E911 Board Meeting Agenda
Embassy Suites Hotel @ Westshore
Tampa

*Special Note: Telephone conferencing will be available to allow county participation in meeting and to allow some Board members to participate telephonically when they cannot attend the meetings.

Conference Number 888-670-3525
Conference Code 2323004133

Wednesday, Sept. 17, 2014 through Thursday, Sept. 18, 2014, Beginning Time 9:00 a.m. until conclusion of business

1. Call to Order
2. Approve Meeting Minutes for the Aug. 13-14, 2014 E911 Board Meetings
3. Old Business
4. Discuss confidential data related to provider revenues by county, discrepancies, disbursements and provider invoices
5. Discuss the recommendation(s) and vote on items from confidential data
6. Discuss E911 Board Strategic Initiatives
7. Discuss 2014 Fall Rural County Grant Program
8. E911 Board Rules, Rule Development and Status Report
   *Discuss Rural County Grant Program Rule Development
   *Discuss State Grant Program Rule Development
   *Discuss Emergency Grant Program Rule Development
9. Discuss Rural County and State Grant Program Quarterly Reports and Change Requests
10. Discuss Fee Allocation Percentages and the Emergency Communications Number E911 System Fund (E911 Trust Fund)
11. Collier County Text-to-911 Implementation Status Presentation
12. Pinellas Regional 911 PSAP Tour

13. Other Business
   - Public Comments
   - Staff Reports

14. Adjourn

Chairman’s Statement: The E911 Board welcomes comments from citizens and interested parties about any 911 issue(s) or concern(s). Your opinions are valued in terms of providing input to the E911 Board members.

Individuals wishing to speak before the E911 Board on any scheduled agenda item(s), should register the issue on the “Issues List” provided at the sign-up table inside the meeting room. Telephone conference attendees should send an email request to penney.taylor@dms.myflorida.com.

**When addressing the Board**, please state your name and organization for the record and speak clearly into the microphone. Time permitting, five minutes may be allowed for each speaker.
Meeting Dates:
E911 Board Meetings
August 13-14, 2014
Hilton Hotel
Destin

Wednesday, August 13, 2014 and Thursday, August 14, 2014 beginning time 9:00 a.m. until conclusion of business

Board Members in meeting attendance:
Laurene “Laurie” Anderson, Charlotte County
Carolyn Dill-Collier, 911 Coordinator, St. Lucie County
Chesley Dillon, Vice-President, Corporate Tax, Tracfone
Stan Greer, Area Manager – External Affairs, AT&T
Benjamin “Ben” Guthrie, 911 Coordinator, Gulf County
Sandra “Sandy” Khazraee, Regulatory Affairs Director, Southern Region, Century Link
David “Dave” Konuch, Attorney, Florida Cable Telecommunications Association
Dale Mitchell, 911 Coordinator, St. Johns County
Tom Nadler, Manager, Sprint

Board Member(s) participating in meeting via telephone conference:
Ira Pyles, 911 Coordinator, Hillsborough County

Board Member(s) unable to attend meeting due to other conflict:
John Ford, Chairman – Bureau Chief, DMS - Division of Telecommunications

Staff in meeting attendance:
Wink Infinger, Statewide 911 Coordinator, DMS-Division of Telecommunications
Clark Jennings, Legal Counsel, Office of the Attorney General
Penney Taylor, Administrative Support, DMS-Division of Telecommunications
Public in meeting attendance:
Derek Alvarez, Frequentis
Sandy Chernoff, Collier County
Christine Cooper, Okaloosa County
Clint Erickson, Washington County
Belinda Farmer, Walton County
Stephen Ford, Liberty County
David Gleason, TCS
Keith Godwin, Alachua County
Ed Gonzalez, Intrado
Sally Jackson, Polk County
Clifton McGowan, Jr., Holmes County
Susan Nelson, Cassidian
Christie Pontis, CenturyLink
David S. Roark, South Walton Fire District
James Robinson, AK Associates
Alan Woods, Intrado

Staff Members and Public Members participating via telephone conference:
Jeff Barbacci, Thomas Howell Ferguson, P.A.
Kimberly Bickley, Administrative Support, DMS-Division of Telecommunications
Tim Gundlach, TGRA
Adrienne Jones, Administrative Support, DMS-Division of Telecommunications
Donald Lamb, Technical Support, DMS-Division of Telecommunications
Jennifer Payne, Suwannee County
Chris Pollischuck, Thomas Howell Ferguson, P.A.
Rolf Preuss, Flagler County
Kent Raheb, Technical Support, DMS-Division of Telecommunications
Annette Rodgers, Orange County

(Some telephone conference participants may not be listed as no email was received acknowledging their participation.)
1. **Call to Order**
Meeting called to order at approximately 9:00 a.m.

The meeting started with staff welcoming Chesley Dillan, newly appointed Board member. The Board is now a full member Board consisting of 11 members.

Staff conducted roll call. Of the current eleven Board members ten participated in this meeting. Mr. Pyles informed staff that he would participate via telephone conference due to another meeting conflict. However, Mr. Pyles would be delayed in joining the conference due to the other meeting conflict. Mr. Ford was not available for this meeting due to a conflict with the Joint Task Force (JTF) Board meeting.

Roll call for staff members was conducted. Public members attending this meeting and participating in the telephone conference were requested to acknowledge their participation by signing the sign in sheet or by sending an email to staff to assure that they would be properly noted in the meeting minutes. Public members with issue(s) to be presented to the Board for consideration were requested to list their issue on the issue(s) list as provided or to send the issue(s) via electronic mail to staff.

2. **Welcome New Board Meeting**
Mr. Greer welcomed Mr. Dillon to the Board and thanked everyone for attending and participating in the meeting.

Excused/Unexcused Absence from Board Meeting(s)
Mr. Jennings informed the Board that there are provisions in statute that reference if a Board member has too many unexcused absences from Board meetings that their seat could become vacant. In addition when the member is up for re-appointment, Senate confirmation could question the unexcused absences.

Ms. Khazraee made a motion that Mr. Nadler and Mr. Pyles absence from the July 2014 meeting be excused. Ms. Dill-Collier seconded the motion that carried 9-0. Mr. Ford and Mr. Pyles were not available for this vote.

Mr. Guthrie made a motion that Mr. Ford be excused from this August 13-14, 2014 meeting. Ms. Mitchell seconded the motion that carried 9-0. Mr. Ford and Mr. Pyles were not available for this vote.
3. Approve Meeting Minutes for the July 9-10, 2014 E911 Board Meetings
Meeting minutes from the July 9-10, 2014 E911 Board meetings were reviewed by the Board. Some modifications were received from Mr. Jennings after the initial draft was sent out and were updated to the Board.

Mr. Konuch requested that under the continued discussions for the E911 Board Strategic Initiative – Text-to-911 White Paper, page nine, after withdrawing a motion related to funding of text-to-911 technology, a statement be included that counties have the ability to choose or make decision on the technology they would utilize.

Ms. Khazraee made a motion to adopt the July 9-10, 2014 meeting minutes with the noted modifications. Mr. Guthrie seconded the motion that carried 9-0. Mr. Ford and Mr. Pyles were not available for this vote.

4. Old Business
Femtocell Clarification
At the request of Mr. Konuch, this agenda item was included as a follow-up from the July Board to request that Mr. Nadler provide an update on the Femtocell technology to assure that this cost was reimbursable to the wireless service providers.

Mr. Nadler provided an update on the femtocell technology and the Board is still of the consensus that this cost should be cost reimbursable.

5. Discuss confidential data related to provider revenues by county, discrepancies, disbursements and provider invoices. All confidential information discussed in a manner as not to disclose any confidential information and/or trade secrets.

Mr. Pollischuck reviewed confidential data related to the wireless and non-wireless May 31, 2014 monthly disbursements to counties and financial statements.

The Board was informed that issues continue to be encountered with remittance reports from some companies and with fluctuations of subscribers from some companies.
6. Discuss the recommendation(s) and vote on items from confidential data

Wireless

Wireless financial reports for the period ending May 31, 2014 were reviewed and discussed by the Board.

Ms. Mitchell made a motion to authorize distribution of wireless revenues in the amount of $4,208,812.72. Mr. Guthrie seconded the motion that carried 9-0. Mr. Ford and Mr. Pyles were not available for this vote.

Nonwireless

Nonwireless financial reports for the period ending May 31, 2014 were reviewed and discussed by the Board.

Mr. Pyles joined the meeting via telephone conference during these discussions.

Ms. Khazraee made a motion to authorize distribution of nonwireless revenues in the amount of $3,356,385.87. Ms. Dill-Collier第二ed the motion which carried 10-0. Mr. Ford was not available for this vote.

Missing Remittance Reports

Mr. Pollischuck informed the Board that some of the missing wireless and non-wireless remittance reports had been received since closing out the May 31, 2014 disbursement reports and would be included in the June report.

Financial Statement

As information to the newly appointed Board member, Mr. Barbacci started the review of the Financial Statement by stating that the nature of a compilation report is to compile all the remittance reports received. Mr. Barbacci also stated that these reports are not audited or reviewed and often not independent as stated in the financial statement.

Mr. Barbacci gave an overview of financials for the period ending May 31, 2014 which included a summary of liabilities, deposits and pooled investments, trust fund balance, revenues, expenditures and subsequent events.

Provider Cost Recovery Reimbursement

Mr. Barbacci gave an overview of the statement for Provider Cost Recovery Reimbursements.

Letters to Service Providers

Ms. Bickley informed the Board that as included in the meeting package letters had been mailed to some service providers with issues related to submission of remittance reports.
Discuss the recommendation(s) and vote on items from confidential data (continued)

Wireless Service Provider Cost Recovery Consent Agenda

The following wireless service provider cost reimbursement invoice(s) was reviewed for payment authorization:

Ms. Dill-Collier made a motion that payment authorization for Item 1, as listed on the Wireless Service Provider Cost Recovery Consent Agenda in the total amount of $317,110.26 be approved. Ms. Mitchell seconded the motion that carried 10-0. Mr. Ford was not available for this vote.

Explanation of Cost Recovery Reimbursement

At the request of the Board, Mr. Infinger provided an explanation of cost recovery reimbursement and cost in which the wireless service providers could seek reimbursement (circuits, database, engineering, testing, etc.).

Mr. Greer filed Form 8A.

7. Discuss E911 Board Statewide Strategic Initiatives

Interim Text-to-911 White Paper

Mr. Infinger informed the Board that the Text-to-911 document as presented in the meeting package was a modified version that included changes required to clarify some concerns and also included some wordsmitting updates.

Mr. Infinger reviewed with the Board all updates made to the text-to-911 document as presented.

Mr. Infinger shared with the Board a lifesaving incident in the Collier County area via their web browser text-to-911 technology.

Other issue(s) discussed related to the Text-to-911 White Paper:

- Service Provider Request Letters updated (Cellular South and Southern LINC)
- Appendix 7 (Text-to-911 Service Disbursement Submission Form)
- County Methodology (fundable/non-fundable)
- Connectivity Issues
- Clarification of browser based connections
- Network connectivity
- Firewall/call handling
- Open/closed IP connection

The Board discussed an issue of concern related to internet connectivity not built into Text-to-911 White Paper report.
Discuss E911 Board Statewide Strategic Initiatives (continued)
Interim Text-to-911 White Paper
Mr. Pyles made a motion to allow for funding to support text-to-911 initiatives to include services of SMS to web browser, SMS to CPE web browser, SMS to PSAP MSRP solutions to include connectivity and any of the per seat or per monthly cost for the aggregate solution. Mr. Konuch seconded the motion.

Discussion(s):
- The intent of this motion was for clarification of the previous motion made in July 2014 Board meeting
- CAD station connection
- All new equipment deliveries will have integrated package built in the system for texting
- State system for next generation (statewide routing)
- State owned agreement on tech control center (TCC)
- Circuit lockdown

The motion failed with a vote of 2 to 8. Mr. Pyles and Mr. Konuch voted yes on this vote with all other Board members voting no. Mr. Ford was not available for this vote.

Mr. Nadler made a motion to not fund internet connection but to fund all other options as stated. Ms. Khazraee seconded the motion that carried 8 to 2. Mr. Pyles and Mr. Konuch voted no on this vote with all other Board members voting yes. Mr. Ford was not available for this vote.

