



RECEIVED
AUG 06 2004

BY:

NOTIFICATION OF RECEIPT OF APPLICATION

U.S. Department of Health and Human Services
Health Resources and Services Administration

Application Received Date: 08/02/2004

Ms. Peggy Belknap
Post Office Box 610
Holbrook, AZ 86025-0610

This is to notify you that the Health Resources and Services Administration received your application in response to the announcement in the *Federal Register* or *HRSA Preview* referenced on the form below. The form also indicates the tracking number assigned to your application. Please reference this number when making any type of inquiry regarding your application.

Applicant Organization	Northland Pioneer College Post Office Box 610 Holbrook, AZ 86025-0610
Application Number	00017294
Grant Number	
Online Submission	No
Online Submission Date	N/A
Postmark Date	07/31/2004
Program Announcement Number	HRSA-04-090
Program Announcement Code	REMSTEP
CFDA Number	93.912
Title of Project	Rural Emergency Medical Service Training and Equipment Assistance Program
Amount Requested	\$134,340.00

The dollar amount referenced above (amount requested) is calculated by taking the sum of the budget summary (SF 424A) or the detail budget direct costs only (HRSA 6025-2, PHS 398, PHS 2590). If this amount differs from the requested amount on the face page of your application there is a calculation error within your budget. Please do not send a revised application. If you are recommended for funding, a revised budget will be requested.

If you submitted an application for more than one program or priority area to the Health Resources and Services Administration, you will receive a notification of receipt for each application submitted.

Applicant Organization	Northland Pioneer College
Application Number	00017294
Grant Number	
Online Submission	No
Online Submission Date	N/A
Postmark Date	07/31/2004
Program Announcement Number	HRSA-04-090
Program Announcement Code	REMSTEP
CFDA Number	93.912
Title of Project	Rural Emergency Medical Service Training and Equipment Assistance Program
Amount Requested	\$134,340.00

APPLICATION FOR FEDERAL ASSISTANCE

Version 7/03

1. TYPE OF SUBMISSION: Application		2. DATE SUBMITTED July 30, 2004		Applicant Identifier	
<input type="checkbox"/> Construction		3. DATE RECEIVED BY STATE		State Application Identifier	
<input checked="" type="checkbox"/> Non-Construction		4. DATE RECEIVED BY FEDERAL AGENCY		Federal Identifier	
5. APPLICANT INFORMATION					
Legal Name: Northland Pioneer College/Navajo County Community College District			Organizational Unit: Department:		
Organizational DUNS: 068421650			Division:		
Address: Street: P.O. Box 610 103 N. 1st Avenue at Hopi Drive City: Holbrook County: Navajo State: Arizona Zip Code: 86025			Name and telephone number of person to be contacted on matters involving this application (give area code) Prefix: Ms. First Name: Peggy Middle Name: L. Last Name: Belknap Suffix:		
Country: United States of America			Email: pbelknap@npc.edu		
6. EMPLOYER IDENTIFICATION NUMBER (EIN): 8-0277526			Phone Number (give area code) (928)524-7455		Fax Number (give area code) (928)524-9055
8. TYPE OF APPLICATION: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision If Revision, enter appropriate letter(s) in box(es) (See back of form for description of letters.) Other (specify) <input type="checkbox"/> <input type="checkbox"/>			7. TYPE OF APPLICANT: (See back of form for Application Types) 1. State Controlled Institution of Higher Learning Other (specify)		
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 9-3-2-5-9 TITLE (Name of Program): Rural Emergency Medical Services Training & Equipment Assistance Program			11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: Rural Outreach for Paramedical Education		
12. AREAS AFFECTED BY PROJECT (Cities, Counties, States, etc.): Navajo, Apache, Coconino and Yavapai Counties, Arizona			9. NAME OF FEDERAL AGENCY: REMSTEP		
13. PROPOSED PROJECT Start Date: September 30, 2004 Ending Date: September 29, 2007			14. CONGRESSIONAL DISTRICTS OF: a. Applicant AZ-01 b. Project AZ-01		
15. ESTIMATED FUNDING:			16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?		
a. Federal	\$	134,340 ⁰⁰	a. Yes. <input type="checkbox"/> THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON		
b. Applicant	\$	37,995 ⁰⁰	DATE:		
c. State	\$	⁰⁰	b. No. <input checked="" type="checkbox"/> PROGRAM IS NOT COVERED BY E. O. 12372		
d. Local	\$	⁰⁰	<input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW		
e. Other	\$	⁰⁰	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?		
f. Program Income	\$	33,940 ⁰⁰	<input type="checkbox"/> Yes if "Yes" attach an explanation. <input checked="" type="checkbox"/> No		
g. TOTAL	\$	172,335 ⁰⁰			
18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.					
a. Authorized Representative					
Prefix Dr.	First Name Richard		Middle Name		
Last Name Fleming		Suffix Ph.D			
b. Title President, Northland Pioneer College		c. Telephone Number (give area code) (928) 524-7610			
d. Signature of Authorized Representative <i>Richard Fleming</i>		e. Date Signed 7-27-04			

Previous Edition Usable
Authorized for Local Reproduction

Standard Form 424 (Rev.9-2003)
Prescribed by OMB Circular A-102

TABLE OF CONTENTS

i.	Application Face Page – Standard Form 424	1
ii.	Table of Contents	2
iii.	Application Checklist: PHS Form 5161-1, pages 25-26	3-4
iv.	Budget Pages for Non-Construction Programs-Standard Form 424A, 2 pages	5-6
v.	Budget Justification Narrative	7-9
vi.	Staffing Plan and Personnel Requirements, Including Biographical Sketches of Key Personnel	10-11
vii.	Assurances – Non-Construction Programs: Standard Form 424B	12-13
viii.	Certifications: PHS Form 5161-1, pages 17-19	14-16
ix.	Project Abstract	17
x.	Project Narrative	18-30
xi.	Introduction	18
xii.	Needs Assessment	19
xiii.	Methodology	20
xiv.	Work Plan	25
xv.	Resolution of Challenges	27
xvi.	Evaluation and Technical Support Capacity	27
xvii.	Organizational and Consortium Information	28
xviii.	Required Appendices	31-42
	• Appendix A: Biographical Sketches – See Staffing Plan, pages 10-11	
	• Appendix B: Job Description for Project Evaluator	31
	Appendix C: Letters of Support:	32-39
	• From Judy Crume – Arizona Director of Emergency Medical Services	32
	• From Alison Hughes –Director of Arizona Office of Rural Health Policy	33
	• From Navapache Regional Medical Center	34-35
	• From Northern Arizona EMS	36-37
	• From Ft. Defiance PHS	38-39
	Appendix D: Organizational Chart	40
xix.	Disclosure of Lobbying Activities	41

CHECKLIST

OMB Approval No. 0920-0428
Expiration Date: April 30, 2000

Public Burden Statement: Public reporting burden of this collection of information is estimated to average 4 - 50 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to CDC,

Clearance Officer, 1600 Clifton Road, MS D-24, Atlanta, GA 30333, ATTN: PRA (0920-0428). Do not send the completed form to this address.

NOTE TO APPLICANT: This form must be completed and submitted with the original of your application. Be sure to complete both sides of this form. Check the appropriate boxes and provide the information requested. This form should be attached as the last page of the signed original of the application. This page is reserved for PHS staff use only.

Type of Application: ☒ NEW ☐ Noncompeting Continuation ☐ Competing Continuation ☐ Supplemental

PART A: The following checklist is provided to assure that proper signatures, assurances, and certifications have been submitted.

- | | Included | NOT
Applicable |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|-------------------------------------|
| 1. Proper Signature and Date for Item 18 on SF 424 (FACE PAGE) | <input checked="" type="checkbox"/> | |
| 2. Proper Signature and Date on PHS-5161-1 "Certifications" page. | <input checked="" type="checkbox"/> | |
| 3. Proper Signature and Date on appropriate "Assurances" page, i.e., SF-424B (Non-Construction Programs) or SF-424D (Construction Programs) | <input checked="" type="checkbox"/> | |
| 4. If your organization currently has on file with DHHS the following assurances, please identify which have been filed by indicating the date of such filing on the line provided. (All four have been consolidated into a single form, HHS Form 690) | | |
| <input type="checkbox"/> Civil Rights Assurance (45 CFR 80) | | |
| <input type="checkbox"/> Assurance Concerning the Handicapped (45 CFR 84) | | |
| <input type="checkbox"/> Assurance Concerning Sex Discrimination (45 CFR 86) | | |
| <input type="checkbox"/> Assurance Concerning Age Discrimination (45 CFR 90 & 45 CFR 91) | | |
| 5. Human Subjects Certification, when applicable (45 CFR 46) | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

PART B: This part is provided to assure that pertinent information has been addressed and included in the application.

- | | YES | NOT
Applicable |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|-------------------------------------|
| 1. Has a Public Health System Impact Statement for the proposed program/project been completed and distributed as required? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 2. Has the appropriate box been checked for item # 16 on the SF-424 (FACE PAGE) regarding intergovernmental review under E.O. 12372 ? (45 CFR Part 100) | <input checked="" type="checkbox"/> | |
| 3. Has the entire proposed project period been identified in item # 13 of the FACE PAGE? | <input checked="" type="checkbox"/> | |
| 4. Have biographical sketch(es) with job description(s) been attached, when required? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 5. Has the "Budget Information" page, SF-424A (Non-Construction Programs) or SF-424C (Construction Programs), been completed and included? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 6. Has the 12 month detailed budget been provided? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 7. Has the budget for the entire proposed project period with sufficient detail been provided? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 8. For a Supplemental application, does the detailed budget address only the additional funds requested? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 9. For Competing Continuation and Supplemental applications, has a progress report been included? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

PART C: In the spaces provided below, please provide the requested information.

Business Official to be notified if an award is to be made.

Name V. Blaine Hatch

Title Vice President for Administrative Services

Organization Northland Pioneer College

Address P.O. Box 610

E-mail Address bhatch@npc.edu

Telephone Number (928) 524-7640

Fax Number (928) 524-9055

APPLICANT ORGANIZATION'S 12-DIGIT DHHS EIN (If already assigned)

--	--	--	--	--	--	--	--	--	--	--	--

Program Director/Project Director/Principal Investigator designated to direct the proposed project or program.

Name Peggy L. Belknap - NPC ID#6599

Title Director of Business and Community Services

Organization Northland Pioneer College

Address P.O. Box 610

E-mail Address pbelknap@npc.edu

Telephone Number (928) 524-7455

Fax Number (928) 524-9055

SOCIAL SECURITY NUMBER

--	--	--	--	--	--	--	--	--	--	--	--

HIGHEST DEGREE EARNED

M.Ed.

(OVER)

PART D: A private, nonprofit organization must include evidence of its nonprofit status with the application. Any of the following is acceptable evidence. Check the appropriate box or complete the "Previously Filed" section, whichever is applicable.

