



TO Pennsylvania 9-1-1 Funding Recipients

FROM 9-1-1 Office
Pennsylvania Emergency Management Agency

DATE May 31, 2016

RE **Information Bulletin 2016-2**
Statewide Interconnectivity Funding – Application Instructions
Calendar Year 2016

INTRODUCTION:

Act 12 of 2015 requires that 15 percent of the 9-1-1 uniform surcharge revenue collected quarterly be used by PEMA to establish, enhance, operate or maintain statewide interconnectivity of 9-1-1 systems. Statewide interconnectivity funding made available to the Public Safety Answering Points (PSAP) will be distributed through an annual grant process. The purpose of this document is to provide instructions for completing the new grant application for statewide interconnectivity funding in 2016.

WHERE TO APPLY:

Grant applications are to be completed and submitted via the Pennsylvania Emergency Management Agency (PEMA) 9-1-1 Webtool.

APPLICATION DUE DATE:

Completed applications are due by midnight on **July 10, 2016**.

2016 GRANT PROGRAM OBJECTIVES/PRIORITIES:

Applicants may apply for specific projects that align with the objectives/priorities set by PEMA and the 9-1-1 Advisory Board for the use of statewide interconnectivity funding in 2016.

OBJECTIVE/PRIORITY	TYPES OF PROJECTS CONSIDERED FOR FUNDING:
1. Voluntary Consolidation Connectivity	Voluntary PSAP consolidation projects focused on sharing critical infrastructure components and optimizing PSAP interconnectivity.
2. Statewide Interconnectivity	PSAP-to-PSAP connectivity projects focused on: <ul style="list-style-type: none"> • Areas of the state that lack broadband network connectivity to allow for inter-PSAP communications. • Optimizing existing statewide emergency services IP networks. In addition to enhancing existing ESInets, implementing next generation core services (NGCS).
3. Commonwealth-wide/Region-wide Initiatives	Commonwealth-wide or Region-wide projects focused on: <ul style="list-style-type: none"> • Shared resource deployment of key core service systems.
4. Regionalization	Projects for two or more PSAPs focused on: <ul style="list-style-type: none"> • Co-locating facilities and/or equipment to reduce technology, operational, and/or infrastructure costs.

PROJECT APPLICATION GUIDELINES:

Applications are to be submitted by individual project; a PSAP may submit multiple applications.

For projects involving more than one PSAP, a single joint application is to be submitted. The joint application is to be submitted by a lead PSAP.

A PSAP may apply for a standalone or single-PSAP project only if it is not part of a multi-PSAP project. (i.e. a single connection needed to complete an ESInet)

PEMA is focused on demonstrating progress towards statewide interconnectivity and Next Generation 9-1-1 (NG9-1-1). PSAPs should only apply for projects for which they will be able to demonstrate reasonable progress towards completion by September 2017. For projects that may not be mature yet, the next application period for statewide interconnectivity funding is tentatively scheduled for mid to late 2017.

GRANT AWARDS:

PEMA, in consultation with the 9-1-1 Advisory Board, will review the project applications and rank the projects in order to be funded on the Project Ranking List. Grant awards will be made by project up to the amount of funding made available by PEMA in order of their ranking. PSAPs will be notified of any funds awarded in writing.

Factors taken into account when making funding decisions will include but are not limited to:

- Alignment with the 2016 objectives/priorities
- Cost effectiveness
- Inventory results
- NG9-1-1 implementation strategy
- Standards
- Operational need
- Financial need
- Other funding sources
- Probability/timeliness of completion

A PSAP may be awarded funds for multiple projects. **Funds must be used for the awarded project; PSAPs may not combine project awards or reallocate statewide interconnectivity funds.**

Unlike the wireless funding application process, statewide interconnectivity funding will not be prorated. A PSAP is not guaranteed to be awarded a portion of the statewide interconnectivity funding in a given year.

GRANT AGREEMENT:

A grant agreement will be entered into between PEMA and each PSAP awarded funds. Funds cannot be disbursed until there is a fully executed grant agreement between the state and the grantee. PEMA will advance funds per milestone as they are completed. The last milestone will be on a reimbursement basis. Remaining balances from previous milestones will be taken into account as part of the reimbursement/closeout process.

CANCELLATION OF GRANTS:

PEMA retains its discretion to cancel grant agreements, as a last resort, for failure to comply with the terms of the executed agreement. The following are examples of actions that may result in a grantee's loss of funding. This is not a complete list:

- Grantee fails to demonstrate progress towards completion of a project
- Grantee fails to complete the funded project
- Grantee changes the scope of the project
- PSAPs identified in the work plan or application are changed without approval from PEMA

GRANT APPLICATION INSTRUCTIONS:

An application is to be submitted for each individual project.

To start an application for a new project click "Add New Project" under My Projects.