Lunch Recess
Discuss E911 Board Statewide Strategic Initiatives (continued)
Interim Text-to-911 White Paper

Meeting reconvened following lunch break with Mr. Greer making the suggestion that the Interim Text-to-911 Report be reviewed by staff and the Board and then forward to the Department of Management Services Communications section for final review.

Mr. Greer spoke to pieces of the Report that would continually change; Mr. Infinger agreed to post updates at the E911 Board website once a month based on information provided by the counties.

Mr. Greer suggested that the final review of this Report to be conducted during the Thursday, August 14, 2014 meeting.

Other issue(s) discussed:
New Legislation Changes and Implementation Issues PowerPoint Presentation
These changes and implementation based on July 1, 2014 enactment.
- State Grant Program Application effective December 1, 2014
- Remote Hosted 911 Equipment
- Carry Forward Funding

Ms. Dill-Collier made a motion that the State Grant Program application be published for adoption as of September 1, 2014 with an effective date of December 1, 2014. Ms. Khazraee seconded the motion that carried unanimously (10-0). Mr. Ford was not available for this vote.

Annual Report Changes
Mr. Infinger informed the Board that provision have been placed in the new legislation that the Annual Report would be compiled on a State fiscal year basis versus a calendar year basis.

Notification of Change in E911 Prepaid Wireless Fee Remittance Letter
Mr. Infinger presented a draft notification of change in E911 prepaid wireless fee remittance letter in accordance with Florida Statute 365.172(8) for Board consideration.

Ms. Khazraee questioned if the letter is required for a Bill that was effective as of July 1, 2014.

Ms. Mitchell made a motion that the Notification of Change in E911 Prepaid Wireless Fee Remittance Letter be sent. Mr. Guthrie seconded the motion that carried unanimously (10-0). Mr. Ford was not available for this vote.

Potential Special Disbursement
The potential special disbursement issue to maintain the same level of county disbursement funding for April and May 2015 was tabled until the numbers can be calculated based on the preceding six month period.
8. **E911 Board Rules, Rule Development and Status Report**

Mr. Infinger informed the Board of the following Rule Development Status Report(s):
- State Grant Program Rule Development initiated and adopted effective September 1, 2014.
- Rural County Grant Program applications are due October 1, 2014 with no pending changes.
- Rural County Grant Program
  Application changes are being initiated for the Rural County Grant Program which should be effective January 1, 2015 with impact on the Spring 2015 Grant Program.

The proposed changes to the Spring 2015 Rural County Grant Program will conform to the State Grant Program that provides grant awards after project completion certification has been submitted by the county.

Mr. Infinger informed the Board that the suggestion to handle county maintenance needs to be via a special disbursement, this issue has been tabled for discussions at the October 2014 Board meeting in an effort to allow all Board members to be present for the discussions.

The following Grant Program Applications were reviewed and discussed:
- Rural County Grant Program Application
- State Grant Program Application
- Emergency Grant Program Application

Other issue(s) discussed:
- Special Disbursements for Training (attendance to the Spring and Fall Coordinator’s meeting for all counties) from Wireless Disbursements to Counties

Mr. Guthrie made a motion that the E911 Board will establish a special disbursement program to disburse amounts set forth as follows: $1,000 for the fall 911 coordinator’s meeting and training; and $1,200 for the spring 911 coordinator’s meeting, training and Florida APCO/NENA conference. The special disbursement is limited to the County 911 coordinator or their designee based on sign in at the meeting or training. Designee contact information to be provided by the county 911 coordinator to the statewide 911 coordinator prior to the meeting and training. Ms. Dill-Collier seconded the motion that carried 10-0. Mr. Ford was not available for this vote.
9. **Discuss Rural County and State Grant Program Quarterly Reports and Change Requests**

**Washington County Change Request**
Washington County submitted a change request to report changes in costs involving the licensing agreements, which were reduced by utilizing existing licenses. The grant project cost savings were approximately forty thousand dollars.

Ms. Khazraee made a motion to accept the Washington County change request to purchase on bid selected reflecting cost savings. Ms. Dill-Collier seconded the motion that carried unanimously (10-0). Mr. Ford was not available for this vote.

Washington County submitted within the same change request a request to utilize cost savings in the approximate amount of forty thousand dollars for the purchase of two command posts.

Issue(s) discussed related to request to utilize funds:
- Priority
- Priority level grant cycle approved
- Request limitations

Ms. Khazraee made a motion not to fund the purchase of two command posts due to previously determined priority funding level cap in the Spring 2014 Rural County Grant Program. Mr. Nadler seconded the motion that carried unanimously (10-0). Mr. Ford was not available for this vote.

The Board informed Washington County that they had the ability to re-apply in the Fall Rural County Grant Program and encouraged them to do so.

**Meeting Recessed**
Thursday, August 14, 2014 beginning time 9:00 a.m. until conclusion of business

Meeting reconvened with staff acknowledging that all current Board members were participating in this meeting with the exception of Mr. Ford. Mr. Pyles participated via telephone conference.

Public members attending this meeting and participating in the telephone conference that did not participate on Wednesday were requested to acknowledge their participation by signing the sign in sheet or by sending an email to staff to assure that they would be properly noted in the meeting minutes.

10. Other Business
New Board Member Information
Staff provided new member information related the E911 Board. This information included:

- Establishment of the Board
- Responsibilities of the Board
- Structure of the Board
- Statutory authority of the Board
- Board staff and management support
- The E911 Fund (Emergency Communications Number E911 System Fund)
- E911 Fund Maintenance and Oversight
- Legislative Budget Request (LBR) Process
- E911 Fee Collection and Distribution
- E911 Fee Allocation Distribution
- E911 2012/2013 Legislative Budget Appropriations
- E911 Board Meetings
- E911 Board Accountant
- E911 Board Legal Counsel
- E911 Board Travel Authorizations and Reimbursements
- Florida Sunshine Laws (conversations between members, public records, gift laws)
Discuss E911 Board Statewide Strategic Initiatives (continued)
Interim Text-to-911 White Paper
Mr. Guthrie made a motion to approve the Text-to-911 White Paper Report with reviewed changes and that the Report is submitted to DMS Communications for review. Ms. Mitchell seconded the motion that carried unanimously (10-0). Mr. Ford was not available for this vote.

Special Disbursement
Special disbursement issue was tabled for a future meeting with staff agreeing to prepare spreadsheets for Board’s review and consideration.

Other Business (continued)
State Plan Sub-Groups
Mr. Infinger reported to the Board that numerous subgroup meetings have been held related to text-to-911, femtocell, county plans, inspections, etc. Preliminary rule development is in process and currently being worked on with counties through the State Plan updates.

Fall 911 Coordinator Meeting
The 2014 Fall 911 Coordinator meeting is scheduled for November 2, 2014 through November 6, 2014 in the Gainesville (Alachua County) area.

Geographic Information System (GIS)
Susan Nelson provided a status update on the GIS training based on county feedback that the tentative schedule is for one class to be held in Tallahassee, one in Polk County and with the third class still pending scheduling.

Financial Disclosure Forms
Mr. Nadler questioned the Financial Disclosure Form and requirements for submission. Staff informed the Board members that the Financial Disclosure Form should be submitted to the Commission on Ethics in July of every year. If the form is not submitted penalties could apply.

Staff informed the Board that if the forms are not received a courtesy reminder would be sent to each member in July of each year.

Oath of Office
Staff informed the Board that Mr. Dillon’s Oath of Office, as required before any official votes are made, had been received by the Department of State, Division of Elections.
11. **Discuss Fee Allocation Percentages and the Emergency Communications Number E911 System Fund (E911 Trust Fund)**

No discussions required. This item is placed on the monthly agenda to allow discussions, if required.

12. **Adjourn**

Next scheduled meeting:
September 17-18, 2014, 9:00 a.m. until conclusion of business
LOCATION: Embassy @ Westshore, Tampa

PWT/pwt
Attendance sign-in is required to request and obtain the special disbursement. The sign-in sheet will be available at the training class and at the 911 coordinators meeting. Based on the county representative sign-in, a disbursement will be processed through the E911 Board for the county attendance.

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<td>Wakulla</td>
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<td>Walton</td>
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<td>Washington</td>
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<tr>
<td>Rule Number</td>
<td>Rule Title</td>
<td>Rule Development</td>
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<tr>
<td>60FF1-5.002</td>
<td>Rural County Grants</td>
<td>06/17/2014</td>
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<tr>
<td>60FF1-5.003</td>
<td>State Grant Program</td>
<td>06/17/2014</td>
<td>07/11/2014</td>
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</tbody>
</table>
APPLICATION

E911 RURAL COUNTY GRANT PROGRAM

W Form 1A, incorporated by reference in Rule 60FF1-5.002, Florida Administrative Code, Rural County Grants
E911 Rural County Grant Application, effective 1/1/2015
1.0 Purpose

The E911 Rural County Grant Program is to assist rural counties with the installation and maintenance of an Enhanced 911 (E911) system and to provide “seamless” E911 throughout the State of Florida.

2.0 Eligibility

The Board of County Commissioners in any county in the State of Florida with a population of less than 75,000 as per the most recent published data from the Florida Association of Counties’ directory is eligible to apply for this grant program. Funding priorities are established in Addendum I.

3.0 Definitions

A. Enhanced 911 (E911): As defined by subsection 365.172(3)(h), Florida Statutes, and as referenced in the State E911 Plan under section 365.171, Florida Statutes.

B. E911 Maintenance: Means the preventative, routine and emergency maintenance required by the State E911 Plan, in order to maintain the E911 System in operable working condition.

C. E911 System: Means the Public Safety Answering Point equipment, in accordance with the State E911 Plan, including 911 call routing, processing, mapping and call answering communications equipment.

D. Next Generation 911 (NG-911): Means the designation for an advanced 911 emergency communications system or service that provides a communications service subscriber with 911 service and, in addition, directs 911 emergency requests for assistance to appropriate public safety answering points based on the geographical location from which the request originated, or as otherwise provided in the State E911 Plan under Section 365.171, Florida Statutes, and that provides for automatic number identification and automatic location identification features and emergency data information through managed IP-based networks.

E. Public Safety Answering Point (PSAP): As defined by paragraph 365.172(3)(y), Florida Statutes, and as referenced in the State E911 Plan under section 365.171, Florida Statutes.

4.0 E911 Rural County Grant Program Calendar

<table>
<thead>
<tr>
<th></th>
<th>Spring Schedule</th>
<th>Fall Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Counties submit Application</td>
<td>by April 1</td>
<td>by October 1</td>
</tr>
<tr>
<td>E911 Board Members evaluate</td>
<td>April – May</td>
<td>October – November</td>
</tr>
<tr>
<td>applications</td>
<td></td>
<td></td>
</tr>
<tr>
<td>E911 Board votes on applications to fund at regularly scheduled meeting</td>
<td>April – June</td>
<td>October – December</td>
</tr>
<tr>
<td>E911 Board sends notification of awards approved for funding to the counties.</td>
<td>before June 30</td>
<td>before December 30</td>
</tr>
<tr>
<td>Implementation period</td>
<td>One year from receipt of award and funds.</td>
<td>One year from receipt of award and funds.</td>
</tr>
</tbody>
</table>
| Expiration of the right to incur costs, request payment and/or final reimbursement of funding. | Two years from receipt of award notification letter | Two years from receipt of award notification letter.
5.0 General Conditions

5.1 Applications must be delivered to the following address:
State of Florida E911 Board
ATTN: E911 Board Administrative Staff
4030 Esplanade Way, Suite 135
Tallahassee, Florida 32399-0950

5.2 The applicant must provide one original of the pages for Application Form items 1 through 14 and the associated quotes. The grant application package must be postmarked or delivered on or before April 1 or October 1 of each year, dependent on the spring or fall application period. Failure to provide these documents will result in automatic rejection of the grant application. One scanned copy of the entire submitted package should also be provided on a CD-ROM, to ensure quality of the documents to be reviewed.

5.3 The E911 Board will consider remotely provided hosted 911 answering point call-taking equipment and network services directly attributable to establishing and provisioning E911 or NG-911 services. Costs shall be calculated to account for only the first year warranty and maintenance costs and shall not include upfront maintenance costs to reduce the yearly service amount.

