

Wisconsin Department of Military Affairs

OEC Grant Announcement

**2019-22 Federal NextGen9-1-1  
Reimbursement Grant Program**

Application Submission Deadline:  
February 4, 2020

## Grant Announcement:

# 2019-22 Federal NextGen9-1-1 Reimbursement Grant

### Contact Information for this Grant Funding Opportunity

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**Application Submission:** Applications must be emailed as attachments to [interop@wisconsin.gov](mailto:interop@wisconsin.gov) by the **application deadline of February 4, 2020**. The application title page and narrative documents must be a .docx file and the budget worksheet must be an .xlsx file. Emailed applications should be labeled with the subject “NG911 Grant Application”.

**Description:** The Wisconsin Department of Military Affairs/Office of Emergency Communications (DMA/OEC) is pleased to announce the availability of federal funding for Wisconsin Public Safety Answering Points (PSAPs) through the Federal 9-1-1 Grant Program. This grant will assist local 9-1-1 centers in Wisconsin in the purchase of much needed 9-1-1 call answering equipment to move forward with NextGeneration9-1-1 (NG9-1-1) capabilities and interconnect with the statewide Emergency Services IP Network (ESInet) that will replace the existing 9-1-1 infrastructure in the state.

DMA/OEC will provide funding for PSAPs that have “end of life” CPE to acquire NextGen-capable Customer Premise Equipment (CPE), also known as Call Handling Equipment (CHE).

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**Agencies must have submitted a response to the 2019 PSAP survey for the Wisconsin Statewide 9-1-1 Telecommunications System Assessment in order to apply.**

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The Statewide 9-1-1 Telecommunications System Assessment is available on our website at: [https://dma.wi.gov/DMA/divisions/oec/library/2019/2019\\_WI\\_Statewide\\_911\\_System\\_Assessment-FINAL-1.pdf](https://dma.wi.gov/DMA/divisions/oec/library/2019/2019_WI_Statewide_911_System_Assessment-FINAL-1.pdf)

A list of agencies that responded to the 2019 PSAP survey can be found here: [https://dma.wi.gov/DMA/divisions/oec/library/2019/WI\\_PSAP\\_Listing2019\\_Survey\\_Responses.xlsx](https://dma.wi.gov/DMA/divisions/oec/library/2019/WI_PSAP_Listing2019_Survey_Responses.xlsx)



Due to limitation of funds, those that do not currently have NextGen-capable CPE will be prioritized. Awards will be weighted based on number of answering positions, with priority given to PSAPs with a higher average cost per answering position.

**Opportunity Category:** *Competitive*

**Eligible Costs:** Primary PSAPs shall be eligible to apply for allowable expenses related to **CPE hardware and software replacement**.

The following items are considered allowable expenses under this grant program:

- Hardware/software in either on-site or hosted environment that enables the PSAP to receive incoming emergency 9-1-1 calls (voice and non-voice) as provided by the 9-1-1 system service provider
- Computer monitor/intelligent display
- Computer equipment needed to operate a workstation such as: mouse, speakers, keyboard, work aid input devices, etc.
- Telecommunicator headsets
- Installation/configuration services
- Professional services during installation to include project management, engineering, technicians
- Call handling reporting software
- Mapping software such as ArcGIS, RapidSOS, etc.
- Logging recorders that are i3 capable
- Instant Recall Recorder (IRR)
- Training on equipment directly

*For equipment* – Non-expendable equipment is tangible property having a useful life of more than two years and an acquisition cost of \$5,000 or more per unit. Equipment purchased through this grant program must comply with current NG9-1-1 standards listed in the [FY 2019 Department of Homeland Security’s SAFECOM guidance](#).

**Ineligible Costs:** Ineligible costs include those costs that are unallowable under the Cost Principles of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.<sup>1</sup> Please note that costs that are ineligible for the 9-1-1 Grant Program may not be included as matching funds.

Ineligible costs specific to funds awarded under the 9-1-1 Grant Program Include:

- Costs to operate legacy E-9-1-1 or 9-1-1 systems.
- Costs to operate the NG9-1-1 system after it is fully operational.
- Activities related to construction.

