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Virginia E-911 Services Board
PSAP Grant Program

FY14 Grant Guidelines

(DRAFT)

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EXECUTIVE SUMMARY

The PSAP Grant Program is a multi-million dollar grant program administered by the Virginia 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, with the exception of individual PSAP application for the Wireless E-911 PSAP Education Program. 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
- $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

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. The Wireless E-911 PSAP Education Program will have a twelve month grant period in which to expend their grant award. Individual PSAP and regional initiative applicants will have a twenty-four month grant period in which to expend their grant awards. Consolidation project applicants will have a thirty-six 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 three programs through which to apply for grant funds. These programs are the Wireless E-911 PSAP Education Program, the Wireless E-911 Continuity and Consolidation Program and the Wireless E-911 Enhancement Program.

The purpose of the Wireless E-911 PSAP Education Program is to provide 9-1-1-specific group education/training opportunities throughout the Commonwealth. Each year, approved grants in this program will receive funding from the top of the available funds in the PSAP Grant Program before the funding for the Continuity and Consolidation and Enhancement projects. 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, after the approved funds for the Wireless E-911 PSAP Education Program are identified, approved grants in this program will receive no less than 80% of the remaining 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 E-911 Services Board (the "Board") to support wireless E-911. The primary goal is 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% of the fund and any remaining funds for 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.

Grant Committee

The Board Chair will make appointments to the Grant Committee for the PSAP Grant Program. 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 additional consecutive 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 Board members (one of which will chair the committee), four primary PSAP representatives (two of which will represent APCO and NENA), and three at-large members. Members with the same organizational affiliation will have different reappointment/replacement schedules. One schedule will consist of one Board member (co-chair), two primary PSAP representatives (one of which will represent APCO), and two at-large members. The other schedule will consist of one Board member (chair), two primary PSAP representatives (one of which will represent NENA), and one 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.

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 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 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.

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 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).

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.

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 financial and grant progress reports for any previous fiscal years 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 can submit individual project applications up to the individual grant funding limits, and participate in no more than one regional initiative in a 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); however, they will still be eligible for the Wireless E-911 PSAP Education Program. For three years from the closeout date of the initial consolidation 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 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
- $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 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.

Grant Cycle

The grant cycle for successful Wireless E-911 PSAP Education Program applicants will be for twelve months. The grant cycle for successful individual primary PSAP or regional initiative applicants will be for twenty-four months. The grant cycle for successful consolidation project applicants will be for thirty-six months. All grant cycles will run consistent with the Commonwealth of Virginia's fiscal year, which begins on July 1 and ends on June 30. All grant award funds must be encumbered or expended by the end of the grant award cycle.

Multi-Year Funding

This is an annual grant program and projects that can be completed within two years (or three for consolidations) are the primary focus. Therefore, this program cannot guarantee grant funding to sustain multi-year requests for the same project.

How to Apply/Deadline

The grant application will be available and 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 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 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 31.

FUNDING GUIDELINES

Grant Cycle

The Board will accept primary PSAP grant applications each year from July 1 until October 31. 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 funding request from a grantee 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.

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 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. PSAPs will not receive funding for more than one regional initiative grant in any one 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 cycle 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 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 cycle 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 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 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.

GRANT APPLICATION PROCESS

Statement of Need

Funding requests for the Continuity and Consolidation and Enhancement Programs 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

Each funding request for the Wireless E-911 PSAP Education Program must include a description of how the education/training is 9-1-1 specific and how this will benefit E-911 and the employee(s) and/or PSAP.

Primary PSAPs seeking funding for their Wireless E-911 Continuity and Consolidation and Enhancement 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 Narrative

Each funding request for the Wireless E-911 PSAP Education Program must include a breakdown of the funding allocation of the education/training opportunities.

Each funding request for the Continuity and Consolidation and Enhancement Programs must include a budget for the total amount requested. In the Budget Narrative 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. Maintenance as an extended warranty 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. Supplanting is not permissible under the PSAP Grant Program.

In addition to providing a budget, applicants shall provide a corresponding narrative that 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 Wireless E-911 PSAP Education proposal must include an evaluation plan that assures that the intended employees attend and receive value from the education/training.

Each Continuity and Consolidation and Enhancement 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. The funding priorities and tiers serve as the criteria for evaluating applications and are established based on set priorities (see Appendices A, B, C and D). This methodology is a guideline only. 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 cycle.

