

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

Arizona 9-1-1 Grant Program-FY2020

eCivis User Help Guide

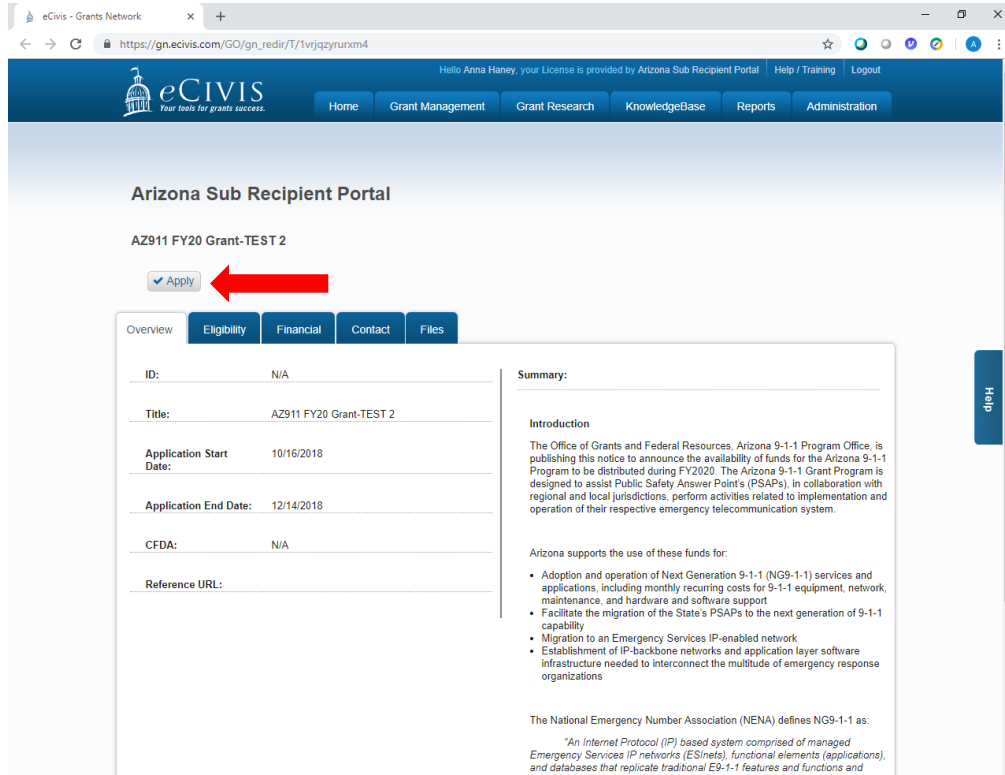
Steps to Complete Grant Application

- [1. Open Grant Solicitation](#)
- [2. Complete Applicant Profile](#)
- [3. Complete Application](#)
- [4. Complete Budget Worksheet](#)

1. Open Grant Solicitation

To begin the application process, click on link from GFR website. You will then be directed to the eCivis page with the open Arizona FY20 9-1-1 Program Solicitation. Click apply button.

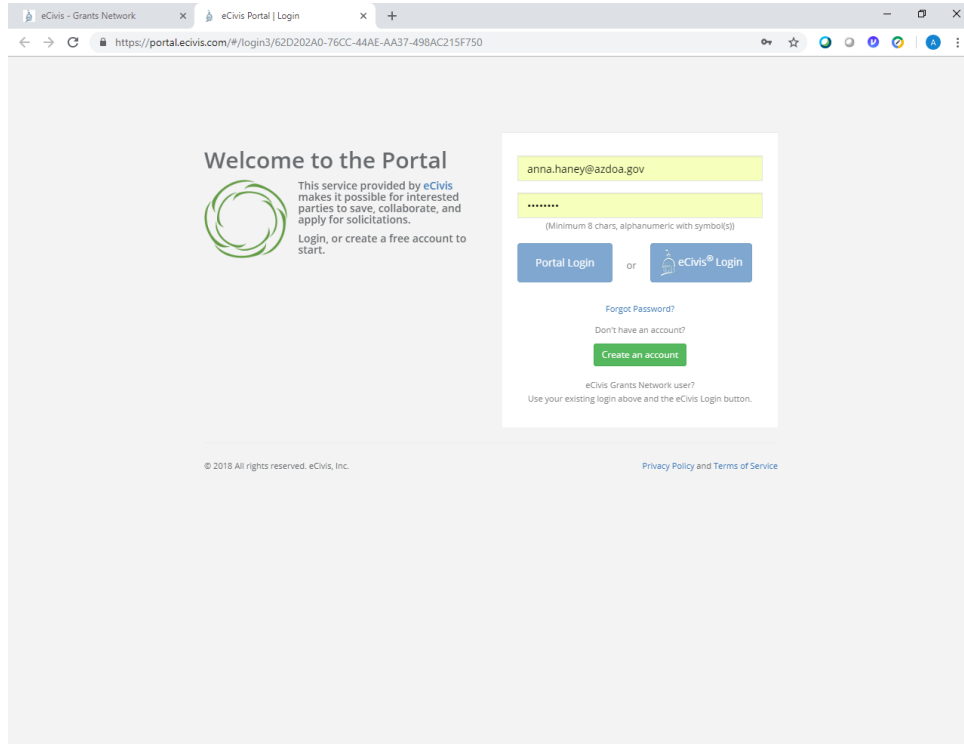
Step 1:



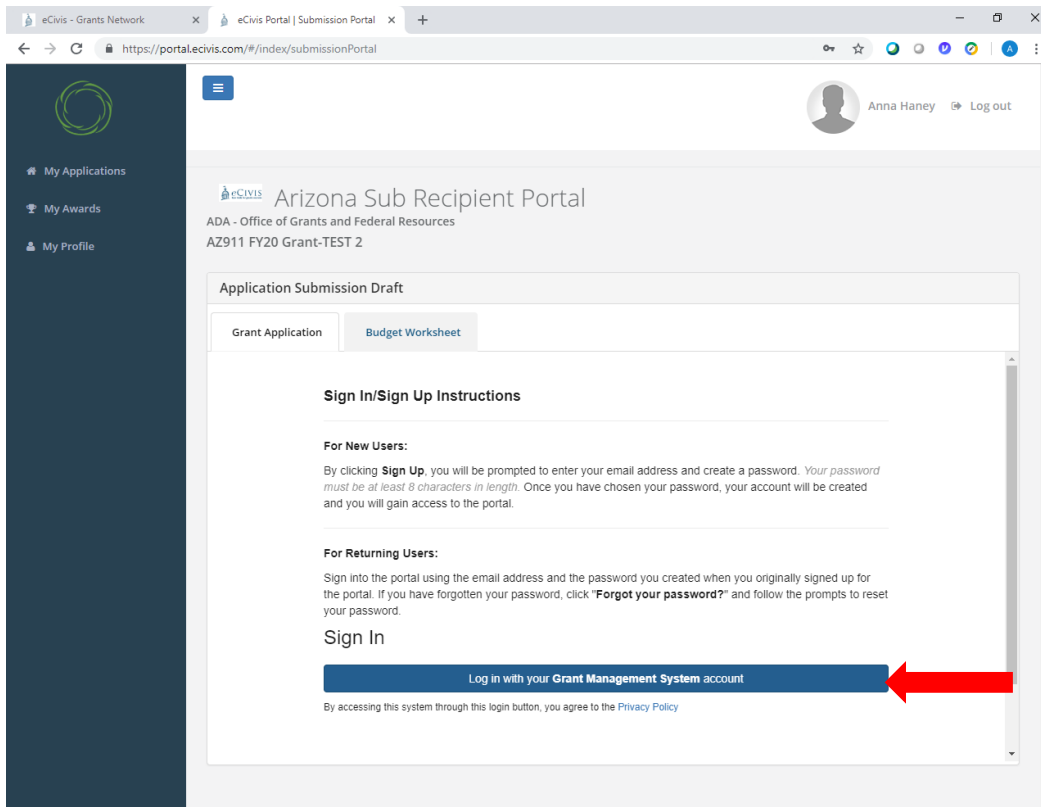
The apply button will take you to the portal. Sign in with portal log in, eCivis log in or create a new account if you have never accessed this system before. Below are the explanations of which log in to use:

- **Portal log in:** if you are not a current eCivis user
- **eCivis log in:** if you have an eCivis account currently (those who applied for Text to 911 will have an eCivis log in)
- **Create new account:** if you do not have either of the above, create an account to access the application.

Step 2: If you are a current eCivis user, you can enter your eCivis username and password to log in. If this is your first time using the *Portal*, you will need to click on the green *Create an account* button to create your account.



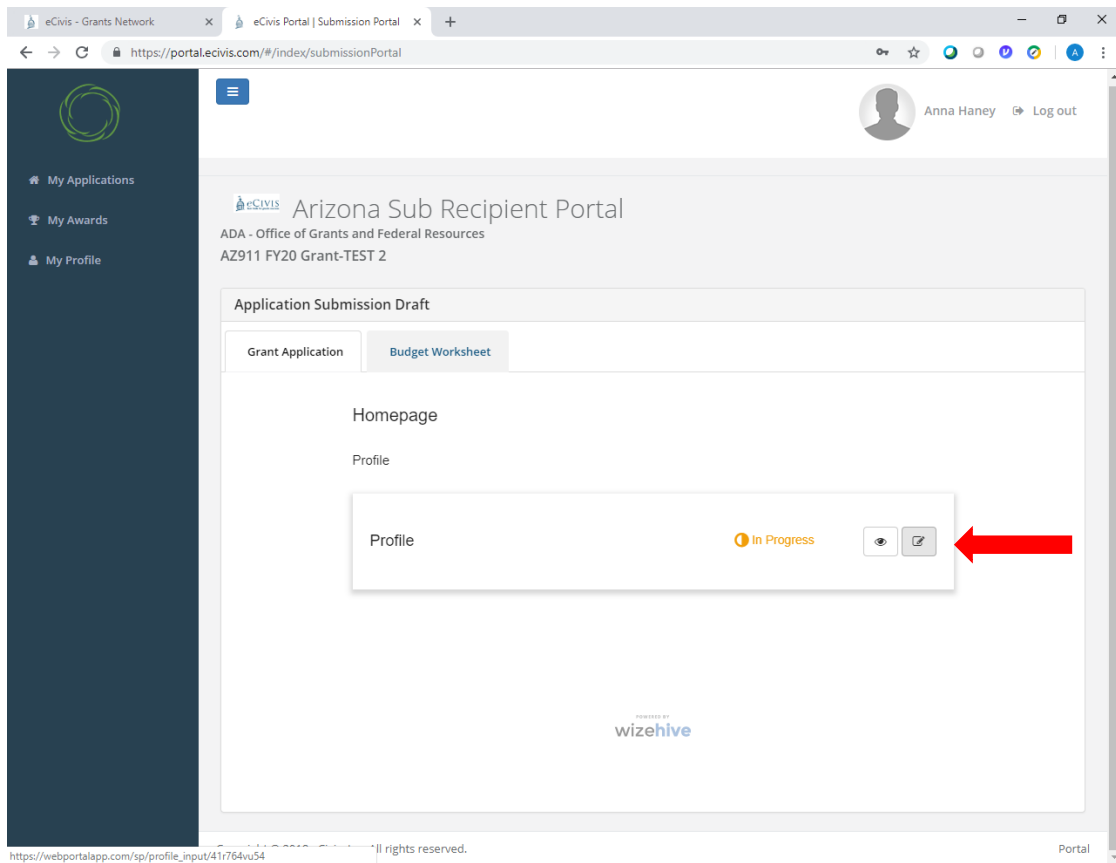
Step 3: Once you have logged in and verified your email address, you will be brought back to the original application you desired to apply for. Prior to beginning the application, you will need to verify your account and log into the grant management system.



