# 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. 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

Fairfax County PSAP Education Program

## GRANT APPLICANT PROFILE/PROJECT CONTACT

PSAP/HOST PSAP NAME: Fairfax County Department of Public Safety Communications
CONTACT TITLE: Director
CONTACT FIRST NAME: Steve
CONTACT LAST NAME: Souder
ADDRESS 1: 4890 Alliance Dr
ADDRESS 2: Suite 2401
CITY: Fairfax
ZIP CODE: 22030-6661
CONTACT EMAIL: Steve.Souder@Fairfaxcounty.gov
CONTACT PHONE NUMBER: 571-350-1701
CONTACT MOBILE NUMBER: 571-641-7028
CONTACT FAX NUMBER: 703-631-2789
REGIONAL COORDINATOR: Chris Hardesty

## HOST PSAP AND PARTICIPATING PSAPS/LOCALITIES

| | |
|---|---|
| | |
| | |
| | |
| | |

## GRANT TYPE

- [x] 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☐ Technically Outdated ☐ Strengthen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 Other

**If "Other" selected, please specify:** **E-911 Statewide Education or Conference**

## FINANCIAL DATA

Amount Requested: $ **2,000**
Total Project Cost: $ **2,000**

## STATEMENT OF NEED

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| 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:<br><br>This grant award will support vitally needed training provided at the APCO/NENA Fall and Spring conferences. Without the award, the PSAP will not be able to provide this valuable training. |
| Describe how the grant will be maintained and supported in the future, if applicable.<br><br>Click here to enter text |

## 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 APCO/NENA conferences provide a broad and contemporary agenda on all facets of 9-1-1 PSAP and public safety communications. This allows for attendees to be aware of the dynamic changes taking place in the 9-1-1 profession and industry including Next Generation 9-1-1 as well as other relevant subjects. Personnel attending representing this agency are obligated to share with their co-workers that could not attend this information in various formats and venues.

## 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 |
|---|---|
| ☐ **INITIATION**<br>(Project approved by appropriate stakeholders) | **XX / XX / XX** |
| ☐ **DESIGN/PLANNING**<br>(Project, system, or solution requirements are developed) | **XX / XX / XX** |
| ☐ **ACQUISITION**<br>(Selected system or solution is procured) | **XX / XX / XX** |
| ☐ **IMPLEMENTATION**<br>(Selected system or solution is configured and installed) | **XX / XX / XX** |
| ☐ **TESTING/COMPLETION**<br>(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:<br><br>Click here to enter text |
| How does the initiative impacts the operational or strategic plans of the participating agencies:<br><br>Click here to enter text |

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

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|---|
| How would a consolidation take place and provide improved service:<br><br>Click here to enter text |

| |
|---|
| How should it be organized and staffed:<br><br>Click here to enter text |
| What services should it perform:<br><br>Click here to enter text |
| How should policies be made and changed:<br><br>Click here to enter text |
| How should it be funded:<br><br>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:

$1,000 to the Fall Virginia APCO / NENA Conference
$1,000 to the Spring Virginia NENA / APCO Conference

## EVALUATION

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

Attendees will present a summary of the conference presentations attended to non-attendees. Historically attendees to these conferences have rated them superior in assisting them become more knowledgeable and proficient in their roles and the state-of-the-art of 9-1-1/public safety communications.

# FINANCIAL AND PROGRAMMATIC REPORT

## PROJECT PHASES

## SAMPLE ACTIVITIES

| PHASE | SAMPLE ACTIVITIES |
|---|---|
| **INITIATION**<br>(Project approved by appropriate stakeholders) | • Project concept is documented<br>• Local Board or governing authority approval or endorsement is received<br>• PSAP grant application is filed<br>• Local budgets are obtained<br>• Appropriated grant funds are approved<br>• Budgetary estimates are obtained |
| **DESIGN/PLANNING**<br>(Project, system, or solution requirements are developed) | • Requirements are documented<br>• Components to be purchased are identified<br>• General design is documented |
| **ACQUISITION**<br>(Selected system or solution is procured) | • RFP (or other bid related processes) are drafted<br>• Proposals are evaluated<br>• Contract is signed<br>• Purchase orders are issued<br>• Quotes are obtained/grant funds draw down |
| **IMPLEMENTATION**<br>(Selected system or solution is configured and installed) | • Purchased components are delivered and installed<br>• Training is performed |
| **TESTING/COMPLETION**<br>(Selected system or solution is tested and put in production) | • Performance of system/solution is validated<br>• System/solution goes “live” |