

Homeland Security Grants Division (HSGD) FY 2018 NSGP Application Workshop





NSGP - PURPOSE

NSGP = Nonprofit Security Grant Program

Purpose: Funds are intended to support target hardening activities for nonprofit organizations that are at high risk of terrorist attack based on their ideology, beliefs, or mission.



NSGP - MAXIMUM

FUNDS: How much?

- Max of \$75,000
- NO LOCAL MATCH REQUIREMENT
- Applicants are encouraged to request \$75,000*



*Organizations that receive a subaward may use and expend up to 5% of their grant for Management and Administration purposes associated with the subaward.



NSGP – ELIGIBLE ACTIVITIES

TARGET HARDENING ACTIVITIES

- Improvements designed to deter or delay an attack. Examples include:
 - Lighting
 - Security cameras
 - Fencing
 - Bollards
 - X-ray machines





NSGP – ELIGIBLE ORGANIZATIONS

NONPROFIT ELIGIBILITY

- Described under section 501(c)(3) of the IRS Code of 1986 (IRC) and exempt from tax under section 501(a) of such code
- Faith based organizations may be exempted from providing proof of 501(c)(3) status
- Have a DUNS number
- Have an active System for Award Management (SAM) registration
- Determined to be at high-risk of terrorist attack

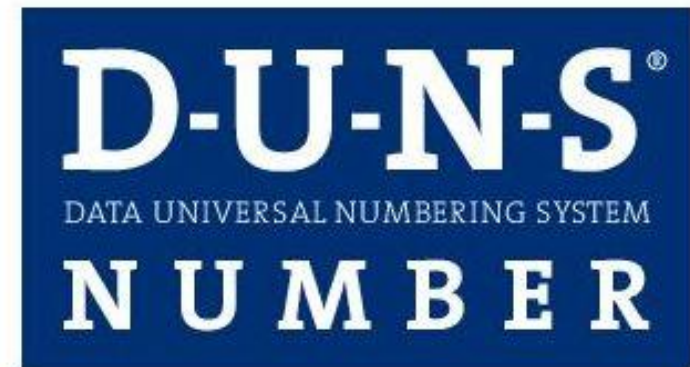


NSGP – ELIGIBLE ORGANIZATIONS

D-U-N-S - The D&B D-U-N-S Number is a unique nine-digit identifier for businesses and non-profits.

You can register for a DUNS number at the web link below

[DUNS Registration](#)





NSGP – ELIGIBLE ORGANIZATIONS

SAM- The System for Award Management (SAM) is an official website of the U.S. government. You can register in SAM at the following link.

[SAM Website](#)





NSGP – ELIGIBLE ORGANIZATIONS

WHO IS AT HIGH RISK OF TERRORISM?

- Prior threats or attacks against the organization or closely related organizations by a terrorist network, organization, or cell
- Symbolic value of the site as a highly recognized institution that renders it a possible target of terrorism
- Role of the organization in response or recovery from terrorist attacks
- Findings from prior risk assessments (threat, vulnerability)

[Note: Recent and Site Specific assessments provide better support for an organization's high risk of a terror attack!]



NSGP – AWARD HISTORY*

| Year | National Amount | Dallas Projects Funded | Houston Projects Funded | San Antonio Projects Funded |
|-------------|------------------------|-------------------------------|--------------------------------|------------------------------------|
| FY2011 | \$19 mil | 1 | 5 | |
| FY2012 | \$10 mil | 0 | 5 | |
| FY2013 | \$10 mil | 0 | 2 | |
| FY2014 | \$13 mil | 0 | 4 | |
| FY2015 | \$13 mi | 0 | 4 | N/A |
| FY2016 | \$20 mil | 4 | 5 | N/A |
| FY2017 | \$25 mil | 3 | 7 | None Submitted |

* The 2018 NOFO will be the first year that NSGP has opened to NPs outside of a designated UASI



NSGP – APPLICATION TIMELINE



- Nonprofit applications must be submitted and certified in eGrants – **Due by 5:00 PM CT on the 14th calendar day from the release of the NOFO (NOFO +14)**
- FEMA Investment Justification (IJ) template available – Pending NOFO* release
- Deadline to submit completed IJ to HSGD – NOFO +14 days
- Statewide review and scoring – NOFO +30 days
- HSGD’s DHS application deadline – TBD in NOFO
- FEMA funding decisions announced – NLT September 2018

**NOFO = Notice of Funding Opportunity (Federal)*



NSGP – ALLOWABLE ACTIVITIES

- 1. Management & Administration**
- 2. Equipment**
- 3. Training**





NSGP – ALLOWABLE ACTIVITIES

MANAGEMENT & ADMINISTRATION

- Nonprofits may use up to 5% (\$3,750) of the \$75,000 for M&A
- Allowable M&A activities
 - Staff or consultants to help manage the award
 - Compliance-related activities
 - Travel expenses associated with grant management
 - Meeting expenses associated with grant management



NSGP – ALLOWABLE ACTIVITIES

EQUIPMENT

- Only two categories of allowable equipment:
 - **14 - Physical Security Enhancement Equipment**
 - **15- Inspection & Screening Systems**
- Access the **Authorized Equipment List (AEL)** at:

<https://www.fema.gov/authorized-equipment-list>



NSGP – ALLOWABLE ACTIVITIES

Physical Security Enhancement Equipment

(Examples...not the complete list)

