NextGen9-1-1 Reimbursement Grant Program

Wisconsin NG9-1-1 Subgrantee Training – Administrative & Reporting Requirements

Agenda

- Introductions
- Brief Overview of Grant Program
- Quarterly Reporting Requirements
- Administrative & Other General Requirements
- Questions & Closing

NG9-1-1 Grant Program Staff

- For general program, budget, and administrative questions, contact:
  - Jessica Jimenez, NG911 Program Manager – jessica.jimenez@wisconsin.gov 608-888-5520
  - Or general inbox: interop@wisconsin.gov

- If no response within two (2) business days, contact:
  - Molly Boss, OEC Supervisor – mollyk.boss@wisconsin.gov or 608-888-5530

Grant Program Overview

- Federal grant administered by the National Telecommunications & Information Administration (NTIA) and National Highway Traffic Safety Administration (NHTSA)

- Deadlines:
  - Federal Grant Ends: March 2022
  - Round 1 State Deadline: June 30, 2021

- 40% non-federal match/local cost share requirement
  - Example: $10,000 total grant award: $6,000 federal, $4,000 local cost

Grant Program Overview

- State Goals/Metrics –
  - **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 other industry standards (e.g. APCO, FCC, USDOT, etc.) were utilized in the development and deployment of the ESInet
- Auditing requirements –
  - More info contained in award documents on page 4, including contact information for Wisconsin Department of Administration

Eligible Expenses

Federal Requirements

- Implementation and operation of 911 services, E911 services, migration to an IP-enabled emergency network, and adoption and operation of NG911 services and applications
- Implementation of IP-enabled emergency services and applications enabled by NG911 services, including establishment of IP backbone networks and application layer software infrastructure
- 911 related training of public safety personnel who are part of the emergency response chain in 911 services

State/Local Requirements*

- Hardware/software related to CPE replacement
- Computer monitor/intelligent display
- Computer equipment needed to operate a workstation
- Telecommunicator headsets
- Installation/configuration services
- Professional services during installation
- Call reporting software
- Mapping software
- i3 logging recorders
- Instant Recall Recorder
- Training on equipment directly

*As recommended by the State 9-1-1 Subcommittee and Grant Eligibility Committee

Ineligible Expenses

- Costs to operate legacy E9-1-1 or 9-1-1 systems
- Costs to operate the 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
- Radio equipment (e.g. subscriber units, repeaters)
- Furniture
- Personnel costs
- Training that is not directly related to the new equipment being installed
- Recurring costs beyond one year (e.g. maintenance, warranties, other yearly subscription-based services)

Subgrantee Reporting

- Purpose of reports –
  - Tracking progress
  - Ensure project is on schedule
  - Communicate potential issues or changes to OEC grant staff
  - Gain better understanding of grant expenses and calculations
  - Compliment and supply information for federal reporting requirements

Reporting Form

Quarterly Project Report (QPR)
Return to: Office of Emergency Communications
2400 Wright Street
Madison, WI 53704
Interop@wisconsin.gov

Project Main Point of Contact and Program Information
Note: Any changes for Project Point of Contact should be communicated to OEC staff in writing within 30 days of the change taking place

Name (Last, First)	
Title	
Subgrantee Agency Name	
Phone Number	
E-mail	
County/Municipality	
Grant Number	
Quarterly Report Date	July 30th___ Oct 30th___ Jan 30th___ April 30th___

Start Date of Project (mm/dd/yyyy) I.e., when did you sign your grant award documents?	
Is the Project/Plan on Schedule? If no, provide a new estimated completion date in the box below and an explanation why in your narrative for Question #4 below	Y ☐ N☐ (Indicate One)
Estimated (or new) Project Completion Date (mm/dd/yyyy)	
Amount of Approved Grant (Federal Amount and Local Share)	$
Approximate Amount Spent to Date	$
Do you expect your grant to exceed the amount set out in your budget? Y☐ N ☐ If yes, list your estimated overrun in the box to the right	$
Do you expect your requested reimbursement to be less than the amount set out in your budget? Y☐ N☐ If yes, list your estimated underrun in the box to the right	$

Grant Quarterly Report Narrative:

1. Please provide an estimated percentage of the work completed thus far.

   Click or tap here to enter text.

2. Based on the percentage identified above, provide a narrative summary of progress on the project demonstrating the percentage of work completed. Please indicate where the project is in the purchasing process (e.g., RFP, bids, purchasing, installation.) Attach additional sheets if necessary.
   i. NOTE: If you have completed a procurement and/or contract with your vendor for your project, submit those documents with your quarterly progress report or within 30 days of contract signing.

   Click or tap here to enter text.

3. Do you anticipate any delays in your project or do you require other assistance to complete your project on time?

   Click or tap here to enter text.

4. Other information pertinent to the overall project:

   Click or tap here to enter text.

5. List any supporting attachments that will accompany this quarterly report form.
   i.
   ii.
   iii.

Signature:

Reporting Form Explanation

Project Main Point of Contact and Program Information
Note: Any changes for Project Point of Contact should be communicated to OEC staff in writing within 30 days of the change taking place

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Title	
Subgrantee Agency Name	
Phone Number	
E-mail	
County/Municipality	
Grant Number	
Quarterly Report Date	July 30th___ Oct 30th___ Jan 30th___ April 30th___

Reporting Form Explanation

Start Date of Project (mm/dd/yyyy) I.e., when did you sign your grant award documents?	
Is the Project on Schedule? If no, provide a new estimated completion date in the box below and an explanation why in your narrative for Question #3 below	Y ☐ N☐ (Indicate One)
Estimated (or new) Project Completion Date (mm/dd/yyyy)	
Amount of Approved Grant (Federal Amount and Local Share)	$
Approximate Amount Spent to Date	$
Do you expect your grant to exceed the amount set out in your budget? Y☐ N ☐ If yes, list your estimated overrun in the box to the right	$
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   ii.
   iii.

