

RESOLUTION NO. 2018 - 80

**A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA, AUTHORIZING THE COUNTY ADMINISTRATOR, OR DESIGNEE, TO SUBMIT AN APPLICATION SEEKING FUNDING ASSISTANCE THROUGH THE FLORIDA STATE E-911 GRANT PROGRAM FOR THE PURCHASE OF FIVE CALL TAKER WORKSTATIONS, LICENSES, AND SOFTWARE.**

**WHEREAS**, the Florida State E-911 Board allows local governments to make applications through a grant program to assist with the replacement or upgrade of Enhanced 911 (E-911) systems; and

**WHEREAS**, the Sheriff's Department has provided the attached grant application requesting use of the funds which total \$150,330.75; and

**WHEREAS**, the County has reviewed and completed the grant application; and

**WHEREAS**, the County has determined that nothing contained in the grant application negatively impacts the interests of the County.

**WHEREAS**, after a review of the grant application and accompanying materials, the County has determined that none of the requirements, restrictions, and/or obligation associated with the award of the grant, or of the grant itself, negatively impact the interests of the County; and.

**WHEREAS**, after a review of the completed grant application and accompanying materials, the County has determined that an award of E-911 State Grant funding for the purchase of five call taker workstations and associated licenses and software serves the overall interests of the County.

**NOW THEREFORE, BE IT RESOLVED** by the Board of County Commissioners of St. Johns County, Florida:

1. The above recitals are hereby adopted as legislative findings of fact and incorporated herein.
2. The Board of County Commissioners approves the terms, conditions, and requirements of the grant application, and authorizes the Chair to execute the grant application on behalf of the County.
3. The Board of County Commissioners hereby authorizes the County Administrator, or designee, to execute any other paperwork necessary, and/or associated with the application for a Florida State E-911 Grant for funding five call taker workstations and associated licenses and software.
4. To the extent there are administrative, typographical or scriveners' errors that do not substantively change the tone, tenor, or concept of this Resolution, then this Resolution may be revised without subsequent approval by the Board of County Commissioners.

**PASSED AND ADOPTED** by the Board of County Commissioners of St. Johns County, Florida, this 20th day of March, 2018.

[OFFICIAL SEAL]

**BOARD OF COUNTY COMMISSIONERS  
OF ST. JOHNS COUNTY, FLORIDA**

By: *Henry Dean*  
Henry Dean, Chair

**ATTEST:** Hunter S. Conrad, Clerk of Court

By: *Pam Letterman*  
Deputy Clerk

**RENDITION DATE** MAR 22 2018



# ***Application For The E911 STATE GRANT PROGRAM***

**W Form 3A, incorporated by reference in Florida Administrative  
Code Rule 60FF1-5.003 E911 State Grant Programs Revised  
1/2018**

## **1.0 Purpose**

The Florida E911 State Grant Program is to assist counties with the replacement or upgrade of Enhanced 911 (E911) systems; for counties to develop and maintain statewide 911 routing using Emergency Services Internet Protocol (IP) networks (ESInet), Geographic Information Systems (GIS) and services, and Management Information Systems (MIS); and develop and maintain Next Generation 911 (NG911) systems and services. Also, Counties that are defined as a Rural county may also include maintenance items in their grant request

## **2.0 Eligibility**

The Board of County Commissioners in any county in the State of Florida is eligible to apply for this grant program.

## **3.0 Definitions**

- A. Enhanced 911 (E911): As defined by Section 365.172(3)(h), Florida Statutes, and as referenced in the State E911 Plan under Section 365.171, Florida Statutes.
- B. E911 System: Means the Public Safety Answering Point equipment, in accordance with the State E911 Plan, including 911 call routing, processing, mapping and call answering communications equipment.
- C. Government Accounting Standards Board (GASB): Means the independent organization that establishes and improves standards of accounting and financial reporting for U.S. state and local governments.
- D. Next Generation 911 (NG-911): Means the designation for an advanced 911 emergency communications system or service that provides a communications service subscriber with 911 service and, in addition, directs 911 emergency requests for assistance to appropriate public safety answering points based on the geographical location from which the request originated, or as otherwise provided in the State E911 Plan under Section 365.171, Florida Statutes, and that provides for automatic number identification and automatic location identification features and emergency data information through managed IP-based networks.
- E. Public Safety Answering Point (PSAP): As defined by Section 365.172(3) (y), Florida Statutes, and as referenced in the State E911 Plan under Section 365.171, Florida Statutes.

**4.0 E911 State Grant Program Calendar**

The E911 Board will accept applications up to two times a year for the State Grant program.