- **Explosion Protection Equipment**
 - Blast-Resistant Trash Receptacles
 - Blast/Shock/Impact Resistant Building Systems
- **Surveillance, Warning, Access/Intrusion Control**
 - Alarm Systems & Sensors
 - Impact Resistant Doors & Gates
 - Fixed Area Lighting
 - Inspection & Screening Systems
 - Physical Access Control Systems
 - Video Assessment Security Systems





NSGP – ALLOWABLE ACTIVITIES

Inspection & Screening Systems

(Examples...not the complete list)

- **Inspection Systems**
 - Mobile Search & Inspection X-Ray Systems
- **Screening Systems**
 - Personnel/Package Screening Systems





NSGP – ALLOWABLE ACTIVITIES

TRAINING

- Must be for security-based training that focuses on protecting your facility. Examples:
 - Cyber security
 - Target hardening
 - Terrorism awareness/employee preparedness
- It **MUST** address a specific threat and/or vulnerability that you identified in your application.



NSGP – ALLOWABLE ACTIVITIES

TRAINING

- The training must take place in the United States.
- Allowable training costs include:
 - Attendance/registration fees
 - Materials and supplies





NSGP – UNALLOWABLE ACTIVITIES

YOU CAN'T USE GRANT FUNDS FOR:

- Hiring public safety personnel
- Overtime and Backfill
- Developing a security assessment
- Paying someone to write your application
- General operating expenses
- Proof-of-concept initiatives, or assessments of technology that is under development
- Hiring a federal employee
- Suing the government





NSGP - ACCEPTING FEDERAL FUNDING

Strings are attached to grant funding

- Federal grant requirements (rules/regulations)
- State rules and regulations
- Financial Reporting requirements (Quarterly)
- Performance reporting requirements (Bi-annual)
- Document retention (at least 3 years beyond grant period)





NSGP – FEDERAL EHP REQUIREMENTS

NEPA=National Environmental Protection Act

- Federal government money can't be used in a way that will harm the environment.
- This includes: air, water, animals, people, noise

EHP= Environmental/Historic Preservation

- Federal money also can't be used in a way that damages historic buildings
- Rule of thumb: buildings less than 50 years old: OK

Note: All funded projects will require an EHP screening form



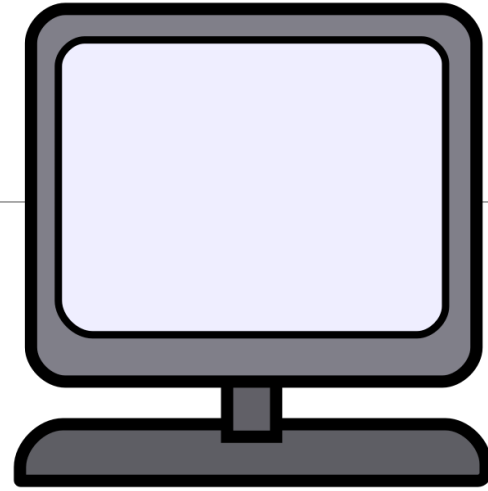


CAN YOU GET IT DONE QUICKLY?

**Grant performance period will be 30 months
(09/01/2018 – 02/28/2021)**

Note: The EHP review and approval can be a multi-month approval process





eGrants

OFFICE OF THE GOVERNOR

A solid blue horizontal bar at the bottom of the page.



eGrants- Homepage

You can view current Office of the Governor funding opportunities on the eGrants homepage.

The screenshot shows the eGrants homepage layout. On the left is a sidebar with navigation links. The main content area on the right contains introductory text and descriptions for various grant programs. A red callout bubble with white text points to the 'Funding Opportunities' link in the 'eGrants News' section of the sidebar.

Navigation Links:

- ★ Grant Resources
 - ▶ Governor's Office (OOG) Homepage
 - ▶ Criminal Justice Division (CJD) Homepage
 - ▶ Homeland Security Grants Division (HSGD) Homepage
 - ▶ Office of Small Business Assistance (OSBA)
 - ▶ Texas Music Office (TMO)
 - ▶ Links to Grant Resources
- ★ eGrants News
 - ▶ Funding Opportunities
 - ▶ Guide to Grants
 - ▶ Guide to Creating an Application
 - ▶ Financial Management Guide

Main Content Area:

Welcome to eGrants - OOG

With responsibilities ranging from the research and creation of policy initiatives to the state's job creation efforts, the Office of the Governor plays a key role in shaping the future of the Lone Star State. OOG administers grants from a variety of [state and federal funding sources \[26KB PDF\]](#).

The **Criminal Justice Division's (CJD)** mission is to create and support programs that protect people from crime, reduce the number of crimes committed, and to promote accountability, efficiency, and effectiveness within the criminal justice system. CJD focuses on the enhancement of Texas' capacity to prevent crime, provide service and treatment options, enforce laws, train staff and volunteers, and the restoration of crime victims to full physical, emotional and mental health.

The **Homeland Security Grants Division (HSGD)** promotes strategies to prevent terrorism and other catastrophic events and to prepare communities for the threats and hazards that pose the greatest risk to the security and resilience of Texas and the Nation. The grant funding assists Texas jurisdictions in building, sustaining, and delivering core capabilities to further the National Preparedness Goal which is, "A secure and resilient Nation with the capabilities required across the whole community to prevent, protect against, mitigate, respond to, and recover from the threats and hazards that pose the greatest risk.

