

COMPETITIVE GRANT GUIDELINES FY2013
Bureau of Emergency Medical Services and Preparedness
Division of Family Health and Preparedness, 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 EMS Licensed and Designated agencies, except for initial EMT and EMD training.** This program is administered by the Bureau of Emergency Medical Services and Preparedness, Division of Family Health and Preparedness, 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. Because grant funding amounts may change during the evaluation process, the EMS Grants Subcommittee may change award amounts midway through the grants process.

During FY2013, each agency may request grant funds for a total of **ONLY TWO ITEMS** from the eight categories listed below:

- | | |
|--|-----------------------------------|
| 1) Training Equipment | 5) Medical Equipment |
| 2) Defibrillators & Accessories/Upgrades | 6) Other Equipment/Items |
| 3) Communications Equipment | 7) Ambulance or Emergency Vehicle |
| 4) Electronic/Computer Equipment | 8) Initial Training and CME |

Applicants should prioritize their grants on the Consolidated Budget Form in order of importance. Points will be given for the agency prioritization.

The Grants Subcommittee will provide a recommendation to the EMS Committee for approval of the grants requests 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 competitive 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 and fiscal compliance.

The Demographic Information on the Agency Consolidated Budget Request Sheet must be completed. If information is not completed, points will not be given for unanswered criteria.

FY 2013 Competitive Grant Application Process

During fiscal year 2013, the Bureau of Emergency Medical Services and Preparedness, will distribute approximately \$550,000 to competitive grant applicants. Grantees shall be limited to entities that provide emergency medical services. Non-licensed or non-designated agencies **ARE NOT** eligible for grants except for initial training grants. **Grantees must be in full compliance with the EMS Systems Act and all applicable EMS rules.** Application forms are available on line: <http://health.utah.gov/ems/grants> or at the Bureau of EMS, 3760 South Highland Drive, Salt Lake City, Utah 84106. For more information please contact Irene Petrogeorge at: (801) 273-6634, email: ikpetrogeorge@utah.gov, toll free (800) 284-1131, Option 3, or by mail at P.O. Box 142004, Salt Lake City, Utah 84114-2004.

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, 2012, and terminate June 30, 2013. **All reimbursement requests must be postmarked by July 12, 2013.**

The schedule for the application process is as follows:

1. Completed forms with **two** signed applications must be mailed to 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., January 18, 2012.** Applications will be accepted after January 18, 2012 if they are postmarked with that date. Applications must be filled out completely. Incomplete applications may be rejected by the EMS Bureau and returned to the applicant. The same application form should be used when applying for a per capita grant.
2. It is the intent of the EMS Committee that the local county or multi-county EMS council/committee review and prioritize all local grant applications. Air Ambulance requests are not required to be prioritized by local county councils/committees but will be prioritized by the Grants Subcommittee. Grant applicants shall provide a copy of the "Agency Consolidated Budget Request" to the Chair of their respective county or multi-county EMS Councils/committees by January 18, 2012. These committees will then review and prioritize the grant proposals from their respective areas. **Local EMS prioritization meetings must be held after the grant submission deadline, or county prioritizations will be disqualified.** The local committees must forward their prioritizations to the Bureau of EMS by February 15, 2012. Grants that are not prioritized by their county will be automatically disqualified.
3. On March 20-21, 2012, the Grants Subcommittee will meet to review grant awards and make recommendations for funding grants to the EMS Committee.
4. On April 11, 2012, the State EMS Committee will review the recommendations of the Grants Subcommittee and award the FY2013 grants. The EMS Committee may reject or authorize full or partial funding of the Subcommittee recommendation.

2011 DATES	SCHEDULE SUMMARY
January 18, 2012	Deadline for Submission of FY2013 grants.
During January	EMS & Preparedness Bureau will review applications, send deficiency letters, and prepare packets for mailing to Grants Subcommittee.
After January 18, 2012, and before February 15, 2012	Local prioritization meetings must be held.
February 15, 2012	Prioritization by county must be submitted to EMS Bureau.
March 20-21, 2012	State EMS Grants Subcommittee meets and makes recommendations for funding.
April 11, 2012	EMS Committee reviews and finalizes grants/awards.
During April, May and June	EMS Bureau will prepare and process grants.
June 30, 2012	End of FY2012 grant period.
July 1, 2012	Beginning of FY2013 grant period.
July 12, 2013	Deadline for submission of FY2013 grant reimbursement requests.

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;

- A. Equipment (excluding vehicles) used in direct patient care, communications, rescue operations, or training are listed below. Disposable/non-durable medical supplies **may not** be requested for competitive grants, but are reimbursable by per capita funds.