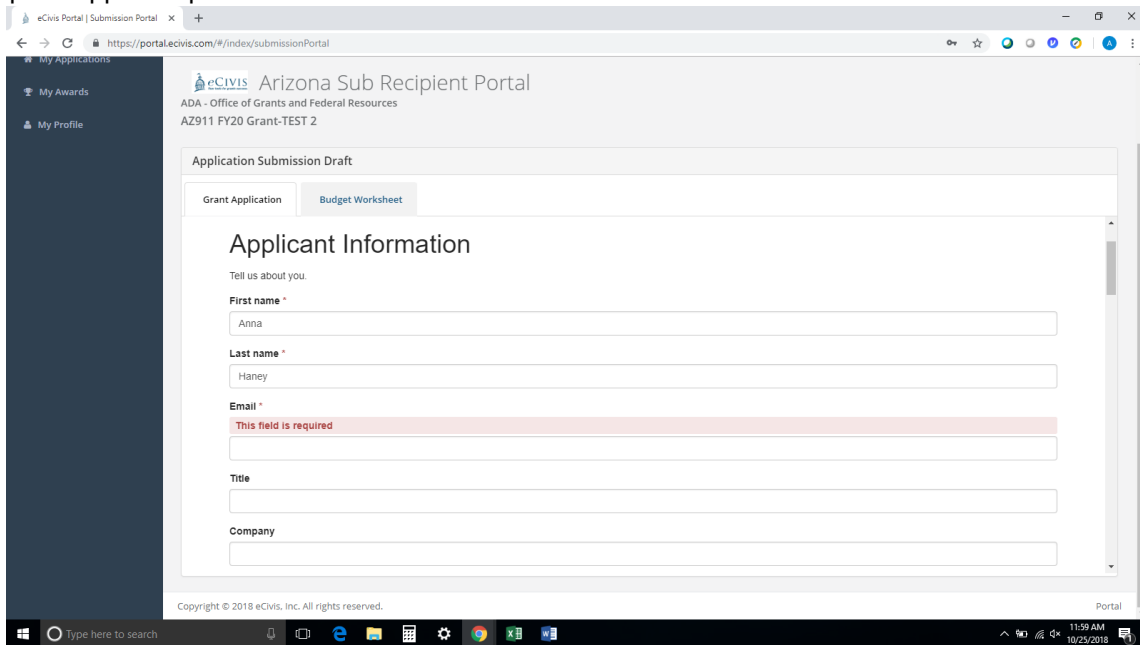
2. Complete Applicant Profile

To begin the application process, you must first complete your profile. Click the pencil button icon to edit or the eyeball icon to view your profile.

Step 1:



Step 2: Complete applicant profile information.

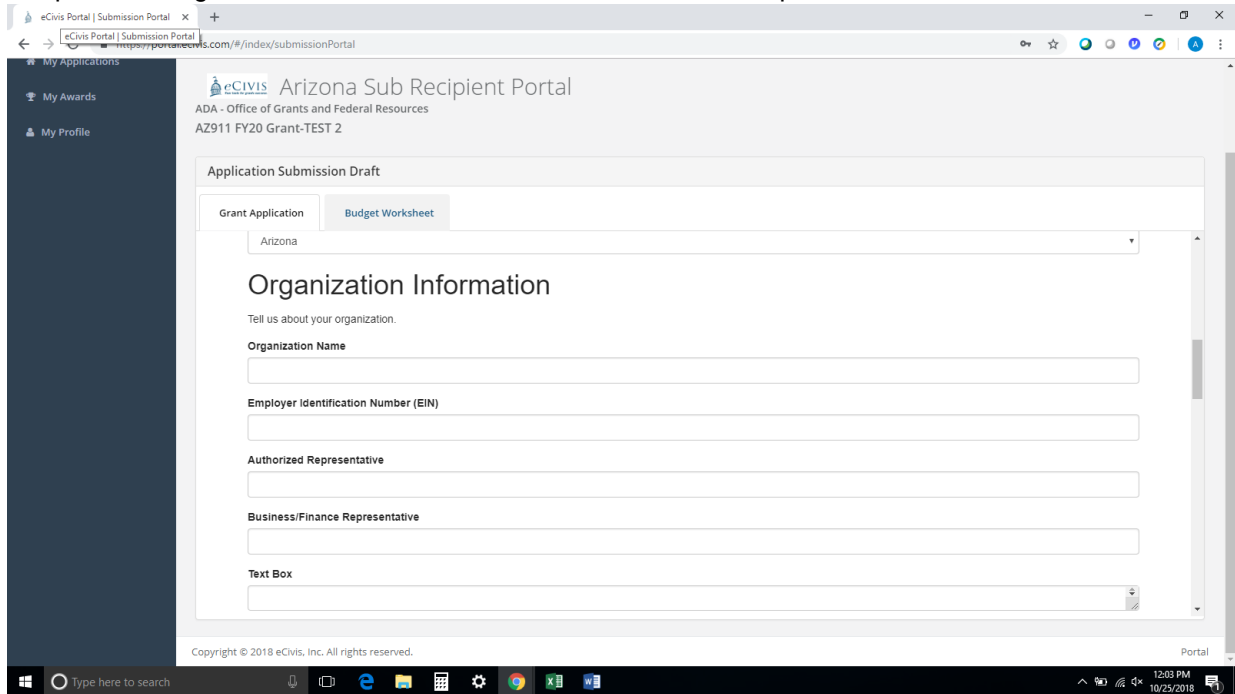


This is information about the Applicant (**System Administrator**). Below are the categories you must complete.

- First Name
- Last Name

- Email
- Title
- Company
- City
- State

Step 3: Complete the Organization Information. This section **must** be completed.



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

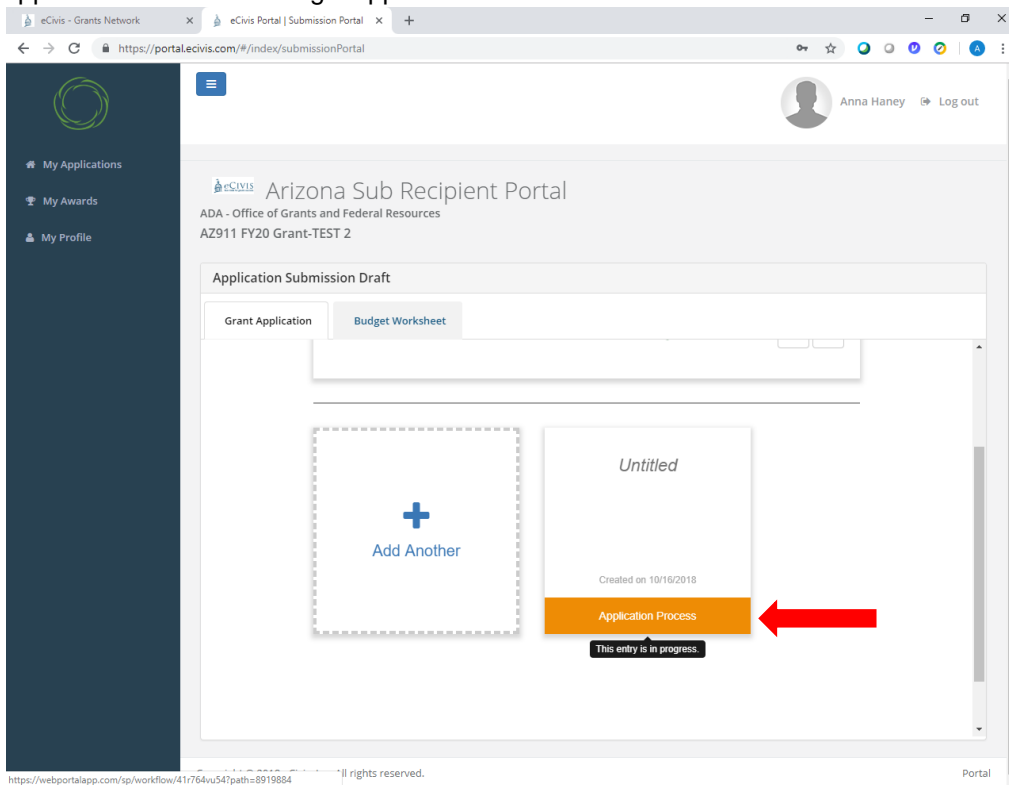
Organization Address: System Administrator Agency's address

Once you complete the profile, you will see screen below. You can now begin completing the application.

