



**FY15**

**PSAP GRANT PROGRAM  
WIRELESS EDUCATION PROGRAM  
APPLICATION**



VIRGINIA INFORMATION  
TECHNOLOGIES AGENCY  
Integrated Services Division



## FY15 PSAP GRANT PROGRAM WIRELESS E-911 PSAP EDUCATION PROGRAM APPLICATION

### HOW TO APPLY/DEADLINE

The Wireless E-911 PSAP Education Program 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).

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 Wireless E-911 PSAP Education Program grant application. Application made on the FY15 PSAP Grant Application form (Continuity, Consolidation and Enhancement projects) will not be accepted. Technical assistance is available from VITA's Public Safety Communications (PSC) staff throughout the grant process. The FY15 PSAP Grant Application Cycle starts July 1, 2013 and concludes on September 30, 2013 at 5:00 pm.

**ALL SECTIONS MUST BE COMPLETED IN ITS ENTIRETY OR THE APPLICATION WILL BE CONSIDERED INCOMPLETE AND NOT ACCEPTED FOR CONSIDERATION.**



# FY15 PSAP GRANT APPLICATION WIRELESS E-911 PSAP EDUCATION PROGRAM GRANT REQUESTS ONLY:

## GRANT APPLICANT PROFILE/PROJECT CONTACT

PSAP/HOST PSAP NAME: Dinwiddie Fire/EMS  
CONTACT TITLE: Communications Manager  
CONTACT FIRST NAME: Denice  
CONTACT LAST NAME: Marrs  
ADDRESS 1: PO Drawer 70  
ADDRESS 2: 13910 Courthouse Rd  
CITY: Dinwiddie  
ZIP CODE: 23841  
CONTACT EMAIL: dmarrs@dinwiddieva.us  
CONTACT PHONE NUMBER: 804-469-5395  
CONTACT MOBILE NUMBER: 804-704-0517  
CONTACT FAX NUMBER: 804-469-7663  
REGIONAL COORDINATOR: Sam Keys

## FINANCIAL DATA

AMOUNT REQUESTED: \$ 2000.00  
TOTAL PROJECT COST: \$ 2000.00

## HOST PSAP AND PARTICIPATING PSAPS (if a regional WEP application)

_____	_____
_____	_____
_____	_____
_____	_____



## EDUCATION/TRAINING INFORMATION

**EDUCATION/TRAINING TITLE/EVENT:** APCO/NENA Interoperability Fall Conference 2014

**DATES:** October 2014-November 2014

**LOCATION:** Roanoke Virginia

**ESTIMATED NUMBER OF PERSONNEL ATTENDING:** 3

**TOTAL ESTIMATED BUDGET OF TRAINING/EVENT:** 1000.00

**CONFERENCE/TRAINING:** Conference

**LODGING (please see Lodging Rate Table):** Pre diem per night

**MEALS (please see Meals Rate Table):** 1T

**EDUCATION/TRAINING TITLE/EVENT:** NENA/APCO Spring Conference 2015

**DATES:** May 2015

**LOCATION:** Virginia Beach

**ESTIMATED NUMBER OF PERSONNEL ATTENDING:** 3

**TOTAL ESTIMATED BUDGET OF TRAINING/EVENT:** 1000.00

**CONFERENCE/TRAINING:** Conference

**LODGING (please see Lodging Rate Table):** pre diem per night

**MEALS (please see Meals Rate Table):**



## **COMPREHENSIVE PROJECT DESCRIPTION**

**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.**

The amount of 1000.00 will be used to attend the Fall APCO/NENA conference. Attendee will report back to non-attendees and relay information to assist with improvements to the PSAP.

The amount of 1000.00 will be used to attend the Spring APCO/NENA conference information obtain at this conference will be used for improvements to the Dinwiddie County Communications Center.

## **EVALUATION**

**Describe the evaluation process that will be used to determine if participation in this education/training benefited the PSAP and/or supported E-911 and GIS.**

Attendees will present a summary of the conference presentations attended to non-attendees.



## **OUT OF STATE TRAVEL – WAIVER REQUEST**

**If this grant application is for out of state education/training opportunities or includes any part of the funds to be used for out of state education/training opportunities, please complete the following in its entirety.**

**EDUCATION/TRAINING EVENT: 1T**

**DEPARTURE DATE: 1T RETURN DATE: 1T**

**LOCATION: 1T**

**TOTAL ESTIMATED BUDGET FOR EVENT: 1T**

**CONFERENCE/TRAINING: 1T**

**LODGING: 1T**

**MEALS AND INCIDENTALS: 1T**

**TOTAL COST OF TRIP REIMBURSABLE THROUGH THE WEP GRANT: 1T**

**REASON FOR OUT OF STATE TRAVEL WAIVER REQUEST: 1T**

**MANAGING DEPARTMENT HEAD APPROVAL RECEIVED BY:**

**1T**

**DATE: 1T**



## LODGING AND PER DIEM (MEALS REIMBURSEMENT)

Under the Wireless Education Program grant type, lodging and per diem (meals only) are reimbursable, in addition to the cost of the education/training. Please use the following Commonwealth of Virginia Travel Guidelines to determine total expenses during this application process.

Also, please keep in mind that meal expenses must involve an overnight stay to qualify for reimbursement.

### MEALS RATE TABLE

The Meals Rate Table below provides individual meal reimbursement amounts, which are breakdowns of the per diem rates shown in the Lodging/M&IE Guideline tables. These rates should be used to determine the maximum meal reimbursement amounts. The meals expense must be reduced for the applicable meals when meals are provided at no cost during the overnight travel period. (See Prorations and Reductions)

This table also reflects amounts for the 75% travel days. The meals expense must correspond to the location specified for the overnight lodging. (See In-State and Out-of-State Lodging Tables)

**NOTE:** The In-State and Out-of-State Lodging Tables include a flat \$5 incidental amount in the total for the Meals and Incidental Expenses Rate associated with each lodging location. However, the WEP grant does not include reimbursement for incidentals and the Meals Rate Table has been adjusted to reflect this.

TOTAL	\$36	\$41	\$46	\$51	\$56	\$61	\$66
Breakfast	7	7	8	9	10	11	12
Lunch	11	11	12	13	15	16	18
Dinner	18	23	26	29	31	34	36
75% Travel Days	\$27	\$31	\$35	\$39	\$42	\$46	\$50



## Per Diem (Meals Only) Prorations and Reductions

On a travel departure or return day, 75% of the Meals per diem is reimbursed. For example, if the Meals Rate Table allows a \$36 total reimbursement, \$27.00 ( $\$36 \times .75 = \$27.00$ ) would be allowable on a travel departure or return day. For trips involving multiple travel destinations, base the reduction on the per diem in effect for where the night was spent as follows:

- Departure Day: Where you spend the night.
- Return Day: Where you spent the night *before* returning to home base.

When meals are provided at no cost in conjunction with travel events, the applicable meal expense reimbursement shall be reduced by the amount shown for the applicable meal in the Meals Rate Table. For example, if the Meals Rate Table allows for a \$36 reimbursement, and lunch was provided at no cost, the total allowable reimbursement for that day would be \$25 ( $\$36 - \$11$  lunch).

However, when meals are provided at no cost in conjunction with travel events on a travel departure or return day, the full Meals per diem reimbursement rate is reduced by the full amount of the appropriate meals followed by a 75% prorating of the balance. For example, if the Meals Rate allows a \$36 total reimbursement, and lunch was provided at no cost on a travel departure or return day, the total allowable reimbursement for that day would be \$19 [ $(\$36 - \$11$  lunch)  $\times .75 = \$19$  (rounded)].

Finally, when meals are included with registration or lodging expense as part of a package, the number and type of meals (breakfast, lunch, dinner) must be recorded on the Wireless Education Program Reimbursement Request. If a continental breakfast or reception is offered as part of the travel event and the food/timing is sufficient to serve as a meal, the traveler must reduce the per diem by the appropriate allowance amount. If a meal is offered as part of a conference and the traveler has medical restrictions, the traveler should make every effort to have the conference facilitate his/her needs by the deadline specified by the conference. If the conference does not honor the request, the traveler is not required to deduct the applicable meal allowance from the per diem. However, the traveler must include a note or other documentation with the Wireless Education Program Reimbursement Request documenting this information.



The following table provides guidelines for Lodging, Meals, and Incidental Expenses (not allowed under WEP) that are allowable to the IN-STATE traveler for reimbursement. For the cities of Alexandria, Fairfax, Falls Church, and the counties of Arlington and Fairfax, see the Washington, DC listing in the Out-of-State table. If a location is not listed, the standard rate applies.

<b>IN-STATE Location City – (Surrounding Areas)</b>	<b>Lodging Rate <u>Excludes</u> taxes and surcharges</b>	<b>Meals and Incidental Expense (M&amp;IE) Rate <u>Includes</u> tips, taxes, personal telephone calls, laundry, and transportation to where meals are taken</b>
<b>STANDARD→</b>	<b>\$77</b>	<b>\$41</b>
<b>EXCEPTIONS↓</b>		
<i>Abingdon (Washington County)</i>	88	46
<i>Blacksburg (Montgomery County)</i>	95	46
<i>Charlottesville (Albemarle &amp; Greene Counties)</i>	115	56
<i>Chesapeake / Suffolk (10/1 – 5/31)</i>	77	56
<i>Chesapeake / Suffolk (6/1 – 8/31)</i>	86	56
<i>Chesapeake / Suffolk (9/1 – 9/30)</i>	77	56
<i>Chesterfield / Henrico Counties</i>	83	51
<i>Fredericksburg ( Spotsylvania, Stafford, &amp; Caroline Counties)</i>	88	56
<i>Loudoun County</i>	108	61
<i>Lynchburg (Campbell County)</i>	80	51
<i>Manassas (Prince William County)</i>	88	56
<i>Norfolk / Portsmouth</i>	89	61
<i>Richmond (City Limits)</i>	112	66
<i>Roanoke (City Limits)</i>	96	51
<i>Virginia Beach (10/1-5/31)</i>	89	56
<i>Virginia Beach (6/1-8/31)</i>	151	56
<i>Virginia Beach (9/1-9/30)</i>	89	56
<i>Wallops Island (Accomack County) (10/1-6/30)</i>	85	56
<i>Wallops Island (Accomack County) (7/1-8/31)</i>	127	56
<i>Wallops Island (Accomack County) (9/1-9/30)</i>	85	56
<i>Warrenton (Fauquier County)</i>	92	46
<i>Williamsburg (James City &amp; York Counties) (10/1 – 10/31)</i>	77	51
<i>Williamsburg (James City &amp; York Counties) (11/1 – 8/31)</i>	96	51
<i>Williamsburg (James City &amp; York Counties) (9/1 – 9/30)</i>	77	51



The following table provides guidelines for Lodging, Meals, and Incidental Expenses (not allowed under WEP) that are allowable to the OUT-OF-STATE traveler for reimbursement. If a location is not listed, the standard rate applies.

<b>OUT-OF-STATE Location City – (Surrounding Areas)</b>	<b>Lodging Rate <i>Excludes</i> taxes and surcharges</b>	<b>Meals and Incidental Expense (M&amp;IE) Rate <i>Includes</i> tips, taxes, personal telephone calls, laundry, and transportation to where meals are taken</b>
<b>STANDARD →</b>	<b>\$88</b>	<b>\$46</b>
<b>EXCEPTIONS↓</b>		
<i>Arlington / Ft. Worth / Grapevine, TX (Tarrant County)</i>	139	56
<i>Austin, TX (Travis County)</i>	108	71
<i>Atlanta, GA (Fulton, Cobb, DeKalb Counties)</i>	133	56
<i>Baltimore, MD (10/1 – 11/30)</i>	145	71
<i>Baltimore, MD (12/1 – 2/28)</i>	121	71
<i>Baltimore, MD (3/1 – 9/30)</i>	145	71
<i>Baltimore County, MD</i>	97	61
<i>Boston / Cambridge, MA (Suffolk County) (10/1 – 10/31)</i>	221	71
<i>Boston / Cambridge, MA (Suffolk County) (11/1 – 3/31)</i>	158	71
<i>Boston / Cambridge, MA (Suffolk County) (4/1 – 6/30)</i>	201	71
<i>Boston / Cambridge, MA (Suffolk County) (7/1 – 8/31)</i>	183	71
<i>Boston / Cambridge, MA (Suffolk County) (9/1 – 9/30)</i>	221	71
<i>Charleston, SC (Charleston, Berkeley, &amp; Dorchester Counties)</i>	137	56
<i>Charlotte, NC (Mecklenburg County)</i>	97	51
<i>Chicago, IL (Cook, Lake Counties) (10/1-11/30)</i>	190	71
<i>Chicago, IL (Cook, Lake Counties) (12/1-3/31)</i>	130	71
<i>Chicago, IL (Cook, Lake Counties) (4/1-6/30)</i>	171	71
<i>Chicago, IL (Cook, Lake</i>	155	71



<i>Counties) (7/1-8/31)</i>		
<i>Chicago, IL (Cook, Lake Counties) (9/1-9/30)</i>	190	71
<i>Cincinnati, OH (Hamilton, Clermont Counties)</i>	118	56
<i>Cleveland, OH (Cuyahoga County)</i>	101	56
<i>Dallas, TX (Dallas County)</i>	113	71
<i>Denver / Aurora, CO (Denver, Adams, Arapahoe, and Jefferson Counties)</i>	149	66
<i>Detroit, MI (Wayne County)</i>	91	56
<i>Floral Park/Garden City/ Great Neck, NY (Nassau County)</i>	142	66
<i>Houston, TX (L.B. Johnson Space Center and Fort Bend, Harris, &amp; Montgomery Counties)</i>	109	71
<i>Kansas City, MO (Cass, Clay, Jackson, &amp; Platte Counties)</i>	99	61
<i>Las Vegas, NV (Clark County)</i>	99	71
<i>Los Angeles, CA (Los Angeles, Orange, &amp; Ventura Counties including Edwards AFB)</i>	125	71
<i>Manhattan, NY (Boroughs of Manhattan, The Bronx, Brooklyn and Queens and Staten Island and Counties of Kings, New York and Richmond) (10/1–12/31)</i>	295	71
<i>Manhattan, NY (Boroughs of Manhattan, The Bronx, Brooklyn and Queens and Staten Island and Counties of Kings, New York and Richmond)(1/1–3/31)</i>	204	71
<i>Manhattan, NY (Boroughs of Manhattan, The Bronx, Brooklyn and Queens and Staten Island and Counties of Kings, New York and Richmond) (4/1–6/30)</i>	241	71
<i>Manhattan, NY (Boroughs of Manhattan, The Bronx, Brooklyn and Queens and Staten Island and Counties of Kings, New York and Richmond) (7/1–8/31)</i>	216	71
<i>Manhattan, NY (Boroughs of Manhattan, The Bronx, Brooklyn</i>	295	71



<i>and Queens and Staten Island and Counties of Kings, New York and Richmond) (9/1–9/30)</i>		
<i>Miami, FL (Miami-Dade County) (10/1-11/30)</i>	105	66
<i>Miami, FL (Miami-Dade County) (12/1-3/31)</i>	152	66
<i>Miami, FL (Miami-Dade County) (4/1-5/31)</i>	125	66
<i>Miami, FL (Miami-Dade County) (6/1-9/30)</i>	105	66
<i>Minneapolis / St. Paul, MN (Hennepin and, Ramsey Counties)</i>	121	71
<i>Nashville, TN (Davidson County)</i>	107	66
<i>Newark, NJ (Essex, Bergen, Hudson, and Passaic Counties)</i>	120	61
<i>New Orleans, LA (Jefferson, Orleans, Plaquemine, St. Bernard Parishes) (10/1–6/30)</i>	135	71
<i>New Orleans, LA (Jefferson, Orleans, Plaquemine, St. Bernard Parishes,) (7/1-9/30)</i>	101	71
<i>Orlando, FL (Orange County) (10/1-12/31)</i>	97	56
<i>Orlando, FL (Orange County) (1/1-5/31)</i>	111	56
<i>Orlando, FL (Orange County) (6/1-9/30)</i>	97	56
<i>Palm Springs, CA (Riverside County) (10/1 – 12/31)</i>	99	71
<i>Palm Springs, CA (Riverside County) (1/1 –5/31)</i>	115	71
<i>Palm Springs, CA (Riverside County) (6/1 – 8/31)</i>	82	71
<i>Palm Springs, CA (Riverside County) (9/1 – 9/30)</i>	99	71
<i>Philadelphia, PA (Philadelphia County) (10/1 – 11/30)</i>	143	66
<i>Philadelphia, PA (Philadelphia County) (12/1 – 8/31)</i>	137	66
<i>Philadelphia, PA (Philadelphia County) (9/1 – 9/30)</i>	143	66
<i>Phoenix / Scottsdale, AZ (Maricopa County) (10/1-12/31)</i>	105	71



<i>Phoenix / Scottsdale, AZ (Maricopa County) (1/1-5/31)</i>	<i>128</i>	<i>71</i>
<i>Phoenix / Scottsdale, AZ (Maricopa County) (6/1-8/31)</i>	<i>80</i>	<i>71</i>
<i>Phoenix / Scottsdale, AZ (Maricopa County) (9/1-9/30)</i>	<i>105</i>	<i>71</i>
<i>Pittsburgh, PA (Allegheny County)</i>	<i>119</i>	<i>71</i>
<i>San Antonio, TX (Bexar County)</i>	<i>106</i>	<i>66</i>
<i>San Diego, CA (San Diego County)</i>	<i>133</i>	<i>71</i>
<i>San Francisco, CA (San Francisco County) (10/1-10/31)</i>	<i>184</i>	<i>71</i>
<i>San Francisco, CA (San Francisco County) (11/1-8/31)</i>	<i>155</i>	<i>71</i>
<i>San Francisco, CA (San Francisco County) (9/1-9/30)</i>	<i>184</i>	<i>71</i>
<i>Savannah, GA (Chatham County)</i>	<i>95</i>	<i>56</i>
<i>Seattle, WA (King County)</i>	<i>137</i>	<i>71</i>
<i>St. Louis, MO ( St. Louis, St. Charles, Crawford, Franklin, Jefferson, Lincoln, Warren and Washington Counties)</i>	<i>104</i>	<i>66</i>
<i>Tampa / St. Petersburg, FL (Pinellas and Hillsborough Counties) (10/1 – 12/31)</i>	<i>93</i>	<i>51</i>
<i>Tampa / St. Petersburg, FL (Pinellas and Hillsborough Counties) (1/1 – 4/30)</i>	<i>112</i>	<i>51</i>
<i>Tampa / St. Petersburg, FL (Pinellas and Hillsborough Counties) (5/1 – 9/30)</i>	<i>93</i>	<i>51</i>
<i>Washington, DC (I) (10/1-10/31)</i>	<i>226</i>	<i>71</i>
<i>Washington, DC (I) (11/1-2/28)</i>	<i>183</i>	<i>71</i>
<i>Washington, DC (I) (3/1-6/30)</i>	<i>224</i>	<i>71</i>
<i>Washington, DC (I) (7/1-8/31)</i>	<i>169</i>	<i>71</i>
<i>Washington, DC (I) (9/1-9/30)</i>	<i>226</i>	<i>71</i>
<i>White Plains/Tarrytown/ New Rochelle, NY (Westchester County)</i>	<i>136</i>	<i>71</i>



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## FY15 PSAP GRANT PROGRAM

### WIRELESS E-911 PSAP EDUCATION PROGRAM APPLICATION

### HOW TO APPLY/DEADLINE

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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 Wireless E-911 PSAP Education Program grant application. Application made on the FY15 PSAP Grant Application form (Continuity, Consolidation and Enhancement projects) will not be accepted. Technical assistance is available from VITA's Public Safety Communications (PSC) staff throughout the grant process. The FY15 PSAP Grant Application Cycle starts July 1, 2013 and concludes on September 30, 2013 at 5:00 pm.

**ALL SECTIONS MUST BE COMPLETED IN ITS ENTIRETY OR THE APPLICATION WILL BE CONSIDERED INCOMPLETE AND NOT ACCEPTED FOR CONSIDERATION.**



# FY15 PSAP GRANT APPLICATION

## WIRELESS E-911 PSAP EDUCATION PROGRAM

### GRANT REQUESTS ONLY:

#### GRANT APPLICANT PROFILE/PROJECT CONTACT

PSAP/HOST PSAP NAME: Eastern Shore of Virginia 9-1-1 Commission

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](mailto: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

#### FINANCIAL DATA

AMOUNT REQUESTED: \$ 2,000

TOTAL PROJECT COST: \$ 2,000

#### HOST PSAP AND PARTICIPATING PSAPS (if a regional WEP application)

_____	_____
_____	_____
_____	_____
_____	_____



## **EDUCATION/TRAINING INFORMATION**

**EDUCATION/TRAINING TITLE/EVENT:** APCO/NENA Fall Conference (2014)

**DATES:** Late October/Early November 2014

**LOCATION:** Roanoke

**ESTIMATED NUMBER OF PERSONNEL ATTENDING:** 2

**TOTAL ESTIMATED BUDGET OF TRAINING/EVENT:** 1,000

**CONFERENCE/TRAINING:** 200

**LODGING (please see Lodging Rate Table):** 800

**MEALS (please see Meals Rate Table):** 0

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**EDUCATION/TRAINING TITLE/EVENT:** NENA/APCO Spring Conference (2014)

**DATES:** May 2015

**LOCATION:** Virginia Beach

**ESTIMATED NUMBER OF PERSONNEL ATTENDING:** 6

**TOTAL ESTIMATED BUDGET OF TRAINING/EVENT:** 1000

**CONFERENCE/TRAINING:** 500

**LODGING (please see Lodging Rate Table):** 500

**MEALS (please see Meals Rate Table):** 0



## COMPREHENSIVE PROJECT DESCRIPTION

**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.**

Attendance at both state APCO/NENA conferences provides opportunity to attend numerous training sessions (including dispatching classes, management classes, and technical classes). The sessions are all 9-1-1 and/or public safety communications specific.

## EVALUATION

**Describe the evaluation process that will be used to determine if participation in this education/training benefited the PSAP and/or supported E-911 and GIS.**

After attendance at conferences (training) staff in attendance will provide feedback to management staff (at 9-1-1 Center), to assure classes/sessions/conferences meeting goals and expectations. In addition, while at the conferences each employee attending the conferences will be required to attend a minimum of 90% of the offered tracks in their respective field (Dispatcher, Technical or Management), or any combination of tracks as long as it equals 90% participation per day. (i.e. if a dispatcher has 7 tracks offered in a given day, they must attend 90%)



## **OUT OF STATE TRAVEL – WAIVER REQUEST**

**If this grant application is for out of state education/training opportunities or includes any part of the funds to be used for out of state education/training opportunities, please complete the following in its entirety.**

**EDUCATION/TRAINING EVENT: N/A**

**DEPARTURE DATE: N/A RETURN DATE: N/A**

**LOCATION: N/A**

**TOTAL ESTIMATED BUDGET FOR EVENT: N/A**

**CONFERENCE/TRAINING: N/A**

**LODGING: N/A**

**MEALS AND INCIDENTALS: N/A**

**TOTAL COST OF TRIP REIMBURSABLE THROUGH THE WEP GRANT: N/A**

**REASON FOR OUT OF STATE TRAVEL WAIVER REQUEST: N/A**

**MANAGING DEPARTMENT HEAD APPROVAL RECEIVED BY:**

**N/A**

**DATE: N/A**



## LODGING AND PER DIEM (MEALS REIMBURSEMENT)

Under the Wireless Education Program grant type, lodging and per diem (meals only) are reimbursable, in addition to the cost of the education/training. Please use the following Commonwealth of Virginia Travel Guidelines to determine total expenses during this application process.

Also, please keep in mind that meal expenses must involve an overnight stay to qualify for reimbursement.

### MEALS RATE TABLE

The Meals Rate Table below provides individual meal reimbursement amounts, which are breakdowns of the per diem rates shown in the Lodging/M&IE Guideline tables. These rates should be used to determine the maximum meal reimbursement amounts. The meals expense must be reduced for the applicable meals when meals are provided at no cost during the overnight travel period. (See Prorations and Reductions)

This table also reflects amounts for the 75% travel days. The meals expense must correspond to the location specified for the overnight lodging. (See In-State and Out-of-State Lodging Tables)

**NOTE:** The In-State and Out-of-State Lodging Tables include a flat \$5 incidental amount in the total for the Meals and Incidental Expenses Rate associated with each lodging location. However, the WEP grant does not include reimbursement for incidentals and the Meals Rate Table has been adjusted to reflect this.

TOTAL	\$36	\$41	\$46	\$51	\$56	\$61	\$66
Breakfast	7	7	8	9	10	11	12
Lunch	11	11	12	13	15	16	18
Dinner	18	23	26	29	31	34	36
75% Travel Days	\$27	\$31	\$35	\$39	\$42	\$46	\$50



## Per Diem (Meals Only) Prorations and Reductions

On a travel departure or return day, 75% of the Meals per diem is reimbursed. For example, if the Meals Rate Table allows a \$36 total reimbursement, \$27.00 ( $\$36 \times .75 = \$27.00$ ) would be allowable on a travel departure or return day. For trips involving multiple travel destinations, base the reduction on the per diem in effect for where the night was spent as follows:

- Departure Day: Where you spend the night.
- Return Day: Where you spent the night *before* returning to home base.

When meals are provided at no cost in conjunction with travel events, the applicable meal expense reimbursement shall be reduced by the amount shown for the applicable meal in the Meals Rate Table. For example, if the Meals Rate Table allows for a \$36 reimbursement, and lunch was provided at no cost, the total allowable reimbursement for that day would be \$25 ( $\$36 - \$11$  lunch).

However, when meals are provided at no cost in conjunction with travel events on a travel departure or return day, the full Meals per diem reimbursement rate is reduced by the full amount of the appropriate meals followed by a 75% prorating of the balance. For example, if the Meals Rate allows a \$36 total reimbursement, and lunch was provided at no cost on a travel departure or return day, the total allowable reimbursement for that day would be \$19 [ $(\$36 - \$11$  lunch)  $\times .75 = \$19$  (rounded)].

Finally, when meals are included with registration or lodging expense as part of a package, the number and type of meals (breakfast, lunch, dinner) must be recorded on the Wireless Education Program Reimbursement Request. If a continental breakfast or reception is offered as part of the travel event and the food/timing is sufficient to serve as a meal, the traveler must reduce the per diem by the appropriate allowance amount. If a meal is offered as part of a conference and the traveler has medical restrictions, the traveler should make every effort to have the conference facilitate his/her needs by the deadline specified by the conference. If the conference does not honor the request, the traveler is not required to deduct the applicable meal allowance from the per diem. However, the traveler must include a note or other documentation with the Wireless Education Program Reimbursement Request documenting this information.



The following table provides guidelines for Lodging, Meals, and Incidental Expenses (not allowed under WEP) that are allowable to the IN-STATE traveler for reimbursement. For the cities of Alexandria, Fairfax, Falls Church, and the counties of Arlington and Fairfax, see the Washington, DC listing in the Out-of-State table. If a location is not listed, the standard rate applies.

<b>IN-STATE Location City – (Surrounding Areas)</b>	<b>Lodging Rate <u>Excludes</u> taxes and surcharges</b>	<b>Meals and Incidental Expense (M&amp;IE) Rate <u>Includes</u> tips, taxes, personal telephone calls, laundry, and transportation to where meals are taken</b>
<b>STANDARD→</b>	<b>\$77</b>	<b>\$41</b>
<b>EXCEPTIONS↓</b>		
<i>Abingdon (Washington County)</i>	88	46
<i>Blacksburg (Montgomery County)</i>	95	46
<i>Charlottesville (Albemarle &amp; Greene Counties)</i>	115	56
<i>Chesapeake / Suffolk (10/1 – 5/31)</i>	77	56
<i>Chesapeake / Suffolk (6/1 – 8/31)</i>	86	56
<i>Chesapeake / Suffolk (9/1 – 9/30)</i>	77	56
<i>Chesterfield / Henrico Counties</i>	83	51
<i>Fredericksburg ( Spotsylvania, Stafford, &amp; Caroline Counties)</i>	88	56
<i>Loudoun County</i>	108	61
<i>Lynchburg (Campbell County)</i>	80	51
<i>Manassas (Prince William County)</i>	88	56
<i>Norfolk / Portsmouth</i>	89	61
<i>Richmond (City Limits)</i>	112	66
<i>Roanoke (City Limits)</i>	96	51
<i>Virginia Beach (10/1-5/31)</i>	89	56
<i>Virginia Beach (6/1-8/31)</i>	151	56
<i>Virginia Beach (9/1-9/30)</i>	89	56
<i>Wallops Island (Accomack County) (10/1-6/30)</i>	85	56
<i>Wallops Island (Accomack County) (7/1-8/31)</i>	127	56
<i>Wallops Island (Accomack County) (9/1-9/30)</i>	85	56
<i>Warrenton (Fauquier County)</i>	92	46
<i>Williamsburg (James City &amp; York Counties) (10/1 – 10/31)</i>	77	51
<i>Williamsburg (James City &amp; York Counties) (11/1 – 8/31)</i>	96	51
<i>Williamsburg (James City &amp; York Counties) (9/1 – 9/30)</i>	77	51



The following table provides guidelines for Lodging, Meals, and Incidental Expenses (not allowed under WEP) that are allowable to the OUT-OF-STATE traveler for reimbursement. If a location is not listed, the standard rate applies.

<b>OUT-OF-STATE Location City – (Surrounding Areas)</b>	<b>Lodging Rate <u>Excludes</u> taxes and surcharges</b>	<b>Meals and Incidental Expense (M&amp;IE) Rate <u>Includes</u> tips, taxes, personal telephone calls, laundry, and transportation to where meals are taken</b>
<b>STANDARD →</b>	<b>\$88</b>	<b>\$46</b>
<b>EXCEPTIONS↓</b>		
<i>Arlington / Ft. Worth / Grapevine, TX (Tarrant County)</i>	139	56
<i>Austin, TX (Travis County)</i>	108	71
<i>Atlanta, GA (Fulton, Cobb, DeKalb Counties)</i>	133	56
<i>Baltimore, MD (10/1 – 11/30)</i>	145	71
<i>Baltimore, MD (12/1 – 2/28)</i>	121	71
<i>Baltimore, MD (3/1 – 9/30)</i>	145	71
<i>Baltimore County, MD</i>	97	61
<i>Boston / Cambridge, MA (Suffolk County) (10/1 – 10/31)</i>	221	71
<i>Boston / Cambridge, MA (Suffolk County) (11/1 – 3/31)</i>	158	71
<i>Boston / Cambridge, MA (Suffolk County) (4/1 – 6/30)</i>	201	71
<i>Boston / Cambridge, MA (Suffolk County) (7/1 – 8/31)</i>	183	71
<i>Boston / Cambridge, MA (Suffolk County) (9/1 – 9/30)</i>	221	71
<i>Charleston, SC (Charleston, Berkeley, &amp; Dorchester Counties)</i>	137	56
<i>Charlotte, NC (Mecklenburg County)</i>	97	51
<i>Chicago, IL (Cook, Lake Counties) (10/1-11/30)</i>	190	71
<i>Chicago, IL (Cook, Lake Counties) (12/1-3/31)</i>	130	71
<i>Chicago, IL (Cook, Lake Counties) (4/1-6/30)</i>	171	71
<i>Chicago, IL (Cook, Lake</i>	155	71



<i>Counties) (7/1-8/31)</i>		
<i>Chicago, IL (Cook, Lake Counties) (9/1-9/30)</i>	190	71
<i>Cincinnati, OH (Hamilton, Clermont Counties)</i>	118	56
<i>Cleveland, OH (Cuyahoga County)</i>	101	56
<i>Dallas, TX (Dallas County)</i>	113	71
<i>Denver / Aurora, CO (Denver, Adams, Arapahoe, and Jefferson Counties)</i>	149	66
<i>Detroit, MI (Wayne County)</i>	91	56
<i>Floral Park/Garden City/ Great Neck, NY (Nassau County)</i>	142	66
<i>Houston, TX (L.B. Johnson Space Center and Fort Bend, Harris, &amp; Montgomery Counties)</i>	109	71
<i>Kansas City, MO (Cass, Clay, Jackson, &amp; Platte Counties)</i>	99	61
<i>Las Vegas, NV (Clark County)</i>	99	71
<i>Los Angeles, CA (Los Angeles, Orange, &amp; Ventura Counties including Edwards AFB)</i>	125	71
<i>Manhattan, NY (Boroughs of Manhattan, The Bronx, Brooklyn and Queens and Staten Island and Counties of Kings, New York and Richmond) (10/1–12/31)</i>	295	71
<i>Manhattan, NY (Boroughs of Manhattan, The Bronx, Brooklyn and Queens and Staten Island and Counties of Kings, New York and Richmond)(1/1–3/31)</i>	204	71
<i>Manhattan, NY (Boroughs of Manhattan, The Bronx, Brooklyn and Queens and Staten Island and Counties of Kings, New York and Richmond) (4/1–6/30)</i>	241	71
<i>Manhattan, NY (Boroughs of Manhattan, The Bronx, Brooklyn and Queens and Staten Island and Counties of Kings, New York and Richmond) (7/1–8/31)</i>	216	71
<i>Manhattan, NY (Boroughs of Manhattan, The Bronx, Brooklyn</i>	295	71



<i>and Queens and Staten Island and Counties of Kings, New York and Richmond) (9/1–9/30)</i>		
<i>Miami, FL (Miami-Dade County) (10/1-11/30)</i>	105	66
<i>Miami, FL (Miami-Dade County) (12/1-3/31)</i>	152	66
<i>Miami, FL (Miami-Dade County) (4/1-5/31)</i>	125	66
<i>Miami, FL (Miami-Dade County) (6/1-9/30)</i>	105	66
<i>Minneapolis / St. Paul, MN (Hennepin and, Ramsey Counties)</i>	121	71
<i>Nashville, TN (Davidson County)</i>	107	66
<i>Newark, NJ (Essex, Bergen, Hudson, and Passaic Counties)</i>	120	61
<i>New Orleans, LA (Jefferson, Orleans, Plaquemine, St. Bernard Parishes) (10/1–6/30)</i>	135	71
<i>New Orleans, LA (Jefferson, Orleans, Plaquemine, St. Bernard Parishes,) (7/1-9/30)</i>	101	71
<i>Orlando, FL (Orange County) (10/1-12/31)</i>	97	56
<i>Orlando, FL (Orange County) (1/1-5/31)</i>	111	56
<i>Orlando, FL (Orange County) (6/1-9/30)</i>	97	56
<i>Palm Springs, CA (Riverside County) (10/1 – 12/31)</i>	99	71
<i>Palm Springs, CA (Riverside County) (1/1 –5/31)</i>	115	71
<i>Palm Springs, CA (Riverside County) (6/1 – 8/31)</i>	82	71
<i>Palm Springs, CA (Riverside County) (9/1 – 9/30)</i>	99	71
<i>Philadelphia, PA (Philadelphia County) (10/1 – 11/30)</i>	143	66
<i>Philadelphia, PA (Philadelphia County) (12/1 – 8/31)</i>	137	66
<i>Philadelphia, PA (Philadelphia County) (9/1 – 9/30)</i>	143	66
<i>Phoenix / Scottsdale, AZ (Maricopa County) (10/1-12/31)</i>	105	71



<i>Phoenix / Scottsdale, AZ (Maricopa County) (1/1-5/31)</i>	128	71
<i>Phoenix / Scottsdale, AZ (Maricopa County) (6/1-8/31)</i>	80	71
<i>Phoenix / Scottsdale, AZ (Maricopa County) (9/1-9/30)</i>	105	71
<i>Pittsburgh, PA (Allegheny County)</i>	119	71
<i>San Antonio, TX (Bexar County)</i>	106	66
<i>San Diego, CA (San Diego County)</i>	133	71
<i>San Francisco, CA (San Francisco County) (10/1-10/31)</i>	184	71
<i>San Francisco, CA (San Francisco County) (11/1-8/31)</i>	155	71
<i>San Francisco, CA (San Francisco County) (9/1-9/30)</i>	184	71
<i>Savannah, GA (Chatham County)</i>	95	56
<i>Seattle, WA (King County)</i>	137	71
<i>St. Louis, MO ( St. Louis, St. Charles, Crawford, Franklin, Jefferson, Lincoln, Warren and Washington Counties)</i>	104	66
<i>Tampa / St. Petersburg, FL (Pinellas and Hillsborough Counties) (10/1 – 12/31)</i>	93	51
<i>Tampa / St. Petersburg, FL (Pinellas and Hillsborough Counties) (1/1 – 4/30)</i>	112	51
<i>Tampa / St. Petersburg, FL (Pinellas and Hillsborough Counties) (5/1 – 9/30)</i>	93	51
<i>Washington, DC (I) (10/1-10/31)</i>	226	71
<i>Washington, DC (I) (11/1-2/28)</i>	183	71
<i>Washington, DC (I) (3/1-6/30)</i>	224	71
<i>Washington, DC (I) (7/1-8/31)</i>	169	71
<i>Washington, DC (I) (9/1-9/30)</i>	226	71
<i>White Plains/Tarrytown/ New Rochelle, NY (Westchester County)</i>	136	71





## FY15 PSAP GRANT PROGRAM

# WIRELESS E-911 PSAP EDUCATION PROGRAM APPLICATION

## HOW TO APPLY/DEADLINE

The Wireless E-911 PSAP Education Program 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).

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 Wireless E-911 PSAP Education Program grant application. Application made on the FY15 PSAP Grant Application form (Continuity, Consolidation and Enhancement projects) will not be accepted. Technical assistance is available from VITA's Public Safety Communications (PSC) staff throughout the grant process. The FY15 PSAP Grant Application Cycle starts July 1, 2013 and concludes on September 30, 2013 at 5:00 pm.

**ALL SECTIONS MUST BE COMPLETED IN ITS ENTIRETY OR THE APPLICATION WILL BE CONSIDERED INCOMPLETE AND NOT ACCEPTED FOR CONSIDERATION.**



# FY15 PSAP GRANT APPLICATION

## WIRELESS E-911 PSAP EDUCATION PROGRAM GRANT REQUESTS ONLY:

### GRANT APPLICANT PROFILE/PROJECT CONTACT

PSAP/HOST PSAP NAME: Essex County  
 CONTACT TITLE: Deputy  
 CONTACT FIRST NAME: Travis  
 CONTACT LAST NAME: Martin  
 ADDRESS 1: PO BOX 955  
 ADDRESS 2: 304 Prince St  
 CITY: Tappahannock  
 ZIP CODE: 22560  
 CONTACT EMAIL: tsmartin@essex-virginia.org  
 CONTACT PHONE NUMBER: 804-443-3346  
 CONTACT MOBILE NUMBER:  
 CONTACT FAX NUMBER: 804-443-3340  
 REGIONAL COORDINATOR: Sam Keys

### FINANCIAL DATA

AMOUNT REQUESTED: \$ 2,000.00  
 TOTAL PROJECT COST: \$ **2,000.00**

### HOST PSAP AND PARTICIPATING PSAPS (if a regional WEP application)




## **EDUCATION/TRAINING INFORMATION**

**EDUCATION/TRAINING TITLE/EVENT:** APCO NENA Spring Conference

**DATES:** May 2015

**LOCATION:** Virginia Beach

**ESTIMATED NUMBER OF PERSONNEL ATTENDING:** 2

**TOTAL ESTIMATED BUDGET OF TRAINING/EVENT:** \$1000.00

**CONFERENCE/TRAINING:** Apco Nena Spring Conference

**LODGING (please see Lodging Rate Table):** \$534.00

**MEALS (please see Meals Rate Table):** \$448.00

**EDUCATION/TRAINING TITLE/EVENT:** Apco Nena Fall Conference

**DATES:** October 2015

**LOCATION:** Roanoake VA

**ESTIMATED NUMBER OF PERSONNEL ATTENDING:** 2

**TOTAL ESTIMATED BUDGET OF TRAINING/EVENT:** \$1,000.00

**CONFERENCE/TRAINING:** APCO NENA Fall Conference

**LODGING (please see Lodging Rate Table):** \$576.00

**MEALS (please see Meals Rate Table):** \$408.00



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## EVALUATION

**Describe the evaluation process that will be used to determine if participation in this e  
E-911 and GIS.**

NA



## COMPREHENSIVE PROJECT DESCRIPTION

**Describe how the education/training is 9-1-1/public safety communications specific and/or PSAP.**

It is Essex County's desire to utilize the \$2000 Wireless E911 PSAP Education program Grant monies to foster Dispatch and/or Supervisory staff members to the two different APCO/NENA State Conferences.

Essex will be sending two staff members to the fall 2015 Virginia APCO/NENA/Interoperability Conference in Richmond conference. Essex anticipates using \$1000 to cover these expenses for this conference.

Essex will be sending two staff members to the Spring 2015 Virginia APCO/NENA Conference in Virginia Beach for the registration of attendees. Essex anticipates using \$1000 of the remaining \$2000 for this conference.



## OUT OF STATE TRAVEL – WAIVER REQUEST

**If this grant application is for out of state education/training opportunities or includes any part of the funds to be used for out of state education/training opportunities, please complete the following in its entirety.**

**EDUCATION/TRAINING EVENT:** [Click here to enter text](#)

**DEPARTURE DATE:** [Click here to enter text](#) **RETURN DATE:** [Click here to enter text](#)

**LOCATION:** [Click here to enter text](#)

**TOTAL ESTIMATED BUDGET FOR EVENT:** [Click here to enter text](#)

**CONFERENCE/TRAINING:** [Click here to enter text](#)

**LODGING:** [Click here to enter text](#)

**MEALS AND INCIDENTALS:** [Click here to enter text](#)

**TOTAL COST OF TRIP REIMBURSABLE THROUGH THE WEP GRANT:** [Click here to enter text](#)

**REASON FOR OUT OF STATE TRAVEL WAIVER REQUEST:** [Click here to enter text](#)

**MANAGING DEPARTMENT HEAD APPROVAL RECEIVED BY:**

[Click here to enter text](#)

**DATE:** [Click here to enter text](#)



**LODGING AND PER DIEM (MEALS REIMBURSEMENT)**

**Under the Wireless Education Program grant type, lodging and per diem (meals only) are reimbursable, in addition to the cost of the education/training. Please use the following Commonwealth of**



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# **MEALS RATE TABLE**

**The Meals Rate Table below provides individual meal reimbursement amounts, which are breakdowns of the per diem rates shown in the Lodging/M & IE Guideline tables. These rates should be used to determine the maximum meal reimbursement amounts. The meals expense**



C

TOTAL	\$36	\$41	\$46	\$51	\$56	\$61



C

Breakfast	7	7	8	9	10	11



C

Lunch	11	11	12	13	15	16



C

Dinner	18	23	26	29	31	34



C

75% Travel Days	\$27	\$31	\$35	\$39	\$42	\$46



## Per Diem (Meals Only) Prorations and Reductions

On a travel departure or return day, 75% of the Meals per diem is reimbursed. For example, if the Meals Rate Table allows a \$36 total reimbursement, \$27.00 ( $\$36 \times .75 = \$27.00$ ) would be allowable on a travel departure or return day. For trips involving multiple travel destinations, base the reduction on the per diem in effect for where the night was spent as follows:

- Departure Day: Where you spend the night.
- Return Day: Where you spent the night *before* returning to home base.

When meals are provided at no cost in conjunction with travel events, the applicable meal expense reimbursement shall be reduced by the amount shown for the applicable meal in the Meals Rate Table. For example, if the Meals Rate Table allows for a \$36 reimbursement, and lunch was provided at no cost, the total allowable reimbursement for that day would be \$25 ( $\$36 - \$11$  lunch).

However, when meals are provided at no cost in conjunction with travel events on a travel departure or return day, the full Meals per diem reimbursement rate is reduced by the full amount of the appropriate meals followed by a 75% prorating of the balance. For example, if the Meals Rate allows a \$36 total reimbursement, and lunch was provided at no cost on a travel departure or return day, the total allowable reimbursement for that day would be \$19 [ $(\$36 - \$11$  lunch)  $\times .75 = \$19$  (rounded)].

