



FY17

**PSAP GRANT PROGRAM
PSAP EDUCATION PROGRAM
APPLICATION**



VIRGINIA INFORMATION
TECHNOLOGIES AGENCY
Integrated Services Division



FY17 PSAP GRANT PROGRAM PSAP EDUCATION PROGRAM APPLICATION

HOW TO APPLY/DEADLINE

The PSAP Education Program grant application is available and accessible from VITA's ISP 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 PSAP Education Program grant application. Application made on the FY17 PSAP Grant Application form (Shared Services and Individual PSAP Program projects) will not be accepted. 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 SECTIONS MUST BE COMPLETED IN ITS ENTIRETY OR THE APPLICATION WILL BE CONSIDERED INCOMPLETE AND NOT ACCEPTED FOR CONSIDERATION.



FY17 PSAP GRANT APPLICATION

PSAP EDUCATION PROGRAM

GRANT REQUESTS ONLY

GRANT APPLICANT PROFILE/PROJECT CONTACT

INDIVIDUAL PEP GRANT

MULTI-JURISDICTIONAL PEP GRANT

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: 22554

CONTACT EMAIL: cadams@staffordcountyva.gov

CONTACT PHONE NUMBER: 5406584712

CONTACT MOBILE NUMBER: 5402957814

CONTACT FAX NUMBER: 5406584299

REGIONAL COORDINATOR: Brian Crumpler

FINANCIAL DATA

AMOUNT REQUESTED: \$ 39,000.00

(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 PEP application)

Stafford County

Fredericksburg

Alexandria / Spotsylvania

King George County

Loudoun County

Fairfax County

Orange County / Fauquier County

Arlington

Prince William County

Caroline County / Culpeper County



STATE PROFESSIONAL ORGANIZATION CONFERENCES

If the primary purpose of this PEP 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: [Click here to enter text](#)

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

Virginia APCO Fall Conference/Winter Conference

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

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 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, or is a regional PEP application, please complete the following. (NOTE: Additional pages may be submitted for multiple training opportunities other than the annual state professional organization conferences.)

EDUCATION/TRAINING TITLE/EVENT: See attached

DATES: To be determined between July 1, 2016 & June 30, 2017

LOCATION: To be determined

ESTIMATED NUMBER OF PERSONNEL ATTENDING: See attached

TOTAL ESTIMATED BUDGET OF TRAINING/EVENT: See attached

PER DIEM REQUESTED (allowable meals only): **\$1,000.00**

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.

The training to be provided is directly related to leadership, management and operational readiness for those who work in and support 9-1-1 functions within the participating localities. The information gathered and identified in the attached spreadsheet (training opportunities, informational flyers and class synopsis, etc.) provide tremendous options for the region to identify as priorities for training and to schedule them when and if the grant is approved. We have also found opportunities to provide online training which will allow us to expand this to more of the workforce in the localities than those that are strictly classroom based.

The attached spreadsheet identifies many courses and training opportunities under consideration by the region. It is too early to define specific training dates and opportunities may fluctuate when the region begins to schedule the training. As such, the spreadsheet identifies many opportunities from which the regional participants can choose from. This will allow for a full range of opportunities and choices.



All participating localities will contribute to the final selection of training to be held. Once the grant is approved, the following steps will take place within the localities participating:

TASK ITEM	PROJECTED DATE FOR COMPLETION
1. Localities will be notified of the grant award.	November, 2015
2. A final list of training opportunities will be forwarded to all locality participants.	December, 2015
3. The regional training committee and other agency participants will score and rank the training opportunities. This will be the basis to begin scheduling of courses.	January, 2016
4. The participating localities will be notified of the course/training selections.	January, 2016
5. Facilitator scheduling and contracts to be completed.	March, 2016
6. Regional training schedule to be published	April, 2016
7. Training / Educational opportunities presented	July 1, 2016 – June 30, 2017
8. Course evaluations	Completed at the end of each session; to be reviewed by the training committee during its regular meetings.

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.

Each class will have an evaluation performed of the participants. A sampling of the evaluation form is attached for your viewing. There is a regional training committee that will also evaluate each of the courses, after completion, and report on the effectiveness of the course based on their participation and/or the evaluations provided by the participants.





