

Nonprofit Security Grant Program (NSGP)

FY 2022 APPLICATION WORKSHOP



Missouri Office of Homeland Security Notice of Funding Opportunity

We are pleased to announce the funding opportunity for the:

- ▶ **FY 2022 Nonprofit Security Grant Program – Urban Area (NSGP-UA)**
 - ▶ NSGP-UA St. Louis Urban Area
 - ▶ NSGP-UA Kansas City Urban Area
- ▶ **FY 2022 Nonprofit Security Grant Program – State (NSGP-S)**

The funding opportunity is open May 18, 2022– June 1, 2022 5:00 pm CST

The funding opportunity is made available through the Missouri Department of Public Safety's, electronic WebGrants System, accessible on the internet:

<https://dpsgrants.dps.mo.gov>

NSGP Application/Award Process

- ▶ DHS/FEMA releases the Notice of Funding Opportunity (NOFO) for NSGP
- ▶ State Administrative Agency (SAA) (Missouri Office of Homeland Security [OHS]) releases NOFO and opens funding opportunity in the WebGrants System for nonprofit organizations to submit applications
- ▶ After the application deadline closes, the OHS reviews/scores and prioritizes submitted applications
- ▶ OHS submits scores and a prioritization list, along with Investment Justifications (IJs) submitted by nonprofit organizations, to DHS/FEMA
- ▶ DHS/FEMA reviews/scores IJs submitted by the OHS and makes funding determinations
- ▶ DHS/FEMA issues NSGP award to the OHS that details the nonprofit organizations that were selected for funding
- ▶ OHS notifies nonprofit organizations of award or denial
- ▶ Awarded agencies will participate in a mandatory Compliance Workshop held by the OHS to receive the NSGP award

Key Dates

- May 18, 2022:** Application workshop available online
- May 18, 2022:** Funding opportunity open in WebGrants
<https://dpsgrants.dps.mo.gov/>
- June 1, 2022:** Applications due in WebGrants 5:00 pm CST
WebGrants will not accept any applications after this time
- September 1, 2022:** Projected project start date
- August 31, 2024:** Projected project end date

NSGP Overview

- ▶ The Nonprofit Security Grant Program (NSGP) focuses on enhancing the ability of nonprofit organizations to prevent and protect against terrorist attacks
- ▶ NSGP funds are focused on security-related activities and projects that will prevent or protect against potential terrorist attacks

Funding Sources

NSGP-State (S)

- Funds nonprofit organizations outside of the FY 2022 Urban Area Security Initiative (UASI) designated urban areas
- Entities located in Missouri **outside** of the St. Louis UASI
- Entities located in Missouri **outside** of the Kansas City UASI

NSGP-Urban Area (UA) St. Louis

- Funds nonprofit organizations within the FY 2022 St. Louis Urban Area Security Initiative (UASI) designated urban area
- Entities located in:
 - St. Louis City
 - Missouri counties
 - Franklin
 - St. Charles
 - St. Louis
 - Jefferson
 - Illinois counties
 - Madison
 - St. Clair
 - Monroe

NSGP-Urban Area (UA) Kansas City

- Funds nonprofit organizations within the FY 2022 Kansas City Urban Area Security Initiative (UASI) designated urban area
- Entities located in:
 - Missouri counties
 - Jackson
 - Cass
 - Platte
 - Clay
 - Ray
 - Kansas counties
 - Leavenworth
 - Wyandotte
 - Johnson

Nonprofit Security Grant Program Objectives

- ▶ The objective of the FY 2022 NSGP is to provide funding for physical and cybersecurity enhancements and other security-related activities to nonprofit organizations that are at high risk of a terrorist attack. The NSGP also seeks to integrate the preparedness activities of nonprofit organizations with broader state and local preparedness efforts.

Nonprofit Security Grant Program Priorities

- ▶ Given the evolving threat landscape, DHS/FEMA has evaluated the national risk profile and set priorities that help ensure appropriate allocation of scarce security dollars. In assessing the national risk profile for FY 2022, one area attracts the most concern under the NSGP:
 - ▶ Enhancing the protection of soft targets/crowded places
- ▶ Likewise, there are several enduring security needs that crosscut the homeland security enterprise. The following are second-tier priorities that help recipients implement a comprehensive approach to securing communities:
 - ▶ Effective planning
 - ▶ Training and awareness campaigns
 - ▶ Exercises

Nonprofit Security Grant Program Priorities

Priority Areas	Core Capabilities Enhanced	Lifelines	Example Project Types
National Priorities			
Enhancing the Protection of Soft Targets/Crowded Places	<ul style="list-style-type: none"> Operational Coordination Public Information and Warning Intelligence and Information Sharing Interdiction and Disruption Screening, search, and detection Access Control and Identity Verification Physical protection measures Risk management for protection programs and activities 	<ul style="list-style-type: none"> Safety & Security 	<ul style="list-style-type: none"> Private contracted security guards Physical security enhancements <ul style="list-style-type: none"> Closed circuit television (CCTV) security cameras Security screening equipment for people and baggage Access controls Fences gates barriers etc.
Enduring Needs			
Planning	<ul style="list-style-type: none"> Planning Risk management for protection programs & activities Risk & disaster resilience assessment Threats and hazards identification Operational coordination 	<ul style="list-style-type: none"> Safety & Security 	<ul style="list-style-type: none"> Conduct or enhancement of security risk assessments Development of: <ul style="list-style-type: none"> Security plans and protocols Emergency contingency plans Evacuation/shelter in place plans Assessment of capabilities and gaps in planning for the needs of persons with disabilities and others with access and functional needs
Training & Awareness	<ul style="list-style-type: none"> Long-term vulnerability reduction Public information & warning 	<ul style="list-style-type: none"> Safety & Security 	<ul style="list-style-type: none"> Active Shooter training Security training for employees Public awareness/preparedness campaigns
Exercises	<ul style="list-style-type: none"> Long-term vulnerability reduction 	<ul style="list-style-type: none"> Safety & Security 	<ul style="list-style-type: none"> Response Exercises

FY 2022 Anticipated Funding

- ▶ The Federal Notice of Funding Opportunity lists available funding for the FY 2022 NSGP nationwide at the following amounts:
 - ▶ NSGP – UA: \$125,000,000
 - ▶ NSGP-S: \$125,000,000
- ▶ The Federal Notice of Funding Opportunity has estimated funding levels for the FY 2022 NSGP-S for Missouri at \$2,100,000
- ▶ The Federal Notice of Funding Opportunity does not specify a funding level for the FY 2022 NSGP-UA for Missouri
- ▶ NSGP applicants may apply for up to \$150,000 per site location, for up to three sites. The maximum award available is \$450,000 per applicant.
 - ▶ **If an applicant requests funding for multiple site locations, regardless of whether the projects are similar in nature, the applicant must submit an individual vulnerability/risk assessment and investment justification unique to each site.**

Eligible Applicants

- ▶ Eligible Nonprofit Organizations are those described under section 501 (C)(3) of the Internal Revenue Code of 1986, title 26 of the U.S.C. and exempt from tax under section 501 (a) of such code.

Note: The Internal Revenue Service (IRS) does not require organizations such as churches, mosques, and synagogues to apply for and receive a recognition of exemption under section 501(c)(3) of the IRC. Such organizations are automatically exempt if they meet the requirements of section 501(c)(3). These organizations are not required to provide proof of exemption.

Eligible Applicants

- ▶ The applicant organization should submit a complete Investment Justification that clearly demonstrates the organization's vulnerability in becoming the target of a terrorist attack
- ▶ The organization is eligible to apply for one of the three NSGP programs within the state of Missouri:
 - ▶ **NSGP-UA St. Louis:** funding only available to organizations inside of the FY 2022 St. Louis UASI-designated urban area (St. Louis City, Missouri counties of Franklin, Jefferson, St. Charles, and St. Louis; and Illinois counties of Madison, St. Clair, and Monroe)
 - ▶ **NSGP-UA Kansas City:** funding only available to organizations inside of the FY 2022 Kansas City UASI-designated urban area (Missouri counties of Jackson, Cass, Platte, Ray, and Clay; and Kansas counties of Leavenworth, Wyandotte, and Johnson)
 - ▶ **NSGP-S:** funding available outside of the FY 2022 St. Louis and Kansas City UASI-designated urban areas in the state of Missouri.

