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David A. Von Moll
Treasurer
Comptroller

Dorothy Spears-Dean, Ph.D.
Deputy State Coordinator
VDEM
(804) 840-7260

Terry D. Mayo
Board Administrative Assistant
VDEM
(804) 718-9026

COMMONWEALTH of VIRGINIA

Virginia 9-1-1 Services Board

PSAP Grant Committee Meeting

Agenda

November 4, 2021 1:00 pm

Mary M. Blowe
Chief Financial Officer
City of Winchester

Thomas A. Bradshaw
Captain
Virginia State Police

Gary Critzer
Emergency Mgmt/ EMS Dir
City of Waynesboro

Terry Ellis
Comcast

R. Scott Garber
Fire Chief
City of Staunton

Pete Hatcher
AT&T

Jeffrey T. Merriman
Verizon Communications

Nelson P. Moe
CIO
VITA

Tamara Perez
Frederick County

Eddie Reyes
Prince William County

Kelvin Wright
Chief of Police
City of Chesapeake

Jolena Young
Twin County

Gabe Elias
SWIC
Advisor

1. Call Meeting of the Committee to Order.....Chair
2. Minutes from the September 8, 2021 Meeting.....Chair
3. NGS Bureau Update.....NGS Bureau Chief
4. NG911 Funding Report.....911 Program Manager
5. NG9-1-1 Funding Award Amendments.....Interim Regional Outreach Director
6. FY23 PSAP Grant Applications.....PSAP Grant Program Manager
7. Old Business
8. New Business
 - Funding CHE Replacements
 - NG911 Funding Award Extension
 - Tazewell GIS Funding Request
9. PGC Report to the Board.....Chair
10. Public Comment Chair
11. Adjourn Meeting of the Committee.....Chair

Next Meeting – January 6, 2022



Virginia Department of
Emergency Management

PSAP Grant Committee

Date: November 4, 2021

Agenda

1. Call Meeting of the Committee to Order
2. Minutes from the September 8, 2021 Meeting
3. NGS Bureau Update
4. NG911 Funding Report
5. NG9-1-1 Funding Award Amendments
6. FY23 PSAP Grant Applications
7. Old Business
8. New Business
9. PGC Report to the Board
10. Public Comment
11. Adjourn Meeting





Virginia Department of
Emergency Management

NGS Bureau Update



Virginia Department of
Emergency Management

NG911 Funding Report

<https://www.tax.virginia.gov/communications-taxes>

- 94¢ Postpaid Wireless E-911 tax for mobile phones
 - 82¢ to the 9-1-1 Fund
 - 12¢ to the 9-8-8 Fund
- 63¢ Prepaid Wireless E-911 tax for mobile phones
 - 55¢ to the 9-1-1 Fund
 - 8¢ to the 9-8-8 Fund



Revenues

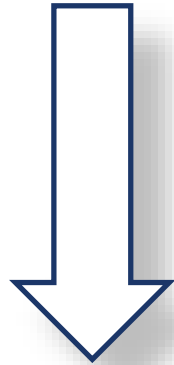
- FY21 actual was \$67,098,001
- The new ~10% increased 9-1-1 Fund revenues have started to show up as of the September distributions
- Expecting the fund to be ~\$72M for FY22 and ~\$75M for FY23



9-1-1 Fund Waterfall Example

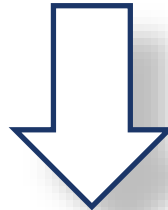
\$67.4 Million in Revenues for FY21

\$12.4 Million Appropriation Items



\$12.4M NGSB
Appropriation

\$55 Million Remaining Distribution
40% to NGSB | 60% to PSAPs



\$22M NGSB
Distribution



\$33M PSAP
Distribution

\$34.4M total to NGSB



Appropriations - \$12,401,609

- 1,750,000 Virginia Geographic Information Network (VGIN)
- \$3,700,000 Virginia State Police (VSP) dispatch center costs
- \$6,951,609 Emergency Communication System Development services
 - \$1,000,000 Improvements to the Statewide E9-1-1 Network
 - \$4,000,000 Wireless E9-1-1 Service Costs
 - \$1,951,609 Remaining PSC Budget



Sheriff's Dispatchers

- \$8,000,000 from the Wireless E-911 Fund is included in this appropriation for local law enforcement dispatchers to offset dispatch center operations and related costs.
- When we had the previous 60%-30%-10% distribution, the funds for Sheriff's dispatchers were paid out of the 30% for carrier cost recovery.
- The old 30% had approximately \$12M in revenues but only \$4M in regular expenses.
- \$8M is transferred to the Compensation Board out of the current 40%, not "Off the Top" like the \$3.7M appropriation for State Police Dispatchers.





Virginia Department of
Emergency Management

NG911 Deployment and Amendments

NG9-1-1 Amendment Discussion Points

- NG9-1-1 Project Updates / Status
- NG9-1-1 Overall Funding Metrics
- Review of amendments since the last PGC Meeting
- Fulfilling PGC request for additional detail / review of existing amendments



NG9-1-1 Deployment Metrics

Total Number of Projects: 124 – Current as of 10/18/2021
(100% = 124; 75% = 93; 50% = 62; 25% = 31; 20% = 25; 10% = 12)
(% Change from 9/8/21)

- 99% - Contract Signed/Countersigned (+1%)
- 81% - Special Construction Started (+1%)
- 61% - Special Construction Completed (+0%)
- 69% - PSAP Call Delivery Circuits (AVPN) Ordered (+2%)
- 53% - PSAP Call Delivery Circuits (AVPN) Complete (+3%)
- 44% - AT&T/Intrado Project Manager Assigned (+6%)
- 38% - SS7 (Legacy Interoperability) Trunks Ordered (+7%)
- 31% - SS7 (Legacy Interoperability) Trunks Complete (+6%)
- 30% - GIS Data Provisioned to ECRF (+3%)
- 25% - ORT & Cutover Dates Identified (+5%)
- 10% - PSAPs Deployed (+2%)



NG9-1-1 Funding Metrics

(As of 10/21/21 Finance Committee)

- Original NG9-1-1 Budget: \$55,348,197.32
- Current Adjusted Budget: \$62,278,927.11
- Payments Processed to AT&T via direct payments and localities via reimbursement \$9,157,589.81
- Budgeted Amount Remaining: \$53,121,337.30
- Cash on hand (as of 09/23/2021): \$46,121,031
- Approximately \$33 million on hand as of 09/2020
- Difference between remaining budget and cash on hand: \$7,000,306.30



Amendments Since 09/01/21

PSAP	Cost Category	Amount of Request	Original Project Cost	New Project Cost	Total Funding Provided	Total Funding Post Amendment Approval	% Increase (Category)	% Increase (Project)	Category Closeout
Amherst	CHE i3 Services	\$1,072.00	\$30,000.00	\$31,072.00	\$333,372.21	\$334,444.21	3%	0%	
Clarke	CHE i3 Services	\$4,080.00	\$61,776.00	\$65,856.00	\$224,585.08	\$228,665.08	6%	2%	
Farmville	Monthly Delta	\$6,477.12	\$51,426.96	\$57,904.08	\$367,860.76	\$374,337.88	11%	2%	
Fauquier	Correction	-\$18.00	N/A	N/A	\$375,910.00	\$375,892.00	N/A	0%	
Halifax	CHE i3 Services	\$3,919.66	\$30,000.00	\$33,919.66	\$293,778.26	\$297,697.92	12%	1%	
King George	Diversity	\$10.00	\$613,163.00	\$613,173.00	\$781,179.74	\$781,189.74	0%	0%	
Loudoun	Monthly Delta	\$0.06	\$811,916.82	\$811,916.88	\$977,617.30	\$977,617.36		0%	
Louisa	Monthly Delta	\$10,950.00	\$104,720.64	\$115,670.64	\$390,987.40	\$401,937.40	9%	3%	
Lynchburg	CHE i3 Services	\$2,270.29	\$30,000.00	\$32,270.29	\$631,920.79	\$634,191.08	7%	0%	
Madison	Diversity	-\$0.50	\$74,459.50	\$74,459.00	\$391,335.64	\$391,335.14	0%	0%	X
New Kent	Diversity	\$90.00	\$57,231.00	\$57,321.00	\$397,902.60	\$397,992.60	0%	0%	
Newport News	CHE i3 Services	\$672.41	\$75,498.51	\$76,170.92	\$466,313.67	\$466,986.08	1%	0%	
Nottoway	Text to 9-1-1	\$12,196.59	\$30,000.00	\$42,196.59	\$468,081.18	\$480,277.77	29%	3%	
Roanoke City	Correction	-\$415.12	N/A	N/A	\$213,720.12	\$213,305.00	N/A	N/A	
Spotsylvania	CHE i3 Services	\$753.58	\$69,533.52	\$70,287.10	\$510,197.40	\$510,950.98	1%	0%	
Winchester	CHE i3 Services	\$21,949.67	\$33,044.44	\$54,994.11	\$604,861.77	\$626,811.44	40%	4%	
Winchester	CHE i3 Services	\$850.00	\$54,994.11	\$55,844.11	\$626,811.44	\$627,661.44	2%	0%	

16 Grants - \$64,858.26
(\$4,053.64 per grant)

1 Diversity Category Closeout (\$0.50)



PGC Member Request for More Information on Amendments

- 10/7/21 Email from PGC Member Powell - "Prior to the November PSAP Grant Program Committee Meeting I would like to request the Committee be provided a breakdown of amendments that have been requested from all PSAP's since the kickoff of the NG911 project."

Spreadsheet 1: Chronological order by date of amendment requests.

Spreadsheet 2: Alphabetical order by PSAP name please

Details requested: Please include as much detail as you can, such as what the request was for and which NG911 funding category (CHE, i3 Services, Connectivity) it fell under.

Background: "I'm trying to get my arms around some of these amendments, what they are for, etc. It's beginning to feel a bit like a free for all in some ways and a bit concerning recommending approval without having some solid proof as to the validity of the requests."



NGS Response to Request

- Candid communication is necessary to achieve collective goals.
- If one person is thinking it, there may be others who are having similar thoughts or questions.
- Transparency regarding the usage of the 9-1-1 fund is essential towards assessing where the community is today and how we can collectively take steps towards where we want to be in the future.
- The spreadsheet with the requested information is included in the PGC Packet and can be provided for any future meetings / requests throughout the lifecycle of the project.



Amendment Processing (2018-Present)

- Fall of 2018 - Initial NG9-1-1 Deployment Awards
- Fall 2018 to March 2020: Amendments reviewed by PGC, approved by Board
- March 2020 to September 2020: Due to COVID, Amendments reviewed by staff and approved administratively.
- September 2020 – Board passed motion to set a 10% threshold for amendment requests. Requests for additional funding of <10% can be done administratively. Others are reviewed by PGC and approved by the Board.
- July 2021 – Board amended their September 2020 to include a \$50,000 threshold. Amendment requests under \$50,000 can also be approved administratively. Anything more than 10% of the project AND greater than \$50,000 must be reviewed by the PGC and approved by the Board.



Consolidating Amendment Tracking (Sept – Oct 2021)

- Our starting list was developed in March 2020 to support administrative review and approval process during early months of COVID.
- Added initial award amounts as approved by the Board between 2018 and 2021
- Added Board-approved amendments from 2018-March 2020
- Reviewed Grant Award Letters
- Reviewed Amendment Letters
- Reviewed Previous Meeting Presentations and Minutes
- Reviewed any additional documentation that may be available
- Used a multi-source approach to verify / double check available sources to confirm the correct amounts and categories.
- Reconciled total award amounts in the amendment sheet with the existing budget spreadsheet



Result of Consolidated Amendment Tracking

- Single document that fully accounts for all awards and amendments from the 2018 to present
- Ability to identify "open" requests that are under review.
- Ability to report by category and award type
- Simplifies tracking for the Board, PSAPs and NGS staff
- Ability to view whether NG9-1-1 budget (dashboard source) and amendment spreadsheet reconcile with one another.
- Discovered 10 amendments that were approved administratively during early days of COVID that need additional documentation on the approval date (will require email searches before/after the move to VDEM).



Result of Consolidated Amendment Tracking

Category	Count	Amount	Average
CHE i3 Services	73	\$1,284,102.19	\$17,590.44
CHE Replacement	3	\$550,000.00	\$183,333.33
Text to 9-1-1	14	\$281,518.11	\$20,108.44
Voice Logging	1	\$6,534.44	\$6,534.44
Rack	1	\$685.21	\$685.21
Diversity	35	\$3,341,028.13	\$95,457.95
GIS Data	4	\$33,856.27	\$8,464.07
Legacy 9-1-1	7	\$587,116.20	\$83,873.74
Monthly Delta	7	\$991,502.80	\$141,643.26
Correction	13	\$486,998.18	\$37,461.40
Initial Award	123	\$54,748,326.44	\$445,108.35
Total Amendments	158	\$7,563,341.53	\$47,869.25
Amendment Sheet Total	281	\$62,311,667.97	
Pending / Open	0	\$-	
Withdrawn	3	\$27,057.28	
Awarded Total		\$62,284,610.69	
Budget Workbook Total		\$62,284,610.69	
Difference		\$-	
		Reconciled	



Board (B) & Administrative (A) Amendment Review

Category	A	A - Amount	A - Average	B	B - Amount	B - Average
CHE i3 Services	55	\$895,423.25	\$16,280.42	9	\$151,019.56	\$16,779.95
CHE Replacement	0	\$-	\$-	3	\$550,000.00	\$183,333.33
Text to 9-1-1	3	\$22,917.33	\$7,639.11	3	\$47,871.40	\$15,957.13
Voice Logging	0	\$-	\$-	0	\$-	\$-
Rack	1	\$685.21	\$685.21	0	\$-	\$-
Diversity	14	\$731,428.62	\$52,244.90	19	\$2,626,233.86	\$138,222.83
GIS Data	3	\$29,356.27	\$9,785.42	0	\$-	\$-
Legacy 9-1-1	0	\$-	\$-	0	\$-	\$-
Monthly Delta	4	\$23,103.90	\$5,775.98	3	\$968,398.90	\$322,799.63
Correction	2	\$(433.12)	\$(216.56)	11	\$487,431.30	\$44,311.94
Initial Award	13	\$5,153,350.51	\$396,411.58	110	\$49,594,975.93	\$450,863.42
Total Amendments	82	\$1,702,481.46	\$20,761.97	48	\$4,830,955.02	\$100,644.90
Amendment Sheet Total	95	\$6,855,831.97	\$72,166.65	158	\$54,425,930.95	\$344,467.92



Text to 9-1-1 Line Items:

Additional Research Needed

- Between 2019 and 2020, the Board approved 13 standalone text to 9-1-1 grants ("T" suffix to their grant)
- Some of these PSAPs are listed in the amendment spreadsheet (should be standalone grants instead)
- Most of these PSAPs have NG9-1-1 deployment line items for text to 9-1-1 in addition to their standalone text to 9-1-1 grant.
- Additional research will be needed to verify the correct amount and grant ID.
- Once determined, staff will verify that any awards are not double counted, and report findings back for the January meeting.





Virginia Department of
Emergency Management

FY23 PSAP Grant Applications



Virginia Department of
Emergency Management

Old Business



NG911 Funding Award Extensions

- Extend the grant expiration date for NG911 funding awards until July 1, 2023 (legislative deadline for NG911 deployment).
- Due to the impact of the pandemic and the implementation of a phased approach since the funding initiated in November, 2018, an extension will provide the needed time in the deployment window to meet the legislative deadline.
- Requested Action: Recommend that grant expiration dates currently ending prior to July 1, 2023 be extended to July 1, 2023.



Funding CHE Replacement: Background

- VESTA systems are refreshed every 5 years
- VIPER systems are refreshed every 7 years
- CHE Refresh has been included in NG migration funding during the NG9-1-1 deployment window (2018-present)
- Future funding (outside of NG migration funding) is expected to be needed in the near future as we come up on the 5 year mark for NG funding.
- Requires interaction with other committees and the Board



Funding CHE Replacement: Planning Assumptions

- PSAPs eligible for CHE replacement:
(approximately 120)
- Current Funding Levels
Individual Award: \$150k per PSAP
Shared Services Award: \$200k per PSAP



Funding CHE Replacement: Budgetary Impact

- Split evenly over 4 years (30 PSAPs per year)
\$4.5-6.0 Million per year on a recurring basis
- Split evenly over 5 years (24 PSAPs per year)
\$3.6-4.8 Million per year on a recurring basis
- Split evenly over 6 years (20 PSAPs per year)
\$3.0-4.0 Million per year on a recurring basis



Funding CHE Replacement: Actions Since Last PGC Meeting

- September RAC met virtually and was not able to conduct business.
- The sense of the Finance Committee and the Board is to separate NG9-1-1 deployment expenses from ongoing 9-1-1 operations / support related expenses.



Funding CHE Replacement: Additional Information

- CHE providers maintain listings of last refresh dates
- VIPER systems refresh every 7 years
- VESTA systems refresh every 5 years
- Raises equity questions for funding CHE. Both systems require annual maintenance and PSAPs use the grant to help prepay maintenance expenses.



Funding CHE Replacement: Next Steps

- **No action needed by PGC at this time**
- Gather input from the RAC (Nov)
- Gather additional information from CHE providers and PSAPs (Nov/Dec)
- Present final decision brief to PGC (Jan 2022)
- Potential Board approval (Jan 2022)





Virginia Department of
Emergency Management

New Business



Important Future Dates

2021 Dates

11/08 9-1-1 Summit for the Board and Committees

11/18 9-1-1 Services Board (AM)

11/18 Regional Advisory Committee (PM)

2022 Dates

01/06 PGC Meeting





Virginia Department of
Emergency Management

PGC Report to the Board



Virginia Department of
Emergency Management

Public Comment

Questions?



Lisa Nicholson, Program Manager
(804) 536-8177
lisa.nicholson@VDEM.virginia.gov

THANK YOU!





Virginia Department of Emergency
Management

NG9-1-1 Funding and PSAP Grant Program
Guidelines


FY23



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Introduction

Approved By	Lisa Nicholson	
Effective	October 22, 2021	
Supersedes	N/A	
Interpretation	The Public Safety Program Manager is responsible for the official interpretation of this manual.	
Owner	911 and Geospatial Services Bureau	

Purpose and Applicability

This document has been developed by the Virginia Department of Emergency Management (VDEM) to provide guidance for the NG9-1-1 Funding and PSAP Grant Program. The guidance within this document applies to any organization wishing to apply for the Fiscal Year (FY)23 NG9-1-1 Funding and PSAP Grant Program.

Related Documents

- 6ALL-S-Migration Program Funding Process
- 6ALL-S-PSAP Education Program Funding Process

Definitions

- Call Handling Equipment (CHE) – Telecommunications equipment used to receive calls for service from the public in the PSAP. This equipment must be NG9-1-1 ready (see page 8). CHE that is non-vendor supported (NVS), will become NVS during the migration period, or cannot be upgraded to be NG9-1-1 ready will be identified for replacement. This may also apply to technology refreshes of NVS supported hardware or operating systems becoming end-of-support. Funding is available for CHE projects (see page 10). CHE projects may include networking for shared services approaches, hosted solutions with collaborative procurement, and text-to-9-1-1. Bundled CHE purchases may include headsets, time sync, and maintenance.
- Computer Aided-Dispatch (CAD) – A computer-based system that aids PSAPs by automating selected dispatching and record-keeping activities. Funding for CAD is limited to upgrades or modifications identified in localities' migration proposals (MPs) as required for the deployment of NG9-1-1.
- Geographic Information System (GIS) Education and Training – PSAP education program (PEP) awards may support education and training that further the readiness or ability of locality GIS skills to support PSAP GIS needs such as GIS address points, road centerlines, and emergency service and PSAP polygons. Examples include classes or workshops in creating, editing, and maintaining spatial data used by the PSAP; training on new software used to maintain spatial data used by the PSAP; training that expands methods

or techniques of extracting, transforming, and loading (ETL) spatial data for the PSAP or the interoperability of spatial data between systems to meet PSAP needs, such as python or web services training; registration/training fees, lodging, travel assistance for the Virginia Association for Mapping and Land Information Systems (VAMLIS) state conferences only as described on page 18. GIS Education and Training opportunities may be in-person, virtual, or by access to a Subscription-Based Learning Program.

- Interoperability – All NG9-1-1 ESInet solutions deployed in Virginia must be interoperable with the Fairfax County NG9-1-1 ESInet (see Appendix A).
- Legacy Network Gateway (LNG) – The method to connect TDM-based primary PSAPs and secondary PSAPs currently served by a selective router pair to the ESInet.
- Mapping System – A computer-based system to display location information in a geographic information system (GIS) or otherwise on a map within the PSAP. Funding for mapping systems is limited to upgrades or modifications identified in localities' MPs as required for the deployment of NG9-1-1.
- Memorandum of Understanding (MOU) - A formal document that guides and directs the parties of a physical consolidation project in regard to their affiliation and working relationship, inclusive of anticipated future arrangements, for the purposes outlined in the grant application submitted by the parties.
- Migration Proposal (MP) – A document that provides information about prerequisite work needed within the PSAP, expected costs, and funding provided by the Board for a NG9-1-1 solution. The goal of the MP is to provide each PSAP/locality with all of the information needed to evaluate the NG9-1-1 solution and determine whether it will meet local needs.
- Multi-jurisdictional Agreement (MJA) – A document, signed by appropriate representatives of all PSAPs/localities planning to participate in a Shared Services Project or a multi-jurisdictional PSAP education or training project. It defines their working relationship and commitment to the project. The MJA must be included with the grant application.
- Multi-Jurisdictional Projects – A project in which two or more primary PSAPs participate. For the purpose of these grant guidelines, these are physical consolidations and multi-jurisdictional PEP projects.
- NG9-1-1 Deployment Period – A period established by the Board during which time PSAPs may submit a NG9-1-1 Migration Program funding request.
- NG9-1-1 GIS Projects – A project that relates directly to the preparation of PSAP boundary, road centerline, and address point data based on approved NG9-1-1 data standards, applicable data models, and GIS best practices. These projects must include a long-term data maintenance plan. Funding for any day-to-day work or continued geospatial maintenance is not allowed. NG9-1-1 GIS projects eligible for funding will be based on results of the most recent GIS/MSAG/ALI analyses and identified in the MP.

