

Guidelines and Rules of the 2nd Round CPE Subgrant Program

Please read this document and the application form thoroughly before beginning the application process.

1. Objectives of the Grant Program/Purpose

In Michigan, counties are migrating to NG911 and the 911 service is changing from the existing analog legacy 911 network to the digital NG911 system. Some PSAPs (Public Safety Answering Points) may lack adequate resources to replace their call processing equipment (CPE) to bring together the full digital capabilities available in NG911.

The State of Michigan has procured a federal grant to assist with the implementation of NG911 statewide. Subgrant funding of CPE is being made available, to maintain continuity in services and seamless interoperability with neighboring PSAPs that have upgraded and promote access to NG911 for all of Michigan's citizens. The intent of the federal grant is to assist PSAPs with demonstrated financial and/or operational needs in the procurement of CPE that's capable of processing NG911 to ensure all components can connect to the network.

2. Grant Timelines/Schedule

2nd Round Grant Program Opens	February 10, 2020
2nd Round Grant Application Due Date	February 20, 2020
2nd Round Grant Award Notices	No later than March 1, 2020
Grant Project Completion	No later than February 19, 2021
Onsite Project Review	No later than April 1, 2021

3. Payment schedule

Upon confirmation of award and required application documentation.	25% of Grant Total Awarded to Grantee
Confirmation of at least 50% completion	25% of Grant Total Awarded to Grantee *
Final invoice post-installation	50% of Grant Total Awarded to Grantee **

*The mid-term grant payment will be dependent on showing progress of grant objectives.

**The final grant payment will be dependent on final assessment of the full installation and use of the CPE.

4. Conditions of the Grant

To be eligible for this subgrant, the applicants will be required to have:

- a. A minimum **hard** match (applicant cash contribution) of 10% is required.

1. The grant application must contain the minimum match, but the final match as determined by the TAC (Technical Advisory Committee) may vary in the actual award notice. The match may be adjusted either up or down based on:
 - i. Demonstrated need and circumstances at the PSAP.
 - ii. The number of applicants seeking subgrant funds.
- b. The county in which the PSAP is applying for the subgrant must have a contract or a letter of intent to contract in place with an IP-based 911 service provider meeting the standards for the elements set under Michigan Public Service Commission (MPSC) Case U-20146. (A copy must be enclosed in the grant application.)
- c. The PSAPs will provide a copy of its purchasing/procurement policy and the documentation confirming that the policy was followed.
- d. Documentation provided must be thorough and easy to understand.
- e. The equipment must be a new purchase, no previously executed agreements or purchased equipment is eligible for subgrant funding.
- f. The determination of the TAC is final but may be re-considered on a case-by-case basis at the discretion of the TAC.

Grant awards will be made based on the prioritization of demonstrated need until all available grant funds have been distributed.

5. Eligible Uses of Funding

Due to the nature of the parent grant, the subgrants are limited to CPE hardware and software purchase and installation. Eligible uses of funds for CPE subgrants include:

- a. Purchase of call processing equipment (CPE) workstations
- b. Cost of internal software for IP-911 connectivity and call processing

Sub grant does not include:

- a. Software and hardware for radio and CAD interfacing
- b. Hardwiring for radio and CAD interfacing
- c. Purchases or purchase agreements entered into before the date of the awards
- d. Analytics software
- e. Recording equipment

This list is not all inclusive of ineligible subgrant items, final determination will be on a case-by-case basis and must be shown as separated cost in **Section 8** of the grant application form. The TAC has final determination on all sub grants.

6. Instructions

All applications must be:

- a. Received by close of business on the due date (early application is encouraged).
- b. Legible
- c. Contain all information requested

d. Itemize all components of the request, even if your purchase proposal is bundled. If you have questions about the application, please email them to Lyndsay Stephens at stephensL5@michigan.gov. If you have questions, it is recommended that you ask them early in the process as they may require TAC review and response.

7. Awarding of Grants

The review of grant applications and decision to award grants will be performed by the members of the NG911 Grant TAC. Application does not guarantee that the TAC will approve all grants sought and the TAC may reject or modify application amounts and/or scope of any application received.

In accepting a subgrant, the awardee agrees to all terms of the award and understands that an onsite post-installation performance audit will be conducted. Subgrant performance audits are to ensure proper installation, programming, and use of the subgrant-purchased CPE equipment and related software. Failure to meet the recipient's stated application objectives and the terms of the award may result in the withholding of outstanding subgrant funds and re-payment of subgrant funds previously received under this subgrant.

Final determination on award and amount is made by the TAC.