Unique Entity Identifier (UEI)

- ▶ Effective April 4, 2022, the Federal Government transitioned from using the Data Universal Numbering System (DUNS) Number to the Unique Entity Identifier (UEI)

Unique Entity Identifier (UEI)

- ▶ Entities that had an active registration in the System for Award Management (SAM) prior to this date, the UEI has automatically been assigned and no action is necessary
- ▶ You can view the UEI in SAM.gov, located below the DUNS Number on your entity registration record
 - ▶ In your workspace, select the numbered bubble above Active in Entity Management
- ▶ Your records should then appear and the UEI number will be on the left side

The screenshot shows a search result for an entity named 'VILLAGE'. At the top, there are navigation controls: '< 1 of 1 >', 'Results per page 25', and 'Sort by Expiration Date Ascending'. Below this, the entity name 'VILLAGE' is displayed. Underneath, there are two sections: 'DUNS Unique Entity ID:' and 'SAM Unique Entity ID:'. To the right of these, the 'Purpose of Registration' is listed as 'Federal Assistance Awards'. Further right, there are two boxes: 'Registration Status' with a green dot and the word 'Active', and 'Expiration Date' with the date 'Jun 10, 2022'. At the bottom left, 'CAGE/NCAGE:' is listed. A red arrow points from the 'DUNS Unique Entity ID:' label to the corresponding value field.

The screenshot shows the 'Entity Management' dashboard. At the top right, there is a 'Register Entity' button. Below the title, it asks 'What do I need for registration?'. The main section is titled 'Entity Registration' and contains five numbered bubbles: '1' (ACTIVE), '1' (DRAFT), '0' (WORK IN PROGRESS), '0' (SUBMITTED), and '0' (PHRR). Below these bubbles, it states 'Next Update Due: Jun 10, 2022' and 'Due in Next 30 days: 0 Entity Registrations'. The bottom section is titled 'Unique Entity ID' and contains four numbered bubbles: '0' (ACTIVE), '0' (DRAFT), '0' (WORK IN PROGRESS), and '0' (SUBMITTED). A green arrow points from the '1' bubble in the 'Entity Registration' section to the 'DUNS Unique Entity ID:' field in the screenshot above.

Unique Entity Identifier (UEI)

- ▶ Follow the steps below to obtain a UEI if your agency did not have a DUNS Number
- ▶ Sign in to your SAM.gov account and the system will navigate you to your Workspace
 - ▶ Under Entity Management, select Get Started

The screenshot displays the SAM.gov Workspace interface. On the left, the 'Entity Management' section is highlighted with a red dashed border. It includes a 'Get Started' button, a 'What do I need for registration?' question, and a table of registration statuses: ACTIVE (0), DRAFT (0), WORK IN PROGRESS (0), and SUBMITTED (0). Below this is a 'Next Update Due' indicator showing 'Due in Next 30 days: 0 Entity Registrations'. Underneath, the 'Unique Entity ID' section shows two statuses: ACTIVE (0) and DRAFT (0). A red arrow points to the 'Get Started' button. On the right, the 'Profile' section shows a user profile, 'Downloads', 'Saved Searches', and 'Following' buttons. Below that, 'Pending Requests' shows 'No pending requests' with a 'See All' link. At the bottom, 'Notifications' shows 'No available notifications' with a 'See All' link.

Unique Entity Identifier (UEI)

- ▶ If your organization is currently registered in WebGrants, please email your UEI to Maggie.Glick@dps.mo.gov to update your organization information in WebGrants if you have not already done so
- ▶ If your organization is not yet registered in WebGrants, you will provide the UEI at time of registration
- ▶ The OHS has been notified by DHS/FEMA that unexpected issues are being experienced in obtaining a UEI number; resulting in longer timeframe
 - ▶ Agencies WILL NOT be disqualified for not having a UEI at the time of application submission
 - ▶ If your agency is selected for funding, an award cannot be issued until you have a UEI number
 - ▶ If your agency does not yet have a UEI at time of application, update your organization's UEI to all zero's in the WebGrants system

Ineligible Applicants

Ineligible Applicants:

- ▶ An application submitted by an otherwise eligible non-federal entity (i.e., the applicant) may be deemed ineligible when the person that submitted the application is not:
 - ▶ 1) **a current employee, personnel, official, staff, or leadership of the non-federal entity**; and
 - ▶ 2) **duly authorized** to apply for an award on behalf of the non-federal entity at the time of application. Further, the Authorized Organization Representative (AOR)/Authorized Official must be a duly authorized current employee, personnel, official, or leadership of the recipient and provide an **email address unique to the recipient at the time of application and upon any change in assignment during the period of performance. Consultants or contractors of the recipient are not permitted to be the AOR/Authorized Official of the recipient** and
 - ▶ 3) Any non-profit agency applying for NSGP funding on behalf of a governmental entity or other ineligible organization.
- ▶ The final beneficiary of the NSGP grant award must be an eligible nonprofit organization and cannot be a for-profit/fundraising extension of a nonprofit organization. While these for-profit or fundraising extensions may be associated with the eligible nonprofit organization, NSGP funding cannot be used to benefit those extensions and therefore they are considered ineligible applications

Application Requirements

- ▶ Vulnerability/Risk Assessment
- ▶ Investment Justification
- ▶ Mission Statement
- ▶ Audit
- ▶ 501 (c)(3) Documentation

Vulnerability/Risk Assessment

- ▶ Each applicant must complete a vulnerability/risk assessment unique to the site the Investment Justification (IJ) is being submitted for
 - ▶ Vulnerability/Risk Assessment must be submitted as an attachment to the application through the WebGrants System
- ▶ Vulnerability/Risk assessment is the foundation on which the IJ is built
- ▶ Identifies the threats and vulnerabilities specific to the facility/site in the application
- ▶ Addresses the threats, vulnerabilities, and consequences of potential events at a facility/site
- ▶ Items requested for funding in the IJ should directly link to the threats, vulnerabilities, and potential consequences to the facility, as identified in the vulnerability/risk assessment

Investment Justification (IJ)

- ▶ Investment Justification (IJ) can be found as an attachment in the WebGrants System and at the following link <https://www.grants.gov/web/grants/search-grants.html?keywords=nonprofit%20security> under Investment Justification
 - ▶ ****DO NOT USE FORMS FROM PREVIOUS YEARS****
 - ▶ The IJ form for FY 2022 has changed
 - ▶ FY 2022 form is PDF rather than Excel
 - ▶ **Investment Justification must be submitted as an attachment to the application through the WebGrants System**
- ▶ Applicants with one site may apply for up to \$150,000 for that site. Applicants with multiple sites may apply for up to \$150,000 per site, for up to three sites, for a maximum of \$450,000 per applicant
- ▶ If you are applying for multiple sites, you MUST submit one complete IJ for EACH site

Investment Justification (IJ)

- ▶ The IJ must describe each investment proposed for funding. The investments or projects described in the IJ must:
 - ▶ Be for the location(s) that the nonprofit occupies at the time of application
 - ▶ Address an identified risk, including threat and vulnerability, and build or sustain a core capability identified in the National Preparedness Goal for that site, regardless of whether it is submitted for similar projects at multiple sites
 - ▶ Demonstrate the ability to provide enhancements consistent with the purpose of the program and guidance provided by DHS/FEMA
 - ▶ Be both feasible and effective at reducing the risks for which the project was designed
 - ▶ Be able to be fully completed within the two-year period of performance
 - ▶ Be consistent with all applicable requirements outlined in the funding notice and Preparedness Grants Manual
- ▶ Applicants are required to self-identify with one of the following four categories in the IJ
 - ▶ Ideology-based/Spiritual/Religious
 - ▶ Educational
 - ▶ Medical
 - ▶ Other

