



**FY18**

# **PSAP GRANT PROGRAM APPLICATION**



VIRGINIA INFORMATION  
TECHNOLOGIES AGENCY  
Integrated Services Division



## FY18 PSAP GRANT PROGRAM APPLICATION

### HOW TO APPLY/DEADLINE

The grant application is available and accessible from VITA ISP's website (<http://www.vita.virginia.gov/isp/default.aspx?id=8578>). Upon completion of the application, it is to be submitted to the electronic mailbox for grant applications - [psapgrants@vita.virginia.gov](mailto:psapgrants@vita.virginia.gov). Any supporting documentation must also be submitted along with the application when making your grant application submission.

After the close of the grant application cycle, a Grant ID and email receipt notification will be sent to the e-mail address listed on the application received.

All funding requests must be submitted using the grant application. Technical assistance is available from VITA's Public Safety Communications (PSC) staff throughout the grant process. The FY18 PSAP Grant Application Cycle starts July 1, 2016 and concludes on September 30, 2016 at 5:00 pm.

**ALL APPLICABLE SECTIONS MUST BE COMPLETED IN ITS ENTIRETY OR THE APPLICATION WILL BE CONSIDERED INCOMPLETE AND NOT ACCEPTED FOR CONSIDERATION.**



## FY18 PSAP GRANT APPLICATION

### PROJECT TITLE

Greensville County/City of Emporia Consolidation

### GRANT APPLICANT PROFILE/PROJECT CONTACT

PSAP/HOST PSAP NAME: City of Emporia

CONTACT TITLE: Ass't City Mgr

CONTACT FIRST NAME: Edwin

CONTACT LAST NAME: Daley

ADDRESS 1: 201 South Main St.

ADDRESS 2: 2T

CITY: Emporia

ZIP CODE: 23847

CONTACT EMAIL: edaley@ci.emporia.va.us

CONTACT PHONE NUMBER: 434-634-3332

CONTACT MOBILE NUMBER: 804-712-5557

CONTACT FAX NUMBER: 434-634-0003

REGIONAL COORDINATOR: Lyle Hornbaker

### HOST PSAP AND PARTICIPATING PSAPS/LOCALITIES

**City of Emporia**

**County of Greensville**

### GRANT TYPE

Individual PSAP

Shared Services



**TIER**

- Out of Service
- Technically Outdated\*
- Not Applicable
- Non-Vendor Supported\*
- Strengthen

**If technically outdated or non-vendor supported, application MUST include age and/or version of hardware/software.**

VERSION: \_\_\_\_\_ # YEARS of HARDWARE/SOFTWARE: \_\_\_\_\_

**PRIORITY/PROJECT FOCUS CONSOLIDATION**

**FINANCIAL DATA**

Amount Requested: \$ 500,000

Total Project Cost: Unknown at this time



## PROJECT DESCRIPTION

Provide a detailed description of the project for which funding is being sought, including the impact on operational services and consequences of not receiving funding; the relationship to local strategic and capital improvement plans; and sustainability:

The City of Emporia and Greensville County have a strong desire to consolidate their independent primary PSAPs into a single entity. The City of Emporia is geographically surrounded by the County with Interstate 95 and Route 301 (major north/south corridors) running through the middle of both. This results in the potential for major emergency response incidents, which generate numerous misrouted wireless 9-1-1 calls. The jurisdictional governing bodies seek to improve services and reduce taxpayer costs through this effort. While a feasibility study is not yet completed, an opportunity to develop space for the consolidated center in a Sheriff's Office expansion cannot be ignored. VITA Staff has committed to prepare the feasibility study of consolidating emergency communications in Greensville County and Emporia into one operation under the jurisdiction of the Greensville County Sheriff. It is anticipated that the study will include staffing and equipment recommendations for implementation based on the pros and cons of consolidation in this situation. The study will be completed before the 9-1-1 Services Board awards the FY2018 PSAP Grants at their January 2017 meeting. If for any reason the results of the study cause either Emporia or Greensville County to withdraw or delay the consolidation effort, this grant request will be withdrawn and additional other grants can be funded.



## PROJECT GOAL

Describe how this project addresses locally identified need(s) and supports the Virginia 9-1-1 Comprehensive Plan:

The primary goal for this grant request is to consolidate the two PSAPs into one emergency communications center to improve operations and levels of service. Consolidating the PSAPs will reduce 911 transfers among agencies and provide faster response times, provide consistent technology without duplication with equipment and systems, offer better training and certification opportunities for personnel, standardize dispatch protocols, ensure situational awareness with adequate staffing, promote interoperability and allow adequate space in a new facility.

