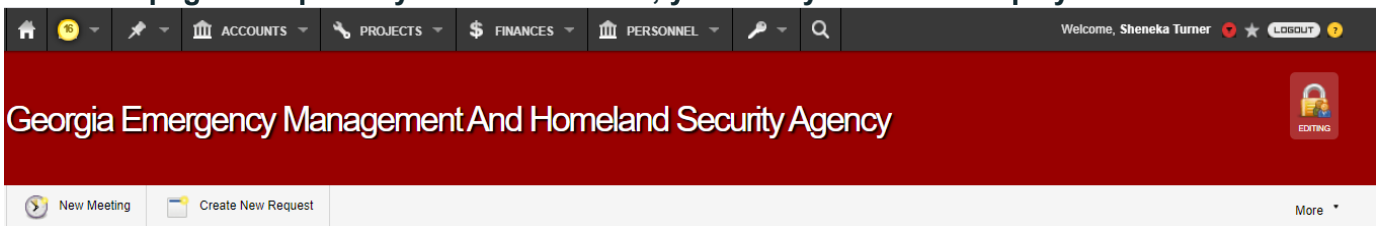
2022 Nonprofit Security Grant Program Application Submittal Instructions

1. Go to **ga.emgrants.com**

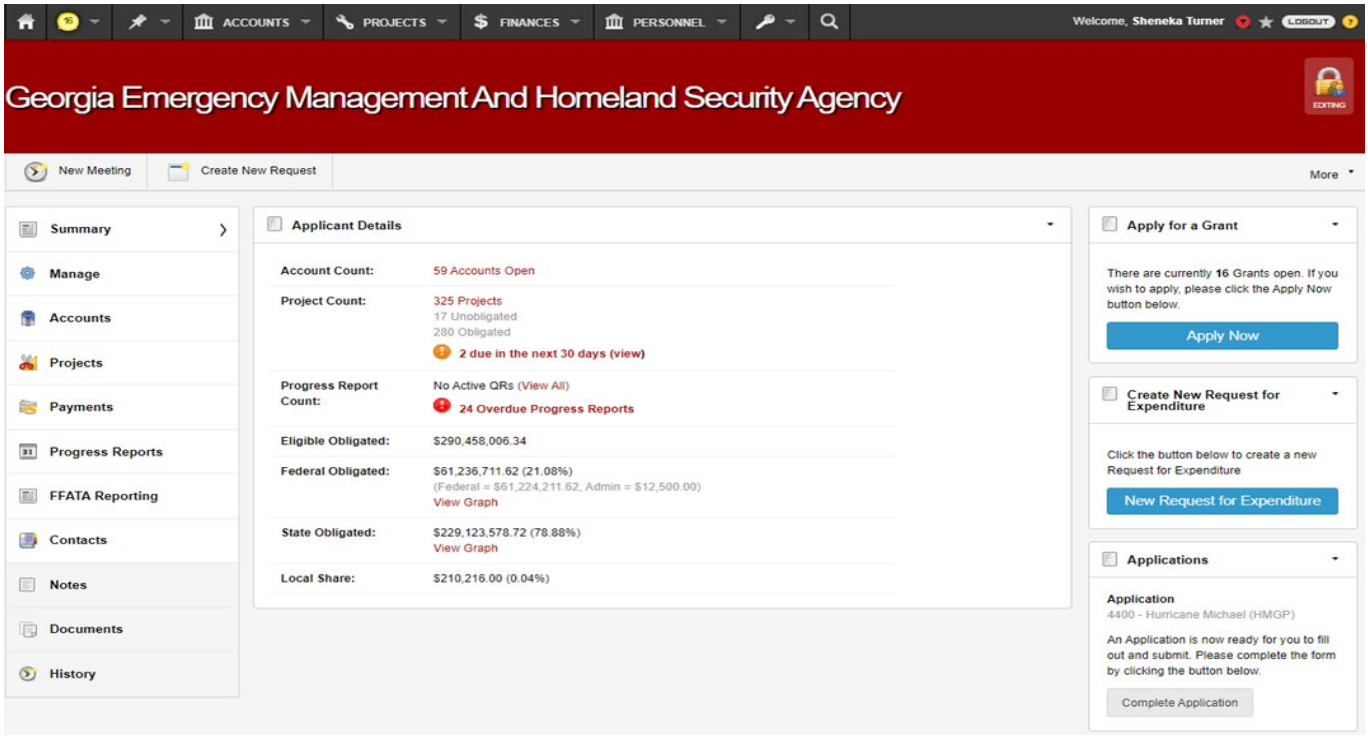


