Arizona 9-1-1 Grant Program-FY2020
eCivis Application Training

ADOA
ARIZONA DEPARTMENT OF ADMINISTRATION

Background and Timeline

Applications must be submitted using eCivis' Subrecipient Manager tool.

November 2018: FY2020 Grant Opened

December 14, 2018: Grant application period closes

January-March 2019: Applications are evaluated and budget allocation formula is completed
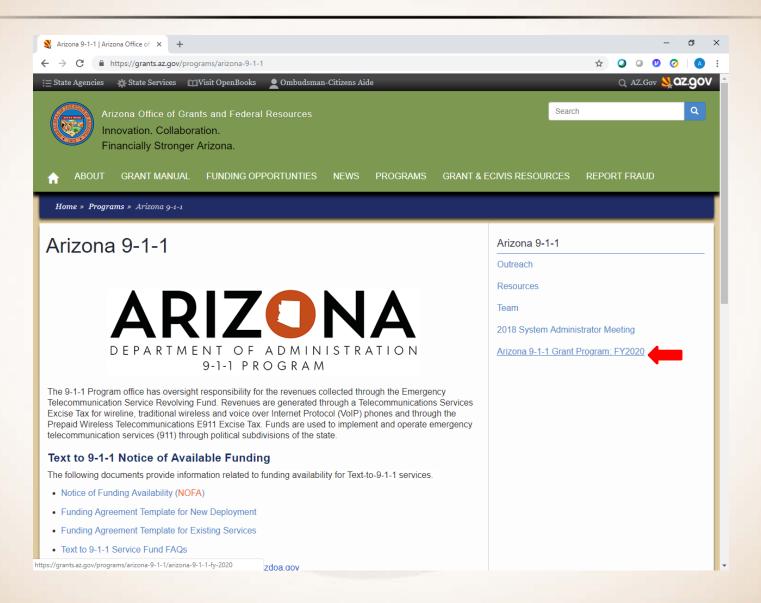
March 31, 2019: System Administrators will be notified of budget for FY2020
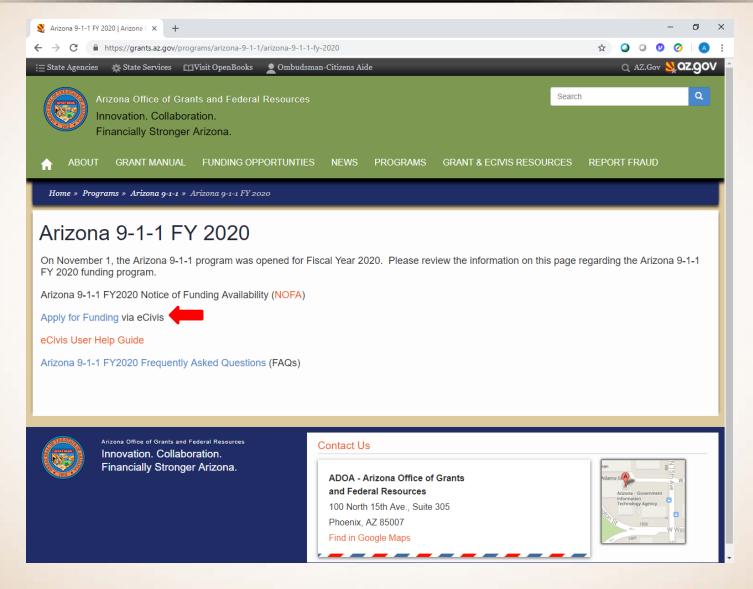
July 1, 2019: Grant period begins

