

# Now Its Your Turn to Write a GRANT!

2012 Virginia EMS Symposium  
Amanda Davis, OEMS Grants Manager  
Friday, November 9, 1:30pm

# What are GRANTS?

- **Assistance to state/local governments and non-profit agencies**
  - Direct Funding
  - Loans
  - Surplus Government Equipment
- **Eligibility Requirements**
- **Amount Requested** usually outweighs **Amount Funded**
- **Strong Application = Positive Results**

# How Can GRANTS Help my Agency?

- You have to apply in order to get \$\$\$\$\$
- Equipment, Vehicles, Training, Programs
- Budgets are lacking in Agencies
- Media Attention
- Provide opportunities that your agency might not have
- Sustainability/maintenance

# What are we Going to Talk About?

1. What project do I want to apply for?
2. Does my agency have any matching funds?
3. What grants are available?
  - Federal
  - State (RSAF)
  - Private
4. RSAF Software (CGAP)
5. Review Grants
6. Write Grants

**FOLLOW  
THE  
DIRECTIONS**

# 1. What Do We Want to Apply For?

- What do we need as an agency?
- Equipment (new or aging)
- Programs/Training (new, dated, required for certification?)
- People (Salaries?)
- Vehicles (new or aging)
- Recruitment/Retention (campaign)

## 2. Does my Agency Have Matching Funds?

- Have you asked about a budget?
  - What can you really afford?
- Have you talked with the vendor/contractor to get a quote?
- If a match is required, do you have it confirmed in writing?
  - Date specific to grant guidelines
  - Do you have to go before a Board? (be cognizant of time span)
  - Attach letter with grant application (shows buy in)

# 3. What Grants are Available?

- Federal
  - **Start with State requirements First – VDEM (SAA)** for all Homeland Security Grants
  - Interoperability – VDEM with coordination for VOVVHS
  - **Look at the BIG grants first**
    - FEMA – Assistance to Firefighters Grant (AFG) (7/13)
    - FEMA – Staffing for Adequate Fire & Emergency Response (SAFER) Grants (7/13)

### 3. What Grants are Available?

- FEMA – Fire Prevention & Safety Grants (FP & S) (7/13)
- FEMA – Station Construction Grants (SCG) ??? (7/13)
- FEMA – Commercial Equipment Direct Assistance Program (CEDAP) - no allocation for FY 11 & 12, 13????

Best Resource for Federal Grants –  
[www.grants.gov](http://www.grants.gov)

[www.fema.gov](http://www.fema.gov), [www.emsgrantshelp.com](http://www.emsgrantshelp.com),  
[www.emsworld.com](http://www.emsworld.com), [www.raconline.org](http://www.raconline.org),  
[www.federalgrantswire.com](http://www.federalgrantswire.com)

# 3. What Grants are Available?

- State

Search for state agencies under grant opportunities  
Start with main public safety and carve down  
In Virginia – VDF, VITA-911, DCJS, VDFP, OEMS

## Virginia Department of Forestry

- Volunteer Fire Assistance (VFA) Grants

March 2013

[www.dof.virginia.gov](http://www.dof.virginia.gov)

# 3. What Grants are Available?

## VIRGINIA INFORMATION TECHNOLOGY AGENCY (VITA) - 911 Public Safety Communications

### **Continuity and Consolidation Grant Program**

- Funding to primary PSAPs for projects designed to replace or upgrade wireless E-911 equipment and services that are technically outdated,
- Funding for primary PSAPs to utilize in consolidation projects.

### **Grant Enhancement Program**

- Provide funds to primary PSAPs for projects designed to enhance cross-jurisdictional information sharing and collaboration among PSAPs, PSAP staff development, and new capabilities beyond those currently available with wireless E-911; or, upgrades/replacements of existing Enhancement projects

October 2013 [www.vita.virginia.gov/isp](http://www.vita.virginia.gov/isp)

# 3. What Grants are Available?

## VIRGINIA DEPARTMENT OF CRIMINAL JUSTICE SERVICES (DCJS)

### **Byrne/Justice Assistance Grant Program**

- Provides grants to local governments and state agencies to support drug control, drug treatment, crime prevention, community oriented-justice, and various criminal justice improvements.

### **Law Enforcement Terrorism Prevention Program**

- Funds are used to support law enforcement with planning, organizational activities, training, training exercises and procurement of equipment for the following activities: information sharing to preempt terrorist attacks; target hardening to reduce vulnerability of selected high value targets; threat recognition to recognize the potential or development of a threat; intervention activities to interdict terrorists before they can execute threat; and interoperable communications.

Check website for deadlines – [www.dcjs.virginia.gov](http://www.dcjs.virginia.gov)

# 6 3. What Grants are Available?

## Virginia Department of Fire Programs (VD FP)

### **Aid to Localities**

- Provides Virginia cities, towns and counties with funds to pay for training, construction of training centers, fire fighting equipment and protective clothing. Allocations are population-based.

### **Technology Grants**

- Provides funds for VFIRS 'hardware'- inclusive of a PC, Printer & connectivity, up to \$1,000.00

# Private Funding

- ***<http://www.cpsb.org/scripts/abshire/grants.asp>***
  - Lists category search of grants from federal, state and private foundations
- **10 Essential Website for Grantseekers**
  - Firstgov, The Nonprofit Gateway, The Foundation Center, Daily Federal Register Contents, Federal Register Search, The Catalog of Federal Domestic Assistance, State and Local Government on the Net, The Chronicle of Philanthropy, The Grantsmanship Center, Hoover's Online Corporate Directory
- **Don't forget about your community**
  - Target, WalMart, Exxon-Mobil, Firehouse Subs

## Virginia Office of EMS – Rescue Squad Assistance Fund (RSAF)

- Approximately \$9 million in matching funds available annually.
- Requires matching funds from EMS Agency
  - Regular 50/50
  - Hardship 80/20 (special circumstances)
  - Unusual 100/0 (extreme cases)
- Two Grant Cycles Annually
  - Deadlines - March 15<sup>th</sup> and September 15<sup>th</sup>
  - Awards – July 1<sup>st</sup> and January 1<sup>st</sup> (12 months)

# 6 Know the BASICS.....RSAF

- County/City official supporting request is recommended
- Each agency can submit only 1 application per cycle but may include more than one item
- Special priority applications have precedence during the review process:
  - **VPHIB Migration to VPHIB to version 3 (VAv3) – VPHIB Questionnaire**
  - **Emergency Medical Dispatch**
  - **Emergency Operations – Communications Questionnaire**
  - **Innovative (Special) Projects**
  - **Multi-Jurisdictional/Agency Projects - MOA required**
  - **Recruitment and Retention (Training, Management/Leadership)**

# All Applications.....RSAF

- Must be submitted on-line and include:
  - Affirmation Page
  - Federal ID Number Verification
  - Most recent Tax Returns
  - Supplemental Documentation
    - VPHIB Questionnaire – VAv3 Requests
    - Communications Questionnaire - P25 Compliant
    - Crash Truck/Extrication Equipment Questionnaire
    - Special Priorities Questionnaire (Funding Priority)
    - Support Letters/Additional Narrative/Project

# All Applications.....RSAF

## 1. Affirmation Page

- Business name, DBA name, FIN
- Original Signatures of Authorized Agent, Fiscal Officer, OMD due on the deadline date
- Project Description
- Sustainability Plan

## 2. FIN

- Copy of original letter from IRS issuing FIN
- Copy of most recent tax return
- Statement from County/City Manager

