NOTICE OF FUNDING OPPORTUNITY

Federal Fiscal Year 2022 Emergency Management Performance Grant Competitive

AWARD INFORMATION

Sub-recipient performance period: Oct. 1, 2022 – Sept. 30, 2023 Twelve (12) months

Individual competitive projects: $20,000.00 maximum award amount

APPLICATION DEADLINE

Grant application(s) must be submitted no later than: 4:30 p.m. EDT on Sep. 30, 2022

Eligibility for EMPG competitive project funding will be limited to county Emergency Management Agencies (EMA) only, and only one EMPG application will be allowed from each county EMA. Partial awards may also be available, and applicants should anticipate utilizing other funding sources to fulfill a partially awarded project.

PRE-APPLICATION REGISTRATION REQUIREMENTS

Applicants intending to apply for this funding opportunity must meet four (4) registration requirements. Two (2) are federal and two (2) are state stipulations. Prior to submitting an application, an applicant must:

1. Have a federal Unique Entity Identifier (UEI);
2. Be registered in the federal System for Award Management (SAM);
3. Be registered as a supplier with the state of Indiana; and
4. Be registered as a bidder with the state of Indiana.

Detailed information regarding UEI, SAM, supplier, and bidder registration are provided in this Notice of Funding Opportunity (NOFO) in Appendix A and should be reviewed and followed to ensure these requirements have been satisfied.

IDHS CONTACT INFORMATION

If applicants have any questions about the information contained within the NOFO or need technical assistance in completing a grant application, please contact Indiana Department of Homeland Security (IDHS) Grants Management through the support ticket system at dhs.in.gov/grants.htm.

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PROGRAM OVERVIEW

INTRODUCTION

The FFY 2022 Emergency Management Performance Grant (EMPG) provides funding to implement investments that build, sustain and deliver the 32 core capabilities essential to achieving the National Preparedness Goal of a resilient nation. The FFY 2022 EMPG supports core capabilities across the five mission areas of Prevention, Protection, Mitigation, Response and Recovery based on allowable costs. The responsibility of building, sustaining and delivering these core capabilities do not fall to any single level of government, organization or community, but rather requires the combined effort of the whole community.

The FFY 2022 EMPG assists local preparedness activities that address high-priority preparedness gaps across all core capabilities. All supported investments are based on capability targets and gaps identified during local assessment processes and after the evaluation of data has been collected to determine the needs of the community.

PROGRAM SYNOPSIS

The purpose of the EMPG Program is to provide federal funds for states to assist state, local, territorial and tribal governments in preparing for all-hazards, as authorized by Section 662 of the Post Katrina Emergency Management Reform Act (6 U.S.C. § 762) and the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. §§ 5121 *et seq.*).

Title VI of the Stafford Act authorizes the Federal Emergency Management Agency (FEMA) to make grants for the purpose of providing a system of emergency preparedness for the protection of life and property in the U.S. from hazards and to vest responsibility for emergency preparedness jointly in the federal government, states and their political subdivisions.

The federal government, through the EMPG Program, provides necessary direction, coordination, guidance and assistance, as authorized in this title, to support a comprehensive all-hazards emergency preparedness system. FFY 2022 EMPG will provide federal funds to assist state, local, tribal and territorial emergency management agencies to obtain the resources required to support the National Preparedness Goal's associated mission areas and core capabilities.

SUPPORTING THE NATIONAL PREPAREDNESS SYSTEM AND NATIONAL PREPAREDNESS GOAL

The National Preparedness System is the instrument the nation employs to build, sustain and implement core capabilities to achieve the goal of a secure and resilient nation. Complex and far-reaching threats and hazards require a collaborative and all-of nation/whole community approach to national preparedness that engages individuals, families, communities, private and nonprofit sectors, faith-based organizations and all levels of government. The guidance, programs, processes and systems that support each component of the National Preparedness System allow for the integration of preparedness efforts that build, sustain and deliver core capabilities and achieve the desired outcomes identified in the National Preparedness Goal.

FEMA requires applicants to prioritize grant funding to demonstrate how EMPG Program-funded applications support closing capability gaps or sustaining capabilities identified in the Threat and Hazard Identification and Risk Assessment (THIRA)/Stakeholder Preparedness Review (SPR) process and other relevant information sources, such as: 1) after-action reports (AARs) following exercises or real-world events; 2) audit and monitoring findings; 3) Hazard Mitigation Plans; and/or 4) other deliberate planning products.

The EMPG Program supports a comprehensive, all-hazard emergency preparedness system by building and sustaining the core capabilities contained in the National Preparedness Goal.

The purpose of this notice is to provide:

- The formal grant guidance and application materials needed to apply for funding under this grant program; and
- Administrative requirements that must be met by all sub-recipients to meet the requirements of federal regulations, mandates and orders.

ELIGIBILITY CRITERIA

Emergency Management Agencies are eligible to apply for Emergency Management Performance Grant funding. Each eligible applicant must have:

- UEI in active and current status;
- SAM registration in active and in good standing;
- Supplier registration with the state of Indiana in active status;
- Bidder registration with the state of Indiana in active status;
- Emergency Management Assistance Compact membership;
- National Incident Management System implementation; and
- SAFECOM compliance (if requesting funding for a communication project).

Review Appendix A for registration details.

EMERGENCY MANAGEMENT ASSISTANCE COMPACT MEMBERSHIP

In support of the National Preparedness Goal of a secure and resilient nation, sub-recipients must belong to, be located in or act as a temporary member of the Emergency Management Assistance Compact (EMAC). All assets supported in part or entirely with FFY 2022 EMPG funding must be readily deployable to support emergency or disaster operations per existing EMAC agreements. Funding may be used for the sustainment of core capabilities that may not be physically deployable, but nevertheless support national response capabilities.

NATIONAL QUALIFICATIONS SYSTEM (NQS) IMPLMENTATION

EMPG Program recipients are encouraged to use EMPG Program funds to support NQS implementation efforts.

NATIONAL INCIDENT MANAGEMENT SYSTEM IMPLEMENTATION

Prior to allocation of any federal preparedness awards in FFY 2022, sub-recipients must ensure and maintain adoption and implementation of the National Incident Management System (NIMS). Sub-recipients must use standardized resource management concepts for resource typing, credentialing and an inventory to facilitate the effective identification, dispatch, deployment, tracking and recovery of resources. Emergency management and incident response activities require carefully managed resources (personnel, teams, facilities, equipment and/or supplies) to meet incident needs.

The FEMA developed the National Incident Management System Guideline for Credentialing of Personnel to describe national credentialing standards and to provide written guidance regarding the use of those standards. This guideline describes credentialing and typing processes and identifies tools which federal emergency response officials and emergency managers at all levels of government may use both routinely and to facilitate multijurisdictional coordinated responses.

Additional information can be found at:
http://www.fema.gov/pdf/emergency/nims/nims_alert_cred_guideline.pdf.

FIRSTNET

The Middle Class Tax Relief and Job Creation Act of 2012, Pub. L. No. 112-96, as amended (codified in part at 47 U.S.C. §§ 1401-1473) established the First Responder Network Authority (hereinafter FirstNet Authority) as an independent authority within the National Telecommunications and Information Administration (NTIA). 47 U.S.C. § 1424(a). The FirstNet Authority's statutory mission is to establish a nationwide public safety broadband network (FirstNet). 47 U.S.C. § 1426(b). FirstNet uses the 700 MHz D block spectrum to provide Long-Term Evolution (LTE)-based broadband services and applications to public safety entities. 47 U.S.C. §§ 1401(2), 1421(a). FirstNet became operational in March 2018 and is based on a single, national network architecture that evolves with technological advances and consists of a physically separate evolved packet core (EPC) network and radio access networks (RANs).

FirstNet provides public safety entities with mission-critical broadband data capabilities and services including, but not limited to, messaging, image sharing, video streaming, group text, voice, data storage, application, location-based services and quality of service, priority and preemption. Public safety entities seeking to enhance their operational capabilities using broadband technology may seek grant funding from appropriate programs to support the following:
- Planning for integration of information technology (IT) infrastructure, software and site upgrades necessary to connect to FirstNet
- Handheld broadband devices including smartphones, feature phones, tablets, wearables, push-to-talk (PTT) devices
- Vehicle-mounted or otherwise field operated data devices, such as ruggedized laptops
- Network access devices, including portable Wi-Fi devices, universal serial bus (USB) modems/dongles, trunk-mounted modems, routers
- Customer-owned and managed (COAM) broadband deployable equipment, enabling public safety to own and dispatch coverage expansion or capacity enhancement equipment within their jurisdiction
- Broadband device accessories that enable efficient and safe public safety operations such as headsets, belt clips, earpieces, remote Bluetooth sensors, ruggedized cases
- Subscriber identification modules (SIMs)/universal integrated circuit cards (UICCs) to allow public safety users to update existing devices to operate on public safety prioritized services.
- One-time purchase and subscription-based applications for public safety use which could include, among several other options, enterprise mobility management (EMM), mobile device management (MDM), mobile virtual private network (VPN), identity services or cloud service tools

Sub-recipients are strongly encouraged to coordinate with the statewide interoperability coordinator (SWIC) and FirstNet on the planning, deployment timelines and operational availability of the network deployment within a specific state or territory and to ensure that the project does not conflict with network planning efforts and complies with all technical requirements. Sub-recipients must coordinate with FirstNet in advance of any strategic acquisition of broadband LTE equipment to ensure that purchases adhere to all applicable standards for public safety entities. Sub-recipients with questions on FirstNet should contact info@firstnet.gov. Please also refer to the most recent SAFECOM Guidance on Emergency Communications Grants for additional guidance.

