NOTICE OF FUNDING OPPORTUNITY

Indiana Homeland Security Foundation Grant Program

Fiscal Year 2022 (FY22)

AWARD INFORMATION

Competitive Projects: $4,000.00 maximum award
Performance Period: July 1, 2021 – June 30, 2022

APPLICATION DEADLINE

Grant Application: May 31, 2021 at 4:30 p.m. EDT

PRE-APPLICATION REGISTRATION REQUIREMENTS

Applicants intending to apply for this funding opportunity must meet two (2) state stipulated registration requirements. Prior to applying, an applicant must:

1. **Be registered as a supplier/vendor with the State of Indiana. These terms are interchangeable and stated differently within different systems.**
2. **Be registered as a bidder with the State of Indiana.**

Detailed information regarding the State of Indiana's two stipulated registration requirements is provided in this Notice of Funding Opportunity (NOFO) in Appendix B and should be reviewed and followed to ensure these requirements have been satisfied.

IDHS CONTACT INFORMATION

If applicants have any questions about the information contained within the Notice of Funding Opportunity (NOFO) or need technical assistance in completing a grant application, please submit a Grants Support Ticket (click on link).

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PROGRAM OVERVIEW

INTRODUCTION

The Indiana Homeland Security Foundation Grant (Foundation Grant) program supports public safety projects which are in alignment with the Indiana Department of Homeland Security's (IDHS) local and district needs, with a focus on ensuring citizen safety.

The purpose of this notice is to provide:
- Formal grant guidance and application materials needed to apply for funding under the Foundation Grant program (See Appendix A for more information).
- Administrative requirements that must be met to meet the specifications of state regulations.

PROGRAM SYNOPSIS

The Foundation Grant program supports critical public safety projects such as equipping emergency responders with personal protective equipment, acquiring equipment for use by emergency responders and funding training for emergency responders across Indiana at the local level.

ELIGIBILITY CRITERIA

Eligible applicants are any public safety entities such as fire departments, law enforcement agencies, emergency management agencies or emergency medical services agencies or associations.

An association, such as a fire association, must apply through a fire department, law enforcement agency or emergency management agency office. If the grant funding will benefit more than one entity (i.e., multiple fire departments) each entity must be identified within the application.

Eligibility requirements include (see Appendix B for more information):
- Supplier/Vendor registration with the State of Indiana
- Bidder registration with the State of Indiana

AWARD LIMITS

Applications through the Foundation Grant program are limited to $4,000. The maximum Foundation Grant award is $4,000 per entity.

FUNDING GUIDELINES

Existing funds for a project may not be displaced by funds awarded through the Foundation Grant program and reallocated for other organizational expenses.

PRIORITY AREAS

Funds made available through the Foundation Grant program may only be used for and must be consistent with the priority areas (life safety, standard operational items and supplementing current capabilities) set forth in this award.

Applications must concentrate on **ONE** of the following priority areas:

- **Life safety (i.e., lifesaving activities & equipment):** Items that would provide immediate lifesaving measures. Some items could also fall into another priority area below; however, this priority area focuses on items that do not exist in the department. Successful applications will clearly lay out how these items would contribute to life safety. Examples include but not limited to the following:
  - Automated external defibrillators (i.e., AEDs)
  - Personal protective equipment (i.e., PPE)
  - Thermal imaging camera
  - Smoke and/or carbon monoxide alarms
  - Gas/air monitoring equipment (3 or 4-gas meters)
  - Medical equipment including oxygen
  - Extrication equipment
  - Water/ice rescue gear

- **Standard operational items (i.e., day-to-day operational requirements):** Items used daily/frequently but do not fall into an immediate life safety category. These are items that a department may already have but may be broken or out-of-service. For instance, a ladder on one of the department's trucks had been damaged on a call, could not be repaired and became out-of-service. Successful applications will clearly lay out how these items would enhance standard operational items. Examples include but not limited to the following:
  - Hazardous materials reference guides
  - Handheld tablets (to monitor computer aided dispatch (CAD) or conduct research)
  - Portable breath testers
  - Tire-deflation devices
  - Scene lighting equipment

- **Supplementing current capabilities (i.e., improvements to existing capabilities):** This is an item/piece of equipment that would increase the ability of a public safety entity to do a job they currently do. Examples include but not limited to the following:
  - If a police department has wearable cameras or electronic control devices but they don't have enough for every officer. Buying more would supplement their current abilities.