Finally, when meals are included with registration or lodging expense as part of a package, the number and type of meals (breakfast, lunch, dinner) must be recorded on the Wireless Education Program Reimbursement Request. If a continental breakfast or reception is offered as part of the travel event and the food/timing is sufficient to serve as a meal, the traveler must reduce the per diem by the appropriate allowance amount. If a meal is offered as part of a conference and the traveler has medical restrictions, the traveler should make every effort to have the conference facilitate his/her needs by the deadline specified by the conference. If the conference does not honor the request, the traveler is not required to deduct the applicable meal allowance from the per diem. However, the traveler must include a note or other documentation with the Wireless Education Program Reimbursement Request documenting this information.

The following table provides guidelines for Lodging, Meals, and Incidental Expenses (not allowed under WEP) that are allowable to the IN-STATE traveler for reimbursement. For the cities of Alexandria, Fairfax, Falls Church, and the counties of Arlington and Fairfax, see the Washington, DC listing in the Out-of-State table. If a location is not listed, the standard rate applies.

<b>IN-STATE Location City – (Surrounding Areas)</b>	<b>Lodging Rate <u>Excludes</u> taxes and surcharges</b>	<b>Meals and Incidental Expense (M&amp;IE) Rate <u>Includes</u> tips, taxes, personal telephone calls, laundry, and transportation to where meals are taken</b>
<b>STANDARD→</b>	<b>\$77</b>	<b>\$41</b>
<b>EXCEPTIONS↓</b>		
<i>Abingdon (Washington County)</i>	88	46
<i>Blacksburg (Montgomery County)</i>	95	46
<i>Charlottesville (Albemarle &amp; Greene Counties)</i>	115	56
<i>Chesapeake / Suffolk (10/1 – 5/31)</i>	77	56
<i>Chesapeake / Suffolk (6/1 –8/31)</i>	86	56
<i>Chesapeake / Suffolk (9/1 –9/30)</i>	77	56
<i>Chesterfield / Henrico Counties</i>	83	51
<i>Fredericksburg ( Spotsylvania, Stafford, &amp; Caroline Counties)</i>	88	56
<i>Loudoun County</i>	108	61
<i>Lynchburg (Campbell County)</i>	80	51
<i>Manassas (Prince William County)</i>	88	56
<i>Norfolk / Portsmouth</i>	89	61
<i>Richmond (City Limits)</i>	112	66
<i>Roanoke (City Limits)</i>	96	51
<i>Virginia Beach (10/1-5/31)</i>	89	56
<i>Virginia Beach (6/1-8/31)</i>	151	56
<i>Virginia Beach (9/1-9/30)</i>	89	56
<i>Wallops Island (Accomack County) (10/1-6/30)</i>	85	56
<i>Wallops Island (Accomack County) (7/1-8/31)</i>	127	56
<i>Wallops Island (Accomack County) (9/1-9/30)</i>	85	56
<i>Warrenton (Fauquier County)</i>	92	46
<i>Williamsburg (James City &amp; York Counties) (10/1 – 10/31)</i>	77	51
<i>Williamsburg (James City &amp; York Counties) (11/1 – 8/31)</i>	96	51
<i>Williamsburg (James City &amp; York Counties) (9/1 – 9/30)</i>	77	51

The following table provides guidelines for Lodging, Meals, and Incidental Expenses (not allowed under WEP) that are allowable to the OUT-OF-STATE traveler for reimbursement. If a location is not listed, the standard rate applies.

<b>OUT-OF-STATE Location</b> City – (Surrounding Areas)	<b>Lodging Rate</b> <i>Excludes taxes and surcharges</i>	<b>Meals and Incidental Expense (M&amp;IE) Rate</b> <i>Includes tips, taxes, personal telephone calls, laundry, and transportation to where meals are taken</i>
<b>STANDARD →</b>	<b>\$88</b>	<b>\$46</b>
<b>EXCEPTIONS ↓</b>		
<i>Arlington / Ft. Worth / Grapevine, TX (Tarrant County)</i>	<i>139</i>	<i>56</i>
<i>Austin, TX (Travis County)</i>	<i>108</i>	<i>71</i>
<i>Atlanta, GA (Fulton, Cobb, DeKalb Counties)</i>	<i>133</i>	<i>56</i>
<i>Baltimore, MD (10/1 – 11/30)</i>	<i>145</i>	<i>71</i>
<i>Baltimore, MD (12/1 – 2/28)</i>	<i>121</i>	<i>71</i>
<i>Baltimore, MD (3/1 – 9/30)</i>	<i>145</i>	<i>71</i>
<i>Baltimore County, MD</i>	<i>97</i>	<i>61</i>
<i>Boston / Cambridge, MA (Suffolk County) (10/1 – 10/31)</i>	<i>221</i>	<i>71</i>
<i>Boston / Cambridge, MA (Suffolk County) (11/1 – 3/31)</i>	<i>158</i>	<i>71</i>
<i>Boston / Cambridge, MA (Suffolk County) (4/1 – 6/30)</i>	<i>201</i>	<i>71</i>
<i>Boston / Cambridge, MA (Suffolk County) (7/1 – 8/31)</i>	<i>183</i>	<i>71</i>
<i>Boston / Cambridge, MA (Suffolk County) (9/1 – 9/30)</i>	<i>221</i>	<i>71</i>
<i>Charleston, SC (Charleston, Berkeley, &amp; Dorchester Counties)</i>	<i>137</i>	<i>56</i>
<i>Charlotte, NC (Mecklenburg County)</i>	<i>97</i>	<i>51</i>
<i>Chicago, IL (Cook, Lake Counties) (10/1-11/30)</i>	<i>190</i>	<i>71</i>
<i>Chicago, IL (Cook, Lake Counties) (12/1-3/31)</i>	<i>130</i>	<i>71</i>
<i>Chicago, IL (Cook, Lake Counties) (4/1-6/30)</i>	<i>171</i>	<i>71</i>
<i>Chicago, IL (Cook, Lake Counties) (7/1-8/31)</i>	<i>155</i>	<i>71</i>

<i>Chicago, IL (Cook, Lake Counties) (9/1-9/30)</i>	<i>190</i>	<i>71</i>
<i>Cincinnati, OH (Hamilton, Clermont Counties)</i>	<i>118</i>	<i>56</i>
<i>Cleveland, OH (Cuyahoga County)</i>	<i>101</i>	<i>56</i>
<i>Dallas, TX (Dallas County)</i>	<i>113</i>	<i>71</i>
<i>Denver / Aurora, CO (Denver, Adams, Arapahoe, and Jefferson Counties)</i>	<i>149</i>	<i>66</i>
<i>Detroit, MI (Wayne County)</i>	<i>91</i>	<i>56</i>
<i>Floral Park/Garden City/ Great Neck, NY (Nassau County)</i>	<i>142</i>	<i>66</i>
<i>Houston, TX (L.B. Johnson Space Center and Fort Bend, Harris, &amp; Montgomery Counties)</i>	<i>109</i>	<i>71</i>
<i>Kansas City, MO (Cass, Clay, Jackson, &amp; Platte Counties)</i>	<i>99</i>	<i>61</i>
<i>Las Vegas, NV (Clark County)</i>	<i>99</i>	<i>71</i>
<i>Los Angeles, CA (Los Angeles, Orange, &amp; Ventura Counties including Edwards AFB)</i>	<i>125</i>	<i>71</i>
<i>Manhattan, NY (Boroughs of Manhattan, The Bronx, Brooklyn and Queens and Staten Island and Counties of Kings, New York and Richmond) (10/1-12/31)</i>	<i>295</i>	<i>71</i>
<i>Manhattan, NY (Boroughs of Manhattan, The Bronx, Brooklyn and Queens and Staten Island and Counties of Kings, New York and Richmond)(1/1-3/31)</i>	<i>204</i>	<i>71</i>
<i>Manhattan, NY (Boroughs of Manhattan, The Bronx, Brooklyn and Queens and Staten Island and Counties of Kings, New York and Richmond) (4/1-6/30)</i>	<i>241</i>	<i>71</i>
<i>Manhattan, NY (Boroughs of Manhattan, The Bronx, Brooklyn and Queens and Staten Island and Counties of Kings, New York and Richmond) (7/1-8/31)</i>	<i>216</i>	<i>71</i>
<i>Manhattan, NY (Boroughs of Manhattan, The Bronx, Brooklyn and Queens and Staten Island and Counties of Kings, New York and Richmond) (9/1-9/30)</i>	<i>295</i>	<i>71</i>

<i>Miami, FL (Miami-Dade County) (10/1-11/30)</i>	105	66
<i>Miami, FL (Miami-Dade County) (12/1-3/31)</i>	152	66
<i>Miami, FL (Miami-Dade County) (4/1-5/31)</i>	125	66
<i>Miami, FL (Miami-Dade County) (6/1-9/30)</i>	105	66
<i>Minneapolis / St. Paul, MN (Hennepin and, Ramsey Counties)</i>	121	71
<i>Nashville, TN (Davidson County)</i>	107	66
<i>Newark, NJ (Essex, Bergen, Hudson, and Passaic Counties)</i>	120	61
<i>New Orleans, LA (Jefferson, Orleans, Plaquemine, St. Bernard Parishes) (10/1-6/30)</i>	135	71
<i>New Orleans, LA (Jefferson, Orleans, Plaquemine, St. Bernard Parishes,) (7/1-9/30)</i>	101	71
<i>Orlando, FL (Orange County) (10/1-12/31)</i>	97	56
<i>Orlando, FL (Orange County) (1/1-5/31)</i>	111	56
<i>Orlando, FL (Orange County) (6/1-9/30)</i>	97	56
<i>Palm Springs, CA (Riverside County) (10/1 - 12/31)</i>	99	71
<i>Palm Springs, CA (Riverside County) (1/1 -5/31)</i>	115	71
<i>Palm Springs, CA (Riverside County) (6/1 - 8/31)</i>	82	71
<i>Palm Springs, CA (Riverside County) (9/1 - 9/30)</i>	99	71
<i>Philadelphia, PA (Philadelphia County) (10/1 - 11/30)</i>	143	66
<i>Philadelphia, PA (Philadelphia County) (12/1 - 8/31)</i>	137	66
<i>Philadelphia, PA (Philadelphia County) (9/1 - 9/30)</i>	143	66
<i>Phoenix / Scottsdale, AZ (Maricopa County) (10/1-12/31)</i>	105	71
<i>Phoenix / Scottsdale, AZ (Maricopa County) (1/1-5/31)</i>	128	71
<i>Phoenix / Scottsdale, AZ (Maricopa County) (6/1-8/31)</i>	80	71

<i>Phoenix / Scottsdale, AZ (Maricopa County) (9/1-9/30)</i>	<i>105</i>	<i>71</i>
<i>Pittsburgh, PA (Allegheny County)</i>	<i>119</i>	<i>71</i>
<i>San Antonio, TX (Bexar County)</i>	<i>106</i>	<i>66</i>
<i>San Diego, CA (San Diego County)</i>	<i>133</i>	<i>71</i>
<i>San Francisco, CA (San Francisco County) (10/1-10/31)</i>	<i>184</i>	<i>71</i>
<i>San Francisco, CA (San Francisco County) (11/1-8/31)</i>	<i>155</i>	<i>71</i>
<i>San Francisco, CA (San Francisco County) (9/1-9/30)</i>	<i>184</i>	<i>71</i>
<i>Savannah, GA (Chatham County)</i>	<i>95</i>	<i>56</i>
<i>Seattle, WA (King County)</i>	<i>137</i>	<i>71</i>
<i>St. Louis, MO ( St. Louis, St. Charles, Crawford, Franklin, Jefferson, Lincoln, Warren and Washington Counties)</i>	<i>104</i>	<i>66</i>
<i>Tampa / St. Petersburg, FL (Pinellas and Hillsborough Counties) (10/1 – 12/31)</i>	<i>93</i>	<i>51</i>
<i>Tampa / St. Petersburg, FL (Pinellas and Hillsborough Counties) (1/1 – 4/30)</i>	<i>112</i>	<i>51</i>
<i>Tampa / St. Petersburg, FL (Pinellas and Hillsborough Counties) (5/1 – 9/30)</i>	<i>93</i>	<i>51</i>
<i>Washington, DC (I) (10/1-10/31)</i>	<i>226</i>	<i>71</i>
<i>Washington, DC (I) (11/1-2/28)</i>	<i>183</i>	<i>71</i>
<i>Washington, DC (I) (3/1-6/30)</i>	<i>224</i>	<i>71</i>
<i>Washington, DC (I) (7/1-8/31)</i>	<i>169</i>	<i>71</i>
<i>Washington, DC (I) (9/1-9/30)</i>	<i>226</i>	<i>71</i>
<i>White Plains/Tarrytown/ New Rochelle, NY (Westchester County)</i>	<i>136</i>	<i>71</i>



**FY15**

**PSAP GRANT PROGRAM  
WIRELESS EDUCATION PROGRAM  
APPLICATION**



VIRGINIA INFORMATION  
TECHNOLOGIES AGENCY  
Integrated Services Division



## FY15 PSAP GRANT PROGRAM

### WIRELESS E-911 PSAP EDUCATION PROGRAM APPLICATION

#### HOW TO APPLY/DEADLINE

The Wireless E-911 PSAP Education Program 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).

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 Wireless E-911 PSAP Education Program grant application. Application made on the FY15 PSAP Grant Application form (Continuity, Consolidation and Enhancement projects) will not be accepted. Technical assistance is available from VITA's Public Safety Communications (PSC) staff throughout the grant process. The FY15 PSAP Grant Application Cycle starts July 1, 2013 and concludes on September 30, 2013 at 5:00 pm.

**ALL SECTIONS MUST BE COMPLETED IN ITS ENTIRETY OR THE APPLICATION WILL BE CONSIDERED INCOMPLETE AND NOT ACCEPTED FOR CONSIDERATION.**



# FY15 PSAP GRANT APPLICATION

## WIRELESS E-911 PSAP EDUCATION PROGRAM

### GRANT REQUESTS ONLY:

#### GRANT APPLICANT PROFILE/PROJECT CONTACT

PSAP/HOST PSAP NAME: Fairfax County  
 CONTACT TITLE: Assistant Director Support Services Bureau  
 CONTACT FIRST NAME: Roy  
 CONTACT LAST NAME: Oliver  
 ADDRESS 1: 4890 Alliance Dr  
 ADDRESS 2: Suite 2401  
 CITY: Fairfax  
 ZIP CODE: 22030-6661  
 CONTACT EMAIL: Roy.Oliver@Fairfaxcounty.gov  
 CONTACT PHONE NUMBER: 571-350-1728  
 CONTACT MOBILE NUMBER: 571-274-2823  
 CONTACT FAX NUMBER: 703-631-2789  
 REGIONAL COORDINATOR:

#### FINANCIAL DATA

AMOUNT REQUESTED: \$ 2,000.00  
 TOTAL PROJECT COST: \$ 2,100.00

#### HOST PSAP AND PARTICIPATING PSAPS (if a regional WEP application)

_____	_____
_____	_____
_____	_____
_____	_____



## **EDUCATION/TRAINING INFORMATION**

**EDUCATION/TRAINING TITLE/EVENT:** Fall Virginia APCO/NENA Conference

**DATES:** 10/29/2013 – 11/1/2013

**LOCATION:** Roanoke, VA

**ESTIMATED NUMBER OF PERSONNEL ATTENDING:** 6

**TOTAL ESTIMATED BUDGET OF TRAINING/EVENT:** \$1,050

**CONFERENCE/TRAINING:** \$1,050

**LODGING (please see Lodging Rate Table):** 1T

**MEALS (please see Meals Rate Table):** 1T

**EDUCATION/TRAINING TITLE/EVENT:** Spring Virginia APCO/NENA Conference

**DATES:** 5/19/2014 – 5/23/2014

**LOCATION:** Virginia Beach, VA

**ESTIMATED NUMBER OF PERSONNEL ATTENDING:** 6

**TOTAL ESTIMATED BUDGET OF TRAINING/EVENT:** \$1,050

**CONFERENCE/TRAINING:** \$1,050

**LODGING (please see Lodging Rate Table):** 1T

**MEALS (please see Meals Rate Table):**



## COMPREHENSIVE PROJECT DESCRIPTION

**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.**

The funds, if awarded, will be used to take advantage of the educational and training opportunities offered at the Spring and Fall NENA and APCO conferences respectively. The number one benefit would be continuing to educate staff with the current best practices, keep personnel current on the changing technologies, enhancements and requirements within our profession. In addition, there will be other educational opportunities that will be taken advantage of within the Commonwealth for our PSAP staff with these grant funds, should they be awarded.

1T

## EVALUATION

**Describe the evaluation process that will be used to determine if participation in this education/training benefited the PSAP and/or supported E-911 and GIS.**

Each employee selected to attend the educational and training opportunities will be required to attend a minimum of 90% of the offered tracks in their respective field (Dispatcher, Technical or Management) or any combination of tracks as long as it equals 90% participation per day. (ie. If a dispatcher has 7 tracks offered in a given day, they must attend 90%)



## **OUT OF STATE TRAVEL – WAIVER REQUEST**

**If this grant application is for out of state education/training opportunities or includes any part of the funds to be used for out of state education/training opportunities, please complete the following in its entirety.**

**EDUCATION/TRAINING EVENT: 1T**

**DEPARTURE DATE: 1T RETURN DATE: 1T**

**LOCATION: 1T**

**TOTAL ESTIMATED BUDGET FOR EVENT: 1T**

**CONFERENCE/TRAINING: 1T**

**LODGING: 1T**

**MEALS AND INCIDENTALS: 1T**

**TOTAL COST OF TRIP REIMBURSABLE THROUGH THE WEP GRANT: 1T**

**REASON FOR OUT OF STATE TRAVEL WAIVER REQUEST: 1T**

**MANAGING DEPARTMENT HEAD APPROVAL RECEIVED BY:**

**1T**

**DATE: 1T**



## LODGING AND PER DIEM (MEALS REIMBURSEMENT)

Under the Wireless Education Program grant type, lodging and per diem (meals only) are reimbursable, in addition to the cost of the education/training. Please use the following Commonwealth of Virginia Travel Guidelines to determine total expenses during this application process.

Also, please keep in mind that meal expenses must involve an overnight stay to qualify for reimbursement.

### MEALS RATE TABLE

The Meals Rate Table below provides individual meal reimbursement amounts, which are breakdowns of the per diem rates shown in the Lodging/M&IE Guideline tables. These rates should be used to determine the maximum meal reimbursement amounts. The meals expense must be reduced for the applicable meals when meals are provided at no cost during the overnight travel period. (See Prorations and Reductions)

This table also reflects amounts for the 75% travel days. The meals expense must correspond to the location specified for the overnight lodging. (See In-State and Out-of-State Lodging Tables)

**NOTE:** The In-State and Out-of-State Lodging Tables include a flat \$5 incidental amount in the total for the Meals and Incidental Expenses Rate associated with each lodging location. However, the WEP grant does not include reimbursement for incidentals and the Meals Rate Table has been adjusted to reflect this.

TOTAL	\$36	\$41	\$46	\$51	\$56	\$61	\$66
Breakfast	7	7	8	9	10	11	12
Lunch	11	11	12	13	15	16	18
Dinner	18	23	26	29	31	34	36
75% Travel Days	\$27	\$31	\$35	\$39	\$42	\$46	\$50



## Per Diem (Meals Only) Prorations and Reductions

On a travel departure or return day, 75% of the Meals per diem is reimbursed. For example, if the Meals Rate Table allows a \$36 total reimbursement, \$27.00 ( $\$36 \times .75 = \$27.00$ ) would be allowable on a travel departure or return day. For trips involving multiple travel destinations, base the reduction on the per diem in effect for where the night was spent as follows:

- Departure Day: Where you spend the night.
- Return Day: Where you spent the night *before* returning to home base.

When meals are provided at no cost in conjunction with travel events, the applicable meal expense reimbursement shall be reduced by the amount shown for the applicable meal in the Meals Rate Table. For example, if the Meals Rate Table allows for a \$36 reimbursement, and lunch was provided at no cost, the total allowable reimbursement for that day would be \$25 ( $\$36 - \$11$  lunch).

However, when meals are provided at no cost in conjunction with travel events on a travel departure or return day, the full Meals per diem reimbursement rate is reduced by the full amount of the appropriate meals followed by a 75% prorating of the balance. For example, if the Meals Rate allows a \$36 total reimbursement, and lunch was provided at no cost on a travel departure or return day, the total allowable reimbursement for that day would be \$19 [ $(\$36 - \$11$  lunch)  $\times .75 = \$19$  (rounded)].

Finally, when meals are included with registration or lodging expense as part of a package, the number and type of meals (breakfast, lunch, dinner) must be recorded on the Wireless Education Program Reimbursement Request. If a continental breakfast or reception is offered as part of the travel event and the food/timing is sufficient to serve as a meal, the traveler must reduce the per diem by the appropriate allowance amount. If a meal is offered as part of a conference and the traveler has medical restrictions, the traveler should make every effort to have the conference facilitate his/her needs by the deadline specified by the conference. If the conference does not honor the request, the traveler is not required to deduct the applicable meal allowance from the per diem. However, the traveler must include a note or other documentation with the Wireless Education Program Reimbursement Request documenting this information.



The following table provides guidelines for Lodging, Meals, and Incidental Expenses (not allowed under WEP) that are allowable to the IN-STATE traveler for reimbursement. For the cities of Alexandria, Fairfax, Falls Church, and the counties of Arlington and Fairfax, see the Washington, DC listing in the Out-of-State table. If a location is not listed, the standard rate applies.

<b>IN-STATE Location City – (Surrounding Areas)</b>	<b>Lodging Rate <u>Excludes</u> taxes and surcharges</b>	<b>Meals and Incidental Expense (M&amp;IE) Rate <u>Includes</u> tips, taxes, personal telephone calls, laundry, and transportation to where meals are taken</b>
<b>STANDARD→</b>	<b>\$77</b>	<b>\$41</b>
<b>EXCEPTIONS↓</b>		
<i>Abingdon (Washington County)</i>	88	46
<i>Blacksburg (Montgomery County)</i>	95	46
<i>Charlottesville (Albemarle &amp; Greene Counties)</i>	115	56
<i>Chesapeake / Suffolk (10/1 – 5/31)</i>	77	56
<i>Chesapeake / Suffolk (6/1 – 8/31)</i>	86	56
<i>Chesapeake / Suffolk (9/1 – 9/30)</i>	77	56
<i>Chesterfield / Henrico Counties</i>	83	51
<i>Fredericksburg ( Spotsylvania, Stafford, &amp; Caroline Counties)</i>	88	56
<i>Loudoun County</i>	108	61
<i>Lynchburg (Campbell County)</i>	80	51
<i>Manassas (Prince William County)</i>	88	56
<i>Norfolk / Portsmouth</i>	89	61
<i>Richmond (City Limits)</i>	112	66
<i>Roanoke (City Limits)</i>	96	51
<i>Virginia Beach (10/1-5/31)</i>	89	56
<i>Virginia Beach (6/1-8/31)</i>	151	56
<i>Virginia Beach (9/1-9/30)</i>	89	56
<i>Wallops Island (Accomack County) (10/1-6/30)</i>	85	56
<i>Wallops Island (Accomack County) (7/1-8/31)</i>	127	56
<i>Wallops Island (Accomack County) (9/1-9/30)</i>	85	56
<i>Warrenton (Fauquier County)</i>	92	46
<i>Williamsburg (James City &amp; York Counties) (10/1 – 10/31)</i>	77	51
<i>Williamsburg (James City &amp; York Counties) (11/1 – 8/31)</i>	96	51
<i>Williamsburg (James City &amp; York Counties) (9/1 – 9/30)</i>	77	51



The following table provides guidelines for Lodging, Meals, and Incidental Expenses (not allowed under WEP) that are allowable to the OUT-OF-STATE traveler for reimbursement. If a location is not listed, the standard rate applies.

<b>OUT-OF-STATE Location City – (Surrounding Areas)</b>	<b>Lodging Rate <u>Excludes</u> taxes and surcharges</b>	<b>Meals and Incidental Expense (M&amp;IE) Rate <u>Includes</u> tips, taxes, personal telephone calls, laundry, and transportation to where meals are taken</b>
<b>STANDARD →</b>	<b>\$88</b>	<b>\$46</b>
<b>EXCEPTIONS↓</b>		
<i>Arlington / Ft. Worth / Grapevine, TX (Tarrant County)</i>	139	56
<i>Austin, TX (Travis County)</i>	108	71
<i>Atlanta, GA (Fulton, Cobb, DeKalb Counties)</i>	133	56
<i>Baltimore, MD (10/1 – 11/30)</i>	145	71
<i>Baltimore, MD (12/1 – 2/28)</i>	121	71
<i>Baltimore, MD (3/1 – 9/30)</i>	145	71
<i>Baltimore County, MD</i>	97	61
<i>Boston / Cambridge, MA (Suffolk County) (10/1 – 10/31)</i>	221	71
<i>Boston / Cambridge, MA (Suffolk County) (11/1 – 3/31)</i>	158	71
<i>Boston / Cambridge, MA (Suffolk County) (4/1 – 6/30)</i>	201	71
<i>Boston / Cambridge, MA (Suffolk County) (7/1 – 8/31)</i>	183	71
<i>Boston / Cambridge, MA (Suffolk County) (9/1 – 9/30)</i>	221	71
<i>Charleston, SC (Charleston, Berkeley, &amp; Dorchester Counties)</i>	137	56
<i>Charlotte, NC (Mecklenburg County)</i>	97	51
<i>Chicago, IL (Cook, Lake Counties) (10/1-11/30)</i>	190	71
<i>Chicago, IL (Cook, Lake Counties) (12/1-3/31)</i>	130	71
<i>Chicago, IL (Cook, Lake Counties) (4/1-6/30)</i>	171	71
<i>Chicago, IL (Cook, Lake</i>	155	71



<i>Counties) (7/1-8/31)</i>		
<i>Chicago, IL (Cook, Lake Counties) (9/1-9/30)</i>	190	71
<i>Cincinnati, OH (Hamilton, Clermont Counties)</i>	118	56
<i>Cleveland, OH (Cuyahoga County)</i>	101	56
<i>Dallas, TX (Dallas County)</i>	113	71
<i>Denver / Aurora, CO (Denver, Adams, Arapahoe, and Jefferson Counties)</i>	149	66
<i>Detroit, MI (Wayne County)</i>	91	56
<i>Floral Park/Garden City/ Great Neck, NY (Nassau County)</i>	142	66
<i>Houston, TX (L.B. Johnson Space Center and Fort Bend, Harris, &amp; Montgomery Counties)</i>	109	71
<i>Kansas City, MO (Cass, Clay, Jackson, &amp; Platte Counties)</i>	99	61
<i>Las Vegas, NV (Clark County)</i>	99	71
<i>Los Angeles, CA (Los Angeles, Orange, &amp; Ventura Counties including Edwards AFB)</i>	125	71
<i>Manhattan, NY (Boroughs of Manhattan, The Bronx, Brooklyn and Queens and Staten Island and Counties of Kings, New York and Richmond) (10/1–12/31)</i>	295	71
<i>Manhattan, NY (Boroughs of Manhattan, The Bronx, Brooklyn and Queens and Staten Island and Counties of Kings, New York and Richmond)(1/1–3/31)</i>	204	71
<i>Manhattan, NY (Boroughs of Manhattan, The Bronx, Brooklyn and Queens and Staten Island and Counties of Kings, New York and Richmond) (4/1–6/30)</i>	241	71
<i>Manhattan, NY (Boroughs of Manhattan, The Bronx, Brooklyn and Queens and Staten Island and Counties of Kings, New York and Richmond) (7/1–8/31)</i>	216	71
<i>Manhattan, NY (Boroughs of Manhattan, The Bronx, Brooklyn</i>	295	71



<i>and Queens and Staten Island and Counties of Kings, New York and Richmond) (9/1–9/30)</i>		
<i>Miami, FL (Miami-Dade County) (10/1-11/30)</i>	105	66
<i>Miami, FL (Miami-Dade County) (12/1-3/31)</i>	152	66
<i>Miami, FL (Miami-Dade County) (4/1-5/31)</i>	125	66
<i>Miami, FL (Miami-Dade County) (6/1-9/30)</i>	105	66
<i>Minneapolis / St. Paul, MN (Hennepin and, Ramsey Counties)</i>	121	71
<i>Nashville, TN (Davidson County)</i>	107	66
<i>Newark, NJ (Essex, Bergen, Hudson, and Passaic Counties)</i>	120	61
<i>New Orleans, LA (Jefferson, Orleans, Plaquemine, St. Bernard Parishes) (10/1–6/30)</i>	135	71
<i>New Orleans, LA (Jefferson, Orleans, Plaquemine, St. Bernard Parishes,) (7/1-9/30)</i>	101	71
<i>Orlando, FL (Orange County) (10/1-12/31)</i>	97	56
<i>Orlando, FL (Orange County) (1/1-5/31)</i>	111	56
<i>Orlando, FL (Orange County) (6/1-9/30)</i>	97	56
<i>Palm Springs, CA (Riverside County) (10/1 – 12/31)</i>	99	71
<i>Palm Springs, CA (Riverside County) (1/1 –5/31)</i>	115	71
<i>Palm Springs, CA (Riverside County) (6/1 – 8/31)</i>	82	71
<i>Palm Springs, CA (Riverside County) (9/1 – 9/30)</i>	99	71
<i>Philadelphia, PA (Philadelphia County) (10/1 – 11/30)</i>	143	66
<i>Philadelphia, PA (Philadelphia County) (12/1 – 8/31)</i>	137	66
<i>Philadelphia, PA (Philadelphia County) (9/1 – 9/30)</i>	143	66
<i>Phoenix / Scottsdale, AZ (Maricopa County) (10/1-12/31)</i>	105	71



<i>Phoenix / Scottsdale, AZ (Maricopa County) (1/1-5/31)</i>	128	71
<i>Phoenix / Scottsdale, AZ (Maricopa County) (6/1-8/31)</i>	80	71
<i>Phoenix / Scottsdale, AZ (Maricopa County) (9/1-9/30)</i>	105	71
<i>Pittsburgh, PA (Allegheny County)</i>	119	71
<i>San Antonio, TX (Bexar County)</i>	106	66
<i>San Diego, CA (San Diego County)</i>	133	71
<i>San Francisco, CA (San Francisco County) (10/1-10/31)</i>	184	71
<i>San Francisco, CA (San Francisco County) (11/1-8/31)</i>	155	71
<i>San Francisco, CA (San Francisco County) (9/1-9/30)</i>	184	71
<i>Savannah, GA (Chatham County)</i>	95	56
<i>Seattle, WA (King County)</i>	137	71
<i>St. Louis, MO ( St. Louis, St. Charles, Crawford, Franklin, Jefferson, Lincoln, Warren and Washington Counties)</i>	104	66
<i>Tampa / St. Petersburg, FL (Pinellas and Hillsborough Counties) (10/1 – 12/31)</i>	93	51
<i>Tampa / St. Petersburg, FL (Pinellas and Hillsborough Counties) (1/1 – 4/30)</i>	112	51
<i>Tampa / St. Petersburg, FL (Pinellas and Hillsborough Counties) (5/1 – 9/30)</i>	93	51
<i>Washington, DC (I) (10/1-10/31)</i>	226	71
<i>Washington, DC (I) (11/1-2/28)</i>	183	71
<i>Washington, DC (I) (3/1-6/30)</i>	224	71
<i>Washington, DC (I) (7/1-8/31)</i>	169	71
<i>Washington, DC (I) (9/1-9/30)</i>	226	71
<i>White Plains/Tarrytown/ New Rochelle, NY (Westchester County)</i>	136	71



**FY15**

**PSAP GRANT PROGRAM  
WIRELESS EDUCATION PROGRAM  
APPLICATION**



VIRGINIA INFORMATION  
TECHNOLOGIES AGENCY  
Integrated Services Division



## FY15 PSAP GRANT PROGRAM

### WIRELESS E-911 PSAP EDUCATION PROGRAM APPLICATION

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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.

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# FY15 PSAP GRANT APPLICATION WIRELESS E-911 PSAP EDUCATION PROGRAM GRANT REQUESTS ONLY:

## GRANT APPLICANT PROFILE/PROJECT CONTACT

PSAP/HOST PSAP NAME: Farmville Emergency Communications

CONTACT TITLE: Deputy Director

CONTACT FIRST NAME: Jackie

CONTACT LAST NAME: Gilbert

ADDRESS 1: 116 North Main St.

ADDRESS 2: 1T

CITY: Farmville

ZIP CODE: 23901

CONTACT EMAIL: jgilbert@farmvilleva.com

CONTACT PHONE NUMBER: 434-392-3332

CONTACT MOBILE NUMBER: 1T

CONTACT FAX NUMBER: 434-392-1892

REGIONAL COORDINATOR: Stefanie McGuffin

## FINANCIAL DATA

AMOUNT REQUESTED: \$ 2,000

TOTAL PROJECT COST: \$ 2,000

## HOST PSAP AND PARTICIPATING PSAPS (if a regional WEP application)

_____	_____
_____	_____
_____	_____
_____	_____



## **EDUCATION/TRAINING INFORMATION**

**EDUCATION/TRAINING TITLE/EVENT:** NENA Spring conference

**DATES:** MAY 15 – 17 , 2015

**LOCATION:** Sheraton Hotel, Virginia Beach, VA

**ESTIMATED NUMBER OF PERSONNEL ATTENDING:** 4

**TOTAL ESTIMATED BUDGET OF TRAINING/EVENT:** 1340.00

**CONFERENCE/TRAINING:** 560.00

**LODGING (please see Lodging Rate Table):** 712.00

**MEALS (please see Meals Rate Table):** 123.00

**EDUCATION/TRAINING TITLE/EVENT:** APCO Fall Conference

**DATES:** October 22-24 ,2014

**LOCATION:** Hotel Roanoke, Roanoke, VA

**ESTIMATED NUMBER OF PERSONNEL ATTENDING:** 4

**TOTAL ESTIMATED BUDGET OF TRAINING/EVENT:** 971.00

**CONFERENCE/TRAINING:** 560.00

**LODGING (please see Lodging Rate Table):** 288.00

**MEALS (please see Meals Rate Table):** 123.00



## COMPREHENSIVE PROJECT DESCRIPTION

**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.**

The APCO and NENA conferences will allow dispatchers to keep up with what is new and upcoming in communications. They will be able to attend informative tracks that are not only educational but will enhance their skills so they will have a clear understanding of their job requirements. They will also be in the company of others that share their profession and can establish contact information for future inquiries and needs.

## EVALUATION

**Describe the evaluation process that will be used to determine if participation in this education/training benefited the PSAP and/or supported E-911 and GIS.**

Each dispatcher selected to attend the conferences will be required to attend a minimum of 90% of the offered tracks in their respective field (Dispatcher, Technical or Management), or any combination of tracks.



## **OUT OF STATE TRAVEL – WAIVER REQUEST**

**If this grant application is for out of state education/training opportunities or includes any part of the funds to be used for out of state education/training opportunities, please complete the following in its entirety.**

**EDUCATION/TRAINING EVENT: 1T**

**DEPARTURE DATE: 1T RETURN DATE: 1T**

**LOCATION: 1T**

**TOTAL ESTIMATED BUDGET FOR EVENT: 1T**

**CONFERENCE/TRAINING: 1T**

**LODGING: 1T**

**MEALS AND INCIDENTALS: 1T**

**TOTAL COST OF TRIP REIMBURSABLE THROUGH THE WEP GRANT: 1T**

**REASON FOR OUT OF STATE TRAVEL WAIVER REQUEST: 1T**



## LODGING AND PER DIEM (MEALS REIMBURSEMENT)

Under the Wireless Education Program grant type, lodging and per diem (meals only) are reimbursable, in addition to the cost of the education/training. Please use the following Commonwealth of Virginia Travel Guidelines to determine total expenses during this application process.

Also, please keep in mind that meal expenses must involve an overnight stay to qualify for reimbursement.

### MEALS RATE TABLE

The Meals Rate Table below provides individual meal reimbursement amounts, which are breakdowns of the per diem rates shown in the Lodging/M&IE Guideline tables. These rates should be used to determine the maximum meal reimbursement amounts. The meals expense must be reduced for the applicable meals when meals are provided at no cost during the overnight travel period. (See Prorations and Reductions)

This table also reflects amounts for the 75% travel days. The meals expense must correspond to the location specified for the overnight lodging. (See In-State and Out-of-State Lodging Tables)

**NOTE:** The In-State and Out-of-State Lodging Tables include a flat \$5 incidental amount in the total for the Meals and Incidental Expenses Rate associated with each lodging location. However, the WEP grant does not include reimbursement for incidentals and the Meals Rate Table has been adjusted to reflect this.

<b>TOTAL</b>	<b>\$36</b>	<b>\$41</b>	<b>\$46</b>	<b>\$51</b>	<b>\$56</b>	<b>\$61</b>	<b>\$66</b>
<b>Breakfast</b>	<b>7</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>
<b>Lunch</b>	<b>11</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>15</b>	<b>16</b>	<b>18</b>
<b>Dinner</b>	<b>18</b>	<b>23</b>	<b>26</b>	<b>29</b>	<b>31</b>	<b>34</b>	<b>36</b>
<b>75% Travel Days</b>	<b>\$27</b>	<b>\$31</b>	<b>\$35</b>	<b>\$39</b>	<b>\$42</b>	<b>\$46</b>	<b>\$50</b>



## Per Diem (Meals Only) Prorations and Reductions

On a travel departure or return day, 75% of the Meals per diem is reimbursed. For example, if the Meals Rate Table allows a \$36 total reimbursement, \$27.00 ( $\$36 \times .75 = \$27.00$ ) would be allowable on a travel departure or return day. For trips involving multiple travel destinations, base the reduction on the per diem in effect for where the night was spent as follows:

- Departure Day: Where you spend the night.
- Return Day: Where you spent the night *before* returning to home base.

When meals are provided at no cost in conjunction with travel events, the applicable meal expense reimbursement shall be reduced by the amount shown for the applicable meal in the Meals Rate Table. For example, if the Meals Rate Table allows for a \$36 reimbursement, and lunch was provided at no cost, the total allowable reimbursement for that day would be \$25 ( $\$36 - \$11$  lunch).

However, when meals are provided at no cost in conjunction with travel events on a travel departure or return day, the full Meals per diem reimbursement rate is reduced by the full amount of the appropriate meals followed by a 75% prorating of the balance. For example, if the Meals Rate allows a \$36 total reimbursement, and lunch was provided at no cost on a travel departure or return day, the total allowable reimbursement for that day would be \$19 [ $(\$36 - \$11$  lunch)  $\times .75 = \$19$  (rounded)].

Finally, when meals are included with registration or lodging expense as part of a package, the number and type of meals (breakfast, lunch, dinner) must be recorded on the Wireless Education Program Reimbursement Request. If a continental breakfast or reception is offered as part of the travel event and the food/timing is sufficient to serve as a meal, the traveler must reduce the per diem by the appropriate allowance amount. If a meal is offered as part of a conference and the traveler has medical restrictions, the traveler should make every effort to have the conference facilitate his/her needs by the deadline specified by the conference. If the conference does not honor the request, the traveler is not required to deduct the applicable meal allowance from the per diem. However, the traveler must include a note or other documentation with the Wireless Education Program Reimbursement Request documenting this information.



The following table provides guidelines for Lodging, Meals, and Incidental Expenses (not allowed under WEP) that are allowable to the IN-STATE traveler for reimbursement. For the cities of Alexandria, Fairfax, Falls Church, and the counties of Arlington and Fairfax, see the Washington, DC listing in the Out-of-State table. If a location is not listed, the standard rate applies.

<b>IN-STATE Location City – (Surrounding Areas)</b>	<b>Lodging Rate <u>Excludes</u> taxes and surcharges</b>	<b>Meals and Incidental Expense (M&amp;IE) Rate <u>Includes</u> tips, taxes, personal telephone calls, laundry, and transportation to where meals are taken</b>
<b>STANDARD→</b>	<b>\$77</b>	<b>\$41</b>
<b>EXCEPTIONS↓</b>		
<i>Abingdon (Washington County)</i>	88	46
<i>Blacksburg (Montgomery County)</i>	95	46
<i>Charlottesville (Albemarle &amp; Greene Counties)</i>	115	56
<i>Chesapeake / Suffolk (10/1 – 5/31)</i>	77	56
<i>Chesapeake / Suffolk (6/1 – 8/31)</i>	86	56
<i>Chesapeake / Suffolk (9/1 – 9/30)</i>	77	56
<i>Chesterfield / Henrico Counties</i>	83	51
<i>Fredericksburg ( Spotsylvania, Stafford, &amp; Caroline Counties)</i>	88	56
<i>Loudoun County</i>	108	61
<i>Lynchburg (Campbell County)</i>	80	51
<i>Manassas (Prince William County)</i>	88	56
<i>Norfolk / Portsmouth</i>	89	61
<i>Richmond (City Limits)</i>	112	66
<i>Roanoke (City Limits)</i>	96	51
<i>Virginia Beach (10/1-5/31)</i>	89	56
<i>Virginia Beach (6/1-8/31)</i>	151	56
<i>Virginia Beach (9/1-9/30)</i>	89	56
<i>Wallops Island (Accomack County) (10/1-6/30)</i>	85	56
<i>Wallops Island (Accomack County) (7/1-8/31)</i>	127	56
<i>Wallops Island (Accomack County) (9/1-9/30)</i>	85	56
<i>Warrenton (Fauquier County)</i>	92	46
<i>Williamsburg (James City &amp; York Counties) (10/1 – 10/31)</i>	77	51
<i>Williamsburg (James City &amp; York Counties) (11/1 – 8/31)</i>	96	51
<i>Williamsburg (James City &amp; York Counties) (9/1 – 9/30)</i>	77	51



The following table provides guidelines for Lodging, Meals, and Incidental Expenses (not allowed under WEP) that are allowable to the OUT-OF-STATE traveler for reimbursement. If a location is not listed, the standard rate applies.