SAFECOM

All sub-recipients who receive awards that wholly or partially provide grant funding for emergency communication projects are required to comply with the SAFECOM Guidance on Emergency Communications Grants. The SAFECOM Guidance provides current information on emergency communications policies, eligible costs, best practices and technical standards for sub-recipients investing federal funds in emergency communications projects. Applicants should use the SAFECOM Guidance during planning, development and implementation of emergency communications projects and in conjunction with other planning documents This guidance provides recommendations to sub-recipients regarding interoperable emergency communications projects, including allowable costs, eligible activities, grants management best practices for emergency communications grants and information on technical standards that ensure greater interoperability.

ENVIRONMENTAL PLANNING AND HISTORIC PRESERVATION (EHP) COMPLIANCE

Sub-recipients proposing projects that have the potential to impact the environment including, but not limited to, the construction of communication towers; modification or renovation of existing buildings, structures and facilities; new construction including replacement of facilities; and some training activities, must participate in the FEMA EHP review process. The EHP review process involves the submission of a detailed project description along with any supporting documentation requested by FEMA in order to determine whether the proposed project has the potential to impact environmental resources or historic properties.

In some cases, FEMA is also required to consult with other regulatory agencies and the public in order to complete the review process. Federal law requires EHP review to be completed before federal funds are released to carry out proposed projects. FEMA may not be able to fund projects that are not incompliance with applicable EHP laws, Executive Orders, regulations and policies. Sub-recipients are also encouraged to have completed as many steps as possible for a successful EHP review in support of their proposal for funding (e.g., coordination with their State Historic Preservation Office to identify potential historic preservation issues and to discuss the potential for project effects, compliance with all state and EHP laws and requirements).

FUNDING GUIDELINES

Funding guidelines established within this section support the five mission areas (Prevention, Protection, Mitigation, Response and Recovery) and associated 32 core capabilities. In general, applicants should consult with IDHS Grants Management prior to requesting any expenditure that does not clearly meet the allowable expense criteria established by this NOFO.

FUNDING PRIORITIES

The Fiscal Year (FY) 2022 Emergency Management Performance Grant (EMPG) Program is one of the grant programs that constitute DHS/FEMA's focus on all-hazards emergency preparedness, including the evolving threats and risks associated with climate change. These grant programs are part of a comprehensive set of measures authorized by Congress and implemented by DHS. Among the goals noted in the DHS Strategic Plan, the EMPG Program supports the goal to Strengthen Preparedness and Resilience.

The 2022-2026 FEMA Strategic Plan outlines a bold vision and three ambitious goals designed to address key challenges the agency faces during a pivotal moment in the field of emergency

management. Wide-ranging and long-term, the goals defined in the plan respond to the changing landscape in which we find ourselves. The goals to meet this challenge are:
- Goal 1 - Instill Equity as a Foundation of Emergency Management
- Goal 2 - Lead Whole of Community in Climate Resilience
- Goal 3 - Promote and Sustain a Ready FEMA and Prepared Nation

These goals position FEMA to address the increasing range and complexity of disasters, support the diversity of communities we serve and complement the nation's growing expectations of the emergency management community. All EMPG Program recipients are encouraged to review the 2022-2026 FEMA Strategic Plan and consider how FY 2022 EMPG Program funding can be used to support the Plan's goals and objectives as they apply to state/territory's specific needs and the needs of the whole community.

Applicants also should try and develop projects around the priority of Equity. Equity means underserved communities suffer disproportionately from disasters. Disasters compound the challenges faced by these communities and increase their risk to future disasters. By instilling equity as a foundation of emergency management and striving to meet the unique needs of underserved communities, the emergency management community can work to break this cycle of compounding risks and build a more resilient nation. Equity in emergency management requires proactively prioritizing actions that reinforce cultural competency, accessibility and inclusion, as well as reflect the historical context of specific groups of people. To that end, **states and territories are strongly encouraged to explore how EMPG Program-funded activities can address the needs of underserved, at-risk communities to help ensure consistent and systematic, fair, just and impartial treatment of all individuals before, during and after a disaster**.

SUSTAINING AND BUILDING CORE CAPABILITIES

Core capabilities are essential for the execution of each of the five mission areas outlined in the National Preparedness Goal. The development and sustainment of these core capabilities are not exclusive to any single level of government or organization, but rather require the combined effort of the whole community. The EMPG grant program supports development and sustainment of select core capabilities in the Prevent, Protect, Mitigate, Respond and Recover mission areas based on allowable costs.

Working together, subject matter experts, government officials and elected leaders can develop strategies to allocate resources effectively and leverage available assistance to reduce risk. The strategies developed should consider both how to sustain current levels of capability and address gaps in order to achieve the National Preparedness Goal. Achieving the National Preparedness Goal will require participation and resource support from all levels of government. Not every capability can be addressed in a given funding cycle, nor can funding be expected to flow from any one source.

Local officials must prioritize the achievement of capabilities to most effectively ensure security and resilience while understanding the effects of not addressing identified gaps. Building and sustaining capabilities will include a combination of organizational resources, equipment, training and exercising. Consideration must also be given to finding, connecting to and strengthening community resources by leveraging the expertise and capacity of individuals, communities, private and nonprofit sectors, faith-based organizations and all levels of government.

Jurisdictions may also choose to use mutual aid agreements to fill gaps or work with partners to develop regional capabilities. Ultimately, a jurisdiction may need to rely on other levels of government to address a gap in capability. This expectation should be communicated well before the time arises when the capabilities are most urgently needed.

IDHS relied on the following reports to prioritize core capabilities for FFY 2022 EMPG grant funding:

- 2021 State Preparedness Report; and
- 2021 Core Capability Assessments.

Based on a review of local capability assessments and the 2021 State Preparedness Report, the list below categorizes projects and its associated core capability based on priority level.

Note: There are some core capabilities that will not be able to be funded during the Federal Fiscal Year (FFY) 2022 Emergency Management Performance Grant (EMPG) cycle. See **Figure 1.1** for a visual table.

HIGH FUNDING PRIORITIES

- Planning (Mitigation, Prevention, Protection, Recovery, Response)
- Public Information and Warning (Mitigation, Prevention, Protection, Recovery, Response)
- Operational Coordination (Mitigation, Prevention, Protection, Recovery, Response)
- Screening, Search, & Detection (Prevention, Protection)
- Operational Communications (Response)
- Access Control & Identity Verification (Protection)
- Cybersecurity (Protection)
- Physical Protective Measures (Protection)
- Supply Chain Integrity & Security (Protection)
- Operational Communications (Response)
- Infrastructure Systems (Recovery, Response)
- Logistics & Supply Chain Management (Response)
- On-scene Security, Protection, & Law Enforcement (Response)
- Public Health, Healthcare, & EMS (Response)

MEDIUM FUNDING PRIORITIES

- Forensics & Attribution (Prevention)
- Threats & Hazards Identification (Mitigation)
- Mass Search & Rescue Operations (Response)
- Fatality Management Services (Response)
- Environmental Response/Health & Safety (Response)
- Interdiction & Disruption (Prevention, Protection)
- Intelligence & Information Sharing (Prevention, Protection)
- Risk & Disaster Resilience Assessment (Mitigation)

LOW FUNDING PRIORITIES

- Risk Management for Protection Programs & Activities (Protection)
- Situational Assessment (Response)

CORE CAPABILITIES NOT CONSIDERED FOR FUNDING

- Fire Management and Suppression (Response)
- Community Resilience (Mitigation)

- Critical Transportation (Response)
- Mass care services (Response)
- Natural & Cultural Resources (Recovery)
- Housing (Recovery)
- Health & Social Services (Recovery)
- Economic recovery (Recovery)
- Long term Vulnerability Reduction (Mitigation)

To assist in prioritization efforts, IDHS aggregated the FFY 2022 EMPG funding priorities into the chart on the next page. The core capabilities in green represent the high funding priorities, the core capabilities in yellow represent the medium funding priorities, the core capabilities in red represent the low funding priorities and the core capabilities in grey represent the capabilities not being considered for the FFY 2022 EMPG grant cycle.

