OEC Grant Guide

Chapter DMA 2 PSAP Grant Program

Wisconsin Department of Military Affairs

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Version 1.0

Contents

1. Introduction

The Wisconsin Department of Military Affairs/Office of Emergency Communications (DMA/OEC) is pleased to announce the availability of funding for Wisconsin Public Safety Answering Points (PSAPs) through a grant program established under Wis. Stats. § 256.35 and Chapter DMA 2 of the Wisconsin Administrative Code.[1]

1.1. Purpose

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

1.2. Definitions

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

Basic Training: The minimum level of training for a telecommunicator who performs 9-1-1 call taking or emergency services dispatching.

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)

Designated PSAP: A public safety answering point identified as the one public safety answering point in a given county that is eligible to receive grants under the PSAP grant program. See Section 3.1. Designated PSAP for additional information on the designation process.

Emergency services: Includes public or private organizations that provide law enforcement, emergency medical, or firefighting services and that at the request of a public safety answering point or dispatch center respond to and manage emergencies, calls for service, or critical incidents when they occur.

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.

Equipment and software expenses: The expenses incurred to purchase and maintain technology and data required for a public safety answering point and telecommunicator to communicate, locate, and dispatch emergency services to a 9-1-1 caller.

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

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[1] Wis. Admin. Code Chapter DMA 2

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 sent via Session Initiation Protocol (SIP) and meet applicable industry standards including the National Emergency Number Association (NENA) i3 Standard.

OEC: Wisconsin Office of Emergency Communications

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).

Signatory 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 any reimbursement and cost share requirements (e.g., elected official, financial officer, county board chair).

State: State of Wisconsin

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

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 PSAP Grant Program.

Telecommunicator: An emergency response coordination professional trained to receive, assess, and prioritize requests for emergency assistance.

2. Funding Information

The Wisconsin Department of Military Affairs is allocated approximately $6 million per year from the police and fire protection fund for awarding grants to one PSAP in each county that applies and meets the eligibility requirements outlined in Section 3.

The following sections provide an overview of the funds available to designated PSAPs under the PSAP Grant Program, including allowable expenses and anticipated funding amounts.

2.1. Allowable Expenses

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

- 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 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 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 Section 2.2. Unallowable Expenses.

Equipment purchased through this grant program must comply with current NG9-1-1 standards such as the NENA i3 standard and follow the best practices listed in Appendix B of the Department of Homeland Security's SAFECOM guidance, page 61 of the PDF (see Section 7.2 for a link to the SAFECOM guidance).

2.2. Unallowable Expenses

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

- 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.

2.3. Anticipated Funding Amount

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 required local share) in allowable expenses to be spent during the grant period.

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. If grant requests exceed the funding available, the funding priorities listed in Section 5.1. Evaluation Process will be used to prioritize grant awards.

DMA reserves the right to limit the maximum amount that will be funded for individual grants based on available funds.

2.4. Match/Cost Share Requirements

Under the PSAP Grant Program, there is a local cost share/match requirement set for each grant period. The grant announcement for each grant period will specify the required match percentage.

Wis. Admin. Code DMA § 2.07 Awards specifies that the local match requirement shall not exceed 25% of the grant amount awarded by DMA. See Appendix C: Grant Tips for examples on how to calculate your match amount.

Types of Match for this grant program –

- *Cash Match:* Cash (hard) match includes non-state or federal cash spent 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. Salaries may be included as cash match, as long as they are local funds (not federal or state funds) being used towards performing grant project related activities. This may include staff time for instructors, but excludes staff time to attend advanced training.

A few important things to note if cost share is required:

- 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 2.1. Allowable Expenses)
- Any claimed cost share expense can only be counted once. Funds received through this grant program cannot be counted as match for another grant.
- Because this is a reimbursement grant, you must be able to fund the full project upfront and not just the required match amount. Exceptions may be made in the event of extreme financial hardship.
- The match requirement may be reduced if extra funding is available.

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 grant
- Any state or federal funds

2.5. Consolidation Projects

Consolidation is the process of combining some or all functions of two or more PSAPs to provide improved service, increased efficiency, and cost savings.

When applying for consolidation type projects, the designated PSAP for the county must be the agency to submit the grant application. To ensure support for the consolidation project, the grant application must include letters of support from all agencies involved in the consolidation project.

Examples of consolidation projects include:

- Consolidation studies or assessments
- Hosted solutions with other PSAPs or counties

DMA may reduce or waive the required local match and maximum award amount if an application is for activities to consolidate some or all functions of two or more PSAPs.

3. Applicant Eligibility

The following sections outline the applicant eligibility requirements for the PSAP Grant Program as directed by Chapter DMA 2 of the Wisconsin Administrative Code. These requirements must be met at the time the grant application is submitted and maintained throughout the grant period.

