

**COMPETITIVE GRANT GUIDELINES FY2017**  
**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 FY2017, each agency may request grant funds for a total of **ONLY ONE TYPE OF ITEM** from the one of the two categories listed below. Multiple quantities of the same item may be requested.

- 1) Defibrillators and  
Accessories/Upgrades
- 2) Medical Equipment

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. 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.**

Agencies not licensed or designated through the Bureau of Emergency Medical Services and Preparedness may request initial training for EMTs, EMR's, and Dispatchers. The maximum funding amounts are: \$200 per EMR, \$750 per EMT, \$850 per AEMT, and \$350 per Dispatcher initial training.

**FY 2017 Competitive Grant Application Process**

During fiscal year 2017, the Bureau of Emergency Medical Services and Preparedness, will distribute approximately \$200,000 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. **Grantees must be in full compliance with the EMS Systems Act and all applicable EMS rules.** Application forms are available online: <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 Gay Brogdon at: (801) 273-6603, email: [gbrogdon@utah.gov](mailto:gbrogdon@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, 2016, and terminate May 15, 2017. **All expenditures have to be before May 15, 2017. All reimbursement requests must be received by the Bureau of EMS no later than May 31, 2017.**

The schedule for the application process is as follows:

1. Completed forms and **one** signed application must be **received** by the Bureau of EMS and Preparedness, 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. (MST), March 28, 2016**. Applications must be filled out completely. Incomplete applications may be rejected by the EMS&P Bureau and returned to the applicant. **All forms must be typed or computer generated.**
2. Grants applications for Fiscal Year 2017 do not need to be prioritized by their county.
3. On June 2, 2016, the Grants Subcommittee will meet to review grant awards and make recommendations for funding grants to the EMS Committee.
4. On July 13, 2016, the State EMS Committee will review the recommendations of the Grants Subcommittee and award the FY2017 grants. The EMS Committee may reject or authorize full or partial funding of the Subcommittee recommendation.

FY2017 DATES	SCHEDULE SUMMARY
March 28, 2016	Deadline for Submission of FY2017 Competitive Grants.
Between March 29, 2016 and May 2016	EMS & Preparedness Bureau will review applications and prepare packets for mailing to Grants Subcommittee.
June 2016	State EMS Grants Subcommittee meets and makes recommendations for funding.
July 2016	EMS Committee reviews and finalizes grants/awards.
July – August 2016	EMS Bureau will prepare and process grants.
July 1, 2016	Beginning of FY2017 grant period.
May 15, 2017	Deadline for expenditure for FY2017 grant reimbursement.
May 31, 2017	Deadline for submission of FY2017 grant reimbursement requests.

## Matching Fund Requirements

### JUSTIFICATION

There must be adequate justification for the grant. Applicants without justifications are excluded. Detailed explanations of current need(s) are highly encouraged.

Grant recipients shall, for the following equipment categories, provide matching funds in the amount of 50%.

Specific vendor equipment information must be attached to the application. **In the absence of this information, funding will not be considered.**

A. Equipment used in direct patient care, communications, rescue operations, or training are listed below. Disposable/expired/non-durable medical supplies **may not** be requested for competitive grants.

1. **Defibrillators and Related Accessories/Upgrades** – Paramedic and Intermediate-Advanced agencies require defibrillators with more advanced features than AEMT and EMT agencies.

Paramedic and Intermediate-Advanced agencies may request a maximum of \$16,000. AEMT agencies may request up to a maximum of \$8,000, while EMT 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.

2. **Medical Equipment/Items** – Any durable/non-disposable equipment to be used directly for patient care need to be listed in this subcategory. The State match will not exceed \$9,000 per applicant, \$4,500 per item.

B. **Initial Training and CME** – Every Competitive or Per Capita Grant **applicant** will become eligible for continuing medical education (CME) or for initial training. CME is defined as continuing “medical” education exclusively for agency pre-hospital EMS personnel. A match **will not** be required by applicants.

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. Recertification fees may not be considered as CME. Teaching aids, videos, DVD, TV’s, and etc. are not eligible items for CME. 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: (using state rates)	
Salt Lake Valley (Draper to Centerville plus tax)	\$ 100.00
Moab (plus tax)	\$ 100.00
Ogden/Layton/Logan/St. George (plus tax)	\$ 85.00
Price/Brigham City/Blanding (plus tax)	\$ 75.00
Provo/Orem/Lehi (plus tax)	\$ 85.00
Breakfast	\$ 10.00
Lunch	\$ 14.00
Dinner	\$ 17.00
Mileage (\$0.38 actual mileage)	\$ 0.38

Agencies not licensed or designated through the Bureau of Emergency Medical Services and Preparedness may request initial training for basic EMTs, EMR’s, and Dispatchers. Advanced Level Training or Continuing Medical Education will not be funded for Non-designated or non-licensed applicants. The maximum funding amounts are: \$200 per EMR, \$750 per EMT, \$850 per AEMT 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 than your agency will need. Subsequent grant requests will be significantly penalized if 90% of the any grant funds WERE not expended during FY2016.

- C. 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.
  
- D. 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 Gay Brogdon or the IRS website <http://www.irs.gov/pub/irs-pdf/fw9.pdf> .

**Interim or Emergency Grant Awards**

Interim/Emergency grant funding may be available if EMS Grant funds are available and the applicant demonstrates the need. The applicant must also prove that a delay in funding at the next scheduled grant cycle will hinder the applicant’s ability to provide EMS Care. See R426-6-6 for further details.

**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, Guy Dansie or Gay Brogdon for assistance in grant preparation. Contact Information:

Guy Dansie, EMS Director	801-273-6671	<a href="mailto:gdansie@utah.gov">gdansie@utah.gov</a>
Gay Brogdon, Grants Coordinator	801-273-6003	<a href="mailto:gbrogdon@utah.gov">gbrogdon@utah.gov</a>

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