



911 Grant Program Application Guidelines for PSAPs

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Purpose – 400.1

The 911 Grant Program Application Guidelines establishes the uniform application, approval, award, financial and administrative requirements for the grant program authorized under the “Ensuring Needed Help Arrives Near Callers Employing 911 Act of 2004” (Enhance 911 Act), as amended by the “Next Generation 911 Advancement Act of 2012” used by the Emergency Management Division of the Washington State Military Department, (hereafter referred to as the Department) to administer the proposed 911 Grant Program funded by the National Telecommunications and Information Administration, Department of Commerce, and National Highway Traffic Safety Administration, and Department of Transportation also referred to in this document as the Agencies.

These cover the administration of the following 911 Grant Program Application Process:

- Proposes modifications to the 911 Grant Program regulations to implement the changes to the program enacted in the 911 Advancement Act. Except for the proposed changes discussed below, the agencies, propose to retain the E911 NG Grant Program set forth at 47 CFR part 400.
- Part 2 covers the 911 Grant Program Application Guidelines

What is the Federal 2018 911 Program Grant

The 2018 911 Grant will offer Washington State funding to modernize today’s 911 services so that citizens, first responders, and 911 call-takers can use IP-based, broadband-enabled technologies to assist in coordinating emergency responses. Using multiple formats, such as voice, text messages, photos, and videos, 911 will enable 911 calls to contain real-time caller location and emergency information, improve coordination among the nation’s PSAPs, dynamically re-route calls based on location and PSAP congestion, and connect first responders to key health and government services in the event of an emergency.

The following is the consideration and ask from the E911 Coordinator for eligible uses for grant funds, which were drafted by the State E911 Coordination Office (SECO) Application Workgroup, recommended by the Advisory Committee to the E911 Coordinator for this grant.

State Plan Stages for 911 Funding

Table 1

State Plan Stages	Brief Description	Project Timelines	Priority
Stage 1 – CPE Upgrade 911	Upgrade all PSAPs to 911 Compatible CPE. Transition away from E911 Network on to 911 capable ESI net.	2015-2017	
Stage 2 – ESI Net Transition	<ul style="list-style-type: none"> ○ ESInet Interconnection ○ PSAP cutover ○ ALI transition ○ Carrier cutover ○ Determine PRF (beyond Cond 1, 2, 3) ○ Training & troubleshooting on 911 features and impacts ○ Consulting Services 	2017-2020	#1
Stage 3 - GIS	<ul style="list-style-type: none"> ○ Improve location accuracy ○ Update all county GIS data to improve location accuracy ○ Sync data with Emergency Call Routing Function and Location Validation Function ○ Prepare for point data ○ Prepare for geospatial routing ○ Develop statewide device location accuracy with OTT application ○ Provide statewide imagery 6", urban 9" rural ○ Consulting Services 	2017-2020	#3
Stage 4 – Security	<ul style="list-style-type: none"> ○ Training & Troubleshooting on 911 features & impacts ○ Improved cyber security measures with new ESInet II at PSAPs. ○ Security Awareness Training ○ Security hardware and software (Firewalls, Session Border Controller (SBC), etc.) ○ Deployment Assistance, Maintenance and Support, Technician Training ○ Physical security needs and mitigation ○ Access control for call taker workstations-top priority ○ Development of security procedures and requirements ○ *Security needs for PSAPs to meet Priority 1-3 	2017-2020	#2
Stage 5 - Training	<ul style="list-style-type: none"> ○ 911 Training Programs "Recommended in Project 43" ○ Training on the impacts of new technologies ○ Introductory Technical Training on 911 opportunities 	2020-2025	
Stage 6 – Network	<ul style="list-style-type: none"> ○ Feasibility study for merging and sharing IP 	2020-2025	#5

