

# NG911 Grants for Kansas PSAPS

Subgrants of the Kansas 911 Coordinating Council's 2019 National 911 Grant

## 1 PROGRAM DESCRIPTION

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The Kansas 911 Coordinating Council's (the Council's) recent efforts have focused on providing affordable, NG911 capable call handling to the Public Safety Answering Points (PSAPs) in Kansas, but many of them are operating on old or outdated equipment in other critical areas. Some of the systems needed to process NG911 calls can be very expensive and require large up-front expenditures of funds that are simply not available to many Kansas PSAPs, almost half of which operate on only \$60,000 per year in 911 fees. Most of that money is taken up by regular recurring costs like phone lines, utility bills, and maintenance fees. Building up the reserves to tackle a large expenditure can be burdensome in any PSAP and impossible in some. Many PSAPs in Kansas need NG911 compliant voice recorders, new or updated Computer Aided Dispatch (CAD) systems, updated computer hardware and broadband data infrastructure, or wish to start Emergency Medical Dispatch systems but cannot afford the implementation costs.

To address this need, the Council applied to the National Telecommunications and Information Administration (NTIA) and the National Highway Traffic Safety Administration (NHTSA)'s 911 Grant Program and received funding for a subgrant project that can provide PSAPs with the funds to help cover the costs of hardware, software, and training associated with the processing and dispatching of NG911 calls.

## 2 AWARD INFORMATION

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### 2.1 PROJECT/AWARD PERIOD

The period of performance for each subgrant award begins on the date of the application approval by the Council's Grant Committee and ends on November 30, 2021. No extensions will be allowed. This deadline has been established to allow the Council to complete closeout reporting required by the 911 Grant Program before funding for the program at the federal level ends.

### 2.2 AWARD AMOUNT

Funding for this project is \$1,800,000. Individual subgrant award amounts shall not be less than \$6,000 and not more than \$300,000. These values represent the maximum and minimum grant-share of the total project cost and do not include the required matching funds.

In the 1<sup>st</sup> quarter of 2021, the Subgrant Committee may reduce the minimum grant award to allow for smaller projects, depending on the remaining total funds.

## 2.3 COST SHARING/MATCHING

By statute, the Federal share of the cost of any activity carried out under the grant program may not exceed 60% of eligible costs. For this program, subgrant recipients must provide at least 40% of the total eligible project costs in cash match. Funds from other Federal sources may not be used as matching funds. 911 fee funds may be used as matching funds.

## 2.4 OTHER

The 911 Grant Program prohibits all grant and subgrant recipients from diverting any portion of designated 911 charges. In Kansas, this means that subgrant awards and regularly collected 911 fees must be used as outlined in the Kansas 911 Act. Any subgrant recipient found to be using 911 fees outside of the allowable uses in the Kansas 911 Act will be required to reimburse to the Kansas 911 Coordinating Council all subgrant funds spent on the recipient's behalf.

# 3 ELIGIBILITY

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## 3.1 ELIGIBLE APPLICANTS

### 3.1.1 Who Can Apply

Kansas PSAPs and Non-Traditional PSAPs as defined by the Kansas 911 Act may apply under this program.

### 3.1.2 Expenditure Reporting

Applicants must be up to date with all expenditure reporting requirements, including submission of invoices and response to any questions about expenditures from the Operations Committee.

## 3.2 ELIGIBLE COSTS

### 3.2.1 Total Project Costs

Projects must have a minimum total cost of \$10,000 to be considered (\$4,000 in local match and \$6,000 in grant award).

There is no maximum project cost, but the maximum award is \$300,000. The applicant will be required to pay the full difference.

In the 1<sup>st</sup> quarter of 2021, the Subgrant Committee may reduce the minimum grant award to allow for smaller projects, depending on the remaining total funds.

### 3.2.2 Timeframe

Subgrant awards and matching funds may be used to cover only eligible costs incurred by the subgrant recipient during the period of performance as defined in Section 2.1 of this document.

### 3.2.3 Eligible Costs

All project costs must meet the requirements of both the allowable uses of 911 Fees as set by the Kansas 911 Act and the eligible cost categories from the 911 Grant Program Notice of Funding Opportunity.

- Kansas 911 Act - All project costs to be paid with subgrant funds or counted as cash match from the subgrant recipient must meet the allowable uses for 911 fees as set by the Kansas 911 Act.
- 911 Grant Program Eligible Cost Categories - Subgrant projects must fit in one of two eligible cost categories from the 911 Grant Program Notice of Funding Opportunity:
  - Costs to purchase hardware, software, and hosted services associated with enabling NG911 calls to be received, processed and dispatched.
  - Training costs directly related to NG911 implementation for public safety personnel.

### 3.2.4 Eligible Costs – Pre-Approved

The following costs have been determined to meet all eligibility requirements for subgrant funding.

- Replacement, upgrade, or enhancement of voice recorders
- Replacement, upgrade, or enhancement of computer or network equipment for use solely by the PSAP. Equipment for use both by the PSAP and by another department or departments falls under Section 3.2.6 Other Projects.
- Replacement, upgrade, or enhancement of Computer Aided Dispatch (CAD) software. If the software is licensed per user, the maximum number of users is equal to 1.5 times the number of full-time communications officers employed by the PSAP.
- Backup phone systems for use solely in the PSAP. Phone systems for use both in the PSAP and by another department or departments fall under Section 3.2.6 Other Projects.
- Computer-based radio equipment for use solely in the PSAP.
- Implementation, replacement, upgrade, or enhancement of Emergency Dispatch protocol system like Emergency Medical Dispatch.
- Establishment, upgrade, or enhancement of IP networks needed to support the PSAP and their connection to emergency response organizations
- Any of the above items for use in establishing or maintaining Regional or Multi-PSAP backup centers
- One-time costs of implementing access to the Council's Hosted 911 system. This item applies to Non-traditional PSAPs only, as PSAPs that receive 911 fee disbursements do not pay these one-time costs as a result of the cost-share program with the Council.

