

Opportunity Details

Opportunity Information

CSFA Number

493-60-1652

CSFA Popular Name

NG9-1-1 Expenses Grant Program

Title

NG9-1-1 Expenses Grant Program

Description

The Illinois State Police Office of the Statewide 9-1-1 Administrator (hereafter “Administrator”) seeks NG9-1-1 Expenses Grant Proposals as defined in 50 ILCS 750/30(b)(1)(E) with priority given to 9-1-1 Authorities that provide 9-1-1 service within the territory of a Large Electing Provider as defined in Section 13-406.1 of the Public Utilities Act for NG9-1-1 expenses. 9-1-1 systems outside of municipalities with a population over 500,000 shall be eligible to apply. Applicants must submit proposals in compliance with the Act.

For purposes of the NG9-1-1 Grant Program “NG9-1-1 Expenses” means expenses for a Primary PSAP’s i3-capable call handling position equipment only, A hosted solution is preferred, and related training for staff or a NG9-1-1 multimedia logging recorder system capable of recording all call media types, including voice, video and text and training for staff or a GIS project that relates directly to the preparation of PSAP boundary, road centerline, and address point data that follows the Illinois NG9-1-1 GIS Data Standards, the current version of the Illinois NG9-1-1 Geodatabase template and GIS best practices. These projects must include a long-term data maintenance plan. Day to day work or continued geospatial maintenance will not be funded.

The Administrator’s goals in administering this program are to:

Defray costs associated with the replacement or upgrade of 9-1-1 call handling positions to a hosted solution that is Next Generation 9-1-1 i3 capable. Funding is available for hosted i3-capable call handling equipment, multimedia logging recorder systems and GIS projects that meet the criteria and that is purchased or has been contracted for after January 1, 2016.

NG9-1-1 EXPENSES – CALL HANDLING EQUIPMENT and MULTIMEDIA RECORDER SYSTEM

Grants will be funded, in whole or in part, with funds appropriated to the Illinois State Police (ISP) under the Act from the Statewide 9-1-1 Fund. The Administrator, with the advice and recommendation, of the Statewide 9-1-1 Advisory Board shall administer the program and award grants based on criteria that include but are not limited to:

1. Regional implementation of a hosted NG9-1-1 i3 capable Call Handling Equipment only solution (75%)
2. Hosted i3 capable Call Handling Equipment only (25%)
3. NG9-1-1 i3 standards-based multimedia recorder system

NG9-1-1 EXPENSES – GIS PROJECTS

Grants will be funded, in whole or in part, with funds appropriated to the Illinois State Police (ISP) under the Act from the Statewide 9-1-1 Fund. The Administrator, with the advice and recommendation, of the Statewide 9-1-1 Advisory Board shall administer the program and award grants based on criteria that include but are not limited to:

GIS Projects that support creation, quality control and updates of the required GIS data layers in preparation for NG9-1-1 readiness by January 31, 2023. The required data layers, as defined in the Illinois NG9-1-1 GIS Data Standards, include road centerlines, address points, PSAP boundary, emergency service boundary and provisioning boundary layers. Strongly Recommended and Recommended layers as defined in the Illinois NG9-1-1 GIS Data Standards are encouraged to be part of the project proposal.

1. CREATION

- a. Purchasing data necessary to create required GIS layers.
- b. Digitization of data layers listed in NG9-1-1 GIS Data Standards document.
- c. Creation and review of attributes in data layers.

2. QUALITY CONTROL – Checking existing data for areas needing correction, such as:

- a. Mismatches in comparison data of GIS data to legacy MSAG data. This also includes address match issues with the ALI and MSAG databases.
- b. Topology errors (slivers, gaps, or overlaps in data, roads split at intersections and on boundary lines.)
- c. Missing required fields.
- d. Null values in required fields.
- e. Mismatches between road names in the street centerline layer and road names in the address layer. This includes street centerline edits focusing on duplicate/overlapping address ranges, ensuring attributes are accurate to Illinois data standards and address match issues with the street centerline data layer.
- f. Mismatches between number in address layer and address range in centerline layer. Reconciling with address data, and general centerline corrections (missing attributes, spatial accuracy, etc.).

