

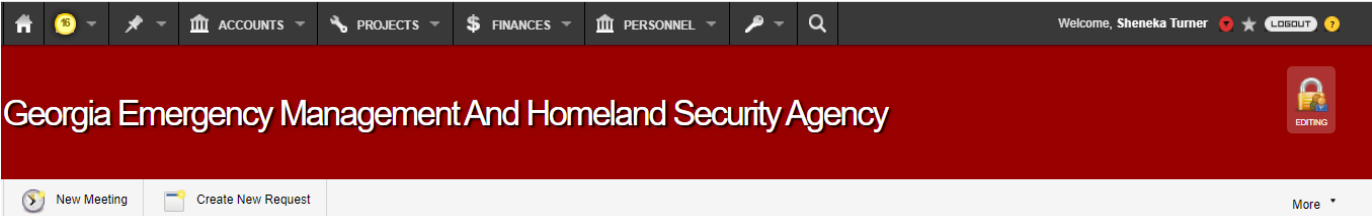
2024 Nonprofit Security Grant Program Application Submittal Instructions

1. Go to ga.emgrants.com

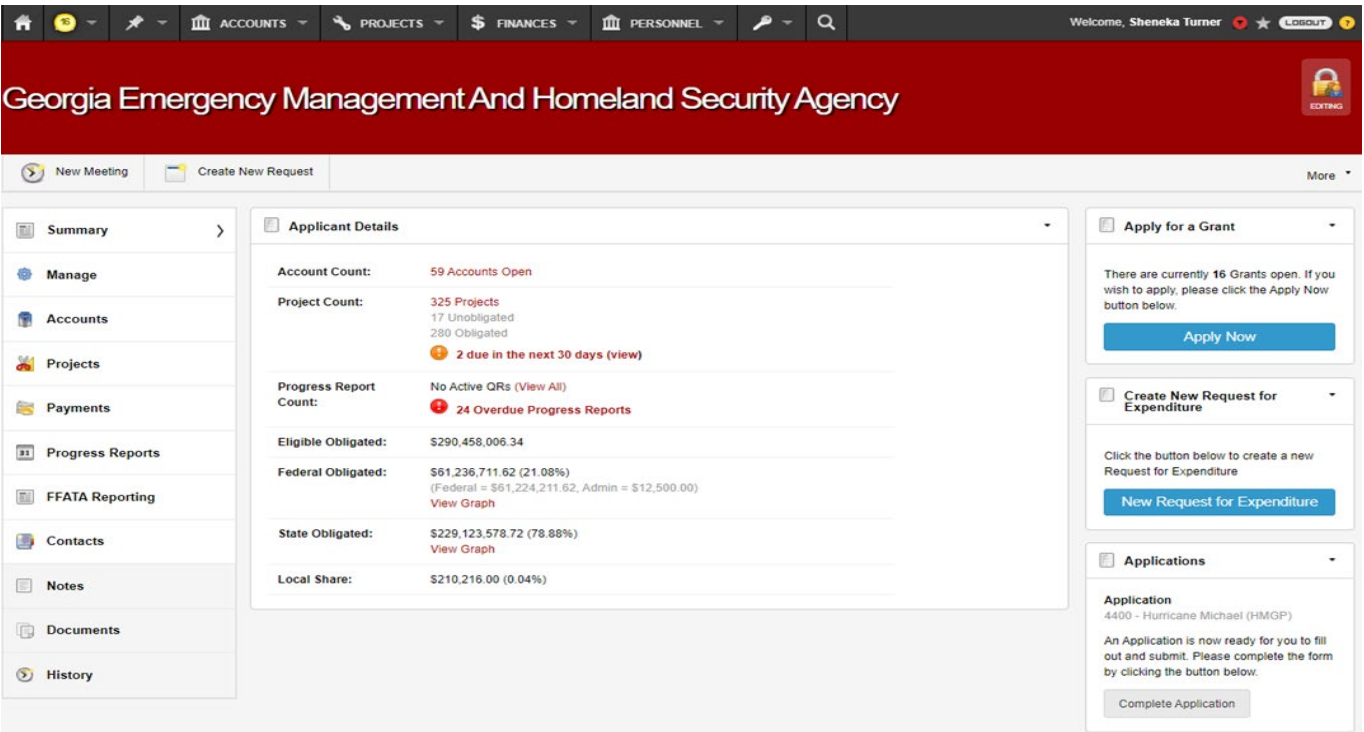


2. Enter your email address and password.
3. Select "Sign In" to enter the system.

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



4. Select "Apply Now"



5. Select “2024 – Non Profit Security Grant Program” from the **Grant** drop-down
6. Select “PS- Physical Security” from the **Project Type** drop-down
7. Select “Create”

The screenshot shows a web interface with a sidebar on the left and a main content area on the right. The sidebar, titled 'Applicant Details', lists various metrics: Account Count (59 Accounts Open), Project Count, Progress Report Count, Eligible Obligated, Federal Obligated, State Obligated (with a 'View Graph' link), and Local Share (\$210,216.00 (0.04%)). The main content area has a top section 'Apply for a Grant' with a message: 'There are currently 16 Grants open. If you wish to apply, please click the Apply Now button below.' and an 'Apply Now' button. Below this is a 'Create New Request for Expenditure' section with a message: 'Click the button below to create a new Request for Expenditure' and a 'New Request for Expenditure' button. At the bottom of the sidebar is an 'Applications' section showing an application for '4400 - Hurricane Michael (HMGP)' with the text: 'An Application is now ready for you to fill out and submit. Please complete the form'.

