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Virginia Wireless E-911 Services Board
PSAP Grant Program
Grant Guidelines

(DRAFT)

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EXECUTIVE SUMMARY

The PSAP Grant Program is a multi-million dollar grant program administered by the Virginia Wireless E-911 Services Board. The primary purpose of this program is to financially assist Virginia primary PSAPs with the purchase of equipment and services that support the continuity and enhancement of wireless E-911. Any Virginia primary PSAP that supports wireless E-911 is eligible to apply for and receive these funds either as a standalone applicant or as part of a regional initiative or a consolidation project. Grant awards cannot exceed the following:

- \$150,000 for an individual primary PSAP or a currently consolidated PSAP that is also applying for a regional initiative involving another primary PSAP
- \$325,000 for a regional initiative involving two primary PSAPs or a currently consolidated PSAP or a secondary consolidation
- \$375,000 for a regional initiative involving three primary PSAPs and/or two primary PSAPs and a currently consolidated PSAP
- \$425,000 for a regional initiative involving four primary PSAPs and/or three primary PSAPs and a currently consolidated PSAP
- \$475,000 for a regional initiative involving five or more primary PSAPs and/or four or more primary PSAPs and a currently consolidated PSAP
- \$500,000 for an initial consolidation project

The deadline to apply for a grant each year is October 31st. Absolutely no grant applications, with the exception of emergency requests, will be considered for the current grant cycle submitted after that time. Primary PSAPs need to submit their requests using the grant application on VITA's Integrated Services Program website. Individual PSAP and regional initiative applicants will have a twelve month grant period in which to expend their grant awards. Consolidation project applicants will have a twenty four month grant period in which to expend their grant awards. All grant periods will run consistent with the Commonwealth's fiscal year. However, this program cannot guarantee grant funding to sustain multi-year projects.

The chairperson of the Board will make appointments to the PSAP Grant Program's Grant Committee. Each year, in anticipation of the upcoming grant cycle, the Grant Committee will recommend to the Board the grant funding priorities, as well as any changes to the existing grant guidelines or administration of the grant program. The final authority to administer the PSAP Grant Program rests with the Board. The Board can amend, alter, or change the guidelines, as well as require the Grant Committee to undertake additional responsibilities not already specified in the guidelines.

Primary PSAPs have two programs through which to apply for grant funds. These programs are the Wireless E-911 Continuity and Consolidation Program and the Wireless E-911 Enhancement Program. The purpose of the Continuity and

Consolidation Program is to provide funding to primary PSAPs for projects designed to replace or upgrade wireless E-911 equipment and services that are out of service, without vendor support, technically outdated, or can no longer perform at an established minimum functional standard to sustain an acceptable level of service to the public. Each year, approved grants in this program will receive no less than 80% of the available funds in the PSAP Grant Program. However, should all approved grants for the Continuity and Consolidation Program for a specific year be fully funded, then any funds left from the 80% in that same year may be allocated for other grant programs, such as the Enhancement Program, as deemed appropriate by the Committee and/or Board. The purpose of the Enhancement Program is to provide funding to primary PSAPs for projects designed to strengthen, broaden or increase the current wireless E-911 operations through equipment, PSAP staff development, or service beyond that PSAP's current capabilities. Each year, this program will receive the remaining percentage of the available funds in the PSAP Grant Program.

All applications submitted by primary PSAPs for these grant programs must include a statement of need, a comprehensive project description, a budget, a budget narrative, and an evaluation plan. Awards will be made by the Board based on the substance of the application relative to the established funding priorities.

INTRODUCTION

What is the PSAP Grant Program?

The PSAP Grant Program is a multi-million dollar grant program for Virginia primary PSAPs to provide financial assistance to these organizations based on demonstrated need. Funding for this program is being made available through the Virginia Wireless E-911 Services Board (the "Board") to support wireless E-911. The primary goal to financially assist primary PSAPs with the purchase of equipment and services that support the continuity and enhancement of wireless E-911, including voluntary PSAP consolidation projects.

The PSAP Grant Program has been established in the Code of Virginia, §56-484.17:

Wireless E-911 Fund; uses of Fund; enforcement; audit required:

The remaining 10% and any remaining funds from the previous fiscal year from the 30% for the CMRS providers shall be distributed to the PSAPs or on behalf of PSAPs based on grant requests received by the Board each fiscal year. The Board shall establish criteria for receiving and making grants from the Fund, including procedures for determining the amount of a grant and payment schedule: however, the grants must be to the benefit of wireless E-911. Any grant funding that has not been committed by the Board by the end of the fiscal year shall be distributed to the PSAPs based on the same distribution percentage used during the fiscal year in which the funding was collected; however, the Board may retain some or all of this uncommitted funding for an identified funding need in the next fiscal year.

In regards to the PSAP Grant Program, the Board is authorized to undertake the following actions:

1. Distribute 10% of the Wireless E-911 Fund collected during the current fiscal year as PSAP grants to support Wireless E-911.
2. Distribute any remaining funds from the 30% CMRS earmark collected during the previous fiscal year as PSAP grants to support wireless E-911.
3. Distribute to the PSAPs any uncommitted grant funding at the end of each fiscal year based on the same distribution percentage used during the fiscal year in which the funds were collected.
4. Retain any of the uncommitted grant or CMRS funding for an identified funding need in the upcoming fiscal year, which may include specified grant funding or special projects for the next fiscal year.

NOTE: Requests for exceptions to the guidelines contained within this document either in grant amounts or timeline for grant submission will not normally be allowed and only under an extreme situation will such a request be considered.

