



Montana Department of Transportation
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Memorandum

To: Doug McBroom, Chief
Multimodal Bureau

From: Heidi Bruner, P.E. *Heidi Bruner*
Engineering Section Supervisor
Environmental Services Bureau

Date: August 4, 2011

Subject: Categorical Exclusion (c)
Emergency Medical Services (EMS) Grant
Control Number: 4000
500017; Project 02349; Expenditure 66179

Environmental Services reviewed information you provided with regard to the EMS Grant. We conclude that the proposed activity will not involve unusual circumstances as described under 23 CFR 771.117(b). The project qualifies as a Categorical Exclusion under the provisions of 23 CFR 771.117(c), parts (1) and/or (17). The proposed action also qualifies as a Categorical Exclusion under the provisions of ARM 18.2.261 (Sections 75-1-103 and 75-1-201, MCA).

Since the EMS Grant does not utilize federal funds, Federal Highway Administration (FHWA) notification is not necessary. Please phone with any questions or concerns.

cc (w/ attach): Doug McBroom MDT Multimodal Bureau
Tom S. Martin, P.E. MDT Environmental Services
Heidi Bruner, P.E. MDT Environmental Services
Paul Johnson MDT Transportation Planning
FHWA
Statewide Misc. File
Montana Legislative Branch Environmental Quality Council (EQC)



Emergency Medical Services Grant Program

Purpose

The 2009 Montana Legislature found that the provision of care administered by professional paramedics and emergency medical technicians before the patient reaches the hospital – known as prehospital emergency medical services – is a critical component of Montana’s health care system. The availability of prehospital emergency medical services can improve the medical outcome for people suffering medical emergencies and may improve the safety of motorists on Montana roads by providing emergency response to vehicle crash sites. The 2011 Montana Legislature confirmed this finding and extended funding for the grant program.

The purpose of this grant program is to provide competitive grants to emergency medical service providers for acquiring or leasing ambulances or emergency response vehicles; for purchasing equipment, other than routine medical supplies; or for any of the following purposes: training, communication, providing medical care to a patient.

Background

The Emergency Medical Services Grant program was introduced as HB 85 to the 2009 Legislature and signed into law. It was subsequently introduced as HB 262 to the 2011 Legislature and was incorporated into HB 2 and signed into law. Both Legislatures found that emergency medical service providers in many of Montana’s rural areas have difficulty in continuing service based on rural location and economic circumstances.

This law directs the Montana Department of Transportation (MDT) to administer a competitive grant program. The following is a description of the process:

- Provide guidance in weighing of the criteria for scoring grant applications,
- Define allowable reasons for not awarding grants,
- Provide an appeal process for applicants that did not receive a grant, and
- Identify reporting requirements for grant recipients.

Program Funding and Match

The Emergency Medical Services Grant is funded beginning in the 2012 biennium and is restricted to providing grants and the administration of the grant program. MDT will appropriate one million dollars for each year from the highway non-restricted account.

The Emergency Medical Services Grant program funding operates on a state fiscal year (July 1- June 30). Grant recipients are required to provide a ten percent match for any grant funds received.

An annual apportionment of up to five percent may be set-aside for emergency situations. Documented verification of an emergency situation will be required and will be reviewed by MDT's Director. An emergency situation includes, but is not limited to, an event making an emergency response vehicle, ambulance, or equipment inoperable and beyond repair and in need of replacement.

Emergency funding may only be used for eligible equipment or transport vehicles as specified above. Normal or scheduled replacement of equipment or vehicles may not be considered an emergency situation.

Eligible Emergency Providers

An emergency medical service provider must be a provider certified by the Department of Health and Human Services (MCA 50.6.306).

Eligible emergency medical service providers for this grant are defined as being in operation for at least the 12 previous months (MCA 61.2.503(2) (a)). The provider must bill for services at a level at least equivalent to Medicare billing (2) (b) and the majority (51%) or greater of active emergency medical technicians must be volunteer emergency medical technicians (2) (c). An emergency medical service provider is ineligible for grant funding if it is a private business or a public agency and employs the majority of its emergency medical technicians on a regular basis with a regular hourly wage(3). EMT's receiving stipends or payments per call are classified as volunteer for this grant program.

Eligible Equipment

Eligible supplies consist of equipment that can be used for training, communication, or to provide medical care to a patient. Routine or basic equipment such as disposable, single use, and personal protective equipment (PPE) are not eligible for funding.

Training Equipment

Training equipment includes materials used to provide training to receive and maintain relevant EMS certifications. Training equipment may include, but is not limited to, cardiopulmonary resuscitation (CPR) manikins, automated external defibrillator (AED) manikins and defibrillators, and DVD training kits.

