

Dane County Contract Cover Sheet

Revised 01/2023

Res 364
significant

Dept./Division	Public Safety Communication		
Vendor Name	WI Office of Emergency Communications	MUNIS #	
Brief Contract Title/Description	Grant award to provide additional funding for Equipment upgrades/training for Next Generation 9-1-1 implementation		
Contract Term	18 months		
Contract Amount	\$285,803.41		

Contract # Admin will assign	15044
Type of Contract	
<input type="checkbox"/>	Dane County Contract
<input type="checkbox"/>	Intergovernmental
<input type="checkbox"/>	County Lessee
<input type="checkbox"/>	County Lessor
<input type="checkbox"/>	Purchase of Property
<input type="checkbox"/>	Property Sale
<input checked="" type="checkbox"/>	Grant
<input type="checkbox"/>	Other

Department Contact Information		Vendor Contact Information	
Name	Luis Bixler	Name	Grant Grywalsky
Phone #	608-267-1911	Phone #	608-471-2155
Email	bixler.luis@countyofdane.com	Email	grant.grywalsky@widma.gov
Purchasing Officer			

Purchasing Authority	<input type="checkbox"/> \$12,000 or under – Best Judgment (1 quote required)	
	<input type="checkbox"/> Between \$12,000 – \$43,000 (\$0 – \$25,000 Public Works) (3 quotes required)	
	<input type="checkbox"/> Over \$43,000 (\$25,000 Public Works) (Formal RFB/RFP required)	RFB/RFP #
	<input type="checkbox"/> Bid Waiver – \$43,000 or under (\$25,000 or under Public Works)	
	<input type="checkbox"/> Bid Waiver – Over \$43,000 (N/A to Public Works)	
	<input checked="" type="checkbox"/> N/A – Grants, Leases, Intergovernmental, Property Purchase/Sale, Other	

MUNIS Req.	Req #	Org:	Obj:	Proj:	
	Year	Org:	Obj:	Proj:	
		Org:	Obj:	Proj:	

Budget Amendment	
<input type="checkbox"/>	A Budget Amendment has been requested via a Funds Transfer or Resolution. Upon addendum approval and budget amendment completion, the department shall update the requisition in MUNIS accordingly.

Resolution Required if contract exceeds \$100,000 (\$40,000 PW)	<input type="checkbox"/> Contract does not exceed \$100,000 (\$40,000 Public Works)	Res #	364
	<input type="checkbox"/> Contract exceeds \$100,000 (\$40,000 Public Works) – resolution required.		Year
	<input type="checkbox"/> A copy of the Resolution is attached to the contract cover sheet.		

CONTRACT MODIFICATIONS – Standard Terms and Conditions		
<input type="checkbox"/> No modifications.	<input type="checkbox"/> Modifications and reviewed by:	<input type="checkbox"/> Non-standard Contract

APPROVAL	
Dept. Head / Authorized Designee	
Bixler, Luis	Digitally signed by Bixler, Luis Date: 2023.03.09 08:30:32 -06'00'

APPROVAL – Contracts Exceeding \$100,000	
Director of Administration	Corporation Counsel

APPROVAL – Internal Contract Review – Routed Electronically – Approvals Will Be Attached		
DOA:	Date In: 3/9/23 Date Out: _____	<input type="checkbox"/> Controller, Purchasing, Corp Counsel, Risk Management

Goldade, Michelle

From: Goldade, Michelle
Sent: Thursday, March 9, 2023 9:40 AM
To: Hicklin, Charles; Gault, David; Lowndes, Daniel; Rogan, Megan
Cc: Stavn, Stephanie; Oby, Joe
Subject: Contract #15044
Attachments: 15044.pdf

Tracking:	Recipient	Read	Response
	Hicklin, Charles	Read: 3/9/2023 9:54 AM	Approve: 3/9/2023 9:54 AM
	Gault, David	Read: 3/9/2023 1:50 PM	Approve: 3/9/2023 1:51 PM
	Lowndes, Daniel	Read: 3/9/2023 12:42 PM	Approve: 3/9/2023 12:42 PM
	Rogan, Megan	Read: 3/9/2023 9:42 AM	Approve: 3/9/2023 9:42 AM
	Stavn, Stephanie	Read: 3/9/2023 2:03 PM	
	Oby, Joe		

Please review the contract and indicate using the vote button above if you approve or disapprove of this contract.

Contract #15044

Department: Public Safety Communications

Vendor: WI Office of Emergency Communications

Contract Description: Grant Award to provide additional funding for Equipment Upgrades/Training for Next Generation 9-1-1 implementation

Contract Term: 1/1/23 – 6/30/24

Contract Amount: \$285,803.41

Michelle Goldade

Administrative Manager

Dane County Department of Administration

Room 425, City-County Building

210 Martin Luther King, Jr. Boulevard

Madison, WI 53703

PH: 608/266-4941

Fax: 608/266-4425

TDD: Call WI Relay 711

Please Note: I currently have a modified work schedule...I am in the office Mondays and Wednesdays and working remotely Tuesdays, Thursdays and Fridays in accordance with COVID 19 response guidelines.

1 **2022 RES- 364**

2
3 **ACCEPTANCE OF GRANT FUNDS PROVIDED TO PUBLIC SAFETY COMMUNICATIONS**
4 **FROM THE WISCONSIN OFFICE OF EMERGENCY COMMUNICATIONS AND AMENDING**
5 **THE 2023 BUDGET**
6

7 Dane County Public Safety Communications (PSC) was awarded a grant from the Wisconsin
8 Office of Emergency Communications (OEC) in the amount of \$285,803.41. The terms of the
9 grant stipulate that the OEC will reimburse 80% of project costs and PSC would be responsible
10 for the additional 20%. Current funds in the approved 2023 budget will be used to cover the
11 20% PSC contribution.

