## 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.

<table>
<thead>
<tr>
<th>Tab</th>
<th>Topic</th>
<th>Presenter</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Welcome</td>
<td>Pokey Harris</td>
</tr>
<tr>
<td>2</td>
<td>Special Remarks</td>
<td>Secretary Weaver</td>
</tr>
<tr>
<td>3</td>
<td>Chair Opening Remarks</td>
<td>Jeff Shipp</td>
</tr>
<tr>
<td>4</td>
<td>Roll Call</td>
<td>Stephanie Conner</td>
</tr>
<tr>
<td>5</td>
<td>FY 2023 Application Review</td>
<td>NC 911 Board Staff</td>
</tr>
<tr>
<td>6</td>
<td>Closing Remarks</td>
<td>Pokey Harris</td>
</tr>
<tr>
<td>7</td>
<td>Adjourn</td>
<td>Jeff Shipp</td>
</tr>
</tbody>
</table>
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**
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 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 recommendations may be considered by the NC 911 Board pursuant to GS 143B-1406(a)(4) and the Board’s policies regarding funding reconsideration.

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 Board shall establish weightings for priorities, if any, established by the Board. The Staff shall identify those weightings in the notice of grant opportunity. 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 following 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 process 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-1407(c) (from UM&F allocations) and GS 143B-1406(a)(6) (from PSAP allocations).

Grants 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

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 funding grants, 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, past grants awarded, and such other matters as relevant to the grant program.

Effective Date: 3 March 2021

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 in priority 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/advise, 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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Grantees submitting applications for costs that were previously submitted but not funded may not receive priority scoring. Projects comprising multiple phases or otherwise segregated and submitted in multiple grant cycles may not receive priority scoring.

An applicant may not file more than one grant application in a grant cycle.

Grants shall not be used to purchase or provide goods or services to secondary PSAPs in excess of the secondary PSAP funding policy.

D) Grant Amendments

Grant agreements must be executed by the grantee 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

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 seek 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(c).

F) Grant Termination, Suspension, Closeout

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

Effective Date: 3 March 2021
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. 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

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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
**FY 2023 Grant Cycle Tentative Schedule**

<table>
<thead>
<tr>
<th><strong>Milestone</strong></th>
<th><strong>Date</strong></th>
<th><strong>Day of Week</strong></th>
<th><strong>Days to Next Date</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Grant Workshop for PSAPs</td>
<td>3/24/2022</td>
<td>Thursday</td>
<td>7</td>
</tr>
<tr>
<td>Beginning of Grant Cycle - Application Posted to Website</td>
<td>3/31/2022</td>
<td>Thursday</td>
<td>61</td>
</tr>
<tr>
<td>Grant Applications Due</td>
<td>5/31/2022</td>
<td>Tuesday</td>
<td>29</td>
</tr>
<tr>
<td>Grant Committee Discussion</td>
<td>6/29/2022</td>
<td>Wednesday</td>
<td>16</td>
</tr>
<tr>
<td>Grant Applications Presentation Day 1</td>
<td>7/15/2022</td>
<td>Friday</td>
<td>5</td>
</tr>
<tr>
<td>Grant Committee Meeting - Review and Vote</td>
<td>8/1/2022</td>
<td>Monday</td>
<td>11</td>
</tr>
<tr>
<td>Grant Committee Results to Board for Review prior to Board Meeting</td>
<td>8/12/2022</td>
<td>Friday</td>
<td>14</td>
</tr>
<tr>
<td>Board Meeting - Vote on Grant Committee Recommendation</td>
<td>8/26/2022</td>
<td>Friday</td>
<td>38</td>
</tr>
<tr>
<td>Results Notification and Grant Agreement to Applicants</td>
<td>10/3/2022</td>
<td>Monday</td>
<td>30</td>
</tr>
<tr>
<td>Grant Acceptance Acknowledgement Due from PSAP</td>
<td>11/2/2022</td>
<td>Wednesday</td>
<td>62</td>
</tr>
</tbody>
</table>

**Key Timeframes**

<table>
<thead>
<tr>
<th>Calendar Days</th>
<th>Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Days from Workshop to Applications Due</td>
<td>68</td>
</tr>
<tr>
<td>Days from Beginning of Grant Cycle to Applications Due</td>
<td>61</td>
</tr>
<tr>
<td>Days from Applications Due to Presentation Day 1 (Grant Comm/Staff Prep Time)</td>
<td>45</td>
</tr>
<tr>
<td>Days from Grant Committee Meeting to Recommendation to Board</td>
<td>11</td>
</tr>
<tr>
<td>Days for Board to Pre-Review Recommendation Prior to Vote</td>
<td>14</td>
</tr>
<tr>
<td>Days to Award Notifications and Grant Agreements to PSAPs</td>
<td>38</td>
</tr>
<tr>
<td>Days to Receive Acceptance Acknowledgement from PSAPs</td>
<td>30</td>
</tr>
<tr>
<td>Days for PSAPs to Execute Grant Agreement</td>
<td>92</td>
</tr>
</tbody>
</table>

**Final Date for all PSAP Agreements to be Executed (Per Individual Agreement Date Based on Return of Acknowledgement)** 1/3/2023 Tuesday
Grant Program Priority Abstract

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.

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

Grant Application Synopsis
Please provide a brief synopsis of your grant application.

7. Grant Application Synopsis *
   Enter your answer

Back  Next
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
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.
North Carolina 911 Board Grant Application

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.

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

### 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 26, 2023, 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.
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.

FY 2023 Grant Program Priorities

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

1. Priority 1 - Regional Initiative with Focus on Primary PSAP Consolidations (Two or more PSAPs consolidated into one entity.)
2. Priority 2 - CAD Data Interoperability – CAD Data Sharing, CAD to CAD, or multiple PSAP Shared/Hosted CAD.
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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:

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

*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.

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

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

   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.

2. Fiscal Overview

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

   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.

3. Organizational Management and Operational Overview

   A. How will daily operations change with this project?

   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.

   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.

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.
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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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 nondisclosure agreements, or similar restrictive provisions to the grant process. Staff may seek clarification of any cost, price or element presented by an applicant. Clarification, if any, will be made in writing.

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Grant applications presenting, or including, a funding reevaluation 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 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.

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Consolidation Policy

Definitions:
PSAP consolidation means the management of all 911 Call Taking performed by two or more PSAPs within a defined geographic area by 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.

Situations & 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 responders. 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(23)
The Board has a policy to fund secondary PSAPs in accordance with its statutes. 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
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
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
Questions and Closing Comments