The CREATE program is managed by the Colorado Rural Health Center and funded by the Colorado Department of Public Health and Environment.
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Detailed application instructions are included in this guidance packet. Please read through the entire document for important information about this grant program before beginning the application process.

- CREATE is a reimbursement grant program that assists EMS and Trauma entities with training and education to improve the emergency and trauma system in Colorado.

- Applicants must provide the standard 50 percent cash match, unless they apply for a waiver of this requirement. Click here for more information about applying for a financial waiver.

- Applicants must be entities whose purpose is a provision of emergency medical or trauma services within Colorado. Individuals may not apply for CREATE.

- Individual participants must also provide emergency medical or trauma services as an essential part of their job duties to qualify.

- To access the CREATE grant application, you must complete the 5 pre-application steps first. Once you have completed these steps, you will receive full access to apply for the program. Once an application is reviewed and scored by the CREATE Expert Review Committee (ERC), results are emailed within 10 days.

**History of CREATE:**

Senate Bill 34 created the Emergency Medical Trauma System (EMTS) grant program in 1989, which is now governed under Colorado Revised Statute (CRS) Sec. 1, 25-3.5-601. The Colorado Department of Public Health and Environment (CDPHE) administers the general EMTS grant program, and the Colorado Rural Health Center (CRHC) manages the education and training portion, known as CREATE (Colorado Resource for Emergency and Trauma Education). Applications for CREATE must be submitted through the Colorado Rural Health Center, separately from applications to the general grant program, which are submitted to CDPHE.
QUICK APPLICATION TIPS

- The completed application can be submitted electronically at www.coruralhealth.org/programs/create or downloaded and emailed or faxed to Megan Lyda at ml@coruralhealth.org or 303.832.7496.

- Courses must have a start date between 45 days and 5 months following the desired ERC review date. The application review dates are posted at the following website http://coruralhealth.org/programs/create/. Please refer to this information when submitting applications.

- Courses must start after the official CREATE approval letter date to be eligible for funding.

- CREATE supports early bird registration rates as an eligible pre-award purchase to demonstrate cost effective measures being taken; however, do not assume these costs will be accepted for reimbursement without receiving your CREATE grant approval.

- An entity can submit multiple applications during the same grant year. Each application must start with the pre-application process and requires a new application access code.

- Applicants are allowed to remain in the pre-application stage, as needed, if there is a delay in completing and submitting an application. Applicants will be notified and purged at the end of the grant fiscal year (June 30th), and will need to start the process from the beginning for the new grant year unless an exemption is requested by the applicant in writing to keep their pre-application status open.

- For additional support with the application forms or process, contact CRHC CREATE staff:

  Megan Lyda  Liz Kelman
  Grant Manager  Program Assistant
  720.248.2742  720.248.2757
  ml@coruralhealth.org  lk@coruralhealth.org
HOW CAN I USE CREATE FUNDS?

- Eligible applicants may request up to 50 percent of eligible expenses for initial training and continuing education to maintain skills and certification of current staff, or initial training for new staff.

Eligible requests only include the following:

- **Tuition** – tuition is defined as the standard charge or fee for instruction per student or participant.

- **Required course fees** - CREATE will only reimburse the applicant entity for fees required for an eligible participant to register for the course. The allowable fees may vary based on the training site or education center. Required course fees may include: application fees, high cost course fees, laboratory fees and other documented mandatory fees.

- **Specific prerequisites** - Applicants must request prerequisites as a separate course. CREATE will consider funding prerequisites specific to an EMS or trauma course of instruction. General education classes will not be considered.

- **Book(s) required to complete the course** - This includes required textbooks, laboratory manuals, student workbooks or other published educational materials listed as required in the course syllabus.

- **EMS and Trauma service provider national certification exam** – Approved training centers generally include the cost to sit for the national EMT certification exam in the course fee. CREATE will only provide funding support for the participant’s first attempt to take and pass required exams.

- **Cards to demonstrate successful completion of a standard course of instruction** - (CPR, ACLS, etc.). CREATE will only provide funding support for the cost of initial or renewal cards not included in the basic course fee. CREATE will not pay to replace cards that are lost, destroyed or otherwise unserviceable.