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<sup>1</sup> [2 CFR Part 200, Subpart E](#).



- Independent verification and validation (IV & V) testing for product, service, and system purchases.
- Land mobile radio equipment, e.g. subscriber units, repeaters

**Match/Cost Sharing Requirement:** Under the Federal 9-1-1 Grant Program, there is a 40% non-federal cost share/match requirement.

Types of Match for this grant program –

- *Cash Match:* Cash (hard) match includes non-federal cash spent for project related costs, according to the program guidance. Allowable cash match may only include those costs that are eligible expenses under the grant program and are compliant with [2 CFR §200.400 - .475](#) Cost Principles for State, Local, and Indian Tribal Governments and [2 CFR Part 200](#) Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.

Examples of allowable funding sources that can be used for your match amount include:

- Local government budget (e.g. tax levy, bond)
- Donated funds

Sources that CANNOT be used for your match amount include:

- Other federal grants such as the Homeland Security Grant Program
- Local funds already allocated as match on another federal grant
- Any federal funds
- In-kind match

A few important things to note about Match:

- Allowable sources of match must meet the requirements of [2 CFR §200.306](#).
- Records of all expenditures related to match/cost share must be kept in the same manner as your records for the grant funds.
- The source of the match funds must be identified in the grant application.
- Every item must be verifiable (i.e. tracked and documented).
- Matching funds must be an allowable expense as listed above in Eligible Costs
- Any claimed match expense can only be counted once.
- Matching funds must be applied towards the same project expenses you are requesting in this grant application and not for a different project.
- Matching funds must be from the same fiscal periods as the project funded by the federal funds.
- Because this is a reimbursement grant, you must be able to fund the full project upfront and not just the 40% match amount.



**Be sure to include information about the source and amount of your match in your application narrative and budget worksheet.**

*How to calculate match amount –*

- Total Project Budget x 0.60 = Total Federal Share (reimbursement amount)
- Total Project Budget x 0.40 = Required match amount

For example, for a grant award of \$10,000, the calculation would be:

1. \$10,000 x 0.60 = \$6,000 total federal share to be reimbursed
2. \$10,000 x 0.40 = \$4,000 minimum non-federal match amount required

**Grant Timeline**



NOTE: These timelines may change at any point during the grant process. Changes will be communicated to all applicable parties

**Important Dates:**

*Application Period:* December 2019 – February 4, 2020

*Award Notice:* No later than February 28, 2020

*Project Start Date:* February 28, 2020

*Progress Report:* August 31, 2020

*Project End Date:* June 30, 2021

**Anticipated Funding Amount:** \$2.7 million has been made available for local grants. Funding for individual grants will be determined based on the number of eligible applications received. You should use your required vendor quote(s) to determine your estimated project budget and consider the maximum amount that you are able to match from non-federal sources.

Your proposed project budget total must reflect a maximum of 60% federal share and a minimum of 40% local match. Funding allocated for this grant program must clearly state in the local budget that it is for supplementing the grant to avoid being disqualified for supplanting.

DMA and the Grant Evaluation Team reserve the right to limit the maximum amount that will be funded for individual grants based on available federal funds.



**Source of Funds:** This federal grant was authorized in 2012 under the NG911 Advancement Act of 2012 (Middle Class Tax Relief and Job Creation Act of 2012, Pub. L. No. 112-96, Title VI, Subtitle E), which allocated \$109.2 million to states, territories, and tribal organizations. CFDA Number 20.615, 9-1-1 Grant Program

**Basic Grant Conditions** - All grant recipients must follow the basic federal grant conditions outlined below:

*Dun & Bradstreet Number and System for Award Management (SAM)* – All subgrantees must have an active Dun and Bradstreet Data Universal Numbering System (DUN) number in order to apply for federal funding. DUNS can be requested at <http://fedgov.dnb.com/webform> or by calling 1-866-705-5711. Check with your agency’s financial office before registering for a DUNS number - it is likely your agency already has one.

