



**COLUMBIA COUNTY BOARD OF COUNTY COMMISSIONERS  
AGENDA ITEM REQUEST FORM**

The Board of County Commissioners meets the 1st and 3rd Thursday of each month at 5:30 p.m. in the Columbia County School Board Administrative Complex Auditorium, 372 West Duval Street, Lake City, Florida 32055. All agenda items are due in the Board's office one week prior to the meeting date.

Today's Date: 2/21/2020 Meeting Date: 3/5/2020

Name: Tom Brazil Department: 9-1-1 Communications Center

Division Manager's Signature:

**1. Nature and purpose of agenda item:**

Request Board approval to apply for State E-911 Rural Grant for 911 CPE System and Equature logging recorders maintenance & support in the amount of \$45,128.21.

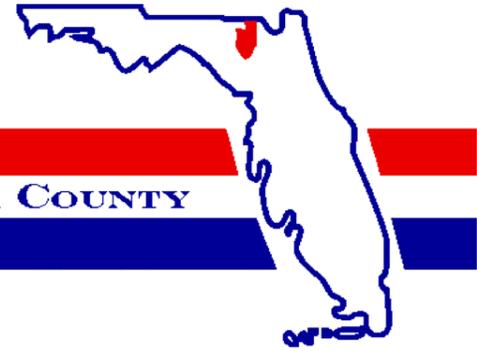
**2. Recommended Motion/Action:**

Recommend Board Approval

**3. Fiscal impact on current budget.**

This item has no effect on the current budget.

District No. 1 - Ronald Williams  
District No. 2 - Rocky Ford  
District No. 3 - Bucky Nash  
District No. 4 - Toby Witt  
District No. 5 - Tim Murphy



**BOARD OF COUNTY COMMISSIONERS • COLUMBIA COUNTY**

MEMORANDUM

TO: Ben Scott County Manager Via David Kraus Assistant County Manager

FR: Thomas W. Brazil 911 Center Manager / County 911 Coordinator

DATE: February 21, 2020

RE: Request for agenda item to BOCC to apply for Spring 2020 Rural E-911 Grant for 911 Equipment Maintenance & Support and Logging Recorder Maintenance & Support

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Via this memorandum I am requesting to place on the March 5, 2020 agenda of the Board of County Commissioners an agenda item requesting approval to apply for a State E-911 Board Spring 2020 Rural Grant in the amount of **\$45,128.21** for maintenance & support of our Motorola VESTA 911 call processing equipment (CPE) and Equature logging recorders.

Please note this grant, as with all State 911 Board grants, are reimbursement grants and as such will require an external budget amendment.

CC: file

**APPLICATION**

**E911 RURAL COUNTY GRANT  
PROGRAM**

**W Form 1A, incorporated by reference in Rule 60FF1-5.002, Florida  
Administrative Code, Rural County Grants  
E911 Rural County Grant Program Application,  
Revised 02/17/16**

## 1.0 Purpose

The E911 Rural County Grant Program is to assist rural counties with the installation and maintenance of an Enhanced 911 (E911) system and to provide “seamless” E911 throughout the State of Florida.

## 2.0 Eligibility

The Board of County Commissioners in any county in the State of Florida with a population of less than 75,000 as per the most recent published data from the Florida Association of Counties’ directory is eligible to apply for this grant program. Funding priorities are established in Addendum I.

## 3.0 Definitions

- A. Enhanced 911 (E911): As defined by subsection 365.172(3)(h), Florida Statutes, and as referenced in the State E911 Plan under section 365.171, Florida Statutes.
- B. E911 Maintenance: Means the preventative, routine and emergency maintenance required by the State E911 Plan, in order to maintain the E911 System in operable working condition.
- C. E911 System: Means the Public Safety Answering Point equipment, in accordance with the State E911 Plan, including 911 call routing, processing, mapping and call answering communications equipment.
- D. Next Generation 911 (NG-911): Means the designation for an advanced 911 emergency communications system or service that provides a communications service subscriber with 911 service and, in addition, directs 911 emergency requests for assistance to appropriate public safety answering points based on the geographical location from which the request originated, or as otherwise provided in the State E911 Plan under Section 365.171, Florida Statutes, and that provides for automatic number identification and automatic location identification features and emergency data information through managed IP-based networks.
- E. Public Safety Answering Point (PSAP): As defined by paragraph 365.172(3)(y), Florida Statutes, and as referenced in the State E911 Plan under section 365.171, Florida Statutes.

## 4.0 E911 Rural County Grant Program Calendar

	Spring Schedule	Fall Schedule
Counties submit Application	by April 1	by October 1
E911 Board Members evaluate applications	April – May	October – November
E911 Board votes on applications to fund at regularly scheduled meeting	April – June	October – December
E911 Board sends notification of awards approved for funding to the counties.	before June 30	before December 30
Implementation period	One year from the award notification letter date.	One year from the award notification letter date.
Expiration of the right to incur costs, request payment and/or final reimbursement of funding.	Two years from the award notification letter date	Two years from award notification letter date.