Investment Justification (IJ)

- ▶ The IJ is the only document that is submitted to FEMA
 - ▶ **FEMA makes the funding determinations for the NSGP**
- ▶ FEMA does not see the associated Vulnerability/Risk Assessment and Mission Statement
- ▶ Be sure to include all information regarding the project in the IJ as it will need to stand on its own merit through the competitive process

Investment Justification (IJ)

Investment Justification Form – be sure to provide all requested information

- ▶ Part 1. Nonprofit Organization Subapplicant Information
 - ▶ Legal name of the organization
 - ▶ Physical address of the facility inclusive of street, city, state, zip code, and county
 - ▶ Year the facility was constructed
 - ▶ Is the building owned or being leased/rented
 - ▶ If leasing/renting, do you have owner's permission to make the proposed security enhancements
 - ▶ What year did you begin operating in/from this facility
 - ▶ Are you the only nonprofit operating in/from this facility
 - ▶ If no, explain how the proposed security enhancements benefit both you and the other organizations
 - ▶ Based on your mission statement, please summarize your organization's mission, ideology, and/or beliefs
 - ▶ Select the primary organization type from the dropdown menu
 - ▶ If other, describe the type of organization
 - ▶ Select the organization's primary affiliation from the dropdown menu
 - ▶ If other, describe affiliation
 - ▶ Is the organization eligible under the IRC to receive NSGP funds?
 - ▶ Does the organization have a UEI Number
 - ▶ Are you physically located in a current Urban Area Security initiative designated urban area?
 - ▶ If yes, select designated urban area from dropdown list

Investment Justification (IJ)

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?

Investment Justification (IJ)

<p>Are you the only nonprofit operating in/from this facility/building? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><i>If "No," please explain how the proposed security enhancements benefit both you and the other organization(s).</i></p> <div style="border: 1px solid black; height: 100px; width: 100%;"></div>
<p><i>Note: Only one nonprofit can apply per building/facility/physical structure/address. However, the request and subsequent security enhancements may benefit nonprofits who cohabitate/operate in/from the same location. Multiple requests for federal assistance from the same physical address/building/facility/structure will all be deemed ineligible.</i></p>
<p>Based on your mission statement, please summarize your organization's mission, ideology, and/or beliefs.</p> <div style="border: 1px solid black; height: 100px; width: 100%;"></div>
<p>What is the primary organization type? <input type="text"/></p> <p><i>If "Other," please describe the type of organization.</i></p> <div style="border: 1px solid black; height: 100px; width: 100%;"></div>
<p>Please select the organization's primary affiliation: <input type="text"/></p> <p><i>If "Other," please describe affiliation.</i></p> <div style="border: 1px solid black; height: 100px; width: 100%;"></div>

Investment Justification (IJ)

Eligible organizations are registered 501(c)(3) nonprofits or otherwise are organizations as described under 501(c)(3) of the Internal Revenue Code (IRC) and tax-exempt under section 501(a) of the IRC. More information on tax-exempt organizations can be found at: <https://www.irs.gov/charities-non-profits/charitable-organizations>.

Is the organization eligible under the IRC to receive NSGP funds? Yes No

Does the organization have a Unique Entity ID (UEI) Number? Yes No

If "Yes," please enter the UEI Number for the organization:

Applications can only be submitted with a current and valid UEI number; pending UEI numbers will not be accepted.

Are you physically located in a current Urban Area Security Initiative designated urban area? Yes No

If "Yes," select the designated urban area from the list

Total federal funding requested under the NSGP (will automatically populate based on entries in Section IV-B):

Investment Justification (IJ)

- ▶ Part II. Background Information (5 possible points out of 40)
 - ▶ Describe (if applicable) this location's symbolic value as a highly recognized national or historic institution/landmark that renders the site as a possible target of terrorism
 - ▶ Select (if applicable) the current, ongoing, or recent (last 3 years) event(s) in which your organization has been involved in prevention, protection, response, and/or recovery
 - ▶ Describe the organization's role in prevention, protection, response, and/or recovery, specifically highlighting the efforts that demonstrate integration of nonprofit preparedness with broader state and local preparedness efforts

Investment Justification (IJ)

PART II. BACKGROUND INFORMATION (5 POSSIBLE POINTS OUT OF 40)

Please describe (if applicable) this location's symbolic value as a highly recognized national or historic institution/landmark that renders the site as a possible target of terrorism.

Please select (if applicable) the current, ongoing, or recent (last 3 years) event(s) in which your organization has been involved in prevention, protection, response, and/or recovery:

[Redacted]

Please describe the organization's role in prevention, protection, response, and/or recovery, specifically highlighting the efforts that demonstrate integration of nonprofit preparedness with broader state and local preparedness efforts.

Investment Justification (IJ)

- ▶ Part III. Risk (15 possible points out of 40)
 - ▶ A) Threat: In considering a threat, please describe the identification and substantiation of specific threats or attacks against the nonprofit organization or a closely related organization, network, or cell
 - ▶ B) Vulnerabilities: Please describe the organization's susceptibility to destruction, incapacitation, or exploitation by a terrorist attack
 - ▶ C) Potential Consequences: Please describe the potential negative effects on the organization's assets, systems, and/or function if damaged, destroyed, or disrupted by a terrorist attack

Investment Justification (IJ)

PART III. RISK (15 POSSIBLE POINTS OUT OF 40)

Department of Homeland Security defines risk as the product of three principal variables: Threat, Vulnerability, and Consequence. In the space below, describe the risk(s) faced by your organization specifically in terms of the A) Threats, B) Vulnerabilities, and C) Potential Consequences of an attack.

A) Threat: In considering a threat, please describe the identification and substantiation of specific threats or attacks against the nonprofit organization or a closely related organization, network, or cell.
Description can include findings from a threat or risk assessment, police report(s), and/or insurance claims specific to the location being applied for including dates of specific threats.

B) Vulnerabilities: Please describe the organization's susceptibility to destruction, incapacitation, or exploitation by a terrorist attack.

Investment Justification (IJ)

C) Potential Consequences: Please describe the potential negative effects on the organization's assets, systems, and/or function if damaged, destroyed, or disrupted by a terrorist attack.

Investment Justification (IJ)

- ▶ Part IV: Facility Hardening (9 possible points out of 40)
 - ▶ Section IV-A
 - ▶ Describe each proposed activity or investment (as selected in Section IV-B)
 - ▶ Identify the vulnerability that it addresses and detail the cost associated with activity or investment
 - ▶ For each activity or investment, be sure to include the quantity, estimated hourly rate or estimated price per unit, and proposed usage
- ▶ ****Remember – items that are requested for funding should directly link to the vulnerability/risk assessment for the facility****

Investment Justification (IJ)

PART IV. FACILITY HARDENING (9 POSSIBLE POINTS OUT OF 40)

Section IV-A: In this section, describe each proposed activity or investment (as selected in Section IV-B), identify the vulnerability that it addresses, and detail the cost associated with the activity or investment. For each activity/investment, include the quantity, estimated hourly rate or estimated price per unit, and proposed usage.

Allowable costs include facility hardening activities, such as planning and exercise related costs, contracted security personnel, and security-related training courses and programs limited to the protection of critical infrastructure key resources. Funding can also be used for the acquisition and installation of security equipment on real property (including buildings and surrounding property) owned or leased by the nonprofit organization, specifically in prevention of and/or in protection against the risk of terrorist attack.

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Investment Justification (IJ)

- ▶ Section IV-B
 - ▶ List all proposed facility hardening equipment, projects, or activities as allowable per the Authorized Equipment List (AEL), Notice of Funding Opportunity, and Preparedness Grants Manual
 - ▶ Select the AEL number and title for equipment, or select the project or activity from the dropdown
 - ▶ List the vulnerability the equipment/project/ activity addresses
 - ▶ Enter the funding requested for the equipment/project/activity

Investment Justification (IJ)

Section IV-B: In this section, list all proposed facility hardening equipment, projects, or activities as allowable per the Authorized Equipment List (AEL), NSGP Notice of Funding Opportunity (NOFO), and Preparedness Grants Manual (PGM). Select the AEL number and title, list the vulnerability the equipment/project/activity addresses, and enter the estimated funding requested (round up to the nearest dollar).

