

FY12

# PSAP GRANT PROGRAM APPLICATION



VIRGINIA INFORMATION  
TECHNOLOGIES AGENCY  
Integrated Services Division  
FY12



## FY12 PSAP GRANT PROGRAM APPLICATION

### HOW TO APPLY/DEADLINE

The grant application will be available and accessible from VITA's Integrated Services Program's website (<http://www.vita.virginia.gov/isp/>). Upon completion of the application, it is to be submitted to the PSAP Grant Manager, Lisa Nicholson, at [lisa.nicholson@vita.virginia.gov](mailto:lisa.nicholson@vita.virginia.gov). Any supporting documentation must also be submitted along with the application.

After submission, the PSAP Grant Manager will assign a Grant ID and send an e-mail notification to the project contact e-mail address listed on the application received.

All funding requests must be submitted using the grant application. In addition to the grant application reference manual, technical assistance is available from VITA's Public Safety Communications (PSC) staff throughout the grant process. The FY12 PSAP Grant Application Cycle deadline is December 22, 2010 at 11:59 pm.



## FY12 PSAP GRANT APPLICATION

### PROJECT TITLE

Click here to enter text

### GRANT APPLICANT PROFILE/PROJECT CONTACT

PSAP/HOST PSAP NAME: Winchester Emergency Communications

CONTACT TITLE: Director of Emergency Communications

CONTACT FIRST NAME: Erin

CONTACT LAST NAME: Elrod

ADDRESS 1: 231 E Piccadilly St.

ADDRESS 2: Click here to enter text

CITY: Winchester

ZIP CODE: 22601

CONTACT EMAIL: eelrod@ci.winchester.va.us

CONTACT PHONE NUMBER: 540-545-4715

CONTACT MOBILE NUMBER: 540-336-6454

CONTACT FAX NUMBER: 540-542-1312

REGIONAL COORDINATOR: Stefanie McGuffin

### HOST PSAP AND PARTICIPATING PSAPS/LOCALITIES

<b>Winchester Emergency Communications</b>	

### GRANT TYPE

Individual PSAP

Regional Initiative

Consolidation

Secondary Consolidation



### GRANT PROGRAM TYPE

- Wireless E-911 PSAP Education Program
- Continuity and Consolidation
- Enhancement

### TIER

- Out of Service
- Non-Vendor Supported
- Technically Outdated
- Strengthen
- Not Applicable

**PROJECT FOCUS** [Click to select a project focus from the drop down list](#)

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

### FINANCIAL DATA

Amount Requested: \$ 2000

Total Project Cost: \$ 2000

### 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. Additional items to discuss that referenced need should include: impact on operational services; consequences of not receiving funding; inclusion of project in a long-term or a strategic plan; and local sustainability:

Both the APCO/NENA/SIEC Fall Conference and the NENA/APCO Spring conference offer numerous classes to help further training. Unfortunately like most jurisdictions, the training budget has been cut making it harder to keep up with technology, trends, and changes. This grant will assist in helping fund training.



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

The ECC's modified training budget will be used to send dispatchers to classes that are local. The grant monies will give dispatchers the opportunity to attend conferences that they would otherwise not be able to attend to further their training. We will continue to request money from the Wireless E-911 PSAP Education Program if available.

## COMPREHENSIVE PROJECT DESCRIPTION

### **FOR WIRELESS E-911 PSAP EDUCATION PROGRAM GRANT REQUESTS:**

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 money will be used for the 2011 APCO/NENA/SIEC fall conference and the 2012 NENA/APCO spring conference. Not only will this further the employees' knowledge of current/future technology and issues but also the opportunity to network with peers which can help with problem solving.



**FOR CONTINUITY AND CONSOLIDATION OR ENHANCEMENT PROJECTS:**

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

[Click here to enter text](#)

**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 type="checkbox"/> <b>INITIATION</b> (Project approved by appropriate stakeholders)	XX / XX / XX
<input type="checkbox"/> <b>DESIGN/PLANNING</b> (Project, system, or solution requirements are developed)	XX / XX / XX
<input type="checkbox"/> <b>ACQUISITION</b> (Selected system or solution is procured)	XX / XX / XX
<input type="checkbox"/> <b>IMPLEMENTATION</b> (Selected system or solution is configured and installed)	XX / XX / XX
<input type="checkbox"/> <b>TESTING/COMPLETION</b> (Selected system or solution is tested and put in production)	XX / XX / XX



Identify the longevity or sustainability of the project.

[Click here to enter text](#)

Describe how this project supports the Virginia Statewide E-911 Strategic Comprehensive Plan.

[Click here to enter text](#)

**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.) Briefly explain the reason for each requested budget item and provide the basis for its cost:

This grant funding will be used in 2 increments under the guidelines. \$1000.00 for the 2011 Fall APCO/NENA/SIEC Conference and \$1000.00 for the 2012 Spring NENA/APCO Conference.



## EVALUATION

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

The evaluation of the training will be by the individuals attending the training and how they bring it back to the agency and co-workers. They are required to fill out an agency evaluation form for the classes as well as write an article about one of the classes they attended for the monthly newsletter. Knowledge is a powerful tool and that knowledge needs to be shared throughout the agency for all to benefit.



## 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"