12 NOW, THEREFORE, BE IT RESOLVED, that the Office of Emergency Communication Grant to
13 the PSC totaling \$285,803.41 is approved by the Dane County Board and the Dane County
14 Executive and County Clerk are authorized to execute the grant agreement, and

15
16 BE IT FURTHER RESOLVED that the following amendments be made to the 2023 Capital and
17 Operating Budgets:

				Increase	Decrease
18					
19	CPPUBSAF	NEW	OEC Grant Revenue	\$220,879	
20	CPPSUBSAF	NEW	OEC Grant Expense	\$77,461	
21	CPPSUBSAF	NEW	ArcGIS Software	\$53,900	
22	CPPSUBSAF	57146	CAD & Related Repl.	\$40,956	
23	CPPSUBSAF	57191	Center Expansion	\$48,562	
24					
25	PSC	NEW	OEC Grant Expense	\$81,155	
26	PSC	NEW	OEC Grant Revenue	\$64,924	
27	PSC	20266	Online Subscription	\$6,289	
28	PSC	20648	Conferences and Train.		\$2,520
29	PSC	20012	Text to 911		\$20,000



State of Wisconsin / DEPARTMENT OF MILITARY AFFAIRS

PO BOX 14587
MADISON 53708-0587

OFFICE OF EMERGENCY COMMUNICATIONS

TELEPHONE 608 888-5501

December 15, 2022

Dane County Public Safety Communications
Charles Hicklin, Chief Financial Officer and Controller
210 Martin Luther King Jr. Blvd #109
Madison, WI 53703

RE: **Chapter DMA 2 PSAP Grant Program**

Dear Charles Hicklin,

The Wisconsin Department of Military Affairs/Office of Emergency Communications (DMA/OEC) is pleased to award **Dane County Public Safety Communications** state funding through the PSAP Grant Program to provide additional funding for the equipment upgrades and advanced training necessary for Next Generation 9-1-1 (NG9-1-1) implementation. Before work on the grant project can begin, we will need the following:

1. Thoroughly read each document within this award package.
1. The **Signatory Official** must sign and initial where indicated including the bottom of each page, after each general and/or special condition, and the last page. Electronic signatures are acceptable.
2. The **Signatory Official** is responsible for ensuring that the agency agrees with the terms and conditions of this grant award. If the agency or signatory official does not agree with the terms and conditions, they may notify the program contact identified in the award package to decline the award.
3. Maintain a copy of the signed award documents. Return the signed award documents via email within thirty (30) days to interop@widma.gov.

Please feel free to reach out to the Grant Specialist, Grant Grywalsky, with any questions. We look forward to a collaborative working relationship with **Dane County Public Safety Communications**.

Sincerely,

Grant Grywalsky
NextGen9-1-1 Grant Specialist
Office of Emergency Communications
WI Dept of Military Affairs

ATTACHMENT A – GRANT SUMMARY AND AWARD CONDITIONS

15044

Re: **Chapter DMA 2 PSAP Grant Program**

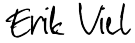
Grant Number: **2023-P105**

The Office of Emergency Communications (OEC), Department of Military Affairs (DMA) hereby awards to **Dane County Public Safety Communications** (hereinafter referred to as the Grantee), the amount of \$357,254.26 for programs or projects pursuant to the 2019 Wisconsin Act 26 and Chapter DMA 2 of the Wisconsin Administrative Code.

This grant may be used until **June 30, 2024** for the projects consistent with the budget and general conditions in Attachment A, subject to any grant assurances set forth in Attachment B, and the reporting requirements outlined in Attachment C.

The Grantee shall administer the program or projects for which this grant is awarded in accordance with the applicable rules, regulations, and conditions of the Department of Military Affairs. The submitted application is hereby incorporated as reference into this award as Attachment D.

This grant shall become effective, and funds may be obligated (unless otherwise specified in Attachments A, B and/or C) when the Grantee signs and returns a signed version of this grant award to the Department of Military Affairs. Keep a copy of these documents for your records.

DocuSigned by:

4219C585510744F...
Erik Viel, Director
Office of Emergency Communications
Wisconsin Department of Military Affairs

12/19/2022 | 8:56 AM CST
Date

The Grantee, Dane County Public Safety Communications hereby signifies its acceptance of the above-described grant on the terms and conditions set forth above or incorporated by reference therein.

Grantee: **Dane County Public Safety Communications**

By: _____
Joseph T. Parisi
Dane County Executive

Date

Signing Official
Initials _____
Date _____

ATTACHMENT A – GRANT SUMMARY AND AWARD CONDITIONS

Grantee: **Dane County Public Safety Communications**
 Project Title: **FY23 PSAP Grant Program**
 Statute Reference: **§ 256.35 (3s) (bm) and § 20.465 (3) (qm)**

Grant Number: **2023-P105**

Grant Period from: **Date of Award Signature** to **June 30, 2024**

APPROVED BUDGET

Cost Category	State & Match
Equipment Hardware	\$204,151.60
Software	\$116,697.66
Advanced Training	\$36,405.00
Consolidation or Other Services	\$0.00
STATE (80%) TOTAL	\$285,803.41
MATCH (20%) TOTAL	\$71,450.85
TOTAL APPROVED BUDGET	\$357,254.26

Budget Note(s)

Your application budget contained ineligible items. The following items and amounts were removed from your approved budget total:

1. The hardware refresh in the Equipment Hardware category and cybersecurity solution costs in the Software category were prorated to one year (-\$121,848)
2. Spare parts included in the Equipment Hardware category were removed as these items could be used for non-911 purposes (-\$3,355)

Please contact Jessica Jimenez if you have any questions about the changes to your budget.