5.4 All grant applications shall be accompanied by at least one complete quote for equipment or services. Grant applications totaling $35,000.00 or more must be accompanied by at least three written substantiated competitive complete quotes from different vendors. Complete quote submittals shall include a detailed scope of work, all pages included in the vendor proposal, breakdown of all costs including equipment, service tasks and deliverables. The E911 Board will compare the three quotes to any existing state contract in order to determine appropriate funding. Any county that has made a good faith effort to obtain at least three competitive quotes and has not been able to obtain the quotes can request E911 Board review based on substantiated proof of request for quotes or posting of the request with documentation of the limited responses.

5.5 If the grant application does not exceed the threshold amount of $195,000, the county can initiate a request for approval for sole source funding. These will be considered on a case-by-case basis. Justification for sole source funding shall be provided with the application. Sole source will be approved if provided in accordance with Chapter 287, Florida Statutes, or with provision of a letter from the county’s purchasing department that the project is a sole source procurement based on the county’s purchasing requirements, which shall be provided with this grant application.

5.6 Rather than submitting multiple application requests for maintenance, all eligible maintenance requests should be combined into a single application request and include a breakdown of the individual components of the E911 system maintenance costs that are requested for funding assistance in the application. Grant applications for maintenance, where the county obtained a grant or utilized county funds to purchase equipment and obtained three competitive quotes for the first year of maintenance, or met the requirements of General Conditions items 5.4 or 5.5, are not required to provide three written quotes with an application for an additional year of maintenance.
5.7 All maintenance requests should include on the vendor’s quote for service the beginning and ending term for each maintenance request. Grant awards will be limited to maintenance contracts beginning prior to or within the maintenance cycle of the grant program. Spring cycle maintenance requests should be submitted for maintenance beginning May through October. Fall cycle maintenance requests should be submitted for maintenance beginning November through April. Complete quote shall include a detailed scope of work, all pages included in the vendor proposal, breakdown of all costs including equipment, service tasks and deliverables.

5.8 Applicants requesting items from different funding priorities should complete a separate application for each priority. See Addendum I - Funding Priorities for the E911 Rural County Grant Program for a listing of funding priorities. Items from the same funding priorities should be combined in the same application and shall comply with General Condition items 5.4 and 5.5.

5.9 Should two or more rural counties jointly apply for a grant, each county will be required to complete and submit a grant application detailing the funds requested and the county responsible for the funds. In addition one combined grant application detailing the entire project and a memorandum of understanding of all counties involved shall be submitted. The combined grant application shall comply with General Condition items 5.4 and 5.5.

5.10 Procurement shall be based on the county’s purchasing requirements and the applicable State purchasing requirements, including Section 112.061, Florida Statutes. All travel and associated per diem costs proposed shall be in compliance with General Conditions item 6.3.6.

5.11 Funding application requests must include a scope of work that clearly establishes the tasks to be performed. The applications shall include all tasks that are required for successful completion of the project. The project shall be divided into quantifiable units of deliverables that shall be received and accepted in writing by the county before payment. Each deliverable must be directly related to the scope of work and must specify the required minimum level of service to be performed and the criteria for evaluating the successful completion of each deliverable.

5.12 Funding requests must include all necessary costs required for full implementation of the proposed solution including that of any third party. Should the county grant application request or grant award be less than the projected cost of the equipment or service, the county should provide verification of the ability to fund the difference. Pricing submitted cannot be contingent upon “yet to be” determined fees for products and services by the proposer or any other third party required for implementation.

5.13 The county shall provide information on the county’s preceding year E911 fee revenue amount, the preceding year carry forward funding amount and the total carry forward balance amount in the county E911 fund. The amount of grant funding award is limited based on the total amount of carry forward funding in the county E911 fund in excess of an amount calculated based on the allowable 30 percent carry forward amount for a two year basis. The county shall include the amount of their county carry forward funding being utilized for this grant in the Applied County Carry Forward or other Funding (if applicable) line in the Application Form item #12. Budget/Expenditure Report.

5.14 Detailed information is required for any grant application requesting funding for systems that require immediate system replacement for provisioning of enhanced 911 in the county. Include detailed justification and explanation for any E911 system with an expected remaining life of less than 1 year.
5.15 Funding requests contingent upon “beta testing” or for products and services not in general production and installation will not be funded.

6.0 Limitation on Use of Funds

6.1 Only eligible expenses for E911 service listed in subsection 365.172(10), Florida Statutes, (Appendix I) that are not specifically excluded in this application will be funded.

6.2 Specifically excluded E911 expenses:

6.2.1 Salaries and associated expenses for 911 coordinators and call takers or other 911 personnel will not be funded.

6.2.2 Wireline database costs from the local exchange carrier, vehicle expenses, outside plant fiber or copper cabling systems, consoles, workstation furniture and aerial photography expenses will not be funded.

6.3 Funding limitations are specified on the following items:

6.3.2 Grant funding shall be limited to eligible equipment maintenance and warranty costs for a primary PSAP and one other PSAP per county; either a primary, a secondary or a backup.

6.3.3 Grant funding shall be limited to eligible mapping maintenance and warranty costs for a primary PSAP and one other PSAP per county; either a primary, a secondary or a backup.

6.3.4 Grant funding for customer premise equipment shall be limited (per grant cycle) to eligible expenditures for a primary PSAP only.

6.3.5 Training cost funding is limited to new system & equipment training.

6.3.6 The allowable grant funding for travel expenses is limited to the authorized amounts established in Section 112.061, Florida Statutes, and the Department of Financial Services Guidelines for State Expenditures. Allowable costs for daily per diem shall not exceed $186.00.

7.0 Approval and Award

7.1 The E911 Board will review each application for compliance with the requirements of terms and conditions.

7.2 Grant awards will be withheld for any county that has a grant with a past-due quarterly report or past-due final documentation and closeout of previous rural county grant awards.

7.3 Applications will be awarded based upon the priorities set by the E911 Board as listed in Addendum I - Funding Priorities for the E911 Rural County Grant Program.

7.4 The E911 Board will adjust the amount awarded to a county based upon the availability of funds, eligibility of requested items, published quotes, increased effectiveness of grant funds,
minimum system requirements for performing the needed E911 function as specified in the State E911 Plan, or documented factors provided in the grant application submission.

7.5 Any county that requires Board of County Commissioner approval of the grant program funding, prior to commencement of the project, shall notify the E911 Board in Application Form item #10. Grant funds for approved grant applications will be held until the county provides written notification to the E911 Board of the Board of County Commissioners approval of the project prior to the funds being disbursed from the E911 Trust Fund.

7.6 Any conditional hold, for documentation submittal referenced in 7.2 and 7.5, is limited to the last regularly scheduled E911 Board meeting application vote established in the grant program calendar.

8.0 Financial and Administrative Requirements

8.1 Grant funds shall be provided on a cost reimbursement basis. Grant funds shall be deposited in an interest bearing account maintained by the grantee, and each grant shall be tracked using a unique accounting code designator for deposits, disbursements and expenditures assigned by the county. All grant funds in the account maintained by the grantee shall be accounted for separately from all other funds. Any interest generated shall be returned to the E911 Board.

8.2 Each grantee may submit reimbursement claims to the E911 Board as needed; however claims are limited to one request per month. Receipt of reimbursement funds from the E911 Board is contingent on the timely and accurate submittal of funding requests. Requests for reimbursement of expenditures must be submitted on the approved Appendix IV Financial Reimbursement of Expenditures Reporting Form. Incomplete claims forms or claims not submitted on the correct form cannot be processed and will be returned for corrections. Submit only for the amounts in each budget categories in which you have incurred expenditures.

8.3 Upon written request and accompanying documentation justifying the need, a county may receive an payment of funding with a completed Expenditures Reporting Form, with the vendor invoice, and county certification that the specific grant items including all tasks and deliverables included in the funding request are complete. Within 45 days of receipt of funding, the grantee shall submit verification of payment to the vendor.

8.4 Reimbursement claims shall include only expenditures claimed against the specific grant number awarded and include copies of purchase orders and paid vouchers, invoices, copies of check processing, journal transfers. To assure prompt processing, complete reimbursement claims should be e-mailed to:

E911Board-ElectronicGrantReports@dms.myflorida.com

8.5 Grant funds, can only be used between the beginning and ending dates of the grant term, unless the E911 Board authorizes an extension. The right to incur costs under this grant expires two years from receipt of award and funds. The grantee may not incur costs and request payment or final reimbursement of funding past the expiration date.

8.6 Responsibility for grant funding and any failure to perform the minimum level of service required by the grant application and the application scope of work cannot be transferred under any circumstances from the County. Failure to perform the scope of work or expenditure of funds for other than allowable 911 costs as stated in the grant application shall require the county to return the awarded funds to the E911 Board.
8.7 Responsibility for property and equipment obtained under a grant cannot be transferred under any circumstances. If a sale or transfer of such property or equipment occurs within five years after a grant ends, funds must be returned to the E911 Board on a pro rata basis.

8.8 The grantee agrees that any improvement, expansion or other effect brought about in whole or part by grant funds will be maintained for a minimum of five years or thereafter until the effective replacement date of the system.

8.9 If a grantee materially fails to comply with any term of an award, the Board shall take one or more of the following actions, as appropriate in the circumstances:

- Temporarily withhold grant payments pending grantee correction of the deficiency,
- Disapprove all or part of the cost of the activity or action not in compliance,
- Suspend or terminate the current award for the grantee’s project,
- Suspend or deny future grant awards.

The Board will provide the grantee an opportunity for a hearing, appeal, or other administrative proceeding to which the grantee is entitled under Florida Statute or regulation applicable to the action involved.

8.10 Grant awards may be terminated in whole or in part by the Board, with the consent of the grantee, in which case the two parties shall agree upon the termination conditions, including the effective date and in the case of partial termination, the portion to be terminated. Grant awards may be terminated by the grantee upon written notification to the Board, detailing the reasons for such termination, the effective date, and return of all funding.

8.11 Grant funds provided in excess of the amount to which the actual cost incurred to meet the terms and conditions of the grant agreement must be refunded to the E911 Board and sent to the Florida E911 Board’s Post Office Box address:

Florida E911 Board
Post Office Box 7117
Tallahassee, Florida 32314

The refund shall include transmittal information detailing the amount of returned funds that are excess grant funding and/or returned interest and shall include the number of the associated grant.

9.0 Grant Reporting Procedures

9.1 Grantees will be required to submit quarterly reports summarizing cumulative expenditures and status of the grant project. Quarterly reports shall include both an updated Application Form item #12 Budget/Expenditure Report and a completed Appendix III Quarterly Report Form.

9.1.1 Reporting will begin at the conclusion of the first full quarter after the award. The report periods will end on March 31, June 30, September 30, and December 31 of each year. Reports are due within 30 days of the ending report period.

9.1.2 Earned interest shall be reported cumulatively and included with each quarterly report.

9.1.3 Updated reports and associated information should be e-mailed to E911Board-ElectronicGrantReports@dms.myflorida.com.
9.2 At project completion, a final report shall be submitted based on the same reporting requirements described in grant reporting item 9.1. The county shall determine the final completion date based on the final payment date, or the initiation date of the warranty period. Final documentation including copies of all expenditures and corresponding invoices shall be submitted within 90 days of the final report.

9.3 Change requests shall be submitted prior to deviation from any awarded grant applications. No changes or departures from the original request are authorized unless approved in writing by the E911 Board. Such requests shall be submitted using the form attached in Appendix II, Request for Change Form. Any unauthorized change shall require the return of grant funds, plus any interest accrued.

9.3.1 Time extension requests will not be granted unless the county has executed a contract for the grant equipment and/or services, or demonstrates good cause for failure to execute a contract within twelve months of award. Good cause documentation shall include a new project timeline schedule.

9.3.2 Time extensions shall be limited to a maximum of one additional year when approved by the E911 Board.

9.3.3 Request for Change forms and associated information should be e-mailed to E911Board-ElectronicGrantReports@dms.myflorida.com.

9.4 The Appendix III Quarterly Report Form shall inform the E911 Board of significant impacts to grant supported activities. Significant impacts include project status developments affecting time schedules and objectives, anticipated lower costs or producing beneficial results in addition to those originally planned. Additionally, problems, delays, or adverse conditions which will materially impair the ability to meet the timely completion of the award must be reported. The disclosure must include a statement of the action taken, or contemplated, and any assistance needed to resolve the situation.

9.5 The county’s Board of County Commission chairperson shall be notified when overdue quarterly reports or final reports are not received before the next E911 Board meeting following the month after the end of the quarter in which they are due.