This document contains information about the rules and requirements governing the PSAP Grant Program, the types of projects eligible for funding, and instructions for completing and submitting the grant application. However, the final authority to administer this grant program rests with the Board. The Board can amend, alter, or change these guidelines, as well as require the Grant Committee to undertake additional responsibilities not already specified in the guidelines.

Definitions

CMRS – means mobile telecommunications services as defined in the federal Mobile Telecommunications Sourcing Act, 4 U.S.C. § 124, as amended.

CMRS provider – means an entity authorized by the Federal Communications Commission to provide CMRS within the Commonwealth of Virginia.

Consolidation – means the combining of two or more primary PSAPs into a single physically combined primary PSAP with an integrated management structure established by MOUs that serves the same constituent population previously served by the independent primary PSAPs. In addition, all parties must benefit directly from the consolidation activities implemented with a grant award.

Consolidation Project – means a project that meets the narrow criteria of “consolidation”. “Shared resource” or “co-location” projects are considered regional initiatives. See *“Initial Consolidation”* and *“Secondary Consolidation”*.

Emergency Grant request – means a request for funding outside the normal grant cycle timeline, which if not received, would severely impair the daily operations of the PSAP. Such emergency requests should be limited to those basic minimal required items that are no longer functioning in their entirety in the PSAP (e.g. - CPE, Mapping System, Voice Recorder or CAD, etc). An emergency request should not involve upgrades or replacement of individual items such as PCs, nor should the need for funding be the result of poor planning on the part of the PSAP. Such requests, because they of their emergency nature, may not allow enough time for prior review by the Grant Committee, and instead, should be presented directly to the Board for consideration. Applicants need to submit the equivalent of the information requested in the application.

Initial Consolidation – means the initial, primary, or first consolidation of two or more primary PSAPs.

Memorandum of understanding (MOU) – means a formal document that guides and directs the parties of a Regional or Consolidation Initiative in regards to their affiliation and working relationship, inclusive of anticipated future arrangements, for the purposes outlined in the grant application submitted by the parties.

Public Safety Answering Point (PSAP) – means a facility equipped and staffed on a 24-hour basis to receive and process wireless E-911 calls or that intends to receive and process wireless E-911 calls and has notified CMRS providers in its jurisdiction of its intention to receive and process such calls.

Primary Public Safety Answering Point – means a specific group of PSAPs that are recognized by the Virginia Wireless E-911 Services Board as eligible to receive wireless funding. Only these specific PSAPs may participate in the PSAP Grant Program.

Regional Initiative – means a project or projects involving multiple primary PSAPs that represent no less than two cities, two counties, or a combination of at least one (1) city and one (1) county. A regional initiative can also mean a single primary PSAP that serves multiple counties or cities. Regional initiatives can include projects from the Continuity and Consolidation Program, the Enhancement Program, or both. Regional initiatives are interpreted broadly. Included in this definition are regional approaches aimed at consolidating the components that support wireless E-911, such as shared equipment, shared resources, and/or the co-location of technology. All participants must benefit directly from the regional activities implemented with the grant award.

Secondary Consolidation – means the consolidation of a primary or consolidated PSAP with an already consolidated PSAP prior to the expiration of the 3 year period of the initial consolidation project (example PSAP for County and/or City X joining the consolidated PSAP already serving Counties and/or Cities Y and Z).

Supplanting – Grant funds are to be used to supplement the portion of the local governments' budgets that pertain to PSAPs. Grant funds are not to replace any funds which would have been budgeted for the grant-funded purpose in the absence of the grant. This means that a locality cannot replace general funds that have been allocated for a specific PSAP project with grant funds awarded for the same project in the same fiscal year.

Wireless E-911 Fund – means a dedicated fund consisting of all moneys collected pursuant to the Wireless E-911 surcharge, as well as any additional funds otherwise allocated or donated to the Wireless E-911 Fund.

Wireless E-911 surcharge – means a monthly fee of \$.75 billed by each CMRS provider and CMRS reseller on each CMRS number of a customer with a place of primary use in Virginia.

Eligibility

Any Virginia primary PSAP that supports wireless E-911 is eligible to apply for and receive these funds. Additional consideration will be given to new primary PSAP projects that are not currently being supported by a local, state or federal grant and to primary PSAPs that can demonstrate financial need. In order for a funding request from a primary PSAP to be considered, the PSAP must have already submitted any required true-up for the previous FY by the identified deadline, unless an exception has been granted by the PSC Coordinator. Certain projects, such as GIS and personnel recruitment and retention, shall require data sharing with the Commonwealth of Virginia, as well as other PSAPs, when appropriate. This requirement will be stated in the grant award.

Grant funds are to be used to supplement the portion of local governments' budgets that pertain to PSAPs, not replace any funds which would have been budgeted for the grant-funded purpose in the absence of the grant. This means that a locality cannot replace general funds that have been allocated for a specific PSAP project with grant funds awarded for the same project in the same fiscal year

Amount Available and Required Match

A primary PSAP, to include consolidated PSAPs, can submit no more than one (1) individual grant application and participate in no more than one (1) regional initiative in a grant cycle. As a result, a primary PSAP could be requesting funding in two separate applications during the same grant cycle. Consolidated PSAPs may request funding for a regional initiative, either as a consolidated PSAP, or in coordination with another primary PSAP. Should the consolidated PSAP opt to participate with another primary PSAP in a regional initiative, the consolidated PSAP could only apply for an individual PSAP grant (maximum award \$150,000). Consolidated PSAPs may not participate in two regional initiatives in any one (1) grant cycle. Non-consolidated PSAPs may request funding through a regional initiative (with other qualifying PSAPs), as well as through an individual PSAP grant in the same grant cycle.

