

NONPROFIT SECURITY GRANT PROGRAM (NSGP)

FY 2024 APPLICATION WORKSHOP



The Missouri Department of Public Safety is an equal opportunity employer and agency. Those with limited English proficiency or who need auxiliary aids or other services, can contact dpsinfo@dps.mo.gov. For Relay Missouri, please dial 711. For TTY/TDD, please dial 800-735-2966.

MISSOURI OFFICE OF HOMELAND SECURITY NOTICE OF FUNDING OPPORTUNITY

We are pleased to announce the funding opportunity for the:

- FY 2024 Nonprofit Security Grant Program – Urban Area (NSGP-UA)
 - NSGP-UA St. Louis Urban Area
 - NSGP-UA Kansas City Urban Area
- FY 2024 Nonprofit Security Grant Program – State (NSGP-S)

The funding opportunity is open April 19, 2024 – May 10, 2024 at 5:00 pm CST

The funding opportunity is made available through the Missouri Department of Public Safety's, electronic [WebGrants System](#)

NSGP APPLICATION/AWARD PROCESS

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

KEY DATES

- April 19, 2024:** Application workshop available online
- April 19, 2024:** Funding opportunity open in WebGrants:
<https://dpsgrants.dps.mo.gov/>
- May 10, 2024:** Applications due in WebGrants 5:00 pm CST
WebGrants will not accept any applications after this time
- September 1, 2024:** Projected Project start date
- August 31, 2026:** Projected project end date

*All applicants will be notified of award or denial. The date of award/denial is not set in stone and is dependent upon when the DPS/OHS receives the award from DHS/FEMA

NSGP OVERVIEW

- The Nonprofit Security Grant Program (NSGP) focuses on enhancing the ability of nonprofit organizations to prevent, protect against, prepare for, and respond to terrorist or other extremist attacks

NONPROFIT SECURITY GRANT PROGRAM GOALS, OBJECTIVES, PRIORITIES

- **Goal:** The NSGP will improve and increase physical/cybersecurity and facility/target hardening of nonprofit organizations' facilities at risk of a terrorist or other extremist attack, ultimately safeguarding the lives and property of the American people
- **Objectives:** The objective of the FY 2024 NSGP is to provide funding for physical security and cybersecurity enhancements and other security-related activities to nonprofit organizations that are at high risk of a terrorist or other extremist attack
- **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 2024, one area warrants 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

FUNDING SOURCES

NSGP-State (S)

- Funds nonprofit organizations **outside** of the FY 2024 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 2024 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 2024 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

FY 2024 ANTICIPATED FUNDING

- The Federal Notice of Funding Opportunity lists available funding for the FY 2024 NSGP nationwide at the following amounts:
 - NSGP-UA: \$137,250,000
 - NSGP-S : \$137,250,000
- The Federal Notice of Funding Opportunity has estimated funding levels for the FY 2024 NSGP-S for Missouri at \$2,137,500
- The Federal Notice of Funding Opportunity does not specify a funding level for the FY 2024 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 per funding stream.
 - **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 (one vulnerability assessment per location/physical address)**

ELIGIBLE APPLICANTS

- Eligible Nonprofit Organizations are those described under section 501(c)(3) of the Internal Revenue Code of 1986 (IRC) and exempt from tax under section 501(a) of such code. This includes entities designated as “private” (e.g., private institutions of higher learning), as private colleges and universities can also be designated as 501(c)(3) entities.

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.

- Refer to the links below for additional information:
 - [Exemption Requirements – 501\(c\)\(3\) Organizations](#)
 - [Tax-Exempt Status for Your Organization](#)
 - [Charities and Nonprofits](#)

ELIGIBLE APPLICANTS

What type of entities/organizations **ARE ELIGIBLE** to apply under NSGP?

The list below is not exhaustive and only provides

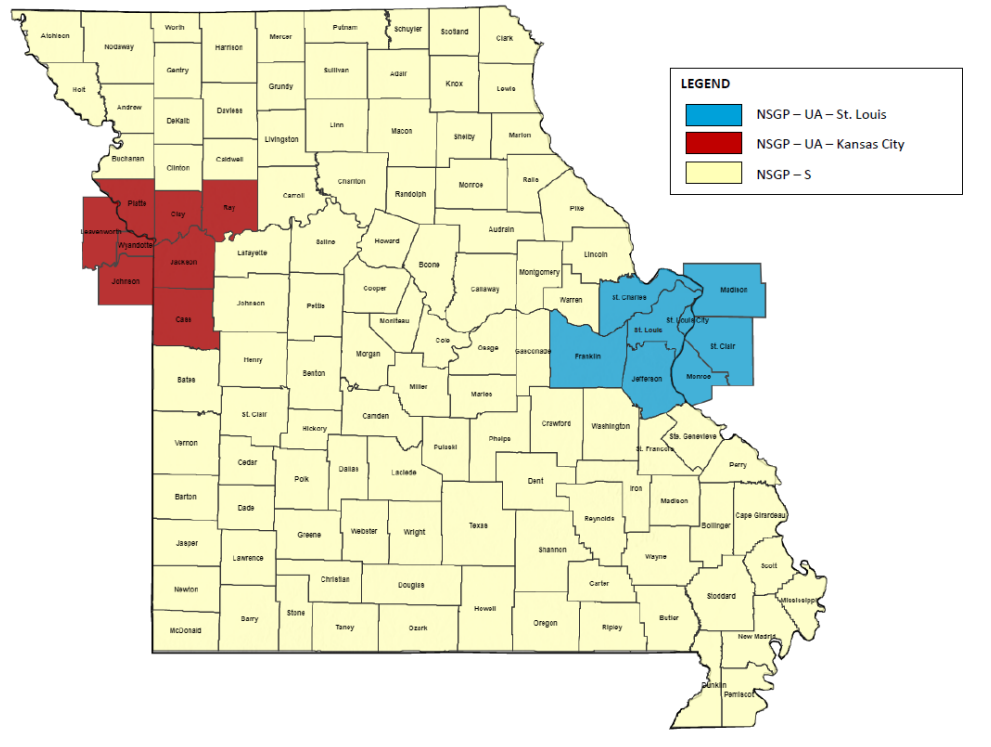
examples of potential eligible organizations, all of which must be 501 (c)(3) nonprofits organizations

