**Missouri 911 Service Board Financial Assistance Program**

**Grant/Loan Application Intake Check List**

Applicant Name(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Application was submitted by an eligible applicant: \_\_\_\_\_\_ (See below then determine Y/N)

* Specify (check one):
	+ County \_\_\_\_\_
	+ City (Sikeston or City of STL) \_\_\_\_\_
* Applicant has completed the Board’s Latest Annual PSAP Survey \_\_\_\_\_\_\_\_\_\_

Applicant 911 Service Authority: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Name)

* **Proposal Narrative** - Address each of the sections below for each applicant and its 911 Service Authority included in the application:
	1. **\_\_\_\_\_\_\_\_ Names and Primary Contact Information.** Provide the names, addresses, titles, telephone numbers, and email addresses one primary contact for each applicants and 911 Service Authorities. ***Please identify who will serve as the primary contact for ongoing communication with the board.***
	2. **\_\_\_\_\_\_\_\_ Jurisdiction Information:** State the number of constituents served by the entire project, number of PSAPs in the applicant’s county or if you are in the City of St. Louis, in your city, and each 911 Service Authorities current 911 service level and 911 service level upon project completion. 911 service levels are Basic (No 911 Equipment), Enhanced (Only Wireline), Phase I (Wireless number only), Start Phase II, Phase II (Latitude/Longitude), Text-to-911).
	3. **\_\_\_\_\_\_\_\_ Funding Request Detail:** Indicate preference for a grant, loan or combination of the two, the total amount requested, and the amount of each type of assistance requested (only if both types are requested). If the Board approves the application, it reserves the right to extend either a grant or loan, and to offer any amount up to the amount requested.
	4. **\_\_\_\_\_\_\_\_ Funding Objectives:** Indicate the statutory purposes to be addressed by the 911 communications service project described in the application:
1. Implementation of 911 services in counties of the state where services do not exist or to improve existing 911 systems;
2. Promotion of consolidation of PSAPs, where appropriate;
3. Mapping and addressing all county locations;
4. Ensuring primary access and texting abilities to 911 services for disabled residents;
5. Implementation of initial emergency medical dispatch services, including prearrival medical instructions, in counties where those services are not offered as of the date of the application; and
6. Development and implementation of an emergency services internet protocol network that can be shared by all public safety agencies.
	1. **\_\_\_\_\_\_\_\_ Personnel Information:** Provide name and title of key personnel performing work on the project, or a job description for vacant positions.
	2. **\_\_\_\_\_\_\_\_ Approach to Service**: Provide a brief but detailed description of the services to be provided for each objective selected (A-F.). ***The following must be addressed as applicable and will impact the Board’s prioritization of the application:***
7. Provide a **summary of the activities** to occur, along with key personnel responsible;
8. Provide a description of how application addresses one or more of the **Award Priority Areas** (1.-8. outlined below)
	* 1. Include one or more public safety answering points (“PSAPs”) located in a jurisdiction with a 911 service level of basic (defined by the Board to mean “No 911 equipment”);
		2. Consolidate two or more PSAPs;
		3. Consolidate 911 services within a [defined region](https://www.missouri911.org/regions);
		4. Move one or more PSAPs up one or more service levels;
		5. Meet the NENA i3 Solution Standard for Emergency Services IP Network;
		6. Become NG9-1-1 compatible;
		7. Include purchasing 911 communications equipment, such as 911 trunking equipment, workstations with 911 answering equipment, software, dispatch systems, and radio systems, that is currently non-existent (versus replacement of existing 911 communications equipment);
		8. Add Text-to-911 (defined as the ability to send a text message to reach 911 emergency call takers from a mobile phone or device).
9. Proposed timeline: Provide a **work plan and timeline** that identifies activities and proposed start and completion dates;
10. Plan for the applicants’ 911 Services Authorities to **report progress and expenditures** to the Board. At a minimum, the plan must require the submission of progress and expenditure reports to the Board on a quarterly basis and a final project report and final reconciliation no later than thirty (30) calendar days after project completion;
11. Sustainability: Provide a brief description of how activities in the funded project will be able to be **sustained by the applicants and their 911 Service Authorities beyond the life of the grant or loan** being requested.
	1. **\_\_\_\_\_\_\_\_ Signature and Certification**. All applications must be signed by an authorized representative of each applicant and an authorized member of its 911 Services Authority. All applications must contain the following authorizations and certifications:
12. All applicants authorize the Board to transmit directly to their respective 911 Services Authorities all portions of financial assistance from the Fund for costs to be incurred by their 911 Services Authorities in implementing the project;
13. All applicants and 911 Services Authorities certify that any financial assistance obtained from the fund will be expended only for purposes specified in the approved application or the project agreement and allowed by law.
14. All applicants certify that they will repay any portion of a loan that is transmitted directly to them by the Board for costs incurred in implementing the project, with interest as required by the Board, and will annually budget an amount sufficient to make any payments required by the Board under section 650.335, RSMo. All 911 Services Authorities certify that they, on behalf of their applicants, will repay any portion of a loan that is transmitted directly to them by the Board for costs incurred in implementing the project, with interest as required by the Board, and will annually budget an amount sufficient to make any payments required by the Board under section 650.335, RSMo.
* **Technical Assistance Report.** The technical assistance report must contain:
	1. **\_\_\_\_\_\_\_\_** A detailed budget proposal and justification for the total cost of the project, including the following:
		+ **Capital expenses** incurred by the applicants, their 911 Service Authorities or any other source for the purchase of materials, equipment, supplies;
		+ **Operating expenses** incurred by the applicants, their 911 Service Authorities or any other source for **–** personnel, administration or operations;
		+ **Training expenses** incurred by the applicants, their 911 Service Authorities or any other source for programs, facilities, travel, and trainers;
		+ **Other Direct Costs** incurred by the applicants, their 911 Service Authorities or other sources for the funded project.
	2. **\_\_\_\_\_\_\_\_** Financial Recordsand other documents demonstrating that the applicants, through their 911 Service Authorities or otherwise, are capable of operating and maintaining ongoing 911 services after project completion. *(examples of acceptable materials, include, but are not limited to your annual approved budget, notes on ongoing project maintenance costs, quotes from vendors, etc.)*
	3. **\_\_\_\_\_\_\_\_** Written certification, such as a resolution, that the governing bodies of the applicants have approved the applicants entering into a project agreement with the Board if the application is approved, or proof that such approvals are not required. A sample resolution can be found on the board’s [website.](https://www.missouri911.org/grants-and-funding-opportunities)
	4. **\_\_\_\_\_\_\_\_** For loan applications only, financial records and other documents or information demonstrating that the applicants and their 911 Service Authorities are able to provide at least 50% of the funding for the project. *(examples of acceptable materials, include, but are not limited to your annual approved budget, notes on ongoing project maintenance costs, quotes from vendors, etc.)*
* **Signed Forms (If Applicable)**
	1. \_\_\_\_\_\_\_ Signed MOU for Joint Applications - Required for joint, or multi-applicant projects.
	2. \_\_\_\_\_\_\_ Resolution for Governing Body Approval of Submission of Project Required for all applications.
	3. \_\_\_\_\_\_\_ Resolution for Applicants and 911 Service Authorities. Required for all applications.

To be completed by 911 Service Board:

Application received by (Time/Date): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ via: \_\_\_\_\_\_\_\_\_\_\_\_