

NG911 CAD-to-CAD Cloud-Based Subscription Service

CAD-to-CAD cloud-based subscription service, including initial purchase and annual maintenance. shall be paid for primary PSAPs as a Next Generation expense pursuant to G.S. 143B-1407(e). PSAPs must provide formal agreements to receive and dispatch 911 calls (ILAs, SOGs, SOPs) between primary PSAPs and may include approved secondary PSAPs. As with all Next Generation expenditures, secondary PSAPs are not eligible to receive this funding and must use the cost-per-call funding to pay for their portion of a CAD-to-CAD expense. (Approved by the Board effective September 1, 2023)

Purchase and Reimbursement Process:

Each Primary PSAP participating in the CAD-to-CAD project must submit its own separate documentation that is specific to that jurisdiction.

To seek approval and reimbursement for expenses for initial purchase and recurring costs through the NG911 Fund, the primary PSAP shall complete each of the steps below:

✓ Step 1 - Intent of Initial Purchase or Intent of Payment of Recurring Costs –

- Each PSAP participating in the project must prepare a Letter of Intent on PSAP or jurisdiction letterhead that must include:
 - Signatures of the PSAP Manager, County/City Manager, and Finance Director.
 - o Overview of the CAD-to-CAD project or statement of recurring costs for previously implemented project.
 - Product and the vendor.
 - o Implementation timeline or recurring cost period of service.
 - Note: If the project is being implemented, implementation of the product, to include testing and a "go live" date must be completed before the reimbursement submission date of May 15 to be reimbursable.
 - List all PSAPs sharing data with the PSAP submitting for reimbursement.
 - Note: All PSAPs that are listed as sharing data must be able to use the product by the "go live" date in order to be reimbursed.
 - Executed agreements substantiating the formal operational agreements for the receipt and dispatch of 911 calls with each PSAP identified in the project outline.
 - Itemized vendor quote(s) for initial purchase or recurring costs.
- Letter and supporting documentation shall be submitted no later than December 15, 2025, for the upcoming fiscal year 2027, beginning on July 1, 2026, when initial purchase or payment for recurring costs is to be made. (For budgetary purposes, anticipated expenditures are needed by this date for the upcoming fiscal year budget preparation.)
- Letter and supporting documentation shall be submitted as a single PDF file to the following email address - C2CProposal@nc.gov. The Regional Coordinator is to be copied on the email. Letter and supporting documentation are only accepted through this email address in PDF format as a single document.
- Approval for initial purchase or payment of recurring costs will be provided to the PSAP manager by staff within three (3) weeks of submission via email response. If the PSAP manager

has not received approval after three (3) weeks of submission, it is the PSAP manager's responsibility to follow up with the Regional Coordinator to confirm receipt of the intent of purchase/payment. Approval must be received for subsequent reimbursement to be processed.

√ Step 2 – Reimbursement of Initial Purchase or Reimbursement of Payment of Recurring Costs

- Prepare an *Itemized Invoice for Reimbursement* that must include:
 - Addressed to the attention of:

NC DIT/NC911 Board Attn: Accounts Payable PO Box 17209 Raleigh, NC 27619-7209

- o Itemized costs clearly delineated and defined.
- Proof of payment as validated by the finance department responsible for expenditures of the PSAP submitting for reimbursement.
- Prepare an attestation from each participating Primary PSAP that the product is functional for all participating jurisdictions.
- Itemized invoice and supporting documentation shall be submitted no later than May 15 of the fiscal year when approved initial purchase or approved payment for recurring costs is made. (Invoices must be received by this date to ensure payment by the close of fiscal year.)
- Itemized invoice and supporting documentation shall be submitted as a single PDF file to the
 following email address <u>C2CProposal@nc.gov</u>. The Regional Coordinator is to be copied on
 the email. Itemized invoice and supporting documentation are only accepted through this email
 address in PDF format as a single document.
- Reimbursement of initial purchase or recurring costs will be transmitted in the same manner the PSAP receives the monthly 911 distribution either via electronic payment or check. If the PSAP has not received payment within six (6) weeks of invoice submission, the PSAP manager should follow up with their Regional Coordinator to confirm receipt of the reimbursement request.
- ✓ For Assistance Your Regional Coordinator (RC), Financial Review Specialist (FRS), or the Board's Financial Analyst are available to assist with any questions you may have regarding purchase or reimbursement.



TEENA W. PICCIONE SECRETARY & STATE CHIEF INFORMATION OFFICER NC 911 BOARD CHAIRMAN MELANIE A. JONES
NC 911 BOARD VICE CHAIR

L. V. POKEY HARRIS NC 911 BOARD EXECUTIVE DIRECTOR

NC 911 Board Check List

Step 1 - Intent of Initial Purchase or Intent of Payment of Recurring CostsPrepare a *Letter of Intent* on PSAP or jurisdiction letterhead that must include:

Signatures of the PSAP Manager, County/City Manager, and Finance Director

| | | Provided |
|----------|---|--|
| | | Not Provided |
| * | | of the CAD-to-CAD project or statement of recurring costs for previously nted project. |
| | | Provided - Recurring cost \$15,697.50 to be incurred during FY2026. Not Provided |
| * | Product a | and the vendor. |
| | | Provided |
| | | Not Provided |
| * | Implementation timeline or recurring cost period of service. Note: If the project is being implemented, implementation of the product, to include testing and a "go live" date must be completed before the reimbursement submission date of May 15 to be reimbursable. | |
| | | Provided |
| | | Not Provided |
| * | List all PSAPs sharing data with the PSAP submitting for reimbursement. Each submission packet should be one PSAP sharing with another PSAP. If you share CAD data with multiple PSAPs then this will require separate submissions. □ Provided □ Not Provided | |
| * | Executed | d agreements substantiating the formal operational agreements for the |

receipt and dispatch of 911 calls with each PSAP identified in the project outline.

Itemized vendor quote(s) for initial purchase or recurring costs.

| Provided |
|--------------|
| Not Provided |

If you have any additional questions, please feel free to to contact me or your Regional Coordinator.

Best regards,

Sarah H. Templeton

Financial Analyst
North Carolina 911 Board
N.C. Department of Information Technology

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