

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](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 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

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: NA

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

- 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 Technically Outdated\*       Strengthen  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**If technically outdated or non-vendor supported, application MUST include age and/or version of hardware/software.**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: V3.4.2      # YEARS of HARDWARE/SOFTWARE: FIVE (5)

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**PROJECT FOCUS** Time Synchronization

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

### FINANCIAL DATA

Amount Requested: \$ 39,414

Total Project Cost: \$ 39,414



## 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:

### Norfolk Time Synchronization –

Current time synchronization equipment is out of warranty and is now in an “End Of Life” status (EOL notification attached). The equipment, Spectracom NetClock 9283, was installed in June 2007 and was then supporting our E911 PlantCML Maars system and now our new Sentinel Patriot NG-911 phone system. In addition, it feeds timing signals for our logging recorder, Computer Aided Dispatch, and P25 radio system. Spectracom has since introduced two newer versions of NetClocks and recommends replacement of our legacy clock. The time synchronization function is vital to our 911 PSAP for accurate and reliable operations within our 911 Center to synchronize networks, systems, and devices and to log events with legally traceable time.

Our NetClock is currently out of warranty and repairs made are under time-and-material with locally authorized technicians. Within the past year, we have seen an increase in casualties to current NetClock displays due to age of components. The cost of each of the displays is about \$900. Included in this project is the replacement of an antenna and exterior cabling because of constant exposure to the weather.

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, installation, testing, and training services. Included in the project is warranty for five years of onsite repair. We do not anticipate any post-installation cost for 5 years.



## 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.

The City has received an initial quote from Gately Communication Co. for a Spectracom Netclock Model 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 a qualified 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"/> <b>INITIATION</b> (Project approved by appropriate stakeholders)	<b>10 / 01 / 12</b>
<input type="checkbox"/> <b>DESIGN/PLANNING</b> (Project, system, or solution requirements are developed)	<b>10 / 01 / 12</b>
<input type="checkbox"/> <b>ACQUISITION</b> (Selected system or solution is procured)	<b>07 / 01 / 13</b>
<input type="checkbox"/> <b>IMPLEMENTATION</b> (Selected system or solution is configured and installed)	<b>09 / 01 / 13</b>
<input type="checkbox"/> <b>TESTING/COMPLETION</b> (Selected system or solution is tested and put in production)	<b>10 / 15 / 13</b>



Identify the longevity or sustainability of the project.

Purchase of equipment includes a 5 year warranty. NetClock Model 9483 meets and exceeds all 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.

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:

Procurement of this equipment is included in FY2014 budget enhancement. We are requesting the grant to cover the cost of the procurement, installation, training, and testing of a new time synchronization clock. Currently, only one budgetary quote has been received in the amount of \$39,414.20 (see attached quote). Per the City's Purchasing regulations, we will be requesting a minimum of two other quotes prior to any equipment procurement.

## 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 equipment has been installed and tested;
- All training has been completed;
- Live cutover has been completed with zero down time;
- A two week (14 day) 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"