

Michigan Emergency Telephone Service Committee
GUIDELINES FOR CMRS PRE-EXPENDITURE APPROVAL

The following information is intended to act as a guideline for submission of expenses for pre-approval for reimbursement from the CMRS (Commercial Mobile Radio System) fund. These guidelines are in no way intended to be all-inclusive, but serve as general reference points.

Pre-approval of an expenditure(s) applies only to start-up or upgrade expenses and does not guarantee that the Emergency Telephone Service Committee (ETSC) will actually approve the expenditure(s) after it is incurred. The CMRS Subcommittee reserves the right to withdraw its approval and/or recommendation of approval to the ETSC in the event that it learns the expenditure(s) were not solely related to the CMRS provider's compliance with, or implementation of, the FCC's Wireless Order. Payment will be made upon completion of the work/service described.

A CMRS provider may request reimbursement of an expense up to 125 percent of funds currently submitted and available with the Michigan Department of Treasury.

Eligibility:

Any Federal Communications Commission (FCC) licensed CMRS provider is eligible to request reimbursement from the CMRS Emergency Telephone Fund. The following conditions may apply:

- The provider must have collected and remitted to the Michigan Department of Treasury the CMRS service charge as required by MCL 484.1410(4)(b) and have sufficient funds on hand to cover the amount requested to be eligible to request reimbursement from the CMRS Emergency Telephone Fund.
- As stated in MCL 484.1408, as amended, "Before July 1, 2004, all CMRS suppliers shall notify the committee in writing whether they will seek reimbursement from the CMRS emergency telephone fund for costs incurred until December 31, 2005, in implementing the wireless emergency service order and this act."
- The provider must be registered with the State of Michigan.

Provider registration is to be made through the Michigan Department of Management and Budget by contacting (888) 734-9749 or locally within the Lansing area at (517) 734-9749. Address additions and corrections can also be made by contacting the aforementioned telephone numbers and pressing "4" at the prompt.

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Contact the "Contract and Payment Express" web site at: www.cpexpress.state.mi.us.

Information Required:

The following information must be included on any pre-approval request before it will be submitted to the CMRS Subcommittee for review (a sample blank invoice is attached). The invoice must thoroughly describe the work to be performed. Once work is completed, a new invoice must be submitted indicating the actual work performed and the actual costs incurred.

- Company Name
- Name of Contact Person
- Company Mailing Address
- Company Telephone Number
- Company Federal Identification Number
- Federal Communications Commission (FCC) License Number
- Anticipated date of each expenditure
- Phase I or Phase II Expenses



Detailed listing of expenditures being submitted for reimbursement, including a brief justification for the expenditures (specify whether each expense is related to Phase I or Phase II implementation). Examples of expenditures which may be approved for payment include, but are not limited to, the following:

- Project Management and Engineering Costs
- Drive Testing Costs
- T-1 Costs
- Contract Initiation Fees
- Software/Computer Costs
- Engineering/Operations Charges
- Facility Charges
- Staff Support Charges
- Equipment

PLEASE NOTE: This list is in no way to be considered as complete or inclusive. It is only a list of potential examples and may be added to dependant on the circumstances of the provider.

Please keep in mind that MCL 484.1410(4)(a) states: "An invoice shall not be approved for payment of...an expense that is not related to complying with the wireless emergency service order and this act."



Justification of Expenditure



Amount

Remittance Address:

Pre-approval requests may be submitted by mail, fax, or e-mail to the following location:

Emergency Telephone Service Committee
Michigan State Police
714 S. Harrison Rd.
East Lansing, MI 48823
Fax: (517) 336-6551
E-Mail: MSPetsc@michigan.gov

The ETSC meets at least four times per year. The CMRS Subcommittee will meet within one month prior to each ETSC meeting to review pre-approval requests and prepare recommendations to be submitted to the full ETSC committee for approval.

***NOTE:** As provided by MCL 484.1410 (3), the staff assigned by the Michigan State Police to assist the committee shall remove all information that identifies the CMRS supplier submitting the pre-approval request before the invoice is review by the CMRS Subcommittee.

MCL 484.1410 (5) states, "Specific information submitted by a CMRS supplier under this section is exempt from the freedom of information act, 1976 PA 442, MCL 15.231 to 15.246, and shall not be released by the chairperson or any member of the committee or their staff without permission of the CMRS supplier that submitted the information. However, the information submitted by CMRS suppliers under this section may be released in the aggregate if the number of CMRS users or the expenses and revenues of a CMRS supplier cannot be identified."