



FY2026 LOCAL TRAINING SUPPORT GRANT NOTICE OF FUNDING OPPORTUNITY

Indiana Fire and Public Safety Academy

AWARD INFORMATION

Competitive projects: \$10,000 capped award
Performance period: Sept. 1, 2026 – Aug. 31, 2027

APPLICATION DEADLINE

All applications must be submitted by 11:59 p.m. ET on June 30, 2026. Late submissions will not be accepted.

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 this grant application, please submit a ticket to IDHS at: <https://www.in.gov/dhs/grants-management/#supportTicket-label>

INTRODUCTION

The Indiana Fire and Public Safety Academy (the Academy) supports training and certification of Indiana's fire communities.

The purpose of this notice is to provide:

- Formal grant guidance and application materials needed to apply for funding under the Academy program.
- Administrative requirements to meet the specifications of state regulations.

PROGRAM SYNOPSIS

This grant is designed to strengthen local training capacity by supporting maintenance, repair and essential upkeep of training structures, equipment and props used in state-funded fire service training.

The FY2026 Local Training Support (LTS) Grant focuses on sustaining safe, functional and reliable training environments.

Funding is intended to support:

- Maintenance and repair of training buildings, structure and props.
- Servicing training-dedicated equipment.
- Upkeep necessary to ensure safe, realistic and compliant training operations.

ELIGIBILITY CRITERIA

Eligible applicants are public safety entities recognized as career fire departments, combination fire departments, volunteer fire departments, training centers or regional training sites within the state. Applicants must also have hosted or supported state-funded training courses within the past year and demonstrate that the requested maintenance supports state training objectives while being able to provide documentation showing the equipment or facility is actively used for training.

Agencies must be NFIRS/NEMESIS reporting compliant.

A complete application must include:

- Project description outlining the maintenance need
- Documentation showing training use of equipment or facility use.
- A cost estimate or vendor quote
- A brief explanation of how the maintenance or repair supports state-funded training delivery

As a part of the application process, applicants must provide personnel numbers for the department and operational budget information.

PRIORITY AREAS

The FY2026 funding cycle prioritizes training sites and departments that have hosted, supported or provided resources for state-funded courses within the past 12 months. Funds made available through the LTS Grant may only be used for maintenance or repair costs directly tied to training delivery and be necessary to maintain safe operational readiness.

Each department may apply up to a maximum of \$10,000 in grant funding. You may select multiple items, but you will need to add justification for each selection in your budget.

Priority items for funding:

- Ladder testing for ladders dedicated to training
- Ladder repairs and maintenance
- Chain saw maintenance
- K-12 rescue saw maintenance
- Ventilation fan repairs
- VES window prop repairs
- Ventilation prop repairs
- Training building upkeep (paint, weatherproofing of wood prop preservation)
- Burn facility repairs and maintenance

- Training trailer repairs (tires, bearings, lights, vents, etc.)
- Propane tank refills for training props

Allowable costs for funding:

- Maintenance or repair training-specific equipment
- Structural upkeep of training buildings or props
- Safety-critical repairs required for continued training use
- Consumables necessary for training prop operation (e.g. propane)

Costs not allowable for funding:

- Purchase of new equipment not tied to maintenance or replacement
- Operational costs unrelated to training
- Personnel overtime or staffing costs
- Capital construction or expansion projects

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 IDHS at: <https://www.in.gov/dhs/grants-management/#supportTicket-label>.

APPLICATION EVALUATION

Applications are reviewed by the Academy. Application submission does not guarantee funding. Preference will be given to applicants demonstrating active participation in statewide training delivery and stewardship of state-supported training assets. Departments that have contributed facilities, props or equipment to state-funded courses will receive priority consideration.

AWARD NOTIFICATION

The 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 amount
- Recipient performance period

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

Note that any purchases made before receiving an award letter may not be reimbursed.

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

All funding decisions are final. IDHS may consider additional factors other than those listed within this NOFO.

