

**PER CAPITA 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 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.

**FY2017 Per Capita Grant Application Process**

During Fiscal Year 2017 (July 1, 2016 to May 15, 2017), the Utah Department of Health, will distribute approximately \$200,000 to per capita grant applicants. **Grantees shall be limited to licensed and designated EMS providers, and 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 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>. **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, 2016 and terminate May 15, 2017. All grant funds unexpended at that time will revert to the Department for future reallocation. **All FY2017 expenditures must be completed by May 15, 2017. The deadline for reimbursement requests for FY2017 is May 31, 2017.**

The schedule for the application process is as follows:

Application with roster must be received by the Bureau no later than 5:00 p.m. January 29, 2016. The FY2017 EMS Grant Application and agency roster must **be typed or computer generated.**

FY2017 Dates	SCHEDULE SUMMARY
January 29, 2016	Deadline for Submission of FY2017 application and agency roster.
During January	Bureau of EMS will verify and update each agency roster.
July 1, 2016	Beginning of FY2017 grant period,
May 15, 2017	End of FY2017 grant period, final date for expenditures.
May 31, 2017	End of FY2017 grant period, final date for reimbursements.

Every Competitive or Per Capita Grant applicant will receive funds 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.

**Special Conditions**

The Bureau will reimburse agencies for expenditures specifically related to the provision of Emergency Medical Services. Rescue and fire equipment **are not** eligible. A vendor invoice and proof of payment (credit card

statement or cancelled check) **must accompany a request for reimbursement.** No matching funds are required. However, the remaining unreimbursed portion of competitive line item funds may be submitted for per capita reimbursement upon request.

Travel expenses for Continuing Medical Education (CME) are required to follow Utah Department of Health Travel Policy as outlined:

Hotel/Motel 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/Blanding (plus tax)	\$ 75.00
Provo/Orem/Lehi (plus tax)	\$ 85.00
Breakfast	\$ 10.00
Lunch	\$ 14.00
Dinner	\$ 17.00
Mileage (\$0.380 actual mileage)	\$ 0.38

### Agency Roster

All licensed and designated agencies were notified by email by December 22, 2015 of their current EMS personnel roster on record with the Bureau. Verification or updates to the EMS personnel roster must be returned to the Bureau by January 29, 2016, to qualify for FY2017 EMS Per Capita Grant funds.

Per capita allocation is determined by the following:

- (a) County classification,
- (b) Number of EMS state certified personnel in each provider agency actively involved in the provision of emergency medical services.
- (c) The level of certification of each of the EMS personnel, with weighting factors as follows:

- EMD, EMR = 1 point
- EMT = 2 points
- EMT-Intermediate and AEMT (advanced) = 3 points
- Paramedic = 4 points

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. IF THE CERTIFIED PERSON WORKS FOR MULTIPLE AGENCIES, POINTS ARE AWARDED TO THE AGENCY WHO PROVIDES THE MAJORITY OF THE TRAINING.

**IF APPLICATION WITH ROSTER ARE NOT RECEIVED BY THE BUREAU OF EMS OFFICE ON OR BEFORE JANUARY 29, 2016 THE AGENCY WILL NOT BE ELIGIBLE FOR PER CAPITA FUNDING.**

### 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, Gay Brogdon for assistance in grant preparation. Contact Information:

Guy Dansie, EMS Director	801-273-6671	gdansie@utah.gov
Gay Brogdon, Grants Coordinator	801-273-6003	gbrogdon@utah.gov

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