- NG9-1-1 Ready – Call handling equipment with the ability to receive SIP (see definition on page 9) communications natively at the call handling interface. This does not include the text-to-9-1-1 integration component, which can be added at a later date.
- Non-Allowable Items – Historically these items have been bricks and mortar, outside security, card key systems, furniture, personnel salaries, benefits, and local project management time. However, this is not an inclusive list and applicants should seek guidance from NGS staff if they are unsure. In addition, only items that are specifically identified in the MP document as necessary to deploy NG9-1-1 would be eligible for NG9-1-1 funding. As a result, many items eligible for funding in previous grant guidelines will no longer be funded.
- Non-Vendor Supported (NVS) - Replacement of CHE during the deployment period, to include hardware and software, that is no longer supported by the vendor to enable primary PSAPs to maintain current service levels. Only NVS CHE and related services will be funded. Failure of a reseller or partner to support hardware/software and/or service does not meet this definition unless there are no other options for support available. Supporting documentation from the vendor must be included with the funding or amendment request as a requirement for funding.
- Physical Consolidation – The physical consolidation of two or more primary PSAPs into a single physically combined primary PSAP with an integrated management structure established by MOUs that serves the same constituent population previously served by the independent primary PSAPs. In addition, all parties must benefit directly from the consolidation activities implemented with a grant award. CHE as defined in the guidelines is an allowable project for a physical consolidation project.
- Primary Public Safety Answering Point (PSAP) – A PSAP that receives the initial wireless E9-1-1 call as recognized by the Virginia 9-1-1 Services Board as eligible to receive wireless funding.
- Proposal Acceptance Letter (PAL) – A document completed by a PSAP that confirms the acceptance of information contained in the MP, the PSAP's intent to deploy NG9-1-1 and execute a contract vehicle with a NG9-1-1 solutions provider within a specific period of time, and identifies a PSAP's preference for Board payment of eligible NG9-1-1 expenses to be incurred.
- Public Safety Answering Point (PSAP) – A facility equipped and staffed on a 24-hour basis to receive and process E9-1-1 calls or that intends to receive and process E9-1-1 calls and has notified commercial mobile radio service (CMRS) providers in its jurisdiction of its intention to receive and process such calls.
- Recurring 9-1-1 Costs – Periodic costs beyond the initial purchase of 9-1-1 equipment and/or services. With the purchase of 9-1-1 equipment and services, five years of prepaid service is allowable, but the period of cost recovery is limited to the grant award period.
- Secondary PSAPs – A PSAP to which 9-1-1 calls are transferred from a primary PSAP. Secondary PSAPs currently served by a selective router pair are eligible to participate in

the NG9-1-1 Migration Program, but are not eligible to participate in the PEP or receive funding for CHE or consolidations.

- Session Initiation Protocol (SIP) - A protocol specified by the IETF (RFC3261) that defines a method for establishing multimedia sessions over the Internet. Used as the call signaling protocol in VoIP, NENA i2 and NENA i3.
- Shared Services Project – Project in which the provisioning and use of 9-1-1 equipment and/or services occurs between two or more PSAPs in order to “share” the funding and resourcing of equipment and software used to process 9-1-1 calls. The purchase of hardware and software is included. Projects are not considered as shared services if they consist solely of a network solution that links together individual systems.
- Subscription-Based Learning Programs – Online 9-1-1 and GIS education/training events that are purchased on a monthly or yearly basis and are an eligible expense for the PEP. See pages 20 -23 for additional information.
- Supplanting – Grant funds are to be used to supplement, not replace, the portion of the local governments’ budgets that pertain to PSAPs. Supplanting occurs when general funds are replaced.
- Transitional SIP – This solution uses an IP (SIP) connection to get the voice call directly into the PSAP’s CHE.
- Wireless E-911 Fund – A dedicated fund consisting of all moneys collected pursuant to the Wireless E-911 surcharge, as well as any additional funds otherwise allocated or donated to the Wireless E-911 Fund.

Record of Changes

Date	Description of Change	Author
10/22/21	Document Reformat	Lisa Nicholson

Executive Summary

The Commonwealth of Virginia’s Next Generation 9-1-1 (NG9-1-1) is underway. The current analog network that provides 9-1-1 call delivery to Virginia Public Safety Answering Points (PSAPs) is being phased out. Over the next few years, 9-1-1 service providers will be decommissioning the selective router pairs that comprise the foundation of this legacy analog network. To address this issue, the 9-1-1 Services Board (the “Board”) conducted an NG9-1-1 Feasibility Study in 2015 and made the decision to transition to a statewide IP-based infrastructure, known as an Emergency Services IP Network (ESInet). With planning efforts completed, the Board is now focused on implementing NG9-1-1 throughout the Commonwealth of Virginia. There are two local contracts for NG9-1-1 services, both with AT&T

– the Fairfax and Virginia Beach contracts. If a locality chooses a solution other than AT&T, the locality is responsible for interoperability with the AT&T solution (see Appendix A).

The primary focus of the current PSAP Grant Program Guidelines is to lay out the process for determining and allocating funding for allowable NG9-1-1 migration costs during the multiyear NG9-1-1 deployment period and to continue to provide funding for 9-1-1 and GIS education and training in FY23. As a result, these guidelines contain two programmatic areas:

- NG9-1-1 Migration Program (MP)
- PSAP Education Program (PEP)

The NG9-1-1 Migration Program provides funding for NG9-1-1 migration expenses for eligible program participants throughout the Board established deployment period. Participants eligible to receive funding are primary PSAPs and secondary PSAPs currently served by a selective router pair. The amount of funding these PSAPs can receive is based on the analysis contained in the NG9-1-1 Migration Proposal. The purpose of the MP is to provide information about prerequisite work needed within the PSAP, expected costs, and funding provided by the Board for an NG9-1-1 solution. Eligible PSAPs have already received an MP based on the AT&T solution. The goal of this document is to provide each PSAP/locality with all of the information needed to evaluate each NG9-1-1 solution and determine whether it will meet local needs.

Funding is provided to address items specifically identified in the proposal document. As a result, many items eligible for funding in previous grant guidelines will no longer be funded. PSAPs will demonstrate their acceptance of the information included in the MP by completing a Proposal Acceptance Letter (PAL). The MP and PAL will be considered an FY23 NG9-1-1 Migration Program funding application.

The PEP provides funding to primary PSAPs for the purpose of obtaining 9-1-1 and GIS education and training. PSAPs have two funding options:

- \$3,000 per primary PSAP for individual PEP requests
- \$4,000 per primary PSAP for multi-jurisdictional PEP requests

This document contains information about the rules and requirements governing the PSAP Grant Program, the types of projects eligible for funding, and instructions for completing and submitting the grant application. Information for funding and grant programs contained in these guidelines supersedes programmatic information contained in guidelines from previous years. The final authority to administer this grant program rests with the Board. The Board can amend, alter, or change these guidelines, as well as require the Grant Committee to undertake additional responsibilities not already specified in the guidelines. Requests from PSAPs for exceptions to the guidelines are discouraged.

What is the PSAP Grant Program?

The PSAP Grant Program will financially assist primary PSAPs and secondary PSAPs currently served by a selective router pair with NG9-1-1 migration costs identified in each PSAP's MP. The program also provides funding to primary PSAPs for 9-1-1 and GIS education and training prior to NG9-1-1 deployment. Funding is made available through the Code of Virginia and

administered by the Board. Funding is limited to those projects that fall within the programmatic areas identified in the guidelines. As a result, requests from PSAPs for exceptions to the guidelines are discouraged.

The PSAP Grant Program has been established in the Code of Virginia, §56-484.17(D):

Wireless E-911 Fund; uses of Fund; enforcement; audit required.

"The remaining 40 percent of the Fund-shall be distributed to PSAPs or on behalf of PSAPs based on grant requests received by the Board each fiscal year. The Board shall establish criteria for receiving and making grants from the Fund, including procedures for determining the amount of a grant and payment schedule; however, priority shall be given to grants that support the deployment and sustainment of NG9-1-1..."

PSAP Grant Committee (PGC)

The Board chair makes appointments to the PSAP Grant Program's Grant Committee (PGC). Membership to the PGC will be staggered and appointments are made for three-year terms. Members can be reappointed for only one additional consecutive term. Committee members are appointed and serve at the discretion of the Board's chairperson. At all times, the Grant Committee membership shall consist of at least two Board members.

Furthermore, members of the Grant Committee should adequately represent the geographic diversity of the Commonwealth of Virginia, the varied operational capacities of Virginia primary PSAPs, and public safety professional organizations. Accordingly, a nine-person Grant Committee is established consisting of the following individuals:

- Two Board members (one of which will chair the committee)
- Four primary PSAP representatives (two of which will represent APCO and NENA)
- Three at-large members

Members with the same organizational affiliation will have different reappointment and replacement schedules:

- Replacement/Reappointment Schedule 1:
 - One Board member (co-chair)
 - Two primary PSAP representatives (one of which will represent APCO)
 - Two at-large members
- Replacement/Reappointment Schedule 2:
 - One Board member (chair)
 - Two primary PSAP representatives (one of which will represent NENA)
 - One at-large member

Each year, in anticipation of the upcoming grant application cycle, the Grant Committee recommends grant guidelines and funding priorities. This edition of the PSAP Grant Guidelines will function differently. This document provides guidelines for a multiyear funding program to

assist PSAPs in the deployment of NG9-1-1 and the FY23 PEP. The Grant Committee will also make recommendations to the Board regarding the development of any criteria for awarding grants, and the proposal of any necessary changes to the administration of the PSAP Grant Program.

The Grant Committee will meet multiple times a year to evaluate all complete and eligible applications. Furthermore, the committee has the discretion to make case-by-case evaluations and recommendations for approval or disapproval of all submitted applications.

Auditing

The Board shall audit funding received by all recipients to ensure that it was utilized in accordance with the award requirements. If it is determined that the funding was misused, or if the guidelines were not adhered to, the Commonwealth of Virginia may take appropriate action to the extent permitted by law, including, and not limited to, requiring the return of the funds.

Errors

If 9-1-1 & Geospatial Services Bureau (NGS) staff discovers that a funding or grant award is not consistent with Board action, NGS staff will notify the PSAP by email about the error and take corrective action.

NG9-1-1 Migration Program

Eligibility

Any Virginia primary PSAP and secondary PSAP currently served by a selective router pair are eligible to apply for and receive funding from the NG9-1-1 Migration Program.

Funding Amounts

Any primary PSAP and secondary PSAP currently served by a selective router pair are eligible for full funding during the NG9-1-1 deployment period for items necessary for call routing transitioning to an ESInet. These items will be identified in each primary PSAP's and secondary PSAP's MP. There is no required local match.

If during the funding award period a primary PSAP will be involved in a consolidation project and/or has call handling equipment (CHE) that becomes non-vendor supported (NVS), the PSAP would be eligible for funding for these projects up to the following amounts:

- \$200,000 per PSAP participating in a shared services CHE project
- \$150,000 for an individual PSAP CHE project
- \$500,000 per physical consolidation project

Technology refreshes of supported hardware or operating systems becoming end-of-support may also be considered NVS. Secondary PSAPs are not eligible for funding for CHE replacement or consolidation projects.

Shared services projects among PSAPs are strongly encouraged. All jurisdictions participating must be identified in a multi-jurisdictional agreement (MJA) signed by all parties. Shared services projects require that one eligible primary PSAP act as the "host" for the initiative. The "host" will be the fiscal agent responsible for fulfilling all requirements such as reports, control of and accounting for funds, and distribution and control of equipment purchased.

Similar to a shared services project, one of the primary PSAPs participating in a physical consolidation must act as the "host" and is responsible for fulfilling the same requirements. Additional funding may be available for consolidations if substantial NG9-1-1 migration cost savings can be demonstrated. Primary PSAPs interested in obtaining funding for a physical consolidation project must satisfy two prerequisites before receiving funding:

- First, the localities that govern the PSAPs involved in this physical consolidation must sign a MOU in support of a physical consolidation.
- Second, a feasibility study must be completed by the localities using local funds. A copy of the study must be included with the application or in consideration of funding for a physical consolidation.

Funding Award Period

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 multiyear period, portions of a PSAP's funding may not be immediately available and distributed over different fiscal years. All

funds must be expended by the end of the award period unless an extension request is approved by the Board.

Funding Cycle and Application

The funding cycle for the NG9-1-1 Migration Program began on July 1, 2018, and will remain open throughout the NG9-1-1 deployment period. A funding application consists of the final version of the MP prepared by NGS staff and a completed PAL.

How to Apply/Deadline

Funding applications will be reviewed and approved on an ongoing basis throughout the NG9-1-1 deployment period. Applications are due by 5 p.m. no later than 45 calendar days in advance of a scheduled Board meeting. Applications must be submitted electronically to the NG911 Funding and PSAP Grant Program mailbox (psapgrants@vdem.virginia.gov) with required supporting documentation. A copy should also be sent to the Regional Coordinator.

Migration Proposal (MP)

The purpose of the MP is to provide information about prerequisite work needed within the PSAP, expected costs, and funding provided by the Board for an NG9-1-1 solution. The goal of this document is to provide each PSAP/locality with all of the information needed to evaluate the NG9-1-1 solution and determine whether it will meet local needs. Though the Board is recommending the Fairfax or Virginia Beach contracts with AT&T for NG9-1-1 services, each locality will need to determine the most appropriate path and may use other NG9-1-1 service provider contracts. Since the AT&T solution is the first NG9-1-1 solution deployed in Virginia, a locality that chooses a service provider other than AT&T is responsible for interoperability with the AT&T solution (see Appendix A).

NGS staff will prepare a proposal document for each PSAP and service provider that includes necessary NG9-1-1 implementation steps and recommended participants, a timeline for completing these steps, and related non-recurring and recurring costs to achieve an outcome of i3 geospatial 9-1-1 call routing. This proposal also provides an anticipated NG9-1-1 deployment schedule and anticipated funding.

Although the MP provides a path to achieve geospatial routing, regional needs may necessitate that a PSAP transition to NG9-1-1 before this outcome occurs. An implementation step, such as a CHE upgrade, may delay a PSAP's NG9-1-1 deployment date. To minimize legacy 9-1-1 service provider transition costs, all PSAPs currently served by a selective router pair need to transition within a short time period. In this case, a legacy PSAP gateway (LPG) can be set up as a transitional step. This would enable all PSAPs to transition at the same time and for the CHE upgrade to take place afterward.

Only items that are specifically identified in the MP as necessary to deploy NG9-1-1 would be eligible for funding. As a result, many items eligible for funding in previous grant guidelines would no longer be funded. In addition, cash flow will be closely monitored to maintain the statewide NG9-1-1 deployment schedule established by the Board. As a result, some funding for connectivity to increase redundancy and diversity may need to be addressed after a PSAP transitions to NG9-1-1, as long as service is not degraded.

Proposal Acceptance Letter (PAL)

The PAL confirms the PSAP's acceptance of information contained in the MP and intent to deploy NG9-1-1, as well as the following information:

- PSAP's decision for a NG9-1-1 solution provider
- Interoperability issues related to NG9-1-1 solution provider decision
- Need for a transitional step with the current NG9-1-1 deployment schedule
- Delay in increasing redundancy or diversity
- Use of billing agreements

By completing the PAL, a PSAP confirms they understand that a contract vehicle with a NG9-1-1 solutions provider needs to be executed within three months of the Board approving a funding request.

Funding Award Amendments

A PSAP can submit a funding award amendment request for the following reasons:

- An end-of-life notice for CHE is received by the PSAP with an effective date that occurs during the three-year NG9-1-1 funding award period
- A previously unidentified issue impacting NG9-1-1 readiness

Funding amounts for CHE are provided in the Funding Amount section on page 11. NGS staff can process an administrative award amendment for NG9-1-1 cost categories under 10 percent of the total NG9-1-1 project cost. Items with a material cost of more than 10 percent of the total NG9-1-1 project cost would need to be approved by the Board. The need for a funding award amendment would be documented in the funding award recipient's progress report (see Progress Report section) prepared by NGS.

Payment Request Process

The PSAP Grant Program has a reimbursement cash disbursement policy. Payment requests may be submitted by award recipients after the award period begins and no later than 45 calendar days after the award period ends, (or next business day if the forty-fifth day falls on a weekend or holiday) or as adjusted by any award extensions. Only invoices are acceptable forms of documentation and must reflect dates that fall within the actual award period. Payment requests must also be submitted in accordance with a PSAP's spending plan. This plan lays out when approved funding for each NG9-1-1 category will be available and is included in a funding award letter. Payment requests must be sent electronically to the NG911 Funding and PSAP Grant Program mailbox (psapgrants@vdem.virginia.gov) on the appropriate form, along with an invoice(s) and/or receipt(s).

Award recipients must wait until services are performed or goods are received, which must occur during the actual award period, and the corresponding invoices are received and/or paid in order to recover costs. For projects involving milestone payments, invoices may be submitted in accordance with executed contracts. A copy of the payment terms section of an executed contract that identifies the milestones must be included with the payment request. If a

participant in a multi-jurisdictional project, other than the fiscal agent, is seeking reimbursement for an award-related expense, the participant must have the written approval of the fiscal agent in order for the reimbursement request to be processed.

In the event that additional documentation is required from the funding grant recipient to process the payment reimbursement request; the Program Manager shall make the first contact with the funding 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 emails. The payment request will be held until the additional information is provided and not be partially paid unless requested by the PSAP.

- If the required information is not received from the funding 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 funding recipient. The Regional Coordinator will contact the funding 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.
- 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 PSAP Coordinator. The PSAP 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 Funding Drawdown Request with an email to the grant recipient, copying the responsible Regional Coordinator and PSC Coordinator, asking them to resubmit the non-PEP drawdown request when all of the required information is available.

In addition, payment requests will be held until all required progress reports, or other Board required information, are received.

Progress Report

NGS staff will prepare quarterly progress reports for all funding award recipients until the award is closed. These reports will be shared with the Grant Committee at the next scheduled meeting after the reports are completed.

Award Extension Request

The Board will determine the process for PSAPs to request an award extension and NGS staff will advise award recipients.

Award Closure

The Board will determine the process for PSAPs to close their award and NGS staff will advise award recipients.

PSAP Education Program (PEP)

Eligibility

Any Virginia primary PSAP is eligible to apply for and receive funding from the FY23 PEP. Secondary PSAPs are not eligible for PEP funding. Grant funds are to be used to supplement the portion of local governments' budgets, not to supplant funds.

Funding Amounts

Approved grants in this program will receive funding from the PSAP Grant Program before any other funding priority. PSAPs have two funding options:

- \$3,000 per primary PSAP for individual PEP requests
- \$4,000 per primary PSAP for multi-jurisdictional PEP requests

Multi-jurisdictional PSAP education or training projects require that one eligible primary PSAP act as the "host" for the initiative. The "host" will be the fiscal agent responsible for fulfilling all grant requirements. All jurisdictions participating must be identified in an MJA signed by all parties.

PSAPs may receive an award for an individual PEP grant and participate in a multi-jurisdictional PEP grant in the FY23 grant cycle. However, the multi-jurisdictional PEP grant award cannot be used to supplement an individual PEP grant award that has been exhausted during the grant award period.

Grant Award Period

The FY23 PEP is an annual grant program with an award period that runs consistent with the Commonwealth of Virginia's fiscal year. The 12-month grant award period begins on July 1, 2022, and ends on June 30, 2023. All grant funds must be expended by the end of the grant award period. PEP grants are not eligible for extensions. The Board will approve the PEP awards at their November 2021 meeting.

Grant Cycle and Application

The FY23 grant application cycle for the PSAP begins on July 1, 2021, and will remain open until 5 p.m. on September 30, 2021. PSAP grant applications are available from [VDEM's 9-1-1 and Geospatial Services Website](#).

Each PEP application must include the following:

- Description of how the education/training is 9-1-1/GIS specific and how this will benefit the employee(s) and/or PSAP(s)
- Breakdown of the funding allocation of the 9-1-1/GIS education/training opportunities
- Evaluation plan that describes how the PSAP will measure the extent to which employees of the grantee PSAPs received value from the education/training

How to Apply/Deadline

The FY23 PEP application cycle begins on July 1, 2021. PEP applications must be submitted electronically to the NG911 Funding and PSAP Grant Program mailbox (psapgrants@vdem.virginia.gov) using the appropriate form and with required supporting documentation copy to the Regional Coordinator by 5 p.m. on September 30, 2021.

Program Concept

The PEP funds registration/training fees, lodging, travel assistance (for VA APCO, VA NENA, and VAMLIS state conferences only), meals and incidental expenses (M & IE) (for all other conferences and training opportunities), required training course material, and certifications. Life-saving courses or training must be provided by instructors certified by the American Red Cross or American Heart Association. Reimbursement for travel assistance and M & IE requires an overnight stay. Reimbursement information is available from VDEM's 9-1-1 and Geospatial Services website. Reimbursement will only be made at the posted rate effective on the date of the training, plus applicable state and occupancy taxes based on the Commonwealth of Virginia Travel Guidelines.

Program Goals and Objectives

The PEP is designed so that all primary PSAPs will take advantage of in-person and online opportunities including subscription-based learning programs. Education and training must be related to technology adoptions, ongoing management of technology hardware/software, career development specific to Public Safety Communications (PSC) and/or GIS personnel, knowledge and skill development for the creation, maintenance, and management of GIS data required for use in the PSAP, and other relevant matters. (See "GIS Education and Training" under the Definitions section for examples of allowable GIS education and training.)

Payment Request Process

The PEP uses a cost recovery method of funding. In the Comprehensive Project Description section of the PEP grant application, the applicant will provide a reasonable estimate of the funds to be used. The grantee will pay the costs of all allowable expenses. Mileage and fuel are not allowable expenses under the PEP grant funding.

Within 30 calendar days of the end of the education/training event (or next business day if the thirtieth day falls on a weekend or holiday), the grantee must submit:

- 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, are 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 all those attending the conference/training and the dates of attendance.
- A copy of the event agenda to determine the provided meals for subtraction from the per diem. This is not required for the standard in-state conferences as this is already known. Receipts are not required for meal reimbursement.

- A detailed invoice for all allowable expenses in association with an education/training opportunity.
- EXCEPTION: Grantee may seek reimbursement for subscription courses at the end of the grant award year (June 30) but within 45 days of June 30 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.

In the event that additional documentation is required from the grant recipient to process the 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 emails. The payment request will be held until the additional information is provided and 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.
- 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.

PEP grant payment 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 payment requests will be held until all progress reports, or other Board required information, are received.

Appendix A: Definition for Commonwealth of Virginia NG9-1-1 ESInet¹

Below is a summary of requirements for a NG9-1-1 Solutions provider other than AT&T to be considered interoperable with the Fairfax County NG9-1-1 ESInet ("Commonwealth's ESInet") solution.

Jurisdiction's ESInet solution will be responsible to ensure integrated text, voice, and data interoperability with the state's NG9-1-1 solution. This includes, but is not limited to, the following requirements:

- Establishing redundant, diverse ESInet and Next Generation Core Services (NGCS) connectivity to the commonwealth's ESInet at locations defined by VDEM.
- Providing NENA standards-based border control function (BCF) at the jurisdiction's NG9-1-1 provider's edge.
- Ensuring NOC to NOC communications SOPs are established between the jurisdiction and the commonwealth's ESInet.
- Lab-to-lab testing in a non-live environment with current production software releases to verify interoperability.
- Support Transitional paths to NG9-1-1 to allow transfer of calls to any neighboring jurisdiction (support legacy call transfer to an ESInet [via interworking IPSR2 to i33 protocols] and support inbound ESInet calls to a legacy PSAP [via interworking i3 to IPSR protocols]).
- Support SIP interconnection with use of SIP call delivery and use of i3 protocols including but not limited to PIDF-LO, LoST, HELD, GET, SIP REFER, Subscribe/Notify messaging, and EIDD as defined by the Commonwealth's NGCS provider's specification.
- Provide an ESInet solution inclusive of pricing for text-to-911 Text Control Center services. This solution must provide the ability to transfer texts received initially at the first PSAP to any other commonwealth PSAP, regardless of NG9-1-1 ESInet/NGCS services provider.


¹ ESInet (Emergency Services IP Network) – a managed IP network used for emergency services communications that can be shared by all agencies. In the context of this definition, the Next Generation Core Services (NGCS) that operate on the ESInet are included.

