



***Cal* OES**

**GOVERNOR'S OFFICE
OF EMERGENCY SERVICES**

California 9-1-1 Branch Annual Training Allotment Overview

Fiscal Year 2024/2025

Annual Training Allotment (ATA)

Objective

Cal OES allocates ATA funding to support the professional development of personnel across California's Public Safety Answering Points (PSAPs).

Annual Training Allotment (ATA)

Funding Levels

Funding Level	ATA Before One-Time Increase	ATA After One-Time Increase of 50%
Two	\$10,000.00	\$15,000.00
Three	\$15,000.00	\$22,500.00
Four	\$20,000.00	\$30,000.00
Five	\$25,000.00	\$37,500.00

Each Public Safety Answering Point and County Coordinator receives an Annual Training Allotment.

Funding cycle resets at conclusion of each State fiscal year (July 1 through June 30).



Annual Training Allotment (ATA)

Funding Levels: FAQs

Q: How are funding levels determined?

A: Funding levels are based on the three highest call volume months from the past 18 months.

[Chapter III Funding, Page 9](#)

Q: Do unused funds carry over to the next fiscal year?

A: No, the unspent ATA balance does not carry over to the next fiscal year.

Q: Does the one-time ATA increase apply to FY 2025/2026?

A: No, funding will revert to its previous amount.

[One-Time ATA Increase Notice \(2024-2025\)](#)

Annual Training Allotment: Course Approval

Branch Notices

[CA 9-1-1 Notices](#) contains a list of pre-approved events (courses, conferences, seminars) that are eligible for ATA reimbursement.

Requesting ATA approval for event not listed on [CA 9-1-1 Notices](#)?

Send a flyer of the prospective event to Janee Dabrowski
Janee.Dabrowski@CalOES.ca.gov for confirmation on ATA reimbursement eligibility.

Event Requirements for ATA Approval

- Located in California
- Support PSAP operations
- Must be POST Plan N/A (not reimbursable through POST)

ATA Reimbursement

Requirements


Reimbursements are processed using the PSC-290 and PSC-290A reimbursement claim forms. Claims can be submitted by mail or email, with email being the preferred method for more direct communication.

All documentation must be combined into a single PDF, organized in the order listed below, and submitted to the reimbursement claims coordinator.


1. A [PSC-290 form](#) is required for all ATA reimbursement claims.
2. Additionally, a [PSC-290A form](#) must be completed along with the PSC-290 form if requesting reimbursement for mileage and/or wages.
3. Must provide proof of payment/supporting documentation for all itemized reimbursement requests.

PSC-290 Reimbursement Form

Step-by-step instructions located on page 2 and 3 of [PSC-290 form](#)



STATE OF CALIFORNIA
CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES
REIMBURSEMENT CLAIM
OES-PSC-290 (Rev. 11-2022)



LOGISTICS MANAGER/BRIEF
PUBLIC SAFETY COMMUNICATIONS

Public Agency: _____ Accounts Payable Name and Address _____
 Address: _____
 City, State, Zip: _____
 PSAP Manager: _____
 E-mail Address: _____
 Phone Number: _____
 Fax Number: _____

Type of Reimbursement Claim: *All reimbursement claims must be submitted no later than ninety (90) calendar days after the close of the State fiscal year in which funds have been expended.*

Annual Training Allotment - CC Annual Training Allotment - PSAP
 I have attended and participated in the training event.
 Must check if filing Annual Training Allotment (ATA) claim

CPE Equipment County Coordinator Expenses Education Materials
 CPE Maintenance County Coordinator Task Force Other: _____

Description of equipment and services being submitted for reimbursement in accordance with CA 9-1-1 Branch Operations Manual, Chapter III (Rev. 2014):

Please provide itemized, detailed receipt copies for each person named as a claimant and item claimed	Issued by the CA 9-1-1 Branch	Please provide date range(s)	Amount claimed per item description	CA 9-1-1 Branch Use Only
Description	Tracking#	Time Period of Claim	Total Cost Per Item	Amount Approved
REIMBURSEMENT CLAIM TOTAL			-	\$0.00

I declare under penalty of perjury that the amount requested for each reimbursement is correct and is a legitimate claim for reimbursement from the CA 9-1-1 Branch, State Emergency Telephone Number Account.

