CREATE
Colorado Resource for Emergency And Trauma Education

GRANT GUIDELINES

July 2016 - June 2017

COLORADO RURAL HEALTH CENTER
The State Office of Rural Health

The CREATE program is managed by the Colorado Rural Health Center and funded by the Colorado Department of Public Health and Environment

CDPHE | COLORADO
Department of Public Health & Environment

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CREATE

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Application Checklist

____ Read and refer to the CREATE Grant Guidelines

____ Ensure course start date is at least 45 days but not more than five months after the desired ERC review

____ Submit CREATE Contact Form

____ Submit W-9, Vendor Form, and update CEMSIS Profile

____ Receive unique grant number to access online application (and financial waiver if applicable)

____ Accurately complete grant questions in their entirety

____ Check course cost requested against the Standard Course List

____ Upload required financial statements, letters demonstrating local support, conference flyer or other pertinent documents

____ Fully explain course budget and describe budget line items

____ Electronically sign application and submit via CREATE website

Throughout the application process, we encourage you to reach out to the CREATE Grants Manager, Allison Dellwo at ad@coruralhealth.org or 720-248-2742.

OVERVIEW

Detailed application instructions are included in this guidance packet. Please read through the entire document for important information about this grant program before beginning the application process.

- CREATE is a reimbursement grant program that assists EMS and Trauma entities with training and education to improve the emergency and trauma services system in Colorado.

- Applicants must provide a 50 percent cash match, unless they apply for a waiver of this requirement. Click here for more information about applying for a financial waiver.

- Applicants must be entities whose purpose is a provision of emergency medical or trauma services within Colorado. *Individuals may not apply for CREATE.*

- Applicants must also demonstrate individual participants provide emergency medical or trauma services as an essential part of their job duties to qualify.

- To access the CREATE grant application, you must complete the five pre-application steps first. Once you have completed these steps, you will receive full access to apply for the program. Once an application is reviewed and scored by the CREATE Expert Review Committee (ERC), results are emailed within 10 business days.

- Courses must have a start date at least 45 days but no more than five months following the desired ERC review date to be considered for funding. See table on page 5 for Eligible Course Start Range. Applications submitted outside of this timeframe may not be reviewed.

History of CREATE:

Senate Bill 34 created the Emergency Medical Trauma System (EMTS) grant program in 1989. The Colorado Department of Public Health and Environment (CDPHE) administers the EMTS Provider Grant program, and the Colorado Rural Health Center (CRHC) manages the education and training portion, known as CREATE (Colorado Resource for Emergency and Trauma Education). Applications for CREATE must be submitted through the Colorado Rural Health Center, separately from applications to the the EMTS Provider Grant program, which are submitted to CDPHE.

QUICK APPLICATION TIPS

- The completed application can be submitted electronically at http://coruralhealth.org/create or emailed/faxed to Allison Dellwo at ad@coruralhealth.org or 303.832.7496.

- **Courses must have a start date at least 45 days but no more than five months following the desired ERC review date to be considered for funding.** The application review dates and eligible course start dates are posted at the following website http://coruralhealth.org/create. **Please refer to this information when submitting applications.**

- **All expenses must be incurred after the approval letter date.**

- CREATE supports early bird registration rates as an eligible pre-award purchase to demonstrate cost effective measures being taken; **however, do not assume these costs will be accepted for reimbursement without receiving your CREATE grant approval.**

- An entity can submit multiple applications during the same grant year. **Each application must start with the pre-application process and requires a new application grant number.**

- Applicants are allowed to remain in the pre-application stage, as needed, if there is a delay in completing and submitting an application. *Applicants will be notified and purged at the end of the grant fiscal year (June 30th), and will need to start the process from the beginning for the new grant year unless an exemption is requested in writing by the applicant to keep their pre-application status open.*

- For additional support with the application forms or process, contact CRHC CREATE staff:

Allison Dellwo
Grants Manager
720.248.2742
ad@coruralhealth.org

Carly Kristofik
Program Assistant
720.248.2744
ck@coruralhealth.org

HOW CAN I USE CREATE FUNDS?

- Eligible applicants may request up to 50 percent of eligible expenses for **initial training and continuing education to maintain skills and certification of current staff, or initial training for new staff** (CREATE can fund a larger portion of eligible costs if the applicant has applied and been approved for a financial waiver of the 50 percent match).