**CITY OF ALEXANDRIA
DEPARTMENT OF EMERGENCY COMMUNICATIONS**

September 29, 2015

Carol,

The City of Alexandria is interested in participating in the Regional Training Grant Initiative. Thank you for putting this together and completing the application. If you need anything from the City of Alexandria in regards to the completion of this process, please do not hesitate to ask.

Renee M. Gordon ENP, RPL
Director, Department of Emergency Communications
City of Alexandria, Virginia
Renee.gordon@alexandriava.gov



OFFICE OF EMERGENCY MANAGEMENT
Emergency Communications Center

1425 N. Courthouse Road, 7th Floor, Arlington, VA 22201
POLICE / FIRE / EMS 9-1-1 (VOICE AND TTY) NON EMERGENCY TEL 703-558-2222 FAX 703-228-3989

September 11, 2015

Director Carol Adams
Stafford County Sheriff's Office
Division of Emergency Communications
PO Box 189
Stafford, VA 22555

Dear Director Adams,

I am in receipt of your e-mail dated September 4, 2015 regarding the development of a regional training initiative with grant opportunities. I concur with your recommendation that this would provide a benefit to the Northern Virginia region and the participating jurisdictions. To that end, I am providing commitment from Arlington County to participate in this endeavor.

My staff will be researching Arlington County's preferred training requests. In the meantime, we are available to assist you in this project's development.

Sincerely,

A handwritten signature in cursive script, appearing to read "Bill Kang".

Bill Kang
ECC Administrator

Office of the Sheriff

Sheriff A. A. "Tony" Lippa, Jr.

CAROLINE COUNTY SHERIFF'S OFFICE

Phone (804)-633-1120 (Day) or (804) 633-5400 (Evening) Fax (804) 633-8018

To Whom It May Concern:

The Caroline County Sheriff's Office Communications center would like to join with Stafford County in the training grant.

Thank you,

Lisa Harvey

Lisa Harvey
Dispatch Manager
Caroline County Sheriff's Office
P O Box 39
Bowling Green, VA 22427
804-633-5400-Phone
804-633-0415-Fax
lh Harvey@co.caroline.va.us



County of Culpeper
Public Safety Communication Center
14022 Public Safety Ct.
Culpeper, Virginia 22701

William Martin
Main (540) 727-7900
Direct: (540) 727-8800
Fax: (540) 727-9554
Email: wmartin@culpepercounty.gov

September 30, 2015

Carol W. Adams, RPL
Stafford County Sheriff's Office
Director, Division of Emergency Communications
1225 Courthouse Rd,
Stafford, Virginia 22554

Dear Director Adams,

The Culpeper County Public Safety Communications Center would like to participate in the VITA FY17 Virginia E-911 Services Board PSAP Grant Program for the Multi-Jurisdictional project for PSAP Education.

I feel this is a wonderful opportunity for the PSAP Community to participate in this initiative offering group education and training opportunities.

If you have any questions please don't hesitate to contact me.

Sincerely,



William E. Martin, Jr., E-911 Director

From: Korman, John T. <John.Korman@fairfaxcounty.gov>
Sent: Tuesday, September 29, 2015 12:04 PM
To: Carol Adams
Subject: VITA M-J Grant

Hi Carol—

Fairfax County is committed to VITA's Multi-Jurisdictional grant hosted by Stafford County, VA.

John Korman, ENP
Communications Operations Supervisor
Training and Career Development Section
Department of Public Safety Communications
Fairfax County, Virginia
(o) 571-350-1765
(c) 571-379-9006
E: john.korman@fairfaxcounty.gov
WWW: www.fairfaxcounty.gov/911

From: Meadows, Micah <Micah.Meadows@fauquiercounty.gov>
Sent: Monday, September 28, 2015 3:24 PM
To: Carol Adams
Subject: RE: Regional Training Grant initiative

Carol,

Please accept this e-mail as indication that Fauquier would like to participate in this training Grant with Stafford Co. If you need anything further please let me know.