- ☐ (a) A reference to the organization's listing in the Internal Revenue Service's (IRS) most recent list of tax-exempt organizations described in section 501(c)(3) of the IRS Code.
- ☐ (b) A copy of a currently valid Internal Revenue Service Tax exemption certificate.
- ☐ (c) A statement from a State taxing body, State Attorney General, or other appropriate State official certifying that the applicant organization has a nonprofit status and that none of the net earnings accrue to any private shareholders or individuals.
- ☐ (d) A certified copy of the organization's certificate of incorporation or similar document if it clearly establishes the nonprofit status of the organization.
- ☐ (e) Any of the above proof for a State or national parent organization, and a statement signed by the parent organization that the applicant organization is a local nonprofit affiliate.

If an applicant has evidence of current nonprofit status on file with an agency of PHS, it will not be necessary to file similar papers again, but the place and date of filing must be indicated.

Previously Filed with: (Agency)

on (Date)

INVENTIONS

If this is an application for continued support, include: (1) the report of inventions conceived or reduced to practice required by the terms and conditions of the grant; or (2) a list of inventions already reported, or (3) a negative certification.

EXECUTIVE ORDER 12372

Effective September 30, 1983, Executive Order 12372 (Intergovernmental Review of Federal Programs) directed OMB to abolish OMB Circular A-95 and establish a new process for consulting with State and local elected officials on proposed Federal financial assistance. The Department of Health and Human Services implemented the Executive Order through regulations at 45 CFR Part 100 (Inter-governmental Review of Department of Health and Human Services Programs and Activities). The objectives of the Executive Order are to (1) increase State flexibility to design a consultation process and select the programs it wishes to review, (2) increase the ability of State and local elected officials to influence Federal decisions and (3) compel Federal officials to be responsive to State concerns, or explain the reasons.

The regulations at 45 CFR Part 100 were published in the *Federal Register* on June 24, 1983, along with a notice identifying the

Department's programs that are subject to the provisions of Executive Order 12372. Information regarding PHS programs subject to Executive Order 12372 is also available from the appropriate awarding office.

States participating in this program establish State Single Points of Contact (SPOCs) to coordinate and manage the review and comment on proposed Federal financial assistance. Applicants should contact the Governor's office for information regarding the SPOC, programs selected for review, and the consultation (review) process designed by their State.

Applicants are to certify on the face page of the SF-424 (attached) whether the request is for a program covered under Executive Order 12372 and, where appropriate, whether the State has been given an opportunity to comment.

BUDGET INFORMATION - Non-Construction Programs

OMB Approval No. 0348-0044

SECTION A - BUDGET SUMMARY						
Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. REMSTEP	93.259	\$	\$	\$ 134,340.00	\$ 37,995.00	\$ 172,335.00
2.						0.00
3.						0.00
4.						0.00
5. Totals		\$ 0.00	\$ 0.00	\$ 134,340.00	\$ 37,995.00	\$ 172,335.00
SECTION B - BUDGET CATEGORIES						
6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)	
	(1)	(2)	(3)	(4)		
a. Personnel	\$	\$	\$	\$ 33,787.00	\$ 33,787.00	
b. Fringe Benefits				4,208.00	4,208.00	
c. Travel					0.00	
d. Equipment			49,750.00		49,750.00	
e. Supplies			20,280.00		20,280.00	
f. Contractual			24,000.00		24,000.00	
g. Construction					0.00	
h. Other			40,310.00		40,310.00	
i. Total Direct Charges (sum of 6a-6h)		0.00	0.00	134,340.00	37,995.00	172,335.00
j. Indirect Charges					0.00	
k. TOTALS (sum of 6i and 6j)	\$	\$ 0.00	\$ 0.00	\$ 134,340.00	\$ 37,995.00	\$ 172,335.00
7. Program Income		\$ 33,940.00	\$	\$	\$	\$ 33,940.00

Authorized for Local Reproduction

Previous Edition Usable

Standard Form 424A (Rev. 7-97)
Prescribed by OMB Circular A-102

SECTION C - NON-FEDERAL RESOURCES					
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS	
8. REMSTEP	\$ 37,995.00	\$	\$	\$ 37,995.00	
9.				0.00	
10.				0.00	
11.				0.00	
12. TOTAL (sum of lines 8-11)	\$ 37,995.00	\$ 0.00	\$ 0.00	\$ 37,995.00	
SECTION D - FORECASTED CASH NEEDS					
	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$ 0.00	\$	\$	\$	\$
14. Non-Federal	0.00				
15. TOTAL (sum of lines 13 and 14)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT					
(a) Grant Program	FUTURE FUNDING PERIODS (Years)				
	(b) First	(c) Second	(d) Third	(e) Fourth	
16. REMSTEP	\$	\$	\$	\$	
17.					
18.					
19.					
20. TOTAL (sum of lines 16-19)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	
SECTION F - OTHER BUDGET INFORMATION					
21. Direct Charges:		22. Indirect Charges: No indirect charges are being requested			
23. Remarks:					

v. Budget Justification
Federal Request

Category	Year One*	Amount
Personnel		
Fringe Benefits		
Travel		
Equipment**	<input type="checkbox"/> The Emergency Care Simulator (ECS) is the centerpiece of the mobile lab. <input type="checkbox"/> Proficiency with a heart monitor-defibrillator with 12-lead EKG is a requirement for CEP certification and re-certification.	\$ 37,750.00 \$ 12,000.00 Total Equipment \$ 49,750.00
Supplies	These mobile lab components support practice in infant, child and prenatal critical care skills: <input type="checkbox"/> Advanced Life Support (ALS) Baby <input type="checkbox"/> pediatric intubation trainer <input type="checkbox"/> pediatric immobilization board <input type="checkbox"/> prenatal education set Supplemental props will complement skills practice on these components as well as the ECS: <input type="checkbox"/> physio-controlled monitor-defibrillator ***\$4,500.00 <input type="checkbox"/> (2) airway management trainers @ \$1,395.00 ea. <input type="checkbox"/> femoral access simulator <input type="checkbox"/> central venous cannulation simulator Anatomical models include: <input type="checkbox"/> full-body skeleton with organs <input type="checkbox"/> model bypass heart <input type="checkbox"/> EKG model heart Additional highly specialized and task-specific tools for realistic practice on the ECS and related models include: <input type="checkbox"/> (3) Laryngoscope Blades & Handle Set @ \$296.00 ea. <input type="checkbox"/> (4) Intubation Holders/Accessories @ \$81.00 ea. <input type="checkbox"/> Emergency Cricothyrotomy Kit A gas accessory kit, which connects to compressed air cylinders, allows the ECS to respond in a lifelike manner. A carrying case will render the ECS mannequin fully portable, yet protected while in storage or transit.	\$ 1,185.00 \$ 925.00 \$ 299.00 \$ 435.00 \$ 4,500.00 \$ 2,790.00 \$ 475.00 \$ 610.00 \$ 4,800.00 \$ 355.00 \$ 260.00 \$ 888.00 \$ 324.00 \$ 134.00 \$ 750.00 \$ 1,550.00 Total Supplies \$ 20,280.00

*Northland Pioneer College
Rural Outreach for Paramedical Education*

Contractual	Because the dissemination and sustainability of the project relies on a pool of trainers, two training sessions for twelve participants each are scheduled.	
	<input type="checkbox"/> Basic On-Site Education Course (2 days)	\$ 6,500.00
	<input type="checkbox"/> Advanced On-Site Education Course (2 days) prepares trainers to use learning module options to expand educational possibilities	\$ 6,500.00
	A Disaster Medical Readiness training session (2 days) will complete trainers' capabilities with the ECS.	\$ 5,000.00
	This category also includes contractual funds to secure the services of a consultant for project evaluation.	\$ 6,000.00
Total Contractual		\$ 24,000.00
Construction		
Other	This category includes software licenses and assurances, and two ECS Learning Module Options to enhance the skills practice capabilities of the ECS in topics especially relevant to rural areas. Because the ECS will be continually transported and utilized throughout the project service area, an extended, multi-year warranty is also included.	
	Disaster Medical Readiness (DMR) Learning Module for ECS	\$ 16,000.00
	Software License: DMR Learning Module	\$ 1,050.00
	Software Assurance: DMR Learning Module	\$ 2,100.00
	Cardiopulmonary Critical Situations Learning Module for ECS	\$ 8,000.00
	Software License: Cardiopulmonary Critical Situations Learning Module	\$ 400.00
	Software Assurance: Cardiopulmonary Critical Situations Learning Module	\$ 800.00
	ECS System Warranty Upgrade (Basic to Enhanced)	\$ 1,700.00
	(2) Multi-Year ECS Enhanced System Warranties @ \$5,130.00 ea.	\$ 10,260.00
	Total Other	\$ 40,310.00
Total Direct Charges		\$ 134,340.00
Indirect Charges		
Total Federal Request		\$ 134,340.00

* No federal funds are requested for Project Years Two and Three.

**Prices are the average of three bids. The ECS is a sole-source item from METI, Inc. A letter attesting to this can be provided upon funding.

*** Used-Excellent Condition

Northland Pioneer College
Rural Outreach for Paramedical Education

Non-Federal Resources (Match)

Category	Year One	Total
Personnel	10% of Project Director's Annual Salary	\$ 6,546.00
	20% of Project Coordinator's Annual Salary	\$ 9,061.00
	(36) Associate Faculty Hours @ \$505.00 ea.	\$ 18,180.00
	Total Personnel	\$ 33,787.00
Fringe Benefits	10% of Project Director's Annual Fringe Benefits	\$ 1,366.00
	20% of Project Coordinator's Annual Fringe Benefits	\$ 2,842.00
	Total Fringe Benefits	\$ 4,208.00
Travel		
Equipment		
Supplies		
Contractual		
Construction		
Other		
Total Non-Federal Resources (Match)		\$ 37,995.00

Estimated Program Income

Category	Year One*	Amount
Course Fees**	(76) Northland Pioneer College Certified Emergency Paramedic Re-Certification Students @ \$175.00 ea.	\$ 13,300.00
	(24) Northland Pioneer College Certified Emergency Paramedic Students @ \$760.00 ea.	\$ 18,240.00
	Total Estimated Course Fees	\$ 31,540.00
Rental Fees***	(3) Certified Emergency Paramedic Re-Certification classes outside Northland Pioneer College, but within ROPE Partnership @ \$800.00 ea.	\$ 2,400.00
	Total Estimated Rental Fees	\$ 2,400.00
Total Estimated Program Income		\$ 33,940.00

* Program Income for Year One is estimated based upon the number of Certified Emergency Paramedic Certification and Re-Certification students stated in Project Goals.

**Course Fees for all Northland Pioneer College courses are approved by the District Governing Board. These course fees were approved for academic year 2004-2005 on May 18, 2004.

***Rental Fees are based on a cost of \$10.00 per student per hour, per 8 hour day, with a minimum of ten students per class.

Any income generated by the program will be used to maintain and update all components of the mobile skills laboratory, including regularly needed replacement parts for the Emergency Care Simulator: neck skin, chest tubes, trauma patches, tape, arm skin, etc. Income will also be used to update product warranties and provide for any repairs needed to keep the mobile skills lab in top working order.

