RURAL EMS PILOT GUIDELINES

The Rural EMS Pilot Grant program aims to leverage technology and volunteers to address challenges in rural emergency response. The mission is to provide immediate medical intervention during the critical window between the onset of an emergency and the arrival of traditional ambulance assistance. Recognizing the challenge of resources in rural Iowa and vast geographic area, this pilot will support at least two applicants to leverage GPS-location technology with trained volunteers to decrease the immediate response time and stabilize emergencies while coordinating with emergency assistance. Pilot program funding would be used to provide training and equipment to volunteers.

This grant program is a result of the Governor's Empower Rural Iowa Initiative's 2022 task forces meeting. The program's authority is through Iowa Administrative Code and is administered by the Center for Rural Revitalization, a division of the Iowa Economic Development Authority (IEDA), in consultation with the Governor's Empower Rural Iowa Initiative Task Forces and a strategic planning committee.

TIMELINE

January 17, 2023 | Application Window Opens
Application available through IowaGrants.gov

January 23, 2023 | Grant Informational Webinar
Register for the Monday, January 23 webinar at 10 a.m. CT. This webinar will be recorded and posted on the grant website.

January 31, 2023 | PulsePoint Technology Demo
Register for the Tuesday, January 31 demo on PulsePoint at 2p.m. CT.

February 2, 2023 | NowForce Technology Demo
Register for the Thursday, February 2 demo on NowForce at 2p.m. CT.

February 7, 2023 | Carbyne Technology Demo
Register for the Tuesday, February 7 demo with Carbyne at 2 p.m. CT.

February 9, 2023 | LOGIS Technology Demo
Register for the Thursday, February 9 demo with LOGIS at 2 p.m. CT.

February 16, 2023 | Training Vendors
Register for the Thursday, February 16 training vendors webinar at 2 p.m. CT to learn about potential partners available to train new volunteers.

March 1, 2023 | Pre-Application Deadline
Deadline to submit a required pre-application indicating intent to apply for funding is 11:59 p.m., March 1, 2023.

May 1, 2023 | Application Deadline
Deadline to submit an application for funding is 11:59 p.m., Monday, May 1, 2023.

June 30, 2023 | Funding Decision Notification
Applicants notified of funding decisions by June 30, 2023.

July 1, 2023 – June 30, 2024 | Funding Period
All project activities and incurred expenses must occur within the eligible contracted funding period of July 1, 2023 – June 30, 2024. Funding is awarded on a reimbursement basis after expenses have been incurred for approved project activities.

FUNDING

Grant Request Amount
Applicants may request funding for eligible one-time project expenses incurred and expended within the eligible funding period.
- Grant Award: $50,000

Match Requirement
Applicants are required to demonstrate investment in the project by providing a minimum of 1:1/2 cash match, or $25,000. The match must be secured, dedicated to eligible expenses, a legitimate part of the proposed pilot project and must be expended within the eligible funding period. The match requirement may be raised through a combination of public and private sources but may not include in-kind donations of goods or services, unsecured funding or loans. While the minimum match requirement is 1:1/2, competitive proposals will demonstrate broad-based financial support for the project and public funding sources adequately leveraged to seek and obtain private dollars.
- Cash match constitutes actual cash contributed to direct project expenses by the applicant or other funding sources.

Funding Period
All project activities and incurred expenses must occur within the eligible contracted funding period of July 1, 2023 – June 30, 2024. Funding is awarded to grant recipients on a reimbursement basis after expenses have been incurred for approved project activities within the eligible funding period. Expenses incurred before or after the eligible funding period are not eligible for reimbursement.

DISBURSEMENT OF FUNDS

Disbursements will be made on a reimbursement basis. Disbursement claims must be for an amount equal to or greater than $500 per request. All claims must be made through IowaGrants.gov. When submitting a claim, the following items are required:
- An invoice, including:
  - Detailed description of expenditures and corresponding amounts.
  - Product invoices and proof of payment for any equipment, supplies or materials purchased.
  - Receipts for any Iowa travel expenses.
  - Invoices and proof of payment for any subcontractor payments.
  - Timesheets for any personnel time requested.
  - IEDA may request additional documentation as needed.
- A status report for the claim period. Status reports must be received once per quarter. If no funds are requested, recipients should still file a status report.

