

911 Grant Programs

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1. Purpose

Each county, group of counties or region applying for E911 State Grant, to be further known as 911 State Grant, to assist counties with the replacement or upgrade of 911 Systems; for counties to develop and maintain statewide 911 routing using Emergency Services Internet Protocol (IP) networks (ESInet), Geographic Information Systems (GIS) and services, and Management Information Systems (MIS); and develop and maintain Next Generation 911 (NG-911) systems and services.

The State 911 Grant Programs distributes funds collected pursuant to section 365.172-173, Florida Statutes. Federal Grant funding uses the 911 Grant Programs for approval and disbursement of federal funds to assist counties in implementing and improving NG-911 system and services.

2. Eligibility

Any county, group of counties, or region in the State of Florida is eligible to apply for these grant programs. Only a region, as defined below, may qualify for a grant award for a 5-year Regional Next Generation 911 Routing Project.

3. Definitions

- 3.1. Enhanced 911 (E911):** An enhanced 911 system or enhanced 911 service that is an emergency telephone system or service that provides a subscriber with 911 service and also directs 911 calls to appropriate public safety answering points by selective routing based on the geographical location from which the call originated, or as otherwise provided in the state plan under section 365.171, Florida Statutes, and that provides for automatic number identification and automatic location-identification features.
- 3.2. NG-911 Equipment:** Hardware equipment and peripherals needed to implement and maintain NG-911 services.
- 3.3. E911 System:** The Public Safety Answering Point equipment, in accordance with the State E911 Plan, including 911 call routing, processing, mapping, and call answering communications equipment.
- 3.4. Grantee/Subrecipient:** The county, group of counties, or region awarded a grant.
- 3.5. Grantor:** The Florida E911 Board.
- 3.6. Government Accounting Standards Board (GASB):** The independent organization that establishes and improves standards of accounting and financial reporting for U.S. state and local governments.
- 3.7. Hosted Services:** Hosted Services are technology services using the vendor's servers for a fee.
- 3.8. Maintenance Contract:** A business agreement between a contractor and customer covering the maintenance of equipment over a specified period.
- 3.9. Next Generation 911 (NG-911):** The designation for an advanced 911 emergency communications system or service that provides a communications service subscriber with 911 service. NG-911 also directs 911 emergency requests for assistance to appropriate public safety answering points based on the geographical location from which the call/signal originated, or as otherwise

provided in the State E911 Plan and that provides for automatic number identification and automatic location identification features and emergency data information through managed IP-based networks.

- 3.10. **Next Generation 911 Core Services (NGCS):** The base set of services needed to process a 911 call/signal on an ESInet. Includes the Emergency Service Routing Proxy (ESRP), Emergency Call Routing Function (ECRF), Location Validation Function (LVF), Boarder Control Function (BCF), Bridge, Policy Store, Logging Services, and typical IP services such as Doman Name System (DNS) and Dynamic Host Configuration Protocol (DHCP). The term NG-911 Core Services encompass the services but does not include the network on which they operate.
- 3.11. **Next Generation 911 Routing Project:** A Next Generation service that incorporates multiple counties.
- 3.12. **Public Safety Answering Point (PSAP):** The public safety agency that receives incoming 911 requests for assistance and dispatches appropriate public safety agencies to respond to the requests in accordance with the State E911 plan.
- 3.13. **Region:** Refers to the counties grouped by the Florida 911 Regional Map. All systems within a region must be interoperable.
- 3.14. **Service Contract:** A written contract to perform, over a fixed period or for a specified duration, duties relating to informational and technical services.
- 3.15. **Warranty contract:** A written guarantee given to the purchaser of a new item by the manufacturer or dealer, usually specifying that the manufacturer will make any repairs or replace defective parts free of charge for a stated period.

4. 911 Grant Programs Calendar

The E911 Board will accept applications as noticed in the Florida Administrative Register.

Action	
Eligible entity submits application	Submission date(s) as published in the Florida Administrative Register
E911 Board Members evaluate applications	Within two months of the submission date
E911 Board votes on applications to fund at regularly scheduled meeting	Within three months of the submission date
E911 Board sends notification letter of awards approved for funding to the counties.	Within four months of the submission date

Performance Period

County, group of counties or regional implementation/ installation period	Two years from receipt of award notification
Next Generation 911 Regional Routing Project	Maximum of five years
Next Generation Projects	Maximum implementation Period of five years however may be shorter time dependent upon board approval.
Service and Data Maintenance Projects outside of a NG-911 Regional Routing Project	An annual grant may be funded.
Initial Database synchronization (such as ALI, MSAG, and Centerline)	Two years from receipt of award notification
Database maintenance (such as ALI, MSAG, Centerline....)	Approved only with Regional Routing Project

5. General Conditions

Applications must be delivered to the following address:

**State of Florida E911 Board
ATTN: E911 Board Administrative Staff
2555 Shumard Oak BLVD, Suite 260
Tallahassee, FL 32399-0950**

Or electronically to E911BoardElectronicGrantReports@dms.fl.gov

Electronic receipt of the grant application and all attachments is preferred.