In addition, all subgrantees must register or have an active registration with the System for Award Management (SAM). SAM.gov is the primary registrant database for the U.S. Federal Government and subgrantees are required to update or renew their registration at least once per calendar year to maintain an active status. Failure to maintain an active status will potentially result in de-obligation of funds. SAM registration can be requested at <https://www.sam.gov/SAM/>

*Audit Requirement of Federal Fund (2 CFR §200.501)* – These requirements apply to non-profit organizations, institutions of higher education, and local governments, when they, or one of their departments, receives federal funds. Any entity receiving more than \$750,000 in federal funds from all sources within a 12-month period must have a single audit performed on the use of the funds. Each subgrantee shall sign assurances to abide by this requirement.

*Transparency Act Reporting of Federal Funds* – The Federal Funding Accountability and Transparency Act (FFATA) requires DMA to report specific subgrantee award information for each award greater than \$25,000 with federal funds received after October 1, 2010. Prior to receiving funds, each subgrantee will be solicited for information, when necessary, to supply DMA with the proper information necessary to meet this requirement.

*Nondiscrimination Requirements* – Any recipient of federal funds, along with their subcontractors, must comply with 28 CFR Part 42, all statutorily-imposed nondiscrimination requirements such as civil rights requirements, reporting of adverse finding of discrimination, equal opportunity program requirements, which may also include, but is not limited to:

- Omnibus Crime Control and Safe Streets Act of 1968
- Victims of Crime Act
- Juvenile Justice and Delinquency Prevention Act of 2002
- Civil Rights Act of 1964
- Rehabilitation Act of 1973
- Americans with Disabilities Act of 1990



- Education Amendments of 1972
- Age Discrimination Act of 1975
- 28 CFR Part 38 (U.S. Department of Justice Equal Treatment for Faith-Based Organizations)

*Grants and Cooperative Agreements with State and Local Governments (2 CFR §200.201)* – This regulation establishes consistency and uniformity among Federal agencies in the management of grants and cooperative agreements with state, local, and federally recognized Indian tribal governments.

*Special Conditions* – Subgrantees with special conditions on their awards are prohibited from expending any funds until those identified conditions are approved by DMA/OEC. Typical special conditions may be, but are not limited to, additional documentation and online trainings. Failure to comply with any and/or all special conditions may result in de-obligation of grant funding. Any Special Conditions will be communicated in the awards package.

### **Supplanting**

Supplanting funds under the Federal 9-1-1 Grant Program is prohibited.

- *Definition* – To deliberately reduce state or local funds because of the existence of federal funds.
- *Prohibition* – Federal funds awarded must be used to **supplement** existing funds for project activities and must not *replace* those funds that have been appropriated for the same purpose.
- *Example of Supplanting* – When state/local funds are appropriated for a stated purpose and federal funds are awarded for that same purpose, the state/local replaces its state/local funds with federal funds, thereby reducing the total amount of state/local funds available for the stated purpose.
- *Monitoring* – Supplanting will be the subject of application review, post award monitoring, and audit.
- *Considerations* – PSAPs may put out an RFP and/or contract in anticipation of the grant program but they must indicate that award and fulfillment of the contract may be contingent on grant funding. Applicants that choose to allocate match funding ahead of the grant program will not be given more consideration than other applicants. The funding allocated for this purpose must clearly state in the local budget that it is for supplementing the grant to avoid being disqualified for supplanting.

### **Joint Applications**

A joint application is when two or more agencies from different municipalities submit one grant application to purchase equipment under a shared contract. Joint applications will be accepted if agencies would like to coordinate with one or more PSAPs to contract for a hosted CPE solution.



If submitting a joint application, you must include a cover page for all agencies involved in the application and identify a lead agency. When submitting a joint application, a Letter of Intent must be submitted by all agencies involved.

## Application Requirements

### APPLICATION NARRATIVE (40 points)

The Application Narrative is a word-processed document of no more than ten (10) single or double-spaced pages with easy to read font (10-point minimum). An Application Narrative template is included in Appendix B.

