



2020 Emergency Medical Responder Grant

Grant Announcement

February 14, 2020

GRANT ANNOUNCEMENT SUMMARY

Grant Title: 2020 Emergency Medical Responder Grant

Description: Portage County provides grant funding using County levy monies to emergency medical responder groups operating in Portage County to assist them in administering front line emergency medical services to the citizens and visitors of the County.

This Grant Announcement Summary is only for illustrative purposes. The actual grant requirements and details are listed in the Grant Announcement section below.

Opportunity Category: Non-competitive

Important Dates:

Announcement Distributed and Grant Application Period Open: February 14, 2020

Application Due Date: March 16, 2020

Grant Period: January 1, 2020 through December 31, 2020

Close-out Documentation Due: January 31, 2021

Changes from 2019 EMR Grant:

- Supplies and equipment can now be obtained from any of the 3 ambulance service providers. New and expired items will be put towards the group's grant. Supplies and equipment used on calls will be re-supplied at no charge.
- A minimum of one representative from each group must attend a minimum of 3 EMS Association meetings per year.
- Portage County will continue to provide funding for selected training, scholarships, recruitment, and County-wide initiatives at no expense to EMR groups.
- Run reports and membership rosters are now required to be submitted bi-annually instead of quarterly.
- EMR group members should be credentialed with the county and all 3 ambulance service providers

Contact Information:

Portage County EMS Coordinator (beaudoinb@co.portage.wi.us)
1500 Strongs Avenue, Stevens Point, Wisconsin 54481-3542
(715) 346-1446

GRANT ANNOUNCEMENT

I. General

Portage County, through the Emergency Medical Services (EMS) Division of the Sheriff's Office, administers a grant program to assist local emergency medical responder (EMR) organizations by reimbursing them for allowable expenditures, as determined each year. Grant recipients are expected to comply with the terms, conditions, and requirements of this program in order to receive funding.

The goal of the program is to assist in operational costs, recruitment, retention, and training of these vital front line responders. Each municipality is highly encouraged to remain actively involved with their EMR group's budget, continue to provide adequate funding to maintain high EMS standards, and promote County-wide system development.

The purpose of this grant is to supplement, not supplant, local municipal efforts in providing EMR services to their communities. Monies provided to EMR groups are derived from County EMS levy funds, and are distributed based on the needs of the County in cooperation with its subordinate municipalities, to bolster a multi-faceted and blended County-wide EMS system. The County is committed to providing assistance, not dependence, while establishing and maintaining accountability, transparency, and compliance with state law and county ordinances.

II. Definitions

- a. "Call for Service" is defined as anytime an EMR group is dispatched, and responds to, an EMS call. Calls that are cancelled before responders arrive on scene will count if the responders properly notified the Portage County Sheriff's Office Communications Center that they acknowledged the page and that they are en route.
- b. "DHS" means the Wisconsin Department of Health Services
- c. "EMR Group" Includes:
 - i. An organization licensed as such through the Wisconsin Department of Health Services, whose parent organization is a municipality or a nonstock corporation under section 213.05 of the Wisconsin statutes.
 - ii. An organization with a signed local credentialing agreement with Portage County EMS.
 - iii. An organization with a signed local credentialing agreement with a contracted Portage County ambulance service.
 - iv. Private and/or industrial EMR groups are not eligible for funding under this grant.
- d. "Portage County Emergency Medical Services" (also known as Portage County EMS) refers to the organization created by Portage County and licensed through DHS.

III. Application

- a. Applications must be submitted using the form found on the web site: <http://www.co.portage.wi.us/department/sheriff-s-office/emergency-medical-services-division/ems-provider-resources>. The application form is entitled *2020 EMR Grant Application*. EMR groups without internet access may contact the EMS Coordinator to obtain a copy.
- b. There are also two attachments that must be completed. They are titled *2020 EMR Grant Application Attachments*. Both attachments are included in the Excel workbook as separate pages. They can also be found on the web site: <http://www.co.portage.wi.us/department/sheriff-s-office/emergency-medical-services-division/ems-provider-resources>.
- c. Completed applications (along with attachments) are then submitted electronically to EMS@co.portage.wi.us.
- d. Applications must be complete and accurate at the time of submittal.
- e. ***Completed applications are due by March 16, 2020.***

IV. Funding Calculation

- a. Each EMR group will be eligible for a base grant in the amount of \$5,000.
- b. Each EMR group will be eligible to receive an additional \$650 if every member on its roster has a local credentialing agreement with all three ambulance providers.
- c. Municipal EMR groups are eligible to receive \$10 for each eligible and properly reported call for service in 2019. This amount will be added to this base grant. Reimbursement will only be provided for when the EMR group responded to a bona fide call for service.
 - i. To qualify, a call for service must be reported to the EMS Coordinator on a bi-annual report and include, at a minimum, the call date and dispatch time. Such reports must conform to the reporting requirements specified below.
 - ii. Calls at a single scene location only count as one call regardless of the number of patients or responders.
 - iii. Mutual aid calls qualify as a call for service.
- d. Portage County will hold \$5,000 in reserve for County-wide recruitment and retention efforts, training events and scholarships, joint purchasing projects, catastrophic events or unforeseen contingencies involving EMR Groups, and similar system-wide programs. At the conclusion of the year, any unspent/unobligated funds from this category will be used to further bolster EMR Group expenses and projects.
- e. Portage County utilizes the formula listed above to estimate EMR group grant amounts. Actual funding to the EMR groups is dependent on the availability of county funds.
- f. Funding is provided as an end-of-year reimbursement for eligible expenditures specified in this grant announcement.