- 5.1. The applicant shall provide Application Form items 1 through 14 and the associated quotes. The grant application package must be postmarked or delivered on or before the submission date specified in the E911 Board notification of an E911 State Grant Program published in the Florida Administrative Register. Failure to provide these documents will result in an automatic rejection of the grant application.
- 5.2. Pursuant to sections 365.172(6), 365.172(10), 365.173(2) Florida Statutes, grant funds must only be used for the following items/services: to upgrade or replace E911 systems; to develop and maintain statewide or regional 911 routing; geographic information and management information systems (GIS and MIS); to develop and maintain Next-Generation 911 (NG-911) services and equipment; and remotely provided hosted 911 answering point call-taking equipment and network services directly attributable to establishing and provisioning E911 or

NG-911 services. Warranty costs shall be calculated to account for only the first-year warranty.

- 5.3. To be considered for a grant award, all Next Generation projects must meet the NENA i3 technical standards.
- 5.4. GIS grants may be limited to funding to achieve the 98% accuracy rate as identified in the NENA GIS Data Model.
- 5.5. Although a Next Generation 911 Regional Routing Project may be awarded for up to five years, the cost shall be accounted for on a yearly basis. The application must also include a detailed breakdown of costs by year one through year five and if applicable a monthly breakdown. This would include an expected reimbursement schedule.
- 5.6. All Next Generation 911 project vendors must certify in writing that their systems will be interoperable with bordering counties, regions, and adjacent state lines.
- 5.7. Only the percentage of service and equipment directly attributable to provisioning of 911 services is eligible.
- 5.8. All maintenance requests, within a single priority, for eligible services and equipment shall be combined into a single application, including the breakdown of line item costs.
- 5.9. All grant applications shall be accompanied by at least one complete quote for equipment or services. Grant applications totaling \$35,000.00 or more must be accompanied by at least three written substantiated competitive complete quotes from different vendors. Complete quote submittals shall include a detailed scope of work, all pages included in the vendor proposal, breakdown of all costs, including equipment, service tasks, and deliverables. Any county, group of counties, or region that has made a good faith effort to obtain at least three competitive quotes and has not been able to obtain the quotes can request E911 Board review based on substantiated proof of request for quotes or posting of the request with documentation of the limited responses.
- 5.10. If the grant application does not exceed the threshold amount of \$195,000, the county, group of counties, or region can initiate a request for approval to procure from a single source vendor. These will be considered on a case-by-case basis. Justification for single source procurement shall be provided with the application. The single source procurement will be approved if provided in accordance with Chapter 287, Florida Statutes. A letter from the applicable purchasing department(s) that the project is a single source procurement based on Section 287.057(3)(c), Florida Statutes, shall be provided with this grant application.
- 5.11. Applicants requesting items from different funding priorities should complete a separate item Appendix V, Budget Report for each priority. See Addendum I -Funding Priorities for the 911 Grant Programs for a listing of funding priorities. Items from the same funding priorities should be combined in the same Appendix V and shall comply with General Conditions items 5.9 and 5.10.
- 5.12. An individual county application must include

- 5.12.1. A detailed description of line item and cost. This would include the item, model, or version. Additional requests may be made for more clarification as needed.
 - 5.12.2. If possible, software service/maintenance dates.
 - 5.12.3. Appendix V, Budget Report
 - 5.12.4. Most current 6A.
 - 5.12.5. If applicable, detailed legacy 911 service information.
- 5.13.** Should a region or two or more counties apply for a grant, the following additional information needs to be provided:
- 5.13.1. A summary of the costs for entire region or two or more counties detailing the following:
 - 5.13.1.1. Total amount of funds being requested.
 - 5.13.1.2. The scope of work (SOW) that clearly establishes the tasks and deliverables being performed for successful completion of the project. All deliverables must be directly related to the SOW.
 - 5.13.1.3. Quote(s) must be quantifiable, measurable, and must include detailed descriptions of each line item. Services dates must be included as well, if applicable.
 - 5.13.1.4. Single source documentation if applicable.
 - 5.13.1.5. All individual county application(s) as requested in 5.12.
- 5.14.** A memorandum of understanding (MOU) or an inter-local agreement from all counties involved must be completed within 3 months of E911 Board award. The MOU shall contain the financial procurement processes, the disbursement process, and all termination language.
- 5.15.** Procurement shall be based on the county's procurement processes and the applicable State purchasing requirements, including but not limited to sections 112.061, 287.057, 287.017, and 287.058. Florida Statutes.
- 5.16.** Funding application requests must include a scope of work that establishes the tasks and deliverables to be performed. The applications shall include all tasks that are required for the successful completion of the project. The project shall be divided into quantifiable units of deliverables that shall be received and accepted in writing by the county, group of counties, or region before payment. Each deliverable must be directly related to the scope of work and must specify the required minimum level of service to be performed and the criteria for evaluating the successful completion of each deliverable.
- 5.17.** Funding requests must include all necessary costs required for full implementation of the proposed solution including that of any third party. Should the county, group of counties or region grant application request or grant award be less than the projected cost of the equipment or service, the county, group of counties or region should provide verification of the ability to fund the difference. Pricing submitted cannot be contingent upon "yet to be" determined fees for products and services by the proposer or any other third party required for implementation.

