



911 PROGRAM

PROGRAM GUIDANCE

Calendar Year 2022

January 1, 2022 – December 31, 2022

The information in this document provides general program guidance and financial management requirements for recipients of 911 funding from the Pennsylvania Emergency Management Agency in calendar year 2022.

This document is supplemented by the *Accounting and Financial Reporting Manual* that will provide county representatives, who are responsible for county 911 Fund accounting and reporting, with detailed accounting and financial reporting guidelines and requirements.

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DOCUMENT PURPOSE

The Pennsylvania Emergency Management Agency (PEMA) is directed by Chapter 53, 911 Emergency Communication Services, of Title 35 of the Pennsylvania Consolidated Statutes (Chapter 53) to establish guidelines and requirements for the administration of 911 funding in Pennsylvania.

A uniform monthly surcharge fee of \$1.65 went into effect in Pennsylvania as of August 1, 2015. As required by Chapter 53, 911 surcharge revenue is distributed as follows:

1. **Formula-based Funding.** No less than 83 percent of the surcharge revenue collected quarterly is distributed to Pennsylvania public safety answering points (PSAPs) using a formula-based calculation. These funds are commonly referred to as “83% funds.”
2. **Statewide Interconnectivity Funding.** Of the revenue collected quarterly, up to 15 percent shall be used by PEMA to establish, enhance, operate, or maintain statewide interconnectivity of 911 systems. These funds are commonly referred to as “15% funds.” In accordance with the Statewide 911 Plan, statewide interconnectivity funding will be used to implement and operate the statewide NG911 system as a service. Any remaining 15% funding after statewide NG911 system costs are covered may be distributed to PSAPs through a grant process in accordance with the guidelines and application procedures published by PEMA.
3. **Administrative Funding.** Up to 2 percent of the surcharge revenue collected may be retained by PEMA for expenses directly related to administering the provisions of Chapter 53.

Formula-Based funding and **Statewide Interconnectivity funding** are two distinct funding streams with each having its own set of requirements. Requirements for administration, eligibility, and reporting are provided for each of these funding streams in the following sections of this document.

COMPLIANCE WITH REQUIREMENTS

These requirements were developed to meet the challenges of managing financial resources to:

- Sustain current 911 systems
- Implement and operate Next Generation 911 (NG911) systems
- Maintain Pennsylvania’s ability to invest in future technologies and efficiencies.

Compliance with these requirements will allow for coordinated planning, budgeting, and oversight to manage financial resources to assist with supporting 911 service across Pennsylvania. Counties are to ensure 911 service is provided in their jurisdiction and to comply with the guidelines, standards and requirements established by PEMA (35 Pa. C.S. § 5304). Funding for 911 shall not be expended on a 911 system that does not conform to the requirements published by PEMA (35 Pa. C.S. § 5306.1 (c) (2)). Compliance with these requirements will be verified through PEMA’s annual Combined Report review and biennial audit process.

The *2022 Accounting and Financial Reporting Manual* supplements this document by providing county representatives with detailed accounting and financial reporting guidelines and requirement

NOTABLE ITEMS FOR 2022:

Formula-Based Funding: Chapter 53 requires the formula to be reviewed every two years (§ 5306.1). A review of the formula will be completed in 2022 to determine any changes for calendar year 2023.

Statewide Interconnectivity Funding: Since the inception of the Statewide Interconnectivity funding program in 2016, two common points have been stressed about the impact of the NG911 project on Statewide Interconnectivity funds:

- Less funds will be available for grants now that that the NG911 project has begun
- Beginning in 2022, there will be a transition from the open grant application process used in prior years to planned, coordinated allocations of interconnectivity funding in order to manage funds for NG911 service needs, regional projects, and 911 system improvements

New 911 System Plan Process: Under Pennsylvania law, each county must develop and maintain a 911 System Plan (35 Pa C.S. § 5304). A new 911 System Plan process will be deployed in 2022.

IMPORTANT DATES FOR 2022:

- **April 15th** – 2021 Combined Reports are due to PEMA
- **July 31st** – Grant application period closes (PEMA will be pre-populating most, if not all, applications)
- **September 30th** – County 911 System Plan submissions are due to PEMA

PART I: FORMULA BASED FUNDING (83% Funds)

Within 30 days after the end of each calendar quarter, PEMA is required to determine the amount available in the 911 Fund for distribution and disburse eighty-three percent (83%) of the revenue collected to the counties using a formula-based calculation.

The formula distribution is intended to give counties a defined amount that provides budget certainty and serves as an incentive to manage within available dollars; knowing that the difference comes from the county general fund or other revenue sources. Counties have discretion over how 83% funds are spent, provided the funds are used for expenses that meet the *Eligible Uses* criteria on the 2022 Eligibility Factors List. The intent is to provide counties with the flexibility to prioritize and spend funds as they see fit to meet the specific needs of the county or regional 911 system.

2022 FORMULA-BASED PAYMENT CALENDAR

| CALENDAR QUARTER | | DUE DATE FOR PROVIDERS TO REMIT SURCHARGE REVENUE | DATE PAYMENT RECEIVED BY COUNTY (ESTIMATE) |
|------------------|-------------------|---|--|
| 1 st | January – March | April 15, 2022 | May 7, 2022 |
| 2 nd | April – June | July 15, 2022 | August 6, 2022 |
| 3 rd | July – September | October 15, 2022 | November 9, 2022 |
| 4 th | October -December | January 15, 2023 | February 7, 2023 |

2022 FUNDING FORMULA

The current distribution formula will remain in place for 2022. Formula-based distributions will primarily be made using the following two-part calculation:

1. Three percent (3%) of the available amount will be equally distributed to each county.
2. Remaining funds are distributed based on the following calculation:
 - a. Thirty percent (30%) of the remaining amount will be distributed based on the ratio of a county's population to the total Commonwealth population.
 - b. Seventy percent (70%) of the remaining amount will be distributed based on the ratio of a county's Revenue Difference to the total Commonwealth Revenue Difference.

How is the Revenue Difference ratio calculated? The Revenue Difference ratio is calculated by comparing the Revenue Difference for each county to the Revenue Difference for all counties.

The Revenue Difference for each county was calculated using the following steps:

1. Determine revenue a county would have received using the interim formula at \$314 million.
2. Subtract a 3% equal distribution at \$314 million.
3. Subtract a 30% distribution based on population at \$314 million.

ADDITIONAL REVENUE DISTRIBUTED BY FORMULA – 2022 ASSISTANCE

Chapter 53 requires the formula to be reviewed every two years (§ 5306.1). A review of the formula is required to be completed in 2022 to determine any changes for calendar year 2023. The 911 Advisory Board Funding Subcommittee completed an extensive review of the current formula in 2020 and concerns with the formula, as well as the various factors for consideration, are well documented. PEMA also understands concerns with counties seeing a formula revenue decrease.

As work continues to find a solution to this difficult issue, counties that were set to see an increase under the 911 Advisory Board Funding Subcommittee's recommendation will receive 100% of their anticipated increase in 2022. Appendix B provides a comparison of the current formula to the Funding Subcommittee's recommended formula. In Appendix B, amounts in the Difference column that are positive and highlighted in green identify the counties that would have realized a revenue increase. The Difference amount represents the estimated amount of additional formula revenue these counties will receive in 2022. At current funding levels, maintaining this approach beyond 2022 will reduce the amount of 15% funds available to maintain existing shared systems, invest in new regional projects including system refreshes and replacements, and invest in NG911 system enhancements such as improving connectivity and supporting public safety applications with the statewide ESInet.

ADMINISTRATIVE REQUIREMENTS – FORMULA BASED FUNDS:

1. **Requirement for Where to Deposit Funds and Interest Earned:** Funds must be deposited and maintained in an interest-bearing account
 - a. The account must be owned by the county or PSAP
 - b. If a county pools funds to generate interest, that is acceptable. However, the county must have a reasonable method in place to allocate the appropriate share of interest to the county's 911 Fund on a timely basis.
 - c. Interest income shall only be used for eligible 911 costs.

- 2. Where Payments are Made:** Quarterly formula payments will be made directly to each county.
- a. Under Chapter 53, counties have the power and duty to ensure the provision of a 911 system in the county's respective jurisdiction.
 - b. A county may provide a 911 system to the county's jurisdiction through participation in a regional 911 system. For regional 911 systems, PEMA will continue to disburse formula-based payments directly to each county. Funding arrangements for a consolidated or regional 911 system are the responsibility of the participating counties.