The award letter notification will be sent via email and must be reviewed, signed and completed by attaching the signed award letter back to IDHS at: <https://www.in.gov/dhs/grants-management/#supportTicket-label>.

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, 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 issue(s) for you.

All funding decisions are final.

DATES TO KNOW

The application deadline is 11:59 p.m. ET on June 30, 2026. The anticipated award notification is Sept. 1, 2026. All outstanding expenses of grant funds must be paid by Aug. 31, 2027.

GRANT APPLICATION MECHANISM AND METHODOLOGY

Grant applications and budgets must be completed via a designated Smartsheet form:

<https://app.smartsheet.com/b/form/019e02fc598b77f0a207557b13c670aa>

Applications must be completed in one sitting. It is recommended that applicants write out their information prior to opening the application and then copy and paste the information into the application.

Only one application will be accepted per department. If multiple applications are submitted, all applications will be denied.

GRANT APPLICATION FRAMEWORK

The following is an outline of the FY2026 Local Training Support Grant application within Smartsheet. This has been provided as a guide for applicants to utilize when preparing to write an application for funding.

Application Section

- Application information
 - Organization information

- Organization legal name (name on contract documents)
- Department name
- Fire Chief name
- Fire Chief email address
- Fire Chief phone number
- List:
 - Hub and Spoke
 - Local Training Center partially built with state funding
 - Local Training Center built with no state funding
 - None
- Street address 1
- Street address 2
- City
- State
- ZIP code
- County
- Phone number
- Email address
- FEIN #
- FDID #
- Primary point of contact
 - First name
 - Last name
 - Organization
 - Title
 - Street address 1
 - Street address 2
 - City
 - State
 - ZIP code
 - Primary phone number
 - Alternate phone number
 - Email address
 - County
- Additional information
 - Type of department
 - Career
 - Combination – mostly career
 - Combination – mostly volunteer
 - Volunteer
- Signatory information
 - Name
 - Title
 - Cell phone number (must be a cell phone for verification code during the contract process, if awarded)
 - Email Address
- Additional information
 - Type of department

- Career
- Combination – mostly career
- Combination – mostly volunteer
- Volunteer
- Total number of emergency personnel in this department (do not include administrative staff — only response personnel)
- Number of volunteer members
- Number of paid members
- Department budget information
 - Annual training budget
 - Operational budget
- Projected start and completion dates for the project

Proposal Information

- Project summary
 - Project summary: Provide a brief description of the project.
 - A strong project summary will include a clear and brief description of the proposed project.
 - Include strategies used to identify need.
 - Include a projected or estimated number of people that will benefit from the project.
 - Indicate how long it will take to see results from the proposed project.
 - Select items for your project proposal. You may select multiple items, but you will need to add the justification for each selection in your budget.
 - Ladder testing for ladders dedicated to training
 - Ladder repairs and maintenance
 - Chain saw maintenance
 - K-12 rescue saw maintenance
 - Ventilation fan repairs
 - VES window prop repairs
 - Ventilation prop repairs
 - Training building upkeep (paint, weatherproofing of wood prop preservation)
 - Burn facility repairs and maintenance
 - Training trailer repairs (tires, bearings, lights, vents, etc.)
 - Propane tank refills for training props
 - Maintenance or repair training-specific equipment
 - Structural upkeep of training buildings or props
 - Safety-critical repairs required for continued training use
 - Consumables necessary for training prop operation (e.g. propane)
 - Justification
 - Enter a justification for requesting funding for this proposal. Be sure to answer the following questions:
 - How does the request support national best practices?
 - Which NFPA standard(s) will be met by the completion of your project request?
 - How does this request benefit your local community and agency?
 - What is the fiscal need for this request to be supported?

- How many courses has your department put on within the last two (2) years? List all course numbers and non-traditional courses.
- How many district and Academy-funded courses has your training center supported in the last two (2) years? List all course numbers and non-traditional courses.
- How many agencies have used your training center free of charge? List the name of each department that has used your facility in the last two (2) years.
 - If there is a fee, provide documentation about your fee structure and training center usage requirements.
- Sustainment
 - Describe any additional sources of funding to be used for this proposal. Describe local commitment in time, materials and funds.