## PROJECT OBJECTIVES

Describe the objectives that will support the goals identified above:

The first objective is to include the consolidated center in the design for the Greenville Sheriff's Office expansion to combine 911 operations, technology, staff and support services. The renovation cost allocable to the consolidated space will be determined by the architectural firm designing the building. The building is slated for completion in mid-2018. Consolidating the PSAPs will reduce 911 transfers among agencies and provide faster response times by eliminating the need for a transfer between Emporia and Greenville. It will provide consistent technology without duplication in equipment and systems by eliminating one active PSAP. The consolidation would offer better training and certification opportunities for personnel across a larger staff. Standardizing dispatch protocols during the consolidation will be easier in one PSAP and help maintain these protocols into the future. Finally, it will ensure situational awareness by covering a larger area with one PSAP.



**SHARED SERVICES (if applicable)**

Describe the relationship of the project to the participating PSAPs:

The consolidated communications office will be part of the Greenville County Sheriff's Office with personnel provide by both Greenville County and Emporia. It is also expected that there will be an ongoing financial contribution from both Greenville County and Emporia.

Describe the intended collaborative efforts and resource sharing opportunities:

A consolidated system will result in shared resources and collaboration. It is also expected to improve citizen services.



**IMPLEMENTATION PLAN  
SHARED SERVICES & INDIVIDUAL PSAP APPLICATIONS:**

For each applicable phase of the project, indicate the planned completion date. The implementation schedule is subject to the planning study results.

<b>PROJECT PHASE</b>	<b>PLANNED COMPLETION DATE</b>
<b>INITIATION</b> – 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, and budgetary estimates are obtained.	<b>07 / 01 / 2017</b>
<b>DESIGN/PLANNING</b> - Requirements are documented, components to be purchased are identified, and general design is documented.	<b>07 / 01 / 2018</b>
<b>ACQUISITION</b> - RFP (or other bid related processes) are drafted, proposals are evaluated, contract is signed, purchase orders are issued, and quotes are obtained.	<b>01 / 01 / 2019</b>
<b>IMPLEMENTATION</b> - Purchased components are delivered and installed and training is performed	<b>10 / 01 / 2019</b>
<b>TESTING/COMPLETION</b> - Performance of system/solution is validated and system/solution goes “live”	<b>06/ 30 / 2020</b>



## BUDGET AND BUDGET NARRATIVE

List the planned expenditures to be made with grant funds. Briefly explain the reason for each requested budget item and provide the basis for its cost. In addition, if contingency cost has been added, please identify the amount.

**NOTE:** In lieu of a line item breakdown, an itemized cost schedule or detailed vendor prepared quote may be submitted as an attachment, but a narrative is still required. However, budgetary quotes received from a particular vendor(s) during the application process do not commit the PSAP to use that vendor(s) once the grant is awarded.

The start-up costs to procure equipment, technologies and services for a successful consolidation will entail numerous expenditures. The items listed are planned for the consolidated center and grant funds would be instrumental in providing adequate equipment and systems. This project will capitalize on existing investments and resources whenever possible to avoid additional costs as long as it has no negative impact on operations.

The Consolidation Feasibility Study conducted by VITA Staff will provide a detailed budget for this effort. However, in short, grant funds will be used to fund some of the equipment upgrades needed for the new facility. Based on other consolidations within the Commonwealth, the following general budget is offered at this point:

Relocate current 911 CPE servers, 911 trunks and connectivity between servers - \$150,000

Refresh current CPE workstations and include additional positions needed for new consolidated center - \$150,000

Regional Mapping System - \$150,000

Voice Recorder - \$50,000

Total - \$500,000



## EVALUATION

How will the project as identified in the project description be evaluated and measured for achievement and success:

The project will be evaluated by measuring the improvement in service to the citizens of Emporia and Greensville County in areas such as reduction in transfers, call answer time, cost and overall response time.

## CONSOLIDATION (Primary or Secondary) - (complete only if applicable)

How would a consolidation take place and provide improved service:

A joint communications center, with proper implementation, will offer significant service improvements to both participating localities. The proper governance model already implemented by the localities will establish a coherent delivery model by introducing high standards of performance, appropriate staffing, improved technology alignment with equipment, services and processes, and improved operational efficiencies.

How should it be organized and staffed:

The consolidation feasibility study will provide a recommendation for the governance of the consolidated center, but initially the Greensville County Sheriff's Office has indicated that it would like to be the governing agency.