3. DEVELOPMENT

- a. Adding new roads or address points to existing data.
- b. Removing roads or address points no longer in use.
- c. Correcting updated road names, addresses, emergency service provider names
- d. Adding and populating any missing fields that are required by the Illinois NG9-1-1 GIS Data Standards.
- e. Changing field types as needed to meet standards (text to numeric or numeric to text)
- f. Conversion of legacy Emergency Service Zone (ESZ) layers to required Emergency Service Boundary (ESB) layers. In addition, the emergency service zone GIS data layer will be reviewed and updates to ensure the proper assignment of E911 calls for service as prescribed through the NG9-1-1 database.
- g. Conversion of GIS data to the current version of the Illinois NG9-1-1 Geodatabase template, as defined in the Illinois NG9-1-1 GIS Data Standards.

4. MAINTENANCE PLAN

To guarantee the continued value of the investment made in the abovementioned data improvements and dataset synchronization efforts, it is essential to implement sustainable practices for their ongoing maintenance to ensure that the data is kept current, complete, and accurate in the future. To this end, a set of workflows and policies and procedures will be established and documented to enable ongoing system maintenance. Wherever practical, these procedures will employ automation through scripting and models, data review tools, and domains to simplify maintenance tasks, minimize manual effort and ensure the quality and consistency of relevant public safety datasets.

5. CAD SYSTEM

Where necessary, configuration changes will be made to current CAD mapping applications to accommodate the current version of the Illinois NG9-1-1 Geodatabase template. The goal is to have a GIS database that can fully support NG9-1-1 technology (from the 9-1-1 System Provider to NG9-1-1 to GIS to the CAD system) and to develop the necessary structure to sustain GIS data maintenance activities.

6. HARDWARE

Applicants may obtain an ArcGIS Pro license from the Office of the Statewide 911 Administrator. Applicants may use grant funds for the purchase of single desktop computer to support the Esri application IF migrating from a different platform to an Esri platform and for a GIS data collector. In addition to hardware the grant request must also include projects that prepare data for the Next Generation 911 System.

For NG9-1-1 Call Handling Equipment funding priority shall be given first to 1st time 9-1-1 Authority grant applicants that provide 9-1-1 service within the territory of a Large Electing Provider as defined in Section 13-406.1 of the Public Utilities Act for NG9-1-1 expenses, then to 1st time 9-1-1 Authority grant applicants that provide 9-1-1 service within all other territories. For all other NG9-1-1 Expense Grant projects funding priority will be given first to NG9-1-1 multimedia recorder system grant applicants and then for GIS Projects grant applicants.

Funds awarded through this grant shall only be used to offset NON-RECURRING costs associated with the NG9-1-1 Expenses.

Awarding Agency Name

Illinois State Police

Agency Contact Name

Cindy Barbera-Brelle

Agency Contact Phone

217/782-3200

Agency Contact Email

Cindy.Barbera-Brelle@illinois.gov

Fund Activity Category

Law, Justice and Legal Services

Opportunity Manager

Cindy Barbera-Brelle

Opportunity Posted Date

12/9/2021

Announcement Type

Initial Announcement

Funding Opportunity Number

23-493-NG9-1-1E

Public Link

<https://il.amplifund.com/Public/Opportunities/Details/ffa74844-d706-4fff-b368-748e8bcf0a44>

Is Published

No

Funding Information

Total Program Funding

\$8,731,490.00

Funding Sources

State

Funding Source Description

FUNDING INFORMATION

This award is utilizing state funds. As defined in 50 ILCS 750/30(b)(1)(E) from each surcharge collected and remitted under Section 20 of the ETSA, until June 30, 2023, \$0.05 shall be used by the Department for grants for NG9-1-1 expenses, with priority given to 9-1-1 Authorities that provide 9-1-1 service within the territory of a Large Electing Provider as defined in Section 13-406.1 of the Public Utilities Act.

The total amount of funding that the Administrator expects to award is \$8,731,490.00.

The start date and period of performance for new awards will be July 1, 2022-June 30, 2023.

