



PSAP GRANT PROGRAM GRANT EXTENSION REQUEST FORM

PSAP Name (or Host PSAP): Highland County PSAP		GRANT ID: 062
Project Name: Call Recorder Replacement		Fiscal Year Awarded: FY17
Original Amount Awarded: \$56,018.00	Amount Requested to Date: \$ 0.00	
Grant Extension Time Frame Needed (up to 12 months): 4 Months		
EXTENSION REQUEST JUSTIFICATION - Please describe the specific outstanding issues affecting the completion or implementation of the project. <p>With a change in administration and a reorganization of the office structure the call recorder project has been delayed. Our office is a very small office and staff is required to be responsible for multiple duties and projects. Like other agencies we have also experienced a larger turnover in employees than normal. This has caused us to devote a large amount of resources to hiring and train of personal. An evaluation of office needs/operations required some projects to be prioritized as critical. We have not totally forgotten about the call recorder project. We have contacted vendors, they have demoed their packages, we have evaluated the software capabilities, and have narrowed it to two vendors. We have continued to maintain contact with those vendors on a monthly to bi-monthly basis to stay updated.</p> <p>I am confident we are now at a point we can put this project back on track and complete it within the requested timeframe. I thank you for your consideration and apologize in advance for any inconvenience this may have caused.</p>		

NOTE: Grant extension requests must be submitted by January 31st of each grant year. If the date of completion extends beyond six months, the PSAP will need to make a formal presentation to the Grant Committee for consideration. All grant extension requests need to be sent to the psapgrants@vita.virginia.gov mailbox for consideration.

**IMPLEMENTATION PLAN STATUS
SHARED SERVICES & INDIVIDUAL PSAP APPLICATIONS**

For each applicable phase of the project, please provide reason(s) for slippage, and any other relevant information to support the extension request, in the comments section.

PROJECT PHASE	PLANNED COMPLETION DATE	ANTICIPATED COMPLETION DATE
<input type="checkbox"/> INITIATION – 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. COMMENTS:	07/15/16	07/20/16
<input type="checkbox"/> DESIGN/PLANNING - Requirements are documented, components to be purchased are identified, and general design is documented. COMMENTS:	08/15/16	09/21/17
<input type="checkbox"/> ACQUISITION - RFP (or other bid related processes) are drafted, proposals are evaluated, contract is signed, purchase orders are issued, and quotes are obtained. COMMENTS:	09/01/16	05/14/18

<input type="checkbox"/> IMPLEMENTATION - Purchased components are delivered and installed and training is performed. COMMENTS:	09/15/16	08/13/18
<input type="checkbox"/> TESTING/COMPLETION - Performance of system/solution is validated and system/solution goes "live" COMMENTS:	10/10/16	09/10/18
<input type="checkbox"/> PROJECT/GRANT CLOSED - Project or grant has been closed by submittal of all invoices or other payment documentation supporting the amount drawn down AND a Grant Closure Report has been submitted. COMMENTS:	10/31/16	10/10/18
SUBMITTED BY:		
Name/Signature: Ronald Wimer	Title:	
Contact #: 540-468-2210	Date: 03/15/2018	