



**PROGRAM POLICY**

December 2025

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## PROGRAM PURPOSE

The 911 Association of Central Oklahoma Governments (ACOG) Grant Program is established to support and strengthen emergency communications centers (ECCs), and their operations across the region. The purpose of this grant program is to provide financial assistance to eligible ECCs for projects that enhance the delivery, reliability, interoperability, and sustainability of 911 services.

This program reflects 911 ACOG's commitment to regional collaboration, technological advancement, and equitable investment in critical emergency communications infrastructure. It is designed to align with state and federal priorities—such as the deployment of Next Generation 911 (NG911)—while addressing the unique operational and fiscal needs of local jurisdictions within 911 ACOG's service area.

Through a transparent and structured funding process, the Grant Program will:

- Advance system modernization and resilience
- Foster interjurisdictional coordination and shared services
- Address gaps in coverage, capacity, and access

By investing in the region's emergency communications capabilities, 911 ACOG aims to ensure that all communities—regardless of size or resources—have access to safe, reliable, and future-ready 911 systems.

This policy document provides internal guidance for the administration, oversight, and evaluation of the 911 ACOG Grant Program and is intended for use by ACOG 911 staff and authorized reviewers.

## 1. ELIGIBILITY

Only primary ECCs located in 911 ACOG member governments that receive 911 service fee refunds from ACOG are eligible to apply for grants.

### A. Definitions

- Primary ECC: First point of contact for 911 calls in a jurisdiction
- Secondary ECC: A downstream dispatch center receiving calls from a primary ECC

### B. Secondary ECC Funding Limitations

Grant funds may not be used to support secondary ECCs beyond the limitations established within this policy.

- Funding for secondary ECCs is limited to interconnectivity or interoperability purposes.
- No standalone capital or operational funding may be directed to secondary ECCs unless directly tied to a regional system benefit.

## 2. ELIGIBLE AND INELIGIBLE EXPENSES

To ensure fiscal responsibility and alignment with statewide emergency communications standards, the 911 ACOG Grant Program shall adhere to a defined framework for determining allowable expenses under all awarded grants.

### 2.1. GOVERNING STANDARDS FOR EXPENSE ELIGIBILITY

The determination of eligible and ineligible expenditures shall *primarily* align with Oklahoma Administrative Code § 145:15-7-3 and § 145:15-9-1. This includes:

- Definitions of acceptable use of 911 funds
- Approved capital and operational investments
- Prohibited or restricted expenditures

In addition, there are 911 ACOG Grant Program exclusions that may otherwise be eligible under Oklahoma legislation but are not allowable under this grant. Refer to Section 2.2 for details.

Grant applicants and recipients are responsible for reviewing and aligning all proposed budgets and expenditures with these standards. The 911 ACOG Grant Program will evaluate expenses accordingly during the application review, monitoring, and reimbursement processes.

As a matter of convenience, a list of eligible and ineligible expenses is provided herein. This does not relieve the applicant of the responsibility to ensure full compliance with current guidance issued by 911 ACOG, nor does it replace the need for due diligence in verifying the allowability of specific costs under applicable regulations. Applicants are strongly encouraged to request written clarification when uncertain about expense eligibility.

### 2.2. LOCAL PROGRAM-SPECIFIC EXCLUSIONS

Notwithstanding the general eligibility framework, the following expense categories are explicitly ineligible under this grant program:

- Ongoing expenses, such as personnel (e.g., salaries or benefits), rent, utilities, etc.
- NG911 deployment projects.
- Radio infrastructure or radio-related projects, including consoles and towers.
- Capital improvements or building construction, unless strictly related to consolidation.

- Call-handling Equipment (CHE): All costs related to the purchase, upgrade, maintenance, or subscription of CHE systems are ineligible for reimbursement or funding, as these are already covered by 911 ACOG.
- Emergency Services Internet Protocol Network (ESInet) and Next Generation Core Services (NGCS) Components: Any costs associated with the acquisition, implementation, upgrade, or ongoing support of the ESInet or NGCS components are likewise excluded from eligibility, as these are already covered by 911 ACOG.

Note: Capital improvements refer to substantial, long-term investments in physical assets that enhance the capacity, functionality, or lifespan of infrastructure or equipment. In the context of public safety or 911 systems, example capital improvements include construction or major renovation of an ECC facility and deployment of building-wide backup generators. Capital improvement projects are expressly ineligible unless related to consolidation.

### **2.3. ELIGIBLE EXPENSES**

The following are eligible for funding through the 911 ACOG Grant Program.

- Local Funds Match: Funds from this program may be used as the required matching funds for other 911-related Oklahoma 911 Management Authority (OK911MA) grants. However, eligibility is limited by the 911 ACOG Grant Program cap, and total funding may not exceed the 20% match required under OK911MA guidelines.
  - While individual radio projects are not eligible for standalone funding under the 911 ACOG Grant Program, applicants requesting 911 ACOG funds to serve as the required local match for pursuing an OK911MA grant may include radio-related components to the extent that they align with OK911MA grant guidance and objectives. All proposed radio-related expenditures must be clearly identified within the project scope.
  - Applicants must include sufficient project scope and cost details to demonstrate how the 911 ACOG grant funds will serve as local matching funds for OK911MA projects.
  - If the applicant's OK911MA grant application is not awarded or otherwise unsuccessful, the 911 ACOG grant award designated as local matching funds shall be considered void, and no funds will be disbursed under this category.
- Consolidation: Consolidation or consolidation of call centers; capital improvement projects (eligible as part of a consolidation only), including new buildings, additions, or renovations of existing buildings.
- Shared Computer-aided Dispatch (CAD): CAD systems that are deployed at a regional level, geographic information system (GIS)-centric, and are shared (used to transfer and communicate 911 caller information between ECCs or the originating ECC to a secondary ECC or standalone dispatch center). The chosen CAD must be Emergency Incident Data Object (EIDO) (i3) capable; a universal hub or data sharing server/cloud services that share data between CAD systems. Custom, one-off, CAD-to-CAD interfaces do not qualify for this category.
- Continuity of Operations Plan (COOP): Tools and/or technology necessary to mitigate any gaps within COOP necessary to mitigate the downtime in the delivery of 911 call processing. (ECCs must submit their current COOP to qualify for this category).
- Americans with Disabilities Act (ADA)-compliant Equipment: Furniture/chairs necessary to provide the proper ergonomics to reduce on-the-job injuries related to the stationary sitting common in 24/7 call centers.
- 911 GIS Services, in alignment with Oklahoma Administrative Code § 145:15-7-3, for data remediation audits or third-party services.

- Conference Attendance: Grant funds may be used to support attendance at major 911 industry conferences that advance professional development and enhance ECC operations. Eligible expenses include conference registration, travel, lodging, and per diem in accordance with applicable grant and organizational travel policies. Eligible events include NENA<sup>1</sup> National, APCO<sup>2</sup> National, Denise Amber Lee Foundation Conference and Expo, NAVIGATOR Conference (IAED<sup>3</sup>), and state-level public safety communications conferences. Only non-sworn ECC staff are eligible.