REPORTING REQUIREMENTS

In the application, the applicant shall provide a timeline and the goals and objectives by which to measure the success of the project. The recipients' success will be measured based on the progress towards the completion of each goal or objective as outlined in the application.
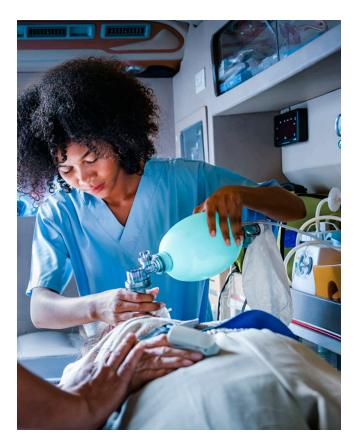
Quarterly Reports
Each quarter, the recipient must provide an update on the percentage towards completion of each goal or objective and a narrative of the activities taken place in support of the goal or objective.

Recipients shall also provide a narrative description of any deviations from the proposed timeline, tasks and objectives during the reporting period. If the reported deviations will have an impact on the remainder of the project, the recipient must also notify the program manager via email.

Final Report
- The final report will be submitted via IowaGrants.gov within 120 days of the project completion date.
- IEDA will withhold 5% of project funds until the final report is received and approved by the program manager.
- The final report shall contain the following:
  - Executive Summary
  - Timeline for the completion of each goal or objective
  - Narrative description of grant activities undertaken to support the project
  - Narrative description of project achievements
  - Benefit the end product provides or will provide
  - Budget narrative, detailing how funds were spent to support the project
  - Success metrics

Success Metrics
Recipients are required to evaluate the project through various comprehensive measures of success. These measurements will be incorporated into the final report and include but are not limited to:
- Number of volunteer responders incorporated into the program
- Number of volunteer responders receiving new training
- Response times in the pilot communities for alerted incidents
- Number of emergencies responded to by volunteers
- Impact on overall response times
- Number of lives saved
- Plan to sustain the program if successful

ELIGIBILITY REQUIREMENTS

Eligible Applicants

Iowa for-profit businesses, city or county government, and nonprofit organizations and foundations are eligible to apply. A single entity must be selected to serve as the primary applicant for grant funding applications; however, the project should include collaboration between a consortium of partners. The selected primary applicant must meet the definition of eligible applicant. The applicant will be responsible for submitting eligible material during the funding application process and will be the entity legally obligated to the terms of an agreement if awarded funding. Partners and collaborating entities are not subject to the eligibility requirements but may be subject to financial and programmatic review during the selection process.

- Projects/programs must exist in and benefit a community in Iowa with a population of 20,000 or fewer and not contiguous (sharing a common border) to a city with a population of 40,000 or greater.
    - If a county-wide project, must be one of the 88 least populous counties in Iowa.
- Any eligible applicant may submit an application that includes one or more partners.
- Any eligible applicant will be allowed to submit one application per funding announcement. An applicant who has applied as the principal entity for an application may also be named as a partner on additional applications submitted but may not be named as a primary entity.
- Federally tax-exempt nonprofit organization incorporated and physically located in Iowa.
    - Physical location of the organization is defined as maintaining a current home office and registered agent address in Iowa defined by Iowa Code 490.501, as well as maintaining a primary staff presence physically located and working in Iowa.
- Unit of local, county or federally recognized tribal government physically located in Iowa.

- For-profit corporation or business located in Iowa.
    - A business will be considered an Iowa business if the business is incorporated in the state of Iowa or authorized to do business in the state of Iowa.