The **Office of Small Business Assistance (OSBA)** works to establish the State of Texas as the premier place to start, grow and sustain a business. The Small Business Division executes a series of statewide initiatives, disseminating resources and information, identifying legal and financial barriers, and creating partnerships. Through collaborative efforts with federal, state and local agencies and partners, the Governor's Office assists entrepreneurs and businesses with expansion and growth. Through research, policies, strategies and outlooks for business development to help them succeed in the marketplace.

The **Texas Music Office (TMO)** is a state-funded business promotion office and information center for the Texas music industry. The TMO assists more than 15,000 individual clients and businesses in meeting its legislative mandate: "Sec. 485.004. Promotion; Duties. (a) The office shall promote the development of the music industry in the state by informing members of that industry and the public about the resources available in the state for music production." The TMO is the sister office to the Texas Film Commission, both of which are within the Office of the Governor's Economic Development and Tourism Division.

[Read More](#)

OOG is committed to making this website accessible to all users. We are currently working to improve accessibility for users with disabilities pursuant to the [Texas Government Code](#) Title 10, Subtitle B, Chapter 2054, Subchapter M. If you need assistance in accessing this website, please contact the eGrants Help Desk via email at: eGrants@gov.texas.gov, or via telephone at: (512) 463-1919 or dial 7-1-1 for relay services.

Please note the [eGrants Disclaimer](#)



eGrants- RFA

Applicants are highly encouraged to read the Request for Applications (RFA) “Announcement” very carefully.

| FUNDING OPPORTUNITY | DETAILS | DATE AVAILABLE | DUE DATE 5 PM CST |
|---|--------------------------------------|----------------|-------------------|
| Body Worn Camera Program | Announcement | 11/15/2016 | 1/16/2017 |
| Border Prosecution Unit (BPU) | Announcement | 1/20/2017 | 3/30/2017 |
| Building Capacity to Recover and Restore Survivors of Child Sex Trafficking | Announcement | 12/19/2016 | 2/20/2017 |
| College Campus Initiative | Announcement | 3/27/2017 | 5/30/2017 |
| County Essential Services Program (* Pre-approval Req'd) | Announcement | 10/7/2016 | 8/30/2017 |
| Coverdell Forensic Sciences Improvement Program | Announcement | 4/3/2017 | 6/5/2017 |
| Crime Stoppers Program | Announcement | 12/19/2016 | 2/20/2017 |
| General Victim Assistance Direct Services Program (VOCA) | Announcement | 12/19/2016 | 2/20/2017 |
| Justice Assistance Grant (JAG) Program | Announcement | 12/19/2016 | 2/20/2017 |
| Juvenile Justice - Local Projects | Announcement | 12/19/2016 | 2/20/2017 |
| Juvenile Justice - Statewide Projects | Announcement | 12/19/2016 | 2/20/2017 |
| Local Border Security Program (LBSP) | Announcement | 1/13/2017 | 3/30/2017 |
| Music Education and Community Grant (MECG) Program | Announcement-amended | 1/20/2017 | 3/30/2017 |
| National Incident-Based Reporting System (NIBRS) | Announcement | 11/15/2016 | 1/16/2017 |
| Nonprofit Security Grant Program | Announcement | 5/8/2017 | 6/8/2017 |
| Residential Substance Abuse Treatment (RSAT) Program | Announcement | 12/19/2016 | 2/20/2017 |
| Sexual Assault Forensic Services Initiative | Announcement | 3/27/2017 | 5/30/2017 |
| Specialty Courts Program | Announcement | 12/19/2016 | 2/20/2017 |
| Specialty Courts Training and Technical Assistance Program | Announcement-amended | 12/19/2016 | 5/31/2017 |
| State Homeland Security Program (SHSP) - LETPA Activities | Announcement | 12/16/2016 | 2/28/2017 |
| State Homeland Security Program (SHSP) - Regular Projects | Announcement | 12/16/2016 | 2/28/2017 |
| Transitional Housing & Support Services Initiative | Announcement | 3/27/2017 | 5/30/2017 |
| Truancy Prevention and Intervention | Announcement | 12/19/2016 | 2/20/2017 |
| Urban Area Security Initiative (UASI) - LETPA Activities | Announcement | 3/13/2017 | 5/1/2017 |
| Urban Area Security Initiative (UASI) - Regular Projects | Announcement | 3/13/2017 | 5/1/2017 |
| Violence Against Women Justice and Training Program | Announcement | 12/19/2016 | 2/20/2017 |

Click here to download the NSGP funding announcement

** Prior approval is required before the grant applicant can submit certain types of applications (referenced above) to OOG. Contact the [eGrants Help Desk](#) by email and include a brief description of your proposed project, the funding opportunity you are interested in, and the contact information of the person responsible for preparing the grant application.*



eGrants- Homepage

All applicants and grant officials must register for an egrants account on the eGrants homepage.

The screenshot displays the eGrants homepage with the following elements:

- Navigation Menu:** HOME, REGISTER, CALENDAR, CONTACT US, UPDATES.
- Header:** Office of the Governor, eGrants Online!
- Grantee Login:** Includes fields for User Name and Password, a Sign In button, and links for Register here!, Forgot your Username?, and Forgot your Password?.
- Grant Resources:** A list of links for various divisions: Governor's Office (OOG) Homepage, Criminal Justice Division (CJD) Homepage, Homeland Security Grants Division (HSGD) Homepage, Office of Small Business Assistance (OSBA), Texas Music Office (TMO), and Links to Grant Resources.
- eGrants News:** A section for Funding Opportunities.
- Content Area:** Contains text about the Office of the Governor's role, the Criminal Justice Division's (CJD) mission, the Homeland Security Grants Division (HSGD) mission, the Office of Small Business Assistance (OSBA) mission, and the Texas Music Office (TMO) mission.

