



NOTICE OF FUNDING OPPORTUNITY

Indiana Fire & Public Safety Academy
Fire Training Infrastructure Grant
Fiscal Year 2023 (FY23)

**APPLICATION DEADLINE: May 20, 2022
11:59 p.m. 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 your respective Academy Fire Training Field Program Manager, as shown on page 4.

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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 Fire Infrastructure Training Grant, established in 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 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/NEMESIS reporting compliant.

- 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 on page 4.

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.

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

VIRTUAL TRAININGS

Two virtual trainings will be held on the following date to review funding opportunities for the Academy and discuss grant writing tips.

Wednesday, May 4

10 a.m. (EDT): [Join the meeting online](#)

7 p.m. (EDT): [Join the meeting online](#)

FUNDING GUIDELINES

PRIORITY AREAS

Funds made available through the Fire Training Infrastructure Grant program may only be used for the construction and maintenance of fire training facilities and to purchase fire training equipment. **Maximum funding awarded will be up to \$50,000 per department.**

ITEMS NOT APPROVED FOR FUNDING

- Instructional 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 your assigned Academy Fire Training Field Program Manager for clarification or technical assistance.

District 1, 2, 3 – Mike Parks (mparks1@dhs.in.gov)

District 5, 6, 9 – Chuck Gunter (cgunter3@dhs.in.gov)

District 4, 7, 8, 10 – Zach Westfall (zwestfall@dhs.in.gov)

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, 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	May 20, 2022, 11:59 p.m. EDT
Anticipated Award Notification	June 30, 2022

APPENDIX A: APPLICATION INFORMATION

ACADIS PORTAL SYSTEM

Applicants with an active Acadis user account may log in to Acadis and submit grant proposals under the WebForms section: Fire – Infrastructure Training Grant Application. The Acadis portal can be found at <https://acadisportal.in.gov/acadisviewer/Login.aspx>.

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

GRANT APPLICATION MECHANISM AND METHODOLOGY

Grant applications and budgets must be completed via the Acadis Portal system.

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

1. Click “Find & Complete a WebForm” under the header “Academy Resources.”
2. Click on “Infrastructure Training Grant Application” underneath the “Fire” heading.
3. The proposal section of the webform will open.
4. 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 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 FY23 Fire and Public Safety Training Academy application within Acadis Portal. 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 – Name on contract documents
 - ii. Department Name
 - iii. Street 1
 - iv. Street 2
 - v. City
 - vi. State
 - vii. Zip
 - viii. County
 - ix. Phone
 - x. Email

- xi. FEIN #
- xii. FDID #
- 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. Signatory Information
 - i. Name
 - ii. Title
 - iii. Cell Phone – must be a cell phone for verification code during contract process
 - iv. Email
- d. Additional Information
 - i. Type of Department – choose from the drop-down list
 - 1. Career
 - 2. Combination – mostly career
 - 3. Combination – mostly volunteer
 - 4. Volunteer
 - ii. What is the total number of emergency personnel in this department?
 - 1. Do not include administrative staff – only response personnel
 - iii. Number of volunteer members?
 - iv. Number of paid members?
 - v. Department budget information
 - 1. What is the annual training budget?
 - 2. What is the total operational budget?

PROPOSAL INFORMATION

1. Project Summary
 - a. Project Summary: This is a blank field to provide a brief description of the project.
 - i. A strong project summary will include a clear and brief description of the proposed project.
 - ii. Strategies used to identify need.
 - iii. A projected or estimated number of persons to benefit from the project.
 - iv. Indication of how long it will take to see results from the proposed project.
 - b. Justification
 - i. Enter a justification for requesting funding for this proposal.
 - ii. How does the request support national best practices?
 - iii. How does this request meet NFPA standards?
 - iv. How does this request benefit your local community?
 - v. What is the fiscal need for this request to be supported?
 - vi. How will this request for support benefit your agency/agencies?
 - c. Sustainment
 - i. This is a blank field to 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 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.

Quotes are recommended for items being requested to reflect current market value. If applicants need to adjust the budget after submitting, please contact Elizabeth Westfall at ewestfall@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 “Description” text box.
2. Enter the description of the item to be entered into the budget.
3. Select the type of request you are requesting:
 - a. Construct fire training facility
 - b. Purchase fire training equipment

4. Navigate to the “Amount” text box.
5. Enter in the total dollar amount of the line item.
6. Navigate to the “Narrative” text box.
7. 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 fire training equipment. The explanation could be: New AV equipment to training center. Two speakers at \$100 each and installation costs.
8. If multiple items are being requested, create a new budget line item for each item being requested.
9. If quotes are provided, upload in PDF format.
10. A total of five items are provided; additional items can be uploaded. Formats accepted: Excel, PDF or Word. If uploading additional items, applicant should provide information in the same format of description, amount and narrative.

