



# **2010 EMSC SP New and Competing Grant Guidance**

***Helpful Hints when completing your  
Competing Applications***

*Dear State Partnership Grantees,*

*The EMSC National Resource Center has put together some “Helpful Hints” related to the “new and competing continuation” grant guidance.” Here are a few key items to keep in mind:*

1. New and Competing applicants **do not** submit their grant applications like the non-competing State Partnership applicants by using the two-tiered process. As a new or competing continuation applicant, required documents and attachments will be submitted solely through Grants.gov.
2. For applicants that currently have an EMSC grant, select "continuation" in Box 2 of the SF424 Federal Application form - see below. Although you are competing for a new 3-year grant cycle, unlike the past, you must select “**continuation.**” All data reported in the Electronic Handbook (EHB) are matched to a grant number and therefore to assure that the EMSC performance measure data entries are not lost with the transition to a new grant number, successful applicants will maintain their current grant number.

Application for Federal Assistance SF-424		Version 02
<p><b>* 1. Type of Submission:</b></p> <p><input type="checkbox"/> Preapplication</p> <p><input type="checkbox"/> Application</p> <p><input type="checkbox"/> Changed/Corrected Application</p>	<p><b>* 2. Type of Application:</b></p> <p><input type="checkbox"/> New</p> <p><input checked="" type="checkbox"/> Continuation</p> <p><input type="checkbox"/> Revision</p>	<p><b>* If Revision, select appropriate letter(s):</b></p> <input type="text"/>
		<p><b>* Other (Specify)</b></p> <input type="text"/>

3. For applicants that currently **DO NOT** have an EMSC State Partnership grant, select the box for “NEW” in item number 2 “Type of Applicant” on the Application for Federal Assistance SF-424 form.
4. Attach the one-page Project Abstract to Box 15 – see below.

<p><b>* 15. Descriptive Title of Applicant's Project:</b></p> <div style="background-color: #d9ead3; height: 60px; border: 1px solid #d9534f;"></div>
<p>Attach supporting documents as specified in agency instructions.</p> <p> <input type="button" value="Add Attachments"/> <input type="button" value="Delete Attachments"/> <input type="button" value="View Attachments"/> </p>

5. On the “**Budget Information for Non-Construction Programs**” form, Section E, this is funding for **FUTURE YEARS**. Only complete **anticipated** funding in “column (b) First” for future year 2011-2012 and in “column (c) Second” for future year 2012-2013.

SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT				
(a) Grant Program	FUTURE FUNDING PERIODS (YEARS)			
	(b) First	(c) Second	(d) Third	
16.	\$	\$	\$	\$
17.				
18.				
19.				

6. Convert documents to PDF files prior to attaching and submitting.
7. The list of required attachments is referenced in the grant guidance. Please follow the order of attachments as required.
8. It is recommended that all attachments be viewed by the applicant prior to submitting to ensure that the correct attachments have been uploaded.
9. The grant guidance instructs applicants to budget for a registration fee for the 2010 EMSC Program Meeting; this is no longer necessary. There will be no registration fee charged in 2010 for the EMSC Program meeting. At the time the guidance was written by the Program, the hotel contract for the Program Meeting had not been finalized and costs to conduct the meeting were unknown. A contract has since been negotiated and it is no longer necessary for grantees to pay a registration fee for attendance at the meeting.
10. In reference to page 52 of the grant guidance, the following information is referenced in Appendix B but not included:
  - “Performance Measures: To be inserted following review of the Administrative Forms and Performance Measures.”
  - “Data Elements: To be inserted following review of the Administrative Forms and Performance Measures.”

This information may be found in the 2009 State Partnership Performance Measure Implementation Manual for the EMSC Performance Measures 71-80 and Detailed Sheets, which clearly outline the targets for each of the Performance Measures.