² IPSR replaces the functions of legacy selective routers by routing 9-1-1 calls via Internet Protocol (IP) to a PSAP using existing mechanisms (e.g., ANI, p-ANI, ESRK) and converts the call to SIP signaling.

³ I3 is shorthand terminology for the ESInet and NGCS and systems that are in conformance with NENA-STA-010.

Bureau or Division Name Procedure

6ALL-S-Migration Program Funding Process

Approved By	Lisa Nicholson	
Effective	October 22, 2021	
Supersedes	NG9-1-1 Migration Program Funding Process	
Interpretation	The Public Safety Program Manager is responsible for the official interpretation of this procedure.	

Purpose and Applicability

The purpose of this process is to define the actions and decisions required to support the NG9-1-1 Funding Program (July 1, 2018, to June 30, 2023). This process involves several sub-processes (funding requests, award/monthly delta payments, extensions, progress reports, amendments, and close-out). Any Virginia primary Public Safety Answering Point (PSAP) and secondary PSAP currently served by a selective router pair are eligible to apply for and receive funding from the NG9-1-1 Funding Program. In order to participate in the NG9-1-1 Funding Program, PSAPs must have a completed Migration Proposal and submit a Proposal Acceptance Letter. This process applies to the 911 and Geospatial Services Bureau (NGS), primary PSAPs and secondary PSAPs currently served by a selective router pair, PSAP Grant Committee (PGC), and the 9-1-1 Services Board (Board). This process supports the Wireless E-911 Fund; uses of Fund; enforcement; audit required; NG9-1-1 Migration Funding process document.

Related Documents

- NG9-1-1 Migration Funding process document
- NG9-1-1 Funding and PSAP Grant Program
- NG9-1-1 Budget-New Schedule Workbook
- Migration Proposal (MP)
- Proposal Acceptance Letter (PAL)
- NG9-1-1 Funding Award Letter template
- NG9-1-1 Funding Reimbursement Request
- NG9-1-1 Quarterly Progress Report
- NG9-1-1 Funding Award Close Out form

Definitions

- NG9-1-1 Funding Award Amendment – An amendment to an existing NG9-1-1 funding award is needed when an item required for NG9-1-1 deployment has a material cost of more than \$5,000 and was not previously identified in a PSAP's Migration Proposal. The need for funding award amendments is documented in the quarterly progress report

Bureau or Division Name Procedure

6ALL-S-Migration Program Funding Process

completed by the Regional Outreach Division (ROD) staff. This information is reviewed by the PSAP Grant Committee (PGC) and acted upon by the 9-1-1 Services Board.

- NG9-1-1 Budget-New Schedule Workbook – An Excel document maintained by the NGS that contains several spreadsheets related to the NG9-1-1 Funding Program. These spreadsheets include the following: Budget, Funding Tracker, and PAL Submission Deadline.
- Migration Proposal (MP) – A document that provides information about the AT&T NG9-1-1 solution, prerequisite work needed within the PSAP, and expected costs and funding provided by the 9-1-1 Services Board. The goal of the MP is to provide each PSAP/locality with all of the information needed to evaluate the AT&T solution and determine whether it will meet local needs.
- NG9-1-1 and Reimbursement Request – A form completed by the PSAP to seek reimbursement for expenses incurred against their NG9-1-1 funding award.
- NG9-1-1 Funding Request – A funding application consists of the final version of the MP prepared by NGS staff and a completed PAL.
- Proposal Acceptance Letter (PAL) – A document completed by a PSAP that confirms the acceptance of information contained in the MP, the PSAP's intent to deploy NG9-1-1 and execute a contract vehicle with a NG9-1-1 solutions provider within a specific period of time and identifies a PSAP's preference for 9-1-1 Services Board payment of eligible NG9-1-1 expenses to be incurred.
- PSAP Progress Data – NGS staff will maintain progress data for all open NG9-1-1 funding requests to capture developments related to NG9-1-1 deployment and to identify any related changes needed to current funding awards.
- Program Owner – Bureau and cost center manager; responsible for all financial and programmatic areas
- Process Owner – PSAP Grant Program Manager
- Program Manager (Financial) – Backup to PSAP Grant Program Manager; responsible for creating NGS Bureau documents for public dissemination through the agency's website
- NGS Administrative Assistant
- NG9-1-1 Project Manager – Responsible for NG9-1-1 deployment and project management and tasks; coordinates and reviews process steps with the Regional Coordinators (RCs)
- Regional Coordinators – NGS Regional Coordinators for VDEM seven regions under the NGS Bureau
- PSAPs – Any Virginia primary PSAP and secondary PSAP currently served by a selective router pair and that is eligible to apply for and receive funding from the NG9-1-1 Funding Program

Bureau or Division Name Procedure 6ALL-S-Migration Program Funding Process

- ROD – Regional Outreach Division
- PGC – PSAP Grant Committee
- RC – Regional Coordinators

Bureau or Division Name Procedure 6ALL-S-Migration Program Funding Process

Procedure

NG9-1-1 Funding Migration Process

Step	Responsible Role	Action
1	<ul style="list-style-type: none"> PSAP Grant Program Manager NGS Admin Assistant NG9-1-1 Project Manager (NG PM) Regional Coordinators (RCs) PSAPs 	Proposal Acceptance Period. Proposal acceptance letters, which serve as the NG9-1-1 migration funding requests, are submitted throughout the NG9-1-1 deployment period.
2	<ul style="list-style-type: none"> 9-1-1 Services Board PSAP Grant Committee PSAP Grant Program Manager 	PSAP Funding Award. Board approves funding requests based on PGC recommendation, award notifications are sent out, and Finance is advised of awards made.
3	<ul style="list-style-type: none"> PSAPs NGS Admin Assistant PSAP Grant Program Manager NG9-1-1 Project Manager Regional Coordinators 	PSAP Funding Reimbursement. PSAPs submit reimbursement requests against their funding award.
4	<ul style="list-style-type: none"> Regional Coordinators PSAP Grant Program Manager PSAPs 9-1-1 Services Board 	PSAP Progress Reporting and Funding Award Amendment. Progress review of NG9-1-1 migration projects are conducted. During the review, if additional project expense is determined, funding award amendments are made.

Bureau or Division Name Procedure 6ALL-S-Migration Program Funding Process

Step	Responsible Role	Action
5	<ul style="list-style-type: none"> PSAP Grant Program Manager NG9-1-1 Project Manager Regional Coordinators PSAPs 	Funding Award Close Out. As NG9-1-1 migration projects are completed, the PSAP will close out their funding award with a funding close out form.

Proposal Acceptance Narrative

Proposal Acceptance occurs throughout deployment period and should be handled following the steps below.

Step 1	Responsible Role	Action/Decision	Performance Targets
1.1	<ul style="list-style-type: none"> PSAP Grant Program Manager 	Send informational email to VAPSAP listserv that describes the NG9-1-1 Migration Funding Program that includes specific information regarding the process to submit a Proposal Acceptance Letter, which serves as the NG9-1-1 Funding Program funding request.	Initial funding program
1.2	<ul style="list-style-type: none"> NG9-1-1 Project Manager 	<p>Create PAL submission deadline spreadsheets that include the following column headers for all PSAPs currently served by a selective router pair.</p> <p>This must include:</p> <ul style="list-style-type: none"> Name of PSAP Primary Selective Router Regions Date PAL Received Board Review Date Amount Requested RC Review PGC Review Amount Recommended 	Ongoing – Based on PAL submission deadlines

Bureau or Division Name Procedure 6ALL-S-Migration Program Funding Process

Step 1	Responsible Role	Action/Decision	Performance Targets
		<ul style="list-style-type: none"> Amount Awarded Comments <p>These spreadsheets should be added to the NG9-1-1 Budget – New Schedule Workbook on SharePoint here. PAL submission deadlines can be found on the NG9-1-1 Deployment webpage.</p>	
1.3	<ul style="list-style-type: none"> Regional Coordinators 	Send follow-up email to PSAPs in geographic region that references informational email sent to VAPSAP listserv.	Ongoing
1.4	<ul style="list-style-type: none"> PSAPs 	PSAPs submit PALs throughout the deployment period. Funding requests will be reviewed and approved on an ongoing basis throughout the NG9-1-1 deployment period. PALs are due by 5 p.m. no later than 45 calendar days in advance of a scheduled 9-1-1 Services Board (the “Board”) meeting. PSAPs must submit PALs electronically to the PSAP Funding Mailbox. A schedule of upcoming funding request submission deadlines is available from the NG9-1-1 Deployment webpage .	Ongoing
1.5	<ul style="list-style-type: none"> NGS Administrative Assistant 	Transfer PALs submitted to the PSAP Funding Program mailbox to the appropriate Board Meeting folder on SharePoint here .	Ongoing
1.6	<ul style="list-style-type: none"> NG9-1-1 Project Manager 	On a weekly basis, update the NG9-1-1 Budget – New Schedule Workbook. PALs submitted since the last submission deadline should be included in the current PAL submission deadline spreadsheet. Any items that need to be resolved should be identified in the comment section of this spreadsheet. The funding tracker spreadsheet should also be updated with new PAL information. The budget spreadsheet should only be adjusted if there is a documented increase or decrease	Ongoing

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Step 1	Responsible Role	Action/Decision	Performance Targets
		to the estimated amount of funding needed. Updates to the budget spreadsheet should be done at a designated time before each PGC meeting. They will work with RCs to resolve any outstanding issues with funding requests and indicate on PAL submission deadline spreadsheet when RC review has been completed.	
1.7	<ul style="list-style-type: none"> Regional Coordinators 	In preparation for each PGC meeting, upload the combined MP and PAL document to the appropriate Board Meeting folder on SharePoint here .	Ongoing
1.8	<ul style="list-style-type: none"> Program Manager (financial) 	Create URLs for each batch of funding requests. These URLs should be available from the Board webpage and added to the funding tracker spreadsheet.	Ongoing
1.9	<ul style="list-style-type: none"> NG9-1-1 Project Manager 	In preparation for each PGC meeting, provide the Program Manager with a list of the current funding requests for review.	Ongoing
1.10	<ul style="list-style-type: none"> PSAP Grant Committee 	Review funding requests prior to each meeting. Make recommendations on funding requests to be considered by the Board at each of their meetings.	Ongoing
1.11	<ul style="list-style-type: none"> NG9-1-1 Project Manager 	Update the NG9-1-1 Budget – New Schedule Workbook as appropriate and notify the Board of PGC funding recommendations. Also, review funding requests and make funding awards.	Ongoing
1.12	<ul style="list-style-type: none"> PSAP Grant Program Manager 	Once the Board has determined an action, advise PSAPs.	Ongoing

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PSAP Funding Award

Step 2	Responsible Role	Action/Decision	Performance Targets
2.1	<ul style="list-style-type: none"> 9-1-1 Services Board 	Review funding requests and make funding awards.	Every Board meeting throughout NG9-1-1 deployment cycle
2.2	<ul style="list-style-type: none"> PSAP Grant Program Manager 	Prepare funding award letters in draft form, place them on the SharePoint site (PSAP Funding – NG9-1-1 Deployment and Funding – NG9-1-1 Migration Award Letters), and notify the PSAP Grant Program Manager of their availability for review.	Within 10 days of Board approval of funding requests
2.3	<ul style="list-style-type: none"> PSAP Grant Program Manager 	Review draft award letters for consistency with budget schedule for funding. Notify Regional Outreach Manager of any changes needed or advise to disseminate to localities.	Within 5 days of notification of draft funding award letters availability
2.4	<ul style="list-style-type: none"> PSAP Grant Program Manager 	<p>The PSAP Grant Program Manager will finalize award letters into PDF format for all approved NG9-1-1 funding awards and disseminate via email to the PSAPs, copying the assigned RC.</p> <p>Award letters will include:</p>	Within 5 days of notification of readiness

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Step 2	Responsible Role	Action/Decision	Performance Targets
		<ul style="list-style-type: none"> • PSAP Name and Funding ID Number (NG9-1-1-XXX) • Date of Award by 9-1-1 Services Board • NG9-1-1 Deployment – Amount Awarded (including amount of funding paid by Board directly to vendors) • PSAP Preference for Board payment on behalf of PSAP for incurred eligible NG9-1-1 expenses: Yes/No • Migration Proposal Date • Contract Vehicle upon which the Migration Proposal is based • Deadline for executing contract vehicle with the NG9-1-1 Service Provider listed (3 months after date of award) <p>Scheduled Budget by Fiscal Year which will include fiscal year, project category, amount allotted, and payer. This applies to the Board and Locality.</p>	for dissemination
2.5	<ul style="list-style-type: none"> • PSAP Grant Program Manager 	<p>The PSAP Grant Program Manager will notify Finance of the current NG9-1-1 funding awards via an updated FY spreadsheet used to record and track NG9-1-1 funding reimbursements for which the locality can seek reimbursement.</p> <p>This spreadsheet includes:</p> <ul style="list-style-type: none"> • PSAP name • Funding ID number (NG9-1-1-XXX) • Amount awarded by project category <ul style="list-style-type: none"> ○ Project category is identified by an alphabet as follows: <ul style="list-style-type: none"> ▪ A – CHE i3 Services ▪ B – CHE Replacement ▪ C – GIS Data ▪ D – Monthly Delta ▪ E – Rack ▪ F – Text to 911 	Within 5 days of Board approval of the funding awards

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Step 2	Responsible Role	Action/Decision	Performance Targets
		<ul style="list-style-type: none">▪ G – Voice Logging Example Funding ID # - NG9-1-1-001C for funding award project category - GIS Data	

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PSAP Funding Reimbursement

Step 3	Responsible Role	Action/Decision	Performance Targets
3.1	<ul style="list-style-type: none"> NGS Administrative Assistant PSAP Grant Program Manager 	<p>The Funding Reimbursement Request process begins when a reimbursement request is sent to the PSAP Grant Program mailbox (psapgrants@VDEM.virginia.gov). The NGS Administrative Assistant shall be primarily responsible for monitoring the central mailbox with the PSAP Grant Program Manager as backup. Upon receipt of the request, the person retrieving it from the central mailbox, <i>within two business days of receipt</i>, acknowledges receipt of the form by email and moves it to the Funding Reimbursement Requests subfolder in the mailbox.</p> <p>NOTE: If any other staff member of the NGS receives the request form directly, the PSAP should be immediately notified that they must submit the request directly to the PSAP grants mailbox in order for it to be considered received, and for audit control and fiscal accountability.</p>	Within two business days of receipt
3.2	<ul style="list-style-type: none"> PSAP Grant Program Manager 	The PSAP Grant Program Manager will review the request for processing, ensuring that the request is being made on the latest and appropriate reimbursement request form. If it is not, then the PSAP Grant Program Manager will send the requestor a link to the correct form and ask that they resubmit.	Within two business days of receipt
3.3	<ul style="list-style-type: none"> PSAP Grant Program Manager 	The PSAP Grant Program Manager will perform the Administrative Review of the reimbursement request for completeness, and for consistency with the funding award and NG9-1-1 Migration Funding Program guidelines. The Administrative Review must ensure that the amount requested has been expended by the locality for items identified as part of the Migration Proposal and is supported by auditable documentation. The NG9-1-1 Migration Funding Reimbursement Request Review Checklist (Appendix A) has been created to guide this review.	Within five business days of receipt

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Step 3	Responsible Role	Action/Decision	Performance Targets
		Detailed invoices must be submitted when seeking reimbursement that includes an itemized list of products and/or services procured and associated cost by line. One-line item invoices will not be accepted.	
3.4	<ul style="list-style-type: none"> PSAP Grant Program Manager 	After validating the funding reimbursement request against the funding award for the applicable fiscal year, for each invoice, the Program Manager will sign off on the request, noting the grant ID, date processed, and the amount approved for reimbursement.	Within five business days of receipt
3.5	<ul style="list-style-type: none"> PSAP Grant Program Manager 	If the reimbursement request is acceptable as received, continue on to step 3.16 . If the reimbursement request is not acceptable and/or there are questions that need to be addressed, continue to step 3.6 .	
		Additional Information Request for non-acceptable requests	
3.6	<ul style="list-style-type: none"> PSAP Grant Program Manager 	If additional information or supporting documentation is required from the funding recipient to process the Reimbursement Request, the PSAP Grant Program Manager shall make the first contact with the funding recipient to request the information. Generally, such requests should be made by email but can be made by telephone if easier with an email follow-up for documentation. The RC for the locality should be copied on the request and follow-up emails. The reimbursement request should be held until the additional information is provided and not be partially paid unless requested by the PSAP. If the funding recipient provides the required information to complete the Administrative Review, continue to step 3.16 .	Within five business days of receipt
3.7	<ul style="list-style-type: none"> PSAP Grant Program Manager 	If the required information is not received from the funding recipient <i>within ten (10) business days</i> of the request for additional information, the Program Manager shall alert the RC for that locality to follow up with the funding recipient. The RC	Within 10 business days of the request for

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Step 3	Responsible Role	Action/Decision	Performance Targets
	<ul style="list-style-type: none"> Regional Coordinators 	will contact the funding 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.	additional information
3.8	<ul style="list-style-type: none"> PSAP Grant Program Manager Regional Coordinator 	If the required information is not received by the PSAP Grant Program Manager <i>within twenty (20) business days</i> of the request for additional information, the PSAP Grant Program Manager will alert the RC. The RC will determine if additional action is necessary.	Within 20 business days of the request for additional information
3.9	<ul style="list-style-type: none"> PSAP Grant Program Manager 	<p>If the required information is not received by the PSAP Grant Program Manager <i>within thirty (30) business days</i> of the request for additional information, the Program Manager will summarily reject the Funding Reimbursement Request with an email to the funding recipient, copying the responsible RC asking them to resubmit the funding reimbursement request when all of the required information is available.</p> <p>Any resubmissions, after it has been rejected, shall be treated as a new request and start with step 3.1.</p>	Within 30 business days of the request for additional information
		Monthly Delta Payments	
3.10	<ul style="list-style-type: none"> Regional Coordinators 	<p>RC requests copies of the bills from the PSAP and saves them to a set location in SharePoint.</p> <ul style="list-style-type: none"> Request final legacy bills 1-3 months before go-live <p>Request first AT&T bill 1 month after go-live</p>	Within five business days of receipt
3.11	<ul style="list-style-type: none"> Regional Coordinators 	RC completes the delta worksheet for the PSAP and reviews it with the NG PM.	TARGET DATE NEEDED

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Step 3	Responsible Role	Action/Decision	Performance Targets
	<ul style="list-style-type: none"> NG9-1-1 Project Manager 		
3.12	<ul style="list-style-type: none"> Regional Coordinators PSAP 	After finalizing the worksheet, the RC provides a copy of the worksheet to PSAP for review.	TARGET DATE NEEDED
3.13	<ul style="list-style-type: none"> Regional Coordinators PSAP 	PSAP replies to the email by asking any outstanding questions and to convey and/or document whether they concur.	TARGET DATE NEEDED
3.14	<ul style="list-style-type: none"> Regional Coordinators 	<p>Once PSAP concurrence is documented, RC posts the final worksheet and supporting documentation for fund disbursement on SharePoint here.</p> <p>EXAMPLE PAYMENT SCHEDULE:</p> <p>It is recommended to process and pay delta amounts in the following manner:</p> <ul style="list-style-type: none"> Example 1 – PSAP agrees with the worksheet in September 2020 <ul style="list-style-type: none"> First half payment (12 months' worth of the delta) will be included in October 2020 Batch to VDEM Finance Second half payment (12 months' worth of the delta) will be included in October 2021 Batch to VDEM Finance Example 2 - PSAP agrees with the worksheet in October 2020 <ul style="list-style-type: none"> First half payment (12 months' worth of the delta) will be included in November 2020 Batch to VDEM Finance Second half payment (12 months' worth of the delta) will be included in November 2021 Batch to VDEM Finance 	TARGET DATE NEEDED

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Step 3	Responsible Role	Action/Decision	Performance Targets
3.15	<ul style="list-style-type: none"> NG9-1-1 Project Manager 	The NG PM will determine the monthly delta payment to be made and make a request for funds disbursement on the NG9-1-1 Funding Reimbursement Request form. The form will be submitted to the PSAP Grants mailbox for processing.	TARGET DATE NEEDED
		Reimbursement Requests Batch Transmittal (5 business days)	
3.16	<ul style="list-style-type: none"> PSAP Grant Program Manager 	<p>The PSAP Grant Program Manager shall collate all the final documentation and material required for approval of the Funding Reimbursement Request including any supporting material for changes to the request. The PSAP Grant Program Manager will record the "Date Processed" on the PSAP Funding Log Spreadsheet on the NGS SharePoint site.</p> <p>The PSAP Grant Program Manager shall then assign an invoice reimbursement number to the request using the following naming convention: Fiscal Year - Date Processed - NG9-1-1-Funding ID Funding.</p> <p>The PSAP Grant Program Manager will print all of the material for the requests ready for approval and attached that portion of the PSAP Funding Log Spreadsheet as a cover sheet.</p>	Within five business days of receipt of the reimbursement request
3.17	<ul style="list-style-type: none"> PSAP Grant Program Manager 	After printing all material and updating the status, the PSAP Grant Program Manager shall scan and upload to the NGS shared drive (L:) an archive copy of all documents in the batch being processed and notify the PSAP Grant Program Manager via email that they are ready to be reviewed for the Cost Center Manager's approval and submission to VDEM Finance.	Within five business days of receipt of the reimbursement request

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Step 3	Responsible Role	Action/Decision	Performance Targets
3.18	<ul style="list-style-type: none"> PSAP Grant Program Manager 	If this reimbursement request closes out the funding by either expending all available funds or the funding recipient indicates the project is complete, the Program Manager will indicate such on the form.	
3.19	<ul style="list-style-type: none"> PSAP Grant Program Manager 	<p>The PSAP Grant Program Manager will post the funding and reimbursement request batch (FGPRs) to the SharePoint site here, along with the batch cover sheet for review and approval by the Program Manager.</p> <p>The PSAP Grant Program Manager will perform that final review of the batch and approve the reimbursement requests. Upon approval, the Program Manager will email the approved batch to the Program Manager.</p>	
		Finance Processing	10 business days
3.20	<ul style="list-style-type: none"> VDEM Finance 	Upon receipt of the batch Reimbursement Transmittal Sheets from the Cost Center Manager, VDEM Finance/Accounts Payable (AP) shall log each request on a spreadsheet and submit the transmittals to Accounts Receivable for review. If no questions or issues are identified during the review, go to step 3.16 .	
3.22	<ul style="list-style-type: none"> VDEM Finance 	If no additional issues or questions exist, VDEM Finance/Accounts Receivable shall notify AP that the reimbursements should be processed. VDEM AP shall process the reimbursements requesting reimbursement as soon as practical. Funds are submitted electronically from the Virginia Department of Accounts and will reach the locality usually within 1 to 2 days of final reimbursement processing.	
3.23	<ul style="list-style-type: none"> VDEM Finance 	VDEM Finance AP will update the reimbursement request in the PSAP Funding Log Spreadsheet on the NGS SharePoint site with a "Date Complete."	

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PSAP Progress and Funding Award Amendment Narrative

PSAP progress reporting occurs throughout the deployment and should be handled by following the steps identified below.

