

March 2017

Updated November 2018

Updated May 2020

Updated August 2021

Updated March 2023

In Fiscal Year 2016, a fund was established within the 911 operating surplus (Fund 0046, Unit 0006). The governing code of this section reads as follows:

The program manager, in consultation with the 911 communications council, shall allocate an amount, not to exceed one hundred thousand dollars per fiscal year, for the development of public awareness and educational programs related to the use of 911 by the public, educational programs for the personnel responsible for the maintenance, operation, and upgrading of local 911 systems, and the expenses of members of the 911 communications council for travel, monthly meetings, and training, provided, however that the members have not received reimbursement funds for such expenses from another source.

Therefore, it is the joint policy of the HSEMD 911 Program and 911 Communications Council that the use of this fund be considered in the following priority order:

1. Council travel
2. Public education
3. Training

1. The criteria for council travel will follow all DAS and HSEMD policies and procedures.
2. The criteria for public education are as follows:

Priority of the public education funds will go towards projects with a statewide focus. This includes the establishment and maintenance of a statewide 911 website. Secondary consideration will also be given to public education projects with a regional or multi-county scope.

3. The criteria for training are as follows:

The training session must consist of personnel from multiple PSAPs to the benefit of multiple PSAPs. The training must be available for open registration and approved by 911 Council and HSEMD in advance of any contractual relationship being established. It is further adopted that “educational programs for the personnel responsible for the maintenance, operation, and upgrading of local 911 systems” specifically not provide funding for initial telecommunicator or mandatory continuing education training, but rather training only be considered for “over the top” training.

Training courses will be limited to two offerings within the same HSEMD district during a fiscal year and will be considered on a first come first serve basis. If more training is requested than funds available during a given month, the 911 Council, along with the program manager may prioritize the funding as they see fit.

Training should be planned to accommodate more than 10 participants. Training not meeting the minimum number of registrants (10) should be communicated to the program manager and then rescheduled or the funds released. Agendas and sign-in sheets are required in order to seek reimbursement.

The training must primarily be focused on Iowa-based personnel. Non-Iowa students can be considered if the following criteria are met

- A. The minimum amount of attendees has been met with Iowa students
- B. The cost of the course does not increase based on the number of students, or the non-Iowa student pays their own costs
- C. If there is a maximum amount of attendees, Iowa students are given a preference.

Beginning with training funds approved for FY 2021 (July 2020), training requests will be approved with a 10% cost share. The hosting agency can determine how to fund the 10%, and can include the agency covering that portion itself, or requiring participants to pay a registration fee. The 10% cost share will not be required for APCO and NENA conferences, or the Iowa Law Enforcement Academy.

All requests must be placed on the 911 Council Agenda, and approved by the Council.