

# NONPROFIT SECURITY GRANT PROGRAM - STATE

FY2020 Application Workshop



# Missouri Office of Homeland Security Notice of Funding Opportunity

We are pleased to announce the funding opportunity for the FY 2020 Nonprofit Security Grant Program - State (NSGP-S) is open March 2, 2020 – March 20, 2020 5:00 pm CST

This 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>



# Key Dates

March 2, 2020:	Application Workshop Available Online
March 2, 2020:	Funding opportunity open in WebGrants <a href="https://dpsgrants.dps.mo.gov/">https://dpsgrants.dps.mo.gov/</a>
March 20, 2020:	Applications due in WebGrants 5:00 pm CST <i>WebGrants will not accept any applications after this time</i>
September 1, 2020:	Project Start Date
August 31, 2022:	Project End Date



# FY2020 Anticipated Funding

The Federal Notice of Funding Opportunity for the NSGP-S for FY2020 has estimated that funding levels for Missouri at \$800,000

**Maximum individual award amount  
\$100,000**





# Eligible Applicants

Eligible nonprofit organizations are those organizations that are:

- ▣ 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.

**Note:** The Internal Revenue Service (IRS) does not require certain 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 recognition of exemption. For organizations that the IRS requires to apply for and receive a recognition of exemption under section 501(c)(3), the state of Missouri requires recognition of exemption to be submitted with the application.



# Eligible Applicants, Cont.

- ▣ Able to demonstrate, through the application, that the organization is at high risk of a terrorist attack; and
- ▣ NSGP-S, located within the State of Missouri outside of an FY 2020 St. Louis UASI-designated urban area (St. Louis City and the Missouri Counties of Franklin, Jefferson, St. Charles, and St. Louis)



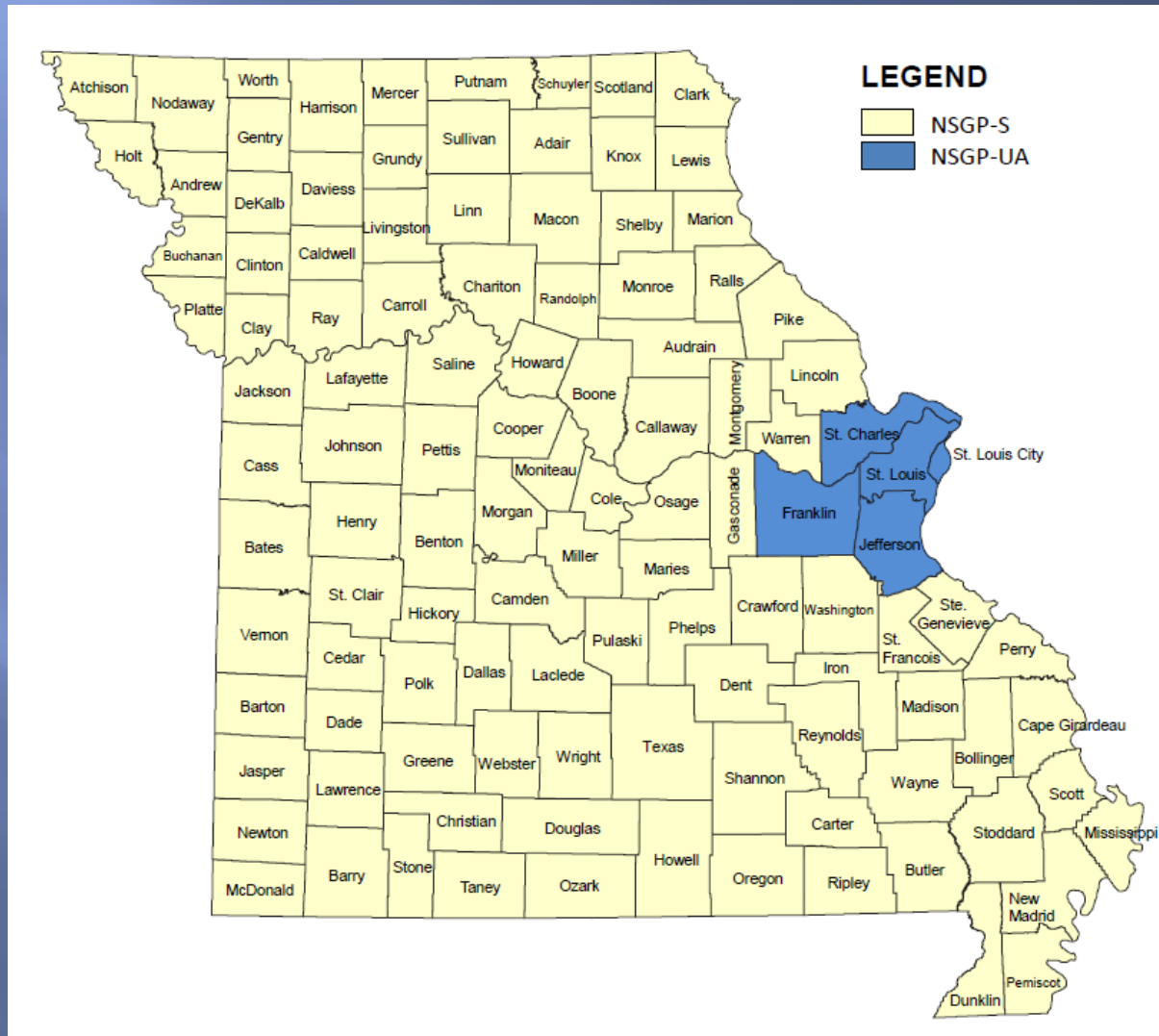
# Nonprofit Security Grant Program, Urban Area Security Initiative NSGP-UA Applicants