- **Reasonable travel** – reasonable travel expenses are defined as mileage reimbursement based on the current state mileage reimbursement rate (please visit https://www.colorado.gov/pacific/osc/mileage-reimbursement-rate to see the current Colorado Office of State Controller reimbursement rate) and lodging at the most economical rate per night. **Meals and room upgrades and rentals are not allowable expenses.**

- Colleges, universities and approved training centers must submit at least three years of enrollment history for requested initial training courses to demonstrate the percentage of
students who successfully complete the course. In addition, a letter of support from the participant’s sponsoring agency must be included with the application request.

- CREATE staff and application review committees reserve the right to request additional documentation and information as necessary to effectively manage the grant program funds and comply with applicable federal, state and local government rules.

- All CREATE applicants must demonstrate a “Cash Match” to be considered for a grant approval. A cash match must be local funds or any other source of funding that is not Highway Users Tax Fund (EMS HUTF).

**Eligible course costs:**

- The maximum amount awarded per course is based on a standard 50/50 match of approved courses listed on the [CREATE Standard Course List](#).

- Selecting a course from the CREATE Standard Course List does not automatically qualify an applicant for a funding award. The applicant agency must also ensure all participant(s) in the course also meet the required criteria for funding.

- The CREATE Standard Course List is not all-inclusive. Courses other than those listed will be considered if the course content applies specifically to emergency medical and trauma services and reflects appropriate and reasonable costs.

- Applicants should list the expected actual costs for consideration, in addition to providing detailed information on the non-standard course and how it relates to emergency medical or trauma services.
TRAVEL AND CONFERENCES

- Applications to attend conferences will be accepted for review where the subject matter is directly related to the provision of EMS and trauma care and or development of EMS and trauma leadership.

- For in-state conferences, CREATE will only fund registration, lodging (at the most economical conference room rate) and travel at the current state mileage reimbursement rate (please visit https://www.colorado.gov/pacific/osc/mileage-reimbursement-rate to see the current Colorado Office of State Controller reimbursement rate).

- A copy of the conference registration page and offerings must be submitted with the application. Per diem meal allowances, banquets or other food expenses are not covered by CREATE funds. CREATE supports early bird registration rates as the only eligible pre-award purchase in order to demonstrate cost effective measures being taken.

- Out-of-state courses and conferences are not typically supported by the CREATE grant program. However, exceptions may be made if one of the following criteria is met and accompanied by strong and convincing justification of need:
  - The requested course or conference is not available in Colorado. The application must include strong and convincing justification of need and must clearly demonstrate the conference or course offers unique educational content and it will not be offered in Colorado in the foreseeable future. In addition, the application must include significant letters of support from the community expected to benefit from the education and local emergency medical and trauma services leadership.
  - The requested course or conference is not available in Colorado within the required time frame. In addition to strong and convincing justification of need, the application must demonstrate the conference or course of instruction is required to comply with a regulatory mandate. The application must include a specific citation from a document prepared by a regulatory body requiring that the course of instruction be completed by a specific date.
  - It is significantly more cost-effective to attend an out-of-state course or conference. In addition to strong and convincing justification of need, the application must include specific costs comparing the cost to attend the course in-state vs. out-of-state.
WHAT IS NOT COVERED UNDER CREATE

CREATE does not cover the following course expenses:

- Vaccinations or personal protective equipment
- Background checks
- Meals and banquet costs for any courses or conferences, including per diem allowance for instructors or attendees
- Uniforms and shoes
- Purchase or leasing of training equipment
- Stethoscopes, sphygmomanometers or other durable medical equipment
- Expenses for the production of conferences
  - Applications for these types of events may be submitted through the Emergency Medical and Trauma Services (EMTS) Provider Grants Program application in the Conferences/Forums category at www.coems.info.
- Salary backfill for staff to attend or to instruct courses is not allowed.
  - Though funds but may be requested in the Personnel/Services category of the EMTS Provider Grants Program. More information on EMS Provider Grants may be found at www.coems.info.
APPLICATION DEADLINES

- You must submit your application between 45 days and 5 months prior to the start date of your course.

- Courses must start on or after official approval letter dates to be eligible for funding.

- Any Financial Waiver applications that successfully pass the Financial Waiver process at the beginning of the month will be evaluated at the ERC meeting later in the same month.

- Applicants that apply for a Financial Waiver and receive a denial will not proceed to the General Application Review and must submit a new application.

