



Virginia Department of
Emergency Management

PSAP Grant Program for PSAP Education Guidelines FY25

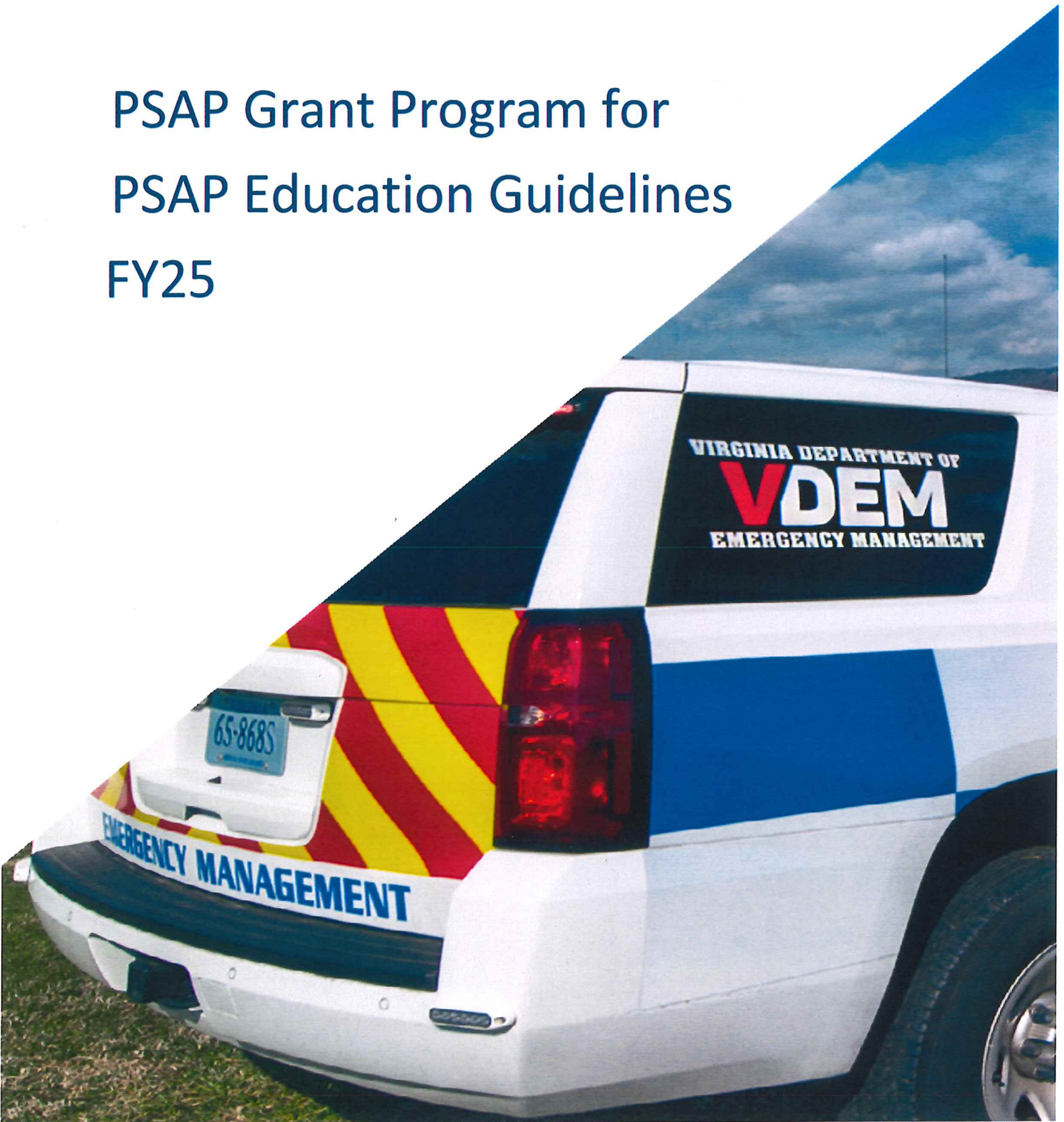


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INTRODUCTION

Virginia PSAP Grant Programs financially assist primary PSAPs. Funding is made available through the Code of Virginia and administered by the Board. Funding is limited to those projects that fall within the programmatic areas identified in the guidelines for a fiscal year. As a result, requests from PSAPs for exceptions to the guidelines are discouraged.

