

STATE 9-1-1 COMMITTEE
PUBLIC ACT NO. 32 OF 1986

9-1-1 CENTER PERSONNEL
TRAINING FUND DISTRIBUTION

2012 DISPATCHER TRAINING FUND GUIDELINES

I. AUTHORITY

The Public Safety Answering Point (PSAP) training fund was created when Public Act No. 32 of 1986 was amended by Public Act No. 78 of 1999. As provided by Public Act No. 78 of 1999, the purpose of the dispatcher training fund program is to distribute training funds to eligible PSAPs for training 9-1-1 center personnel. The funds may be expended only for training expenditures approved by the State 9-1-1 Committee.

Public Act No. 165 of 2007 transferred the responsibility of the Dispatcher Training Fund Courses Approval process from MCOLES to the State 9-1-1 Committee (MCL 484.1408[4][c]). A list of approved courses is published by the State 9-1-1 Office and is available on the State 9-1-1 Committee's web site at: <http://www.michigan.gov/snc>.

II. ELIGIBILITY

Public Act No. 165 also provides that the State 9-1-1 Committee "shall semi-annually authorize the distribution of money from the fund to eligible public safety agencies or counties." The State 9-1-1 Committee has established the guidelines for eligible PSAPs and requires an annual application to establish or maintain eligibility to receive the semi-annual distributions from the Dispatcher Training Fund. Eligibility requirements include:

1. Application: A complete application includes forms DTS-101, DTS-101W and DTS-510 as prescribed by the State 9-1-1 Committee on or before the established deadline.
2. Eligible PSAP: In order to receive PSAP training funds, an eligible entity must be a Primary PSAP as defined by MCL 484.1102 (y). ***Should a PSAP cease to function as a primary PSAP, a cessation letter must be sent to the State 9-1-1 Committee as notification of the action.***
3. Identification of Personnel-Date of Hire: Effective January 1, 2009, complete documentation, including **date of hire**, shall be provided for "eligible employees." **Eligible employee definitions are described in Section IV of this document.**
4. Report of Expenditures: An annual accounting of expenditures utilizing 9-1-1 Center Personnel Training Funds must be submitted in the manner, and on the form, prescribed by the State 9-1-1 Committee. A complete and accurate DTS-510 **must** accompany the annual application. Each center's specific DTS-510 will be provided in the application packets. Failure to provide a fully completed and accurate DTS-510 will result in the rejection of the application.
5. Internal Accounting: Each PSAP is required to keep an internal accounting system for these training expenditures. If no established system is in place, a Documentation of In-Service Training spreadsheet (DTS-510B) is provided in this application packet and is also available through the State 9-1-1 Office.

6. **Expenditure Period:** Funds distributed under this program shall be expended by the PSAP for approved training within 2 calendar years following the year of distribution. For example, funds distributed in the calendar year 2009 need to be expended by December 31, 2011.

If funds are not expended within the 2-year time frame, the PSAP shall be ineligible to receive further distributions of training funds until the balance of funds from the preceding 2-year time frame are expended. For example, if funds distributed in 2009 are not spent, the PSAP shall be ineligible for fund distributions during the calendar year 2012. Eligibility may be restored for the following year's distribution (2013) by utilizing the funds distributed during the years older than the 2-year time frame.

If a PSAP is unable to spend down their training money within the allotted 2 year period, they **may** return the excess money to the Dispatcher Training Fund **BY DECEMBER 31, 2011**, to qualify for 2012 funds. If a PSAP chooses to return their money to the Dispatcher Training Fund, they must contact Ms. Mary Jo Weigel at (517) 241-0118 or by email at snctdispatchertraining@michigan.gov by **December 21, 2011**, to obtain an invoice. Returns without an invoice may be delayed in processing.

Any funds that are not expended within 5-years must be returned to the Dispatcher Training Fund. Funds received by the PSAP in 2007 and not spent by December 31, 2011, must be returned for re-deposit into the Dispatcher Training Fund.

III. APPLICATION DEADLINE

DTS-101 (Signature Sheet):

For the 2012 application period, the deadline is **Friday, February 3, 2012, at 4:00 p.m.** Beginning with the 2011 application process, there are now **three** ways to submit the DTS-101 Signature Page. You may mail in a copy, e-mail the sheet to snctdispatchertraining@michigan.gov, or fax the sheet to (517) 241-0387. It is the PSAPs responsibility to ensure that the appropriate entities and individuals have approved the application prior to submission. The PSAP must be able to produce the original signature sheet should it be requested by the State 9-1-1 Committee. The address for the State 9-1-1 Office is 333 S. Grand Avenue, P.O. Box 30634, Lansing, Michigan 48909-0634. The Word file is labeled **DTS-101 Form** on your CD.

DTS-101W (Eligible Employee Worksheet) & DTS-510 (Documentation of Training):

Updated, complete, and accurate documentation on the DTS-101W and DTS-510 must be received **electronically** (in the updated Excel file provided on the CD) via e-mail to the State 9-1-1 Office no later than 4 p.m. on **Friday, February 3, 2012**. The email address for submission is snctdispatchertraining@michigan.gov. Applications received after the due date shall be ineligible for funding. Your center specific Excel spreadsheet file is available on this CD.