- ▣ Entities located within St. Louis UASI are eligible for NSGP-UA, but not NSGP-S
  - Franklin County
  - Jefferson County
  - St. Charles County
  - St. Louis City
  - St. Louis County

For information regarding the application process in these jurisdictions, please contact East-West Gateway Council of Governments at (314) 421-4220, <http://www.ewgateway.org/>



# NSGP-S / NSGP-UA





# Nonprofit Security Grant Program - State (NSGP-S)

- ▣ NSGP provides funding for physical security 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 - State (NSGP-S)

- ▣ Given the evolving threat landscape, it is incumbent upon DHS/FEMA to continuously evaluate the national risk profile and set priorities that help ensure appropriate allocation of scarce security dollars. In assessing the national risk profile for FY 2020, one area attracts the most concern:
  - 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; and
    - ▣ Exercises. Enhancing the protection of soft targets/crowded places;



# Nonprofit Security Grant Program - State (NSGP-S)

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



# Application Requirements

## ▣ NSGP Investment Justification (IJ)

- Each applicant may apply for up to \$100,000. The funding may be requested for multiple sites, but the organization must submit a complete IJ for each site, with only one site per 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;
  - Demonstrate the ability to provide enhancements consistent with the purpose of the program and guidance provided by DHS/FEMA/OHS;
  - 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; and
  - Be consistent with all applicable requirements outlined in the NOFO and the [Preparedness Grants Manual](#).



# Application Requirements, Cont.

## ▣ Vulnerability/Risk Assessment

- Each sub-applicant must include its vulnerability/risk assessment on which the request(s) in the IJ is based.

## ▣ Mission Statement

- Each sub-applicant must include its Mission Statement and any mission implementing policies or practices that may elevate the organization's risk.





# Application Requirements, Cont.

## ▣ Audit

- Each applicant must provide the most recent audit. If the audit is more than three years old, the agency must provide their most recent annual financial statement. This will be supplied 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 with their application through the WebGrants System.



# 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 Representative 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.

## ▣ Cost Principles

- Costs charged to this award must be consistent with the Cost Principles for Federal Awards located at 2 C.F.R. Part 200, Subpart E.



# Allowable Costs, Cont.

## 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. 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
  - Other project planning activities with prior approval from DHS/FEMA/OHS



# Allowable Costs, Cont.

## 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)
- ▣ The two 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.





# Allowable Costs, Cont.

## Maintenance and Sustainment

- ▣ Maintenance and sustainment costs, such as maintenance contracts, warranties, repair or replacement costs, upgrades, and user fees are allowable as described in DHS/FEMA Policy FP 205-402-125-1 (<https://www.fema.gov/media-library/assets/documents/32474>). For additional information, see the Preparedness Grants Manual.





# Allowable Costs, Cont.

## 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 the 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. Training conducted using NSGP funds must address a specific threat and/or vulnerability, as identified in the nonprofit organization’s IJ. Training should provide the opportunity to demonstrate and validate skills learned as well as to identify any gaps in these skills. *Proposed attendance at training courses and all associated costs using the NSGP must be included in the nonprofit organization’s IJ.*



# Allowable Costs, Cont.

## 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 and 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. All shortcomings or gaps – including those identified for children and individuals with access and functional needs – should be identified in an improvement plan. Improvement plans should be dynamic documents with corrective actions continually monitored and implemented as part of improving preparedness through the exercise cycle.
- 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/exercise>. In accordance with HSEEP guidance, subrecipients are reminded of the importance of implementing corrective actions iteratively throughout the progressive exercise cycle. This link provides access to a sample AAR/IP template: <https://preptoolkit.fema.gov/web/hseep-resources/improvement-planning>. Recipients are encouraged to enter their exercise data and AAR/IP in the Preparedness Toolkit at <https://preptoolkit.fema.gov/web/hseep-resources>.



