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## INSTRUCTIONS FOR SUBMITTING AN APPLICATION FOR A GRANT FROM THE WIRELESS 911 FUND

### **1. INTRODUCTION**

#### **1.1. Purpose**

The Wireless 911 Fund (Fund) was established by 2003 Wis. Act 48 to reimburse local governments and wireless carriers for the implementation costs associated with enhanced wireless 911 service. The instructions for applying for a grant from the fund are provided below.

#### **1.2. Enhanced Wireless 911 Service**

The existing 911 emergency number services in place throughout the country use two distinct network designs. Basic 911 service uses the public switched network to route calls to the answering point. The telephone switch uses a translation table to convert the dialed 9-1-1 digits to a standard seven-digit or ten-digit telephone number. The dispatcher at the answering point must query the caller to learn the name and location of the calling party.

Enhanced 911 (E911) service routes a 911 call (from the telecommunications central office switch to the county or municipal public safety answering point) over a dedicated network, independent of the public switched network. The enhanced service will automatically report the name and address corresponding to the calling party's access line. The enhanced service also permits the system to route 911 calls from a given telephone exchange to more than one answering point, based upon the calling party's location. A telephone exchange may straddle a county boundary or a municipal boundary within a county. A call from a customer in that exchange can be routed to the public safety answering appropriate to the calling party's location. Thus, enhanced 911 service can be distinguished from basic 911 service by three service elements: a dedicated network, automatic location identification (ALI), and selective routing.

The 911 emergency number systems that are currently deployed in Wisconsin will terminate calls directed to 911 from wireless telephones to a designated public safety answering point within the county. This is required by s. 146.70(2)(h), Wis. Stat. However, the existing access to 911 from wireless telephones can only provide the features of a basic 911 system. Wireless 911 calls are

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routed over the public switched network. A wireless provider routes all 911 calls originated by its antennas or cell sites in a given county to the wireless answering point designated for that county. The current wireless 911 system cannot support multiple answering points within a given county. The current system does not disclose the wireless calling party's telephone number or location. This lack of automatic location disclosure severely degrades the usefulness of wireless 911 service, particularly in instances when the caller cannot communicate with the dispatcher or when the caller is in a rural or off-road location that lacks landmarks or other reference points known to the caller or to the dispatcher answering the call.

This program addresses these deficiencies by providing funds to reimburse wireless providers and local governments for the cost of the additional equipment, computer software and telephone network facilities that are required to provide the service elements (dedicated access, ALI, and selective routing) associated with wireless E911 service.

### **1.3. Statutory Authority**

Section 25.98, Wis. Stat., creates the Wireless 911 Fund.

Section 146.70(3m)(d)4, Wis. Stat., directs the Public Service Commission (Commission) to promulgate rules setting forth the requirements and procedures for making grants from the Wireless 911 Fund.

Section 146.70(3m)(e), Wis. Stat., directs the Commission to promulgate rules for making supplemental grants from the Wireless 911 Fund to counties that have submitted joint applications.

Section 146.70(3m)(f), Wis. Stat., directs the Commission to promulgate rules requiring each wireless provider to impose the same monthly surcharge for each telephone number of a customer that has a billable address in Wisconsin, except that the rules shall adjust the amount of the surcharge that is imposed on customers who prepay for service to ensure that such customers pay an amount that is comparable to the monthly amount paid by other customers.

The rules required by ss. 146.70(3m)(d)4., (e) and (f), Wis. Stat., have been adopted and are codified at ss. PSC 173.06 – 173.12, Wis. Admin. Code.

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## **1.4. Commission Policy Concerning Equal Opportunity**

The Commission does not discriminate on the basis of disability in the provision of programs, services, or employment. Any person with a disability who needs accommodations to submit an application for a grant or supplemental grant or who needs to obtain this document in a different format should contact Dennis Klaila at (608) 267-9780 or [dennis.klaila@psc.state.wi.us](mailto:dennis.klaila@psc.state.wi.us).

## **2. TIMELINE FOR FUND ACTIVITIES**

The following schedule summarizes the dates on which specific Fund activities will occur.

<b><u>Item/Activity</u></b>	<b><u>Date</u></b>
Earliest date on which costs may be incurred and reimbursed by the fund	Jan. 1, 1999
Reimbursement period begins	Jan. 1, 2005
The Wireless 911 Fund rule, with the exception of s. PSC 173.10(1)(b) and (2), takes effect	Jan. 1, 2005
Applications from wireless carriers and local governments for grants are due	Apr. 1, 2005
Applications for 3-year supplemental grants from local governments are due	Apr. 1, 2005
Section PSC 173.10(1)(b) and (2), which authorizes the billing and collection of the wireless surcharge, takes effect	Oct. 1, 2005
Wireless carriers begin to bill and collect the surcharge	December 2005
Disbursement of the first quarterly grant payment	April 2006
Applications for 2-year supplemental grants from local governments are due	Oct. 1, 2006
Second-year program review	Dec. 1, 2006

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Applications for 1-year supplemental grants from local governments are due	Oct. 1, 2007
Third-year program review	Dec. 1, 2007
The reimbursement period concludes	Nov. 30, 2008
Disbursement of the final quarterly grant payment	January 2009
Final program review	Apr. 30, 2009
Fund authorization expires	May 1, 2009

### **3. APPLICANT ELIGIBILITY**

#### **3.1. Grants**

For purposes of these instructions, the term “grant” refers to the grants described in ss. 147.70(3m)(b) and (c), Wis. Stat., and in ss. PSC 173.06 and 173.07, Wis. Admin. Code.

Entities eligible to apply for a grant from the Fund are limited to:

- Wireless providers, as defined in s. 146.70(3m)(c)6., Wis. Stat.
- County governments that meet the requirements set forth in s. 146.70(3m)(c)1., Wis. Stat.

