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**IDAPA 16**
**TITLE 02**
**CHAPTER 04**

# 16.02.04 - RULES GOVERNING EMERGENCY MEDICAL SERVICES ACCOUNT III GRANTS

**000. LEGAL AUTHORITY.**
The Idaho Board of Health and Welfare is authorized under Section 56-1018B, Idaho Code, to adopt rules concerning the administration of the Idaho Emergency Medical Services Act. (4-5-00)

**001. TITLE AND SCOPE.**

**01. Title**. These rules shall be cited in full as Idaho Department of Health and Welfare, IDAPA 16.02.04, "Rules Governing Emergency Medical Services Account III Grants." (4-5-00)

**02. Scope**. This rulemaking specifies the eligibility criteria, application process, and distribution methodology to be used by the Emergency Medical Services Bureau in the award of these grants. (4-5-00)

**002. WRITTEN INTERPRETATIONS.**
In accordance with Section 67-5201(19)(b)(iv), Idaho Code, this bureau has an EMS Grants Standards Manual, which contains policy and interpretation of the rules of this Chapter, or to the documentation of compliance with the rules of this Chapter. Copies of the Manual may be obtained from the EMS Bureau, PO Box 83720, Boise, Idaho 83720-0036. (4-5-00)

**003. ADMINISTRATIVE APPEALS.**
Appeals shall be governed by the provisions of IDAPA 16.05.03, "Rules Governing Contested Case Proceedings and Declaratory Rulings." (4-5-00)

**004. DEFINITIONS.**
For the purposes of these rules, the following terms and abbreviations will be used, as defined below: (4-5-00)

**01. Applicant**. An entity submitting documents required by the EMS Bureau for the purposes of acquiring funds or capital equipment from the EMS Account III established by Section 39-146B, Idaho Code. (4-5-00)

**02. Approval**. The disbursement of a grant from EMS Account III to an applicant. (4-5-00)

**03. Award**. The placement of an applicant on a prioritized list indicating the potential for receipt of grant approval during the current fiscal year. (4-5-00)

**04. EMS Bureau**. The Bureau of Emergency Medical Services and Preparedness of the Idaho Department of Health and Welfare. (4-5-00)

**05. EMS Account III**. A dedicated fund subject to appropriation by the Legislature which is established and defined in Section 39-146B, Idaho Code. (4-5-00)

**06. Grant**. The disbursement of funds from, or capital equipment purchased by, EMS Account III revenue. (4-5-00)

**07. Grant Cycle**. The process of grant application distribution, application submission, awards and approval which occur in accordance with dates established in these rules. (4-5-00)

**005 -- 099. (RESERVED)**

**100. GRANT CYCLE.**
The EMS Bureau shall conduct the grant process in accordance with the following schedule: (4-5-00)

**01. Application Availability**. The EMS Bureau shall make an application and guidance available no

later than February 28 of each year, which shall initiate the grant cycle. (4-5-00)

**02.** **Application Period**. The applicant shall have through May 31 of that grant cycle to complete and submit the application to the EMS Bureau. (4-5-00)

**03.** **Application Evaluation Period**. The EMS Bureau and state EMS Advisory Committee shall evaluate the applications received from eligible applicants prior to June 30 of that grant cycle. (4-5-00)

**04.** **Award Notification**. The EMS Bureau shall issue notification to every applicant regarding the disposition of their grant request prior to July 31 of that grant cycle. (4-5-00)

**05.** **Grant Approval**. Grant disbursement shall occur prior to September 30 of that grant cycle. (4-5-00)

**06.** **Deadline for Return of Funds**. All unused grant funds shall be returned to the EMS Account III by the applicant no later than April 1 of that grant cycle. (4-5-00)

**101. ELIGIBILITY FOR GRANT.**
A governmental entity or a non-profit entity registered with the Idaho Secretary of State is eligible to receive a grant. (4-5-00)

**102. APPLICATION REQUIRED.**
A completed EMS Bureau application must be submitted by the applicant for the purpose of requesting a grant, on or before the conclusion of the application period specified in Section 100 of these rules in order to be considered during the grant cycle. (4-5-00)

