

SIRN Radio Reimbursement Instructions

New Reimbursement Form

Starting immediately, we will be utilizing a new reimbursement form. The new form is generally the same. Other than looking differently, only five radios can be submitted at one time. If you have more than five radios, another form needs to be completed along with attaching the documents again to each submission.

Take Note of Important Deadlines:

- *Order date of radios MUST be ON or Before **March 31, 2025***
- *Reimbursement Application/Documents MUST be submitted BY **January 31, 2025***

Steps / Procedures for Applying for Reimbursement

1. Populate the [SIRN Radio Reimbursement Survey](#)
2. Once Completed, you will be given a URL for the electronic SIRN Reimbursement Form (save this link in your bookmarks). If you do not save the link, contact ndsirn@nd.gov.
3. While filling out the electronic radio reimbursement form you will be asked to fill out the following information:

- a. Select Tier:

Regardless of purchase dates, estimated timeline for reimbursement submissions are as follows, unless SIEC adjusts the reimbursement periods (SIEC will review policy annually):

Tier 1 / Priority 1 – Reimbursement submissions preferred by **January 2023**

Tier 2 / Priority 2 – Reimbursement submissions between **February 2023 – January 2024**

Tier 3 / Priority 3 – Reimbursement submissions between **December 2023 – May 2024**

Tier 1/Priority 1 – An agency to include any city, county, political subdivision, privately held or non-profit that responds to incidents that pertain to health, safety, and protection of life. Some of the agencies to include, but not limited to are: law enforcement, corrections, fire, emergency medical services, ambulance services, hospital or trauma centers, air medical, emergency operations centers, and emergency managers.

Privately Held and/or Non-profit reimbursements will be evaluated on a case-by-case basis for eligibility as a Tier 1/ Priority 1 agency.

Tier 2/Priority 2 – An agency to include any city, county, and political subdivision that deals with non-mission critical public services. Some of the agencies to include, but not limited to are: public works, highway/street departments, public health, city/county coroner's office.

Tier 3/Priority 3 – An agency to include any city, county, political subdivision, and non-profit that deals with education, transportation, and parks and recreation and all other not listed in tiers 1 and 2.

- b. Enter Tax ID Number – If your agency does not appear in the “Agency Name” you must reach out to ndsirn@nd.gov to let us know. We will need a copy of your W-9 and the Agency Name you are supposed to be seeing. We will reach back out to you as soon as possible.

If your agency name appears you will continue to enter Agency Info (address, phone, contact name, and email address).

- c. Purchase Date of Radios
 - d. Radio Manufacturer
 - e. Radio Model Number
 - f. Whether it is 800Mhz or not (it must be in order to be reimbursed)
 - g. Radio Serial Number
 - h. Agency Type (Must be City/County Law Enforcement, Fire, or EMS)
 - i. Invoiced Cost per radio
 - j. Reimbursement Amount Requested (Max. \$1,500 per radio)
4. You will then have to attach the following support documents (These are required).
 - a. An invoice or quote that show the cost of the radios and their components.
 - b. A document with reference to the serial numbers of the radios. If these are reflected on your invoice, that is sufficient. If they are not on your invoice, you may need to look for a later invoice, packing slip, or reach out to your radio shop for documents that reference your serial numbers.
 - c. Proof of payment; this can be either a scan of the deposited check or a bank statement showing the payment has been completed. A “Paid” stamp on the invoice is not sufficient for this documentation requirement.

Note: It is easier to combine all documents into one file. If checks covered more than one invoice, please note what invoice numbers the checks paid for.

5. Once documents are attached, click submit.
6. After submission is made, your application will go through a review and approval process. Once approved you will be notified, and your reimbursement will be processed.
 - a. Your fiscal agent should receive the cost share in 4-6 weeks.

Note: If grants were used to purchase radios, please contact ndsirn@nd.gov prior to submission.