		<b>Schedule</b>
Counties submit Application		Submission date(s) as published in the Florida Administrative Register
E911 Board Members evaluate applications		Within two months of the submission date
E911 Board votes on applications to fund at regularly scheduled meeting		Within three months of the submission date
E911 Board sends notification letter of awards approved for funding to the counties.		Within four months of the submission date
Grant Term		One year from receipt of award notification letter
Expiration of the right to incur costs, request early payment and/or final reimbursement of funding.		Two years from receipt of award notification letter

**5.0 General Conditions**

5.1 Applications must be delivered to the following address:

**State of Florida E911 Board**  
**ATTN: E911 Board Administrative Staff**  
**4030 Esplanade Way, Suite 135**  
**Tallahassee, FL 32399-0950**  
**Or Electronically to [E911BoardElectronicGrantReports@dms.myflorida.com](mailto:E911BoardElectronicGrantReports@dms.myflorida.com)**  
***Electronic receipt of the grant application and all attachments is preferred.***

5.2 The applicant shall provide one original of the pages for Application Form items 1 through 14, the associated quotes, and the E911 Board Form 6A, "County E911 Fiscal Information," included in E911 Board Rule 60FF1-5.006, Florida Administrative Code. The grant application package must be postmarked or delivered on or before the submission date specified in the E911 Board notification of a State E911 Grant Program as published in the Florida Administrative Register. Failure to provide these documents will result in automatic rejection of the grant application. One scanned copy of the entire submitted package may also be provided on a CD-ROM, to ensure quality of the documents to be reviewed if the package is not sent electronically. Emailed electronic submission is the preferred method of delivery, but it is the County's decision as to how the grant package shall be delivered.

5.3 Pursuant to sec 365.172(6), 365.173(2) f.s., grant funds must only be used for the following items/services: to upgrade or replace E911 systems; to develop and maintain statewide or regional 911 routing, geographic information systems, and management (GIS and MIS); and to develop and maintain next-generation 911 (NG911) services and equipment;

and remotely provided hosted 911 answering point call-taking equipment and network services directly attributable to establishing and provisioning E911 or NG-911 services. Warranty and maintenance costs shall be calculated to account for only the first year warranty and maintenance costs and shall not include upfront maintenance costs to reduce the yearly service amount.

- 5.4 All grant applications shall be accompanied by at least one complete quote for equipment or services. Grant applications totaling \$35,000.00 or more must be accompanied by at least three written substantiated competitive complete quotes from different vendors. Complete quote submittals shall include a detailed scope of work, all pages included in the vendor proposal, breakdown of all costs including equipment, service tasks and deliverables. The E911 Board will compare the three quotes to any existing state contract in order to determine appropriate funding. Any county that has made a good faith effort to obtain at least three competitive quotes and has not been able to obtain the quotes can request E911 Board review based on substantiated proof of request for quotes or posting of the request with documentation of the limited responses.
- 5.5 If the grant application does not exceed the threshold amount of \$195,000, the county can initiate a request for approval for sole source funding. These will be considered on a case-by-case basis. Justification for sole source funding shall be provided with the application. Sole source will be approved if provided in accordance with Chapter 287, Florida Statutes, or with provision of a letter from the county's purchasing department that the project is a sole source procurement based on the county's purchasing requirements, which shall be provided with this grant application. Include pricing justification in the sole source letter from the county's purchasing department.
- 5.6 Applicants requesting items from different funding priorities should complete a separate item 12 Budget/Expenditure Report for each priority. See Addendum I - Funding Priorities for the E911 State Grant Program for a listing of funding priorities. Items from the same funding priorities should be combined in the same item 12 Budget/Expenditure Report and shall comply with General Conditions items 5.4 and 5.5.
- 5.7 Should two or more counties jointly apply for a grant, each county will be required to complete and submit a grant application detailing the funds requested and the county responsible for the funds. In addition one combined grant application detailing the entire project and a memorandum of understanding or inter-local agreement of all counties involved shall be submitted. The combined grant application shall comply with General Condition's items 5.4 and 5.5.
- 5.8 Procurement shall be based on the county's purchasing requirements and the applicable State purchasing requirements, including Section 112.061, Florida Statutes. All travel and associated per diem costs proposed shall be in compliance with General Condition's item 6.3.5.
- 5.9 Funding application requests must include a scope of work that clearly establishes the tasks to be performed. The applications shall include all tasks that are required for successful completion of the project. The project shall be divided into quantifiable units of deliverables that shall be received and accepted in writing by the county before payment. Each deliverable must be directly related to the scope of work and must specify the required minimum level of service to be performed and the criteria for evaluating the successful completion of each deliverable.