- Houses of worship
- Educational facilities
- Medical facilities
- Camps
- Museums
- Senior centers/care facilities
- Community and social service organizations
- Shelters/crisis centers
- Event venues
- Science organizations

ELIGIBLE APPLICANTS

- The applicant organization should demonstrate through their completed Investment Justification that the organization is at high risk of a terrorist or other extremist 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 2024 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 2024 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 2024 St. Louis and Kansas City UASI-designated urban areas in the state of Missouri.

NSGP FUNDING STREAMS



INELIGIBLE APPLICANTS

Ineligible Applicants:

- Organizations that are not 501(c)(3) nonprofit organizations
- 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**
 - 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**
- 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

EXAMPLES OF INELIGIBLE APPLICANTS

What type of entities/organizations are **NOT ELIGIBLE** to apply under NSGP?

- X Utility companies
- X Organizations active in politics/lobbying
- X For-profit hospitals
- X For-profit colleges/universities
- X Volunteer fire departments
- X Governmental entities/political subdivisions
- X For-profit venues, stadiums, amusement parks, clubs, etc.
- X For-profit transportation entities
- X Municipal/public schools (elementary, middle, or high schools)
- X Kiwanis, Rotary, Lions Clubs, etc.
- X Homeowner associations, labor unions, etc.

INELIGIBLE APPLICANTS

The applicant cannot be a pass-through agency to an ineligible entity

- For example, a 501(c)(3) university or hospital foundation cannot serve as a pass-through agency to a university or hospital that is not eligible for the NSGP



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)

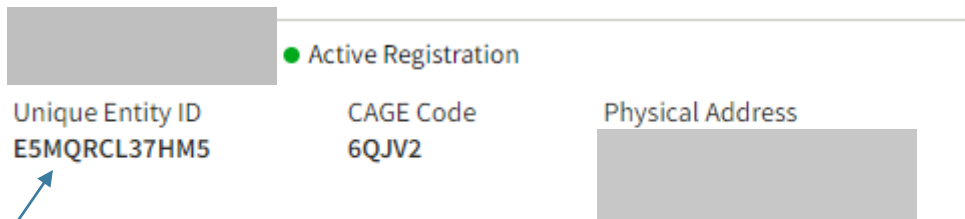
- Entities that had an active registration in the System for Award Management (SAM) prior to this date, the UEI has automatically been assigned and no action is necessary
- You can view the UEI in SAM.gov on your entity registration record
 - In your workspace, select the numbered bubble above Active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

● Active Registration

Unique Entity ID
E5MQRCL37HM5

CAGE Code
6QJV2

Physical Address



Entity Management
What do I need for registration? [Register Entity](#)

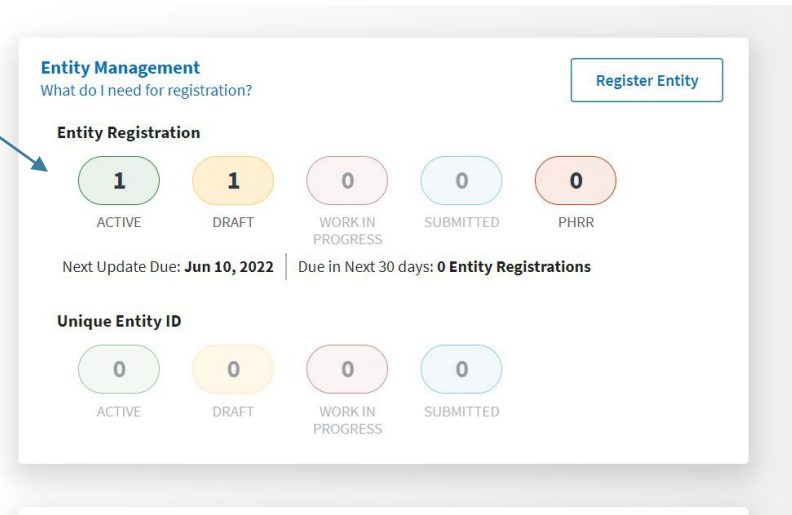
Entity Registration

1	1	0	0	0
ACTIVE	DRAFT	WORK IN PROGRESS	SUBMITTED	PHRR

Next Update Due: **Jun 10, 2022** | Due in Next 30 days: **0 Entity Registrations**

Unique Entity ID

0	0	0	0
ACTIVE	DRAFT	WORK IN PROGRESS	SUBMITTED



UNIQUE ENTITY IDENTIFIER (UEI)

- If your agency does not have a UEI you will need to register your entity with SAM.gov.

NOTE, unless you intend to apply for grants directly from the Federal government, you ONLY need to get a UEI and you will NOT enter the full registration process with SAM.gov

1. Go to <https://sam.gov/content/home>
2. Select Get Started
3. Select Create New Entity
4. Select I want to do business “with a business or other organization which receives funds directly from the U.S. federal government”
5. For best intentions, select “Apply as a grantee for federal funds distributed by a government entity other than the federal government.”
6. Who required your entity... – “Federal Government”
7. Select Unique Entity ID Only toward the bottom of the page, right column
8. Enter the requested Entity Information
9. Validate Your Entity
10. Enter your entity’s Year of Incorporation and State of Incorporation
11. **At the bottom of the page there is a selection that defaults to allow that the selected record be a public display record. Although not required, it is very helpful to allow public display so DPS/OHS can validate your UEI compliance for the grant opportunity. NO SENSITIVE INFORMATION IS DISPLAYED**
12. Select Request Unique Entity ID