Draw Down Process

The PSAP Grant Program has a grant cash disbursement policy of reimbursement for expenditures specific to grant awards. Draw down requests of Board-approved grant awards may be submitted by grantees beginning July 1 of the grant year. Draw down requests must be provided to the Board (or their designee) on the appropriate form, along with an actual invoice approved for payment. A firm fixed-price contract, purchase order, or quote will not be acceptable forms of documentation for draw down of funds against the grant award. Grantees must wait until services are performed or goods are received and the corresponding invoices are received and/or paid in order to recover costs.

Financial and Programmatic Reporting

Grantees will be required to report financial and programmatic information and data annually until the grant is closed. Financial and programmatic reports must be submitted by March 31 of each grant year. A final financial and programmatic report is required in conjunction with closing of the grant award. The final financial and programmatic report must also include how the Grantee met specific grant objectives set out in the grant award.

The PSAP Grant Committee will review all annual financial and programmatic reports. During the annual review, if it is determined that inadequate information has been provided, or adequate progress has not been made towards completion of the project since the initial grant award, the Committee may generate a letter of concern to the PSAP. This action will require a formal response and/or presentation to the Committee.

If adequate progress has not been made, or project/financial reports have not been submitted as required, the Committee may recommend to the Board that a grant award be rescinded. If the Board approves the recommendation, or act at its own discretion, to rescind a grant award, the PSAP will be notified immediately in writing. Any part of the grant award that has not been drawn down will be returned and reallocated.

Grant Extension Requests

If a grant recipient has made a reasonable attempt to complete the project within the required time frame, but is unable to do so, an extension may be requested from the Board. All grant extension requests must be submitted to the Board (or their designee) no later than March 31 of the year that the grant is set to expire. (NOTE: A grant extension request is in addition to the financial and programmatic report, which must also be submitted no later than March 31.) A PSAP grant award will be eligible for only one grant extension, if approved by the Board. Extension requests will be reviewed by the Grant Committee, which will make a recommendation to the Board based on the progress of the project. This includes review of previously submitted financial and programmatic reports. If reasonable progress is not reported, the Grant Committee may not recommend an extension. All grant extension requests must state the exact time line for completion of the project. Recommendations by the Grant Committee will be made for extension based on that time line. If the date of completion extends beyond six months, the PSAP will need to make a formal presentation to the Grant Committee for consideration. If the Board approves an extension request, an annual financial and programmatic report will be required until the end of the extension cycle.

Grant Closure

All grant awards are to be closed out at the end of their grant cycle. A grant award will be considered closed with receipt of final invoices or other payment documentation, along with the final financial and programmatic report. Final invoices or other payment documentation for grant funds encumbered during the grant cycle must be submitted within 45 days of the end of the grant award cycle, or as adjusted by any grant award extensions. Should a grantee fail to submit final documentation in the accordance with these Guidelines, the grant award will be administratively closed as August 15 following the grant cycle conclusion. All unexpended drawn down funds must be returned by the grantee to the Board. Further draw downs will not be permitted and those funds will be returned to the wireless fund balance. In addition, future grant applications will not be considered unless the grant award is settled, and the Board may withhold all other wireless funding pending this settlement.

Unexpended grant funds are to be returned to VITA via check made payable to "Treasurer of Virginia." The reference on the check must include "PSAP Grant Distribution - Refund", the fiscal year the grant was awarded, and the grant ID, if applicable. Payment is to be sent to:

Virginia Information Technologies Agency
ATTN: E911 Services Board
11751 Meadowville Lane
Chester, Virginia 23836

Auditing

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, or if the grant guidelines were not adhered to, the Commonwealth may take appropriate action to the extent permitted by law, including, and not limited to, requiring the return of the grant funds, and/or withholding future wireless payments.

PROGRAM BRIEFS

WIRELESS E-911 PSAP EDUCATION PROGRAM

Purpose

The Board will provide funding to primary PSAPs for the purpose of the Wireless E-911 PSAP Education Program to provide 9-1-1 specific group education/training opportunities throughout the Commonwealth.

Funding Allocation

Each year, approved grants in this program will receive funding from the available funds in the PSAP Grant Program before the funding is split between the Continuity and Consolidation and Enhancement projects. Each primary PSAP may receive up to $2,000 per twelve month cycle. This grant award is for twelve months only and is not eligible for grant extension.

Program Concept

The Board will provide funds to primary PSAPs for 9-1-1 specific group education/training opportunities within the Commonwealth of Virginia such as provided by VANENA, VAAPCO, VAPDC, VAMIS and other such organizations. These funds cannot be used for vendor or private organization-sponsored education/training opportunities. The program will fund registration and lodging only.

Goals and Objectives

All primary PSAPs will take advantage of education/training opportunities offered in the Commonwealth of Virginia to foster and enhance consistent knowledge and awareness of 9-1-1/public safety communications current and advancing standards, issues, procedures, practices, technologies and other relevant matters.

