

CREATE

Colorado Resource for Emergency And Trauma Education

GRANT GUIDELINES JULY 2022 – JUNE 2023



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Program Overview & History

Please read through this entire document for important information about the CREATE program before beginning the application process.

- CREATE is a reimbursement grant program that assists urban and rural EMS and trauma entities with training and education to improve the emergency and trauma services system in Colorado. Expenses included in approved applications may not be incurred until on or after the date the approval letter was issued.
- Applicants must be entities whose purpose is the provision of emergency medical or trauma services within Colorado. Applicants must also demonstrate individual participants provide emergency medical or trauma services as an essential part of their job duties to qualify. ***Individuals may not apply for CREATE.***
- Courses must have a start date at least 30 days, but no more than 5 months, from the Expert Review Committee (ERC) review date of a given month's cycle. The ERC meets the third Tuesday each month. [Jump to Deadlines and Course Start-Date Ranges.](#)
- To access the CREATE grant application, applicants must complete the pre-application steps first. All agencies listed in single or multi-agency applications must have an OATH organizational profile updated in the last 3 months. More information on the difference between single and multi-agency applications is described on [page 11](#).
- Applicants must demonstrate ability to provide a 50% cash match. The standard 50% cash match may be reduced if a financial waiver application is submitted and approved. The cash match may not be state funds originating from the HUTF EMS Account. A financial waiver application must be submitted at the same time as the general application. If the financial waiver is denied, the general application is not reviewed. [Learn more about the Financial Waiver application.](#)
- An entity may submit multiple applications during the same grant year, but must go through the pre-application process each time.
- After an application is approved and training is complete, a reimbursement report including proof of full-payment is required to receive the CREATE match.

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

Standard Course Allowances & Conferences

The CREATE grant program has maximum funding allowances for standard courses, and will pay no more than 50% of the following amounts, unless a financial waiver application has been submitted to and approved by the CREATE Financial Waiver Review committee. These allowances include tuition, books and allowable fees for all courses. The maximum amount awarded per course is based on a standard 50/50 match of approved courses listed within the [Standard Course List](#).

Courses with “NR” following the title of the course require successful completion of the National Registry exam to receive reimbursement. Students enrolled in courses requiring successful completion of the National Registry exam will be given 90 days from the end date of the course to pass the exam. The standard course allowance includes the cost of the National Registry exam.

Reasonable expenses for lodging and travel costs may be funded in addition to the standard course cost. Mileage reimbursement is limited to the current 2WD mileage rate on the [Colorado Office of State Controller website](#). Lodging may be requested at the most economical rate per night. More information on Eligible and Ineligible Uses of CREATE Funds can be found on [page 6](#).

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

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 (**you MUST provide a syllabus**) and reflects appropriate and reasonable costs. Provide this required information to CREATE staff at svose@coruralhealth.org. The review committee will discuss and approve on a case-by-case basis.

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:

- A. 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.
- B. 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.
- C. 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.

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, or development of EMS or trauma leadership.
- 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; however, do not assume these costs will be accepted for reimbursement without receiving your CREATE grant approval.
- For in-state conferences, CREATE will only fund registration at the lowest rate, lodging (at the most economical conference room rate) and travel at the current state 2WD mileage reimbursement rate on the [Colorado Office of State Controller website](#).

National Registry Requirements

All initial EMS provider training course participants 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 approval. All exceptions are reviewed and determined on a case by case basis and the decision of the ERC is final. Please notify the CREATE Grants Manager in writing with a thorough explanation at least 30 days prior to the reporting deadline.

1. Deployment- Applicant must provide official copy of notice as soon as date of departure is determined
2. An extraordinary event beyond applicant control that prevents applicant from fulfilling this obligation

Applications for an accelerated or advanced EMS provider training course must provide documentation that demonstrates 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.

Eligible & Ineligible Uses of 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 applied and received approval for a financial waiver of the 50 percent match.

ELIGIBLE REQUESTS only include the below expenses which have been factored into the [Standard Course Allowances](#). Reasonable travel and lodging may also be requested.