Detailed instructions on how to register for a UEI with screenshots are available at <https://health.mo.gov/information/asif/pdf/how-to-register-for-uei.pdf>

UNIQUE ENTITY IDENTIFIER (UEI)

- If your organization is currently registered in WebGrants, please email your UEI to Kelsey.Saunders@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 or provide all zeros for the UEI field during registration while you obtain the UEI for your organization
- Note:
 - 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 zeros in the WebGrants system

APPLICATION REQUIREMENTS

- Vulnerability/Risk Assessment
- Investment Justification
- Mission Statement
- Audit/Financial Statement
- 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**
- **The 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**

VULNERABILITY/RISK ASSESSMENT

- FEMA does not have specific requirements for the vulnerability assessment
 - There are several ways to obtain a vulnerability assessment, including but not limited to:
 - State or local law enforcement assessment
 - Contractor assessment
 - Other valid methods of assessment
 - California has a [Vulnerability Assessment Worksheet](#) that may be used
 - The Cybersecurity and Infrastructure Security Agency (CISA) self-assessment tool is an option and is available at [Houses of Worship Security Self-Assessment](#)

INVESTMENT JUSTIFICATION (IJ)

- The Investment Justification (IJ) can be found as an attachment in the WebGrants System and <https://dps.mo.gov/dir/programs/ohs/grantstraining/> under Grant Applications and Forms, FY 2024 Nonprofit Security Grant Program Investment Justification Form
 - **If you receive an error when opening the IJ Form, try saving the file to your computer and then open the form at the saved location on your computer rather than from the web browser**
- **DO NOT USE FORMS FROM PREVIOUS YEARS****
- The IJ form for FY 2024 has changed
 - **The 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 (multiple locations/physical addresses) may apply for up to \$150,000 per site, for up to three sites, for a maximum of \$450,000 per funding stream
 - 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, regardless of whether it is submitting 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](#)

INVESTMENT JUSTIFICATION (IJ)

- 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 I. Nonprofit Organization Subapplicant Information

- Legal name of the organization
- Physical address of the facility inclusive of street, city, state, zip code, and county
 - This should be the address of the facility for the proposed project
- Is the building owned or being leased/rented?
 - If leasing/renting, do you have owner's permission to make the proposed security enhancements?
- At the time of application, is the organization actively occupying and functioning out of the location listed?
- 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

INVESTMENT JUSTIFICATION (IJ)

Investment Justification Form – be sure to provide all requested information

■ Part I. Nonprofit Organization Subapplicant Information Continued

- 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 function that best describes your organization from the dropdown menu
- Select the organization's primary affiliation from the dropdown menu
 - If other, describe affiliation
- Is the organization eligible under the Internal Revenue Code (IRC) to receive NSGP funds?
- Does the organization have a UEI Number? If yes, please supply
- 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

OMB No. 1660-0163
Expiration: 09/30/2024

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 Budget [OMB] Number 1660-0117/FEMA Form Number FF-207-FY-21-115) 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: "FY2024_NSQP_UA_<State Abbreviation>_<Urban Area>_<Nonprofit Name>"; and NSGP-S: "FY2024_NSQP_S_<State Abbreviation>_<Nonprofit Name>".

Applications should be submitted by the nonprofit organization to the State Administrative Agency (SAA) as a completed fillable Adobe file. Scanned copies will not be accepted. 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.

PRIVACY ACT STATEMENT

AUTHORITY: The Homeland Security Act of 2002, as amended by Title I of the Implementing Recommendations of the 9/11 Commission Act of 2007, 6 U.S.C. §§ 605 and 606.

PRINCIPAL PURPOSE(S): This information is being collected for the primary purpose of facilitating correspondence between the grant applicant and the Department of Homeland Security and for determining eligibility and administration of FEMA Preparedness Grant Programs, specifically, the Nonprofit Security Grant Program.

ROUTINE USE(S): The information on this form may be disclosed as generally permitted under 5 U.S.C. § 552a(b) of the Privacy Act of 1974, as amended. This includes using this information as necessary and authorized by the routine uses published in DHS/FEMA – 004 Grants Management Information Files System of Records, 74 FR 39,705 (August 7, 2009), and upon written request, by agreement, or as required by law.

DISCLOSURE: The disclosure of information on this form is voluntary; however, failure to provide the information requested may delay or prevent the organization from receiving grant funding.

INVESTMENT JUSTIFICATION (IJ)

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

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

At the time of application, is the organization actively occupying and functioning out of the location listed above? Yes No

INVESTMENT JUSTIFICATION (IJ)

Are you the only nonprofit operating in/from this facility/building? <input type="checkbox"/> Yes <input type="checkbox"/> No
<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>
<i>If "No," please explain how the proposed security enhancements benefit both you and the other organization(s).</i> <div style="background-color: #e6f2ff; height: 100px;"></div>
<i>Based on your mission statement, please summarize your organization's mission, ideology, and/or beliefs.</i> <div style="background-color: #e6f2ff; height: 100px;"></div>
What is the primary organization type? <input type="text" value=""/> <i>If "Other," please describe the type of organization.</i> <div style="background-color: #e6f2ff; height: 100px;"></div>
Please select the function that best describes the organization: <input type="text" value=""/> Please select the organization's primary affiliation: <input type="text" value=""/>
<i>Note: Please select the main religious affiliation that describes your organization. If the organization is a denomination of an affiliation, please select the corresponding affiliation from the drop down menu instead of "Other." If your organization has NO religious affiliation, please select "None/Unaffiliated." There is NO scoring preference given to certain affiliations or lack thereof.</i>
<i>If "Other," please describe affiliation.</i> <div style="background-color: #e6f2ff; height: 100px;"></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:

Nonprofits do not need to have a valid UEI at the time of application; however, subrecipients must have a valid UEI in order to receive a subaward.