Implementation

The Wireless E-911 PSAP Education Program adheres to the Commonwealth of Virginia Travel Guidelines for In-State Travel and uses a cost recovery method of funding. In the Comprehensive Project Description section of the grant application, the applicant will provide an allocation of the funds to be used for 9-1-1/public safety communications specific group education/training opportunities throughout the Commonwealth. The grantee will pay the costs for the education/training. Within 30 calendar days of the end of the education/training, the PSAP will submit all receipts for lodging and registration reimbursement in accordance with Commonwealth of Virginia travel regulations. If the request for reimbursement is not submitted within the allotted 30 calendar days, reimbursement cannot be provided per Commonwealth guidelines.

Outcomes/Evaluation

Primary PSAPs shall describe in the Evaluation Plan section of the Wireless Education Program grant application an evaluation plan that assures that the intended employees attend and receive value from the education/training.

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, after the approved funds for the Wireless E-911 PSAP Education Program are identified, approved grants in this program will receive no less than 80% of the remaining 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; recruitment, training, and retention of PSAP personnel; 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, and certain equipment should be NG-911 enabled, if available.

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: Next Generation 9-1-1 (network/backbone or IP-based), 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/PRIORITIES

TIERS

(NOTE: See Definitions section for description of Tiers)

1. **Out of Service**
2. **Non-Vendor Supported**
3. **Technically Outdated**
4. **Strengthen**

PRIORITIES

Continuity and Consolidation Program

1. **CPE***
2. **Primary mapping system (servers, workstations, and miscellaneous hardware associated if purchased as a system)***
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. **Time sync**
9. **UPS/generator - (specific supporting PSAP only)**
10. **PSAP Recruitment Programs**
11. **PSAP Recruitment Programs (hardware and software)**
12. **PSAP Group Training Program (includes public education)**
13. **PSAP Group Training Program (hardware and software**)**
14. **PSAP Training Program***
15. **GIS: low priority**

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-based networks) –** NOTE: NG-911 Priority is specific to implementation and installation costs of NG-911 networks and does not include recurring costs beyond implementation and/or initial installation.
2. **GIS: high priority**
3. **Transportable back-up for PSAP primary operational items (excluding radio consoles)**
4. **Fixed back-up for primary PSAP operational items (excluding radio consoles)**
5. **GIS: medium priority**
6. **Radio consoles (primary or back-up)**
7. **EMD (NOTE: Documentation of application from other grant agents may be required as a condition of the award.)**
8. **GIS: low priority**
9. **Other**

* 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.

APPENDIX B: RANKINGS

Rank	Priority	Tier	Program Type
1	CPE	OUT OF SERVICE	CON/CONS
2	CPE	NON-VENDOR SUPPORTED	CON/CONS
3	CPE	TECHNICALLY OUTDATED	CON/CONS
4	PRIMARY MAPPING SYSTEM (SERVERS, WORKSTATIONS, AND MISCELLANEOUS HARDWARE ASSOCIATED IF PURCHASED AS A SYSTEM)	OUT OF SERVICE	CON/CONS
5	PRIMARY MAPPING SYSTEM (SERVERS, WORKSTATIONS, AND MISCELLANEOUS HARDWARE ASSOCIATED IF PURCHASED AS A SYSTEM)	NON-VENDOR SUPPORTED	CON/CONS
6	PRIMARY MAPPING SYSTEM (SERVERS, WORKSTATIONS, AND MISCELLANEOUS HARDWARE ASSOCIATED IF PURCHASED AS A SYSTEM)	TECHNICALLY OUTDATED	CON/CONS
7	GIS: HIGH PRIORITY	OUT OF SERVICE	CON/CONS
8	GIS: HIGH PRIORITY	NON-VENDOR SUPPORTED	CON/CONS
9	GIS: HIGH PRIORITY	TECHNICALLY OUTDATED	CON/CONS
10	CONSOLIDATION	N/A	CON/CONS
11	CALL ACCOUNTING EQUIPMENT	OUT OF SERVICE	CON/CONS
12	CALL ACCOUNTING EQUIPMENT	NON-VENDOR SUPPORTED	CON/CONS
13	CALL ACCOUNTING EQUIPMENT	TECHNICALLY OUTDATED	CON/CONS
14	CAD	OUT OF SERVICE	CON/CONS
15	CAD	NON-VENDOR SUPPORTED	CON/CONS
16	CAD	TECHNICALLY OUTDATED	CON/CONS
17	VOICE LOGGING RECORDER SYSTEMS AND INSTANT RECALL RECORDER	OUT OF SERVICE	CON/CONS
18	GIS: MEDIUM PRIORITY	OUT OF SERVICE	CON/CONS
19	VOICE LOGGING RECORDER SYSTEMS AND INSTANT RECALL RECORDER	NON-VENDOR SUPPORTED	CON/CONS

