Regional Stakeholder Engagement Meeting: 4th Quarter 2022

October 24, 2022
Welcome & Introductions
Welcome and Introductions

Stakeholder Relationships: The Key to Success!

Communication – Coordination – Collaboration
ECN Updates

- New 911 team contract positions:
  - PSAP Support Coordinator – Kent Wilkening
  - 911 Operational Coordinators – Jill Bondhus, Mark Lallak

- Division/agency updates:
  - AC Jay Wood
  - New finance OAS-S

- Events this quarter:
  - Finance Retreat – July 14
  - SECB Leadership Summit – September 8-9
    - Report delivered October 10
  - Fall Encryption Summit – September 12
  - Upcoming event: 403 Governance Workgroup Reconvene – November 7
Encryption and Change Management

Marcus Bruning, Regional Interoperability Coordinator
Start with WHY...

- Identify and define the need to change
What is driving the need for change?

• Operational security during response operations...
What is driving the need for change?

- FBI CJIS Security Policy

5.13.1 Wireless Communications Technologies

Examples of wireless communication technologies include, but are not limited to: 802.11, cellular, Bluetooth, satellite, microwave, and land mobile radio (LMR). Wireless technologies require at least the minimum security applied to wired technology and, based upon the specific technology or implementation, wireless technologies may require additional security controls as described below.
What is driving the need for change?

• BCA CJDN Security Policy Standards Directive

Radio Traffic

Radio traffic containing CJI must be encrypted using NIST-certified FIPS 140-2 compliant encryption with a 128-bit symmetric key.

911 and dispatch radio calls in a cloud environment or outside of a physically secure environment must be encrypted at rest using FIPS 197 AES encryption with at least a 256-bit symmetric key.
What about the WHO?
What about the WHO?

LMR Encryption Planning

Success!

- Executive Leadership
- Regional Boards
- SECB
- State Agencies
- Tribal Government
- Professional Associations
- PsAPs
- Local System Administrators
- Emergency Responders
- MnDOT
- DPS-ECN
Encryption Summit

• An intentional mixture of:
  – Technology experts
  – Operational experts
  – All public safety disciplines
  – All seven SECB regions
Where do we want to be?

- What capabilities do we want to achieve?
  - Equipment
  - Operational
  - Technical
  - System Administration
  - Sustainable Funding
Planning Framework:

- Implementing LMR encryption capabilities cannot come at the expense of interoperability between jurisdictions and disciplines.
Recommendations

• SECIB adopted
• Prioritized Education
  – History of encryption on ARMER
  – Buyer’s guide
  – Planning guide
  – OTAR
• And soon:
  – Sole encryption key concept (recommendation to optimize interop)
LMR Encryption Planning

Planning Framework:

Think Marathon, Not Sprint
Planning Framework:

LMR Encryption Planning

Gap Analysis

Current State  Key steps to bridge gap  Desired State

Action Plan
• The Statewide Emergency Communications Board (SECB) is responsible for:
  – Ensuring that ARMER maximizes interoperability
  – Establishing and enforcing performance and technical standards for ARMER
  – Establishing and enforcing priorities or protocols that facilitate uniformity
Planning Components
• Implementation timeline
• Equipment and infrastructure acquisition to support implementation
• Operational considerations
• Interoperability considerations
• Management
• Technical Support
• Maintenance and sustainment
• Funding to support maintenance and sustainment

LMR Encryption Planning
Next steps:

• Encryption planning will require a coordinated effort at the local, regional, and statewide level to be successful
• Change management
• In the meantime, continue this discussion at a local and regional level to identify your operational and technical needs
Change Management

- Intentional membership
- ARMER standard
Changes that have one or more of the following effects on the ARMER backbone or impacting more than one emergency communication region are subject to the procedures prescribed in the Change Management Standard:

- Changes affecting the majority of users
- Changes mandating the placement of resources in communications equipment
- Changes requiring updated user training
- Changes requiring reprogramming of console and/or subscriber equipment
- Changes resulting in costs beyond routine maintenance costs
Planning Framework:

Strategic Planning

Vision Analysis
Plan Process
Goal
Questions?
Comments?
Concerns?
Regional Stakeholder Meeting: Grants Workshop