Overlaid on the 'Project Count' section is a modal dialog box titled 'Apply for a Grant'. It contains two dropdown menus: 'Grant' set to '2021 - Non Profit Security Grant Program' and 'Project Type' set to 'PS - Physical Security'. At the bottom of the dialog are 'Create' and 'Cancel' buttons.

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

The screenshot shows the 'Introduction' tab of a form. On the left is a navigation sidebar with 'Summary' selected, and sub-items for 'Form' (with a red star), 'Introduction', and 'Costs'. Other sidebar items include 'Notes', 'Documents', 'Workflow', and 'History'. The main form area is titled 'Form >> Introduction' and has a 'General Information' section with the following fields: 'Grant' (2021 Non Profit Security Grant Program (change)), 'Project Type' (Physical Security (change)), 'Title' (empty text box), 'Primary Contact' (Select One dropdown), 'Alternate Contact' (Select One dropdown), and 'Authorized Contact' (Select One dropdown). Below this is the 'Federal Funding Accountability and Transparency Act Certification (FFATA)' section. It contains a paragraph: 'You shall report the names and total compensation of each of the five most highly compensated executives for the preceding completed fiscal year, if:'. This is followed by two bulleted items: 'a. in the sub-grantee's preceding fiscal year, the sub-grantee received' with sub-points 'i. 80 percent or more of its annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and' and 'ii. \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts), and Federal financial assistance subject to the Transparency Act (and subawards); and'; and 'b. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/execomp.htm>.)'. At the bottom of this section is the question 'Are all of the above statements true?' with a 'Select One' dropdown menu.

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

Investment Justification

Download the Investment Justification Form template provided in the Document Templates section below. Complete the form, then upload it to this Application.

Add Note

There are currently no notes.
[Be the first to add one](#)

Document Templates

> [Investment Justification](#)

No Uploaded Documents

Add Document

No Issues

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.

STREET

One investment justification per facility.

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

The screenshot shows a web application interface with a modal dialog box titled "Upload Files". The dialog box contains the text "Drag and drop here." and a note: "Note: There is no limit to the number of files that can be uploaded, however the maximum size per file is 100MB. Documents containing unredacted personal identifiable information should not be uploaded. Personal identifiable information includes social security numbers, driver's license, passport, or other identification numbers, passwords or pass codes, and financial account or credit/debit card numbers." At the bottom of the dialog, there is a checked checkbox labeled "Close dialog after upload completes", a "Choose Files..." button, and a "Cancel" button.

The background interface is partially visible, showing a list of documents under the heading "Investment Justification". The text "There are currently no notes. Be the first to add one" is visible on the left. On the right, there is a section titled "Document Templates" with a link "> Investment Justification". Below this, it says "No Uploaded Documents" with an "Add Document" button.

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)

Save
Advance
Set on Hold
Delete
More

Summary

- Form**
- Introduction
- Costs
- Notes
- Documents
- Workflow
- History

Form >> Costs

Cost Line Items

Please list all costs associated with this project. It is required to provide a list of all target hardening equipment being proposed and selecting the corresponding AEL Code for each. Provide a description of the equipment as well as the vulnerability to be address. Allowable equipment is limited to the following two categories of items on the AEL Code List:

- AEL Category 14 Items (Physical Security Enhancement Equipment)
- AEL Category 15 Items (Inspection and Screening Systems)

Classification	Description	Qty	Unit	Price	Total	
Type Select One				\$	\$0.00	
AEL Code (List)						
AEL Code						
Application Total					\$0.00	
Grand Total					\$0.00	

[Add Line](#)

Funding Sources

Method: By Percent By Amount

Estimated FEMA Share: % \$0.00

Total Allocated: % \$0.00
This field must equal 100%

Cost Effectiveness:

Provide a detailed description of the cost effectiveness indicating that there is a reasonable expectation that future damage or loss of life will be reduced or prevented.

15. Select **"Advance"**

Save

Advance

Set on Hold

Delete

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

Successfully Advanced

You have advanced this Application. You can see the workflow progress below.

Applicant Submission Program Manager Review Final Review Executive Approval Applicant Award Notification

Close Go To Account

Add Line

*****Thank you. You have successfully submitted your 2024 Nonprofit Security Grant Program Application*****