



FY 2018 BROWARD COUNTY EMS GRANT GENERAL INFORMATION

**Office of Medical Examiner and Trauma Services
5301 SW 31 Avenue
Ft. Lauderdale, FL 33312
Trauma and EMS Section
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GENERAL EMS GRANT INFORMATION

PROCESS TIMELINE

August 25, 2017 2:00 PM	Application Submission Deadline
September 7, 2017 9:00 AM – 11:00 AM	Ranking Meeting

EMS GRANT COMMITTEE

The Broward Regional EMS Council serves in an advisory role to the Broward County Board of County Commissioners. The Grant Committee (Committee) is a standing committee of the Council, and its members are general members of the council.

The Grant Committee of the Broward Regional EMS Council accepts proposals for projects that may be funded by the EMS Trust Fund monies under the Florida EMS County Grant Program. The Committee will use criteria for recommending projects for funding to: ***Improve and expand prehospital EMS systems with emphasis for multiple agencies or Countywide participation.***

I. DESCRIPTION OF PROGRAM FUNDING

Monies to fund the program are derived from surcharges on the fines for various traffic violations pursuant to Chapter 401, Part II, and Florida Statutes. Florida counties forward the surcharges for deposit into the State EMS Trust Fund, which is the sole source of funds for all the state EMS grant programs. No funds are obtained from any tax levied upon the general public or from federal funds.

Annually, Counties are eligible to receive 45% of its EMS Trust Fund deposits. Funds are awarded via State EMS County Grant Application process to each eligible County's Board of County Commissioners according to the respective proportion of each County's contribution.

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The Committee members, with approval from the Broward Regional EMS Council, recommend projects to the Board of County Commissioners for its approval. Award of grant funding is at the sole discretion of the Board of County Commissioners with subsequent state review and approval. Please remember to apply for other grant opportunities in the event your project is not funded. Additionally, note that on-going costs for EMS and replacement of equipment cannot be funded under this grant program.

II. **PURPOSE**

Projects funded with EMS County Grant Funds are limited to improving and expanding pre-hospital emergency medical services in Broward County pursuant to Chapter 401, Part II, Florida Statutes.

III. **WHO MAY APPLY**

Eligible Applicants include: licensed EMS providers; injury prevention organizations; EMS training centers; and academic institutions (Broward County entities only).

IV. **CONTRACTURAL POLICIES AND DOCUMENTATION REQUIREMENTS**

- A. Responsibilities for Additional Costs:** All projects awarded funding by the County will require the respective entity to be responsible for securing and paying any and all costs associated with maintenance, insurance, licensing and permitting required or deemed necessary for said equipment or facilities in order to fulfill the project objectives.
- B. Risk of Loss:** The entity that will assume ownership of the items procured through this grant process, agrees to be responsible for any risk of loss prior to receipt of the equipment, and assumes liability for damages to persons or property that may occur upon delivery of the item.
- C. Useful Life of Equipment:** All equipment purchased with grant funds will be used for the purpose for which it was purchased with grant funds throughout its useful life. When any grant-funded equipment is no longer usable, it may be sold for scrap or disposed of in the customary procedure of the receiving agency.
- D. Progress Reports:** After receipt of the funds by the County and execution of EMS County Grant Agreements, the Project Manager can initiate the purchasing process. The Project Manager is required to submit a report to the County after implementation of the project objectives. It should describe progress to date, and additional reports will be required until completion of the project. The form and instructions will be included in the EMS County Grant Agreement.

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- E. Records Retention:** The County shall have the right to audit the books, records, and accounts of Project Manager and/or Participating Agency that are related to this Project for a period of six (6) years from the conclusion of the Project, for any property acquired with respect to the Project. Project Manager and/or Participating Agency shall keep such books, records, and accounts as may be necessary in order to record complete and correct entries related to the Project.
- F. Outcome/Evaluation/Final Report:** Within ninety (90) days after the completion of the project, the Project Manager is required to submit a report evaluating the project's results. Some projects will track usage data for an additional 12 months after equipment is in place or training has been completed so that its impact is evaluated. The evaluation report should state the outcomes listed on the grant application. Using the outcome indicators, data sources, and data collection methods mentioned in your application, show the extent to which the original outcomes were accomplished. Any unintended outcomes, should be submitted as well.

The results from all the projects are compiled in a report to be presented to the Broward Regional EMS Council highlighting the types of projects funded and the impact (project outcomes) of the EMS County Funds. Additionally, this information is sent to the State of Florida's EMS County Grant Program Manager as required in the terms and conditions of the grant program.

V. 2018 EMS COUNTY GRANT PROGRAM TERMS AND CONDITIONS

- A. Disallowed Expenditures:** If the grant costs are not specified as a line item (or included under a stated line item) in the approved grant budget or included in approved change requests then expenditures **will not** be processed for payment. On-going costs for EMS and replacement of equipment cannot be funded under this grant program.
- B. Vehicles and Equipment:** The Grantee and each Participating Agency (if any) shall own all items; including vehicles and equipment purchased with the EMS grant funds, unless otherwise described in the approved grant application. The grantee shall clearly document the assignment of equipment ownership and usage; and maintain these documents so they are available for audit purposes by the County. The owners of the vehicle shall be responsible for the proper insurance, licensing, permitting, and maintenance. All equipment purchased with grant funds shall continue to be used for pre-hospital EMS or the purpose for which it was purchased throughout its useful life. When any grant-funded equipment is no longer usable, it may be sold for scrap or disposed of in the customary procedure of the receiving agency.

