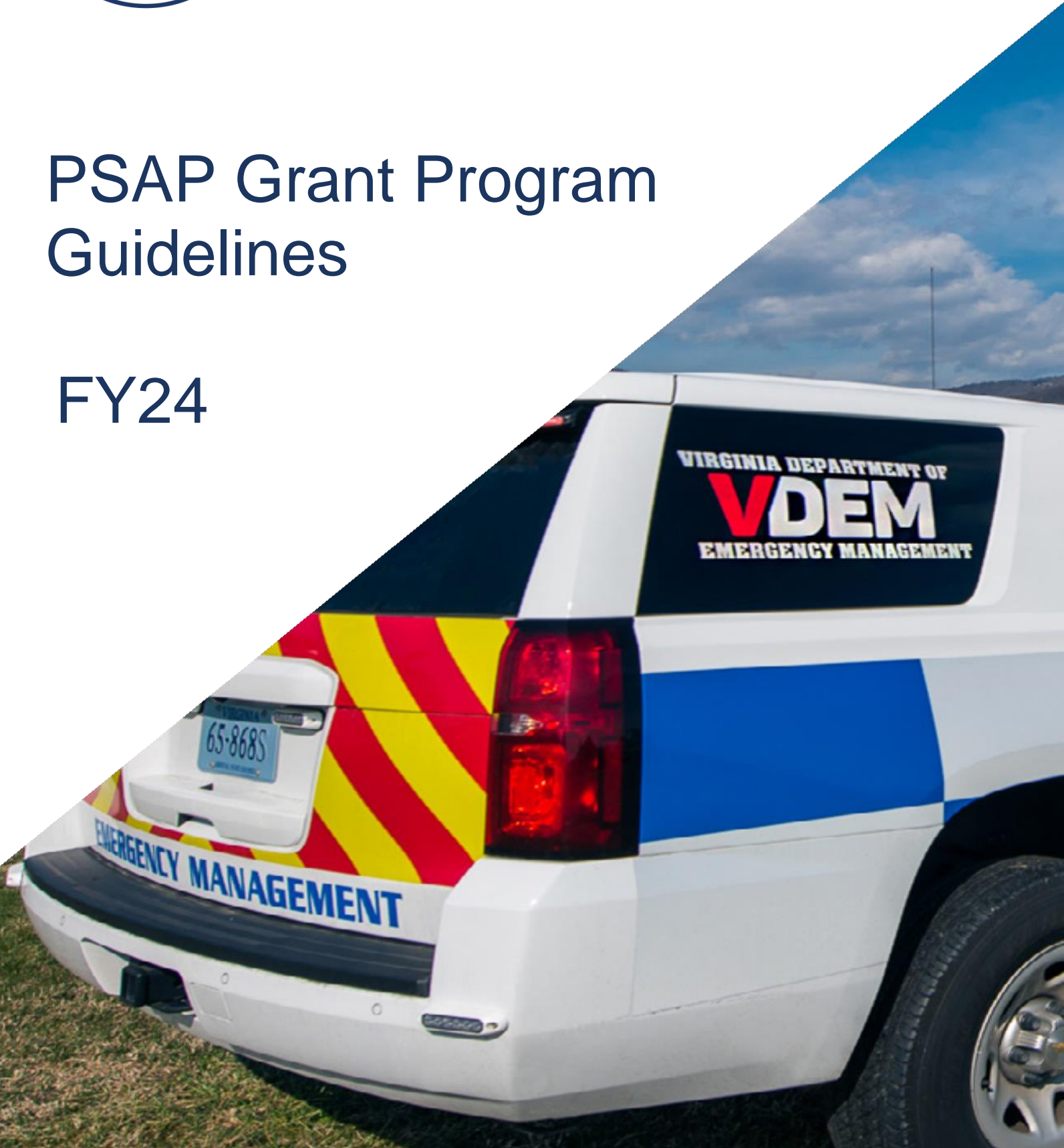




Virginia Department of  
Emergency Management

# PSAP Grant Program Guidelines

FY24



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## **INTRODUCTION**

The PSAP Grant Program will financially assist primary PSAPs through funding for 9-1-1 and GIS education and training. 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:

... 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. 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, 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)
  - and two at-large members
  
- Replacement/Reappointment Schedule 2:
  - one Board member (chair)
  - two primary PSAP representatives (one of which will represent NENA)
  - and 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 to assist PSAPs for the PSAP Education Program (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 may take appropriate action to the extent permitted by law, including, and not limited to, requiring the return of the funds.

## **Errors**

If 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.

## Definitions

GIS Education and Training – 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 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.

Multi-jurisdictional Agreement (MJA) – A document, signed by appropriate representatives of all PSAPs/localities planning to participate in 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 multi-jurisdictional PEP projects.

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.

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.

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.

# **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](mailto: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 (based on [GSA Per Diem Rates](#)).

## **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 30<sup>th</sup>), but within 45 days of June 30<sup>th</sup> of the expiring grant award year.
  - Payment of invoices for these programs cannot overlap fiscal years and cannot extend beyond the grant award period.
  - To the extent practical, a single reimbursement request should be submitted for subscription based learning programs.

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.

### **Grant Award Amendments**

Funding award amendments are not typically issued. If there is a need to change to focus of the project from its original intended use, the PSAP can work with the PSAP Grant Program Manager for review and administrative approval of the change with regard to training opportunities and the PEP's use.

### **Grant Progress Reports**

The PEP grant award does not require progress reports.

### **Grant Award Extension**

The PEP grant award is a one-year grant. Grant award extension is not applicable to the PEP.

## **Grant Award Closure**

The PEP grant award will be considered close at the end of the grant award. Any remaining balance will automatically return to the wireless fund.