The applicant is required to submit a project narrative that describes how the award will be executed. The project plan should include necessary details identifying how NG9-1-1 i3 capable hosted Call Handling Equipment will meet the criteria listed in the Program description section, and if applicable the scope of work for the multimedia recording system and GIS project(s) to enable the ISP Office of the Statewide 9-1-1 Administrator to manage the grant agreement activity against planned project performance.

FUNDING RESTRICTIONS

Funds will NOT be awarded for the following expense budget categories.

- 1 – Personnel (Salaries and Wages)
- 2 – Fringe Benefits
- 3 – Travel
- 5 – Supplies
- 7 – Consultant (Services Professional)
- 8 – Construction
- 9 – Occupancy (Rent and Utilities)
- 10 – Research and Development (R&D)

- 13 – Direct Administrative Costs
- 14 – Other or Miscellaneous Costs

DETAILED FUNDING RESTRICTIONS

4 - EQUIPMENT

Every effort should be made to secure a hosted i3 capable NG9-1-1 call handling equipment solution. Funds will not be awarded for Esri ArcGIS Pro licenses. Contact the Statewide 911 Administrator if your System requires an ArcGIS Pro license. Call Handling and Recording System Equipment funded from previous grant awards are not eligible for reimbursement.

6 – CONTRACTUAL SERVICES

For i3 capable call handling equipment and multimedia recording systems funds will be awarded for installation only.

For GIS Projects funds will be awarded for agreements with 3rd Party providers of GIS Services.

11 – TELECOMMUNICATIONS

Funds will be awarded for non-recurring one-time 9-1-1 System Provider costs, if applicable.

12 – TRAINING AND EDUCATION

Funds will be awarded for training related to the NG9-1-1 call handling or multimedia recording system equipment only and for Esri training in conjunction with the installation of Esri ArcGIS Pro Desktop.

NG9-1-1 Expenses Grant funds can be used in conjunction with other funding as necessary to complete projects but tracking and reporting must remain separate and kept in compliance with the requirements of the Act.

Funding Restrictions

Funds WILL NOT be awarded for the following expense budget categories: Personnel, Fringe Benefits, Travel, Supplies, Consultant, Construction, Occupancy, Research and Development, Direct Administrative Costs, Other or Miscellaneous Costs.

Award Information

Award Period

06/01/2022 - 06/30/2022

Award Announcement Date

6/1/2022

Indirect Costs Allowed

No

Matching Requirement

No

Submission Information

Submission Window

12/09/2021 12:00 AM - 02/01/2022 1:00 PM

Submission Timeline Type

One Time

Allow Multiple Applications

No

Other Submission Requirements

Only one grant application for any combination of three projects is required to be submitted.

Question Submission Information

Question Submission Open Date

11/01/2021 12:00 AM

Question Submission Close Date

02/01/2022 12:00 AM

Question Submission Email Address

cindy.barbera-brelle@illinois.gov

Question Submission Additional Information

Questions regarding problems with the eligibility requirements are directed via email to:

Trudy Malkey – trudy.malkey@illinois.gov

State Awarding Agency Contact

Questions regarding the application process are directed via email or phone to:

Cindy Barbera-Brelle
Statewide 9-1-1 Administrator
801 South 7th Street – 300A
Springfield, IL 62703
Phone: 217.782.3200/312.771.7457
Email: cindy.barbera-brelle@illinois.gov