Step 4	Responsible Role	Action/Decision	Performance Targets
4.1	<ul style="list-style-type: none">Regional Coordinators	Complete PSAP progress reports for all open NG9-1-1 funding awards based on the schedule in the NGS calendar and advise PSAPs of content. Changes should be noted in the award and funding tables. For changes that require PGC review and Board action (e.g. change in NG9-1-1 solutions provider, contract extension needed, change in scheduled deployment window, or increase or decrease to any NG9-1-1 cost estimates) all available information should be included in the related comments box. PSAP progress reports that identify the need for an amendment or a revision to current cost estimates should be saved to the appropriate Board Meeting folder on SharePoint here.	Ongoing
4.2	<ul style="list-style-type: none">PSAP Grant Program ManagerRegional Coordinators	<p>Include items from PSAP progress reports that require PGC review in agendas for scheduled PGC meetings. Prepare amendment decision brief and post to the NGS website. The decision brief will serve as the change document of record for audit purposes.</p> <p>Funding amendments must be identified, documented to SharePoint, with an email notification to the Process Owner no later than 14 days prior to the next PGC meeting.</p>	Ongoing (following PAL submission deadlines but no later than 14 days prior to the next PGC meeting)

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Step 4	Responsible Role	Action/Decision	Performance Targets
4.3	<ul style="list-style-type: none"> NGS Leadership Regional Coordinators PSAP Grant Program Manager 	On the weekly Regional Outreach call all scheduled PGC meetings, NGS staff will review the agenda for the upcoming PGC meeting, as well as current amendment requests and budget spreadsheet revisions.	Ongoing
4.4	<ul style="list-style-type: none"> NG9-1-1 Project Manager 	Changes to the budget spreadsheet will be made and uploaded to the NG9-1-1 dashboard prior to each PGC meeting.	Ongoing
		Funding Award Amendments (as needed, throughout deployment)	
4.5	<ul style="list-style-type: none"> NG9-1-1 Project Manager Regional Coordinators PSAPs 	As contracts are entered into as a result of the funding award, PSAPs may need adjustments to their award as a result of increased costs post-quote. The contract vendor and/or the PSAP will notify their RC of the need for a funding amendment upon learning of an increase to their project.	Ongoing
4.6	<ul style="list-style-type: none"> Regional Coordinators NG9-1-1 Project Manager 	RCs will send an email to the NG PM that includes: <ul style="list-style-type: none"> PSAP name Affected project category(ies) Amount of increase by project category(ies) – up to 10% of the total funding costs (and less than \$50,000 in additional cost) 	Ongoing
4.7	<ul style="list-style-type: none"> Regional Coordinators NG9-1-1 Project Manager 	With receipt of the amendment request from the RC, the NGPM will document the request into a spreadsheet available on SharePoint. If the award amendment needed exceeds 10% of the total funding costs and is in excess of \$50K, the Board must approve the amendment request.	Within three business days of next PGC

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Step 4	Responsible Role	Action/Decision	Performance Targets
4.8	<ul style="list-style-type: none"> PSAP Grant Committee 	PGC will review amendment requests and make recommendations if additional costs exceed 10% of the total funding and are more than \$50,000.	Ongoing
4.9	<ul style="list-style-type: none"> 9-1-1 Services Board 	Board will review and vote on amendment requests.	Ongoing
4.10	<ul style="list-style-type: none"> PSAP Grant Program Manager 	Prepare revised funding award letters and disseminate to PSAPs, copying the RC. Revised award letters are to be archived on the SharePoint site – PSAP Funding – NG9-1-1 Deployment and Funding folder.	Monthly

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Funding Award Close Out Process

Step 5	Responsible Role	Action/Decision	Performance Targets
5.1	<ul style="list-style-type: none"> PSAP Grant Program Manager Regional Coordinators PSAPs 	All funding awards are to be closed out upon expenditure of all available funds, completion of the project or at the end of their funding project or the migration period, whichever comes first. A funding award will be considered closed with receipt of final paid invoices, along with a NG9-1-1 Funding Close Out Report (FCO). Final paid invoices or other payment documentation for funding funds encumbered during the funding cycle must be submitted within 45 calendar days of the end of the funding award period or completion of the project, or as adjusted by any funding award extensions, but must still be dated and paid by the locality during the funding period. Should an award recipient fail to submit final documentation in the accordance with the NG9-1-1 migration funding process, the funding award will be administratively closed on August 15 following the funding cycle conclusion.	Within 45 calendar days of completion of project
5.2	<ul style="list-style-type: none"> PSAP Grant Program Manager Regional Coordinators PSAPs 	Upon identification that all funding funds have been expended by a reimbursement request or upon the request of the funding recipient to close the funding award, the PSAP Grant Program Manager will send the funding recipient an email, copying the responsible RC, noting that the funding is ready for closure and to request the completion of a NG9-1-1 FCO.	
5.3	<ul style="list-style-type: none"> PSAP Grant Program Manager Regional Coordinators 	Upon notification that the funding is ready to be closed, the responsible RC will ensure that the product or services were actually provided to the funding recipient as identified in the funding award. The RC will physically visit the local site to ensure that all of the equipment is accounted for and verified on-site being used in the manner for which it was purchased. Verification of this shall be documented in the funding folder on the shared drive. The RC shall alert the PSAP	

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Step 5	Responsible Role	Action/Decision	Performance Targets
	<ul style="list-style-type: none"> PSAPs 	Grant PSAP Grant Program Manager and PSAP Grant Program Manager of any discrepancies noted.	
5.4	<ul style="list-style-type: none"> PSAP Grant Program Manager Regional Coordinators PSAPs 	Once the final payment has been received, the RC has verified the equipment is on-site, and the final FCO is received from the funding recipient, the PSAP Grant Program Manager will update the status of the funding award on the NGS SharePoint page to "Closed".	

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Record of Changes

Date	Description of Change	Author
07/01/2018	Original Draft	Dorothy Spears-Dean
07/01/2019	Updated in conjunction with FY21 PSAP Funding Program Guidelines	Dorothy Spears-Dean
07/24/2019	Updated to include additional narratives	Lisa Nicholson
09/01/2021	Updated to include new/revised process steps	Lisa Nicholson
10/22/2021	Updates to formatting	Lisa Nicholson

911 & Geospacial Services Bureau

6ALL-S-PSAP Education Program Funding Process

Approved By	Lisa Nicholson	
Effective	October 22, 2021	
Supersedes	PSAP Education Program Funding Process	
Interpretation	The PSAP Grant Program Manager is responsible for the official interpretation of this procedure.	

Purpose and Applicability

Any Virginia primary PSAP (Public Safety Answering Point) that supports wireless E-911 is eligible to apply for and receive grant funding through the PSAP Grant Program. A primary PSAP can submit an individual PEP application up to the individual grant limit or submit it as part of a multi-jurisdictional application. This process applies to the 911 and Geospacial Services Bureau (NGS), primary PSAPs, PSAP Grant Committee (PGC), and the 9-1-1 Services Board (Board). This process supports the wireless e-911 Fund; use of Fund; enforcement; audit required. This process directly relates to NJ 9-1-1 Funding and PSAP Grant Program.

Related Documents

- PEP Grant Application Form
- PEP Grant Award Letter
- PSAP PEP Grant Guidelines and Application

Definitions

- Applicant – The point of contact responsible for submitting the completed application(s).
- Application Summary Spreadsheet – Spreadsheets used to record all final applications and all questions, comments, concerns of staff during grant application reviews. One spreadsheet will be used for recording this information for each region and one will be used to aggregate the information statewide.
- Board Action Spreadsheet – Concise spreadsheet showing final decision of the 9-1-1 Services Board.
- Non-Compliant Grant Applications – Any grant application not meeting the grant guidelines such as those received after the submission deadline, where the PSAP did not complete a Board reporting requirement (true-up, financial and programmatic report, etc.) or submitted for ineligible equipment.
- Primary PSAP – A primary Public Safety Answering Point (PSAP) is one that receives the initial wireless E-911 call and is recognized by the Virginia 9-1-1 Services Board as eligible to receive wireless grant.
- PSAP Grant Program Manager – PSAP Grant Program Manager is responsible for the administration of the PSAP Grant Program.
- Program Manager (financial) – Serves as backup to the Public Safety Program Manager.

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6ALL-S-PSAP Education Program Funding Process

- PSAP Grant Committee (PGC) – PSAP Grant Committee as established by the Virginia 9-1-1 Services Board.
- PSC – Public Safety Communications
- Recommendation Spreadsheet – Concise spreadsheet showing pertinent information of each application received, recommendations of the PSAP Grant Program Manager for modification, and application ranking.
- Regional Coordinator (RC) – Participate in the final review of applications in preparation for PGC recommendations.
- Board – Virginia 9-1-1 Services Board

Procedure

Background

The PSAP Grant Program is a multi-million-dollar grant program administered by the Virginia 9-1-1 Services Board. The primary purpose of this program is to financially assist Virginia primary PSAPs with the purchase of equipment, services, and training that support Next Generation 9-1-1 (NG 9-1-1) and Enhanced 9-1-1 (E-911).

The deadline to apply for a grant each year is September 30 at 5 p.m. (or the next business day thereafter). Absolutely no grant applications, except for emergency requests, will be considered for the current grant cycle submitted after that time. Primary PSAPs must submit their requests using the grant application on VDEM's 9-1-1 and Geospacial Services Program (NGS) website.

The PSAP Education Program will have a 12-month grant period coincident with the fiscal year in which to expend their grant award. All grant periods will run consistent with the commonwealth's fiscal year.

The grant application and review process is complex and doesn't always follow in a linear order; one step after another. Relevant NGS staff may be called upon at any point to aid in the process. The PSAP Grant Program Manager is the final arbitrator regarding how an application will be recommended and prioritized to the PSAP Grant Committee. The PSAP Grant Committee makes recommendations to the 9-1-1 Services Board for their action.

General Timeline

Preparation for the annual grant application window begins with the approval of the grant guidelines. After that time, grant applications and review spreadsheets will be prepared. This occurs between May and July.

The entire process as outlined below occurs yearly from May to January, but may be extended by the Board at their discretion.

If any deadline occurs on a weekend or holiday, the default will be the following business day.

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6ALL-S-PSAP Education Program Funding Process

PSAP Education Program (PEP) Grant Application Process Narrative

Step	Responsible Role	Action
1	<ul style="list-style-type: none"> PSAP Grant Program Manager Regional Coordinators 	Administrative Preparation, Grant Application, and Review. This occurs after the Board approves the grant guidelines for the upcoming grant cycle, involves the preparation of all necessary materials for the grant application period, and the subsequent receipt and review of the grant applications.
2	<ul style="list-style-type: none"> 9-1-1 Services Board PSAP Grant Program Manager 	PSAP Grant Award. Board approves grant requests, award notifications are sent out, and Finance is advised of awards made.
3	<ul style="list-style-type: none"> PSAPs NGS Admin Assistant PSAP Grant Program Manager 	PSAP Grant Reimbursement. PSAPs submit reimbursement requests against their grant award.
4	N/A	PSAP Progress Reporting. Progress review of PEP grant awards is not required.
5	<ul style="list-style-type: none"> PSAP Grant Program Manager PSAPs 	Grant Award Close Out. The PSAP will be considered closed with a final reimbursement request.

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6ALL-S-PSAP Education Program Funding Process

Administrative Preparation, Application, and Review

Step 1	Responsible Role	Action/Decision	Performance Targets
1.1	<ul style="list-style-type: none"> PSAP Grant Program Manager 	After the PSAP Grant Guidelines are approved by the 9-1-1 Services Board, the PSAP Grant Program Manager creates a document summarizing the changes. The summary document is presented to the PSAP Grant Program Manager for review and adjustment (if necessary). The PSAP Grant Program Manager assures that the guidelines and summary document are posted to the website.	June 1
1.2	<ul style="list-style-type: none"> PSAP Grant Program Manager 	The Program Manager notifies the PSAPs via the PSAP listserv, that these items are available on the website.	June 1
1.3	<ul style="list-style-type: none"> PSAP Grant Program Manager Regional Outreach Manager Regional Coordinators 	The PSAP Grant Program Manager updates the grant application forms to reflect any necessary changes for the upcoming fiscal year based on the approved grant guidelines and creates the fiscal year PEP Application spreadsheet. The PSAP Grant Program Manager sends the updated application forms and spreadsheet to the Regional Outreach Manager for dissemination to the Regional Coordinators (RCs) for their review and input. The Regional Outreach Manager provides any feedback received from the RCs to the PSAP Grant Program Manager. The PSAP Grant Program Manager reviews that feedback and makes any necessary changes to the application forms and spreadsheet. The PSAP Grant Program Manager reviews the finalized application forms and spreadsheet and approves.	June 1
1.4	<ul style="list-style-type: none"> PSAP Grant Program Manager 	Ensures approved application forms are posted to the NGS website and ready for access and use by applicants.	June 15

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6ALL-S-PSAP Education Program Funding Process

Step 1	Responsible Role	Action/Decision	Performance Targets
1.5	<ul style="list-style-type: none"> PSAP Grant Program Manager 	The PSAP Grant Program Manager drafts an informational email about the upcoming grant cycle and notifies the PSAPs via the PSAP listserv that the applications are available, and that the application window runs from July 1 – September 30 at 5 p.m.	June 20
1.6	<ul style="list-style-type: none"> PSAP Grant Program Manager Administrative Asst. 	PSAP Grant Program Manager determines a meeting date for PSAP Grant Committee to review all applications submitted by applicants by the deadline. This meeting should be scheduled for early December. The PSAP Grant Program Manager notifies the NGS Administrative Assistant so a meeting space and other logistics can be arranged.	July 1
1.7	<ul style="list-style-type: none"> PSAP Grant Program Manager Applicant 	Applicants will submit their completed applications to the central PSAP grants email address (psapgrants@VDEM.virginia.gov). The PSAP Grant Program Manager will check the mailbox at least daily; acknowledge receipt of the application by reply email; log any application received; copy it to the NGS SharePoint site, and; assign a grant ID number. If any other staff member of the NGS receives an application, it shall be forwarded to the central mailbox copying the grant recipient, so that they are aware it has been received and forwarded. All final applications must be received by 5 p.m. on September 30 (or next business day thereafter). Applications received after the deadline will be identified as non-compliant submissions on the application spreadsheet.	Ongoing throughout application cycle (September 30)
		Preliminary Review	
1.8	<ul style="list-style-type: none"> PSAP Grant Program Manager 	<p><i>Preliminary review involves the receipt, recording, and review of the applications.</i></p> <p>Throughout the grant application cycle, the PSAP Grant Program Manager will perform the Preliminary Review of applications for completeness, and for consistency with the PSAP Grant Guidelines.</p>	September 30

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6ALL-S-PSAP Education Program Funding Process

Step 1	Responsible Role	Action/Decision	Performance Targets
		<p>The Preliminary Review steps are as follows:</p> <ol style="list-style-type: none"> 1. PSAP Grant Program Manager receives a PSAP grant application through the PSAP Grants mailbox. An email of receipt sent to the applicant will serve as a receipt of the application by the PSAP. 2. PSAP Grant Program Manager will review the application for completeness and consistency with criteria identified in the Preliminary Review PSAP Grant Application Review Check List (Appendix A). During the application window (July 1 – September 30 at 5 p.m.), if errors or inconsistencies are found, the PSAP Grant Program Manager will review with the applicant. The applicant may wish to update the application and resubmit before the September 30 deadline. If the application looks complete and accurate it will be considered the final submission. 3. Before September 30 at 5 p.m. (or next business day thereafter), and/or once final submission is received, the Program Manager will acknowledge by sending a confirmation email to the applicant. <p>The PSAP Grant Program Manager will create a folder in the designated location on the NGS SharePoint site, and will place the application and all supporting documentation in this folder by Region. A standard naming convention will be used for the application consisting of the name of the locality, grant year, and grant type.</p>	
1.9	<ul style="list-style-type: none"> • PSAP Grant Program Manager 	As final applications are received, the PSAP Grant Program Manager will record all necessary and applicable information in the FY21 Grant Application Data spreadsheet – FY21 PEP App worksheet.	
1.10	<ul style="list-style-type: none"> • PSAP Grant Program Manager 	Preliminary Review will be completed by October 7. No changes are to be made to any final submitted grant application(s). All questions, comments, concerns, and	October 7

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6ALL-S-PSAP Education Program Funding Process

Step 1	Responsible Role	Action/Decision	Performance Targets
		recommended adjustments are to be documented on the appropriate regional Application Summary Spreadsheet.	
1.11	<ul style="list-style-type: none"> PSAP Grant Program Manager 	By October 8, the PSAP Grant Program Manager will notify the Regional Outreach Manager and the RCs via email that applications are ready for Administrative review, and will assure that all relevant questions, comments, or concerns are indicated on the regional Application Summary Spreadsheet and that all documents and documentation are available on the shared drive.	
		Administrative Review (October 8 – 23)	
1.12	<ul style="list-style-type: none"> PSAP Grant Program Manager 	<p>Review the spreadsheet, application and all associated documentation for each application received.</p> <p>If the application is acceptable as received, indicate the Administrative Review is complete on the Application Summary Spreadsheet and continue on to step 1.16</p> <p>If the application is not acceptable and/or there are questions or concerns from the preliminary review that need to be addressed, continue to step 1.15.</p>	October 10
1.13	<ul style="list-style-type: none"> PSAP Grant Program Manager Regional Coordinator 	After review of the application, the spreadsheet, and all associated information, the PSAP Grant Program Manager will contact the RC to discuss any issues/concerns. If that discussion resolves the issues, the PSAP Grant Program Manager indicates on the spreadsheet that the Administrative Review is complete and will make any necessary notes. If PSAP Grant Program Manager agrees that more information or clarification is needed, the PSAP Grant Program Manager will contact the applicant to obtain the information or clarification. The PSAP Grant Program Manager will save all information from, and communications with the PSAP on SharePoint. Once additional information has been reviewed, the PSAP Grant Program Manager will record notes on the spreadsheet. The PSAP Grant Program Manager may consult with the Regional Outreach Manager and/or the NGS Director as needed.	October 15

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Step 1	Responsible Role	Action/Decision	Performance Targets
1.14	<ul style="list-style-type: none"> PSAP Grant Program Manager Regional Outreach Manager Regional Coordinator 	The PSAP Grant Program Manager will organize and facilitate a Google Hangouts meeting, on or about October 16, with the RCs, Regional Outreach Manager, and other NGS staff as needed. The purpose of this meeting is to review all grant applications discussing any outstanding issues or additional required follow-up with the applicant.	October 20
1.15	<ul style="list-style-type: none"> PSAP Grant Program Manager 	The PSAP Grant Program Manager will notify the Regional Outreach Manager of any outstanding issues that need to be resolved or decisions that need to be made. The PSAP Grant Program Manager will make final decisions regarding how the grant applications will be recommended to the Grant Committee. Those decisions will be logged on the Application Summary Spreadsheet. If the PSAP Grant Program Manager needs additional information, they will notify the RC and have them obtain and record the information. The PSAP Grant Program Manager will review that information and will record final recommendation(s) on the Application Summary Spreadsheet and will mark that the Administrative Review is complete.	October 31
		Applicant Notification and Review (by November 7)	
1.16	<ul style="list-style-type: none"> PSAP Grant Program Manager Regional Coordinators 	After the Administrative review is complete for all applications, the PSAP Grant Program Manager shall create a concise spreadsheet showing all applications as submitted and any recommended changes. This Recommendation Spreadsheet will be used in the Grant Committee review. The spreadsheet shall also include a list of any non-compliant applications that will not be considered by the Grant Committee. The PSAP Grant Program Manager will send this spreadsheet by email, to the RCs and Regional Outreach Manager for review. The RCs and the Regional Outreach Manager	November 7

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6ALL-S-PSAP Education Program Funding Process

Step 1	Responsible Role	Action/Decision	Performance Targets
		will review the spreadsheet for accuracy and advise the PSAP Grant Program Manager of any discrepancies. The PSAP Grant Program Manager will make any additional necessary changes to the Recommendation Spreadsheet, and the PSAP Grant Program Manager will sign off on the final spreadsheet.	
1.17	<ul style="list-style-type: none"> PSAP Grant Program Manager Program Manager (financial) 	<p>The Program Manager (financial) shall:</p> <ol style="list-style-type: none"> 1. Ensure that a PDF of each grant application exists and is located in the established folders for each locality in regional folders for PSAP Education Program (PEP). 2. Ensure that the applications and the Recommendation Spreadsheet are posted to the NGS website. <p>The PSAP Grant Program Manager will create and send an informational email notifying the PSAPs, via the PSAP listserv, that the Recommendations Spreadsheet and grant applications are available for review on the website. PSAPs will be advised to contact their RC if they have any concerns.</p>	November 15
1.18	<ul style="list-style-type: none"> PSAP Grant Program Manager Regional Coordinator 	<p>The PSAP Grant Program Manager shall ensure that the applicant has been notified of all modifications or adjustments being recommended by staff on the Recommendation Spreadsheet, including whether their application was considered non-compliant, and determine if the applicant concurs with or opposes the change. For applications where the applicant disagrees with the staff recommendation, the PSAP Grant Program Manager will encourage the applicant to attend the Grant Committee meeting to present their position and answer questions. The PSAP Grant Program Manager shall notify the RC of any anticipated opposition from an applicant.</p>	

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Step 1	Responsible Role	Action/Decision	Performance Targets
		PSAP Grant Committee Review	
1.19	<ul style="list-style-type: none"> PSAP Grant Program Manager 	The PSAP Grant Program Manager organizes materials necessary for Grant Committee review and notifies the Grant Committee of the recommendation spreadsheet and applications for their review at least three weeks ahead of the previously scheduled meeting date.	Three weeks prior to the PGC meeting
1.20	<ul style="list-style-type: none"> PSAP Grant Program Manager Grant Committee 	The PSAP Grant Program Manager facilitates the Grant Committee meeting organizing the grants into four categories: those applications without issue or modification; those applications with recommended modifications, but without issues once modified; those requiring individual review of the Grant Committee; and those determined to be non-compliant applications. The first two categories should be addressed as a block unless a committee member wishes to pull an application for further discussion. The PSAP Grant Program Manager will present those requiring Committee review identifying the issue and any staff recommendations. These applications may include grants for training opportunities that have never been addressed before, applications with disagreement between staff and the applicant, or any other unusual circumstance requiring review. Non-compliant applications are summarily rejected unless a committee member wishes to further discuss the application or the PSAP is requesting an appeal.	
1.21	<ul style="list-style-type: none"> Grant Committee 	The Grant Committee reviews and discusses applications and recommendations and determines recommendations to advance to the Board.	
1.22	<ul style="list-style-type: none"> PSAP Grant Program Manager 	Record recommendations of the Grant Committee into the Recommendation Spreadsheet.	

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Step 1	Responsible Role	Action/Decision	Performance Targets
1.23	<ul style="list-style-type: none"> PSAP Grant Program Manager Program Manager (financial) 	After review by the PSAP Grant Program Manager, the Program Manager (financial) assures that the updated recommendations spreadsheet is posted to the NGS website. The PSAP Grant Program Manager creates and sends an informational email notifying the PSAPs via the PSAP listserv of the Grant Committee's recommendations.	

