

Shawn Talmadge
Chairman
VDEM

Hon Kevin W. Hall
Sheriff
Vice Chairman
City of Covington

David A. Von Moll
Treasurer
Comptroller

Gabe Elias
Advisor - SWIC



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 Workshop

Agenda

March 31, 2022 10:00 am

Mary M. Blowe
City of Winchester

Thomas A. Bradshaw
Virginia State Police

Gary Critzer
City of Waynesboro

Terry Ellis
Comcast

R. Scott Garber
City of Staunton

Pete Hatcher
AT&T

Matthew Ogburn
Verizon Communications

Michelle Painter
T-Mobile

Tamara Perez
Frederick County

Eddie Reyes
Prince William County

Kelvin Wright
City of Chesapeake

Jolena Young
Twin County

1. Workshop Overview.....Chair
2. Draft FY24 PSAP Grant Program Guidelines.....PSAP Grant Program Manager
3. Funding and Grant Strategies Post-Deployment...PSAP Grant Program Manager
4. Timeline for Guidelines Review/Amendment.....PSAP Grant Program Manager
5. Adjourn Meeting of the Committee.....Chair

Next PGC Meeting – May 5, 2022



Virginia Department of
Emergency Management

PSAP Grant Committee Workshop

Date: March 31, 2022

Agenda

1. PGC Workshop Purpose
2. Draft FY24 PSAP Grant Program Guidelines
3. Funding and Grant Strategies Post-Deployment
4. Timeline for Guidelines Review/Amendment





Virginia Department of
Emergency Management

PGC Workshop Purpose

PGC Workshop Purpose

1. Set Expectations for today and future meetings
2. Finalize input from the committee regarding the PSAP Education Program (PEP)
3. Begin to answer key questions about the future of non-PEP grants that address issues beyond NG9-1-1 deployment.





Virginia Department of
Emergency Management

Draft FY24 PSAP Grant Program Guidelines

Draft FY24 Guidelines

PEP Grant Discussion Points

- Funding amounts - Should the individual/multi-jurisdictional funding amounts remain at \$3k/\$4k or increase?
- Reimbursement Requests - Is there a need to keep the 30-day turnaround for submitting reimbursement requests for training invoices? Can this requirement be removed so FY24 invoices can be requested anywhere between 7/1/23 and 8/15/24?
- QA/QI - Followup discussion from 03/08 PGC meeting. Should QA/QI be an eligible expense under PEP or is it more appropriate under a different funding stream?



Draft FY24 Guidelines

PEP Grant Job Aids (to Develop)

- List of the 120 PSAPs eligible for PEP grants
- List/table of key dates and deadlines:
 - Application window: 7/1/22 - 9/30/22
 - Award timeline: Nov '22 or Jan '23 Board Meeting?
 - Performance period: 7/1/23 - 6/30/24
 - Deadline for submitting reimbursement requests: 8/15/24
- Should we develop a list or examples of allowable expenses for training?





Virginia Department of
Emergency Management

Funding and Grant Strategies Post-Deployment

CHE Funding

- CHE replacements occur every 5 or 7 years (depending on vendor)
- Cloud-based / hosted solutions are emerging that are based on monthly subscriptions, not physical equipment replacement cycles of 5-7 years.
- Should the Board plan anticipate CHE funding for all PSAPs on a recurring schedule?
- What does equity look like when some PSAPs may have monthly subscriptions and others on 5 or 7 year replacement cycles?



CHE Funding

- Is there a difference between cloud/hosted CHE and on-site shared CHE? Should they be funded equally?
- Should we continue to encourage shared CHE with additional funding for shared systems?
- Are cloud- or vendor-hosted systems considered shared systems?
- Should the base level remain at \$150k or increase to a higher amount?



Other Non-PEP Program Types

(Equity needs to be defined for the program types and applied)

- NG911 Deployment Maintenance (funds expenses related to NG911 deployment such as ongoing post-deployment costs)
- Innovation (funds new ESINet-capable technologies)

Recommended definition - Core functional solutions that can use the ESINet platform that are necessary for providing NG 9-1-1 services, and that operate with a higher-level of redundancy and efficiency.





Virginia Department of
Emergency Management

Funding and Grant Program Timeline

Important Future Dates

- April 21 – 10:00 am Finance Committee Meeting (in-person)
- April 21 – 1:00 pm Regional Advisory Committee Meeting (in-person)
- April 28 – 1:00 pm Legislative Committee Meeting (virtual)
- May 5 - 1:00 pm PSAP Grant Committee Meeting (in-person)
- May 11 – 9:00 am 9-1-1 Summit (in-person)
- May 12 – 1:00 pm 9-1-1 Services Board Meeting (in-person)





Virginia Department of
Emergency Management

Public Comment



Questions?



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

THANK YOU!



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:

- \$4,000 per primary PSAP for individual PEP requests
- \$5,000 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 a 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 FY24 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.

Example: If PSAP A receives an individual PEP grant award, the PSAP will receive an award of \$4,000. If PSAP A also participates in a multi-jurisdictional PEP grant award, PSAP A will receive an additional \$5,000 as a participating PSAP. PSAP B will receive \$5,000 (plus \$4,000, if they also received an individual PEP grant award).

Grant Award Period

The FY24 PEP is an annual grant program with an award period that runs consistent with the Commonwealth of Virginia's fiscal year. The twelve month grant award period begins on July 1, 2023 and ends on June 30, 2024. 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 2022 meeting.

Grant Cycle and Application

The FY24 grant application cycle for the PEP begins on July 1, 2022 and will remain open until 5:00 pm on September 30, 2022. PEP 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 FY24 PEP application cycle begins on July 1, 2022. 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 5:00 pm on September 30, 2022.

Program Concept

The PEP funds registration/training fees, lodging, travel assistance (for VA APCO, VA NENA, and VAMLIS state conferences only), M & IE (meals and incidental expenses 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.

During the grant award period, in order to receive reimbursement for training and related expenses, 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 30th), but within 45 days of June 30th 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

- List of VA primary PSAPs (to include recent addition of the City of Manassas)
- List of key dates and deadlines for grant cycle
- List of acceptable supporting documentation for reimbursement request
- Sample of PEP reimbursement form (for informational purpose only - for latest version, please contact your NGS Regional Coordinator)