As part of the application process, you must submit an Application Narrative that details the following:

- A cover page with the following information:
  - Your agency name
  - Agency's physical address
  - Agency's mailing address
  - A main point of contact (project director) and secondary point of contact information including name, title, email, and phone number
  - Your signing official's name, title, email, and phone number
  - If submitting a joint application, you must include a point of contact for all agencies involved in the application and identify a lead agency
- A brief description of your PSAP including:
  - Whether you answer wireless and/or landline 9-1-1 calls
  - The number of workstations located within your PSAP, identifying the number of existing active, back up, and training positions
  - If submitting a joint application, you must include the above information for all agencies involved.
- A brief summary of the proposed project to be funded. Thoroughly explain why this equipment needs replacement (e.g. existing equipment is/was at end of life by a certain date; current equipment is not NextGen-capable).
- A description of the proposed procurement method that will be used to purchase the equipment, including a list of NextGen9-1-1 standards as identified in the DHS SAFECOM Grant Guidance that the equipment will meet once implemented. This procurement method must follow your local procurement rules. You must provide separate justification for sole-sourced contracts. If your agency has already received bids for equipment and





signed a contract, provide a description of the procurement method used and attach the final contract.<sup>2</sup>

- A proposed timeline that includes a proposed start date and anticipated procurement and implementation schedule.
- An explanation of matching funds including source(s) of non-federal match.
- An explanation of how the budget worksheet relates to the project and the vendor quote(s) provided. You should include as much information as possible regarding how the budget worksheet was developed, and if necessary, why the lowest vendor quote was not used.

## SUPPORTING DOCUMENTATION (40 POINTS)

The following should be included with your application materials as attachments:

- Your existing equipment contract that includes an original purchase date
- A statement from current vendor that includes current specifications of equipment at the PSAP that would indicate whether the equipment is NextGen-capable, as well as whether the equipment is currently being supported by the vendor
- Two or more vendor quotes for new equipment to be purchased. Vendor quotes must be less than 90 days old. In the vendor quote, highlight the line items that appear in your Budget Worksheet. If you are utilizing a sole-source contract, only one quote is needed.
- RECOMMENDED: A letter of commitment from governance board/council
- If submitting a joint application, a Letter of Intent must be submitted by all agencies involved.

## BUDGET WORKSHEET (20 POINTS)

The Budget Worksheet shall be submitted in the form of a spreadsheet. A template and example of the Budget Worksheet are provided in Appendix C.

The spreadsheet must include the following:

- A proposed budget for the project for which grant funding is sought
- A demonstration that the project meets the allowable expenses under this grant program
- The amount of non-federal matching funds and the source of matching funds that will fund at least 40% of the project cost. Be sure to include information about the source and amount of your match in your application narrative and budget. Because of the type of grant program and eligible expenses, in-kind match will not be accepted. Match does not have to be 60% / 40% split per line item as long as the match is 40% of the total grant request.
- If the budget lists an equipment purchase, ensure that it is the type of equipment allowed by DMA under the grant program.

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<sup>2</sup> In order to avoid supplanting, the final contract must include a statement that fulfillment of the contract is contingent on grant funding.



- Sufficient detail to interpret how costs were estimated or calculated.
- The project budget must clearly distinguish those costs proposed to be supported with federal funds as well as those costs contributed by the applicant as the non-federal match.
- If you must provide more than the 40% match amount to cover the cost of your project, please include that information in your budget worksheet.

Remember to include computations that clearly show how the costs were derived for each list item. Applicants may submit additional back up documentation as part of their Budget Worksheet.

## APPLICATION CHECKLIST

Applications must be emailed as attachments to [interop@wisconsin.gov](mailto:interop@wisconsin.gov) with the subject “NG911 Grant Application”:

- Cover Page (Appendix A)
- Application Narrative (Appendix B)
- Existing Equipment Contract showing original purchase date
- Vendor Statement
- Vendor Quote(s)
- Letter of Commitment (recommended)
- Budget Worksheet (Appendix C)
- For Joint Applications: Letter of Intent for all agencies

## REPORTING REQUIREMENTS

If awarded a grant, your agency will be responsible for completing a progress reports as listed in the award package. A template for the progress report will be included in your award package.

