



# Grant Program Overview: 2020-2021 SECB Grant Program

May 7, 2020

## Introduction

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In partnership with the Minnesota Department of Public Safety - Emergency Communication Networks Division (MN DPS-ECN), the Statewide Emergency Communications Board (SECB) provides grant funding to support activities related to the development of emergency communications capabilities within the state's seven Emergency Communications Board (ECB) and Emergency Services Board (ESB) regions.

## Available Funding

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The SECB provides grant funding to support activities related to improving regional interoperable public safety communications capabilities. For the 2020-2021 SECB grant period, these grant funds will be allocated in the following manner:

- Training, Exercise and Planning Activities: The SECB has approved the allocation of \$25,000 in grant funding to each ECB/ESB region retroactive to January 1, 2020. These funds may be used to support emergency communications related training, exercise, and planning activities.
  - NOTE: There are no local cost share/matching requirements associated with SECB grant funded training, exercise, and planning activities. (i.e. 100% of the total project cost may be funded through the SECB grant).
- Training, Exercise and Planning Activities / Allowable Equipment Acquisitions: The SECB will allocate the remaining grant funds on a competitive basis to support emergency communications related training, exercise, and planning activities as well as allowable equipment acquisitions.
  - NOTE: There is a 50% local cost share/matching requirement associated with SECB grant funded equipment acquisitions (i.e. Only 50% of the total project cost may be funded through the SECB grant).

## Performance Period

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- \$25,000 regional allotment for emergency communications related training, exercise, and planning activities:
  - January 1, 2020 through June 30, 2021.
- Competitive awards for emergency communications related training, exercise, and planning activities as well as allowable equipment acquisitions:
  - June 1, 2020 through June 30, 2021.

## Funding Priorities

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The SECB has established the following priorities for 2020-2021 SECB Grant Program funding:

- Priority #1: Equipment  
Projects/applications that include equipment that enhances regional communications through infrastructure, PSAP capabilities, and ARMER system usage will be considered. Investments should be in line with the State SECB 2019-2021 Strategic Plan and be an eligible and allowable cost for the grant being considered. Examples include but are not limited to: Consoles and PSAP equipment costs.

- Priority #2: Planning  
Projects/applications that include costs related to planning and implementation that enhances first responder communication through collaboration within counties, regions and the state will be considered. Investments will be in line with the State SECB 2019-2021 Strategic Plan and be an eligible and allowable cost the grant being considered. Examples include but are not limited to: Formal strategic plans, Planners, Feasibility Studies, Regional shared services studies, Joint meetings, statewide meetings.
- Priority #3: Training/Exercise Activities  
Projects/applications that include costs related to training to enhance usage of equipment, increasing knowledge of applications, overall educational focused criteria and exercises to enhance skills and knowledge in a supervised setting will be considered. Investments should be in line with the State ECB 2019-2021 Strategic Plan and be eligible and allowable cost for the grant being considered. Examples include but are not limited to: COML training, Dispatcher Training, Programming, certification exercises and general exercises for demonstration of core competencies.

## Allowable Expenses

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The following activities are allowable expenses under the SECB grant program:

- Training Events: Allowable expenses include the reimbursement of costs associated with planning, conducting, hosting, and/or attending emergency communications related training courses, workshops, and conferences. Examples of allowable expenses in this category include:
  - Training course registration fees, vendor fees for hosted training events, venue rental fees for hosted training events, and attendee travel expenses (transportation, mileage, lodging, meals, etc.).
- Exercise Activities: Allowable expenses include the reimbursement of costs associated with planning, conducting, evaluating, and/or attending exercises related to emergency communications. Examples of allowable expenses in this category include:
  - Vendor fees for hosted exercise events, venue rental fees for hosted training events, and attendee travel expenses (transportation, mileage, lodging, meals, etc.).
- Planning Activities: Allowable expenses include the reimbursement of costs associated with regional planning activities related to emergency communications. Examples of allowable expenses in this category include:
  - Vendor fees, food and beverage expenses, venue rental fees, administrative expenses, etc.
- Equipment Acquisitions: Allowable expenses include the reimbursement of costs associated with the acquisition of Public Safety Answering Point (PSAP) related equipment identified as allowable under Minnesota State Statute 403.113(3).
  - NOTE: There is a 50% local cost share/matching requirement associated with SECB grant funded equipment acquisitions (i.e. Only 50% of the total project cost may be funded through the SECB grant).

