



NOTICE OF FUNDING OPPORTUNITY

Federal Fiscal Year 2023 Hazardous Materials Emergency Preparedness Grant Program

AWARD INFORMATION

Period of Performance:	Oct. 1, 2022 – Sept. 30, 2023
Sub-recipient performance period:	Twelve (12) months
Individual competitive projects:	\$20,000.00 maximum award amount

One applicant may fill out and submit multiple applications within IntelliGrants. It is possible the applicant may receive funding for multiple projects or none. Partial awards may also be available, and applicants should anticipate utilizing other funding sources to fulfill a partially awarded project.

APPLICATION DEADLINE

Grant application(s) must be submitted no later than: 4:30 p.m. EDT on July 15, 2022

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) that is active;
2. Be registered in the federal System for Award Management (SAM);
3. Be registered as an active supplier/vendor 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 prior to submitting an application.

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 IDHS Grants Management through the support ticket system at <http://dhs.in.gov/grants.htm>.

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PROGRAM OVERVIEW

INTRODUCTION

The Hazardous Materials Transportation Uniform Safety Act of 1990 allows the Department of Transportation to provide assistance to public sector employees through states, territories and federally recognized Native American tribes for emergency response. The purpose of this program is to increase the effectiveness of the safe and efficient handling of hazardous material incidents, enhance implementation of the Emergency Planning and Community Right-to-Know Act (EPCRA) and encourage a comprehensive approach to emergency training and planning by incorporating the unique challenges of responses to transportation situations. The Hazardous Materials Emergency Preparedness Grant Program (HMEP) offered by the state of Indiana specifically supports the development, improvement and exercising of emergency plans under EPCRA as well as training public sector employees to respond to accidents and incidents involving hazardous materials.

This program is funded by registration fees collected from hazardous material (hazmat) shippers and carriers who offer transportation or transport of certain hazmat by intrastate, interstate or foreign commerce in accordance with 49 CFR Part 107, Subpart G. These fees fund training and planning grants, monitoring and technical assistance, curriculum development and staffing costs.

PROGRAM SYNOPSIS

The HMEP grant program is to protect against the risks to life, property and the environment that are inherent in the transportation of hazardous material in intrastate, interstate and foreign commerce (Title 49 U.S.C. § 5101). The HMEP grant program supports the emergency preparedness and response efforts of states, federally recognized Native American tribes and territories that deal with hazardous materials emergencies, specifically those involving transportation. This grant also aids sub-recipients in meeting the requirements of §§ 301 and 303 of the Emergency Planning and Community Right-to-Know Act of 1986 (Title 42 U.S.C. Chapter 116).

EPCRA has established the following Local Emergency Planning Committee (LEPC) functions and priorities:

- To encourage and support emergency planning for responding to chemical accidents.
- To provide local governments and the public with information about possible chemical hazards in their communities.
- Prepare and update a comprehensive local emergency response plan that addresses the reported hazardous substance in the county or planning district.
- Exercise the LEPC plan annually (tabletop, functional, full-scale); and
- Maintain a roster of members comprised of local/state government, law enforcement, emergency management, fire department, emergency medical services, Health, environment, transportation, broadcast/print media, industry, community groups and hospital.

The purpose of this notice is to provide:

- Formal grant guidance and application materials needed to apply for funding under HMEP; and
- Administrative requirements that must be met by all sub-recipients in order to meet the requirements of federal regulations, mandates and orders should your application receive funding.

ELIGIBILITY CRITERIA

Local units of government are eligible to apply for HMEP funding. Additionally, applicants are required to submit an active LEPC budget to be considered for funding. Each eligible applicant must have an active:

- Unique Entity Identifier and System for Award Management;
- Supplier registration with the state of Indiana; and
- Bidder registration with the state of Indiana

MATCH REQUIREMENT

There is no match requirement for sub-recipients.

FUNDING GUIDELINES

Funding guidelines established within this section support the development, improvement and implementation of emergency plans as established by the Hazardous Materials Transportation Uniform Safety Act. 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.

PLANNING

The HMEP grant program can support a range of emergency preparedness and management planning activities associated with the transportation of hazardous materials.

Activities relating to **hazardous material plans** can include, but are not limited to, the following:

- Developing, improving and implementing emergency plans required under the Emergency Planning and Community Right-to-Know Act of 1986;
- Workshops, drills and exercises associated with hazmat emergency plans;
- Risk assessments to enhance plans;
- Capability assessments that evaluate the ability for first responders, non-governmental organizations and other involved stakeholders to respond to a hazmat emergency;
- Gap analysis to enhance planning objectives;
- Improving interagency interoperability to better respond to and mitigate hazmat incidents;
- Determining commodity flow transportation patterns of hazmat and developing and maintaining a system to keep such information current;
- Assessing the need for regional hazmat emergency response teams;
- Providing technical staff to support planning efforts; and
- Aerial photography for use with commodity flow study research.

Activities relating to **planning courses** can include, but are not limited to, the following:

- Courses aimed at developing, improving and implementing emergency plans under the Emergency Planning and Community Right-to-Know Act (EPCRA) §§ 301 and 303 (Title 42 U.S.C. Chapter 116);
- Hazmat transportation emergency preparedness and response courses;
- Hazmat risk analysis;
- Commodity flow study courses; and
- Regional response strategy selection courses.

TRAINING

Allowable training-related costs under the HMEP grant program include the establishment, support, conduct and attendance of training courses.

