

November 4, 2019

TO: All EMS Services, Fiscal Agents, Counties or Municipalities.

FROM: Ann Martinez, EMS Fund Act Coordinator, EMS Bureau

SUBJECT: EMS Annual Service Report and EMS Fund Act Local Funding Program  
Application for FY 21 (July 1, 2020 through June 30, 2021).

It is that time of the Year! On the websites you will find the new and revised EMS Fund Act Local Funding Program Application and the revised EMS Annual Service Report (which **must** be completed by **All New Mexico EMS Services and Fire Departments with an EMS component**. **Please take the time to read these applications carefully, as there may be changes.**

The Service Report is very important as it is utilized to collect required information (resources, staffing, apparatus, NMEMSCOM etc.,) which assists us with disaster/emergency preparedness planning. Also, it is a requirement for all Certified Ambulances to submit for PRC. **In addition to your application, if you are a PRC Certified Service you must submit a copy of your Annual Safety Inspection Sheets, if you are a Med. Rescue you must submit a copy of your Certificate. Please note the Mandatory Questionnaire on pg. 5, this must be filled out!**

**For NMEMSTARS Reporting, you must be transitioned over to V.3, there will be no more exceptions.**

Your Application and Annual Report **must be postmarked or hand-delivered** to the EMS Bureau by **5:00pm on Friday, January 24, 2020**. **Please adhere to the following instructions, as incomplete applications will not be processed:**

- Submit an **ORIGINAL AND THREE (3) COPIES, of both ASR and Application failure to make copies will result in an incomplete application and will not be accepted.** (faxed or emailed applications will not be accepted as well)
- **NO SPECIAL BINDING (one staple in the left top corner only, no paperclips unless it is necessary)**
- **Be sure to have all necessary SIGNATURES NOTARIZED AND ALL ATTACHMENTS!! (MOA, QA QI, Maps, Inspection sheets, etc.)**
- **If requesting an extension to file** (this request must be made in writing (fax or email) **before** the January 24<sup>th</sup> deadline **not on! (ex. Jan.23 or sooner!)**

If you have any questions or comments regarding this application, please do not hesitate to contact me at 505.476.8233 or by email [Ann.Martinez1@State.NM.US](mailto:Ann.Martinez1@State.NM.US) Also, general information and technical assistance is available from your EMS Regional Office:

**Region I: Donnie Roberts - (505) 270-9278**  
**Region II: Doug Campion - (575) 524-2167**  
**Region III: Donnie Roberts - (575) 769-2639**