- **TUITION** - Tuition is defined as the standard charge or fee for instruction per student or participant. If training provides college credit(s), applicants are expected to utilize the [College Opportunity Fund \(COF\)](#), created by the Colorado Legislature, which provides a stipend to eligible undergraduate students. The stipend pays a portion of your total in-state tuition when you attend a participating college. Both new and continuing students are eligible for the stipend.
- **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 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 fee for initial EMS provider training courses. If the cost to sit for the National Registry exam is not included in the course fee, it is an eligible expense within the limits of the standard course allowance. 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** - 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 AND LODGING** - Reasonable travel is based on the current state mileage rate (2WD) on the [Colorado Office of State Controller website](#). Lodging may be requested at the most economical rate per night (find rates on the [U.S. General Services Administration webpage](#)). **Meals, room upgrades and rental cars are ineligible for reimbursement under CREATE.**

Ineligible Uses of CREATE Funds

CREATE does not cover the course expense(s) listed on the next page:

Ineligible Uses of CREATE Funds

INELIGIBLE COURSE EXPENSE(S) NOT COVERED BY CREATE:

- Uniforms and shoes
- Vaccinations
- Personal protective equipment
- Background checks
- Blood, urine, or drug tests
- Physical exams
- Meals and banquet costs for any courses or conferences, including per diem allowance for instructors or attendees
- Purchase or leasing of training equipment, electronic devices and durable medical equipment. Examples include smartphones, tablets, laptops, stethoscopes, sphygmomanometers, etc.
- Memberships
- Expenses for the production of conferences
 - Expenses for the production of conferences may be submitted through the **EMTS grant program in the system improvement category**. More information is found on the [CDPHE EMS and Trauma Funding webpage](#). These requests are for projects that affect an entire region or the state as a whole. The system improvement category includes technical assistance, conference support and other projects to improve the state emergency medical and trauma services system.
- Salary backfill for staff to attend or to instruct courses
 - Salary backfill for essential front-line staff may be submitted through the **EMTS grant program in the personnel and services category**. More information is found on the [CDPHE EMS and Trauma Funding webpage](#).

Financial Waiver Overview

The CREATE grant program requires a 50% cash match; however, if your entity is unable to provide this, you may submit a CREATE financial waiver application to reduce the standard 50% cash match. An overview is provided below. If interested in applying for a financial waiver, review the full [2022-2023 Financial Waiver Guidelines](#).

- Entities may apply for a financial waiver in order to lower their required match to a percentage as low as 10%. A minimum of a 10% cash match is required in order to receive a financial waiver review and approval.
- It is up to the entity requesting the waiver to determine the match that they can afford, but applicants are also responsible for demonstrating the financial hardship that led to their choice, as well as submit all required additional documentation.
- **Do NOT include any information about the proposed use of CREATE grant funds within the financial waiver application. The financial waiver application is strictly based on financial need only. Any reference to the proposed use of CREATE grant funds will be redacted.**
- **Applications requesting waiver of the standard 50% cash match include submissions of a financial waiver application and general application. Both applications must be submitted during the same month's cycle.**
- Applications requesting waiver of the standard 50% cash match are approved on an all-or-nothing basis. **If a financial waiver application is denied, the accompanying general application will be omitted from that month's cycle.** Applicants can reapply during the next month's cycle if the course start date falls within the eligible course start-date range of the next application deadline.
- View the full [2022-2023 Financial Waiver Guidelines](#) for more information.

Application Deadlines & Course Start-Dates

2022-2023 CREATE Application Deadlines, Review Dates and Eligible Course Start-Date Ranges

General and Financial Waiver applications share the same deadline and same eligible course start-date range.

Financial Waiver applications are reviewed 1-week prior to the ERC review date.

If a Financial Waiver application is denied, the associated General application will be omitted from ERC review.