**Staffing Plan and Personnel Requirements
An Overview, Including Biographical Sketches for Key Personnel**

Rural Outreach for Paramedical Education (ROPE) will be staffed by two key personnel: a Project Director and a Project Coordinator. No federal funds are requested for either position; Northland Pioneer College will provide salaries and benefits for both as part of the required matching budget. Federal funds are requested for a Project Evaluator, who will be contracted upon receipt of grant funding.

Peggy L. Belknap, M.Ed., Director of Northland Pioneer College's (NPC's) Division of Business and Community Services, will serve as Project Director for ROPE, ensuring that all project strategies are carried out and that all project goals are met. In the organizational structure of the college, Ms. Belknap is directly supervised by the College President. Ms. Belknap will manage the budget, provide administrative oversight, serve as a liaison between the funder and the college, assist in the development and maintenance of the project's partnership advisory committee, supervise the Project Coordinator and hire and supervise the Project Evaluator. Ms. Belknap will also prepare and submit the Annual Performance Report to the Office of Rural Health Policy, and will prepare and submit the annual one-page Financial Status Report. Because NPC's Emergency Medical Technology (EMT) program operates within the Division of Business and Community Services, Ms. Belknap is experienced in managing EMS curriculum and training. Recognizing the compelling need for authentic, hands-on training opportunities in rural Northeastern Arizona, she was instrumental in assisting with the development of the ROPE concept.

Ms. Belknap has been employed by NPC since 1990, beginning her career as an Academic Advisor and advancing to Coordinator of Admissions before being named Director of the Division of Business and Community Services in July, 2000. In addition to the EMT program, Ms. Belknap oversees NPC's Fire Science, Real Estate, Hospitality and Power Plant Technology programs as well as Community Services and Business and Industry Training.

Since taking the reins of the Division of Business and Community Services in 2000, Ms. Belknap has been a leader in the nurturing of relations between the college and the communities, businesses and industries within its service area. She has renewed and invigorated advisory committees consisting of representatives from community, business and industry for the EMT, Fire Science and Power Plant programs, and has in turn served as NPC's representative on such boards as the Northern Arizona Fire Chief's Association and the Northern Arizona Emergency Medical Services group. Ms. Belknap's success in building working alliances with key stakeholders throughout the college service area has resulted in the development of new curriculum and programs, created directly in response to industry needs, such that NPC is truly functioning as a *community* college. This aptitude, along with her years of experience in budgetary and personnel management, will serve her well as Project Director of ROPE. For the purpose of clarification with regard to required budgetary match, Ms. Belknap will spend ten percent of her time in this capacity.

Ms. Donna Farkas, FLTCEP, will serve as Project Coordinator for ROPE. An Associate Faculty in NPC's EMT program since 1990, Ms. Farkas was hired as part-time EMT Program

Coordinator in August, 2002, and made full-time EMT Program Coordinator in January, 2003. In the course of her fifteen years of experience as a flight paramedic in the NPC service area, Ms. Farkas has become one of a family of advanced life support providers, united by their commitment to the rural constituency they serve. She is intimately familiar with all issues related to Emergency Medical Services, and it was at Ms. Farkas' behest that NPC resolved to take a leadership role in the education of paramedical professionals, whose skills are so critical in rural areas. Ms. Farkas not only identified, but also quantified and qualified the need for authentic, accessible, hands-on training in advanced life support skills, and it was she who conceptualized the mobile laboratory that is the centerpiece of Rural Outreach for Paramedical Education. As ROPE Project Coordinator, Ms. Farkas will utilize her skills as an educator, paramedic and EMT Program Coordinator to ensure that all project strategies are completed. She will develop and maintain the mobile skills lab, implement training opportunities and courses for project partners and their constituents, facilitate biannual meetings of the project advisory committee and interface with the Project Evaluator. For the purpose of clarification with regard to required budgetary match, Ms. Farkas will spend twenty percent of her time in this capacity.

The ROPE Advisory Committee will play a crucial role in the success of the project, so it is appropriate that it is described here. ROPE Project Director Peggy Belknap posits that the effectiveness of any advisory committee is a function of its capacity to advise key personnel, rather than be driven by them. Therefore, the ROPE Advisory Committee will be apprised of the progress of the project through biannual meetings facilitated by Project Coordinator Donna Farkas and attended by Ms. Belknap. These meetings will provide a forum for review of ongoing project evaluation, as well as discussion of any issues that arise. It is through these biannual meetings that the project will be continually analyzed, refined and improved. The ROPE Advisory Committee is comprised of a representative from each project partner entity. Each member of the Advisory Committee will have an equal vote, and a quorum of not less than 51% of members must be present for a vote to take place.

Staffed by highly competent key personnel, and guided by a comprehensive advisory committee representing the interests of all stakeholders, Rural Outreach for Paramedical Education will be successful and sustainable, because it is a true partnership.

ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

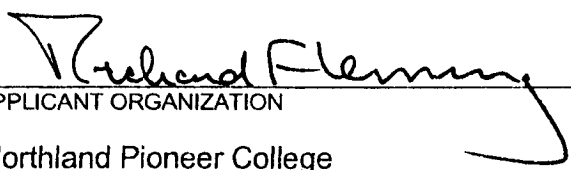
PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL		TITLE	
		President, Northland Pioneer College	
		DATE SUBMITTED	
APPLICANT ORGANIZATION		July 22, 2004	
Northland Pioneer College			

CERTIFICATIONS

1. CERTIFICATION REGARDING DEBARMENT AND SUSPENSION

The undersigned (authorized official signing for the applicant organization) certifies to the best of his or her knowledge and belief, that the applicant, defined as the primary participant in accordance with 45 CFR Part 76, and its principals:

- (a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal Department or agency;
- (b) have not within a 3-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) are not presently indicted or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and
- (d) have not within a 3-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

Should the applicant not be able to provide this certification, an explanation as to why should be placed after the assurances page in the application package.

The applicant agrees by submitting this proposal that it will include, without modification, the clause titled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion--Lower Tier Covered Transactions" in all lower tier covered transactions (i.e., transactions with sub-grantees and/or contractors) and in all solicitations for lower tier covered transactions in accordance with 45 CFR Part 76.

2. CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

The undersigned (authorized official signing for the applicant organization) certifies that the applicant will, or will continue to, provide a drug-free workplace in accordance with 45 CFR Part 76 by:

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) Establishing an ongoing drug-free awareness program to inform employees about--
 - (1) The dangers of drug abuse in the workplace;
 - (2) The grantee's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a) above;
- (d) Notifying the employee in the statement required by paragraph (a), above, that, as a condition of employment under the grant, the employee will--
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- (e) Notifying the agency in writing within ten calendar days after receiving notice under paragraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central

point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

- (f) Taking one of the following actions, within 30 calendar days of receiving notice under paragraph (d) (2), with respect to any employee who is so convicted--
 - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

For purposes of paragraph (e) regarding agency notification of criminal drug convictions, the DHHS has designated the following central point for receipt of such notices:

Office of Grants and Acquisition Management
 Office of Grants Management
 Office of the Assistant Secretary for Management and Budget
 Department of Health and Human Services
 200 Independence Avenue, S.W., Room 517-D
 Washington, D.C. 20201

3. CERTIFICATION REGARDING LOBBYING

Title 31, United States Code, Section 1352, entitled "Limitation on use of appropriated funds to influence certain Federal contracting and financial transactions," generally prohibits recipients of Federal grants and cooperative agreements from using Federal (appropriated) funds for lobbying the Executive or Legislative Branches of the Federal Government in connection with a SPECIFIC grant or cooperative agreement. Section 1352 also requires that each person who requests or receives a Federal grant or cooperative agreement must disclose lobbying undertaken with non-Federal (non-appropriated) funds. These requirements apply to grants and cooperative agreements EXCEEDING \$100,000 in total costs (45 CFR Part 93).

The undersigned (authorized official signing for the applicant organization) certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the under-

signed, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

- (2) If any funds other than Federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions. (If needed, Standard Form-LLL, "Disclosure of Lobbying Activities," its instructions, and continuation sheet are included at the end of this application form.)
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

4. CERTIFICATION REGARDING PROGRAM FRAUD CIVIL REMEDIES ACT (PFCRA)

The undersigned (authorized official signing for the applicant organization) certifies that the statements herein are true, complete, and accurate to the best of his or her knowledge, and that he or she is aware that any false, fictitious, or fraudulent statements or claims may subject him or her to criminal, civil, or administrative penalties. The undersigned agrees that the applicant organization will comply with the Public Health Service terms and conditions of award if a grant is awarded as a result of this application.

5. CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE

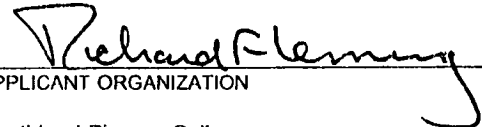
Public Law 103-227, also known as the Pro-Children Act of 1994 (Act), requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, early childhood development services, education or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law also applies to children's services that are provided in indoor facilities that are constructed, operated, or maintained with such Federal funds. The law does not apply to children's services provided in private residence, portions of facilities used for inpatient drug or alcohol treatment, service providers whose sole source of applicable Federal funds is Medicare or Medicaid, or facilities where WIC coupons are redeemed.

Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 for each violation and/or the imposition of an administrative compliance order on the responsible entity.

By signing the certification, the undersigned certifies that the applicant organization will comply with the requirements of the Act and will not allow smoking within any portion of any indoor facility used for the provision of services for children as defined by the Act.

The applicant organization agrees that it will require that the language of this certification be included in any subawards which contain provisions for children's services and that all subrecipients shall certify accordingly.

The Public Health Services strongly encourages all grant recipients to provide a smoke-free workplace and promote the non-use of tobacco products. This is consistent with the PHS mission to protect and advance the physical and mental health of the American people.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL 	TITLE President, Northland Pioneer College	
APPLICANT ORGANIZATION Northland Pioneer College		DATE SUBMITTED 07/22/2004

RURAL OUTREACH FOR PARAMEDICAL EDUCATION

**An innovative partnership project submitted to the
Rural Emergency Medical Service Training and Equipment Assistance Program by
Northland Pioneer College**

**Peggy Belknap – Project Director
P.O. Box 610, Holbrook, AZ 86025
(928)-524-7455 – pbelknap@npc.edu**

Abstract

Northland Pioneer College (NPC), a comprehensive, multi-campus community college serving rural and remote Northeastern Arizona, will partner with the State authorized EMS council for Northern Arizona, 14 Northern Arizona fire departments, 12 hospitals and two other community colleges to form Rural Outreach for Paramedical Education (ROPE). The purpose of the ROPE partnership is to provide high-quality, *accessible*, and cost effective training opportunities for certification and re-certification of Certified Emergency Paramedics (CEPs) and continuing education for Emergency Medical Service (EMS) providers in Northeastern Arizona, thereby eliminating the need for costly travel to distant metropolitan areas.