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 or other extremist attack
 - 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 or other extremist attack.

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:



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 or other extremist 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 or other extremist 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 or other extremist 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 or other extremist 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 must 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.

Note: This section should include narrative information about all costs listed in Section IV-B. The objective is for the information contained in this section to allow reviewers to validate the need of all costs in Section IV-B.

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 or other extremist attack.

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

****Be sure the information entered in Section IV-B aligns with the narrative information entered in Section IV-A****

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)
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

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 be completed
 - Be sure to reference key activities associated with the project such as:
 - 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

****The above list is not all-inclusive and only contains some examples****

INVESTMENT JUSTIFICATION (IJ)

PART V. MILESTONE (5 POSSIBLE POINTS OUT OF 40)

Provide descriptions and associated key activities that lead to the milestone event 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. Milestones should reflect considerations to Environmental Planning and Historic Preservation reviews when applicable.
(10 milestones maximum)

KEY ACTIVITIES & CORRESPONDING MILESTONES	START DATE	COMPLETION DATE
Environmental Planning and Historical Preservation review.		

INVESTMENT JUSTIFICATION (IJ)

Part V. Milestone **EXAMPLE**

PART V. MILESTONE (5 POSSIBLE POINTS OUT OF 40)		
Provide descriptions and associated key activities that lead to the milestone event 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. Milestones should reflect considerations to Environmental Planning and Historic Preservation reviews when applicable. <i>(10 milestones maximum)</i>		
KEY ACTIVITIES & CORRESPONDING MILESTONES	START DATE	COMPLETION DATE
Environmental Planning and Historical Preservation review.	10/01/2024	01/31/2025
Bids received and vendors selected; wait for EHP approval before proceeding	11/01/2024	01/31/2025
EHP approval received; MO OHS reviews and approves contracts	01/15/2025	02/15/2025
Finalize contracts with vendors and place orders	02/15/2025	03/15/2025
Install camera system	02/15/2025	03/15/2025
Install bollards	03/15/2025	05/15/2025
Install door and window replacements	04/01/2025	07/31/2025
Submit interim reports, as required; pay vendors as needed	01/10/2025	07/10/2025
Submit claims, as needed	04/01/2025	09/15/2025
Submit final report and final claim; closeout grant with MO OHS	10/15/2025	12/31/2025

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>
<div style="background-color: #e6f2ff; height: 150px;"></div>

- 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.
<div style="background-color: #e6f2ff; height: 150px;"></div>

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 federal NSGP funding in the past? <input type="checkbox"/> Yes <input type="checkbox"/> No
<i>NOTE: Please only include federal NSGP funding. If the organization has received state-funded NSGP awards, or any other federal awards, please do NOT include those here.</i>
Please select the MOST RECENT fiscal year in which the nonprofit received federal NSGP funding: <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 on behalf of your organization
 - **Note, that while an IJ can be completed by a grant writer on behalf of your organization, the bottom of the Contact Information Section (Full Name – Position/Title – Email – Work Phone) MUST be the nonprofit organization’s point of contact that is authorized to submit the application**

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 <input type="text"/>	POSITION/TITLE <input type="text"/>
EMAIL <input type="text"/>	WORK PHONE <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
 - **Your 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/FINANCIAL STATEMENT

- 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**

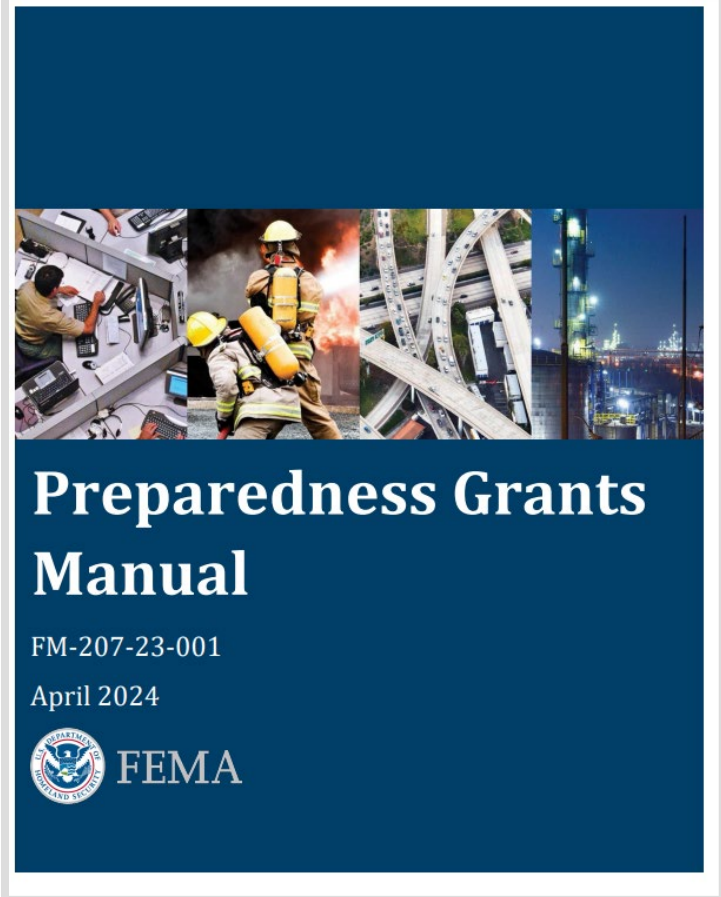
501 (C)(3) DOCUMENTATION

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

Remember – the IRS does not require certain organizations such as churches, mosques, and synagogues to apply for a receive a recognition of exemption under section 501 (c)(3) of the IRC

FUNDING RESTRICTIONS AND 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 AND 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 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 AND 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 AND 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 AND ALLOWABLE COSTS

Pre-Award Costs

- Nonprofit organizations cannot claim pre-award costs except in exigent circumstances
- Contact the DPS/OHS if exigent circumstances exist

