

APPLICATION FOR  
*THE E911 STATE GRANT PROGRAM*

## **Introduction**

**The E911 State Grant Program is to assist counties with the installation of Enhanced 911 (E911) systems and to provide “seamless” Enhanced 911 throughout the State of Florida.**

## **Eligibility**

The Board of County Commissioners in any county in the State of Florida is eligible to apply for this grant program. Funding priorities are established in Appendix I.

## **Definition**

As used herein, the term “Board” shall mean The State of Florida E911 Board.

## **General Conditions**

1. The applicant must provide one complete original and seven copies of Page 5 through 10 and the associated quotes for the grant application postmarked or delivered on or before February 1, 2008.
2. The E911 Board will not consider leasing of equipment unless the applicant can show that leasing rather than purchase will reduce total costs.
3. Applications for grants for each item over \$25,000 must be accompanied by at least three written competitive quotes from different vendors. The E911 Board will compare the three quotes to any existing state contract in order to determine appropriate funding. Any county that has made a good faith effort to obtain 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. Sole sources funding will be considered on a case-by-case basis. Justification and documentation for sole-source funding must be provided with this application. Sole source will be considered if provided in accordance with Florida Statutes 287 or with provision of a letter from the county’s purchasing department that the project is a sole source procurement based on the county’s purchasing requirements. Grant applications less than \$25,000.00 shall be accompanied by at least one quote for equipment or services.
4. Applicants requesting items from different funding priorities should complete a separate application for each priority. **(SEE ADDENDUM I GRANT FUNDING PRIORITY LIST FOR A LISTING OF FUNDING PRIORITIES)**
5. No requests for funding will be acknowledged for any items not listed in Florida Statutes §365.172(9).
6. Salaries and associated expenses for 911 Coordinators and call takers or other 911 personnel will not be funded.
7. Equipment maintenance and warranty costs will not be funded on more than a one year basis.
8. Training costs shall be limited to training for the specific 911 system equipment being funded.

9. Wireline database costs from the Local Exchange Carrier, centerline mapping, vehicle expenses and aerial photography expenses will not be funded.
10. Should two or more counties jointly apply for a grant, each county will be required to complete and submit a Grant Program Application detailing the funds requested and the county responsible for the funds, with a combined grant package and/or a memorandum of understanding of all counties involved detailing the entire project.
11. Equipment procurement shall be based on the county's purchasing requirement and the applicable State purchasing requirements including Florida Statutes 112.061.

## **Grant Accounting and Reporting Procedures**

12. Grant funds shall be deposited in an account maintained by the grantee, and each grant shall be tracked using a unique accounting code designator for deposits, disbursements and expenditures assigned by the County. All grant funds in the account maintained by the grantee shall be accounted for separately from all other funds. Grant funds, including accrued interest, can only be used between the beginning and ending dates of the grant unless the Board authorizes an extension. Time extension requests shall be submitted on a Request for Change Form. Failure to have the grant underway; e.g., equipment under contract, may result in the rejection of a time extension request and grantee county may be required to return the grant funds.
13. Grant funds must be deposited in an interest-bearing account, any interest generated must be spent as part of this project or the interest shall be returned to the Board. Utilization of the interest funds shall be authorized through an approved Request for Change Form and expenditure documentation shall be included in the final report.
14. Grantees will be required to submit quarterly reports summarizing all expenditures and status of the grant project. The report periods will end on September 30, December 31, March 31, and June 30 of each year with reports due within 30 days after these dates. In lieu of submitting a signed quarterly Budget/Expenditure Report form, the updated form can be e-mailed to the Board's administrative/technical staff. The County's Board of County Commission Chairperson shall be notified when updates are not received within 45 days. Funding continuance will be based on timely submission of quarterly reports.
15. At project completion, a final report shall be submitted based on the same reporting periods described above. The County shall determine the final completion date based on the final payment date, or the initiation date of the warranty period. Final documentation including copies of all expenditures and corresponding invoices shall be submitted within 90 days of the final report.
16. Responsibility for property and equipment obtained under a grant cannot be transferred under any circumstances. If a sale or transfer of such property or equipment occurs within three years after a grant ends, funds must be returned on a pro rata basis.
17. The grantee agrees that any improvement, expansion or other effect brought about in whole or part by grant funds will be maintained.

18. No changes or departures from the original request shall be permitted unless approved in writing by the Board. Such requests shall be submitted using the form attached in Appendix II. Any unauthorized change shall require the return of grant funds, plus any interest accrued.
19. The Board reserves the right to adjust the funds awarded based upon the minimum allowable specification for performing the needed E911 function.
20. Applications will be awarded based upon the priorities set by the Board as listed in Addendum I GRANT FUNDING PRIORITY LIST.
21. Quarterly reports and Request for Change forms may be faxed, emailed, mailed or delivered to the E911 Board Administrative or Technical Staff.
22. Applications must be delivered to the following address:  
**State of Florida E911 Board**  
**ATTN: Penney Taylor**  
**4050 Esplanade Way**  
**Building 4030 - Suite 160E**  
**Tallahassee, Florida 32399-0950**
23. Grant funds shall be awarded during two fiscal schedules: 2007-08 (1<sup>st</sup> and 2<sup>nd</sup> quarter of 2008) and 2008-09 (3<sup>rd</sup> and 4<sup>th</sup> quarter of 2008). There is only one grant submissions date, February 1, 2008. The grants received as of that date will be used for both grant award schedules.

