

AGENDA RESERVATION REQUEST

CITY OF FRANKLIN BOARD OF PUBLIC WORKS AND SAFETY

Please type or print

Date Submitted:	05/13/20	Meeting Date:	05/18/20
Contact Information:			
Requested by:	Chief Matt Culp		
On Behalf of Organization or Individual:		Fire Department	
Telephone:	346-1220 or 736-3650		
Email address:	mculp@franklin.in.gov		
Mailing Address:	1800 Thornburg Lane		
Describe Request:			
Permission to apply for the Regional Public Safety Fund – Specialty Training Grant FY21 through the Indiana Fire & Public Safety Academy			
List Supporting Documentation Provided:			
Notice of Funding Opportunity Requested Training Fees			
Who will present the request?			
Name:	Chief Matt Culp	Telephone:	346-1220 or 736-3650

The Franklin Board of Works meets on the 1st and 3rd Monday of each month at 5:15 p.m. in the Council Chambers of City Hall located at 70 E. Monroe Street. In order for an individual and/or agency to be considered for new business on the agenda, this reservation form and supporting documents must be received in the Mayor's office no later than 12:00 p.m. on the Wednesday prior to the Board of Works meeting.



NOTICE OF FUNDING OPPORTUNITY

Indiana Fire & Public Safety Academy
Regional Public Safety Fund – Specialty Training Support Grant
Fiscal Year 2021 (FY21)

AWARD INFORMATION

Performance Period:

July 1, 2020 – June 30, 2021

APPLICATION DEADLINE: JUNE 15, 2020 11:59 P.M. EDT
Late submissions will not be accepted.

PRE-APPLICATION REGISTRATION REQUIREMENTS

Applicants intending to apply for this funding opportunity must meet two state stipulated registration requirements. Prior to submitting an application, an applicant must:

1. **Be registered as a supplier with the state of Indiana; and**
2. **Be registered as a bidder with the state of Indiana.**

Detailed information regarding state of Indiana supplier and bidder registration are provided in this Notice of Funding Opportunity (NOFO) in Appendix B: REQUIRED REGISTRATIONS and should be reviewed and followed to ensure these requirements have been satisfied.

FIRE & PUBLIC SAFETY ACADEMY CONTACT INFORMATION

If applicants have any questions about the information contained within the Notice of Funding Opportunity (i.e. NOFO) or need technical assistance in completing a grant application, please contact the Fire and Public Safety Training Academy at bclark@dhs.in.gov.



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PROGRAM OVERVIEW

Introduction

The Indiana Department Homeland Security Fire and Public Safety Training Academy funding program supports public safety projects which are in alignment with IDHS's local and district needs, 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 **APPENDIX A: APPLICATION INFORMATION** for more information); and
- Administrative requirements that must be met in order to meet the specifications of state regulations.

Program Synopsis

The Indiana Fire and Public Safety Academy Training System, henceforth to be identified as the Academy, supports training and certification of Indiana's fire and emergency medical services communities. The Specialty Training Grant has been created to support continuing education training efforts in the state of Indiana.

Eligibility Criteria

Eligible applicants are public safety entities such as district fire training councils*, career fire departments, combination fire departments, volunteer fire departments, and non-fire affiliated EMS agencies.

**District fire training councils should submit applications using their designated fiscal agent.*

If the funding will benefit more than one entity (i.e. multiple departments) each entity must be identified within the application in the summary section.

A collaborative proposal from a district fire training council or multiple agencies will be scored higher in the process.

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 the identified issue, 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. Include the anticipated number of students, participating organizations and materials.

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

FUNDING GUIDELINES

Priority Areas

Funds made available through the Specialty Training Grant program may only be used for support of continuing education training in the fire and emergency medical services communities.

Items Frequently Approved for Funding:

This list is not all-inclusive.