Training activities can include, but are not limited to, the following:

- Reimbursement for instructor(s) and trainees for tuition and travel expenses (lodging and per diem) to and from a training facility;
- Facility rental cost reimbursement; and
- Expenses associated with training (i.e., staff to support the training effort, evaluation forms, etc.).

National Fire Protection Association 472, Standard for Competence of Responders to Hazardous Materials/Weapons of Mass Destruction Incidents, or Occupational Safety and Health Administration 29 CFR § 1910.120, Hazardous Materials course activities can include, but are not limited to, the following:

- Hazardous Waste Operations and Emergency Response Standard (HAZWOPER) training with a transportation tie-in;
- Hazmat incident command system (ICS), which includes the following courses:
 - ICS-100: Introduction to the Incident Command System
 - ICS-200: Incident Command System for Single Resources and Initial Action Incidents
 - ICS-300: Intermediate Incident Command System
 - ICS-400: Advanced Incident Command System
- Hazmat awareness, operations, technician, specialist and refresher courses;
- Hazmat Incident Commander;
- Hazmat Officer/Safety Officer;
- Industrial Fire Fighting (i.e., rail yards, fuel transfer facilities and ports);
- Confined space rescue;
- Hazmat basic life support/advanced life support;
- Chemistry for Emergency Responders;
- Marine Operations (i.e., ship-board rescue, firefighting and hazmat);
- Airport Rescue Fire Fighting (i.e., aircraft response and rescue);
- Explosive ordinance disposal/explosives in transportation;
- Radiological (i.e., sources in transportation, but **not weapons of mass destruction**);
- Tank Car Specialty;
- Intermodal Tank Specialty;
- Marine Tank Vessel Specialty;
- Flammable Liquid Bulk Storage;
- Flammable Gas Bulk Storage;
- Radioactive Material Specialty in Transportation;
- First Receiver Awareness Training;
- Explosive Ordinance Disposal/Explosives in Transportation;
- Crude oil training; and
- Cargo Tank Specialty.

Other preparedness training courses/activities can include, but are not limited to, the following:

- Ammonia, ethanol, chlorine response;
- Alternative fuels (i.e., used in transportation);
- Developing a Plan of Action;
- Chemistry of Hazmat-Part I/II;
- Surveying a Hazmat Incident;
- Level A/Level B Personal Protective;
- Hazmat for Emergency Management System (EMS);
- Hazmat for Dispatcher;
- Hazmat Containers;
- Hazardous Materials Monitoring Refresher;
- Hazmat Level B Dress-out and Decon;
- Hazmat Technical Decon Refresher;
- Hazmat Containment and Control;
- Haz-Cat Training;
- Pro Board® Certification for Hazmat Training Courses;
- Pipeline Incident Response Training;
- Hazmat IQ Training (i.e., above and below the line, advanced IQ, and tox medic);
- Emergency medical technician (EMT) training for hazmat;
- Employee Hazmat Emergency Response Readiness Training;
- Creating and maintaining hazmat emergency response training websites;
- CAMEO training (i.e., related to transportation); and
- TRANSCAER® (travel and necessities* for physical needs and comfort of trainers and training recipients)

*Necessities, by ownership or rental, for the physical needs and comfort of the participants and training recipients such as, but not limited to: classroom tents, tables, chairs, water coolers, portable toilets, wash stations, public address systems, generators, fuel for generators, waste management, and outdoor fans; projector and screens, video recording services; safety gloves, safety glasses; pens, pencils, books, brochures, certificates; administrative services, advertising costs, trainer fees; and instructor accommodations, travel, and meals.

Equipment, supplies and materials related to training can include, but are not limited to, the following:

- Computer equipment used exclusively for HMEP activities (i.e., approved computer-based training activities);
- Rental equipment necessary to provide training;
- Equipment costs are expected to **not exceed 5 percent** of the total cost of the proposed project and must be fully justified.
- Publications, manuals, and other materials necessary to provide training and/or used by instructor(s) and trainees;
- May include printing, copying and distribution costs (i.e., costs to mail materials to trainees in advance of the first training session).
- Simulation software for hazmat training courses;

- Hazmat training suits for specific transportation related exercises; and
- Firefighting foam for specific transportation related exercises.

EXERCISES

Exercises conducted with HMEP grant support must be related to the transportation of hazardous materials.

Allowable exercise related costs can include expenditures utilized to develop, deliver and evaluate an exercise. This includes costs related to planning, meeting space and other costs associated with conducting a meeting, 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.

Before reimbursement will be authorized, documentation validating exercise completion will be required in IntelliGrants.

EQUIPMENT

Under the HMEP grant program, allowable equipment expenditures must be directly related to and utilized in a HMEP exercise within the performance period. If an applicant is awarded HMEP funds for equipment related to a HMEP exercise, documentation validating exercise completion will be required in IntelliGrants before reimbursement will be authorized.

Examples of allowable preparedness expenditures include:

- Computer equipment dedicated to HMEP activities (i.e., use for operations purposes is not allowable); and
- Supplies and equipment required for HMEP-funded exercises and activities. (NOT FOR RESPONSE PURPOSES)

Supplies are defined as necessities, by ownership or rental, for the physical needs and comfort of the participants and training recipients.

