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PROGRAM OVERVIEW

INTRODUCTION

The Indiana Homeland Security Foundation (Foundation) awards grants to assist Hoosier public safety and first responder agencies and organizations. In addition to awarding grants for public safety and first responders, the Foundation awards scholarships to provide higher education financial assistance and to promote careers and volunteerism with these organizations.

The purpose of this notice is to provide:

- Formal guidance and application materials needed to apply for funding under the Foundation Scholarship program (see Appendix A for more information); and
- Administrative requirements that must be met to meet the Foundation Scholarship program specifications.

PROGRAM SYNOPSIS

The scholarship funds awarded under this program are intended solely to reimburse eligible student educational expenses for the school year. Full-time students (undergraduate or graduate students who are enrolled, or will be enrolled, for at least 12 credit hours per semester or the equivalent of 12 credit hours per semester for colleges not using the semester system) who meet all other requirements of this program are eligible to receive a scholarship for up to \$2,000 to use during the awarded school year. Part-time students (undergraduate or graduate students who are enrolled, or will be enrolled, for at least 6 credit hours per semester or the equivalent of 6 credit hours per semester for colleges not using the semester system) who meet all other requirements of this program are eligible to receive a scholarship for up to \$1,000 to use during the awarded school year.

ELIGIBILITY CRITERIA

Eligible applicants must meet all the following criteria:

1. Be an Indiana resident
2. Currently enrolled or will be enrolled in an accredited Indiana college within the period of performance of this scholarship
3. Have a grade point average of 2.8 or higher on a 4.0 scale
4. Volunteer/intern at a public safety organization such as fire, law enforcement, emergency management or emergency medical services or a public safety department within a college or university (validated by supervisor).

Determinations of eligibility are within the sole discretion of the Indiana Homeland Security Foundation.

NOTE: Applicants who are state employees or special state appointees ARE NOT eligible.

FUNDING GUIDELINES

ELIGIBLE EDUCATIONAL EXPENSES

Funds made available through the Foundation Scholarship program may only be used for, and must be consistent with, eligible student educational expenses for the school year within this scholarship's period of performance.

The following is a list of items that qualify as eligible student educational expenses:

- Tuition
- Books
- Lab fees
- Electronic devices used for educational purposes
 - iPad
 - Laptop
 - Recording/Notetaking Devices

APPLICATION EVALUATION

All applications are evaluated by the Indiana Homeland Security Foundation Technical Committee (the Committee). Upon completion of its review, the Committee provides funding recommendations to the Foundation for consideration.

Application submission does not guarantee funding.

AWARD NOTIFICATION

IDHS Grants Management will contact Foundation Scholarship recipients via email when funding determinations have been finalized. If awarded, Foundation Scholarship recipients will receive an award letter that will include the following information:

- Recipient name
- Award amount
- Performance period

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

Recipients may be asked to adjust their budgets as a special condition of the award. Budget modifications must be submitted through the Indiana Grant Management System (iGMS) and approved before a grant agreement can be sent for signature through the e-contracting process.

Recipients must confirm acceptance of the Foundation Scholarship and can find directions to do so 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.

RECIPIENT SCHOLARSHIP AGREEMENT REQUIREMENTS

All scholarship recipients must do the following:

- Enter into a grant agreement with IDHS
- Agree to abide by all provisions of the grant agreement
- Abide by all the terms and conditions in the grant agreement
- Must be able to sign the grant agreement electronically using the state’s e-contracting module
- Submit all reports in the prescribed format and time frames as determined by IDHS.

REPORTING

QUARTERLY PROGRAM REPORTS

Reports are due quarterly for this program on the following dates:

Reporting Period	Report Due Date
July 1 – September 30	October 15
October 1 – December 31	January 15
January 1 – March 31	April 15
April 1- June 30	July 15

Program reports are intended to update IDHS Grants Management staff of the scholarship status and to indicate if any guidance or assistance is needed in completing their scholarship reporting requirements. Program reports are required and should be submitted in a timely fashion. Incomplete, incorrect or late reports could impact the recipient’s ability to receive future scholarship funding or receive reimbursement.

CLOSEOUT REPORTING REQUIREMENTS

IDHS Grants Management staff will close out the scholarship award when all applicable administrative actions and all required work of the award have been completed by the recipient. This section summarizes the actions that the 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, 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 scholarship 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 (POP)	July 1, 2021 – June 30, 2022
Liquidation Period	July 1, 2022 – August 1, 2022

APPENDIX A: APPLICATION INFORMATION

The online FY22 Foundation Scholarship program application is available and to be completed through IDHS's grants management system, [iGMS](#) (click on link).

Applicants without an active account with iGMS should complete the following steps to obtain an iGMS user account:

1. Complete the [New iGMS User Form](#) (click on link).
2. Return the New iGMS User form to IDHS Grants Management at grants@dhs.in.gov.
3. Enter "FY22 Scholarship: New iGMS user" into the subject line of the email.

