

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

Amelia County GIS/Data Backup Project

GRANT APPLICANT PROFILE/PROJECT CONTACT

PSAP/HOST PSAP NAME: Amelia County
 CONTACT TITLE: E 9-1-1 Coordinator
 CONTACT FIRST NAME: Jason
 CONTACT LAST NAME: Malloy
 ADDRESS 1: PO Box 463
 ADDRESS 2: 16441 Court St.
 CITY: Amelia
 ZIP CODE: 23002
 CONTACT EMAIL: rjmalloy@ameliasheriff.org
 CONTACT PHONE NUMBER: 804-561-2118
 CONTACT MOBILE NUMBER: 804-314-2634
 CONTACT FAX NUMBER: 804-561-2269
 REGIONAL COORDINATOR: Sam Keys

HOST PSAP AND PARTICIPATING PSAPS/LOCALITIES

Amelia County

_____	_____
_____	_____
_____	_____
_____	_____

GRANT TYPE

- | | |
|---|--|
| <input checked="" type="checkbox"/> Individual PSAP | <input type="checkbox"/> Regional Initiative |
| <input type="checkbox"/> Consolidation | <input type="checkbox"/> 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- Technically Outdated* Strengthen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If technically outdated or non-vendor supported, application MUST include age and/or version of hardware/software.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 GIS MEDIUM

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

FINANCIAL DATA

Amount Requested: \$ 4,148 (80% grant / 20% county match)
 Total Project Cost: \$ 5,815

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:

See Attached Document – Amelia Co. GIS Backup Project – FY2013 PSAP Grant Supporting Documentation (Section 1)



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

The grant, its associated paperwork, ordering of equipment, etc. shall be maintained and conducted by the E 9-1-1 Coordinator. Additional support shall be obtained through the administrative staff of the Amelia County Sheriff's Office.

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.

See Attached Document – Amelia Co. GIS Backup Project – FY2013 PSAP Grant Supporting Documentation (Section 2)

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)	08 / 31 / 2012
<input type="checkbox"/> DESIGN/PLANNING (Project, system, or solution requirements are developed)	XX / XX / XX
<input checked="" type="checkbox"/> ACQUISITION (Selected system or solution is procured)	09 / 30 / 2012
<input checked="" type="checkbox"/> IMPLEMENTATION (Selected system or solution is configured and installed)	03 / 31 / 2013
<input checked="" type="checkbox"/> TESTING/COMPLETION (Selected system or solution is tested and put in production)	05 / 31 / 2013



Identify the longevity or sustainability of the project.

See Attached Document – Amelia Co. GIS Backup Project – FY2013 PSAP Grant Supporting Documentation (Section 3)

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

See Attached Document – Amelia Co. GIS Backup Project – FY2013 PSAP Grant Supporting Documentation (Section 4)

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:

See Attached Document – Amelia Co. GIS Backup Project – FY2013 PSAP Grant Supporting Documentation (Section 5)

EVALUATION



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

See Attached Document – Amelia Co. GIS Backup Project – FY2013 PSAP Grant Supporting Documentation (Section 6)



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

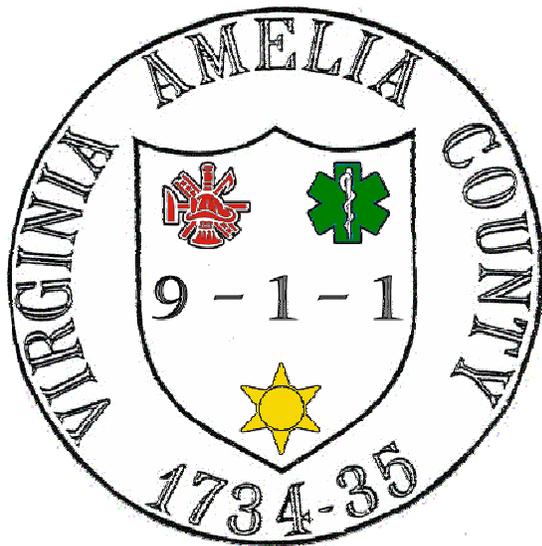
(Selected system or solution is configured and installed)

- 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"

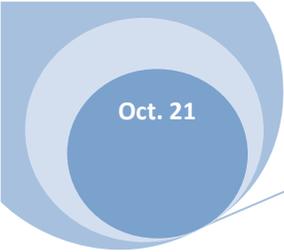


Amelia Co. GIS Backup Project

FY2013 PSAP Grant Supporting Documentation

The following document contains grant narratives, as well as budgetary quotes to support the FY2013 PSAP Grant Application being submitted by the Amelia County Sheriff's Office.