ELIGIBILITY REQUIREMENTS – FORMULA-BASED FUNDS:

- 1. Eligible Use of Funds:** 911 surcharge revenue shall only be expended for eligible 911 costs.
- a. Formula-based funds shall be used only for reasonably necessary costs that enhance, operate, or maintain a 911 system. (35 Pa. C.S. § 5306.1).
 - b. Reasonably necessary costs are determined by PEMA (35 Pa. C.S. § 5303).
 - c. Eligible uses for 911 funding are provided on the 2022 Eligibility Factors List which is Appendix A of this document.
 - d. 911 funds shall not be transferred for General Fund use.
- 2. Time Period Requirement:** 2022 revenue shall only be used for eligible 911 costs incurred between 1/1/2022 – 12/31/2022.
- a. Funds are not to be used for prior year costs or to offset prior year deficits.
 - b. If a county carries a 911 Fund balance into 2022, the remaining balance shall only be used for current year eligible 911 costs as provided on the 2022 Eligibility Factors List.
 - c. At the end of 2022, a county may allocate remaining funds to capital and operating reserves if these funds are dedicated for a future purpose. (35 Pa. C.S. § 5306.1 (e) (6))
- 3. Treatment of Ineligible Costs:** If funds are spent on an ineligible cost, the county’s 911 Fund shall be reimbursed from other funding sources of the county (i.e., a non-911 funding source will have to cover the cost).
- a. PEMA will review each expenditure reported by a county on their Combined Report to verify eligibility and reporting requirements are met.
 - b. Also, Chapter 53 requires each county to be audited every two years by a 3rd party auditor to verify compliance with eligibility and reporting requirements
 - c. PEMA maintains the right to take additional measures such as ineligibility for 15% funding, withholding 911 funds, or other measures to address noncompliance with eligibility and reporting requirements when deemed appropriate, based on the severity and frequency of non-compliance demonstrated by a county.

REPORTING REQUIREMENTS – FORMULA BASED FUNDS:

A county must ensure and be able to demonstrate that 911 funds and interest earned was only expended for eligible 911 costs. The primary methods for a county to demonstrate funds were used for eligible 911 costs are:

- Completion of the annual Combined Report, and
- Participation in the biennial audit process required by Chapter 53

1. **Mandatory Reporting Requirement:** Each county must submit a Combined Report for 2022
 - a. The due date for the 2022 Combined Report is tentatively scheduled for April 15, 2023
 - b. The report shall be prepared on a calendar year basis (January 1 – December 31, 2022)

2. **Required Accounting Method:** The Combined Report must be completed using the modified accrual basis of accounting in all instances where practical.
 - a. Counties shall report costs for goods received or services provided between 1/1/2022 – 12/31/2022 rather than when cash is exchanged.
 - b. The 4th quarter formula payment counties will receive in February 2023 is considered 2022 revenue as this represents 911 revenue collected from October to December in 2022.
 - c. Combined Report preparers should refer to the Combined Report instructions and *Accounting and Financial Reporting Manual* for detailed reporting guidelines and requirements.

3. **Required Chart of Accounts:** Expenditures must be reported using the Cost Types and Cost Categories from the 2022 Eligibility Factors List.
 - a. Each county should ensure there is a reconciliation between expenditures recorded within their county 911 Fund and the amounts reported in the Cost Types and Cost Categories on the Combined Report submitted to PEMA.
 - b. Chapter 53 requires each county to be audited every two years. A focus area of the audits is reconciling Combined Report submissions with county 911 Fund financial statements.

4. **Supporting Documentation Requirement:** Accounting records must be supported by source documentation. Examples include invoices, contracts, agreements, time sheets, bank statements, etc.

5. **Reporting Requirements for Shared Costs:** Costs charged to a county's 911 Fund through a cost allocation plan or some other method involving shared resources must be based upon a reasonable method and must be supported by actual costs, not budgeted costs.
 - a. This includes costs of shared resources between different programs managed by the PSAP, different funding sources for the PSAP, as well as shared resources between different departments within a county or between PSAPs.

6. **Reporting Requirements for Prepaid items or Multi-year contracts:** Costs related to multi-year or multi-month contracts must be allocated evenly over the life of the contract and must be reported in the correct year.
 - a. This treatment should be consistent with what your County is doing for their own financial reporting (whether accrual or modified accrual) on an entity-wide basis.
 - b. **Example:** In July 2022, a county signs a 3-year maintenance contract for \$100,000 or \$2,777.28 per month. On the 2022 Combined Report, the county would report \$16,663.68 as the expense for this maintenance contract to reflect costs from July – December 2022 (\$2,777.28 x 6).

- 7. Anti-Windfall Provision (35 Pa. C.S. § 5306.1 (e) (6))** - The total annual disbursement from the fund to a PSAP may not exceed the actual annual costs for PSAP’s 911 system.
- Anti-windfall provision enforcement is based on revenue, expense, and balance information reported by a county on the 2021 Combined Report.
 - An excess balance is considered a positive “Balance” amount in the Formula Funds (83% Funds) column of the Combined Report (Section I – Uniform 911 Fund Activity).
 - Balance = Revenue - Expenditures - Reserves
 - Actual 911 system expenditures may include allocations to capital and operating reserves in accordance with our current legislation. (35 Pa. C.S. § 5306.1 (e) (6))
 - Enforcement of the anti-windfall provision will result in the reduction of quarterly formula payments in 2022 to recoup excess balances.
 - Any revenue recouped from excess balances will be distributed to PSAPs without an “excess balance” as shown on the 2021 Combined Report.

Anti-Windfall Provision Example:

At the end of 2021, Example County is showing a Formula Funds Balance of \$3,000 on their 2021 Combined Report.

| | |
|--------------------|-------------------|
| Revenue: | \$43,304.00 |
| Less Expenditures: | \$25,304.00 |
| Less Reserves: | \$15,000.00 |
| Balance: | \$3,000.00 |

Based on the Anti-Windfall Provision and the 2021 Combined Report, the Formula Funds Balance of \$3,000 Example County is considered an excess balance for Anti-Windfall Provision purposes and the following would occur:

- Example County’s formula payments in the 2nd, 3rd, and 4th quarters of 2022 would be reduced by \$1,000 (Excess balance of \$3,000 divided by 3).
- The \$1,000 recouped from Example County would be distributed to counties that did not show an excess balance of the 2021 Combined Report (Balance = \$0.00) in the 2nd, 3rd, and 4th quarters of 2022.

| UNIFORM 9-1-1 FUND ACTIVITY | |
|--|------------------------------|
| Required fields are displayed with blue text and a red asterisk. Click the "Edit Required Entries" button to complete the required fields. | |
| Interest Earned | |
| | Formula Funds (83% Funds) |
| 1 Beginning Balance 1/1/2020 (Populated by PEMA) | \$0.00 |
| REVENUE: | |
| 2 Formula Payment - 1st Quarter 2020 (Populated by PEMA) | \$10,000.00 |
| 3 Formula Payment - 2nd Quarter 2020 (Populated by PEMA) | \$10,000.00 |
| 4 Formula Payment - 3rd Quarter 2020 (Populated by PEMA) | \$12,000.00 |
| 5 Formula Payment - 4th Quarter 2020 (Populated by PEMA) | \$11,304.00 |
| 6 Statewide Interconnectivity Payment(s) (Populated by PEMA) | |
| 7 Interest Earned * | \$0.00 |
| Revenue | \$43,304.00 |
| Expenditures | \$25,304.00 |
| Reserves | \$15,000.00 |
| Balance | \$3,000.00 |

PART II: STATEWIDE INTERCONNECTIVITY FUNDS (15% Funds)

Of the revenue collected quarterly, up to 15 percent shall be used by PEMA for Statewide Interconnectivity of 911 systems. A significant portion of Statewide Interconnectivity funds in 2022 will be used for the implementation of the statewide emergency services internet protocol network (ESInet) and NG911 system. Any remaining 15% funding after statewide NG911 system costs are covered may be distributed to PSAPs through a grant process in accordance with the guidelines and grant agreements published by PEMA.