# Allowable Costs, Cont.

## Contracted Security

- ❑ Contracted security personnel are allowed under this program only as described in the NOFO. The recipient 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. NSGP funds also may not be used to purchase equipment for 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. NSGP funds may not be used to purchase equipment for contracted security. The recipient must be able to sustain this capability in future years without NSGP funding.



# Allowable Costs, Cont.

## Travel

- ▣ Domestic travel costs are allowed under this program only as described in the NOFO. International travel is not an allowable cost under NSGP unless approved in advance by DHS/FEMA/OHS.





# Allowable Costs, Cont.

## 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 2020 NSGP funds for M&A purposes associated with the subaward.
- ▣ M&A costs are for activities directly related to the management and administration of the award. M&A activities are those defined as directly relating 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 consequence 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; and responding to official informational requests from state and Federal oversight authorities.





# Allowable Costs, Cont.

## Indirect Facilities & Administrative (F&A) Costs

- Indirect costs are allowable under this program as described in 2 C.F.R. Part 200, including 2 C.F.R. § 200.414. Applicants with a 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. 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. Post-award requests to charge indirect costs will be considered on a case-by-case basis and based upon the submission of an agreement or proposal as discussed above.



# Unallowable Costs

## 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




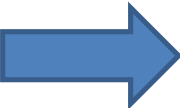
# Changes in Scope or Objective

- ▣ NSGP is competitive, with applications recommended for funding based on threat, vulnerability, consequence, and their mitigation to a specific facility/location. However, consistent with 2 C.F.R § 200.308(c)(1)(i), 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; or
  - 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.



# WebGrants Application

- ❑ dpsgrants.dps.mo.gov
- ❑ Log in or register as a new agency

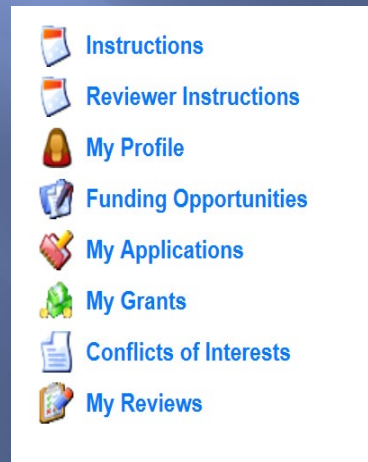
<p><b>Log In</b></p> <p>User ID:* <input type="text"/></p> <p>Password:* <input type="password"/></p> <p><input type="button" value="Log In"/></p> <p><a href="#">Forgot User Id?</a></p> <p><a href="#">Forgot Password?</a></p>	<p></p> <p>New to WebGrants - Missouri Department of Public Safety?</p> <p> <a href="#">Register Here</a></p>
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# Application Instructions

- ❑ Select “Funding Opportunities” and select the 2020 Nonprofit Security Grant Program - State funding opportunity



ID	Agency	Program	Opportunity	Application Deadline
112312	Missouri Office of Homeland Security Grants	Non Profit Security Grant Program (NSGP)	2020 NSGP Testing	Final Application Deadline not Applicable