## 2.4. INELIGIBLE ITEMS

The following are not eligible for funding through the 911 ACOG Grant Program.

- Costs to operate 911 systems
- In field radios/subscriber units (mobile and portable radios)
- Radio infrastructure, including repeaters, combiners, towers, radio tower buildings, etc.
- Construction/capital improvement projects not related to consolidation
- Building operating costs including rent and utilities
- Purchase of vehicles; vehicle maintenance costs
- Oklahoma Law Enforcement Telecommunications System (OLETS)/National Crime Information Center (NCIC)
- General administrative costs including salaries and wages
- Purchases or purchase agreements entered prior to grant award
- Costs associated with any college or university degree, such as tuition, fees, etc.
- Costs associated with prizes; fundraising events/expenses
- Grant writer fees
- Fines/penalties/taxes; offsetting of debt; legal or audit fees; lobbying expenses
- Food/refreshments
- Decoding equipment used by field responders
- Cybersecurity vulnerability assessments, which are completed by the OK911MA Cybersecurity Specialist upon request

## 2.5. CLARIFICATION

If a grant applicant has questions regarding the eligibility of a proposed expense, the applicant may:

- Submit a written request for pre-approval or clarification to the ACOG 911 & Public Safety Director or their designee during the application process
- Provide documentation supporting the necessity and eligibility of the expense, including any guidance from OK911MA

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<sup>1</sup> National Emergency Number Association

<sup>2</sup> Association of Public-Safety Communications Officials, International

<sup>3</sup> International Academies of Emergency Dispatch

Final determinations will be made by the Executive Director and are not subject to override unless new guidance is issued by OK911MA or a funding policy is amended accordingly.

### **3. GRANT CYCLES AND WORKSHOP**

The 911 ACOG Grant Program may establish one or more grant cycles within each fiscal year to promote timely and effective use of available funding.

The grant cycle will begin following the official announcement of funding levels in November/December of each year.

The Executive Director may adjust cycle timelines or workshop requirements as needed.

#### **3.1. AVAILABILITY OF FUNDS**

Funding for the 911 ACOG Grant Program is made available through current regional allocations and budgeted resources. However, the availability of funds is not guaranteed on an ongoing basis and is subject to future budget approvals, program funding levels, and regional priorities. Applicants are encouraged to apply while funds are available, as subsequent funding cycles may be limited or suspended based on available resources.

ACOG 911 staff should ensure communications and public notices reflect current fund availability to prevent the expectation of ongoing cycles.

#### **3.2. ADVERTISING AND APPLICATION TIMELINE**

- Each grant cycle shall be advertised a minimum of sixty (60) calendar days before the application deadline.
- The grant application deadline shall be no earlier than sixty (60) calendar days from the first day of the published grant cycle, unless otherwise modified by the Executive Director.

#### **3.3. APPLICANT SUPPORT AND GRANT WORKSHOPS**

- ACOG 911 staff will conduct at least one required grant application workshop near the beginning of each cycle. Attendance at the grant workshop is mandatory for any entity that intends to submit a grant application.
- The workshop may be offered in person (space permitting) and/or virtually to ensure accessibility for all potential applicants. Virtual attendance shall be considered equivalent to in-person participation and shall fully satisfy the mandatory attendance requirement.
- All grant workshops and training sessions conducted by the Grant Program shall comply with the ADA. Reasonable accommodation will be provided upon request to ensure full accessibility for all participants, whether attending in person or virtually. Applicants requiring accommodation must notify ACOG 911 staff in advance of the workshop to allow for appropriate arrangements.
- The workshop will be recorded and made accessible via the ACOG website for reference; however, this access does not replace the mandatory attendance requirement.
- During the workshop, staff will:
  - Review the Foundant Grant Management System
  - Review the grant application process and application form
  - Present and explain funding priorities
  - Host a live question-and-answer session
  - Outline submission requirements, including interlocal agreements or other legal or financial documentation

- ECCs are encouraged to contact the ACOG 911 & Public Safety Director or their designee prior to the application deadline if clarification is needed regarding required application forms, documentation, or project eligibility. Provision of assistance does not guarantee an award but ensures that all applicants are provided a fair and equitable opportunity to compete for funding.

## 4. GRANT FUNDING RESERVES

The 911 ACOG Grant Program operates with a commitment to transparency, equity, and responsible fiscal management. This policy establishes the ability to set aside designated reserves from total available funds for administrative, contingency, or other approved programmatic purposes.

Before announcing the availability of grant funding for each cycle, the Executive Director may allocate portions of available funds to specific purposes consistent with the goals of the Grant Program. After these reserves and set-asides are determined, the remaining funds will be made available for ECC grant awards.

### 4.1. ADMINISTRATIVE RESERVE

To support the effective administration of the Grant Program, the Executive Director may allocate 5% to 10% of the total available funding for allowable administrative activities, including:

- Staffing and technical assistance
- Application and project review
- Grantee training, compliance monitoring, and auditing activities
- System maintenance, reporting, and communication

The specific percentage will vary annually based on operational needs and resource planning.

### 4.2. CONTINGENCY AND PROGRAMMATIC RESERVE

The Executive Director may allocate up to 15% of total available funding each year for contingency and other programmatic purposes that advance the objective of the Grant Program. These may include:

- Unexpected increases in project costs
- Replacement funding for terminated or delayed projects
- Response to emergent public safety needs or natural disasters
- Supplemental funding for critical but underfunded proposals
- Targeted initiatives such as regional training, outreach, or capacity-building activities
- Other special purposes approved by the 911 ACOG Board of Directors

Note: Capacity building includes initiatives that improve an ECC's operational readiness, technical capability, workforce competency, or long-term sustainability. These activities do not necessarily create new infrastructure but make the organization stronger and more capable of delivering 911 services effectively. Examples include workforce development (e.g., succession planning) and interagency collaboration (e.g., workshops to strengthen regional partnerships).

Use of contingency and programmatic funds requires justification and approval by the Executive Director through a supplemental review process. This includes:

- Submission of a written request detailing the need
- Supporting documentation
- Expedited evaluation by the Grant Selection Committee

- Final determination by the Executive Director based on the Committee's recommendation

#### **4.3. UNUSED RESERVES**

Unused reserves may be reallocated in subsequent future cycles, subject to the Executive Director's approval and alignment with evolving Grant Program needs, including new or emerging regional priorities such as training, interoperability initiatives, or technology modernization.

### **5. GRANT FUNDING AVAILABILITY AND ALLOCATION**

The 911 ACOG Grant Program operates with a commitment to transparency, equity, and responsible fiscal management. This policy outlines the process for announcing available funds and defines boundaries for individual grant awards.

#### **5.1. ANNUAL FUNDING ANNOUNCEMENT**

The total amount of grant funding available for each cycle will be set annually by the Executive Director and will be publicly announced. The announcement will include:

- The total funding pool for the cycle
- Specific programmatic or regional priorities (if applicable)
- Grant award thresholds (minimum and maximum)

Notifications will be distributed through the ACOG website, official communications to stakeholders, and relevant public safety channels.