## 5.0 General Conditions

- 5.1 Applications must be delivered to the following address:  
State of Florida E911 Board  
ATTN: E911 Board Administrative Staff  
4030 Esplanade Way, Suite 135  
Tallahassee, FL 32399-0950  
Or [E911BoardElectronicGrantReports@dms.myflorida.com](mailto:E911BoardElectronicGrantReports@dms.myflorida.com)
- 5.2 The applicant must provide one original of the pages for Application Form items 1 through 14 the associated quotes, and the E911 Board Form 6A, "County E911 Fiscal Information," included in E911 Board Rule 60FF1-5.006, Florida Administrative Code. The grant application package must be postmarked, or delivered on or before April 1 or October 1 of each year, dependent on the spring or fall application period. Failure to provide these documents will result in automatic rejection of the grant application. One scanned copy of the entire submitted package should also be provided on a CD-ROM, to ensure quality of the documents to be reviewed.
- 5.3 The E911 Board will consider remotely provided hosted 911 answering point call-taking equipment and network services directly attributable to establishing and provisioning E911 or NG-911 services. Warranty and maintenance costs shall be calculated to account for only the first year warranty and maintenance costs and shall not include upfront maintenance costs to reduce the yearly service amount.
- 5.4 All grant applications shall be accompanied by at least one complete quote for equipment or services. Grant applications totaling \$35,000.00 or more must be accompanied by at least three written substantiated competitive complete quotes from different vendors. Complete quote submittals shall include a detailed scope of work, all pages included in the vendor proposal, breakdown of all costs including equipment, service tasks and deliverables. The E911 Board will compare the three quotes to any existing state contract in order to determine appropriate funding. Any county that has made a good faith effort to obtain at least three competitive quotes and has not been able to obtain the quotes can request E911 Board review based on substantiated proof of request for quotes or posting of the request with documentation of the limited responses.
- 5.5 If the grant application does not exceed the threshold amount of \$195,000, the county can initiate a request for approval for sole source funding. These will be considered on a case-by-case basis. Justification for sole source funding shall be provided with the application. Sole source will be approved if provided in accordance with Chapter 287, Florida Statutes, or with provision of a letter from the county's purchasing department that the project is a sole source procurement based on the county's purchasing requirements, which shall be provided with this grant application. Include pricing justification in the sole source letter from the county's purchasing department.
- 5.6 Rather than submitting multiple application requests for maintenance, all eligible maintenance requests should be combined into a single application request and include a breakdown of the individual components of the E911 system maintenance costs that are requested for funding assistance in the application. Grant applications for maintenance, where the county obtained a grant or utilized county funds to purchase equipment and obtained three competitive quotes for the first year of maintenance, or met the requirements of General Conditions items 5.4 or 5.5, are not required to provide three written quotes with an application for an additional year of maintenance.

- 5.7 All maintenance requests should include on the vendor's quote for service the beginning and ending term for each maintenance request. Grant awards will be limited to maintenance contracts beginning prior to or within the maintenance cycle of the grant program. Spring cycle maintenance requests should be submitted for maintenance beginning May through October. Fall cycle maintenance requests should be submitted for maintenance beginning November through April. Complete quote shall include a detailed scope of work, all pages included in the vendor proposal, breakdown of all costs including equipment, service tasks and deliverables.
- 5.8 Applicants requesting items from different funding priorities should complete a separate application for each priority. See Addendum I - Funding Priorities for the E911 Rural County Grant Program for a listing of funding priorities. Items from the same funding priorities should be combined in the same application and shall comply with General Condition items 5.4 and 5.5.
- 5.9 Should two or more rural counties jointly apply for a grant, each county will be required to complete and submit a grant application detailing the funds requested and the county responsible for the funds. In addition one combined grant application detailing the entire project and a memorandum of understanding or inter-local agreement of all counties involved shall be submitted. The combined grant application shall comply with General Condition items 5.4 and 5.5.
- 5.10 Procurement shall be based on the county's purchasing requirements and the applicable State purchasing requirements, including Section 112.061, Florida Statutes. All travel and associated per diem costs proposed shall be in compliance with General Conditions item 6.3.5.
- 5.11 Funding application requests must include a scope of work that clearly establishes the tasks to be performed. The applications shall include all tasks that are required for successful completion of the project. The project shall be divided into quantifiable units of deliverables that shall be received and accepted in writing by the county before payment. Each deliverable must be directly related to the scope of work and must specify the required minimum level of service to be performed and the criteria for evaluating the successful completion of each deliverable.
- 5.12 Funding requests must include all necessary costs required for full implementation of the proposed solution including that of any third party. Should the county grant application request or grant award be less than the projected cost of the equipment or service, the county should provide verification of the ability to fund the difference. Pricing submitted cannot be contingent upon "yet to be" determined fees for products and services by the proposer or any other third party required for implementation.
- 5.13 The county shall provide information on the county's preceding year E911 fee revenue amount, the preceding year carry forward funding amount and the total carry forward balance amount in the county E911 fund. The amount of grant funding award, for allowable carry forward expenditures, is limited based on the total amount of carry forward funding in the county E911 fund in excess of an amount calculated based on the allowable 30 percent carry forward amount for a two year basis in accordance with sub-paragraph 365.172(6)(a)3.c., Florida Statutes and E911 Board Rule 60FF1-5.006 Florida Administrative Code. The county shall include the amount of their county carry forward funding being utilized for this grant in the Applied County Carry Forward or other Funding (if applicable) line in the Application Form item #12. Budget/Expenditure Report. This carry forward funding provision does not apply to grant applications for recurring maintenance. Maintenance contract cost is not a capital expenditure and is not an authorized expenditure of carry forward funds after the initial first year project costs included in the original capital equipment replacement or upgrade project.