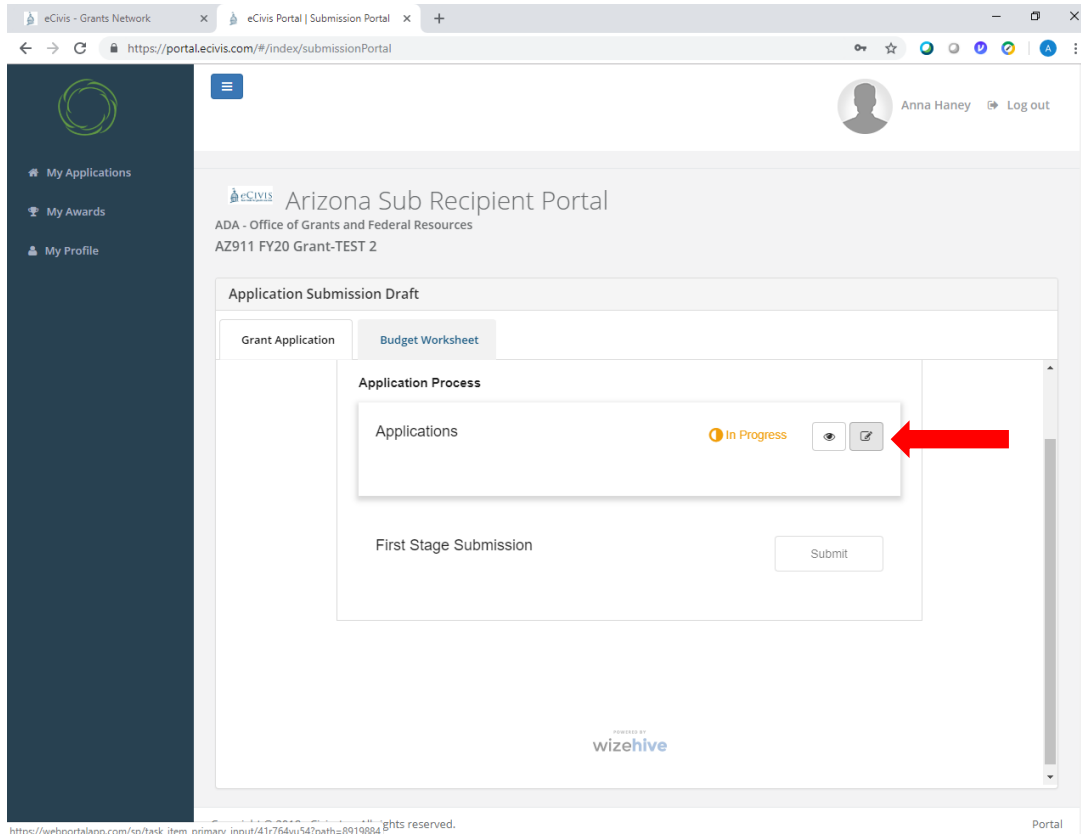
The screenshot shows a web browser window with the URL <https://portal.ecivis.com/#/index/submissionPortal>. The page title is "Arizona Sub Recipient Portal" and the user is logged in as "Anna Haney". The main content area is titled "Application Submission Draft" and has two tabs: "Grant Application" 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." A red arrow points to the "OK" button in the bottom right corner of the modal. Below the modal, there is a section with a plus sign and the text "Add Another" and a document icon labeled "Untitled". The footer contains the text "Copyright © 2018 eCivis, Inc. All rights reserved." and "Portal".

3. Complete Application

Step 1: Click on "Application Process" to begin application.



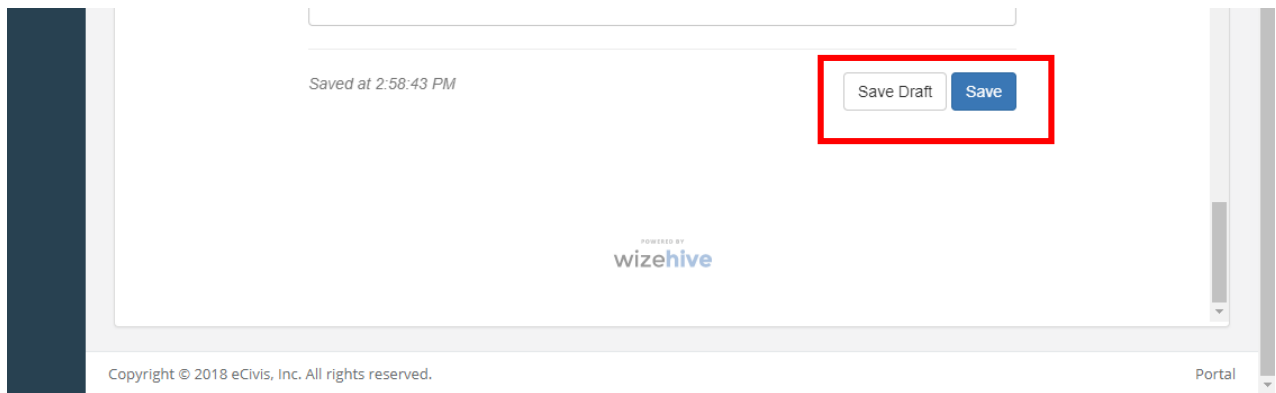
Step 2: Click the pencil icon to edit the application. At any time in this process, you can click the eyeball icon to view your application.



In the application, you will see the below categories. Refer to the Notice of Funding Availability for requested narrative in each category.

