

EMERGENCY MEDICAL SERVICES FUND III
DEDICATED GRANT STANDARDS MANUAL

Authority:

Idaho Code §56-1018B

Rules Governing Emergency Medical Services Account III Grants: IDAPA 16.02.04

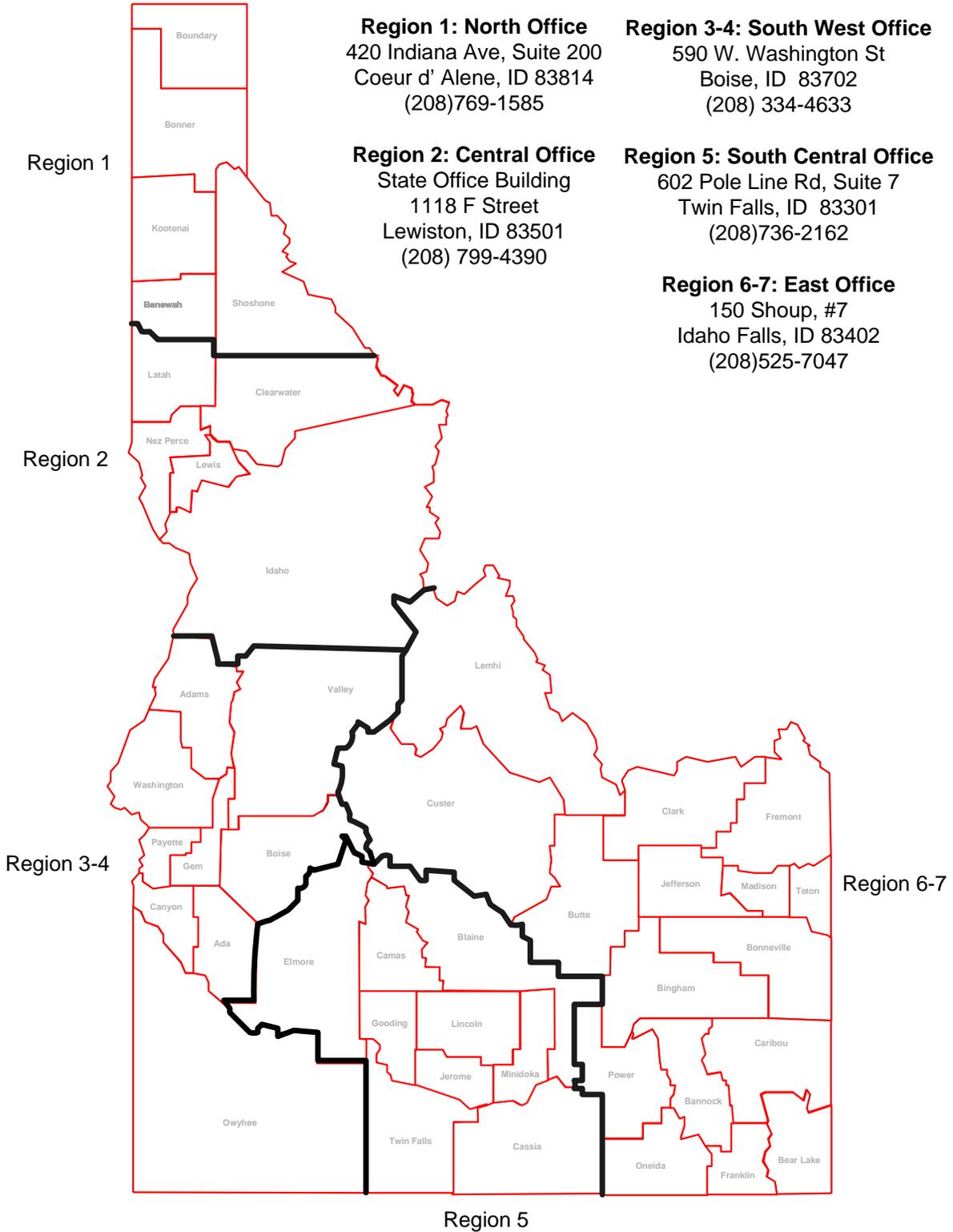
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Regional Office Contact Information



