



# PSAP Grant and Funding Program Reimbursement Process

ISP Webinar

Lisa Nicholson, PSAP Grant Program

August 21, 2019



# Agenda

- Brief Overview of PSAP Grant Program
- PSAP Education Program (PEP)
- NG9-1-1 Migration Program
- Text-to-9-1-1 Program
- Reimbursement Processes
  - PEP grant awards
  - Non-PEP grant awards
  - NG911 and Text-to-911 funding awards



## PSAP Grant Program

- Multi-million dollar grant program administered by the Virginia 9-1-1 Services Board
- Financially assists Virginia primary Public Safety Answering Points (PSAPs) with the purchase of equipment and services that support the continuity and enhancement of wireless E9-1-1



# PSAP Grant Program

- Virginia is currently implementing Next Generation 9-1-1 (NG9-1-1) statewide
- Current analog network that provides 9-1-1 call delivery to Virginia Public Safety Answering Points (PSAPs) is going away
- 9-1-1 service providers will be decommissioning the selective router pairs that comprise the foundation of the legacy analog network
- Based on NG9-1-1 Feasibility Study conducted in 2015, VA made the decision to transition to a statewide IP-based infrastructure, known as an Emergency Services IP Network (ESInet)



# PSAP Grant Program Guidelines

- Primary focus of the current PSAP Grant Program Guidelines:
  - lay out the process for determining and allocating funding for allowable NG9-1-1 migration costs during the multi-year NG9-1-1 deployment period
  - provide funding for Text-to-9-1-1
  - continue to provide funding for 9-1-1 and GIS education and training in FY21



## Programmatic Areas

- PSAPs may seek funding from three programmatic areas:
  - PSAP Education Program (PEP)
  - NG9-1-1 Migration Program
  - Text-to-9-1-1 Program
- Each program has unique requirements related to the application, award, reimbursement and amendment processes



## PSAP Education Program (PEP)

- Designed so that all primary PSAPs can take advantage of in-person and online opportunities including subscription-based learning programs
- Supports technology adoptions, ongoing management of technology hardware/software, career development specific to Public Safety Communications (PSC) and/or GIS personnel, and other relevant matters



## PSAP Education Program (PEP)

- Any Virginia primary PSAP is eligible to apply for and receive funding
- Secondary PSAPs are not eligible
- PSAPs have two funding options:
  - \$3,000 per primary PSAP for individual PEP requests
  - \$4,000 per primary PSAP for multi-jurisdictional PEP requests
- PEP grant awards for one (1) year



## Non-PEP Grant Awards

- Prior to full-on NG9-1-1 migration and deployment, the PSAP Grant Program afforded primary PSAPs funding for individual or multi-jurisdictional NG9-1-1 and E9-1-1 projects for equipment and services:
  - out of service
  - non-vendor supported
  - technically outdated
  - strengthen current 9-1-1 operations



## Non-PEP Grant Awards

- As a result of those awards, which were two-year grant awards, there are open awards for which reimbursement can be sought
- Includes FY18 grant awards that expired on June 30, 2019, but for which the Board approved an extension based on request



## NG9-1-1 Migration Program

- Provides funding for NG9-1-1 migration expenses for eligible program participants throughout the Board established deployment period
- Unlike the traditional PSAP Grant Program, participants eligible to receive funding include primary PSAPs and secondary PSAPs served by a selective router pair



## NG9-1-1 Migration Program

- The amount of funding PSAPs can receive is based on the analysis contained in the PSAP's individual NG9-1-1 Migration Proposal
- Funding will only be provided to address items specifically identified in the proposal document



## NG9-1-1 Migration Program

- PSAPs will demonstrate their acceptance of the MP by completing a Proposal Acceptance Letter (PAL)
- The MP and PAL are considered the PSAP's NG9-1-1 Migration Program funding application



## NG9-1-1 Migration Program

- Funding awards are for three years from the date approved by the Board
- Since NG9-1-1 deployments will be occurring by selective router regions over a multi-year period, portions of a PSAP's funding may not be immediately available and will be distributed over different fiscal years



## Text-to-9-1-1 Program

- Currently funding is available in PSAPs migration proposal
- Transitional funding program for PSAPs to implement SMS Text-to-9-1-1 prior to NG9-1-1 deployment to meet the required implementation date of July 1, 2020
- Funding limit of \$50,000



## Text-to-9-1-1 Program

- PSAP that have already implemented Text-to-9-1-1 are not eligible
- Program replaces any funding identified in a PSAP's NG9-1-1 Migration Plan or included in a PSAP's NG9-1-1 funding award