# All Applications.....RSAF

## 3. Most Recent Tax Returns

- Front cover to verify non-profit status

## 4. Extrication Equipment/Rescue Truck Questionnaire

- Verify number of calls needing type

## 5. Communications Questionnaire

- P25 Compliant - Narrowbanding Mandate, January 1, 2013

## 6. VPHIB Questionnaire – VAv3 migration

## 7. Special Priorities Questionnaire

- Needed if seeking a funding priority
- Objectives of project, benefits, challenges, sustainability

# What Can I Apply For?

## OTHERS

Agency Training

Quick Response Vehicles

AED/Defibrillators

Extrication

ALS/BLS Equipment

Protective Clothing

Computers

Audio Visual Equipment

Software



## FUNDING PRIORITIES

- **Emergency Medical Dispatch (EMD)**
  - Communications equipment, software, hardware, training, protocol cards
- **Emergency Operations**
  - Deployment team equipment, emergency ops equipment, MCI trailer, HMERT trailer tow vehicle
- **Innovative (Special) Projects**
  - EMS strategic planning, quality improvement, technology, project to benefit the EMS system
- **VPHIB migration to version 3 (VAv3)**
  - Hardware, software, licenses, support and services
- **Multi-Jurisdictional/Agency Projects**
  - Projects/equipment benefiting multiple jurisdictions/agencies, R/R, training, equipment
- **Recruitment and Retention**
  - Campaigns, management, leadership, training, recruitment trailers, marketing materials, etc...

## **NOT ELIGIBLE for funding**

- **Leased equipment or vehicles,**
- **Equipment or vehicles secured by a lien,**
- **Guarantees or Warranties,**
- **Fire apparatus,**
- **Law-enforcement equipment, or**
- **Used equipment or vehicles without prior approval**

**NOTE: Used equipment or vehicles will not be eligible for funding without prior approval from the OEMS.**

# CONSOLIDATED GRANT APPLICATION PROGRAM (CGAP)

- OEMS developed software for grant application
- Click on the link to download the Consolidated Grant Application Program (CGAP) software (**Version 2012.2**)
- Download the software to your PC and save the information to your hard drive on your PC (remember your file name)
- Once its completed go back to the OEMS website and click on the link “**Submit Grant Applications**”
- Select your agency name and password (if you can't remember your password call/email us) and select the file name

Home > Office of Emergency Medical Services

## Office of Emergency Medical Services

Office of Emergency Medical Services (OEMS) is responsible for planning and coordinating an effective and efficient statewide EMS system. Our programs and services are designed to assure quality pre-hospital patient care, from when the call is received by the 911 center to the delivery of the patient to the trauma center or hospital.

EMD-Saving Lives

DDNR Regulations

Narrowband Compliance



[www.vdh.virginia.gov/oems](http://www.vdh.virginia.gov/oems)



### Education & Certification

Provider & Instructor Resources, Accreditation, Testing, Web Based Training, Challenges & Reciprocity ...



### Trauma & Critical Care

Trauma system, Patient Information Systems (VPHIB & VSTR), Stroke & STEMI System ...



### Agency & Leadership Resources

Regulations & Compliance, RSAF Grants, Recruitment & Retention, VPHIB ...



### Emergency Operations

Health & Medical Emergency Response Teams, NIMS, MCI & Other Trainings, Planning & Preparation ...



### Additional Provider Resources

Provider Portal, Health & Safety for Providers, Emergency Preparedness ...



### OEMS Information

FAQs, Calendar of Events, EMS Downloads, Related Links, About Virginia EMS, Contact Us ...

### Stay Connected

OEMS Twitter

OEMS Facebook

EMS Portal Login

Login Problems

Sign up for OEMS Email:

Privacy by SafeSubscribe<sup>SM</sup>

### EMS News

[Virginia EMT-P Transition to NRP](#)

[Summer EMS Bulletin](#)

[Call for Presentations for the 2012 Symposium](#)

[Final Draft Proposed Regulation](#)

[VPHIB Training Schedule](#)

[New Jersey Statewide Conference](#)

### Other EMS Programs and Links:

- [DDNR](#)
- [EMS Advisory Board & Committees](#)
- [EMS for Children](#)
- [EMS Medical Direction](#)
- [Regional EMS Councils](#)
- [EMS Symposium](#)
- [Messages from the Commissioner of Health](#)
- [Poison Control](#)
- [PSAP / Communications](#)
- [Medevac](#)

1041 Technology Park Drive, Glen Allen, VA 23059 • [Directions](#)  
1-800-523-6019 (VA only) • 804-888-9100 • 804-371-3108 (fax)



Home > Office of Emergency Medical Services > Agency & Leadership Resources

## Agency & Leadership Resources

The Office of EMS is designated by the Code of Virginia to license EMS agencies, certify providers and inspect and permit EMS vehicles. Our programs and services also provide technical assistance and other resources that EMS agencies, leaders and localities can use to support EMS in their communities.

[Regulations & Compliance](#)[RSAF Grants](#)[Recruitment & Retention](#)[Virginia Pre-hospital Information Bridge  
\(Patient Data Collection\)](#)[Billing for Services](#)[Funding & Equipment](#)[EMS System Development](#)[Leadership & Management](#)

### Quick Links

[!\[\]\(eda6936bc7c0376447ebf4c7d6d34b4e\_img.jpg\) OEMS Twitter](#)[!\[\]\(6a7e9c220484617539550c00fb064cb5\_img.jpg\) OEMS Facebook](#)[!\[\]\(774830379b12c952b6d516d1b9b898bc\_img.jpg\) VPHIB Login](#)[!\[\]\(2558223af87b301c9b8e4f19cdd7178a\_img.jpg\) EMS Portal Login](#)[!\[\]\(444f45f74eb5a6a58581581a268602e4\_img.jpg\) Login Problems](#)

### Other Resources:

- ❖ [Agency Roster and CE Report](#)
- ❖ [EMS Provider Search with Agency Affiliation](#)
- ❖ [EMS Agency List by Location](#)
- ❖ [Governor's EMS Awards Program](#)
- ❖ [Rural EMS](#)

### Technical Assistance:

- ❖ [Office of EMS Program Representatives](#)
- ❖ [Virginia's Regional EMS Councils](#)
- ❖ [Regional Coordination](#)
- ❖ [Local Government Links](#)
- ❖ [Line of Duty Deaths \(LODD\)](#)

### Download the CGAP Software

**New!** You must use Version , for grant applications due on March 15, 2011. There is updated information in this version and prior versions will NOT be accepted.

### Request a CGAP CD

Provide your mailing address and version 2011.1 of the CGAP will be mailed to you.

### Submit Grant Applications

Click on the above link to submit your grant applications. You must submit your grant applications electronically.

### CGAP Software Download

**Consolidated Grant Application Program Download** - Please fill out the following information before downloading the CGAP Software. Thank You.

Your Email  
Address:

Full Name:

Agency Name:

Submit

Cancel

You can download the CGAP Software to your PC OR request a CD be mailed

### Each grant cycle:

Make sure you download the most current software program, otherwise your application may be Disqualified!

