

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

Eastern Virginia Common Operational Platform

GRANT APPLICANT PROFILE/PROJECT CONTACT

PSAP/HOST PSAP NAME: New Kent County

CONTACT TITLE: Emergency Manager

CONTACT FIRST NAME: Tommy

CONTACT LAST NAME: Hicks

ADDRESS 1: PO Box 209

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

CITY: New Kent

ZIP CODE: 23124

CONTACT EMAIL: ethicks@co.newkent.state.va.us

CONTACT PHONE NUMBER: 804-966-9618

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

CONTACT FAX NUMBER: 804-966-2903

REGIONAL COORDINATOR: Sam Keys

HOST PSAP AND PARTICIPATING PSAPS/LOCALITIES

New Kent County

Charles City County

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 Technically Outdated Strengthen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 CAD

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

FINANCIAL DATA

Amount Requested: \$ 229,720

Total Project Cost: \$ 229,720

STATEMENT OF NEED

New Kent and Charles City counties are seeking this grant as an enhancement to their Computer Aided Dispatch data. The project will geo-enable our CAD feeds and share that data with the region and public safety agencies within the Commonwealth. This CAD enhancement project will improve the status of the communities it serves through education, communication, and public safety data sharing. New Kent and Charles City counties are seeking to create a PSAP grant-funded Eastern Virginia Common Operating Picture (EVCOP) to collaborate and seamlessly share data. The sharing of data and resources will enable the localities to streamline their processes and improve their responses to critical calls, and without this project they will not be able to enhance their operational procedures using this proven system.



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

New Kent and Charles City are both agreeable to supporting and maintaining this system in the future with County budget funding when necessary.

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.

[Click here to enter text](#)



FOR CONTINUITY AND CONSOLIDATION OR ENHANCEMENT PROJECTS:

Our participating PSAPs desire to implement a project that will streamline the process of sharing CAD data between PSAPs and other public safety agencies. Below please find the phases of the proposed project:

1. Evaluation of current CAD system in each locality. The selected vendor will analyze the CAD systems in place at the participating PSAPs, and design the connectivity, geo-enabling process, security, and role desired by that locality.
2. Local installations. Our selected vendor will install the necessary server hardware and software, as well as configuring the primary and secondary servers in preparation to host the common operating platform.
3. Develop CAD System Delivery. Using information gathered from phase 1 of the project, connectivity will be established, CAD will be geo-enabled, and security will be established.
4. Create the Application. The selected vendor will create the develop the roles designed in phase 1 of the project. The mobile pilot of the project will also be created within the application during this phase.
5. Test the application. The selected vendor will test the items created in phase 2, and then correct errors found. User testing will begin following vendor testing. Any errors found during user testing will then be corrected.
6. Deploy the application. With vendor and user testing complete, the selected vendor will deploy the new application on-site at Pittsylvania County.
7. End-User Training and Documentation. With all previous phases complete, the selected vendor will provide training to all end users of the application in the participating PSAPs. Supporting documentation on the application will also be provided to all participants.



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"/> INITIATION (Project approved by appropriate stakeholders)	08 / 05 / 11
<input checked="" type="checkbox"/> DESIGN/PLANNING (Project, system, or solution requirements are developed)	09 / 05 / 11
<input checked="" type="checkbox"/> ACQUISITION (Selected system or solution is procured)	10 / 07 / 11
<input checked="" type="checkbox"/> IMPLEMENTATION (Selected system or solution is configured and installed)	11 / 11 / 11
<input checked="" type="checkbox"/> TESTING/COMPLETION (Selected system or solution is tested and put in production)	12 / 16 / 11

Identify the longevity or sustainability of the project.

It is anticipated that the process will remain in place unless there is a significant industry change. The sustainability of the project will remain a central focus of the project participants by the driving need of CAD stream sharing. All entities involved are prepared to fund long-term changes of the collaborative system in the event of upgrades or product changes.



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

This project will allow the region to view the real time status of local assets using interoperable data sharing. “Infrastructure, Equipment and Technology: In the future, 9-1-1 centers throughout the Commonwealth use a flexible, open-architecture application-based system made possible by a statewide IP network. This system allows for easy access to information and provides secure and fluid data transfer between 9-1-1 centers and other public safety entities. Furthermore, all upgrades to the infrastructure are tested and piloted to ensure quality and redundancy before new technology is widely deployed. Statewide standards and guidelines exist for equipment, technology, and infrastructure to guarantee interoperability and allow for resource sharing providing procurement economies of scale and regional equality.”

REGIONAL INITIATIVE (if applicable)

The relationship of the initiative to the participating PSAPs:
This project will enhance the participating PSAP’s ability to provide emergency services by enhancing mutual aid and providing back up for each other’s critical CAD feeds. It will provide the capability to automatically share use and geospatial information in near-real time from all participating PSAP’s utilizing ArcGIS Server.



Intended collaborative efforts:

We intend to work as a group to establish a contract with a geospatial consulting firm in designing and implementing the automated CAD sharing to support PSAP operations. We intend to develop a comprehensive scope of services and implementation plan with the member PSAPs and the chosen consultant. The scope of services will guide the project execution to insure that all participating PSAPs achieve the desired outcomes.

Resource sharing:

We intend to share the funding resulting from this grant request to provide the necessary planning, coordination, training, data manipulation, and software to enable full deployment of the automated CAD data sharing in all participating PSAPs.

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

Participating PSAPs will benefit through the establishment of a common emergency management platform which will enhance their response efforts. Operationally, this will significantly improve their standard procedures in a near-real time environment. Additionally, this would aid all participants in the PSAP and emergency management offices to see real time events in relation to their CAD, such as weather, traffic, and population data.

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



The estimated fees for the project are shown below, and further described in the project description section of this grant request.

