

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

911 Wireless CAMA Cards

### GRANT APPLICANT PROFILE/PROJECT CONTACT

PSAP/HOST PSAP NAME: Lynchburg Department of Emergency Services

CONTACT TITLE: Acting Director

CONTACT FIRST NAME: Melissa

CONTACT LAST NAME: Foster

ADDRESS 1: 3621 Candler's Mountain Rd

ADDRESS 2: 1T

CITY: Lynchburg

ZIP CODE: 24502

CONTACT EMAIL: melissa.foster@lynchburgva.gov

CONTACT PHONE NUMBER: (434)455-4149

CONTACT MOBILE NUMBER: 1T

CONTACT FAX NUMBER: (434)846-6727

REGIONAL COORDINATOR: Stefanie McGuffin

### HOST PSAP AND PARTICIPATING PSAPS/LOCALITIES

_____	_____
_____	_____
_____	_____
_____	_____

### GRANT TYPE

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



**GRANT PROGRAM TYPE**

- Continuity and Consolidation
- Enhancement

**TIER**

- Out of Service
- Technically Outdated\*
- Not Applicable
- Non-Vendor Supported\*
- Strengthen

**If technically outdated or non-vendor supported, application MUST include age and/or version of hardware/software.**

VERSION: \_\_\_\_\_ # YEARS of HARDWARE/SOFTWARE: \_\_\_\_\_

**PRIORITY/PROJECT FOCUS CPE**

**If "Other" selected, please specify: 1T**

**FINANCIAL DATA**

Amount Requested: \$ 2800

Total Project Cost: \$ 2800

**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:

In July 2014 Verizon completed a traffic/busy study on the City of Lynchburg's 911 lines and recommended that two additional 911 wireless lines be added to meet the P.01 grade of service. Our network has two tandems so it will be necessary to add one member to each tandem to ensure balance.

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

The additional costs of these lines will be covered under the billing agreement that Verizon currently has with the Commonwealth.

**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.

Our goal is to provide citizens with readily available access to public safety resources when they need assistance. By increasing the quantity of 911 wireless lines that are available citizens are less likely to receive a busy signal when they call. Verizon will be responsible for installing the CAMA cards.

**FOR CONTINUITY AND CONSOLIDATION OR ENHANCEMENT PROJECTS:**

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

PROJECT PHASE	ESTIMATED COMPLETION DATE
<input checked="" type="checkbox"/> <b>INITIATION</b> (Project approved by appropriate stakeholders)	08/ 01 / 15
<input type="checkbox"/> <b>DESIGN/PLANNING</b> (Project, system, or solution requirements are developed)	XX / XX / XX
<input checked="" type="checkbox"/> <b>ACQUISITION</b> (Selected system or solution is procured)	09 / 01 / 15



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

Identify the longevity or sustainability of the project.

Any additional maintenance requirements that may occur will be covered by the local operational budget.

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

This project will ensure that more citizens will have access to 911 services when they are needed.

**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.

See the attached quote

## EVALUATION

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

Once the new equipment is installed it will be tested by Verizon to ensure that it works and they will continue to maintain the equipment as part of the service agreement.



## 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"



**Quote Header:** Quote Level Title/Description:

<u>Account Manager</u>	<u>Customer Name</u>	<u>Quote #</u>	<u>Revision</u>
JACKIE THOMPSON	LYNCHBURG CITY (VA) 911	1-11YBK8V	1

<u>SE</u>	<u>Primary Transport Service</u>	<u>Currency</u>	<u>Quote Date</u>
AINSWORTH SEWELL		USD	09/24/2014

**Equipment & Services by Site:**

Site Level Title/Description: Maintenance Payment Option: Prepaid

Site ID: 1-11YBK91 SITE NAME:1-11YBK91

CPE and Related Services for this Site will be provided by:

