

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

Wireless E-911 Education Program

GRANT APPLICANT PROFILE/PROJECT CONTACT

PSAP/HOST PSAP NAME: Bristol Virginia 911

CONTACT TITLE: Captain

CONTACT FIRST NAME: Darryl

CONTACT LAST NAME: Milligan

ADDRESS 1: Bristol VA Police Department

ADDRESS 2: 501 Scott Street

CITY: Bristol

ZIP CODE: 24201-4366

CONTACT EMAIL: dmilligan@bristolva.org

CONTACT PHONE NUMBER: 276-645-7284

CONTACT MOBILE NUMBER: 423-502-2594

CONTACT FAX NUMBER: 423-645-7405

REGIONAL COORDINATOR: Donna Brown

HOST PSAP AND PARTICIPATING PSAPS/LOCALITIES

Bristol Virginia 911

City of Bristol, Virginia

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 Technically Outdated Strengthen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 PSAP

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

FINANCIAL DATA

Amount Requested: \$ 2000.00

Total Project Cost: \$ 2000.00

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:

Bristol VA 911 has 13 dispatchers. Over the last decade, the agency has not been able to provide training on a regular basis to dispatchers due to cost and the City's economic state. Extent of training has been what online courses are available through regional law enforcement academy. The surge in wireless communications the last few years has increased the demand for dispatcher training and how to handle wireless emergencies.



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

Grant funds will be used to provide training for dispatchers to handle wireless and landline emergencies. The agency will strive to maintain current training standards once reached by training provided by grant funds. The City will seek avenues to provide additional training in the future, whether it is grant funds or by other means.

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.

Training sought will be in areas such as Crisis Negotiations for Telecommunicators, Disaster Operations, Emergency Medical Dispatching, Fire & Medical Service Communications, and Communications Supervision to name a few areas of need. Due to the unavailability of funds for training for E-911 dispatchers in the last several years, they are behind in some of these areas compared to neighboring jurisdictions. Training in these areas will allow dispatchers to more effectively respond to wireless and landline emergencies in all areas; police, fire and medical. This will provide up to date dispatchers with the knowledge to more quickly provide communications services that may ultimately save more lives.



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



<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: Upon notification of award amount, the agency will seek avenues of training and education for E-911 personnel. Beginning with searches for training held closer to our jurisdiction and expanding out to other regions secondly. Grant funds will be used to cover cost of training, if any, and then travel expenses, if necessary, to classes outside of our immediate region. If training should be available close to home and the agency can send several Telecommunicators, funds may be used to cover overtime to cover shifts to allow some personnel to attend training. Dispatchers who may be in need of certain types of training over others may be selected first in order to get the most benefit out of the training available and increase ability to provide good service to wireless and landline calls for service.



EVALUATION

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

Training will be documented through established department training records procedures. All training is assigned and documented by the Secretary to the Chief of Police. Copies of certificates of completion are kept in personnel files for the length of the dispatcher's employment.

Training is recommended and assigned by the Division Commander and is directed to the intended employees and ensures is it job-specific.

At this point in time, most Telecommunicators have not received additional or advanced training. After attending training events, dispatchers will be polled as to the types of training received, how effective and job related it was and what training needs still need to be addressed. The Communications Supervisor or Division Commander will prepare a summary to the Chief of Police on training received and needed.

Additionally, through the means of employee evaluations and quality control means, the agency will evaluate if the level service improves as a result of training received funded with this grant.

Note: See sample of BVPD Training Evaluation Form included with this application for reference. It is in PDF format.



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"