

**APPLICATION FOR**  
***THE E911 STATE GRANT PROGRAM***

**W Form 3A, incorporated by reference in Fla. Admin. Code R. 60FF  
- 5.003 State Grant Program, E911 State Grant Program  
Application, effective 7/1/08**





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 I. 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. NG-911 network systems should include a comparative presentation of network alternatives, including applicable LEC, CLEC, County and State alternatives. All stepped pricing should be thoroughly explained including the corresponding benefits for the County and the Board.
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: E911 Board Administrative Staff**  
**4030 Esplanade Way, Suite 160E**  
**Tallahassee, Florida 32399-0950**
23. Grant funds shall be awarded in 2008-09 and is contingent on legislative release of the funding. Notification of awards will be provided as shown in the 2008-09 Fall Schedule below, but the grant funds will not be disbursed until funds are released to the E911 Board.

## **E911 STATE GRANT PROGRAM CALENDAR**

	<b>2008-09 Fall Schedule</b>
Counties submit Application	by October 1, 2008
Board Members evaluate applications	October – November, 2008
Board votes on applications to fund	October – December, 2008

at regularly scheduled meeting	
Board sends notification of funding and issues check to counties approved for funding	Contingent on legislative funding release
Implementation period	One year from receipt of award and funds.

24. Funding requests must include all necessary costs required for full implementation of the proposed solution including that of any third party. Should the county grant request or award be less than the projected cost of the equipment or service, the county 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.

EXAMPLE

**County Example**

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

Total Amount Requested:                     \$ 1,460,215.00

Project Title:   E911 System Replacement  

1. Board of County Commissioners Chair:   Honorable E. A. Chair  

Mailing Address:   100 System Lane  

City:   Example City  

State:   FI   Zip:   32000   -   0000  

Phone:   ( 000 ) 000-0000   Fax:   000-0000  

Suncom:   000-0000  

Email Address:   Chair@ email.address  

2. County 911 Coordinator:   E. A. Coordinator  

Mailing Address:   100 System Lane  

City:   Example City  

State:   FI   Zip:   32000   -   0000  

Phone:   ( 000 ) 000-0000   Fax:   000-0000  

Suncom:   000-0000  

Email Address:   Coordinator@ email.address  

3. Federal Tax ID Number:   00-0000000

# County Example

## COUNTY INFORMATION

4. County Fact Sheet

- A. County Example
- B. Population 774,999
- C. Total Number of Incoming Nonwireless Trunks 36 Combined
- D. Total Number of Incoming Wireless Trunks Same as above
- E. Number of PSAP's 3
- F. Number of Call Taker Positions 36
- G. Total Estimated Volume of 911 Calls 130,020

- H. What equipment is needed to maintain the Enhanced 911 system?
- Recording Equipment Yes  No
  - Generator Yes  No
  - CPE Replacement Customer Premise Equipment Yes  No
  - Other (Please specify) \_\_\_\_\_

- I. What equipment is requested in this grant application?
- Recording Equipment Yes  No
  - Generator Yes  No
  - Replacement Customer Premise Equipment Yes  No

-Other (Please specify)	
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J. Financial Information:

a. Amount of County 911 capitol expenditure carry forward currently available	\$ 1,500,500.00
b. What are the current monthly costs for your E911 system (circuits, customer records, hardware and software, etc.)?	\$ 36,000.00
c. What are the current monthly costs for maintenance of items included in b)?	\$ 54,000.00
d. 911 fee revenue used for call taker salaries & expenditures (FY2006-07)	\$ 250,000.00
e. 911 fee revenue used for 911 personnel salaries & expenditures (FY2006-07).	\$ 150,000.00
f. County funded 911 expenditures (FY2006-07)	\$ 650,000.00
g. Total 911 expenditures (FY2006-07)	\$ 2,880,500.00
h. Total 911 fee revenues (FY2006-07)	\$ 2,450,000.00

# County Example

## **PROJECT DESCRIPTION AND JUSTIFICATION**

A 12 POINT FONT MUST BE USED OR LEGIBLE HAND PRINTING

5. **NEEDS STATEMENT:** Describe your county's existing E911 system and justify the project. Describe why your county is requesting this grant and why your county would not be able to complete this project without this grant funding. (Please limit needs statement to no more than one page.)

Example County has three Public Safety Answering Points (PSAP), one primary (30 positions) and two secondary (3 positions each). The PSAPs currently use Celltracker 911 systems installed in the winter of 1998. The systems have had one software upgrade, since its installation. The manufacturer has notified the county that the Celltracker 911 systems have reached the end of life and will not be supported. The Primary PSAP has experienced multiple lightning strikes and there are concerns about the E911 systems reliability and its ability to provide continuous coverage. The county's increased population growth coupled with the increase in tourism has also provided the need to procure a new CPE system with increased capacity to accommodate five additional call taker positions required by the increase in 911 calls.

To insure continued operations of the county's E911 system, the current system needs immediate replacement. The county's current funding is insufficient for the replacement and purchase of this equipment. The county mandate to lower administrative costs has eliminated any assistance from the county's general funding. Carry forward funding has been collected and budgeted for the CPE system upgrade and improvements to our network and recording system for the county's E911 system. Without the utilization of grant funds the county could not replace the existing antiquated CPE system.