Eligible Project Requirements

Project requirements for Rural EMS Pilot Grant awards include, but are not limited to the following:
- Applicant shall demonstrate eligibility.
- Applicant shall submit a pre-application and be invited to submit a final application.
- Applicant shall demonstrate the capacity for pilot implementation and grant administration.
- Application shall demonstrate the feasibility of completing the proposed activities with the funds requested and contract period.
- Applicant shall identify qualitative and quantitative measures of success.
- Applicant must guarantee a minimal level of training for all volunteers – see "Level of Training" section.
- Applicant must provide information on the recruitment and equipping of volunteers.
- Applicant must partner with one of the three approved technology vendors – see
- "Technology Vendors" section.
- Application shall identify and describe any other sources of funding for the proposed activities.
- Applicant shall identify all strategic and fiscal partners.
- Applications must provide at least $25,000 cash match.

EQUIPMENT EXPECTATIONS

Grant funds can be used to purchase go-bags and appropriate equipment and materials to support responders. AEDs shall be a required piece of equipment for the bag. In the event of supply delays, grantee may implement pilot program with proof of purchase of equipment as outlined in their application or contract agreement.

TECHNOLOGY VENDORS

Pilot grantees will receive free access to the technology platform from one of three pre-selected vendors. Applicants are encouraged to attend the three technology demos offered by each company prior to selecting their preferred option in the application.

The partner companies selected for this pilot project include:
- NowForce
- Carbyne
- LOGIS
- PulsePoint

RECRUITING VOLUNTEERS

Pilot grantees are responsible for recruiting, training, and equipping all volunteers. At a minimum, pilot grantees are expected to perform a background check on all volunteers. Applications should identify plans for marketing and partner organizations, including intent to provide a distribution of volunteers throughout applicant area. Sources to consider for recruitment include but are not limited to the following: local high school students; local university or community college students; local medical and nursing professionals; local police and fire; local veterans and national guard members; major local employers; city and school employees; and local nonprofit or industry organizations (e.g., local farm bureau, ag co-ops, chambers of commerce, churches).

Applicants may identify existing trained volunteers or staff, but a stronger application includes a plan for recruitment of new volunteers to participate in the pilot.

LEVEL OF TRAINING

Pilot grantees must meet a minimal level of training for all volunteers, to be administered by the entity identified in their application. Volunteers must receive Basic Life Support training, including first aid, CPR, the use of an AED, as well as bleeding control training. Example of training entities include but are not limited to: the American Heart Association, Red Cross, or regional community colleges.

ELIGIBLE USE OF FUNDING

Rural Enrichment Grants support one-time, direct project expenses that are essential to the completion of the proposed project. The grant request must be dedicated to eligible one-time, direct project expenses, legitimate parts of the proposed project, and must be incurred and expended within the eligible funding period. Applicants that include ineligible expenses in the grant request will be considered ineligible.

Eligible grant request expenses include direct project costs such as:
• Volunteer Training Costs
• Equipment for Volunteer Responders
• Materials
• Marketing
• Personnel Time Dedicated to the Project*
• Professional Services

*Applicant must demonstrate how personnel time is specifically dedicated to the proposed project. Personnel benefits are not eligible. (e.g., planning, execution, evaluation time)

ONLINE APPLICATION SUBMISSION

Applicants must apply via IowaGrants.gov, an online application portal. Applications will not be accepted in any other format. Late, incomplete, or ineligible applications will not be accepted. Applicants must create a login to view the full application for the program.

INELIGIBLE PROJECT ACTIVITIES AND EXPENSES

The Rural EMS Pilot Grant Program does not support ongoing expenses for existing programs or projects.

Ineligible expenses include, but are not limited to:
• International or domestic travel (outside of Iowa)
• Insurance
• Routine, reoccurring maintenance
• Ongoing utilities
• Budget shortfalls
• Fundraising or benefit event activities
• Lobbying activity
• Prizes and awards

REVIEW PROCESS

Pre-Applications will be reviewed for completion and eligibility. Applicants will be notified and invited to submit a full application.