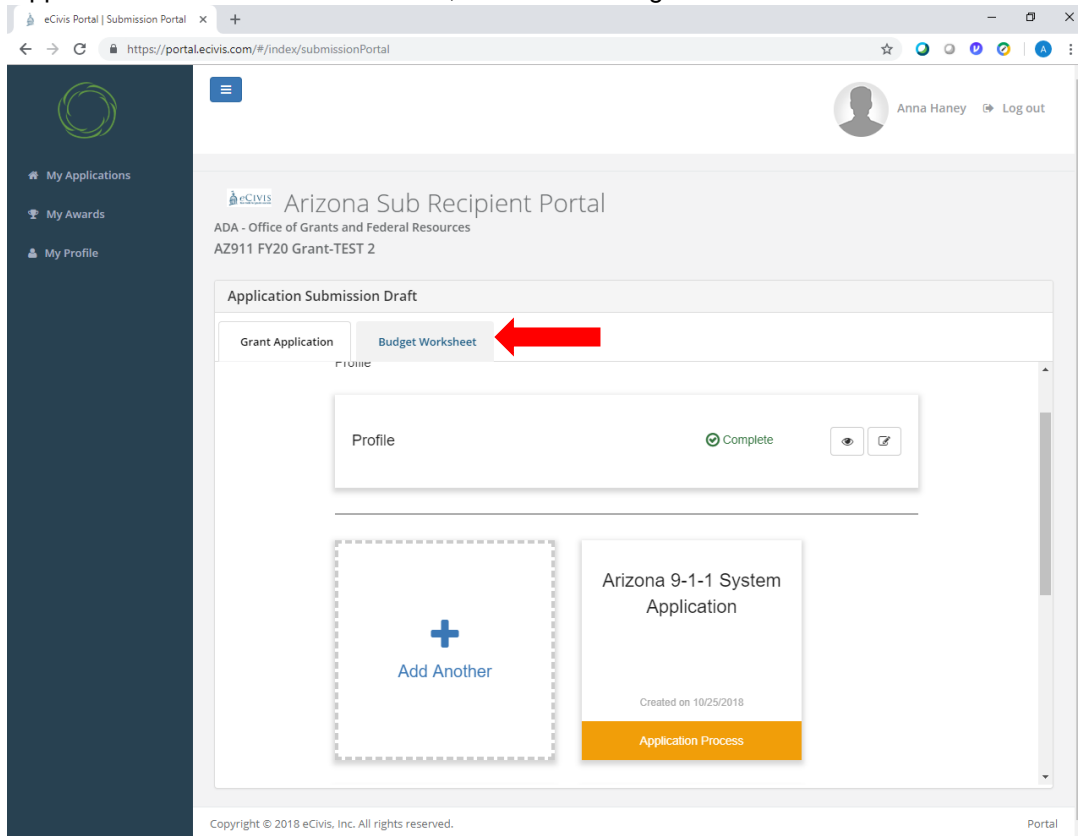
1. Scope of Work
2. Project Timeline
3. Collaborative Efforts and Partners
4. Sustainability Plan
5. Evaluation Plan
6. Project Goals and Objectives
7. Program Specific Criteria #1
8. Program Specific Criteria #2
9. Program Specific Criteria #3

Step 3: Complete all required fields in the application. 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*.

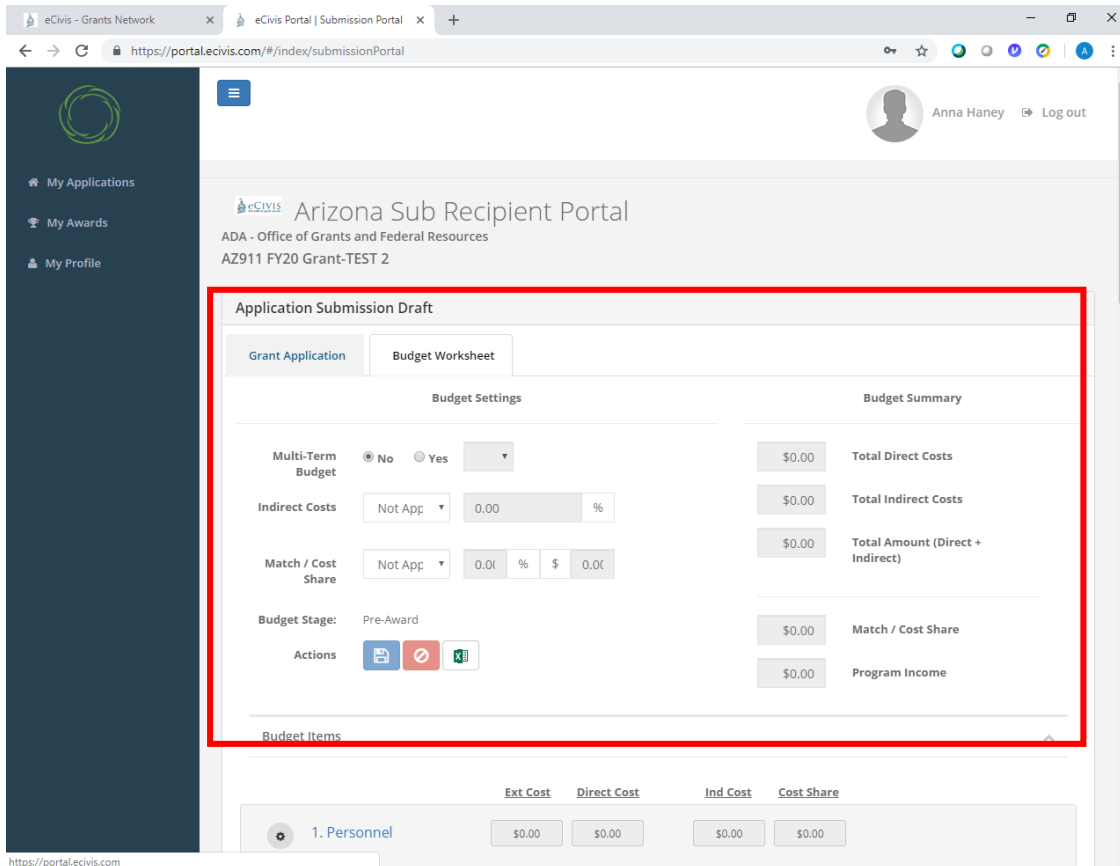


4. Complete the Budget Worksheet

Step 1: On the Application Submission Draft Section, click on the budget worksheet tab.