Technical Assistance Session

Technical Assistance Session

Yes

Session Date and Time

12/09/2021 11:00 AM

Conference Info / Registration Link

WebEx - Request Invite from Agency Contact

Eligibility Information

Eligibility Type

Public

Eligible Applicants

- Government Organizations

Additional Eligibility Information

1. Applicants that are eligible for NG9-1-1 Expenses Grants are 9-1-1 systems outside of a municipality with a population over 500,000.
2. Priority is given to 9-1-1 Authorities that provide 9-1-1 service within the territory of a Large Electing Provider as defined in Section 13-406.1 of the Public Utilities Act for NG9-1-1 expenses.
3. The agency must comply with all applicable provisions of state and federal laws and regulations pertaining to nondiscrimination, sexual harassment and equal employment opportunity including, but not limited to: The Illinois Human Rights Act (775 ILCS 5/1-101 et seq.), The Public Works Employment Discrimination Act (775 ILCS 10/1 et seq.), The United States Civil Rights Act of 1964 (as amended) (42 USC 2000a-and 2000H-6), Section 504 of the Rehabilitation Act of 1973 (29 USC 794), The Americans with Disabilities Act of 1990 (42 USC 12101 et seq.), and The Age Discrimination Act (42 USC 6101 et seq.).
4. Cost Sharing or Matching will not be considered in the evaluation.

5. Indirect Costs are not allowed.

6. An Applicant's failure to meet an eligibility criterion by the time of an application deadline will result in the State awarding agency returning the application without review or, even though an application may be reviewed, will preclude the Administrator from making a State award.

Award Administration Information

State Award Notices

Anticipated announcement no later than June 1, 2022. State Award Date no later than June 30, 2022.

Administrative and National Policy Requirements

1. Administrative and National Policy Requirements.

A Notice of State Award (NOSA) will be distributed by the awarding agency prior to issuance of a grant agreement. The NOSA will specify the terms and conditions of the award.

2. State Award Notices.

The successful applicant can expect to receive a NOSA and Grant Agreement to execute following selection.

3. Reporting.

The grant recipient is required to submit quarterly performance and financial reports to the Administrator.

Reporting

PROJECT MONITORING

The Illinois State Police will require the successful Applicant to submit to monitoring of the Project. The Applicant will be required to prepare a detailed budget indicating expenses for commodities, equipment, and materials, as well as to submit quarterly performance and financial reports. Details regarding the budget and quarterly performance reports will be outlined in the grant agreement.

The start date and period of performance for new awards will be July 1, 2022-June 30, 2023.

State Awarding Agency Contacts

Cindy Barbera-Brelle
Statewide 9-1-1 Administrator
Illinois State Police
801 South 7th Street – 300A
Springfield, IL 62703
Phone: 217.782.3200/312.771.7457
Email: cindy.barbera-brelle@illinois.gov

Other Information

1. Content and Form of Application Submission. The following forms are required content of the application:

NG9-1-1 EXPENSES GRANT APPLICATION

The Project Narrative MUST include the following information:

A. Project Narrative - include a list of core functions, activities, tasks, or scope of work required (to include for i3 capable 9-1-1 Call Handling Equipment and a Multimedia Recorder Project: Equipment Procured, Equipment Installed and Configured, Equipment Tested, Equipment Operational, Staff Trained. For GIS Projects to include: Contract with Third Party GIS provider, Validate GIS Data, Prepare data for NG911 and submittal to the State's Data Portal) to implement the Grantee's approved NG9-1-1 Expenses Grant. Every effort should be made to secure a hosted i3 capable NG9-1-1 call handling equipment solution. If a hosted solution is not a feasible option an explanation indicating such must be included in the Narrative.

1. Funding requests for NG9-1-1 equipment projects (hosted i3 capable call handling equipment and multimedia recording system) must include a detailed project description. This project description should reference the impact on operational services and consequences of not receiving funding, the benefits of receiving funding, the relationship to local strategic and capital improvement plans, and sustainability.

2. Funding requests for NG9-1-1 GIS Projects must include a detailed project description that includes how you plan to

use grant funds to prepare for NG911 implementation in 2022-2023.

3. The Project Narrative section of the grant application has a corresponding text box for the 9-1-1 Authority to provide this information.

B. Project Timeline – for each applicable task of the project indicate the estimated completion dates throughout the term of the grant to complete the project(s).

EXPENSE BUDGET for NG9-1-1 EXPENSE GRANTS

A Narrative is required for each Expense Budget Category along with a detailed vendor prepared itemized quote or invoice submitted as an attachment. Applicants Narrative shall explain the reason for each requested budget item and provides the basis for its cost. A vendor prepared quote is not a substitute for a budget narrative. Budgetary quotes received from a vendor(s) during the application process and submitted with the application do not commit the 911 Authority to use that vendor(s) once the grant award is issued. All items requested must be thoroughly justified and clearly related to the proposed project.

