

Wisconsin Department of Military Affairs

OEC Grant Announcement

**PSAP Grant Program
Fiscal Year 2023**

Application Submission Deadline:

11:59 PM CT October 25, 2022

Grant Announcement:

FY2023 PSAP Grant Program

Contact Information for this Grant Funding Opportunity

All questions for the PSAP Grant Program should be directed to: interop@wisconsin.gov. If you experience difficulties reaching someone at the email address above, please call [608] 888-5501

Application Submission: Applications must be emailed as attachments to interop@wisconsin.gov by the **application deadline of 11:59PM October 25, 2022**. All application documents must be submitted in PDF format. Emailed applications should be labeled with the subject "FY23 PSAP Grant Application".

Description: The Wisconsin Department of Military Affairs/Office of Emergency Communications (DMA/OEC) is pleased to announce the Fiscal Year (FY) 2023 PSAP grant program funding opportunity. The PSAP Grant Program is intended to provide additional funding for the equipment upgrades and advanced training necessary for Next Generation 9-1-1 (NG9-1-1) implementation.

Applicant Eligibility: Designated public safety answering points (PSAPs) that also meet the eligibility criteria outlined in [Wis. Admin. Code DMA § 2.05 Eligibility](#) may apply for grants under this program. The designated PSAP process is outlined in [Wis. Admin. Code DMA § 2.03](#) or the OEC Grant Guide linked below.

For more information about the PSAP Grant Program eligibility requirements, including the basic training and service standards required for each applicant, please see the OEC Grant Guide – https://oec.wi.gov/wp-content/library/2022/OEC_Grant_Guidance_PSAP_Grant_Program_v1.0.pdf?t=1657647972

Opportunity Category: Competitive

Eligible Costs:

- Advanced telecommunicator training, including emergency medical dispatch (EMD) protocol certification training from an EMD protocol training organization as approved by the 9-1-1 Subcommittee. See Section 3.2.2. Emergency Medical Dispatch Training of the OEC Grant Guide for a listing of standards that EMD training organizations must satisfy to be considered approved.
- PSAP equipment hardware and software expenses for enabling NG9-1-1 services, including hosted equipment and software services.
- Activities to consolidate some or all functions of 2 or more PSAPs. See Section 2.5. Consolidation Projects of the OEC Grant Guide for more information.



- Enhanced continuity of operations planning and equipment.
- Costs for minor electrical work required within the PSAP server room for NG9-1-1 system implementation.
- Any other expenses for enabling NG9-1-1 services that are not explicitly restricted under Ineligible Costs.

Equipment purchased through this grant program must follow local procurement rules. In addition, the equipment must comply with current NG9-1-1 standards such as the NENA i3 standard and follow best practices listed in Appendix B of the Department of Homeland Security’s SAFECOM guidance, page 61 of the PDF:

<https://www.cisa.gov/sites/default/files/publications/FY%202021%20SAFECOM%20Guidance%20Final%20508.pdf>

Ineligible Costs:

- General PSAP overhead and staffing.
- Costs for providing emergency services or emergency services equipment.
- Costs for facility construction.
- Costs incurred prior to the grant performance period.

Match/Cost Sharing Requirement: Under the FY2023 PSAP Grant Program, there is a **20%** cost share/match requirement. Cash match only. For more information on cash match and how to calculate your local share, please see the OEC Grant Guide, Section 2.4: https://oec.wi.gov/wp-content/library/2022/OEC_Grant_Guidance_PSAP_Grant_Program_v1.0.pdf?t=1657647972

Grant Timeline: These timelines may change at any point during the grant process. Changes will be communicated to all applicable parties. Individual periods of performance may differ, but no project period shall exceed 18 months.

- Application Period:* July 2022 – October 25, 2022
- Award Notice:* No later than December 2022
- Project Start Date:* Will vary depending on individual award documents, but no later than January 2023
- Progress Report:* Due Quarterly
- Project End Date:* No later than 18 months from the project start date.

Anticipated Funding Amount: A maximum of \$6 million in FY2023 has been made available for grants under the PSAP Grant Program. Funding for individual grants will be determined based on the number of eligible applications received. Applicants may apply for a maximum of \$500,000 (total including state share and local match).

Grant funds will be received in the form of reimbursement following project closeout. 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 local sources and the ability to pay for the full project upfront.

Your proposed project budget total must reflect a maximum of 80% state share and a minimum of 20% local match.

DMA reserves the right to limit the amount that will be funded for individual grants based on project priorities and available state funds.

Source of Funds: This state grant was authorized by Wis. Stats. § 256.35 (3s) (bm), with funds allocated to DMA from the Wisconsin Police and Fire Protection Fund.

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

1. *Supplantation:* In appropriate circumstances, grant funds may be used to supplant local funds authorized for a PSAP. However, grant funds must increase the amount of funds for the PSAP that would otherwise be available from local resources and PSAP base operating budgets shall not be reduced because of the award of grant funds. Subgrantees that are suspected of supplanting local funds will be scrutinized more closely and Department of Military Affairs (DMA) may require additional documentation to ensure PSAP base budgets are not being reduced.
2. *Training:* All personnel who utilize equipment purchased with funds from this grant must receive training either through the equipment vendor or other competent source specific to that piece of equipment before it is put into service. The subgrantee is required to maintain proper training records.
3. *Fiscal Compliance:* To be allowable under a grant program, costs must match the approved budget and must be obligated (purchase order issued, class scheduled) during the grant performance period. If obligated by the end of the grant period, payment must be made within 30 days of the grant period ending date. Reimbursement for travel (i.e., mileage, meals, and lodging) is limited to applicable state rates and timeframes. Taxes are not allowable.
4. *Allowable Costs:* Costs incurred shall be allowable and meet grant goals and objectives.
5. *Programmatic Changes:* Any changes to the grant require **prior** approval from DMA through a modification submitted and approved by the DMA Grant Manager. Changes requiring a modification may include but are not limited to Budget, Scope of Project, Period of Performance, Project Director, Fiscal Manager, and/or Performance Measures.
6. *Contracts and Procurement:* Subgrantees shall use their own procurement procedures and regulations, provided that the procurement conforms to applicable state law and procurement standards. Copies of legal agreements shall be submitted to the DMA Grant Manager as deemed necessary which may include Contracts, Interdepartmental Agreements and Memorandums of Understanding (MOU) among collaborating agencies.