### **E911 STATE GRANT PROGRAM CALENDAR**

	<b>2007-08 Schedule</b>	<b>2008-09 Schedule</b>
Counties submit Application	by February 1, 2008	by February 1, 2008
Board Members evaluate applications	February – April, 2008	February – July, 2008
Board votes on applications to fund at regularly scheduled meeting	February - June, 2008	July – October, 2008
Board sends notification of funding and issues check to counties approved for funding	before June 30, 2008	before December 30, 2008
Implementation period	One year from receipt of award and funds.	One year from receipt of award and funds.

24. Grant funds for the 2007-08 schedule will be disbursed in the 1<sup>st</sup> and 2<sup>nd</sup> quarter of 2008 upon notification of award. Notification of awards will be provided for the 2008-09 schedule but the grant funds will not be disbursed until the E911 Board receives a copy of the actual contract for the project.
25. The determination of the grant award schedule used to award approved grants will be based on grant funding, application requirements, grant priorities and county information submitted in the grant application. If a county would prefer the grant request to be awarded in the second grant schedule, note this in grant application item #7.

County \_\_\_\_\_

**STATE OF FLORIDA E911 BOARD**  
E911 STATE GRANT PROGRAM APPLICATION

Total Amount Requested: \_\_\_\_\_

Project Title: \_\_\_\_\_

1. Board of County Commissioners Chair: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ - \_\_\_\_\_

Phone: (        ) \_\_\_\_\_ Fax: \_\_\_\_\_

Suncom: \_\_\_\_\_

Email Address: \_\_\_\_\_

2. County 911 Coordinator: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ - \_\_\_\_\_

Phone: (        ) \_\_\_\_\_ Fax: \_\_\_\_\_

Suncom: \_\_\_\_\_

Email Address: \_\_\_\_\_

3. Federal Tax ID Number: \_\_\_\_\_

County \_\_\_\_\_

COUNTY INFORMATION

4. County Fact Sheet

A. County \_\_\_\_\_

B. Population \_\_\_\_\_

C. Total Number of Incoming Nonwireless Trunks \_\_\_\_\_

D. Total Number of Incoming Wireless Trunks \_\_\_\_\_

E. Number of PSAP's \_\_\_\_\_

F. Number of Call Taker Positions \_\_\_\_\_

G. Total Estimated Volume of 911 Calls (Please complete table)

AGENCY	WIRELINE	WIRELESS	TOTAL
Law Enforcement			
Fire			
Emergency Medical Services			
<b>TOTAL</b>			

H. a. What equipment is needed to maintain the Enhanced 911 system?

-Recording Equipment Yes  No

-Generator Yes  No

-CPE Equipment Yes  No

-Other (Please specify) \_\_\_\_\_

b. What are the current monthly costs for your E911 system (circuits, customer records, hardware and software, etc.)? \$ \_\_\_\_\_

c. What are the current monthly costs for maintenance of items included in b? \$ \_\_\_\_\_

I. Financial Information:

a. Amount of County 911 capitol expenditure carry forward currently available \$ \_\_\_\_\_

b. 911 fee revenue used for call taker salaries & expenditures (FY2006-07) \$ \_\_\_\_\_

c. 911 fee revenue used for 911 personnel salaries & expenditures (FY2006-07) \$ \_\_\_\_\_

d. County funded 911 expenditures (FY2006-07) \$ \_\_\_\_\_

e. Total 911 expenditures (FY2006-07) \$ \_\_\_\_\_

f. Total 911 fee revenues (FY2006-07) \$ \_\_\_\_\_



County \_\_\_\_\_

7. PROJECT DESCRIPTION/JUSTIFICATION. Describe the project including the objectives, required steps and an approximate schedule or time frame with procurement and payment milestones. (Include sole source justification if applicable)

**8. Budget/Expenditure Report**

Prepare an itemized Grant Budget (“Line Item” breakdown should include separated systems, i.e.; E911 System, 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 vender quote.**

<b>County:</b>		<b>Grant Number:</b>		<b>Report Date:</b>	
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<b>For Grant Period Ending:</b>	<input type="checkbox"/>	<b>September30</b>	<input type="checkbox"/>	<b>December31</b>	<input type="checkbox"/>	<b>March 31</b>	<input type="checkbox"/>	<b>June 30</b>		<b>Year:</b>		<b>FINAL</b>	<input type="checkbox"/>
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Proposed Budget				USE FOR QUARTERLY REPORTS	
Line Item	Unit Price	Quan.	Total Cost	Revised Budget	Expenditure Year-to-Date
A. Systems (Hardware, Software, Equipment & Labor)					
Total System Items			\$		
B. Services (Training, Maintenance and Warranty Items)					
Total Service Items			\$		
System Total			\$		
County E911 Funding Total (Carry Forward Funds) (If applicable)			\$		
Grant Request Total			\$		