IMPORTANT ITEMS FOR 2022:

Transition from open application process: Since 2016, two common points have been stressed about the impact of the NG911 project on interconnectivity funds:

- Less funds will be available for grants now that the NG911 project has begun
- Beginning in 2022, there will be a transition from the open grant application process used today to planned, coordinated allocations of Interconnectivity funding in order to manage funds for NG911 service needs, regional projects, and 911 system improvements

Potential impacts to maintenance funding: As Pennsylvania's NG911 system is being implemented and additional counties seek assistance with NG911 system enhancements or implementing shared systems, counties and regions must consider and anticipate that 15% funds may not be available to cover all or a portion of ongoing maintenance costs for certain types of projects.

Requirement for cooperation to support NG911: Coordination between PEMA, counties, the NG911 service provider, county phone system vendors, and regional network vendors (where applicable) is critical to support the operation of the NG911 system, respond to service impacting events, and investigate causes of service-impacting events. A requirement has been added to 15% grant agreements to clarify expectations and reflect the importance of cooperation among all parties to support NG911 service. PEMA may de-obligate 15% funding from a project where there is failure to cooperate with PEMA or the NG911 service provider or participate in NG911 system impairment investigations to help identify the cause of a NG911 service-impacting issue and responsibility for resolution until those items are identified. Maintenance awards for shared phone systems and regional ESInets will be structured into quarterly milestones to reinforce this approach.

STATEWIDE INTERCONNECTIVITY FUNDING TRANSITION:

Beginning in 2022, 15% funding allocations will transition from the open, competitive grant application process used in prior years to planned, budgeted allocations of funds. 2022 will be a transition year where 15% funding allocations will be planned and budgeted based on the statewide NG911 service contract and coordination between PEMA, the Board, and county partners to inventory other targeted projects and costs for consideration. Beginning in 2023, the new County 911 System Planning Process will be used as the foundation for proactively planning and budgeting 15% funds looking ahead to future years.

Due to less funding being available for grants, PEMA does not anticipate much of an open application process, if any at all, in 2022. It is very important counties and regions participate in PEMA's efforts to inventory projects and costs for consideration this year.

TIMEFRAME & ACTIONS FOR DETERMINING 2022 15% FUNDING ALLOCATIONS

Beginning in early 2022 through May 2022, PEMA will be working with the 911 Advisory Board Funding Subcommittee and counties to inventory potential projects and costs to support in 2022. Below is an outline of the steps to be taken to determine how 15% funds will be used in 2022 for the following priority areas:

1. Now through May 2022: Inventory initiatives and costs for consideration

a. Statewide NG911 Service:

- 2022 non-recurring costs and recurring costs are defined in the NG911 contract
- PEMA is working to finalize the network design with the NE and SE regions

b. 2023 maintenance for regional ESInets, phone, CAD, and shared radio master sites

- PEMA will be contacting the applicable counties to confirm 2023 maintenance costs
- Enhancements to regional ESInets used for NG911 call delivery would be considered (SW, SCM, Lehigh Valley)

c. Facility needs to support NG911 service equipment

- Counties in the NE and SE region will be targeted this year to address specific needs identified in the NG911 Service Site Survey Reports
- Facility needs for counties in the NC, Northern Tier, SC, SCM, and SW regions were targeted in 2021

d. Phone system migration support for NG911:

- Migration support for counties in the NC, Northern Tier, SC, SCM, and SW regions were addressed in 2021
- Counties in the SE region will be targeted this year

e. NG911 GIS data development:

- Projects considered will be to resolve Critical Errors that would prevent a county from migrating to NG911 service
- Counties should use DataHub or participate in the early QC pre-check process to identify Critical Errors that must be addressed to enable geospatial routing at the time a PSAP is cutover to NG911 service
- Counties not yet migrated to DataHub should participate in the pre-check process as soon as possible if they are considering seeking funding

f. New shared phone systems:

- Based on new shared CHE projects funded in recent years and PSAP inventory data, PEMA is not aware of any new CHE projects for the upcoming funding cycle but will contact regions/counties to identify any needs for consideration

g. PSAP consolidation feasibility study:

- Identify counties interested in pursuing funding for a Feasibility Study in 2022

h. Other areas may be identified and prioritized based upon available funding

- For a shared CAD project, clear criteria for what constitutes a shared CAD system and costs considered for funding would need defined

2. May – July 2022: Analyze costs, prioritize initiatives, and determine allocations

- a. PEMA will review and analyze specific initiatives and costs
- b. PEMA, in consultation with the 911 Advisory Board, will prioritize initiatives and costs to support with 15% funds in 2022
- c. PEMA will identify awards based on priorities and available funding

3. July 2022: Populate grant applications

- a. PEMA will prepopulate grant applications and confirm accuracy with the applicable county

4. August – October 2022: Execute grant agreements

- a. The focus is to issue award letters and grant agreements, where applicable, in August
- b. Grant agreements must be signed by the county, PEMA, Office of General Counsel, Office of Attorney General, and Office of Comptroller Operations before the agreement is considered fully executed and PEMA has the ability to make grant payments

Administrative, Eligibility, and Reporting requirements for 15% funding are provided below.

ADMINISTRATIVE REQUIREMENTS – 15% FUNDS

1. **Payment Requirements – Advances and Reimbursements:** For each project award, PEMA may advance funds per milestone as they are completed, except for the last milestone of a project.
 - a. Payment amounts are based on the approved grant application for each project.
 - b. PEMA maintains discretion over whether to issue advance payments for a project. Project progress, reported project expenditures, and remaining balances from previous milestones will be considered when determining whether to issue subsequent advance payments for a project.
 - c. The last milestone will always be on a reimbursement basis.
2. **Requirements for Where to Deposit Funds and Interest Earned:** Statewide Interconnectivity funds must be deposited and maintained in an interest-bearing account in the same manner as Formula-Based or 83% funds.
 - a. Interest earned may be used for any eligible 911 expenditure as outlined on the 2022 Eligibility Factors List.

ELIGIBILITY REQUIREMENTS - 15% FUNDS:

1. **Eligible Use of Funds:** Funds shall only be used according to the approved grant application for a project.
 - a. Only the items included on the approved grant application will be considered eligible costs for an approved project.
 - b. Costs not related to the approved workplan or budget for a project are not eligible for 15% funding.
2. **Grant Period of Performance Requirement:** A PSAP must spend or obligate grant funds within the period of performance provided in the grant agreement.
 - a. The county is responsible for completing the project within the period of performance
 - b. The county is responsible for requesting an extension from PEMA if the project will not be completed within the period of performance. An extension request must provide reasons for the project delay and expected completion date. PEMA maintains sole discretion to approve or disapprove requested extensions.
 - c. PEMA will not have the ability to issue payments if the period of performance expires.
3. **Reallocation of 15% Funds Prohibited:** A county may not reallocate 15% funds from one project to another project or for any other purpose not related to the original intent of the project.

- a. A county may request changes to an approved project workplan or the approved project budget through a written request to PEMA.
- b. Project workplan changes shall only be related to the original intent and scope of the approved project workplan or approved project budget.
- c. PEMA maintains sole discretion to approve or disapprove requested changes. Changes to the approved project workplan or the approved project budget will be communicated by PEMA to the county in writing.
- d. The grant application in the Webtool must be updated to reflect the change.

REPORTING REQUIREMENTS – 15% FUNDS:

- 1. Grant Revenue and Expenses Must be Tracked by Project:** The activity for each project for which a county receives 15% funding must be tracked/accounted for individually.
 - a. A county will meet this requirement using the PEMA 911 Webtool
- 2. Requirement for Timely Reporting of Grant Expenses:** Counties must report project costs on Schedule B of the Combined Report as they become known and measurable.
 - a. It is important counties report grant expenses in the Webtool in a timely manner as project progress will be used by PEMA when evaluating milestone payment requests.
- 3. Requirement for Grant Revenue and Expenditures to Match at Year End:** A county must not have more grant revenue than grant expenditures at the end of 2022.
 - a. At the end of 2022, a county must ensure all 15% project costs incurred for calendar year 2022 are reported on Schedule B of the PEMA 911 Webtool.
 - b. The amount of 15% revenue should match the amount of expenditures reported for a project; 15% revenue should not exceed the amount of reported expenditures for a project at the end of the year.
 - c. If adjustments are needed at the end of the year, PEMA will work with the county to adjust the amount of 15% revenue shown on the 2022 Combined Report so that it matches the reported expenditures for each project.
- 4. Milestone and Project Close-Out Requirements:** Counties must notify PEMA when a project milestone or the entire project is completed via the PEMA 911 Webtool.
 - a. Please remember, the grant agreement requires a county to certify and acknowledge:
 - All approved project costs will be reported on the PEMA 911 Webtool prior to notifying PEMA that the entire project is completed.
 - Any remaining grant funds will be returned to PEMA to be used for other statewide interconnectivity initiatives.
 - The opportunity to make cost adjustments after the entire project is reported as completed may not be available. PEMA maintains sole discretion to approve or disapprove changes.