The grant application consists of the following sections:

- | | |
|--------------|-----------------------------|
| Section I: | Project Contact and Details |
| Section II: | Project Description |
| Section III: | Project Work Plan |
| Section IV: | Project Budget |

SECTION I: PROJECT CONTACT AND DETAILS:

1. **Project Name** – Enter a brief name that summarizes the project's intent. (i.e. Alpha Region ESInet Connectivity)
2. **Priority #** – Select the 2016 statewide interconnectivity funding objective/priority that the project most aligns with from the dropdown list.
3. **Contact Name** – Enter the name of the point of contact for the project.
4. **Contact Phone** – Enter the phone number of the point of contact for the project.
5. **Contact Email** – Enter the email address of the point of contact for the project.

SECTION II: PROJECT DESCRIPTION:

PSAPs are required to provide a description of their project by providing detailed responses to the questions in this section. Statewide interconnectivity funding is being distributed to the PSAPs through a grant process. This section provides applicants the opportunity to inform PEMA and the 9-1-1 Advisory Board about the problem or need the project will address and how it relates to the priorities established for statewide interconnectivity funding in 2016.

COMPLETING SECTION II:

Click the "Edit Description" button and provide a response for each question below:

What will this project accomplish?

Please provide a simple and direct narrative that clearly details what you intend to do. As a guideline, the narrative should reflect: **Goal + Action = Result.**

Example:

*The project will result in an ESInet connecting all eight PSAPs within the Southern Valley Region (**GOAL**). Redundant leased fiber rings will be established between the PSAPs in Trela, Warren, Monroe, Lavoy, and Snyder counties with currently established microwave rings acting as an additional backhaul layer. Current microwave rings to Adams, Spillman, and Tucker counties will be upgraded to MPLS, and a hop from Warren to Adams will be completed to close a ring and provide additional backhaul (**ACTION**). The completed network will provide fiber connections of 1 gigabit (GB) with expansion available at 10GB, and microwave connections of 150 megabits per second (MB/s). This network offers sufficient throughput for core service data sharing needs (**RESULT**).*

Why is this project needed?

Please provide a brief statement describing:

- Why statewide interconnectivity funding (15 percent funds) should be used in 2016/2017 for this project? and
- How this project helps the Commonwealth towards the goal of statewide interconnectivity?

Example:

The Southern Valley Region is a rural area in the Commonwealth that lacks broadband network connectivity. The use of statewide interconnectivity funding will establish an IP network establishing interconnectivity between all eight regional PSAPs by August 2017. The ESInet will increase interoperability and data sharing opportunities; but will also provide the cost savings critical to sustaining 9-1-1 service in the region. The eight counties collectively contributed \$3 million of general fund revenue towards 9-1-1 operations in 2015 alone. The ESInet project is projected to save \$2 million in capital costs over the next two years and reduce annual operating costs by \$1 million collectively across the region. The network build-out includes future options of connecting to existing neighboring networks and is a necessary and eventual step towards the goal of statewide interconnectivity.

Where will the work occur?

Applicants should specify the counties where the primary project activities will take place.

What is the completion date?

Applicants should provide the estimated completion date for the project.

SECTION III: PROJECT WORKPLAN:

PSAPs are required to provide a work plan (timeline and milestones) as part of their project application. The work plan should focus on activities that will be funded with statewide interconnectivity funds.

What is a milestone?

A milestone is a reference point that marks a major event in a project and is used to monitor the project's progress. Milestones should present a clear sequence of events that will incrementally build up to the completion of the project.

How to develop your milestones?

Identify the different critical tasks needed from start to finish in order to complete the project that will be funded with statewide interconnectivity funds. These critical tasks represent a major event in your project and may be your milestone markers.

Example:

- *Establish a 150 MB/s microwave connection between the Alpha 01 and Beta 05 sites.*
- *Place the existing B side of Alpha County's CPE in Delta County's PSAP.*

What do you need to enter on the application?

- Enter milestones for each critical task in the order they will be completed. The application requires you to identify the planned start and end date for each milestone.
- PSAPs may have milestones running concurrently to each other; please do not combine multiple critical tasks into a single milestone.
- PSAPs may enter as many milestones as needed.
- **Milestones must be broken down into quantifiable (measurable) tasks.**
- **Milestones must detail the specific work to be completed that will be funded with statewide interconnectivity funds.**

The application does not have the ability to change the order of your milestones.

Applicants and PEMA staff will most likely work together to refine and articulate appropriate and reasonable milestones during the application review process.

COMPLETING SECTION III:

Click the "Add Milestone" button to enter a milestone for your project.

Description – Enter a brief but detailed statement describing the critical task to be completed.

Date From – Please enter the planned start date for the milestone.

Date To – Enter the planned completion date for the milestone.

Please remember that milestones must:

- **Be measurable; meaning that someone is able to verify that the task was completed.**
- **Detail the specific work being completed that is funded with 15 percent funds.**
- **Show a linear progression from the beginning to the end of the project.**

SECTION IV: PROJECT BUDGET:

PSAPs are required to provide a project budget as part of the application. Project budgets should be a financially stated goal that gives PSAPs a means for measuring:

- Success during the project
- Project management

The project budget must be a reasonable estimate of what the project will actually cost. PEMA may request documentation to support any portion of a project budget submitted by a PSAP.

The project budget will be used to determine the amount awarded to each PSAP involved in the project.

What do you need to enter on the application?