- 5.18. The county shall provide information on the county's preceding year E911 fee revenue amount and the preceding year's carryforward amount.
- 5.19. A State grant award may be limited by the carry forward balance in compliance with sub-paragraph 365.172(6)(a) 3.c., Florida Statutes.
- 5.20. Detailed information is required for any grant application requesting funding for systems that require immediate system replacement for provisioning of enhanced 911 in the county, group of counties, or region. Include detailed justification and explanation for any 911 system with an expected remaining life of less than one year.
- 5.21. Funding requests contingent upon "beta testing" or products and services not in general production and installation will not be funded.
- 6. Guidelines for 911 Grant Expenses**
- 6.1. The following expenses will not be funded through grant award:
- 6.1.1. Salaries and associated expenses for 911 coordinators, call takers, or other 911 personnel.
 - 6.1.2. Wireline database costs
 - 6.1.3. Vehicle expenses
- 6.2. Funding limitations are specified on the following items:
- 6.2.1. Hosted 911 answering point call-taking equipment and network services, recurring network and circuit costs, equipment maintenance and warranty costs will not be funded for more than the first-year implementation period.
 - 6.2.2. Service contracts for Next Generation 911 Regional Routing Projects may be approved for up to 5 years on a case by case basis.
 - 6.2.3. GIS data support services to maintain NENA's 98% synchronization standard will be limited to one year of service unless combined with a Next Generation 911 Regional Routing Project.
 - 6.2.4. Grant funding shall be limited (per grant cycle) to eligible expenditures for one PSAP per county, either one primary or one secondary PSAP. Counties with only one PSAP with no other primary or secondary PSAPs, may be eligible for grant funding for one backup PSAP. Geo-diverse systems may be considered one PSAP for the purpose of grant funding.
 - 6.2.5. Except for NGCS, selective router equipment costs are limited to the primary PSAP system and are limited to one per county.
 - 6.2.6. Training cost funding is limited to new system & equipment training.
 - 6.2.7. The allowable grant funding for travel expenses is limited to the authorized amounts established in Section 112.061, Florida Statutes, and the Department of Financial Services Guidelines for State Expenditures.
 - 6.2.8. Reimbursement requests for services that extend beyond a year will be reimbursed on an annual basis. Reimbursement will not be provided prior to services being rendered.
 - 6.2.9. A federally funded project must comply with reimbursement in accordance with the federal project timetable.
- 7. Approval and Award**
- 7.1. The E911 Board will review each application for compliance with the requirements of terms and conditions.

- 7.2. Award agreements shall be signed by the Board of County Commissioner Chair or the County Manager.
 - 7.3. Grant awards will be withheld for any county, group of counties, or region that has a grant with a past-due quarterly report or past-due final documentation and closeout of previous E911 Board grant awards. Grant awards may also be withheld if the county, group of counties, or region is not in compliance with Board reporting requirements.
 - 7.4. Applications will be awarded based upon the priorities set by the E911 Board as listed in Addendum I - Funding Priorities for the 911 Grant Programs.
 - 7.5. The E911 Board will adjust the amount awarded to a county, group of counties, or region based upon the availability of funds, the reasonableness of the cost of requested items, published quotes, increased effectiveness of grant funds, minimum system requirements for performing the needed E911 function as specified in section 365.173(2)(h)1., 2., and 3., Florida Statutes, E911 State Plan, or documented factors provided in the grant application submission. NG-911 network systems should include a comparative presentation of network alternatives, including applicable LEC, CLEC, County, group of counties or region, and State alternatives. All stepped pricing should be thoroughly explained, including the corresponding benefits for the county, group of counties or region, and the E911 Board.
 - 7.6. Additional documentation must be signed by the local Board of County Commissioner Chair or County Manager. Resulting in third party contracts and sub-contracts, please see DMS agreement.
 - 7.7. A signed vendor contract with the county, group of counties, or region contract must be provided.
- 8. Financial and Administrative Requirements**
- 8.1. Grant funds are provided on a cost-reimbursement basis.
 - 8.2. Each grantee may submit reimbursement claims to the E911 Board as needed; however, each county is limited to only a single claim request per grant, per month. Receipt of reimbursement funds from the E911 Board is contingent on the timely and accurate submittal of funding requests. Requests for reimbursement of expenditures must be submitted on the approved Appendix IV: Financial Reimbursement of Expenditures Reporting Form. Incomplete claim forms or claims not submitted on the correct form cannot be processed and will be returned for corrections. Submit only for the amounts in each budget categories in which you have incurred expenditures.
 - 8.3. Upon written request and with documentation justifying the need, a progress disbursement may be considered with a completed Appendix IV, signed vendor contract, itemized purchase order and vendor itemized invoice. All items must comply with the Florida Department of Financial Services (DFS) Reference Guide for State Expenditures. Within 45 days of receipt of funding, the grantee shall submit verification of vendor payment.
 - 8.4. Reimbursement claims shall include only expenditures related to the specific grant and include copies of signed contracts, purchase orders, itemized invoices, and proof of successful payment to the vendor. The reimbursement request must match the scope of work and budget proposed in the grant

applications to include the quote provided with the application. Grants that include cost defined by a set number of work hours dedicated to a project must include additional documents as requested by DMS staff. All items must comply with the DFS Reference Guide for State Expenditures.