## GRANT MODIFICATIONS

During your project period, you can also request modifications to your grant. Modifications must be submitted for the following changes:

- Any changes in approved budget that are more than 10% of the total project budget – for example, if the cost for a piece of equipment is less than you anticipated, you can adjust your budget to purchase another eligible item for the same project. However, your total



award amount cannot be changed, and your match amount may be no less than 40% of the total project cost.

- Changing project staff (i.e. Project Director, Signing Official)
- Significant delays in timeline or requesting an extension to the project period. If all activities have not been completed, you may request a change in your end date, no later than 30 days prior to the project end date.

Grant budgets may not be changed ninety (90) days prior to the end of grant performance period. If you think you will have unspent funds at the end of your grant period, you must notify OEC grant staff as soon as possible.

Modification requests should be submitted in writing, via a letter of attachment, sent to the [Interop@wisconsin.gov](mailto:Interop@wisconsin.gov) E-mail address.

## REIMBURSEMENT

Reimbursement will occur when you submit your closeout materials. Reimbursements will be paid in a paper check unless electronic means are requested specifically by the agency prior to the payment. Additional forms to enable electronic payment may need to be completed.

## CLOSEOUT

After the project period of your grant has ended, you will need to submit all closeout documents and complete closeout requirements within 30 days after the end of the grant. Extension requests must be submitted a minimum of 30 days **before** the end date of your grant and will be reviewed by program staff on a case-by-case basis. There is no guarantee of an extension request approval and extensions may be contingent on federal deadlines.

In order to closeout a grant, DMA requires submission of:

- A final programmatic report
- A final financial report
- Grant Reimbursement Request Form – expenditures on the Grant Reimbursement Form must have been incurred within the approved period of performance listed on your award documents.
- Receipts of any equipment or items identified on the Grant Reimbursement Request Form and a copy of the procurement policy authorizing that type of purchase.
- A match validation memorandum signed by the Chief Financial Officer verifying and validating which match funds were used and that the use of those grant funds complies with all applicable CFR requirements.
- A final equipment inventory form – this form is required for any equipment purchased with a single per unit cost in excess of \$5,000. Inventory reports are required with a closeout request.



Upon completion of the closeout process, DMA/OEC will send a Closeout Letter to subgrantees, advising the grant is closed. Specific closeout requirements will be a part of the grant award package.

## APPLICATION DOCUMENTS

### Appendix A: Cover Page Template

Link to attachment: [https://dma.wi.gov/DMA/divisions/oec/library/2019/2019NG9-1-1\\_Grant\\_Cover\\_Page\\_TemplateFINAL.docx](https://dma.wi.gov/DMA/divisions/oec/library/2019/2019NG9-1-1_Grant_Cover_Page_TemplateFINAL.docx)

Be sure to save as a new file or your changes may be lost.

### Appendix B: Application Narrative Template

Link to attachment: [https://dma.wi.gov/DMA/divisions/oec/library/2019/2019NG9-1-1\\_Grant\\_Application\\_Narrative\\_TemplateFINAL.docx](https://dma.wi.gov/DMA/divisions/oec/library/2019/2019NG9-1-1_Grant_Application_Narrative_TemplateFINAL.docx)

Be sure to save as a new file or your changes may be lost.

### Appendix C: Budget Worksheet Template

Link to attachment: [https://dma.wi.gov/DMA/divisions/oec/library/2019/2019NG9-1-1\\_Grant\\_Budget\\_Spreadsheet\\_TemplateFINAL.xlsx](https://dma.wi.gov/DMA/divisions/oec/library/2019/2019NG9-1-1_Grant_Budget_Spreadsheet_TemplateFINAL.xlsx)

Be sure to save as a new file or your changes may be lost.

## CONTACT INFORMATION

For general questions related to the Federal 9-1-1 Grant Program, please send an email to [interop@wisconsin.gov](mailto:interop@wisconsin.gov) and someone will assist you as soon as possible.

