

**PER CAPITA GRANT GUIDELINES FY2010**  
**Bureau of Emergency Medical Services**  
**Division of Health Systems Improvement, Utah Department of Health**

**Introduction**

The Legislature established the EMS grants program for the purpose of improving the statewide delivery of emergency medical services. This program is administered by the Bureau of Emergency Medical Services, Utah Department of Health, with Rules established by the EMS Committee.

These guidelines provide specific information relevant to the grant application process. Careful adherence to these guidelines will assist the Department in allocating grant resources.

During fiscal year 2010, the Utah Department of Health, Bureau of Emergency Medical Services, will distribute approximately **\$450,000** to per capita grant applicants. Grantees shall be limited to entities who provide emergency medical 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.

**FY2010 Per Capita Grant Application Process**

During fiscal year 2009-2010 (FY2010), the Utah Department of Health, will distribute approximately \$450,000 to per capita grant applicants. **Grantees shall be limited to licensed and designated EMS providers, and EMS designated dispatch agencies of local or state government or incorporated non-profit entities actively providing emergency medical care in the State of Utah. These providers must be considered rural areas or rural county areas. Also, providers must be in compliance with the EMS Systems Act and all EMS rules. For-profit licensed agencies that are the primary Emergency Medical Services for a service area are also eligible.** Application forms are available on line at the Bureau website: <http://health.utah.gov/ems/grants> or by calling the Bureau of EMS, telephone number 801-273-6666, or 800 284-1131. **Incorporated non-profit entities must be registered with the Department of Commerce.** Grants awarded 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. All grant funds unexpended at that time will revert to the Department for future reallocation. **The deadline for reimbursement requests is July 15, 2010.**

The schedule for the application process is as follows:

Completed application forms (two originals) should be delivered to the Salt Lake Office of the Bureau of EMS, not later than 5:00 p.m., April 30, 2009. If you desire to mail your application, it will be accepted as long as it has a postmark no later than April 30, 2009. **EMS Bureau staff consultants 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. **IF YOU ARE APPLYING FOR A COMPETITIVE GRANT ALSO, THE SAME APPLICATION FORM SHOULD BE USED.**

FY2010 Dates	SCHEDULE SUMMARY
April 30, 2009	Deadline for Submission of grants or post marked April 30, 2009.
During May 2009	EMS Bureau will validate agency rosters.
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.

### Special Conditions

The Bureau will reimburse agencies for expenditures specifically related to the provision of Emergency Medical Services. Rescue and fire equipment is not eligible. A vendor invoice along with the Bureau Reimbursement Request form must accompany a request for reimbursement. No matching funds are required. Per capita funds may be used as the match for competitive grants.

Travel expenses for Continuing Medical Education are required to follow State Travel Policy as outlined below:

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

### Agency Roster

In order to determine the per capita funds for each qualifying agency, an **accurate** agency roster of all certified emergency medical dispatcher, EMT-Basic, EMT-Intermediate, EMT Intermediate Advanced and Paramedic personnel as of March 1, 2009, is required. To assist you, your agency should have received by email a computer generated roster from the Bureau database. Please check the names against your active personnel and cross off or add names as appropriate. Please email on Microsoft Excel the roster to the Bureau by April 30, 2009 (or post marked by April 30, 2009). If you did not receive a computer generated Bureau roster, the information **must** be submitted in the following format: EMS number; last name; first name; level of certification; expiration date; and the signature of the agency supervisor with a statement attesting that the list is correct to the best of his/her knowledge. The personnel must be listed by last name order alphabetically. **If the roster is not in the above format, the agency may not be considered for per capita funding.**

Per capita allocation is determined by the following:

- (a) Number of EMS state certified personnel in each provider agency actively involved in the provision of emergency medical services.
- (b) Rural county area or rural city or town.

- (c) The level of certification of each of the EMS personnel, with weighting factors as follows:  
EMD = 1 point  
EMT-B = 2 points  
EMT-Intermediate and EMT-Intermediate Advanced = 3 points  
Paramedic = 4 points
- (d) Total personnel points multiplied by class of county.

**CERTIFIED PERSONNEL WILL RECEIVE PER CAPITA FUNDING FOR ONLY ONE AGENCY. AGENCIES THAT COVER MULTIPLE COUNTIES WILL RECEIVE POINTS FOR THEIR PERSONNEL FROM THE COUNTY WHERE THE CERTIFIED PERSON LIVES.** Therefore, only list the personnel who are trained exclusively by your agency.

**IF ROSTERS ARE NOT POST MARKED ON OR BEFORE APRIL 30, 2009, OR DELIVERED TO THE EMS OFFICE ON OR BEFORE APRIL 30, 2009, THE AGENCY WILL NOT BE ELIGIBLE FOR PER CAPITA FUNDING.**

#### **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](mailto:lesliejohnson@utah.gov); or Irene Petrogeorge at 801-273-6634, e-mail [ikpetrogeorge@utah.gov](mailto:ikpetrogeorge@utah.gov). EMS Consultants can be reached at: Tami Goodin: 801-273-6672 or [tgoodin@utah.gov](mailto:tgoodin@utah.gov); Jim Hansen: 801 273-6665; or [jwhansen@utah.gov](mailto:jwhansen@utah.gov); or Dan Camp: 801-273-6673 or [dcamp@uah.gov](mailto:dcamp@uah.gov).

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