



FY16

**PSAP GRANT PROGRAM
WIRELESS EDUCATION PROGRAM
APPLICATION**



VIRGINIA INFORMATION
TECHNOLOGIES AGENCY
Integrated Services Division



FY16 PSAP GRANT PROGRAM WIRELESS E-911 PSAP EDUCATION PROGRAM APPLICATION

HOW TO APPLY/DEADLINE

The Wireless E-911 PSAP Education Program 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.

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 Wireless E-911 PSAP Education Program grant application. Application made on the FY16 PSAP Grant Application form (Continuity, Consolidation and Enhancement projects) will not be accepted. 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 SECTIONS MUST BE COMPLETED IN ITS ENTIRETY OR THE APPLICATION WILL BE CONSIDERED INCOMPLETE AND NOT ACCEPTED FOR CONSIDERATION.



FY16 PSAP GRANT APPLICATION WIRELESS E-911 PSAP EDUCATION PROGRAM GRANT REQUESTS ONLY

GRANT APPLICANT PROFILE/PROJECT CONTACT

INDIVIDUAL WEP GRANT

REGIONAL WEP GRANT

PSAP/HOST PSAP NAME: Richmond Department of Emergency Communications

CONTACT TITLE: Acting Deputy Director

CONTACT FIRST NAME: Berkley

CONTACT LAST NAME: Eikerenkoetter

ADDRESS 1: 3516 N. Hopkins Road

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

CITY: Richmond

ZIP CODE: 23224

CONTACT EMAIL: berkley.eikerenkoetter@richmondgov.com

CONTACT PHONE NUMBER: 804-646-5911

CONTACT MOBILE NUMBER: 804-677-7478

CONTACT FAX NUMBER: 804-646-8481

REGIONAL COORDINATOR: Sam Keys

FINANCIAL DATA

AMOUNT REQUESTED: \$ 2,000.00

(NOTE: The amount requested should be a reasonable estimate of total training expenses including hotel registration, conference registration, online training registration, and/or per diem (if applicable) for all anticipated participating personnel.)

HOST PSAP AND PARTICIPATING PSAPS (if a regional WEP application)

_____	_____
_____	_____
_____	_____
_____	_____



STATE PROFESSIONAL ORGANIZATION CONFERENCES

If the primary purpose of this WEP application is to send PSAP personnel to one or more of the annual state professional organization conferences (such as those sponsored by Virginia APCO, Virginia NENA, or Virginia GIS), please complete the following:

Virginia GIS Conference

ESTIMATED NUMBER OF PERSONNEL ATTENDING: 1

NUMBER OF DAYS ATTENDING: [Click here to enter text](#)

Virginia APCO Fall Conference/Winter Conference

ESTIMATED NUMBER OF PERSONNEL ATTENDING: 5

NUMBER OF DAYS ATTENDING: [Click here to enter text](#)

Virginia NENA Spring Conference

ESTIMATED NUMBER OF PERSONNEL ATTENDING: [Click here to enter text](#)

NUMBER OF DAYS ATTENDING: [Click here to enter text](#)

By checking this box, the applicant acknowledges that the education/training is specific to 911/public safety communications and/or GIS and it will benefit E-911 and the employees and/or PSAP by ensuring each employee selected to attend the conferences will be required to attend a minimum of 90% of the offered tracks in their respective field (Dispatcher, Technical or Management), or any combination of tracks as long as it equals 90% participation per day (i.e., if a dispatcher has 7 tracks offered in a given day, they must attend 90%).

By checking this box, the applicant acknowledges that the education/training is specific to 911/public safety communications and/or GIS and it will benefit E-911 and the employees and/or PSAP by using the funds to take advantage of the educational and training opportunities offered by the state professional organization chapters. The primary benefit would be continuing to educate staff with the current best practices, keep personnel current on the changing technologies, enhancements and requirements within the profession.



