

Financial Assistance Review Committee (FARC)
Quarterly Meeting
Embassy Suites
2925 Emerywood Pkwy, Richmond, VA 23294
March 10, 2022
1:00 PM

Members Present:	Members Absent:	Administration Staff:	Staff/Other Guests:
Kevin Dillard, Chairman		Luke Parker	Adam Harrell
JC Bolling			
Tracy Hanger			
Donna Hurst			
Bruce Stratton			
Joe Trigg			

Topic/Subject	Discussion	Recommendations, Action/Follow-up; Responsible Person
I. Call to order - Kevin Dillard, Chair	Kevin called the meeting to order.	No further action is required
II. Approval of December 2021 Meeting Minutes	The December 2, 2021 minutes were approved as submitted.	No further action is required
III. Grants Unit Report A. Webinars	Luke told FARC that the grants unit had held 2 webinars that provided technical assistance to those receiving and applying for grants. The first was the Fall 2021 Post Awards webinar. This webinar had been postponed and re-scheduled. There were 11 people in attendance with 3 others viewing the recording at a later date. We did the Spring 2022 Pre-Awards webinar on February 15, 2022. We had 29 people in attendance. There were 26 people that logged in to view the recording afterwards. On February 24, 2022, Luke also did a grant workshop webinar along with Joe Trigg for the Western Virginia EMS Council region. There were at least a dozen EMS agencies in attendance. The grants unit received 7 requests for feedback (grades and comments) on their grants. One agency had requested an ambulance that wasn't funded in the Fall 2021 cycle. They wanted feedback on all of the agencies that were funded for ambulances this past cycle. Luke said we were going to keep track of all the attendees of our Spring 2022 Pre-Awards Webinar and evaluate how well they do on their grant submissions. This should at least show the webinars are helpful to those that had attended and are utilizing what they had learned.	No further action is required

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<p>B. EGIFT Enhancements</p>	<p>Luke talked about a few of the E-GIFT enhancements. The first enhancement he spoke about was to integrate the on-line approval process for sell, trade, transfer or disposal of RSAF awarded equipment. The awardees are required to keep their RSAF awards for a minimum of 5 years. If they are wanting to sell, trade, transfer or dispose of the awarded equipment before the 5 year minimum requirement, they must ask permission in writing. This has to be approved before they can proceed. We are going to model this enhancement off the extension and modification process. We are going to a manual process. If they want to sell, trade, transfer or dispose of equipment, they will be able to put their request through their portal. On agency letterhead, they can explain what is going on and their reason for wanting to unload the equipment. This will make it easier and more efficient for everyone. Another enhancement is to require the following attachments: the first page of the IRS 990; departmental budget; itemized quote; and the Commonwealth of Virginia Substitute W-9 (COVA W-9). The itemized quote is already required, but as we discussed in previous meeting, the budget attachment is new to the application. This will now be required as well as the IRS 990 and the COVA 990. Another enhancement is that applicants who select re-chassis also need to check a checkbox for re-chassis and explain their reasons for not considering a re-chassis. We're not sure why that was there in the first place, but this is being removed from the application. Another thing Luke talked about was the VDH scoring criteria. One of the components that goes into that is return to locality carry-over funds. We have discovered, in the past, we were only calculating the actual reported carry-over amounts. We haven't been including the unobligated funds. Unobligated funds are funds that are committed but not drawn down. The last report for a locality may have been 2015. They may not have drawn down their carry-over funds for say 2016, 2017, 2018, 2019 and 2020. These carry-over funds will now be included. Another enhancement is that we are going to enable the modification of the award amounts with the approval from the OEMS Executive Directors. Finally, we are going to develop the functionality to enable administrator users (Luke and Linwood) to upload documents. This will include W-9's, condition documentation, invoices, reports and anything deemed necessary. This will be for agencies that have received awards and will help them to upload these required items. Some of them have internet connectivity problems or trouble with general access to computers. They can send these to us and we can help them upload this information.</p>	<p>No further action is required</p>
<p>C. FARC Disclosure Form</p>	<p>Luke has been working with Gary and Adam on the FARC Disclosure Form. It was determined that FARC is not eligible to use the same form that the Governor's Advisory Board uses. Therefore, Luke has been working on a separate form for FARC. This has went downtown and is currently being looked at by the Attorney General's Office. Hopefully, it will be available for FARC to use this Spring Cycle.</p>	<p>No further action is required</p>
<p>D. EMS Equipment and Vehicle Contract</p>	<p>This project has been long coming. We are still hoping this contract will be able to be used by the agencies by the end of this grant cycle. However, we are not going to be awarding, based</p>	<p>No further action is required</p>

