

FY16

PSAP GRANT PROGRAM APPLICATION





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HOW TO APPLY/DEADLINE

The grant application is available and accessible from VITA's Integrated Services Program's website

(<http://www.vita.virginia.gov/isp/default.aspx?id=8578>). Upon completion of the application, it is to be submitted to your Regional Coordinator. Any supporting documentation must also be submitted along with the application, including mandatory budgets for projects (if applicable).

After the close of the grant application cycle, a Grant ID and email receipt notification will be sent to the e-mail address listed on the application received.

All funding requests must be submitted using the grant application. Technical assistance is available from VITA's Public Safety Communications (PSC) staff throughout the grant process. The FY16 PSAP Grant Application Cycle starts July 1, 2014 and concludes on September 30, 2014 at 5:00 pm.

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



FY16 PSAP GRANT APPLICATION

PROJECT TITLE

E911 Call Recorder Replacement

GRANT APPLICANT PROFILE/PROJECT CONTACT

PSAP/HOST PSAP NAME: Cumberland County

CONTACT TITLE: IT Director

CONTACT FIRST NAME: Shawn

CONTACT LAST NAME: Howard

ADDRESS 1: P.O. Box 110

ADDRESS 2:

CITY: Cumberland

ZIP CODE: 23040

CONTACT EMAIL: showard@cumberlandcounty.virginia.gov

CONTACT PHONE NUMBER: 804.492.5398

CONTACT MOBILE NUMBER: 434.547.5434

CONTACT FAX NUMBER: 804.492.9224

REGIONAL COORDINATOR: Stefanie McGuffin

HOST PSAP AND PARTICIPATING PSAPS/LOCALITIES

Cumberland County Public Safety	

GRANT TYPE

- Individual PSAP
- Shared Services
- Regional Initiative
- Consolidation



Secondary Consolidation

GRANT PROGRAM TYPE

Continuity and Consolidation

Enhancement

TIER

Out of Service

Non-Vendor Supported*

Technically Outdated*

Strengthen

Not Applicable

If technically outdated or non-vendor supported, application MUST include age and/or version of hardware/software.

VERSION:

YEARS of HARDWARE/SOFTWARE:

Dictaphone Freedom

12 (2003-2015)

PRIORITY/PROJECT FOCUS Voice Recorder

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

FINANCIAL DATA

Amount Requested: \$ 42,059.58

Total Project Cost: \$ 42,059.58

STATEMENT OF NEED



This statement should reference the relationship to the current funding priorities established by the Grant Committee and include evidence of any financial need, along with additional information on the impact on operational services; consequences of not receiving funding; inclusion of project in a long-term or a strategic plan; and local sustainability:

Cumberland County Sheriff's Office logging recorder upgrade directly relates to the funding priority established by the PSAP Grant Program's Grant Committee under the Continuity and Consolidation Program. The purpose of this project is to address **Non-Vendor Supported and technically outdated**. Our current solution has not been supported by the manufacturer since March 1, 2010.

Cumberland County is in need of financial funding to upgrade the current, technically outdated and non-vendor supported, logging recorder.

Without financial support from the Virginia Wireless E9-1-1 Services Board, it is unlikely that we will be able to replace its current non-vendor supported/technically outdated logging recorder. Budget shortfalls along with local and state budget cuts have made it impossible to fund the upgrade to the logging recorder in the foreseeable future.

Upgrading the current recorder, that's no longer supported by the manufacturer, will ensure that the logging recorder is both vendor and manufacturer supported. Upgrading the logging recorder will help Cumberland County Sheriff's Office prepare for NG 911. The County needs this grant funding to have the ability to update its recorder so that it can continue to keep its system up to date and functioning.

Cumberland County Sheriff's Office does not have local funding to replace the current logging recorder. Without grant funding, the upgrade cannot be accomplished. This has adverse consequences on the PSAP as outlined in both "Impact to Operational Services" and "Inclusion of Project in a Long-Term or a Strategic Plan." Should funding not be received, The County will be required to continue using the existing, non-vendor supported system. Cumberland County has identified this upgrade to be a critical component of our strategic plan. This provides the PSAP with a fully supported logging recorder with NG 911 capabilities.



