



# ALABAMA 911 BOARD

**September 21, 2021**  
**Talk About It Tuesday!**



@alabama911board



Alabama 9-1-1 Board



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<http://al911board.com>



# Introduction & Contact Information

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Agenda

September 21, 2021

# Legacy 9-1-1 Cost Reimbursement Program



# Reimbursement Eligibility

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For an ECD to be eligible for legacy 9-1-1 cost reimbursement, the following criteria must be met:

- They must be recognized as a validly formed Alabama ECD at the time of submission
- The PSAP(s) for which they are requesting the reimbursement for must be migrated onto ANGEN



# Required Documentation

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- Complete telephone bills that include the legacy 9-1-1 charges incurred by the ECD
  - We will not reimburse for administrative phone service, CPE or other vertical software services, internet service, taxes, or late fees
  - Even if any of the pages are blank or filled with unimportant information, it must be included
- Proof of payment for each telephone bill submitted with the reimbursement request. This can be a bank statement, copy of the check, ACH receipt, etc.



# How do I request reimbursement?

1. Go to the ECD Legacy 9-1-1 Cost Reimbursement webpage on the Board's website, <https://www.al911board.com/professionals/ecd-legacy-9-1-1-costs-reimbursement>
2. Click on the Legacy 9-1-1 Cost Reimbursement Form link to be redirected to the online form
3. Enter the date, ECD name, and contact information at the top of the form
4. Select the months to be included in the request submission. (You must include all three months of any quarter you select.)
5. Upload all required supporting documentation for the request submission *(the form supports a wide variety of file types but there is a 10 file and/or 20mb capacity)*

The screenshot shows the 'Legacy 9-1-1 Reimbursement Request Form' from the Alabama 911 Board. The form includes the following sections and annotations:

- Submission Date:** Points to the 'Date' input field.
- ECD Name:** Points to the 'Emergency Communications District (ECD):' dropdown menu.
- Contact Information:** Points to the 'First Name\*', 'Last Name\*', 'Phone\*', and 'Email\*' input fields.
- Quarter/Month Selector:** Points to the grid of checkboxes for selecting quarters and months.
- File Attachment Area:** Points to the 'Attach all supporting documentation...' section with a file upload icon.

Additional form details include the Alabama 911 Board logo, the instruction 'Fill out this form completely. You will need to attach your complete phone bills as supporting documentation.', and a 'Submit' button at the bottom.



# Helpful Hints for Submitting

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- If your attachment files are too large for the form upload (greater than 10MB):
  - Download the bill directly from your online account on the service provider's website
  - Change the settings on your scanner or copier to produce a smaller file size or to scan in black and white
  - Use a free PDF compression tool online
    - [www.adobe.com/acrobat/online/compress-pdf.html](http://www.adobe.com/acrobat/online/compress-pdf.html)
    - [www.smallpdf.com/compress-pdf](http://www.smallpdf.com/compress-pdf)
  - If your file size is still larger than what the form will accept, attach as much as you can to the form and email the rest to [Michelle](#).
  
- Acceptable proof of payment:
  - A copy of the check used (might be available within your monthly bank statement)
  - The pages from your monthly bank statement containing the debits (please highlight or otherwise indicate the exact debit)
  - ACH receipt
  
- Review the webform contents for completeness and attachments to ensure all required documentation is present (complete phone bills and acceptable proof of payment) prior to clicking the submit button



# What happens after you hit submit?

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- Michelle receives a notice there is a document for review. She reviews the submission for completeness. If there is a deficiency, she notifies you with details of what is missing.
- Once all the necessary documents are submitted, Adam reviews the bills for legacy costs and notes the costs for each bill on the submission form.
- When Adam has completed his review, Michelle verifies the legacy cost amount for each bill. She then submits an invoice to Leah from the submission form. Leah reviews the invoice, approves it, and sends it to Ron for payment. Ron pays out the approved amount on the last day of each month via ACH.
- Once Ron has sent payment, Michelle sends a copy of the approved invoice indicating the amount being paid via email to the address on the submission form. If your accounting/finance department needs a copy of this approval, you will need to forward it to them.





