

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: Hanover County Emergency Communications

CONTACT TITLE: Support Division Manager

CONTACT FIRST NAME: Rodney

CONTACT LAST NAME: Gentry

ADDRESS 1: 7501 Library Drive

ADDRESS 2: Click here to enter text

CITY: Hanover

ZIP CODE: 23069

CONTACT EMAIL: rlgentry@co.hanover.va.us

CONTACT PHONE NUMBER: 804-365-6162

CONTACT MOBILE NUMBER: 804-627-2607

CONTACT FAX NUMBER: 804-365-6300

REGIONAL COORDINATOR: Sam Keys

### HOST PSAP AND PARTICIPATING PSAPS/LOCALITIES

_____	_____
_____	_____
_____	_____
_____	_____

### GRANT TYPE

Individual PSAP

Consolidation

Regional Initiative

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- Technically Outdated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:** 911 Specific Training

**FINANCIAL DATA**

Amount Requested: \$ 2,000

Total Project Cost: \$ 2,000

**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:

Hanover County Emergency Communications is requesting \$2,000 for 911 specific training. This is intended to be used for 911 specific training or attending 911 State Conferences for personnel. The intent of this request is for covering the costs for registration and hotel lodging only for attendees.



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

N/A

**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.

It is Hanover County's desire to utilize the \$2,000 Wireless E911 PSAP Education Program Grant monies to foster 911 Education. This is expected to be done by sending 3 of our Dispatch and/or Supervisory staff members to the 2 different APCO/NENA State Conferences.

Hanover will be sending 3 staff members to the Fall 2011 Virginia APCO/NENA/Interoperability Conference in Roanoke. The monies will cover lodging and registration for this Conference. Hanover anticipates using \$1,000 to cover these expenses for this conference.

Hanover will be sending 3 or 4 staff members to the Spring 2012 Virginia NENA/APCO Conference in Virginia Beach. These monies will again, go toward the costs for lodging and registration of attendees. Hanover anticipates using \$1,000 of the remaining \$2,000 for this Conference.

**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.

N/A



**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.

N/A



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

Allows for continued 911 Training for PSAP staff members.

**REGIONAL INITIATIVE (if applicable)**

The relationship of the initiative to the participating PSAPs:

N/A

Intended collaborative efforts:

N/A



Resource sharing:

N/A

How does the initiative impacts the operational or strategic plans of the participating agencies:

N/A

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

How would a consolidation take place and provide improved service:

N/A



How should it be organized and staffed:

N/A

What services should it perform:

N/A

How should policies be made and changed:

N/A

How should it be funded:

N/A



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

N/A

### **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:

N/A

### **EVALUATION**



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

Once attending 911 Training and/or 911 State Conferences – we discuss and meet to review notes, concepts, and ideas. Attending these training sessions also allows us to work with our Region as well, positioning Hanover County alongside with our Regional partners.



## 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"