



FY17

# PSAP GRANT PROGRAM APPLICATION





## FY17 PSAP GRANT PROGRAM APPLICATION

### HOW TO APPLY/DEADLINE

The grant application is available and accessible from VITA ISP'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 FY17 PSAP Grant Application Cycle starts July 1, 2015 and concludes on September 30, 2015 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.**



## FY17 PSAP GRANT APPLICATION

### PROJECT TITLE

Highland County Call Recorder Replacement

### GRANT APPLICANT PROFILE/PROJECT CONTACT

PSAP/HOST PSAP NAME: Highland County PSAP

CONTACT TITLE: PSAP Director

CONTACT FIRST NAME: Ronald

CONTACT LAST NAME: Wimer

ADDRESS 1: P. O. Box 485

ADDRESS 2: 145 West Main Street

CITY: Monterey

ZIP CODE: 24465

CONTACT EMAIL: hcso.wimer@htcnet.org

CONTACT PHONE NUMBER: 540-468-2210

CONTACT MOBILE NUMBER: 540-290-2890

CONTACT FAX NUMBER: 540-468-3040

REGIONAL COORDINATOR: Buster Brown

### HOST PSAP AND PARTICIPATING PSAPS/LOCALITIES

_____	_____
_____	_____
_____	_____
_____	_____



**GRANT TYPE**

X Individual PSAP

Shared Services

**TIER**

Out of Service

X Non-Vendor Supported\*

X Technically Outdated\*

Strengthen

Not Applicable

**If technically outdated or non-vendor supported, application MUST include age and/or version of hardware/software.**

VERSION:

# YEARS of HARDWARE/SOFTWARE:

**Dictaphone Freedom**

**10 (2005-2015)**

**PRIORITY/PROJECT FOCUS** VOICE RECORDER/LOGGING

**If "Other" selected, please specify:** 2T

**FINANCIAL DATA**

Amount Requested: \$ 56,018.00

Total Project Cost: \$ 56,018.00



## 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:

Highland County Sheriff's Office logging recorder upgrade directly relates to the funding priority established by the PSAP Grant Program's Grant Committee under the Without Vendor Support Program. The purpose of this project is to address equipment that is **Non-Vendor Supported and Technically Outdated**. Our current solution has not been supported by the manufacturer since March of 2010. Highland County is in need of financial funding to upgrade the current, technically outdated and non-vendor supported, Dictaphone Freedom logging recorder.

Without financial support from the Virginia Wireless E9-1-1 Services Board, it is unlikely that we will be able to replace its current non-vendor supported/technically outdated logging recorder. Budget shortfalls along with local and state budget cuts have made it impossible to fund the upgrade to the logging recorder in the foreseeable future.

Upgrading the current recorder, that's no longer supported by the manufacturer, will ensure that the logging recorder is both vendor and manufacturer supported. Upgrading the logging recorder will help Highland County Sheriff's Office prepare for NG 911. The County needs this grant funding to have the ability to update its recorder so that it can continue to keep its system up to date and functioning.

Highland County Sheriff's Office does not have local funding to replace the current logging Recorder. Without grant funding, the upgrade cannot be accomplished. This has adverse consequences on the PSAP as outlined in both "Impact to Operational Services" and "Inclusion of Project in a long-Term or a Strategic Plan." Should funding not be received, The County will be required to continue using the existing, non-vendor supported system. Highland County has identified this upgrade to be a critical component of our strategic plan. This provides the PSAP with a fully supported logging recorder with NG 911 capabilities.



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

A 5 year maintenance contract is to be included with the recorder. Annual maintenance contract includes emergency services, annual product maintenance, and updates.

### **COMPREHENSIVE PROJECT DESCRIPTION**

Identify the longevity or sustainability of the project.

Consistent maintenance of the system should allow for normal use until manufacturer's end of support.

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

Recording 9-1-1 calls allows for review, training and quality control to ensure proper procedures and best practices are being utilized to allow for continued improvement of core 9-1-1 functions. A NG-9-1-1 capable logging recorder provides Highland County Sheriff's Office the opportunity to record multiple types of media including text messages.



**SHARED SERVICES (if applicable)**

The relationship of the project to the participating PSAPs:

2T

Intended collaborative efforts:

2T

Resource sharing:

2T

How does the project impact the operational or strategic plans of the participating agencies:

2T

Provide a thorough, concise, and complete description of the project, including an outline of the goals and objectives, implementation strategy, and a work plan.