3.1. Designated PSAP

Wisconsin statute restricts grants awarded under the PSAP Grant Program to one PSAP per county. Wis. Admin. Code DMA § 2.03 Designated Public Safety Answering Point requires a single PSAP to be designated in each county for the purposes of applying for grants under the PSAP Grant Program.

The designated PSAP is identified in one of two ways:

1. By resolution of the county board.
2. For counties with first class cities, a majority vote of an intergovernmental cooperation council.

Documentation for the designated PSAP will be due with the grant application. All applicants must submit the designated PSAP documentation, even if there is only one PSAP located in the county. A template with suggested language has been provided in Appendix A.

A few important things to note about the designated PSAP process:

- The designated PSAP is also required to meet the basic training and service standards detailed in Sections 3.2 and 3.3 of this Grant Guide.
- Once a PSAP has been identified as a designated PSAP for a county, no other PSAP in that county may be receive a grant under the PSAP Grant Program.

3.2. Basic Training Standards

Wis. Admin. Code DMA § 2.04 Minimum Training and Service Standards requires each designated PSAP to maintain basic training requirements to remain eligible for grants under the PSAP Grant Program. The basic training program that meets the requirements outlined below may be administered by a commercially available program such as the Association of Public-Safety Communications Officials (APCO) Public Safety Telecommunicator training, or through an in-house program.

The basic training program must be at least 40 hours of training to a telecommunicator in all of the following areas:

- General knowledge and awareness of geography, population and demographics served, including emergency services agencies and their jurisdictions.
- The Incident Command System (ICS), National Incident Management System (NIMS), interoperable communications plans, and emergency operations plans.
- Established procedures for:
  - Accurately processing and relaying caller information.
  - Obtaining complete caller information.
  - Properly classifying and prioritizing requests for emergency services.
  - Processing available caller information to identify conditions that may affect safety.
  - Operating and responding to emergency alerts.
  - Processing and documenting records and operating records systems.
- Appropriate use of emergency services terminology and the ability to communicate clearly in written and oral form, especially when relaying emergency information or communicating with the public.
- Agency continuity of operations plans – **all telecommunicators must be trained annually in any continuity plans**

3.2.1. New Hire Training Policy

Each designated PSAP must establish and implement a policy that prohibits a telecommunicator from handling 9-1-1 calls without direct supervision until the telecommunicator has completed the basic training program.

For any telecommunicators hired prior to submitting a grant application, the policy must specify that the newly hired telecommunicator(s) will begin the basic training program before the date of the grant application deadline and be scheduled to complete the program within 12 months of beginning the basic training.

Lastly, the policy must specify that any telecommunicator(s) hired after the date of the grant application deadline must complete the basic training program within 12 months of their hiring date.

3.2.2. Emergency Medical Dispatch Training

In order to remain eligible to apply for grants, designated PSAPs must implement Emergency Medical Dispatch (EMD) protocols **within three years** following the first grant award if EMD has not already been implemented in the PSAP's operations.

EMD may be implemented by a PSAP in one of two ways:

1. Establishing EMD protocols that provide pre-arrival instruction through a recognized training provider that includes certified emergency medical telecommunicators and meets the standards set by the 9-1-1 Subcommittee. See below.
2. Establishing an agreement with another PSAP or 3rd party provider that can be conferenced in or transferred to in order to provide the caller with assistance.

If a PSAP chooses to transfer the caller to another PSAP or 3rd party provider, the PSAP that is transferring the call must use an evidence-based protocol and provide training/continuing

education for telecommunicators on determining if a person needs emergency medical assistance before a call is transferred.

In addition, the PSAP that is transferring the call must ensure that the other PSAP or 3rd party provider under the established agreement meets the requirements in Option 1 above.

PSAPs may use grant funds to implement EMD protocol training or establish transferring agreements if the project is detailed in their grant application, approved in their grant budget, and the EMD organization providing the training meets the minimum standard below.

9-1-1 Subcommittee EMD Training Organization Minimum Standard:

1. Provider-specific training
2. Pre-Arrival Instruction (PAI) for:
   a. Bleeding control
   b. Airway control
   c. Airway obstruction
   d. Baby delivery
   e. CPR
   f. Patient maintain and monitor
3. Recertification
4. Quality Assurance
5. Continuing education requirement
6. Emergency rule procedure (requires no PAI during high volume times where it is not practical)

3.3. Service Standards

Wis. Admin. Code DMA § 2.04 Minimum Training and Service Standards requires each designated PSAP to meet the following minimum service standards to remain eligible for grants under the PSAP Grant Program:

☐ The PSAP receives both wireline and wireless 9-1-1 calls directly.
☐ The PSAP operates 24 hours per day, seven days per week.
☐ A minimum of two telecommunicators are on duty and available to receive and process calls while the PSAP is in operation.
☐ 90% of all 9-1-1 calls are answered within 10 seconds, and 95% within 20 seconds.