- [Click here to learn more about the Financial Waiver guidelines and application process.](#)

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<th>Submission Deadlines:</th>
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<td>June 28, 2016</td>
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All Initial EMS Provider Training Courses
National Registry Requirement

All student participants in an initial EMS Provider Training course must successfully complete the National Registry certification requirements within 90 days after the course end date and before the final grant report can be submitted. This includes didactic, clinical and field internship sections where a combined passing grade is achieved. **This is a mandatory requirement in order to meet CREATE reimbursement eligibility and should be factored into the course decision making.**

An exception to this rule may be allowed in the following circumstances and is only available with prior ERC (Expert Review Committee) approval. All exceptions are reviewed and determined on a case by case basis and the decision of the ERC is final. Please notify the Grant Program Manager as soon as the situation arises in writing with a thorough explanation at least 30 days of interference of meeting the requirement.

1. Deployment – The granted applicant must provide official copy of notice as soon as date of departure is determined according to written military orders.
2. An extraordinary event beyond the control of the applicant that prevents the applicant from fulfilling this obligation. (Force majeure).

All entities submitting a CREATE Grant Application for an accelerated or advanced EMS Provider training course must provide documentation that demonstrates their participants meet all the basic requirements of the course before applying for funding. This includes a required letter of support from the training center acknowledging the participant’s acceptance into the accelerated or advanced course as an additional application attachment. **The CRHC reserves the right to contact the training center during an application review to confirm this information.**
Pre-Application Instructions

Prior to submitting your CREATE application, you must complete 5 pre-application steps. Once all five pre-application steps have been completed successfully and these items have been verified by CRHC CREATE grant staff, a confirmation e-mail is sent to the applicant within three business days that includes login instructions to access the grant application. If e-mailed instructions are not received please contact CRHC CREATE staff for assistance.

STEP 1: Contact Information Form

1. Go to: coruralhealth.org/create

2. Click the “Start the Application Process” link to access a required web form.

3. Please fill out all the applicable fields before clicking “Submit”.

4. An automatic email will be sent immediately to confirm submission; if you do not receive confirmation, contact CRHC CREATE staff.

If submitting multiple applications during the same grant year, a new Contact Information Form must be completed each time you apply. Additional applications will not be accepted without a new Contact Information Form.

STEP 2: Organizational Profile

The organizational profile is required for all entities completing a CREATE grant and is a prerequisite to accessing the grant application. There is a specific help guide within the CEMSIS system to assist with questions while filling out the organizational profile. Applicants are encouraged to update their profile as often as needed to ensure their agency information is up to date. The profile must be updated at least annually.

Please contact CDPHE at (303) 692-2994 for assistance with the CEMSIS Portal including log-in password assistance.

If an organizational profile is submitted more than once, all information in the previous version will be replaced with the updated information.


2. Previous CREATE or Provider Grant applicants submitting data should already have a CEMSIS username and password. Enter the username and password and click the LOG IN button. (If a username and password is needed, click the Need a User ID link.)

3. Once in the CEMSIS Web portal, a menu screen will appear. Click on the Profiles link.
4. If affiliated with more than one entity, select a specific entity for this application from the pull down menu and click the APPLY button.

5. Answer (or update) the questions and click the SUBMIT button when finished.

**STEP 3: Statewide Data Submission (Transport Agencies Only)**

- Licensed ambulance agencies in Colorado must have data from the previous quarter submitted to the statewide data collection system in order to be eligible for CREATE.
- Compliance with data submission will be verified each time you apply for CREATE. If more than three months have passed since the CREATE Contact Information Form was initially completed, compliance with the data submission will be re-verified.
- Data can be submitted through the CDPHE CEMSIS web portal or uploaded through a third party data vendor. Please verify at your local level or through your third party vendor that your entity is current with data submission.

*All other types of EMTS entities are exempt from Step 3 and do not need to complete this section. Please proceed to steps 4 – 5.*

**STEP 4: W-9 Submission**

All agencies applying for a CREATE grant must complete a W-9. If the entity has previously applied for CREATE grant funds and submitted a W-9, a duplicate W-9 is not required unless your agency’s legal name or tax identification number changes.

1. Access the W-9 form at Save it to a local computer.
2. Complete the form and save.
3. E-mail it as an attachment to ml@coruralhealth.org or fax to 303.832.7496.

**STEP 5: CRHC Vendor Form**

All agencies applying for a CREATE grant must complete a CRHC Vendor Form each fiscal year. If the entity has previously applied for CREATE grant funds within the same grant year and submitted a Vendor Form, a duplicate form is not required unless your agency’s legal name or tax identification number changes.