IV. FUNDING DISTRIBUTION FORMULA

Available 9-1-1 Center Personnel Training Funds shall be distributed to eligible Primary PSAPs based on the number of full-time equivalent 9-1-1 personnel (FTEs) they employ. Personnel must be assigned exclusively to 9-1-1 center duties for all hours counted within the FTE formula. Each eligible PSAP shall report the number of full-time 9-1-1 center personnel, the number of hours worked by part-time 9-1-1 center personnel, and the total number of hours worked within the 9-1-1 center by all personnel on form DTS-101. Each 2,080 hours worked by full-time and part-time personnel shall be treated as one FTE. The number of eligible PSAP FTEs shall be determined by dividing the total number of paid hours worked by 2,080, then rounding to the whole number. **Maximum hours listed may not exceed 2,080 for each employee.**

“Eligible Employee” is defined as a person employed by a primary public safety answering point (PSAP) who is:

- A. A telecommunicator/dispatcher with responsibility for processing 9-1-1 calls (wireline or wireless).
- B. A dispatch supervisor of personnel who are responsible for processing 9-1-1 calls.
- C. The director (the person directly responsible for the management of the primary PSAP) or assistant director or operations manager (an assistant to the director with responsibility for the day-to-day operations of the primary PSAP).

“Ineligible Employee” is defined as:

- A. An MCOLES officer under the provisions of section 3(a) of Public Act No. 302 of 1982, as amended, being MCL 18.423(2).
- B. An MCOTC officer under the provision of Public Act No. 125 of 2003, as amended, being MCL 791.545, Section 15, are not eligible for inclusion in the count toward the FTE count for participation by the eligible PSAP in the training fund distribution of Section 409 of Public Act No. 32 of 1986, as amended, being MCL 484.1409(1)(d).
- C. Personnel who do not directly provide 9-1-1 services as part of their regular duties.

V. DISTRIBUTIONS

The distribution of PSAP training funds is calculated by the Michigan Department of Treasury at the time of the distribution. Distributions to eligible recipient PSAPs are determined by dividing the available funds by the total number of FTEs statewide to determine the FTE distribution rate. The FTE distribution rate is then multiplied by the number of FTEs for each eligible Primary PSAP to determine the PSAP distribution.

Payments are released as soon as possible following the determination of available funds, calculation of the distribution amounts to eligible recipients, and receipt of the State 9-1-1 Committee approval. Distributions will be made in the spring for revenues collected in the last six months of the previous calendar year and in the fall for revenues collected in the first six months of the calendar year.

VI. AUTHORIZED EXPENDITURES

Training funds for 9-1-1 center personnel distributed under the authority of Public Act No. 32 shall be expended only for State 9-1-1 Committee approved training of 9-1-1 center personnel. The following expenditures are eligible for funding:

- Hourly **salaries of instructors** for time spent presenting approved 9-1-1 center personnel training.
- The cost of **purchasing or leasing training materials**, including texts, bulletins, tests, writing materials, slides, films, video tapes, and other materials used to assist the eligible trainees in understanding training topics presented as part of State 9-1-1 Committee approved training.
- Reasonable **rental costs for the use of training facilities** for the purpose of conducting approved 9-1-1 center personnel training.
- Flat rate **fee or tuition** paid to a training provider independent of the eligible PSAP for presenting approved 9-1-1 center personnel training.

- **Wage replacement before January 1, 2007**, including straight time base salary, but not including benefits, of eligible Primary PSAP personnel to attend State 9-1-1 Committee approved training courses, including the hours of travel to and from the approved training and the hours of the approved course.
- **Wage replacement after January 1, 2007**, actual wages including overtime, not including benefits, of eligible Primary PSAP personnel to attend approved training courses (either attendee wages or backfill employee wages) including the hours of travel to and from the approved training and the hours of the approved course. Documentation of wage use (DTS-510B or similar internally generated form) must be kept on site and available upon request of the State 9-1-1 Office for six years.

Example: When a PSAP sends an employee to training, they are allowed to use training money to pay for the cost of the actual wages (including overtime) of the employee attending the training or they may use the training money to pay for the actual wages (including overtime) of the employee used to backfill for the employee attending training. **PSAPs cannot claim both for the same training.**

- **Travel expenses** to attend approved training.

For further information, please refer to the approved list of Allowable/Disallowable Training Expenses at www.michigan.gov/snc for additional information.

VII. TRAVEL REGULATIONS

Fund recipients shall comply with the travel regulations and rates established by the PSAP's governing entity.

VIII. ACCOUNTING AND RECORDKEEPING REQUIREMENTS

Fund recipients shall comply with the following:

- Training funds for 9-1-1 center personnel **shall be accounted for separately from all other funding sources**. Further, records of training fund revenue and expenditures shall be reported for each calendar year and maintained for 6 years beyond the distribution year.
- Accounting records and procedures shall comply with Generally Accepted Accounting Principles.
- State 9-1-1 Committee Dispatcher Training funds unspent for over 5 years (2007) shall be returned to the State of Michigan for re-deposit into the Dispatcher Training Fund.

IX. REPORTING REQUIREMENTS

The annual accounting of expenditures utilizing 9-1-1 Center Personnel Training Funds shall include the following information:

- The course title, course number, and date of the State 9-1-1 Committee approved training which was attended.
- The length of the training in hours and the number of trainees attending each course.
- The amount of Public Act No. 32 funds, identified by funding year, spent on each training course and session.

X. AUDITS/REVIEWS

Fund recipients understand and agree that all records of eligible employees, fund revenues, and expenditures are subject to inspection and audit/reviews by the State 9-1-1 Committee or its representative, the Michigan Department of Treasury, or the Michigan Auditor General.