Quotes and/or Invoices must include an itemized cost breakdown to support each item included in the Expense Budget.

Refer to the State's Grant Accountability and Transparency Act Resource Library for additional information.

<https://www2.illinois.gov/sites/GATA/Pages/ResourceLibrary.aspx>

An entity may apply for a grant but will not be eligible for a grant award until the entity has prequalified through the Grant Accountability and Transparency Act (GATA) Grantee Portal, <https://grants.illinois.gov/portal/>. During pre-qualification, Dun and Bradstreet verifications are performed including a check of Debarred and Suspended status and good standing with the Secretary of State. The pre-qualification process also includes a financial and administrative risk assessment utilizing an Internal Controls Questionnaire (ICQ). If applicable, the entity will be notified that it is ineligible for award as a result of the Dun and Bradstreet verification. The entity will be informed of corrective action needed to become eligible for a grant award.

2. Dun and Bradstreet Universal Numbering System (DUNS) Number and System for Award Management (SAM).

This paragraph must state clearly that each applicant (unless the applicant is an individual or Federal or State awarding agency that is exempt from those requirements under 2 CFR § 25.110(b) or (c), or has an exception approved by the Federal or State awarding agency under 2 CFR § 25.110(d)) is required to:

(i) Be registered in SAM before submitting its application. If you are not registered in SAM, this link provides a connection for SAM registration:

<https://usfcr.com/sam-registration/>

ii) provide a valid DUNS number in its application; and

(iii) continue to maintain an active SAM registration with current information at all times during which it has an active Federal, Federal pass-through or State award or an application or plan under consideration by a Federal or State awarding agency. It also must state that the State awarding agency may not make a Federal pass-through or State award to an applicant until the applicant has complied with all applicable DUNS and SAM requirements and, if an applicant has not fully complied with the requirements by the time the State awarding agency is ready to make a Federal pass-through or State award, the State awarding agency may determine that the applicant is not qualified to receive a Federal pass-through or State award and use that determination as a basis for making a Federal pass-through or State award to another applicant.

Project Information

Application Information

Application Name

Award Requested

Cash Match Requirement
\$0.00

Cash Match Contributions
\$0.00

In-Kind Match Requirement
\$0.00

In-Kind Match Contributions
\$0.00

Other Funding Contributions
\$0.00

Total Award Budget
\$0.00

Primary Contact Information

Name

Email Address

Address

Phone Number

Project Description

Uniform Grant Application - Applicant Completed Section

Applicant Information

Legal Name (Name used for DUNS registration and grantee pre-qualification)

Common Name (DBA)

Employer/Taxpayer Identification Number (EIN, TIN)

Organizational DUNS Number

GATA ID (assigned through the grantee portal)

SAM Cage Code

Applicant's Organizational Unit

Department Name

Division Name

Applicant's Name and Contact Information for Person to be Contacted for Program Matters involving this Application

First Name

Last Name

Suffix

Title

Organizational Affiliation

Telephone Number

Fax Number

Email Address

Applicant's Name and Contact Information for Person to be Contacted for Business/Administrative Office Matters involving this Application

First Name

Last Name

Suffix

Title

Organizational Affiliation

Telephone Number

Fax Number

Email Address

Areas Affected

What areas are affected by the Project (cities, counties, state-wide)?

Add Attachments (e.g., maps)

Legislative and Congressional Districts of Applicant

Legislative and Congressional Districts of Program/Project

Attach an additional list, if necessary

Applicant's Project

Description Title of Applicant's Project

Proposed Project Term Start Date

Proposed Project Term End Date

Applicant Certification

By signing this application, I certify (1) to the statements contained in the list of certifications* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil or administrative penalties. (U.S. Code, Title 18, Section 1001)

(*)The list of certification and assurances, or an internet site where you may obtain this list is contained in the Notice of Funding Opportunity. If a NOFO was not required for the award, the state agency will specify required assurances and certifications as an addendum to the application.