R. Jason Malloy, B.S., PEM
October 21, 2011



Contents

Document Definitions	3
Section 1 – Statement of Need	3
Section 2 – Project Description	3
Section 2.1 – Goals and Objectives	3
Section 2.2 – Implementation Strategy / Work Plan	3
Section 2.3 – Activities Timeline	4
Section 3 – Project Sustainability	4
Section 4 – Statewide E-911 Comprehensive Plan	4
Section 5 – Budget Narrative	5
Section 6 – Evaluation	6
Section 7 – Quote #1 – GeoComm Map Book	7

Document Definitions

GIS – Geographic Information System

Section 1 – Statement of Need

The Amelia County Sheriff's Office operates the PSAP for Amelia County. At the present time, the maps and associated geographical information available to the PSAP and the public safety community is limited and outdated. Due to the age limitations of the resources available, there are no functional GIS backup data in the PSAP. The PSAP has no manner in which to print updated maps, nor does it have any updated map books that can be referred to in the event the 9-1-1 mapping system fails. The one large wall map that communications personnel can refer to in the event of a system failure was procured in 1994 and is SEVERELY outdated. This is a detriment to the public safety of the citizens and must be corrected.

Section 2 – Project Description

The ability for any emergency services organization to provide quality emergency response to the community is partially based on its ability to locate emergencies. In many instances, emergencies and callers are difficult to locate, and having a quality GIS in place can be the difference between life and death.

The PSAP is in need of a backup method for all GIS information. In the event that the 9-1-1 mapping/GIS is out of service and a caller is unsure of their location, public safety responders need assistance finding a caller, etc., communications personnel must rely on paper maps to ensure the public's safety. This is not possible at the present time, as no accurate, up-to-date map books or wall maps exist for Amelia County. There are also no commercially available map books of Amelia County, such as the ever popular ADC Map Books, due to the rural nature of the community.

Section 2.1 – Goals and Objectives

Goal 1 – To provide the citizens of Amelia County and the Commonwealth of Virginia, as well as the first responders of Amelia County and the Commonwealth of Virginia, the best possible level of emergency services through the provision of accurate mapping/GIS service.

Goal 2 – To provide a paper backup solution of crucial addressing data in the event of a system failure.

Goal 3 – To improve public safety by ensuring that the PSAP has more accurate and up to date data on addresses and other essential data for responder use.

Section 2.2 – Implementation Strategy / Work Plan

It is the intention of the Amelia County Sheriff's Office to implement additional services through this grant process not currently available to the PSAP and public safety personnel in the county. This project should only need to utilize the first 12-months (or less) of the 24-month grant timeframe.

The first quarter of the grant period will primarily be a logistical time frame. Materials will be scheduled, paperwork shall be completed, contracts signed, etc. The second quarter will involve beginning the map book creation process. Once the map book has been completed it shall be placed into service immediately.

Section 2.3 – Activities Timeline

Following confirmation of grant approval, the following activities shall take place beginning July 1, 2013:

Year 1			
Quarter 1	Quarter 2	Quarter 3	Quarter 4
Paperwork / Logistics			
Purchasing / Implementation	QA / Testing (if needed)		

Section 3 – Project Sustainability

It is the intention of the Amelia County Sheriff’s Office to purchase the map book as soon as confirmation of the grant approval is received and the grant period begins. Once the purchase has been made, training shall be scheduled with the vendor and personnel shall become familiar (as necessary) with the use of the new map book.

All portions of this proposal will be sustainable internally indefinitely through several methods:

- Amelia County currently maintains an annual maintenance contract with GeoComm, Inc. This contract includes services such as address point maintenance, road center line additions, layer creation, etc. This service will be continued in the interim, and funded through the 9-1-1 Department Annual Budget, so that there are no life-threatening delays regarding the GIS information available to all dispatch and public safety personnel. As the 24-month grant period comes to a close, the county IT Committee will be established and a County GIS Coordinator will take over this task. Said maintenance contract also includes updating any created map books as necessary which will also be handled by the GIS Coordinator.