If a PSAP participates in a consolidation project, then the PSAP is prohibited from participating in either an individual PSAP or a regional initiative grant until the consolidation project is complete and the grant has been fully executed (closed out). For three years from the closeout date of the initial consolidations project, the consolidated PSAP may not request funding for additional initial consolidation projects. A PSAP involved in an initial consolidation project may participate in a secondary consolidation project with other PSAPs only after the close out of the initial project, but before the three year time period has expired. However, the funding level for the secondary consolidation will be commensurate with a regional initiative. The only

exception for funding would be an emergency appeal made by a single primary PSAP participating in an ongoing consolidation project faced with a critical need related to maintaining current operations and unrelated to the consolidation effort. An appeal for this exception would need to be made directly to the Board and would be limited to \$150,000. Applicants need to submit the equivalent of the information requested in the application.

In addition, funding requests from either a single primary PSAP or for a regional initiative can include multiple projects from different grant programmatic areas. Funding requests for PSAP consolidation projects can only be used for equipment and services that directly relate to a physical consolidation. Funding requests for more than one (1) project in a single request will need to be prioritized. Each project should include its own cost schedule. In the event that the Board exercises its discretion and recommends a partial or incomplete award, the Grant Committee will work with the primary PSAP listed on the grant application to determine an optimal solution.

Grant awards cannot exceed the following:

- \$150,000 for an individual primary PSAP or a currently consolidated PSAP that is also applying for a regional initiative involving another primary PSAP
- \$325,000 for a regional initiative involving two primary PSAPs or a currently consolidated PSAP or a secondary consolidation
- \$375,000 for a regional initiative involving three primary PSAPs and/or two primary PSAPs and a currently consolidated PSAP
- \$425,000 for a regional initiative involving four primary PSAPs and/or three primary PSAPs and a currently consolidated PSAP
- \$475,000 for a regional initiative involving five or more primary PSAPs and/or four or more primary PSAPs and a currently consolidated PSAP
- \$500,000 for an initial consolidation project

Funding from the PSAP Grant Program may be used to pay for no more than 80% of the cost associated with approved projects. Grant recipients must provide the remaining 20% funding. The exceptions to the 20% required match are regional initiatives, consolidation projects, and individual primary PSAPs granted an exemption by the Board because they are not able to comply with the match requirement. However, individual PSAPs granted a waiver for the required match may be responsible for additional requirements for an exempted grant award.

Grant Period

The grant period for successful individual primary PSAP or regional initiative applicants will be for twelve months and this twelve month grant award period will run consistent

with the Commonwealth's fiscal year. The grant period for successful consolidation project applicants will be for twenty-four months and this twenty-four month grant award period will run consistent with two Commonwealth's fiscal years. The Commonwealth's fiscal year begins on July 1st and ends on June 30th.

Multi-Year Funding

This is an annual grant program and projects that can be completed within one (1) year (or two for consolidations) are the primary focus of this grant program. Therefore, this program cannot guarantee grant funding to sustain multi-year projects. Requests for multi-year projects and/or requesting funding for the same projects in consecutive years will be given a lower priority in subsequent years. However, extensions to the grant period are permitted, if approved by the Board. PSAP Grant Program extensions will be handled in the same manner as other long-standing funding programs of the Board and are discussed in the Grant Cycle section.

However, maintenance may be included as a pre-paid option for an original purchase (up to 5 years) for items that are included in the priority list for the Continuity and Consolidation Program. Maintenance as a separate purchase is not eligible for funding.

How to Apply/Deadline

The grant application will be available in a Word format and is accessible from VITA's Integrated Services Program's website (<http://www.vita.virginia.gov/isp/>). A reference manual for the application will also be available to assist primary PSAPs with the application process. Upon completion of the electronic application, it is to be submitted to the PSAP Grant Manager as identified on the application form.

After submission, the PSAP Grant Manager will assign a Grant ID and send an e-mail notification to the project contact e-mail address listed on the application received.

All funding requests must be submitted using the grant application in Word format, which is located on VITA's Integrated Services Program's website. In addition to the grant application reference manual, technical assistance is available from VITA's Public Safety Communications (PSC) staff throughout the grant process. The deadline to apply each year is October 31st.

FUNDING GUIDELINES

Grant Committee

The Board Chair will make appointments to the Grant Committee for the PSAP Grant Program. Moving forward, membership to the Grant Committee will be staggered. Committee appointments will be made for three-year terms and members can be reappointed for only one (1) additional term. Committee members are appointed and serve at the pleasure of the Board's chairperson. At all times, the Grant Committee shall have at least two Board members.

Furthermore, members of the Grant Committee should adequately represent the geographic diversity of the Commonwealth, the varied operational capacities of Virginia primary PSAPs, and public safety professional organizations. Accordingly a nine-person Grant Committee is established consisting of the following individuals: two (2) Board members (one of which will chair the committee), four (4) primary PSAP representatives (two of which will represent APCO and NENA), and three (3) at-large members. Members with the same organizational affiliation will have different reappointment/replacement schedules. One schedule will consist of one (1) Board member (co-chair), two (2) primary PSAP representatives (one of which will represent APCO), and two (2) at-large members. The other schedule will consist of one (1) Board member (chair), two (2) primary PSAP representatives (one of which will represent NENA), and one (1) at-large members.

Each year, in anticipation of the upcoming grant cycle, the Grant Committee will recommend the grant funding priorities and tiers for the continuity and enhancement of wireless E-911 equipment and services to the Board. After review of priorities and tiers, a combined list for each grant award type, continuity and consolidation and enhancement, will be drafted to assist the Committee with review and approval for the upcoming grant cycle(s). In addition, the Grant Committee will make recommendations to the Board regarding the creation and/or modification of previously established program guidelines, the development of any criteria for awarding grants, and the proposal of any necessary changes to the administration of the PSAP Grant Program.