# Application Instructions

## ▣ Funding Opportunity Page

Opportunity Details		<a href="#">Copy Existing Application</a>   <a href="#">Start a New Application</a>	
<b>112312-2020 NSGP Testing</b>			
<b>Non Profit Security Grant Program (NSGP)</b> <b>Application Deadline: Final Application Deadline not Applicable</b>			
Award Amount Range:	Not Applicable	Program Officer:	Michelle Branson
Project Start Date:		Phone:	573-526-9014 x
Project End Date:		Email:	<a href="mailto:michelle.branson@dps.mo.gov">michelle.branson@dps.mo.gov</a>
Award Announcement Date:			
Maximum Status Report Approval Levels			
CFDA Number:			
<b>Description</b>			
<b>Grant Issued By:</b>  U.S. Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA), Grant Programs Directorate (GPD)			
<b>Grant Issued Through:</b>  Missouri Department of Public Safety (DPS), Office of Homeland Security (OHS)			
<b>Assistance Listing:</b>  97.008			
<b>Program Description</b>			
<p>The Fiscal Year (FY) 2020 Nonprofit Security Grant Program (NSGP) is one of three grant programs that constitute Department of Homeland Security (DHS) DHS/Federal Emergency Management Agency's (FEMA's) focus on enhancing the ability of state, local, tribal, and territorial governments, as well as nonprofits, to prevent, protect against, respond to, and recover from terrorist attacks. These grant programs are part of a comprehensive set of measures authorized by Congress and implemented by the DHS to help strengthen the nation's communities against potential terrorist attacks. Among the five basic homeland security missions noted in the 2018 DHS Quadrennial Homeland Security Review, NSGP supports the goal to Strengthen National Preparedness and Resilience.</p> <p>The 2018-2022 FEMA Strategic Plan creates a shared vision for reducing the risks posed by terrorism and sets an ambitious, yet achievable, path forward to unify and further professionalize emergency management across the country. The NSGP supports the goals of Building a Culture of Preparedness and Readyng the Nation for Catastrophic Disasters. We invite our stakeholders and partners to also adopt these priorities and join us in building a more prepared and resilient nation.</p> <p>In FY 2020, there are two funding sources appropriated for nonprofit organizations:</p>			



# Application Instructions

## □ Funding Opportunity Attachments and Weblinks

Attachments		
Click on the File Name to open attachment		
Description	File Name	File Size
Investment Justification Spreadsheet	<a href="#">Copy of FY_2020_NSGP_Investment Justification.xlsx</a>	215 KB
NSPG-S 2020 Application Workshop	<a href="#">Test2.xlsm</a>	524 KB
2020 NSGP-S NOFO	<a href="#">Test2.xlsm</a>	524 KB
Website Links		
Click on the URL to go to website		
URL	Description	



# Investment Justification

**Nonprofit Security Grant Program (NSGP)  
Investment Justification Template Introduction**

**PAPERWORK BURDEN DISCLOSURE NOTICE**  
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.

**Security Warning:**  
*When opening the IJ template, some users may see a note that says "Security Warning: some active content has been disabled." Click on the [Options ...] button next to the message, select "Enable this content," then click on the [OK] button. If this is not done, the text boxes may not function properly.*

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, as well as how the investment supports the building or sustaining of core capabilities within the National Preparedness Goal (the Goal). For more information on the Goal see: <http://www.fema.gov/national-preparedness-goal>. 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). Applicants 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 template (Office of Management and Budget [OMB] Number: 1660-0110/FEMA Form Number: 089-25) may be used by applicants 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

Applications must use the following file naming convention when submitting required documents for the NSGP-UA: "FY2020\_NSGP-UA <State Abbreviation>\_<Urban Area>\_<Nonprofit Name>"; and

If using Excel 2007, applicants are required to save the final version of the IJ in the Excel 97-2003 format before submitting. Excel 2007 or PDF formats cannot be accepted. Instructions on saving the IJ template in the Excel 97-2003 format are below in the "Helpful Hints" Section.

Applications should be submitted by the nonprofit organization to the State Administrative Agency (SAA). Applicants 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/UAWG. The NSGP Scoring Worksheet will be used by the SAA to review and score NSGP applications consistent with the guidelines provided in the NSGP IJ and Selection Criteria as well as ensure consistency with programmatic requirements. The NSGP Scoring Worksheet will be available on Grants.gov.

**Introduction** Investment Justification



# Investment Justification, Cont.

## Helpful Hints:

### Moving through the Investment Justification:

While entering information in the IJ template, applicants should try to minimize the use of the Tab and Enter keys to move between data entry fields. As the template consists of a combination of text boxes and cells, using these keys may cause the cursor to move to an undesired location.

### Copying & Pasting in the Investment Justification:

Some applicants may find it helpful to begin drafting their IJ information in MS Word and then pasting this into the Excel-based template. However, please be aware that, when copying and pasting information from Word into the text boxes in the template, any formatting will not carry over. Also, right-clicking in the text boxes in Excel will not provide the usual pop-up menu where you can select Cut, Copy, Paste, or any of the usual such options. To copy from a text box, users must select the text, then use the [Edit] menu in Excel 2003 or the [Home] tab in Excel 2007 and select [Copy]. To paste data into a text box, click in the text box, then use the [Edit] menu in Excel 2003 or the [Home] tab in Excel 2007

### Character Count:

The data entry fields included in the IJ allow for the maximum number of characters noted for that section, plus an additional number of characters to account for spaces. Once that limit has been reached, users will not be able to include any additional text.

