



ELIGIBLE/INELIGIBLE EXPENSE GUIDE FOR THE 1222 FUND

The Indiana Statewide 911 Board makes monthly distributions to the counties that are placed in a 1222 Fund, per state statute. These funds can only be used for specific expenses per the statute IC 36-8-16.7-38; a copy of which can be found in the back of this document.

A PSAP MAY USE A DISTRIBUTION FROM A COUNTY ONLY FOR THE FOLLOWING:

1. The lease, purchase, or maintenance of communications service equipment.

Communications service equipment is the equipment required to allow a PSAP to receive 9-1-1 calls from any technology.

Examples of **Eligible** Communications Service Equipment Expenses:

1. Customer Premise Equipment (CPE) – either on-site or a hosted solution.
2. Transmission medium (Fiber, T1, broadband, cable modem, wireless, etc.) initial purchase or reoccurring costs only for devices that are directly connected to the 9-1-1 network.

2. Necessary system hardware and software and data base equipment.

Necessary is defined as *essential*, meaning hardware, software and database equipment that is directly connected to the 9-1-1 network and used by a PSAP to receive and process a 9-1-1 call.

Examples of **Eligible** Hardware and Software Expenses:

1. GIS Mapping
2. Computer Aided Dispatch hardware and software. This is limited to the CAD that the PSAP itself (the fixed location facility) uses for call detail entry and data storage.
3. Radio Equipment – This is limited to the radio necessary (essential) radio equipment that a PSAP uses to dispatch the emergency to the first responders.
4. Remote radio transmission hardware/software, antennas; items used to provide dispatch radio communication beyond the range of radio equipment located at the PSAP itself.
5. Technology used to connect the PSAP radio to the remote transmitter (T1, broadband, microwave, wireless).
6. Emergency Medical Dispatch (EMD) software.
7. Addressing directly to support the function of 9-1-1.
8. Database management.
9. Internet connectivity.
10. Computers, servers, switches, cabling used in the PSAP.
11. Maintenance contracts on hardware and software.



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Examples of **Ineligible** Hardware and Software Expenses:

1. Computer Aided Dispatch hardware and software for:
 - a. Records Management (RMS) software.
 - b. Mobile Client software.
 - c. Jail software.
 - d. Any other software beyond that required to provide the function of dispatch and call history within the PSAP itself.

3. Personnel expenses, including wages, benefits, training, and continuing education, only to the extent reasonable and necessary for the provision and maintenance of the statewide 911 system.

Examples of **Eligible** Personnel Expenses:

1. Personnel expenses for employees whose primary job responsibilities are receiving, processing and dispatching 9-1-1 calls and the management or coordination of those services.
2. Training and continuing education courses that directly relate to 9-1-1 services and are offered as professional development. This would include training offered by nationally recognized professional organizations such as NENA or APCO. Examples include:
 - 9-1-1 call takers, dispatchers or telecommunications specialists, PSAP management, GIS personnel, etc.
 - Emergency Medical Dispatching (EMD).
 - Telecommunicators Courses.
 - Emergency Fire Dispatching (EFD).
 - Department of Homeland Security Courses.
 - Courses offered by vendors for their product (that is an eligible expense itself) that is used in a PSAP.
3. Travel, lodging, meals for training courses.
 - a. Travel includes and is limited to mileage, fuel, airplane tickets, train tickets, bus tickets and car rentals for training and continuing education only, in-state as well as out-of-state. Fares for taxis or other types of transportation between the airport or train station and your hotel. Tips you pay for services related to any of these expenses.
 - i. Supporting documentation (email or invoice) must be attached and shall include the date, location and what type of training was attended.
 - ii. Mileage and fuel cannot be claimed for the same travel event. The employee may only claim one or the other but not both.

Examples of **Ineligible** Personnel Expenses:

1. Clothing and uniforms
2. Cell phones
3. Mileage incurred for other meetings that are not for training or continuing education.

4. Other expenses incurred while traveling to the training programs such as car repairs or other non-essential expenses that are not directly related to the training or continuing education.

4. Operational costs, including costs associated with:

1. Utilities

Examples of **Eligible** Utilities Expenses:

1. Water
2. Sewer
3. Electricity
4. Phone
5. Broadband for operating a PSAP

2. Maintenance

Maintenance includes repairs that do not add significant value to the property or extend its life. They are reasonable in amount and are necessary to keep the property in habitable condition. Repairs are generally considered restoring an item to its previous good condition.

Examples of **Eligible** Maintenance Expenses:

1. refinishing a wood floor
2. repainting a room
3. repairing a roof
4. repairing existing plumbing
5. repairing existing appliances
6. replacing a doorknob
7. replacing a window
8. replacing a broken smoke detector
9. replacing rotted floorboards
10. replacing cracked floor tiles

Improvements or renovations, on the other hand, are ineligible expenses. A renovation will extend the useful life of the property. Improvements are generally considered adding something that was not previously there, upgrading something that was existing or adapting the asset to a new use. Improvements are usually more intensive than repairs and usually involve greater cost.

Examples of **Ineligible** Maintenance Expenses:

1. adding an addition or remodeling an existing facility
2. adding central air conditioning
3. installing a security system
4. installing brand new carpet
5. replacing an entire roof
6. replacing all existing plumbing

7. replacing all existing electric
8. replacing all windows

3. Equipment designed to provide backup power or system redundancy, including generators.

Examples of **Eligible** Backup Power Expenses:

1. Generators
2. UPS system for emergency power which includes system fuel/power source

4. Call logging equipment

Example of **Eligible** Logging Equipment Expenses:

1. Equipment used to record audio/video communications between a 9-1-1 caller, PSAP and first responders.

5. Office supplies

Includes all normal, routinely consumable materials of a non-personal nature that are considered current assets and are necessary to perform the duties of a PSAP.

