



FY17

PSAP GRANT PROGRAM APPLICATION



VIRGINIA INFORMATION
TECHNOLOGIES AGENCY
Integrated Services Division



FY17 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 your Regional Coordinator. Any supporting documentation must also be submitted along with the application, including mandatory budgets for projects (if applicable).

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 FY17 PSAP Grant Application Cycle starts July 1, 2015 and concludes on September 30, 2015 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.



FY17 PSAP GRANT APPLICATION

PROJECT TITLE

Click here to enter text

GRANT APPLICANT PROFILE/PROJECT CONTACT

PSAP/HOST PSAP NAME: Brunswick, Virginia

CONTACT TITLE: Director of Planning

CONTACT FIRST NAME: Leslie

CONTACT LAST NAME: Weddington

ADDRESS 1: 228 N Main St

ADDRESS 2: P.O. Box 399

CITY: Lawrenceville

ZIP CODE: 23868

CONTACT EMAIL: lweddington@brunswickco.com

CONTACT PHONE NUMBER: 434.848.0882

CONTACT MOBILE NUMBER: Click here to enter text

CONTACT FAX NUMBER: 434.848.8234

REGIONAL COORDINATOR: Lyle Hornbaker

HOST PSAP AND PARTICIPATING PSAPS/LOCALITIES

Brunswick County, VA

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- Technically Outdated*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If technically outdated or non-vendor supported, application MUST include age and/or version of hardware/software.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 [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: \$ 149,620

Total Project Cost: \$ 149,620



STATEMENT OF NEED

Successful accomplishment of this grant will improve the County's ability to provide reliable and current information for use within the County's PSAP. The County does not have the financial or technical resources to successfully develop and implement the project.

Brunswick County is choosing to submit their application as a Tier 1 – Out of Service submittal for FY17. Currently, the County's PSAP is using outdated GIS information because there have not been significant updates to the GIS data in the last four years. Many factors in the County's initial assessment prior to submitting this grant are leading our decision to make this appeal so aggressively:

1. The County's data has not been maintained in a consistent manner over the last 4 to 5 years. This may have occurred for many years before, but cannot be verified.
2. The two departments which are responsible for updating GIS and E911 (and eventually the NG911) data essential to public safety have very limited knowledge of GIS. Addresses have been assigned that are questioned by all departments assessed. Those responsible for assigning addresses do have a tool, but not any knowledge of addressing procedures to know if the address is assigned correctly (correct side of the road? Odd or even? Does it match the centerline range?) The centerlines have not been included in the E911 update or any spatial data beyond address points until this error was pointed out in the last two months.
3. The County's data needs to be thoroughly reviewed and corrected, especially in light of the Sheriff's progressive attitude and future plans to move to NG911. Moving forward with the purchase and implementation of these systems prior to correcting the County's data and training those responsible for maintaining the data will greatly inhibit the County's success in moving to NG911.
4. Workflow establishment and training for staff within the Planning Department and E-911 must take place before future implementations begin with data that can't support the systems or the County's citizens.



The County's GIS data was originally developed in the early 2000's, and has not been substantially updated since that time. The County does not currently have an authoritative, centralized location for the GIS data that E911 relies on, and needs to correct these datasets in preparation for future NG911 requirements.

The County is planning in the next several years to begin transitioning to a NG911 System, and this grant cycle will allow the County to align their data to the new requirements and place more emphasis on the accuracy of their data into the future. This is the County's first step moving toward NG911, which their current data is not capable of supporting.

The County does not have the funding to undertake a project of this scale on their own.

COMPREHENSIVE PROJECT DESCRIPTION

This project will evaluate, correct, and train the County to provide comprehensive support to its E911 while at the same time preparing the County to move forward successfully to NG911. This project will be completed in Phases:

Phase 1 – The first Phase of the project will be to collect all of the data we will need to complete the project. This will include sources such as paper maps, data from vendors, data models from Esri and NENA, and from within many different County departments. This data will be loaded into a newly drafted database schema, organized, and verified for as to whether it is reliable enough to serve as a data source moving forward.

Phase 2 – Phase 2 of the project will focus on creating a pilot area to evaluate and test procedures for correcting the County's data. The County (and any vendors necessary for E911 or NG911) will review the data and provide feedback on any changes that may need to take place prior to completing the remainder of the project. Any changes to the process of evaluating and correcting data will be made at this time and resubmitted for review. Upon approval, the database schema will be finalized.

Phase 3 – In Phase 3, procedures developed and approved to correct the County's data will be completed in batches for the remainder of the County.



Phase 4 – The focus of Phase 4 will be providing the County with the tools necessary to maintain their data over time, as well as soliciting feedback from its citizens. Due to the concern that the County currently has for the placement and accuracy of the address points, a web tool will be developed that will ask users to verify their addresses, and lead them through the process with the ability to automatically report its findings back to the County for correction if necessary. This tool will also provide County staff in the field to check data and verify data when out in the field. Workflows will be established and documented during this phase, with the goal of providing methods and tools that will enable the County to continue progressing in data quality assurance following the project.