<b>OUT-OF-STATE Location City – (Surrounding Areas)</b>	<b>Lodging Rate <u>Excludes</u> taxes and surcharges</b>	<b>Meals and Incidental Expense (M&amp;IE) Rate <u>Includes</u> tips, taxes, personal telephone calls, laundry, and transportation to where meals are taken</b>
<b>STANDARD →</b>	<b>\$88</b>	<b>\$46</b>
<b>EXCEPTIONS↓</b>		
<i>Arlington / Ft. Worth / Grapevine, TX (Tarrant County)</i>	139	56
<i>Austin, TX (Travis County)</i>	108	71
<i>Atlanta, GA (Fulton, Cobb, DeKalb Counties)</i>	133	56
<i>Baltimore, MD (10/1 – 11/30)</i>	145	71
<i>Baltimore, MD (12/1 – 2/28)</i>	121	71
<i>Baltimore, MD (3/1 – 9/30)</i>	145	71
<i>Baltimore County, MD</i>	97	61
<i>Boston / Cambridge, MA (Suffolk County) (10/1 – 10/31)</i>	221	71
<i>Boston / Cambridge, MA (Suffolk County) (11/1 – 3/31)</i>	158	71
<i>Boston / Cambridge, MA (Suffolk County) (4/1 – 6/30)</i>	201	71
<i>Boston / Cambridge, MA (Suffolk County) (7/1 – 8/31)</i>	183	71
<i>Boston / Cambridge, MA (Suffolk County) (9/1 – 9/30)</i>	221	71
<i>Charleston, SC (Charleston, Berkeley, &amp; Dorchester Counties)</i>	137	56
<i>Charlotte, NC (Mecklenburg County)</i>	97	51
<i>Chicago, IL (Cook, Lake Counties) (10/1-11/30)</i>	190	71
<i>Chicago, IL (Cook, Lake Counties) (12/1-3/31)</i>	130	71
<i>Chicago, IL (Cook, Lake Counties) (4/1-6/30)</i>	171	71
<i>Chicago, IL (Cook, Lake</i>	155	71



<i>Counties) (7/1-8/31)</i>		
<i>Chicago, IL (Cook, Lake Counties) (9/1-9/30)</i>	190	71
<i>Cincinnati, OH (Hamilton, Clermont Counties)</i>	118	56
<i>Cleveland, OH (Cuyahoga County)</i>	101	56
<i>Dallas, TX (Dallas County)</i>	113	71
<i>Denver / Aurora, CO (Denver, Adams, Arapahoe, and Jefferson Counties)</i>	149	66
<i>Detroit, MI (Wayne County)</i>	91	56
<i>Floral Park/Garden City/ Great Neck, NY (Nassau County)</i>	142	66
<i>Houston, TX (L.B. Johnson Space Center and Fort Bend, Harris, &amp; Montgomery Counties)</i>	109	71
<i>Kansas City, MO (Cass, Clay, Jackson, &amp; Platte Counties)</i>	99	61
<i>Las Vegas, NV (Clark County)</i>	99	71
<i>Los Angeles, CA (Los Angeles, Orange, &amp; Ventura Counties including Edwards AFB)</i>	125	71
<i>Manhattan, NY (Boroughs of Manhattan, The Bronx, Brooklyn and Queens and Staten Island and Counties of Kings, New York and Richmond) (10/1–12/31)</i>	295	71
<i>Manhattan, NY (Boroughs of Manhattan, The Bronx, Brooklyn and Queens and Staten Island and Counties of Kings, New York and Richmond)(1/1–3/31)</i>	204	71
<i>Manhattan, NY (Boroughs of Manhattan, The Bronx, Brooklyn and Queens and Staten Island and Counties of Kings, New York and Richmond) (4/1–6/30)</i>	241	71
<i>Manhattan, NY (Boroughs of Manhattan, The Bronx, Brooklyn and Queens and Staten Island and Counties of Kings, New York and Richmond) (7/1–8/31)</i>	216	71
<i>Manhattan, NY (Boroughs of Manhattan, The Bronx, Brooklyn</i>	295	71



<i>and Queens and Staten Island and Counties of Kings, New York and Richmond) (9/1–9/30)</i>		
<i>Miami, FL (Miami-Dade County) (10/1-11/30)</i>	105	66
<i>Miami, FL (Miami-Dade County) (12/1-3/31)</i>	152	66
<i>Miami, FL (Miami-Dade County) (4/1-5/31)</i>	125	66
<i>Miami, FL (Miami-Dade County) (6/1-9/30)</i>	105	66
<i>Minneapolis / St. Paul, MN (Hennepin and, Ramsey Counties)</i>	121	71
<i>Nashville, TN (Davidson County)</i>	107	66
<i>Newark, NJ (Essex, Bergen, Hudson, and Passaic Counties)</i>	120	61
<i>New Orleans, LA (Jefferson, Orleans, Plaquemine, St. Bernard Parishes) (10/1–6/30)</i>	135	71
<i>New Orleans, LA (Jefferson, Orleans, Plaquemine, St. Bernard Parishes,) (7/1-9/30)</i>	101	71
<i>Orlando, FL (Orange County) (10/1-12/31)</i>	97	56
<i>Orlando, FL (Orange County) (1/1-5/31)</i>	111	56
<i>Orlando, FL (Orange County) (6/1-9/30)</i>	97	56
<i>Palm Springs, CA (Riverside County) (10/1 – 12/31)</i>	99	71
<i>Palm Springs, CA (Riverside County) (1/1 –5/31)</i>	115	71
<i>Palm Springs, CA (Riverside County) (6/1 – 8/31)</i>	82	71
<i>Palm Springs, CA (Riverside County) (9/1 – 9/30)</i>	99	71
<i>Philadelphia, PA (Philadelphia County) (10/1 – 11/30)</i>	143	66
<i>Philadelphia, PA (Philadelphia County) (12/1 – 8/31)</i>	137	66
<i>Philadelphia, PA (Philadelphia County) (9/1 – 9/30)</i>	143	66
<i>Phoenix / Scottsdale, AZ (Maricopa County) (10/1-12/31)</i>	105	71



<i>Phoenix / Scottsdale, AZ (Maricopa County) (1/1-5/31)</i>	128	71
<i>Phoenix / Scottsdale, AZ (Maricopa County) (6/1-8/31)</i>	80	71
<i>Phoenix / Scottsdale, AZ (Maricopa County) (9/1-9/30)</i>	105	71
<i>Pittsburgh, PA (Allegheny County)</i>	119	71
<i>San Antonio, TX (Bexar County)</i>	106	66
<i>San Diego, CA (San Diego County)</i>	133	71
<i>San Francisco, CA (San Francisco County) (10/1-10/31)</i>	184	71
<i>San Francisco, CA (San Francisco County) (11/1-8/31)</i>	155	71
<i>San Francisco, CA (San Francisco County) (9/1-9/30)</i>	184	71
<i>Savannah, GA (Chatham County)</i>	95	56
<i>Seattle, WA (King County)</i>	137	71
<i>St. Louis, MO ( St. Louis, St. Charles, Crawford, Franklin, Jefferson, Lincoln, Warren and Washington Counties)</i>	104	66
<i>Tampa / St. Petersburg, FL (Pinellas and Hillsborough Counties) (10/1 – 12/31)</i>	93	51
<i>Tampa / St. Petersburg, FL (Pinellas and Hillsborough Counties) (1/1 – 4/30)</i>	112	51
<i>Tampa / St. Petersburg, FL (Pinellas and Hillsborough Counties) (5/1 – 9/30)</i>	93	51
<i>Washington, DC (I) (10/1-10/31)</i>	226	71
<i>Washington, DC (I) (11/1-2/28)</i>	183	71
<i>Washington, DC (I) (3/1-6/30)</i>	224	71
<i>Washington, DC (I) (7/1-8/31)</i>	169	71
<i>Washington, DC (I) (9/1-9/30)</i>	226	71
<i>White Plains/Tarrytown/ New Rochelle, NY (Westchester County)</i>	136	71



**FY15**

**PSAP GRANT PROGRAM  
WIRELESS EDUCATION PROGRAM  
APPLICATION**



VIRGINIA INFORMATION  
TECHNOLOGIES AGENCY  
Integrated Services Division



## FY15 PSAP GRANT PROGRAM

### WIRELESS E-911 PSAP EDUCATION PROGRAM APPLICATION

#### HOW TO APPLY/DEADLINE

The Wireless E-911 PSAP Education Program 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).

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 Wireless E-911 PSAP Education Program grant application. Application made on the FY15 PSAP Grant Application form (Continuity, Consolidation and Enhancement projects) will not be accepted. Technical assistance is available from VITA's Public Safety Communications (PSC) staff throughout the grant process. The FY15 PSAP Grant Application Cycle starts July 1, 2013 and concludes on September 30, 2013 at 5:00 pm.

**ALL SECTIONS MUST BE COMPLETED IN ITS ENTIRETY OR THE APPLICATION WILL BE CONSIDERED INCOMPLETE AND NOT ACCEPTED FOR CONSIDERATION.**



## FY15 PSAP GRANT APPLICATION

### WIRELESS E-911 PSAP EDUCATION PROGRAM

#### GRANT REQUESTS ONLY:

#### GRANT APPLICANT PROFILE/PROJECT CONTACT

PSAP/HOST PSAP NAME: Fauquier County Sheriff’s Office Communications Center

CONTACT TITLE: Captain

CONTACT FIRST NAME: Micah

CONTACT LAST NAME: Meadows

ADDRESS 1: 78 West Lee St., Ste. 102

ADDRESS 2: 1T

CITY: Warrenton

ZIP CODE: 20186

CONTACT EMAIL: micah.meadows@fauquiercounty.gov

CONTACT PHONE NUMBER: 540-422-8641

CONTACT MOBILE NUMBER: 540-428-6721

CONTACT FAX NUMBER: 540-347-6886

REGIONAL COORDINATOR: Amy Ozeki

#### FINANCIAL DATA

AMOUNT REQUESTED: \$ 2000.00

TOTAL PROJECT COST: \$ 2840.00

#### HOST PSAP AND PARTICIPATING PSAPS (if a regional WEP application)

_____	_____
_____	_____
_____	_____
_____	_____



## **EDUCATION/TRAINING INFORMATION**

**EDUCATION/TRAINING TITLE/EVENT:** FY 15 -2014 Fall NENA/APCO Conference

**DATES:** (estimated) FY 15 dates October 28-31, 2014

**LOCATION:** (projected) Hotel Roanoke, Roanoke, VA

**ESTIMATED NUMBER OF PERSONNEL ATTENDING:** 4

**TOTAL ESTIMATED BUDGET OF TRAINING/EVENT:** \$1624

**CONFERENCE/TRAINING:** \$520

**LODGING (please see Lodging Rate Table):** \$1104

**MEALS (please see Meals Rate Table):** N/A

**EDUCATION/TRAINING TITLE/EVENT:** FY 15- 2015 Spring NENA/APCO Conference

**DATES:** (estimated) FY15 dates May 13-15, 2015

4

**LOCATION:** (projected) Sheraton Hotel, Virginia Beach, VA

**ESTIMATED NUMBER OF PERSONNEL ATTENDING:** 4

**TOTAL ESTIMATED BUDGET OF TRAINING/EVENT:** \$1216

**CONFERENCE/TRAINING:** \$480

**LODGING (please see Lodging Rate Table):** \$736

**MEALS (please see Meals Rate Table):** N/A



## EVALUATION

**Describe the evaluation process that will be used to determine if participation in this education/training benefited the PSAP and/or supported E-911 and GIS.**

Each employee selected to attend the educational and training opportunities will be required to attend a minimum of 90% of the offered tracks in their respective field (Dispatcher, Technical or Management) or any combination of tracks as long as it equals 90% participation per day. (ie. If a dispatcher has 7 tracks offered in a given day they must attend 90%)



## **COMPREHENSIVE PROJECT DESCRIPTION**

**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.**

The funds, if awarded, will be used to take advantage of the educational and training opportunities offered at the Spring and Fall NENA and APCO conferences respectively. The number one benefit would be continuing to educate staff with the current best practices, keep personnel current on the changing technologies, enhancements and requirements within our profession.



## **OUT OF STATE TRAVEL – WAIVER REQUEST**

**If this grant application is for out of state education/training opportunities or includes any part of the funds to be used for out of state education/training opportunities, please complete the following in its entirety.**

**EDUCATION/TRAINING EVENT: 1T**

**DEPARTURE DATE: 1T RETURN DATE: 1T**

**LOCATION: 1T**

**TOTAL ESTIMATED BUDGET FOR EVENT: 1T**

**CONFERENCE/TRAINING: 1T**

**LODGING: 1T**

**MEALS AND INCIDENTALS: 1T**

**TOTAL COST OF TRIP REIMBURSABLE THROUGH THE WEP GRANT: 1T**

**REASON FOR OUT OF STATE TRAVEL WAIVER REQUEST: 1T**

**MANAGING DEPARTMENT HEAD APPROVAL RECEIVED BY:**

**1T**

**DATE: 1T**



## LODGING AND PER DIEM (MEALS REIMBURSEMENT)

Under the Wireless Education Program grant type, lodging and per diem (meals only) are reimbursable, in addition to the cost of the education/training. Please use the following Commonwealth of Virginia Travel Guidelines to determine total expenses during this application process.

Also, please keep in mind that meal expenses must involve an overnight stay to qualify for reimbursement.

### MEALS RATE TABLE

The Meals Rate Table below provides individual meal reimbursement amounts, which are breakdowns of the per diem rates shown in the Lodging/M&IE Guideline tables. These rates should be used to determine the maximum meal reimbursement amounts. The meals expense must be reduced for the applicable meals when meals are provided at no cost during the overnight travel period. (See Prorations and Reductions)

This table also reflects amounts for the 75% travel days. The meals expense must correspond to the location specified for the overnight lodging. (See In-State and Out-of-State Lodging Tables)

**NOTE:** The In-State and Out-of-State Lodging Tables include a flat \$5 incidental amount in the total for the Meals and Incidental Expenses Rate associated with each lodging location. However, the WEP grant does not include reimbursement for incidentals and the Meals Rate Table has been adjusted to reflect this.

<b>TOTAL</b>	<b>\$36</b>	<b>\$41</b>	<b>\$46</b>	<b>\$51</b>	<b>\$56</b>	<b>\$61</b>	<b>\$66</b>
<b>Breakfast</b>	<b>7</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>
<b>Lunch</b>	<b>11</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>15</b>	<b>16</b>	<b>18</b>
<b>Dinner</b>	<b>18</b>	<b>23</b>	<b>26</b>	<b>29</b>	<b>31</b>	<b>34</b>	<b>36</b>
<b>75% Travel Days</b>	<b>\$27</b>	<b>\$31</b>	<b>\$35</b>	<b>\$39</b>	<b>\$42</b>	<b>\$46</b>	<b>\$50</b>



## Per Diem (Meals Only) Prorations and Reductions

On a travel departure or return day, 75% of the Meals per diem is reimbursed. For example, if the Meals Rate Table allows a \$36 total reimbursement, \$27.00 ( $\$36 \times .75 = \$27.00$ ) would be allowable on a travel departure or return day. For trips involving multiple travel destinations, base the reduction on the per diem in effect for where the night was spent as follows:

- Departure Day: Where you spend the night.
- Return Day: Where you spent the night *before* returning to home base.

When meals are provided at no cost in conjunction with travel events, the applicable meal expense reimbursement shall be reduced by the amount shown for the applicable meal in the Meals Rate Table. For example, if the Meals Rate Table allows for a \$36 reimbursement, and lunch was provided at no cost, the total allowable reimbursement for that day would be \$25 ( $\$36 - \$11$  lunch).

However, when meals are provided at no cost in conjunction with travel events on a travel departure or return day, the full Meals per diem reimbursement rate is reduced by the full amount of the appropriate meals followed by a 75% prorating of the balance. For example, if the Meals Rate allows a \$36 total reimbursement, and lunch was provided at no cost on a travel departure or return day, the total allowable reimbursement for that day would be \$19 [ $(\$36 - \$11$  lunch)  $\times .75 = \$19$  (rounded)].

Finally, when meals are included with registration or lodging expense as part of a package, the number and type of meals (breakfast, lunch, dinner) must be recorded on the Wireless Education Program Reimbursement Request. If a continental breakfast or reception is offered as part of the travel event and the food/timing is sufficient to serve as a meal, the traveler must reduce the per diem by the appropriate allowance amount. If a meal is offered as part of a conference and the traveler has medical restrictions, the traveler should make every effort to have the conference facilitate his/her needs by the deadline specified by the conference. If the conference does not honor the request, the traveler is not required to deduct the applicable meal allowance from the per diem. However, the traveler must include a note or other documentation with the Wireless Education Program Reimbursement Request documenting this information.



The following table provides guidelines for Lodging, Meals, and Incidental Expenses (not allowed under WEP) that are allowable to the IN-STATE traveler for reimbursement. For the cities of Alexandria, Fairfax, Falls Church, and the counties of Arlington and Fairfax, see the Washington, DC listing in the Out-of-State table. If a location is not listed, the standard rate applies.

<b>IN-STATE Location City – (Surrounding Areas)</b>	<b>Lodging Rate <u>Excludes</u> taxes and surcharges</b>	<b>Meals and Incidental Expense (M&amp;IE) Rate <u>Includes</u> tips, taxes, personal telephone calls, laundry, and transportation to where meals are taken</b>
<b>STANDARD→</b>	<b>\$77</b>	<b>\$41</b>
<b>EXCEPTIONS↓</b>		
<i>Abingdon (Washington County)</i>	88	46
<i>Blacksburg (Montgomery County)</i>	95	46
<i>Charlottesville (Albemarle &amp; Greene Counties)</i>	115	56
<i>Chesapeake / Suffolk (10/1 – 5/31)</i>	77	56
<i>Chesapeake / Suffolk (6/1 – 8/31)</i>	86	56
<i>Chesapeake / Suffolk (9/1 – 9/30)</i>	77	56
<i>Chesterfield / Henrico Counties</i>	83	51
<i>Fredericksburg ( Spotsylvania, Stafford, &amp; Caroline Counties)</i>	88	56
<i>Loudoun County</i>	108	61
<i>Lynchburg (Campbell County)</i>	80	51
<i>Manassas (Prince William County)</i>	88	56
<i>Norfolk / Portsmouth</i>	89	61
<i>Richmond (City Limits)</i>	112	66
<i>Roanoke (City Limits)</i>	96	51
<i>Virginia Beach (10/1-5/31)</i>	89	56
<i>Virginia Beach (6/1-8/31)</i>	151	56
<i>Virginia Beach (9/1-9/30)</i>	89	56
<i>Wallops Island (Accomack County) (10/1-6/30)</i>	85	56
<i>Wallops Island (Accomack County) (7/1-8/31)</i>	127	56
<i>Wallops Island (Accomack County) (9/1-9/30)</i>	85	56
<i>Warrenton (Fauquier County)</i>	92	46
<i>Williamsburg (James City &amp; York Counties) (10/1 – 10/31)</i>	77	51
<i>Williamsburg (James City &amp; York Counties) (11/1 – 8/31)</i>	96	51
<i>Williamsburg (James City &amp; York Counties) (9/1 – 9/30)</i>	77	51



The following table provides guidelines for Lodging, Meals, and Incidental Expenses (not allowed under WEP) that are allowable to the OUT-OF-STATE traveler for reimbursement. If a location is not listed, the standard rate applies.

<b>OUT-OF-STATE Location City – (Surrounding Areas)</b>	<b>Lodging Rate <i>Excludes taxes and surcharges</i></b>	<b>Meals and Incidental Expense (M&amp;IE) Rate <i>Includes tips, taxes, personal telephone calls, laundry, and transportation to where meals are taken</i></b>
<b>STANDARD →</b>	<b>\$88</b>	<b>\$46</b>
<b>EXCEPTIONS↓</b>		
<i>Arlington / Ft. Worth / Grapevine, TX (Tarrant County)</i>	<i>139</i>	<i>56</i>
<i>Austin, TX (Travis County)</i>	<i>108</i>	<i>71</i>
<i>Atlanta, GA (Fulton, Cobb, DeKalb Counties)</i>	<i>133</i>	<i>56</i>
<i>Baltimore, MD (10/1 – 11/30)</i>	<i>145</i>	<i>71</i>
<i>Baltimore, MD (12/1 – 2/28)</i>	<i>121</i>	<i>71</i>
<i>Baltimore, MD (3/1 – 9/30)</i>	<i>145</i>	<i>71</i>
<i>Baltimore County, MD</i>	<i>97</i>	<i>61</i>
<i>Boston / Cambridge, MA (Suffolk County) (10/1 – 10/31)</i>	<i>221</i>	<i>71</i>
<i>Boston / Cambridge, MA (Suffolk County) (11/1 – 3/31)</i>	<i>158</i>	<i>71</i>
<i>Boston / Cambridge, MA (Suffolk County) (4/1 – 6/30)</i>	<i>201</i>	<i>71</i>
<i>Boston / Cambridge, MA (Suffolk County) (7/1 – 8/31)</i>	<i>183</i>	<i>71</i>
<i>Boston / Cambridge, MA (Suffolk County) (9/1 – 9/30)</i>	<i>221</i>	<i>71</i>
<i>Charleston, SC (Charleston, Berkeley, &amp; Dorchester Counties)</i>	<i>137</i>	<i>56</i>
<i>Charlotte, NC (Mecklenburg County)</i>	<i>97</i>	<i>51</i>
<i>Chicago, IL (Cook, Lake Counties) (10/1-11/30)</i>	<i>190</i>	<i>71</i>
<i>Chicago, IL (Cook, Lake Counties) (12/1-3/31)</i>	<i>130</i>	<i>71</i>
<i>Chicago, IL (Cook, Lake Counties) (4/1-6/30)</i>	<i>171</i>	<i>71</i>
<i>Chicago, IL (Cook, Lake Counties)</i>	<i>155</i>	<i>71</i>



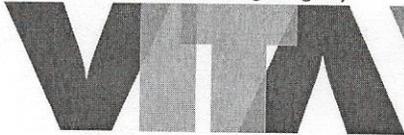
<i>Counties) (7/1-8/31)</i>		
<i>Chicago, IL (Cook, Lake Counties) (9/1-9/30)</i>	190	71
<i>Cincinnati, OH (Hamilton, Clermont Counties)</i>	118	56
<i>Cleveland, OH (Cuyahoga County)</i>	101	56
<i>Dallas, TX (Dallas County)</i>	113	71
<i>Denver / Aurora, CO (Denver, Adams, Arapahoe, and Jefferson Counties)</i>	149	66
<i>Detroit, MI (Wayne County)</i>	91	56
<i>Floral Park/Garden City/ Great Neck, NY (Nassau County)</i>	142	66
<i>Houston, TX (L.B. Johnson Space Center and Fort Bend, Harris, &amp; Montgomery Counties)</i>	109	71
<i>Kansas City, MO (Cass, Clay, Jackson, &amp; Platte Counties)</i>	99	61
<i>Las Vegas, NV (Clark County)</i>	99	71
<i>Los Angeles, CA (Los Angeles, Orange, &amp; Ventura Counties including Edwards AFB)</i>	125	71
<i>Manhattan, NY (Boroughs of Manhattan, The Bronx, Brooklyn and Queens and Staten Island and Counties of Kings, New York and Richmond) (10/1–12/31)</i>	295	71
<i>Manhattan, NY (Boroughs of Manhattan, The Bronx, Brooklyn and Queens and Staten Island and Counties of Kings, New York and Richmond)(1/1–3/31)</i>	204	71
<i>Manhattan, NY (Boroughs of Manhattan, The Bronx, Brooklyn and Queens and Staten Island and Counties of Kings, New York and Richmond) (4/1–6/30)</i>	241	71
<i>Manhattan, NY (Boroughs of Manhattan, The Bronx, Brooklyn and Queens and Staten Island and Counties of Kings, New York and Richmond) (7/1–8/31)</i>	216	71
<i>Manhattan, NY (Boroughs of Manhattan, The Bronx, Brooklyn</i>	295	71



<i>and Queens and Staten Island and Counties of Kings, New York and Richmond) (9/1–9/30)</i>		
<i>Miami, FL (Miami-Dade County) (10/1-11/30)</i>	105	66
<i>Miami, FL (Miami-Dade County) (12/1-3/31)</i>	152	66
<i>Miami, FL (Miami-Dade County) (4/1-5/31)</i>	125	66
<i>Miami, FL (Miami-Dade County) (6/1-9/30)</i>	105	66
<i>Minneapolis / St. Paul, MN (Hennepin and, Ramsey Counties)</i>	121	71
<i>Nashville, TN (Davidson County)</i>	107	66
<i>Newark, NJ (Essex, Bergen, Hudson, and Passaic Counties)</i>	120	61
<i>New Orleans, LA (Jefferson, Orleans, Plaquemine, St. Bernard Parishes) (10/1–6/30)</i>	135	71
<i>New Orleans, LA (Jefferson, Orleans, Plaquemine, St. Bernard Parishes,) (7/1-9/30)</i>	101	71
<i>Orlando, FL (Orange County) (10/1-12/31)</i>	97	56
<i>Orlando, FL (Orange County) (1/1-5/31)</i>	111	56
<i>Orlando, FL (Orange County) (6/1-9/30)</i>	97	56
<i>Palm Springs, CA (Riverside County) (10/1 – 12/31)</i>	99	71
<i>Palm Springs, CA (Riverside County) (1/1 –5/31)</i>	115	71
<i>Palm Springs, CA (Riverside County) (6/1 – 8/31)</i>	82	71
<i>Palm Springs, CA (Riverside County) (9/1 – 9/30)</i>	99	71
<i>Philadelphia, PA (Philadelphia County) (10/1 – 11/30)</i>	143	66
<i>Philadelphia, PA (Philadelphia County) (12/1 – 8/31)</i>	137	66
<i>Philadelphia, PA (Philadelphia County) (9/1 – 9/30)</i>	143	66
<i>Phoenix / Scottsdale, AZ (Maricopa County) (10/1-12/31)</i>	105	71

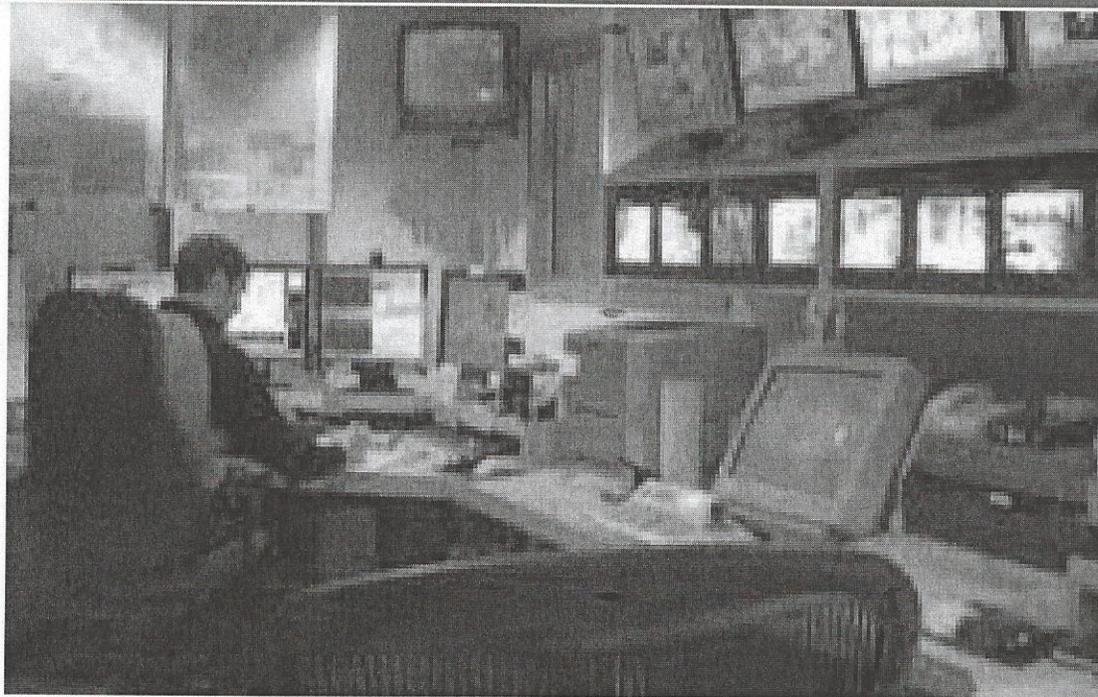


<i>Phoenix / Scottsdale, AZ (Maricopa County) (1/1-5/31)</i>	128	71
<i>Phoenix / Scottsdale, AZ (Maricopa County) (6/1-8/31)</i>	80	71
<i>Phoenix / Scottsdale, AZ (Maricopa County) (9/1-9/30)</i>	105	71
<i>Pittsburgh, PA (Allegheny County)</i>	119	71
<i>San Antonio, TX (Bexar County)</i>	106	66
<i>San Diego, CA (San Diego County)</i>	133	71
<i>San Francisco, CA (San Francisco County) (10/1-10/31)</i>	184	71
<i>San Francisco, CA (San Francisco County) (11/1-8/31)</i>	155	71
<i>San Francisco, CA (San Francisco County) (9/1-9/30)</i>	184	71
<i>Savannah, GA (Chatham County)</i>	95	56
<i>Seattle, WA (King County)</i>	137	71
<i>St. Louis, MO ( St. Louis, St. Charles, Crawford, Franklin, Jefferson, Lincoln, Warren and Washington Counties)</i>	104	66
<i>Tampa / St. Petersburg, FL (Pinellas and Hillsborough Counties) (10/1 – 12/31)</i>	93	51
<i>Tampa / St. Petersburg, FL (Pinellas and Hillsborough Counties) (1/1 – 4/30)</i>	112	51
<i>Tampa / St. Petersburg, FL (Pinellas and Hillsborough Counties) (5/1 – 9/30)</i>	93	51
<i>Washington, DC (I) (10/1-10/31)</i>	226	71
<i>Washington, DC (I) (11/1-2/28)</i>	183	71
<i>Washington, DC (I) (3/1-6/30)</i>	224	71
<i>Washington, DC (I) (7/1-8/31)</i>	169	71
<i>Washington, DC (I) (9/1-9/30)</i>	226	71
<i>White Plains/Tarrytown/ New Rochelle, NY (Westchester County)</i>	136	71



**FY15**

**PSAP GRANT PROGRAM  
WIRELESS EDUCATION PROGRAM  
APPLICATION**



VIRGINIA INFORMATION  
TECHNOLOGIES AGENCY  
Integrated Services Division



## FY15 PSAP GRANT PROGRAM

### WIRELESS E-911 PSAP EDUCATION PROGRAM APPLICATION

### HOW TO APPLY/DEADLINE

The Wireless E-911 PSAP Education Program 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).

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 Wireless E-911 PSAP Education Program grant application. Application made on the FY15 PSAP Grant Application form (Continuity, Consolidation and Enhancement projects) will not be accepted. Technical assistance is available from VITA's Public Safety Communications (PSC) staff throughout the grant process. The FY15 PSAP Grant Application Cycle starts July 1, 2013 and concludes on September 30, 2013 at 5:00 pm.

**ALL SECTIONS MUST BE COMPLETED IN ITS ENTIRETY OR THE APPLICATION WILL BE CONSIDERED INCOMPLETE AND NOT ACCEPTED FOR CONSIDERATION.**



# FY15 PSAP GRANT APPLICATION

## WIRELESS E-911 PSAP EDUCATION PROGRAM

### GRANT REQUESTS ONLY:

#### GRANT APPLICANT PROFILE/PROJECT CONTACT

PSAP/HOST PSAP NAME: Fluvanna County Sheriff's Office/E911

CONTACT TITLE: Director of Communications

CONTACT FIRST NAME: Andrea

CONTACT LAST NAME: Gaines

ADDRESS 1: 160 Commons Blvd

ADDRESS 2: P.O. Box 113

CITY: Palmyra

ZIP CODE: 22963

CONTACT EMAIL: [againes@fluvannasheriff.com](mailto:againes@fluvannasheriff.com)

CONTACT PHONE NUMBER: (434)591-2005

CONTACT MOBILE NUMBER: (434)981-1302

CONTACT FAX NUMBER: (434)591-2006

REGIONAL COORDINATOR: Stefanie McGuffin

#### FINANCIAL DATA

AMOUNT REQUESTED: \$ 2,000

TOTAL PROJECT COST: \$ 1,965

#### HOST PSAP AND PARTICIPATING PSAPS (if a regional WEP application)

_____	_____
_____	_____
_____	_____
_____	_____



## **EDUCATION/TRAINING INFORMATION**

**EDUCATION/TRAINING TITLE/EVENT:** NENA Spring Conference

**DATES:** May 2015

**LOCATION:** Sheraton Hotel, Virginia Beach, VA

**ESTIMATED NUMBER OF PERSONNEL ATTENDING:** 3

**TOTAL ESTIMATED BUDGET OF TRAINING/EVENT:** 360.00

**CONFERENCE/TRAINING:** 360.00

**LODGING (please see Lodging Rate Table):** not applicable

**MEALS (please see Meals Rate Table):** not applicable

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**EDUCATION/TRAINING TITLE/EVENT:** APCO Fall Conference

**DATES:** October 2014

**LOCATION:** Hotel Roanoke, Roanoke, Virginia

**ESTIMATED NUMBER OF PERSONNEL ATTENDING:** 3

**TOTAL ESTIMATED BUDGET OF TRAINING/EVENT:** 1605.00

**CONFERENCE/TRAINING:** 330.00

**LODGING (please see Lodging Rate Table):** 900.00

**MEALS (please see Meals Rate Table):** 375.00



## COMPREHENSIVE PROJECT DESCRIPTION

**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.**

We plan to send personnel to the APCO/NENA Spring and Fall Conferences, because we believe that it affords us the opportunity to take advantage of educational opportunities outside of our traditional training. Personnel includes: communications officers, management, and technical personnel from the PSAP.

The training will benefit E-911 and the employees by helping the agency improve the overall capacity and efficiency of emergency operations. One primary reason for advancing the PSAP's educational and training opportunities is that this will always provide dual benefits: if the PSAP can function more efficiently, then those who require emergency assistance will reap the benefits the best practices and lessons learned by the training participants.

Moreover, as with many localities, it is not always economically feasible to provide funding for training, yet the need for emergency services will always exist. This grant will help in addressing this need.

## EVALUATION

**Describe the evaluation process that will be used to determine if participation in this education/training benefited the PSAP and/or supported E-911 and GIS.**

The plan is to focus more on an outcomes evaluation process, in which enhanced training and knowledge will be a large part of the criteria used to determine how current processes and procedures can be enhanced within the PSAP.

All training attendees will be required to summarize the training experience they received for staff members who were unable to attend the training. Conference summaries will be presented at the staff meeting following the training.

In addition to information sharing from the training attendees, there will also be a requirement to participate in an overall review of the PSAP's mission, goals, weaknesses and strengths in conjunction with educational resources obtained by utilizing the grant.



## OUT OF STATE TRAVEL – WAIVER REQUEST

If this grant application is for out of state education/training opportunities or includes any part of the funds to be used for out of state education/training opportunities, please complete the following in its entirety.

**EDUCATION/TRAINING EVENT:** [Click here to enter text](#)

**DEPARTURE DATE:** [Click here to enter text](#) **RETURN DATE:** [Click here to enter text](#)

**LOCATION:** [Click here to enter text](#)

**TOTAL ESTIMATED BUDGET FOR EVENT:** [Click here to enter text](#)

**CONFERENCE/TRAINING:** [Click here to enter text](#)

**LODGING:** [Click here to enter text](#)

**MEALS AND INCIDENTALS:** [Click here to enter text](#)

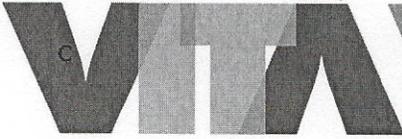
**TOTAL COST OF TRIP REIMBURSABLE THROUGH THE WEP GRANT:** [Click here to enter text](#)

**REASON FOR OUT OF STATE TRAVEL WAIVER REQUEST:** [Click here to enter text](#)

**MANAGING DEPARTMENT HEAD APPROVAL RECEIVED BY:**

[Click here to enter text](#)

**DATE:** [Click here to enter text](#)



## LODGING AND PER DIEM (MEALS REIMBURSEMENT)

Under the Wireless Education Program grant type, lodging and per diem (meals only) are reimbursable, in addition to the cost of the education/training. Please use the following Commonwealth of Virginia Travel Guidelines to determine total expenses during this application process.

Also, please keep in mind that meal expenses must involve an overnight stay to qualify for reimbursement.

## MEALS RATE TABLE

The Meals Rate Table below provides individual meal reimbursement amounts, which are breakdowns of the per diem rates shown in the Lodging/M&IE Guideline tables. These rates should be used to determine the maximum meal reimbursement amounts. The meals expense must be reduced for the applicable meals when meals are provided at no cost during the overnight travel period. (See Prorations and Reductions)

This table also reflects amounts for the 75% travel days. The meals expense must correspond to the location specified for the overnight lodging. (See In-State and Out-of-State Lodging Tables)

**NOTE:** The In-State and Out-of-State Lodging Tables include a flat \$5 incidental amount in the total for the Meals and Incidental Expenses Rate associated with each lodging location. However, the WEP grant does not include reimbursement for incidentals and the Meals Rate Table has been adjusted to reflect this.

<b>TOTAL</b>	<b>\$36</b>	<b>\$41</b>	<b>\$46</b>	<b>\$51</b>	<b>\$56</b>	<b>\$61</b>	<b>\$66</b>
<b>Breakfast</b>	<b>7</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>
<b>Lunch</b>	<b>11</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>15</b>	<b>16</b>	<b>18</b>
<b>Dinner</b>	<b>18</b>	<b>23</b>	<b>26</b>	<b>29</b>	<b>31</b>	<b>34</b>	<b>36</b>
<b>75% Travel Days</b>	<b>\$27</b>	<b>\$31</b>	<b>\$35</b>	<b>\$39</b>	<b>\$42</b>	<b>\$46</b>	<b>\$50</b>



## Per Diem (Meals Only) Prorations and Reductions

On a travel departure or return day, 75% of the Meals per diem is reimbursed. For example, if the Meals Rate Table allows a \$36 total reimbursement, \$27.00 ( $\$36 \times .75 = \$27.00$ ) would be allowable on a travel departure or return day. For trips involving multiple travel destinations, base the reduction on the per diem in effect for where the night was spent as follows:

- Departure Day: Where you spend the night.
- Return Day: Where you spent the night *before* returning to home base.

When meals are provided at no cost in conjunction with travel events, the applicable meal expense reimbursement shall be reduced by the amount shown for the applicable meal in the Meals Rate Table. For example, if the Meals Rate Table allows for a \$36 reimbursement, and lunch was provided at no cost, the total allowable reimbursement for that day would be \$25 ( $\$36 - \$11$  lunch).

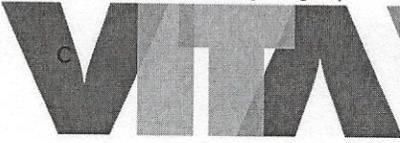
However, when meals are provided at no cost in conjunction with travel events on a travel departure or return day, the full Meals per diem reimbursement rate is reduced by the full amount of the appropriate meals followed by a 75% prorating of the balance. For example, if the Meals Rate allows a \$36 total reimbursement, and lunch was provided at no cost on a travel departure or return day, the total allowable reimbursement for that day would be \$19 [ $(\$36 - \$11 \text{ lunch}) \times .75 = \$19$  (rounded)].

Finally, when meals are included with registration or lodging expense as part of a package, the number and type of meals (breakfast, lunch, dinner) must be recorded on the Wireless Education Program Reimbursement Request. If a continental breakfast or reception is offered as part of the travel event and the food/timing is sufficient to serve as a meal, the traveler must reduce the per diem by the appropriate allowance amount. If a meal is offered as part of a conference and the traveler has medical restrictions, the traveler should make every effort to have the conference facilitate his/her needs by the deadline specified by the conference. If the conference does not honor the request, the traveler is not required to deduct the applicable meal allowance from the per diem. However, the traveler must include a note or other documentation with the Wireless Education Program Reimbursement Request documenting this information.



The following table provides guidelines for Lodging, Meals, and Incidental Expenses (not allowed under WEP) that are allowable to the IN-STATE traveler for reimbursement. For the cities of Alexandria, Fairfax, Falls Church, and the counties of Arlington and Fairfax, see the Washington, DC listing in the Out-of-State table. If a location is not listed, the standard rate applies.

<b>IN-STATE Location City – (Surrounding Areas)</b>	<b>Lodging Rate <u>Excludes</u> taxes and surcharges</b>	<b>Meals and Incidental Expense (M&amp;IE) Rate <u>Includes</u> tips, taxes, personal telephone calls, laundry, and transportation to where meals are taken</b>
<b>STANDARD→</b>	<b>\$77</b>	<b>\$41</b>
<b>EXCEPTIONS↓</b>		
<i>Abingdon (Washington County)</i>	88	46
<i>Blacksburg (Montgomery County)</i>	95	46
<i>Charlottesville (Albemarle &amp; Greene Counties)</i>	115	56
<i>Chesapeake / Suffolk (10/1 – 5/31)</i>	77	56
<i>Chesapeake / Suffolk (6/1 –8/31)</i>	86	56
<i>Chesapeake / Suffolk (9/1 –9/30)</i>	77	56
<i>Chesterfield / Henrico Counties</i>	83	51
<i>Fredericksburg ( Spotsylvania, Stafford, &amp; Caroline Counties)</i>	88	56
<i>Loudoun County</i>	108	61
<i>Lynchburg (Campbell County)</i>	80	51
<i>Manassas (Prince William County)</i>	88	56
<i>Norfolk / Portsmouth</i>	89	61
<i>Richmond (City Limits)</i>	112	66
<i>Roanoke (City Limits)</i>	96	51
<i>Virginia Beach (10/1-5/31)</i>	89	56
<i>Virginia Beach (6/1-8/31)</i>	151	56
<i>Virginia Beach (9/1-9/30)</i>	89	56
<i>Wallops Island (Accomack County) (10/1-6/30)</i>	85	56
<i>Wallops Island (Accomack County) (7/1-8/31)</i>	127	56
<i>Wallops Island (Accomack County) (9/1-9/30)</i>	85	56
<i>Warrenton (Fauquier County)</i>	92	46
<i>Williamsburg (James City &amp; York Counties) (10/1 – 10/31)</i>	77	51
<i>Williamsburg (James City &amp; York Counties) (11/1 – 8/31)</i>	96	51
<i>Williamsburg (James City &amp; York Counties) (9/1 – 9/30)</i>	77	51



The following table provides guidelines for Lodging, Meals, and Incidental Expenses (not allowed under WEP) that are allowable to the OUT-OF-STATE traveler for reimbursement. If a location is not listed, the standard rate applies.