Eligible requests only include the following:

- **Tuition** - Tuition is defined as the standard charge or fee for instruction per student or participant.

- **Required course fees** - CREATE will only reimburse the applicant entity for fees required for an eligible participant to register for the course. Allowable fees vary based on the training site or education center. Required course fees may include: application fees, high cost course fees, laboratory fees and other documented mandatory fees.

- **Specific prerequisites** - Applicants must request prerequisites as a separate course. CREATE will consider funding prerequisites specific to an EMS or trauma course of instruction. General education classes will not be considered.

- **Book(s) required to complete the course** - This includes required textbooks, laboratory manuals, student workbooks or other published educational materials listed as required in the course syllabus.

- **National Registry exam** - Approved training centers are expected to include the cost to sit for the National Registry exam in the course fee. If the cost to sit for the National Registry exam is not included in the course fee, CREATE will only provide funding support for the participant's first attempt to take this exam, if required. The applicant is responsible for any other exam fees.

- **Cards to demonstrate successful completion of a standard course of instruction** - (CPR, ACLS, etc.). CREATE will only provide funding support for the cost of initial or renewal cards not included in the basic course fee. CREATE will not pay to replace cards that are lost, destroyed or are otherwise unserviceable.

- **Reasonable travel** - Reasonable travel expenses are defined as mileage reimbursement based on the current state mileage reimbursement rate (please visit https://www.colorado.gov/pacific/osc/mileage-reimbursement-rate to see the current Colorado Office of State Controller reimbursement rate) and lodging at the most economical rate per night. **Meals, room upgrades and rental cars are not allowable expenses.**

- Colleges, universities and approved training centers must submit at least three years of enrollment history for requested initial training courses to demonstrate the percentage of students who successfully complete the course. In addition, a letter of support from the participant's sponsoring entity must be included with the application request.

- CREATE staff and application review committees reserve the right to request additional documentation and information as necessary to effectively manage the grant program funds and comply with applicable federal, state and local government rules.

- All CREATE applicants must demonstrate a "Cash Match" to be considered for a grant approval. A cash match must be local funds or any other source of funding that does not originate from the EMS account in the Colorado Highway Users Tax Fund.

Eligible course costs:

- The maximum amount awarded per course is based on a standard 50/50 match of approved courses listed on the <u>CREATE Standard Course List.</u>

- Selecting a course from the CREATE Standard Course List does not automatically qualify an applicant for a funding award.

- The applicant entity must ensure all participant(s) in the course also meet the required criteria for funding.

- The CREATE Standard Course List is not all-inclusive. Courses other than those listed will be considered if the course content applies specifically to emergency medical and trauma services and reflects appropriate and reasonable costs.

- Applicants should list the expected actual costs for consideration.

- For courses not listed on the standard course list, the applicant must provide detailed information on the course and demonstrate how it relates to emergency medical or trauma services.

TRAVEL AND CONFERENCES

- Applications to attend conferences will be accepted for review where the subject matter is directly related to the provision of EMS or trauma care and or development of EMS or trauma leadership.

- For in-state conferences, CREATE will only fund registration, lodging (at the most economical conference room rate) and travel at the current state mileage reimbursement rate (please visit https://www.colorado.gov/pacific/osc/mileage-reimbursement-rate to see the current Colorado Office of State Controller reimbursement rate).

- A copy of the conference registration page and offerings must be submitted with the application. **Per Diem meal allowances, banquets or other food expenses are not eligible for reimbursement by CREATE.** CREATE supports early bird registration rates as the only eligible pre-award purchase in order to demonstrate cost effective measures being taken.

- **Out-of-state courses and conferences are not typically supported by the CREATE grant program. However, exceptions may be made if one of the following criteria is met and accompanied by strong and convincing justification of need:**

  - The requested course or conference is not available in Colorado. The application must include strong and convincing justification of need and must clearly demonstrate the conference or course offers unique educational content and it will not be offered in Colorado in the foreseeable future. In addition, the application must include significant letters of support from the community expected to benefit from the education and local emergency medical and trauma services leadership.

