

APPLICATION FOR

Emergency Communications

EMERGENCY GRANT

PROGRAM

**W Form 5A, incorporated by reference in Rule 60FF1-5.005, Florida
Administrative Code, Emergency Communications Board Emergency Grant
Program
Emergency Grant Application, effective 1/1/2024**

1.0 Purpose

The Emergency Communications Emergency Grant Program is to assist counties with the emergency restoration of 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 Emergency Communications Board (Board) and the Emergency Communications Trust Fund. Counties shall comply with all requirements of the insurance or other assistance programs to assure that all available funding is provided.

2.0 Eligibility

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

3.0 Definitions

- A. Enhanced 911 (E911): As defined by subsection 365.172(3)(h), Florida Statutes, and as referenced in the State E911 Plan under section 365.171, Florida Statutes.
- B. E911 Maintenance: Means the preventative, routine and emergency maintenance required by the State E911 Plan, in order to maintain the E911 System in operable working condition.
- C. E911 System: Means the Public Safety Answering Point equipment, in accordance with the State E911 Plan, including 911 call routing, processing, mapping and call answering communications equipment.
- D. Next Generation 911 (NG-911): Means the designation for an advanced 911 emergency communications system or service that provides a communications service subscriber with 911 service and, in addition, directs 911 emergency requests for assistance to appropriate public safety answering points based on the geographical location from which the request originated, or as otherwise provided in the State E911 Plan under Section 365.171, Florida Statutes, and that provides for automatic number identification and automatic location identification features and emergency data information through managed IP-based networks.
- E. Public Safety Answering Point (PSAP): As defined by paragraph 365.172(3)(y), Florida Statutes, and as referenced in the State E911 Plan under section 365.171, Florida Statutes.

4.0 E911 Emergency Grant Program Schedule

Following the natural and man-made disasters or events and submission of the grant application, the Board will hold an emergency meeting in accordance with Florida Administrative Code Rule 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 7 days of the receipt of the application.

Implementation period	One year from award notification letter date.
Expiration of the right to incur costs	Two years award notification letter date.

5.0 General Conditions

5.1 Applications must be delivered to one of the following addresses:

ECBSubmissions@dms.fl.gov

Or

State of Florida Emergency Communications Board
 ATTN: Board Administrative Staff
 4030 Esplanade Way, Suite 135
 Tallahassee, Florida 32399-0950

- 5.2 The applicant must provide one original of the pages for Application Form items 1 through 14 and the associated quotes for the grant application.
- 5.3 The grant funds must only be used for capital expenditures or remotely provided hosted 911 answering point call-taking equipment and network services directly attributable to establishing and provisioning 911 or NG-911 services. Warranty and maintenance costs shall be calculated to account for only the first-year warranty and maintenance costs and shall not include upfront maintenance costs to reduce the yearly service amount.
- 5.4 All grant applications shall be accompanied by at least one complete quote for equipment or services. Grant applications totaling \$35,000.00 or more must be accompanied by at least two written substantiated competitive complete quotes from different vendors. Complete quote submittals shall include a detailed scope of work, all pages included in the vendor proposal, breakdown of all costs including equipment, service tasks and deliverables. The Board will compare the two quotes to any existing state contract in order to determine appropriate funding. Any county that has made a good faith effort to obtain at least two competitive quotes and has not been able to obtain the quotes can request Board review based on substantiated proof of request for quotes or posting of the request with documentation of the limited responses.
- 5.5 If the grant application does not exceed the threshold amount of \$195,000, the county can initiate a request for approval for sole source funding. These will be considered on a case-by-case basis. Justification for sole source funding shall be provided with the application. Sole source will be approved if provided in accordance with Chapter 287, Florida Statutes, 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, which shall be provided with this grant application.
- 5.6 All grant applications shall be accompanied by at least one quote for equipment or services.
- 5.7 Applicants requesting items from different funding priorities should complete a separate Budget Report (Rule 60FF1-5.0035(1), F.A.C) for each priority.. (See Addendum I - Funding Priorities for the Emergency Grant Program for a listing of funding priorities). Items from the same funding priorities should be combined in the same application and shall comply with General Conditions items 5.4 and 5.5.
- 5.8 Equipment procurement shall be based on the county's purchasing requirements and the applicable State purchasing requirements including Florida Statute 112.061.
- 5.9 Funding application requests must include a scope of work that clearly establishes the tasks to be performed. The applications shall include all tasks that are required for successful completion of the project. The project shall be divided into quantifiable units of deliverables that shall be received and

accepted in writing by the county before payment. Each deliverable must be directly related to the scope of work and must specify the required minimum level of service to be performed and the criteria for evaluating the successful completion of each deliverable.

