

Mile High RETAC Regional/Local Funding Program Overview

For the Reporting Period:
July 1, 2006 to June 30, 2007

Instructions for completion:

Provide clear, concise and detailed responses to all questions below. Please attach documentation as requested. **Due date is October 1, 2007.**

Section I: Program/Process

- A.** Describe the RETAC's Regional/Local Funding program for FY07. The description should include, but not be limited to:
1. The purpose for distributing funds
 2. How the program was developed
 3. The total amount of funds allocated for the program
- B.** Describe the application process for the RETAC's FY07 Regional/Local Funding program. Attach an approved application for a county or organization that was funded. The description of the application process should include, but not be limited to:
1. Eligibility
 2. Notification process
 3. Funding cycle
 4. Funding parameters (set dollar amount or unlimited)
 5. Criteria for use of funds
 6. A copy of application instructions if available
 7. Timeline for submission of application
 8. Deliverables and due dates
- C.** Describe the application approval process for the RETAC's FY07 Regional/Local Funding program. Attach the evaluation tool or other documents used in the approval process for those applicants that were funded. The description of the application process should include, but not be limited to:
1. Who was involved in approving the applications?
 2. What were the criteria for approval?
 3. What documentation was used during the approval process?
 4. What was the timeline for approval once the applications were received?
 5. How were the recipients notified of approval or if they were not approval?
- D.** Describe the disbursement process for the RETAC's FY07 Regional/Local Funding program. Attach a copy of the agreement, contract or other document

used to disburse funds to each recipient. The description of the disbursement process should include, but not be limited to:

1. Documentation used to disburse funds
2. Timeline for disbursement of awards (calendar year or state fiscal year as well as actual disbursement dates)

E. Describe how the recipients are held accountable for the expenditure of funds received in FY07. Include the following:

1. Process used to ensure the funds are used in the manner in which the RETAC approved
2. Consequences for unapproved use of funds
3. Requirements for explaining unused funds
4. Process for reversions and carry over of funds into the next cycle
5. Documents received detailing actual expenditures: e.g., receipts, invoices, etc.
6. Documents received detailing progress or completion: e.g., progress reports

F. Did the RETAC disburse all budgeted regional/local funds for FY07? If not, why?

G. How much of the regional/local funds will be carried over into FY08 due to the disbursement timeline? Will these funds still be disbursed as planned, or will they be used for another purpose?

H. Does the RETAC plan to distribute funding to counties or other organizations indefinitely? Please explain your answer.

I. Attach a list of the counties or organizations that received regional/local funds for FY07. Include the following:

1. Name of each county or organization
2. Total amount funded per county or organization
3. List the projects, activities, equipment, etc. that were funded
4. Indicate whether projects or activities were completed or identify barriers to completion
5. Indicate whether the funding provided was adequate to fully support the project or activity.

Section II: Evaluation

A. Provide an assessment of the RETAC's FY07 Regional/Local Funding Program. Indicate what worked and what didn't and anticipated changes to the FY08 program.

- B.** Explain how funding distributed to the counties was used in planning the improvement of existing county emergency medical and trauma service programs.
- C.** Describe how the region's EMS and trauma system has benefited from the RETACs FY07 Regional/Local Funding Program. Cite specific examples as appropriate.
- D.** Describe how these funds were used in FY07 to achieve priority goals and objectives as stated in the RETAC's 2005 Biennial Plan. If funds were not used toward the achievement of these goals and objectives, explain why.