

**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

9-1-1 Logging Recorder

### GRANT APPLICANT PROFILE/PROJECT CONTACT

PSAP/HOST PSAP NAME: Stafford County

CONTACT TITLE: Director

CONTACT FIRST NAME: Carol

CONTACT LAST NAME: Adams

ADDRESS 1: P.O. Box 189

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

CITY: Stafford

ZIP CODE: 22555

CONTACT EMAIL: cadams@staffordcountyva.gov

CONTACT PHONE NUMBER: 540-658-4712

CONTACT MOBILE NUMBER: 540-295-7814

CONTACT FAX NUMBER: 540-658-4299

REGIONAL COORDINATOR: Brian Crumpler

### HOST PSAP AND PARTICIPATING PSAPS/LOCALITIES

**Stafford County**

_____	_____
_____	_____
_____	_____
_____	_____

### 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- Technically Outdated\*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**If technically outdated or non-vendor supported, application MUST include age and/or version of hardware/software.**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 CLS, 8.93	Six (6); 9/2008

**PRIORITY/PROJECT FOCUS VOICE RECORDER**

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

**FINANCIAL DATA**

Amount Requested: \$ 99,999.00  
 Total Project Cost: \$ 175,000.00

**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:

This grant request provides for a Priority 7 (Continuity and Consolidation) listing item in the replacement of the 9-1-1 system voice logging recorder system. The current system has been in use by the County for at least 8 years; is a single logging system with no redundancy built in. There is one track for 9-1-1 calls to be recorded on. If for any reason the system would fail, there is no back up to insure the continuance of 9-1-1 calls being recorded. This could have a tremendous impact on operational services should we lose the ability to record 9-1-1 calls. The consequence of the County not receiving funding would likely limit the County's ability to replace and improve the current 9-1-1 logging system. In addition, the County will have a NG9-1-1 capable infrastructure that cannot be supported by the current logging recorder.

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

The County will take full ownership and responsibility for maintaining and supporting the 9-1-1 logging solution.

## 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.

Description: The project would entail the evaluation, selection, procurement, implementation and training for a 9-1-1 logging recorder. This multi-channel device will insure the capability and redundancy for the continued recording of all calls associated with the County's 9-1-1 phone system, but mainly those associated with 9-1-1 wireless and wireline calls into the PSAP.

Goals and Objectives:

1. Provide a up-to-date and reliable system for the recording of calls into the County's 9-1-1 system;
2. Provide redundancy in the receipt and storing of calls into the County's 9-1-1 system;
3. Improve access, playback and recording of calls received by and stored as part of the County's 9-1-1 system;
4. Insure NG9-1-1 capable logging system with open system architecture;
5. Insure security and authentication through capabilities such as encryption, file watermarking, password-protected exports, audit logs, etc.; and
6. Support integrated dispatcher quality assurance evaluation and coaching tools.

Implementation Strategy:

1. Obtain grant funding.
2. Procure appropriate solution for Stafford County through cooperative purchasing or RFP.
3. Install solution with concurrent training.
4. Performance acceptance test and deploy solution.
5. The County will continue to rely on its current recording solution until such time as the new solution can be put in place and accepted.

Work Plan:

1. Initiate in-house team to review requirements and evaluate solutions;
2. Define a time line for procurement, implementation, training, and acceptance;
3. Install and accept solution; perform training, etc.



**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)	<b>09 / 30 / 2014</b>
<input checked="" type="checkbox"/> <b>DESIGN/PLANNING</b> (Project, system, or solution requirements are developed)	<b>12 / 01 / 2014</b>
<input checked="" type="checkbox"/> <b>ACQUISITION</b> (Selected system or solution is procured)	<b>07 / 01 / 2015</b>
<input checked="" type="checkbox"/> <b>IMPLEMENTATION</b> (Selected system or solution is configured and installed)	<b>09 / 01 / 2015</b>
<input checked="" type="checkbox"/> <b>TESTING/COMPLETION</b> (Selected system or solution is tested and put in production)	<b>09 / 30 / 2015</b>

Identify the longevity or sustainability of the project.

This project will be supported by the County as it pertains to any updates, maintenance contracts, hardware upgrades, etc. that will be necessary during the life of the system. As this system will be engineered within an open-architecture and compatible with Next Generation technologies, it is expected it will be supported for many years into the future.



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

1. It continues to support Technological Advancements currently utilized in the receipt and dispatch of 9-1-1 emergencies and also those future advancements to be seen in a NG9-1-1 environment.
2. Provides for the Stafford PSAP to functional at “an optimal level of service and capability.”
3. Insures reliable infrastructure, equipment through the use of current technology; utilizing “flexible, open-architecture application-based systems” compatible for use with a regional ESInet or other IP-backbone for NG9-1-1.
4. Goals met:
  - B: Position 9-1-1 centers to continuously meet the public’s expectations

**SHARED SERVICES/REGIONAL INITIATIVE (if applicable)**

The relationship of the initiative to the participating PSAPs:

[Click here to enter text](#)

Intended collaborative efforts:

[Click here to enter text](#)

Resource sharing:

[Click here to enter text](#)

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

[Click here to enter text](#)



### **CONSOLIDATION (Primary or Secondary) - (if applicable)**

How would a consolidation take place and provide improved service:

[Click here to enter text](#)

How should it be organized and staffed:

[Click here to enter text](#)

What services should it perform:

[Click here to enter text](#)

How should policies be made and changed:

[Click here to enter text](#)

How should it be funded:

[Click here to enter text](#)

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

[Click here to enter text](#)



## 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.

1. 9-1-1 system Recording Solution: \$ 175,000.00 (approximate cost)  
The cost reflected here is based upon preliminary reviews of existing solutions that would meet Stafford County's needs in its next 9-1-1 recording solution. The County is requesting funding from the 9-1-1 Services Board for \$99,999.00. This request is to replace the existing 9-1-1 logging recorder.
2. Line Item Breakdown (estimates only)
  - a. Software & Hardware – 72 channel telephony recorder; 20 channel radio system/350 talkgroups
  - b. Primary & Backup recording – primary at the site (1225 Courthouse Road); backup - \*versatile and remote recording necessary in mobile backup
  - c. Capabilities
    - i. Digital recording / limited analog
    - ii. VoIP
    - iii. NG9-1-1
    - iv. SMS/MMS/TTY
    - v. Integration with call-flow data from 9-1-1 system/CPE
    - vi. Integration with CAD data for full call data, certifiable for court requests



d. Installation & training

- i. Recording from 25 ECC positions (telephony & radio)
- ii. Six (6) backup / remote positions (telephony & radio)
- iii. Training to include end-user, train-the-trainer and first echelon service knowledge
- iv. Remote playback stations with recording/certification capabilities

e. Maintenance

- i. Four (4) hour response requested
- ii. Monitoring 24x7
- iii. Sufficient parts, as needed, on site
- iv. Annual on-site maintenance inspection
- v. Software updates

3. Summary Budget Narrative

Software	\$ 35,000
Hardware	\$ 30,000
Installation & Training	\$ 40,000
Maintenance (yrs 2-5)	\$ 70,000

## EVALUATION

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

1. Planning phase is completed on time;
2. Procurement phase completed on time;
3. Implementation & training phase completed on time; and
4. Acceptance testing completed on time & project close out.



## 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"