FUNDING RESTRICTIONS AND 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 2024 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 AND 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 [Resilience Planning Program](#) 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 AND 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 or other extremist attack

FUNDING RESTRICTIONS AND ALLOWABLE COSTS

- Equipment is **limited to select items** on the [Authorized Equipment List \(AEL\)](#):

03OE-03-MEGA - System, Public Address, Handheld, or Mobile

03OE-03-SIGN – Signs (e.g. warning, evacuation)

04AP-05-CRED - System, Credentialing

04AP-09-ALRT - Systems, Public Notification and Warning

04AP-11-SAAS - Applications, Software as a Service

05AU-00-TOKN - System, Remote Authentication

05EN-00-ECRP - Software, Encryption

FUNDING RESTRICTIONS AND ALLOWABLE COSTS

- Equipment is **limited to select items** on the [Authorized Equipment List \(AEL\)](#):

05HS-00-MALW - Software, Malware/Anti-Virus Protection

05HS-00-PFWL - System, Personal Firewall

05NP-00-FWAL - Firewall, Network

05NP-00-IDPS - System, Intrusion Detection/Prevention

06CP-01-PORT - Radio, Portable

06CP-01-REPT - Repeater

06CC-02-PAGE - Services/Systems, Paging

FUNDING RESTRICTIONS AND ALLOWABLE COSTS

- Equipment is **limited to select items** on the [Authorized Equipment List \(AEL\)](#):

06CP-03-ICOM - Intercom

06CP-03-PRAC - Accessories, Portable Radio

10GE-00-GENR - Generators

10PE-00-UPS - Supply, Uninterruptible Power (UPS)

13IT-00-ALRT - System, Alert/Notification

14CI-00-COOP - System, Information Technology Contingency Operations

14EX-00-BCAN - Receptacles, Trash, Blast-Resistant

14EX-00-BSIR - Systems, Building, Blast/Shock/Impact Resistant

FUNDING RESTRICTIONS AND ALLOWABLE COSTS

- Equipment is **limited to select items** on the [Authorized Equipment List \(AEL\)](#):

I4SW-01-ALRM - Systems/Sensors, Alarm

I4SW-01-ASTN - Network, Acoustic Sensor Triangulation

I4SW-01-DOOR - Doors and Gates, Impact Resistant

I4SW-01-LITE - Lighting Area, Fixed

I4SW-01-PACS - System, Physical Access Control

I4SW-01-SIDP - Systems, Personnel Identification

I4SW-01-SIDV - Systems, Vehicle Identification

FUNDING RESTRICTIONS AND ALLOWABLE COSTS

- Equipment is **limited to select items** on the [Authorized Equipment List \(AEL\)](#):

14SW-01-SNSR - Sensors/Alarms, System and Infrastructure Monitoring, Standalone

14SW-01-VIDA - Systems, Video Assessment, Security

14SW-01-WALL - Barriers: Fences; Jersey Walls

15SC-00-PPSS - Systems, Personnel/Package Screening

21GN-00-INST - Installation

21GN-00-TRNG - Training and Awareness

FUNDING RESTRICTIONS AND ALLOWABLE COSTS

Equipment continued

- 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

****NOTE: RADIOS PURCHASED WITH NSGP FUNDING
WILL NOT BE PERMITTED TO OPERATE ON THE MISSOURI
STATEWIDE INTEROPERABILITY NETWORK (MOSWIN)****

FUNDING RESTRICTIONS AND ALLOWABLE COSTS

Training

- Training costs are allowed under this program only as described in the NOFO and [Preparedness Grants Manual](#)
- 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

FUNDING RESTRICTIONS AND ALLOWABLE COSTS

Training Continued

- 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
 - Facility hardening, and terrorism/other extremism 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 AND 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

FUNDING RESTRICTIONS AND 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 AND ALLOWABLE COSTS

Construction and Renovation

- Construction and renovation costs are allowed under this program only as described in the NOFO and [Preparedness Grants Manual](#)
- **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 AND ALLOWABLE COSTS

Contracted Security

- Contracted security personnel are allowed under this program only as described in the NOFO and [Preparedness Grants Manual](#)
- **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

NSGP ALLOWABLE PROJECT EXAMPLES

- Contract security guards/personnel
- Planning (safety/security/evacuation)
- Training (active shooter/first aid)
- Cybersecurity/technology (supports infrastructure protection projects)
- Closed-circuit television (CCTV) security cameras
- Fences
- Bollards
- Security screening equipment
- Blast proof windows/doors
- Security enhanced doors/windows
- Warning and notification systems
- Access control systems
- Exercises (active shooter/bomb threat)
- Grant management and administration (up to 5% of grant award)

NSGP UNALLOWABLE PROJECT EXAMPLES

- Organizational operating costs
- Direct hiring of public safety personnel
- General-use expenditures
- Overtime
- Development or risk/vulnerability assessments
- License plate reader systems
- Facial recognition software
- Knox boxes
- Guns/weapons or weapons training
- Landscaping
- Initiatives that study technology development
- Proof-of-concept initiatives
- Pre-award costs*
- Sexual predator screening database
- Organizational salaries

**Pre-award are not allowed for nonprofit organizations except in exigent circumstance*

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/DPS/OHS requires prior written approval of any change in scope/objective of the grant-funded activity after the award is issued
- DHS/FEMA/DPS/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 DPS/OHS**

MATERIALS TO PREPARE SUMMARY

Completed Vulnerability Assessment (VA)

- 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
- Equipment requested in the IJ should directly link to the threats, vulnerabilities, and potential consequences to the facility, as identified in the VA

Mission Statement

- Used to validate information in the IJ (application) and to categorize the facility (ideology-based, education, medical, other)
- Should be on official letterhead, if available
- Should provide the “who, what, and why” of the organization

