1. **Goal & Purpose**
	1. The goal of this grant program is to provide financial assistance to Emergency Communication Districts (ECDs) based on demonstrated need(s) in compliance with §[11-98 et seq. of the Code of Alabama 1975](http://www.al911board.com/legal/legislation), as amended. The purpose is to fund non-recurring costs necessary to achieve or maintain continuity and enhancement of 9-1-1, assuring that every location in Alabama has access to 9-1-1 service.
	2. The grant program will be funded to the extent that funds are available to the Alabama 9-1-1 Board in compliance with §[11-98 et seq. of the Code of Alabama 1975](http://www.al911board.com/legal/legislation), as amended and the administrative rules of the Alabama 9-1-1 Board.
2. **Eligibility**
	1. Eligible applicants:
		1. Must be recognized as a validly formed Alabama ECD at the time of submission;
		2. Must be in compliance with §[11-98 et seq. of the Code of Alabama 1975](http://www.al911board.com/legal/legislation), as amended;
		3. Must be willing and available to provide reasonable ECD and/or PSAP data at the Alabama 9-1-1 Board or its designee’s request.
		4. Must have submitted an [ECD certification](http://al911board.com/node/493) for the grant cycle during which they are applying.
		5. Must have submitted the annual reporting information required by the [Department of Examiners of Public Accounts](https://examiners.alabama.gov/PDF/911/Dist_Req_Info.xlsx) for the grant cycle during which they are applying.
3. **Definitions**
	1. The definitions stated in §11-98 will apply in addition to the following:
		1. Grant cycle—the timeframe assigned in the calendar
		2. Deliverable – item able to be provided as a product of the grant project process
4. **Calendar**
	1. The application period for Grant Cycle 5 will open on or before July 1, 2020; applications are due on September 1, 2020. Review of applications will take place during the month of September 2020 and grants will be awarded at the Alabama 9-1-1 Board meeting on November 19, 2020. Applicants may submit no more than one application per grant cycle. An application not funded in a grant cycle must be resubmitted in order to compete again in a subsequent grant cycle.
5. **General Conditions**
	1. The applicant must provide **one original printed copy** along with **one electronic version** of the application package with any accompanying documentation to be postmarked or delivered to the office of the Alabama 9-1-1 Board on or before September 1, 2020.
	2. Procurement shall be based on ECD’s governing authority’s purchasing requirements and any applicable State of Alabama purchasing requirements.
	3. All grant applications shall be accompanied by at least two written competitive complete quotes from different vendors for grants requesting new equipment or services. If the applicant is unable to provide at least two quotes, include the reason(s) why.
	4. The Alabama 9-1-1 Board or its designee will not consider leasing of equipment unless the applicant can show that leasing rather than purchasing will significantly reduce total costs. Leasing costs should be calculated to account for only the first year warranty and maintenance costs and should not include upfront maintenance costs to reduce the lease amount. If awarded, it will be the responsibility of the ECD to maintain and fund the lease beyond the grant award cycle.
	5. If two or more ECDs choose to apply jointly for a grant, each ECD will be required to submit an application detailing the funds requested by their ECD and the project components as it pertains to their ECD. Additionally, a combined grant application will be required detailing the entire project as well as a memorandum of understanding of all ECDs involved in the project.
	6. Applications must include all necessary costs (including that of any third party) required for the full implementation of the project. If the grant application award is less than the total cost of the project, the applying ECD will be required to provide verification of their ability to fund the difference.

1. **Eligible Use of Funds**
	1. Grant funds must be used pursuant to §11-98-6, which outlines the disposition of funds (Appendix 11.1.1).
	2. Any property acquired with grant funds must be used for the direct benefit of the ECD throughout the useful life of the property.
2. **Application Form**
	1. Applications must be typewritten and shall provide at a minimum the following information:
		1. Application cover sheet
		2. ECD information sheet
		3. Financial sheet
		4. Project details
3. **Review of Application**
	1. The decision to award or to not award grant funds is entirely at the discretion of the Alabama 9-1-1 Board or its designee.
	2. The Finance Committee will evaluate all complete and eligible applications submitted to the Alabama 9-1-1 Board or its designee based on the substance of the request and make funding recommendations to the full Board using the sample deliberation forms (or similar) included in Appendix 11.1.6.
	3. The Alabama 9-1-1 Board or its designee will notify applicants within 30 days after receipt of the application if the application does not meet the guidelines and will identify the items that need to be provided before the application will be considered by the Alabama 9-1-1 Board or its designee.
	4. It is important that applicants demonstrate that they have developed an attainable plan to achieve or maintain continuity and enhancement of 9-1-1 services. Priority will be given to those projects:
		1. That require immediate funds to continue operation that may include, but is not limited to:
			1. Replacement, repair, or upgrade of a system critical to the provision of enhanced 9-1-1 service;
		2. That implement measures that maximize efficiencies in the provision of enhanced 9-1-1 services in the State of Alabama that may include, but is not limited to:
			1. Regionalization or consolidation of facilities, systems, etc.;
		3. That enhance existing services or fill the technology needs of the ECD that will facilitate significant progress toward achieving readiness for and compatibility with next generation 9-1-1 technology systems that may include, but are not limited to:
			1. Hardware and software for Customer Premise Equipment;
			2. Protective, enhancing, and backup systems, such as grounding/lightning protection, uninterruptable power supplies, mapping enhancements, etc.
	5. Applicants must compete against other applicants requesting funds and the Alabama