- If a rescue team has an AED but not full cardiac monitoring technology.
- If a rescue team has extrication equipment but not a hydraulic cutting tool or hydraulic ram.
- If a rescue team can do high-angle rescues but they don't have enough rope, harnesses and rescue gear to gear up more than one rescuer at a time.

ITEMS FREQUENTLY APPROVED FOR FUNDING:

List is not all-inclusive.
- AEDs
- Nozzles
- Thermal imaging camera(s)
- Turnout gear
- Protective hoods
- Gloves

ITEMS FREQUENTLY DENIED FOR FUNDING:

List is not all-inclusive.
- Drones
- Office furniture
- Panic alarms
- Construction or renovation materials
- Vehicles
- Give-away or swag items
- Exercise equipment
- Tactical supplies including but not limited to:
  - Ammunition
  - Tasers
  - Gun racks
  - Night vision binoculars
- Child identification packs
- Ceremonial equipment

BUDGET

When completing the budget, please consider if the budget items requested are reasonable, necessary and allowable under the funding stream. Furthermore, please include sufficient justification to explain the necessity of each budgeted item. If any questions arise when completing the budget section of the application, please submit a Grants Support Ticket (click on link) for clarification or technical assistance.

APPLICATION EVALUATION

The applications will be reviewed by the Indiana Homeland Security Foundation Technical Committee. All applications submitted under this NOFO are scored by no less than three members of the Project Committee who will forward funding recommendations to the Indiana Homeland Security Foundation Board for consideration.

Application submission does not guarantee funding.

AWARD NOTIFICATION

IDHS Grants Management will contact Foundation Grant sub-recipients via email when funding determinations have been finalized. If awarded funding, Foundation Grant sub-recipients will receive an award letter including the following information:

- Sub-recipient name
- Sub-recipient award amount
- Sub-recipient performance period

The award letter will provide any special conditions that must be met or resolved prior to reimbursement.

Sub-recipients may be asked to adjust their budgets as a special condition of the award. Budget modifications must be submitted through IntelliGrants and approved before a grant agreement can be sent for signature through the state's e-contracting process.

Sub-recipients must confirm acceptance of the Foundation Grant award. Directions for acceptance can be found within the award letter.

All funding decisions are final. The Foundation Board, at its sole discretion, can consider additional factors other than those listed within this NOFO.

NOTE: IDHS must run clearance checks with the Department of Workforce Development, Department of Revenue and Indiana Secretary of State. If an applicant is not in good standing or has an outstanding issue with the state of Indiana, then the applicant cannot receive an award or go through the contracting process until these issues are addressed and made current. In the event IDHS finds that your entity does not pass a clearance check, IDHS will notify you and ask that you work with these agencies to correct the issue. IDHS cannot correct this issue for you.

REPORTING

PROGRAM AND FISCAL REPORTS

A report schedule will be provided to sub-recipients following award notification. Program and fiscal reports serve an important function within the overarching grant cycle. Program reports can serve as a means of communication between sub-recipients and IDHS Grants Management. For example, the sub-recipients are asked to indicate if barriers exist to achieving project success. IDHS Grants Management asks this question to determine if technical assistance is needed to assist sub-recipients. The information entered into the program reports is critical to ensuring the Foundation fund is supported in future congressional sessions.

Program reports are a requirement of the Foundation Grant program and should be submitted in a timely fashion. Incomplete, incorrect or late reports could impact an applicant's ability to receive future grant funding with IDHS. Program reports will need to be submitted and approved before a fiscal report can be generated.

CLOSEOUT REPORTING REQUIREMENTS

IDHS Grants Management staff will close out the grant sub-award when all applicable administrative actions and all required work of the award have been completed by the sub-recipient. This section summarizes the actions that the sub-recipient must take to complete the closeout process in accordance with IDHS policy and procedure.

Within 30 days of the end of the period of performance, sub-recipients must submit a final program report detailing accomplishments throughout the period of performance and a qualitative summary outlining the impact of all the accomplishments grant funds supported. If the final program report omits activities, the report will be returned and additional information will need to be included to satisfy this requirement.