Applicants of denied Financial Waiver applications may reapply if course falls within eligible course start-date range of future deadlines.

| Deadlines and Review Dates | | Eligible Course Start-Date Ranges | |
|---|---|-----------------------------------|--------------------------|
| Submission Deadline for Both General Application AND Financial Waiver Application | Expert Review Committee (ERC) Review Date | Earliest Course Start-Date | Latest Course Start-Date |
| July 5, 2022 | July 19, 2022 | August 17, 2022 | December 18, 2022 |
| August 1, 2022 | August 16, 2022 | September 14, 2022 | January 15, 2023 |
| September 6, 2022 | September 20, 2022 | October 19, 2022 | February 19, 2023 |
| October 3, 2022 | October 18, 2022 | November 16, 2022 | March 17, 2023 |
| November 1, 2022 | November 15, 2022 | December 14, 2022 | April 14, 2023 |
| December 5, 2022 | December 20, 2022 | January 18, 2023 | May 19, 2023 |
| January 3, 2023 | January 17, 2023 | February 15, 2023 | June 16, 2023 |
| February 6, 2023 | February 21, 2023 | March 22, 2023 | July 20, 2023 |
| March 6, 2023 | March 21, 2023 | April 19, 2023 | August 20, 2023 |
| April 3, 2023 | April 18, 2023 | May 17, 2023 | September 17, 2023 |
| May 1, 2023 | May 16, 2023 | June 14, 2023 | October 15, 2023 |
| June 5, 2023 | June 20, 2023 | July 19, 2023 | November 19, 2023 |

- Courses must have a start date at least 30 days, but no more than 5 months, from the application deadline. An official approval letter must be received before incurring course costs.
- Plan to apply 2-3 months prior to the course start-date! Applicants can reapply using reviewer comments and scores to improve previously denied applications (provided the start-date falls within the next cycle deadline).
- **General applications will be omitted from review if the financial waiver is denied.** Applicants may reapply for the following application cycle (provided the start-date falls within the next cycle deadline). Learn more about the [Financial Waiver application](#).

Starting the Application

1. Review Guidelines

2. Create/Update OATH Organizational Profile

- a. A current OATH organizational profile is required for all agencies listed in single or multi-agency applications and is a prerequisite to accessing the grant application. The profile status must show "Updated" with a certification date within the last 3 months (this is NOT the education program recognition gatekeeper process).
- b. Reference this [OATH instructional](#) for guidance

3. Comply with State Data Submission Requirements (Only applies to licensed air or ground ambulance services, designated or non-designated trauma centers, or EMS agencies with scope of practice waivers). All other types of EMTS entities are exempt from Step 3 and do not need to complete this section. Please proceed to step 4.

- a. **Licensed air or ground ambulance entities in Colorado** must have data from the previous quarter submitted to the statewide EMS data collection system in order to be eligible for CREATE.
- b. **Level I, II or III designated trauma centers in Colorado** must submit trauma patient data to the state trauma registry within 60 days after the end of the month in which the patient was discharged, admitted, transferred, re-admitted or died to be eligible for CREATE.
- c. **Level IV and V designated and non-designated trauma centers in Colorado** must submit trauma patient data to the state trauma registry within 60 days after the end of the quarter in which the patient was discharged, transferred or died 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.
- d. **EMS agencies with scope of practice waivers in Colorado** must have data submitted to the statewide EMS data collection system in compliance with waiver requirements to be eligible for CREATE.

Data can be submitted through the CDPHE ImageTrend 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.

4. Submit Contact Form ("Step 2: Start an Application" button on [CREATE webpage](#))

- a. Includes contact information of applicant entity and confirmation of OATH status. The PDF output of the organizational profile is required and can be found in the gatekeeper's email or within the profile gatekeeper's OATH account.

5. Submit Vendor Form (link provided in contact confirmation email)

- a. Includes upload for applicant entity W-9 (must be dated within last 12 months) and applicant entity vendor information

6. Access and Start Application (link provided after completing steps 1–3)

CREATE administrators, reviewers, and RETAC coordinators host monthly live Q&As for current and prospective CREATE applicants. You're encouraged to attend one of these interactive sessions to ask questions and receive real-time feedback related to the CREATE application and process. [View the live Q&A schedule here.](#)

Completing the Application

IMPORTANT CONSIDERATIONS:

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.

