

FY12

# PSAP GRANT PROGRAM APPLICATION



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### 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

**Fredericksburg PSAP Education Program**

### GRANT APPLICANT PROFILE/PROJECT CONTACT

PSAP/HOST PSAP NAME: Fredericksburg Police Department

CONTACT TITLE: Captain

CONTACT FIRST NAME: Lee

CONTACT LAST NAME: Musselman

ADDRESS 1: 2200 Cowan Blvd

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

CITY: Fredericksburg

ZIP CODE: 22401

CONTACT EMAIL: [lmusselman@pd.fredericksburgva.gov](mailto:lmusselman@pd.fredericksburgva.gov)

CONTACT PHONE NUMBER: 540-654-5700

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

CONTACT FAX NUMBER: 540-372-1108

REGIONAL COORDINATOR: [Click to select a Regional Coordinator from the drop down list](#)

### HOST PSAP AND PARTICIPATING PSAPS/LOCALITIES

**Fredericksburg Police Department**

**Fredericksburg, Virginia**

_____	_____
_____	_____
_____	_____
_____	_____

### GRANT TYPE

Individual PSAP

Consolidation

Regional Initiative

Secondary Consolidation



### GRANT PROGRAM TYPE

X Wireless E-911 PSAP Education Program

Continuity and Consolidation

Enhancement

### TIER

Out of Service

Non-Vendor Supported

Technically Outdated

Strengthen

X Not Applicable

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

**If "Other" selected, please specify: E-911 Statewide**

**conference**

### FINANCIAL DATA

Amount Requested: \$ 2,000

Total Project Cost: \$ 2,000

### 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 City of Fredericksburg is located equidistant between Washington, D.C. and Richmond, Virginia on Interstate 95, one of the most heavily traveled highway corridors in the nation. Although occupying only eleven square miles with a resident population of 22,000, Fredericksburg is surrounded by two of the fastest growing counties in the Commonwealth of Virginia, and is the hub of a region with a population of approximately 250,000. As a nationally known tourist destination, it is estimated that over one million visitors every year will be within the jurisdiction of the Fredericksburg 911 center and potentially in need of emergency services. Additionally, the region is largely comprised of bedroom communities, whose residents commute to their jobs north and south on Interstate 95. The large majority of individuals who are in their vehicles for the purpose of tourism, shopping, or commuting to work remain in touch through the use of wireless cell phone service.

To further emphasize the importance of the city's 911 operations, Fredericksburg also acts as the secondary PSAP to both Stafford and Spotsylvania Counties. In the event of a failure in 911 capability in either of those jurisdictions, calls for service are automatically routed to the Fredericksburg PSAP to ensure that emergency services continue uninterrupted. The Fredericksburg Police Department has the responsibility for receiving all of the 911 calls within the jurisdiction as well as dispatching units from Police, Fire, or Rescue services as appropriate.

With grant funding provided by the Wireless E-911 Services Board for educational programs, the Fredericksburg PSAP will be able to send four Communications Officers to the Fall APCO/NENA conference and four to the Spring APCO/NENA conference for valuable training and resource sharing.

The City of Fredericksburg is experiencing the same economic hardships as the rest of the Commonwealth, with significant revenue reductions across the board. From the City Manager's Budget memorandum for FY2011: "By way of background, in the FY2010 budget, the City used \$1.3 million of Fund Balance to achieve a balanced budget. In FY2011, staff estimates that General Fund revenues will decline by an additional \$450,000." Without funding from the E-911 Wireless Board, it is unlikely that the City will finance non-mandatory training for its employees.

It is critical for the Fredericksburg Police Department to be able to meet the needs and expectations of its citizens by providing to its professional staff the tools to complete their duties.



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

## 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.

Continuing education in any field is important to the maintenance of critical skills, and when the public is depending on those skills for the mitigation of emergencies, ongoing training becomes a high priority. Like most E-911 dispatch centers, the Fredericksburg PSAP experiences a regular rate of employee turnover which places the responsibility of responding to 911 calls in the hands of operators with a wide range of experience. Educational opportunities such as those offered at the APCO/NENA conferences are essential to keep PSAP personnel abreast of emerging trends and technology and to improve or refresh their core skill set.

Classes offered at previous APCO conferences include:

- Suicide callers
- Alzheimer's
- Firefighter for dispatchers
- Wellness in 911
- Cultural Diversity
- Project Lifesaver
- Next Generation 911

All of the above classes are relevant to the daily experience of a professional dispatcher in the Fredericksburg PSAP. Improving the dispatchers' skills will directly affect the lives of a caller in need, as the 911 dispatcher is almost always the first person contacted in an emergency, and he/she is charged with the responsibility of providing initial emergency instructions and sending the appropriate resources.

### 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.


**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
<b>X INITIATION</b> (Project approved by appropriate stakeholders)	
<b>X DESIGN/PLANNING</b> (Project, system, or solution requirements are developed)	
<b>X ACQUISITION</b> (Selected system or solution is procured)	
<b>X IMPLEMENTATION</b> (Selected system or solution is configured and installed)	
<b>X TESTING/COMPLETION</b> (Selected system or solution is tested and put in production)	

Identify the longevity or sustainability of the project.



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

**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](#)

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:

With grant funds from the E-911 Services Board, the Fredericksburg PSAP will select four Communications Officers and/or Communications Supervisors from the E-911 dispatch to attend the Fall APCO/NENA conference and four to attend the Spring APCO/NENA conference.

Registration-----	4 @ \$110
Sub-Total	<b>\$440</b>
Accommodations-----	\$130/night
2 rooms/2 nights/double occupancy	
Sub-Total	<b>\$960</b>
Fall Conference-----	<b>\$1000</b>
Spring Conference-----	<b>\$1000</b>
<b>Total-----</b>	<b>-\$2000</b>

### EVALUATION



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

Upon completion of the APCO/NENA conferences, the attendees will collaboratively present summaries of the presentations attended to those dispatchers who were unable to attend.



## 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"