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<p>E. Emergency Grant</p> <p>F. 2022 Price List</p>	<p>off the contract just yet, because it hasn't yet went out for bids. It has to go through another review with the Department of General Services High Risk Department since it represents such a large sum of money. We just received some requests for feedback on their final draft. It's currently in review and should be out there in the next couple of months.</p> <p>We provided an emergency grant to Saltville EMS. They had an ambulance that completely died on them and they were potentially looking at not being able to provide services for the citizens of that community.</p> <p>The methodology that Luke used for the 2022 Price List is essentially the same as he used last year. A lot of the contracts he models it off of are still active. The one thing that did change was the RSAF averages. Fluctuations in pricing (increases and decreases) represents the costs that we are giving to the program. Those were balanced out by adding standard deviations to categories that had 10 percent or greater between contract prices and RSAF averages.</p>	<p>No further action is required</p> <p>No further action is required</p>
<p>IV State EMS Plan Update</p>	<p>We are coming up on the end of the current Virginia Office of Emergency Medical Services State Strategic and Operational Plan. Luke wanted us to look at our goals and objectives and for FARC to look at what deliverables we should be looking at to articulate whether or not we can successfully meet our goals or does it need more work or if the goal isn't relevant anymore. Luke said we'll go through those and look at the objectives and the pages they are on.</p> <p>The first one is objective 3.2 (page 16) - This section is on Recruitment and Retention efforts. 3.2.1 Develop, implement, and promote a comprehensive recruitment and retention campaign for EMS personnel and physicians, supporting the needs of the EMS system. Luke said the first thing that comes to mind is the number of Recruitment and Retention grants FARC has received and the number that has been funded. We had Tim Perkins call in and talk to us about recruitment and retention. Should we have Tim do some additional training and let us know what we should be looking at and maybe different ways we should be evaluating these applications? Bruce stated we had looked at multiple-agency requests and regional requests. Donna was asking would the recruitment and retention grant also serve as a multi-agency grant? Luke said it would be interesting to see how that type of grant application would work since Recruitment and Retention and Multi-Jurisdictional Agency requests are both special priority requests. Adam said the grant would have to have sustainability. The sustainability would have to be fully described in their grant application.</p> <p>The next objective is 3.4.1 (page 18) - Establish roles, expectations, qualifications, and training for FARC committee members. The action steps for this objective has been met and clearly defined.</p>	<p>We will keep the same objectives and action steps that apply to FARC for the next 2-year planner. No further action is required.</p>

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	<p>The next objective is 3.4.2 (page 18) – Enhance RSAF application to capture high-level, decision-oriented data and compelling narrative information. One of the things we need to do for action steps is develop a survey for FARC, OEMS Graders and Regional EMS Councils to determine data and information that drives decision-making. One of the things that was brought up was FARC, OEMS Graders and Regional EMS Councils comments. Luke had done a survey to see how many words were actually used in grading the grant applications. This has improved tremendously. We are now getting better and more detailed comments from all of the graders. Kevin suggested we have a training session to bring everyone up to speed on the graders comments.</p> <p>The next objective is 3.4.3 (page 18) – Explore cost-saving measures to expand RSAF impact and provide greater assistance to critical programs, equipment, and vehicles. One of the action steps is to produce annual OEMS Consolidated Grants Product Price List. This is done on an annual basis. We are also working towards the contract for EMS equipment and vehicles. This would include a state ambulance contract as well as a contract for chest compression devices, heart monitors etc. Luke believes that one of the benefits for the vendors is that it's one consolidated source for people to see their products. It should make the vendors more competitive and help give the best prices to the buyers.</p> <p>The next objective is 3.4.6 (page 19) – Provide funding opportunities to support special initiatives identified by OEMS and the EMS Advisory Board. Luke said one of the action steps would be looking at the special initiative grants. He will calculate the total amounts for the special initiative grants and look up some data points too.</p> <p>The next objective is 3.4.7 (page 19) – Standardize EMS grant review and grading process by graders at regional and state level. What we are trying to get to is standardizing the information coming into FARC in order to make our decisions more effectively. We have accomplished a lot of that through the evaluation guide as well as the training we do.</p>	
V. Application Design Presentation	<p>Luke put together questions for the grant application. This is what he envisions being the key evaluation questions as we're going through the financial information section for the grant application. 1) What is the fiscal solvency of the applicant organization? 2) What is the budget plan for the grant application? 3) To what extent does the proposed project require financial assistance? Are there any other questions you would ask yourself when evaluating the grant? Luke is trying to get the answers to these questions to design the application accordingly. JC said one of the things that needs to be looked at is credibility. This will be number 4. If an agency bills for services, where does that money go? This should be explained. The financial information does need to present with credibility and accuracy. If information has been left out accidentally or on purpose, it does not give us a true picture of their finances. It all boils down to the application being accurate, credible and complete. So the data points for the first 3 are:</p>	<p>Luke work on the two forms to make them easier to do the financials for the Non-Profits and Governmental agencies.</p>