Interoperability	<ul style="list-style-type: none"> network technologies Development of procedures and processes for information exchange Develop interconnection between existing networks 		
Stage 7 – Support, Refresh/Upgrade, Maintain	<ul style="list-style-type: none"> Standardize equipment to include redundancy Maintain equipment refresh cycle Provide software upgrades Resiliency, failover, disaster recovery, backup capabilities 	2018-2021	#4
Stage 8 – ESInet II Features	<ul style="list-style-type: none"> Upgrade interfaces, software, hardware to process emerging technologies for: Telephony GIS/Mapping Security Data Storage Training 	2020-2025	
Stage 9 – ESInet III	Upgrade to Transition to next ESInet II	2024-2026	
Stage 10 – Public Education	Statewide Public Education Campaign for 911 changes	2021-2022	#6

*Will only be able to fund for items that can be completed in grant timelines and eligible uses for grants and the 2 CFR requirements.

Grant Committee – SECO Application Workgroup

The Washington State Enhanced 9-1-1 Advisory Committee advises and assists the State E911 Coordinator in coordinating and facilitating the implementation and operation of enhanced 911 (E911) throughout the state. This Committee was created pursuant to the authorization in Revised Code of Washington RCW 38.52.530.

The State Enhanced E911 Coordinator tasked the E911 Advisory Policy Subcommittee to form a workgroup. This workgroup was assembled in December 2017 and is referred to as the SECO Application Workgroup. The SECO Application Workgroup is made up of eleven positions to include Advisory Committee members, Subcommittees Members and State Office personnel and represents the local PSAPs, stakeholders, and constituents for the State of Washington.

<i>Participant</i>	<i>Representing</i>	<i>County</i>
Adam Wasserman	SECO E911 Coordinator	SECO
Deb Flewelling	County Representative, Chair/SECO Application Workshop	King
Richard Kirton	County Representative, Co-Chair/E911 Advisory Committee	N/A
Sharon Lotonuu	SECO Representative	N/A
Dan Miller	SECO Representative	N/A
Kenn Moisey	SECO Representative	N/A
Andy Leneweaver	SECO Representative	N/A
Steve Walsh	SECO Representative	N/A
Brad Coughenour	County Representative	Yakima
Dave Fuller	County Representative	Clark
Mark Bailey	County Representative	Whitman
Karl Hatton	County Representative/APCO NENA President	Jefferson
Tim Martindale	County Representative	Pacific
Katy Meyers	County Representative Chair of E911 Advisory 911 Subcommittee	Clark

For any future grant cycles, the SECO Application Workgroup will recommend guidelines and funding priorities and review with the Policy Sub-committee for comments who will submit to the Advisory Committee for recommendation to the State E911 Coordinator for final decision.

The SECO Application workgroup will create the scoring criteria and matrix to ensure all applicants are evaluated fairly. The Policy Subcommittee will rank and score the grant applications.

The SECO Application Workgroup currently meets weekly and will establish a continuing review process contingent upon the Notice of Final Opportunity rules for progress reports and reviews.

Definitions – 400.2

911 Coordinator means a single officer or governmental body of the State in which the applicant is located that is responsible for coordinating implementation of 911 services in that State.

911 services mean both E-911 services and Next Generation 911 services.

Administrator means the Administrator of the National Highway Traffic Safety Administration (NHTSA), U.S. Department of Transportation.

Assistant Secretary means the Assistant Secretary for Communications and Information, U.S. Department of Commerce, and Administrator of the National Telecommunications and Information Administration (NTIA).

Designated 911 charges means any taxes, fees, or other charges imposed by a State or other taxing jurisdiction that are designated or presented as dedicated to deliver or improve 911, E-911 or 911 services.

E-911 services means both phase I and phase II enhanced 911 services, as described in §20.18 of this title, as subsequently revised.

Emergency call refers to any real-time communication with a public safety answering point or other emergency management or response agency, including— (1) Through voice, text, or video and related data; and (2) Nonhuman-initiated automatic event alerts, such as alarms, telematics, or sensor data, which may also include real-time voice, text, or video communications.

ICO means the 911 Implementation Coordination Office established under 47 U.S.C. 942 for the administration of the 911 grant program, located at the National Highway Traffic Safety Administration, U.S. Department of Transportation, 1200 New Jersey Avenue SE, NTI-140, Washington, DC 20590.