- 8.5. To assure prompt processing, complete reimbursement claims should be e-mailed to: E911BoardElectronicGrantReports@dms.fl.gov**
- 8.6.** Grant funds can only be used between the beginning and end dates of the grant term unless the E911 Board authorizes an extension.
- 8.7.** It is the county, group of counties, or region's responsibility to maintain the property, equipment, or services in accordance with the scope of work. If a sale or transfer of such property or equipment occurs within five years after a grant ends, funds must be returned to the E911 Board on a pro-rata basis. If the equipment cost over \$5,000 and the grant is federal, funded a county, group of counties, or region must maintain an inventory of 5 years. This applies to state grants unless the item becomes obsolete.
- 8.8.** If a grantee terminates a contract for prepaid services, the unused portion must be returned to the E911 Board on a pro-rata basis.
- 8.9.** The grantee agrees that any improvement, expansion, or other effect brought about in whole or part by grant funds will be maintained until the system or equipment becomes obsolete (On average five years).
- 8.10.** If a grantee materially fails to comply with any term of an award, the Board shall take one or more of the following actions, as appropriate in the circumstances:
- Withhold grant payments pending grantee correction of the deficiency,
 - Disapprove all or part of the cost of the activity or action not in compliance,
 - Suspend or terminate the current award for the grantee's project,
 - Suspend or deny future grant awards.
- 8.11.** The Board will provide the grantee an opportunity for a hearing, appeal, or other administrative proceeding to which the grantee is entitled under Florida Statutes.
- 8.12.** Grant awards or portion thereof may be terminated by the grantee upon written notification (Appendix II) to the E911 Board, detailing the reasons for such termination, the effective date, and the release of allocated funds.
- 8.13.** E911 Staff may require additional documentation to confirm proof of payment and deliverables met in accordance with DFS Reference Guide for State Expenditures.
- 8.14.** Prior to a county, group of counties, or region signing a contract with a different vendor from the original vendor stated in the grant application, the county, group of counties, or region must request a grant change on Appendix II and include an itemized quote and a copy of the new contract to be approved by the E911 Board.
- 9. Grant Reporting Procedures**
- 9.1.** Grantees will be required to submit:
- 9.1.1. Quarterly Status Report, Appendix III.

- 9.1.2. Reporting will begin at the conclusion of the first full quarter after the award. The report periods will end on March 31, June 30, September 30, and December 31 of each year. Reports are due within 30 days of the ending report period.
 - 9.1.3. The Quarterly Status Report, Appendix III shall inform the E911 Board of significant impacts on grant-supported activities. Significant impacts include project status developments affecting time schedules and objectives, anticipated lower costs, or producing beneficial results in addition to those originally planned. Additionally, problems, delays, or adverse conditions that will materially impair the ability to meet the timely completion of the award must be reported. The disclosure must include a statement of the action taken or contemplated and any assistance needed to resolve the situation.
- 9.2. Federal Documentation as Requested**
- 9.3. Final Reporting Documentation**
- 9.3.1. Upon receipt of final reimbursement from DFS, a final Quarterly Status Report, Appendix III shall be submitted based on the same reporting requirements described in grant reporting item 9.1.1.
 - 9.3.2. Final documentation, including copies of all expenditures and corresponding invoices, shall be submitted within 90 days of the final report. The Final Report box on the Quarterly Status Report, Appendix III shall be marked.
 - 9.3.3. Final document submission and closeout of a grant does not affect the E911 Board's right to disallow costs and recover funds based on an audit or financial review. The county, group of counties, or region shall remain obligated to return any funds expended that do not comply with the terms and conditions of the grant award.
 - 9.3.4. The counties must provide DMS a copy of the county's Comprehensive Annual Financial Report (CAFR) no later than August 1 following the completion of the County, group of counties, or region's fiscal year.
- 9.4. All reports and associated information, federally required documentation, and final reporting documents should be e-mailed to E911BoardElectronicGrantReports@dms.fl.gov**

10. Change Requests

- 10.1. Change requests shall be submitted prior to deviation from any awarded grant application. No changes or departures from the original request are authorized unless approved in writing by the E911 Board. Such requests shall be submitted using the form attached in Appendix II, Change Request.
- 10.2. Time extension requests will not be granted unless the county, group of counties or region has executed a contract for the grant equipment and services or demonstrates good cause for failure to execute a contract within one year of the award. Good cause documentation shall include a new project timeline schedule.
- 10.3. Time extensions shall be limited to a maximum of one additional year when approved by the E911 Board for a total of three years.