This innovative project will bring a *mobile hands-on, critical care skills lab*, the centerpiece of which is a human patient simulator, to CEP students and EMS providers across a remote, four-county service area of over 47,000 square miles. Project goals are as follows: 1.) By 9/29/2007, 80% or more of the 400 Certified Emergency Paramedics in the project service area will receive a Certificate of Completion for re-certification, from one of the project partners, through use of the mobile skills lab. 2.) By 9/29/2005, 100% of Certified Emergency Paramedic candidates at NPC will be able to check off 100% of their initial training in all critical care competency areas by using the mobile skills lab. 3.) By 9/29/2007 at least 75% of the first-year group that were served by the project will return for their next re-certification.

The mobile skills lab will be available to each partner so they may provide *on-site* continuing education to their EMS providers. This is especially significant, because 7 of the 12 partnership hospitals are located on the tribal lands of the Navajo, Hopi and White Mountain Apache People. The ROPE project will allow Native American professionals to instruct their own EMS providers, customizing continuing education to address unique cultural and linguistic needs, especially relative to health, medicine, death and dying.

Project sustainability is assured by ongoing evaluation activities that are regularly reviewed by the partnership, and an innovative train-the-trainer model, through which mobile skills lab instructors will come directly from the ranks of the partnership. Course fees, tuition and user fees will provide for maintenance and repair of the mobile skills lab.

Rural Outreach for Paramedical Education is a highly replicable demonstration project that *will* enable EMS providers throughout Northeastern Arizona to surmount the barriers of time and distance that impede their access to continuing education. It *will* enhance certification and re-certification rates of paramedical professionals. It *will* improve the critical care skills of emergency medical practitioners - and indeed, it *will* save lives.

1. Introduction

Northland Pioneer College (NPC), a comprehensive, multi-campus community college serves Navajo and Apache counties, an area of 21,158 square miles in rural and remote Northeastern Arizona. Although the size of West Virginia, the region has a population density of fewer than 8 persons per square mile. For perspective, there are 45.2 persons per square mile in the State of Arizona and 333.8 persons per square mile in Maricopa County, where the capital city of Phoenix is located.¹ The tribal lands of the Navajo, Hopi and White Mountain Apache people, account for 60% of the NPC service area. Over 62% of the population of the two counties is Native American, as compared to 5% for Arizona and 1.8% for Maricopa County.² While 13.9% of all Arizonans live below the poverty level, 29.5% of Navajo County residents and 37.8% of Apache County residents have this distinction.³ NPC faces the unique challenge of delivering quality, low-cost, practical education to all, within the constraints of an operational budget dictated by a very low tax base and decreased State proportional funding. These factors combined with inadequate public transportation and utilities precipitate the need for developing innovative teaching/learning strategies as established in this proposal.

Despite these challenges, the college made history in May 2004 when the first class of Northeastern Arizona Certified Emergency Paramedics (CEPs), trained under a new national Advanced Life Support curriculum, completed classroom competencies. Although NPC has offered paramedic courses for over 20 years, the college recognized the importance of adopting the U.S. Department of Transportation's updated 1,000-hour program that empowers CEPs to utilize paramedicine as a source of primary care, crucial to rural areas. NPC also recognized its own obligation to optimize training in critical care across its service area where the average ambulance ride takes 45 minutes. In a major institutional campaign, the college resolved to take a leadership role in maximizing the quality of both pre-service and continuing education of paramedics and other emergency care providers.

NPC adopted the new paramedic curriculum in Spring 2004, and on May 18, 2004, implemented an Associate of Applied Science degree, a Certificate of Applied Science and ten new courses in Emergency Medical Technology (EMT). The college also established a key position and hired a full-time EMT Program Coordinator, Ms. Donna Farkas, who brought an astute perspective to the program with her 15+ years as a flight paramedic in the NPC service area. Prior to Ms. Farkas' arrival, the program had been overseen in a half-time capacity. Despite staffing needs in other instructional programs, the college elected to budget for a full-time EMT faculty member, allowing Ms. Farkas more time to devote to the growth and enhancement of the program.

Through community needs analysis and relying on her extensive experience as a flight paramedic, Ms. Farkas identified as the primary challenge of the EMT program to improve the availability *local* opportunities for certification and re-certification of CEPs and continuing education for EMS providers in Northeastern Arizona. Per national regulations, CEPs must re-certify every two years, by completing a minimum of 56 contact hours of continuing education in Advanced Life Support (ALS). While some ALS skills can be refreshed locally, CEPs must still

¹ Source: 2000 US Census – Arizona Quick Facts from the US Census Bureau: www.census.gov

² Source: 2000 US Census – Arizona Quick Facts from the US Census Bureau: www.census.gov

³ Source: 2000 US Census – Arizona Quick Facts from the US Census Bureau: www.census.gov

travel to the Phoenix area, from 180 to over 350 miles from the project service area, to meet all requirements. Students in the NPC CEP program must also travel to the Phoenix area to complete the mandated 120 clinical hours and 372 vehicular hours. To address this problem, Farkas proposed the development of a unique, *mobile* skills laboratory that could satisfy all skills-practice requirements for both initial certification and re-certification of CEPs, *and* be transported to paramedical professionals across the NPC service area. The lab would feature a state-of-the-art human patient simulator, and all related equipment required for performing advanced life support procedures.

Ms. Farkas took her idea to the Northern Arizona Emergency Medical Services group (NAEMS), a consortium of EMS providers from Navajo, Apache, Coconino, and Yavapai counties, of which NPC is a longtime member. Because of their geographic isolation, the over 400 CEPs represented by NAEMS encounter common barriers with regard to meeting certification and re-certification requirements. Would they utilize this mobile skills lab, if NPC could make it available? The answer was a resounding YES. Farkas then described the lab to the NPC EMT Advisory Committee, consisting of representatives from hospitals, fire departments and ambulance services within the NPC service area. Again, there was enthusiastic support for her idea.

This proposal, Rural Outreach for Paramedical Education (ROPE), will establish a partnership consisting of NPC, the EMS providers of the NAEMS group, 2 other community colleges, and 12 hospitals across a four-county area of 47,000 square miles. NPC will acquire and maintain the mobile skills lab, and all partners will use it to eliminate the need for distant travel for training. The ROPE project will serve over 400 practicing CEPs, 24 NPC CEP students each year, and emergency room nurses and physicians from 12 hospitals throughout the partnership area.

2. Needs Assessment

Ms. Farkas has forged and renewed strong partnerships with EMS providers throughout Northeastern Arizona. The NPC EMT program owes its very existence to the sum of these partnerships. According to the 1990 census, the NPC service area covers the sixth and seventh poorest counties in the United States. As with NPC, hospitals and emergency care services are hackneyed by budgetary constraints. It is through effective resource sharing programs that they have managed to make the EMT program work. Despite recruiting and maintaining highly-qualified staff, increased program funding, and sustained community support, *constraints of time, place and quality of educational resources* present significant barriers for CEP students to effectively fulfill certification requirements and for practicing CEPs to maintain continuing education requirements for re-certification. In interviewing the Medical Directors at area CEP base hospitals, Ms. Farkas developed a clear picture of the nature of these barriers.

Specifically, the availability and quality of training resources is a critical issue. Many training props used by NPC EMT faculty are borrowed from partner hospitals, fire departments and ambulance services. This sharing process presents a serious dilemma. Succinctly, if NPC students are using a prop, the agency that loaned it faces a potential threat to providing comprehensive medical service. For example, if the Taylor Fire Department has loaned its manual defibrillator to the college, and must then respond to an emergency, retrieving the unit

will delay response time. It is a paradox that the college, and partnering emergency care agencies, have placed a premium on the education of Certified Emergency Paramedics, yet the very process of that education produces the potential for catastrophe.

A second issue arises in providing *realistic* opportunities for students in NPC's newly revised CEP program to practice critical care skills, such as intubation and catheterization. While students must perform these skills on human patients to complete competency requirements, the program relies on props that are outdated, in poor repair, and/or, as aforementioned, borrowed from partner EMS providers. Students also practice on hog organs, supplied by a local slaughterhouse. Skills practice is subject to the availability of fresh organs, which must be picked up and transported to campus, a round trip of 60 miles. Moreover, while hog organs are similar to human organs, they are not the same, nor are students able to experience working on the organs as part of a complete body system. Ideally, skills practice would take place in an integrated, holistic setting, that actually replicates real emergency scenarios. Although NPC is making notable progress in meeting the need for providing qualified CEPs, we are convinced that without enhancing the current learning environment, and improving accessibility, a significant number of individuals will not be successful in completing CEP programs.

A similar problem exists in providing continuing education required for re-certification of practicing CEPs. Due to the sparse population density of our region, they do not experience, with the same regularity as their counterparts in metropolitan areas, patients who require specific procedures such as needle and tube cricothyrotomy and esophageal intubation. Thus, they lack the experience gained through applying these skills on a regular basis. While, these emergency clinicians must keep *all* critical care skills current to be prepared for any situation, long distances from comprehensive training facilities present a problem. Overnight travel to metropolitan areas for skills practice costs hospitals, fire departments and ambulance services by affecting patient access to providers and putting an undue strain on rural emergency crews that are already minimally staffed. A letter from the NAEMS group on page 36 attests to the "almost non-existent" access to necessary clinical experiences for EMS providers in Northeastern Arizona. Without an effective system that can deliver these specific continuing education and skills practice programs *on-site*, rural EMS providers will be unable to maintain an adequate number of qualified professionals.

As stated in the HRSA Project Description, need for qualified, highly skilled emergency care providers in rural areas like Northeastern Arizona is critical. Rural Outreach for Paramedical Education is a program that surmounts the barriers of time and distance by making practical resources, designed to fully emulate the actual emergency environment, situation and patient reaction accessible to all.

3. Methodology

Through the Rural Outreach for Paramedical Education (ROPE) partnership, Northland Pioneer College will develop the *mobile* continuing education skills lab. Included will be the props that are needed so every CEP student can practice advanced life support skills and meet all competencies for certification and re-certification without compromising the efficiency of a single emergency provider. The centerpiece of the fully portable, mobile lab is a computer-model-driven, full-sized mannequin developed by Medical Education Technologies,

Incorporated (METI). This mannequin, the Emergency Care Simulator (ECS) will be the only one of its kind in Northeastern Arizona. (Please see Budget Justification, pages 7-8 for reference to sole source letter.) All other such mannequins in the state – there are 3 – are located in Phoenix, as many as six hours driving time, one way, from the project service area. The ECS blinks, speaks, breathes, has a pulse and heartbeat, and accurately mirrors human responses to such procedures as CPR, intravenous medication, intubation, ventilation and catheterization. Its intricately programmed systems – cardiovascular, pulmonary, pharmacological, metabolic, genitourinary (male and female) and neurological – and clinical responses are so dramatically lifelike that it is second only to working on a live human. In fact, when a CEP student must demonstrate skills for certification or re-certification, and a human patient is unavailable – often the case in a rural area – the METI ECS is accepted by the U.S. Department of Transportation and the Arizona Department of Health Services.