#### **3.2. Supplemental Grants**

For purposes of these instructions, the term “supplemental grant” refers to the grants described in s. 147.70(3m)(e), Wis. Stat., and in s. PSC 173.08, Wis. Admin. Code.

The only entity that may apply for a supplemental grant is a county government that has met the eligibility requirements stated in s. PSC 173.08(1), Wis. Admin. Code.

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## 4. APPLICATION REQUIREMENTS

### 4.1. General Instructions/Introduction

To apply for a grant under this program, the applicant must provide a response to the items listed below, and furnish the requested documents and other supporting information.

The evaluation of an application for a grant or supplemental grant will be based solely upon the information submitted in the application, as well as any additional information submitted in response to a staff request for elaboration or clarification.

Failure to respond to each of the elements of the application may provide a basis for rejecting an application in whole or in part.

Elaborate presentations (e.g., graphics or artwork), beyond that necessary to provide a complete and accurate application, are neither necessary nor desired.

### 4.2. Submission of Application

An application for a grant or supplemental grant must be typewritten and submitted electronically using the Commission's Electronic Regulatory Filing (ERF) system. ERF system users must have an ERF account, a current copy of Adobe Acrobat, an internet connection, and Microsoft Internet Explorer 5.0 or above. A detailed set of instructions on how to file documents electronically using the ERF system is available at:

[http://psc.wi.gov/a\\_erf\\_public/info/User%20Manual.pdf](http://psc.wi.gov/a_erf_public/info/User%20Manual.pdf). The Commission staff will also prepare a step-by-step guide for uploading a grant application.

**IMPORTANT:** All correspondence related to grant and supplemental grant applications should be filed under Docket Number **05-TR-104**.

An application submitted in response to these instructions may or may not result in a grant award. Receipt of an application by the Commission does not confer any benefit upon the applicant, nor obligate the Commission, the state of Wisconsin, nor the any employee thereof, in any manner. The Commission reserves the right to amend these application instructions at any time at its sole discretion.

The Commission will not reimburse an applicant for the cost of preparing or submitting an application. The only expense items eligible for reimbursement are those set forth in ss. PSC 173.06(2) and 173.07(3), Wis. Admin. Code.

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## **4.3 Application Deadline**

An application for a grant from the Fund is due at the Commission no later than April 1, 2005.

To receive a supplemental grant during all three years of the reimbursement period, a county that is eligible to apply for a supplemental grant shall submit its application to the Commission with its primary grant application no later than April 1, 2005.

To receive a supplemental grant during the second and third year of the reimbursement period, a county that is eligible to apply for a supplemental grant, and that did not submit an application for a supplemental grant with its grant application under s. PSC 173.07, Wis. Admin. Code, shall submit its application no later than October 1, 2006.

To receive a supplemental grant during the third year of the reimbursement period, a county that is eligible to apply for a supplemental grant under sub. (1), and that did not submit an application for a supplemental grant with its grant application under s. PSC 173.07, Wis. Admin. Code, or during the commission's second year review, shall submit its application no later than October 1, 2007.

A wireless provider that did not provide service to customers in this state before September 3, 2003, and did not otherwise apply for a grant under s. PSC 173.06, Wis. Admin. Code, may apply for a grant during the second year and third year review. This type of grant application is due at the Commission by October 1, 2006, and October 1, 2007, respectively.

### **4.3.1. Penalty for Late Applications**

If a wireless provider or county government submits an application for a grant after April 1, 2005, the amount of the approved grant award will be reduced by the following amounts:

- (a) If the application is less than 1 week late, 5%.
- (b) If the application is 1 week or more but less than 2 weeks late, 10%.
- (c) If the application is 2 weeks or more but less than 4 weeks late, 25%.
- (d) If the application is 4 weeks or more late, the wireless provider or local government is not eligible for a grant.

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An application for a supplemental grant submitted after April 1, 2005, but before October 1, 2006, shall be treated as an application under s. PSC 173.08(2)(b).

An application for a supplemental grant submitted after October 1, 2006, but before October 1, 2007, shall be treated as an application under s. PSC 173.08(2)(c).

The Commission will not consider an application for a supplemental grant submitted after October 1, 2007.

### **4.3.2. Incomplete Applications**

The Commission will base its award decision solely upon the written application submitted in response to Act 48 and these instructions. The Applicant should respond to each of the items listed under the appropriate grant category. Failure to respond as requested to each element of the application may provide a basis for denying an application in whole or in part.

The Commission may, at its discretion, request that an Applicant clarify, elaborate on or correct one or more elements of its application. However, the Commission is not required to request such a clarification, elaboration or correction prior to deciding whether to approve or deny an application. The Commission expressly reserves the right to deny an application in whole or in part because it is incomplete and not responsive to these instructions.

### **4.4. Withdrawal or Revision of an Application**

A wireless provider or county government that has submitted an application for a grant or supplemental grant may revise the application before the Commission approves or disapproves it without incurring a penalty. This includes any revision requested by the Commission staff to bring the application into compliance with applicable statutes and rules.

For any approved grant award, the wireless provider or county government that submitted the application may revise the application before the Commission makes a disbursement to that wireless provider or local government.

### **4.5. Proprietary Information**

Upon request from the Applicant, the Commission will withhold from public inspection any information received in an application or other

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filing related to this program that would aid a competitor of a wireless provider that has provided the information.

A wireless provider that desires to submit under confidential cover its grant application, subscriber information, surcharge collection results, or other information requested by the Fund Administrator, must follow the ERF system instructions for filing a confidential document, available at:

[http://psc.wi.gov/a\\_erf\\_public/info/User%20Manual.pdf](http://psc.wi.gov/a_erf_public/info/User%20Manual.pdf).