  - The requested course or conference is not available in Colorado within the required time frame. In addition to strong and convincing justification of need, the application must demonstrate the conference or course of instruction is required to comply with a regulatory mandate. The application must include a specific citation from a document prepared by a regulatory body requiring that the course of instruction be completed by a specific date.

  - It is significantly more cost-effective to attend an out-of-state course or conference. In addition to strong and convincing justification of need, the application must include specific costs comparing the cost to attend the course in-state vs. out-of-state.

WHAT IS NOT COVERED UNDER CREATE

CREATE does not cover the following course expenses:

- Vaccinations or personal protective equipment

- Background checks

- Meals and banquet costs for any courses or conferences, including per diem allowance for instructors or attendees

- Uniforms and shoes

- Purchase or leasing of training equipment

- Stethoscopes, sphygmomanometers or other durable medical equipment

- Expenses for the production of conferences

    - Applications for these types of events may be submitted through the Emergency Medical and Trauma Services (EMTS) Provider Grants Program application in the Conferences/Forums category at www.coems.info.

- Salary backfill for staff to attend or to instruct courses

    - Funds may be requested in the Personnel/Services category of the EMTS Provider Grants Program. More information on EMTS Provider Grants may be found at www.coems.info.

APPLICATION DEADLINES

	General CREATE Dates and Deadlines	
Submission Deadlines	Review Dates	Eligible Course Start Range
July 11, 2016	July 26, 2016	September 9, 2016-December 26, 2016
August 8, 2016	August 23, 2016	October 7, 2016-January 23, 2017
September 12, 2016	September 27, 2016	November 11, 2016-February 27, 2017
October 10, 2016	October 25, 2016	December 9, 2016-March 25, 2017
November 14, 2016	November 29, 2016	January 13, 2017-April 29, 2017
December 1, 2016	December 13, 2016	January 27, 2017-May 13, 2017
January 9, 2017	January 24, 2017	March 10, 2017-June 24, 2017
February 13, 2017	February 28, 2017	April 14, 2017-July 28, 2017
March 13, 2017	March 28, 2017	May 12, 2017-August 28, 2017
April 10, 2017	April 25, 2017	June 9, 2017-September 25, 2017
May 8, 2017	May 23, 2017	July 7, 2017-October 23, 2017
June 12, 2017	June 27, 2017	August 11, 2017-November 27, 2017

- Courses must have a start date between 45 days and five months following the desired ERC review date. An official approval letter must be received before incurring course costs.

- Any Financial Waiver applications that successfully pass the Financial Waiver process at the beginning of the month will be evaluated at the ERC meeting later in the same month.

- Applicants that apply for a Financial Waiver and receive a denial will not proceed to the General Application Review and must submit a new application.

- [Click here to learn more about the Financial Waiver guidelines and application process.](#)

NATIONAL REGISTRY REQUIREMENTS

All Initial EMS Provider Training Courses
National Registry Requirement

All student participants in an initial EMS Provider training course must successfully complete the National Registry certification requirements within 90 days after the course end date and before the final grant report can be submitted. This includes didactic, clinical and field internship sections where a combined passing grade is achieved. **This is a mandatory requirement in order to meet CREATE reimbursement eligibility and should be factored into the course decision making.**

An exception to this rule may be allowed in the following circumstances and is only available with prior ERC (Expert Review Committee) approval. All exceptions are reviewed and determined on a case by case basis and the decision of the ERC is final. Please notify the Grants Manager in writing with a thorough explanation at least 30 days prior to the reporting deadline.

1. Deployment – The granted applicant must provide official copy of notice as soon as date of departure is determined according to written military orders.
2. An extraordinary event beyond the control of the applicant that prevents the applicant from fulfilling this obligation (force majeure).

All entities submitting a CREATE Grant Application for an accelerated or advanced EMS Provider training course must provide documentation that demonstrates their participants meet all the basic requirements of the course before applying for funding. This includes a required letter of support from the training center acknowledging the participant's acceptance into the accelerated or advanced course as an additional application attachment. **The CRHC reserves the right to contact the training center during an application review to confirm this information.**

STARTING THE CREATE APPLICATION PROCESS

Pre-Application Instructions

Prior to submitting your CREATE application, you must complete five pre-application steps. Once all five pre-application steps have been completed successfully and these items have been verified by CRHC CREATE staff, a confirmation e-mail is sent to the applicant within three business days that includes instructions to access the grant application. If e-mailed instructions are not received please contact CRHC CREATE staff for assistance.

