

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



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

The screenshot shows a web browser window with the URL <https://grants.az.gov/programs/arizona-9-1-1>. The page header includes the Arizona Office of Grants and Federal Resources logo and the tagline "Innovation. Collaboration. Financially Stronger Arizona." The navigation menu includes links for ABOUT, GRANT MANUAL, FUNDING OPPORTUNITIES, NEWS, PROGRAMS, GRANT & ECIVIS RESOURCES, and REPORT FRAUD. The main content area is titled "Arizona 9-1-1" and features the "ARIZONA DEPARTMENT OF ADMINISTRATION 9-1-1 PROGRAM" logo. Below the logo, there is a paragraph describing the program's oversight responsibilities. A section titled "Text to 9-1-1 Notice of Available Funding" lists several documents. On the right side, a navigation menu lists "Outreach", "Resources", "Team", "2018 System Administrator Meeting", and "Arizona 9-1-1 Grant Program: FY2020", with a red arrow pointing to the last item. The footer of the page shows the URL <https://grants.az.gov/programs/arizona-9-1-1/arizona-9-1-1-fy-2020> and the domain "zdoa.ooov".

Arizona 9-1-1 FY 2020 | Arizona

https://grants.az.gov/programs/arizona-9-1-1/arizona-9-1-1-fy-2020

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Arizona 9-1-1 FY 2020

On November 1, the Arizona 9-1-1 program was opened for Fiscal Year 2020. Please review the information on this page regarding the Arizona 9-1-1 FY 2020 funding program.

Arizona 9-1-1 FY2020 Notice of Funding Availability (NOFA)

[Apply for Funding via eCivis](#) ←

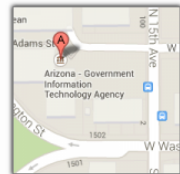
[eCivis User Help Guide](#)

[Arizona 9-1-1 FY2020 Frequently Asked Questions \(FAQs\)](#)

Arizona Office of Grants and Federal Resources
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Contact Us

ADOA - Arizona Office of Grants and Federal Resources
100 North 15th Ave., Suite 305
Phoenix, AZ 85007
[Find in Google Maps](#)



Overview

The screenshot shows a web browser window with the URL https://gn.ecivis.com/GO/gn_redir/T/12qe5jwzu69cv. The page title is "Arizona 9-1-1 Grant Program-FY2020". There is a "Apply" button with a dropdown arrow. Below this are five tabs: "Overview" (selected), "Eligibility", "Financial", "Contact", and "Files".

ID:	N/A
Title:	Arizona 9-1-1 Grant Program-FY2020
Application Start Date:	11/01/2018
Application End Date:	12/14/2018
CFDA:	N/A
Reference URL:	

Summary:

Introduction

The Office of Grants and Federal Resources, Arizona 9-1-1 Program Office, is publishing this notice to announce the availability of funds for the Arizona 9-1-1 Program to be distributed during FY 2020. The Arizona 9-1-1 Grant Program is designed to assist Public Safety Answering Points (PSAPs), in collaboration with regional and local jurisdictions, perform activities related to implementation and operation of their respective emergency telecommunication system.

Arizona supports the use of these funds for:

- Adoption and operation of Next Generation 9-1-1 (NG9-1-1) services and applications, including monthly recurring costs for 9-1-1 equipment, network, maintenance, and hardware and software support
- Facilitate the migration of the State's PSAPs to the next generation of 9-1-1 capability
- Migration to an Emergency Services IP-enabled network
- Establishment of IP-backbone networks, connectivity, and application layer software infrastructure needed to interconnect the multitude of emergency response organizations statewide
- Solutions that meet or exceed the National Emergency Number Association (NENA), Federal Communications Commission (FCC), international, and industry standards or requirements.

The National Emergency Number Association (NENA) defines NG9-1-1 as:

"An Internet Protocol (IP) based system comprised of managed Emergency Services IP networks (ESInets), functional elements (applications), and databases that replicate traditional E9-1-1 features and functions and provides additional capabilities. NG9-1-1 is designed to provide access to emergency services from all connected communications sources, and provide multimedia data capabilities for Public Safety Answering Points (PSAPs) and other emergency services organizations."

Please refer to the attached NOFA in the files tab, for additional information regarding requirements to complete the grant application.