Special Condition(s)

The following must be addressed during the performance period:

1. Please contact Jessica Jimenez for more information on the ECaTS Staffing Module value added service under the DMA's contract with AT&T before moving forward with the Pipkins contract.

Grant/Budget Modifications

Budget changes in excess of 10% of the total project budget, or a change to include a grant expense not previously approved, requires a written modification request prior to any budget reallocations. In most circumstances, grant modifications cannot increase the award total. Contact OEC for a Modification Request Form.

Any changes in personnel involved with the grant including the main contact, the secondary contact and the signing official need to be reported to grant administrative staff via email.

Signing Official

3

Initials _____

Date _____

ATTACHMENT A – GRANT SUMMARY AND AWARD CONDITIONS

Name of Grant Specialist: **Grant Grywalsky**
Phone Number: **608-471-2155**
Email: **grant.grywalsky@widma.gov**

Name of Program Manager: **Jessica Jimenez**
Phone Number: **608-888-5520**
Email: **Jessica.Jimenez@widma.gov**

Award General Conditions

1. *Supplantation:* In appropriate circumstances, grant funds may be used to supplant local funds authorized for a PSAP. However, grant funds must increase the amount of funds for the PSAP that would otherwise be available from local resources and PSAP base operating budgets shall not be reduced because of the award of grant funds. Grantees that are suspected of supplanting local funds will be scrutinized more closely and Department of Military Affairs (DMA) may require additional documentation to ensure PSAP base budgets are not being reduced.
2. *Training:* All personnel who utilize equipment purchased with funds from this grant must receive training either through the equipment vendor or other competent source specific to that piece of equipment before it is put into service. The Grantee is required to maintain proper training records.
3. *Fiscal Compliance:* To be allowable under a grant program, costs must match the approved budget and must be obligated (purchase order issued, class scheduled) during the grant performance period. Payment must be made within 30 days of the grant period ending date and/or vendor invoicing. Reimbursement for travel (i.e., mileage, meals, and lodging) is limited to applicable state rates and timeframes. Taxes are not allowable.
4. *Allowable Costs:* Costs incurred shall be allowable and meet grant goals and objectives. No costs or services shall be incurred outside of the approved grant performance period.
5. *Programmatic Changes:* Any changes to the grant require **prior** approval from DMA through a modification submitted via email and approved by the DMA Grant Specialist. Changes requiring a modification may include but are not limited to Budget, Scope of Project, Period of Performance, Project Director, Fiscal Manager, and/or applicable Performance Measures.
6. *Contracts and Procurement:* Grantees shall use their own procurement procedures and regulations, provided that the procurement conforms to applicable state law and procurement standards. Copies of legal agreements shall be submitted to the DMA Grant Specialist as deemed necessary which may include procurement solicitations, Contracts, Interdepartmental Agreements and Memorandums of Understanding (MOU) among collaborating agencies.
7. *Conflict of Interest:* No staff member of the Grantee organization may use their position to obtain financial gain or anything of substantial value for the private benefit of themselves or their immediate family, or for an organization with which they are associated, such as a royalty, commission, contingent fee, brokerage fee, consultant fee, or other benefit. Wis. Stat. § 19.59(1)(a).
8. *Fiscal Control:* The Grantee will use fiscal control and fund accounting procedures and will ensure proper disbursement of, and accounting for, funds received and distributed under this program, per Wis. Stat. § 16.41 (Agency and authority accounting; information; aid).

Signing Official _____
Initials _____
Date _____

ATTACHMENT A – GRANT SUMMARY AND AWARD CONDITIONS

9. *Disbursement:* Grant funds will be disbursed in the form of reimbursement by DMA upon completion of approved Program Report(s), Fiscal Report(s), Project Closeout, and satisfaction of Special Conditions. The Final Closeout Report is considered your Request for Reimbursement and must include copies of paid detailed invoices/receipts, necessary supporting documentation and a completed Request for Reimbursement Form signed by the Signatory Official for your agency.
10. *Program Income:* All income generated as a direct result of a grant-funded project shall be deemed program income. Program income must be used for the purpose and under the conditions applicable to the award. Program income should be used as earned and accounted for in your reimbursement request.
11. *Copyright, Acknowledgement, and Publications:* The Grantee will comply with all copyright and materials acknowledgement requirements as addressed in the projects' grant guidelines. The Wisconsin Department of Military Affairs reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, for DMA purposes: the copyright in any work developed under this grant; and any rights of copyright to which the Grantee or a contractor purchases ownership with grant support. The content of any grant-funded publication or product may be reprinted in whole or in part, with credit to the DMA acknowledged. When issuing statements, press releases, and other documents describing projects or programs funded in whole or in part with grant funds, the Grantee shall clearly acknowledge the receipt of grant funds in a statement.
12. *Grant Compliance:* Grantee must comply with the Grant Announcement used to announce the funding opportunity and this Grant Award Document. The Grantee must cooperate with the DMA Grant Specialist.
13. *Grant Reporting:* The Grantee shall ensure that all grant reporting will be timely on a schedule established by the DMA. Grant reporting information provided to the DMA staff shall accurately assess the completeness of grant goals, activities, benchmarks and target dates.
14. *Cooperation with Evaluation or Audit:* The Grantee shall cooperate with the performance of any evaluation or audit of the program by the State 911 Subcommittee, DMA or by their contractors.

Signing Official
Initials _____
Date _____

ATTACHMENT B – GRANT ASSURANCES

1. Wisconsin State Statute and Standards Compliance

The Grantee agrees to comply with the requirements outlined in the statewide emergency services number statute (Wis. Stat. 256.35) and Wisconsin Administrative Code, Chapter DMA 2. All awards funded under this Grant Announcement must comply with evolving state and national standards pertaining to NextGen9-1-1 systems as those standards are finalized and released statewide or at the national level.