Grant Cycle

The Board will accept primary PSAP grant applications each year from July 1 until October 31st. Specifics about the grant program for the upcoming funding cycle will be announced no later than July 1st each year. VITA's Public Safety Communications staff will review grant applications for completeness and accuracy and forward applications to the Grant Committee. Applications will be reviewed by the Grant Committee from

November 1st until December 31st. The Grant Committee will make funding recommendations to the Board. The Board will review and approve applications no later than February 15th to coincide with local budget planning cycles. Final approval is at the discretion of the Board. Primary PSAPs will receive an electronic grant award notification by March 1st. After the primary PSAPs receive their notification, the Grant Committee will provide the Board with its recommendations for funding priorities and changes to the grant guideline for the upcoming grant cycle before the end of each fiscal year. The PSAPs can drawdown their funding after July 1st. As a reminder, in order for a funding request from a primary PSAP to be considered, the PSAP must have already submitted any required true-up for the previous FY by the identified deadline, unless an exception has been granted by PSC Coordinator.

Primary PSAPs receiving funding will be required to report financial and programmatic information and data to close out their individual or regional initiative grant no later than 13 months after receiving funding. A different reporting schedule will be required for consolidation grants and will be determined by staff at the time of the grant award. Also, primary PSAPs will complete a financial report to demonstrate that they have expended grant funds by providing invoices.

Furthermore, if a primary PSAP has made a reasonable attempt to complete the project within the required time frame, but is unable to do so, an extension can be requested from the Board. Extension requests may be based on a PSAP's inability to complete the funded projects or to comply with the reporting schedule and must be submitted to the Board no later than May 1st. If the Board approves an extension request based on failure to comply with the reporting schedule, the required financial report must be completed by the primary PSAP within 30 days after the close of the subsequent fiscal year.

Failure on the part of the primary PSAP to meet grant guidelines may result in the withholding of future grant funding. The Board shall audit the grant funding received by all recipients to ensure that it was utilized in accordance with the grant requirements. If it is determined that the funding was misused, then the Commonwealth can take appropriate action to the extent permitted by law, including, and not limited to, requiring the return of the grant funds.

Regional Initiatives

Any eligible primary PSAP may act as a "host applicant" in a funding request for a regional initiative. Regional initiatives require that one (1) eligible primary PSAP act as the "host" for the initiative. The "host" will be the fiscal agent responsible for fulfilling all grant requirements such as reports, control of and accounting for funds, and distribution and control of equipment purchased with the grant award. All jurisdictions participating in a regional initiative must be identified in the grant application. **A**

signed joint MOU must be provided by all of the participating localities with the regional grant application. A consolidated PSAP, by its makeup, is considered eligible for a regional initiative grant even if the request involves no other primary PSAPs but the consolidated PSAP. Consolidated PSAPs may opt to apply for a regional initiative involving other primary PSAPs and be eligible for an individual grant for projects within the consolidated PSAP within the same grant cycle. PSAPs, to include consolidated PSAPs, will not receive funding for more than one (1) regional initiative grant in any one (1) grant cycle.

Regional initiatives among PSAPs are encouraged. To the extent appropriate, primary PSAP applicants should address the following items in the grant application:

- the relationship of the initiative to the participating PSAPs;
- intended collaborative efforts;
- the geographic area that will be served by the initiative;
- resource sharing; and
- how the initiative impacts the operational or strategic plans of the participating agencies.

Consolidation Projects

A consolidation project is a specialized grant type which requires additional grant funding and a longer grant period than would ordinarily be available for an individual primary PSAP request or a regional initiative. Grant funding for a PSAP's initial consolidation project is a one-time only grant. In addition, all participating PSAPs receiving funding for a consolidation project may not apply for funding as an individual or regional initiative during the consolidation project until the consolidation grant has been fully executed (closed out). For three (3) years from the date of closeout, the consolidated PSAP may not request funding for additional initial consolidation projects. A PSAP involved in an initial consolidation project may participate in a secondary consolidation project with other PSAPs only after the initial project has been closed and may request additional funding before the three-year time period has expired. However, the funding level for the secondary consolidation will be commensurate with a regional initiative. The only exception for funding would be an emergency appeal made by a single primary PSAP participating in an ongoing initial or secondary consolidation, faced with a critical need related to maintaining current operations, and not related to the consolidation effort. This appeal would need to be made directly to the Board and would be limited to \$150,000. Applicants need to submit the equivalent of the information requested in the application.

Primary PSAPs interested in obtaining grant funding for a consolidation project must first satisfy two (2) prerequisites before submitting a grant request. These prerequisites are demonstrated local commitment and feasibility.

- First, the localities that govern the PSAPs involved in this consolidation must sign a Statement of Intent in support of consolidation.
- Second, a feasibility study must be completed that provides answers to the following questions:
 - How would a consolidation take place and provide improved service;
 - How should it be organized and staffed;
 - What services should it perform;
 - How should policies be made and changed;
 - How should it be funded; and,
 - What communication changes or improvements should be made in order to better support operations.

This feasibility study may be completed with local funds, staff assistance, financial support from VITA, or uncommitted grant funding at the discretion of the Board.

Similar to a regional initiative, one (1) of the primary PSAPs participating in the consolidation project must act as the “host applicant” in a funding request. The “host” will be the fiscal agent responsible for fulfilling all grant requirements such as reports, control of and accounting for funds, and distribution and control of equipment purchased with the grant award. All jurisdictions participating in a consolidation project must be identified in the grant application. **A signed joint MOU must be provided by all of the participating localities with the consolidation grant application.** And finally, if a grant award is made, a detailed scope of work must be submitted for the entire project as well as a supporting budget that includes both grant and local funding.