AEL NUMBER & TITLE – EQUIPMENT, PROJECT, OR ACTIVITY	VULNERABILITY TO BE ADDRESSED	ESTIMATED FUNDING REQUESTED (Round to nearest dollar)
▼		
▼		
▼		
▼		
▼		
▼		
▼		
▼		
▼		
▼		
Total Funding Requested:		

Investment Justification (IJ)

- ▶ Part V. Milestone (5 possible points out of 40)
- ▶ Provide descriptions and associated key activities that lead to milestone events over the NSGP period of performance
- ▶ Start dates should reflect the start of the associated key activities and end dates should reflect when the milestone event will occur
- ▶ Be sure to reference key activities associated with the project such as:
 - ▶ award receipt
 - ▶ completion of Environmental Planning and Historic Preservation (EHP) review
 - ▶ Procurement, purchasing and installation of equipment
 - ▶ Procurement and contract execution for contracted security personnel
 - ▶ Procurement and completion of training
 - ▶ Grant Closeout
 - ▶ ****Please note, the above list is not all-inclusive and only contains some examples****

Investment Justification (IJ)

- ▶ Part VI. Project Management (2 possible points out of 40)
 - ▶ Include who will manage the project (name, phone number, email address, and experience of the project manager(s))

PART VI. PROJECT MANAGEMENT (2 POSSIBLE POINTS OUT OF 40)
Who will manage the project? <i>Include the name, phone number, email address, and experience of the project manager(s).</i>

- ▶ Assess your project management plan/approach. Assessment could include challenges to the effective implementation of this project and coordination of the project with state and local homeland security partners

Please assess your project management plan/approach. Assessment could include challenges to the effective implementation of this project and the coordination of the project with State and local homeland security partners.

Investment Justification (IJ)

- ▶ Part VII. Impact (4 possible points out of 40)
 - ▶ Describe the measurable outputs and outcomes that will indicate that this investment is successful at the end of the period of performance

PART VII. IMPACT (4 POSSIBLE POINTS OUT OF 40)

Please describe the measurable outputs and outcomes that will indicate that this Investment is successful at the end of the period of performance.

Investment Justification (IJ)

- ▶ Funding History
 - ▶ If the nonprofit organization has received NSGP funding in the past, provide the funding amount, year, and investment type

FUNDING HISTORY	
If the nonprofit organization has received NSGP funding in the past, provide the funding amount, funding year, and the investment type.	
Has the organization received NSGP funding in the past?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="text"/>
<i>If "Yes," please list the year(s), amount(s), and Project(s)/Investment(s). (Example: FY20 / \$150K / CCD Camera System and Lighting.)</i>	
<input type="text"/>	

Investment Justification (IJ)

- ▶ Nonprofit Subapplicant Contact Information
 - ▶ Complete all fields of this section

NONPROFIT SUBAPPLICANT CONTACT INFORMATION	
This application was written by: <input type="text"/>	
<input type="checkbox"/> By clicking this box, I certify that I am an employee or affiliated volunteer on behalf of the nonprofit organization or have been hired by the nonprofit organization to apply on their behalf for the Nonprofit Security Grant Program.	
FULL NAME	POSITION/TITLE
<input type="text"/>	<input type="text"/>
EMAIL	WORK PHONE
<input type="text"/>	<input type="text"/>

Mission Statement

- ▶ Applicants must include its Mission Statement and any mission implementation policies or practices that may elevate the organization's risk
 - ▶ **Mission Statement must be submitted as an attachment to the application through the WebGrants System**
- ▶ Mission Statement is used to validate information in the IJ and to categorize the facility (ideology-based, educational, medical, other)
- ▶ Mission Statement should be on official letterhead, if available
- ▶ Mission Statement should provide the “who, what, and why” of the organization

Audit

- ▶ Applicant must provide the agency's most recent audit
- ▶ If the agency does not have a completed audit or the audit is more than three years old, the most recent annual financial statement must be submitted
- ▶ **Audit/financial statement must be submitted as an attachment to the application through the WebGrants System**

501 (c) (3) Documentation

- ▶ Applicants that are required by the IRS to apply for and receive a recognition of exemption under section 501 (c)(3) must submit recognition of exemption as an attachment to the application through the WebGrants System

Funding Restrictions & Allowable Costs

- ▶ All costs must comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements at 2 C.F.R. Part 200, the terms and conditions of the award, or the [Preparedness Grants Manual](#). This includes, among other requirements, that costs must be incurred, and products and services must be delivered, within the period of performance of the award

Funding Restrictions & Allowable Costs

- ▶ Prohibitions on Expending FEMA Funds for Covered Telecommunications Equipment or Services
 - ▶ Recipients and subrecipients of FEMA federal financial assistance are subject to the prohibitions described in section 889 of the [John S. McCain National Defense Authorization Act for Fiscal Year 2019 \(FY 2019 NDAA\)](#), Pub. L. No. 115-232 (2018) and 2 C.F.R. §§ 200.216, 200.327, 200.471, and Appendix II to 2 C.F.R. Part 200. Beginning August 13, 2020, the statute – as it applies to FEMA recipients, subrecipients, and their contractors and subcontractors – prohibits obligating or expending federal award funds on certain telecommunications and video surveillance products and contracting with certain entities for national security reasons
- ▶ Guidance is available at [Prohibitions on Expending FEMA Award Funds for Covered Telecommunications Equipment or Services \(Interim\) FEMA Policy #405-143-1](#), or superseding document
- ▶ Additional guidance is available at [Contract Provisions Guide: Navigating Appendix II to Part 200 – Contract Provisions for Non-Federal Entity Contracts Under Federal Awards](#)

Funding Restrictions & Allowable Costs

- ▶ Effective August 13, 2020, FEMA recipients and subrecipients may not use any FEMA funds under open or new awards to:
 - ▶ Procure or obtain any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology of any system
 - ▶ Enter into, extend, or renew a contract to procure or obtain any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology of any system
 - ▶ Enter into, extend, or renew contracts with entities that use covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system

Funding Restrictions & Allowable Costs

- ▶ Per section 889(f)(2)-(3) of the FY 2019 NDAA and 2 C.F.R. § 200.216, covered telecommunications equipment or services means:
 - ▶ Telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation, (or any subsidiary or affiliate of such entities)
 - ▶ For the purpose of public safety, security of Government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities)
 - ▶ Telecommunications or video surveillance services provided by such entities or using such equipment
 - ▶ Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the People's Republic of China
- ▶ Examples of the types of products covered by this prohibition include phones, internet, video surveillance, and cloud servers when produced, provided, or used by the entities listed in the definition of “covered telecommunications equipment or services.” See 2 C.F.R. § 200.471

Funding Restrictions & Allowable Costs

- ▶ Pre-Award Costs
 - ▶ Pre-award costs are generally not allowable for this program. However, certain pre-award costs can be allowable only with the prior written approval of DHS/FEMA/OHS and only if the costs are included in the award agreement
 - ▶ To request pre-award costs, a written request must be included with the application and signed by the AOR/Authorized Official of the entity. The request letter must outline what the pre-award costs are for, including a detailed budget breakout of pre-award costs from the post-award costs, and a justification for approval
 - ▶ Pre-award security expenses are unallowable
 - ▶ Pre-award costs resulting from grant writing services provided by an independent contractor is allowed and shall not exceed \$1,500