- National Fire Academy - Assist departments wanting to send personnel to the National Fire Academy for additional training. Applicants will need to be accepted to program before reimbursement can be provided. Applicants do not need to have been accepted prior to applying for grant. Updates will need to be provided to Academy on application status.
 - Reimbursement for backfill/overtime
 - Preference for the following program enrollments
 - Managing Fire Officer
 - Executive Fire Officer
 - Leadership and Executive Development Tract
 - Fire Prevention Tract
 - Fire Investigation Tract
- Specialty Training - Assist departments sending personnel to specialized training outside the normal certification programs offered by the Fire Academy.
 - Reimbursement for backfill/overtime
 - Registration Fees
 - Examples:
 - South Bend River Rescue School
 - Fire Department Training Network
 - Indiana Emergency Response Conference
 - Texas Engineering Extension
 - Public Agency Training Council
 - Fire Department Instructors Conference
- Speaker fees for continuing education classes - These funds may also be used to bring instruction to a local agency.
 - Examples:
 - Man vs. Machine
 - Smoke Divers

Items Frequently Denied for Funding:

This list is not all-inclusive.

- Infrastructure improvements or repairs to training sites
- Travel cost – (hotel, per diem and mileage)

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 contact the Fire and Public Safety Training Academy at bclark@dhs.in.gov for clarification or technical assistance or your assigned Academy program manager.

APPLICATION EVALUATION

The applications will be reviewed by the Academy Project Committee. All applications submitted under this NOFO are scored by two separate committees to award funds. Makeup of these committees include personnel from the Academy, IDHS and membership from Indiana Fire Alliance.

The scoresheet utilized in the review process can be found in **APPENDIX E: SCORESHEET**.

Application submission does not guarantee funding.

AWARD NOTIFICATION

The Indiana Fire and Public Safety Academy financial officer will contact recipients via email when funding determinations have been finalized. If awarded funding, Specialty 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 terms and/or conditions that must be met or resolved prior to the budget being approved in iGMS.

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

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

All funding decisions are final.

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

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 Indiana Fire and Public Safety Academy financial officer on the project status and to indicate if any guidance or assistance is needed to successfully complete the project. 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 grant funding or receive reimbursement.

Closeout Reporting Requirements

IDHS Fire and Public Safety Training Academy staff will close out the grant award when all applicable administrative actions and all required work of the award have been completed by the sub-recipient.

Within 45 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 grant funds supported. If the final program report omits activities, the report will be returned and additional information will need to be included in order 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 45 days of the end of the period of performance.

Additionally, the sub-recipient must liquidate all obligations incurred under this award no later than 45 calendar days after the end date of the performance period of the performance. If a sub-recipient fails to liquidate their obligations within this time period, IDHS may disallow the costs associated with those unliquidated obligations. The sub-recipient must have updated the iGMS inventory module to include any equipment purchased with grant funds.

DATES TO KNOW

Application Deadline	June 15, 2020 11:59 PM EST
Period of Performance	July 1, 2020 – June 30, 2021
Liquidation Period	July 1, 2021 –September 30, 2021

APPENDIX A: APPLICATION INFORMATION

Indiana Grants Management System

Previously, applicants were required to submit an Intent to Apply form to initiate an application within the Indiana Grants Management System (iGMS) located at <https://oas.dhs.in.gov/hs/main.do>. **This is no longer required.** Applicants with an active iGMS user account can log into iGMS and begin working on grant proposals without submitting an intent to apply form.

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

1. Complete the New iGMS User form (can be found in **APPENDIX C**)
2. Return the completed New iGMS User form to Fire and Public Safety Training Academy at bclark@dhs.in.gov.
3. Enter "FY2021 Regional Public Safety: New iGMS user" into the subject line of the email

After applicants receive notification that an account has been established in iGMS, all contact information must be entered by clicking on the "Contact Info" tab. The "Contact Info" tab can be located at the top of the iGMS dashboard, to the left of the "Logout" tab and is in green font. **iGMS will not permit users to submit grant applications until user information has been entered within the "Contact Info" tab.**

Please contact the IDHS Fire and Public Safety Training Academy if an incorrect email address (or no email address) is visible within the "Contact Info" tab.

Grant Application Mechanism and Methodology

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

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

1. Click "View Opportunities" under the header "View Available Proposals";
2. Click on "Create New Proposal" underneath the "My Proposal" heading;
3. Navigate to the "Proposal Template" dropdown box and select the "2021 Specialty Training Support";
4. Navigate to the "Title" text box and enter a project title;
5. Click on "Create" button;
6. Proposal section of iGMS will appear.