Supplies can include, but are not limited to, the following:

- Classroom tents;
- Tables;
- Chairs;
- Water coolers;
- Portable toilets;
- Wash stations;
- Public address systems;
- Generators;
- Fuel for generators;
- Waste management;

- Outdoor fans;
- Projectors and screens;
- Video recording services;
- Safety gloves;
- Safety glasses;
- Pens, pencils, books, brochures, certificates; and
- Advertising costs.

All equipment must, when practicable, be tagged with the following text: "Purchased with funds provided by the U.S. Department of Transportation – PHMSA".

The Pipeline and Hazardous Materials Safety Administration (PHMSA) has developed an Expenditures and Activities Guide that outlines allowable costs and general guidelines the HMEP grant program must adhere to. The Expenditures and Activities Guide can be found at the following website: <https://www.phmsa.dot.gov/grants/hazmat/hmep-expenditures-guide-pdf>

TRAVEL

Travel costs (i.e., airfare, mileage, per diem, hotel) are allowable expenditures for applicants who are on travel status as provided for in this NOFO. Travel activities can include, but are not limited to, the following:

- National Association of SARA Title III Program Officials (i.e., NASTTPO);
- Hazmat Continuing Challenge;
- COLDZONE;
- Transportation Community Awareness and Emergency Response (i.e. TRANSCAER);
- TRANSCAER educates emergency responders and their communities and includes safety training cars from the Firefighters Education and Training.
- IAFC International Hazmat Conference; and
- Midwestern Hazmat Conference.

UNALLOWABLE COSTS

The following section outlines unallowable costs under the HMEP program; however, this is not a complete listing of unallowable expenditures. Applicants should consult with IDHS Grants Management regarding any expenditure that does not clearly meet the allowable/unallowable expense criteria established by this NOFO.

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.

TRAVEL

International travel is not an allowable cost under this program.

UNAUTHORIZED EXERCISE COSTS

Unauthorized costs include reimbursement for the maintenance and/or wear and tear costs of general use vehicles (i.e., construction vehicles) and emergency response apparatus (i.e., fire trucks, ambulances). The only vehicle costs that are reimbursable are fuel/gasoline or mileage. Unauthorized costs include equipment that is purchased for permanent installation and/or use, beyond the scope of exercise conduct (i.e., electronic messaging signs).

Additionally, unauthorized costs include durable and non-durable goods purchased for installation and/or use beyond the scope of exercise conduct.

PROHIBITED EQUIPMENT

Grant funds may not be used for the purchase of prohibited equipment. Refer to IB 407 Use of Grant Funds for Controlled Equipment for the complete prohibited equipment list. For additional information on prohibited equipment see Executive Order (EO) 13688 Federal Support for Local Law Enforcement Equipment Acquisition, and the Recommendations Pursuant to Executive Order 13688. Per DOT policy, the purchase of weapons and weapon accessories is not allowed with HMEP funds. Small, unmanned aircrafts (i.e. drones) are not allowable for this grant cycle.

FOOD COSTS

Except for food costs associated with travel/per-diem, food costs will not be approved. In all cases where food is permitted, costs must be reasonable. Costs will be determined to be reasonable if the per person (documented participants) cost for food is equal to or less than the permitted per-diem for the meal provided according to the U.S. General Services Administration thresholds. Unallowable food costs include: light refreshments for morning or afternoon breaks (such as coffee, tea, milk, juice, soft drinks, donuts, bagels, fruit, pretzels, cookies, chips or muffins) and any food costs associated with the cost of entertainment.

*However, hydration beverages (water or sports drinks) provided during a training or exercise session is allowable provided the sub-recipient submits a roster showing the number of trained individuals and the quantity of hydration beverages purchased.

UNALLOWABLE PREPAREDNESS EXPENDITURES

Unallowable preparedness expenditures can include, but are not limited to, the following:

- Natural disaster exercises (i.e., urban avalanches, pandemic flu, wildfire, earthquake etc.);
- All-hazards warning system drills;
- Joint terrorism task force exercises;
- Tier II chemical inventory reports;
- Tier II databases Web-emergency operations center mapping;
- Public officials conference (i.e., without a connection to hazardous materials transportation);
- Town-wide alert system;
- Development and distribution of a hazmat calendar;
- Expenses counted as match funds toward another federal grant program or cooperative agreement;
- Purchase of cellular telephone(s);
- Any costs unallowable or stated as ineligible in 49 CFR part 110 and 2 CFR 200 part 400;
- Any cost specifically prohibited in the general terms and conditions of the award, PHMSA policy as detailed in the expenditures guide, or special terms and conditions listed on the grant agreement;
- Membership fees and subscriptions, except as otherwise noted; and
- Stipends.

UNALLOWABLE TRAINING EXPENDITURES

Unallowable training expenditures can include, but are not limited to, the following:

- Courses not related to hazmat emergency response;
- Professional board accreditation and certification;
- Emergency preparedness presentation to childcare providers;
- School violence prevention;
- Weapons of mass destruction (WMD) terrorism courses;
- Weapons of mass destruction (WMD) radiological training;
- Mobile meth lab training;
- Active shooter training;
- Pandemic flu exercises;
- Joint terrorism task force (JTTF) exercises;
- Equipment for the purpose of response operations including:
 - Self-contained breathing apparatus (SCBA);
 - Personal protective equipment (PPE); and
 - Monitoring equipment

- Overtime of trainees and any other employees who “backfill” positions of trainees during the period of training;
- Expenses counted as match funds toward another federal grant program or cooperative agreement;
- Entertainment costs;
- Purchase of cellular telephone(s);
- Any costs disallowable or stated as ineligible in 49 CFR part 110 and 2 CFR 200 part 400;
- Any cost specifically prohibited in the general terms and conditions of the grant award, or identified in PHMSA policy guidance, or as a special terms and conditions listed on the NGA; and
- Stipends.