Click here to register for an eGrants account

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eGrants- Homepage

Once you are registered for an eGrants account you can log in from the homepage and begin the application process.

Monday, May 8, 201

- ▶ HOME
- ▶ REGISTER
- ▶ CALENDAR
- ▶ CONTACT US
- ▶ UPDATES

Office of the Governor
eGrants

Login to eGrants here

★ Grantee Login

New User? [Register here!](#)

User Name:

Password:

[Sign In](#)

[Forgot your Username?](#)

[Forgot your Password?](#)

★ Grant Resources

- ▶ Governor's Office (OOG) Homepage
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- ▶ Office of Small Business Assistance (OSBA)
- ▶ Texas Music Office (TMO)
- ▶ Links to Grant Resources

★ eGrants News

- ▶ Funding Opportunities
- ▶ Guide to Grants

★ eGrants Online!

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[Read More](#)

OOG is committed to making this website accessible to all users. We are currently working to improve



eGrants- Apply Tab

Once you are logged into eGrants you will need to click on the “Apply” tab to search for the funding opportunity.

A screenshot of the eGrants website interface. At the top, there is a navigation bar with several tabs: "Welcome", "My Home", "My Profile", "My Mail Home", "Apply", "My Password", and "Logout". The "Apply" tab is highlighted in blue. A red callout bubble with the text "Click here" points to the "Apply" tab. Below the navigation bar, the main content area is divided into sections. The first section is titled "Welcome to eGrants!" and contains several blue links: "View Welcome to eGrants!", "View Navigation Tabs", "View Icons", "View Notes and Email", and "View Help". The second section is titled "Links to Grant Resources" and contains a paragraph of text followed by a list of blue links to various resources, including "Grants.gov", "eGrants Guide to Grants", "The Uniform Grant Management Standards (UGMS)", "Department of Justice (DOJ) Grants Financial Guide", "Texas Crime Stoppers", "Office for Victims of Crime (OVC)", "Office on Violence Against Women (VAWA)", "Texas Juvenile Justice Department (TJJD)", "Office of Juvenile Justice and Delinquency Prevention (OJJDP)", "National Drug Court Institute (NDCI)", "Defining Drug Courts: The Key Components", "Texas Government Code, Chapter 121, Specialty Courts, General Provisions, Definition", "Texas Government Code, Chapter 121, Specialty Courts, General Provisions, Oversight", "Texas Government Code, Chapter 122, Family Drug Court Program", "Texas Government Code, Chapter 123, Drug Court Programs", "Texas Government Code, Chapter 124, Veterans Court Program", "Texas Government Code, Chapter 125, Mental Health Programs", "Texas Health and Safety Code, Chapter 169A, Prostitution Prevention Programs", "Financial Fraud Enforcement Task Force", "Government Grant Scams", and "Grant Oversight and Best Practices for Combating Grant Fraud".



eGrants- Apply Tab

You will need to make the selections shown on this illustration and select “Search for Funding Opportunities”.

A screenshot of the eGrants website's "Apply" tab. The interface includes a navigation bar with links: Welcome, My Home, My Profile, My Mail Home, Apply, My Password, and Logout. The main content area is divided into several sections:

- General Information and Instructions:** Contains links for "View Introduction" and "View Instructions".
- Funding Agency:** A dropdown menu with "Homeland Security Grants Division (HSGD)" selected. This dropdown is circled in red.
- Organization Type:** A dropdown menu with "Nonprofit Corporation" selected. This dropdown is circled in red. Above it is a red-outlined text instruction: "Select your type of organization. Then, if prompted, select any additional information that applies for this proposed project: ?".
- Radio Button:** A radio button labeled "applying to provide homeland security services" is selected.
- Type of Project:** A section with the instruction "Select one or more general categories below that best describes your proposed project." and three checkboxes: "Law Enforcement", "Prosecution and Court Services", and "Homeland Security". The "Homeland Security" checkbox is checked and circled in red.

At the bottom, there are two buttons: "Search for Funding Opportunities" and "Clear Search Criteria". A red speech bubble with the text "Click Here" points to the "Search for Funding Opportunities" button.



eGrants- Apply Tab

- Find the NSGP funding opportunity*
- Select “Apply” to begin your application.

Search for Funding Opportunities Clear Search Criteria

Available Funding Opportunities

OOG is now accepting applications for the following opportunities.

| Funding Opportunity RFA (if applicable) | Fund Source | Opportunity Open Date | Opportunity Close Date | Apply |
|---|--|-----------------------|------------------------|-----------------------|
| NP17 Nonprofit Security Grant Program (Nonprofit Security Grant Program (NSGP) Announcement) | NP-Nonprofit Security Grant Program (NSGP) | 5/8/2017 | 6/8/2017 | Apply |

Click here to start your application

Click here to view the RFA

* Note: *The opportunity has a link to the RFA, you can click there to review the RFA if you haven't already done so.*



eGrants- Apply Tab

- State Payee ID – 9 digits (e.g. 1**275322455**4000)
- Continuation (N/A)
- Start Application

The screenshot shows a web form with the following sections and callouts:

- State Payee Identification**: A text input field with a red box around it and a callout bubble pointing to it.
- Create a Continuation Project**: A section with a red callout bubble pointing to the text "Enter your agencies Federal Employer Identification Number (FEIN)".
- Leave Blank**: A red callout bubble pointing to the text "Leave Blank".
- Enter the existing Grant Number (e.g., 1600002):**: A text input field with a red callout bubble pointing to it.
- Start Application**: A button at the bottom with a red callout bubble pointing to it.



eGrants- Profile Tab

- Eligibility
 - Profile
 - Narrative
 - Activities
 - Measures
 - Budget
 - Documents
 - Homeland Security
 - Conditions of Funding
 - Fiscal Capability
 - Submit Application
 - Summary
 - Upload Files
 - My Home
- Details Grant Vendor

[Printer Friendly](#)

NOTICE – 2-HOUR TIMEOUT: This page will timeout after 2 hours of inactivity. You may save your work at any time by clicking the **Save Only** button at the bottom of the page. The system will alert you when there is 15 minutes remaining in your session.