Thank you,
Micah

Micah A. Meadows, ENP
Captain
Fauquier County Sheriff's Office
540-422-8641 – Office
540-272-3784 – Cell

From: Carol Adams [mailto:CAAdams@staffordcountyva.gov]
Sent: Monday, September 28, 2015 3:14 PM
To: 'Korman, John T.' <John.Korman@fairfaxcounty.gov>; Christopher Conley <CConley@staffordcountyva.gov>; 'W9773@pd.fredericksburgva.gov' <W9773@pd.fredericksburgva.gov>; 'ntidey@orangecountyva.gov' <ntidey@orangecountyva.gov>; 'Renee.gordon@alexandriava.gov' <Renee.gordon@alexandriava.gov>; 'Wkang@arlingtonva.us' <Wkang@arlingtonva.us>; 'wbushrod@co.kinggeorge.state.va.us' <wbushrod@co.kinggeorge.state.va.us>; 'msurdam@pwcgov.org' <msurdam@pwcgov.org>; Meadows, Micah <Micah.Meadows@fauquiercounty.gov>; 'Bskebo@spotsylvania.va.us' <Bskebo@spotsylvania.va.us>; 'Patricia.Turner@loudoun.gov' <Patricia.Turner@loudoun.gov>; 'lharvey@co.caroline.va.us' <lharvey@co.caroline.va.us>
Subject: RE: Regional Training Grant initiative
Importance: High

Folks,

Special attention: Alexandria, Prince William, Fauquier, Spotsylvania, Loudoun

Attached is the updated list of potential training opportunities. I will post the final draft tomorrow along with the grant documentation. We will not have to decide now on which training opportunities, so no worries there. We just must demonstrate that we will use the monies for training as well as demonstrate the types of training to be conducted. I have received information on an online opportunity that I will be updating and forwarding tomorrow morning.

Please note, I do not have documentation from the following agencies indicating they want to participate. There are no monies required of your jurisdiction, just a letter stating your jurisdiction will want to participate in the regional grant. This will provide another addition to the greater funding of \$3,000 each jurisdiction to the overall initiative.

I have not heard from the following (an e-mail or letter indicating the agency's desire to participate is needed):
Alexandria

Prince William
Fauquier
Spotsylvania
Loudoun

Thanks.

Carol W. Adams, RPL
Stafford County Sheriff's Office
Director, Division of Emergency Communications
Office: 540-658-4712
Mobile: 540-295-7814
Fax: 540-658-4299
E-mail: cadams@staffordcountyva.gov

From: Korman, John T. [mailto:John.Korman@fairfaxcounty.gov]
Sent: Tuesday, September 22, 2015 3:07 PM
To: Carol Adams; Christopher Conley; 'W9773@pd.fredericksburgva.gov'; 'ntidey@orangecountyva.gov'; 'Renee.gordon@alexandriava.gov'; 'Wkang@arlingtonva.us'; 'wbushrod@co.kinggeorge.state.va.us'; 'msurdam@pwcgov.org'; 'Micah.Meadows@fauquiercounty.gov'; 'Bskebo@spotsylvania.va.us'; 'Patricia.Turner@loudoun.gov'
Subject: RE: Regional Training Grant initiative

Hello All—

Training topics are added in Tab 2 (items 14-18).

Tab 5 has supporting documentation

- * #14 Is a sample course registration of this course offering in October. Course description and fee is included.
- * #15 Maureen Will has no official course description just her talking about her PSAP managing the Sandy Hook ES active shooter incident
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- * #17 Gordon Graham focuses on Risk Management – screenshot is a partial list of courses and lengths; each agency could select a course to make it really worthwhile for all of us
- * #18 Communications Training Officer course description

John Korman, ENP
Communications Operations Supervisor
Training and Career Development Section
Department of Public Safety Communications
Fairfax County, Virginia
(o) 571-350-1765
(c) 571-379-9006
E: john.korman@fairfaxcounty.gov
WWW: www.fairfaxcounty.gov/911