Other unallowable costs include, but are not limited to, the following:

- General-purpose vehicles (patrol cars, executive transportation, fire apparatus, and non-CBRNE (chemical/biological/radiological/nuclear/explosive) tactical/armored assault vehicles);
- Mileage for government owned vehicle(s);
- Parking tickets or other traffic tickets;
- Sole source contracts and procurements not pre-approved by IDHS;
- Stand-alone working meals;
- Supplanting of any expense currently budgeted;
- Entertainment expenditures;
- Laundry expenditures; and
- Late payment fees.

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 HMEP projects, IDHS funding received and grant funding received from other entities.

PROBLEM STATEMENT

The problem statement is the description of the issue that currently needs to be addressed. The problem statement, written in one sentence, 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. Applicants will be asked to identify the planning/assessment tool utilized to identify the problem of the proposed project.

NEEDS ASSESSMENT

The needs assessment section of the proposal 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., commodity flow study, etc.). Applicants should describe the tool utilized to identify the issue (i.e., commodity flow study, etc.) and a synopsis of the critical findings.

In the event a formalized mechanism (i.e., commodity flow study, etc.) was not utilized as the primary means in identifying the problem or issue, applicants must clearly explain how the problem or issue was identified. For example, an after-action report may indicate the need for certain equipment to respond appropriately to a particular situation. In this case, an applicant may apply for equipment funding if the need is narrated clearly within the grant proposal. The after-action report must be attached with the grant proposal within IntelliGrants. Applicants with questions on how to draft a clear needs assessment narrative are encouraged to contact IDHS Grants Management for technical assistance.

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 to the identified issue in the problem statement, a list of involved stakeholders and an indication of how long it will take to see results from the proposed project.

PROJECT SCOPE

Applicants will be asked to identify the scope of the project by selecting one or more of the following activities:

- Planning expenditures;
- Training expenditures;
- Equipment expenditures;
- Exercise expenditures; and
- Travel expenditures.

Applicants will be asked to provide additional information about the project activities selected in the project scope section.

PROJECT GOAL, OBJECTIVES AND OUTCOMES

Applicants must describe the primary goal of the proposed project and how the expenditures support the project activities. 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.

PROJECT MILESTONES

Applicants must describe the proposed project's milestones. Milestones are a critical point of achievement for applicants to demonstrate progress towards an objective or goal. In effect, these are mini-performance targets marking specific incremental progress that build up to achieving the overarching goal of the proposed project. Milestones must be within the HMEP period of performance.

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 HMEP 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 HMEP 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.

BUDGET

A line-item budget must be included with each grant proposal. All items included in the budget must be allowable, allocable, reasonable and necessary. Budget line items must be specific. For example, a line item simply described as “training” will not be acceptable. The line item should include the specific training that is being requested (i.e., ICS Training).

The grant proposal and budget must be submitted by 4:30 p.m. EDT on July 15, 2022 via IntelliGrants to be considered for funding. Late submissions will not be accepted.

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.

SCORING

The applications will be reviewed by the IDHS. Grant applications will be scored in accordance with federal and state requirements and funding priorities. The IDHS executive director has the ultimate discretion to award funding. Applicants who receive HMEP funding will be notified electronically.

Application submission does not guarantee funding.

AWARD NOTIFICATION

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

- Sub-recipient name;
- Sub-recipient award amount;
- Sub-recipient performance period;
- Total amount of the federal award;
- Award date; and
- Grant type and CFDA Number.

Any special conditions placed on the sub-recipient's award will be communicated to the applicant during the award process. Special conditions must be met or resolved prior to reimbursement.

Sub-recipients may be asked to adjust their budget 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 supplier contracts module.

Sub-recipients must confirm acceptance of the HMEP 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 the 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 it is the entity's responsibility 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

In order to receive funding, all HMEP 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 the state's supplier contracts module;
- Include the authorized signatory information in the submitted application;
- Submit all reports in the prescribed format and time frames as determined by IDHS;
- Comply with federal cost principals contained in the 2 CFR 200 located at the following:
http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl

REPORTING

PROGRAM AND FISCAL REPORTS

Reimbursement requests will occur as part of the “Fiscal Reports” within IntelliGrants. Grantees will be limited to four (4) program and fiscal reports per year; one per quarter. This will coincide with quarterly reimbursements for eligible expenses.

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 HMEP reports IDHS is required to submit to DOT. The information entered into the program reports is critical to ensuring the HMEP fund is supported in future congressional sessions.

Program reports are a requirement of the HMEP 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 will 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 in order 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 performance period of the performance. If a sub-recipient fails to liquidate their obligations within this time period, IDHS may disallow the costs associated with those unliquidated obligations. The sub-recipient must have updated the 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 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 HMEP performance period. These reports could include but are not limited to:

- Exercise reports;
- Training reports;
- Financial data/reports; and
- Equipment inventory reports.

ADDITIONAL INFORMATION

PERFORMANCE PERIOD

The FY 2023 HMEP performance period is Oct. 1, 2022, to Sept. 30, 2023. The following activities must be completed by Sept. 30, 2023:

1. Project activities listed in the applicant's grant application;
2. Funding obligations.

Within 30 days of Sept. 30, 2023, (i.e., end of the performance period) the following must be completed:

1. All outstanding expenses must be paid;
2. Final Fiscal Report must be submitted within IntelliGrants

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.