- 5.14 Detailed information is required for any grant application requesting funding for systems that require immediate system replacement for provisioning of enhanced 911 in the county. Include detailed justification and explanation for any E911 system with an expected remaining life of less than 1 year.
- 5.15 Funding requests contingent upon “beta testing” or for products and services not in general production and installation will not be funded.

**6.0 Limitation on Use of Funds**

- 6.1 Only eligible expenses for E911 service listed in subsection 365.172(10), Florida Statutes, (Appendix I) that are not specifically excluded in this application will be funded.
- 6.2 Specifically excluded E911 expenses:
  - 6.2.1 Salaries and associated expenses for 911 coordinators and call takers or other 911 personnel will not be funded.
  - 6.2.2 Wireline database costs from the local exchange carrier, vehicle expenses, outside plant fiber or copper cabling systems and building entrance build out costs, consoles, workstation furniture and aerial photography expenses will not be funded.
  - 6.2.3 Wireline 911 analog trunks, administrative lines and circuits are not fundable. Recurring network and circuit costs will not be funded after the first year implementation period.
- 6.3 Funding limitations are specified on the following items:
  - 6.3.1 Grant funding shall be limited to eligible equipment maintenance and warranty costs for a primary PSAP and one other PSAP per county; either a primary, a secondary or a backup.
  - 6.3.2 Grant funding shall be limited to eligible mapping maintenance and warranty costs for a primary PSAP and one other PSAP per county; either a primary, a secondary or a backup.
  - 6.3.3 Grant funding for 911 equipment, hardware and software shall be limited (per grant cycle) to eligible expenditures for a primary PSAP only.
  - 6.3.4 Selective router equipment costs are limited to the primary PSAP system and are limited to one per county. For this grant program they are included under the call handling equipment priority.
  - 6.3.4 Training cost funding is limited to new system & equipment training.
  - 6.3.5 The allowable grant funding for travel expenses is limited to the authorized amounts established in Section 112.061, Florida Statutes, and the Department of Financial Services Guidelines for State Expenditures. Allowable costs for daily per diem shall not exceed \$186.00.

**7.0 Approval and Award**

- 7.1 The E911 Board will review each application for compliance with the requirements of terms and conditions.

- 7.2 Grant awards will be withheld for any county that has a grant with a past-due quarterly report or past-due final documentation and closeout of previous rural county grant awards.
- 7.3 Applications will be awarded based upon the priorities set by the E911 Board as listed in Addendum I - Funding Priorities for the E911 Rural County Grant Program.
- 7.4 The E911 Board will adjust the amount awarded to a county based upon the availability of funds, eligibility of requested items, published quotes, increased effectiveness of grant funds, minimum system requirements for performing the needed E911 function as specified in the State E911 Plan, or documented factors provided in the grant application submission.
- 7.5 Any county that requires Board of County Commissioner approval of the grant program funding, prior to commencement of the project, shall notify the E911 Board in Application Form item #10. Grant funds for approved grant applications will be held until the county provides written notification to the E911 Board of the Board of County Commissioners approval of the project prior to the funds being disbursed from the E911 Trust Fund.
- 7.6 Any conditional hold, for documentation submittal referenced in 7.2 and 7.5, is limited to the last regularly scheduled E911 Board meeting application vote established in the grant program calendar.

## **8.0 Financial and Administrative Requirements**

- 8.1 Grant funds shall be provided on a cost reimbursement basis. Grant funds shall be deposited in an interest bearing account maintained by the grantee, and each grant shall be tracked using a unique accounting code designator for deposits, disbursements and expenditures assigned by the county. All grant funds in the account maintained by the grantee shall be accounted for separately from all other funds. Any interest generated shall be returned to the E911 Board.
- 8.2 Each grantee may submit reimbursement claims to the E911 Board as needed; however claims are limited to one request per month. Receipt of reimbursement funds from the E911 Board is contingent on the timely and accurate submittal of funding requests. Requests for reimbursement of expenditures must be submitted on the approved Appendix IV Financial Reimbursement of Expenditures Reporting Form. Incomplete claims forms or claims not submitted on the correct form cannot be processed and will be returned for corrections. Submit only for the amounts in each budget categories in which you have incurred expenditures.
- 8.3 Upon written request and accompanying documentation justifying the need, a county may receive a payment of funding with a completed Expenditures Reporting Form, with the vendor invoice, and county certification that the specific grant items including all tasks and deliverables included in the funding request are complete. Within 45 days of transfer of funding or the check date, the grantee shall submit verification of payment to the vendor.
- 8.4 Reimbursement claims shall include only expenditures claimed against the specific grant number awarded and include copies of purchase orders and paid vouchers, invoices, copies of check processing, journal transfers. To assure prompt processing, complete reimbursement claims should be e-mailed to:

[E911Board-ElectronicGrantReports@dms.myflorida.com](mailto:E911Board-ElectronicGrantReports@dms.myflorida.com)

