

**State of California**

9-1-1 OPERATIONS MANUAL

**CHAPTER XI – NEXT GENERATION 9-1-1 GRAPHIC INFORMATION SYSTEM (NG9-1-1 GIS)**

**NEXT GENERATION 9-1-1 GEOGRAPHIC INFORMATION SYSTEM (NG9-1-1 GIS) CALL ROUTING FUNDING POLICY**

In Next Generation 9-1-1, Geographic Information Systems (GIS) will provide a critical role through NG9-1-1 call network routing. The Cal OES 9-1-1 Branch is in the process of developing a GIS data set that will be used for 9-1-1 call routing once the NG9-1-1 system is in production. It is imperative to obtain Road Centerlines, Address Points and PSAP boundary polygons from the city or county GIS coordinators in California. The Cal OES 9-1-1 Branch can reimburse for county/city resource hours used to produce Dataset. (Road Centerline, Address points and PSAP boundary polygons) Counties/cities must follow the Authorized Use process for NG9-1-1 GIS Allotment described below in order for Cal OES 9-1-1 Branch to authorize payment. The Counties/cities may contract with a GIS Vendor, available through CMAS to obtain the required dataset if the county/city does not have GIS services available. Using the Direct Funding or Reimbursement Claim process listed below. Either option will need to be pre-approved by the Cal OES 9-1-1 Branch. Cal OES 9-1-1 Branch envisions, the GIS Data flow as follow: The Cities will submit their GIS data (road centerline, address points and PSAP jurisdictional polygons) to the County and the County will submit their GIS data to the State GIS repository.

**Authorized Use of GIS Allotment Funds**

Agency may use their NG 9-1-1 GIS funding allotment to obtain and maintain Road Centerlines, Address points and PSAP boundary polygons necessary to provide the NG 9-1-1 call routing capability. GIS expenditures submitted for funding must include a GIS plan identifying the scope (task and/or item elements with a description of how the requirements will be met), schedule and resources (itemization of proposed costs). Agency may use their GIS funding allotment for the following GIS related expenditures:

1. Road Centerlines;
2. Address points;
3. PSAP boundary polygons
  - a. Personnel time to produce initial data set and maintain the Agency portion of the NG9-1-1 GIS database, including creation of road centerlines and address points and PSAP jurisdictional polygons.
  - b. Verification of map dataset accuracy. Activities may include:
    - i. verification/correction of spatial street centerline data;
    - ii. verification/correction of street address ranges, street names and spellings;
    - iii. verification/correction of PSAP jurisdictional polygon (shape file).
4. Consulting services for NG9-1-1 GIS to provide services above.

**GIS Funding Allotment**

Agencies approved for GIS funding will be provided a GIS allotment in accordance with the procedures provided in this chapter. Current allotments are calculated using \$0.44 per address point based on census data. A minimum of \$50,000 will be available for each jurisdiction that applies for the allotment, however there is a \$500,000 cap per large agencies.

**Authorized Use of GIS Allotment Funds**

Terms and conditions of allotment, the county has been designated as the liaison on behalf of all of its cities, although a city can submit a form to request to act as its own liaison for the program. A city acting as a liaison must provide all required materials to the County in order to receive funding.

## **FUNDING PROCESSES FOR 9-1-1 SERVICES AND EQUIPMENT**

Agencies requesting CA 9-1-1 Branch funds may use the Direct Funding Process or the Reimbursement Claim Process.

### **Direct Funding Process**

With prior approval from the CA 9-1-1 Branch, the Direct Funding Process allows the Agency to purchase services and have all invoices billed and mailed directly to the CA 9-1-1 Branch. Direct funding requires a State of California procurement method, such as a State Contract Agreement, Master Purchase Agreement (MPA), Master Service Agreement (MSA), or California Multiple Award Schedule (CMAS) Agreement.

### **Reimbursement Claim Process**

The Reimbursement Claim Process provides the Agency a method to be compensated for 9-1-1 related expenses that are pre-approved for funding by the CA 9-1-1 Branch. Refer to [AGENCY 9-1-1 EXPENSES FUNDING POLICY](#) for services that may not require pre-approval. Invoices will be sent to and paid by the Agency. The Agency may then submit a REIMBURSEMENT CLAIM (TDe-290) form to the CA 9-1-1 Branch with any additional required documentation as defined below and within this chapter. The TDe-290 form may be viewed or downloaded from the CA 9-1-1 Branch website as follows:

<https://www.caloes.ca.gov/cal-oes-divisions/public-safety-communications/ca-9-1-1-emergency-communications-branch/ca-9-1-1-forms>

## **FUNDING PROCESS – GEOGRAPHIC INFORMATION SYSTEM (GIS)**

In accordance with the [GIS FUNDING POLICY](#) outlined in this chapter, Agencies requesting funding for GIS may use the Reimbursement Claim Process or the Direct Funding Process. Both methods require specific preliminary information outlined below that is necessary to determine GIS funding eligibility.

### **Direct Funding Process – GIS**

In accordance with the [GIS FUNDING POLICY](#) outlined in this chapter, Agencies may seek funding from the CA 9-1-1 Branch for GIS. Agencies requesting invoices for approved GIS services to be sent by the contractor directly to the CA 9-1-1 Branch for payment are required to follow the procedures below. Agencies are also required to follow their own procurement processes when issuing purchase orders needed to procure GIS equipment and services.

#### **1. Agency Requests GIS Funding**

The Agency prepares and submits to the CA 9-1-1 Branch a GIS funding request form that must be completely filled out.