#### **5.2. GRANT AWARD THRESHOLDS**

Thresholds are established to ensure meaningful impact while promoting equitable distribution across jurisdictions of varying size and need.

- Minimum Grant Award: \$50,000, except for requests related to conference attendance, which are capped at \$3,500 per person
- Maximum Grant Award: \$250,000

Grant requests below the minimum may be considered if the applicant provides strong justification based on need and project scope.

Exceptions to the maximum may be made only under extraordinary circumstances—such as urgent public safety threats, disaster recovery needs, loss of critical funding, or unforeseen regulatory requirements—and must receive formal approval from the Executive Director.

#### **5.3. TRANSPARENCY AND REPORTING**

A summary of grant allocations, including total funding distributed through competitive grants, will be included in the annual program report. This report will be made publicly available to ensure transparency and accountability.

### **6. GRANT PRIORITIES**

To ensure the strategic allocation of 911 grant funds, the 911 ACOG Grant Program may establish one or more funding priorities to guide the evaluation and selection of grant recipients.

- Funding priorities shall be established by the Executive Director prior to the public announcement of grant availability.
- The Grant Selection Committee shall assign relative weightings to each priority area. These weightings will reflect the urgency, alignment with statewide goals, or regional needs associated with each priority.

- Grant opportunity notices shall include a description of applicable priorities and their respective weightings, as published by ACOG 911 staff.
- Following the application review process, the Committee shall recommend an allocation of available funds for distribution, based on the merit and alignment of proposals with established priorities.

## **6.1. REGIONALIZATION AND SHARED TECHNOLOGIES**

In general, grant applications that demonstrate collaboration through regionalization or the use of shared technologies and infrastructure will receive heavier weighting during the evaluation process. Projects that involve multiple ECCs, promote interoperability, consolidate resources, or improve system efficiency across jurisdictions are strongly encouraged, as they align with 911 ACOG's strategic goals of maximizing impact and fostering sustainable, scalable emergency communications solutions.

## **7. VOLUNTARY CASH MATCH CONTRIBUTION (OPTIONAL)**

The 911 ACOG Grant Program does not require a cash match from applicants. However, applicants that voluntarily contribute funds toward their proposed projects will receive additional consideration in the scoring process.

### **7.1. OPTIONAL MATCH INCENTIVE**

To encourage local investment and ensure the long-term sustainability of 911 improvements, the Grant Program will award bonus points during application scoring to applicants who commit matching funds.

- Applications with a cash match will be evaluated more favorably and receive additional points in the scoring rubric. Voluntary cash match is not relevant to conference attendance grant applications.
- The number of points awarded will be based on the level of matching funds committed as a percentage of the total project cost, up to a maximum of **7 bonus points**.
- Matching contributions may include local government funds, cost-sharing arrangements, or other non-federal sources that are **readily traceable, documented, and auditable**.
- In-kind contributions (e.g., labor, equipment, volunteer time) are not acceptable.

### **7.2. MATCH DOCUMENTATION AT APPLICATION STAGE**

Applicants providing matching funds must submit:

- A completed Voluntary Cash Match Form (see Attachment 1)
- Supporting documentation verifying the source, amount, and commitment of funds
- An approved and signed resolution from the governing body of the 911 ACOG member government supporting the ECC's match commitment

### **7.3. TIMING AND USE OF MATCHING FUNDS**

When provided, matching funds must be:

- Expended concurrently with or prior to the use of grant funds
- Directly related to the approved scope of work
- Incurred within the grant performance period
- Tracked and reported separately from grant disbursements

Grantees electing to use matching funds must include match expenditure information in all required financial and progress reports.

#### **7.4. MONITORING AND AUDIT OF MATCH EXPENDITURES**

All matching funds, when provided, are subject to the same level of scrutiny and oversight as grant funds.

- Grantees must maintain detailed financial records documenting match expenditures.
- Match sources and use will be verified through:
  - Quarterly financial reports
  - Desk reviews or on-site monitoring
  - Post-award audits

Unsubstantiated or ineligible match claims may result in:

- Reduction or removal or awarded bonus points
- Repayment obligations
- Disqualification from future grant cycles

### **8. APPLICATION SUBMISSION**

The 911 ACOG Grant Program is a competitive grant opportunity designed to support eligible ECCs in improving emergency communications infrastructure and services. All applications must be submitted through the Foundant online grant management system, using a standardized application form and providing the required supporting materials.

The required format, content, and documentation necessary for consideration is outlined below.

#### **8.1. COMPETITIVE APPLICATION PROCESS**

- All grant applications will be evaluated based on established criteria, alignment with regional priorities, and overall merit.
- Submission of an application does not guarantee funding.
- Only applications submitted through the Foundant system by the published deadline will be accepted.

#### **8.2. PERIOD OF PERFORMANCE**

- The standard period of performance for grants awarded under the 911 ACOG Grant Program shall be twelve (12) to twenty-four (24) months.
- Extensions may be granted from a maximum total period of up to thirty-six (36) months, based on the complexity and scope of the proposed project.
- The specific period of performance will be established in the Interlocal Grant Agreement and shall commence on the effective date of award execution.
- Applicants must propose a realistic and achievable project timeline that aligns with the anticipated milestones, deliverables, and completion activities of the proposed project.
- Requests for shorter or extended durations may be considered on a case-by-case basis, subject to approval by the Executive Director.

### **8.3. REQUIRED APPLICATION COMPONENTS**

Each applicant must complete and submit the following elements within the Foundant system:

#### **1. Applicant Information**

- ECC name and address
- Primary contact person
  - Name
  - Phone number
  - Email address
- Secondary contact person
  - Name
  - Phone number
  - Email address
- Local government authorization letter for the ECC to apply for a grant and enter an interlocal agreement on behalf of the respective local government

#### **2. Grant Type Indicator – Applicants Must Indicate Whether The Request Is:**

- A standalone 911 ACOG grant project, or
- A request for funds to be used as local matching funds for an OK911MA grant, or
- Conference attendance grant application

#### **3. Project Information**

- Project name
- Total project budget
- Grant request amount
- Voluntary matching funds (optional) with an approved and signed resolution from the governing body of the 911 ACOG member government

#### **4. Project Description And Supporting Documentation**

- Succinct description of the proposed project
  - If the application is for local matching funds, the description must reference the corresponding OK911MA project, including its purpose and scope.
  - Full submission of the OK911MA grant application is not required but sufficient project details must be provided to demonstrate alignment between the two programs.
- Project timeline and milestones
  - A schedule that outlines the start and end dates of the project, key milestones, and expected completion date
  - Include procurement, implementation, testing, and training phases where applicable
- Vendor quotes
  - Itemized vendor quotes for all major equipment, services, or contracted components
  - Quotes must reflect competitive pricing and describe the scope of work or deliverables

- Product brochures and specifications
  - Include manufacturer brochures, product sheets, or other technical documentation for major systems or equipment being proposed
- Sustainability plan
  - All capital projects must show awareness of sustainability.

