. Medical supplies **may not** be requested for competitive grants, but are reimbursable by per capita funds.
 - a) **Training Equipment** – Any item used for training personnel may be requested including computers and software. Specific vendor equipment information must be attached to the application. **In the absence of this information, funding will not be considered.**

- b) **Defibrillators** – Agencies have different needs for defibrillators. Paramedic and Intermediate-Advanced agencies need defibrillators with more advanced features than intermediate and basic agencies.

Based on this need, the State will fund defibrillators up to a maximum of \$16,000 state match for Paramedic and Intermediate-Advanced agencies, up to a maximum of \$8,000 state match for Intermediate agencies, and up to a maximum of \$2,000 state match for Basic agencies. This is the maximum that can be **requested** and the agency must provide a **50% match**.

- c) **Communication Equipment** – Needs will be considered on a case-by-case basis with adequate justification. Reimbursement shall be based upon current state communications contract prices obtained from the Department of Technology Services. All radios and pagers must be narrow band compliant. Maximum allowable amounts are 50% of the cost of the equipment, not to exceed State contract prices. Dan Camp, Bureau EMS Consultant, will review all communication grants.
 - d) **Other Equipment** – Any equipment used directly for patient care. Specific vendor equipment information must be attached to the application. **In the absence of vendor information, funding will not be considered.** Automated chest compression devices and power lift gurneys may be requested, but the State match will not exceed \$10,000 per agency.

2. **Ambulance or Emergency Vehicles** - Grant recipients shall, for new ambulances, remount ambulances or emergency/rescue vehicles, provide matching funds in the amount of at least 60% of the total approved expenditures; however, grant funds will not exceed \$25,000 per vehicle.

3. **Initial Training and CME** - A match **will not** be required by agencies. Prehospital licensed and designated EMS agencies may apply for up to \$3,500 per agency for initial training and continuing medical education with adequate justification. CME is defined as continuing “medical” education exclusively for agency prehospital EMS personnel. An agency may apply for **\$750** for each additional service area up to a maximum of **\$5,750**. A service area is defined as an additional ambulance staged in a different city at least 10 miles in distance, with separate rosters. **A roster for each service area must be submitted with the request for additional service area monies. Rosters must be in alphabetical order and include EMS identification number, level of certification, and expiration date. In lieu of separate rosters, additional amounts will not be considered.** Justification shall include the number of personnel presently within the service, each person’s certification level and a description of additional service areas. **A detailed explanation describing the plan for the proposed use of CME and training funds must be submitted or the grant may not be considered.**

The Grants Subcommittee has the option to limit funding based on certified personnel, justified need **or funds available**. **Please DO NOT request more funds than your agency will need**

Reimbursement for Continuing Medical Education (CME) and initial training will need to be submitted on the "Bureau CME Reimbursement Request" form. Forms are available on line at <http://health.utah.gov/ems/grants/> or can be requested from the Bureau. Actual invoices for instructor fees, conference registrations and hotel bills must accompany the Bureau CME form. The CME form will need to be verified by an agency authority. Teaching aids, videos, DVD, TV's etc. must be requested under the training equipment category. Membership to professional/trade organizations, supplies and promotional materials **may not** be requested. Travel and per diem reimbursement shall be computed using state approved rates. At the present time the following State rates apply:

Hotel/Motel rates:	
Salt Lake Valley (Draper to Centerville plus tax)	\$ 90.00
Moab (plus tax)	\$ 80.00
Ogden and Provo/Orem (plus tax)	\$ 65.00
Price (plus tax)	\$ 80.00
Breakfast	\$ 9.00
Lunch	\$ 11.00
Dinner	\$ 16.00
Mileage (\$0.36 actual mileage)	\$ 0.36

Agencies not licensed or designated through the Bureau of Emergency Medical Services, Department of Health, may request **initial** training for basic EMTs or Dispatchers, but **MAY NOT REQUEST ADVANCED LEVEL TRAINING or CONTINUING MEDICAL EDUCATION**. Limits of \$650 per EMT and \$200 per dispatcher initial training may be requested.

- 4. Demonstration or research projects** – These will not be funded during FY2010.
- 5. Expendable Items** - These are items used in the normal process of patient care and are not eligible for funding under these guidelines. The Grants Subcommittee will, however, consider the purchase of fully equipped jump kits for first response units.
- 6. Waivers of matching funds** – The Grants Subcommittee may recommend reducing or waiving the matching fund requirements where deemed appropriate in order to respond to special or pressing local EMS problems. A letter of justification signed by the local official must accompany the grant application. A waiver request must contain financial information about the agency. Without this information, waivers will not be considered.
- 7. Tax Identification** – "Request for IRS Taxpayer Identification Number and Certification Form" (W-9) is required **only** IF YOUR AGENCY HAS CHANGED ADDRESS. One can be obtained by contacting Irene Petrogeorge or on the IRS website <http://www.irs.gov/pub/irs-pdf/fw9.pdf> .

Grant Proposal Preparation Assistance or Questions

We recognize there may be many questions regarding the program. It is the desire of the Bureau of EMS, the Grants Subcommittee and the State EMS Committee that the grant process be as simple and easy to accomplish as possible. We strongly encourage you to contact your EMS Bureau regional consultant, Leslie Johnson or Irene Petrogeorge for assistance in grant preparation. Please contact Leslie Johnson at 801 273*6636 or e-mail lesliejohnson@utah.gov; or Irene Petrogeorge at 801-273-6634, e-mail ikpetrogeorge@utah.gov. EMS Consultants can be reached at: Tami Goodin: 801-273-6672 or tgoodin@utah.gov; Jim Hansen: 801 273-6665; or jwhansen@utah.gov; or Dan Camp: 801-273-6673 or dcamp@uah.gov.