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	<p>assets, liability, revenue, expenditures, service standards, financial terms, and concepts that are easily recognizable. These already exist in the application and answer those 3 questions fairly well. We have the finance summary, financial statements, fiscal stress and uploading justifying documents. We have 2 financial forms. One for Governmental and one for Non-Profits. No one knows why there were two financial forms created instead on one form. Luke and FARC talked about merging these 2 documents and therefore we would have one financial form for both the Non-Profits and Governmental agencies. In reality, we couldn't do that because one is 501-c3 and the other is governmental. It would put an unnecessary burden on one or the other by having them answer some questions that don't apply to them. However, we can still have 2 forms but create the forms so they would have one common format. Basically, if you click that you're a 501-c3 organization, it would open the financial section that applies to you. If you click on Governmental, it will open to the section that applies to you.</p>	
<p>VI. Special Initiative Grant Planning Session</p>	<p>Luke wanted to present the outline that he uses when he meets with all of the divisions at OEMS for coming up with the special initiative grants. These are the things we need to be thinking about. 1) What is a working title for it? 2) What data do I need to look up to demonstrate the need for this project? 3) Who would be eligible for it? 4) Is there going to be a match requirement? 5) What criteria is required? What sort of technical questions do we need to ask in order to capture that criteria? 6) What grant cycle parameters do we Have? How long of a grant cycle do we want to have? When do we want to run the application? 7) What is the payment process? 8) What conditions, if any, do we put on this grant? Luke asked FARC if anyone would like to work with him on this? Donna said she would like that.</p>	<p>Donna will help Luke work on the special initiative wording for these grants.</p>
<p>VII. Regional Tour Planning Session</p>	<p>The dates for the Regional Tour Planning Session are: July 1 – July 31, 2022 and January 1 – January 31, 2023.</p>	<p>No further action is required</p>
<p>VIII. Rotation Schedule</p>	<p>Adam suggested that we start including the rotation schedule as a regular agenda item. FARC members are appointed to serve for a term of three years and can be appointed for an additional three year term for a maximum of six consecutive years. After that, they must go off the committee for at least three years before they can again be appointed to serve on FARC. Kevin is in his second term and will go off the committee on June 30, 2023. JC is in his second term and will go off the committee on June 30, 2024. Tracy is in her first term and it ends on June 30, 2023. She is eligible to be appointed to a second term at that time. Donna is in her second term and will go off the committee on June 30, 2023. Bruce is in his second term and will go off the committee on June 30, 2023. Joe is in his second term and will go off the committee on June 30, 2024. The next committee members to come off the committee is Kevin, Donna and Bruce. All of their second terms expire on June 30, 2023.</p>	<p>No further action is required</p>
<p>IX. Unfinished Business</p>	<p>None</p>	<p>No further action is required</p>
<p>X. New Business</p>	<p>Luke stated that Daniel Linkins said that many agencies had applied for and been awarded multi-function heart monitors when an AED would probably be more appropriate. There are a</p>	<p>No further action is required</p>

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	lot of BLS agencies that are only using the AED function only. Luke asked FARC to pay close attention to certification levels for the agencies as well as the providers.	
XI. Next Meeting	The next FARC Quarterly meeting will be held on May 5, 2022. Location to be determined.	Luke will let us know where the next FARC meeting will be.
XII. Adjournment	Kevin adjourned the meeting	No further action is required