PSAP Grant Award

Step 2	Responsible Role	Action/Decision	Performance Targets
2.1	<ul style="list-style-type: none"> 9-1-1 Services Board 	Review grant requests and make grant awards.	January Board meeting
2.2	<ul style="list-style-type: none"> PSAP Grant Program Manager Regional Coordinators 	PSAP Grant Program Manager will create award letters in PDF format for all approved PEP grant awards and place on the SharePoint site: PSAP Grant – Applicable FY – Applicable FY PEP Grant Awards folder and notify the RCs of their availability for dissemination.	Within 20 days of Board approval of grant awards
2.3	<ul style="list-style-type: none"> PSAP Grant Program Manager 	<p>The Program Manager will notify Finance of the current PEP grant awards via an updated FY spreadsheet used to record and track NG9-1-1 grant reimbursements for which the locality can seek reimbursement. This spreadsheet includes:</p> <ul style="list-style-type: none"> PSAP name Grant ID number (PEP-XXX) 	July 1 of the applicable grant award year

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		<ul style="list-style-type: none"> Amount awarded 	
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PSAP Grant Reimbursement Request Receipt

Step 3	Responsible Role	Action/Decision	Performance Targets
3.1	<ul style="list-style-type: none"> NGS Administrative Assistant PSAP Grant Program Manager 	The Grant Reimbursement Request process begins when a reimbursement request is received from a grant award recipient through the central PSAP grant mailbox (psapgrants@VDEM.virginia.gov). If any other staff member of the NGS receives the request form, it shall be forwarded to the central mailbox copying the grant recipient, so that they are aware it has been forwarded. The NGS Administrative Assistant shall be primarily responsible for monitoring the central mailbox with the PSAP Grant Program Manager as their backup. Upon receipt of the request, the NGS Administrative Assistant will acknowledge the receipt of the request by email.	Within two business days of receipt
3.2	<ul style="list-style-type: none"> NGS Administrative Assistant 	After acknowledging the request, the NGS Administrative Assistant will forward the request to the Program Manager (financial) via email for review and processing.	Within two business days of receipt
3.3	<ul style="list-style-type: none"> PSAP Grant Program Manager 	The PSAP Grant Program Manager will ensure that the request is being made on the latest and appropriate reimbursement request form. If it is not, then the Program Manager (financial) will send the requestor a link to the correct form and ask that they resubmit.	As needed
3.4	<ul style="list-style-type: none"> PSAP Grant Program Manager 	The PSAP Grant Program Manager will perform an administrative review of the reimbursement request for completeness, and for consistency with the grant award and PEP Grant Program guidelines. The administrative review must ensure that the amount requested has been expended by the locality for training and related expenses identified as part of the PEP grant.	Within five business days of receipt

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Step 3	Responsible Role	Action/Decision	Performance Targets
		<p>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 thirtieth day falls on a weekend or holiday), the grantee must submit:</p> <ul style="list-style-type: none"> • Hotel receipt, conference/training registration receipt, and certificate of completion, if applicable. A conference registration form or a hotel reservation confirmation is 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 all those attending the conference/training and the dates of attendance. • A copy of the event agenda to determine the provided meals for subtraction from the per diem. This is not required for the standard in-state conferences as this is already known. Receipts are not required for meal reimbursement. • A detailed invoice for all allowable expenses in association with an education/training opportunity. • EXCEPTION: Grantee may seek reimbursement for subscription courses at the end of the grant award year (June 30) but within 45 days of June 30 of the expiring grant award year. • Payment of invoices for these programs cannot overlap fiscal years and cannot extend beyond the grant award period. <p>To the extent practical, a single reimbursement request should be submitted for subscription-based learning programs.</p>	

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Step 3	Responsible Role	Action/Decision	Performance Targets
3.5	<ul style="list-style-type: none"> PSAP Grant Program Manager 	After validating the grant reimbursement request against the grant award for the applicable fiscal year, for each receipt and/or invoice, the PSAP Grant Program Manager will document the reimbursable amount, date processed, and affirm through signature on the reimbursement request form.	Within five business days of receipt
3.6	<ul style="list-style-type: none"> PSAP Grant Program Manager 	If the reimbursement request is acceptable as received, continue on to step 3.11 . If the reimbursement request is not acceptable and/or there are questions that need to be addressed, continue to step 3.7 .	
		Additional Information Request	
3.7	<ul style="list-style-type: none"> PSAP Grant Program Manager 	If additional information or supporting documentation is required from the grant recipient to process the Reimbursement Request, the PSAP Grant Program Manager shall make the first contact with the grant recipient to request the information. Generally, such requests should be made by email but can be made by telephone if easier with an email follow-up for documentation. The RC for the locality should be copied on the request and follow-up emails. The reimbursement request should be held until the additional information is provided and not be partially paid unless requested by the PSAP. If the grant recipient provides the required information to complete the Administrative Review, continue to step 3.11 .	Within five business days of receipt
3.8	<ul style="list-style-type: none"> PSAP Grant Program Manager Regional Coordinator 	If the required information is not received from the grant recipient <i>within ten (10) business days</i> of the request for additional information, the PSAP Grant Program Manager shall alert the RC for that locality to follow up with the grant recipient. The RC will contact the grant recipient to determine the cause for the delay in response and work with the PSAP Grant Program Manager to determine a path forward to getting the required information or rejecting the request.	Within 10 business days of the request for additional information

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Step 3	Responsible Role	Action/Decision	Performance Targets
3.9	<ul style="list-style-type: none"> PSAP Grant Program Manager 	If the required information is not received by the PSAP Grant Program Manager <i>within twenty (20) business days</i> of the request for additional information, the PSAP Grant Program Manager will alert the RC. The PSAP Grant Program Manager will determine if additional action is necessary.	Within 20 business days of the request for additional information
3.10	<ul style="list-style-type: none"> PSAP Grant Program Manager 	If the required information is not received by the PSAP Grant Program Manager <i>within thirty (30) business days</i> of the request for additional information, the PSAP Grant Program Manager will summarily reject the Grant Reimbursement Request with an email to the grant recipient, copying the responsible RC.	Within 30 business days of the request for additional information
		Reimbursement Requests Batch Transmittal (5 business days)	
3.11	<ul style="list-style-type: none"> PSAP Grant Program Manager 	<p>The PSAP Grant Program Manager shall collate all of the final documentation and material required for approval of the Grant Reimbursement Request including any supporting material for changes to the request. The PSAP Grant Program Manager will record the "Date Processed" on the PSAP Grant Log Spreadsheet on the NGS SharePoint site.</p> <p>The PSAP Grant Program Manager shall assign an invoice reimbursement number to the request using the following naming convention: Fiscal Year - Date Processed - NG911-Grant ID Grant.</p> <p>The PSAP Grant Program Manager will print all of the material for the requests ready for approval and attach that portion of the PSAP Grant Log Spreadsheet as a cover sheet.</p>	Within five business days of receipt of the reimbursement request

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6ALL-S-PSAP Education Program Funding Process

Step 3	Responsible Role	Action/Decision	Performance Targets
3.12	<ul style="list-style-type: none"> PSAP Grant Program Manager 	After printing all material and updating the status, the PSAP Grant Program Manager shall scan and upload to the NGS SharePoint site, an archive copy of all documents in the batch being processed and notify the NGS Bureau Chief via email that they are ready to be reviewed for the Cost Center Manager's approval and submission to VDEM Finance.	Within five business days of receipt of the reimbursement request
3.13	<ul style="list-style-type: none"> PSAP Grant Program Manager 	If this reimbursement request closes out the grant by either expending all available funds or the grant recipient indicates the project is complete, the PSAP Grant Program Manager will indicate such on the form.	
3.14	<ul style="list-style-type: none"> Cost Center Manager 	The Cost Center Manager will perform that final review, approve the reimbursement requests, and submit them to Administration and Finance for processing. The Cost Center Manager shall record the "Date to Finance" in the PSAP Grant Log Spreadsheet on the NGS SharePoint site.	
		Finance Processing	10 business days
3.15	<ul style="list-style-type: none"> VDEM Finance 	Upon receipt of the batch Reimbursement Transmittal Sheets from the Cost Center Manager, VDEM Finance/Accounts Payable (AP) shall log each request on a spreadsheet and submit the transmittals to Accounts Receivable for review. If no questions or issues are identified during the review, go to step 3.17 .	
3.16	<ul style="list-style-type: none"> VDEM Finance PSAP Grant Program Manager 	If questions or issues are identified during the VDEM Finance review, Accounts Receivable shall send those questions or issues by email to the PSAP Grant Program Manager for resolution. Meetings or telephone conversations may be held to fully exchange information and understand the extent of the issues. The PSAP Grant Program Manager will return to step 3.11 if additional information is required from	

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Step 3	Responsible Role	Action/Decision	Performance Targets
		the grant recipient (including possible rejection if greater than a 30-day delay). The Program Manager will communicate any findings or updates to VDEM Finance, which could include modifications to the request or a withdrawal of the request, and update the NGS SharePoint site accordingly. Once the additional information is provided and questions or issues are resolved, the process shall return to step 3.16 .	
3.17	<ul style="list-style-type: none"> VDEM Finance 	If no additional issues or questions exist, VDEM Finance/Accounts Receivable shall notify AP that the reimbursements should be processed. VDEM AP shall process the reimbursements requesting reimbursement as soon as practical. Funds are submitted electronically from the Virginia Department of Accounts and will reach the locality usually within 1 to 2 days of final reimbursement processing.	
3.18	<ul style="list-style-type: none"> VDEM Finance 	VDEM Finance AP will update the reimbursement request in the PSAP Grant Log Spreadsheet on the NGS SharePoint site with a "Date Complete."	

PSAP Progress Report

Step 4	Responsible Role	Action/Decision	Performance Targets
4.1	N/A	Progress review of PEP grant awards are not required.	N/A

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Grant Award Close Out Process

Step 5	Responsible Role	Action/Decision	Performance Targets
5.1	<ul style="list-style-type: none"> PSAP Grant Program Manager Regional Coordinators PSAPs 	The PSAP will be considered closed with a final reimbursement request. Any remaining balance as of June 30 (grant award expiration date) will be returned to the wireless fund. However, the PSAP will have 45 days after the award expiration to submit a receipt and/or invoice against the award. Receipts and/or invoices must be dated before June 30 (for subscription-based training) or within 30 days of the last day of training but before June 30.	June 30 (grant award expiration)

Process Measurements

This section will identify key performance indicators and will describe how they are quantified. This will create items to review and thus evaluate the success of the process and procedure

Key Performance Indicator	Measurement
Resource Material Created	All applications and applicable spreadsheets, process adjustments, etc. are created and available to staff before July 1.
Grant application window	The application window opens July 1 and closes September 30 with appropriate notification to the stakeholder community through the process identified in this document.
Applications follow the guidelines	Through outreach to stakeholders, applications should follow the guidelines and project initiatives as established by staff and the 9-1-1 Services Board.
Deadlines achieved	All deadlines and timeframes established in this document should be met.

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6ALL-S-PSAP Education Program Funding Process

Record of Changes

Date	Description of Change	Author
07/10/19	Original process document	Lisa Nicholson
07/19/19	Updated with input received from RCs	Lisa Nicholson
07/24/19	Updated for final formatting and content	Lisa Nicholson
09/01/2021	Updated to include new/revised process steps	Lisa Nicholson
10/22/2021	Document format update	Lisa Nicholson

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Appendix A - Preliminary Review PSAP Grant Application Review Check List

Task	Status
Complete contact information is provided	<input type="checkbox"/>
Amount requested is reasonable for the identified training	<input type="checkbox"/>
Evaluation is provided, which outlines how the training opportunities will be evaluated and measured for achievement and success.	<input type="checkbox"/>

Virginia Department of Emergency Management
Policy and Communications Bureau
7PMO-F-Staff Briefing Form



DATE	October 28, 2021
TO	PSAP Grant Committee
THROUGH	Dorothy Spears-Dean, NGS Bureau Chief
FROM	Lisa Nicholson, PSAP Grant Program Manager
TYPE OF ISSUE	<input checked="" type="checkbox"/> For situational awareness only <input type="checkbox"/> Signature required <input type="checkbox"/> Decision or commander's intent needed <input type="checkbox"/> Meeting request
BRIEF DESCRIPTION	(Provide a Tweet-length description of the issue; if possible, frame this from the perspective of why this is being elevated.) Funding for CHE Replacement (Not thru NG911 Funding)
PRIORITY	(See Eisenhower Matrix; select only one category below) <input type="checkbox"/> Important & Urgent – do first <input checked="" type="checkbox"/> Important & Less Urgent – schedule <input type="checkbox"/> Less Important & Urgent – delegate <input type="checkbox"/> Less Important & Less Urgent – stop doing
STRATEGIC ROADMAP ALIGNMENT	(See Strategic Roadmap; select the one that most closely aligns; ask Deputy / Chief for Strategic Roadmap if you don't have it) <input type="checkbox"/> Integrate equity into all agency programs, and prioritize delivery of services to most-at-risk. <input checked="" type="checkbox"/> Creatively enhance agency capacity <input type="checkbox"/> Grow and promote an inclusive, collaborative, and diverse environment <input type="checkbox"/> Ensure a trained and ready team <input type="checkbox"/> Strengthen and create new partnerships <input type="checkbox"/> Routine document not necessarily tied to Strategic Roadmap
TEAM	(DACI model) 1. Driver – who is the main driver of the issue PSAPs 2. Approver – who has approved / needs to approve forward 911 Services Board 3. Contributor – who supports the driver NGS Bureau 4. Informed – who is / or needs to be aware and informed PSAPs; Board and committees
TIMELINE	1. Deadline for this request:

	<p>January 2022 PGC Meeting (for recommendation to Board)</p> <p>January 2022 Board Meeting</p> <p>2. Other important dates (for situational awareness and review):</p> <p>November 18, 2021 RAC Meeting (for their recommendations)</p>
BACKGROUND INFORMATION	<p>1. Summary – Expand on the tweet-length description from the beginning of the form. Anticipate and address questions that would arise two levels up.</p> <p>Establish a funding process and schedule for CHE replacement in anticipation of the need to make these replacements based on previous deployment schedules for CHE.</p> <p>Currently, there is no funding methodology for CHE replacements outside the NG9-1-1 deployment funding mechanisms.</p> <p>The Finance Committee and Board have expressed their desire to separate NG9-1-1 funding (the deployment project) from other steady-state funding requests.</p> <p>2. Additional facts needed to describe the issue or scenario – Who, what, why, where, how, etc.</p> <p>Questions that still need to be answered (and discussed by the PGC)</p> <p><u>CHE Refresh Cycle:</u> What is the refresh cycle for various providers? We have seen that Motorola CHE is typically refreshed every 5 years, while VIPER CHE is refreshed every 7 years.</p> <p><u>Award Amount:</u> The current CHE awards are set at \$150k individual awards and \$200k for shared services projects. Is the intent of the PGC to recommend keeping awards at the same level?</p> <p><u>Move to Hosted CHE:</u> CHE providers have expressed that they will be moving forward with hosted CHE offerings, and this approach makes even more sense with the implementation of NG9-1-1. What options exist for PSAPs who prepay maintenance or who pay for a hardware refresh to be able to roll that into a hosted approach?</p> <p><u>Transfer Between Grant Awards or to a new award:</u> Can existing CHE replacement projects be transferred to new stand-alone grants? (Precedent for transferring from existing standalone grants into NG funding grants was set with the transfer of remaining funds from the NOVA ESINET grant into the individual PSAP awards for any outstanding work related to their deployments).</p> <p><u>Equity:</u> Is it equitable to provide \$150k for two PSAPs, but one PSAP be eligible at the end of 5 years when their provider does a refresh, but another PSAP is eligible at 7 years when their provider does a refresh?</p> <p><u>Last Refresh Dates:</u> Staff has reached out to the main CHE providers to see what records they have for last refresh date / next refresh date. These requests are in-process and we hope to have this information</p>

for the RAC meeting later this month. This information would be needed to help identify the actual dates for each PSAP.

Recommended Next Steps:

- Identify when PSAPs last refreshed their CHE (obtain listings from the providers)
- Identify PSAPs that have not been funded for CHE refresh, and identify when they would be eligible for funding.
- Identify how the PGC wants to meet the request of the Finance Committee and Board to separate ongoing expenses from NG9-1-1 deployment expenses.
- Identify the sense of the PGC and whether they would prefer PSAPs make CHE requests competitively, or on a scheduled basis based on last refresh date.
- Verify whether the PGC wants to fund CHE refresh based on a set number of years (\$150k every 5 years) or based on the lifespan of the CHE (\$150k whenever the CHE is due for refresh).

The discussion from the PGC at the November meeting will help set the stage for feedback and input from the November RAC meeting, and provide the path forward to the final recommendation coming before the PGC and Board at their January 2022 meetings.

Other background (previous discussion)

20 PSAPs fall into a category of being funded in FY17 or FY18 and have not yet identified when their next CHE replacement grant might occur. Most of them will be eligible in FY23 for replacements based on their previous refresh cycle. These are PSAPs that have deployed or are in the process of deploying NG911, but will need to replace CHE equipment FY23.

In some cases, CHE replacement was included in NG9-1-1 budgeting during the migration proposal process. This was done to not create two separate grants during the process, but to include CHE replacement as a part of NG deployment should it fall before deployment (and in some cases after deployment but within the 3 year window of the grant).

CHE replacement has historically been an item that the Board funds for a PSAP roughly every 5 years. When looking at future CHE replacement work, it is recommended that the Board consider where CHE replacement should fall outside of the NG9-1-1 deployment effort. If CHE replacement will receive continued funding on a recurring interval, it is recommended that the Board set up a recurring schedule to accomplish two items:

1. To help budget for future years and understand what other funding may or may not exist for other 9-1-1 related work.
2. To help localities anticipate when they need to plan for CHE replacement and include the work on their local 5-year CIP plans.

The Board has recently funded 4 of these PSAPs for CHE replacement in FY22. NGS is recommending that the Board consider the budgetary and planning impact on the PSAPs and the available wireless funding in support of identifying a specific schedule and providing funding for the CHE replacements based on that schedule.

	<p>These steps allow for better financial planning by the Board for funding support of the PSAPs, and allow the PSAPs to plan for such deployment, including fiscal planning at the local level for costs exceeding the available grant funding for these projects.</p> <p>Assumptions (if needed) – What are the main assumptions that underline this issue, especially those with an equity impact</p>
BUDGET CONSIDERATIONS	<p>1. Estimated cost of this proposal:</p> <p><u>Number of PSAPs:</u> Approximately 120 PSAPs</p> <p><u>Current Funding Levels Per PSAP:</u> \$150k per PSAP (x120) = \$18 million \$200k per PSAP (x120) = \$24 million</p> <p><u>Estimated Annualized Expenses (informational)</u> A. Split evenly over 4 years (30 PSAPS per year) = \$4.5 - 6.0 million per year B. Split evenly over 5 years (24 PSAPs per year) = \$3.6 - 4.8 million per year C. Split evenly over 6 years (20 PSAPs per year) = \$3.0 - 4.0 million per year</p> <p>Typical refresh period is roughly every 5 years, but some PSAPs have CHE that is refreshed every 7 years.</p> <p>2. Funding for this proposal is:</p> <p><input type="checkbox"/> Already included in division/bureau base budget <input checked="" type="checkbox"/> Not budgeted</p> <p>3. If not budgeted, please provide explanation for why this was not included.</p> <p>These affected PSAPs did not have a need for CHE replacement during NG911 deployment due to the date of previous replacement. In some cases, CHE replacement was included in NG9-1-1 budgeting during the migration proposal process. This was done to not create two separate grants during the process, but to include CHE replacement as a part of NG deployment should it fall before deployment (and in some cases after deployment but within the 3 year window of the grant).</p> <p>However since that time, the Finance Committee and Board have made requests to separate out NG9-1-1 deployment costs from ongoing maintenance to 9-1-1 systems. A path forward is needed so the appropriate budgetary plans can be updated.</p> <p>4. Chief Financial Officer Comments: (CFO to provide input here)</p>
HUMAN RESOURCE CONSIDERATIONS	<p><input type="checkbox"/> Proposal requires new additional personnel. New EWPs are attached</p> <p><input type="checkbox"/> Proposal requires reclassification of personnel. Revised EWPs are attached</p>

	<p><input type="checkbox"/> Salary and other personnel actions recommended in or resulting from this proposal are consistent with DHRM and VDEM policies</p> <p><input checked="" type="checkbox"/> This proposal has no impact on EWPs, does not seek pay actions, and has no anticipated impact on HR policies, procedures, or practices.</p>
<p>DIVERSITY, EQUITY, AND INCLUSION IMPACTS / ANALYSIS</p>	<p>Please complete the following section for any changes to programs, policies, or projects.</p> <p>1. Does this issue or decision disproportionately impact internal or external partners? Yes</p> <p>a. If disparities are identified, how can they be mitigated or eliminated?</p> <p>Smaller and more rural localities traditionally do not have the funding to support technology needs for the 911 center and rely on the NG911 Funding and PSAP Grant Program for funding technologies associated with the PSAP. Establishing a schedule for CHE replacement, along with associated funding, allows for planning by those affected PSAPs for budgetary planning for CHE replacement by identifying costs beyond the grant award for inclusion in the locality's PSAP.</p> <p>Additionally, some PSAPs have a CHE refresh every 5 years while other vendors recommend a refresh every 7 years. Awarding \$150k to each PSAP means that PSAPs who have CHE refreshing every 7 years will have two additional years of expenses that are not funded compared to PSAPs that have refresh every 5 years.</p> <p>b. Are there any key partners who were not included in this decision-making process?</p> <p>No</p> <p>c. If possible (and necessary), were the people most impacted by this issue or decision included in the decision-making process?</p> <p>Yes – This proposal would be reviewed by the Finance Committee, the Regional Advisory Committee, and the PSAP Grant Committee.</p> <p>2. Does this decision or issue increase access to resources or opportunities to vulnerable or under-represented communities?</p> <p>This will help to stabilize planning for 9-1-1 related services and as a result will provide the Board and the PSAP community with better planning for future expenditures. The result will provide the Board, PSAP Grant Committee and Regional Advisory Committee with better insight to what amounts might or might not be available for project funding and where those available funds might be best suited to support the PSAP community. This will also increase access to funding for the PSAPs to allow for timely replacement of critical technology in the service of 911 response. By doing so, the affected PSAPs will be able to replacement technically outdated or</p>

	<p>no longer supported technology, which will minimize potential 911 response delays.</p> <p>3. Are there mechanisms in place to ensure accountability (equity targets/benchmarks)?</p> <p>Review and discussion by each of the Board committees – PGC, RAC, and Finance – and Board should any of the committees make a motion to the Board.</p>
OFFICE OF ATTORNEY GENERAL REVIEW	<p>If this is an MOU or contract (separate from the procurement/logistics process), or HR disciplinary action, this must be reviewed by OAG. Please see MOU SOP for how to coordinate the MOU process.</p> <p><input type="checkbox"/> OAG concurrence (Date: _____)</p> <p>Please copy and paste OAG's feedback, or save email thread as PDF and submit with staff briefing form.</p> <p>N/A</p>
COURSES OF ACTION	<ol style="list-style-type: none"> 1. Restraints/limitations 2. Other actions available 3. Evaluation of all actions considered 4. Summary of recommended course of action
OTHER	<p>Attachments, contracts, MOU, etc.</p>

Record of Changes

Date	Description of Change	Author
08/18/21	Addition of DEI, OAG, budget section, and routine matters option	Dillon Taylor
09/08/21	Initial decision brief submitted for the PGC	Lisa Nicholson
10/28/21	Updated decision brief developed for November PGC meeting	Brian Crumpler

Virginia Department of Emergency Management
Policy and Communications Bureau
7PMO-F-Staff Briefing Form