2. Grant Administration Training

The Grantee shall make every effort to participate in any applicable grant program conference calls or administrative trainings supplied by DMA. Grantees must participate in scheduled grant training events, allow a programmatic or financial site visit (if applicable), and accept technical assistance from DMA.

3. Audit Requirements

a. The Grantee agrees to comply with all applicable Wisconsin State Purchases Law pursuant to Wis. Stat. Chapter 16; purchasing rules and regulations.

b. The Grantee is prohibited from transferring funds between programs (i.e., NextGen9-1-1 Program, Homeland Security, Emergency Management Program Grant, etc.)

c. The Grantee agrees to fully cooperate with compliance audits including periodic programmatic, fiscal monitoring, records review and site visits conducted by DMA. Grantees agree to submit timely and accurate Program Evaluation Reports to DMA as required and to participate in DMA sponsored surveys and all other required reports related to any DMA administered grant program. DMA reserves the right to deny payment to any approved programs for failure to comply with this provision.

4. Matching Funds

This grant award requires a 20% local match. Matching funds must be an allowable expense under the grant program and must come from a non-state or federal grant funding source. By accepting this grant award, the Grantee is certifying that it has the funding available to cover the total cost of the project prior to receiving reimbursement by DMA. The 80% state reimbursement will be a one-time payment at the close out of the grant project when all funds for the project have been expended.

5. Payment Methodology and Withholding Grant Funds

DMA shall only remit funds to Grantees upon receipt of a Grant Reimbursement Request Form at the close out of the grant period, signed by the Signatory Official, and including the required supporting documentation. The Grantee fully understands that DMA has the right to withhold, suspend or terminate grant funds to any recipient that fails to conform to the requirements (general/special conditions, reporting) outlined in this award package. If the Grantee is deemed to be out of compliance with the applicable administrative rule (Chapter DMA 2) or any grant conditions or requirements that would make the Grantee ineligible to receive grant funding, current grant funds may be held or de-obligated, and the approval of future grant funds may be impacted.

6. Non-Appropriation

All awards are subject to the availability of appropriated state funds and to any modifications or additional requirements that may be imposed by law.

7. Maintenance of Records

Signing Official

Initials _____

Date _____

ATTACHMENT B – GRANT ASSURANCES

All grant documents including but not limited to invoices, purchase orders, packing slips, equipment make, model and serial numbers, must be maintained by the Grantee for a minimum of three (3) years after DMA closeout date.

8. Property acquired with grant funds

DMA requires that property acquired with grant funds be tagged and tracked detailing the description of the property, serial or identification number, source of property, name of owner, acquisition date, cost, location, and condition. Title to property acquired in whole or part with grant funds shall vest in the Grantee, subject to divestment at the option of DMA, where its use for 9-1-1 purposes is discontinued. Grantees shall exercise due caution in the use, maintenance, protection and preservation of such property. Grantees that accept grant funding are responsible for all sustainment costs after the end of the grant period.

9. Equal Opportunity, Non-discrimination and Affirmative Action Program Requirements

It is the responsibility of all Grantees to ensure that their employment practices comply with Equal Opportunity Requirements, s. 51.01 (5), Wis. Stats., s. 111.32 (13)(m), Wis. Stats., and Gubernatorial Executive Orders governing the promotion of a diverse workforce, equal opportunity and the prevention of sexual harassment and including where applicable, the requirement of Grantees to formulate, implement and file an Equal Opportunity Plan with DMA.

In connection with the performance of work under this grant, the Grantee agrees not to discriminate against any employee or applicant of employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined in s. 51.01(5), Wis. Stats., sexual orientation as defined in s. 111.32(13m), Wis. Stats., or national origin. This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Except with respect to sexual orientation, the Grantee further agrees to take affirmative action to ensure equal employment opportunities.

Pursuant to 2019 Wisconsin Executive Order 1, Grantee agrees it will hire only on the basis of merit and will not discriminate against any persons performing a contract, subcontract or grant because of military or veteran status, gender identity or expression, marital or familial status, genetic information or political affiliation.

10. Ethical Standards/Prohibited Political Activity

It is the responsibility of all Grantees to comply with applicable provisions of Wis. Stats. Chapter 19, Subchapter III – Code of Ethics for Public Officials and Employees and the provisions of the Hatch Act, which limits the political activity of public employees.

11. Collection of Unallowable Costs

Payments made for costs determined to be unallowable by either the awarding agency, cognizant agency for indirect costs, or pass-through entity, either as direct or indirect costs, must be refunded (including interest) to the State of Wisconsin in accordance with instructions from the state agency that determined the costs are unallowable unless state statute directs otherwise.

12. 9-1-1 Fee Diversion

Signing Official
Initials _____
Date _____

ATTACHMENT B – GRANT ASSURANCES

In accordance with the Federal Communications Commission (FCC) regulation on 9-1-1 fee diversion, the Grantee agrees that as a taxing jurisdiction of the State of Wisconsin, the Grantee shall not use any portion of funds received under this grant program for a purpose or function other than those approved by DMA and designated by the FCC as acceptable under 47 CFR § 9.23.

Grantee agrees that, as a condition of receipt of the grant, the Grantee will return all grant funds if the Grantee expends, at any time for the full duration of this grant, any portion of funds received under this grant program for a purpose or function other than those approved by DMA and designated by the FCC as acceptable under 47 CFR § 9.23.

Signing Official
Initials _____
Date _____

ATTACHMENT C – REPORTING REQUIREMENTS AND CLOSEOUT

Reporting Requirements

Grantee agrees to meet reasonable fiscal and administrative requirements to account for its grant funds in accordance with state statute, administrative code, and as the Office of the Governor or DMA may require including but not limited to submitting quarterly progress reports, final financial reports, and closeout documentation. Templates for the quarterly reports will be made available at a later date.