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.

Applications are considered **multi-agency** when a request for training includes multiple agencies being reimbursed or covered by the agency applying for CREATE. Applications are considered **single-agency** if the only participants come from the applicant entity or if participants from outside entities are invited but would not be reimbursed or covered by the agency applying for CREATE.

CASH MATCH INFORMATION:

A cash match of 50% is the typical standard for CREATE. 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. **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

A cash match of less than 50% requires an accompanying financial waiver application. If the financial waiver is denied, the general application is omitted from review. [Learn more about the Financial Waiver application.](#)

GRANT APPLICATION – EMTS TRAINING AND EDUCATION REQUEST DETAILS:

Please complete the application for each course for which funds are being requested. **Please note that multiple entities may not apply to fund the same participants for the same course.**

FOR STATE-APPROVED TRAINING CENTERS ONLY:

State-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.

Narrative Sections & Scoring

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 and supporting data to fully answer the question, while still being concise.**

Examples of data to include: Call/run volume, response times, patient types, frequency and delay of transport, number of current ALS/BLS providers, number of times interventions were needed but not available (due to lack of training or insufficient number of providers), etc.

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.

Applicants are encouraged to download and review this [blank application template](#) before entering information into the application. The template can be used to strategize where to plot information and data throughout the application, and how to tie sections together for a more cohesive application. Provide supporting information and data that directly supports the grant request and helps build a case for the need. This should include information about the agency applying for the grant as well as the community(s) served. All data referenced in narratives should be supported with backup documentation attached.

| Narrative Section | Number of Questions | Points Available |
|--|---------------------|-------------------|
| Service Need | 4 | 40 points |
| Cost Effectiveness | 2 | 15 points |
| Financial Need | 3 | 15 points |
| Priority to Underdeveloped/Aged System | 1 | 10 points |
| Applicant Qualifications | 2 | 10 points |
| System Integration | 2 | 10 points |
| TOTAL | 14 | 100 points |

SECTION #1 – SERVICE NEED QUESTIONS (40pts):

1. **QUESTION:** Describe how requested education benefits the agency(s) and community(s) served; describe how education targets the EMTS system (15 points).
 - a. **SUGGESTED CONTENT:** Illustrate the value of requested training, how funding the request will benefit agency and community(s) served, and how requested education improves or maintains the local EMTS system. Provide data or other substantive information to demonstrate the need for the training or education. Provide examples of the patients that are not served, shifts that are not covered, patients that were referred to another agency to receive care or other concrete reasons that the additional training or additional trained providers are needed. Explain how the requested education or training will make things better than they are currently. Also show how the training targets the EMTS system. If not on the standard course list, provide a syllabus or other documentation to demonstrate that the requested course has sufficient EMTS content to warrant funding from this program.

2. **QUESTION:** Describe current level of service, how requested training upgrades or maintains current level of service, and job duties/requirements of participants (10 points).
 - a. **SUGGESTED CONTENT:** Explain present conditions of services/staff/operations and explain how requested training is expected to upgrade or maintain current levels of service. Describe job requirements and duties of providers who will participate in the requested training. Explain why and how the requested number of participants was determined and explain the necessity to train the requested number of providers and the benefit(s) of the requested training. The reviewers are not familiar with your organization. Provide pertinent information to describe the current level of service—size and population of the area served, EMTS call volume or patient load, number and levels of current providers, level of staffing, minimum credentials required for providers and why. Provide specific examples of how the requested training or education is needed to maintain the current level of service or how it will make things better—explain how your organization will have enough people to cover open shifts or the current staff will not have to work as much overtime to cover, give examples of underserved populations that will be served or other specific improvements, show how there will be additional capabilities (more staff or units in service) or exactly how the existing units will be better-trained. Identify who will be eligible to attend the training or education and specifics of how the training or education will maintain the services they are able to provide. Clearly demonstrate the eligible participants are EMTS providers (or will be EMTS providers for initial courses).
3. **QUESTION:** Explain how requested training addresses a system deficiency or unmet service need in community(s) served (10 points).
 - a. **SUGGESTED CONTENT:** Identify a specific system deficiency or unmet service need and describe how the specific education or training will address the identified need. Use data to illustrate how requested training will resolve a system deficiency and/or unmet service need in community(s) served and how requested training will help address the deficiency. For example, how many providers does the agency have and why more are needed, or how many providers need CEs to stay certified and how the requested training will meet that requirement.
4. **QUESTION:** Describe how requested education enhances collaboration with local partners/stakeholders and how their support ensures course success (5 points).
 - a. **SUGGESTED CONTENT:** Describe current relationships and collaboration efforts with local partners and stakeholders and explain how requested training will benefit those relationships and enhance collaborative efforts. Illustrate the importance of their support in ensuring course success. Describe how the specific education or training enhances relationships with other partners in the EMTS system. Demonstrate support from local partners with letters from them that address the specific project.

