

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 CPE (Add an Additional Work Station)

[Click here to enter text](#)

GRANT APPLICANT PROFILE/PROJECT CONTACT

PSAP/HOST PSAP NAME: Powhatan County

CONTACT TITLE: Emergency Management/911 Coordinator

CONTACT FIRST NAME: Floyd

CONTACT LAST NAME: Greene

ADDRESS 1: P.O. Box 333

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

CITY: Powhatan, VA

ZIP CODE: 23139

CONTACT EMAIL: fgreene@powhatanva.gov

CONTACT PHONE NUMBER: 804-598-5677

CONTACT MOBILE NUMBER: 804-347-9016

CONTACT FAX NUMBER: 804-598-1739

REGIONAL COORDINATOR: Sam Keys

HOST PSAP AND PARTICIPATING PSAPS/LOCALITIES

Powhatan County PSAP

GRANT TYPE

Individual PSAP

Consolidation

Regional Initiative

Secondary Consolidation



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

This project is to expand the existing capabilities to answer 911 calls by adding an additional call-taker work station. This work station will be tied to: the existing VESTA 911 equipment; the existing CAD system; and the existing mapping system. This additional equipment will be added to our existing service contracts at minimal additional cost. In future years this equipment will be supported by Powhatan County as we currently support the existing equipment.

Powhatan County is currently in the “talking stage” of constructing a new Public Safety Administration Building that will include a new PSAP. Unfortunately it is estimated that this facility will not be operational for at least 10 years. When warranted, this project will allow us to add an additional call-taker to bridge the gap until the new PSAP is constructed.

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.

[Click here to enter text](#)



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.

This project is to add a call-taker position to the Powhatan County PSAP. This position along with the existing 3 full service call taker/radio positions will provide workspace for 4 dispatchers to work. The steps of this project are: 1. Conduct feasibility study and cost estimate: Completed 4/2011. 2. Expand PSAP room in to hallway: Pending CIP Project estimated cost \$125,000. 3. If funded by this Wireless Board Grant request, purchase call-taker equipment: estimated cost: \$62,050 Total Project Cost: \$187,050

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
xx INITIATION (Project approved by appropriate stakeholders)	7 / 15 / 12
xx DESIGN/PLANNING (Project, system, or solution requirements are developed)	8 / 15 / 12
xx ACQUISITION (Selected system or solution is procured)	10 / 15 / 12
xx IMPLEMENTATION (Selected system or solution is configured and installed)	12 / 15 / 12
xx TESTING/COMPLETION (Selected system or solution is tested and put in production)	1 / 15 / 13



Identify the longevity or sustainability of the project.

This project is to provide an additional call taker work station in the Powhatan County PSAP. This will be fixed equipment and is expected to have a comparable life span to the three existing full service call taker/radio positions this project is designed to supplement. This additional equipment will be added to our existing service contracts at minimal additional cost. In future years this equipment will be supported by Powhatan County as we currently support the existing equipment. If feasible, this equipment will be moved to the future Powhatan County PSAP expected to be constructed in approximately 10 years.

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

A goal in the Va. 911 Plan is to “Provide ... consistent emergency response services to anyone residing in or passing through the Commonwealth, at any time of day, and during any event. Consistent service means that all 9-1-1 centers can receive, process, and dispatch “calls” in a dependable and repeatable manner.” This project will add an additional call-taker work station that can be staffed during major events in order to reduce the times when due to call volumes, 911 calls are slow to be answered or in some cases not answered at all.

REGIONAL INITIATIVE (if applicable)

The relationship of the initiative to the participating PSAPs:

N/A



<p>Intended collaborative efforts:</p> <p>N/A</p>
<p>Resource sharing:</p> <p>N/A</p>
<p>How does the initiative impacts the operational or strategic plans of the participating agencies:</p> <p>N/A</p>

CONSOLIDATION (Primary or Secondary) - (if applicable)

<p>How would a consolidation take place and provide improved service:</p> <p>N/A</p>
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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:

1. \$125,000 Expand existing PSAP room into existing hallway.
Estimate based upon Study Report Conducted by Wiley/Wilson, Inc. dated 4/25/2011
2. \$16,000 Console to hold Verizon, CAD, & Mapping computers per estimate from Vendor.
3. \$3,000 Computer to operate CAD per estimate from County IT.
4. \$11,050 CAD license for position per estimate from Vendor.
5. \$32,000 VESTA call-taker equipment and license per estimate from Vendor.

\$187,050 Project Total

\$62,050 Total Grant Request Does not include the \$125,000 construction costs.

As detailed above, if this Grant is awarded, Powhatan County will be expending approximately \$125,000 in local funds to expand the PASP. This amount far exceeds the required 20% grant award match. Therefore Powhatan County requests that no further grant match be required.

EVALUATION



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

Once all equipment is installed it will be tested and evaluated to ensure it is operating at design standards. The ultimate test will occur during the next major event when a 4th call-taker is needed and our PSAP has a workstation available to use instead of just listening to ringing 911 calls with no way of answering them. Also ring time statistics can be compared between operating our center with three positions and operating with a 4th call taker work station.



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"