#### **8.4. ADDITIONAL SUBMISSION REQUIREMENTS**

- All documents must be uploaded in the formats specified in the Foundant system (typically PDF or Word).
- Each section of the application must be complete and signed where applicable.
- Incomplete applications or those missing required documentation will be considered non-responsive and may be rejected.

#### **8.5. CLARIFICATION AND TECHNICAL ASSISTANCE**

- ACOG 911 staff will offer an applicant workshop, and staff will be available to provide technical assistance related to:
  - Foundant navigation
  - Interpretation of application requirements
  - Submission logistics
- ACOG 911 staff may contact applicants to clarify submitted information. All clarifications must be provided in writing within the timeframe requested.

#### **8.6. LIMITATIONS ON APPLICATION SUBMISSIONS AND ELIGIBILITY**

- Only one (1) project grant application per applicant ECC may be submitted per grant cycle.  
**Exception:** For a conference attendance grant application, an ECC is allowed to submit up to three (3) applications for up to three (3) staff members per grant cycle. An ECC is allowed to submit a conference project grant application and conference attendance applications within the same grant cycle.
- An ECC may not apply for additional grant funding if it has more than one active grant at the time of application submission.
  - Exception: The Committee may consider an application if the inability to complete an active grant is due to a force majeure event (e.g., natural disaster, vendor insolvency).
- Projects that consist of multiple phases submitted over separate grant cycles may not receive priority scoring.
- Applications for costs that were previously submitted but not funded will not automatically receive priority and may be subject to lower scoring unless substantially revised.
- Grant funds shall not be used to procure or provide goods or services to secondary ECCs unless the grant request is directly tied to a regional system benefit.

#### **8.7. ADA COMPLIANCE**

- All projects funded through the Grant Program must comply with applicable federal, state, and local laws, including the ADA.
- Applicants must ensure that all equipment, technology, facilities, and services acquired or implemented with grant funds are accessible to individuals with disabilities.

- Documentation of ADA compliance may be requested as part of application review, monitoring, or audit activities.

## 9. CAPITAL PROJECT SUSTAINABILITY AND LIFECYCLE PLANNING

To promote responsible use of grant funds and ensure that investments have lasting value, applicants proposing capital improvement projects related to consolidation must show that the project can be supported and maintained after implementation.

### 9.1. APPLICABILITY

This requirement applies only to applications requesting funding for capital improvement projects explicitly related to consolidation, such as:

- Technology infrastructure (e.g., servers, networking)
- Facility upgrades, construction, or renovations

### 9.2. SUSTAINABILITY PLAN (REQUIRED)

Applicants must provide a short sustainability plan as part of their grant application describing:

- How the equipment, facility, or system will be maintained (e.g., vendor contracts, local information technology [IT] or facilities staff, or shared service agreements)
- How ongoing costs will be covered after the grant ends (e.g., inclusion in local budgets, service agreements, or cost-sharing)
- Expected useful life of the asset and general approach for replacement or upgrades when needed

Formal financial forecasts, maintenance schedules, or governing-board letters are not required, but applicants should demonstrate that they have considered how the project will remain functional and beneficial over time.

### 9.3. EVALUATION

Applications that include capital improvements will be scored, in part, on how well the sustainability plan shows long-term viability and local commitment to maintaining the investment.

### 9.4. OVERSIGHT AND REPORTING

Grantees approved for capital projects must briefly confirm in the quarterly and final reports that the equipment or facilities remain in use and properly maintained. Failure to maintain capital assets purchased with grant funds may affect future funding eligibility.

## 10. GRANT SELECTION COMMITTEE

To ensure impartiality, technical rigor, and alignment with 911 ACOG goals, a Grant Selection Committee may be convened as an official recommending body to the 911 ACOG Board of Directors. This policy defines the Committee's structure, appointment process, responsibilities, and procedures for alternative review, when applicable.

### 10.1. COMMITTEE STRUCTURE AND APPOINTMENTS

The Committee shall consist of:

- Three (3) ACOG staff members, selected based on their expertise in grant management, public safety planning, or project evaluation.
- Two (2) external 911 professionals, appointed by the Executive Director, with relevant experience in emergency communications, public safety operations, or grant administration.

The two external participants shall have no affiliation with 911 ACOG member governments that have an ECC that is actively pursuing a 911 ACOG grant.

Committee membership should reflect diverse geographic representation, operational perspectives, and subject matter expertise.

## **10.2. ROLE IN GRANT APPLICATION REVIEW PROCESS**

The Committee is responsible for evaluating eligible applications that have been screened and vetted by ACOG 911 staff. Committee members will:

- Review and score applications using a standardized rubric
- Consider subject matter expert (SME) input, oral presentations (if applicable), and staff recommendations
- Prepare a formal funding recommendation for submission to the Board

The full grant evaluation process, including staff responsibilities and Board approval procedures, is detailed in the Grant Review and Evaluation Process section.

## **10.3. USE OF SUBJECT MATTER EXPERTS**

At the discretion of the Executive Director, and in coordination with the Committee, SMEs may be engaged to support the review process.

SMEs may provide advisory input in areas such as:

- 911 technology and systems
- Public safety operations
- Emergency communications planning
- Financial or grants management

SMEs will serve in a non-voting, advisory capacity, unless formally appointed as voting members by the Executive Director.

## **10.4. ALTERNATIVE REVIEW PROCEDURES**

- In the event that a formal Grant Selection Committee is not convened, the Executive Director, in coordination with designated ACOG staff, will assume responsibility for the review and evaluation of eligible grant applications.
- This internal review team will apply the same evaluation criteria and scoring framework used by the Committee to ensure consistency and fairness. Final funding recommendations developed through this process will be submitted to the Board for formal approval.

# **11. GRANT APPLICATION REVIEW AND EVALUATION PROCESS**

The following procedures govern the review, evaluation, and recommendation process for grant applications submitted to the 911 ACOG Grant Program. These procedures are designed to promote objectivity, transparency, and alignment with 911 ACOG established priorities and goals.

## **11.1. STAFF REVIEW AND PRE-EVALUATION ACTIVITIES**

- ACOG 911 staff shall conduct an initial review of all submitted grant applications to verify completeness, eligibility, and alignment with published requirements.
- Staff will consult with the Executive Director and, if applicable, the Grant Selection Committee, regarding:
  - The potential need for SMEs

- Communications with applicants to clarify elements of the application
  - Status of previously awarded grants
  - Applicant history that may impact eligibility or risk assessment
- At the direction of the Executive Director, SMEs may be engaged to provide technical input. SMEs serve in an advisory, non-voting capacity, unless formally appointed.

## **11.2. EVALUATION PANEL COMPOSITION**

- Applications that pass initial compliance screening by ACOG 911 staff will be forwarded to the Committee, which is composed of appointed ACOG staff and external 911 professionals, as outlined in the Grant Selection Committee.
- If a formal Grant Selection Committee is not assembled, the Executive Director and designated ACOG staff will assume responsibility for full evaluation and recommendation.

