

Memorandum of Understanding
E911 State Grant Program

Miami-Dade County
Miami-Dade Police Department and
City of Coral Gables

E911 Primary System Upgrade Project

MEMORANDUM OF UNDERSTANDING (MOU)

1. Purpose:

To implement the E911 State Grant Program awarded to Miami-Dade County in the amount of \$304,505.47 from the State of Florida E911 Board, Grant Number S6-13-12-5. Authority for this grant initiative was approved by the Board of County Commissioners on May 5, 2009, Resolution R-19-08 (Attached).

These funds will support the replacement of the existing E911 call answering solution within the City of Coral Gables 911 Center. The replacement will provide continuous E911 service including all maintenance and system upgrade required for the new technology equipment, assuring the quality of services delivered to the citizens and visitors of the City of Coral Gables (CCG). This replacement and system upgrade will position the CCG to facilitate maintenance contracts and system upgrades in accordance with the State E911 Plan and between the CCG primary Public Safety Answering Point (PSAP), the Call Management System (CMS) backup site, and the Miami-Dade County Regional PSAP.

2. Background:

The Miami-Dade County (MDC) is supported by seven (7) PSAPs including Aventura, Coral Gables, Hialeah, Miami, Miami Beach, Miami-Dade County, and Pinecrest. The largest and primary PSAP is operated by the Miami-Dade Police Department (MDPD). The MDPD E911 System processes calls for 29 municipalities, the Miccosukee Tribal lands, MDPD, and Miami-Dade Fire Rescue Department (MDFRD). The total call volume of the MDPD E911 Center is over 2.4 million calls per year with 1.4 million being emergency 911 calls. The MDC E911 Plan is directly tied to the redundancy of the MDPD E911 Center to the local PSAPs to provide service to MDC. The MDC Continuity of Operations Plan designates the MDPD PSAP as the operational roll-back for all local PSAPs. The Regional PSAP provides sufficient capacity to meet the increasing service demands of a growing South Florida community. Also, the Regional PSAP is consistent with the State E911 Plan; to implement an E911 system in all areas that is sustainable and redundant.

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The CCG is the fifth largest PSAP within MDC and provides service to a residential population of 50,000 persons with an approximate total annual 911 call volume of 193,378 calls for services. To effectively process this call volume, the CCG PSAP supports 11 call taking positions with 11 Centralized Automatic Message Accounting (CAMA) trunks and 11 Administrative (ADMIN) lines. The CCG also maintains a backup PSAP site supported with 4 call taking positions.

The MDPD is the primary organizational unit and the CCG is the secondary organizational unit. With regard to this grant, as the grant was awarded to MDC, the MDPD will be the lead organization, as documented in the local E911 Plan. As the lead organization, the MDPD has primary responsibility to ensure compliance with grant requirements on behalf of MDC.

3. Duration of Grant and Related MOU:

The grant period is from February 7, 2014, through February 6, 2016. This MOU shall begin on the date on which it is signed by both parties, and shall be effective through the end of the grant period, February 6, 2016, to provide for compliance with all grant requirements, both fiscal and administrative (including the deadline for the final reports). Requests for an extension must be made in writing by the CCG to the MDPD. Extension requests must be made in compliance with grant requirements, including the grant period. Note: While the grant provides a two-year period, the grant requirements state that the first year, through February 6, 2015, is for implementation; and the second year allows for final completion, the 1st year warranty, maintenance, and complete required reporting and documentation through February 6, 2016.

4. Department Roles and Responsibilities With Regard to This Grant:

The MDPD, as the sub-grantee, will monitor the implementation of this MOU in accordance with the grant requirements. This includes operational and administrative performance, fiscal management, reporting, and other related grant requirements as may be required by the E911 State Grant Program.

The CCG will implement the grant funded initiative in accordance with all requirements provided by the E911 State Grant Program. Specifically, the CCG will be responsible for:

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- a. Compliance with financial and administrative requirements in accordance with State and MDC requirements;
- b. Financially and administratively or otherwise for any updates and maintenance related to their system, the solution in place with all other PSAPs within MDC, supporting the local interoperability communications plan;
- c. Returning equipment and/or funds to MDC, in the event the CCG PSAP would close.

