



# NM911 Program

## 911 Related GIS Guidance

**Statutory Reference:** [N. M. S. A. 1978, § 63-9D-4](#)

**Rule:** [NMAC 10.6.2.10.A. DATABASE DEVELOPMENT REQUIREMENTS](#)

**Rule:** [NMAC 10.6.2.11.E. Funding, Eligible costs](#)

**The E-911 statute requires a local governing body in an enhanced 911 service area to provide GIS addressing and digital mapping data to the PSAP that provides the E-911 service to the local governing body. The E-911 fund can cover course registration fees and related travel expenses for GIS training courses. Costs for addressing including equipment and labor may be funded based upon demonstrated need and the availability of funds. Demonstrated need may include the maintenance on all software that the GIS / rural addressing departments use to create data for the PSAPs.**

All PSAPs shall conduct a yearly review of the MSAG, ALI, and GIS databases to ensure the data in these documents is accurate and synchronized, pursuant to [NMAC 10.6.2.10](#). The division requires that all municipal and county PSAPs maintain accurate MSAG, ALI and GIS databases. The MSAG and ALI must be maintained at 96% or higher accuracy.

All GIS Data Providers must submit their GIS data through the Data Portal at [NM911.org](#).

EDAC provides Error and Omissions Reports and standardization of GIS data schema to NM911 Data Model in order to build and deploy NM911 Database for transition to NG-911. EDAC also provides MSAG and ALI Comparison Reports to assist with database accuracy requirements.

**The process to utilize your NM911 GIS funds can be broken down into two phases:  
Pre-Approval and Reimbursement**

### Pre-Approval Phase

1. PSAP Manager should work with the local GIS Data Providers within their PSAP boundary to identify GIS needs.
  - a. GIS data providers can also elevate their needs by contacting their PSAP Director and/or NM911 Program Manager to request budget status and begin the conversation for pre-approval.
  - b. EDAC offers GIS analysis and product services. The NM911 contract includes a special project budget.
2. Submit email to NM911 Program Manager for pre-approval. (training vs. GIS vs. special project)
  - a. Training approval should include cost, personnel attending, date of course, and vendor.
  - b. GIS budget approval should detail how the request is 911 related.
    - Attachments to the email should include quote, PO and course flyer, if applicable.
3. NM911 Program Manager will review request for completeness, budget sufficiency, and program compliance.
4. NM911 Program Manager will provide pre-approval via email with a budget tracking spreadsheet.
5. PSAP will coordinate with fiscal agent to procure training and complete expenditure. Pre-approval provides assurance that funding is secured against your NM911 Grant Agreement.

### Reimbursement Phase

1. Submit Reimbursement via e-mail to NM911 Program Manager.
  - a. Request should be in memo format on fiscal agent letterhead and signed by grantee representative.
  - b. Request should detail total amount being requested for reimbursement.
  - c. Attach supporting documentation: invoice, proof of payment, and proof of course completion
1. NM911 Program Manager will review and process for reimbursement. Reimbursement should be received within 30 days of Program Manager receiving a complete reimbursement packet.

**\*Reimbursement requests submitted without the required pre-approval or proof of course completion will be evaluated on a case by case basis and may not be reimbursed.**

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