

APPLICATION FOR

***THE E911 EMERGENCY GRANT
PROGRAM***

**W Form 5A, incorporated by reference in Fla. Admin. Code R.
60FF - 5.005 E911 Emergency Grant Program, E911 Emergency
Grant Program Application, effective 7/1/09**

Introduction

The E911 Emergency Grant Program is to assist counties with the emergency restoration of Enhanced 911 throughout the State of Florida resulting from natural and man-made disasters or events. This grant program is not designed and shall not be used to provide payment for items that are covered by insurance or other assistance programs including FEMA eligible funding. Funding provided for emergency restoration covered by other programs shall be considered a no interest loan to enable emergency restoration until the funding can be obtained from these programs and all grant funding shall be returned to the E911 Board and the E911 Trust Fund. Counties shall comply with all requirements of the insurance or other assistance programs to assure that all available funding is provided.

Eligibility

The Board of County Commissioners in any county in the State of Florida is eligible to apply for this grant program.

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 the associated quotes for the grant application.
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. Grant applications totaling \$25,000.00 or more must be accompanied by at least three written competitive quotes from different vendors. Sole source funding will be considered on a case-by-case basis. 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 source funding will be considered on a case-by-case basis. Justification and documentation for sole source funding should be provided with this application. Sole source will be approved 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 and it should be provided with this application.. Grant applications less than \$25,000.00 shall be accompanied by at least one quote for equipment or services.
4. Only eligible expenses for equipment listed in Florida Statutes §365.172(9) (Appendix I) will be funded.
5. Salaries and associated expenses for 911 Coordinators and call takers or other 911 personnel will not be funded.

6. Equipment maintenance and warranty costs will not be funded on more than an annual basis.
7. Wireline database costs from the Local Exchange Carrier, vehicle expenses and aerial photography expenses will not be funded.
8. Should two or more rural 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.
9. Equipment procurement shall be based on the county's purchasing requirements and the applicable State purchasing requirements specified in Chapter 287, F.S. and the requirements of Section 112.061, F.S.

Grant Accounting and Reporting Procedures

10. 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 wireless 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. Extension of time will not be granted unless the county submits an executed contract for the grant equipment and/or services, or demonstrates good cause for failure to execute a contract during the grant period.
11. Grant funds must be deposited in an interest-bearing account. On grant awards above \$100,000.00, 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. On grant awards of \$100,000.00 or less, any interest generated can be spent as part of this project or used for other allowable E911 expenditures listed in Florida Statutes §365.172(9).
12. 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. Reporting will begin at the end of the first full quarter after the award. In lieu of submitting a signed quarterly Budget/Expenditure Report form, the updated form can be e-mailed to the Board's administrative or technical staff. The County's Board of County Commission Chairperson shall be notified when updates are not received before the next E911 Board meeting following the month after the end of the quarter. Quarterly reports and Request for Change forms may be faxed, emailed, mailed or delivered to the E911 Board administrative or technical staff. Funding continuance will be based on timely submission of quarterly reports.
13. 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.

14. 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.
15. The grantee agrees that any improvement, expansion or other effect brought about in whole or part by grant funds will be maintained.
16. 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.
17. Applications will be awarded based upon the priorities set by the Board as listed in Addendum I GRANT FUNDING PRIORITY LIST. The E911 Board will adjust the amount awarded to a county based upon the availability of funds, eligibility of requested items, published quotes, increased effectiveness of grant funds, minimum system requirements for performing the needed E911 function as specified in the State E911 plan, or documented factors provided in the grant application submission.
18. Applications must be delivered to the following address:
State of Florida E911 Board
ATTN: Administrative Assistant
4030 Esplanade Way, Suite 160
Tallahassee, Florida 32399-0950
19. E911 Emergency Grant Program Schedule – Following the natural and man-made disasters or events and submission of the grant application, the E911 Board will hold an emergency meeting in accordance with 28.102.003 be called into emergency for the purpose of acting upon emergency matters affecting the public health, safety or welfare.

	Schedule
Counties submit Application	Event
Board Members evaluate applications	Within 5 days
Board votes on applications to fund at regularly scheduled meeting	Within 5 days
Board sends notification of funding and issues check to counties approved for funding	Within 10 days
Implementation period	One year from receipt of award and funds.

County _____

**STATE OF FLORIDA E911 BOARD
E911 EMERGENCY 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 _____

6. 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)

8. Budget/Expenditure Report

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

County:	Grant Number:	Report Date:
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For Grant Period Ending:	<input type="checkbox"/>	September30	<input type="checkbox"/>	December31	<input type="checkbox"/>	March 31	<input type="checkbox"/>	June 30	Year:		FINAL	<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

County _____

9. 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, return of all funds and interest accrued (if any), to the Board and any other remedy provided by law.

NOTIFICATION OF AWARDS: The grantee understands and accepts that the notice of award will be advertised in the Florida Administrative Weekly and that 21 days after this advertisement the grantee waives any right to challenge or protest pursuant to Chapter 120, F.S.

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, plus interest (if any) accrued.

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

10. AUTHORITY

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

SIGNATURE – CHAIR, BOARD OF COUNTY COMMISSIONERS

DATE

Printed Name

ATTESTED TO

DATE

Appendix I

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 administering 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.

Appendix II

Request for Change

Name of County: _____

BUDGET LINE ITEM	CHANGE FROM	CHANGE TO
TOTAL	\$	\$

Justification For Change:

_____ Signature of Authorized Official	_____ Date
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For E911 Board use only.

Approved: Yes No

E911 Board's Authorized Representative	Date
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Addendum I

Funding Priorities for the E911 Emergency Grant Program

The criteria for determining acceptability for disbursement of funds from the State of Florida E911 Emergency Grant Program will be made on a PRIORITY basis. There will be two (2) priorities as identified below:

PRIORITY 1: Counties with E911 systems that require immediate system replacement to maintain enhanced 911 status. Should any funds remain after provisioning for Priority 1 needs, remaining funds will be made available for Priority 2 grants.

PRIORITY 2: Counties counties with Phase II systems that require replacement of critical or necessary hardware or software for maintaining wireless Phase II status. This may include hardware, software, database or network. .