

2020 PSAP Grant Program Workshop

Durham 911
602 East Main Street
Durham, NC

March 20, 2019



WELCOME

***City of Durham
and***

Durham 911 Representatives



Introductions

- ❑ Attendees
- ❑ NC 911 Board Members
- ❑ Grant Committee Members
- ❑ NC 911 Board Staff



Attendance Roster

- ❑ Please be sure to sign-in, indicating the grant cycle or cycles in which you are here to meet the application requirement(s).
- ❑ This document of record validates your attendance today to satisfy the 2019 requirement and when the 2020 grant evaluation is conducted.

Overview

- Grant Policy
- Grant Priorities Approved by 911 Board
- Grant Cycle *Tentative* Schedule
- Grant Application
- Grant Evaluation Process
- Notification and Agreement Process
- Reporting and Reimbursement
- Closing Comments
- Tour of Durham 911

Grant Policy Approved January 2019

Grant Policy

PSAP grants are authorized by G.S. 143B-1407(c) and require a PSAP Grant Agreement with the 911 Board. Funding reconsiderations may be considered by the NC 911 Board pursuant to GS 143B-1406(a)(4) and the Board's policies regarding funding reconsiderations.

A) Grant Priorities

The Board shall establish one or more priorities to be utilized in evaluating and awarding grants. Priorities shall be established not less than sixty (60) days in advance of advertising grant availability. Unless otherwise provided by law, the Board may identify a sum or a percentage of revenues to fund grants together with funding priorities.

B) Grant Cycles

The Board may establish one or more grant cycles in each fiscal year. The earliest may occur following notice of the 911 Board's proposed funding in December of each year. In establishing a grant cycle, the Board shall advertise grant availability, and operate the grant program in a manner that leverages local government budgetary processes and available funds. In the first quarter of the Board's fiscal year, the Board may allocate funds for grants as authorized by GS 143B-1405(c)¹ (from CMRS allocations) and GS 143B-1406(b)² (from PSAP allocations).

Grant cycles will be advertised as required by GS 143B-1407 and the Board's Rules. Applications shall be due no later than 90 days from the first day of the grant cycle, unless otherwise established by the Board.

Board staff will conduct a grant application process workshop which may be attended in person, subject to available meeting space, or electronically. Staff will review the application form, the priorities established by the Board, conduct a question and answer session, and identify submission requirements such as interlocal agreements, or similar activities pertinent to the grant process.

C) Grant Review and Evaluation

The Board's staff will review all grant applications prior to evaluation. Staff shall confer with grant committee regarding need for subject matter experts (SMEs) and take action to secure such services or other action as directed by the Executive Director. Staff shall advise the Grant Committee regarding funding reconsiderations and grant funding, any impact upon a grant applicant's future funding arising from the applicant's request, communications between staff and an applicant to clarify a grant application, and such other matters as relevant to the grant program.

¹ The 911 Board may reallocate funds under this subsection only once each calendar year and may do so only within the three-month period that follows the end of the fiscal year. If the 911 Board reallocates more than a total of three million dollars (\$ 3,000,000) to the PSAP Grant and Statewide 911 Projects Account in a calendar year, it must consider reducing the amount of the service charge in [G.S. 143B-1404](#) to reflect more accurately the underlying costs of providing 911 system services.

The 911 Board must make the following findings before it reallocates funds to the PSAP Grant and Statewide 911 Projects Account:

- (1) There is a critical need for additional funding for PSAPs in rural or high-cost areas to ensure that enhanced 911 service is deployed throughout the State.
- (2) The reallocation will not impair cost recovery by CMRS providers.
- (3) The reallocation will not result in the insolvency of the 911 Fund.

² The 911 Board must determine how revenue that is allocated to the 911 Fund for distribution to primary PSAPs and is not needed to make the base amount distribution required by subdivision (a)(1) of this section is to be used. The 911 Board must designate a percentage of the remaining funds to be distributed to primary PSAPs on a per capita basis and a percentage to be allocated to the PSAP Grant Account established in [G.S. 143B-1407](#). If the 911 Board does not designate an amount to be allocated to the PSAP Grant Account, the 911 Board must distribute all of the remaining funds on a per capita basis.
Effective date: 1 January 2019

Grant applicants shall appear before the Grant Committee, or the Board, at a date and time scheduled for oral presentations.

