

**Swimming through the
2009 EMSC SP New and Competing
Grant Guidance**

October 2008

FAQ

Q1: Do we continue to reference the 1996 ACEP Guidelines in our grant proposal or do we reference the “national guidelines?”

- The 1996 ACEP Guidelines for equipment and supplies on ambulances still references to Performance Measure (PM) 66b in the grant guidance. However, please use the revised terminology “national guidelines” in lieu of “1996 ACEP Guidelines.” This revision may be found in the Draft 2009 PM Implementation Manual on pages 4 and 28. The Program anticipates a release of the national guidelines in 2009.
- Note: for those who are currently completing data collection, the Program will continue to use the 1996 ACEP Guidelines until the national guidelines have been released.

Q2: As a new applicant, can the Project Director be named as the “interim” Program Manager until a designated individual is hired?

- Yes, you may name the Project Director as the interim Program Manager until a designated individual is hired. Include a plan of how and when you intend to hire an EMSC Program Manager should your State receive a Notice of Grant Award (NGA) for the EMSC State Partnership grant.

Q3: Can I work on other projects such as injury prevention?

- Reference page 11 of the grant guidance. In addition to fulfilling the requirements listed in A, B, C and D, applicants may choose to address activities suggested within the grant guidance or others that are consistent with the EMSC Strategic Plan 2008-2010 (available at www.childrensnational.org/emsc).
- Other activities are allowed if the State/Territory has: demonstrated progress toward achieving the PMs; provided a detailed plan to achieve each of the required PMs; and provided an explanation as to why the State is unable to work on other PMs.
- No more than 10% (\$13,000) of the EMSC Federal grant may be spent on National EMS Information System (NEMSIS) related projects.

Q4: Is there a limit to the amount of money that can be spent on any of the additional activities listed in Item E of the grant guidance?

- The only cap imposed on additional activities is a 10% limit on NEMSIS activities. However, ensure that you have adequately budgeted funds to support all activities related to achieving the PMs.

Q5: Who should be listed as Key Personnel?

- Applicants must present a staffing plan and provide a justification for the plan that includes education and experience qualifications and rationale for the amount of time being requested for each staff position. Position descriptions that include the roles, responsibilities, and qualifications of proposed project staff must be included.



- Include all personnel that will be paid through the grant.

Q6: Which personnel should I include and provide Biographical Sketches for?

- Reference page 23 of the grant guidance. The Project Director (formerly referred to as the Principal Investigator) and the Program Manager. Include biographical sketches for persons occupying the key positions described in Attachment 2, not to exceed two pages in length for each individual. In the event that a biographical sketch is included for an identified individual who is not yet hired, please include a letter of commitment from that person with the biographical sketch.
- A sample format of a biographical sketch can be found on the NRC website at <http://www.childrensnational.org/EMSC/ForGrantees/Grant-Writing-Resources.aspx>
- The biographical sketches must be included as Attachment 1. More information is found on page 17 of the grant guidance.

Q7: What years do I need to report in the budget? How do I report it?

- A proposed budget narrative should be included for each grant year (i.e. Year 1, Year 2, and Year 3.)
- Include proposed funding for years 1, 2 and 3 on the SF424A budget forms. This information is entered under:
- Page 1, Section B, 6. Object Class Categories, Column 1 for 1st Year Proposed Funding, Column 2 for 2nd Year Proposed Funding and Column 3 for 3rd Year Proposed Funding.
- Page 2, Section E 16. List EMSC Grant Program and put total requested amount for year 1 in (b) first column, year 2 in (c) second column, and year 3 in (d) third column see graphic below)



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SECTION C - NON-FEDERAL RESOURCES

| (a) Grant Program | (b) Applicant | (c) State | (d) Other Sources | (e) TOTALS |
|----------------------------------|---------------|-----------|-------------------|------------|
| 8. EMSC National Resource Center | \$ | \$ | \$ | \$ 0.00 |
| 9. | \$ | \$ | \$ | \$ 0.00 |
| 10. | \$ | \$ | \$ | \$ 0.00 |
| 11. | \$ | \$ | \$ | \$ 0.00 |
| 12. TOTAL (sum of lines 8-11) | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 |

