

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

Amelia County E-911 PSAP Education Program

GRANT APPLICANT PROFILE/PROJECT CONTACT

PSAP/HOST PSAP NAME: Amelia County
 CONTACT TITLE: E 9-1-1 Coordinator
 CONTACT FIRST NAME: Jason
 CONTACT LAST NAME: Malloy
 ADDRESS 1: PO Box 463
 ADDRESS 2: 16441 Court St.
 CITY: Amelia
 ZIP CODE: 23002
 CONTACT EMAIL: rjmalloy@ameliasheriff.org
 CONTACT PHONE NUMBER: 804-561-2118
 CONTACT MOBILE NUMBER: 804-314-2634
 CONTACT FAX NUMBER: 804-561-2269
 REGIONAL COORDINATOR: Sam Keys

HOST PSAP AND PARTICIPATING PSAPS/LOCALITIES

_____	_____
_____	_____
_____	_____
_____	_____

GRANT TYPE

- | | |
|---|--|
| <input checked="" type="checkbox"/> Individual PSAP | <input type="checkbox"/> Regional Initiative |
| <input type="checkbox"/> Consolidation | <input type="checkbox"/> 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- Technically Outdated Strengthen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

FINANCIAL DATA

Amount Requested: \$ 2,000.00

Total Project Cost: \$ 2,000.00

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:

One of the core foundations of any 9-1-1 operation/PSAP is the continuous education of its personnel. With the ever evolving field of emergency communications, personnel must take advantage of education/training opportunities to foster and enhance consistent knowledge and awareness of 9-1-1/public safety communications current and advancing standards, issues, procedures, practices, technologies and other relevant matters. In order to do this, funding is required to send personnel to proper education opportunities.



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

Funding for all education opportunities covered by this grant request will be budgeted for in the 9-1-1 operations budget. This will enable the 911 budget to cover any upfront expenditure (as well as non-covered) while awaiting reimbursement through the state.

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 Amelia County 9-1-1 staff is looking to send personnel (exact number of personnel will be based on staffing levels) to three conventions/conferences:

1. Virginia EMS Symposium 2011 – Virginia Beach
2. Fall 2011 APCO/NENA/SEIC Conference – Roanoke
3. Spring 2012 APCO/NENA Conference – Virginia Beach

All three of these conferences have 9-1-1/emergency communications specific tracts. All information/training received can be brought back to and directly influence/benefit the operations of Amelia County 9-1-1.



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"/> INITIATION (Project approved by appropriate stakeholders)	XX / XX / XX
<input type="checkbox"/> DESIGN/PLANNING (Project, system, or solution requirements are developed)	XX / XX / XX
<input type="checkbox"/> ACQUISITION (Selected system or solution is procured)	XX / XX / XX
<input type="checkbox"/> IMPLEMENTATION (Selected system or solution is configured and installed)	XX / XX / XX
<input type="checkbox"/> TESTING/COMPLETION (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.

N/A

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



<p>How should it be organized and staffed:</p> <p>N/A</p>
<p>What services should it perform:</p> <p>N/A</p>
<p>How should policies be made and changed:</p> <p>N/A</p>
<p>How should it be funded:</p> <p>N/A</p>



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:

Amelia County is requesting \$2,000 to be applied towards the three above listed conferences. It is anticipated that, at a minimum, one individual shall be sent to each conference with the possibility of up to three individuals attending (staffing levels permitting.) Since it is currently unknown exactly how many individuals will be able to attend, the full \$2,000 is being requested at this time. This equates to a breakdown of approximately \$666 per conference. This should be sufficient to cover hotel expenses and registration fees accordingly.



EVALUATION

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

Each conference will be evaluated by the attendees, and they shall bring information back to the agency. The information that is returned to the agency will be formatted into in-house training. The Amelia County 9-1-1 center is currently building an in-house, online training system to be used by dispatch/communications personnel for self-paced training opportunities. This system will allow all information received from the conference attendees to thereby be utilized to create multiple online training courses which can be completed by all personnel as time permits.



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"