

# FY 2021 Flex EMS Supplement Reports

## Instructions

The FY 2021 EMS Flex Supplement project will require an **End-of-Year Report** for those with an approved **No Cost Extension (NCE)**, and a **Final Report for all others**. All reports are due 90 days after the budget period end date – **November 30, 2022**.

This report should cover the past budget period (September 1, 2021 – August 31, 2022).

The outline below describes the required sections and content for the FY 2021 Flex EMS Supplement reports. Prepare the report in .docx or .pdf format, and upload the file(s) to the Electronic Handbooks (EHB) reporting task.

The report itself should be brief, no more than five pages (work plan, budget, and FMT tracking tool do NOT count toward the page limit).

The information from these reports will be used to inform future program direction, identify best practices and promising interventions that can be shared with Flex program stakeholders.

Any additional questions should be directed to the EMS Program Coordinator, Tahleah Chappel ([tchappel@hrsa.gov](mailto:tchappel@hrsa.gov)).

## If you Have an Approved NCE

Required End of Year Report Sections are:

### Purpose

- Briefly describe the purpose/goal of your project in one paragraph or less.

### Key Partners

- Provide a list your key partner organizations and or individuals that you have worked with on this project.

### Current Status

- How many EMS agencies are currently participating in project activities (compared to the initial expectations)?
- If you do not anticipate needing the entire FY22 (September 1, 2022 – August 31, 2023) to complete your project, please indicate your anticipated completion date.

### Expenditures

- What is the remaining balance of your funding?
  - Provide an updated budget on how these funds will be used. This can be submitted as an attachment, if needed.

## Work Plan

- Attach an up-to-date copy of the project work plan as an attachment. The work plan should clearly show which activities still need to be completed.

## Measures

- Provide a copy of your up-to-date FMT tracking tool as an attachment.

## Challenges

- What challenges did you face that required the need for a NCE and what are you doing to mitigate these challenges so the project can be completed in FY22?

## If you are Submitting a Final Report

Required Report Sections are:

### Purpose

- Briefly describe the purpose/goal of your project in one paragraph or less.

### Key Partners

- Provide a list your key partner organizations and or individuals that you have worked with on this project.

### Current Status

- How many EMS agencies participated in your project?
- Describe your main findings and outcomes now that the project has ended.

### Expenditures

- Provide a final budget for the total expenditures of your project.
  - Appropriate budget categories should be used.

### Work Plan

- Provide a copy of the final project work plan as an attachment.

### Measures

- Provide a copy of your final FMT tracking tool as an attachment.

### Challenges and Tips

- Briefly state the major challenges (1-3) you faced, and how you dealt with them?

- What are your top 1-2 tips regarding the **implementation** of this type of project that others may find helpful?

Sustainability (provide an answer to only 1)

- If your project is continuing, how is it being sustained?  
OR
- If your project is not continuing, briefly explain why.