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

5 year maintenance contract to be included with the recorder. Annual maintenance contract includes emergency services, annual product maintenance, and updates.

COMPREHENSIVE PROJECT DESCRIPTION

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

Work closely with vendor/manufacturer to develop current needed configuration/future configuration. Site visit by vendor's engineer to confirm configuration and any pre-installation requirements. Project management meeting to confirm timeline and expectations. Installation of the logging recorder, testing, and high-level training. Schedule further, in depth training for main users, via online conference. Evaluation of recorder, call takers satisfaction and ability to function.



FOR CONTINUITY AND CONSOLIDATION OR ENHANCEMENT PROJECTS:

PROJECT TIMELINE – Select each applicable phase of the project and indicate the estimated completion date. Sample activities for each phase can be found in the PSAP Grant Program Guidelines as well as on the addendum to this form.

PROJECT PHASE	ESTIMATED COMPLETION DATE
<input type="checkbox"/> INITIATION (Project approved by appropriate stakeholders)	07/01/2015
<input type="checkbox"/> DESIGN/PLANNING (Project, system, or solution requirements are developed)	07/03/2015
<input type="checkbox"/> ACQUISITION (Selected system or solution is procured)	07/08/2015
<input type="checkbox"/> IMPLEMENTATION (Selected system or solution is configured and installed)	08/24/2015
<input type="checkbox"/> TESTING/COMPLETION (Selected system or solution is tested and put in production)	08/29/2015

Identify the longevity or sustainability of the project.

Consistent maintenance of the system should allow for normal use until manufacturer's end of support.



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

Recording 9-1-1 calls allows for review, training and quality control to ensure proper procedures and best practices are being utilized to allow for continued improvement of core 9-1-1 functions. A NG-9-1-1 capable logging recorder provides Cumberland County Sheriff's Office the opportunity to record multiple types of media including text messages.

SHARED SERVICES/REGIONAL INITIATIVE (if applicable)

The relationship of the initiative to the participating PSAPs:

1T

Intended collaborative efforts:

1T



Resource sharing:

1T

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

1T

CONSOLIDATION (Primary or Secondary) - (if applicable)

How would a consolidation take place and provide improved service:

1T

How should it be organized and staffed:

1T



What services should it perform:

1T

How should policies be made and changed:

1T

How should it be funded:

1T

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

1T



BUDGET AND BUDGET NARRATIVE

List the planned expenditures to be made with grant funds. (NOTE: In lieu of a line item breakdown, an itemized cost schedule or detailed vendor prepared quote may be submitted as an attachment. However, budgetary quotes received from a particular vendor(s) during the application process do not commit the PSAP to use that vendor(s) once the grant is awarded.) Briefly explain the reason for each requested budget item and provide the basis for its cost. In addition, if contingency cost has been added, please identify the amount.

Please see attached vendor quote.

EVALUATION

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

Upon installation, testing will be performed to verify functionality of all recording and playback functions.



FINANCIAL AND PROGRAMMATIC REPORT

PROJECT PHASES

SAMPLE ACTIVITIES

PHASE

SAMPLE ACTIVITIES

INITIATION

(Project approved by appropriate stakeholders)

- Project concept is documented
- Local Board or governing authority approval or endorsement is received
- PSAP grant application is filed
- Local budgets are obtained
- Appropriated grant funds are approved
- Budgetary estimates are obtained

DESIGN/PLANNING

(Project, system, or solution requirements are developed)

- Requirements are documented
- Components to be purchased are identified
- General design is documented

ACQUISITION

(Selected system or solution is procured)

- RFP (or other bid related processes) are drafted
- Proposals are evaluated
- Contract is signed
- Purchase orders are issued
- Quotes are obtained/grant funds draw down

IMPLEMENTATION

(Selected system or solution is configured and installed)

- Purchased components are delivered and installed
- Training is performed

TESTING/COMPLETION

(Selected system or solution is tested and put in production)

- Performance of system/solution is validated
- System/solution goes "live"