PREVENTION	PROTECTION	MITIGATION	RESPONSE	RECOVERY
Planning	Planning	Planning	Planning	Planning
Public Information and Warning	Public Information and Warning	Public Information and Warning	Public Information and Warning	Public Information and Warning
Operational Coordination	Cybersecurity	Operational Coordination	Public Health, Healthcare, and Emergency Management Services	Operational Coordination
Screening, Search, and Detection	Physical Protective Measures	Threats and Hazards Identification	On-Scene Security, Protection, and Law Enforcement	Infrastructure Systems
Forensics and Attribution	Operational Coordination	Risk and Disaster Resilience Assessment	Infrastructure Systems	Economic Recovery
Intelligence and Information Sharing	Screening, Search, and Detection	Community Resilience	Operational Coordination	Housing
Interdiction and Disruption	Access Control and Identity Verification	Long-Term Vulnerability Reduction	Operational Communication	Health and Social Services
	Supply Chain Integrity and Security		Logistics and Supply Chain Management	Natural and Cultural Resources
	Intelligence and Information Sharing		Environmental Response, Health, and Safety	
	Interdiction and Disruption		Fatality Management	
	Risk Management for Protection Programs and Activities		Mass Search and Rescue Operations	
			Situational Assessment	
			Mass Care Services	
			Critical Transportation	
			Fire Management and Suppression	

Figure 1.1 – Emergency Management Performance Grant Funding Priorities

PLANNING

Planning spans all five National Preparedness Goal (the Goal) mission areas and provides a baseline for determining potential threats and hazards, required capabilities, required resources and establishes a framework for roles and responsibilities. Planning provides a methodical way

to engage the whole community in the development of a strategic, operational and/or community-based approach to preparedness.

EMPG funding may be used to develop or enhance emergency management planning activities. Some examples include:

- THIRA;
- All-hazards mitigation plan (based on identified risks);
- Incident management and emergency operations plans;
- Large-scale and catastrophic event incident plans;
- Communication interoperability plans;
- Tactical interoperability communications plans;
- Continuity of operation plans; and
- Continuity of government plans.

Resource management planning activities could include the following:

- Developing/enhancing logistics and resource management planning activities;
- Developing/enhancing volunteer and/or donations management plans

Evacuation and recovery planning activities could include the following:

- Developing/enhancing evacuation plans, including plans for: alerts/warning, crisis communications, pre-positioning of equipment for areas potentially impacted by mass evacuations, sheltering and re-entry;
- Disaster housing planning, such as creating/supporting a state disaster housing task force and developing/enhancing state disaster housing plans;
- Pre-event response/recovery/mitigation plans in coordination with state, local and tribal governments; and
- Developing/enhancing other response and recovery plans.

EQUIPMENT

Allowable equipment categories for the EMPG Program are listed in the Authorized Equipment List (AEL) https://www.fema.gov/grants/guidance-tools/authorized-equipment-list. Unless otherwise stated, equipment must meet all mandatory regulatory and/or FEMA-adopted standards to be eligible for purchase using these funds. In addition, agencies will be responsible for obtaining and maintaining all necessary certifications and licenses for the requested equipment. Allowable equipment includes equipment from the following AEL categories:

- Personal Protective Equipment (PPE) (Category 1)
- Information Technology (Category 4)
- Cybersecurity Enhancement Equipment (Category 5)
- Interoperable Communications Equipment (Category 6)
- Detection Equipment (Category 7)
- Power Equipment (Category 10)
- Chemical, Biological, Radiological, Nuclear and Explosive (CBRNE) Reference Materials (Category 11)
- CBRNE Incident Response Vehicles (Category 12)
- Physical Security Enhancement Equipment (Category 14)
- CBRNE Logistical Support Equipment (Category 19)
- Other Authorized Equipment (Category 21)

The use of FEMA preparedness grant funds for maintenance contracts, warranties, repair or replacement costs, upgrades and user fees are allowable under all active and future grant awards, unless otherwise noted. Federal guidance (FEMA Policy 205-402-125-1) also provides guidance on the support of equipment previously purchased with both federal grant and non-federal grant funding. While these activities may be submitted, they are not a priority for the state. General maintenance and repairs are not allowable.

If applicants have questions concerning the eligibility of equipment not specifically addressed in the AEL, they should contact the IDHS Grants Management through the support ticket system at http://dhs.in.gov/grants.htm. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high-cost items and those subject to rapid technical advances. Large equipment purchases must be identified and explained.

For more information regarding property management standards for equipment, please reference 2 C.F.R. Part 200, including 2 C.F.R. §§ 200.310, 200.313 and 200.316.

REQUIREMENTS FOR SMALL UNMANNED AIRCRAFT SYSTEM (SUAS) AND UNMANNED AIRCRAFT SYSTEM (UAS)

Grant funds may be used for the purchase of unmanned aircraft system (UAS) equipment; however, due to the nature of the equipment and the potential impact on the community there are additional and specific requirements to comply with to acquire this equipment. UAS and/or SUAS cannot have anti drone/counter drone capabilities.

All requests to purchase an Unmanned Aircraft System (UAS) with FEMA grant funding must also include the policies and procedures in place to safeguard individuals' privacy, civil rights and civil liberties of the jurisdiction that will purchase, take title to or otherwise use the UAS or SUAS equipment, see Presidential Memorandum: Promoting Economic Competitiveness While Safeguarding Privacy, Civil Rights and Civil Liberties, in Domestic Use of Unmanned Aircraft Systems, issued Feb. 20, 2015.

The anticipated approval time from the date of submission to FEMA, ensuring all documents are provided and complete, is one year.

Documentation Requirements:
- Standard operating procedures
- Agency policies and procedures to safeguard individuals' privacy, civil rights and civil liberties of the jurisdiction that will purchase, take title to or otherwise use the UAS or SUAS equipment. These must include very specific language.

Definitions (*see* 44 U.S.C. § 44801; 49 U.S.C. § 40101 note; 14 C.F.R. § 107.3 for these and other relevant definitions):

- *Small unmanned aircraft* means an unmanned aircraft weighing less than 55 pounds on takeoff, including everything that is on board or otherwise attached to the aircraft.
- *Small unmanned aircraft system (SUAS)* means a small unmanned aircraft and its associated elements (including communication links and the components that control the small unmanned aircraft) that are required for the safe and efficient operation of the small unmanned aircraft in the national airspace system.
- *Unmanned aircraft* means an aircraft operated without the possibility of direct human intervention from within or on the aircraft.

Licensing, registration fees, insurance and all ongoing operational expenses are the responsibility of the recipient or the local units of government and are not allowable under this grant.

TRAINING

EMPG Program funds may be used for a range of emergency management-related training activities to enhance the capabilities of state and local emergency management personnel through the establishment, support, conduct and attendance of training. Training activities should align to a current, multi-year IPP developed through an annual IPPW and build from training gaps identified in the THIRA/SPR process. Further guidance concerning the IPP and the IPPW can be found at https://preptoolkit.fema.gov/web/hseep-resources/program-management

Training should foster the development of a community oriented approach to emergency management that emphasizes engagement at the community level, strengthens best practices and provides a path toward building sustainable resilience all of which is included in the curriculum of the EMI Basic Academy. The EMI Basic Academy provides a foundational education in emergency management as a way for emergency managers to begin or advance their career. The goal of the Basic Academy is to support the early careers of emergency managers through a training experience combining knowledge of all fundamental systems, concepts and practices of cutting-edge emergency management.

Emergency Management Performance Grant (EMPG) Program funds used for training should support the nationwide implementation of National Incident Management System (NIMS). Sub-recipients are encouraged to place emphasis on the core competencies as defined in the NIMS Training Program. NIMS is also included in the curriculum of the EMI Basic Academy. The NIMS Training Program can be found at https://www.fema.gov/emergency-managers/nims/implementation-training.

Additional types of training or training-related activities include, but are not limited to, the following:

- Developing/enhancing systems to monitor training programs;
- Conducting all hazards emergency management training;
- Attending Emergency Management Institute (EMI) training or delivering EMI train-the-trainer courses;
- Attending other FEMA-approved emergency management training;
- State-approved, locally-sponsored Community Emergency Response Team (CERT) training; and
- Mass evacuation training at local, state and tribal levels.

Allowable training-related costs include expenditures used to develop, deliver and evaluate trainings. This includes costs related to administering the training: planning, scheduling, facilities, materials and supplies, reproduction of materials and equipment. Training should provide the opportunity to demonstrate and validate skills learned, as well as to identify any gaps in these skills.

TRAVEL

Travel costs (i.e., airfare, mileage, per diem and hotel) are allowable expenditures for employees who are on travel status for approved training(s).

HIRING OF FULL OR PART-TIME CONTRACTORS/CONSULTANTS

Full or part-time staff or contractors/consultants may be hired to support direct training-related activities.

CERTIFICATION / RECERTIFICATION OF INSTRUCTORS
Costs associated with the certification and recertification of instructors are allowed. Sub-recipients are encouraged to follow the FEMA Instructor Quality Assurance Program to ensure a minimum level of competency and corresponding levels of evaluation of student learning. This is particularly important for those courses which involve training of trainers.

EXERCISES
Exercises conducted with grant funding should be managed and conducted consistent with the Homeland Security Exercise and Evaluation Program (HSEEP).

EMPG scope of exercise scenarios should consider the jurisdiction's gap analysis, exercise or event after action reports and plans. Acceptable scenarios for EMPG exercises include cyber, natural or technological disasters, mass care, health and social services, public information and warning and catastrophic disasters. Exercise scenarios used in EMPG funded exercises must focus on validating existing capabilities, be large enough in scope and size to exercise multiple activities and warrant involvement from multiple disciplines and non-governmental organizations.