June 30, 2020: Grant period ends
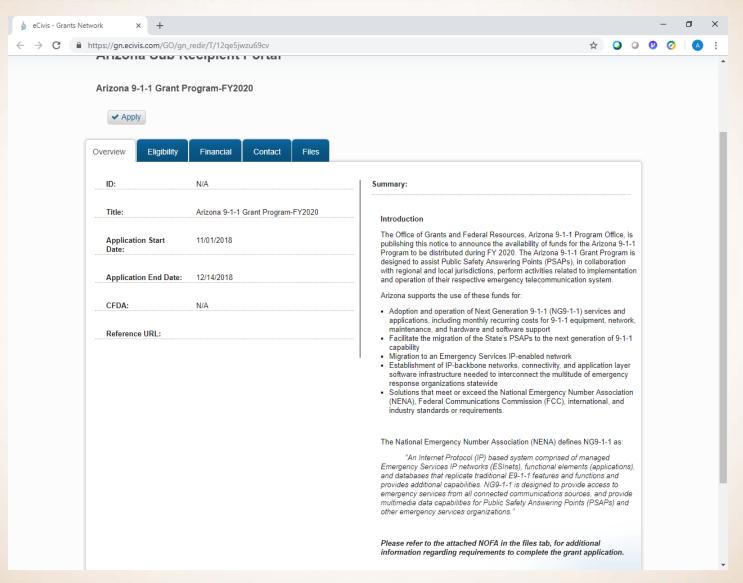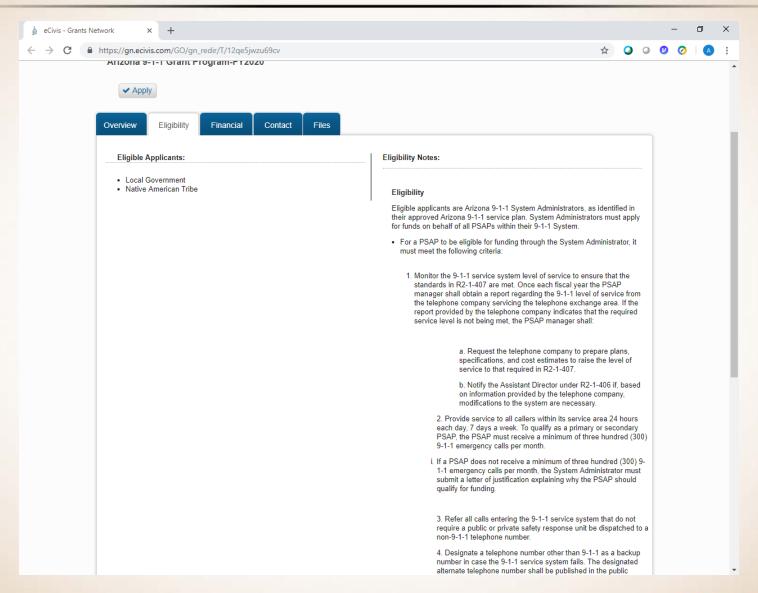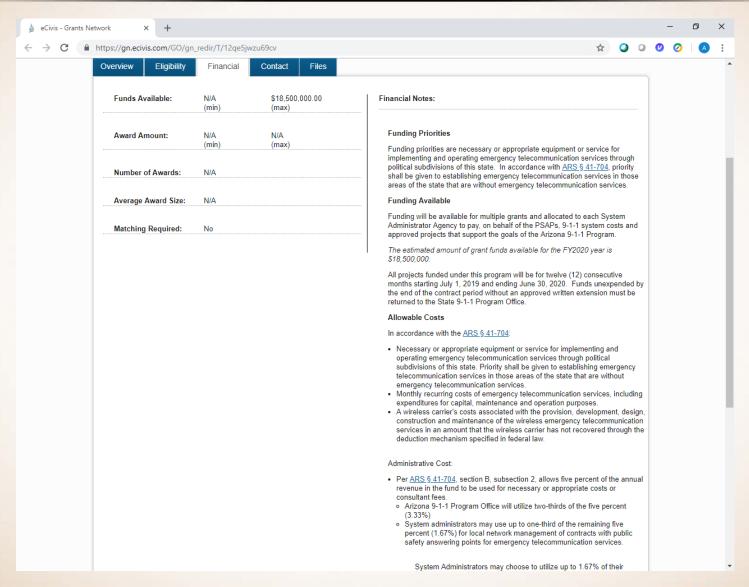
Application Guide

