

STATE 911 COMMITTEE  
PUBLIC ACT NO. 32 OF 1986

## 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 911 center personnel. The funds may be expended only for training expenditures approved by the State 911 Committee.

Public Act No. 165 of 2007 transferred the responsibility of the Dispatcher Training Fund Course Approval process from MCOLES to the State 911 Committee (MCL 484.1408[4][c]). A list of approved courses is published by the State 911 Office and is available on the State 911 Committee's Web site at: <http://www.michigan.gov/snc>.

### II. ELIGIBILITY

Public Act No. 165 also provides that the State 911 Committee "shall semi-annually authorize the distribution of money from the fund to eligible public safety agencies or counties." The State 911 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 911 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 (aa). ***Should a PSAP cease to function as a primary PSAP, a cessation letter must be sent to the State 911 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 911 Center Personnel Training Funds must be submitted in the manner, and on the form, prescribed by the State 911 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 911 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 2017 need to be expended by December 31, 2019.

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 2017 are not spent, the PSAP shall be ineligible for fund distributions during the calendar year 2020. Eligibility may be restored for the following year's distribution (2021) 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 of that year**, to qualify for the next year's funds. If a PSAP chooses to return their money to the Dispatcher Training Fund, they must contact Ms. Theresa Hart at (517) 284-3026 or by e-mail at [sncdispatchertraining@michigan.gov](mailto:sncdispatchertraining@michigan.gov) by **December 21 of that year**, 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. For example, funds received by the PSAP in 2015 and not spent by December 31, 2019, must be returned for re-deposit into the Dispatcher Training Fund.

### III. APPLICATION PACKET

#### **DTS-101 (Signature Sheet):**

The DTS-101 (Signature Sheet) is sent to PSAPs via electronic mail or can be downloaded from the SNC Web site. There are **three** ways to submit the DTS-101 Signature Page. You may mail in a copy, e-mail the sheet to [sncdispatchertraining@michigan.gov](mailto:sncdispatchertraining@michigan.gov), or fax the sheet to (517) 284-3034. It is the PSAPs responsibility to ensure that the appropriate 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 911 Committee. The address for the State 911 Office is, P.O. Box 30634, Lansing, Michigan 48909-0634.

#### **DTS-101W (Eligible Employee Worksheet) & DTS-510 (Documentation of Allowable Training Expenditures):**

The DTS-101W (Eligible Employee Worksheet) and the DTS-510 (Documentation of Allowable Training Expenditures) are sent to PSAPs via electronic mail. These forms are specific to each PSAP; therefore if the forms are not received by mid December in any year, it is the PSAP's responsibility to contact the State 911 Office.

Updated, complete, and accurate documentation on the DTS-101W and DTS-510 must be submitted **electronically** (in the Excel Spreadsheet format provided in the e-mail) to the State 911 Office no later than 4 p.m. on **the deadline**. The e-mail address for submission is [sncdispatchertraining@michigan.gov](mailto:sncdispatchertraining@michigan.gov). **Applications received after the due date shall be ineligible for funding.**

### IV. FUNDING DISTRIBUTION FORMULA

Available 911 Center Personnel Training Funds shall be distributed to eligible Primary PSAPs based on the number of full-time equivalent 911 personnel (FTEs) they employ. Personnel must be assigned exclusively to 911 center duties for all hours counted within the FTE formula. Each eligible PSAP shall report the number of full-time 911 center personnel, the number of hours worked by part-time 911 center personnel, and the total number of hours worked within the 911 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 hours of employees on a paid medical leave (**disability leave or other benefit time**) will be eligible to be claimed; however, the hours of employees on an unpaid leave will be ineligible.

## State 911 Committee Training Fund Distribution Guidelines

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 911 calls.
- B. A dispatch supervisor of personnel who are responsible for processing 911 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).
- D. PSAP Personnel whose technical responsibilities are dedicated to the delivery of 911 services.

**“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 Public Act No. 32 of 1986.
- C. Personnel who do not directly provide 911 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 911 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 911 center personnel distributed under the authority of Public Act No. 32 shall be expended only for State 911 Committee approved training of 911 center personnel. The following expenditures are eligible for funding:

- Hourly **salaries of instructors** for time spent presenting approved 911 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 911 Committee approved training.
- Reasonable **rental costs for the use of training facilities** for the purpose of conducting approved 911 center personnel training.
- Flat rate **fee or tuition** paid to a training provider independent of the eligible PSAP for presenting approved 911 center personnel training.

- **Wage replacement** - 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 911 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](http://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 911 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 six (6) years beyond the distribution year.
- Accounting records and procedures shall comply with Generally Accepted Accounting Principles.
- State 911 Committee Dispatcher Training funds unspent for over five (5) years 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 911 Center Personnel Training Funds shall include the following information:

- The course title, course number, and date of the State 911 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 911 Committee or its representative, the Michigan Department of Treasury, or the Michigan Auditor General.