Sub-recipients are required to submit an After-Action Report/Improvement Plan (AAR/IP) for each EMPG-funded exercise. AAR/IPs should be submitted to IDHS no more than 90 days after completion of the exercise. Sub-recipients are reminded of the importance of implementing corrective actions. **The After-Action Report (AAR) and Improvement Plan (IP) must be submitted to the IDHS state exercise officer, as well as IDHS Grants Management, prior to the reimbursement of expenditures.**

Allowable exercise-related costs include expenditures used to develop, deliver and evaluate an exercise. This includes costs related to planning, meeting space and other meeting costs, facilitation costs, materials and supplies, travel and documentation. Sub-recipients are encouraged to use free public space/locations/facilities, whenever available, prior to the rental of space/locations/facilities. Exercises should provide the opportunity to demonstrate and validate skills learned, as well as to identify any gaps in these skills. Any exercise or exercise gaps, including those for children and individuals with disabilities or access and functional needs, should be identified in the AAR/IP and addressed in the exercise cycle.

HIRING OF FULL OR PART-TIME CONTRACTORS/CONSULTANTS
The services of contractors/consultants may be procured to support the design, development, conduct and evaluation of exercises.

TRAVEL
Travel costs (i.e., airfare, mileage, per diem, hotel) are allowable expenditures for employees who are on travel status related to exercise activities.

SUPPLIES
Supplies are items that are expended during the course of the planning and conduct of the exercise activities (i.e., gloves, non-sterile masks and disposable protective equipment).

IMPLEMENTATION OF HSEEP
Expenditures related to developing and maintaining an exercise program, consistent with HSEEP, are allowable under the EMPG grant program.

OTHER ITEMS
Costs associated with inclusive practices and the provision of reasonable accommodations and modifications that facilitate full access for children and adults with disabilities are allowable.

FUNDING RESTRICTIONS

Federal funds made available through this sub-award may only be used for the purposes set forth in this award and must be consistent with the statutory authority for the award. Sub-award funds may not be used for matching funds for any other federal award, lobbying or intervention in federal regulatory or adjudicatory proceedings. In addition, federal funds may not be used to sue the federal government or any other government entity.

UNALLOWABLE COSTS

The following section outlines unallowable costs under the EMPG program; **however, this is not a complete listing of unallowable expenditures**. Applicants should consult IDHS Grants Management regarding any expenditure that does not clearly meet the allowable/unallowable expense criteria established by this NOFO. Grant funds may not be used for activities and projects unrelated to the completion and implementation of the EMPG Program.

PRE-AWARD EXPENDITURES

An expenditure incurred prior to the notification of award is considered a pre-award cost. Pre-award expenditures are unallowable under this program.

NON-EMERGENCY MANAGEMENT AGENCY PERSONNEL

Expenditures to support the hiring of sworn public safety officers for the purposes of fulfilling traditional public safety duties or to supplant traditional public safety positions and responsibilities are unallowable under this program.

EXERCISE

Grant funds may not be used to purchase the following:

- Reimbursement for maintenance and/or wear and tear costs of general use vehicles (e.g., construction vehicles) and emergency response apparatus (e.g., fire trucks, ambulances). The only vehicle costs that are reimbursable are fuel/gasoline or mileage.
- Equipment that is purchased for permanent installation and/or use beyond the scope of exercise conduct (e.g., electronic messaging signs).
- Durable and nondurable goods purchased for installation and/or use beyond the scope of exercise conduct.

EQUIPMENT

Grant funds must comply with IB 426 and may not be used for the purchase of the following:

- Firearms, ammunition, grenade launchers, bayonets or weaponized aircraft, vessels or vehicles of any kind with weapons installed.
- Expenditures for weapons systems and ammunition.

GRANT INFORMATION

The following information about the proposed project is required to complete a grant proposal.

FUNDING PROFILE

Applicants are required to provide information about previously funded EMPG projects, IDHS funding received and grant funding received from other entities.

PROBLEM STATEMENT

The problem statement is a one or two sentence description of the issue that needs to be addressed and identifies the crux of the applicant's proposal. A problem statement should document the severity of the problem by including baseline data (i.e., community demographics) that characterizes the target audience to be served by the project. Applicants also should provide a brief description of the problem or set of problems that can be addressed through the project's proposed strategies.

NEEDS ASSESSMENT

The needs assessment is an opportunity for an applicant to provide information about how the problem or issue was identified and the mechanism utilized to identify the issue (i.e., Threat Hazard Identified Risk Assessment, etc.). Applicants should describe the tool utilized to conduct the gap analysis (i.e., Hazard Identification and Risk Assessment) and a synopsis of the critical findings of the analysis. The needs assessment section is the opportunity for applicants to describe the gap analysis conducted to justify the funds requested for the proposed project. Applicants should describe existing local core capability gaps and how the proposed project will close those gaps. The project summary should identify specifically which core capability the proposed project is targeting and how the gap analysis tool rated the core capability gap for the applicant (i.e., high, medium or low priority).

In the event a gap analysis was not utilized as the primary means in selecting a core capability gap, applicants must clearly explain the rationale for selecting the core capability gap identified and provide supporting documentation to justify the selection. For example, an after-action report may indicate the need for certain equipment to respond appropriately to a situation despite an assessment tool ranking the core capability gap as a low priority. In this case, an applicant may apply for equipment funding if the need is narrated clearly within the grant proposal. Applicants with questions on how to draft a clear needs assessment narrative are encouraged to contact IDHS Grants Management for technical assistance.

MISSION AREA

The EMPG program supports the National Preparedness Goal of a "secure and resilient nation with the capabilities required across the whole community to prevent, protect against, mitigate, respond to and recover from the threats and hazards that pose the greatest risk." Therefore, applicants must choose the appropriate mission area the proposed project supports in fulfilling the National Preparedness Goal.

CORE CAPABILITY

Applicants must choose one core capability gap the proposed project is targeting. Applicants are encouraged to consult the FEMA Core Capability Development Sheets when developing project activities that correspond to the selected core capability gap. The Federal Emergency Management Agency (FEMA) Core Capability Development Sheets are located online at

https://www.fema.gov/emergency-managers/national-preparedness/mission-core-capabilities/development-sheets .

PROJECT SUMMARY

Applicants must provide a detailed project description in the project summary section. Applicants should include a narrative regarding how the proposed project will address/alleviate the issue identified in the problem statement. A strong project summary will include a clear and full description of the proposed project, strategies taken to identify the issue, a list of involved stakeholders and an indication of how long it will take to see results from the proposed project. Applicants must describe the intention to close the identified core capability gap and identify the mechanism in which the project's activities will enhance capacity.

PROJECT GOAL, OBJECTIVES AND OUTCOMES

Applicants must describe the primary goal of the proposed project and how the expenditures support the selected core capability. Additionally, applicants must include objectives and outcomes that identify how the gaps/shortfall will be lessened with the completion of the project. The objectives must be specific, measurable, attainable, relevant and time bound. The outcomes are the desired changes or results the proposed project will eventually accomplish. Project outcomes are the desired end-state which the applicant strives to achieve and can include visionary language.

PROJECT MILESTONES

Applicants must describe the proposed project's milestones. Milestones are a critical point of achievement for applicants to demonstrate progress toward 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. Milestone activities must fall within the EMPG performance period.

FUNDING SUSTAINABILITY

Funding from grant sources should be viewed as "seed funds" used to start a project or as "supplementary funds" used to support a project with an existing budget, therefore an applicant must identify a strategy of obtaining permanent financial support. Applicants should provide an estimated funding plan (i.e., a self-imposed step-down plan) for the next three years, showing the anticipated levels of EMPG funding. Applicants should describe the amount of funding and include three (3) potential funding source(s). Applicants should give consideration regarding future maintenance costs, material costs, etc. and explain how those costs will be paid. Applicants should also consider the future of the project if EMPG funds are eliminated.

CHALLENGES

Applicants must describe any non-financial challenges that may impact the ability to successfully complete the proposed project. If challenges do not exist, an applicant must indicate this.

AWARD DETERMINATIONS

FINANCIAL RISK ASSESSMENT

The Uniform Guidance 2 CFR Part 200 Uniform Administrative Guidance, Cost Principles and Audit Requirements for Federal Awards requires both federal and pass-through entities, such as IDHS, to review the merit and risk associated with a potential sub-recipient prior to making the award. In evaluating the risks posed by sub-grant applicants, the awarding agency may use a risk-based approach and consider any items such as: financial stability, quality of grant management systems, history of performance, quarterly progress reports and audit findings.

AWARD NOTIFICATION

IDHS Grants Management will contact EMPG sub-recipients via email when funding determinations have been finalized. EMPG sub-recipients will receive an award letter that will include the following information:

- Sub-recipient name;
- Sub-recipient award amount;
- Sub-recipient performance period;
- Federal Award Identification Number (FAIN);
- Total amount of the federal award;
- Federal awarding agency;
- Federal award date; and
- Catalog of Federal Domestic Assistance (CFDA) Number.

Any special conditions placed on the sub-recipient's award will be communicated to the applicant through either the award letter, grant agreement or IntelliGrants system. Special conditions must be met or resolved prior to reimbursement.

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

Sub-recipients must confirm acceptance of the EMPG award and can find directions to do so within the award letter.

