

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

PSAP Education Grant Program

GRANT APPLICANT PROFILE/PROJECT CONTACT

PSAP/HOST PSAP NAME: Stafford County

CONTACT TITLE: Director

CONTACT FIRST NAME: Carol

CONTACT LAST NAME: Adams

ADDRESS 1: P.O. Box 189

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

CITY: Stafford

ZIP CODE: 22406

CONTACT EMAIL: cadams@co.stafford.va.us

CONTACT PHONE NUMBER: 540-658-4712

CONTACT MOBILE NUMBER: 540-295-7814

CONTACT FAX NUMBER: 540-658-4419

REGIONAL COORDINATOR: Chris Hardesty

HOST PSAP AND PARTICIPATING PSAPS/LOCALITIES

Stafford County

_____	_____
_____	_____
_____	_____
_____	_____

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- Technically Outdated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

PROJECT FOCUS OTHER

If "Other" selected, please specify: Education Grant

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:

This request is to facilitate the educational funding of \$2,000 for Stafford's PSAP to take advantage of educational opportunities.



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

This is a single year grant.

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.

This grant will be used to facilitate education/training opportunities for staff of Stafford County’s PSAP to participate in the annual spring and fall APCO/NENA conferences. Attendance at these conferences benefits staff members and provides for specific training in operational issues, next generation technologies, other technical topics related to emergency communication operations, etc.



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.

Not applicable

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.

Provides for educational/training opportunities for emergency communication staff members and/or management.

REGIONAL INITIATIVE (if applicable)

The relationship of the initiative to the participating PSAPs:

n/a



<p>Intended collaborative efforts:</p> <p>n/a</p>
<p>Resource sharing:</p> <p>n/a</p>
<p>How does the initiative impacts the operational or strategic plans of the participating agencies:</p> <p>n/a</p>

CONSOLIDATION (Primary or Secondary) - (if applicable)

<p>How would a consolidation take place and provide improved service:</p> <p>n/a</p>
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<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:

Education/training grant \$1,000 – spring APCO/NENA conference – to provide for registration and/or accommodation cost for attendee(s)
Education/training grant \$1,000 – fall APCO/NENA conference – to provide for registration and/or accommodation cost for attendee(s)



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A large, empty rectangular box with a thin black border, occupying the central portion of the page. This area is typically used for providing detailed information or data related to the evaluation.

EVALUATION



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

Attendees will report back to the communications center an overview of their knowledge and training gained during the event. The County will be responsible to insure the attendees fully participate and comply with their attendance and participation requirements.



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"