SECTION #2 – COST EFFECTIVENESS QUESTIONS (15pts):

1. **QUESTION:** Describe alternatives considered and why requested training is best option (10 points).
 - a. **SUGGESTED CONTENT:** Provide a thorough evaluation of alternatives that includes comparative costs and consideration of additional cost factors such as location (travel, lodging), course location (in-person vs. online), quality of training, timelines, etc. Describe why selected training is the best option given the evaluation of alternatives. Describe specific alternatives to acquire the education or training that were considered to acquire the knowledge the requested course will provide (think what knowledge or expertise am I buying, not access to this specific educational experience)—at least three alternatives should be considered—for example, an initial training course should consider a program offered by the community college, a program offered by a hospital-based program and an on-line or hybrid program. Identify all the costs associated with each alternative and identify why the requested alternative is the best solution. Continuing

education should look at alternatives like on-line courses or different providers of similar content—there may be only one state conference but that does not mean that a regional or hospital conference won't provide the same content or number of training hours in a different format, It is OK to consider intangibles like time away from work or a shorter completion time if there is some benefit to that. Identify cost sharing or other efforts to contain costs.

2. **QUESTION:** List all costs of requested education and explain why costs are necessary to complete training (5 points).
 - a. **SUGGESTED CONTENT:** Describe the cost associated with 'total course cost per student' – this includes tuition, required course fees (including National Registry), cost of books, and backup information related to travel and lodging (if applicable). Backup for travel and lodging includes starting/ending locations, cost-saving efforts considered such as carpooling and shared lodging, and how estimates were calculated/determined (include relevant attachments). Also specifically identify which costs are included in the request. Keep in mind tuition includes the costs for the instructor to put on the course, including instructor travel if needed. Tuition may be higher for a course offered on an outreach basis when compared to a course offered at the instructor's site.

SECTION #3 – FINANCIAL NEED QUESTIONS (15pts):

1. **QUESTION:** Explain why requested education requires funding assistance. For multi-agency requests, explain financial need and attach relevant financials for all participating agencies (5 points).
 - a. **SUGGESTED CONTENT:** Using specific reference(s) to financial statements, explain surpluses/deficits, cash balances and training budgets and explain why the applicant entity cannot fund the requested training without assistance. Demonstrate that the requested training or education cannot be completed without funding assistance. Don't just say it's not in the budget, your narrative needs to show that the funds are not elsewhere in your organization without compromising your ability to provide required services. If you have large fund balances or cash on hand, explain why these funds cannot be used to fund the course. Make specific references to the financial statements—for example, identify the fund balance, where it is on your financial statements and why it cannot be used to fund the education.
2. **QUESTION:** Describe entity(s) current financial status(s) with clear references to required financial statements (5 points).
 - a. **SUGGESTED CONTENT:** Using specific reference(s) to financial statements, explain entity(s) current financial status(s), illustrate entity(s) expectation of future financial status based on current status, and how current and future financial status will support the trained providers and maintain future service levels. Explain your financial statements and use the narratives to describe what they show, and what they don't show. Everyone has a balance sheet, an income statement and a budget, but everyone does not use the exact same names for accounts and does not provide the exact same services. Explain what the numbers mean in the context of your organization. Refer to specific figures when explaining your finances. Provide supplemental information if it is pertinent to your situation. The reviewers can read a financial statement but don't leave it up to them to interpret what each number represents at your organization. It is up to you to explain it.
3. **QUESTION:** Describe source of required cash match (5 points).
 - a. **SUGGESTED CONTENT:** Explain what funds the applicant will use to cover training – please note that the value of existing infrastructure, other forms of "in-kind" services, state funds from the HUTF-EMS account, RETAC funding, or CREATE grants awarded to other entities do not qualify as eligible sources of the required cash match. Describe the source of your cash match. Demonstrate that it does not come from an ineligible source (state funds from the HUTF EMS account, RETAC county subsidy funds or CREATE grants). Provide a general description of the source. If it comes from your general fund budget and your agency is funded by patient charges and taxes, say so.