## Text-to-9-1-1 Program

- Funding awards are for 3 years from the date approved by the Board, or until the PSAP deploys NG9-1-1, whichever is earlier



## Text-to-9-1-1 Program

- As with the NG9-1-1 MP and PAL funding process, Text-to-911 funding applications will be reviewed and approved on an ongoing basis throughout the NG9-1-1 deployment period



## Reimbursements

Currently, there are four different grant/funding programs and three different reimbursement processes:

- PSAP PEP Grant Reimbursement
- Non-PEP Grant Reimbursement
- NG9-1-1 and Text-to-9-1-1 Funding Reimbursement



## PEP Grant Reimbursement

- The PEP uses a cost recovery method of funding
- The grantee will pay the costs of all allowable expenses
- Within 30 calendar days of the end of the education/training event (or next business day if the 30<sup>th</sup> day falls on a weekend or holiday), the grantee must submit:



# PEP Grant Reimbursement

- Hotel receipt, conference/training registration receipt, and certificate of completion, if applicable
- A conference registration form or a hotel reservation confirmation are not sufficient, and therefore, is not an acceptable form of documentation
- Online education/training payment documentation (including a dated certificate of completion for any online training received)
- A list of conference/training attendees and dates of attendance
- A copy of the event agenda to determine the provided meals for subtraction from the per diem
  - not required for the standard in-state conferences as this is already known (travel assistance published for Virginia NENA Spring and Virginia APCO Fall conferences)
  - receipts are not required for meal reimbursement



# PEP Grant Reimbursement

- A detailed invoice for all allowable expenses in association with an education/training opportunity



# PEP Grant Reimbursement

## EXCEPTIONS

- **ONLINE SUBSCRIPTIONS:** Grantee may seek reimbursement for subscription courses at the end of the grant award year (June 30<sup>th</sup>), but within 45 days of June 30<sup>th</sup> of the expiring grant award year.
  - Payment of invoices for these programs cannot overlap fiscal years and cannot extend beyond the grant award period
  - To the extent practical, a single reimbursement request should be submitted for subscription based learning programs
- **REGISTRATION/TRAVEL FOR SAME EVENT IN SEPARATE PEP GRANT AWARD YEARS:** In order to take advantage of discount savings on conference registrations for upcoming conferences being held in the subsequent fiscal year, grantee is allowed to incur the expense of registration and seek reimbursement within the current grant year (i.e., APCO National Conference early bird registration is reimbursable under the current grant year prior to June 30<sup>th</sup> of the grant award cycle)



## PEP Grant Reimbursement

- The Grant Reimbursement Request process begins when a reimbursement request is received from a grant award recipient through the central PSAP grant mailbox ([psapgrants@vita.virginia.gov](mailto:psapgrants@vita.virginia.gov))
- The PEP Grant Reimbursement Form is located on ISP's website at <https://www.vita.virginia.gov/integrated-services/psc-9-1-1-services/psap-grant-program/> on the right-hand side of the web page
- Previous versions of the form will not be accepted



# PEP Grant Reimbursement

VITA Virginia Information Technologies Agency		PSAP EDUCATION GRANT PAYMENT REQUEST FORM				
<b>Date Submitted by PSAP</b> <b>PSAP Name</b> <b>PSAP EIN</b> <b>PSAP Address</b> <b>Grant YEAR and ID Number</b> <b>Contact Name</b> <b>Contact Email/Telephone #</b>		<b>PLEASE INDICATE:</b> ___ Conference ___ Non-Conference ___ Online Course(s) ___ Subscription-Based <b>CONFERENCE ATTENDED:</b>			<b>PLEASE COMPLETE FORM AND SUBMIT IN EDITABLE FORMAT SEPARATE FROM THE SUPPORTING DOCUMENTATION WITHIN THE SAME EMAIL TO:</b> <b>PSAPGRANTS@VITA.VIRGINIA.GOV</b>	
Attendee	Lodging*	Per Diem/Travel Assistance**	Registration	Other Related Expense***	Total Expense	Comments
					\$ -	
					\$ -	
					\$ -	
					\$ -	
					\$ -	
					\$ -	
					\$ -	
					\$ -	
					\$ -	
<b>TOTAL REIMBURSEMENT:</b>					\$ -	
<b>ISP USE ONLY</b>			<b>VITA FINANCE ONLY</b>			
Invoice #:	Date Received:	Date Processed:	Date Received		Date Processed	VITA Accounting Approval:
Award Balance After Pmt:	Amount to be Returned to Fund:		Date Processed		Voucher #:	VITA A/P Approval:
PSC Program Manager Approval:			COMMENTS:			
Coding: E1436 0928 702 71202 09009						
ISP Cost Center Approval:		Date Approved:				
COMMENTS:						



