



Charlie Crist
Governor

Ana M. Viamonte Ros, M.D., M.P.H.
State Surgeon General

DATE: December 1, 2009
TO: Emergency Medical Services Providers
SUBJECT: EMSTARS Field Data Collection
Florida Department of Transportation Funding Opportunity

The Bureau of Emergency Medical Services has received funds from the Florida Department of Transportation FY 09/10 408 Grant Program in support of the improvement and/or expansion of Florida's emergency medical services field data collection efforts. We are pleased to make this grant program available to you again this year. The field data collection grant application (manual) which contains the application form and the information necessary to request grant funds under this program is available online at <http://www.floridaemstars.com/>.

The specific purpose of this cost reimbursement grant program is to provide funding to Florida licensed Emergency Medical Service Providers for the acquisition of hardware/ software/ installation and implementation services for establishing and/or enhancing an electronic EMS data collection system to enable consistent submission of EMS incident related data to the Bureau of Emergency Medical Services Pre-Hospital System (EMSTARS) and compliance with the National EMS Information System (NEMIS). This is a cost reimbursement grant. If awarded, all reimbursement requests, with proper documentation must be submitted no later than August 31, 2010 to ensure processing of payments prior to the end of the grant period.

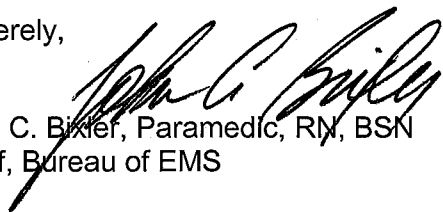
If you are interested in applying, please complete the application form on pages 4 through 11 in the EMSTARS Field Data Collection application packet. Page 11 of the application manual must be signed by the individual listed in Item 2 (page 4) of the application. Submit the original completed and signed application along with attachment 1 (Submission Action Plan if applicable) and four copies to:

**EMS Grant Program
DOT Funding
4052 Bald Cypress Way, Bin C-18
Tallahassee, FL 32399-1738**

Please retain a copy of the manual. It contains the requirements for grant management and forms for submitting change requests and reimbursement for expenditures. The deadline for submission of the application is January 31, 2010 by 5:00 PM, Eastern Standard Time. It is anticipated that within 14 days after the deadline, the grants will be reviewed and scored. Notification relating to the outcome of your application will be mailed approximately 10 days after the outcome is determined. There is a total of \$200,000 in grant funds available, so not all applications will be funded.

Thank you for your cooperation and support to improve the collection of EMS data in Florida. If you have questions, please contact Stephanie Daugherty at (850) 245-4440, extension *2747 or Brenda Clotfelter at (850) 245-4440, extension *2730.

Sincerely,


John C. Bixler, Paramedic, RN, BSN
Chief, Bureau of EMS

JCB/bc



**FLORIDA DEPARTMENT OF HEALTH
BUREAU OF EMERGENCY MEDICAL SERVICES**

**EMSTARS
FIELD DATA COLLECTION PROVIDER
APPLICATION PACKET**

TABLE OF CONTENTS

Table of Contents	1
Introduction	2
Application	4-11
Request for Reimbursement	12
EMS Expenditure Report	13
Financial and Compliance Audit Requirements	14
Section 215.97 F. S.	14
Audit Reports	14
Records Retention	11
Conditions Applicable to all Organizations	15
Disallowed Expenditures	15
Equipment	15
Transfer of Property	16
Requests for Change	16
Early Ending Date	16
Applicant Signature	16
Records	16
Final Reports	16
Expenditures	16

This document contains the Data Collection Equipment and Software Funding Application and Program Guidelines to be used to request funding.

Introduction

The Bureau of Emergency Medical Services has received funds from the Florida Department of Transportation FY 09/10 408 Grant Program in support of the improvement and/or expansion of Florida's emergency medical services field data collection efforts. The remainder of this document contains the program and grant application guidance to request funding through this source.

Purpose

The purpose of this program is to provide funding to Florida licensed Emergency Medical Service Providers for the acquisition of hardware/software/installation and implementation services for establishing and/or enhancing an electronic EMS data collection system to enable consistent submission of EMS incident related data to the Bureau of Emergency Medical Services Pre-Hospital System (EMSTARS) for state compliance to the National EMS Information System (NEMSIS).

Allowable Acquisitions

The software, hardware, communication components and installation/implementation services that would be acquired by local EMS provider agencies can vary depending on an agency's implementation plan.

- Most hardware consists of notebooks or tablets, desktop PC's, printers/scanners, file / application servers, and communication components.
- All software acquired for ePCR must be certified NEMSIS compliant and the file extracts must be verified as compliant with the new state system.

Disallowed Acquisitions

This grant funding does not cover the following:

- Extended warranties costs
- Maintenance costs

Requests for Change

After these funds have been awarded, all requests for change shall be submitted, in writing, and must be approved in writing by the department prior to making the requested changes and/or purchases. A change request must be submitted for changes in the project work activities or approved budget items.

No expenditures are allowable as costs nor approved for reimbursement unless they are clearly specified as a line item in the approved budget, including approved change requests, or are clearly included under an existing line item.

Application Requirements

Any licensed EMS Provider in the State of Florida, who is establishing and/or enhancing an electronic EMS data collection system to enable consistent submission of EMS incident related data to the Bureau of Emergency Medical Services Pre-Hospital System (EMSTARS) for state compliance to the National EMS Information System (NEMSIS) is eligible to apply for this grant.

Applicants who are **not currently and consistently submitting** EMSTARS data to the Bureau of Emergency Medical Services Data Unit **must** include an approved EMSTARS Data Submission Action Plan with their grant application. This action plan must include details of the steps and milestones to complete for submission of data to EMSTARS. This plan must be included as Attachment 1 with the grant application. Failure to include this approved EMSTARS Data Submission Action Plan will result in a disqualification for grant funds. Details for development and prior approval of the required Action Plan can be obtained from the EMSTARS Project Team. Please contact Brenda Clotfelter at Brenda_Clotfelter@doh.state.fl.us.