- 8.5 Grant funds, can only be used between the beginning and ending dates of the grant term, unless the E911 Board authorizes an extension. The right to incur costs under this grant expires two years from receipt of award and funds. The grantee may not incur costs and request payment or final reimbursement of funding past the expiration date.
- 8.6 Responsibility for grant funding and any failure to perform the minimum level of service required by the grant application and the application scope of work cannot be transferred under any circumstances from the County. Failure to perform the scope of work or expenditure of funds for other than allowable 911 costs as stated in the grant application shall require the county to return the awarded funds to the E911 Board.
- 8.7 Responsibility for property and equipment obtained under a grant cannot be transferred under any circumstances. If a sale or transfer of such property or equipment occurs within five years after a grant ends, funds must be returned to the E911 Board on a pro rata basis.
- 8.8 The grantee agrees that any improvement, expansion or other effect brought about in whole or part by grant funds will be maintained for a minimum of five years or thereafter until the effective replacement date of the system.
- 8.9 If a grantee materially fails to comply with any term of an award, the Board shall take one or more of the following actions, as appropriate in the circumstances:

Temporarily withhold grant payments pending grantee correction of the deficiency,  
Disapprove all or part of the cost of the activity or action not in compliance,  
Suspend or terminate the current award for the grantee's project,  
Suspend or deny future grant awards.

The Board will provide the grantee an opportunity for a hearing, appeal, or other administrative proceeding to which the grantee is entitled under Florida Statute or regulation applicable to the action involved.

- 8.10 Grant awards may be terminated in whole or in part by the Board, with the consent of the grantee, in which case the two parties shall agree upon the termination conditions, including the effective date and in the case of partial termination, the portion to be terminated. Grant awards may be terminated by the grantee upon written notification to the Board, detailing the reasons for such termination, the effective date, and return of all funding.
- 8.11 Grant funds provided in excess of the amount to which the actual cost incurred to meet the terms and conditions of the grant agreement must be refunded to the E911 Board and sent to the Florida E911 Board's Post Office Box address:  
Florida E911 Board  
PO Box 7117  
Tallahassee, FL 32314  
The refund shall include transmittal information detailing the amount of returned funds that are excess grant funding and/or returned interest and shall include the number of the associated grant.

## **9.0 Grant Reporting Procedures**

- 9.1 Grantees will be required to submit quarterly reports summarizing cumulative expenditures and status of the grant project. Quarterly reports shall include an updated Application Form item #12 Budget/Expenditure Report and a completed Appendix III Quarterly Report Form.
- 9.1.1 Reporting will begin at the conclusion of the first full quarter after the award. The report periods will end on March 31, June 30, September 30, and December 31 of each year. Reports are due within 30 days of the ending report period.
- 9.1.2 Earned interest shall be reported cumulatively and included with each quarterly report.
- 9.1.3 Updated reports and associated information should be e-mailed to [E911Board-ElectronicGrantReports@dms.myflorida.com](mailto:E911Board-ElectronicGrantReports@dms.myflorida.com).
- 9.2 At project completion, a final report shall be submitted based on the same reporting requirements described in grant reporting item 9.1. The county shall determine the final completion date based on the final payment date, or the initiation date of the warranty period. Final documentation including copies of all expenditures and corresponding invoices shall be submitted within 90 days of the final report.
- 9.3 Change requests shall be submitted prior to deviation from any awarded grant applications. No changes or departures from the original request are authorized unless approved in writing by the E911 Board. Such requests shall be submitted using the form attached in Appendix II, Request for Change Form. Any unauthorized change shall require the return of grant funds, plus any interest accrued.
- 9.3.1 Time extension requests will not be granted unless the county has executed a contract for the grant equipment and/or services, or demonstrates good cause for failure to execute a contract within twelve months of award. Good cause documentation shall include a new project timeline schedule.
- 9.3.2 Time extensions shall be limited to a maximum of one additional year when approved by the E911 Board.
- 9.3.3 Request for Change forms and associated information should be e-mailed to [E911Board-ElectronicGrantReports@dms.myflorida.com](mailto:E911Board-ElectronicGrantReports@dms.myflorida.com).
- 9.4 The Appendix III Quarterly Report Form shall inform the E911 Board of significant impacts to grant supported activities. Significant impacts include project status developments affecting time schedules and objectives, anticipated lower costs or producing beneficial results in addition to those originally planned. Additionally, problems, delays, or adverse conditions which will materially impair the ability to meet the timely completion of the award must be reported. The disclosure must include a statement of the action taken, or contemplated, and any assistance needed to resolve the situation.
- 9.5 The county's Board of County Commission chairperson shall be notified when overdue quarterly reports or final reports are not received before the next E911 Board meeting following the month after the end of the quarter in which they are due.
- 9.6 Funding continuance will be based on timely submission of quarterly reports.

- 9.7 Final document submission and close-out of a grant does not affect the E911 Board's right to disallow costs and recover funds on the basis of an audit or financial review. The county shall remain obligated to return any funds expended that do not comply with the terms and conditions of the grant award.

County COLUMBIA

STATE OF FLORIDA E911 BOARD  
**E911 RURAL COUNTY GRANT PROGRAM APPLICATION FORM**

Total Amount Requested: \$45,128.21

Project Title: **911 CPE & Logging Recorders Maintenance & Support**

1. Board of County Commissioners Chair: Toby Witt

Mailing Address: 135 N.E. Hernando Ave  
Mailing: P.O. Box 1529  
City: Lake City  
State: Florida Zip: 32056 - 1529  
Phone: ( 386 ) 758-1005 Fax (386) 758-2128  
Email Address: Penny\_stanley@columbiacountyfla.com

2. County 911 Coordinator: Thomas W. Brazil

Mailing Address: Columbia County Combined Communications Center 911  
263 N.W. Lake City Av.  
City: Lake City  
State: Florida Zip: 32055 - 1529  
Phone: (386) 758- 1388 Fax: 386 758-1386  
Email Address: [tbrazil@columbiacountyfla.com](mailto:tbrazil@columbiacountyfla.com)

3. Federal Tax ID Number: 59-6000564



5. Describe your county's existing E911 system. Include specific information on existing system equipment upgrades and when the installation of this equipment was completed.