Grant Application Framework

The following is an outline of the FY21 Fire and Public Safety Training Academy application within iGMS. 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
 - ii. Federal Tax Identification
 - iii. Legal Signatory for Contract
 - iv. Title

- v. Street 1
- vi. Street 2
- vii. City
- viii. State
- ix. Zip
- x. County
- xi. Phone
- xii. Email
- 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. Additional Information:
 - i. Type of Department-choose from the drop down list
 - 1. Career
 - 2. Combination
 - 3. District
 - 4. Volunteer
 - ii. What is the total number of emergency personnel in this department?
 - 1. Districts should enter N/A
 - iii. Number of volunteer members?
 - 1. Districts and should enter N/A
 - iv. Number of paid members?
 - 1. Districts and should enter N/A
 - v. What is the annual operating budget minus personnel cost for this department?
 - 1. Districts should enter N/A
- d. Type of Applicant
 - i. Fire Department
 - ii. EMS Agency
 - iii. District
 - iv. Other: if you choose other, please specify in the text box that follows

Proposal Information

1. Specialty Training Support: Specialty Training Support is to provide departments with resources to facilitate continuing education training. There are three sections to choose from National Fire Academy, Specialty Training and Other. Choose your first, second and third priorities.
2. National Fire Academy
 - a. Select training courses from the dropdown list:
 - i. Executive Officer Program
 - ii. Managing Officer Program
 - iii. Leadership & Executive Development Tract

- iv. Fire Investigation Tract
 - v. Fire Prevention Tract
 - vi. Other
- 3. Specialty Training
 - a. Fire Department Training Network (FDTN)
 - b. Texas Engineering Extension (TEEX)
 - c. Public Agency Training Council (PATC)
 - d. South Bend River Rescue School
 - e. Fire Department Training Network
 - f. Indiana Emergency Response Conference
- 4. Other
 - a. Enter information if "other" was selected from any of the two previous sections
 - b. Enter additional courses including instruction being brought into agency
- 5. Project Summary
 - a. 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, justification of need, strategies to the identified issue, an 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.
 - b. Please enter a justification for requesting funding for this proposal.
 - i. This section asks applicants to provide a justification of the proposed project. In the text box.
 - ii. How does the training support national best practices, compliance with state rules, NFPA standards or benefit your local community?
 - iii. What is the fiscal need for this training to be supported?
 - c. How will this training and/or support benefit your agency/agencies?
 - i. This is a blank field for applicants to identify how will this training and/or support benefit your agency.
 - d. Please identify the agency/agencies participating in this training.
 - i. This is a blank field for applicants to list all participating agency/agencies in the training funded by this project.
 - ii. Districts should put the area these trainings would benefit. For example: Marion and Johnson counties.
- 6. Project 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.
 - i. This is a blank table for applicants to identify the proposed project's milestones.
 - i. 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. Include expected dates of training to be delivered using milestones.

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.

Please click on "Proposal Funds" at the bottom of the proposal outline

1. An allocation will auto populate
2. Click on the "Budgeted" amount
 - a. Amount will be purple in color (\$0.00)

Applicants will then be able to complete the budget section within iGMS.

BUDGET

Applicants must include project expenditures in the budget section. Within each line item there is a "narrative field" where 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. If applicants need to adjust the budget after submitting, please contact Beth Clark at bclark@dhs.in.gov.

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 enough justification to explain each line item?

To enter line items within the budget, follow the instructions below:

1. Navigate to the budget summary page
2. Click on the "Create New Item" button
3. Navigate to the "Description" text box
4. Enter the description of the item to be entered into the budget (i.e. Prop Repairs)
5. Navigate to the "Solution Area" – dropdown box – Select the option that best fits the line item
 - a. NFA/ST Course Costs
 - b. Other
6. Navigate to the "Category" dropdown box – Select the option that best fits the budget line item
 - a. Backfill/Overtime \$1800 limit
 - b. Registration Fee \$1000 limit
 - c. Other – Course/Speaker Fees
7. Navigate to the "Discipline" dropdown box – Select the option that best fits the line item.
 - a. Fire Department
 - b. EMS Agency
 - c. District
8. Navigate to the "Amount" text box
9. Enter in the total amount of the line item
10. Navigate to the "Narrative" text box
11. Enter an explanation of what costs are included within the "Amount" text box Applicant should provide a breakdown of aggregated costs
 - a. For example, a line item is created for registration fee. The explanation could be: Costs for 2 participants to attend the South Bend River Rescue School to become subject matter experts to enhance the department operations.
12. Click on the "Save" button to save the line item within the budget
13. If multiple items are being requested, create a new budget line item for each item being requested.