1. **Training Equipment** – Any equipment used for training personnel may be requested. Specific vendor equipment information must be attached to the application. **In the absence of this information, funding will not be considered.** Computers, projectors and software cannot be requested from this category. Funding will be at a 50% match with a \$4,500 cap per item with a limit of \$9,000 per applicant.
2. **Defibrillators and Related Accessories/Upgrades** – Paramedic and Intermediate-Advanced agencies require defibrillators with more advanced features than intermediate and basic agencies.

Paramedic and Intermediate-Advanced agencies may request a maximum of \$16,000. Intermediate agencies may request up to a maximum of \$8,000, while Basic agencies can receive up to a maximum of \$2,000. Agencies must request defibrillator upgrades and accessories in this category, only. Above amounts are the maximum that can be requested and requires a 50% match by the applicant.

3. **Communication Equipment** – Communication 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 Division of Information Technology. Maximum allowable amounts are 50% of the cost of the equipment, not to exceed State contract prices.

ALL COMMUNICATION EQUIPMENT REQUESTS MUST BE REVIEWED BY Dan Camp, prior to the submission date of January 18, 2012 (or post marked January 18, 2012) otherwise the request will NOT be considered. Please contact Dan by email at: dcamp@utah.gov; or telephone: 801 273-6673; or in writing (see justification form Category 3 for consideration).

4. **Electronic/Computer Equipment** – Computers, projectors, and software should be listed in this category. The age and number of computers the applicant currently owns must be indicated.
5. **Medical Equipment/Items** – Any durable/non-disposable equipment, excluding defibrillators and defibrillator accessories, to be used directly for patient care need to be listed in this subcategory. Specific vendor equipment information must be attached to the application. **In the absence of this information, funding will not be considered.** Automated chest compression devices and power lift gurneys may be requested, but the State match will not exceed \$9,000 per applicant, \$4,500 per item.
6. **Other Equipment/Items** – Under special circumstances equipment not mentioned above may be requested with significant justification and vendor information.

- B. **Ambulance or Emergency Vehicles** – For any new ambulances, remount ambulances, or emergency/rescue vehicles, applicants must provide matching funds in the amount of at least 60% of the total approved expenditures; however, grant funds will not exceed \$24,000 per vehicle.

- C. Initial Training and CME** - Each applicant may apply for a maximum of \$4,500 for initial training and continuing medical education with adequate justification. CME is defined as continuing “medical” education exclusively for agency pre-hospital EMS personnel. A match **will not** be required by applicants. 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.**

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 Utah Department of Health approved rates. At the present time the following rates apply for non-conference hotels:

Hotel/Motel rates:	
Salt Lake Valley (Draper to Centerville plus tax)	\$ 90.00
Moab (plus tax)	\$ 90.00
Cedar City/Ogden (plus tax)	\$ 70.00
Price/Provo/Orem/Lehi/St. George (plus tax)	\$ 75.00
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 and Preparedness may request initial training for basic EMTs, EMR’s or Dispatchers. Undesignated on unlicensed applicants will not be funded for Advanced Level Training or Continuing Medical Education. The maximum funding amounts are: \$650 per EMT, \$200 per EMR, and \$350 per dispatcher initial training.

In an effort for dispatch agencies to become designated, dispatch agencies may apply for initial Emergency Medical Dispatch training. Only designated dispatch agencies are eligible to participate in the EMS Per Capita grants program.

The Grants Subcommittee has the option to limit funding based on certified personnel, justified need or funds available. Please **DO NOT** request more funds that your agency will need. Subsequent grant requests will be significantly penalized if 90% of the CME funds WERE not expended during FY2013.

Applicants may apply for an additional \$1,000 for each additional service area up to a maximum of \$3,000. 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. Personnel names on 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.** The maximum an applicant will be awarded for CME is \$7,500.

- D. 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 issues. 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.

E. Tax Identification – “Request for IRS Taxpayer Identification Number and Certification Form” (W-9) is required **only** if your agency has changed addresses. One can be obtained by contacting Irene Petrogeorge on the IRS website <http://www.irs.gov/pub/irs-pdf/fw9.pdf> .

Grant Proposal Preparation Assistance or Questions

We recognize there may be 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, Allan Liu or Irene Petrogeorge for assistance in grant preparation. Contact Information:

Allan Liu, Financial Analyst	801-273-6664	aliu@utah.gov
Dan Camp, Regional Consultant	801-273-6673	dcamp@utah.gov
Tami Goodin, Regional Consultant	801-273-6672	tgoodin@utah.gov
Raul Garcia, Regional Consultant	801-273-6648	rogarcia@utah.gov
Irene Petrogeorge, Grants Coordinator	801-273-6634	ikpetrogeorge@utah.gov

ALL GRANT APPLICATIONS ARE AVAILABLE on the bureau website: <http://health.utah.gov/ems/grants>

TERMS

It is understood that this application and Terms hereto, when approved and signed by all concerned parties, as indicated, shall constitute an agreement by and between the applicant organization and the Utah Department of Health, Division of Health Systems Improvement, Bureau of Emergency Medical Services (DEPARTMENT), to perform in accordance with the Terms of this application.