SECTION D - FORECASTED CASH NEEDS

| | Total for 1st Year | 1st Quarter | 2nd Quarter | 3rd Quarter | 4th Quarter |
|------------------------------------|--------------------|---------------|---------------|---------------|---------------|
| 13. Federal | \$ 2,000,000.00 | \$ 500,000.00 | \$ 500,000.00 | \$ 500,000.00 | \$ 500,000.00 |
| 14. Non-Federal | \$ 0.00 | \$ | \$ | \$ | \$ |
| 15. TOTAL (sum of lines 13 and 14) | \$ 2,000,000.00 | \$ 500,000.00 | \$ 500,000.00 | \$ 500,000.00 | \$ 500,000.00 |

SECTION E - BUDGET ESTIMATES - FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT

| (a) Grant Program | (b) First | (c) Second | (d) Third | (e) Fourth |
|-----------------------------------|-----------------|-----------------|-----------|------------|
| 16. EMSC National Resource Center | \$ 2,000,000.00 | \$ 2,000,000.00 | \$ | \$ |
| 17. | \$ | \$ | \$ | \$ |
| 18. | \$ | \$ | \$ | \$ |
| 19. | \$ | \$ | \$ | \$ |
| 20. TOTAL (sum of lines 16 - 19) | \$ 2,000,000.00 | \$ 2,000,000.00 | \$ 0.00 | \$ 0.00 |

SECTION F - OTHER BUDGET INFORMATION

21. Direct Charges: _____ 22. Indirect Charges: _____

23. Remarks: Our negotiated FCA rate agreement with DHHS is for 66%. However, we are using the reduced rate of 20% for this application.

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Q8: What counts as an “in kind” contribution?

- In-kind contributions are defined under federal guidelines as "contributions other than cash." While they usually add real value to a project, they do not require an actual cash outlay. Examples include a State government that funds the EMSC program manager position or designates a percentage of personnel time for clerical/administrative support. Other examples of in-kind contributions are lecturer replacement, indirect costs not charged to the sponsor, third-party contributions, and donated labor, materials such as office supplies, or workshop or classroom supplies, equipment and services. All services and materials that are provided to the grantee in-kind must be listed and explained in the budget justification. Do not include in-kind contributions in the Federal budget funds listed on the 424a budget form.
- If the in-kind contribution is in Personnel the person's name, role and responsibilities in the project and percent of effort must be included in the budget justification.

Q9: Can I budget for food for meetings?

- Meals are generally unallowable except for the following:
 - Where specifically approved as part of the project activity, providing children's services, daycare, etc.
 - When an organization provides meals to employees working beyond the normal workday as part of a formal compensation agreement



Q10: What are allowable meeting expenses?

- The allowable expenses with regard to grantee sponsored meetings are facility and equipment rental, purchase of materials needed to teach a course or conduct a meeting and payment of speakers fees.
- Honoraria are not allowable but payment of speaker fees is allowable.

Q11: Are Consultant Fees allowable?

- Consultant services are allowable if the individual is retained to provide professional advice or services for a fee but usually not an employee of the requiring organization.
- The term "Consultant" also includes a firm that provides paid professional advice or services.
- Please be very specific in the application budget justification to indicate whether the Consultant is an Individual or a Firm which provides direct services.
- These services and the amounts paid for the consultations must be listed in the budget.
- The Project Director should not be a consultant but a person employed by the grantee organization.

- The payment of Consultant fees to individuals appears in "Other expenses."
- The payment of Consultant fees to firms usually appears in Contractual expenses.

Q12: How do I complete the abstract?

- Provide a summary of the application. Because the abstract is often distributed to provide information to the public, please prepare this so that it is clear, accurate, concise, and without reference to other parts of the application. It must include a brief description of the proposed grant project including the needs to be addressed, the proposed services, and the population group(s) to be served.
- The project abstract is a one page attachment that is uploaded on page 2 of SF-424-Box 15. Instructions to complete the abstract are provided on pages 20-21 of the grant guidance.
- Successful applicants will need to complete the MCHB Form 6 Abstract as a post-award requirement. It does not need to be included with the application.

Q13: The grant guidance does not list goals and objectives as a category. How do I include them?

- The grant guidance provides required overall headings and subheadings for the program narrative on pages 21-22.
- The sub-headings provided are the minimum headings required by the grant guidance to make it easier for the reviewers to find the requested information. Goals and objectives should be included as with all federal grants. Consult the NRC for more assistance.



Q14: How do I address Healthy People 2010?