PART III: NEW COUNTY 911 SYSTEM PLAN

INTRODUCTION:

Under Pennsylvania law (35 Pa C.S. § 5304) each county is required to develop and maintain a 911 System Plan. Counties will be able to use the new PSAP Portal application to create and submit their Plan. Overall, the 911 System Plan is intended to be a way for PSAPs to communicate activities, accomplishments, funding considerations, and future plans to a variety of stakeholders including elected officials, the general public, and PEMA.

The PSAP Portal was developed and designed to automate the 911 System Plan development, submission, review, and approval processes. As part of a 911 System Plan submission, a PSAP will:

- Maintain PSAP inventory data
- Measure compliance with the new state minimum Technology, Operations, and Planning requirements
- Measure progress towards NG911 implementation
- Submit a financial plan by Cost Type for the next two years
- Identify anticipated, significant funding impacts (i.e., system replacement) by Cost Type through 2026

There are five (5) sections within the 911 System Plan Wizard that you must complete as part of your PSAP's 911 System Plan submission:

1. PSAP Overview
2. Revenue
3. Expenditures
4. Governance
5. Plans by Cost Type

PEMA will be providing PSAPs with training, detailed instructions, and video tutorials for various sections of a 911 System Plan.

USES OF 911 SYSTEM PLAN INFORMATION:

After you enter all required information for a 911 System Plan, the PSAP Portal will have the capability of generating a public-facing Plan document that outlines services provided, service demand, highlights, accomplishments, and future plans of your PSAP. The intent is to provide you with the ability to publish a formal plan document that you can share with your county leadership and other 911 system stakeholders. The planning application is also designed to serve as a tool PSAPs can use to assist with developing future year budgets.

PEMA intends to use Plan information for activities such as:

- Planning, budgeting, and allocating Statewide Interconnectivity funds
- Maintaining the State 911 Plan and 911 system priorities
- Maintain the framework of state minimum requirements
- Establishing objectives and measuring progress for NG911 service enhancements
- Maintaining the Eligibility Factors List

911 SYSTEM PLAN DUE DATES:

- 911 System Plan submissions are due September 30, 2022
- 911 System Plans will be submitted every two years; the next Plan will be due September 30, 2024

PART IV: 2022 PSAP AUDITS

Per Title 35 Pa. C.S. § 5303(a) (12), PEMA is to require a biennial performance audit of each 911 system's use of money from the fund, including allocations to capital or operating reserves.

2022 AUDITS:

In 2022 and subsequent years, audits will be conducted on roughly half of the Commonwealth's sixty-seven (67) recipients of 911 funding covering calendar year 2021 and 2020. Counties to be audited in 2022:

| | | | | |
|-----------|------------|-----------|-------------|--------------|
| Allegheny | Clarion | Greene | Mercer | Union |
| Armstrong | Clearfield | Indiana | Mifflin | Tioga |
| Beaver | Clinton | Jefferson | Montour | Venango |
| Bradford | Columbia | Lawrence | Northampton | Warren |
| Butler | Elk | Lehigh | Snyder | Westmoreland |
| Cambria | Fayette | Lycoming | Somerset | |
| Cameron | Forest | McKean | Sullivan | |

The purpose of the audits is to:

- Determine compliance with PEMA's financial management guidance and requirements
- Determine if financial statements are presented fairly and comply with the requirements of Commonwealth laws and regulations
- Determine if funds were used for eligible costs in accordance with the Eligibility Factors List, program guidance, and grant agreements
- Determine 911 Fund balances

AUDIT READINESS:

Records related to the financial and programmatic aspects of 911 operations should be readily accessible for audit.

APPENDIX A - 2022 ELIGIBILITY FACTORS LIST

| COST TYPE: | COST CATEGORY: | ELIGIBLE USES: | CHANGES FOR 2022: |
|--------------------------------------|--|---|-------------------|
| CALL HANDLING EQUIPMENT (CHE) | CHE Hardware/Software/Workstations | CHE costs to support 911 call processing: <ul style="list-style-type: none"> • Server hardware, • Software, • Peripherals (including printers, monitors, keyboards, and mouse), • Workstations • Master clock/time sync equipment • ANI/ALI controllers • Automatic call distribution (ACD). Eligible costs are limited to the primary PSAP and primary back-up PSAP. | N/A |
| | CHE Maintenance | <ul style="list-style-type: none"> • Service contracts for CHE hardware/software maintenance • Licensing fees. | N/A |
| | Headsets | <ul style="list-style-type: none"> • Operator headsets • Related equipment used to connect the headset for processing and dispatching a 911 call. • Maintenance/repairs | N/A |
| | Call Accounting/Telephony - Management Information System (MIS) Software | Costs to implement MIS system that monitors call activity, logs call activity to a database and permits canned report generation. Includes: <ul style="list-style-type: none"> • MIS server hardware • Software • Peripherals (including printer, monitor, keyboard, and mouse), • Annual subscription costs for a third-party hosted solution. | N/A |
| | Interpretation Service | <ul style="list-style-type: none"> • Services procured from a vendor to provide on-demand language interpretation. | N/A |

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| COMPUTER AIDED DISPATCH (CAD) | CAD Hardware/Software/Workstations | CAD costs to support processing of CAD events from initial call entry to final disposition: <ul style="list-style-type: none"> • Server hardware • Software - includes CAD modules, interfaces (e.g., paging, CAD-to-CAD, etc.), and cybersecurity. • Peripherals (including printers, monitors, keyboards, and mouse), • Workstations. Eligible costs are limited to the primary PSAP and primary back-up PSAP. | N/A |
| | CAD Maintenance | <ul style="list-style-type: none"> • Service contracts for CAD hardware/software maintenance • Licensing fees. | N/A |
| | Call Taking Protocol/Quality Assurance | Emergency Medical/Fire/Police Dispatch (EMD/EPD/EPD) system costs: <ul style="list-style-type: none"> • Hardware • Software/licenses – includes quality assurance software • CAD system integration • Maintenance | N/A |
| | Mobile Data System Interface | Costs directly related to the 911 system and radio tower sites to enable and connect mobile data systems: <ul style="list-style-type: none"> • Equipment • Server-side (PSAP side) software • Client-side software that interfaces with the server-side software at the PSAP is an eligible cost. | N/A |
| | Records Management System (RMS) Interface | <ul style="list-style-type: none"> • Required CAD interfaces or modules (<i>ON THE CAD / PSAP SIDE ONLY</i>) that populate RMS (EOC software, web publishing, and field reporting systems for response agencies, etc.) with CAD data. | N/A |

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| CONNECTIVITY/ INFRASTRUCTURE | Emergency Services IP Networks (ESInet) | Transport and connectivity costs to connect multiple PSAPs together in a regional or state-level ESInet. Examples of eligible costs include: <ul style="list-style-type: none"> • Hardware • Software • Networking equipment • Security appliances/software • Third-party services for hosted solutions | N/A |
| | Wired or Wireless Connectivity | Connectivity costs that support the transport of 911 callers and/or information. Eligible costs include costs to provision connectivity between the call origination services, PSAPs and other public safety entities, including (but not limited to): <ul style="list-style-type: none"> • Wireline trunks/lines • Wireless trunks • Fiber optic circuits • Microwave links • Administrative lines • Ring-down circuits • Tandem trunks. | N/A |
| | Maintenance | <ul style="list-style-type: none"> • Service contracts for connectivity hardware/software maintenance. | N/A |
| CONTRACTED SERVICES | Call Taking and Dispatch Fees | <ul style="list-style-type: none"> • Fees paid to another PSAP for handling of 911 calls. | N/A |
| | Professional Services | <ul style="list-style-type: none"> • Professional services procured from contractors or consultants for: <ul style="list-style-type: none"> ○ Procurement assistance (including legal fees) ○ System integration/implementation support ○ System design and planning ○ PSAP operational policy development ○ Engineering ○ Administrative assistance | N/A |