General Information and Instructions

[View Introduction](#)

[View Designate Grant Officials](#)

[View Update/Reassign Grant Officials](#)

[View Messages to OOG](#)



eGrants- Profile Tab

- Input agency information.
- You must include zip code +4
- Enter your desired start and end date

Please note project may not begin before 09/01/18 or end after 02/28/2021.

Identifying Information

Applicant Agency Name: 1

Project Title:

Division or Unit to Administer the Project:

Agency Address Line 1:

Agency Address Line 2:

City: State: Zip Code:

Start Date: 2

End Date:

Plan Year:

Discretionary Fund

Target Area Information

Select Your Project's Geographic Impact: Local Regional Statewide 3

Select Your Primary Service County: 4

The county in which the majority of services will be provided, or select **Impact is Statewide**:

Your project will provide services within:



eGrants- Profile Tab

- You must assign* four Grant Officials to the application
- These officials must be at least three different people within your organization, the grant writer can be the same person as any of the other officials

**Each official must already have registered for an eGrants account; you will enter their email address and click “Assign” to link them to the application.*

Grant Officials Information

Authorized Official Email Address: 1

Financial Officer Email Address: 2

Project Director Email Address: 3

Grant Writer Email Address: 4

Title:

Last Name: **First Name:**

Business Phone: 512-463-1789 **Fax Number:** 512-475-2440

Position: Systems Support Specialist **Salutation:** Ms.

Address Line 1: 1200 San Jacinto **Address Line 2:** Room 2.236

City: Austin **State:** Texas

Zip Code: 78701

User Name:



Grant Official Roles

Authorized Official (AO)

- Appointed/authorized by the governing body of the organization.
- Authorized to apply for, accept, reject, alter, or terminate the grant.
- Authorized individuals are generally the county judge, mayor, chairman of a non-profit board, etc.
- Responsible for certifying changes made to applications or grants.





Grant Official Roles

Financial Officer (FO)

- Required to be the chief financial officer (or designee) for the grantee agency.
- Responsible for maintaining the financial records to account for all grant funds.
- Responsible for requesting funds and the completion of required financial reporting at least quarterly (unless otherwise instructed by HSGD) in eGrants.





Grant Official Roles

Project Director (PD)

- Responsible for the day-to-day operations of the project.
- Must be an employee of the grantee agency.
- Responsible for required programmatic reporting.





eGrants- Grant Vendor Tab

- The Grant vendor tab will capture your agency type, FEI number, DUNS Number and SAM expiration date
- You must also upload three financial documents

Vendor Identifying Information

Organization Type

Select your type of organization. Then, if prompted, select any additional organization information:

Nonprofit Corporation **1**

applying to provide homeland security services

Applicant Agency's State Payee Identification Number (e.g., Federal Employer's Identification (FEI) Number or Vendor ID): **2**

Select matching payment information:

No Match **3**

Data Universal Numbering System (DUNS): **4**

System for Award Management (SAM)
Applicant assures that it is currently registered or will register in the federal System for Award Management (SAM) database. Information about registration procedures can be accessed at <https://www.sam.gov/>.

Enter the SAM Expiration Date: **5**

Is your Agency actively seeking a valid SAM registration? Yes No **6**

Upload Vendor Information Documents **7**

Must upload Direct Deposit, New Payee ID, and W9 forms prior to submitting application.

Choose file type to upload: Direct Deposit New Payee ID W9 Other

Enter the Description of the File to be uploaded, then click the Browse button:

When the Name of the File displays in the box below, click on the Upload button:

Click here to upload financial documents



eGrants- Grant Vendor Tab

The three financial forms are as follows:

- Texas Payee ID application
- Direct Deposit Form
- IRS W-9 Form

General Information and Instructions

[View Introduction](#)

[View Instructions](#)

[View How Do I Upload Documents to this Project?](#)

[Collapse Forms](#)

To receive payments from the Office of the Governor (OOG), download, complete and upload the following forms within the Uploaded Documents area at the bottom of the Profile/Grant.Vendor tab.

- o Texas Application for Payee Identification Number [Form](#) - 08/17/17
- o Texas Direct Deposit Authorization [Form](#) - Aug '17
- o IRS W-9 [Form](#) - 02/20/15

NOTE: Forms will not be accepted in hard copy format.



eGrants- Narrative Tab

- **FEMA Required Documents**

Applicants must also upload (Upload.Files Tab) the following additional documents to the application after the NSGP Notice of Funding Opportunity (NOFO) is released by DHS/FEMA:

- **Vulnerability/Risk Assessment**
- **Mission Statement**
- **NSGP Investment Justification (IJ)**

***Note:** HSGD will require each applicant to complete and upload these documents by a specific deadline. HSGD will contact each applicant to communicate the deadline for these documents after the federal annual NSGP NOFO is released by DHS/FEMA.*



eGrants- Narrative Tab

Project Narrative

Project Summary

Briefly summarize the project, including proposed activities and intended impact.

