

Dakota 911 Conference, Inc.

Grants, Loans, and Other Distributions Policy

30 June 2005

Article I **Overview Information**

Executive Summary

- Educational activities are primary to the Dakota 911 Conference's, Inc. (hereto after referred to as Conference) purpose.
- These educational activities consist of conferences, seminars, training courses, and meetings.
- The Conference supports these activities through sponsorship, management, funding, or any combination of the three.
- The only funding mechanism used by the Conference is grants. The Conference does not loan or make any other distribution of funds.
- This funding opportunity provides support: for innovative professional educational programs, to motivate public safety communications students to pursue 911 Telecommunicator related careers; for short courses, generally referred to as Continuing Dispatcher Education (CDE), to update certified 911 Telecommunicators in new professional methods, technologies and findings; and for general public education of the nature and services provided by the profession.
- Because the nature and scope of the proposed educational approach will vary from application to application, it is anticipated that the size and duration of each award will also vary. The total amount awarded and the number of awards will depend upon the numbers, quality, duration, and costs of the applications received.
- Eligible organizations include for-profit and not-for-profit, public or private organizations, units of state and local governments, eligible agencies of the Federal Government, domestic institutions/organizations, faith-based or community-based organizations, and Native American tribal organizations.
- The number of non-overlapping applications each applicant organization may submit is unrestricted.

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Article II
Full Text of Policy

Section I. Funding Opportunity Description

1. Program Objectives

Program scope and aims: The Public Safety Communications Education Grant Program employs an application and grant mechanism to provide funding for the development of innovative public safety communications education and information dissemination projects. Education grants may focus on education for a variety of target audiences: public safety communications students with an interest in public safety communications careers; certified 911 Telecommunicators seeking short term educational updates (CDE); and the general public in need of information on the latest developments in public safety communications.

Grants targeting academic audiences should provide a rationale for the program in terms of professional and manpower needs. Grants targeting community professional or lay audiences should address public safety communications priority areas.

Public Safety Communications education grants may use a variety of formats depending on target audiences and aims. Grants aimed at educating students and certified 911 Telecommunicators, may develop and use primarily curriculum- based short term educational experiences, delivered in traditional settings as well as web-based and virtual approaches. Curriculum content may range the generally accepted extent of the profession.

Applicants proposing to work with community organizations are encouraged to provide preliminary assessments of community/professional need for the program and preliminary information on likely utilization by target groups. Preliminary evidence of program effectiveness in educating target audiences and increasing demand for public safety communications standards implementation is also highly desirable.

Program eligibility: The Public Safety Communications grant program is primarily intended to support the implementation of professional and public educational that can be completed within the calendar year.

Renewal eligibility: All programs initially qualifying for Public Safety Communications education grants are eligible for renewal. In order to qualify for renewal, these programs should demonstrate evidence of a successful training track record.

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Examples of projects that may be funded are provided below. These examples are meant to be illustrative, but not all inclusive, of possible topic areas.

- New curriculum development within an academic institution in areas of critical importance to cancer education (e.g., nutrition, pain management; palliative care; genetics).
- Development of academically-based, short-term primarily curriculum based educational programs to motivate college students to pursue careers in Public Safety Communications.
- Short term CDE programs taught by accredited faculty and designed to enhance the professional knowledge, skills, and abilities of certified 911 Telecommunicators.
- Public education through seminars and conferences of the requirements of and need for public safety communications services.

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Section II. Award Information

1. Mechanism of Support

This funding opportunity will use an application/review/award mechanism. Applicants may only request one year of support in a single grant period. Applicants will be solely responsible for planning, directing, and executing the proposed project. A detailed categorical budget is to be submitted with the application.

2. Funds Available

- Applications received in response to this program announcement will compete for funds in the general funding pool of the Conference. No specific funds have been set aside for this program.
- The number and size of the awards will depend on the number of applications received, their relative merit and the general availability of funds for training and education grants.
- Because the nature and scope of the proposed programs will vary from application to application, it is anticipated that the size and duration of each award will also vary.
- The program provides up to one year of funding in direct costs.

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Section III. Eligibility Information

1. Eligible Applicants

1.A. Eligible Institutions

You may submit an application if your organization has any of the following characteristics:

- For-profit organizations
- Non-profit organizations
- Public or private institutions, such as universities, and colleges
- Units of State government
- Units of local government
- Eligible agencies of the Federal government
- Domestic Institutions
- Faith-based or community-based organizations
- Native American tribal organizations

1.B. Eligible Individuals. Individuals are not eligible for grants under this program.

2. Cost Sharing or Matching. Cost sharing/matching is not required.

3. Other-Special Eligibility Criteria

Evaluation Plan: The application should clearly describe how the proposed education program will be evaluated for success or failure based on its purposes and objectives.

Dissemination Plan: The application should describe the extent of “portability” of the proposed program to other educational institutions, geographic areas and/or different populations. The dissemination plan should also indicate how the applicant will communicate and make available the results of the project (e.g., publications, presentations, web postings) to potential user communities (e.g., universities and other educational institutions, professional societies, communities etc.).

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Section IV. Application and Submission Information

1. Address to Request Application Information

The application and instructions are available at;

Dakota 911 Conference, Inc.
300 Kansas City St.
Rapid City, SD 57701
E-mail; ted@co.pennington.sd.us
Tel; (605) 394-6794, Fax; (605) 394-6795

2. Content and Form of Application Submission

Applications must be prepared using the Application for Professional Education Grant Assistance form.