After applicants receive notification that an account has been established in iGMS, all user contact information must be entered into their iGMS account. **No scholarship applications can be submitted until user information has been entered within the "Contact Info" tab** (located at the top of the iGMS dashboard, to the left of the "Logout" tab and is in green font).

Applicants with an active iGMS user account can log into iGMS and begin working on scholarship proposals without submitting a new user form.

Please contact IDHS Grants Management via grants@dhs.in.gov if an incorrect email address (or no email address) is visible within the "Contact Info" tab.

APPLICATION MECHANISM

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

1. Click "Create new proposal" under 'My Proposals' header on the top left side of the screen.
2. Select the FY22 Foundation Scholarship application from the drop-down menu under 'Proposal Template'.
3. Type in the title of your application in the 'Title' field box.
4. Click the 'Create' button to get started.

APPLICATION FRAMEWORK

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

To initiate an application for FY22 Scholarship funding, the following information is needed:

1. An official college or high school (for incoming collegiate freshmen) transcript
2. A recommendation letter from the public safety organization's/department's supervisor describing the volunteer/internship work completed by the applicant
3. A resume or list of past employment, awards, honors and/or volunteer/service activities
4. A 500-2500 word essay describing why the applicant is applying for this scholarship and why the applicant believes volunteering is important

5. Completed Supplier/Vendor Information and Bidder Registration Forms

There are four (4) sections (Applicant Information, College/University Information, Narrative/Essay and Funding). The fields within the sections are a mixture of blank fields, drop-down boxes and files to be uploaded.

APPLICANT INFORMATION SECTION

Enter all applicable text fields, double-check information to make sure it has been entered correctly and then click on either the 'Save' or 'Save and Continue' button.

COLLEGE/UNIVERSITY INFORMATION SECTION

Enter all applicable text fields for the accredited Indiana college/university the applicant is/will be attending, double-check the information, and then click on either the 'Save' or 'Save and Continue' button.

NARRATIVE/ESSAY SECTION

- Prepare the required documents by uploading them individually and save as a PDF.
- Click on the 'Upload File' link that has a green circle with a plus sign next to it.
- Choose PDF file(s) to upload and click on the 'Open' button.
- Enter a narrative in the note section to explain the upload(s) and hit 'save.'
- If necessary, repeat as many times as needed.
- Click 'Continue' at the bottom.

FUNDING SECTION

Applicants must include scholarship expenditures in the funding section by clicking on the purple zero-dollar amount to open their 'Budget Summary' page.

When completing the budget, please make sure to consider if the budget item(s) requested is/are reasonable, necessary and allowable under the funding stream. Furthermore, please make sure to 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 IDHS Grants Management through the [support ticket system](#) for clarification or technical assistance.

Once this page is opened, complete the funding section as follows:

- Scroll to the bottom and click on the 'Create New Item' link in purple font to open the following Budget Item fields:
 - Description: Please state the eligible student expense(s) you will be requesting reimbursement for if awarded (tuition, books, lab fees, electronic devices, etc.).
 - Solution Area: 'Education'
 - Category: Select the appropriate student status of either 'Full-time Student' or 'Part-time Student' to allow the 'Amount' text field to open.
 - Discipline: The most closely related discipline to your area of study
 - Amount: Full-time student can request up to \$2,000 and part-time student up to \$1,000. See page 3 for clarification of full and part-time student eligibility.

- Narrative: Use this text field to state any further explanation, if necessary, of the eligible student expenses you will be requesting reimbursement for if awarded.
- Click the 'Save' button.

APPLICATION MODIFICATION

The application may be modified any time before the application deadline if the application has not been submitted (see next section for instructions on application submission). An applicant can click on the application section he/she would like to go to by clicking the purple link for that section unless he/she are in the 'Budget Summary' page. In that case, the applicant will need to scroll within the Budget Summary page and click on the purple link with his/her application title to return to the main page of their application.

APPLICATION SUBMISSION

To submit an application, the budget summary page will need to be filled out and the applicant will need to be on that page. At the top of the 'Budget Summary' page is a purple link titled 'Submit this Budget'. When ready to submit, click that link and then click the acknowledgement button 'Yes, submit'.

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. This process allows awarded applicants to receive money from the state. To register as a supplier/vendor with the state, please visit the State of Indiana Auditor's website at: <https://www.in.gov/auditor/924.htm> and complete the **W-9 Form** and **Automated Direct Deposit Authorization Agreement SF# 47551**.

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 your name here]**."

The forms will then be given to a project manager to ensure a timely registration. Please plan accordingly and allow for a minimum of ten (10) 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 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 applicant's supplier/vendor number.

Applicants who are unsure if they are already registered should submit a [Grants Support Ticket](#) (click on link) for verification as it is linked to an applicant's social security number (SSN) and can only have one supplier/vendor ID. To verify the information on file with the state, IDHS will need to have the applicant's SSN.

BIDDER REGISTRATION WITH THE STATE OF INDIANA

The state of Indiana requires all entities who receive funds from the state to be registered as a bidder. This process allows awarded applicants to sign their agreement with the state of Indiana through the contract monitoring system.

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.