Applicant Certification

☐ I agree

Eligibility

Eligibility Information

9-1-1 Systems outside of a municipality with a population over 500,000, shall be eligible to apply for NG9-1-1 Expenses Grants.

Is your system outside of a municipality with a population over 500,000?

- ☐ Yes
- ☐ No

You are not eligible for this grant.

Does your 9-1-1 Authority provide 9-1-1 service within the territory of a Large Electing Provider as defined in Section 13-406.1 of the Public Utilities Act?

- ☐ Yes
- ☐ No

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Project Narrative

Project Narrative

Provide a narrative for the project. The narrative should be a thorough, concise, and complete description of the proposed project(s). The Project Narrative MUST include the following: Project Description to include a list of tasks required to implement the Grantee's project(s).

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i3 Capable Hosted Call Handling Equipment

Are you requesting grant funding for the NG911 i3 Capable Hosted Call Handling Equipment Project?

- ☐ Yes
☐ No

How many call taking positions are currently installed in each PSAP?

0

Indicate the number of call taking positions by PSAP PRIOR to installation.

How many call taking positions will there be in each PSAP after installing the NG911 i3 Capable Hosted Call Handling Equipment?

0

Indicate the number of call taking positions by PSAP AFTER installation.

Enter the estimated completion dates for the project below.

PROCURE EQUIPMENT/SYSTEMS - Requirements are documented, components to be purchased are identified. RFP (or other bid related processes) is drafted, proposals are evaluated, contract is signed, purchase orders are issued.

Estimated Completion Date to Procure Equipment/Systems

INSTALL/CONFIGURE EQUIPMENT/SYSTEMS – Equipment/System components purchased are delivered, installed, and configured.

Estimated Completion Date to Install/Configure Equipment Systems

TEST EQUIPMENT/SYSTEMS –Equipment, system(s) or solution(s) are tested and put into production.

Estimated Completion Date - Test Equipment/Systems

TRAIN STAFF ON EQUIPMENT/SYSTEMS – Training is completed.

Estimated Completion Date to Train Staff on Equipment Systems

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Multimedia Recording System

Are you requesting grant funding for Multimedia Recording System?

- ☐ Yes
☐ No

Enter the estimated completion dates for the project below.

PROCURE EQUIPMENT/SYSTEMS – Requirements are documented, components to be purchased are identified. RFP (or other bid related processes) is drafted, proposals are evaluated, contract is signed, purchase orders are issued.

Estimated Completion Date to Procure Equipment/Systems

INSTALL/CONFIGURE EQUIPMENT/SYSTEMS – Equipment/System components purchased are delivered, installed, and configured.

Estimated Completion Date to Install/Configure Equipment Systems

TEST EQUIPMENT/SYSTEMS –Equipment, system(s) or solution(s) are tested and put into production.

Estimated Completion Date - Test Equipment/Systems

TRAIN STAFF ON EQUIPMENT/SYSTEMS – Training is completed.

Estimated Completion Date to Train Staff on Equipment Systems

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GIS Projects

Are you requesting grant funding for GIS Projects?

- ☐ Yes
☐ No

What software platform are you using to manage your GIS data?

Who maintains your GIS data?

Enter the estimated completion dates for the project below.

Contract with Third Party GIS Provider - Requirements are documented. RFP (or other bid related processes) is drafted, proposals are evaluated, contract is signed, purchase orders are issued.

Estimated Completion Date - Contract with Third Party GIS Provider

Validate GIS Data – GIS Provider validates GIS Data for accuracy and completeness.

Estimated Completion Date - Validate GIS Data

Prepare Data for NG911 and Submittal to the State's Data Portal – Required data layers are prepared for the State's Data Portal.

Estimated Completion Date - Prepare Data for NG911 and Submittal to the State's Data Portal

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Analysis of Needs

Are there additional financial resources available to assist with the acquisition of NG911 i3 Capable Hosted Call Handling Equipment, Multimedia Recording System and/or GIS projects?

- ☐ Yes
- ☐ No

If yes, please explain the additional financial resources below.

Is it possible to proceed with upgrading or replacing your current call handling equipment with a NG911 i3 Capable Hosted Call Handling Equipment solution?