What services should it perform:

The consolidated center should function as the primary PSAP for all the participating agencies now being dispatched by two individual dispatch centers. The dispatchers will answer and process all emergency 911 calls and coordinate resources for responders. Personnel will utilize telephone, computer and radio networks to support daily operations for law enforcement, fire and EMS. A regional CAD/Mapping system will be utilized to enter and record calls for service and statistical data will be compiled for the region and member agencies. The center will support collaboration and interoperability across the region.

How should policies be made and changed:

An advisory group consisting of city and county representatives will recommend operation policies to be approved by the County Sheriff.



**CONSOLIDATION (Primary or Secondary) - (complete only if applicable) – con't**

How should it be funded:

Services would initially be funded by the city and county of an equal basis. After three years' the three prior years' data would be used to determine usage and funding.

What communication changes or improvements should be made in order to better support operations:

The purpose of the study in progress is to determine what improvements are needed for a consolidated operation and will be addressed in the actual consolidation.

K. David Whittington  
County Administrator

Natalie B. Slate  
Director of Economic Development/  
Deputy County Administrator

Brenda N. Parson  
Deputy County Administrator/  
Director of Administrative Services

Russell O. Slayton, Jr.  
County Attorney



**GREENSVILLE**  
◆ V I R G I N I A ◆  
*...Growing Towards New Horizons*

Peggy R. Wiley  
Chairman  
Election District 4

Michael W. Ferguson  
Vice-Chairman  
Election District 2

James C. Vaughan  
Election District 1

Margaret T. Lee, Ed.D.  
Election District 3

September 29, 2016

Ms. Dorothy Spears-Dean  
Public Safety Communications Coordinator  
VITA/Integrated Services Program  
11751 Meadowville Lane  
Chester, Virginia 23836

Dear Ms. Spears-Dean:

The dispatching of emergency services in the Greensville/Emporia area is accomplished by the dispatching centers of the Greensville County Sheriff's Office and the City of Emporia Police Department. Recently there have been conversations regarding the viability of consolidating the two dispatching centers into one consolidated dispatching center for all emergency services in the Greensville/Emporia area.

This discussion has involved the Greensville County Board of Supervisors. The Supervisors feel that the consolidation of the dispatching centers is beneficial for the following reasons:

1. The continuation of the ability of the Sheriff's Office to answer and respond to 911 calls in a timely and appropriate fashion that meet national standards; and
2. The accomplishment of the first benefit in a more cost effective manner than the operation of two separate dispatch centers, one serving Greensville County and the other serving the City of Emporia.

In order to accommodate the consolidated dispatching center, it will be necessary to construct a building addition onto the Greensville County Sheriff's Office. It is understood that no part of the grant from the Wireless Board can be used to offset building construction costs. A space needs analysis is now underway to determine the scope of the building addition. The cost of the building addition will be a substantial cost to the localities but is necessary to provide the services expected of a modern E911 dispatching center.

Please accept this correspondence as the Statement of Intent in support of a physical consolidation of the two dispatching centers.

Please contact me should you have any questions.

With kindest regards I am,

Sincerely yours,

A handwritten signature in black ink, appearing to read "David Whittington", with a long horizontal flourish extending to the right.

K. David Whittington  
County Administrator

KDW/tll

cc: Board of Supervisors  
Brian Thrower, Emporia City Manager  
Mike Veliky  
Ryan Aerni  
Sheriff Tim Jarratt  
Lyle Hornbaker, ISP Regional Coordinator – Region 5



# CITY OF EMPORIA

September 23, 2016

Dorothy Spears-Dean  
Public Safety Communications Coordinator  
VITA/Integrated Services Program  
11751 Meadowville Lane  
Chester, VA 23836

Dear Ms. Spears-Dean:

As you are aware, the City of Emporia and Greensville County currently operate two separate dispatching offices in our respective jurisdictions. Both localities have been in discussions regarding consolidating the two dispatching offices into one joint office. As such, please let this letter serve as the City of Emporia's intent to consolidate dispatching services with Greensville County. The City believes consolidation of the two offices will prove to be more cost effective and a better use of resources for our taxpayers over the long term. As such, the City kindly requests grant funding to facilitate this consolidation.

Please contact me at (434) 634-3332 or [bthrower@ci.emporia.va.us](mailto:bthrower@ci.emporia.va.us) should you have any questions. Thank you for your consideration.

Sincerely,

Brian S. Thrower  
City Manager

cc: Lyle Hornbaker, ISP Regional Coordinator - Region 5  
File