Step 2: The screen below will appear. The top half, outlined in red, should **not** be changed. The answers to the questions are below:

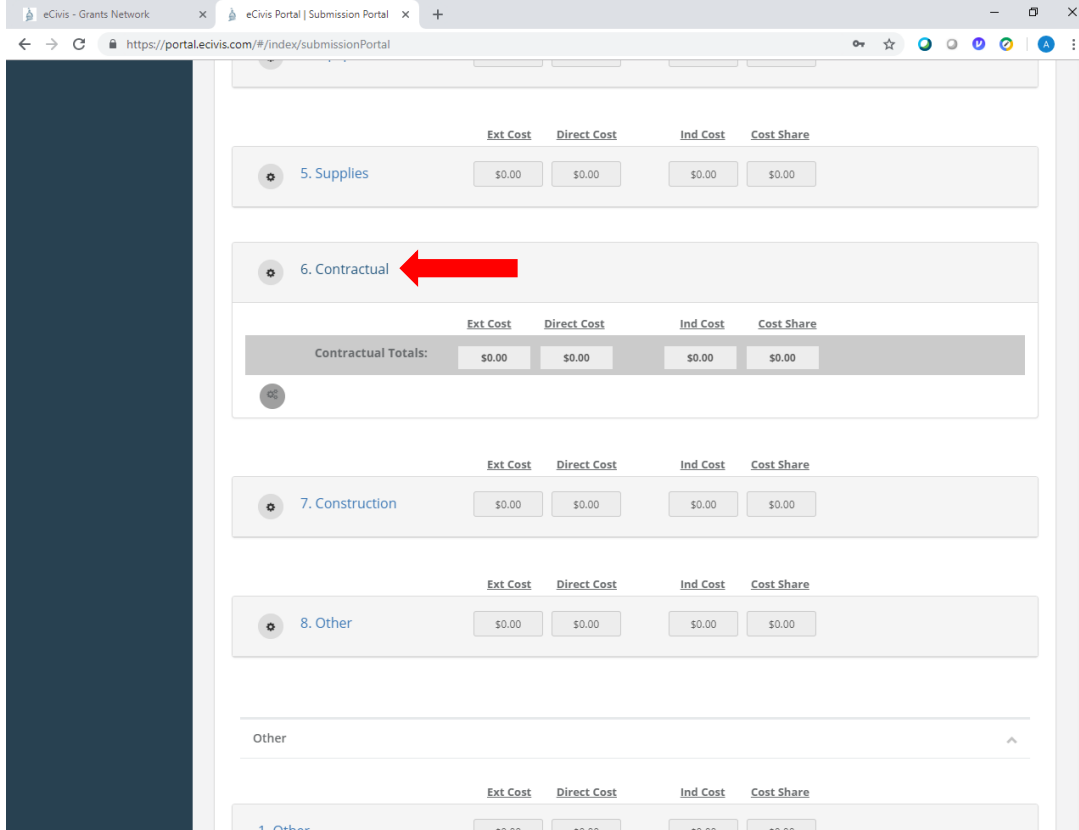


Multi-term Budget: No
Indirect Costs: Not Applicable
Match/Cost Share: Not applicable
Actions: Save, delete, export to Excel

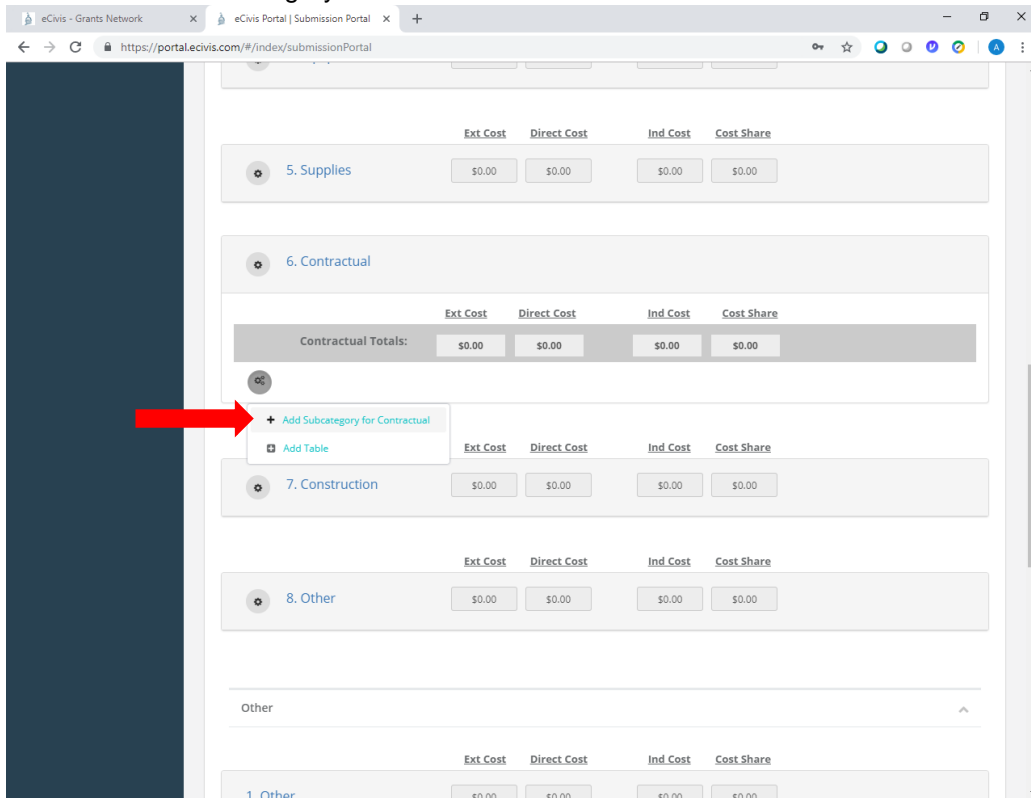
Steps 3-6 will walk through how to add line item requests to the budget. In order to keep the process similar to previous years, System Administrators should follow the same request categories from previous Excel budget worksheets: Wireline, Wireless, NG911. Pages 14-17 contain examples utilizing elements from prior year's budget requests. The examples have been split into non-managed services and managed services types of requests. This is only an example and not an all-encompassing list.