## Non-PEP Grant Reimbursement

- The Grant Reimbursement Request process begins when a reimbursement request is received from a grant award recipient through the central PSAP grant mailbox ([psapgrants@vita.virginia.gov](mailto:psapgrants@vita.virginia.gov))
- The Non-PEP Grant Reimbursement Form is located on ISP's website at <https://www.vita.virginia.gov/integrated-services/psc-9-1-1-services/psap-grant-program/> on the right-hand side of the web page
- Previous versions of the form will not be accepted





## NG9-1-1 and Text-to-911 Funding Reimbursement

- The Grant Reimbursement Request process begins when a reimbursement request is received from a grant award recipient through the central PSAP grant mailbox ([psapgrants@vita.virginia.gov](mailto:psapgrants@vita.virginia.gov))
- The NG9-1-1 and Text-to-911 Funding Reimbursement Form is located on ISP's website at <https://www.vita.virginia.gov/integrated-services/psc-9-1-1-services/psap-grant-program/> on the right-hand side of the web page





## Reimbursement Request – Additional Documentation Needed

- In the event that additional documentation is required from the grant recipient to process a payment reimbursement request, the Program Manager shall make the first contact with the grant recipient to request the information
- Generally, such requests will be made by email, but can be made by telephone if easier with an email follow up for documentation
- The Regional Coordinator for the locality will be copied on the request and follow-up communications



## Reimbursement Request – Additional Documentation Needed

- The payment request will be held until the additional information is provided and will not be partially paid, unless requested by the PSAP
  - If the required information is not received from the grant recipient within ten (10) business days of the request for additional information, the Program Manager will alert the Regional Coordinator for that locality to follow up with the grant recipient
  - The Regional Coordinator will contact the grant recipient to determine the cause for the delay in response and work with the Program Manager to determine a path forward to getting the required information or rejecting the request



## Reimbursement Request – Additional Documentation Needed

- If the required information is not received by the Program Manager within twenty (20) business days of the request for additional information, the Program Manager will alert the PSC Coordinator
- The PSC Coordinator will determine if additional action is necessary
- If the required information is not received by the Program Manager within thirty (30) business days of the request for additional information, the Program Manager will summarily reject the Grant Drawdown Request with an email to the grant recipient, copying the responsible Regional Coordinator and PSC Coordinator, asking them to resubmit the PEP drawdown request when all of the required information is available



## Reimbursement Request – Additional Documentation Needed

- PEP grant reimbursement requests received without all required receipts will be considered null submissions after 30 calendar days of notification and non-receipt of required documentation
- In addition, grant and funding reimbursement requests will be held until all progress reports, or other Board required information are received



## Website

- Review location of the following:
  - FY21 PSAP Grant Program Guidelines
  - FY21 PEP application
  - Text-to-9-1-1 application
  - PAL
  - Annual Progress Report
  - PEP, Non-PEP, and NG9-1-1/Text-to-9-1-1 reimbursement forms

<https://www.vita.virginia.gov/integrated-services/psc-9-1-1-services/psap-grant-program/>



# Reminder – Upcoming Dates

- FY21 PEP application cycle ends on **September 30, 2019 at 5:00 pm**
- NG9-1-1 and Text-to-911 funding dates applications will be reviewed and approved on an ongoing basis throughout the NG9-1-1 deployment period

## 2019 Funding Request Submission Calendar

Submission Deadline	PGC Meeting	Board Meeting
July 29th	Aug 8 <sup>th</sup>	Sept 12 <sup>th</sup>
Sept 30 <sup>th</sup>	Oct 10 <sup>th</sup>	Nov 14 <sup>th</sup>
Nov 25 <sup>th</sup>	Dec 5 <sup>th</sup>	Jan 9 <sup>th</sup> (2020)



**As if this wasn't enough information...**

**How do I learn more about the PSAP Grant Program?**

**To learn more about the VITA – Integrated Services Program Division and its services and programs, visit:**

**<http://www.vita.virginia.gov/isp>**



## Technical Support

Lisa Nicholson, VITA Public Safety Program Manager, will be able to answer technical questions you may have about the PSAP Grant Program. However, your first contact should always be your Regional Coordinator who will be more familiar with your specific PSAP environment.

[lisa.nicholson@vita.virginia.gov](mailto:lisa.nicholson@vita.virginia.gov)

(804) 298-3136

## Questions ???



This concludes the “BRIEF” review of the PSAP Grant Program.

We hope you have found it helpful (and fun)!