



Wireless E911 Funding & Audit Process

Nebraska Public Service Commission
Dave Sankey, State 911 Director

March 2018

Application

Applications due on April 15th

Application Form

12 months of call volume information

Any new maintenance contracts

The Wireless Ratio is determined by using 12 months of total 911 call volume information received by the PSAP broken down by landline and wireless calls.

If call volume information is **NOT** filed with application, the PSAP is assigned a default wireless ratio of 55%.

Wireless Ratios are on the Commission's website at: <http://tiny.cc/CallRatio>

If the wireless ratio used when expending funds is lower than annual ratio, a PSAP is not fully utilizing wireless funds for all that they could be spent on

If the wireless ratio used when expending funds is higher than allowable ratio, a PSAP will have to return any overspent funds to their 2913 fund

Audit Schedule 1

(911-SAM)

➤ Annual Audits Due on October 15th

- Audit forms
- Signed Attestation form
- Documentation of expenditures
- Documentation of Funds set-aside

➤ Fiscal year runs from July 1st through June 30th

- 2913 – Wireless Funds received and or expressed in current fiscal year
- 2914 – Wireless Funds set-aside (saved, hold over, sinking fund)
- Some PSAPs keep set-aside funds in 2913
- **Commission has not ordered that PSAPs have to use a 2914 fund**
- Using a 2914 makes bookkeeping of set-aside funds cleaner

Clarification --**Any funds left over at the end of the fiscal year are considered “set-aside” no matter what fund they are sitting in!**

Audit Schedule 2

(911-SAM)

- Audits are considered filed on time if postmarked or received in the PSC office on or before October 15th via mail or email.
- If you find you are going to be late, **Request An Extension!**
- A **Deduction** of one month's allocation will be withheld for a late filed audit.

Funds

- Cost Model Released with Total Annual Payment Amounts **May 1st**
- Individual PSAP Funding notification **May – June**
- PSAP Payments made over 11 months – July through May
- **Wireless Funds cannot be co-mingled with any other funding source**
- Use of and reporting of funds is ultimately the responsibility of the PSAP

Using Wireless Funds 1

- Wireless funds can only be used for items that are **necessary to receive a wireless call**
- This does not include the items necessary to **dispatch** the call or for the dissemination of the information to first responders, etc.
- Should NOT pay 100% of any cost unless it is specifically a wireless cost
- Should NOT pay 100% of one invoice and then 0% of next invoice to split ratio

Using Wireless Funds 2

There are Several ways costs can be paid with wireless funds but it must be documented properly!

You must use at least 25% of your annual funds.

Split **each invoice** or cost pursuant to wireless ratio

Complete copy (all pages) of invoice

Journal for all expenditures from your 2913 and or 2914 funds

Never pay invoice in full from wireless fund

Reimburse from wireless fund **monthly, quarterly, annually**

Journal Entry transferring funds from 2913 or 2914 fund to other funding source with complete documentation

Set-aside Funds

- **PSAP can set aside up to 75% of its annual allocation**
 - You do not **HAVE** to set aside any funds
 - Funds that are set-aside can be held for up to 10 years
- **Set-aside funds can only be used to pay for new or upgraded equipment and software. This would include consulting cost related to the selection and purchase of equipment and software pursuant to wireless ratio.**
- **Before spending set-aside funds, PSAP must submit a request for funding to go before the Advisory Board and Commission**
 - Request for Funding Form
 - Equipment or Software Bid or Invoice
 - Explanation of Project
- **When paying an invoice for an eligible expenditure out of set aside you can only spend up to the amount of the approved order from the Public Service Commission.**

Loan / Advance

- In the event the PSAP has not had an opportunity to set aside (save) enough funding to purchase necessary 911 equipment, it can request a loan from the Commission for the wireless portion of the cost for the equipment by filing a funding request with the Commission:
 - Request for Funding
 - Copy of bid or invoice
 - Explanation of project
- The Wireless Fund will pay the vendor directly for the amount of the loan
- The loan amount will be deducted out of the PSAP's annual allocation over a five-year period in equal monthly installments (11 months per year)

911-SAM Wireless Funding Eligible / Ineligible Costs

Wireless funding can only be used on items that are necessary to process a wireless call. This does not include the items necessary to dispatch the call or for the dissemination of the information to different first responders, etc.