<b>OUT-OF-STATE Location City – (Surrounding Areas)</b>	<b>Lodging Rate <i>Excludes taxes and surcharges</i></b>	<b>Meals and Incidental Expense (M&amp;IE) Rate <i>Includes tips, taxes, personal telephone calls, laundry, and transportation to where meals are taken</i></b>
<b>STANDARD →</b>	<b>\$88</b>	<b>\$46</b>
<b>EXCEPTIONS↓</b>		
<i>Arlington / Ft. Worth / Grapevine, TX (Tarrant County)</i>	139	56
<i>Austin, TX (Travis County)</i>	108	71
<i>Atlanta, GA (Fulton, Cobb, DeKalb Counties)</i>	133	56
<i>Baltimore, MD (10/1 – 11/30)</i>	145	71
<i>Baltimore, MD (12/1 – 2/28)</i>	121	71
<i>Baltimore, MD (3/1 – 9/30)</i>	145	71
<i>Baltimore County, MD</i>	97	61
<i>Boston / Cambridge, MA (Suffolk County) (10/1 – 10/31)</i>	221	71
<i>Boston / Cambridge, MA (Suffolk County) (11/1 – 3/31)</i>	158	71
<i>Boston / Cambridge, MA (Suffolk County) (4/1 – 6/30)</i>	201	71
<i>Boston / Cambridge, MA (Suffolk County) (7/1 – 8/31)</i>	183	71
<i>Boston / Cambridge, MA (Suffolk County) (9/1 – 9/30)</i>	221	71
<i>Charleston, SC (Charleston, Berkeley, &amp; Dorchester Counties)</i>	137	56
<i>Charlotte, NC (Mecklenburg County)</i>	97	51
<i>Chicago, IL (Cook, Lake Counties) (10/1-11/30)</i>	190	71
<i>Chicago, IL (Cook, Lake Counties) (12/1-3/31)</i>	130	71
<i>Chicago, IL (Cook, Lake Counties) (4/1-6/30)</i>	171	71
<i>Chicago, IL (Cook, Lake</i>	155	71



<i>Counties) (7/1-8/31)</i>		
<i>Chicago, IL (Cook, Lake Counties) (9/1-9/30)</i>	190	71
<i>Cincinnati, OH (Hamilton, Clermont Counties)</i>	118	56
<i>Cleveland, OH (Cuyahoga County)</i>	101	56
<i>Dallas, TX (Dallas County)</i>	113	71
<i>Denver / Aurora, CO (Denver, Adams, Arapahoe, and Jefferson Counties)</i>	149	66
<i>Detroit, MI (Wayne County)</i>	91	56
<i>Floral Park/Garden City/ Great Neck, NY (Nassau County)</i>	142	66
<i>Houston, TX (L.B. Johnson Space Center and Fort Bend, Harris, &amp; Montgomery Counties)</i>	109	71
<i>Kansas City, MO (Cass, Clay, Jackson, &amp; Platte Counties)</i>	99	61
<i>Las Vegas, NV (Clark County)</i>	99	71
<i>Los Angeles, CA (Los Angeles, Orange, &amp; Ventura Counties including Edwards AFB)</i>	125	71
<i>Manhattan, NY (Boroughs of Manhattan, The Bronx, Brooklyn and Queens and Staten Island and Counties of Kings, New York and Richmond) (10/1-12/31)</i>	295	71
<i>Manhattan, NY (Boroughs of Manhattan, The Bronx, Brooklyn and Queens and Staten Island and Counties of Kings, New York and Richmond)(1/1-3/31)</i>	204	71
<i>Manhattan, NY (Boroughs of Manhattan, The Bronx, Brooklyn and Queens and Staten Island and Counties of Kings, New York and Richmond) (4/1-6/30)</i>	241	71
<i>Manhattan, NY (Boroughs of Manhattan, The Bronx, Brooklyn and Queens and Staten Island and Counties of Kings, New York and Richmond) (7/1-8/31)</i>	216	71
<i>Manhattan, NY (Boroughs of Manhattan, The Bronx, Brooklyn</i>	295	71



<i>and Queens and Staten Island and Counties of Kings, New York and Richmond) (9/1-9/30)</i>		
<i>Miami, FL (Miami-Dade County) (10/1-11/30)</i>	105	66
<i>Miami, FL (Miami-Dade County) (12/1-3/31)</i>	152	66
<i>Miami, FL (Miami-Dade County) (4/1-5/31)</i>	125	66
<i>Miami, FL (Miami-Dade County) (6/1-9/30)</i>	105	66
<i>Minneapolis / St. Paul, MN (Hennepin and, Ramsey Counties)</i>	121	71
<i>Nashville, TN (Davidson County)</i>	107	66
<i>Newark, NJ (Essex, Bergen, Hudson, and Passaic Counties)</i>	120	61
<i>New Orleans, LA (Jefferson, Orleans, Plaquemine, St. Bernard Parishes) (10/1-6/30)</i>	135	71
<i>New Orleans, LA (Jefferson, Orleans, Plaquemine, St. Bernard Parishes,) (7/1-9/30)</i>	101	71
<i>Orlando, FL (Orange County) (10/1-12/31)</i>	97	56
<i>Orlando, FL (Orange County) (1/1-5/31)</i>	111	56
<i>Orlando, FL (Orange County) (6/1-9/30)</i>	97	56
<i>Palm Springs, CA (Riverside County) (10/1 - 12/31)</i>	99	71
<i>Palm Springs, CA (Riverside County) (1/1 - 5/31)</i>	115	71
<i>Palm Springs, CA (Riverside County) (6/1 - 8/31)</i>	82	71
<i>Palm Springs, CA (Riverside County) (9/1 - 9/30)</i>	99	71
<i>Philadelphia, PA (Philadelphia County) (10/1 - 11/30)</i>	143	66
<i>Philadelphia, PA (Philadelphia County) (12/1 - 8/31)</i>	137	66
<i>Philadelphia, PA (Philadelphia County) (9/1 - 9/30)</i>	143	66
<i>Phoenix / Scottsdale, AZ (Maricopa County) (10/1-12/31)</i>	105	71



<i>Phoenix / Scottsdale, AZ (Maricopa County) (1/1-5/31)</i>	128	71
<i>Phoenix / Scottsdale, AZ (Maricopa County) (6/1-8/31)</i>	80	71
<i>Phoenix / Scottsdale, AZ (Maricopa County) (9/1-9/30)</i>	105	71
<i>Pittsburgh, PA (Allegheny County)</i>	119	71
<i>San Antonio, TX (Bexar County)</i>	106	66
<i>San Diego, CA (San Diego County)</i>	133	71
<i>San Francisco, CA (San Francisco County) (10/1-10/31)</i>	184	71
<i>San Francisco, CA (San Francisco County) (11/1-8/31)</i>	155	71
<i>San Francisco, CA (San Francisco County) (9/1-9/30)</i>	184	71
<i>Savannah, GA (Chatham County)</i>	95	56
<i>Seattle, WA (King County)</i>	137	71
<i>St. Louis, MO ( St. Louis, St. Charles, Crawford, Franklin, Jefferson, Lincoln, Warren and Washington Counties)</i>	104	66
<i>Tampa / St. Petersburg, FL (Pinellas and Hillsborough Counties) (10/1 – 12/31)</i>	93	51
<i>Tampa / St. Petersburg, FL (Pinellas and Hillsborough Counties) (1/1 – 4/30)</i>	112	51
<i>Tampa / St. Petersburg, FL (Pinellas and Hillsborough Counties) (5/1 – 9/30)</i>	93	51
<i>Washington, DC (I) (10/1-10/31)</i>	226	71
<i>Washington, DC (I) (11/1-2/28)</i>	183	71
<i>Washington, DC (I) (3/1-6/30)</i>	224	71
<i>Washington, DC (I) (7/1-8/31)</i>	169	71
<i>Washington, DC (I) (9/1-9/30)</i>	226	71
<i>White Plains/Tarrytown/ New Rochelle, NY (Westchester County)</i>	136	71



**FY15**

**PSAP GRANT PROGRAM  
WIRELESS EDUCATION PROGRAM  
APPLICATION**



VIRGINIA INFORMATION  
TECHNOLOGIES AGENCY  
Integrated Services Division



## FY15 PSAP GRANT PROGRAM

### WIRELESS E-911 PSAP EDUCATION PROGRAM APPLICATION

#### HOW TO APPLY/DEADLINE

The Wireless E-911 PSAP Education Program 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).

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 Wireless E-911 PSAP Education Program grant application. Application made on the FY15 PSAP Grant Application form (Continuity, Consolidation and Enhancement projects) will not be accepted. Technical assistance is available from VITA's Public Safety Communications (PSC) staff throughout the grant process. The FY15 PSAP Grant Application Cycle starts July 1, 2013 and concludes on September 30, 2013 at 5:00 pm.

**ALL SECTIONS MUST BE COMPLETED IN ITS ENTIRETY OR THE APPLICATION WILL BE CONSIDERED INCOMPLETE AND NOT ACCEPTED FOR CONSIDERATION.**



# FY15 PSAP GRANT APPLICATION WIRELESS E-911 PSAP EDUCATION PROGRAM GRANT REQUESTS ONLY:

## GRANT APPLICANT PROFILE/PROJECT CONTACT

PSAP/HOST PSAP NAME: City of Franklin Police Department

CONTACT TITLE: Communications Manager

CONTACT FIRST NAME: Bruce

CONTACT LAST NAME: Edwards

ADDRESS 1: 1018 Pretlow St

ADDRESS 2: Click here to enter text

CITY: Franklin

ZIP CODE: 23851

CONTACT EMAIL: [bedwards@franklinpolice.org](mailto:bedwards@franklinpolice.org)

CONTACT PHONE NUMBER: 757-562-8696

CONTACT MOBILE NUMBER: 757-621-5295

CONTACT FAX NUMBER: 757-562-0877

REGIONAL COORDINATOR: Lyle Hornbaker

## FINANCIAL DATA

AMOUNT REQUESTED: \$ \$2000.00

TOTAL PROJECT COST: \$ 2971.00

## HOST PSAP AND PARTICIPATING PSAPS (if a regional WEP application)

Franklin Police Communications	



## **EDUCATION/TRAINING INFORMATION**

**EDUCATION/TRAINING TITLE/EVENT:** APCO Illuminations

**DATES:** Yearly Subscription

**LOCATION:** Computer based training

**ESTIMATED NUMBER OF PERSONNEL ATTENDING:** 9

**TOTAL ESTIMATED BUDGET OF TRAINING/EVENT:** 891.00

**CONFERENCE/TRAINING:** 891.00

**LODGING (please see Lodging Rate Table):** 0

**MEALS (please see Meals Rate Table):** 0

**EDUCATION/TRAINING TITLE/EVENT:** NENA Center Manager Certification Program

**DATES:** TBD

**LOCATION:** TBD

**ESTIMATED NUMBER OF PERSONNEL ATTENDING:** 1

**TOTAL ESTIMATED BUDGET OF TRAINING/EVENT:** 2080.00

**CONFERENCE/TRAINING:** 1000.00

**LODGING (please see Lodging Rate Table):** 750.00

**MEALS (please see Meals Rate Table):** 330.00



## COMPREHENSIVE PROJECT DESCRIPTION

**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.**

Providing on going education and training to the public safety communications employee is vital to ensure safety of the public we serve. The public safety professional is most often the first contact the caller has with the public safety community. We have a duty to ensure that the persons answering the phone and radio have the knowledge, skills and abilities needed to complete each and every task that is put before them.

## EVALUATION

**Describe the evaluation process that will be used to determine if participation in this education/training benefited the PSAP and/or supported E-911 and GIS.**

The dispatchers enrolled in the online APCO Illuminations program will be required to submit a short synopsis of each module to include the date and time of the class along with how the information will benefit them in their jobs.

The NENA Center Manager Certification Program is a comprehensive program that is followed by a host of testing criteria. The measure of success will be determined by the outcome of the course test by the manager.



## **OUT OF STATE TRAVEL – WAIVER REQUEST**

**If this grant application is for out of state education/training opportunities or includes any part of the funds to be used for out of state education/training opportunities, please complete the following in its entirety.**

**EDUCATION/TRAINING EVENT:** NENA Center Manager Certification Program

**DEPARTURE DATE:** TBD **RETURN DATE:** TBD

**LOCATION:** TBD

**TOTAL ESTIMATED BUDGET FOR EVENT:** 2080.00

**CONFERENCE/TRAINING:** 1000.00

**LODGING:** 750.00

**MEALS AND INCIDENTALS:** 330.00

**TOTAL COST OF TRIP REIMBURSABLE THROUGH THE WEP GRANT:** 1109.00

**REASON FOR OUT OF STATE TRAVEL WAIVER REQUEST:** Course not offered in state at time of application. Have inquired with NENA for possible in state locations in future.

**MANAGING DEPARTMENT HEAD APPROVAL RECEIVED BY:**

R. Bruce Edwards, Communications Manager

**DATE:** 09-26-2013



## LODGING AND PER DIEM (MEALS REIMBURSEMENT)

Under the Wireless Education Program grant type, lodging and per diem (meals only) are reimbursable, in addition to the cost of the education/training. Please use the following Commonwealth of Virginia Travel Guidelines to determine total expenses during this application process.

Also, please keep in mind that meal expenses must involve an overnight stay to qualify for reimbursement.

### MEALS RATE TABLE

The Meals Rate Table below provides individual meal reimbursement amounts, which are breakdowns of the per diem rates shown in the Lodging/M&IE Guideline tables. These rates should be used to determine the maximum meal reimbursement amounts. The meals expense must be reduced for the applicable meals when meals are provided at no cost during the overnight travel period. (See Prorations and Reductions)

This table also reflects amounts for the 75% travel days. The meals expense must correspond to the location specified for the overnight lodging. (See In-State and Out-of-State Lodging Tables)

**NOTE:** The In-State and Out-of-State Lodging Tables include a flat \$5 incidental amount in the total for the Meals and Incidental Expenses Rate associated with each lodging location. However, the WEP grant does not include reimbursement for incidentals and the Meals Rate Table has been adjusted to reflect this.

TOTAL	\$36	\$41	\$46	\$51	\$56	\$61	\$66
Breakfast	7	7	8	9	10	11	12
Lunch	11	11	12	13	15	16	18
Dinner	18	23	26	29	31	34	36
75% Travel Days	\$27	\$31	\$35	\$39	\$42	\$46	\$50



## Per Diem (Meals Only) Prorations and Reductions

On a travel departure or return day, 75% of the Meals per diem is reimbursed. For example, if the Meals Rate Table allows a \$36 total reimbursement, \$27.00 ( $\$36 \times .75 = \$27.00$ ) would be allowable on a travel departure or return day. For trips involving multiple travel destinations, base the reduction on the per diem in effect for where the night was spent as follows:

- Departure Day: Where you spend the night.
- Return Day: Where you spent the night *before* returning to home base.

When meals are provided at no cost in conjunction with travel events, the applicable meal expense reimbursement shall be reduced by the amount shown for the applicable meal in the Meals Rate Table. For example, if the Meals Rate Table allows for a \$36 reimbursement, and lunch was provided at no cost, the total allowable reimbursement for that day would be \$25 ( $\$36 - \$11$  lunch).

However, when meals are provided at no cost in conjunction with travel events on a travel departure or return day, the full Meals per diem reimbursement rate is reduced by the full amount of the appropriate meals followed by a 75% prorating of the balance. For example, if the Meals Rate allows a \$36 total reimbursement, and lunch was provided at no cost on a travel departure or return day, the total allowable reimbursement for that day would be \$19 [ $(\$36 - \$11$  lunch)  $\times .75 = \$19$  (rounded)].

Finally, when meals are included with registration or lodging expense as part of a package, the number and type of meals (breakfast, lunch, dinner) must be recorded on the Wireless Education Program Reimbursement Request. If a continental breakfast or reception is offered as part of the travel event and the food/timing is sufficient to serve as a meal, the traveler must reduce the per diem by the appropriate allowance amount. If a meal is offered as part of a conference and the traveler has medical restrictions, the traveler should make every effort to have the conference facilitate his/her needs by the deadline specified by the conference. If the conference does not honor the request, the traveler is not required to deduct the applicable meal allowance from the per diem. However, the traveler must include a note or other documentation with the Wireless Education Program Reimbursement Request documenting this information.



The following table provides guidelines for Lodging, Meals, and Incidental Expenses (not allowed under WEP) that are allowable to the IN-STATE traveler for reimbursement. For the cities of Alexandria, Fairfax, Falls Church, and the counties of Arlington and Fairfax, see the Washington, DC listing in the Out-of-State table. If a location is not listed, the standard rate applies.

<b>IN-STATE Location City – (Surrounding Areas)</b>	<b>Lodging Rate <u>Excludes</u> taxes and surcharges</b>	<b>Meals and Incidental Expense (M&amp;IE) Rate <u>Includes</u> tips, taxes, personal telephone calls, laundry, and transportation to where meals are taken</b>
<b>STANDARD→</b>	<b>\$77</b>	<b>\$41</b>
<b>EXCEPTIONS↓</b>		
<i>Abingdon (Washington County)</i>	88	46
<i>Blacksburg (Montgomery County)</i>	95	46
<i>Charlottesville (Albemarle &amp; Greene Counties)</i>	115	56
<i>Chesapeake / Suffolk (10/1 – 5/31)</i>	77	56
<i>Chesapeake / Suffolk (6/1 – 8/31)</i>	86	56
<i>Chesapeake / Suffolk (9/1 – 9/30)</i>	77	56
<i>Chesterfield / Henrico Counties</i>	83	51
<i>Fredericksburg ( Spotsylvania, Stafford, &amp; Caroline Counties)</i>	88	56
<i>Loudoun County</i>	108	61
<i>Lynchburg (Campbell County)</i>	80	51
<i>Manassas (Prince William County)</i>	88	56
<i>Norfolk / Portsmouth</i>	89	61
<i>Richmond (City Limits)</i>	112	66
<i>Roanoke (City Limits)</i>	96	51
<i>Virginia Beach (10/1-5/31)</i>	89	56
<i>Virginia Beach (6/1-8/31)</i>	151	56
<i>Virginia Beach (9/1-9/30)</i>	89	56
<i>Wallops Island (Accomack County) (10/1-6/30)</i>	85	56
<i>Wallops Island (Accomack County) (7/1-8/31)</i>	127	56
<i>Wallops Island (Accomack County) (9/1-9/30)</i>	85	56
<i>Warrenton (Fauquier County)</i>	92	46
<i>Williamsburg (James City &amp; York Counties) (10/1 – 10/31)</i>	77	51
<i>Williamsburg (James City &amp; York Counties) (11/1 – 8/31)</i>	96	51
<i>Williamsburg (James City &amp; York Counties) (9/1 – 9/30)</i>	77	51



The following table provides guidelines for Lodging, Meals, and Incidental Expenses (not allowed under WEP) that are allowable to the OUT-OF-STATE traveler for reimbursement. If a location is not listed, the standard rate applies.

<b>OUT-OF-STATE Location City – (Surrounding Areas)</b>	<b>Lodging Rate <i>Excludes taxes and surcharges</i></b>	<b>Meals and Incidental Expense (M&amp;IE) Rate <i>Includes tips, taxes, personal telephone calls, laundry, and transportation to where meals are taken</i></b>
<b>STANDARD →</b>	<b>\$88</b>	<b>\$46</b>
<b>EXCEPTIONS↓</b>		
<i>Arlington / Ft. Worth / Grapevine, TX (Tarrant County)</i>	<i>139</i>	<i>56</i>
<i>Austin, TX (Travis County)</i>	<i>108</i>	<i>71</i>
<i>Atlanta, GA (Fulton, Cobb, DeKalb Counties)</i>	<i>133</i>	<i>56</i>
<i>Baltimore, MD (10/1 – 11/30)</i>	<i>145</i>	<i>71</i>
<i>Baltimore, MD (12/1 – 2/28)</i>	<i>121</i>	<i>71</i>
<i>Baltimore, MD (3/1 – 9/30)</i>	<i>145</i>	<i>71</i>
<i>Baltimore County, MD</i>	<i>97</i>	<i>61</i>
<i>Boston / Cambridge, MA (Suffolk County) (10/1 – 10/31)</i>	<i>221</i>	<i>71</i>
<i>Boston / Cambridge, MA (Suffolk County) (11/1 – 3/31)</i>	<i>158</i>	<i>71</i>
<i>Boston / Cambridge, MA (Suffolk County) (4/1 – 6/30)</i>	<i>201</i>	<i>71</i>
<i>Boston / Cambridge, MA (Suffolk County) (7/1 – 8/31)</i>	<i>183</i>	<i>71</i>
<i>Boston / Cambridge, MA (Suffolk County) (9/1 – 9/30)</i>	<i>221</i>	<i>71</i>
<i>Charleston, SC (Charleston, Berkeley, &amp; Dorchester Counties)</i>	<i>137</i>	<i>56</i>
<i>Charlotte, NC (Mecklenburg County)</i>	<i>97</i>	<i>51</i>
<i>Chicago, IL (Cook, Lake Counties) (10/1-11/30)</i>	<i>190</i>	<i>71</i>
<i>Chicago, IL (Cook, Lake Counties) (12/1-3/31)</i>	<i>130</i>	<i>71</i>
<i>Chicago, IL (Cook, Lake Counties) (4/1-6/30)</i>	<i>171</i>	<i>71</i>
<i>Chicago, IL (Cook, Lake Counties)</i>	<i>155</i>	<i>71</i>



<i>Counties) (7/1-8/31)</i>		
<i>Chicago, IL (Cook, Lake Counties) (9/1-9/30)</i>	190	71
<i>Cincinnati, OH (Hamilton, Clermont Counties)</i>	118	56
<i>Cleveland, OH (Cuyahoga County)</i>	101	56
<i>Dallas, TX (Dallas County)</i>	113	71
<i>Denver / Aurora, CO (Denver, Adams, Arapahoe, and Jefferson Counties)</i>	149	66
<i>Detroit, MI (Wayne County)</i>	91	56
<i>Floral Park/Garden City/ Great Neck, NY (Nassau County)</i>	142	66
<i>Houston, TX (L.B. Johnson Space Center and Fort Bend, Harris, &amp; Montgomery Counties)</i>	109	71
<i>Kansas City, MO (Cass, Clay, Jackson, &amp; Platte Counties)</i>	99	61
<i>Las Vegas, NV (Clark County)</i>	99	71
<i>Los Angeles, CA (Los Angeles, Orange, &amp; Ventura Counties including Edwards AFB)</i>	125	71
<i>Manhattan, NY (Boroughs of Manhattan, The Bronx, Brooklyn and Queens and Staten Island and Counties of Kings, New York and Richmond) (10/1–12/31)</i>	295	71
<i>Manhattan, NY (Boroughs of Manhattan, The Bronx, Brooklyn and Queens and Staten Island and Counties of Kings, New York and Richmond)(1/1–3/31)</i>	204	71
<i>Manhattan, NY (Boroughs of Manhattan, The Bronx, Brooklyn and Queens and Staten Island and Counties of Kings, New York and Richmond) (4/1–6/30)</i>	241	71
<i>Manhattan, NY (Boroughs of Manhattan, The Bronx, Brooklyn and Queens and Staten Island and Counties of Kings, New York and Richmond) (7/1–8/31)</i>	216	71
<i>Manhattan, NY (Boroughs of Manhattan, The Bronx, Brooklyn</i>	295	71



<i>and Queens and Staten Island and Counties of Kings, New York and Richmond) (9/1–9/30)</i>		
<i>Miami, FL (Miami-Dade County) (10/1-11/30)</i>	105	66
<i>Miami, FL (Miami-Dade County) (12/1-3/31)</i>	152	66
<i>Miami, FL (Miami-Dade County) (4/1-5/31)</i>	125	66
<i>Miami, FL (Miami-Dade County) (6/1-9/30)</i>	105	66
<i>Minneapolis / St. Paul, MN (Hennepin and, Ramsey Counties)</i>	121	71
<i>Nashville, TN (Davidson County)</i>	107	66
<i>Newark, NJ (Essex, Bergen, Hudson, and Passaic Counties)</i>	120	61
<i>New Orleans, LA (Jefferson, Orleans, Plaquemine, St. Bernard Parishes) (10/1–6/30)</i>	135	71
<i>New Orleans, LA (Jefferson, Orleans, Plaquemine, St. Bernard Parishes,) (7/1-9/30)</i>	101	71
<i>Orlando, FL (Orange County) (10/1-12/31)</i>	97	56
<i>Orlando, FL (Orange County) (1/1-5/31)</i>	111	56
<i>Orlando, FL (Orange County) (6/1-9/30)</i>	97	56
<i>Palm Springs, CA (Riverside County) (10/1 – 12/31)</i>	99	71
<i>Palm Springs, CA (Riverside County) (1/1 –5/31)</i>	115	71
<i>Palm Springs, CA (Riverside County) (6/1 – 8/31)</i>	82	71
<i>Palm Springs, CA (Riverside County) (9/1 – 9/30)</i>	99	71
<i>Philadelphia, PA (Philadelphia County) (10/1 – 11/30)</i>	143	66
<i>Philadelphia, PA (Philadelphia County) (12/1 – 8/31)</i>	137	66
<i>Philadelphia, PA (Philadelphia County) (9/1 – 9/30)</i>	143	66
<i>Phoenix / Scottsdale, AZ (Maricopa County) (10/1-12/31)</i>	105	71



<i>Phoenix / Scottsdale, AZ (Maricopa County) (1/1-5/31)</i>	<i>128</i>	<i>71</i>
<i>Phoenix / Scottsdale, AZ (Maricopa County) (6/1-8/31)</i>	<i>80</i>	<i>71</i>
<i>Phoenix / Scottsdale, AZ (Maricopa County) (9/1-9/30)</i>	<i>105</i>	<i>71</i>
<i>Pittsburgh, PA (Allegheny County)</i>	<i>119</i>	<i>71</i>
<i>San Antonio, TX (Bexar County)</i>	<i>106</i>	<i>66</i>
<i>San Diego, CA (San Diego County)</i>	<i>133</i>	<i>71</i>
<i>San Francisco, CA (San Francisco County) (10/1-10/31)</i>	<i>184</i>	<i>71</i>
<i>San Francisco, CA (San Francisco County) (11/1-8/31)</i>	<i>155</i>	<i>71</i>
<i>San Francisco, CA (San Francisco County) (9/1-9/30)</i>	<i>184</i>	<i>71</i>
<i>Savannah, GA (Chatham County)</i>	<i>95</i>	<i>56</i>
<i>Seattle, WA (King County)</i>	<i>137</i>	<i>71</i>
<i>St. Louis, MO ( St. Louis, St. Charles, Crawford, Franklin, Jefferson, Lincoln, Warren and Washington Counties)</i>	<i>104</i>	<i>66</i>
<i>Tampa / St. Petersburg, FL (Pinellas and Hillsborough Counties) (10/1 – 12/31)</i>	<i>93</i>	<i>51</i>
<i>Tampa / St. Petersburg, FL (Pinellas and Hillsborough Counties) (1/1 – 4/30)</i>	<i>112</i>	<i>51</i>
<i>Tampa / St. Petersburg, FL (Pinellas and Hillsborough Counties) (5/1 – 9/30)</i>	<i>93</i>	<i>51</i>
<i>Washington, DC (I) (10/1-10/31)</i>	<i>226</i>	<i>71</i>
<i>Washington, DC (I) (11/1-2/28)</i>	<i>183</i>	<i>71</i>
<i>Washington, DC (I) (3/1-6/30)</i>	<i>224</i>	<i>71</i>
<i>Washington, DC (I) (7/1-8/31)</i>	<i>169</i>	<i>71</i>
<i>Washington, DC (I) (9/1-9/30)</i>	<i>226</i>	<i>71</i>
<i>White Plains/Tarrytown/ New Rochelle, NY (Westchester County)</i>	<i>136</i>	<i>71</i>



# FY15 PSAP GRANT APPLICATION WIRELESS E-911 PSAP EDUCATION PROGRAM GRANT REQUESTS ONLY:

## GRANT APPLICANT PROFILE/PROJECT CONTACT

PSAP/HOST PSAP NAME: FRANKLIN COUNTY 9-1-1

CONTACT TITLE: MANAGER

CONTACT FIRST NAME: C. W.

CONTACT LAST NAME: THOMAS

ADDRESS 1: 70 EAST COURT ST

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

CITY: ROCKY MOUNT,VA

ZIP CODE: 24151

CONTACT EMAIL: [cthomas@franklincountyva.org](mailto:cthomas@franklincountyva.org)

CONTACT PHONE NUMBER: 540-352-5739

CONTACT MOBILE NUMBER: 540-352-8067

CONTACT FAX NUMBER: 540-483-3023

REGIONAL COORDINATOR: Buster Brown

## FINANCIAL DATA

AMOUNT REQUESTED: \$ \$1,500

TOTAL PROJECT COST: \$ \$1,500

## HOST PSAP AND PARTICIPATING PSAPS (if a regional WEP application)

_____	_____
_____	_____
_____	_____
_____	_____



## EDUCATION/TRAINING INFORMATION

**EDUCATION/TRAINING TITLE/EVENT:** APCO/NENA CONFERENCE

**DATES:** OCTOBER, 2014

**LOCATION:** ROANOKE

**ESTIMATED NUMBER OF PERSONNEL ATTENDING:** 16

**TOTAL ESTIMATED BUDGET OF TRAINING/EVENT:** \$1,500

**CONFERENCE/TRAINING:** [Click here to enter text](#)

**LODGING (please see Lodging Rate Table):** [Click here to enter text](#)

**MEALS (please see Meals Rate Table):** [Click here to enter text](#)

**EDUCATION/TRAINING TITLE/EVENT:** [Click here to enter text](#)

**DATES:** [Click here to enter text](#)

**LOCATION:** [Click here to enter text](#)

**ESTIMATED NUMBER OF PERSONNEL ATTENDING:** [Click here to enter text](#)

**TOTAL ESTIMATED BUDGET OF TRAINING/EVENT:** [Click here to enter text](#)

**CONFERENCE/TRAINING:** [Click here to enter text](#)

**LODGING (please see Lodging Rate Table):** [Click here to enter text](#)

**MEALS (please see Meals Rate Table):**



## **EVALUATION**

**Describe the evaluation process that will be used to determine if participation in this education/training benefited the PSAP and/or supported E-911 and GIS.**

THE EMPLOYEES ATTENDING ALL THREE DAYS WILL OFFER TRAINING ON THE SEMINARS THEY ATTEND TO THEIR CO-WORKERS



## **COMPREHENSIVE PROJECT DESCRIPTION**

**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.**

THIS CONFERENCE WILL ALLOW ALMOST ALL THE CENTER EMPLOYEES TO ATTEND AT LEAST ONE DAY. SOME WILL ATTEND ALL THREE DAYS.



**FY15**

**PSAP GRANT PROGRAM  
WIRELESS EDUCATION PROGRAM  
APPLICATION**



VIRGINIA INFORMATION  
TECHNOLOGIES AGENCY  
Integrated Services Division



## FY15 PSAP GRANT PROGRAM

### WIRELESS E-911 PSAP EDUCATION PROGRAM APPLICATION

### HOW TO APPLY/DEADLINE

The Wireless E-911 PSAP Education Program 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).

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 Wireless E-911 PSAP Education Program grant application. Application made on the FY15 PSAP Grant Application form (Continuity, Consolidation and Enhancement projects) will not be accepted. Technical assistance is available from VITA's Public Safety Communications (PSC) staff throughout the grant process. The FY15 PSAP Grant Application Cycle starts July 1, 2013 and concludes on September 30, 2013 at 5:00 pm.

**ALL SECTIONS MUST BE COMPLETED IN ITS ENTIRETY OR THE APPLICATION WILL BE CONSIDERED INCOMPLETE AND NOT ACCEPTED FOR CONSIDERATION.**



# FY15 PSAP GRANT APPLICATION WIRELESS E-911 PSAP EDUCATION PROGRAM GRANT REQUESTS ONLY:

## GRANT APPLICANT PROFILE/PROJECT CONTACT

PSAP/HOST PSAP NAME: Frederick County Public Safety Communications

CONTACT TITLE: Director

CONTACT FIRST NAME: LeeAnna

CONTACT LAST NAME: Pyles

ADDRESS 1: 1080 Coverstone Dr

ADDRESS 2: 1T

CITY: Winchester

ZIP CODE: 22602

CONTACT EMAIL: lpyles@fcva.us

CONTACT PHONE NUMBER: 540-665-6356

CONTACT MOBILE NUMBER: 540-327-4836

CONTACT FAX NUMBER: 540-723-8848

REGIONAL COORDINATOR: Amy Ozeki

## FINANCIAL DATA

AMOUNT REQUESTED: \$ 2000.00

TOTAL PROJECT COST: \$ 2102.00

## HOST PSAP AND PARTICIPATING PSAPS (if a regional WEP application)

_____	_____
_____	_____
_____	_____
_____	_____



## **EDUCATION/TRAINING INFORMATION**

**EDUCATION/TRAINING TITLE/EVENT:** APCO/NENA Spring Conference

**DATES:** May 2015

**LOCATION:** Virginia Beach

**ESTIMATED NUMBER OF PERSONNEL ATTENDING:** 3

**TOTAL ESTIMATED BUDGET OF TRAINING/EVENT:** 911.00

**CONFERENCE/TRAINING:** 356.00

**LODGING (please see Lodging Rate Table):** 360.00

**MEALS (please see Meals Rate Table):** 195.00

**EDUCATION/TRAINING TITLE/EVENT:** APCO/NENA Fall Conference

**DATES:** October 2014

**LOCATION:** Roanoke VA

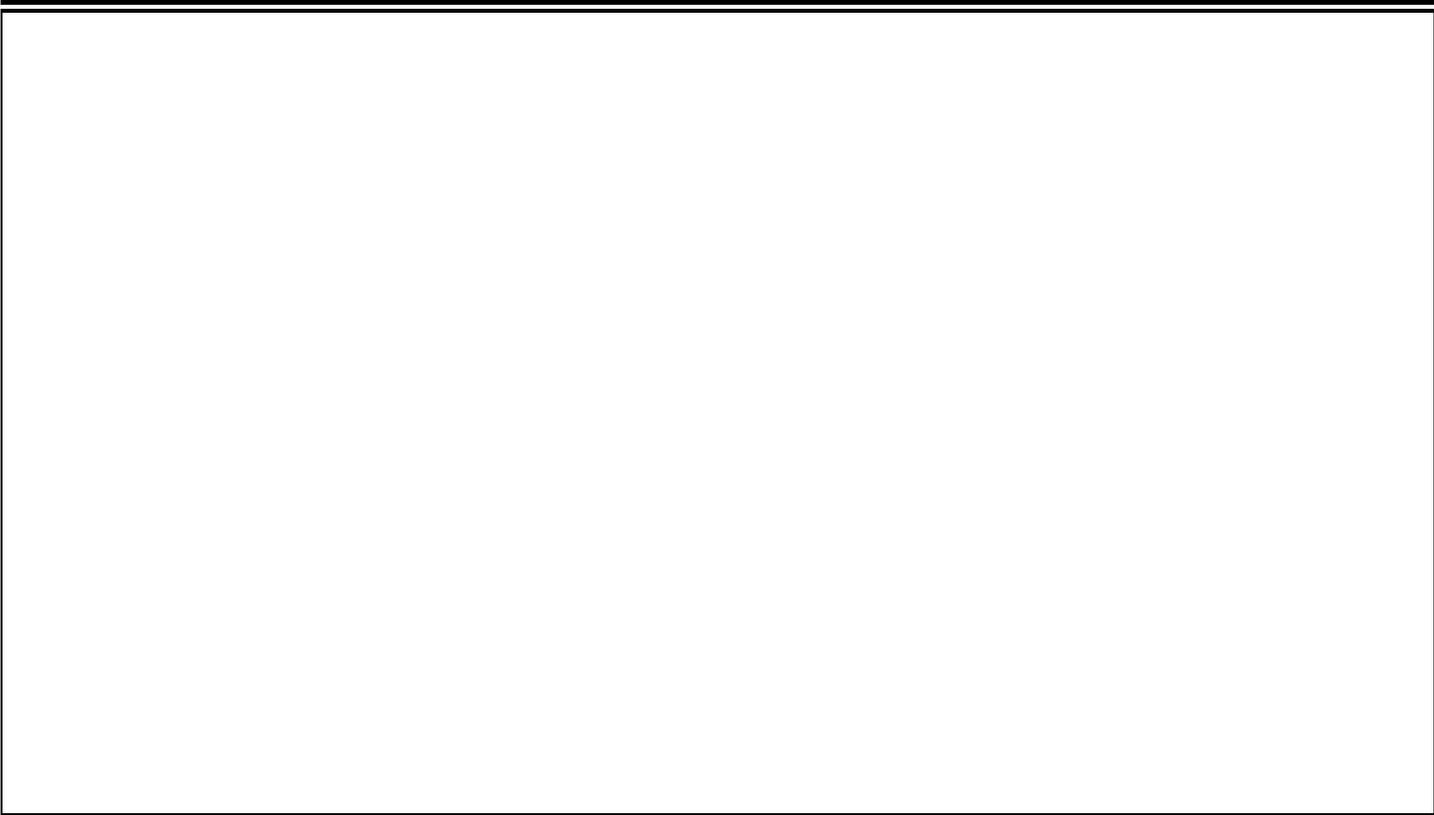
**ESTIMATED NUMBER OF PERSONNEL ATTENDING:** 3

**TOTAL ESTIMATED BUDGET OF TRAINING/EVENT:** 1191.00

**CONFERENCE/TRAINING:** 420.00

**LODGING (please see Lodging Rate Table):** 576.00

**MEALS (please see Meals Rate Table):** 195.00





## **COMPREHENSIVE PROJECT DESCRIPTION**

**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.**

The funds will be used to send personnel to the Spring and Fall APCO/NENA conferences. This would not be possible without the grant funds. This will provide the attendees an opportunity to learn new information about the public safety communications profession and to pass the information on to staff at the PSAP.

## **EVALUATION**

**Describe the evaluation process that will be used to determine if participation in this education/training benefited the PSAP and/or supported E-911 and GIS.**

Attendees at both conferences will present classes and summaries of the gained information to non-attendees. They will also be required to attend the classes offered in their respective field or other tracks if they feel it will benefit them.



## **OUT OF STATE TRAVEL – WAIVER REQUEST**

**If this grant application is for out of state education/training opportunities or includes any part of the funds to be used for out of state education/training opportunities, please complete the following in its entirety.**

**EDUCATION/TRAINING EVENT: 1T**

**DEPARTURE DATE: 1T RETURN DATE: 1T**

**LOCATION: 1T**

**TOTAL ESTIMATED BUDGET FOR EVENT: 1T**

**CONFERENCE/TRAINING: 1T**

**LODGING: 1T**

**MEALS AND INCIDENTALS: 1T**

**TOTAL COST OF TRIP REIMBURSABLE THROUGH THE WEP GRANT: 1T**

**REASON FOR OUT OF STATE TRAVEL WAIVER REQUEST: 1T**

**MANAGING DEPARTMENT HEAD APPROVAL RECEIVED BY:**

**1T**

**DATE: 1T**



## LODGING AND PER DIEM (MEALS REIMBURSEMENT)

Under the Wireless Education Program grant type, lodging and per diem (meals only) are reimbursable, in addition to the cost of the education/training. Please use the following Commonwealth of Virginia Travel Guidelines to determine total expenses during this application process.

Also, please keep in mind that meal expenses must involve an overnight stay to qualify for reimbursement.

### MEALS RATE TABLE

The Meals Rate Table below provides individual meal reimbursement amounts, which are breakdowns of the per diem rates shown in the Lodging/M&IE Guideline tables. These rates should be used to determine the maximum meal reimbursement amounts. The meals expense must be reduced for the applicable meals when meals are provided at no cost during the overnight travel period. (See Prorations and Reductions)

This table also reflects amounts for the 75% travel days. The meals expense must correspond to the location specified for the overnight lodging. (See In-State and Out-of-State Lodging Tables)

**NOTE:** The In-State and Out-of-State Lodging Tables include a flat \$5 incidental amount in the total for the Meals and Incidental Expenses Rate associated with each lodging location. However, the WEP grant does not include reimbursement for incidentals and the Meals Rate Table has been adjusted to reflect this.

TOTAL	\$36	\$41	\$46	\$51	\$56	\$61	\$66
Breakfast	7	7	8	9	10	11	12
Lunch	11	11	12	13	15	16	18
Dinner	18	23	26	29	31	34	36
75% Travel Days	\$27	\$31	\$35	\$39	\$42	\$46	\$50



## Per Diem (Meals Only) Prorations and Reductions

On a travel departure or return day, 75% of the Meals per diem is reimbursed. For example, if the Meals Rate Table allows a \$36 total reimbursement, \$27.00 ( $\$36 \times .75 = \$27.00$ ) would be allowable on a travel departure or return day. For trips involving multiple travel destinations, base the reduction on the per diem in effect for where the night was spent as follows:

- Departure Day: Where you spend the night.
- Return Day: Where you spent the night *before* returning to home base.

When meals are provided at no cost in conjunction with travel events, the applicable meal expense reimbursement shall be reduced by the amount shown for the applicable meal in the Meals Rate Table. For example, if the Meals Rate Table allows for a \$36 reimbursement, and lunch was provided at no cost, the total allowable reimbursement for that day would be \$25 ( $\$36 - \$11$  lunch).

However, when meals are provided at no cost in conjunction with travel events on a travel departure or return day, the full Meals per diem reimbursement rate is reduced by the full amount of the appropriate meals followed by a 75% prorating of the balance. For example, if the Meals Rate allows a \$36 total reimbursement, and lunch was provided at no cost on a travel departure or return day, the total allowable reimbursement for that day would be \$19 [ $(\$36 - \$11$  lunch)  $\times .75 = \$19$  (rounded)].

Finally, when meals are included with registration or lodging expense as part of a package, the number and type of meals (breakfast, lunch, dinner) must be recorded on the Wireless Education Program Reimbursement Request. If a continental breakfast or reception is offered as part of the travel event and the food/timing is sufficient to serve as a meal, the traveler must reduce the per diem by the appropriate allowance amount. If a meal is offered as part of a conference and the traveler has medical restrictions, the traveler should make every effort to have the conference facilitate his/her needs by the deadline specified by the conference. If the conference does not honor the request, the traveler is not required to deduct the applicable meal allowance from the per diem. However, the traveler must include a note or other documentation with the Wireless Education Program Reimbursement Request documenting this information.



The following table provides guidelines for Lodging, Meals, and Incidental Expenses (not allowed under WEP) that are allowable to the IN-STATE traveler for reimbursement. For the cities of Alexandria, Fairfax, Falls Church, and the counties of Arlington and Fairfax, see the Washington, DC listing in the Out-of-State table. If a location is not listed, the standard rate applies.

<b>IN-STATE Location City – (Surrounding Areas)</b>	<b>Lodging Rate <u>Excludes</u> taxes and surcharges</b>	<b>Meals and Incidental Expense (M&amp;IE) Rate <u>Includes</u> tips, taxes, personal telephone calls, laundry, and transportation to where meals are taken</b>
<b>STANDARD→</b>	<b>\$77</b>	<b>\$41</b>
<b>EXCEPTIONS↓</b>		
<i>Abingdon (Washington County)</i>	88	46
<i>Blacksburg (Montgomery County)</i>	95	46
<i>Charlottesville (Albemarle &amp; Greene Counties)</i>	115	56
<i>Chesapeake / Suffolk (10/1 – 5/31)</i>	77	56
<i>Chesapeake / Suffolk (6/1 – 8/31)</i>	86	56
<i>Chesapeake / Suffolk (9/1 – 9/30)</i>	77	56
<i>Chesterfield / Henrico Counties</i>	83	51
<i>Fredericksburg ( Spotsylvania, Stafford, &amp; Caroline Counties)</i>	88	56
<i>Loudoun County</i>	108	61
<i>Lynchburg (Campbell County)</i>	80	51
<i>Manassas (Prince William County)</i>	88	56
<i>Norfolk / Portsmouth</i>	89	61
<i>Richmond (City Limits)</i>	112	66
<i>Roanoke (City Limits)</i>	96	51
<i>Virginia Beach (10/1-5/31)</i>	89	56
<i>Virginia Beach (6/1-8/31)</i>	151	56
<i>Virginia Beach (9/1-9/30)</i>	89	56
<i>Wallops Island (Accomack County) (10/1-6/30)</i>	85	56
<i>Wallops Island (Accomack County) (7/1-8/31)</i>	127	56
<i>Wallops Island (Accomack County) (9/1-9/30)</i>	85	56
<i>Warrenton (Fauquier County)</i>	92	46
<i>Williamsburg (James City &amp; York Counties) (10/1 – 10/31)</i>	77	51
<i>Williamsburg (James City &amp; York Counties) (11/1 – 8/31)</i>	96	51
<i>Williamsburg (James City &amp; York Counties) (9/1 – 9/30)</i>	77	51



The following table provides guidelines for Lodging, Meals, and Incidental Expenses (not allowed under WEP) that are allowable to the OUT-OF-STATE traveler for reimbursement. If a location is not listed, the standard rate applies.