Because the ECS is specifically designed to support emergency scenarios, it can open up the classroom to real-life situations. This resource will empower CEP students to master specific required competencies by actually responding to simulated emergencies. The ECS and portable lab will also enable CEPs, and emergency room physicians and nurses to participate in authentic continuing education opportunities in all aspects of advanced life support without leaving their own community hospitals. This is especially significant, because 7 of the 12 partnership hospitals are located on the tribal lands of the Navajo, Hopi and White Mountain Apache People. The ROPE project will allow Native American professionals to instruct emergency service providers, customizing continuing education to address unique cultural and linguistic needs, especially relative to health, medicine, death and dying. As educational studies have shown, Native American student success is directly related to the instructor's awareness of and sensitivity to issues affecting Native American views.

To enhance the capability of the ECS we will implement learning modules for cardiopulmonary critical care, a topic that is especially relevant to rural providers, and Disaster Medical Readiness (DMR), critical to all EMS providers since 9/11/2001. Additional props that allow hands-on practice in infant, child and prenatal critical care skills, and other equipment supporting realistic use of the ECS and related props will complete the lab.

Project Goals and Objectives

To ensure that the ROPE project is sustainable, the following goals, strategies and measurable outcomes will guide the delivery of high-quality products and services valued by our constituents, and develop a strong partnership to share in ongoing project evaluation and refinement.

Northland Pioneer College
Rural Outreach for Paramedical Education

Methodology – Goal One	Strategies	Responsible Person	Completion Date by Project Year	Outcome Measures
<p>By 9/29/2007, 80% or more of the 400 Certified Emergency Paramedics (CEPs) in the project service area will receive a Certificate of Completion for Re-certification, from one of the project partners, through use of the mobile skills laboratory.</p> <p>Realization of this goal will mean that each year, at least 106 CEPs will complete all skills for re-certification in their home communities, without having to travel 180-350 miles away to do so.</p> <p>This goal will be achieved by 9/29/2007.</p>	1. Development and implementation of the mobile skills laboratory.	D. Farkas	PY 1-11/30/04 PY 2-9/30/05 PY 3-9/30/06	The mobile skills laboratory will be 100% operational.
	2. Establishment of an initial pool of 12 lab instructors to provide student instruction and train new trainers using the mobile skills laboratory.	D. Farkas	PY 1-1/31/05 PY 2-N/A PY 3-N/A	12 lab instructors will demonstrate competency with all aspects of the mobile skills laboratory.
	3. Completion of advanced training and Disaster Medical Readiness (DMR) by initial pool of 12 lab instructors.	D. Farkas	PY 1-5/31/05 PY 2-N/A PY 3-N/A	12 lab instructors will demonstrate advanced training and DMR skills.
	4. Development of a schedule for CEP re-certification classes throughout the project service area.	D. Farkas	PY 1-1/31/05 PY 2-9/30/05 PY 3-9/30/06	A schedule for CEP re-certification classes will be established.
	5. Development of a train the trainer schedule to qualify additional lab instructors for each partner hospital.	D. Farkas	PY 1-5/31/05 PY 2-1/31/06 PY 3-1/31/07	A schedule for training additional lab instructors will be established.
	6. Qualification of at least one lab instructor, capable of instructing students and training new trainers at each partner hospital.	D. Farkas	PY 1-5/31/05 PY 2-1/31/06 PY 3-1/31/07	There will be at least one lab instructor at each partner hospital.
	7. Implementation of CEP re-certification classes throughout the project service area.	D. Farkas	PY 1-1/31/05 PY 2-9/30/05 PY 3-9/30/06	At least 106 CEPs will receive re-certification through the mobile skills lab.

*Northland Pioneer College
Rural Outreach for Paramedical Education*

Methodology – Goal Two	Strategies	Responsible Person	Completion Date by Project Year	Outcome Measures
<p>By 9/29/2005, 100% of Certified Emergency Paramedic candidates at Northland Pioneer College will be able to check off 100% of their initial training in all critical competency areas by using the mobile skills lab.</p> <p>Realization of this goal will eliminate Northland Pioneer College's EMT program's dependence on equipment loaned by EMS providers. 24 CEP students each year will practice skills in an integrated and holistic setting, without compromising the efficiency of a single EMS provider.</p> <p>This goal will be achieved by 9/29/2005.</p>	1. Development and implementation of the mobile skills laboratory.	D. Farkas	PY1-11/30/04 PY 2-9/30/05 PY 3-9/30/06	The mobile skills laboratory will be 100% operational.
	2. Training of all NPC EMS faculty in instruction using the mobile skills laboratory.	D. Farkas	PY 1-1/31/05 PY 2-N/A PY 3-N/A	100% of NPC EMS faculty and associate faculty will be trained to instruct students using the mobile skills laboratory.
	3. Establishment of a schedule of dates for use of the mobile skills lab by NPC CEP students.	D. Farkas	PY1-10/31/04 PY2-10/31/05 PY3-10/31/06	A schedule of dates for use of the mobile skills lab by NPC CEP students will be established.
	4. Implementation of mobile skills lab training by NPC CEP students.	D. Farkas	PY1-9/29/05 PY2-11/30/05 PY3-11/30/06	100% of Certified Emergency Paramedic candidates at Northland Pioneer College will be able to check off 100% of their initial training in all critical competency areas by using the mobile skills lab.

*Northland Pioneer College
Rural Outreach for Paramedical Education*

Methodology- Goal Three	Strategies	Responsible Person	Completion Date by Project Year	Outcome Measures
<p>By 9/29/2007, at least 75% of the first-year re-certification group will return for their next re-certification.</p> <p>Realization of this goal will mean that at least 80 CEPs view ROPE as a viable resource for recertification.</p> <p>Realization of this goal will also ensure sustainability of the project; tuition and course fees from re-certification candidates will provide for maintenance and upkeep of the mobile-skills lab.</p> <p>This goal will be achieved by 9/29/2007.</p>	1. Establishment of a biannual meeting schedule for the partnership group to address project issues.	D. Farkas	PY1-10/01/04 PY2-10/01/05 PY3-10/01/06	A biannual meeting schedule for the partnership group will be established.
	2. Establishment and implementation of a marketing plan to disseminate information about the Northland Pioneer College EMS program and the Rural Outreach for Paramedical Education program.	P. Belknap with NPC Director of Marketing	PY1-11/30/04 PY2-11/30/05 PY3-11/30/06	A marketing plan to disseminate information about the NPC EMS program and ROPE will be established and implemented.
	3. Meeting of the partnership group twice yearly to address project issues, review evaluation reports and refine project.	D. Farkas; P. Belknap	PY 1-3/31/05 PY 2-3/31/06 PY 3-3/31/07	The partnership group will meet twice-yearly as evidenced by meeting minutes.
	4. Formative / summative evaluation of Project.	Project Evaluator	PY1-9/30/05 PY2-9/30/06 PY3-9/30/07	A formative and summative evaluation will be completed.
	5. Report on project.	P. Belknap	PY1-10/30/05 PY2-10/30/06 PY3-10/30/07	A report on the project will be completed.
	6. Development of a database to contact potential returning re-certification candidates.	P. Belknap; D. Farkas	PY1-1/31/05 PY2-1/31/06 PY3-1/31/07	The database will be developed; updates will be ongoing.
	7. Recruitment of new NPC CEP students.	P. Belknap	Ongoing	A full class of 24 NPC CEP students will be enrolled.
	8. Recruitment of new and returning candidates for CEP re-certification.	P. Belknap	Ongoing	At least 80 CEP returning re-certification students will be enrolled.

4. Work Plan

Strategies and completion dates described below are based on a three-year project running from September 30, 2004 through September 29, 2007. Project years will run from September 30 to September 29. Strategies to ensure the achievement of project goals are as follows:

Goal One states: By 9/29/2007, 80% or more of the 400 Certified Emergency Paramedics (CEPs) in the project service area will receive a Certificate of Completion for Re-certification from one of the project partners, through use of the mobile skills laboratory. Project Coordinator Donna Farkas will be responsible for all strategies related to the achievement of this goal. Upon receipt of funding, Farkas will develop the mobile skills laboratory. Activities related to this strategy include purchase of all supplies and equipment related to the mobile skills lab, and housing of all items at the White Mountain Campus of NPC in Show Low. The lab will be fully operational by November 30, 2004, in order that project activities may commence immediately.

A key element of the project is the core group of mobile skills lab instructors representing ROPE partners throughout the entire project area. Through a train-the-trainer program, an ongoing process for maintaining a pool of qualified instructors will be implemented. This model will assure that the project is fully sustainable and dissemination of its methods continues. By January 31, 2005, twelve paramedical professionals representing ROPE partner entities will come to the NPC White Mountain Campus in Show Low. There they will take part in an intensive two-day training, by a representative of METI, in the operation of the ECS. During this initial training, Ms. Farkas will provide instruction in use additional components of the mobile lab, and work with participants to establish a schedule for CEP re-certification classes.

Donna Farkas will schedule the METI trainer for two more sessions before May 31, 2005 to enhance instructor training. A unique quality of the METI ECS is that it allows operators to write their own scenarios to supplement the twelve emergency scenarios that come with the unit. Instructors will learn to develop their own scenarios, unique to a particular service area or situation, thereby optimizing the authenticity of practice sessions. They will also learn to instruct using the Disaster Medical Readiness module. Ms. Farkas will schedule, coordinate and participate in all aspects of these trainings. By no later than May 31, 2005, Farkas will coordinate and serve as instructor for the first train-the-trainer session in order to meet the objective that each partner hospital qualifies at least one paramedical professional or physician to instruct students using the mobile skills laboratory. In addition to CEP refresher classes, each partner hospital may provide training in a broad scope of advanced life support skills to its own staff by borrowing the mobile skills lab. CEP re-certification classes will be offered by NPC in January, April, August and November of each year. Farkas will respond to requests for additional re-certification classes and other training sessions from project partners by scheduling the mobile skills lab accordingly.

Ms. Farkas will also be responsible for ensuring that all activities related to the strategies for achievement of Goal Two are carried out as scheduled. Goal Two states: By 9/29/2005, 100% of Certified Emergency Paramedic candidates at Northland Pioneer College will be able to check off 100% of their initial training in all critical competency areas by using the mobile skills lab. By October 31 of each project year, Farkas will establish a schedule to ensure that the mobile

skills laboratory is available to NPC CEP students on particular dates throughout the academic year.