9.6 Funding continuance will be based on timely submission of quarterly reports.

9.7 Final document submission and close-out of a grant does not affect the E911 Board’s right to disallow costs and recover funds on the basis of an audit or financial review. The county shall remain obligated to return any funds expended that do not comply with the terms and conditions of the grant award.
STATE OF FLORIDA E911 BOARD
E911 RURAL COUNTY GRANT PROGRAM APPLICATION FORM

Total Amount Requested: _________________________________

Project Title: _________________________________________

1. Board of County Commissioners Chair:
   Mailing Address: _______________________________________
   City: ____________________________________ Zip: ________-
   State: __________________ Phone: (____) ______ Fax: ______
   Email Address: __________________________

2. County 911 Coordinator:
   Mailing Address: _______________________________________
   City: ____________________________________ Zip: ________-
   State: __________________ Phone: (____) ______ Fax: ______
   Email Address: __________________________

3. Federal Tax ID Number: ________________________________

County __________________________
County

COUNTY INFORMATION
USE 12 POINT FONT OR LEGIBLE HAND PRINTING

4. County Fact Information

A. County ________________________________

B. Population ________________________________

C. Total Number of Incoming Nonwireless Trunks ________________________________

D. Total Number of Incoming Wireless Trunks ________________________________

E. Number of PSAP’s ________________________________

F. Number of Call-taking Positions per PSAP ________________________________

G. Total Volume of 911 Calls ________________________________

H. What equipment is needed to maintain the Enhanced 911 system?

I. What equipment is requested in this grant application?

J. Financial Information:
   1.) What are the current annual costs for your E911 system (circuits, customer records hardware and software, etc.) not including maintenance?

   2.) What are the current annual costs for maintenance of items included in 1.)?

   3.) Total amount of E911 fee revenue received in the preceding year?

   4.) Total amount of county carry forward funding retained in the preceding year?

   5.) Current total amount of county carry forward funding?

   6.) Two year maximum calculated amount for Applied Carry Forward Funding Calculation (multiply amount in J.3.) by 30 percent and then multiply by two))

   7.) Minimum calculated amount for Applied Carry Forward Funding Calculation (amount in J.5.) subtracted by amount in J.6.))

Insert in Item 12. Budget Expenditure Report ________________________________
5. Describe your county’s existing E911 system. Include specific information on existing system equipment upgrades and when the installation of this equipment was completed.

6. Describe the scope of work for the proposed project including any goal(s) and objectives. Include the tasks to be performed as part of the project. Provide scope of work in quantifiable units of deliverables that shall be received and accepted. For each deliverable specify the required minimum level of service to be performed and the criteria for evaluating the successful completion of each deliverable.

7. Justification of the need for the proposed project. Provide detailed information on the existing system’s condition including a detailed justification for any system with an expected remaining life of less than 1 year.

8. Describe why your county will not be able to complete this project without this grant funding.

9. Briefly describe how this grant project would be in concurrence with the State E911 Plan.
10. Describe the required steps with an anticipated time schedule with procurement and payment milestones and a total project completion date.

11. Sole source justification (if applicable).
12. Budget/Expenditure Report
Prepare an itemized Grant Budget ("Line Item" breakdown should include separated systems, i.e.; 911 system, logging recorder, centerline mapping, etc. and services items). The completed form shall be used to complete quarterly report requirements, listing expenditures and revisions (if any) in appropriate columns. If there is insufficient space, please include details in an attachment. **Budget costs should match requested vendor quote.**

<table>
<thead>
<tr>
<th>County:</th>
<th>Grant Number:</th>
<th>Report Date:</th>
</tr>
</thead>
</table>

For Grant Period Ending: [ ] March 31 [ ] June 30 [ ] September 30 [ ] December 31 Year: ________  FINAL [ ]

<table>
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<tr>
<th>Proposed Budget</th>
<th>USE FOR QUARTERLY REPORTS</th>
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<tr>
<td>Line Item</td>
<td>Unit Price ($)</td>
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<td>A. Systems (Hardware, Software, Equipment &amp; Labor)</td>
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<tr>
<td>Total System Items</td>
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<td>B. Services (Training, Maintenance and Warranty Items)</td>
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<tr>
<td>Total Service Items</td>
<td></td>
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<tr>
<td>Less any Applied County Carry Forward or other Funding (if applicable)</td>
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<tr>
<td>Grant Request Total</td>
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USE FOR ALL REPORTS

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<tr>
<th>Total Amount of Grant Awarded</th>
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<tbody>
<tr>
<td>Total Interest for Grant Period</td>
</tr>
<tr>
<td>Final Completion Date</td>
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</tbody>
</table>

__________________________
Signature, County 911 Coordinator
13. Assurances

ACCEPTANCE OF TERMS AND CONDITIONS: The grantee accepts all grant terms and conditions. Grantee understands that grants are contingent upon the availability of funds.

DISCLAIMER: The grantee certifies that the facts and information contained in this application and any attached documents are true and correct. A violation of this requirement may result in revocation of the grant and return of all grant funds and interest accrued (if any), pursuant to the E911 Board authority and any other remedy provided by law.

NOTIFICATION OF AWARDS: The grantee understands and accepts that the notice of award will be advertised on the Florida E911 website.

MAINTENANCE OF IMPROVEMENT AND EXPANSION: The grantee agrees that any improvement, expansion or other effect brought about in whole or part by grant funds will be maintained. No substantial changes or departures from the original proposal shall be permitted unless the E911 Board gives prior written authorization. Any unauthorized change will necessitate the return of grant funds, and accrued interest (if any) to the E911 Board.

Failure to utilize grant funds as represented may jeopardize eligibility to be considered for future funding.

14. Authority

I hereby affirm my authority and responsibility for the use of funds requested.

_________________________________________________   ______________
SIGNATURE – CHAIR, BOARD OF COUNTY COMMISSIONERS     DATE

_________________________________________________
Printed Name

_________________________________________________  ______________
WITNESS            DATE
Appendix I

NO requests for funding will be acknowledged for any items not specified in subsection 365.172 (10), Florida Statutes (shown below).

AUTHORIZED EXPENDITURES OF E911 FEE.—

(a) For purposes of this section, E911 service includes the functions of database management, call taking, location verification, and call transfer. Department of Health certification and recertification and training costs for 911 public safety telecommunications, including dispatching, are functions of 911 services.

(b) All costs directly attributable to the establishment or provision of E911 service and contracting for E911 services are eligible for expenditure of moneys derived from imposition of the fee authorized by subsections (8) and (9). These costs include the acquisition, implementation, and maintenance of Public Safety Answering Point (PSAP) equipment and E911 service features, as defined in the providers' published schedules or the acquisition, installation, and maintenance of other E911 equipment, including circuits; call answering equipment; call transfer equipment; ANI or ALI controllers; ANI or ALI displays; station instruments; E911 telecommunications systems; visual call information and storage devices; recording equipment; telephone devices and other equipment for the hearing impaired used in the E911 system; PSAP backup power systems; consoles; automatic call distributors, and interfaces, including hardware and software, for computer-aided dispatch (CAD) systems; integrated CAD systems for that portion of the systems used for E911 call taking; GIS system and software equipment and information displays; network clocks; salary and associated expenses for E911 call takers for that portion of their time spent taking and transferring E911 calls; salary, and associated expenses for a county to employ a full-time equivalent E911 coordinator position and a full-time equivalent mapping or geographical data position, and technical system maintenance, database, and administration personnel for the portion of their time spent administrating the E911 system; emergency medical, fire, and law enforcement prearrival instruction software; charts and training costs; training costs for PSAP call takers, supervisors, and managers in the proper methods and techniques used in taking and transferring E911 calls, costs to train and educate PSAP employees regarding E911 service or E911 equipment, including fees collected by the Department of Health for the certification and recertification of 911 public safety telecommunicators as required under s. 401.465; and expenses required to develop and maintain all information, including ALI and ANI databases and other information source repositories, necessary to properly inform call takers as to location address, type of emergency, and other information directly relevant to the E911 call-taking and transferring function. Moneys derived from the fee may also be used for next-generation E911 network services, next-generation E911 database services, next-generation E911 equipment, and wireless E911 routing systems.

(c) The moneys may not be used to pay for any item not listed in this subsection, including, but not limited to, any capital or operational costs for emergency responses which occur after the call transfer to the responding public safety entity and the costs for constructing, leasing, maintaining, or renovating buildings, except for those building modifications necessary to maintain the security and environmental integrity of the PSAP and E911 equipment rooms.
## Request for Change

**Name of County:**

<table>
<thead>
<tr>
<th>BUDGET LINE ITEM</th>
<th>CHANGE FROM</th>
<th>CHANGE TO</th>
<th>TOTAL</th>
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<tbody>
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|                  | $           | $         |

**Justification For Change:**

____________________________________                           ______________

**Signature of Authorized Official**

_____________________________________   _____________________

**E911 Board’s Authorized Representative**

_____________________________________   _____________________

**For E911 Board use only.**

Approved:   Yes [ ]   No [ ]

__________________________   ___________________
E911 Board’s Authorized Representative    Date
Quarterly Report

County: ________________________________

Grant Number: ________________________________

Report Date: ________________________________

Project Status Update:


Problems/Delays:


Signature of Authorized Official ____________________________________________ Date ___________________
Appendix IV  Financial Reimbursement of Expenditures Reporting Form

Prepare an itemized request for reimbursement expenditures in each budget categories for each deliverable. Attach copies of purchase orders and paid vouchers, invoices, copies of checks, journal transfers, required for expenditure justifications. If there is insufficient space, please include details in an attachment.

<table>
<thead>
<tr>
<th>County:</th>
<th>Grant Number:</th>
<th>Request Number:</th>
<th>Request Date:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Budget Categories</th>
<th>Deliverable Items</th>
<th>Unit Price ($)</th>
<th>Quantity</th>
<th>Total Amount ($)</th>
<th>Previous Request Amount ($)</th>
<th>Current Request Amount ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Systems (Hardware, Software, Equipment &amp; Labor)</td>
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<tr>
<td>B. Services (Training, Maintenance and Warranty Items)</td>
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</tbody>
</table>

Grant Request Total

Request payment of funding (if applicable) ☐

Justification of payment funding need:

__________________________
Signature, County 911 Coordinator
Addendum I

Funding Priorities for the E911 Rural County Grant Program

The criteria for determining acceptability for disbursement of funds from the State of Florida E911 Rural County Grant Program will be made on a priority basis. There will be six priorities as identified below:

PRIORITY 1: Rural counties with E911 Phase II Primary PSAP systems that require immediate system replacement to maintain enhanced 911 status or when the expected remaining life of the system is less than 1 year.

PRIORITY 2: Rural counties with E911 Phase II systems that require maintenance or warranty agreements for maintaining enhanced 911 status. This may include the following, listed in order of funding priority a through b:
   a: E911 System Maintenance (pertaining exclusively to items listed in Priorities 3a-h only)
   b: E911 Map Maintenance (pertaining exclusively to items listed in Priority 5a only)

PRIORITY 3: Rural counties with E911 Phase II Primary PSAP systems that require new or replacement of critical or necessary hardware or software for maintaining E911 Phase II status. This may include the following, listed in order of funding priority a through h:
   a: Hardware and software for Customer Premise Equipment
   b: Lightning Protection Equipment
   c: Uninterruptible Power Supply Equipment
   d: E911 Voice Recording Equipment
   e: County E911 Standalone ALI Database Equipment
   f: E911 Map Display Equipment
   g: New additional 911 Call Taker Position Equipment
   h: Net clock

PRIORITY 4: Rural counties with E911 Phase II Systems requesting consolidation of E911 PSAPs, which decreases the number of Primary or Secondary PSAPs in the county by a minimum of one.

PRIORITY 5: Rural counties with E911 Phase II Systems that require mapping services necessary for maintaining E911 Phase II Geographic Information Systems (GIS). This may include the following, listed in order of funding priority a through b:
   a: E911 Map System Equipment - E911 map generation hardware and software licensing is limited to components for two stations
   b: GIS Centerline, point generation and map accuracy services

PRIORITY 6: Rural counties with E911 Phase II systems that require allowable E911 expense items that are not defined in Priorities 1, 2, 3, 4, and 5 to maintain a complete E911 system.