The recording systems at the PSAP are inadequate and have started to experience critical failures. The recording system occasionally fails to capture a complete call, often missing pertinent information. The equipment is scheduled for immediate replacement utilizing \$250,000 of the carry forward funds. \$250,500 are budgeted for needed network upgrades, TTY devices and contingency. There are \$1,000,000 of carry forward funds budgeted and available to upgrade a portion of the E911 CPE system, this is insufficient to fully fund the needed equipment replacement.

6. **PURPOSE:** Briefly describe goal(s) and how this grant project would be in concurrence with the State E911 Plan.

The primary purpose of this grant is to replace the obsolete E911 system to assure continuous 911 services including Phase I and Phase II that integrates the mapping of 911 calls, meeting the goals set by the State of Florida's 911 Plan on Enhanced 911 Systems. The new system would provide for an additional call taker positions along with allowing for anticipated forecasted upgrades for growth over the next five years.

## County Example

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

This project will require installation of new CPE and network equipment for the thirty-six existing call takers positions and the 5 added positions at the Primary PSAP location.

Upon notification of grant award Example County will begin the project to contract with the appropriate vendor after going through the county procurement process. The anticipated schedule is:

0-90 Days - The project procurement for the new CPE equipment.

91-210 Days - Equipment order, awaiting delivery of equipment, prepare work area.

211-270 Days - Equipment installed, acceptance testing of E-911 and recording equipment

This project will coincide with the replacement of the recording system to meet State requirements, resulting in a total upgrade of the call taking equipment in the communication center.

This is not a sole source request; Example County requested proposals from four CPE vendors including the Local Exchange Carrier. We only received two actual quotes from the requests. Attached are copies of the requests and responses from the other vendors. The proposal used for the budget report and this grant was from Example Vendor.

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 vendor quote.**

<b>County:</b>	<b>Example</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
<b>A. Systems (Hardware, Software, Equipment &amp; Labor)</b>					
Enhanced 911 System Type V w/integral mapping		1	\$2,186,935.00		
UPS Systems		1	\$ 30,690.00		
<b>Total System Items</b>			<b>\$ 2,217,625.00</b>		
<b>B. Services (Training, Maintenance and Warranty Items)</b>					
Training		1	\$ 24,390.00		
Maintenance and Warranty (1 <sup>st</sup> Year included in Item A)		1	\$ 218,200.00		
<b>Total Service Items</b>			<b>\$ 242,590.00</b>		
<b>System Total</b>			<b>\$ 2,460,215.00</b>		
<b>County E911 Funding Total (Carry Forward Funds) (If applicable)</b>			<b>\$ 1,000,000.00</b>		
<b>Grant Request Total</b>			<b>\$ 1,460,215.00</b>		

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

*911-Coordinator*  
 \_\_\_\_\_  
 Signature, 911 Coordinator





## ***Appendix II***

**NO requests for funding will be acknowledged for any items not listed in Florida Statute 365.172, Emergency communication number “E911”; paragraph (9) (shown below).**

### Section 365.172 (9), 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.

(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 this section. These costs include the acquisition, implementation, and maintenance of Public Safety Answering Point (PSAP) equipment and E911 service features, as defined in the Public Service Commission's lawfully approved 911 and E911 and related tariffs or the acquisition, installation, and maintenance of other E911 equipment, including call answering equipment, call transfer equipment, ANI controllers, ALI controllers, ANI displays, 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, 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 to employ a full-time equivalent E911 coordinator position and a full-time equivalent mapping or geographical data position and a staff assistant position per county for the portion of their time spent administrating the E911 system, 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, 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 may not be used to pay for any item not listed in this subsection, including, but not limited to, any capital or operational costs for emergency responses 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.

## ***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. 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:** Counties with E911 Phase II Systems requesting consolidation of E911 PSAPs for county or regional implementations. Should any funds remain after provisioning for Priority 1 & 2 needs, remaining funds will be made available for Priority 3 grants.

**PRIORITY 3:** Management Information Systems including training for a functional system providing information specified in the State E911 Plan. Should any funds remain after provisioning for Priority 1, 2 & 3 needs, remaining funds will be made available for Priority 4 grants.

**PRIORITY 4:** Regional next generation 911 systems including routing 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 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, 4, 5 & 6 needs, remaining funds will be made available for Priority 7 grants.

**PRIORITY 7:** County next generation 911 routing system implementations. Should any funds remain after provisioning for Priority 1, 2, 3, 4, 5, 6 & 7 needs, remaining funds will be made available for Priority 8 grants

**PRIORITY 8:** 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, 5, 6, 7 & 8 needs, remaining funds will be made available for Priority 8 grants

**PRIORITY 9:** Counties with E911, Phase I or Phase II systems that require allowable 911 expense items that are not specified above 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, 6, 7 & 8.

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. The acceptability for disbursement of funds from the State of Florida E911 State Grant Program for any E911 expense items not expressly provided for in Priorities above shall be determined at the discretion of the E911 Board pursuant to its authority under Sections 365.172 and 365.173, Florida Statutes.

EXAMPLE

## *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 capital 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.
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<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	5	10	
Total Point for Purpose				10
<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	1	2	
Amount of capital expenditure carry forward currently available (Based on carry forward grant request and other planned purposes)	2	7	14	
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	3	6	
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	2	4	
Budget - Does the revenue appear to be in line with expenditures or are adjustments needed	2	2	4	
Other factors (As determined by the E911 Board)	2	4	8	
Total Point for Financial Need				56
Total Points				100