Overview

Eligibility

Financial

Contact
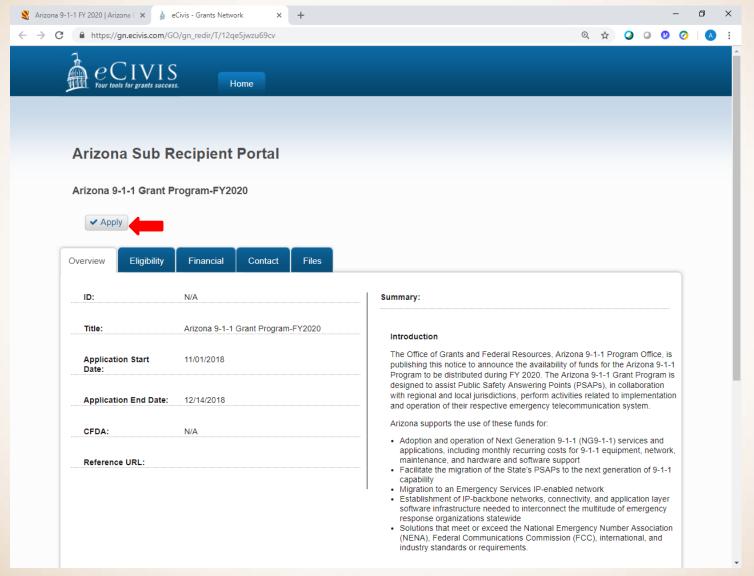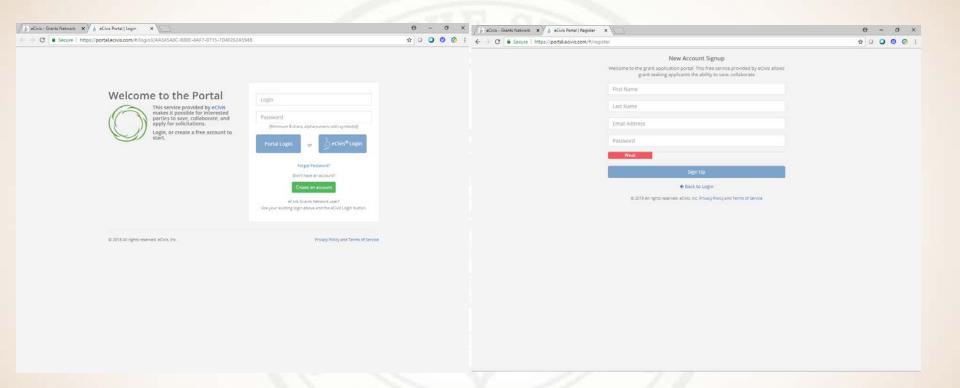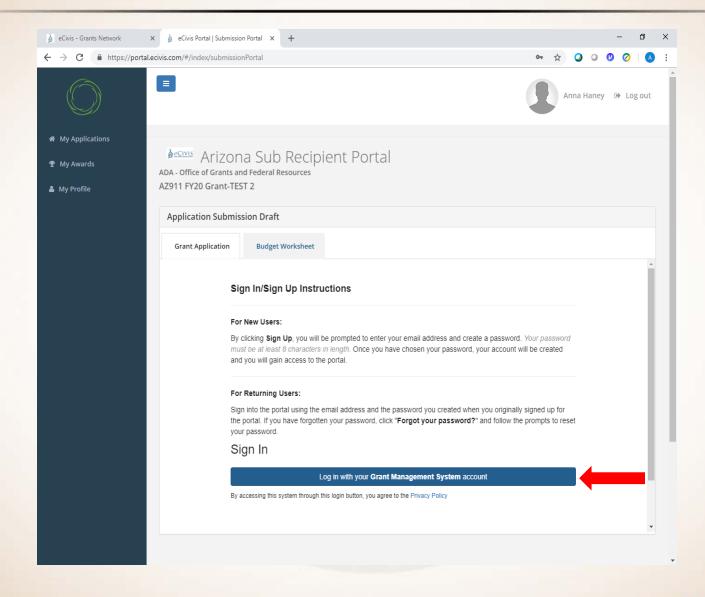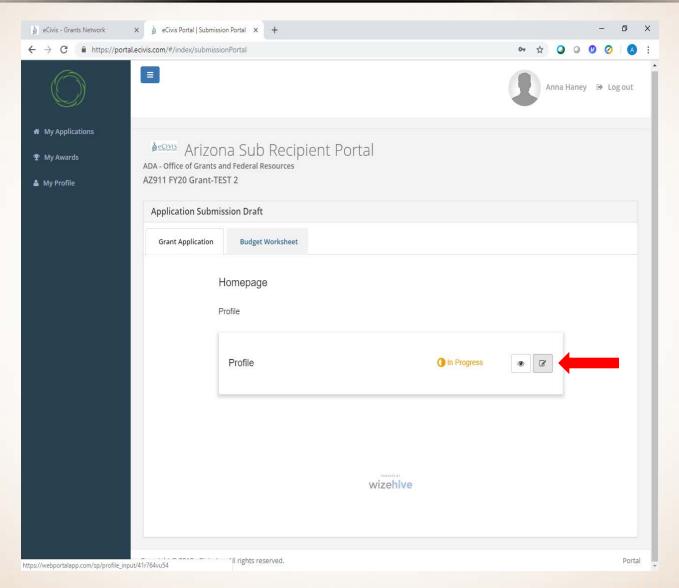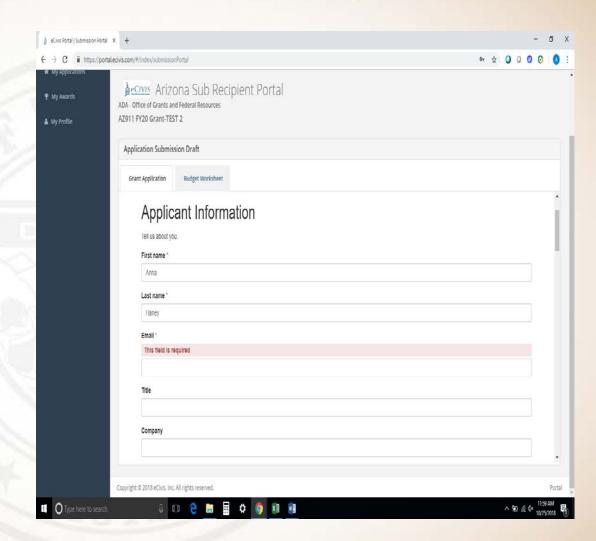
Files