Rebeccah Roberts, ECN Grant Coordinator
Claire Thomas, ECN Business Manager
9:30 to 10:30 a.m.: SECB and ECN Funding / Financial Management

10:30 to 10:45 a.m.: Break

10:45 a.m. to 12:00 p.m.: ECN Granting Practice and Funding for Grants

12:00 to 1:00 p.m.: Lunch Break

1:00 to 2:00 p.m.: Grant Manual Overview

2:00 to 2:50 p.m.: Open Forum – SECB Grants Management
SECB and ECN Funding / Financial Management
Sources of 911 Special Revenue Fund

• 9-1-1 Special Revenue Fund
  – 100% of ECN’s budget comes from telephone fees
  – ECN does not receive any general revenue funds

• Fee changes
  – Fee in September 2021 was $0.95 per line
    • ARMER debt was 1/3 of ECN budget.
  – Debt paid off, fee reduced by 1/3 – would be $0.63
  – ECN negotiated reduction to $0.80 due to NG911 needs
  – ECN annual revenue dropped by approx. $10M due to fee change
Average Monthly 911 Fee Revenue, 2021

<table>
<thead>
<tr>
<th>Quarter</th>
<th>Revenue</th>
</tr>
</thead>
<tbody>
<tr>
<td>Q1</td>
<td>6,613,575.00</td>
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<tr>
<td>Q2</td>
<td>6,608,955.00</td>
</tr>
<tr>
<td>Q3</td>
<td>6,526,909.00</td>
</tr>
<tr>
<td>Q4</td>
<td>5,759,076.00</td>
</tr>
</tbody>
</table>
Uses of 911 Special Revenue Fund

- PSAP appropriation
- ECN budget
  - 911 – Legacy and NG911 system (transition)
  - IPAWS
  - ARMER
    - Wireless Broadband
- MnDOT appropriation (maintenance for ARMER system)
- SECB appropriation
• Appropriation dollar amount set in budget
  – Increased by $683,000 beginning FY 23
  – Appropriation is $28,011,000, one-half is $14,550,000

• Distribution formula in Minnesota statute 403.113 subd. 2
  – One-half divided equally to one hundred PSAPs
  – One-half divided based on percentage of population
    • Only to counties and cities
    • Changes with decennial Census
403.113 ENHANCED 911 SERVICE COSTS; FEE.

Subdivision 2. Distribution of money.

(a) After payment of the costs of the commissioner to administer the program, the commissioner shall distribute the money collected under this section as follows:

(1) one-half of the amount equally to all qualified counties, and after October 1, 1997, to all qualified counties, existing ten public safety answering points operated by the Minnesota State Patrol, and each governmental entity operating the individual public safety answering points serving the Metropolitan Airports Commission, the Red Lake Indian Reservation, and the University of Minnesota Police Department; and

(2) the remaining one-half to qualified counties and cities with existing 911 systems based on each county's or city's percentage of the total population of qualified counties and cities. The population of a qualified city with an existing system must be deducted from its county's population when calculating the county's share under this clause if the city seeks direct distribution of its share.
Unspent 911 Special Revenue Fund Dollars

- Unspent 911 Special Revenue Fund dollars go to Non-Dedicated Special Revenue Fund
  - Only can be accessed via legislative action
  - Similar to escrow account
- Example: TCPR grant
$1 M per year appropriation

Currently undergoing financial realignment – Change in practice

ECN creating an MOU with SECB for administering fund

- Funds to be expended at direction of SECB
- ECN to only invoice true support costs to SECB appropriation
- Remainder to be used for grants (SECB grant)
• SECB and ECN need to develop budgeting and planning processes
  – ECN support costs
  – PSCC costs?
  – Meals/conferences/regional meetings/other?
  – Grants
  – Anything else?