There is a **cost reimbursement grant program**. There is no matching requirement. All successful applicants will be advised of the amount of funds they will be eligible to receive and the ending date for expenditure of the funds. If an agency is awarded funds under this grant, they will be required to submit an interim progress report as included in Attachment 2 to ensure planning and timely use of funds. This program requires all successful applicants to purchase and provide payment for **approved budget items resulting from this grant** to all vendors prior to the funds being **reimbursed** to the successful applicants. Only approved budgeted items are considered for reimbursement. Any changes to the original approved budgeted items **must be pre-approved** by the Bureau to be considered for reimbursement. Upon expenditure of any or all approved funds *or* by August 31, 2010, the applicant must submit a cost reimbursement request to the Bureau of Emergency Medical Services. The payment request must include a copy of all purchase orders, all receiving reports, all invoices, a Non-expendable Property Accountability Record" on OCO items over \$5000 and documentation of payment to the vendor for the amount of funds being requested. In addition, you must provide a written report by August 31, 2010 detailing the actions taken to expend the funds and the progress in implementing or improving an electronic data collection system.

By signing the applicant agreement and certification, an applicant is certifying that they meet all requirements and other guidelines in this manual.

The application signer identified in item 2 on page 4 must sign item 9 titled "Applicant Agreement and Certification" on page 11, and also sign on page 12 titled "Request for Reimbursement."

**FLORIDA DEPARTMENT OF HEALTH
Bureau of Emergency Medical Services
408 EMS Agency Subgrant Application**

Complete all items unless instructed differently within the application

ID. Code (The State Bureau of EMS will assign the ID Code – leave this blank) _____
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1. Organization Name:	
2. Application Signer: (The applicant signatory who has authority to sign contracts, grants, and other legal documents. This individual must sign this application.)	
Name:	
Position Title:	
Address:	
City:	
State: Florida	
Telephone:	
E-Mail Address:	
County:	Zip Code:
Fax Number:	

3. Contact Person: (The individual with direct knowledge of the project on a day-to-day basis and responsibility for the implementation of the program activities. This person may sign project reports and may request project changes. The application signer and the contact person may be the same.)	
Name:	
Position Title:	
Address:	
City:	
State: Florida	
Telephone:	
E-mail Address:	
County:	Zip Code:
Fax Number:	

4. Applicant information:

a) Legal Status of Applicant Organization (Check only one response):

- (1) Private Not for Profit [Attach documentation-501 (3) ©]
- (2) Private For Profit
- (3) City/Municipality/Town/Village
- (4) County
- (5) State
- (6) Other (specify): _____

b) EMS License Number: _____ Type: Transport Non-transport Both

c) Number of permitted vehicles by type: _____ BLS _____ ALS Transport _____ ALS non-transport.

d) Type of Service (check one): Rescue Fire Third Service (County or City Gov., nonfire)
Air ambulance: Fixed wing Roto-wing Both Other (specify)_____.

e) Yearly EMS Call Volume: _____

f) Population density of area served _____ and year determined _____

g) EMSTARS participant? Yes No

h) EMSTARS committed with target submission date? Yes No
Target Date: _____

i) Do you have access to an Information Technology system administrator? Yes No
(Describe) System Administrator or Electronic Patient Care Reporting Administrator:

5. Justification Summary: Provide no more than three one sided, double spaced pages with answers to each of following questions. Provide your justification summary in the format provided below and include all elements of each section described:

A. Overall Goal of Request:

All justification summaries must be focused on either moving your agency toward EMSTARS submission or improving the overall quality of your EMSTARS participation. Please include in this section of your Justification Summary one of goals below which is most appropriate for your request:

Establishing an electronic EMS data collection system to enable consistent submission of EMS incident related data to the Bureau of Emergency Medical Services Pre-Hospital System (EMSTARS) for state compliance to the National EMS Information System (NEMSIS).

Enhancing an electronic EMS data collection system to enable consistent submission of EMS incident related data to the Bureau of Emergency Medical Services Pre-Hospital System (EMSTARS) for state compliance to the National EMS Information System (NEMSIS).

B. Current Situation

Outline the fundamental business problem or opportunity which the requested grant project funding will directly address.

B.1 Problem

Provide a generic description of the current situation/problem/issues at hand

Provide a description of the root cause or reasons why the problem exists

Provide a description of the elements which create it (e.g. human, process, technology)

B.2 Impact to EMSTARS participation and/or quality submission

Provide a description of how this problem has impacted your inability to participate in EMSTARS or how this problem has impacted your overall quality submissions if currently submitting to EMSTARS.

B. 2 Proposed Solution to Problem

Provide a summary of your overall solution,

Provide a description of what is specifically being asked for in this application and why you need it.

Be specific on all hardware/software/services components requirements.

B.3 Outcome expected

Describe how this request will accomplish or further your stated overall goal of establishing or enhancing ePCR for EMSTARS submissions.

If not currently reporting to EMSTARS, must provide target date for startup submission.

B. 4 Alternative Source of Funds

If you are a county service describe why this request cannot be paid out of county award grant funds. If you are not a county service describe any actions you have taken to obtain county award funds for this project.

7. Grant Budget Request	Unit Costs: List the price and source(s) of the price identified.	Quantity	Total Costs	Justification: State why the items and quantities listed are necessary components of this project and how the item(s) listed will further or enhance your agencies participation in EMSTARS
Expenses: These are costs for the usual and ordinary incidental expenditures by an agency such as software; <u>excluding</u> expenditures classified as operating capital outlay (see next category).				
EXPENSE TOTAL:	\$			
Operating Capital Outlay: Equipment, fixtures, and other tangible personal property of a non-consumable and non-expendable nature, <u>and</u> the normal expected life of which is 1 year or more.				Justification: State why the items and quantities listed are necessary components of this project and how the item(s) listed will further or enhance your agencies participation in EMSTARS
OCO TOTAL:	\$			

Grand Total Of Funds Requested	\$ _____	
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8. Scoring:

<p>Current Situation – 10 points <i>(must be clearly described in the Section 5 Justification)</i></p> <ul style="list-style-type: none"> • (10 points) If the agency is <u>currently paper-based</u> and the funds will be used to acquire hardware, software, or related services for complete electronic reporting for EMS Events • (8 points) If the agency currently has electronic reporting for EMS events and requires additional hardware, software, upgrades, or related services to become an EMSTARS submitting agency • (5 points) If the agency is <u>currently paper-based</u> and the funds will be used to acquire hardware, software, or related services for partial electronic reporting for EMS Events • (0-10 points) If the agency is <u>currently submitting</u> to EMSTARS, but requires additional hardware, software, upgrades, or related services which will have positive impact on the any or all of the following performance areas: (points are given for each applicable area adequately described in justification) <ul style="list-style-type: none"> • (2 points) Timeliness • (2 points) Uniformity • (2 points) Completeness • (2 points) Accuracy • (2 points) Accessibility and/or Integration • (0 points) Performance improvement area not described
<p>Data Submission Action Plan – 10 Points (points available only to currently non-submitting agencies)</p> <ul style="list-style-type: none"> • (10 points) Agencies that formally commit via an approved EMSTARS Data Submission Action Plan to participate in the EMSTARS program prior to 6/1/10. • (7 points) Agencies that formally commit via an approved EMSTARS Data Submission Action Plan to participate in the EMSTARS program prior to 10/1/10. • (5 points) Agencies that formally commit via an approved EMSTARS Data Submission Action Plan to participate in the EMSTARS program prior to 12/31/10
<p>Yearly EMS Call Volume – 10 Points</p> <ul style="list-style-type: none"> • (10 points) Agencies with a call volume 10,000-20,000 per year (based on submitted Aggregate Data Reports) • (7 points) Agencies with a call volume 5,000-10,000 per year (based on submitted Aggregate Data Reports) • (5 points) Agencies with a call volume less than 5,000 per year (based on submitted Aggregate Data Reports)
<p>Amount Requested – 10 Points</p> <ul style="list-style-type: none"> • (10 points) less than \$15,000 • (5 points) between \$15,000 and \$25,000 • (2 points) between \$25,000 and \$35000
<p>Unable to fund from EMS County Award Grants – 5 Points</p> <ul style="list-style-type: none"> • (1 to 5 points) To be awarded based on review of B.4 by the scoring committee (application clearly presents the actions that an agency has taken

to acquire funds thru County Award Grants but has not been able to attain them.
Completeness of Application - 5 Points
<ul style="list-style-type: none"> • (1 to 5 points) To be awarded based on review by the scoring committee
Project Outcome – 10 Points
<ul style="list-style-type: none"> • (1 to 10 points) To be awarded based on review of Justification Summary sections by the scoring committee and the information provided, specifically adequacy of problem description, resonableness of solution proposed and implementation timeframe described.

PLEASE NOTE: This item must be signed by the individual identified in item # 2 (Application Signer) on page 4.

9. Applicant Agreement and Certification:	
My signature below certifies the following:	
I am aware that any omissions, falsifications, misstatements, or misrepresentations in this application may disqualify me for these funds and, if funded, may be grounds for termination at a later date. I understand that any information I give may be investigated as allowed by law. I certify that to the best of my knowledge and belief that all of the statements contained herein and on any attachments are true, correct, complete, and made in good faith.	
I agree that any and all information submitted in this application will become a public document pursuant to Section 119.07, F.S. when received by the Florida Bureau of EMS. This includes material which the applicant might consider to be confidential or a trade secret. Any claim of confidentiality is waived by the applicant upon submission of this application pursuant to Section 119.07, F.S., effective after opening by the Florida Bureau of EMS.	
I accept that, in the best interests of the State, the Florida Bureau of EMS reserves the right to reject or revise any and all applications or waive any minor irregularity or technicality in applications received, and can exercise that right.	
I certify that all cash, salaries, fringe benefits, expenses, equipment, and other expenses as listed in this application shall be committed and used for the activities approved as a part of this application.	
The parties to this contract shall be bound by all applicable sections of Part V: Acceptance and Agreement of <u>Project # K9-10-18-01, DOT Contract # AP079 (Attachment I)</u> . <u>A final invoice must be received by August 31, 2010 or payment will be forfeited.</u>	
Acceptance of Terms and Conditions: If awarded funding, I certify that I will comply with all of the above and also accept the attached terms and conditions and acknowledge this by signing below.	
_____ Signature of Applicant (Individual Identified in Item 2)	_____ MM / DD / YY
Department Approval: (to be signed upon approval.)	
_____ Signed by Project Director	_____ MM / DD / YY

FLORIDA DEPARTMENT OF HEALTH
EMS PROGRAM

REQUEST FOR REIMBURSEMENT

DOH Remit Payment To:

Name of Agency: _____

Mailing Address: _____

Federal Identification Number: _____

Authorized Agency Official: _____
Signature Date

Type Name and Title

Sign and return this page with your application to:

*Florida Department of Health
EMS Grant Program
DOT Funding
4052 Bald Cypress Way, Bin C18
Tallahassee, Florida 32399-1738*

Do not write below this line. For use by Bureau of Emergency Medical Services personnel only

Amount For DOH To Pay: \$_____

Approved By: _____ Dates: _____
Signature of EMS Project Director Beginning Ending

Organization Code E.O. OCA Object Code
64- _____ _____ _____

Federal Tax ID: VF_____

FINANCIAL AND COMPLIANCE AUDIT REQUIREMENTS

This section is applicable to all applicants. An audit, performed in accordance with Section 215.97, F.S., performed by the Auditor General shall satisfy the requirement of this attachment.

The applicant agrees to have an annual financial audit performed by independent auditors in accordance with the current Government Auditing Standards issued by the Comptroller General of the United States. Such audits shall cover the entire organization for the organization's fiscal year. The scope of the audit performed shall cover the financial statements and include reports on internal control and compliance. The reporting package shall include a schedule that discloses the amount of expenditures and/or receipts during the audit period.

Compliance findings related to the application with the department shall be based on the requirements, including any rules, regulations, or statutes referenced in the application. All questioned costs and liabilities due to the department shall be fully disclosed in the audit report.

SECTION 215.97 F. S. (GRANTS AND AIDS APPROPRIATION)

If the applicant receives funds from a grants and aids appropriation, the applicant shall have an audit, or submit an attestation statement, in accordance with Section 215.97, F. S. The audit report shall include a schedule of financial assistance. The applicant has "received" funds when it has obtained cash from the department or when it has incurred reimbursable expenses.

The applicant agrees to submit the required reports.

SUBMISSION OF AUDIT REPORTS

Copies of the audit report and any management letter by the independent auditors, or attestation statement, required by this attachment shall be submitted within 90 days after the end of the applicant's fiscal year to the following, unless otherwise required by F. S.:

- A. Department of Health
Contract Administrative Monitoring Unit
4025 Bald Cypress Way, Bin B01
Tallahassee, Florida 32399-1792

- B. Submit to this address only those audits performed or attestation statements prepared in accordance with Section 215.97, F. S.:

Auditor General's Office
Local Government Audits/342
Claude Pepper Building, Room 401
111 West Madison Street
Tallahassee, Florida 32399-1450

RECORDS RETENTION

The applicant shall ensure that audit working papers are made available to the department, or its designee, upon request for a period of seven years from the date the audit report is issued, unless extended in writing by the department.