- 5.10 Funding requests must include all necessary costs required for full implementation of the proposed solution including that of any third party. Should the county grant application request or grant award be less than the projected cost of the equipment or service, the county should provide verification of the ability to fund the difference. Pricing submitted cannot be contingent upon "yet to be" determined fees for products and services by the proposer or any other third party required for implementation.
- 5.11 The county shall provide information on the county's preceding year E911 fee revenue amount and the preceding year's carryforward amount. Use Form 6A in Rule 60FF1-5.006(2), F.A.C. for this purpose. The amount of grant funding award is limited based on the total amount of carry forward funding in the county 911 fund in excess of an amount calculated based on the allowable 30 percent carry forward amount for a two-year basis. The county shall include the amount of their county carry forward funding being utilized for this grant in the Budget Report.

6.0 Limitation on Use of Funds

- 6.1 Only eligible expenses for emergency communications service listed in subsection 365.172(10), Florida Statute (Appendix I) that are not specifically excluded in this application will be funded.
- 6.2 Specifically excluded 911 expenses:
 - 6.2.1 Salaries and associated expenses for 911 coordinators and call takers or other 911 personnel will not be funded.
 - 6.2.2 Wireline database costs from the local exchange carrier, vehicle expenses, consoles, workstation furniture and aerial photography expenses will not be funded. Interconnecting hardware and network equipment for NG-911 PSAPs is fundable; however, outside plant copper or fiber cabling systems and building entrance build out costs are not fundable.
- 6.3 Funding limitations are specified on the following items:
 - 6.3.1 Hosted 911 answering point call-taking equipment and network services, recurring network and circuit costs, equipment maintenance and warranty costs will not be funded on more than an annual basis.
 - 6.3.2 Equipment maintenance and warranty costs will not be funded on more than an annual basis.
 - 6.3.3 Grant funding shall be limited to eligible expenditures for a primary or a secondary PSAP per county.
 - 6.3.4 Selective router equipment costs are limited to the primary PSAP system and are limited to one per county.
 - 6.3.5 Training cost funding is limited to new system & equipment training.
 - 6.3.6 The allowable grant funding for travel expenses is limited to the authorized amounts established in Section 112.061, Florida Statutes, and the Department of Financial Services Guidelines for State Expenditures. Allowable costs for daily per diem shall not exceed \$186.00.

7.0 Approval and Award

- 7.1 The Board will review each application for compliance with the requirements of terms and conditions.
- 7.2 Grant awards will be withheld for any county that has a grant with a past-due quarterly report or past-due final documentation and closeout, of previous Board grant awards.
- 7.3 Applications will be awarded based upon the priorities set by the Board as listed in Addendum I - Funding Priorities for the Emergency Grant Program.
- 7.4 The 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 911 function as specified in the State 911 plan, or documented factors provided in the grant application submission.

8.0 Financial and Administrative Requirements

- 8.1 Grant funds shall be provided on a cost reimbursement basis. All funds shall be deposited in an interest-bearing 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. Any interest generated shall be returned to the Board.
- 8.2 Each grantee may submit reimbursement claims to the Board as needed; however, claims are limited to one request per month. Receipt of reimbursement funds from the Board is contingent on the timely and accurate submittal of funding requests. Requests for reimbursement of expenditures must be submitted on the approved Financial Reimbursement of Expenditures Form in Rule 60FF1-5.0035(4), F.A.C. Incomplete claims forms or claims not submitted on the correct form cannot be processed and will be returned for corrections. Submit only the amounts in each budget categories in which you have incurred expenditures.
- 8.3 Upon written request and accompanying documentation justifying the need, a county may receive a payment of funding with a completed Financial Reimbursement of Expenditures Form in Rule 60FF1-5.0035(4), F.A.C., itemized purchase order, and vendor itemized invoice. All items must comply with the Florida Department of Financial Services (DFS) Reference Guide for State Expenditures Within 45 days of transfer of funding or the check date, the grantee shall submit verification of vendor payment. Abuse of this policy will lead to denial of future payment.
- 8.4 Reimbursement claims shall include only expenditures claimed against the specific grant number awarded and include copies of purchase orders and paid vouchers, invoices, copies of check processing, journal transfers. To assure prompt processing, complete reimbursement claims should be e-mailed to:

ECBSubmissions@dms.fl.gov
- 8.5 Grant funds, can only be used between the beginning and ending dates of the grant term, unless the Board authorizes an extension. The right to incur costs under this grant expires two years from receipt of award and funds. The grantee may not incur costs and request payment or final reimbursement of funding past the expiration date.
- 8.6 Responsibility for grant funding and any failure to perform the minimum level of service required by the grant application and the application scope of work cannot be transferred under any circumstances from the County. Failure to perform the scope of work or expenditure of funds for other than allowable 911 costs as stated in the grant application shall require the county to return the awarded funds to the Board.

- 8.7 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 to the Board on a pro rata basis.
- 8.8 The grantee agrees that any improvement, expansion or other effect brought about in whole or part by grant funds will be maintained for a minimum of five years or thereafter until the effective replacement date of the system.
- 8.9 If a grantee materially fails to comply with any term of an award, the Board shall take one or more of the following actions, as appropriate in the circumstances:

Temporarily withhold grant payments pending grantee correction of the deficiency,
Disapprove all or part of the cost of the activity or action not in compliance,
Suspend or terminate the current award for the grantee's project,
Suspend or deny future grant awards.

The Board will provide the grantee an opportunity for a hearing, appeal, or other administrative proceeding to which the grantee is entitled under Florida Statute or regulation applicable to the action involved.

- 8.10 Grant awards may be terminated in whole or in part by the Board, with the consent of the grantee, in which case the two parties shall agree upon the termination conditions, including the effective date and in the case of partial termination, the portion to be terminated. Grant awards may be terminated by the grantee upon written notification to the Board, detailing the reasons for such termination, the effective date, and return of all funding.
- 8.11 Grant funds provided in excess of the amount to which the actual cost incurred to meet the terms and conditions of the grant agreement must be refunded to the E911 Board and sent to the Florida Emergency Communications Board's post office Box address:

Florida Emergency Communications Board
P.O. Box 6750
Tallahassee, Florida 32314

The refund shall include transmittal information detailing the amount of returned funds that are excess grant funding and/or returned interest and shall include the number of the associated grant.

9.0 Grant Reporting Procedures

- 9.1 Grantees will be required to submit quarterly reports summarizing all expenditures and status of the grant project. Quarterly reports shall include an updated Quarterly Status Report in Rule 60FF1-5.0035(2), F.A.C..
- 9.1.1 Reporting will begin at the conclusion of the first full quarter after the award. The report periods will end on March 31, June 30, September 30, and December 31 of each year. Reports are due within 30 days of the end of the report period.
- 9.1.2 Earned interest shall be reported cumulatively.
- 9.1.3 Quarterly reports may be faxed, emailed, mailed or delivered to the Board administrative or technical staff. In lieu of submitting a signed paper copy, the updated forms can be e-mailed to the Board's administrative or technical staff.

- 9.2 At project completion, a final report shall be submitted based on the same reporting requirements described in grant reporting item 9.1. 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.
- 9.3 Change requests shall be submitted prior to deviation from any awarded grant applications. No changes or departures from the original request are authorized unless approved in writing by the Board. Such requests shall be submitted using the form attached in Appendix II, Request for Change Form. Any unauthorized change shall require the return of grant funds, plus any interest accrued.
- 9.3.1 Time extension requests 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 within twelve months of award. Good cause documentation shall include a new project timeline schedule.
- 9.3.2 Time extensions shall be limited to a maximum of one additional year when approved by the Board.
- 9.3.3 Request for Change forms and associated information should be e-mailed to
ECBSubmissions@dms.fl.gov.
- 9.4 The Quarterly Report Form shall inform the Board of significant impacts to grant supported activities. Significant impacts include project status developments affecting time schedules and objectives, anticipated lower costs or producing beneficial results in addition to those originally planned. Additionally, problems, delays, or adverse conditions which will materially impair the ability to meet the timely completion of the award must be reported. The disclosure must include a statement of the action taken, or contemplated, and any assistance needed to resolve the situation.
- 9.4 The County's Board of County Commission chairperson shall be notified when overdue quarterly reports, final reports and final documentation are not received before the next Emergency Communications Board meeting following the month after the end of the quarter in which they are due.
- 9.5 Funding continuance will be based on timely submission of quarterly reports.
- 9.6 Final document submission and close-out of a grant does not affect the Board's right to disallow costs and recover funds on the basis of an audit or financial review. The county shall remain obligated to return any funds expended that do not comply with the terms and conditions of the grant award.

