



Notice of Funding Opportunity 2018 Indiana Homeland Security Foundation Scholarship Program

AWARD INFORMATION

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| Maximum Available Funding (Full-time vs. Part-time): | \$2,000.00 (full-time: ≥ 12 credit hours) \$1,000.00 (part-time: ≥ 6 credit hours) |
| Performance Period: | July 1, 2018 – June 30, 2019 |
| Recipient Performance Period Activity Based Projects: | Twelve (12) months |

APPLICATION DEADLINES

Grant Proposal and Budget: August 17th, 2018

PROGRAM OVERVIEW

Introduction

The Indiana Homeland Security Foundation fund awards grants to assist Hoosier public safety and first responder agencies and organizations. In addition to awarding grants for public safety and first responders, the Indiana Homeland Security Foundation Fund awards grants to provide higher education financial assistance and to promote careers and volunteerism with these organizations.

The scholarship funds are intended solely to reimburse eligible student educational expenses for the school year. A full-time student with at least 12 credit hours per semester is eligible for a \$2,000 scholarship to use during the awarded school year and a part-time student with at least 6 credit hours per semester is eligible for a \$1,000 scholarship to use during the awarded school year.

The purpose of this notice is to provide:

- The guidance, information and application materials needed to apply for and pertaining to the funding under the Indiana Homeland Security Foundation Scholarship program.
- Administrative requirements that must be met by all applicants in order to be considered for inclusion in the 2018 Indiana Homeland Security Foundation Scholarship Program.

Eligible Applicants

An Indiana resident who is an incoming or continuing student who:

1. Attends or will be attending an accredited Indiana college;
2. Has a grade point average of 2.8 or higher on a 4.0 scale; and
3. Volunteers at a public safety organization such as fire, law enforcement, emergency management or emergency medical services (validated by supervisor). The Indiana Homeland Security Foundation board will determine compliance eligibility.

NOTE: Applicants who are state employees or special state appointees ARE NOT eligible for a scholarship.

Eligible Educational Expenses

The following list is not all inclusive but is intended to provide guidance:

- Tuition
- Books
- Electronic Devices used for Educational Purposes
 - iPad
 - Laptop
 - Recording/Notetaking Devices

APPLICATION INFORMATION

Indiana Grants Management System (iGMS)

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

1. Complete the [New iGMS User Form](#) (click to go to hyperlink).
2. Return the New iGMS User form to IDHS Grants Management at grants@dhs.in.gov.
3. Enter "FY2018 Scholarship: New iGMS user" into the subject line of the email.

Applicants with an active iGMS user account are able to log into iGMS and begin working on grant proposals without submitting a new user form.

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

Please contact IDHS Grants Management via grants@dhs.in.gov if an incorrect email address (or no email address) is visible within the "Contact Info" tab.

Administrative Requirements for Grant Proposal

To initiate an application for FY2018 Scholarship funding, the following information is needed:

1. Complete a scholarship application in iGMS.
2. Include an official college or high school (for incoming collegiate freshmen) transcript.
3. A recommendation letter from the public safety organization's supervisor describing the volunteer work completed by the applicant.
4. A resume or list of past employment, awards, honors, and/or volunteer/service activities.
5. A 500-2500 word essay describing why the applicant is applying for this scholarship and why the applicant believes volunteering is important.
6. Completed Vendor Information and Bidder Registration Forms.
7. Completed Budget section of proposal as follows:
 - a. Solution Area: Personnel
 - b. Category: "Other"
 - c. Discipline: The most closely related discipline to your area of study ("Emergency Management", "Emergency Medical Services", etc.).
 - d. Narrative: Please state what you plan on using the money for whether it is tuition, books, electronic devices, etc.

Vendor Registration with the State of Indiana

Applicants must be an active vendor in good standing with the State of Indiana. To register as a vendor with the state, please visit the Indiana Department of Administration's (IDOA) website at: <https://www.in.gov/idoa/2463.htm> and complete the **W-9 Form** and **Automated Direct Deposit Authorization Agreement SF# 47551**. Please send the completed forms to the IDHS Grants Section inbox: grants@dhs.in.gov. The forms will then be sent for processing to ensure a timely registration. Please plan accordingly and allow for ten (10) days for this registration process to be completed once forms have been submitted. Once the completed forms have been processed and a vendor number has been generated, IDHS Grants Staff will contact the applicant with the number. Applicants who are unsure if a vendor number has been registered for them should contact IDHS Grants Staff at grants@dhs.in.gov for verification.

Bidder Registration with the State of Indiana

The State of Indiana requires all individuals/entities who receive funds from the state to be registered as a bidder. An applicant cannot begin the bidder registration process until a vendor number has been generated. There is no cost to become a registered bidder and the process takes approximately twenty minutes to complete. To become a registered bidder, applicants must go to this link: <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.

If these processes have already been completed, the requirement has been met. There is no need to duplicate the processes.

If you have any questions please contact the IDHS program manager, Tonya Resler at tresler1@dhs.in.gov.

Evaluation

The applications will be reviewed by the Indiana Homeland Security Foundation Project Committee. The Project Committee will generate funding recommendations to the Indiana Homeland Security Foundation Board for consideration. Application submission and/or approval does not guarantee funding.

Award Notification

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

- Recipient name;
- Recipient award amount; and
- Recipient performance period.

The award letter will provide any special conditions that must be met or resolved prior to reimbursement.

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

Recipient Grant Agreement Requirements

All scholarship 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;
- Must be able to sign the sub-grant agreement electronically using the state's supplier contracts module; and
- Submit all reports in the prescribed format and time frames as determined by IDHS.

Quarterly Program Reports

Reports are due quarterly for this program on the following dates:

| Reporting Period | Report Due Date |
|-------------------------|-----------------|
| July 1 – September 30 | October 15 |
| October 1 – December 31 | January 15 |
| January 1 – March 31 | April 15 |
| April 1 – June 30 | July 15 |

Program reports are intended to update IDHS Grants Staff of the status and to indicate if any guidance or assistance is needed to successfully complete the program. Program reports are required and should be submitted in a timely fashion. Incomplete, incorrect, or late reports could impact the recipient's ability to receive future grant funding or receive reimbursement.

Checklist

I have:

- A GPA of 2.8 or higher on a 4.0 scale.
- Been accepted to an accredited Indiana college.
- Volunteered at a public safety organization such as fire, law enforcement, emergency management or emergency medical services.
- Completed the New iGMS User Form and Returned it to grants@dhs.in.gov using "FY2018 Scholarship: New iGMS user" as the subject line.
- Completed the 2018 Indiana Homeland Security Foundation Scholarship Program application.
- Uploaded an official college or high school (for incoming collegiate freshmen) transcript.
- Uploaded my resume.
- Uploaded a recommendation letter from the public safety organization's supervisor describing my volunteer work.
- Written a 500-2500 word essay.
- Completed the budget section of the application.
- Completed Vendor Information and Bidder Registration Forms.

Closeout Reporting Requirements

IDHS Grants Staff will close out the scholarship award when all applicable administrative actions and all required work of the award have been completed by the recipient. This section summarizes the actions that the recipient must take to complete the closeout process in accordance with IDHS policy and procedure.

Within 45 days of the end of the period of performance, recipients must submit a final program report detailing accomplishments throughout the period of performance and a qualitative summary outlining the impact of all the accomplishments scholarship 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 grant agreement. All outstanding expenses must be paid and final requests for expenditures must be submitted within 45 days from the end date of the scholarship.

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 contact IDHS Grants Staff at grants@dhs.in.gov.