**Verizon Entity:**  
Verizon Select Services Inc

**Verizon Country:**  
USA

**Site Address:**  
E911 CITY OF LYNCHBURG  
3621 CANDLERS MOUNTAIN RD

**Bill To:**  
E911 CITY OF LYNCHBURG  
3621 CANDLERS MOUNTAIN RD

**Ship To:**  
E911 CITY OF LYNCHBURG  
3621 CANDLERS MOUNTAIN RD

LYNCHBURG,VA,24502  
USA

LYNCHBURG,VA,24502  
USA

LYNCHBURG,VA,24502  
USA

<u>Part Number</u>	<u>Material Code</u>	<u>Description</u>	<u>Qty</u>	<u>Unit Sale Price</u>	<u>Extended Sales Price</u>
852210-00401	73013071	ACTIVE CAMA MODULE	1	\$1,504.63	\$1,504.63



E911 LABOR R	E911 LABOR - OFFICE HOURS	1		\$800.00
TRIP CHARGE	TRIP CHARGE	1	\$65.00	\$65.00
E911 LABOR R	E911 LABOR - OFFICE HOURS			
TRIP CHARGE	TRIP CHARGE			

**Additional Notes:**

Site	Description
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Site 1-11YBK91 Sub Totals

<b>Equipment:</b>	\$1,504.63
<b>Labor:</b>	\$865.00
<b>Maintenance:</b>	\$0.00
<b>Trade In:</b>	\$0.00
<b>Site Total:</b>	\$2,369.63
<b>Shipping &amp; Handling Total:</b>	\$22.00
<b>Site Total with Shipping &amp; Handling:</b>	\$2,391.63

Total Extended Sales Price

<b>Equipment:</b>	\$1,504.63
<b>Labor:</b>	\$865.00
<b>Maintenance:</b>	\$0.00
<b>Trade In:</b>	\$0.00
<b>GrandTotal:</b>	\$2,369.63
<b>Shipping &amp; Handling Total:</b>	\$22.00
<b>Grand Total with Shipping &amp; Handling:</b>	\$2,391.63

\*Other - The Other totals include miscellaneous charges including Minor Materials, Expedites, and special fees.

**VERIZON**  
**Trunk Detail (MATRKD)**  
**July 21,2014 through July 27,2014**  
**Lynchburg, City of**  
**PSAP # 02015**

**434-799-4285 Danville Landline**

**Site:** davlvdads0 **Number of Trunks:** 3 **Trunk Group:** 290 **Engineering Traffic Table:** Poisson .01

Date	Busy Hour (BH)	BH Total Call Atts	BH Outgoing Call Atts	BH Incoming Call Atts	BH Busies	BH % Busy	BH Meas Min of Use	BH Qty Req	BH Five High Days	Total Day (TD) Meas Min of Use	TD Total Call Atts	TD Busies	Circuit Out of Service
21-JUL-14	11:00	1	1	0	0	0	12	3	(+)	30	12	0	N
22-JUL-14	12:00	2	2	0	0	0	7	2		27	8	0	N
23-JUL-14	08:00	1	1	0	0	0	10	3	(+)	23	8	0	N
24-JUL-14	12:00	1	1	0	0	0	17	3	(+)	27	6	0	N
25-JUL-14	04:00	2	2	0	0	0	18	3	(+)	45	16	0	N
26-JUL-14	15:00	1	1	0	0	0	10	3	(+)	32	11	0	N
27-JUL-14	09:00	2	2	0	0	0	8	2		23	6	0	N
5 High Days Avg		1	1	0	0	0	13	3		31			

**VERIZON**  
**Trunk Detail (MATRKD)**  
**July 21,2014 through July 27,2014**  
**Lynchburg, City of**  
**PSAP # 02015**

**434-947-9816 Lynchburg Tandem Landline**

Site: lybgvachds0 **Number of Trunks: 3** Trunk Group: 290 Engineering Traffic Table: Poisson .01

