



FY12

# PSAP GRANT PROGRAM APPLICATION



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## **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

**Martinsville-Henry County 911 Center – EMD 20% Match Funding Request**

## GRANT APPLICANT PROFILE/PROJECT CONTACT

PSAP/HOST PSAP NAME: **Martinsville-Henry County 911**  
 CONTACT TITLE: **Operations Supervisor**  
 CONTACT FIRST NAME: **JR**  
 CONTACT LAST NAME: **Powell**  
 ADDRESS 1: **P.O. Box 7**  
 ADDRESS 2: **3300 Kings Mountain Rd.**  
 CITY: **Collinsville, VA**  
 ZIP CODE: **24078**  
 CONTACT EMAIL: **vpowelljr@yahoo.com**  
 CONTACT PHONE NUMBER: **(276) 632-7677**  
 CONTACT MOBILE NUMBER: **(276) 732-9543**  
 CONTACT FAX NUMBER: **(276) 638-1394**  
 REGIONAL COORDINATOR: **Donna Brown**

## HOST PSAP AND PARTICIPATING PSAPS/LOCALITIES

|   |                             |
|---|-----------------------------|
| <b>Martinsville-Henry County 911 Center</b> | <b>City of Martinsville</b> |
| _____                                       | _____                       |
| _____                                       | <b>County of Henry</b>      |
| _____                                       | _____                       |
| _____                                       | _____                       |



**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
- Technically Outdated
- Not Applicable
- Non-Vendor Supported
- Strengthen

**PROJECT FOCUS**                    **“EMD” (Requesting match funding from VAOEMS Grant)**

**FINANCIAL DATA**

Amount Requested: \$ 24,145  
Total Project Cost: \$ 104,755



## 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:

The Martinsville-Henry County 911 Center has been working toward implementing Emergency Medical Dispatch (EMD) for over 10 years. EMD has been on the Henry County Capitol Improvement Project (CIP) list each year. However, due to the current economic situation, both in Henry County and the City of Martinsville, there is no local funding for this project.

The Martinsville-Henry County 911 Center submitted a grant request through the Virginia Office of EMS in September 2010 for EMD. As of December 2010, we received unofficial notification that our grant request will be partially funded. Unofficial notification explained the VA Office of EMS will fund 80% of the EMD Software, and 80% of the EMD Training, as submitted. In order to complete the EMD project, our PSAP needs \$30,182 to make up for the remaining 20% from the VA Office of EMS grant, and overtime for training. Per PSAP Grant guidelines related to enhancement projects, we are requesting 80% of the \$30,182, which equals \$24,145. Without the remaining funds, our PSAP will not be able to implement EMD and will have to turn down the 80% already approved unofficially from VAOEMS.

Henry County and the City of Martinsville are not immune to the downturn in the economy and budget shortfalls, affecting the Commonwealth of Virginia and the nation as a whole. In addition, our localities suffer from staggering unemployment rates. According to the Bureau of Labor Statistics, the City of Martinsville is the highest ranked city in the Commonwealth for unemployment, with rates of 20.5% in 2009 and 20.2% in 2010. Henry County is the highest ranked county in the Commonwealth, with rates of 14.8% in 2009 and 13.9% in 2010.

The PSAP Grant Program has provided 100% funding for EMD projects in the past. Our hope is the program will fund the remaining \$24,145, which is 80% of the funds needed to complete the EMD project at the Martinsville-Henry County 911 Center.



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

The Martinsville-Henry County 911 Center will be responsible for maintaining the EMD program for future years. The application will be supported and monitored internally and personnel will be assigned to the quality assurance portion of the system. We will utilize the Henry County Information Services Department to assist in maintenance and technical assistance on the system as well.

### 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.

N/A



## 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.

The localities represented in this grant application, Henry County and the City of Martinsville, currently do not possess the capacity to provide uniform medical instructions to callers requesting a medical response. Attempting to secure funds for EMD, our PSAP submitted a grant request through the Virginia Office of EMS and received unofficial notification that 80% of our grant request will be funded. Unfortunately, with the current economy in Martinsville and Henry County, the localities can not fund the remaining \$30,182. Our goal is to secure 80% of the remaining \$30,182 from the PSAP Grant Program in order to implement EMD at or PSAP.

