December 12, 2018

Michigan Primary PSAP Administrators:

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 the Act, the purpose of the PSAP training program is to distribute dispatcher training funds to eligible PSAPs for training 911 center personnel. The funds may be expended only for training programs approved by the State 911 Committee.

Public Act No. 165 of 2007 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 PSAP training fund. Please review the Dispatcher Training Guidelines for further information.

Please read through the following forms and instructions:

- Dispatcher Training Fund Guidelines.
- 2019 Dispatcher Training Fund Instructions.
- Dispatcher Training Reporting spreadsheets and forms.
  - DTS-101 (Application for Public Act No. 32) – MUST BE RECEIVED BY 4 p.m. January 25, 2019, by U.S. mail, e-mail to SNCdispatchertraining@michigan.gov, or fax (517) 284-3034.
  - DTS-101W (Eligible Employee Worksheet) and DTS-510 (Dispatcher Training Fund Expenditures). The spreadsheets are combined into one Excel file and labeled with your individual PSAP name and the 2018 funding year.
  - DTS-510B (suggested worksheet to be kept at your PSAP).

If you are interested in receiving dispatcher training funds, please be sure to thoroughly complete and submit the entire application by 4 p.m. on Friday, January 25, 2019. Please keep in mind that dispatcher training funds received in 2016 or prior must be spent or returned by December 31, 2018, in order to be eligible for 2019 funding.

Should you have any questions, or have any technical difficulties with these documents, please contact Ms. Theresa Hart by phone at (517) 284-3026 or at SNCdispatchertraining@michigan.gov.

Sincerely,

Harriet Rennie-Brown
State 911 Administrator