Date	Busy Hour (BH)	BH Total Call Atts	BH Outgoing Call Atts	BH Incoming Call Atts	BH Busies	BH % Busy	BH Meas Min of Use	BH Qty Req	BH Five High Days	Total Day (TD) Meas Min of Use	TD Total Call Atts	TD Busies	Circuit Out of Service
21-JUL-14	10:00	5	5	0	0	0	25	3	(+)	142	42	0	N
22-JUL-14	11:00	5	5	0	0	0	22	3	(+)	125	44	0	N
23-JUL-14	09:00	4	4	0	0	0	15	3	(+)	65	34	0	N
24-JUL-14	12:00	4	4	0	0	0	12	3		77	34	0	N
25-JUL-14	18:00	5	5	0	0	0	20	3	(+)	122	44	0	N
26-JUL-14	00:00	1	1	0	0	0	10	3		88	38	0	N
27-JUL-14	22:00	2	2	0	0	0	20	3	(+)	90	27	0	N
5 High Days Avg		4	4	0	0	0	20	3		109			

**VERIZON**  
**Trunk Detail (MATRKD)**  
**July 21,2014 through July 27,2014**  
**Lynchburg, City of**  
**PSAP # 02015**

**434-846-9912 Lynchburg Tandem Wireless**

Site: lybgvachds0 **Number of Trunks: 3** Trunk Group: 291 Engineering Traffic Table: Poisson .01

Date	Busy Hour (BH)	BH Total Call Atts	BH Outgoing Call Atts	BH Incoming Call Atts	BH Busies	BH % Busy	BH Meas Min of Use	BH Qty Req	BH Five High Days	Total Day (TD) Meas Min of Use	TD Total Call Atts	TD Busies	Circuit Out of Service
21-JUL-14	23:00	4	4	0	0	0	17	3	(+)	113	38	0	N
22-JUL-14	07:00	3	3	0	0	0	18	3	(+)	97	31	0	N
23-JUL-14	00:00	5	5	0	0	0	18	3	(+)	107	40	0	N
24-JUL-14	16:00	6	6	0	0	0	25	3	(+)	115	44	0	N
25-JUL-14	21:00	6	6	0	0	0	17	3		108	39	0	N
26-JUL-14	14:00	44	43	1	22	51	23	4	(+)	125	86	22	N
27-JUL-14	11:00	4	4	0	0	0	15	3		95	37	0	N
5 High Days Avg		12	12	0	4	10	20	3		111			

**VERIZON**  
**Trunk Detail (MATRKD)**  
**July 21,2014 through July 27,2014**  
**Lynchburg, City of**  
**PSAP # 02015**

**434-791-3092 Danville Tandem Wireless**

Site: davlvadads0 **Number of Trunks: 3** Trunk Group: 291 Engineering Traffic Table: Poisson .01

Date	Busy Hour (BH)	BH Total Call Atts	BH Outgoing Call Atts	BH Incoming Call Atts	BH Busies	BH % Busy	BH Meas Min of Use	BH Qty Req	BH Five High Days	Total Day (TD) Meas Min of Use	TD Total Call Atts	TD Busies	Circuit Out of Service
21-JUL-14	12:00	13	13	0	0	0	25	3	(+)	167	86	1	N
22-JUL-14	22:00	14	14	0	1	7	57	5	(+)	243	99	1	N
23-JUL-14	11:00	5	5	0	0	0	22	3	(+)	173	87	0	N
24-JUL-14	03:00	5	5	0	0	0	18	3		137	73	0	N
25-JUL-14	15:00	11	11	0	0	0	32	4	(+)	273	110	0	N
26-JUL-14	10:00	4	4	0	0	0	22	3		195	160	28	N
27-JUL-14	00:00	8	7	1	0	0	23	3	(+)	118	66	0	N
5 High Days Avg		10	10	0	0	1	32	4		195			

**DATE:** RANGE OF DAYS COLLECTED BASED UPON STUDY REQUEST.

**BUSY HOUR (BH):** THE BUSIEST HOUR OF THE DAY BASED UPON MEASURED MINUTES OF USE.

**BH TOTAL CALL ATTS:** THE NUMBER OF TIMES AN ATTEMPT IS MADE TO EITHER CALL INTO OR OUT OF A MEASURED UNIT AT THE SPECIFIED BUSY HOUR.