• **Contact your SECB representatives to participate in planning**
State Budget Cycle

• State of Minnesota Biennial Budget (Biennium)
  – Budget year (odd)
  – Policy year (even)

• Limitations on funding
  • Budget approval process for state agencies
  • Use of funds depends on source
  • Grants must be defined in the appropriation language
    – Form of grant (single/sole-source, formula) – All others assumed to be competitive grants
How to Advocate for State Funding

• Determine source of funds – 911 Special Revenue Fund or General Fund
  – Work with ECN and SECB committees to develop recommendation
• Engage ECN to determine ability to start a state-funded initiative; ECN to determine if:
  – Applicable to existing funds to run state programs
  – Seek new budget item for following biennia
• Work with SECB to determine if it can be part of SECB budget, especially for grants
• Separate legislative action/appropriation
  – ECN adds to ECN budget items – new appropriation
  – Separate legislative action requesting funding – sponsored by state lawmaker
# Timeline for State Financial Planning

<table>
<thead>
<tr>
<th>JULY</th>
<th>AUGUST</th>
<th>SEPTEMBER</th>
<th>OCTOBER</th>
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<tbody>
<tr>
<td>Budget/policy approved:</td>
<td><strong>Planning for initiatives and ECN budget/policy</strong></td>
<td><strong>Draft ECN budget to DPS</strong></td>
<td><strong>Negotiation</strong></td>
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<tr>
<td>Fiscal Year Starts</td>
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<thead>
<tr>
<th>NOVEMBER</th>
<th>DECEMBER</th>
<th>JANUARY</th>
<th>FEBRUARY</th>
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<tbody>
<tr>
<td><strong>Negotiation (continued) – DPS and MMB</strong></td>
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<td><strong>Final DPS budget</strong></td>
<td><strong>Legislative session</strong></td>
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<thead>
<tr>
<th>MARCH</th>
<th>APRIL</th>
<th>MAY</th>
<th>JUNE</th>
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<tbody>
<tr>
<td><strong>ECN/SECB planning for next fiscal year budget items (continued)</strong></td>
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<tr>
<td><strong>Legislative session (continued) – Approve budget and/or policy in Governor’s Priority Initiatives</strong></td>
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Get involved in planning!

• **Identify needs**
  – State, regional, local, PSAP

• **Collaborate with the SECB and ECN**
  – SECB finance committee/grants workgroup
  – Other SECB committees as well

• **Contact representatives**
  – Educate!
Questions?
Comments?
Concerns?
Source of Outgoing Grant Funds

• Federal Grants
  – NG911 Grant (2019-2022)

• State Grants (911 Special Revenue Fund)
  – TCPR Grant (2021) – 911 Special Revenue Fund, special legislative action
  – SECB Grant (2014-Present) – 911 Special Revenue Fund, biennial appropriation

• ECN has never received appropriations from the state’s General Fund
Authority to Make Grants

• Must be identified in the legislation or appropriation language
• ECN only able to make grants under SECB appropriation
  – Statute 403.26 Statewide Radio Board establishes advisory role

§ Subd. 1g. State Interoperability Executive Committee. (a) In addition to responsibilities provided for in subdivision 1e, the Statewide Radio Board is designated as Minnesota's State Interoperability Executive Committee.
  (b) As Minnesota's State Interoperability Executive Committee, the Statewide Radio Board shall:
  (1) develop and maintain a statewide plan for local and private public safety communications interoperability that integrates with the Minnesota emergency operation plan;
  (2) develop and adopt guidelines and operational standards for local and private public safety communications interoperability within Minnesota;
  (3) promote coordination and cooperation among local, state, federal, and tribal public safety agencies in addressing statewide public safety communications interoperability within Minnesota;
  (4) advise the commissioner of the Department of Public Safety on public safety communications interoperability and on the allocation and use of funds made available to Minnesota to support public safety communications interoperability;
Authority to Make Grants (Continued)

- ECN only able to make grants under SECB appropriation
  - Minnesota Session Laws – 2021, 1st Special Session, Chapter 11

(d) ARMER Improvements

$1,000,000 each year is to the Statewide Emergency Communications Board for improvements to those elements of the statewide public safety radio and communication system that support mutual aid communications and emergency medical services or provide interim enhancement of public safety communication interoperability in those areas of the state where the statewide public safety radio and communication system is not yet implemented, and grants to local units of government to further the strategic goals set forth by the Statewide Emergency Communications Board strategic plan.
Other ECN-Administered Grants

• None currently
• Future programs depend on
  – ECN planning initiatives
  – Federal opportunities
  – Allowable use and intended applicant pool
Elements of the Grant Process