9-1-1 Board or its designee will award funds after considering, in no particular order, the following factors:

* + 1. Soundness of project plan;
		2. Feasibility of project;
		3. Readiness to proceed;
		4. Sustainability of the project without additional funding from the Alabama 9-1-1 Board; and
		5. Degree to which grant funds will assist in achieving or maintaining compliance with any Board-adopted standards, policies, projects, missions, plans, objectives, or rules.
1. **Approval and Award**
	1. Within 60 days after the application deadline, the Alabama 9-1-1 Board or its designee will make a decision to either approve or disapprove each application. The Alabama

9-1-1 Board or its designee may choose to modify the amount of any grant awarded by either increasing or decreasing the amount requested in the application.

* 1. The Alabama 9-1-1 Board or its designee will notify each applicant in writing of the Alabama 9-1-1 Board or its designee’s decision on the application.
1. **Administrative/Reporting Requirements**
	1. Successful applicants must enter into a Grant Project Agreement with the Alabama 9-1-1 Board or its designee. The Grant Project Agreement will establish the terms and conditions of the grant award.
	2. Successful applicants will be required to submit a Request for Change Form for approval prior to any changes being made.
	3. Successful applicants will be required to submit a Status Report during the project based on the terms and conditions laid out within the Grant Project Agreement.
2. **Appendices**
	* 1. Disposition of Funds
		2. Application
		3. Grant Project Agreement
		4. Request for Change
		5. Status Report
		6. Sample Deliberation Forms

**Please direct questions to**:

 **Adam Brown**

 **Deputy Director**

**Alabama 9-1-1 Board**

By Postal Service: 1 Commerce Street, Suite 620, Montgomery, AL 36104

In person: 1 Commerce Street, Suite 620, Montgomery, AL 36104

By phone: 334-440-7911

By email: adam@al911board.com

**Submit Applications to:**

 **Office of the Alabama 9-1-1 Board**

 **Attn: Grant Program Application – Cycle 5**

Email: adam@al911board.com

By Postal Service: 1 Commerce Street, Suite 620, Montgomery, AL 36104

In person: 1 Commerce Street, Suite 620, Montgomery, AL 36104

##### Section 11-98-6

#### Disposition of funds.

(a) Funds received by a district pursuant to Section 11-98-5.2 shall be used to establish, operate, maintain, and replace an emergency communication system that, without limitation, may consist of the following:

(1) Telephone communications equipment to be used in answering, transferring, and dispatching public emergency telephone calls originated by persons within the service area who dial 9-1-1.

(2) Emergency radio communications equipment and facilities necessary to transmit and receive dispatch calls.

(3) The engineering, installation, and recurring costs necessary to implement, operate, and maintain an emergency communication system.

(4) Facilities to house E-911 operators and related services as defined in this chapter, with the approval of the creating authority, and for necessary emergency and uninterruptable power supplies for the systems.

(5) Administrative and other costs related to subdivisions (1) to (4), inclusive.

(b) A district or county or municipal governing body may receive federal, state, county, or municipal real or personal property and funds, as well as real or personal property and funds from private sources, and may expend the funds or use the property for the purposes of this chapter.

(c) Subject to the remaining provisions of this chapter and the approval of the 9-1-1 Board and the creating authority, two or more districts, cities, or counties, or a city and a county in another district may agree to cooperate, to the extent practicable, to provide funding and service to their respective areas, and a single board of commissioners of not more than seven members may be appointed to conduct the affairs of the entities involved. In the event that two or more districts are consolidated for purposes of this chapter, the base distribution amount as defined in Section 11-98-5.2 (b)(3) shall include the combined base distribution amounts that would have been calculated for the individual districts.

(d) Subject to rules that may be adopted by the 9-1-1 Board, a district may expend available funds to establish a common address and location identification program and to establish the emergency service number data base to facilitate efficient operation of the system. The governing body and the E-911 Board of each county or city affected shall be jointly responsible for purchasing and installing the necessary signs to properly identify all roads and streets in the district.

(e) Beginning with fiscal year 2013, the Department of Examiners of Public Accounts shall audit each district on a biennial basis to ensure compliance with the requirements of this chapter regarding both revenues and expenditures.