The PSAP Grant Program has been established in the Code of Virginia, §56-484.17(D):

Wireless E-911 Fund; uses of Fund; enforcement; audit required:

... 40 percent of the Fund shall be distributed to PSAPs or on behalf of PSAPs based on grant requests received by the Board each fiscal year. The Board shall establish criteria for receiving and making grants from the Fund, including procedures for determining the amount of a grant and payment schedule; however, priority shall be given to grants that support the deployment and sustainment of NG9-1-1.

PSAP Grant Committee (PGC)

The Board chair makes appointments to the PSAP Grant Program's Grant Committee. Membership to the PGC is staggered and appointments are made for three-year terms. Members can be reappointed for only one additional consecutive term. Committee members serve at the discretion of the Board's chairperson. At all times, the Grant Committee membership shall consist of at least two Board members.

Members of the Grant Committee should adequately represent the geographic diversity of the Commonwealth, the varied operational capacities of Virginia primary PSAPs, and public safety professional organizations. Accordingly, a nine-person Grant Committee is established consisting of the following individuals:

- Two Board members (one of which will chair the committee)
- Four primary PSAP representatives (two of which will represent APCO and NENA)
- Three at-large members

Members with the same organizational affiliation will have different reappointment and replacement schedules:

- Replacement/Reappointment Schedule 1:
 - one Board member (co-chair)
 - two primary PSAP representatives (one of which will represent APCO)
 - and two at-large members

- Replacement/Reappointment Schedule 2:
 - one Board member (chair)
 - two primary PSAP representatives (one of which will represent NENA)
 - and one at-large member

Each year, in anticipation of the upcoming grant application cycle, the Grant Committee recommends grant guidelines and funding priorities. The Grant Committee will also make recommendations to the Board regarding the development of any criteria for awarding grants, and the proposal of any necessary changes to the administration of the PSAP Grant Program.

The Grant Committee will meet multiple times a year to evaluate all complete and eligible applications. Furthermore, the committee has the discretion to make case by case evaluations and recommendations for approval or disapproval of all submitted applications.

Auditing

The Board shall audit funding received by all recipients to ensure that it was utilized in accordance with the award requirements. If it is determined that the funding was misused, or if the guidelines were not adhered to, the commonwealth may take appropriate action to the extent permitted by law, including, and not limited to, requiring the return of the funds.

Errors

If NGS staff discovers that a funding or grant award is not consistent with Board action, NGS staff will notify the PSAP by email about the error and take corrective action.

Definitions

GIS Education and Training – PEP awards may support education and training that further the readiness or ability of locality GIS skills to support PSAP GIS needs such as GIS address points, road centerlines, and emergency service and PSAP polygons. Examples include: classes or workshops in creating, editing, and maintaining spatial data used by the PSAP; training on new software used to maintain spatial data used by the PSAP; training that expands methods or techniques of extracting, transforming, and loading (ETL) spatial data for the PSAP or the interoperability of spatial data between systems to meet PSAP needs, such as python or web services training; registration/training fees, lodging, and per diem. GIS education and training opportunities may be in-person, virtual, or by access to a Subscription-Based Learning Program.

Multi-jurisdictional Agreement (MJA) – A document, signed by appropriate representatives of all PSAPs/localities planning to participate in a multi-jurisdictional PSAP education or training project. It defines their working relationship and commitment to the project. The MJA must be included with the grant application.

Multi-Jurisdictional Projects – A project in which two or more primary PSAPs participate. For the purpose of these grant guidelines, these are multi-jurisdictional PEP projects.

Primary Public Safety Answering Point – means a PSAP that receives the initial wireless E-911 call as recognized by the Virginia E-911 Services Board as eligible to receive wireless funding. Only these specific PSAPs may participate in the PSAP Grant Program.

Public Safety Answering Point (PSAP) – A facility equipped and staffed on a 24-hour basis to receive and process E9-1-1 calls or that intends to receive and process E9-1-1 calls and has notified commercial mobile radio service (CMRS) providers in its jurisdiction of its intention to receive and process such calls.