NOTE: IDHS must run clearance checks with the Department of Workforce Development, Department of Revenue, Indiana Secretary of State and federal System for Award Management. 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 proceed with the contracting process until these issues are addressed and made current. In the event IDHS finds that an entity does not pass a clearance check, IDHS will notify the entity and ask that the entity work with these agencies to correct the issue. IDHS cannot correct these matters on behalf of the sub-recipient. In the event a sub-recipient does not correct these matters, IDHS must rescind the sub-grant award.

SUB-RECIPIENT GRANT AGREEMENT REQUIREMENTS

To receive funding, all EMPG sub-recipients must agree to the following:

- Enter into a sub-grant agreement with IDHS;
- Agree to abide by all provisions of the sub-grant agreement;
- Abide by all the federal terms and conditions in the sub-grant agreement;
- Sign the sub-grant agreement electronically using DocuSign;
- Provide the name and email of the individual authorized to sign the contract in the signatory section of the contact information page of the application and notify IDHS through a Grants support ticket of any changes;
- Submit all reports in the prescribed format and within the time frames as determined by IDHS;
- Comply with federal cost principals contained in the 2 CFR 200, which is located at the following:
  http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl

REPORTING

PROGRAM AND FISCAL REPORTS

Program and fiscal reports serve an important function within the overarching grant cycle. Program reports can serve as a means of communication between sub-recipients and IDHS Grants Management. For example, the sub-recipients are asked to indicate if barriers exist to achieving project success. IDHS Grants Management asks this question to determine if technical assistance is needed to assist sub-recipients. Moreover, program reports are aggregated into the quarterly and annual EMPG reports IDHS is required to submit to FEMA. The information entered into the program reports is critical to ensuring the EMPG fund is supported in future congressional sessions.

Program reports are a requirement of the EMPG program and should be submitted in a timely fashion. Incomplete, incorrect or late reports could impact an applicant's ability to receive future grant funding with IDHS. **Program reports need to be submitted and approved before a fiscal report can be generated.**

CLOSEOUT REPORTING REQUIREMENTS

IDHS Grants Management will close out the grant sub-award when all applicable administrative actions and all required work of the award have been completed by the sub-recipient. This section summarizes the actions that the sub-recipient must take to complete the closeout process in accordance with 2 CFR § 200.343 and IDHS policy and procedure.

Within 30 days of the end of the period of performance, sub-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 to satisfy this requirement. Funding obligations must be made prior to the end date of the sub-grant agreement. All outstanding expenses must be paid and final requests for expenditures must be submitted within 30 days from the end date of the sub-grant.

Additionally, the sub-recipient must liquidate all obligations incurred under this award no later than 30 calendar days after the end date of the period of 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 IntelliGrants Inventory module to include any equipment purchased with grant funds.

After final reports have been reviewed and approved by IDHS Grants Management, a closeout notice will be completed and sent to the sub-recipient to close out the grant. The closeout notice will indicate the period of performance as closed, list of de-obligated funds, address requirements for record retention and disposition and list equipment reporting requirements.

OTHER REPORTS

IDHS Grants Management may ask for additional reports throughout the EMPG performance period. These reports could include but are not limited to:

- Exercise;
- Training;
- Financial data;
- Threat and Hazard Incident Risk Assessment /Hazard Incident Risk Assessment or gap analysis; and
- Equipment inventory reports.

ADDITIONAL INFORMATION

PERFORMANCE PERIOD

The Federal Fiscal Year (FFY) 2022 EMPG performance period is Oct. 1, 2022, to Sept. 30, 2023. Sub-recipients should begin projects on Oct.1, 2022.

MONITORING

IDHS Grants Management must monitor sub-recipients as a requirement of the federal award to assure compliance with applicable federal and state requirements and performance expectations are being achieved. Sub-recipients will be monitored by a member of the IDHS Grants Management compliance team using a combination of desk reviews and site visits. The IDHS Grants Management compliance team generates the initial risk determination by completing the IDHS Grants Management risk assessment form for each applying entity. Risk determinations, post-award, will be completed as necessary by the IDHS Grants Management compliance team.

FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT

The Federal Funding Accountability and Transparency Act requires that certain information be collected as it relates to awards given to sub-recipients in amounts greater than or equal to $25,000.00 for all awards beginning Oct. 1, 2015.

IDHS Grants Management will collect the following information from IntelliGrants and other sources as needed:

- Unique Entity Identifier;
- Mailing address to include street address, city, state, zip code +4, county and country;
- Award amount (i.e., total amount of the award for the specific grant being reported);
- Grant agreement execution date (i.e., the date the sub-grant agreement is fully executed by the state);
- Project description (i.e., a brief description of the project); and
- The unique number assigned to each sub-grant agreement created for IDHS.

Federal Funding Accountability Transparency Act requires the following questions to be answered:

- In your business or organization's preceding completed fiscal year, did your business or organization (the legal entity to which this specific System for Award Management record, represented by a Unique Entity Identifier number, belongs) receive:
  - 80 percent or more of your annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, sub-grants and/or cooperative agreements; and
  - $25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, sub-grants and/or cooperative agreements
- Does the public have access to information about the compensation of the executives in your business or organization (the legal entity to which this specific System for Award Management record, represented by a Unique Entity Identifier number, belongs) through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m (a), 78o (d)) or section 6104 of the Internal Revenue Code of 1986
- If you answered 'No' to the previous question (Question 2), then provide the name and total compensation for the five (5) most highly compensated executives in your business or organization (the legal entity to which this Unique Entity Identifier number is assigned).

Federal Funding Accountability Transparency Act requires that all reports be submitted into the Federal Funding Accountability Transparency Act Sub-Award Reporting System by the end of the month, following the month in which the sub-grant agreement is executed.

This information will be posted to a dedicated website, http://www.USASpending.gov.

SUPPLANTING

Federal funds must be used to supplement existing funds for project activities. Federal funds cannot replace (i.e., supplant) non-federal funds that have been appropriated for the same purpose.

If supplanting is determined, sub-recipients will be required to repay grant funds expended in support of those efforts.

FUNDING RESTRICTIONS

Federal funds made available through this sub-award may only be used for the purpose set forth in this award and must be consistent with the statutory authority for the award. Sub-award funds may not be used for matching funds for any other federal award, lobbying or intervention in federal regulatory or adjudicatory proceedings. In addition, federal funds may not be used to sue the federal government or any other government entity.

CONTINUITY OF OPERATIONS

FEMA is designated as the lead agency for managing the nation's continuity program. To support this role, FEMA provides direction and guidance to assist in developing capabilities for continuing the federal and state, territorial, tribal and local government jurisdictions and private sector organizations' essential functions across a broad spectrum of emergencies.

For additional information on continuity programs, guidance and directives, visit http://www.fema.gov/guidance-directives and http://www.fema.gov/continuity-operations.

2 CFR PART 200

Compliance with all the requirements in 2 CFR (Code of Federal Regulations) Part 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards) is obligatory under this program.

SUPPORTING DOCUMENTATION REQUIREMENTS

Per the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards through the Office of Management and Budget Guidance Code of Federal Regulations (2 CFR Part 200), applicants are required to submit documentation showing that expenses:

- Occurred;
- Are allowable; and
- Are reasonable.

IDHS CONTACT INFORMATION
If applicants have any questions about the information contained within the NOFO or need technical assistance in completing a grant application, please submit a support ticket through the tracking system at http://www.in.gov/dhs/grants.htm

APPENDIX A: REQUIRED REGISTRATIONS

UNIQUE ENTITY IDENIFIER

On **April 4, 2022**, the federal government stopped using the DUNS Number to uniquely identify entities. A Unique Entity Identifier (UEI) is a 12-character (alpha-numeric) code that uniquely identifies all entities. Any entity registering to do business with the government in terms of contracts or grants and assistance awards is required to have one. UEIs are issued by SAM.gov and are a part of an entity's record in the Entity Information section of SAM.gov. This transition allows the government to streamline the entity identification and validation process, making it easier and less burdensome for entities to do business with the federal government.

All applicants must have (or obtain) a UEI. The UEI is a required field in the EMPG application for funding. IDHS recommends that applicants review the [SAM.gov database](#) to ensure their UEI number is updated and active.

Most large organizations already have a UEI. Applicants should contact their grant administrator, financial department, chief financial officer or authorizing official to identify their UEI.

SYSTEM FOR AWARD MANAGEMENT

System for Award Management (SAM) is a web-based, government-wide application that collects, validates, stores and disseminates business information about the federal government's trading partners in support of the contract awards, grants and electronic payment processes. Entities are responsible for ensuring that their information is current and correct in SAM in accordance with paragraph (b) of Federal Acquisition Regulation (FAR) clause 52.232-33 or 2 CFR § 25.310 and Appendix A, as applicable, and should routinely review such information for accuracy.

In SAM, an individual, company, business or organization is referred to as an "entity." Individuals register themselves or their entity to do business with the U.S. Federal Government by completing the registration process in SAM.

Once a UEI has been obtained, **an applicant must register the ID sequence in SAM**.

Applicants should contact their grant administrator, financial department, chief financial officer or authorizing official to identify whether their organization has already registered with SAM. If the organization is already registered, take note of who is listed as the E-Business Point of Contact (EBiz POC). It is the EBiz POC within an organization who must register an organization with SAM.