## **11.3. ORAL PRESENTATIONS**

- Oral presentations may be required at the discretion of the Executive Director to enhance understanding of proposed projects.
- If scheduled, participation is mandatory for all selected applicants. Presentations may be conducted virtually or in-person to support accessibility and efficiency.
- Applicants will make their presentations before the Committee or internal review team.

## **11.4. EVALUATION AND SCORING**

- The Grant Selection Committee (or internal review body) shall conduct a full evaluation of each application based on required written materials and any additional information gathered during the review process, including oral presentations (if applicable).
- Applications will be scored using a standardized rubric (see Attachment 2) incorporating:
  - Weighted priorities previously adopted by the Board
  - Additional evaluation criteria relevant to project scope and strategic impact
- Applications may be ranked or grouped based on score ranges, funding availability, and alignment with 911 ACOG goals.
- Bonus Points
  - To incentivize impact, innovation, and collaboration, bonus points may be awarded during the evaluation process. These points will be added at the discretion of the Committee to the final application score and used to inform funding recommendations. Bonus points may be awarded for:
    - Voluntary Matching Funds Commitment: Applicants that commit to contributing funds will receive additional points, scaled proportionally to the amount matched.
    - Multi-ECC or Regional Collaboration: Projects that involve multiple ECCs, jurisdictions, or regional partnerships that enhance interoperability and shared resources.
    - Innovation and Scalability: Applications proposing novel technologies, strategies, or service models that demonstrate strong potential for replicability or system-wide improvement.

## **11.5. CLARIFICATION PROCESS**

- ACOG 911 staff may request written clarification of any budget item, cost justification, or technical component.

- All clarifications must be submitted in writing and retained in the application file for audit and review purposes.

## **11.6. RECOMMENDATIONS AND 911 ACOG BOARD OF DIRECTORS APPROVAL**

- Upon completion of the evaluation, the reviewing body (Grant Selection Committee or internal team) shall prepare a formal funding recommendation for consideration by the Board as presented by the Executive Director. This shall include:
  - A proposed list of awards and amounts
  - Summary of the evaluation process
  - Scoring outcomes and SME input (if applicable)
  - Fiscal and compliance assessments
  - Rationale for recommendations aligned with statutory and policy criteria
- The Board will review and act on recommendations during a scheduled or special meeting. The Board may:
  - Approve recommendations as presented
  - Approve with modifications
  - Return applications to the Committee for further clarification
- Approval of awards requires a majority of the weighted vote of Board members present and will be documented per Board bylaws.
- Final decisions are binding and will be communicated in writing to all applicants by the ACOG 911 & Public Safety Director or their designee within a reasonable timeframe.

## **11.7. POST-AWARD AGREEMENT EXECUTION**

- All approved grant recipients must execute a formal Interlocal Grant Agreement with ACOG within sixty (60) calendar days of award notification.
- The agreement will detail:
  - Approved scope of work and budget
  - Performance period and reporting requirements
  - Applicable terms and conditions
- Failure to execute the Interlocal Grant Agreement within the specified timeframe may result in award revocation and reallocation of funds.
- Refer to the Interlocal Grant Agreements section for additional information.

# **12. INTERLOCAL GRANT AGREEMENTS**

To formalize the terms and conditions of an award, each grantee must execute an Interlocal Grant Agreement with 911 ACOG following the award of funds.

## **12.1. EXECUTION TIMELINE**

Interlocal Grant Agreements must be signed by the grantee and returned to the Executive Director, along with all required supporting documentation (e.g., interlocal agreements, resolutions), within sixty (60) calendar days of the official award notification date.

## **12.2. REQUIRED DOCUMENTATION**

In addition to the signed Interlocal Grant Agreement, grantees must provide any supplemental materials specified in the award package or as required by law, including:

- Executed interlocal agreements (for regional or multi-jurisdictional projects)
- Governing board resolutions or formal match commitments (if providing)
- Other documents outlined in the grant application instructions or award letter

## **12.3. PROCUREMENTS**

- Execution of the Interlocal Grant Agreement affirms that the grantee will adhere to all applicable local, state, and federal procurement laws in the acquisition of goods and services funded under this program.

## **12.4. FAILURE TO COMPLY**

- If a grantee does not execute the agreement and provide all required documentation within the sixty (60)-day period, the award may be rescinded, and funds reallocated to other eligible applicants or reserved for a future grant cycle.
- Extensions may be granted at the sole discretion of the Executive Director upon written request and justification from the grantee.

# **13. SUBRECIPIENT AND INTERAGENCY AGREEMENTS**

When grant-funded projects involve multiple agencies or jurisdictions, applicants must provide formal, executed agreements that clearly define roles, responsibilities, funding flows, and compliance obligations for all participating entities.

## **13.1. REQUIRED DOCUMENTATION**

Applicants must submit copies of one or more of the following, as applicable:

- Executed interlocal agreements, memoranda of understanding (MOUs), or subrecipient contracts
- Documentation identifying the lead agency responsible for overall grant administration, reporting, and fiscal management
- Any additional agreements necessary to demonstrate the operational and financial commitments of all parties

## **13.2. SUBRECIPIENT RESPONSIBILITIES**

All subrecipients must:

- Adhere to all terms and conditions of the grant, including reporting schedules, procurement rules, and compliance requirements
- Maintain complete and accurate records for all grant-related activities
- Cooperate fully with monitoring, audits, and requests for information

The primary applicant (lead agency) is ultimately responsible for:

- Oversight of subrecipient performance and compliance
- Consolidation and submission of all required reports

- Ensuring that subrecipient expenditures are allowable, properly documented, and aligned with the approved project scope

### **13.3. NONCOMPLIANCE**

Failure to provide, maintain, or uphold the required agreements may result in:

- Determination of ineligibility for funding
- De-obligation of awarded funds
- Restriction from future grant opportunities

## **14. GRANT AWARD DISBURSEMENT**

The 911 ACOG Grant Program is committed to responsible financial stewardship by utilizing standardized, transparent, and auditable methods for disbursing grant funds. This policy defines the procedures for reimbursements and allowable advance payments and sets forth the reporting and documentation requirements for both.

### **14.1. STANDARD DISBURSEMENT METHOD: REIMBURSEMENT**

The primary method of fund disbursement shall be reimbursement. Grantees must initially incur and pay project-related costs and subsequently request reimbursement from the Grant Program.

### **14.2. REIMBURSEMENT ELIGIBILITY AND PROCESS**

To receive reimbursement:

- The grantee must submit a Reimbursement Request Form, accompanied by:
  - A detailed invoice listing each expenditure by budget category
  - Copies of paid invoices, receipts, or other proof of payment
  - Documentation linking expenses to approved budget items and project milestones
- Reimbursement requests may be submitted monthly or quarterly, as defined in the Interlocal Grant Agreement
- ACOG will process and disburse reimbursement payments within forty-five (45) calendar days of receipt of a complete and approved request.
- Grantees are encouraged to utilize an invoice requirements checklist with each vendor to promote consistency and compliance with reporting and reimbursement requirements. Each invoice submitted for reimbursement should include, at a minimum, the grant contract number, grantee name and address, and an itemized bill of sale. An example checklist is available upon request from 911 ACOG.