*Columbia County operates a Type 4 Enhanced 911 System with state of the art geo-diverse, Motorola VESTA 911 CPE equipment which was installed May 31, 2015. Columbia County is currently in the process of doing a system upgrade / refresh of this equipment which should be completed by mid-April 2020. Columbia County's CPE system includes a nine (9) position primary PSAP Center and, as the County 911 Center is the only PSAP in Columbia County, a four (4) position side B Auxiliary PSAP designed and engineered to provide redundancy and minimize the chances of a total 911 system outage. The County also utilizes two (2) logging recorders. (1) Primary Equature logging recorder installed in September 2017 and (1) Backup Equature logging recorder installed in July 2018. AT&T provides the 911 circuits, ANI/ALI data, MSAG, and selective routing services.*

6. Describe the scope of work for the proposed project including any goal(s) and objectives. Include the tasks to be performed as part of the project. Provide scope of work in quantifiable units of deliverables that shall be received and accepted. For each deliverable specify the required minimum level of service to be performed and the criteria for evaluating the successful completion of each deliverable.

*The goal of this grant project is to renew and continue the maintenance and support annual contract for Columbia County's call processing equipment (CPE) with AK Associates (6/1/2020 through 5/31/2021) set to expire 6/1/2020, as well as renew support, and licensing agreement for Equature recorders to insure the continued functionality of the E-911 system in Columbia County.*

*Columbia County's E-911 system is maintained under contract with AK Associates and this grant is seeking funds to renew that contract to include:*

*Equature 911 logging recorder support and licensing (9/1/2020 - 8/31/2021) is needed to maintain the 911 logging recorders. Includes comprehensive 24/7 technical maintenance support program including support, patches and upgrades to all software components as well as hardware repairs.*

*The scope of work includes AK Associates Elite Premier Maintenance including but not limited to Equature licensing, software and hardware support for the logging recorders. The goal of this grant project is to renew the maintenance and support agreements to insure the continued functionality of the E911 system in Columbia County. AK Associates provides first tier routine and emergency maintenance for the E911 system and logging recorder.*

*Should technical support be needed from equipment manufacturer, the AK technician will act as the point of contact and agent for Columbia County.*

*The project is as follows:*

- *Software patches, hardware support, fixes, upgrades and Tier II maintenance support on Equature recording equipment.*

*The maintenance support will be monitored and reviewed monthly with the vendor to assure the level of service is provided and the system is being maintained in operable working conditions.*

7. Justification of the need for the proposed project. Provide detailed information on the existing system's condition including a detailed justification for any system with an expected remaining life of less than 1 year.

*Without AK Associates maintenance & support and Equature logging recorder support, Columbia County would not be able to effectively maintain the County's E-911 CPE system.*

8. Describe why your county will not be able to complete this project without this grant funding.

*In section 4.4 of the State E-911 Plan, coordinators are required to develop and maintain plans to limit the impact of system failures and expedite restoration of E-911 services. Our comprehensive equipment maintenance agreement currently in place with AK Associates addresses this requirement. It is our goal to continue to provide reliable, uninterrupted 911 services. The grant funding will provide the equipment maintenance and emergency repair resources necessary to ensure operation of our E-911 system.*

9. Briefly describe how this grant project would be in concurrence with the State E911 Plan.

*Columbia County currently contracts with AK Associates for E-911 system service, maintenance and support. We need these funds to renew the AK Associates maintenance to support our 911 system.*

*In addition, we will renew Equature Recorder Second Tier Support for 9/1/2020 through 8/31/2021.*

*Receipt of these funds will allow continuance of our current maintenance contracts without interruption or lapse in maintenance coverage.*

10. Describe the required steps with an anticipated time schedule with procurement and payment milestones and a total project completion date.

*Columbia County will renew the AK Associates maintenance for the period of 6/1/2020 through 8/31/2021.*

*In addition, we will renew Equature Recorder Second Tier Support for period 9/1/2020 through 8/31/2021.*

11. Sole source justification (if applicable).

*This will be a sole source procurement in compliance with Columbia County's purchasing policies avoid voiding any existing maintenance and warranty agreements.*

12. Budget/Expenditure Report

Prepare an itemized Grant Budget ("Line Item" breakdown should include separated systems, i.e.; 911 system, logging recorder, centerline mapping, etc. and services items). The completed form shall be used to complete quarterly report requirements, listing expenditures and revisions (if any) in appropriate columns. If there is insufficient space, please include details in an attachment. **Budget costs should match requested vendor quote.**

