

APPLICATION FOR

***THE E911 RURAL COUNTY GRANT
PROGRAM***

**W Form 1A, incorporated by reference in Fla. Admin. Code R.
60FF - 5.002 Rural County Grants, E911 Rural County Grant
Application, effective 7/1/2009**

Introduction

The E911 Rural County 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 recent published data from the *Florida Association of Counties' Directory* is eligible to apply for this grant program. Funding priorities are established in Addendum 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 nine copies of the pages for Items 1 through 10 and the associated quotes for the grant application postmarked or delivered on or before March 1 or October 1 of each year, dependent on the fall or spring application period. Failure to provide these documents will result in automatic rejection of 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 substantiated 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.
4. Sole source funding will be considered on a case-by-case basis. Justification for sole source funding shall 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.
5. Grant applications less than \$25,000.00 shall be accompanied by at least one quote for equipment or services, except for Item #13 and 14 below.
6. 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)**
7. Only eligible expenses for equipment listed in Florida Statutes §365.172(9) (Appendix I) will be funded.

8. Salaries and associated expenses for 911 Coordinators and call takers or other 911 personnel will not be funded.
9. Equipment maintenance and warranty costs will not be funded on more than an annual basis.
10. 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.
11. Selective router equipment costs are limited to the primary PSAP system and are limited to one per county.
12. Training cost funding is limited to new system & equipment training.
13. Training conference and meeting funding opportunities shall be limited and include conference fees travel, lodging and expenses for the Florida Spring and Fall Meeting/Conference for the 911 Coordinator. A quote is not required for this item.
14. Call taker training conference and meeting funding opportunities shall be limited to two call takers and include conference fees travel, lodging and expenses for a Florida 911 Meeting/Conference for 911 call takers. A quote is not required for this item. The allowable grant funding for travel expenses is limited to the authorized amounts established in Florida Statutes 112.061, and the Department of Financial Services Guidelines for State Expenditures.
15. Wireline database costs from the Local Exchange Carrier, vehicle expenses, outside plant fiber or copper cabling systems and aerial photography expenses will not be funded.
16. 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.
17. Equipment procurement shall be based on the county's purchasing requirements and the applicable State purchasing requirements including Florida Statutes 112.061.

Grant Accounting and Reporting Procedures

18. 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. Extension of time will not be granted unless the county has executed a contract for the grant equipment and/or services, or demonstrates good cause for failure to execute a contract during the grant period. Good cause documentation shall include a new project timeline schedule.

19. 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).
20. 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. Interest shall be reported cumulatively. 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.
21. 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.
22. 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 five years after a grant ends, funds must be returned on a pro rata basis.
23. The grantee agrees that any improvement, expansion or other effect brought about in whole or part by grant funds will be maintained for five years.
24. 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.
25. 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.
26. Applications must be delivered to the following address:
State of Florida E911 Board
ATTN: E911 Board Administrative Staff
4030 Esplanade Way, Suite 160
Tallahassee, Florida 32399-0950

E911 RURAL COUNTY GRANT PROGRAM CALENDAR

	Spring Schedule	Fall Schedule
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	March – June	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. Total Number of Incoming Nonwireless Trunks _____
- D. Total Number of Incoming Wireless Trunks _____
- E. Number of PSAP's _____
- F. Number of Call Taker Positions per PSAP _____
- G. Total Estimated Volume of 911 Calls _____
- H. What equipment is needed to maintain the Enhanced 911 system?
- Recording Equipment Yes ☐ No ☐
 - Generator Yes ☐ No ☐
 - 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) _____
- J. Financial Information:
- a. Amount of County 911 capital expenditure carry forward currently available \$
- b. What are the current annual costs for your E911 system (circuits, customer records hardware and software, etc.)? \$
- c. What are the current annual costs for maintenance of items included in b? \$

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.)
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 schedule or time frame with procurement and payment milestones and 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 vendor 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:	

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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

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 six (6) priorities as identified below:

PRIORITY 1: Rural 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.

PRIORITY 2: Rural counties with E911 Phase II systems that require maintenance or warranty agreements for maintaining enhanced 911 status.

PRIORITY 3: Rural counties with E911 Phase II systems that require replacement of critical or necessary hardware or software for maintaining E911 Phase II status. This may include hardware, software, database or network (both non-recurring and/or recurring).

PRIORITY 4: Rural counties with E911 Phase II systems that require new critical or necessary hardware or software for E911 Phase II systems. This may include hardware, software, database or network (both non-recurring and/or recurring).

PRIORITY 5: Rural counties requesting 911 coordinator training conference and meeting funding.

PRIORITY 6: Rural counties with E911 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.

Grants will be funded in order of priority assigned. Total funding for any priority may be adjusted based on the remaining funds available, the number of applications and the anticipated needs in the next funding cycle. 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.