Subscription Based Learning Programs – Online 9-1-1 and GIS education/training events that are purchased on a monthly or yearly basis.

Wireless E-911 Fund – A dedicated fund consisting of all moneys collected pursuant to the Wireless E-911 surcharge, as well as any additional funds otherwise allocated or donated to the Wireless E-911 Fund.

INTRODUCTION: PSAP EDUCATION PROGRAM (PEP)

Purpose

Virginia PSAPs have requested a grant program to provide funding for PSAP personnel, and those who support local 9-1-1 operations, to attend 9-1-1 and GIS educational and training opportunities.

Eligibility

Any Virginia primary PSAP is eligible to apply for and receive funding for FY25. Secondary PSAPs are not eligible for funding. Grant funds are to be used to supplement the portion of local governments' budgets, not to supplant funds.

Grant Cycle

The FY25 PSAP Grant programs are available in an award period that runs consistent with the Commonwealth of Virginia's fiscal year.

- The FY25 grant application cycle begins on July 1, 2023 and will remain open until 5:00 pm on October 2, 2023.
- Applications will be reviewed at the November 02, 2023 PSAP Grant Committee meeting.
- The 9-1-1 Services Board will vote on FY25 applications at the November 09, 2023 meeting.
- Written notification of awards will occur in November 2023.
- The award period is July 1, 2024 to June 30, 2025.
- All grant funds must be expended by the end of the grant award period.

PEP grants are not eligible for extensions.

How to Apply/Deadline

The FY25 application cycle begins on July 1, 2023. Applications for the PEP must be submitted electronically to PSAPGrants@vdem.virginia.gov using the appropriate form with copy to the Regional Coordinator in accordance with the established submission schedule. An email receipt notification will be sent to the email address listed on the application. After the close of the application cycle, a Grant ID will be assigned and sent to the email address listed on the application received. Incomplete applications will not be accepted for consideration.

Funding Amounts

Approved grants in this program are eligible for:

- \$4,000 per primary PSAP for individual PEP requests
- \$5,000 per primary PSAP for multi-jurisdictional PEP requests

Grant Award Amendments

Funding award amendments are not typically issued. If there is a need to change the focus of the project from its original intended use, the PSAP can work with the Program Manager for review.

Grant Progress Reports

The PEP awards do not require progress reports.

Grant Award Extension

The PEP awards are one-year grants. A grant award extension is not applicable to the PEP program awards.

PSAP EDUCATION PROGRAM (PEP) BRIEF

Purpose

Any Virginia primary PSAP is eligible to apply for and receive funding from the FY25 PEP. Secondary PSAPs are not eligible for PEP funding. Grant funds are to be used to supplement the portion of local governments' budgets, nor to supplant funds.

Funding Allocation

PSAPs have two funding options:

- \$4,000 per primary PSAP for individual PEP requests
- \$5,000 per primary PSAP for multi-jurisdictional PEP requests

Multi-jurisdictional PSAP education or training projects require that one eligible primary PSAP act as the "host" for the initiative. The "host" will be the fiscal agent responsible for fulfilling all grant requirements. All jurisdictions participating must be identified in a MJA signed by all parties. PSAPs may receive an award for an individual PEP grant and participate in a multi-jurisdictional PEP grant in the FY25 grant cycle. However, the multi-jurisdictional PEP grant award cannot be used to supplement an individual PEP grant award that has been exhausted during the grant award period.

Example: If PSAP A receives an individual PEP grant award, the PSAP will receive an award of \$4,000. If PSAP A also participates in a multi-jurisdictional PEP grant award, PSAP A will receive an additional \$5,000 as a participating PSAP. PSAP B will receive \$5,000 (plus \$4,000, if they also received an individual PEP grant award).

If a PSAP or hosting locality spends more than the above amounts, reimbursement will be made up to these amounts.