Statement of Need

Each funding request must include a Statement of Need that the project is attempting to address. This statement should reference the relationship to the current funding priorities established by the Grant Committee and include evidence of any financial need. Documentation of need shall be established with facts and quantifiable data. In order to address the key elements related to need, the Statement of Need section on the grant application has a corresponding text box for the primary PSAP to address the relationship of the following items to their projects: identification of funding priorities; impact on operational services; consequences of not receiving funding; inclusion of project in a long-term or a strategic plan; likelihood of completing project without grant funding; availability of other funding source for project; percentage of grant funding request to total project costs; and, local sustainability.

Comprehensive Project Description

Primary PSAPs seeking funding for their Wireless E-911 projects must provide a thorough, concise, and complete description in the Comprehensive Project Description section on the grant application. At a minimum, this description shall outline goals and objectives, provide an implementation strategy and work plan, list the activities to be accomplished, include a timeline, and identify the longevity or sustainability of the project. The Comprehensive Grant Description section on the grant application has a corresponding text box for the primary PSAP to describe the items listed above.

In addition, depending on the grant project, primary PSAPs may want to provide more information such as:

- the interface or compatibility between existing equipment and/or software and that which you intend to purchase;
- the overall relationship of your project to established long-range future technologies plans; and,
- how the equipment purchased will support future technologies for PSAP readiness.

Budget and Budget Narrative

Each funding request must include a budget for the total amount requested. In the Budget section of the grant application, list the planned expenditures to be made with grant funds. In lieu of a line item breakdown, an itemized cost schedule or detailed vendor prepared quote may be submitted as an attachment. Please note, that Individual PSAP or regional initiative funding may include costs, including extended warranty and maintenance costs up to five years after the implementation, upgrade, or replacement.

In addition to providing a budget, applicants shall provide a corresponding narrative in the Budget Narrative section of the grant application that briefly explains the reason for each requested budget item and provides the basis for its cost. All items requested must be thoroughly justified and clearly related to the proposed project.

If this project will have ongoing expenses, such as monthly recurring charges, describe plans and specific sources for future/long-term funding within the Budget Narrative section. Primary PSAPs shall also demonstrate how the project will be sustained in the future without additional outside funding.

Evaluation Plan

Each proposal must include an evaluation plan that demonstrates that the equipment or services listed on the grant application have been purchased, installed/implemented, and are performing as expected. In many cases, this can be achieved with a brief statement in the Evaluation Plan section on the grant application. In addition, depending on the grant project, primary PSAPs may also want to identify the short-term, intermediate, and/or long-term outcomes, the measures used to determine outcomes, how data will be collected and evaluations conducted, and how data will be presented.

Review Process

The Grant Committee will evaluate all complete and eligible applications based on the substance of the application relative to the established funding tiers and priorities and make funding recommendations. As explained earlier, the funding priorities and tiers serve as the criteria for evaluating applications are established based on set priorities. A combined method of considering priorities and the tiers will be used as a guideline for basis of approval and available funding (i.e., highest priority category is combined with highest tier to establish highest ranking projects). This methodology is a guideline only, and the Committee has the discretion to make case by case evaluations and recommendations for approval or disapproval of all submitted grant applications. In addition to funding priorities, the Grant Committee will evaluate applications based on what is contained in the application, the relationship to wireless E-911, whether or not funding was received in the last grant cycle, sustainability, demonstrated financial need, and criticality, as well as other criteria developed by the Grant Committee and identified in conjunction with the announcement of the grant application period.

PROGRAM BRIEFS

WIRELESS E-911 CONTINUITY AND CONSOLIDATION PROGRAM

Purpose

The Board will provide funding to primary PSAPs for projects designed to replace or upgrade wireless E-911 equipment and services that are out of service, without vendor support, technically outdated, or can no longer perform at an established minimum functional standard to sustain an acceptable level of service to the public. The Board will also provide funding for primary PSAPs to utilize in consolidation projects.

Funding Allocation

Each year, this program will receive no less than 80% of the available funds in the PSAP Grant Program. However, should all approved grants for the Continuity and Consolidation Program for a specific year be fully funded, then any funds left from the 80% in that same year may be allocated for other grant programs as deemed appropriate by the Committee and/or Board.

Program Concept

Grant funds may be requested for, but are not limited to the following wireless E-911 equipment and services: customer premise equipment (CPE); mapping display systems and related GIS services; call accounting equipment; voice recorders and logging systems; integrated 911 call processing systems; and, internal network improvements that support wireless E-911 equipment and services. A Continuity and Consolidation priority list of equipment and services will be developed each funding cycle.

Goals and Objectives

Primary PSAPs that submit funding requests for projects shall include goals and objectives relevant to the purchase of equipment and/or services that support the continuity of wireless E-911 and the identified need described in the grant application.

Implementation

Primary PSAPs shall describe in the Comprehensive Project Description section of the grant application the goals and objectives, an implementation strategy and work plan, the activities to be accomplished, a timeline, and the longevity or sustainability of the project.

Outcomes/Evaluation

Primary PSAPs shall describe in the Evaluation Plan section of the grant application an evaluation plan that demonstrates that the equipment or services listed on the grant application have been purchased, installed/implemented, and are performing as expected. In many cases, this can be achieved with a brief statement.

WIRELESS E-911 ENHANCEMENT PROGRAM

Purpose

The Board will provide funds to primary PSAPs for projects designed to strengthen, current wireless E-911 operations through equipment, PSAP staff development, or service beyond that PSAP's current capabilities.