Funding obligations must be made prior to the end of the performance period listed in the grant agreement. All outstanding expenses must be paid and final requests for expenditures must be submitted within 30 days of the end of the period of performance.

DATES TO KNOW

Application Deadline	May 31, 2021
Period of Performance	July 1, 2021 – June 30, 2022
Liquidation Period	July 1, 2022 – August 1, 2022

MONITORING

IDHS Grants Management staff must monitor sub-recipients as a requirement of the award to assure compliance with applicable state requirements and verify performance expectations are being achieved.

APPENDIX A: APPLICATION INFORMATION

The online FY22 Foundation Grant program application is available through the IDHS grants management system, IntelliGrants (click on link). All required forms have been incorporated into the online Foundation Grant application.

Applicants can save, retrieve, update and revise their work through the end of the application period prior to submission. Applicants should save their work often as the electronic application includes a time-out feature. If no "save" activity is detected after a period of time, the application will time out and all information that is not saved could be lost. Therefore, it is recommended that applicants type information offline using a word processing program and cut-and-paste the text into the appropriate sections within the application to avoid losing any information.

The automated system does not allow an applicant to submit an incomplete application and alerts the applicant when required information has not been entered.

GRANT APPLICATION MECHANISM AND METHODOLOGY

Grant applications and budgets are to be completed via the IntelliGrants system.

Once the applicant has all the required information listed within this NOFO and is logged into IntelliGrants, applicants should click on the following boxes or select from the drop-down menu to begin their application:

1. Click "View Opportunities" under the header "View Available Proposals."
2. Select "Indiana Department of Homeland Security."
3. Click "Filter."
4. Click "Apply Now" for IDHS Foundation Grant (Foundation Grant) Application 2022.
5. Click "I Agree" once you are ready to apply for the Indiana Department of Homeland Security's 2022 Foundation Grant Application.

GRANT APPLICATION FRAMEWORK

The following is an outline of the FY22 Foundation application within IntelliGrants. This has been provided as a guide for applicants to utilize when preparing to write an application for funding.

There are five (5) sections (Application, Foundation Grant, Budget Forms, Certification and Required Attachments) under the Forms Menu header to be completed or that will be auto-populated for the FY22 Foundation Grant application. The fields within the forms are a mixture of drop-down boxes, blank fields and checkboxes.

APPLICATION SECTION:
1. Contact Information
   a. Organization
      i. Select your organization's county from drop-down box.
      ii. Enter your organization's "true" Bidder ID (Contact IDHS Grants if

assistance is needed. **Do not enter all zeros or numbers other than your organization's registered bidder number.)**

    b. Project Location
   - i. Select your organization's county from drop-down box.
   - ii. If address is same as Organization subsection above, check the box "Same as above."
   - iii. If address is not the same as Organization box above, fill in appropriate address boxes including city, state and zip.
   - iv. Complete the phone number, fax number (if applicable) and email boxes.

    c. Project Director: The main point of contact who will initiate and submit the grant application.
   - i. Select Project Director's name from the drop-down box.
   - ii. If address is same as Organization subsection above, check the box "Same as above."
   - iii. If address is not the same as Organization box above, fill in appropriate address boxes including city, state and zip.
   - iv. Complete the phone number, fax number (if applicable) and email boxes even if it is the same as the subsection above.

    d. Fiscal Agent: The main point of contact for financial information for the organization.
   - i. Type in name and title of fiscal agent.
   - ii. Fill in name of organization if different than the applying organization.
   - iii. If address is same as Organization subsection above, check the box "Same as above."
   - iv. If address is not the same as Organization box above, fill in appropriate address boxes including city, state and zip.
   - v. Complete the phone number, fax number (if applicable), and email boxes even if it is the same as the subsection(s) above.

    e. Alternative Contact: A second point of contact for the grant to serve as an alternative for the project director.
   - i. Type in name of signatory that is different than the project director.
   - ii. Fill in appropriate address boxes including city, state and zip.
   - iii. Complete the phone number with the following format even if it is the same as the subsection above
   - iv. Complete the phone number, fax number (if applicable) and email boxes.