See Investment Justification

This is all that is required for fields under the Project Narrative section.

- Specific project information used for funding considerations will be entered into the Investment Justification (IJ) document after the release of the NOFO.



eGrants- Activity Tab

- Select *Target Hardening*
- In the *Detailed Project Activity Area*, the dedicated percentage will be 100% of your grant funded activities
- You will also need to give a description of your planned activity, it is acceptable to enter “Target Hardening” for the description

Fund Source Information and Requirements

Instructions for Detailed Project Activity Area

After selecting the Target Hardening activity within the OOG-Defined Project Activity Area you will be asked to describe the activity within the Grantee-Defined Project Activity Area. It is acceptable to enter “Target Hardening” into the box labeled **Description of Activity**.

OOG-Defined Project Activity Area

Select Your Project Activities

Select one or more project activities that best describe your project. Once you have selected one or more project activities from the list, then click on the **Update Activity Selection** button to add those selections to your project. You will then be able to describe the project activities you selected and added to your project in the **Detailed Project Activity Area**. For a description of the eligible project activities, please click on the **View a Description of the Activities** button.

[Collapse Activity List](#)

Target Hardening

[Update Activity Selection](#) [View a Description of the Activities](#)

Detailed Project Activity Area

Describe Each Activity

This section lists all of the items you selected for OOG and grantee-defined project activities.

Click on the 'pencil' icon next to each activity to enter the percentage of time spent on the activity as well as a brief description of how the activity is performed. Click on the 'diskette' icon to save the information entered for each activity.

| Activity | Edit | Dedicated Percentage | Description of Activity | Delete |
|------------------|------|----------------------|-------------------------|--------|
| Target Hardening | | 100 | Target Hardening | |

Check this box to Confirm Deletion of a Project Activity

Note: Once you **Save** each item above, the subtotal for the **Dedicated Percentage** column will refresh below under **Total**.
Total: 100 Percent



eGrants- Measures Tab

- Input your anticipated output performance measures

General Information and Instructions

[View Introduction](#)

Fund Source Information and Requirements

Reserved

This section left intentionally blank.

Entering the OOG-Defined Output Performance Measure Information

Please enter the required target levels for each output measure listed below. [?](#)

| Edit | Output Measures | Target Level |
|------|--------------------------------|--------------|
| | Number of facilities hardened. | 1 |
| | Number of people trained. | 0 |

[Create Custom Performance Measures](#)



eGrants- Budget Tab

- The budget tab is where you will tell HSGD what your specific budget costs will include.
- Your budget will need to be broken down into different categories, depending upon what type of expenses you anticipate having.
- Validate M&A

Select and Enter Budget Line Item Details

| New Budget Item | OOG Funds | Cash Match | In Kind Match | GPI | Total Project |
|--|-------------|------------|---------------|--------|---------------|
| Contractual and Professional Services | \$10,000.00 | \$0.00 | \$0.00 | \$0.00 | \$10,000.00 |
| Travel and Training | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Equipment | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Supplies and Direct Operating Expenses | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Indirect Costs | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |

Budget Summary Totals

OOG Funds: Cash Match: In Kind Match: Total Project:

Click to access the [FEMA Authorized Equipment List \(AEL\)](#)

POETE Groupings

Planning: Organization: Equipment: Training: Exercises: M & A:

[Expand Solution Area](#)

[Expand Disciplines](#)



eGrants- Budget Tab

- For each line item of your budget you will need to:
 - Select a radio button for the most appropriate OOG-defined line item
 - Provide a detailed description of the line item
 - Enter the Total amount to be spent on that Item(s)
 - List the units (a quantity is required for equipment)
 - Click “Add New Budget Item” to save your entry

Select an OOG-Defined Budget Line Item within a Sub Category: ?

- Equipment * 14CI-00-COOP System, Information Technology Contingency Operations
- Equipment * 14EX-00-BCAN Receptacles, Trash, Blast- Resistant
- Equipment * 14EX-00-BSIR Systems, Building, Blast/Shock/Impact Resistant
- Equipment * 14SW-01-ALRM Systems/Sensors, Alarm
- Equipment * 14SW-01-ASTN Network, Acoustic Sensor Triangulation
- Equipment * 14SW-01-DOOR Doors and Gates, Impact Resistant
- Equipment * 14SW-01-EXTM System, Fire Extinguisher Monitoring
- Equipment * 14SW-01-LITE Lighting, Area, Fixed
- Equipment * 14SW-01-LRHW Long Range Hailing and Warning Device
- Equipment * 14SW-01-PACS System, Physical Access Control
- Equipment * 14SW-01-SIDP Systems, Personnel Identification
- Equipment * 14SW-01-SIDV Systems, Vehicle Identification
- Equipment * 14SW-01-SNSR Sensors/Alarms, System and Infrastructure Monitoring, Standalone
- Equipment * 14SW-01-VIDA Systems, Video Assessment, Security
- Equipment * 14SW-01-WALL Barriers: Fences; Jersey Walls
- Equipment * 14SW-02-HSCN Equipment, Hull Scanning
- Equipment * 14SW-02-RADR Systems, Radar
- Equipment * 14SW-02-SONR Systems, Sonar
- Equipment * 14SW-02-VBAR Barriers, Vessel
- Equipment * 15IN-00-PLSN System, Pulsed Neutron Activation, Non-Invasive
- Equipment * 15IN-00-RADR Radar, Ground/Wall Penetrating
- Equipment * 15IN-00-XRAY System, Mobile Search & Inspection; X-Ray
- Equipment * 15SC-00-PMON Monitors, Portal
- Equipment * 15SC-00-PMSP Monitor, Portal, Spectroscopic
- Equipment * 15SC-00-PPSS Systems, Personnel/Package Screening

Enter the Grantee-Defined Budget Line Item Description: ?
New Gate to control access to the property.

