



pennsylvania

EMERGENCY MANAGEMENT AGENCY

9-1-1 OFFICE

Fiscal Year 2014-15
Wireless Funding
Administrative Procedures

Effective January 1, 2014

Fiscal Year 2014-2015 Wireless Funding Administrative Procedures

I. Purpose

Establish administrative wireless program procedures, requirements, and deadlines.

II. Authority

Chapter 53, Emergency Telephone Service, of Title 35 of the Pennsylvania Consolidated Statutes, 35 Pa.C.S.A. §§ 5301 *et seq.*

III. Procedures

A. Funding Application

1. All Public Safety Answering Points (PSAPs) requests for wireless funds shall be completed and submitted to the Agency via the PEMA 9-1-1 Webtool.
2. Funding applications must be complete and are due no later than 2400 hours, March 3, 2014; 120 days before the first day of the Agency's fiscal year. Any applications received after the deadline will not be accepted. Failure to provide clear and sufficient information regarding any funding request may result in the rejection of that request.
3. All funding requests must be clear, detailed and adequately supported with justifying documentation. Justifying documentation must be in the form of vendor quotes, contracts or leases. Internal County documents (spreadsheets, etc.) are not acceptable. All PSAPs applying for funding must utilize the upload portion of the web-tool and provide a copy of the current year's 9-1-1 Operating Budget, at the time of application. All requests must be in line with the PSAP's current triennial 9-1-1 plan and be consistent with the Statewide Wireless E9-1-1 Plan. The Agency reserves the right to require additional information or documentation and the right to reject any specific line-item requested for funding.

B. Funding Determination

1. All funding determinations will be made in accordance with Chapter 53, Emergency Telephone Service, of Title 35 of the Pennsylvania Consolidated Statutes and will be consistent with the Statewide Wireless E9-1-1 Plan.
2. PSAPs seeking to replace or upgrade operational Phase II equipment must provide justification to the Agency for the replacement or upgrade. The Agency will consider reasonable requests with appropriate documentation (i.e. vendor contract, vendor statement, etc.)

3. PSAPs that are determined to have unspent funds via the reconciliation process or other means, may with agency approval, and pursuant to the Reallocation policy dated January 1, 2014, reallocate those funds to eligible approved costs for the wireless 9-1-1 system. At its discretion, the Agency may request unspent funds be returned to the Wireless Fund, or be used to off-set current or future disbursements.
4. All disbursements from the Wireless 9-1-1 fund that any PSAP receives shall be deposited in a separate, restricted, interest-bearing account used solely for the purpose of wireless 9-1-1. Prior to expenditure, the use of any interest or earnings must be approved by the Agency and be consistent with the Reallocation policy dated January 1, 2014. All interest and earnings must be reported on the Annual Report and the Reconciliation forms each year. The Agency reserves the right to request such funds be returned to the Wireless Fund, or be used to off-set current or future disbursements.

C. Reporting Requirements

In order to meet the legislative intent and requirements of Chapter 53, Emergency Telephone Service, of Title 35 of the Pennsylvania Consolidated Statutes, PSAPs are required to complete and submit all requested forms and documentation in a timely and concise manner. Unless otherwise specified by the agency, the following must be submitted via the Agency web tool:

1. Annual Report (year 2013) with supporting documentation (due no later than 2400 hours, January 31, 2014).
2. Triennial Plan with supporting documentation (due 3 years from the date of last PUC approval).
3. Funding Application with supporting documentation (due no later than 2400 hours, March 3, 2014).
4. Appeals/Reconsideration with supporting documentation (due no later than 2400 hours, April 30, 2014).
5. Reconciliation Forms with supporting documentation (due no later than 2400 hours, August 8, 2014).
6. Triennial Audit (due no later than 2400 hours, September 28 of the year following the last year of the county's triennial audit period).

Failure to submit completed form/report(s) by the listed due date may result in a loss of wireless funding. Other documents requested by the Agency, unless noted above, may be submitted via electronic submission or regular mail.