



2018

Interoperability Assistance Program

Tarrant County 9-1-1 District
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FY2018 RADIO ASSISTANCE PROGRAM

This Tarrant County 9-1-1 District (TC9-1-1 or District) policy establishes the guidelines to be used by Member Entities (entity) in seeking reimbursement of allowable P25 radio Interoperability expenses. This is a “Use It or Lose It” policy – individual allocations may not be carried over from year to year.

In compliance with applicable State laws, this is a prospective policy. No previously purchased items or services will be considered for reimbursement. All expenses must be approved by TC9-1-1, in advance, to receive reimbursement. All applicants must demonstrate that they have an interoperability plan utilizing the SAFECOM guidelines. All approved expenses must facilitate regional interoperability. Each applicant will be asked to certify that their request improves the ability to communicate with neighboring jurisdictions.

Radio Allowable Expenses

TC9-1-1 will provide reimbursement for Allowable Expenses subject to availability of funds, entity allocations and annual appropriation. Therefore, this program may or may not be funded in this or any other manner in subsequent years.

Allowable Expenses are determined by the District Board of Managers (Board) and reviewed annually. An up-to-date list of Allowable Expenses is in Attachment 1 of this policy.

Application for Funding

Entities may submit an *Application for Funding* consisting of the expenditures the entity is requesting. Separate *Applications for Funding* may be submitted for each project, or the entity may submit a single consolidated annual request. All applications must be received by June 30th.

Application Instructions

Applications will only be accepted via an “on-line” process. From the District’s website (www.tc911.org) hover over the “WHAT WE DO” tab. From the drop down menu, click “REGIONAL RADIO SYSTEM”, and then click the “Radio Assistance Program” link. If you have not already created an account, please do so at this time.

Once you have successfully created an account, click on “Apply”, then “Radio Assistance Program - FY2018”. Complete the application and upload your documentation where indicated.

The applicant must be authorized by their entity to complete the *Application for Funding*.

Approval Process

All expenses must be approved by TC9-1-1, in advance, to receive reimbursement.

After receipt of the Request, the Technical and/or Funding Committees of the Board will review each application. The entity may be requested to provide additional information to clarify specific line items of the funding request. The Committee(s) will initially determine the eligibility of any particular cost item. The Committee(s) will advise the entity of any costs that are considered ineligible, and request that the application be amended.

At the next meeting of the Board, the Committee(s) will report to the Board and recommend approval of the funding request (as amended, if necessary). The program manager will subsequently notify the entity of the dollar amounts approved.

If the entity wishes to appeal the Committee designation of ineligible costs, they should make a formal appeal to the Board, addressed to the Chair. The appeal should be provided in writing; a representative of the entity may also choose to make a live presentation of their justification at a Board meeting. The full Board will review the specific appealed claims for reimbursement and make a final determination of reimbursement eligibility. Arrangements for a Board Presentation should be made in advance to allow for scheduling and required public notice.

Disbursement Process

All expenses must be approved by TC9-1-1, in advance, to receive reimbursement.

Once a project is completed, entities requesting reimbursement are required to submit a written *Reimbursement Request* to the program manager, and must use the form provided by the Board. This will also be an on-line process. After logging in, click on the application you are requesting a reimbursement for and provide the required information. Be sure to include a paid invoice and other necessary information. All requests for reimbursement must be received by August 31st.

Reallocation of unused funds

On or about July 1st, the committee(s) may reallocate any remaining funds. Based on the level of unused funds available, the committee(s) may request additional applications. Additionally, the committee(s) may recommend that any remaining funds be “rolled” into a subsequent year’s program allocation.

Reconciliation Process

The Board may conduct an annual reconciliation for each entity that submits a Funding Request and receives payments. If warranted, the reconciliation will be conducted in the first quarter of each fiscal year and will cover the immediate past fiscal year.

The purpose of the reconciliation is to review Monthly Recurring Costs and to understand any increase in recurring costs, as well as to identify any opportunities for consolidation of cost centers.

Amendments to Procedures

The Board reserves the right to adopt amendments to the funding procedures and application forms as may be necessary, with or without notice. Entities are encouraged to suggest changes and improvements they feel may be appropriate to improve these procedures or the program.

ATTACHMENT 1

Radio Interoperability Assistance Program Allowable Expenses FY2018

- Recording system upgrades required as a result of converting to P25 and maintenance costs
- P25 radio related Professional Services
- P25 radio related Maintenance Contracts
- Backup power support for P25 radio infrastructure
 - Uninterruptable Power Supply (UPS)
 - Generator
- P25 radio related connectivity
- P25 user and connectivity fees
- P25 portables, mobiles and dispatch consoles (Must include TDMA capability)
- P25 infrastructure (New sites or the maintenance of existing sites)
- RF amplification system on an interoperable system (with proper documentation)