- 5.10 Funding requests must include all necessary costs required for full implementation of the proposed solution including that of any third party. Should the county grant application request or grant award be less than the projected cost of the equipment or service, the county should provide verification of the ability to fund the difference. Pricing submitted cannot be contingent upon "yet to be" determined fees for products and services by the proposer or any other third party required for implementation.
- 5.11 The county shall provide information on the county's preceding year E911 fee revenue amount, the preceding year carry forward funding amount and the total carry forward balance amount in the county E911 fund. The amount of grant funding award is limited based on the total amount of carry forward funding in the county E911 fund in excess of an amount calculated based on the allowable 30% carry forward amount for a two-year basis in accordance with sub-paragraph 365.172(6) (a) 3.c., Florida Statutes and E911 Board Rule 60FF1-5.006 Florida Administrative Code. The county shall include the amount of their county carry forward funding being utilized for this grant in the Applied County Carry Forward or other Funding (if applicable) line in the Application Form item #12. Budget/Expenditure Report.
- 5.12 Detailed information is required for any grant application requesting funding for systems that require immediate system replacement for provisioning of enhanced 911 in the county. Include detailed justification and explanation for any E911 system with an expected remaining life of less than 1 year.
- 5.13 Funding requests contingent upon "beta testing" or for products and services not in general production and installation will not be funded.

## **6.0 Limitation on Use of Funds**

- 6.1 Only eligible expenses for E911 service listed in Section 365.172(10), Florida Statutes, (Appendix I) that are not specifically excluded in this application will be funded.
- 6.2 Specifically excluded E911 expenses:
- 6.2.1 Salaries and associated expenses for 911 coordinators, call takers or other 911 personnel will not be funded.
- 6.2.2 Wireline database costs from the local exchange carrier, vehicle expenses, consoles, workstation furniture and expenses will not be funded. Interconnecting hardware and network equipment for NG-911 PSAPs are fundable; however, outside plant copper or fiber cabling systems and building entrance build out costs are not fundable.
- 6.3 Funding limitations are specified on the following items:
- 6.3.1 Hosted 911 answering point call-taking equipment and network services, recurring network and circuit costs, equipment maintenance and warranty costs will not be funded on more than the first year implementation period.
- 6.3.2 Grant funding shall be limited (per grant cycle) to eligible expenditures for one PSAP per county either one primary or one secondary PSAP. Counties with only one PSAP in the county, with no other primary or secondary PSAPs, may be eligible for grant funding for one backup PSAP.

- 6.3.3 Selective router equipment costs are limited to the primary PSAP system and are limited to one per county.
- 6.3.4 Training cost funding is limited to new system & equipment training.
- 6.3.5 The allowable grant funding for travel expenses is limited to the authorized amounts established in Section 112.061, Florida Statutes, and the Department of Financial Services Guidelines for State Expenditures. Allowable costs for daily per diem shall not exceed \$186.00.

## **7.0 Approval and Award**

- 7.1 The E911 Board will review each application for compliance with the requirements of terms and conditions.
- 7.2 Grant awards will be withheld for any county that has a grant with a past-due quarterly report or past-due final documentation and closeout of previous E911 Board grant awards.
- 7.3 Applications will be awarded based upon the priorities set by the E911 Board as listed in Addendum I - Funding Priorities for the E911 State Grant Program.
- 7.4 The E911 Board will adjust the amount awarded to a county based upon the availability of funds, eligibility of requested items, published quotes, increased effectiveness of grant funds, minimum-system requirements for performing the needed E911 function as specified in Florida Statute 365.173 (2) (h) 1, 2., and 3., the State E911 Plan, or documented factors provided in the grant application submission. NG-911 network systems should include a comparative presentation of network alternatives, including applicable LEC, CLEC, County and State alternatives. All stepped pricing should be thoroughly explained including the corresponding benefits for the County and the E911 Board.
- 7.5 Any conditional hold, for documentation submittal referenced in 7.2, is limited to the last regularly scheduled E911 Board meeting application vote established in the grant program calendar.

## **8.0 Financial and Administrative Requirements**

- 8.1 Grant funds shall be provided on a cost reimbursement basis. All funds shall be deposited in an interest bearing account maintained by the grantee, and each grant shall be tracked using a unique accounting code designator for deposits, disbursements and expenditures assigned by the county. All grant funds in the account maintained by the grantee shall be accounted for separately from all other funds. Any interest generated shall be returned to the E911 Board.
- 8.2 Each grantee may submit reimbursement claims to the E911 Board as needed; however, claims are limited to one request per month. Receipt of reimbursement funds from the E911 Board is contingent on the timely and accurate submittal of funding requests. Requests for reimbursement of expenditures must be submitted on the approved Appendix IV Financial Expenditures Reporting Form. Incomplete claims forms or claims not submitted on the correct form cannot be processed and will be returned for corrections. Submit only for the amounts in each budget categories in which you have incurred expenditures.