Funding Restrictions & Allowable Costs

Management and Administration (M&A) Costs

- ▶ Nonprofit organizations that receive a subaward under this program may use and expend up to **5 percent** of their FY 2022 NSGP funds for M&A purposes associated with the subaward.
- ▶ M&A costs are for activities directly related to the management and administration of NSGP funds such as financial management and monitoring
- ▶ M&A expenses must be based on actual expenses or known contractual costs. **Requests that are simple percentages of the award, without supporting justification, will not be allowed or considered for reimbursement**
- ▶ M&A costs are not operational costs, they are the necessary costs incurred in direct support of the grant or as a result of the grant and should be allocated across the entire lifecycle of the grant
 - ▶ Examples include:
 - ▶ Preparing and submitting required programmatic and financial reports
 - ▶ Establishing and/or maintaining equipment inventory
 - ▶ Documenting operational and equipment expenditures for financial accounting purposes
 - ▶ Responding to official informational requests from state and federal oversight authorities

Funding Restrictions & Allowable Costs

Indirect Facilities & Administrative (F&A) Costs

- ▶ Indirect costs are allowable under this program as described in 2 C.F.R. Part 200, including 2 CFR 200.414.
- ▶ Applicants with a current negotiated indirect cost rate agreement that desire to charge indirect costs to an award must provide a copy of their negotiated indirect cost rate agreement at the time of application.
- ▶ Not all applicants are required to have a current negotiated indirect cost rate agreement. Applicants who don't have a current negotiated indirect cost rate agreement (including provisional rate) and wish to charge the de minimis rate must reach out to the OHS for further instruction.
- ▶ Applicants that are not required by 2 C.F.R. Part 200 to have a negotiated indirect cost rate agreement, but are required by 2 C.F.R. Part 200 to develop an indirect cost rate proposal must provide a copy of their proposal at the time of application.
- ▶ Applicants who wish to use a cost allocation plan in lieu of an indirect cost rate must also reach out to the OHS.
- ▶ Post-award requests to charge indirect costs will be considered on a case-by-case basis.

Funding Restrictions & Allowable Costs

Planning

- ▶ Funding may be used for security or emergency planning expenses and the materials required to conduct planning activities. Planning must be related to the protection of the facility and the people within the facility and should include consideration of access and functional needs considerations as well as those with limited English proficiency
- ▶ Planning efforts can also include conducting risk and resilience assessments on increasingly connected cyber and physical systems, on which security depends, using the [Infrastructure Resilience Planning Framework](#) and related CISA resources
- ▶ Examples of planning activities allowable under this program include:
 - ▶ Development and enhancement of security plans and protocols
 - ▶ Development or further strengthening of security assessments
 - ▶ Emergency contingency plans
 - ▶ Evacuation/Shelter-in-place plans
 - ▶ Coordination and information sharing with fusion center
 - ▶ Other project planning activities with prior approval from DHS/FEMA/OHS

Funding Restrictions & Allowable Costs

Equipment

- ▶ Allowable costs are focused on target hardening and physical security enhancements. Funding can be used for the acquisition and installation of security equipment on real property (including buildings and improvements) owned or leased by the nonprofit organization, specifically in prevention of and/or protection against the risk of a terrorist attack.
- ▶ This equipment is **limited to select items in the following two sections** of items on the [Authorized Equipment List \(AEL\)](#):
 - ▶ **Physical Security Enhancement Equipment (Section 14)**
 - ▶ **Inspection and Screening Systems (Section 15)**
- ▶ In addition to the select items in Sections 14 and 15 listed above, the following equipment is also allowable:
 - ▶ Notification and Warning Systems
 - ▶ Public Warning Systems – Public Address, Handheld, or Mobile
 - ▶ ****PLEASE NOTE: RADIOS ARE NOT AN ALLOWABLE EXPENSE UNDER NSGP FOR THE STATE OF MISSOURI****
- ▶ The allowable prevention and protection categories and equipment standards for the NSGP are listed on DHS AEL located on the DHS/FEMA site at <http://www.fema.gov/authorized-equipment-list>
- ▶ Unless otherwise stated, equipment must meet all mandatory statutory, regulatory, and DHS/FEMA-adopted standards to be eligible for purchase using these funds, including the Americans with Disabilities Act. In addition, recipients will be responsible for obtaining and maintaining all necessary certifications and licenses for the requested equipment.

Funding Restrictions & Allowable Costs

Maintenance and Sustainment

- ▶ Maintenance and sustainment costs, such as maintenance contracts, warranties, repair or replacement costs, upgrades, and user fees are allowable
- ▶ For additional information, see the [Preparedness Grants Manual](#)

Funding Restrictions & Allowable Costs

Training

- ▶ Training costs are allowed under this program only as described in the NOFO
- ▶ Nonprofit organizations may use NSGP funds for the following training-related costs:
 - ▶ Employed or volunteer security staff to attend security-related training within the United States
 - ▶ Employed or volunteer staff to attend security-related training within the United States with the intent of training other employees or members/congregants upon completing the training (i.e., “train-the-trainer” type courses)
 - ▶ Nonprofit organization's employees, or members/congregants to receive on-site security training
- ▶ Allowable training-related costs under the NSGP are limited to attendance fees for training and related expenses, such as materials, supplies, and/or equipment. Overtime, backfill, and travel expenses are not allowable costs
 - ▶ Allowable training topics are limited to:
 - ▶ Protection of critical infrastructure key resources, including physical and cybersecurity
 - ▶ Target hardening, and terrorism awareness/employee preparedness such as Community Emergency Response Team (CERT) training
 - ▶ Active Shooter training and emergency first aid training
 - ▶ Additional examples of allowable training courses include: “Stop the Bleed” training, kits/equipment, and training aids; First Aid and other novice level “You are the Help until Help Arrives” training, kits/equipment, and training aids; and Automatic External Defibrillator (AED) and AED/Basic Life Support training, kits/equipment, and training aids
 - ▶ Training MUST address a specific threat and/or vulnerability in the nonprofit's IJ
 - ▶ Proposed attendance at training courses and all associated costs using NSGP funds must be included in the nonprofit's IJ

Funding Restrictions & Allowable Costs

Exercises

- ▶ Funding may be used to conduct security-related exercises
- ▶ This includes costs related to:
 - ▶ Planning
 - ▶ Meeting space and other meeting costs
 - ▶ Facilitation costs
 - ▶ Materials, supplies, and documentation
- ▶ Exercises afford organizations the opportunity to validate plans and procedures, evaluate capabilities, and assess progress toward meeting capability targets in a controlled, low-risk setting
- ▶ The Homeland Security Exercise and Evaluation Program (HSEEP) provides a set of guiding principles for exercise programs, as well as a common approach to exercise program management, design and development, conduct, evaluation, and improvement planning.
- ▶ For additional information on HSEEP, refer to https://www.fema.gov/sites/default/files/documents/FEMA_2021-Preparedness-Grants-Manual_02-19-2021.pdf.

Funding Restrictions & Allowable Costs

▶ Construction & Renovation

- ▶ Construction and renovation costs are allowed under this program only as described in the NOFO
- ▶ For construction costs to be allowed, they must be specifically approved by DHS/FEMA/OHS in writing prior to the use of any program funds for construction or renovation
- ▶ Limits may apply to the total amount of grant funding that may be used for construction or renovation
- ▶ NSGP funding may not be used for construction and renovation projects without prior written approval from DHS/FEMA. In some cases, the installation of equipment may constitute construction and/or renovation
- ▶ The total cost of any construction or renovation paid for using NSGP funds may not exceed 15% of the NSGP award

Funding Restrictions & Allowable Costs

Contracted Security

- ▶ Contracted security personnel are allowed under this program only as described in the NOFO and comply with guidance set forth in [IB 421b](#) and [IB 441](#)
- ▶ The nonprofit organization must be able to sustain this capability in future years without NSGP funding, and a sustainment plan will be required as part of the closeout package for any award funding this capability
- ▶ **Contracted security costs described in the IJ should include the hourly/daily rate, the number of personnel, and anticipated number of hours/days the personnel will work over the course of the period of performance**
- ▶ NSGP funds may not be used to purchase equipment for contracted security
- ▶ May not use more than 50% of the award to pay for personnel activities unless a waiver is approved by FEMA

Unallowable Costs

▶ **The following projects and costs are considered ineligible for award consideration:**