    f. Signatory: The person who signs the grant agreement on behalf of your organization. If awarded, the signatory will receive an email to the email provided notifying the signatory the contract is ready to sign. Signatories must use the external signer username and password to log into the State Contract Management (SCM) portal and sign the award agreement. New signatories will receive a separate email with her or his external signer username and a temporary password. Existing signatories will only receive the email requesting signature of the award agreement
   - i. Type in name of signatory if different than the project director.
   - ii. If signatory is different than the project director, fill in appropriate address boxes including city, state and zip.

iii. If the signatory is the same as the project director, check the box "Same as Project Director."

iv. Complete the phone number, fax number (if applicable) and email boxes even if it is the same as one or more of the subsections above.

g. IDHS funding

i. This is a "yes" or "no" radio button for applicants who have received Foundation funding from IDHS in the last 24 months. When selecting "yes," additional questions will auto-populate in the next section.

h. Disclosure of other funding related to Public Safety.

i. This is a "yes" or "no" radio button for applicants who receive grant funding for public safety from other funding sources. When selecting "yes," additional questions will auto-populate in the next section.

2. Project Title & Funding Profile

a. Project Title

i. Type in your organization's project title.

b. Project Summary: This is a blank field for applicants to provide a detailed description of the project.

i. A strong project summary will include a clear and full description of the proposed project, solutions or remedies to the problem or issues identified, and a listing of any partners involved in the project using no more than 4000 characters.

c. New or Continuation project: This is a drop-down box for the applicant to select one of the following choices based on the option that best describes their project.

i. New project

1. Select this option if the project has not been previously funded through the Foundation program.

a. Applicants who have received funding for one type of activity (i.e., equipment) and are currently seeking support for another activity should select the "New project" option.

ii. Continuation project

1. Select this option if the project has been previously funded through the Foundation program.

d. Previous IDHS Funding

i. If "yes" was selected on the previous page, this table is auto-populated.

1. Applicants should:

a. Enter the year of the award.

b. Select the grant name.

c. Enter the amount of the funding received.

d. Enter the purpose/project scope of the award within the past 24 months.

i. For example: Entity "X" received $4,000 to purchase AED's in FY2021 from the Foundation Grant.

e. Disclosure of Grant Funding

i. If "yes" was selected on the previous page, this table is auto-populated.

1. Applicants should:

a. Enter the year of the award.
b. Select the grant name.
c. Enter the amount of the funding received.
d. Enter the purpose/project scope of the award within the past 24 months.
  i. For example: Entity "X" received $20,000 from the Indiana Criminal Justice Institute to purchase equipment in FY 2018.

3. Problem Statement & Analysis
    a. Problem Statement & Analysis
        i. This section asks applicants to provide a justification of the proposed project. In the text boxes, provide a summary of the problem to be addressed by the project, how it was discovered and how it can be alleviated.
    b. Project Description
        i. This is a blank field for the applicant to provide a detailed description of the full project.
    c. Funding Sustainability
        i. This is a blank field for applicants to identify a strategy of obtaining permanent financial support.
            1. Applicants should provide an estimated funding plan (i.e., a self-imposed step-down plan) for the next three years, showing the anticipated levels of Foundation funding. Applicants should describe the amount and include three (3) potential funding source(s). Applicants should give consideration regarding future maintenance costs, material costs, etc. and explain how those costs will be paid.
    d. Challenges
        i. This is a blank field for applicants to describe any non-financial challenges that may influence the ability to successfully complete the proposed project.
            1. If challenges do not exist, an applicant must indicate this and explain why the project will not encounter any challenges.
    e. Project Milestones **(must fall within the period of performance of July 1, 2021 through June 30, 2022)**
        i. This is a blank table for applicants to identify the proposed project's milestones.
            1. Applicants must describe the proposed project's milestones. Milestones are a critical point of achievement for applicants to demonstrate progress towards an objective or goal. In effect, these are mini-performance targets marking specific incremental progress that build up to achieving the overarching goal of the proposed project.