## APPENDIX A

### Virginia Primary PSAPs

<b>VDEM Region</b>	<b>PSAP</b>	<b>Included PSAPs</b>
7	Alexandria	
6	Alleghany	Clifton Forge
1	Amelia	
3	Amherst	
3	Appomattox	
7	Arlington	
3	Augusta	
6	Bath	
6	Bedford	Bedford City
4	Bland	
6	Botetourt	
4	Bristol City	
1	Brunswick	
4	Buchanan	
3	Buckingham	
3	Campbell	
2	Caroline	
1	Charles City	
3	Charlotte	
3	Charlottesville	Albemarle/UVA
5	Chesapeake	
1	Chesterfield	
2	Clarke	
1	Colonial Heights	
6	Covington City	
6	Craig	

2	Culpeper	
3	Cumberland	
6	Danville City	
4	Dickenson	
1	Dinwiddie	
5	Eastern Shore	Accomack/ Chincoteague/ Northampton
1	Emporia City	
1	Essex	
7	Fairfax County	Fairfax City/Vienna
3	Farmville	Prince Edward
2	Fauquier	
6	Floyd	
3	Fluvanna	
6	Franklin City	
5	Franklin County	
2	Frederick	
2	Fredericksburg	
4	Giles	
5	Gloucester	
1	Goochland	
2	Greene	
1	Greensville	
3	Halifax	South Boston
5	Hampton City	
1	Hanover	
3	Harrisonburg/Rockingham	Harrisonburg
1	Henrico	
6	Highland	
1	Hopewell City	
5	Isle of Wight	
5	James City	
1	King And Queen	

2	King George	
1	King William	West Point
5	Lancaster	
4	Lee	
7	Loudoun	
2	Louisa	
3	Lunenburg	
3	Lynchburg City	
2	Madison	
7	Manassas City	
6	Martinsville	Henry
5	Mathews	
3	Mecklenburg	
5	Middlesex	
3	Nelson	
1	New Kent	
6	New River Valley	Christiansburg/ Blacksburg/ Montgomery
5	Newport News	
5	Norfolk City	
5	Northumberland	
4	Norton City	
1	Nottoway	
2	Orange	
2	Page	
6	Patrick	
1	Petersburg	
6	Pittsylvania	
5	Portsmouth	
1	Powhatan	
1	Prince George	
7	Prince William	
4	Pulaski	
4	Radford City	


2	Rappahannock	
1	Richmond City	
5	Richmond County	
6	Roanoke City	
6	Roanoke County	
6	Rockbridge	Lexington
4	Russell	
6	Salem City	
4	Scott	
2	Shenandoah	
4	Smyth	
5	Southampton	
2	Spotsylvania	
7	Stafford	
3	Staunton City	
5	Suffolk City	
5	Surry	
1	Sussex	
4	Tazewell	
4	Twin County (Galax)	Carroll/Grayson
5	Virginia Beach	
2	Warren	
4	Washington	
3	Waynesboro	
5	Westmoreland	
2	Winchester	
4	Wise	
4	Wythe	Wytheville
5	York	Williamsburg/ Poquoson



## APPENDIX B

### SAMPLE PEP Grant Reimbursement Request

This is an example of a completed PEP reimbursement form (for informational purpose only - for latest version, please contact your NGS Regional Coordinator).



**Virginia Department of Emergency Management**

PSAP EDUCATION GRANT PAYMENT REQUEST FORM

Date Submitted by PSAP	5/12/2002		PLEASE INDICATE: ___X___ Conference ___ Non-Conference ___ Online Course(s) ___ Subsidized-Based CONFERENCE ATTENDEE NEMA Spring Conference 2022	PLEASE COMPLETE FORM AND SUMMARY IN DETAIL IN REIMBURSEMENT REQUEST WITHIN THE SAME EMAIL TO PSAP AND NGS PROGRAM VERIFICATION
PSAP Name - RPS	Reformed City- T400			
PSAP EIN	14-0000000			
PSAP Address	4			
Grant Year and ID Number	FY22 - PEP - 100			
Contact Name	Lisa Robinson			
Contact Email/Telephone #	lrobinso@reformedcity.com			

Attendee	Lodging		Per Diem / Travel Assistance	Registration	Other Related Expense	Total Expense	Comments
	5-May	Enter Date					
Lisa Robinson	\$ 115.00	\$ 115.00	\$ 125.00	\$ 200.00	\$ 450.00		
<b>TOTAL REIMBURSEMENT:</b>					<b>\$ 450.00</b>		

**VOID USE ONLY - INVOICE # (fiscal year - date processed - grant ID)**

Award Balance After Pmt:	Balance to Fund:
Date Received:	Date Processed:
PSC Program Manager Approval:	
<b>CODING: FUND 09281 PROG 712002 DEPT 98518100</b> <b>COST CTR 983080 ACCT CODE 5014310</b>	

**NGS COMMENTS:**

\* REQUIRED IN ORDER TO COMPLETE REQUEST COMPLETE IN SUBMISSION  
 BR - locality's Tax ID

## **APPENDIX C**

### **Acceptable Supporting Documentation**

#### **PEP Grant Reimbursement Requests**

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 30<sup>th</sup>), but within 45 days of June 30<sup>th</sup> of the expiring grant award year.
  - Payment of invoices for these programs cannot overlap fiscal years and cannot extend beyond the grant award period.

To the extent practical, a single reimbursement request should be submitted for subscription based learning programs.

## NOT ACCEPTABLE DOCUMENTATION FOR REIMBURSEMENT REQUEST:

- Agency fiscal or financial system documentation of payment for training expense.
- Purchase orders
- Contract quotes