

## **Draft Recommendations for Fiscal Year 2014 CREATE Program April 2013**

### **Recommendation One: Revise the financial waiver review process**

Revise the financial waiver process by separating the financial waiver review from the grant project request review. Utilize reviewers other than the ERC. Hold the financial waiver review two weeks prior to the ERC's project review. Clearly indicate in grant guidance that a score of 6 or lower out of 10 will result in a failed financial waiver; that three financial documents or equivalents must be submitted (income statement, balance sheet and budget); and that there are specific date ranges listed for each of the three documents that are the most beneficial.

### **Recommendation Two: Reduce the ERC project reviews to one time a month**

Hold ERC reviews of the education requests separate from the financial waiver review and once a month, two weeks following financial waiver review.

### **Recommendation Three: Revise the grant application and scoring tool**

Revise the grant application to include guided questions that follow the scoring tool.

### **Recommendation Four: Add National Registry requirements for reimbursement**

Add National Registry certification requirements for reimbursement of CREATE funds for initial EMT, AEMT and Paramedic. Allow 90 days after the class end date for taking and passing the National Registry test, and have a process to account for events beyond control that may cause significant delays (for example, deployment).

### **Recommendation Five: Revise grant guidance to include residency requirements**

Revise the grant guidance to include residency requirements. Clarify that anyone living out of state but whose principal employment or volunteerism is within Colorado would be eligible for CREATE grant funds; and that anyone living out of state who does not yet have principal employment or volunteerism within the state would not be eligible for CREATE grant funds.

## **Fiscal Year 2014 CREATE Grant Application DRAFT Questions**

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### **Education category**

Courses will be added in first, these questions come next.

#### **Service Need**

1. Briefly describe your education proposal, explaining how the training will benefit Colorado's EMS and trauma system.
2. Describe the need for the requested courses and how the training will upgrade or maintain current levels of service.
3. Describe local support for this project and how this support will help ensure successful completion. Attach any relevant letters of support.

#### **Priority to Underdeveloped or Aged Systems**

4. Explain how the proposed education addresses an underdeveloped or aged component of Colorado's EMS and trauma system.
5. Does the proposed education help with maintaining provider certification or adding additional qualified personnel?

#### **Cost Effectiveness**

6. Briefly describe the alternatives your organization considered and why this is the most cost effective alternative.
7. Briefly describe the process used to select the proposed courses.
8. How will education be sustained financially in future years?

#### **Applicant's Qualifications**

9. Explain how adequate resources and experience are available to help ensure successful completion of this project.
10. Explain how the applicant's qualifications will help ensure long term sustainability of this project.
11. Explain how the applicant has verified the education provider is qualified to provide the course(s) or particular level of education requested. Attach any relevant documentation supporting this narrative, or, in lieu of providing a written response here, attach copies of pertinent credentials.
12. If applicable, please explain the Course Coordinator's role in pulling this course together to help ensure a successful event and explain any other related, pertinent experience this Course Coordinator has.

#### **Systems Integration**

13. How does this project improve system compatibility and/or reduce duplication?

#### **Financial Need**

14. Explain why your organization needs grant funding to complete this project, or, if this request is on behalf of other agencies/entities, explain their financial need and any relevant hardships they are facing. Reference any attached financial statements or letters of support.
15. What would happen if these grant funds were not secured?

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**Fiscal Year 2014 CREATE Grant Scoring Tool**

**Service Need**

There are high, medium and low priorities. Score using the guidance below.

**15 points possible per category of request**

Level 1 (1-5 pts)	Level 2 (6-10 pts)	Level 3 (11-15 pts)
<p><b>Education:</b></p> <ul style="list-style-type: none"> <li>Education does not target the EMTS system</li> <li>Little or no evidence demonstrating need for education</li> <li>Provides little or no indication of local support</li> </ul>	<p><b>Education:</b></p> <ul style="list-style-type: none"> <li>Good evidence of need for educational courses to upgrade or maintain current level of services</li> <li>Provides some indication of local support</li> </ul>	<p><b>Education:</b></p> <ul style="list-style-type: none"> <li>Strong, convincing evidence of need for educational courses to upgrade or maintain current level of services</li> <li>Strong, convincing indication of local support</li> </ul>

**Priority to Underdeveloped or Aged Systems**

Highest priority must be given to applicants where emergency medical and trauma services systems are underdeveloped or aged.

