

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

Montgomery Regional GIS Data Sharing /Scheduled Automation Grant

## GRANT APPLICANT PROFILE/PROJECT CONTACT

PSAP/HOST PSAP NAME: Montgomery County

CONTACT TITLE: Chief Deputy

CONTACT FIRST NAME: Bill

CONTACT LAST NAME: Tolley

ADDRESS 1: 16 S. Franklin St.

ADDRESS 2: [Click here to enter text](#)

CITY: Christiansburg, VA

ZIP CODE: 24073

CONTACT EMAIL: [tolleywb@montgomerycountyva.gov](mailto:tolleywb@montgomerycountyva.gov)

CONTACT PHONE NUMBER: 540-382-6916

CONTACT MOBILE NUMBER: [Click here to enter text](#)

CONTACT FAX NUMBER: 540-381-6869

REGIONAL COORDINATOR: Donna Brown

## HOST PSAP AND PARTICIPATING PSAPS/LOCALITIES

Montgomery County

Town of Blacksburg

Town of Christiansburg

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- Technically Outdated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

**PROJECT FOCUS** GIS HIGH SUPPORT

If "Other" selected, please specify:

**FINANCIAL DATA**

Amount Requested: \$ 375,000

Total Project Cost: \$ 375,000

**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:

The Montgomery Regional PSAPs included in this grant request have identified a crucial need that will improve 911 emergency responses within and across jurisdictional boundaries. Due to mutual aid, regional responses and daily operations that require 911 dispatchers to dispatch emergency personnel across jurisdictional boundaries, it is critical to have a system in place to share current GIS data. This project will improve response times and continue to provide the level of service each citizen and visitor to our communities expect. Therefore, this project and grant request is submitted under the Continuity and Consolidation Program.

Every locality in the Commonwealth has faced many challenges preparing budgets and each partner in this regional project is no exception. Declines in local revenue, reductions in state funding and increases for employee benefits and other crucial services have made it difficult for any of the regional partners to add any capital expenditures to their proposed budgets. Administrators have worked diligently to be fiscally responsible and maintain the current high level of public safety services provided to the community. However, due to reductions in capital funding and certain operational expenditures, other funding sources such as the PSAP Grant Program are needed to offset the impact moving forward. This project would not be possible without grant funds.

Due to budget constraints, the regional partners have recognized the need for a business plan that will allow procurement and sustainability of this project for five years.



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

The regional partners have included multiple disciplines from each locality in their discussion and planning for a GIS data sharing project which includes Administrators, PSAP personnel, GIS Coordinators and IT Managers. This collaboration has ensured full support for this regional project and identified the roles and responsibilities of everyone involved. Montgomery County will act as fiscal agent and adhere to all PSAP Grant requirements.

A letter of intent will be included and a project team will be established to conduct regular calls and or meetings during each phase of the project.

**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.

Montgomery County, the Town of Blacksburg and the Town of Christiansburg desire to implement a regional GIS data sharing project that will allow each locality access to crucial data for emergency response. The goal of the project is to develop a repository that will streamline the process for updating GIS data between localities, 911 applications and the VBMP program for VGIN. This will foster accurate location information for wireless 911 callers and improve response times within the region. The project team will select a vendor that can design a system that will automate the extraction and integration of each localities GIS data into a common database for various benefits. This process will entail a scheduled or on-demand data transfer for daily or weekly updates as determined appropriate by the project team. The project will permit the participating PSAPs and localities to upgrade or procure the necessary hardware and software needed to perform replication and data sharing efficiently. This will include evaluating the current capabilities and determine the need for ArcGIS Servers or other ESRI Compatible software. A thorough review all current versions, licensing and mapping components will also be conducted to plan for appropriate upgrades.

The regional partners will collaborate among their PSAP, GIS and IT disciplines to implement a strategic plan that will ensure the success of this project. A qualified vendor and/or consultant will be selected through established local procurement requirements to assist with the evaluation, design and implementation. Current 911 application vendors such as CAD and mapping will be included to ensure proper configuration.



### 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 checked="" type="checkbox"/> <b>INITIATION</b><br>(Project approved by appropriate stakeholders)             | 12 / 20 / 10              |
| <input type="checkbox"/> <b>DESIGN/PLANNING</b><br>(Project, system, or solution requirements are developed)        | 05 / 01 / 11              |
| <input type="checkbox"/> <b>ACQUISITION</b><br>(Selected system or solution is procured)                            | 08 / 01 / 11              |
| <input type="checkbox"/> <b>IMPLEMENTATION</b><br>(Selected system or solution is configured and installed)         | 11 / 01 / 11              |
| <input type="checkbox"/> <b>TESTING/COMPLETION</b><br>(Selected system or solution is tested and put in production) | 02 / 01 / 12              |

Identify the longevity or sustainability of the project.

This project will establish a strategic plan to design and implement a regional GIS data sharing project that will become part of a strategic plan for participating PSAPs. The project will strengthen current procedures and offer more effective work processes that ultimately could save time and lives. The participants are committed to this project and will make plans to maintain it beyond the original procurement and pre-paid maintenance and support of 5 years.



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

This project supports the Virginia Statewide E-911 Strategic Comprehensive Plan by implementing a project that improves 911 response and location information for wireless 911 callers needing assistance.

### **REGIONAL INITIATIVE (if applicable)**

The relationship of the initiative to the participating PSAPs:

The regional GIS data sharing project is crucial for the participating PSAPs to continue to provide the same high level of service and response on all emergency requests. The three PSAPs collaborating on this regional project dispatch field units across jurisdictional boundaries on a routine basis due to emergency service zones, mutual aid and regional response. Police, Fire and Rescue units are often dispatched as a secondary or back-up response for emergency calls. Therefore, accurate and up to date GIS data is critical for their daily operations.

Intended collaborative efforts:

This project will include collaboration across jurisdictional boundaries, local government agencies and public safety disciplines as well as state agencies such as VGIN with VITA. This effort will demonstrate the multiple benefits for working collectively toward a common goal.



Resource sharing:

The project partners will share any available resources needed to successfully design and implement this regional project. This will include, but not be limited to knowledge, personnel, equipment and services.

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

This GIS data sharing project is a key component in the operational and strategic plan for each participating PSAP. In order to continue the level of service and response on emergency calls, it is imperative that 911 dispatchers have full access to accurate GIS data within and surrounding their borders. Daily operations and procedures require the need to dispatch responders across jurisdictional boundaries for assistance, secondary response or mutual aid.

**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:**

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:

The regional partners have received a budgetary estimate for a GIS data sharing and replication project. A separate spreadsheet will be attached to this application with the budgetary quote.

### **EVALUATION**



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

The regional partners will establish a project team that will evaluate each phase of the initiative. The project's success will be measured in several areas.

1. Identifying and selecting a qualified vendor to assist with the design and implementation.
2. Identify and bridge gaps in equipment or services.
3. Improved work processes accomplished with hardware and software upgrades or procurement.
4. Improved productivity and time management for PSAP, GIS and IT personnel for data sharing/transfer.
5. Effective call processing, dispatch and response from improved local and regional data.
6. Improved process for data sharing with state programs.
7. Thorough testing and implementation plan.
8. Training and documentation for all aspects of the project.
9. Final acceptance and cut-over.



## 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"