



NOTICE OF FUNDING OPPORTUNITY

Indiana Fire & Public Safety Academy
Fire Training Infrastructure Grant
Fiscal Year 2022 (FY22)

APPLICATION DEADLINE: JUNE 30, 2021 11:59 PM EDT
Late submissions will not be accepted.

FIRE & PUBLIC SAFETY ACADEMY CONTACT INFORMATION

If applicant(s) have any questions about the information contained within the Notice of Funding Opportunity (NOFO) or need technical assistance in completing a grant application, please contact the Fire and Public Safety Academy, firetraining@dhs.in.gov.

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PROGRAM OVERVIEW

INTRODUCTION

The Indiana Fire and Public Safety Academy supports public safety projects in alignment with local needs identified by the Indiana Department of Homeland Security (IDHS), with a focus on ensuring first responder training and citizen safety. The Fire Infrastructure Training Grant, established at [IC 22-14-6](#), provides grants to construct fire training facilities and purchase fire training equipment.

The purpose of this notice is to provide:

- Formal grant guidance and application materials needed to apply for funding under the Indiana Fire and Public Safety Academy program (see **APPENDIX A: APPLICATION INFORMATION** for more information); and
- Administrative requirements to meet the specifications of state regulations.

PROGRAM SYNOPSIS

The Indiana Fire and Public Safety Academy (the Academy) supports training and certification of Indiana's fire and emergency medical services communities. The Fire Training Infrastructure Grant has been created to support training efforts in the state of Indiana.

ELIGIBILITY CRITERIA

Eligible applicants are public safety entities such as career fire departments, combination fire departments and volunteer fire departments.

Agencies must be NFIRS/NEMSIS reporting compliant, if applicable.

- If the department is not reporting to IDHS, reporting must begin upon grant award.
- To verify compliance, contact the appropriate Academy Fire Training Field Program Manager.

If the award will benefit more than one eligible entity (i.e., multiple fire departments) each eligible entity must be identified within the application's summary section.

Applicants should provide a strong summary of financial need and/or operational need. A strong project summary will include a clear and full description of the proposed project, justification of need, strategies to address the identified gaps, the number of persons projected to benefit from the project, and an indication of how long it will take to see results from the proposed project.

As a part of the application process, applicants will be asked to provide personnel numbers for the department(s) and operational budget information.

FUNDING GUIDELINES

PRIORITY AREAS

Funds made available through the Fire Training Infrastructure Grant may only be used to support the construction and maintenance of fire training facilities and to purchase fire training equipment.

ITEMS NOT APPROVED FOR FUNDING:

- Instruction support
- Consumables

BUDGET

When completing the budget, consider if the budget items requested are reasonable, necessary and allowable under the funding stream. Furthermore, include sufficient justification to explain the necessity of each budgeted item. If any questions arise when completing the budget section of the application, please contact the assigned Academy Fire Training Field Program Manager for clarification or technical assistance.

APPLICATION EVALUATION

Applications are reviewed by the Academy Project Committee. All applications submitted under this NOFO are scored by a committee. The committee includes personnel from the Academy, IDHS and membership from Indiana Fire Alliance.

The scoresheet utilized in the review process can be found in **APPENDIX B: SCORESHEET**.

Application submission does not guarantee funding.

AWARD NOTIFICATION

The Indiana Fire and Public Safety Academy will contact recipients via email when funding determinations have been finalized. If awarded, Fire Training Infrastructure Grant recipients will receive an award letter including the following information:

- Recipient name
- Recipient award

Recipients must confirm acceptance of the Fire Training Infrastructure Grant award. Directions for acceptance can be found within the award letter.

All funding decisions are final.

DATES TO KNOW

| | |
|---------------------------------------|------------------------------------|
| Application Deadline | June 30, 2021, 11:59 PM EDT |
| Anticipated Award Notification | July 1, 2021 |
| Performance Period | July 1, 2021 – June 30, 2022 |

APPENDIX A: APPLICATION INFORMATION

INDIANA GRANTS MANAGEMENT SYSTEM

Applicants with an active iGMS user account may log into iGMS and begin working on grant proposals without submitting an intent to apply form. The iGMS portal can be found at <https://oas.dhs.in.gov/hs/main.do>.

Applicants without an active account with iGMS should contact Elizabeth Westfall at firetraining@dhs.in.gov.

After applicants receive notification that an account has been established in iGMS, all contact information must be entered by clicking on the “Contact Info” tab. The “Contact Info” tab is located at the top of the iGMS dashboard, to the left of the “Logout” tab, and is in green font. **iGMS will not permit users to submit grant applications until user information has been entered within the “Contact Info” tab.**

GRANT APPLICATION MECHANISM AND METHODOLOGY

Grant applications and budgets must be completed via the iGMS system.

Once the applicant has all the required information listed within this NOFO and is logged into iGMS, applicants should:

1. Click “View Opportunities” under the header “View Available Proposals”
2. Click on “Create New Proposal” underneath the “My Proposal” heading
3. Navigate to the “Proposal Template” dropdown box and select the “2022 Infrastructure Program”
4. Navigate to the “Title” text box and enter a project title
5. Click on “Create” button
6. The proposal section of iGMS will open.

GRANT APPLICATION FRAMEWORK

The following is an outline of the FY22 Fire Training Infrastructure Grant application within iGMS. This has been provided as a guide for applicants to utilize when preparing to write an application for funding.