# Submission Calendar

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- You may submit for any previous quarter. You can request more than one quarter at a time, but your submission must contain all bills for each quarter requested.
- The reimbursement will be issued at month's end for those requests received by the monthly due date, as reflected in the table to the right
- We will not accept submissions for a duration less than quarterly; you will be asked to resubmit with any other additional information needed
- Reimbursements will be issued via ACH separately from an ECDs monthly fee distribution
- The deadline for FY2021 submission is December 10.  
**NO LATE SUBMISSIONS WILL BE ACCEPTED.**

Service Period Starting Month	Due by	Reimbursement Issued by
October 1-December 31	October 10	October 31
January 1-March 31	November 10	November 30
April 1-June 30	<b>December 10</b>	December 31
July 1-September 30		

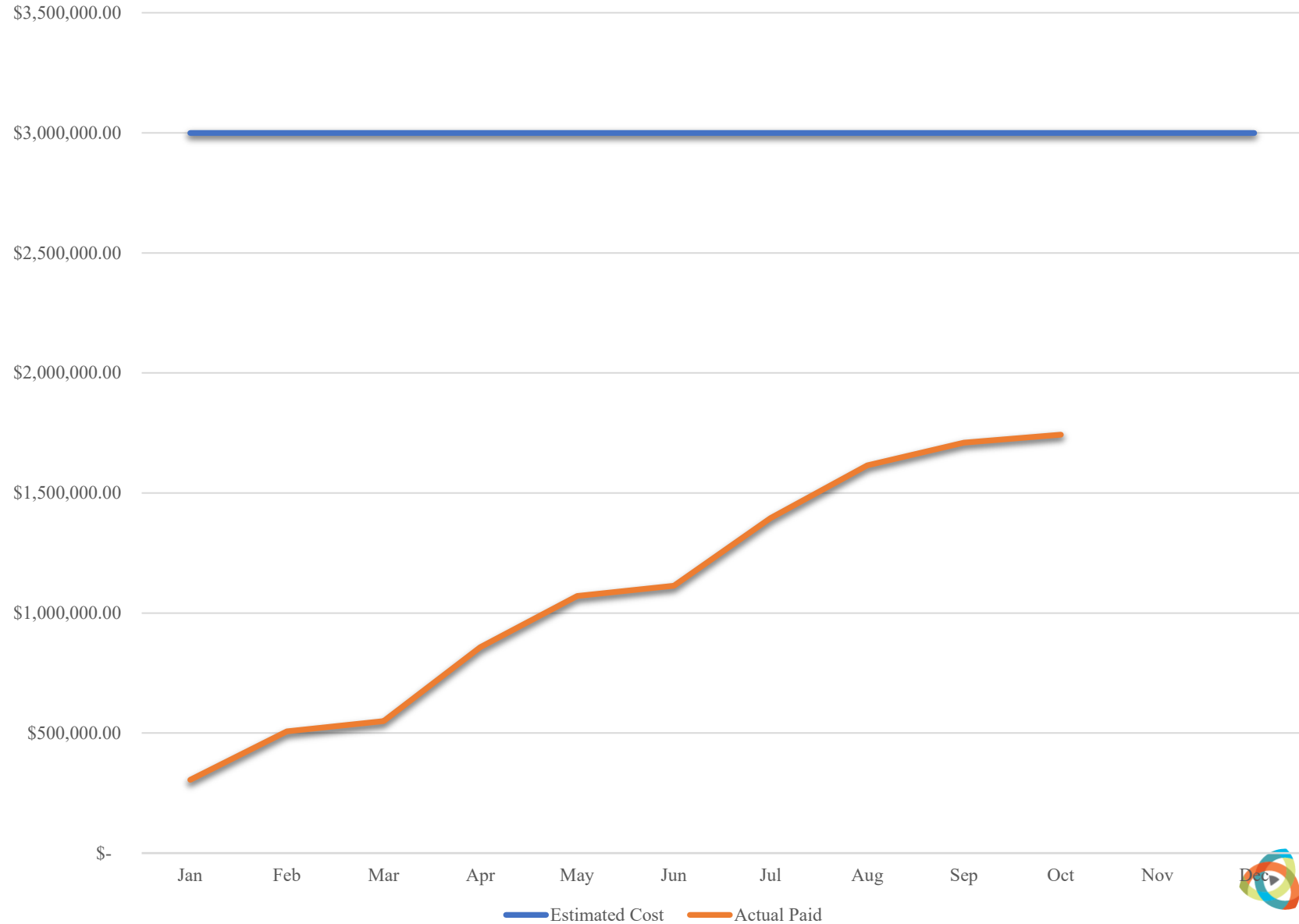


# Legacy Reimbursement

Final Deadline – December 10, 2021

	Q1 ECDs	Q2 ECDs	Q3 ECDs	Q4 ECDs
Jan	18			
Feb	19			
Mar	5	2		
Apr	2	23		
May	4	16		
Jun	1	5	1	
Jul	1		20	
Aug	2	2	18	
Sep	3	4	8	1
Oct	1	1	1	3
	55	53	48	4

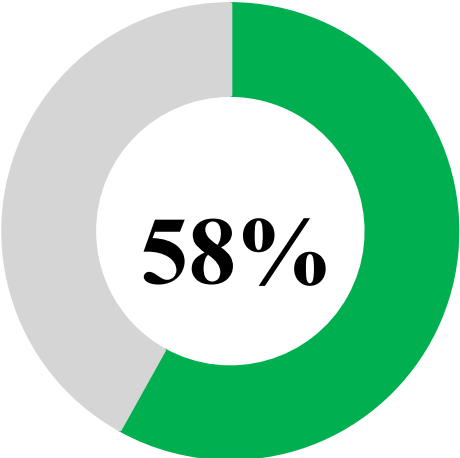