Quarterly reports must be to DMA within thirty (30) days (with the exception of the closeout report) after the close of each calendar quarter as follows:

Report 1 – Grant Period Start to March 31, 2023	Due: April 30, 2023
Report 2 – April 1, 2023 to June 30, 2023	Due: July 30, 2023
Report 3 – July 1, 2023 to September 30, 2023	Due: October 30, 2023
Report 4 – October 1, 2023 to December 31, 2023	Due: January 31, 2024
Report 5 – January 1, 2024 to March 31, 2024	Due: April 30, 2024
Report 6 – April 1, 2024 to June 30, 2024	Due: At Closeout

Failure to comply with this provision may result in the withholding of grant funds until the delinquent report is received. If a Grantee closes out their project prior to the grant period end date, a final progress report and closeout report is required within forty-five (45) days of the final expense and invoice.

Grant Closeout

After the project period of the grant has ended, the Grantee will need to submit all closeout documents and complete closeout requirements within 60 days after the end of the grant. Extension requests must be submitted a minimum of 30 days before the end date of the grant performance period and will be reviewed by program staff on a case-by-case basis. Requests to extend the grant performance period are generally discouraged. There is no guarantee of an extension request approval and extensions are contingent on state fiscal year deadlines and state statutory requirements.

Unless requested in advance, grant reimbursement payment will be in the form of a check. If the Grantee prefers electronic payment via ACH, please contact OEC for more information.

In order to closeout a grant, DMA requires submission of:

- *Grant Reimbursement Request Form* – expenditures on the Grant Reimbursement Form must have been incurred within the approved period of performance listed on these award documents.
- *Invoices and proof of payment* for all grant funded items identified on the Grant Reimbursement Request Form – proof of payment can be a copy of the check or a general ledger report with the check number.
- *A copy of the procurement information* authorizing that type of purchase if not already submitted to OEC.
- *A final equipment inventory report* – this report is required for any equipment purchased with a single per unit cost in excess of \$5,000 and should include serial numbers for equipment. A template will be provided.

Upon completion of the closeout process, DMA will send a Closeout Letter to Grantees, advising the grant is closed.

Signing Official _____
 Initials _____
 Date _____



State of Wisconsin / DEPARTMENT OF MILITARY AFFAIRS

PO BOX 14587
MADISON 53708-0587

OFFICE OF EMERGENCY COMMUNICATIONS

TELEPHONE 608 888-5501

As the duly authorized representative, I hereby certify that this award package was received and reviewed by the appropriate members of this organization. I also acknowledge receipt of the Grant Award and any attached Special Conditions, as well as receipt of the General Conditions. I understand that this grant is awarded subject to compliance with all certifications and conditions described in this award package.

Dane County Public Safety Communications

Signature of Authorized Agent

Date

Agency

Joseph T. Parisi

2023-P105

Name (printed)

Grant Award Number

This grant award is effective from the date of the above signature. Substitute signing or stamping is not accepted.

**PLEASE SIGN DOCUMENTS, KEEP ONE COPY FOR RECORDS AND RETURN A SIGNED
SCANNED VERSION VIA EMAIL WITHIN THIRTY (30) DAYS TO:**

**Interop@widma.gov
Subject: Signed Grant Award Documents**



Chapter DMA 2 – PSAP Grant Program Application Form



Eligible applicants should complete this form and submit with the required documentation to interop@wisconsin.gov by the deadline specified in the Grant Announcement. If you are experiencing issues submitting your application, please call [608] 888-5501 for assistance.

Section 1: Applicant Information	
A. Agency Name	Dane County Public Safety Communications
B. Physical Address	210 Martin Luther King Jr. Blvd #109 Madison, WI 53703
C. Mailing Address (Leave blank if same as above)	
D. Main Point of Contact	<u>Name:</u> Luis Alejandro Bixler, MBA
	<u>Title:</u> Director
	<u>Email:</u> bixler.luis@countyofdane.com
	<u>Phone:</u> 608-267-2507
E. Secondary Point of Contact (Must be different from above)	<u>Name:</u> Kevin Fosso
	<u>Title:</u> Technical Services Manager
	<u>Email:</u> fosso@countyofdane.com
	<u>Phone:</u> 608-283-2914
F. Signatory Official	<u>Name:</u> Joseph T. Parisi
	<u>Title:</u> Dane County Executive
	<u>Email:</u> parisi@countyofdane.com
	<u>Phone:</u> 608-266-4114



Chapter DMA 2 – PSAP Grant Program Application Form



Section 2: Project Narrative

A. Provide a summary of the proposed project(s) to be funded during the grant period.

There are a total of seven (7) projects that Dane County Public Safety Communications (PSC) are requesting for consideration of grant funds to fund 80% of.