Funding Allocation

Each year, this program will receive the remaining percentage of the available funds in the PSAP Grant Program.

Program Concept

Grant funds may be requested, but are not limited to the following initiatives: recruitment, training, and retention of PSAP personnel; future technologies beneficial to wireless E-911; and disaster and redundancy planning and technology. An Enhancement priority list of equipment and services will be developed each funding cycle.

Goals and Objectives

Primary PSAPs that submit funding requests for projects shall include goals and objectives relevant to the purchase of equipment and/or services that support the enhancement of wireless E-911 and the identified need described in the grant application.

Implementation

Primary PSAPs shall describe in the Comprehensive Project Description section of the grant application the goals and objectives, an implementation strategy and work plan, the activities to be accomplished, a timeline, and the longevity or sustainability of the project.

Outcomes/Evaluation

Primary PSAPs shall describe in the Evaluation Plan section of the grant application an evaluation plan that demonstrates that the equipment or services listed on the grant application have been purchased, installed/implemented, and are performing as expected. In many cases, this can be achieved with a brief statement.

APPENDICES

APPENDIX A: TIERS

Out of Service

Replacement of inoperable wireless E-911 equipment or software to enable primary PSAPs to maintain current service levels

Non-Vendor Supported

Replacement of wireless E-911 equipment, service, or software, which is no longer supported by manufacturing vendor, to enable primary PSAPs to maintain current service levels

Technically Outdated

Replacement of wireless E-911 equipment or software, which no longer meets current functional standards of the PSAP, such as software that is two or more versions behind or equipment beyond normal lifecycle

Strengthen

Upgrade current equipment and/or services beyond the current functional standards of the PSAP

APPENDIX B: PRIORITIES

Continuity and Consolidation Program

- 1. CPE**
- 2. Primary mapping system servers and workstations**
- 3. GIS: high priority**
- 4. Call accounting equipment**
- 5. CAD**
- 6. Voice logging recorder systems and instant recall recorders (call check)**
- 7. GIS: medium priority**
- 8. PSAP Recruitment Programs**
- 9. PSAP Recruitment Programs (hardware and software)**
- 10. Time sync**
- 11. UPS/generator - (specific supporting PSAP only)**
- 12. GIS: low priority**
- 13. Other**

Non-allowable items: (not inclusive) bricks and mortar, outside security, card key systems, field equipment and applications (except for GIS mapping maintenance), furniture, personnel salaries and benefits.

Enhancement Program

- 1. Next Generation (such as IP Gateway for PSAP compliant with NENA NG9-1-1 standard)**
- 2. PSAP Group Training Program (includes public education)**
- 3. PSAP Group Training Program (hardware and software*)**
- 4. GIS: high priority**
- 5. Transportable back-up for PSAP primary operational items (excluding radio consoles)**
- 6. Fixed back-up for primary PSAP operational items (excluding radio consoles)**
- 7. GIS: medium priority**
- 8. Radio consoles (primary or back-up)**
- 9. EMD**
- 10. PSAP Individual Training Program****
- 11. GIS: low priority**
- 12. Other**

* Includes hardware and software that will be repeatedly used by a group of persons, even if they may use hardware/software one (1) at a time or in a small group.

** Includes conferences and attendance of less than 10 persons to off-site training with priority given to in-state and multiple attendee training versus a single person going to an out of state conference.

APPENDIX C: CONTINUITY AND CONSOLIDATION PROGRAM RANKINGS

Ranking for Continuity and Consolidation Program		
Rank	Priority	Tier
1	CPE	OUT OF SERVICE
2	CPE	NON-VENDOR SUPPORTED
3	CPE	TECHNICALLY OUTDATED
4	PRIMARY MAPPING SYSTEM SERVERS AND WORKSTATIONS	OUT OF SERVICE
5	PRIMARY MAPPING SYSTEM SERVERS AND WORKSTATIONS	NON-VENDOR SUPPORTED
6	PRIMARY MAPPING SYSTEM SERVERS AND WORKSTATIONS	TECHNICALLY OUTDATED
7	GIS: HIGH PRIORITY	OUT OF SERVICE
8	GIS: HIGH PRIORITY	NON-VENDOR SUPPORTED
9	GIS: HIGH PRIORITY	TECHNICALLY OUTDATED
10	CONSOLIDATION	N/A
11	CALL ACCOUNTING EQUIPMENT	OUT OF SERVICE
12	CALL ACCOUNTING EQUIPMENT	NON-VENDOR SUPPORTED
13	CALL ACCOUNTING EQUIPMENT	TECHNICALLY OUTDATED
14	CAD	OUT OF SERVICE
15	CAD	NON-VENDOR SUPPORTED
16	CAD	TECHNICALLY OUTDATED
17	VOICE LOGGING RECORDER SYSTEMS AND INSTANT RECALL RECORDER	OUT OF SERVICE
18	GIS: MEDIUM PRIORITY	OUT OF SERVICE
19	VOICE LOGGING RECORDER SYSTEMS AND INSTANT RECALL RECORDER	NON-VENDOR SUPPORTED
20	GIS: MEDIUM PRIORITY	NON-VENDOR SUPPORTED
21	CPE	STRENGTHEN
22	PRIMARY MAPPING SYSTEM SERVERS AND WORKSTATIONS	STRENGTHEN
23	GIS: HIGH PRIORITY	STRENGTHEN

