

**STATE OF CONNECTICUT  
EMS POLICY AND PROCEDURES MANUAL**

**SUBJECT: EQUIPMENT GRANT REGULATIONS**

**Reference #203A**

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**Section 19a-178b-1. Equipment Grants for Emergency Medical Services. Definitions.** As used in section 19a-178b-1 to section 19a-178b-6, inclusive, of the Regulations of Connecticut State Agencies:

- (1) "**Commissioner**" means the Commissioner of Public Health;
- (2) "**Department**" means the department of public health;
- (3) "**Equipment**" means a nondisposable, reusable item used by emergency medical services personnel in providing direct patient care. Emergency medical services personnel includes Medical Response Technicians, Emergency Medical Technicians, Emergency Medical Technicians-Intermediate, and Paramedics;
- (4) "**Grant**" means an award of money made by the commissioner in accordance with section 19a-178b of the Connecticut General Statutes, and sections 19a-178b-1 through 19a-178b-6, inclusive, of the Regulations of Connecticut State Agencies;
- (5) "**Grant cycle**" means the twelve month period beginning on the first day of July following approval of a grant application and ending on the thirtieth day of June of the following year, unless otherwise provided in sections 19a-178b-1 through 19a-178b-6, inclusive, of the Regulations of Connecticut State Agencies, or approved by the commissioner;
- (6) "**Grantee**" means the emergency medical services organization to which a grant is awarded in accordance with sections 19a-178b-1 through 19a-178b-6, inclusive, of the Regulations of Connecticut State Agencies. Emergency medical services organizations include licensed or certified First Responders, Basic Ambulance Services and Mobile Intensive Care Services which operate on a non-profit basis or are municipal entities;
- (7) "**Justification of need**" means a written explanation submitted as part of a grant application; and,
- (8) "**Training equipment**" means a nondisposable, reusable item used for the training of patient care skills in a program accredited or approved under sections 19a-178b-1 through 19a-178b-6, inclusive, of the Regulations of Connecticut State Agencies.

**Section 19a-178b-2. General Provisions.**

- (a) The commissioner may award grants subject to the availability of funds for the program established pursuant to section 19a-178b of the Connecticut General Statutes and sections 19a-178b-1 through 19a-178b-6, inclusive, of the Regulations of Connecticut State Agencies.
- (b) Grant proposals shall be solicited by the commissioner through such means of public notice as he deems appropriate, including, but not limited to major newspapers, trade publications, emergency medical services organizations, and industry newsletters.
- (c) The commissioner shall, with the advice of the Connecticut Emergency Medical Services Advisory Board, establish a list of priorities in the types of grant projects eligible for funding.
- (d) The commissioner, with review and comment of the regional emergency medical services councils, has sole discretion in approving or denying any, all, or a portion of a grant application.
- (e) Grant funds shall be used solely to improve and expand prehospital emergency medical services in Connecticut.

**Section 19a-178b-3. Criteria for Eligibility.**

- (a) The commissioner shall only approve grants for applicants who are eligible to be grantees pursuant to section 19a-178b of the Connecticut General Statutes, and sections 19a-178b-1 through 19a-178b-6, inclusive, of the Regulations of Connecticut State Agencies.
- (b) All emergency medical service providers licensed or certified by the department under section 19a-180 of the Connecticut General Statutes shall be eligible to apply for and receive grants under section 19a-178b of the Connecticut General Statutes, and sections 19a-178b-1 through 19a-178b-6, inclusive, of the Regulations of Connecticut State Agencies, if they operate on a nonprofit basis exclusively for the benefit of the general public or are municipal entities.

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- (c) In reviewing applications for grants, priority shall be given to those applicants which have underdeveloped or aged emergency medical equipment or systems.
  - (d) Grant funds shall not be used to replace, decrease or reallocate the existing, budgeted moneys of or provided to the emergency medical services provider by local governmental bodies.
  - (e) An eligible grantee shall comply with all applicable provisions of sections 19a-178b-1 through 19a-178b-6, inclusive, of the Regulations of Connecticut State Agencies.