- 8.4 Upon written request and accompanying documentation justifying the need, a county may receive a Progress disbursement with a completed Financial Expenditures Reporting Form, with the vendor invoice, and county certification that the specific grant items including all tasks and deliverables included in the funding request are complete. Within 45 days of receipt of funding, the grantee shall submit verification of vendor payment.
- 8.5 Reimbursement claims shall include only expenditures claimed against the specific grant number awarded and include copies of purchase orders and paid vouchers, invoices, copies of check processing, journal transfers. The reimbursement request must match the scope of work and budget proposed in the grant applications. To assure prompt processing, complete reimbursement claims should be e-mailed to:

[E911Board-ElectronicGrantReports@dms.myflorida.com](mailto:E911Board-ElectronicGrantReports@dms.myflorida.com)

- 8.6 The term of a grant is one year. Grant funds, can only be used between the beginning and ending dates of the grant term, unless the E911 Board authorizes an extension. The right to incur costs under this grant expires two years from receipt of award notification letter. The grantee may not incur costs and request Progress Disbursement or final reimbursement of funding past the expiration date.
- 8.7 Responsibility for grant funding and any failure to perform the minimum level of service required by the grant application and the application scope of work cannot be transferred under any circumstances from the County. Failure to perform the scope of work or expenditure of funds for other than allowable 911 costs as stated in the grant application shall require the county to return the awarded funds to the E911 Board.
- 8.8 Responsibility for property, equipment, or services, obtained under a grant cannot be transferred under any circumstances. If a sale or transfer of such property or equipment occurs within five years after a grant ends, funds must be returned to the E911 Board on a pro rata basis.
- 8.9 If a grantee terminates a contract for prepaid services, the unused portion must be returned to the E911 Board on a pro rata basis.
- 8.9 The grantee agrees that any improvement, expansion or other effect brought about in whole or part by grant funds will be maintained for a minimum of five years or thereafter until the effective replacement date of the system.
- 8.10 If a grantee materially fails to comply with any term of an award, the Board shall take one or more of the following actions, as appropriate in the circumstances:

Temporarily withhold grant payments pending grantee correction of the deficiency, disapprove all or part of the cost of the activity or action not in compliance, suspend or terminate the current award for the grantee's project, suspend or deny future grant awards.

The Board will provide the grantee an opportunity for a hearing, appeal, or other administrative proceeding to which the grantee is entitled under Florida Statute or regulation applicable to the action involved.

- 8.11 Grant awards may be terminated in whole or in part by the Board, with the consent of the grantee, in which case the two parties shall agree upon the termination conditions, including the effective date and in the case of partial termination, the portion to be terminated. Grant awards may be terminated by the grantee upon written notification to the Board, detailing the reasons for such termination, the effective date, and return of all funding.
- 8.12 Grant funds provided in excess of the amount to which the actual cost incurred to meet the terms and conditions of the grant agreement must be refunded to the E911 Board and sent to the Florida E911 Board's Post Office Box address:

Florida E911 Board  
PO Box 7117  
Tallahassee, FL 32314

The refund shall include transmittal information detailing the amount of returned funds that are excess grant funding and shall include the number of the associated grant.

## **9.0 Grant Reporting Procedures**

- 9.1 Grantees will be required to submit Quarterly Reports summarizing cumulative expenditures and status of the grant project. Quarterly Reports shall include both an updated Application Form item #12 Budget/Expenditure Report and a completed Appendix III Quarterly Report Form.
- 9.1.1 Reporting will begin at the conclusion of the first full quarter after the award. The report periods will end on March 31, June 30, September 30, and December 31 of each year. Reports are due within 30 days of the ending report period.
- 9.1.2 Updated reports and associated information should be e-mailed to [E911Board-ElectronicGrantReports@dms.myflorida.com](mailto:E911Board-ElectronicGrantReports@dms.myflorida.com).
- 9.2 At project completion, a final Budget/Expenditure Report shall be submitted based on the same reporting requirements described in grant reporting item 9.1. The county shall determine the final completion date based on the final payment date, or the initiation date of the warranty period. Final documentation including copies of all expenditures and corresponding invoices shall be submitted within 90 days of the final report.
- 9.3 Change requests shall be submitted prior to deviation from any awarded grant applications. No changes or departures from the original request are authorized unless approved in writing by the E911 Board. Such requests shall be submitted using the form attached in Appendix II, Request for Change Form. Any unauthorized change shall require the return of grant funds, ~~and any~~
- 9.3.1 Time extension requests will not be granted unless the county has executed a contract for the grant equipment and/or services, or demonstrates good cause for failure to execute a contract within twelve months of award. Good cause documentation shall include a new project timeline schedule.
- 9.3.2 Time extensions shall be limited to a maximum of one additional year when approved by the E911 Board.
- 9.3.3 Request for Change forms and associated information should be e-mailed to

E911Board-ElectronicGrantReports@dms.myflorida.com.