• Grant RFP / Grant Program Guidelines – Outline the goals, amount available, timeline, and application process for a grant
• Grant contract agreement, Terms and Conditions – Legal agreement between the granting agency and the grantee
• Types of Grants
  – Competitive grants
  – Single/sole-source grants
  – Legislatively named/formula grants
ECN and the SECB

• Work together on determining uses of $1M appropriation
  – Different roles for ECN and SECB
    • ECN Grants Coordinator
    • FAS Grants Coordinator
    • SECB Finance Committee / Grants Workgroup
    • Grant Evaluators/Scorers

• Grants from this appropriation must follow DPS and OGM Policy/Procedure
Wherever policies conflict, the agency must follow whichever is stricter.

State grant making procedures mimic or expand on federal policy.
Office of Grants Management (OGM)

- Division of the Office of Management and Budget (MMB)
- Granted statutory authority to oversee grant-making policies and procedures
  - Minn. Stat §16B.97: Grants Management
  - Minn Stat. §16B.98: Grants Management Process
- Current policies posted on OGM website:
  - https://mn.gov/admin/government/grants/policies-statutes-forms/
State of MN – OGM/DPS Grant Policies

- Applications to:
  - State of MN grant administrators
  - State of MN agencies administering grant programs
  - Participants (including stakeholders) in the grant RFP, evaluation, and administration processes

- Policies have impact on grantees and program design
  - Anything in **red** indicates where DPS policy is **stricter** than OGM policies
Grant lifecycle and OGM policies

08-13 Grant closeout

- 08-08: Payment
- 08-09: Monitoring
- 08-10: Reporting
- 08-11: Legislatively-named
- 08-12: Amendments
- *08-05 Fraud and waste reporting

- 08-01: Conflict of Interest
- 08-02: Competitive Grant Review
- 08-03: Notice
- 08-04: Grant Contract Agreements
- 08-06: Pre-award financial review
- 08-07: Single/Sole Source
08-01 Grants Conflict of Interest - Background

• Conflict of interest – “When a person has actual or apparent duty or loyalty to more than one organization and the competing duties or loyalties may result in actions which are adverse to one or both parties”
  – Actual Conflict – Occurs when decision or action would compromise a duty to a party if no action is taken to eliminate conflict of interest
  – Potential Conflict – A person has a relationship, affiliation, or other interest that could create an inappropriate influence if that person is called on to make a decision or recommendation affecting those relationships/affiliations
Applies to both state and non-state participants in the grant process

<table>
<thead>
<tr>
<th>Grant Process:</th>
<th>Entities must:</th>
<th>Applies to:</th>
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<tbody>
<tr>
<td>RFP/Grant Program Guidelines</td>
<td>Reference and follow state grant Conflict of Interest policy and any related</td>
<td>State employees, appointed members of executive branch boards, committees,</td>
</tr>
<tr>
<td>development</td>
<td>agency/organization policy</td>
<td>authorities, task forces, and council members</td>
</tr>
<tr>
<td>Grant application</td>
<td>Complete and sign a conflict of interest disclosure</td>
<td>ALL grant reviewers</td>
</tr>
<tr>
<td>review and evaluation</td>
<td>**DPS - requires that any person disclosing conflict of interest must be</td>
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<tr>
<td></td>
<td><strong>exempted from the evaluation process</strong></td>
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<tr>
<td>Grant administration</td>
<td>Reference state grant Conflict of Interest policy and any related agency/</td>
<td>State employees</td>
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<td></td>
<td>organization policy, Maintain Conflict of Interest documentation</td>
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<tr>
<td>08-02 Rating Criteria for Competitive Grant Review</td>
<td>08-03 Writing and Publicizing Grants Notices and RFPs</td>
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<tr>
<td>• Describes RFP review and scoring criteria</td>
<td>• Expands notice and community outreach methods</td>
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<tr>
<td>• Requires consideration for equity, diversity, and inclusion in the grant process</td>
<td>• All awards greater than $5,000 should be competitive</td>
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<tr>
<td><strong>08-04 Grant Contract Agreement and Grant Award Notification</strong></td>
<td><strong>08-05 Public Comments Concerning Fraud and Waste in State Grants</strong></td>
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| • Identifies two types of legal agreements for grants  
  – Written contract agreement with terms and conditions  
  – Grant application with corresponding grant award notification  
  • DPS requires that grants are made using written contract agreements | • Provides central points of contact for fraud and waste in state grants |
08-06 Financial Review of Nongovernmental Organizations

