

FY14

PSAP GRANT PROGRAM APPLICATION



VIRGINIA INFORMATION
TECHNOLOGIES AGENCY
Integrated Services Division



FY14 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 FY14 PSAP Grant Application Cycle starts July 1, 2012 and concludes on October 31, 2012 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.



FY14 PSAP GRANT APPLICATION

PROJECT TITLE

9-1-1 Communications Officer/Supervisor Training

GRANT APPLICANT PROFILE/PROJECT CONTACT

PSAP/HOST PSAP NAME: ESVA 9-1-1 Commission (ESVA 9-1-1)

CONTACT TITLE: 9-1-1 Director

CONTACT FIRST NAME: Jeffrey

CONTACT LAST NAME: Flournoy

ADDRESS 1: P.O. Box 337

ADDRESS 2: 23201 Front Street

CITY: Accomac

ZIP CODE: 23301

CONTACT EMAIL: jflournoy@co.northampton.va.us

CONTACT PHONE NUMBER: 757-787-0909

CONTACT MOBILE NUMBER: 757-710-6880

CONTACT FAX NUMBER: 757-787-1044

REGIONAL COORDINATOR: Lyle Hornbaker

HOST PSAP AND PARTICIPATING PSAPS/LOCALITIES

_____	_____
_____	_____
_____	_____
_____	_____

GRANT TYPE

Individual PSAP

Regional Initiative

Consolidation

Secondary Consolidation



GRANT PROGRAM TYPE

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- Technically Outdated*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If technically outdated or non-vendor supported, application MUST include age and/or version of hardware/software.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

PROJECT FOCUS PSAP INDIVIDUAL TRAINING PROGRAM

If "Other" selected, please specify: 1T

FINANCIAL DATA

Amount Requested: \$ 11,905

Total Project Cost: \$ 11,905

STATEMENT OF NEED

The ESVA 9-1-1 Center (serving both Accomack and Northampton counties) requests grant funds for needed training opportunities for our staff. The grant requests include funding for staff completing needed APCO Institute training classes. Due to the location of our 9-1-1 Center (remote from other areas of Virginia), the ability to easily be included in other regional training opportunities is limited (for in the seat training). These classes offer the ability to receive needed training on pertinent topics online (while remaining at the 9-1-1 Center). The ability to locally fund (without outside funding such as the PSAP grant) is limited.



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

Not Applicable – Grant funds are requested to support needed training opportunities for 9-1-1 Communications Officers and Supervisors. After the completion of the training, no maintenance expenses are needed.

COMPREHENSIVE PROJECT DESCRIPTION

Provide a thorough, concise, and complete description of the project, including an outline of the goals and objectives, implementation strategy, and a work plan.

Grant request includes funds for the following training (for ESVA 9-1-1 staff).

All current staff has completed the APCO Institute class Fire Service Communications (over the last several years). Currently four (4) new Communications Officers need this training. The requested funds include funds to support eight (8) staff completing the on-line class (four (4) current employees and an expected four (4) additional staff in the future).

Although the ESVA 9-1-1 Center transfers law enforcement calls/incidents to secondary PSAP's in each county, the reality is our staff initially answer and process all 9-1-1 emergencies coming to our PSAP. The requested funds include funds to support all staff (and four (4) expected future employees) completing the APCO Active Shooter Incidents for Public Safety Communications class (online).

The overall goal is to continue to provide training on pertinent topics for our 9-1-1 Center staff.


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)	07 / 31 / 13
<input type="checkbox"/> DESIGN/PLANNING (Project, system, or solution requirements are developed)	08 / 31 / 13
<input type="checkbox"/> ACQUISITION (Selected system or solution is procured)	N/A
<input type="checkbox"/> IMPLEMENTATION (Selected system or solution is configured and installed)	N/A
<input type="checkbox"/> TESTING/COMPLETION (Selected system or solution is tested and put in production)	3/31/14

Identify the longevity or sustainability of the project.

If awarded funds, would expect all training to be completed in FY14 – No sustainment issues.