Signature:

Cost Breakdown Spreadsheet

- All subgrantees have a general condition that requires an additional cost breakdown as part of the first quarterly report
- Used to achieve better understanding of how subgrantees determined costs in their application
- Supplement to Quarterly Report Form and likely only required for first report
- Use approved budget from award documents or modified budget
  - Changes more than 10% of total budget or adding cost category require a budget modification request

	A	B	C	D	E	F	G
1	NG911 Grant Program		Budget Summary				
2	Subgrantee:					OSR - Other Services	$ -
3	Grant number:					HW – Hardware	$ -
4	Federal Funds (60%)	Local Match (40%)		Total Grant Amount		HT – Hosted CPE Service	$ -
5	$ -	$ -		$ -		TR – Training	$ -
6						Total:	$ -
7	Please list out each type of item separately						
8	Category	Item Description	Location in Original Budget	Price per Unit	Quantity Required	Cost Documentation	Total Cost
9	HW – Hardware						$ -
10							$ -
11							$ -
12							$ -
13							$ -
14							$ -
15							$ -
16							$ -
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Quarterly Reporting

Report 1 – Grant Period Start to June 30, 2020	Due: July 30, 2020
Report 2 – July 1, 2020 to September 30, 2020	Due: October 30, 2020
Report 3 – October 1, 2020 to December 31, 2020	Due: January 30, 2021
Report 4 – January 1, 2021 to March 31, 2021	Due: April 30, 2021
Report 5/Closeout Report	Due: August 15, 2021

- Future quarterly reports will likely just be a form, with exception of Report 5/Closeout Report due by August 15, 2021
- Additional training will be released for the closeout and reimbursement process

Staff Changes & Grant Records

- Contact Changes
  - Submit any changes to OEC staff within 30 days
  - Including main and secondary points of contact and signatory official
- Record Keeping
  - Keep track of all project related tasks and approved expenses, including any expenses that were marked as "local" to meet the match requirement
  - Create a grant file with all grant-related items for easy review
  - Most grant project documents need to be maintained for **three** years after closeout, with financial documentation retained for **seven** years or as long as the subgrantee holds a contract with the vendor, whichever is later
  - In the case of auditing, documentation must be able to be traced back to a check or general ledger report

Procurement & Choosing a Vendor

- MUST follow local procurement rules, if unknown reach out to local fiscal person or someone who may know (e.g. county clerk, treasurer, county emergency manager)

- If do not have a local procurement rule, must follow the state procurement laws outlined in this manual: https://doa.wi.gov/Pages/StateEmployees/ProManual.aspx

- Subgrantees do not need to choose the vendor that was used for quoting the budget estimates in the grant application, unless the subgrantee specified they would be pursuing a sole source bid

Contracts

- Signed contracts related to the grant project are due to OEC **thirty (30) days** after signing

- The final cost of the contract <u>can</u> exceed the grant amount but the subgrantee:
  - Will not receive additional funds to cover the remaining costs, and
  - Reimbursement requests must be tied to the approved grant budget

- If cost of final contract is less than the award amount, subgrantees should note whether they will be using the remaining funds for another eligible item or turning back the funds
  - If using remaining funds for another eligible item, notify OEC staff of the proposed change

Match & Grant Modifications

- Match/Local Cost Share Requirements
  - All match amounts must be eligible expenses related to the grant project
  - Match must be "cash only", NOT "in-kind" match. For example, cash match is an actual cash contribution, whereas in-kind is typically in the form of the <u>value</u> of personnel, goods, and services such as personnel time spent working on the grant project
- Grant/Budget Modifications are required in the following circumstances:
  - Modification is over 10% of the total cost of the project (e.g. for a project of $10k, changes over $1,000 would require a modification request)
  - Adding a new line item that was not previously approved
  - Significant delays in timeline or requesting an extension to the project period

Grant Modifications, cont.

- Grant extension requests must be submitted to OEC staff via email within 30 days prior to the end of the project period. All requests must include an explanation for the extension.

- To submit a budget modification, subgrantees will need to:
  - Submit a written request via email to OEC with a completed Budget Modification Request Form
  - Include back up documentation to justify the requested change (e.g. invoices, updated vendor quotes, contract amendments, etc.)

- Modification requests will be reviewed by OEC staff and subgrantee notified of decision within 15 business days
  - Grant extension requests will likely be approved if made 30 days prior to the end of the project period and new proposed end date is within the federal deadlines
  - Budget modifications will likely be approved as long as they are within the total award amount and the new proposed expenses are allowable

- Requested for modified budgets cannot occur within 90 days prior to the end of the project period

Reimbursement & Closeout

- Different than quarterly reporting requirements

- Reimbursement and grant closeout will occur at the same time

- OEC Staff will follow up with additional documents and instructions for submitting for reimbursement and closing the grant project

- To prepare, make sure the subgrantee is documenting every step taken in the grant project and maintaining records such as:

  - Procurement/bid documents

  - Contracts

  - Invoices

  - Equipment logs with serial numbers

Questions

- Any questions regarding this training or grant project related items, please contact Jessica Jimenez at:

jessica.jimenez@wisconsin.gov

608-888-5520