CONDITIONS APPLICABLE TO ALL ORGANIZATIONS

The method of payment is cost reimbursement. All organizations shall request reimbursement as follows:

1. Submit reimbursement requests to the department accompanied by signed invoices and copies of both sides of the payment checks. If the applicant doesn't regularly receive copies of checks from its financial institution, the department may accept other documentation evidencing payment.

The invoices must clearly indicate the service or product delivered, date delivered, date paid, item cost, total cost, and the person receiving the service or product.

2. A copy of the approved budget must be in the reimbursement material. The applicant must show which item in the budget corresponds to each item in the reimbursement form. Every item on the reimbursement form must be identical to or clearly included under the approved budget items.
3. Successful applicants must submit a final invoice for payment to the department by August 31, 2010. If the applicant fails to comply, all rights to payment are forfeited.

DISALLOWED EXPENDITURES

No expenditures are allowable as costs or approved for reimbursement unless they are clearly specified as a line item in the approved budget, including approved change requests, or are clearly included under an existing line item.

Any disallowed expenditure shall be returned to the department by the applicant within 30 days after the department's notification. The costs of disallowed items are the responsibility of the applicant.

EQUIPMENT

The applicant shall own all items and equipment purchased with these funds, unless otherwise described in the approved application. The applicant shall clearly document the assignment of equipment ownership and usage, and maintain these documents so they are available to the department. All equipment purchased with these funds shall continue to be used for pre-hospital EMS or the purpose for which it was purchased throughout its useful life.

TRANSFER OF PROPERTY

If a private organization which provides services for a municipality, county, or other public agency receives funds through this program, the following will apply. If said organization ceases to operate within five years after the award is received, the organization shall transfer ownership of all equipment purchased with these funds to the local agency with no cost to that agency. The provision is applicable when services cease operating due to a contract ending as well as any other reason.

REQUESTS FOR CHANGE

After these funds have been awarded, all requests for change shall be submitted, in writing, and must be approved in writing by the department prior to making the requested changes. A change request must be submitted for changes in the project work activities and/or approved budget items.

EARLY ENDING DATE

If the project accomplishes the listed objectives and all funds have been expended, the applicant may request closure prior to the ending date indicated in the award notice. The applicant shall submit a final expenditure report and a written narrative description of the activities and the impact the purchase or training had on the delivery of EMS. The report must be submitted with the final expenditure report.

SIGNATURE

The authorized individual listed on page 4 (Application Signer) of the application shall sign pages 7 and 8 of the original application.

RECORDS

The applicant shall maintain financial and other documents related to the program to support all revenue and expenditures. A file shall be maintained, which includes a copy of the "Notice of Award" letter, a copy of the application and department approved budget, a copy of all approved changes and records of all expenditures. These records must be retained for a period of no less than five years.

FINAL REPORTS

By August 31, 2010, a written final report shall be submitted to the department. The final report shall at a minimum contain a narrative describing the activities conducted including any bid or purchasing processes.

EXPENDITURES

No expenditures may be incurred prior to the starting date or after the ending date.

Part V: Acceptance and Agreement

Conditions of Agreement. Upon approval of this Subgrant Application for Highway Safety Funds, the following terms and conditions shall become binding. Noncompliance will result in loss of, or delays in, reimbursement of costs as set forth herein.

1. Reports. The subgrant year quarters are October 1 - December 31, January 1 - March 31, April 1 - June 30, and July 1 - September 30. The implementing agency shall submit the **Quarterly Progress Report Narrative and Quarterly Progress Report of Performance Indicators** forms to the State Safety Office by the last day of the month following the end of each quarter (January 31, April 30, July 31, and October 31) if the subgrant was effective during any part of the quarter. Quarterly reports postmarked after the respective submission dates listed above shall be considered past due. The implementing agency shall submit a **Final Narrative Report**, giving a chronological history of the subgrant activities, problems encountered, and major accomplishments by October 31. Requests for reimbursement will be returned to the subgrantee or implementing agency unpaid if the required reports are past due, following notification.

2. Responsibility of Subgrantee. The subgrantee and its implementing agency shall establish fiscal control and fund accounting procedures that assure proper disbursement and accounting of subgrant funds and required non-federal expenditures. All monies spent on this project shall be disbursed in accordance with provisions of the **Project Detail Budget** as approved by the State Safety Office. All expenditures and cost accounting of funds shall conform to 49 CFR, Part 18, **Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments**; 49 CFR, Part 19, **Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations**; OMS Circular A-102, **Grants and Cooperative Agreements with State and Local Governments**; OMS Circular A-110, **Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations**; OMS Circular A-21, **Cost Principles for Educational Institutions**; 2 C.F.R. 225 (OMS Circular A-8?), **Cost Principles for State, Local, and Indian Tribal Governments**; and/or OMS Circular A-122, **Cost Principles for Non-Profit Organizations**, hereby incorporated by reference, (hereinafter referred to as Applicable Federal Law).

3. Compliance with Chapter 287, Florida Statutes. The subgrantee and implementing agency agree to comply with all applicable provisions of Chapter 287, Florida Statutes. The following provisions are stated in this agreement pursuant to sections 287.133(3)(a) and 287.134(3)(a), Florida Statutes.

(a) Section 287.133 (2)(a), F.S.

A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid, proposal, or reply on a contract to provide goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in s. 287.017 for CATEGORY TWO for a period of 36 months following the date of being placed on the convicted vendor list.

(b) Section 287.134 (2)(a), F.S.

An entity or affiliate who has been placed on the discriminatory vendor list may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity.

4. Approval of Consultant and Contractor Agreements. The State Safety Office shall review and approve in writing all consultant and contractor agreements prior to the actual employment of the consultant or the contractor by the subgrantee or implementing agency. Approval of the subgrant does not constitute approval of a consultant or contractor agreement.

All contractual service agreements shall include as a minimum the following information:

Beginning and end dates of the agreement (not to exceed the grant period);
Total contract amount;
Scope of work/Services to be provided;
Budget/Cost Analysis; and
Method of compensation/Payment Schedule.

All contractual service agreements shall contain the following statement:

The parties to this contract shall be bound by all applicable sections of **Part V: Acceptance and Agreement of Project #** (insert project number), DOT Contract # (insert contract number). A final invoice must be received by (insert date) or payment will be forfeited.

All invoices for contractual services shall contain the following certification statement and must be signed by the contractor:

All costs are true and valid costs incurred in accordance with the agreement.

