



FY18

**PSAP GRANT PROGRAM
PSAP EDUCATION PROGRAM
APPLICATION**



VIRGINIA INFORMATION
TECHNOLOGIES AGENCY
Integrated Services Division



FY18 PSAP GRANT PROGRAM PSAP EDUCATION PROGRAM APPLICATION

HOW TO APPLY/DEADLINE

The PSAP Education Program grant application is available and accessible from VITA's ISP 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. 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 PSAP Education Program grant application. Application made on the FY18 PSAP Grant Application form (Shared Services and Individual PSAP Program projects) will not be accepted. 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 SECTIONS MUST BE COMPLETED IN ITS ENTIRETY OR THE APPLICATION WILL BE CONSIDERED INCOMPLETE AND NOT ACCEPTED FOR CONSIDERATION.



FY18 PSAP GRANT APPLICATION PSAP EDUCATION PROGRAM GRANT REQUESTS ONLY

GRANT APPLICANT PROFILE/PROJECT CONTACT

INDIVIDUAL PEP GRANT X MULTI-JURISDICTIONAL PEP GRANT

PSAP/HOST PSAP NAME: Roanoke City E911

CONTACT TITLE: Training Coordinator

CONTACT FIRST NAME: Melissa

CONTACT LAST NAME: Williams

ADDRESS 1: 215 Church Ave SW

ADDRESS 2: Room 162

CITY: Roanoke

ZIP CODE: 24011

CONTACT EMAIL: Melissa.williams@roanokeva.gov

CONTACT PHONE NUMBER: 5408535827

CONTACT MOBILE NUMBER: [Click here to enter text](#)

CONTACT FAX NUMBER: 5408531356

REGIONAL COORDINATOR: Melissa Parsons

FINANCIAL DATA

AMOUNT REQUESTED: \$ 6,000.00

(NOTE: The amount requested should be a reasonable estimate of total training expenses including hotel registration, conference registration, online training registration, and/or per diem (if applicable) for all anticipated participating personnel.)

HOST PSAP AND PARTICIPATING PSAPS (if a regional PEP application)

Roanoke City E911

City of Salem Police Department



STATE PROFESSIONAL ORGANIZATION CONFERENCES

If the primary purpose of this PEP application is to send PSAP personnel to one or more of the annual state professional organization conferences (such as those sponsored by Virginia APCO, Virginia NENA, or Virginia GIS), please complete the following:

Virginia GIS Conference

ESTIMATED NUMBER OF PERSONNEL ATTENDING: [Click here to enter text](#)

NUMBER OF DAYS ATTENDING: [Click here to enter text](#)

Virginia APCO Fall Conference/Winter Conference

ESTIMATED NUMBER OF PERSONNEL ATTENDING: [Click here to enter text](#)

NUMBER OF DAYS ATTENDING: [Click here to enter text](#)

Virginia NENA Spring Conference

ESTIMATED NUMBER OF PERSONNEL ATTENDING: [Click here to enter text](#)

NUMBER OF DAYS ATTENDING: [Click here to enter text](#)

By checking this box, the applicant acknowledges that the education/training is specific to 911/public safety communications and/or GIS and it will benefit E-911 and the employees and/or PSAP by using the funds to take advantage of the educational and training opportunities offered by the state professional organization chapters. The primary benefit would be continuing to educate staff with the current best practices, keep personnel current on the changing technologies, enhancements and requirements within the profession.



OTHER EDUCATIONAL/TRAINING OPPORTUNITIES

If this application includes educational/training opportunities other than the annual state professional organization conferences, or is a regional PEP application, please complete the following. (NOTE: Additional pages may be submitted for multiple training opportunities other than the annual state professional organization conferences.)

EDUCATION/TRAINING TITLE/EVENT: APCO/NENA Courses

DATES: To be determined

LOCATION: Roanoke City Police Academy

ESTIMATED NUMBER OF PERSONNEL ATTENDING: 50-60 total

TOTAL ESTIMATED BUDGET OF TRAINING/EVENT: 6,000

PER DIEM REQUESTED (allowable meals only):

COMPREHENSIVE PROJECT DESCRIPTION

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.

Students will receive instruction on industry topics and best practices that are still to be determined but will be specific to Telecommunicators roles and functions. The primary PSAP's on the grant will have staff attend and any additional open slots will be filled by other regional jurisdictions. Our goals are to offer current and necessary courses to improve current employees of public safety dispatchers, trainers, supervisors, etc. by utilizing APCO and NENA courses which are very specific to our industry. We will determine the courses that will be taught depending on what courses are available and most relevant at time dates are determined that will most benefit the jurisdictions involved. Depending on pricing and availability we may be able to schedule up to three different courses during the FY18 cycle. We will utilize APCO or NENA instructors to ensure courses meet the current industry standards for Telecommunicators.



EVALUATION

Describe the evaluation process that will be used to determine if participation in this education/training benefited the PSAP and/or supported E-911 and GIS.

We will utilize a written evaluation form given to each student to gauge how the training has or will benefit the attendee and will supply lesson plans or outlines of the training if necessary to prove course content is relevant and industry related.

The City of Roanoke will act as the fiscal agent or “host” for this grant. Attached you will find the Memorandum of Understanding between the City of Roanoke E911 Center and the Salem Police Department.



E-911 CENTER
Noel C. Taylor Municipal Building
215 Church Avenue, S.W.
Room 162
Roanoke, Virginia 24011

Date: September 22, 2016

To: Captain Todd Clayton, Salem Police Department

From: Melissa Williams, Training Coordinator, Roanoke City 911

RE: Memorandum of Understanding (MOU) for FY18 PSAP Multi-jurisdictional Education Grant

Each PSAP is eligible for \$3,000 in the multi-jurisdictional training PEP. Each PSAP below has agreed to participate in a multi-jurisdictional application for Education/Training multi-jurisdictional events. The undersigned below authorizes VITA to transfer the Shared Services Grant funds, if approved, to the identified fiscal agent upon draw down request for the FY18 multi-jurisdictional education program grant.

Roanoke City 911 center will act as the fiscal agent or “host” for this grant. Roanoke City is submitting a grant request for \$6,000 to accommodate numerous training opportunities.

Signatures below represent agents of both referenced departments as being in agreement with this MOU.

Melissa Williams
Training Coordinator
Roanoke City 911

Printed Name: _____

Signature: _____

Todd Clayton
Captain
Salem Police Department

Printed Name: _____

Signature: _____



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