Regional E911 system project requests related to systems, equipment and maintenance will be considered the highest priority within each priority category.
Grants awards will be funded in order of priority assigned. Total funding for any priority may be adjusted based on the remaining funds available, the number of applications and the anticipated requests in the next funding cycle. The acceptability for disbursement of funds from the State of Florida E911 Rural County Grant Program for any E911 expense items not expressly provided for in Priorities above shall be determined at the discretion of the E911 Board pursuant to its authority under sections 365.172 and 365.173, Florida Statutes.
The E911 Rural County Grant program is a semi-annual grant program provided for the purpose of assisting rural counties, as defined by paragraph 365.172(3)(z), Florida Statutes, with the installation and maintenance of an Enhanced 911 (E911) system.

(1) Eligibility. Any Board of County Commissioners in the State of Florida, with a county population of fewer than 75,000 is eligible to apply.

(2) Definitions.

(a) “Enhanced 911” (E911): As defined by paragraph 365.172(3)(h), Florida Statutes, and as referenced in the State E911 Plan under section 365.171, Florida Statutes.

(b) “E911 Maintenance”: Means the preventative, routine and emergency maintenance required by the State E911 Plan, in order to maintain the E911 System in operable working condition.

(c) “E911 System”: Means the Public Safety Answering Point equipment, in accordance with the State E911 Plan, including 911 call routing, processing, mapping and call answering communications equipment.

(d) “Next Generation 911” (NG-911): Means the designation for an advanced 911 emergency communications system or service that provides a communications service subscriber with 911 service and, in addition, directs 911 emergency requests for assistance to appropriate public safety answering points based on the geographical location from which the request originated, or as otherwise provided in the State E911 Plan under section 365.171, Florida Statutes, and that provides for automatic number identification and automatic location identification features and emergency data information through managed IP-based networks.

(e) “Public Safety Answering Point” (PSAP): As defined by paragraph 365.172(3)(y), Florida Statutes, and as referenced in the State E911 Plan under section 365.171, Florida Statutes.

(3) General conditions.

(a) Each rural county applying for rural county grant funds shall complete and submit W Form 1A, “Application for the E911 Rural County Grant Program,” effective 1/1/2015, which is incorporated herein by reference and which may be obtained from the E911 Board office at the following address:

http://www.flrules.org/Gateway/reference.asp?No=Ref-03645 or

State of Florida E911 Board
ATTN: Administrative Assistant
4050 Esplanade Way
Building 4030 – Suite 135
Tallahassee, Florida 32399-0950

The applicant must provide one original of the pages for Application Form items 1 through 14 and the associated quotes. The grant application package must be postmarked or delivered on or before April 1 or October 1 of each year, dependent on the spring or fall application period.

(b) Hosted 911 answering point call-taking equipment and network services, recurring network and circuit costs, equipment maintenance and warranty costs will not be funded on more than an annual basis. Costs shall be calculated to account for only the first year warranty and maintenance costs and shall not include upfront maintenance costs to reduce the yearly service amount.

(c) Equipment procurement shall be based on the county’s purchasing requirements and the applicable State purchasing requirements specified in Chapter 287, Florida Statutes, and the requirements of section 112.061, Florida Statutes.

(d) Grant applications totaling $35,000.00 or more must be accompanied by at least three written substantiated competitive quotes from different vendors. The E911 Board will compare the three quotes to any existing state contract in order to determine appropriate funding. Any county that has made a good faith effort to obtain at least three competitive quotes and has not been able to obtain the quotes can request E911 Board review based on substantiated proof of request for quotes or posting of the request with documentation of the limited responses.
(e) If the grant application does not exceed the threshold amount of $195,000, the county can initiate a request for sole source funding. Sole source funding will be considered on a case-by-case basis. Justification for sole source funding shall be provided with the application. Sole source funding will be approved if provided in accordance with Chapter 287, Florida Statutes, or with provision of a letter from the county's purchasing department that the project is a sole source procurement based on the county's purchasing requirements, which shall be provided with this grant application.

(f) Priorities for awarding of grants will be determined by the E911 Board. Grant priorities may be adjusted by the Board and published with the grant application package three months prior to the application submission date. The grant priority list is available as an addendum with the grant application at the start of each grant cycle at the address shown in paragraph (3)(a) above.

(g) Equipment maintenance and warranty costs will not be funded on more than an annual basis.

(h) No grant money will be awarded to be used for the purpose of paying call takers' salaries.

(i) Two or more rural counties may apply for a joint grant, but each county must complete and submit W Form 1A as requested and indicated.

(j) Grant funding shall be limited to eligible equipment maintenance and warranty costs for a primary PSAP and one other PSAP per county; either a primary, a secondary or a backup.

(k) Grant funds shall be provided on a cost reimbursement basis. Grant funds shall be deposited in a bank account maintained by the grantee county, and each grant shall be assigned a unique accounting code designation for deposits, disbursements, and expenditures. All E911 Rural County Grant funds in the account shall be accounted for separately from other grantee funds. Grant funds may be used only between the beginning and ending dates of the grant, unless an extension is requested and authorized by the E911 Board. Extension of time will not be granted unless the county has executed a contract for the grant equipment and/or services, or demonstrates good cause for failure to execute a contract within twelve months of award. Grant extensions shall be limited to a maximum of one additional year when approved by the Board.

(l) Grant funding for customer premise equipment shall be limited to eligible expenditures for a primary PSAP only.

(m) Upon written request and accompanying documentation justifying the need, a county may receive payment of funding with a completed Expenditures Reporting Form, with the vendor invoice, and county certification that the specific grant items including all tasks and deliverables included in the funding request are complete. Within 45 days of receipt of funding, the grantee shall submit verification of payment to the vendor.

(n) Grant awards may be terminated in whole or in part by the Board, with the consent of the grantee, in which case the two parties shall agree upon the termination conditions, including the effective date and in the case of partial termination, the portion to be terminated. Grant awards may be terminated by the grantee upon written notification to the Board, detailing the reasons for such termination, the effective date, and return of all funding.

(o) Grantee counties must submit quarterly reports to the E911 Board, summarizing the expenditures and activities of the grant funds. The reports are due 30 days after the end of the reporting period, which ends March 31, June 30, September 30, and December 31. Updated Grant Budget/Expenditure Reports, Quarterly Reports, Request for Change Forms, and Final Reports and associated information should be emailed to E911 Board-ElectronicGrantReports@dms.myflorida.com. The quarterly and final reports will be considered late if not received by the Board Staff prior to the next scheduled Board Meeting after the due date. Quarterly reports, change requests and final reports shall be signed by the county 911 coordinator. Emailed reports from the county 911 coordinator shall be considered as meeting this signature requirement.

(p) At project completion, a final report shall be submitted based on the same reporting periods described in paragraph (3)(o). The County shall determine the final completion date based on the final payment date or the initiation date of the warranty period. Final supporting documentation including copies of all expenditures and corresponding invoices shall be submitted within 90 days of the final report.
(q) The county’s Board of County Commission Chairperson shall be notified when overdue quarterly reports or final reports are not received before the next E911 Board meeting following the month after the end of the quarter in which they are due.

(r) Funding continuance will be based on timely submission of quarterly reports.

(s) Grant awards will be withheld for any county that has a grant with a past-due quarterly report or past-due final documentation and closeout of previous rural county grant awards.

(t) Responsibility for property and equipment obtained under a grant cannot be transferred under any circumstances. If a sale or transfer of such property or equipment occurs within five years after a grant ends, funds must be returned on a pro rata basis.

(u) Responsibility for grant funding and any failure to perform the minimum level of service required by the grant application and the application scope of work cannot be transferred under any circumstances from the County. Failure to perform the scope of work or expenditure of funds for other than allowable 911 costs as stated in the grant application shall require the county to return the awarded funds to the E911 Board.

(v) The amount and availability of funds in the Trust Fund for allocation each year is subject to an annual appropriation by the Legislature. The E911 Board will adjust the funds awarded to a rural county based upon eligibility of requested items, published quotes, increased effectiveness of grant funds, minimum system requirements for performing the needed E911 function as specified in the State E911 plan, or documented factors provided in the grant application submission.

(4) The Rural County Grant program will operate on the following two schedules:

(a) Spring Schedule:
1. Counties submit applications: by April 1;
2. E911 Board evaluates applications: April – May;
3. Board votes on applications at regularly scheduled meetings: April – June;
4. Board sends notification of award before June 30;
5. Implementation period: One year from receipt of award of funds;
6. Expiration of the right to incur costs: Two years from receipt and award notification letter.

(b) Fall Schedule:
1. Counties submit applications: by October 1;
2. E911 Board evaluates applications: October – November;
3. Board votes on applications at regularly scheduled meetings: October – December;
4. Board sends notification of award before December 30.
5. Implementation period: One year from receipt of award of funds;
6. Expiration of the right to incur costs: Two years from receipt of award notification letter.

Rulemaking Authority 365.172(6)(a)11. FS. Law implemented 365.173(2)(g), 365.172(9)(a), (b), (c) FS. History–New 12-7-08, Amended 10-19-09, 4-15-10, 10-27-10, Formerly 60FF-5.002, Amended 7-17-11, 2-7-12, 9-2-12, 1-30-14.
Proposed Rule: Is a SERC Required

Please remember to analyze the impact of the rule, NOT the statute, when completing this form.

I. Adverse Impact Determination
   a. Economic? (Check all that apply.)
      - [ ] Increased fees to be paid by licensee, applicant, registrant, etc.
      - [ ] Increased costs of doing business (equipment, software, etc.)
      - [ ] Increased personnel costs (additional employees, insurance, overtime, training, etc.)
      - [ ] Decreased opportunity for profit (limits on fees, scope of business/practice, ability to partner with others, etc.)
   b. Non-economic? (Check all that apply.)
      - [ ] Increased time and effort to comply (forms, tests, etc.)
      - [ ] Increased need for specialized knowledge (legal, technical, etc.)

If any of the above boxes are checked, answer “Yes,” then continue to the next section. If no boxes are checked, answer “No,” and skip to Section III below.  □ Yes □ No

II. Small Business Determination
   a. Are any of the affected entities a “small business?” (Check all that apply.)
      - [ ] 200 or less permanent full-time employees;
      - [ ] Net worth less than $5 million (including value of affiliates);
      - [ ] Independently owned and operated (NOT a subsidiary of another entity); AND, Engaged in a commercial enterprise?

If ALL of the preceding boxes are checked, answer “Yes,” and skip to Section III below.  If you did not check ALL of the above boxes, check “No,” then continue to the next qualification.  □ Yes □ No
   b. Small Business Certification
      - [ ] Does any affected entity have Small Business Administration 8(a) certification?
        □ Yes (see, www.ccr.gov) □ No

If the answers to I and II are “Yes,” the agency must prepare a SERC.

III. Regulatory Cost Increase Determination
   Direct:  a. Increased Regulatory Cost: N/A
   b. Number of Entities Impacted: N/A
   c. Multiply a. times b.: N/A
   d. Is c. greater than $200,000? □ Yes □ No

   Indirect:  c. Any ascertainable indirect costs? □ Yes □ No
   d. Amount of Indirect Cost: N/A
   e. Number of Entities Impacted: N/A
   f. Multiply g. times f.: N/A
   g. Is h. greater than $200,000? □ Yes □ No
   h. Is h. plus c. greater than $200,000? □ Yes □ No

If the answer to d., i., or j. is “Yes,” the agency must prepare a SERC.
To be certified by the agency head, if the agency is within the purview of the Governor; otherwise, certified by the agency’s legal counsel or other appropriate person.

Is a SERC required?  □ Yes  □ No

Name: John C. Ford

(Print Name)  [Signature]

Title: Chairman

Date: Sept. 12, 2014

Phone: (850) 921-2334
APPLICATION FOR

E911 EMERGENCY GRANT PROGRAM

W Form 5A, incorporated by reference in Rule 60FF1-5.005, Florida Administrative Code, E911 Emergency Grant Program
E911 Emergency Grant Application, effective 1/1/2015
1.0 Purpose

The E911 Emergency Grant Program is to assist counties with the emergency restoration of Enhanced 911 throughout the State of Florida resulting from natural and man-made disasters or events. This grant program is not designed and shall not be used to provide payment for items that are covered by insurance or other assistance programs including FEMA eligible funding. Funding provided for emergency restoration covered by other programs shall be considered a no interest loan to enable emergency restoration until the funding can be obtained from these programs and all grant funding shall be returned to the E911 Board and the E911 Trust Fund. Counties shall comply with all requirements of the insurance or other assistance programs to assure that all available funding is provided.

