

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

Norfolk Time Synchronization

GRANT APPLICANT PROFILE/PROJECT CONTACT

PSAP/HOST PSAP NAME: City of Norfolk Emergency Communications Center

CONTACT TITLE: Manager, Emergency Communications (E911)

CONTACT FIRST NAME: Anthony

CONTACT LAST NAME: Castillo

ADDRESS 1: 3661 E. Virginia Beach Blvd.

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

CITY: Norfolk

ZIP CODE: 23502

CONTACT EMAIL: Anthony.castillo@norfolk.gov

CONTACT PHONE NUMBER: (757)441-5599

CONTACT MOBILE NUMBER: (757)274-9409

CONTACT FAX NUMBER: (757)455-0752

REGIONAL COORDINATOR: Lyle Hornbaker

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
- Technically Outdated*
- Not Applicable
- Non-Vendor Supported*
- Strengthen

If technically outdated or non-vendor supported, application MUST include age and/or version of hardware/software.

VERSION: V3.4.2 # YEARS of HARDWARE/SOFTWARE: Four

PROJECT FOCUS **Time Synchronization**

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

FINANCIAL DATA

Amount Requested: \$10,000
Total Project Cost: \$10,000

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:

Current time synchronization equipment (Spectracom NetClock 9283) has been used in our legacy PlantCML Maars E911 phone system since June 2007. The time synchronization function is vital to any 911 PSAP. This data is vital for accurate and reliable operations of our 911 phone system, Computer Aided Dispatch, logging recorders, and radio system. Current time synchronization equipment has reached its end-of-life (notification attached) and is being replaced by Spectracom Netclock 9483.

New funding factor from the Wireless Services Board now results in Norfolk receiving a reduction of 19%, approximately \$250,000, phased in over a three year period. This significantly adds to the need for additional means of funding for 911 operations. We are in the process of a 911 phone replacement project, CAD upgrade, and P25 radio replacement project that will include the use of time synchronization data.

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

The City's Office of Emergency Preparedness and Response (OEPR) will utilize entire grant award in procurement of time synchronization equipment. OEPR intends to budget for recurring cost, if necessary, via operating budget.

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.

The City has received an initial quote from Carousel Industries for a Spectracom Netclock 9483. The goal is to replace current system within 18 months with a fully supported NetClock Model 9483. We will work with our Purchasing department to receive bids for equipment specifications. Implementation of new system and removal of legacy equipment will be done by vendor with zero down time. Evaluation of success is outlined in EVALUATION section below.

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)	10/ 31 / 11
<input checked="" type="checkbox"/> DESIGN/PLANNING (Project, system, or solution requirements are developed)	10/ 31 / 11



<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)	08 / 01 / 12
<input type="checkbox"/> TESTING/COMPLETION (Selected system or solution is tested and put in production)	08 / 14 / 12

Identify the longevity or sustainability of the project.

Purchase of equipment includes 5 year warranty. NetClock Model 9483 meets and exceeds the National Emergency Number Association (NENA) standards; it is ideal for synchronizing 911 systems, computer networks, CAD, radio consoles, VOIP, voice and video recorders. In short, it meets the needs of systems we currently have and of the 911 phone system that is being acquired.

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

This project will position the City in line with the Commonwealth's Plan by procuring a time synchronization system that is technologically advanced and from a vendor that is widely recognized as the leader in its industry. Numerous products from this vendor, including the NetClock Model 9483, support IP based 911 telephony.

REGIONAL INITIATIVE (if applicable)

The relationship of the initiative to the participating PSAPs:
 NA



Intended collaborative efforts: NA
Resource sharing: NA
How does the initiative impacts the operational or strategic plans of the participating agencies: NA

CONSOLIDATION (Primary or Secondary) - (if applicable)

How would a consolidation take place and provide improved service: NA
--

How should it be organized and staffed: NA

What services should it perform: NA
--

How should policies be made and changed: NA
--

How should it be funded: NA

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

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:

We are requesting a grant to cover the cost of the replacement of our current time synchronization clock with a Spectracom NetClock Model 9483. Currently, only one budgetary quote has been received in the amount of \$9485.00 (see attachment). Page two of quote reflects cost of antenna installation of \$300-\$400 (not included in total of quote). For this reason, we are requesting \$10,000, or the cost of the replacement of time synchronization clock. Per our Purchasing regulations, we will be requesting a minimum of two other quotes.

EVALUATION

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

The project will be deemed complete and successful when following are met:

- All training has been completed;
- Live cutover has been completed;
- A two week error-free acceptance period has been achieved;
- All documentation and other deliverables have been received.
- Legacy equipment removed.



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"