Eligibility

The screenshot shows a web browser window with the URL https://gn.ecivis.com/GO/gn_redir/T/12qe5jwzu69cv. The page title is "Arizona 9-1-1 Grant Program FY2020". There is a "Apply" button with a dropdown arrow. Below the title are five tabs: "Overview", "Eligibility", "Financial", "Contact", and "Files". The "Eligibility" tab is selected.

Eligible Applicants:

- Local Government
- Native American Tribe

Eligibility Notes:

Eligibility

Eligible applicants are Arizona 9-1-1 System Administrators, as identified in their approved Arizona 9-1-1 service plan. System Administrators must apply for funds on behalf of all PSAPs within their 9-1-1 System.

- For a PSAP to be eligible for funding through the System Administrator, it must meet the following criteria:

1. Monitor the 9-1-1 service system level of service to ensure that the standards in R2-1-407 are met. Once each fiscal year the PSAP manager shall obtain a report regarding the 9-1-1 level of service from the telephone company servicing the telephone exchange area. If the report provided by the telephone company indicates that the required service level is not being met, the PSAP manager shall:
 - a. Request the telephone company to prepare plans, specifications, and cost estimates to raise the level of service to that required in R2-1-407.
 - b. Notify the Assistant Director under R2-1-406 if, based on information provided by the telephone company, modifications to the system are necessary.
2. Provide service to all callers within its service area 24 hours each day, 7 days a week. To qualify as a primary or secondary PSAP, the PSAP must receive a minimum of three hundred (300) 9-1-1 emergency calls per month.
 - i. If a PSAP does not receive a minimum of three hundred (300) 9-1-1 emergency calls per month, the System Administrator must submit a letter of justification explaining why the PSAP should qualify for funding.
3. Refer all calls entering the 9-1-1 service system that do not require a public or private safety response unit be dispatched to a non-9-1-1 telephone number.
4. Designate a telephone number other than 9-1-1 as a backup number in case the 9-1-1 service system fails. The designated alternate telephone number shall be published in the public

Financial

eCivis - Grants Network

https://gn.ecivis.com/GO/gn_redir/T/12qe5jwzu69cv

Overview Eligibility Financial Contact Files

Funds Available:	N/A (min)	\$18,500,000.00 (max)
Award Amount:	N/A (min)	N/A (max)
Number of Awards:	N/A	
Average Award Size:	N/A	
Matching Required:	No	

Financial Notes:

Funding Priorities

Funding priorities are necessary or appropriate equipment or service for implementing and operating emergency telecommunication services through political subdivisions of this state. In accordance with [ARS § 41-704](#), priority shall be given to establishing emergency telecommunication services in those areas of the state that are without emergency telecommunication services.

Funding Available

Funding will be available for multiple grants and allocated to each System Administrator Agency to pay, on behalf of the PSAPs, 9-1-1 system costs and approved projects that support the goals of the Arizona 9-1-1 Program.

The estimated amount of grant funds available for the FY2020 year is \$18,500,000.

All projects funded under this program will be for twelve (12) consecutive months starting July 1, 2019 and ending June 30, 2020. Funds unexpended by the end of the contract period without an approved written extension must be returned to the State 9-1-1 Program Office.

Allowable Costs

In accordance with the [ARS § 41-704](#):

- Necessary or appropriate equipment or service for implementing and operating emergency telecommunication services through political subdivisions of this state. Priority shall be given to establishing emergency telecommunication services in those areas of the state that are without emergency telecommunication services.
- Monthly recurring costs of emergency telecommunication services, including expenditures for capital, maintenance and operation purposes.
- A wireless carrier's costs associated with the provision, development, design, construction and maintenance of the wireless emergency telecommunication services in an amount that the wireless carrier has not recovered through the deduction mechanism specified in federal law.

Administrative Cost:

- Per [ARS § 41-704](#), section B, subsection 2, allows five percent of the annual revenue in the fund to be used for necessary or appropriate costs or consultant fees.
 - Arizona 9-1-1 Program Office will utilize two-thirds of the five percent (3.33%)
 - System administrators may use up to one-third of the remaining five percent (1.67%) for local network management of contracts with public safety answering points for emergency telecommunication services.

