North Carolina 911 Board

FY2023 Grant Program Workshop Agenda

Via Simultaneous Communication
Microsoft Teams Meeting
Thursday, March 24, 2022
10:00 a.m. – 12:00 p.m.

Tab	Topic	Presenter
1.	Welcome	Pokey Harris
2.	Special Remarks	Secretary Weaver
3.	Chair Opening Remarks	Jeff Shipp
4.	Roll Call	Stephanie Conner
5.	FY 2023 Application Review	NC 911 Board Staff
6.	Closing Remarks	Pokey Harris
7.	Adjourn	Jeff Shipp

FY 2023 Grant Program Workshop

Virtual Microsoft Teams Meeting

March 24, 2022

Opening Remarks

- L.V. Pokey Harris
  Executive Director
  North Carolina 911 Board
- Secretary James Weaver,
  State CIO, Chair North
  Carolina 911 Board
- Jeff Shipp
  Grant Committee Chair
  North Carolina 911 Board

Roll Call

- ❑ Attendees
  - This document of record validates your attendance today to satisfy the requirement for FY 2023 PSAP grant program.
- ❑ Grant Committee Members
- ❑ NC 911 Board Members
- ❑ NC 911 Board Staff

NC DIT 911 Board

Overview

- ❑ Grant Policy
- ❑ Grant Priorities Approved by 911 Board
- ❑ Grant Cycle ***Tentative*** Schedule
- ❑ Grant Program Priority Abstract
- ❑ Grant Application
- ❑ Grant Evaluation Process
- ❑ Notification and Agreement Process
- ❑ Grant Reporting
- ❑ Closing Comments

NC DIT 911 Board

Grant Policy Approved March 2021

NC 911 Board 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 may 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. The Grant Committee shall establish weightings for priorities, if any, established by the Board. The Staff shall identify those weightings in the notice of grant opportunities. Unless otherwise provided by law, the Board may identify a sum or a percentage of revenues to fund grants together with funding priorities. The Grant Committee shall recommend an allocation of available funds for grants after evaluating grant applications.

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) (from CMRS allocations) and GS 143B-1406(b) (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. Staff may seek clarification of any cost, price or element presented by an applicant. Clarifications, if any, will be made in writing.

C) Grant Review and Evaluation

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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, weighted 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. PSAPs may not seek a grant when the PSAP has more than one active grant. Provided, however, that the Grant Committee may consider a grant application regardless of the foregoing if the PSAP has been unable to complete a grant due to force majeure conditions.

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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.

E) Grant Funding Modifications

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Grant applications presenting, or including, a funding reconsideration request shall be referred to the Executive Director and the Funding Committee.

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

NC DIT 911 Board

Grant Policy Approved Continued

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.
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APPROVED BY NC 911 BOARD GRANT COMMITTEE 03/

NC DIT 911 Board

FY 2023 Grant Priorities

The NC 911 Board has established five (5) Priorities for the FY 2023 Grant Cycle:

Priority 1 - Regional Initiative with Focus on Primary PSAP Consolidations (Two or more PSAPs consolidated into one entity)

Priority 2 - CAD Data Interoperability – CAD Data Sharing, CAD to CAD, or multiple PSAP Shared/Hosted CAD.

Priority 3 - Replacing End of Life Equipment – Radio, CAD, and/or Recorder only.

Priority 4 – Cybersecurity

Priority 5 – Other

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FY 2023 Grant Cycle Tentative Schedule