1. The first project is an Intrado Text to 9-1-1 integration into PSC's Solacom phone system, specifically funding the startup and year one recurring fee. The Text to 9-1-1 is a vital component of NG9-1-1 and utilizing an Intrado based product with the ATT ESINet will benefit PSC and our customers. Cost is \$20,900; \$9500 is a one time fee for integration into the PSC and \$11,400 is the annual fee.
2. The second project is a refresh or update of existing Solacom equipment including multiple servers, hardware components, monitors and peripherals, installation services and cyber security, all of which have reached end of life. The total hardware and cyber security cost is \$323,841.
3. The third and fourth projects are advanced training for staff. PSC has a need to train twenty (20) staff members in the National Emergency Number Association (NENA) Center Training Officer (CTO) program. With updating to NG911, PSC will need a properly trained training cadre to ensure staff understand and utilize new features to enhance our current Emergency Medical Dispatch and location services. PSC would purchase NENA memberships for those selected to attend at an individual cost of \$445, bringing the total training expense to \$7565. With no classes scheduled to be held in Wisconsin, an additional lodging expense for 17 individuals at a rate of \$90 per room for the three night lodging requires an additional cost of \$4590, bringing the total for this project to \$12,155.
4. Crisis Intervention Team (CIT) training for 97 staff members to address the increased mental health calls and also to learn how to address their own wellbeing with what will be an increased stress of receiving pictures and video through the NG911 platform. Cost per trainee is \$250 bringing the total expense to \$24,250.
5. The fifth project is utilizing the increased reporting capabilities of ECATS to purchase a staffing system that will utilize telecom data to use a forecasting feature ensuring efficient staffing while maximizing time off and schedule adherence rates to account for new aspects of NG911, such as processing pictures, video and increased text usage that will impact call durations. The startup and training costs for this is \$15,025.
6. The purchase of three additional Central Square (CST)CAD licenses, mapping license fees and NCIC/State query is \$33,001.26
7. Direct integration and Credential Identity Management (CIM) updates to Central Square CAD. Provides PSC the ability to centrally manage users across the entire suite of applications (CAD/Mobile, RMS, Jail, 911, etc), more importantly, this update is required for direct integration. Direct integration will allow PSC to utilize CST's message switch as their modern connector with the state to process TIME/NCIC transactions. This would replace our dated Proxy and Record Check interfaces as the method for CAD and Mobile to conduct transitions. This message switch brings a more modern user interface and management platform that allows more customization in how PSC's users run transactions. A major part of this is improving how returned data is displayed to users. Instead of getting numerous plain text messages the returns show in a tabbed window allowing them to easily see the returns associated with each requested transaction. Triggers and keywords can be configured to easily show the user a higher priority return to ensure important information isn't missed, which enhances first responder and public safety. Cost is \$44,460.

B. Provide a proposed timeline for your project(s), including proposed start date, anticipated purchasing process plan and implementation schedule.

1. Intrado Text to 9-1-1, total cost is \$20,900. A bid waiver would be requested from Dane County's controller with the contract signed and implementation to begin and be completed within Q1 of 2023. This cost has already been budgeted for in PSC's 2023 budget through Dane County's General Fund. This budget item has been approved by Dane County's Executive and has met no challenges or objections from the Dane County Board.
2. Solacom phone refresh, total cost is \$1.3M. This amount includes maintenance and items that are not eligible through this grant. We are only including hardware and software costs for this grant that are \$323,841. As PSC's current telecom provider, Solacom does not require a bid waiver, but the contract routing for approval through Dane County Public Protection and Judiciary (PP&J) Committee, Personnel and Finance (P&F) Committee and the Dane County Board of Supervisors would be required. This total cost has already been budgeted for in the PSC's 2023 Capital budget. This budget item has been approved by Dane County's Executive and has met no challenges or objections from the Dane County Board. The anticipated time to route and approve the contract is within Q1 of 2023 and begin implementation with Solacom in Q2 2023. Due to projected supply chain issues, this project completion may extend into late Q3 2023.
3. NENA CTO training has a total cost of \$12,155 which covers course fees and lodging fees for 17 PSC staff members. PSC has an annual training and conference budget of \$43,200 as part of the operating budget, therefore training can be purchased directly from NENA in January 2023. NENA has a CTO class on January 9, 2023 in Marshall, MI and a CTO class in Glenview, IL on February 22, 2023. PSC anticipates sending six staff members to each session with the remaining seven staff being sent to future sessions as they are scheduled before the end of Q3 2023.
4. CIT training for all PSC staff (97, which includes Communicators, Management and support staff) has a total cost of \$24,250. This eight hour training is held virtually with a live instructor, therefore no lodging or travel expenses are incurred. PSC has an annual training and conference budget of \$43,200 as part of the operating budget, therefore training can be purchased directly from CIT International beginning in January 2023. PSC anticipates scheduling ten (10) staff members each month to this two day training (4 hours each day) with a targeted completion date of late Q3 2023.
5. Pipkins workforce management has a total implementation and training cost of \$15,025. Bid waiver would be requested from controller with contract signed and implementation to begin and be completed within Q2 of 2023. This project would require a budget amendment to replace an outdated scheduling software that does not utilize forecasting or ACD integration.
6. Central Square purchase of three additional CAD licenses for a total cost of \$33,001.26 would be completed in January of 2023. This is part of PSC's 2023 budget of a CAD rehost project that is a \$400,000 item. This budget item has been approved by Dane County's Executive and has met no challenges or objections from the Dane County Board.
7. Central Square direct integration and CIM updates is a \$44,460 item. This project would be completed by Q2 2023. This is part of PSC's 2023 budget of a CAD rehost project that is a \$400,000 item. This budget item has been approved by Dane County's Executive and has met no challenges or objections from the Dane County Board.

C. Describe any planned NG9-1-1 coordination between the applicant and the Land Information Office within the applicant's county. Coordination between PSAPs and GIS personnel will be essential to successful NG9-1-1 buildout.

The Dane County Public Safety Communications (911) and the Dane County Land Information Office (LIO) have been working together for many years on the development, update and enhancement of critical GIS data. This data is used by 911 in the Computer Aided Dispatch (CAD) for caller location, call routing and situational awareness. This data is also used in Mobile CAD application used by first responders. As part of 911's implementation of NextGen-911 system the LIO has been a critical element in the success of the project. The LIO is involved in the project and part of the monthly meetings with AT&T. The implementation and ongoing success of NG911 in Dane County is dependent on a strong relationship between 911 and LIO. Both departments look to grow this relationship into the future.



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Section 3: Proposed Project Budget

A. Provide a narrative for the proposed budget. The detail provided in the narrative must be sufficient so that reviewers can interpret what each identified cost is and how costs were estimated or calculated in the budget details in Section 3B based on the vendor quotes provided. The narrative should also identify the source of the local match required. The budget may include multiple projects.