<b>OUT-OF-STATE Location City – (Surrounding Areas)</b>	<b>Lodging Rate <u>Excludes</u> taxes and surcharges</b>	<b>Meals and Incidental Expense (M&amp;IE) Rate <u>Includes</u> tips, taxes, personal telephone calls, laundry, and transportation to where meals are taken</b>
<b>STANDARD →</b>	<b>\$88</b>	<b>\$46</b>
<b>EXCEPTIONS↓</b>		
<i>Arlington / Ft. Worth / Grapevine, TX (Tarrant County)</i>	139	56
<i>Austin, TX (Travis County)</i>	108	71
<i>Atlanta, GA (Fulton, Cobb, DeKalb Counties)</i>	133	56
<i>Baltimore, MD (10/1 – 11/30)</i>	145	71
<i>Baltimore, MD (12/1 – 2/28)</i>	121	71
<i>Baltimore, MD (3/1 – 9/30)</i>	145	71
<i>Baltimore County, MD</i>	97	61
<i>Boston / Cambridge, MA (Suffolk County) (10/1 – 10/31)</i>	221	71
<i>Boston / Cambridge, MA (Suffolk County) (11/1 – 3/31)</i>	158	71
<i>Boston / Cambridge, MA (Suffolk County) (4/1 – 6/30)</i>	201	71
<i>Boston / Cambridge, MA (Suffolk County) (7/1 – 8/31)</i>	183	71
<i>Boston / Cambridge, MA (Suffolk County) (9/1 – 9/30)</i>	221	71
<i>Charleston, SC (Charleston, Berkeley, &amp; Dorchester Counties)</i>	137	56
<i>Charlotte, NC (Mecklenburg County)</i>	97	51
<i>Chicago, IL (Cook, Lake Counties) (10/1-11/30)</i>	190	71
<i>Chicago, IL (Cook, Lake Counties) (12/1-3/31)</i>	130	71
<i>Chicago, IL (Cook, Lake Counties) (4/1-6/30)</i>	171	71
<i>Chicago, IL (Cook, Lake</i>	155	71



<i>Counties) (7/1-8/31)</i>		
<i>Chicago, IL (Cook, Lake Counties) (9/1-9/30)</i>	190	71
<i>Cincinnati, OH (Hamilton, Clermont Counties)</i>	118	56
<i>Cleveland, OH (Cuyahoga County)</i>	101	56
<i>Dallas, TX (Dallas County)</i>	113	71
<i>Denver / Aurora, CO (Denver, Adams, Arapahoe, and Jefferson Counties)</i>	149	66
<i>Detroit, MI (Wayne County)</i>	91	56
<i>Floral Park/Garden City/ Great Neck, NY (Nassau County)</i>	142	66
<i>Houston, TX (L.B. Johnson Space Center and Fort Bend, Harris, &amp; Montgomery Counties)</i>	109	71
<i>Kansas City, MO (Cass, Clay, Jackson, &amp; Platte Counties)</i>	99	61
<i>Las Vegas, NV (Clark County)</i>	99	71
<i>Los Angeles, CA (Los Angeles, Orange, &amp; Ventura Counties including Edwards AFB)</i>	125	71
<i>Manhattan, NY (Boroughs of Manhattan, The Bronx, Brooklyn and Queens and Staten Island and Counties of Kings, New York and Richmond) (10/1–12/31)</i>	295	71
<i>Manhattan, NY (Boroughs of Manhattan, The Bronx, Brooklyn and Queens and Staten Island and Counties of Kings, New York and Richmond)(1/1–3/31)</i>	204	71
<i>Manhattan, NY (Boroughs of Manhattan, The Bronx, Brooklyn and Queens and Staten Island and Counties of Kings, New York and Richmond) (4/1–6/30)</i>	241	71
<i>Manhattan, NY (Boroughs of Manhattan, The Bronx, Brooklyn and Queens and Staten Island and Counties of Kings, New York and Richmond) (7/1–8/31)</i>	216	71
<i>Manhattan, NY (Boroughs of Manhattan, The Bronx, Brooklyn</i>	295	71



<i>and Queens and Staten Island and Counties of Kings, New York and Richmond) (9/1–9/30)</i>		
<i>Miami, FL (Miami-Dade County) (10/1-11/30)</i>	105	66
<i>Miami, FL (Miami-Dade County) (12/1-3/31)</i>	152	66
<i>Miami, FL (Miami-Dade County) (4/1-5/31)</i>	125	66
<i>Miami, FL (Miami-Dade County) (6/1-9/30)</i>	105	66
<i>Minneapolis / St. Paul, MN (Hennepin and, Ramsey Counties)</i>	121	71
<i>Nashville, TN (Davidson County)</i>	107	66
<i>Newark, NJ (Essex, Bergen, Hudson, and Passaic Counties)</i>	120	61
<i>New Orleans, LA (Jefferson, Orleans, Plaquemine, St. Bernard Parishes) (10/1–6/30)</i>	135	71
<i>New Orleans, LA (Jefferson, Orleans, Plaquemine, St. Bernard Parishes,) (7/1-9/30)</i>	101	71
<i>Orlando, FL (Orange County) (10/1-12/31)</i>	97	56
<i>Orlando, FL (Orange County) (1/1-5/31)</i>	111	56
<i>Orlando, FL (Orange County) (6/1-9/30)</i>	97	56
<i>Palm Springs, CA (Riverside County) (10/1 – 12/31)</i>	99	71
<i>Palm Springs, CA (Riverside County) (1/1 –5/31)</i>	115	71
<i>Palm Springs, CA (Riverside County) (6/1 – 8/31)</i>	82	71
<i>Palm Springs, CA (Riverside County) (9/1 – 9/30)</i>	99	71
<i>Philadelphia, PA (Philadelphia County) (10/1 – 11/30)</i>	143	66
<i>Philadelphia, PA (Philadelphia County) (12/1 – 8/31)</i>	137	66
<i>Philadelphia, PA (Philadelphia County) (9/1 – 9/30)</i>	143	66
<i>Phoenix / Scottsdale, AZ (Maricopa County) (10/1-12/31)</i>	105	71



<i>Phoenix / Scottsdale, AZ (Maricopa County) (1/1-5/31)</i>	<i>128</i>	<i>71</i>
<i>Phoenix / Scottsdale, AZ (Maricopa County) (6/1-8/31)</i>	<i>80</i>	<i>71</i>
<i>Phoenix / Scottsdale, AZ (Maricopa County) (9/1-9/30)</i>	<i>105</i>	<i>71</i>
<i>Pittsburgh, PA (Allegheny County)</i>	<i>119</i>	<i>71</i>
<i>San Antonio, TX (Bexar County)</i>	<i>106</i>	<i>66</i>
<i>San Diego, CA (San Diego County)</i>	<i>133</i>	<i>71</i>
<i>San Francisco, CA (San Francisco County) (10/1-10/31)</i>	<i>184</i>	<i>71</i>
<i>San Francisco, CA (San Francisco County) (11/1-8/31)</i>	<i>155</i>	<i>71</i>
<i>San Francisco, CA (San Francisco County) (9/1-9/30)</i>	<i>184</i>	<i>71</i>
<i>Savannah, GA (Chatham County)</i>	<i>95</i>	<i>56</i>
<i>Seattle, WA (King County)</i>	<i>137</i>	<i>71</i>
<i>St. Louis, MO ( St. Louis, St. Charles, Crawford, Franklin, Jefferson, Lincoln, Warren and Washington Counties)</i>	<i>104</i>	<i>66</i>
<i>Tampa / St. Petersburg, FL (Pinellas and Hillsborough Counties) (10/1 – 12/31)</i>	<i>93</i>	<i>51</i>
<i>Tampa / St. Petersburg, FL (Pinellas and Hillsborough Counties) (1/1 – 4/30)</i>	<i>112</i>	<i>51</i>
<i>Tampa / St. Petersburg, FL (Pinellas and Hillsborough Counties) (5/1 – 9/30)</i>	<i>93</i>	<i>51</i>
<i>Washington, DC (I) (10/1-10/31)</i>	<i>226</i>	<i>71</i>
<i>Washington, DC (I) (11/1-2/28)</i>	<i>183</i>	<i>71</i>
<i>Washington, DC (I) (3/1-6/30)</i>	<i>224</i>	<i>71</i>
<i>Washington, DC (I) (7/1-8/31)</i>	<i>169</i>	<i>71</i>
<i>Washington, DC (I) (9/1-9/30)</i>	<i>226</i>	<i>71</i>
<i>White Plains/Tarrytown/ New Rochelle, NY (Westchester County)</i>	<i>136</i>	<i>71</i>



**FY15**

**PSAP GRANT PROGRAM  
WIRELESS EDUCATION PROGRAM  
APPLICATION**



VIRGINIA INFORMATION  
TECHNOLOGIES AGENCY  
Integrated Services Division



## FY15 PSAP GRANT PROGRAM

### WIRELESS E-911 PSAP EDUCATION PROGRAM APPLICATION

### HOW TO APPLY/DEADLINE

The Wireless E-911 PSAP Education Program 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).

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 Wireless E-911 PSAP Education Program grant application. Application made on the FY15 PSAP Grant Application form (Continuity, Consolidation and Enhancement projects) will not be accepted. Technical assistance is available from VITA's Public Safety Communications (PSC) staff throughout the grant process. The FY15 PSAP Grant Application Cycle starts July 1, 2013 and concludes on September 30, 2013 at 5:00 pm.

**ALL SECTIONS MUST BE COMPLETED IN ITS ENTIRETY OR THE APPLICATION WILL BE CONSIDERED INCOMPLETE AND NOT ACCEPTED FOR CONSIDERATION.**



# FY15 PSAP GRANT APPLICATION WIRELESS E-911 PSAP EDUCATION PROGRAM GRANT REQUESTS ONLY:

## GRANT APPLICANT PROFILE/PROJECT CONTACT

PSAP/HOST PSAP NAME: City of Fredericksburg  
CONTACT TITLE: Communications Manager  
CONTACT FIRST NAME: Melissa  
CONTACT LAST NAME: Wood  
ADDRESS 1: 2200 Cowan Blvd  
ADDRESS 2: 1T  
CITY: Fredericksburg  
ZIP CODE: 22401  
CONTACT EMAIL: mwood@pd.fredericksburgva.gov  
CONTACT PHONE NUMBER: 5406545933  
CONTACT MOBILE NUMBER: 1T  
CONTACT FAX NUMBER: 5403721166  
REGIONAL COORDINATOR: Amy Ozeki

## FINANCIAL DATA

AMOUNT REQUESTED: \$ 2,000  
TOTAL PROJECT COST: \$ 2,274

## HOST PSAP AND PARTICIPATING PSAPS (if a regional WEP application)

_____	_____
_____	_____
_____	_____
_____	_____



## **EDUCATION/TRAINING INFORMATION**

**EDUCATION/TRAINING TITLE/EVENT:** 2014 Virginia APCO/NENA Fall Conference

**DATES:** October 2014 (estimated)

**LOCATION:** Roanoke

**ESTIMATED NUMBER OF PERSONNEL ATTENDING:** Two

**TOTAL ESTIMATED BUDGET OF TRAINING/EVENT:** \$1,140.00

**CONFERENCE/TRAINING:** \$240.00

**LODGING (please see Lodging Rate Table):** \$576.00

**MEALS (please see Meals Rate Table):** \$324.00

**EDUCATION/TRAINING TITLE/EVENT:** 2015 Virginia APCO/NENA Spring Conference

**DATES:** May 2015 (estimated)

**LOCATION:** Virginia Beach

**ESTIMATED NUMBER OF PERSONNEL ATTENDING:** Two

**TOTAL ESTIMATED BUDGET OF TRAINING/EVENT:** \$1,134.00

**CONFERENCE/TRAINING:** \$240.00

**LODGING (please see Lodging Rate Table):** \$534.00

**MEALS (please see Meals Rate Table):** \$360.00



## COMPREHENSIVE PROJECT DESCRIPTION

**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.**

Continuing education in any field is important to the maintenance of critical skills, and when the public is depending on those skills for the mitigation of emergencies, ongoing training becomes a high priority. Like most E-911 dispatch centers, the Fredericksburg PSAP experiences a regular rate of employee turnover which places the responsibility of responding to 911 calls in the hands of operators with a wide range of experience. Educational opportunities, such as those offered at the APCO/NENA conferences, are essential to keep PSAP personnel abreast of emerging trends and technology while improving and refreshing their core skill set.

## EVALUATION

**Describe the evaluation process that will be used to determine if participation in this education/training benefited the PSAP and/or supported E-911 and GIS.**

Upon completion of the APCO/NENA conferences, the attendees will collaboratively present summaries of the presentations attended to those who were unable to attend.



## **OUT OF STATE TRAVEL – WAIVER REQUEST**

**If this grant application is for out of state education/training opportunities or includes any part of the funds to be used for out of state education/training opportunities, please complete the following in its entirety.**

**EDUCATION/TRAINING EVENT: 1T**

**DEPARTURE DATE: 1T RETURN DATE: 1T**

**LOCATION: 1T**

**TOTAL ESTIMATED BUDGET FOR EVENT: 1T**

**CONFERENCE/TRAINING: 1T**

**LODGING: 1T**

**MEALS AND INCIDENTALS: 1T**

**TOTAL COST OF TRIP REIMBURSABLE THROUGH THE WEP GRANT: 1T**

**REASON FOR OUT OF STATE TRAVEL WAIVER REQUEST: 1T**

**MANAGING DEPARTMENT HEAD APPROVAL RECEIVED BY:**

**1T**

**DATE: 1T**



## LODGING AND PER DIEM (MEALS REIMBURSEMENT)

Under the Wireless Education Program grant type, lodging and per diem (meals only) are reimbursable, in addition to the cost of the education/training. Please use the following Commonwealth of Virginia Travel Guidelines to determine total expenses during this application process.

Also, please keep in mind that meal expenses must involve an overnight stay to qualify for reimbursement.

### MEALS RATE TABLE

The Meals Rate Table below provides individual meal reimbursement amounts, which are breakdowns of the per diem rates shown in the Lodging/M&IE Guideline tables. These rates should be used to determine the maximum meal reimbursement amounts. The meals expense must be reduced for the applicable meals when meals are provided at no cost during the overnight travel period. (See Prorations and Reductions)

This table also reflects amounts for the 75% travel days. The meals expense must correspond to the location specified for the overnight lodging. (See In-State and Out-of-State Lodging Tables)

**NOTE:** The In-State and Out-of-State Lodging Tables include a flat \$5 incidental amount in the total for the Meals and Incidental Expenses Rate associated with each lodging location. However, the WEP grant does not include reimbursement for incidentals and the Meals Rate Table has been adjusted to reflect this.

TOTAL	\$36	\$41	\$46	\$51	\$56	\$61	\$66
Breakfast	7	7	8	9	10	11	12
Lunch	11	11	12	13	15	16	18
Dinner	18	23	26	29	31	34	36
75% Travel Days	\$27	\$31	\$35	\$39	\$42	\$46	\$50



## Per Diem (Meals Only) Prorations and Reductions

On a travel departure or return day, 75% of the Meals per diem is reimbursed. For example, if the Meals Rate Table allows a \$36 total reimbursement, \$27.00 ( $\$36 \times .75 = \$27.00$ ) would be allowable on a travel departure or return day. For trips involving multiple travel destinations, base the reduction on the per diem in effect for where the night was spent as follows:

- Departure Day: Where you spend the night.
- Return Day: Where you spent the night *before* returning to home base.

When meals are provided at no cost in conjunction with travel events, the applicable meal expense reimbursement shall be reduced by the amount shown for the applicable meal in the Meals Rate Table. For example, if the Meals Rate Table allows for a \$36 reimbursement, and lunch was provided at no cost, the total allowable reimbursement for that day would be \$25 ( $\$36 - \$11$  lunch).

However, when meals are provided at no cost in conjunction with travel events on a travel departure or return day, the full Meals per diem reimbursement rate is reduced by the full amount of the appropriate meals followed by a 75% prorating of the balance. For example, if the Meals Rate allows a \$36 total reimbursement, and lunch was provided at no cost on a travel departure or return day, the total allowable reimbursement for that day would be \$19 [ $(\$36 - \$11$  lunch)  $\times .75 = \$19$  (rounded)].

Finally, when meals are included with registration or lodging expense as part of a package, the number and type of meals (breakfast, lunch, dinner) must be recorded on the Wireless Education Program Reimbursement Request. If a continental breakfast or reception is offered as part of the travel event and the food/timing is sufficient to serve as a meal, the traveler must reduce the per diem by the appropriate allowance amount. If a meal is offered as part of a conference and the traveler has medical restrictions, the traveler should make every effort to have the conference facilitate his/her needs by the deadline specified by the conference. If the conference does not honor the request, the traveler is not required to deduct the applicable meal allowance from the per diem. However, the traveler must include a note or other documentation with the Wireless Education Program Reimbursement Request documenting this information.



The following table provides guidelines for Lodging, Meals, and Incidental Expenses (not allowed under WEP) that are allowable to the IN-STATE traveler for reimbursement. For the cities of Alexandria, Fairfax, Falls Church, and the counties of Arlington and Fairfax, see the Washington, DC listing in the Out-of-State table. If a location is not listed, the standard rate applies.

<b>IN-STATE Location City – (Surrounding Areas)</b>	<b>Lodging Rate <u>Excludes</u> taxes and surcharges</b>	<b>Meals and Incidental Expense (M&amp;IE) Rate <u>Includes</u> tips, taxes, personal telephone calls, laundry, and transportation to where meals are taken</b>
<b>STANDARD→</b>	<b>\$77</b>	<b>\$41</b>
<b>EXCEPTIONS↓</b>		
<i>Abingdon (Washington County)</i>	88	46
<i>Blacksburg (Montgomery County)</i>	95	46
<i>Charlottesville (Albemarle &amp; Greene Counties)</i>	115	56
<i>Chesapeake / Suffolk (10/1 – 5/31)</i>	77	56
<i>Chesapeake / Suffolk (6/1 – 8/31)</i>	86	56
<i>Chesapeake / Suffolk (9/1 – 9/30)</i>	77	56
<i>Chesterfield / Henrico Counties</i>	83	51
<i>Fredericksburg ( Spotsylvania, Stafford, &amp; Caroline Counties)</i>	88	56
<i>Loudoun County</i>	108	61
<i>Lynchburg (Campbell County)</i>	80	51
<i>Manassas (Prince William County)</i>	88	56
<i>Norfolk / Portsmouth</i>	89	61
<i>Richmond (City Limits)</i>	112	66
<i>Roanoke (City Limits)</i>	96	51
<i>Virginia Beach (10/1-5/31)</i>	89	56
<i>Virginia Beach (6/1-8/31)</i>	151	56
<i>Virginia Beach (9/1-9/30)</i>	89	56
<i>Wallops Island (Accomack County) (10/1-6/30)</i>	85	56
<i>Wallops Island (Accomack County) (7/1-8/31)</i>	127	56
<i>Wallops Island (Accomack County) (9/1-9/30)</i>	85	56
<i>Warrenton (Fauquier County)</i>	92	46
<i>Williamsburg (James City &amp; York Counties) (10/1 – 10/31)</i>	77	51
<i>Williamsburg (James City &amp; York Counties) (11/1 – 8/31)</i>	96	51
<i>Williamsburg (James City &amp; York Counties) (9/1 – 9/30)</i>	77	51



The following table provides guidelines for Lodging, Meals, and Incidental Expenses (not allowed under WEP) that are allowable to the OUT-OF-STATE traveler for reimbursement. If a location is not listed, the standard rate applies.

<b>OUT-OF-STATE Location City – (Surrounding Areas)</b>	<b>Lodging Rate <i>Excludes</i> taxes and surcharges</b>	<b>Meals and Incidental Expense (M&amp;IE) Rate <i>Includes</i> tips, taxes, personal telephone calls, laundry, and transportation to where meals are taken</b>
<b>STANDARD →</b>	<b>\$88</b>	<b>\$46</b>
<b>EXCEPTIONS↓</b>		
<i>Arlington / Ft. Worth / Grapevine, TX (Tarrant County)</i>	139	56
<i>Austin, TX (Travis County)</i>	108	71
<i>Atlanta, GA (Fulton, Cobb, DeKalb Counties)</i>	133	56
<i>Baltimore, MD (10/1 – 11/30)</i>	145	71
<i>Baltimore, MD (12/1 – 2/28)</i>	121	71
<i>Baltimore, MD (3/1 – 9/30)</i>	145	71
<i>Baltimore County, MD</i>	97	61
<i>Boston / Cambridge, MA (Suffolk County) (10/1 – 10/31)</i>	221	71
<i>Boston / Cambridge, MA (Suffolk County) (11/1 – 3/31)</i>	158	71
<i>Boston / Cambridge, MA (Suffolk County) (4/1 – 6/30)</i>	201	71
<i>Boston / Cambridge, MA (Suffolk County) (7/1 – 8/31)</i>	183	71
<i>Boston / Cambridge, MA (Suffolk County) (9/1 – 9/30)</i>	221	71
<i>Charleston, SC (Charleston, Berkeley, &amp; Dorchester Counties)</i>	137	56
<i>Charlotte, NC (Mecklenburg County)</i>	97	51
<i>Chicago, IL (Cook, Lake Counties) (10/1-11/30)</i>	190	71
<i>Chicago, IL (Cook, Lake Counties) (12/1-3/31)</i>	130	71
<i>Chicago, IL (Cook, Lake Counties) (4/1-6/30)</i>	171	71
<i>Chicago, IL (Cook, Lake</i>	155	71



<i>Counties) (7/1-8/31)</i>		
<i>Chicago, IL (Cook, Lake Counties) (9/1-9/30)</i>	190	71
<i>Cincinnati, OH (Hamilton, Clermont Counties)</i>	118	56
<i>Cleveland, OH (Cuyahoga County)</i>	101	56
<i>Dallas, TX (Dallas County)</i>	113	71
<i>Denver / Aurora, CO (Denver, Adams, Arapahoe, and Jefferson Counties)</i>	149	66
<i>Detroit, MI (Wayne County)</i>	91	56
<i>Floral Park/Garden City/ Great Neck, NY (Nassau County)</i>	142	66
<i>Houston, TX (L.B. Johnson Space Center and Fort Bend, Harris, &amp; Montgomery Counties)</i>	109	71
<i>Kansas City, MO (Cass, Clay, Jackson, &amp; Platte Counties)</i>	99	61
<i>Las Vegas, NV (Clark County)</i>	99	71
<i>Los Angeles, CA (Los Angeles, Orange, &amp; Ventura Counties including Edwards AFB)</i>	125	71
<i>Manhattan, NY (Boroughs of Manhattan, The Bronx, Brooklyn and Queens and Staten Island and Counties of Kings, New York and Richmond) (10/1–12/31)</i>	295	71
<i>Manhattan, NY (Boroughs of Manhattan, The Bronx, Brooklyn and Queens and Staten Island and Counties of Kings, New York and Richmond)(1/1–3/31)</i>	204	71
<i>Manhattan, NY (Boroughs of Manhattan, The Bronx, Brooklyn and Queens and Staten Island and Counties of Kings, New York and Richmond) (4/1–6/30)</i>	241	71
<i>Manhattan, NY (Boroughs of Manhattan, The Bronx, Brooklyn and Queens and Staten Island and Counties of Kings, New York and Richmond) (7/1–8/31)</i>	216	71
<i>Manhattan, NY (Boroughs of Manhattan, The Bronx, Brooklyn</i>	295	71



<i>and Queens and Staten Island and Counties of Kings, New York and Richmond) (9/1–9/30)</i>		
<i>Miami, FL (Miami-Dade County) (10/1-11/30)</i>	105	66
<i>Miami, FL (Miami-Dade County) (12/1-3/31)</i>	152	66
<i>Miami, FL (Miami-Dade County) (4/1-5/31)</i>	125	66
<i>Miami, FL (Miami-Dade County) (6/1-9/30)</i>	105	66
<i>Minneapolis / St. Paul, MN (Hennepin and, Ramsey Counties)</i>	121	71
<i>Nashville, TN (Davidson County)</i>	107	66
<i>Newark, NJ (Essex, Bergen, Hudson, and Passaic Counties)</i>	120	61
<i>New Orleans, LA (Jefferson, Orleans, Plaquemine, St. Bernard Parishes) (10/1–6/30)</i>	135	71
<i>New Orleans, LA (Jefferson, Orleans, Plaquemine, St. Bernard Parishes,) (7/1-9/30)</i>	101	71
<i>Orlando, FL (Orange County) (10/1-12/31)</i>	97	56
<i>Orlando, FL (Orange County) (1/1-5/31)</i>	111	56
<i>Orlando, FL (Orange County) (6/1-9/30)</i>	97	56
<i>Palm Springs, CA (Riverside County) (10/1 – 12/31)</i>	99	71
<i>Palm Springs, CA (Riverside County) (1/1 –5/31)</i>	115	71
<i>Palm Springs, CA (Riverside County) (6/1 – 8/31)</i>	82	71
<i>Palm Springs, CA (Riverside County) (9/1 – 9/30)</i>	99	71
<i>Philadelphia, PA (Philadelphia County) (10/1 – 11/30)</i>	143	66
<i>Philadelphia, PA (Philadelphia County) (12/1 – 8/31)</i>	137	66
<i>Philadelphia, PA (Philadelphia County) (9/1 – 9/30)</i>	143	66
<i>Phoenix / Scottsdale, AZ (Maricopa County) (10/1-12/31)</i>	105	71



<i>Phoenix / Scottsdale, AZ (Maricopa County) (1/1-5/31)</i>	128	71
<i>Phoenix / Scottsdale, AZ (Maricopa County) (6/1-8/31)</i>	80	71
<i>Phoenix / Scottsdale, AZ (Maricopa County) (9/1-9/30)</i>	105	71
<i>Pittsburgh, PA (Allegheny County)</i>	119	71
<i>San Antonio, TX (Bexar County)</i>	106	66
<i>San Diego, CA (San Diego County)</i>	133	71
<i>San Francisco, CA (San Francisco County) (10/1-10/31)</i>	184	71
<i>San Francisco, CA (San Francisco County) (11/1-8/31)</i>	155	71
<i>San Francisco, CA (San Francisco County) (9/1-9/30)</i>	184	71
<i>Savannah, GA (Chatham County)</i>	95	56
<i>Seattle, WA (King County)</i>	137	71
<i>St. Louis, MO ( St. Louis, St. Charles, Crawford, Franklin, Jefferson, Lincoln, Warren and Washington Counties)</i>	104	66
<i>Tampa / St. Petersburg, FL (Pinellas and Hillsborough Counties) (10/1 – 12/31)</i>	93	51
<i>Tampa / St. Petersburg, FL (Pinellas and Hillsborough Counties) (1/1 – 4/30)</i>	112	51
<i>Tampa / St. Petersburg, FL (Pinellas and Hillsborough Counties) (5/1 – 9/30)</i>	93	51
<i>Washington, DC (I) (10/1-10/31)</i>	226	71
<i>Washington, DC (I) (11/1-2/28)</i>	183	71
<i>Washington, DC (I) (3/1-6/30)</i>	224	71
<i>Washington, DC (I) (7/1-8/31)</i>	169	71
<i>Washington, DC (I) (9/1-9/30)</i>	226	71
<i>White Plains/Tarrytown/ New Rochelle, NY (Westchester County)</i>	136	71



**FY15**

**PSAP GRANT PROGRAM  
WIRELESS EDUCATION PROGRAM  
APPLICATION**



VIRGINIA INFORMATION  
TECHNOLOGIES AGENCY  
Integrated Services Division



## FY15 PSAP GRANT PROGRAM

### WIRELESS E-911 PSAP EDUCATION PROGRAM APPLICATION

### HOW TO APPLY/DEADLINE

The Wireless E-911 PSAP Education Program 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).

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 Wireless E-911 PSAP Education Program grant application. Application made on the FY15 PSAP Grant Application form (Continuity, Consolidation and Enhancement projects) will not be accepted. Technical assistance is available from VITA's Public Safety Communications (PSC) staff throughout the grant process. The FY15 PSAP Grant Application Cycle starts July 1, 2013 and concludes on September 30, 2013 at 5:00 pm.

**ALL SECTIONS MUST BE COMPLETED IN ITS ENTIRETY OR THE APPLICATION WILL BE CONSIDERED INCOMPLETE AND NOT ACCEPTED FOR CONSIDERATION.**



**FY15 PSAP GRANT APPLICATION  
WIRELESS E-911 PSAP EDUCATION PROGRAM  
GRANT REQUESTS ONLY:**

**GRANT APPLICANT PROFILE/PROJECT CONTACT**

PSAP/HOST PSAP NAME: Hampton 911  
CONTACT TITLE: Supervisor II/Operation Manager  
CONTACT FIRST NAME: Diane  
CONTACT LAST NAME: Gardner  
ADDRESS 1: 22 Lincoln St  
ADDRESS 2: 1T  
CITY: Hampton  
ZIP CODE: 23669  
CONTACT EMAIL: dgardner@hampton.gov  
CONTACT PHONE NUMBER: 757-727-6007  
CONTACT MOBILE NUMBER: 757-268-8418  
CONTACT FAX NUMBER: 757-727-6030  
REGIONAL COORDINATOR: Lyle Hornbaker

**FINANCIAL DATA**

AMOUNT REQUESTED: \$ 2000.00  
TOTAL PROJECT COST: \$ 2000.00

**HOST PSAP AND PARTICIPATING PSAPS (if a regional WEP application)**

_____	_____
_____	_____
_____	_____
_____	_____



## **EDUCATION/TRAINING INFORMATION**

**EDUCATION/TRAINING TITLE/EVENT:** APCO FALL CONFERENCE

**DATES:** October 2015

**LOCATION:** Roanoke VA

**ESTIMATED NUMBER OF PERSONNEL ATTENDING:** 3

**TOTAL ESTIMATED BUDGET OF TRAINING/EVENT:** \$1731.00

**CONFERENCE/TRAINING:** 390.00

**LODGING (please see Lodging Rate Table):** 576.00

**MEALS (please see Meals Rate Table):** 765.00

**EDUCATION/TRAINING TITLE/EVENT:** APCO SPRING CONFERENCE

**DATES:** MAY 2015

**LOCATION:** VIRGINIA BEACH

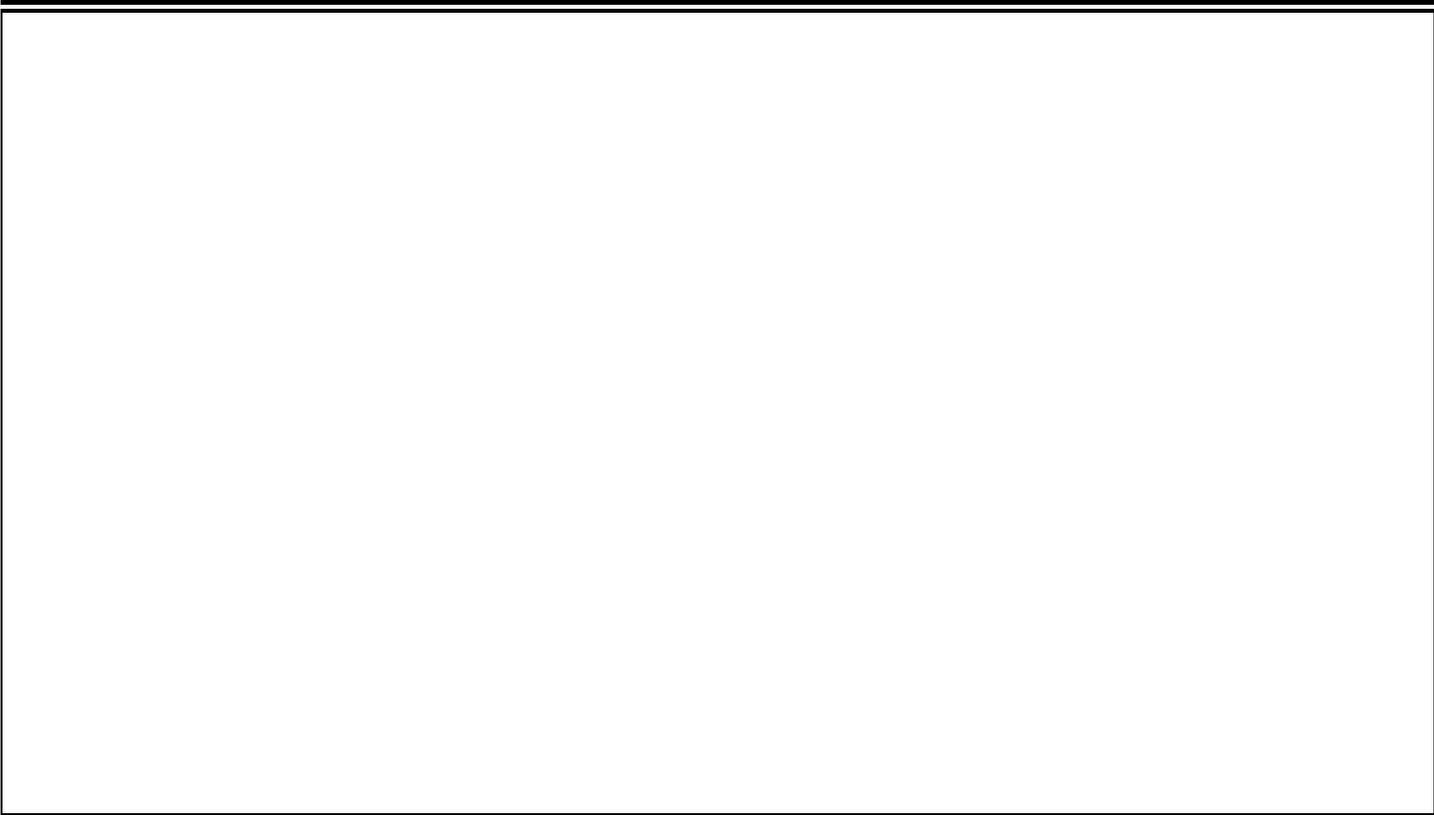
**ESTIMATED NUMBER OF PERSONNEL ATTENDING:** 4

**TOTAL ESTIMATED BUDGET OF TRAINING/EVENT:** 540

**CONFERENCE/TRAINING:** 540

**LODGING (please see Lodging Rate Table):** 0

**MEALS (please see Meals Rate Table):** 0





## COMPREHENSIVE PROJECT DESCRIPTION

**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.**

The two organizations offering the training, National Emergency Number Association (NENA) and the Association of Public Safety Communications Officials (APCO) are 9-1-1 specific organizations. Their publications, training, lectures, and focus are the challenges within the 9-1-1 arena. Each conference offers Dispatcher Tracks, Management Tracks and a Technology Track. This encompasses a wide range of information to those seeking specific training. Learning what is on the horizon within our industry is not only of benefit but a necessity.

## EVALUATION

**Describe the evaluation process that will be used to determine if participation in this education/training benefited the PSAP and/or supported E-911 and GIS.**

Attendees will be required to write an after action report in which they will relay what they have learned and how they will use this information in their day to day performance. Attendees can also relay how the training has changed their attitude or caused them to re-examine their thought process. This method can be applied to all levels of the NENA/APCO training.



## **OUT OF STATE TRAVEL – WAIVER REQUEST**

**If this grant application is for out of state education/training opportunities or includes any part of the funds to be used for out of state education/training opportunities, please complete the following in its entirety.**

**EDUCATION/TRAINING EVENT: 1T**

**DEPARTURE DATE: 1T RETURN DATE: 1T**

**LOCATION: 1T**

**TOTAL ESTIMATED BUDGET FOR EVENT: 1T**

**CONFERENCE/TRAINING: 1T**

**LODGING: 1T**

**MEALS AND INCIDENTALS: 1T**

**TOTAL COST OF TRIP REIMBURSABLE THROUGH THE WEP GRANT: 1T**

**REASON FOR OUT OF STATE TRAVEL WAIVER REQUEST: 1T**

**MANAGING DEPARTMENT HEAD APPROVAL RECEIVED BY:**

**1T**

**DATE: 1T**



## LODGING AND PER DIEM (MEALS REIMBURSEMENT)

Under the Wireless Education Program grant type, lodging and per diem (meals only) are reimbursable, in addition to the cost of the education/training. Please use the following Commonwealth of Virginia Travel Guidelines to determine total expenses during this application process.

Also, please keep in mind that meal expenses must involve an overnight stay to qualify for reimbursement.

### MEALS RATE TABLE

The Meals Rate Table below provides individual meal reimbursement amounts, which are breakdowns of the per diem rates shown in the Lodging/M&IE Guideline tables. These rates should be used to determine the maximum meal reimbursement amounts. The meals expense must be reduced for the applicable meals when meals are provided at no cost during the overnight travel period. (See Prorations and Reductions)

This table also reflects amounts for the 75% travel days. The meals expense must correspond to the location specified for the overnight lodging. (See In-State and Out-of-State Lodging Tables)

**NOTE:** The In-State and Out-of-State Lodging Tables include a flat \$5 incidental amount in the total for the Meals and Incidental Expenses Rate associated with each lodging location. However, the WEP grant does not include reimbursement for incidentals and the Meals Rate Table has been adjusted to reflect this.

TOTAL	\$36	\$41	\$46	\$51	\$56	\$61	\$66
Breakfast	7	7	8	9	10	11	12
Lunch	11	11	12	13	15	16	18
Dinner	18	23	26	29	31	34	36
75% Travel Days	\$27	\$31	\$35	\$39	\$42	\$46	\$50



## Per Diem (Meals Only) Prorations and Reductions

On a travel departure or return day, 75% of the Meals per diem is reimbursed. For example, if the Meals Rate Table allows a \$36 total reimbursement, \$27.00 ( $\$36 \times .75 = \$27.00$ ) would be allowable on a travel departure or return day. For trips involving multiple travel destinations, base the reduction on the per diem in effect for where the night was spent as follows:

- Departure Day: Where you spend the night.
- Return Day: Where you spent the night *before* returning to home base.

When meals are provided at no cost in conjunction with travel events, the applicable meal expense reimbursement shall be reduced by the amount shown for the applicable meal in the Meals Rate Table. For example, if the Meals Rate Table allows for a \$36 reimbursement, and lunch was provided at no cost, the total allowable reimbursement for that day would be \$25 ( $\$36 - \$11$  lunch).

However, when meals are provided at no cost in conjunction with travel events on a travel departure or return day, the full Meals per diem reimbursement rate is reduced by the full amount of the appropriate meals followed by a 75% prorating of the balance. For example, if the Meals Rate allows a \$36 total reimbursement, and lunch was provided at no cost on a travel departure or return day, the total allowable reimbursement for that day would be \$19 [ $(\$36 - \$11$  lunch)  $\times .75 = \$19$  (rounded)].

Finally, when meals are included with registration or lodging expense as part of a package, the number and type of meals (breakfast, lunch, dinner) must be recorded on the Wireless Education Program Reimbursement Request. If a continental breakfast or reception is offered as part of the travel event and the food/timing is sufficient to serve as a meal, the traveler must reduce the per diem by the appropriate allowance amount. If a meal is offered as part of a conference and the traveler has medical restrictions, the traveler should make every effort to have the conference facilitate his/her needs by the deadline specified by the conference. If the conference does not honor the request, the traveler is not required to deduct the applicable meal allowance from the per diem. However, the traveler must include a note or other documentation with the Wireless Education Program Reimbursement Request documenting this information.



The following table provides guidelines for Lodging, Meals, and Incidental Expenses (not allowed under WEP) that are allowable to the IN-STATE traveler for reimbursement. For the cities of Alexandria, Fairfax, Falls Church, and the counties of Arlington and Fairfax, see the Washington, DC listing in the Out-of-State table. If a location is not listed, the standard rate applies.

<b>IN-STATE Location City – (Surrounding Areas)</b>	<b>Lodging Rate <u>Excludes</u> taxes and surcharges</b>	<b>Meals and Incidental Expense (M&amp;IE) Rate <u>Includes</u> tips, taxes, personal telephone calls, laundry, and transportation to where meals are taken</b>
<b>STANDARD→</b>	<b>\$77</b>	<b>\$41</b>
<b>EXCEPTIONS↓</b>		
<i>Abingdon (Washington County)</i>	88	46
<i>Blacksburg (Montgomery County)</i>	95	46
<i>Charlottesville (Albemarle &amp; Greene Counties)</i>	115	56
<i>Chesapeake / Suffolk (10/1 – 5/31)</i>	77	56
<i>Chesapeake / Suffolk (6/1 – 8/31)</i>	86	56
<i>Chesapeake / Suffolk (9/1 – 9/30)</i>	77	56
<i>Chesterfield / Henrico Counties</i>	83	51
<i>Fredericksburg ( Spotsylvania, Stafford, &amp; Caroline Counties)</i>	88	56
<i>Loudoun County</i>	108	61
<i>Lynchburg (Campbell County)</i>	80	51
<i>Manassas (Prince William County)</i>	88	56
<i>Norfolk / Portsmouth</i>	89	61
<i>Richmond (City Limits)</i>	112	66
<i>Roanoke (City Limits)</i>	96	51
<i>Virginia Beach (10/1-5/31)</i>	89	56
<i>Virginia Beach (6/1-8/31)</i>	151	56
<i>Virginia Beach (9/1-9/30)</i>	89	56
<i>Wallops Island (Accomack County) (10/1-6/30)</i>	85	56
<i>Wallops Island (Accomack County) (7/1-8/31)</i>	127	56
<i>Wallops Island (Accomack County) (9/1-9/30)</i>	85	56
<i>Warrenton (Fauquier County)</i>	92	46
<i>Williamsburg (James City &amp; York Counties) (10/1 – 10/31)</i>	77	51
<i>Williamsburg (James City &amp; York Counties) (11/1 – 8/31)</i>	96	51
<i>Williamsburg (James City &amp; York Counties) (9/1 – 9/30)</i>	77	51



The following table provides guidelines for Lodging, Meals, and Incidental Expenses (not allowed under WEP) that are allowable to the OUT-OF-STATE traveler for reimbursement. If a location is not listed, the standard rate applies.

<b>OUT-OF-STATE Location City – (Surrounding Areas)</b>	<b>Lodging Rate <i>Excludes taxes and surcharges</i></b>	<b>Meals and Incidental Expense (M&amp;IE) Rate <i>Includes tips, taxes, personal telephone calls, laundry, and transportation to where meals are taken</i></b>
<b>STANDARD →</b>	<b>\$88</b>	<b>\$46</b>
<b>EXCEPTIONS↓</b>		
<i>Arlington / Ft. Worth / Grapevine, TX (Tarrant County)</i>	<i>139</i>	<i>56</i>
<i>Austin, TX (Travis County)</i>	<i>108</i>	<i>71</i>
<i>Atlanta, GA (Fulton, Cobb, DeKalb Counties)</i>	<i>133</i>	<i>56</i>
<i>Baltimore, MD (10/1 – 11/30)</i>	<i>145</i>	<i>71</i>
<i>Baltimore, MD (12/1 – 2/28)</i>	<i>121</i>	<i>71</i>
<i>Baltimore, MD (3/1 – 9/30)</i>	<i>145</i>	<i>71</i>
<i>Baltimore County, MD</i>	<i>97</i>	<i>61</i>
<i>Boston / Cambridge, MA (Suffolk County) (10/1 – 10/31)</i>	<i>221</i>	<i>71</i>
<i>Boston / Cambridge, MA (Suffolk County) (11/1 – 3/31)</i>	<i>158</i>	<i>71</i>
<i>Boston / Cambridge, MA (Suffolk County) (4/1 – 6/30)</i>	<i>201</i>	<i>71</i>
<i>Boston / Cambridge, MA (Suffolk County) (7/1 – 8/31)</i>	<i>183</i>	<i>71</i>
<i>Boston / Cambridge, MA (Suffolk County) (9/1 – 9/30)</i>	<i>221</i>	<i>71</i>
<i>Charleston, SC (Charleston, Berkeley, &amp; Dorchester Counties)</i>	<i>137</i>	<i>56</i>
<i>Charlotte, NC (Mecklenburg County)</i>	<i>97</i>	<i>51</i>
<i>Chicago, IL (Cook, Lake Counties) (10/1-11/30)</i>	<i>190</i>	<i>71</i>
<i>Chicago, IL (Cook, Lake Counties) (12/1-3/31)</i>	<i>130</i>	<i>71</i>
<i>Chicago, IL (Cook, Lake Counties) (4/1-6/30)</i>	<i>171</i>	<i>71</i>
<i>Chicago, IL (Cook, Lake Counties) (7/1-9/30)</i>	<i>155</i>	<i>71</i>



<i>Counties) (7/1-8/31)</i>		
<i>Chicago, IL (Cook, Lake Counties) (9/1-9/30)</i>	190	71
<i>Cincinnati, OH (Hamilton, Clermont Counties)</i>	118	56
<i>Cleveland, OH (Cuyahoga County)</i>	101	56
<i>Dallas, TX (Dallas County)</i>	113	71
<i>Denver / Aurora, CO (Denver, Adams, Arapahoe, and Jefferson Counties)</i>	149	66
<i>Detroit, MI (Wayne County)</i>	91	56
<i>Floral Park/Garden City/ Great Neck, NY (Nassau County)</i>	142	66
<i>Houston, TX (L.B. Johnson Space Center and Fort Bend, Harris, &amp; Montgomery Counties)</i>	109	71
<i>Kansas City, MO (Cass, Clay, Jackson, &amp; Platte Counties)</i>	99	61
<i>Las Vegas, NV (Clark County)</i>	99	71
<i>Los Angeles, CA (Los Angeles, Orange, &amp; Ventura Counties including Edwards AFB)</i>	125	71
<i>Manhattan, NY (Boroughs of Manhattan, The Bronx, Brooklyn and Queens and Staten Island and Counties of Kings, New York and Richmond) (10/1–12/31)</i>	295	71
<i>Manhattan, NY (Boroughs of Manhattan, The Bronx, Brooklyn and Queens and Staten Island and Counties of Kings, New York and Richmond)(1/1–3/31)</i>	204	71
<i>Manhattan, NY (Boroughs of Manhattan, The Bronx, Brooklyn and Queens and Staten Island and Counties of Kings, New York and Richmond) (4/1–6/30)</i>	241	71
<i>Manhattan, NY (Boroughs of Manhattan, The Bronx, Brooklyn and Queens and Staten Island and Counties of Kings, New York and Richmond) (7/1–8/31)</i>	216	71
<i>Manhattan, NY (Boroughs of Manhattan, The Bronx, Brooklyn</i>	295	71



<i>and Queens and Staten Island and Counties of Kings, New York and Richmond) (9/1–9/30)</i>		
<i>Miami, FL (Miami-Dade County) (10/1-11/30)</i>	105	66
<i>Miami, FL (Miami-Dade County) (12/1-3/31)</i>	152	66
<i>Miami, FL (Miami-Dade County) (4/1-5/31)</i>	125	66
<i>Miami, FL (Miami-Dade County) (6/1-9/30)</i>	105	66
<i>Minneapolis / St. Paul, MN (Hennepin and, Ramsey Counties)</i>	121	71
<i>Nashville, TN (Davidson County)</i>	107	66
<i>Newark, NJ (Essex, Bergen, Hudson, and Passaic Counties)</i>	120	61
<i>New Orleans, LA (Jefferson, Orleans, Plaquemine, St. Bernard Parishes) (10/1–6/30)</i>	135	71
<i>New Orleans, LA (Jefferson, Orleans, Plaquemine, St. Bernard Parishes,) (7/1-9/30)</i>	101	71
<i>Orlando, FL (Orange County) (10/1-12/31)</i>	97	56
<i>Orlando, FL (Orange County) (1/1-5/31)</i>	111	56
<i>Orlando, FL (Orange County) (6/1-9/30)</i>	97	56
<i>Palm Springs, CA (Riverside County) (10/1 – 12/31)</i>	99	71
<i>Palm Springs, CA (Riverside County) (1/1 –5/31)</i>	115	71
<i>Palm Springs, CA (Riverside County) (6/1 – 8/31)</i>	82	71
<i>Palm Springs, CA (Riverside County) (9/1 – 9/30)</i>	99	71
<i>Philadelphia, PA (Philadelphia County) (10/1 – 11/30)</i>	143	66
<i>Philadelphia, PA (Philadelphia County) (12/1 – 8/31)</i>	137	66
<i>Philadelphia, PA (Philadelphia County) (9/1 – 9/30)</i>	143	66
<i>Phoenix / Scottsdale, AZ (Maricopa County) (10/1-12/31)</i>	105	71



<i>Phoenix / Scottsdale, AZ (Maricopa County) (1/1-5/31)</i>	<i>128</i>	<i>71</i>
<i>Phoenix / Scottsdale, AZ (Maricopa County) (6/1-8/31)</i>	<i>80</i>	<i>71</i>
<i>Phoenix / Scottsdale, AZ (Maricopa County) (9/1-9/30)</i>	<i>105</i>	<i>71</i>
<i>Pittsburgh, PA (Allegheny County)</i>	<i>119</i>	<i>71</i>
<i>San Antonio, TX (Bexar County)</i>	<i>106</i>	<i>66</i>
<i>San Diego, CA (San Diego County)</i>	<i>133</i>	<i>71</i>
<i>San Francisco, CA (San Francisco County) (10/1-10/31)</i>	<i>184</i>	<i>71</i>
<i>San Francisco, CA (San Francisco County) (11/1-8/31)</i>	<i>155</i>	<i>71</i>
<i>San Francisco, CA (San Francisco County) (9/1-9/30)</i>	<i>184</i>	<i>71</i>
<i>Savannah, GA (Chatham County)</i>	<i>95</i>	<i>56</i>
<i>Seattle, WA (King County)</i>	<i>137</i>	<i>71</i>
<i>St. Louis, MO ( St. Louis, St. Charles, Crawford, Franklin, Jefferson, Lincoln, Warren and Washington Counties)</i>	<i>104</i>	<i>66</i>
<i>Tampa / St. Petersburg, FL (Pinellas and Hillsborough Counties) (10/1 – 12/31)</i>	<i>93</i>	<i>51</i>
<i>Tampa / St. Petersburg, FL (Pinellas and Hillsborough Counties) (1/1 – 4/30)</i>	<i>112</i>	<i>51</i>
<i>Tampa / St. Petersburg, FL (Pinellas and Hillsborough Counties) (5/1 – 9/30)</i>	<i>93</i>	<i>51</i>
<i>Washington, DC (I) (10/1-10/31)</i>	<i>226</i>	<i>71</i>
<i>Washington, DC (I) (11/1-2/28)</i>	<i>183</i>	<i>71</i>
<i>Washington, DC (I) (3/1-6/30)</i>	<i>224</i>	<i>71</i>
<i>Washington, DC (I) (7/1-8/31)</i>	<i>169</i>	<i>71</i>
<i>Washington, DC (I) (9/1-9/30)</i>	<i>226</i>	<i>71</i>
<i>White Plains/Tarrytown/ New Rochelle, NY (Westchester County)</i>	<i>136</i>	<i>71</i>



FY15

# PSAP GRANT PROGRAM WIRELESS EDUCATION PROGRAM APPLICATION



VIRGINIA INFORMATION  
TECHNOLOGIES AGENCY  
Integrated Services Division



## FY15 PSAP GRANT PROGRAM

### WIRELESS E-911 PSAP EDUCATION PROGRAM APPLICATION

### HOW TO APPLY/DEADLINE

The Wireless E-911 PSAP Education Program 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).

