

FY13

PSAP GRANT PROGRAM APPLICATION



VIRGINIA INFORMATION
TECHNOLOGIES AGENCY
Integrated Services Division
FY13



FY13 PSAP GRANT PROGRAM APPLICATION

HOW TO APPLY/DEADLINE

The grant application is available and accessible from VITA's Integrated Services Program's website

(<http://www.vita.virginia.gov/isp/default.aspx?id=8578>). Upon completion of the application, it is to be submitted to the PSAP Grant Manager, Lisa Nicholson, at lisa.nicholson@vita.virginia.gov. Any supporting documentation must also be submitted along with the application, including mandatory budgets for projects (if applicable).

After submission, the PSAP Grant Manager will assign a Grant ID and send an e-mail notification to the project contact e-mail address listed on the application received.

All funding requests must be submitted using the grant application. Technical assistance is available from VITA's Public Safety Communications (PSC) staff throughout the grant process. The FY13 PSAP Grant Application Cycle starts July 1, 2011 and concludes on October 31, 2011 at 5:00 pm.

ALL APPLICABLE SECTIONS MUST BE COMPLETED IN ITS ENTIRETY OR THE APPLICATION WILL BE CONSIDERED INCOMPLETE AND NOT ACCEPTED FOR CONSIDERATION.



FY13 PSAP GRANT APPLICATION

PROJECT TITLE

Chesapeake 9-1-1 Training Grant

GRANT APPLICANT PROFILE/PROJECT CONTACT

PSAP/HOST PSAP NAME: Chesapeake Police Communications

CONTACT TITLE: Lieutenant

CONTACT FIRST NAME: Gregory

CONTACT LAST NAME: Staylor

ADDRESS 1: 304 Albemarle Dr

ADDRESS 2: [Click here to enter text](#)

CITY: Chesapeake

ZIP CODE: 23322

CONTACT EMAIL: gstaylor@cityofchesapeake.net

CONTACT PHONE NUMBER: 757-382-8746

CONTACT MOBILE NUMBER: 757-240-1700

CONTACT FAX NUMBER: 757-382-6149

REGIONAL COORDINATOR: Lyle Hornbaker

HOST PSAP AND PARTICIPATING PSAPS/LOCALITIES

_____	_____
_____	_____
_____	_____
_____	_____

GRANT TYPE

Individual PSAP

Regional Initiative

Consolidation

Secondary Consolidation



GRANT PROGRAM TYPE

- Wireless E-911 PSAP Education Program
 Continuity and Consolidation Enhancement

TIER

- Out of Service Non-Vendor Supported*
 Technically Outdated* Strengthen
 Not Applicable

If technically outdated or non-vendor supported, application MUST include age and/or version of hardware/software.

VERSION: _____

YEARS of HARDWARE/SOFTWARE: _____

PROJECT FOCUS OTHER

If "Other" selected, please specify: To enhance the knowledge, skills and abilities public safety 9-1-1 communications professionals through 9-1-1 specific education and training.

FINANCIAL DATA

Amount Requested: \$ 20,000.00

Total Project Cost: \$ 20,000.00

STATEMENT OF NEED



This statement should reference the relationship to the current funding priorities established by the Grant Committee and include evidence of any financial need, along with additional information on the impact on operational services; consequences of not receiving funding; inclusion of project in a long-term or a strategic plan; and local sustainability:

This grant will provide needed funds to provide 9-1-1 personnel with 9-1-1 specific training from various vendors. If this grant is not approved, much of this training would not be possible, resulting in an inability to provide training to develop the knowledge, skills and abilities of numerous 9-1-1 employees. Our estimated training cost of \$20,000 is based on the number of authorized employees and normal cost for courses.

Describe how the grant will be maintained and supported in the future, if applicable.

N/A

COMPREHENSIVE PROJECT DESCRIPTION



WIRELESS E-911 PSAP EDUCATION PROGRAM GRANT REQUESTS ONLY:

Describe how the education/training is 9-1-1/public safety communications specific and how this will benefit E-911 and the employee(s) and/or PSAP.

N/A

FOR CONTINUITY AND CONSOLIDATION OR ENHANCEMENT PROJECTS:

Provide a thorough, concise, and complete description of the project, including an outline of the goals and objectives, implementation strategy, and a work plan.

If approved, we would utilize the most appropriate training available at the time based on several factors to include:

- 1) Ability to train as many personnel as possible
- 2) Ability to offer a variety of training topics
- 3) Ability to hold training to best fit the PSAP schedule and staffing
- 4) Cost of training on a per person and/or per course basis
- 5) Cost of other associated costs, such as travel, hotel, facility, etc.

FOR CONTINUITY AND CONSOLIDATION OR ENHANCEMENT PROJECTS:

PROJECT TIMELINE – Select each applicable phase of the project and indicate the estimated completion date. Sample activities for each phase can be found in the PSAP Grant Program Guidelines as well as on the addendum to this form.



PROJECT PHASE	ESTIMATED COMPLETION DATE
<input checked="" type="checkbox"/> INITIATION (Project approved by appropriate stakeholders)	7/1/11
<input type="checkbox"/> DESIGN/PLANNING (Project, system, or solution requirements are developed)	7/31/12
<input type="checkbox"/> ACQUISITION (Selected system or solution is procured)	9/1/12
<input type="checkbox"/> IMPLEMENTATION (Selected system or solution is configured and installed)	9/15/12
<input type="checkbox"/> TESTING/COMPLETION (Selected system or solution is tested and put in production)	6/30/13

Identify the longevity or sustainability of the project.

N/A



Describe how this project supports the Virginia Statewide Comprehensive 9-1-1 Plan.

Training of 9-1-1 personnel is a part of the Virginia Statewide Comprehensive 9-1-1 Plan. This project offers 9-1-1 specific training to develop the knowledge, skills and abilities of 9-1-1 personnel.

REGIONAL INITIATIVE (if applicable)

The relationship of the initiative to the participating PSAPs:
N/A

Intended collaborative efforts:
N/A



Resource sharing:

N/A

How does the initiative impacts the operational or strategic plans of the participating agencies:

N/A

CONSOLIDATION (Primary or Secondary) - (if applicable)

How would a consolidation take place and provide improved service:

N/A

How should it be organized and staffed:

N/A



What services should it perform:

N/A

How should policies be made and changed:

N/A

How should it be funded:

N/A



What communication changes or improvements should be made in order to better support operations:

N/A

BUDGET AND BUDGET NARRATIVE

List the planned expenditures to be made with grant funds. (NOTE: In lieu of a line item breakdown, an itemized cost schedule or detailed vendor prepared quote may be submitted as an attachment.) Briefly explain the reason for each requested budget item and provide the basis for its cost:

The grant funds would only be spent to offset the cost of the registration, cost to take the course or course materials. The grant funds would not be used for salaries, benefits, overtime, meals, lodging, transportation, travel, etc.

EVALUATION



How will the project be evaluated and measured for achievement and success:

The measurement would be on the attendance of our personnel and an internal evaluation on the overall educational/training benefits to the 9-1-1 operational function.



FINANCIAL AND PROGRAMMATIC REPORT

PROJECT PHASES

SAMPLE ACTIVITIES

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"