

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 Project – means a project that meets the narrow criteria of “consolidation”. “Shared resource” or “co-location” projects are considered regional initiatives.~~

Consolidation (physical) – 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. *See “Initial Physical Consolidation” and “Secondary Physical 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 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.

Exceptional Grant Request – means a grant request submitted during the normal grant cycle that does not meet the general guidelines, such as a grant in excess of the grant limit amount. Exceptional grant requests are not normally considered favorably by the Grant Committee for recommendation for approval to the E-911 Services Board, and as such, are not encouraged.

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

Memorandum of Understanding (MOU) – means a formal document that guides and directs the parties of a **shared services project regional or physical 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.

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. (NOTE: Failure of a reseller or partner to support hardware and/or service does not meet this definition unless there are no other options for support available. Supporting documentation will be required as a condition of the grant award for this tier.)

Public Safety Answering Point (PSAP) – means a facility equipped and staffed on a 24-hour basis to receive and process E-911 calls or that intends to receive and process 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 PSAP that receives the initial wireless E-911 call as recognized by the Virginia 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. 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 **Physical** Consolidation – means the **physical** consolidation of a primary or consolidated PSAP with an already consolidated PSAP prior to the expiration of the 3 year period of the initial **physical** consolidation project (example PSAP for County and/or City X joining the consolidated PSAP already serving Counties and/or Cities Y and Z).

Shared Services Project – means a project in which the provisioning of 9-1-1 equipment and/or services occurs between two or more PSAPs in order to “share” the funding and resourcing of the 9-1-1 equipment and/or service. The purchase of hardware and software is included.

Strengthen - upgrade current equipment and/or services beyond the current functional standards of the PSAP.

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.

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. (NOTE: Applicant must provide age of equipment and version during the application process.)

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.

Amount Available and Required Match

A primary PSAP can submit individual project applications up to the individual grant funding limits and participate in no more than one **regional initiative shared services project** in a grant cycle. There is no local match for Continuity and Consolidation projects, except for **Physical** Consolidation Feasibility Study projects, which requires a 20% local match.

If a PSAP participates in a **physical** consolidation project, then the PSAP is prohibited from participating in either an individual PSAP or a **regional initiative shared services project** grant until the **physical** consolidation project is complete and the grant has been fully executed (closed out); however, they will still be eligible for the Wireless E-911 PSAP Education Program. For three years from the closeout date of the initial **physical** consolidation project, the consolidated PSAP may not request funding for additional initial **physical** consolidation projects. A PSAP involved in an initial **physical** consolidation project may participate in a secondary **physical** consolidation project with other PSAPs only after the close out of the initial **physical** consolidation 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 **physical** consolidation project faced with a critical need related to maintaining current operations and unrelated to the **physical** 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 **shared services project regional initiative** can include multiple projects from different grant programmatic areas. Funding requests for PSAP **physical** consolidation projects can only be used for equipment and services that directly relate to a **physical** consolidation. Funding requests for more than one project in a single request will need to be prioritized by the applicant. 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:

- \$2,000 per primary PSAP for the Wireless E-911 PSAP Education Program
- \$150,000 for an individual primary PSAP
- \$350,000 for a shared services project involving two PSAPs
- \$350,000 for a secondary PSAP physical consolidation of an already consolidated PSAP and an additional PSAP

- \$500,000 for a shared services project involving three or more PSAPs
- \$500,000 for an initial physical consolidation project
- \$500,000 for a secondary PSAP physical consolidation of an already consolidated PSAP and two or more additional PSAPs.
- ~~\$325,000 for a regional initiative involving two primary PSAPs or a secondary consolidation~~
- ~~\$375,000 for a regional initiative involving three primary PSAPs~~
- ~~\$425,000 for a regional initiative involving four primary PSAPs~~
- ~~\$475,000 for a regional initiative involving five or more primary PSAPs~~
- ~~\$500,000 for an initial consolidation project~~

Funding for the Enhancement Program, with the exception of Next Generation 9-1-1 projects, may be used to pay for no more than 80% of the cost associated with approved projects. Grantees must provide the remaining 20% funding. Funding for the Wireless E-911 PSAP Education Program, Continuity and Consolidation Program and the Next Generation 9-1-1 projects within the Enhancement Program do not require a match. The exceptions to the 20% required match are **shared services projects** ~~regional initiatives~~ 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.