The Grant Committee will consider the applications and evaluate each application after applicants' oral presentations. Evaluation criteria shall include requirements of GS 143B-1407, priorities established by the Board and other criteria as necessary or proper. Following review and evaluation by the Grant Committee, staff shall prepare an action item for reporting out committee's deliberations including fiscal reviews, SME reports/advice, rationale for recommendation, and such other information as directed by the Grant Committee.

D) Grant Agreements

Grant agreements must be executed by the grantees and returned to the Executive Director with any necessary interlocal agreements or other necessary documentation within ninety (90) days of presentation to the grantee.³

E) Grant Funding Modifications

Grantees seeking additional funding through their grant agreements must submit an application in a grant cycle. In the event a grantee submits a request for additional funding as an amendment to a grant agreement, the Board and the Executive Director shall refer the request to the Grant Committee. The 911 Board Staff will review all requests. The Staff may request such other and further information as deemed necessary to fully consider the request. PSAPs shall provide such information as requested pursuant to GS 143B-1406(f).

PSAPs should not apply for a grant when part of the funding requested is an expense eligible for a funding reconsideration⁴. Grant applications presenting, or including, a funding reconsideration request shall be referred to the Executive Director and the Funding Committee⁴.

F) Grant Termination, Suspension, Close out

PSAP representatives shall attend 911 Board meetings to present their requests, provide additional information, clarification, and support their requests. The Funding Committee shall act without delay in any action taken, and shall make a recommendation to the 911 Board for action no later than the Board's May meeting.

The Executive Director will provide periodic reports on grantees' progress and funding. Upon closing out a grant, any remaining funds allocated to the grant shall revert to the grant fund.

G) Grant Committee Membership

The Board Chair may appoint two or more Board members, and other persons as the Chair determines upon recommendation of a Board member or the Executive Director. The Executive Director may, upon request of the Grant Committee or at the direction of the Board Chair, identify one or more subject matter experts to assist the Grant Committee with review and evaluation of grant applications. In the absence of a Grant Committee, grant applications will be reviewed and evaluated by all members of the 911 Board.

³ Board vote 8/26/16

⁴ Board vote 9/25/15

⁵ Board action 8/26/16

Effective date: 1 January 2019



Grant Priorities

- ❖ Approved December 7, 2018
 1. NG 911 Expenditures
 2. Regional Initiatives with Focus on Consolidations
 3. Replacing End of Life Equipment

2020 Grant Cycle **Tentative** Schedule

TENTATIVE 2020 Grant Cycle Calendar TENTATIVE

Milestone	Date	Day of Week	Days to Next Date	
Grant Workshop for PSAPs	3/20/19	Wednesday	12	Meeting Date for Grant Committee, Staff, and Potential Applicants
Beginning of Grant Cycle - Application Posted to Website	4/1/19	Monday	60	
Grant Applications Due	5/31/19	Friday	25	
Grant Committee Discussion	6/25/19	Tuesday	14	Meeting Date for Grant Committee and Staff
Grant Applications Presentation Day	7/9/19	Tuesday	2	Meeting Date for Grant Committee, Staff, and Applicants
Grant Committee Meeting - Review and Vote	7/11/19	Thursday	5	Meeting Date or Conference Call for Grant Committee and Staff
Grant Committee Results to Board for Review prior to Board Meeting	7/16/19	Tuesday	10	
Board Meeting - Vote on Grant Applications	7/26/19	Friday	21	Meeting Date for Board
Results Notifications to Grant Applicants	8/16/19	Friday	31	
Grant Acceptance Letter Due from PSAP	9/16/19	Monday	30	
Grant Agreements Finalized to PSAPs for Signature	10/16/19	Wednesday	80	
Final Date for all PSAP Agreements to be Executed (Per Individual Agreement Date Based on Return of Acceptance Letter)	1/14/2020	Tuesday		

Key Timeframes	Calendar Days
Days from Workshop to Applications Due	72
Days from Beginning of Grant Cycle to Applications Due	60
Days from Applications Due to Presentation Day (Grant Comm/Staff Prep Time)	39
Days from Presentation Day to Grant Committee Meeting	2
Days from Grant Committee Meeting to Results to Board	5
Days for Board to Pre-Review Results prior to Vote	10
Days to Prepare Notification Letters to PSAPs	21
Days to Receive Acceptance Letters from PSAPs	31
Days to Prepare Grant Agreements for PSAPs	30
Days for PSAPs to Execute Grant Agreement	80

Allocate ~30 minutes per applicant, 10 minutes for presentation and 20 minutes for questions



Grant Application

- Ineligible Expenditures
- Demographics
- Specific Project Contact
- Complete Section Based on Priority
- Be Succinct
 - ✓ Compact precise expression without wasted words. (Merriam-Webster)
- Identify Partners
- Demonstrate Sustainability
- Staff Assistance for General Inquiries
- Due May 31, 2019 by Midnight
- Confirm Submission within 24 Hours



Grant Application

Please note for purposes of sharing the PPT following this presentation provided on March 20, the actual grant application was redacted as it will not be released to PSAPs until April 1.