- ▶ Organization costs, and operational overtime costs
- ▶ Hiring of public safety personnel
- ▶ General-use expenditures
- ▶ Overtime and backfill
- ▶ Initiatives that do not address the implementation of programs/initiatives to build prevention and protection-focused capabilities directed at identified facilities and/or the surrounding communities
- ▶ The development of risk/vulnerability assessment models
- ▶ Initiatives that fund risk or vulnerability security assessments or the development of the IJ
- ▶ Initiatives in which federal agencies are the beneficiary or that enhance federal property
- ▶ Initiatives which study technology development
- ▶ Proof-of-concept initiatives
- ▶ Initiatives that duplicate capabilities being provided by the Federal Government
- ▶ Organizational operating expenses
- ▶ Reimbursement of pre-award security expenses
- ▶ Cameras for license plate readers/license plate reader software
- ▶ Cameras for facial recognition software
- ▶ Weapons or weapons-related training
- ▶ Knox boxes

Changes in Scope or Objective

- ▶ NSGP is competitive, with applications recommended for funding based on threat, vulnerability, consequence, and their mitigation to a specific facility/location.
- ▶ Change in Scope Notification, DHS/FEMA/OHS requires prior written approval of any change in scope/objective of the grant-funded activity after the award is issued.
- ▶ DHS/FEMA/OHS will generally not approve NSGP change-of-scope requests resulting from the following situations:
 - ▶ Subrecipients that relocate their facilities after submitting their application who are requesting a change of scope to allow them to use NSGP funds towards projects at the new facility
 - ▶ Subrecipients that renovate their facilities after submitting their application in cases where the subsequent renovations would affect the vulnerability/risk assessment upon which the IJ is based
- ▶ Subrecipients may not proceed with implementing any scope/objective changes prior to receiving written approval from DHS/FEMA through OHS

NSGP Scoring Questions

- ▶ Question 1 (Yes/No): Did the applicant provide all the required information in the Applicant Information Section?
- ▶ Question 2 (0-3 points): Did the applicant provide a description of their nonprofit organization to include symbolic value of the site as a highly recognized national or historical institution or significant institution within the community that renders the site as a possible target of terrorism?
- ▶ Question 3 (0-2 points): Did the applicant provide a description of their nonprofit organization to include any role in responding to or recovering from events that integrate nonprofit preparedness with broader state/local preparedness efforts?
- ▶ Question 4 (0-5 points): Did the applicant discuss specific threats or attacks against the nonprofit organization or closely related organization?

NSGP Scoring Questions

- ▶ Question 5 (0-5 points): In considering vulnerabilities, how well did the applicant describe the organization's susceptibility to destruction, incapacitation, or exploitation by a terrorist attack?
- ▶ Question 6 (0-5 points): In considering potential consequences, how well did the applicant address potential negative effects on the organization's asset, system, and/or network if damaged, destroyed, or disrupted by a terrorist attack?
- ▶ Question 7 (0-3 points): How well does the applicant describe the proposed facility hardening activities, projects, and/or equipment and relate their proposals to the vulnerabilities described in Question 6?
- ▶ Question 8 (0-3 points): Did the applicant's proposed facility hardening activity focus on the prevention of and/or protection against the risk of a terrorist attack?

NSGP Scoring Questions

- ▶ Question 9 (0-3 points): Are all proposed equipment, activities, and/or projects tied to a vulnerability that it could reasonably address/mitigate?
- ▶ Question 10 (0-3 points): How well did the applicant describe the milestones and the associated key activities that lead to the milestone event over the NSGP period of performance?
- ▶ Question 11 (0-2 points): Did the applicant include milestones and associated key activities that are feasible over the NSGP period of performance?
- ▶ Question 12 (0-2 points): How well did the applicant justify the effectiveness of the proposed management team's roles and responsibilities and governance structure to support the implementation of the Investment?
- ▶ Question 13 (0-4 points): How well did the applicant describe the outcomes/outputs that would indicate that the investment was successful?

WebGrants Application

- ▶ <https://dpsgrants.dps.mo.gov/index.do>
- ▶ Log in or register as a new agency

Log In

User ID:*

Password:*

Log In

[Forgot User Id?](#)

[Forgot Password?](#)

Missouri Department of
Public Safety

New to WebGrants - Missouri Department of Public Safety?

[Register Here](#)

- ▶ Two factor authentication

Two-Step Verification

An email has been sent to the email address listed in your user profile with a one-time passcode. Please enter the passcode below.

Password:*

One-Time Passcode:*

Authenticate

[Reset Password](#)

[Resend One Time Passcode](#)


Missouri Department of
Public Safety

Application Instructions

- ▶ Select “Funding Opportunities” and select FY 2022 NSGP funding opportunity:
 - ▶ FY 2022 Nonprofit Security Grant Program



ID	Agency	Program	Opportunity Title	Application Deadline
139817	Missouri Office of Homeland Security Grants	Non Profit Security Grant Program (NSGP)	FY 2022 Nonprofit Security Grant Program (NSGP) TEST	06/01/2022



Application Instructions

► Funding Opportunity Page

Opportunity Details		Copy Existing Application Start a New Application	
139817-FY 2022 Nonprofit Security Grant Program (NSGP) TEST			
Non Profit Security Grant Program (NSGP) Application Deadline: 06/01/2022 5:00 PM			
Award Amount Range:	Not Applicable	Program Officer:	Joni McCarter
Project Start Date:	09/01/2022	Phone:	573-526-9020 x
Project End Date:	08/31/2024	Email:	joni.mccarter@dps.mo.gov
Award Announcement Date:			
Maximum Status Report Approval Levels	1		
CFDA Number:	97.008		
Description			
FY 2022 Nonprofit Security Grant Program Notice of Funding Opportunity (NOFO)			
Grant Issued By:			
U.S. Department of Homeland Security (DHS)/Federal Emergency Management Agency (FEMA)/Grant Programs Directorate (GPD)			

Application Instructions

- ▶ Funding Opportunity Attachments
 - ▶ Notice of Funding Opportunity
 - ▶ Application Workshop
 - ▶ Investment Justification Form
 - ▶ DHS/FEMA Preparedness Grants Manual
- ▶ Website Links

Attachments		
<i>Click on the File Name to open attachment</i>		
Description	File Name	File Size
FY 2022 Nonprofit Security Grant Program Notice of Funding Opportunity (NOFO)	FY 2022 Nonprofit Security Grant Program Notice of Funding Opportunity.pdf	398 KB
FY 2022 NSGP Application Workshop	FY 2022 NSGP Application Workshop Test.pptx	2.6 MB
FY 2022 NSGP Investment Justification	FY 2022 NSGP Investment Justification.pdf	1.7 MB
FY 2022 Preparedness Grants Manual	FY 2022 Preparedness Grants Manual.pdf	2.2 MB
Website Links		
<i>Click on the URL to go to website</i>		
URL	Description	
https://dps.mo.gov/dir/programs/ohs/grantstraining/	Missouri Department of Public Safety, Office of Homeland Security Website	

Application Instructions

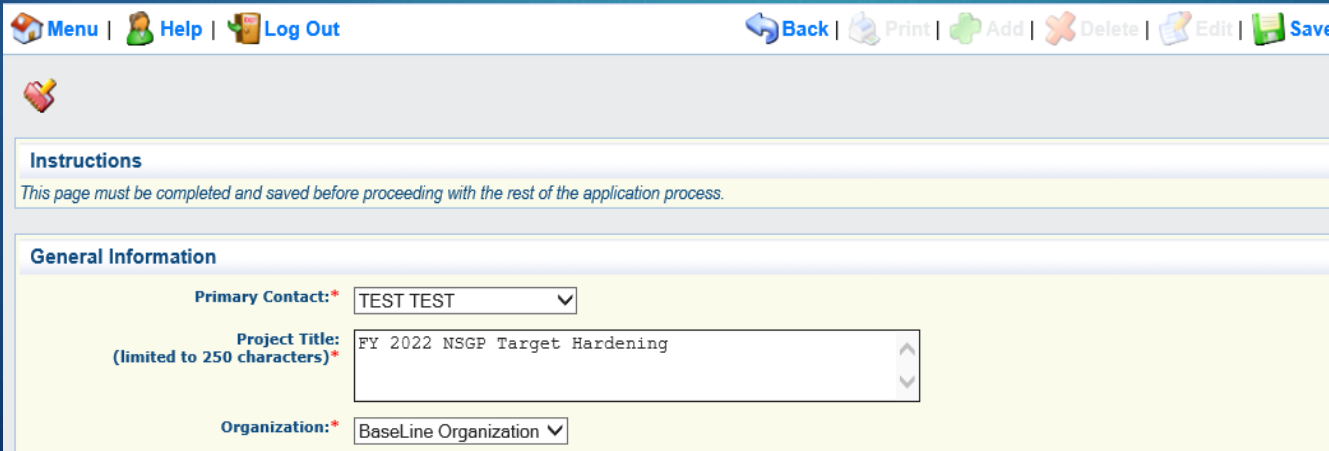
- ▶ After completing the Vulnerability/Risk Assessment and Investment Justification (IJ)