## Legacy Cost Reimbursement: Estimated vs Actual (through 9/20/2021)



# Legacy Costs Reimbursement

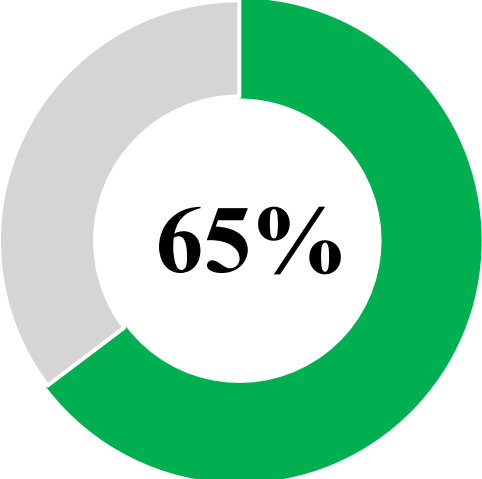
Final Submission  
Deadline for  
FY2021 Bills –  
December 10, 2021

Percentage of Funds Claimed



- Funds Claimed = \$1,742,656.51
- Funds Remaining = \$1,257,343.49

Percentage of District Participation



- Number of Districts Participating = 55
- Number of Districts Not Participating = 30



# Will the program continue for FY2022?

Yes. At the September Board Meeting last week, the Board voted to continue the program for FY2022. On January 1, 2022, we will begin accepting requests for quarter one of FY2022. The submission deadlines and reimbursement dates will stay the same as shown in the table to the right. This is a dollar-for-dollar reimbursement for your District.

Service Period Starting Month	Due by	Reimbursement Issued
October 1-December 31	January 10	January 31
	February 10	February 28
	March 10	March 31
January 1-March 31	April 10	April 29
	May 10	May 31
	June 10	June 30
April 1-June 30	July 10	July 29
	August 10	August 31
	September 10	September 30
July 1-September 30	October 10	October 31
	November 10	November 30
	December 10	December 30



# Questions

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