Enter the OOG Funds Amount: ?
10000

Enter the Cash Match Amount: ?

Enter the In Kind Match Amount: ?

Enter the Generated Program Income (GPI) Amount (prior approval required): ?

Unit: ?
1

Add New Budget Item Cancel

Select Line Item

Add detailed description

Add amount

Add quantity

Click to Save



eGrants- Budget Tab

- The “+” sign = Expand
- The folded paper icon = Add
- The pencil icon = Edit

- The system calculates the “Budget Summary Totals”

- There is a link to the ***FEMA AEL List***

Select and Enter Budget Line Item Details

| New Budget Item | Budget Category | OOG Funds | Cash Match | In Kind Match | GPI | Total Project | | |
|--------------------------------|---|-------------|------------|---------------|---------------|---------------|---------------|-------------------|
| | Contractual and Professional Services | \$10,000.00 | \$0.00 | \$0.00 | \$0.00 | \$10,000.00 | | |
| OOG-Defined Line Item | | | OOG Funds | Cash Match | In Kind Match | GPI | Total Project | |
| | Grant Management and Administration Services (M&A) | \$10,000.00 | \$0.00 | \$0.00 | \$0.00 | \$10,000.00 | | |
| Edit Grantee-Defined Line Item | | | OOG Funds | Cash Match | In Kind Match | GPI | Total Project | Qty / % of Salary |
| | Contracted Accounting Services - manage all payments, reporting and maintenance of financial records related to the grant | \$10,000.00 | \$0.00 | \$0.00 | \$0.00 | \$10,000.00 | 0 | |
| | Travel and Training | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | | |
| | Equipment | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | | |
| | Supplies and Direct Operating Expenses | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | | |
| | Indirect Costs | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | | |

Budget Summary Totals

| | | | | |
|-------------|-------------|----------------|--------|----------------|
| OOG Funds: | Cash Match: | In Kind Match: | GPI: | Total Project: |
| \$10,000.00 | \$0.00 | \$0.00 | \$0.00 | \$10,000.00 |

Validate M&A is less than 5% of OOG Funds

Click to access the [FEMA Authorized Equipment List \(AEL\)](#) ←



eGrants- Documents Tab

- Resolutions
- Contract compliance and monitoring

Fund Source Information and Requirements

Resolution from Governing Body

Applications from nonprofit corporations, local units of governments, and other political subdivisions must include a [resolution](#) that contains the following:

1. Authorization by your governing body for the submission of the application to HSGD that clearly identifies the name of the project for which funding is requested;
2. A commitment to provide all applicable matching funds;
3. A designation of the name and/or title of an authorized official who is given the authority to apply for, accept, reject, alter, or terminate a grant (Note: If a name is provided, you must update HSGD should the official change during the grant period.); and
4. A written assurance that, in the event of loss or misuse of grant funds, the governing body will return all funds to HSGD.

I

Upon approval from your agency's governing body, upload the [approved](#) resolution to eGrants by clicking on the **Upload Files** sub-tab located in the **Summary** tab.

Contract Compliance

Will grant funds be used to support any contracts for professional services?

Yes

No **1**

For applicant agencies that selected **Yes** above, describe how you will monitor the activities of the sub-contractor(s) for compliance with the contract provisions (including equipment purchases), deliverables, and all applicable statutes, rules, regulations, and guidelines governing this project.

Enter a description for monitoring contract compliance:

2

Lobbying

For applicant agencies requesting grant funds in excess of \$100,000, have any federally appropriated funds been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant loan, or cooperative agreement?

Note: Pursuant to Texas Government Code §556.005, a political subdivision or private entity that receives state funds may not use the funds to pay a person required to register as a lobbyist or for lobbying expenses. A political subdivision or private entity that

Click here to view a sample resolution



eGrants- Documents Tab

- Lobbying
- Fiscal Year
- Federal or State Funds



Lobbying

For applicant agencies requesting grant funds in excess of \$100,000, have any federally appropriated funds been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant loan, or cooperative agreement?

Note: Pursuant to Texas Government Code §556.005, a political subdivision or private entity that receives state funds may not use the funds to pay a person required to register as a lobbyist or for lobbying expenses. A political subdivision or private entity that violates this provision is not eligible to receive additional state funds.

- Yes
 No **3**
 N/A

For applicant agencies that selected either **No** or **N/A** above, have any non-federal funds been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress in connection with this federal contract, loan, or cooperative agreement?

- Yes
 No **4**
 N/A

Fiscal Year

Provide the begin and end date for the applicant agency's fiscal year (e.g., 09/01/20xx to 08/31/20xx).

