

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

Backup

GRANT APPLICANT PROFILE/PROJECT CONTACT

PSAP/HOST PSAP NAME: King William Sheriff's Office

CONTACT TITLE: Mrs

CONTACT FIRST NAME: Loretta

CONTACT LAST NAME: Collier

ADDRESS 1: P O Box 98

ADDRESS 2: 351 Courthouse Lane

CITY: King William

ZIP CODE: 23086

CONTACT EMAIL: kwsorec@kingwilliamcounty.us

CONTACT PHONE NUMBER: 804-769-0999

CONTACT MOBILE NUMBER: [Click here to enter text](#)

CONTACT FAX NUMBER: 804-769-0334

REGIONAL COORDINATOR: Sam Keys

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- Technically Outdated* Strengthen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If technically outdated or non-vendor supported, application MUST include age and/or version of hardware/software.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:3.5

PROJECT FOCUS CAD

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

FINANCIAL DATA

Amount Requested: \$ 635.00

Total Project Cost: \$ 635.00

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:

King William Sheriff's Office is requesting grant funds to purchase a RD1000 Cartridge Backup system. This backup will run parallel with the new server if grant funds are approved. In September of 2011 we experienced a server failure in which we lost three months of CAD data due to a faulty backup system. The RD1000 is a more reliable backup system compared to the 4mm tapes we currently use.

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

This grant will be supported by the use of a durable & reliable backup system preventing further loss of critical CAD data.

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.

[Click here to enter text](#)

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) | 07 / 01 / 12 |
| <input type="checkbox"/> DESIGN/PLANNING (Project, system, or solution requirements are developed) | XX / XX / XX |
| <input type="checkbox"/> ACQUISITION (Selected system or solution is procured) | XX / XX / XX |
| <input checked="" type="checkbox"/> IMPLEMENTATION (Selected system or solution is configured and installed) | 10 / 01 / 12 |
| <input checked="" type="checkbox"/> TESTING/COMPLETION (Selected system or solution is tested and put in production) | 11 / 01 / 12 |

Identify the longevity or sustainability of the project.

This project is sustainable through the life of the backup system.



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

This project supports the Virginia Statewide Comprehensive 9-1-1 plan by providing the King William PSAP with an important piece of equipment that will enable the Sheriff's Office to run a continuous backup with less probability of data loss.

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: \$635.00 to purchase the external RD1000 backup and three cartridges.

EVALUATION



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

Initially the project success will be achieved by the installation of the Backup system. Ongoing success will be measured by monitoring the operation of the data backup ensuring that the equipment is functioning properly.



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"