



NOTICE OF FUNDING OPPORTUNITY (NOFO)

Newborn Safety Device Grant (NBSD)

AWARD INFORMATION

Performance period: July 1, 2023 – June 30, 2024

APPLICATION OPEN DATE

Grant Application Open Date: April 3, 2023

APPLICATION DEADLINE

Grant Application Deadline: May 31 2023, 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. Be registered as a supplier with the state of Indiana
2. Be registered as a bidder with the state of Indiana

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

IDHS CONTACT INFORMATION

If applicants have any questions about the information contained within the NOFO or need technical assistance in completing a grant application, please submit a [Grants Support Ticket](#)

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PROGRAM OVERVIEW

INTRODUCTION

Indiana Department of Homeland Security (IDHS), will provide reimbursement grants to emergency medical services providers to purchase a newborn safety device to notify either the department of child services (department) or a licensed child placing agency to take custody of a safe haven infant.

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

Grant funds may only be used for the purchase of a newborn safety device that meets the requirements set forth in IC 31-34-2.5-1.

Eligible Organizations Include:

- Fire departments (including volunteer departments)
- Hospitals
- Units of local government (county, cities, towns, townships)
- Non-Profit organizations (501 c 3)
- Emergency Medical Service (EMS) Providers

Eligible Locations Include:

- Hospitals
 - The device must be located in an area of the hospital that is conspicuous and visible to staff.
 - The hospital must be staffed on a 24/7 basis to provide care in an emergency.
- Facilities, Fire Departments, and Emergency Medical Services Stations
 - The device must be located in an area that is conspicuous and visible to staff.
 - The location must be staffed on a 24/7 basis by an EMS provider.
 - The device must have a dual alarm system.
- Volunteer Fire Departments
 - Response time to the location may not exceed 4 minutes and must be within the minimum time established by the county.
 - The department must be within 1 mile of a hospital, police station, or EMS station that is staffed on a 24/7 basis by full time personnel who hold a valid cardiopulmonary resuscitation certification and that meets the minimum response time established by the county not to exceed 4 minutes.
 - The device must be equipped with an alert system meeting the requirements of IC 31-34-2.5-1(a)(5)(B) and (C).

Applicants are eligible to apply for grant funding in an amount not to exceed ten thousand dollars (\$10,000) by the agency.

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.

GRANT APPLICATION INFORMATION

The FY23 NBSD Grant Application is available through a web form located on the IDHS website, <https://app.smartsheet.com/b/form/fd82acb157984147b8526e4af2f5f764>.

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.

PROJECT GOAL, OBJECTIVE AND OUTCOME

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

AWARD DETERMINATIONS

SCORING

IDHS will conduct an initial screening of the applications to check for completeness.

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, and
- Any special conditions that must be met or resolved prior to reimbursement will be communicated to the Grantee.

The award letter notification will be sent via email and must be reviewed, signed and completed by emailing the signed letter back to IDHS.

REPORTING

DOCUMENTATION FOR REIMBURSEMENT REQUIREMENTS

Grantees must provide important information as listed in the requirements below or the documents will not be processed for reimbursement.

It is the Grantees responsibility to maintain supporting documentation that proves expenditures were made. Failure to do so will result in funds being held from disbursement until sufficient documentation is submitted.

Note: Reimbursable work must be performed during the period of performance. Expenditures for work completed outside of the period of performance will not be honored.

ELIGIBLE INVOICES

- Invoice from vendor
- Expenditure report
- Check register report

ELIGIBLE PROOFS OF PAYMENT

- Cancelled or cleared checks
- Bank or credit card statements
- Budget history report from the State Board of Accounts
- Auditor's report/cash ledger
- Accounts payable voucher (this must be verified from a third party to prove funds cleared the account)

INELIGIBLE PROOFS OF PAYMENT

- Handwritten receipts and documents
- Purchase orders
- Checks that have not been processed or cancelled
- Checks with visible account numbers
- Receipts
- Internal documents, accounting records or ledgers

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.

IDHS CONTACT INFORMATION

If you have any 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 have already 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.

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.

To assist this process, title the subject line "**Supplier Number Application for [insert your applicant name here] FY23 NBSD**". 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 suppliers number. Applicants who are unsure if a supplier number has already been registered for their agency should contact IDHS Grants Management staff by submitting a [Grant Management support ticket](#) 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.