Goal Three speaks to project sustainability: By 9/29/2007, at least 75% of the first-year re-certification group will return for their next re-certification. Project Director Peggy Belknap will be responsible for strategies to ensure success of Goal Three: marketing, evaluation, and recruitment. By November 30 of Project Year One, Belknap will work with the NPC Director of Marketing to craft a marketing plan to disseminate information about ROPE and the Northland Pioneer College EMT program. Targeted audiences will include prospective EMT/CEP students, prospective CEP re-certification students, and new project partners. The Arizona Rural Health Office will also publicize project training opportunities on their web site and through their electronic newsletter. (See letter of support from Director Alison Hughes on page 33.) By November 30 of each subsequent project year, Ms. Belknap will meet with the NPC Director of Marketing to refine the marketing plan, and revise it where necessary. Commensurate to the marketing plan is the recruitment of new NPC CEP students and the recruitment of new and returning candidates for CEP re-certification. Activities related to these strategies will be ongoing. By January 31 of Project Year One, Peggy Belknap will coordinate with the NPC Admissions Coordinator to develop and implement a recruitment plan which will be reviewed and refined by January of each subsequent project year. Belknap will also manage the creation and operation of a database for CEP re-certification students. When students enroll in CEP re-certification courses through the ROPE partnership, their information will be entered into this database. They will then be flagged to receive a recruitment and marketing materials from NPC at least 8 months prior to their next mandated re-certification date. This will encourage them to return to a ROPE project partner for their next re-certification, supporting the achievement of Project Goal Three.

In addition to these strategies, the project will be sustained through effective partnership collaboration. Ms. Belknap will ensure implementation of an ongoing formative and summative project evaluation and will provide biannual reports to the partnership group the President of NPC, and the Office of Rural Health Policy. In addition, Project Coordinator Donna Farkas will establish a biannual meeting schedule for partnership members to discuss project issues. To accommodate those unable to attend in person, she will provide an interactive distance video link. Ms. Farkas will draw up agendas for partnership meetings, serve as meeting facilitator, and ensure that meeting minutes are distributed to all representatives, whether in attendance or not.

A strong partnership will ensure that the pool of qualified instructors is maintained and renewed from their ranks, as well as allowing cost sharing for the maintenance and repair of mobile lab components, the purchase of replacement parts, and the updating of warranties. Expenses related to the aforementioned will be derived from course fees or rental fees. To clarify the nature of the ROPE partnership, all partners may use the mobile skills lab for advanced life support training courses. If any partner offers a course for college credit through NPC, there will be no charge for the use of the mobile skills lab, because participants will be enrolled as NPC students. Their tuition and course fees will contribute to the upkeep of lab equipment and the purchase of supplies. If a partner schedules the mobile skills lab for training without college credits, a fee will apply. All partners have agreed to a fee of \$10.00 per hour per student per eight-hour day,

with a minimum of ten students (\$800.00) required. If fewer than ten students or eight hours apply, the borrowing partner must still pay the \$800.00 minimum.

5. Resolution of Challenges

Potential problems regarding the partnership will be resolved collaboratively. Each member will be invited to forward concerns, in writing, to Project Director Peggy Belknap. If Belknap cannot effectively address a concern, it will be brought before the partnership group at a regular meeting. If Belknap determines that a problem is urgent, she may direct Project Coordinator Farkas to call a special meeting of the partners to expedite a resolution. This method of resolving challenges has proven successful with similar groups, most notably the NPC Emergency Medical Technology Program Advisory Committee. The members of this group will also be part of ROPE, so they are familiar with the nature of problems that may arise, and experienced in crafting mutually beneficial solutions.

Regarding personnel management, Peggy Belknap, as the Director of NPC's Division of Business and Community Services currently supervises Donna Farkas in Ms. Farkas' role as Coordinator of NPC's EMT Program. This relationship will transfer naturally to the ROPE project. Ms. Belknap will also contract with and supervise the project evaluator. Grant expenditure activities will take place in Project Year One, and all are related to the development and implementation of the mobile skills laboratory and the contracting of the project evaluator. These expenditures have been detailed in the Budget Justification. Expenditures in subsequent years will be related to the upkeep of the mobile skills lab and the renewal of product warranties.

6. Evaluation and Technical Support Capacity

Upon receipt of funding, Project Director Peggy Belknap will issue an RFP to contract with an independent evaluator. (Please see a position description for the evaluator on page 31 – Appendix B.) The evaluator will be in place by November 30 of Project Year One. The evaluator, working with Ms. Belknap and Ms. Farkas, will develop a survey instrument, to be completed by all program participants, to examine program satisfaction. Survey data will be shared with all project partners at each year's March partnership meeting. Ongoing analysis of the instrument will reveal strengths and weaknesses, empowering the partnership to strategize for continual improvement. Data for the number of students who have enrolled in a ROPE course, the number who have completed the requirements for CEP certification, the number who have become CEPs, and the number who have received the 56-contact hour Certificate of Completion for Re-certification will be collected. It will be compared directly to the goals and strategies described in Methodology to ensure they are being met in a timely fashion. This information will also be included in Ms. Belknap's annual report. Finally, Belknap and the evaluator will prepare an Annual Performance Report in accordance with REMSTEP Program Guidance, addressing all data elements described therein. This report will also be shared with the partnership. All evaluative information will be forwarded to REMSTEP according to prescribed schedule, and will also be used in enhancing and improving ROPE and in sharing the project with other EMS programs and emergency care providers in rural areas nationwide.

7. Organizational Information

Northland Pioneer College (NPC), was established in 1972 and the first students enrolled in the fall semester of 1974. Campuses are located within four of the largest Navajo County

communities: Holbrook, Winslow, Show Low, and Snowflake. Six centers are located in Navajo and Apache Counties. Most notably, the College is experienced in establishing educational sites as needs and opportunities arise, so it is well prepared to respond efficiently and effectively to training needs for ROPE project partners.

It is the mission of NPC "To enrich the quality of life for individuals and communities by providing comprehensive, accessible, excellent, affordable and lifelong learning opportunities." The purpose of the ROPE partnership, to provide high-quality, accessible, and cost effective training opportunities in Advanced Life Support skills, fits perfectly within the mission of NPC. The mission of the Division of Business and Community Services, "To provide business and industry with programs that will enhance the individual and provide additional value to companies by increasing employee knowledge, skills and confidence" applies directly to the EMS providers in the ROPE partnership.

Because NPC's EMT program operates within the Division of Business and Community Services, Division Director Peggy Belknap is highly qualified to serve as Project Director of ROPE as was evidenced in the Staffing Plan on pages 10-11. An organizational chart depicting the flow of authority for this project can be found on page 40 – Appendix D. NPC has many years experience managing large grant projects: two Title III projects to enhance distance learning capacity and digital resources; a Fund for the Improvement of Post-Secondary Education (FIPSE) project; ongoing awards from the Carl Perkins program for Vocational Education; and an award-winning School To Work program that brought together over 400 businesses in partnership with NPC, to name a few.

Project partners are all emergency service providers: ambulance services, fire departments and hospitals. All were invited to be part of the ROPE partnership, because they share common barriers with regard to time, place and distance, in providing authentic, hands-on opportunities for advanced life support skills training. All agreed to be part of the ROPE project, because they believe it offers a practical, realistic, cost-effective solution to this problem. Partners are listed below. In addition, the ROPE project has the support of The Arizona State Office of Rural Health, and the Arizona State Office of Emergency Medical Services. Letters of support from the directors of these offices may be found in on pages 32-33, Appendix C. A letter from the NAEMS group on page 36 attests to the "almost non-existent" access to necessary clinical experiences for EMS providers in Northeastern Arizona. Navapache Regional Medical Center, the base hospital for EMS providers in the White Mountain area, and Fort Defiance Indian Hospital have also offered letters of support, in addition to partnership commitment. Their letters can be found on pages 34-39.

Project Partners

1. Northern Arizona EMS Council (NAEMS) Paul Coe, CEP – President P.O. Box 2127 Flagstaff, AZ 86003-2127 (928) 632-7581	2. The Northern Arizona Fire Chiefs Association (NAFCA) Paul Watson, Chairman P.O. Box 1109 Lakeside, AZ 85929 (928) 367-2199
3. Chinle Comprehensive Health Care	4. Flagstaff Medical Center

*Northland Pioneer College
Rural Outreach for Paramedical Education*

Facility Robert Eck – Nurse Educator Drawer PH Chinle, AZ 86503 (928) 674-7186	Gerry Ollier, CEP – Paramedic Educator 1200 N. Beaver St. Flagstaff, AZ 86001 (928) 214-3647
5. Fort Defiance Hospital Frank Freeland, Ed.D., CEO Tom Herr, MD P.O. Box 649 Fort Defiance, AZ 86504 (928) 729-8014	6. Hopi Health Care Center Paul Snyder Acting Director of Nursing/ER Supervisor P.O. Box 4000 Polacca, AZ 86042 (928) 737-6370
6. Navapache Regional Medical Center* Gayle Townsend, Director of Development 2200 E. Show Low Lake Rd. Show Low, AZ 85901 (928) 537-4375	7. Sage Memorial Hospital Wanda Begay, Director of Nursing P.O. Box 457 Ganado, AZ 86505 (928) 755-4542
9. Tuba City Regional Health Care Corp. Jim Flaherty, MD – ER Physician P.O. Box 600 Tuba City, AZ 86045 (928) 283-2501	10. White Mountain Regional Medical Center Jennifer Johnson-Belisle Interim Chief Nursing Officer 118 S. Mountain Avenue (928) 333-7104
11. Whiteriver IHS Hospital* Susan Panter, RN – Clinical Nurse Supervisor/Base Hospital Coordinator Steven Thompson, MD – Base Hospital Medical Director P.O. Box 860 Whiteriver, AZ 85941 (928) 338-3734	12. Winslow IHS Hospital Dennis Randles, RN, MSN, MBA Chief Operating Officer/ Nursing Consultant 500 N. Indiana Avenue Winslow, AZ 86047 (928) 289-4646
13. Winslow Memorial Hospital Jackie Long, Director of Nursing 1501 N. Williamson Avenue Winslow, AZ 86047 (928) 289-4691 x 312	14. Coconino Community College Dave Manning, EMS Program Coordinator 3000 N. Fourth St. Flagstaff, AZ 86004-18925 (928) 526-7680
15. Yavapai Community College James Bushman EMS Director/Public Services Education Prescott Valley Center 6955 Panther Path Prescott Valley, AZ 86314 (928) 717-7918	

* Base hospital for EMS providers.