2. Enter your email address and password.
3. Select "**Sign In**" to enter the system.

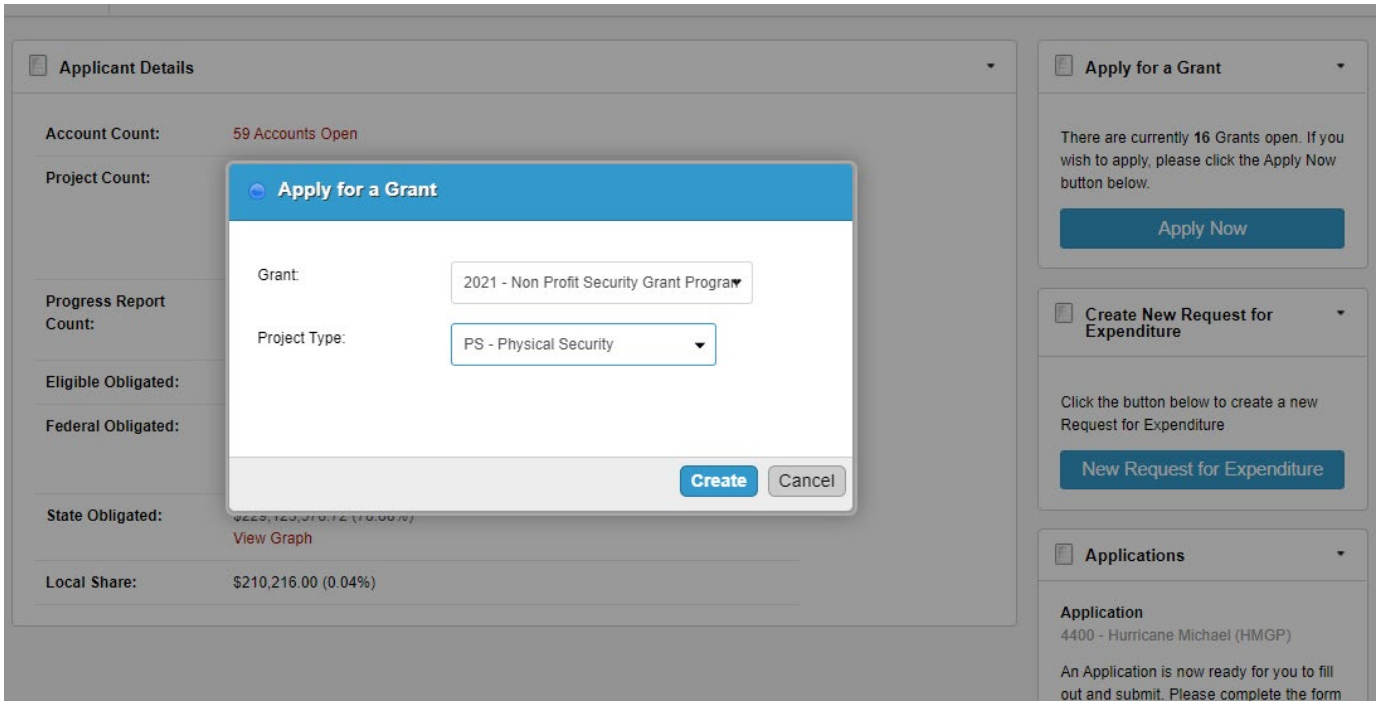
****The page will open to your account level; your entity's name is displayed****