## Eligible Applicants

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- Northeast Minnesota Emergency Communications Board
- Metropolitan Emergency Services Board
- Southeast Minnesota Emergency Communications Board
- South Central Minnesota Emergency Communications Board
- Southwest Minnesota Emergency Communications Board
- Central Minnesota Emergency Services Board
- Northwest Minnesota Emergency Communications Board

## Application Process

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- Each ECB/ESB region should collaborate with the SECB Grants Workgroup as well as MN DPS-ECN leadership and staff to implement a planning process for identifying grant funded projects that build and/or sustain local/regional emergency communication capabilities. The planning process should include:
  - An assessment of current capabilities, needs, and priorities.
  - Strategies for sustaining existing capabilities.
  - Strategies for closing capability gaps that incorporate activities across all five lanes of the Interoperability Continuum (Governance, Standards, Technology, Training & Exercises, and Usage).
- A separate 'SECB Grant Program Application Form' must be completed by the designated regional grant coordinator for each project proposal. Copies of this form are available on the 'Grants' page of the MN DPS-ECN website.
  - Applications should reference:
    - The financial need for grant funding to support the project.
    - How the project will build and sustain local/regional emergency communication capabilities.
    - How the project will be funded/sustained beyond the term of the grant.
- The region's designated grant coordinator will be responsible for submitting the completed application form to MN DPS-ECN at [ecn@state.mn.us](mailto:ecn@state.mn.us) no later than the application deadline established by the SECB Finance Committee.
  - Please include '2020-2021 SECB Grant Application' in the subject line.
  - Supporting documentation associated with the request should be included as separate attachments.
- Once received, MN DPS-ECN staff, members of the SECB Grants Workgroup, and members of the SECB Finance Committee will collaborate to review the submitted applications. Once this review is complete, funding requests will be submitted to the SECB for final approval.
- MN DPS-ECN staff will ensure that notifications regarding the status of their application are provided to the designated regional grant coordinator in a timely manner.
- Upon notification of the award, the designated regional grant coordinator will be responsible for completing the application process in the MN DPS 'E-Grants' online grant management system.

## Reporting Requirements

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- Progress Reports must be completed by the designated regional grant coordinator in the MN DPS 'E-Grants' online grant management system throughout the grant term.
  - Progress Reports must include sufficient details to provide an overview of the current project status, accomplishments, potential challenges affecting project completion, and other relevant information.
  - Progress Reports must be submitted on a quarterly basis (no later than 30 days after the end of the quarter).
    - **NOTE:** If no project activity has occurred during the reporting period, an entry is still required.
- Financial Status Requests (FSRs) must be completed by the designated regional grant coordinator in the MN DPS 'E-Grants' online grant management system throughout the grant term.
  - At least one (1) FSR must be submitted on a quarterly basis (no later than 30 days after the end of the quarter).
    - **NOTE:** FSRs can be submitted on a monthly basis if desired.
    - **NOTE:** If no funds have been expended during the reporting period, an entry is still required.
- Each ECB/ESB region receiving SECB grant funds will be required to provide MN DPS-ECN with a detailed report regarding their estimated turnback funds no later than the deadline established by the SECB Finance Committee. This reporting requirement provides an opportunity for the SECB to reallocate turnback funds to unfunded grant projects.

## Grant Program Resources

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### **MN DPS-ECN Website:**

Additional information regarding the emergency communications grant programs administered by MN DPS-ECN can be found on the 'Grants' page of the MN DPS-ECN website.

- <https://dps.mn.gov/divisions/ecn/grants/Pages/default.aspx>