7. *Conflict of Interest:* No staff member of the subgrantee organization may use their position to obtain financial gain or anything of substantial value for the private benefit of themselves or their immediate family, or for an organization with which they are associated, such as a royalty, commission, contingent fee, brokerage fee, consultant fee, or other benefit. Wis. Stat. § 19.59(1)(a).
8. *Fiscal Control:* The subgrantee will use fiscal control and fund accounting procedures and will ensure proper disbursement of, and accounting for, funds received and distributed under this program, per Wis. Stat. § 16.41 (Agency and authority accounting; information; aid).
9. *Disbursement:* Grant funds will be disbursed by DMA upon completion of approved Program Report(s), Fiscal Report(s), Project Closeout, and satisfaction of Special Conditions. The Final Closeout Report is considered your Request for Reimbursement and must include copies of paid detailed invoices/receipts, necessary supporting documentation and a completed Request for Reimbursement Form signed by the Fiscal Manager for your agency.
10. *Program Income:* All income generated as a direct result of a grant-funded project shall be deemed program income. Program income must be used for the purpose and under the conditions applicable to the award. Program income should be used as earned and accounted for in your reimbursement request.
11. *Copyright, Acknowledgement, and Publications:* The subgrantee will comply with all copyright and materials acknowledgement requirements as addressed in the projects' grant guidelines. The Wisconsin Department of Military Affairs reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, for DMA purposes: the copyright in any work developed under this grant; and any rights of copyright to which the subgrantee or a contractor purchases ownership with grant support. The content of any grant-funded publication or product may be reprinted in whole or in part, with credit to the DMA acknowledged. When issuing statements, press releases, and other documents describing projects or programs funded in whole or in part with grant funds, the subgrantee shall clearly acknowledge the receipt of grant funds in a statement.
12. *Grant Compliance:* Subgrantee must comply with the Grant Announcement used to announce the funding opportunity and this Grant Award Document. The subgrantee must cooperate with the DMA Grant Manager.
13. *Grant Reporting:* The subgrantee shall ensure that all grant reporting will be timely on a schedule established by the DMA. Grant reporting information provided to the DMA staff shall accurately assess the completeness of grant goals, activities, benchmarks and target dates.
14. *Cooperation with Evaluation or Audit:* The subgrantee shall cooperate with the performance of any evaluation or audit of the program by the State 911 Subcommittee, DMA or by their contractors.

Special Conditions – Special conditions may be placed on individual grant awards. 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, compliance with audits, updated budget information, and 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.

APPLICATION REQUIREMENTS

Application Submission: Applications must be emailed as attachments to interop@wisconsin.gov by the **application deadline of 11:59PM October 25, 2022**. Emailed applications should be labeled with the subject "FY23 PSAP Grant Application". All application documents must be submitted in PDF format.

APPLICATION CHECKLIST

- Grant Application Form
- Additional Documentation for all Grant Projects:
 - **Designated PSAP documentation** (e.g., county board resolution, meeting minutes with motion from Intergovernmental Cooperation Council)
 - **Basic training plan**, including topics covered during the training
 - **Continuity of operations plans**, including any alternate routing agreements
 - **Joint Letter from PSAP and Land Information Office** that demonstrates support for coordination in NG9-1-1 implementation
 - **Vendor quote(s) and other procurement documentation** to verify proposed project costs.
- Application Documents Required for Consolidation Projects:
 - **Consolidation Plan**, detailing the technical and operational plans for consolidating two or more PSAPs and final operational organization following consolidation (not required for consolidation studies or assessments)
 - **Letters of Support** from all agencies involved (required for all consolidation projects)

REPORTING REQUIREMENTS

If awarded a grant, your agency will be responsible for completing a progress report on a quarterly basis which will be due by the deadlines listed in the award package. A progress report form will be provided with the award package.

REIMBURSEMENT

One-time 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 ACH electronic payment will need to be completed. Exceptions may be made in the event of extreme financial hardship.



APPLICATION DOCUMENTS

GRANT APPLICATION FORM – **required**

Link to attachment: [https://oec.wi.gov/wp-content/library/2022/PSAP_Grant_Application_FINAL.pdf? t=1657570889](https://oec.wi.gov/wp-content/library/2022/PSAP_Grant_Application_FINAL.pdf?t=1657570889)

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

DESIGNATED PSAP TEMPLATE

Use of this template is optional. This document shall not be construed as legal advice and the appropriate legal counsel should be consulted before being adopted by the County Board or Intergovernmental Cooperation Council.

Link to attachment: https://oec.wi.gov/wp-content/library/2022/TEMPLATE_Designated_PSAP_Resolution_No.docx

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

CONTACT INFORMATION

For general questions related to the PSAP Grant Program, please send an email to interop@wisconsin.gov and someone will assist you as soon as possible. If you experience difficulties reaching someone at the email address above, please call [608] 888-5501

