

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

Recording System Replacement

GRANT APPLICANT PROFILE/PROJECT CONTACT

PSAP/HOST PSAP NAME: Nelson County Emergency Communications

CONTACT TITLE: Director of Information Systems

CONTACT FIRST NAME: Susan

CONTACT LAST NAME: Rorrer

ADDRESS 1: PO Box 336

ADDRESS 2: 84 Courthouse Square

CITY: Lovingston

ZIP CODE: 22949

CONTACT EMAIL: srorrer@nelsoncounty.org

CONTACT PHONE NUMBER: 434-263-7122

CONTACT MOBILE NUMBER: 434-989-6347

CONTACT FAX NUMBER: 434-263-7004

REGIONAL COORDINATOR: Stefanie McGuffin

HOST PSAP AND PARTICIPATING PSAPS/LOCALITIES

Nelson

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- Technically Outdated*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If technically outdated or non-vendor supported, application MUST include age and/or version of hardware/software.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

NICE Call Focus III **6 (2009-2015)**

PRIORITY/PROJECT FOCUS Voice Recorder

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

FINANCIAL DATA

Amount Requested: \$ 54,732.23

Total Project Cost: \$ 54,732.23

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:

Nelson County currently utilizes a NICE Call Focus III voice logging recorder. The system manufacturer no longer supports this system effective July 31, 2014. A copy of the NICE sunset announcement is attached.

Nelson County is requesting funding through the PSAP Grant Programs Continuity and Consolidation Program under priority number seven, voice logging recorder systems (non-vendor supported.)

In addition to the system no longer being supported by the manufacturer the system also lacks needed capacity to add additional radio channels. The County is currently working to complete a radio communications project which will install a three site VHF digital simulcast radio communications system. The project will add an additional tower site, improve coverage and increase the number of communications channels available to users. The existing voice recorder lacks the additional four channels required for the new radio system.

Without funding through the PSAP Grant Program it is unlikely that the County will be able to replace the existing voice recorder in a timely manner. Funding through the program will enable the County to move forward with manufacturer supported equipment that also has adequate capacity to meet the County's needs.



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

Nelson County will ensure that the system remains in operation and will contract for vendor support and maintenance for the life of the system. The annual maintenance contract will include product monitoring, support, 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.

Nelson County will utilize the most appropriate procurement method to purchase a voice recording system that best meets the County's recording needs. Once a system has been selected County staff will work with the selected vendor to accomplish the following:

- Properly plan for size and configuration that meets the County's recording needs.
- Meet with the vendor's engineer to confirm system configuration plans and identify any pre-installation requirements.
- Participate in project management meetings with the vendor to establish the project timeline and any additional vendor participation which may be required for implementation.
- Complete equipment installation and testing.
- Complete training.
- Evaluate system performance.



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)	07/08/2015
<input type="checkbox"/> ACQUISITION (Selected system or solution is procured)	08/20/2015
<input type="checkbox"/> IMPLEMENTATION (Selected system or solution is configured and installed)	09/20/2015
<input type="checkbox"/> TESTING/COMPLETION (Selected system or solution is tested and put in production)	09/30/2015

Identify the longevity or sustainability of the project.

Ongoing maintenance of the system should provide for continued use of the system until such time as the manufacturer discontinues support of the system.



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

Recording 9-1-1 calls provides the PSAP with call records for use in review, training and quality control to ensure proper procedures and best practices are being utilized to provide for the most effective use and improvement of core 9-1-1 functions.

The purchase of a NG-9-1-1 capable logging recorder will provide Nelson County with the ability to record multiple types of media including text messages.

SHARED SERVICES/REGIONAL INITIATIVE (if applicable)

The relationship of the initiative to the participating PSAPs:

NA

Intended collaborative efforts:

NA



Resource sharing:

NA

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

NA

CONSOLIDATION (Primary or Secondary) - (if applicable)

How would a consolidation take place and provide improved service:

NA

How should it be organized and staffed:

NA



What services should it perform:

NA

How should policies be made and changed:

NA

How should it be funded:

NA

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

NA



BUDGET AND BUDGET NARRATIVE

List the planned expenditures to be made with grant funds. (NOTE: In lieu of a line item breakdown, an itemized cost schedule or detailed vendor prepared quote may be submitted as an attachment. 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.

The total amount requested includes 8 x 5 maintenance for years two through five and a 9.2% contingency to cover any price increases which may occur.

EVALUATION

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

Following installation, testing will be performed to verify that all recording and playback functions are operating properly.



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"

McGuffin, Stefanie (VITA)

From: Susan Rorrer <SRorrer@nelsoncounty.org>
Sent: Tuesday, September 30, 2014 9:22 AM
To: McGuffin, Stefanie (VITA)
Subject: RE: Grant Applications

Stefanie,

That'll be great. Sorry I've missed all of the meeting recently. Busy here as usual.

Thanks,

Susan

From: McGuffin, Stefanie (VITA) [<mailto:Stefanie.McGuffin@vita.virginia.gov>]
Sent: Monday, September 29, 2014 5:15 PM
To: Susan Rorrer
Subject: RE: Grant Applications

Hi Susan,

Your grant applications have been received.

Upon quick review, your WEP application looks fine. I did notice on your Recorder application that you missed checking the box for the grant program type which should be Continuity and Consolidation. Is it ok if I make that adjustment for you?

Thanks,

Stefanie McGuffin, GISP

Regional Coordinator, Integrated Services Program
Service Management and Delivery
Virginia Information Technologies Agency (VITA)
VITA – Enabling the Business of Government

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(540) 751-3155 (fax)

VITA Customer Care Center - Call (866) 637-8482 (toll free) to report an outage or request service. Or e-mail the VCCC at vccc@vita.virginia.gov. Please note: E-mail should not be used to report critical issues or outages impacting an agency. To report a critical issue, please call the VCCC directly.

From: Susan Rorrer [<mailto:SRorrer@nelsoncounty.org>]
Sent: Monday, September 29, 2014 5:04 PM
To: McGuffin, Stefanie (VITA)
Subject: Grant Applications

Hi Stefanie,

I've attached my grant applications. Please let me know if everything appears in order.

Thanks,

Susan

Susan Rorrer
Information Systems Director
Nelson County
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84 Courthouse Square
Livingston, VA 22949
434.263.7122
434.263.7004 (fax)