In addition to the service standards outlined above, the designated PSAP must have an established continuity of operations plan (COOP) that addresses all of the following topics:

☐ The PSAP's operational processes that identify key communications and IT components.
☐ Any processes required to recover PSAP operations.
☐ Roles and responsibilities of a communications response team that may be deployed to restore PSAP operations.
☐ Employee training exercises necessary to implement and maintain COOP.
☐ Interoperable communications planning and operations.
☐ A list of essential contacts, include PSAP and emergency services staff within the agency.

☐   Identification of any alternate operations site. (NOTE: This may also include any alternative routing agreements and procedures with outside jurisdictions capable of handling 9-1-1 calls from the PSAP in the event of system failure or facility abandonment)

3.4.   Eligibility Determination

In each grant application, the PSAP designated to apply for grants in each county will submit a Standards Compliance Certification which will be used to certify that the PSAP has met the eligibility requirements outlined in Section 3 of this Grant Guide and established by Chapter DMA 2 of the Wisconsin Administrative Code. The Standards Compliance Certification is contained within the Grant Application Form provided in Appendix B.

In addition, the applicant will be required to submit additional backup documentation as outlined in Section 4.3. Additional Application Documents that demonstrate the eligibility requirements have been met. DMA may request additional documentation as needed to verify compliance with the requirements.

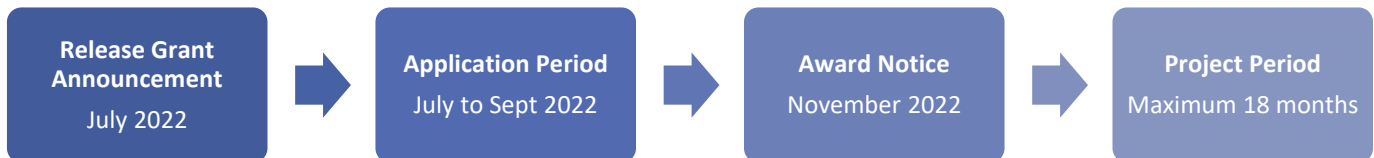## 3.5.   Periodic Compliance Auditing

In each grant period, DMA will provide the 9-1-1 Subcommittee with a list of subgrantees and their Standards Compliance Certification, including any additional backup documentation. The 9-1-1 Subcommittee will review the list and advise DMA on any required compliance audits to verify the eligibility requirements have been met by a subgrantee.

Following the compliance audit by DMA staff, the 9-1-1 Subcommittee will review the findings and make recommendations to DMA on appropriate actions if any subgrantees are found to be not in compliance with the eligibility requirements.

4. Anticipated Application Requirements

4.1.   Grant Timelines

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

Release Grant Announcement July 2022	➡	**Application Period** July to Sept 2022	➡	**Award Notice** November 2022	➡	**Project Period** Maximum 18 months

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:

▪   Ensure you are eligible to apply by reviewing the eligibility requirements in Section 3.

- Start collecting vendor quotes and drafting a project budget.
- Identify potential sources of funding to meet the match requirements.
- Because this is a reimbursement grant, you must ensure that you budget for the full cost to complete the grant project(s) prior to final grant reimbursement. Exceptions may be made in the event of extreme financial hardship.

4.2. Grant Application Form

A Grant Application Form has been provided in Appendix B for agencies eligible to apply for the PSAP Grant Program. **Grant applications will only be accepted during the grant application period identified in the formal grant announcement.**

The Grant Application Form has six required components:

1. Primary and secondary contact information.
2. A project narrative describing the allowable grant activities and timelines.
3. Project budget detailing the allowable expenses for the grant activities to be performed.
4. A sustainability plan for maintaining grant-funded project(s) after the grant period has ended.
5. Standards Compliance Certification.
6. Additional applicant data.

For tips on how to fill out the form and prepare your project budget, see Appendix C: Grant Tips.

4.3. Additional Application Documents

In addition to the grant application form, additional documentation will be necessary to verify eligibility requirements have been met by an applicant:

- ☐ **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
- ☐ **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 only)

4.4. Application Checklist

Grant applications should be submitted with the following documents:

☐ Grant Application Form

☐ Documentation listed in Section 4.3

5. Evaluation and Award

The following sections outline the grant review and selection process that will be utilized for this grant program.

5.1. Evaluation Process

Grant applications under this program are reviewed for completeness, applicant eligibility, and whether the proposed expenses are allowable and reasonable.