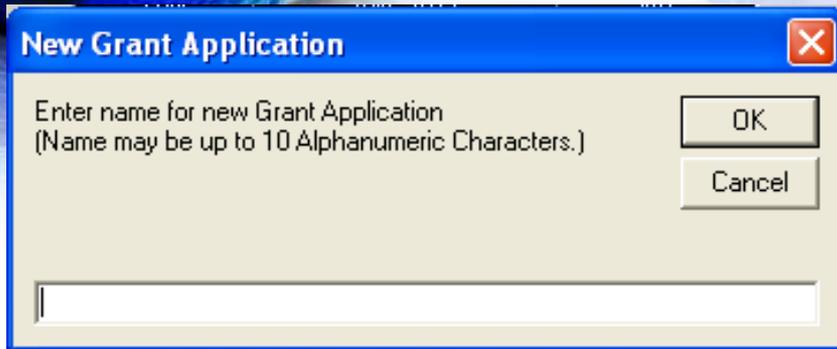
**Each Version coincides with the Year and the Cycle of the Grant**

### Virginia OEMS



Consolidated Grant  
Application Program

Version 2012.2



**New Grant Application**

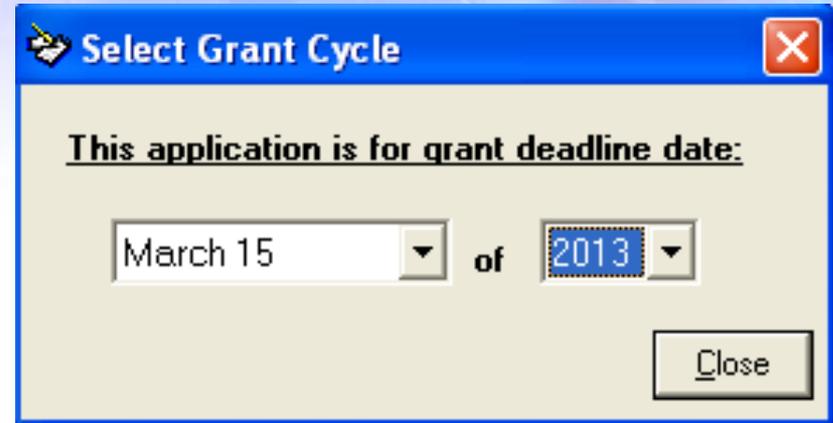
Enter name for new Grant Application  
(Name may be up to 10 Alphanumeric Characters.)

OK

Cancel

\_\_\_\_\_

Enter the name of your Agency



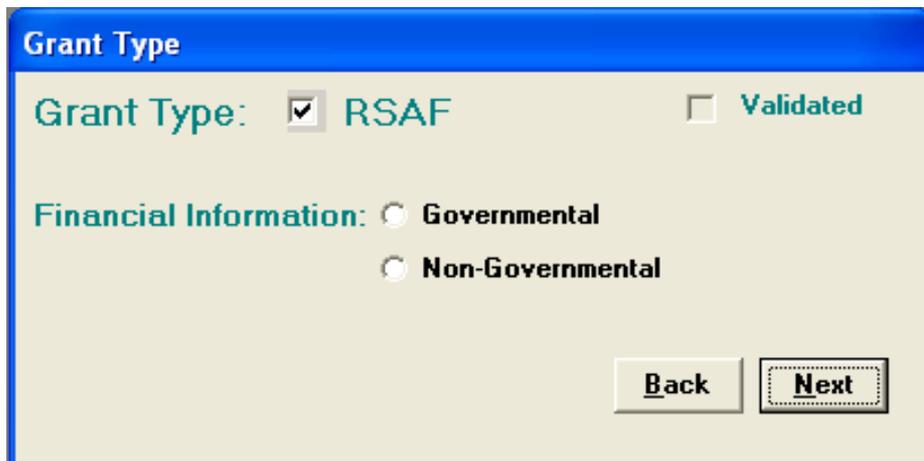
**Select Grant Cycle**

**This application is for grant deadline date:**

March 15 of 2013

Close

Either March 15 or September 15,  
then choose the Year



**Grant Type**

Grant Type:  RSAF  Validated

Financial Information:  Governmental  
 Non-Governmental

Back Next

RSAF – Always be Checked (only option)  
Is your agency Governmental/Non-Profit

- If you're not a government agency – YOU are non-profit!

**Organization Information**  Validated

**Organization Information**

Organization Number:   EMS Agency? (Y or N):  Certification:

Organization Name:

Street Address:

City:  County:

Zip Code:  Phone Number:

Regional Council:

Federal Tax Id #:

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Organization Structure:

Authorized Agent Name:

Authorized Agent Title:

OMD Name:

Date Completed:

**Authorized Agent** – Person submitting on behalf of the agency

**Organization Number:**

Select from drop-down  
– If your agency is not listed, call OEMS

**Certification:**

ALS/BLS/Not Applicable

**FIN:**

Your agency has to have it own FIN to apply **(NO EXCEPTIONS)**

**Organizational Structure:**

**Non-Governmental**

- EMS – Volunteer
- EMS – Volunteer/Municipal
- Non-Profit Hospital
- Regional EMS Council Other

**Governmental**

Government

**Personnel Information**  Validated

**Personnel Information**

**Certification**

First Responder:

EMT:

ST/Enhanced:

CT/Intermediate:

Paramedic:

Driver ONLY:

Other:

**Total:**

**Personnel**

Career:

Volunteer:

**Total:**

Note: These two totals must be equal unless applying as a Regional EMS Council.

**Certification:**

**EMT** – includes ST/EMT Enhanced, CT/Intermediate (OEMS no longer recognizes)

**Paramedic** – Registered Nurse to Paramedic Bridge Program

**Other** – Support Staff, junior member, etc

**Personnel:**

**Career** – Paid

**Volunteer** – No compensation

**Call Activity and Demographics:**

**Calls unable to Respond** – mechanical failure, lack of equipment, lack of qualified members, etc....

**Calls Outside Primary Service Area** – should include mutual aid calls

**Total number of Stations** – operated by your agency including sub-stations

**Call Activity and Demographics**  Validated

**From Jan. 1st, 2012 to Dec. 31st, 2012**

BLS Calls:

ALS Calls:

Calls UNABLE to Respond:

Calls Outside Primary Service Area:

Average Call Time (minutes) :

Average Round Trip Mileage per Call:

Average Mileage to Nearest Hospital:

**Demographics**

Square Miles of Service Area:

Population of Service Area:

Total Number of Stations:

**Comments:**

### Agency Vehicle Information

Only list EMS permitted vehicles and/or vehicles being replaced.

Chassis / Box Year:

Mileage:

Unit #:

Make / Model:

Type:

Save Item

Class Permit:

Cancel

4-Wheel Drive:

#### Vehicle Listing

Chassis / Box Yr.	Mileage	Make / Model	Class Permit	Unit #

### Agency Vehicle Information:

**Mileage** – Current mileage

**Type**

- Type I, II or III
- Any vehicle used for 1<sup>st</sup> Response
- Rescue Vehicle – Light, Medium or Heavy Duty
- Utility
- Boat

**Class Permit** – Non-Transport or Ground Ambulance

Hit **Save Item** each time you enter a new vehicle!

# Non-Governmental Financial Information

## Financial Information for Non-Governmental Requests (1 of 2) Validated

Assets & Liabilities Statement from Jan. 1st, 2012 to Dec. 31st, 2012

### Assets (Round to nearest dollar)

Cash Balance:

Real Estate:

Investments (unrestricted):

Equipment, Vehicles, etc.:

\* Restricted Funds:

**Total Assets:**

#### \* Description of Restricted Funds:

### Liabilities (Round to nearest dollar)

Balance of Open Accounts:

Notes or Mortgages Owed:

\* Other Indebtedness/Obligations:

**Total Liabilities:**

#### \* Description of Indebtedness/Obligations:

Service Fee Charged:

Service Fee per Call if applicable:

Cost Recovery of Above (Rate of Return):

Organization Net Worth:

### Assets:

**Cash Balance** – Cash on Hand

**Real Estate** – Value of buildings/land owned by Agency (even if not being utilized)

**Investments** – savings, certificates, stocks/bonds (not for specific purposes)

**Restricted Funds** – for a designated purposed (explain in Description)

### Liabilities:

**Balance of Open Accounts** – Amount owed on equipment, vehicles, furnishings, etc

**Other Indebtedness** – All other debts not indicated (explain in Description)

**Service Fee Charged** – Check Box if YES

**Service Fee per Call** – Amount charged per call

**Cost Recovery** – What is the cost recovery or rate of return?????

Validated

### Financial Information for Non-Governmental Requests (2 of 2)

Cash Operations Statement from Jan. 1st, 2012 to Dec. 31st, 2012  
(Round to nearest dollar)

