

OEC Grant Guidance

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



Wisconsin Department of Military Affairs

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1. Introduction/Overview

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.

Established in 2017 under DMA, the OEC provides program management for statewide interoperable communications initiatives such as NextGen9-1-1, provides staff support to the Interoperability Council and 9-1-1 Subcommittee, and is responsible for administering funds received under the Federal 9-1-1 Grant Program.

The following guidelines have been developed to assist local agencies in preparing their application for 9-1-1 grant funds, including anticipated application requirements and timelines, and allowable expenses.

1.1. Grant Life Cycle



The Grant Announcement

The first step of the grants process is to download the grant announcement (when available) and review it carefully to learn the specific requirements of the grant opportunity. While some agencies use a standard grant announcement template across all program areas, basic eligibility requirements, application forms, and procedures vary for each solicitation. Many have strict guidelines and fixed deadlines.

Deadlines are clearly stated on the front cover of the grant announcement. In most situations, applications that are not completed and submitted by the deadlines will not be considered for funding.

Please consider the following tips during the application process:

- Familiarize yourself with the grant announcement requirements and make sure you are eligible well before the application submission deadline
- Consider your budget early, including eligible expenses under these grant guidelines and the grant announcement
- After determining eligibility and the allowability of your budget, review all reporting requirements to make sure your agency can meet all grant requirements if your project is funded

The Application

A grant application is a formal, written request for funds to support a specific program or project. Although the exact content of a grant application is determined by specific program guidelines, most



grant applications explain: (1) why the funds are needed, (2) what the funds will be used for, (3) how the funds will be managed.

It is highly encouraged that you submit your application as soon as possible. Please see Section 5 of this guide for more details on the anticipated application requirements for the Federal 9-1-1 Grant Program.

The Grant Award

If you receive a grant award, you will be sent a grant award package signed by the Director of Emergency Communications. Your award documents will contain:

- Your grant number
- Your approved project period and budget
- Your financial and programmatic reporting schedule
- All general grant conditions
- Certification of Lobbying, Debarment and Drug-Free Workplace Form
- Grant Assurances Form
- Single Audit Act of 1996 Form
- Any special conditions placed on the grant

You will receive two copies of signed award documents. Both copies must be signed by both the Project Director and Signing Official. One copy should be retained for your records, while the other must be mailed back to DMA within 30 days of receipt or submit a “notice of intent to accept grant award” request detailing the need for an extension of time in order to accept the grant award.

The Project Period

Your project may begin on the date listed on the award documents. The Federal 9-1-1 Grant Program is funded on a reimbursement basis, so during the grant period, you will track your expenditures and submit scheduled financial reports. No reimbursement will be allowed for any expenditures that were incurred or requested prior to or after the project period identified on the award documents.

Reimbursement will occur when you submit your final financial report and close out materials. You will also be expected to submit scheduled programmatic reports during the grant period, which will detail your progress towards the goals of your grant. Exact requirements for reporting will be further detailed in the Grant Announcement and Award Documents.

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.
- Changing project staff (i.e. Project Director, Signing Official)
- Requesting an extension to the project period



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.

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. If all activities have not been completed, you may request a change in your end date. Extension requests must be submitted **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 generally requires submission of:

- A final programmatic progress 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.
- 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 close out request.

Upon completion of the closeout process, DMA/OEC will send a Closeout Letter to subgrantees, advising the grant is closed. Exact requirements for reporting and closeout will be further detailed in the Grant Announcement and Award Documents.

1.2. Application Writing Tips

Application Tips

The application process may be highly competitive, with numerous grant applications competing for the same funds. To increase your chance of receiving funding, your application must meet at least two goals: (1) inform the reader of your plans, and (2) persuade the reader that your project is worthy of funding.

Sell the reviewers on the following points –

- The need that you will address with the grant money is significant and worthy of funding, and that funding has not already been allocated to address the need
- The project is well planned, both from DMA's and your point of view, to ensure a successful implementation if funds are awarded
- You are capable of successfully managing the funds, providing local matching funds (as required), completing the proposed project on schedule, and meeting your goals and objectives

Respond to reviewers' needs and expectations by –



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- Including details that sufficiently clarify your plans for the reviewers, who may be unfamiliar with them and who may be reading several other grant applications at the same time
- Providing good reasons for funding the proposed project in view of the grant announcement's purpose and goals
- Ensuring that the application is well written and important information is easily accessible. Reviewers who have trouble accessing or understanding important information will not be convinced that the proposed project deserves funding

Be sure all items in your budget are allowable and reasonable –

- Make sure all calculations are accurate
- Justify the need for each expenditure; itemize and provide detail with computations
- Supplanting is not allowed for any budget item

Avoid common application mistakes –

- Sloppy writing
- Not following directions
- Failing to attach required documents
- Waiting until the last minute to apply

Budget Tips

Start thinking about your budget requirements early. Although the degree of specificity of any budget will vary depending on the nature of the project and DMA program requirements, a complete, well-thought-out budget serves to reinforce your credibility and increase the likelihood of your application being funded.