Thank you!



Grant Evaluation Process

- ❑ Grant Committee Initial Review
- ❑ Applicant Presentations
- ❑ Grant Committee 2nd Review/Recommendations
 - Scoring via Evaluation Matrix
- ❑ Recommendations to Board for Review

Notification and Agreement Process

- Board Vote on Committee Recommendations
- Notifications to Grant Applicants
- Grant Acceptance Letter from PSAP
- Grant Agreements Finalized to PSAPs for Signature
- Grant Agreements Executed

Reporting and Reimbursement

- ❑ Monthly Report per Agreement
 - Others as Requested
- ❑ Final Closeout Report
- ❑ Be Succinct

✓ **Compact precise expression without wasted words. (Merriam-Webster)**

Reporting and Reimbursement

- ❑ Submission of Invoices for Reimbursement
 - *Example:*

January 15, 2015

Ms. Marsha Tapler
Financial Analyst
Office of Information Technology Services
NC 911 Board
PO Box 17209
Raleigh, NC 27619-7209

Re: Project: Haywood County PSAP Enhancement

Dear Ms. Tapler:

Haywood County is submitting Reimbursement #1 for the above referenced project for the billing period December 2014. This invoice totals \$44,954.00. We are requesting reimbursement in the amount of \$44,954.00.

Vendor	Invoice #	Amount	Description	Approved
Optrics	36799	\$44,954.00	Barracuda Backup	Yes

Attached is a copy of the invoice.

Sincerely,



Reporting and Reimbursement

□ Board Report Data

○ *Example:*

Grant Amount:		\$859,861.00	
Grant Title:		Swain-Jackson Regional PSAP Improvement	
Grant Cycle:		2014/15	
Grant Contract Number:		G2015-004	
DATE	FY	Grant Invoice Number	Invoiced Amount (to NC 911 Board)
12/19/14	2014/15	1	\$25,555.84
01/13/15		2	\$634,807.20
02/02/15		3	\$16,771.02
02/06/15		4	\$60,438.48
03/09/15		5	\$20,146.16
06/02/15		6	\$5,590.34
07/17/15		7	\$1,597.24
08/12/15		8	\$7,187.58
Total Expenses			\$772,093.86
Remaining Grant Balance			\$87,767.14



Reporting and Reimbursement

□ Financial Reporting

○ Example:

EMERGENCY TELEPHONE SYSTEM FUND
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES
IN FUND BALANCE - BUDGET AND ACTUAL
FOR THE YEAR ENDED JUNE 30, 2015
WITH COMPARATIVE ACTUAL AMOUNTS FOR THE YEAR ENDED

	<u>2015</u>	
	<u>Budget</u>	<u>Actual</u>
Revenues:		
Restricted intergovernmental:		
→ E-911 Grant	\$ -	\$ 1,331,755
Fees charged	945,864	258,105
Total revenues	<u>945,864</u>	<u>1,589,860</u>
Expenditures:		
Public safety:		
Implemental functions		70,908
Telephone and furniture		79,537
Software and software maintenance		67,720
Hardware and hardware maintenance		49,399
Training		4,672
→ Others (Grant)		1,197,626
Total expenditures	<u>945,864</u>	<u>1,469,862</u>

***???* Questions *???*
and
*Closing Comments***

Assemble to Tour Durham 911



Let's Connect!



@NCDIT
@BroadbandIO
@ncicenter



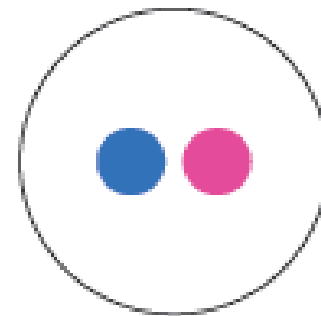
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