



2019

PSAP Assistance Program

Tarrant County 9-1-1 District
2600 Airport Freeway | Fort Worth, Texas 76111
817-334-0911 | www.tc911.org

FY2019 PSAP ASSISTANCE PROGRAM

The 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 which has a budgeted amount of \$1,000,000.00. *The PSAP Assistance Program is subject to change.*

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

Per the HEALTH AND SAFETY CODE CHAPTER 772 – SECTION 117.

The Allowable operating expenses of a district include all costs attributable to designing a 9-1-1 system and to all equipment and personnel necessary to establish and operate a public safety answering point and other related answering points that the board considers necessary.

TC9-1-1 will provide reimbursement for permitted Allowable Expenses subject to availability of funds, entity allocations and annual appropriation. Allowable Expenses are determined by the state legislature for the use of public funding and 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 30th.

Application Instructions

Again this year, the application process will take place “on-line”. From the District’s website (www.tc911.org) click “PSAPs” on the upper right side of the page. From the next page on the lower right click the PSAP Assistance Program. From the PSAP Assistance Program page, click on either the “Application” or “Reimbursement” 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 – FY2019”. Complete the application and upload your documentation where indicated.

PSAP Managers/Directors or a designee assigned by the PSAP Manager/Director or Chief can 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 or reimbursement, 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 request for reimbursement using the on-line reimbursement process. After logging in, click on the application you are requesting a reimbursement for and provide the required information. **Be sure to include a proof of payment** and other necessary information. All requests for reimbursement must be received by August 31st.

Reallocation of unused funds

On or about July 1st, the committee(s) may reallocate any remaining funds. Based on the level of unused funds available, the committee(s) may request additional applications.

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. All suggestions will be taken under advisement and any accepted will be reflected in the following PSAP Assistance program year.

PSAP Assistance Program
Allowable Expenses
FY2019

- 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
 - The district will not approve requests for Critical purchase or maintenance. The district provides Critical testing at no cost to all our PSAPs.
- Training, including “back-fill” of position. Only applicable to dispatch or direct leadership of the PSAP. Subject to approval.
 - 9-1-1 Related Conferences (APCO, NENA, Etc.)
 - TCOLE 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 infrastructure
 - UPS
 - Generator
- Uniforms for Dispatch Personnel (“Sample” must be submitted if requested)
- Personality assessment for Dispatch personnel
- EMD (Emergency Medical Dispatch)
- Limited 9-1-1 related Professional Memberships
- Limited 9-1-1 related Travel Expenses
 - Travel to and from.
 - Hotel of conference site, or hotel of equal or less value. Subject to approval.
 - Per Diem at GSA Rates
 - Rental car, or ride share expenses. Subject to approval.