5. Reporting Requirements

The E911 State Grant Program has specific financial and administrative requirements, including reporting. In consideration of the MDPD role as the primary recipient/sub-grantee and the associated reporting requirements, the CCG shall adhere to the following reporting requirements:

- a. CCG will submit all reports to the MDPD;
- b. Reporting, both Fiscal and operational, reports shall utilize the required forms to be provide by the MDPD, **Attachment 1**;
 - i. In addition, for any non-compliance issues, Corrective Action Plans must be submitted to address the non-compliance issues, including the non-compliance issue, specific action(s) to be taken to bring the situation into compliance, the entity/personnel responsible, the date to be completed and a copy of the source documentation for verification upon completion, **Attachment 2**;
 - ii. Fiscal reports must balance to the County financial system, FAMIS, for the reporting period and must include a printout from CCG financial system for the reporting period, the required financial report form, and corresponding backup documentation.

6. Submission of Reports:

- a. Reports must be submitted by the deadline identified in the Calendar of Reporting Deadlines provided in **Attachment 3**;
- b. Reports must be signed and dated by authorized personnel;
- c. Reports may be sent electronically to MDPD Point of Contact.

MDPD, as the lead agency, must ensure compliance with all of the reporting requirements in relation to both financial and programmatic reports.

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Non-compliance could be treated as a violation of the award agreement. In the event of non-compliance, CCG will be required to submit a corrective action plan (Attachment 3) which stipulates the action to be taken to bring the project into compliance, the time frame for this action, and the person(s) responsible.

7. Grant Compliance, Non Compliance and Corrective Action:

The State award is a form of contract, outlining term and conditions. Non-compliance with the reporting requirement is considered a violation of the award agreement. The MDPD may use any customary remedial actions necessary to ensure compliance, including withholding funds, termination, or suspension and debarment, as appropriate.

8. Department Representatives:

The Point of Contact for the MDPD is:

Name: Rey Valdes, Police Major
Phone Number: (305) 669 - 7700
Email Address: rvaldes@mdpd.com

The Point of Contact for the CCG is:

Name: Scott Masington, Major
Phone Number: (305) 442-1600
Email Address: smasington@coralgables.com

The authorized personnel to sign reports, Fiscal and Operational, for CCG is:

Name: Dennis Weiner, Chief
Phone Number: (305) 442-1600 Ext. 5418
Email Address: dweinder@coralgables.com

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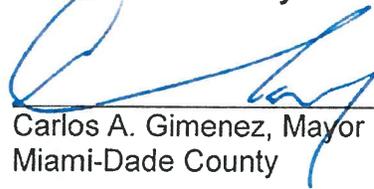
9. Grant Requirements:

CCG will be responsible for compliance with all grant requirements as stated in the grant award documents to MDC, **Attachment 4** and all other E911 State Grant Program requirements. In addition, the CCG will implement the project in compliance with the approved program narrative and budget, documented in **Attachment 5**.

10. MOU Amendment:

The MOU may be amended, based on a request submitted in writing to the MDPD. These requests, upon approval, will be authorized by the MDPD, and when necessary by the E911 State Grant Program.

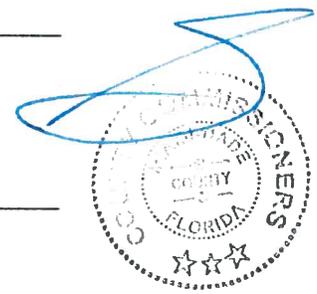
Miami-Dade County

for 
Carlos A. Gimenez, Mayor
Miami-Dade County

3/21/14
Date


J.D. Patterson, Director
Miami-Dade Police Department

3/24/14
Date



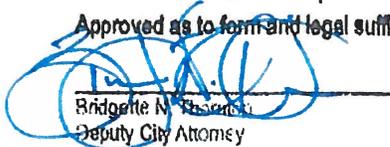
City of Coral Gables


Dennis Weiner, Chief
Coral Gables Police Department

3/20/14
Date


Scott Masington, Major
Coral Gables Police Department

3/20/14
Date

Approved as to form and legal sufficiency

Bridgette N. Resnick
Deputy City Attorney

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List of Attachments

- Attachment 1: Report Forms
Operational
Fiscal
- Attachment 2: Corrective Action Plan
- Attachment 3: Calendar of Reporting Deadlines
- Attachment 4: Award Documents and Special Conditions
- Attachment 5: Grant Narrative and Budget
- Attachment 6: Board of County Commission Resolution R-19-08