



2021 ECC Assistance Program

Tarrant County 9-1-1 District
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FY2021 ECC ASSISTANCE PROGRAM

The Tarrant County 9-1-1 District (TC9-1-1 or District) policy establishes the guidelines to be used by Emergency Communication Centers (ECC) in seeking reimbursement of allowable expenses. For the purpose of this policy: if an entity has more than one ECC, 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 ECC 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.**

ECC Allowable Expenses

Per the HEALTH AND SAFETY CODE CHAPTER 772 – SECTION 217.

Allowable operating expenses of a district include all costs attributable to designing and operating a 9-1-1 system and costs for related services 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.

Multi-year contracts will require District pre-approval in the initial year prior to making the first payment. Subsequent years of the contract will require the application request to be sent prior to the payment being made and the proof of payment will still be required for reimbursement. If the application falls outside the dates of the initial agreement, the request will be denied

Application for Funding

In order for an agency to receive funds from the assistance programs the assigned applicant must agree to the Program Policy Agreement that will be sent via email containing a link to [surveymonkey.com](https://www.surveymonkey.com). This acknowledgment confirms their understanding of the policy designed by Tarrant County 9-1-1 and the Board of Directors.

The ECC Assistance Program opens on November 1st of 2020. ECCs will submit an *Application for Funding* consisting of the expenditures the ECC is requesting. Separate

Applications for Funding must be submitted for each project, the district will no longer except one request for multiple items associated with multiple projects. All applications must be received by June 30th.

Application Instructions

From the District's website (www.tc911.org) click "PSAP" 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 – FY2021". Complete the application and upload your documentation where indicated.

ECC Managers/Directors or a designee assigned by the ECC 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 ECC 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 ECC 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 ECC of the dollar amounts approved.

If the ECC 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 ECC 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, ECCs 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 paid invoice** 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 ECC 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. ECCs are encouraged to suggest changes and improvements they feel may be appropriate to improve these procedures or the program. All suggestion will be taken under advisement and any accepted will be reflected in the following ECC Assistance program year.

ECC Assistance Program
Allowable Expenses
FY2021

- 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
- CALEA or Other Communications Accreditation
- 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 ECCs
- Training, including “back-fill” of position. Only applicable to telecommunicators or direct leadership of the telecommunicators. Subject to approval.
 - 9-1-1 Related Conferences (APCO, CALEA, NENA, Etc.)
 - TCOLE Classes
 - Specialized classes
 - Potential state-mandated classes
- 9-1-1 related Dispatch Furniture and equipment
Equipment will no longer include general office supplies to include pens, paper, file folders, plates, condiments, cell phone cases, tablet cases, laptop bags, etc.
- 9-1-1 related Dispatch center minor remodeling. Subject to approval
 - Primary sites, backup sites, backroom equipment areas.
The Assistance Program will no longer fund outdoor break areas
- Backup Power support for dispatch infrastructure
 - UPS
 - Generator
- Uniforms for Dispatch Personnel
- Personality assessment for Dispatch personnel
- Dispatch recruiting events - Subject to Approval
- Staffing assessments- Subject to Approval
- Dispatch advertising- Subject to Approval
- 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.