Section 4 – Statewide E-911 Comprehensive Plan

The Virginia Statewide E-9-1-1 Comprehensive Plan outlines several goals for providing 9-1-1 services to the citizens of the Commonwealth today and beyond. The implementation of an upgraded 9-1-1 mapping/GIS, with the inclusion of newly created address/building polygons, will support the following Commonwealth goals in Amelia County:

- **Goal A: Provide a standard level of emergency response service to the public**
The use of a state of the art GIS information is essential to the provision of emergency services in the Commonwealth. Through this grant project, current maps and orthography, addition of new address points, etc. can all be printed and shared during an emergency. The general public does deserve the highest level of service possible and these items described herein will help to accomplish that.
- **Goal B: Position 9-1-1 centers to continuously meet the public's expectations**
The public is expecting more and more from local government, and 9-1-1 service is no exception. By providing upgraded services available within the PSAP, as well as a paper map book as a backup method for the 9-1-1 mapping/GIS, the public is receiving a higher standard of service which will meet or exceed their increasingly high expectations.

Section 5 – Budget Narrative

The Amelia County PSAP is solely funded by the county budget. Amelia County is a small, rural county with an approximate population of 13,500. This small population gives Amelia County a very small tax base to work with each year. Current funding levels for all county departments, due to the poor economy, are at a bare minimum. All county budgets have been cut by up to 30% during the last several budget cycles. This includes all branches of emergency services, including the Sheriff's Office, volunteer fire department, rescue squad and Communication Center.

Without Wireless 9-1-1 Board grant assistance, Amelia County will not be able to upgrade these services for the PSAP. At this point in time, we have investigated available grant monies from State and Federal sources and this grant program is our only method of implementing these programs. Given the current system in place, it is but a matter of time before someone needs the information that can be provided through by use of updated maps, placing the county in a very precarious legal predicament. Not receiving this information could have very dire consequences.

This grant request is broken down as follows (quote is included at the end of this document):

- 9-1-1 Backup Mapping Atlas - \$5,815
- **Grant Request Grand Total – \$ 5,815**
(80% Grant Share = \$4,148 // 20% Amelia County Share = \$1,163)

Section 6 – Evaluation

This project shall be evaluated using three separate methods:

- **Method 1** – Customer Satisfaction Survey
Near the end of the second year of the grant period, a Customer Satisfaction Survey will be sent to all branches of public safety in Amelia County to determine their satisfaction with the new system.
- **Method 2** – Criteria Measurement
During the initial planning stages, specific criteria for the expected performance of the system shall be established. Near the end of the second year of the grant period, the system shall be evaluated against these system measures established during the planning stages.
- **Method 3** – Virginia Statewide Comprehensive 9-1-1 Plan
Near the end of year two of the grant period, the system shall be measured against any future version of the Commonwealth’s 9-1-1 Plan. This will ensure that the system is being utilized in a manner that supports the Commonwealth’s vision for public safety.
- **Method 4** – Quality of Printed Images
This project will be measured for achievement and success by the ability of the PSAP to receive quality images and data provided by the 9-1-1 mapping/GIS. These images and data will be used in daily PSAP operations to assist the agencies and citizens we serve.
- **Method 5** – Backup Operations
This project will be measured for achievement and success by the ability of the PSAP to continue to function (in regards to GIS) during a system failure. It is anticipated that once all system components are in place, a test will be scheduled during each shift where the GIS system will be shut down thereby forcing communications personnel to utilize the paper maps/map books.

Section 7 - Quote #1 - GeoComm Map Book

December 14, 2010

Amelia County, Virginia |
Atlas Development and Maintenance | 2

Pricing

Description	Pricing
Road Name Annotation Layer Development	\$670
House Number Annotation Layer Development	\$3,050
Initial Atlas Set Up (includes one PDF version of the atlas)	\$2,095
Atlas Updates	No Charge

Notes: Atlas updates are provided at no charge based on Amelia County having an active GIS map data maintenance agreement with GeoComm. Additional fees will apply if Amelia County discontinues annual GIS map data maintenance with GeoComm.



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