NOTICE OF FUNDING OPPORTUNITY

Indiana Fire & Public Safety Academy

Regional Public Safety Fund – Local Training Support Grant

Fiscal Year 2022 (FY22)

APPLICATION DEADLINE: JUNE 25, 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 Training Academy, firetraining@dhs.in.gov

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PROGRAM OVERVIEW

INTRODUCTION

The Indiana Fire and Public Safety Training Academy funding program 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 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 Local Training Support 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, volunteer fire departments, non-fire affiliated EMS agencies and vocational schools.

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 Fire Training field program manager.

If the award will benefit more than one entity (i.e. multiple departments) each 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, 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. Include the anticipated number of students, participating organizations and materials.

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 Local Training Grant Program may only be used for support of training in the fire and emergency medical services communities.

ITEMS APPROVED FOR FUNDING:

The Academy will purchase all requested items and deliver to the requesting department.

- Books
- Consumables
- Props
    - forcible entry doors
    - forcible entry windows
    - ventilation props
    - propane props

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 C: 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, Local Training Support Grant recipients will receive an award letter including the following information:

- Recipient name
- Recipient award

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

All funding decisions are final.

DATES TO KNOW

Application Deadline	June 25, 2021, 11:59 PM EDT
Anticipated Award Notification	July 1, 2021

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 Local Training Support"
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 and Public Safety Training Academy 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. Street 1
      iii. Street 2
      iv. City
      v. State
      vi. Zip

     vii. County
    viii. Phone
     ix. 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. Additional Information:
      i. Type of Department - choose from the drop down list
        1. Career
        2. Combination
        3. Volunteer
        4. Vocational School
     ii. What is the total number of emergency personnel in this department?
        1. Vocational Schools should enter their number of expected students in their programs annually
     iii. Number of volunteer members?
        1. Vocational Schools should enter N/A
     iv. Number of paid member?
        1. Vocational Schools should enter N/A
     v. What is the annual operating budget minus personnel cost for this department?
        1. Vocational Schools should enter their operating budget for the specific school program.
  d. Type of Applicant
      i. Fire Department
     ii. EMS Agency
     iii. Vocation School
     iv. Other: if you choose other, please specify in the text box that follows

PROPOSAL INFORMATION
1. Project Summary
  a. Project Summary: This is a blank field to provide a detailed description of the project.
      i. A strong project summary will include 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. If requesting consumables, include the anticipated number of students and participating organizations.

 b. Please enter a justification for requesting funding for this proposal.
   i. This section asks applicants to provide a justification of the proposed project within the text box.
   ii. How does the training support national best practices, compliance with state rules, NFPA standards or benefit your local community?
   iii. What is the fiscal need for this training to be supported?
 c. How will this training support benefit your agency/agencies?
   i. This is a blank field to identify how will this training support benefit the applying agency.
 d. Please identify the agency/agencies participating in this training.
   i. This is a blank field to list all participating agency/agencies in the training funded by this project.

BUDGET SECTION

Applicants must include project expenditures in the budget section. Applicants are required to provide a clear and detailed explanation for each budget 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.

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., Propane Props)
5. Navigate to the "Solution Area" - dropdown box
   a. Course Materials
6. Navigate to the "Category" dropdown box - Select the option that best fits the budget line item
   a. Course Materials
      i. Books
      ii. Consumables
      iii. Props
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 consumables. The explanation could be: Costs of consumables to include purchase of 10 sheets of OSB to support ventilation training operations.
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: FY2022 Training Support Items

TRAINING SUPPORT ITEMS

- Training consumable materials
  - OSB
  - dimensional lumber
  - hardware
  - drywall (sizes available will depend on supplier)
  - nails
  - smoke machine fluid
  - straw
  - locks
  - rebar
  - training foam
- Props
  - entanglement drill simulator
  - vertical ventilation/Washington prop
  - wall breach simulator
  - forcible entry door
  - burn pans
  - gas meter – training
  - forcible entry window
  - propane props
- Books for certification training

APPENDIX C: SCORESHEET

FY22 Local Training Support Program

Project Information	Score
Did the applicant provide a detailed project description?	0-5
Did the applicant complete the "Additional Information" section?	0-5
Did the applicant provide a detailed "Project Summary"?	0-15
Did the applicant provide an adequate justification for the project expenditures?	0-15
Did the applicant provide an adequate explanation of the benefits of this funding?	0-15
Did the applicant identify the agency/agencies participating in this training?	0-5
Does the project aid in meeting current national best practices or trends?	0-5
Did the applicant demonstrate financial need?	0-5
Project Information point total	**/70**
Budget	
Do the line items correlate to the current market value?	0-5
Are the line items necessary to achieve the project outcomes?	0-5
Are all line items included in the correct budget category?	0-5
Do all line items include a detailed narrative?	0-5
Budget point total	**/20**
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**