• Applies only to grants with non-profit organizations

08-07 Single and Sole Source Grants

• Grants must be competitively awarded as much as possible
• Available only when one entity can meet the intended purpose and objectives due to:
  – Geographic location
  – Specialized equipment
  – Specialized knowledge
  – Community relationships
  – Is a designated recipient

08-08 Grant Payments

• Payments are only allowed after contract execution
• DPS only allows for reimbursement-based grant payments
<table>
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<tr>
<th><strong>08-09 Grant Progress Reports</strong></th>
<th><strong>08-10 Grant Monitoring</strong></th>
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</thead>
<tbody>
<tr>
<td>• State agencies determine report formats and content</td>
<td>• Requires at least one monitoring visit before final payment is made</td>
</tr>
<tr>
<td>• Financial reconciliation must be made before final payment</td>
<td><strong>08-11 Legislatively Mandated Grants</strong></td>
</tr>
<tr>
<td>– DPS requires that financial reconciliation be made for each reimbursement</td>
<td>• Same monitoring/oversight required as other grants</td>
</tr>
<tr>
<td></td>
<td>• Recipient agency must produce a work plan</td>
</tr>
<tr>
<td>08-12 Policy on Grant Amendments</td>
<td>08-13 Grant Closeout Evaluation</td>
</tr>
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<tr>
<td>Amendments required when:</td>
<td>Amenities must consider an applicant’s past performance before awarding new grants</td>
</tr>
<tr>
<td>– Change to total obligation</td>
<td>– DPS is currently reviewing/modifying the risk assessment procedure for grants</td>
</tr>
<tr>
<td>– Change to compensation</td>
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<tr>
<td>– Change to expiration date</td>
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</table>
Grant Agreements & Terms and Conditions

• Standardized by DPS
• Legal contract between the grantee and the State – Effective at time of last signature
• Key elements of Grant Agreements
  – Effective date
  – References/incorporates the RFP/Grant Program Guidelines, grant application, terms and conditions
  – Budget revisions requirements
  – Payment and reporting requirements
  – Signature authority
Grant Agreements and Terms and Conditions (Continued)

- Key elements of Terms and Conditions
  - Administrative costs
  - Contract and bidding requirements
  - Authorized representatives
  - Amendment requirements
  - Audit requirements
  - Governing law, jurisdiction, and venue/termination
  - Payment
Important Grant Resources

- State policies – OGM website
  - [https://mn.gov/admin/government/grants/policies-statutes-forms/](https://mn.gov/admin/government/grants/policies-statutes-forms/)
- NOFO/RFP/Grant Program Guidelines
- Individual grant contracts/agreements between ECN and the grantee
  - Grant contract and the associated Terms and Conditions
  - Grant application/work plan/budget
Implications for SECB Grant

• Changes to grant-making procedures from $1M appropriation
  – MOU to outline relationship between ECN and SECB
  – Grants manual guidelines for ECN grants
  – Discussion session at end of this meeting to collaborate on specific improvements

• Commitment to continuous improvement
  – Different implementation timelines for changes

• **Consider: What policies stood out to you?**
Get involved in planning for grants!

• Contact ECN Grant Coordinator
  – Rebeccah Roberts, rebeccah.m.Roberts@state.mn.us

• Reach out to your Regional Grant Coordinators/RAC/ECB

• Participate in SECB meetings/committees
  – ECN programmatic input
  – SECB grant needs
  – Other legislative initiatives with a grant or fiscal component through the SECB
Questions?
Comments?
Concerns?
Purpose of the Manual

• Guidance for grantees to administer ECN grants
• Detail relationship between:
  – Federal and state grant policy/procedure
  – Grant RFP
  – Grant application – work plan, budget, etc.
  – Grant agreement, terms and conditions
• Outline state guidance for allowable use and management of grant funds
• Provide useful references for both prospective and current grant applicants
• ANY recipients of grants administered through ECN
  – Approved and enforced by ECN
    • Manages revisions, reviews on a regular basis
    • Ensures adherence to state/federal grant policy
  – Including but not limited to SECB grant
• First draft of manual – reviewed by ECN and FAS