Budget Section

Applicants must include project expenditure(s) 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 items are necessary for the project). The line items should directly correspond to the project.

Quotes are recommended for items being requested to reflect current market value. 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:

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

SUBMITTING APPLICATION

- Use the “Submit” link at the bottom of the page.
- The application will generate an email confirming submission.

If items listed in the budget are not allowable, funding may be reduced by that amount. The 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 submit a ticket at:

<https://www.in.gov/dhs/grants-management/#supportTicket-label>.

APPLICATION EVALUATION CRITERIA

Applications will be evaluated based on:

- Relevance to state training priorities
- Urgency and safety impact of the maintenance need
- Demonstrated use of the equipment or facility in state-funded courses
- Cost-effectiveness and clarity of the request
- Department’s history of supporting statewide training.

REPORTING

DOCUMENTATION FOR REIMBURSEMENT REQUIREMENTS

Recipients must provide important information as listed in the requirements below or the documents will not be processed for reimbursement.

It is the recipient's responsibility to maintain supporting documentation that proves expenditures were made. Failure to do so will result in funds being held from disbursement until sufficient documentation is submitted.

Note: Reimbursable work must be performed during the period of performance. Expenditures on work completed outside of the period of performance will not be honored.

ELIGIBLE INVOICES

- Invoice from vendor
- Expenditure report
- Check register report

ELIGIBLE PROOFS OF PAYMENT

- Cancelled or cleared checks
- Bank or credit card statements
- Budget history report from the State Board of Accounts
- Auditor's report/cash ledger
- Accounts payable voucher (this must be verified by a third party to prove funds cleared the account)

INELIGIBLE PROOFS OF PAYMENT

- Handwritten receipts and documents
- Purchase orders
- Checks that have not been processed or cancelled
- Checks with visible account numbers
- Receipts
- Internal documents, accounting records or ledgers

Funding obligations must be made prior to the end of the performance period listed in the grant award letter.

All outstanding expenses must be paid and final requests for expenditures must be submitted within 60 days of the end of the period of performance.

Invoices and proof documentation will need to be submitted to IDHS at: <https://www.in.gov/dhs/grants-management/#supportTicket-label>.

CLOSEOUT REPORTING REQUIREMENTS

This section summarizes the actions that the recipient must take to complete the closeout process in accordance with IDHS policy and procedure.

Recipients must submit a final qualitative summary report by Aug. 31, 2027. The report should detail accomplishments throughout the period of performance and outline the impact of all the accomplishments grant funds supported. If the report omits activities, the report will be returned and additional information will need to be included to satisfy this requirement.

A webform link will be provided to all awardees by the end of the performance period.

Funding obligations must be made prior to the end of the performance period listed in the grant award letter. **All outstanding expenses of grant funds must be paid by Aug. 31, 2027.**

MONITORING

The Local Training Support coordinator must monitor recipients as a requirement of the award to ensure compliance with applicable state requirements and verify performance expectations are being achieved.

APPENDIX A: 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 Comptroller's website at: <https://www.in.gov/comptroller/forms/> 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 IDHS at: <https://www.in.gov/dhs/grants-management/#supportTicket-label> 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 timely registration. Please plan accordingly and allow for a minimum of 10 business days for this registration process to be completed once the forms have been submitted. IDHS must relay this information to the Comptroller's

office for processing and does not have control over the speed at which they are processed. High volume of requests to the Comptroller'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 ticket to IDHS at: <https://www.in.gov/dhs/grants-management/#supportTicket-label> 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

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: <http://www.in.gov/idoa/2464.htm>. 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:

<https://www.in.gov/idoa/procurement/supplier-resource-center/requirements-to-do-business-with-the-state/bidder-profile-registration/>.

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.