Program Concept

The PEP funds registration/training fees, lodging (including self-parking, if charged), per diem (meals and incidental expenses for conferences and

training opportunities), required training course material, and certifications. Life-saving courses or training must be provided by instructors certified by the American Red Cross or American Heart Association. Reimbursement for per diem requires an overnight stay. Reimbursement will only be made at the posted rate effective on the date of the training, plus applicable state and occupancy taxes based on the Commonwealth of Virginia Travel Guidelines (based on [GSA Per Diem Rates](#)). GSA Trip Calculator is available for lodging and per diem calculation here - [Trip Calculator](#).

Goals and Objectives

The PEP is designed so that all primary PSAPs will take advantage of in-person and online opportunities including subscription-based learning programs. Education and training must be related to technology adoptions, ongoing management of technology hardware/software, career development specific to Public Safety Communications (PSC) and/or GIS personnel, knowledge and skill development for the creation, maintenance, and management of GIS data required for use in the PSAP, and other relevant matters. (See “GIS Education and Training” under the Definitions section for examples of allowable GIS education and training.)

Implementation

PSAPs may apply for one year of funding in the July 2023 – September 2023 window for the July 2024 – June 2025 award period.

Outcomes/Evaluation

Grantees are expected to have completed the training or attended the event as a condition of reimbursement. The payment request and any required reporting must be submitted no later than July 31, 2025 at 5:00 pm.

FY25 PSAP GRANT APPLICATION FOR PEP

See the application in Appendix A. Send the completed grant application to the PSAPGrants@vdem.virginia.gov electronic mailbox. An email receipt notification will be sent to the email address listed on the application. After the close of the application cycle, a Grant ID will be assigned and sent to the email address listed on the application received. Incomplete applications will not be accepted for consideration.

PAYMENT REQUEST AND CLOSE OUT

Payment Request Process

The PEP uses a cost recovery method of funding. The grant award recipient will pay the costs of all allowable expenses.

During the grant award period, in order to receive reimbursement, the grantee must submit:

- Completed reimbursement form
- Copy of invoice itemizing covered expenses

Itemized invoices are the only acceptable documentation. Non-itemized invoices are not acceptable. Neither are agency fiscal or financial system documentation of payment, purchase orders, or contract quotes.

To the extent practical, a single reimbursement request should be submitted for the PEP.

In the event that additional documentation is required from the grantee to process the payment reimbursement request, the Program Manager shall make the first contact with the grantee to request the information. Generally, such requests will be made by email, but can be made by telephone if easier with an email follow up for documentation. The Regional Coordinator for the locality will be copied on the request and follow up emails. The payment request will be held until the additional information is provided and not be partially paid, unless requested by the PSAP.

- If the required information is not received from the grantee within ten (10) business days of the request for additional information, the Program Manager will alert the Regional Coordinator for that locality to follow up with the grant recipient. The Regional Coordinator will contact the grant recipient to determine the cause for the delay in response and work with the Program Manager to determine a path forward to getting the required information or rejecting the request.
- If the required information is not received by the Program Manager within twenty (20) business days of the request for additional information, the Program Manager will alert the PSC Coordinator. The PSC Coordinator will determine if additional action is necessary.

- If the required information is not received by the Program Manager within thirty (30) business days of the request for additional information, the Program Manager will summarily reject the payment reimbursement request with an email to the grant recipient, copying the responsible Regional Coordinator and PSC Coordinator, asking them to resubmit the request when all of the required information is available.

Reimbursement payment requests received without all required receipts will be considered null submissions after 30 business days of notification and non-receipt of required documentation.

In addition, grant payment requests will be held until all reports or other Board required information are received.

FY25 Funding Reimbursement Form

The FY2025 PEP Reimbursement Form is available on the NGS website. A sample image is provided below. Be sure to use the PEP Grant Funding form.