*(Acts 1984, No. 84-369, p. 854, §5; Acts 1992, No. 92-562, p. 1165, §1; Act 98-338, p. 584, §1; Act 2007-459, p. 950, §1; Act 2012-293, p. 592, §1.)*

**Cover Sheet**

**Emergency Communication District (ECD) Name:**

Click here to enter text.

**Total Grant Amount Requested:**

Click here to enter text.

**Project Title:**

Click here to enter text.

**ECD’s 9-1-1 Board Chair**

Name: Click here to enter text.

Mailing Address: Click here to enter text.

Phone: Primary- Click here to enter text.

 Secondary-Click here to enter text.

Fax-Click here to enter text.

Email: Primary- Click here to enter text.

 Secondary-Click here to enter text.

**ECD’s 9-1-1 Coordinator/Director/Representative**

Name: Click here to enter text.

Job Title: Click here to enter text.

Mailing Address: Click here to enter text.

Phone: Primary- Click here to enter text.

 Secondary-Click here to enter text.

Fax-Click here to enter text.

Email: Primary- Click here to enter text.

 Secondary-Click here to enter text.

**Federal Tax ID Number:**

Click here to enter text.

**ECD Information Sheet**

**Emergency Communication District (ECD) Name:**

Click here to enter text.

**Project Title:**

Click here to enter text.

**County:**

Click here to enter text.

**Population served:**

Click here to enter text.

**Annual number of 9-1-1 calls:**

Click here to enter text.

**Organizational chart:**

Click here to enter text.

****

**Description of ECD’s existing equipment and operations:**

Click here to enter text.

**Number of 9-1-1 Call-taking positions:**

Click here to enter text.

**Upon receipt of application, the Alabama 9-1-1 Board or its designee may provide the applying ECD with data that is on file within its office for verification.**

 **Financial Sheet**

**Emergency Communication District (ECD) Name:**

Click here to enter text.

**Project Title:**

Click here to enter text.

**Provide an itemized budget for the proposed grant project.**

**Provide at least two written competitive complete quotes. If the applicant is unable to provide at least two quotes, include the reason(s) why.**

**Provide a copy of applying ECD’s FY2020 budget.**  (At the very least, your submission should include the components listed in the worksheets provided at this [link](https://www.examiners.alabama.gov/PDF/911/Dist_Req_Info.xlsx) or <https://www.examiners.alabama.gov/PDF/911/Dist_Req_Info.xlsx>, which are forms developed by the Alabama Department of Examiners of Public Accounts and required to be submitted by each ECD no later than November 30th each year.)

**Project Details**

**Emergency Communication District (ECD) Name:**

Click here to enter text.

**Project Title:**

Click here to enter text.

**Provide a type-written plan using 12-point font that outlines the following components of the proposed grant project. Be specific and include the following components.**

1. Statement of need (Limit your submission to no more than one page.)
	1. Justification for project
	2. Impact on operational services
	3. Consequences of not receiving funding
	4. Availability or lack of other funding sources
	5. Sustainability of project by ECD

Click here to enter text.

1. Scope of work (Limit your submission to no more than one page.)
	1. Goals
	2. Objectives
	3. Tasks to be performed
	4. Deliverables

Click here to enter text.

1. Schedule (Limit your submission to no more than one page.)

Click here to enter text.

1. Any other information that the applying ECD deems relevant to consider in the decision-making process (Limit your submission to no more than one page.)

Click here to enter text.

**Agreement**

**Emergency Communication District (ECD) Name:**

Click here to enter text.

**Project Title:**

Click here to enter text.

 **Grant Number:**

Click here to enter text.

The following will be formulated based on the project awarded according to the advice of the Alabama 9-1-1 Board’s General Counsel.

* Notification of award
* Terms and conditions
* Any disclaimers

**Grant Project Request for Change**

**Emergency Communication District (ECD) Name:**

Click here to enter text.

**Project Title:**

Click here to enter text.

 **Grant Number:**

Click here to enter text.

**Date:**

Click here to enter a date.

**Provide a description of the planned change.** (Limit your submission to no more than one page.)

Click here to enter text.

**Provide justification for change.** (Limit your submission to no more than one page.)

Click here to enter text.

[ ]  Approved

[ ]  Not approved

 Reason(s) for disapproval.

**Grant Project Status Report**

**Emergency Communication District (ECD) Name:**

Click here to enter text.

**Project Title:**

Click here to enter text.

**Grant Number:**

Click here to enter text.

**Date:**

Click here to enter a date.

**Provide a project status update.** (Limit your submission to no more than one page.)

Click here to enter text.

**Provide a description of any changes, problems, delays/advances, etc. impacting the initial timeline submitted for the project.** (Limit your submission to no more than one page.)

Click here to enter text.