Region 1: North Office
420 Indiana Ave, Suite 200
Coeur d' Alene, ID 83814
(208)769-1585

Region 3-4: South West Office
590 W. Washington St
Boise, ID 83702
(208) 334-4633

Region 2: Central Office
State Office Building
1118 F Street
Lewiston, ID 83501
(208) 799-4390

Region 5: South Central Office
602 Pole Line Rd, Suite 7
Twin Falls, ID 83301
(208)736-2162

Region 6-7: East Office
150 Shoup, #7
Idaho Falls, ID 83402
(208)525-7047

DEFINITIONS

Applicant: An eligible, licensed Idaho EMS agency submitting documents required by the Idaho EMS Bureau for the purposes of acquiring funds or capital equipment from the EMS Account III established by Section 56-1018B, Idaho Code.

Approval: The notification to an applicant that they have been approved for an award and disbursement of a grant from EMS Account III.

Award: The placement of an applicant on a prioritized list indicating approval for receipt of grant funds during that current fiscal year.

Eligibility: Applicant is a non-profit or governmental entity holding a current Idaho license as an ambulance or non-transport agency, issued by the Idaho Emergency Medical Services Bureau.

EMS Bureau: The Emergency Medical Services Bureau (EMS) Bureau of the Idaho Department of Health and Welfare.

EMS Account III: A dedicated fund subject to appropriation by the Legislature which is established and defined in Section 56-1018B, Idaho Code.

EMSAC: The Emergency Medical Services Advisory Committee (EMSAC), whose members are appointed by the Director of the Idaho Department of Health and Welfare to provide counsel to the Department administering the EMS Act.

Federal Tax Identification Number: The tax identification number (TIN) assigned by the Internal Revenue Service.

Grant: The disbursement of funds from, or capital equipment purchased by, EMS Account III revenue.

Grant Cycle: The process of grant application distribution, applicant submission, evaluation, award notification and fund disbursement which occur in accordance with dates established in IDAPA 16.02.03, Rules Governing Emergency Medical Services Account III Grants.

Government Entity: An EMS agency that is an established governmental or political subdivision.

Migrant Population: The total of all migrant individuals earning 50% or more of their income in agriculture related work within a 12 month period and who cannot return to their home base on a daily basis.

Non-profit Entity: An EMS agency that is registered and in good standing with the Idaho Secretary of State as a non-profit organization.

EMS Equipment: Equipment for use by EMS personnel in the performance of their duties, which includes highway safety and emergency response to motor vehicle crashes.

Resident Population: All individuals who have resided within the agency's primary response area for thirty (30) days or more.

Tourist Population: The number of individuals who travel to a final destination in your primary response area for recreation, this number will be expressed as visitor days.

I. DESCRIPTION OF DEDICATED GRANT PROGRAM

A. Purpose of Funding:

This fund was established to assist EMS agencies in acquiring EMS vehicles and equipment for use by EMS personnel in the performance of their duties.

B. Applicant Eligibility:

1. The requesting entity is a nonprofit or governmental entity which holds a current EMS license as an ambulance or nontransport service issued by the state of Idaho.
2. Applicants must be licensed and qualified by May 31st to be eligible for consideration.
3. Only one application per eligible, licensed EMS agency will be accepted.

C. Grant Cycle:

- | | |
|--|--------------|
| ▪ Application Available | February 28 |
| ▪ Applications Due to Regional Office for Review | May 15 |
| ▪ Application Final Due Date | May 31 |
| ▪ EMSAC Evaluation Complete | June 30 |
| ▪ Awards Notification | July 31 |
| ▪ Fund Disbursement | September 30 |
| ▪ Return of Unused Funds – 15 days after purchase or April 1, whichever is earlier | April 1 |

II. APPLICATION PROCEDURE

A. Instructions:

1. Instructions are provided with each annual grant application. Read the instructions prior to completing the application form.
2. Use the correct amounts, times and the predetermined definitions that are provided in the instructions.
3. Technical assistance is available from your Regional Office.

B. Population Numbers:

Use local resources.

