Financial Assistance Review Committee (FARC) Quarterly Meeting Norfolk Waterside Marriott Norfolk, Virginia November 7, 2013 10:00 AM

Members Present:	Members Absent:	Administration Staff:	Staff/Other Guests:
Billy Altman, Chairman		Amanda Davis	
Barbara Brown			
Pokey Harris			
Dan Norville			
Robert Trimmer			
Karen Wagner			
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Topic/Subject	Discussion	Recommendations, Action/Follow-up; Responsible Person
I. Approval of 08/08/2013 Meeting Minutes	Billy Altman, FARC Chair, made a motion to approve the minutes from August 8, 2013.	Minutes approved
II. RSAF: A) 12-Lead Spreadsheet • 12/13 Grant cycle – Funding Amount (per appropriation)	Budget Amendment Item 290 #1c "Out of this appropriation, up to \$400,000.00 the second year from the Virginia Rescue Squad Assistance Fund shall be used for grants to emergency medical services organizations to purchase 12-lead electrocardiograph monitors". The budget amendment requires that RSAF must reserve \$400,000.00 per year for 12-lead funding. There were 84 12-lead devices requested this cycle with an average price per unit of \$26,877.00 for a total request of \$2.1 million.	The average price for a 12-lead for this cycle is \$26,877.00. We will use this pricing for the upcoming grant awards.
B) Agency OMD Signatures on Affirmation • Verification of signature from OEMS Reps	Michael Berg, OEMS Regulation and Compliance Manger, requested last grant cycle that the OEMS program representatives will verify the OMD signatures for validity. After reviewing the grades and comments from the Regional Councils, Program Reps and Technical graders for the December 2013 grant cycle, FARC still hasn't received anything from the Regulation & Compliance unit about any of the OMD signatures being verified for validity. Amanda had sent Michael Berg and the Program Reps an email reminding them of the validation requirement while reviewing grants, however FARC has not seen any validation of signatures.	FARC will grade the grants as usual. The agencies (grantees) are ultimately responsible for making sure the application is correct and the signatures are accurate.
C) FARC Orientation Manual	The grants unit is still in the process of updating the FARC Orientation Manual which includes an introduction page, a copy of the Rules and Regs, FARC Committee, Annual	The grants unit will send a copy of the Orientation Manual to the FARC

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	Report, past awards, previous minutes, OEMS Program Reps, Regional EMS Councils, CGAP on-line, RSAF grant review process, grant review information and the awards meeting process.	Responsible Person upon completion. They will review and let the grants unit know if anything needs to be added.
III. Grants Unit: A) Payments processed August – October 2013	The grants unit processed payments for a total of \$2.9 million between August 2013 and October 2013. This included the regular RSAF grants and the Supplemental EMS Training Equipment Special Initiative Grant for Accredited ALS Training Programs.	No further action is required
B) Vehicle Listing on CGAP – No Limit	In the CGAP all applicants are required to list all licensed EMS vehicles. There has been some confusion among applicants that only vehicles they are replacing need to be listed. FARC discussed whether an agency should have to enter all of their licensed EMS vehicles into the CGAP and if so, would there be enough character field for this information.	It was determined that CGAP has adequate space for agencies to list all vehicles and there are no limitations on the vehicle data fields.
C) Shorter Obligated and Draw Down limits for Grantees	There has been discussion about getting the grantees to pull down their grants in a shorter period than 12 months. Mrs. Davis stated we could put this in the award letter and Memorandum of Agreement and have the agencies at least have the funds obligated within 3-6 months of the award date. This should help to keep the RSAF balances in check. Robert Trimmer said this may create a problem for the municipalities since they have to get prior approval from their local government before they can go out on bids.	Instead of sending out notices about the grants expiring, Mrs. Davis will incorporate language in the award letter stating the time limits to obligate funding.
IV Grant Manager Report: A) Quarterly Grant Report	This information can be found in the OEMS Quarterly Report to the State EMS Advisory Board dated Wednesday, November 6, 2013. The OEMS Grants Unit received 112 grant applications requesting a total of \$9,366,455.00 in funding. The following funding amounts are being requested in the following agency categories: 59 Volunteer Agencies requesting \$4,447,397.00; 37 Governmental Agencies requesting \$4,240,248.00 and 16 Non-profit agencies requesting \$678,810.00. Funding amounts are being requested in the following Regional areas: Blue Ridge EMS Council - 8 agencies requesting funding of \$1,168,064.00, Central Shenandoah EMS Council - 8 agencies requesting funding of \$554,561.00, Lord Fairfax EMS Council - 4 agencies requesting funding of \$206,492.00, Northern VA EMS Council - 3 agencies requesting funding of \$168,963.00, Old Dominion EMS Alliance - 19 agencies requesting funding of \$1,877,821.00, Peninsulas EMS Council - 7 agencies requesting funding of \$444,492.00, Southwestern VA EMS Council - 18 agencies requesting funding of \$982,988.00, Thomas Jefferson EMS Council - 5 agencies requesting funding of \$1,350,814.00 and Western VA EMS Council - 20 agencies requesting funding of \$1,586,605. The Items Requested totals were as follows: Audio Visual and Computer - \$284,152.00, Communications - \$498,617.00, Emergency Operations - \$163,871.00, BLS/ALS Equipment - \$2,743,368.00, Special Projects - \$848,192.00, Training - \$124,169.00 and Vehicles - \$4,704,087.00.	No further action is required.
B) Emergency Grants	There were no emergency grants.	No further action is required