**BH INCOMING CALL ATTS:** THE NUMBER OF TIMES AN ATTEMPT IS MADE TO CALL INTO A MEASURED UNIT AT THE SPECIFIED BUSY HOUR.

**BH BUSIES:** THE NUMBER OF UNSUCCESSFUL INCOMING CALLS DURING SPECIFIED BUSY HOUR DUE TO NO AVAILABLE EQUIPEMENT. (CALLING PARTY RECEIVES A BUSY SIGNAL)

**BH % BUSY:** THE PERCENTAGE OF INCOMING CALL ATTEMPTS THAT WERE UNSUCCESSFUL FOR THE SPECIFIED BUSY HOUR. (CALLS BLOCKED / INCOMING CALL ATTEMPTS)

**BH MEAS MIN of USE:** THE AMOUNT OF USAGE FOR THE BUSIEST HOUR EXPRESSED IN MINUTES.

**BH QTY REQ:** THE NUMBER OF TRUNKS REQUIRED FOR THE SPECIFIED BUSY HOUR. (BASED UPON OFFERED MOU & APPROPRIATE ENGINEERING TABLE)

**BH FIVE HIGH DAYS:** FLAGS THE FIVE HIGHEST DAYS.(BASED UPON MOU BH) ONLY THESE DAYS ARE USED TO CALCULATE THE STUDY AVERAGES AND TRUNKS REQUIRED.

**TOTAL DAY(TD) MEAS MIN OF USE:** THE 24 HOUR AMOUNT OF USAGE FOR THE MEASURED UNIT EXPRESSED IN MINUTES.

**TD TOTAL CALL ATTS:** THE 24 HOUR TOTAL OF THE NUMBER OF TIMES AN ATTEMPT IS MADE TO EITHER CALL INTO OR OUT OF A MEASURED UNIT DURING THE SPECIFIED DAY.

**TD BUSIES:** THE 24 HOUR TOTAL OF UNSUCCESSFUL INCOMING CALLS DURING THE SPECIFIED DAY WHEN THERE IS NO AVAILABLE EQUIPEMENT.(CALLING PARTY RECEIVES A BUSY SIGNAL)

**Note:** A 'Y' in the 'Circuit Out of Service' column means that during the busy hour, one or more circuits were out of service which may

have  
impacted the 'BH' and 'TD' data reported.

From: "Miller, Julie A" <julie.miller1@verizon.com>

Date: August 3, 2014 at 1:49:19 PM EDT

To: "william.aldrich@lynchburgva.gov" <william.aldrich@lynchburgva.gov>

Subject: Lynchburg Traffic/Busy Study 2014

Bill,

Attached are results from your 911 traffic study that was performed the week of July 21st to July 27th. The studies were run on all of your 9-1-1 trunks, all trunk groups both the Lynchburg and Danville tandems. The studies began at midnight on July 21st and ran for 7 days, 24 hours per day, ending at 11:59:50 on July 27th. I highlighted some pertinent details and a key is located at the end of the document.

Analyzing results from that week, using a 911 industry standard recommended guideline of P.01 grade of service, the following is recommended:

Recommended 9-1-1 Trunks based upon traffic study

Tandem	Current Trunks	Recommended trunks
Lynchburg Wireless	3	3
Danville Wireless	3	4
Lynchburg Landline	3	3
Danville Landline	3	3

Per the study, there are recommendations for you to augment the network to meet P.01 grade of service. It would be recommended for you to augment Danville and Lynchburg Wireless trunk groups by (1) member. Augmenting each tandem with (1) member will provide a "balance" amongst tandems.

What you would have to consider however, is port space on your existing CPE. Based upon the above recommendations, you may need additional ports on your CPE to accommodate the additional 9-1-1 trunks. Take a look and give me a call with any questions/concerns. These can be confusing and I would be happy to discuss.

Thanks,

Julie

Julie Miller

9-1-1 Technical Service Manager | 911 Engineering and Operations

Verizon Network Technology and Operations

(304) 356-3541 (O)

(304) 533-8555 (M)