- 10.4.** Change requests must be submitted ten (10) business days prior to Board meeting to be reviewed. Any reports submitted late will be reviewed at the next month's E911 Board meeting.
- 10.5.** The Change Request form and associated information should be e-mailed to E911BoardElectronicGrantReports@dms.fl.gov.

Application

County, group
of counties or
region

Total Amount Requested: _____

Project Title: _____

1. Board of County, group of counties or region Commissioners Chair:

Mailing Address: _____

City: _____

State: _____ Zip: _____ - _____

Phone: () _____ Fax: _____

Email Address: _____

2. County, group of counties or region 911 Coordinator:

Mailing Address: _____

City: _____

State: _____ Zip: _____ - _____

Phone: () _____ Fax: _____

Email Address: _____

3. Federal Tax ID Number:

4. County, group of counties or region Fact Information

Number of PSAP's	
Number of Call-taking Positions per PSAP	
PSAP(s) in which grant funding will apply.	

a. Financial Information

- i. What are the current annual costs for your E911 system (circuits, customer records hardware and software, etc.) not including maintenance?
- ii. What are the current annual costs for maintenance of items included in 1?
- iii. Total amount of E911 fee revenue received in the preceding year.
- iv. Total amount of county, group of counties or region carry-forward funding retained in the preceding year.
- v. Current total amount of county, group of counties or region carry forward funding?
- vi. Two-year maximum calculated amount for applied carry forward funding.
- vii. Minimum calculated amount for Applied Carry Forward Funding
- viii. Calculation (Subtract the amount in J.4. from the amount in J.5.) Insert in Appendix V, Budget Report

5. Describe your county, group of counties or region's existing 911 system. Include specific information on existing system equipment upgrades and when the installation of this equipment was completed. Please include the PSAP(s) that the grant will be implemented at to include the type of PSAP(s), primary system, and number of position seats.

6. Describe the scope of work for the proposed project including any goal(s) and objectives. Include the tasks to be performed as part of the project. Provide scope of work in quantifiable units of deliverables that shall be received and accepted. For each deliverable specify the required minimum level of service to be performed and the criteria for evaluating the successful completion of each deliverable. For any scope of work that includes milestones, please describe in detail what deliverables are expected to be provided in each milestone.

- 7. Justification of the need for the proposed project. Provide detailed information on the existing system's/component's which needs replacement. Document the condition with details to justify any system with an expected lifespan of less than 1 year. Each component on the system, (memory, hardware (size of drives) updates of software and/or replacement versions needed, standalone equipment and additional upgrades include UPS in the requests.**

- 8. Describe why your county, group of counties or region will not be able to complete this project without this grant funding.**

- 9. Describe the required steps with an anticipated time schedule with procurement and payment milestones and a total project completion date.**

- 10. If applicable, sole source justification must meet the state procurement guidelines and chapter 287.057 (3)(c), F.S.**

- 11. If applicable, please include your previous service dates for any maintenance or support services.**

12. Budget Report form, please fill out the form in Appendix V.

13. Assurances

ACCEPTANCE OF TERMS AND CONDITIONS: The grantee accepts all grant terms and conditions. Grantee understands that grants are contingent upon the availability of funds.

DISCLAIMER: The grantee certifies that the facts and information contained in this application and any attached documents are true and correct. A violation of this requirement may result in revocation of the grant and return of all grant funds and interest accrued (if any), pursuant to the E911 Board authority and any other remedy provided by law.

NOTIFICATION OF AWARDS: The grantee understands and accepts that the notice of award will be advertised on the Florida E911 website.

MAINTENANCE OF IMPROVEMENT AND EXPANSION: The grantee agrees that any improvement, expansion or other effect brought about in whole or part by grant funds will be maintained. No substantial changes or departures from the original proposal shall be permitted unless the E911 Board gives prior written authorization. Any unauthorized change will necessitate the return of grant funds, and accrued interest (if any) to the E911 Board.

The county, group of counties or region certifies that all applicable county, group of counties or region procurement rules/procedures has been met.

Failure to utilize grant funds as represented may jeopardize eligibility to be considered for future funding.

14. Authority

I hereby affirm my authority and responsibility for the use of funds requested.

SIGNATURE – CHAIR, BOARD OF COUNTY COMMISSIONERS DATE
OR County Manager

Printed Name

Position

Regional Signatures if Applicable (add additional lines if needed)

Appendix I: Authorized Expenditures of E911 Fee, Chapter 365.172, F.S.

NO requests for funding will be acknowledged for any items not specified in Section 365.172, Florida Statutes, Emergency communication number “E911”; paragraph (10) (shown below).

Section 365.172 (10), Florida Statutes : AUTHORIZED EXPENDITURES OF E911 FEE.—

(a) For purposes of this section, E911 service includes the functions of database management, call taking, location verification, and call transfer. Department of Health certification, recertification, and training costs for 911 public safety telecommunications, including dispatching, are functions of 911 services.