### **14.3. ADVANCE PAYMENTS (LIMITED USE)**

Advance payments are discouraged and permitted only under defined conditions where reimbursement would impose a demonstrable hardship on the grantee or delay critical project implementation. Advance payments may be authorized at the discretion of the Executive Director if:

- The grantee demonstrates limited cash flow capacity and provides justification
- The funds requested are for specific, time-sensitive costs (e.g., equipment purchases or vendor retainers)
- The advance amount does not exceed 25% of the total grant award

- The grantee is in good standing with all reporting and compliance requirements

#### **14.4. ADVANCE PAYMENT REQUEST PROCESS**

Grantees seeking an advance payment must:

- Submit a Formal Advance Payment Request, including:
  - Written justification of the need
  - A breakdown of planned expenditures
  - Documentation of the associated procurement or obligation (e.g., quotes, contracts)
- Agree to submit a Financial Status Report and Project Progress Update within forty-five (45) days of receiving the advance
- Maintain separate accounting for all advanced funds and provide reconciliation in subsequent reports

The Executive Director will review and issue a decision within fifteen (15) business days of receiving the complete request. Approved advance payments will be tracked and monitored closely until fully reconciled.

#### **14.5. REPORTING REQUIREMENTS FOR ALL DISBURSEMENTS**

All grantees must submit financial and performance reports as outlined in Section 15.

#### **14.6. AUDIT AND RECONCILIATION**

All disbursements, including advances, are subject to audit and reconciliation. Grantees must retain:

- All source documentation (e.g., invoices, receipts, payment confirmations)
- Financial records for a minimum of seven (7) years after the project end date

Noncompliance or misuse of funds may result in the requirement to return disbursed funds and/or disqualification from future grant opportunities.

### **15. GRANT PROGRESS REPORTING**

Effective oversight of the 911 ACOG Grant Program depends on timely, accurate, and standardized progress reporting by all grant recipients. This policy section outlines the expectations, formats, and consequences associated with performance and financial reporting over the life of the grant.

#### **15.1. REPORTING REQUIREMENTS AND FREQUENCY**

All grantees shall be required to submit regular progress reports throughout the performance period of the grant. Reporting obligations include:

- Monthly Progress Reports, due within five (5) business days after the end of the month, for projects with a duration of six (6) months or less
- Quarterly Progress Reports, due within thirty (30) days after the end of each quarter, unless otherwise specified in the Interlocal Grant Agreement, for projects with a duration of greater than six (6) months
- A Final Close-Out Report, due within forty-five (45) days after the project end date
- Interim Updates upon request, particularly for high-risk or high-value projects

Grantees shall provide proof of completed projects that have been publicized through social media and/or media releases, ensuring that 911 ACOG is acknowledged as the grantor.

## **15.2. STANDARDIZED REPORTING FORMAT**

To ensure consistency across projects and recipients, the Grant Program will provide standardized reporting templates that include:

- Milestone Tracking: Status updates on approved project milestones and deliverables
- Financial Expenditures: Line-item reporting of actual expenditures to date, including voluntary match funding contributions
- Performance Metrics: Outcome-based data that demonstrate project effectiveness, such as system reliability, call-handling improvements, or interoperability advancements
- Narrative Justification: Descriptive summaries that explain progress, delays, barriers, and any deviations from the original project scope or schedule
- Photographic Updates, if applicable

## **15.3. DEVIATION REPORTING**

Any material deviations from the approved scope, budget, timeline, or intended outcomes must be addressed through a narrative explanation within the monthly/quarterly report. Significant deviations may also trigger a requirement for a formal amendment or Corrective Action Plan (CAP).

## **15.4. USE OF REPORTS FOR GRANT PROGRAM OVERSIGHT**

Reports will be reviewed by Grant Program staff and may be used to:

- Assess individual project performance and grant compliance
- Identify best practices and implementation challenges
- Inform future funding strategies and adjustments to the Grant Program design
- Support state-level or federal program evaluations and reporting obligations

## **15.5. COMPLIANCE AND FUTURE ELIGIBILITY**

Failure to comply with reporting requirements may result in:

- Withholding or delay of future grant disbursements
- Ineligibility for future funding rounds until satisfactory reporting is submitted and reviewed

Timely, complete, and accurate reporting will be a factor in assessing organizational capacity and eligibility for future awards.

## **15.6. TECHNICAL ASSISTANCE AND TEMPLATES**

To support compliance, the Grant Program will:

- Provide templates, instructions, and sample completed reports to all grantees at the time of grant initiation and maintain same on its website
- Offer periodic training or office hours to assist with understanding reporting expectations
- Maintain a designated contact for reporting-related inquiries

## **16. MONITORING AND COMPLIANCE OVERSIGHT**

911 ACOG staff will monitor grantee performance and compliance through documentation review, reports, and audits.

### **16.1. MONITORING ACTIVITIES**

- Desk audits of financial and performance reports
- On-site or virtual visits (risk-based or random)
- Equipment verification for capital projects related to consolidation

### **16.2. CORRECTIVE ACTIONS**

- IF NONCOMPLIANCE IS IDENTIFIED, THE GRANTEE WILL RECEIVE A CAP AND TIMELINE FOR RESOLUTION.
- CONTINUED NONCOMPLIANCE MAY RESULT IN SUSPENSION OF FUNDS, TERMINATION, OR INELIGIBILITY FOR FUTURE FUNDING.

## **17. GRANT MODIFICATIONS**

Grantees may request changes to the scope, timeline, or budget of a project post-award. Modifications are subject to approval by the ACOG 911 & Public Safety Director and, if substantial, by the Executive Director.

### **17.1. TYPES OF MODIFICATIONS**

- Budget reallocations exceeding 10% of any major category
- Extension of the grant period
- Change in scope, deliverables, or equipment list

### **17.2. REQUESTS FOR MODIFICATION**

Requests must:

- Be in writing and submitted thirty (30) days prior to the proposed change
- Include justification and supporting documentation

### **17.3. REVIEW AND APPROVAL**

- Minor modifications, such as changes in project personnel may be approved by the ACOG 911 & Public Safety Director.
- Major modifications, such as changes in project scope will be reviewed and approved by the Executive Director.
- Approved changes will be incorporated into a formal amendment to the Interlocal Grant Agreement.

## 18. GRANT TERMINATION

The Executive Director reserves the right to terminate grant awards in whole or in part under defined conditions to ensure stewardship of public funds and compliance with 911 ACOG Grant Program objectives. This policy establishes the procedures and standards that govern the termination of grant agreements.

