

Nonprofit Security Grant Program Checklist for State Administrative Agencies

This is a list of reminders for State Administrative Agencies (SAAs) applying for the Nonprofit Security Grant Program (NSGP) on the sub-application period and the SAA review period.

Refer to the Fiscal Year (FY) 2019 NSGP NOFO for complete requirements and instructions.

Sub-application period:

- ✓ Establish an application deadline for nonprofit organizations that:
 - Is prior to the SAA deadline identified by FEMA in the NSGP NOFO; and
 - Gives the SAA enough time to review, score, and prioritize applications.
- ✓ Disseminate this deadline and any additional SAA requirements for nonprofit organizations promptly and widely. This includes information on the NSGP-State (NSGP-S) award cap if one exists.
- ✓ Send a reminder email to submit applications to the SAA five days before the SAAs deadline.

SAA review period:

- ✓ Review, score, and prioritize NSGP applications. Steps include:
 1. Verify the nonprofit organization's eligibility:
 - The applicant is a nonprofit organization as described in the NOFO; and
 - For NSGP-Urban Area (NSGP-UA), that the location of the nonprofit is within a FY 2019 Urban Area Security Initiative (UASI)-designated urban area.
 - For NSGP-S, that the location of the nonprofit is outside of a FY 2019 UASI-designated urban area.
 2. Verify that the applicant has submitted a complete application. A complete application includes the following documentation for every facility for which the nonprofit organization is applying:
 - A complete Investment Justification (IJ) for a facility occupied by the nonprofit organization at the time of application (NSGP funds may not be used for new construction);
 - A vulnerability assessment specific to the facility for which the applicant is applying;
 - A copy of the organizations mission statement; and
 - Any other SAA requirements.

Note: If a nonprofit organization is applying for multiple facilities, verify that the total requested amount, across all facilities being applied for, is no more than the maximum award.
 3. Verify that the 'organization type' selected in the IJ is consistent with the central purpose of the organization as expressed in the mission statement and select the appropriate 'organization type' based on this verification in the *FY 2019 Prioritization of Investment Justifications*.
 4. Score only the complete applications received, using the *FY 2019 NSGP Investment Justification Scoring Worksheet* provided by FEMA.
 5. Prioritize all scored applications, with consideration to the following factors:
 - Need: The relative need for the nonprofit organization compared to the other applicants; and

- Impact: The feasibility of the proposed project and how effectively the proposed project addresses the identified need.

6. Complete the *FY 2019 Prioritization of Investment Justifications* form provided by FEMA, ensuring that:

- All fields are complete;
 - Each nonprofit organization has a unique prioritization (e.g., the #1 prioritized application out of a total of 10 applications being submitted by the SAA should be expressed as 1/10);
 - Proposed investments are allowable, and provide brief comments if there are proposed investments that are not allowable;
 - The ‘Recommended for funding’ field is complete; and provide brief comments if it is not recommended for funding;
 - For NSGP-UA, all urban areas are prioritized separately; (e.g., if the state has three urban areas, there should be three groups of prioritization); and
 - For NSGP-UA, only one *FY 2019 Prioritization of Investment Justifications* is submitted.
- ✓ Submit initial and final applications as described in the NOFO; this should include the *FY 2019 Prioritization of Investment Justifications* and all IJs listed in the *FY 2019 Prioritization of Investment Justifications* (do not submit the vulnerability assessments, supporting documentation or mission statements).
 - ✓ The nonprofit organization name must be identical in: 1) the IJ; 2) the file name; and 3) the *FY 2019 Prioritization of Investment Justifications*.
 - ✓ Retain the mission statements and vulnerability assessments submitted by each nonprofit organization.
 - ✓ When submitting the *FY 2019 Prioritization of Investment Justifications* and IJs, use the following naming conventions:

Use the following naming convention for NSGP-UA:

FY 2019 Prioritization of Investment Justifications:

“FY_2019_NSGP_UA_<State Abbreviation>_Prioritization of Investment Justifications”

Example: FY2019_NSGP_UA_DC_Prioritization of Investment Justifications

FY 2019 NSGP Investment Justification:

“FY_2019_NSGP_UA_<State Abbreviation>_<Urban Area>_<Nonprofit Name>”

Example: FY2019_NSGP_UA_MD_Baltimore Area_Mynonprofit

Use the following naming convention for NSGP-S:

FY 2019 Prioritization of Investment Justifications:

“NSGP_S_<State Abbreviation>_Prioritization of Investment Justifications”

Example: FY2019_NSGP_S_MD_Prioritization of Investment Justifications

FY 2019 NSGP Investment Justification:

“NSGP_S_<State Abbreviation>_<Nonprofit Name>”

Example: FY2019_NSGP_S_MD_Mynonprofit