***Please note, all requested costs entered should be ANNUALIZED cost (cost for the entire year, not per month).**

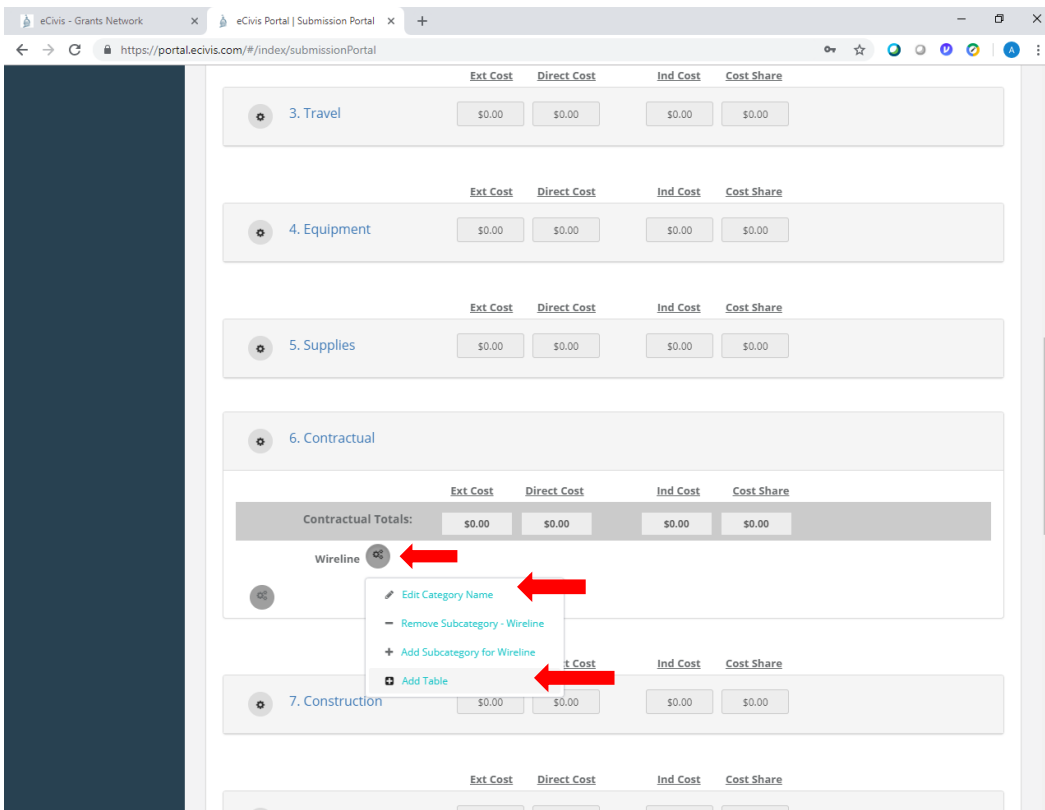
Step 3: To begin entering line items to the budget, click on title of the category you would like to add items to.



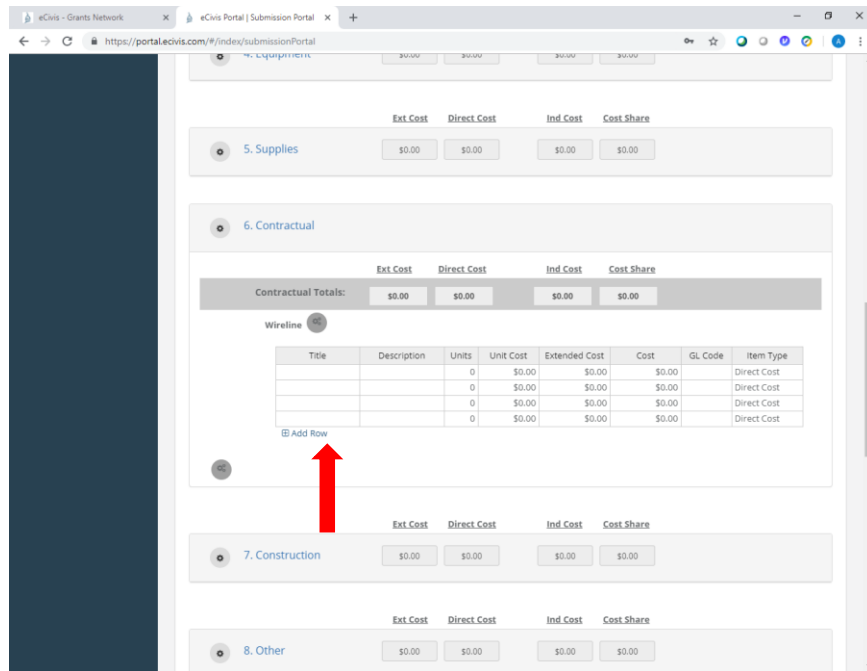
Step 4: Add the necessary subcategories for Contractual Services (Wireline, Wireless, NG911). Click on the gray dial icon on the left, and then select “Add Subcategory for Contractual”.



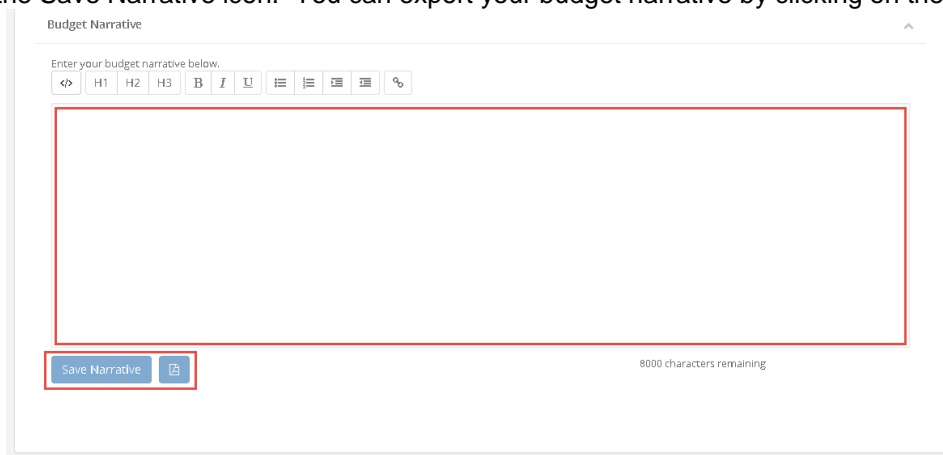
Step 5: Rename the subcategories to Wireline, Wireless, or NG911. Click the gray dial, then “edit the subcategory name” and rename as needed. Once you’ve named the subcategory, click the gray dial again and select add table to enter line item details.



