**MEASURE B ADVISORY BOARD**

**10100 Pioneer Boulevard, Suite 200**

**Santa Fe Springs, CA 90670**

**Measure B Funding**

**Process for Submitting Funding Proposals**

**2023**

**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 and authorized expenditures must fall within one of these areas:

|  |  |
| --- | --- |
| Trauma Centers | * Maintain all aspects of countywide system of trauma centers. * Expand system of trauma centers to cover all areas of the county. * Provide financial incentives to keep existing trauma centers within the system * Pay for the costs of trauma centers, including physician and other personnel costs |
| Emergency Medical Services | * Coordinate and maintain a countywide system of emergency medical services * Pay for the costs of emergency medical services, including physician and other personnel costs. |
| Bioterrorism Response | * Enable stockpiling of safe and appropriate medicines to treat persons affected by a bioterrorism or chemical attack. * Train health care workers and other emergency personnel to deal with the medical needs of those exposed to a bioterrorism or chemical attack. * Provide medical screenings and treatment for exposure to biological or chemical agents in the event of a bioterrorism or chemical attack. * Ensure the availability of mental health services in the event of a terrorist attack. |
| Administration | * Defray administrative expenses, including payment of salaries and benefits for personnel in the Los Angeles County Department of Health Services and other incidental expenses * Recover the costs of the special election in 2002 * Recover the 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 15 through July 17 of that year. The proposals will be reviewed prior to the Measure B Advisory Board (MBAB) proposal review meeting, to ensure the proposed expenditures are authorized for Measure B funding. Any proposals for expenditures not authorized for under Measure B will be removed and the submitting entity will be notified of this action.

The MBAB will review and rank all submitted requests for Measure B funding with proposed expenditures that are authorized for Measure B at the MBAB proposal review meeting, typically scheduled in September of each year. If additional time is needed to review and evaluate the requests, another meeting will be scheduled typically later in September or in October of that year.

Below are the steps for submitting a proposal:

1. Complete the Measure B Proposal form and submit it, along with any supporting documents, via mail or email to the Los Angeles County EMS Agency no later than 5:00 pm on July 17 of the year to allow adequate time for the proposals to be reviewed and distributed prior to the first MBAB proposal review meeting. 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. Every requesting entities must provide a letter from the organization’s Department Head/Executive Office approving the proposal submission.
2. Proposers are encouraged to attend the MBAB proposal review meeting(s) to provide a brief overview of their project, limited to two minutes and be available to answer any questions that the members of the MBAB may have related to their proposal. If a second meeting is also scheduled for review of proposals, the proposers are encouraged to also attend this meeting. The first meeting is typically scheduled in September of the year and if another meeting is needed, it will be scheduled typically later in September or in October of that year.
3. After reviewing all eligible proposals, the MBAB members will rank score the projects while the proposers are in attendance. 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 eligible 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 5), medium high priority (Score of 4), medium priority (Score of 3), medium low priority (Score of 2), or low priority (Score of 1). All MBAB members may vote on any proposals being considered, even if they are affiliated with the requesting entity, or has an interest in or will benefit from a proposal(s), unless it is deemed inappropriate by the MBAB Co-Chairs. The ranking will be done by each MBAB voting member providing a number ranking and an average score will be determined using all voting member rankings for each proposal.

When evaluating/ranking 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 eligible proposals that were submitted and reviewed will be written by the Co-Chairs. 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.

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 Jacqui Rifenburg, EMS Agency Assistant Director at [jrifenburg@dhs.lacounty.gov](mailto:jrifenburg@dhs.lacounty.gov) or 562-378-1640.