

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: Appomattox County

CONTACT TITLE: 911 Coordinator

CONTACT FIRST NAME: Bobby

CONTACT LAST NAME: Wingfield

ADDRESS 1: 339 Court St.

ADDRESS 2: P.O.Box 787

CITY: Appomattox

ZIP CODE: 24522

CONTACT EMAIL: bobby.wingfield

CONTACT PHONE NUMBER: 434-352-3950

CONTACT MOBILE NUMBER: 434-610-8872

CONTACT FAX NUMBER: 434-352-3968

REGIONAL COORDINATOR: Stefanie McGuffin

### HOST PSAP AND PARTICIPATING PSAPS/LOCALITIES

_____	_____
_____	_____
_____	_____
_____	_____

### GRANT TYPE

XX  Individual PSAP

Consolidation

Regional Initiative

Secondary Consolidation



### GRANT PROGRAM TYPE

- Wireless E-911 PSAP Education Program
- XX  Continuity and Consolidation       Enhancement

### TIER

- Out of Service       Non-Vendor Supported
- XX  Technically Outdated       Strengthen
- Not Applicable

**PROJECT FOCUS** [Click to select a project focus from the drop down list](#)

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

### FINANCIAL DATA

Amount Requested: \$ 150,000

Total Project Cost: \$ 157,000

### 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:

If this hardware is not replaced, then we will have more frequent and longer outages compromising public safety. Once we receive this hardware equipment we should have reliable service for our citizens. The County has experienced severe financial burdens due to the downturn of the economy and the County revenues are nearly depleted.



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

As the County has demonstrated in the past, the County has met and exceeded the goal of maintaining the equipment in working order for over four years. We will continue to seek funds that are available from local, state and federal to support in the future.

### 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:**

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 Comprehensive Project Description entails the County's goals which include replacing outdated and worn out CPU's with new CPU's that have been recommended by Plant/CML. The County's strategy and work plan consists of working with Verizon and Plant/CML for a smooth transition, replacing equipment in the PSAP. The project will be started once the grant funding is available in an agreed upon acceptable time line with Verizon and the County.

**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)	12 / 21 / 10
<input type="checkbox"/> <b>DESIGN/PLANNING</b> (Project, system, or solution requirements are developed)	2 / 01 / 11
<input type="checkbox"/> <b>ACQUISITION</b> (Selected system or solution is procured)	7 / 15 / 11
<input type="checkbox"/> <b>IMPLEMENTATION</b> (Selected system or solution is configured and installed)	7 / 16 / 11
<input type="checkbox"/> <b>TESTING/COMPLETION</b> (Selected system or solution is tested and put in production)	7 / 16 / 11



Identify the longevity or sustainability of the project.

[Click here to enter text](#)

As the County has demonstrated in the past, the County has met and exceeded the goal of maintaining the equipment in working order for over four years. As new technologies become available, the County will continue its commitment to having the most reliable, up to date equipment available.

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

[Click here to enter text](#)

It will support the strategic goals for emergency response service to the public and continuously meet the public expectations.

**REGIONAL INITIATIVE (if applicable)**

The relationship of the initiative to the participating PSAPs:

[Click here to enter text](#)



**Intended collaborative efforts:**

Click here to enter text

**Resource sharing:**

Click here to enter text

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

Click here to enter text

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

**How would a consolidation take place and provide improved service:**

Click here to enter text



<p><b>How should it be organized and staffed:</b></p> <p>Click here to enter text</p>
<p><b>What services should it perform:</b></p> <p>Click here to enter text</p>
<p><b>How should policies be made and changed:</b></p> <p>Click here to enter text</p>
<p><b>How should it be funded:</b></p> <p>Click here to enter text</p>



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 budgetary cost for the upgrade is \$52,000 for all new hardware at each console and backroom. The budgetary cost for maintenance for five years \$105,000 and this includes the Plant/CML software and support services, monitoring and response.



## EVALUATION

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

[Click here to enter text](#)

Once completed we'll evaluate the system and operation to ensure all critical communication links, circuits have been identified. This testing will be done by me, Verizon staff and Plant/CML staff remotely. This will continue into the future for the functionality of the system.



## 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"