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.

TRAVEL

Domestic travel costs are allowed under this program, as provided for in this NOFO.

2 CFR. PART 200

Compliance with all the requirements in 2 CFR. 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), sub-recipients are required to submit documentation showing that expenses:

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

Before reimbursement will be authorized for expenditures, sub-recipients are required to upload supporting documentation via IntelliGrants.

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://dhs.in.gov/grants.htm>.

APPENDIX A: REQUIRED REGISTRATIONS

UNIQUE ENTITY IDENTIFIER NUMBER

On **April 4, 2022**, the federal government stopped using the DUNS Number to uniquely identify entities. Now, entities doing business with the federal government use the Unique Entity ID created in SAM.gov. They no longer have to go to a third-party website to obtain their identifier. 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) an Unique Entity Identifier (UEI) number. The UEI number is a required field in the HMEP application for funding. IDHS recommends that applicants review the <https://sam.gov/content/entity-information> to ensure their UEI number is updated and active.

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

SYSTEM FOR AWARD MANAGEMENT (SAM)

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 Title 2 of the Code of Federal Regulations Part 25 (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.

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:

- [UEI number](#);
- [Taxpayer Identification Number \(TIN\) or Employment Identification Number \(EIN\)](#);
- Identification of an E-Business Point of Contact (EBiz POC) for the organization.

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 place “System for Awards Management” into any search engine and the SAM web address will be generated.

SUPPLIER REGISTRATION WITH THE STATE OF INDIANA

Applicants must be an active supplier in good standing with the state of Indiana. To register as a supplier with the state, please visit the State of Indiana Auditor’s website at: <https://www.in.gov/auditor/forms/> 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 inbox at grants@dhs.in.gov.

To assist in this process, title the subject line as “Supplier Number Application for [insert your applicant name here].” The forms will be assigned to a project manager to ensure a timely registration. Please plan accordingly and allow for a minimum of ten (10) days for this registration process to be completed once forms have been submitted. IDHS must relay this information to the Auditor’s office for processing and does not have control over the speed at which the vendor form is processed. High volume requests to the Auditor’s office will sometimes delay this process more than two weeks.

Once the completed forms have been processed and a supplier number has been generated, IDHS Grants Management will contact the applicant with the applicant’s supplier number. Applicants who are unsure if a supplier number has already been registered for their agency should contact IDHS Grants Management through the support ticket system at <http://dhs.in.gov/grants.htm> for verification. **A supplier can only have one supplier number because the supplier number is linked to a suppliers federal tax ID (FEIN).** In order to verify the 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 who receive funds from the state to be registered as a bidder. **An applicant can begin the bidder registration process while the supplier form paperwork is processed.** There is no cost to become a registered bidder and the process takes approximately 20 minutes to complete.

To become a registered bidder, applicants must go to this link: <http://www.in.gov/idoa/2464.htm>. After clicking on the link, click on the “Create New Bidder Profile” tab to start the registration process.

The state of Indiana will run a nightly batch process that will link the supplier number to the bidder registration number, but this process will not be run if the bidder registration is not fully completed. To register as a bidder the applicant will need a copy of the Instructions (https://www.in.gov/idoa/files/Proc_BidderProfileCreationGuide.pdf) and the following information:

- Organization’s legal name
- Owner’s gender: If the organization is a corporation or has multiple owners and is unable to declare an owner’s gender, choose “Male” as the owner’s gender

- Owner's ethnicity: If the organization is a corporation or has multiple owners and is unable to declare an owner's ethnicity, choose "Caucasian" as the owner's ethnicity.
- Taxpayer ID number
- CEO name
- Submitter name
- Email ID (Required in order to receive solicitations)
- Receive orders preference (email, mail or fax)
- Indiana Veteran Owned Small Business
- Minority/Women Business Enterprises
- Small business classification
- Secretary of State registration
- NAICS code
- The NAICS code is also called the Business Activity Code. It is on the following federal Income Tax returns: Individual - Form 1040 - Schedule C, Page 1, Line B Partnership - Form 1065 - Page 1, Line C Corporation - Form 1120 - Page 2, Schedule K, Line 2a Sub Chapter S Corporations - Form 1120S - Page 1, Line B
- Mailing address
- United Nations Standard Product and Services Code (UNSPSC)

Once all of this information is gathered, launch the Bidder Profile Registration process on Step 3 here: [https://www.in.gov/idoa/procurement/supplier-resource-center/requirements-to-do-business-with-the-state/bidder-profile-registration/#:~:text=a%20Bidder%20Profile-,Use%20the%20Bidder%20Registration%20Form%20and%20complete%20the%20required%20fields,\(s\)%20will%20be%20made.After%20completing%20Part%202%20of%20the%20Bidder%20profile%20registration%20the%20applicant%20will%20receive%20an%20email%20from%20GMIS%20that%20contains%20the%20Bidder%20profile%20user%20ID%20and%20temporary%20password%20to%20use%20to%20finalize%20profile%20set-up.%20Use%20the%20link%20in%20the%20email%20to%20navigate%20back%20to%20the%20profile%20or%20log-in%20to%20launch%20Part%203%20from%20here%20https://fs.gmis.in.gov/psp/fsprd/SUPPLIER/ERP/?cmd=login.](https://www.in.gov/idoa/procurement/supplier-resource-center/requirements-to-do-business-with-the-state/bidder-profile-registration/#:~:text=a%20Bidder%20Profile-,Use%20the%20Bidder%20Registration%20Form%20and%20complete%20the%20required%20fields,(s)%20will%20be%20made.After%20completing%20Part%202%20of%20the%20Bidder%20profile%20registration%20the%20applicant%20will%20receive%20an%20email%20from%20GMIS%20that%20contains%20the%20Bidder%20profile%20user%20ID%20and%20temporary%20password%20to%20use%20to%20finalize%20profile%20set-up.%20Use%20the%20link%20in%20the%20email%20to%20navigate%20back%20to%20the%20profile%20or%20log-in%20to%20launch%20Part%203%20from%20here%20https://fs.gmis.in.gov/psp/fsprd/SUPPLIER/ERP/?cmd=login.)