Keep in mind the following –

- A well-prepared budget should be reasonable and demonstrate that the funds being asked for will be used wisely
- The budget should be as specific as possible in its projections. Make every effort to be realistic and to estimate costs accurately, including providing quotes from vendors
- If the budget lists an equipment purchase, ensure that it is the type allowed by DMA under the grant program
- Construction costs are strictly prohibited under the Federal 9-1-1 Grant Program

While budget adjustments are sometimes made after the grant award, this can be a lengthy process. It is best to be certain that project implementation costs can be met with the budget you submit with the application. Only ask for the amount you need for your project, regardless of the maximum amount allowed in the grant announcement. 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.

Timelines and deadlines under the Federal 9-1-1 Grant Program are set by federal legislation so it is essential that proposed goals and objectives of the project are met according to the deadlines and timelines specified in the application.



For equipment – List nonexpendable items that are to be purchased. Nonexpendable equipment is tangible property having a useful life of more than two years and an acquisition cost of \$5,000 or more per unit. Thoroughly explain why the equipment needs replacement (e.g. existing equipment is/was at end of life by a certain date; current equipment is not NextGen-capable). Attach a narrative describing the method that will be used to procure the equipment, including timelines. Describe the product to be procured by contract and provide vendor quotes to estimate the costs. Promote free and open competition in awarding contracts. Local procurement policies must be followed. You must provide separate justification for sole-sourced contracts.

Remember to include computations that clearly show how the costs were derived for each list item.

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 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* – 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 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.

Local Cost Share/Match Requirement

All cost sharing or matching funds claimed against this grant by state, local, or tribal governments must meet the requirements of the program guidance and/or program regulations in adherence to 2 CFR §200.

Types of Match for this grant program –

- *Cash Match*: Cash (hard) match includes non-federal cash spend for project related costs, according to the program guidance. Allowable cash match must 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



Be sure to include information about the source and amount of your cost share in your application narrative and budget. Because of the type of grant program and eligible expenses, in-kind match will not be accepted.

How to calculate match amount –

1. Total Project Budget x 0.60 = Total Federal Share (reimbursement amount)
2. Total Project Budget x 0.40 = Required match amount

For example, for a grant award of \$6,000, 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

See Section 4.3 for more details on the match/cost share requirements under the Federal 9-1-1 Grant Program.

2. Definitions

Throughout this document, the following words shall have the following meanings:

9-1-1 Answering Position: Also known as a workstation or seat within a PSAP that is used to answer and respond to incoming 9-1-1 calls.

Customer Premise Equipment (CPE)/Call Handling Equipment (CHE): 9-1-1 call processing/handling equipment (e.g. 9-1-1 phone system, 9-1-1 answering equipment, etc.), some equipment may be located at the PSAP or hosted at another facility.

Department: Wisconsin Department of Military Affairs (DMA)

Emergency Services IP-based Network (ESInet): A managed Internet protocol network that is used for emergency services and can be shared by all public safety answering points.

Joint Application: For the purpose of this grant program, a joint application is when two or more agencies from different municipalities submit one grant application to purchase equipment under a shared contract.

NextGen9-1-1 (NG9-1-1): A statewide emergency number system regardless of technology platform that does all of the following: (a) provides standardized interfaces from requests for emergency assistance; (b) processes all types of requests for emergency assistance, including calls and nonvoice and multimedia messages; (c) acquires and integrates data useful to the delivery or routing and handling of requests for emergency assistance; (d) delivers requests for emergency assistance and data to appropriate public safety answering points and emergency responders; (e) supports data and communications needs for coordinated incident response and management; (f) provides a secure environment for emergency communications

NextGen-capable: For the purpose of this grant program, PSAP equipment is considered “NextGen-capable” if it can interface to and be able to operate with minimal configuration change when connected to a NextGen9-1-1 system. Equipment must be able to process data via Session Initiation Protocol (SIP) and meet applicable industry standards including the U.S. Department of Homeland Security’s SAFECOM guidance.