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| FACILITIES | Access Control/Security Systems | <p>Costs to acquire or maintain access control and other security systems for PSAPs and tower sites.</p> <p>Examples of eligible costs includes:</p> <ul style="list-style-type: none"> • Keys • Access cards • Card readers • Cameras • Video monitors/recording equipment • Controller systems. | N/A |
| | Emergency Power Generator | <p>Costs for emergency power generation at the PSAP and Tower Sites:</p> <ul style="list-style-type: none"> • Generator • Fuel • Fuel storage tank costs | N/A |
| | Heating, Ventilation, and Cooling (HVAC) | <ul style="list-style-type: none"> • Environmental control of temperature and humidity equipment within the PSAP, the PSAP equipment room and Tower Sites. | N/A |
| | Mobile Communications Unit Maintenance | <p>Maintenance costs for a Mobile Communications Unit used as the primary back up PSAP. Maintenance in this Cost Category refers to items such as:</p> <ul style="list-style-type: none"> • Registration • Inspection • Batteries • Other routine maintenance costs for a mobile communications unit used as the primary back-up PSAP. <p>Important Eligibility Criteria Notes:</p> <ul style="list-style-type: none"> • 911 system maintenance (i.e. CHE, CAD, etc.) should be reported in the appropriate Cost Type and Cost Category. • Only the percentage of costs related to 911 duties are eligible for funding. | N/A |

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| | | <ul style="list-style-type: none"> • Mobile Communications Unit maintenance costs are eligible ONLY when the PSAP has no other back up/alternate facility. | |
| | Relocation Expenses | <p>Costs for moving 911 equipment or operations to during a planned transition or emergency:</p> <ul style="list-style-type: none"> • Transportation • Professional services | N/A |
| | Rent | <p>Payments made for use of a facility in support of 911 service delivery:</p> <ul style="list-style-type: none"> • Rent for PSAP facilities • Rent for remote radio sites | N/A |
| | Repairs | <p>Non-cosmetic facility repairs at the primary PSAP necessary for 911 operations. Non-cosmetic repairs are those that do not add significant value to the property or extend its life. They are reasonable in amount and necessary to keep the property in habitable condition. Repairs generally considered restoring an item to its previous good condition.</p> <p>Examples of repairs include:</p> <ul style="list-style-type: none"> • Repainting a room directly related to 911 operations • Repairing a leaking roof • Replacing a broken window • Repairing existing plumbing • Repairing existing appliances <p>Renovations are not eligible for 911 funds. A renovation is considered an improvement that adds something that previously was not there, upgrading something that was existing, or adapting something to a new use. Renovations are usually more intensive than repairs and usually involve greater cost.</p> <p>Examples of renovations include:</p> | N/A |

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| | | <ul style="list-style-type: none"> • Regrading lots/parking lots • Adding an addition or remodeling an existing facility • Replacing an entire roof • Replacing all windows • Replacing existing plumbing <p>Note: Renovations would be considered on a case-by-case basis only for involuntary PSAP physical consolidation projects. PEMA recognizes every PSAP consolidation project is different and faces a unique set of challenges. Funding situations that fall outside of the outlined PSAP Consolidation Funding Guidelines will be considered by PEMA on a case by case basis.</p> | |
| | <p>Services Contracts/Maintenance - PSAP</p> | <p>Service and maintenance costs at the PSAP. Costs include:</p> <ul style="list-style-type: none"> • Fire suppression • Pest control • Cleaning services • Mat rental, • Annual service contracts for UPS, generator, or HVAC maintenance. • Insurance costs for PSAP facilities and equipment. <p>Important Eligibility Criteria Notes:</p> <ul style="list-style-type: none"> • For insurance costs to be eligible, a county must provide clear documentation that the shows the insurance policy is for 911 only and the cost specific to 911. • If insurance is included in indirect costs for a county, only the portion related to PSAP facilities and equipment is eligible. Other types of insurance are not eligible. | <p>N/A</p> |

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| | Facility Supplies | <p>Costs for supplies needed to support PSAP operations. Costs are strictly limited to:</p> <ul style="list-style-type: none"> • Cleaning supplies • Restroom supplies • Sanitary supplies. <p>Some examples to demonstrate eligible costs include paper towels, hand soap/sanitizer, trash can liners, disinfectant wipes, first aid, mops/brooms, etc.</p> | N/A |
| | Uninterruptable Power Supply (UPS) | <p>Backup power supply, including transfer and bypass switches, and power conditioning in the event of a commercial power failure or fluctuation at the PSAP and RADIO TOWER SITES. Workstation UPS to support workstations not otherwise covered by a facility-based UPS system are an eligible cost.</p> | N/A |
| | Utilities | <p>Public utility costs for the PSAP and radio tower sites:</p> <ul style="list-style-type: none"> • Power • Water, • Sewage/septic services/storm water • Internet access • Cable television | N/A |
| GEOGRAPHIC INFORMATION SYSTEM (GIS) MAPPING | GIS Hardware/Software/Workstations | <p>Costs to support GIS data creation/maintenance:</p> <ul style="list-style-type: none"> • GIS server hardware • Software • Peripherals (including printers/plotters, monitors, keyboards, and mouse), • Workstations to support GIS data creation/maintenance. <p>Important Eligibility Criteria Notes:</p> <ul style="list-style-type: none"> • GIS personnel costs should be reported under Personnel | N/A |

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| | GIS Data Development, Assessment, Maintenance, and Professional Services | <ul style="list-style-type: none"> • Services procured from a vendor to support the creation, assessment, improvement, and maintenance of 911- related GIS data and data layers. | N/A |
| MASS NOTIFICATION SYSTEM | Public Alerting/Warning System | <p>Costs to support a mass notification, public alerting/warning system:</p> <ul style="list-style-type: none"> • Hardware • Software, • Peripherals (including monitor, keyboard, and mouse), • Workstation(s) • Annual subscription costs for a third-party hosted solution. | N/A |
| OFFICE OPERATIONS | Communications | <p>Communications costs for PSAP administrative staff:</p> <ul style="list-style-type: none"> • Cellular service/equipment, • Air cards • Pager service/equipment | N/A |
| | Meals for extended/emergency events | <ul style="list-style-type: none"> • Subsistence for 911 personnel working during a no notice emergency event (in conjunction with a County EOC activation) such as a blizzard, active shooter, flood, etc. | N/A |
| | Office Equipment/Software | <p>Costs for typical office equipment to perform the duties of a PSAP: Examples of eligible costs include:</p> <ul style="list-style-type: none"> • Copiers, fax machines, paper shredders, printers, laminators • Laptops, computers and monitors, • Software used for PSAP administration (I.e. scheduling), • Furniture for administrative staff dedicated to 911. | N/A |

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| | Office Supplies | <p>Costs include those supplies used for 911 operations. Office supplies are considered the normal, routinely consumable materials necessary to perform the duties of a PSAP such as:</p> <ul style="list-style-type: none"> • Paper, pens, pencils, ink, postage, staples, etc. <p>The list is not inclusive but eligible costs are strictly limited to office supplies.</p> <p>Some examples to demonstrate ineligible costs include:</p> <ul style="list-style-type: none"> • Small appliances • Holiday decorations/supplies • Greeting cards/picture frames • Smoking urns • Landscaping supplies • Club store memberships | N/A |
| | Telecommunicator Recognition | <p>Costs for 9-1-1 telecommunicator recognition. Examples of eligible costs include:</p> <ul style="list-style-type: none"> • Plaques, certificates, pins, shirts, and comparable items that are reasonable in amount. <p>Important Eligibility Criteria Note:</p> <ul style="list-style-type: none"> • Items of monetary value, such as gift cards, are not eligible for 911 funding. | N/A |
| | Uniforms | <ul style="list-style-type: none"> • Uniforms for telecommunicators while performing duties within the PSAP | N/A |
| | Workstation Furniture | <ul style="list-style-type: none"> • Furniture that houses PSAP workstation equipment where the primary call-taking and dispatch functions occur • Chairs/seating at the positions | N/A |