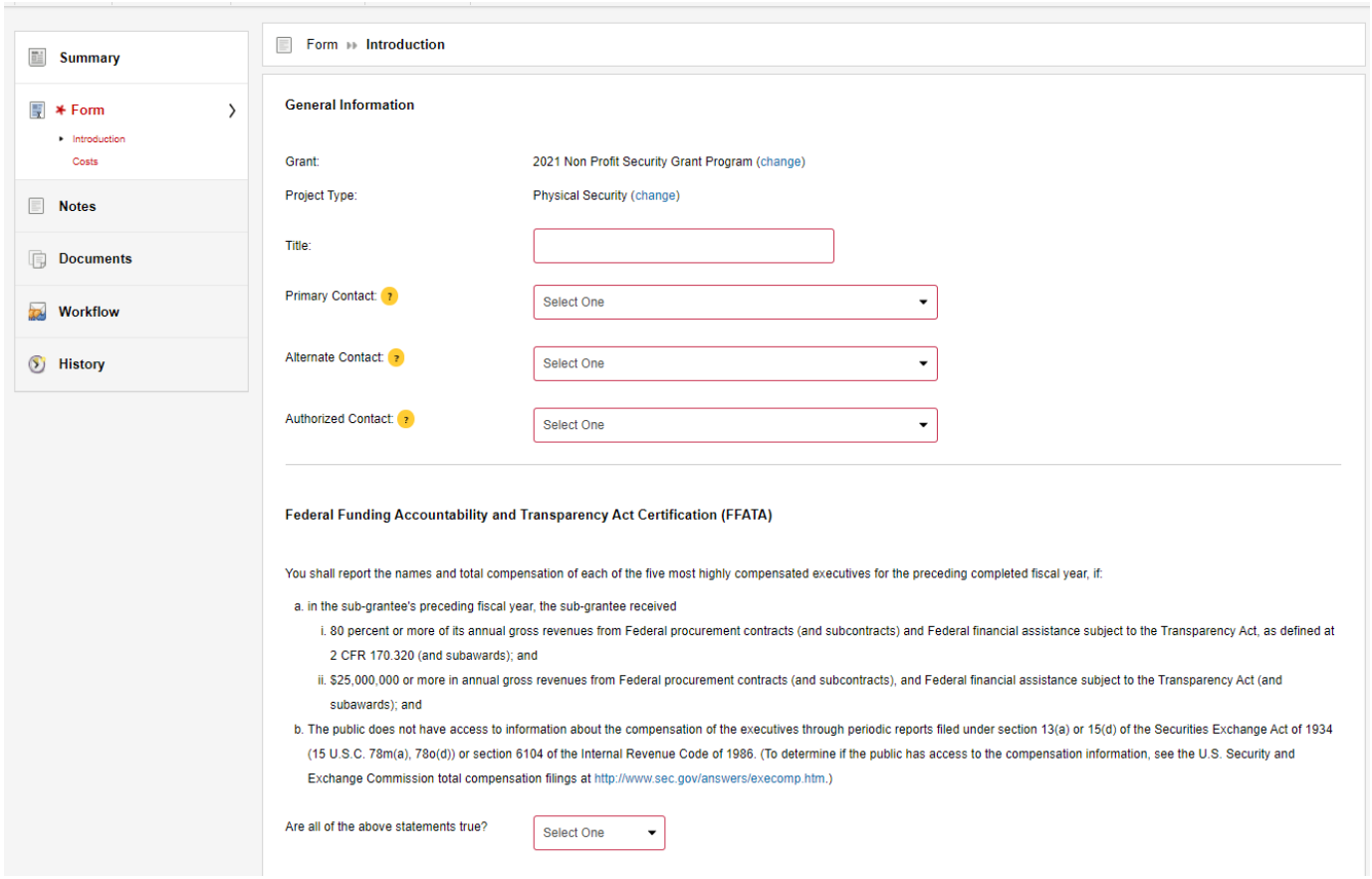
4. Select "**Apply Now**"