From: Carol Adams [mailto:CAAdams@staffordcountyva.gov]
Sent: Tuesday, September 22, 2015 1:17 PM
To: Christopher Conley; Korman, John T.; 'W9773@pd.fredericksburgva.gov'; 'ntidey@orangecountyva.gov'; 'Renee.gordon@alexandriava.gov'; 'Wkang@arlingtonva.us';

'wbushrod@co.kinggeorge.state.va.us'; 'msurdam@pwcgov.org'; 'Micah.Meadows@fauquiercounty.gov';
'Bskebo@spotsylvania.va.us'; 'Patricia.Turner@loudoun.gov'
Subject: Regional Training Grant initiative

Folks,

I have attached an excel spreadsheet with the information gathered so far:

Tab 1: Identifies participating agencies to date (we may have a couple more join or drop off – pending some final approvals). I have, however, listed all those agencies who have expressed an interest in participating);

Tab 2: Proposed training topics – NOTE: I do not have input from everyone, so everyone should feel free to add to the list;

Tabs 3-6: Proposed training descriptors and additional information (relates to #'d topics in tab 2

I expect that some of you will add training topics that you have thought about and/or considered – PLEASE ADD. If the training opportunities exceed the amount of funding available from the totality of the grant submitted, we'll work as a group to identify those we will proceed with. Please keep in mind that online courses can be considered. Travel can be accommodated within the grant – follow the 50 mile rule. Travel takes \$\$ away from the grant.

I would anticipate it being a good idea to show a number of classes as examples to VITA and not settle on a fixed schedule or commitment, but to be flexible should classes not become available, we will have some fill-ins for the scheduling.

As always, if you need to share this anyone in your agency, please forward as you see fit.

Carol W. Adams, RPL
Stafford County Sheriff's Office
Director, Division of Emergency Communications
Office: 540-658-4712
Mobile: 540-295-7814
Fax: 540-658-4299
E-mail: cadams@staffordcountyva.gov

David W. Nye
Chief of Police



City of Fredericksburg
Police Department
2200 Cowan Boulevard
Fredericksburg, VA 22401
Telephone: 540-373-3122
Fax: 540-372-1108

September 9, 2015

Dear Sir or Madam:

Stafford County has submitted a regional training grant request to facilitate a broader initiative for the surrounding areas. Understanding the importance of this effort, and, further, the critical importance that it support an entire region, the below signed jurisdiction is in support of and anticipates participating in this regional effort.

Your consideration in reviewing the grant request on behalf of the entire Fredericksburg region is appreciated.

Sincerely,

A handwritten signature in blue ink, which appears to read 'Melissa Wood'.

Melissa Wood
Communications Manager

King George Sheriff's Office



Steve F. Dempsey,
Sheriff

10445 Government Center Blvd.
King George, Virginia 22485

Office: 540-775-2049

Fax: 540-775-4874

September 11, 2015

Dear Ms. Adams,

This letter serves as notice that the King George Sheriff's Office will participate in a regional training initiative through the 9-1-1 Service Board along with the Stafford Sheriff's Office and other jurisdictions.

Sincerely,

A handwritten signature in black ink, appearing to read "L. Wayne Bushrod".

L. Wayne Bushrod
Communications Director



A State Accredited Law Enforcement Agency

From: Turner, Patricia <Patricia.Turner@loudoun.gov>
Sent: Monday, September 28, 2015 3:16 PM
To: Carol Adams
Subject: RE: Regional Training Grant initiative

Carol,

Loudoun County will be a participating agency in the grant submission.

Patty
Patricia L. Turner, CCM, RPL
Emergency Communications Center Manager
Loudoun County Fire, Rescue & Emergency Management
16600 Courage Court
MSC# 61B
Leesburg, Virginia 20175
703.737.8246 (office)
571.233.3532 (cellular)
patricia.turner@loudoun.gov

Teamwork * Integrity * Professionalism * Service

From: Carol Adams [mailto:CAAdams@staffordcountyva.gov]
Sent: Monday, September 28, 2015 3:14 PM
To: 'Korman, John T.'; Christopher Conley; 'W9773@pd.fredericksburgva.gov';
'ntidey@orangecountyva.gov'; 'Renee.gordon@alexandriava.gov'; 'Wkang@arlingtonva.us';
'wbushrod@co.kinggeorge.state.va.us'; 'msurdam@pwcgov.org'; 'Micah.Meadows@fauquiercounty.gov';
'Bskebo@spotsylvania.va.us'; Turner, Patricia; 'lharvey@co.caroline.va.us'
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Special attention: Alexandria, Prince William, Fauquier, Spotsylvania, Loudoun

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Fauquier
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Thanks.