Submitting Application

1. Use the "Submit This Budget" link at the top of the page. This action will submit BOTH the proposal and the budget
 - a. The proposal/budget has only been submitted for review if the status changes from "initial" to "submitted"

If items listed in the budget are not allowable, funding may be reduced by that amount. The Fire and Public Safety Training 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 the Fire and Public Safety Training Academy at bclark@dhs.in.gov for clarification.

APPENDIX B: REQUIRED REGISTRATIONS

Supplier Registration with the State of Indiana

Applicants must be an active supplier in good standing with the state of Indiana. To register as a supplier with the state, please visit the state of Indiana Auditor's website at: <http://www.in.gov/auditor/2340.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 Beth Clark at bclark@dhs.in.gov with the subject "**Supplier Number Application for [insert your applicant name here]**."

Once received, the forms will then be given to the IDHS Finance Section 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 the supplier form is processed. A high volume of requests to the Auditor's office will sometimes delay this process more than two weeks.

Applicants who are unsure if a supplier number has already been registered for their agency should contact Beth Clark at bclark@dhs.in.gov for verification. **A supplier can only have one supplier number because the supplier number is linked to a supplier's federal tax ID (FEIN)**. In order to verify the supplier 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 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:
https://fs.gmis.in.gov/psc/guest/SUPPLIER/ERP/c/NUI_FRAMEWORK.PT_LANDINGPAGE.GBL.

This is the link to the Supplier Public Home Page.

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.

APPENDIX C: FY2021 Specialty Training Support: New iGMS user

FY2021 Specialty Training Support: New iGMS user

Complete the New iGMS user form and return via to Indiana Fire and Public Safety Training Academy Financial Officer Beth Clark, bclark@dhs.in.gov.

Applicant Information	
1. Legal name of applicant	
2. Point of contact for the grant	
3. Point of contact's email address	
4. Point of contact's telephone number	

- Please enter "FY2021 STS: New iGMS user" into the subject line of the email, when sending the New iGMS User form to Indiana Fire and Public Safety Training Academy Financial Officer Beth Clark, bclark@dhs.in.gov.
- After applicants receive notification that an account has been established in iGMS, all contact information must be entered. The "Contact Info" tab can be located at the top of the iGMS dashboard, to the left of the "Logout" tab, and is in green font. **iGMS will not permit users to submit grant applications until user information has been entered within the "Contact Info" tab.**
- Please contact Indiana Fire and Public Safety Training Academy Financial Officer Beth Clark, bclark@dhs.in.gov, if an incorrect email address (or no email address) is visible within the "Contact Info" tab.

APPENDIX D. SCORESHEET

FY21 Specialty Training Support Program

Project Information	Score
Did the applicant provide a detailed project description?	0-6
Did the applicant complete the Additional Information section?	0-4
Did the applicant provide a detailed Project Summary?	0-10
Did the applicant provide an adequate justification for the project expenditures?	0-10
Did the applicant provide an adequate explanation of the benefits of this funding?	0-10
Did the applicant identify the agency/agencies participating in this training?	0-4
Milestones are achievable time frames and within performance period?	0-4
Does the project aid in meeting current national best practices or trends?	0-6
Do the training courses identified meet the high priorities?	0-6
Did they demonstrate financial need?	0-6
Project Information point total	/66
Budget	
Do the line items correlate to the current market value?	0-6
Are the line items necessary to achieve the project outcomes?	0-6
Are all line items included in the correct budget category?	0-6
Do all line items include a detailed narrative?	0-6
Budget point total	/24
Reviewer Recommendation	
Did the application demonstrate a need for funds in order to address the identified agency(ies) priority?	0-5
Were all application sections complete?	0-5
Reviewer Recommendation point total	/10
TOTAL SCORE	/100