Investment Justification (IJ)/Application

- Must have a physical address
 - no P.O. Box numbers
- Only one site/one physical location/one address per IJ
- Must be for a location the organization occupies at the time of application

Supporting Research and Documentation (Optional)

- Helps validate/support threat to facility, if applicable, such as police or insurance reports

NSGP SCORING QUESTIONS

- Question 1 (Yes/No): Did the subapplicant provide all the required information in the Applicant Information Section?
- Question 2 (0-3 points): Did the subapplicant provide a description of their nonprofit organization to include symbolic value of the site as a highly recognized national or historical institution or as a significant institution within the community that renders the site as a possible target of terrorism and other extremist attacks?
- Question 3 (0-2 points): Did the subapplicant 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 subapplicant 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 subapplicant describe the organization's susceptibility to destruction, incapacitation, or exploitation by a terrorist or other extremist attack?
- Question 6 (0-5 points): In considering potential consequences, how well did the subapplicant address potential negative effects on the organization's asset, system, and/or network if damaged, destroyed, or disrupted by a terrorist or other extremist attack?
- Question 7 (0-3 points): How well does the subapplicant 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 subapplicant's proposed facility hardening activity focus on the prevention of and/or protection against the risk of a terrorist or other extremist attack?

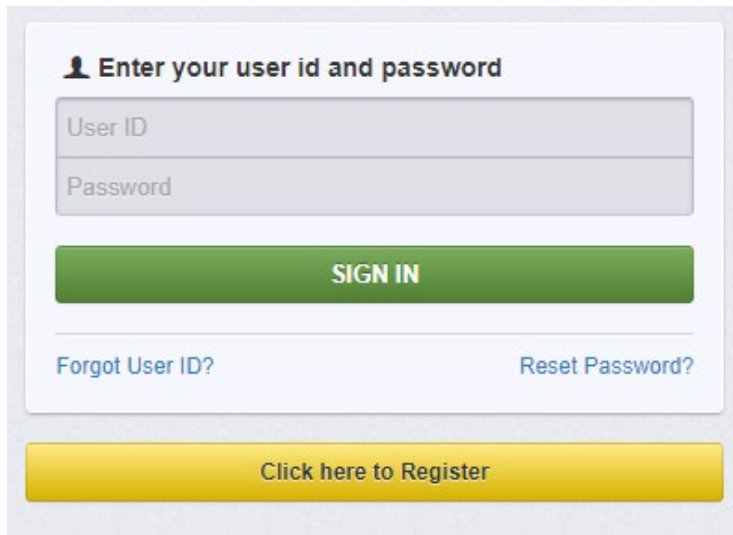
NSGP SCORING QUESTIONS

- 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 subapplicant 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 subapplicant include milestones and associated key activities that are feasible over the NSGP period of performance?
- Question 12 (0-2 points): How well did the subapplicant 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 subapplicant describe the outcomes/outputs that would indicate that the investment was successful?

WEBGRANTS APPLICATION

Go to: <https://dpsgrants.dps.mo.gov/index.do>

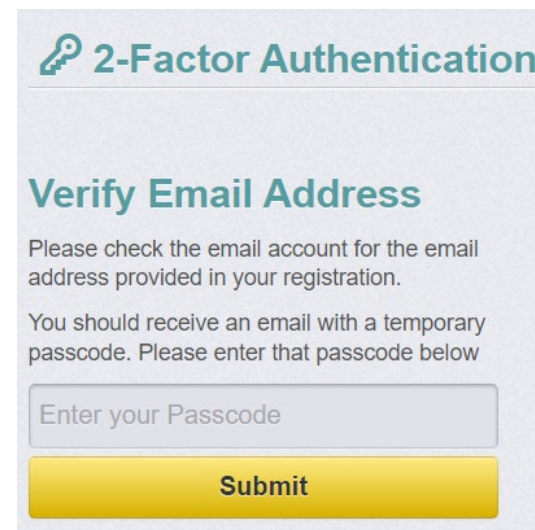
- Log in with your User ID and Password or register as a new agency



The screenshot shows a login form with the following elements:

- A header: **Enter your user id and password**
- Two input fields: **User ID** and **Password**
- A green **SIGN IN** button
- Two links: **Forgot User ID?** and **Reset Password?**
- A yellow **Click here to Register** button at the bottom.

- Two-Factor Authentication: You will receive a 6-digit code via email to enter, then select Submit

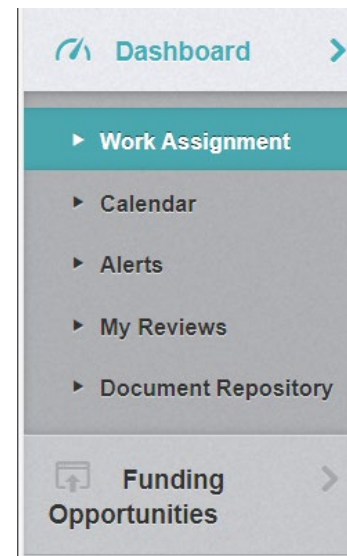


The screenshot shows a page for Two-Factor Authentication with the following elements:

- A header: **2-Factor Authentication**
- A sub-header: **Verify Email Address**
- Text: **Please check the email account for the email address provided in your registration.**
- Text: **You should receive an email with a temporary passcode. Please enter that passcode below**
- An input field: **Enter your Passcode**
- A yellow **Submit** button at the bottom.

APPLICATION INSTRUCTIONS

- Select “Funding Opportunities”
- Then select the FY 2024 Nonprofit Security Grant Program (NSGP) opportunity



ID	Status	Agency	Program Area	Title	Posted Date	Final-Application Due Date
27669	Test	Missouri Office of Homeland Security Grants	Non Profit Security Grant Program	FY 2024 Nonprofit Security Grant Program (NSGP) TEST	Mar 17, 2023 3:28 PM	May 10, 2024 5:00 PM



APPLICATION INSTRUCTIONS

Funding Opportunity Details Page

☰ Current Applications

Any previously created applications, for this opportunity, appear below. To start a new application for this opportunity, Click the Start New Application button or to copy data from an existing application, click on the Copy Existing Application button.