- ☐ Yes
- ☐ No

If not, please explain below.

Is it possible to proceed with upgrading or replacing your current recording system with a multimedia recording system solution?

- ☐ Yes
- ☐ No

If no, please explain below.

Is it possible to proceed with preparing your GIS data for NG911 geospatial routing?

- ☐ Yes
- ☐ No

Funds Required to Proceed:

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Budget

Proposed Budget Summary

Expense Budget

	Grant Funded	Non-Grant Funded	Total Budgeted
1. Personnel (Salaries and Wages) (2 CFR 200.430)			
Subtotal	\$0.00	\$0.00	\$0.00
2. Fringe Benefits (2 CFR 200.431)			
Subtotal	\$0.00	\$0.00	\$0.00
3. Travel (2 CFR 200.474)			
Subtotal	\$0.00	\$0.00	\$0.00
4. Equipment (2 CFR 200.439)			
Subtotal	\$0.00	\$0.00	\$0.00
5. Supplies (2 CFR 200.94)			
Subtotal	\$0.00	\$0.00	\$0.00
6. Contractual Services & Subawards (2 CFR 200.318 & 200.92)			
Subtotal	\$0.00	\$0.00	\$0.00
7. Consultant Services and Expenses (2 CFR 200.459)			
Subtotal	\$0.00	\$0.00	\$0.00
8. Construction			
Subtotal	\$0.00	\$0.00	\$0.00
9. Occupancy (Rent and Utilities) (2 CFR 200.465)			
Subtotal	\$0.00	\$0.00	\$0.00
10. Research and Development (R&D) (2 CFR 200.87)			
Subtotal	\$0.00	\$0.00	\$0.00
11. Telecommunications			
Subtotal	\$0.00	\$0.00	\$0.00
12. Training and Education (2 CFR 200.472)			
Subtotal	\$0.00	\$0.00	\$0.00
13. Direct Administrative Costs (2 CFR 200.413 (c))			
Subtotal	\$0.00	\$0.00	\$0.00
14. Other or Miscellaneous Costs			
Subtotal	\$0.00	\$0.00	\$0.00

	Grant Funded	Non-Grant Funded	Total Budgeted
Indirect Cost (2 CFR 200.414)			
Subtotal	\$0.00	\$0.00	\$0.00
Total Proposed Cost	\$0.00	\$0.00	\$0.00

Revenue Budget

	Grant Funded	Non-Grant Funded	Total Budgeted
Grant Funding			
Award Requested	\$0.00		\$0.00
Subtotal	\$0.00		\$0.00
Non-Grant Funding			
Cash Match		\$0.00	\$0.00
In-Kind Match		\$0.00	\$0.00
Other Funding and Contributions		\$0.00	\$0.00
Subtotal		\$0.00	\$0.00
Total Proposed Revenue	\$0.00	\$0.00	\$0.00

Proposed Budget Detail**Proposed Budget Narrative****1. Personnel (Salaries and Wages)** (2 CFR 200.430)

List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project and length of time working on the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization. Personnel cannot exceed 100% of their time on all active projects.

2. Fringe Benefits (2 CFR 200.431)

Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in category (1) direct salaries and wages, and only for the percentage of time devoted to the project.

3. Travel (2 CFR 200.474)

For training projects, show the number of trainees and unit cost involved. Travel and meals for trainees should be listed separately. NOTE: Dollars requested in the travel category should be for staff travel only. Travel for consultants should be shown in the Consultant category along with the consultant's fee. Travel for training participants, advisory committees, review panels and etc., should be itemized the same way as indicated above and placed in the Miscellaneous category.

4. Equipment (2 CFR 200.439)

Equipment is defined as an article of tangible personal property that has a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or \$5,000. An applicant organization may classify equipment at a lower dollar value but cannot classify it higher than \$5,000. (Note: Organization's own capitalization policy for classification of equipment can be used). Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the Contractual Services category.

5. Supplies (2 CFR 200.94)

List items by type (office supplies, postage, training materials, copying paper, and other expendable items such as books, hand held tape recorders) and show the basis for computation. Generally, supplies include any materials that are expendable or consumed during the course of the project.