2. Complete the form online and submit.
3. A confirmation email will be automatically sent upon submission. If not received, contact CRHC staff.
1. Access the grant application using the login information provided via e-mail from CRHC. **Old versions of the application will not be accepted.** Wait for current login information to arrive from CRHC before starting a new application.

2. Complete and submit the application online promptly. Login information expires after 30 days of issuance. If your login information expires, contact CRHC staff at 720.248.2742 for reactivation. Specific application instructions can be found below.

**Important Notes About Applications:**

- Applications are a matter of public record.

- Supporting documents are allowed, but are limited to 5 additional attachments including the required financial statements. This also includes pertinent course fliers/information, conference brochures and registration information, if applicable.

- Applications will not move forward in the process until all required forms are completed and received at CRHC.

- If applying for multiple courses within one application it is important to note that each course is reviewed separately and funding for each course can be approved or denied.

- Applicants are responsible to ensure all CREATE participants meet eligibility requirements as noted in this guidance packet.

**STEP 6: Grant Application & Attachments**

**Grant Application – Entity Information**

The Entity Information section on the application relates to the basic information required, including the grant contact person, cash match, and the counties the project will impact.

- The e-mail address required in this section is the e-mail address that will be used for all communication.

- All contact numbers listed will be used for all communication. Please ensure extensions are included where applicable.

- Mailing Address must match the entity address listed on the submitted W-9.

- The application is **not** considered multi-agency if one entity is hosting a course and opens the course to attendees from other agencies/entities. Multi-agency only needs to be marked
with a “yes” if the course is truly a partnership endeavor. List all counties that will be impacted if the grant proposal is approved.

- If the cash match requested is less than 50%, a Financial Waiver application must be submitted PRIOR to the general CREATE application being accepted for review. Please refer to the Financial Waiver application and guidelines found at www.coruralhealth.org/CREATE.

**Note: Financial Waiver review dates vary from the ERC review dates. This information can be found online at www.coruralhealth.org/CREATE.**

- Financial Summary for this application:

<table>
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<tr>
<th>Total Course &amp; Other Costs: Grand total from all Courses in application</th>
<th>% Match (in decimals): 50% or amount on the Financial Waiver</th>
<th>Total Match Amount: Total amount entity proposes funding for this course</th>
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- Amount Being Requested Summary:

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<tr>
<th>Total Course &amp; Other Costs: Total from above</th>
<th>Total Match Amount: Total from above</th>
<th>Total Request Amount: Total amount requesting</th>
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Cash Match Information

- **Funds used to provide the applicant’s required cash match under the EMTS grant guidelines and regulations may not be state funds appropriated from the EMS/HUTF fund.**

- Ineligible match funding includes other mechanisms supported by the EMTS Section of the CDPHE; such as RETAC funding and CREATE grants awarded to other agencies.

- Monies used to provide the cash match must be documented as to their source and demonstrate compliance with this requirement. The value of existing infrastructure or other forms of “in-kind” services are not considered for CREATE grant match purposes.

Grant Application – EMTS Training and Education Request Details

Please complete for each course for which funds are being requested. If additional space is needed, use the Additional Course Form. This form can be accessed on the same webpage as the blank application form. The Additional Course form will be accepted with the application and will not count toward the attachment limit. **Please note that multiple entities/agencies may not apply to fund the same participants for the same course.**

- **Course Name:** Official name of course or conference
- **Start and End Dates:** Please enter in format mm/dd/yyyy
✓ **Course Location**: City

✓ **Student Qty**: Number of participants for which the entity is requesting funding.

✓ **Training Center**: Enter training center name and number or accreditation

✓ **Non-College Credit Courses**: (Leave this section blank if this is a college credit course.)

✓ **Course Cost**: Dollar Amount

✓ **Travel Cost – Mileage**: Dollar amount (Needs to be based on current State rate, which is 90% of current Federal rate. Actual reimbursement should be calculated on current rate during the actual travel date(s).

✓ **Travel Cost – Lodging**: Total dollar amount

✓ **Other Cost**: Specify other costs applied for and dollar amount
  - (Food is not an eligible cost under this grant)

✓ **Total Cost of Course for Each Participant**: Enter per student cost (=H+I+J+K+L)

✓ **Total Cost of Course for All Participants**: Enter total cost for all students (=FxM)

✓ **Comments**: Please explain other costs and provide explanations for additional items as necessary.

**College Credit Courses**: (Leave this section blank if this is a non-college credit course.)

✓ **Tuition Cost Per Participant**: Tuition dollar amount; do not include other expenses here.