Through implementation of an Emergency Medical Dispatch (EMD) program, we will develop an efficient and industry recognized system of providing this vital health service, consistent with AHA guidelines, regarding early access to 911 and CPR. Through appropriate training and the use of an automated computer-based system of protocols, our dispatchers will have the tools necessary, to provide standardized pre-arrival instructions to citizen callers, facing life threatening medical situations. Full funding for this item will enable the Martinsville-Henry County 911 Center to purchase Emergency Medical Dispatch Software for nine dispatch positions, quality improvement/case review software, manual dispatch card sets, quality assurance guides, field responder guides, server software and industry-standard software maintenance and support.

The Martinsville-Henry County 911 Center currently employs twenty-three emergency dispatch personnel. Each new telecommunicator is trained and certified through the Virginia Department of Criminal Justice Services as a dispatcher. In addition, each new telecommunicator is trained and nationally certified through the National Academies of Emergency Dispatch, at the Emergency Telecommunicator (ETC) Level. To implement EMD, all dispatch personnel will require training and certification as Emergency Medical Dispatchers. Furthermore, those supervisory personnel identified by the 911 Center, to oversee the quality assurance and quality improvement functions of the program, will require additional training - beyond that of the Emergency Medical Dispatcher. Funding for this item, will enable the 911 Center to pay for costs associated with basic EMD training, quality assurance and improvement training, and software training. This funding will also provide for costs associated with the installation of the Emergency Medical Dispatch solution.



**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><br>(Project approved by appropriate stakeholders)                        | <b>09 / 01 / 10</b>       |
| <input type="checkbox"/> <b>DESIGN/PLANNING</b><br>(Project, system, or solution requirements are developed)        | <b>09 / 01 / 10</b>       |
| <input type="checkbox"/> <b>ACQUISITION</b><br>(Selected system or solution is procured)                            | <b>07 / 31 / 11</b>       |
| <input type="checkbox"/> <b>IMPLEMENTATION</b><br>(Selected system or solution is configured and installed)         | <b>12 / 01 / 11</b>       |
| <input type="checkbox"/> <b>TESTING/COMPLETION</b><br>(Selected system or solution is tested and put in production) | <b>02 / 28 / 12</b>       |

Identify the longevity or sustainability of the project.

The Martinsville-Henry County 911 Center receives full technical support from the Henry County Information Services (I.S.) Department in maintaining and supporting any and all computer hardware and software. The I.S. Department has, and will continue, to provide full support on such equipment that shall be purchased through this grant.



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

This project supports Virginia StateWide E-911 Comprehensive Plan by giving our PSAP the financial ability to implement an Emergency Medical Dispatching (EMD) system in the Commonwealth of Virginia. The EMD system will provide our telecommunicators with life saving protocols and instructions to assist citizens during emergency situations.

**REGIONAL INITIATIVE (if applicable)**

The relationship of the initiative to the participating PSAPs:

The Martinsville-Henry County 911 Center provides 911 services to both the City of Martinsville and the County of Henry. With the ability to implement EMD in our PSAP, we will have the ability to provide pre-arrival instructions to citizens from both localities.

Intended collaborative efforts:

The City of Martinsville and the County of Henry have worked together since 1988 in the consolidation of the Martinsville-Henry County 911 Center. Both localities provide support to the PSAP and will both benefit from the implementation of an EMD System in our PSAP.

Resource sharing:

The EMD System that will be implemented using these grant funds, will support both the City of Martinsville and the County of Henry in providing EMD instructions for telecommunicators that receive, process, and dispatch emergency calls for service for both localities.



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

EMD has been on the Henry County Capitol Improvement Project list for many years. With the ability to secure the 20% funding remaining from the VAOEMS Grant, both the City of Martinsville and County of Henry will have the ability to offer the citizens of both jurisdictions with EMD technology.

**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:

\$54,227 – Emergency Medical Dispatch (EMD) Software for 9 Positions  
+\$38,990 – Emergency Medical Dispatch (EMD) Training for 22 Employees  
\$93,217 – Total for EMD Software and Training

-\$74,573 – 80% From VOEMS Grant for EMD Software/Training  
 \$18,644 – Remaining unfunded from VOEMS Grant

+11,538 – Emergency Medical Dispatch (EMD) Training Overtime for 22 Employees  
 \$30,182 – Needed to complete and implement the EMD System

**-\$24,145 – 20% requested from PSAP Grant Program “Enhancement”**  
 \$ 6,037 – PSAP Responsibility



## EVALUATION

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

With the implementation of the EMD System, our PSAP will have the ability, through a quality assurance system, to measure the accuracy and success of each incident individually, or as a whole. This system will also be evaluated for achievement and success through the citizens of Martinsville and Henry County in which the system will provide life saving pre-arrival instructions.



## 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"