Integrated Telecommunications services means one or more elements of the provision of multiple 911 systems' or PSAPs' infrastructure, equipment, or utilities, such as voice, data, image, graphics, and video network, customer premises equipment (such as consoles, hardware, or software), or other utilities, which make common use of all or part of the same transmission facilities, switches, signaling, or control devices (e.g., database, cybersecurity).

IP-enabled emergency network or IP-enabled emergency system means an emergency communications network or system based on a secured infrastructure that allows secured transmission of information, using internet Protocol, among users of the network or system.

Next Generation 911 services means an IP-based system comprised of hardware, software, data, and operational policies and procedures that— (1) Provides standardized interfaces from

emergency call and message services to support emergency communications; (2) Processes all types of emergency calls, including voice, data, and multimedia information; (3) Acquires and integrates additional emergency call data useful to call routing and handling; (4) Delivers the emergency calls, messages, and data to the appropriate public safety answering point and other appropriate emergency entities; (5) Supports data or video communications needs for coordinated incident response and management; and (6) Provides broadband service to public safety answering points or other first responder entities.

PSAP means a public safety answering point, a facility that has been designated to receive emergency calls and route them to emergency service personnel.

State means any State of the United States, the District of Columbia, Puerto Rico, American Samoa, Guam, the United States Virgin Islands, the Northern Mariana Islands, and any other territory or possession of the United States.

Tribal Organization means the recognized governing body of any Indian tribe; any legally established organization of Indians which is controlled, sanctioned, or chartered by such governing body or which is democratically elected by the adult members of the Indian community to be served by such organization and which includes the maximum participation of Indians in all phases of its activities: Provided, that in any case where a contract is let or grant made to an organization to perform services benefiting more than one Indian tribe, the approval of each such Indian tribe shall be a prerequisite to the letting or making of such contract or grant.

Who May Apply 400.3

In order to apply for a grant under this part, an applicant must be a State or Tribal Organization

Grant Approval and Award 400.5

All grant funds must be expended by the end of the grant award cycle September 30, 2021, unless allowed a grant extension by the Agencies.

400.5 Approval and award.

- The ICO will review each application for compliance with the requirements of this part.
- The ICO may request additional information from the applicant, with respect to any of the application submission requirements of §400.4, prior to making a recommendation

for an award. Failure to submit such additional information may preclude the applicant from further consideration for award.

- The Administrator and Assistant Secretary will jointly approve and announce, in writing, grant awards to qualifying applicants.

Funding Guidelines 400.6

Funding for the E911 NG Grant Program can vary. Grant funds awarded under this part may only be used for the acquisition and deployment of hardware and software that enables the implementation and operation of Phase II E-911 services, for the acquisition and deployment of hardware and software to enable the migration to an IP-enabled emergency network, for the training in the use of such hardware and software, or for any combination of these uses, provided such uses have been identified in the State 911 Plan.

400.6 Distribution of Grant Funds

Funding allocation - Except as provided in paragraph (b) of this section—

(Grant funds for each State that meets the certification requirements set forth in § 400.4 will be allocated—

- (i) 50 percent in the ratio which the population of the State bears to the total population of all the States, as shown by the latest available Federal census; and
- (ii) 50 percent in the ratio which the public road mileage in each State bears to the total public road mileage in all States, as shown by the latest available Federal Highway Administration data.

(Grant funds for each Tribal Organization that meets the certification requirements set forth in § 400.4 will be allocated —

- (i) 50 percent in the ratio to which the population of the Tribal Organization bears to the total population of all Tribal Organizations, as determined by the most recent population data on American Indian/Alaska Native Reservation of Statistical Area; and
- (ii) 50 percent in the ratio which the public road mileage in each Tribal Organization bears to the total public road mileage in tribal areas, using the most recent national tribal transportation facility inventory data.