STEP 1: Contact Information Form

1. Go to: coruralhealth.org/create

2. Click the "Start the Application Process" link to access a required web form.

3. Please fill out all the applicable fields before clicking "Submit".

4. An automatic "Next Steps" email will be sent immediately to confirm submission; if you do not receive confirmation, contact CRHC CREATE staff. This email will contain information regarding pre-application steps 2-4:
   a. CEMSIS Organizational Profile
   b. Statewide Data Submission (Transport Entities only)
   c. W-9 and Vendor Form link

If submitting multiple applications during the same grant year, a new Contact Information Form must be completed each time you apply. Additional applications will not be accepted without a new Contact Information Form.

STEP 2: Organizational Profile

A CEMSIS organizational profile is required for all entities completing a CREATE grant and is a prerequisite to accessing the grant application. There is a specific help guide within the CEMSIS system to assist with questions while filling out the organizational profile. **Applicants are encouraged to update their profile as often as needed to ensure their entity information is up to date. The profile must be updated at least annually.**

Please contact CDPHE at 303.692.2991 for assistance with the CEMSIS Portal including log-in password assistance.

If an organizational profile is submitted more than once, all information in the previous version will be replaced with the updated information.

1. Access the CEMSIS Web portal at www.cemsis.com.

2. Previous CREATE or Provider Grant applicants should already have a CEMSIS username and password. Enter the username and password and click the LOG IN button. (If a username and password is needed, click the Need a User ID link.)

3. Once in the CEMSIS Web portal, a menu screen will appear. Click on the Profiles link.

4. If affiliated with more than one entity, select a specific entity for this application from the pull down menu and click the APPLY button.

5. Answer (or update) all applicable questions and click the SUBMIT button when finished.

STEP 3: Statewide Data Submission (Transport Entities Only)

- Licensed ambulance entities in Colorado must have data from the previous quarter submitted to the statewide data collection system in order to be eligible for CREATE.

- Compliance with data submission will be verified each time you apply for CREATE. If more than three months have passed since the CREATE Contact Information Form was initially completed, compliance with the data submission will be re-verified.

- Data can be submitted through the CDPHE CEMSIS web portal or uploaded through a third party data vendor. Please verify at your local level or through your third party vendor that your entity is current with data submission.

All other types of EMTS entities are exempt from Step 3 and do not need to complete this section. Please proceed to step 4.

STEP 4: W-9 and Vendor Form Submission

Each time entities apply for a new CREATE grant, completion of a W-9 and a CRHC Vendor Form is required.

1. As referenced in step 1, utilize the link sent in the automatic "Next Steps" email to upload your completed W-9 and submit vendor information.

COMPLETING THE CREATE APPLICATION

1. Access the grant application using the link and grant number provided via e-mail from CRHC. **Old versions of the application will not be accepted.** Wait for current grant number information to arrive from CRHC before starting a new application.

2. Complete and submit the application online promptly. Work with the CRHC Grants Manager if you have any questions.

Important Notes About Applications:

- Applications are a matter of public record.

- Applications will not move forward in the process until all required forms are completed and received at CRHC.

- If applying for multiple courses within one application it is important to note that each course is reviewed separately and funding for each course can be approved or denied.

- Applicants are responsible to ensure all CREATE participants meet eligibility requirements as noted in this guidance packet.

STEP 5: Grant Application & Attachments

Grant Application – Entity Information

The Entity Information section on the application relates to the basic information required, including the grant contact person, cash match, and the counties the project will impact.

- The e-mail address required in this section is the e-mail address that will be used for all communication.

- All contact numbers listed will also be used for all communication. Please ensure extensions are included where applicable.

- Mailing address must match the entity address listed on the submitted W-9. Written verification of an alternative mailing address can be requested.

- The application is not considered multi-entity if one entity is hosting a course and opens the course to attendees from other entities. Multi-entity only needs to be marked with a "yes" if the course is truly a partnership endeavor. List all counties that will be impacted if the grant proposal is approved.