SUBMITTING APPLICATION

1. Use the “Submit” link at the bottom of the page.
2. The application will generate an email confirming submission
3. A copy of the application will be sent to the applicant within three business days.

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 contact your Academy Fire Training Field Program Manager for clarification.

APPENDIX B: SCORESHEET

FY23 Infrastructure Grant 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 strong “Project Summary”?	0-10
Did the applicant identify strategies used to identify need?	0-5
Did the applicant identify how long it will take to see results from the proposed project?	0-5
Did the applicant provide an adequate justification for the project expenditures?	0-5
Did the applicant provide an adequate explanation of the benefits of this funding?	0-5
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
Does the request clearly state how it will maintain or bring into compliance with NFPA standards?	0-5
Does the applicant provide information on how this will support their local community?	0-5
Did the applicant demonstrate financial need?	0-5
Project Information point total	/65
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
Do all line items include a detailed narrative?	0-5
Were any quotes reflecting market value included?	0-5
Did the applicant provide clear information on sustainment?	0-5
Budget point total	/25
Reviewer Recommendation	
Did the application demonstrate a need for funding in order to address the identified agency priority(ies)?	0-5
Were all application sections complete?	0-5
Reviewer recommendation point total	/10
TOTAL SCORE	/100

APPENDIX C: APPLICATION PREVIEW

Fire - Fire Training Infrastructure Grant Application

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 your respective Academy Fire Training Field Program Manager. A list of managers can be found below.

District 1, 2, 3 - Michael Parks (mparks1@dhs.in.gov)
District 5, 6, 9 - Chuck Gunter (cgunter3@dhs.in.gov)
District 4, 7, 8, 10 - Zach Westfall (zwestfall@dhs.in.gov)

Funding Guidelines

Maximum funding awarded will be up to \$50,000 per application.

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

Applicant Information

* Organization Legal Name - Name on contract documents

* Department Name ?

* Address 1

Address 2

* City Select an option... * Zip

* County

Select an option... * Type * Organization Phone Extension

* FEIN # - Associated with organization on contract

* FDID #

Primary Point of Contact

Select an opt...

* POC First * POC Last Suffix

Select an option...

* Type * POC Primary Phone Extension

Select an option...

* Type * POC Alternate Phone Extension

* POC Email Address

Signatory Information

Select an opt...

* First * Last Suffix

* Title

* Cell Phone - must be a cell phone for verification during contract process

* Signatory Email Address

Additional Information

* Type of Department

* Total number of emergency response personnel ?

* Number of Volunteer Members ?


* Number of paid members? ?

* Annual training budget ?

* Total operational budget

Proposal Information

Project Summary

* Project Summary 

* Strategies used to identify need

* Estimated number of persons to benefit from the project

* How long will it take to see results from the project?

Justification

* Enter a justification for requesting funding

* How does this request support national best practices?

* How does this request meet NFPA standards?

* How does this request benefit your local community?

* What is the fiscal need for this request to be supported?

* How will this request for support benefit your agency/agencies?

Sustainment

* Describe local commitment to the project in time, materials & funds.

Budget

Request #1

* Description (1) ?

* Type of Request

* Amount (1)

* Narrative (1) ?

Quote (1) *No document has been attached.*

Request #2

Description (2)

Type of Request (2)

Amount (2)

Narrative (2)

Quote (2) *No document has been attached.*

Request #3

Description (3)

Type of Request (3)

Amount (3)

Narrative (3)

Quote (3) *No document has been attached.*

Request #4

Description (4)

Type of Request (4)

Amount (4)

Narrative (4)

Quote (4) *No document has been attached.*

Request #5

Description (5)

Type of Request (5)

Amount (5)

Narrative (5)

Quote (5) *No document has been attached.*

A total of 5 items are provided, additional items can be uploaded. Formats accepted Excel, PDF or Word. If uploading additional items applicant should provide information in the same format of description, amount, and narrative.

Additional Items *No document has been attached.*

Additional Quotes *No document has been attached.*

* Total amount of support being requested (all items)