Create an Account or Sign in

Complete Profile

Applicant Profile: Applicant Information

This information is about the Applicant (System Administrator).
All categories must be filled out:

- First Name
- Last Name
- Email
- Title
- Company
- City
- State

Applicant Profile: Organization Information

This information is about the System Administrator's Agency

- **Organization Name**: System Administrator's Agency
- **Employer Identification Number (EIN):** System Administrator Agency's State Tax ID
- **Authorized Representative**: The individual authorized to sign the agreement between the System Administrator Agency and the State of Arizona
- **Business/Finance Representative:** System Administrator Agency's CFO or similar representative authorized to receive funding on behalf of the agency
- **Organization Address:** System Administrator Agency's address

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Complete Application

Application Categories

1. Application/Project Title: 9-1-1 System Name
2. Program/Project Congressional District
3. Program/Project Legislative District
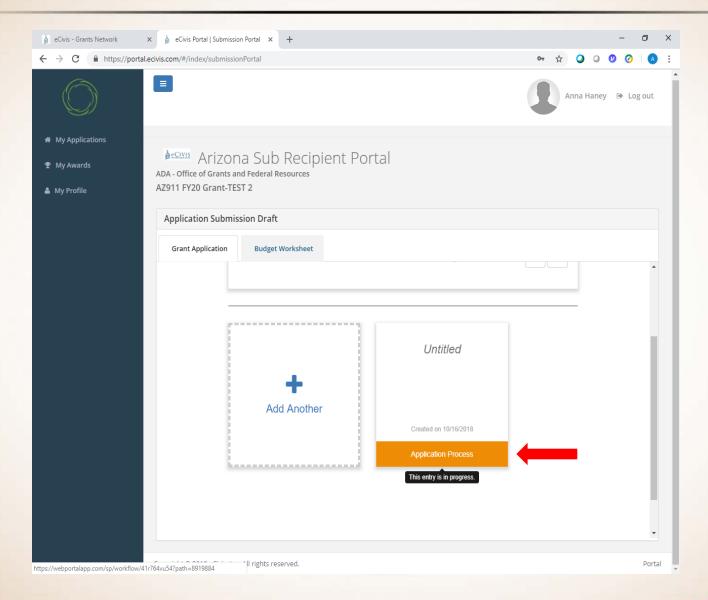4. Scope of Work
5. Project Timeline
6. Collaborative Elements and Partners
7. Sustainability Plan
8. Evaluation Plan
9. Project Goals and Objectives
10. New or Updated Service Plan
11. MOU Letter
12. Annual Reliability Certification

Completion of Application

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Portal

At the bottom of the page select *Save Draft* to save your work and complete at a later time. To complete your application, select *Save*.

Complete Budget Worksheet

Budget Worksheet

The top half, outlined in red, should **not** be changed.

