



# 2012

## PSAP Assistance Program

Tarrant County 9-1-1 District  
2600 Airport Freeway | Fort Worth, Texas 76111  
817-334-0911 | [www.tc911.org](http://www.tc911.org)

## **FY2012 PSAP ASSISTANCE PROGRAM**

This Tarrant County 9-1-1 District (TC9-1-1 or District) policy establishes the guidelines to be used by Public Safety Answering Points (PSAP) in seeking reimbursement of allowable expenses. For the purpose of this policy: if an entity has more than one PSAP, a joint application is required; and, if an entity contracts with another entity for dispatch services, their allocations will be combined. This is a “Use It or Lose It” policy – individual allocations may not be carried over from year to year.

In compliance with applicable State laws, this is a prospective policy. No previously purchased items or services will be considered for reimbursement. All expenses must be approved by TC9-1-1, in advance, to receive reimbursement.

### **PSAP Allowable Expenses**

TC9-1-1 will provide reimbursement for Allowable Expenses subject to availability of funds, entity allocations and annual appropriation. Allowable Expenses are determined by the District Board of Managers (Board) and reviewed annually. An up-to-date list of Allowable Expenses is in Attachment 1 of this policy.

### **Application for Funding**

PSAPs may submit an *Application for Funding* consisting of the expenditures the PSAP is requesting. Separate *Applications for Funding* may be submitted for each project, or the PSAP may submit a single consolidated annual request. All applications must be received by June 30<sup>th</sup>.

### **Application Instructions**

Beginning this year, the application process will take place “on-line”. From the District’s website ([www.tc911.org](http://www.tc911.org)) click on the “PSAP” tab, then “PSAP Assistance Program”; From the PSAP Assistance webpage, click on the “FY2012” icon. If you have not already created an account, please do so at this time.

Once you have successfully created an account, click on “Apply”, then “TC9-1-1 PSAP Assistance Program”. Complete the application and upload your documentation where indicated.

PSAP Managers/Directors must complete the *Application for Funding*.

## **Approval Process**

All expenses must be approved by TC9-1-1, in advance, to receive reimbursement.

After receipt of the Request, the Technical and/or Funding Committees of the Board will review each application. The PSAP may be requested to provide additional information to clarify specific line items of the funding request. The Committee(s) will initially determine the eligibility of any particular cost item. The Committee(s) will advise the PSAP of any costs that are considered ineligible, and request that the application be amended.

At the next meeting of the Board, the Committee(s) will report to the Board and recommend approval of the funding request (as amended, if necessary). The Executive Director will subsequently notify the PSAP of the dollar amounts approved.

If the PSAP wishes to appeal the Committee designation of ineligible costs, they should make a formal appeal to the Board, addressed to the Chair. The appeal should be provided in writing; a representative of the PSAP may also choose to make a live presentation of their justification at a Board meeting. The full Board will review the specific appealed claims for reimbursement and make a final determination of reimbursement eligibility. Arrangements for a Board Presentation should be made in advance to allow for scheduling and required public notice.

## **Disbursement Process**

All expenses must be approved by TC9-1-1, in advance, to receive reimbursement.

Once a project is completed, PSAPs requesting reimbursement are required to submit a written *Reimbursement Request* to the Executive Director, and must use the form provided by the Board. This will also be an on-line process. After logging in, click on the application you are requesting a reimbursement for and provide the required information. Be sure to include a paid invoice and other necessary information.

## **Reallocation of unused funds**

On or about July 1<sup>st</sup>, the committee(s) may reallocate any remaining funds. Based on the level of unused funds available, the committee(s) may request additional applications. Additionally, the committee(s) may recommend that any remaining funds be “rolled” into a subsequent year’s program allocation.

## **Reconciliation Process**

The Board may conduct an annual reconciliation for each PSAP that submits a Funding Request and receives payments. The reconciliation will be conducted in the first quarter of each fiscal year, and will cover the immediate past fiscal year.

The purpose of the reconciliation is to review Monthly Recurring Costs and to understand any increase in recurring costs, as well as to identify any opportunities for consolidation of cost centers.

## **Amendments to Procedures**

The Board reserves the right to adopt amendments to the funding procedures and application forms as may be necessary, with or without notice. PSAPs are encouraged to suggest changes and improvements they feel may be appropriate to improve these procedures or the program.

# ATTACHMENT 1

## Allowable Expenses FY2012

- 9-1-1 related recording systems and maintenance costs.
- 9-1-1 related CAD system upgrades and maintenance costs.
  - Fire Station alerting hardware and software
- 9-1-1 related Professional Services
- Initial purchase of a call accounting or telephony management information system (MIS) if the PSAP does not already have such a system.
- 9-1-1 related Maintenance Contracts
- Training, including “back-fill” of position
  - TECLOSE Classes
  - Teambuilding and specialized classes
  - Potential state-mandated classes
- 9-1-1 related Dispatch Furniture and equipment
- 9-1-1 related Dispatch center minor remodeling
- Backup Power support for dispatch/radio infrastructure
  - UPS
  - Generator
- Uniforms for Dispatch Personnel (“Sample” must be submitted with request)
- Personality assessment for Dispatch personnel
- Emergency Telephone Notification Systems
- EMD (Emergency Medical Dispatch)
- Limited 9-1-1 related Professional Memberships
- Limited 9-1-1 related Travel Expenses
- Up to ten percent (10%) of an entity’s allocation may be used for employee recognition (some restrictions apply)