To register with SAM, go to the [SAM website](#) with the following information:;

- [Taxpayer Identification Number (TIN) or Employment Identification Number (EIN)](#);
- Identification of an EBiz POC for the organization; and
- [Notarized letter](#) that identifies an authorized entity administrator.

The EBiz POC must renew an organization's SAM registration annually.

When registering a new entity or renewing/updating an existing entity in SAM, a notarized letter that identifies an authorized entity administrator must be submitted. An authorized entity administrator is an authorized officer, agent or representative who is responsible for the following activities in SAM:

- Manage the entity's registration record;
- Identify associated users (if applicable); and
- Select the appropriate user roles.

SAM will not activate or renew an entity's registration without this notarized letter. A template of the letter can be found in Appendix D.

Generally, after completing the online registration and sending the notarized letter confirming the entity administrator, it takes up to two weeks to register with SAM, then one (1) business day for updates made in SAM to be reflected. If an organization does not have an EIN, it may take an additional five (5) weeks to request and obtain an EIN from the IRS.

Please note that SAM will not support Internet Explorer versions older than IE11. SAM can be accessed through Internet Explorer version of IE11 or higher, or with another supported browser type such as Chrome, Firefox or Safari. Another option to find the SAM website is to type "System for Awards Management" into any search engine and the SAM web address will be generated. Please contact IDHS Grants Management if assistance is needed during the SAM registration process or while obtaining a UEI.

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 Auditor of State's website at: http://www.in.gov/auditor/924.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 the IDHS Grants Management Section inbox: grants@dhs.in.gov with the subject "**Supplier Number Application for [insert organization's name here].**"

Once received, the forms will then be given to a project manager to ensure a timely registration. Please plan accordingly and allow for a minimum of 10 business 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 of 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 assigned supplier number.

Applicants who are unsure if their agency has already been registered should submit a Grants Support Ticket (click on link) for verification. **An agency can only have one supplier 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

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/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 "Bidder Registration Form" link to start the registration process.

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.

APPENDIX B: COMPETITIVE APPLICATION INFORMATION

The online FFY 2022 EMPG Grant program application is available through IDHS's grants management system, IntelliGrants (click on link). All required forms have been incorporated into the online EMPG application.

Applicants can save, retrieve, update and revise their work through the end of the application period **prior to** submission. Applicants should save their work often as the electronic application includes a time-out feature. If no "save" activity is detected for a period of time, the application will time-out and all information that is not saved could be lost. Therefore, it is recommended that applicants type information offline using a word processing program then cut-and-paste the text into the appropriate sections within the application to avoid losing any information.

The automated system does not allow an applicant to submit an incomplete application and alerts the applicant when required information has not been entered.

Please note: To ensure that the appropriate pages populate in the IntelliGrants system, and the information has been saved, click on the "Save" button periodically.

COMPETITIVE GRANT APPLICATION MECHANISM AND METHODOLOGY

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

Once the applicant meets all the registration requirements (see prior sections within this NOFO) and is logged into IntelliGrants, applicants should click on the following boxes or select from the drop-down menu to begin an application:

1. Click "View Opportunities" under the header "View Available Proposals"
2. Select "Indiana Department of Homeland Security"
3. Click "Filter"
4. Click "Apply Now" button below the description for "IDHS Emergency Management Performance Grant - Competitive 2022" and Click "I Agree" once you are ready to apply.

APPLICATION FRAMEWORK

1. Once the applicant clicks "I Agree" they are taken to the "Application Menu – Forms" webpage.
2. Below the "Application Menu – Forms" header there is a table titled "Forms."

COMPETITIVE APPLICATION SECTION

1. Contact Information
    a. Organization
        i. Select your organization's county from drop-down box.
        ii. Enter your organization's "true" Bidder ID. The full and exact Bidder ID should be entered. Do not enter all zeros or numbers other than your organization's registered bidder number. If you need assistance with your bidder number, please submit a Grants Support Ticket
    b. Project Location
        i. Select your organization's county from drop-down box.
        ii. If address is same as the organization subsection above, check the box "Same as above." Do not attempt to fill out the "Street Address Line 1"; "Street Address Line 2"; "Street Address Line 3"; "City"; or "Zip" boxes
        iii. If address is not the same as organization box above, fill in appropriate address boxes including city, state and zip with the appropriate address.

        iv.   Complete the phone number with the following format:
1. (AREA CODE) FIRST THREE – LAST FOUR x EXT
2. For example, if the area code is 234; the phone number is 5642422 and the extension is 5678. Then you would type it in as (234) 564-2422 x 5678
3. If the contact does not have an extension at the 234-564-2422 phone number, the applicant would type into the box: (234) 564-2422

        v. Complete the fax number (if applicable) and email boxes with the contact's information.

c. Project Director: The main point of contact who will be initiating and submitting the grant application.
        i. Select project director's name from the drop-down box.
        ii. If address is same as organization subsection above, check the box "Same as above."
        iii. If address is not the same as organization box above, fill in appropriate address boxes including city, state and zip.
        iv. Complete the phone number with the following format even if it is the same as the subsection above.
1. (AREA CODE) FIRST THREE – LAST FOUR x EXT
2. For example, if the area code is 234; the phone number is 5642422 and the extension is 5678. Then you would type it in as (234) 564-2422 x 5678
3. If the contact does not have an extension at the 234-564-2422 phone number, the applicant would type into the box: (234) 564-2422

        v. Complete the fax number (if applicable) and email boxes even if it is the same as the subsection above.

d. Fiscal Agent: The main point of contact for financial information for the organization.
        i. Type in name and title of fiscal agent.
        ii. Fill in name of organization if different than the applying organization.
        iii. If address is same as organization subsection above, check the box "Same as above."
        iv. If address is not the same as organization box above, fill in appropriate address boxes including city, state and zip.
        v. Complete the phone number with the following format even if it is the same as the subsection above.
1. (AREA CODE) FIRST THREE – LAST FOUR x EXT
2. For example, if the area code is 234; the phone number is 5642422 and the extension is 5678. Then you would type it in as (234) 564-2422 x 5678
3. If the contact does not have an extension at the 234-564-2422 phone number, the applicant would type into the box: (234) 564-2422

        vi. Complete the fax number (if applicable) and email boxes even if it is the same as the subsection above.

e. Alternative Contact: A second point of contact for the grant to serve as an alternative for the project director.
        i. Type in name of alternative contact.

ii. If address is same as organization subsection above, check the box "Same as above."

iii. If address is not the same as organization box above, fill in appropriate address boxes including city, state and zip.

iv. Complete the phone number with the following format even if it is the same as the subsection above.

1. (AREA CODE) FIRST THREE – LAST FOUR x EXT
2. For example, if the area code is 234; the phone number is 5642422 and the extension is 5678. Then you would type it in as (234) 564-2422 x 5678
3. If the contact does not have an extension at the 234-564-2422 phone number, the applicant would type into the box: (234) 564-2422

v. Complete the fax number (if applicable) and email boxes even if it is the same as the subsection above.

f. Signatory: The person who can sign the grant agreement on behalf of your organization. If awarded, the signatory will receive an email from DocuSign to the email provided notifying the signatory the contract is ready to sign.

i. If the signatory is the same as the project director, click the "Same as Project Director" button.

ii. If the signatory is not the project director, type in name of the signatory that is different than the project director.

iii. Fill in appropriate address boxes including city, state and zip.

iv. Complete the phone number with the following format even if it is the same as the subsection above.

1. (AREA CODE) FIRST THREE – LAST FOUR x EXT
2. For example, if the area code is 234; the phone number is 5642422 and the extension is 5678. Then you would type it in as (234) 564-2422 x 5678
3. If the contact does not have an extension at the 234-564-2422 phone number, the applicant would type into the box: (234) 564-2422

v. Complete the fax number (if applicable) and email boxes even if it is the same as the subsection above.

g. SAM Expiration Date: Please reference the SAM information in the EMPG NOFO

h. Fiscal Information: This section asks for the organizations' audit report conducted by the Indiana State Board of Accounts. The following questions will be asked:

i. Audit Report

1. To find the audit report, please click the link https://secure.in.gov/apps/sboa/audit-reports/#/ which is a searchable database.
2. To narrow your search, you may select options within the search fields of the database. Some examples of the search fields include; year, county and unit type.
3. When the search populates, choose the **federal single audit**. If the federal single audit cannot be found for the most recent year, please choose from the search fields the prior year to find the federal single audit.
4. Once the audit has been located, download the PDF from the database to upload into the IntelliGrants system.