***TENTATIVE 2023 Grant Cycle Calendar Draft										
Milestone	**Date**	**Day of Week**	**Days to Next Date**							
Grant Workshop for PSAPs	3/24/2022	Thursday	7	Meeting Date for Grant Committee, Staff, and Potential Applicants						
Beginning of Grant Cycle - Application Posted to Website	3/31/2022	Thursday	61							
Grant Applications Due	5/31/2022	Tuesday	29							
Grant Committee Discussion	6/29/2022	Wednesday	16	Meeting Date for Grant Committee and Staff						
Grant Applications Presentation Day 1	7/15/2022	Friday	5	Meeting Date for Grant Committee, Staff, and Applicants						
Grant Applications Presentation Day 2 (Potential Hold - Need TBD)	7/20/2022	Wednesday	12	Meeting Date for Grant Committee, Staff, and Applicants						
Grant Committee Meeting - Review and Vote	8/1/2022	Monday	11	Meeting Date for Grant Committee and Staff						
Grant Committee Results to Board for Review prior to Board Meeting	8/12/2022	Friday	14							
Board Meeting - Vote on Grant Committee Recommendation	8/26/2022	Friday	38	Meeting Date for Board						
Results Notification and Grant Agreement to Applicants	10/3/2022	Monday	30							
Grant Acceptance Acknowledgement Due from PSAP	11/2/2022	Wednesday	62							
nal Date for all PSAP Agreements to be Executed (Per Individual Agreement Date Based on Return of Acknowledgemer	1/3/2023	Tuesday								
Key Timeframes	**Calendar Days**									
Days from Workshop to Applications Due	68									
Days from Beginning of Grant Cycle to Applications Due	61									
Days from Applications Due to Presentation Day 1 (Grant Comm/Staff Prep Time)	45									
Days from Presentation Day 2 to Grant Committee Review and Vote	12									
Days from Grant Committee Meeting to Recommendation to Board	11									
Days for Board to Pre-Review Recommendaiton Prior to Vote	14									
Days to Award Notifications and Grant Agreements to PSAPs	38									
Days to Receive Acceptance Acknowledgement from PSAPs	30									
Days for PSAPs to Execute Grant Agreement	92									

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Grant Program Priority Abstract

Email with link will be sent to PSAP Point of Contact
Link will be open March 24, 12:00PM to April 15, 11:59PM

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911 Board

Abstract Example

FY 2023 PSAP Grant Program Priority Abstract

This abstract has been created to allow the PSAP an opportunity to select the intended priority and provide a brief description of the grant project prior to submission of the application. Submissions will be reviewed by 911 Board Staff, and if a selected priority does not match the project description, your Regional Coordinator will contact you to discuss the priority selection. The Grant Priority Abstract will be due by 11:59 p.m. on Thursday, April 14, and all submissions will receive a reply no later than Thursday, April 21.

* Required

General Information

1. Last Name *

Enter your answer

2. First Name *

Enter your answer

3. Agency *

Enter your answer

4. Email Address *

Enter your answer

5. Phone Number *

Enter your answer

Next

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NC DIT

FY 2023 PSAP Grant Program Priority Abstract

* Required

Grant Priorities

The FY 2023 PSAP Grant Program priorities are listed below. Please select the intended grant priority for your PSAP.

6. Grant Priorities *

- ◯ Priority 1 - Regional Initiative with focus on Primary PSAP Consolidations (two or more PSAPs consolidated into one entity).
- ◯ Priority 2 - CAD Data Interoperability - CAD Data Sharing, CAD to CAD, or multiple PSAP Shared/Hosted CAD.
- ◯ Priority 3 - Replacing End of Life Equipment - Radio, CAD, and/or Recorder Only.
- ◯ Priority 4 - Cybersecurity
- ◯ Priority 5 - Other

Back | Next

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FY 2023 PSAP Grant Program Priority Abstract

* Required

Grant Application Synopsis

Please provide a brief synopsis of your grant application.

7. Grant Application Synopsis *

Enter your answer

Back | Submit

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Grant Application

- ❑ General Information
- ❑ Tier Designation
- ❑ Workshop
- ❑ Miscellaneous Information
- ❑ Priorities
- ❑ Cost and Funding Sources
- ❑ Project Description
- ❑ **Due May 31, 2022, by 11:59PM**
- ❑ Confirm Submission within 24 Hours

NC DIT 911 Board

North Carolina 911 Board Grant Application

IMPORTANT: ***Read grant application in its entirety. All information required in each section of this application must be included with the grant application. Applications will not be evaluated if any information requested in each section is omitted. There will be no request from staff to provide omitted information. It is the responsibility of applicant to ensure inclusion.***

This is a competitive grant process. All applicants must answer all questions in the "General Information" section. Each PSAP/jurisdiction may only submit one Grant Application per cycle. Grant awards, if any, may include partial funding and other conditions as determined by the Board. Grant awards are not negotiable but may be declined if the applicant cannot perform the grant as awarded.