### Spell Check:

When using Spell Check in MS Excel, it will not review information entered into the data entry boxes. Therefore, it is suggested that applicants use MS Word to ensure that the entered information is spelled correctly. To use Spell Check in MS Word:

#### In MS Word 2003

- a) Click on the [Tools] menu
- b) Select [Spelling] and all spelling issues will be displayed

#### In MS Word 2007

- a) Click on the [Review] tab near the top of the screen
- b) Click on [Spelling & Grammar] and all spelling issues will be displayed

### Saving in Excel 2003 Format:

As stated above, if using Excel 2007 to complete the IJ template, applicants are required to save the final version in the Excel 97-2003 format before submitting. To do that:

- a) Click on the Office Button at the top left of the Excel window
- b) Hover over [Save As] in the list
- c) Click on [Excel 97-2003 Workbook]
- d) In the "Save As" Window, chose a location and file name for the new file. Be sure to use the file naming convention or format above.

To begin entering information into the IJ, click on the "Investment Justification" tab below.





# Investment Justification, Cont.

NSGP Investment Justification	
I. Nonprofit Organization Applicant Information	
<b>Identify the Following:</b>	
Legal Name of the Organization	<input type="text"/>
Physical Address of the Facility (One Investment Justification per facility; include city, state, and zip code)	<input type="text"/>
County	<input type="text"/>
Year the Original Facility was Constructed	<input type="text"/>
Organization Type (Short description of organization's ideology, beliefs and mission) (400 character max- not including spaces)	<input type="text"/>
Membership and community served	<input type="text"/>

Navigation: Introduction | **Investment Justification** | +



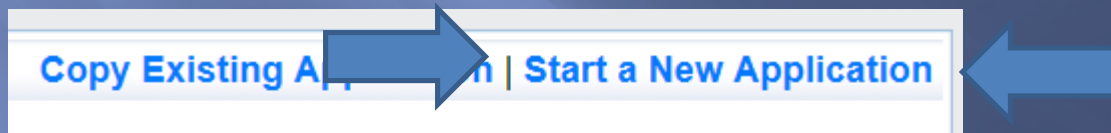
# Investment Justification, Cont.

- ▣ All items included on the Investment Justification will need to be completed
  - Projects requesting items in excess of the \$100,000.00 maximum will need to be covered by the applicant agency



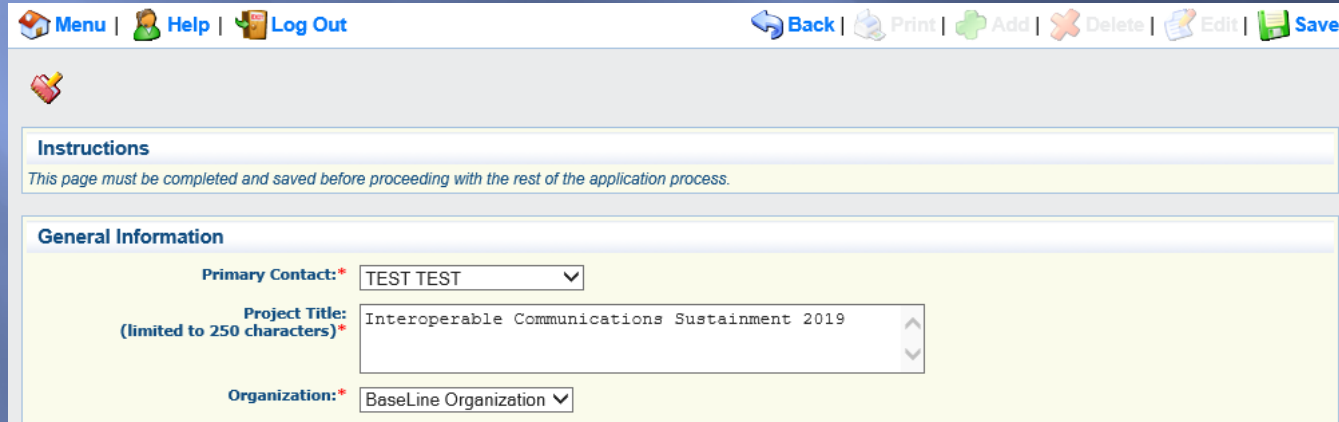
# Application Instructions, Cont.