DATE	September 8, 2021
TO	PSAP Grant Committee/911 Services Board
THROUGH	Dorothy Spears-Dean, NGS Bureau Chief
FROM	Lisa Nicholson, PSAP Grant Program Manager
TYPE OF ISSUE	<input checked="" type="checkbox"/> For situational awareness only <input type="checkbox"/> Signature required <input type="checkbox"/> Decision or commander's intent needed <input type="checkbox"/> Meeting request
BRIEF DESCRIPTION	(Provide a Tweet-length description of the issue; if possible, frame this from the perspective of why this is being elevated.) NG911 Award – Extension of Award Period through July 1, 2023
PRIORITY	(See Eisenhower Matrix; select only one category below) <input type="checkbox"/> Important & Urgent – do first <input checked="" type="checkbox"/> Important & Less Urgent – schedule <input type="checkbox"/> Less Important & Urgent – delegate <input type="checkbox"/> Less Important & Less Urgent – stop doing
STRATEGIC ROADMAP ALIGNMENT	(See Strategic Roadmap; select the one that most closely aligns; ask Deputy / Chief for Strategic Roadmap if you don't have it) <input type="checkbox"/> Integrate equity into all agency programs, and prioritize delivery of services to most-at-risk. <input checked="" type="checkbox"/> Creatively enhance agency capacity <input type="checkbox"/> Grow and promote an inclusive, collaborative, and diverse environment <input type="checkbox"/> Ensure a trained and ready team <input type="checkbox"/> Strengthen and create new partnerships <input type="checkbox"/> Routine document not necessarily tied to Strategic Roadmap
TEAM	(DACI model) 1. Driver – who is the main driver of the issue PSAPs 2. Approver – who has approved / needs to approve forward 911 Services Board 3. Contributor – who supports the driver NGS Bureau 4. Informed – who is / or needs to be aware and informed

	Board and committees; PSAPs
TIMELINE	<p>1. Deadline for this request:</p> <p>November 4, 2021 PGC Meeting (for recommendation to Board)</p> <p>November 18, 2021 Board meeting (for vote)</p> <p>2. Other important dates (for situational awareness):</p> <p>September 8, 2021 PGC</p> <p>September 16, 2021 RAC</p>
BACKGROUND INFORMATION	<p>1. Summary – Expand on the tweet-length description from the beginning of the form. Anticipate and address questions that would arise two levels up.</p> <p>Extend the funding deadline for NG911 funding awards until June 30, 2023 (legislative deadline for NG911 deployment).</p> <p>2. Additional facts needed to describe the issue or scenario – Who, what, why, where, how, etc.</p> <p>The NG911 funding window for deployment began on July 1, 2018 and remains open throughout the deployment period. The program application consisted of a completed Migration Proposal and a signed Proposal Acceptance Letter (PAL). The last of the PALs were approved at the March, 2021 Board meeting, resulting in funding for 119 primary and 5 secondary PSAPs receiving funding for NG911 deployment,</p> <p>The MPs assessed a locality’s state of NG9-1-1 readiness based on criteria from the following categories:</p> <p>PSAP Call Handling System</p> <p>GIS Data Preparation</p> <p>Call Routing</p> <p>Network</p> <p>Consolidations</p> <p>The MPs provided cost estimates to achieve NG9-1-1 readiness based on specific implementation items and transitional costs (non-recurring/recurring) with the understanding that redundancy and diversity issues may need to be addressed during transition. However, due to a number of unforeseen factors such as the current pandemic and its impact on deployment schedules as well as costs, it is necessary to consider the long-term implication on NG911 projects funded earlier on in deployment as well as those still underway.</p>

	<p>During the Board's review and consideration of NG911 funding, it was clearly identified that award amendments may be needed based on developments that impact NG9-1-1 readiness. Extending the NG911 funding deadline for all affected PSAPs to June 30, 2023 allows time for such considerations to be addressed.</p> <p>Assumptions (if needed) – What are the main assumptions that underline this issue, especially those with an equity impact</p> <p>Due to the impact of the pandemic and the implementation of a phased approach since the funding initiated in November, 2018, an extension will provide the needed time in the deployment window to meet the legislative deadline.</p>
BUDGET CONSIDERATIONS	<ol style="list-style-type: none"> Estimated cost of this proposal: None. Already included in funding. (Policy/procedural change) Funding for this proposal is: <ul style="list-style-type: none"> <input type="checkbox"/> Already included in division/bureau base budget <input type="checkbox"/> Not budgeted If not budgeted, please provide explanation for why this was not included. Chief Financial Officer Comments: (CFO to provide input here)
HUMAN RESOURCE CONSIDERATIONS	<ul style="list-style-type: none"> <input type="checkbox"/> Proposal requires new additional personnel. New EWP's are attached <input type="checkbox"/> Proposal requires reclassification of personnel. Revised EWP's are attached <input type="checkbox"/> Salary and other personnel actions recommended in or resulting from this proposal are consistent with DHRM and VDEM policies <input checked="" type="checkbox"/> This proposal has no impact on EWP's, does not seek pay actions, and has no anticipated impact on HR policies, procedures, or practices.
DIVERSITY, EQUITY, AND INCLUSION IMPACTS / ANALYSIS	<p>Please complete the following section for any changes to programs, policies, or projects.</p> <ol style="list-style-type: none"> Does this issue or decision disproportionately impact internal or external partners? Yes <ol style="list-style-type: none"> If disparities are identified, how can they be mitigated or eliminated? <p>Due to unforeseen delays with NG911 deployment, PSAPs who submitted their funding requests early are coming up against the expiration date for the funding award and they need to be afforded additional time up to the legislative mandate deadline.</p>

	<p>b. Are there any key partners who were not included in this decision-making process?</p> <p>No</p> <p>c. If possible (and necessary), were the people most impacted by this issue or decision included in the decision-making process?</p> <p>Yes</p> <p>2. Does this decision or issue increase access to resources or opportunities to vulnerable or under-represented communities?</p> <p>This will afford the PSAPs more time effectively manage unforeseen deployments needs and associated time impact in support of NG911 deployment.</p> <p>Are there mechanisms in place to ensure accountability (equity targets/benchmarks)?</p> <p>Yes - NGS Bureau staff, as well as Board committees, and the Board.</p>
OFFICE OF ATTORNEY GENERAL REVIEW	<p>If this is an MOU or contract (separate from the procurement/logistics process), or HR disciplinary action, this must be reviewed by OAG. Please see MOU SOP for how to coordinate the MOU process.</p> <p><input type="checkbox"/> OAG concurrence (Date:_____)</p> <p>Please copy and paste OAG's feedback, or save email thread as PDF and submit with staff briefing form.</p> <p>N/A</p>
COURSES OF ACTION	<ol style="list-style-type: none"> 1. Restraints/limitations 2. Other actions available 3. Evaluation of all actions considered 4. Summary of recommended course of action
OTHER	<p>Attachments, contracts, MOU, etc.</p>

Record of Changes

Date	Description of Change	Author
08/18/21	Addition of DEI, OAG, budget section, and routine matters option	Dillon Taylor

PSAP	Cost Category	Amount of Request	Original Project Cost	New Project Cost	Total Funding Provided
Amherst	CHE i3 Services	\$1,072.00	\$30,000.00	\$31,072.00	\$333,372.21
Clarke	CHE i3 Services	\$4,080.00	\$61,776.00	\$65,856.00	\$224,585.08
Farmville	Monthly Delta	\$6,477.12	\$51,426.96	\$57,904.08	\$367,860.76
Fauquier	Correction	-\$18.00	N/A	N/A	\$375,910.00
Halifax	CHE i3 Services	\$3,919.66	\$30,000.00	\$33,919.66	\$293,778.26
King George	Diversity	\$10.00	\$613,163.00	\$613,173.00	\$781,179.74
Loudoun	Monthly Delta	\$0.06	\$811,916.82	\$811,916.88	\$977,617.30
Louisa	Monthly Delta	\$10,950.00	\$104,720.64	\$115,670.64	\$390,987.40
Lynchburg	CHE i3 Services	\$2,270.29	\$30,000.00	\$32,270.29	\$631,920.79
Madison	Diversity	-\$0.50	\$74,459.50	\$74,459.00	\$391,335.64
New Kent	Diversity	\$90.00	\$57,231.00	\$57,321.00	\$397,902.60
Newport News	CHE i3 Services	\$672.41	\$75,498.51	\$76,170.92	\$466,313.67
Nottoway	Text to 9-1-1	\$12,196.59	\$30,000.00	\$42,196.59	\$468,081.18
Roanoke City	Correction	-\$415.12	N/A	N/A	\$213,720.12
Spotsylvania	CHE i3 Services	\$753.58	\$69,533.52	\$70,287.10	\$510,197.40
Winchester	CHE i3 Services	\$21,949.67	\$33,044.44	\$54,994.11	\$604,861.77
Winchester	CHE i3 Services	\$850.00	\$54,994.11	\$55,844.11	\$626,811.44

Total Funding Post Amendment Approval	% Increase (Category)	% Increase (Project)	Category Closeout
\$334,444.21	3%	0%	
\$228,665.08	6%	2%	
\$374,337.88	11%	2%	
\$375,892.00	N/A	0%	
\$297,697.92	12%	1%	
\$781,189.74	0%	0%	
\$977,617.36		0%	
\$401,937.40	9%	3%	
\$634,191.08	7%	0%	
\$391,335.14	0%	0%	X
\$397,992.60	0%	0%	
\$466,986.08	1%	0%	
\$480,277.77	29%	3%	
\$213,305.00	N/A	N/A	
\$510,950.98	1%	0%	
\$626,811.44	40%	4%	
\$627,661.44	2%	0%	

NG911 FUNDING AWARD AMENDMENT WORKSHEET

Allegheny-Covington	9/17/2018	Initial Award	\$308,612.80	\$0.00	\$308,612.80	\$0.00	\$308,612.80	B	N/A	N/A		11/8/2018		Initial Funding Award	Initial Funding Award
Brunswick	9/17/2018	Initial Award	\$831,600.20	\$0.00	\$831,600.20	\$0.00	\$831,600.20	B	N/A	N/A		11/8/2018		Initial Funding Award	Initial Funding Award
Clarke	9/17/2018	Initial Award	\$209,203.49	\$0.00	\$209,203.49	\$0.00	\$209,203.49	B	N/A	N/A		11/8/2018		Initial Funding Award	Initial Funding Award
Emporia	9/17/2018	Initial Award	\$648,252.47	\$0.00	\$648,252.47	\$0.00	\$648,252.47	B	N/A	N/A		11/8/2018		Initial Funding Award	Initial Funding Award
Farmville	9/17/2018	Initial Award	\$369,842.08	\$0.00	\$369,842.08	\$0.00	\$369,842.08	B	N/A	N/A		11/8/2018		Initial Funding Award	Initial Funding Award
Floyd	9/17/2018	Initial Award	\$132,614.72	\$0.00	\$132,614.72	\$0.00	\$132,614.72	B	N/A	N/A		11/8/2018		Initial Funding Award	Initial Funding Award
Franklin City	9/17/2018	Initial Award	\$223,679.08	\$0.00	\$223,679.08	\$0.00	\$223,679.08	B	N/A	N/A		11/8/2018		Initial Funding Award	Initial Funding Award
Greensville	9/17/2018	Initial Award	\$963,069.40	\$0.00	\$963,069.40	\$0.00	\$963,069.40	B	N/A	N/A		11/8/2018		Initial Funding Award	Initial Funding Award
Manassas Park	9/17/2018	Initial Award	\$252,128.00	\$0.00	\$252,128.00	\$0.00	\$252,128.00	B	N/A	N/A		11/8/2018		Initial Funding Award	Initial Funding Award
Mathews	9/17/2018	Initial Award	\$1,972,480.00	\$0.00	\$1,972,480.00	\$0.00	\$1,972,480.00	B	N/A	N/A		11/8/2018		Initial Funding Award	Initial Funding Award
Middlesex	9/17/2018	Initial Award	\$428,398.10	\$0.00	\$428,398.10	\$0.00	\$428,398.10	B	N/A	N/A		11/8/2018		Initial Funding Award	Initial Funding Award
Clarke	1/1/2019	Correction	\$239.44	N/A	N/A	\$209,203.49	\$209,442.93	B	N/A	0%		1/10/2019		Adjustment to 11/08/2018 Awards	Amount budgeted was correct, amount approved needed amendment to reconcile
Emporia	1/1/2019	Correction	\$78,342.34	N/A	N/A	\$648,252.47	\$726,594.81	B	N/A	12%		1/10/2019		Adjustment to 11/08/2018 Awards	Amount budgeted was correct, amount approved needed amendment to reconcile
Farmville	1/1/2019	Correction	-\$1,981.32	N/A	N/A	\$369,842.08	\$367,860.76	B	N/A	-1%		1/10/2019		Adjustment to 11/08/2018 Awards	Amount budgeted was correct, amount approved needed amendment to reconcile
Floyd	1/1/2019	Correction	-\$3,174.42	N/A	N/A	\$132,614.72	\$129,440.30	B	N/A	-2%		1/10/2019		Adjustment to 11/08/2018 Awards	Amount budgeted was correct, amount approved needed amendment to reconcile
Franklin City	1/1/2019	Correction	\$244,648.78	N/A	N/A	\$223,679.08	\$468,327.86	B	N/A	109%		1/10/2019		Adjustment to 11/08/2018 Awards	Amount budgeted was correct, amount approved needed amendment to reconcile
Greensville	1/1/2019	Correction	\$134,236.04	N/A	N/A	\$963,069.40	\$1,097,305.44	B	N/A	14%		1/10/2019		Adjustment to 11/08/2018 Awards	Amount budgeted was correct, amount approved needed amendment to reconcile
Manassas Park	1/1/2019	Correction	-\$4,214.86	N/A	N/A	\$252,128.00	\$247,913.14	B	N/A	-2%		1/10/2019		Adjustment to 11/08/2018 Awards	Amount budgeted was correct, amount approved needed amendment to reconcile
Mathews	1/1/2019	Correction	\$10,196.93	N/A	N/A	\$1,972,480.00	\$1,982,676.93	B	N/A	1%		1/10/2019		Adjustment to 11/08/2018 Awards	Amount budgeted was correct, amount approved needed amendment to reconcile
Middlesex	1/1/2019	Correction	\$29,138.20	N/A	N/A	\$428,398.10	\$457,536.30	B	N/A	7%		1/10/2019		Adjustment to 11/08/2018 Awards	Amount budgeted was correct, amount approved needed amendment to reconcile
Buckingham	11/26/2018	Initial Award	\$267,863.74	\$0.00	\$267,863.74	\$0.00	\$267,863.74	B	N/A	N/A		1/10/2019		Initial Funding Award	Initial Funding Award
Charles City	11/26/2018	Initial Award	\$378,278.14	\$0.00	\$378,278.14	\$0.00	\$378,278.14	B	N/A	N/A		1/10/2019		Initial Funding Award	Initial Funding Award
Charlotte	11/26/2018	Initial Award	\$748,258.17	\$0.00	\$748,258.17	\$0.00	\$748,258.17	B	N/A	N/A		1/10/2019		Initial Funding Award	Initial Funding Award
Fairfax	11/26/2018	Initial Award	\$1,401,896.56	\$0.00	\$1,401,896.56	\$0.00	\$1,401,896.56	B	N/A	N/A		1/10/2019		Initial Funding Award	Initial Funding Award
Fauquier	11/26/2018	Initial Award	\$321,586.24	\$0.00	\$321,586.24	\$0.00	\$321,586.24	B	N/A	N/A		1/10/2019		Initial Funding Award	Initial Funding Award
Giles	11/26/2018	Initial Award	\$324,574.30	\$0.00	\$324,574.30	\$0.00	\$324,574.30	B	N/A	N/A		1/10/2019		Initial Funding Award	Initial Funding Award
Goodland	11/26/2018	Initial Award	\$229,151.42	\$0.00	\$229,151.42	\$0.00	\$229,151.42	B	N/A	N/A		1/10/2019		Initial Funding Award	Initial Funding Award
Manassas	11/26/2018	Initial Award	\$266,834.56	\$0.00	\$266,834.56	\$0.00	\$266,834.56	B	N/A	N/A		1/10/2019		Initial Funding Award	Initial Funding Award
Page	11/26/2018	Initial Award	\$418,367.38	\$0.00	\$418,367.38	\$0.00	\$418,367.38	B	N/A	N/A		1/10/2019		Initial Funding Award	Initial Funding Award
Richmond Ambulance Authority	11/26/2018	Initial Award	\$407,320.97	\$0.00	\$407,320.97	\$0.00	\$407,320.97	B	N/A	N/A		1/10/2019		Initial Funding Award	Initial Funding Award
Richmond County	11/26/2018	Initial Award	\$498,177.70	\$0.00	\$498,177.70	\$0.00	\$498,177.70	B	N/A	N/A		1/10/2019		Initial Funding Award	Initial Funding Award
Staunton	11/26/2018	Initial Award	\$67,217.98	\$0.00	\$67,217.98	\$0.00	\$67,217.98	B	N/A	N/A		1/10/2019		Initial Funding Award	Initial Funding Award
Arlington	1/28/2019	Initial Award	\$31,000.00	\$0.00	\$31,000.00	\$0.00	\$31,000.00	B	N/A	N/A		3/14/2019		Initial Funding Award	Initial Funding Award
Falls Church	1/28/2019	Initial Award	\$132,216.32	\$0.00	\$132,216.32	\$0.00	\$132,216.32	B	N/A	N/A		3/14/2019		Initial Funding Award	Initial Funding Award
Fluvanna	1/28/2019	Initial Award	\$338,351.86	\$0.00	\$338,351.86	\$0.00	\$338,351.86	B	N/A	N/A		3/14/2019		Initial Funding Award	Initial Funding Award
Frederick	1/28/2019	Initial Award	\$1,056,615.47	\$0.00	\$1,056,615.47	\$0.00	\$1,056,615.47	B	N/A	N/A		3/14/2019		Initial Funding Award	Initial Funding Award
Loudoun	1/28/2019	Initial Award	\$497,257.04	\$0.00	\$497,257.04	\$0.00	\$497,257.04	B	N/A	N/A		3/14/2019		Initial Funding Award	Initial Funding Award
Metropolitan Washington Airports Authority	1/28/2019	Initial Award	\$103,626.40	\$0.00	\$103,626.40	\$0.00	\$103,626.40	B	N/A	N/A		3/14/2019		Initial Funding Award	Initial Funding Award
Pittsylvania	1/28/2019	Initial Award	\$86,407.51	\$0.00	\$86,407.51	\$0.00	\$86,407.51	B	N/A	N/A		3/14/2019		Initial Funding Award	Initial Funding Award
Prince George	1/28/2019	Initial Award	\$313,575.00	\$0.00	\$313,575.00	\$0.00	\$313,575.00	B	N/A	N/A		3/14/2019		Initial Funding Award	Initial Funding Award
Prince William	1/28/2019	Initial Award	\$1,034,686.72	\$0.00	\$1,034,686.72	\$0.00	\$1,034,686.72	B	N/A	N/A		3/14/2019		Initial Funding Award	Initial Funding Award
Amelia	3/25/2019	Initial Award	\$300,550.90	\$0.00	\$300,550.90	\$0.00	\$300,550.90	B	N/A	N/A		5/20/2019		Initial Funding Award	Initial Funding Award
Bath	3/25/2019	Initial Award	\$183,544.44	\$0.00	\$183,544.44	\$0.00	\$183,544.44	B	N/A	N/A		5/20/2019		Initial Funding Award	Initial Funding Award
Craig	3/25/2019	Initial Award	\$241,566.74	\$0.00	\$241,566.74	\$0.00	\$241,566.74	B	N/A	N/A		5/20/2019		Initial Funding Award	Initial Funding Award
Danville	3/25/2019	Initial Award	\$372,784.06	\$0.00	\$372,784.06	\$0.00	\$372,784.06	B	N/A	N/A		5/20/2019		Initial Funding Award	Initial Funding Award
Hopewell	3/25/2019	Initial Award	\$327,007.19	\$0.00	\$327,007.19	\$0.00	\$327,007.19	B	N/A	N/A		5/20/2019		Initial Funding Award	Initial Funding Award
King William	9/17/2018	Initial Award	\$905,744.17	\$0.00	\$905,744.17	\$0.00	\$905,744.17	B	N/A	N/A		5/20/2019		Initial Funding Award	Initial Funding Award
Mecklenburg	3/25/2019	Initial Award	\$1,276,275.88	\$0.00	\$1,276,275.88	\$0.00	\$1,276,275.88	B	N/A	N/A		5/20/2019		Initial Funding Award	Initial Funding Award
Northumberland	3/25/2019	Initial Award	\$1,240,058.38	\$0.00	\$1,240,058.38	\$0.00	\$1,240,058.38	B	N/A	N/A		5/20/2019		Initial Funding Award	Initial Funding Award
Portsmouth	3/25/2019	Initial Award	\$428,737.63	\$0.00	\$428,737.63	\$0.00	\$428,737.63	B	N/A	N/A		5/20/2019		Initial Funding Award	Initial Funding Award
Rappahannock	3/25/2019	Initial Award	\$769,981.10	\$0.00	\$769,981.10	\$0.00	\$769,981.10	B	N/A	N/A		5/20/2019		Initial Funding Award	Initial Funding Award
Sussex	3/25/2019	Initial Award	\$1,777,307.71	\$0.00	\$1,777,307.71	\$0.00	\$1,777,307.71	B	N/A	N/A		5/20/2019		Initial Funding Award	Initial Funding Award
Winchester	3/25/2019	Initial Award	\$568,883.12	\$0.00	\$568,883.12	\$0.00	\$568,883.12	B	N/A	N/A		5/20/2019		Initial Funding Award	Initial Funding Award
Alexandria	5/28/2019	Initial Award	\$80,191.00	\$0.00	\$80,191.00	\$0.00	\$80,191.00	B	N/A	N/A		7/11/2019		Initial Funding Award	Initial Funding Award
Culpeper	5/28/2019	Initial Award	\$512,918.16	\$0.00	\$512,918.16	\$0.00	\$512,918.16	B	N/A	N/A		7/11/2019		Initial Funding Award	Initial Funding Award
Fredericksburg	5/28/2019	Initial Award	\$1,257,229.14	\$0.00	\$1,257,229.14	\$0.00	\$1,257,229.14	B	N/A	N/A		7/11/2019		Initial Funding Award	Initial Funding Award
King George	5/28/2019	Initial Award	\$296,725.40	\$0.00	\$296,725.40	\$0.00	\$296,725.40	B	N/A	N/A		7/11/2019		Initial Funding Award	Initial Funding Award
Louisia	5/28/2019	Initial Award	\$357,043.74	\$0.00	\$357,043.74	\$0.00	\$357,043.74	B	N/A	N/A		7/11/2019		Initial Funding Award	Initial Funding Award
Madison	5/28/2019	Initial Award	\$356,086.62	\$0.00	\$356,086.62	\$0.00	\$356,086.62	B	N/A	N/A		7/11/2019		Initial Funding Award	Initial Funding Award
New Kent	5/28/2019	Initial Award	\$355,365.53	\$0.00	\$355,365.53	\$0.00	\$355,365.53	B	N/A	N/A		7/11/2019		Initial Funding Award	Initial Funding Award
Orange	5/28/2019	Initial Award	\$374,121.94	\$0.00	\$374,121.94	\$0.00	\$374,121.94	B	N/A	N/A		7/11/2019		Initial Funding Award	Initial Funding Award
Richmond City	5/28/2019	Initial Award	\$307,803.35	\$0.00	\$307,803.35	\$0.00	\$307,803.35	B	N/A	N/A		7/11/2019		Initial Funding Award	Initial Funding Award
Stafford	5/28/2019	Initial Award	\$327,448.81	\$0.00	\$327,448.81	\$0.00	\$327,448.81	B	N/A	N/A		7/11/2019		Initial Funding Award	Initial Funding Award
Alexandria	8/5/2019	CHE I3 Services	\$30,000.00	\$0.00	\$30,000.00	\$111,351.70	\$141,351.70	B - Transfer	100%	27%		9/23/2019		Moving balance for Items from NoVA regional NG911 Grant to Individual NG911 Grant Award	novs NG911-1 grant had remaining runs that are now being handled by individual grants for all VA PSAPs. To help track individual expenses, the Board would have to reallocate to individual awards
Arlington	8/5/2019	CHE I3 Services	\$30,000.00	\$0.00	\$30,000.00	\$142,482.10	\$172,482.10	B - Transfer	100%	21%		9/23/2019		Moving balance for Items from NoVA regional NG911 Grant to Individual NG911 Grant Award	novs NG911-1 grant had remaining runs that are now being handled by individual grants for all VA PSAPs. To help track individual expenses, the Board would have to reallocate to individual awards
Fairfax	8/5/2019	CHE I3 Services	\$30,000.00	\$0.00	\$30,000.00	\$1,696,970.56	\$1,726,970.56	B - Transfer	100%	2%		9/23/2019		Moving balance for Items from NoVA regional NG911 Grant to Individual NG911 Grant Award	novs NG911-1 grant had remaining runs that are now being handled by individual grants for all VA PSAPs. To help track individual expenses, the Board would have to reallocate to individual awards