**IMPORTANT:** All requests to file confidential documents related to the Wireless 911 Fund should be submitted under Docket Number **05-TR-104**.

Counties may not file a grant or supplemental grant application under confidential cover.

Except to the extent approved by the Commission under ss. 146.70(3m)(g) and 196.14, Wis. Stat., and s. PSC 2.12, Wis. Admin. Code, the Wisconsin Open Records Law, ss. 19.31 through 19.39, Wis. Stat., applies to any application for a grant or supplemental grant from the Fund, and to any document, information or other response provided in reply to a request by the Fund Administrator or other Commission staff.

## **5. AWARD PROCESS**

### **5.1. Application Evaluation**

Applications shall be reviewed for compliance with applicable statutes and administrative rules. These application instructions below are intended as useful guidance on how to submit a complete application. If any inconsistency is found to exist between the statute, administrative rule and these instructions, the statute and/or rule is dispositive.

The application process is not competitive. The Fund will fully reimburse the reasonable costs the applicant has directly and primarily incurred, or will directly and primarily incur, during the reimbursement period as defined in s. 146.70(3m)(a)5., Wis. Stat., to establish and provide a wireless enhanced 911 telecommunications service in its service territory.

All applications, except those filed under confidential cover, will be available for public inspection and comment. The Commission will

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issue a notice establishing an opportunity for submitting comments on pending grant applications.

## **5.2. Evaluation Criteria**

### **5.2.1. Evaluation Criteria for Grant Applications from Wireless Providers**

The Commission shall approve an application submitted under s. PSC 173.06, Wis. Admin. Code, if the Commission determines all of the following:

- The costs estimated in the application have been, or will be, incurred for the purpose of promoting a cost-effective and efficient statewide system for responding to wireless emergency 911 telephone calls.
- The costs estimated in the application are reasonable.
- The application complies with applicable federal and state statutes and administrative rules.

### **5.2.2. Evaluation Criteria for Grant Applications from Local Governments**

The Commission shall approve an application submitted under s. PSC 173.07, Wis. Admin. Code, if the Commission determines all of the following:

- The costs estimated in the application have been, or will be, incurred for the purpose of promoting a cost-effective and efficient statewide system for responding to wireless emergency 911 telephone calls.
- The costs estimated in the application are reasonable.
- The application complies with applicable federal and state statutes and administrative rules.
- If the application includes costs related to the collection and maintenance of data under s. 146.70(3m)(c)1.d., Wis. Stat., that the Applicant has complied with the requirements set forth in s. PSC 173.09(6), Wis. Admin. Code.

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The Commission shall only approve an application for a grant to reimburse a local government for costs under s. 146.70(3m)(c)1.e., Wis. Stat., if the Commission first determines that reimbursement of such costs is in the public interest and will promote public health and safety.

### **5.2.3. Evaluation Criteria for Supplemental Grant Applications**

The Commission shall approve an application requesting a supplemental grant submitted under s. PSC 173.08, Wis. Admin. Code, if the Commission determines all of the following:

- The supplemental grant application is submitted by a county and complies with applicable federal and state statutes and administrative rules.
- The amount requested is reasonable.

### **5.3. Notice of Award**

Each applicant will be notified in writing whether the Commission intends to award a grant or supplemental grant from the Fund in response to its application. This initial notice is a tentative and interim step in the planning process, and is not binding upon either the Commission or the applicant. The decision to grant an award will not be final until the Commission responds to all pending appeals of grant disapprovals, issues its order setting the rate for the wireless surcharge, and enters into a grant agreement with the applicant.

### **5.4. Appeal Process**

If the Commission does not approve a grant or supplemental grant application in whole or in part, the Commission shall provide the applicant with the Commission's reasons and give the applicant an opportunity to resubmit the application and to appeal the disapproval decision. The initial approval and disapproval decisions will be made by a reviewing panel designated by the Commission. Appeals from those initial decisions will be considered by the Commission at an open meeting.

All appeals must be in writing and must conform to the requirements set forth in s. 196.39, Wis. Stat., and s. PSC 2.28, Wis. Admin. Code.

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### **5.5. Wireless Surcharge Order**

After resolution of pending appeals, the Commission shall set the amount of the wireless surcharge by an order pursuant to s. 227.47(1), Stats.

An interested party may petition to reopen the proceeding and amend the surcharge order under s. 196.39(2), Stats., and s. PSC 2.28.

### **5.6. Grant Agreement**

Prior to disbursement of any portion of a grant award from the Fund, the Commission and the grant award recipient shall enter into a contract setting forth the respective obligations undertaken in consideration of the grant award made by the Commission.

**Note:** In addition to other requirements, the grant agreement will require counties to include in their annual audit items related to the wireless E911 program. Instructions on E911 will be added to the State of Wisconsin Single Audit Guidelines (SSAG) in Part II under the heading 'Public Service Commission E911 Program' starting in C.Y. 2006.

## **6. APPLICATION REQUIREMENTS**

To submit an application for a grant or supplemental grant, the Applicant should prepare and submit a response to each of the items listed in the appropriate section below.

- Wireless providers should provide a response to the items listed in section 6.1.
- County governments applying for a grant, but not applying for a supplemental grant, should provide a response to the items listed in section 6.2.
- County governments applying for both a grant and a supplemental grant should provide a response to the items in both sections 6.2 and 6.3.

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## **6.1. Wireless Provider Grant Application**

### **6.1.1 Wireless Provider Identification**

This item requests that the Applicant provide a point of contact that has managerial control over the grant award. The designated point of contact should be able to respond to inquiries, both formal and informal, from the Fund Administrator, and should be able to provide requested documents to verify the price or cost of equipment or services reimbursed by a grant from the Fund.