2.0 Eligibility

The Board of County Commissioners in any county in the State of Florida is eligible to apply for this grant program.

3.0 Definitions

A. Enhanced 911 (E911): As defined by subsection 365.172(3)(h), Florida Statutes, and as referenced in the State E911 Plan under section 365.171, Florida Statutes.

B. E911 Maintenance: Means the preventative, routine and emergency maintenance required by the State E911 Plan, in order to maintain the E911 System in operable working condition.

C. E911 System: Means the Public Safety Answering Point equipment, in accordance with the State E911 Plan, including 911 call routing, processing, mapping and call answering communications equipment.

D. Next Generation 911 (NG-911): Means the designation for an advanced 911 emergency communications system or service that provides a communications service subscriber with 911 service and, in addition, directs 911 emergency requests for assistance to appropriate public safety answering points based on the geographical location from which the request originated, or as otherwise provided in the State E911 Plan under Section 365.171, Florida Statutes, and that provides for automatic number identification and automatic location identification features and emergency data information through managed IP-based networks.

E. Public Safety Answering Point (PSAP): As defined by paragraph 365.172(3)(y), Florida Statutes, and as referenced in the State E911 Plan under section 365.171, Florida Statutes.
4.0 E911 Emergency Grant Program Schedule

Following the natural and man-made disasters or events and submission of the grant application, the E911 Board will hold an emergency meeting in accordance with Florida Administrative Code Rule 28-102.003 be called into emergency for the purpose of acting upon emergency matters affecting the public health, safety or welfare.

<table>
<thead>
<tr>
<th>Schedule</th>
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<tbody>
<tr>
<td>Counties submit Application</td>
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<tr>
<td>Event</td>
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<tr>
<td>Board Members evaluate applications</td>
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<tr>
<td>With 5 days</td>
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<tr>
<td>Board votes on applications to fund at regularly scheduled meeting</td>
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<td>With 5 days</td>
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<tr>
<td>Board sends notification of funding and issues check to counties approved for funding</td>
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<tr>
<td>With 10 days</td>
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<tr>
<td>Implementation period</td>
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<td>One year from receipt of award and funds.</td>
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<tr>
<td>Expiration of the right to incur costs</td>
</tr>
<tr>
<td>Two years from receipt of award and funds.</td>
</tr>
</tbody>
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5.0 General Conditions

5.1 Applications must be delivered to the following address:
State of Florida E911 Board
ATTN: E911 Board Administrative Staff
4030 Esplanade Way, Suite 135
Tallahassee, Florida 32399-0950

5.2 The applicant must provide one original of the pages for Application Form items 1 through 14 and the associated quotes for the grant application.

5.3 The grant funds must only be used for capital expenditures or remotely provided hosted 911 answering point call-taking equipment and network services directly attributable to establishing and provisioning E911 or NG-911 services. Costs shall be calculated to account for only the first year warranty and maintenance costs and shall not include upfront maintenance costs to reduce the yearly service amount.

5.4 All grant applications shall be accompanied by at least one complete quote for equipment or services. Grant applications totaling $35,000.00 or more must be accompanied by at least three written substantiated competitive complete quotes from different vendors. Complete quote submittals shall include a detailed scope of work, all pages included in the vendor proposal, breakdown of all costs including equipment, service tasks and deliverables. The E911 Board will compare the three quotes to any existing state contract in order to determine appropriate funding. Any county that has made a good faith effort to obtain at least three competitive quotes and has not been able to obtain the quotes can request E911 Board review based on substantiated proof of request for quotes or posting of the request with documentation of the limited responses.

5.5 If the grant application does not exceed the threshold amount of $195,000, the county can initiate a request for approval for sole source funding. These will be considered on a case-by-case basis. Justification for sole source funding shall be provided with the application. Sole source will be approved if provided in accordance with Chapter 287, Florida Statutes, or with provision of a letter from the county’s purchasing department that the project is a sole source...
procurement based on the county’s purchasing requirements, which shall be provided with this grant application.

5.6 All grant applications shall be accompanied by at least one quote for equipment or services.

5.7 Applicants requesting items from different funding priorities should complete a separate application for each priority. (See Addendum I - Funding Priorities for the E911 Emergency Grant Program for a listing of funding priorities). Items from the same funding priorities should be combined in the same application and shall comply with General Conditions items 5.4 and 5.5.

5.8 Equipment procurement shall be based on the county’s purchasing requirements and the applicable State purchasing requirements including Florida Statute 112.061.

5.9 Funding application requests must include a scope of work that clearly establishes the tasks to be performed. The applications shall include all tasks that are required for successful completion of the project. The project shall be divided into quantifiable units of deliverables that shall be received and accepted in writing by the county before payment. Each deliverable must be directly related to the scope of work and must specify the required minimum level of service to be performed and the criteria for evaluating the successful completion of each deliverable.

5.10 Funding requests must include all necessary costs required for full implementation of the proposed solution including that of any third party. Should the county grant application request or grant award be less than the projected cost of the equipment or service, the county should provide verification of the ability to fund the difference. Pricing submitted cannot be contingent upon “yet to be” determined fees for products and services by the proposer or any other third party required for implementation.

5.11 The county shall provide information on the county’s preceding year E911 fee revenue amount, the preceding year carry forward funding amount and the total carry forward balance amount in the county E911 fund. The amount of grant funding award is limited based on the total amount of carry forward funding in the county E911 fund in excess of an amount calculated based on the allowable 30 percent carry forward amount for a two year basis. The county shall include the amount of their county carry forward funding being utilized for this grant in the Applied County Carry Forward or Other Funding (if applicable) line in the Application Form item #12. Budget/Expenditure Report.

6.0 Limitation on Use of Funds

6.1 Only eligible expenses for E911 service listed in subsection 365.172(10), Florida Statute (Appendix I) that are not specifically excluded in this application will be funded.

6.2 Specifically excluded E911 expenses:

6.2.1 Salaries and associated expenses for 911 coordinators and call takers or other 911 personnel will not be funded.

6.2.2 Wireline database costs from the local exchange carrier, vehicle expenses, consoles, workstation furniture and aerial photography expenses will not be funded. Interconnecting hardware and network equipment for NG-911 PSAPs is fundable;
however, outside plant copper or fiber cabling systems and building entrance build out costs are not fundable.

6.3 Funding limitations are specified on the following items:

6.3.1 Hosted 911 answering point call-taking equipment and network services, recurring network and circuit costs, equipment maintenance and warranty costs will not be funded on more than an annual basis.

6.3.2 Equipment maintenance and warranty costs will not be funded on more than an annual basis.

6.3.3 Grant funding shall be limited to eligible expenditures for a primary or a secondary PSAP per county.

6.3.4 Selective router equipment costs are limited to the primary PSAP system and are limited to one per county.

6.3.5 Training cost funding is limited to new system & equipment training.

6.3.6 The allowable grant funding for travel expenses is limited to the authorized amounts established in Section 112.061, Florida Statutes, and the Department of Financial Services Guidelines for State Expenditures. Allowable costs for daily per diem shall not exceed $186.00.

7.0 Approval and Award

7.1 The Board will review each application for compliance with the requirements of terms and conditions.

7.2 Grant awards will be withheld for any county that has a grant with a past-due quarterly report or past-due final documentation and closeout, of previous E911 Board grant awards.

7.3 Applications will be awarded based upon the priorities set by the Board as listed in Addendum I - Funding Priorities for the E911 Emergency Grant Program.

7.4 The E911 Board will adjust the amount awarded to a county based upon the availability of funds, eligibility of requested items, published quotes, increased effectiveness of grant funds, minimum system requirements for performing the needed E911 function as specified in the State E911 plan, or documented factors provided in the grant application submission.

8.0 Financial and Administrative Requirements

8.1 Grant funds shall be provided on a cost reimbursement basis. All funds shall be deposited in an interest bearing account maintained by the grantee, and each grant shall be tracked using a unique accounting code designator for deposits, disbursements and expenditures assigned by the county. All grant funds in the account maintained by the grantee shall be accounted for separately from all other funds. Any interest generated shall be returned to the E911 Board.

8.2 Each grantee may submit reimbursement claims to the E911 Board as needed; however claims are limited to one request per month. Receipt of reimbursement funds from the E911 Board is
8.3 Upon written request and accompanying documentation justifying the need, a county may receive a payment of funding with a completed Expenditures Reporting Form, with the vendor invoice, and county certification that the specific grant items including all tasks and deliverables included in the funding request are complete. Within 45 days of receipt of funding, the grantee shall submit verification of vendor payment.

8.4 Reimbursement claims shall include only expenditures claimed against the specific grant number awarded and include copies of purchase orders and paid vouchers, invoices, copies of check processing, journal transfers. To assure prompt processing, complete reimbursement claims should be e-mailed to:

E911Board-ElectronicGrantReports@dms.myflorida.com

8.5 Grant funds, can only be used between the beginning and ending dates of the grant term, unless the E911 Board authorizes an extension. The right to incur costs under this grant expires two years from receipt of award and funds. The grantee may not incur costs and request payment or final reimbursement of funding past the expiration date.

8.6 Responsibility for grant funding and any failure to perform the minimum level of service required by the grant application and the application scope of work cannot be transferred under any circumstances from the County. Failure to perform the scope of work or expenditure of funds for other than allowable 911 costs as stated in the grant application shall require the county to return the awarded funds to the E911 Board.

8.7 Responsibility for property and equipment obtained under a grant cannot be transferred under any circumstances. If a sale or transfer of such property or equipment occurs within five years after a grant ends, funds must be returned to the E911 Board on a pro rata basis.

8.8 The grantee agrees that any improvement, expansion or other effect brought about in whole or part by grant funds will be maintained for a minimum of five years or thereafter until the effective replacement date of the system.

8.9 If a grantee materially fails to comply with any term of an award, the Board shall take one or more of the following actions, as appropriate in the circumstances:

Temporarily withhold grant payments pending grantee correction of the deficiency,
Disapprove all or part of the cost of the activity or action not in compliance,
Suspend or terminate the current award for the grantee’s project,
Suspend or deny future grant awards.

The Board will provide the grantee an opportunity for a hearing, appeal, or other administrative proceeding to which the grantee is entitled under Florida Statute or regulation applicable to the action involved.
8.10 Grant awards may be terminated in whole or in part by the Board, with the consent of the grantee, in which case the two parties shall agree upon the termination conditions, including the effective date and in the case of partial termination, the portion to be terminated. Grant awards may be terminated by the grantee upon written notification to the Board, detailing the reasons for such termination, the effective date, and return of all funding.

8.11 Grant funds provided in excess of the amount to which the actual cost incurred to meet the terms and conditions of the grant agreement must be refunded to the E911 Board and sent to the Florida E911 Board’s Post Office Box address:

Florida E911 Board  
Post Office Box 7117  
Tallahassee, Florida 32314

The refund shall include transmittal information detailing the amount of returned funds that are excess grant funding and/or returned interest and shall include the number of the associated grant.

9.0 Grant Reporting Procedures

9.1 Grantees will be required to submit quarterly reports summarizing all expenditures and status of the grant project. Quarterly reports shall include an updated Application Form item #12 Budget/Expenditure Report and a completed Appendix III Quarterly Report Form.

9.1.1 Reporting will begin at the conclusion of the first full quarter after the award. The report periods will end on March 31, June 30, September 30, and December 31 of each year. Reports are due within 30 days of the ending report period.

9.1.2 Earned interest shall be reported cumulatively.

9.1.3 Quarterly reports may be faxed, emailed, mailed or delivered to the E911 Board administrative or technical staff. In lieu of submitting a signed paper copy, the updated forms can be e-mailed to the Board’s administrative or technical staff.

9.2 At project completion, a final report shall be submitted based on the same reporting requirements described in grant reporting item 9.1. The county shall determine the final completion date based on the final payment date, or the initiation date of the warranty period. Final documentation including copies of all expenditures and corresponding invoices shall be submitted within 90 days of the final report.

9.3 Change requests shall be submitted prior to deviation from any awarded grant applications. No changes or departures from the original request are authorized unless approved in writing by the Board. Such requests shall be submitted using the form attached in Appendix II, Request for Change Form. Any unauthorized change shall require the return of grant funds, plus any interest accrued.

