

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

Charles City County CPE Upgrade Project

GRANT APPLICANT PROFILE/PROJECT CONTACT

PSAP/HOST PSAP NAME: Charles City County Sheriff's Office

CONTACT TITLE: Administrative Assistant

CONTACT FIRST NAME: Thalia

CONTACT LAST NAME: Bell

ADDRESS 1: P. O. Box 87

ADDRESS 2: 10780 Courthouse Rd

CITY: Charles City

ZIP CODE: 23030

CONTACT EMAIL: tsbell@co.charles-city.va.us

CONTACT PHONE NUMBER: 804-652-2326

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

CONTACT FAX NUMBER: 804-829-2514

REGIONAL COORDINATOR: Sam Keys

HOST PSAP AND PARTICIPATING PSAPS/LOCALITIES

Charles City County

_____	_____
_____	_____
_____	_____
_____	_____

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- Technically Outdated* Strengthen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If technically outdated or non-vendor supported, application MUST include age and/or version of hardware/software.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: Vesta Pallas 2.5 # YEARS of HARDWARE/SOFTWARE: 6 years

PROJECT FOCUS CPE

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

FINANCIAL DATA

Amount Requested: \$ 150,000
 Total Project Cost: \$ 150,000

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:

Charles City County Sheriff's Office is requesting funding from the E-911 Wireless Board to upgrade our out of service and non-vendor supported Verizon phone system as well as obtain an additional position for supervisory purposes. Currently Charles City County PSAP faces a serious



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

It is hoped that maintenance for acquired equipment will be sustained through wireless funding however Charles City County is committed to taking all necessary measures to ensure equipment continuity in order to enhance the safety of 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.

Goals and Objectives: The major goals of the Charles City County CPE System Upgrade Project are to replace current non-vendor supported equipment, obtaining the most up-to-date technology available for the CPE hardware and software equipment, obtain a third dispatch position for training and supervisory capabilities, and prepare for NG911 advancement.

Implementation Strategy-Work Plan: Work on the Charles City CPE System

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)	08 / 01 / 11
<input type="checkbox"/> DESIGN/PLANNING (Project, system, or solution requirements are developed)	09 / 01 / 11
<input type="checkbox"/> ACQUISITION (Selected system or solution is procured)	10 / 31 / 11
<input type="checkbox"/> IMPLEMENTATION (Selected system or solution is configured and installed)	01 / 31 / 11
<input type="checkbox"/> TESTING/COMPLETION (Selected system or solution is tested and put in production)	03 / 31 / 11



Identify the longevity or sustainability of the project.

The resulting system will be operated and maintained by the County until such a time as it becomes technically outdated or inoperable.

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

This project supports the Virginia Statewide Comprehensive 9-1-1 Plan by enabling Charles City County to provide a standard level of 911 emergency dispatch services to the county and public it serves as well as equipping our center with the necessary components to continuously meet those needs and expectations.

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:

Funding provided will be used to replace two currently out-dated workstations to include supporting components (monitors, mouse, keyboards etc.), obtain third workstation, replace CPE server, and necessary software for system operation. Exact equipment pricing unavailable at this time but will be provided by Verizon upon completion of needs assessment at a later date.

EVALUATION



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

Success of this project will be measured through several performance indicators to include: Timeline adherence, instillation and implementation down time, system performance, user adaptability, and successful call testing. Completion of these measures in addition to obtaining outlined grant objectives will deem this project successful.



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"