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

Charles City Sheriff's Office PSAP Training

GRANT APPLICANT PROFILE/PROJECT CONTACT

PSAP/HOST PSAP NAME: Click here to enter text
CONTACT TITLE: Secretary
CONTACT FIRST NAME: Thalia S. Bell
CONTACT LAST NAME: Click here to enter text
ADDRESS 1: 10780 Courthouse Rd
ADDRESS 2: P. O. Box 87
CITY: Charles City
ZIP CODE: 23030
CONTACT EMAIL: tsbell@co.charles-city.va.us
CONTACT PHONE NUMBER: 804-652-2326
CONTACT MOBILE NUMBER: Click here to enter text
CONTACT FAX NUMBER: 804-829-2514
REGIONAL COORDINATOR: Sam Keys

HOST PSAP AND PARTICIPATING PSAPS/LOCALITIES

GRANT TYPE

- [x] 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☐ Technically Outdated ☒ Strengthen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: $ 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:

Charles City County Sheriff's Office is a very small agency that has an operational budget that does not allow room for certain expenses, particularly travel. For the past two years the county has significantly reduced our agency's travel line to the point of almost none existence. The only way our communications officers have been able to benefit from training opportunities in recent years is due to the much appreciated scholarship program provided through the Wireless Board.

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

It is hoped that funding will be incorporated into our agency's departmental budget within the next fiscal year.

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.

Charles City Sheriff's Office will use PSAP funds to enhance the knowledge base of current and new hired communications officers providing for a more professional and efficient atmosphere in our communications center.

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: The funds requested for this project include several elements; allocations for several APCO international communication officer courses to include the Communication Training Officer course and funding for Registrations, Meals, and Lodging for both the APCO/NENA spring and fall conference.

Budget Item	Cost
APCO International CTO course	$335.00
APCO International Customer Service Course x 2	$670.00
APCO/NENA SPRING Conference	$497.50
APCO/NENA FALL Conference	$497.50

EVALUATION

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

Project will be determined a success for our agency;

- Once selected communications officer has completed designated APCO course. Communication Officer will be required to submit a written summary of information obtained within course and include personal goals set after course completion.
- Attendance and return of APCO/NENA conference. Attendees will be required to submit written summary of information obtained during course and what information will be beneficial to begin implementation in our agency.

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”