SECTION #4 – UNDERDEVELOPED/AGED SYSTEM COMPONENT QUESTIONS (10pts):

1. **QUESTION:** Explain how requested education addresses components of an underdeveloped or aged EMTS system in applicant community(s) (10 points).
 - a. **SUGGESTED CONTENT:** Identify a specific aged (we will lose half our staff to retirements in the next two years) or underdeveloped (we provide BLS first response and are upgrading to ALS transport) component in your service area. Identify how the requested education will address this specific component (we need to train 6 EMTs to replace the retirees, we need to send 6 EMTs to paramedic training to have the necessary staff to operate an ALS ambulance service 24-7).

SECTION #5 – APPLICANT QUALIFICATIONS QUESTIONS (10pts):

1. **QUESTION:** Explain how entity has administrative capability and financial resources available to manage a reimbursement grant of the duration and dollar amount requested (5 points).
 - a. **SUGGESTED CONTENT:** Describe what administrative resources, capabilities and/or staff the entity has to manage and monitor progress of the grant throughout the duration of the project. Illustrate how the entity will ensure successful completion of requested training and comply with CREATE requirements. Given the project duration, timeline to reimbursement and dollar amount requested, describe how entity has enough working capital to administer the project without impairing regular operations, considering all costs must be paid for in full prior to reimbursement when the course has been completed. If you have experience with other reimbursement grant programs, describe it and demonstrate that you met all requirements of the grant (i.e. Other CREATE grants, EMTS grants, FEMA, SAFER, AFG, etc.)
2. **QUESTION:** Explain how applicant entity(s) intend to support continued competency of trained providers and maintain future service levels without grant support (5 points).
 - a. **SUGGESTED CONTENT:** Describe plans to support trained providers (opportunities for mentorship, comply with continuing education requirements, professional development, etc.) and explain plans to maintain service levels in the future without grant support.

SECTION #6 – SYSTEM INTEGRATION QUESTIONS (10pts):

1. **QUESTION:** Describe how proposed education integrates with other services in community(s) and improves continuity of patient care (5 points).
 - a. **SUGGESTED CONTENT:** Describe how the requested training will integrate into the overall healthcare and public safety systems serving your community. Explain how the requested training will improve continuity of patient care across the EMTS system. Consider using present and projected data to illustrate the improvement.
2. **QUESTION:** Describe how requested training isn't duplicative of other efforts within area (5 points).
 - a. **SUGGESTED CONTENT:** Describe how bringing students to the requested level will not saturate the system with similar providers within the agency or community. Demonstrate that education or training that provides the same, or similar, content is not offered in your area, or within a similar distance if the training occurs outside your community.