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| PERSONNEL | Salaries/Benefits | <ul style="list-style-type: none"> • Salary or benefit costs <i>directly</i> associated with personnel operating a 911 system. <p>Important Eligibility Criteria Notes:</p> <ul style="list-style-type: none"> • If personnel have duties outside of 911, only the percentage of time related to 911 duties is eligible for funding- | N/A |
| | Training/Travel | <ul style="list-style-type: none"> • 911 training course costs • Travel costs (transportation/lodging/meals) for personnel directly associated with operating a 911 system to: <ul style="list-style-type: none"> ○ Attend training, continuing education courses, and meetings related to 911 service delivery ○ Support 911 operations | N/A |
| | Pre-Employment Costs/Post-Employment Costs | <p>Costs associated with the recruitment, hiring and screening of trainees and telecommunicators. Examples of eligible costs include:</p> <ul style="list-style-type: none"> • Physicals and other required tests. • Job postings/advertisements • Employee random drug testing • Medical release/return to work physicals • Fitness for duty evaluations. | N/A |
| | 911 Professional Associations | <ul style="list-style-type: none"> • Costs for 911 personnel to join or maintain membership in a 911 professional association • Subscription fees for 911-related publications • Costs for 911 related certifications such as ENP, RPL, etc. | N/A |
| PUBLIC EDUCATION | Public Education | <p>Costs include any materials that educate the community on 911 issues, such as the appropriate use of 911. Examples of eligible costs include:</p> <ul style="list-style-type: none"> • Education and outreach material development (pamphlets, videos, posters, newsletters and other resource materials) • Public service announcements • Website development as it pertains to 911 | N/A |

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| RADIO SYSTEMS | Radio System Hardware/Software | <p>Costs for core radio system components from the dispatch positions to the antenna. Costs include:</p> <ul style="list-style-type: none"> • Radio consoles • Transceivers • Receivers • Servers • Modems • Towers/Shelters/tower sites • Broadband infrastructure • Headsets <p>Important Eligibility Criteria Notes:</p> <ul style="list-style-type: none"> • Eligible costs are limited to the primary PSAP and primary back-up PSAP. • Purchase of land/real estate and related taxes are not an eligible cost. | N/A |
| | Radio System Maintenance - PSAP | <ul style="list-style-type: none"> • Costs for core radio system maintenance from the dispatch positions to the antenna. | N/A |
| | Radio Tower Sites Maintenance | <p>Costs to maintain radio tower sites and equipment. Examples of eligible costs include:</p> <ul style="list-style-type: none"> • FCC license and frequency fees • Emergency repairs • Fire suppression • Pest control • Road and vegetation maintenance • Snow removal | N/A |
| | Mobile Data Terminal (City - 1st class) | <ul style="list-style-type: none"> • Using only remaining wireline 9-1-1 funds prior to Act 12, a city of the 1st class may purchase mobile data terminals that will be owned by the PSAP. | N/A |
| VOICE/DATA RECORDER | Digital Voice/Data Recorder | <p>Costs to support a voice/data (logging) recorder system:</p> <ul style="list-style-type: none"> • Server hardware • Software • Peripherals (including monitor, keyboard, and mouse) | N/A |

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| | | <ul style="list-style-type: none"> • Workstation(s) • Annual subscription costs for a third-party hosted solution. | |
| | Maintenance | <ul style="list-style-type: none"> • Service contracts for voice/data (logging) recorder system maintenance. | N/A |

Using the 2022 Eligibility Factors List:

The 2022 Eligibility Factors List groups costs that enhance, operate or maintain a 911 system by *Cost Type and Cost Category*. For each *Cost Category*, general criteria are provided in the *Eligible Uses* column that counties must use to determine and justify eligibility.

Counties are responsible to demonstrate that costs meet the Eligible Uses criteria on the annual Combined Report, or during a biennial audit. Items that do not meet the Eligible Uses criteria are not eligible for 911 funding.

The following process should be used by counties to determine eligible uses of funding:

1. Does the item fit into a Cost Type?

- Yes – Refer to the Cost Categories and Eligible Uses for that Cost Type.
- No – The item is ineligible.

2. Does the item meet the Eligible Uses criteria for a Cost Category?

- Yes - The item is eligible.
- No - The item is ineligible.

APPENDIX B – FORMULA COMPARISON

EXAMPLE FOR DEMONSTRATION PURPOSES. FORMULA DISTRIBUTIONS ARE BASED ON ACTUAL REVENUE RECEIVED

| | |
|---|---------------|
| 1. Estimated Annual Revenue: | \$316,000,000 |
| 2. Statewide Interconnectivity Share (15%) | \$47,400,000 |
| 3. PEMA Administrative Share (2%) | \$6,320,000 |
| 4. Balance to be Distributed by Formula: <i>(Line 1 less Lines 2 & 3)</i> | \$262,280,000 |
| 83% Formula: | |
| 5. 3% - Equal Distribution <i>(line 1 x .03)</i> | \$9,480,000 |
| 6. 80% Distributed by Formula <i>(line 4 less Line 5)</i> | \$252,800,000 |
| 7. 97.5% - Population <i>(Line 6 x .975)</i> | \$246,480,000 |
| 8. 2.5% - Population Density <i>(Line 6 x .025)</i> | \$6,320,000 |
| Total | \$262,280,000 |

| FUNDING SUBCOMMITTEE RECOMMENDED FORMULA | | | | | | | | | Revenue – Current Formula | Difference – Subcommittee vs Current |
|--|----------------|----------------|---------|--------------|----------|---------|-----------------|--------------------------------------|---------------------------------|--|
| County | Equal Share | POPULA TION | PERCENT | Pop. Revenue | DENSITY | PERCENT | Den. Revenue | Revenue - Subcommittee Formula | | |
| ADAMS | \$141,493 | 102,811 | 0.80% | \$1,978,663 | 197.14 | 0.64% | \$40,670 | \$2,160,825 | \$2,012,513 | \$148,312 |
| ALLEGHENY | \$141,493 | 1,218,452 | 9.51% | \$23,449,882 | 1,636.14 | 5.34% | \$337,537 | \$23,928,912 | \$22,823,164 | \$1,105,748 |
| ARMSTRONG | \$141,493 | 65,263 | 0.51% | \$1,256,028 | 98.22 | 0.32% | \$20,263 | \$1,417,784 | \$1,340,914 | \$76,870 |
| BEAVER | \$141,493 | 164,742 | 1.29% | \$3,170,564 | 371.12 | 1.21% | \$76,563 | \$3,388,620 | \$3,391,168 | (\$2,548) |
| BEDFORD | \$141,493 | 48,176 | 0.38% | \$927,178 | 47.35 | 0.15% | \$9,769 | \$1,078,439 | \$856,965 | \$221,474 |
| BERKS | \$141,493 | 420,152 | 3.28% | \$8,086,092 | 485.35 | 1.58% | \$100,128 | \$8,327,712 | \$7,930,944 | \$396,768 |
| BLAIR | \$141,493 | 122,492 | 0.96% | \$2,357,436 | 232.38 | 0.76% | \$47,941 | \$2,546,870 | \$2,267,576 | \$279,294 |
| BRADFORD | \$141,493 | 60,833 | 0.47% | \$1,170,770 | 52.40 | 0.17% | \$10,809 | \$1,323,072 | \$1,233,648 | \$89,424 |
| BUCKS | \$141,493 | 628,195 | 4.91% | \$12,090,012 | 1,009.78 | 3.30% | \$208,318 | \$12,439,823 | \$12,923,712 | (\$483,890) |
| BUTLER | \$141,493 | 187,888 | 1.47% | \$3,616,024 | 236.40 | 0.77% | \$48,769 | \$3,806,286 | \$2,600,112 | \$1,206,173 |
| CAMBRIA | \$141,493 | 131,730 | 1.03% | \$2,535,227 | 189.97 | 0.62% | \$39,191 | \$2,715,911 | \$2,793,402 | (\$77,491) |
| CAMERON | \$141,493 | 4,492 | 0.04% | \$86,451 | 11.27 | 0.04% | \$2,325 | \$230,269 | \$158,188 | \$72,080 |
| CARBON | \$141,493 | 64,227 | 0.50% | \$1,236,089 | 165.86 | 0.54% | \$34,218 | \$1,411,799 | \$1,438,880 | (\$27,081) |
| CENTRE | \$141,493 | 162,805 | 1.27% | \$3,133,286 | 146.43 | 0.48% | \$30,208 | \$3,304,986 | \$2,420,733 | \$884,253 |
| CHESTER | \$141,493 | 522,046 | 4.08% | \$10,047,107 | 687.07 | 2.24% | \$141,744 | \$10,330,343 | \$11,636,147 | (\$1,305,804) |
| CLARION | \$141,493 | 38,779 | 0.30% | \$746,326 | 63.68 | 0.21% | \$13,138 | \$900,957 | \$1,164,649 | (\$263,692) |