OTHER EDUCATIONAL/TRAINING OPPORTUNITIES

If this application includes educational/training opportunities other than the annual state professional organization conferences, please complete the following:

EDUCATION/TRAINING TITLE/EVENT: Click here to enter text

DATES: Click here to enter text

LOCATION: Click here to enter text

ESTIMATED NUMBER OF PERSONNEL ATTENDING: Click here to enter text

TOTAL ESTIMATED BUDGET OF TRAINING/EVENT: Click here to enter text

PER DIEM REQUESTED (allowable meals only): Click here to enter text

COMPREHENSIVE PROJECT DESCRIPTION

Describe how the education/training is 9-1-1/public safety communications specific and how this will benefit E-911 and the employee(s) and/or PSAP.

Click here to enter text

EVALUATION

Describe the evaluation process that will be used to determine if participation in this education/training benefited the PSAP and/or supported E-911 and GIS.

Click here to enter text



OUT OF STATE TRAVEL WAIVER REQUEST

If this grant application is for out of state education/training opportunities or includes any part of the funds to be used for out of state education/training opportunities, please complete the following in its entirety.

EDUCATION/TRAINING EVENT: [Click here to enter text](#)

DEPARTURE DATE: [Click here to enter text](#)

RETURN DATE: [Click here to enter text](#)

LOCATION: [Click here to enter text](#)

ESTIMATED NUMBER OF PERSONNEL ATTENDING: [Click here to enter text](#)

TOTAL ESTIMATED BUDGET FOR EVENT: [Click here to enter text](#)

CONFERENCE/TRAINING: [Click here to enter text](#)

LODGING: [Click here to enter text](#)

MEALS AND INCIDENTALS: [Click here to enter text](#)

TOTAL COST OF TRIP REIMBURSABLE THROUGH THE WEP GRANT: [Click here to enter text](#)

REASON FOR OUT OF STATE TRAVEL WAIVER REQUEST (INCLUDING COMPREHENSIVE TRAINING DESCRIPTION AND EVALUATION PROCESS): [Click here to enter text](#)

MANAGING DEPARTMENT HEAD APPROVAL RECEIVED BY:

[Click here to enter text](#)

DATE: [Click here to enter text](#)



CITY OF RICHMOND
DEPARTMENT OF EMERGENCY COMMUNICATIONS
THOMAS P. NOLAN
ACTING DIRECTOR

October 8, 2014

Virginia Information Technologies Agency
11751 Meadowville Lane Chester, VA 23836

Attention: Ms. Dorothy Spears:

Dear Ms. Spears,

As you may or may not know, the Richmond Police Department's Division of Emergency Communications became an independent agency, effective July 1, 2014. We are now identified as the City of Richmond's "**Department of Emergency Communications**" (DEC). During the period between July 1, 2014 and the date of this letter, we have been undergoing a transition period establishing new guidelines for our new agency, which also includes the search for a new Director.

On October 7, 2014, the Public Safety Grant Manager, Ms. Lisa Nicholson, alerted us of the lack of the Wireless Education Program Grant submission from our agency for Fiscal Year 2016, when she contacted us after the cycle had closed, and was unable to locate our grant application, which the DEC customarily submits. Unfortunately, during our developing transition period, the VITA FY16 WEP Grant application period was inadvertently overlooked. This is a first for our Department.

As we have been made painfully aware that the 2016 grant submission period ended on September 30, 2014, I am requesting an exception for the submission of our Department's FY2016 WEP Grant application, and if necessary, to have this request heard at the November Board meeting.

I have attached the completed FY2016 WEP application. If we may be granted this exception for our application submission, we would be forever grateful, and you can be assured that this oversight would never happen again in the future. If you are unable to, we truly understand, we humbly apologize for our mistake, and we will be ever diligent in the future to ensure that we meet future deadlines.

I thank you for this opportunity for review, and look forward to your decision.

Should you have any questions, please do not hesitate to contact me.

Sincerely,

Thomas P. Nolan, Acting Director
Department of Emergency Communications

TPN/slw