(b) All costs directly attributable to the establishment or provision of E911 service and contracting for E911 services are eligible for expenditure of moneys derived from imposition of the fee authorized by subsections (8) and (9). These costs include the acquisition, implementation, and maintenance of Public Safety Answering Point (PSAP) equipment and E911 service features, as defined in the providers' published schedules or the acquisition, installation, and maintenance of other E911 equipment, including circuits; call answering equipment; call transfer equipment; ANI or ALI controllers; ANI or ALI displays; station instruments; E911 telecommunications systems; visual call information and storage devices; recording equipment; telephone devices and other equipment for the hearing impaired used in the E911 system; PSAP backup power systems; consoles; automatic call distributors, and interfaces, including hardware and software, for computer-aided dispatch (CAD) systems; integrated CAD systems for that portion of the systems used for E911 call taking; GIS system and software equipment and information displays; network clocks; salary and associated expenses for E911 call takers for that portion of their time spent taking and transferring E911 calls, salary, and associated expenses for a county, group of counties or region to employ a full-time equivalent E911 coordinator position and a full-time equivalent mapping or geographical data position, and technical system maintenance, database, and administration personnel for the portion of their time spent administrating the E911 system; emergency medical, fire, and law enforcement prearrival instruction software; charts and training costs; training costs for PSAP call takers, supervisors, and managers in the proper methods and techniques used in taking and transferring E911 calls, costs to train and educate PSAP employees regarding E911 service or E911 equipment, including fees collected by the Department of Health for the certification and recertification of 911 public safety Telecommunicator's as required under s. [401.465](#); and expenses required to develop and maintain all information, including ALI and ANI databases and other information source repositories, necessary to properly inform call takers as to location address, type of emergency, and other information directly relevant to the E911 call-taking and transferring function. Moneys derived from the fee may also be used for next-generation E911 network services, next-generation E911 database services, next-generation E911 equipment, and wireless E911 routing systems.

(c) The moneys should not be used to pay for any item not listed in this subsection, including, but not limited to, any or operational costs for emergency responses. Even any which occur after the call transfer to the responding public safety entity and the costs for constructing, leasing, maintaining, or renovating buildings, except for those building modifications necessary to maintain the security and environmental integrity of the PSAP and E911 equipment rooms.

Appendix II: Change Request

Appendix II		
<u>Change Request</u>		
County:	_____	
Grant Number:	_____	
Date of Grant Award:	_____	
Extension Period:	_____	
Budget Line Item	Change From	Change To
Total	\$0.00	\$0.00
Justification of Change:		
_____	_____	
Signature of Authorized Official	Date	
For E911 Board use only.		
Approved:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
_____	_____	
E911 Board's Authorized Representative	Date	

Appendix III: Quarterly Status Report

		Final Report	
Quarterly Status Report			
County: _____ Grant Number: _____ Report Date: _____ End of Grant Period: _____			
Project Status Update:			
A. Systems		Awarded Funds	Cumulative Expenditures
Total System Items		\$0.00	\$0.00
B. Services			
Total Service Items		\$0.00	\$0.00
Total Cumulative Expenditures:			\$0.00
_____ Signature of Authorized Official		_____ Date	