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 Wireless E-911 PSAP Education Program grant application. Application made on the FY15 PSAP Grant Application form (Continuity, Consolidation and Enhancement projects) will not be accepted. Technical assistance is available from VITA's Public Safety Communications (PSC) staff throughout the grant process. The FY15 PSAP Grant Application Cycle starts July 1, 2013 and concludes on September 30, 2013 at 5:00 pm.

**ALL SECTIONS MUST BE COMPLETED IN ITS ENTIRETY OR THE APPLICATION WILL BE CONSIDERED INCOMPLETE AND NOT ACCEPTED FOR CONSIDERATION.**



# FY15 PSAP GRANT APPLICATION WIRELESS E-911 PSAP EDUCATION PROGRAM GRANT REQUESTS ONLY:

## GRANT APPLICANT PROFILE/PROJECT CONTACT

PSAP/HOST PSAP NAME: **HANOVER COUNTY 911 COMMUNICATIONS**

CONTACT TITLE: **DEPUTY DIRECTOR**

CONTACT FIRST NAME: **CHARLIE**

CONTACT LAST NAME: **UDRIET**

ADDRESS 1: **7501 LIBRARY DRIVE**

ADDRESS 2: **P.O. BOX 470**

CITY: **HANOVER**

ZIP CODE: **23069**

CONTACT EMAIL: **CWUDRIET@HANOVERCOUNTY.GOV**

CONTACT PHONE NUMBER: **804-365-6311**

CONTACT MOBILE NUMBER: **804-291-6873**

CONTACT FAX NUMBER: **804-365-6300**

REGIONAL COORDINATOR: **Sam Keys**

## FINANCIAL DATA

AMOUNT REQUESTED: \$ **2,000.00**

TOTAL PROJECT COST: \$ **3,774.00 estimate**

## HOST PSAP AND PARTICIPATING PSAPS (if a regional WEP application)

_____	_____
_____	_____
_____	_____
_____	_____



## **EDUCATION/TRAINING INFORMATION**

**EDUCATION/TRAINING TITLE/EVENT:** NENA Spring Conference

**DATES:** May 2014

**LOCATION:** Sheraton Hotel, Virginia Beach, VA

**ESTIMATED NUMBER OF PERSONNEL ATTENDING:** 4-6

**TOTAL ESTIMATED BUDGET OF TRAINING/EVENT:** 1,854

**CONFERENCE/TRAINING:** 720.00

**LODGING (please see Lodging Rate Table):** \$89 per night est. \$534

**MEALS (please see Meals Rate Table):** \$56 per diem est. \$100 per person

**EDUCATION/TRAINING TITLE/EVENT:** APCO Fall Conference

**DATES:** October 29 – November 1, 2013

**LOCATION:** Hotel Roanoke, Roanoke, Virginia

**ESTIMATED NUMBER OF PERSONNEL ATTENDING:** 4-6

**TOTAL ESTIMATED BUDGET OF TRAINING/EVENT:** \$1920.00

**CONFERENCE/TRAINING:** 720.00

**LODGING (please see Lodging Rate Table):** \$95 per night est. \$600

**MEALS (please see Meals Rate Table):** \$46 per diem est. \$100 per person



## COMPREHENSIVE PROJECT DESCRIPTION

**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.**

Department personnel will be attending and participating in the Fall VA APCO/NENA Conference in Roanoke in October 2013, VA APCO/NENA Winter Conference in Richmond and also the Spring VA APCO/NENA Conference in VA Beach in May 2014. These conferences will allow personnel to attend specific training classes related to their 911 career that will aid with leadership development, enhancement of their skills and abilities and also growth of their knowledge as 911 communicators. They will also have the opportunity to network with other 911 communicators and to interact with public safety vendors to review new industry products and advancements in 911 Technology.

## EVALUATION

**Describe the evaluation process that will be used to determine if participation in this education/training benefited the PSAP and/or supported E-911 and GIS.**

Employee's attending the conferences will be required to participate a minimum of 90% of the offered tracks within their respective field (Dispatcher, Technical or Management), or any combination of tracks as long as it equals 90% participation per day. (i.e. dispatcher has 7 tracks offered in a given day, they must attend 90% or at least 6 of the tracks). Personnel may also be required to share the information and knowledge obtained with other department personnel by submitting a report on classes attended and will be scheduled to make presentations to those who were unable to attend the training.



## **OUT OF STATE TRAVEL – WAIVER REQUEST**

**If this grant application is for out of state education/training opportunities or includes any part of the funds to be used for out of state education/training opportunities, please complete the following in its entirety.**

**EDUCATION/TRAINING EVENT: 1T**

**DEPARTURE DATE: 1T RETURN DATE: 1T**

**LOCATION: 1T**

**TOTAL ESTIMATED BUDGET FOR EVENT: 1T**

**CONFERENCE/TRAINING: 1T**

**LODGING: 1T**

**MEALS AND INCIDENTALS: 1T**

**TOTAL COST OF TRIP REIMBURSABLE THROUGH THE WEP GRANT: 1T**

**REASON FOR OUT OF STATE TRAVEL WAIVER REQUEST: 1T**

**MANAGING DEPARTMENT HEAD APPROVAL RECEIVED BY:**

**CURT SHAFFER, DIRECTOR**

**DATE: August 7, 2013**



## LODGING AND PER DIEM (MEALS REIMBURSEMENT)

Under the Wireless Education Program grant type, lodging and per diem (meals only) are reimbursable, in addition to the cost of the education/training. Please use the following Commonwealth of Virginia Travel Guidelines to determine total expenses during this application process.

Also, please keep in mind that meal expenses must involve an overnight stay to qualify for reimbursement.

### MEALS RATE TABLE

The Meals Rate Table below provides individual meal reimbursement amounts, which are breakdowns of the per diem rates shown in the Lodging/M&IE Guideline tables. These rates should be used to determine the maximum meal reimbursement amounts. The meals expense must be reduced for the applicable meals when meals are provided at no cost during the overnight travel period. (See Prorations and Reductions)

This table also reflects amounts for the 75% travel days. The meals expense must correspond to the location specified for the overnight lodging. (See In-State and Out-of-State Lodging Tables)

**NOTE:** The In-State and Out-of-State Lodging Tables include a flat \$5 incidental amount in the total for the Meals and Incidental Expenses Rate associated with each lodging location. However, the WEP grant does not include reimbursement for incidentals and the Meals Rate Table has been adjusted to reflect this.

TOTAL	\$36	\$41	\$46	\$51	\$56	\$61	\$66
Breakfast	7	7	8	9	10	11	12
Lunch	11	11	12	13	15	16	18
Dinner	18	23	26	29	31	34	36
75% Travel Days	\$27	\$31	\$35	\$39	\$42	\$46	\$50



## Per Diem (Meals Only) Prorations and Reductions

On a travel departure or return day, 75% of the Meals per diem is reimbursed. For example, if the Meals Rate Table allows a \$36 total reimbursement, \$27.00 ( $\$36 \times .75 = \$27.00$ ) would be allowable on a travel departure or return day. For trips involving multiple travel destinations, base the reduction on the per diem in effect for where the night was spent as follows:

- Departure Day: Where you spend the night.
- Return Day: Where you spent the night *before* returning to home base.

When meals are provided at no cost in conjunction with travel events, the applicable meal expense reimbursement shall be reduced by the amount shown for the applicable meal in the Meals Rate Table. For example, if the Meals Rate Table allows for a \$36 reimbursement, and lunch was provided at no cost, the total allowable reimbursement for that day would be \$25 ( $\$36 - \$11$  lunch).

However, when meals are provided at no cost in conjunction with travel events on a travel departure or return day, the full Meals per diem reimbursement rate is reduced by the full amount of the appropriate meals followed by a 75% prorating of the balance. For example, if the Meals Rate allows a \$36 total reimbursement, and lunch was provided at no cost on a travel departure or return day, the total allowable reimbursement for that day would be \$19 [ $(\$36 - \$11$  lunch)  $\times .75 = \$19$  (rounded)].

Finally, when meals are included with registration or lodging expense as part of a package, the number and type of meals (breakfast, lunch, dinner) must be recorded on the Wireless Education Program Reimbursement Request. If a continental breakfast or reception is offered as part of the travel event and the food/timing is sufficient to serve as a meal, the traveler must reduce the per diem by the appropriate allowance amount. If a meal is offered as part of a conference and the traveler has medical restrictions, the traveler should make every effort to have the conference facilitate his/her needs by the deadline specified by the conference. If the conference does not honor the request, the traveler is not required to deduct the applicable meal allowance from the per diem. However, the traveler must include a note or other documentation with the Wireless Education Program Reimbursement Request documenting this information.



The following table provides guidelines for Lodging, Meals, and Incidental Expenses (not allowed under WEP) that are allowable to the IN-STATE traveler for reimbursement. For the cities of Alexandria, Fairfax, Falls Church, and the counties of Arlington and Fairfax, see the Washington, DC listing in the Out-of-State table. If a location is not listed, the standard rate applies.

<b>IN-STATE Location City – (Surrounding Areas)</b>	<b>Lodging Rate <u>Excludes</u> taxes and surcharges</b>	<b>Meals and Incidental Expense (M&amp;IE) Rate <u>Includes</u> tips, taxes, personal telephone calls, laundry, and transportation to where meals are taken</b>
<b>STANDARD→</b>	<b>\$77</b>	<b>\$41</b>
<b>EXCEPTIONS↓</b>		
<i>Abingdon (Washington County)</i>	88	46
<i>Blacksburg (Montgomery County)</i>	95	46
<i>Charlottesville (Albemarle &amp; Greene Counties)</i>	115	56
<i>Chesapeake / Suffolk (10/1 – 5/31)</i>	77	56
<i>Chesapeake / Suffolk (6/1 – 8/31)</i>	86	56
<i>Chesapeake / Suffolk (9/1 – 9/30)</i>	77	56
<i>Chesterfield / Henrico Counties</i>	83	51
<i>Fredericksburg ( Spotsylvania, Stafford, &amp; Caroline Counties)</i>	88	56
<i>Loudoun County</i>	108	61
<i>Lynchburg (Campbell County)</i>	80	51
<i>Manassas (Prince William County)</i>	88	56
<i>Norfolk / Portsmouth</i>	89	61
<i>Richmond (City Limits)</i>	112	66
<i>Roanoke (City Limits)</i>	96	51
<i>Virginia Beach (10/1-5/31)</i>	89	56
<i>Virginia Beach (6/1-8/31)</i>	151	56
<i>Virginia Beach (9/1-9/30)</i>	89	56
<i>Wallops Island (Accomack County) (10/1-6/30)</i>	85	56
<i>Wallops Island (Accomack County) (7/1-8/31)</i>	127	56
<i>Wallops Island (Accomack County) (9/1-9/30)</i>	85	56
<i>Warrenton (Fauquier County)</i>	92	46
<i>Williamsburg (James City &amp; York Counties) (10/1 – 10/31)</i>	77	51
<i>Williamsburg (James City &amp; York Counties) (11/1 – 8/31)</i>	96	51
<i>Williamsburg (James City &amp; York Counties) (9/1 – 9/30)</i>	77	51



The following table provides guidelines for Lodging, Meals, and Incidental Expenses (not allowed under WEP) that are allowable to the OUT-OF-STATE traveler for reimbursement. If a location is not listed, the standard rate applies.

<b>OUT-OF-STATE Location City – (Surrounding Areas)</b>	<b>Lodging Rate <i>Excludes taxes and surcharges</i></b>	<b>Meals and Incidental Expense (M&amp;IE) Rate <i>Includes tips, taxes, personal telephone calls, laundry, and transportation to where meals are taken</i></b>
<b>STANDARD →</b>	<b>\$88</b>	<b>\$46</b>
<b>EXCEPTIONS↓</b>		
<i>Arlington / Ft. Worth / Grapevine, TX (Tarrant County)</i>	<i>139</i>	<i>56</i>
<i>Austin, TX (Travis County)</i>	<i>108</i>	<i>71</i>
<i>Atlanta, GA (Fulton, Cobb, DeKalb Counties)</i>	<i>133</i>	<i>56</i>
<i>Baltimore, MD (10/1 – 11/30)</i>	<i>145</i>	<i>71</i>
<i>Baltimore, MD (12/1 – 2/28)</i>	<i>121</i>	<i>71</i>
<i>Baltimore, MD (3/1 – 9/30)</i>	<i>145</i>	<i>71</i>
<i>Baltimore County, MD</i>	<i>97</i>	<i>61</i>
<i>Boston / Cambridge, MA (Suffolk County) (10/1 – 10/31)</i>	<i>221</i>	<i>71</i>
<i>Boston / Cambridge, MA (Suffolk County) (11/1 – 3/31)</i>	<i>158</i>	<i>71</i>
<i>Boston / Cambridge, MA (Suffolk County) (4/1 – 6/30)</i>	<i>201</i>	<i>71</i>
<i>Boston / Cambridge, MA (Suffolk County) (7/1 – 8/31)</i>	<i>183</i>	<i>71</i>
<i>Boston / Cambridge, MA (Suffolk County) (9/1 – 9/30)</i>	<i>221</i>	<i>71</i>
<i>Charleston, SC (Charleston, Berkeley, &amp; Dorchester Counties)</i>	<i>137</i>	<i>56</i>
<i>Charlotte, NC (Mecklenburg County)</i>	<i>97</i>	<i>51</i>
<i>Chicago, IL (Cook, Lake Counties) (10/1-11/30)</i>	<i>190</i>	<i>71</i>
<i>Chicago, IL (Cook, Lake Counties) (12/1-3/31)</i>	<i>130</i>	<i>71</i>
<i>Chicago, IL (Cook, Lake Counties) (4/1-6/30)</i>	<i>171</i>	<i>71</i>
<i>Chicago, IL (Cook, Lake Counties)</i>	<i>155</i>	<i>71</i>



<i>Counties) (7/1-8/31)</i>		
<i>Chicago, IL (Cook, Lake Counties) (9/1-9/30)</i>	190	71
<i>Cincinnati, OH (Hamilton, Clermont Counties)</i>	118	56
<i>Cleveland, OH (Cuyahoga County)</i>	101	56
<i>Dallas, TX (Dallas County)</i>	113	71
<i>Denver / Aurora, CO (Denver, Adams, Arapahoe, and Jefferson Counties)</i>	149	66
<i>Detroit, MI (Wayne County)</i>	91	56
<i>Floral Park/Garden City/ Great Neck, NY (Nassau County)</i>	142	66
<i>Houston, TX (L.B. Johnson Space Center and Fort Bend, Harris, &amp; Montgomery Counties)</i>	109	71
<i>Kansas City, MO (Cass, Clay, Jackson, &amp; Platte Counties)</i>	99	61
<i>Las Vegas, NV (Clark County)</i>	99	71
<i>Los Angeles, CA (Los Angeles, Orange, &amp; Ventura Counties including Edwards AFB)</i>	125	71
<i>Manhattan, NY (Boroughs of Manhattan, The Bronx, Brooklyn and Queens and Staten Island and Counties of Kings, New York and Richmond) (10/1–12/31)</i>	295	71
<i>Manhattan, NY (Boroughs of Manhattan, The Bronx, Brooklyn and Queens and Staten Island and Counties of Kings, New York and Richmond)(1/1–3/31)</i>	204	71
<i>Manhattan, NY (Boroughs of Manhattan, The Bronx, Brooklyn and Queens and Staten Island and Counties of Kings, New York and Richmond) (4/1–6/30)</i>	241	71
<i>Manhattan, NY (Boroughs of Manhattan, The Bronx, Brooklyn and Queens and Staten Island and Counties of Kings, New York and Richmond) (7/1–8/31)</i>	216	71
<i>Manhattan, NY (Boroughs of Manhattan, The Bronx, Brooklyn</i>	295	71



<i>and Queens and Staten Island and Counties of Kings, New York and Richmond) (9/1–9/30)</i>		
<i>Miami, FL (Miami-Dade County) (10/1-11/30)</i>	105	66
<i>Miami, FL (Miami-Dade County) (12/1-3/31)</i>	152	66
<i>Miami, FL (Miami-Dade County) (4/1-5/31)</i>	125	66
<i>Miami, FL (Miami-Dade County) (6/1-9/30)</i>	105	66
<i>Minneapolis / St. Paul, MN (Hennepin and, Ramsey Counties)</i>	121	71
<i>Nashville, TN (Davidson County)</i>	107	66
<i>Newark, NJ (Essex, Bergen, Hudson, and Passaic Counties)</i>	120	61
<i>New Orleans, LA (Jefferson, Orleans, Plaquemine, St. Bernard Parishes) (10/1–6/30)</i>	135	71
<i>New Orleans, LA (Jefferson, Orleans, Plaquemine, St. Bernard Parishes,) (7/1-9/30)</i>	101	71
<i>Orlando, FL (Orange County) (10/1-12/31)</i>	97	56
<i>Orlando, FL (Orange County) (1/1-5/31)</i>	111	56
<i>Orlando, FL (Orange County) (6/1-9/30)</i>	97	56
<i>Palm Springs, CA (Riverside County) (10/1 – 12/31)</i>	99	71
<i>Palm Springs, CA (Riverside County) (1/1 –5/31)</i>	115	71
<i>Palm Springs, CA (Riverside County) (6/1 – 8/31)</i>	82	71
<i>Palm Springs, CA (Riverside County) (9/1 – 9/30)</i>	99	71
<i>Philadelphia, PA (Philadelphia County) (10/1 – 11/30)</i>	143	66
<i>Philadelphia, PA (Philadelphia County) (12/1 – 8/31)</i>	137	66
<i>Philadelphia, PA (Philadelphia County) (9/1 – 9/30)</i>	143	66
<i>Phoenix / Scottsdale, AZ (Maricopa County) (10/1-12/31)</i>	105	71



<i>Phoenix / Scottsdale, AZ (Maricopa County) (1/1-5/31)</i>	128	71
<i>Phoenix / Scottsdale, AZ (Maricopa County) (6/1-8/31)</i>	80	71
<i>Phoenix / Scottsdale, AZ (Maricopa County) (9/1-9/30)</i>	105	71
<i>Pittsburgh, PA (Allegheny County)</i>	119	71
<i>San Antonio, TX (Bexar County)</i>	106	66
<i>San Diego, CA (San Diego County)</i>	133	71
<i>San Francisco, CA (San Francisco County) (10/1-10/31)</i>	184	71
<i>San Francisco, CA (San Francisco County) (11/1-8/31)</i>	155	71
<i>San Francisco, CA (San Francisco County) (9/1-9/30)</i>	184	71
<i>Savannah, GA (Chatham County)</i>	95	56
<i>Seattle, WA (King County)</i>	137	71
<i>St. Louis, MO ( St. Louis, St. Charles, Crawford, Franklin, Jefferson, Lincoln, Warren and Washington Counties)</i>	104	66
<i>Tampa / St. Petersburg, FL (Pinellas and Hillsborough Counties) (10/1 – 12/31)</i>	93	51
<i>Tampa / St. Petersburg, FL (Pinellas and Hillsborough Counties) (1/1 – 4/30)</i>	112	51
<i>Tampa / St. Petersburg, FL (Pinellas and Hillsborough Counties) (5/1 – 9/30)</i>	93	51
<i>Washington, DC (I) (10/1-10/31)</i>	226	71
<i>Washington, DC (I) (11/1-2/28)</i>	183	71
<i>Washington, DC (I) (3/1-6/30)</i>	224	71
<i>Washington, DC (I) (7/1-8/31)</i>	169	71
<i>Washington, DC (I) (9/1-9/30)</i>	226	71
<i>White Plains/Tarrytown/ New Rochelle, NY (Westchester County)</i>	136	71



## FY15 PSAP GRANT PROGRAM

### WIRELESS E-911 PSAP EDUCATION PROGRAM APPLICATION

#### HOW TO APPLY/DEADLINE

The Wireless E-911 PSAP Education Program 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).

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 Wireless E-911 PSAP Education Program grant application. Application made on the FY15 PSAP Grant Application form (Continuity, Consolidation and Enhancement projects) will not be accepted. Technical assistance is available from VITA's Public Safety Communications (PSC) staff throughout the grant process. The FY15 PSAP Grant Application Cycle starts July 1, 2013 and concludes on September 30, 2013 at 5:00 pm.

**ALL SECTIONS MUST BE COMPLETED IN ITS ENTIRETY OR THE APPLICATION WILL BE CONSIDERED INCOMPLETE AND NOT ACCEPTED FOR CONSIDERATION.**



# FY15 PSAP GRANT APPLICATION WIRELESS E-911 PSAP EDUCATION PROGRAM GRANT REQUESTS ONLY:

## GRANT APPLICANT PROFILE/PROJECT CONTACT

PSAP/HOST PSAP NAME: Harrisonburg-Rockingham ECC  
CONTACT TITLE: Director of Emergency Communications  
CONTACT FIRST NAME: Jim  
CONTACT LAST NAME: Junkins  
ADDRESS 1: 101 N Main St  
ADDRESS 2: 5<sup>th</sup> Flr  
CITY: Harrisonburg  
ZIP CODE: VA  
CONTACT EMAIL: JJJunkins@HRECC.org  
CONTACT PHONE NUMBER: 540-434-2006  
CONTACT MOBILE NUMBER: 540-820-6911  
CONTACT FAX NUMBER: 540-434-2006  
REGIONAL COORDINATOR: Amy Ozeki

## FINANCIAL DATA

AMOUNT REQUESTED: \$ 2,000  
TOTAL PROJECT COST: \$ 2,000

## HOST PSAP AND PARTICIPATING PSAPS (if a regional WEP application)

_____	_____
_____	_____
_____	_____
_____	_____



## **EDUCATION/TRAINING INFORMATION**

**EDUCATION/TRAINING TITLE/EVENT:** 2014 Fall VA APCO/NENA Conference

**DATES:** October 2014

**LOCATION:** Roanoke

**ESTIMATED NUMBER OF PERSONNEL ATTENDING:** 2

**TOTAL ESTIMATED BUDGET OF TRAINING/EVENT:** \$700

**CONFERENCE/TRAINING:** \$400

**LODGING (please see Lodging Rate Table):** \$200

**MEALS (please see Meals Rate Table):** \$100



**EDUCATION/TRAINING TITLE/EVENT:** 2015 Virginia NENA/APCO Spring Conference

**DATES:** May 2015

**LOCATION:** Virginia Beach, VA

**ESTIMATED NUMBER OF PERSONNEL ATTENDING:** 4

**TOTAL ESTIMATED BUDGET OF TRAINING/EVENT:** \$1,300

**CONFERENCE/TRAINING:** \$500

**LODGING (please see Lodging Rate Table):** \$600

**MEALS (please see Meals Rate Table):** \$200



## COMPREHENSIVE PROJECT DESCRIPTION

**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.**

The funds will be utilized to send a mix of Harrisonburg-Rockingham ECC (HRECC) Administrators, Supervisors and Senior Communicators to conferences. This maximizes a broad swath of personnel to attending varying sessions and bring back knowledge to the HRECC.

## EVALUATION

**Describe the evaluation process that will be used to determine if participation in this education/training benefited the PSAP and/or supported E-911 and GIS.**

A participant group review meeting is held each evening after conference sessions to capture and share knowledge gained. This helps the group learn and retain from lessons still in their immediate memory as well as opportunities to follow-up and network while still at the conference. After returning from the conference, each participant creates a Training Review to share knowledge and overall conference experience. The HRECC Training Coordinator shares to all HRECC Personnel to the knowledge gained and the Director of Communications reviews for conference feedback and consideration for attending the next year.



**FY2015**

**PSAP GRANT PROGRAM  
WIRELESS EDUCATION PROGRAM  
APPLICATION**



**County of Henrico, Virginia  
Police Division**

**PSAP Wireless Education Program  
PSAP 15 Project**

**September 2013**



## FY2015 PSAP GRANT PROGRAM

### WIRELESS E-911 PSAP EDUCATION PROGRAM APPLICATION

#### HOW TO APPLY/DEADLINE

The Wireless E-911 PSAP Education Program 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).

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 Wireless E-911 PSAP Education Program grant application. Application made on the FY15 PSAP Grant Application form (Continuity, Consolidation, and Enhancement projects) will not be accepted. Technical assistance is available from VITA's Public Safety Communications (PSC) staff throughout the grant process. The FY15 PSAP Grant Application Cycle starts 1 July 2013 and concludes on 30 September 2013 at 1700h.

**ALL SECTIONS MUST BE COMPLETED IN ITS ENTIRETY OR THE APPLICATION WILL BE CONSIDERED INCOMPLETE AND NOT ACCEPTED FOR CONSIDERATION.**



## FY2015 PSAP GRANT APPLICATION

### WIRELESS E-911 PSAP EDUCATION PROGRAM

#### GRANT REQUESTS ONLY:

#### GRANT APPLICANT PROFILE/PROJECT CONTACT

PSAP/HOST PSAP NAME: County of Henrico, Virginia, Police Division

CONTACT TITLE: Chief of Police

CONTACT FIRST NAME: Douglas

CONTACT LAST NAME: Middleton

ADDRESS 1: 7721 East Parham Road, Public Safety Building

ADDRESS 2: Post Office Box 90775

CITY: Henrico

ZIP CODE: 23273-0775

CONTACT EMAIL: chief@henricopolice.org

CONTACT PHONE NUMBER: (804) 501-4840

CONTACT MOBILE NUMBER: N/A

CONTACT FAX NUMBER: (804) 501-4854

REGIONAL COORDINATOR: Lisa Nicholson

#### FINANCIAL DATA

AMOUNT REQUESTED: \$ 2,000

TOTAL PROJECT COST: \$ 2,000

#### HOST PSAP AND PARTICIPATING PSAPS (if a regional WEP application)

_____	_____
_____	_____
_____	_____
_____	_____



## **EDUCATION/TRAINING INFORMATION**

**EDUCATION/TRAINING TITLE/EVENT:** APCO/NENA/SIEC Conference

**DATES:** October 2014

**LOCATION:** Roanoke, Virginia

**ESTIMATED NUMBER OF PERSONNEL ATTENDING:** 2

**TOTAL ESTIMATED BUDGET OF TRAINING/EVENT:** \$1,100

**CONFERENCE/TRAINING:**  $\$125 \times 2 = \$250$

**LODGING (please see Lodging Rate Table):**  $\$106.25$  per night x 4 nights x 2 employees = \$850

**EDUCATION/TRAINING TITLE/EVENT:** NENA/APCO Conference

**DATES:** May 2015

**LOCATION:** Virginia Beach, Virginia

**ESTIMATED NUMBER OF PERSONNEL ATTENDING:** 3

**TOTAL ESTIMATED BUDGET OF TRAINING/EVENT:** \$900

**CONFERENCE/TRAINING:**  $\$85 \times 3 = \$255$

**LODGING (please see Lodging Rate Table):**  $\$107.50$  per night x 2 nights x 3 employees = \$645



## COMPREHENSIVE PROJECT DESCRIPTION

**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.**

Attending these Conferences helps to keep the Emergency Communications Center abreast of current E-911 issues, Federal and Virginia interoperability proposals, and available resources. The networking between Emergency Communications Center staff from throughout the Commonwealth can be valuable as well.

For those attending these Conferences, they will gather new policies and techniques and, upon returning to Henrico County, will pass this information on to other Communications Officers.

## EVALUATION

**Describe the evaluation process that will be used to determine if participation in this education/training benefited the PSAP and/or supported E-911 and GIS.**

After the attendees participate in the Conferences, they will share knowledge gained with all Emergency Communications Center employees. This shall be accomplished either during In-Service Training, with a printed or digital Training Bulletin, or through other appropriate means.

Expenditure receipts will be given to the Division Controller for Processing.



**FY15**

**PSAP GRANT PROGRAM  
WIRELESS EDUCATION PROGRAM  
APPLICATION**



VIRGINIA INFORMATION  
TECHNOLOGIES AGENCY  
Integrated Services Division



## FY15 PSAP GRANT PROGRAM

### WIRELESS E-911 PSAP EDUCATION PROGRAM APPLICATION

#### HOW TO APPLY/DEADLINE

The Wireless E-911 PSAP Education Program 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).

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 Wireless E-911 PSAP Education Program grant application. Application made on the FY15 PSAP Grant Application form (Continuity, Consolidation and Enhancement projects) will not be accepted. Technical assistance is available from VITA's Public Safety Communications (PSC) staff throughout the grant process. The FY15 PSAP Grant Application Cycle starts July 1, 2013 and concludes on September 30, 2013 at 5:00 pm.

**ALL SECTIONS MUST BE COMPLETED IN ITS ENTIRETY OR THE APPLICATION WILL BE CONSIDERED INCOMPLETE AND NOT ACCEPTED FOR CONSIDERATION.**



# FY15 PSAP GRANT APPLICATION

## WIRELESS E-911 PSAP EDUCATION PROGRAM

### GRANT REQUESTS ONLY:

#### GRANT APPLICANT PROFILE/PROJECT CONTACT

PSAP/HOST PSAP NAME: Hopewell PSAP  
 CONTACT TITLE: Administrative Services Manager  
 CONTACT FIRST NAME: Kimberly  
 CONTACT LAST NAME: Parson  
 ADDRESS 1: 300 N. Main Street  
 ADDRESS 2: 1T  
 CITY: Hopewell  
 ZIP CODE: 23860  
 CONTACT EMAIL: kparson@hopewellva.gov  
 CONTACT PHONE NUMBER: 804-541-2272  
 CONTACT MOBILE NUMBER: 1T  
 CONTACT FAX NUMBER: 804-541-2345  
 REGIONAL COORDINATOR: Sam Keys

#### FINANCIAL DATA

AMOUNT REQUESTED: \$ 1450.00  
 TOTAL PROJECT COST: \$ 1450.00

#### HOST PSAP AND PARTICIPATING PSAPS (if a regional WEP application)

**Hopewell PSAP**

_____	_____
_____	_____
_____	_____
_____	_____



## **EDUCATION/TRAINING INFORMATION**

**EDUCATION/TRAINING TITLE/EVENT:** Virginia APCO/NENA

**DATES:** October 29, 2013 to November 1, 2013

**LOCATION:** Roanoke

**ESTIMATED NUMBER OF PERSONNEL ATTENDING:** 1

**TOTAL ESTIMATED BUDGET OF TRAINING/EVENT:** \$650.00

**CONFERENCE/TRAINING:** Virginia APCO/NENA Fall Event

**LODGING (please see Lodging Rate Table):** \$348

**MEALS (please see Meals Rate Table):** \$180

**EDUCATION/TRAINING TITLE/EVENT:** Virginia APCO/NENA

**DATES:** April 2014

**LOCATION:** Virginia Beach

**ESTIMATED NUMBER OF PERSONNEL ATTENDING:** 1

**TOTAL ESTIMATED BUDGET OF TRAINING/EVENT:** 800.00

**CONFERENCE/TRAINING:** Virginia APCO/NENA Spring Event

**LODGING (please see Lodging Rate Table):** \$513

**MEALS (please see Meals Rate Table):** \$192



## COMPREHENSIVE PROJECT DESCRIPTION

**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.**

Virginia APCO/NENA provides professional development and networking opportunities for Hopewell's telecommunicators. Since the FY 2014 WEP application was submitted, three part time employees have been hired. All require continuing education in the field of public safety telecommunications. Continuing education training will enable Hopewell PD's telecommunicators to build the knowledge base and expertise required of their positions.

## EVALUATION

**Describe the evaluation process that will be used to determine if participation in this education/training benefited the PSAP and/or supported E-911 and GIS.**

Practical application of call taking skills will be used to determine benefits of professional development training.



## **OUT OF STATE TRAVEL – WAIVER REQUEST**

**If this grant application is for out of state education/training opportunities or includes any part of the funds to be used for out of state education/training opportunities, please complete the following in its entirety.**

**EDUCATION/TRAINING EVENT: 1T**

**DEPARTURE DATE: 1T RETURN DATE: 1T**

**LOCATION: 1T**

**TOTAL ESTIMATED BUDGET FOR EVENT: 1T**

**CONFERENCE/TRAINING: 1T**

**LODGING: 1T**

**MEALS AND INCIDENTALS: 1T**

**TOTAL COST OF TRIP REIMBURSABLE THROUGH THE WEP GRANT: 1T**

**REASON FOR OUT OF STATE TRAVEL WAIVER REQUEST: 1T**

**MANAGING DEPARTMENT HEAD APPROVAL RECEIVED BY:**

**1T**

**DATE: 1T**



## LODGING AND PER DIEM (MEALS REIMBURSEMENT)

Under the Wireless Education Program grant type, lodging and per diem (meals only) are reimbursable, in addition to the cost of the education/training. Please use the following Commonwealth of Virginia Travel Guidelines to determine total expenses during this application process.

Also, please keep in mind that meal expenses must involve an overnight stay to qualify for reimbursement.

### MEALS RATE TABLE

The Meals Rate Table below provides individual meal reimbursement amounts, which are breakdowns of the per diem rates shown in the Lodging/M&IE Guideline tables. These rates should be used to determine the maximum meal reimbursement amounts. The meals expense must be reduced for the applicable meals when meals are provided at no cost during the overnight travel period. (See Prorations and Reductions)

This table also reflects amounts for the 75% travel days. The meals expense must correspond to the location specified for the overnight lodging. (See In-State and Out-of-State Lodging Tables)

**NOTE:** The In-State and Out-of-State Lodging Tables include a flat \$5 incidental amount in the total for the Meals and Incidental Expenses Rate associated with each lodging location. However, the WEP grant does not include reimbursement for incidentals and the Meals Rate Table has been adjusted to reflect this.

TOTAL	\$36	\$41	\$46	\$51	\$56	\$61	\$66
Breakfast	7	7	8	9	10	11	12
Lunch	11	11	12	13	15	16	18
Dinner	18	23	26	29	31	34	36
75% Travel Days	\$27	\$31	\$35	\$39	\$42	\$46	\$50



## Per Diem (Meals Only) Prorations and Reductions

On a travel departure or return day, 75% of the Meals per diem is reimbursed. For example, if the Meals Rate Table allows a \$36 total reimbursement, \$27.00 ( $\$36 \times .75 = \$27.00$ ) would be allowable on a travel departure or return day. For trips involving multiple travel destinations, base the reduction on the per diem in effect for where the night was spent as follows:

- Departure Day: Where you spend the night.
- Return Day: Where you spent the night *before* returning to home base.

When meals are provided at no cost in conjunction with travel events, the applicable meal expense reimbursement shall be reduced by the amount shown for the applicable meal in the Meals Rate Table. For example, if the Meals Rate Table allows for a \$36 reimbursement, and lunch was provided at no cost, the total allowable reimbursement for that day would be \$25 ( $\$36 - \$11$  lunch).

However, when meals are provided at no cost in conjunction with travel events on a travel departure or return day, the full Meals per diem reimbursement rate is reduced by the full amount of the appropriate meals followed by a 75% prorating of the balance. For example, if the Meals Rate allows a \$36 total reimbursement, and lunch was provided at no cost on a travel departure or return day, the total allowable reimbursement for that day would be \$19 [ $(\$36 - \$11$  lunch)  $\times .75 = \$19$  (rounded)].

Finally, when meals are included with registration or lodging expense as part of a package, the number and type of meals (breakfast, lunch, dinner) must be recorded on the Wireless Education Program Reimbursement Request. If a continental breakfast or reception is offered as part of the travel event and the food/timing is sufficient to serve as a meal, the traveler must reduce the per diem by the appropriate allowance amount. If a meal is offered as part of a conference and the traveler has medical restrictions, the traveler should make every effort to have the conference facilitate his/her needs by the deadline specified by the conference. If the conference does not honor the request, the traveler is not required to deduct the applicable meal allowance from the per diem. However, the traveler must include a note or other documentation with the Wireless Education Program Reimbursement Request documenting this information.



The following table provides guidelines for Lodging, Meals, and Incidental Expenses (not allowed under WEP) that are allowable to the IN-STATE traveler for reimbursement. For the cities of Alexandria, Fairfax, Falls Church, and the counties of Arlington and Fairfax, see the Washington, DC listing in the Out-of-State table. If a location is not listed, the standard rate applies.

<b>IN-STATE Location City – (Surrounding Areas)</b>	<b>Lodging Rate <u>Excludes</u> taxes and surcharges</b>	<b>Meals and Incidental Expense (M&amp;IE) Rate <u>Includes</u> tips, taxes, personal telephone calls, laundry, and transportation to where meals are taken</b>
<b>STANDARD→</b>	<b>\$77</b>	<b>\$41</b>
<b>EXCEPTIONS↓</b>		
<i>Abingdon (Washington County)</i>	88	46
<i>Blacksburg (Montgomery County)</i>	95	46
<i>Charlottesville (Albemarle &amp; Greene Counties)</i>	115	56
<i>Chesapeake / Suffolk (10/1 – 5/31)</i>	77	56
<i>Chesapeake / Suffolk (6/1 – 8/31)</i>	86	56
<i>Chesapeake / Suffolk (9/1 – 9/30)</i>	77	56
<i>Chesterfield / Henrico Counties</i>	83	51
<i>Fredericksburg ( Spotsylvania, Stafford, &amp; Caroline Counties)</i>	88	56
<i>Loudoun County</i>	108	61
<i>Lynchburg (Campbell County)</i>	80	51
<i>Manassas (Prince William County)</i>	88	56
<i>Norfolk / Portsmouth</i>	89	61
<i>Richmond (City Limits)</i>	112	66
<i>Roanoke (City Limits)</i>	96	51
<i>Virginia Beach (10/1-5/31)</i>	89	56
<i>Virginia Beach (6/1-8/31)</i>	151	56
<i>Virginia Beach (9/1-9/30)</i>	89	56
<i>Wallops Island (Accomack County) (10/1-6/30)</i>	85	56
<i>Wallops Island (Accomack County) (7/1-8/31)</i>	127	56
<i>Wallops Island (Accomack County) (9/1-9/30)</i>	85	56
<i>Warrenton (Fauquier County)</i>	92	46
<i>Williamsburg (James City &amp; York Counties) (10/1 – 10/31)</i>	77	51
<i>Williamsburg (James City &amp; York Counties) (11/1 – 8/31)</i>	96	51
<i>Williamsburg (James City &amp; York Counties) (9/1 – 9/30)</i>	77	51



The following table provides guidelines for Lodging, Meals, and Incidental Expenses (not allowed under WEP) that are allowable to the OUT-OF-STATE traveler for reimbursement. If a location is not listed, the standard rate applies.

