



## NOTICE OF FUNDING OPPORTUNITY

Indiana Local Body Camera (ILBC) Application

### AWARD INFORMATION

Performance period: Jan. 1, 2023 – Dec. 31, 2023

### APPLICATION OPEN DATE

Grant Application Open Date: Nov. 14, 2022

### APPLICATION DEADLINE

Grant Application Deadline: Dec.15, 2022, at 4 p.m. EDT

### PRE-APPLICATION REGISTRATION REQUIREMENTS

Prior to submitting an application for this funding opportunity, applicants must meet the registration requirement below:

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

Detailed information regarding UEI, SAM.gov, state of Indiana supplier and bidder registration is 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 questions about the information contained within the NOFO or need technical assistance in completing a grant application, please submit a [Grants Support Ticket](#) or contact Grant Manager Beth Turner at [elturner@dhs.in.gov](mailto:elturner@dhs.in.gov).

# Contents

- NOTICE OF FUNDING OPPORTUNITY..... 1
  - AWARD INFORMATION..... 1
  - APPLICATION OPen date..... 1
  - APPLICATION DEADLINE..... 1
  - PRE-APPLICATION REGISTRATION REQUIREMENTS ..... 1
  - IDHS CONTACT INFORMATION..... 1
- PROGRAM OVERVIEW ..... 3
  - Introduction ..... 3
  - Eligibility ..... 3
  - Match Criteria..... 3
- GRANT APPLICATION INFORMATION ..... 4
  - Project Description and details ..... 5
  - Project Goal, Objective and Outcome ..... 5
- AWARD DETERMINATIONS..... 5
  - Scoring..... 5
- AWARD NOTIFICATION ..... 5
- GRANTEE GRANT AGREEMENT REQUIREMENTS ..... 6
- REPORTING ..... 6
  - Program Reports and Reimbursement..... 6
  - Closeout Reporting Requirements..... 6
- ADDITIONAL INFORMATION ..... 7
  - Dates to Know: FY2023 ILBC Grant Program ..... 7
    - 2022 ..... 7
    - 2023 ..... 7
    - 2024 ..... 7
  - Monitoring ..... 7
  - IDHS Contact Information ..... 7
- APPENDIX A: REQUIRED REGISTRATIONS..... 8
  - Unique Entity Identifier (UEI)..... 8
  - Supplier Registration with the state of Indiana..... 8
  - Bidder Registration with the state of Indiana ..... 9

# PROGRAM OVERVIEW

## INTRODUCTION

The state of Indiana, through procedures established by the Indiana State Police (ISP) and administered by the Indiana Department of Homeland Security (IDHS), will provide matching grants to city, town and county law enforcement agencies for the acquisition of body-worn cameras to enable the provision of essential government services despite substantial reductions in revenue suffered by local entities because of the COVID-19 public health emergency. This program will be known as the Indiana **Local Body Camera (ILBC) Grant Program**.

The state of Indiana will be providing matching grants to city, town and county law enforcement agencies for the acquisition of body cameras through annual appropriations. Grant funds may only be used for the purchase of body cameras and may not be used to purchase video storage equipment or services. All grants will be reviewed on a competitive basis.

The purpose of this notice is to provide:

- Formal grant guidance and application materials needed to apply for funding (see Appendix A for more information).
- Administrative requirements that must be met to meet the specifications of state regulations.

## ELIGIBILITY

Eligibility for project funding will be limited to city, town and county law enforcement agencies only, and only one ILBC Grant Program application will be allowed from each law enforcement agency.

- Applicants are eligible to apply for grant funding in an amount not to exceed eight hundred dollars (\$800) per officer employed by the agency.
- Only purchases made within the period of performance (Jan. 1, 2023, through Dec. 31, 2023) will be eligible for reimbursement.

To be eligible, each law enforcement agency applicant shall certify it has implemented or will implement a body-worn camera policy prior to the expenditure of any funds for which it will request reimbursement under the ILBC Grant Program.

## MATCH CRITERIA

A law enforcement agency must be able to provide matching funds for this grant. Matching contributions for this program must be program allowable. This can include camera equipment costs and other body-worn camera program costs such as storage, software, licenses, services, training, etc.

