

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

911 Upgrade 5.0

### GRANT APPLICANT PROFILE/PROJECT CONTACT

PSAP/HOST PSAP NAME: West Point Emergency Communications

CONTACT TITLE: Emergency Communications Manager

CONTACT FIRST NAME: Kimberly

CONTACT LAST NAME: Sirman

ADDRESS 1: P O Box 152

ADDRESS 2: 329 6<sup>th</sup> Street

CITY: West Point, VA

ZIP CODE: 23181

CONTACT EMAIL: ksirman@west-point.va.us

CONTACT PHONE NUMBER: 804-843-2670

CONTACT MOBILE NUMBER: 804-366-6786

CONTACT FAX NUMBER: 804-843-4614

REGIONAL COORDINATOR: Sam Keys

### HOST PSAP AND PARTICIPATING PSAPS/LOCALITIES

_____	_____
_____	_____
_____	_____
_____	_____

### GRANT TYPE

X  Individual PSAP

Regional Initiative

Consolidation

Secondary Consolidation





## 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:

The upgrade/enhancement of West Point Emergency Communications' 911 equipment is necessary to maintain current Emergency Communications standards. The Town of West Point is seeking funding in obtaining this upgrade due to being a small locality in which funding is extremely limited. If we are unable to obtain this upgrade, our emergency communications system may not meet current acceptable standards. As with any computerized system, our 911 system will operate more efficiently with the current upgrades/enhancements installed. Our plan is to ensure that our 911 center is operating as smoothly and efficiently as possible and this upgrade will play a major role in this achievement. By obtaining the funding to facilitate the implementation of this project, we will ensure the

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

The upgraded emergency communications equipment will be maintained under a one (1) year service contract with Radio Communications and renewable by the Town of West Point in 3-year increments thereafter.

The administrative aspects of the grant will be maintained and supported by the PSAP Manager and the Town Manager. As this grant represents a one-time funding opportunity, it will be unnecessary to have an ongoing supportive program in place.



## 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.**

The mechanical aspects of this project are:

Replacement of the BCM unit, replacement of 2 computer workstations, Vesta Pallas to be upgraded from 2.5 to 5.0, plus numerous other transparent system enhancements as necessary. Our goal is to obtain and maintain the most updated system in an attempt of providing our citizens with the best service possible. After approval is granted by the State Wireless Board, local approval will be obtained from the appropriate governing body. Equipment will then be ordered, delivered and installed. Employee training will not be necessary due to the fact that the aspects of the system changes are internal and will not affect the user's ability to properly operate the system. The upgrades and enhancements will be completed by Radio Communications with a target completion date of September 1, 2012.

### 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)	04 / 30 / 2012
<input type="checkbox"/> <b>DESIGN/PLANNING</b> (Project, system, or solution requirements are developed)	05 / 30 / 2012
<input type="checkbox"/> <b>ACQUISITION</b> (Selected system or solution is procured)	07/ 01 / 2012



<input type="checkbox"/> <b>IMPLEMENTATION</b> (Selected system or solution is configured and installed)	<b>08 / 01 / 2012</b>
<input type="checkbox"/> <b>TESTING/COMPLETION</b> (Selected system or solution is tested and put in production)	<b>09 / 01 / 2012</b>

**Identify the longevity or sustainability of the project.**

This project will upgrade the existing 911 CPE to current operating standards. The sustainability of the project is dependent upon advancements in technology; however, upgrades of this type are usually necessary every few years.

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

This project will ensure that our emergency communications equipment is updated to current statewide standards; thereby supporting the Virginia Statewide Comprehensive 9-1-1 Plan.



## REGIONAL INITIATIVE (if applicable)

The relationship of the initiative to the participating PSAPs:

[Click here to enter text](#)

N/A

Intended collaborative efforts:

[Click here to enter text](#)

N/A

Resource sharing:

[Click here to enter text](#)

N/A

How does the initiative impacts the operational or strategic plans of the participating agencies:

[Click here to enter text](#)

N/A



### CONSOLIDATION (Primary or Secondary) - (if applicable)

How would a consolidation take place and provide improved service:

[Click here to enter text](#)

N/A

How should it be organized and staffed:

[Click here to enter text](#)

N/A

What services should it perform:

[Click here to enter text](#)

N/A



How should policies be made and changed:

[Click here to enter text](#)

N/A

How should it be funded:

[Click here to enter text](#)

N/A

What communication changes or improvements should be made in order to better support operations:

[Click here to enter text](#)

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:**

Please see vendor price quote attached.



## EVALUATION

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

[Click here to enter text](#)

The evaluation and success of the project will be ongoing and measured daily by regular use and testing of the product(s) and components of the upgraded system, thereby, providing for a smooth-running and efficient emergency communications center.



## 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"