**APPLICATION NARRATIVE**

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| **AGENCY NAME:** |  |

1. A brief description of your PSAP including whether you answer wireless and/or wireline 9-1-1 calls and the number of workstations in 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.

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1. Provide 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).

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1. A description of the proposed purchasing method that will be used to buy the equipment, including a list of NextGen9-1-1 standards as identified in the DHS SAFECOM Grant Guidance (<https://www.cisa.gov/sites/default/files/publications/fy_2020_safecom_guidance_on_emergency_communications_grants_final.pdf> - Page 59) that the equipment will meet once implemented. This purchasing method must follow your local purchasing rules. You must submit separate justification from your finance department for sole-sourced contracts. If your agency has already received bids for equipment and signed a contract, provide a description of the purchasing method used and attach the final contract.

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1. A proposed timeline including a proposed start date and anticipated purchasing and implementation schedule. Sample Timeline:
	* + Month 1: Project Awarded, complete and return award documents
		+ Month 2-4: Conduct bidding process or complete sole-source waiver
		+ Month 4: Award Bid and enter contract with vendor
		+ Month 5: Purchase equipment and equipment delivery
		+ Month 6: Install and implement equipment
		+ Month 7: Train personnel on equipment
		+ Month 8: Submit closeout and reimbursement paperwork to DMA/OEC
		+ Month 9-10: DMA/OEC project closeout

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1. An explanation of local matching funds including the source(s) of those local matching funds (e.g. tax levy, donation, etc.).

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1. An explanation of how the budget spreadsheet relates to the project and the vendor quote(s) provided. You should include as much information as possible regarding how the budget spreadsheet was developed, and why that vendor quote was used.

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1. List of Attachments:

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