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 C) Symposium Presentations Now it's Your Turn to Write a Grant 	Mrs. Davis with the assistance of several FARC members presented, "Now its Your turn to Write a Grant" yesterday. The class was broken out into groups and the groups were asked to write a grant for 12-leads. This workshop allowed the participants to understand the basics of writing, reviewing, commenting and making recommendations on grant applications. Actual grant applications were reviewed and the participants provided suggestions based on the class guidance.	No further action is required
• Free Money	The "Free Money" class will be held on Thursday, November 7, 2013 from 1:30 – 3:30 PM. This presentation will provide guidance of the Rescue Squad Assistance Fund (RSAF) Grant Program provided by OEMS. This class will not only provide an overview of the RSAF grant program, but will also give participants information on other state, federal, non-profit and private funding that may be available for EMS providers. This workshop is highly recommended to those providing EMS for the public and are in need of EMS equipment, vehicle and system wide programs.	No further action is required
D) VPHIB Special Initiative Grant	OEMS has announced the VPHIB Special Initiative Grant. This is a 100% FUNDING GRANT OPPORTUNITY for Virginia Pre-Hospital Information Bridge (VPHIB) Hardware to be placed on licensed EMS Vehicles. This funding opportunity is available to procure hardware to be placed on licensed EMS vehicles. No match (100%) funding from the Virginia Office of Emergency Medical Services (OEMS). Funding is AVAILABLE for all non-profit, volunteer and governmental EMS and Fire agencies licensed in Virginia. • Application, VPHIB Ouestionnaire and Quote(s) for items requested must be submitted to the OEMS from non-profit, volunteer and governmental EMS and Fire agencies licensed in Virginia. • Funding will be awarded to EMS agencies for the procurement of hardware (computers and mounting hardware) to be used to collect and submit the mandatory EMS minimum dataset in the prescribed technical format and quality level as required by the Code of Virginia §32.1-116.1. • The following criteria will be used to determine eligibility hardware equipment: • Type of hardware identified by applicant to be used to collect and submit EMS data as required by §32.1-116.1. • The Number of Patient Transport and Non-Transport Vehicles licensed to the applicant. • Need of equipment identified by applicant, based on the grant application. • The ability to submit EMS data to the VPHIB system in real-time or near real-time. Applications for funding are available on the OEMS website at www.vdh.virginia.gov\oems\grants . Applications may be faxed, emailed or mailed to OEMS by the application deadline, January 10, 2014.	Applications may be faxed, emailed or mailed to OEMS by the application deadline, January 10, 2014.

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RSAF Requests v/s Special Initiative Requests	OEMS management will meet and decide how to proceed with the RSAF grants that were submitted in this current cycle that were asking for computer hardware. The question is whether they should leave the grant as is or withdraw their application and apply for the 100% Initiative.	Grants unit will contact applications once the decision has been made to the agencies applying for computer hardware.
V. Open Discussion	The spring grant cycle opens on February 1, 2014 and the deadline for submitting is March 17, 2014 (March 15 th deadline falls on a weekend).	No further action is required
VI. Adjournment	Billy Altman, FARC Chair, made a motion to adjourn.	The next quarterly meeting will take place in February - 2014.

