

PER CAPITA GRANT GUIDELINES FY2024
Bureau of Emergency Medical Services and Preparedness
Division of Family Health and Preparedness, Utah Department of Health

Introduction

The Utah State Legislature established the Emergency Medical Services (EMS) grants program for the purpose of improving the statewide delivery of emergency medical services. This program is administered by the Utah Department of Health and Human Services (DHHS) Office of Emergency Medical Services and Preparedness (EMSP), 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.

FY2024 Per Capita Grant Application Process

During Fiscal Year 2024 (July 1, 2023 to June 30, 2024), the Utah Department of Health and Human Services, will distribute approximately \$550,000 to per capita grant applicants. Grants are available only to licensed ground 911 EMS ambulance providers, licensed paramedic services, EMS designated quick response units, and public safety answering point (PSAP) which are designated emergency medical service dispatch centers that are either:

- (a) Agencies or political subdivisions of local or state government or incorporated non-profit entities.
- (b) A for-profit EMS provider that is a primary EMS provider in a geographical service area if it is licensed for and provides service at a higher level than the public or non-profit provider.

Application forms are available on line at the Bureau website: <https://bemsp.utah.gov/operations-and-response/grants/>. Incorporated non-profit entities must be registered with the Utah Department of Commerce.

Grants awarded will be implemented through reimbursable grants with the Utah Department of Health and Human Services; 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, 2023 and terminate June 15, 2024. All grant funds unexpended at that time will revert to the Department for future reallocation. **All FY2024 expenditures must be completed by June 15, 2024. The deadline for documentation of reimbursement requests for FY2024 is June 30, 2024.**

The schedule for the application process is as follows:

Application must be received by the Bureau no later than 5:00 p.m. January 27, 2023, if not the agency will not be eligible for per capita funding. **No rosters need to be sent in with application. All agencies rosters as they stand in the Bureau’s website must be verified as accurate and correct as of December 31, 2022. This verification will be a part of the application.**

| FY2024 Dates | SCHEDULE SUMMARY |
|-------------------------|--|
| January 27, 2023 | Deadline for Submission of FY2024 application. |
| February and March 2023 | Bureau of EMS will calculate status of opportunity for awards. |
| July 1, 2023 | Beginning of FY2024 grant period, |
| June 15, 2024 | End of FY2024 grant period, final date for expenditures. |
| June 30, 2024 | End of FY2024 grant period, final date for reimbursements. |

Special Conditions

EMSP will reimburse agencies for expenditures specifically related to the provision of Emergency Medical Services. Rescue & fire equipment **are not** eligible. No matching funds are required. An itemized invoice of expenditures is required for reimbursement. If grant expenditures are audited, the agency will bear the responsibility to prove expenditures were paid by the agency in accordance with the grant rules.

Starting in FY2021, licensed ground ambulance providers that show a profitability average over the past three years fiscal years exceeding the margin allowed in R426-8-200(1) will not be eligible to receive EMS grant funds.

Agency Roster

All licensed and designated agencies will be notified by email by December 19, 2022 and asked to update their current EMS personnel roster on record with the Bureau. Verification or updates to the EMS personnel roster must be completed by December 31, 2022. Application for the grant must be sent to EMSP by January 27, 2023, to qualify for FY2024 EMS Per Capita Grant funds.

Per capita allocation is determined by the following:

- (a) County classification,
- (b) Number of EMS state licensed personnel in each provider agency actively involved in the provision of emergency medical services.
- (c) The level of licensure 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

IF THE LICENSED PERSON ONLY WORKS PART-TIME FOR MULTIPLE AGENCIES, POINTS WILL BE DIVIDED EQUALLY BETWEEN ALL AGENCIES INVOLVED.

APPLICATION NOT RECEIVED BY THE BUREAU OF EMS OFFICE ON OR BEFORE JANUARY 27, 2023 THE AGENCY WILL NOT BE ELIGIBLE FOR PER CAPITA FUNDING.

Initial Training and CME

In FY2024, approved grant applicants **may** use funds for continuing medical education (CME) or for initial training. No additional application is needed. CME is defined as continuing “medical” education exclusively for agency pre-hospital EMS personnel

Reimbursement for Continuing Medical Education (CME) and initial training will need to be submitted on the “**CME Reimbursement Request**” form. Forms are available on line at <https://bemsp.utah.gov/operations-and-response/grants/> or can be requested from EMSP. Actual invoices for instructor fees, conference registrations and hotel bills must accompany the EMSP 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, and DVD’s are eligible if used for training, but equipment such as TV’s, projectors, monitors, and screens 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 and Human Services approved rates as follows:

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|---|-----------|
| Hotel/Motel rates: | |
| Salt Lake Valley (Draper to Centerville plus tax) | \$ 100.00 |
| Moab (plus tax) | \$ 150.00 |
| Ogden (plus tax) | \$ 95.00 |
| Blanding (plus tax) | \$ 90.00 |
| Provo/Orem/Lehi (plus tax) | \$ 85.00 |
| Park City/Midway(plus tax) | \$ 110.00 |
| Breakfast | \$ 13.00 |
| Lunch | \$ 15.00 |
| Dinner | \$ 26.00 |
| Mileage (\$0.44 actual mileage) | \$ 0.44 |

Travel expenses for (CME) outside of the State of Utah will be considered. See <https://fleet.utah.gov/state-travel-a/per-diem-rates/> for rates.

The maximum funding amounts to be reimbursed for initial training are: \$450 per EMR, \$1000 per EMT, \$1100 per AEMT and \$500 per EMD.

DESIGNATED EMERGENCY MEDICAL DISPATCH CENTERS

Only designated Emergency Medical Dispatch Centers are eligible to participate in the EMS Per Capital Grants Program. In order to be considered for funding all dispatchers have to be listed on the agency roster in Imagetrend with supervisor’s verification of training. Individual dispatchers are not required to be licensed with EMSP.

The Grants Subcommittee has the option to limit funding based on licensed personnel, justified need or funds available.

Subsequent grant requests may be reduced by 50% if 90% of the awarded grant funds WERE not expended during FY2024. The Per capita grant will be a minimum of \$500.

Grant Proposal Preparation Assistance or Questions

We recognize there may be questions regarding the program. It is the desire of the Office of Emergency medical Services and Preparedness, 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 the EMS Bureau Grants Coordinator, Gay Brogdon for assistance in grant preparation. Contact Information:

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| Guy Dansie, EMS Director | 801-560-1544 | gdansie@utah.gov |
| Gay Brogdon, Grants Coordinator | 801-520-6610 | gbrogdon@utah.gov |
| Dan Camp, Rural EMS Liaison | 801-560-2821 | dcamp@utah.gov |
| Marcy Willits, Rural EMS Liaison | 801-541-5740 | mwillits1@utah.gov |
| Linda Simmons, Rural EMS Liaison | 435-459-1549 | lindasimmons@utah.gov |

ALL GRANT APPLICATIONS ARE AVAILABLE on the bureau website: <https://bemsp.utah.gov/operations-and-response/grants/>