- 9.4 The Appendix III Quarterly Report Form shall inform the E911 Board of significant impacts to grant supported activities. Significant impacts include project status developments affecting time schedules and objectives, anticipated lower costs or producing beneficial results in addition to those originally planned. Additionally, problems, delays, or adverse conditions which will materially impair the ability to meet the timely completion of the award must be reported. The disclosure must include a statement of the action taken, or contemplated, and any assistance needed to resolve the situation.
- 9.5 The county's Board of County Commission chairperson shall be notified when overdue Quarterly Reports or Final Budget/Expenditure Reports are not received before the next E911 Board meeting following the month after the end of the quarter in which they are due.
- 9.6 Funding continuance will be based on timely submission of Quarterly Reports.
- 9.7 Final document submission and closeout of a grant does not affect the E911 Board's right to disallow costs and recover funds based on an audit or financial review. The county shall remain obligated to return any funds expended that do not comply with the terms and conditions of the grant award.

County

ST JOHNS COUNTY

**STATE OF FLORIDA E911 BOARD  
E911 STATE GRANT PROGRAM APPLICATION FORM**

Total Amount Requested: \_\_\_\_\_

Project Title: 911 CALL TAKER POSITIONS AND EMD SOFTWARE

1. Board of County Commissioners Chair: HENRY DEAN

Mailing Address: 500 SAN SEBASTIAN VIEW

City: ST AUGUSTINE

State: FLORIDA Zip: 32084

Phone: ( 904 ) 209.0300 Fax: \_\_\_\_\_

Email Address: mlundquist@sjcfl.us

2. County 911 Coordinator: VICTORIA OGAGA

Mailing Address: 4015 LEWIS SPEEDWAY

City: ST. AUGUSTINE

State: FLORIDA Zip: 32084

Phone: ( 904 ) 209.1478 Fax: \_\_\_\_\_

Email Address: vogaga@sjsso.org

3. Federal Tax ID Number: \_\_\_\_\_

County ST JOHNS COUNTY.

COUNTY INFORMATION  
USE 12 POINT FONT OR LEGIBLE HAND PRINTING

4. County Fact Information

- A. County ST JOHNS COUNTY
- B. Population 190,039 (2010 census)
- C. Total Number of Incoming Nonwireless Trunks \_\_\_\_\_
- D. Total Number of Incoming Wireless Trunks \_\_\_\_\_
- E. Number of PSAP's 2
- F. Number of Call-taking Positions per PSAP 17 PRIMARY; 4 SECONDARY
- G. Total Volume of 911 Calls 113905 (2017)
- H. What equipment is needed to provision the Enhanced 911 system?  
Call taker positions
- I. What equipment is requested in this grant application?  
Call taker positions
- J. Financial Information:
- 1.) What are the current annual costs for your E911 system (circuits, customer records hardware and software, etc.) not including maintenance?  
\$144,464.27
- 2.) What are the current annual costs for maintenance of items included in 1?  
\$257,840
- 3.) Total amount of E911 fee revenue received in the preceding year.  
1,133,006.03
- 4.) Total amount of county carry forward funding retained in the preceding year.  
0
- 5.) Current total amount of county carry forward funding?  
\$628,413.57
- 6.) Two year maximum calculated amount for applied carry forward funding Calculation (current year carry forward funding amount based on General Condition 5.11 multiplied by 2) \$665,028.80
- 7.) Minimum calculated amount for Applied Carry Forward Funding Calculation (amount in J.5. subtracted by amount in J.6.)  
\$36,615.23  
Insert in Item 12. Budget Expenditure Report

5. **Describe your county's existing E911 system. Include specific information on existing system equipment upgrades and when the installation of this equipment was completed.**

St Johns County's existing system is type 5 Phase II compliant. The CPE equipment was upgraded to a geo-diverse implementation of Solacom with Guardian positions in 2016. St Johns County implemented Text to 911 in December, 2017

6. **Describe the scope of work for the proposed project including any goal(s) and objectives. Include the tasks to be performed as part of the project. Provide scope of work in quantifiable units of deliverables that shall be received and accepted. For each deliverable specify the required minimum level of service to be performed and the criteria for evaluating the successful completion of each deliverable.**

St Johns County is requesting the following items for this grant project which has the following scope of work:

St Johns County will implement four (4) call taker workstations to include licenses/software for 911 mapping. The success will be evaluated by the stats for number of calls handled.

St Johns County will implement one (1) additional call taker workstations to include licenses/software for 911 mapping, and Solacom Guardian CPE licenses.

St Johns County will implement Emergency Medical Dispatch software in order to provide safety and protection to residents and visitors. The success will be evaluated through a quality assurance program.

