

FY08 EMS/RAC Contract excerpts – NEW LANGUAGE:

PER DIEM ALLOWANCE

For the purposes of this Program Attachment, vehicles, buildings, food, land, or investments (stocks, bonds, mutual funds, etc.) are NOT ALLOWABLE COSTS. The cost of meals during travel is allowable if individuals are attending meetings and conferences that pertain to carrying out activities under the contract attachment (where there is dissemination of technical information). The contractor should have travel policies that address travel reimbursement per diem rates. Otherwise, the State of Texas travel regulations are applied.

Below are excerpts from OMB Circular A-122 regarding the cost of meals and travel:

http://www.whitehouse.gov/omb/circulars/a122/a122_2004.html#b29

14. *Entertainment costs.* Costs of entertainment, including amusement, diversion, and social activities and any costs directly associated with such costs (such as tickets to shows or sports events, meals, lodging, rentals, transportation, and gratuities) are unallowable.

29. *Meetings and conferences.* Costs of meetings and conferences, the primary purpose of which is the dissemination of technical information, are allowable. This includes costs of meals, transportation, rental of facilities, speakers' fees, and other items incidental to such meetings or conferences. But see Attachment B, paragraphs 14., Entertainment costs, and 33., Participant support costs.

51. *Travel costs.*

- a. General. Travel costs are the expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business of the non-profit organization. Such costs may be charged on an actual cost basis, on a per diem or mileage basis in lieu of actual costs incurred, or on a combination of the two, provided the method used is applied to an entire trip and not to selected days of the trip, and results in charges consistent with those normally allowed in like circumstances in the non-profit organization's non-federally sponsored activities.
- b. Lodging and subsistence. Costs incurred by employees and officers for travel, including costs of lodging, other subsistence, and incidental expenses, shall be considered reasonable and allowable only to the extent such costs do not exceed charges normally allowed by the non-profit organization in its regular operations as the result of the non-profit organization's written travel policy. In the absence of an acceptable, written non-profit organization policy regarding travel costs, the rates and amounts established under subchapter I of Chapter 57, Title 5, United States Code ("Travel and Subsistence Expenses; Mileage Allowances"), or by the Administrator of General Services, or by the President (or his or her designee) pursuant to any provisions of such subchapter shall apply to travel under Federal awards (48 CFR 31.205-46(a)).

REPORTING CHANGES

General Provisions, **Compliance and Reporting** Article, **Reporting** Section is replaced with the following:

Contractor shall submit a report to DSHS, no later than September 15, 2008, that contains the following:

- If the full contract amount has been expended, an itemized list of expenditures, copies of receipts and checks and a narrative describing specifically how the funds from this contract were utilized to enhance and improve delivery of EMS and trauma patient care in the region served by this contractor.
- If the entire contract amount will not be expended by August 31, 2008, a detailed budget of anticipated expenditures from August 31, 2008 through August 31, 2009; AND a narrative outlining the contractor's goals during this time period to enhance and improve delivery of EMS and trauma patient care in the region served by this contractor.

Contractor shall submit a report to DSHS, no later than September 14, 2009, that contain the following:

- Itemized list of expenditures and copies of receipts and checks from August 31, 2008 through August 31, 2009 (This report is not required if the entire contract amount was expended by August 31, 2008 and applicable reports were submitted.); and
- Amount of program income earned from funds directly associated with this Program Attachment.
- A narrative describing specifically how the funds from this contract were utilized to enhance and improve delivery of EMS and trauma patient care in the region served by this contractor.

FY08 EMS/COUNTY Contract excerpts – NEW LANGUAGE

Contractor shall submit a report to DSHS Program, no later than September 15, 2008, that contains the following:

- A spreadsheet which outlines the specific amount of funding each EMS provider listed on Exhibit A will receive. This amount should be based on the contractor's previously submitted distribution plan.