

TX-DOT EMS Education Grants Program

The Texas A&M Engineering Extension Service, Emergency Services Training Institute (TEEX) and the Texas Department of Transportation (TX-DOT) through a cooperative working relationship are providing EMS Agencies throughout rural and frontier Texas opportunities to apply for grant funding designed to subsidize EMS Education opportunities.

Funding for this program originates from National Highway Traffic Safety Administration (NHTSA) funds, and targets highway traffic safety issues, which includes programs designed to augment jurisdictional response capability, and enhance the skills and education of pre-hospital first response personnel. Educational programs designed to meet these goals are the focus of this program.

Frequently Asked Questions

1. What courses are eligible for grant funding?

- DSHS Certification courses: Emergency Medical Responder (EMR), EMT-Basic, Advanced EMT / EMT-Intermediate, EMT-Paramedic, EMS Instructor
- DSHS Remedial / Recertification courses at the EMR, EMT Basic, Advanced EMT / EMT Intermediate, and Paramedic levels.
- Card Courses: Advanced Cardiac Life Support (ACLS), Advanced Medical Life Support (AMLS), Advanced Trauma Life Support (ATLS), Cardiopulmonary Resuscitation (CPR), Emergency Pediatric Care (EPC), EPC Instructor, Emergency Vehicle Operator Course (EVOC) / Coaching the Emergency Vehicle Operator (CEVO), EVOC / CEVO Instructor, Geriatric Education for Emergency Medical Services (GEMS), GEMS Course Coordinator, International Trauma Life Support (ITLS), ITLS Instructor, Pediatric ITLS, ITLS Access, Pediatric Advanced Life Support (PALS), Pediatric Education for Pre-hospital Providers (PEPP), PEPP Course Coordinator, Pre-Hospital Trauma Life Support (PHTLS), PHTLS Instructor

2. What are the eligibility requirements to receive grant funding?

- A "letter of need" must be submitted with the funding application which briefly describes your area needs. This should include your public health region, response coverage area, your county, how many staff and volunteers you have, your annual training budget and a list of other agencies who will be eligible and will be asked to participate in the program. Please note: Applications will not be considered without the "letter of need".
- Classes must be open and available for neighboring transport and first responder organizations to attend.
- Classes must have a minimum of 10 students in order to be considered for funding. However, please make 10 students your minimum – not your goal.
- The total pay rate to an instructor cannot be paid more than his/her normal pay rate. The grant reimburses up to \$23 per hour. If the instructor normally receives a higher pay rate, the hosting agency may opt to pay the difference.
- Student fees must be minimal and the same for all students. Charges may include only include items not covered by the grant (books, insurance, etc). TEEX will monitor this as part of their site visit process.

3. Will the grant pay for books and other supplies students may be required to have?

NO. We feel that the student should have a reasonable level of financial stake in their education.

4. If I receive a grant, can I charge students for other expenses?

YES. While the grant subsidizes expenses related to instructional time it does not provide reimbursement for the items to include those listed below:

- Food/drinks supplied to the class
- Classroom rental
- Student insurance
- Student uniforms
- Student supplies, i.e. stethoscopes, etc.
- Books, workbooks, handouts
- Medical Director Fees

If you have questions on acceptable fees to pass on to students, please contact the TEEX EMS TxDOT Grant Staff.

5. Is it OK if multiple agencies send students to a funded class?

YES. Both TEEX and TxDOT encourage cooperative efforts in order to maximize impact of requested grant funds.

6. Who is eligible to contract for and receive grant funding?

Independent instructors, coordinators, community colleges, regional advisory councils (RAC's), or institutions with instructional staff are eligible to instruct under the grant.

7. Does TEEX or TX-DOT direct the manner in which the class is provided once an award is made?

NO. The receiving agency has full responsibility to establish class schedule, recruit students, locate classroom and staff, and complete appropriate course approval paperwork (TxDSHS, NAEMT, etc.). TEEX will conduct a site monitoring visit to ensure the program is being conducted in the manner identified on the funding application.

8. Can anyone seek employment to teach a class?

YES. However, TEEX reserves the right to review proposed staff list. TEEX may also decline to process any proposed staff based on inability or unwillingness of the applicant to comply with Agency or TxDSHS standards.

9. When I request funding, what form needs to be completed?

The following forms need to be completed when requesting funding. These forms may also be found on this website.