System Administrators may choose to utilize up to 1.67% of their

Contact

The screenshot shows a web browser window with the URL https://gn.ecivis.com/GO/gn_redir/T/12qe5jwzu69cv. The page title is "Arizona Sub Recipient Portal". Below the title, it says "Arizona 9-1-1 Grant Program-FY2020" and has an "Apply" button. There are five tabs: "Overview", "Eligibility", "Financial", "Contact", and "Files". The "Contact" tab is active. The contact information is as follows:

Agency/Department:	ADA - Office of Grants and Federal Resources	Contact Notes: For questions regarding this solicitation and application, please contact the Office of Grants and Federal Resources, Arizona 9-1-1 Program Office.
Office:	Arizona 9-1-1 Program Office	
Program Contact:	Sandy Dyre, Project Manager 602-771-3911 sandra.dyre@azdoa.gov Anna Haney, Deputy Statewide Grants Administrator 602-542-7015 anna.haney@azdoa.gov	
Application Address:	Sandy Dyre, Project Manager 602-771-3911 sandra.dyre@azdoa.gov Anna Haney, Deputy Statewide Grants Administrator 602-542-7015 anna.haney@azdoa.gov	

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Files

The screenshot shows a web browser window with the URL https://gn.ecivis.com/GO/gn_redir/T/12qe5jwzu69cv. The page title is "Arizona Sub Recipient Portal" and the sub-header is "Arizona 9-1-1 Grant Program-FY2020". There is an "Apply" button with a dropdown arrow. Below this are navigation tabs: Overview, Eligibility, Financial, Contact, and Files. The "Files" tab is active, showing a list of files and a "File Notes" section.

Files:

NOFA:	AZ 911 Grant Program-FY20 NOFA (105.2 Kb)
Guide:	eCivis Application Help Guide (975.0 Kb)
AZ 911 Reliability Process:	Arizona 911 Reliability Process (59.3 Kb)

File Notes:

1. NOFA: Notice of Funding Availability.
This document will provide all details applicants will need to complete the Arizona 9-1-1 Grant Program application. Including but not limited to: eligible applicants, funding available, allowable and disallowable costs, and what an application should include.
2. Guide: eCivis Application Help Guide
This user guide will assist applicants in utilizing the eCivis system to submit their application. Screenshots and help guidance is provided.
3. Arizona 9-1-1 Reliability Process.
This document is referred to in the NOFA, on page 7, Program Specific Criteria #3. For the FY2020 application, the System Administrator must submit a letter certifying the request has been made of the Arizona 9-1-1 System Service Provider for such report and that submission of the attached certification will be made prior to July 1, 2019 or before funding can be released.

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Home

Arizona Sub Recipient Portal

Arizona 9-1-1 Grant Program-FY2020

✓ Apply



Overview

Eligibility

Financial

Contact

Files

ID: N/A

Title: Arizona 9-1-1 Grant Program-FY2020

Application Start Date: 11/01/2018

Application End Date: 12/14/2018

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Summary:

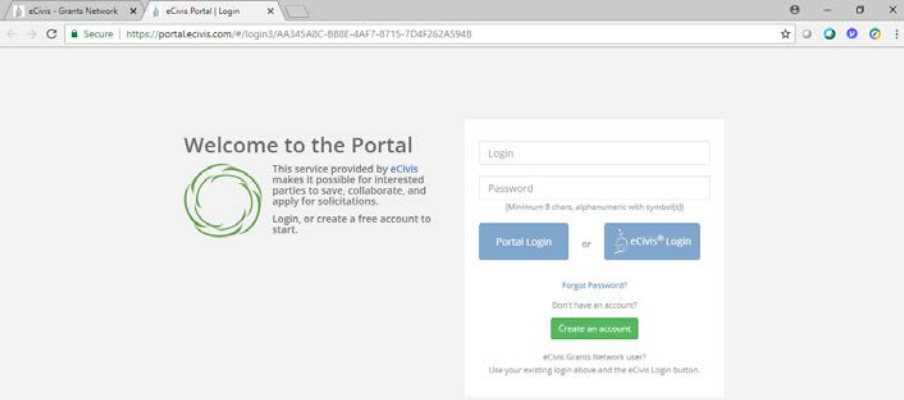
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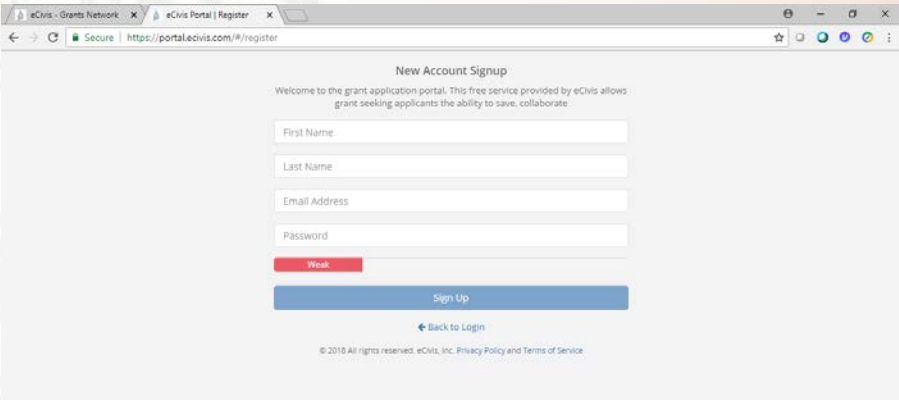
Arizona supports the use of these funds for:

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Create an Account or Sign in



The screenshot shows the login page of the eCivis Portal. On the left, there is a green circular logo and the text "Welcome to the Portal". Below this, it states: "This service provided by eCivis makes it possible for interested parties to save, collaborate, and apply for solicitations. Login, or create a free account to start." In the center, there is a login form with fields for "Login" and "Password" (with a note: "(Minimum 8 chars, alphanumeric with symbols)"). Below the password field are two buttons: "Portal Login" and "eCivis® Login". There is also a "Forgot Password?" link and a "Create an account" button. At the bottom, it asks "eCivis Grants Network user? Use your existing login above and the eCivis Login button."



The screenshot shows the "New Account Signup" page. It starts with a welcome message: "Welcome to the grant application portal. This free service provided by eCivis allows grant seeking applicants the ability to save, collaborate." The form includes fields for "First Name", "Last Name", "Email Address", and "Password". Below the password field, there is a red "Weak" indicator. A blue "Sign Up" button is at the bottom of the form, with a "Back to Login" link below it. At the very bottom, it says "© 2010 All rights reserved. eCivis, Inc. Privacy Policy and Terms of Service".

The screenshot shows a web browser window with two tabs: "eCivis - Grants Network" and "eCivis Portal | Submission Portal". The address bar shows the URL "https://portalecivis.com/#/index/submissionPortal". The page header includes a user profile for "Anna Haney" with a "Log out" link. The main content area is titled "Arizona Sub Recipient Portal" and includes the text "ADA - Office of Grants and Federal Resources" and "AZ911 FY20 Grant-TEST 2". Below this is a section for "Application Submission Draft" with two tabs: "Grant Application" and "Budget Worksheet". The "Budget Worksheet" tab is active, displaying "Sign In/Sign Up Instructions".

Sign In/Sign Up Instructions

For New Users:
By clicking **Sign Up**, you will be prompted to enter your email address and create a password. *Your password must be at least 8 characters in length.* Once you have chosen your password, your account will be created and you will gain access to the portal.

For Returning Users:
Sign into the portal using the email address and the password you created when you originally signed up for the portal. If you have forgotten your password, click "**Forgot your password?**" and follow the prompts to reset your password.

Sign In

Log in with your Grant Management System account

By accessing this system through this login button, you agree to the [Privacy Policy](#)

A red arrow points to the "Log in with your Grant Management System account" button.

Complete Profile

The screenshot shows a web browser window with the URL <https://portal.ecivis.com/#/index/submissionPortal>. The user is logged in as Anna Haney. The page title is "Arizona Sub Recipient Portal" under the "ADA - Office of Grants and Federal Resources" for "AZ911 FY20 Grant-TEST 2". The main content area is titled "Application Submission Draft" and has two tabs: "Grant Application" and "Budget Worksheet". Below the tabs, the text "Homepage" and "Profile" is visible. A card displays "Profile" with an "In Progress" status indicator and two icons: an eye and a pencil. A red arrow points to the pencil icon. The footer includes the URL https://webportalapp.com/sp/profile_input/41r764vu54 and the "wizehive" logo.

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

The screenshot displays a web browser window with the URL <https://portalecivis.com/#/index/submissionPortal>. The page title is "Arizona Sub Recipient Portal" and the header includes "ADA - Office of Grants and Federal Resources" and "AZ911 FY20 Grant-TEST 2". The main content area is titled "Application Submission Draft" and contains two tabs: "Grant Application" (selected) and "Budget Worksheet". Below the tabs is the "Applicant Information" section, which includes a sub-header "Tell us about you." and several input fields: "First name *" (containing "Anna"), "Last name *" (containing "Haney"), "Email *" (with a red error message "This field is required"), "Title", and "Company". The footer of the page shows "Copyright © 2018 eCivis, Inc. All rights reserved." and "Portal". The Windows taskbar at the bottom indicates the time is 11:39 AM on 10/29/2018.