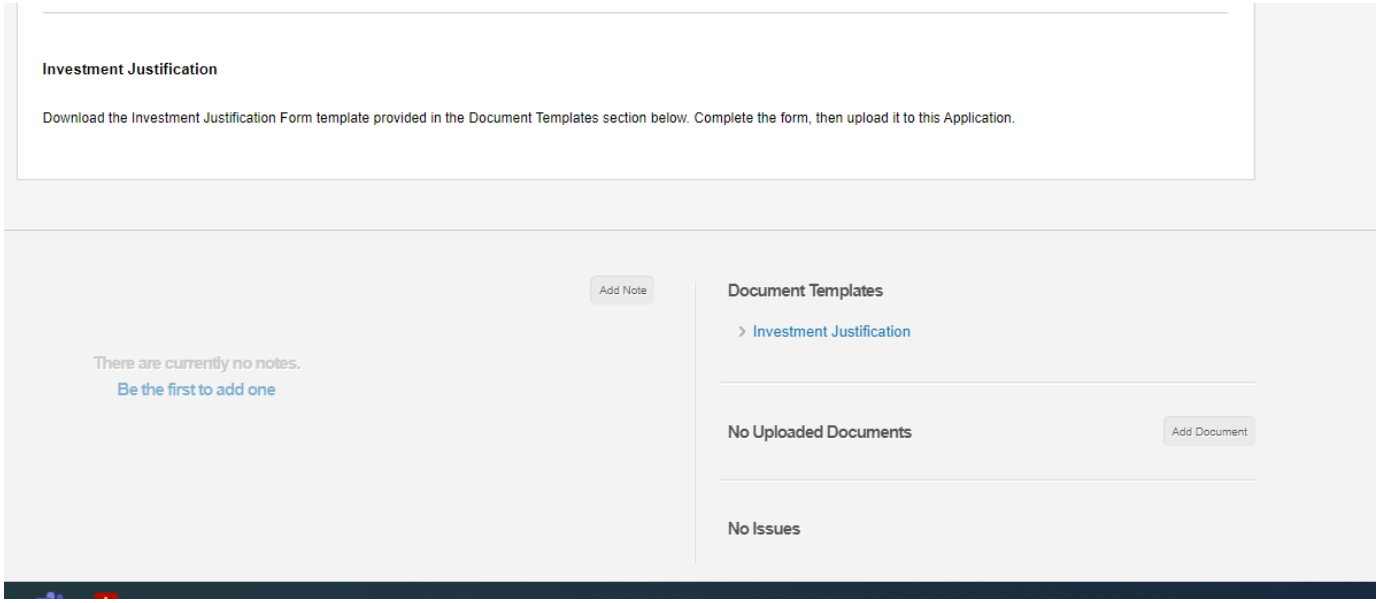
5. Select “**2022 – Non Profit Security Grant Program”** from the **Grant** drop-down
6. Select “**PS- Physical Security”** from the **Project Type** drop-down
7. Select “**Create**”



8. Enter the requested information on the **Introduction** tab.



9. Scroll to the bottom and Select “**Investment Justification**”



10. Enter the required information in the Investment Justification

DEPARTMENT OF HOMELAND SECURITY
Federal Emergency Management Agency

NONPROFIT SECURITY GRANT PROGRAM
INVESTMENT JUSTIFICATION

As part of the Nonprofit Security Grant Program (NSGP) application, eligible 501(c)(3) organizations must develop a formal Investment Justification (IJ) that addresses each initiative proposed for funding. These IJs must demonstrate how proposed projects address gaps and deficiencies in current programs and capabilities. Additionally, the IJ must demonstrate the ability to provide enhancements consistent with the purpose of the program and guidance provided by the Federal Emergency Management Agency (FEMA). Nonprofit subapplicants must ensure that the IJ is consistent with all applicable requirements outlined below. Each IJ must be for one facility/location.

FEMA has developed guidelines that establish the required IJ content and helps ensure that submissions are organized in a consistent manner while addressing key data requirements. This form (Office of Management and [OMB] Number: 1660-011/FEMA Form Number: 089-25) may be used by nonprofit subapplicants to complete and submit their IJ. Failure to address these data elements in the prescribed format could potentially result in the rejection of the IJ from review consideration.

Nonprofit subapplicants must use the following naming convention when submitting required documents for the NSGP-UA: "FY2022_NSGP_UA_<State Abbreviation>_<Urban Area>_<Nonprofit Name>; and NSGP-S: "FY2022_NSGP_S_<State Abbreviation>_<Nonprofit Name>".

Applications should be submitted by the nonprofit organization to the State Administrative Agency (SAA). Nonprofit subapplicants should contact their respective SAA to get information on the application deadline and other SAA requirements. If an extension to the deadline is required, nonprofit organizations must consult with their respective SAA.