✓ **Fees**: Fees dollar amount; Standard institution fees only. Other items need to be included in Other Misc Costs line below.

✓ **Books**: Books dollar amount only; if included in P (Tuition) or Q (Fees) please note in comment section.

✓ **Other Misc Costs**: Any other applicable costs: i.e. travel, lodging, etc.

✓ **Total Cost of Course for Each Participant**: Enter per student cost. (=P+Q+R+S)

✓ **Total Cost of Course**: Total cost for all students for this course within this application. (=FxT)

✓ **Comments**: Please explain what is included in Fees and Other Misc. Costs sections. Also include any other information regarding the above data that would be helpful in reviewing the application.

**Course Funding Last Year**

✓ **Received Funds for course last year**: Amount
✓ **Participant qty. last fiscal year:** Enter amount of funds received to support this course last year

✓ **Participant qty. completion:** Number of the original participants that completed the course last year.

✓ **% completion:** Percent of participants who completed course last year

✓ **Comments:** Enter comments for any items above that need further explanation.

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**Grant Application – Narrative Sections**

The narrative sections focus on describing the impact CREATE funds will have on an entity and its surrounding communities. Include enough detail to fully answer the question, while still being concise. At least 3-5 sentences will suffice for each question. The application will be scored based on a weighted scoring tool, with a total of 100 points possible. Please see the point values indicated below to see how each section is weighted.
NARRATIVE SCORING

Service Need Narrative (30 total points possible)
• **Educational Purpose:** Describe the benefit of the requested training course as it applies to your entity and community.

• **Service Enhancement:** Describe the entity’s method of determining who is eligible for training and how the entity assessed training needs to upgrade or maintain current levels of service.

• **Support and Partnerships:** Who is supporting the requested courses and what impact will the said support system have on the completion of training courses.

Priority to Underdeveloped or Aged Systems Narrative (20 total points possible)
• **Underdeveloped or Aged Systems:** Describe the current condition of your organization and surrounding communities.

• **Unmet Service Need:** Describe how the requested courses address a system deficiency in the community in which it serves.

Cost Effectiveness of Project Budget (15 total points possible)
• **Consideration of Alternative(s):** Describe the comparison method used to select courses listed, and also any funding alternatives that were considered.

• **Reason for Requested Courses:** Describe the process used to select requested courses.

• **Sustainability:** Describe the entity’s financial outlook on future educational and training objectives.

Applicant’s Qualifications (5 points possible)
• **Adequate Resources and Experience:** Describe how readily available experience and resources are in the area in which the entity serves.

• **Long Term Sustainability:** Explain the organization’s long term education plans and how they will benefit the community.

• **Trainer Qualification(s):** Describe each trainer’s qualifications appropriate to teach each course listed.

• **Trainer Participation:** Describe the coordination efforts of each listed trainer for each respective course listed.

System Integration (15 total points possible)
• **System Integration:** Describe how the proposed education or training integrates with other services in the community or improves system compatibility.
• **Partnerships and Cooperative Efforts:** Describe any collaborative efforts in education or training that provide mutual community aid.

• **Duplication:** Describe how the training is not a duplication of services already provided in the community.

**Financial Narrative (15 points possible)**

• **Financial Need:** Explain anything that will help the evaluators better understand the entity’s financial situation. It is critical to explain the source of the matching funds.

• **What If:** Explain the effect a “denial” may cause to the entity and participant listed in the application.

• **Entity Financial Outlook:** Describe the entity’s current financial state and include detail on supporting financial documents.

• **Cash Match:** Clearly describe the required cash match source.

**Grant Application – Attachments**

Required financial documents include: current income statement (also called P&L or profit and loss statement), balance sheet, and budget. Department specific details are preferred. Parent agency info may be included if it contributes to the financial picture of the department.

Sample items that could be included in the attachments section to support the above narratives would be: letters of support, service area maps, quotes for purchases related to the course, pertinent conference registration forms and brochures, etc.

All attachments can be uploaded as part of the application. See application for instructions to upload documents. Attachments may also be received by fax at 303.832.7496, please include a cover page and grant number on faxed documents.

**Grant Application – Attestation**

When the application is complete, have the authorized agent read, fill out, and sign this section. Electronic signatures are allowed, but typed names are not. If clarification on allowable signature types is needed, please contact CRHC CREATE staff. If hand-signing, print the Authorized Agent page(s), sign and fax to CRHC, Attn: CREATE Staff at 303.832.7496.

