

PSAP GRANT PROGRAM GRANT EXTENSION REQUEST FORM

PURPOSE: The PSAP Grant Guidelines states that if a grant recipient has made a reasonable attempt to complete the project within the required time frame, but is unable to do so, an extension may be requested from the Board. All grant extension requests must be submitted to the Board (or their designee) no later than March 31 of the year that the grant is set to expire. A PSAP grant award will be eligible for only one grant extension, if approved by the Board. All grant extension requests must state the exact time line for completion of the project.

NOTE: If the date of completion extends beyond six months, the PSAP will need to make a formal presentation to the Grant Committee for consideration. As a condition of a Board approved grant extension, the award balance falls under the grant cash disbursement policy of reimbursement. This means that grantees must wait until services are performed or goods are received and the corresponding invoices are received and/or paid in order to recover costs.

PSAP Name (or Host PSAP): Montgomery/Blacksburg/Christiansburg		GRANT ID (if known or applicable): 135
Project Name: Geospatial data integration & automation for Montgomery Co. Regional 911 Center		Fiscal Year Awarded: 2013
Original Amount Awarded: \$148,100	Amount Draw Down to Date: \$46,638	
Grant Extension Time Frame Needed to Resolve Issues Affecting Project's Completion or Implementation: July 1, 2015		

OUTSTANDING ISSUES: Please describe the outstanding issues affecting the completion or implementation of the project, providing details that the Board needs to be aware of in consideration of this grant extension request.

The Regional 911 Center will not be ready for occupation by the NRV Emergency Communications Regional Authority until July 2015. To meet the grant's end of funding date of June 30th, 2014 would require us to acquire, temporally install and configure the necessary information technology and application software 6 to 9 months early. Our original plan was to acquire the information technology and software as close as possible to the Authority's actual use date. Early acquisition will also result in duplicated installation costs as well as starting our technology and software maintenance much earlier than required.

PROJECT STATUS: For each applicable phase, please indicate the original estimated completion date and the current estimated or actual completion date. (Date Format – mm/dd/yy)

PROJECT PHASE	COMPLETION DATE (ORIGINAL ESTIMATE)	COMPLETION DATE (ACTUAL OR REVISED ESTIMATE)
<input checked="" type="checkbox"/> INITIATION (Project approved by appropriate stakeholders)	12/20/11	12/20/11
<input checked="" type="checkbox"/> DESIGN/PLANNING (Project, system, or solution requirements are developed)	05/01/12	09/16/13
<input type="checkbox"/> ACQUISITION (Selected system or solution is procured)	08/01/12	09/16/13
<input type="checkbox"/> IMPLEMENTATION (Selected system or solution is configured and installed)	11/01/12	12/30/14
<input type="checkbox"/> TESTING/COMPLETION (Selected system or solution is tested and put in production)	02/01/13	06/30/15
<input type="checkbox"/> PROJECT/GRANT CLOSED (Project or grant has been closed by submittal of all invoices or other payment documentation supporting the amount drawn down AND a final Financial and Programmatic Report has been submitted) NOTE: Once project or grant is closed, any outstanding balance on the grant award will be closed and returned to the fund. If this phase is selected, the person completing this form must sign at the end of this form certifying the project or grant is closed.	06/30/14	07/30/15
<input type="checkbox"/> DECLINED GRANT AWARD (PSAP is unable to utilize grant award) NOTE: Once grant is declined, the grant award will be closed and award amount returned to the fund. If this phase is selected, the person completing this form must sign at the end of this form certifying the project or grant is closed.	MM/DD/YY	MM/DD/YY

GRANT EXTENSION REQUEST SUBMITTED BY:

Name/Signature: Robert J. Pearsall 	Title: GIS Manager
Contact #: (540) 394-2148 pearsallrj@montgomerycountyva.gov	Date: March 18, 2014

PHASE

SAMPLE ACTIVITIES

INITIATION

(Project approved by appropriate stakeholders)

- Project concept is documented
- Local Board or governing authority approval or endorsement is received
- PSAP grant application is filed
- Local budgets are obtained
- Appropriated grant funds are approved
- Budgetary estimates are obtained

DESIGN/PLANNING

(Project, system, or solution requirements are developed)

- Requirements are documented
- Components to be purchased are identified
- General design is documented

ACQUISITION

(Selected system or solution is procured)

- RFP (or other bid related processes) are drafted
- Proposals are evaluated
- Contract is signed
- Purchase orders are issued
- Quotes are obtained/grant funds draw down

IMPLEMENTATION

(Selected system or solution is configured and installed)

- Purchased components are delivered and installed
- Training is performed

TESTING/COMPLETION

(Selected system or solution is tested and put in production)

- Performance of system/solution is validated
- System/solution goes "live"

PROJECT/GRANT CLOSED

(Project or grant has been closed by submittal of all invoices or other payment documentation supporting the amount drawn down AND a final Financial and Programmatic Report has been submitted)

- All invoices or other payment documentation has been submitted to the PSAP Grant Manager
- A final Financial and Programmatic Report has been submitted
- Signature has been provided on the final Financial and Programmatic Report

DECLINED GRANT AWARD

(PSAP is unable to utilize grant award)

- Local fund required to complete the project cannot be obtained
- Project was contingent upon another grant application award, which has been denied