### 18.1. GROUNDS FOR TERMINATION

A grant award may be terminated prior to the end of its performance period under the following circumstances:

**A. For Cause — The Executive Director May Terminate An Award, In Whole Or In Part, If The Grantee:**

- Fails to comply with the terms and conditions of the grant agreement
- Submits false or fraudulent documentation
- Demonstrates persistent poor performance or misuse of funds
- Fails to make reasonable progress toward approved goals and milestones
- Is found to be in violation of applicable federal, state, or local laws

**B. For Convenience (By The Grantor) — The Executive Director May Terminate A Grant When:**

- Continued funding is no longer possible due to changes in appropriations, policy, or statutory authority
- The original purpose for the grant is no longer relevant or feasible due to external circumstances
- Mutual agreement between the grantor and grantee renders termination the best course of action

**C. Voluntary Termination (By The Grantee) — A Grantee May Request To Terminate A Grant Award For Any Reason. Such A Request Must:**

- Be submitted in writing to the ACOG 911 & Public Safety Director
- Include justification and an accounting of grant funds expended to date
- Be subject to approval and reconciliation procedures

### 18.2. NOTICE OF TERMINATION

- The terminating party shall provide written notice of intent to terminate at least thirty (30) calendar days prior to the proposed termination date.
- The notice will include:
  - The effective date of termination
  - A statement of the reason(s) for termination
  - Instructions for final reporting and financial reconciliation

### 18.3. FINAL REPORTING AND RECONCILIATION

Upon receipt of a termination notice, the grantee must:

- Cease all grant-funded activities as of the termination date

- Submit a final performance report and final financial report within forty-five (45) calendar days of termination
- Return any unexpended or disallowed funds as directed by the ACOG 911 & Public Safety Director
- Provide an inventory and disposition plan for any equipment or property purchased with grant funds

#### **18.4. RECORD RETENTION AND AUDIT ACCESS**

- The grantee shall retain all grant-related records, including financial documentation, correspondence, and deliverables, for a minimum of seven (7) years after termination, or until all audits or litigation are resolved.
- These records must be available for review by auditors, program evaluators, or other authorized officials upon request.

### **19. GRANT CLOSEOUT**

The Grant Closeout procedure ensures the timely and orderly conclusion of all 911 grant-funded projects. Closeout confirms that all programmatic activities have been completed, funds have been properly accounted for, and required documentation has been submitted. This process protects public funds, verifies performance outcomes, and maintains compliance with state and 911 ACOG Board of Directors' policies.

#### **19.1. CLOSEOUT INITIATION**

Closeout begins upon the earlier of:

- Completion of the project as defined in the Interlocal Grant Agreement, or
- Expiration of the grant performance period

911 ACOG staff will issue a closeout notification to the grantee no later than thirty (30) calendar days prior to the scheduled project end date.

#### **19.2. GRANTEE RESPONSIBILITIES**

Grantees must submit all final closeout documentation within forty-five (45) calendar days of the project end date unless an extension is granted. Required closeout documentation includes:

##### **A. Final Performance Report**

- Summary of project activities, outcomes, and deliverables
- Description of how grant goals were met
- Explanation of any deviations from the original project plan

##### **B. Final Financial Report**

- Full accounting of grant expenditures
- Documentation of any matching funds or in-kind contributions (if required)
- Certification that all funds were used in accordance with the approved budget

##### **C. Proof Of Completion**

- Procurement records, invoices, and payment confirmations
- Photos or descriptions of completed installations (if applicable)

- System acceptance documentation or deployment reports
- Final versions of any deliverables (e.g., training materials, GIS datasets, plans)
- Social media and/or media releases regarding project completion

#### **D. Inventory Of Grant-Funded Assets**

- Itemized list of equipment or capital assets purchased with grant funds
- Location, serial number (if applicable), and condition
- Statement of how assets will be maintained per the sustainability plan

### **19.3. STAFF REVIEW AND VERIFICATION**

911 ACOG staff will:

- Review all submitted reports and documentation
- Compare actual performance against approved project scope and milestones
- Confirm financial compliance and resolution of any outstanding questions or issues
- Request additional documentation or clarification if necessary

### **19.4. FINAL CLOSEOUT LETTER AND RECORDS RETENTION**

Once all requirements are met and verified:

- 911 ACOG staff will issue a Final Closeout Letter, confirming satisfactory completion of the grant.
- Grantees must retain all grant-related records (financial, programmatic) for a period of at least seven (7) years following the closeout date, or until all audits or litigation are resolved.
- Contract documents must be retained for the life of the contract, plus seven (7) years, or until all audits or litigation are resolved.

### **19.5. AUDIT AND POST-CLOSEOUT MONITORING**

- All grant awards remain subject to audit by 911 ACOG or state auditing entities during the seven (7) year retention period.
- Post-closeout monitoring may be conducted to assess sustainability, performance of capital assets, or continued compliance with equipment use restrictions.

## **20. DATA AND RECORDS RETENTION**

Grantees must maintain complete and accurate records related to all aspects of the grant for a period of seven (7) years from the date of final closeout, or until all audits or litigation are resolved. Contract documents must be retained for the life of the contract, plus seven (7) years, or until all audits or litigation are resolved.

### **20.1. REQUIRED RECORDS**

- Financial ledgers and invoices
- Contracts and procurement documents
- Reports and deliverables
- Correspondence with the 911 ACOG Grant Program

## 20.2. ACCESS AND AVAILABILITY

Records must be available upon request for:

- 911 ACOG and/or State audits
- Compliance reviews
- Public records requests, where applicable

Digital records must be stored securely and be retrievable within a reasonable timeframe.

## 21. FRAUD, WASTE, AND ABUSE POLICY

To ensure the integrity of the 911 ACOG Grant Program and the proper stewardship of public funds, all grantees, subrecipients, and associated entities are required to prevent, detect, and report instances of fraud, waste, or abuse.

### 21.1. DEFINITIONS

- Fraud: Any intentional act of deception, misrepresentation, or concealment made to secure an unfair or unlawful gain, including false statements, falsified records, or misappropriation of funds.
- Waste: The careless or unnecessary expenditure of grant funds, resources, or property, regardless of intent, that results in avoidable costs or inefficiencies.
- Abuse: The misuse of authority, position, or grant resources in a manner that violates program rules, applicable laws, or generally accepted standards of conduct, even if not fraudulent or illegal.

### 21.2. REPORTING REQUIREMENT

Any suspected instance of fraud, waste, or abuse involving grant funds must be reported immediately to the ACOG 911 & Public Safety Director. Reports may be made by:

- Submitting a written complaint to the ACOG 911 & Public Safety Director
- Contacting ACOG 911 staff
- Using any additional reporting channels established by 911 ACOG

Anonymous reports will be accepted to the extent permitted by law.

### 21.3. RESPONSIBILITIES

- Grantees and subrecipients must establish internal controls to safeguard grant funds and ensure expenditures are allowable, documented, and aligned with the approved budget.
- Employees, contractors, and partners are required to cooperate fully with any inquiries, audits, or investigations conducted by 911 ACOG or authorized oversight agencies.