- Resident - Obtain information from city and/or county offices.
- Migrant- Information may be estimated from knowledge of the migrant population in your response area obtained from local employment agencies, state offices and/or major agricultural employers.
- Tourist- Information may be estimated from local businesses or the Chamber of Commerce office.

C. Revenue Sources:

All income from the following sources must be declared for the most recently completed year (annual or fiscal) of agency financial information.

- Ambulance Taxing District
- Fire Taxing District
- Hospital Taxing District
- General Fund: Contact city and county clerk to determine if there are any city and/or county ordinances that allocate tax funds to your agency.
- State Motor Vehicle Funds: Paid by the State to each county based on vehicle registrations for use in the delivery of EMS to that county.
- Grant Funds: From all sources
- Patient Billing: Amount collected
- Donations
- Cash on Hand
- Investment Income
- Other: Any additional income not defined by any of the previous categories.

D. Expenses:

All expenses from the following sources must be declared for the most recently completed year (annual or fiscal) of agency financial information.

- Personnel
- Operating
- Capital
- Other: Any additional expenses not defined by any of the previous categories.

E. Matching Funds:

1. Matching funds are not required.
2. If matching funds are available and will be used, they should be noted in the narrative, subtracted from the base price and reflected in the request price.

F. Obtaining Price Quotes:

1. All vehicles and equipment must have a corresponding vendor price quote.
2. Price quotes can be obtained from a vendor catalog, fax or web page.
3. The EMS Bureau Regional Offices may be a source of catalogs and information on vehicle and equipment vendors.
4. Vehicles price quotes will include:
 - Vendor name and address
 - Date of price quote
 - Description of vehicle, make, model, configuration, and 4x4 capability
 - Base price for vehicle including delivery, sales tax and modifications
 - Description of all modifications to be included such as lights, sirens, built-in shelving, radio and gurney
5. Equipment prices quotes will include:
 - Vendor name and address
 - Date of price quote

- Description of equipment showing vendor make and model
- Base price including sales tax, shipping and delivery

G. Supporting Documents:

1. Narrative of Need: Each separate vehicle and/or equipment item requested requires a separate narrative page titled for that item.
2. The written narrative requires two parts.
 - The first portion will describe the need for the item requested; this could include reference to specific events that justify your request or the expected outcome or service impact your agency would expect to experience if the award is received.
 - The second portion is an explanation of the lack of available funds and a description of what other funding sources have been explored.
 - The length of the narrative is to be no longer than one page per item.
3. Letters of Endorsement: A minimum of one letter of endorsement from a city or county government within the EMS agency's primary response area, in Idaho, must be submitted with the application to achieve grant eligibility.
 - This letter should include reference to acknowledgement of need and support of items requested.
 - Maximum points are awarded for submitting letters of endorsement from all cities and counties within the EMS agency's primary response area, in Idaho.
 - Letters of endorsement from any group other than a city or county will not count.
 - Each letter should be on the city or county letterhead and be signed by an administrative official of that political entity.
 - A faxed copy is acceptable.

H. Vehicle Requests:

You may request to replace an existing vehicle or add a vehicle to your fleet.

- All vehicles must meet current industry standards for the intended purpose of that vehicle.
- Requested vehicle(s) must be appropriate for agency level of licensure.
- Ambulances will only be awarded to licensed transport agencies.
- Non-transport vehicles may include medical rescue or rescue extrication capabilities.
- A vehicle being replaced is one that will be removed from its current purpose when the new vehicle is received. This may be accomplished by selling or giving it away, or reassigning the purpose, i.e., from transport ambulance to incident command vehicle.
- Agencies requesting a vehicle needed to upgrade their level of licensure must have a pending request at time of application with approval obtained by June 30th.
- No fire fighting equipment will be funded.

I. Equipment Requests:

Eligible equipment includes items used by EMS personnel in the performance of their duties, which includes highway safety and emergency response to motor vehicle crashes.

- Disposable patient care supplies and training equipment are not eligible.
- Items requested must be appropriate to agency level of licensure and associated scope of practice.
- Agencies requesting equipment needed to upgrade their level of licensure must have a pending license upgrade request submitted to the Regional Office at time of application, with final approval obtained by June 30th.

J. Application Signature Authority:

An EMS agency authorized legal representative must sign the completed application.