V. Expenditures

- a. Authorized items for grant reimbursement at the end of the year include:
- i. Durable medical equipment that fall within the scope of practice and license level for each particular EMR group.
 - ii. Expendable medical supplies and medications that fall within the scope of practice and license level for each particular EMR group. Items may be obtained from any of the three ambulance providers. Costs will be tracked and deducted from the group's final total reimbursement amount.
 - iii. County approved devices for use in the field to generate patient care reports and/or EMR handoff reports as required by law.
 - iv. Candidate pre-employment screenings.
 - v. Recruitment expenses.
 - vi. Retention compensation.
 - vii. Safety items relating to EMS or environmental hazards.
 - viii. Individual EMR inoculations for influenza or hepatitis.
 - ix. EMS or related training, including tuition, lodging, meals, and mileage.
 1. Tuition costs are limited to the actual cost for the class, conference, or session.
 2. Lodging is restricted to established conference block reservation costs, or municipal/government rates.
 3. Meals are limited to out-of-county training related activities, and are subject to the current Portage County reimbursement rate:
 - a. \$9 for breakfast, provided the member leaves home prior to 07:00 AM.
 - b. \$9 for lunch, provided the member leaves their home before 10:30 AM and returns after 2:30 PM.
 - c. \$17 for dinner, provided the member returns from travel status after 7:00 PM, or departs home for overnight travel before 6:00 PM.
 - d. If the travel is to attend a conference, the daily allowance will be reduced by the amount of a meal included in the conference cost. For example, if conference fees pay for lunch, then the total amount of \$9 for lunch will be excluded from the daily allowance.
 - e. When a member is entitled to reimbursement for two or more consecutive meals in one day, the amount expended for any particular meal is left to the discretion of the member, but the total reimbursement shall not exceed the total of the eligible individual meal rates for the consecutive meals in a day.
 - f. A copy of the conference/seminar/class registration form or agenda is required to be submitted along with other documentation to qualify for meal reimbursements.
 - g. Itemized receipts are required. Alcohol is not reimbursable.

4. Mileage will only be reimbursed for training and related activities using a personally owned vehicle. Municipal or other governmental vehicles will not be reimbursed. Only one reimbursement is allowed per vehicle. Reimbursement will only be for mileage directly from home to the training and back. Mileage rates will be the current standard Internal Revenue Service rate for business. As of November 1, 2019, the rate is \$0.58 per mile. This rate is subject to change.
 - x. Medical equipment or other items that support system operations or development.
 - xi. Purchases not meeting the intended use of the funding will not be reimbursed. EMR groups are encourage to check with the EMS Coordinator prior to purchasing if there are any questions or doubt regarding eligibility for reimbursement.
- b. Unauthorized and prohibited expenditures for the purpose of grant reimbursement are:
 - i. Capital purchases. Those items with a minimum useful service or economic life of one year or greater, and an acquisition cost equaling \$2,000 or more. Examples include vehicles, buildings, building improvements, land, land improvements, and infrastructure.
 - ii. Items specified above notwithstanding, computer hardware, peripherals, and software.
 - iii. Capital replacement funds.
 - iv. General reserve funds or comingled (with non-EMR) operational funds.
- c. Limited exceptions can be made on a case-by-case basis by the EMS Coordinator, subject to certain County restrictions.
 - i. Such exceptions must have approval **prior** to the commitment of any funds.
 - ii. Authorizations must be obtained **on an annual basis**. No multi-year, reoccurring, auto-renewing, or blanket approvals will be authorized.
 - iii. Exceptions may have additional reporting, acquisition, documentation, tracking, and other requirements. These requirements must be complied with to qualify for reimbursement, and can be obtained from the EMS Coordinator.

VI. Medication Purchases

- a. EMR groups can obtain medications from any of the County's 3 ambulance provider Service Directors upon request.
- b. All medication purchases will be deducted from the final total reimbursement amount that each EMR group is eligible for.
- c.