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

The screenshot displays the eCIVIS Arizona Sub Recipient Portal interface. The browser address bar shows the URL: <https://portal.ecivis.com/#/index/submissionPortal>. The page title is "Arizona Sub Recipient Portal" and the subtitle is "ADA - Office of Grants and Federal Resources AZ911 FY20 Grant-TEST 2". The main content area is titled "Application Submission Draft" and includes tabs for "Grant Application" and "Budget Worksheet". A dropdown menu is set to "Arizona". Below this, the "Organization Information" section prompts the user to "tell us about your organization." and contains several input fields: "Organization Name", "Employer Identification Number (EIN)", "Authorized Representative", "Business/Finance Representative", and a "Text Box". The footer of the page includes the copyright notice "Copyright © 2018 eCIVIS, Inc. All rights reserved." and the word "Portal". The Windows taskbar at the bottom shows the time as 1:03 PM on 10/25/2018.

The screenshot shows a web browser window with two tabs: "eCivis - Grants Network" and "eCivis Portal | Submission Portal". The address bar shows the URL "https://portal.ecivis.com/#/index/submissionPortal". The user is logged in as "Anna Haney" with a "Log out" button. The page title is "Arizona Sub Recipient Portal" and the subtitle is "ADA - Office of Grants and Federal Resources AZ911 FY20 Grant-TEST 2". The main content area is titled "Application Submission Draft" and has two tabs: "Grant Application" and "Budget Worksheet". A modal dialog box is displayed in the center with the following text: "Success! Your profile is now complete. Your next step is to start your entry." and an "OK" button. Below the dialog, there is a dashed box with a plus sign and the text "Add Another", and a grey box labeled "Untitled". The footer contains the text "Copyright © 2018 eCivis, Inc. All rights reserved." and "Portal".

Complete Application

The screenshot shows a web browser window with the URL <https://portal.ecivis.com/#/index/submissionPortal>. The page title is "Arizona Sub Recipient Portal" and the user is logged in as "Anna Haney". The main content area is titled "Application Submission Draft" and contains two tabs: "Grant Application" and "Budget Worksheet". Below the tabs, there is a large dashed box with a blue plus sign and the text "Add Another". To the right of this box is a card titled "Untitled" with the text "Created on 10/16/2018" and an orange bar at the bottom labeled "Application Process". A red arrow points to this orange bar. Below the orange bar, a small black box contains the text "This entry is in progress." The footer of the page includes the URL <https://webportalapp.com/sp/workflow/41r764vu54?path=8919884> and the word "Portal".