5. Allowable Costs. The allowability of costs incurred under any subgrant shall be determined in accordance with the general principles of allowability and standards for selected cost items set forth in the Applicable Federal Law and state law, to be eligible for reimbursement. All funds not spent in accordance with the Applicable Federal Law will be subject to repayment by the subgrantee.

6. Travel. Travel costs for approved travel shall be reimbursed in accordance with the State of Florida, Department of Transportation's (Department's) *Disbursement Operations Manual, Chapter 3 Travel*, hereby incorporated by reference, but not in excess of provisions in Section 112.061, Florida Statutes. All out-of-state travel, conference travel, meeting travel which includes a registration fee, and out-of-grant-specified work area travel shall require written approval of the State Safety Office prior to the commencement of actual travel as being within the travel budget of the project and relevant to the project. Out-of-state travel shall not be approved unless the specific trip is in the approved subgrant budget or the head of the Implementing Agency provides sufficient justification to prove that the travel will have significant benefits to the outcome of the subgrant activities. In addition, prior written approval shall be obtained from the State Safety Office for hotel rooms with rates exceeding \$150 per day that are to be reimbursed. Rates exceeding \$150 per day shall not be approved unless the hotel is the host facility for an approved conference or the average rate for all hotels in the area exceeds \$150.

7. Written Approval of Changes. The subgrantee or implementing agency shall obtain prior written approval from the State Safety Office for changes to the agreement. Changes to the agreement will be approved which achieve or improve upon the outcome of the subgrant work, or where factors beyond the control of the subgrantee require the change. For example:

- (a) Changes in project activities, milestones, or performance indicators set forth in the approved application.
- (b) Changes in budget items and amounts set forth in the approved application.
- (c) Changes to personnel in positions that are being reimbursed by this agreement.

Changes to the subgrant agreement shall be in the form of a written request signed by the Authorized Representative of the Subgrantee or the Administrator of the Implementing Agency. Requests for changes to the subgrant budget must be postmarked no later than June 30 of the fiscal year to be considered. Requests for budget changes postmarked after June 30 will be denied. Delegations of signature authority will not be accepted for modification requests.

8. Reimbursement Obligation. The State of Florida's performance and obligation to reimburse the subgrantee shall be subject to the availability of Federal highway safety funds and an annual appropriation by the Legislature. As detailed in 49 CFR, Part 29, **Governmentwide Debarment and Suspension (Nonprocurement) and Governmentwide Requirements for Drug-Free Workplace (Grants)**, hereby incorporated by reference, the subgrantee shall not be reimbursed for the cost of goods or services received from contractors, consultants, vendors, or individuals suspended, debarred, or otherwise excluded from doing business with the Federal government. The subgrantee or its implementing

agency shall submit the required certification by consultants with awards in excess of the small purchase threshold fixed at 10 U.S.C. 2304(g) and 41U.S.C. 253(g) (currently \$25,000).

9. Commencement of Projects. If a project has not commenced within 30 days after the acceptance of the subgrant award, the subgrantee or its implementing agency shall report by letter the steps taken to initiate the project, the reasons for delay, and the expected starting date. If, after 60 days from the acceptance of the award, project activity as described herein has not begun, a further statement of implementation delay will be submitted by the subgrantee or its implementing agency to the State Safety Office. The subgrantee agrees that if the letter is not received in the 60 days, the State Safety Office will cancel the project and reobligate the funds to other program areas. The State Safety Office, where warranted by excusable delay, will extend the implementation date of the project past the 60-day period, but only by formal written approval from the State Safety Office.

10. Excusable Delays.

(a) Except with respect to the defaults of subgrantee's or implementing agency's consultants and contractors which shall be attributed to the subgrantee, the subgrantee and its implementing agency shall not be in default by reason of any failure in performance -of this agreement in accordance with its terms if such failure arises out of causes beyond the control and without the fault or negligence of the subgrantee or its implementing agency. Such causes are acts of God or of the public enemy, acts of the Government in either its sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, and unusually severe weather, but in every case the failure to perform must be beyond the control and without the fault or negligence of the subgrantee. If the failure to perform is caused by the failure of the subgrantee's or its implementing agency's consultant or contractor to perform or make progress, and if such failure arises out of causes beyond the control of the subgrantee, its implementing agency and its consultant or contractor, and without the fault or negligence of any of them, the subgrantee shall not be deemed to be in default, unless (1) the supplies or services to be furnished by the consultant or contractor were obtainable from other sources, (2) the State Safety Office shall have ordered the subgrantee or its implementing agency in writing to procure such supplies or services from other sources, and (3) the subgrantee or its implementing agency shall have failed to comply reasonably with such order.

(b) Upon request of the subgrantee or its implementing agency, the State Safety Office shall ascertain the facts and extent of such failure and, if it shall be determined that any failure to perform was occasioned by anyone or more of the said causes, the delivery schedule shall be revised accordingly.

11. Obligation of Subgrant Funds. Subgrant funds may not be obligated prior to the effective date or subsequent to the termination date of the subgrant period. Only project costs incurred on or after the effective date and on or prior to the termination date of the subgrant application are eligible for reimbursement. A cost is incurred when the subgrantee's employee, its implementing agency, or approved contractor or consultant performs the service required or when goods are received by the subgrantee or its implementing agency, notwithstanding the date of order.

12. Performance. In the event of default, noncompliance, or violation of any provision of this agreement by the subgrantee, the implementing agency, the subgrantee's consultant(s) or contractor(s) and supplier(s), the subgrantee agrees that the Department will impose sanctions. Such sanctions include withholding of payments, cancellation, termination, or suspension of the agreement in whole or in part. In such an event, the Department shall notify the subgrantee and its implementing agency of such decision 30 days in advance of the effective date of such sanction. The sanctions imposed by the Department will be based upon the severity of the violation, the ability to remedy, and the effect on the project. The subgrantee shall be paid only for those services satisfactorily performed prior to the effective date of such sanction.

13. Access to Records and Monitoring. The Department, National Highway Traffic Safety Administration (NHTSA), Federal Highway Administration (FHWA), and the Chief Financial Officer and Auditor General of the State of Florida, or any of their duly authorized representatives, shall have access for the purpose of audit and examination of books, documents, papers, and records of the subgrantee and its implementing agency, and to relevant books and records of the subgrantee, its implementing agency, and its consultants and contractors under this agreement, as provided under Applicable Federal Law.

