

2024 SICG Formula Technical Guide

Purpose: Assist applicants of the 2024 SICG Formula Grant to completely fill out the associated application spreadsheets.

Target Audience: County government within New York State requesting funding for the benefit of the county as a single entity. Applications must be submitted by a county government. (The five boroughs which comprise New York City [Bronx, Kings, Queens, New York, and Richmond] must apply as a single entity.)

Steps:

Step 1. Enter County Name

Step 2. Under “Contact Information” for **EACH** position enter the following information:

Name

Title

Agency

Work Address

Phone Number – This should be a direct number.

Email Address – This should be a direct email that is **NOT** a group inbox or assistant’s email.

Step 3. Go to the Data Aggregation tab.

Step 4. For Question 1, provide the total current quantity of towers or structures owned/leased by county for county LMR operations. This number should include the quantity of structures that are utilized, including base stations, transmitters, LMR antennas utilized for operations of your county’s LMR system. This number should **NOT** include individual base stations that are **not** part of the county’s main LMR system, are **not** part of the county’s main LMR system, and not connected by a backhaul. In addition, **do not include** any towers or structures that are “under construction” or “proposed” at the time of application. Please clarify any pertinent information in the comments section. **There should be NO blanks on an application, if your county does not have it, indicate as such with a ZERO (0). Any blanks may be considered omitted and may result in application disqualification without further review or consideration or an award.** ****Be sure to include a map of your counties tower locations****

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Step 5. For Question 2, provide the number of users, other than the your county itself, that are on the system. This includes state agencies, authorities, other counties' local governments (e.g., towns and villages). Please clarify any pertinent information in the comments section. **There should be NO blanks on an application, if your county does not have it, indicate as such with a ZERO (0). Any blanks may be considered omitted and may result in application disqualification without further review or consideration or an award.**

Step 6. For Question 3, the number of IO channels installed or in the process of being installed **will self-populate based on your responses on the Tier – 2 National IO Channel tab**. Please clarify any pertinent information in the comments section. Please do not attempt to adjust this number manually.

Step 7. For Question 4, the number of towers/structures National Interoperability Channels are installed or in the process of being or in the process of being installed on **will self-populate based on your responses on the Tier – 2 National IO Channel tab**. Please clarify any pertinent information in the comments section. Please do not attempt to adjust this number manually.

Step 8. For the final question on the Tier – 2 Questions sheet, describe any interoperability gaps that the county experiences in LMR communications within the counties, between counties, and with Federal and State Agencies.

Step 9. Go to the National IO Channels tab.

Step 10. For each listed calling channel name, select the drop down to provide a “YES” or “NO” to indicate whether the channel has been installed. Please note, that a channel **can be both in progress and installed** if the quantity of installed towers or structures is indicated for both. **There should be NO blanks on an application, if your county does not have it, indicate as such with a “NO”. Any blanks may be considered omitted and may result in application disqualification without further review or consideration or an award.**

Step 11. For each listed calling channel name, select the drop down to provide a “YES” or “NO” to indicate whether the channel is in progress of being installed. Please note, that a channel **can be both in progress and installed** if the quantity of installed towers or structures is indicated for both. **There should be NO blanks on an application, if**

your county does not have it, indicate as such with a “NO”. Any blanks may be considered omitted and may result in application disqualification without further review or consideration or an award.

Step 12. For each listed calling channel name, provide the number of towers/structures that the particular channel is installed on. **There should be NO blanks on an application, if your county does not have it, indicate as such with a ZERO (0). Any blanks may be considered omitted and may result in application disqualification without further review or consideration or an award. These numbers should align with your “YES” and “NO” responses, please be sure to review your responses.**

Step 13. For each listed calling channel name, provide the number of towers/structures that the particular channel is in the process of being installed on. **There should be NO blanks on an application, if your county does not have it, indicate as such with a ZERO (0). Any blanks may be considered omitted and may result in application disqualification without further review or consideration or an award. These numbers should align with your “YES” and “NO” responses, please be sure to review your responses.**

Step 14. For each listed calling channel name, provide the call sign for the structure that the channel is installed on. **There should be NO blanks on an application, if your county does not have it, indicate as such with “N/A” or “NONE” or if in process, indicate with “IN-PROCESS). Any blanks may be considered omitted and may result in application disqualification without further review or consideration or an award.**

Step 15. For each listed calling channel name, enter “YES”, “NO”, or “N/A” to indicate if the CALLing channel is actively monitored 24/7 at your county’s PSAP(s). **Please note that actively monitored means that the channel is being listened to or monitored 24/7. If your county is not actively monitoring it at any given time, select “NO”. If your county is monitoring, but is not licensed to call on it, select “N/A”. Provide a picture of the console, as well as a copy of your Standard Operations Guide and or a Standard Operation Procedure on the 24/7 monitoring of IO CALLing channels. *This does not require a dedicated console for monitoring.**

Step 16. For each listed calling channel name that you answered “Yes” or “N/A” in Step 15 to being actively monitored, please indicate the facility that it is being monitored at. **There should be NO blanks on an application, if your county does not actively**

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monitor it, indicate as such with “N/A” or “NONE”. Any blanks may be considered omitted and may result in application disqualification without further review or consideration or an award.

Step 17. For each listed calling channel, provide any pertinent information in the comments section.

Step 18. Complete the 2024 SICG Attestation Tab

- Ensuring that all Items are checked off/ filled in and Signature Section is signed and all fields are completed in their entirety.

Step 19. Save all requested materials before submitting all materials via E-Grants. * Refer to E-Grants guide for assistance with E-Grants or contact your assigned grants representative for assistance.