

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 Equipment Purchase

GRANT APPLICANT PROFILE/PROJECT CONTACT

PSAP/HOST PSAP NAME: **Warren County Sheriff's Office E911**

CONTACT TITLE: **E911 Communications Supervisor**

CONTACT FIRST NAME: **Karen**

CONTACT LAST NAME: **Crum**

ADDRESS 1: **23 E Jackson St**

ADDRESS 2: Click here to enter text

CITY: **Front Royal**

ZIP CODE: **22630**

CONTACT EMAIL: **kc@warrencountysheriff.org**

CONTACT PHONE NUMBER: **540-635-4128**

CONTACT MOBILE NUMBER: **540-550-5719**

CONTACT FAX NUMBER: **540-636-4950**

REGIONAL COORDINATOR: Stefanie McGuffin

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
- Technically Outdated*
- Not Applicable
- Non-Vendor Supported*
- Strengthen

If technically outdated or non-vendor supported, application MUST include age and/or version of hardware/software.

VERSION: **Rescue Star** # YEARS of HARDWARE/SOFTWARE: **9 yrs 9 mos**

PROJECT FOCUS CPE

If "Other" selected, please specify: [Click here to enter text](#)

FINANCIAL DATA

Amount Requested: \$ \$ **150,000.00**

Total Project Cost: \$ \$ **272,415.34**

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 project will allow us to equip our new Public Safety Building which we are now scheduled to be in April 2012. Also, allowing us to equip with the needed additional stations and give us the ability to meet the standards that is believed will be established in the near future for IP networking that we are not capable of doing with our current equipment. If this project is not



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

The grant funds will be utilized for the down payment to purchase new CPE equipment, balance will be supported with appropriated from General Funds, and Special Projects Funds appropriated for the new Public Safety Building. Maintenance fees will be budgeted accordingly through General Funds from the E911 Communications Budget.

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.

Goals/Objectives: to equip new Public Safety Building with an adequate number of CPE stations and move toward the NG911/IP based equipment.

Work Plan: Coordinate with the vendor to ensure a smooth transition of services from old equipment and location to new equipment and locations. Schedule training sessions to have Communications Officers oriented to new system and ensure seamless transition.

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)	01 / 22 / 12
<input checked="" type="checkbox"/> DESIGN/PLANNING (Project, system, or solution requirements are developed)	01 / 23 / 12
<input checked="" type="checkbox"/> ACQUISITION (Selected system or solution is procured)	01 / 25 / 12
<input checked="" type="checkbox"/> IMPLEMENTATION (Selected system or solution is configured and installed)	03 / 25 / 12
<input checked="" type="checkbox"/> TESTING/COMPLETION (Selected system or solution is tested and put in production)	04 / 01 / 12



Identify the longevity or sustainability of the project.

Century Link advises the equipment will help migrate to IP. Utilizing end-to-end IP network technology versus circuit based, which offers expansion/add-ons for NG911/IP based technologies.

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

It is anticipated this project will move us toward the proper platform and give us the ability to meet the needs and demands of our citizens.

REGIONAL INITIATIVE (if applicable)

The relationship of the initiative to the participating PSAPs:

Click here to enter text



Intended collaborative efforts:

Click here to enter text

Resource sharing:

Click here to enter text

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

Click here to enter text

CONSOLIDATION (Primary or Secondary) - (if applicable)

How would a consolidation take place and provide improved service:

Click here to enter text



How should it be organized and staffed:

Click here to enter text

What services should it perform:

Click here to enter text

How should policies be made and changed:

Click here to enter text

How should it be funded:

Click here to enter text



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

[Click here to enter text](#)

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:

If approved the grant funds will allow us to equip the new Public Safety Building with an adequate number of CPE stations and move toward the NG911/IP based equipment allowing us the capability for future IP networking that we are not capable of doing with our current equipment. A vendor prepared quote is attached for review.

EVALUATION



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

The project will be considered successful when the new CPE is fully installed and operational.



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"