• **October 24: ECN shares draft manual with stakeholders**
  – Feedback encouraged!
  – Provide comments by November 18

• October – December 2022: ECN incorporates comments and coordinates with others as needed

• Early 2023: ECN finalizes manual and posts on website

Any future revisions will be noted in the manual.
Overview – Manual Contents

1. Introduction
2. Funding Opportunity Development
3. Preparing to Apply for ECN Grants
4. Grant Application
5. Administration of Grant Agreements
6. Program Operations
7. Grant Payments
8. Grant Closeout
1. Introduction

- ECN authority to enter into grant agreements
- OGM/DPS policy introduction and resources
- General grant management structure
- Role of the SECB
- Rights of the grantee
2. Funding Opportunity Development

• Planning for a grant RFP – ECN obligations
  – Grant structure (single/sole source, formula, competitive)
  – Publicizing grant opportunities
  – Determining eligibility
    • WHO can apply?
    • WHAT kinds of projects/initiatives are eligible?
    • HOW MUCH is available?
    • WHEN do these projects/initiatives need to be completed?
3. Preparing to Apply for ECN Grants

• Considerations for grantees before applying
  – Cost allocation (direct vs. allocated)
  – **Allowable/unallowable costs**
  – Local match
  – Fiscal agents vs. sub-grant programs

• Other rulemaking
  – **Non-supplanting requirements**
  – Non-comingling requirements
  – Conflict of interest
## Costs Generally Allowable

- Personnel services and fringe benefits
- Contracting, consultant and technical services
- Staff training and development
- Travel and transportation
- Insurance
- Space (rental cost, maintenance/operation, depreciation)
- Conferences and workshops (only in specific cases)
- Printing, duplication and publication
- Equipment
- Software
- Accounting/administration of grant funds
- Audit (only in specific cases)
- Indirect costs
- Office, postage and program supplies
- Security
- Food and beverage (only in specific cases)
- Program activities
- Telephone expenses
<table>
<thead>
<tr>
<th>Costs Generally Unallowable</th>
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</thead>
<tbody>
<tr>
<td>• Negative PTO</td>
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<tr>
<td>• Lobbying</td>
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<tr>
<td>• Fundraising</td>
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<tr>
<td>• Costs incurred outside of grant period (including pre-award costs)</td>
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<tr>
<td>• Corporate formation</td>
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<tr>
<td>• Fines, late fees and penalties</td>
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<tr>
<td>• Stipends</td>
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<tr>
<td>• Luxury vehicles</td>
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<tr>
<td>• Mileage over the current IRS rate</td>
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<tr>
<td>• Ammunition</td>
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<tr>
<td>• Honorariums</td>
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<tr>
<td>• Entertainment, social activities, alcoholic beverages and any associated costs</td>
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<tr>
<td>• Compensation and travel expenses of state or federal employees</td>
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<tr>
<td>• Other costs specifically prohibited by the source of grant funds</td>
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</tbody>
</table>
• Supplanting: Funds must be used to supplement existing funds for program activities and not replace those funds which have been appropriated for the same purpose. Examples of non-supplanting:
  – Non-federal funds were appropriated for a limited period of time and projects are discontinued or would be discontinued without the awarding of federal funds.
  – Federal funds may allow an organization to expand activities beyond what local resources have been appropriated for; either by adding additional activities, expanding a service area or serving a larger number of individuals.
4. Grant Application

• Elements of a grant application
  – Cover page
  – Work plan
  – Financial records
  – Other attachments, as required by the grant RFP

• Evaluation process

• Award notification

• Procedure for rejections, denials, appeals and withdrawals

• E-Grants registration
5. Administration of Grant Agreements

- Elements of grant agreement – legal document between ECN and the grantee
- Grantee registration
  - SWIFT
  - E-Grants
- Authorized signers and authorized representatives
- Financial management responsibilities of the grantee
- Certifications (depending on grant requirements)
Financial Management
Responsibilities of the Grantee

