FY12

PSAP GRANT PROGRAM APPLICATION

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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

Washington County PSAP Education Grant

GRANT APPLICANT PROFILE/PROJECT CONTACT

PSAP/HOST PSAP NAME: Washington County
CONTACT TITLE: Director of Emergency Management
CONTACT FIRST NAME: Pokey
CONTACT LAST NAME: Harris
ADDRESS 1: 20281 Rustic Lane
ADDRESS 2: Click here to enter text
CITY: Abingdon
ZIP CODE: 24210
CONTACT EMAIL: pharris@washcova.com
CONTACT PHONE NUMBER: 276-759-6419
CONTACT MOBILE NUMBER: 276-759-6419
CONTACT FAX NUMBER: 276-525-1339
REGIONAL COORDINATOR: Donna Brown

HOST PSAP AND PARTICIPATING PSAPS/LOCALITIES

GRANT TYPE

XX 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☐ Technically Outdated ☐ Strengthen
XX Not Applicable

PROJECT FOCUS OTHER

If "Other" selected, please specify: E-911 Statewide Education or Conference

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: Click here to enter text
Describe how the grant will be maintained and supported in the future, if applicable. Click here to enter text

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.

As in years past, these training opportunities allow PSAP staff to garner information about emerging technologies and advancements that affect 9-1-1, as well as enhance knowledge about operational and management functions to improve efficiency and delivery of service. PSAP staff that wish to attend must participate in a selection process that in the past has included such requirements as essay submission and PowerPoint presentation on 9-1-1 related topics (equipment, policy, "hot topics," 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.

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
☐ **INITIATION** (Project approved by appropriate stakeholders)	**XX / XX / XX**
☐ **DESIGN/PLANNING** (Project, system, or solution requirements are developed)	**XX / XX / XX**
☐ **ACQUISITION** (Selected system or solution is procured)	**XX / XX / XX**
☐ **IMPLEMENTATION** (Selected system or solution is configured and installed)	**XX / XX / XX**
☐ **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:

Funding will be utilized for attendance at the Fall 2011 APCO/NENA Conference - $1,000 and the Spring 2012 NENA/APCO Conference - $1,000.

EVALUATION

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

Click here to enter text

All attendees will be required to present a summary of conference presentations to non-attendees that will include other telecommunicators, supervisors, and department heads.

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”