Supplemental project budgets. As set forth in § 400.4(a)(3) and (b)(3), the ICO reserves the right to allocate additional funds based on supplemental project budgets.

(b)(1) *Minimum distribution.* The distribution to each qualifying State under paragraph (b) of this section shall not be less than \$500,000, except that the distribution to American Samoa, Guam, the Northern Mariana Islands, and the U.S. Virgin Islands shall not be less than \$250,000.

(2) *Tribal Organization set-aside.* Up to 2 percent of grant funds available under this part will be

set aside for distribution to qualifying Tribal Organizations for a 911 grant. The distribution to each qualifying Tribal Organization shall not be more than \$250,000. Any remaining funds after distribution to qualifying Tribal Organizations under this subparagraph will be released for distribution to the States consistent with paragraph (a) of this section.

(c) ***Additional notices of funding opportunity.*** Grant funds that are not distributed under paragraph (a) of this section may be made available to States and Tribal Organizations through subsequent Notices of Funding Opportunity.

Eligibility 400.7

The 911 Grant Program regulations only permit States to apply for grant funds on behalf of all local governments, Tribal Organizations, and Public Safety Answering Points (PSAPs), located within their jurisdiction. States are required to coordinate their applications with these entities. This approach streamlined the prior grant process and minimized administrative costs of the program, while at the same time providing safeguards to ensure participation by local governments, Tribal Organizations, and PSAPs.

Jurisdictions that apply for assistance under the grant programs are called Applicants throughout this document. Once an Applicant receives grant funding, it is considered a Sub recipient. The terms Applicant and Sub recipient are used interchangeably in this document.

400.7 Eligible Uses for Grant Funds

Grant funds awarded under this part may be used only for:

- The implementation and operation of 911 services, E-911 services, migration to an IP-enabled emergency network, and adoption and operation of Next Generation 911 services and applications;
- The implementation of IP-enabled emergency services and applications enabled by Next Generation 911 services, including the establishment of IP backbone networks and the application layer software infrastructure needed to interconnect the multitude of emergency response organizations; and

911-related training of public safety personnel, including call-takers, first responders, and other individuals and organizations who are part of the emergency response chain in 911 services.

Continuing Compliance - 400.8

A grant recipient must submit on an annual basis 30 day after the end of each fiscal year during which grant funds are available, the certification set forth in Appendix C for State, or Appendix

B of this part if a Tribal Organization making the same certification concerning the diversion of designated 911 charges.

In accordance with 47 U.S.C. 942(c) where a recipient knowingly provides false or inaccurate information in its certification related to the diversion of designated 911 charges, the recipient shall:

- Not be eligible to receive the grant under this part;
- Return any grant award under this part during the time that the certification was not valid; and
- Not be eligible to receive any subsequent grants under this part.

Financial and Administrative Requirements – 400.9

Financial and Administrative Requirements 400.9

General - The requirements of 2 CFR part 200, the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, including applicable cost principles referenced at subpart E, govern the implementation and management of grants awarded under this part.

Reporting requirements—Performance reports. Each grant recipient shall submit an annual performance report to NHTSA, following the procedures of 2 CFR 200.327 Within 90 days after each fiscal year that grant funds are available, except when a final report is required under 400.10(b)(2)

Finance reports - Each recipient shall submit quarterly financial reports to NHTSA, following the procedures of 2 CFR 200.327, within 30 days after each fiscal quarter that grant funds are available, except when a final voucher is required under 400.10(b)(1).

Grant Closeout – 400.10

Grant Closeout 400.10

Expiration of the right to incur costs. The right to incur costs under this part will expire as of the end of the period of performance. The grant recipient and its subrecipients and contractors may not incur costs for Federal reimbursement past the expiration date.

Final submissions. Within 90 days after the completion of projects and activities funder under this part, but in no event later than the expiration date identified in paragraph (a) of this section, each grant recipient must submit-

- A final voucher for the costs incurred. The final voucher constitutes the final financial reconciliation for the grant award.
- A final report to NHTSA, following the procedures of 2 CFR 200.0343(a).