K. Completion of Application:

1. Complete applications are required to be submitted by the deadline and will not be eligible for consideration if they do not contain required information as of that date.
2. Prior to May 15th, the agency's EMS Bureau Regional Consultant may be available by appointment for application assistance.
3. An appointment should be scheduled early in the application process.
4. Complete, signed applications will be accepted by mail (postmarked by due date), hand delivered or faxed to the EMS Regional Office before 5p.m. May 31st.

III. EVALUATION PROCESS

A. Evaluation Criteria and Review:

1. Minimum Requirements: To be considered eligible, all applications must include the following:
 - Documentation of one (1) or more vendor price quotes for all proposed equipment or vehicle purchases,
 - Operating budget,
 - All funding sources and revenue generated by source,
 - Name of contact person for verification of fiscal information,
 - Federal Tax Identification Number,
 - Resident population within the applicant response area in Idaho,
 - Migrant and tourist population within the applicant response area in Idaho,
 - Type, quantity and purpose of similar equipment presently in use by the applicant,
 - Age and condition of item being replaced, if applicable,
 - Narrative description of need for each item,
 - Prioritization by the applicant of equipment requested when the applicant requests funding for two (2) or more items, and
 - County or local government endorsement.
2. Region: Regional Consultants are available by appointment prior to May 15th to review the completed application.

3. Dedicated Grant Program Specialist: Applications will be reviewed after May 31st.
 - Applicants may be contacted to clarify any submitted information; however, no changes to data will be made.
 - Information on the application may be verified by cross-checking the EMS agency license application information recorded at the EMS Bureau.
 - Incomplete or inaccurate applications will be excluded from consideration.
4. Emergency Medical Services Advisory Committee (EMSAC) Review
 - EMSAC Grant Subcommittee will assist with application review and policy recommendations for eligibility and awards.
 - EMSAC evaluation will be completed by June 30th.
 - EMSAC recommendation may exclude items considered to be inappropriate or non-essential for the corresponding EMS level or deemed to have no impact on quality patient care.

B. Grant Scoring:

Each vehicle or item requested is scored independently. Where applicable, points awarded are set in comparison to the highest point(s) awarded for that category.

1. Vehicle weighting factors:

▪ Greater mileage of similar vehicle being replaced	15 points
▪ Greater age of vehicle being replaced	15 points
▪ Change in deployment ratio	15 points
▪ Smaller fleet size	10 points
▪ 4x4 frequency need	10 points
▪ Less tax levy revenue	10 points
▪ Prevalence of volunteers	10 points
▪ Local governmental endorsement	5 points
▪ Narrative of need and lack of funds	5 points
2. Equipment weighting factors:

▪ Anticipated use of item	15 points
▪ Duration of use per call	15 points
▪ Change in deployment ratio	15 points
▪ Less tax levy revenue	10 points
▪ Prevalence of volunteers	10 points
▪ Local governmental endorsement	5 points
▪ Narrative of need and lack of funds	5 points
▪ Age of each similar equipment replaced	5 points
▪ Less number of similar equipment	5 points
▪ Distance to similar equipment	2.5 points
▪ Time to similar equipment	2.5 points

C. Award Amount Determination

1. Distribution of Funds: The current commitment to the legislature is for 80% of the available annual funds to be used for vehicles and 20% for equipment.

2. EMSAC Recommendations
 - Price caps for common expensive items may be established based on average price requests received for similar items in that grant cycle and comparisons to current vendor catalogs.
 - If the amount awarded is less than the amount requested, the EMS Bureau Regional Consultant may be contacted for information on product sources within the allotted amount.
3. Award Criteria:
 - All awards are based on the application information and request for that specific item.
 - No substitutions are allowed.

IV. AWARD DOCUMENTS

A. Notification Letter:
All applicants will receive a letter notifying them of the status of each requested item.

B. Successful Awards:

Following notification by letter of a successful award, a contract will be generated and sent to the applicant. The contract will include the following sections:

- Standard Grant/Contract Language
- Scope of Work
- Performance Measures
- Billing Procedures
- Security Agreement

C. Contract Procedures:

1. An EMS agency authorized legal representative must sign the completed contract.
2. The contract must then be returned to the EMS Bureau Regional Office within the allowable time frame.
3. Contracts not returned by the deadline will cause forfeiture and loss of the award.