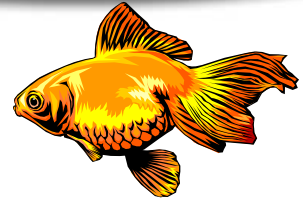
- The Healthy People 2010 (HP 2010) Objectives which relate to the EMSC PMs must be included in the grant application. A mapping of the PM with the HP 2010 Objectives has been prepared by the NRC and is available online at <http://childrensnational.org/EMSC/ForGrantees/Grant-Writing-Resources.aspx>

Q15: What software program is recommended to upload and submit attachments through Grants.gov?

- You may use MS Word or Adobe pdf. However, the NRC recommends converting documents and uploading them as ".pdf" files so that formatting remains the same when documents are submitted electronically.
- Note that documents should be printable in black and white.
- Do not include any brochures or items that cannot be printed on 8.5x11 paper.

Q16: Where do I find the layout and format requirements?

- Formatting requirements are on page 55 of the grant guidance.



Q17: Do forms count toward the "80" page limit?

- The table on page 17 clearly explains whether a specific form or attachment will count toward the page limit.

Q18: Does the fact sheet found on the EMSC NRC website reflect the changes made to the Implementation Manual?

- Yes. The fact sheet can be found online at http://childrensnational.org/EMSC/ForGrantees/Performance_Measures.aspx

Q19: Should we be writing our grant proposal using the Draft 2009 PM Implementation Manual?

- Yes. The grant proposal you are currently developing will begin on March 1, 2009. The EMSC NRC released the Draft 2009 PM Implementation Manual which is effective on March 1, 2009 to help applicants develop their grant proposal.

Q20: On page 22 of the grant guidance, item D Proposed Activities does not include PM 68d. Is this an error?

- Yes this is a typo. The statement should read as follows: All applicants should detail activities related to PMs66a, 66b, 66c (for trauma only), 67, 68a, 68b, 68c, ~~66d~~ 68d

Q21: Could you explain further the bolded "Note:" information found on page 22?

- If you believe you have met a specific performance measure, provide the required supporting documentation as stipulated in the Draft 2009 Implementation Manual to your State project officer, Mr. Dan Kavanaugh or Mrs. Tina Turgel. Include a clear explanation of how your State has met a specific performance measure. Should the project officers accept and concur that your State has met a performance measure, include this letter with your grant proposal.

Q22: How many letters of support should I include?

- As per the grant guidance on page 24, include only letters of support which specifically indicate a commitment to the project/program (in-kind services, dollars, staff, space, equipment, etc.) Letters of agreements and support must be dated. List all other support letters on one page.

Q23: Do I have to register with Grants.gov if I already have an AOR?

- No. It is not necessary to register as the only individual authorized to submit your grant proposal is the AOR for your institution.
- You will need to download the application package from grants.gov and complete it offline to submit to your AOR.
- Grantees should contact their institution's AOR and plan the preparation of their applications to assure timely review and submission of their applications.



Q24: Do I have to report to a Single Point of Contact (SPOC)?

- Yes. Instructions on how to contact and notify your SPOC may be found on page 25.
- To locate your SPOC, please go to www.whitehouse.gov/omb/grants/spoc.
- If you do not have a SPOC, please follow the instructions on the website.
- Some SPOC's may request an abstract while others may request to review the full grant application.

Q25: In previous EMSC grant guidance's a Key Personnel form was included but I cannot find this form in the guidance?

- A template Key Personnel form is now available on the EMSC NRC website under "Grant Writing Resources."
- Remember the budget narrative submitted should match the dollar amounts on all required forms. Explain the budget calculations in the budget narrative.

Q26: On page 55, under Section 5.1 Narrative Attachment Guidelines: Section 5.1.3 Names, it states to include the name of the applicant and 10-digit grant number (if competing continuation, supplemental or non-competing continuation) on each page. Where would I acquire this number?

- This would be your H33 grant number but not including the numbers after the hyphen (so the last 4 numbers would not be included).
 - For example, if the grant number is listed as 6 H33MC06728-03-02 however for purposes of what is being asked for grants.gov the number to enter is: H33MC06728
- Note that "competing continuations" are only those applicants that have an existing EMSC state partnership grant and the applicant organization is not changing. "New" grants are applicants who do not have a current EMSC state partnership grant or where the applicant institution is changing. Those applications can leave this section blank.

Q27: Where do I get more help?

- Grant writing resources are on the NRC website at <http://childrensnational.org/EMSC/ForGrantees/Grant-Writing-Resources.aspx>
- Please direct all questions and concerns related to the FAQ to your NRC Representative or contact Tasmeen Singh Weik directly at tsingh@cnmc.org.

GOOD LUCK WRITING!