**Checking for Errors**

Check the grant application for errors, especially the math sections. When satisfied with the application, save and proceed to the next appropriate step.
STEP 6: Application Submission

All applications are completed electronically. If you are unable to complete the application online, download the application, complete and submit as an email attachment to ml@coruralhealth.org or by fax to 303.832.7496.

A confirmation e-mail will be sent immediately after the grant application is received at CRHC. If the confirmation e-mail is not received, contact Megan Lyda at 720.248.2742 to confirm submission.

STEP 7: Review Process and Notification

Approval or denial notifications will be sent out within approximately 10 days of the application review date. These notifications will be sent to the grant contact name listed on the application. Entities may be contacted during this period for additional information.

STEP 8: Complete Training/Education

Once a grant has been approved for the course(s), complete the training/education.

STEP 9: Submitting Reports for Partial Reimbursements

Use Step 9 only if applying for a partial reimbursement for a multi-semester course.

When a course involves multiple semesters, an entity may request a partial reimbursement by submitting a report for each semester within 30 days of semester completion. Partial mileage reimbursement is only accepted mid-semester for Paramedic courses and must be pre-approved upon application review. If additional time is needed to submit a report, send a written request for an extension to ml@coruralhealth.org.

- Requests for partial reimbursements should have been made in the “Comments” section for each course on the application.
  
  o Example: An EMT-Intermediate course starts during the summer and ends in the spring (a span of three semesters). The “Start Date” for the course is 6/1/2015 and the End Date” for the course is 5/15/2015. “Comments: This is a multi-semester course. We would like to request a partial reimbursement at the end of each semester. The end dates are 7/15/15, 12/15/2015, and 5/15/16.”

- For entities that did not request a partial reimbursement at the time of application submission, but desire to do so, a written request may be submitted to Megan Lyda at ml@coruralhealth.org. These requests will be handled on a first come first serve basis depending on funds availability.

- Any participants not completing an entire course are not eligible and final course and/or grant reimbursement will be adjusted accordingly.
CREATE participants in initial EMS provider training courses seeking partial reimbursement, will be required to return all CREATE funds by the established REPORT DUE DATE in the event they are unable to pass the National Registry certification exam as a condition of the approved course.

**STEP 10: Submit Final Report**

Submit a final report to CRHC for each course along with all items agreed to in the application attestation. A copy of this list and applicable forms are also available in the approval letter. Checks will be issued after complete final reports are submitted.

Applicants may not submit reimbursement requests for participants who have not completed and passed the course.

### National Registry Reporting Requirement – All Initial EMS Provider Courses

A 90 day period will be given for EMT-Intermediate courses, so that students have time to take and pass appropriate testing prior to requesting CREATE reimbursement. All participants enrolled in an initial EMS Provider Training course will be given 90-days after the end of the course to successfully complete their National Registry certification requirements prior to submitting a final report for reimbursement. **This is a mandatory requirement in order to meet CREATE reimbursement eligibility.** The 90-day reporting period will begin following the class end date to allow participants time to take and pass the National Registry exam. Reimbursement extensions beyond the 90 days are only available with prior ERC approval and for specific circumstances. **Please notify the Grant Program Manager as soon as the situation arises in writing with a thorough explanation at least 30 days of interference of meeting the requirement.**

**CREATE Participant Data Form**

Participants on the course roster must successfully complete all course requirements to be considered eligible. If participant(s) are from an agency/facility or entity other than the applicant entity, a CREATE Participant Attestation from their agency/facility must be included in the final report packet.

Information that must be included on the CREATE Participant Attestation is as follows:

- CREATE Grantee Name
- CREATE Grant Number
- Course Name
- Course Date(s)
- Sponsoring Entity Name
- Sponsoring Entity Address (including city, state, and zip code)
- Participant(s) Name
- Participant Residency Classification
- Participant’s title/position with the entity
- The participant’s title/position once the course is completed
- Printed Name of Authorized Entity Official
- Signature of Authorized Entity Official
- Entity Phone Number
- Public or private Entity
STEP 11: Receive Reimbursement Check

Upon receipt of the complete final report from the grantee, funds will be drawn from the CDPHE-EMTS grant fund by the CRHC. Checks will be mailed out to grantees from CRHC upon receipt of funds from CDPHE-EMTS. Checks are typically mailed out to grantees within 5 weeks of receipt of final reports.

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