In addition to review of audits conducted in accordance with OMS Circular A-133, as revised, hereby incorporated by reference, monitoring procedures will include, on-site visits by Department staff, limited scope audits as defined by OMS

Circular A-133, as revised, and status checks of subgrant activity via telephone calls from Safety Office staff to subgrantees. By entering into this agreement, the subgrantee and its implementing agency agree to comply and cooperate with monitoring procedures. In the event that a limited scope audit of the subgrantee or its implementing agency is performed, the subgrantee agrees to bring the project into compliance with the subgrant agreement. The subgrantee further agrees to comply and cooperate with any inspections, reviews, investigations, or audits deemed necessary by the Chief Financial Officer or Auditor General.

The Department shall unilaterally cancel this subgrant if the subgrantee or its implementing agency refuses to allow public access to all documents, papers, letters, or other material subject to the provisions of Chapter 119, F.S., and made or received by the subgrantee or its implementing agency in conjunction with the subgrant.

14. Audit. The administration of resources awarded by the Department to the subgrantee may be subject to audits and/or monitoring by the Department, as described in this section. For further guidance, see the Executive Office of the Governor website, which can be found at: www-fsaa.state-fl.us.

Recipients of federal funds (Le. state, or local government, or non-profit organizations as defined in OMB Circular A-133, as revised) are to have audits done annually using the following criteria:

In the event that the subgrantee expends \$500,000 or more in Federal awards in its fiscal year, the subgrantee must have a single or program-specific audit conducted in accordance with the provisions of OMB Circular A-133, as revised. Page 1 of this agreement indicates the source of Federal funds awarded through the Florida Department of Transportation by this agreement. In determining the Federal awards expended in its fiscal year, the subgrantee shall consider all sources of Federal awards, including Federal funds received from the Department of Transportation. The determination of amounts of Federal awards expended should be in accordance with the guidelines established by OMB Circular A-133, as revised. An audit of the subgrantee conducted by the Auditor General in accordance with the provisions OMB Circular A133, as revised, will meet the requirements of this part.

In connection with the audit requirements addressed above, the subgrantee shall fulfill the requirements relative to auditee responsibilities as provided in Subpart C of OMB Circular A-133, as revised.

If the subgrantee expends less than \$500,000 in Federal awards in its fiscal year, an audit conducted in accordance with the provisions of OMB Circular A-133, as revised, is not required. In the event that the subgrantee expends less than \$500,000 in Federal awards in its fiscal year and elects to have an audit conducted in accordance with the provisions of OMB Circular A-133, as revised, the cost of the audit must be paid from non-Federal funds.

Copies of audit reports for audits conducted in accordance with OMB Circular A-133, as revised, and required by this agreement shall be submitted, when required by Section .320 (d), OMB Circular A-133, as revised, by or on behalf of the subgrantee directly to each of the following:

- (a) Florida Department of Transportation
605 Suwannee Street, MS-17
Tallahassee, FL 32399-0450
- (b) Federal Audit Clearinghouse
Bureau of the Census
1201 East 10 Street
Jeffersonville, IN 47132
- (c) Other Federal agencies and pass-through entities in accordance with Sections .320 (e) and (f), OMB Circular A133, as revised.

In the event that a copy of the reporting package for an audit required by this agreement and conducted in accordance with OMB Circular A-133, as revised, is not required to be submitted to the Department for reasons pursuant to Section .320(e)(2), OMB Circular A-133, as revised, the subgrantee shall submit the required written notification pursuant to .Section .320(e)(2) and a copy of the subgrantee's audited schedule of expenditures of Federal awards directly to each of the following:

Florida Department of Transportation
605 Suwannee Street, MS-17
Tallahassee, FL 32399-0450

In addition, pursuant to Section .320(f), OMS Circular A-133, as revised, the subgrantee shall submit a copy of the reporting package described in Section .320(c), OMS Circular A-133, as revised, and any management letters issued to the auditor, to the Department at each of the following addresses:

Florida Department of Transportation
605 Suwannee Street, MS-17
Tallahassee, FL 32399-0450

15. Retention of Records. The subgrantee shall retain sufficient records demonstrating its compliance with the terms of this agreement for a period of five years from the date the audit report is issued, and shall allow the Department, or its designee, the state CFO, or Auditor General access to such records upon request. The subgrantee shall ensure that the independent audit working papers are made available to the Department, or its designee, the state CFO, or Auditor General upon request for a period of at least five years from the date the audit report is issued, unless extended in writing by the Department.

Records related to unresolved audit findings, appeals, or litigation shall be retained until the action is completed or the dispute is resolved. Records shall also be maintained and accessible in accordance with 49 CFR, Section 18.42 or 49 CFR, Section 19.53.

16. Procedures for Reimbursement. All requests for reimbursement of subgrant costs must be submitted on forms provided by the Department (FDOT Form Numbers 500-065-04 through 09). Appropriate documentation supportive of the reported costs must accompany each claim.

The subgrantee or its implementing agency shall submit financial reimbursement forms to the Safety Office at least once each quarter as costs are incurred and payment is made. The only exception is when no costs are incurred during a quarter. Reimbursement for subgrants with personnel costs shall be made after every two pay periods if paid bi-weekly. Personnel costs reimbursement shall be requested monthly if payroll is on a monthly basis. Failure to submit reimbursement requests in a timely manner shall result in the subgrant being terminated.

All requests for reimbursement of Operating Capital Outlay items having a unit cost of \$5,000 or more and a useful life of one year or more shall be accompanied by a **Non-Expendable Property Accountability Record** (FDOT Form No. 500065-09). Payment of the Operating Capital Outlay costs shall not be made before receipt of this form. All requests for reimbursement shall be signed by an Authorized Representative of the Subgrantee or the Administrator of the Implementing Agency, or their delegate.

A final financial request for reimbursement shall be postmarked no later than October 31 following the end of the subgrant period. Such request shall be distinctly identified as **Final**. Failure to submit the invoice in a timely manner shall result in denial of payment. The subgrantee agrees to forfeit reimbursement of any amount incurred if the final request is not postmarked by October 31 following the end of the subgrant period.

The Safety Office has a 30-day review process of financial reimbursement requests from the date of receipt. Reimbursement requests will be returned if not completed properly.

17. Ownership of Data and Creative Material. The ownership of material, discoveries, inventions and results developed, produced, or discovered by the agreement are governed by the terms of 49 CFR, Section 18.34, 49 CFR, Section 19.36, or OMS Circular A-11 0, hereby incorporated by reference.