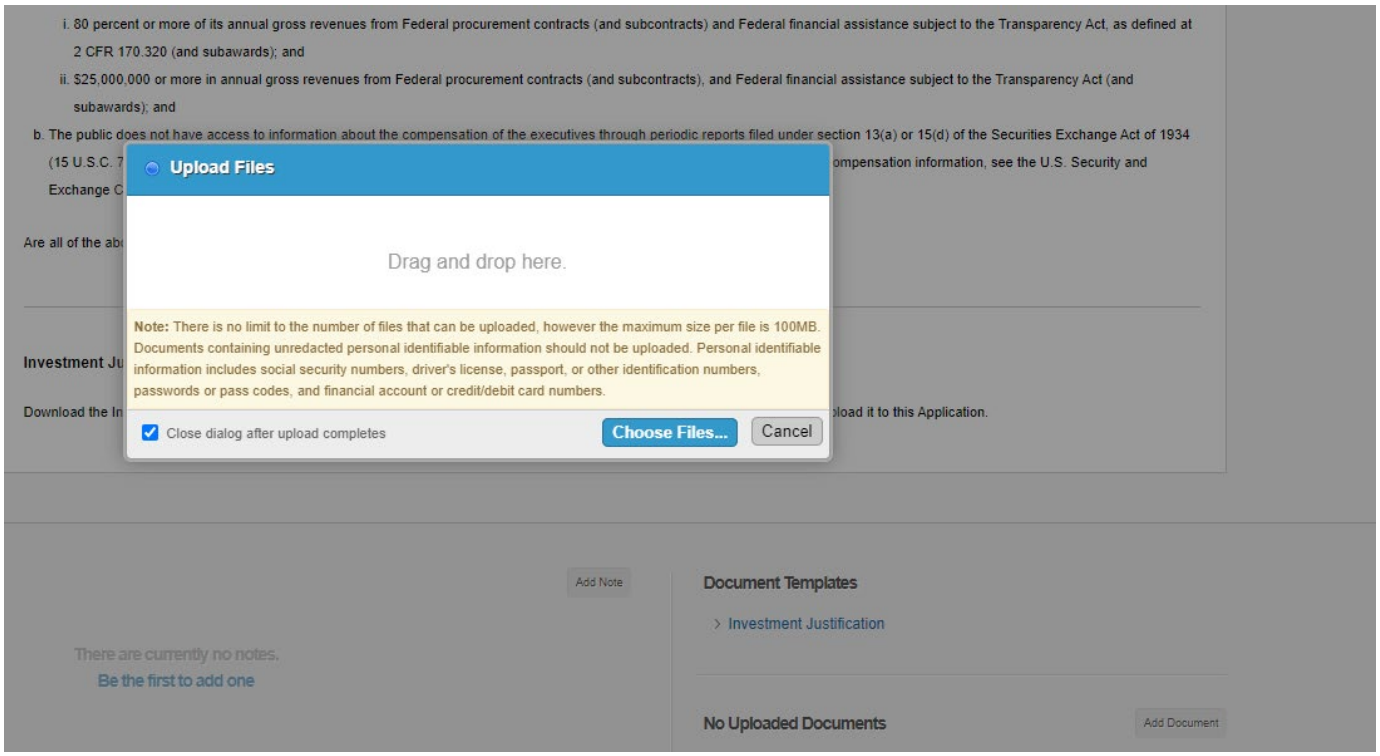
PAPERWORK REDUCTION ACT STATEMENT

Public reporting burden for this form is estimated to average 84 hours per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and submitting the form. This collection of information is required to obtain or retain benefits. You are not required to respond to this collection of information unless a valid OMB control number is displayed in the upper right corner of this form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW., Washington, DC 20472-3100, Paperwork Reduction Project (1660-0110) NOTE: Do not send your completed form to this address.