- ▣ After completing the IJ
- ▣ Select “Start New Application”



# Application Instructions, Cont.

- ❑ 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”



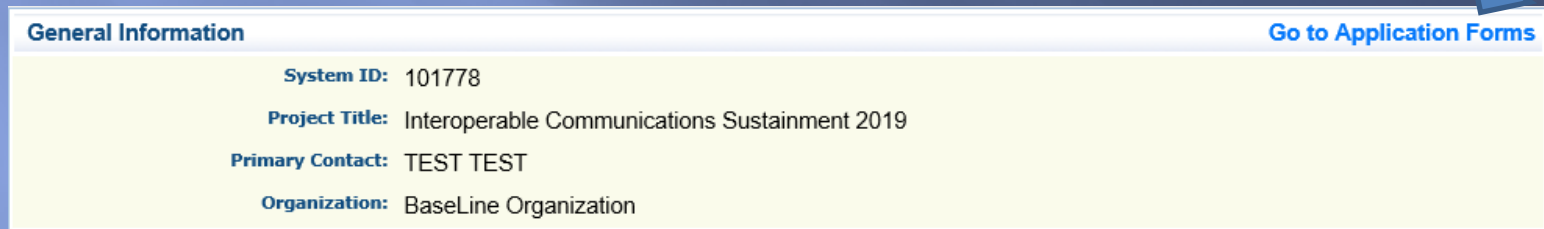
The screenshot displays a web application interface. At the top, there is a navigation bar with links: Menu, Help, Log Out, Back, Print, Add, Delete, Edit, and Save. Below this, there is a section titled 'Instructions' with a note: 'This page must be completed and saved before proceeding with the rest of the application process.' The main section is titled 'General Information' and contains three fields: 'Primary Contact:' with a dropdown menu showing 'TEST TEST', 'Project Title:' with a text input field containing 'Interoperable Communications Sustainment 2019' and a character limit note '(limited to 250 characters)', and 'Organization:' with a dropdown menu showing 'BaseLine Organization'. A large blue arrow points to the 'Save' button in the top navigation bar.





# Application Instructions, Cont.

- Select “Go to Application Forms”



**General Information** [Go to Application Forms](#)

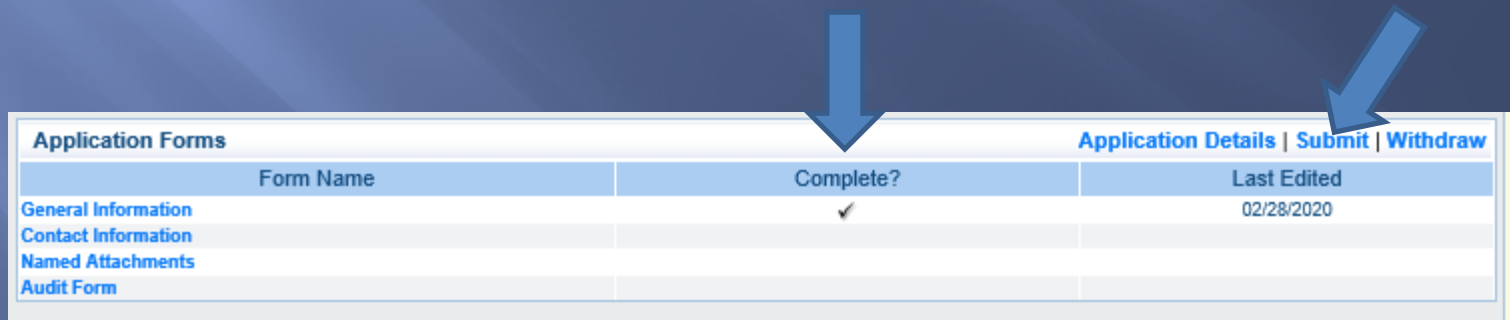
**System ID:** 101778

**Project Title:** Interoperable Communications Sustainment 2019

**Primary Contact:** TEST TEST

**Organization:** BaseLine Organization

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




Application Forms		Application Details   <a href="#">Submit</a>   <a href="#">Withdraw</a>	
Form Name	Complete?	Last Edited	
<a href="#">General Information</a>	✓	02/28/2020	
<a href="#">Contact Information</a>			
<a href="#">Named Attachments</a>			
<a href="#">Audit Form</a>			



# Application Instructions, Cont.

- ▣ There are four Application Forms
- ▣ To start each form select the project name



Application Forms		<a href="#">Application Details</a>   <a href="#">Submit</a>   <a href="#">Withdraw</a>	
Form Name	Complete?	Last Edited	
<a href="#">General Information</a>	✓	02/28/2020	
<a href="#">Contact Information</a>			
<a href="#">Named Attachments</a>			
<a href="#">Audit Form</a>			



# Contact Information

## ▣ Authorized Official

The Authorized Official is the individual who has the authority to legally bind the applicant into a contract.