7. **Justification of the need for the proposed project. Provide detailed information on the existing system's condition including a detailed justification for any system with an expected remaining life of less than 1 year on system, standalone equipment or Software(SW) replacement, addition or upgrade requests.**

The objective of the this grant project is to expand on the capabilities of the existing 911 system in order be able to handle the amount of calls of the growing population and to provide the same if not better level of service to the community.

The justification of need of the four (4) call taker workstations is to make use of the existing resources that we have available (ie existing Solacom Guardian licenses). St Johns County currently has four licenses for the existing Solacom Guardian CPE that were to be implemented when the system was upgraded in 2016. There were no funds for the hardware for these licenses. We currently have a need for additional positions to keep up with the state requirement of answering 90 percent of the 911 calls within 10 seconds.

The justification of need of the one (1) additional call taker work station is that in addition to just buying the hardware for the four current Solacom Guardian licenses that we have one additional position will allow us to actually keep up with the growing population of St Johns County. This will allow the St Johns County 911 system can better service the community

Currently there is no Emergency Medical Dispatch software place within St Johns County. This is needed in order to provide safety and protection to residents and visitors.

8. **Describe why your county will not be able to complete this project without this grant funding.**

For the last two years St Johns County has had to spend carry forward funding in order to pay for budgeted items. The population growth and the corresponding E911 fee revenue is not keeping up with the E911 costs necessary to maintain software and equipment. The County's funding is currently insufficient for the E911 system costs including equipment purchases.

9. **Briefly describe how this grant project would be in concurrence with the State E911 Plan.**

St Johns County presently has Enhanced 911 and Phase II as defined in the State of Florida E911 Plan. The goal of the this grant project is to expand on the capabilities of the existing 911 system in order to meet the State E911 Plan's requirements for the safety and protection of residents and visitors

**10. Describe the required steps with an anticipated time schedule with procurement and payment milestones and a total project completion date.**

0 – 90 Days Order requested equipment and licenses/software

90-210 Days – Equipment and licenses/software will be delivered, installed and implemented

210-365 Days – Acceptance Testing

**11. Sole source justification (if applicable).**

**12. Budget/Expenditure Report**

Prepare an itemized Grant Budget ("Line Item" breakdown should include separated systems, i.e.; 911 system, logging recorder, centerline mapping, etc. and services items). The completed form shall be used to complete quarterly report requirements, listing expenditures and revisions (if any) in appropriate columns. If there is insufficient space, please include details in an attachment. **Budget costs should match requested vendor quote.**

County:	ST JOHNS COUNTY	Grant Number:		Report Date:	
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For Grant Period Ending:	<input type="checkbox"/> March 31	<input type="checkbox"/> June 30	<input type="checkbox"/> September 30	<input type="checkbox"/> December 31	Year:		<input type="checkbox"/> FINAL	<input type="checkbox"/>
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Is This a Final Report? Yes  No

Proposed Budget				USE FOR QUARTERLY REPORTS	
Line Item	Unit Price (\$)	Quantity	Total Cost (\$)	Revised Budget	Total Cumulative Expenditures (\$)
<b>A. Systems (Hardware, Software, Equipment &amp; Labor)</b>					
Solacom Guardian Call Taker Positions	17,666.15	5	88330.75		
Call Taker Console Furniture	15,000.00	3	45,000.00		
Emergency Dispatch Software	17,000.00	1	17,000.00		
Total System Items			\$150,330.75		
<b>B. Services (Training, Maintenance and Warranty Items)</b>					
Total Service Items			\$0.00		
Less any Applied County Carry Forward or other Funding (if applicable)			\$0.00		
Grant Request Total			\$150,330.75		

USE FOR ALL REPORTS	
Total Amount of Grant Awarded	
Final Completion Date	

\_\_\_\_\_  
Signature, County 911 Coordinator

County

ST JOHNS COUNTY

**13. Assurances**

ACCEPTANCE OF TERMS AND CONDITIONS: The grantee accepts all grant terms and conditions. Grantee understands that grants are contingent upon the availability of funds.

DISCLAIMER: The grantee certifies that the facts and information contained in this application and any attached documents are true and correct. A violation of this requirement may result in revocation of the grant and return of all grant funds and interest accrued (if any), pursuant to the E911 Board authority and any other remedy provided by law.

NOTIFICATION OF AWARDS: The grantee understands and accepts that the notice of award will be advertised on the Florida E911 website.

MAINTENANCE OF IMPROVEMENT AND EXPANSION: The grantee agrees that any improvement, expansion or other effect brought about in whole or part by grant funds will be maintained. No substantial changes or departures from the original proposal shall be permitted unless the E911 Board gives prior written authorization. Any unauthorized change will necessitate the return of grant funds, and accrued interest (if any) to the E911 Board.

Failure to utilize grant funds as represented may jeopardize eligibility to be considered for future funding.