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: APPLICATION OUTLINE

The online FFY 2023 HMEP Grant program application is available through IDHS's grants management system, [IntelliGrants](#). All required forms have been incorporated into the online Hazardous Material Emergency Preparedness (HMEP) 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" or the "Save/Next" button periodically.

GRANT APPLICATION MECHANISM AND METHODOLOGY

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

Once the applicant has all the required information listed within this NOFO and is logged into IntelliGrants, applicants should click on the following boxes or select from the drop-down menu to begin their 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" for the Hazardous Material Emergency Preparedness (HMEP) Application 2023
5. Click "I Agree" once you are ready to apply for the Hazardous Material Emergency Preparedness (HMEP) application

GRANT 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".
3. Click on the "Contact Information" link below the "Forms" header.

COMPETITIVE APPLICATION SECTION

1. Contact Information

- a. Organization (This is auto-populated information taken from the System Administrator Form.)
 - i. Select your organization's county from drop-down box.
 - ii. Enter your organization's "true" Bidder ID (Contact IDHS Grants if needing help). 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 support ticket at <http://dhs.in.gov/grants.htm>
- b. Project Location
 - i. Select your organization's county from drop-down box.
 - ii. If address is same as 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 is able to sign the grant agreement on behalf of your organization. If awarded, the signatory will receive an email to the email provided notifying the signatory the contract is ready to sign. Signatories will receive an email requesting electronic signature via DocuSign and the link expires after 48 hours. For more information on how to sign your grant agreement electronically with DocuSign, please visit <https://www.in.gov/idoa/procurement/supplier-resource-center/esigning-electronic-contracts/>.
 - i. If the Signatory is the same as the Project Director. Click the “Same as Project Director” button.
 - ii. Type in name of signatory if different than the project director.
 - iii. If signatory is different than the project director, 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 HMEP NOFO
- h. Fiscal Information: This section asks for the organization’s 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 in order to upload into the IntelliGrants system.
 5. To upload the audit to the IntelliGrants system click on “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 4000 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
 - i. Type in your organization’s project title (This will become the application(s) unique identifier)
2. Project Summary: This is blank field for applicants to provide a detailed description of the project.
 - i. A strong project summary will include a clear and full description of the proposed project, 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:
 - i. New project
 1. Select this option if the project has not been previously funded through the HMEP program
 - a. 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.
 - ii. Continuation project
 1. Select this option if the project has been previously funded through the HMEP program
 - a. Applicants are required to provide information about previously funded HMEP 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.
 - i. For example: Entity “X” received \$4,000 to purchase equipment in FFY 2021 from the HMEP Grant.
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

- i. For example: Entity “X” received \$20,000 from the Indiana Criminal Justice Institute to purchase equipment in FFY 2020.

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.
2. **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.
3. **Project Description**
 - i. This is a blank field for the applicant to provide a detailed description of the full project to be implemented.
4. **Funding Sustainability**
 - i. This is a blank field for applicants to identify a strategy of obtaining permanent financial support. Please refer to the “Grant Information” in the HMEP NOFO.
5. **Challenges:** 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 HMEP NOFO.
 - i. If challenges do not exist, an applicant must indicate this and explain why the project will not encounter any challenges.
6. **Project Milestones**
 - i. This is a fill in the blank table for applicants to identify the proposed project milestones. Please reference the “Grant Information” section of the HMEP NOFO for more information about project milestones
 - ii. For additional milestone boxes, select the plus (+) button

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

b. Objectives

- i. 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.
 - 1. Select the plus (+) button if more “Objective” box(es) are needed.

c. Outcomes

- i. 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.
 - 1. Select the plus (+) button if more “Outcome” box(es) are needed.

d. Outcome Category

- i. Please select one of the following categories in which describe the stated outcome:
 - 1. Exercise
 - 2. Training
 - 3. Personnel
 - 4. Plans
 - 5. Equipment/Supplies
 - 6. Other: if selecting “other,” please specific the category in the blank text box

HAZARDOUS MATERIAL EMERGENCY PREPAREDNESS (HMEP) SECTION

HMEP Project Scope

1. Applicants will be required to answer the following questions for HMEP specific grant applications.
 - a. Planning, Training, Exercise, Professional Development (PTEP). The core capability gap identified will need to be characterized through the PTEP. More than one PTEP may be selected.
 - b. Reminder – the PTEP categories selected will populate the PTEP overview and budget pages.