The FY 2023 Grant Application has been created in Microsoft Word for ease of completion. It is recommended you download this Application into Microsoft Word to enter, cut, paste, and edit as needed.

*****This Application is NOT compatible with iPad, Apple products or apps. It requires "Active X Interaction". *****

There are no character limitations to the amount of data you can enter into a free text screen. Once the visible field is full, the screen will begin to scroll. Do not submit an application until you are sure you will not need to make any changes. Do not convert the application to a PDF format. Attachments must be submitted in either MS Word, MS Excel, or Adobe PDF format and reference which question (i.e., number) the attachment accompanies.

After an application has been completed and submitted, it may NOT be modified by the applicant. If there are questions after the submission, the applicant will be required to contact the Regional Coordinator to determine if modifications are possible.

NC DIT 911 Board

North Carolina 911 Board Grant Application

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Once completed, the application, along with any accompanying documents, must be emailed to 911comments@its.nc.gov . Applications will only be accepted via email. Any application received from the U. S. Postal Service, fax, or other media will NOT be accepted. The deadline for filing is 11:59 pm on Tuesday, May 31, 2022. NO APPLICATIONS WILL BE ACCEPTED AFTER THE DUE DATE. If you have any questions, please contact Pokey Harris at pokey.harris@nc.gov or 919-754-6621. You may also contact your Regional Coordinator.

Once you have submitted the application including all necessary attachments, you will receive a reply email within 24 hours advising the grant application has been received. If you DO NOT receive the confirmation email within 24 hours, contact Pokey Harris at pokey.harris@nc.gov or 919-754-6621. It is the responsibility of the applicant to verify receipt of the submission.

General Information

General Information

Applicant PSAP Name Choose an item.

Project Title

Project Director

Project Contact

Project Contact Title

Address

Phone ***Email***

FY 2023 Grant Program Tier Designation

The North Carolina Department of Commerce annually ranks the State's 100 counties based on economic well-being and assigns each a Tier designation. The 40 most distressed counties are designated as Tier 1, the next 40 as Tier 2, and the 20 least distressed as Tier 3. Please select your PSAP or group of PSAPs tier ranking based on the NC Department of Commerce current Tier Designation in the drop-down box (if you are involved in a multi-jurisdictional grant application and the jurisdictions have different Tier designations, use the lower Tier designation).

Choose an item.

FY 2023 Grant Program Workshop

Attendance at the FY 2023 PSAP Grant Program Workshop was held virtually on Thursday, March 24, 2022, and required for all grant applicants. If more than one PSAP/jurisdiction is participating in a joint/collaborative Application, all PSAP/jurisdictions involved were required to attend the workshop. Please list the name, title, and PSAP/jurisdiction of each attendee.

Click or tap here to enter text.

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FY 2023 Grant Program Miscellaneous Information

1. **Has the Revenue/Expenditure report for FY2021 been submitted and approved by the NC 911 Board Fiscal Staff for the applicant PSAP? ***

   ☐*Yes* ☐*No*

If you have not received approval for your FY2021 report, please e-mail Kristen Falco at kristen.falco@nc.gov (South Central and Eastern Region) or Sarah Templeton at sarah.templeton@nc.gov (North Central and Western Region) and copy your Regional Coordinator no later than April 8, 2022, to arrange a date and time for a review appointment. Please include three (3) dates and times you are available to meet via phone and/or Microsoft Teams Meeting. Please keep in mind that review appointments will be on a first-come, first-served basis. Staff will coordinate with you working briskly and diligently to ensure the report is finalized by May 15, 2022.