Ranking for Continuity and Consolidation Program		
Rank	Priority	Tier
24	CALL ACCOUNTING EQUIPMENT	STRENGTHEN
25	CAD	STRENGTHEN
26	VOICE LOGGING RECORDER SYSTEMS AND INSTANT RECALL RECORDER	TECHNICALLY OUTDATED
27	GIS: MEDIUM PRIORITY	TECHNICALLY OUTDATED
28	PSAP RECRUITMENT PROGRAM	N/A
29	PSAP RECRUITMENT HARDWARE/SOFTWARE	OUT OF SERVICE
30	PSAP RECRUITMENT HARDWARE/SOFTWARE	NON-VENDOR SUPPORTED
31	PSAP RECRUITMENT HARDWARE/SOFTWARE	TECHNICALLY OUTDATED
32	TIME SYNC	OUT OF SERVICE
33	TIME SYNC	NON-VENDOR SUPPORTED
34	TIME SYNC	TECHNICALLY OUTDATED
35	UPS/GENERATOR	OUT OF SERVICE
36	UPS/GENERATOR	NON-VENDOR SUPPORTED
37	UPS/GENERATOR	TECHNICALLY OUTDATED
38	GIS: LOW PRIORITY	OUT OF SERVICE
39	GIS: LOW PRIORITY	NON-VENDOR SUPPORTED
40	GIS: LOW PRIORITY	TECHNICALLY OUTDATED
41	OTHER	OUT OF SERVICE
42	OTHER	NON-VENDOR SUPPORTED
43	OTHER	TECHNICALLY OUTDATED
44	VOICE LOGGING RECORDER SYSTEMS AND INSTANT RECALL RECORDER	STRENGTHEN
45	GIS: MEDIUM PRIORITY	STRENGTHEN
46	PSAP RECRUITMENT HARDWARE/SOFTWARE	STRENGTHEN
47	TIME SYNCHRONIZATION	STRENGTHEN
48	UPS/GENERATOR	STRENGTHEN
49	GIS: LOW PRIORITY	STRENGTHEN
50	OTHER	STRENGTHEN

APPENDIX D: ENHANCEMENT PROGRAM RANKINGS

Rankings for Enhancement Program		
Rank	Priority	Tier
1	Next Generation 9-1-1	N/A
2	PSAP TRAINING PROGRAM	N/A
3	PSAP TRAINING HARDWARE/SOFTWARE	OUT OF SERVICE
4	PSAP TRAINING HARDWARE/SOFTWARE	NON-VENDOR SUPPORTED
5	PSAP TRAINING HARDWARE/SOFTWARE	TECHNICALLY OUTDATED
6	PSAP TRAINING HARDWARE/SOFTWARE	STRENGTHEN
7	GIS: HIGH PRIORITY	OUT OF SERVICE
8	GIS: HIGH PRIORITY	NON-VENDOR SUPPORTED
9	GIS: HIGH PRIORITY	TECHNICALLY OUTDATED
10	TRANSPORTABLE BACK-UP FOR PSAP PRIMARY OPERATIONAL ITEMS	OUT OF SERVICE
11	TRANSPORTABLE BACK-UP FOR PSAP PRIMARY OPERATIONAL ITEMS	NON-VENDOR SUPPORTED
12	TRANSPORTABLE BACK-UP FOR PSAP PRIMARY OPERATIONAL ITEMS	TECHNICALLY OUTDATED
13	FIXED BACK-UP FOR PSAP PRIMARY OPERATIONAL ITEMS	OUT OF SERVICE
14	FIXED BACK-UP FOR PSAP PRIMARY OPERATIONAL ITEMS	NON-VENDOR SUPPORTED
15	FIXED BACK-UP FOR PSAP PRIMARY OPERATIONAL ITEMS	TECHNICALLY OUTDATED
16	TRANSPORTABLE BACK-UP FOR PSAP PRIMARY OPERATIONAL ITEMS	STRENGTHEN
17	FIXED BACK-UP FOR PSAP PRIMARY OPERATIONAL ITEMS	STRENGTHEN
18	GIS: MEDIUM PRIORITY	OUT OF SERVICE
19	GIS: MEDIUM PRIORITY	NON-VENDOR SUPPORTED
20	GIS: MEDIUM PRIORITY	TECHNICALLY OUTDATED
21	RADIO CONSOLES	OUT OF SERVICE
22	RADIO CONSOLES	NON-VENDOR SUPPORTED
23	RADIO CONSOLES	TECHNICALLY OUTDATED
24	GIS: HIGH PRIORITY	STRENGTHEN

25	GIS: MEDIUM PRIORITY	STRENGTHEN
26	RADIO CONSOLES	STRENGTHEN
27	EMD/POLICE DISPATCH/FIRE DISPATCH SOFTWARE OR PROTOCOLS (NOT FUNDED THROUGH ANOTHER GRANT PROGRAM)	OUT OF SERVICE
28	EMD/POLICE DISPATCH/FIRE DISPATCH SOFTWARE OR PROTOCOLS (NOT FUNDED THROUGH ANOTHER GRANT PROGRAM)	NON-VENDOR SUPPORTED
29	EMD/POLICE DISPATCH/FIRE DISPATCH SOFTWARE OR PROTOCOLS (NOT FUNDED THROUGH ANOTHER GRANT PROGRAM)	TECHNICALLY OUTDATED
30	EMD/POLICE DISPATCH/FIRE DISPATCH SOFTWARE OR PROTOCOLS (NOT FUNDED THROUGH ANOTHER GRANT PROGRAM)	STRENGTHEN
31	PSAP INDIVIDUAL TRAINING	N/A
32	GIS: LOW PRIORITY	OUT OF SERVICE
33	GIS: LOW PRIORITY	NON-VENDOR SUPPORTED
34	GIS: LOW PRIORITY	TECHNICALLY OUTDATED
35	GIS: LOW PRIORITY	STRENGTHEN
36	OTHER ENHANCEMENT ITEMS	OUT OF SERVICE
37	OTHER ENHANCEMENT ITEMS	NON-VENDOR SUPPORTED
38	OTHER ENHANCEMENT ITEMS	TECHNICALLY OUTDATED
39	OTHER ENHANCEMENT ITEMS	STRENGTHEN

