

AGENCY 9-1-1 EXPENSES FUNDING POLICY

With changing technology, new legislation, and an ongoing effort by all agencies for continued improvement to California's 9-1-1 network, the CA 9-1-1 Branch recognizes that 9-1-1 County Coordinators, and/or their designee, and PSAPs dedicate considerable resources to support effective response to 9-1-1 callers in their community. It is the policy of the CA 9-1-1 Branch to reimburse for documented costs directly associated with this effort.

Reimbursement requests that require pre-approval shall be submitted to the CA 9-1-1 Branch. The CA 9-1-1 Branch may issue a notice and post on our web-site when pre-approval can be applied statewide.

9-1-1 Related Activities Eligible For Reimbursement

The following are activities that may be approved for reimbursement. Activities that require pre-approval by the CA 9-1-1 Branch before the expense is incurred are noted. Agencies may request reimbursement for these expenses by following the *Reimbursement Claim Process - Agency 9-1-1 Expenses* in this chapter.

- A.** 9-1-1 County Coordinator and/or their designee efforts related to coordination of Emergency Service Number (ESN) assignments for 9-1-1 call delivery as detailed in Chapter VIII - 9-1-1 County Coordinator are reimbursable. Itemization of activities by date must be attached;
- B.** 9-1-1 County Coordinator and/or their designee efforts related to coordination of 9-1-1 related activities to PSAPs as detailed in Chapter VIII of this manual are reimbursable. Itemization of activities by date must be attached;
- C.** 9-1-1 County Coordinator and/or their designee efforts related to coordination of 9-1-1 Wireless related activities associated with the deployment of wireless Enhanced (E9-1-1), including, but not limited to: wireless routing, meetings, database, scheduling, testing, cutovers, and escalations. Itemization of activities by date must be attached;
- D.** 9-1-1 County Coordinator Task Force (CCTF) Related Activities (PRE-APPROVAL REQUIRED) - time spent to travel to/from meeting location and time spent to perform tasks assigned to CCTF members. Itemization of activities by date must be attached.

NOTE for A, B, C & D: Reimbursement for **contracted services for a 9-1-1 County Coordinator not employed by the agency performing these activities requires prior written approval from the CA 9-1-1 Branch**. The agency shall use their local procurement process when selecting a provider to perform 9-1-1 County Coordinator activities. The request for prior approval must include a cover letter on agency letterhead, a copy of the entire contractor's bid that includes pricing,

and an entire copy of the contractor's Agreement (i.e., California Multiple Award Schedule (CMAS)). The request must include a description of 9-1-1 activities to be performed and the objectives that must be met by the contractor. The CA 9-1-1 Branch will review the request and respond in writing to the requesting agency. Once reimbursement for a contractor is approved, Agencies may request reimbursement for eligible expenses as defined herein and in Chapter VIII – County Coordinator and MSAG Responsibilities by following the Agency 9-1-1 Expenses, Reimbursement Claim Process outlined in this chapter;

- E. Special meetings/projects/training (PRE-APPROVAL REQUIRED)** - time spent to travel to/from location and documented attendance at a project meeting or training requested by the CA 9-1-1 Branch. Required documentation for reimbursement includes a dated meeting agenda and a copy of the meeting sign-in sheet with the signatures of attendee(s) highlighted;
- F. Countywide PSAP Manager's meeting (PRE-APPROVAL REQUIRED)** - time spent to travel to/from the meeting location and documented attendance. Required documentation for reimbursement includes a dated meeting agenda on agency letterhead and a copy of the meeting sign-in sheet with the signatures of attendee(s) highlighted;
- G. Annual Training Allotment (ATA) (PRE-APPROVAL REQUIRED)** - Each PSAP and the 9-1-1 County Coordinators may be reimbursed up to \$10,000 per state fiscal year (July 1 through June 30) for specifically defined 9-1-1 related training that is held within the State of California within that fiscal year. The unspent ATA balance cannot be applied to the next fiscal year.

The CA 9-1-1 Branch will issue advance notification of pre-approved specifically defined 9-1-1 related training. If notification of a specifically 9-1-1 related training is not published and posted on the CA 9-1-1 Branch website, then pre-approval by the CA 9-1-1 Branch will be required.

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9-1-1 Expenses Eligible For Reimbursement

The following items associated with 9-1-1 expenses eligible for reimbursement may require pre-approval (with the exception of 9-1-1 training and events where the CA 9-1-1 Branch has pre-approved the use of the ATA). Agencies may request reimbursement for these expenses by following the Reimbursement Claim Process - Agency 9-1-1 Expenses in this chapter.

Agencies must follow the State of California, Human Resources (CalHR), travel policies. CalHR's travel policy may be viewed or downloaded from the CA 9-1-1 Branch website as follows:

<http://www.calhr.ca.gov/employees/Pages/travel-reimbursements.aspx>

The CA 9-1-1 has prepared a one-page reference document that includes the current CalHR State Travel Rates that be may be viewed or downloaded from the CA 9-1-1 Branch website as follows:

<http://www.caloes.ca.gov/cal-oes-divisions/public-safety-communications/ca-9-1-1-emergency-communications-branch/ca-9-1-1-operations-manual>

- A. WAGES** – PSAP Managers and/or their designee, 9-1-1 County Coordinators and/or their designee, may be reimbursed documented wages not to exceed assigned work hours (straight time salary and benefits). REIMBURSEMENT CLAIM SUPPORT DOCUMENT Form TDe-290A is required;
- B. MILEAGE** – Mileage may be reimbursed for documented mileage incurred while traveling to and from pre-approved training and meetings. The rate of reimbursement will be based on the State of California, CalHR mileage reimbursement rates. Form TDe-290A and a mileage mapping document (such as MapQuest) is required;
- C. TRANSPORTATION** – Transportation may be reimbursed for documented (receipts required) transportation costs (air, railway, bus, rental car, taxi, tolls, and parking) incurred while traveling to attend pre-approved training and meetings. The rate of reimbursement will be based on actual expenses. Gratuity is not reimbursable;
- D. LODGING** – Lodging may be reimbursed for documented (itemized receipts required) lodging expenses incurred while traveling to attend pre-approved training, or pre-approved conferences, or pre-approved meetings. The rate of reimbursement will be based on the State of California, CalHR lodging or conference lodging reimbursement rates, respectively, where applicable;

- E. MEALS AND INCIDENTALS** - Meals and incidentals may be reimbursed for meal and incidental expenses incurred while performing reimbursable activities as defined in this chapter. The rate of reimbursement will be based on the State of California, CalHR meals and incidentals reimbursement rates. Gratuity is not reimbursable;
- F. REGISTRATION** - Reimbursement for the cost of registration to attend pre-approved specifically defined 9-1-1 training may be funded by the CA 9-1-1 Branch within the limits of the ATA (defined in this chapter).