



## GOLDEN CRESCENT REGIONAL PLANNING COMMISSION (GCRPC) 9-1-1 PROGRAM

### FY 2024-2025 PSAP REIMBURSEMENT PROCESS

#### Funded by the Commission on State Emergency Communication's 9-1-1 Program

Fiscal Years: 2024-2025

Dates: September 1, 2023, to August 31, 2025

### Training Reimbursement

Provides reimbursement for training to Telecommunication Operators within the counties of Victoria, De Witt, Lavaca, Jackson, Goliad, and Gonzales. **Excludes Calhoun County.**

Current budget available for FY24: \$35,000.00

**This grant reimburses telecommunicator training that has been previously approved by the Commission on State Emergency Communications. \*\*See attachment of approved training.**

The Commission on State Emergency Communications will reimburse for the following:

1. Reimbursement requests from local agencies for 9-1-1 training expenses including registration, materials, travel, and other training-related costs. Travel will follow GCRPC's travel policy.
2. Costs associated with the provision of TTY/TDD training.
3. Charges from local colleges or universities to provide telecommunicator training to 9-1-1 call takers.
4. Cost for training instructors, facilities, materials, or supplies contracted through the RPC.

**This program budget will not reimburse for food.**

### Process for Training Reimbursement

Agencies requesting reimbursement will submit the following document for reimbursement no later than 30 calendar days after training is completed for reimbursement \*:

- |  |   |
|--|---|
| 1. Name and address of who the payment should be remitted to | 7. Date and time of departure (if out-of-region training)   |
| 2. Name of person attending training                         | 8. Data and time of return (if out-of-region training)  |
| 3. TCOLE number and title of training                        | 9. Proof of payment for registration (receipt that indicates the form of payment or copy of the check.) |
| 4. Proof of completion of training (certificate)             | 11. Proof of payment for lodging (copy of the hotel receipt)  |
| 5. Number of hours completed.                                |   |
| 6. Beginning and ending date of training                     |   |

\*Law enforcement agencies must submit requests and appropriate paperwork 15 calendar days prior to the end of the fiscal year. The end of the fiscal year is August 31<sup>st</sup>.

## GOLDEN CRESCENT REGIONAL PLANNING COMMISSION (GCRPC) 9-1-1 PROGRAM

### PSAP Supply Reimbursement

Cost of materials used by the PSAP related to the handling of a 9-1-1 call that does not qualify as "equipment".

#### Examples:

1. Costs for general office supplies.
2. Printer paper and ribbons for the 9-1-1 status CPE printer.
3. CPE printer, keyboard, mouse, or other individual purchases as necessary.
4. Supplies and storage mediums for voice recorders.
5. Database or CPE router, if less than \$5,000.
6. Power supply (UPS, etc.), if less than \$5,000.
7. Paging systems which qualify as the most effective means of 9-1-1 call delivery. **Note: Funding for pagers (receivers) is limited to necessary core responders. The actual cost of the pagers is not to exceed \$450 per pager.**

Current Budget available for FY24: \$5,390.00

#### Process for Supply Reimbursement

Agencies requesting reimbursement will submit the following document for reimbursement no later than 30 calendar days after purchase of supplies. \*

- Name and address of who the payment should be remitted to
- Proof of payment (check stub, voided check, or receipt)
- Proof of payment must be itemized to clearly indicate supplies purchased.

\*Law enforcement agencies must submit requests and appropriate paperwork 15 calendar days prior to the end of the fiscal year. The end of the fiscal year is August 31<sup>st</sup>.

A REIMBURSEMENT **WILL NOT** BE PROCESSED IF ALL DOCUMENTATION IS NOT SUBMITTED  
AS DESCRIBED ABOVE.