- Please provide a budget by PSAP for each milestone listed in the Project Work Plan.
- The budget is to be constructed by PSAP using the cost type and cost category from the 2016 Eligibility Factors List.
- Please upload any documentation necessary to support the cost of the project or help explain the scope.

COMPLETING SECTION IV:

Click “Add Expense” to add a line item to your project budget.

Milestone – Select which milestone the budget line item belongs to from the dropdown box.

PSAP – Select which PSAP the budget line item belongs to from the drop down box.

Cost Type – Populate the Cost Type by making a selection from the drop-down list. The drop-down list reflects the Cost Types shown on the 2016 Eligibility Factors List.

Cost Category – Populate the Cost Category by making a selection from the drop-down list. The drop-down list reflects the Cost Categories shown on the 2016 Eligibility Factors List.

Description – Enter a brief but detailed description of the projected expense. Please be specific with information that details the item being purchased or service provided.

Example:

150 MB/s MPLS service contract and hardware to establish connectivity between the Alpha 01 and Beta 05 sites. The price includes hardware, peripheral equipment, installation, configuration, and acceptance testing.

Estimated Amount – Enter the estimated cost.

TO SUBMIT AN APPLICATION:

Click the “Submit to PEMA” button that is located above the Project Contact and Details Section.

EXAMPLE APPLICATION:

PROJECT CONTACT AND DETAILS

Project #: pending
Project Name: Southern Valley Regional ESInet
Priority: 2) Statewide Interconnectivity
Contact Name: Bill Davis
Contact Phone: 717-555-5555
Contact Email: bdavis@JonesCounty.gov
PSAPS Involved: Adams, Warren

PROJECT DESCRIPTION

What will the project accomplish?
The project will result in an ESInet connecting all eight PSAPs within the Southern Valley Region. Redundant leased fiber rings will be established between the PSAPs in Trela, Warren, Mitchell, Lavoy, and Snyder counties with currently established microwave rings acting as an additional backhaul layer. Current microwave rings to Adams, Spillman, and Tucker counties will be upgraded to MPLS, and a hop from Warren to Adams will be completed to close a ring and provide additional backhaul. The completed network will provide fiber connections of 1gigabit (GB) with expansion available at 10GB, and microwave connections of 150 megabits per second (MB/s). This network offers sufficient throughput for core service data sharing needs.
Why is this project needed?
The Southern Valley Region is a rural area in the Commonwealth that lacks broadband network connectivity. The use of statewide interconnectivity funding will establish an IP network establishing interconnectivity between all eight regional PSAPs by August 2017. The ESInet will increase interoperability and data sharing opportunities; but will also provide the cost savings critical to sustaining 911 service in the region. The eight counties collectively contributed \$3 million of general fund revenue towards 911 operations in 2015 alone. The ESInet project is projected to save \$2 million in capital costs over the next two years and reduce annual operating costs by \$1 million collectively across the region. The network build-out includes future options of connecting to existing neighboring networks and is a necessary and eventual step towards the goal of statewide interconnectivity.
Where will the work occur?
Trela, Warren, Monroe, Lavoy, Snyder, Adams, Spillman, and Tucker Counties
What is the completion date?
08/31/2017

Shown are example milestones for the first three steps of the Southern Valley Regional ESInet example project.

PROJECT MILESTONES				
	#	Date From	Date To	Description
<input type="button" value="Add Milestone"/>				
<input type="button" value="Edit"/> <input type="button" value="Delete"/>	1	07/01/2016	08/31/2016	Install a 150 MB/s microwave connection from the Warren 01 site to the Adams 03 site.
<input type="button" value="Edit"/> <input type="button" value="Delete"/>	2	09/01/2016	10/31/2016	Establish a 1GB fiber connection between the Monroe and Warren PSAPs.
<input type="button" value="Edit"/> <input type="button" value="Delete"/>	3	09/01/2016	11/15/2016	Establish a 1GB fiber connection between the Warren and Snyder PSAPs. Milestones 2 & 3 run concurrently; the service provider will be completing the work at the Warren PSAP for both milestones at the same time.

Shown is an example budget for milestone #1 of the Southern Valley Regional ESInet example project.

PROJECT BUDGET						
	Milestone #	PSAP	Cost Type	Cost Category	Description	Estimated Amount
Add Expense						
Edit Delete Files (0)	1	Adams	Connectivity/Infrastructure	Emergency Services IP Networks (ESInet)	MPLS service contract and hardware - Adams County share. Price includes equipment, installation, configuration and acceptance testing.	\$10,000.00
Edit Delete Files (0)	1	Adams	Connectivity/Infrastructure	Emergency Services IP Networks (ESInet)	Router and firewall	\$6,700.00
Edit Delete Files (0)	1	Adams	Personnel	Professional Services	Consultant services for procurement assistance and implementation support.	\$5,000.00
Edit Delete Files (0)	1	Warren	Connectivity/Infrastructure	Emergency Services IP Networks (ESInet)	MPLS Service contract and hardware - Warren County share. Price includes equipment, installation, configuration and acceptance testing.	\$10,000.00
Edit Delete Files (0)	1	Warren	Personnel	Professional Services	Consultant services for implementation support	\$2,000.00