2. **What is the date of your approved backup plan?**
   Click or tap here to enter text.

3. **Have you revised your backup plan since migration to the ESInet?**
   Click or tap here to enter text.

4. **What is the date of the last activation and/or test of your backup plan? If you have not tested your approved backup plan, please explain why.**
   Click or tap here to enter text.

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4. **Priority 4 - Cybersecurity**
5. **Priority 5 - Other**

Please indicate the Priority that reflects your grant request. In the "Project Description" section on page (6) six, you will provide details of your project. The priority selection here and on page (6) six must match.

Choose an item.

FY 2023 Grant Program Project Cost and Funding Sources

Please use this table to summarize the project costs and sources of funds:

Total Project Cost	Click or tap here to enter text.
General Funds Provided by the PSAP Applicant(s)	Click or tap here to enter text.
911 Fund Balance to be Applied to this Project (911 Eligible Expenses)	Click or tap here to enter text.
911 Annual Distribution to be Applied to this Project (911 Eligible Expenses)	Click or tap here to enter text.
Potential Amount via Funding Reconsideration (911 Eligible Expenses)	Click or tap here to enter text.
Amount Requested via 2022 PSAP Grant Application (Non-Eligible Expenses)	Click or tap here to enter text.
Balance Remaining (Should be Zero)	Click or tap here to enter text.

***The above referenced project cost and sources of funds must clearly identify the complete funding of the project. The applicant must detail how the funds will be utilized in the project overview, which needs to be completed in the appropriate grant priority section. Failure to provide the foregoing information may result in disqualification of the application from further consideration or assignment of a different priority (if the applicant does not adequately support its selected priority).**

Project Description

1. Project Overview

A. Provide a complete and succinct overview of the project. Include all PSAPs that will participate in the project, the timeline and implementation plan.

Click or tap here to enter text.

B. Specifically describe how the project will improve 911 services to the communities served.

Click or tap here to enter text.

C. Describe how the project will leverage the Statewide ESInet, collaborative continuity planning, and emerging Next Generation 911 technologies.

Click or tap here to enter text.

D. Provide evidence that clearly identifies Interlocal Agreements (ILAs) between all participating jurisdictions, indicating each jurisdiction's responsibilities relating to the project, how the jurisdictions and PSAPs will collaborate, and how resources will be allocated or shared. In lieu of ILAs, letters of intent maybe submitted as a part of the grant application. ILAs will be required prior to the Board entering into a grant contract for any consolidation or colocation.

Click or tap here to enter text.

2. Fiscal Overview

A. How will this project improve the fiscal efficiencies of all participating jurisdictions?

Click or tap here to enter text.

B. What will be the financial commitment from the participating jurisdictions to ensure the success of the project? Please include information about the emergency telephone system fund and general funds budgeted for the project or for the PSAP operations and expenses.

Click or tap here to enter text.

C. Describe the sustainability of the project. If the project will have ongoing expenses, such as monthly or annual recurring charges, identify how the project will be sustained in the future without additional 911 Grant Program funding. Note that costs funded through a grant are not eligible 911 expenses and will not be funded through the monthly distributions to PSAPs (see the attached Grant Policy). Ineligible expenses will be the responsibility of the participating jurisdictions.

Click or tap here to enter text.

All eligibility submissions related to this grant project are due to the PSAP Eligibility email PSAPEligibilityRequest@nc.gov by May 1, 2022. All eligibility submissions will be reviewed on a first come, first serve basis. Please keep in mind, due to anticipated interest in the grant program, Board staff time will be limited to assist with the review. To expedite the review of your eligibility request, we recommend you perform your initial review providing comments and questions. This will assist in a timelier review of your eligibility inquiry. There must be a detailed list of eligible and non-eligible expenditures. Applications will not be evaluated if this information is omitted.

3. Organizational Management and Operational Overview

A. How will daily operations change with this project?

Click or tap here to enter text.