#### Receipts / Revenue

Local Government:

26% Return to Locality:

Donations:

EMS Fee for Service:

Fund Raising:

Interest Dividends:

Grants:

Other Revenue:

---

Total Receipts:

#### Expenditures

Operational Expense:

Personnel Costs:

Capital Expenditures:

Other Expenses:

Non-Operational:

---

Total Expenditures:

#### Definition of Capital Expenditures:

Beginning Cash Balance:

Cash Increase / Decrease:

---

Ending Balance:

# Non-Governmental Financial Information

## Receipts/Revenue:

**Local Govt** – Amount received from local govt (not including 26%)

**26%** - Funds received by OEMS (if funding doesn't go to your agency do you get a portion?)

**Interest/Dividends** – Funds received through investments/sale of securities

**Grants** – Amounts of funds received by state (including OEMS), private or federal organizations (explain in separate narrative)

## Expenditures:

**Operational Expenditures** – vehicles maintenance/operating costs/equipment, training/insurance/uniforms/supplies/utilities, etc...

**Personnel Costs** – salary/benefits

**Capital Expenditures** – Funds used to purchase vehicles/equipment/buildings (explain what your agency considers to be Capital Expenditures in Definition)

**Non-Operational** – Funds expended for accounting services, auditing fees, fund-raising costs

# Governmental Financial Information

Financial Information For Governmental Requests  Validated

Financial Information For Governmental Requests  
(Round to nearest dollar)

	Previous Fiscal Year	Current Fiscal Year	Change
Personnel Costs:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Operating Costs:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Capital Expenses:	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Total EMS Budget:</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Define Capital Expenditures:

Comments:

Donations:	<input type="text"/>	<input type="text"/>	<input type="text"/>
26% Return to Locality:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Grants:	<input type="text"/>	<input type="text"/>	<input type="text"/>

Amount received from EMS Fee for Service for Last Fiscal Year:

## Personnel Costs –

Salary/Benefits budgeted

## Operational Costs – Funds

budgeted for

utilities/supplies/contractual expenses/leases/rentals

(explain what your agency considers in Definition)

## Capital Expenses – Funds

budgeted for

vehicles/defibrillators, etc...

**26%** - Amount received from OEMS – what amount does your agency receive?

**Grants** – Grand funds received from state (including OEMS), private or federal organizations (explain in comments)

**IMPORTANT** - If grant request is funded, the financial information submitted is subject to audit, if any false, misleading or improper information is determined, the agency will be ineligible for future grant funds for a period of FIVE YEARS

## Requested Items - RSAF

Item Type:

**Narrative: If funding level is greater than 50%, provide additional explanation in your narrative**

Item Requested:

Funding Level:

Quantity:

Current Quantity:

Add / Rep:

Save Item

Cancel

Unit Number:

Rechassis/Refurbish: 

State Funds:

## Item Listing

Org. Match:

Total Price:

Initiative

Item Requested

Qty.

Type

## Item Type:

ALS Equipment

BLS Equipment

Communications Equipment

Computer Hardware

Computer Software

Defibrillator - Automatic External Defibrillator

Emergency Medical Dispatch (EMD)

Other

Rescue Equipment - Extrication

Rescue Equipment - Misc.

Special Training Projects

Training Equipment - ALS / BLS

Vehicle - Crash/Rescue Truck - Heavy

Vehicle - Crash/Rescue Truck - Light

Vehicle - Crash/Rescue Truck - Medium

Vehicle - Quick Response Vehicle

Vehicle - Rechassis/Chassis

Vehicle - Specialty - Other

Vehicle - Type I Ambulance

Vehicle - Type II Ambulance

Vehicle - Type III Ambulance

## Item Requested –

Provide a “brief”  
description

**Funding Level** – 50/50 (Regular) **80/20 (Hardship)** **100/0 (Extreme Hardship)** – These must have a justification included in the Narrative to be considered.

**Total Price** – Put in total price of item (if more than 1 quantity put in entire amount for all quantities)

**Narrative** – The agency will need to justify request if asking for a funding level greater than 50/50, additional narrative can be submitted with grant application.

Technical Information for the Purchase of Emergency Response Vehicles

Technical Information for the Purchase of Emergency Response Vehicles

Validated

Item:

VIN #:

Request Type:

for unit #:

Describe current condition of the vehicle to be replaced.

Indicate what will be done with the unit being replaced.

Explain why rechassis should not be considered.

Describe current condition of vehicle to be rechassised/refurbished.

Identify where requested vehicle will be housed and intended for use:

Describe maintenance program used to maintain your agency vehicle fleet:

Indicate average length of service in miles and years of vehicles operated by your agency:

# Miles:  # Years:

Number of calls your agency was unable to respond to due to mechanical unavailability of emergency vehicle to be replaced:

Applicant only needs to answer the highlighted questions – this will depend on what type of vehicle you are requesting.

Technical Information for Communications Equipment (1 of 3)

Channel #:  FCC Call Sign:

Transmit:  Name or Use of Channel:

Receive:  Purpose:

CTCSS(Hz) or DPL (Code):

**Agency Frequency Plan & Channel Configuration ( Required for all Radio Equipment)**

Chann	Transmit	Receive	CTCSS (Hz) or DPL	FCC Call	Name or Use of Channel	Purpose

**Communications Questionnaire** is required for all grant requests asking for radios

Funding for communication equipment will be based on the cost of equipment capable of providing the intended functions rather than specific brand name items and models.

**REMINDER** – all agencies must be narrowband compliant by January 1, 2013!

Technical Information for Communications Equipment (2 of 3)  Validated

Technical Information for Communications Equipment (2 of 3)

**Required for all Requests for Pagers, Paging Portables, and Alert Monitors**

Name of Communications Center (Agency) Activating Alerts/Pages:

Receiver Frequency Used to Receive Alerts/Pages:   Alerting  Monitoring

Second Frequency for Alerting or Monitoring (if any):   Alerting  Monitoring

Purpose or Use of Second Frequency:

Members Will Be Alerted With These Receivers (Check All That Apply):

- As A Group
- By Duty Squads
- Individually

Technical Information for Communications Equipment (3 of 3)

Current Inventory of Requested Communications Equipment

Category of Equipment:

Band:

Present Inventory:

Plan to Purchase:

Plan to Reassign/Dispose:

Total:

Save Item

Cancel

Current Inventory of Requested Communications Equipment

Category of Equipment	Band	Present Inv.	Plan To Purchase	Plan To Dispose	Total

**Category of Equipment:**  
**Communications Equipment**

- Base Station
  - Cellular Phones
  - MJAP Projects
  - Mobiles
  - Pagers
  - Portables
  - Special/Large Projects
  - Tower
  - EMD
- (Hardware/Software)

For Specific Questions regarding communication Equipment contact – Ken Crumpler, OEMS Communications Coordinator

Main Menu

Main Menu

Application Listing

Name	Grant Award Date	Validated?
TEST	July, 2011	Yes

**Validation Complete** [X]

 Application validated

OK

Open    New    Rename

Transfer to Disk    Delete

You MUST VALIDATE your entire application in order to TRANSFER to the OEMS – **No VALIDATION NO TRANSFER**

 **Consolidated Grant Application Program**

File   Validate   Help

If you want to PRINT your grant summary

 **Consolidated Grant Application Program**

File   Validate   Help

- Print    Affirmation
- Save (Return to Main Menu)    Application Summary
- Exit

## Main Menu

## Application Listing

Name	Grant Award Date	Validated?
TEST	July, 2011	Yes

Open

New

Rename

Transfer to Disk

Delete

## Transfer Applications to Disk

## Validated Applications

TEST

Only validated applications appear in this list.