3. Submission Dates and Times

Applications must be received in the calendar year of the proposed project.

3.A. Receipt, Review and Anticipated Start Dates

Letter of Intent Receipt Date: Not applicable
Application Receipt Date: Not applicable
Earliest Anticipated Start Date: Not applicable

3.A.1 Letter of Intent Receipt Date:

A letter of intent is not required.

3.B. Sending an Application

Applications must be prepared using the attached form. Submit a signed, completed original of the application to:

Vice President
Dakota 911 Conference, Inc.
300 Kansas City St.
Rapid City, SD 57701
Tel; (605) 394-6794, Fax; (605) 394-6795

Attachments should be comprised of unbound materials with separators between documents.

3.C. Application Processing

Upon receipt, applications will be evaluated for completeness and responsiveness. Although there is no immediate acknowledgement of the receipt of an application, applicants will be notified of the review and funding assignments.

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4. Review

This initiative is not subject to review outside of the Conference.

5. Funding Restrictions

- Awardees shall use the grant funds only for the purposes for which the grant was made.
- All grant awards are to be expended for the specific use detailed in the application.
- Awardees acknowledge Conference's authority to withhold/recover grant funds in case such funds are, or appear to be, misused.

6. Other Submission Requirements

Plan for Sharing Research Data

Not applicable

Sharing Research Resources

Not applicable

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Section V. Application Review Information

1. Criteria

Only the review criteria described below will be considered in the review process.

2. Review and Selection Process

Applications that are complete and responsive will be evaluated for merit by the Conference in accordance with the review criteria stated below. Incomplete and/or non-responsive applications will not be reviewed.

As part of the initial merit review, all applications will:

- Undergo a selection process in which only those applications deemed to have the highest merit, generally the top half of applications under review, will be discussed and assigned a priority score
- Receive a written critique

The following will be considered in making funding decisions:

- Merit of the proposed project as determined by Conference review,
- Availability of funds, and
- Relevance of program priorities.

The Conference will address and consider each of these criteria in assigning the application's overall score, weighing them as appropriate for each application.

- **Significance.** Does this project address an important problem in public safety communications; or does it address a significant educational goal related to manpower and training? If the aims of the application are achieved, how will educational practice and/or dissemination knowledge be advanced?
- **Approach.** Are the conceptual or educational framework, design, methods, analyses and other methods and plans as mentioned in 2.A below (evaluation, dissemination) adequately developed, well integrated, well reasoned, and appropriate to the aims of the project? Does the applicant acknowledge potential problem areas and consider alternative approaches?
- **Innovation.** Is the project original and innovative? For example: Does the project challenge existing dissemination paradigms or educational practice; address an innovative hypothesis or critical barrier to progress in the field? Does the project employ novel concepts, approaches, methodologies, tools, or technologies for this area? Does the project provide for the application of new educational technologies or methods to the education and training needs?

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2.A. Additional Review Criteria:

Evaluation plan. Does the project adequately describe how the success of the program will be evaluated in terms of achieving its objectives? Is the program evaluation linked to an adequately developed model? Curriculum based programs are expected to state educational goals and objectives and methods for measuring their attainment. The evaluation plan should also include consideration of resources available and measures to facilitate adoption of the project by targeted professional or community groups.

Dissemination plan. A dissemination plan to communicate and make available the results of the project through such means as publications in professional journals, presentations at meetings, and internet websites is required.

2.B. Additional Review Considerations

Budget: The reasonableness of the proposed budget and the requested period of support in relation to the project. The priority score should not be affected by the evaluation of the budget.

2.C. Sharing Research Data

Not applicable

2.D. Sharing Research Resources

Not applicable

3. Anticipated Announcement and Award Dates

Not applicable

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Section VI. Award Administration Information

1. Award Notices

After the review of the application is completed, a formal notification in the form of a Notice of Grant Award (NGA) will be provided to the applicant organization. The NGA signed by the Conference's Secretary is the authorizing document. Selection of an application for award is not an authorization to begin performance. Any costs incurred before receipt of the NGA are at the recipient's risk. Applicants whose proposals have been selected for award will be notified either by electronic mail or by postal mail.

2. Administrative Policy Requirements

Not applicable

2.A Cooperative Agreement Terms and Conditions

Not applicable

3. Reporting

- Periodic written reports by awardees to the Conference concerning the use of grant funds are required every 30 days starting from the awarding date of the grant.
- Reports on projects completed within 30 days can be satisfied by the single Evaluation Report (final written report) described below.
- Awardees are required to submit an Evaluation Report based on the project's Evaluation Plan to the Conference within thirty (30) days of completion of the project. The Evaluation Report functions as the final written report and will contain an accounting of how grant funds were used.

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Section VII. Conference Contacts

Applicants are encouraged to contact the Conference concerning this funding. Initial inquiries shall be directed to:

Vice President
Dakota 911 Conference, Inc.
300 Kansas City St.
Rapid City, SD 57701
Tel; (605) 394-6794, Fax; (605) 394-6795

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Section VIII. Other Information

Required Citations

Loan Repayment Programs:

The Conference only distributes grant funds. No loans are tendered. Therefore, loan repayments are not applicable.

Other Distribution Programs:

The Conference only distributes grant funds. No other distribution mechanisms exist within the Conference.

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Effective Date

President