- ▶ Select “Start New Application”



Copy Existing App **Start a New Application**

- ▶ After selecting “Start a New Application”, complete the “General Information” section
- ▶ “Project Title” should be short and specific to the project, see example below
- ▶ After completing the “General Information,” click “Save”



Menu | Help | Log Out

Back | Print | Add | Delete | Edit | Save

Instructions

This page must be completed and saved before proceeding with the rest of the application process.

General Information

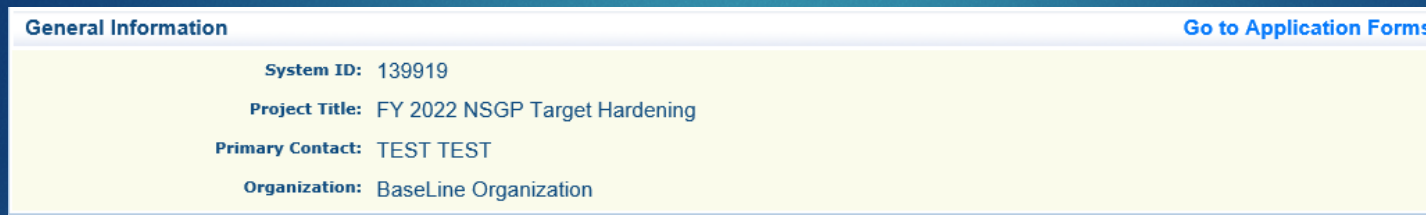
Primary Contact:* TEST TEST

Project Title:
(limited to 250 characters)* FY 2022 NSGP Target Hardening

Organization:* BaseLine Organization

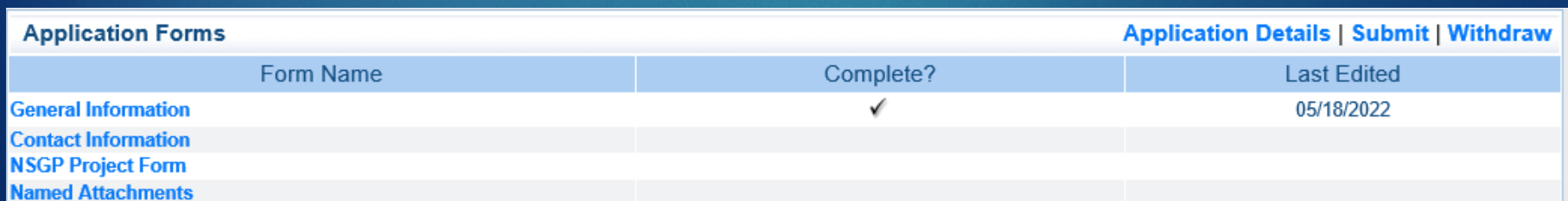
Application Instructions

- ▶ Select “Go to Application Forms”



A screenshot of a web form titled "General Information". The form has a light yellow background and contains the following text: "System ID: 139919", "Project Title: FY 2022 NSGP Target Hardening", "Primary Contact: TEST TEST", and "Organization: BaseLine Organization". In the top right corner of the form, there is a blue link that says "Go to Application Forms". A green arrow points from the top right of the slide towards this link.

- ▶ Complete each of the four “Application Forms” with all required information then “Save” and “Mark Complete”
- ▶ **All forms must be marked complete in order to “Submit”**




A screenshot of a table titled "Application Forms". The table has three columns: "Form Name", "Complete?", and "Last Edited". The first row shows "General Information" as the form name, with a checkmark in the "Complete?" column and "05/18/2022" in the "Last Edited" column. The other three rows are "Contact Information", "NSGP Project Form", and "Named Attachments", all of which are currently empty in the "Complete?" and "Last Edited" columns. In the top right corner of the table, there are links for "Application Details", "Submit", and "Withdraw". A green arrow points from the top center of the slide down to the "Complete?" column, and another green arrow points from the top right of the slide down to the "Last Edited" column.

Form Name	Complete?	Last Edited
General Information	✓	05/18/2022
Contact Information		
NSGP Project Form		
Named Attachments		

Application Instructions

- ▶ Four Application Forms must be completed:
 - ▶ General Information
 - ▶ Contact Information
 - ▶ NSGP Project Form
 - ▶ Named Attachments

- ▶ To complete the forms, click on the form name



Application Forms		Application Details Submit Withdraw	
	Form Name	Complete?	Last Edited
General Information		✓	05/18/2022
Contact Information			
NSGP Project Form			
Named Attachments			

Contact Information

- ▶ Authorized Official
 - ▶ The Authorized Official is the individual who has the authority to legally bind the applicant into a contract
 - ▶ Generally the applicant's elected or appointed chief executive
 - ▶ President or Board Chair of a nonprofit organization

Contact Information

Authorized Official

The Authorized Official is the individual who has the authority to legally bind the applicant into a contract and is generally the applicant's elected or appointed chief executive.

If the applicant agency is a nonprofit, the Board Chair/President shall be the Authorized Official. If applicable please upload copy of 501C3 documentation in the Named Attachments section of this application

*** If your agency does not fall into the above category or you are unsure of who the Authorized Official should be for your agency, please contact the Missouri Office of Homeland Security at (573) 522-6125***

Authorized Official:*
Title (Mr,Ms,etc) First Name Last Name

Job Title:*

Agency:*

Mailing Address:*


Street Address 1:

Street Address 2:

***** Missouri
City State Zip Code

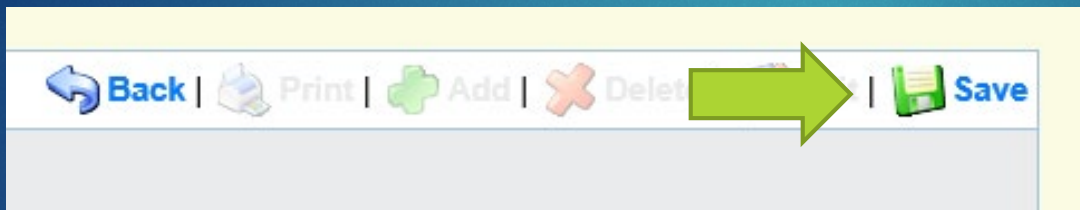
Email:*

Phone:*
Office Ext Call

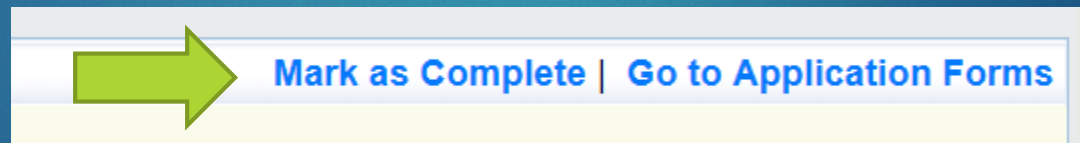


Contact Information

- ▶ Please complete all contact information indicated by a red asterisk *
- ▶ Authorized Official
- ▶ Project Director
- ▶ Fiscal Officer
- ▶ Project Contact Person
- ▶ Required fields are designated with a red asterisk *
- ▶ Click "Save" at the top of the screen after entering all of the information



- ▶ Then "Mark as Complete"



NSGP Project Form

- ▶ Project/Program Information
 - ▶ A.1 Agency Name – provide the name of the nonprofit organization
 - ▶ A.2 County – provide the county the facility is physically located in
 - ▶ A.3 Project Location Physical Address – provide the physical address of the facility
 - ▶ A.4 Review the Funding Source Map linked in the form and select the program from the dropdown that corresponds to the physical project location
 - ▶ NSGP – State
 - ▶ NSGP – UA St. Louis
 - ▶ NSGP – UA Kansas City
- ▶ ****You MUST select the correct funding source for your project to be eligible for funding****

NSGP Project Form

- ▶ Required fields are designated with a red asterisk
- ▶ Click “Save” at the top of the screen after entering all required information

NSGP Project Form


Project/Program Information

Please list the name of the agency for this project.

