



## EMS Equipment Grant Frequently Asked Questions (FAQ)

### GRANT APPLICATION

To whom do I need to send my grant application?

*Applications will be submitted via the following link:*

<https://app.smartsheet.com/b/form/3d71f62afe1a4aa4b5eb0c2e515a2988>

*Upon completion, you will receive an email confirmation of receipt from Smartsheet Automation. If desired, agencies may request a PDF copy of the application to complete.*

Do I need to mail a copy of my grant application?

*No, we no longer require mailed copies.*

What happens after I submit my grant application?

*The applicant will receive an email confirmation of receipt from Smartsheet Automation. Each application will be sent to the Georgia Trauma Commission's Finance Operations Officer (FOO) for review. After review, the FOO will submit a Purchase Order (PO) to the Department of Public Health (DPH) to obtain the funds for your grant. PO submission and approval by DPH can take 7-14 business days. After the PO is granted, the Georgia Trauma Commission sends the application to the Executive Director for signature and the Business Operations Manager (BOM) submits the request to DPH for payment. The applicant will receive a notification that the application is in payment process. Once payment is sent out, the applicant will receive another final notification of payment.*

When will be the next grant opportunity?

*EMS equipment grant applications timeframes are determined by the GTC EMS Committee and may vary each year. Please ensure your contact information is up to date with the DPH Office of EMS and Trauma (OEMST).*

Why wasn't I emailed about this grant?

*We obtain our contact information from your DPH OEMST regional directors. If you need to update your contact information, please reach out to your regional director to update. Please make sure to visit our website for grant announcements.*

Can I submit my application after the deadline?

*No, we have hard cut-off dates to ensure we assign the funds by the State's Fiscal Year Deadline.*

Can I include shipping/freight in the costs?

*Yes*

Is it ok if my request is over or under the allotted amount?

*Yes, if you are over, you will only receive up to the agency's award amount. If you are under, you will receive the amount applied for*



My peak count has changed from last year; can I update my count?

*We are using the peak count provided during last year's application for this allocation. Agencies can note their updated peak count for next year's grant cycle within the grant application.*

What about my total ambulance count?

*The GTC has shifted to the peak-demand staffed ambulance counts moving forward.*

What is a "peak count"?

*The peak number of ambulances that are scheduled and staffed on a consistent basis.*

We are planning to leave the zone. Can we still apply for grant funding?

*This grant is intended for agencies remaining in the zone.*

What is the RTAC, and why does a liaison need to attend?

*Regional Trauma Advisory Committees (RTAC) are administrative bodies within each EMS region comprised of trauma healthcare stakeholders focused on improving the Georgia Trauma System. An RTAC aims to develop, implement, and monitor a regional trauma system plan to facilitate a network within a region.*

*Each region's RTAC meets quarterly. Some RTACs have discovered an absence of local EMS agency participation. The Georgia Trauma Commission will require 50% (2 of 4) meeting participation as a grant recipient. Each RTAC Coordinator will keep track of meeting attendance to ensure compliance with grant terms.*

Who can be an RTAC attendance liaison?

*Any representative within the local EMS agency can act as a liaison. As long as the agency is represented, they will receive attendance credit.*

Why are you asking me about IV-fluid warmers?

*The GTC is exploring the possibility of another focused equipment grant to ensure 911-response ambulances are equipped with evidence-based life-saving trauma equipment*

## EQUIPMENT

Can I submit an item that has already been ordered?

*Yes, you can list items purchased within the year as a reimbursement.*

What if the item we want isn't on the approved lists?

*You can submit items for approval by filling out a Special Request Form and submitting by the deadline for special request. Please note, the special request deadline occurs **before** the grant application due date.*



What happens after I submit my Special Request Equipment Form?

*Special Requests are compiled and submitted to the GTC EMS Committee for review. The committee will vote on approval or denial of each item. You will be notified of the outcome by Georgia Trauma Commission Staff.*

Can I submit a special request after the deadline?

*No, the deadline ensures the EMS Committee has time to approve or deny requests during their quarterly meeting.*

Does the equipment I purchase have to be a specific brand/type?

*No, if the equipment classifies as what is listed on the approved list, we will accept the request.*

Do I need to keep a copy of equipment purchased with grant funds?

*Yes, the Applying organization shall preserve and make available its records for a period of five (5) years from the date of final payment under this agreement or for such period (if any) as is required by applicable statute.*

#### **PAYMENT**

How long will it take to receive our grant funds?

*It can take up to 45 days after confirmation of receipt. The longest wait is during the Purchase Order approval from the State; we cannot expedite this State process.*

Can I change my method of payment from check to direct deposit?

*Yes, you will need to fill out the vendor management form, W9, and provide a void check. Please note that this process may delay the disbursement of funds as it will need to go through a separate approval process through the State Accounting Office. Please reach out to [gtcbusinessops@gtc.ga.gov](mailto:gtcbusinessops@gtc.ga.gov) for the vendor forms.*

If you have any other questions, do not hesitate to reach out to the Georgia Trauma Commission Office, [gtcbusinessops@gtc.ga.gov](mailto:gtcbusinessops@gtc.ga.gov)