- For nonprofit agencies, the Board Chair shall be the Authorized Official



# Contact Information, Cont.

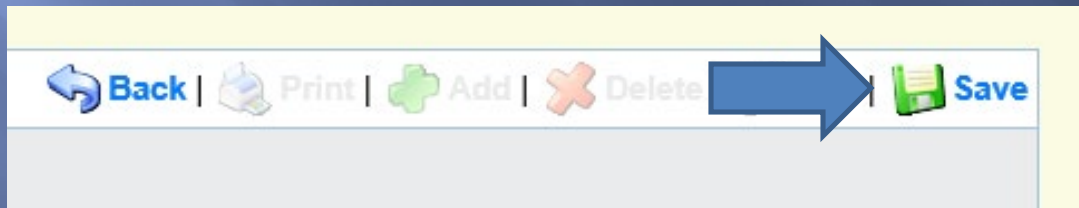
Contact Information		
<b>Authorized Official</b>		
<i>- If the applicant agency is a nonprofit, the Board Chair/President shall be the Authorized Official. If applicable please upload copy of 501C3 in the Other Attachments section of this application</i>		
<i>** If your agency does not fall into the 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) 526-9014**</i>		
Authorized Official: *	<input type="text"/>	<input type="text"/>
	Title (Mr.Ms.etc)	Last Name
Job Title: *	<input type="text"/>	
Agency: *	<input type="text"/>	
Mailing Address: *	<input type="text"/>	
Street Address 1:	<input type="text"/>	
Street Address 2:	<input type="text"/>	
*	<input type="text"/>	<input type="text"/>
	City	State
	Missouri	Zip Code
Email: *	<input type="text"/>	
Phone: *	<input type="text"/>	<input type="text"/>
	Office	Ext.
Fax: *	<input type="text"/>	
	Cell	
<b>Applicant Project Director</b>		
Applicant Project Director: *	<input type="text"/>	<input type="text"/>
	Title (Mr.Ms.etc)	Last Name
Job Title: *	<input type="text"/>	
Agency: *	<input type="text"/>	
Mailing Address: *	<input type="text"/>	
Street Address 1:	<input type="text"/>	
Street Address 2:	<input type="text"/>	
*	<input type="text"/>	<input type="text"/>
	City	State
	Missouri	Zip Code
Email: *	<input type="text"/>	
Phone: *	<input type="text"/>	<input type="text"/>
	Office	Ext.
Fax: *	<input type="text"/>	
	Cell	



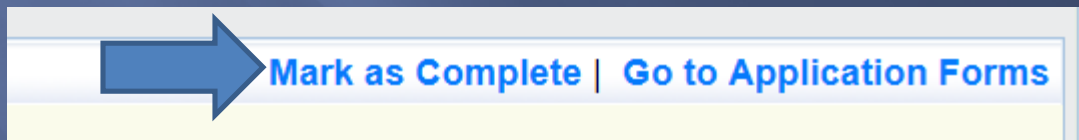


# Contact Information, Cont.

- ▣ Please complete all contact information for
  - 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”













# Named Attachments

## Instructions

2020 NSGP Investment Justification

## 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:						

Last Edited By:



# Loading of Named Attachments

 **Application**

**Attach File**  
*2020 NSGP Investment Justification*

Upload File:

Browse...