Appendix IV: Financial Reimbursement of Expenditures Reporting Form

Financial Reimbursement of Expenditures Reporting Form

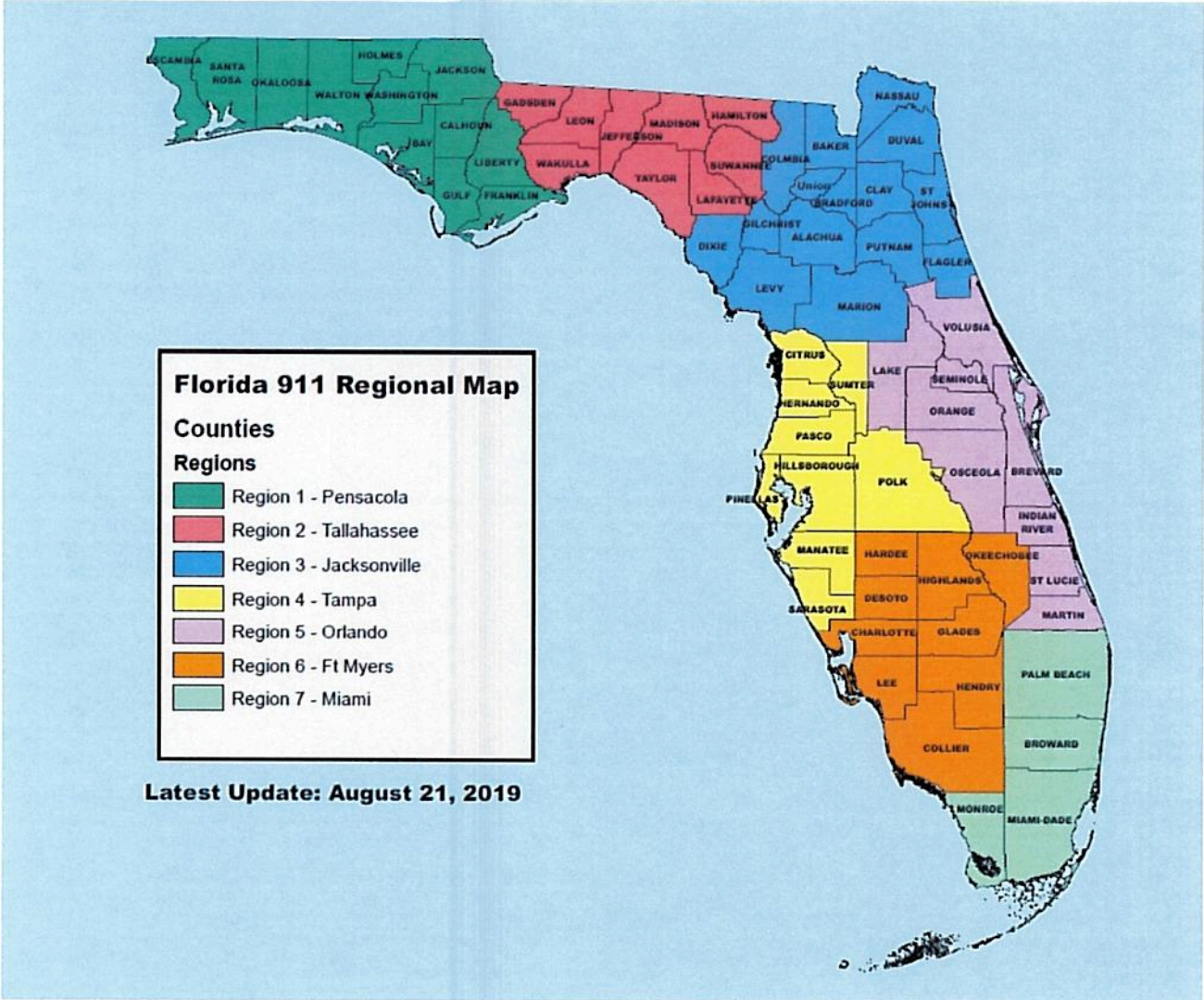
Prepare an itemized request for reimbursement expenditures in each budget categories for each deliverable. Attach copies of purchase orders and paid vouchers, invoices, copies of checks, journal transfers, required for expenditure justifications. If there is insufficient space, please include details in an attachment.

County Name:	Grant No.:			Date:		Request No.:
Deliverables	Unit Price (\$)	Quantity	Total Amount (\$)	Revised Budget Items	Previous Request Amount	Current Request Amount (\$)
A. System (Hardware, Software, Equipment, & Labor)						
Total System Items:						
B. Services (Training, Maintenance, and Warranty Items)						
Total Service Items:						
Total Request Amount:						
Justification of progress payment funding need:				Signature, County 911 Coordinator or Grant Manager		

Appendix V: Budget Report

Budget Report			
<p>Prepare an itemized Grant Budget ("Line Item" breakdown should include separated systems, i.e.; 911 system, logging recorder, centerline mapping, etc. and services items). The completed form shall be used to complete quarterly report requirements, listing expenditures and revisions (if any) in appropriate columns. If there is insufficient space, please include details in an attachment. Budget costs should match requested vendor quote</p>			
County:		Project Name:	
Budget Categories			
Deliverables	Unit Price (\$)	Quantity	Total Amount (\$)
A. System (Hardware, Software, Equipment, & Labor)			
B. Services (Training, Maintenance, and Warranty Items)			
Overall Project Total			\$0.00
Carry Forward Funds Applied			\$0.00
Grant Request Total Less Carry Forward Applied			\$0.00
Signature, 911 County Coordinator			

Appendix VI: Florida 911 Regional Map



Appendix VII: E 911 Fee Revenues Form 6A

County E911 Fiscal Information			
Item No.	E911 Fee Revenue		
1	County	<input type="text"/>	Fiscal Year <input type="text"/>
2	Wireless Fee Revenue	<input type="text"/>	
3	Non-Wireless Fee Revenue	<input type="text"/>	(LEC, Wireline, & VoIP)
4	Pre-Paid Fee Revenue	<input type="text"/>	
5	Total Fee Revenue	<input type="text" value="\$0.00"/>	Carry Forward Fee Revenue Calculation (Item #2 + Item #3 + Item #4)
Item No.	E911 Allowable Expenditures		
6	Fee Revenue Expenditures	<input type="text"/>	
Item No.	E911 Carry Forward & Excess Carry Forward		
9	Allowable Carry Forward	<input type="text" value="\$0.00"/>	Maximum Allowable (30% of Item #5)
10	Actual Carry Forward	<input type="text"/>	Limited by Para 365.173(2)(d). Florida Statutes. Assure amount is equal (=) to or less than (<) Item #9
11	Excess Carry Forward Recovery	<input type="text" value="\$0.00"/>	
Item No.	Contact Information		
12	Preparer's Name	<input type="text"/>	
13	Preparer's Title / Position	<input type="text"/>	
14	Telephone Number	<input type="text"/>	
15	Preparer's Email	<input type="text"/>	
16	Date	<input type="text"/>	
In accordance with Paragraph 365.173(2)(d) and 365.172(6)(a)3., Florida Statutes			
County E911 Fiscal Information		Incorporated by reference in Fla Admin. Code Rule 60FF1-5.006 Requirements for County Carry Forward Funds & Excess Funding 04/2020	

