

# CREATE

Colorado Resource for Emergency And Trauma Education

## FINANCIAL WAIVER GUIDE & APPLICATION INSTRUCTIONS



JULY  
2016

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JUNE  
2017

**COLORADO  
RURAL HEALTH  
CENTER**  
*The State Office of Rural Health*

The CREATE program is managed  
by the Colorado Rural Health  
Center and funded by the  
Colorado Department of Public  
Health and Environment



**COLORADO**  
Department of Public  
Health & Environment

## Learn More about the Financial Waiver

- The CREATE grant program requires a 50% cash match; however, if your entity is unable to provide this, you may apply for a waiver of the standard 50% cash match through the CREATE Financial Waiver application.
- To qualify for a Financial Waiver, you must submit **both** a general CREATE application and a Financial Waiver application.
- The Financial Waiver application must be submitted prior to submitting the general CREATE application.
- Financial Waiver application deadlines are not the same as the general CREATE applications, so make sure you plan ahead and check both deadlines. Financial Waiver deadlines can be found on page 4 of this document. [Click here for general CREATE deadlines.](#)
- For more about the general CREATE application process, [click here.](#)

## Financial Waiver Application and Review Process

1. To begin your Financial Waiver, you must first complete the 5 pre-application steps for the CREATE application by going to: [coruralhealth.org/create](http://coruralhealth.org/create)
2. Click the “Start the Application Process” link to access the required web form.
3. Please fill out all the applicable fields before clicking “Submit”.
4. An automatic “Next Steps” email will be sent immediately to confirm submission; if you do not receive immediate confirmation, contact CRHC CREATE staff. This email will contain information regarding pre-application steps 2-4:
  - a. CEMSYS Organizational Profile
  - b. Statewide Data Submission (Transport Agencies only)
  - c. W-9 and Vendor Form link

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

5. Access the Financial Waiver application using the link and grant number provided via e-mail from CRHC. You cannot start new applications without this assigned grant number.
6. The Financial Waiver application can also be accessed via the CRHC website at [coruralhealth.org/create](http://coruralhealth.org/create).
7. Click on the “Financial Waiver Guide and Application” drop down box, and then “Click Here to begin your Financial Waiver Application” to access the required web form.
8. Completely fill out the online application providing a complete and concise response for each question. The entity applying for the waiver is responsible for clearly demonstrating why they cannot meet the required match, providing specific details and **clearly justifying the entity’s financial need**. Please contact the CRHC CREATE staff if you have any issues utilizing the application.
9. Submit the completed CREATE Financial Waiver application online with the three required attachments. **Applications submitted without the required financial statements will not be reviewed.**
  - a. Required attachments for a Financial Waiver review include (Please refer to [www.coruralhealth.org/create](http://www.coruralhealth.org/create) for specific examples of these documents):
    - i. Income Statement from the agency’s most recent fiscal year
    - ii. Balance Sheet for the agency’s most recent fiscal year
    - iii. Budget for the current fiscal year.
  - b. An electronic signature is required on the Financial Waiver application
10. Receive an immediate electronic confirmation email of submission by CRHC staff (Confirmation is only given to completed and signed applications that are accompanied by the three required financial documents.)
11. You will receive an approval or denial decision via email within five business days of the applicable Financial Waiver review date. Reference page 4 for Financial Waiver submission and review dates.
12. Approved Financial Waiver Applications will advance to the ERC for full CREATE application review. If your Financial Waiver application is denied, you must wait and re-apply for the next deadline.

## Evaluation Criteria

The Financial Waiver Review Committee evaluates applications based on the following criteria (10 points total):

- Does the narrative justify waiving the 50% cash match requirement? (5 total points possible)
- Does the applicant clearly explain the current financial status and why the entity cannot meet the 50% cash match requirement? (4 total points possible)
- Does the applicant clearly provide information that indicates good faith effort has been put forth to obtain the cash match from other sources? (1 total point possible)

**Please note that if the financial waiver request is not approved, the standard match application will not continue through the full CREATE application review process. The applicant must wait and apply for the next month's review cycle.**

Ensure that the Financial Waiver application is filled out completely, with detailed narratives that explain the current financial situation and why your entity cannot make the required 50% local cash match as well as the steps already taken to try to meet the required match. Financial Waivers applications are approved on an all-or-nothing basis.

## Financial Waiver Submission Dates

<b>Financial Waiver Submission Dates</b>	
<b>Submission Deadlines: Review Dates:</b>	
July 4, 2016	July 12, 2016
August 1, 2016	August 9, 2016
September 6, 2016	September 13, 2016
October 3, 2016	October 11, 2016
November 7, 2016	November 15, 2016
December 5, 2016	December 13, 2016
January 2, 2017	January 10, 2017
February 6, 2017	February 14, 2017
March 6, 2017	March 14, 2017
April 3, 2017	April 11, 2017
May 1, 2017	May 9, 2017
June 5, 2017	June 13, 2017

## Contact Information

Please contact CRHC CREATE staff with questions:

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