Description: \*

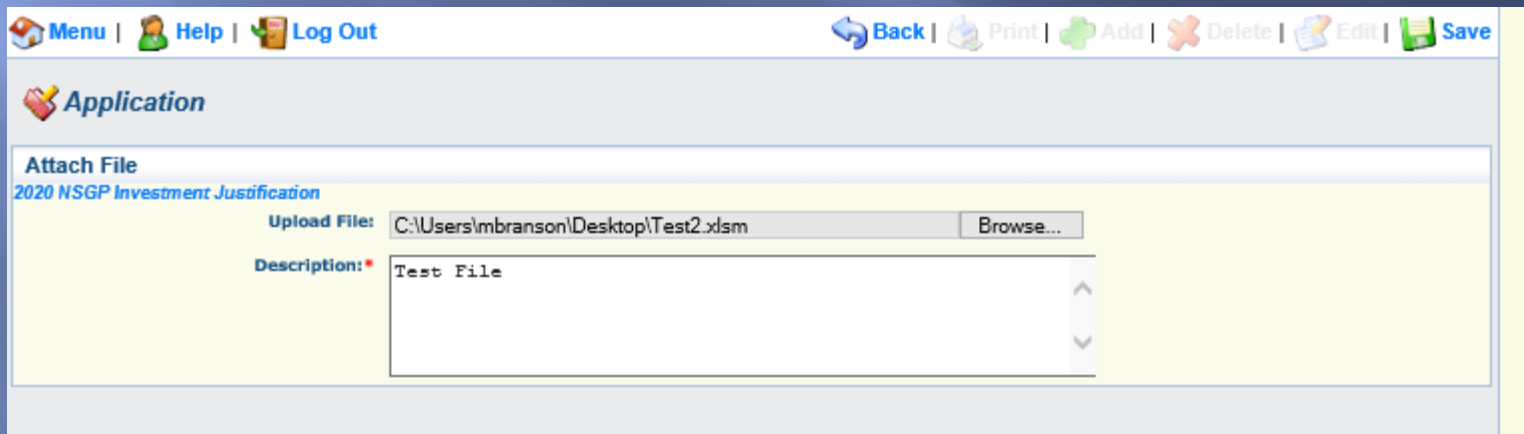
^

v



# Loading of Named Attachments, Cont.

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













The screenshot shows a web application interface with a top navigation bar containing links for Menu, Help, and Log Out. On the right side of the bar are icons for Back, Print, Add, Delete, Edit, and Save. Below the navigation bar is a section titled "Application" with a sub-section "Attach File". Under "Attach File", there is a heading "2020 NSGP Investment Jusôfication". The main form area contains two fields: "Upload File:" with a text input showing "C:\Users\mbranson\Desktop\Test2.xlsm" and a "Browse..." button, and "Description:" with a text area containing "Test File".





# Named Attachments, Cont.

- ▣ Continue for all items
- ▣ When all documents have been attached “Mark as Complete”

Named Attachments		<a href="#">Mark as Complete</a>   <a href="#">Go to Application Forms</a>				
Attachment	Description	File Name	Type	File Size	Date Uploaded	Delete?
<b>Required Attachments:</b>						
<a href="#">Investment Justification Form:</a>	Test	<a href="#">Test2.xlsm</a>	xlsm	524 KB	02/28/2020	
<a href="#">Vulnerability / Risk Assessment:</a>				524 KB		
<a href="#">Mission Statement:</a>				524 KB		
<b>Required if applicable:</b>						
<a href="#">Audit:</a>				524 KB		
<a href="#">501(c)(3) Documentation:</a>				524 KB		
<b>Other items that may be applicable to the project:</b>						
<a href="#">Other:</a>				524 KB		
<a href="#">Other:</a>				524 KB		
<a href="#">Other:</a>				524 KB		
<a href="#">Other:</a>				524 KB		
<a href="#">Other:</a>				524 KB		

Last Edited By: TEST TEST, 02/28/2020



# Audit Form

- ❑ OHS is required to risk assess
- ❑ Provide answers to all Audit Questions
- ❑ Select “Save” and “Mark as Complete”


**Audit Form**

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.

2. Date last audit completed:\*



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

☐

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.

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.

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.

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



# Submit Application

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

Application Forms		<a href="#">Application Details</a>   <a href="#">Submit</a>   <a href="#">Withdraw</a>	
Form Name	Complete?	Last Edited	
<a href="#">General Information</a>	✓	02/28/2020	
<a href="#">Contact Information</a>	✓	02/28/2020	
<a href="#">Named Attachments</a>	✓	02/28/2020	
<a href="#">Audit Form</a>	✓	02/28/2020	

APPLICATIONS MUST BE SUBMITTED PRIOR TO  
THE DEADLINE MARCH 20, 2020 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
  - Subrecipients proposing projects that have the potential to impact the environment must participate in the FEMA EHP review process
  - The 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 the grounds must complete an EHP Screening Form and submit it to OHS for review. This includes drilling holes into the walls or any ground disturbance

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
  - Michelle Branson, (573) 526-9014, [Michelle.branson@dps.mo.gov](mailto:Michelle.branson@dps.mo.gov)
  - Maggie Glick, (573) 522-6125, [Maggie.glick@dps.mo.gov](mailto:Maggie.glick@dps.mo.gov)
  - Chelsey Call, (573) 526-9203, [Chelsey.call@dps.mo.gov](mailto:Chelsey.call@dps.mo.gov)
  - Joni McCarter (573) 526-9020, [Joni.mccarter@dps.mo.gov](mailto:Joni.mccarter@dps.mo.gov)