Multi-term Budget: No

Indirect Costs: Not Applicable

Match/Cost Share: Not applicable

Actions: Save, delete, export to excel

Adding Subcategories and Line Items

Adding Subcategories and Line Items

Adding Subcategories and Line Items

Adding Subcategories and Line Items

Budget Table Details

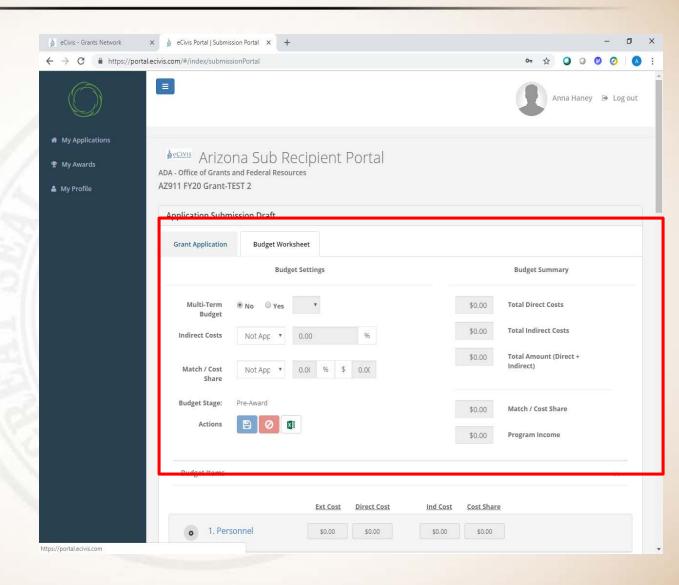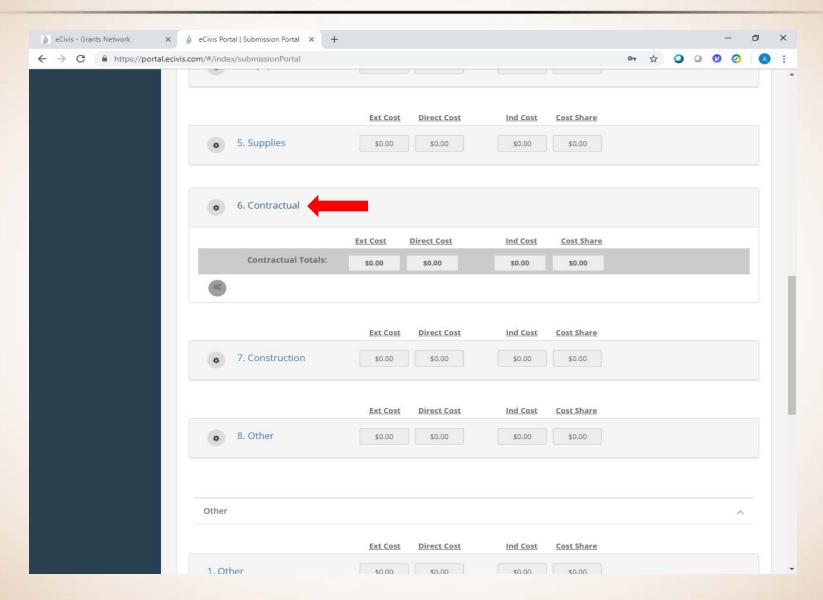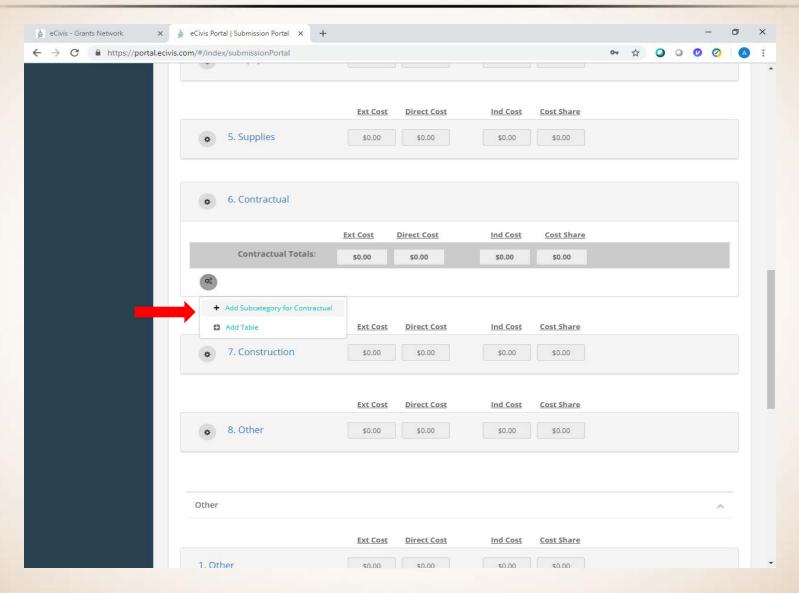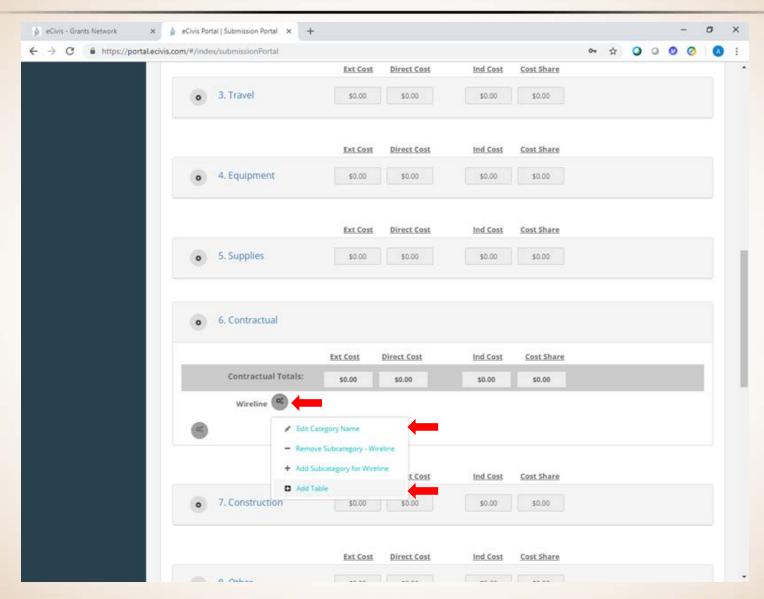| Title	Description	Units	Unit Cost	Extended Cost	Cost	GL Code	Item Type
		0	$0.00	$0.00	$0.00		Direct Cost