Work closely with a vendor/manufacturer to develop currently needed configuration/future configuration. Site visit by vendor's engineer to confirm configuration and any pre-installation requirements. Project management meeting to confirm timeline and expectations. Installation of the logging recorder, testing, and high-level training. Schedule further, in depth training for main users. Evaluation of recorder, call takers satisfaction and ability to function.



**PROJECT TIMELINE FOR  
SHARED SERVICES & INDIVIDUAL PSAP APPLICATIONS:**

For each applicable phase of the project, indicate the estimated completion date. Sample activities for each phase are included.

PROJECT PHASE	ESTIMATED COMPLETION DATE
<input type="checkbox"/> <b>INITIATION</b> (Project approved by appropriate stakeholders)  Sample activities: 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, and budgetary estimates are obtained	<p align="center"><b>07 / 15 / 2016</b></p>
<input type="checkbox"/> <b>DESIGN/PLANNING</b> (Project, system, or solution requirements are developed)  Sample activities: requirements are documented, components to be purchased are identified, and general design is documented	<p align="center"><b>08 / 15 / 2016</b></p>
<input type="checkbox"/> <b>ACQUISITION</b> (Selected system or solution is procured)  Sample activities: RFP (or other bid related processes) are drafted, proposals are evaluated, contract is signed, purchase orders are issued, and quotes are obtained	<p align="center"><b>09 / 01 / 2016</b></p>
<input type="checkbox"/> <b>IMPLEMENTATION</b> (Selected system or solution is configured and installed)  Sample activities: purchased components are delivered and installed and training is performed	<p align="center"><b>09 / 15 / 2016</b></p>
<input type="checkbox"/> <b>TESTING/COMPLETION</b> (Selected system or solution is tested and put in production)  Sample activities: performance of system/solution is validated and system/solution goes "live"	<p align="center"><b>10 / 10 / 2016</b></p>



## 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.

The following cost schedule has been prepared using previously approved equipment quotes submitted in grant applications and authorized by the wireless board. Also factored into the proposal are vendor's list prices for components as advertised on their web sites.

### Products:

24 channel Nice Recording Express. Browser based interface, enhanced security with 256 bit encryption. 4U server with server 2008 software. Software License: Essential Site License, Reconstruction User License, Audio Recording license, Essential Verify License, ANI-ALI Annotator License. 8GB RAM, 1TB hard Drives X2, DVD-RW, PCI-E Board plus modules, Cabling.

\$ 25,387.00

### Services:

Implementation Services to include Project Management, Installation, Testing and Training. 1 Year Extended Warranty.

\$ 8,268.00

Prepaid Maintenance :  
Years 2 through 5 8X5

\$17,270.00

Contingency Cost:  
10 Percent

\$ 5,093.00

Total Request

\$ 56,018.00



## EVALUATION

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

Upon installation, testing will be performed to verify functionality of all recording and playback functions.

## CONSOLIDATION (Primary or Secondary) - (complete only if applicable)

How would a consolidation take place and provide improved service:

How should it be organized and staffed:

What services should it perform:

How should policies be made and changed:

How should it be funded:

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

## McGuffin, Stefanie (VITA)

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**From:** Ronald Wimer <hcsowimer@htcnet.org>  
**Sent:** Tuesday, September 29, 2015 12:30 PM  
**To:** McGuffin, Stefanie (VITA)  
**Subject:** RE: Highland County Recorder Grant

Stefanie,

I do not have a letter.

Ronald

Sent from my Verizon Wireless 4G LTE smartphone

----- Original message -----

From: "McGuffin, Stefanie (VITA)" <[Stefanie.McGuffin@vita.virginia.gov](mailto:Stefanie.McGuffin@vita.virginia.gov)>  
Date: 2015/09/29 8:32 AM (GMT-05:00)  
To: Ronald Wimer <[hcsowimer@htcnet.org](mailto:hcsowimer@htcnet.org)>  
Subject: RE: Highland County Recorder Grant

Hi Ronald,

I have received your grant application. Do you have a letter from the manufacturer that states the recorder is non vendor supported? If so, please provide that to me.

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](mailto: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.

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**From:** Ronald Wimer [<mailto:hcsowimer@htcnet.org>]  
**Sent:** Monday, September 28, 2015 11:29 PM  
**To:** McGuffin, Stefanie (VITA)  
**Subject:** Highland County Recorder Grant

Stefanie,

Hope it works.

Thanks

***Ronald Wimer***

Highland County Sheriff's Office

145 West Main Street

P. O. Box 485

Monterey, Virginia 24465

(540) 468-2210 / Fax (540) 468-3040

Email: [hcsowimer@htcnet.org](mailto:hcsowimer@htcnet.org)

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