Communication Equipment

Grants for communication equipment must be compliant with the interoperability definition that regulates public safety radio communication in Montana. This allows public safety emergency responders to work seamlessly with other communication systems. Eligible communication equipment would include portable radios and base units and vehicle radios, as defined in ARM 37.104.201.

Monitoring Equipment

Monitoring equipment includes, but is not limited to, an AED, cardiac monitor, endotracheal tube kit, chest tube pump and intraosseous kit, as found in an Advanced Life Support Kit (ARM 37.86.2601(6)(e));

Supporting documentation of the AED written plan, (ARM 37.104.604), and proof of certification of the AED medical supervisor, (ARM 37.104.601 (3)), is required before purchase can be authorized.

Medical Patient Care Equipment

Eligible supplies would consist of reusable or one-time use, including but not limited to those items found in a Safety and Extrication Kit, (ARM 37.104.205), or a Transportation Equipment Kit -- supplies as defined in ARM 37.104.206.

Eligible Vehicles

Eligible ambulances, including aircraft or emergency response vehicles, for purchase or lease must be maintained and used for the sole purpose of responding to emergency medical calls and to transport patients, (MCA 61.2.502 (2)(a)(7)(a)).

Purchase or lease of a new ambulance must follow the specifications as defined by the Department of Health and Human Services, ARM 37.104.305. Aircraft includes any fixed-wing airplane or helicopter used or designed for navigation of, or flight in the air, (MCA 67.1.101).

Criteria

MDT will award grants to emergency medical service providers for purchasing or leasing of ambulances, emergency response vehicles, or equipment for training, communication or for providing medical care to a patient.

Applicants must include a statement and a proposed budget showing how the grant funds will be spent; identify the ten percent match funding sources; verify match funds are secure in a financial institute; include bid amounts, and supporting documentation (e.g. AED written plan, ARM 37.104.604). Applications will be evaluated through a competitive process based on criteria ranking.

The following is a description of weighted criteria that will be used in review of the applications:

1. Demonstrated need for requested equipment or vehicles or aircraft by providing information on the following points (50%):
 - Define need by providing a brief statement of resources needed. Explain what each resource will do to improve patient care.
 - Attach budget documentation to demonstrate the need for financial assistance and applicant's ability to meet the 10% (MCA 61.2.503(4)) match requirement.
 - List current equipment and resources, including number, age, and mileage of ambulances in fleet.
 - Receipt of previous grant award(s).
 - Identify gaps in service and how the resources requested will fill these gaps.
2. Percentage of vehicular related medical calls (25%),
3. Total number of calls in the previous calendar year (5%),
4. Size of geographic area in square miles and boundary lines (5%),
5. Distance, in miles, from other emergency medical service providers in the geographic region, or the nearest public EMS provider (5%),

6. Distance, in miles, in traveled service area, from provider to the closest hospital (5%),
7. Percentage of volunteer emergency medical technicians on the active duty roster (5%).

Application Review

The Emergency Medical Services Grant applications are due by September 16, 2011 (postmark is acceptable). MDT will review applications to determine eligibility. Complete and eligible application will be assessed based on the weighted criteria previously described.

Applications will be examined and prioritized from highest to lowest score and reviewed by MDT's director. Funding will be apportioned in this priority order until funding has been obligated. Acquisition of equipment cannot be incurred before:

- A Memorandum of Agreement (MOA) between the applicant and MDT has been signed by the applicant and executed by MDT.

If MDT denies an application, a letter of notice will be sent to the applicant providing the reason for ineligibility. Allowable reasons for not awarding a contract or not funding the full amount requested may include: ineligible applicant, incomplete application, position in application ranking, no remaining funds, or granting authority has ended.

Appeal Process

Applicants wishing to appeal a denial of a grant request must submit a letter in writing to the MDT Director within 30 days of notice. The appeal request must describe the criteria ranking that the applicant wishes to be reconsidered and justification for a reversal of the initial grant award decision.

After consideration and reevaluation of an emergency medical service provider's appeal, the Director of the Department of Transportation will reverse or confirm the award decision for the grant application. The Director will respond to the appeal in writing. The resulting decision by MDT's director is final and there is no further appeal.

Reporting Requirements

Grant recipients must create and retain records supporting their agreement for a period of three years after the completion date of the agreement or the conclusion of any claim, litigation, or exception relating to this Agreement taken by the State of Montana or a third party.

Grant recipients must provide the State of Montana, legislative auditor, or their authorized agents access to any records necessary to determine compliance with the agreement if requested.