In addition to the provisions for 49 CFR, Part 18 and 49 CFR, Part 19, the State Safety Office reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use:

- (a) The copyright in any work developed under a subgrant or contract under a subgrant; and
- (b) Any rights of copyright to which a subgrantee or a contractor purchases ownership with subgrant support.

18. Property Accountability. The subgrantee or its implementing agency shall establish and administer a system to control, protect, preserve, use, and maintain and dispose of any property furnished by the Department, or purchased pursuant to this agreement in accordance with Federal Property Management Standards as set forth in 49 CFR, Section 18.32, 49 CFR 19, Section 19.34, or OMB Circular A-11 0, incorporated herein by reference. This obligation continues as long as the property is retained by the subgrantee or its implementing agency, notwithstanding the expiration of this agreement.

19. Disputes. Any dispute, disagreement, or question of fact arising under the agreement shall be decided by the State Safety Office in writing and shall be distributed to parties concerned. A written appeal may be made within 30 calendar days to the Governor's Highway Safety Representative at the Florida Department of Transportation, 605 Suwannee Street, MS 57, Tallahassee, Florida 32399-0450, whose decision is final. The subgrantee and its implementing agency shall proceed diligently with the performance of the agreement and in accordance with Department's decision.

20. Conferences, Inspection of Work. Conferences may be held at the request of any party to this agreement. Representatives of the Department or the U.S. Department of Transportation (USDOT), or both, shall be privileged to visit the site for the purpose of inspection and assessment of work being performed at any time.

21. Publication and Printing of Observational Surveys and Other Reports.

- (a) Before publication or printing, the final draft of any report or reports required under the agreement or pertaining to the agreement shall be submitted to the State Safety Office for review and concurrence.
- (b) Each publication or other printed report covered by Paragraph 21.a. above shall include the following statement on the cover page:
 - (1) This report was prepared for the State Safety Office, Department of Transportation, State of Florida, in cooperation with the National Highway Traffic Safety Administration, U.S. Department of Transportation and/or Federal Highway Administration, U.S. Department of Transportation.
 - (2) The conclusions and opinions expressed in these reports are those of the subgrantee and do not necessarily represent those of the State of Florida, Department of Transportation, State Safety Office, the U.S. Department of Transportation, or any other agency of the State or Federal Government.

22. Equal Employment Opportunity. No person shall, on the grounds of race, color, religion, sex, handicap, or national origin, be excluded from participation in, be refused the benefits of, or be otherwise subjected to discrimination under this subgrant, or any project, program, or activity that receives or benefits from this subgrant award. The subgrantee and its implementing agency agree to comply with Executive Order (E.O.) 11246, as amended by E.O. 11375, and as supplemented by 41 CFR, Part 60, incorporated herein by reference.

23. Responsibility for Claims and Liability. Subject to the limitations of Section 768.28, Florida Statutes, the subgrantee and its implementing agency shall be required to defend, hold harmless and indemnify the Department, NHTSA, FHWA, and USDOT, from all claims and liability, or both, due to negligence, recklessness, or intentional wrongful misconduct of subgrantee, implementing agency, and its contractor, consultant, agents and employees. The subgrantee and its implementing agency shall be liable for any loss of, or damage to, any material purchased or developed under this subgrant agreement which is caused by the subgrantee's or its implementing agency's failure to exercise such care in regard to said material as a reasonable careful owner of similar materials would exercise.

The parties executing this agreement specifically agree that no provision in this agreement is intended to create in the public or any member thereof, a third party beneficiary, or to authorize anyone not a party to this agreement to maintain a suit for personal injuries or property damage pursuant to the terms or provisions of this agreement.

24. Disadvantaged Business Enterprises (DBE).

- (a) The subgrantee and its implementing agency agree to the following assurance:

The subgrantee and its implementing agency shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any USDOT-assisted contract or in the administration of its DBE program required by 49 CFR, Part 26, incorporated herein by reference. The subgrantee shall take all necessary and reasonable steps under 49 CFR, Part 26 to ensure nondiscrimination in the award and administration of USDOT – assisted contracts. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as a violation of this agreement. Upon notification to the subgrantee of its failure to carry out its approved program, the USDOT may impose sanctions as provided for under Part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. 3801 et seq.), herein incorporated by reference.

- (b) The subgrantee and its implementing agency agree to include the following assurance in each contract with a consultant or contractor and to require the consultant or contractor to include this assurance in all subcontract agreements:

The consultant or contractor and subconsultant or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The consultant or contractor shall carry out applicable requirements of 49 CFR, Part 26 in the award and administration of USDOT-assisted contracts. Failure by the consultant or contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy, as the subgrantee, its implementing agency, or the Department deems appropriate.

25. Restrictions on Lobbying. The subgrantee and its implementing agency agree to comply and require consultants and contractors to comply with 49 CFR, Part 20, New Restrictions on Lobbying, herein incorporated by reference, for filing of certification and disclosure forms.

No funds granted hereunder shall be used for the purpose of lobbying the legislature, the judicial branch, or state agencies. Section 216.347, Florida Statutes.

26. How Agreement is Affected by Provisions Being Held Invalid. If any provision of this agreement is held invalid, the remainder of this agreement shall not be affected. In such an instance the remainder would then continue to conform to the terms and requirements of applicable law.

27. Federal Requirement for Public Service Announcements. All public service announcements produced with Federal Highway Safety funds shall be closed captioned for the hearing impaired.

28. Public Awareness Materials and Promotional Items. All public awareness materials and promotional items reimbursed with subgrant funds shall contain a traffic safety message. Where feasible, either the Florida Department of Transportation logo or the words "Funding provided by the Florida Department of Transportation." shall appear on all items.

The name of the subgrantee or implementing agency and its logo can appear on printed materials and promotional items. The names of individuals connected with the subgrantee shall not appear on printed materials and promotional items paid for with Federal highway safety funds.

Before printing public awareness materials or ordering promotional items, a final draft or drawing of the items shall be submitted to the State Safety Office for review. The Office shall provide written approval for reimbursement if the items are appropriate for purchase under this agreement. Copies of all public awareness materials purchased with Federal highway safety funds shall be attached to the forms requesting reimbursement for the items.

29. Term of Agreement. Each subgrant shall begin on the date of the last party to sign the agreement and shall end on September 30, following, unless otherwise stipulated by the State Safety Office on the first page of the respective agreement. The subgrant period shall not exceed 12 months.