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Fauquier	8/5/2019	CHE I3 Services	\$30,000.00	\$0.00	\$30,000.00	\$330,112.54	\$360,112.54	B - Transfer	100%	9%	9/23/2019	Moving balance for items from NoVA regional NG911 Grant to Individual NG911 Grant Award	NOVA NG9-1-1 grant had remaining funds that are now being handled by individual grants for all VA PSAPs. To help track individual expenses, the Board would have to reallocate to individual awards
Loudoun	8/5/2019	CHE I3 Services	\$15,000.00	\$0.00	\$15,000.00	\$573,935.54	\$588,935.54	B - Transfer	100%	3%	9/23/2019	Moving balance for items from NoVA regional NG911 Grant to Individual NG911 Grant Award	NOVA NG9-1-1 grant had remaining funds that are now being handled by individual grants for all VA PSAPs. To help track individual expenses, the Board would have to reallocate to individual awards
Prince William	8/5/2019	CHE I3 Services	\$30,000.00	\$0.00	\$30,000.00	\$1,086,746.62	\$1,116,746.62	B - Transfer	100%	3%	9/23/2019	Moving balance for items from NoVA regional NG911 Grant to Individual NG911 Grant Award	NOVA NG9-1-1 grant had remaining funds that are now being handled by individual grants for all VA PSAPs. To help track individual expenses, the Board would have to reallocate to individual awards
Stafford	8/5/2019	CHE I3 Services	\$15,000.00	\$0.00	\$15,000.00	\$339,583.51	\$354,583.51	B - Transfer	100%	4%	9/23/2019	Moving balance for items from NoVA regional NG911 Grant to Individual NG911 Grant Award	NOVA NG9-1-1 grant had remaining funds that are now being handled by individual grants for all VA PSAPs. To help track individual expenses, the Board would have to reallocate to individual awards
Stafford	8/5/2019	CHE I3 Services	\$41,636.54	\$15,000.00	\$56,636.54	\$354,583.51	\$396,220.05	B - Transfer	74%	12%	9/23/2019	On-site connectivity	Added per the need for on-site work at the PSAP for connectivity
Alexandria	8/5/2019	Correction	\$0.12	N/A	N/A	\$141,351.70	\$141,351.82	B	N/A	0%	9/23/2019	Moving balance for items from NoVA regional NG911 Grant to Individual NG911 Grant Award	NOVA NG9-1-1 grant had remaining funds that are now being handled by individual grants for all VA PSAPs. To help track individual expenses, the Board would have to reallocate to individual awards
Stafford	8/5/2019	Correction	\$0.05	N/A	N/A	\$396,220.05	\$396,220.10	B	N/A	0%	9/23/2019	Cleanup for addition error	Cleanup for addition error
Buckingham	8/8/2019	Diversity	\$170,055.00	\$14,000.00	\$184,055.00	\$267,863.74	\$437,918.74	B	92%	63%	9/23/2019	Diversity costs increased	Costs increased from \$14k to \$184,055.
Cumberland	7/29/2019	Initial Award	\$317,294.01	\$0.00	\$317,294.01	\$0.00	\$317,294.01	B	N/A	N/A	9/23/2019	Initial Funding Award	Initial Funding Award
Essex	7/29/2019	Initial Award	\$382,521.18	\$0.00	\$382,521.18	\$0.00	\$382,521.18	B	N/A	N/A	9/23/2019	Initial Funding Award	Initial Funding Award
Lancaster	11/26/2018	Initial Award	\$512,670.74	\$0.00	\$512,670.74	\$0.00	\$512,670.74	B	N/A	N/A	9/23/2019	Initial Funding Award	Initial Funding Award
Martinsville-Henry	7/29/2019	Initial Award	\$356,134.90	\$0.00	\$356,134.90	\$0.00	\$356,134.90	B	N/A	N/A	9/23/2019	Initial Funding Award	Initial Funding Award
Spotsylvania	7/29/2019	Initial Award	\$459,513.02	\$0.00	\$459,513.02	\$0.00	\$459,513.02	B	N/A	N/A	9/23/2019	Initial Funding Award	Initial Funding Award
York	7/29/2019	Initial Award	\$245,437.04	\$0.00	\$245,437.04	\$0.00	\$245,437.04	B	N/A	N/A	9/23/2019	Initial Funding Award	Initial Funding Award
Alexandria	8/5/2019	Legacy 9-1-1	\$31,160.70	\$0.00	\$31,160.70	\$80,191.00	\$111,351.70	B - Transfer	100%	39%	9/23/2019	Moving balance for items from NoVA regional NG911 Grant to Individual NG911 Grant Award	NOVA NG9-1-1 grant had remaining funds that are now being handled by individual grants for all VA PSAPs. To help track individual expenses, the Board would have to reallocate to individual awards
Arlington	8/5/2019	Legacy 9-1-1	\$111,482.10	\$0.00	\$111,482.10	\$31,000.00	\$142,482.10	B - Transfer	100%	360%	9/23/2019	Moving balance for items from NoVA regional NG911 Grant to Individual NG911 Grant Award	NOVA NG9-1-1 grant had remaining funds that are now being handled by individual grants for all VA PSAPs. To help track individual expenses, the Board would have to reallocate to individual awards
Fairfax	8/5/2019	Legacy 9-1-1	\$295,074.00	\$0.00	\$295,074.00	\$1,401,896.56	\$1,696,970.56	B - Transfer	100%	21%	9/23/2019	Moving balance for items from NoVA regional NG911 Grant to Individual NG911 Grant Award	NOVA NG9-1-1 grant had remaining funds that are now being handled by individual grants for all VA PSAPs. To help track individual expenses, the Board would have to reallocate to individual awards
Fauquier	8/5/2019	Legacy 9-1-1	\$8,526.30	\$0.00	\$8,526.30	\$321,586.24	\$330,112.54	B - Transfer	100%	3%	9/23/2019	Moving balance for items from NoVA regional NG911 Grant to Individual NG911 Grant Award	NOVA NG9-1-1 grant had remaining funds that are now being handled by individual grants for all VA PSAPs. To help track individual expenses, the Board would have to reallocate to individual awards
Loudoun	8/5/2019	Legacy 9-1-1	\$76,678.50	\$0.00	\$76,678.50	\$497,257.04	\$573,935.54	B - Transfer	100%	15%	9/23/2019	Moving balance for items from NoVA regional NG911 Grant to Individual NG911 Grant Award	NOVA NG9-1-1 grant had remaining funds that are now being handled by individual grants for all VA PSAPs. To help track individual expenses, the Board would have to reallocate to individual awards
Prince William	8/5/2019	Legacy 9-1-1	\$52,059.90	\$0.00	\$52,059.90	\$1,034,686.72	\$1,086,746.62	B - Transfer	100%	5%	9/23/2019	Moving balance for items from NoVA regional NG911 Grant to Individual NG911 Grant Award	NOVA NG9-1-1 grant had remaining funds that are now being handled by individual grants for all VA PSAPs. To help track individual expenses, the Board would have to reallocate to individual awards
Stafford	8/5/2019	Legacy 9-1-1	\$12,134.70	\$0.00	\$12,134.70	\$327,448.81	\$339,583.51	B - Transfer	100%	4%	9/23/2019	Moving balance for items from NoVA regional NG911 Grant to Individual NG911 Grant Award	NOVA NG9-1-1 grant had remaining funds that are now being handled by individual grants for all VA PSAPs. To help track individual expenses, the Board would have to reallocate to individual awards
Loudoun	10/28/2019	CHE I3 Services	\$4,738.76	\$15,000.00	\$19,738.76	\$588,935.54	\$593,674.30	B	24%	1%	11/14/2019	On site connectivity work	PSAP received quote for onsite work
Madison	10/28/2019	Diversity	\$22,447.00	\$49,775.50	\$72,222.50	\$356,086.62	\$378,532.62	B	31%	6%	11/14/2019	Diversity cost increased	Verizon provided new quote
Prince George	10/28/2019	Diversity	\$32,549.12	\$140,584.88	\$173,134.00	\$313,575.00	\$346,124.12	B	19%	10%	11/14/2019		
Spotsylvania	10/30/2019	Diversity	\$9,969.86	\$61,774.14	\$71,744.00	\$459,513.02	\$469,482.88	B	14%	2%	11/14/2019	Diversity cost increased	Verizon provided new quote
Spotsylvania	10/30/2019	Diversity	\$1,181.00	\$71,744.00	\$72,925.00	\$469,482.88	\$470,663.88	B	2%	0%	11/14/2019	Diversity cost increased	Verizon provided new quote
Appomattox	9/30/2019	Initial Award	\$482,746.15	\$0.00	\$482,746.15	\$0.00	\$482,746.15	B	N/A	N/A	11/14/2019	Initial Funding Award	Initial Funding Award
Campbell	9/30/2019	Initial Award	\$438,946.70	\$0.00	\$438,946.70	\$0.00	\$438,946.70	B	N/A	N/A	11/14/2019	Initial Funding Award	Initial Funding Award
Chesterfield	9/30/2019	Initial Award	\$705,142.04	\$0.00	\$705,142.04	\$0.00	\$705,142.04	B	N/A	N/A	11/14/2019	Initial Funding Award	Initial Funding Award
Dimwiddle	9/30/2019	Initial Award	\$703,117.02	\$0.00	\$703,117.02	\$0.00	\$703,117.02	B	N/A	N/A	11/14/2019	Initial Funding Award	Initial Funding Award
Halifax	9/30/2019	Initial Award	\$293,778.26	\$0.00	\$293,778.26	\$0.00	\$293,778.26	B	N/A	N/A	11/14/2019	Initial Funding Award	Initial Funding Award
Hampton	9/30/2019	Initial Award	\$236,654.48	\$0.00	\$236,654.48	\$0.00	\$236,654.48	B	N/A	N/A	11/14/2019	Initial Funding Award	Initial Funding Award
Henrico	9/30/2019	Initial Award	\$659,168.92	\$0.00	\$659,168.92	\$0.00	\$659,168.92	B	N/A	N/A	11/14/2019	Initial Funding Award	Initial Funding Award
King and Queen	9/30/2019	Initial Award	\$292,663.52	\$0.00	\$292,663.52	\$0.00	\$292,663.52	B	N/A	N/A	11/14/2019	Initial Funding Award	Initial Funding Award

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Alexandria	5/28/2019	Initial Award	\$80,191.00	\$0.00	\$80,191.00	\$0.00	\$80,191.00	B	N/A	N/A		7/11/2019		Initial Funding Award	Initial Funding Award	NoVA NG9-1-1 grant had remaining funds that are now being handled by individual grants for all VA PSAPs. To help track individual expenses, the Board would have to reallocate to individual awards
Alexandria	8/5/2019	Legacy 9-1-1	\$31,160.70	\$0.00	\$31,160.70	\$80,191.00	\$111,351.70	B - Transfer	100%	39%		9/23/2019		Moving balance for items from NoVA regional NG911 Grant to Individual NG911 Grant Award		NoVA NG9-1-1 grant had remaining funds that are now being handled by individual grants for all VA PSAPs. To help track individual expenses, the Board would have to reallocate to individual awards
Alexandria	8/5/2019	CHE I3 Services	\$30,000.00	\$0.00	\$30,000.00	\$111,351.70	\$141,351.70	B - Transfer	100%	27%		9/23/2019		Moving balance for items from NoVA regional NG911 Grant to Individual NG911 Grant Award		NoVA NG9-1-1 grant had remaining funds that are now being handled by individual grants for all VA PSAPs. To help track individual expenses, the Board would have to reallocate to individual awards
Alexandria	8/5/2019	Correction	\$0.12	N/A	N/A	\$141,351.70	\$141,351.82	B	N/A	0%		9/23/2019		Moving balance for items from NoVA regional NG911 Grant to Individual NG911 Grant Award		NoVA NG9-1-1 grant had remaining funds that are now being handled by individual grants for all VA PSAPs. To help track individual expenses, the Board would have to reallocate to individual awards
Alleghany-Covington	9/17/2018	Initial Award	\$308,612.80	\$0.00	\$308,612.80	\$0.00	\$308,612.80	B	N/A	N/A		11/8/2018		Initial Funding Award	Initial Funding Award	
Alleghany-Covington	4/22/2021	Diversity	\$1,000.00	\$0.00	\$1,000.00	\$308,612.80	\$309,612.80	A	100%	0%		4/26/2021		Special construction associated with connectivity into Covington PSAP		
Amelia	3/25/2019	Initial Award	\$300,550.90	\$0.00	\$300,550.90	\$0.00	\$300,550.90	B	N/A	N/A		5/20/2019		Initial Funding Award	Initial Funding Award	
Amherst	1/27/2020	Initial Award	\$333,372.21	\$0.00	\$333,372.21	\$0.00	\$333,372.21	B	N/A	N/A		3/12/2020		Initial Funding Award	Initial Funding Award	
Amherst	9/24/2021	CHE I3 Services	\$1,072.00	\$30,000.00	\$31,072.00	\$333,372.21	\$334,444.21	A	3%	0%		9/3/2021		Electrical twist locks	CHE I3 work for CHE electrical panels	
Appomattox	9/30/2019	Initial Award	\$482,746.15	\$0.00	\$482,746.15	\$0.00	\$482,746.15	B	N/A	N/A		11/14/2019		Initial Funding Award	Initial Funding Award	
Arlington	1/28/2019	Initial Award	\$31,000.00	\$0.00	\$31,000.00	\$0.00	\$31,000.00	B	N/A	N/A		3/14/2019		Initial Funding Award	Initial Funding Award	
Arlington	8/5/2019	Legacy 9-1-1	\$111,482.10	\$0.00	\$111,482.10	\$31,000.00	\$142,482.10	B - Transfer	100%	360%		9/23/2019		Moving balance for items from NoVA regional NG911 Grant to Individual NG911 Grant Award		NoVA NG9-1-1 grant had remaining funds that are now being handled by individual grants for all VA PSAPs. To help track individual expenses, the Board would have to reallocate to individual awards
Arlington	8/5/2019	CHE I3 Services	\$30,000.00	\$0.00	\$30,000.00	\$142,482.10	\$172,482.10	B - Transfer	100%	21%		9/23/2019		Moving balance for items from NoVA regional NG911 Grant to Individual NG911 Grant Award		NoVA NG9-1-1 grant had remaining funds that are now being handled by individual grants for all VA PSAPs. To help track individual expenses, the Board would have to reallocate to individual awards
Arlington	3/10/2020	Diversity	\$225,000.00	\$0.00	\$225,000.00	\$172,482.10	\$397,482.10	A	100%	130%		Verifying Date		Onsite work	Onsite work for conduit and paths under existing pavement.	
Arlington	3/15/2021	Diversity	-\$225,000.00	\$225,000.00	\$0.00	\$397,482.10	\$172,482.10	A	N/A	-57%		3/15/2021		Mistakenly placed in the diversity category - should have been in CHE I3 Services		No overall cost change. This was a correction on the administrative side to ensure that the correct cost category is depicted - BC 5/21/21
Arlington	3/15/2021	CHE I3 Services	\$225,000.00	\$30,000.00	\$255,000.00	\$172,482.10	\$397,482.10	A	88%	130%		3/15/2021		Mistakenly placed in the diversity category - should have been in CHE I3 Services		No overall cost change. This was a correction on the administrative side to ensure that the correct cost category is depicted - BC 5/21/21
Augusta	4/24/2020	Initial Award	\$427,319.16	\$0.00	\$427,319.16	\$0.00	\$427,319.16	B	N/A	N/A		5/15/2020		Initial Funding Award	Initial Funding Award	
Augusta	1/20/2021	CHE I3 Services	\$2,580.00	\$30,000.00	\$32,580.00	\$427,319.16	\$429,899.16	A	8%	1%		1/25/2021		On site connectivity costs	In building work for fiber connection	
Augusta	Investigating	Text to 9-1-1	\$50,000.00	\$0.00	\$50,000.00	\$429,899.16	\$479,899.16	Investigating				Investigating				
Bath	3/25/2019	Initial Award	\$183,544.44	\$0.00	\$183,544.44	\$0.00	\$183,544.44	B	N/A	N/A		5/20/2019		Initial Funding Award	Initial Funding Award	
Bedford	8/31/2020	Initial Award	\$691,605.85	\$0.00	\$691,605.85	\$0.00	\$691,605.85	B	N/A	N/A		9/17/2020		Initial Funding Award	Initial Funding Award	
Bland	3/11/2021	Initial Award	\$287,522.14	\$0.00	\$287,522.14	\$0.00	\$287,522.14	B	N/A	N/A		3/11/2021		Initial Funding Award	Initial Funding Award	
Botetourt	8/31/2020	Initial Award	\$176,256.50	\$0.00	\$176,256.50	\$0.00	\$176,256.50	B	N/A	N/A		9/17/2020		Initial Funding Award	Initial Funding Award	
Botetourt	4/15/2021	Diversity	\$23,021.00	\$0.00	\$23,021.00	\$176,256.50	\$199,277.50	B	100%	13%		7/15/2021		Special construction associated with connectivity. 90 day special construction contracts expire 7/8/21 (NTELOS) and 6/22/21 (MABB) - BC 5/20/21		This site was originally not bid by any provider to have diverse connectivity. Carrier diversity is now being done and there are some associated costs.
Bristol	4/24/2020	Initial Award	\$314,594.08	\$0.00	\$314,594.08	\$0.00	\$314,594.08	A	N/A	N/A		5/15/2020		Initial Funding Award	Initial Funding Award	
Bristol	Investigating	Text to 9-1-1	\$20,000.00	\$30,000.00	\$50,000.00	\$314,594.08	\$334,594.08	Investigating				Investigating				
Brunswick	9/17/2018	Initial Award	\$831,600.20	\$0.00	\$831,600.20	\$0.00	\$831,600.20	B	N/A	N/A		11/8/2018		Initial Funding Award	Initial Funding Award	
Buchanan	3/30/2020	Initial Award	\$276,701.74	\$0.00	\$276,701.74	\$0.00	\$276,701.74	B	N/A	N/A		5/15/2020		Initial Funding Award	Initial Funding Award	
Buchanan	4/15/2021	Diversity	\$8,000.00	\$0.00	\$8,000.00	\$276,701.74	\$284,701.74	A	100%	3%		4/19/2021		Special construction associated with connectivity		This site was originally not bid by any provider to have diverse connectivity. Carrier diversity is now being done and there are some associated costs.
Buckingham	11/26/2018	Initial Award	\$267,863.74	\$0.00	\$267,863.74	\$0.00	\$267,863.74	B	N/A	N/A		1/10/2019		Initial Funding Award	Initial Funding Award	
Buckingham	8/8/2019	Diversity	\$170,055.00	\$14,000.00	\$184,055.00	\$267,863.74	\$437,918.74	B	92%	63%		9/23/2019		Diversity costs increased	Costs increased from \$14k to \$184,055.	
Campbell	9/30/2019	Initial Award	\$438,946.70	\$0.00	\$438,946.70	\$0.00	\$438,946.70	B	N/A	N/A		11/14/2019		Initial Funding Award	Initial Funding Award	
Campbell	6/22/2021	CHE I3 Services	\$2,037.12	\$30,000.00	\$32,037.12	\$438,946.70	\$440,983.82	A	6%	0%		6/25/2021		CHE I3 Services - work required by AT&T for onsite resources	CHE I3 - UPS and twist locks for required onsite work	
Caroline	9/17/2018	Initial Award	\$393,651.56	\$0.00	\$393,651.56	\$0.00	\$393,651.56	B	N/A	N/A		2/6/2020		Initial Funding Award	Initial Funding Award	
Caroline	5/1/2020	Diversity	\$166,212.00	\$87,846.00	\$254,058.00	\$393,651.56	\$559,863.56	A	65%	42%		Verifying Date		Increased diversity costs	This reflects the increase in the diversity quote from Verizon for Caroline County.	
Charles City	11/26/2018	Initial Award	\$378,278.14	\$0.00	\$378,278.14	\$0.00	\$378,278.14	B	N/A	N/A		1/10/2019		Initial Funding Award	Initial Funding Award	
Charles City	4/16/2021	CHE I3 Services	\$26,256.00	\$30,000.00	\$56,256.00	\$378,278.14	\$404,534.14	A	47%	7%		4/19/2021		On site connectivity costs	On site work needed to be done for conduit paths and new entrances into the building.	
Charlotte	11/26/2018	Initial Award	\$748,258.17	\$0.00	\$748,258.17	\$0.00	\$748,258.17	B	N/A	N/A		1/10/2019		Initial Funding Award	Initial Funding Award	
Charlotte	2/12/2021	CHE I3 Services	\$32,259.76	\$30,000.00	\$62,259.76	\$748,258.17	\$780,517.93	A	52%	4%		2/22/2021		On site connectivity costs	On-site second path construction work and building conduit path access.	
Charlottesville-UVA-Albemarle	4/24/2020	Initial Award	\$207,290.60	\$0.00	\$207,290.60	\$0.00	\$207,290.60	A	N/A	N/A		5/15/2020		Initial Funding Award	Initial Funding Award	
Charlottesville-UVA-Albemarle	7/14/2021	Diversity	\$10,019.00	\$0.00	\$10,019.00	\$207,290.60	\$217,309.60	A	100%	5%		7/16/2021		Diverse connection to B side	Charlottesville has diversity for their A side, but to increase CO diversity to two COs, the B side needed additional diversity. This will provide additional resilience which is critical because they are a backup resource for many smaller neighboring PSAPs.	
Chesapeake	11/25/2019	Initial Award	\$581,831.82	\$0.00	\$581,831.82	\$0.00	\$581,831.82	B	N/A	N/A		2/6/2020		Initial Funding Award	Initial Funding Award	
Chesapeake	3/10/2020	Diversity	\$3,838.00	\$3,838.00	\$6,676.00	\$581,831.82	\$588,509.82	A	94%	10%		Verifying Date		Diversity costs increased	Verizon provided updated quote	
Chesterfield	9/30/2019	Initial Award	\$705,142.04	\$0.00	\$705,142.04	\$0.00	\$705,142.04	B	N/A	N/A		11/14/2019		Initial Funding Award	Initial Funding Award	
Chesterfield	3/1/2021	CHE I3 Services	\$37,695.00	\$30,000.00	\$67,695.00	\$705,142.04	\$742,837.04	A	56%	5%		3/8/2021		On site connectivity costs	On site work needed to be done for conduit paths and new entrances into the building	
Clarke	9/17/2018	Initial Award	\$209,203.49	\$0.00	\$209,203.49	\$0.00	\$209,203.49	B	N/A	N/A		11/8/2018		Initial Funding Award	Initial Funding Award	
Clarke	1/1/2019	Correction	\$239.44	N/A	N/A	\$209,203.49	\$209,442.93	B	N/A	0%		1/10/2019		Adjustment to 11/08/2018 Awards	Amount budgeted was correct, amount approved needed amendment to reconcile	
Clarke	1/29/2020	CHE I3 Services	\$30,600.00	\$30,000.00	\$60,600.00	\$209,442.93	\$240,042.93	B	50%	15%		3/12/2020		Onsite work	Onsite work increased	

