

FY13

PSAP GRANT PROGRAM APPLICATION



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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

Brunswick County Dispatch Workstation Replacement

GRANT APPLICANT PROFILE/PROJECT CONTACT

PSAP/HOST PSAP NAME: Brunswick County

CONTACT TITLE: E 9-1-1 Coordinator

CONTACT FIRST NAME: Jimmy Lee

CONTACT LAST NAME: Pair

ADDRESS 1: 120 East Hicks Street

ADDRESS 2: PO BOX 705

CITY: Lawrenceville

ZIP CODE: 23868

CONTACT EMAIL: jpair@brunswickso.org

CONTACT PHONE NUMBER: (434) 848-6999

CONTACT MOBILE NUMBER: (434) 532-6347

CONTACT FAX NUMBER: (434) 848-6014

REGIONAL COORDINATOR: Lyle Hornbaker

HOST PSAP AND PARTICIPATING PSAPS/LOCALITIES

Brunswick County Sheriff's Office – Host

Town of Brodnax

Town of Lawrenceville

Town of Alberta

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- Technically Outdated* Strengthen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If technically outdated or non-vendor supported, application MUST include age and/or version of hardware/software.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: Windows XP # YEARS of HARDWARE/SOFTWARE: 6

PROJECT FOCUS OTHER

If "Other" selected, please specify: Replacement of Dispatch Workstations

FINANCIAL DATA

Amount Requested: \$ 5,000.00
Total Project Cost: \$ 4,399.88

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:

Brunswick County Emergency Communications Center is committed to providing the highest quality of service to the citizens of Brunswick County. To ensure that this expectation is met, the Communications Center must have a reliable infrastructure. We currently operate as a 24-7; 9-1-1 center. Our current center is setup as a 3 fully functional dispatch workstation. We currently staff two Communications Officer's 24-7 and the third position is a back-up which is staffed during busy periods during the day as well as a back-up in the event one of our workstations is out of service. We are seeking funding to replace all three of our dispatch workstations due to increasing downtime.

We currently do not have funding within our budget to replace these CPU's and monitors due to our Communications Budget being cut substantially over the past 5 years. Also, we have been level funded for the past 3 years in which we are barely able to make it though the budgeted year without exceeding the amounts allotted to us. For example the Brunswick Correctional Center closed due to budget cuts which caused the County to loose revenue. Also, other local services that in the past has brought revenue into the County have gone out of business.

Recently, one of our primary Dispatch CPU's went out of service and after being diagnosed we had to replace all of the internal main components (Power Supply & Motherboard). During that downtime we had to replace this CPU with our backup workstation CPU. During that time we have had several large scale incidents which required all three dispatch workstations (Hurricane Irene, Forest Fires, MCI's & Snow Storms). Due to one of our workstations being out of service, we were not able to process and dispatch calls in a timely manager. This also causes our I.T. manager to have to come into work on nights and weekends to get our workstations back in service. During that time one dispatcher has to record calls on paper and dispatch the call. This causes a delay in dispatch depending on the call because of the size of the County and the number of agencies we dispatch for it is imperative that we dispatch the appropriate field responders in a timely manner.



In addition we have recently started to experience downtime with our computer monitors. They will cut off for a while and come back on and loose color to the screen. This causes the dispatchers not to be able to utilize all the software that is ran on the workstation effectively. We currently run Shieldware CAD; which takes up three screens (Call-Taker, Status Monitor & Mapping), Shieldware RMS (Records Management System), Open Fox (VCIN/NCIC), Mobile Cop, Email, APCO EMD Software, and Dictaphone Playback Software. When we are down to one or more monitors this causes a delay in being able to utilize all the programs quickly; it also causes dispatch not to be able to monitor and manage field responders effectively.

If the Brunswick County E 9-1-1 Communications Center does not receive funding for this project we will continue to be faced with more frequent and lengthy downtime. When this occurs it is anticipated that citizens will not receive timely and thorough service. Our center will continue to decline and may not be suitable if equipment is not upgraded in a timely manner.

In the future we plan to increase the dispatch positions from three to four positions. This needs to be done due to the increasing number of calls and incidents that require three or more dispatchers such as (Hurricane Irene, Snow Storms, Forest Fires & MCI's). The CPU's & Monitors will be covered by the manufactures warranty and after that they will be maintained by the allotted funds within our budget for maintenance.

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

Future technologies will be compatible with newer technology as it is comes available and will prepare our center to implement emerging technology. In addition our new equipment will have a warranty period and our current equipment is no longer covered by warranty. This project will be maintained by our Systems Manager for the Emergency Communications Center and the warranty that comes with the new CPU's and Monitors.



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.

The purpose of this project is to continue to maintain and enhance our capabilities between the Brunswick County E 9-1-1 Communications Center and the citizens of Brunswick County as well as field responders. In order to fulfill this purpose, the Brunswick County E 9-1-1 Communications Center proposes grant funding for new dispatch workstations. The need for the implementation of the workstations are imperative to maintain six fire companies, two EMS stations, one fire & EMS station and four law enforcement agencies and effectively dispatch calls for service in a timely manner. This will also allow the dispatchers to access all the software needed for day-to-day operations in the Center.

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 type="checkbox"/> INITIATION (Project approved by appropriate stakeholders)	07 / 31 / 12
<input type="checkbox"/> DESIGN/PLANNING (Project, system, or solution requirements are developed)	09 / 01 / 12
<input type="checkbox"/> ACQUISITION (Selected system or solution is procured)	10 / 01 / 12
<input type="checkbox"/> IMPLEMENTATION (Selected system or solution is configured and installed)	11 / 01 / 12



<input type="checkbox"/> TESTING/COMPLETION (Selected system or solution is tested and put in production)	12 / 01 /12
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Identify the longevity or sustainability of the project.

We anticipate that our new dispatch workstations will be just as effective as our current with the availability to expand as needed. It is unknown how long the workstations will be operable. We will attempt to achieve maximum longevity by maintaining the equipment according to the manufactures recommendations.

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

Our new system will allow Brunswick County E 9-1-1 Communications Center to provide the highest level of consistent service to the citizens of Brunswick County. In addition, the new dispatch workstations will ensure that we are currently utilizing a state of the art program that will support future advances.



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:

The total cost of the Brunswick County E 9-1-1 dispatch workstation replacement project is \$ 4,399.88 as the quote currently stands. The vendor is not able to guarantee that this price will still be the same once grant awards are distributed. For that reason the Brunswick County E 9-1-1 Communications Center is requesting a total of \$ 5,000.00 for this project to ensure that we have enough funding for this project. Attached is a quote with a breakdown for the costs. In addition we are unable to receive funding through our locality due to budget cuts. The Communications Center Budget has been cut by 20% in the past three years. The need for new workstations has been requested on numerous occasions but turned down due to lack of funding.



EVALUATION

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

This project will be measured for success by ensuring that it meets and exceeds our current hardware's capabilities. This will be measured by analyzing out of service time excluding causes not at fault by the system.



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"