

**S.C. Department of Health and Environmental Control (DHEC)
Guidelines for Emergency Medical Services
Improvement and Upgrading of EMS System**

- I. **PURPOSE** - To provide financial assistance to counties to improve and upgrade the EMS System in order to reduce injury and loss of life.
- II. **ELIGIBILITY** – All DHEC licensed EMS services who provide emergency treatment and transport services to the community may apply to their county for assistance.
- III. **ALLOCATION OF FUNDS**
- (a) Contingent upon the appropriation of funds by the General Assembly for state fiscal years, DHEC shall award funds to the counties on a noncompetitive basis. The counties, shares will be determined based on 50 percent of the funds divided equally among the 46 counties, and 50 percent distributed based on population.
- (b) Funding within the counties will be based on either approved formula below.
- (1) (Primary) Funding within a county will be based on a local formula as determined by need and approved in writing by approved license ambulance services, the designated county government representative and DHEC prior to grant approval.
- (2) (Alternate) Funding within counties will be on a percentage basis with funding for the approved requests prorated based on the number of emergency runs made by the service as documented to DHEC on the official ambulance run report.
- (c) Funds will be approved on a 94.5 percent state/5.5 percent local/county cash basis. Funds cannot be used to replace existing EMS dollars within the county. The authorized county official must sign the application and must assure the 5.5 percent matching funds are available. The cash match may be local or county funds, but must be available prior to awarding of the grant.
- (d) No administrative costs may be charged to this grant from the regional or state EMS office.
- (e) Funds may not be carried over and must be used during the grant year. If a county chooses not to participate or has funds left over, these funds will no longer be available.
- (f) When an unusually large dollar project is considered that exceeds one year's total grant dollars (state plus county), then a two-year project can be submitted. The project will actually be carried out in the first-year but the second year's allocation, when available, will also be obligated to the project. A 94.5/5.5 funding ratio will be required in both years of a two year grant. Any additional cost over the normal allocation is the responsibility of the county.
- IV. **GRANT PROCEDURE**

- (a) Local ambulance services should submit their written applications for a proposed project, to their county government for approval on applications forms as specified by DHEC. **All information for the GIA program is to be downloaded from the SC DHEC website.**
- (b) County government will review all local applications for compliance with guidelines. Approval will be granted to those who best demonstrate a need and a plan to remedy that need. Reasons for disapproval of applications must be documented and submitted.
- (c) Allocation of funds within the county will be based on either of the two formulas stated in Section III b. The primary formula will be used unless the alternate formula is documented.
- (d) If only a single application is approved, the county government will endorse it by signing the appropriate block on the application and submitting the application for review.
- (e) If multiple applications are approved, the county will prepare a consolidated application and submit it along with the local applications in priority for review. The appropriate certification block must be signed only on the consolidated application.
- (f) If a revision is necessary a partial application involving the revision is acceptable. A complete application to include the revised portion must be required if the revision is substantial; as determined by this office.
- (g) All awards will be considered county awards with title vested in the county, therefore, county certification of matching funds is required.
- (h) **DHEC EMS will review all application to determine compliance with these guidelines. Applications are due to the DHEC EMS office as soon as possible but no later than August 30.** The grant proposal will then be evaluated by the Division of EMS staff utilizing the following criteria: (1) compliance with the guidelines, (2) whether the objectives outlined are based on needs that are fully justified, (3) the reasonableness of the budget, and (4) the probability of success.
- (i) Counties must assure that they work with the EMS Division to assure that they have an application approval no later than **August 30.** If this deadline is not met the to county's share may be immediately vacated.
- (j) Upon completion of the contract, the county shall file an invoice with DHEC, who will reimburse the county the agreed upon amount as per the contract. **At a minimum the request shall be submitted on county letterhead, the request should contain invoices and checks for each item purchased, a statement about purchasing policies and a statement on non supplanting local funds.**

V. **USE OF FUNDS**

- (a) Funds shall be used only for the items and purposes for which they were awarded by DHEC.
- (b) The applicant or grantee shall be required to sign an agreement that any funds disbursed shall be properly used and accounted for at all times.
- (c) Funds shall not be used for expenditures made prior to the effective date of the contract nor

for obligations incurred after the conclusion date for the grant period. The effective date of the contract is the earliest that a training program can start in order to be included in the contract.