This item also requests that the Applicant complete and submit the Substitute Form W-9.

#### **Required response:**

- Complete the Substitute Form W-9 appended to these instructions.
- Provide the name, postal address, telephone number and e-mail address of the individual designated by the Applicant to manage this grant award, if approved, and to provide the supporting documentation and other information requested by the Commission.
- Provide the name, postal address, telephone number and e-mail address of the individual designated by the Applicant to sign the Grant Agreement on behalf of Applicant, if different from the designated Grant Manager.
- If Applicant is submitting an application on behalf of one or more operating affiliates, identify those operating affiliates.

### **6.1.2 Wireless Provider's E911 Service in Wisconsin**

47 C.F.R. s. 20.18(d)(1) and Section PSC 173.06(5), Wis. Admin. Code, require that a wireless provider must provide Phase I wireless E911 service for any mobile handset accessing its system. 47 C.F.R. ss. 20.18(e) – (h) further require that a wireless provider furnish Phase II wireless E911 service by the dates set forth in that rule.

This item requests that the Applicant describe the type of wireless E911 service it provides, or will provide upon request, in Wisconsin. This item also requests that the

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Applicant disclose any waivers or other orders of the Federal Communications Commission that postpone the date on which Applicant is required to provide Phase II wireless E911 service in Wisconsin.

### **Required response:**

- State the boundaries of the geographic area within which the Applicant provides, or will provide upon request, wireless E911 service in Wisconsin. If Applicant is submitting an application on behalf of one or more operating affiliates, state the service area in Wisconsin for each operating affiliate.
- Attest that the Applicant's wireless E911 service conforms to the requirements of 47 C.F.R. s. 20.18 and other applicable federal statutes, rules and orders.
- Disclose any waivers or other orders of the Federal Communications Commission (FCC) that postpone, or have the effect of postponing, the date on which Applicant is required to provide Phase II wireless E911 service in Wisconsin. Disclose also any applications for a waiver now pending before the FCC that would have the effect of postponing the date on which Applicant is required to provide Phase II wireless E911 service in Wisconsin.
- Describe the service configuration that Applicant has elected to use in Wisconsin:
  - State whether the Applicant implemented Phase II wireless E911 service throughout its service area in Wisconsin. State whether its Phase II service meet the location accuracy standards in 47 C.F.R. s. 20.18.
  - State which protocol the Applicant has elected to use to transmit its wireless E911 data within its Wisconsin service area (e.g., NCAS, CAS).
  - State the Phase II location method Applicant has elected to use to determine the location of the wireless E911 calling party.

**Note:** If the information requested under this bullet point is found in a status report that Applicant has

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filed with the Federal Communications Commission, Applicant simply append a copy of the status report or, if published, refer to the report by citation.

- Identify any county or municipal governments in Wisconsin that have requested from the Applicant either Phase I or Phase II wireless E911 service under 47 C.F.R. s. 20.18(j).
  - For each requesting local government, indicate the status or disposition of the request (i.e. service implemented on **[date]**, response to request pending, request denied and reasons for denial).
- State the number of subscribers Applicant serves in Wisconsin
  - State, of this number of subscribers, how many are pre-paid subscribers.
  - State, of this number of subscribers, how many are resale subscribers.

### **6.1.3 Wireless Provider Phase I Costs**

Section 146.70(3m)(b)1., Wis. Stat., permits the Applicant to request reimbursement for the costs that the Applicant has incurred, or will incur, during the reimbursement period to upgrade, purchase, lease, program, install, test, operate, or maintain all data, hardware, and software necessary to comply with 47 C.F.R. s. 20.18 and other federal wireless orders in this state.

Section 146.70(3m)(b)1., Wis. Stat., also provides that the Applicant may not be reimbursed for any costs for which the wireless provider has already been reimbursed by customers in this state before or during the reimbursement period, apart from the wireless surcharge established under s. 146.70(3m), Wis. Stat.

This item requests that the Applicant estimate and describe the costs it has incurred, or will incur, to provide Phase I wireless E911 service in Wisconsin.

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### **Required response:**

- List each item of mobile telephone switch hardware upgrade, and software addition to create, format, process and transmit the necessary Phase I E911 data.
- For each item listed, provide supporting documentation for the purchase price.
  - If the item has already been purchased, provide a copy of a paid invoice indicating the purchase price and the date of purchase.
  - If the item has not yet been purchased, provide a copy of a vendor product description and price list to support the estimated purchase price.
- Provide an estimate of the non-recurring costs of telecommunications network trunks and other service features necessary to support Phase I wireless E911 service. Provide also a copy of a utility tariff or service agreement that is the basis of this estimate.
- Provide an estimate of the recurring costs of telecommunications network service and features that support or will support the wireless E911 service during the reimbursement period.
- State the amount of money the wireless provider has recovered or will recover from customers in this state before or during the reimbursement period, apart from the wireless surcharge established pursuant to s. 146.70(3m), Wis. Stat., as reimbursement for costs the wireless provider has incurred or will incur to implement wireless emergency 911 service in this state.
  - The declaration shall include all money recovered from customers with a recurring billing statement or pre-paid service agreement using a separate line item charge identified as related to or associated with the implementation, installation, maintenance, or operation of wireless 911 emergency service network facilities or service features in this

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state, regardless of whether the amount collected was actually used for that purpose.

- To avoid ambiguity, please state the requested reimbursement in the following format: (Total costs reported) less (amount previously recovered from subscribers in Wisconsin) equals (requested reimbursement from the Fund).