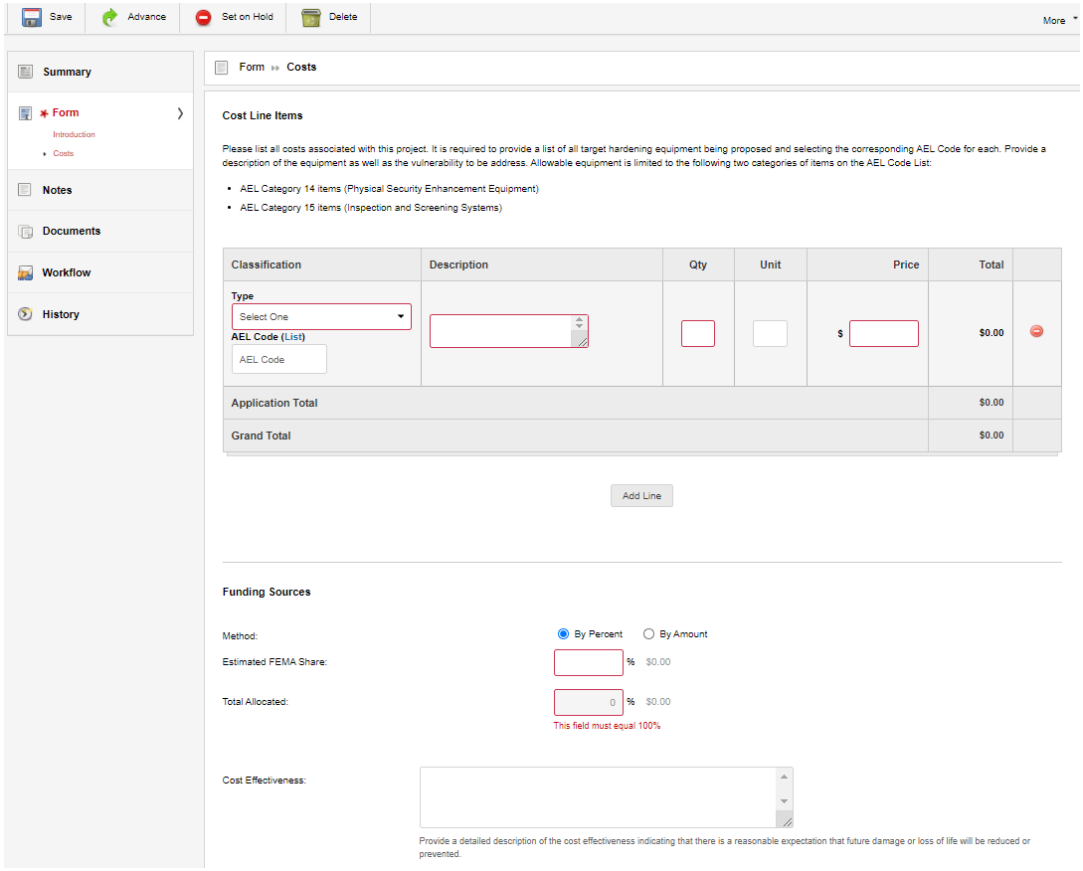
PART I. NONPROFIT ORGANIZATION SUBAPPLICANT INFORMATION

Identify the following:				
LEGAL NAME OF THE ORGANIZATION				
Please list the physical address of the facility. *One investment justification per facility.*	STREET			
	CITY	STATE	ZIP CODE	COUNTY
Please enter the year the facility listed above was constructed:				
Is the building owned, or are you leasing/renting?	*If leasing or renting, do you have the owner's permission to make the proposed security enhancements?* ☐ Yes ☐ No			
What year did you begin operating in/from this facility/building?				

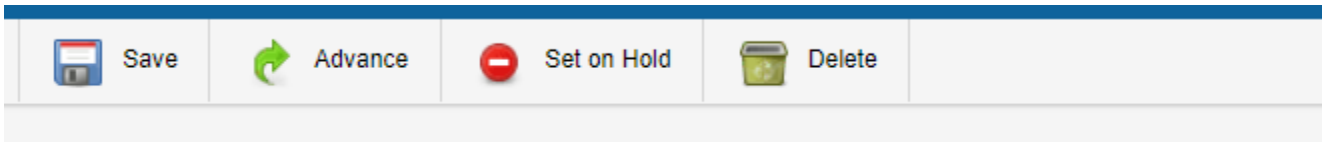
11. Select "**Add Document**" and Upload documents:
    a. The Investment Justification
    b. Mission Statement; and
    c. Vulnerability/Risk Assessment



