

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

Blacksburg Voice Recorder

GRANT APPLICANT PROFILE/PROJECT CONTACT

PSAP/HOST PSAP NAME: Blacksburg

CONTACT TITLE: Sergeant

CONTACT FIRST NAME: Joe

CONTACT LAST NAME: Davis

ADDRESS 1: 200 Clay Street

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

CITY: Blacksburg, VA

ZIP CODE: 24060

CONTACT EMAIL: JDavis@blacksburg.gov

CONTACT PHONE NUMBER: 540-961-1184

CONTACT MOBILE NUMBER: 540-605-0499

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

REGIONAL COORDINATOR: Tim Addington

HOST PSAP AND PARTICIPATING PSAPS/LOCALITIES

Town of Blacksburg

_____	_____
_____	_____
_____	_____
_____	_____

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- Technically Outdated*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If technically outdated or non-vendor supported, application MUST include age and/or version of hardware/software.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: Dictaphone Freedom # YEARS of HARDWARE/SOFTWARE: 12

PROJECT FOCUS VOICE

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

FINANCIAL DATA

Amount Requested: \$ 70,000
Total Project Cost: \$ 70,000



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:

Blacksburg PSAP has identified a need to replace our current voice recorder. We currently utilize the Dictaphone Freedom recorder that is no longer supported by NICE. We were able to obtain annual maintenance and support through Applied Digital Solutions until a new recorder could be purchased. The Freedom recorder was purchased and installed in 1999 and is antiquated technology with limited features.

Due to the restrictions and decline in approved local budget expenditures and capital improvement projects, grant funds are needed to procure a new voice recorder with vendor or manufacturer warranty and support.

Due to the age of the current recorder and issues of instability at times, maintenance and support are crucial as well. Therefore, Blacksburg is requesting procurement and pre-paid maintenance and support for 5 years.



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

Blacksburg will adhere to all grant requirements and utilize the grant award to procure and install the proper voice recorder for all needed audio channels.

Prepaid maintenance and support for five years is included in this project to ensure a cost effective and successful process.

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.

This project will replace the existing Dictaphone Freedom recorder and include pre-paid maintenance and support. This will enable us to procure a newer more advanced solution and ensure continuous coverage since the support of our current recorder had to change vendors.

The goal of this project is to purchase a 36 to 40 channel recorder for telephone and radio audio. This will give us the capability for analog and VoIP system recordings along with ANI/ALI support and Storage 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 checked="" type="checkbox"/> INITIATION (Project approved by appropriate stakeholders)	06 / 01 / 12
<input type="checkbox"/> DESIGN/PLANNING (Project, system, or solution requirements are developed)	07 / 01 / 12
<input type="checkbox"/> ACQUISITION (Selected system or solution is procured)	08 / 01 / 12
<input type="checkbox"/> IMPLEMENTATION (Selected system or solution is configured and installed)	10 / 01 / 12
<input type="checkbox"/> TESTING/COMPLETION (Selected system or solution is tested and put in production)	10 / 31 / 12



Identify the longevity or sustainability of the project.

A new voice recorder is expected to last at least 8 years and the town will plan and budget for maintenance and support after the pre-paid agreement expires.

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

This project will enable the Town of Blacksburg PSAP to improve their current technology and procure a more advanced voice recorder with added features such as recording VoIP channels and ANI searches.

REGIONAL INITIATIVE (if applicable)

The relationship of the initiative to the participating PSAPs:

N/A



Intended collaborative efforts:

Click here to enter text

Resource sharing:

Click here to enter text

How does the initiative impact 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:

N/A

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:

Blacksburg has received budgetary estimates for a new voice recorder. Based on the proposals, the following is a breakdown to procure a 36 to 40 channel (analog + VoIP) recorder including installation, cables, alert monitoring and pre-paid maintenance.

Procurement of new voice recorder: \$49,000

Prepaid Maintenance – Years 2-5 : \$21,000

Total Project: \$70,000

EVALUATION



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

Blacksburg will evaluate each phase of the project to ensure success.

1. Identify requirements for audio channels and media recordings.
2. Identify and select qualified vendor.
3. Plan and coordinate implementation.
4. Thorough testing plan.
5. Training and proper documentation for staff on all features.
6. Final acceptance and approval.



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"