If requests for funding exceed the amount available in the fiscal year, grant applications will be scored competitively in the following areas:

- Are the proposed projects one of the **following funding priorities** identified by the 9-1-1 Subcommittee?
    - NG9-1-1 capable Customer Premise Equipment (CPE), including call handling equipment and recording
    - PSAP site remediation for implementing an emergency services IP network (ESInet)
    - EMD training and other related activities
    - Cybersecurity
    - CPE to Computer Aided Dispatch (CAD) integration
- Is the proposed project related to technical or physical consolidation?
- Is the grant implementation timeline detailed and achievable?
- Grant budget information, including whether the source of local match is identified and allowable.
- Joint PSAP/Land Information Office letter indicating full support and coordination between the entities.

5.2. Award Process

Applicants will be notified once an award decision has been made. The award documents will specify the awarded grant amount, including the local match amount required, the grant period of performance, and any special conditions that have been placed on the grant award.

Awardees will have 30 days to review and sign the award documents before they can begin their grant projects.

5.3. Reconsideration Process

Wis. Admin. Code DMA § 2.08 Reconsideration outlines the process for applicants to challenge any denial of funding under the PSAP Grant Program. Applicants may submit a request in writing to DMA to reconsider awarding grant funds to the applicant. The request must be in writing and detail reason for overturning the original denial of grant funds.

The written request must be received by DMA within 30 days following the receipt of DMA's original grant award decision. DMA will provide notice of a final determination within 14 days.

6. 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 records of different state 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.

7. Resources

7.1. Contact Information

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

7.2. Important Links/Documents

Below are a few important links for your reference:

- U.S. Department of Homeland Security SAFECOM Grant Guidance, page 61: https://www.cisa.gov/sites/default/files/publications/FY%202021%20SAFECOM%20Guidance_Final_508.pdf
- Chapter DMA 2 of the Wisconsin Administrative Code: https://docs.legis.wisconsin.gov/code/admin_code/dma/2

Appendix A: 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. Use of this template is encouraged but not required.

Appendix B: Grant Application Form

This template will be required.

Link to attachment: https://oec.wi.gov/wp-content/library/2022/PSAP_Grant_Application_FINAL.pdf?_t=1657570889

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

Appendix C: Grant Tips

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 state 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.

Please see Section 4 of this guide for more details on the anticipated application requirements for the PSAP 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

Your grant award package must be signed by your Signing Official identified in your grant application. Retain a copy of the signed award package for your records and email a copy back to DMA within 30 days of receipt. If an extension is required in order to accept the grant award, you may email DMA with a "notice of intent to accept grant award" and detail the need for an extension.

The Project Period

Your project may begin on the date listed on the award documents. The PSAP Grant Program is funded on a reimbursement basis, so during the grant period, you will track your expenditures and submit scheduled quarterly 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 closeout report and materials.** Exact requirements for reporting will be further detailed in the grant announcement and award documents.

During your project period, you may 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 (e.g., A grant budget of $10,000 with a change of $1,000.01 or more would require a modification). *NOTE: All modifications to the approved budget cannot exceed the approved budget amount.*
- Moving or adding funds to a cost category that was not previously approved.
- Changing project staff (i.e., Project Director, Signing Official).

- Requesting an extension to the grant project period. Grant project periods cannot exceed 18 months.
- When switching from the vendor originally specified in the grant application to another vendor as a result of the purchasing process or some other reason.

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 60 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 state agency budget deadlines. Project periods under the PSAP grant program may not exceed 18 months.

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

- 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.
- Invoices and proof of payment for each invoice.
- 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.

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 your regular operating budget will not decrease as a result of receiving a grant award.
- 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.

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.

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 grant 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.
- Facility construction costs are strictly prohibited under the PSAP 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.

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 in the application form 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). Promote free and open competition in awarding contracts. Local procurement policies must be followed. If there are no local procurement policies in place, you must follow the State of Wisconsin procurement policies. 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 PSAP Grant Program may be allowable in appropriate circumstances. However, grant funds must be used to increase the amount of funds for the PSAP that would otherwise have been available from local resources. 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 DMA may require additional documentation to ensure PSAP base budgets are not being reduced.

Local Cost Share/Match Requirement

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 Cost x 0.80 = Total State Share (reimbursement amount)
2. Total Project Cost x 0.20 = Required match amount

For example, for a total project cost of $10,000, the calculation would be:

1. $10,000 x 0.80 = $8,000 total state share to be reimbursed
2. $10,000 x 0.20 = $2,000 minimum non-state or federal match amount required

See Section 2.4 for more details on the match/cost share requirements under the PSAP Grant Program.