Required & Optional Attachments

REQUIRED FINANCIAL ATTACHMENTS do not have to be audited. If your EMTS entity is part of a larger organization, provide the required financial statements for the larger organization and supplemental financial statements specific to the EMTS operation. Attach relevant financial statements for participating agencies in multi-agency requests. Do not include the entire comprehensive annual audit or budget filing with your application. Please extract and submit only the required financial statements. Do not include an entire annual report. Unaudited statements are acceptable. ***For agencies on a calendar year accounting cycle, statements would be dated January 1 – December 31.***

Required financial statements are listed below. Please note that multi-agency applications must also include these required financial statements from partnering entity(s):

- Income statement for the **last completed** fiscal year
 - Income statement may also be referred to as Statement of Activities or Statement of Revenues, Expenses, and Changes in Net Position
- Balance sheet at the end of the **last completed** fiscal year
 - Balance sheet may also be referred to as Statement of Net Assets or Statement of Net Position
- Budget for the **entire current** fiscal year

Additional required documentation is listed below:

- Itemized list with dollar values for all expenses in total course cost
- Documents to support data referenced in narratives
- IF APPLICABLE – starting/ending locations for mileage requests and estimates for lodging

Additional required documentation for multi-agency applications:

- Letters of support from partnering entities in a multi-agency application (MUST include information related to entity service need and financial need with specific reference to respective financial statements).
- Financial statements from other agencies in multi-agency requests (same as listed above).

OPTIONAL ATTACHMENTS - Sample items that could be included in the attachments section to support the above narratives include: letters of support, service area maps, quotes for purchases related to the course, pertinent conference registration forms and brochures, course syllabus for non-standard course requests, etc.

Letters of support are not required, but strongly encouraged to demonstrate the importance of this project to the community. Suggestions for letters of support include: medical directors, local government officials, community members, surrounding and partner agencies, and/or previous CREATE students, etc.

Next Steps for Approved Applications

1. **Complete Training/Education** – After a grant has been approved for the course(s), complete the training/education.
2. **Submit Final Report** – Reports and billing shall be submitted to the CREATE coordinator (svose@coruralhealth.org) within 30 days after completion of the training or course (or 90 days if the National Registry is required). **Receipts showing full payment or copies of checks showing payment must be attached.** 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 complete final reports are submitted. Applicants may not submit reimbursement requests for participants who have not completed and passed the course. All expenses must be incurred after the approval letter date.

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.

3. **Required Reimbursement Report Components** ([Download Reimbursement Checklist](#))
 - a. **Reimbursement Request Form**
 - b. **Course Evaluation:** Provide an overall view of the course in 1-2 paragraphs. What were the best takeaways? What were the challenges?
 - c. **Student Data Submission Summary:** List student names and dates forms were completed. Each student listed for reimbursement must complete the [Electronic Student Data Form](#). Provide students a link to the form with the grant contact email, grant number, course name, and course start/end dates and direct them to type N/A in areas that do not apply. Email confirmation of student data form submissions is sent to grant contact email.
 - d. **Receipts:** All receipts must accompany a reimbursement request along with proof that all approved costs have been paid for in full (invoice showing paid or check copy). All reimbursable courses must have PROOF of services and PROOF that all expenses requested for reimbursement have been fully paid for in order to qualify for reimbursement. CREATE does not support car rentals, room upgrades, and meals and banquet costs for any courses or conferences, including per diem allowance for instructors or attendees.
 - e. **Copy of National Registry card(s):** For initial EMS provider(s) training

IF APPLICABLE

4. **Travel Form(s):** This form must be completed when requesting mileage and/or lodging reimbursements. Use the mileage rate that corresponds with dates of travel on the [Colorado Office of State Controller website](#). Reimbursement up to the state 2WD rate is the CREATE standard.
5. **Agency Attestation for Non-Colorado Residents:** The Grantee contact should only complete this form if there are non-Colorado residents who are currently and have been a full-time, part-time, seasonal employee, or a volunteer with a Colorado EMTS entity. This form must be signed by the director of the entity.

6. **Student Attestation:** The Grantee contact should only complete this form if there were participants who were **NOT** affiliated with the applicant agency.

Upon receipt of the complete final report from the grantee, CRHC will draw funds from the CDPHE-EMTS grant fund and mail checks directly to grantees. Checks are typically mailed out to grantees within five weeks of receipt of final reports.

CREATE Contact Information:

Stephanie Vose, Emergency Services Programs Coordinator

Email: svose@coruralhealth.org

Phone: 214-578-4381