Virginia Department of Emergency Management

PSAP EDUCATION GRANT PAYMENT REQUEST FORM

<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20%;">Date Submitted by PSAP</td><td></td></tr> <tr><td>PSAP Name - FIPS</td><td></td></tr> <tr><td>PSAP EIN</td><td></td></tr> <tr><td>PSAP Address</td><td></td></tr> <tr><td>Grant YEAR and ID Number</td><td></td></tr> <tr><td>Contact Name</td><td></td></tr> <tr><td>Contact Email/Telephone #</td><td></td></tr> </table>	Date Submitted by PSAP		PSAP Name - FIPS		PSAP EIN		PSAP Address		Grant YEAR and ID Number		Contact Name		Contact Email/Telephone #		<p style="text-align: center;">PLEASE INDICATE:</p> <p>___ Conference ___ Non-Conference</p> <p>___ Online Course(s) ___ Subscription-Based</p> <p style="text-align: center;">CONFERENCE ATTENDED:</p>	<p style="font-size: small;">PLEASE COMPLETE FORM AND SUBMIT IN EDITABLE FORMAT SEPARATE FROM THE SUPPORTING DOCUMENTATION WITHIN THE SAME EMAIL TO:</p> <p style="text-align: center; font-size: small;">PSAPGRANTS@VDEM.VIRGINIA.GOV</p>
Date Submitted by PSAP																
PSAP Name - FIPS																
PSAP EIN																
PSAP Address																
Grant YEAR and ID Number																
Contact Name																
Contact Email/Telephone #																

Attendee	Lodging*				Per Diem/ Travel Assistance**	Registration	Other Related Expense***	Total Expense	Comments
	Enter Date	Enter Date	Enter Date	Enter Date					
							\$ -		
							\$ -		
							\$ -		
							\$ -		
							\$ -		
							\$ -		
							\$ -		
							\$ -		
							\$ -		

TOTAL REIMBURSEMENT: \$ -

VDEM USE ONLY - INVOICE # (fiscal year - date processed - grant ID)	
Award Balance After Pmt:	Balance to Fund:
Date Received:	Date Processed:
PSC Program Manager Approval:	
CODING: FUND 09281 PROG 712002 DEPT 98518100 COST CTR 983080 ACCT CODE 5014310	

NGS COMMENTS:

*REQUIRED IN ORDER TO CONSIDER REQUEST COMPLETE IN SUBMISSION

EIN - Locality's Tax ID

Grant Award Closure

The PEP awards will close at the end of the grant award. Any remaining balance will automatically return to the wireless fund.

APPENDIX A: FY25 PEP APPLICATION

Send the completed grant application to the PSAPGrants@vdem.virginia.gov electronic mailbox. An email receipt notification will be sent to the email address listed on the application. After the close of the application cycle, a Grant ID will be assigned and sent to the email address listed on the application received. Incomplete applications will not be accepted for consideration.

Application

INDIVIDUAL PEP GRANT

MULTI-JURISDICTIONAL PEP GRANT

PSAP/HOST PSAP NAME: City of Hampton

CONTACT TITLE: Lieutenant

CONTACT FIRST NAME: John

CONTACT LAST NAME: Harrison

ADDRESS 1: 22 Lincoln St

ADDRESS 2: [Click here to enter text](#)

CITY: Hampton

ZIP CODE: 23669

CONTACT EMAIL: jharrison@hampton.gov

CONTACT PHONE NUMBER: 757-727-6502

CONTACT MOBILE NUMBER: 757-759-9503

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

REGIONAL COORDINATOR: Lyle Hornbaker

FINANCIAL DATA

AMOUNT REQUESTED: \$ 4000.00

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

HOST PSAP AND PARTICIPATING PSAPS (if a multi-jurisdictional PEP application)

STATE PROFESSIONAL ORGANIZATION CONFERENCES

If the primary purpose of this PEP application is to send PSAP and or GIS 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: 2

NUMBER OF DAYS ATTENDING: 3

Virginia NENA Spring Conference

ESTIMATED NUMBER OF PERSONNEL ATTENDING: 2

NUMBER OF DAYS ATTENDING: 3

By checking this box, the applicant acknowledges that the education/training is specific to 9-1-1 and/or GIS and it will benefit the employees and/or PSAP by using the funds to take advantage of opportunities to foster and enhance consistent knowledge and awareness of current and advancing 9-1-1 and GIS public safety communications standards, issues, procedures, practices, technologies and other relevant matters.