The following matching grant requirements apply to this program:

County:

(A) Fifty percent (50%), if the county has a population greater than or equal to fifty thousand (50,000).

(B) Twenty-five percent (25%), if the county has a population of less than fifty thousand (50,000).

City/Town:

(A) Fifty percent (50%), if the city or town has a population greater than or equal to ten thousand (10,000).

(B) Twenty-five percent (25%), if the city or town has a population of less than ten thousand (10,000).

Each applicant will be required to provide copies of **actual invoices** and **proof of payment** for the equipment. Invoices should be detailed to show equipment as its own line item. House Enrolled Act No. 1001 prohibits the use of grant funds for purchases of video storage equipment or services.

## GRANT APPLICATION INFORMATION

The online FY23 ILBC Grant Application is available through the IDHS grants management system, [IntelliGrants](#). All required forms have been incorporated into the online grant 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 system includes a time-out feature. If no “save” activity is detected after 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, and 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.

## 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 follow the instructions below 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 State of Indiana’s Indiana Local Body Camera Grant (ILBC) Application 2023: 2023

5. Click “I Agree” once you are ready to apply for the ILBC Grant.

## PROJECT DESCRIPTION AND DETAILS

Applicants must provide a detailed project description by including a clear and full explanation of the proposed project, a list of involved stakeholders, the expected timeline and results for the proposed project. Applicants also should describe, in detail, the match that will be used for the project.

## PROJECT GOAL, OBJECTIVE AND OUTCOME

Applicants must describe the goal of the proposed project and how the expenditures support the project scope. Each proposed project’s goal must be followed with objectives and outcomes that identify how the organization will benefit from the completion of the project. The objectives must be specific, measurable, attainable, relevant and timely (SMART). 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 may include visionary language.

## AWARD DETERMINATIONS

### SCORING

IDHS will conduct an initial screening of the applications to check for completeness. **Incomplete applications will not be reviewed and will not receive funding.**

**Partial funding may be awarded. There is no guarantee of funding for any applicant.**

## AWARD NOTIFICATION

IDHS staff will contact the applicant agencies when funding determinations have been finalized. If awarded funding, the successful applicant (Grantee) will receive an award letter that will include the following information:

- Grantee name
- Grantee award amount
- Grantee performance period
- Any special conditions that must be met or resolved prior to reimbursement

The award letter notification will be sent through IntelliGrants and must be reviewed and signed by checking the acceptance box and clicking the save button. Once this is done, the award letter must be in a submitted status in order to initiate the grant agreement process.

A Grantee may be asked to adjust its budget as a special condition of the award.

## GRANTEE GRANT AGREEMENT REQUIREMENTS

In order to receive funding, all Grantees must:

- Enter into a grant agreement with IDHS
- Agree to abide by all provisions of the grant agreement, including the requirement that funds may not be expended under the ILBC Grant Program until a body-worn camera policy is implemented by the Grantee
- Abide by all the special conditions in the grant agreement, if any
- Electronically sign the grant agreement using the state's supplier contracts module (SCM)
  - Each Grantee must make sure to have the correct signatory in its bidder profile (the signatory can be anyone who is authorized to sign on behalf of the organization). More information can be found at: <https://www.in.gov/idoa/procurement/supplier-resource-center/requirements-to-do-business-with-the-state/bidder-profile-registration/>.
  - Once the grant agreement has been sent out for external signatures through SCM, the Grantee will have ten (10) business days to sign electronically. Then the grant agreement will move to the next approval phase.
- Include the authorized signatory information in the submitted application
- Submit all reports in the prescribed format and time frames as determined by IDHS
- Notify IDHS about any personnel changes through the [grants support ticket tracker](#)
- **An expenditure incurred prior to the notification of award is considered a pre-award cost. Pre-award expenditures are unallowable under this program.**

## REPORTING

### PROGRAM REPORTS AND REIMBURSEMENT

**Program and fiscal reports are required and must be submitted in a timely fashion.** Incomplete, incorrect or late reports could impact a Grantee's ability to receive future grant funding or receive reimbursement.