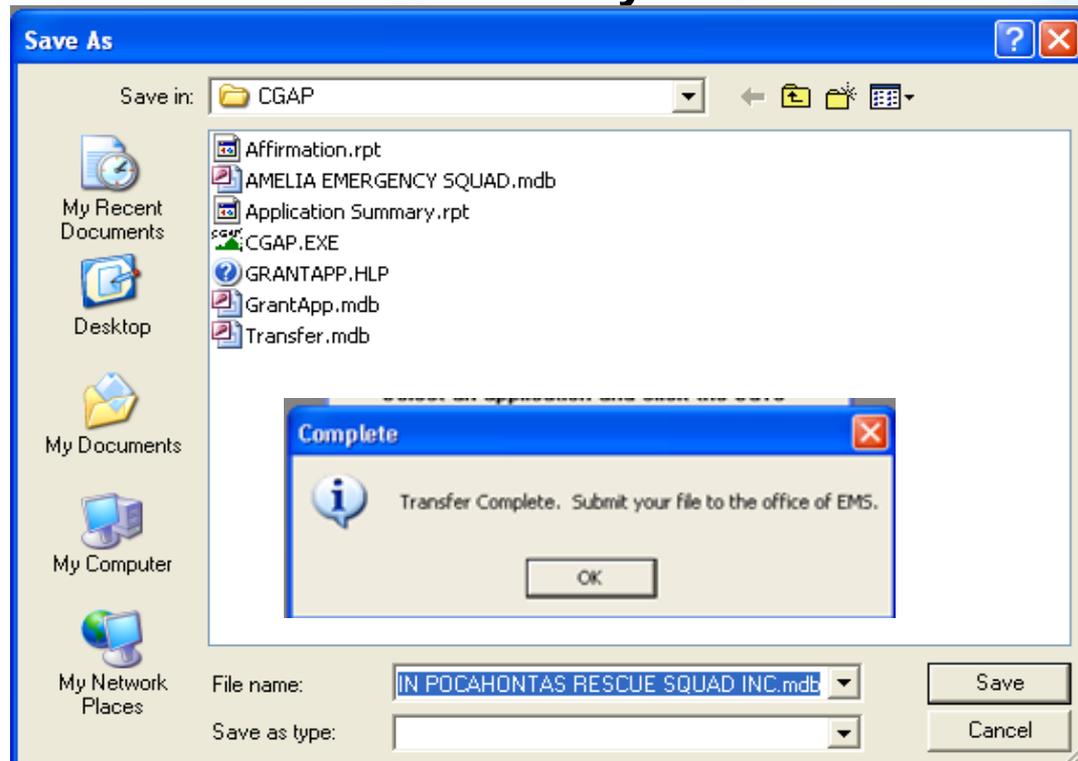
Select an application and click the Save Button. This will save your application in the proper format for submission to the Office of EMS. Please note the location of the saved file for submission via the OEMS Web page.

Save

Exit

# MOST IMPORTANT PART OF ENTIRE GRANT APPLICATION!!!! TRANSFERRING FILE TO OEMS

The CGAP Fairy is NOT REAL, she DOES NOT EXIST – YOU are the CGAP Fairy!!!



Save your file under your AGENCY NAME  
Default path: c:\program files\vdh\cgap  
Save on your PC under "My Documents"

**Affirmation** (required for all grant submissions)

Office of Emergency Medical Services, 109 Governor Street, Suite UB-55, Richmond, VA 23219

The Authorized Agent and Financial Officer (Treasurer), whose names and signatures appear below have been designated by the agency/organization to complete and submit a grant request on its behalf. The agency/organization agrees to comply with the Rules and Regulations Governing Financial Assistance for Emergency Medical Services for Rescue Squad Assistance Fund requests. In addition, the Authorized Agent and Financial Officer (Treasurer) attest to the agency's or organization's ability to provide the matching funds (if required) to complete the purchase of the requested item(s) should they be awarded state funds. The Authorized Agent and Financial Officer (Treasurer) are aware that EMS vehicles and equipment purchased with state monies must be purchased without any financial lease and without the item being used as collateral to secure a loan of any kind. The Authorized Agent and Financial Officer (Treasurer) by signing below attest to the fact that the Agency(s) that are affected by the possible outcome of this grant request, have been notified and agree to its submission. **ESAF Request:** The Authorized Agent and Financial Officer (Treasurer) by signing below attest that to the best of his/her knowledge, the information contained herein with regard to the agency's financial condition is true, accurate and correctly reflects the financial condition of the agency/organization. The OMD signature is required all for grants. This form must be received by the grant deadline date with original signatures from the Authorized Agent, Fiscal Officer (Treasurer) and Operational Medical Director (OMD).

**Original Signatures:**

1. Authorized Agent
2. Treasurer/Financial Officer
3. OMD

**FIN** – Has to be agency requesting grant

**Brief Project Description**

**Sustainability**

Request for Federal/ Employer Identification Number (required)		<u>For OEMS Use Only:</u>
Business Name (as shown on your income tax return)		
Business Name, if different from above (Doing Business As (DBA))		
ABBE VALLEY-BOISSEVAIN POC ABONIA'S RESCUE SQUAD INC		
Address (number, street and/or suite no. per FDI)		
1399 BOISSEVAIN RD PO BOX 217		
City, State, and Zip code BOISSEVAIN, VA 24604		
Employer/Federal Identification Number 99-9999999		

	Authorized Agent	Financial Officer	Operational Medical Director (OMD)
Name:	AB Davis		AB Davis
Title:	Manager		
Phone:			
E-Mail:			
Signature:			

Point of Contact for Grant Management:

Name: \_\_\_\_\_ Agency: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

OPTIONAL: City/County Representative

City/County representative shown below has been informed of the ABBE VALLEY-BOISSEVAIN POC ABONIA'S RESCUE SQUAD INC request for grant funds.

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

**Brief Project Description: (IF NOT COMPLETE, APPLICATION IS DISQUALIFIED)**

**Project Equipment Sustainability: (IF NOT COMPLETE, APPLICATION IS DISQUALIFIED)**

*(How does your agency propose to sustain this project/equipment after funding is complete?)*