eCivis - Grants Network x eCivis Portal | Submission Portal x

https://portalecivis.com/#/index/submissionPortal

Anna Haney Log out




Arizona Sub Recipient Portal

ADA - Office of Grants and Federal Resources
AZ911 FY20 Grant-TEST 2

Application Submission Draft

Grant Application Budget Worksheet

Application Process

Applications In Progress   

First Stage Submission

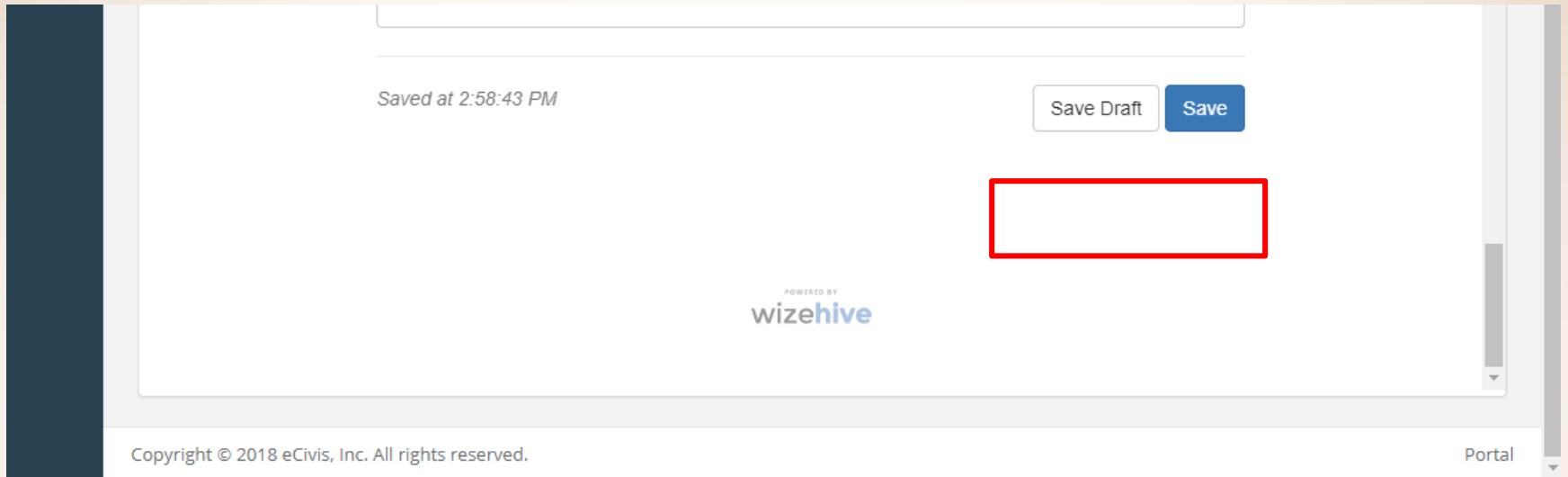
POWERED BY wizehive

https://webportalapp.com/sp/task_item_primary_input/41r764vu54?path=8919884 rights reserved. Portal

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



Saved at 2:58:43 PM

Save Draft Save

POWERED BY
wizehive

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The screenshot shows a web application interface. At the top, there is a text input field. Below it, a status message reads "Saved at 2:58:43 PM". To the right of this message are two buttons: "Save Draft" (a light blue button) and "Save" (a dark blue button). Below the "Save Draft" button is a red rectangular box. In the center of the page, there is a logo that says "POWERED BY wizehive". At the bottom left, there is a copyright notice: "Copyright © 2018 eCivis, Inc. All rights reserved." At the bottom right, there is a "Portal" link with a dropdown arrow.

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

The screenshot shows a web browser window with the URL <https://portal.ecivis.com/#/index/submissionPortal>. The page title is "Arizona Sub Recipient Portal" and the user is logged in as "Anna Haney". The main content area is titled "Application Submission Draft" and contains two tabs: "Grant Application" and "Budget Worksheet". A red arrow points to the "Budget Worksheet" tab. Below the tabs, there is a "Profile" section with a "Complete" status and a "Add Another" button. To the right, there is an "Arizona 9-1-1 System Application" card with a date of "Created on 10/25/2018" and an "Application Process" button. The footer contains the text "Copyright © 2018 eCivis, Inc. All rights reserved." and "Portal".

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

Application Submission Draft

Grant Application | Budget Worksheet

Budget Settings

Multi-Term Budget: No Yes

Indirect Costs: Not App. 0.00 %

Match / Cost Share: Not App. 0.00 % \$ 0.00

Budget Stage: Pre-Award

Actions:

Budget Summary

\$0.00 Total Direct Costs

\$0.00 Total Indirect Costs

\$0.00 Total Amount (Direct + Indirect)

\$0.00 Match / Cost Share

\$0.00 Program Income

	Ext Cost	Direct Cost	Ind Cost	Cost Share
1. Personnel	\$0.00	\$0.00	\$0.00	\$0.00

Adding Subcategories and Line Items

The screenshot shows a web browser window with the URL <https://portal.ecivis.com/#/index/submissionPortal>. The page displays a list of cost categories, each with a gear icon for configuration and four input fields for costs. A red arrow points to the '6. Contractual' category.

	<u>Ext Cost</u>	<u>Direct Cost</u>	<u>Ind Cost</u>	<u>Cost Share</u>
5. Supplies	\$0.00	\$0.00	\$0.00	\$0.00
6. Contractual				
Contractual Totals:				
	\$0.00	\$0.00	\$0.00	\$0.00
7. Construction	\$0.00	\$0.00	\$0.00	\$0.00
8. Other	\$0.00	\$0.00	\$0.00	\$0.00
Other				
1. Other	\$0.00	\$0.00	\$0.00	\$0.00

Adding Subcategories and Line Items

The screenshot shows the eCivis Portal Submission Portal interface. The browser address bar displays <https://portal.ecivis.com/#/index/submissionPortal>. The page contains a list of line items, each with a gear icon for configuration and input fields for Ext Cost, Direct Cost, Ind Cost, and Cost Share.