<b>OUT-OF-STATE Location City – (Surrounding Areas)</b>	<b>Lodging Rate <u>Excludes</u> taxes and surcharges</b>	<b>Meals and Incidental Expense (M&amp;IE) Rate <u>Includes</u> tips, taxes, personal telephone calls, laundry, and transportation to where meals are taken</b>
<b>STANDARD →</b>	<b>\$88</b>	<b>\$46</b>
<b>EXCEPTIONS↓</b>		
<i>Arlington / Ft. Worth / Grapevine, TX (Tarrant County)</i>	<i>139</i>	<i>56</i>
<i>Austin, TX (Travis County)</i>	<i>108</i>	<i>71</i>
<i>Atlanta, GA (Fulton, Cobb, DeKalb Counties)</i>	<i>133</i>	<i>56</i>
<i>Baltimore, MD (10/1 – 11/30)</i>	<i>145</i>	<i>71</i>
<i>Baltimore, MD (12/1 – 2/28)</i>	<i>121</i>	<i>71</i>
<i>Baltimore, MD (3/1 – 9/30)</i>	<i>145</i>	<i>71</i>
<i>Baltimore County, MD</i>	<i>97</i>	<i>61</i>
<i>Boston / Cambridge, MA (Suffolk County) (10/1 – 10/31)</i>	<i>221</i>	<i>71</i>
<i>Boston / Cambridge, MA (Suffolk County) (11/1 – 3/31)</i>	<i>158</i>	<i>71</i>
<i>Boston / Cambridge, MA (Suffolk County) (4/1 – 6/30)</i>	<i>201</i>	<i>71</i>
<i>Boston / Cambridge, MA (Suffolk County) (7/1 – 8/31)</i>	<i>183</i>	<i>71</i>
<i>Boston / Cambridge, MA (Suffolk County) (9/1 – 9/30)</i>	<i>221</i>	<i>71</i>
<i>Charleston, SC (Charleston, Berkeley, &amp; Dorchester Counties)</i>	<i>137</i>	<i>56</i>
<i>Charlotte, NC (Mecklenburg County)</i>	<i>97</i>	<i>51</i>
<i>Chicago, IL (Cook, Lake Counties) (10/1-11/30)</i>	<i>190</i>	<i>71</i>
<i>Chicago, IL (Cook, Lake Counties) (12/1-3/31)</i>	<i>130</i>	<i>71</i>
<i>Chicago, IL (Cook, Lake Counties) (4/1-6/30)</i>	<i>171</i>	<i>71</i>
<i>Chicago, IL (Cook, Lake</i>	<i>155</i>	<i>71</i>



<i>Counties) (7/1-8/31)</i>		
<i>Chicago, IL (Cook, Lake Counties) (9/1-9/30)</i>	190	71
<i>Cincinnati, OH (Hamilton, Clermont Counties)</i>	118	56
<i>Cleveland, OH (Cuyahoga County)</i>	101	56
<i>Dallas, TX (Dallas County)</i>	113	71
<i>Denver / Aurora, CO (Denver, Adams, Arapahoe, and Jefferson Counties)</i>	149	66
<i>Detroit, MI (Wayne County)</i>	91	56
<i>Floral Park/Garden City/ Great Neck, NY (Nassau County)</i>	142	66
<i>Houston, TX (L.B. Johnson Space Center and Fort Bend, Harris, &amp; Montgomery Counties)</i>	109	71
<i>Kansas City, MO (Cass, Clay, Jackson, &amp; Platte Counties)</i>	99	61
<i>Las Vegas, NV (Clark County)</i>	99	71
<i>Los Angeles, CA (Los Angeles, Orange, &amp; Ventura Counties including Edwards AFB)</i>	125	71
<i>Manhattan, NY (Boroughs of Manhattan, The Bronx, Brooklyn and Queens and Staten Island and Counties of Kings, New York and Richmond) (10/1–12/31)</i>	295	71
<i>Manhattan, NY (Boroughs of Manhattan, The Bronx, Brooklyn and Queens and Staten Island and Counties of Kings, New York and Richmond)(1/1–3/31)</i>	204	71
<i>Manhattan, NY (Boroughs of Manhattan, The Bronx, Brooklyn and Queens and Staten Island and Counties of Kings, New York and Richmond) (4/1–6/30)</i>	241	71
<i>Manhattan, NY (Boroughs of Manhattan, The Bronx, Brooklyn and Queens and Staten Island and Counties of Kings, New York and Richmond) (7/1–8/31)</i>	216	71
<i>Manhattan, NY (Boroughs of Manhattan, The Bronx, Brooklyn</i>	295	71



<i>and Queens and Staten Island and Counties of Kings, New York and Richmond) (9/1–9/30)</i>		
<i>Miami, FL (Miami-Dade County) (10/1-11/30)</i>	105	66
<i>Miami, FL (Miami-Dade County) (12/1-3/31)</i>	152	66
<i>Miami, FL (Miami-Dade County) (4/1-5/31)</i>	125	66
<i>Miami, FL (Miami-Dade County) (6/1-9/30)</i>	105	66
<i>Minneapolis / St. Paul, MN (Hennepin and, Ramsey Counties)</i>	121	71
<i>Nashville, TN (Davidson County)</i>	107	66
<i>Newark, NJ (Essex, Bergen, Hudson, and Passaic Counties)</i>	120	61
<i>New Orleans, LA (Jefferson, Orleans, Plaquemine, St. Bernard Parishes) (10/1–6/30)</i>	135	71
<i>New Orleans, LA (Jefferson, Orleans, Plaquemine, St. Bernard Parishes,) (7/1-9/30)</i>	101	71
<i>Orlando, FL (Orange County) (10/1-12/31)</i>	97	56
<i>Orlando, FL (Orange County) (1/1-5/31)</i>	111	56
<i>Orlando, FL (Orange County) (6/1-9/30)</i>	97	56
<i>Palm Springs, CA (Riverside County) (10/1 – 12/31)</i>	99	71
<i>Palm Springs, CA (Riverside County) (1/1 –5/31)</i>	115	71
<i>Palm Springs, CA (Riverside County) (6/1 – 8/31)</i>	82	71
<i>Palm Springs, CA (Riverside County) (9/1 – 9/30)</i>	99	71
<i>Philadelphia, PA (Philadelphia County) (10/1 – 11/30)</i>	143	66
<i>Philadelphia, PA (Philadelphia County) (12/1 – 8/31)</i>	137	66
<i>Philadelphia, PA (Philadelphia County) (9/1 – 9/30)</i>	143	66
<i>Phoenix / Scottsdale, AZ (Maricopa County) (10/1-12/31)</i>	105	71



<i>Phoenix / Scottsdale, AZ (Maricopa County) (1/1-5/31)</i>	<i>128</i>	<i>71</i>
<i>Phoenix / Scottsdale, AZ (Maricopa County) (6/1-8/31)</i>	<i>80</i>	<i>71</i>
<i>Phoenix / Scottsdale, AZ (Maricopa County) (9/1-9/30)</i>	<i>105</i>	<i>71</i>
<i>Pittsburgh, PA (Allegheny County)</i>	<i>119</i>	<i>71</i>
<i>San Antonio, TX (Bexar County)</i>	<i>106</i>	<i>66</i>
<i>San Diego, CA (San Diego County)</i>	<i>133</i>	<i>71</i>
<i>San Francisco, CA (San Francisco County) (10/1-10/31)</i>	<i>184</i>	<i>71</i>
<i>San Francisco, CA (San Francisco County) (11/1-8/31)</i>	<i>155</i>	<i>71</i>
<i>San Francisco, CA (San Francisco County) (9/1-9/30)</i>	<i>184</i>	<i>71</i>
<i>Savannah, GA (Chatham County)</i>	<i>95</i>	<i>56</i>
<i>Seattle, WA (King County)</i>	<i>137</i>	<i>71</i>
<i>St. Louis, MO ( St. Louis, St. Charles, Crawford, Franklin, Jefferson, Lincoln, Warren and Washington Counties)</i>	<i>104</i>	<i>66</i>
<i>Tampa / St. Petersburg, FL (Pinellas and Hillsborough Counties) (10/1 – 12/31)</i>	<i>93</i>	<i>51</i>
<i>Tampa / St. Petersburg, FL (Pinellas and Hillsborough Counties) (1/1 – 4/30)</i>	<i>112</i>	<i>51</i>
<i>Tampa / St. Petersburg, FL (Pinellas and Hillsborough Counties) (5/1 – 9/30)</i>	<i>93</i>	<i>51</i>
<i>Washington, DC (I) (10/1-10/31)</i>	<i>226</i>	<i>71</i>
<i>Washington, DC (I) (11/1-2/28)</i>	<i>183</i>	<i>71</i>
<i>Washington, DC (I) (3/1-6/30)</i>	<i>224</i>	<i>71</i>
<i>Washington, DC (I) (7/1-8/31)</i>	<i>169</i>	<i>71</i>
<i>Washington, DC (I) (9/1-9/30)</i>	<i>226</i>	<i>71</i>
<i>White Plains/Tarrytown/ New Rochelle, NY (Westchester County)</i>	<i>136</i>	<i>71</i>



**FY15**

**PSAP GRANT PROGRAM  
WIRELESS EDUCATION PROGRAM  
APPLICATION**



VIRGINIA INFORMATION  
TECHNOLOGIES AGENCY  
Integrated Services Division



## FY15 PSAP GRANT PROGRAM

### WIRELESS E-911 PSAP EDUCATION PROGRAM APPLICATION

#### HOW TO APPLY/DEADLINE

The Wireless E-911 PSAP Education Program 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).

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 Wireless E-911 PSAP Education Program grant application. Application made on the FY15 PSAP Grant Application form (Continuity, Consolidation and Enhancement projects) will not be accepted. Technical assistance is available from VITA's Public Safety Communications (PSC) staff throughout the grant process. The FY15 PSAP Grant Application Cycle starts July 1, 2013 and concludes on September 30, 2013 at 5:00 pm.

**ALL SECTIONS MUST BE COMPLETED IN ITS ENTIRETY OR THE APPLICATION WILL BE CONSIDERED INCOMPLETE AND NOT ACCEPTED FOR CONSIDERATION.**



# FY15 PSAP GRANT APPLICATION WIRELESS E-911 PSAP EDUCATION PROGRAM GRANT REQUESTS ONLY:

## GRANT APPLICANT PROFILE/PROJECT CONTACT

PSAP/HOST PSAP NAME: ISLE OF WIGHT COUNTY E911

CONTACT TITLE: MANAGER

CONTACT FIRST NAME: GINGER

CONTACT LAST NAME: BAILEY

ADDRESS 1: 17110 MONUMENT CIRCLE

ADDRESS 2: 1T

CITY: ISLE OF WIGHT

ZIP CODE: 23397

CONTACT EMAIL: gbailey@isleofwightus.net

CONTACT PHONE NUMBER: 757-357-2151

CONTACT MOBILE NUMBER: 757-268-7255

CONTACT FAX NUMBER: 757-357-0706

REGIONAL COORDINATOR: Lyle Hornbaker

## FINANCIAL DATA

AMOUNT REQUESTED: \$ 2000.00

TOTAL PROJECT COST: \$ 2000.00

## HOST PSAP AND PARTICIPATING PSAPS (if a regional WEP application)

_____	_____
_____	_____
_____	_____
_____	_____



## **EDUCATION/TRAINING INFORMATION**

**EDUCATION/TRAINING TITLE/EVENT:** 2013 APCO/NENA/Interoperability Conference

**DATES:** OCTOBER 29-31, 2013

**LOCATION:** ROANOKE, VA

**ESTIMATED NUMBER OF PERSONNEL ATTENDING:** 4

**TOTAL ESTIMATED BUDGET OF TRAINING/EVENT:** 1496.00

**CONFERENCE/TRAINING:** 560.00

**LODGING (please see Lodging Rate Table):** 720.00

**MEALS (please see Meals Rate Table):** 216.00

**EDUCATION/TRAINING TITLE/EVENT**

**DATES:** 1T

**LOCATION:** 1T

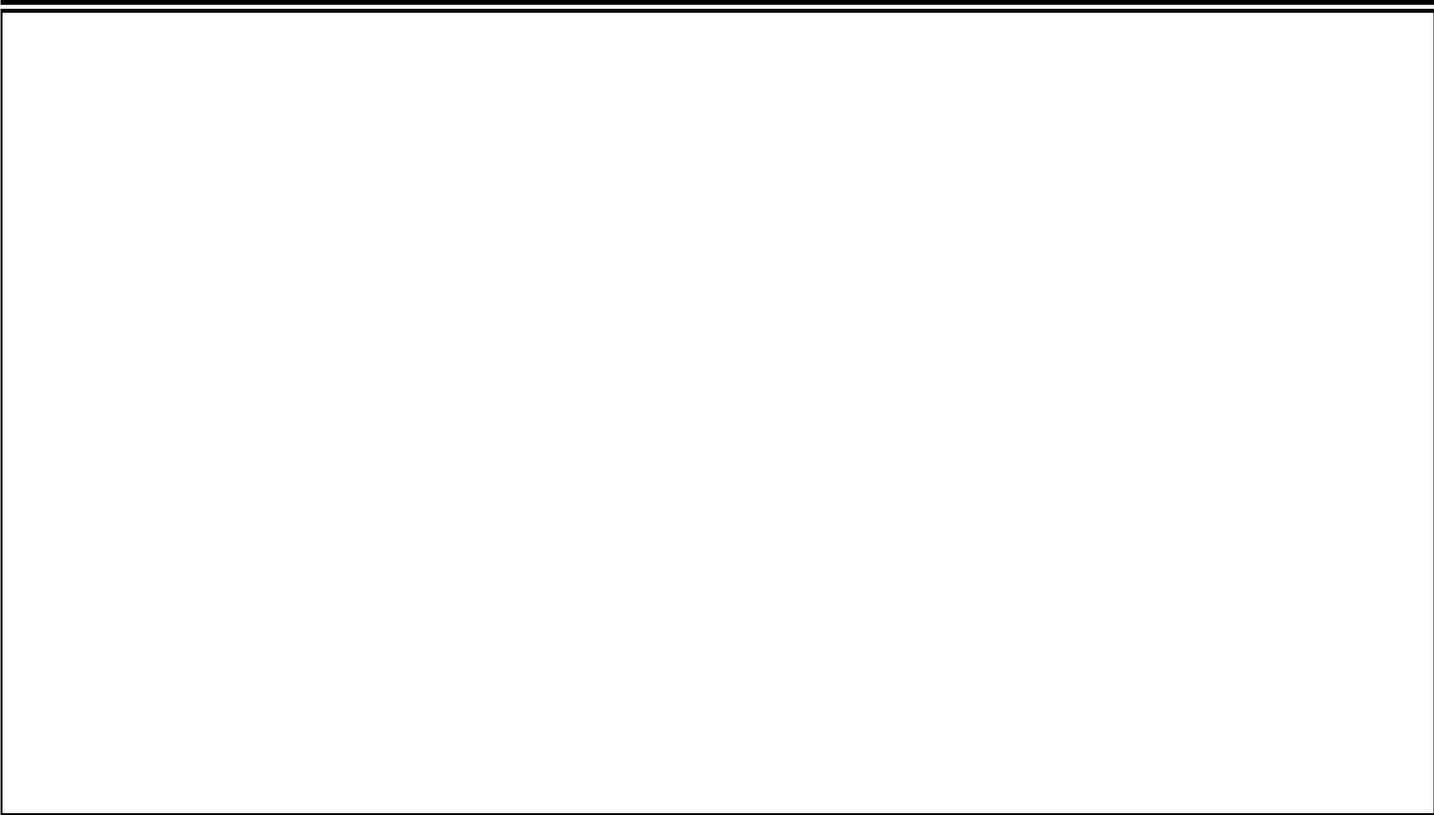
**ESTIMATED NUMBER OF PERSONNEL ATTENDING:** 1T

**TOTAL ESTIMATED BUDGET OF TRAINING/EVENT:** 1T

**CONFERENCE/TRAINING:** 1T

**LODGING (please see Lodging Rate Table):** 1T

**MEALS (please see Meals Rate Table):**





## COMPREHENSIVE PROJECT DESCRIPTION

**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.**

The APCO/NENA/Interoperability training is specific to the E911 Communications field. All classes to be attended by Isle of Wight County dispatchers will be within the Dispatch Track. Each Isle of Wight County dispatcher will be responsible for returning to their home PSAP and providing information learned while at the conference.

## EVALUATION

**Describe the evaluation process that will be used to determine if participation in this education/training benefited the PSAP and/or supported E-911 and GIS.**

Information received at the conference will be passed on to Isle of Wight County dispatchers to share new knowledge and insight acquired. The evaluation process will come during hands on application of newly learned conference information specifically related to Lessons Learned at Sandy Hook, involvement with police K-9's, suicidal callers, tactical communications and hostage negotiations. White papers from the Dispatcher Track curriculum will be generated as well to reiterate why attendance at the conference is crucial to furthering E911 education among dispatchers.



## **OUT OF STATE TRAVEL – WAIVER REQUEST**

**If this grant application is for out of state education/training opportunities or includes any part of the funds to be used for out of state education/training opportunities, please complete the following in its entirety.**

**EDUCATION/TRAINING EVENT:** SunGard OSSI Advanced Management Training

**DEPARTURE DATE:** October 22, 2013 **RETURN DATE:** October 25, 2013

**LOCATION:** High Point, North Carolina

**TOTAL ESTIMATED BUDGET FOR EVENT:** 2786.00

**CONFERENCE/TRAINING:** 1500.00

**LODGING:** 980.00

**MEALS AND INCIDENTALS:** 306.00

**TOTAL COST OF TRIP REIMBURSABLE THROUGH THE WEP GRANT:** 504.00

**REASON FOR OUT OF STATE TRAVEL WAIVER REQUEST:** Advanced Management Training must be taught at the Vendor's home site.

**MANAGING DEPARTMENT HEAD APPROVAL RECEIVED BY:**

Ginger Bailey

**DATE:** 09/30/2013



## LODGING AND PER DIEM (MEALS REIMBURSEMENT)

Under the Wireless Education Program grant type, lodging and per diem (meals only) are reimbursable, in addition to the cost of the education/training. Please use the following Commonwealth of Virginia Travel Guidelines to determine total expenses during this application process.

Also, please keep in mind that meal expenses must involve an overnight stay to qualify for reimbursement.

### MEALS RATE TABLE

The Meals Rate Table below provides individual meal reimbursement amounts, which are breakdowns of the per diem rates shown in the Lodging/M&IE Guideline tables. These rates should be used to determine the maximum meal reimbursement amounts. The meals expense must be reduced for the applicable meals when meals are provided at no cost during the overnight travel period. (See Prorations and Reductions)

This table also reflects amounts for the 75% travel days. The meals expense must correspond to the location specified for the overnight lodging. (See In-State and Out-of-State Lodging Tables)

**NOTE:** The In-State and Out-of-State Lodging Tables include a flat \$5 incidental amount in the total for the Meals and Incidental Expenses Rate associated with each lodging location. However, the WEP grant does not include reimbursement for incidentals and the Meals Rate Table has been adjusted to reflect this.

TOTAL	\$36	\$41	\$46	\$51	\$56	\$61	\$66
Breakfast	7	7	8	9	10	11	12
Lunch	11	11	12	13	15	16	18
Dinner	18	23	26	29	31	34	36
75% Travel Days	\$27	\$31	\$35	\$39	\$42	\$46	\$50



## Per Diem (Meals Only) Prorations and Reductions

On a travel departure or return day, 75% of the Meals per diem is reimbursed. For example, if the Meals Rate Table allows a \$36 total reimbursement, \$27.00 ( $\$36 \times .75 = \$27.00$ ) would be allowable on a travel departure or return day. For trips involving multiple travel destinations, base the reduction on the per diem in effect for where the night was spent as follows:

- Departure Day: Where you spend the night.
- Return Day: Where you spent the night *before* returning to home base.

When meals are provided at no cost in conjunction with travel events, the applicable meal expense reimbursement shall be reduced by the amount shown for the applicable meal in the Meals Rate Table. For example, if the Meals Rate Table allows for a \$36 reimbursement, and lunch was provided at no cost, the total allowable reimbursement for that day would be \$25 ( $\$36 - \$11$  lunch).

However, when meals are provided at no cost in conjunction with travel events on a travel departure or return day, the full Meals per diem reimbursement rate is reduced by the full amount of the appropriate meals followed by a 75% prorating of the balance. For example, if the Meals Rate allows a \$36 total reimbursement, and lunch was provided at no cost on a travel departure or return day, the total allowable reimbursement for that day would be \$19 [ $(\$36 - \$11$  lunch)  $\times .75 = \$19$  (rounded)].

Finally, when meals are included with registration or lodging expense as part of a package, the number and type of meals (breakfast, lunch, dinner) must be recorded on the Wireless Education Program Reimbursement Request. If a continental breakfast or reception is offered as part of the travel event and the food/timing is sufficient to serve as a meal, the traveler must reduce the per diem by the appropriate allowance amount. If a meal is offered as part of a conference and the traveler has medical restrictions, the traveler should make every effort to have the conference facilitate his/her needs by the deadline specified by the conference. If the conference does not honor the request, the traveler is not required to deduct the applicable meal allowance from the per diem. However, the traveler must include a note or other documentation with the Wireless Education Program Reimbursement Request documenting this information.



The following table provides guidelines for Lodging, Meals, and Incidental Expenses (not allowed under WEP) that are allowable to the IN-STATE traveler for reimbursement. For the cities of Alexandria, Fairfax, Falls Church, and the counties of Arlington and Fairfax, see the Washington, DC listing in the Out-of-State table. If a location is not listed, the standard rate applies.

<b>IN-STATE Location City – (Surrounding Areas)</b>	<b>Lodging Rate <u>Excludes</u> taxes and surcharges</b>	<b>Meals and Incidental Expense (M&amp;IE) Rate <u>Includes</u> tips, taxes, personal telephone calls, laundry, and transportation to where meals are taken</b>
<b>STANDARD→</b>	<b>\$77</b>	<b>\$41</b>
<b>EXCEPTIONS↓</b>		
<i>Abingdon (Washington County)</i>	88	46
<i>Blacksburg (Montgomery County)</i>	95	46
<i>Charlottesville (Albemarle &amp; Greene Counties)</i>	115	56
<i>Chesapeake / Suffolk (10/1 – 5/31)</i>	77	56
<i>Chesapeake / Suffolk (6/1 – 8/31)</i>	86	56
<i>Chesapeake / Suffolk (9/1 – 9/30)</i>	77	56
<i>Chesterfield / Henrico Counties</i>	83	51
<i>Fredericksburg ( Spotsylvania, Stafford, &amp; Caroline Counties)</i>	88	56
<i>Loudoun County</i>	108	61
<i>Lynchburg (Campbell County)</i>	80	51
<i>Manassas (Prince William County)</i>	88	56
<i>Norfolk / Portsmouth</i>	89	61
<i>Richmond (City Limits)</i>	112	66
<i>Roanoke (City Limits)</i>	96	51
<i>Virginia Beach (10/1-5/31)</i>	89	56
<i>Virginia Beach (6/1-8/31)</i>	151	56
<i>Virginia Beach (9/1-9/30)</i>	89	56
<i>Wallops Island (Accomack County) (10/1-6/30)</i>	85	56
<i>Wallops Island (Accomack County) (7/1-8/31)</i>	127	56
<i>Wallops Island (Accomack County) (9/1-9/30)</i>	85	56
<i>Warrenton (Fauquier County)</i>	92	46
<i>Williamsburg (James City &amp; York Counties) (10/1 – 10/31)</i>	77	51
<i>Williamsburg (James City &amp; York Counties) (11/1 – 8/31)</i>	96	51
<i>Williamsburg (James City &amp; York Counties) (9/1 – 9/30)</i>	77	51



The following table provides guidelines for Lodging, Meals, and Incidental Expenses (not allowed under WEP) that are allowable to the OUT-OF-STATE traveler for reimbursement. If a location is not listed, the standard rate applies.

<b>OUT-OF-STATE Location City – (Surrounding Areas)</b>	<b>Lodging Rate <i>Excludes</i> taxes and surcharges</b>	<b>Meals and Incidental Expense (M&amp;IE) Rate <i>Includes</i> tips, taxes, personal telephone calls, laundry, and transportation to where meals are taken</b>
<b>STANDARD →</b>	<b>\$88</b>	<b>\$46</b>
<b>EXCEPTIONS↓</b>		
<i>Arlington / Ft. Worth / Grapevine, TX (Tarrant County)</i>	139	56
<i>Austin, TX (Travis County)</i>	108	71
<i>Atlanta, GA (Fulton, Cobb, DeKalb Counties)</i>	133	56
<i>Baltimore, MD (10/1 – 11/30)</i>	145	71
<i>Baltimore, MD (12/1 – 2/28)</i>	121	71
<i>Baltimore, MD (3/1 – 9/30)</i>	145	71
<i>Baltimore County, MD</i>	97	61
<i>Boston / Cambridge, MA (Suffolk County) (10/1 – 10/31)</i>	221	71
<i>Boston / Cambridge, MA (Suffolk County) (11/1 – 3/31)</i>	158	71
<i>Boston / Cambridge, MA (Suffolk County) (4/1 – 6/30)</i>	201	71
<i>Boston / Cambridge, MA (Suffolk County) (7/1 – 8/31)</i>	183	71
<i>Boston / Cambridge, MA (Suffolk County) (9/1 – 9/30)</i>	221	71
<i>Charleston, SC (Charleston, Berkeley, &amp; Dorchester Counties)</i>	137	56
<i>Charlotte, NC (Mecklenburg County)</i>	97	51
<i>Chicago, IL (Cook, Lake Counties) (10/1-11/30)</i>	190	71
<i>Chicago, IL (Cook, Lake Counties) (12/1-3/31)</i>	130	71
<i>Chicago, IL (Cook, Lake Counties) (4/1-6/30)</i>	171	71
<i>Chicago, IL (Cook, Lake</i>	155	71



<i>Counties) (7/1-8/31)</i>		
<i>Chicago, IL (Cook, Lake Counties) (9/1-9/30)</i>	190	71
<i>Cincinnati, OH (Hamilton, Clermont Counties)</i>	118	56
<i>Cleveland, OH (Cuyahoga County)</i>	101	56
<i>Dallas, TX (Dallas County)</i>	113	71
<i>Denver / Aurora, CO (Denver, Adams, Arapahoe, and Jefferson Counties)</i>	149	66
<i>Detroit, MI (Wayne County)</i>	91	56
<i>Floral Park/Garden City/ Great Neck, NY (Nassau County)</i>	142	66
<i>Houston, TX (L.B. Johnson Space Center and Fort Bend, Harris, &amp; Montgomery Counties)</i>	109	71
<i>Kansas City, MO (Cass, Clay, Jackson, &amp; Platte Counties)</i>	99	61
<i>Las Vegas, NV (Clark County)</i>	99	71
<i>Los Angeles, CA (Los Angeles, Orange, &amp; Ventura Counties including Edwards AFB)</i>	125	71
<i>Manhattan, NY (Boroughs of Manhattan, The Bronx, Brooklyn and Queens and Staten Island and Counties of Kings, New York and Richmond) (10/1–12/31)</i>	295	71
<i>Manhattan, NY (Boroughs of Manhattan, The Bronx, Brooklyn and Queens and Staten Island and Counties of Kings, New York and Richmond)(1/1–3/31)</i>	204	71
<i>Manhattan, NY (Boroughs of Manhattan, The Bronx, Brooklyn and Queens and Staten Island and Counties of Kings, New York and Richmond) (4/1–6/30)</i>	241	71
<i>Manhattan, NY (Boroughs of Manhattan, The Bronx, Brooklyn and Queens and Staten Island and Counties of Kings, New York and Richmond) (7/1–8/31)</i>	216	71
<i>Manhattan, NY (Boroughs of Manhattan, The Bronx, Brooklyn</i>	295	71



<i>and Queens and Staten Island and Counties of Kings, New York and Richmond) (9/1–9/30)</i>		
<i>Miami, FL (Miami-Dade County) (10/1-11/30)</i>	105	66
<i>Miami, FL (Miami-Dade County) (12/1-3/31)</i>	152	66
<i>Miami, FL (Miami-Dade County) (4/1-5/31)</i>	125	66
<i>Miami, FL (Miami-Dade County) (6/1-9/30)</i>	105	66
<i>Minneapolis / St. Paul, MN (Hennepin and, Ramsey Counties)</i>	121	71
<i>Nashville, TN (Davidson County)</i>	107	66
<i>Newark, NJ (Essex, Bergen, Hudson, and Passaic Counties)</i>	120	61
<i>New Orleans, LA (Jefferson, Orleans, Plaquemine, St. Bernard Parishes) (10/1–6/30)</i>	135	71
<i>New Orleans, LA (Jefferson, Orleans, Plaquemine, St. Bernard Parishes,) (7/1-9/30)</i>	101	71
<i>Orlando, FL (Orange County) (10/1-12/31)</i>	97	56
<i>Orlando, FL (Orange County) (1/1-5/31)</i>	111	56
<i>Orlando, FL (Orange County) (6/1-9/30)</i>	97	56
<i>Palm Springs, CA (Riverside County) (10/1 – 12/31)</i>	99	71
<i>Palm Springs, CA (Riverside County) (1/1 –5/31)</i>	115	71
<i>Palm Springs, CA (Riverside County) (6/1 – 8/31)</i>	82	71
<i>Palm Springs, CA (Riverside County) (9/1 – 9/30)</i>	99	71
<i>Philadelphia, PA (Philadelphia County) (10/1 – 11/30)</i>	143	66
<i>Philadelphia, PA (Philadelphia County) (12/1 – 8/31)</i>	137	66
<i>Philadelphia, PA (Philadelphia County) (9/1 – 9/30)</i>	143	66
<i>Phoenix / Scottsdale, AZ (Maricopa County) (10/1-12/31)</i>	105	71



<i>Phoenix / Scottsdale, AZ (Maricopa County) (1/1-5/31)</i>	128	71
<i>Phoenix / Scottsdale, AZ (Maricopa County) (6/1-8/31)</i>	80	71
<i>Phoenix / Scottsdale, AZ (Maricopa County) (9/1-9/30)</i>	105	71
<i>Pittsburgh, PA (Allegheny County)</i>	119	71
<i>San Antonio, TX (Bexar County)</i>	106	66
<i>San Diego, CA (San Diego County)</i>	133	71
<i>San Francisco, CA (San Francisco County) (10/1-10/31)</i>	184	71
<i>San Francisco, CA (San Francisco County) (11/1-8/31)</i>	155	71
<i>San Francisco, CA (San Francisco County) (9/1-9/30)</i>	184	71
<i>Savannah, GA (Chatham County)</i>	95	56
<i>Seattle, WA (King County)</i>	137	71
<i>St. Louis, MO ( St. Louis, St. Charles, Crawford, Franklin, Jefferson, Lincoln, Warren and Washington Counties)</i>	104	66
<i>Tampa / St. Petersburg, FL (Pinellas and Hillsborough Counties) (10/1 – 12/31)</i>	93	51
<i>Tampa / St. Petersburg, FL (Pinellas and Hillsborough Counties) (1/1 – 4/30)</i>	112	51
<i>Tampa / St. Petersburg, FL (Pinellas and Hillsborough Counties) (5/1 – 9/30)</i>	93	51
<i>Washington, DC (I) (10/1-10/31)</i>	226	71
<i>Washington, DC (I) (11/1-2/28)</i>	183	71
<i>Washington, DC (I) (3/1-6/30)</i>	224	71
<i>Washington, DC (I) (7/1-8/31)</i>	169	71
<i>Washington, DC (I) (9/1-9/30)</i>	226	71
<i>White Plains/Tarrytown/ New Rochelle, NY (Westchester County)</i>	136	71



**FY15**

**PSAP GRANT PROGRAM  
WIRELESS EDUCATION PROGRAM  
APPLICATION**



VIRGINIA INFORMATION  
TECHNOLOGIES AGENCY  
Integrated Services Division



## FY15 PSAP GRANT PROGRAM

### WIRELESS E-911 PSAP EDUCATION PROGRAM APPLICATION

### HOW TO APPLY/DEADLINE

The Wireless E-911 PSAP Education Program 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).

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 Wireless E-911 PSAP Education Program grant application. Application made on the FY15 PSAP Grant Application form (Continuity, Consolidation and Enhancement projects) will not be accepted. Technical assistance is available from VITA's Public Safety Communications (PSC) staff throughout the grant process. The FY15 PSAP Grant Application Cycle starts July 1, 2013 and concludes on September 30, 2013 at 5:00 pm.

**ALL SECTIONS MUST BE COMPLETED IN ITS ENTIRETY OR THE APPLICATION WILL BE CONSIDERED INCOMPLETE AND NOT ACCEPTED FOR CONSIDERATION.**



# FY15 PSAP GRANT APPLICATION WIRELESS E-911 PSAP EDUCATION PROGRAM GRANT REQUESTS ONLY:

## GRANT APPLICANT PROFILE/PROJECT CONTACT

PSAP/HOST PSAP NAME: James City County  
CONTACT TITLE: Director  
CONTACT FIRST NAME: Julie  
CONTACT LAST NAME: McKercher  
ADDRESS 1: 3131 Forge Rd.  
ADDRESS 2: 1T  
CITY: Toano  
ZIP CODE: 23168  
CONTACT EMAIL: [Julie.McKercher@jamescitycountyva.gov](mailto:Julie.McKercher@jamescitycountyva.gov)  
CONTACT PHONE NUMBER: 757-564-2144  
CONTACT MOBILE NUMBER: 757-784-4137  
CONTACT FAX NUMBER: 757-566-0842  
REGIONAL COORDINATOR: Lyle Hornbaker

## FINANCIAL DATA

AMOUNT REQUESTED: \$ 2000  
TOTAL PROJECT COST: \$ 2000

## HOST PSAP AND PARTICIPATING PSAPS (if a regional WEP application)

_____	_____
_____	_____
_____	_____
_____	_____



## **EDUCATION/TRAINING INFORMATION**

**EDUCATION/TRAINING TITLE/EVENT:** APCO/NENA Spring Conference

**DATES:** 5/19 – 5/22, 2015 (Approximately)

**LOCATION:** Virginia Beach, Va.

**ESTIMATED NUMBER OF PERSONNEL ATTENDING:** 3

**TOTAL ESTIMATED BUDGET OF TRAINING/EVENT:** \$1000

**CONFERENCE/TRAINING:** \$360.00

**LODGING (please see Lodging Rate Table):** \$534.00

**MEALS (please see Meals Rate Table):** \$106.00

**EDUCATION/TRAINING TITLE/EVENT:** APCO/NENA/Interoperability Conference

**DATES:** 10/27 – 10/31, 2014

**LOCATION:** Roanoke, Va.

**ESTIMATED NUMBER OF PERSONNEL ATTENDING:** 2

**TOTAL ESTIMATED BUDGET OF TRAINING/EVENT:** \$1000

**CONFERENCE/TRAINING:** \$280.00

**LODGING (please see Lodging Rate Table):** \$530.00

**MEALS (please see Meals Rate Table):** \$190.00



## COMPREHENSIVE PROJECT DESCRIPTION

**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.**

The two organizations offering this training, National Emergency Number Association (NENA) and the Association of Public-Safety Communications Officials (APCO) are 9-1-1 specific associations. Their publications, training, lectures and focus are the challenges within the 9-1-1 arena. Each conference offers a Dispatchers Track, Management Track and a Technical Track. This encompasses a wide range of information to those seeking specific training. Learning what is on the horizon within our industry is not only of benefit but a necessity.

## EVALUATION

**Describe the evaluation process that will be used to determine if participation in this education/training benefited the PSAP and/or supported E-911 and GIS.**

Attendees will present a summary of the conference presentations attended to non-attendees.



## **OUT OF STATE TRAVEL – WAIVER REQUEST**

**If this grant application is for out of state education/training opportunities or includes any part of the funds to be used for out of state education/training opportunities, please complete the following in its entirety.**

**EDUCATION/TRAINING EVENT: 1T**

**DEPARTURE DATE: 1T RETURN DATE: 1T**

**LOCATION: 1T**

**TOTAL ESTIMATED BUDGET FOR EVENT: 1T**

**CONFERENCE/TRAINING: 1T**

**LODGING: 1T**

**MEALS AND INCIDENTALS: 1T**

**TOTAL COST OF TRIP REIMBURSABLE THROUGH THE WEP GRANT: 1T**

**REASON FOR OUT OF STATE TRAVEL WAIVER REQUEST: 1T**

**MANAGING DEPARTMENT HEAD APPROVAL RECEIVED BY:**

**1T**

**DATE: 1T**



## LODGING AND PER DIEM (MEALS REIMBURSEMENT)

Under the Wireless Education Program grant type, lodging and per diem (meals only) are reimbursable, in addition to the cost of the education/training. Please use the following Commonwealth of Virginia Travel Guidelines to determine total expenses during this application process.

Also, please keep in mind that meal expenses must involve an overnight stay to qualify for reimbursement.

### MEALS RATE TABLE

The Meals Rate Table below provides individual meal reimbursement amounts, which are breakdowns of the per diem rates shown in the Lodging/M&IE Guideline tables. These rates should be used to determine the maximum meal reimbursement amounts. The meals expense must be reduced for the applicable meals when meals are provided at no cost during the overnight travel period. (See Prorations and Reductions)

This table also reflects amounts for the 75% travel days. The meals expense must correspond to the location specified for the overnight lodging. (See In-State and Out-of-State Lodging Tables)

**NOTE:** The In-State and Out-of-State Lodging Tables include a flat \$5 incidental amount in the total for the Meals and Incidental Expenses Rate associated with each lodging location. However, the WEP grant does not include reimbursement for incidentals and the Meals Rate Table has been adjusted to reflect this.

TOTAL	\$36	\$41	\$46	\$51	\$56	\$61	\$66
Breakfast	7	7	8	9	10	11	12
Lunch	11	11	12	13	15	16	18
Dinner	18	23	26	29	31	34	36
75% Travel Days	\$27	\$31	\$35	\$39	\$42	\$46	\$50



## Per Diem (Meals Only) Prorations and Reductions

On a travel departure or return day, 75% of the Meals per diem is reimbursed. For example, if the Meals Rate Table allows a \$36 total reimbursement, \$27.00 ( $\$36 \times .75 = \$27.00$ ) would be allowable on a travel departure or return day. For trips involving multiple travel destinations, base the reduction on the per diem in effect for where the night was spent as follows:

- Departure Day: Where you spend the night.
- Return Day: Where you spent the night *before* returning to home base.

When meals are provided at no cost in conjunction with travel events, the applicable meal expense reimbursement shall be reduced by the amount shown for the applicable meal in the Meals Rate Table. For example, if the Meals Rate Table allows for a \$36 reimbursement, and lunch was provided at no cost, the total allowable reimbursement for that day would be \$25 ( $\$36 - \$11$  lunch).

However, when meals are provided at no cost in conjunction with travel events on a travel departure or return day, the full Meals per diem reimbursement rate is reduced by the full amount of the appropriate meals followed by a 75% prorating of the balance. For example, if the Meals Rate allows a \$36 total reimbursement, and lunch was provided at no cost on a travel departure or return day, the total allowable reimbursement for that day would be \$19 [ $(\$36 - \$11$  lunch)  $\times .75 = \$19$  (rounded)].

Finally, when meals are included with registration or lodging expense as part of a package, the number and type of meals (breakfast, lunch, dinner) must be recorded on the Wireless Education Program Reimbursement Request. If a continental breakfast or reception is offered as part of the travel event and the food/timing is sufficient to serve as a meal, the traveler must reduce the per diem by the appropriate allowance amount. If a meal is offered as part of a conference and the traveler has medical restrictions, the traveler should make every effort to have the conference facilitate his/her needs by the deadline specified by the conference. If the conference does not honor the request, the traveler is not required to deduct the applicable meal allowance from the per diem. However, the traveler must include a note or other documentation with the Wireless Education Program Reimbursement Request documenting this information.



The following table provides guidelines for Lodging, Meals, and Incidental Expenses (not allowed under WEP) that are allowable to the IN-STATE traveler for reimbursement. For the cities of Alexandria, Fairfax, Falls Church, and the counties of Arlington and Fairfax, see the Washington, DC listing in the Out-of-State table. If a location is not listed, the standard rate applies.

<b>IN-STATE Location City – (Surrounding Areas)</b>	<b>Lodging Rate <u>Excludes</u> taxes and surcharges</b>	<b>Meals and Incidental Expense (M&amp;IE) Rate <u>Includes</u> tips, taxes, personal telephone calls, laundry, and transportation to where meals are taken</b>
<b>STANDARD→</b>	<b>\$77</b>	<b>\$41</b>
<b>EXCEPTIONS↓</b>		
<i>Abingdon (Washington County)</i>	88	46
<i>Blacksburg (Montgomery County)</i>	95	46
<i>Charlottesville (Albemarle &amp; Greene Counties)</i>	115	56
<i>Chesapeake / Suffolk (10/1 – 5/31)</i>	77	56
<i>Chesapeake / Suffolk (6/1 – 8/31)</i>	86	56
<i>Chesapeake / Suffolk (9/1 – 9/30)</i>	77	56
<i>Chesterfield / Henrico Counties</i>	83	51
<i>Fredericksburg ( Spotsylvania, Stafford, &amp; Caroline Counties)</i>	88	56
<i>Loudoun County</i>	108	61
<i>Lynchburg (Campbell County)</i>	80	51
<i>Manassas (Prince William County)</i>	88	56
<i>Norfolk / Portsmouth</i>	89	61
<i>Richmond (City Limits)</i>	112	66
<i>Roanoke (City Limits)</i>	96	51
<i>Virginia Beach (10/1-5/31)</i>	89	56
<i>Virginia Beach (6/1-8/31)</i>	151	56
<i>Virginia Beach (9/1-9/30)</i>	89	56
<i>Wallops Island (Accomack County) (10/1-6/30)</i>	85	56
<i>Wallops Island (Accomack County) (7/1-8/31)</i>	127	56
<i>Wallops Island (Accomack County) (9/1-9/30)</i>	85	56
<i>Warrenton (Fauquier County)</i>	92	46
<i>Williamsburg (James City &amp; York Counties) (10/1 – 10/31)</i>	77	51
<i>Williamsburg (James City &amp; York Counties) (11/1 – 8/31)</i>	96	51
<i>Williamsburg (James City &amp; York Counties) (9/1 – 9/30)</i>	77	51



The following table provides guidelines for Lodging, Meals, and Incidental Expenses (not allowed under WEP) that are allowable to the OUT-OF-STATE traveler for reimbursement. If a location is not listed, the standard rate applies.