8. Project Preferences

Northland Pioneer College respectfully requests preference for the Rural Outreach for Paramedical Education on the following grounds:

1. The project reflects a collaborative effort by sixteen partnering entities, who propose an effective mechanism for training, workforce development, and for licensing and retaining recruited personnel. The ROPE project is aimed directly at overcoming barriers to advanced life support skills training for paramedical professionals in rural and remote Northeastern Arizona. As such, it prepares Certified Emergency Paramedics for the workforce, improves the quality of advanced life support skills for CEPs, nurses and physicians across the project service area, and ensures that CEPs have affordable, accessible, quality opportunities for ongoing re-certification.
2. Northland Pioneer College will ensure that funds are used for a combination of six out of eight eligible activities, using an innovative, comprehensive, regional approach to develop the proposed project. Eligible activities include the following:
 1. Recruit emergency medical service personnel – This activity is described in the strategies for Project Goal Three on page 24 of the Methodology section of this proposal.
 2. Recruit volunteer emergency medical service personnel – many EMS providers in the project rely on the services of volunteers who will benefit from recruitment and training.
 3. Train emergency medical service personnel in emergency response, injury prevention, safety awareness, and other topics relevant to the delivery of emergency medical services – It is the purpose of this project to provide accessible, affordable, realistic hands-on training in all aspects of advanced life support skills.
 4. Fund specific training to meet Federal or State certification requirements – All three project goals are directed toward the certification and re-certification of Certified Emergency Paramedics per US Department of Transportation and Arizona Department of Health Services requirements.
 5. Develop new ways to educate emergency health care providers through the use of technology-enhanced educational methods – The Emergency Care Simulator (ECS) is the most technologically advanced apparatus of its kind that can be made fully-mobile and therefore readily accessible to rural and remote regions. We know of no other project that employs such a mobile-skills laboratory to serve such a vast and sparsely-populated area.
 6. Acquire emergency medical services equipment, including cardiac defibrillators – The proposed mobile skills lab will be outfitted with all equipment necessary for performing advanced life support skills, including a monitor-defibrillator with 12-lead EKG, and a physio-control monitor-defibrillator.

Rural Outreach for Paramedical Education is a highly replicable demonstration project that *will* enable CEPs throughout the service area to surmount the barriers of time and distance that impede their access to certification and re-certification opportunities. It *will* therefore enhance certification and re-certification rates of paramedical professionals across Northeastern Arizona, it *will* improve the critical care skills of emergency medical practitioners - and indeed, it *will* save lives.

Appendix B

**Northland Pioneer College
Position Description**

TITLE: Program Evaluator

DEPARTMENT: Business and Community Services

CLASSIFICATION: Consultant/Contractual

GENERAL STATEMENT OF RESPONSIBILITIES: Perform ongoing evaluation of Rural Outreach for Paramedical Education, a grant funded project, three years in length, beginning in September of 2004.

PRINCIPAL DUTIES: (essential functions)

1. Develop survey instruments to examine all elements of the program.
2. Administer and analyze survey instruments.
3. Compile summary reports of all project surveys.
4. Interpret project goals, strategies, activities, completion dates and outcome measures and continually evaluate these indicators to assess project effectiveness.
5. Make recommendations to project key personnel for ongoing project improvement.
6. Assist Project Director in preparation of biannual reports on project progress and effectiveness.
7. Assist Project Director in final summary report of project.

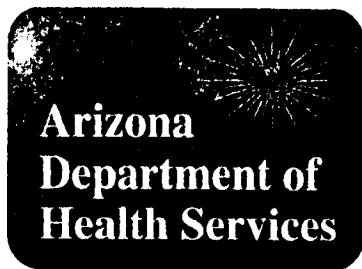
SKILLS REQUIRED: Ability to develop survey instruments, perform surveys, and analyze data; ability to interpret data sets pertaining to program effectiveness and make recommendations for program enhancement/improvement; ability to communicate with and work effectively with program key personnel, students, and other program staff.

PHYSICAL REQUIREMENTS: Critical sensory requirements include general vision (corrected to 20/20), ability to hear and listen in the normal range (corrected), and speak and give general directions clearly.

QUALIFICATIONS: Five years documented experience in program evaluation; Bachelor's degree required; Master's degree preferred.

REQUIRED LICENSURE/CERTIFICATIONS: Valid driver's license required.

ORGANIZATIONAL RELATIONSHIPS: Reports to the Director of Business and Community Services.



Division of Public Health Services

*Office of the Assistant Director
Public Health Preparedness Services*

150 N. 18th Avenue, Suite 540
Phoenix, Arizona 85007
(602) 364-3150 / 1-800-200-8523
(602) 364-3568 FAX

JANET NAPOLITANO, GOVERNOR
CATHERINE R. EDEN, DIRECTOR

June 7, 2004

RECEIVED

BY: *[Signature]*

Peggy Beknap, Program Director
Donna Farkas, Program Coordinator
Emergency Medical Technology Program
Northland Pioneer College
P.O. Box 610 - WMC
Holbrook, AZ 86025

Dear Ms. Belknap and Ms. Farkas:

On behalf of the Arizona Department of Health Services, Bureau of Emergency Medical Services, I wish to express wholehearted support for Northland Pioneer College's Rural Outreach for Paramedical Education Program. Highly skilled paramedical professionals are absolutely critical in serving the most rural and remote areas of our state. As such, they must always be prepared for any situation, and must keep all their critical care skills current.

Our emergency care providers would receive benefit of invaluable measure should Northland Pioneer College be successful in receiving funding for the Rural Outreach for Paramedical Education Program. Through use of the METI Emergency Care Simulator (ECS), paramedics, ER physicians and nurses across Northeastern Arizona would receive regular skills practice in numerous critical areas without having to resort to travel, which taxes budgets and takes staff away from their regular duties. Your train-the-trainer model empowers EMS providers across Navajo, Apache and Coconino Counties to take charge of their own continuing education and makes the goal of Rural Outreach for Paramedical Education not only achievable, but also sustainable.

I sincerely hope that Northland Pioneer College is successful in receiving funding for the Rural Outreach for Paramedical Education Program. This is a project that will bring education in critical care to a part of the country where it is needed the most. Indeed this project will save lives. If I can be of any further assistance, please do not hesitate to contact me.

Sincerely,

[Signature of Judi Crume]

Judi Crume, RN, PhD
Bureau Chief
Bureau of Emergency Medical Services

JC:dmm

Rural Health Office
2501 E. Elm Street
P.O. Box 245177
Tucson, AZ 85716

THE UNIVERSITY OF
ARIZONA.
MEL AND ENID ZUCKERMAN
ARIZONA COLLEGE OF PUBLIC HEALTH

(520) 626-7946
FAX: (520) 326-6429

July 27, 2004

Peggy Belknap, Director
Business and Community Services
Northland Pioneer College
P.O. Box 610
103 N. 1st. Avenue at Hopi Drive
Holbrook, AZ 86025

Dear Ms. Belknap:

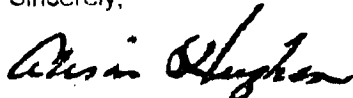
This letter is to express support for your proposal to provide training for first responders in your geographic area, with funding from the Federal Office of Rural Health Policy.

Per our conversation regarding your project, your intention of investing in the purchase of a human patient simulator (otherwise a computer-driven mannequin) and putting it in a mobile skills laboratory in order to take the training into rural communities is an excellent idea.

It is our understanding that training will be offered by Northland Pioneer College in geographic areas served by hospitals in Show Low, Ganado, Springerville, Polacca, Winslow, Tuba City, Chinle, Ft. Defiance, and Whiteriver. Training of the type you offer is greatly needed in rural areas of Arizona.

Should your project be funded, the Rural Health Office will be delighted to help to publicize this training opportunity through our website and through our electronic newsletter that is distributed widely throughout Arizona.

Sincerely,



Alison M. Hughes
Director
Rural Health Office
Mel and Enid Zuckerman
Arizona College of Public Health



June 23, 2004

Donna Farkas, Program Coordinator
Emergency Medical Technology Program
Northland Pioneer College
P.O. Box 610 - WMC
Holbrook, AZ 86025

Dear Ms. Farkas:

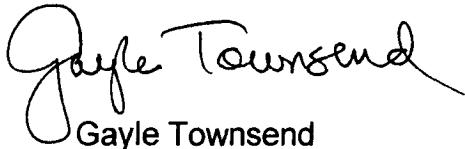
On behalf of Navapache Regional Medical Center, we wish to be a part of Northland Pioneer College's Rural Outreach for Paramedical Education partnership. As the primary referral hospital serving northeast Arizona, Navapache Regional Medical Center provides desperately needed emergency services to a 2,000-square-mile rural area. Because of our region's low population density, our certified emergency paramedics, physicians and nurses, do not see the broad variety of critical care scenarios with the same frequency that our counterparts in metropolitan areas do. That makes it all the more important that our emergency providers are trained and prepared for *any* situation with critical care skills that are appropriate and up-to-date.

Our emergency care providers will be among the primary beneficiaries if Northland Pioneer College is successful in receiving funding for the Rural Outreach for Paramedical Education program. Through use of the METI Emergency Care Simulator (ECS), the ER physicians and nurses at our hospital will receive invaluable skills practice in numerous critical areas without resorting to expensive travel that takes them away from patient care. Through our partnership with you, we would send two of our ER staff to your on-site education course, where they can learn to operate the ECS. We would then extend ECS training opportunities to the remainder of our staff, as well as the Certified Emergency Paramedics who serve our area, thereby greatly multiplying the outreach benefit of the original grant. As you well know we are the base hospital for EMS providers in the White Mountain – and also serve as home base to Native Air Medical Transport for critical trauma response. In 2003 alone, we had 21,573 visits to our emergency department – and those numbers continue to grow!

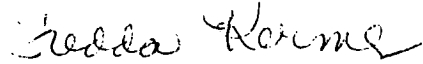
We hope that Northland Pioneer College is successful in receiving funding for the Rural Outreach for Paramedical Education program. This is a project that will bring education in critical care to a part of the country where it is needed most. Simply put, this is a project that will save countless lives in our region. Please

add Navapache Regional Medical Center to your list of partners. If we can be of further assistance, please do not hesitate to contact us.

Sincerely,



Gayle Townsend
Director of Development
Navapache Regional Medical Center
2200 E. Show Low Lake Rd
Show Low, AZ 85901
928-537-6939



Fredda Kermes
Director of Staff Development
Navapache Regional Medical Center
2200 E. Show Low Lake Rd.
Show Low, AZ 85901
928-537-6368



NORTHERN ARIZONA
EMERGENCY MEDICAL SERVICES

June 30, 2004

Donna Farkas
Program Coordinator
Emergency Medical Technology Program
Northland Pioneer College
P.O. Box 610 - WMC
Holbrook, AZ 86025

Dear Ms. Farkas:

Please feel free to list the Northern Arizona Emergency Services (NAEMS) Council as a supporter of your request for grant funding to purchase one or more of the METI Emergency Care Simulator (ECS). As the State authorized regional EMS council for Northern Arizona, we are well aware of the difficulties faced by training programs in the rural setting. Access to necessary clinical experience is almost non-existent, forcing training programs and students to travel long distances for needed skills practice and verification. Such travel is expensive and time consuming, creating a major impediment when upgrading and/or maintaining skills for both paid and volunteer personnel.

The paramedics and EMTs in the region serve a huge, but sparsely populated region. They do not encounter critical care situations with the same frequency as urban emergency teams. Still, they must always be prepared for any predicament, and must keep all their critical care skills current by practicing those skills in the most realistic manner possible. The same holds true for students in EMS training programs. Students' educational experience and subsequent lifesaving abilities would be optimized if they could train on a human simulator.