USE FOR ALL REPORTS	
Total Amount of Grant Awarded	\$
Total Interest for Grant Period	\$
Final Completion Date:	

\_\_\_\_\_  
Signature, 911 Coordinator





## *Addendum I*

### **Funding Priorities for the E911 State Grant Program**

The criteria for determining acceptability for disbursement of funds from the State of Florida E911 County Grant Program will be made on a **PRIORITY** basis. County grant applications shall be prioritized based on the availability of funds, current system life expectancy, system replacement needs, and Phase II compliance per the Federal Communications Commission. No grants will be available to any county for next-generation deployment until all counties are Phase II complete. There will be four (4) priorities as identified below:

**PRIORITY 1:** Counties with E911 Phase II systems that require immediate system replacement to maintain enhanced 911 status or when the expected life of the system is less than 1 year. Should any funds remain after provisioning for Priority 1 needs, remaining funds will be made available for Priority 2 grants.

**PRIORITY 2:** Statewide or regional next generation 911 systems including routing system implementations. Should any funds remain after provisioning for Priority 1 & 2 needs, remaining funds will be made available for Priority 3 grants.

**PRIORITY 3:** Counties with E911 or Phase II Systems requesting system upgrades related to next generation 911 system implementations. These may be hardware, software, network, or data base requirements. Should any funds remain after provisioning for Priority 1, 2 & 3 needs, remaining funds will be made available for Priority 4 grants.

**PRIORITY 4:** Statewide or regional systems including but not limited to mapping, geographic information systems (GIS) and backup system implementations. Should any funds remain after provisioning for Priority 1, 2, 3 & 4 needs, remaining funds will be made available for Priority 5 grants.

**PRIORITY 5:** Counties with E911 systems that require replacement of necessary hardware or software components for maintaining enhanced 911 status or wireless Phase II status. Should any funds remain after provisioning for Priority 1, 2, 3, 4, & 5 needs, remaining funds will be made available for Priority 6 grants.

**PRIORITY 6:** Counties with E911, Phase I or Phase II systems that require allowable 911 expense items that are not defined in Priorities 1, 2, 3, 4, & 5 but are needed to maintain a complete 911 system. This may include hardware or software that is allowable by the statutes but not covered in Priority 1, 2, 3, 4, & 5.

Priority 1 grants shall be funded first then Priority 2 and so forth until a priority level is reached where there are insufficient funds to fund all approved grant requests. Total funding for this priority may be adjusted based on the remaining funds available for these applications and the number of applications.

## *Funding Matrix*

**Awarded funding will be based on the county's financial need and the grant award may be adjusted based on the amount of capitol expenditure carry forward currently available, number of PSAP positions per population, number of calls per position and/or population, the county's currently assessed LEC E911 fee and other factors including percentage use of fee revenue for call taker and personnel costs.**

**The Funding Matrix will be completed and used in the grant evaluation process by the E911 Board. It is included in the grant application for informational purposes. Each of the items in the Funding Matrix will scored based on a value between zero and two. The following Funding Matrix Worksheet is an example of a completed worksheet with the maximum score on all items.**

For E911 Board use only.

<b>E911 Grant Funding Matrix</b>				
	Score	Weight	Total	Available Points
<b>Grant Application</b>				
Completeness of Application	2	2	4	
Total Point for Application				4
<b>Grant Equipment Need</b>				
Present situation (Based on how the situation is being handled now).	2	1	2	
Problem description (Based on the problem or need and the population impacted).	2	2	4	
Total Point for Grant Equipment Need				6
<b>Purpose</b>				
The proposed solution (Based on how the proposed solution meets the grant and E911 plan intent)	2	2	4	
Total Point for Purpose				4
<b>Project Description/Justification</b>				
Is the scope of the project clearly defined.	2	2	4	
Will the project meet the need of the population	2	3	6	
Will the project effect more than one jurisdiction	2	3	6	
Will the project make the PSAP compliant with all applicable laws, rules, and regulation.	2	4	8	
Total Point for Justification				24
<b>Financial Need</b>				
County's currently assessed LEC E911 fee	2	2	4	
Amount of capitol expenditure carry forward currently available (Based on carry forward grant request and other planned purposes)	2	5	10	
Number of PSAP positions per population (Based on how the project cost compares to the population and the number of positions)	2	3	6	
Number of calls per position and/or population (Based on how the project cost compares to the number of calls per population and the number of positions)	2	3	6	
Ratio of fee revenue per population	2	5	10	
Use of fee revenue for call taker and personnel costs	2	3	6	
How efficient does the use of current 911 funding appear (Based on County Fact Sheet)	2	3	6	
Budget - Does the revenue appear to be in line with expenditures or are adjustments needed	2	3	6	
Other factors (As determined by the E911 Board)	2	4	8	
Total Point for Financial Need				62
Total Points				100