State 911 Committee
Training Fund Application Policy and Procedures

Purpose
The State 911 Committee (SNC), through its 911 Training Subcommittee (NTS) has developed an annual training fund application process to receive 911 training fund distributions.

The policy outlines the eligibility rules, submission requirements, expenditure standards, distribution formula, and compliance expectations for primary public safety answering points (PSAPs) to receive the bi-annual training fund distributions as approved by the SNC (MCL484.1408(4){c}).

Authority
The PSAP training fund was established when **Public Act No. 32 of 1986** was amended by Public Act No. 78 of 1999. The SNC has delegated authority to the NTS to recommend approval of the training fund application process.

Definitions

Eligible Employee

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), assistant director, and 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.

Full-Time Equivalent (FTE)
A measure used to determine training fund distribution amounts, calculated by dividing total eligible paid hours by 2,080.

Ineligible Employee

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, MCL 791.545, Section 15, is 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.
D. Personnel who are “Undesignated” Telecommunicators, not meeting the 911 training standards.

Michigan State 911 Administration Portal
The Michigan State 911 Administration Portal (MiSNAP) is used to submit training fund applications, forms, and supporting documentation to track compliance with the 911 Training Rules and use of 911 training funds.

Primary Public Safety Answering Point
A public safety agency responsible for receiving 911 calls and dispatching emergency services; must meet the definition of MCL 484.1102(aa).

Eligibility Requirements
The SNC has established an annual training fund application process to approve the semi-annual distributions from the training fund. To receive training fund distributions, a primary PSAP must:

1. Submit the annual training fund application by **11:59 p.m. on the last Friday in January.**
2. Submitted application contains a completed and accurate DTS-101W and DTS-510 covering the previous calendar year.
3. Be a primary PSAP at the time of application; cessation requires formal notice to the SNC. See General Policies on Consolidation for detailed information.
4. Training fund distributions must comply with the Allowable/Disallowable Usage of Funds for Training.
5. Comply with spend-down requirements and deadlines.
    - Funds must be expended within **2 calendar years** of distribution.
    - PSAPs may return unspent funds by **December 31** to maintain eligibility. To return funds, an invoice request must be made by **December 21** to the State 911 Office.
    - Any training fund dollars not spent within **5 years** must be returned regardless of whether the agency intends to apply for new training funds.

Training Fund Application
All applications are created and submitted in MiSNAP. Applications have a signature time stamp and a submission time stamp. This is used to determine eligibility. No applications can be submitted after the deadline, making them ineligible for funding during that distribution year.

It is the PSAP's responsibility to ensure the appropriate individuals have reviewed and approved the application prior to submission. Questions regarding the forms and submission must be directed to the State 911 Office for response.

A. **DTS-101W**
A complete and accurate DTS-101W must accompany the annual application. Verify the agency information is correct. The information needs to be corrected in MiSNAP prior to submission.

Federal ID Number: Review the primary PSAP's Federal Employer Identification Number. This is the number used by the Department of Treasury to disperse funds through SIGMA. Be sure your number reflects the proper accounting or funding department for your center. If the number is missing or incorrect, please email the State 911 Office immediately.

Total Number of Paid Hours in the Previous Calendar Year: As each PSAP's eligible employee is added with their total hours worked for that calendar year, MiSNAP will calculate the total number of paid hours combined for all employees. If this amount is incorrect, contact the State 911 Office.

FTEs: MiSNAP will calculate this number by taking the total number of paid hours divided by 2,080 and rounding to the nearest whole number. If this amount is incorrect, contact the State 911 Office.

Add each eligible employee who worked during the calendar year to account for their regular hours paid. Verify the employee name, title, hire/separation dates, employment status, and regular hours paid prior to application submission. To correct employee information, please update the employee details page and PSAP history tab for the date of hire and date of separation. Maximum hours listed may not exceed 2,080 for each employee.

B. **Signatures**
The individual responsible for signing the application must have a MiLogin account with approved access to MiSNAP. When completing the signature section, enter the signer's title, select the appropriate signature type, and provide their telephone number and mailing address. The telephone number listed will be used by the NTS if they have questions regarding issues with the application during review.

C. **DTS-510**
A complete and accurate DTS-510 must accompany the annual application. As training providers add attendance for a course, it is automatically populated on the DTS-510. This should be monitored throughout the year to ensure accuracy. Contact the training provider if there is a discrepancy in training courses listed.

Add allowable expenditures, using oldest funds first, and attach supporting documentation to show proper use of funds prior to application submission.

The annual accounting of expenditures shall include the following information:

- Course title
- Course number
- Length of training
- Date the SNC approved training was attended
- Amount of Public Act No. 32 funds expended, identified by distribution funding year, for each training course.

Receipts shall comply with the travel regulations and rates established by the PSAPs governing entity.

Funding Distribution Formula
Available 911 training funds shall be distributed based on the SNC-approved FTE. Personnel must be assigned exclusively to 911 center duties for all hours documented on the DTS-101W. Each eligible PSAP shall report the number of hours worked by full-time and part-time 911 center personnel. Each 2,080 hours worked by full-time and part-time personnel shall be treated as one FTE. The hours of employees on paid medical leave (disability leave or other benefit time) will be eligible to be claimed; however, the hours of employees on unpaid leave will be ineligible.

Distributions
The SNC "shall semi-annually authorize the distribution of money from the fund to eligible public safety agencies or counties." The Michigan Department of Treasury calculates

distributions to eligible PSAPs by dividing the available funds by the total approved FTE to determine the FTE distribution rate. The FTE distribution rate is then multiplied by the number of approved FTEs for each eligible primary PSAP to determine the PSAP distribution amount.

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 SNC 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.

Accounting and Recordkeeping Requirements
Fund recipients shall comply with the following:

- 911 training funds 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.

Audits/Reviews
Fund recipients understand and agree that all records of 911 employees, fund revenues, and expenditures are subject to inspection and audit/review by the SNC or its representative, the Michigan Department of Treasury, or the Michigan Auditor General.

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