FUNDING GUIDELINES

Grant Cycle

The Board will accept primary PSAP grant applications each year from July 1 until September 30. Specifics about the grant program for the upcoming funding cycle will be announced no later than July 1 of each year. In order for a grant application request to be considered, the PSAP must have already submitted any required wireless true-up for the previous FY by the identified deadline, unless an exception has been granted by PSC Coordinator. 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 1 until December 31. The Grant Committee will make funding recommendations to the Board. The Board will review and approve applications no later than February 15 to coincide with local budget planning cycles. Final approval is at the discretion of the Board. Grantees will receive an electronic grant award notification by March 1. After the Grantees 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 at the May E-911 Services Board meeting.

Shared Services Projects

Any eligible primary PSAP may act as a "host applicant" in a funding request for a ~~shared service project regional initiative~~. ~~Shared services projects Regional initiatives~~ require that one 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. ~~However, a shared services project grant and an individual PSAP grant cannot be awarded for the same priority. For example, a shared services project grant for CPE and an individual PSAP grant for CPE would not be eligible for funding; however, a PSAP could participate in a shared services project for CPE and another priority such as an individual grant for a voice logging recorder.~~

All jurisdictions participating in a ~~shared services project regional initiative~~ must be identified in the grant application. A signed joint MOU must be provided by all of the participating localities with the ~~shared services regional~~ grant application. PSAPs will not receive funding for more than one ~~shared services regional initiative~~ grant in any one grant cycle.

~~Shared services projects 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;
- **cost savings and efficiencies through resource sharing; and**
- Impacts to the operational or strategic plans of the participating agencies.

Physical Consolidation Projects

A **physical** consolidation project is a specialized grant type which requires additional grant funding and a longer grant cycle than would ordinarily be available for an individual primary PSAP request or a **regional initiative shared services project**. ~~Grant funding for a PSAP's initial physical consolidation project is a one-time only grant.~~ In addition, all participating PSAPs receiving funding for a **physical** consolidation project may not apply for funding as an individual **PSAP or regional initiative shared services project** during the **physical** consolidation project until the consolidation grant has been fully executed (closed out). The only exception is an emergency grant request. For three years from the date of closeout, the consolidated PSAP may not request funding for additional initial **physical** consolidation projects. A PSAP involved in an initial **physical** consolidation project may participate in a secondary **physical** consolidation project with other PSAPs only after the initial **physical** consolidation project has been closed and may request additional funding before the three-year time cycle has expired. ~~However, the funding level for the secondary physical 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 **physical** consolidation, faced with a critical need related to maintaining current operations, and not related to the **physical** 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 **physical** consolidation project must first satisfy two prerequisites before submitting a grant request. These prerequisites are demonstrated local commitment and feasibility.

- First, the localities that govern the PSAPs involved in this **physical** consolidation must sign a Statement of Intent in support of **a physical** consolidation.
- Second, a feasibility study must be completed that provides answers to the following questions:
 - How would a **physical** 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.

Funding is available through the PSAP Grant Program for the feasibility study. However, there is a local match of 20% required. A feasibility study may also be completed with local funds, staff assistance, financial support from VITA, or uncommitted grant funding at the discretion of the Board.

Similar to a **shared services project regional initiative**, one of the primary PSAPs participating in the **physical** 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 **physical** 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.

PRIORITIES

PRIORITIES - CONTINUITY AND CONSOLIDATION

- 1 CPE*
- 2 Primary Mapping System* (servers, workstations, and misc hardware associated, if purchased as a system)
- 3 GIS: High Priority*
- 4 **Physical** Consolidation*
- 5 Call Accounting Equipment*
- 6 CAD*
- 7 Voice Logging Recorder Systems/Install Recall Recorders*
- 8 **Physical** Consolidation Feasibility Study
- 9 GIS: Medium Priority
- 10 Time Sync
- 11 UPS/Generator
- 12 PSAP Recruitment Programs
- 13 PSAP Recruitment Programs (hardware and software)
- 14 PSAP Group Training Program (including public education)
- 15 PSAP Group Training Program (hardware and software**)
- 16 PSAP Training Program***
- 17 GIS: Low Priority

* Hardware and software should be NG 9-1-1 enabled, if available.

** 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.

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.