Examples of **Eligible** Office Supplies Expenses:

1. Paper
2. Pens
3. Pencils
4. Ink
5. Paperclips
6. Staples
7. Etc.

Examples of **Ineligible** Office Supplies Expenses:

1. Office chairs
2. Office equipment (chairs, furniture, consoles, copier, facsimile, filing cabinets)
3. Postage

5. An emergency notification system that is approved by the board.

6. Connectivity to the Indiana data and communications system (IDACS).

7. Rates associated with communications service providers' enhanced emergency communications system network services.

Examples of **Eligible** Network Services Expenses:

1. Charges imposed by a communication service provider for an enhanced service provided to a PSAP.

8. Mobile radio equipment used by first responders, other than radio equipment purchased under subdivision (9) as a result of the narrow banding requirements specified by the Federal Communications Commission.

- a. Mobile and portable are interchangeable terms used by the industry to describe hardware used by first responders for radio communications. The advancements in technology allows first responders to use either a mobile or a portable radio in the same environment and not necessarily be equipped with both.
- b. Radio equipment purchased using revenue from the 9-1-1 fund shall remain the property of county government.

Examples of **Eligible** Mobile Radio Expenses:

1. Mobile/portable radios, including cellular devices and services, used by first responders to communicate with the PSAP. Devices/radios must align with the Statewide Communication Interoperability Plan (SCIP). Cellular devices must support the national public safety broadband network. (FirstNet)

9. Up to fifty percent (50%) of the costs associated with the narrow banding or replacement of radios or other equipment as a result of the narrow banding requirements specified by the Federal Communications Commission.

10. Other

Examples of Other **Ineligible** Expenses:

1. Kitchen appliances, televisions, and break room equipment.
2. Automatic Vehicle Locator (AVL) software and operational expense for first responders.
3. Air cards for first responders.
4. Laptops in first responder vehicles.
5. Public Education.
6. Legal advertisements, sponsorships.
7. The construction, purchase, renovation, or furnishing of PSAP buildings.
8. Vehicles.

If you have a question regarding an expense that is not included in this document, you are encouraged to contact the Statewide 9-1-1 office at (317) 234-8362 or by email at statewideboard@In911.net.

IC 36-8-16.7-38

PSAP use of distributions; annual report to board; audits

Sec. 38. (a) A PSAP may use a distribution from a county under this chapter only for the following:

- (1) The lease, purchase, or maintenance of communications service equipment.
- (2) Necessary system hardware and software and data base equipment.
- (3) Personnel expenses, including wages, benefits, training, and continuing education, only to the extent reasonable and necessary for the provision and maintenance of:
 - (A) the statewide 911 system; or
 - (B) a wireline enhanced emergency telephone system funded under IC 36-8-16 (before its repeal on July 1, 2012).
- (4) Operational costs, including costs associated with:
 - (A) utilities;
 - (B) maintenance;
 - (C) equipment designed to provide backup power or system redundancy, including generators; and
 - (D) call logging equipment.
- (5) An emergency notification system that is approved by the board under section 40 of this chapter.
- (6) Connectivity to the Indiana data and communications system Indiana Code 2015 (IDACS).
- (7) Rates associated with communications service providers' enhanced emergency communications system network services.
- (8) Mobile radio equipment used by first responders, other than radio equipment purchased under subdivision (9) as a result of the narrow banding requirements specified by the Federal Communications Commission.
- (9) Up to fifty percent (50%) of the costs associated with the narrow banding or replacement of radios or other equipment as a result of the narrow banding requirements specified by the Federal Communications Commission.

(b) A PSAP may not use a distribution from a county under this chapter for the following:

- (1) The construction, purchase, renovation, or furnishing of PSAP buildings.
- (2) Vehicles.

(c) Not later than January 31 of each year, each PSAP shall submit to the board a report of the following:

- (1) All expenditures made during the immediately preceding calendar year from distributions under this chapter.
- (2) Call data and statistics for the immediately preceding calendar year, as specified by the board and collected in accordance with any reporting method established or required by the board.
- (3) All costs associated with dispatching appropriate public safety agencies to respond to 911 calls received by the PSAP.

(4) All funding sources and amounts of funding used for costs described in subdivision (3).

(d) The state board of accounts shall audit the expenditures of distributions under this chapter by each PSAP that receives distributions under this chapter. In conducting an audit under this subsection, the state board of accounts shall determine, in conjunction with the board, whether the expenditures made by each PSAP are in compliance with subsections (a) and (b). The board shall review and further audit any ineligible expenditure identified by the state board of accounts under this subsection or through any other report. If the board verifies that the expenditure did not comply with this section, the board shall ensure that the fund is reimbursed in the dollar amount of the noncomplying expenditure from any source of funding, other than a fund described in subsection (e), that is available to the PSAP or to a unit in which the PSAP is located.

(e) A distribution under section 37(a)(2) of this chapter must be deposited by the treasurer of the county in a separate fund set aside for the purposes allowed by subsections (a) and (b). The fund must be known as the _____ (insert name of county) 911 fund. The county treasurer may invest money in the fund in the same manner that other money of the county may be invested, but income earned from the investment must be deposited in the fund set aside under this subsection.

Indiana Code 2015

(f) Not later than November 1 of each year, the board shall provide in an electronic format under IC 5-14-6 to the general assembly the information submitted under subsection (c)(3) and (c)(4).

As added by P.L.132-2012, SEC.20. Amended by P.L.157-2015, SEC.12; P.L.181-2015, SEC.51.