**2. CA 9-1-1 Branch Issues “GIS Funding Eligibility Letter”**

If the Agency request meets the GIS funding requirements outlined in this chapter, a “GIS Funding Eligibility Letter” will be sent to the Agency within four (4) weeks of the date the funding request letter was received by the CA 9-1-1 Branch. This letter will detail the GIS funds that the Agency may be eligible to receive. This letter will also detail the steps the Agency must follow to obtain final purchase approval from the CA 9-1-1 Branch. If the Agency funding request letter does not meet the GIS funding requirements, the NG9-1-1 GIS Project Manager will contact the Agency for further information within four (4) weeks of the date the funding request letter was received by the CA 9-1-1 Branch.

**3. Agency Chooses Contracted GIS Services**

Once pre-authorization is obtained from the CA 9-1-1 Branch, Agency shall pick a GIS Vendor to perform services.

**4. Agency Prepares And Submits Project Documentation**

The CA 9-1-1 Branch will assist the Agency, as needed. Project documentation shall include the following information:

- a. Statement of Work (SOW);
- b. Copy of pre-authorization letter;
- c. Itemized list of all GIS Components.

**5. CA 9-1-1 Branch Issues a Commitment To Fund**

The CA 9-1-1 Branch will review the GIS project documentation. If the Agency's project documentation meets the funding requirements outlined in this chapter, a TDe-288 form detailing the approved amount will be sent to the Agency within four (4) weeks of the date the CA 9-1-1 Branch received a complete and accurate project documentation. If the Agency's project documentation does not meet the funding requirements, the GIS Project Manager will contact the Agency for further information within four (4) weeks of the date the CA 9-1-1 Branch received the project documentation.

**6. Agency Authorizes Contractor To Proceed With Installation**

Agency schedules work to be completed.

**7. Contractor Invoices the CA 9-1-1 Branch**

Upon satisfactory completion of service, the contractor may invoice the CA 9-1-1 Branch. When invoicing the CA 9-1-1 Branch, the contractor must include a breakdown of applicable equipment, labor, taxes, and surcharges. The tracking number from the TDe-288 form must be noted on the invoice. When creating an account name for an invoice, the contractor must use the account naming convention provided by the CA 9-1-1 Branch on the TDe-288 form.

## **FUNDING PROCESS - GEOGRAPHIC INFORMATION SYSTEM (GIS)**

### **Reimbursement Claim Process – GIS**

In accordance with the [GIS FUNDING POLICY](#) outlined in this chapter, Agency requesting reimbursement for GIS may use the following *Reimbursement Claim Process*.

#### **1. Agency Requests GIS Funding**

Once pre-authorization is obtained from the CA 9-1-1 Branch, the agency shall pick a GIS Vendor to perform services. If work is to be completed by the agency, provide an estimate of time and hourly wage that will be needed to perform the tasks required to provide dataset (road centerline, address points and PSAP jurisdictional polygons).

#### **2. CA 9-1-1 Branch Issues “GIS Funding Eligibility Letter”**

If the Agency request meets the GIS funding requirements outlined in this chapter, a “GIS Funding Eligibility Letter” will be sent to the Agency within four (4) weeks of the date the funding request letter was received by the CA 9-1-1 Branch. This letter will detail the GIS funds that the Agency may be eligible to receive. This letter will also detail the steps the Agency must follow to obtain final purchase approval from the CA 9-1-1 Branch. If the Agency funding request letter does not meet the GIS funding requirements, the assigned CA 9-1-1 Branch Project Manager will contact the Agency for further information within four (4) weeks of the date the funding request letter was received by the CA 9-1-1 Branch.

#### **3. CA 9-1-1 Branch Issues a Commitment To Fund**

The CA 9-1-1 Branch will review the GIS project documentation. If the Agency project documentation meets the funding requirements outlined in this chapter, a TDe-288 form detailing the approved amount will be sent to the Agency within four (4) weeks of the date the CA 9-1-1 Branch received a complete and accurate project documentation. If the Agency project documentation does not meet the funding requirements, the NG9-1-1 GIS Project Manager will contact the Agency for further information within four (4) weeks of the date the CA 9-1-1 Branch received the project documentation.

#### **4. Agency Purchases GIS and/or Related Components**

Once pre-authorization is obtained from the CA 9-1-1 Branch, Agency shall pick a GIS Vendor to perform services.

#### **5. Contractor Invoices the County/City/Agency**

Upon satisfactory completion of service, the contractor will invoice the Agency.

**6. Agency Submits Claim to the CA 9-1-1 Branch For Reimbursement**

Upon payment of the invoice, the Agency may submit a REIMBURSEMENT CLAIM (TDe-290) form to the CA 9-1-1 Branch, including the previously approved TDe-288 with appropriate CA 9-1-1 Branch tracking number, a document confirming the Agency's acceptance of the map edits (when applicable), and copies of paid invoices with proof of payment (e.g., copy of cancelled check). If work was completed by city/county personnel, please include paystub with hourly rate and TD-290A The TDe-290 form may be viewed or downloaded from the CA 9-1-1 Branch website as follows:

<http://www.caloes.ca.gov/cal-oes-divisions/public-safety-communications/ca-9-1-1-emergency-communications-branch/ca-9-1-1-forms>

**7. CA 9-1-1 Branch Reviews, Approves, and Reimburses Agency**

Upon receipt of a complete and accurate TDe-290 with appropriate documentation, the

CA 9-1-1 Branch will review and approve the claim within four (4) weeks. The claim will be forwarded to the Governor's Office of Emergency Services, Accounting Branch, for payment processing. This final payment process may take up to 90 days.