**01.** **Required Information**. The applicant shall provide the EMS Bureau with information, including: (4-5-00)

**a.** Documentation of one (1) or more vendor price quotes for all proposed equipment purchases; (4-5-00)

**b.** Operating budget; (4-5-00)

**c.** All funding sources and revenue generated by source; (4-5-00)

**d.** Contact person for verification of fiscal information; (4-5-00)

**e.** Federal Tax Identification Number; (4-5-00)

**f.** Resident population within the applicant response area in Idaho; (4-5-00)

**g.** Migrant and tourist population within the applicant response area in Idaho; (4-5-00)

**h.** Type, quantity, and purpose of similar equipment presently in use by the applicant; (4-5-00)

**i.** Age and condition of equipment being replaced if applicable; (4-5-00)

**j.** Narrative description of need; (4-5-00)

**k.** Prioritization by the applicant of equipment requested when the application requests funding for two (2) or more items; and (4-5-00)

**l.** County or local governmental endorsement. (4-5-00)

**02.** **Incomplete Application**. An application which is missing required information shall be excluded from consideration for an award. (4-5-00)

**03. Application Purpose**. The grant application and any attachments submitted by the applicant shall be the primary source of information for awarding a grant. (4-5-00)

**103. -- 199. (RESERVED)**

**200. AWARD ELIGIBILITY REQUIREMENTS.**
In order to be considered for an award an applicant must be recognized by the EMS Bureau as one (1) of the following: (4-5-00)

**01. A Currently Licensed EMS Service**. The applicant must hold a current Ambulance or Non-Transport License in accordance with IDAPA 16.02.03, "Rules Governing Emergency Medical Services." (4-5-00)

**02. An Applicant with a Pending Idaho EMS License**. Grant approval shall not be issued to an applicant until an Idaho EMS license has been issued. (4-5-00)

**a.** Applicants with a pending Idaho EMS license will be considered as ineligible if licensure is not achieved by the application period deadline as defined in Section 100 of these rules. (4-5-00)

**b.** Applicants determined to be ineligible for an award due to licensure status may reapply in a subsequent grant cycle. (4-5-00)

**03. A Currently Licensed EMS Service with a Pending Licensure Change Request**. An applicant that is a currently licensed EMS service with a pending change to licensure may receive grant approval for any ambulance or equipment which is necessary for the pending licensure change only if the licensure change is approved by the EMS Bureau. (4-5-00)

**201. -- 299. (RESERVED)**

**300. AWARD RECOMMENDATION.**
The EMS Bureau shall request a recommendation from the state EMS Advisory Committee (EMSAC) as defined in IDAPA 16.02.03, "Rules Governing Emergency Medical Services," Section 100, regarding the distribution of grant funds. (4-5-00)

**01. Assessment and Validation of Need**. The EMSAC shall review grant applications prior to EMSAC making a recommendation about the distribution of awards. (4-5-00)

**02. Contingency Awards**. The EMSAC may make a recommendation about what awards should be considered by the EMS Bureau in the event that other awards are withdrawn as described in Section 501 of these rules. (4-5-00)

**301. CRITERIA FOR EMS VEHICLES.**
For each grant cycle the following criteria shall be used to evaluate applications for EMS vehicles, with maximum weight available for each criterion as indicated. Greater weight will be assigned to those conditions which indicate greater need for each criterion: (4-5-00)

**01. Applicant Fleet Size**. The number and type of vehicles currently in use by the applicant; weight = ten (10). The application demonstrating a smaller fleet size will be assigned greater weight. (4-5-00)

**02. Age of Applicant Vehicle(s)**. The number of years which has elapsed since the vehicle being replaced was originally manufactured or rechassied; weight = fifteen (15). The application demonstrating greater age of vehicle(s) will be assigned greater weight. (4-5-00)

**03. Four Wheel Drive Capability of Applicant Vehicle(s)**. The type, operability, and frequency of use of four (4) wheel drive capacity of the applicant fleet; weight = ten (10). The application demonstrating greater frequency of conditions requiring four (4) wheel drive utilization will be assigned greater weight. (4-5-00)

**04. Mileage of Applicant Vehicle(s)**. The number of miles reflected on the vehicle odometer at the time of application; weight = fifteen (15). The application demonstrating higher mileage of similar vehicles in active use will be assigned greater weight. (4-5-00)

**05. Deployment Ratios**. A mathematical comparison of current and post-grant vehicle availability based on the number of similar vehicles divided by the applicant coverage area in square miles and the number of similar vehicles divided by the population; weight = fifteen (15). The application demonstrating a greater change in deployment ratio will be assigned greater weight. (4-5-00)

**06. Fiscal Resource Base**. The proportion of operating budget supported by district levy revenue; weight = ten (10). The application demonstrating less revenue from taxes expressed as a percent of total revenue for the most recent year will be assigned greater weight. (4-5-00)

