

APPLICATION FOR

*THE E911 RURAL COUNTY GRANT  
PROGRAM*

## Introduction

**The E911 Rural Grant Program is to assist rural counties with the installation and maintenance of an Enhanced 911 (E911) system 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 with a population of less than 75,000 as per the most recently published *Florida Association of Counties’ Directory* is eligible to apply for this grant program. Any county applying for an E911 Board grant must be currently assessing the nonwireless 911 fee at \$0.50. 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 original and seven copies of the grant application postmarked or delivered on or before March 1 or October 1 of each year, dependant on the fall or spring application period.
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 competitive quotes for equipment. These quotes will be compared to any existing state contract to determine appropriate funding. Sole source funding will be considered on a case-by-case basis. Justification and documentation for sole-source funding shall be provided with this application.
4. Grant applications less than \$25,000.00 shall be accompanied by at least one quote for equipment or services, except for Item #9 below.
5. 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)**
6. Only eligible expenses for equipment listed in Section. 365.172 (9), Florida Statutes (Appendix I) will be funded.
7. The 911 Coordinator and call takers’ salaries and associated expenses will not be funded.
8. Equipment maintenance and warranty costs will not be funded on more than an annual basis.
9. Grant funding shall be limited to eligible expenditures for a primary PSAP and one other PSAP per County; either a primary, a secondary or a backup.

10. Training conference and meeting funding opportunities shall be limited and include conference fees travel, lodging and expenses for the Florida Spring and Fall Conference Meeting for the 911 Coordinator and the Florida APCO Conference attendance for two (2) call takers. A quote is not required for this item.
11. Wireline database costs from the Local Exchange Carrier will not be funded.
12. Vehicle expenses will not be funded.
13. Aerial photography expenses will not be funded.
14. 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.

## **Grant Accounting and Reporting Procedures**

15. 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. 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.
16. 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.
17. 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.
18. 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.

19. 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.
20. The grantee agrees that any improvement, expansion or other effect brought about in whole or part by grant funds will be maintained.
21. 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.
22. The Board reserves the right to adjust the funds awarded based upon the minimum allowable specification for performing the needed E911 function.
23. Applications will be awarded based upon the priorities set by the Board as listed in Addendum I GRANT FUNDING PRIORITY LIST.
24. Quarterly reports and Request for Change forms may be faxed, emailed, mailed or delivered to the E911 Board Administrative or Technical Staff.
25. Applications must be delivered to the following address:  
**State of Florida E911 Board**  
**ATTN: Penney Taylor**  
**4050 Esplanade Way**  
**Building 4030 - Suite 125H**  
**Tallahassee, Florida 32399-0950**

## **E911 RURAL COUNTY GRANT PROGRAM CALENDAR**

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

County \_\_\_\_\_

STATE OF FLORIDA E911 BOARD  
E911 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. Access Lines (Nonwireless) \_\_\_\_\_
- D. Wireline User Fee \_\_\_\_\_
- E. Nonwireless User Fee collected prior year (Jan-Dec) \_\_\_\_\_
- F. Access Lines/Subscribers (Wireless) \_\_\_\_\_
- G. Wireless User Fee collected (most recent 12 mos.) \_\_\_\_\_
- H. Total Number of Incoming Nonwireless Trunks \_\_\_\_\_
- I. Total Number of Incoming Wireless Trunks \_\_\_\_\_
- J. Number of PSAP's \_\_\_\_\_
- K. Number of Call Taker Positions per PSAP \_\_\_\_\_
- L. Total Estimated Volume of 911 Calls (Please complete table)

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

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

-Recording Equipment Yes ☐ No ☐

-Generator Yes ☐ No ☐

-Replacement Telephones 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? \$ \_\_\_\_\_

County \_\_\_\_\_

## 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 program. (Please limit needs statement to no more than one page.)
6. **PURPOSE:** Briefly describe goal(s) and how this grant project would be in concurrence with the State E911 Plan.

County \_\_\_\_\_

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



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 vender quote.**

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

Effective 7/1/2007 Page 9

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) nor will call takers’ or 911 coordinators salaries be considered for funding.**

### **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 calltakers 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
<b>TOTAL</b>	\$	\$

Justification For Change:

\_\_\_\_\_  
Signature of Authorized Official

\_\_\_\_\_  
Date

For E911 Board use only.

Approved: Yes ☐ No ☐

\_\_\_\_\_  
E911 Board's Authorized Representative

\_\_\_\_\_  
Date

## *Addendum I*

### **Funding Priorities for the E911 Rural County Grant Program**

The criteria for determining acceptability for disbursement of funds from the State of Florida E911 Rural County Grant Program will be made on a **PRIORITY** basis. There will be seven (7) priorities as identified below:

**PRIORITY 1:** Rural counties with E911 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:** Rural counties with E911 systems that require maintenance or warranty agreements for maintaining enhanced 911 status. Should any funds remain after provisioning for Priority 1 & 2 needs, remaining funds will be made available for Priority 3 grants.

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

**PRIORITY 4:** Rural counties with E911 or Phase I Systems requesting system upgrades related to wireless Phase II system implementations. These may be hardware, software, network, or data base requirements (both non-recurring and/or recurring). 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:** Rural 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 (both non-recurring and/or recurring). 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:** Rural counties requesting training conference and meeting funding. 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:** Rural 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 & 6 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.