County:	COLUMBIA	Grant Number:		Report Date:	
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For Grant Period Ending:	<input type="checkbox"/> March 31	<input type="checkbox"/> June 30	<input type="checkbox"/> September 30	<input type="checkbox"/> December 31	Year:		FINAL	<input type="checkbox"/>
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Proposed Budget				USE FOR QUARTERLY REPORTS	
Line Item	Unit Price (\$)	Quantity	Total Cost (\$)	Revised Budget	Total Cumulative Expenditures (\$)
A. Systems (Hardware, Software, Equipment & Labor)					
Total System Items					
B. Services (Training, Maintenance and Warranty Items)					
AK Associates Elite Premier Maintenance 6/1/2020 – 5/31/2021	\$29,730.00	1	\$29,730.00		
Equature primary recorder (Side A) maintenance & support and Equature backup recorder (Side B) maintenance & support 9/1/2020 to 8/31/2021	\$15,398.21	1	\$15,398.21		
Total Service Items			\$45,128.21		
Less any Applied County Carry Forward or other Funding (if applicable)			0.0		
Grant Request Total			\$45,128.21		

USE FOR ALL REPORTS	
Total Amount of Grant Awarded	
Total Interest for Grant Period	
Final Completion Date	

\_\_\_\_\_  
Signature, County 911 Coordinator



## Appendix I

### **NO requests for funding will be acknowledged for any items not specified in subsection 365.172 (10), Florida Statutes (shown below).**

#### AUTHORIZED EXPENDITURES OF E911 FEE.—

(a) For purposes of this section, E911 service includes the functions of database management, call taking, location verification, and call transfer. Department of Health certification and recertification and training costs for 911 public safety telecommunications, including dispatching, are functions of 911 services.

(b) All costs directly attributable to the establishment or provision of E911 service and contracting for E911 services are eligible for expenditure of moneys derived from imposition of the fee authorized by subsections (8) and (9). These costs include the acquisition, implementation, and maintenance of Public Safety Answering Point (PSAP) equipment and E911 service features, as defined in the providers' published schedules or the acquisition, installation, and maintenance of other E911 equipment, including circuits; call answering equipment; call transfer equipment; ANI or ALI controllers; ANI or ALI displays; station instruments; E911 telecommunications systems; visual call information and storage devices; recording equipment; telephone devices and other equipment for the hearing impaired used in the E911 system; PSAP backup power systems; consoles; automatic call distributors, and interfaces, including hardware and software, for computer-aided dispatch (CAD) systems; integrated CAD systems for that portion of the systems used for E911 call taking; GIS system and software equipment and information displays; network clocks; salary and associated expenses for E911 call takers for that portion of their time spent taking and transferring E911 calls, salary, and associated expenses for a county to employ a full-time equivalent E911 coordinator position and a full-time equivalent mapping or geographical data position, and technical system maintenance, database, and administration personnel for the portion of their time spent administrating the E911 system; emergency medical, fire, and law enforcement prearrival instruction software; charts and training costs; training costs for PSAP call takers, supervisors, and managers in the proper methods and techniques used in taking and transferring E911 calls, costs to train and educate PSAP employees regarding E911 service or E911 equipment, including fees collected by the Department of Health for the certification and recertification of 911 Public Safety Telecommunicators as required under s. [401.465](#); and expenses required to develop and maintain all information, including ALI and ANI databases and other information source repositories, necessary to properly inform call takers as to location address, type of emergency, and other information directly relevant to the E911 call-taking and transferring function. Moneys derived from the fee may also be used for next-generation E911 network services, next-generation E911 database services, next-generation E911 equipment, and wireless E911 routing systems.

(c) The moneys may not be used to pay for any item not listed in this subsection, including, but not limited to, any capital or operational costs for emergency responses which occur after the call transfer to the responding public safety entity and the costs for constructing, leasing, maintaining, or renovating buildings, except for those building modifications necessary to maintain the security and environmental integrity of the PSAP and E911 equipment rooms.



**Appendix III**

**Quarterly Report**

County: \_\_\_\_\_  
Grant Number: \_\_\_\_\_  
Report Date: \_\_\_\_\_

Project Status Update:

Problems/Delays:

\_\_\_\_\_  
Signature of Authorized Official \_\_\_\_\_  
Date

Appendix IV Financial Reimbursement of Expenditures Reporting Form

Prepare an itemized request for reimbursement expenditures in each budget categories for each deliverable. Attach copies of purchase orders and paid vouchers, invoices, copies of checks, journal transfers, required for expenditure justifications. If there is insufficient space, please include details in an attachment.

County:		Grant Number:		Request Number:		Request Date:	
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Budget Categories				Previous Request Amount (\$)	Current Request Amount (\$)
Deliverable Items	Unit Price (\$)	Quantity	Total Amount (\$)		
A. Systems (Hardware, Software, Equipment & Labor)					
B. Services (Training, Maintenance and Warranty Items)					
<b>Grant Request Total</b>					

<b>Request payment of funding (if applicable)</b> <input type="checkbox"/>
Justification of payment funding need:

\_\_\_\_\_  
Signature, County 911 Coordinator

## Addendum I

### Funding Priorities for the E911 Rural County Grant Program

The criteria for determining acceptability for disbursement of funds from the State of Florida E911 Rural County Grant Program will be made on a priority basis. There will be five priorities as identified below:

**PRIORITY 1:** Rural counties with E911 Phase II Primary PSAP systems that require immediate system replacement to maintain enhanced 911 status or when the expected remaining life of the system is less than 1 year.