1. Intrado Text to 9-1-1, total cost is \$20,900. This cost was provided by Intrado through a quote for 21 positions using a Solacom CPE provider transported via ESINet. \$9,500 is for setup fees, \$11,500 is the annual subscription. \$20,000 has already been budgeted for in the PSC's 2023 budget through Dane County's General Fund, 1110, which exceeds the necessary 20% PSC match. This budget item has been approved by Dane County's Executive and has met no challenges or objections from the Dane County Board.
2. Solacom phone refresh, total cost is \$1.3M, this was obtained through a direct quote from Solacom. This amount includes maintenance and items that are not eligible through this grant, therefore PSC is only including hardware and software costs for this bid that are \$323,841, as maintenance costs are part of a 5 year subscription and part of PSC overhead. The full \$1.3M budget item has been approved by Dane County's Executive and has met no challenges or objections from the Dane County Board. This exceeds the necessary 20% match for the required hardware and security of the project.
3. NENA CTO training has a total cost of \$12,155 which covers course fees and lodging fees for 17 PSC staff members. The cost was determined through NENA's course catalog (<https://www.nena.org/page/CTOPProgram>) and lodging costs were determined using the existing DMA in-state lodging rate of \$90 per night, for 17 staff over a three night stay. PSC has an annual training and conference budget of \$43,200 as part of the operating budget, General Fund, 1110, which exceeds the necessary 20% local match.
4. CIT training for all PSC staff (97, which includes Communicators, Management and support staff) has a total cost of \$24,250 was obtained through the International Crisis Intervention Team's website (<https://www.citinternational.org/CITST911>). PSC has an annual training and conference budget of \$43,200 as part of the operating budget, General Fund, 1110, which exceeds the necessary 20% local match.
5. Pipkins workforce management has a total implementation and training cost of \$15,025 provided through a direct quote. PSC currently has an annual an online services subscription budget item, which includes our current staffing software costs, of \$23,850 as part of the operating budget, General Fund, 1110, which exceeds the necessary 20% local match.
6. Central Square purchase of three additional CAD licenses for a total cost of \$33,001.26, provided through a direct quote. This is part of PSC's 2023 capital budget of a CAD rehost project that is a \$400,000 item, which exceeds the necessary 20% local match. This budget item has been approved by Dane County's Executive and has met no challenges or objections from the Dane County Board.
7. Central Square direct integration and CIM updates is a \$44,460 cost that was provided a direct quote. This is part of PSC's 2023 Capital budget of a CAD rehost project that is a \$400,000 item, which exceeds the necessary 20% local match. This budget item has been approved by Dane County's Executive and has met no challenges or objections from the Dane County Board.

B. Budget Details. Based on the narrative provided in Section 3A, enter the grant costs into the associated cost categories below. The total in the last row should reflect the entire amount to be funded with both the state share and any required local share/match. The state and local share are automatically calculated based on the required percentage and total cost of the grant project(s). The budget may include multiple projects.

Cost Category	Item(s) Description – List all proposed grant funded items	Total Cost
Equipment Hardware	1. Intrado TXT2-9-1-1 \$20,900 2. Solacom phone refresh hardware - \$298,461	\$319,361.00
Software	2. Solacom Cyber Security - \$25,380 5. Pipkins Workforce Management - \$23,850 6. Central Square CAD licenses (3) - \$33,001.26 7. Central Square direct integration - \$44,460	\$126,691.26
Advanced Training	3. NENA CTO Training and Lodging - \$12,155 4. CIT Training - \$24,250	\$36,405.00
Consolidation or Other Services		
	State Share: 80% of Total	Local Share/Match: 20% of Total
	\$385,965.81	\$96,491.45
		Total: \$482,457.26

NOTE: Please reference Attachment A for the approved grant budget.



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Section 4: Grant Project Sustainability Plan

A. Provide a narrative for the proposed sustainment and maintenance of any grant-funded activities after the grant period has ended. Applicants must demonstrate that any projects that extend beyond the grant period will be sustained.

1. Intrado Text to 9-1-1, will require a five year contract with annual fee of \$11,400 per year through 2027. This item has been budgeted as a permanent operating budget line item and is necessary as part of the NG911 platform that Dane County has committed to with the Wisconsin Participation agreement as outside of the scope provided by the State of Wisconsin.
2. Solacom phone refresh, will not require ongoing costs once the project is completed.
3. NENA CTO training will not require ongoing costs once the project is completed. There will be ongoing training that may be necessary to replace staff through attrition or for ongoing training, which will be covered with the PSC's annual training budget which is currently budgeted at \$43,200 annually.
4. CIT training will not require ongoing costs once the project is completed. There will be ongoing training that may be necessary to replace staff through attrition or for ongoing training, which will be covered with the PSC's annual training budget which is currently budgeted at \$43,200 annually.
5. Pipkins workforce management will require a monthly subscription fee of \$1,252. PSC currently has an annual an online services subscription budget item, which includes our current staffing software costs. The amount of this line item will need to be increased beyond 2023, which will be completed through the annual budget planning beginning with 2024's budget planning.
6. Central Square purchase of three additional CAD licenses will not require ongoing costs once the project is completed. There will be a slight increase in annual maintenance, which will be addressed and completed through the annual budget planning beginning with 2024's budget planning.
7. Central Square direct integration and CIM updates will not require ongoing costs once the project is completed.

B. Provide a narrative that demonstrates your regular operating budget will not decrease as a result of receiving this grant award.