6. Contractual Services & Subawards (2 CFR 200.318 & 200.92)

Provide a description of the product or service to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole contracts in excess of \$150,000 (See 2 CFR 200.88). NOTE : this budget category may include subawards. Provide separate budgets for each subaward or contract, regardless of the dollar value and indicate the basis for the cost estimates in the narrative. Describe products or services to be obtained and indicate the applicability or necessity of each to the project.

Please also note the differences between subaward, contract, and contractor (vendor):

- 1) Subaward (200.92) means an award provided by a pass-through entity to a sub-recipient for the sub-recipient to carry out part of a Federal/State award, including a portion of the scope of work or objectives. It does not include payments to a contractor or payments to an individual that is a beneficiary of a Federal/State program.
- 2) Contract (200.22) means a legal instrument by which a non-Federal entity purchases property or services needed to carry out the project or program under a Federal award. The term as used in this part does not include a legal instrument, even if the non-Federal entity considers it a contract, when the substance of the transaction meets the definition of a Federal award or subaward.
- 3) "Vendor" or "Contractor" is generally a dealer, distributor or other seller that provides supplies, expendable materials, or data processing services in support of the project activities.

7. Consultant Services and Expenses (2 CFR 200.459)

Consultant Services (Fees):

For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project.

Consultant Expenses:

List all expenses to be paid from the grant to the individual consultant in addition to their fees (i.e., travel, meals, lodging, etc.)

8. Construction

Provide a description of the construction project and an estimate of the costs. As a rule, construction costs are not allowable unless with prior written approval. In some cases, minor repairs or renovations may be allowable. Consult with the program office before budgeting funds in this category. Estimated construction costs must be supported by documentation including drawings and estimates, formal bids, etc. As with all other costs, follow the specific requirements of the program, the terms and conditions of the award, and applicable regulations.

9. Occupancy (Rent and Utilities) (2 CFR 200.465)

List items and descriptions by major type and the basis of the computation. NOTE: This budgetary line item is to be used for direct program rent and utilities, all other indirect or administrative occupancy costs should be listed in the indirect expense section of the Budget worksheet and narrative. Maintenance and repair costs may be included here if directly allocated to program.

10. Research and Development (R&D) (2 CFR 200.87)

All research activities, both basic and applied, and all development activities that are performed by non-Federal entities directed toward the production of useful materials, devices, systems, or methods, including design and development of prototypes and processes. Consult with the program office before budgeting funds in this category.

11. Telecommunications

List items and descriptions by major type and the basis of the computation. NOTE: This budgetary line item is to be used for direct program telecommunications, all other indirect or administrative telecommunication costs should be listed in the indirect expense section of the Budget worksheet and narrative.

12. Training and Education (2 CFR 200.472)

Describe the training and education cost associated with employee development. Include rental space for training (if required), training materials, speaker fees, substitute teacher fees, and any other applicable expenses related to the training. When training materials (pamphlets, notebooks, videos, and other various handouts) are ordered for specific training activities, these items should be itemized below.

13. Direct Administrative Costs (2 CFR 200.413 (c))

The salaries of administrative and clerical staff should normally be treated as indirect (F&A) costs. Direct charging of these costs may be appropriate only if all of the following conditions are met: (1) Administrative or clerical services are integral to a project or activity; (2) Individuals involved can be specifically identified with the project or activity; (3) Such costs are explicitly included in the budget or have the prior written approval of the State awarding agency; and (4) The costs are not also recovered as indirect costs.

14. Other or Miscellaneous Costs

This category contains items not included in the previous categories. List items by type of material or nature of expense, break down costs by quantity and cost per unit if applicable, state the necessity of other costs for successful completion of the project and exclude unallowable costs (e.g.. Printing, Memberships & subscriptions, recruiting costs, etc.)

Indirect Cost (2 CFR 200.414)

The applicable indirect cost rate(s) negotiated by the organization with the cognizant negotiating agency must be used in computing indirect costs (F&A) for a program budget. The amount for indirect costs should be calculated by applying the current negotiated indirect cost rate(s) to the approved base(s).