5. To upload the audit to the IntelliGrants system, click on the "Choose File". The button is located below the "Fiscal Information" header.
6. Select the file by searching for the file name in the search bar.
7. Click on the file.
8. Select "Open".
   - ii. Date of most recent audit: The report date will be located either in the search or on the cover sheet of the audit report.
   - iii. Any adverse audit findings is a "yes" or "no" question.
     1. If yes is selected, please describe the adverse audit findings found in the report.
     2. Corrective Action: If there was a corrective action plan to the adverse findings, please upload the corrective action plan.
i. Internal Controls
   - i. This is a narrative box for the organization to describe the internal controls which are policies, processes and systems implemented to provide assurances that your organization can comply with all rules, regulations and laws governing this grant. Examples include: how does your organization account for grant funds, track programmatic achievements, maintain adequate records or exercise control over the grant? Please keep in mind the 4,000 character limit.
j. IDHS funding
   - i. This is a "yes" or "no" radio button for applicants who have received funding from IDHS in the last 24 months.
     1. When selecting "yes", additional questions will auto-populate in the next section for you to answer.
k. Disclosure of other funding related to Public Safety
   - i. This is a "yes" or "no" radio button for applicants who receive grant funding for public safety from other funding sources.
     1. When selecting "yes", additional questions will auto-populate in the next section for you to answer.

PROJECT TITLE & FUNDING PROFILE
1. Project Title
   a. Type in your organization's project title (this will become the application(s) unique identifier)
2. Project Summary: This is a blank field for applicants to provide a detailed description of the project.
   a. A strong project summary will include a clear and full description of the proposed project, solutions or remedies to the problem or issues identified and a listing of any partners involved in the project.
3. New or Continuation project: This is a drop-down box for the applicant to select one of the following choices based on the option that best describes their project:
   a. New project
      i. Select this option if the project has not been previously funded through the EMPG program.
         1. Applicants who have received funding for one type of activity (i.e. equipment) and are currently seeking support for another activity should select the "New project" option.
   b. Continuation project

    i. Select this option if the project has been previously funded through the EMPG program.
     1. Applicants are required to provide information about previously funded EMPG projects, IDHS funding received and grant funding received from other entities within the past 24 months.
  4. Previous IDHS Funding: If "yes" was selected on the previous page, this table is auto populated. Applicants should enter the year of the award, select the grant name, enter the amount of the funding received, and the purpose/project scope of the award within the past 24 months.
    a. For example: Entity "X" received $4,000 to purchase equipment in FFY 2020 from the EMPG Grant.
     i. They would select 2020 from the drop-down menu below the "grant year" header.
     ii. They would select "Emergency Management Performance Grant– (EMPG)" from the drop-down menu under "grant name" header.
     iii. They would type "4000" into the box below the "Project amount" header.
     iv. They would put a description of the grant project and what it accomplished into the "Project scope section."
  5. Disclosure of Grant Funding: If "yes" was selected on the previous page, this table is auto populated. Applicants should enter the year of the award, select the grant name, enter the amount of the funding received and the purpose/project scope of the award within the past 24 months.
    a. For example: Entity "X" received $20,000 from the Indiana Criminal Justice Institute to purchase equipment in FFY 2020.
     i. They would select 2020 from the drop-down menu below the "grant year" header.
     ii. They would type "Indiana Criminal Justice Institute" into the box below "grant name" header.
     iii. They would type "20000" into the box below the "Project amount" header.
     iv. They would put a description of the grant project and what it accomplished into the "Project scope section."

PROBLEM STATEMENT & ANALYSIS
  1. Problem Statement & Analysis: The problem statement will establish the issues and information that will be discussed, and what the rest of the proposal will revolve around. A problem statement should document the severity of the problem by including baseline data (i.e., community demographics) that characterizes the target audience to be served by the project. Applicants also should provide a brief description of the problem or set of problems that can be addressed through the project's proposed strategies.
    a. Type in the box below the header "Problem Statement & Analysis" a one or two sentence problem statement.
    b. In the box below the following passage, "Please document the severity of the problem. Describe how the problem was discovered and the impact the problem has on the community. You must include any data as it is related to the nature of the local problem, compare to the problem statewide, include local trend data, and how the proposed project will assist in meeting community goals" type the analysis about the problem statement.
    c. Identify which planning/assessment tool was utilized to identify the problem. Please choose from the following options from the dropdown list.
     i. Hazard Mitigation Plan

        ii.   THIRA
       iii.   Threat Assessment
       iv.   After-Action Report
       v.   Other, if "other" is selected, please specify the planning/assessment tool used. If "other" is not selected, do not enter any information into the box below "If Other – please specify."
    d. In the box below the "How will the proposed project alleviate the stated problem?" respond with the reasoning behind the project.

2. Project Description
    a. This is a blank field for the applicant to provide a detailed description of the full project to be implemented.
    b. In the box below "Please specify and describe the target population(s), the parties responsible for implementing/administrating the proposed project, and any partners/stakeholders involved," describe the target populations (such as the elderly, youth, Latinos and African Americans), state who is running the project and finally any project partners
    c. In the box below "Describe the location(s) where the project is to be administered as well as the geographical area served" state the geographical areas served and the locations where the project will take place (for example Hamilton County will be served by this project. It will be administered at the East Hamilton Public Library Noblesville Branch).
    d. In the box below "Explain the rationale for the selection of the proposed project. Explain how the project will or has been incorporated into the ongoing operations of the agency/organization" state the rationale for choosing the project and how the project will be used on an ongoing basis for your organization.
    e. In the box below "List all relevant resources, activities and methodologies necessary for the implementation of the proposed project" state all additional resources, activities, and methodologies required to implement the project. For example, the project may need a fire truck, for the additional activity of practice fire drills.

3. Funding Sustainability
    a. This is a blank field for applicants to identify a strategy of obtaining permanent financial support. Please refer to the "Grant Information" in the EMPG NOFO.

4. Challenges
    a. This is a blank field for applicants to describe any non-financial challenges that may influence the ability to successfully complete the proposed project. Please refer to the "Grant Information" in the EMPG NOFO.
       i. If challenges do not exist, an applicant must indicate this and explain why the project will not encounter any challenges.

5. Project Milestones
    a. This is a fill in the blank table for applicants to identify the proposed project milestones. Please reference the "Grant Information" section of the EMPG NOFO for more information about project milestones. Milestones must reflect activities to be completed within the performance period.
    b. Put the milestone in the left most box below the header "Milestone" then in the middle box put the start date and at the right most box put the completion date.
       i. Click on the box next to the milestone that is being worked on and then a box will pop up. Use the arrows next to the month and year to change months. Then select the day that the milestone will be started by clicking on the exact date it will begin.

ii. Click on the box next to the "start date" that is being worked on and then a box will pop up. Use the arrows next to the month and year to change months. Then select the day that the milestone will be completed by clicking on the exact date it will be completed. For additional milestone boxes, select the plus (+) button.

Example of Milestones:

Milestones	Start Date	Completion Date
Receive, sign and return grant agreement	10/1/2022	12/31/2022
Order equipment	1/1/2023	4/15/2023
Receive and pay for equipment	01/01/23	04/30/2023
Train on new equipment	04/16/2023	07/15/2023
Implement new equipment usage	07/16/2023	09/30/2023
Quarter 3 Final Program Report	07/16/2023	09/30/2023
Close grant-Quarter 3 Final Fiscal Report	7/16/2023	9/30/2023

GOALS, OBJECTIVES AND OUTCOMES

Applicants must describe the primary goal of the proposed project and how the expenditures support the selected core capability. The proposed project's goal must be followed with objectives and outcomes that will identify how the gaps/shortfall will be lessened with the completion of the project.

The objectives must be specific, measurable, attainable, relevant and time-bound. The outcomes are the desired changes or results the proposed project will eventually accomplish. They are the desired end-state, which the applicant strives to achieve and can include visionary language.

Project outcomes show the gap between what is and what could be. A project may have more than one goal. If a project does have more than one goal, this will need to be added by clicking on the "ADD" button at the top of the screen after the "Save" button has been clicked on.

1. Goal
   a. Applicants must identify the goal of the proposed project and how grant funds will be used to support the project.
2. Overall Project Categories
   a. Please select one or more of the following categories in which your project best fits:
      i. Life saving activities
      ii. Day-to-day operations
      iii. Improving existing capabilities
      iv. Emergency management
      v. Public safety improvements
      vi. School safety
      vii. Terrorism preparedness

        viii. Other: if selecting "other," please specific the category in the blank text box.

3. Objectives
   a. The proposed project's goal(s) must be followed with objectives that will identify how the gaps/shortfall will be lessened with the completion of the project. The objectives must be specific, measurable, attainable, relevant and time-bound.
      i. Select the plus (+) button if more "Objective" box(es) are needed.
4. Outcomes
   a. The proposed project's objective(s) must be followed with outcomes that will identify how the gaps/shortfall will be lessened with the completion of the project. The outcomes are the desired changes or results the proposed project will eventually accomplish. Project outcomes show the gap between what is and what could be.
      i. Select the plus (+) button if more "Outcome" box(es) are needed.
5. Outcome Category
   a. Please select one of the following categories in which describe the stated outcome:
      i. Exercise
      ii. Training
      iii. Personnel
      iv. Plans
      v. Equipment/Supplies
      vi. Other: if selecting "other," please specific the category in the blank text box.

EMERGENCY MANAGEMENT PERFORMANCE GRANT (EMPG) SECTION
EMPG Project Scope

Applicants will be required to answer the following questions for EMPG specific grant applications.

