

**MEASURE B ADVISORY BOARD**  
**10100 Pioneer Boulevard, Suite 200**  
**Santa Fe Springs, CA 90670**

**Measure B Funding**  
**Process for Submitting Funding Proposals 2019**

## **Background**

Measure B is a special property assessment that was passed by the voters of Los Angeles County on November 5, 2002. This assessment is imposed upon all improvements (buildings) located in Los Angeles County and is added to Los Angeles County property taxes to provide funding for the Countywide System of Trauma Centers, Emergency Medical Services, and Bioterrorism Response.

The use of Measure B funds is restricted to four areas as follows:

1. Used in part to maintain all aspects of the Countywide System of Trauma Centers: to expand the system to cover all areas of the County; to provide financial incentives to keep existing Trauma Centers within the system; to pay for the costs of Trauma Centers, including physician and other personnel costs; to defray administrative expenses related to the foregoing, including payment of salaries and benefits of Department of Health Services (DHS) personnel and other incidental expenses.
2. Used in part to coordinate and maintain a countywide system of emergency medical services (EMS): to pay for the costs of EMS, including physician and other personnel costs; to defray administrative expenses related to the foregoing, including the payment of salaries and benefits of DHS personnel and incidental expenses.
3. Used in part to enable the stockpiling of safe and appropriate medicines to treat persons affected by a bioterrorist or chemical attack: to train healthcare workers and other emergency personnel in dealing with the medical needs of those exposed to a bioterrorist or chemical attack; to provide medical screenings and treatment for exposure to biological or chemical agents in the event of bioterrorist attacks; to ensure the availability of mental health services in the event of terrorist attacks; to defray administrative expenses related to the foregoing including the payment of salaries and benefits of DHS personnel and other incidental expenses.
4. Reasonable costs incurred by the County in spreading, billing and collecting the special tax.

## **Submitting a Proposal**

Proposals for Measure B funding can be submitted each year from April 1 through July 15 of that year. The Measure B Advisory Board (MBAB) will review all submitted requests for Measure B funding at the September meeting of each year. If additional time is needed to review and evaluate the requests, another meeting will be scheduled in October of that year. The proposal will be rejected if the request for the use of funding does not meet number 1, 2 or 3 of the above criteria.

Below are the steps for submitting a proposal:

1. Complete the Measure B Proposal form and submit it, along with any supporting documents, to the Los Angeles County EMS Agency no later than July 15 of the year to allow adequate time for the proposals to be distributed and reviewed prior to the September MBAB meeting.

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Supporting documents include price quotations for equipment purchases, budget, and pertinent financial statements. Financial statements will be required for funding request to offset the operational loss for providing a specific service (e.g. Trauma Services). The financial statements must clearly show direct expenses incurred and revenue received and expected to be received from all sources (including subsidy and donations) for providing the service. For proposed new services or activities, a detailed budget must accompany the funding request, that includes a list of personnel, equipment, supplies and services costs, and an explanation of how these costs are determined. Additionally, when a request requires the hiring of personnel or incurring other long-term financial obligations (e.g. lease) for future years, the requesting entity must provide supporting documentation demonstrating how they will cover the personnel cost and these obligations if Measure B funding is not available in future years. If the requesting entity is a Los Angeles County department, it must provide a letter from the Chief Executive Office approving the addition of the requested item to the department's budget.

2. Proposers are encouraged to attend the September MBAB meeting to be available to answer any questions that the members of the MBAB may have related to their proposal. If a meeting is also scheduled in October for review of proposals, the proposers are encouraged to also attend the October meeting.
3. Following the October MBAB meeting, proposers will be notified of the ranking score their proposal received. However, the ranking score given by the MBAB does not guarantee approval by the Board of Supervisors.

### **Evaluating and Rank Ordering of the Proposals**

After reviewing all proposals submitted for a given year, the MBAB will rank the proposals using a three-level ranking system. Each qualified proposal will be given a high priority (Score of 3), medium priority (Score of 2), or low priority (Score of 1) score. If a MBAB member is affiliated with the requesting entity, or has an interest in or will be benefited from a proposal(s), he or she may vote on any proposals being considered, unless it is deemed inappropriate by the MBAB Chair and Co-chair. The ranking will be done by each MBAB voting member and an average score will be determined using all voting member rankings for each proposal.

