

VIRGINIA DEPARTMENT OF HEALTH
OFFICE OF EMERGENCY MEDICAL SERVICES
RSAF GRANT REVIEW GUIDELINES
EMS Regional Councils - 12/11 Grants

DATE: September 29, 2011

TO: EMS Regional Councils

FROM: Amanda Davis, Grant Manager, Office of Emergency Medical Services

The grant(s) assigned to your region for review and evaluation can be accessed from the RSAF Portal <http://www.vdh.virginia.gov/OEMS/Agency/Grants/index.htm> . **Please submit your grant review times to Amanda Davis, OEMS Grants Manager, by *October 3, 2011***. If you have any questions please contact Amanda Davis, OEMS Grants Manager, (804)888-9106 or amanda.davis@vdh.virginia.gov.

GRANT REVIEWER RESPONSIBILITIES

1. Review each grant application to assure appropriate documentation and justification for the requested goods or services.
 - Financial - Is the request appropriate to the agency's need? Does the application provide strong and convincing evidence of need for financial assistance with the proposed project? Is there a strong correlation between the expenditures and the proposed program? Is the request cost effective? Provides an anticipated budget for how the project will be sustained in following years?
 - Sustainability - Is there evidence that the agency has sought out other funding resources and has been unsuccessful at acquiring those resources? Is there documentation that provides evidence that the agency can maintain long term sustainability after the funding cycle has ended?
2. **Submit grades/comments for each grant** you are assigned, however if you have submitted a grant application for your specific council, you will **NOT** submit a grade for this application. Appropriate comments are required for all grants AND are extremely important to FARC when reviewing grants. For example, you can use the attached information and answer the questions for specific items to use as comments.
3. Check to make sure that the requested item(s) have not been entered into a contract or paid (stated in application documentation or quote(s) for prior to the award date (**January 1, 2012**)).
4. Promptly submit your grades and comments by deadline (**October 21, 2011**).
5. Attend the scheduled FARC Meeting to provide additional comments and/or respond to questions by the FARC (**December 1, 2011**).

GRANT REVIEW ASSESSMENT (for specific items)

For assistance in providing comments during your grant review, you can answer the questions related to the grant you are reviewing to assist FARC in making informed decisions during grant review.

AMBULANCES/VEHICLES

- If request is for a replacement ambulance/vehicle, is there documentation demonstrating that the vehicle to be replaced is worn out or has an unusually high record of breakdowns and/or expensive repairs? Is there justification for replacement?
- Is the ambulance/vehicle for upgrade level of service or for anticipated changes? Is ambulance/vehicle being used to extend the service coverage area? Is the ambulance/vehicle needed to maintain current level of service given current call volume?

DEFIBRILLATORS/CARDIAC MONITORS

- Does request have documentation of need? Is the request for placement on an emergency vehicle(s)? Is there evidence that targeted or at-risk populations need equipment with documentation of how risk was assessed?

EMERGENCY MEDICAL DISPATCH (EMD) - Provides a systematic way to handle calls for medical assistance and provide life-saving pre-arrival medical instructions for the patient while responders are en-route. Includes: Software (CAD), Hardware, EMD Training (APCO Training), Communications Equipment, Installation of Communications, etc...

- There is documented evidence that the system will provide new and/or expanded upgrade level of communications? Is the funding needed for maintenance of essential dispatch and medical communications?

EMERGENCY OPERATIONS - Provides assistance to recognized deployment teams of Virginia's Emergency Operations response system. Need is for equipment that will assist teams in deploying in a more efficient manner and better serve the communities to which they are deployed. Includes: equipment trailers, turnout gear, deployment equipment, safety equipment, Training/equipment for CISM, HMERT, DMAT, MCI, extrication equipment, etc...

- Is applicant recognized as a deployment team by OEMS? Is there documented evidence that the requested item(s) are needed to improve deployment in emergency circumstances?

EXTRICATION EQUIPMENT

- Request shows evidence that extrication equipment is needed in their agency? Request documents that there is limited extrication resources in their area? Is there evidence that personnel are trained to use extrication equipment?

MULTI-JURISDICTIONAL (AGENCY) PROJECTS - Jurisdictions or agencies that are applying for the same type of items/equipment/programs/projects. Grants that are submitted by multi-agencies show planning and forethought and will be looked upon favorably. Includes: training cache, 12-lead pilot program, communications site upgrade, IV boxes for regional exchange, consolidated test equipment, regional distribution for equipment, testing software, mini-symposium training, etc...

- The applicant provides supporting documentation from all involved agencies/jurisdictions? The project documents evidence of the impact of the project on agency, customer service or community? The project documents evidence of resources needed to achieve the goals of the project? The document provides evidence of how it will benefit the EMS system?

RECRUITMENT/RETENTION - Preference will be on new and innovative programs/campaigns focusing on the importance of management and leadership. Includes: media campaigns, recruitment and retention booths/displays, training, incentive programs, consultant services, etc...

- Is evidence provided that the project will directly address recruitment or retention concerns or problems? Evidence that the project is based on established and proven best practices? Is data provided of an identified need based on local data? Is there an evaluation plan that includes measurable objectives?

SPECIAL (INNOVATIVE) PROJECTS - Project is new and innovative and benefits the EMS system, the project must be planned and developed to meet outlined objectives that will enhance EMS service and provide specific benefits to the system and users. Includes: Response zone studies, website improvements, event registration software, simulation center equipment, evacuation planning, strategic planning, regional EMS forums, etc...

- The application documents evidence of objectives or time frames? There is evidence that there will be an impact of the project on agency, customer service or community? This project documents evidence of resources needed to achieve the goals of the project? Project documents evidence of how it will benefit the EMS system?

SYSTEMS INTEGRATION

- Is the project compatible with the EMS systems in and around the service area? Is there any indication that there will be unnecessary duplicity in the region? Has the applicant provided evidence that there is local buy-in from the affected region?

TRAINING - The primary goal of funding training is to provide EMS training to volunteer and/or career staff Includes: EMD training, management/leadership, OMD, Command Officer Training, Supervisors Course, ALS Training equipment, etc...

- How many trainings will be held? How many people will be trained? What benefit will this training have on the EMS system?

UNDERDEVELOPED OR AGED SYSTEMS

- Highest priority must be given to applicants that have underdeveloped or aged emergency medical services.

OTHER

- The request provides strong and compelling evidence that project benefits the EMS system.