	Ext Cost	Direct Cost	Ind Cost	Cost Share
5. Supplies	\$0.00	\$0.00	\$0.00	\$0.00
6. Contractual				
Contractual Totals:				
	\$0.00	\$0.00	\$0.00	\$0.00
7. Construction	\$0.00	\$0.00	\$0.00	\$0.00
8. Other	\$0.00	\$0.00	\$0.00	\$0.00
1. Other	\$0.00	\$0.00	\$0.00	\$0.00

A red arrow points to the dropdown menu for the '6. Contractual' line item, which is open and shows the following options:

- + Add Subcategory for Contractual
- + Add Table

Adding Subcategories and Line Items

The screenshot shows the eCivis Grants Network submission portal. The page displays a list of subcategories, each with a radio button and a table for cost tracking. The subcategories are: 3. Travel, 4. Equipment, 5. Supplies, 6. Contractual, and 7. Construction. A 'Wireline' subcategory is highlighted, and a context menu is open over it. The context menu contains the following options: 'Edit Category Name', 'Remove Subcategory - Wireline', 'Add Subcategory for Wireline', and 'Add Table'. Red arrows point to the 'Wireline' radio button, the 'Add Subcategory for Wireline' option, and the 'Add Table' option. The 'Contractual Totals' row shows \$0.00 for Ext Cost, Direct Cost, Ind Cost, and Cost Share.

	Ext Cost	Direct Cost	Ind Cost	Cost Share
3. Travel	\$0.00	\$0.00	\$0.00	\$0.00
4. Equipment	\$0.00	\$0.00	\$0.00	\$0.00
5. Supplies	\$0.00	\$0.00	\$0.00	\$0.00
6. Contractual				
Contractual Totals:	\$0.00	\$0.00	\$0.00	\$0.00
Wireline				
7. Construction	\$0.00	\$0.00	\$0.00	\$0.00

Adding Subcategories and Line Items

Browser tabs: eCivis - Grants Network | eCivis Portal | Submission Portal

URL: https://portal.ecivis.com/#/index/submissionPortal

4. Equipment

5. Supplies

6. Contractual

Contractual Totals:

	Ext Cost	Direct Cost	Ind Cost	Cost Share
Contractual Totals:	\$0.00	\$0.00	\$0.00	\$0.00

Wireline

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

Add Row


7. Construction

8. Other

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

Budget Narrative

Budget Narrative ^

Enter your budget narrative below.

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Save Narrative 📄 8000 characters remaining

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

The screenshot displays the eCIVIS Government Organization interface. The user is logged in as David Shea. The application is titled "Re-Entry Youth Program" under the "Community Development" organization. The current view is "Application Submission Draft" with tabs for "Grant Application" and "Budget Worksheet".

Budget Settings:

- Multi-Term Budget: No Yes
- Indirect Costs: %
- Match / Cost Share: % \$
- Budget Stage: Pre-Award
- Actions:

Budget Summary:

\$40,000.00	Total Direct Costs
\$0.00	Total Indirect Costs
\$40,000.00	Total Amount (Direct + Indirect)
\$0.00	Match / Cost Share
\$0.00	Program Income

Budget Example: Administrative Cost Request

The screenshot displays the eCivis Portal Submission Portal interface. The browser address bar shows the URL: <https://portal.ecivis.com/#/index/submissionPortal>. The page content is organized into sections for budget items.

Budget Items

1. Personnel

	<u>Ext Cost</u>	<u>Direct Cost</u>	<u>Ind Cost</u>	<u>Cost Share</u>
Personnel Totals:	\$10,000.00	\$10,000.00	\$0.00	\$0.00

Title	Description	Units	Unit Cost	Extended Cost	Cost	GL Code	Item Type
XYZ System Administrator	System Admin-.25 FTE	1	\$10,000.00	\$10,000.00	\$10,000.00		Direct Cost

[Add Row](#)

2. Fringe Benefits

	<u>Ext Cost</u>	<u>Direct Cost</u>	<u>Ind Cost</u>	<u>Cost Share</u>
Fringe Benefits Totals:	\$3,000.00	\$3,000.00	\$0.00	\$0.00

Title	Description	Units	Unit Cost	Extended Cost	Cost	GL Code	Item Type
XYZ System Administrator	ERE for System Admin-.25 FTE	1	\$3,000.00	\$3,000.00	\$3,000.00		Direct Cost

[Add Row](#)

At the bottom of the page, the following headers are visible: Ext Cost, Direct Cost, Ind Cost, and Cost Share.