# GRANT APPLICATION CHECKLIST

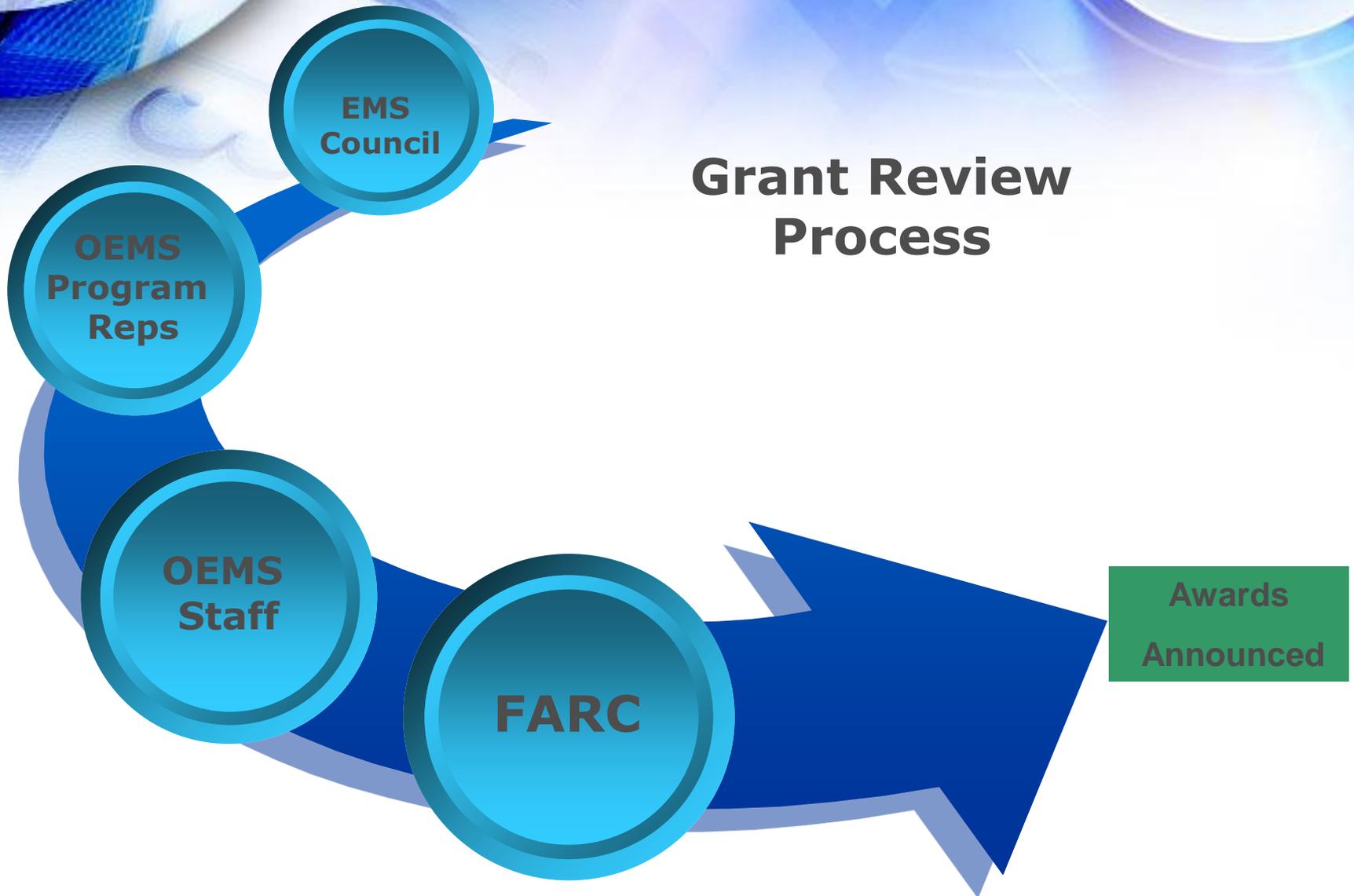
## GRANT APPLICATION CHECKLIST

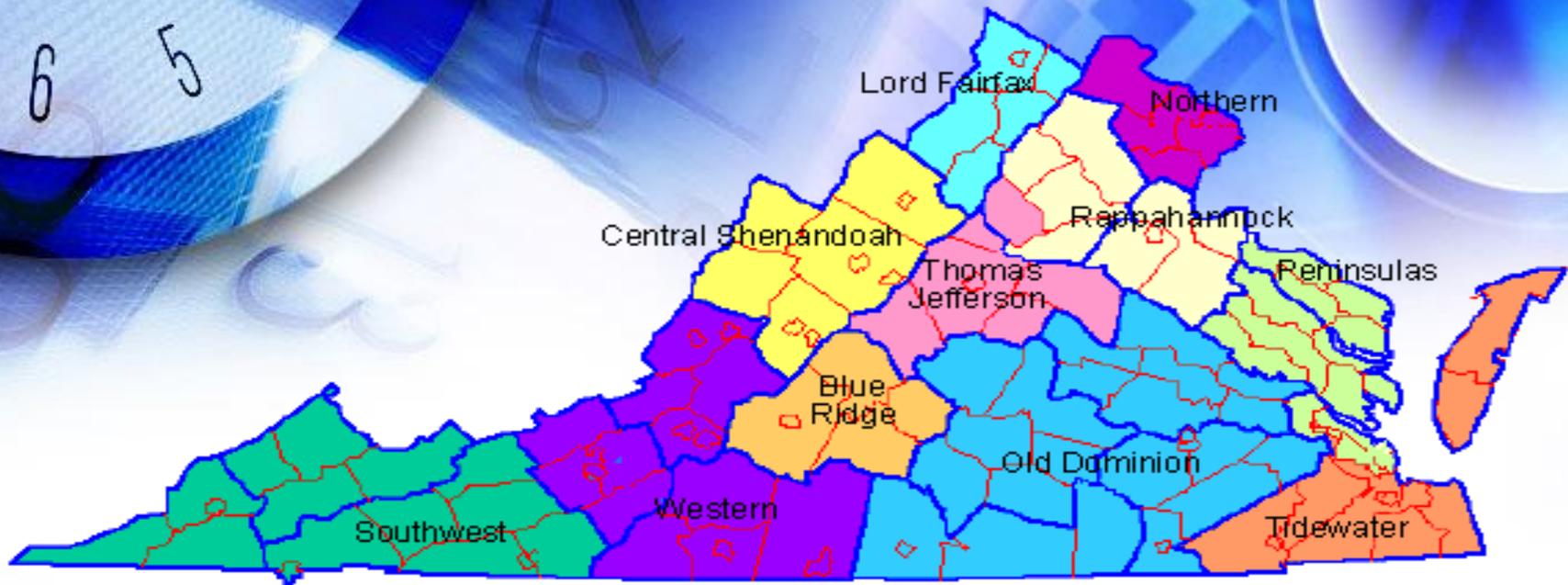
- Completed Grant Application Summary Transfer to OEMS ([www.vdh.virginia.gov/oems/grants](http://www.vdh.virginia.gov/oems/grants))
- Affirmation Page Complete with Original Signatures
- Copy of letter from IRS issuing your agency its FIN
- 1<sup>st</sup> Page of most recent Tax Returns (not applicable to government agencies)
- Quotes for each item requested

## OPTIONAL REQUIREMENTS:

- VPHIB Questionnaire **NEW!** (Only if applying for Migration to VPHIB's version 3 (VAv3) Requirements)
- Special Priority Questionnaire (Required if applying for any Special Priority, this should be submitted in addition to any other Questionnaire required based on your agency's request)
- Crash/Rescue Truck Questionnaire (Only if applying for a Crash/Rescue Truck)
- Communications Questionnaire **NEW!** (Only if applying for Communications Equipment)
- Letters of Agreement **REQUIRED** for all REGIONAL GRANTS by all parties **NEW!**
- Supplemental Narratives/Documentation

# 5. Review Grants





**Western Virginia EMS Council – Billy Altman**

**Northern VA EMS Council – Barbara Brown**

**Old Dominion EMS Alliance – Robert Trimmer**

**Rappahannock EMS Council – Dan Butler**

**Southwest Virginia EMS Council – Pokey Harris**

**Tidewater EMS Council – Dan Norville**

# 5. Review Grants

- **Grade 1 - Immediate Funding Need**  
Alternative funding sources exhausted or unavailable. System will suffer if program postponed. Program request is of greatest impact to citizens served.
- **Grade 2 - Definite Funding Need**  
Alternative funding limited or delayed availability. Program of high priority. Need is present. Program of high impact to citizens served.
- **Grade 3 - Project Needed Eventually**  
Local funding available in future. System will benefit from improved time table. Limited available funding.
- **Grade 4 - Project Can Be Delayed**  
Local funds available. Program of low impact to citizens served. Consideration will be given as need increases.
- **Grade 5 - Project Not Needed**  
Local funds available. Limited or no impact to service area. Duplication of resources. Consideration will be given as need is evident. Failure to submit a complete application.