APPLICATION SECTION

1. Applicant Information
 - a. Organization Information
 - i. Organization Legal Name
 - ii. Federal Tax ID
 - iii. Legal Signatory for Contract
 - iv. Title
 - v. Street 1
 - vi. Street 2

- vii. City
- viii. State
- ix. Zip
- x. County
- xi. Phone
- xii. Email
- b. Primary Point of Contact
 - i. First Name
 - ii. Last Name
 - iii. Organization
 - iv. Street 1
 - v. Street 2
 - vi. City
 - vii. State
 - viii. Zip
 - ix. Primary Phone Number
 - x. Alternate Phone Number
 - xi. Email Address
 - xii. County
- c. Project Description:
 - i. Project Description – Describe the overall proposal in the blank field provided
 - ii. A strong project description will be a clear and full description of the proposed project, justification of need, strategies to the identified issue, a projected or estimated number of persons to benefit from the project and an indication of how long it will take to see results from the proposed project.
- d. Project Milestones
 - i. Provide a description and associated key activities that lead to the milestone event over the 2022 Fire Training Infrastructure Grant period of performance. Start dates should reflect the start of the associated key activities and end dates should reflect when the milestone event will occur. (10 milestones maximum)
 - ii. Milestone
 - 1. Description in the blank field
 - 2. Start Date
 - 3. End Date
- e. Sustainment
 - i. Describe any additional sources of funding to be used for this proposal. What will the local level of commitment in time, materials and funds? This is a blank field.
 - 1. What is the fiscal need for this infrastructure or equipment to be supported?

- f. Budget
 - i. Describe how the funds will be used and whether the planned expenditures are appropriate.
 - 1. How does this funding support national best practices, compliance with state rules, NFPA standards or benefit your local community?
 - ii. Provide a brief summary of the planned expenditures.
 - 1. How will the agency spend awarded funding within the allotted performance period?
 - iii. Provide a brief description of the benefits of the planned expenditures.
 - 1. How does the facility or equipment awarded support or benefit your agency?

BUDGET SECTION

Click on “Proposal Funds” at the bottom of the proposal outline

1. An allocation will auto populate
2. Click on the “Budgeted” amount
 - a. The amount will be purple in color

Applicants will then be able to complete the budget section within iGMS.

Budget

Applicants must include project expenditures in the budget section. Within each line item there is a “narrative field” where applicants are required to provide a clear and detailed explanation for each line-item entry (i.e. a description of the item, how the item will be utilized, and why the item is necessary for the project). The line items should directly correspond to the project. If applicants need to adjust the budget after submitting, please contact Elizabeth Westfall, firetraining@dhs.in.gov. No adjustment requests will be completed after the close of the application period.

When creating line items within the budget, applicants should consider the following:

1. Are the budget items reasonable, necessary and allowable?
2. Are the proposed items eligible expenditures?
3. Is there sufficient justification to explain each line item?

To enter line items within the budget, follow the instructions below:

1. Navigate to the budget summary page
2. Click on the “Create New Item” button
3. Navigate to the “Description” text box
4. Enter the description of the item to be entered into the budget (i.e., AV equipment)
5. Navigate to the “Solution Area” - dropdown box
 - a. Training Center Improvement
 - b. Training Center Maintenance

6. Navigate to the “Category” dropdown box - Select “Site/Facility”
7. Navigate to the “Discipline” dropdown box - Select the option that best fits the line item.
 - a. Fire Department
 - b. EMS Agency
 - c. Vocational School
8. Navigate to the “Amount” text box
9. Enter in the total dollar amount of the line item
10. Navigate to the “Narrative” text box
11. Enter an explanation of the costs included within the “Amount” text box. Applicant should provide a breakdown of aggregated costs
 - a. For example, a line item is created for training center improvement. The explanation could be: New AV equipment to training center. Two speakers at \$100 each and installation costs.
12. Click on the “Save” button to save the line item within the budget
13. If multiple items are being requested, create a new budget line item for each item being requested.

SUBMITTING APPLICATION

1. Use the “Submit This Budget” link at the top of the page. This action will submit BOTH the proposal and the budget
 - a. When the status changes from “Initial” to “Submitted,” the proposal/budget has been submitted for review. If the status continues to read “Initial,” the proposal/budget has not been submitted and will not be scored.

If items listed in the budget are not allowable, funding may be reduced by that amount. The Fire and Public Safety Training Academy **will not** contact applicants for clarification. Any missing information within the budget may disqualify the item for funding. If applicants are unsure if an item is allowable, please contact Fire and Public Safety Training Academy at firetraining@dhs.in.gov for clarification.

APPENDIX B: SCORESHEET

FY22 Fire Training Infrastructure Grant

| Project Information | Score |
|---|-------------|
| Did the applicant provide a detailed project description? | 0-15 |
| Did the applicant complete the milestones section? | 0-5 |
| Did the applicant provide a detailed sustainment plan? | 0-15 |
| Did the applicant provide an adequate justification for the project expenditures? | 0-10 |
| Did the applicant provide an adequate explanation of the benefits of this funding? | 0-15 |
| Do milestones and planned expenditures fit within performance period of grant? | 0-5 |
| Does the project aid in meeting current national best practices or trends? | 0-10 |
| Did the applicant demonstrate financial need? | 0-5 |
| Project Information point total | /80 |
| Budget | |
| Do the line items correlate to the current market value? | 0-5 |
| Do all line items include a detailed narrative? | 0-5 |
| Budget point total | /10 |
| Reviewer Recommendation | |
| Did the application demonstrate a need for funds in order to address the identified agency(ies) priority? | 0-5 |
| Were all application sections complete? | 0-5 |
| Reviewer recommendation point total | /10 |
| TOTAL SCORE | /100 |