- If the cash match requested is less than 50%, a Financial Waiver application must be submitted PRIOR to the general CREATE application being accepted for review. Please refer to the Financial Waiver application and guidelines found at www.coruralhealth.org/CREATE.

  **Note: Financial Waiver submission and review dates vary from the general application and ERC review dates. This information can be found online at www.coruralhealth.org/CREATE .

Cash Match Information

- *Funds used to provide the applicant's required cash match under the EMTS grant guidelines and regulations may not be state funds appropriated from the HUTF EMS Account.*

- RETAC funding, CREATE grants awarded to other entities or any other funding from the HUTF EMS Account administered by the CDPHE EMTS Branch is not eligible for use as matching funds.

- Monies used to provide the cash match must be documented as to their source and demonstrate compliance with this requirement. The value of existing infrastructure or other forms of "in-kind" services are not considered for CREATE grant match purposes.

Grant Application – EMTS Training and Education Request Details

Please complete for each course for which funds are being requested. If additional space is needed, use the Additional Course Form link. The Additional Course form will be accepted with the application and will not count toward the attachment limit. **Please note that multiple entities may not apply to fund the same participants for the same course.**

- ✓ **Course Name:** Official name of course or conference

- ✓ **Start and End Dates:** Please enter in format mm/dd/yyyy

- ✓ **Course Location:** City

- ✓ **Student Qty:** Number of participants for which the entity is requesting funding

- ✓ **Training Center:** Enter training center name and number or accreditation

- ✓ **Non-College Credit Courses:** Leave this section blank if this is a college credit course

- ✓ **Course Cost:** Dollar amount

- ✓ **Travel Cost – Mileage:** Dollar amount (Calculate on current Colorado State reimbursement rate. Actual reimbursement should be calculated on current rate during the actual travel date(s).)

- ✓ **Travel Cost – Lodging:** Total dollar amount

- ✓ **Other Cost:** Specify other costs applied for and dollar amount

- o (Banquets, per-diem meal reimbursments and other food costs are not eligible for reimbursement under CREATE)
- ✓ **Total Cost of Course for Each Participant:** Enter per student cost
- ✓ **Total Cost of Course for All Participants:** Enter total cost for all students
- ✓ **Comments:** Please explain other costs and provide explanations for additional items as necessary.

For College Credit Courses Only:

- ✓ **Tuition Cost Per Participant:** Tuition dollar amount; do not include other expenses here.
- ✓ **Fees:** Fees dollar amount; mandatory institution fees only. Other items need to be included in Other Misc Costs line below.
- ✓ **Books:** Dollar amount for required books only; note in "Comments" section if books are included in the course tuition cost.
- ✓ **Other Misc Costs:** Any other applicable costs: i.e. travel, lodging, etc.
- ✓ **Total Cost of Course for Each Participant:** Enter per student cost.
- ✓ **Total Cost of Course:** Total cost for all students for this course within this application.
- ✓ **Comments:** Please provide a detailed accounting of what is included in Fees and Other Misc. Costs sections. Include any other explanatory information regarding the above data that would be helpful in reviewing the application. Also include if you will be requesting partial reimbursement throughout the grant term.

Course Funding Last Year

- ✓ **Received Funds for course last year**: Amount
- ✓ **Participant qty. last fiscal year**: Enter amount of funds received to support this course last year
- ✓ **Participant qty. completion**: Number of the original participants that completed the course last year.
- ✓ **% completion**: Percent of participants who completed course last year
- ✓ **Comments:** Enter comments for any items above that need further explanation.

Grant Application – Narrative Sections

The narrative sections focus on describing the impact CREATE funds will have on an entity and its surrounding communities. Respond directly to each application question. Include enough detail to fully answer the question, while still being concise. At least 3-5 sentences will suffice for each

question. The application will be scored based on a weighted scoring tool, with a total of 100 points possible. Please see the point values indicated below to see how each section is weighted.

NARRATIVE SCORING

Service Need Narrative (30 total points possible)
- **Educational Purpose:** Describe the benefit of the requested training course as it applies to your entity and community and how it targets the EMS and Trauma system.

- **Service Enhancement:** Describe the entity's method of determining who is eligible for training and how the entity assessed training needs to upgrade or maintain current levels of service.

- **Support and Partnerships:** Who is supporting the requested courses and what impact will the said support system have on the completion of training courses.

