



Cuyahoga County 9-1-1 Consolidation Shared Services Fund

Guidance and Application Guide

Date June 12, 2013

PREFACE

In 2011, when I took office I made a commitment to ensure that public safety initiatives were a priority countywide. Accordingly, I am supporting an initiative encouraging communities to consolidate their 9-1-1 dispatch centers. These dispatch centers, commonly referred to as Public Safety Answering Points (PSAPs), answer calls and dispatch first responders to a caller's location, or transfer calls to the appropriate PSAP based on caller location.



As can be found in the Cuyahoga County 9-1-1 Consolidation Plan, Cuyahoga County is recommending the consolidation of PSAPs as a viable alternative to the current over-saturation of PSAPs. Such an over-saturation dilutes available funding and the ability to maintain and upgrade technologies and standardize policies and procedures. Consolidation of PSAPs enables shared use of limited resources, staff, and equipment, which provides the ability to standardize policies and procedures, and expand services.

As a result of Cuyahoga County's commitment to the consolidation of 9-1-1 services, a Shared Services Fund (Fund) has been established to specifically support 9-1-1 consolidations. The 1.5 million dollar Fund will support communities by leveraging County funding support, while simultaneously reducing communities' long-term costs. This funding will be specific to 9-1-1 consolidation projects and may be used to support projects in many areas of consolidation.

We look forward to working with you on such an important initiative. Please feel free to contact anyone in my office or the Department of Public Safety and Justice Services for more information.

Sincerely,

A handwritten signature in blue ink that reads "Edward FitzGerald".

Edward FitzGerald
Cuyahoga County Executive

Michael J. Gallagher
County Councilman

TABLE OF CONTENTS

PREFACE..... 2

TABLE OF CONTENTS..... 3

INTRODUCTION / OVERVIEW..... 4

PROGRAM PURPOSE..... 5

PROGRAM GUIDELINES..... 5

SELECTION CRITERIA/REVIEW PROCESS..... 8

INTRODUCTION / OVERVIEW

Currently, Cuyahoga County has 45 PSAPs that support all 59 jurisdictions within the county. This is the largest number of PSAPs in the state of Ohio and one of the highest within the nation. Of the 88 counties in Ohio, only four (4) have more than 10 PSAPs.

Since 2007, the current economic climate has been significantly declining. Individual citizens have been greatly reducing their spending to compensate for an increase in unemployment rates and less available income. At the same time, governmental entities have been forced to stretch resources beyond their traditional capacity in order to remain within budget. As a result, municipalities are investigating the use of consolidated approaches or joint ventures in order to maintain the necessary level of services for citizens.

In the state of Ohio, municipalities are facing additional challenges with a decrease in available funding from the Local Government Fund, elimination of the Ohio estate tax, and depreciation in housing values resulting in a decline in property tax. These funding challenges compound an already stressed governmental system, ultimately making certain crucial public safety services less accessible to citizens. Cuyahoga County's 9-1-1 Consolidation Plan would provide communities with the opportunity to reduce stress on their taxed government systems by eliminating the burden of redundant public safety systems while maintaining quality levels of service.

In 2012, Cuyahoga County contracted with an independent party to conduct a detailed assessment of all 48 PSAPs (currently 45). The study concluded that Cuyahoga County should work toward reducing the number of PSAPs through continued support of consolidation and the promotion of regionalism. As a result, Cuyahoga County is recommending the consolidation of dispatch centers (PSAPs), as a viable alternative to the current over-saturation of PSAPs countywide. Such an over-saturation dilutes available funding and the ability to maintain and upgrade technologies and standardize policies, and procedures.

In addition, the State of Ohio is working to develop a plan to mandate PSAP consolidation statewide. Cuyahoga County has worked to support the State's effort by encouraging and facilitating consolidation. Due to the high number of PSAPs in Cuyahoga County, the local consolidation efforts are being watched closely by our peers across the State.

Benefits of Consolidated Dispatch

A regional consolidated dispatching approach will have some of the following benefits: Shared Response, Shared Total Cost of Ownership, Upgraded 9-1-1 Technologies, Consistent Training Models and Protocols, and Redundancy. While these are not all of the benefits, they highlight the importance of consolidation.

Communities participating in consolidated dispatching have the ability to share costs associated with a regional PSAP across the communities involved. As a result, the total cost associated with the PSAP will be less when shared across communities than when each community maintains a separate PSAP. Further, with fewer PSAPs countywide, Cuyahoga County can work closely with them to develop consistent policies, procedures and protocols for dispatching and emergency medical dispatching. As a result, dispatchers will provide better customer service and higher quality response to a call.

PROGRAM PURPOSE

The purpose of the Fund is to further County efforts under the 9-1-1 Consolidation Plan, by providing financial resources to communities engaging in 9-1-1 consolidation efforts. Specifically, the Fund will support physical and technical infrastructure, professional services, equipment and upgrades needed to support consolidations.

PROGRAM GUIDELINES

In order to effectively support PSAP consolidation, many jurisdictions require financial support outside of their community budgets. Support from the County in these efforts would increase the potential for large scale regionally consolidated PSAPs and result in more effective and efficient public safety services. Additionally, support from the County can help leverage financial assistance from federal and state agencies.