- (d) This program is restricted to items necessary to equip an ambulance service to provide better patient care. Items must have a value of \$100 or more and must have a life expectancy of at least one year. **Funds can not be utilized to purchase refurbished/used equipment unless approved by DHEC EMS.** Training programs are also eligible. (See list of Eligible Items.)
- (e) Funds can be approved for capital outlay for construction of buildings for use by EMS only (i.e. substations and classrooms). No funds shall be approved or used for daily operations cost, i.e., gasoline, oil, tires, insurance, etc.
- (f) Should any audit reveal expenditures not permitted by the conditions of the award, the grantee shall be held responsible for repayment.
- (g) Communications equipment is eligible, so long as it is in accordance with the South Carolina EMS VHF/UHF Communications Plan. This equipment will be limited to only those items that have a direct bearing on EMS. Radio equipment in the 800 MHZ range can be approved if a county or state plan is on file with the EMS Division.
- (i) State and county purchasing requirements must be utilized to purchase equipment.

VI. **RESPONSIBILITIES OF THE GRANTEE**

- (a) The ambulance service shall not discriminate in the provision of its services or in the conduct of its business or affairs on the basis of race, color, creed, religion, sex, or national origin.
- (b) The ambulance service shall comply with these guidelines and with the regulations of the Board of Health and Environmental Control governing ambulance services as they may apply. The grantee shall be responsible for ensuring that items and services purchased in whole or in part with the use of the state monies comply with the regulations of the Board of Health and Environmental Control governing ambulance services as they may apply.
- (c) The grantee shall be responsible for the preparation and maintenance of proper accounting records which shall be maintained for a period of not less than **six (6) years** and which shall be subject to and available for inspection by the Commissioner or his agent and for state audit inspections.
- (d) The grantee shall be required to submit a final report to the Commissioner along with the request for final disbursement of awarded funds. Final report shall consist of a financial report for the project and a brief narrative describing the completed project.

VII. **SUSPENSION OF AN AWARD** - The Commissioner may suspend an award and all disbursements of funds attached thereto without a hearing pending an investigation and revocation procedures.

- (a) Cause - There shall exist reasonable cause for suspension prior to such action by the

Commissioner. Such cause shall include but are not limited to:

- (1) Failure to comply with these guidelines;
- (2) Failure to comply with the regulations of the Board of Health and Environmental Control governing ambulance services as they may apply;
- (3) Violation of the terms of any conditions or agreement attached to an award;
- (4) A reasonable belief by the Commissioner that any such violations might otherwise continue unabated.

- (b) Notification - The Commissioner shall notify the grantee of the suspension by certified mail to his last known address.
- (c) Period of Effect - A suspension shall take effect immediately upon receipt of notification unless otherwise specified. A suspension shall remain in effect until reinstated or revoked by the Commissioner.

VIII. **REVOCAION OF AN AWARD** - The Commissioner may revoke an award and all disbursements of funds attached thereto after a hearing or waiver thereof.

- (a) Cause - There shall exist reasonable cause for revocation prior to such action by the Commissioner. Such cause shall include but is not limited to:
 - (1) Failure to comply with these guidelines;
 - (2) Failure to comply with the regulations of the Board of Health and Environmental Control governing ambulance services as they may apply;
 - (3) Violation of the terms of any conditions or agreement attached to an award.
- (b) Notification - The Commissioner shall notify the grantee of the revocation by certified mail to his last known address.
- (c) Period of Effect - A revocation shall take effect immediately upon receipt of notification unless otherwise specified. A revocation shall be permanent unless and until overturned on appeal.