Priority to Underdeveloped or Aged Systems Narrative (20 total points possible)
- **Underdeveloped or Aged Systems:** Describe underdeveloped or aged component(s) of the emergency medical and trauma services system in your community.

- **Unmet Service Need:** Describe how the requested courses address a system deficiency or unmet need in the community it serves.

Cost Effectiveness of Project Budget (15 total points possible)
- **Consideration of Alternative(s):** Describe alternatives that were evaluated and explain why the selected education or training is the most cost-effective option.

- **Explain course budget:** Provide a course budget narrative that clearly demonstrates how planned expenditures relate to project deliverables.

Applicant's Qualifications (5 points possible)
- **Adequate Resources and Experience:** Describe the administrative infrastructure and financial resources your entity has to manage a reimbursement grant of this duration and dollar amount.

- **Long Term Sustainability:** Explain how your entity intends to maintain the continued competency of providers and level of services in the future.

System Integration (15 total points possible)
- **System Integration:** Describe how the proposed education or training integrates with other services in the community or improves system compatibility.

- **Partnerships and Cooperative Efforts:** Describe collaborative efforts or partnerships to enhance services to the community or provide mutual aid to adjacent jurisdictions.

- **Duplication:** Describe how the training does not result in a duplication of services already provided in the community.

Financial Narrative (15 points possible)
- **Financial Need:** Provide evidence of financial need that would prevent you from completing the project without grant assistance.

- **Entity Financial Outlook:** Reference the required financial documents and describe your entity's current financial status. Clearly describe the purpose for unrestricted cash balances.

- **Cash Match:** Clearly describe source of the required cash match.

Grant Application – Attachments

Financial documents are required and applications may not be reviewed without this information. Financial documents include: income statement for most recent fiscal year (also called P&L or profit and loss statement), balance sheet at end of most recent fiscal year, and budget for current fiscal year. Department specific details are preferred. Parent entity info may be included if it contributes to the financial picture of the department.

Sample items that could be included in the attachments section to support the above narratives would be: letters of support, service area maps, quotes for purchases related to the course, pertinent conference registration forms and brochures, etc. Letters of support are not required, but strongly encouraged to demonstrate the importance of this project to the community.

All attachments can be uploaded as part of the application. See application for instructions to upload documents. Attachments may also be received by email or fax at 303.832.7496. Please include a cover page and grant number on faxed documents.

Grant Application – Attestation

When the application is complete, have the authorized agent read, fill out, and electronically sign this section. If hand-signing, print the Authorized Agent page(s), sign and fax to CRHC, Attn: CREATE Staff at 303.832.7496.

> ### Checking for Errors
>
> Check the grant application for errors. When satisfied with the application, save and proceed to the next appropriate step.

STEP 6: Application Submission

All applications are completed electronically. Utilize the "Save and Continue" function if you need to finish the application at a later time. A pop-up window will appear with a unique

hyperlink to your application. Be sure to save this link as this will enable you to access your application. If you are unable to complete the application online or have any technical difficulties, contact CRHC.

A submission confirmation e-mail with a copy of your application will be sent to you immediately after submission. This email confirms that the application has been submitted, but is not a guarantee of approval. Please contact the CREATE Grants Manager to ensure receipt of your application and confirm anticipated review date.

STEP 7: Review Process and Notification

Approval or denial notifications will be sent out within 10 business days of the application review date. These notifications will be sent to the grant contact listed on the application. Entities may be contacted during this period for additional information.

STEP 8: Complete Training/Education

After a grant has been approved for the course(s), complete the training/education.

STEP 9: Submitting Reports for Partial Reimbursements

Use step 9 only if applying for a partial reimbursement for a multi-semester course.

When a course involves multiple semesters, an entity may request a partial reimbursement by submitting a report for each semester within 30 days of semester completion. Partial mileage reimbursement is only accepted mid-semester for paramedic courses and must be pre-approved upon application review. If additional time is needed to submit a report, send a written request for an extension to ad@coruralhealth.org.

- Requests for partial reimbursements must be noted in the "Comments" section for each course on the application.

