

FY16

PSAP GRANT PROGRAM APPLICATION



VIRGINIA INFORMATION
TECHNOLOGIES AGENCY
Integrated Services Division



FY16 PSAP GRANT PROGRAM APPLICATION

HOW TO APPLY/DEADLINE

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

(<http://www.vita.virginia.gov/isp/default.aspx?id=8578>). Upon completion of the application, it is to be submitted to 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

Voice Recording System

GRANT APPLICANT PROFILE/PROJECT CONTACT

PSAP/HOST PSAP NAME: Fauquier County Sheriff's Office Communications Division

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: 540-272-3784

CONTACT FAX NUMBER: 540-347-6886

REGIONAL COORDINATOR: Amy Ozeki

HOST PSAP AND PARTICIPATING PSAPS/LOCALITIES

_____	_____
_____	_____
_____	_____
_____	_____

GRANT TYPE

- Individual PSAP
- Regional Initiative

- Shared Services
- 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 Technically Outdated* Strengthen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If technically outdated or non-vendor supported, application MUST include age and/or version of hardware/software.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: 5.4 VPI # YEARS of HARDWARE/SOFTWARE: 5

PRIORITY/PROJECT FOCUS VOICE RECORDER

If "Other" selected, please specify: 1T

FINANCIAL DATA

Amount Requested: \$ 147,416.00

Total Project Cost: \$147,416.00

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:

The recording system has reached the five year mark. The software will no longer be supported until the hardware and software is refreshed. The refreshed version will be NENA i3 Compliant. This refresh allows us to meet the funding criteria due to the current system being at end of life. Without the approval of this grant request our Center will not be able to obtain funding through the County since the current budget does not reflect the funding to refresh the systems hardware and software for continued support of the recording system. The recording system is imperative for the recording of our radio and phone traffic and allows us to maintain our quality assurance program and is required for Library of Virginia retention rules.

The refresh of our current system is anticipated to have significant savings over purchasing a new recording system.

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

Included in the vendors proposal is five years maintenance support that will allow for continued support and maintenance of system refresh to end of life.

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.

This project is to allow the continuous operation of the current Voice Recording System.

Implementation will be seamless due to fact that vendor components are in place and this will simply be a refresh of current system. We would obtain County approval, procure, schedule, install, and test the equipment to ensure it works.

Our goal is to extend the usage of our current recording system.

FOR CONTINUITY AND CONSOLIDATION OR ENHANCEMENT PROJECTS:

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

PROJECT PHASE	ESTIMATED COMPLETION DATE
<input checked="" type="checkbox"/> INITIATION (Project approved by appropriate stakeholders)	07/01/15
<input checked="" type="checkbox"/> DESIGN/PLANNING (Project, system, or solution requirements are developed)	08/01/15
<input checked="" type="checkbox"/> ACQUISITION (Selected system or solution is procured)	08/15/15



<input checked="" type="checkbox"/> IMPLEMENTATION (Selected system or solution is configured and installed)	09/15/15
<input checked="" type="checkbox"/> TESTING/COMPLETION (Selected system or solution is tested and put in production)	10/01/15

Identify the longevity or sustainability of the project.

This refresh will allow our system to operate for 5 years.

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

This project supports the Virginia Statewide Comprehensive 9-1-1 Plan by allowing Fauquier County Sheriff’s Office Communications Division to record 911 calls, radio and other phone traffic which helps us to ensure that quality assurance and requests for recordings are continued to be provided allowing continuity of our existing services.

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.

Purchase system refresh- \$97,416.00

Contingency- \$50,000.00 for 3rd party vendor work and any price increases

Total: \$147,416.00

EVALUATION

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

The continued effective and efficient call recording of 911 call and radio traffic will show the success of this project.



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"