### 3.2.5 Ineligible Costs

Ineligible costs include:

- Costs that are unallowable under the Cost Principles of the Uniform Administrative Requirements, and Audit Requirements for Federal Awards
- Costs to operate legacy E-911 or 911 systems
- Costs to operate the NG911 system after it is fully operational
- Activities related to construction or renovation
- Costs related to subscriber radio equipment
- Mass Notification systems

- Independent verification and validation (IV&V) testing for product, service, and system purchases
- Installation and procurement of 911 call handling equipment or ESInet services by PSAPs that receive 911 fee disbursements, since this is already under a cost-share program with the Council's Hosted 911 system

### 3.2.6 Other Projects

Other projects will be evaluated on a case-by-case basis as described in Section 5.

## 4 APPLICATION

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Applications for this subgrant program will be accepted solely through the NG911 Web Portal at <http://portal.kansas911.org>. The application form can be found under the 911 Grant Program menu.

### 4.1 APPLICATION TIMEFRAME

Applications will be accepted beginning on the publication date of this document and ending on June 30<sup>th</sup>, 2021 or when subgrant funds are exhausted, whichever comes first.

### 4.2 APPLICATION ELEMENTS

#### 4.2.1 Designated Project Contact

The name and contact information for the person that will be the primary contact with the Council on the project. This person must have credentials on the NG911 Web Portal.

#### 4.2.2 Project Eligible Cost Category

Applicants will identify the eligible cost category under which they believe their project fits.

#### 4.2.3 Project Description

Applicants will describe the project they are requesting funding for including a list and basic description of the items and services that will be part of the grant funded or matching fund expenses.

#### 4.2.4 Project Benefit

Applicants will describe the benefit to the recipients that is anticipated with the completion of the proposed project.

#### 4.2.5 Number of PSAPs Benefited

Applicants will describe the number and identity of PSAPs benefited by the proposed project.

#### 4.2.6 Implementation Plan

Applicants will describe the plan for implementing the project at the PSAP or PSAPs involved including at a minimum the plan for training PSAP personnel in the use of any new equipment and the intended date for project completion.

#### 4.2.7 Budget

Applicants will provide a total project cost and upload project budget information as a document or spreadsheet detailing all proposed project costs. Vendor quotes can be provided in place of a custom budget document, if the quotes represent the full project cost.

## 5 APPLICATION REVIEW

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### 5.1 EVALUATION CRITERIA

#### 5.1.1 All Applications

All applications will be reviewed for completeness, clarity, and compliance with program rules. Should an application be found to be missing information or require additional clarifying information, the Subgrant Committee will contact the applicant. The only other criteria for application approval are the availability of remaining subgrant funds and whether the project costs fit within the eligible costs.

#### 5.1.2 Applications for Pre-Approved Eligible Costs Only

Applications for projects that include only costs from the pre-approved list in Section 3.2.4 will be approved as soon as all needed information is received.

#### 5.1.3 Applications for Other Costs

Applications for projects that include costs not specifically called out in the pre-approved list in Section 3.2.4 will be evaluated by vote of the Kansas 911 Coordinating Council. The application will first be evaluated by the Subgrant Committee for compliance with the eligible costs as defined by the 911 Grant Program, the Kansas 911 Act, and this document. The Subgrant Committee will then prepare a short presentation and recommendation for the Council and request time on the next meeting's agenda for the vote. The applicant will be notified as soon as the meeting is added to the Council agenda.

## 6 AWARD DISBURSEMENT AND REPORTING PROCESS

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### 6.1 SUBGRANT AWARDS

There are two possible forms of disbursement of the award: pass-through reimbursement and direct invoice payment.

#### 6.1.1 Pass-Through Reimbursement

The PSAP will pay all invoices directly to the vendors and submit the paid invoices to the Council for reimbursement. Once the 40% match is reached, the Council will submit the remaining paid invoices to the National 911 Office for reimbursement and pass the reimbursed funds back to the PSAP as they are received.

PSAPs may elect to use Pass-Through Reimbursement on any project. Non-traditional PSAPs that receive subgrants must use Pass-Through Reimbursement on all projects due to statutory limitations on spending 911 fee funds.

### **6.1.2 Direct Invoice Payment**

The PSAP will pay invoices directly to the vendors until they have paid at least the 40% match for the project. All other invoices will be submitted to the Council for payment. The Council will pay the invoices to the vendors directly and then submit them to the National 911 Office for reimbursement. The Council will retain the reimbursed funds.

The Direct Invoice Payment option is offered to allow PSAPs to engage in projects that are beyond their current reserve funds and/or budget authority. Direct Invoice Payment is available only to PSAPs that receive 911 fee fund disbursements and only for projects specifically outlined in Section 3.2.4 Eligible Costs – Pre-Approved. All other projects and all projects from non-traditional PSAPs must use Pass-Through Reimbursement as described in Section 6.1.1.

## **6.2 REPORTING**

PSAPs that receive subgrants will be required to submit relevant invoices and report when the project is completed. Specific reporting requirements will be provided when PSAPs are notified of awards.