Addendum I: Funding Priorities

The criteria for determining acceptability for disbursement of funds from the State of Florida 911 Grant Programs will be made on a PRIORITY basis. Federal funding will be applied in accordance with federal grant guidelines. Regional 911 system project requests related to systems and equipment will be considered the highest priority within each priority category. If you do not see your specific 911 project listed, you may still apply, as the E911 Board does have some discretion depending on the funding source, availability of funds, and spending authority.

1.0 Prepaid and Wireless Funding Priorities

PRIORITY 1: Primary and Secondary PSAP systems that require immediate system replacement to provision enhanced 911 status or when the expected remaining life of the system is less than one year.

PRIORITY 2: Development and maintenance of 911 routing statewide, geographic, and management information systems.

- A) Statewide routing system
- B) Regional, as an incremental step towards statewide routing

PRIORITY 3: Information System

- A) GIS Data support-assisting counties in meeting the 98% NENA GIS Data minimum standards
- B) GIS Maintenance Tools
- C) Management Information System

PRIORITY 4: Develop and maintain next generation 911 services and equipment.

- A) Next Generation 911 Equipment and Emergency Services IP based network
- B) Next Generation Core Services

PRIORITY 5: Mapping system and services necessary for provisioning Geographic Information Systems (GIS). This may include the following, listed in order of funding priority:

- A) Map System Equipment - map generation hardware and software licensing are limited to components for two stations.
- B) GIS Centerline point generation and map accuracy systems.
- C) Synchronization of GIS, ALI, and MSAG database meets the minimum standard 98 % for Geospatial call routing-per NENA i3 standard.

PRIORITY 6: Systems that require new or replacement of critical or necessary hardware or software. This may include the following back-up PSAPs system equipment, listed in order of funding priority A-H:

- A) Hardware and software for communications or terminal equipment located at a PSAP for 911 call processing, ANI and ALI display, and call answering.
- B) Map Display Equipment
- C) Logging Equipment
- D) Lightning Protection Equipment
- E) Uninterruptible Power Supply system and or Generator Equipment
- F) County, group of counties or region Standalone ALI Database Equipment
- G) 911 Call Taker Position Equipment
- H) Net clock

PRIORITY 7: GIS sub-addressing projects

PRIORITY 8: Aerial Photography / Imaging

- I) Overhead (Nadir) images

1.2 **PRIORITY 9:** Infrastructure cabling and building entrance buildout cost.

1.3 **PRIORITY 10:** 911 Call taker workstation console/furniture (the portion related to 911 Telecommunicator Workstation Console/Furniture)

2.0 Federally Funded Awards

2.1 **Eligible costs will be consistent with cost principles identified in 2 CFR Part 200, including Subpart E of regulations. In addition, costs must be reasonable, necessary, allocable, and allowable for the proposed project, and conform to generally accepted.**

Eligible Costs:

A) Contractual Costs

Contractual costs associated with carrying out programmatic activities of the 911 grant, including for the provision of NG-911 services for consulting services. Recipients are responsible for monitoring the activities and expenditures of vendors and are responsible for ensuring that all solicitation documents reflect activities within the scope of the 911 Grant Program.

B) Costs to purchase hardware, software, and hosted services.

Costs to purchase hardware, software, and hosted services associated with enabling NG-911 calls to be received, processed, and dispatched. Recipients must specify that the purchase of hardware, software, and services comply with current NG-911 standards, as listed in the Department of Homeland Security's SAFECOM guidance. Each individual product, however, need not meet every listed standard.

C) Training

Training costs directly related to NG-911- implementation for public safety personnel. The "Recommended Minimum Training Guidelines for Telecommunicators" must serve as a base level for the training provided. Recipients must submit documentation describing the training being provided, which identifies the included elements from the minimum training guidelines.

Application instructions for 911 Grant Programs, revised December 2020

W Form 3A, incorporated by reference in Fla. Admin. Code R. 60FF1-5.003 911 Grant Programs

D) Operational Costs

Costs to operate the NG-911 system as a dual system to the current legacy 911 system until the legacy E911 or 911 system is shut down and the system is fully operational using only NG-911 technology.

2.2 Ineligible Costs

A) Ineligible costs include those costs that are unallowable under the Cost Principles of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. Please note that costs ineligible for 911 Grant Program support may not be included as matching funds.