<b>OUT-OF-STATE Location City – (Surrounding Areas)</b>	<b>Lodging Rate <u>Excludes</u> taxes and surcharges</b>	<b>Meals and Incidental Expense (M&amp;IE) Rate <u>Includes</u> tips, taxes, personal telephone calls, laundry, and transportation to where meals are taken</b>
<b>STANDARD →</b>	<b>\$88</b>	<b>\$46</b>
<b>EXCEPTIONS↓</b>		
<i>Arlington / Ft. Worth / Grapevine, TX (Tarrant County)</i>	139	56
<i>Austin, TX (Travis County)</i>	108	71
<i>Atlanta, GA (Fulton, Cobb, DeKalb Counties)</i>	133	56
<i>Baltimore, MD (10/1 – 11/30)</i>	145	71
<i>Baltimore, MD (12/1 – 2/28)</i>	121	71
<i>Baltimore, MD (3/1 – 9/30)</i>	145	71
<i>Baltimore County, MD</i>	97	61
<i>Boston / Cambridge, MA (Suffolk County) (10/1 – 10/31)</i>	221	71
<i>Boston / Cambridge, MA (Suffolk County) (11/1 – 3/31)</i>	158	71
<i>Boston / Cambridge, MA (Suffolk County) (4/1 – 6/30)</i>	201	71
<i>Boston / Cambridge, MA (Suffolk County) (7/1 – 8/31)</i>	183	71
<i>Boston / Cambridge, MA (Suffolk County) (9/1 – 9/30)</i>	221	71
<i>Charleston, SC (Charleston, Berkeley, &amp; Dorchester Counties)</i>	137	56
<i>Charlotte, NC (Mecklenburg County)</i>	97	51
<i>Chicago, IL (Cook, Lake Counties) (10/1-11/30)</i>	190	71
<i>Chicago, IL (Cook, Lake Counties) (12/1-3/31)</i>	130	71
<i>Chicago, IL (Cook, Lake Counties) (4/1-6/30)</i>	171	71
<i>Chicago, IL (Cook, Lake</i>	155	71



<i>Counties) (7/1-8/31)</i>		
<i>Chicago, IL (Cook, Lake Counties) (9/1-9/30)</i>	190	71
<i>Cincinnati, OH (Hamilton, Clermont Counties)</i>	118	56
<i>Cleveland, OH (Cuyahoga County)</i>	101	56
<i>Dallas, TX (Dallas County)</i>	113	71
<i>Denver / Aurora, CO (Denver, Adams, Arapahoe, and Jefferson Counties)</i>	149	66
<i>Detroit, MI (Wayne County)</i>	91	56
<i>Floral Park/Garden City/ Great Neck, NY (Nassau County)</i>	142	66
<i>Houston, TX (L.B. Johnson Space Center and Fort Bend, Harris, &amp; Montgomery Counties)</i>	109	71
<i>Kansas City, MO (Cass, Clay, Jackson, &amp; Platte Counties)</i>	99	61
<i>Las Vegas, NV (Clark County)</i>	99	71
<i>Los Angeles, CA (Los Angeles, Orange, &amp; Ventura Counties including Edwards AFB)</i>	125	71
<i>Manhattan, NY (Boroughs of Manhattan, The Bronx, Brooklyn and Queens and Staten Island and Counties of Kings, New York and Richmond) (10/1–12/31)</i>	295	71
<i>Manhattan, NY (Boroughs of Manhattan, The Bronx, Brooklyn and Queens and Staten Island and Counties of Kings, New York and Richmond)(1/1–3/31)</i>	204	71
<i>Manhattan, NY (Boroughs of Manhattan, The Bronx, Brooklyn and Queens and Staten Island and Counties of Kings, New York and Richmond) (4/1–6/30)</i>	241	71
<i>Manhattan, NY (Boroughs of Manhattan, The Bronx, Brooklyn and Queens and Staten Island and Counties of Kings, New York and Richmond) (7/1–8/31)</i>	216	71
<i>Manhattan, NY (Boroughs of Manhattan, The Bronx, Brooklyn</i>	295	71



<i>and Queens and Staten Island and Counties of Kings, New York and Richmond) (9/1–9/30)</i>		
<i>Miami, FL (Miami-Dade County) (10/1-11/30)</i>	105	66
<i>Miami, FL (Miami-Dade County) (12/1-3/31)</i>	152	66
<i>Miami, FL (Miami-Dade County) (4/1-5/31)</i>	125	66
<i>Miami, FL (Miami-Dade County) (6/1-9/30)</i>	105	66
<i>Minneapolis / St. Paul, MN (Hennepin and, Ramsey Counties)</i>	121	71
<i>Nashville, TN (Davidson County)</i>	107	66
<i>Newark, NJ (Essex, Bergen, Hudson, and Passaic Counties)</i>	120	61
<i>New Orleans, LA (Jefferson, Orleans, Plaquemine, St. Bernard Parishes) (10/1–6/30)</i>	135	71
<i>New Orleans, LA (Jefferson, Orleans, Plaquemine, St. Bernard Parishes,) (7/1-9/30)</i>	101	71
<i>Orlando, FL (Orange County) (10/1-12/31)</i>	97	56
<i>Orlando, FL (Orange County) (1/1-5/31)</i>	111	56
<i>Orlando, FL (Orange County) (6/1-9/30)</i>	97	56
<i>Palm Springs, CA (Riverside County) (10/1 – 12/31)</i>	99	71
<i>Palm Springs, CA (Riverside County) (1/1 –5/31)</i>	115	71
<i>Palm Springs, CA (Riverside County) (6/1 – 8/31)</i>	82	71
<i>Palm Springs, CA (Riverside County) (9/1 – 9/30)</i>	99	71
<i>Philadelphia, PA (Philadelphia County) (10/1 – 11/30)</i>	143	66
<i>Philadelphia, PA (Philadelphia County) (12/1 – 8/31)</i>	137	66
<i>Philadelphia, PA (Philadelphia County) (9/1 – 9/30)</i>	143	66
<i>Phoenix / Scottsdale, AZ (Maricopa County) (10/1-12/31)</i>	105	71



<i>Phoenix / Scottsdale, AZ (Maricopa County) (1/1-5/31)</i>	128	71
<i>Phoenix / Scottsdale, AZ (Maricopa County) (6/1-8/31)</i>	80	71
<i>Phoenix / Scottsdale, AZ (Maricopa County) (9/1-9/30)</i>	105	71
<i>Pittsburgh, PA (Allegheny County)</i>	119	71
<i>San Antonio, TX (Bexar County)</i>	106	66
<i>San Diego, CA (San Diego County)</i>	133	71
<i>San Francisco, CA (San Francisco County) (10/1-10/31)</i>	184	71
<i>San Francisco, CA (San Francisco County) (11/1-8/31)</i>	155	71
<i>San Francisco, CA (San Francisco County) (9/1-9/30)</i>	184	71
<i>Savannah, GA (Chatham County)</i>	95	56
<i>Seattle, WA (King County)</i>	137	71
<i>St. Louis, MO ( St. Louis, St. Charles, Crawford, Franklin, Jefferson, Lincoln, Warren and Washington Counties)</i>	104	66
<i>Tampa / St. Petersburg, FL (Pinellas and Hillsborough Counties) (10/1 – 12/31)</i>	93	51
<i>Tampa / St. Petersburg, FL (Pinellas and Hillsborough Counties) (1/1 – 4/30)</i>	112	51
<i>Tampa / St. Petersburg, FL (Pinellas and Hillsborough Counties) (5/1 – 9/30)</i>	93	51
<i>Washington, DC (I) (10/1-10/31)</i>	226	71
<i>Washington, DC (I) (11/1-2/28)</i>	183	71
<i>Washington, DC (I) (3/1-6/30)</i>	224	71
<i>Washington, DC (I) (7/1-8/31)</i>	169	71
<i>Washington, DC (I) (9/1-9/30)</i>	226	71
<i>White Plains/Tarrytown/ New Rochelle, NY (Westchester County)</i>	136	71



**FY15**

**PSAP GRANT PROGRAM  
WIRELESS EDUCATION PROGRAM  
APPLICATION**



VIRGINIA INFORMATION  
TECHNOLOGIES AGENCY  
Integrated Services Division



## **FY15 PSAP GRANT PROGRAM WIRELESS E-911 PSAP EDUCATION PROGRAM APPLICATION HOW TO APPLY/DEADLINE**

The Wireless E-911 PSAP Education Program 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).

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 Wireless E-911 PSAP Education Program grant application. Application made on the FY15 PSAP Grant Application form (Continuity, Consolidation and Enhancement projects) will not be accepted. Technical assistance is available from VITA's Public Safety Communications (PSC) staff throughout the grant process. The FY15 PSAP Grant Application Cycle starts July 1, 2013 and concludes on September 30, 2013 at 5:00 pm.

**ALL SECTIONS MUST BE COMPLETED IN ITS ENTIRETY OR THE APPLICATION WILL BE CONSIDERED INCOMPLETE AND NOT ACCEPTED FOR CONSIDERATION.**



# FY15 PSAP GRANT APPLICATION

## WIRELESS E-911 PSAP EDUCATION PROGRAM

### GRANT REQUESTS ONLY:

#### GRANT APPLICANT PROFILE/PROJECT CONTACT

PSAP/HOST PSAP NAME: King William Emergency Communications Center

CONTACT TITLE: Records Manager

CONTACT FIRST NAME: Loretta

CONTACT LAST NAME: Collier

ADDRESS 1: 351 Courthouse Lane

ADDRESS 2: P. O. Box 98

CITY: King William

ZIP CODE: 23086

CONTACT EMAIL: [kwsorec@kingwilliamcounty.us](mailto:kwsorec@kingwilliamcounty.us)

CONTACT PHONE NUMBER: 804-769-0999

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

CONTACT FAX NUMBER: 804-769-0334

REGIONAL COORDINATOR: Sam Keys

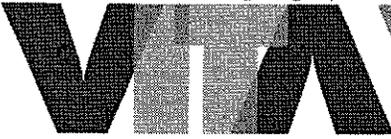
#### FINANCIAL DATA

AMOUNT REQUESTED: \$ 2000.00

TOTAL PROJECT COST: \$ 2000.00

#### HOST PSAP AND PARTICIPATING PSAPS (if a regional WEP application)

_____	_____
_____	_____
_____	_____
_____	_____



## **EDUCATION/TRAINING INFORMATION**

**EDUCATION/TRAINING TITLE/EVENT:** Virginia APCO/NENA/Interoperability Conference

**DATES:** Fall 2014

**LOCATION:** Roanoke, Virginia

**ESTIMATED NUMBER OF PERSONNEL ATTENDING:** 2

**TOTAL ESTIMATED BUDGET OF TRAINING/EVENT:** 964.00

**CONFERENCE/TRAINING:** 260.00

**LODGING (please see Lodging Rate Table):** 646.00

**MEALS (please see Meals Rate Table):** 58.00

**EDUCATION/TRAINING TITLE/EVENT:** Virginia APCO/NENA/Interoperability Conference

**DATES:** Spring 2015

**LOCATION:** Virginia Beach, Virginia

**ESTIMATED NUMBER OF PERSONNEL ATTENDING:** 2

**TOTAL ESTIMATED BUDGET OF TRAINING/EVENT:** 878.00

**CONFERENCE/TRAINING:** 410.00

**LODGING (please see Lodging Rate Table):** 406.00

**MEALS (please see Meals Rate Table):** 62.00



## EVALUATION

**Describe the evaluation process that will be used to determine if participation in this education/training benefited the PSAP and/or supported E-911 and GIS.**

Our agency does not have a detailed evaluation process. We are able to determine participation benefit by the knowledge and information the participant brings back to our agency and shares with the communication operators there were not able to attend the education/training. Notes are reviewed as well as concepts and ideas. Attending these training sessions also allows us to work with our Region as well, positioning King William alongside with our Regional Partners.

## COMPREHENSIVE PROJECT DESCRIPTION

**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.**

It is King William County's desire to utilize the Wireless Education Program Grant monies to foster 911 education. This is expected to be done by sending two of our dispatch and/or Supervisory staff members to two different APCO/NENA Conferences.

King William will be sending two staff members to the Fall 2014 Virginia APCO/NENA/Interoperability Conference in Roanoke. We also plan to send two staff members to the Spring 2015 APCO/NENA Conference in Virginia Beach.

All classes are geared towards public safety communications. Most are taught by employees still working in the same field. A lot is learned by sharing of experiences by others which is a great benefit in the public safety communications field.



## OUT OF STATE TRAVEL – WAIVER REQUEST

If this grant application is for out of state education/training opportunities or includes any part of the funds to be used for out of state education/training opportunities, please complete the following in its entirety.

**EDUCATION/TRAINING EVENT:** Click here to enter text

**DEPARTURE DATE:** Click here to enter text **RETURN DATE:** Click here to enter text

**LOCATION:** Click here to enter text

**TOTAL ESTIMATED BUDGET FOR EVENT:** Click here to enter text

**CONFERENCE/TRAINING:** Click here to enter text

**LODGING:** Click here to enter text

**MEALS AND INCIDENTALS:** Click here to enter text

**TOTAL COST OF TRIP REIMBURSABLE THROUGH THE WEP GRANT:** Click here to enter text

**REASON FOR OUT OF STATE TRAVEL WAIVER REQUEST:** Click here to enter text

**MANAGING DEPARTMENT HEAD APPROVAL RECEIVED BY:**

Click here to enter text

**DATE:** Click here to enter text



## LODGING AND PER DIEM (MEALS REIMBURSEMENT)

Under the Wireless Education Program grant type, lodging and per diem (meals only) are reimbursable, in addition to the cost of the education/training. Please use the following Commonwealth of Virginia Travel Guidelines to determine total expenses during this application process.

Also, please keep in mind that meal expenses must involve an overnight stay to qualify for reimbursement.

### MEALS RATE TABLE

The Meals Rate Table below provides individual meal reimbursement amounts, which are breakdowns of the per diem rates shown in the Lodging/M&IE Guideline tables. These rates should be used to determine the maximum meal reimbursement amounts. The meals expense must be reduced for the applicable meals when meals are provided at no cost during the overnight travel period. (See Prorations and Reductions)

This table also reflects amounts for the 75% travel days. The meals expense must correspond to the location specified for the overnight lodging. (See In-State and Out-of-State Lodging Tables)

**NOTE:** The In-State and Out-of-State Lodging Tables include a flat \$5 incidental amount in the total for the Meals and Incidental Expenses Rate associated with each lodging location. However, the WEP grant does not include reimbursement for incidentals and the Meals Rate Table has been adjusted to reflect this.

<b>TOTAL</b>	<b>\$36</b>	<b>\$41</b>	<b>\$46</b>	<b>\$51</b>	<b>\$56</b>	<b>\$61</b>	<b>\$66</b>
<b>Breakfast</b>	<b>7</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>
<b>Lunch</b>	<b>11</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>15</b>	<b>16</b>	<b>18</b>
<b>Dinner</b>	<b>18</b>	<b>23</b>	<b>26</b>	<b>29</b>	<b>31</b>	<b>34</b>	<b>36</b>
<b>75% Travel Days</b>	<b>\$27</b>	<b>\$31</b>	<b>\$35</b>	<b>\$39</b>	<b>\$42</b>	<b>\$46</b>	<b>\$50</b>



## Per Diem (Meals Only) Prorations and Reductions

On a travel departure or return day, 75% of the Meals per diem is reimbursed. For example, if the Meals Rate Table allows a \$36 total reimbursement, \$27.00 ( $\$36 \times .75 = \$27.00$ ) would be allowable on a travel departure or return day. For trips involving multiple travel destinations, base the reduction on the per diem in effect for where the night was spent as follows:

- Departure Day: Where you spend the night.
- Return Day: Where you spent the night *before* returning to home base.

When meals are provided at no cost in conjunction with travel events, the applicable meal expense reimbursement shall be reduced by the amount shown for the applicable meal in the Meals Rate Table. For example, if the Meals Rate Table allows for a \$36 reimbursement, and lunch was provided at no cost, the total allowable reimbursement for that day would be \$25 ( $\$36 - \$11$  lunch).

However, when meals are provided at no cost in conjunction with travel events on a travel departure or return day, the full Meals per diem reimbursement rate is reduced by the full amount of the appropriate meals followed by a 75% prorating of the balance. For example, if the Meals Rate allows a \$36 total reimbursement, and lunch was provided at no cost on a travel departure or return day, the total allowable reimbursement for that day would be \$19 ( $[(\$36 - \$11 \text{ lunch}) \times .75 = \$19 \text{ (rounded)}]$ ).

Finally, when meals are included with registration or lodging expense as part of a package, the number and type of meals (breakfast, lunch, dinner) must be recorded on the Wireless Education Program Reimbursement Request. If a continental breakfast or reception is offered as part of the travel event and the food/timing is sufficient to serve as a meal, the traveler must reduce the per diem by the appropriate allowance amount. If a meal is offered as part of a conference and the traveler has medical restrictions, the traveler should make every effort to have the conference facilitate his/her needs by the deadline specified by the conference. If the conference does not honor the request, the traveler is not required to deduct the applicable meal allowance from the per diem. However, the traveler must include a note or other documentation with the Wireless Education Program Reimbursement Request documenting this information.



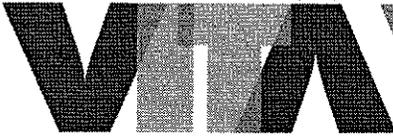
The following table provides guidelines for Lodging, Meals, and Incidental Expenses (not allowed under WEP) that are allowable to the IN-STATE traveler for reimbursement. For the cities of Alexandria, Fairfax, Falls Church, and the counties of Arlington and Fairfax, see the Washington, DC listing in the Out-of-State table. If a location is not listed, the standard rate applies.

<b>IN-STATE Location City – (Surrounding Areas)</b>	<b>Lodging Rate Excludes taxes and surcharges</b>	<b>Meals and Incidental Expense (M&amp;IE) Rate Includes tips, taxes, personal telephone calls, laundry, and transportation to where meals are taken</b>
<b>STANDARD→</b>	\$77	\$41
<b>EXCEPTIONS↓</b>		
<i>Abingdon (Washington County)</i>	88	46
<i>Blacksburg (Montgomery County)</i>	95	46
<i>Charlottesville (Albemarle &amp; Greene Counties)</i>	115	56
<i>Chesapeake / Suffolk (10/1 – 5/31)</i>	77	56
<i>Chesapeake / Suffolk (6/1 – 8/31)</i>	86	56
<i>Chesapeake / Suffolk (9/1 – 9/30)</i>	77	56
<i>Chesterfield / Henrico Counties</i>	83	51
<i>Fredericksburg ( Spotsylvania, Stafford, &amp; Caroline Counties)</i>	88	56
<i>Loudoun County</i>	108	61
<i>Lynchburg (Campbell County)</i>	80	51
<i>Manassas (Prince William County)</i>	88	56
<i>Norfolk / Portsmouth</i>	89	61
<i>Richmond (City Limits)</i>	112	66
<i>Roanoke (City Limits)</i>	96	51
<i>Virginia Beach (10/1-5/31)</i>	89	56
<i>Virginia Beach (6/1-8/31)</i>	151	56
<i>Virginia Beach (9/1-9/30)</i>	89	56
<i>Wallops Island (Accomack County) (10/1-6/30)</i>	85	56
<i>Wallops Island (Accomack County) (7/1-8/31)</i>	127	56
<i>Wallops Island (Accomack County) (9/1-9/30)</i>	85	56
<i>Warrenton (Fauquier County)</i>	92	46
<i>Williamsburg (James City &amp; York Counties) (10/1 – 10/31)</i>	77	51
<i>Williamsburg (James City &amp; York Counties) (11/1 – 8/31)</i>	96	51
<i>Williamsburg (James City &amp; York Counties) (9/1 – 9/30)</i>	77	51



The following table provides guidelines for Lodging, Meals, and Incidental Expenses (not allowed under WEP) that are allowable to the OUT-OF-STATE traveler for reimbursement. If a location is not listed, the standard rate applies.

<b>OUT-OF-STATE Location City – (Surrounding Areas)</b>	<b>Lodging Rate <i>Excludes taxes and surcharges</i></b>	<b>Meals and Incidental Expense (M&amp;IE) Rate <i>Includes tips, taxes, personal telephone calls, laundry, and transportation to where meals are taken</i></b>
<b>STANDARD →</b>	<b>\$88</b>	<b>\$46</b>
<b>EXCEPTIONS↓</b>		
<i>Arlington / Ft. Worth / Grapevine, TX (Tarrant County)</i>	139	56
<i>Austin, TX (Travis County)</i>	108	71
<i>Atlanta, GA (Fulton, Cobb, DeKalb Counties)</i>	133	56
<i>Baltimore, MD (10/1 – 11/30)</i>	145	71
<i>Baltimore, MD (12/1 – 2/28)</i>	121	71
<i>Baltimore, MD (3/1 – 9/30)</i>	145	71
<i>Baltimore County, MD</i>	97	61
<i>Boston / Cambridge, MA (Suffolk County) (10/1 – 10/31)</i>	221	71
<i>Boston / Cambridge, MA (Suffolk County) (11/1 – 3/31)</i>	158	71
<i>Boston / Cambridge, MA (Suffolk County) (4/1 – 6/30)</i>	201	71
<i>Boston / Cambridge, MA (Suffolk County) (7/1 – 8/31)</i>	183	71
<i>Boston / Cambridge, MA (Suffolk County) (9/1 – 9/30)</i>	221	71
<i>Charleston, SC (Charleston, Berkeley, &amp; Dorchester Counties)</i>	137	56
<i>Charlotte, NC (Mecklenburg County)</i>	97	51
<i>Chicago, IL (Cook, Lake Counties) (10/1-11/30)</i>	190	71
<i>Chicago, IL (Cook, Lake Counties) (12/1-3/31)</i>	130	71
<i>Chicago, IL (Cook, Lake Counties) (4/1-6/30)</i>	171	71



<i>Chicago, IL (Cook, Lake Counties) (7/1-8/31)</i>	155	71
<i>Chicago, IL (Cook, Lake Counties) (9/1-9/30)</i>	190	71
<i>Cincinnati, OH (Hamilton, Clermont Counties)</i>	118	56
<i>Cleveland, OH (Cuyahoga County)</i>	101	56
<i>Dallas, TX (Dallas County)</i>	113	71
<i>Denver / Aurora, CO (Denver, Adams, Arapahoe, and Jefferson Counties)</i>	149	66
<i>Detroit, MI (Wayne County)</i>	91	56
<i>Floral Park/Garden City/ Great Neck, NY (Nassau County)</i>	142	66
<i>Houston, TX (L.B. Johnson Space Center and Fort Bend, Harris, &amp; Montgomery Counties)</i>	109	71
<i>Kansas City, MO (Cass, Clay, Jackson, &amp; Platte Counties)</i>	99	61
<i>Las Vegas, NV (Clark County)</i>	99	71
<i>Los Angeles, CA (Los Angeles, Orange, &amp; Ventura Counties including Edwards AFB)</i>	125	71
<i>Manhattan, NY (Boroughs of Manhattan, The Bronx, Brooklyn and Queens and Staten Island and Counties of Kings, New York and Richmond) (10/1-12/31)</i>	295	71
<i>Manhattan, NY (Boroughs of Manhattan, The Bronx, Brooklyn and Queens and Staten Island and Counties of Kings, New York and Richmond)(1/1-3/31)</i>	204	71
<i>Manhattan, NY (Boroughs of Manhattan, The Bronx, Brooklyn and Queens and Staten Island and Counties of Kings, New York and Richmond) (4/1-6/30)</i>	241	71
<i>Manhattan, NY (Boroughs of Manhattan, The Bronx, Brooklyn and Queens and Staten Island and Counties of Kings, New York and Richmond) (7/1-8/31)</i>	216	71



<i>Manhattan, NY (Boroughs of Manhattan, The Bronx, Brooklyn and Queens and Staten Island and Counties of Kings, New York and Richmond) (9/1-9/30)</i>	295	71
<i>Miami, FL (Miami-Dade County) (10/1-11/30)</i>	105	66
<i>Miami, FL (Miami-Dade County) (12/1-3/31)</i>	152	66
<i>Miami, FL (Miami-Dade County) (4/1-5/31)</i>	125	66
<i>Miami, FL (Miami-Dade County) (6/1-9/30)</i>	105	66
<i>Minneapolis / St. Paul, MN (Hennepin and, Ramsey Counties)</i>	121	71
<i>Nashville, TN (Davidson County)</i>	107	66
<i>Newark, NJ (Essex, Bergen, Hudson, and Passaic Counties)</i>	120	61
<i>New Orleans, LA (Jefferson, Orleans, Plaquemine, St. Bernard Parishes) (10/1-6/30)</i>	135	71
<i>New Orleans, LA (Jefferson, Orleans, Plaquemine, St. Bernard Parishes,) (7/1-9/30)</i>	101	71
<i>Orlando, FL (Orange County) (10/1-12/31)</i>	97	56
<i>Orlando, FL (Orange County) (1/1-5/31)</i>	111	56
<i>Orlando, FL (Orange County) (6/1-9/30)</i>	97	56
<i>Palm Springs, CA (Riverside County) (10/1 - 12/31)</i>	99	71
<i>Palm Springs, CA (Riverside County) (1/1 - 5/31)</i>	115	71
<i>Palm Springs, CA (Riverside County) (6/1 - 8/31)</i>	82	71
<i>Palm Springs, CA (Riverside County) (9/1 - 9/30)</i>	99	71
<i>Philadelphia, PA (Philadelphia County) (10/1 - 11/30)</i>	143	66
<i>Philadelphia, PA (Philadelphia County) (12/1 - 8/31)</i>	137	66
<i>Philadelphia, PA (Philadelphia County) (9/1 - 9/30)</i>	143	66



<i>Phoenix / Scottsdale, AZ (Maricopa County) (10/1-12/31)</i>	105	71
<i>Phoenix / Scottsdale, AZ (Maricopa County) (1/1-5/31)</i>	128	71
<i>Phoenix / Scottsdale, AZ (Maricopa County) (6/1-8/31)</i>	80	71
<i>Phoenix / Scottsdale, AZ (Maricopa County) (9/1-9/30)</i>	105	71
<i>Pittsburgh, PA (Allegheny County)</i>	119	71
<i>San Antonio, TX (Bexar County)</i>	106	66
<i>San Diego, CA (San Diego County)</i>	133	71
<i>San Francisco, CA (San Francisco County) (10/1-10/31)</i>	184	71
<i>San Francisco, CA (San Francisco County) (11/1-8/31)</i>	155	71
<i>San Francisco, CA (San Francisco County) (9/1-9/30)</i>	184	71
<i>Savannah, GA (Chatham County)</i>	95	56
<i>Seattle, WA (King County)</i>	137	71
<i>St. Louis, MO ( St. Louis, St. Charles, Crawford, Franklin, Jefferson, Lincoln, Warren and Washington Counties)</i>	104	66
<i>Tampa / St. Petersburg, FL (Pinellas and Hillsborough Counties) (10/1 – 12/31)</i>	93	51
<i>Tampa / St. Petersburg, FL (Pinellas and Hillsborough Counties) (1/1 – 4/30)</i>	112	51
<i>Tampa / St. Petersburg, FL (Pinellas and Hillsborough Counties) (5/1 – 9/30)</i>	93	51
<i>Washington, DC (1) (10/1-10/31)</i>	226	71
<i>Washington, DC (1) (11/1-2/28)</i>	183	71
<i>Washington, DC (1) (3/1-6/30)</i>	224	71
<i>Washington, DC (1) (7/1-8/31)</i>	169	71
<i>Washington, DC (1) (9/1-9/30)</i>	226	71
<i>White Plains/Tarrytown/ New Rochelle, NY (Westchester County)</i>	136	71



**FY15**

**PSAP GRANT PROGRAM  
WIRELESS EDUCATION PROGRAM  
APPLICATION**



VIRGINIA INFORMATION  
TECHNOLOGIES AGENCY  
Integrated Services Division



## FY15 PSAP GRANT PROGRAM

### WIRELESS E-911 PSAP EDUCATION PROGRAM APPLICATION

#### HOW TO APPLY/DEADLINE

The Wireless E-911 PSAP Education Program 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).

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 Wireless E-911 PSAP Education Program grant application. Application made on the FY15 PSAP Grant Application form (Continuity, Consolidation and Enhancement projects) will not be accepted. Technical assistance is available from VITA's Public Safety Communications (PSC) staff throughout the grant process. The FY15 PSAP Grant Application Cycle starts July 1, 2013 and concludes on September 30, 2013 at 5:00 pm.

**ALL SECTIONS MUST BE COMPLETED IN ITS ENTIRETY OR THE APPLICATION WILL BE CONSIDERED INCOMPLETE AND NOT ACCEPTED FOR CONSIDERATION.**



# FY15 PSAP GRANT APPLICATION WIRELESS E-911 PSAP EDUCATION PROGRAM GRANT REQUESTS ONLY:

## GRANT APPLICANT PROFILE/PROJECT CONTACT

PSAP/HOST PSAP NAME: King and Queen County  
CONTACT TITLE: Mr  
CONTACT FIRST NAME: Greg  
CONTACT LAST NAME: Hunter  
ADDRESS 1: 242 Allens Circle  
ADDRESS 2: PO Box 177  
CITY: King and Queen CH  
ZIP CODE: 23085  
CONTACT EMAIL: [ghunter@kingandqueenco.net](mailto:ghunter@kingandqueenco.net)  
CONTACT PHONE NUMBER: 804-785-5975  
CONTACT MOBILE NUMBER: 804-592-7920  
CONTACT FAX NUMBER: 804-785-5999  
REGIONAL COORDINATOR: Sam Keys

## FINANCIAL DATA

AMOUNT REQUESTED: \$ 2200.00  
TOTAL PROJECT COST: \$ 2200.00

## HOST PSAP AND PARTICIPATING PSAPS (if a regional WEP application)

_____	_____
_____	_____
_____	_____
_____	_____



## **EDUCATION/TRAINING INFORMATION**

**EDUCATION/TRAINING TITLE/EVENT:** Fall APCO/NENA Conference

**DATES:** Late October

**LOCATION:** Roanoke, Va

**ESTIMATED NUMBER OF PERSONNEL ATTENDING:** 2

**TOTAL ESTIMATED BUDGET OF TRAINING/EVENT:** 1162

**CONFERENCE/TRAINING:** 280

**LODGING (please see Lodging Rate Table):** 576

**MEALS (please see Meals Rate Table):** 306

**EDUCATION/TRAINING TITLE/EVENT:** Spring APCO/NENA Conference

**DATES:** April/May

**LOCATION:** Virginia Beach, Virginia

**ESTIMATED NUMBER OF PERSONNEL ATTENDING:** 2

**TOTAL ESTIMATED BUDGET OF TRAINING/EVENT:** 1038

**CONFERENCE/TRAINING:** 280

**LODGING (please see Lodging Rate Table):** 534

**MEALS (please see Meals Rate Table):** 224



## COMPREHENSIVE PROJECT DESCRIPTION

**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.**

The APCO/NENA conferences are specific to the needs of the 911 PSAP community in content and scope of education. We utilize the fall conference for education and technology updates, information sharing and networking for our technical specialists in our PSAP. The spring conference we gear toward our dispatch staff for education and networking needs. This has brought several updates to our small PSAP over the past 3 years- GEOCOMM mapping update, a new 911 CPE, and we are beginning call taking/EMD initiatives as a result of the conferences

## EVALUATION

**Describe the evaluation process that will be used to determine if participation in this education/training benefited the PSAP and/or supported E-911 and GIS.**

We have utilized the education in the procurement and specification of new equipment, and the education provided critical guidance as we are seeking to implement structured call taking and EMD. The education of our staff relieved fears and provided buy in. We also request a written “report” of highlights or key recommendations after attendance to evaluate as a center.



## **OUT OF STATE TRAVEL – WAIVER REQUEST**

**If this grant application is for out of state education/training opportunities or includes any part of the funds to be used for out of state education/training opportunities, please complete the following in its entirety.**

**EDUCATION/TRAINING EVENT: 1T**

**DEPARTURE DATE: 1T RETURN DATE: 1T**

**LOCATION: 1T**

**TOTAL ESTIMATED BUDGET FOR EVENT: 1T**

**CONFERENCE/TRAINING: 1T**

**LODGING: 1T**

**MEALS AND INCIDENTALS: 1T**

**TOTAL COST OF TRIP REIMBURSABLE THROUGH THE WEP GRANT: 1T**

**REASON FOR OUT OF STATE TRAVEL WAIVER REQUEST: 1T**

**MANAGING DEPARTMENT HEAD APPROVAL RECEIVED BY:**

**1T**

**DATE: 1T**



## LODGING AND PER DIEM (MEALS REIMBURSEMENT)

Under the Wireless Education Program grant type, lodging and per diem (meals only) are reimbursable, in addition to the cost of the education/training. Please use the following Commonwealth of Virginia Travel Guidelines to determine total expenses during this application process.

Also, please keep in mind that meal expenses must involve an overnight stay to qualify for reimbursement.

### MEALS RATE TABLE

The Meals Rate Table below provides individual meal reimbursement amounts, which are breakdowns of the per diem rates shown in the Lodging/M&IE Guideline tables. These rates should be used to determine the maximum meal reimbursement amounts. The meals expense must be reduced for the applicable meals when meals are provided at no cost during the overnight travel period. (See Prorations and Reductions)

This table also reflects amounts for the 75% travel days. The meals expense must correspond to the location specified for the overnight lodging. (See In-State and Out-of-State Lodging Tables)

**NOTE:** The In-State and Out-of-State Lodging Tables include a flat \$5 incidental amount in the total for the Meals and Incidental Expenses Rate associated with each lodging location. However, the WEP grant does not include reimbursement for incidentals and the Meals Rate Table has been adjusted to reflect this.

TOTAL	\$36	\$41	\$46	\$51	\$56	\$61	\$66
Breakfast	7	7	8	9	10	11	12
Lunch	11	11	12	13	15	16	18
Dinner	18	23	26	29	31	34	36
75% Travel Days	\$27	\$31	\$35	\$39	\$42	\$46	\$50



## Per Diem (Meals Only) Prorations and Reductions

On a travel departure or return day, 75% of the Meals per diem is reimbursed. For example, if the Meals Rate Table allows a \$36 total reimbursement, \$27.00 ( $\$36 \times .75 = \$27.00$ ) would be allowable on a travel departure or return day. For trips involving multiple travel destinations, base the reduction on the per diem in effect for where the night was spent as follows:

- Departure Day: Where you spend the night.
- Return Day: Where you spent the night *before* returning to home base.

When meals are provided at no cost in conjunction with travel events, the applicable meal expense reimbursement shall be reduced by the amount shown for the applicable meal in the Meals Rate Table. For example, if the Meals Rate Table allows for a \$36 reimbursement, and lunch was provided at no cost, the total allowable reimbursement for that day would be \$25 ( $\$36 - \$11$  lunch).

However, when meals are provided at no cost in conjunction with travel events on a travel departure or return day, the full Meals per diem reimbursement rate is reduced by the full amount of the appropriate meals followed by a 75% prorating of the balance. For example, if the Meals Rate allows a \$36 total reimbursement, and lunch was provided at no cost on a travel departure or return day, the total allowable reimbursement for that day would be \$19 [ $(\$36 - \$11$  lunch)  $\times .75 = \$19$  (rounded)].

Finally, when meals are included with registration or lodging expense as part of a package, the number and type of meals (breakfast, lunch, dinner) must be recorded on the Wireless Education Program Reimbursement Request. If a continental breakfast or reception is offered as part of the travel event and the food/timing is sufficient to serve as a meal, the traveler must reduce the per diem by the appropriate allowance amount. If a meal is offered as part of a conference and the traveler has medical restrictions, the traveler should make every effort to have the conference facilitate his/her needs by the deadline specified by the conference. If the conference does not honor the request, the traveler is not required to deduct the applicable meal allowance from the per diem. However, the traveler must include a note or other documentation with the Wireless Education Program Reimbursement Request documenting this information.



The following table provides guidelines for Lodging, Meals, and Incidental Expenses (not allowed under WEP) that are allowable to the IN-STATE traveler for reimbursement. For the cities of Alexandria, Fairfax, Falls Church, and the counties of Arlington and Fairfax, see the Washington, DC listing in the Out-of-State table. If a location is not listed, the standard rate applies.

<b>IN-STATE Location City – (Surrounding Areas)</b>	<b>Lodging Rate <u>Excludes</u> taxes and surcharges</b>	<b>Meals and Incidental Expense (M&amp;IE) Rate <u>Includes</u> tips, taxes, personal telephone calls, laundry, and transportation to where meals are taken</b>
<b>STANDARD→</b>	<b>\$77</b>	<b>\$41</b>
<b>EXCEPTIONS↓</b>		
<i>Abingdon (Washington County)</i>	88	46
<i>Blacksburg (Montgomery County)</i>	95	46
<i>Charlottesville (Albemarle &amp; Greene Counties)</i>	115	56
<i>Chesapeake / Suffolk (10/1 – 5/31)</i>	77	56
<i>Chesapeake / Suffolk (6/1 – 8/31)</i>	86	56
<i>Chesapeake / Suffolk (9/1 – 9/30)</i>	77	56
<i>Chesterfield / Henrico Counties</i>	83	51
<i>Fredericksburg ( Spotsylvania, Stafford, &amp; Caroline Counties)</i>	88	56
<i>Loudoun County</i>	108	61
<i>Lynchburg (Campbell County)</i>	80	51
<i>Manassas (Prince William County)</i>	88	56
<i>Norfolk / Portsmouth</i>	89	61
<i>Richmond (City Limits)</i>	112	66
<i>Roanoke (City Limits)</i>	96	51
<i>Virginia Beach (10/1-5/31)</i>	89	56
<i>Virginia Beach (6/1-8/31)</i>	151	56
<i>Virginia Beach (9/1-9/30)</i>	89	56
<i>Wallops Island (Accomack County) (10/1-6/30)</i>	85	56
<i>Wallops Island (Accomack County) (7/1-8/31)</i>	127	56
<i>Wallops Island (Accomack County) (9/1-9/30)</i>	85	56
<i>Warrenton (Fauquier County)</i>	92	46
<i>Williamsburg (James City &amp; York Counties) (10/1 – 10/31)</i>	77	51
<i>Williamsburg (James City &amp; York Counties) (11/1 – 8/31)</i>	96	51
<i>Williamsburg (James City &amp; York Counties) (9/1 – 9/30)</i>	77	51



The following table provides guidelines for Lodging, Meals, and Incidental Expenses (not allowed under WEP) that are allowable to the OUT-OF-STATE traveler for reimbursement. If a location is not listed, the standard rate applies.

<b>OUT-OF-STATE Location City – (Surrounding Areas)</b>	<b>Lodging Rate <i>Excludes</i> taxes and surcharges</b>	<b>Meals and Incidental Expense (M&amp;IE) Rate <i>Includes</i> tips, taxes, personal telephone calls, laundry, and transportation to where meals are taken</b>
<b>STANDARD →</b>	<b>\$88</b>	<b>\$46</b>
<b>EXCEPTIONS↓</b>		
<i>Arlington / Ft. Worth / Grapevine, TX (Tarrant County)</i>	139	56
<i>Austin, TX (Travis County)</i>	108	71
<i>Atlanta, GA (Fulton, Cobb, DeKalb Counties)</i>	133	56
<i>Baltimore, MD (10/1 – 11/30)</i>	145	71
<i>Baltimore, MD (12/1 – 2/28)</i>	121	71
<i>Baltimore, MD (3/1 – 9/30)</i>	145	71
<i>Baltimore County, MD</i>	97	61
<i>Boston / Cambridge, MA (Suffolk County) (10/1 – 10/31)</i>	221	71
<i>Boston / Cambridge, MA (Suffolk County) (11/1 – 3/31)</i>	158	71
<i>Boston / Cambridge, MA (Suffolk County) (4/1 – 6/30)</i>	201	71
<i>Boston / Cambridge, MA (Suffolk County) (7/1 – 8/31)</i>	183	71
<i>Boston / Cambridge, MA (Suffolk County) (9/1 – 9/30)</i>	221	71
<i>Charleston, SC (Charleston, Berkeley, &amp; Dorchester Counties)</i>	137	56
<i>Charlotte, NC (Mecklenburg County)</i>	97	51
<i>Chicago, IL (Cook, Lake Counties) (10/1-11/30)</i>	190	71
<i>Chicago, IL (Cook, Lake Counties) (12/1-3/31)</i>	130	71
<i>Chicago, IL (Cook, Lake Counties) (4/1-6/30)</i>	171	71
<i>Chicago, IL (Cook, Lake</i>	155	71



<i>Counties) (7/1-8/31)</i>		
<i>Chicago, IL (Cook, Lake Counties) (9/1-9/30)</i>	190	71
<i>Cincinnati, OH (Hamilton, Clermont Counties)</i>	118	56
<i>Cleveland, OH (Cuyahoga County)</i>	101	56
<i>Dallas, TX (Dallas County)</i>	113	71
<i>Denver / Aurora, CO (Denver, Adams, Arapahoe, and Jefferson Counties)</i>	149	66
<i>Detroit, MI (Wayne County)</i>	91	56
<i>Floral Park/Garden City/ Great Neck, NY (Nassau County)</i>	142	66
<i>Houston, TX (L.B. Johnson Space Center and Fort Bend, Harris, &amp; Montgomery Counties)</i>	109	71
<i>Kansas City, MO (Cass, Clay, Jackson, &amp; Platte Counties)</i>	99	61
<i>Las Vegas, NV (Clark County)</i>	99	71
<i>Los Angeles, CA (Los Angeles, Orange, &amp; Ventura Counties including Edwards AFB)</i>	125	71
<i>Manhattan, NY (Boroughs of Manhattan, The Bronx, Brooklyn and Queens and Staten Island and Counties of Kings, New York and Richmond) (10/1–12/31)</i>	295	71
<i>Manhattan, NY (Boroughs of Manhattan, The Bronx, Brooklyn and Queens and Staten Island and Counties of Kings, New York and Richmond)(1/1–3/31)</i>	204	71
<i>Manhattan, NY (Boroughs of Manhattan, The Bronx, Brooklyn and Queens and Staten Island and Counties of Kings, New York and Richmond) (4/1–6/30)</i>	241	71
<i>Manhattan, NY (Boroughs of Manhattan, The Bronx, Brooklyn and Queens and Staten Island and Counties of Kings, New York and Richmond) (7/1–8/31)</i>	216	71
<i>Manhattan, NY (Boroughs of Manhattan, The Bronx, Brooklyn</i>	295	71



<i>and Queens and Staten Island and Counties of Kings, New York and Richmond) (9/1–9/30)</i>		
<i>Miami, FL (Miami-Dade County) (10/1-11/30)</i>	105	66
<i>Miami, FL (Miami-Dade County) (12/1-3/31)</i>	152	66
<i>Miami, FL (Miami-Dade County) (4/1-5/31)</i>	125	66
<i>Miami, FL (Miami-Dade County) (6/1-9/30)</i>	105	66
<i>Minneapolis / St. Paul, MN (Hennepin and, Ramsey Counties)</i>	121	71
<i>Nashville, TN (Davidson County)</i>	107	66
<i>Newark, NJ (Essex, Bergen, Hudson, and Passaic Counties)</i>	120	61
<i>New Orleans, LA (Jefferson, Orleans, Plaquemine, St. Bernard Parishes) (10/1–6/30)</i>	135	71
<i>New Orleans, LA (Jefferson, Orleans, Plaquemine, St. Bernard Parishes,) (7/1-9/30)</i>	101	71
<i>Orlando, FL (Orange County) (10/1-12/31)</i>	97	56
<i>Orlando, FL (Orange County) (1/1-5/31)</i>	111	56
<i>Orlando, FL (Orange County) (6/1-9/30)</i>	97	56
<i>Palm Springs, CA (Riverside County) (10/1 – 12/31)</i>	99	71
<i>Palm Springs, CA (Riverside County) (1/1 –5/31)</i>	115	71
<i>Palm Springs, CA (Riverside County) (6/1 – 8/31)</i>	82	71
<i>Palm Springs, CA (Riverside County) (9/1 – 9/30)</i>	99	71
<i>Philadelphia, PA (Philadelphia County) (10/1 – 11/30)</i>	143	66
<i>Philadelphia, PA (Philadelphia County) (12/1 – 8/31)</i>	137	66
<i>Philadelphia, PA (Philadelphia County) (9/1 – 9/30)</i>	143	66
<i>Phoenix / Scottsdale, AZ (Maricopa County) (10/1-12/31)</i>	105	71



<i>Phoenix / Scottsdale, AZ (Maricopa County) (1/1-5/31)</i>	<i>128</i>	<i>71</i>
<i>Phoenix / Scottsdale, AZ (Maricopa County) (6/1-8/31)</i>	<i>80</i>	<i>71</i>
<i>Phoenix / Scottsdale, AZ (Maricopa County) (9/1-9/30)</i>	<i>105</i>	<i>71</i>
<i>Pittsburgh, PA (Allegheny County)</i>	<i>119</i>	<i>71</i>
<i>San Antonio, TX (Bexar County)</i>	<i>106</i>	<i>66</i>
<i>San Diego, CA (San Diego County)</i>	<i>133</i>	<i>71</i>
<i>San Francisco, CA (San Francisco County) (10/1-10/31)</i>	<i>184</i>	<i>71</i>
<i>San Francisco, CA (San Francisco County) (11/1-8/31)</i>	<i>155</i>	<i>71</i>
<i>San Francisco, CA (San Francisco County) (9/1-9/30)</i>	<i>184</i>	<i>71</i>
<i>Savannah, GA (Chatham County)</i>	<i>95</i>	<i>56</i>
<i>Seattle, WA (King County)</i>	<i>137</i>	<i>71</i>
<i>St. Louis, MO ( St. Louis, St. Charles, Crawford, Franklin, Jefferson, Lincoln, Warren and Washington Counties)</i>	<i>104</i>	<i>66</i>
<i>Tampa / St. Petersburg, FL (Pinellas and Hillsborough Counties) (10/1 – 12/31)</i>	<i>93</i>	<i>51</i>
<i>Tampa / St. Petersburg, FL (Pinellas and Hillsborough Counties) (1/1 – 4/30)</i>	<i>112</i>	<i>51</i>
<i>Tampa / St. Petersburg, FL (Pinellas and Hillsborough Counties) (5/1 – 9/30)</i>	<i>93</i>	<i>51</i>
<i>Washington, DC (I) (10/1-10/31)</i>	<i>226</i>	<i>71</i>
<i>Washington, DC (I) (11/1-2/28)</i>	<i>183</i>	<i>71</i>
<i>Washington, DC (I) (3/1-6/30)</i>	<i>224</i>	<i>71</i>
<i>Washington, DC (I) (7/1-8/31)</i>	<i>169</i>	<i>71</i>
<i>Washington, DC (I) (9/1-9/30)</i>	<i>226</i>	<i>71</i>
<i>White Plains/Tarrytown/ New Rochelle, NY (Westchester County)</i>	<i>136</i>	<i>71</i>