

1 16 DEPARTMENT OF PUBLIC SAFETY

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3 163 BUREAU OF EMERGENCY MEDICAL SERVICES (MAINE EMS)

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5 CHAPTER 26: COMMUNITY GRANT PROGRAM

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8 **§1. Purpose.** The purpose of this rule is to establish a grant application and selection process for
9 the EMS Community Grant Program as established by 32 M.R.S. § 97 and a process by which
10 the Board shall administer those grants.

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12 **§2. Definitions.**

- 13 A. "Community" as used in this chapter has the same meaning as 32 M.R.S. § 97(1)(A).
14 B. "Program" as used in this chapter has the same meaning as 32 M.R.S. § 97(1)(B).
15 C. "Application Cycle" as used in this chapter means a period designated by the Board
16 during which the Board will accept grant applications for program funds.
17 D. "Evaluation Panel" as used in this chapter means the panel of Board members who
18 evaluate grant applications for an application cycle.
19 E. "Evaluation Criteria" as used in this chapter means the criteria established by this
20 rule that communities must address in their applications and that the evaluation panel
21 and Board will use to evaluate applications.
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23 **§3. Application Cycle.** The Board will announce and post on its website notice of any
24 application cycle that it designates. The notice will include the dates and manner by which
25 communities may submit grant applications for program funds.
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27 **§4. Evaluation Panel.**

- 28 A. Upon announcing an application cycle, the Board will create an ad hoc
29 subcommittee to serve as an evaluation panel for that application cycle.
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31 B. The Board Chair, in consultation with the Director of Maine EMS, will select
32 between three and six Board members to serve on the evaluation panel.
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34 C. A Board member who is affiliated with or has a financial interest in any community
35 that intends to submit an application or in an ambulance service currently serving or
36 being considered to serve any community that intends to submit an application may
37 not serve on the evaluation panel for the corresponding application cycle.
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39 **§5. Application Process.**

- 40 A. **Requirements.** Communities seeking to obtain program funds shall submit grant
41 applications to the Board during the times and in a manner specified by the Board in
42 its announcement of an application cycle and in accordance with the minimum
43 requirements listed below. The evaluation panel may reject as incomplete any
44 application that fails to comply with all of these requirements.
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46 B. At a minimum, an application must include:

- 47 1. The names of all municipalities comprising the applicant community
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49 2. A signed debarment, performance, and non-collusion certification
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51 3. A detailed plan that addresses the evaluation criteria
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53 4. A projected timeline on fund expenditures that specifies the estimated dates
54 on which the monies will be used
55
56 5. A projected budget
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58 6. Names of any contractors engaged with any associated quotes received with
59 a statement of work
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61 7. Expected deliverables resulting from the use of grant funds (e.g., a written
62 report produced from surveys/studies undertaken)
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64 8. A detailed list of sources and uses of any other monies associated with the
65 project; and
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67 9. An agreement to return any unobligated funds to the State of Maine in
68 accordance with agreements established to facilitate the initial transfer of
69 funds.
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71 **§6. Evaluation Criteria.** The evaluation panel and Board will examine the following criteria
72 when evaluating a grant application:
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- 74 A. The extent to which the applicant performs surveys or studies that enhance
75 understanding of the current level of financial health of a community's existing
76 emergency medical services.
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78 B. The extent to which the applicant performs surveys or studies that enhance
79 understanding of the structure, delivery, and financing of the community's
80 emergency medical services.
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82 C. The extent to which the applicant performs surveys or studies that enhance
83 understanding of the issues that challenge or improve the community's provision of
84 emergency medical services.
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86 D. The extent to which the applicant engages with disinterested third-party consultant(s)
87 to identify and stratify a community's options for the level and/or model of
88 emergency medical services to be delivered to a community and/or the financial
89 impact(s) and long-term fiscal stability of those options.
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91 **§7. Evaluation Process.**

- 92 A. Evaluation Panel Review.

- 93 1. The evaluation panel will review applications for completeness and
94 satisfaction of evaluation criteria.
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96 2. Applications will be evaluated in the order they are received, and awards
97 will continue until either one of the following occurs:
98 a. All applications received within the application period have
99 received awarded funds; or
100 b. All allocated funds have been awarded.
101
102 3. If a majority of the evaluation panel determines that an application meets
103 the application requirements and satisfactorily addresses the evaluation
104 criteria, the evaluation panel shall forward to the Board the application and
105 all materials compiled during the application review along with a written
106 recommendation for the Board to approve the application and award a grant
107 in a specific sum.
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109 4. If a majority of the evaluation panel fails to determine that an application
110 should be approved, the evaluation panel may:
111 a. Request additional information from the applicant;
112 b. Offer the applicant an opportunity to modify its application within
113 30 business days to resolve identified concerns or to complete its
114 application; or
115 c. Preliminarily deny the application by issuing a written statement that
116 contains the panel's reasoning in a manner sufficient to inform the
117 applicant and the public of the basis for the panel's decision. An
118 applicant may appeal the preliminary denial of that applicant's
119 application by submitting a written request for a hearing within 30
120 business days of receipt of the written statement of preliminary
121 denial issued by the evaluation panel. Failure to submit a request for
122 hearing within 30 business days will result in final denial of the
123 application.
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125 B. Board Review.

- 126 1. The Board shall review all materials forwarded to it by the evaluation panel
127 regarding an application the evaluation panel has recommended the Board
128 approve.
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130 2. The Board shall hold a hearing on any preliminarily denied applications
131 that have been appealed to the Board.
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133 3. If a majority of the Board determines that an application should be
134 approved and a grant in a specific sum should be awarded to the applicant,
135 it shall direct Maine EMS to facilitate the provision of those funds to the
136 community.
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4. If a majority of the Board fails to determine that an application should be approved and a grant in a specific sum should be awarded to the applicant, the Board may direct the evaluation panel to request additional information from the applicant or the Board may deny the application.
 5. The Board's decision shall be in writing and contain the Board's reasoning in a manner sufficient to inform the applicant and the public of the basis for the Board's decision.
 6. The Board's decision constitutes final agency action, appealable to the Superior Court in accordance with the Maine Administrative Procedure Act, 5 M.R.S. Ch. 375 Subchapter VII.

151 **§8. Reporting.** Any recipient who has been awarded funds must provide:

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- A. Quarterly reports to the Board on the expenditure and use of those funds that address the activities within the approved application. These reports shall continue until the activities within the approved application have been completed.
 - B. A final report within three (3) calendar months of expenditure of all funds, or all activities within the approved application have been completed, whichever is earlier.