# Important Evaluation Criteria

- Requested item/project is required for licensure and/or certification (Vehicle, equipment, medications, etc...)
- Equipment requested is required for upgrade from BLS to ALS. (OMD identified, class availability, statement of endorsement from local governing body supporting upgrade)
- Current personnel trained to operate requested items. Equipment matches level of care.
- Vehicle requests will be evaluated based on current vehicle inventory, call volume/vehicle/year and current number of EMS certified personnel. (Guideline/Rule of Thumb: 300 calls/vehicle/year as a minimum.)

# Important Evaluation Criteria

- Requesting agency serving more than its own service area, an increasing percent of calls are out of its district.
- Equipment requested to be shared with other EMS agencies.
- Program request identified in local, regional and/or state EMS Plan(s) as priority, impact to citizens served.
- The program/equipment request is compatible with goals and objectives of the Agency, EMS Region and the Commonwealth.

## 5. Review Grants

### **BREAK OUT IN GROUPS OF 6**

- Review RSAF Grants that have been submitted to OEMS
- Use the Grant Review Guidelines to Review
- Grade each item of the Grant Application and make comments based on the Grant Review Sheet

### **SELECT A REPORTER**

- You will be reporting out to the class

## 6. Write Grants

Many Grants require:

- Project Narrative
- Demographical Data
- Budget
- Goals with Measurable Objectives
- Implementation Plan
- Sustainability

# 6. Write Grants

Highlight your AGENCY...if you don't talk about your accomplishments NO ONE else will!

## Project Narrative

- Who will it benefit?
- What is the item you are applying for?
  - Have you looked at other resources for funding?
- When will the item be used?
- Where will the item be placed?
- Why does your agency need this item?
- How will the item be utilized?

## Demographic Data

- Population Data, Service Area, Patient Care Statistics, Economic Status, Provider Information, think about what the reviewer needs to know!

# 6. Write Grants

## Budget

- What is the EMS budget for your agency (personnel, training, equipment, vehicles, etc...)
- If awarded, how will your agency utilize the funding
- Timeline of project and how funding will be spent within grant cycle
- Matching funds – monetary/in-kind

## Goals and Objectives

- Goals – broad, general statement of what you plan to accomplish
- Objectives – how you plan to carry out each goal with measurable quantities or time spans