D. Payment Disbursal: The signed contract being received in the EMS Bureau Central Office will initiate the payment disbursal process.

IV. PURCHASING PROCEDURES

A. Award Notification:

1. Award notification by letter may occur prior to receiving the grant contract; however, all purchases must be made within the dates defined on the contract.
2. Do not order item(s) until contract has been signed and returned.
3. Submitted invoices must reflect a date that is after the contract signing date.

B. Purchase Obligations:

Item(s) may be ordered at any time after the contract has been signed and returned.

1. Actual purchase does not have to be made from the vendor used to obtain the price quote.
2. Special prices or sales may be taken advantage of provided the same type of vehicle/equipment is purchased.
3. Equipment/Vehicle may be new or refurbished.
4. Refurbished items must come with a minimum 1-year warranty.

C. Replacing Equipment:

1. When purchased equipment is put in service, the equipment being replaced must be removed from use in patient care, but may be retained as training equipment.
2. Replaced items should not be donated for patient care use in any other EMS system if the quality of the item is below accepted industry standard.

D. Vehicles:

1. Vehicles may be ordered at any time after the contract has been signed and returned.
2. Multiple vendors may be used to obtain best prices for individual vehicle components.

E. Replacing Vehicles:

A vehicle being replaced is one that will be removed from service or its current purpose when the new vehicle is received.

1. This may be accomplished by selling or giving it away, or reassigning the purpose, i.e., from transport ambulance to incident command vehicle.
2. Original vehicle must be removed or reassigned within 90 days of receiving the new vehicle. A "Replacement Vehicle Status Form" must be submitted to the EMS Bureau upon completion of vehicle reassignment.

VI. INVOICE RECONCILIATION

A. Documentation Required:

1. The agency must submit a vendor invoice that clearly shows the vendor name, the date of purchase, and description of the item purchased.
2. The agency must also submit proof of payment such as a copy, front and back, of the cancelled check to the vendor, or a vendor-generated statement showing payment of the invoice. An invoice marked paid by the purchasing agency does not meet this requirement.

- B. Award amounts are on a per item basis. Unused funds from one item may not be used toward purchase of other items. Unused funds must be returned to the EMS Bureau.**

VII. VEHICLE DOCUMENTS

A. Titling:

1. The new vehicle must be titled in the name of a city or county that endorsed the application.
2. If the EMS agency name is also included, it should be on the second line, linked with the qualifier “AND”.

- *Example: City or County name that endorsed the application AND
EMS Agency name
Address*

B. Lien Holder:

1. The Idaho Department of Health & Welfare must be listed on the title as First Lien Holder as follows:
Department of Health & Welfare
Emergency Medical Services Bureau
P O Box 83720
Boise ID 83720-0036
2. As First Lien Holder, the title will be sent first to the EMS Bureau, which will then forward the title to the EMS agency.

- ### **C. Releasing Title:** After five (5) years, the lien will be released by the State upon the written request of the EMS agency, the vehicle may then be retitled.

VIII. GRANT AWARD COMPLIANCE

A. Appropriate Use of Equipment/Vehicle:

All vehicle and equipment award items acquired through the EMS Dedicated Grant Program are intended to be used for the provision of emergency medical care only.

IX. NON-COMPLIANCE

A. Replacing Equipment/Vehicle:

All items declared on the grant application to be replaced must be removed from service as outlined in Section V. C and E, Purchasing Procedures.

B. Fraudulent Information:

Providing fraudulent information on the application or in any supporting documents submitted will result in declaring the applicant ineligible.

C. Return of Equipment/Vehicle:

Any and all pieces of equipment or vehicles determined to have been acquired on the basis of fraudulent information must be returned to the EMS Bureau.

D. Return of Funds:

Any and all funds determined to have been acquired on the basis of fraudulent information must be returned to the EMS Fund III Dedicated Grant account.

E. Inspection Authority:

The EMS Bureau reserves the right to monitor for contract compliance by inspection of awarded vehicles and/or equipment.