**10 points possible**

Level 1 (1-3 pts)	Level 2 (4-7 pts)	Level 3 (8-10 pts)
<ul style="list-style-type: none"> <li>Provides little or no evidence the education addresses underdeveloped or aged emergency medical and trauma services systems</li> <li>Provides little or no evidence the education helps with maintaining provider certification or adding additional qualified personnel</li> </ul>	<ul style="list-style-type: none"> <li>Provides good evidence the education addresses underdeveloped or aged emergency medical and trauma services systems</li> <li>Provides good evidence the education helps with maintaining provider certification or adding additional qualified personnel</li> </ul>	<ul style="list-style-type: none"> <li>Strong, convincing evidence the education addresses underdeveloped or aged emergency medical and trauma services systems</li> <li>Strong, convincing evidence the education helps with maintaining provider certification or adding additional qualified personnel</li> </ul>

**Cost Effective Project Budget**

Does the budget correlate to the deliverables, and is there evidence of cost effectiveness?

**10 points possible**

Level 1 (1-3 pt)	Level 2 (4-7 pts)	Level 3 (8-10 pts)
<ul style="list-style-type: none"> <li>Did not evaluate alternatives or shows little to no evidence project is the most cost effective option</li> <li>Little or no correlation between the expenditures and the proposed project</li> <li>Does not state how funds will be spent</li> <li>Provides vague budget notes justifying planned expenditures</li> <li>Does not show how the education will be sustained financially in subsequent years, if applicable</li> </ul>	<ul style="list-style-type: none"> <li>Evaluated some alternatives and shows good evidence project is most cost effective option</li> <li>Shows some correlation between the expenditures and the proposed project</li> <li>States how funds will be spent</li> <li>Provides budget notes justifying planned expenditures</li> <li>Provides some explanation for how the education will be sustained in subsequent years, if applicable</li> </ul>	<ul style="list-style-type: none"> <li>Evaluated alternatives and shows strong, convincing evidence project is most cost effective option</li> <li>Shows strong, convincing correlation between the expenditures and the proposed project</li> <li>Clearly demonstrates the cost effectiveness of the budget</li> <li>Provides details and convincing budget notes justifying planned expenditures</li> <li>Provides a detailed explanation and appropriate anticipated budget for how the education will be sustained in subsequent years, if applicable</li> </ul>

**DRAFT**  
**Fiscal Year 2014 CREATE Grant Scoring Tool**

**Applicant's Qualifications**

Does the applicant demonstrate the resources and experience necessary to successfully implement the project? Will the applicant's qualifications help ensure long-term sustainability?

**5 points possible**

Level 1 (1 pt)	Level 2 (2-3 pts)	Level 3 (4-5 pts)
<ul style="list-style-type: none"> <li>Little or no evidence the applicant has the resources and experience needed to successfully complete the education</li> <li>Does not clearly explain how the applicant's qualifications will help ensure long-term sustainability</li> <li>Provides little or no evidence education provider is qualified to provide the course(s)</li> </ul>	<ul style="list-style-type: none"> <li>Provides good evidence the applicant has the resources and experience needed to successfully complete the education</li> <li>Somewhat explains how the applicant's qualifications will help ensure long-term sustainability</li> <li>Provides good evidence education provider is qualified to provide the course(s)</li> </ul>	<ul style="list-style-type: none"> <li>Strong, convincing evidence the applicant has the resources and experience needed to successfully complete the education</li> <li>Clearly explains how the applicant's qualifications will help ensure long-term sustainability</li> <li>Strong, convincing evidence education provider is qualified to provide the course(s)</li> </ul>

**Systems Integration**

Is the project compatible with Colorado's EMS and trauma systems? Is there any indication there will be unnecessary duplication?

**5 points possible**

Level 1 (1 pt)	Level 2 (2-3 pts)	Level 3 (4-5 pts)
<ul style="list-style-type: none"> <li>Provides little or no evidence the education addresses and improves system compatibility</li> <li>Indication of duplication, education already available in the area</li> </ul>	<ul style="list-style-type: none"> <li>Provides good evidence the education addresses and improves system compatibility</li> <li>Little indication of duplication</li> </ul>	<ul style="list-style-type: none"> <li>Strong, convincing evidence the education addresses and improves system compatibility</li> <li>No indication of duplication</li> </ul>

**Financial Need**

Does the applicant clearly substantiate financial need for grant funds with documentation?

**5 points possible**

Level 1 (1 pt)	Level 2 (2-3 pts)	Level 3 (4-5 pts)
<ul style="list-style-type: none"> <li>Provides little or no evidence there is a financial need that would prevent the applicant from completing the education without grant funds</li> </ul>	<ul style="list-style-type: none"> <li>Provides good evidence of need for financial assistance with the proposed education</li> </ul>	<ul style="list-style-type: none"> <li>Strong, convincing evidence of need for financial assistance with the proposed education</li> </ul>