Planning, Training, Exercise, Professional Development (PTEP) Overview

1. This section of the application is the PTEP overview where the total amounts requested for each PTEP category will need to be entered.
 - a. Planning - total amount to be requested for Planning
 - b. Training - total amount to be requested for Training
 - c. Exercise - total amount to be requested for Exercise
 - d. Professional Development - total amount to be requested for Professional Development
2. Each amount entered in the PTEP Overview section should reflect the total amount requested to support each PTEP sub-category and discipline selection

PTEP Category Sub-Sections

This section breaks out the PTEP Overview by sub-category, disciplines, description and the amount for each PTEP selected on the previous page. To create additional rows for each PTEP, click on the “+” button at the end of the row.

Items chosen in the sub-category will have parenthesis denoting which budget category will populate. For example: if materials are being requested for planning purposes and you choose under the planning sub-category; (Equipment greater than \$500) Materials required to conduct planning activities, an equipment budget form will populate based on this selection.

For each PTEP sub-category line item(s) and discipline(s) selected, the amounts entered must be calculated and transferred to the total amount requested for each PTEP budget form.

Below are the drop-down options for each PTEP category:

PLANNING

1. Planning Sub-Category
 - a. Develop and enhance plans and protocols
 - b. Develop and implement homeland security support programs and adopt ongoing DHS National Initiatives
 - c. Develop or conduct assessments

- d. Develop related terrorism prevention activities
 - e. Develop scenario plans that incorporate the range of prevention, protection, response and recovery activities
 - f. Hiring of full or part-time staff or contract/consultants to assist with planning activities (not for the purpose of hiring public safety personnel fulfilling traditional public safety duties)
 - g. Public Education and Outreach
 - h. (Equipment greater than \$500) Materials required to conduct planning activities
 - i. (Supplies less than \$500) Materials required to conduct planning activities
 - j. Travel/per diem related to planning activities
2. Planning Discipline
- a. Agriculture
 - b. Cyber Security
 - c. Emergency Management
 - d. Emergency Medical Services (non-fire based)
 - e. Emergency Medical Services (fire based)
 - f. Fire Service
 - g. Health Care
 - h. Hazmat
 - i. Law Enforcement/LEPTA
 - j. Public Health
 - k. Public Safety Communications
 - l. Public Works

EQUIPMENT

1. Equipment Sub-Category
- a. Personal Protective Equipment
 - b. Explosive Device Mitigation and Remediation Equipment
 - c. CBRNE Operational and Search and Rescue Equipment
 - d. Information Technology
 - e. Cybersecurity Enhancement Equipment
 - f. Interoperable Communications Equipment
 - g. Detection Equipment
 - h. Decontamination Equipment
 - i. Medical Equipment
 - j. Power Equipment
 - k. Chemical, Biological, Radiological, Nuclear and Explosive (CBRNE) Reference Materials
 - l. CBRNE Incident Response Vehicles
 - m. Terrorism Incident Prevention Equipment
 - n. Physical Security Enhancement Equipment

- o. Inspection and Screening Systems
 - p. Animal and Plants Equipment
 - q. CBRNE Prevention and Response Watercraft
 - r. CBRNE Aviation Equipment
 - s. CBRNE Logistical Support Equipment
 - t. Intervention Equipment
 - u. Other Authorized Equipment
2. Equipment Discipline
- a. Agriculture
 - b. Cyber Security
 - c. Emergency Management
 - d. Emergency Medical Services (non-fire based)
 - e. Emergency Medical Services (fire based)
 - f. Fire Service
 - g. Health Care
 - h. Hazmat
 - i. Law Enforcement/LEPTA
 - j. Public Health
 - k. Public Safety Communications
 - l. Public Works

TRAINING

1. Training Sub-Category
- a. (Consultants & Contractors) Full or part-time staff or contractors/consultants
 - b. (Equipment greater than \$500) Develop, deliver and evaluate training
 - c. (Supplies less than \$500) Develop, deliver and evaluate training
 - d. (Training) Certification/Re-certification of instructors
 - e. (Training) Other items
 - f. (Training) Training workshops and conferences
 - g. Travel
2. Training Discipline
- a. Agriculture
 - b. Cyber Security
 - c. Emergency Management
 - d. Emergency Medical Services (non-fire based)
 - e. Emergency Medical Services (fire based)
 - f. Fire Service
 - g. Health Care
 - h. Hazmat
 - i. Law Enforcement/LEPTA
 - j. Public Health

- k. Public Safety Communications
- l. Public Works

EXERCISE

1. Exercise Sub-Category
 - a. (Consultants & Contractors) Full or part-time staff or contractors/consultants
 - b. (Equipment greater than \$500) Develop, deliver and evaluate exercise
 - c. (Exercise) Exercise planning workshop
 - d. (Exercise) Implementation of HSEEP
 - e. (Exercise) Other items
 - f. (Supplies less than \$500) Develop, deliver and evaluate exercise
 - g. Travel
2. Exercise Discipline
 - a. Agriculture
 - b. Cyber Security
 - c. Emergency Management
 - d. Emergency Medical Services (non-fire based)
 - e. Emergency Medical Services (fire based)
 - f. Fire Service
 - g. Health Care
 - h. Hazmat
 - i. Law Enforcement/LEPTA
 - j. Public Health
 - k. Public Safety Communications
 - l. Public Works

BUDGET FORMS SECTION

Based on the PTEP sub-category selected in the PTEP Overview, related budget pages will auto-populate into the following budget forms: Supplies, Training, Exercise, Equipment, Travel and Consultants and Contractors.