OEC: Office of Emergency Communications

Primary PSAP: A facility to which a 9-1-1 call (e.g. wireless and/or wireline) is initially routed for response.

Project Director: An individual from the applying entity that has the level of authority and responsibility to direct the project supported by the grant.

Public Safety Answering Point (PSAP): A facility to which a 9-1-1 call is initially routed for response and/or dispatches the appropriate emergency service provider(s).

Secondary PSAP: A facility that dispatches the appropriate emergency service provider(s) and receives 9-1-1 call transfers but does not receive any 9-1-1 calls directly.

Signing Official: An individual that has the level of authority to certify that the applying entity can meet the grant requirements/assurances and the entity has the funding available to meet the reimbursement and cost share requirements (e.g. elected official, financial officer, county board chair).

Subcommittee: 9-1-1 Subcommittee under the State Interoperability Council per Wis. Stat. § 15.315(2)

State: State of Wisconsin

Subgrantee: An eligible grant applicant that has been awarded grant funding by the Department of Military Affairs to be reimbursed for eligible expenses under the Federal NextGen9-1-1 Grant Program.

3. Purpose

The NG9-1-1 Advancement Act of 2012 (Middle Class Tax Relief and Job Creation Act of 2012, Pub. L., 112-96, Title VI, Subtitle E (codified at 47 U.S.C. 942)) provided new funding for grants to be used for the implementation and operation of 9-1-1 services, E9-1-1 services, migration to an IP-enabled emergency network, and adoption and operation of NG9-1-1 services and applications. The purpose of the Federal 9-1-1 Grant Program is to assist states, territories, and tribal organizations in the implementation of NextGen9-1-1 services.

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.

The following metrics have been established for grant implementation and must be completed for the project to be considered successful:

- An ESInet has been successfully procured in a competitive manner according to applicable state statutes.
- 80% of PSAPs in the state have purchased and implemented NextGen-capable CPE.
- If desired, PSAPs that have upgraded their CPE are able to successfully interconnect and receive emergency calls through the statewide ESInet.
- NENA and industry standards (e.g. APCO, FCC, USDOT, etc.) were utilized in the development and deployment of the ESInet.



4. Funding Information

Wisconsin was awarded \$2.9 million in federal funds in August 2019, of which \$2.7 million will be made available to PSAPs that have “end of life” CPE to acquire NextGen-capable Customer Premise Equipment (CPE), also known as Call Handling Equipment (CHE).¹ **Agencies must have submitted a response to the 2019 PSAP survey for the statewide 9-1-1 system assessment in order to apply.**

The following sections provide an overview of the grant requirements for the Federal 9-1-1 Grant Program, including allowable expenses and anticipated funding amounts.

4.1. Allowable Expenses

Primary PSAPs shall be eligible to receive reimbursement of 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

Equipment purchased through this grant program must comply with current NG9-1-1 standards listed in the Department of Homeland Security’s SAFECOM guidance (see Section 9.2).

Joint applications will be accepted if agencies would like to coordinate with one or more PSAPs to contract for a hosted CPE solution.

Ineligible expenses include those costs that are unallowable under the Cost Principles of the Uniform Administrative Requirements, Costs Principles, and Audit Requirements for Federal Awards (2 CFR Part 200, Subpart E). Note that costs ineligible for this grant program may not be included as matching funds.

¹ The total number of grants awarded will be contingent on available funding after receipt of final applications



Ineligible expenses specific to funds awarded under this grant program include:

- Costs to operate legacy E9-1-1 or 9-1-1 systems
- Costs to operate NG9-1-1 system after it is fully operational
- Activities related to construction
- Independent verification and validation (IV&V) testing for product, service, and system purchases
- Personnel costs
- Maintenance costs
- Uninterruptable power supply (UPS) costs
- Indirect costs

4.2. Anticipated Funding Amount

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.

4.3. Match/Cost Share Requirements

Under the Federal 9-1-1 Grant Program, there is a 40% non-federal cost share/match requirement. See Section 1.2 for examples on how to calculate your non-federal match amount.

A few important things to note:

- 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 under the grant guidance (see Section 4.1)
- Any claimed cost share expense can only be counted once.
- Because this is a reimbursement grant, you must be able to fund the full project upfront and not just the 40% match amount.