Rank	Priority	Tier	Program Type
24	GIS: MEDIUM PRIORITY	NON-VENDOR SUPPORTED	CON/CONS
25	CPE	STRENGTHEN	CON/CONS
26	PRIMARY MAPPING SYSTEM SERVERS AND WORKSTATIONS	STRENGTHEN	CON/CONS
27	GIS: HIGH PRIORITY	STRENGTHEN	CON/CONS
28	CALL ACCOUNTING EQUIPMENT	STRENGTHEN	CON/CONS
29	CAD	STRENGTHEN	CON/CONS
30	VOICE LOGGING RECORDER SYSTEMS AND INSTANT RECALL RECORDER	TECHNICALLY OUTDATED	CON/CONS
31	VOICE LOGGING RECORDER SYSTEMS AND INSTANT RECALL RECORDER	STRENGTHEN	CON/CONS
32	GIS: MEDIUM PRIORITY	TECHNICALLY OUTDATED	CON/CONS
33	TIME SYNC	OUT OF SERVICE	CON/CONS
34	TIME SYNC	NON-VENDOR SUPPORTED	CON/CONS
35	TIME SYNC	TECHNICALLY OUTDATED	CON/CONS
36	UPS/GENERATOR	OUT OF SERVICE	CON/CONS
37	UPS/GENERATOR	NON-VENDOR SUPPORTED	CON/CONS
38	UPS/GENERATOR	TECHNICALLY OUTDATED	CON/CONS
39	NEXT GENERATION 9-1-1 (IP HOSTING)	N/A	ENHANCE
40	PSAP TRAINING PROGRAM	N/A	CON/CONS
41	PSAP TRAINING HARDWARE/SOFTWARE	OUT OF SERVICE	CON/CONS
42	PSAP TRAINING HARDWARE/SOFTWARE	NON-VENDOR SUPPORTED	CON/CONS
43	GIS: LOW PRIORITY	OUT OF SERVICE	CON/CONS
44	GIS: LOW PRIORITY	NON-VENDOR SUPPORTED	CON/CONS
45	GIS: LOW PRIORITY	TECHNICALLY OUTDATED	CON/CONS
46	PSAP TRAINING HARDWARE/SOFTWARE	TECHNICALLY OUTDATED	CON/CONS
47	PSAP RECRUITMENT PROGRAM	N/A	CON/CONS
48	PSAP RECRUITMENT HARDWARE/SOFTWARE	OUT OF SERVICE	CON/CONS

Rank	Priority	Tier	Program Type
49	PSAP RECRUITMENT HARDWARE/SOFTWARE	NON-VENDOR SUPPORTED	CON/CONS
50	PSAP RECRUITMENT HARDWARE/SOFTWARE	TECHNICALLY OUTDATED	CON/CONS
51	PSAP TRAINING HARDWARE/SOFTWARE	STRENGTHEN	CON/CONS
52	GIS: MEDIUM PRIORITY	STRENGTHEN	CON/CONS
53	PSAP RECRUITMENT HARDWARE/SOFTWARE	STRENGTHEN	CON/CONS
54	TIME SYNCHRONIZATION	STRENGTHEN	CON/CONS
55	UPS/GENERATOR	STRENGTHEN	CON/CONS
56	GIS: LOW PRIORITY	STRENGTHEN	CON/CONS
57	OTHER	STRENGTHEN	CON/CONS
58	GIS: HIGH PRIORITY	OUT OF SERVICE	ENHANCE
59	GIS: HIGH PRIORITY	NON-VENDOR SUPPORTED	ENHANCE
60	GIS: HIGH PRIORITY	TECHNICALLY OUTDATED	ENHANCE
61	TRANSPORTABLE BACK-UP FOR PSAP PRIMARY OPERATIONAL ITEMS	OUT OF SERVICE	ENHANCE
62	TRANSPORTABLE BACK-UP FOR PSAP PRIMARY OPERATIONAL ITEMS	NON-VENDOR SUPPORTED	ENHANCE
63	TRANSPORTABLE BACK-UP FOR PSAP PRIMARY OPERATIONAL ITEMS	TECHNICALLY OUTDATED	ENHANCE
65	FIXED BACK-UP FOR PSAP PRIMARY OPERATIONAL ITEMS	OUT OF SERVICE	ENHANCE
65	FIXED BACK-UP FOR PSAP PRIMARY OPERATIONAL ITEMS	NON-VENDOR SUPPORTED	ENHANCE
66	FIXED BACK-UP FOR PSAP PRIMARY OPERATIONAL ITEMS	TECHNICALLY OUTDATED	ENHANCE
67	TRANSPORTABLE BACK-UP FOR PSAP PRIMARY OPERATIONAL ITEMS	STRENGTHEN	ENHANCE
68	FIXED BACK-UP FOR PSAP PRIMARY OPERATIONAL ITEMS	STRENGTHEN	ENHANCE
69	GIS: MEDIUM PRIORITY	OUT OF SERVICE	ENHANCE
70	GIS: MEDIUM PRIORITY	NON-VENDOR SUPPORTED	ENHANCE
71	GIS: MEDIUM PRIORITY	TECHNICALLY OUTDATED	ENHANCE
72	RADIO CONSOLES	OUT OF SERVICE	ENHANCE
73	RADIO CONSOLES	NON-VENDOR SUPPORTED	ENHANCE