Task Descriptions	Estimated Fees
Local EVCOP Installation	18,000
Hardware installation	15,600
Software installation	4,800
Server configuration	8,000
Redundant EVCOP Installation	18,000
Hardware installation	15,600
Software installation	4,800
Server configuration	8,000
Integration into Local Data / MXDs / Themes	7,800
Creating Basemaps	6,000
Documentation of Installation	3,600
User Training	3,120
Internal System Testing	10,400
Setup Membership Registration	25,000
CAD Adapters / Integration	20,000
Mobile Pilot (intel from the field)	32,000
Hardware/Software	Estimated Cost
2 X ESRI ArcGIS Server Standard Enterprise edition	16,000
2 X Enterprise Class Servers	10,000
2 x SQL Licenses	3,000
Total Estimated Project Fees	<u>\$229,720</u>

EVALUATION



Overall, this project's success will be measured by the amount of improvement in emergency services resulting from CAD enhancement efforts. Milestones for measuring project progression and success include:

1. Evaluation of current CAD system in each locality
 - A. Design Geo-enabling of CAD feeds
 - B. Design Security
 - C. Design Connectivity
 - D. Design locality based-roles
2. Local Installations
 - A. Hardware
 - B. Software
 - C. Server Configuration
3. Develop CAD system delivery
 - A. Geo-enable CAD feeds
 - B. Establish Security
 - C. Establish Connectivity
4. Develop application
 - A. Develop roles
 - B. Create mobile pilot
5. Test Application (system and user)
 - A. Test Geo-enabled CAD feeds
 - B. Test Security
 - C. Test Connectivity
 - D. Test locality-based roles
 - E. Test mobile pilot
6. Final Deployment On-Site
7. End-User Training and Documentation



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"

**MEMORANDUM OF UNDERSTANDING
BETWEEN
New Kent County and Charles City County**

I. PARTIES

This document constitutes an agreement between New Kent and Charles City Counties as it pertains to the use and sharing of data generated by each respective agency during periods of normal operations and in support of agency specific missions and tasks.

Background

New Kent County has agreed to serve as the primary host to the new Eastern Virginia Common Operating Platform (EVCOP) for the participating localities. This platform will allow neighboring jurisdictions to share Computer-Aided Dispatch (CAD) data coordinating agency for public safety agencies in the Commonwealth. Campbell County has agreed to be the secondary host site for redundancy purposes. Its mission is to improve the status of the communities its facilities serve through advocacy, education, communication, and public safety data. EVCOP, through its data collection and evaluation, provides its members and the Virginia Department of Emergency Management (VDEM) with real-time information to aid in decision-making. One component of the EVCOP is the development of effective mechanisms for incident management and data collection that will support effective public sector response in a disaster scenario. EVCOP is collaborating with and supporting ISP in its effort to enable Virginia localities to provide the best response in crisis situations. Sharing useful data among response agencies will enhance the coordination of emergency response and this agreement will facilitate that exchange.

II. PURPOSE

This agreement is designed to serve the mutual interests of EVCOP and the participating localities in providing improved services to the wide array of interests and customer groups in the Commonwealth. This agreement provides for the sharing of data through automated systems such as WebEOC and VDEM's Common Operating Picture to support one or more elements of disaster preparedness, response, recovery, mitigation, and prevention across the spectrum of hazards, risks, and threats that are subject to impact the Commonwealth.

The fusion of data provided by each agency, as well as by other partners, will allow for the identification of spatial relationships between previously disparate pieces of information which will create improved situational awareness for watch standers and decision makers at all levels of government.

III AUTHORITIES

This Agreement is authorized by the Commonwealth of Virginia Emergency Services and Disaster Law of 2000, as amended.

IV. **RESPONSIBILITIES**

The following responsibilities for EVCOP and the participating localities determine the role EVCOP New Kent and Charles City counties will take in implementing the Concept of Operations as it pertains to data sharing using WebEOC and the Common Operating Picture.

A. EVCOP (New Kent County and Charles City County)

1. Is solely responsible for the content of EVCOP generated data.
2. Will ensure that all New Kent County and Charles City County's 911 generated data is secure behind the CVCOP & VEOC firewalls, and is only accessible to members who have been vetted through the localities Law Enforcement Office IT Director or designee, using a robust username and password protected portal. New Kent County and Charles City County's 911 data will not be released to the general public, in any form, without the expressed written permission of New Kent County and Charles City County.
3. Will operate and maintain the EVCOP system and the Common Operating Picture and will notify New Kent County and Charles City County of any planned or unplanned outages.
4. Will provide the participating localities access to the EVCOP, VEOC's WebEOC Hazmat, State Shelters, Search and Rescue, and Other Events board data through a data feed.

B. New Kent County and Charles City County

1. Are solely responsible for the content of New Kent County and Charles City County's 911 data.
2. Will operate and maintain the New Kent County and Charles City County 911 database system and will notify the EVCOP Operations Center of any planned or unplanned outages.
3. Will provide an automated data feed from the New Kent County and Charles City County 911 database system including demographics, contact

information, real-time status to EVCOP in order to support the Common Operating Picture.

V. **PERIOD OF AGREEMENT AND MODIFICATION/TERMINATION**

This agreement will become effective when signed by all parties and will terminate on June 30, 2015, but may be amended at any time by mutual agreement of the parties. Either party may terminate the Agreement by providing one hundred twenty (120) days written notice to the other party. In the event this Agreement is terminated, each party shall be solely responsible for the payment of any expenses it has incurred. This Agreement is subject to the availability of staffing and budgetary considerations.

VI. **SIGNATORIES**

(Agency authorized signer)
Title
Name of agency
Mailing Address
City, State, Zip

(Agency authorized signer)
Title
Name of Agency
Mailing Address
City Name, State, Zip