⊞ Add Row

- **Title**: Name of System or PSAP the line item request is for

- **Description**: Description of requested item

- **Units**: How many of the item is being requested

- **Unit Cost:** Cost per unit

- **Extended Cost**: Do not change this. This category should match the unit cost

- **Cost:** Total cost for item

- **GL Code**: Do not enter anything; leave cell blank

- **Item Type**: should only select direct cost

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Budget Narrative

The budget narrative is to provide additional detail, explanation, and/or justification to specific budget line items. You can copy and paste from a Word document into this section. Once completed click on the Save Narrative icon. You can export your budget narrative by clicking on the PDF icon.

Save Budget

Arizona 9-1-1 Program Office

Budget Example: Administrative Cost Request

Budget Example: Non-Managed Services PSAP within System

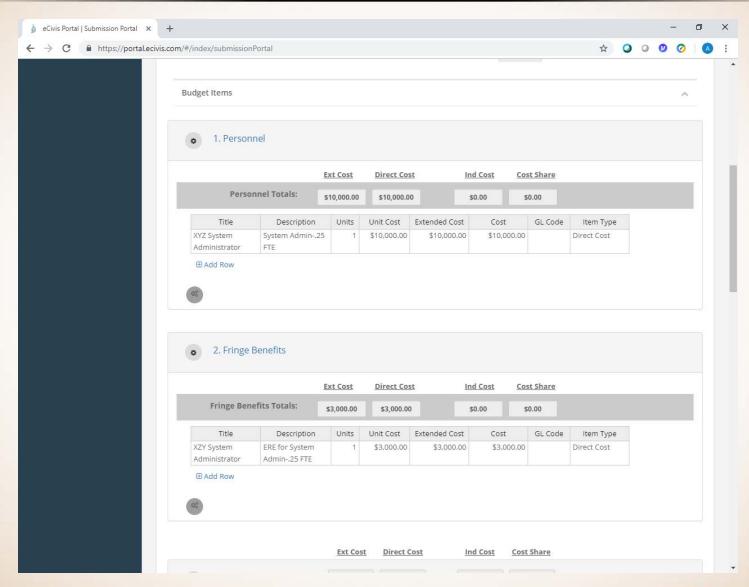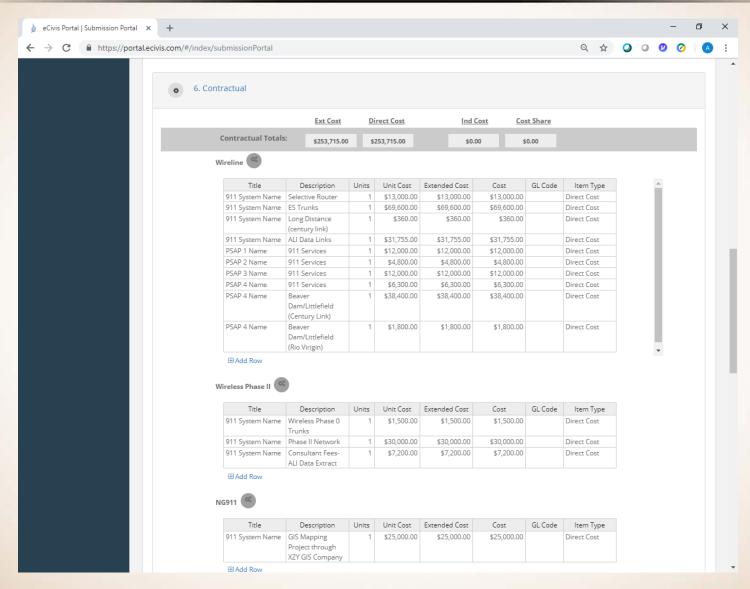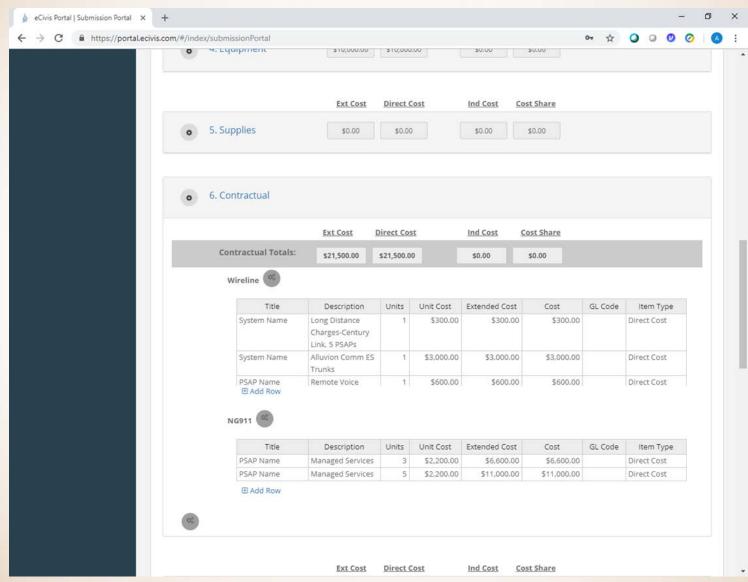# Budget Example: Managed Services PSAP within System

Budget Category Examples:

1. Personnel:

Costs associated with administrative oversight of managing local contracts (1.67%)

Costs associated with MSAG/GIS coordinator, if he/she is an employee of the System Administrator's agency

2. Fringe Benefits:

Costs associated with administrative oversight of managing local contracts (1.67%)

3. Travel:

Travel requests for training, conferences, etc. related to System Administrator functions

4. Equipment:

Logging recorders

Software and/or hardware support

Servers

PSAP Positions

9-1-1 customer premise equipment- upgrades and replacement

5. Supplies:

Costs associated with supplies related to System Administrator functions

6. Contractual: Any vendor contracts the PSAP or System Administrator needs to provide 9-1-1 service, including necessary and appropriate consulting services or recurring monthly bills

- Wireline
  - Network
  - EM Trunks
  - Long distance
  - EM/ES Trunks
  - CPE Maintenance
- Wireless
  - Wireless Cost Recovery
  - ALI Data Extract
- NG911
  - Managed Services
  - GIS Project - hiring of GIS company to complete a GIS project for PSAP or System
  - Costs associated with MSAG/GIS coordinator, if it is an outside vendor

7. Construction: not allowable

8. Other Costs:
Training or education assistance related to System Administrator functions.

Thank you!

Arizona Department of Administration
Office of Grants and Federal Resources
Arizona 9-1-1 Program Office

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