OTHER EDUCATIONAL/TRAINING OPPORTUNITIES

If this application includes educational/training opportunities other than the annual state professional organization conferences, or is a multi-jurisdictional 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: Various online coursework is requested in order to allow higher number of dispatchers the opportunity to receive advanced training/continuing education in areas related to the critical nature of their positions. These classes will be focused on Emergency Medical Dispatch related training.

DATES: Online and offered on various dates

LOCATION: Online

ESTIMATED NUMBER OF PERSONNEL ATTENDING: 5-10

TOTAL ESTIMATED BUDGET OF TRAINING/EVENT:

PER DIEM REQUESTED (allowable meals only):

ONLINE TRAINING OPPORTUNITIES

SUBSCRIPTION BASED TRAINING OPPORTUNITIES

COMPREHENSIVE PROJECT DESCRIPTION

Describe how the education/training is 9-1-1 and/or GIS specific and how it will benefit the employees and/or PSAP.

Emergency Medical Dispatch (EMD) is a program of handling medical calls for assistance. Telecommunicators use locally approved EMD Guidecards to properly determine nature and priority of call, dispatch the appropriate response and give caller instructions to help treat patient until responding EMS unit arrives.

APPENDIX B: VIRGINIA PRIMARY PSAPS

VDEM Region	PSAP	Included PSAPs
7	Alexandria	
6	Alleghany	Clifton Forge
1	Amelia	
3	Amherst	
3	Appomattox	
7	Arlington	
3	Augusta	
6	Bath	
6	Bedford	Bedford City
4	Bland	
6	Botetourt	
4	Bristol City	
1	Brunswick	
4	Buchanan	
3	Buckingham	
3	Campbell	
2	Caroline	
1	Charles City	
3	Charlotte	
3	Charlottesville	Albemarle/UVA
5	Chesapeake	
1	Chesterfield	
2	Clarke	
1	Colonial Heights	
6	Covington City	
6	Craig	
2	Culpeper	
3	Cumberland	

6	Danville City	
4	Dickenson	
1	Dinwiddie	
5	Eastern Shore	Accomack/ Chincoteague/ Northampton
1	Emporia City	
1	Essex	
7	Fairfax County	Fairfax City/Vienna
3	Farmville	Prince Edward
2	Fauquier	
6	Floyd	
3	Fluvanna	
6	Franklin City	
5	Franklin County	
2	Frederick	
2	Fredericksburg	
4	Giles	
5	Gloucester	
1	Goochland	
2	Greene	
1	Greensville	
3	Halifax	South Boston
5	Hampton City	
1	Hanover	
3	Harrisonburg/Rockingham	Harrisonburg
1	Henrico	
6	Highland	
1	Hopewell City	
5	Isle of Wight	
1	King And Queen	
2	King George	
1	King William	West Point

5	Lancaster	
4	Lee	
7	Loudoun	
2	Louisa	
3	Lunenburg	
3	Lynchburg City	
2	Madison	
7	Manassas City	
7	Manassas Park City	
6	Martinsville	Henry
5	Mathews	
3	Mecklenburg	
5	Middlesex	
3	Nelson	
1	New Kent	
6	New River Valley	Christiansburg/ Blacksburg/ Montgomery
5	Newport News	
5	Norfolk City	
5	Northumberland	
4	Norton City	
1	Nottoway	
2	Orange	
2	Page	
6	Patrick	
1	Petersburg	
6	Pittsylvania	
5	Portsmouth	
1	Powhatan	
1	Prince George	
7	Prince William	
4	Pulaski	
4	Radford City	

2	Rappahannock	
1	Richmond City	
5	Richmond County	
6	Roanoke City	
6	Roanoke County	
6	Rockbridge	Lexington
4	Russell	
6	Salem City	
4	Scott	
2	Shenandoah	
4	Smyth	
5	Southampton	
2	Spotsylvania	
7	Stafford	
3	Staunton City	
5	Suffolk City	
5	Surry	
1	Sussex	
4	Tazewell	
4	Twin County (Galax)	Carroll/Grayson
5	Virginia Beach	
2	Warren	
4	Washington	
3	Waynesboro	
5	Westmoreland	
2	Winchester	
4	Wise	
4	Wythe	Wytheville
5	York	Williamsburg/ Poquoson