4. Goals, Objectives & Outcomes

a. This section relates to the project's goals, objectives and outcomes. A project may have more than one goal. If a project does have more than one goal, this will need to be added by clicking on the "ADD" button at the top of the screen after the "Save" button has been clicked.
   i. Goals
      1. Applicants must identify the goal(s) of the proposed project and how grant funds will be used to support the project. The goals must be specific, measurable, attainable, relevant and time bound.
   ii. Categories
      1. Please select one or more of the categories below in which your project best fits for the Foundation grant in which you are applying (the list is derived to accommodate all IDHS grants):
         a. Life Saving Activities
         b. Day-to-day Operations
         c. Improving Existing Capabilities
         d. Emergency Management
         e. Public Safety Improvements
         f. School Safety
         g. Terrorism Preparedness
         h. Other: If selecting "other," please specify the category in the blank text box.
   iii. Objectives
      1. The proposed project's goal(s) must be followed with objectives that will identify how the gaps/shortfall will be lessened with the completion of the project. The objectives must be specific, measurable, attainable, relevant and time bound.
         a. Select the plus (+) button if additional "Objective" space is needed.

   iv. Outcomes
      1. The proposed project's objective(s) must be followed with outcomes that will identify how the gaps/shortfall will be lessened with the completion of the project. The outcomes are the desired changes or results the proposed project will eventually accomplish. They are the desired end-state, which the applicant strives to achieve and can include visionary language. Project outcomes show the gap between what is and what could be. The outcomes must be specific, measurable, attainable, relevant and time bound.
         a. Select the plus (+) button if additional "Objective" space is needed.
   v. Outcome Category
      1. Please select one of the following categories in which describe the outcome:
         a. Exercise
         b. Training
         c. Personnel

       d. Plans

       e. Equipment/Supplies

       f. Other: if selecting "other," please specify the category in the blank text box.

FOUNDATION GRANT SECTION:

1. Foundation Project Summary
   a. Are the requested expenditures tied to a federal mandate?
      i. If yes is selected, please explain how they are tied to federal mandate.
   b. Priority Area: Select one of the following priority areas in which your project best fits.
      i. Life Safety
      ii. Standard Operational items
      iii. Supplementing Current Capabilities
   c. Will certification of the applying entity be adversely affected if grant funding is not received?
      i. If yes is selected, please explain how the entity will be adversely affected.
   d. Applicant Type: Select from the applicant type drop-down list
      i. Fire Department(s)
      ii. Emergency Management Agency(ies)
      iii. Emergency Medical Services
      iv. Law Enforcement
      v. Other: If other is selected, please specify.
   e. Additional Questions
      i. What is the total number of first responders within the applicant organization?
      ii. What is the total number of full-time personnel within the applicant organization?
      iii. What is the total number of part-time personnel within the applicant organization?
      iv. What is the total number of volunteers within the applicant organization?
      v. What is the annual operating budget for the applicant organization?
      vi. What is the annual personnel budget for the applicant organization?

2. Promotional Information: The following questions pertain to the promotional sales of the Homeland Security Foundation license plates. The Foundation's ability to continue to fund grants is dependent upon Hoosier citizens' selection of the Homeland Security Foundation license plate for motor vehicles. Support of departments and agencies who apply for such grants is vital to sustainability of the program. As such, applicants are expected to demonstrate how they have promoted the license plate program in their jurisdiction (or to their constituency).
   a. Is the applying entity aware of the Homeland Security Foundation license plate?
      i. If "yes" is selected, please explain how the applying entity learned about the Homeland Security Foundation license plate.
   a. Does the applying entity actively promote the Homeland Security Foundation license plate sales?

i. If "yes" is selected, please indicate how the applying entity promotes the sale of the Homeland Security Foundation license plate.

ii. If "no" is selected, please indicate how the applying entity will do so in the future.

BUDGET FORMS SECTION

Applicants must include project expenditures in the budget section. 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.

A supply page and an equipment page will populate for each application. Below are the definitions for supplies and equipment.

Supplies: Defined as expendable tangible personal property having per unit cost threshold of less than $500.00.

Equipment: Defined as any non-expendable personal property (including information technology systems) having per unit cost threshold greater than or equal to $500 and a useful life of one or more years. Three (3) quotes for expenditures which exceed $500 are required through 2 CFR 200.320 (a) – (f).

1. Supplies Budget Section:
    a. This section is for funding requests under $500.
        i. Supply Item
        i. Item Description
        ii. Number of Units
        iii. Price Per Unit
        iv. Percentage (Percentage of grant funds to be used for the supply item.)
    b. Supply Budget Narrative questions:
        i. How will the supplies facilitate meeting the stated project goals and objectives?
        ii. If an increase of funding is being requested to a prior grant with the same project scope, please explain how the additional funds will enhance or expand the current project being funded.