Rank	Priority	Tier	Program Type
74	RADIO CONSOLES	TECHNICALLY OUTDATED	ENHANCE
75	GIS: HIGH PRIORITY	STRENGTHEN	ENHANCE
76	GIS: MEDIUM PRIORITY	STRENGTHEN	ENHANCE
77	RADIO CONSOLES	STRENGTHEN	ENHANCE
78	EMD/POLICE DISPATCH/FIRE DISPATCH SOFTWARE OR PROTOCOLS (NOT FUNDED THROUGH ANOTHER GRANT PROGRAM	OUT OF SERVICE	ENHANCE
79	EMD/POLICE DISPATCH/FIRE DISPATCH SOFTWARE OR PROTOCOLS (NOT FUNDED THROUGH ANOTHER GRANT PROGRAM	NON-VENDOR SUPPORTED	ENHANCE
80	EMD/POLICE DISPATCH/FIRE DISPATCH SOFTWARE OR PROTOCOLS (NOT FUNDED THROUGH ANOTHER GRANT PROGRAM	TECHNICALLY OUTDATED	ENHANCE
81	EMD/POLICE DISPATCH/FIRE DISPATCH SOFTWARE OR PROTOCOLS (NOT FUNDED THROUGH ANOTHER GRANT PROGRAM	STRENGTHEN	ENHANCE
82	GIS: LOW PRIORITY	OUT OF SERVICE	ENHANCE
83	GIS: LOW PRIORITY	NON-VENDOR SUPPORTED	ENHANCE
84	GIS: LOW PRIORITY	TECHNICALLY OUTDATED	ENHANCE
85	GIS: LOW PRIORITY	STRENGTHEN	ENHANCE
86	OTHER	N/A	ENHANCE

APPENDIX C: GIS-RELATED GRANT REQUEST PRIORITY MATRIX

The GIS-Related Grant Request Priority Matrix can be viewed at the following link:

http://vita.virginia.gov/uploadedFiles/VITA_Main_Public/ISP/E-911/Grants/FY14GISMatrix.xls

APPENDIX D: FINANCIAL AND PROGRAMMATIC REPORT

Project Phases
Sample Activities

PHASE	SAMPLE ACTIVITIES
INITIATION (Project approved by appropriate stakeholders)	• Project concept is documented • Local Board or governing authority approval or endorsement is received • PSAP grant application is filed • Local budgets are obtained • Appropriated grant funds are approved • Budgetary estimates are obtained
DESIGN/PLANNING (Project, system, or solution requirements are developed)	• Requirements are documented • Components to be purchased are identified • General design is documented
ACQUISITION (Selected system or solution is procured)	• RFP (or other bid related processes) are drafted • Proposals are evaluated • Contract is signed • Purchase orders are issued • Quotes are obtained/grant funds draw down
IMPLEMENTATION (Selected system or solution is configured and installed)	• Purchased components are delivered and installed • Training is performed
TESTING/COMPLETION (Selected system or solution is tested and put in production)	• Performance of system/solution is validated • System/solution goes "live"
PROJECT/GRANT CLOSED (Project or grant has been closed by submittal of all invoices or other payment documentation supporting the amount drawn down AND a final Financial and Programmatic Report has been submitted)	• All invoices or other payment documentation has been submitted to the PSAP Grant Manager • A final Financial and Programmatic Report has been submitted • Signature has been provided on the final Financial and Programmatic Report
DECLINED GRANT AWARD (PSAP is unable to utilize grant award)	• Local fund required to complete the project cannot be obtained • Project was contingent upon another grant application award, which has been denied • Signature has been provided on the final Financial and Programmatic Report