

PSAP Emergency Telephone System Fund (ETSF) Eligibility Procedure

The 911 Board staff receives many ETSF eligibility requests for review on a regular, almost daily basis. As you are aware, there is no requirement for the PSAPs to submit quotes for eligibility review prior to making purchases. This review of quotes is provided as a courtesy by the 911 Board staff to assist PSAP managers with the various purchases anticipated throughout the fiscal year. Eligibility for all purchases or maintenance costs is either determined before purchase through the eligibility process, if preferred, or after purchase during review of PSAP's revenue expenditure reports.

Beginning July 1, 2025, to streamline the eligibility review process for the volume of quotes received, PSAPs submitting eligibility requests will now be required to conduct a preliminary review of the quote prior to submitting the request to PSAPeligibilityrequest@nc.gov. Those submitting eligibility requests should review quotes using legislation, administrative code, Approved Use of Funds list, Approved Training Classes List, and the tabs in the revenue expenditure report workbook for phone/hardware/software, which include nomenclature used by several vendors for eligible expenditures based on legislation, Administrative Code, Approved Use of Funds List, and the Approved Training Classes List. The following must be included with the eligibility submission for staff review. A description of the quote and how it aligns with N.C. G.S. 143B-1406(d), Administrative Code, and the Approved Use of Funds List or Approved Training Class List.

- ◇ An itemized detailed quote that has been reviewed and highlighted by the PSAP submitting the request. Eligible expenditures should be highlighted for 911 Board staff to review. A detailed list of eligible nomenclatures for a number of vendors is available in the revenue expenditure workbook phone/hardware/software tabs located on the 911 Board's website and should be used in initial PSAP review of the quote. This comprehensive list of nomenclatures is updated annually.
- ◇ Scope of Work.
- ◇ Applicable diagrams, such as furniture layout diagrams, network diagrams, configuration diagrams.
- ◇ Any additional documentation required for review per the Approved Use of Funds List (i.e. square footage of the PSAP footprint).

If required documentation is excluded, the quote will not be reviewed by staff and will be returned to you advising of such. It is the submitting PSAP's responsibility to follow up on any submitted request for a status.

If requesting eligibility for maintenance on hardware or software, you must also submit any previous eligibility determinations made by 911 Board staff, as some percentages

may apply to the maintenance (i.e., percentage eligible of UPS purchase will apply to maintenance costs).

Preliminary Questions to Consider Before Submitting a Request:

1. Will my requested purchase assist in the immediate answering, processing, or dispatch of a 911 call?
2. Is my request for an item or class on the Approved Use of Funds or Approved Training Classes Lists? If not, you must provide additional information as to how the product or training aligns with legislation, Administrative Code, and the Approved Use of Funds or Approved Training Classes List. Please include course description, syllabus, and applicable website.
3. Does my request align with my approved seat count for my Primary and/or Backup PSAP? Quotes must only be submitted for the approved number of seats. Quotes with more than the approved seat count will not be reviewed and will be returned to you advising of such.
4. Does my request have a maximum allowable amount (monitors, computer workstations, chairs)? If so, is my request at or below that maximum allowable amount, such that I do not need to submit for an eligibility review?
5. Is my request for a purchase that was identified in my financial planning tool for the fiscal year I am seeking eligibility to purchase? If not, provide a statement explaining why this purchase was not included in the financial planning tool.
6. Is my request for an end-of-life purchase based on the financial planning tool best practices for equipment replacement? If not, provide a statement explaining why the purchase is desired outside of the recommended replacement timeframe.