**14. Authority**

I hereby affirm my authority and responsibility for the use of funds requested.

\_\_\_\_\_  
SIGNATURE – CHAIR, BOARD OF COUNTY COMMISSIONERS

\_\_\_\_\_  
DATE

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
WITNESS

\_\_\_\_\_  
DATE

*Appendix I*

**NO requests for funding will be acknowledged for any items not specified in Section 365.172, Florida Statutes, Emergency communication number "E911"; paragraph (10) (shown below).**

Section 365.172 (10), Florida Statutes

AUTHORIZED EXPENDITURES OF E911 FEE.—

(a) For purposes of this section, E911 service includes the functions of database management, call taking, location verification, and call transfer. Department of Health certification, recertification, and training costs for 911 public safety telecommunications, including dispatching, are functions of 911 services.

(b) All costs directly attributable to the establishment or provision of E911 service and contracting for E911 services are eligible for expenditure of moneys derived from imposition of the fee authorized by subsections (8) and (9). These costs include the acquisition, implementation, and maintenance of Public Safety Answering Point (PSAP) equipment and E911 service features, as defined in the providers' published schedules or the acquisition, installation, and maintenance of other E911 equipment, including circuits; call answering equipment; call transfer equipment; ANI or ALI controllers; ANI or ALI displays; station instruments; E911 telecommunications systems; visual call information and storage devices; recording equipment; telephone devices and other equipment for the hearing impaired used in the E911 system; PSAP backup power systems; consoles; automatic call distributors, and interfaces, including hardware and software, for computer-aided dispatch (CAD) systems; integrated CAD systems for that portion of the systems used for E911 call taking; GIS system and software equipment and information displays; network clocks; salary and associated expenses for E911 call takers for that portion of their time spent taking and transferring E911 calls, salary, and associated expenses for a county to employ a full-time equivalent E911 coordinator position and a full-time equivalent mapping or geographical data position, and technical system maintenance, database, and administration personnel for the portion of their time spent administrating the E911 system; emergency medical, fire, and law enforcement prearrival instruction software; charts and training costs; training costs for PSAP call takers, supervisors, and managers in the proper methods and techniques used in taking and transferring E911 calls, costs to train and educate PSAP employees regarding E911 service or E911 equipment, including fees collected by the Department of Health for the certification and recertification of 911 public safety Telecommunicator's as required under s. 401.465; and expenses required to develop and maintain all information, including ALI and ANI databases and other information source repositories, necessary to properly inform call takers as to location address, type of emergency, and other information directly relevant to the E911 call-taking and transferring function. Moneys derived from the fee may also be used for next-generation E911 network services, next-generation E911 database services, next-generation E911 equipment, and wireless E911 routing systems.

(c) The moneys should not be used to pay for any item not listed in this subsection, including, but not limited to, any or operational costs for emergency responses. Even any

which occur after the call transfer to the responding public safety entity and the costs for constructing, leasing, maintaining, or renovating buildings, except for those building modifications necessary to maintain the security and environmental integrity of the PSAP and E911 equipment rooms.





## Appendix IV Financial Reimbursement of Expenditures Reporting Form

Prepare an itemized request for reimbursement expenditures in each budget categories for each deliverable. Attach copies of purchase orders and paid vouchers, invoices, copies of checks, journal transfers, required for expenditure justifications. If there is insufficient space, please include details in an attachment.

County:		Grant Number:		Request Number:		Request Date:	
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Budget Categories						
Deliverable Items	Unit Price (\$)	Quantity	Total Amount (\$)	Previous Request Amount (\$)	Current Request Amount (\$)	
A. Systems (Hardware, Software, Equipment & Labor)						
B. Services (Training, Maintenance and Warranty Items)						
<b>Grant Request Total</b>						

<b>Justification for Progress Disbursement (if applicable)</b> <input type="checkbox"/>

<u>I certified that all invoice items have been received and completed.</u>
Signature, County 911 Coordinator

## Addendum I

### Funding Priorities for the E911 State Grant Program

The criteria for determining acceptability for disbursement of funds from the State of Florida E911 State Grant Program will be made on a PRIORITY basis. There will be seven (7) priorities as identified below:

**PRIORITY 1:** Primary and/or Secondary PSAP systems that require immediate system replacement to provision enhanced 911 status or when the expected remaining life of the system is less than 1 year.

**PRIORITY 2:** Systems that require new or replacement of critical or necessary hardware or software. This may include the following Primary and/or secondary PSAPs system equipment, listed in order of funding priority 1 through 8:

- a. Hardware and software for communications or terminal equipment located at a PSAP for 911 call processing, ANI and ALI display and call answering.
- b. Lightning Protection Equipment
- c. Uninterruptible Power Supply system and or Generator
- d. E911 Voice Recording Equipment
- e. County E911 Standalone ALI Database Equipment
- f. E911 Map Display Equipment
- g. New additional 911 Call Taker Position Equipment
- h. Net clock

**PRIORITY 3:** Consolidation of E911 PSAPs, which decreases the number of Primary or Secondary PSAPs in the county by a minimum of one. This may include regional consolidated backup systems for counties consolidating backup systems for two or more counties.