1. Reports - The grantee shall submit, at such time and in such form, reports specified by the DEPARTMENT, including annual Fiscal Reporting Guide and Pre-hospital Data Reports.

2. Funding - Grant funds may be expended only for the purpose of improving the delivery of emergency medical services as follows: a. Competitive grant funds shall be expended only for items approved herein; b. Per capita grant funds may be expended in a discretionary manner, **specifically related to the provision of emergency medical services**. Reimbursement will be made by the DEPARTMENT for its share upon receipt of approved cost reports accompanied by documented proof of purchase and completion of activity, and proof of payment. The grantee will expend the required matching percentage, or amount specified of total costs of the budget line item. Per capita grant funds may be used as matching funds for competitive grant awards. Unless otherwise specified herein, final claims shall be submitted to the DEPARTMENT no later than July 11, of the fiscal year following the termination date of the grant.

3. Obligation of Grant Funds - Grant funds may not be obligated prior to the effective date or subsequent to the termination date of the grant period. Obligations outstanding as of the termination date will be considered void.

4. Termination - This grant may be terminated, with or without cause, in advance of the specified expiration date, by either party, upon 30 days prior written notice being given to the other party. On termination of this grant all accounts and payments will be processed according to the financial arrangements set forth herein for services rendered to date of termination.

5. Fiscal Records - Complete and detailed accounting records will be maintained by the grantee of all costs incurred on this project including documentation of all purchases of supplies, equipment and services; travel expenses; payrolls; and time records of any person employed on this project. State or DEPARTMENT auditors and staff shall have access to any records of the grantee until an audit is completed and all questions resolved, or three years after the completion of this project, whichever is first.

6. Grantee, an independent grantee - The Grantee shall be an independent grantee, and as such, shall have no authorization, express or implied, to bind the DEPARTMENT to any agreements, settlements, liability, or understanding whatsoever, and agrees not to perform any acts as agent for the DEPARTMENT, except as herein expressly set forth. Compensation stated herein shall be the total amount paid to grantee by DEPARTMENT. Persons employed by DEPARTMENT and acting under the direction of DEPARTMENT shall not be deemed to be employees or agents of the grantee.

7. Indemnity Clause - The DEPARTMENT, is a governmental entity governed by the Utah Governmental Immunity Act, Utah Code Ann. Title 63G, Chapter 7. Nothing in this agreement shall be construed as a waiver of any rights, limits or defenses otherwise available to UDOH or under the Utah Governmental Immunity Act. grantee or under the Utah Governmental Immunity Act. If the grantee is also a governmental entity within the State of Utah, nothing in this agreement shall be considered as a waiver of any rights, limits or defenses otherwise available to grantee or under the Utah Governmental Immunity Act.

8. Changes - Competitive grants may be extended or amended only upon application to the Department at least 30 days prior to termination date. Requests received after grant termination date to amend or extend grants will not be considered.

9. Contingency - Grant funds are contingent upon grantee's compliance with the Utah Emergency Medical Services Systems Act and Administrative Rules. Failure to comply may result in an agency action with a corrective action plan or the rescinding and ineligibility of future grant funds.

10. Equipment - Title to all equipment purchased under this grant shall be vested to the grantee; however money received upon disposition or sale of this equipment shall only be used for the provision of emergency medical services.

11. Discrimination - Grantees shall provide emergency medical services to all patients in need of such services to sustain life or prevent loss of life without regard to race, sex, disability, color, creed, or prior inquiry as to ability to pay.

12. Competition with Private Services - Grant funds may not be used to fund new local government emergency medical services if the new services compete with existing private emergency medical services.

13. Copyrights, Publications and patents - Where activities supported by this grant produce original copyrightable material, the grantee may copyright such, but the DEPARTMENT reserves a royalty-free, non-exclusive and irrevocable license to reproduce, publish and use such material and to authorize others to do so. The grantee may publish at its own expense, the results of grant activities without prior review by the DEPARTMENT provided that any publications (written, visual, or sound) contain an acknowledgment of the DEPARTMENT support. Any discovery or invention deriving from work performed under this grant shall be referred to the DEPARTMENT, which will determine whether or not patent protection will be sought, how any rights will be administered and other action required to protect the public interest.

14. Health Standards - The Grantee agrees to abide by the Utah Indoor Clean Air Act, Title 26, Chapter 38, Utah Code Annotated 1953, as amended, which prohibits smoking in public places.