

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

Public Safety Logging Recorder Replacement

GRANT APPLICANT PROFILE/PROJECT CONTACT

PSAP/HOST PSAP NAME: Colonial Heights Emergency Communications

CONTACT TITLE: Public Safety Technology

CONTACT FIRST NAME: Lewis

CONTACT LAST NAME: Archileti

ADDRESS 1: 100-B Highland Avenue

ADDRESS 2: P.O. Box 3401

CITY: Colonial Heights

ZIP CODE: 23834

CONTACT EMAIL: archiletil@colonial-heights.com

CONTACT PHONE NUMBER: 804-520-9381

CONTACT MOBILE NUMBER: 804-720-1269

CONTACT FAX NUMBER: 804-524-2456

REGIONAL COORDINATOR: Sam Keys

HOST PSAP AND PARTICIPATING PSAPS/LOCALITIES

Colonial Heights Emergency Communications

_____	_____
_____	_____
_____	_____
_____	_____

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 Technically Outdated Strengthen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 VOICE

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

FINANCIAL DATA

Amount Requested: \$ 29,600

Total Project Cost: \$ 37,000

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 relies primarily on taxes from retail sales to fund budgetary items. Over the past 2 years, the Emergency Communication's Budget has been cut a total of 14% allowing for mostly salaries and maintenance contracts. The current recorder is 12 years old and difficult if not impossible to obtain parts for. Should the current recorder fail, there would be no ability to record Police, Fire, EMS or any Phone Call Traffic coming into the center. The current recorder has failed twice recently causing gaps in recordings.



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

The Digital Voice Logging Recorder purchase would be a one-time expenditure utilizing grant funds along with city funds. The only recurring cost would be the yearly maintenance contract which the city would pay from budgetary funds.

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.

[Click here to enter text](#)



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.

The project is the replacement of the current Freedom Dictaphone 16 channel logging recorder which is 12 years old. This will allow the continued recording of all Public Safety Traffic along with all 911 Calls coming into the center. Specifications for equipment would be developed by meeting with all factions of Public Safety and would also include the IT Department. A Request for Purchase would then be released and prospective vendors would be invited for a Q&A. Once a vendor is awarded the contract, deadlines would be established for implementation, installation as well as final acceptance.

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 checked="" type="checkbox"/> INITIATION (Project approved by appropriate stakeholders)	07 / 31 / 11
<input checked="" type="checkbox"/> DESIGN/PLANNING (Project, system, or solution requirements are developed)	10 / 31 / 11
<input checked="" type="checkbox"/> ACQUISITION (Selected system or solution is procured)	01 / 31 / 12
<input checked="" type="checkbox"/> IMPLEMENTATION (Selected system or solution is configured and installed)	03 / 30 / 12
<input checked="" type="checkbox"/> TESTING/COMPLETION (Selected system or solution is tested and put in production)	06 / 30 / 12



Identify the longevity or sustainability of the project.

The project longevity would be based on the life expectancy of the purchased equipment – normally 7-10 years. The city would pay the yearly maintenance contract to insure the hardware was maintained and all software updates were received.

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

Replacing the current antiquated equipment would allow the Emergency Communications Center to continue recording all 911 calls coming into the center. It would also allow instant recall/replay of calls, which the current Freedom Dictaphone does not support.

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



<p>How should it be organized and staffed:</p> <p>Click here to enter text</p>
<p>What services should it perform:</p> <p>Click here to enter text</p>
<p>How should policies be made and changed:</p> <p>Click here to enter text</p>
<p>How should it be funded:</p> <p>Click here to enter text</p>



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: Server capable of recording 32 channels – allowing for the recording of all Police, Fire, EMS 800 MHz talk groups as well as all administrative phone lines coming into the center and the 8 wireless and wireline 911 trunks. Would include storage, playback capability, remote monitoring, management console and additional Network Storage. Rack mount system with pre-installation site survey, installation, testing and training. \$30,000

Netclock/GPS Time Server/Master Clock, antenna and display clock allowing for time syncing of the Logging Recorder, CAD System, Plant Vesta 911 System and Chesterfield 800 MHz Radio System. Currently, all systems are on independent times and are not synced. \$7,000

During the upcoming Budget Process, the Emergency Communications Director will request \$7,400 in capital funds should this grant request be approved.



EVALUATION

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

During the bidding process, all vendors would be notified of milestone dates and system requirements. Once a contract was awarded, the vendor would have to adhere to all requirement set forth in the contract.

Following installation, a 3 month evaluation/system acceptance will be required to insure it meets expectations and all bugs/glitches have been worked out.



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"