Projects requiring software and hardware upgrades, specifically items 1. Intrado Text to 9-1-1, 2. Solacom phone refresh, 6. Central Square CAD licenses (3), 7. Central Square direct integration and CIM updates do not have any immediate impact on PSC's regular operating budget. Items 1 and 6 will increase 2024 and beyond operating budget items, specifically for tonging annual subscription and increased maintenance costs. These costs have been factored into future budgeting and regardless of this grant opportunity are necessary for NG-911. Training items 3. NENA CTO training and 4. CIT training are necessary advanced training, but will not decrease operating budget as the PSC fully uses all of its' annual budgeted training and conference in ensuring ongoing development of staff. Item 5. Pipkins workforce management will increase the annual operating budget as this tool is approximately \$4k more annually than the current outdated Aladtec scheduling software.



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Section 5: Standards Compliance Certification

By signing this application form, the Applicant certifies, to the best of their ability, that the information provided below is true and accurate at the time of this grant application. The Applicant also certifies that the below basic training and service standards will be maintained during the grant period. The 911 Subcommittee may choose to audit any applicant based on the responses to these questions.

Please review the statements carefully and check “yes” if the requirement has been met/will be maintained during the grant period and “no” if the requirement has not been met or cannot be maintained during the grant period.

Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	1. The applicant is a Designated PSAP as required by Wis. Admin. Code DMA § 2.03. See OEC Grant Guidance, Section 3.1 for additional details.
Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	2. The applicant has a basic training program (either commercially available or in-house) that provides at least 40 hours of instruction to telecommunicator/dispatch staff.
Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	3. The basic training program covers general knowledge and awareness of geography, population and demographics served by the applicant, including other emergency services agencies and their jurisdictions.
Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	4. The basic training program provides an overview of the Incident Command System (ICS), National Incident Management System (NIMS), interoperable communications plans, and emergency operations plans.
Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	5. The basic training program reviews procedures for: <ul style="list-style-type: none"> a) Accurately processing and relaying caller information b) Obtaining complete caller information c) Properly classifying and prioritizing requests for emergency services d) Processing available caller information to identify conditions that may affect safety e) Operating and responding to emergency alerts f) Processing and documenting records and operating records systems
Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	6. The basic training program instructs telecommunicators in the appropriate use of emergency services terminology and the ability to communicate clearly in written and oral form, especially when relaying emergency information and communicating with the public.
Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	7. The basic training program includes initial training in the applicant’s continuity of operations plans and provides annual refresher training to all telecommunicators on the applicant’s plans.
Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	8. The applicant has implemented a policy that prohibits a telecommunicator from handling 9-1-1 calls without direct supervision until the telecommunicator has completed the basic training program.
Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input checked="" type="checkbox"/>	9. If any telecommunicators were hired prior to submitting this grant application, the newly hired telecommunicators were scheduled to begin the basic training program before the grant application deadline and will complete the program within 12 months of starting the training.
Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	10. Any telecommunicators hired after submission of this grant application will begin basic training within 12 months of their hiring date.
Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	11. The applicant has implemented Emergency Medical Dispatch (EMD) protocols at the agency or transfers EMD-related calls to a 3 rd party provider. The EMD training organization used meets the standards set by the 9-1-1 Subcommittee. See OEC Grant Guidance, Section 3.2.2 for additional details.
2002 _____	11.a. If yes to #11, enter the date in which EMD protocols were implemented at the agency or the date in which EMD-related calls began to be transferred to a 3 rd party provider. If no to #11, skip to #12.
Yes <input type="checkbox"/> No <input type="checkbox"/>	12. If no to #11, within 3 years of the first grant award under this grant program, the applicant will implement EMD protocols at the agency or contract to transfer EMD-related calls to an authorized 3 rd party such as another PSAP that has implemented the required EMD protocols. If yes to #11, skip to #13.
Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	13. The applicant agency receives both wireline and wireless 9-1-1 calls directly.



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Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	14. The applicant operates 24 hours per day, seven days per week.
Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	15. A minimum of two telecommunicators are on duty and available to receive and process 9-1-1 calls while the applicant agency is in operation.
Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	16. 90% of all 9-1-1 calls are answered within 10 seconds, and 95% of 9-1-1 calls are answered within 20 seconds.
Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	17. The applicant has established a continuity of operations plan (COOP) that addresses all of the following topics: <ul style="list-style-type: none"> a) The PSAP's operational processes that identify key communications and IT components. b) Any processes required to recover PSAP operations. c) Roles and responsibilities of a communications response team that may be deployed to restore PSAP operations. d) Employee training exercises necessary to implement and maintain the COOP. e) Interoperable communications planning and operations. f) A list of essential contacts, including PSAP and emergency services staff within the agency. g) Identification of any alternate operations site. (NOTE: This may also include any alternate routing agreements and procedures with outside jurisdictions capable of handling 9-1-1 calls from the PSAP in the event of system failure or facility abandonment.)

Section 6: Additional Applicant Data

Current 9-1-1 call handling equipment manufacturer and model	Solacom Guardian V21.3
When was the call handling equipment originally installed?	10/27/2017
When does your agency plan to replace the call handling equipment?	No Plans, refresh planned for 2023
Current 9-1-1 logging recorder manufacturer and model	Verint Insight Center 15.2
Current Computer Aided Dispatch (CAD) equipment vendor and model	Central Square Technologies - Enterprise CAD 21.2.1.9
Current Record Management System (RMS) manufacturer and model	N/A
Number of answering positions/workstations	21
Number of back up or remote answering positions/workstations	22
Does your agency operate a back-up or disaster recovery location?	Yes
Number of telecommunicators (on staff/vacant)	67 / 7
Who is your Geographic Information System (GIS) mapping provider? (in-house, another municipal agency, or name of vendor)	In House
If yes to #11 above, who is your EMD training provider?	National Academy of Emergency Dispatch (NAED)

Section 6: Authorized Signature

Bixler, Luis	Digitally signed by Bixler, Luis Date: 2022.10.25 16:06:26 -05'00'	10/25/2022
Signatory Official Signature		Date