

FY12

PSAP GRANT PROGRAM APPLICATION



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 Educational Program Grant

GRANT APPLICANT PROFILE/PROJECT CONTACT

PSAP/HOST PSAP NAME: Prince William County Public Safety Communications Center

CONTACT TITLE: Operations Manager

CONTACT FIRST NAME: Sheila

CONTACT LAST NAME: Ragan

ADDRESS 1: 3 County Complex Ct

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

CITY: Woodbridge

ZIP CODE: 22192

CONTACT EMAIL: sragan@pwcgov.org

CONTACT PHONE NUMBER: 703-792-5655

CONTACT MOBILE NUMBER: 571-274-3606

CONTACT FAX NUMBER: 703-792-7017

REGIONAL COORDINATOR: Chris Hardesty

HOST PSAP AND PARTICIPATING PSAPS/LOCALITIES

_____	_____
_____	_____
_____	_____
_____	_____

GRANT TYPE

XX Individual PSAP

Regional Initiative



Consolidation

Secondary Consolidation

GRANT PROGRAM TYPE

XX 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Technically Outdated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:

The Educational program is to provide 9-1-1 specific group education/training opportunities throughout the Commonwealth. Funding for this program will receive funding from the top of available

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

NA

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.

The funds, if awarded, will be used to take advantage of the educational and training opportunities offered at the Spring and Fall NENA and APCO conferences respectively. The number one benefit would be continuing to educate staff with the current best practices, keep personnel current on the changing technologies, enhancements and requirements within our profession.

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.

[Click here to enter text](#)

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.

[Click here to enter text](#)



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

[Click here to enter text](#)

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 requested funding (\$2,000.00) will be used per the guidelines contained in the FY12 Grant Guidelines for lodging and registration only for the two identified educational & training opportunities identified earlier.

EVALUATION



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

Each employee selected to attend the educational and training opportunities will be required to attend a minimum of 90% of the offered tracks in their respective field (Dispatcher, Technical or Management) or any combination of tracks as long as it equals 90% participation per day. (ie. if a dispatcher has 7 tracks offered in a given day, they must attend 90%)



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"