### **6.1.4 Wireless Provider Phase II Costs**

Section 146.70(3m)(b)1., Wis. Stat., permits the Applicant to request reimbursement for the costs that the Applicant has incurred, or will incur, during the reimbursement period to upgrade, purchase, lease, program, install, test, operate, or maintain all data, hardware, and software necessary to provide Phase II wireless E911 service in this state.

This item requests that the Applicant estimate and describe the costs it has incurred, or will incur, to provide Phase II wireless E911 service in Wisconsin.

If the Applicant does not request reimbursement of its costs to provide Phase II wireless E911 service, Applicant may elect not to respond to this item.

#### **Required response:**

- List each item of hardware or software necessary to add the Phase II E911 data to the E911 transmission in Wisconsin.
- For each item listed, provide supporting documentation for the purchase price.
  - If the item has already been purchased, provide a copy of a paid invoice indicating the purchase price and the date of purchase.
  - If the item has not yet been purchased, provide a copy of a vendor product description and price list to support the estimated purchase price.
- State the amount of money the wireless provider has recovered or will recover from customers in this state before or during the reimbursement period, apart from

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the wireless surcharge established pursuant to s. 146.70(3m), Wis. Stat., as reimbursement for its Phase II costs estimated above.

### **6.1.5 Billing and Collection Costs**

Section PSC 173.06(2)(a), Wis. Admin. Code, permits the Applicant to request reimbursement for reasonable administrative costs associated with the billing and collection of the wireless surcharge.

#### **Required response:**

- Estimate the administrative costs Applicant will incur to bill and collect the wireless surcharge.

## **6.2. Local Government Grant Application**

### **6.2.1 County/Agency Identification**

This item requests that the Applicant provide a point of contact that has managerial control over the grant award. The designated point of contact should be able to respond to inquiries, both formal and informal, from the Fund Administrator, and should be able to provide requested documents to verify the price or cost of equipment or services reimbursed by a grant from the Fund.

This item also requests that the Applicant complete and submit Substitute Form W-9.

#### **Required response:**

- Complete the Substitute Form W-9 appended to these instructions.
- Provide the name, postal address, telephone number and e-mail address of the individual designated by the Applicant to manage this grant award, if approved, and to provide the supporting documentation and other information requested by the Commission.
- Provide the name, postal address, telephone number and e-mail address of the individual designated by the Applicant to sign the Grant Agreement on behalf of Applicant, if different from the designated Grant Manager.

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### **6.2.2 Wireless Public Safety Answering Point Designation**

Section 146.70(3m)(c)3., Wis. Stat., requires the applicant to pass a resolution designating the wireless public safety answering point to which a wireless E911 call originating within the county will be routed. This item requests that the Applicant provide a copy of the resolution to demonstrate that this requirement has been satisfied.

#### **Required response:**

- Provide a copy of the resolution Applicant has adopted designating its wireless public safety answering point.

### **6.2.3 Wireless E911 Service Area**

Sections 146.70(3m)(c)5. and 6., Wis. Stat., require that the wireless public safety answering point designated by a county resolution will serve the entire geographic area of the county, except that a municipality may adopt a resolution that establishes a separate wireless public safety answering point and removes the geographic area under the jurisdiction of the municipality from the Applicant's Wireless E911 Service Area.

Additionally, in some instances, local governments may agree to modify the boundary of the wireless E911 service area to accommodate local routing preferences to incorporate a more efficient method of local operation.

This item requests that the Applicant specify the geographic area in which it will provide service, and demonstrate that it has complied with the statutory requirement. This item requests that Applicant provide a copy any municipal resolution or ordinance that affects the size of Applicant's wireless E911 service area. Last, this item requests that the Applicant disclose any local agreements that have been made with adjacent jurisdictions that modify Applicant's wireless E911 service area.

#### **Required response:**

- State the boundaries of the geographic area that will be served by the wireless public safety answering point designated by Applicant.

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- Provide a copy any municipal resolution or ordinance that establishes a wireless public safety answering point pursuant to s. 146.70(3m)(c)6., Wis. Stat., or otherwise affects the size of Applicant's wireless E911 service area.
- Describe any local agreement that has been made with an adjacent jurisdiction that modifies Applicant's wireless E911 service area. If the agreement is in writing, provide a copy of the agreement.

### **6.2.4 Compliance with Federal Wireless Orders**

Section 146.70(3m)(am), Wis. Stat., requires the Applicant's wireless public safety answering point to comply with applicable federal orders governing wireless E911 service, including 47 C.F.R. s. 20.18(j).

This item requests that the Applicant describe the actions it has taken or intends to take to satisfy the federal rule.

#### **Required response:**

- State whether Applicant intends to provide Phase I or Phase II Wireless E911 Service, as defined in ss. PSC 173.02(8) and (9), Wis. Admin. Code.
- Provide a copy of each valid request for wireless E911 service Applicant has served on a wireless provider pursuant to 47 C.F.R. ss. 20.18(d) and (f).
- If Applicant has not completed service of valid requests on all wireless providers operating within Applicant's wireless E911 service area, state which wireless providers remain to be served and the date on which service will be accomplished.
- Has Applicant served a request for wireless E911 service on a wireless provider and been refused service for lack of a valid request under 47 C.F.R. s. 20.18(j)? If so, provide a copy of the wireless provider's response refusing the service request.

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### **6.2.5 Wireless E911 Service Implementation Plan**

Section 146.70(3m)(am), Wis. Stat., and 47 C.F.R. s. 20.18(j) require a wireless public safety answering point to undertake a series of actions to complete installation of Applicant's wireless E911 service.

This item requests that Applicant state when it accomplished, or intends to accomplish, each step in that sequence of actions.