County _____

**FLORIDA EMERGENCY COMMUNICATIONS BOARD
EMERGENCY GRANT PROGRAM APPLICATION FORM**

Total Amount Requested: _____

Project Title: _____

1. Board of County Commissioners Chair: _____

Mailing Address: _____

City: _____

State: _____ Zip: _____ - _____

Phone: () Fax: _____

Email Address: _____

2. County 911 Coordinator: _____

Mailing Address: _____

City: _____

State: _____ Zip: _____ - _____

Phone: () Fax: _____

Email Address: _____

3. Federal Tax ID Number: _____

County _____

COUNTY INFORMATION
USE 12 POINT FONT OR LEGIBLE HAND PRINTING

4. County Fact Information

A. County _____

B. Population _____

C. Total Number of Incoming Non-wireless Trunks _____

D. Total Number of Incoming Wireless Trunks _____

E. Number of PSAP's _____

F. Number of Call-taking Positions per PSAP _____

G. Total Volume of 911 Calls _____

H. What equipment is needed to maintain the Enhanced 911 system? _____

I. What equipment is requested in this grant application? _____

J. Financial Information:

1.) What are the current annual costs for your 911 system (circuits, customer records hardware and software, etc.) not including maintenance? _____

2.) What are the current annual costs for maintenance of items included in 1.)? _____

3.) Total amount of fee revenue received in the preceding year? _____

4.) Total amount of county carry forward funding retained in the preceding year? _____

5.) Current total amount of county carry forward funding? _____

6.) Two-year maximum calculated amount for Applied Carry Forward Funding Calculation (multiply amount in J.3.) by 30 percent and then multiply by two) _____

7.) Minimum calculated amount for Applied Carry Forward Funding Calculation (amount in J.5.) subtracted by amount in J.6.) _____

Insert in Item 12. Budget Expenditure Report _____

5. Describe your county's existing 911 system. Include specific information on existing system equipment upgrades and when the installation of this equipment was completed.

6. Describe the scope of work for the proposed project including any goal(s) and objectives. Include the tasks to be performed as part of the project. Provide scope of work in quantifiable units of deliverables that shall be received and accepted. For each deliverable specify the required minimum level of service to be performed and the criteria for evaluating the successful completion of each deliverable.

7. Justification of the need for the proposed project. Provide detailed information on the existing system's condition including a detailed justification for any system with an expected remaining life of less than 1 year.

8. Describe why your county will not be able to complete this project without this grant funding.

9. Briefly describe how this grant project would be in concurrence with the State 911 Plan.

10. Describe the required steps with an anticipated time schedule with procurement and payment milestones and a total project completion date.

11. Sole source justification (if applicable).

County _____

13. 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 and return of all grant funds and interest accrued (if any), pursuant to the Emergency Communications Board authority and any other remedy provided by law.

NOTIFICATION OF AWARDS: The grantee understands and accepts that the notice of award will be advertised on the Florida E911 website.

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 and accrued interest (if any) to the Emergency Communications Board.

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

14. Authority

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

SIGNATURE – CHAIR, BOARD OF COUNTY COMMISSIONERS
OR COUNTY MANAGER/ADMINISTRATOR

DATE

Printed Name

POSITION

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 Phase II systems that require immediate system replacement to maintain enhanced 911 status. The Emergency Communications Board will make a determination of allowable expenditures from the Emergency Grant Program based on severity of the impact on PSAP services.

PRIORITY 2: Counties with E911 Phase II systems that require replacement of critical or necessary hardware or software for maintaining Phase II status. This may include hardware, software, database or network