B. Who will be the managing entity, how will operational decisions be made, and how will the organizational structure and staffing change? Include the number of seats (console positions) and how many have been approved by the Board. Any potential increase in approved seat count is not part of the grant application process. This requires adherence to the funding position policy and submission process.

Click or tap here to enter text.

C. Please provide a copy of your PSAP(s) long-term or strategic technology plan and identify how the project fits within it. This plan is required for consideration of your Grant Application.

Click or tap here to enter text.

4. Project Costs and Documentation

A. Provide an overall project budget by inserting it here.

Click or tap here to enter text.

B. Provide a detailed list of each expenditure in the project with its cost, if the cost is one-time or recurring, and why each is needed. Include any equipment to be reused and equipment or other items to be purchased. Must be inserted here or included with the grant application.

Click or tap here to enter text.

C. How will you ensure all old and new equipment/software/infrastructure will be compatible? If equipment is end-of-life, provide documentation from the vendor validating the status.

Click or tap here to enter text.

D. Identify cost categories using the table in the Grant Funding and Project Cost section.

Click or tap here to enter text.

E. Provide detailed quote(s) including itemized costs/pricing, scopes of work, and any applicable diagrams. (i.e., radio and furniture diagrams). Ensure this information is included with the grant application.

Click or tap here to enter text.

5. Project Oversight

A. Identify the project manager and/or review panel, including names (if known) and roles, as they apply to the project.

Click or tap here to enter text.

B. Explain in detail how the manager and/or review panel will provide project structure and perform project oversight, including budget management.

Click or tap here to enter text.

C. Explain how the project will be completed by identifying the project goals, objectives, timeline, benchmarks, and deliverables, noting any ramifications if they are not met.

Click or tap here to enter text.

For reference, please see the policies below.

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Effective Date: 3 March 2021 NC 911 Board Grant Policy • Page 1 of 3

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APPROVED BY NC 911 BOARD GRANT COMMITTEE 03/03/2021

Consolidation Policy

Definitions:

PSAP consolidation means the management of all 911 Call Taking performed by two or more PSAPs within a defined geographical area in a single primary PSAP organization having responsibility for all Call Taking in the combined 911 service area.

A co-location of PSAPs means the sharing of physical facilities and may include sharing infrastructure for Call Taking such as CAD, 911 answering positions, radio consoles, and logging recorders while the PSAPs are managed by separate authorities.

Statutes & Principles:

Call Taking: the act of processing a 911 call for emergency assistance by a primary PSAP, including the use of 911 system equipment, call classification, location of a caller, determination of the appropriate response level for emergency responders, and dispatching 911 call information to the appropriate responder. GS 143B-1400(7)

Primary PSAP: the first point of reception of a 911 call by a PSAP. GS 143B-1400(23)

PSAP: a PSAP receives an incoming 911 call and dispatches "appropriate agencies" to respond to the call. GS 143B-1400(25)

The Board has a policy to fund secondary PSAPs in accordance with its statute. That policy is based upon transferring a 911 call to complete the call taking process, where the secondary PSAP acts as an extension of the primary PSAP.

Effective date: 18 May 2018

Grant Evaluation Process

- ❑ Grant Committee Initial Review
- ❑ Applicant Presentations
- ❑ Grant Committee 2nd Review/Recommendations
- ❑ Recommendations to Board for Review

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Notification & Agreement Process

- Board Vote on Committee Recommendations
- Notifications to Grant Applicants
- Grant Acceptance from PSAP
- Grant Agreements Executed
  - Project Timeline and Budget within 60 days
  - Monthly Report

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Grant Reporting

- Monthly Report per Agreement
  - Others as Requested (In person presentation)

- Upon completion of the signed Grant Agreement, each grantee will be required to attend a Grant Reporting and Reimbursement Workshop.
  - January 2023 TBD

NC DIT 911 Board

??? Questions ???
and
Closing Comments

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Let's Connect!

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@BroadbandIO
@ncicenter

NC Department of Information Technology

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