| FUNDING SUBCOMMITTEE RECOMMENDED FORMULA | | | | | | | | | Revenue – Current Formula | Difference – Subcommittee vs Current |
|--|-------------|------------|---------|--------------|----------|---------|--------------|--------------------------------|---------------------------|--------------------------------------|
| County | Equal Share | POPULATION | PERCENT | Pop. Revenue | DENSITY | PERCENT | Den. Revenue | Revenue - Subcommittee Formula | | |
| CLEARFIELD | \$141,493 | 79,388 | 0.62% | \$1,527,872 | 68.81 | 0.22% | \$14,195 | \$1,683,560 | \$1,642,142 | \$41,418 |
| CLINTON | \$141,493 | 38,684 | 0.30% | \$744,498 | 43.07 | 0.14% | \$8,886 | \$894,877 | \$1,092,245 | (\$197,368) |
| COLUMBIA | \$141,493 | 65,456 | 0.51% | \$1,259,742 | 133.64 | 0.44% | \$27,570 | \$1,428,805 | \$1,204,512 | \$224,293 |
| CRAWFORD | \$141,493 | 85,063 | 0.66% | \$1,637,091 | 81.97 | 0.27% | \$16,910 | \$1,795,494 | \$1,491,760 | \$303,734 |
| CUMBERLAND | \$141,493 | 251,423 | 1.96% | \$4,838,795 | 456.19 | 1.49% | \$94,112 | \$5,074,399 | \$5,708,295 | (\$633,896) |
| DAUPHIN | \$141,493 | 277,097 | 2.16% | \$5,332,908 | 497.01 | 1.62% | \$102,533 | \$5,576,933 | \$5,903,262 | (\$326,329) |
| DELAWARE | \$141,493 | 564,751 | 4.41% | \$10,868,992 | 2,960.84 | 9.66% | \$610,823 | \$11,621,308 | \$12,442,171 | (\$820,864) |
| ELK | \$141,493 | 30,169 | 0.24% | \$580,622 | 36.25 | 0.12% | \$7,479 | \$729,593 | \$1,021,762 | (\$292,170) |
| ERIE | \$141,493 | 272,061 | 2.12% | \$5,235,987 | 174.58 | 0.57% | \$36,015 | \$5,413,495 | \$5,051,649 | \$361,846 |
| FAYETTE | \$141,493 | 130,441 | 1.02% | \$2,510,420 | 163.46 | 0.53% | \$33,722 | \$2,685,634 | \$2,274,269 | \$411,366 |
| FOREST | \$141,493 | 7,279 | 0.06% | \$140,089 | 16.87 | 0.06% | \$3,481 | \$285,062 | \$209,997 | \$75,065 |
| FRANKLIN | \$141,493 | 154,835 | 1.21% | \$2,979,898 | 200.40 | 0.65% | \$41,343 | \$3,162,733 | \$3,115,643 | \$47,090 |
| FULTON | \$141,493 | 14,523 | 0.11% | \$279,504 | 33.16 | 0.11% | \$6,840 | \$427,837 | \$420,807 | \$7,030 |
| GREENE | \$141,493 | 36,506 | 0.29% | \$702,581 | 63.16 | 0.21% | \$13,031 | \$857,105 | \$797,894 | \$59,210 |
| HUNTINGTON | \$141,493 | 45,168 | 0.35% | \$869,287 | 50.81 | 0.17% | \$10,481 | \$1,021,261 | \$930,655 | \$90,606 |
| INDIANA | \$141,493 | 84,501 | 0.66% | \$1,626,275 | 101.28 | 0.33% | \$20,895 | \$1,788,663 | \$2,485,046 | (\$696,383) |
| JEFFERSON | \$141,493 | 43,641 | 0.34% | \$839,899 | 66.44 | 0.22% | \$13,706 | \$995,097 | \$1,106,965 | (\$111,868) |
| JUNIATA | \$141,493 | 24,704 | 0.19% | \$475,444 | 62.77 | 0.20% | \$12,949 | \$629,886 | \$932,877 | (\$302,991) |
| LACKAWANNA | \$141,493 | 210,793 | 1.65% | \$4,056,845 | 453.80 | 1.48% | \$93,618 | \$4,291,956 | \$4,430,782 | (\$138,826) |
| LANCASTER | \$141,493 | 543,557 | 4.24% | \$10,461,100 | 552.50 | 1.80% | \$113,981 | \$10,716,574 | \$9,518,399 | \$1,198,175 |
| LAWERENCE | \$141,493 | 86,184 | 0.67% | \$1,658,666 | 237.58 | 0.78% | \$49,013 | \$1,849,171 | \$1,761,883 | \$87,287 |
| LEBANON | \$141,493 | 141,314 | 1.10% | \$2,719,678 | 389.72 | 1.27% | \$80,400 | \$2,941,571 | \$2,838,790 | \$102,781 |
| LEHIGH | \$141,493 | 348,549 | 2.72% | \$6,708,047 | 1,000.60 | 3.27% | \$206,424 | \$7,055,964 | \$6,432,274 | \$623,690 |
| LUZERNE | \$141,493 | 317,646 | 2.48% | \$6,113,299 | 350.17 | 1.14% | \$72,239 | \$6,327,031 | \$6,257,390 | \$69,641 |
| LYCOMING | \$141,493 | 113,664 | 0.89% | \$2,187,536 | 91.39 | 0.30% | \$18,853 | \$2,347,881 | \$2,624,394 | (\$276,513) |
| MCKEAN | \$141,493 | 40,968 | 0.32% | \$788,455 | 41.63 | 0.14% | \$8,588 | \$938,535 | \$1,190,520 | (\$251,984) |
| MERCER | \$141,493 | 110,683 | 0.86% | \$2,130,165 | 162.16 | 0.53% | \$33,453 | \$2,305,110 | \$2,022,655 | \$282,455 |
| MIFFLIN | \$141,493 | 46,222 | 0.36% | \$889,572 | 111.49 | 0.36% | \$23,000 | \$1,054,064 | \$1,220,608 | (\$166,544) |
| MONROE | \$141,493 | 169,507 | 1.32% | \$3,262,270 | 274.54 | 0.90% | \$56,638 | \$3,460,400 | \$4,190,723 | (\$730,323) |
| MONTGOMERY | \$141,493 | 828,604 | 6.47% | \$15,947,010 | 1,699.87 | 5.55% | \$350,685 | \$16,439,188 | \$14,164,532 | \$2,274,655 |
| MONTOUR | \$141,493 | 18,240 | 0.14% | \$351,040 | 137.87 | 0.45% | \$28,442 | \$520,975 | \$499,406 | \$21,569 |

