

# PSAP GRANT PROGRAM FINANCIAL AND PROGRAMMATIC REPORT

**PURPOSE:** Grantees are required to report financial and programmatic information and data annually by March 31 of each grant year. A final financial and programmatic report is also required in conjunction with closing of a grant award. The final financial and programmatic report must also include how the Grantee met specific grant objectives set out in the grant award.

The PSAP Grant Committee will review all annual financial and programmatic reports. During the annual review, if it is determined that inadequate information has been provided, or adequate progress has not been made towards completion of the project since the initial grant award, the Committee may generate a letter of concern to the PSAP. This action will require a formal response and/or presentation to the Committee. If adequate progress has not been made, or project/financial reports have not been submitted as required, the Committee may recommend to the Board that a grant award be rescinded. If the Board approves the recommendation, or act at its own discretion, to rescind a grant award, the PSAP will be notified immediately in writing. Any part of the grant award that has not been drawn down will be returned and reallocated.

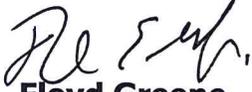
**NOTE:** If a grant extension is needed, the Grantee must complete and submit the Grant Extension Request Form. The FPR may not substitute for this form when requesting a grant extension. If the date of completion extends beyond six months, the PSAP will need to make a formal presentation to the Grant 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.

<b>PSAP Name (or Host PSAP):</b> Powhatan County Emergency Services		<b>GRANT ID (if known or applicable):</b> #79
<b>Project Name:</b> CPE – Additional Work Station		<b>Fiscal Year Awarded:</b> FY-2013
<b>Original Amount Awarded:</b> \$62,050	<b>Amount Draw Down to Date:</b> None	
<b>FUNDS EXPENDITURES:</b> Please describe how the expended funds met the grant objectives.  The intent of the grant to provide a 4 <sup>th</sup> work station in the PSAP remains the same. A 6 months extension is being requested in order to complete this project that is in progress.		

**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 type="checkbox"/> <b>INITIATION</b> (Project approved by appropriate stakeholders)	07/15/12	11/01/13
<input type="checkbox"/> <b>DESIGN/PLANNING</b> (Project, system, or solution requirements are developed)	08/15/12	04/15/14
<input type="checkbox"/> <b>ACQUISITION</b> (Selected system or solution is procured)	10/15/12	05/15/14
<input type="checkbox"/> <b>IMPLEMENTATION</b> (Selected system or solution is configured and installed)	12/15/12	07/15/14
<input type="checkbox"/> <b>TESTING/COMPLETION</b> (Selected system or solution is tested and put in production)	01/15/13	08/15/14
<input type="checkbox"/> <b>PROJECT/GRANT CLOSED</b> (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)  <b>NOTE:</b> 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.	MM/DD/YY	09/01/14
<input type="checkbox"/> <b>DECLINED GRANT AWARD</b> (PSAP is unable to utilize grant award)  <b>NOTE:</b> 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

**REPORT SUBMITTED BY:**

<b>Name/Signature:</b>  Floyd Greene	<b>Title:</b> E-911 Coordinator
<b>Contact #:</b> 804-598-5677	<b>Date:</b> 3/17/14

**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

# 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.

<b>PSAP Name (or Host PSAP):</b> Powhatan County Emergency Services		<b>GRANT ID (if known or applicable):</b> #79
<b>Project Name:</b> CPE – Additional Work Station		<b>Fiscal Year Awarded:</b> FY-2013
<b>Original Amount Awarded:</b> \$62,050	<b>Amount Draw Down to Date:</b> none	
<b>Grant Extension Time Frame Needed to Resolve Issues Affecting Project’s Completion or Implementation:</b> 6 months or less.		

**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.

This project originally supported a 2011 Powhatan County Capital Improvement Plan that was to renovate the lower area of the Powhatan Courthouse Building that houses the Powhatan PSAP. This expansion would have provided additional space in the PSAP for the fourth work station. In 2012 the expansion project was canceled along with most of the other Powhatan County CIP projects. We then began looking at other options to provide more space in the PSAP. The only workable solution is to expand our dispatch area into the existing adjacent dispatch equipment room.

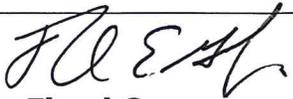
We have begun this project. We have obtained a quote to make the minor capital improvements needed to house a 4<sup>th</sup> work station in the equipment room and we have nearly finished with the design of the console equipment.

We expect that this project will be finished by June 30, 2014 but due to possible delays in the receipt and installation of the console equipment this extension is being requested.

**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 type="checkbox"/> <b>INITIATION</b> (Project approved by appropriate stakeholders)	07/15/12	11/01/13
<input type="checkbox"/> <b>DESIGN/PLANNING</b> (Project, system, or solution requirements are developed)	08/15/12	04/15/14
<input type="checkbox"/> <b>ACQUISITION</b> (Selected system or solution is procured)	10/15/12	05/15/14
<input type="checkbox"/> <b>IMPLEMENTATION</b> (Selected system or solution is configured and installed)	12/15/12	07/15/14
<input type="checkbox"/> <b>TESTING/COMPLETION</b> (Selected system or solution is tested and put in production)	1/15/13	08/15/14
<input type="checkbox"/> <b>PROJECT/GRANT CLOSED</b> (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)  <b>NOTE:</b> 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.	MM/DD/YY	09/01/14
<input type="checkbox"/> <b>DECLINED GRANT AWARD</b> (PSAP is unable to utilize grant award)  <b>NOTE:</b> 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:**

<b>Name/Signature:</b>  <b>Floyd Greene</b>	<b>Title:</b> <b>E-911 Coordinator</b>
<b>Contact #:</b> <b>804-598-5677</b>	<b>Date:</b> <b>3/17/14</b>

**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