

CREATE

Colorado Resource for Emergency And Trauma Education

FINANCIAL WAIVER GUIDELINES JULY 2021 – JUNE 2022



Financial Waiver Overview

The CREATE grant program requires a 50% cash match; however, if your entity is unable to provide this, you may submit a CREATE financial waiver application to reduce the standard 50% cash match.

- Entities may apply for a financial waiver in order to lower their required match to a percentage as low as 10%. A minimum of a 10% cash match is required in order to receive a financial waiver review and approval.
- It is up to the entity requesting the waiver to determine the match that they can afford, but applicants are also responsible for demonstrating the financial hardship that led to their choice, as well as submit all required additional documentation.
- **Do NOT include any information about the proposed use of CREATE grant funds within the financial waiver application. The financial waiver application is strictly based on financial need only. Any reference to the proposed use of CREATE grant funds will be redacted.**
- **Applications requesting waiver of the standard 50% cash match include submissions of a financial waiver application and general application. Both applications must be submitted during the same month's cycle.**
- Applications requesting waiver of the standard 50% cash match are approved on an all-or-nothing basis. **If a financial waiver application is denied, the accompanying general application will be omitted from that month's cycle.** Applicants can reapply during the next month's cycle if the course start date falls within the eligible course start-date range of the next application deadline.
- The complete request, including both the financial waiver and general application, must be submitted by the financial waiver deadline. **Plan ahead! The deadline is 2 weeks earlier for those requesting waiver of the standard match.** View the General Application Guidelines on the [CREATE webpage](#).

Applying for a Financial Waiver

1. To begin your financial waiver application, complete the pre-application steps by visiting the [CREATE webpage](#) and clicking the “Start Application Process” button.
2. Once you complete the Contact Information form (includes confirmation of updated OATH organizational profile – [view an OATH instructional guide](#)), you will receive a confirmation email followed up with a “next steps” email including a link to the Vendor Information form.
3. The Vendor Information form should be filled out using the **applicant entity information**. After the Vendor Information form has been submitted, you will receive a confirmation email followed up with another “next steps” email which includes links to access the financial waiver and general applications, and your assigned grant number. You cannot start new applications without this assigned grant number.
4. Fill out the online application providing a complete and concise response for each question. The entity applying for the financial waiver is responsible for clearly demonstrating why they cannot meet the required match, providing specific details and clearly justifying the entity’s financial need. **Do NOT include any information about the proposed use of CREATE grant funds within the financial waiver application. The financial waiver application is strictly based on financial need only. Any reference to the proposed use of CREATE grant funds will be redacted.**
5. Both the financial waiver and general application require the same (3) financial statements to be attached. **Applications submitted without the required financial statements will not be reviewed.** Required financial statements **do not have to be audited**. If your EMTS entity is part of a larger organization, provide the required financial statements for the larger organization and supplemental financial statements specific to the EMTS operation. Do **not** include the entire comprehensive annual audit or budget filing with your application. Please extract and submit only the required financial statements. ***For agencies on a calendar year accounting cycle, statements would be dated January 1 – December 31.***

Required financial statements include:

- Income statement at the end of the **last completed** fiscal year
 - Income statement may also be referred to as Statement of Activities or Statement of Revenues, Expenses, and Changes in Net Position
 - Balance sheet at the end of the **last completed** fiscal year
 - Balance sheet may also be referred to as Statement of Net Assets or Statement of Net Position
 - Budget sheet for the **entire current** fiscal year
6. Once the financial waiver application is submitted, applicants receive an immediate electronic confirmation email of submission. Applicants should then begin working on their accompanying general application. Application deadlines can be found on the last page of this document.
 7. Results of financial waiver applications will be sent via email within 3 weeks of submission.
 8. If a financial waiver application is **approved**, the accompanying general application will advance to review. If a financial waiver application is **denied**, the accompanying general application will be removed from consideration during that month’s review cycle. Applicants can reapply during the next month’s cycle if the course start date falls within the eligible course start-date range of the next deadline.

Evaluation Criteria

The Financial Waiver Review Committee evaluates applications based on the criteria outlined below (10 points possible). Applicant must achieve a score of 6.1 or higher to pass the financial waiver review. Financial waiver applications that receive a score of 6.0 points or below is a failing score.

Evaluation Category	Points Available
Does the narrative justify waiving the 50% cash match requirement?	5 points
Does the applicant clearly explain the current financial status and why the entity cannot meet the 50% cash match requirement?	4 points
Does the applicant clearly provide information that indicates good faith effort has been put forth to obtain the cash match from other sources?	1 point
TOTAL POSSIBLE POINTS	10 points

If a financial waiver application is denied, the accompanying general application will be removed from consideration during that month's cycle. Applicants can reapply during the next month's cycle if the course start date falls within the eligible course start-date range of the next application deadline.

Financial Waiver Deadlines & Course Start Dates

2021-2022 Financial Waiver and General Application Dates and Deadlines				
Cycle	Financial Waiver Submission Deadline	General CREATE Application Deadline	Expert Review Committee Review Date	Eligible Course Start Range
July	June 28, 2021	July 12, 2021	July 27, 2021	August 25, 2021 - December 26, 2021
August	July 26, 2021	August 9, 2021	August 24, 2021	September 22, 2021 - January 23, 2022
September	August 23, 2021	September 13, 2021	September 28, 2021	October 27, 2021 - February 27, 2022
October	September 27, 2021	October 11, 2021	October 26, 2021	November 24, 2021 - March 25, 2022
November	October 25, 2021	November 8, 2021	November 23, 2021	December 22, 2021 - April 22, 2022
December	November 22, 2021	December 13, 2021	December 28, 2021	January 26, 2022 - May 27, 2022
January	December 27, 2021	January 10, 2022	January 25, 2022	February 23, 2022 - June 24, 2022
February	January 24, 2022	February 14, 2022	February 22, 2022	March 23, 2022 - July 21, 2022
March	February 28, 2022	March 14, 2022	March 22, 2022	April 20, 2022 - August 21, 2022
April	March 28, 2022	April 11, 2022	April 26, 2022	May 25, 2022 - September 25, 2022
May	April 25, 2022	May 9, 2022	May 24, 2022	June 22, 2022 - October 23, 2022
June	May 23, 2022	June 13, 2022	June 28, 2022	July 27, 2022 - November 27, 2022

- A financial waiver application must be submitted at the same time as the general application. Those applying for waiver of the standard 50% cash match must submit both applications by the financial waiver deadline. **Plan ahead! The deadline is 2 weeks earlier for those requesting waiver of the standard match.**
- **General applications will be omitted from review if the financial waiver is denied.** Applicants may reapply for the following application cycle (provided the start-date falls within the next cycle deadline).
- Courses must have a start date at least 30 days, but no more than 5 months, from the application deadline. An official approval letter must be received before incurring course costs.
- Plan to apply 2-3 months prior to the course start-date! Applicants can reapply using reviewer comments and scores to improve previously denied applications (provided the start-date falls within the next cycle deadline).

CREATE Contact Information:

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