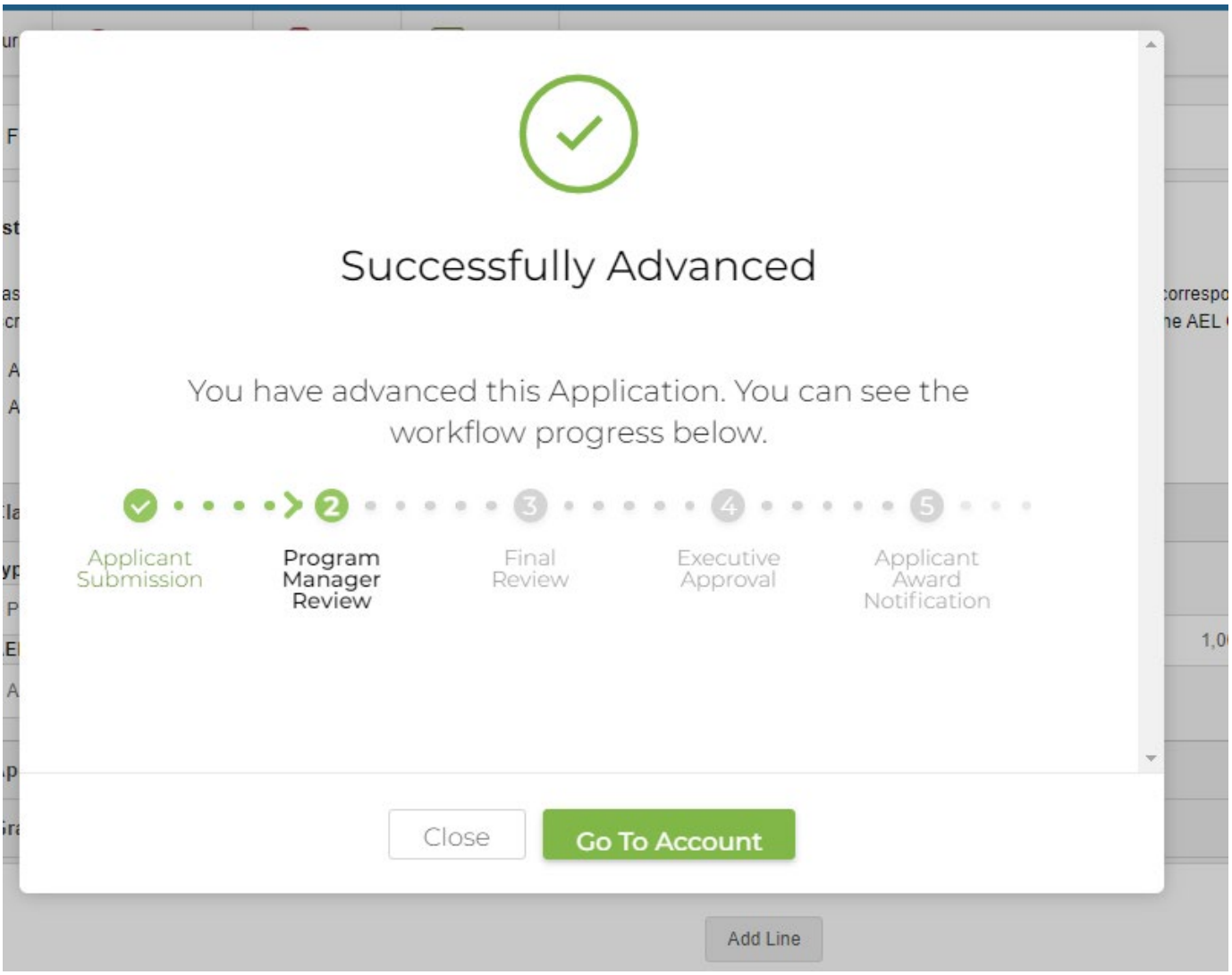
12. Select the **Costs** tab.
13. Enter the requested information on the **Costs** tab.
14. Select "**Add Line**" (Enter Items requests on the Investment Justification in Section IV Target Hardening)



15. Select **"Advance"**



16. Leave a note is optional, Select **“Advance”**



*****Thank you. You have successfully submitted your 2022 Nonprofit Security Grant Program Application*****