Disposition of unexpended balances. Any funds that remain unexpended after closeout shall cease to be available to the recipient and shall be returned to the government.

Part 2 – 911 Application Guidelines

COMPLETING THE GRANT APPLICATION

Project Description

All 911 Grant Program projects must include a detailed project description. This project description should reference the desired impact and benefits on operational services and consequences of not receiving funding, the relationship to local and or regional strategic plans or capital improvement plans. In addition, there should be description of how the project will be sustained once the grant cycle has closed. The Project Description must be entered by the applicant in the “text box” provided in the Project Description Section for the grant application.

Project Goals/Objectives/Implementation Plan

Each 911 Grant application Program must identify which of Stages listed in Table-1 (page 2) and provide a brief description of how their project will benefit the community and/or PSAP(s).

In the corresponding text box on the application, the Applicant shall provide the following information:

- Project Goals
- Project Objectives
- Project Implementation Plan

The Project Goal should describe how the project addresses locally identified need(s). The Project Objectives should describe the steps and actions taken that will support the identified goals. The Implementation Plan should include planned completion dates for project initiation, design/planning, acquisition, implementation, and testing completion.

Budget Narrative

Each application for the 911 Program Grant must include a project budget and a breakdown of the funding allocation (cost share) for their project.

A budget narrative is required. An itemized anticipated cost schedule or detailed vendor prepared quote may be submitted as an attachment, but this is not a substitute for a budget narrative. All costs associated with the project should be accounted for in your budget therefore, a vendor prepared quote should not be the only source used for determining the project’s costs. (please note: Budgetary “quotes” received from a vendor(s) during this application process and submitted with the application do not commit the PSAP to use that vendor(s) once the grant award is issued).

The Budget narrative shall provide a narrative clear written explanation for each requested item, how it is related to the requested project and the basis for its cost.

If this project will have ongoing expenses, such as monthly recurring charges beyond the grant award period, describe how the project will be sustained and identify specific sources for future/long-term funding.

Shared Services Projects/Consolidations Workgroup Recommended Regional Application Combined PSAPS

Shared services projects among PSAPs are strongly encouraged. These projects should include a geo-diverse approach and exceptions should be addressed in the grant application. Any eligible primary PSAP may act as the applicant in a funding request for a shared service project.

All jurisdictions participating must be identified in the grant application and a Memorandum of Agreement with their commitment to participate in a funded project signed by all parties and must be provided with the grant application. To the extent appropriate, applicants should address the following items in the grant application:

- The relationship of the participating PSAPs and how the initiative will serve them.
- Intended collaborative efforts
- The geographic area that will be served by the initiative
- Cost savings and efficiencies through resource sharing
- Impacts to the operational or strategic plans of the participating agencies

Shared services projects require that one eligible primary PSAP act as the “host” for the initiative. The “host” will be the fiscal agent responsible for fulfilling all grant requirements such as reports, control of and accounting for funds, and distribution and control of equipment purchased with the grant award.

While the overall available funds that the State of Washington may receive will be limited; We have not placed a cap on the amount that an individual PSAP or Shared Services project may ask for provided they are able to provide the required match and CFR requirements. It is important to note that a shared services project grant and an individual PSAP grant will not both be awarded a grant for the same equipment or project. (For example, a shared service grant for call handling equipment and an individual PSAP grant for call handling equipment would not be eligible for funding; however, a PSAP could participate in a shared services project for call handling equipment and a shared service or individual NG9-1-1 GIS project.)

Supplemental Guidelines

There may be an opportunity for supplemental funding which the SECO will be including in the state application to the Agencies.

Evaluation Plan

Each Applicant must include an evaluation plan that describes how the PSAP will measure the success of their project.

The evaluation plan should describe how the equipment or services listed on the grant application are expected to be purchased, installed/implemented, and will perform. In addition, depending on the grant project, primary PSAPs may also want to identify the short-term, intermediate, and/or long-term outcomes, the measures used to determine outcomes, how data will be collected, and evaluations conducted, and how data will be presented.