If a budget form populates or does not populate, please refer to the PTEP Overview form and revise the selections and make the appropriate additions or deletions to include total amounts.

Applicants must include all project expenditures in the budget section.

BUDGET FORM - EXERCISE

In the exercise form, there will be a summary for the sub-category and the discipline from the PTEP Overview selections. The sub-category and discipline will be summarized in each budget form, outlining the amount of funds to enter for each budget form page. In this page the following questions will need to be answered in the table.

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.

Additional Question

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

In the training form, there will be a summary for the sub-category and the discipline from the PTEP Overview selections. The sub-category and discipline will be summarized in each budget form, outlining the amount of funds to enter for each budget form page. In this page the following questions will need to be answered in the table.

1. Brief description of training scenario
2. Training or course name/ID Number
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 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 sub-category and discipline.

Additional Question

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

Supplies is defined as expendable tangible personal property having per unit cost threshold of less than \$500.00. In the supplies costs form, there will be a summary for the sub-category and the discipline from the PTEP Overview selections. The sub-category and discipline will be summarized in each budget form, outlining the amount of funds to enter for each budget form page. In this page the following questions will need to be answered in the table.

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 PTEP selection – The PTEP dropdown options should match the PTEP selection.
5. Discipline – The discipline name should match the discipline selection.
6. Choose the scope from the dropdown list – the dropdown 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

Additional Questions

1. How will the supplies facilitate meeting the stated project goals?
2. 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 – EQUIPMENT

Equipment is defined as any item non-expendable personal property having per unit cost threshold greater than or equal to \$500 and a useful life of one or more years. In the equipment costs form, there will be a summary for the sub-category and the discipline from the PTEP Overview selections. The sub-category and discipline will be summarized in each budget form, outlining the amount of funds to enter for each budget form page. In this page the following questions will need to be answered in the table.

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 PTEP selection – The PTEP dropdown options should match the PTEP selection.
5. Discipline – The discipline name should match the discipline selection.

6. Choose the scope from the dropdown list – the dropdown 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 Emergency Management Assistance Compact request?
11. Can the equipment items be shared to support emergency or disaster operations for an Emergency Management Assistance Compact request?
12. Is it anticipated this equipment item will be sole sourced?
 - a. If yes, then provide a brief justification as to why

Additional Questions

1. Narrate how purchasing equipment will facilitate meeting the stated project goals and objectives.
2. If requesting more than one piece of equipment, please prioritize the request from highest to lowest priority.
3. 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

In the travel costs form, there will be a summary for the sub-category and the discipline from the PTEP Overview selections. The sub-category and discipline will be summarized in each budget form, outlining the amount of funds to enter for each budget form page. In this page the following questions will need to be answered in the table.

If more than one travel is being requested, a new page will need to be added. 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 dropdown list
 - ii. Training – Select the training/course ID
 - 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
 - viii. Identify the PTEP selection – The PTEP dropdown options should match the PTEP selection.
 - b. Discipline – The discipline name should match the discipline selection. Enter the quantity.
 - c. Enter the cost per day, item or mile
 - d. Enter the percentage to be funded by the grant

Additional Questions

1. Describe why travel and/or training is necessary for the project.
2. 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

In the consultants form, there will be a summary for the sub-category and the discipline from the PTEP Overview selections. The sub-category and discipline will be summarized in each budget form, outlining the amount of funds to enter for each budget form page. In this page the following questions will need to be answered in the table.

1. Consultants
 - a. Type in the name of consultants or contractors
 - b. Enter the service provided by consultant or contractor
 - c. Identify the PTEP selection – The PTEP dropdown options should match the PTEP selection.
 - d. Discipline – The discipline name should match the discipline selection.
 - e. Choose the scope from the dropdown list – the dropdown selection will be based on information entered on the planning, training and exercise forms. For example, the project scope for consultants is to develop or enhance cybersecurity plans.
 - 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 PTEP selection – The PTEP dropdown options should match the PTEP selection.
 - d. Discipline – The discipline name should match the discipline selection.
 - e. Choose the scope from the dropdown list – the dropdown selection will be based on information entered on the planning, training and exercise forms. For example, the project scope for consultants is to develop or enhance cybersecurity plans.
 - 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

Additional Questions

1. Will there be travel expenses for the consultants and contractors? If travel is to be utilized, a travel page will need to be completed. This can be added from the PTEP Overview.
2. Explain why consultant or contractual services are necessary.
3. Describe the purpose of the contracted service(s).
4. 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: www.in.gov/idoa/2944.htm. 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 into the budget forms. This is to give an overview of the grant request.

CERTIFIED ASSURANCES & SPECIAL PROVISIONS

There are three check boxes certifying that the information contained in the grant application is accurate. Once all of the checkboxes have been completed, click on the “save/next” button or the “save” button in order for the signature title and date to populate.

ATTACHMENTS:

HMEP Required Attachments include:

1. When requesting equipment, please upload the four (4) quotes obtained for each type of equipment.
2. When requesting contractor services, please upload the four (4) quotes obtained for each contractor listed.
3. When requesting consultant services, please upload the four (4) quotes obtained for each consultant listed.
4. Assessment tool such as: Hazard Mitigation Plan, THIRA, Threat Assessment, After Action Report.
5. Job Descriptions.
6. 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 gives the opportunity to correct them. Once the application has been submitted in the IntelliGrants system, IDHS is unable to return any application back to the applicant for any reason.