**PRIORITY 2:** Rural counties with E911 Phase II systems that require maintenance or warranty agreements for maintaining enhanced 911 status. This may include the following, listed in order of funding priority a through c:

- a: E911 System Maintenance (pertaining exclusively to items listed in Priorities 3a-h only)
- b: Hosted E911 System Service for subsequent years, after the first year.
- c: E911 Mapping System Maintenance (pertaining exclusively to items listed in Priority 5a only)

**PRIORITY 3:** Rural counties with E911 Phase II Primary PSAP systems that require new or replacement of critical or necessary hardware or software for maintaining E911 Phase II status. This may include the following, listed in order of funding priority a through h:

- a: Hardware and software for communications or terminal equipment located at a PSAP for 911 call processing, ANI and ALI display and call answering.
- b: Lightning Protection Equipment
- c: Uninterruptible Power Supply Equipment
- d: E911 Voice Recording Equipment
- e: County E911 Standalone ALI Database Equipment
- f: E911 Map Display Equipment
- g: New additional 911 Call Taker Position Equipment
- h: Net clock

**PRIORITY 4:** Rural counties with E911 Phase II Systems requesting consolidation of E911 PSAPs, which decreases the number of Primary or Secondary PSAPs in the county by a minimum of one.

**PRIORITY 5:** Rural counties with E911 Phase II Systems that require mapping services necessary for maintaining E911 Phase II Geographic Information Systems (GIS). This may include the following, listed in order of funding priority a through b:

- a: E911 Mapping System Equipment - E911 map generation hardware and software licensing is limited to components for two stations
- b: GIS Centerline, point generation and map accuracy services

Regional E911 system project requests related to systems, equipment and maintenance will be considered the highest priority within each priority category.

Grants awards will be funded in order of priority assigned. Total funding for any priority may be adjusted based on the remaining funds available, the number of applications and the anticipated requests in the next funding cycle. The acceptability for disbursement of funds from the State of Florida E911 Rural County Grant Program for any E911 expense items not expressly provided for in Priorities above shall be determined at the discretion of the E911 Board pursuant to its authority under sections 365.172 and 365.173, Florida Statutes.

**COUNTY E911 FISCAL INFORMATION**

Item No.		E911 Fee Revenues	
1	County	Columbia	Fiscal Year 2019
2	Wireless E911 Fee Revenue	\$ 149,891.71	
3	Non-wireless E911 Fee Revenue	\$ 73,749.80	(LEC, wireline, & VoIP)
4	Prepaid E911 Fee Revenue	\$ 51,874.39	
5	E911 State Grant Revenue	\$ 9,617.85	(Grant required unique accounting code)
6	Rural County Grant Revenue	\$ 69,289.86	(Grant required unique accounting code)
7	Emergency Grant Revenue	\$ -	(Grant required unique accounting code)
8	Rural County Supplemental Disbursement	\$ -	
9	E911 Board Special Disbursement	\$ -	
10	Total E911 Fee Revenue	\$ 275,315.80	Carry Forward Fee Revenue calculation (Item #2 + Item #3 + Item #4)
Item No.		E911 Allowable Expenditures	
11	E911 Fee Revenue and Supplemental and Special Disbursement Expenditures	\$ 354,223.18	
12	County Funded E911 Expenditures	\$ 231,459.40	
13	Subtotal Expenditures	\$ 585,682.58	Calculation (Item #11 + Item #12)
14	E911 State Grant Expenditures	\$ 9,617.85	
15	Rural County Grant Expenditures	\$ 69,289.86	
16	Emergency Grant Expenditures	\$ -	
17	Subtotal Grant Expenditures	\$ 78,907.31	Calculation Item #14 + Item #15 + Item #16
18	Total E911 Expenditures	\$ 664,589.89	Calculation Item #13 + Item #17
Item No.		E911 Carry Forward & Excess Cost Recovery Calculation	
19	Allowable County Carry Forward Amount	\$ 82,594.77	Maximum allowable calculation (30% of fee revenue Item #10) + (full amount of Item #8 + Item #9 disbursements). Grants are under unique accounting codes and are not included in calculations.
20	Actual County Carry Forward Amount	\$ -	Limited by paragraph 365.173(2)(d), Florida Statutes. Assure amount is equal to or less than Item #19
22	Excess Cost Recovery	\$ (310,366.88)	Calculation (Item #10 + Item #8 + Item #9 - Item #13 - Item #20) Positive amount equals excess cost recovery amount to be returned to the E911 Board.
Item No.		Contact Information	
24	Name of person preparing response:	Danielle Beard	
25	Title/Position of person preparing response:	Finance Director	
26	Telephone number:	386-758-1152	
27	E-Mail address of person preparing response:	dbeard@columbiacountyfla.com	
28	Date:	11/22/2019	
In accordance with paragraph 385.173(2)(d) and 385.172(6)(a)3., Florida Statutes			



We have prepared a quote for you

AK Maintenance

Quote # 000249  
Version 1

Prepared for:

Columbia County, FL

Thomas Brazil  
[tbrazil@columbiacountyfla.com](mailto:tbrazil@columbiacountyfla.com)



AK Maintenance

Description	Price	Qty	Ext. Price
AKEPMaint      AK Elite Premier Maintenance AK Elite Premier Maintenance - 6/1/20 through 5/31/21	\$29,730.00	1	\$29,730.00