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- C. Transfer of Property:** A private organization owning any equipment funded through the grant program, in whole or in part, and purchased that equipment to provide services for a municipality, County or other public agency ceasing operation within five years of the ending date of a grant awarded to the organization shall transfer the equipment or other items to the local agency. There shall be no cost to the recipient organization. This provision is applicable when services cease operation due to a contract ending as well as any other reason.
- D. Supplanting Funds:** The applicant cannot propose to use grant funds to supplant or replace any funding source. Funds received under the County award grant program cannot be used to fulfill the matching requirement for any other grant programs.

VI. APPLYING FOR FUNDING

- A. Single Agency Applicants** include licensed EMS providers, injury prevention organizations, EMS training centers, and academic institutions (Broward County entities only); submit the completed Application (Section I).
- B. Multiple Agencies and Countywide Participation (Must Complete Section II – excluding Countywide Training):** “Multiple agencies” or “Countywide participation” means the Project Manager is presenting a consolidated application for their agency and other agencies, as the Participating Agencies are not submitting individual applications. The grant application must include either of the following:
 1. A breakdown of equipment that the Participating Agencies will receive and for which will assume responsibility. Should the project include multiple agencies or is Countywide, all participants accept legal responsibility under the EMS Grant terms and conditions just as Project Managers do for a single agency.
 2. A summary of the number of training participants and/or the agencies receiving the benefit of training.

Therefore, each Participating Agency is required to complete Section II (excluding Countywide training projects) of the grant application. The Project Manager will provide these pages to participating agencies.

The Project Manager must submit a Participating Agency Summary Sheet (Form A). Submit only one copy of the original response from participating agencies. Be sure you have all the information you need; (i.e. how many rescue units Participating Agencies have, what are the needs) so there is a comfort level that Participating Agencies are not replacing or duplicating current equipment nor asking for more than is reasonable.

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- C. Well-documented and researched "needs":** Include documentation to validate the request. Include pertinent documentation with the application regarding research and/or references, in the form of a brief, complete analysis of pros and cons, reflective of current literature/experiential information.

VII. SUBMITTING AN APPLICATION (Refer to Process Timeline, Pg. 1)

Applications are due no later than **August 25, 2017, 2:00 PM.**

Please submit one (1) original application with signatures, one (1) complete copy and a USB drive containing one (1) complete copy with all supporting documents.

The EMS Grants Committee Ranking Meeting will be held **September 7, 2017 at 9:00 AM to 11:00 AM.** The Committee submits their ratings utilizing a criteria matrix. At the conclusion of the ranking, the final order of projects will be recommended to the full EMS Council on **September 7, 2017 at 1:30 PM** (regular meeting) for their approval prior to submission to the Board of County Commissioners.

You must deliver your applications to:

**Broward County
Office of Medical Examiner and Trauma Services
5301 SW 31st Avenue
Fort Lauderdale, FL 33312
Attention: Trauma and EMS Section**

The application package is now available. A copy of this package can be downloaded at <http://www.broward.org/BrowardEMS/Documents/EMSGrantApplication2018.pdf>, or can be sent as an email attachment.

Requests for additional information, or for questions regarding this process, please contact Alison Zerbe, 954-357-5234, (azerbe@broward.org). **Please do not contact a member of the Grant Committee.**

You may submit applications for more than one project and you may submit applications for projects which were not funded in previous years.

Applications are due Friday, August 25, 2017 by 2:00 PM

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Overview

A. PLEASE NOTE THE FOLLOWING:

- Projects **do not** have to include purchase of equipment.
- Projects **may** be submitted as a “pilot” project (documentation required).
- When you submit additional information or documentation, please be selective. **Quantity** is not a criterion for ranking.
- Please **do not** submit your application in binders or special covers. Keep it simple: use binder clips.

B. Grant Ranking Meeting: Thursday, September 7, 2017, 9:00 AM to 11:00 AM at the Broward County Office of Medical Examiner and Trauma Services, 5301 SW 31st Avenue, Fort Lauderdale, FL 33312.

All Project Managers or representatives are invited to attend (**strongly suggested** to answer possible questions from the Committee). The EMS Grant Committee will review the completed project Evaluation Worksheets to use as recommendation for funding to the Broward County Board of County Commissioners. No additional written information will be accepted at this time. The recommendations for funding will be available at the conclusion of this meeting.

C. Partial Funding: If sufficient EMS County Grant funds are not available to fully fund a recommended project, and the grant application indicates the agency will accept partial funding, the project may be recommended for funding at a reduced amount; provided that measurable outcomes can be achieved with less funding than requested. In this case, the Project Manager will be required to submit a revised Grant Budget and/or Outcome.

D. Notice of Award/Funding: Award of grant monies is at the sole discretion of the Board of County Commissioners based on the recommendation of its advisory body, and approval by the State. Each Project Manager will be advised of the date of the full EMS Council meeting to accept ranking as well as to be informed of the date for the Broward Board of Commissioners grant funding approval meeting.