  - o Example: An EMT-Intermediate course starts during the summer and ends in the spring (a span of three semesters). The "Start Date" for the course is 6/1/2016 and the End Date" for the course is 5/15/2017. "Comments: This is a multi-semester course. We would like to request a partial reimbursement at the end of each semester. The end dates are 7/15/16, 12/15/16, and 5/15/17."

- For entities that did not request a partial reimbursement at the time of application submission, but desire to do so, a written request may be submitted to Allison Dellwo at ad@coruralhealth.org. These requests will be handled on a first come, first served basis depending on funds availability.

- Any participants not completing the entire course are not eligible, for reimbursement. Payments from the CREATE grant will be reduced accordingly.

CREATE participants in initial EMS provider training courses seeking partial reimbursement, will be required to return all CREATE funds by the established REPORT DUE DATE in the event they are unable to pass the National Registry certification exam required as a condition of the approved course.

STEP 10: Submit Final Report

Submit a final report to CRHC for each course along with all items agreed to in the application attestation. A copy of this list and applicable forms are also available in the results letter. The appropriate forms will also be included as attachments with the results letter. Checks will be issued after <u>complete</u> final reports are submitted. Applicants may not submit reimbursement requests for participants who have not completed and passed the course.

1. Reporting Requirements:

    CREATE Reimbursement Request Form: Receipts showing full payment or copies of checks showing payment must be attached. (Form will be supplied to grantee by CRHC.)

    a. CREATE Grant Travel Expense Form: Requests for reimbursement for all travel expenses associated with the training or education program shall be made in accordance with the State of Colorado mileage reimbursement rates current on the date(s) of travel as specified in the State of Colorado fiscal rules. Documentation supporting all expenses must also be attached. (Form will be supplied to grantee by CRHC.)

    b. Due Date: Reports and billing shall be submitted within 30 days after completion of the training or course (or 90 days if the National Registry is required).

    c. Publicity Items: The grantee shall acknowledge the use of emergency medical and trauma services account grant funds in all public service announcements, program announcements, or any other printed material used for the purpose of promoting or advertising the training or educational program.

    d. Evaluations: For in-house trainings, the grantee shall develop and utilize a course evaluation tool to measure the effectiveness of that training or educational program. These results are required to be shared with the instructor.

    e. Student Attestation Form: For any students not affiliated with the applicant entity, a student attestation must be included in the final report. (Form will be supplied by CRHC. Entities may use their own form with prior approval from CRHC.)

  f. Student Data Form: At the end of each course, the grantee shall collect selected data on each student and submit with the final report. (Form will be supplied to grantee by CRHC.)

    1. Student Name
    2. Student phone number
    3. Student email address and physical address
    4. What is your current level of medical training?
    5. Are you working toward a degree in EMTS?
    6. Do you currently or do you intend to work in pre-hospital, EMS, or trauma care after completion of this course?
      a. Where do you, or intend to, work?
    7. Do you currently live in Colorado?
    8. Where do you currently work or volunteer in EMS or Trauma in Colorado?
      a. Name and county of entity
    9. What is the name of the facility/entity you currently work/volunteer for? (Answer all that are applicable.)
      a. What is your title/position with the entity?
      b. What department is your primary department? (Answer if applicable.)
      c. Is the entity a public or private provider?
      d. Will you be full time, part time, seasonal or volunteer?
      e. For volunteers, how many hours have you volunteered in Colorado in the year prior to the start date of this course?
      f. For part-time employees, how many hours per month do you work in Colorado?
      g. For volunteers and seasonal employees, how long have you volunteered in Colorado in the year prior to the start date of this course?

  i. College Expenditure Form: All colleges must complete the "College Expenditure Form" in addition to the other items agreed to in the application attestation. (Form will be supplied to grantee by CRHC.)

All submitted forms need to be legible and complete, otherwise reimbursement could be delayed. If you cancel or postpone a course, please notify CRHC as soon as possible so that the funds can be re-allocated appropriately. Failure to do so may affect future funding. Emailed reports are preferred, but also can be mailed or faxed.

STEP 11: Receive Reimbursement Check

Upon receipt of the complete final report from the grantee, funds will be drawn from the CDPHE-EMTS grant fund by the CRHC. Checks will be mailed out to grantees from CRHC upon receipt of funds from CDPHE-EMTS. Checks are typically mailed out to grantees within five weeks of receipt of final reports.

CONTACT INFORMATION

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