It is the NAEMS Council's understanding that Northland Pioneer College (NPC) will make the Care Simulators available to EMS students and providers in the region if the grant funding is made available. Our emergency care providers and students would receive benefit of invaluable measure should Northland Pioneer College be successful in receiving funding for the Rural Outreach for Paramedical Education program. Through use of the METI Emergency Care Simulator (ECS), they would receive continuing education to upgrade their skills, as well as regular skills practice in numerous critical areas without having to resort to travel, which taxes budgets and takes staff away from their regular duties. NAEMS wholeheartedly supports NPC's efforts to obtain funding for the METI Emergency Care Simulator!

NAEMS joins the other EMS agencies in the area in our hopes that Northland Pioneer College is successful in receiving funding for the Rural Outreach for Paramedical Education program. This is a project that will bring practical,



NORTHERN ARIZONA
EMERGENCY MEDICAL SERVICES

realistic training and skills practice in critical care to a part of the State where it is needed the most. Indeed, this is a project that will save lives. Please add NAEMS to your list of partners. If I can be of any further assistance, please do not hesitate to contact me.

Sincerely,

Paul F. Coe, President
Northern Emergency Medical Services Council
P.O. Box 2127
Flagstaff, AZ 86003-2127



DEPARTMENT OF HEALTH & HUMAN SERVICES

PUBLIC HEALTH SERVICE
HEALTH RESOURCES AND SERVICES ADMINISTRATION

Navajo Area Indian Health Service
FT. DEFIANCE PUBLIC HEALTH SERVICE
P.O. Box 649
Ft. Defiance, Arizona 86504

June 29, 2004

Donna Farkas
Program Coordinator
Emergency Medical Technology Program
Northland Pioneer College
P.O. Box 610 - WMC
Holbrook, AZ 86025

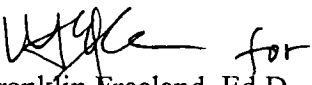
Dear Ms. Farkas:

On behalf of Fort Defiance Indian Hospital, I wish to be a part of Northland Pioneer College's Rural Outreach for Paramedical Education partnership. Fort Defiance Indian Hospital provides desperately needed emergency room services to a vast and remote area. Our certified emergency paramedics, doctors and nurses, due to the sparse population density of the region we serve, do not see a broad variety of critical care scenarios with the same regularity as their counterparts in metropolitan areas. Nonetheless, our emergency providers must always be prepared for any situation, and must keep all their critical care skills current.

Our emergency care providers would receive benefit of invaluable measure should Northland Pioneer College be successful in receiving funding for the Rural Outreach for Paramedical Education program. Through use of the METI Emergency Care Simulator (ECS), the ER physicians and nurses at Fort Defiance Indian Hospital would receive regular skills practice in numerous critical areas without having to resort to travel, which taxes our budget and takes our staff away from their regular duties. Through our partnership with you, we would send two of our ER staff to your on-site education course, where they would learn to operate the ECS. We would then extend ECS training opportunities to the remainder of our staff, as well as the Certified Emergency Paramedics who serve our area, thereby greatly multiplying the outreach benefit of the original grant.

I hope that Northland Pioneer College is successful in receiving funding for the Rural Outreach for Paramedical Education program. This is a project that will bring education in critical care to a part of the country where it is needed the most. Indeed, this is a project that will save lives. Please add Fort Defiance Indian Hospital to your list of partners. If I can be of any further assistance, please do not hesitate to contact me.

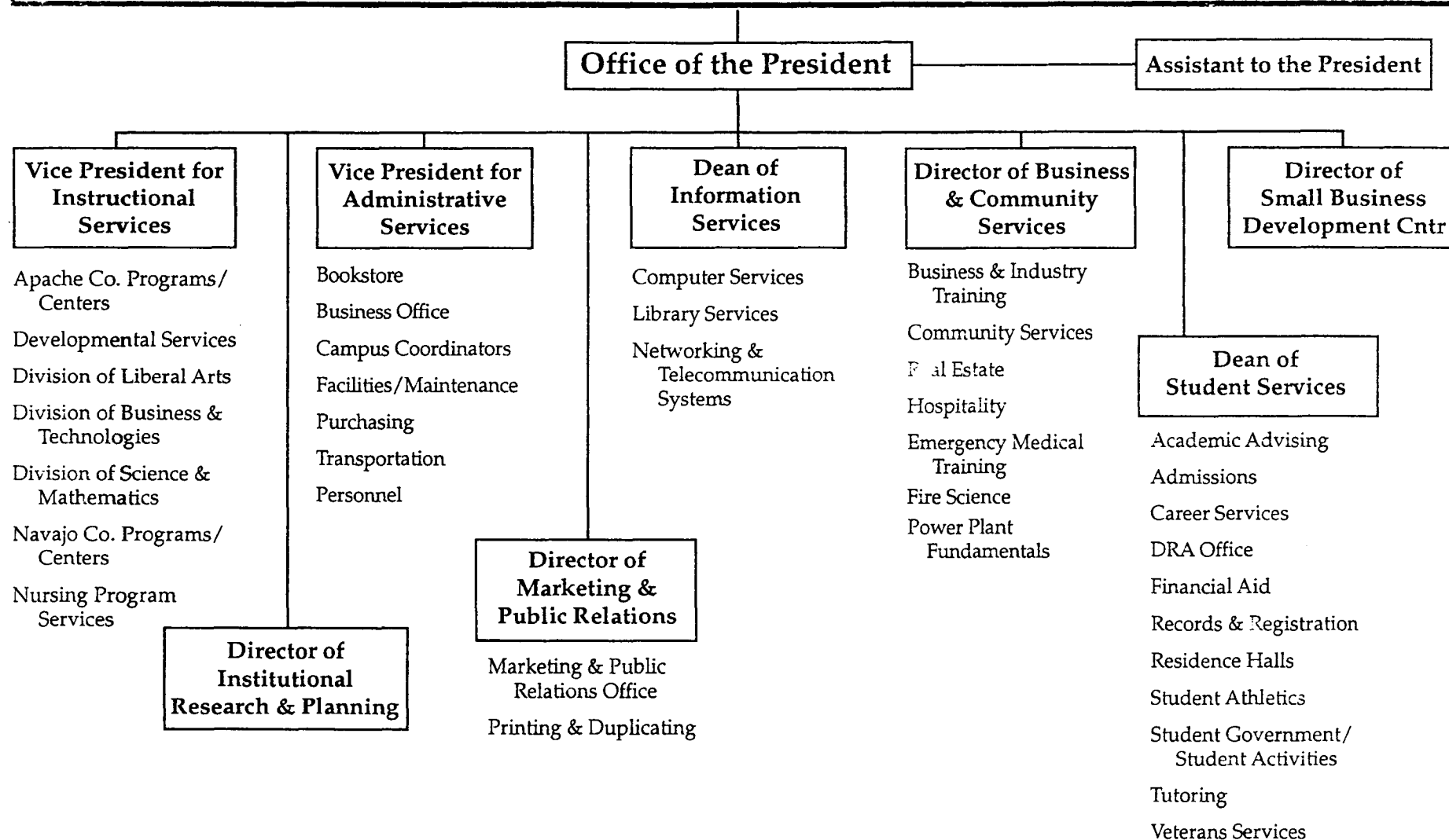
Sincerely,

 for
Franklin Freeland, Ed.D., CEO
Fort Defiance Indian Hospital
PO Box 649 Fort Defiance, AZ 86504
(928) 729-8014

xc: Dr. Thomas Herr

NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT GOVERNING BOARD

(NORTHLAND PIONEER COLLEGE)



DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

Approved by OMB

0348-0046

(See reverse for public burden disclosure.)

1. Type of Federal Action: <input type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance		2. Status of Federal Action: <input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award		3. Report Type: <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change For Material Change Only: year _____ quarter _____ date of last report _____	
4. Name and Address of Reporting Entity: <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known: _____ Congressional District, if known: 4c			5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime: Congressional District, if known: _____		
6. Federal Department/Agency:			7. Federal Program Name/Description: CFDA Number, if applicable: _____		
8. Federal Action Number, if known:			9. Award Amount, if known: \$ _____		
10. a. Name and Address of Lobbying Registrant (if individual, last name, first name, MI): _____			b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI): _____		
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.			Signature: <u>Richard F. Fleming</u> Print Name: <u>Dr. Richard Fleming</u> Title: <u>President</u> Telephone No.: <u>(928) 524-7610</u> Date: <u>7/27/04</u>		
Federal Use Only:					Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)

HRSA EMT GRANT
JULY 04 TO SEPT 05

Line No.	Account Number	Budget	Period 1 7/04-9/04	Period 2 10/04-12/04	Period 3 1/05-03/05	Period 4 4/05-6/05	ADJ 7/05-12/05	YTD Total	Acct Balance
Equipment	20-1335-5645-0595	\$ -	\$ -	\$ 41,103.95	\$ -	\$ 12,121.12		\$ 53,225.07	\$ -
	use tax adj	\$ -	\$ -		\$ -	\$ -	\$ 436.25	\$ 436.25	\$ -
sub-total line A		\$ 49,750.00	\$ -	\$ 41,103.95	\$ -	\$ 12,121.12	\$ 436.25	\$ 53,661.32	\$ (3,911.32)
Supplies and Travel	20-1335-5208-0595		\$ -	\$ 2,483.05	\$ 3,599.10	\$ 1,595.25	\$ (24.17)	\$ 7,653.23	
	20-1335-5645-0595		\$ -	\$ -	\$ -	\$ -	\$ 4,500.00	\$ 4,500.00	
	20-1335-5645-0595		\$ -	\$ -	\$ -	\$ -	\$ 1,371.54	\$ 1,371.54	
	20-1355-5501-0595		\$ -	\$ -	\$ -	\$ -	\$ 2,068.40	\$ 2,068.40	
sub-total line B		\$ 20,280.00	\$ -	\$ 2,483.05	\$ 3,599.10	\$ 1,595.25	\$ 7,915.77	\$ 15,593.17	\$ 4,686.83
Contractual	20-1335-5108-0595	\$ -	\$ -	\$ 6,500.00	\$ -	\$ 140.00	\$ 1,887.00	\$ 8,527.00	\$ -
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
sub-total line C		\$ 8,527.00	\$ -	\$ 6,500.00	\$ -	\$ 140.00	\$ 1,887.00	\$ 8,527.00	\$0.00
Other Capital	20-1335-5645-0595	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,130.00	\$ 5,130.00	\$ -
	use tax	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 389.88	\$ 389.88	\$ -
		\$ -					\$ -	\$ -	\$ -
sub-total line F		\$ 5,130.00	\$ -	\$ -	\$ -	\$ -	\$ 5,519.88	\$ 5,519.88	(\$389.88)
Total (lines A thru F)		\$ 83,687.00	\$ -	\$ 50,087.00	\$ 3,599.10	\$ 13,856.37	\$ 15,758.90	\$ 83,301.37	\$ 385.63

As of today 11-30-05 \$82,099.87 has been drawn down. I will draw down another \$ 1,201.50 (adjustments and heart) making a total of \$83,301.37. When I draw the money for the simulator \$483.61 the grant will be over spent \$97.98. Can that be taken out of next year?

USE TAX ADJUSTMENTS