- Reporting
- Accounting records
- Source documentation
- Internal control
- Budget control
- Allowable cost
- Comingling of funds
- Management objectives
- Accounting basis
- Grant closeout
6. Program Operations

• Program modifications
  – Budget revisions
  – Grant amendments

• Program monitoring
  – ECN: Overall program reporting, audit requirements, site visits
  – Grantee: Quarterly reports, requests for reimbursement, sub-grantee monitoring

• Cash management

• Compliance
7. Grant Payments

• Reimbursement basis only
• Must conform to established budget
• Financial status reporting (FSR) – E-Grants submission
  – Submitted quarterly at a minimum
  – Includes expenditure documentation – source and proof of payment
  – Checking payment status
Expenditure Documentation – Source Documentation

• Must be provided for every expense
  – Invoice
  – Itemized charges
  – Payroll report or timesheet with breakdown of grant-eligible hours
• Must show that the expense occurred during the grant period
• Must contain ONLY grant-funded expenditures
Expenditure Documentation – Proof of Payment

• Must be provided for every expense
• Can be:
  – Front and back of a cancelled check
  – Expenditure report from financial system
• Should include reference to the source documentation in the form of:
  – Dollar amounts
  – Dates
  – Vendor names
  – Invoice numbers
  – Personnel information
8. Grant Closeout

• Grantee must submit the following within 30-days of grant end-date (unless otherwise indicated)
  – Final progress report
  – Final FSR
  – Possible Repayment
  – Reports
  – Grant Closeout Evaluation (if the grantee sub-granted funds)

• Unspent funds are de-obligated from the grant agreement
• Record retention and grant file-keeping requirements
Review the ECN Grant Manual and Provide Comments:

• ECN Grant Manual available on ECN website:
  – https://dps.mn.gov/divisions/ecn/grants/Pages/default.aspx

• **Provide comments by November 18, 2022**
  – Is this resource providing me what I need to make my grant successful?
  – Rebeccah.m.Roberts@state.mn.us

• Manual to be finalized and posted by early-2023
  – Note that outstanding sections/appendices are highlighted in the document – still to be approved by FAS before finalizing
Open Forum – SECB Grant Management
• Use the flip charts around the room to brainstorm on the provided questions
• Consider the impact to the state, SECB, to Regional Governance, to local units of government, and to individual PSAPs
  – Notes from the discussion will be shared with the grants workgroup and finance committee, and others as appropriate
• Keep discussions respectful
• Feel free to reach out to Rebeccah Roberts with any questions or further comments after the meeting
1. **Of the $1M SECB budget, how much** should go towards grants?

2. **What initiatives** should those grants support?
   
   1. Consider appropriation language and 911 Special Revenue Fund uses

3. **What role** should the SECB play in:
   
   1. Developing RFPs for grants?
   2. Evaluating applications for grants?
   3. Administering funds once grant agreements have been made?
      
      1. Note that each role would have different rules for conflict of interest

4. **Anything else** the SECB/ECN needs to know about grant-making?
The Minnesota Department of Public Safety—Emergency Communication Networks Division (MN DPS-ECN) is the state agency tasked with supporting each of the four primary public safety communication programs in Minnesota. Each of these programs plays a crucial role in ensuring the safety and well-being of Minnesotans during emergencies. Here’s a brief overview of each:

- **Next Generation 9-1-1**: This program enhances the current 9-1-1 system, providing improved emergency service capabilities and better technology to handle calls more efficiently.
- **Land Mobile Radio (ARMER)**: ARMER refers to Advanced Radio Mobile Equipment, offering clearer communication for emergency responders in the field.
- **Wireless Broadband**: This program integrates wireless technology to improve communication networks, providing a more robust infrastructure for emergency situations.
- **Integrated Public Alert & Warning System (IPAWS)**: IPAWS is a system that allows for the timely delivery of public alerts and warnings across multiple communication channels, ensuring the public is informed and safe.

**Wrap-Up**

In conclusion, MN DPS-ECN’s efforts are critical in ensuring that Minnesotans have access to reliable and effective communication networks in times of emergency. The programs mentioned are integral to maintaining public safety and well-being.
See You Next Time!

Thank You!

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