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

This grant requests supports 9-1-1 Communications Officer/Supervisor training at the ESVA 9-1-1 Center. The classes are designed to allow our staff to better prepared our Telecommunicators to handle fire incidents and active shooter incidents. Specifically this grant request supports Initiative #2 from the state 9-1-1 plan (develop and apply guidelines to foster a minimum level of 9-1-1 emergency response service across Virginia).

REGIONAL INITIATIVE (if applicable)

The relationship of the initiative to the participating PSAPs:

N/A

Intended collaborative efforts:

N/A



Resource sharing:

N/A

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

N/A

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:

N/A



What services should it perform:

N/A

How should policies be made and changed:

N/A

How should it be funded:

N/A

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

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:

Attached to this grant application submission are two scanned documents (from the APCO Institute). They provide an overview of each class as well as the costs for each class. Funds requested were based on these amounts and the number of staff expected to complete each class.

EVALUATION

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

The overall goal of this grant request is to continue needed education/training for ESVA 9-1-1 staff. Achievement will be evaluated by the successful completion of all classes by ESVA 9-1-1 staff.



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"

Active Shooter Incidents for Public Safety Communications

Active shooter incidents and their response pose several unique concerns for all facets of public safety including public safety communications. Many issues make responding to an active shooter incident more difficult than other armed subject calls or violent in-progress incidents. These types of incidents historically have garnered extensive media coverage and public scrutiny and have become a pertinent threat to public safety. As with any other type of emergency situation, the telecommunicator plays a vital role in the response to active shooter incidents.

As the providers of communications capabilities and responder safety, telecommunicators should be aware of the unique challenges posed by active shooter incidents and be prepared to address them well in advance.

This course helps to educate telecommunicators about the many intricate issues and challenges posed by active shooter incidents and their response and the role the telecommunicator plays in each.

TOPICS INCLUDE:

- Phases of an Active Shooter Incident
- Active Shooter Incidents vs. School Shootings
- Law Enforcement, Fire Service and EMS Roles in Active Shooter Incidents
- Response and Secondary Dangers
- The Role of the Telecommunicator in an Active Shooter Incident
- Interaction with the Media
- Dealing with the Aftermath of an Active Shooter Incident

PREREQUISITES:

Students should have successfully completed a formal basic telecommunicator training program.

RECERTIFICATION REQUIREMENTS:

None

Perfect for a one day Pre-Conference or Post-Conference Course

Course is taught in the classroom or via Institute Online. Certification fees are included in tuition. Web class registration does not include web access fees or other local internet/web-related costs. Students receive a comprehensive course manual. Successful students will earn APCO Institute Certification.

COURSE OPTIONS:

TERM:

TUITION*:

Classroom	1 day	\$199.00
APCO Institute Online	3 weeks	\$249.00 (includes \$50.00 distance learning fee) APCO Member Discount \$20.00

**Prices subject to change without notice*

Fire Service Communications

APCO Institute's Fire Service Communications course raises the bar for in-service fire communications training! This dynamic course covers the terms, techniques and protocols required for excellence in fire service call taking and dispatch. Recommended for Communications Center employees dispatching fire service personnel and units.

TOPICS INCLUDE:

- Overview of firefighting and the fire service
- Fire service apparatus, equipment and terminology
- Fire service communications systems
- Fire service call processing
- Handling fire service incidents (comprehensive call guides for fire related, rescue related, technical rescue and search & rescue incidents)
- The National Incident Management System and Incident Command System (in-depth training meeting IS-100 and IS-700 training requirements)
- Understanding and handling HAZMAT incidents
- Understanding and handling terrorism incidents

PREREQUISITES:

Students should have already completed basic telecommunicator training.

RECERTIFICATION REQUIREMENTS:

None

COURSE OPTIONS:

TERM:

TUITION*:

Classroom

4 days

\$379.00

APCO Institute Online

6 weeks

\$429.00 (includes \$50.00 distance learning fee)

APCO Member Discount \$20.00

**Prices subject to change without notice*



The APCO Fire Service Dispatch Guidecards, provides agencies with guidecards for the triaging and dispatching of fire service related emergency calls, customized to match the needs and resources of the individual agency.