Funding Distribution Procedure

Request to Not be Reduced

PSAPs that receive their estimated PSAP distribution letter by the legislative due date of December 31 that includes notice their distribution is being reduced may request to not be reduced by **February 28**. PSAPs that receive their final PSAP distribution letter by the legislative due date of June 1 that includes notice the distribution is being reduced may request not to be reduced by **August 31** by submitting the following:

☐A letter on agency letterhead addressed to the Executive Director summarizing the need for the non-reduced amount of the funding distribution. Send the request via email to the Regional Coordinator (RC) and Financial Review Specialist (FRS).
☐The narrative of the letter must include the amount of the PSAP distribution, and the reduction amount. In addition, it must list what eligible expenditures will be used for the total funding request.
☐A financial planning tool (spend plan) showing the need for the funds.
☐Any quotes as validation for the need.
☐PSAP's budget identifying capital and operating expenses supporting the request.
For the February 28 deadline, Board staff will utilize the preceding fiscal year's finalized Revenue Expenditure Report. For the August 31 deadline, submit the unreconciled Revenue Expenditure Report for the preceding fiscal year.

***Requests not to be reduced must be based on estimated amounts for the Emergency Telephone System Fund (ETSF) ending fund balance, ETSF budget, and the financial planning tool (FPT). Should the PSAP be approved not to be reduced and not complete the projects indicated on the FPT, this may result in a reduced PSAP distribution or non-distribution in a subsequent year.

Revenue Expenditure Report Deadline

The Revenue Expenditure Report workbook is posted to the website at the beginning of the new fiscal year and emailed to the PSAP Manager.

Pursuant to Rule 09 NCAC 06C .0204, Revenue Expenditure Reports are due from the PSAPs by September 1. In the report submission, the PSAP must include the following:
• Revenue Expenditure Report Workbook. The locality's Finance should fill out and sign the report cover page.
• Backup documentation (invoices). Invoice files organized by report category (Phone & Furniture, Software, Hardware, Training, and Functions) with the documents in the order they appear on the report. Labeled with the following nomenclature, "PSAP Name FY20XX Hardware Invoices."
• Budget for upcoming fiscal year. For example, if submitting the FY2023 report, the PSAP would submit the FY2024 budget.
• Financial Planning Tool.