

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](mailto: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

Voice Logging Recorder System

### GRANT APPLICANT PROFILE/PROJECT CONTACT

PSAP/HOST PSAP NAME: Appomattox Co.

CONTACT TITLE: 911 Coordinator

CONTACT FIRST NAME: Bobby

CONTACT LAST NAME: Wingfield

ADDRESS 1: 339 Court Street

ADDRESS 2: P.O. Box 787

CITY: Appomattox

ZIP CODE: 24522

CONTACT EMAIL: bobby.wingfield@appomattoxcountyva.gov

CONTACT PHONE NUMBER: 434-352-3950

CONTACT MOBILE NUMBER: 434-610-8872

CONTACT FAX NUMBER: 434-352-3958

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       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 Technically Outdated\*       Strengthen  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**If technically outdated or non-vendor supported, application MUST include age and/or version of hardware/software.**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 Logging Recorder    # YEARS of  
 HARDWARE/SOFTWARE: Installed 2006, Quote date 6-10-05 Attachment included.

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## PROJECT FOCUS VOICE

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

## FINANCIAL DATA

Amount Requested: \$ 30,000

Total Project Cost: \$ 30,000

## STATEMENT OF NEED

If this hardware is not replaced, then we will have more frequent and longer outages compromising public safety. Once we receive this hardware/software equipment we should have reliable service for our citizens. The County has experienced severe financial burdens due to the downturn of the economy and the County revenues are nearly depleted.



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:

If the requested funding is denied, this PSAP will be forced to provide below par service to our citizens who have, by reason of previous grants, been conditioned to expect excellence service. Without this upgraded equipment we cannot.

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

This PSAP will continue to uphold its reputation of taking care of equipment that is so generously bestowed upon it. Because this is a small County with a limited amount of revenue (yet still under the same standards as larger centers) we are used to stretching things as far as they will go and we will continue to behave in this manner in an effort to make the most out of the state's resources. We are committed to continue to make available the most updated 911 equipment for our citizens.

## 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](#)

The project consists replacing Dictaphone/Freedom logging equipment that has reached the Sunset and end of support date. The goal is replacing the hardware and software but continue to use the existing wiring and location. At the culmination of the project Applied Digital Solutions will deliver a 24 channel analog/digital recording solution with a total 50,000 on line hours.

## **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"/> <b>INITIATION</b> (Project approved by appropriate stakeholders)	<b>10 / 31 / 2011</b>
<input type="checkbox"/> <b>DESIGN/PLANNING</b> (Project, system, or solution requirements are developed)	<b>3 / 1 / 2012</b>
<input type="checkbox"/> <b>ACQUISITION</b> (Selected system or solution is procured)	<b>5 / 1 / 2012</b>
<input type="checkbox"/> <b>IMPLEMENTATION</b> (Selected system or solution is configured and installed)	<b>6 / 1 / 2012</b>
<input type="checkbox"/> <b>TESTING/COMPLETION</b> (Selected system or solution is tested and put in production)	<b>6 / 1 / 2012</b>

Identify the longevity or sustainability of the project.

[Click here to enter text](#)

As the County has demonstrated in the past, the County has met and exceeded the goal of maintaining the equipment in working order for over five years. As new technologies become available, the County will continue its commitment to having the most reliable, up to date equipment available.



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

[Click here to enter text](#)

It will support the strategic goals for emergency response service to the public and continuously meet the public expectations. With this recording and play back equipment we will be able to process and dispatch for emergency aid quickly and accurately.

**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:  
[Click here to enter text](#)

The sunset and support for our Dictaphone/Freedom has passed and we are in need to replace this old equipment.  
\$ 30,000 is the budgetary pricing includes implementation services, 5 years extended warranty, ADS alert, and shipping and handling charges.  
We plan to install model MCS Revcord Digital Voice Logger.  
Attachment included.

### **EVALUATION**



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

The voice recorder is something that is used multiple times a day so we will be in constant evaluation of the equipment. Success of the project will hinge upon whether or not there are any gaps of time in which the recorder does not pick up radio and phone traffic thus disabling us from performing our job to the fullest.



## 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"