ID	Application Title	Organization	Status
----	-------------------	--------------	--------

🔗 Funding Opportunity Details

[Copy Existing Application](#) [Start New Application](#)

27669 - FY 2024 Nonprofit Security Grant Program (NSGP) TEST

Funding Opportunity Details

Non Profit Security Grant Program

Final Application Deadline: May 10, 2024 5:00 PM

Status:	Test	Program	Chelsey Call
Posted Date:	Mar 17, 2023 3:28 PM	Officer:	
Award Amount Range:	No Limit - No Limit	Phone:	5735269203 x
Project Dates:	09/01/2024 - 08/31/2026	Email:	chelsey.call@dps.mo.gov

APPLICATION INSTRUCTIONS

- Funding Opportunity Attachments
 - Notice of Funding Opportunity
 - Application Workshop
 - Investment Justification Form
 - DHS/FEMA Preparedness Grants Manual
 - FY 2024 NSGP Subapplicant Quick Start Guide
 - NSGP Funding Source Map

- Website Links

Attachments

Description	File Name
FY 2024 DHS/FEMA Preparedness Grants Manual	FY 2024 Preparedness Grants Manual.pdf
FY 2024 NSGP Application Workshop	FY2024 NSGP Application Workshop.pptx
FY 2024 NSGP Funding Source Map	NSGP Map.pdf
FY 2024 NSGP Investment Justification (IJ)	FY 2024 NSGP Investment Justification.pdf
FY 2024 NSGP Notice of Funding Opportunity (NOFO)	FY 2024 Nonprofit Security Grant Program NOFO.pdf
FY 2024 NSGP Subapplicant Quick Start Guide	FY 2024 Nonprofit Security Grant Program NSGP Subapplicant Quick Start Guide.pdf

Website Links

Description	Link
Missouri Department of Public Safety, Office of Homeland Security Website	https://dps.mo.gov/dir/programs/ohs/grantstraining/

APPLICATION INSTRUCTIONS

GENERAL INFORMATION

- Select “Start New Application”

 Copy Existing Application

 Start New Application



- After selecting “Start a New Application”, complete the following
 - “Application Title” should be short and specific to the project, see example below
 - Select the organization’s primary contact from the dropdown menu
- Select “Save Form Information”

Application - General Information

 Save Form Information



The Primary Contact is the individual in your organization who will be designated as the primary person responsible for this application from your organization. This individual will receive automated email notifications when your attention is needed on this application.
Select the organization, if you belong to more than one, for which you will be submitting this application.

Application Title*:

Primary Contact*:

APPLICATION INSTRUCTIONS

GENERAL INFORMATION

- Select your organization from the dropdown menu
- Select any additional contacts from the dropdown menu
- Select “Save Form Information”
- The General Information component should now automatically be marked as complete

Organization*:

Select any additional contacts within your organization that will also manage this grant.

Additional Contacts:

Application Details [Preview Application](#) [Withdraw](#)


Application cannot be Submitted Currently

- Application components are not complete

Component	Complete?	Last Edited
General Information	✓	Apr 18, 2024 10:02 AM - TEST TEST
Contact Information	-	-
NSGP Project Form	-	-
Named Attachments	-	-

APPLICATION INSTRUCTIONS

- Four Application Components must be marked as complete before you can submit your application:
 - General Information
 - Contact Information
 - NSGP Project Form
 - Named Attachments
- To complete the components, select the component name



Application Details			Preview Application	Withdraw
Application cannot be Submitted Currently <ul style="list-style-type: none">• Application components are not complete				
Component	Complete?	Last Edited		
General Information	✓	Apr 18, 2024 10:02 AM - TEST TEST		
Contact Information	-	-		
NSGP Project Form	-	-		
Named Attachments	-	-		

APPLICATION INSTRUCTIONS

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 501(C)(3) 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 Department of Public Safety (DPS)/Office of Homeland Security (OHS) at (573) 522-6125**

Authorized Official*:

Title (Mr.Ms.etc)
First Name
Last Name

Job Title*:

Agency*:

Mailing Address*:



APPLICATION INSTRUCTIONS

CONTACT INFORMATION

- Please complete all contact information indicated by a red asterisk *
 - Authorized Official
 - Project Director
 - Fiscal Officer
 - Project Contact Person
- Select “Save Form” at the top or bottom of the screen after entering all the information

A green rectangular button with rounded corners, containing a white document icon and the text "Save Form".

Save Form

- Then select “Mark as Complete”

A small icon of a document with a list, representing a menu item.

Contact Information

An orange rectangular button with rounded corners, containing a white checkmark icon and the text "Mark as Complete".

✓ Mark as Complete

A green rectangular button with rounded corners, containing a white pencil icon and the text "Edit Form".

Edit Form

APPLICATION INSTRUCTIONS

NSGP PROJECT FORM

- Select “NSGP Project Form” from the list of components
- Project/Program Information
 - A.1 Agency Name – provide the name of the nonprofit organization
 - A.2 Name and Title of person within the organization authorized to submit the application
 - This MUST be the same person listed in the Nonprofit Subapplicant Contact Information component in the IJ
 - A.3 County – from the dropdown menu, select the county the facility is physically located in
 - A.4 Project Location Physical Address – provide the physical address of the facility the project is for

Component
General Information
Contact Information
NSGP Project Form
Named Attachments



A.3 County*:

City of St. Louis ▼

APPLICATION INSTRUCTIONS

NSGP PROJECT FORM

- A.5 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****

Please review the [FY 2024 Funding Source Map](#) and select the program from the dropdown that corresponds to the physical project location.