9.3.1 Time extension requests will not be granted unless the county has executed a contract for the grant equipment and/or services, or demonstrates good cause for failure to execute a contract within twelve months of award. Good cause documentation shall include a new project timeline schedule.

9.3.2 Time extensions shall be limited to a maximum of one additional year when approved by the Board.
9.3.3 Request for Change forms and associated information should be e-mailed to E911Board-ElectronicGrantReports@dms.myflorida.com.

9.4 The Appendix III Quarterly Report Form shall inform the E911 Board of significant impacts to grant supported activities. Significant impacts include project status developments affecting time schedules and objectives, anticipated lower costs or producing beneficial results in addition to those originally planned. Additionally, problems, delays, or adverse conditions which will materially impair the ability to meet the timely completion of the award must be reported. The disclosure must include a statement of the action taken, or contemplated, and any assistance needed to resolve the situation.

9.4 The County’s Board of County Commission chairperson shall be notified when overdue quarterly reports, final reports and final documentation are not received before the next E911 Board meeting following the month after the end of the quarter in which they are due.

9.5 Funding continuance will be based on timely submission of quarterly reports.

9.6 Final document submission and close-out of a grant does not affect the Board’s right to disallow costs and recover funds on the basis of an audit or financial review. The county shall remain obligated to return any funds expended that do not comply with the terms and conditions of the grant award.
STATE OF FLORIDA E911 BOARD
E911 EMERGENCY GRANT PROGRAM APPLICATION FORM

Total Amount Requested: ________________________________

Project Title: _______________________________________

1. Board of County Commissioners Chair:
   Mailing Address: ___________________________________
   City: ___________________________ Zip: ________ - ________
   State: _______________________
   Phone: ( ) __________ Fax: _______________________
   Email Address: ____________________________________

2. County 911 Coordinator:
   Mailing Address: ___________________________________
   City: ___________________________ Zip: ________ - ________
   State: _______________________
   Phone: ( ) __________ Fax: _______________________
   Email Address: ____________________________________

3. Federal Tax ID Number: ________________________________

County ________________________________
# COUNTY INFORMATION

**USE 12 POINT FONT OR LEGIBLE HAND PRINTING**

## 4. County Fact Information

<table>
<thead>
<tr>
<th>A. County</th>
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<tbody>
<tr>
<td>B. Population</td>
</tr>
<tr>
<td>C. Total Number of Incoming Nonwireless Trunks</td>
</tr>
<tr>
<td>D. Total Number of Incoming Wireless Trunks</td>
</tr>
<tr>
<td>E. Number of PSAP’s</td>
</tr>
<tr>
<td>F. Number of Call-taking Positions per PSAP</td>
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<tr>
<td>G. Total Volume of 911 Calls</td>
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<tr>
<td>H. What equipment is needed to maintain the Enhanced 911 system?</td>
</tr>
<tr>
<td>I. What equipment is requested in this grant application?</td>
</tr>
<tr>
<td>J. Financial Information:</td>
</tr>
<tr>
<td>1.) What are the current annual costs for your E911 system (circuits, customer records hardware and software, etc.) not including maintenance?</td>
</tr>
<tr>
<td>2.) What are the current annual costs for maintenance of items included in 1.)?</td>
</tr>
<tr>
<td>3.) Total amount of E911 fee revenue received in the preceding year?</td>
</tr>
<tr>
<td>4.) Total amount of county carry forward funding retained in the preceding year?</td>
</tr>
<tr>
<td>5.) Current total amount of county carry forward funding?</td>
</tr>
<tr>
<td>6.) Two year maximum calculated amount for Applied Carry Forward Funding Calculation (multiply amount in J.3.) by 30 percent and then multiply by two)</td>
</tr>
<tr>
<td>7.) Minimum calculated amount for Applied Carry Forward Funding Calculation (amount in J.5.) subtracted by amount in J.6.)</td>
</tr>
</tbody>
</table>

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**INTEGRITY STATEMENT**

(Required if all information is true, complete, and correct in every respect)

(County official signature)

Date: ________

**E911 Emergency Grant Application, W Form 3A, effective 1/1/2015**

Incorporated by reference in Rule 60FF1-5.005, Florida Administrative Code, E911 Emergency Grants
5. Describe your county’s existing E911 system. Include specific information on existing system equipment upgrades and when the installation of this equipment was completed.

6. Describe the scope of work for the proposed project including any goal(s) and objectives. Include the tasks to be performed as part of the project. Provide scope of work in quantifiable units of deliverables that shall be received and accepted. For each deliverable specify the required minimum level of service to be performed and the criteria for evaluating the successful completion of each deliverable.

7. Justification of the need for the proposed project. Provide detailed information on the existing system’s condition including a detailed justification for any system with an expected remaining life of less than 1 year.

8. Describe why your county will not be able to complete this project without this grant funding.

9. Briefly describe how this grant project would be in concurrence with the State E911 Plan.
10. Describe the required steps with an anticipated time schedule with procurement and payment milestones and a total project completion date.

11. Sole source justification (if applicable).
12. Budget/Expenditure Report
Prepare an itemized Grant Budget ("Line Item" breakdown should include separated systems, i.e.: 911 system, logging recorder, centerline mapping, etc. and services items). The completed form shall be used to complete quarterly report requirements, listing expenditures and revisions (if any) in appropriate columns. If there is insufficient space, please include details in an attachment. **Budget costs should match requested vendor quote.**

<table>
<thead>
<tr>
<th>County:</th>
<th>Grant Number:</th>
<th>Report Date:</th>
</tr>
</thead>
</table>

For Grant Period Ending: [ ] March 31 [ ] June 30 [ ] September 30 [ ] December 31 Year: [ ] FINAL

<table>
<thead>
<tr>
<th>Proposed Budget</th>
<th>USE FOR QUARTERLY REPORTS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Line Item</strong></td>
<td><strong>Unit Price ($)</strong></td>
</tr>
<tr>
<td>A. Systems (Hardware, Software, Equipment &amp; Labor)</td>
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<td></td>
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<tr>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Total System Items</td>
</tr>
<tr>
<td>B. Services (Training, Maintenance and Warranty Items)</td>
<td></td>
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<tr>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total Service Items</td>
</tr>
</tbody>
</table>

Less any Applied County Carry Forward or other Funding (if applicable)

Grant Request Total

<table>
<thead>
<tr>
<th>USE FOR ALL REPORTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Amount of Grant Awarded</td>
</tr>
<tr>
<td>Total Interest for Grant Period</td>
</tr>
<tr>
<td>Final Completion Date</td>
</tr>
</tbody>
</table>

Signature, County 911 Coordinator
13. Assurances

ACCEPTANCE OF TERMS AND CONDITIONS: The grantee accepts all grant terms and conditions. Grantee understands that grants are contingent upon the availability of funds.

DISCLAIMER: The grantee certifies that the facts and information contained in this application and any attached documents are true and correct. A violation of this requirement may result in revocation of the grant and return of all grant funds and interest accrued (if any), pursuant to the E911 Board authority and any other remedy provided by law.

NOTIFICATION OF AWARDS: The grantee understands and accepts that the notice of award will be advertised on the Florida E911 website.

MAINTENANCE OF IMPROVEMENT AND EXPANSION: The grantee agrees that any improvement, expansion or other effect brought about in whole or part by grant funds will be maintained. No substantial changes or departures from the original proposal shall be permitted unless the E911 Board gives prior written authorization. Any unauthorized change will necessitate the return of grant funds, and accrued interest (if any) to the E911 Board.

Failure to utilize grant funds as represented may jeopardize eligibility to be considered for future funding.

14. Authority

I hereby affirm my authority and responsibility for the use of funds requested.

______________________________       ______________
SIGNATURE – CHAIR, BOARD OF COUNTY COMMISSIONERS   DATE

______________________________
Printed Name

______________________________       ______________
WITNESS            DATE
Appendix I

NO requests for funding will be acknowledged for any items not specified in subsection 365.172 (10), Florida Statutes (shown below).

AUTHORIZED EXPENDITURES OF E911 FEE.—

(a) For purposes of this section, E911 service includes the functions of database management, call taking, location verification, and call transfer. Department of Health certification and recertification and training costs for 911 public safety telecommunications, including dispatching, are functions of 911 services.

(b) All costs directly attributable to the establishment or provision of E911 service and contracting for E911 services are eligible for expenditure of moneys derived from imposition of the fee authorized by subsections (8) and (9). These costs include the acquisition, implementation, and maintenance of Public Safety Answering Point (PSAP) equipment and E911 service features, as defined in the providers' published schedules or the acquisition, installation, and maintenance of other E911 equipment, including circuits; call answering equipment; call transfer equipment; ANI or ALI controllers; ANI or ALI displays; station instruments; E911 telecommunications systems; visual call information and storage devices; recording equipment; telephone devices and other equipment for the hearing impaired used in the E911 system; PSAP backup power systems; consoles; automatic call distributors, and interfaces, including hardware and software, for computer-aided dispatch (CAD) systems; integrated CAD systems for that portion of the systems used for E911 call taking; GIS system and software equipment and information displays; network clocks; salary and associated expenses for E911 call takers for that portion of their time spent taking and transferring E911 calls, salary, and associated expenses for a county to employ a full-time equivalent E911 coordinator position and a full-time equivalent mapping or geographical data position, and technical system maintenance, database, and administration personnel for the portion of their time spent administrating the E911 system; emergency medical, fire, and law enforcement prearrival instruction software; charts and training costs; training costs for PSAP call takers, supervisors, and managers in the proper methods and techniques used in taking and transferring E911 calls; costs to train and educate PSAP employees regarding E911 service or E911 equipment, including fees collected by the Department of Health for the certification and recertification of 911 public safety telecommunicators as required under s. 401.465; and expenses required to develop and maintain all information, including ALI and ANI databases and other information source repositories, necessary to properly inform call takers as to location address, type of emergency, and other information directly relevant to the E911 call-taking and transferring function. Moneys derived from the fee may also be used for next-generation E911 network services, next-generation E911 database services, next-generation E911 equipment, and wireless E911 routing systems.

(c) The moneys may not be used to pay for any item not listed in this subsection, including, but not limited to, any capital or operational costs for emergency responses which occur after the call transfer to the responding public safety entity and the costs for constructing, leasing, maintaining, or renovating buildings, except for those building modifications necessary to maintain the security and environmental integrity of the PSAP and E911 equipment rooms.
## Request for Change

**Name of County:**

<table>
<thead>
<tr>
<th>BUDGET LINE ITEM</th>
<th>CHANGE FROM</th>
<th>CHANGE TO</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$</td>
<td>$</td>
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</tbody>
</table>

**Total**

Justification For Change:

____________________________________

Signature of Authorized Official

____________________________________

E911 Board’s Authorized Representative

For E911 Board use only.

Approved:  Yes □  No □

E911 Board’s Authorized Representative

Date
Appendix III

Quarterly Report

County:______________________________________________________________

Grant Number:________________________________________________________

Report Date:__________________________________________________________

Project Status Update:


Problems/Delays:


Signature of Authorized Official __________________________ Date ________
Appendix IV  Financial Reimbursement of Expenditures Reporting Form

Prepare an itemized request for reimbursement expenditures in each budget categories for each deliverable. Attach copies of purchase orders and paid vouchers, invoices, copies of checks, journal transfers, required for expenditure justifications. If there is insufficient space, please include details in an attachment.

<table>
<thead>
<tr>
<th>County:</th>
<th>Grant Number:</th>
<th>Request Number:</th>
<th>Request Date:</th>
</tr>
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<tbody>
<tr>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Budget Categories</th>
<th>Deliverable Items</th>
<th>Unit Price ($)</th>
<th>Quantity</th>
<th>Total Amount ($)</th>
<th>Previous Request Amount ($)</th>
<th>Current Request Amount ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Systems (Hardware, Software, Equipment &amp; Labor)</td>
<td></td>
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<td></td>
<td></td>
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<tr>
<td>B. Services (Training, Maintenance and Warranty Items)</td>
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</tr>
</tbody>
</table>

Grant Request Total

Request payment of funding (if applicable)  ☐

Justification of payment funding need:

______________________________  Signature, County 911 Coordinator
Addendum I

Funding Priorities for the E911 Emergency Grant Program

The criteria for determining acceptability for disbursement of funds from the State of Florida E911 Emergency Grant Program will be made on a priority basis. There will be two (2) priorities as identified below:

PRIORITY 1: Counties with E911 Phase II systems that require immediate system replacement to maintain enhanced 911 status.

