

FY12 PSAP GRANT APPLICATION

PROJECT TITLE

Wireless E-911 PSAP Education Program

GRANT APPLICANT PROFILE/PROJECT CONTACT

PSAP/HOST PSAP NAME: City of Roanoke E-911

CONTACT TITLE: E-911 Manager

CONTACT FIRST NAME: Michael

CONTACT LAST NAME: Crockett

ADDRESS 1: 215 Church Ave SW

ADDRESS 2: Suite 162

CITY: Roanoke

ZIP CODE: 24011

CONTACT EMAIL: Michael.Crockett@RoanokeVA.gov

CONTACT PHONE NUMBER: 540-853-2945

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REGIONAL COORDINATOR: Donna Brown

HOST PSAP AND PARTICIPATING PSAPS/LOCALITIES

City of Roanoke E-911	

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 Technically Outdated Strengthen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 [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: \$ 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:

PSAP personnel require continual training to stay abreast of changes in the profession. Interactive seminars with other PSAPs throughout the state are one of the most effective ways to get this training. However this PSAP cannot afford to pay for registration and lodging for a significant number of personnel to attend without some assistance in funding.



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

N/A

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 funding will be used to pay for registrations to the 2011 Fall APCO/NENA conference and registration and lodging for the 2012 spring APCO/NENA conference. These conferences assist our personnel in staying up to date with real time issues and technology that directly affect our profession. These conferences have always been public safety communications specific and are geared directly for telecommunicator professionals.



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.

This training directly supports the plan objective of communicating the trends and best practices in the field.

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:

The budget will directly depend on the conference registration fee. The PSAP will select up to the number of dispatchers the grant will support. All costs will be verified by receipts.



EVALUATION

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

The dispatchers attending the conference will be required to write a short report on at least one seminar they attended and provide it to the PSAP training coordinator. These will be used as a basis for articles in the departments continuing education newsletter so the information is shared with all the staff. The newsletters include a short quiz on the material. Anyone missing a question receives follow-up training on the material.



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"