Allowable wireless costs payable using wireless / wireline ratio:

- The purchase and installation of equipment and software necessary for the provision of wireless 911 calls based upon the PSAPs wireless/wireline ratio.
- Upgrades to equipment and software necessary for the provision of wireless 911 call.
- Telecommunications services required for the provision of enhanced wireless 911 service including trunking and connection to the selective router.
- Computer Aided Dispatch software (CAD)
- Logging Recorders

- Consulting costs related to the selection and purchase of equipment and software.
- Maintenance costs for eligible equipment and software
- Maintenance costs related to GIS

- Training related to the provision of wireless 911 not to exceed five percent (5%) of your annual allocation.
- Gross wages of 911 call-takers.

Allowable wireless costs payable at 100%:

- A dedicated wireless 911 trunk (allowable at 100% of wireless funds)

- Address Points creation (allowable at 100% of wireless funds)
Payment to the vendor cannot be made until the following requirements are met, and you are notified by NPSC.
 1. The Address Points are created alongside the creation or update of the related Street Centerline. This will insure accuracy and save time and money.

 2. Each proposal submitted by a vendor for creation of Address Points must include a detailed breakdown of the cost per address point and must be submitted to the 911 GIS Specialist at NPSC.

 3. The Address Points must comply with the NITC 3-206 Address Standard. (Nebraska Information Technology Commission)

 4. The data creator must submit the address points to the 911 GIS Specialist. If NITC 3-206 standards are not met the data will be returned to the creator for corrections.

Ineligible Costs

- Radio equipment
- Paging equipment or towers
- Furniture
- Reverse 911 software
- Communications tower costs
- RMS (Records Management System)

***If you are unsure if
something is covered always
contact us for verification***

Documentation of Payments

➤ Complete invoices

- Need more than the first page of an invoice
 - Need **all** pages (not just the first page) of the invoices for documentation

➤ Revenue and Expenditure Journals (preferred)

- Copies of cancelled check, warrant or **completed and executed** claim form are acceptable

➤ County Board Resolutions

➤ Salary

- Name & Job Title of employee
- Salary per hour
- Pay period & **Actual** Date Paid
- **Gross** wages per pay period
- Payroll Journal
- Documentation can be from county system

Documentation of Set-Aside Amounts

- Complete copies of invoices for any cost paid out of set-aside funds
- Copy of PSC order approving expenditure of set-aside funds

**WIRELESS 911 SUPPORT ALLOCATION MODEL
ATTESTATION REGARDING USE OF FUNDING**

I hereby attest that all Wireless 911 Funds received by (PSAP/WSP NAME) for fiscal year (20XX-20XX) were used solely for purposes as outlined in the Final Order Adopting Model and Application Process, entered by the Commission on February 23, 2010 and as amended on April 6 and 13, 2010.

Date
Service Provider Representative

PSAP or Wireless

Title

AUDIT CHECK LIST

Completed Audit Forms

Signed Attestation Page

Beginning Balance July 1 for 2913 and 2914 Funds

Ending Balance June 30 for 2913 and 2914 Funds

Expenditure and Revenue Reports with dates, vendor names, and amounts from Clerk/Treasurer

In lieu of
Completed Claim Forms (signed, dated, with warrant or check #'s)

Any Journal Entries for fiscal year

Complete Invoices (ALL PAGES)

Personnel Documentation: name(s), pay rate, gross amount, pay date

New Contracts

Web Links

- 911 Link on Commission's Website:
- <http://psc.nebraska.gov/state-911/public-safety-answering-points-psaps>
 - PSAP Eligible Costs
 - PSAP Application
 - WSP Application
 - 911-SAM Audit Form
 - WSP-PSAP Attestation
 - Wireless Ratio

Questions?



If you're unsure about anything,
please contact us.

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