

Foothills RETAC

Serving Boulder, Clear Creek, Gilpin, Grand, & Jefferson Counties

FY-18 Agency Mini-Grant Guidelines

Dear Potential Applicant:

The Foothills RETAC is committed to supporting EMS activities within the five counties of our RETAC. This includes Boulder, Clear Creek, Gilpin, Grand, and Jefferson Counties. To help accomplish this, the RETAC board has instituted a grant process for anyone involved in EMS activities within our counties. Each year, we grant out about $50,000. This is divided in half with $25,000 to our agencies through this mini-grant process, and we also give out $25,000 to our counties for basic EMS needs.

This year, we will grant out our usual amount of $25,000 to our agencies. This portion of the grant is still a competitive grant process.

1. This grant will continue as a REIMBUSEMENT grant. The funds must be spent by the agency/facility first, then you may request reimbursement from the RETAC
2. This grant cannot be used for reimbursement of previously purchased items or expenditures from previously held events.
3. This means that items must be purchased between November 2017 through May 2018.
4. All funds MUST be spent by **June 1st, 2018**
5. All invoices MUST be sent to the RETAC office by June 1st, 2018 for you to receive your reimbursement.
6. A complete budget for the item or project must be submitted with your grant request

**This year, same as last year, we are stressing MCI Preparedness and Data Collection to coincide with our 3 RETAC Goals for the year. Applicants are required to submit your current MCI Plan, or have already submitted their plan if there are no changes. Details are included in the Grant Application.**

## Common Questions & Answers

1. *Who can apply for this grant?*

Anyone involved in EMS activities within the Foothills RETAC is eligible to apply for this grant. The Foothills RETAC has 10 medical facilities, 25 prehospital transporting agencies, along with 64 Fire agencies within our boundaries many of which perform patient care. All of these agencies may apply.

1. *What can I use these funds for?*

These funds may be used for: EMS Training and Education, EMS Equipment, EMS Communications, EMS Transportation, or Data Collection or Injury Prevention. Grant applications that complement the RETAC’s goals for the next two years are scored more favorably, but that is not a requirement for funding. Those goals are:

*Foothills RETAC Goals for FY-18 and 19*

*Goal #1 Injury Prevention*

*Injuries and deaths in the Foothills RETAC will be decreased throughout the Region through the establishment and utilization of effective cohesive IP programs and strategies.*

*Goal #2: Clinical Care*

*Establish and maintain Foothills RETAC specific Projects and Regional QM Programs and develop processes for these programs*

*Goal #3: MCI*

*As a collaborative effort of the stakeholders in MCI management within the Foothills Region, the MCI Committee endeavors to provide a conduit for communication, education, and planning to increase operational capability.*

*As you can see above, MCI preparedness, Injury Prevention, and Clinical Care are addressed. Medical Direction, CQI, and Data collection are definitely components of Clinical Care and will be prioritized as such.*

1. *What amount can I ask for?*

This grant should be viewed as a small grant in comparison to the state’s EMTS Provider Grants. Any amount can be asked for, but please keep in mind that the FRETAC will be looking at the entire region when scoring these grants, and we only have a total of $25,000 to give out. Our average request is for about $2,000.

1. *Do I have to provide a cash match to be eligible for these funds?*

A cash match is not required

1. *Are there any other requirements for applying for this grant?*

Requirement #1

Submission of your current “Agency Profile Form” is required **before** your application is submitted to the RETAC to be eligible for our RETAC Mini-Grant funds. This applies to all agencies that provide patient care, including non-transporting agencies. **This will be checked before scoring. If an Agency Profile or profile update is not submitted, your grant application will not be scored at all.**

If you have not already done so, you will need to go through the process of obtaining a login and username for access. If you already have an agency profile on file at CDPHE, this information must be updated yearly, or as important changes occur. The RETAC uses the agency profile information in many ways for planning and improving care within our region. The website for this access is: <https://www.hfemsd3.dphe.state.co.us/CEMSISWeb_Startup/page0000Login.aspx>

Requirement #2:

The RETAC is also committed to improving patient care using patient data. If you are a transporting agency, the state and the RETAC require that you are submitting your patient data to the Image Trend system at CDPHE.

(Patient Data submission is only required for transporting agencies.)

Requirement #3

Your agency must have an MCI Plan. The RETAC maintains copies of our agency MCI Plans. If you have NOT yet sent us a copy of your agency plan, we must receive a copy BEFORE your grant is scored.

1. *How will the FRETAC board score these grants?*

All grants will be scored using a regional approach. A very simple scoring tool has been developed for this. Priorities for the scoring of the grants received will be based on the board’s regional approach to EMTS within the RETAC using our current goals/objectives for the region as a priority. For example, any grant request relating to MCI will score higher than a request that does NOT relate to any of our goals. Also, a REGIONAL request will score higher than an individual agency grant.

Other categories of requests will also be accepted, but those requests that coincide with our RETAC goals will be scored higher.

1. *Who will score these grant requests?*

The FRETAC grants committee made up of FRETAC board members will score the grants with as equal as possible representation from all of our five counties.

1. *Will grant hearings be held?*

The FRETAC board will be scoring grant applications on

**November 15th, 2017.** You will be contacted after the submission of your grant to ascertain if you would like a hearing. A hearing is NOT required, but is encouraged. If you would like a chance to explain your grant, we’ll set it up either in person or teleconference

1. *When is the grant application due?*

The grant applications are due in full by **November 10, 2017.**

1. *Where do I send the completed grant?*

An electronically **signed** copy of your grant request should be sent to the RETAC Coordinator at: E-Mail: [linda.u@msn.com](mailto:linda.u@msn.com)

1. *What about hard copies of the Grant Application?*

**No hard copies will be accepted.**

1. *What if I have questions?*

You may contact Linda Underbrink at the address below, or by phone or e-mail at those numbers. You may also contact one of your county RETAC representatives.

Linda L Underbrink RN

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