Budget Example: Non-Managed Services PSAP within System

eCivis Portal | Submission Portal x +
 https://portal.ecivis.com/#/index/submissionPortal

6. Contractual

	Ext Cost	Direct Cost	Ind Cost	Cost Share
Contractual Totals:	\$253,715.00	\$253,715.00	\$0.00	\$0.00

Wireline

Title	Description	Units	Unit Cost	Extended Cost	Cost	GL Code	Item Type
911 System Name	Selective Router	1	\$13,000.00	\$13,000.00	\$13,000.00		Direct Cost
911 System Name	ES Trunks	1	\$69,600.00	\$69,600.00	\$69,600.00		Direct Cost
911 System Name	Long Distance (century link)	1	\$360.00	\$360.00	\$360.00		Direct Cost
911 System Name	ALI Data Links	1	\$31,755.00	\$31,755.00	\$31,755.00		Direct Cost
PSAP 1 Name	911 Services	1	\$12,000.00	\$12,000.00	\$12,000.00		Direct Cost
PSAP 2 Name	911 Services	1	\$4,800.00	\$4,800.00	\$4,800.00		Direct Cost
PSAP 3 Name	911 Services	1	\$12,000.00	\$12,000.00	\$12,000.00		Direct Cost
PSAP 4 Name	911 Services	1	\$6,300.00	\$6,300.00	\$6,300.00		Direct Cost
PSAP 4 Name	Beaver Dam/Littlefield (Century Link)	1	\$38,400.00	\$38,400.00	\$38,400.00		Direct Cost
PSAP 4 Name	Beaver Dam/Littlefield (Rio Virigin)	1	\$1,800.00	\$1,800.00	\$1,800.00		Direct Cost

Add Row

Wireless Phase II

Title	Description	Units	Unit Cost	Extended Cost	Cost	GL Code	Item Type
911 System Name	Wireless Phase 0 Trunks	1	\$1,500.00	\$1,500.00	\$1,500.00		Direct Cost
911 System Name	Phase II Network	1	\$30,000.00	\$30,000.00	\$30,000.00		Direct Cost
911 System Name	Consultant Fees-ALI Data Extract	1	\$7,200.00	\$7,200.00	\$7,200.00		Direct Cost

Add Row

NG911

Title	Description	Units	Unit Cost	Extended Cost	Cost	GL Code	Item Type
911 System Name	GIS Mapping Project through XZY GIS Company	1	\$25,000.00	\$25,000.00	\$25,000.00		Direct Cost

Add Row

Budget Example: Managed Services PSAP within System

eCivis Portal | Submission Portal

https://portal.ecivis.com/#/index/submissionPortal

4. Equipment \$10,000.00 \$10,000.00 \$0.00 \$0.00

Ext Cost Direct Cost Ind Cost Cost Share

5. Supplies \$0.00 \$0.00 \$0.00 \$0.00

6. Contractual

Ext Cost Direct Cost Ind Cost Cost Share

Contractual Totals: \$21,500.00 \$21,500.00 \$0.00 \$0.00

Wireline

Title	Description	Units	Unit Cost	Extended Cost	Cost	GL Code	Item Type
System Name	Long Distance Charges-Century Link, 5 PSAPs	1	\$300.00	\$300.00	\$300.00		Direct Cost
System Name	Alluvion Comm ES Trunks	1	\$3,000.00	\$3,000.00	\$3,000.00		Direct Cost
PSAP Name	Remote Voice	1	\$600.00	\$600.00	\$600.00		Direct Cost

Add Row

NG911

Title	Description	Units	Unit Cost	Extended Cost	Cost	GL Code	Item Type
PSAP Name	Managed Services	3	\$2,200.00	\$6,600.00	\$6,600.00		Direct Cost
PSAP Name	Managed Services	5	\$2,200.00	\$11,000.00	\$11,000.00		Direct Cost

Add Row

Ext Cost Direct Cost Ind Cost Cost Share

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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