

El Paso County Emergency Services Agency EMS GRANT PROGRAM GUIDELINES

1.0 INTRODUCTION

The El Paso County Emergency Services Agency (“ESA”) Grant Fund was established in June of 1999. Funds received by the ESA as assessments pursuant to Exhibit F of the Ground Emergency Ambulance Services Contract Between El Paso County Emergency Services Agency and American Medical Response of Colorado, Inc. (“Contractor”), are used as outlined in these guidelines. The Board reserves the right to use assessment funds for other EMS-related purposes as determined by the Board in its discretion.

2.0 PURPOSE

The purpose of the EMS Grant Program is to provide funding for certain Emergency Medical Services (“EMS”) needs to fire districts, special districts, and other entities in El Paso County that have signed Intergovernmental Agreements with the ESA (“Participating Agencies”). Other groups or organizations providing services relating to EMS within the ESA’s Exclusive Service Area may apply for grants; however, applications from Participating Agencies are afforded priority status. The ESA’s ground emergency ambulance contractor is not eligible to receive funding under this program for any purpose.

3.0 DEFINITIONS

- 3.1. Board is the twelve-member Board of Directors established by the Intergovernmental Agreement Concerning the El Paso County Emergency Services Agency signed January 21, 2010.
- 3.2. Grant Committee consists of at least three Board members, who are appointed to two-year terms by a vote of the Board, as well as ESA staff members, who are non-voting members.
- 3.3. Grant Fund is a fund maintained by the ESA to provide grants to support EMS agencies within El Paso County. Funding for the Grant Fund consists of assessment revenue received by the ESA from the contractor, as well as interest revenue earned by the ESA from funds on deposit.
- 3.4. Participating Agencies are fire districts and fire departments, municipalities, towns, metropolitan districts, and other EMS-related organizations located within El Paso County that have entered into Intergovernmental Agreements with the ESA for the provision of ambulance service within their districts, thereby agreeing to have the ESA represent them or act in their best interests as it relates to contracting for a single ground emergency ambulance provider for the service area.

4.0 POLICY

- 4.1. To apply for a grant under this program, applicants complete a Grant Application form and submit it to the ESA on or before the second Monday of the last month of each calendar quarter.
- 4.2. The Grant Committee reviews and considers all submitted applications at their next regular meeting and votes to recommend award, modification, continuation, or denial of the grant application to the full Board.
- 4.3. The Board considers the Grant Committee's recommendations at a regular meeting and votes to confirm, modify, or deny those recommendations.
- 4.4. The Board formally recognizes grant recipients at a specified date and time, normally at a regularly scheduled Board meeting.
- 4.5. Grants are awarded primarily to provide EMS training, equipment, and supplies to Participating Agencies. The Grant Committee may recommend, and the Board may award grants for other purposes related to the ESA's mission in its discretion.
- 4.6. Grant awards must be spent for the purpose stated in the grant application and projects must be completed within one (1) year of the award. Awards may not exceed \$5,000 unless specifically approved by the Grant Committee and the Board. Each grant will be a one-time award, not a subsidy for an ongoing program.

5.0 GRANT AWARD PROCESS

- 5.1. Applicants submit Grant Applications to the ESA on or before midnight on the due date in a format approved the Board. Original, signed applications must be delivered to the ESA on or before the due date; exceptions or extensions may be approved by the Grant Committee.
- 5.2. The Grant Committee evaluates grant applications to determine whether grant requirements have been met and may request additional information from the applicant prior to making a final recommendation. The Grant Committee may consider factors including but not limited to availability of funds, previous grant awards to the applicant, and competing priorities in the EMS community in making their recommendations.
- 5.3. The Grant Committee presents the application and the Committee's recommendation(s) to the Board for its review at a regular Board meeting. The Board may approve the grant award as outlined in the application; deny the

application; request additional information from the Committee and reconsider the application at a future meeting; or modify the award in its discretion.

- 5.4. If a grant application is approved, ESA staff issues funds or arranges for the procurement of materials subject to the grant. If a grant application is denied or continued, ESA staff issues a letter communicating the Board's decision to the applicant. A grantee must provide the Board with written confirmation that the grantee has completed the project for which a grant was awarded, and must provide a report on the project(s) if requested by the Board. If such confirmation is not submitted, the Board may decline to consider future grant applications from the agency.

6.0 POLICY EXCEPTIONS

The Board approves all exceptions and amendments to these guidelines. To spend grant funds for any purpose other than to fund grants under these guidelines, the Board must formally vote to approve such use.