

**PER CAPITA 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 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.

**FY2013 Per Capita Grant Application Process**

During fiscal year 2012-2013 (FY2013), the Utah Department of Health, will distribute approximately \$550,000 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, 2012 and terminate June 30, 2013. All grant funds unexpended at that time will revert to the Department for future reallocation. **All expenditures must be completed by June 30, 2013. The deadline for reimbursement requests is July 11, 2013.**

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, no later than 5:00 p.m., January 18, 2012. If you desire to mail your application, it will be accepted as long as it has a postmark no later than January 18, 2012. **EMS Bureau regional 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.

FY2012 Dates	SCHEDULE SUMMARY
January 18, 2012	Deadline for Submission of grants or post marked January 18, 2012.
During January	EMS Bureau will prepare and process grants.
July 1, 2012	Beginning of FY2012 grant period.
June 30, 2013	End of FY2012 grant period, final date for expenditures.
July 11, 2012	Deadline for submission of FY2012 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 **are not** eligible. A vendor invoice along with the Bureau Reimbursement Request form must accompany a request for reimbursement. No matching funds are required.

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)	\$ 90.00
Moab (plus tax)	\$ 90.00
Cedar City/Ogden(plus tax)	\$ 70.00
Price/Provo/Orem/Lehi/St. George (plus tax)	\$ 75.00
Price (plus tax)	\$ 75.00
Breakfast	\$ 9.00
Lunch	\$ 11.00
Dinner	\$ 16.00
Mileage (\$0.360 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 EMD, EMR, EMT, EMT-Basic, Advanced EMT, EMT-Intermediate, EMT Intermediate Advanced and Paramedic personnel is required as of January 1, 2012. To assist you, your agency should receive a list generated from the Bureau database.

Check the names against your active personnel and add and/or delete names as appropriate. **Sign and return both grant application forms and roster by January 18, 2012 or post marked by January 18, 2012.** If you did not receive a computer generated Bureau roster, the information **must** be submitted in the following **alphabetical** format:

EMS number; first name; last name; level of certification; expiration date of certification; and the signature of the agency supervisor with a statement attesting that the list is correct to the best of his/her knowledge. The roster may be sent to the Bureau electronically. **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) 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, EMT-B = 2 points
- Advanced EMT, EMT-Intermediate, EMT-Intermediate 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 ROSTERS ARE NOT POST MARKED OR DELIVERED TO THE EMS OFFICE ON OR BEFORE January 18, 2012, 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, 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.