When evaluating each proposal, the committee may take into consideration the following:

- Consistency with the original intent of Measure B
- Regional or system-wide application and impact
- Improves overall services of trauma, EMS or bioterrorism
- Addresses any major gap in the system to ensure access and health equity
- Feasibility of proposed project, given the available time and resources
- Completeness of proposal

### **Board Consideration**

A memo to the Board of Supervisors providing information on all the proposals that were submitted and reviewed will be written by the Chair. The Board memo will highlight the amount of unallocated Measure B funding that is available and the rank order score of each proposal. It shall be the Board's sole discretion and decision on what proposals are to be funded as well as the amount awarded.

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Once a proposal is approved by the Board, additional processes may need to be implemented prior to disbursement of the funds. This includes entering into a written agreement with the County outlining the use of the funding and the timeframe for incurring expenses. Typically, any Measure B funds that are awarded should be expended within 12 months of award. All Measure B funding is awarded on a reimbursement basis, with the receiving entity incurring the expense and then submitting the claim or invoice to Los Angeles County - Department of Health Services / Health Services Administration Finance for reimbursement.

If you have any questions regarding submitting a proposal, please contact Kay Fruhwirth, EMS Agency Assistant Director at [kfruhwirth@dhs.lacounty.gov](mailto:kfruhwirth@dhs.lacounty.gov) or 562-378-1596.

## Los Angeles County Measure B Funding Proposal 2019

Measure B funding will be allocated on a one-time basis with all expenditures to be completed within 12 months of award. If the proposal requires year to year funding the proposer must provide supporting documents on how they will cover the on-going costs in future years.

Requesting Entity Name:	
Point of Contact Name:	
Point of Contact Phone:	
Point of Contact email address:	
Amount of Funding Requested:	
Brief Project Description:	
Describe the gap in Emergency Medical Services, Trauma Services or Bioterrorism Preparedness that the requested funds addresses: <i>Discuss the current situation, strategy to solve the identified gap and how the allocation of Measure B funds benefits the citizens of Los Angeles Count)</i>	

<p>Justification:  <b>Place a checkmark next to each of the applicable statements and incorporate comments into your brief 2-3 paragraph narrative justification.</b></p>	<table border="0"> <tr> <td><input type="checkbox"/> Achieves compliance with legal requirements, mandate, citation or audit.</td> <td><input type="checkbox"/> Provides a new service for patients.</td> </tr> <tr> <td><input type="checkbox"/> Increases capacity to meet patient care demand.</td> <td><input type="checkbox"/> Improves efficiency.</td> </tr> <tr> <td><input type="checkbox"/> Provides for improvements in emergency preparedness activities.</td> <td><input type="checkbox"/> Increases patient safety/reduces risk.</td> </tr> <tr> <td><input type="checkbox"/> Improves timely access to healthcare.</td> <td><input type="checkbox"/> Other</td> </tr> </table> <p>Narrative Justification:</p>	<input type="checkbox"/> Achieves compliance with legal requirements, mandate, citation or audit.	<input type="checkbox"/> Provides a new service for patients.	<input type="checkbox"/> Increases capacity to meet patient care demand.	<input type="checkbox"/> Improves efficiency.	<input type="checkbox"/> Provides for improvements in emergency preparedness activities.	<input type="checkbox"/> Increases patient safety/reduces risk.	<input type="checkbox"/> Improves timely access to healthcare.	<input type="checkbox"/> Other
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<p>Timeline  <b>When funds will be needed, how long will it take to implement. Explain/list the major milestones to achieve implementation and the approximate timeline for each.</b></p>									

Provide as separate attachments the following supporting documents:

- List of equipment and price quotations for equipment purchases.
- Financial statements will be required for funding request to offset the operational loss for providing a specific service (e.g. Trauma Services). The financial statements must clearly show direct expenses incurred and revenue received and expected to be received from all sources (including subsidy and donations) for providing the service, with the request for Measure B funding no more than the gap between the revenue and expenses.

- For proposed new services or activities, a detailed budget must accompany the funding request, that includes a list of personnel, equipment, supplies and services costs, and an explanation of how these costs are determined.
- When a request requires the hiring of personnel or incurring other long-term financial obligations (e.g. lease) for future years, the requesting entity must provide supporting documentation demonstrating how they will cover the personnel cost and these obligations if Measure B funding is not available in future years.
- If the requesting entity is a Los Angeles County department, provide a letter from the Chief Executive Office approving the addition of the requested item to the department's budget.
- Project Timeline: Include how soon project would begin once funded. For one-time funding, indicate the total time needed to complete project and major milestones along the timeline.

Submit all documents no later than July 15 of the year to:

Los Angeles County  
Emergency Medical Services Agency  
Measure B Advisory Board  
10100 Pioneer Boulevard, Suite 200  
Santa Fe Springs, CA 90670  
Attention: Kay Fruhwirth