### CLOSEOUT REPORTING REQUIREMENTS

IDHS will close out the grant award when all applicable administrative actions and all required work on the award have been completed by the Grantee. This section summarizes the actions

the Grantee must take to complete the closeout process in accordance with IDHS policy and procedure.

- Within thirty (30) days of the end of the period of performance, a Grantee must submit a final program report detailing accomplishments throughout the period of performance and a qualitative summary outlining the impact of all the accomplishments the grant award 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 of the performance period listed in the grant agreement.
- All outstanding expenses must be paid and final requests for expenditures must be submitted within 30 days of the end of the period of performance.

## ADDITIONAL INFORMATION

### DATES TO KNOW: FY2023 ILBC GRANT PROGRAM

#### 2022

- Nov. 14: Application period begins.
- Dec. 15: Application period ends.

#### 2023

- Jan. 1: ILBC Period of Performance begins.
- Dec. 31: ILBC Period of Performance ends.

#### 2024

- Jan. 30: Final requests for FY2023 ILBC expenditures due.

## MONITORING

IDHS Grants Management staff must monitor a Grantee as a requirement of the award to assure compliance with applicable state requirements and verify performance expectations are being achieved, in accordance with 2 CFR 200. Grantee project performance will be monitored by the IDHS through desk reviews.

## IDHS CONTACT INFORMATION

If you have questions about the information contained within the NOFO or need technical assistance in completing a grant application, please submit a [Grant Management support ticket](#).

## APPENDIX A: REQUIRED REGISTRATIONS

Note: If you already have registered as a supplier and bidder, you do not need to repeat this process. Supplier numbers are linked to an applicant's federal employer ID number (FEIN) and therefore duplicate entries are not permissible. If you are unsure if your organization is currently registered with the state, you can submit a [Grant Management support ticket](#) requesting confirmation of your supplier and bidder numbers to verify if new forms need to be completed.

### UNIQUE ENTITY IDENTIFIER (UEI)

In **April of 2022**, the Data Universal Numbering System (DUNS) Number was replaced by a "new, non-proprietary identifier" requested in, and assigned by, the System for Award Management (SAM.gov). This new identifier is being called the Unique Entity Identifier (UEI). The federal government will stop using the DUNS number to uniquely identify entities and instead turn to the UEI created in SAM.gov. Users will 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 for entities to do business with the federal government.

To receive federal funding, an entity must have an active UEI number. Any grants awarded from IDHS will require an active UEI number. Please prepare accordingly to have an active UEI prior to applying for grants.

Current SAM.gov registrants already have been assigned their UEI and can view it within SAM.gov. This includes inactive registrations. The Unique Entity ID can be found below the DUNS Number on your entity registration record. Remember, you must be signed in to your SAM.gov account to view entity records.

IDHS recommends that applicants review the [SAM.gov database](#) to ensure their UEI number is updated and active.

IDHS encourages all applicants to bookmark and regularly consult [GSA's UEI Update page](#) in order to stay up-to-date with the latest information.

### 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 [Indiana Auditor of State website](#) and complete the **W-9 Form** and **Automated Direct Deposit Authorization Agreement SF# 47551**. Applicants must use the legal name of the entity registered with the IRS on these forms. Please send the completed forms to the IDHS Grants Management staff inbox: [grants@dhs.in.gov](mailto:grants@dhs.in.gov).

To assist this process, title the subject line "**Supplier Number Application for [insert your applicant name here] FY23 ILBC.**" The forms then will be given to a project manager to ensure a timely registration. Please plan accordingly and allow for a minimum of ten (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 the supplier 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 staff 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 staff at [grants@dhs.in.gov](mailto:grants@dhs.in.gov) for verification. **A supplier can only have one supplier number; the supplier number is linked to a supplier's FEIN.** In order to verify the supplier information on file with the state, the applicant must provide 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 a supplier number is being 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>. The website has instructions on how to create a new bidder profile. The state of Indiana will run a nightly batch process that will link your supplier number to your bidder registration number, but this process will not be run 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. Applicants with a bidder number who need to add a new signatory or update their registration should go to this link: <http://www.in.gov/idoa/2464.htm>. The website has instructions on how to update a bidder profile. Please keep in mind that until these processes are complete, a grant application will not be accepted.