Phase 5 – Phase 5 will focus on training those County employees that are most crucial to supplying E911 and eventually NG911. This includes employees in both Planning and E911. The importance of GIS data to the public safety environment must be taught and reinforced during this time. Most employees will receive free Esri training online recommendations so that they have needed basic awareness. Those that will become data stewards and editors will have more in-depth Esri training to get beyond fundamentals and move towards being Subject Matter Experts, which will be necessary for NG911.

Phase 6 – In Phase 6, Quality Control and Assurance Plans for all data and tools will be completed, and changes made as necessary.

Phase 7 – In the Final Phase, the new data will be tested in the current E911 environment, and a solid workflow will be created to keep the data up to date on behalf of the County.

Identify the longevity or sustainability of the project.

The sustainability of the project will be heavily influenced by the support that the project receives throughout the County Administration, the amount of time that is allotted for needed employees to receive much needed training, and clear workflows that can be followed into the future. This project currently has administrative support and all employees to be involved in the project (including their supervisors) are excited to begin the process.



Describe how this project supports the Virginia Statewide Comprehensive 9-1-1 Plan.

This project supports the Virginia Statewide Strategic Comprehensive Plan. Brunswick is striving to meet Goal A from Section 2.2 – which is to provide a level of emergency response service to the public, which is further described as providing consistent emergency response services to anyone residing in or passing through the Commonwealth. The County cannot guarantee that to its citizens due to its lack of digital, verified data.

SHARED SERVICES (if applicable)

The relationship of the project to the participating PSAPs:
Not Applicable.

Intended collaborative efforts:
Not Applicable.



Resource sharing:

Not Applicable

How does the project impact the operational or strategic plans of the participating agencies:

Not Applicable.

Provide a thorough, concise, and complete description of the project, including an outline of the goals and objectives, implementation strategy, and a work plan.

Not Applicable.



**PROJECT TIMELINE FOR
SHARED SERVICES & INDIVIDUAL PSAP APPLICATIONS:**

For each applicable phase of the project, indicate the estimated completion date. Sample activities for each phase are included.

PROJECT PHASE	ESTIMATED COMPLETION DATE
<input checked="" type="checkbox"/> INITIATION (Project approved by appropriate stakeholders) Sample activities: 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	09 / 30 / 15
<input checked="" type="checkbox"/> DESIGN/PLANNING (Project, system, or solution requirements are developed) Sample activities: requirements are documented, components to be purchased are identified, and general design is documented	07 / 30 / 16
<input checked="" type="checkbox"/> ACQUISITION (Selected system or solution is procured) Sample activities: RFP (or other bid related processes) are drafted, proposals are evaluated, contract is signed, purchase orders are issued, and quotes are obtained	07 / 30 / 16
<input checked="" type="checkbox"/> IMPLEMENTATION (Selected system or solution is configured and installed) Sample activities: purchased components are delivered and installed and training is performed	07 / 30 / 17
<input checked="" type="checkbox"/> TESTING/COMPLETION (Selected system or solution is tested and put in production) Sample activities: performance of system/solution is validated and system/solution goes "live"	08 / 15 / 17



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. 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.**) 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.

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Phase	Description	Subtotal	Total
Phase 1	Receiving Verifying and Loading Data		\$ 4,600
	Collecting data from various sources including vendors, paper, and digital data	\$ 3,600	
	Draft Database Creation with NG911 Standards	\$ 1,000	
Phase 2	Pilot Area Creation Delivery and Acceptance		\$ 24,400
	Formalization of Database with NG911 Standards	\$ 2,200	
	Correcting Data in Pilot Area	\$ 14,600	
	Review and Acceptance with County	\$ 7,600	
Phase 3	Full Data Manipulation and Correction		\$ 74,220
	Data will be corrected and fully loaded into NG911 Database which will also support E911	\$ 74,220	
Phase 4	GIS and Verification Tools		\$ 15,700
	Citizen address verification tool	\$ 2,500	
	Tools for County personnel to verify location in relation to data placement in the field in real time	\$ 7,000	
	Workflow creation for data sharing and maintenance	\$ 6,200	
Phase 5	Esri Training		\$ 15,500
	Customized on-site training for Esri Tools (estimated)	\$ 5,500	
	Esri In-depth classes to allow county to maintain data and workflows into the future for NG911 (estimated)	\$ 9,000	
	Esri Introductory classes for staff in multiple departments in relation to data sharing and understanding (estimated)	\$ 1,000	
Phase 6	Quality Control		\$ 9,600
	Quality control of all collected data and tool creation	\$ 9,600	
Phase 7	911 Dataset Development and Testing		\$ 5,600
	Coordination of new and altered data with other vendors, testing of corrected datasets and schemas	\$ 5,600	
	Total		\$ 149,620



EVALUATION

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

Overall, this project's success will be measured by the amount of improvement in emergency services resulting from an improved, authoritative, centralized GIS database.

Successful project accomplishment will be based on achieving the following project milestones:

1. Hiring a geospatial consultant to assist in project planning and execution
2. Development of a Database for support of E911 and Future NG911
3. Successful pilot acceptance
4. Successful completion of data and improvement
5. Final data exported and used successfully within Mapping in PSAP



CONSOLIDATION (Primary or Secondary) - (complete only 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](#)