

**Arizona Department of Administration  
Arizona State Grants**

**Fire Incident Management System Grant  
Notice of Funding Availability  
Request for Grant Applications**

*Updated 12/29/2022*

**Eligibility**

Municipal Fire Departments and Fire Districts

**Open Date:**

Applications may be started in eCivis on August 19th, 2022

**Deadline:**

All applications are due by 17:00. on Friday, February 27th, 2023

**For Assistance:**

If you have questions about this grant solicitation or are having difficulties with eCivis,  
please contact:

Mike Gurr, Grants Administrator

[mike.gurr@azdoa.gov](mailto:mike.gurr@azdoa.gov)

## **Introduction**

The Arizona Department of Administration, State Grants Office, is publishing this notice to announce the availability of funds for the Fire Incident Management System Grant. The program is designed to provide grants to municipal fire departments and fire districts for hardware and software that:

1. Enables the statewide deployment of a secure incident management platform to fire and law enforcement agencies.
2. Provides a standardized incident command and management platform based on federal emergency management agency standards that enable diverse incident management and support entities to work together and to ensure the following:
  - a. Clearly defined chain of command
  - b. Use of common terminology
  - c. Safety of first responders and others
  - d. Achievement of response objectives
  - e. The efficient use of resources
3. Provides a collaboration & communications solution that does the following:
  - a. Identifies the location, status & assignment of assigned resources.
  - b. Allows status updates, tracking and management of an incident.
  - c. Allows secure messaging & file sharing to all users involved in an incident.
  - d. Allows the sharing of collaborative maps, building floor plans and images between public safety agencies.
  - e. Allows collaboration & information sharing between disparate agencies during a mass casualty incident.
  - f. Defines a federal emergency management agency or national incident management systems based organizational structure for the management of incidents.
  - g. Provides the ability to print standard integrated computer solutions forms for tracking & cost reimbursement.
  - h. Provides enhanced telemetry-based firefighter safety monitoring.
  - i. Works in areas without internet access in a disconnected mode.
  - j. Provides a seamless and connected platform for notification, response, and rostering.

## **Eligibility**

Eligible applicants are municipal fire departments and fire districts.

## **Funding Available**

Funding will be available to fire departments and fire districts. The amount of grant funds available is \$6,100,000.

All grants funded under this program will be for 36 consecutive months starting April 1st, 2023 and ending March 30th, 2026. Funds unexpended by the end of the contract

period without an approved written extension must be returned to the Arizona Department of Administration.

**Evaluation Criteria:**

A review committee will evaluate applications and select those applications deemed susceptible for an award, in accordance with A.R.S §41-2702 (F) and (G), based upon the following criteria. The maximum points that an applicant may receive through this process is a score of 70 points.

**Scoring measures**

Scope of Work	25 Points
Project Timeline	10 Points
Evaluation Plan	10 Points
Budget Alignment	25 Points

**Scope of Work:**

Provide an overview of the proposed program that includes a summary of the need, program objectives, performance measures, and description of how the below requirements will be met:

1. Enables the statewide deployment of a secure incident management platform to fire and law enforcement agencies.
2. Provides a standardized incident command and management platform based on federal emergency management agency standards that enable diverse incident management and support entities to work together and to ensure the following:
  - a. Clearly defined chain of command
  - b. Use of common terminology
  - c. Safety of first responders and others
  - d. Achievement of response objectives
  - e. The efficient use of resources
3. Provides a collaboration & communications solution the does the following:
  - a. Identifies the location, status & assignment of assigned resources.
  - b. Allows status updates, tracking and management of an incident.
  - c. Allows secure messaging & file sharing to all users involved in an incident.
  - d. Allows the sharing of collaborative maps, building floor plans and images between public safety agencies.
  - e. Allows collaboration & information sharing between disparate agencies during a mass casualty incident.
  - f. Defines a federal emergency management agency or national incident management systems based organizational structure for the management of incidents.
  - g. Provides the ability to print standard integrated computer solutions forms for tracking & cost reimbursement.

- h. Provides enhanced telemetry-based firefighter safety monitoring.
- i. Works in areas without internet access in a disconnected mode.
- j. Provides a seamless and connected platform for notification, response, and rostering.

Scope of work will be scored based on the level of detail provided and how the applicant affirms the above requirements are met.

**Project Timeline:**

Provide details regarding each objective, activity, expected completion date. Project timeline should include all activities the applicant will take to meet project requirements and include any milestones that will need to be met within the given timeframe.

Project timeline will be scored based on the level of detail provided and whether the applicant can meet the timeline requirements of the grant.

**Evaluation Plan:**

Identify how the program will be evaluated to determine if the program is meeting its stated goals. The evaluation plan will include who will be responsible for oversight, how issues will be identified, and how action plans will be developed to resolve issues.

The evaluation plan will be scored based on the level of detail provided and whether the applicant is able to demonstrate the ability to provide oversight and respond to any issue they may encounter.

**Budget Alignment:**

Budget form in eCivis must be completed and list all resources that will be needed to implement and administer the program.

The budget narrative should thoroughly and clearly describe every category of expense listed in the budget request. The narrative must provide sufficient explanation of each budget category requested in order to establish the need for the funds in each category and the basis for the figures. Provide appropriate documentation, including quotes from service providers or contractors, where applicable. This may be done on a separate document and uploaded with the application or utilize the budget justification text box.

Budget alignment will be scored based on the budget summary and narrative provided and how each budget category will effectively support the program overall.

## How to Submit Applications

All applications must be submitted through eCivis. Paper applications will not be accepted. User guides may be accessed at the link below:

<https://acrobat.adobe.com/link/review?uri=urn:aaid:scds:US:6df0fea2-46d6-3444-b806-31dedba3d7e8>

## Reporting Requirements

Report Type	Due Date
Quarterly Program Report	6/30/2023
Quarterly Program Report	9/30/2023
Quarterly Program Report	12/30/2023
Final Close Out Report	1/30/2024

## Financial Reports & Reimbursements Requests:

The grantee will submit all invoices or receipts and requests for reimbursement through a financial report in eCivis. Invoices or receipts must be from approved categories only and show date of service, expenses incurred, and line item detail.

## Award Process:

The Arizona Department of Administration will announce awards by March 30th, 2022.

Funds will be disbursed to municipal fire departments or fire districts after an approved financial reimbursement request and in accordance with the final approved award for the grant period of April 1st, 2023 through March 30th, 2026.