Includes (labor only) maintenance service for 9-1-1 systems.  
 Response time for minor and major outages is within (2) hours. All other non-critical maintenance issues will have a next business day response.  
 Remote diagnostics will be done immediately upon receipt of service problem.  
 It also provides daily remote diagnostics during normal business days. If corrective action is needed it will be performed remotely or by an on-site visit.  
 Provides a weekly on-site preventive maintenance program during regular business hours (number of days is depending on selection of options 1 – 5 days).  
 Engineering- Design of PSAP, Call Routing Database, Direct trunking for VoIP, Landline and Wireless trunking. Design of i3 NENA technology for text messaging.  
 Project Management / Consulting Services included for all new projects associated with PSAP management, design and implementation.  
 Technical Support for system implementation for all new technologies including i3 VoIP, CAD integration, text messaging and Mapping API integration. Includes no incurred costs for expansion, move of equipment and upgrades of the existing 9-1-1 system.

Subtotal:            \$29,730.00



## AK Maintenance

### Prepared by:

AK Associates  
Beth Stankus  
(603) 432-5755 x.283  
Fax (603) 432-0900  
bstankus@AKassociates911.com

### Prepared for:

Columbia County, FL  
263 NW Lake City Avenue  
Lake City, FL 32055  
Thomas Brazil  
(386) 758-1388  
tbrazil@columbiacountyfla.com

### Quote Information:

Quote #: 000249  
Version: 1  
Delivery Date: 02/05/2020  
Expiration Date: 06/01/2020

## Quote Summary

Description	Amount
AK Maintenance	\$29,730.00
<b>Total:</b>	<b>\$29,730.00</b>

Disclaimers: This quote is provided for the listed contact and is not to be shared or disseminated without written consent by AK Associates.  
This quote null and voids any previous version.

### AK Associates

### Columbia County, FL

Signature:   
Name: Beth Stankus  
Title: Manager of Accounting  
Date: 02/05/2020

Signature: \_\_\_\_\_  
Name: Thomas Brazil  
Date: \_\_\_\_\_

18311 W. 10 Mile #200 | Southfield MI 48075  
 248-569-6440  
 www.equature.com

Invoice #
22459

Bill To	Ship To
Accounts Payable Columbia County 911 Dispatch Communication Center (Lak 263 NW Lake City Ave Lake City FL 32025 United States	Tom Brazil, Director Columbia County 911 Dispatch Communication Center 263 NW Lake City Ave Lake City FL 32025 United States

Terms	PO #	Account #	MA Start Date	MA End Date
Due on receipt	M/A EQ + Moto	174635	9/1/2020	8/31/2021

Item	MA Qty	Description	Unit Price	Serial Numbers	Amount
M/A Recorders	1	Maintenance Agreement on below listed equipment from 9-1-2020 through 8-31-2021 on:	15,398.21		15,398.21
M/A Recorders	41	PRIMARY LOGGING RECORDER EQTR001 Voice - Equature Voice Capture license per device - requires digital / analog recording cards	0.00	EQ300051	0.00
M/A Recorders	9	EQV001 VoIP - Equature VoIP Capture license per device - compliant with H323,SCCP,SIP and other VoIP protocols	0.00		0.00
M/A Recorders	2	EQLDA24 - LD2409 24-Port Analog Recording card	0.00		0.00
M/A Recorders	1	EQAIS4U - Equature 4U Chassis (Expandable) Full Unlimited Site License Proactive Alert Response Package Dual-Plug Power Supply 180,000 - Hour (RAID 5 w/Hot Swap Online) 50,000 - Hour (RAID 1 Archive)	0.00		0.00
M/A Recorders	1	EQSPSVR Server - Equature Speech Server License	0.00		0.00
M/A Recorders	4	EQSPD001 Device - Equature Speech Analytics - Device License	0.00		0.00
M/A Recorders	1	EQAPP Capture - Application Capture for Public Safety	0.00		0.00
M/A Recorders	1	EQANI Data Feed - External Data feed integration for Equature. Includes ANI/ALI and SMDR/CDR records	0.00		0.00
M/A Recorders	9	EQSC001 Screen - Equature Screen Capture License per device - compliant with Win2000, Win XP, Win200 Server / Win2003 Server & Windows Vista	0.00		0.00
M/A Recorders	28	EQSV001 Survey - Equature Survey License per user - compliant with all communication types: email, chat, voice. Unlimited supervisor scoring and unlimited retrieval	0.00		0.00
M/A Recorders	1	BACKUP LOGGING RECORDER EQSE3U equature Advanced 3U Chassis (Expandable)	0.00	EQ300195	0.00
M/A Recorders	1	EQLDA24, 24-Port Recording Card	0.00		0.00
M/A Recorders	1	EQLDA16, 16-Port Recording Card	0.00		0.00
M/A Recorders	1	EQMCCSRV Moto MCC7500 RoIP Server (75TG) Motorola MCC7500 ROIP Server - Included Motorola License fee and 75 talk group device licenses (Added 2/2019)	0.00		0.00
M/A Recorders	1	Maintenance Agreement Includes: -Hardware Components -EQ Software Upgrades -Technical Support -Remote Monitoring	0.00		0.00

To insure continued coverage, please pay by maintenance start date. If payment is not received by maintenance start date, services will be discontinued. Credit card accepted for payment with an additional 3% surcharge.	<b>Total</b>	<b>\$15,398.21</b>