A.5 Funding Source*:

Audit/Risk Assessme

B.1 Has the Applicant

NSGP - State

NSGP - State

NSGP - UA St. Louis

NSGP - UA Kansas City



APPLICATION INSTRUCTIONS

NSGP PROJECT FORM

- DPS/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 Form” and “Mark as Complete”

APPLICATION INSTRUCTIONS

NSGP PROJECT FORM

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 Specific Audit completed and submitted to the OHS within nine (9) months after the end of the audited fiscal year.

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*:

APPLICATION INSTRUCTIONS

NSGP PROJECT FORM

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.

 Save Form



After entering all the required information, select “Save Form” and “Mark as Complete”

APPLICATION INSTRUCTIONS

NAMED ATTACHMENTS

- Select “Named Attachments” 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

Component	Complete?
General Information	✓
Contact Information	✓
NSGP Project Form	✓
Named Attachments	←

APPLICATION INSTRUCTIONS NAMED ATTACHMENTS

■ To attach files, select the required attachment you wish to upload.

- Select the file to upload
- Select “Open”
- Enter a description
- Select “Save File”

📎 - Named Attachments ✓ Mark as Complete

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

📎 **Attach File**

Upload File*:


Description*:


This field is required.

NAMED ATTACHMENTS

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

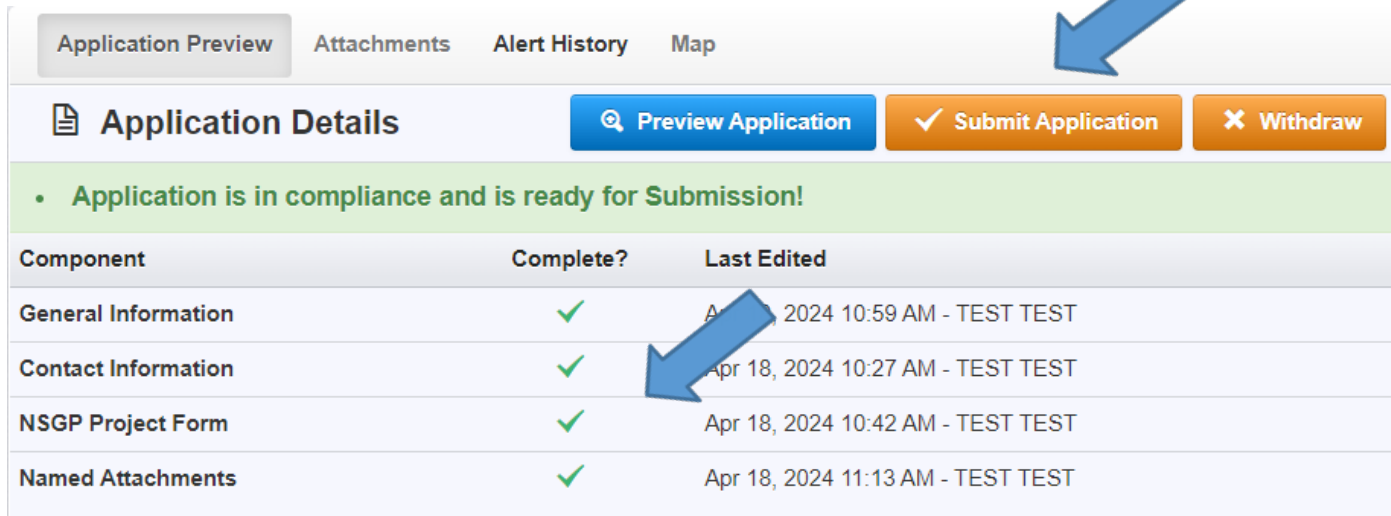


 - Named Attachments [✓ Mark as Complete](#)

Named Attachment	Required	Description	File Name 	Type	Size	Upload Date	Delete?
Required Attachments:							
Investment Justification Form:	✓	Investment Justification	Test File.docx	docx	11 KB	04/18/2024 11:11 AM	Delete
Vulnerability/Risk Assessment:	✓	Risk Assessment	Test File.docx	docx	11 KB	04/18/2024 11:10 AM	Delete
Mission Statement:	✓	Mission Statement	Test File.docx	docx	11 KB	04/18/2024 11:13 AM	Delete
Required if applicable:							
Audit/Financial Statement:		2023 Audit	Test File.docx	docx	11 KB	04/18/2024 11:12 AM	Delete
501(c)(3) Documentation:		501c3 Document	Test File.docx	docx	11 KB	04/18/2024 11:13 AM	Delete
Other items that may be applicable to the project:							
Other:		Newspaper articles	Test File.docx	docx	11 KB	04/18/2024 11:13 AM	Delete
Other:							

SUBMIT APPLICATION

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



Application Preview Attachments Alert History Map

Application Details [Preview Application](#) [Submit Application](#) [Withdraw](#)

- Application is in compliance and is ready for Submission!

Component	Complete?	Last Edited
General Information	✓	Apr 18, 2024 10:59 AM - TEST TEST
Contact Information	✓	Apr 18, 2024 10:27 AM - TEST TEST
NSGP Project Form	✓	Apr 18, 2024 10:42 AM - TEST TEST
Named Attachments	✓	Apr 18, 2024 11:13 AM - TEST TEST

**APPLICATIONS MUST BE SUBMITTED PRIOR TO THE DEADLINE OF
May 10, 2024 5:00 PM CST**

WEBGRANTS WILL NOT ACCEPT APPLICATIONS AFTER THE DEADLINE

AWARDED PROJECTS

- A Compliance Workshop will be scheduled for awarded applicants
- Environmental Planning and Historic 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 DPS/OHS for review. This includes projects that include, but are not limited to, 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

MISSOURI DEPARTMENT OF PUBLIC SAFETY (DPS) OFFICE OF HOMELAND SECURITY (OHS) CONTACTS

Points of contact for WebGrants System issues:

Debbie Musselman

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(573) 751-5997

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