A.1 Agency Name: *

Please list the county your project is physically located in.

A.2 County: *


 

Please list the physical address for the project location. A P.O. Box is not a physical address.

A.3 Project Location Physical Address: *

Please review the [FY 2022 Funding Source Map](#) and select the program from the dropdown that corresponds to the physical project location.

A.4 Funding Source: *

NSGP Project Form

- ▶ OHS is required to conduct a risk assessment on each subrecipient
 - ▶ The following questions are utilized to perform the risk assessment
- ▶ Provide answers to all Audit/Risk Assessment Questions
- ▶ Select “Save” and “Mark as Complete”

NSGP Project Form

Audit/Risk Assessment Information

B.1 Has the Applicant Agency exceeded the federal expenditure threshold of \$750,000 in federal funds during agency's last fiscal year?*

Yes No

If the applicant agency exceeded the federal expenditure threshold in their last fiscal year, they must have their Single Audit or Program

B.2 Date last audit completed:*

B.3 By checking this box the applicant agency understands they are required to upload a copy of the agency's most recent completed audit in the Named Attachments section of this application:*

B.4 Does the applicant agency have new personnel that will be working on this award?*

Yes No

New personnel is defined as working with this award type less than 12 months.

B.5 Does the applicant agency have a new fiscal or time accounting system that will be used on this award?*

Yes No

New fiscal or time accounting system is defined as a system being utilized less than 12 months within the applicant agency.

B.6 Does the applicant agency receive any direct Federal awards?*

Yes No

Direct grants are grant that you apply directly to the federal government for and there is no intermediary agency such as OHS.

NSGP Project Form

B.7 Did the applicant agency receive any Federal monitoring on a direct federal award in their last fiscal year?:*

Yes ▼

B.7.a If you answered yes to Question #7, please list the direct awards that were monitored and indicate if there were any findings or recommendations.

Named Attachments

- ▶ Click on the blue text to access the page to upload the Investment Justification, Vulnerability/Risk Assessment, Mission Statement, Audit, 501 (c)(3) materials and any additional documentation that should be considered.

Instructions

The investment justification can be accessed through the blue link and must be completed and attached to the application prior to submission.
[FY 2022 NSGP Investment Justification](#)

The Vulnerability Assessment/Risk Assessment and Mission Statement must also be attached prior to submission.

Named Attachments [Mark as Complete](#) | [Go to Application Forms](#)

Attachment	Description	File Name	Type	File Size	Date Uploaded	Delete?
Required Attachments:						
Investment Justification Form:						
Vulnerability / Risk Assessment:						
Mission Statement:						
Required if applicable:						
Audit:						
501(c)(3) Documentation:						
Other items that may be applicable to the project:						
Other:						
Other:						
Other:						
Other:						
Other:						

Named Attachments


- ▶ To attach files, please click on the “Browse” button.

Attach File
The investment justification can be accessed through the blue link and must be completed and attached to the application prior to submission.
[FY 2022 NSGP Investment Justification](#)

The Vulnerability Assessment/Risk Assessment and Mission Statement must also be attached prior to submission.

Upload File: Browse...

Description:*



- ▶ Select the file to upload
- ▶ Select Open
- ▶ Enter Description of the file
- ▶ Select Save

Menu | Help | Log Out

Back | Print | Add | Delete | Edit | Save


Application

Attach File
The investment justification can be accessed through the blue link and must be completed and attached to the application prior to submission.
[FY 2022 NSGP Investment Justification](#)

The Vulnerability Assessment/Risk Assessment and Mission Statement must also be attached prior to submission.

Upload File: C:\Users\ccall\Desktop\Test File.docx Browse...

Description:* Test File



Named Attachments

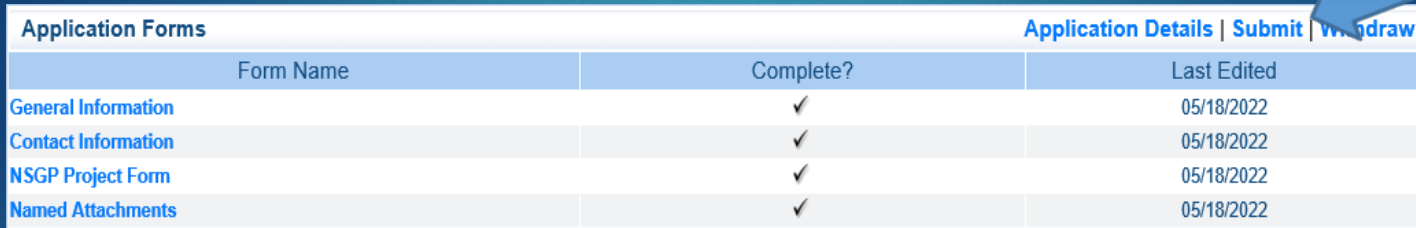
- ▶ When all documents have been attached, select “Mark as Complete”



Named Attachments							Mark as Complete Go to Application Forms
Attachment	Description	File Name	Type	File Size	Date Uploaded	Delete?	
Required Attachments:							
Investment Justification Form:	Test File	Test File.docx	docx	12 KB	05/18/2022		
Vulnerability / Risk Assessment:				12 KB			
Mission Statement:				12 KB			
Required if applicable:							
Audit:				12 KB			
501(c)(3) Documentation:				12 KB			
Other items that may be applicable to the project:							
Other:				12 KB			
Other:				12 KB			
Other:				12 KB			
Other:				12 KB			
Other:				12 KB			

Submit Application

- ▶ When all forms are complete select “Submit”
- ▶ Applications cannot be edited after selecting “Submit”, ensure application is complete and accurate prior to completing this step



Application Forms		Application Details Submit Withdraw	
Form Name	Complete?	Last Edited	
General Information	✓	05/18/2022	
Contact Information	✓	05/18/2022	
NSGP Project Form	✓	05/18/2022	
Named Attachments	✓	05/18/2022	

APPLICATIONS MUST BE SUBMITTED PRIOR TO THE DEADLINE JUNE 1, 2022 5:00 PM CST

WEBGRANTS WILL NOT ACCEPT APPLICATIONS AFTER THE DEADLINE

Awarded Projects

- ▶ Compliance Workshop will be scheduled for awarded applicants
- ▶ Environmental Historical Preservation (EHP) Review
 - The EHP review process must be completed before funds are released to carry out the proposed project
 - Any projects that make a change to a building or require ground disruption must complete an EHP Screening Form and submit it to OHS for review. This includes drilling holes into the walls or any digging, trenching or soil addition.

If an EHP is required for a project, but not completed prior to the project starting, the project will not be reimbursed

Office of Homeland Security

- ▶ Points of contact for WebGrants system issues
 - ▶ Christina Strozier, (573) 751-5951, Christina.Strozier@dps.mo.gov
 - ▶ Chelsey Call, (573) 526-9203, Chelsey.call@dps.mo.gov
 - ▶ Maggie Glick, (573) 522-6125, Maggie.glick@dps.mo.gov
 - ▶ Joni McCarter (573) 526-9020, Joni.mccarter@dps.mo.gov