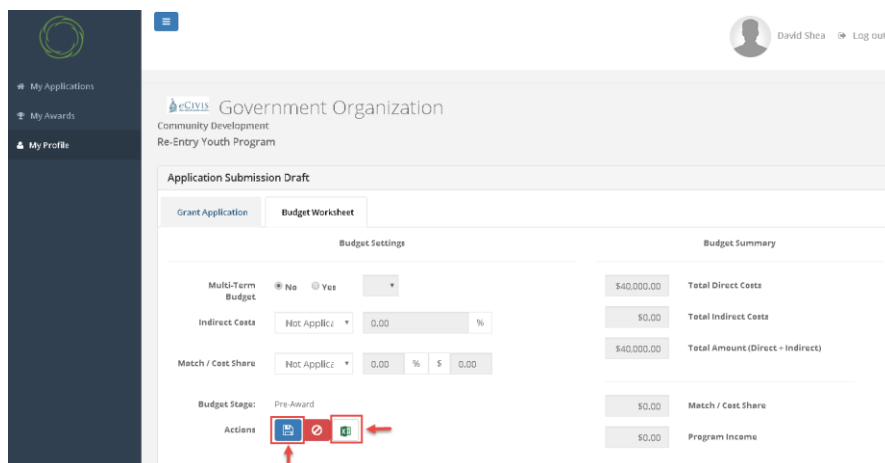
Step 6: To add additional lines click “add row”.



Step 7: Complete the 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.




Step 8: Once you have finalized your budget, click the Save icon. You can also export your budget to Excel by clicking on the Excel icon.



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](#)



Below is a description of what should be placed in each category:

- **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 for the year
- **Extended Cost:** Do not change this category as it auto calculates
- **Cost:** Total cost for item
- **GL Code:** Do not enter anything; leave cell blank
- **Item Type:** should only select direct cost

The budget table functions as a table in Excel. You can utilize similar Excel functions such as highlight, copy and paste, right click to insert and remove rows, etc.

Budget Example 1: Non-Managed Services

Personnel-System Admin 1.67% admin cost:

eCivis Portal | Submission Portal x +

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

Budget Items

1. Personnel

	Ext Cost	Direct Cost	Ind Cost	Cost Share
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

	Ext Cost	Direct Cost	Ind Cost	Cost Share
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

	Ext Cost	Direct Cost	Ind Cost	Cost Share

Contractual Costs (Non- Managed Services):

Grant Management Software Sys x eCivis Portal | Submission Portal x

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

5. Supplies

Ext Cost	Direct Cost	Ind Cost	Cost Share
\$0.00	\$0.00	\$0.00	\$0.00

6. Contractual

Ext Cost	Direct Cost	Ind Cost	Cost Share
Contractual Totals: \$505,715.00	\$505,715.00	\$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	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	Current Funded Positions: 911 Services	2	\$12,000.00	\$24,000.00	\$24,000.00		Direct Cost
PSAP 1 Name	Self Funded Positions: 911 Services	1	\$12,000.00	\$12,000.00	\$12,000.00		Direct Cost
PSAP 1 Name	New Positions: 911 Services	1	\$12,000.00	\$12,000.00	\$12,000.00		Direct Cost
PSAP 2 Name	Current Funded Positions: 911 Services	5	\$5,000.00	\$25,000.00	\$25,000.00		Direct Cost
PSAP 3 Name	Current Funded	2	\$4,800.00	\$9,600.00	\$9,600.00		Direct Cost

Wireless Phase II

Title	Description	Units	Unit Cost	Extended Cost	Cost	GL Code	Item Type
911 System Name	Phase II Network	1	\$360,000.00	\$360,000.00	\$360,000.00		Direct Cost
911 System Name	Wireless Phase 0 Trunks	1	\$18,000.00	\$18,000.00	\$18,000.00		Direct Cost

All costs entered should be the annualized amount. **In order to calculate the ANNUALIZED per seat cost, multiply the monthly cost x 12 months.** For all equipment position requests, enter the below information in the description cell:

1. Current Funded: positions currently funded by the State 9-1-1 Office
2. Self- Funded: positions the PSAP is paying for out of local funds
3. New Positions: additional positions requested.

Table Descriptions:

- Units= number of positions within the PSAP
- Unit Cost= **ANNUALIZED** cost per position (monthly costs x 12 months= annual cost)
- Extended cost= this field auto calculates, do not change
- Cost= units x unit cost. This field auto calculates, do not change.

Budget Example #2: Managed Services System

Personnel-System Admin 1.67% admin cost:

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

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](#)

	<u>Ext Cost</u>	<u>Direct Cost</u>	<u>Ind Cost</u>	<u>Cost Share</u>

Contractual (Managed Services PSAP):

The screenshot displays a web interface for entering cost data. It is divided into three main sections: '5. Supplies', '6. Contractual', and '7. Construction'. Each section has input fields for 'Ext Cost', 'Direct Cost', 'Ind Cost', and 'Cost Share'. The 'Contractual' section is expanded to show a summary table and two detailed wireline tables.

Contractual Totals:

	Ext Cost	Direct Cost	Ind Cost	Cost Share
Contractual Totals:	\$154,800.00	\$154,800.00	\$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	\$3,600.00	\$3,600.00	\$3,600.00		Direct Cost
System Name	Alluvion Comm ES Trunks	1	\$3,000.00	\$3,000.00	\$3,000.00		Direct Cost
PSAP 1 Name	Mexico Transfer	1	\$600.00	\$600.00	\$600.00		Direct Cost

NG 911

Title	Description	Units	Unit Cost	Extended Cost	Cost	GL Code	Item Type
PSAP Name 1	Current Funded Positions: 3	3	\$24,600.00	\$73,800.00	\$73,800.00		Direct Cost
PSAP Name 1	Self-Funded Positions: 1	1	\$24,600.00	\$24,600.00	\$24,600.00		Direct Cost
PSAP Name 1	New Positions: 2	2	\$24,600.00	\$49,200.00	\$49,200.00		Direct Cost

PSAPS that are on managed services must input their exact **ANNUALIZED** per seat cost that is on their CenturyLink managed service bill.

- The monthly cost is roughly \$2,000 plus taxes and service fees for their PSAP. This may not always equal \$2,200 (per seat, per month); the screenshot above is only an example. Please utilize the exact amount per your current CenturyLink bill.
- **In order to calculate the ANNUALIZED per seat cost, multiply the monthly cost x 12 months**
 - Example: \$2,200 x 12 = \$26,400 annual cost per position

For all equipment position requests, enter the below information in the description cell:

1. Current Funded: positions currently funded by the State 9-1-1 Office
2. Self-Funded: positions the PSAP is paying for out of local funds
3. New Positions: additional positions requested.

Table Descriptions:

- Units= number of positions on managed services within the PSAP
- Unit Cost= **ANNUALIZED** cost per position (monthly costs x 12 months= annual cost)
- Extended cost= this field auto calculates, do not change
- Cost= units x unit cost. This field auto calculates, do not change.

Below are examples of where previous 9-1-1 budget requests would fit in the standard budget categories in eCivis.

1. Personnel:

- Costs associated with administrative oversight of managing local contracts (1.67%)
- Costs associated with MSAG/GIS coordinator, if this 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.