#### **Required response:**

- Provide a timeline in which Applicant expects to complete installation, testing and implementation of its wireless E911 system, including:
  - the date that Applicant purchased or will purchase the terminal equipment for its communications center
  - the date that Applicant ordered or will order the telecommunications network services to support delivery of a wireless E911 call
  - the date that Applicant completed or will complete testing of the wireless E911 system
  - the date that Applicant implemented or will implement Phase I of its wireless E911 system
  - the date that Applicant implemented or will implement Phase II of its wireless E911 system

### **6.2.6 Wireless E911 Service Requirements**

Section 146.70(3m)(am), Wis. Stat., and 47 C.F.R. s. 20.18(j) require a wireless public safety answering point to be capable of receiving and utilizing the data elements associated with the wireless E911 service.

This item requests that the Applicant verify that its wireless E911 system meets the minimum standard of operation.

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### Required response:

- State whether applicant's wireless E911 system, when implemented, will meet the following minimum performance requirements:
  - **Phase I service.** Will Applicant's wireless E911 system receive and display the telephone number of the party originating a wireless 911 call and the location of the cell site or base station receiving a 911 call from any mobile handset accessing the wireless E911 system?
  - **Phase II service.** Will Applicant's wireless E911 system receive and display the geographic location of the party originating a wireless 911 call by latitude and longitude in conformance with the accuracy requirements set forth in 47 C.F.R. s. 20.18(h)?
  - **Grade of Service.** Will Applicant order and install a sufficient number of incoming lines or trunks so that the ratio of wireless 911 calls encountering an all-trunk-busy condition to the total number of wireless received during the busy hour is less than one percent (1%), where "busy hour" means the 60-minute period having the highest wireless 911 usage measured during those days of the year when the greatest volume of inbound wireless 911 traffic is handled by the telecommunications network serving the wireless public safety answering point? Has the Applicant undertaken a traffic study to verify this grade of service? If so, provide a copy of the study.
  - **Hours of Operation.** Will Applicant operate and make available its wireless E911 service throughout its wireless E911 service area 24 hours per day, 7 days per week?
- Describe the anticipated size of Applicant's wireless E911 system, including the number of wireless dispatcher stations supported, the anticipated wireless E911 traffic and the basis for that traffic estimate. State the population served by the E911 system, based upon 2000 census data.

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### **6.2.7 Public Safety Answering Point Equipment**

Section 146.70(3m)(c)1.a., Wis. Stat., permits the Applicant to request reimbursement for the cost of necessary network equipment, computer hardware and software, database equipment, and radio and telephone equipment, that are located within the wireless public safety answering point.

Section 146.70(3m)(c)1., Wis. Stat., limits this reimbursement to costs that the Applicant has directly and primarily incurred, or will directly and primarily incur, during the reimbursement period for leasing, purchasing, operating, or maintaining the wireless public safety answering point.

Section 146.70(3m)(c)1., Wis. Stat., requires that the Commission determine that the costs estimated in the application are reasonable and have been, or will be, incurred for the purpose of promoting a cost-effective and efficient statewide system for responding to wireless emergency 911 telephone calls.

Section 146.70(3m)(c)1.a., Wis. Stat., permits the Applicant to also request reimbursement for the cost of equipment located within the wireless public safety answering point and purchased or leased between January 1, 1999, and December 1, 2004.

Section 146.70(3m)(d)3.d., Wis. Stat., provides that no grant to a local government may be used to reimburse costs for real estate and improvements to real estate, other than improvements necessary to maintain the security of a wireless public safety answering point.

Section PSC 173.07(3)(a)1.a., Wis. Admin. Code, clarifies that the term 'radio equipment' refers to radio equipment that is necessary to complete a wireless 911 call to the designated public safety answering point, including microwave telecommunications equipment provided by a telecommunications provider and radio equipment used to transfer calls between answering points, to the extent that call transfers have been approved by the Commission under s. 146.70(3m)(d)4m., Wis. Stat.

Section PSC 173.09(6), Wis. Admin. Code, further clarifies If an application from a local government requests reimbursement for equipment that will also be used to terminate wireline 911 emergency telecommunications

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service, the Commission shall presume that one half of the total cost of equipment is directly associated with wireless 911 service and can be reimbursed from the fund.

This item requests that the Applicant provide information for each item of equipment sufficient to demonstrate that the equipment item is necessary for the completion of a wireless E911 call, and is a reasonable choice in terms of price and features from the available alternatives. This item also requests that, if the Applicant elects to rebut the presumed division of costs between wireless and wireline 911 systems, the Applicant will provide information to support that rebuttal.

### **Required response:**

- List each item of communications center equipment for which Applicant requests reimbursement.
- For each equipment item listed, provide supporting documentation for the purchase price of the equipment.
  - If the equipment item has already been purchased, provide a copy of a paid invoice indicating the purchase price and the date of purchase.
  - If the equipment item has not yet been purchased, provide a copy of a vendor product description and price list to support the estimated purchase price.
- For each equipment item listed, provide an explanation of how that equipment item will be used to terminate a wireless E911 call.
- If the equipment item is an improvement to real estate, explain how the equipment item will contribute to or maintain the security of the wireless public safety answering point.
- If Applicant requests a greater than 50% level of reimbursement of the actual or estimated purchase price of one or more list equipment items, provide an explanation and supporting documentation that demonstrates that the presumed 50% ratio is unfair and would unreasonably burden local taxpayers with the recovery of costs directly and solely attributable to

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the addition of enhanced wireless 911 telephone service. Provide also Applicant's preferred ratio dividing costs between wireless and wireline E911 systems, and the basis for this preferred ratio.

### **6.2.8 Training Expenses**

Section 146.70(3m)(c)1.b., Wis. Stat., permits the Applicant to request reimbursement of the cost to train wireless public safety answering point operators.