VII. Field Restocking. Ambulance service providers will continue to restock supplies used in the field by EMR groups.

VIII. EMR Funding Requirements

- a. EMR groups are required to satisfy certain operational, educational, and reporting requirements to qualify for the 2020 EMR grant as a reimbursement. The requirements and deadlines are established as follows:
- b. All EMR groups must submit the following documentation with their initial grant application:
 - i. Group 2020 operating budget.
 - ii. Proposed budget for the 2020 EMR grant funds. **This is a best current estimated plan, and is subject to reasonable change.** EMR groups will not be held to strictly adhere to this document. Use the form provided for in the Excel workbook entitled *2020 EMR Grant Application Attachments*.
 - iii. Current group membership roster. Use the form provided for in the Excel workbook entitled *2020 EMR Grant Application Attachments*.
- c. Bi-annually, EMR groups will submit a report of their calls for service. Such report shall use the form and format as required by the EMS Coordinator, which is included in the *2020 EMR Grant Application Attachments*. Bi-annual reports must include all criteria required by the EMS Coordinator for statistical purposes.
 - i. First Half Due Date: July 31, 2020.
 - ii. Second Half Due Date: January 31, 2021.
- d. Bi-annually, EMR groups will submit an updated membership roster to the EMS Coordinator using the dates listed above. Use the form provided for in the Excel workbook entitled *2020 EMR Grant Application Attachments* for any updates.
- e. During the grant period from January 1, 2020 to December 31, 2020, each EMR group must:
 - i. Utilize a Patient Care Report (PCR) that meets applicable state or local requirements.
 - ii. Provide or participate in one EMS related public education activity.
 - iii. Provide one community-based CPR class or demonstrate CPR in a public setting.
 - iv. Each EMR group must complete a coordinated training session (i.e. skills lab) as designed and approved by the County. Scheduling of training sessions will be done in a fashion that caters to individual group needs. Opportunities for combined training sessions should be encouraged.
 - v. Each EMR group must have at least one of its members attend a minimum of 3 of the 6 bi-monthly meetings of the Portage County EMS Association.
- f. At the conclusion of the grant period, each EMR group must
 - i. Complete the 2020 EMR Grant Summary form that was submitted with the original grant application. This form will also be posted at <http://www.co.portage.wi.us/departmentsheriff-s-office/emergency-medical-services-division/ems-provider-resources>. EMR groups without internet access may contact the EMS Coordinator to obtain a copy.
 - ii. Submit the required documentation for each item detailed in the 2020 EMR Grant Summary form. Reimbursement documentation must be submitted in the order listed on the reimbursement form. Failure to do so may result in rejection or delays in processing.

- iii. Submit documentation detailing the EMR group's participation in the items detailed in section VIII (e) above.
- iv. Submit the completed 2020 EMR Grant Summary forms and required documentation electronically to EMS@co.portage.wi.us.
- v. Close-out paperwork must be complete and accurate at the time of submittal. Documentation must support the amount of reimbursement requested.
- vi. Funds earmarked for pre-approved capital purchases must be supported by financial statements or other supporting documentation.
- vii. **Completed close-outs are due by January 31, 2021.**
- g. Each member of the EMR group must continuously maintain a current individual license through DHS, as well as a local credentialing agreement (LCA) with Portage County EMS and the 3 Portage County ambulance services.
- h. Payroll reports are sufficient for reimbursement purposes. Use the format that your local municipality/organization currently uses to document payroll. Do not submit individual pay stubs or check copies.
- i. Purchases made with capital funds require supporting documentation of those purchases.
- j. Reimbursement payments will be made after the grant close-out and approvals have been completed.

IX. Liquidated Damages

- a. In order to ensure that performance and reporting requirements are met, documentation is provided, and deadlines are satisfied, all EMR groups are subject to liquidated damages for failing to properly meet the requirements listed above. This also ensures that the County can meet their deadline and reporting requirements, helping to ensure continued support and funding for EMR groups in the future. It is the intent of the EMS Division to gain voluntary compliance in these requirements, however enforcement of the grant requirements shall be performed to help preserve the program.
- b. Any deadline missed may result in a deduction of \$250.
- c. Failure to submit the EMR Grant Summary form by January 31, 2021 shall indicate to the County that the EMR group is forgoing its reimbursement request **and shall be awarded no funds for the year.**
- d. Habitual or flagrant violations may result in the convening of an informal hearing to determine future eligibility for EMR grants. Such determination will be made at the sole discretion of the County.
- e. The EMS Coordinator may grant a seven-day extension to deadlines due to unforeseen and one-time circumstances. Such extensions must be approved **prior** to the deadline date.
- f. Any liquidated damages or extension decisions made may be appealed in writing to the Chief Deputy within 10 calendar days of the notification of liquidated damages or extension denial. Appeals received after this 10-day period may be rejected as untimely.

X. Rights of Portage County

- a. The County reserves the right to fund, withhold, modify, or individualize these grants at their sole discretion, and retains exclusive authority to administer this program. Nothing in this program shall be construed to limit the constitutional, statutory, and inherent authorities of Portage County.
- b. No issuance of past grants, previous agreements, past practices, or prior terms for payment shall apply to current or future requirements or decisions.
- c. All participating EMR groups and their parent municipality or organization by participating in the program agree to irrevocably indemnify and hold harmless the County of Portage, Wisconsin, its constituent offices and departments, officers, agents, employees, and representatives in all consequences arising from actions or decisions related to this grant program.