As noted above, you must provide proof of the source of your match amount in your application. Examples of allowable funding sources that can be used for your match amount include:



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

Unallowable funding 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

5. Anticipated Application Requirements

The following sections outline the anticipated application requirements for the Federal 9-1-1 Grant Program.

5.1. Anticipated Grant Timeline

Below is an anticipated timeline for grant applications and project completion.



NOTE: These timelines may change at any point during the grant process. Changes will be communicated to all applicable parties. Final dates and deadlines will be included in the Grant Announcement.

A few things you can start now to prepare for the Application Period:

- Get on your governance board/council agenda if required to apply for a grant
- Start collecting vendor quotes and drafting a project budget based on the information provided in Sections 5.2 and 5.3
- Identify potential sources of funding to meet the match requirements

5.2. Application Narrative

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
- 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. If your agency has already procured the equipment and signed a contract, provide a description of the procurement method used and attach the final contract²
- 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.

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.

5.3. Budget Worksheet

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

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



- 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
- 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

Applicants may submit additional back up documentation as part of their Budget Worksheet.

5.4. Application Checklist

Applications should be submitted in the following order:

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

6. Grant Review and Selection Process

In consultation with the 9-1-1 Subcommittee, a Grant Eligibility Committee and Grant Evaluation Team have been established to assist DMA in administering an objective grant process. The following sections outline the grant review and selection process that will be utilized for this grant program.

6.1. Grant Eligibility Committee

The Grant Eligibility Committee assisted DMA in drafting this Grant Guidance, establishing eligibility criteria and application requirements, and scoring criteria for grant applications on behalf of the 9-1-1 Subcommittee.

The structure of the Eligibility Committee included: one 9-1-1 Subcommittee member, two PSAP managers, one representative from the Department of Health Services who assisted with the state dispatcher-assisted CPR grants, one public safety vendor, and one local elected sheriff (or designee).



6.2. Grant Evaluation Team

A Grant Evaluation Team will evaluate subgrant applications for the Federal 9-1-1 Grant Program. The Evaluation Team is responsible for approving or denying subgrant applications based on predetermined scoring criteria developed by the Grant Eligibility Committee. They will also assist with determining final award amounts based on the predetermined eligibility criteria.

The structure of the Evaluation Team includes: 9-1-1 Subcommittee representatives and internal state staff responsible for administering the grant program.

7. Basic Grant Conditions

All grant recipients must follow the basic federal grant conditions outlined below:

Dun & Bradstreet Number and System for Award Management – 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. 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, as a whole, 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, attendance at grant award kick-off, rollout meetings, and trainings. Failure to comply with any and/or all special conditions may result in de-obligation of grant funding.

8. Recordkeeping Requirements

Grant financial and administrative records shall be maintained by subgrantees for a period of no less than three (3) years following the date of the closure/audit of the grant award. Equipment records shall be maintained for a period of three (3) years following the final disposition, replacement, or transfer of the equipment. Subgrantees shall record all match earned by its agency, including all supporting documentation.

Subgrantees shall keep separate records of different federal fiscal periods separately, identified, and maintained so that backup documentation may be readily located. Subgrantees are also obligated to protect records adequately against fire or other damage. When records are stored away from the subgrantee's principal office, a written index of the location of records stored should be on hand and available.

9. Resources

9.1. Contact Information

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

9.2. Important Links/Documents

Below are a few important links for your reference:

- 2019 Statewide 9-1-1 Telecommunications System Assessment Report: https://dma.wi.gov/DMA/divisions/oec/library/2019/2019_WI_Statewide_911_System_Assessment-FINAL-1.pdf
- U.S. Department of Homeland Security SAFECOM Grant Guidance: https://www.911.gov/pdf/OEC_SAFECOM_Guidance_Emergency_Communications_Grants_FY_2019.pdf
- Electronic Code of Federal Regulations Part 200: <https://www.ecfr.gov/cgi-bin/retrieveECFR?gp=&SID=c69f16064efce213d51c8df3383bb846&mc=true&n=pt2.1.200&r=PART&ty=HTML>



Appendix A: Cover Page Template

Link to attachment: <https://dma.wi.gov/DMA/divisions/oec/library/2019/9-1-1 Grant Cover Page Template.docx>

Be sure to save as a new file or your changes may be lost. Use of this template is encouraged but not required.

Appendix B: Application Narrative Template

Link to attachment: <https://dma.wi.gov/DMA/divisions/oec/library/2019/9-1-1 Grant Application Narrative Template.docx>

Please 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/2019/9-1-1 Grant Budget Template.xlsx>

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

