

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

Statewide 9-1-1 Online Training

GRANT APPLICANT PROFILE/PROJECT CONTACT

PSAP/HOST PSAP NAME: Isle of Wight

CONTACT TITLE: Manager

CONTACT FIRST NAME: Ginger

CONTACT LAST NAME: Bailey

ADDRESS 1: 17110 Monument Circle

ADDRESS 2: P.O. Box 80

CITY: Isle of Wight

ZIP CODE: 23397

CONTACT EMAIL: gbailey@isleofwightus.net

CONTACT PHONE NUMBER: 757-365-6290

CONTACT MOBILE NUMBER: 757-268-7255

CONTACT FAX NUMBER: 757-357-0706

REGIONAL COORDINATOR: Lyle Hornbaker



HOST PSAP AND PARTICIPATING PSAPS/LOCALITIES

Isle of Wight (consolidated Center includes:

- Isle of Wight Sheriff's Office
- Smithfield Police Department
- Windsor Police Department
- Isle of Wight Volunteer Rescue Squad
- Windsor Volunteer Rescue Squad
- Carrollton Volunteer Fire Department
- Carrsville Volunteer Fire Department
- Rushmere Volunteer Fire Department
- Smithfield Volunteer Fire Department
- Windsor Volunteer Fire Department

As part of the contract with the vendor, the online training would be provided to all Virginia Primary PSAPs, who can opt in and add their 9-1-1 employees for the online training during the year.

GRANT TYPE

- | | |
|--|---|
| <input type="checkbox"/> Individual PSAP | <input checked="" type="checkbox"/> Regional Initiative |
| <input type="checkbox"/> Consolidation | <input type="checkbox"/> Secondary Consolidation |

GRANT PROGRAM TYPE

- | | |
|--|--------------------------------------|
| <input checked="" type="checkbox"/> Continuity and Consolidation | <input type="checkbox"/> Enhancement |
|--|--------------------------------------|

TIER

- | | |
|--|--|
| <input type="checkbox"/> Out of Service | <input type="checkbox"/> Non-Vendor Supported* |
| <input type="checkbox"/> Technically Outdated* | <input type="checkbox"/> Strengthen |
| <input checked="" type="checkbox"/> Not Applicable | |



If technically outdated or non-vendor supported, application MUST include age and/or version of hardware/software.

VERSION:

YEARS of HARDWARE/SOFTWARE:

N/A

PROJECT FOCUS PSAP GROUP TRAINING PROGRAM

If "Other" selected, please specify: 1T

FINANCIAL DATA

Amount Requested: \$ 144,000

Total Project Cost: \$ 144,000

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:

This project is ranked as priority #40 on the Virginia E-911 Services Board list of grant projects as a PSAP Training Program – Using grant funding, Isle of Wight will be the host and offer all Primary PSAP employees in Virginia the opportunity to have 9-1-1 specific training using an Annual Online Training Subscription provider. The online training subscription allows each 9-1-1 employee to take all available online training courses at no additional cost. Currently, there are 19 courses available and the vendor adds 12 new courses each year, which means by July 1, 2013 when the grant is available, the company will have 27 courses which can be taken. Additional courses would be added through the subscription period, making even more available.

By making over 27 courses available to all Virginia primary PSAP employees, this grant will allow for the means to provide more 9-1-1 specific training than has been possible in the past and improve the knowledge of all who participate.



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

N/A

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.

Using grant funding, Isle of Wight will be the host and offer all Primary PSAP employees in Virginia the opportunity to have 9-1-1 specific training using an Annual Online Training Subscription provider. The online training subscription allows each 9-1-1 employee to take all available online training courses at no additional cost. Currently, there are 19 courses available and the vendor adds 12 new courses each year, which means by July 1, 2013 when the grant is available, the company will have 27 courses that can be taken. Additional courses would be added through the subscription period, making even more available.

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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)	10 / 22 / 12
<input type="checkbox"/> DESIGN/PLANNING (Project, system, or solution requirements are developed)	10 / 22 / 12
<input type="checkbox"/> ACQUISITION (Selected system or solution is procured)	07 / 01 / 13
<input type="checkbox"/> IMPLEMENTATION (Selected system or solution is configured and installed)	07 / 15 / 13
<input type="checkbox"/> TESTING/COMPLETION (Selected system or solution is tested and put in production)	06 / 30 / 14

Identify the longevity or sustainability of the project.

N/A



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

This project will provide 9-1-1 specific training to all Virginia primary PSAP 9-1-1 employees, which is a goal of the Virginia Statewide Comprehensive 9-1-1 plan.

REGIONAL INITIATIVE (if applicable)

The relationship of the initiative to the participating PSAPs:
It will provide training to all Virginia primary PSAP 9-1-1 employees allowing for each PSAP employee to improve their job-related knowledge.

Intended collaborative efforts:

N/A



Resource sharing:

The vendor will provide online training to all primary PSAP 9-1-1 employees.

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

This will allow all Virginia primary PSAPs to offer 9-1-1 specific training to their employees.

CONSOLIDATION (Primary or Secondary) - (if applicable)

How would a consolidation take place and provide improved service:

1T

How should it be organized and staffed:

1T



What services should it perform:

1T

How should policies be made and changed:

1T

How should it be funded:

1T

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

1T



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 the attached budgetary quote.

EVALUATION

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

The system's success will be based on the number of different PSAPs and 9-1-1 employees utilizing the online training as well as the overall number of courses completed.



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"