Section PSC 173.07(3)(a)2., Wis. Admin. Code, clarifies that the estimate of training costs may not include any portion of the salary and benefits paid to an individual employed by a county or municipal government in any of the job descriptions associated with the operation of the designated public safety answering point.

This item requests that the Applicant estimate the expense it will incur during the reimbursement period (December 1, 2004, to November 30, 2008) to train its personnel to operate the wireless public safety answering point.

#### **Required response:**

- Provide an estimate of the number of individuals that will be trained, and the number of hours per individual required for training.
- Identify the name and location of the agency/institution providing the instruction, and the cost per student per hour or per course, as appropriate.

**NOTE:** Applicant will be required to provide documentation to verify that the instruction took place before the grant payment will be made. The required documentation will be specified in the Grant Agreement, and may include a course outline, class roster or paid invoice for fees or tuition.

- If Applicant requests a greater than 50% level of reimbursement of the actual or estimated training expense, provide an explanation and supporting documentation that demonstrates that the presumed 50% ratio is unfair and would unreasonably burden local taxpayers with the recovery of costs directly and solely attributable to the addition of enhanced wireless 911 telephone service. Provide also

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Applicant's preferred ratio dividing costs between wireless and wireline E911 systems, and the basis for this preferred ratio.

### **6.2.9 Telecommunications Network Expenses**

Section 146.70(3m)(c)1.c., Wis. Stat., permits the Applicant to request reimbursement for the cost of the telecommunications network needed to deliver 911 calls from a wireless provider to a wireless public safety answering point.

Network costs will be allocated between wireless providers and local governments according to the order of the Federal Communications Commission in its King County declaratory ruling.

Two local exchange carriers, CenturyTel and Verizon, have proposed to submit a summary statement of their network costs, rather than break those costs down by county. Under this proposal, the local exchange carriers would submit a summary statement of estimated costs directly to the Fund Administrator by April 1, 2005.

#### **Required response:**

- Provide an estimate of the non-recurring costs of telecommunications network service and features that support or will support the wireless E911 service. Provide also a copy of a utility tariff or service agreement that is the basis of this estimate.
- Provide an estimate of the recurring costs of telecommunications network service and features that support or will support the wireless E911 service during the reimbursement period (calculated as the number of months the wireless public safety answering point will operate between December 1, 2004, and November 30, 2008, times the monthly recurring charge for the telecommunications network).
- For those wireless public safety answering points served by CenturyTel and Verizon, the Applicant may simply refer to the summary statement of costs submitted by the local exchange carrier.

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### **6.2.10 Collection and Maintenance of Data**

Section 146.70(3m)(c)1.d., Wis. Stat., permits the Applicant to request reimbursement for the cost of collection and maintenance of data used by the wireless public safety answering point, including data used to identify the name, originating telephone number, and location of a wireless E911 calling party.

Section 146.70(3m)(d)(1g), Wis. Stat., requires that expenses reimbursed under this item be for equipment and services that are consistent with the state's existing land information project.

This item requests that the Applicant estimate the expenses it has incurred, or will incur during the reimbursement period, related to the collection and maintenance of data used to locate a wireless E911 caller.

#### **Required response:**

- Provide an estimate of the telecommunications network expense related to storage, query and retrieval from a database maintained by a telecommunications local exchange carrier. Provide also a copy of a utility tariff or service agreement that is the basis of this estimate.
- Provide an estimate of the expense the wireless public safety answering point has incurred, or will incur during the reimbursement period, to receive, display and interpret the Phase I and Phase II wireless E911 data transmitted by the wireless provider.
- State whether the information system that has been purchased, or will be purchased during the reimbursement period, to receive, display and interpret the E911 data is consistent with Applicant's County Land Records Modernization Plan.
- State whether the information system that has been purchased, or will be purchased during the reimbursement period, to receive, display and interpret the E911 data conforms to the standards used to develop the County Land Records Modernization Plan under s. 59.72(3)(b), Wis. Stat.

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- State whether the information system that has been purchased, or will be purchased during the reimbursement period, to receive, display and interpret the E911 data duplicates land information collection and other efforts funded through the land information program under s. 16.967(7), Wis. Stat.
- If Applicant requests a greater than 50% level of reimbursement of the actual or estimated purchase price of the information system that has been purchased, or will be purchased during the reimbursement period, to receive, display and interpret the E911 data, provide an explanation and supporting documentation that demonstrates that the presumed 50% ratio is unfair and would unreasonably burden local taxpayers with the recovery of costs directly and solely attributable to the addition of enhanced wireless 911 telephone service. Provide also Applicant's preferred ratio dividing costs between wireless and wireline E911 systems, and the basis for this preferred ratio.

### **6.2.11 Transfer of Wireless E911 Calls**

Section 146.70(3m)(c)1.e., Wis. Stat., permits the Applicant to request reimbursement for the cost of relaying messages regarding wireless emergency 911 telephone calls via data communications from the wireless public safety answering point to a secondary emergency call center in operation before June 1, 2003, that dispatches the appropriate emergency service providers.

Section 146.70(3m)(d)4., Wis. Stat., requires that, prior to approving a request for reimbursement of costs related to the relay of messages between communications centers within the county, the Commission must first determine that the reimbursement of such costs is in the public interest and promotes health and safety.

This item requests that the Applicant provide information concerning the cost of any proposed message relay system, and an explanation and supporting documentation sufficient to permit the Commission to determine that the reimbursement of these cost items is in the public interest and promotes health and safety.