| FUNDING SUBCOMMITTEE RECOMMENDED FORMULA | | | | | | | | | Revenue – Current Formula | Difference – Subcommittee vs Current |
|--|-------------|------------|---------|---------------|-----------|---------|--------------|--------------------------------|---------------------------|--------------------------------------|
| County | Equal Share | POPULATION | PERCENT | Pop. Revenue | DENSITY | PERCENT | Den. Revenue | Revenue - Subcommittee Formula | | |
| NORTHAMPTON | \$141,493 | 324,358 | 2.53% | \$6,242,476 | 859.55 | 2.81% | \$177,325 | \$6,561,293 | \$7,694,047 | (\$1,132,754) |
| NORTHUMBERLAND | \$141,493 | 91,083 | 0.71% | \$1,752,950 | 190.80 | 0.62% | \$39,362 | \$1,933,804 | \$1,447,291 | \$486,514 |
| PERRY | \$141,493 | 46,139 | 0.36% | \$887,974 | 83.02 | 0.27% | \$17,127 | \$1,046,594 | \$778,340 | \$268,254 |
| PHILADELPHIA | \$141,493 | 1,584,138 | 12.37% | \$30,487,741 | 11,105.85 | 36.25% | \$2,291,143 | \$32,920,377 | \$33,628,897 | (\$708,520) |
| PIKE | \$141,493 | 55,933 | 0.44% | \$1,076,466 | 98.71 | 0.32% | \$20,364 | \$1,238,323 | \$1,387,104 | (\$148,782) |
| POTTER | \$141,493 | 16,622 | 0.13% | \$319,901 | 15.37 | 0.05% | \$3,171 | \$464,564 | \$607,726 | (\$143,162) |
| SCHUYLKILL | \$141,493 | 142,067 | 1.11% | \$2,734,170 | 181.53 | 0.59% | \$37,450 | \$2,913,112 | \$4,190,987 | (\$1,277,875) |
| SNYDER | \$141,493 | 40,540 | 0.32% | \$780,218 | 122.05 | 0.40% | \$25,179 | \$946,889 | \$780,495 | \$166,395 |
| SOMERSET | \$141,493 | 73,952 | 0.58% | \$1,423,253 | 68.40 | 0.22% | \$14,111 | \$1,578,857 | \$1,415,688 | \$163,169 |
| SULLIVAN | \$141,493 | 6,071 | 0.05% | \$116,840 | 13.42 | 0.04% | \$2,769 | \$261,102 | \$439,145 | (\$178,043) |
| SUSQUEHANNA | \$141,493 | 40,589 | 0.32% | \$781,161 | 48.76 | 0.16% | \$10,060 | \$932,713 | \$1,139,203 | (\$206,490) |
| TIOGA | \$141,493 | 40,763 | 0.32% | \$784,510 | 35.84 | 0.12% | \$7,394 | \$933,397 | \$1,470,690 | (\$537,294) |
| UNION | \$141,493 | 44,785 | 0.35% | \$861,916 | 141.22 | 0.46% | \$29,135 | \$1,032,543 | \$1,000,215 | \$32,328 |
| VENANGO | \$141,493 | 51,266 | 0.40% | \$986,647 | 75.06 | 0.25% | \$15,484 | \$1,143,624 | \$956,773 | \$186,851 |
| WARREN | \$141,493 | 39,498 | 0.31% | \$760,164 | 43.99 | 0.14% | \$9,076 | \$910,733 | \$800,520 | \$110,213 |
| WASHINGTON | \$141,493 | 207,346 | 1.62% | \$3,990,505 | 240.83 | 0.79% | \$49,684 | \$4,181,682 | \$4,025,459 | \$156,223 |
| WAYNE | \$141,493 | 51,276 | 0.40% | \$986,839 | 68.32 | 0.22% | \$14,094 | \$1,142,426 | \$1,278,115 | (\$135,689) |
| WESTMORELAND | \$141,493 | 350,611 | 2.74% | \$6,747,731 | 338.32 | 1.10% | \$69,795 | \$6,959,019 | \$7,858,445 | (\$899,426) |
| WYOMING | \$141,493 | 27,046 | 0.21% | \$520,517 | 66.81 | 0.22% | \$13,784 | \$675,794 | \$1,364,099 | (\$688,305) |
| YORK | \$141,493 | 448,273 | 3.50% | \$8,627,298 | 492.47 | 1.61% | \$101,597 | \$8,870,388 | \$8,039,740 | \$830,648 |
| Total | \$9,480,000 | 12,807,060 | 100.00% | \$246,480,000 | 30,635 | 100% | \$6,320,000 | \$262,280,000 | \$262,280,000 | \$0 |

Notes:

- This an example for demonstration purposes. Formula calculations are based on actual revenue received.
- Difference amounts highlighted in **green** indicate a county that would have realized an increase under the Funding Subcommittee’s recommended formula and the estimated amount of additional revenue those counties will receive in 2022.
- The Current Formula Total for Lehigh includes the allocation amount for the City of Allentown prior to consolidation
- The Current Formula Total for Northampton includes the allocation amount for the City of Bethlehem prior to consolidation

APPENDIX C – ADDITIONAL RESOURCES - EMERGENCY ADVANCE PROCESS

While it is paramount for counties to manage their formula funding to meet current and future needs, PEMA and the 911 Advisory Board Funding Subcommittee have developed the Emergency Advance Process (EAP). The EAP would be used to address unexpected issues that impair daily operations at a PSAP where no other financial resources are available to address the issue. PEMA would advance a county's future Formula-Based funds (83% funds) to recover from 911 system outages or prevent imminent 911 system failure should a county use the EAP.

a) Use of the EAP:

- The EAP is to only be used in unplanned emergency situations to bring the 911 system back on-line or prevent imminent 911 system failure
- 911 system outages due to failure to maintain 911 systems will not be considered an unplanned emergency situation
- EAP requests may not include 911 system upgrades

b) EAP funding guidelines:

- Funds received through the EAP are not a grant
- Funds are an advance of a county's future formula based quarterly payments (83% funds)
- Funds will be recouped in equal installments as a reduction from a county's future quarterly formula-based payments through the sunset date of the current 911 legislation
- A county is responsible for managing EAP requests against their future funding needs
- Use of the EAP is contingent on available funding in the 911 Fund

c) EAP eligibility and reporting:

- PSAPs must have a contingency or disaster recovery plan in place to utilize the EAP
- Funds must be used for eligible costs in accordance with the 2022 Eligibility Factors List
- Costs must be reported on Schedule A of the Combined Report in accordance with the reporting guidelines established by PEMA for formula-based funds

d) Process to request an advance of funds:

1. A county reports the incident on the Pennsylvania Emergency Incident Reporting Standard (PEIRS) system as a 911 Facility System Failure
2. The County Commissioner, Executive, etc. sends a letter requesting an advance of formula-based funding, and a copy of the contingency/disaster recovery plan to the Deputy Director for 911
3. The expected timeframe for the PSAP to receive the funding is 10 business days from the date PEMA processes the emergency advance request
4. An EAP payment is not guaranteed and will be issued at PEMA's discretion

APPENDIX D - ADDITIONAL RESOURCES – CONSOLIDATION FUNDING GUIDELINES

PSAP CONSOLIDATION FUNDING GUIDELINES – 15% FUNDS

The counties that govern the PSAPs involved in the physical consolidation must complete a feasibility study to receive consideration for 15% funding to support the consolidation.

The purpose of completing a feasibility study is to:

- Provide counties considering PSAP consolidation with information needed to assist with the decision to consolidate and assist with consolidation project planning
- Identify costs and funding sources needed to facilitate the consolidation
- Provide PEMA the ability to consider and plan for potential assistance with 15% funding

a) PSAP consolidation project definition:

- New voluntary PSAP consolidation projects must meet the following definition to be considered for Statewide Interconnectivity funding:

Voluntary PSAP Consolidation Project Definition: A project that combines two or more primary PSAPs into a single physically combined primary PSAP with an integrated management structure that serves the same population previously served by independent primary PSAPs

b) Consolidation funding requirement:

- The counties that govern the PSAPs involved in a proposed consolidation must complete a feasibility study to receive consideration for 15% funding to support the consolidation.

c) Completed feasibility studies must include the following items at a minimum:

- a. A detailed plan that provides the steps and timeline for completing the physical consolidation
- b. The plan must identify existing infrastructure that will be leveraged, and any infrastructure upgrades needed to complete the consolidation
- c. A description of the services the consolidated PSAP will perform
- d. Details of how the consolidated PSAP will be governed, organized and staffed
- e. Anticipated line-item costs and total anticipated cost of the consolidation
- f. Anticipated cost savings of the PSAP consolidation
- g. Costs the counties will seek to be funded from 15% funds
- h. A funding plan to fund and sustain the consolidated PSAP inclusive of all funding sources
 - Costs the counties will seek to be funded from 15% funds must be identified
 - The funding plan must provide other funding options if 15% funds are not available

d) Feasibility studies will be reviewed by PEMA for:

- a. Alignment of the project with the definition of a PSAP consolidation
- b. Clarifications needed on the consolidation plan
- c. Recommendations for efficiencies or improvements to the consolidation plan

e) 15% funding application requirements and timelines shall be followed to request funds

Please Note:

- **Agreement with a feasibility study, adhering to this framework, or recommendations from PEMA or the 911 Advisory Board supporting the consolidation plan do not guarantee a Statewide Interconnectivity funding award.**