Amount of Fund

The total amount of funding available in the 9-1-1 Consolidation Shared Services Fund is \$2,500,000. \$1,000,000 of these funds is from the Wireless Government Assistance Fund and will have additional rules and regulations over its use, which is outlined in the Cuyahoga County Countywide 9-1-1 Plan. The remaining balance of \$1,500,000 is from the general fund.

Eligibility

Eligible PSAP Consolidation projects under the Shared Services Fund shall adhere to the following:

- A. The primary applicant **must** be a community or Council of Governments (COG) that houses and operates one of the 45 PSAPs
- B. The proposed consolidation must consist of a **minimum** of 3 municipalities. (Must include **both** Fire and Police dispatching operations from each of the 3 municipalities).
- C. Formal letters of commitment needed from the participating municipalities that include Mayors, Police and Fire Chiefs.
- D. Have participated in a professional feasibility study or, at minimum, formal discussions of consolidation including extensive planning efforts between the proposed consolidating communities
- E. The ability to provide a 10 to 20% local match (cash or in-kind) for requested funds. (The Review Committee may determine the appropriate match requirements.)
- F. If a consolidation effort includes non-county participants, the application must follow the rules stated in A-E, and the majority of communities within the application must be within Cuyahoga County.
- G. If a consolidation effort includes one of the six (6) secondary PSAPs within Cuyahoga County, the application must follow the rules A-E, and the majority of communities within the application must be primary PSAP communities.

Allowable expenses:

Recipients may use funds for the following expenses. Applicants must include all anticipated expenses in their application materials. All expenses must be approved by the Department of Public Safety and Justice Services.

- Dispatch Hardware and Software
 - 9-1-1 System
 - Computers
 - Workstation / Furniture
 - CAD
 - AVL
 - Phone System
 - Map
- Base Stations
- Belt Clips / Holsters
- Chargers (Desktop and vehicular)
- Capital / Build-out (Construction)
- Training
- Project Management
- Professional Services/Consulting
- Radios (portable and mobiles)
- Antennas
- Microphones
- Radio programming

In addition to the items listed above, communities seeking a grant match to support PSAP consolidation efforts and further the goals of the 9-1-1 Consolidation Plan will be accepted.

Unallowable expenses:

- Personnel and Staffing Costs
- Indirect Cost Rates
- Administrative Costs (Grants Administrations, Audits, etc.)

Application Requirements

Applications must include the following information and must be submitted by mail to:

Cuyahoga County
Department of Public Safety & Justice Services
Administration – Suite 330
310 W. Lakeside Avenue
Cleveland, Ohio 44113

Applications must include:

- Narrative – typed, 12 point font, no more than 5 pages
- Budget and Budget Narrative
- Letters of Commitment

Supplemental documents are optional (i.e. assessments, floor plans, photos).

Narrative

The Narrative (no more than 5 pages, typed, 12 point font) must include:

1. Description of consolidation efforts to date
2. Names of the communities participating
3. Describe how the funds will support the County's 9-1-1 Consolidation Plan and local consolidation efforts.
4. Address ability to adhere to the administrative and operations requirements below:

Administrative

- Provide a balanced budget
- Maintain optimal ISO ratings
- Meets or exceeds the NENA i3 Next Generation 9-1-1 standards

Operations

- Facilitate mass notification
- Provide Specialty and CERT Team Dispatch
- Include Emergency Medical

- Meets or exceeds the strictest of NENA/APCO/NFPA standards
- Achieve accreditation from the NAED Medical, Fire and Police protocols and/or CALEA
- Dispatch protocols
- Handle all radio traffic for participating agencies
- Utilize countywide standardized policies and procedures as they become available

Budget and Budget Narrative

The Budget and Budget Narrative must include how the funds will be used to support the program. This narrative should include a full breakdown of all costs, as well as an overview of how funds will be allocated across approved purpose areas. Applicants should utilize the following approved budget categories to label the requested expenditures: *Equipment, Training, Consultants/Contracts, and an Other category.*

Letters of Commitments

Formal letters of commitment must be provided from the participating municipalities that include signatures from Mayors, Police and Fire Chiefs. Letters may be in the form of individual letters from each participating municipality with the three required signatures or one combined letter with signatures of all required parties.

SELECTION CRITERIA / REVIEW PROCESS

All applications for the 9-1-1 Consolidation Shared Services Fund will be accepted on a rolling basis (and will be reviewed on a first come, first serve basis) by the Department of Public Safety and Justice Services. Applications will be reviewed by a three person review committee consisting of:

- Cuyahoga County Council President or his/her designee
- Two (2) appointees by the Cuyahoga County Executive

Meetings shall occur monthly, provided there are applications requiring review. Each application will be reviewed and a determination of award will be made shortly thereafter. Awards may be made for all or a portion of the requested funds and is contingent on the acceptance of the match requirements imposed by the Review Committee.

The Fund Review Committee shall perform all acts delegated to it under the Cuyahoga County Code, to include determining eligibility and application requirements, and it shall observe the County's Open Meeting requirements in doing so. Any awards shall be made by the applicable County approval authority based on the monetary thresholds under the County's Contracting and Purchasing Procedures.

The Fund Review Committee has the authority to add or waive restrictions on funding awards on a case by case basis if deemed necessary to support the 9-1-1 Consolidation Plan.