PRIORITY 2: Counties with E911 Phase II systems that require replacement of critical or necessary hardware or software for maintaining Phase II status. This may include hardware, software, database or network.
Emergency Grants.
The E911 Emergency Grant program is a grant program establishing an expedited schedule for approval of
grants, provided to assist counties with the emergency restoration of Enhanced 911 throughout the State of
Florida resulting from natural and man-made disasters or events.

(1) Eligibility: Any Board of County Commissioners in the State of Florida.

(2) General conditions:
(a) Each County applying for Emergency grant funds shall complete and submit W Form 5A, “Application
for the E911 Emergency Grant Program,” effective 01/01/2015, which is incorporated herein by reference and
which may be obtained from the E911 Board office at the following address:
State of Florida E911 Board
ATTN: Administrative Assistant
4050 Esplanade Way, Building 4030 – Suite 135
Tallahassee, Florida 32399-0950.
The applicant must provide one original of the pages for Application Form items 1 through 14 and the
associated quotes for the grant application.
(b) Hosted 911 answering point call-taking equipment and network services, recurring network and circuit
costs, equipment maintenance and warranty costs will not be funded on more than an annual basis. Costs
shall be calculated to account for only the first year warranty and maintenance costs and shall not include
upfront maintenance costs to reduce the yearly service amount.
(c) Equipment procurement shall be based on the county’s purchasing requirements and the applicable
State purchasing requirements specified in Chapter 287, Florida Statutes, and the requirements of section
112.061, Florida Statutes.
(d) Grant applications totaling $35,000.00 or more must be accompanied by at least three written
substantiated competitive quotes from different vendors. The E911 Board will compare the three quotes to
any existing state contract in order to determine appropriate funding. Any county that has made a good faith
effort to obtain three competitive quotes and has not been able to obtain the quotes can request E911 Board
review based on substantiated proof of request for quotes or posting of the request with documentation of the
limited responses.
(e) If the grant application does not exceed the threshold amount of $195,000, the county can initiate a
request for sole source funding. Sole source funding will be approved on a case-by-case basis. Justification
and documentation for sole source funding shall be provided with the application. Sole source funding will be
approved if provided in accordance with Chapter 287, Florida Statutes, or with provision of a letter from the
county’s purchasing department that the project is a sole source procurement based on the county’s
purchasing requirements, which shall be provided with this grant application.
(f) Priorities for awarding of grants will be determined by the E911 Board. Grant priorities may be
adjusted by the Board and published with the grant application package three (3) months prior to the
application submission date. The grant priority list is available as an addendum with the grant application at
the start of each grant cycle at the address shown in paragraph (2)(a) above.
(g) No grant money will be awarded to be used for the purpose of paying call takers’ salaries.
(h) Grant funds shall be provided on a cost reimbursement basis. Grant funds shall be deposited in a
bank account maintained by the grantee county, and each grant shall be assigned a unique accounting code
designation for deposits, disbursements, and expenditures. All funds in the account shall be accounted for
separately from other grantee funds. Grant funds may be used only between the beginning and ending dates
of the grant, unless an extension is requested and authorized by the E911 Board. Extension of time will not
be granted unless the county has executed a contract for the grant equipment and/or services, or
demonstrates good cause for failure to execute a contract within twelve months of award. Grant extensions
shall be limited to a maximum of one additional year when approved by the Board.
(i) Upon written request and accompanying documentation justifying the need, a county may receive payment of funding with a completed Expenditures Reporting Form, with the vendor invoice, and county certification that the specific grant items including all tasks and deliverables included in the funding request are complete. Within 45 days of receipt of funding, the grantee shall submit verification of payment to the vendor.

(j) Grant awards may be terminated in whole or in part by the Board, with the consent of the grantee, in which case the two parties shall agree upon the termination conditions, including the effective date and in the case of partial termination, the portion to be terminated. Grant awards may be terminated by the grantee upon written notification to the Board, detailing the reasons for such termination, the effective date, and return of all funding.

(k) Grantee counties must submit quarterly reports to the E911 Board, summarizing the expenditures and activities of the grant funds. The reports are due 30 days after the end of the reporting period, which ends March 31 and June 30, September 30, December 31. In lieu of submitting a signed quarterly Grant Budget/Expenditure Report form, Quarter Report Forms, Request for Change Forms, and Final Report Forms and associated information should be e-mailed to E911 Board-ElectronicGrantReports@dms.myflorida.com. The quarterly and final reports will be considered late if not received by the Board Staff prior to the next scheduled Board Meeting after the due date. Quarterly reports, change requests and final reports shall be signed by the county 911 coordinator. E-mailed reports from the county 911 coordinator shall be considered as meeting this signature requirement.

(l) At project completion, a final report shall be submitted based on the same reporting periods described above. The County shall determine the final completion date based on the final payment date or the initiation date of the warranty period. Final supporting documentation including copies of all expenditures and corresponding invoices shall be submitted within 90 days of the final report.

(m) The County’s Board of County Chairperson shall be notified when overdue quarterly reports, final document and final reports are not received before the next E911 Board meeting following the month after the end of the quarter in which they are due.

(n) Funding continuance will be based on timely submission of quarterly reports.

(o) Grant awards will be withheld for any county that has a grant with a past-due quarterly report or past-due final documentation and closeout, of previous E911 Board grant awards.

(p) Responsibility for property and equipment obtained under a grant cannot be transferred under any circumstances. If a sale or transfer of such property or equipment occurs within five years after a grant ends, funds must be returned on a pro rata basis.

(q) Responsibility for grant funding and any failure to perform the minimum level of service required by the grant application and the application scope of work cannot be transferred under any circumstances from the County. Failure to perform the scope of work or expenditure of funds for other than allowable 911 costs as stated in the grant application shall require the county to return the awarded funds to the E911 Board.

(r) The amount and availability of funds in the Trust Fund for allocation each year is subject to an annual appropriation by the Legislature. The E911 Board will adjust the amount awarded to a county based upon the availability of funds, eligibility of requested items, published quotes, increased effectiveness of grant funds, minimum system requirements for performing the needed E911 function as specified in the State E911 plan, or documented factors provided in the grant application submission.

3(a) E911 Emergency Grant Program Schedule – Following the natural and man-made disasters or events and submission of the grant application, the E911 Board will hold an emergency meeting in accordance with Rule 28-102.003, Florida Administrative Code, for the purpose of acting upon emergency matters affecting the public health, safety or welfare.

(b) Schedule:
1. Counties submit applications: Event
2. E911 Board evaluate applications: Within 5 days
3. Board votes on applications to fund at regularly scheduled meeting: Within 5 days
4. Board sends notification of award and issuance of checks to counties approved for funding: Within 10 days
5. Implementation period: One year from receipt of award and funds.
6. Expiration of the right to incur costs: Two years from receipt of award and funds.

Proposed Rule: Is a SERC Required

Division (choose from drop-down list): E911 Board
Rule (number & description): 60FF1-5.005, Emergency Grant Program

Please remember to analyze the impact of the rule, NOT the statute, when completing this form.

I. Adverse Impact Determination
   a. Economic? (Check all that apply.)
      - Increased fees to be paid by licensee, applicant, registrant, etc.
      - Increased costs of doing business (equipment, software, etc.)
      - Increased personnel costs (additional employees, insurance, overtime, training, etc.)
      - Decreased opportunity for profit (limits on fees, scope of business/practice, ability to
         partner with others, etc.)
   b. Non-economic? (Check all that apply.)
      - Increased time and effort to comply (forms, tests, etc.)
      - Increased need for specialized knowledge (legal, technical, etc.)

If any of the above boxes are checked, answer “Yes,” then continue to the next section. If no boxes are checked, answer “No,” and skip to Section III below.  

II. Small Business Determination
   a. Are any of the affected entities a “small business?” (Check all that apply.)
      - 200 or less permanent full-time employees;
      - Net worth less than $5 million (including value of affiliates);
      - Independently owned and operated (NOT a subsidiary of another entity); AND,
      - Engaged in a commercial enterprise?

If ALL of the preceding boxes are checked, answer “Yes,” and skip to Section III below.
If you did not check ALL of the above boxes, check “No,” then continue to the next qualification.

II. Small Business Certification
   - Does any affected entity have Small Business Administration 8(a) certification?
      - Yes (see, www.ccr.gov)
      - No

If the answers to I and II are “Yes,” the agency must prepare a SERC.

III. Regulatory Cost Increase Determination
    Direct: a. Increased Regulatory Cost: N/A
    b. Number of Entities Impacted: N/A
    c. Multiply a. times b.: N/A
    d. Is c. greater than $200,000? Yes  No
    
    Indirect: e. Any ascertainable indirect costs? Yes  No
    f. Amount of Indirect Cost: N/A
    g. Number of Entities Impacted: N/A
    h. Multiply g. times f.: N/A
    i. Is h. greater than $200,000? Yes  No
    j. Is h. plus c. greater than $200,000? Yes  No

    If the answer to d., i., or j. is “Yes,” the agency must prepare a SERC.
To be certified by the agency head, if the agency is within the purview of the Governor; otherwise, certified by the agency’s legal counsel or other appropriate person.

Is a SERC required? ☐ Yes ☐ No

Name: __________ John C. Ford ____________________________
(Print Name) ________________________________
(Signature)

Title: __________ Chairman ____________________________

Date: _________ Sept. 15, 2014 __________________

Phone: __________ (850) 921-2334 ___________________
Florida NENA is requesting that the E9-1-1 Board authorize reimbursement to Florida NENA for the following classes to be held at the 2014 Florida NENA Conference and 911 Coordinators Meetings. The conference is being held from Sunday, November 2, 2014 through Thursday November 6, 2014 at the Hilton University of Florida Conference Center in Gainesville. The Boot Camp class is being offered as a 1 1/2 day course and the NENA Understanding Databases in NG911 is a one day 8 hour course. Further information is provided below.

**FL NENA 911 Boot Camp** (Instructors: Members of the FL NENA Education Committee)

The 9-1-1 Boot Camp is a 12 hour course that is broken into two days of four and eight hours each. The course designed to introduce new 9-1-1 Coordinators to the many aspects of the 9-1-1 Industry. It is an overview and not intended to be all inclusive considering the diversity among counties. This course will also benefit any individual with a desire to improve their knowledge regarding the 9-1-1. Topics include, legacy and NG911 networks, database, laws and rules as they pertain to 9-1-1, financial/budgetary issues, etc.

**Understanding Databases in NG9-1-1** (Instructor: Marc Berryman)

NG9-1-1 software and databases will enable advanced technical and operational capabilities for enhanced coordination and delivery of emergency services nationwide. These databases and their data content, working with software applications, will enable an exponential increase in the data and information available to PSAPs and first responders, while allowing agencies to intelligently manage and control that data. However, these software and databases are controlled in fundamentally new ways from E9-1-1 and present exciting new opportunities and challenges. This course is geared toward the operational perspective and is designed for managers, supervisors, and administrators. It introduces attendees to the world of NG9-1-1 systems, software, databases, and the data contained therein. Starting with the basics, participants will gain a foundational understanding of
the roles each of the many databases play, how they work together, and their basic data requirements. Understanding the roles and capabilities of these different databases in NG9-1-1 will allow agencies to make informed decisions and develop the necessary policies and requirements as they move toward NG9-1-1.

The costs of these classes are $3000.00 for the first and $4000.00 for the second for a total of $7,000.00. Cost for Audio Visual equipment for both classes is $2,000. Total cost is $9,000.

There is a minimum of 12 attendees set for each class and if the minimum is not reached 5 days prior to the beginning of the class or classes, the class or classes will be cancelled. There is a maximum class size of 35. First priority will be given to Florida County 911 Coordinators, and then other Florida Public safety personnel. As always, if this request is approved, seats will be reserved for any State 911 Board members that wish to attend, along with personnel from the State 911 Office. Florida NENA will pay National NENA directly upon completion of the class. Edith Taylor, Florida NENA Treasurer, will submit to the board a copy of the invoice showing paid status, along with class rosters, as soon as we receive this information from NENA.

Thank You for considering our request. If any more information is needed, please feel free to contact me at any time.

Rolf Preuss, ENP FPEM
Adjourn

Next Meeting:

October 15-16, 2014, 9:00 a.m. – until conclusion of business
Embassy Suites
Altamonte Spring