**Section 19a-178b-4. Grant Applications.**

- (a) Grant applications shall be submitted on forms approved by the department.
- (b) All grant applications shall bear the original signature of the chief executive officer of the applicant.
- (c) A grant application shall be submitted on forms prescribed by the Office of Emergency Medical Services which shall include, at a minimum, the following documents and information:
  - (1) federal tax identification number of the applicant;
  - (2) contact person, address, and telephone number for the applicant;
  - (3) category of grant to which application relates;
  - (4) justification of need including:
    - (A) the demonstrated need within the community;
    - (B) the degree to which the proposal serves the state and regional emergency medical services system plan;
    - (C) the extent to which there is available adequate trained staff to carry out the proposal; and
    - (D) the population affected using the most recent population estimates by the department ;
  - (5) grant agreement form prescribed by the Office of Emergency Medical Services containing the applicant's agreement to comply with and be bound by all of the grant restrictions and requirements of sections 19a-178b-1 through 19a-178b-6, inclusive, of the Regulations of Connecticut State Agencies;
  - (6) authorized signature of the chief executive officer of the applicant;
  - (7) submission date of completed application;
  - (8) approval of the chief elected official of the town or towns whose population is most directly affected by the grant; and
  - (9) a proposed work plan for utilization of grant funds.
- (d) Except as otherwise provided in sections 19a-178b-1 through 19a-178b-6, inclusive, of the Regulations of Connecticut State Agencies, or approved by the commissioner, all grant applications shall:
  - (1) be received by, or postmarked not later than, five p.m. of the second day of January in order to be considered for a grant cycle commencing on the first day of July of the same year; or
  - (2) be received by, or postmarked not later than five p.m. of the next regular business day, for calendar years in which the second day of January is a Saturday or Sunday.
- (e) Applications shall be submitted to the department, Office of Emergency Medical Services, at such address as is specified in the application form.
- (f) The Office of Emergency Medical Services shall provide written verification to each applicant not later than thirty working days after receipt of an application package that satisfies the requirements of sections 19a-178b-1 through 19a-178b-6, inclusive, of the Regulations of Connecticut State Agencies and shall within thirty working days forward a complete copy of the grant application to the applicable regional council or councils for their review and comment. The written comment of the applicable

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regional councils shall be received in the Office of Emergency Medical Services not later than forty-five days after the council's receipt of said application.

- (g) Notwithstanding the provisions of this section and sections 19a-178b-1 and 19a-178b-2 of the Regulations of Connecticut State Agencies, for the first round of grant awards to be distributed by the commissioner following the effective date of sections 19a-178b-1 through 19a-178b-6, inclusive, of the Regulations of Connecticut State Agencies, the commissioner shall establish an appropriate application deadline date and grant cycle and shall make a good faith effort to inform all potential grant applicants of the availability of grant funds, the application deadline, the dates of the grant cycle, and any other information he considers relevant.