- A "Letter of Need"
- Request for Funding Application
- Fee Disclosure Form
- Proposed Course Faculty List
- Staff Information Form for the course coordinator and each instructor. Please also include copies of certifications on each staff member and the coordinator when submitting your application.

10. What forms are required by TEEX after approval of a course?

Each Agency receiving funding will be sent a packet containing items necessary to manage the grant.

- Formal approval letter
- TEEX Participant Information Form
- Daily sign in roster
- Request for reimbursement form (staff time sheet)
- Course summary form

11. Am I eligible for compensation related to overnight travel?

YES. TEEX requires at least two (2) weeks' notice to process a request for overnight travel. Once approved, the course coordinator will receive written approval via email. Approval for overnight travel must occur prior to course / travel dates. Failure to submit for approval will result in the claim being disallowed and no reimbursement for any expenses related to the overnight lodging or meals purchased.

Reimbursements are governed by State and grant requirements and cannot exceed established lodging and per diem rates can be found on the State of Texas Comptroller website found at fmx.cpa.texas.gov/fmx/travel/texttravel/rates/current.php.

12. Do I need to keep receipts?

YES. You must submit an itemized copy of your hotel bill indicating a zero balance. A receipt that states "...to be settled to account XXXX. Effective balance..." will NOT suffice. You need a receipt that shows the payment along with a zero balance. You must also submit **itemized** receipts for all meals purchased while on pre-approved travel status (alcohol and tips are NOT reimbursable). You will be reimbursed the total amount of your receipts not to exceed the rate listed on the State of Texas Comptroller website (fmx.cpa.texas.gov/fmx/travel/texttravel/rates/current.php). Finally, mileage charges will be based on the current State of Texas mileage reimbursement rate. As of the creation of this letter, the current mileage reimbursement rate is \$0.580 per mile. Mileage reimbursement requests must be accompanied by mileage verification / backup. TEEX will accept one of the two following methods for verification:

Method 1. Odometer Readings – Readings from detail starting point to detail ending point will be required.

Ex. Depart College Station HQ and drive to Hilton Hotel, 134 S 6th St, Austin, TX (1000-1100), Hilton Hotel to class site (1100-1105) and return (1105-1110).

Method 2. Point to Point – Physical address to physical address. If using this method, please refer to google.com/maps to verify mileage. Include printouts of the route taken to the reimbursement request. Any use of another map service will not be accepted. Mileage claimed should be equal or less than the MapQuest print out.

All receipts must be signed and you are encouraged to keep copies for your records.

13. Am I eligible for mileage reimbursement?

YES. You must have pre-approval from TEEX and travel generally must be 150 miles or greater roundtrip.

The current reimbursement rate is \$0.580 per mile and is subject to change based on modifications which may be made by the State of Texas Comptroller.

14. Can an instructor who is present but not actively teaching receive reimbursement?

NO. Instructors will be reimbursed only for actual instructional time. Pay requests will be compared to submitted class schedules to ensure appropriate individuals receive payment for instructional time. Only staff who have successfully completed the TEEX adjunct instructor hiring process or have a fully executed sub-

contract in place at the time the work is completed are eligible for reimbursement.

15. Is there a limit to the number of instructors I can use for skills?

TEEX encourages you to calculate instructional time based on TxDSHS guidelines of one instructor for every ten students during skills instruction. Use of additional staff may result in a shortfall at the end of the class. The course coordinator is strongly encouraged to monitor staff expenses during the term of the award. Expenses incurred in excess of the approved funding amount will not be reimbursed.

16. What if I need a piece of equipment to conduct for my class?

TEEX does not have equipment that is available for loan and the grant does not cover expenses for equipment.

17. Where do I find further information and grant forms?

Please visit our website at teex.org/Pages/training/texas-rural-frontier-ems-funding.aspx, click on the "Rural Frontier EMS Funding" button and the forms are found under the "General Information" heading.

This reimbursement grant program is designed to increase public access to pre-hospital healthcare resources throughout rural and frontier Texas. Through this process, pre-hospital healthcare professionals are provided access to low-cost educational opportunities necessary to support initial certification efforts as well as Continuing Education opportunities.

For more information contact the following:

Texas Engineering Extension Service
Attention: Jennifer Harding, Project Coordinator
TX-DOT EMS Education Grant Program
PO Box 40006
College Station, TX 77842-4006
(979) 862-6650 office
(979) 458-3533 fax
Jennifer.Harding@teex.tamu.edu