**07. Local Government Endorsement**. The proportion of Idaho cities and counties within which the applicant's primary response area occurs that endorse the application; weight = five (5). The application demonstrating a larger percent of local government endorsements will be assigned greater weight. (4-5-00)

**08. Prevalence of Volunteers**. The percent of certified personnel identified on the most recent agency license application as volunteer; weight = percent/10. The application demonstrating a greater prevalence of volunteer certified personnel will be assigned greater weight. (4-5-00)

**09. Narrative**. The need for and lack of availability of funds from other sources as documented by the applicant; weight = five (5). The application demonstrating a greater need for and lack of available funds will be assigned greater weight. (4-5-00)

**302. CRITERIA FOR OTHER EMS EQUIPMENT.**
The following criteria shall be used to evaluate applications for other EMS equipment, with maximum weight available for each criterion as indicated. Greater weight will be assigned to those conditions which indicate greater need for each criterion: (4-5-00)

**01. Applicant Equipment**. The number, type and age of similar equipment currently in use by the applicant; weight = fifteen (15). The application demonstrating lack of accessibility to similar equipment will be assigned greater weight. (4-5-00)

**02. Anticipated Use**. An estimate of the frequency and patient types for which the equipment may be used; weight = fifteen (15). The application demonstrating greater anticipated use will be assigned greater weight. (4-5-00)

**03. Duration of Use**. An estimate of the length of time the equipment would be used for a patient when indicated, expressed as a mean time; weight = fifteen (15). The application demonstrating a greater duration of use will be assigned greater weight. (4-5-00)

**04. Deployment Ratios**. A mathematical comparison of current and post-grant equipment availability based on number of pieces of similar equipment divided by the applicant coverage area in square miles and the number of pieces of similar equipment divided by population; weight = fifteen (15). The application demonstrating a greater change in deployment ratio will be assigned greater weight. (4-5-00)

**05. Fiscal Resource Base**. The proportion of operating budget supported by district levy revenue; weight = ten (10). The application demonstrating less revenue from taxes expressed as a percent of total revenue for the most recent year will be assigned greater weight. (4-5-00)

**06. Local Government Endorsement**. The proportion of Idaho cities and counties within which the applicant's primary response area occurs that endorse the application; weight = five (5). The application demonstrating a larger percent of local government endorsements will be assigned greater weight. (4-5-00)

**07. Prevalence of Volunteers**. The percent of certified personnel identified on the most recent agency license application as volunteer; weight = percent/10. The application demonstrating a greater prevalence of

volunteer certified personnel will be assigned greater weight. (4-5-00)

**08.** **Narrative**. The need for and lack of availability of funds from other sources as documented by the applicant; weight = five (5). The application demonstrating a greater need for and lack of available funds will be assigned greater weight. (4-5-00)

**303. -- 399. (RESERVED)**

**400. SECURITY INTEREST.**
Successful applicants shall be required to execute a security agreement as required by Section 56-1018B(2)(e), Idaho Code, and shall sign a Memorandum of Grant Terms, Conditions, and Security Agreement for Vehicle/Equipment provided by the EMS Bureau. (4-5-00)

**401. -- 499. (RESERVED)**

**500. UNUSED GRANT FUNDS.**
All funds not expended for costs associated with the applicant's award shall be returned to the EMS Account III by June 1 of the grant cycle during which the funds were awarded. (4-5-00)

**501. WITHDRAWAL OF GRANT APPLICATION.**
Any applicant may withdraw or forfeit an application at any time. (4-5-00)

**01.** **Notification**. The EMS Bureau may discontinue the grant award or approval process if either of the following occurs: (4-5-00)

**a.** The chief administrative official of the applicant agency or his designee submits a notice of withdrawal in written form to the EMS Bureau. (4-5-00)

**b.** The applicant does not provide required documentation during the award or approval process. (4-5-00)

**02.** **Right of Assignment**. The applicant may not assign any award to another applicant. (4-5-00)

**03.** **Ability to Compete**. The withdrawal of an application does not affect the applicant's ability to reapply in a subsequent grant cycle. (4-5-00)

**502. FRAUDULENT INFORMATION ON GRANT APPLICATION.**
Providing false information on any application or document submitted under these rules is grounds for declaring the applicant ineligible. Any and all funds determined to have been acquired on the basis of fraudulent information must be returned to the EMS III account. (4-5-00)

**503. -- 999. (RESERVED)**

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