

## TX-DOT EMS Education Grants Program

The Texas 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?**

- ECA, EMT-B, EMT-I, EMT-P, EMT-B Refresher, EMT-I Refresher, EMT-P Refresher, ECA Recertification, ITLS, ITLS Instructor, Pediatric ITLS, ITLS Access, PHTLS, PHTLS Instructor, EVOC / CEVO, EVO / CEVO Instructor, EMS Instructor, EMD, EMD Instructor, Traumatic Brain Injury Provider, ACLS Instructor, PALS Instructor, GEMS, PEPP Provider, and PEPP 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 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 \$22** 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 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

If you have questions on acceptable fees to pass on to students, please contact the TEEEX EMS TX-DOT Coordinator.

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

**YES.** Both TEEEX and TX DOT 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 TEEEX 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 DSHS course approval paperwork. TEEEX 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, TEEEX reserves the right to review proposed staff list. TEEEX may also decline to process any proposed staff based on inability or unwillingness of the applicant to comply with Agency or DSHS 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
- Proposed Course Faculty List
- Fee Disclosure Form
- Staff Information Form for the course coordinator and each instructor.

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

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

- Formal approval letter
- TEEEX Registration form
- Daily sign in roster
- Course summary form
- Staff time sheets

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

**YES.** TEEEX requires at least two (2) weeks notice to process a request for overnight travel. Once approved, the course coordinator will receive written, letter, fax or e-mail approval. Approval for overnight travel **must occur prior** to course 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 can't exceed established lodging and per diem rates which are \$85.00 and the per diem rate is \$36.00.

#### **12. Do I need to keep receipts?**

**YES.** You must submit a copy of your hotel bill indicating 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 a base rate of \$85/night lodging and \$36/day for meals.

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 must be 150 miles or greater roundtrip. The Texas Mileage Guide, located at: <http://www.cpa.state.tx.us/comptrol/texastra.html> is the source for calculating mileage and reimbursement amount.

The current reimbursement rate is \$0.55 per mile and is subject to change based on modifications which may be made by the 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. Timesheets 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 DSHS guidelines of one instructor for every ten students during skills instruction. Additional staff may be used and will be reimbursed; however, the amount of your grant award will not be increased.

Use of additional staff may result in a shortfall at the end of the class. You are strongly encouraged to monitor staff expenses during the term of the award. Expenses incurred following expenditure of approved funding **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.

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

Please visit our website at <http://www.teex.org/ems>  
Forms are located under the "Rural Frontier EMS Education Grant" 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:**

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