APPENDIX E: GIS-RELATED GRANT REQUEST PRIORITY MATRIX

PSAP Grant Program GIS-Related Grant Request Priority Matrix				
Priority	Data Production		Data Transfer to Map Data Transfer to PSAP Software / Hardware	
	Enterprise Software / Hardware	GIS Tools	Data	
High	ESRI 9.X or newer supporting the PSAP/PSAP with enterprise considerations (C)	Maintenance Field/Office Tools for 9-1-1 applications, supporting the PSAP/PSAP with enterprise considerations (C).	<ul style="list-style-type: none"> Format Conversion to ESRI 9x or newer (C) Data Manipulation of (C): <ul style="list-style-type: none"> Road Corridors (MSAG VAIK) Address Building Points (MSAG VAIK) Address Building Points (MSAG VAIK) Emergency Service Zones (MSAG VAIK) County/ Municipal Boundaries (MSAG VAIK) 	
Medium	Large-scale production primarily for PSAP use (E)		<ul style="list-style-type: none"> Data Manipulation of (C): <ul style="list-style-type: none"> Police Boxes, Fire Zones/Blocks, EMS Boundaries Fire Hydrants Hydrography Map Books / Atlases for PSAP use (E) Large Format Maps for PSAP use (E) Data Manipulation of (E): <ul style="list-style-type: none"> Directionality and Routing (MSAG VAIK) 	
Low			<ul style="list-style-type: none"> Data Manipulation of (E): <ul style="list-style-type: none"> Parcels (MSAG VAIK/Addresses Applied) Ortho Imagery (e.g., Precision, MultiVision USA) Other MSAG valid data layers 	
Program Code	Red = (E) = Items funded through the Enhancement Program; Blue = (C) = Items funded through the Continuity and Consolidation Program			
In-Cell Priority Order	Items are listed in priority order in each cell			
Notes	<p>ESRI 9.X or newer Supporting the PSAP/PSAP with Enterprise Considerations refers to the use of ESRI 9.X or newer versioned data production software being used to benefit the localities PSAP or the PSAP and other local government departments as well.</p> <p>“GIS Data/Tools Tools” refers to those tools that would be used in conjunction with, or in conjunction with, standard ESRI software. These tools provide features and functionality that are specifically for the maintenance of public safety map data sets.</p>	<p>“Format Conversion” refers to the conversion of one map data format to a different map data format.</p> <p>“MSAG VAIK” refers to map data attributes and spatial relationships existing in the map data set that the map data is an accurate representation of the records contained in the 9-1-1 Database Provider’s Master Street Address Guide (MSAG) (e.g., map data attributes are consistent with naming standards in the MSAG; road centerlines broken into common nodes west, at emergency service zone boundaries).</p> <p>“Data Manipulation” refers to the creation, enhancement, verification, or maintenance of map data.</p> <p>Creation – creating a map data set for the first time</p> <p>Verification – audit of spatial or attribute accuracy of a map data set</p> <p>Enhancement – applying non-existent spatial or attribute information to a map data set</p> <p>Maintenance – when a map data set matches an acceptable level of spatial and attribute accuracy, the addition of features to the map data set</p>	<p>“Real Time” refers to the primary data used in an emergency services mapping application having the and continuous, map data connection to the map data source, such that when map data is added by the GIS editing entity, it can be seen immediately in the emergency services mapping application.</p> <p>“Scheduled/On Demand” refers to a process by which map data is distributed from a map data source to an emergency services mapping application on a predetermined recurring time period or via a software command.</p>	<p>“Dispatch Mapping (Heard Saw Only)” refers to the dispatch mapping application being served from some remote location to each telecommunicator workstation in the PSAP.</p> <p>“Dispatch Mapping (Supports Geodatabase)” refers to the primary data format of the application being ESRI geodatabase, whether the geodatabase format be personal, file, or enterprise.</p> <p>“Dispatch Mapping (Supports only Shapefile data format)” refers to the primary data format of the application being in a shapefile data format.</p> <p>“GIS 9-1-1 mapping software generally recommended for funding must reside within the virtual PSAP”. The virtual PSAP is the area that encompasses the function of 9-1-1 call taking. For example, “Dispatch Mapping” refers to the mapping application that resides in the PSAP. Likewise, “Automate Vehicle Location” refers to the portion of the AVL system (mapping module) that resides in the PSAP, not the RF infrastructure and/or software or hardware that resides on or within the vehicle.</p>
<p>Creation of ortho road centerlines (or datasets) or ortho photography already funded as standalone project will not be funded. (Verification, enhancement/maintenance of east centerlines is permissible)</p> <p>Addressing projects without GIS elements do not constitute GIS projects. For example, a project to verify addressing without a GIS element is not a GIS project and this priority for such a project would not be available using the GIS prioritization matrix.</p> <p>Projects involving the verification of various E-911 databases such as the MSAG and the Automatic Location Information (ALI) database without GIS elements do not constitute GIS projects. For example, a project to verify address ranges in the MSAG without a GIS element is not a GIS project and this priority for such a project would not be available using the GIS prioritization matrix. If, however, the MSAG verification project involves conversion or manipulation of GIS data (such as projects such as the WI), the GIS prioritization matrix should be used in determining project priority.</p> <p>Non-MSAG valid projects will not be funded.</p>				