### 21.4. CONSEQUENCES OF NON-COMPLIANCE

Confirmed fraud, waste, or abuse may result in one or more of the following actions:

- Immediate suspension or termination of grant funding
- Repayment of disallowed or misused funds
- Disqualification from future funding cycles
- Referral to appropriate law enforcement or regulatory authorities

## **21.5. RECORD RETENTION**

All records relevant to reported or investigated cases of fraud, waste, or abuse shall be maintained for a minimum of seven (7) years, in accordance with Grant Program record retention requirements.

## **22. CONFLICT OF INTEREST**

To uphold the integrity of the 911 ACOG Grant Program, all individuals involved in the review, evaluation, or decision-making processes must avoid actual or perceived conflicts of interest.

### **22.1. APPLICABILITY**

This policy applies to:

- 911 ACOG Board of Directors
- Exception: Board members may participate in the evaluation, discussion, and voting process for ECC grant applications submitted by entities within the jurisdiction they represent. This exception allows for equitable local representation while maintaining transparency in the grant review process.
- Grant Selection Committee members
- SMEs
- ACOG staff involved in application review or evaluation

### **22.2. DISCLOSURE AND RECUSAL**

- Individuals must disclose any personal, professional, or financial interest that may conflict with a grant applicant.
- Anyone with a potential conflict must recuse themselves from discussion, scoring, or decision-making for that application.

### **22.3. RESTRICTIONS**

- No employee or representative of an applicant may participate in the review of their own application.
- Conflicted individuals may provide general program input but not case-specific feedback or votes.

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## ATTACHMENTS

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## ATTACHMENT 1 – VOLUNTARY CASH MATCH FORM (OPTIONAL)

The following is a sample of the Voluntary Cash Match Form. The actual form can be found at <https://www.acogok.org/911acograntprogram/>

Applicant Organization:

ECC Name (if different):

Grant Application ID (if assigned):

Total Project Cost: \$

Cash Match Amount: \$

Status of Match Funds (check one):

Secured

Pending Approval

Source(s) of Cash Match Funds:

Approved and signed Resolution from the Governing Body of the 911 ACOG Member Government

### Certification

I certify that the information provided in this request is true and complete to the best of my knowledge, and that the organization will comply with all other terms and conditions of the 911 ACOG Grant Program if funding is awarded.

Authorized Official Name & Title:

Signature:

Date:

## ATTACHMENT 2 – MODEL VOLUNTARY CASH MATCH RESOLUTION

The following is a sample of the Voluntary Cash Match Form. The actual form can be found at <https://www.acogok.org/911acograntprogram/>

### 911 ACOG Grant Program

A resolution of the council/board of the City/County of \_\_\_\_\_, Oklahoma, approving and authorizing the voluntary financial match commitment for a project application submitted to the 911 Association of Central Oklahoma Governments (911 ACOG) under the 911 ACOG Grant Program by the Emergency Communication Center (ECC).

Be it remembered that on the day of \_\_\_\_\_ (month) \_\_\_\_\_, 2026, at a regular meeting of the City/County council/board of the City/County of \_\_\_\_\_, the following resolution was presented, read, and adopted:

WHEREAS, 911 ACOG has established the 911 ACOG Grant Program to provide funding to ECCs serving member governments for the purpose of strengthening the reliability, interoperability, resiliency, and sustainability of 911 systems across the region; and

WHEREAS, the City/County of \_\_\_\_\_ intends to participate in a project proposal to be submitted under the 911 ACOG Grant Program; and

WHEREAS, the City/County of \_\_\_\_\_ wishes to demonstrate its support for the proposed project by providing a voluntary financial match, as permitted under program guidelines; and

WHEREAS, the governing body recognizes that the voluntary match is not required for eligibility but may increase the competitiveness of the project during the application review and scoring process; and

WHEREAS, the City/County affirms that providing the voluntary match does not bind 911 ACOG to award a grant but expresses the City/County's commitment to supporting the ECC project and its benefits to local and regional 911 services.

NOW, THEREFORE, BE IT RESOLVED:

That the City/County of \_\_\_\_\_ hereby approves and authorizes a voluntary cash match commitment in the amount of \$ \_\_\_\_\_ in support of the ECC project submitted under the 911 ACOG Grant Program, and certifies that these funds are available, pending approval or already secured, as indicated in the application materials.

Be it further resolved that the Mayor/Chair of the Board of Commissioners is authorized to execute any documents necessary to formalize this commitment, including the Voluntary Cash Match Form and any other materials required by 911 ACOG as part of the application process.

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ADOPTED by the City/County council/board of \_\_\_\_\_ and SIGNED by the Mayor/Chair this the (day and month) \_\_\_\_\_, 2026.

ATTEST:

City/County Clerk \_\_\_\_\_

Mayor/Chair \_\_\_\_\_

City/County Attorney \_\_\_\_\_

## ATTACHMENT 3 – SCORING RUBRIC FOR GRANT SELECTION COMMITTEE

### Base Evaluation Criteria (100 Points Maximum)

SECTION	CRITERIA	MAX POINTS	DETAILS
1. Project Justification and Alignment	Problem/Need Statement	15	Clearly describes a critical public safety or operational need.
	Alignment with Regional/State 911 Goals	10	Demonstrates alignment with NG911, interoperability, or regional priorities.
	Public Safety Impact	10	Clear, measurable improvements to service delivery or resiliency.
2. Project Design and Feasibility	Implementation Plan	10	Realistic, detailed plan with achievable milestones and clear roles.
	Timeline and Milestones	5	Aligned with project scope and policy guidelines (12-24 months or justified extension).
	Vendor Quotes and Technical Documentation	5	Completeness, pricing competitiveness, clarity on proposed systems.
3. Financial Soundness	Budget Reasonableness and Clarity	10	Costs align with project goals and 911 ACOG eligibility guidance.
	Project Viability (Sustainability Plan – Capital Improvements)	5	Demonstrated plan for O&M and asset support post-grant.
4. Organizational Capacity	Experience and Staffing Readiness	5	Shows capacity to manage, report, and deliver the project.
	Past Performance and Compliance	5	Past grants (if applicable) completed successfully and on time.
5. Strategic Priority Areas	Board-adopted Priorities	10	Degree to which application aligns with cycle-specific priorities.
	Regionalization and Shared Technologies	10	Multi-jurisdictional or collaborative proposals are favored.

### Bonus Points (15 Points Maximum)

BONUS CATEGORY	CRITERIA	MAX POINTS
<b>Voluntary Match Contribution</b>	Local cash match provided	Up to 7 pts (scaled)
<b>Multi-ECC/Regional Collaboration</b>	Multiple ECCs involved with interlocal agreement	Up to 4 pts
<b>Innovation and Scalability</b>	Demonstrates replicable technology or novel strategy	Up to 4 pts

### Total Maximum Score: 115 Points

- Base Score: 100
- Bonus Points: 15