NOTICE OF FUNDING OPPORTUNITY

Indiana Fire & Public Safety Academy

LOCAL TRAINING SUPPORT GRANT

Fiscal Year 2024 (FY24)

APPLICATION DEADLINE:

All applications must be submitted by 11:59 p.m. EDT on Jan. 31, 2024. 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 this grant application, please email Administrative Assistant Courtney James at cojames@dhs.in.gov.

INTRODUCTION

The Indiana Fire and Public Safety Training Academy 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 **Application Section** for more information.
- 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 Local Training Support Grant has been created to support regional fire 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/NEMSIS reporting compliant.

Applications 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 must provide personnel numbers for the department and operational budget information.

By submitting an application, you consent to enter into an MOU with the Indiana Fire and Public Safety Academy as part of the Hub-and-Spoke regional fire training system.

PRIORITY AREAS

Funds made available through the Local Training Support Grant program may only be used for the maintenance of fire training facilities and equipment. Each department may apply for up to a maximum of $10,000 in grant funding.

Authorized items for funding:

- Ladder testing
- Ladder repairs/maintenance
- Chain saw repairs/maintenance
- K-12 saw repairs/maintenance
- Ventilation fan repairs/maintenance
- Smoke machine replacement
- Smoke machine repairs/maintenance
- Bulk smoke machine fluid
- Forcible entry prop repairs/maintenance
- VES window prop repairs/maintenance
- Ventilation prop repairs/maintenance
- Upkeep of training building (paint, weather proofing of wood props)
- Fire training mannikins replacement
- Fire training mannikin repairs (heads, arms, legs)
- Helmet covers w/shoulder shrouds for flashover chamber
- Helmet shields for flashover helmets
- Burn facility repairs/maintenance
- Prop development (water mapping prop, SCBA confidence, hose bed prop)
- HAZMAT training equipment (damming, diking, diverting, etc.)
- Training trailer repairs/maintenance (tires, bearings, lights, vents, etc.)

- Storage bins for training equipment
- Training foam

You may select multiple items, but you will need to add justification for each selection in your budget.

Items not approved for funding:

- Instructional support
- Consumables
- Capital projects (buildings, building improvements)

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 Courtney James by emailing cojames@dhs.in.gov.

APPLICATION EVALUATION

Applications are reviewed by the Academy. 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

The application deadline is 11:59 p.m. EDT on Jan. 31, 2024. The anticipated award notification is March 1, 2024.

GRANT APPLICATION MECHANISM AND METHODOLOGY

Grant applications and budgets must be completed via a designated SmartSheet form.

- 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 FY24 Indiana Fire and Public Safety Training Academy 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
        - Street 1
        - Street 2
        - City
        - State
        - Zip
        - County
        - Phone
        - Email
        - FEIN #
        - FDID #
    - Primary Point of Contact
        - First name
        - Last name
        - Organization
        - Street 1
        - Street 2
        - City
        - State
        - Zip
        - Primary phone number
        - Alternate phone number
        - Email address
        - County
    - Signatory Information
        - Name
        - Title
        - Cell phone (must be a cell phone for verification code during the contract process, if awarded.)
        - Email address
    - Additional Information

- Type of Department – chose from the drop-down list.
    - 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 date 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 persons 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
        - Ladder repairs/maintenance
        - K-12 saw repairs/maintenance
        - Ventilation fan repairs/maintenance
        - Smoke machine replacement
        - Smoke machine repairs/maintenance
        - Bulk smoke machine fluid
        - Forcible entry prop repairs/maintenance
        - VES window prop repairs/maintenance
        - Ventilation prop repairs/maintenance
        - Upkeep of training building (paint, weather proofing of wood props)
        - Fire training mannikins replacement
        - Fire training mannikin repairs (heads, arms, legs)
        - Helmet covers w/shoulder shrouds for flashover chamber
        - Helmet shields for flashover helmets
        - Burn facility repairs/maintenance
        - Prop development (water mapping prop, SCBA confidence, hose bed prop)
        - HAZMAT training equipment (damming, diking, diverting, etc.)
        - Training trailer repairs/maintenance (tires, bearings, lights, vents, etc.)
        - Storage bins for training equipment
        - Training foam
        - Fire hose replacement/repairs (note: only fire hose dedicated to a training center; hose used on apparatus are not eligible.)

- - Nozzle and appliance repairs (note: only nozzles dedicated to a training center; nozzles used on apparatus are not eligible.)
  - 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/Indiana Fire and Public Safety 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 used your facility in the last two (2) years.
        - If there is a fee, provide documentation of 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 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 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.
- 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 email Courtney James at cojames@dhs.in.gov.