**PRIORITY 4:** Mapping system and services necessary for provisioning Geographic Information Systems (GIS). This may include the following, listed in order of funding priority a through b:

- a. E911 Map System Equipment - E911 map generation hardware and software licensing is limited to components for two stations
- b. GIS Centerline, point generation and map accuracy systems
- c. GIS Data support

**PRIORITY 5:** Development and maintenance of 911 routing statewide, geographic, and management information systems. (Funded by Prepaid wireless)

**PRIORITY 6:** NG-911 Equipment and Services

**PRIORITY 7:** Backup system equipment (see Priority 2)

Regional E911 system project requests related to systems and equipment will be considered the highest priority within each priority category.

Grants awards will be funded in order of priority assigned. The acceptability for disbursement of funds from the State of Florida E911 State Grant Program for any E911 expense items not expressly provided for in Priorities above shall be determined at the discretion of the E911 Board pursuant to its authority under Sections 365.172 and 365.173, Florida Statutes.

**COUNTY E911 FISCAL INFORMATION**

Item No.	E911 Fee Revenues	
1	County	<input style="width:150px;" type="text"/>
	Fiscal Year	<input style="width:100px;" type="text"/>
2	Wireless E911 Fee Revenue	\$ <input style="width:100px;" type="text"/>
3	Non-wireless E911 Fee Revenue	\$ <input style="width:100px;" type="text"/> (LEC, wireline, & VoIP)
4	Prepaid E911 Fee Revenue	\$ <input style="width:100px;" type="text"/>
5	E911 State Grant Revenue	\$ <input style="width:100px;" type="text"/> (Grant required unique accounting code)
6	Rural County Grant Revenue	\$ <input style="width:100px;" type="text"/> (Grant required unique accounting code)
7	Emergency Grant Revenue	\$ <input style="width:100px;" type="text"/> (Grant required unique accounting code)
8	Rural County Supplemental Disbursement	\$ <input style="width:100px;" type="text"/>
9	E911 Board Special Disbursement	\$ <input style="width:100px;" type="text"/>
10	Total E911 Fee Revenue	\$ <input style="width:100px;" type="text"/> Carry Forward Fee Revenue calculation (Item #2 + Item #3 + Item #4)
Item No.	E911 Allowable Expenditures	
11	E911 Fee Revenue and Supplemental and Special Disbursement Expenditures	\$ <input style="width:100px;" type="text"/>
12	County Funded E911 Expenditures	\$ <input style="width:100px;" type="text"/>
13	Subtotal Expenditures	\$ <input style="width:100px;" type="text"/> Calculation (Item #11 + Item #12)
14	E911 State Grant Expenditures	\$ <input style="width:100px;" type="text"/>
15	Rural County Grant Expenditures	\$ <input style="width:100px;" type="text"/>
16	Emergency Grant Expenditures	\$ <input style="width:100px;" type="text"/>
17	Subtotal Grant Expenditures	\$ <input style="width:100px;" type="text"/> Calculation Item #14 + Item #15 + Item #16
18	Total E911 Expenditures	\$ <input style="width:100px;" type="text"/> Calculation Item #13 + Item #17
Item No.	E911 Carry Forward & Excess Cost Recovery Calculation	
19	Allowable County Carry Forward Amount	\$ <input style="width:100px;" type="text"/> Maximum allowable calculation (30% of fee revenue Item #10) + (net amount of Item #8 + Item #9 disbursements). Grants are under unique accounting codes and are not included in calculations.
20	Actual County Carry Forward Amount	\$ <input style="width:100px;" type="text"/> Limited by paragraph 365.173(2)(d), Florida Statutes. Assume amount to equal to or less than Item #19
22	Excess Cost Recovery	\$ <input style="width:100px;" type="text"/> Calculation (Item #10 - Item #8 - Item #9 - Item #13 - Item #20) Positive amount equals excess cost recovery amount to be returned to the E911 Board.
Item No.	Contact Information	
24	Name of person preparing response:	<input style="width:300px;" type="text"/>
25	Title/Position of person preparing response:	<input style="width:300px;" type="text"/>
26	Telephone number:	<input style="width:300px;" type="text"/>
27	E-Mail address of person preparing response:	<input style="width:300px;" type="text"/>
28	Date:	<input style="width:300px;" type="text"/>
In accordance with paragraph 365.173(2)(d) and 365.172(8)(a)3., Florida Statutes		