30. Clean Air Act and Federal Water Pollution Control Act. For subgrant awards in excess of \$100,000 the subgrantee and its implementing agency agree to comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act (33 U.S.C. 1251 et

seq.), herein incorporated by reference. The subgrantee shall include this provision in all subcontract awards in excess of \$100,000.

31. Personnel Hired Under Agreement. The head of any implementing agency receiving first year funding for a new position(s) through a subgrant shall provide written notification within 30 days of the agreement being awarded to the State Safety Office that a new position(s) has been created in the agency as a result of the subgrant being awarded.

Any and all employees of the subgrantee or implementing agency whose positions are funded, in whole or in part through a subgrant, shall be the employee of the subgrantee or implementing agency only, and any and all claims that may arise from said employment relationship shall be the sole obligation and responsibility of the subgrantee or its implementing agency.

Personnel hired under the grant shall not hold the position of Project Director.

The State Safety Office reserves the right to require activity reports to demonstrate that personnel hired under the agreement or equipment purchased with grant funds meet the requirements as specified by the subgrant.

32. Repossession of Equipment. Ownership of all equipment purchased with Federal highway safety funds rests with the subgrantee and its implementing agency; however, the USDOT maintains an interest in the equipment for three fiscal years following the end of the subgrant period. Any equipment purchased with Federal highway safety funds that is not being used by the subgrantee or its implementing agency for the purposes described in the subgrant shall be repossessed by the State Safety Office, on behalf of the USDOT. Items that are repossessed shall be disbursed to agencies that agree to use the equipment for the activity described in this subgrant.

33. Replacement or Repair of Equipment. The subgrantee and its implementing agency are responsible, at their own cost, for replacing or repairing any equipment purchased with Federal highway safety funds that is damaged, stolen, or lost, or that wears out as a result of misuse.

34. Ineligibility for Future Funding. The subgrantee and its implementing agency agree that the Department shall find the subgrantee or its implementing agency ineligible for future funding for any of the following reasons:

- (a) Failure to provide the required audits,
- (b) Failure to continue funding positions created with highway safety funds after the Federal funding cycle ends,
- (c) Failure to provide required quarterly and final reports in the required time frame,
- (d) Failure to perform work described in Part II of the subgrant agreement,
- (e) Providing fraudulent quarterly reports or reimbursement requests,
- (f) Misuse of equipment purchased with Federal highway safety funds.

35. Safety Belt Policy. Each subgrantee and implementing agency shall have a written safety belt policy, which is enforced for all employees. A copy of the policy shall be submitted with the subgrant application,

36. Safety Belt Enforcement. All law enforcement agencies receiving subgrant funds shall have a standard operating procedure regarding enforcement of safety belt and child safety seat violations. A copy of the procedure shall be attached to the subgrant application.

Law enforcement agencies receiving subgrant funds shall participate in the safety belt enforcement waves conducted in Florida and shall report their participation on the appropriate form by the deadline. Failure to participate shall result in the subgrant being terminated.

37. Certification for Equipment Costing More than \$1,000 per Item. The head of any implementing agency purchasing equipment costing more than \$1,000 per item shall send a letter to the Safety Office upon award of the subgrant certifying that none of the items being purchased with federal highway safety funds is replacing previously purchased equipment that is damaged, stolen, or lost, or that wears out as a result of misuse, whether the equipment was purchased with federal, state, or local funds.

38. Checkpoint Reporting. Any law enforcement agency that conducts **DU I** checkpoints shall attach a copy of the **After Action Report** for each checkpoint operation conducted during a quarter to its **Quarterly Progress Report of Performance Indicators**.

39. Child Safety Seats. Any implementing agency that receives funds to purchase child safety seats must have at least one staff member who is a current Certified Child Passenger Safety Technician. Failure to comply with this provision shall result in the termination of this agreement.

40. Special Conditions.

--END OF DOCUMENT--



Charlie Crist
Governor

Ana M. Viamonte Ros, M.D., M.P.H.
State Surgeon General

DATE: December 1, 2009
TO: Emergency Medical Services Providers
SUBJECT: EMSTARS Field Data Collection
Florida Department of Transportation Funding Opportunity

The Bureau of Emergency Medical Services has received funds from the Florida Department of Transportation FY 09/10 408 Grant Program in support of the improvement and/or expansion of Florida's emergency medical services field data collection efforts. We are pleased to make this grant program available to you again this year. The field data collection grant application (manual) which contains the application form and the information necessary to request grant funds under this program is available online at <http://www.floridaemstars.com/>.

The specific purpose of this cost reimbursement grant program is to provide funding to Florida licensed Emergency Medical Service Providers for the acquisition of hardware/ software/ installation and implementation services for establishing and/or enhancing an electronic EMS data collection system to enable consistent submission of EMS incident related data to the Bureau of Emergency Medical Services Pre-Hospital System (EMSTARS) and compliance with the National EMS Information System (NEMIS). This is a cost reimbursement grant. If awarded, all reimbursement requests, with proper documentation must be submitted no later than August 31, 2010 to ensure processing of payments prior to the end of the grant period.

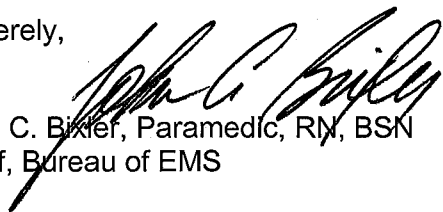
If you are interested in applying, please complete the application form on pages 4 through 11 in the EMSTARS Field Data Collection application packet. Page 11 of the application manual must be signed by the individual listed in Item 2 (page 4) of the application. Submit the original completed and signed application along with attachment 1 (Submission Action Plan if applicable) and four copies to:

**EMS Grant Program
DOT Funding
4052 Bald Cypress Way, Bin C-18
Tallahassee, FL 32399-1738**

Please retain a copy of the manual. It contains the requirements for grant management and forms for submitting change requests and reimbursement for expenditures. The deadline for submission of the application is January 31, 2010 by 5:00 PM, Eastern Standard Time. It is anticipated that within 14 days after the deadline, the grants will be reviewed and scored. Notification relating to the outcome of your application will be mailed approximately 10 days after the outcome is determined. There is a total of \$200,000 in grant funds available, so not all applications will be funded.

Thank you for your cooperation and support to improve the collection of EMS data in Florida. If you have questions, please contact Stephanie Daugherty at (850) 245-4440, extension *2747 or Brenda Clotfelter at (850) 245-4440, extension *2730.

Sincerely,


John C. Bixler, Paramedic, RN, BSN
Chief, Bureau of EMS

JCB/bc