Full applications will be reviewed for completion, eligibility and adherence to published guidelines. Applications are reviewed as submitted. New application information or subsequent application clarification submitted after a program deadline is not considered unless requested by the review panel. Eligible applications will be referred to a competitive review by a volunteer panel that includes the Governor's Empower Rural Iowa Initiative Task Force members and expert professionals (grant review committee). The grant review committee reserves the right to recommend conditional funding. Funding recommendations will be submitted by the committee to the executive director of the IEDA for consideration and approval. The applicant's authorized official will receive award notification. All funding decisions are final.

SCORING RUBRIC

Eligibility Review

Applications must demonstrate evidence of the following:

- Applicant is an eligible candidate and submitted a pre-application.
- Funding request meets eligible project and expense requirements.
- Request includes proof of at least $25,000 cash match for grant request.
- Project duration does not exceed contract period.
- Application is complete and submitted through IowaGrants.gov.
- Primary Applicant is not named as Primary Applicant on any other applications; however, can be named as partners on additional applications.

Application Review

The Rural EMS Pilot Grant Scoring Rubric will be used to evaluate applications. Each section has criteria and corresponding point values to ensure a fair review process. The rubric is on a scale of 55 points.

1 – NEED: 5 points possible		
5	**3**	**1**
The proposal clearly identifies a significant and immediate need to address emergency response time in the proposed area.	The proposal identifies a need to address emergency response time in the proposed area.	The proposal does not clearly identify a need to address emergency response time in the proposed area.

2 – IMPLEMENTATION: 15 points possible		
15	**8**	**1**
The proposal includes a thorough timeline with clear milestones for measuring progress. Marketing strategies, volunteer selection and distribution throughout service area, training process, and equipment requirements are all well-defined.	The proposal includes a timeline with milestones for measuring progress. Marketing strategies, volunteer selection and distribution, training process, and equipment requirements are all defined.	The proposal does not include a timeline with milestones for measuring progress. Marketing strategies, volunteer selection, training process, and equipment requirements are not well-defined.

3 – TECHNOLOGY PARTNER: 5 points possible		
5	**3**	**1**
The proposal clearly identifies vendor partner and justifies the selection.	The proposal identifies a vendor partner and justifies the selection.	The proposal does not clearly identify a vendor partner or justify the selection.

4 – EVALUATION: 5 points possible		
5	**3**	**1**
The proposal clearly identifies multiple comprehensive measures of success and evaluation procedures.	The proposal identifies multiple measures of success and evaluation procedures.	The proposal does not identify measures of success and/or evaluation procedures.

5 – PARTNERS: 10 points possible

5	3	1
The proposal clearly identifies a diverse and complete set of partners to implement the project.	The proposal identifies all partners to implement the project.	The proposal does not identify a diverse and complete set of partners to implement the project.

6 – BUDGET: 5 points possible

5	3	1
Project budget and intended use of requested funds are clear and appropriate. Exceeds required $25,000 cash match with a variety of match sources. Majority of the applicant match is from multiple local sources, including county and city government, or private sources.	Project budget and intended use of requested funds are identified and adequate. Over half of the applicant match is from local sources, including county and city government, or private sources.	Project budget and intended use of requested funds are unclear or inadequate. Less than half of the applicant match is from local sources, including county and city government, or private sources.

7 – MEDIA SUPPORT MATERIAL: 5 points possible

5	3	1
Support material is highly relevant to the project, of high quality and clearly supports the projects' excellence.	Support material relates to the project and is of average quality.	Support material is not relevant to the project, of poor quality, or does not support excellence of projects.

8 – GRANTSMANSHIP & CASE FOR SUPPORT: 5 points possible

5	3	1
The proposal is clear, concise, and well-composed. Case for support is exemplary and merits investment from the State.	The proposal is clear. Case for support is adequate.	The proposal is unclear or poorly composed. Case for support is inadequate or does not merit State investment.