1. Project Type
   a. Select from the drop-down menu the project type that best describes your project.
2. Capabilities Building: Select from the drop-down menu "build" or "sustain" that best describes your project.
   a. Select "build" if the project supports a new core capability.
   b. Select "sustain" if the project supports the current core capability for your project.
3. Environmental and Historic Screening Memorandum:
   a. This is a "yes/no" radio button for applicants to select the choice that is appropriate for the project activities:
      i. Yes
         1. Applicants should select "Yes" if the project activities require new construction, renovation, retrofitting or the modifications of an existing structure.
      ii. No
         1. Applicants should select "No" if the project activities do not require new construction, renovation, retrofitting or the modifications of an existing structure.

4. Does this project support a NIMS typed resource? Please refer to the National Incident Management System Implementation in the EMPG NOFO.
   a. Yes
   b. No
5. Mission Area:
   a. Select one of the FEMA mission areas from the dropdown: (refer to the "funding priorities chart" listed in the EMPG NOFO for the mission area that corresponds to the core capability).
      i. Prevention
      ii. Protection
      iii. Mitigation
      iv. Response
      v. Recovery
6. Core Capability:
   a. Applicants must choose one core capability gap the proposed project is targeting. Applicants are encouraged to consult the FEMA Core Capability Development Sheets when developing project activities that correspond to the selected core capability gap. The FEMA Core Capability Development Sheets can be located here: https://www.fema.gov/core-capability-development-sheets
   b. There are two drop-down boxes for applicants to provide information about the core capability gap the project supports: (Please refer to the funding priorities listed in the EMPG NOFO).
      i. Select from the drop-down list the core capability.
      ii. Select from the drop-down list the core capability ranking that the applicant has identified locally, high, medium or low. Ranking should be based on the needs assessment process/mechanism.
      iii. The state of Indiana ranking will auto-populate based on the core capability chosen.

BUDGET FORMS SECTION

All of the budget forms will be available to complete. Applicants will need to go into each budget form and complete the appropriate budget forms for the requested items in the application. If a budget form does not apply to the applicant, there will be a checkbox at the top of each form to check if the form is not applicable. Each budget form will need to either be complete or needs to be marked "not applicable" in order to receive all green check marks and move to the next section of the application.

Applicants must include all project expenditures in the budget section.

Budget Form – Exercise

1. Brief description of exercise scenario
2. Exercise name
3. Subcategory - The sub-category name should match the sub-category selection. If "other" is selected, an additional text/box is available to specify the exercise requested.
4. Discipline - The discipline name should match the discipline selection.
5. Enter the estimated exercise start date.
6. Enter the estimated exercise end date.
7. Enter the number of anticipated participants.
8. Enter the exercise costs - Grant costs entered must equal the amount selected for the sub-category and discipline.

9. Additional Question
    a. Narrate how funds will be utilized by the proposed project. If requesting an increase to a prior grant with the same project scope, please explain how the additional funds will enhance or expand the current project being funded.

Budget Form – Training

1. Brief description of training scenario.
2. Training or course name/ID Number
3. Subcategory - The Subcategory name should match the subcategory selection. If "other" is selected, an additional text/box is available to specify the training requested.
4. Discipline - The discipline name should match the discipline selection.
5. Enter the estimated training start date.
6. Enter the estimated training end date.
7. Enter the number of anticipated participants.
8. Enter the training costs - Grant costs entered must equal the amount selected for the subcategory and discipline.
9. Additional Question
    a. Narrate how funds will be utilized by the proposed project. If requesting an increase to a prior grant with the same project scope, please explain how the additional funds will enhance or expand the current project being funded.

Budget Form – Supplies
1. Identify the supply item.
2. Choose the correct AEL (if applicable) – leave blank if there is not an AEL assigned to the supply item.
3. Enter the type of item in the description box.
4. Identify the POETE selection – The POETE dropdown options should match the POETE selection.
5. Discipline – The discipline name should match the discipline selection.
6. Choose the scope from the drop-down list – the drop-down selection will be based on information entered on the planning, training and exercise forms. For example, the project scope for supplies being purchased is for an exercise.
7. Enter the number of units.
8. Enter the price per unit.
9. Enter the percentage funded by the grant.
10. Additional Questions
    a. How will the supplies facilitate meeting the stated project goals?
    b. Narrate how funds will be utilized by the proposed project. If requesting an increase to a prior grant with the same project scope, explain how the additional funds will enhance or expand the current project being funded.

Budget Form – Equipment
1. Identify the equipment Item.
2. Choose the correct AEL (if applicable) – leave blank if there is not an AEL assigned to the supply item.
3. Enter the type of item in the description box.

4. Identify the POETE selection - The POETE dropdown options should match the POETE selection.
5. Discipline - The discipline name should match the discipline selection.
6. Choose the scope from the drop-down list - the drop-down selection will be based on information entered on planning, training and exercise forms. For example, the project scope for equipment being purchased is for an exercise.
7. Enter the number of units.
8. Enter the price per unit.
9. Enter the percentage funded by the grant.
10. Can the equipment items be deployed to support emergency or disaster operations for an EMAC request?
11. Can the equipment items be shared to support emergency or disaster operations for an EMAC request?
12. Is it anticipated this equipment item will be sole sourced?
    a. If yes, then provide a brief justification as to why.
13. Additional Questions
    a. Narrate how purchasing equipment will facilitate meeting the stated project goals and objectives.
    b. If requesting more than one piece of equipment, please prioritize the request from highest to lowest priority
    c. Narrate how funds will be utilized by the proposed project. If requesting an increase to a prior grant with the same project scope, please explain how the additional funds will enhance or expand the current project being funded.

Budget Form – Travel

If more than one travel request is being included, a new page will need to be added for each. This can be completed by saving the page and clicking on the "add" button at the top of the page.

1. Travel
    a. Purpose of travel – choose from the following:
        i. Planning – Select the planning name/description from the drop-down list.
        ii. Training – Select the training/course identification.
        iii. Exercise – Select the exercise name.
    b. Is this for a conference? If yes, provide the name of the conference.
    c. Enter the start and end dates for the trip.
    d. Enter the location of travel.
    e. Enter the total number of travelers – the number of travelers entered here will populate the number of boxes for the names of travelers.
    f. Name of traveler(s) – Enter the names of the people traveling.
2. Travel Expense
    a. Choose one:
        i. Per diem
        ii. Airfare
        iii. Mileage
        iv. Lodging
        v. Rental Car

       vi.   Registration Fee
      vii.   Other
3. Identify the POETE selection.
4. Identify the discipline.
5. Enter the quantity.
6. Enter the cost per day, item or mile.
7. Additional Questions
    a. Describe why travel and/or training is necessary for the project.
    b. Narrate how funds will be utilized by the proposed project. If requesting an increase to a prior grant with the same project scope, please explain how the additional funds will enhance or expand the current project being funded.

Budget Form – Consultants
1. Consultants
    a. Type in the name of consultants or contractors.
    b. Enter the service provided by consultant or contractor.
    c. Identify the POETE selection.
    d. Identify the discipline.
    e. Choose the scope from the drop-down list.
    f. Provide the hourly rate.
    g. Provide the number of hours.
    h. Enter the percentage to be funded by the grant.
    i. Is it anticipated this service will be sole sourced?
       i. If yes, provide a brief justification as to why.
2. Contractors/Instructors
    a. Type in the name of consultants or contractors.
    b. Enter the service provided by consultant or contractor.
    c. Identify the POETE selection.
    d. Identify the discipline.
    e. Choose the scope from the drop-down list.
    f. Provide the hourly rate.
    g. Provide the number of hours.
    h. Enter the percentage to be funded by the grant.
    i. Is it anticipated this service will be sole sourced?
       i. If yes, provide a brief justification as to why.
3. Additional Questions
    a. Will there be travel expenses for the consultants and contractors. If travel is to be utilized, a travel page will need to be completed.
    b. Explain why consultant or contractual services are necessary.
    c. Describe the purpose of the contracted service(s).
    d. What was the basis for the selection of the consultant or contractor? (ex. Open bidding, sole source, etc.)

Note: Any contracted services must be acquired in accordance with state procurement guidelines which may be found at: https://www.in.gov/idoa/procurement/procurement-laws-and-policies/. Narrate how funds will be utilized by the proposed project. If requesting an increase to

a prior grant with the same project scope, please explain how the additional funds will enhance or expand the current project being funded.

BUDGET SUMMARY
This section is auto-populated form based on the information entered in the budget forms. This is to give an overview of the grant request.

FEDERAL FUNDING ACCOUNTABILITY & TRANSPARENCY SUMMARY (FFATA) SECTION:
This section will auto populate if the budget requested is $25,000 or above. Please reference the FFATA section provided earlier in this EMPG NOFO for guidance.

CERTIFIED ASSURANCES & SPECIAL PROVISIONS
There are three check boxes certifying that the information contained in the grant application is accurate. Once all the checkboxes have been completed, click on the "save/next" button or the "save" button for the signature title and date to populate.

ATTACHMENTS
Upload any other pertinent information regarding your application that would assist in reviewing the application.

SUBMITTING APPLICATION
Before submitting the application, it is highly recommended to check for oversights by clicking the "global errors" button at the top of the screen. This will show any application forms that have errors and give the opportunity to correct them. Please reach out to grants management if there are questions before submitting the grant via IntelliGrants. **Once the application has been submitted in the IntelliGrants system, IDHS is unable to return any application back to the applicant for any reason.**