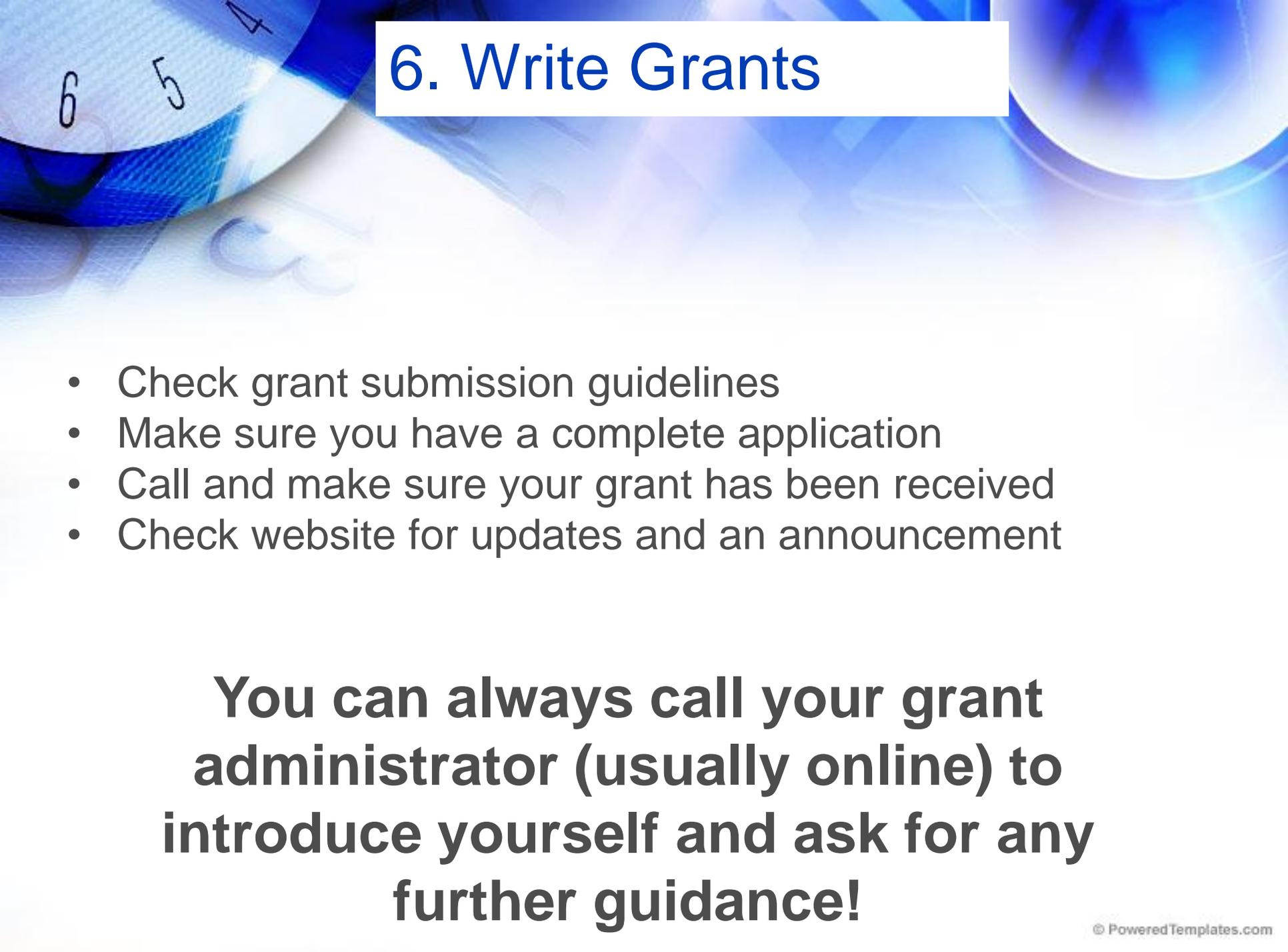
# 6. Write Grants

## Implementation Plan

- Timeline of how project will be carried out
- Who will carry out these tasks

## Sustainability

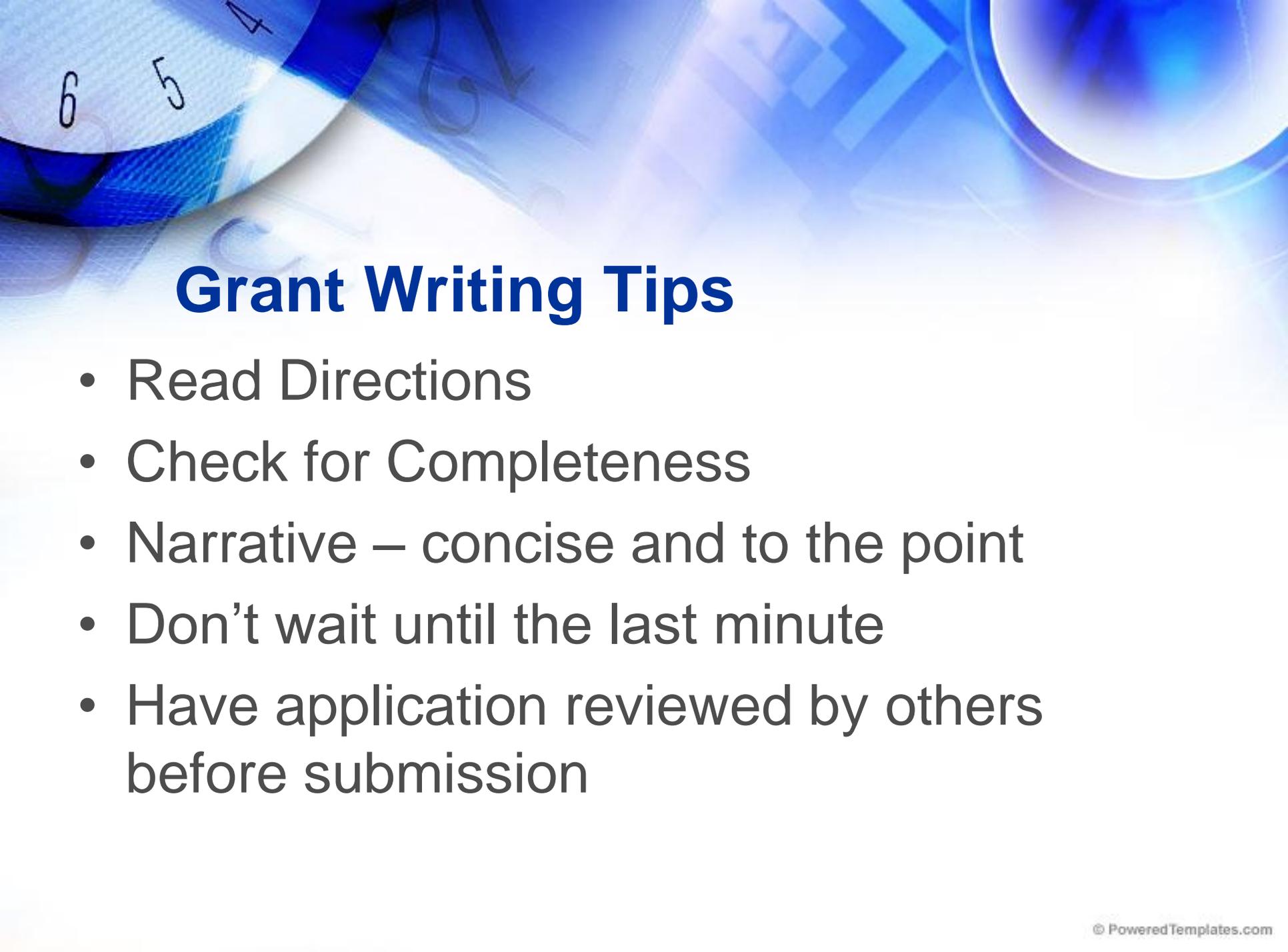
- Once the project/item has been awarded, how will your agency maintain after the grant cycle ends?
- Some grants require a letter of support from the County Administrator/City Manager



## 6. Write Grants

- Check grant submission guidelines
- Make sure you have a complete application
- Call and make sure your grant has been received
- Check website for updates and an announcement

**You can always call your grant administrator (usually online) to introduce yourself and ask for any further guidance!**



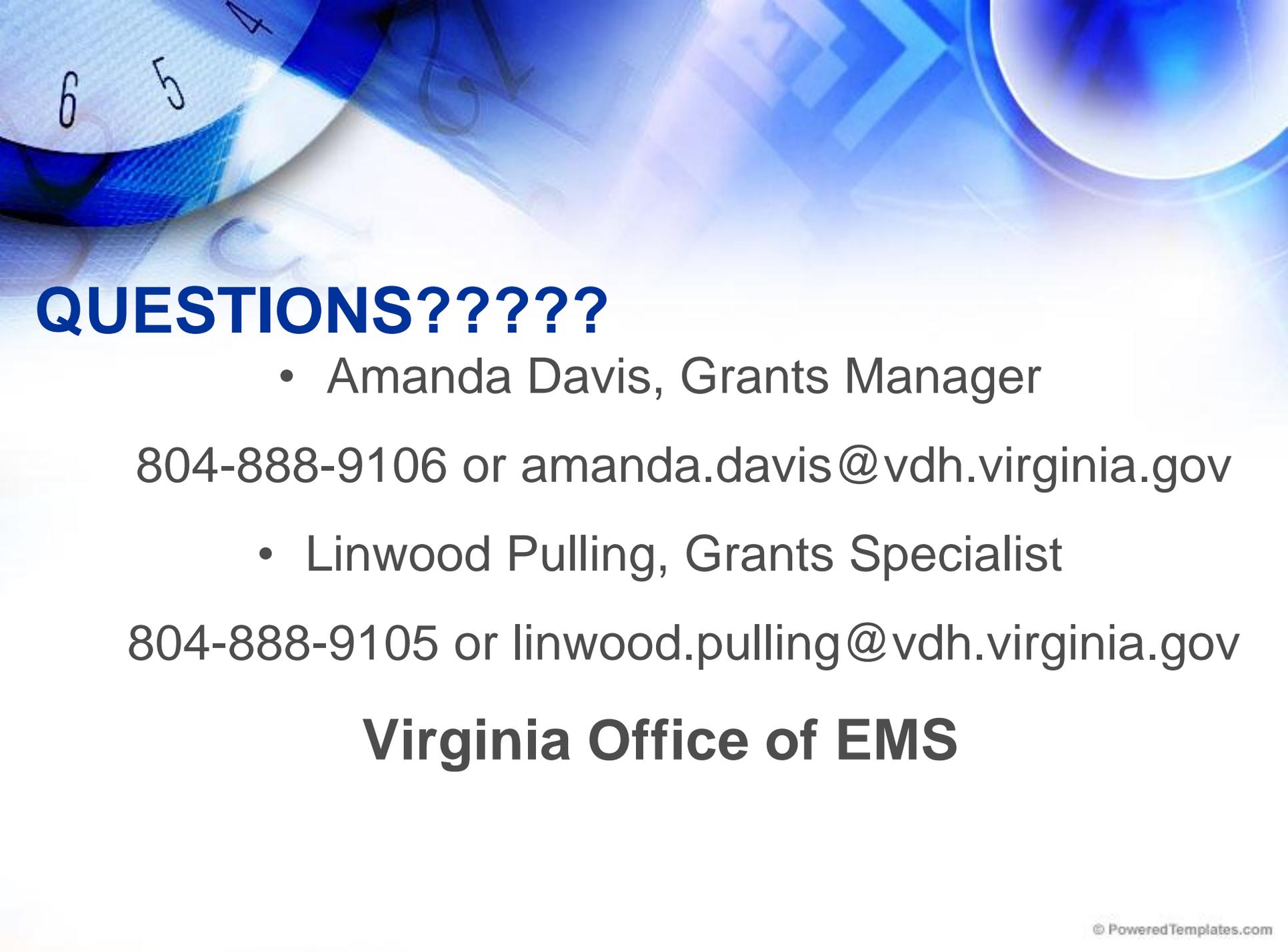
## Grant Writing Tips

- Read Directions
- Check for Completeness
- Narrative – concise and to the point
- Don't wait until the last minute
- Have application reviewed by others before submission



# Remember

1. Define Your Need - Be aware of grant guidelines
  - **Look at priorities of Granting Agency/Organization**
2. Identify what you should have to fill Your Need
  - **Remember to Identify Extra Costs that may be needed**
3. Look for partners that have similar interests to your Project and have the resources to Help!
  - **Don't forget about your local stores, hospitals and community**
4. Write a Good Proposal - Remember Grants are Competitive



## QUESTIONS?????

- Amanda Davis, Grants Manager

804-888-9106 or [amanda.davis@vdh.virginia.gov](mailto:amanda.davis@vdh.virginia.gov)

- Linwood Pulling, Grants Specialist

804-888-9105 or [linwood.pulling@vdh.virginia.gov](mailto:linwood.pulling@vdh.virginia.gov)

**Virginia Office of EMS**