Carol W. Adams, RPL
Stafford County Sheriff's Office
Director, Division of Emergency Communications
Office: 540-658-4712
Mobile: 540-295-7814
Fax: 540-658-4299
E-mail: cadams@staffordcountyva.gov

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Communications Operations Supervisor
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E: john.korman@fairfaxcounty.gov
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As always, if you need to share this anyone in your agency, please forward as you see fit.

Carol W. Adams, RPL
Stafford County Sheriff's Office
Director, Division of Emergency Communications
Office: 540-658-4712
Mobile: 540-295-7814
Fax: 540-658-4299
E-mail: cadams@staffordcountyva.gov

ORANGE COUNTY, VIRGINIA
OFFICE OF THE COUNTY ADMINISTRATOR

R. BRYAN DAVID
COUNTY ADMINISTRATOR

bdavid@orangecountyva.gov
PHONE: (540) 672-3313
FAX: (540) 672-1679



MAILING ADDRESS:
P. O. Box 111
ORANGE, VA 22960

PHYSICAL ADDRESS:
112 WEST MAIN STREET
ORANGE, VA 22960

September 15, 2015

Carol Adams, RPL, Director
Stafford County Sheriff's Office
Division of Emergency Communications
P. O. Box 189
Stafford, Virginia 22555

RE: Support for Regional Training Grant Opportunity

Dear Ms. Adams:

Please accept this letter as Orange County's support of a grant application through the 911 Services Board for regional training opportunities.

Orange County is committed to providing training opportunities for all of our employees, especially those in life safety positions, such as our communications officers. In times of scarce resources and competing demands, it is often difficult for localities to provide adequate funding to new training and educational options. This regional training grant would give the County an opportunity to provide quality training opportunities to our dedicated staff in the E-911 Center.

If awarded, we understand that this grant funding must be used exclusively for training programs by the participating localities. Orange County supports this award condition as may be directed from the 911 Services Board. The County is fully committed to joining in this grant process with Stafford County and other participating localities.

Thank you for the opportunity to participate in such an exciting and opportune grant project.

Should you have any questions or need additional information, please feel free to contact me at (540) 672-3313.

Sincerely,

R. Bryan David
County Administrator

cc: Nicola Tidey, E-911 Center Director

From: Ragan, Sheila L. <sragan@pwcgov.org>
Sent: Tuesday, September 29, 2015 10:55 AM
To: Carol Adams
Subject: Regional training initiative

Please consider this email as our commitment to participate in the regional training initiative through the 911 services grant program.
Let me know if you need anything further from us.

Sheila Ragan
Operations Manager
Public Safety Communications
3 County Complex Ct
Woodbridge, VA 22191
Office # 703-792-5655
Wk Cell # 571-274-3606

From: Becky Skebo <BSkebo@spotsylvania.va.us>
Sent: Wednesday, September 30, 2015 8:39 AM
To: Carol Adams
Subject: Multi-Jurisdictional PEP Grant

Please consider this email as our commitment to participate in the regional training initiative through the 911 services grant program. I do believe that this will be an excellent opportunity for surrounding localities to participate in training that is directly related to our daily 911 job duties and functions.

Please let me know if you need anything further from us.

Becky J. Skebo
Communications Manager
Spotsylvania County Sheriff's Office
Emergency Communications
(540) 507-7178

This e-mail message, including any attachments, is for the sole use of the intended recipients and may contain information that is confidential, legally privileged, and/or exempt from disclosure under applicable law. If you are not the intended recipient or receive this message in error, please contact the sender by reply e-mail and by phone and destroy all copies of the original message. Any unauthorized review, use, reproduction, disclosure or distribution is strictly prohibited.