**19a-178b-5. Grant Restrictions and Requirements.**

- (a) Grant funds shall not be used for activities or purchases related to an approved grant project if such activities were commenced, or such purchases were made or obligated, prior to formal approval of the grant application by the commissioner.
- (b) The commissioner shall have the discretion to restrict the type of expenses for which grant funds may be used. Unless otherwise authorized in writing by the commissioner, expenses for which grant funds shall not be used include the following:
- (1) grant preparation or administration;
  - (2) salaries;
  - (3) meals or lodging;
  - (4) travel expenses;
  - (5) equipment to be used exclusively by one individual;
  - (6) capital project expenditures including the purchase or construction of buildings or structures;
  - (7) purchase or lease of real property or vehicles;
  - (8) operation expenses not related to the improvement or expansion of prehospital emergency medical services in Connecticut.
- (c) Grants awarded for emergency medical services training shall be used only for tuition and fees, books, materials, and other expenses related directly to participation in the training program.
- (d) Grant funds shall only be expended by the grantee to which the grant is awarded. Failure to comply with this requirement shall be considered to be misappropriation of funds and shall result in forfeiture of unexpended grant funds. The grantee shall be obligated to repay any funds determined by the commissioner to have been inappropriately expended.
- (e) A grantee who expends grant funds for purposes other than those authorized under sections 19a-178b-1 through 19a-178b-6, inclusive, of the Regulations of Connecticut State Agencies and approved by the commissioner shall be subject to forfeiture of unexpended funds, repayment of any grant funds determined by the commissioner to have been used for an unauthorized purpose, and at the commissioner's discretion, considered ineligible for funding in future grant cycles.
- (f) Within seven days after requested by the commissioner or his designee, a grantee shall supply original or verifiable copies of all receipts and other appropriate documentation related to disposition of the grant funds.
- (g) Except as otherwise provided in sections 19a-178b-1 through 19a-178b-6, inclusive, of the Regulations of Connecticut State Agencies, all grant funds must be expended or obligated by a grantee within the twelve month grant cycle for which they were awarded.
- (h) Any grant funds not expended or obligated on the final day of the grant cycle shall be remitted to the department not later than thirty days following the end of the grant cycle.

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- (1) A grantee who fails to expend the full amount of a grant shall not be adversely impacted in future grant cycles provided that all unexpended grant funds are remitted to the department.
  - (2) A grantee who fails to remit unexpended grant funds as provided in sections 19a-178b-1 through 19a-178b-6, inclusive, of the Regulations of Connecticut State Agencies shall be considered ineligible for funding in future grant cycles until such time as unexpended funds are remitted to the department.
- (i) A final report accounting for all grant funds expended by a grantee shall be submitted to the commissioner or his designee not later than thirty days after the end of the grant cycle.
  - (j) All expenditures and disbursements of grant funds by a grantee shall be subject to generally accepted accounting principles.

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**Section 19a-178b-6. Categories of Grants.**

- (a) Subject to the general provisions of sections 19a-178b-1 through 19a-178b-6, inclusive, of the Regulations of Connecticut State Agencies, and to the availability of funds, the commissioner may review and award grants in any or all of the following categories:
  - (1) personnel training;
  - (2) training equipment;
  - (3) patient care equipment;
  - (4) research projects;
  - (5) local system development projects; and
  - (6) any other category that the commissioner determines is consistent with the terms of section 19a-178b of the Connecticut General Statutes.
- (b) Equipment may be purchased with grant funds provided that the purchase satisfies all of the following:
  - (1) The equipment is not intended for use, nor will be used, exclusively by one individual;
  - (2) The grantee provides assurances that the equipment will be retained by the grantee and used in accordance with the terms of the grant award for the useful life of the equipment;
  - (3) Grant funds represent not more than seventy per cent (70%) of the total purchase or acquisition price;
  - (4) The grantee provides, or secures from other funding sources, the balance of funding for the purchase or acquisition of equipment;
- (c) Unless otherwise expressly waived by the commissioner, grants awarded for research projects are subject to all of the following:
  - (1) Grant funds may not be used to purchase or acquire equipment for use in research projects, however, grant funds may be used to defray the costs of renting or leasing equipment involved in a research project;
  - (2) Grantee shall comply with all state and federal statutes and regulations applicable to the project;
  - (3) All data and information resulting from such research projects shall be available for use by the State of Connecticut, Department of Public Health; and
  - (4) Grantee shall submit to the commissioner a final report on any findings and conclusions of the research project not later than one hundred and twenty days after completion of the project.
- (d) In a given grant cycle, the commissioner shall award not more than ten per cent (10%) of available grant funds, as determined in accordance with sections 19a-178b-1 through 19a-178b-6, inclusive, of the Regulations of Connecticut State Agencies, to applicants for research project grants.