



pennsylvania
EMERGENCY MANAGEMENT AGENCY

9-1-1 OFFICE

State Fiscal Year 2015-2016
Wireless Funding
Reallocation Procedures

Effective January 1, 2015

State Fiscal Year 2015-2016 Wireless Funding Reallocation Procedures

I. Purpose

To establish procedures for the reallocation of wireless surcharge funds.

II. Authority

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

III. Overview

A reallocation request is required when any of the following conditions are met:

1. To use unspent funds from a prior year(s).
2. To use interest earned on wireless funds.
3. To fund items whose eligibility has not been determined by PEMA.

IV. Guidelines

1. Funds can only be reallocated to eligible costs.

- a. Eligible costs are those determined by the PEMA, based on the recommendations of the Wireless Subcommittee of the E-911 Emergency Services Advisory Committee, to be in furtherance of the Statewide Wireless E9-1-1 Plan, and included as eligible expenditures in the “PSAP Funding Eligibility List” established by PEMA; provided that such costs submitted shall also meet or exceed the technical standards established by PEMA for the maintenance of Phase II wireless E-911 service.
- b. Please ensure reallocation requests are submitted as outlined in the Overview section. A PSAP assumes the risk of not being able to use Wireless 9-1-1 funding for an item purchased whose eligibility has not been determined by PEMA during the review of a funding application or reallocation request.

2. Reallocation to new or existing equipment, systems, or services or to existing equipment, systems, and services line items (overages) will follow the same guidelines as if a line item was placed on the yearly funding application.

- a. New equipment, systems, or services are considered an item or service whose eligibility has not been determined by PEMA.
- b. The reallocation request will be approved based on the shared costs concept which is dependent on the percentage of wireless E-911 calls.

3. **Reallocation of funds from one eligible, partially funded, SFY 2015-2016 line item to another eligible, partially funded, SFY 2015-2016 line item will not require reallocation approval from PEMA.**
4. **Personnel reallocations shall be reviewed based on the criteria that no PSAP may be funded for more than 70 percent of its agency approved personnel training, salary and benefit costs during the agency's fiscal year.**
5. **Interest reallocation will not be subject to the PSAP's percentage of wireless E-911 calls.**
6. **Requests to reallocate funds at 100 percent for a multi-county 9-1-1 system, with commitment and eventual connection to the statewide Emergency Services IP Network (ESInet) project, will be reviewed on a case by case basis.**

Please Note:

PEMA reserves the right to request documentation from the county controller or senior fiscal officer supporting any reallocation request.

PEMA reserves the right to approve any reallocation in full if it deems that the PSAP's ability to provide 9-1-1 service to the citizens of the Commonwealth may be in jeopardy.

V. Procedures

1. The Public Safety Answering Point (PSAP) shall submit a request to reallocate funds on county letterhead to the Deputy Director for Operations, Pennsylvania Emergency Management Agency (PEMA) via US mail, fax, or email.
2. The PSAP's request shall include:
 - a. Details on where the funds are coming from (earned interest, current year or prior year unspent funds).
 - b. The project/or equipment to which the county/city would like to reallocate the funds.
 - c. The funding year associated with the purchase.
 - d. Supporting documentation (vendor quote or invoice) that details the project/equipment being requested.
 - e. Details that support why the project/equipment is needed.
 - To ensure your reallocation request is processed timely, please provide sufficient detail to justify eligibility for Wireless funding. PEMA will follow up with PSAP staff if the explanation is unclear.
3. A formal letter will be sent to the PSAP approving or disapproving the reallocation request.