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### **Required response:**

- Provide an estimate of the cost to relay messages regarding wireless emergency 911 telephone calls via data communications from the wireless public safety answering point to a secondary emergency call center. The estimate should itemize the cost elements needed to provide this functionality.
  - If the individual cost element has already been purchased, provide a copy of a paid invoice indicating the purchase price and the date of purchase.
  - If the item has not yet been purchased, provide a copy of a vendor product description and price list to support the estimated purchase price.
- State whether the secondary public safety answering point that will be supported by this grant request was in operation prior to June 1, 2003.
- Provide an explanation sufficient that the Commission may determine whether the proposed expenditure is in the public interest and will promote public health and safety.
  - In addition to this explanation, discuss why the proposed service arrangement is superior to a consolidated public safety answering point within the county.
  - In addition to this explanation, indicate whether other comparably-sized communities within the county are served directly by the wireless public safety answering point and, if so, why the Applicant proposes a different arrangement for the secondary answering point that is the subject of the request.
- If Applicant requests a greater than 50% level of reimbursement of the actual or estimated purchase price of the message relay system that has been purchased, or will be purchased during the reimbursement period, provide an explanation and supporting documentation that demonstrates that the presumed 50% ratio is unfair and would unreasonably

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burden local taxpayers with the recovery of costs directly and solely attributable to the addition of enhanced wireless 911 telephone service. Provide also Applicant's preferred ratio dividing costs between wireless and wireline E911 systems, and the basis for this preferred ratio.

### **6.2.12 Summary Ranking of Requests for Reimbursement**

Section 146.70(3m)(d)1., Wis. Stat., requires the Commission to determine that the costs estimated in the application are reasonable and have been, or will be, incurred for the purpose of promoting a cost-effective and efficient statewide system for responding to wireless emergency 911 telephone calls.

This item requests that the Applicant rank the various elements of its grant application in terms of importance, where the first-listed item is the most important element of the grant application in providing a cost-effective and efficient response to a wireless E911 call.

The Applicant should assume for purposes of its response to this item that not all items in its request can be funded. Thus, this list is the Applicant's advice on which items should be funded first, given that limited funds are available.

#### **Required response:**

- Provide a list ranking each item and cost element within an item in terms of importance.
  - The first item on the list should be the most important element necessary to provide a cost-effective and efficient response to a wireless E911 call.
  - Each remaining item and cost element within an item should be added to the list in terms of its importance in providing a cost-effective and efficient response to a wireless E911 call.

### **6.2.13 Declaration of Prior Gifts or Grants**

Section 146.70(3m)(c)(1m), Wis. Stat., provides that the Applicant may not request reimbursement from the Fund for any costs which the applicant has already recovered in the form of a gift or grant. This provision applies to

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reimbursement for any cost associated with the leasing, purchasing, operation, or maintenance of any item of terminal equipment, computer support, software, mapping system, or telecommunications network or service necessary or useful to provide wireless E911 service in the Applicant's wireless E911 service area.

This item is intended to prevent double recovery for the costs of providing wireless E911 service.

### **Required response:**

- State whether Applicant has received any money in the form of a gift or grant as reimbursement for any cost associated with the leasing, purchasing, operation, or maintenance of any item of terminal equipment, computer support, software, mapping system, or telecommunications network or service necessary or useful to provide wireless E911 service in the Applicant's wireless E911 service area.
- If the Applicant has received such a grant or gift, provide a copy of any correspondence or other guidance indicating the amount of the gift or grant, the purpose the gift or grant is intended to fund, and any conditions, restrictions or limitations upon the use of the funds.

### **6.3. Local Government Supplemental Grant Application**

#### **6.3.1 Consolidated Wireless Public Safety Answering Point Designation**

Section 146.70(3m)(c)4., Wis. Stat., requires the Applicant and participating counties to pass resolutions designating the joint or consolidated wireless public safety answering point. Section PSC 173.08(1), Wis. Admin. Code, further clarifies the eligibility requirements for counties applying a supplemental grant from the Fund.

Under s. 146.70(c)4., Wis. Stat., if two or more counties pass resolutions designating a joint or consolidated wireless public safety answering point, only that designated wireless public safety answering point is eligible to receive a grant from the Fund.

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This item requests that the Applicant provide the requested information to demonstrate the eligibility requirements have been satisfied.

### **Required response:**

- Provide a copy of the resolution of each participating county has adopted designating the consolidated wireless public safety answering point.
- If not specified in the county resolutions, specify the manner in which the estimated costs are apportioned among the participating local governments.
- State whether the consolidated wireless public safety answering point designated by resolution provides a single point of termination for telephone calls directed to 911 that originate from wireless telephones located within the combined geographic jurisdiction of the participating local governments.

### **6.3.2 Supplemental Grant Request**

Section 146.70(3m)(e), Wis. Stat., permits an eligible the Applicant to request a supplemental grant as an incentive to encourage consolidation of wireless public safety answering points.

Under s. PSC 173.09(4), Wis. Admin. Code, the Commission will approve the request for a supplemental grant if it determines that the supplemental grant request is reasonable.

Under s. PSC 173.08(5), Wis. Admin. Code, an individual supplemental grant award shall not exceed an amount equal to 50% of the amount awarded to the Applicant as a grant award under s. 146.70(3m)(c), Wis. Stat.

This item requests information concerning the size and purpose of Applicant's supplemental grant request.

### **Required response:**

- State the amount of the supplemental grant request.
- Provide an itemized list of the equipment, salaries, real estate, services, and other items that will be purchased with the supplemental grant.

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- If the individual cost element has already been purchased, provide a copy of a paid invoice indicating the purchase price and the date of purchase.
- If the item has not yet been purchased, provide a copy of a vendor product description and price list to support the estimated purchase price.

### **7. POINT OF CONTACT**

The point of contact for any questions regarding how to complete and submit an application for a grant or supplemental grant for the Wireless 911 Fund is:

Dennis Klaila  
Public Service Commission of Wisconsin  
610 North Whitney Way  
P.O. Box 7854  
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