FINANCIAL OFFICIAL AUTHORIZED TO SIGN FOR PUBLIC AGENCY <small>(other than claimant named for reimbursement)</small>	Name: _____	Title: _____
	Signature: _____	Date: _____
	Address: _____	
	Email: _____	Phone: _____

CA 9-1-1 Branch Use Only

RECOMMENDED APPROVAL	PSAP Code	Date	APPROVED BY	Date

PCA: 17000	Fiscal Year: _____	Approved Amount: _____
Index: 7350	Object Code: 702	Approved By: _____
	Vendor Number: _____	Date: _____

Reimbursable Expenses

Expenses covered under ATA:

Expense Type	Receipt/Documentation Required	Description
Hotel	Invoice	Must come directly from the establishment
Event Registration	Invoice	Certificate of completion also required for courses
Wages	PSC-290A form	Maximum of 8 hours per day (overtime rates not reimbursable)
Mileage	PSC-290A form and Google Maps route	Personal vehicle mileage reimbursed at \$0.70 per mile
Parking	Receipt	Self-parking only, valet not reimbursed
Transportation	Receipt	Includes airfare, car rental, gasoline for rental, train, toll, shuttle, taxi, rideshare
Meals	N/A	Up to rate limit B: \$16 L: \$19 D: \$28 I: \$5

Travel arrangements made through third party apps (Priceline.com, Hotels.com, Expedia, etc.) will not be reimbursed.

Proof of payment must show zero-dollar balance or payment method and amount.

Reimbursable Expenses

Update: Travel Reimbursement Rates

Per Mile	Rate
7/1/2024	.70 Cents

M&EI Total	Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel
Up to \$68	\$16	\$19	\$28	\$5	Up to \$51

When travel status is		Maximum reimbursement for actual expenses is
More than 12 but less than 24 hours		Up to 75% of the applicable M&IE standard rate for each calendar day in a travel status.
24 hours or more, on	The day of departure	Up to 75% of the applicable M&IE standard rate.
	Full days of travel	Up to 100% of the applicable M&IE standard rate.
	The last day of travel	Up to 75% of the applicable M&IE standard rate.
Travel less than 12 hours		Not Eligible for M&IE reimbursement

[Travel Reimbursements Rates](#)



Reimbursement Policy

All reimbursement claims must be submitted on an annual, semi-annual, or quarterly basis each fiscal year (July 1 through June 30) and must be submitted no later than ninety (90) calendar days after the close of the fiscal year (September 30) in which funds have been expended.

[Chapter III Funding, Page 28](#)

Additional Funding

9-1-1 Education Funding Policy

Emergency Number Professional and Center Manager Certification Program

The Emergency Number Professional (ENP) certification program and Center Manager Certification Program (CMCP) recognize leaders in the 9-1-1 profession by promoting comprehensive mastery of the emergency number program management knowledge base. Both the ENP certification and CMCP encourage professional growth and may be required for management positions within the PSAP community. PSAPs may be eligible for reimbursement of study materials, courses, training guides, practice exams, and the ENP certification exam fee for PSAP personnel that successfully complete the ENP certification process. PSAPs may be eligible for enrollment fees and in State travel expenses for the CMCP course. PSAP Funding will follow the defined Reimbursement Claim Process, Other 9-1-1 Services process and must be accompanied by a copy of the CMCP or ENP certification showing successful completion of the program.

[Chapter III Funding, Page 12](#)

Different fund source, will not be deducted from ATA

Resources and Reference Links

<https://www.caloes.ca.gov/wp-content/uploads/PSC/Documents/Operations-Manual-Chapter-III-Updated-6.24.pdf>

<https://www.caloes.ca.gov/wp-content/uploads/PSC/Documents/One-Time-Annual-Training-Allotment-Increase-Fiscal-Year-2024-2025.pdf>

<https://www.caloes.ca.gov/office-of-the-director/operations/logistics-management/public-safety-communications/ca-9-1-1-emergency-communications-branch/ca-911-notices/>

<https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.caloes.ca.gov%2Fwp-content%2Fuploads%2FPSC%2FDocuments%2FOES-PSC-290-Reimbursement-Claim-complete.xlsx&wdOrigin=BROWSELINK>

<https://www.caloes.ca.gov/wp-content/uploads/PSC/Documents/OES-PSC-290A-Reimbursement-Claim-Support.pdf>

<https://www.calhr.ca.gov/employees/Pages/travel-reimbursements.aspx>

Contact

Reimbursement Claims Coordinator

Dylan.Crane@CalOES.ca.gov

916-894-5025

Thank You

Questions, Comments, Concerns?