NG911 FUNDING AWARD AMENDMENT WORKSHEET

Clarke	1/29/2020	Diversity	\$16,633.85	\$62,298.85	\$45,665.00	\$240,042.93	\$223,409.08	B - Closeout	-36%	-7%		3/12/2020		Decrease in Diversity CHE I3 Services - work required by AT&T for onsite resources	Diversity cost decreased - moved funds to onsite work
Clarke	8/3/2021	CHE I3 Services	\$1,176.00	\$60,600.00	\$61,776.00	\$223,409.08	\$224,585.08	A	2%	1%		8/13/2021			Twist locks for this amount
Clarke	10/8/2021	CHE I3 Services	\$4,080.00	\$61,776.00	\$65,856.00	\$224,585.08	\$228,665.08	A	6%	2%		10/18/2021		Increase in amount for Onsite Work	Onsite work amount increased to \$34,680.
Colonial Heights	1/27/2020	Initial Award	\$338,016.80	\$0.00	\$338,016.80	\$0.00	\$338,016.80	B	N/A	N/A		3/12/2020		Initial Funding Award	This covers the complete amount
Colonial Heights	6/17/2021	CHE I3 Services	\$9,588.00	\$30,000.00	\$39,588.00	\$338,016.80	\$347,604.80	A	24%	3%		6/25/2021		Onsite conduit work	Initial Funding Award
Craig	3/25/2019	Initial Award	\$241,566.74	\$0.00	\$241,566.74	\$0.00	\$241,566.74	B	N/A	N/A		5/20/2019		Initial Funding Award	Initial Funding Award
Craig	4/14/2020	GIS Data	\$4,500.00	\$0.00	\$4,500.00	#REF!	#REF!	Withdrawn	100%	#REF!		Withdrawn	4/25/2021	NG9-1-1 Migration Services	NG9-1-1 analysis and verification, NENA standardization, data upload to EGDMS- Additional funds in this category typically not supported- VGIN staff has provided assistance in these areas for other localities- Discuss with VGIN if we can support instead of making an amendment.
Craig	5/27/2020	Diversity	\$2,000.00	\$0.00	\$2,000.00	\$241,566.74	\$243,566.74	B	100%	1%		9/17/2020		New diversity costs	Costs provide for more complete path diversity.
Culpeper	5/28/2019	Initial Award	\$512,918.16	\$0.00	\$512,918.16	\$0.00	\$512,918.16	B	N/A	N/A		7/11/2019		Initial Funding Award	Initial Funding Award
Culpeper	1/26/2021	CHE I3 Services	\$3,498.57	\$30,000.00	\$33,498.57	\$512,918.16	\$516,416.73	A	10%	1%		2/12/2021		The vendor quote to integrate the EIM is \$3,498.57 more than current award.	The vendor quote to integrate the EIM is \$3,498.57 more than current award.
Culpeper	5/21/2021	CHE I3 Services	\$7,245.26	\$33,498.57	\$40,743.83	\$516,416.73	\$523,661.99	A	18%	1%		5/21/2021		Onsite conduit for the diverse connections is needed.	The costs for onsite conduit / work is not included in the initial award and is needed in order to proceed with the amendment. - BC
Cumberland	7/29/2019	Initial Award	\$317,294.01	\$0.00	\$317,294.01	\$0.00	\$317,294.01	B	N/A	N/A		9/23/2019		Initial Funding Award	Initial Funding Award
Danville	3/25/2019	Initial Award	\$372,784.06	\$0.00	\$372,784.06	\$0.00	\$372,784.06	B	N/A	N/A		5/20/2019		Initial Funding Award	Initial Funding Award
Dickenson	3/11/2021	Initial Award	\$303,218.08	\$0.00	\$303,218.08	\$0.00	\$303,218.08	B	N/A	N/A		3/11/2021		Initial Funding Award	Initial Funding Award
Dirwiddie	9/30/2019	Initial Award	\$703,117.02	\$0.00	\$703,117.02	\$0.00	\$703,117.02	B	N/A	N/A		11/14/2019		Initial Funding Award	Initial Funding Award
Dirwiddie	7/23/2020	CHE I3 Services	\$8,737.48	\$15,000.00	\$23,737.48	\$703,117.02	\$711,854.50	B	37%	1%		9/17/2020		CHE vendor ESInet connectivity	Amount of funding in this line item needs to increase based on the quote received by the locality from the vendor.
Dirwiddie	2/17/2021	GIS Data	\$1,224.85	\$30,000.00	\$31,224.85	\$711,854.50	\$713,079.35	A	4%	0%		3/1/2021		Need additional funding to cover costs of allowable GIS data work.	Dirwiddie was provided \$30,000 in GIS cost category. They have been reimbursed \$8,073.26. This included a non-reimbursable. Over payment was \$2,128.04. Need to determine how much to add to their GIS cost category to cover allowable expenses.
Dirwiddie	4/16/2021	CHE I3 Services	\$9,428.50	\$23,737.48	\$33,165.98	\$713,079.35	\$722,507.85	A	28%	1%		4/19/2021		CHE vendor ESInet connectivity	Vendor costs for VIPER ESInet configurations
Dirwiddie	6/11/2021	GIS Data	\$24,608.14	\$31,224.85	\$55,832.99	\$722,507.85	\$747,115.99	A	44%	3%		6/11/2021		NG9-1-1 GIS Work provided by Vendor	Reviewed by staff to remove non-allowable costs, and the new total awarded matched the quote minus those non-allowable expenses
Eastern Shore	11/25/2019	Initial Award	\$272,001.52	\$0.00	\$272,001.52	\$0.00	\$272,001.52	B	N/A	N/A		2/6/2020		Initial Funding Award	Initial Funding Award
Emporia	9/17/2018	Initial Award	\$648,252.47	\$0.00	\$648,252.47	\$0.00	\$648,252.47	B	N/A	N/A		11/8/2018		Initial Funding Award	Initial Funding Award
Emporia	1/1/2019	Correction	\$78,342.34	N/A	N/A	\$648,252.47	\$726,594.81	B	N/A	12%		1/10/2019		Adjustment to 11/08/2018 Awards	Amount budgeted was correct, amount approved needed amendment to reconcile
Emporia	2/7/2020	Diversity	\$843,991.53	\$578,252.47	\$1,422,244.00	\$726,594.81	\$1,570,586.34	B	59%	116%		3/12/2020		Diversity costs increased	Verizon provided updated quote
Essex	7/29/2019	Initial Award	\$382,521.18	\$0.00	\$382,521.18	\$0.00	\$382,521.18	B	N/A	N/A		9/23/2019		Initial Funding Award	Initial Funding Award
Fairfax	11/26/2018	Initial Award	\$1,401,896.56	\$0.00	\$1,401,896.56	\$0.00	\$1,401,896.56	B	N/A	N/A		1/10/2019		Initial Funding Award	Initial Funding Award
Fairfax	8/5/2019	Legacy 9-1-1	\$295,074.00	\$0.00	\$295,074.00	\$1,401,896.56	\$1,696,970.56	B - Transfer	100%	21%		9/23/2019		Moving balance for items from NoVA regional NG911 Grant to Individual NG911 Grant Award	NoVA NG9-1-1 grant had remaining funds that are now being handled by individual grants for all VA PSAPs. To help track individual expenses, the Board would have to reallocate to individual awards
Fairfax	8/5/2019	CHE I3 Services	\$30,000.00	\$0.00	\$30,000.00	\$1,696,970.56	\$1,726,970.56	B - Transfer	100%	2%		9/23/2019		Moving balance for items from NoVA regional NG911 Grant to Individual NG911 Grant Award	NoVA NG9-1-1 grant had remaining funds that are now being handled by individual grants for all VA PSAPs. To help track individual expenses, the Board would have to reallocate to individual awards
Fairfax	10/27/2020	Monthly Delta	\$541,618.96	\$1,250,896.56	\$1,792,515.52	\$1,726,970.56	\$2,268,589.52	B	30%	31%		11/12/2020		Monthly delta cost is higher than the migration proposal estimate	Delta Payment Actual
Falls Church	1/28/2019	Initial Award	\$132,216.32	\$0.00	\$132,216.32	\$0.00	\$132,216.32	B	N/A	N/A		3/14/2019		Initial Funding Award	Initial Funding Award
Farmville	9/17/2018	Initial Award	\$369,842.08	\$0.00	\$369,842.08	\$0.00	\$369,842.08	B	N/A	N/A		11/8/2018		Initial Funding Award	Initial Funding Award
Farmville	1/1/2019	Correction	-\$1,981.32	N/A	N/A	\$369,842.08	\$367,860.76	B	N/A	-1%		1/10/2019		Adjustment to 11/08/2018 Awards	Amount budgeted was correct, amount approved needed amendment to reconcile
Farmville	9/27/2021	Monthly Delta	\$6,477.12	\$51,426.96	\$57,904.08	\$367,860.76	\$374,337.88	A	11%	2%		9/29/2021		Delta increased based on actual bills/invoices	Delta Payment Actual
Fauquier	11/26/2018	Initial Award	\$321,586.24	\$0.00	\$321,586.24	\$0.00	\$321,586.24	B	N/A	N/A		1/10/2019		Initial Funding Award	Initial Funding Award
Fauquier	8/5/2019	Legacy 9-1-1	\$8,526.30	\$0.00	\$8,526.30	\$321,586.24	\$330,112.54	B - Transfer	100%	3%		9/23/2019		Moving balance for items from NoVA regional NG911 Grant to Individual NG911 Grant Award	NoVA NG9-1-1 grant had remaining funds that are now being handled by individual grants for all VA PSAPs. To help track individual expenses, the Board would have to reallocate to individual awards
Fauquier	8/5/2019	CHE I3 Services	\$30,000.00	\$0.00	\$30,000.00	\$330,112.54	\$360,112.54	B - Transfer	100%	9%		9/23/2019		Moving balance for items from NoVA regional NG911 Grant to Individual NG911 Grant Award	NoVA NG9-1-1 grant had remaining funds that are now being handled by individual grants for all VA PSAPs. To help track individual expenses, the Board would have to reallocate to individual awards
Fauquier	2/9/2021	Text to 9-1-1	\$10,120.74	\$30,000.00	\$40,120.74	\$360,112.54	\$370,233.28	A	25%	3%		2/22/2021		Need additional funding to cover costs of text configuration and deployment. Original estimate and amount provided was \$30,000 in this category. Vendors charges for services, configuration and equipment totals \$40,120.74. Implementation of text required extra services from the vendor due to unforeseen complications that needed to be resolved.	The Monthly Delta category was reexamined after deployment and there needs to be an increase in the amount to advance pay the locality.
Fauquier	2/10/2021	Monthly Delta	\$5,676.72	\$140,568.24	\$146,244.96	\$370,233.28	\$375,910.00	A	4%	2%		2/22/2021		Monthly delta is greater than first estimated in budget.	
Fauquier	9/29/2021	Correction	-\$18.00	N/A	N/A	\$375,910.00	\$375,892.00	A	N/A	0%		9/29/2021			

NG911 FUNDING AWARD AMENDMENT WORKSHEET

Floyd	9/17/2018	Initial Award	\$132,614.72	\$0.00	\$132,614.72	\$0.00	\$132,614.72	B	N/A	N/A		11/8/2018		Initial Funding Award	Initial Funding Award
Floyd	1/1/2019	Correction	-\$3,174.42	N/A	N/A	\$132,614.72	\$129,440.30	B	N/A	-2%		1/10/2019		Adjustment to 11/08/2018 Awards	Amount budgeted was correct, amount approved needed amendment to reconcile
Fluvanna	1/28/2019	Initial Award	\$338,351.86	\$0.00	\$338,351.86	\$0.00	\$338,351.86	B	N/A	N/A		3/14/2019		Initial Funding Award	Initial Funding Award
Franklin City	9/17/2018	Initial Award	\$223,679.08	\$0.00	\$223,679.08	\$0.00	\$223,679.08	B	N/A	N/A		11/8/2018		Initial Funding Award	Initial Funding Award
Franklin City	1/1/2019	Correction	\$244,648.78	N/A	N/A	\$223,679.08	\$468,327.86	B	N/A	109%		1/10/2019		Adjustment to 11/08/2018 Awards	Amount budgeted was correct, amount approved needed amendment to reconcile
Franklin City	5/14/2020	GIS Data	\$3,523.28	\$0.00	\$3,523.28	\$468,327.86	\$471,851.14	A	100%	1%		Verifying Date		GIS funding to match local quote	PSAP received a quote to perform GIS work
Franklin County	1/27/2020	Initial Award	\$237,949.56	\$0.00	\$237,949.56	\$0.00	\$237,949.56	B	N/A	N/A		3/12/2020		Initial Funding Award	Initial Funding Award
Franklin County	12/2/2020	Diversity	\$8,000.00	\$8,000.00	\$16,000.00	\$237,949.56	\$245,949.56	A	50%	3%		12/2/2020		Diverse connectivity	Diverse connectivity costs are higher than the original estimate.
Franklin County	2/23/2021	CHE I3 Services	\$1,568.00	\$15,000.00	\$16,568.00	\$245,949.56	\$247,517.56	A	9%	1%		3/1/2021		CHE vendor ESInet connectivity	County received an updated quote from the vendor for ESInet connectivity professional services.
Frederick	1/28/2019	Initial Award	\$1,056,615.47	\$0.00	\$1,056,615.47	\$0.00	\$1,056,615.47	B	N/A	N/A		3/14/2019		Initial Funding Award	Initial Funding Award
Frederick	12/17/2020	CHE I3 Services	\$32,120.00	\$30,000.00	\$62,120.00	\$1,056,615.47	\$1,088,735.47	A	52%	3%		12/22/2020		On site connectivity costs	Increasing amount based on quote provided to complete second conduit path on property and into building.
Frederick	8/9/2021	CHE I3 Services	\$25,244.59	\$62,120.00	\$87,364.59	\$1,088,735.47	\$1,113,980.06	A	29%	2%		8/20/2021		Firewalls for text migration and i3	Replacing firewalls with current sale version firewalls
Fredericksburg	5/28/2019	Initial Award	\$1,257,229.14	\$0.00	\$1,257,229.14	\$0.00	\$1,257,229.14	B	N/A	N/A		7/11/2019		Initial Funding Award	Initial Funding Award
Fredericksburg	1/14/2021	CHE I3 Services	\$47,001.16	\$30,000.00	\$77,001.16	\$1,257,229.14	\$1,304,230.30	A	61%	4%		1/19/2021		On site connectivity costs	2nd path conduit, building entrance and electrical work in server room. Supporting quotes here.

Category	Count	Amount	Average	A	A - Amount	A - Closeout
CHE i3 Services	73	\$ 1,284,102.19	\$ 17,590.44	55	\$ 895,423.25	0
CHE Replacement	3	\$ 550,000.00	\$183,333.33	0	\$ -	0
Text to 9-1-1	14	\$ 281,518.11	\$ 20,108.44	3	\$ 22,917.33	0
Voice Logging	1	\$ 6,534.44	\$ 6,534.44	0	\$ -	0
Rack	1	\$ 685.21	\$ 685.21	1	\$ 685.21	0
Diversity	35	\$ 3,341,028.13	\$ 95,457.95	14	\$ 731,428.62	1
GIS Data	4	\$ 33,856.27	\$ 8,464.07	3	\$ 29,356.27	0
Legacy 9-1-1	7	\$ 587,116.20	\$ 83,873.74	0	\$ -	0
Monthly Delta	7	\$ 991,502.80	\$141,643.26	4	\$ 23,103.90	0
Correction	13	\$ 486,998.18	\$ 37,461.40	2	\$ (433.12)	0
Initial Award	123	\$ 54,748,326.44	\$445,108.35	13	\$ 5,153,350.51	0
Total Amendments	158	\$ 7,563,341.53	\$ 47,869.25	82	\$ 1,702,481.46	1
Amendment Sheet Total	281	\$ 62,311,667.97		95	\$ 6,855,831.97	1
Pending / Open	0	\$ -	AVERAGE		\$ 20,761.97	
Withdrawn	3	\$ 27,057.28				
Awarded Total		\$ 62,284,610.69				
Budget Workbook Total		\$ 62,284,610.69				
Difference		\$ -				
		Reconciled				

A - Closeout Amount	B	B - Amount	B - Closeout	B - Closeout Amount	B - Transfer
\$ -	9	\$ 151,019.56	0	\$ -	8
\$ -	3	\$ 550,000.00	0	\$ -	0
\$ -	3	\$ 47,871.40	0	\$ -	0
\$ -	0	\$ -	0	\$ -	0
\$ -	0	\$ -	0	\$ -	0
\$ (0.50)	19	\$ 2,626,233.86	1	\$ (16,633.85)	0
\$ -	0	\$ -	0	\$ -	0
\$ -	0	\$ -	0	\$ -	7
\$ -	3	\$ 968,398.90	0	\$ -	0
\$ -	11	\$ 487,431.30	0	\$ -	0
	110	\$ 49,594,975.93			
\$ (0.50)	48	\$ 4,830,955.02	1	\$ (16,633.85)	15
\$ (0.50)	158	\$ 54,425,930.95	1	\$ (16,633.85)	15
\$ (0.50)		\$ 100,644.90		\$ (16,633.85)	

B - Transfer Amount	Investigating	Investigating Amount	Withdrawn	Withdrawn Amount	Open
\$ 221,636.54	0	\$ -	1	\$ 16,022.84	0
\$ -	0	\$ -	0	\$ -	0
\$ -	8	\$ 210,729.38	0	\$ -	0
\$ -	0	\$ -	1	\$ 6,534.44	0
\$ -	0	\$ -	0	\$ -	0
\$ -	0	\$ -	0	\$ -	0
\$ -	0	\$ -	1	\$ 4,500.00	0
\$ 587,116.20	0	\$ -	0	\$ -	0
\$ -	0	\$ -	0	\$ -	0
\$ -	0	\$ -	0	\$ -	0
\$ 808,752.74	8	\$ 210,729.38	3	\$ 27,057.28	0
\$ 808,752.74	8	\$ 210,729.38	3	\$ 27,057.28	0
\$ 53,916.85		\$ 26,341.17		\$ 9,019.09	

Open Amount	
\$	-
\$	-
\$	-
\$	-
\$	-
\$	-
\$	-
\$	-
\$	-
\$	-
\$	-
\$	-

PSAP	Amendment Log Reconciliation Needed	NG911 Budget New Schedule Text to 9-1-1	Text Award Board Letter Date	Text Award Board Letter Award Amount	Text Award Letter Grant ID
Augusta	\$ 50,000.00	\$ 50,000.00	5/15/2020	\$ 50,000.00	NG911-087T
Bedford	\$ -	\$ -	5/15/2020	\$ 50,000.00	NG911-088T
Bland	\$ -	\$ 15,000.00	9/23/2019	\$ 8,750.00	NG911-060T
Bristol	\$ 20,000.00	\$ 50,000.00	7/11/2019	\$ 50,000.00	NG911-045T
Harrisonburg-Rockingham	\$ 20,000.00	\$ 50,000.00	11/14/2019	\$ 50,000.00	NG911-083T
Highland	\$ -	\$ 16,975.00	5/15/2020	\$ 13,025.00	NG911-102T
Nelson	\$ 20,000.00	\$ 50,000.00	9/23/2019	\$ 50,000.00	NG911-058T
Newport News	\$ 20,000.00	\$ 50,000.00	11/14/2019	\$ 50,000.00	NG911-084T
Norfolk	\$ 40,729.38	\$ 40,729.38	11/14/2019	\$ 40,729.38	NG911-085T
Smyth	\$ 20,000.00	\$ 50,000.00	7/11/2019	\$ 50,000.00	NG911-046T
Twin County	\$ -	\$ 15,000.00	9/23/2019	\$ 17,750.00	NG911-059T
Washington	\$ 20,000.00	\$ 50,000.00	7/11/2019	\$ 50,000.00	NG911-047T
Wythe	\$ -	\$ 15,600.00	9/23/2019	\$ 19,625.00	NG911-061T

Other Amendments	Other Amendment Date	VITA Award Letter Date	VITA Award Amount Text	Letter Grant ID	VDEM Award Letter Date	VDEM Award Amount Text	Letter Grant ID
N/A	N/A	5/15/2020	\$ -	NG911-087	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	9/17/2020	\$ -	NG911-088
N/A	N/A	N/A	N/A	N/A	3/11/2021	\$ 15,000.00	NG911-060
N/A	N/A	5/15/2020	\$ 30,000.00	NG911-045	N/A	N/A	N/A
N/A	N/A	5/15/2020	\$ 30,000.00	NG911-083	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	3/11/2021	\$ 16,975.00	NG911-102
N/A	N/A	2/6/2020	\$ 30,000.00	NG911-058	N/A	N/A	N/A
N/A	N/A	2/6/2020	\$ -	NG911-084	N/A	N/A	N/A
N/A	N/A	2/6/2020	\$ -	NG911-085	N/A	N/A	N/A
N/A	N/A	5/15/2020	\$ 30,000.00	NG911-046	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	3/11/2021	\$ 15,000.00	NG911-059
N/A	N/A	5/15/2020	\$ 30,000.00	NG911-047	N/A	N/A	N/A
\$ 600.00	6/11/2021	N/A	N/A	N/A	3/11/2021	\$ 15,000.00	NG911-061

VDEM Amendment Letter Date	VDEM Amendment Amount Text	Letter Grant ID
1/25/2021	\$ 50,000.00	NG911-087
N/A	N/A	N/A
N/A	N/A	N/A
N/A	N/A	N/A
N/A	N/A	N/A
N/A	N/A	N/A
N/A	N/A	N/A
N/A	N/A	N/A
N/A	N/A	N/A
N/A	N/A	N/A
N/A	N/A	N/A
N/A	N/A	N/A
7/15/2021	\$ 15,600.00	NG911-061