2. Equipment Budget Section
    a. This section is for funding requests over $500. Please prioritize your equipment request if applying for more than one piece of equipment.
        i. Equipment Item
        ii. Item Description
        iii. Number of Units
        iv. Price Per Item
        v. Percentage (Percentage of grant funds to be used for the equipment item.)
        vi. Will the equipment be sole-sourced? If so, provide a brief justification as to

why this item will be sole-sourced. This will only be required if the "yes" radio button was selected.

    b. Equipment Budget Narrative questions:
- i. How will purchasing equipment facilitate meeting the stated project goals and objectives?
- ii. If requesting more than one piece of equipment, please prioritize the requests.
- iii. If an increase of funding is being requested to a prior grant with the same project scope, please explain how the additional funds will enhance or expand the current project being funded.

3. Budget Summary: The data in this form is auto-populated from the application answers.

CERTIFICATION SECTION:
1. Certified Assurances and Special Provisions: There are three checkboxes certifying that the information contained in the grant application is accurate. Once all checkboxes have been completed, click on either the "Save/Next" or the "Save" button to allow the signature and date to appear at the bottom of this form.

REQUIRED ATTACHMENTS SECTION
1. Asks for information regarding grant specifics and requirements:
   - a. When requesting equipment, please upload the quotes obtained in this section.
   - b. Please upload any other pertinent information regarding your application.

SUBMITTING APPLICATION
Before submitting the application, it is highly recommended applicants check for oversights by clicking the "global errors" button at the top of the screen. This will show any application forms that have errors and gives the opportunity to correct them.

Once the application has been submitted in the IntelliGrants system, IDHS is unable to return any application back to the applicant for any reason.

APPENDIX B: REQUIRED REGISTRATIONS

SUPPLIER/VENDOR REGISTRATION WITH THE STATE OF INDIANA

The terms supplier and vendor are interchangeable and are stated differently in different systems. Applicants must be an active supplier/vendor in good standing with the state of Indiana. To register as a supplier/vendor with the state, please visit the State of Indiana Auditor's website at: http://www.in.gov/auditor/924.htm and complete the **W-9 Form** and **Automated Direct Deposit Authorization Agreement SF# 47551**. Applicants must use the IRS legal name of the entity on these forms.

Please send the completed forms to the IDHS Grants Management Section inbox: grants@dhs.in.gov with the subject "**Supplier/Vendor Number Application for [insert organization's name here].**"

Once received, the forms will then be given to a project manager to ensure a timely registration. Please plan accordingly and allow for a minimum of 10 business days for this registration process to be completed once forms have been submitted. IDHS must relay this information to the Auditor's office for processing and does not have control over the speed at which they are processed. High volume of requests to the Auditor's office will sometimes delay this process more than two weeks.

Once the completed forms have been processed and a number has been generated, IDHS Grants Management staff will contact the applicant with the assigned supplier/vendor number.

Applicants who are unsure if their agency has already been registered should submit a Grants Support Ticket (click on link) for verification. **An agency can only have one supplier/vendor number because it is linked to the agency's federal tax ID number (FEIN)**. To verify the supplier/vendor information on file with the state, IDHS will need to have the correct FEIN.

BIDDER REGISTRATION WITH THE STATE OF INDIANA

The state of Indiana requires all entities that receive funds from the state to be registered as a bidder. **An applicant can begin the bidder registration process while a supplier/vendor number is being processed.** There is no cost to become a registered bidder and the process takes approximately twenty minutes to complete.

To become a registered bidder, applicants must go to this link: Bidder Home Page. After clicking on the link, click on the "Register Bidder" tile to start the registration process. Support and new bidder profile training videos can be found here: Bidder Resources.

The state of Indiana will run a nightly batch process that will link your supplier/vendor number to your bidder registration number, but this process will not occur if your bidder registration is not fully completed. **You will not be able to receive any funding if these two numbers are not synced.** If these processes have already been completed, the requirement has been met. **Applicants should not duplicate the processes.** Please keep in mind that until these processes are complete, a grant application will not be accepted.