Enter the Begin Date [mm/dd/yyyy]:

Enter the End Date [mm/dd/yyyy]: **5**

Sources of Financial Support

Each applicant must provide the amount of grant funds expended during the most recently completed fiscal year for the following sources:

Enter the amount (\$) of Federal Grant Funds:

Enter the amount (\$) of State Grant Funds: **6**



eGrants- Documents Tab

- Single Audit Compliance
- Debarment Certification



Single Audit

Select the appropriate response below based on the Fiscal Year Begin Date as entered above:

For Fiscal Years Beginning Before December 26, 2014

Applicants who expend less than \$500,000 in federal grant funding or less than \$500,000 in state grant funding are exempt from the Single Audit Act and cannot charge audit costs to a HSGD grant. However, HSGD may require a limited scope audit as defined in OMB Circular A-133.

Has the applicant agency expended federal grant funding of \$500,000 or more, or state grant funding of \$500,000 or more during the most recently completed fiscal year?

OR

For Fiscal Years Beginning On or After December 26, 2014

Applicants who expend less than \$750,000 in federal grant funding or less than \$750,000 in state grant funding are exempt from the Single Audit Act and cannot charge audit costs to a HSGD grant. However, HSGD may require a limited scope audit as defined in CFR Part 200, Subpart F - Audit Requirements.

Has the applicant agency expended federal grant funding of \$750,000 or more, or state grant funding of \$750,000 or more during the most recently completed fiscal year?

- Yes
- No

7

Applicant agencies that selected **Yes** above, provide the date of your organization's last annual single audit, performed by an independent auditor in accordance with the Single Audit Act Amendments of 1996 and OMB Circular A-133; or CFR Part 200, Subpart F - Audit Requirements.

Enter the date of your last annual single audit:

8

Debarment

Each applicant agency will certify that it and its principals (as defined in 2 CFR Part 180.995):

- Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal Court, or voluntarily excluded from participation in this transaction by any federal department or agency;
- Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; or
- Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in the above bullet; and have not within a three-year period preceding this application had one or more public transactions (federal, state, or local) terminated for cause or default.

- I Certify
- Unable to Certify



eGrants- Documents Tab

- FFATA Certifications



Debarment

Each applicant agency will certify that it and its principals (as defined in 2 CFR Part 180.995):

- Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal Court, or voluntarily excluded from participation in this transaction by any federal department or agency;
- Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; or
- Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in the above bullet; and have not within a three-year period preceding this application had one or more public transactions (federal, state, or local) terminated for cause or default.

I Certify

Unable to Certify

9

If you selected **Unable to Certify** above, please provide an explanation as to why the applicant agency cannot certify the statements.

Enter the debarment justification: 10

FFATA Certification

Certification of Recipient Highly Compensated Officers – The Federal Funding Accountability and Transparency Act (FFATA) requires Prime Recipients (HSGD) to report the names and total compensation of each of the five most highly compensated officers (a.k.a. positions) of each sub recipient organization for the most recently completed fiscal year preceding the year in which the grant is awarded if the subrecipient answers **YES** to the **FIRST** statement but **NO** to the **SECOND** statement listed below.

In the sub recipient's preceding completed fiscal year, did the sub recipient receive: (1) 80 percent or more of its annual gross revenue from Federal contracts (and subcontracts), loans, grants (and subgrants) and cooperative agreements; AND (2) \$25,000,000 or more in annual gross revenue from Federal contracts (and subcontracts), loans, grants (and subgrants) and cooperative agreements?

Yes

No

11

Does the public have access to information about the compensation of the senior executives through periodic reports filed under Section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or Section 6104 of the Internal Revenue Code of 1986?

Yes

No

12

If you answered **YES** to the **FIRST** statement and **NO** to the **SECOND** statement, please provide the name and total compensation amount of each of the five most highly compensated officers (a.k.a. positions) within your agency for the current calendar year. If you answered **NO** to the first statement you are **NOT** required to provide the name and compensation amounts. NOTE: "Total compensation" means the complete pay package of each of the sub recipient's compensated officers, including all forms of money, benefits, services, and in-kind payments (see SEC Regulations: 17 CCR 229.402).

Position 1 - Name: 13



eGrants- Homeland Security Tab

- Select this DHS Project Type
- Do not check Fusion Centers box
- Select a Core Capability
- Indicate whether project Builds or Sustains Capabilities
- Indicate if capabilities are Deployable or Shareable
- Check box to indicate Construction/Renovation is involved
- Check if project received HSGP funding in the past

Fund Source Information and Requirements

DHS Project Type: **1** Assess vulnerability of and/or harden/protect critical infrastructure and key assets

Fusion Centers

Check if this is a fusion center project

Capabilities

Select one Core Capability: **2** Physical Protective Measures

[See the detailed Core Capability descriptions within the National Preparedness Goal](#)

Identify if this investment focuses on building new capabilities or sustaining existing capabilities.

New Capabilities (Build) **3**

Existing Capabilities (Sustain)

Are the assets or activities Deployable or Shareable:

Deployable

Shareable **4**

Neither Deployable or Shareable

Check if this Investment requires new construction or renovation, retrofitting, or modification of existing structures **5**

Check if these funds will support a project that was previously funded with HSGP funding **6**

Click here to view the National Preparedness Goal



eGrants- Homeland Security Tab

- Select best choice for Project management step

Project Management Step Involved:

Check the step that most closely resembles the phase of the project activities to be completed during the grant period.

| Select | Steps | Description | Process |
|-------------------------------------|-----------|---|---|
| <input type="checkbox"/> | Initiate | The authorization to begin work or resume work on any particular activity. | Involves preparing for, assembling resources and getting work started. May apply to any level, e.g. program, project, phase, activity, task. |
| <input type="checkbox"/> | Plan | The purpose of establishing, at an early date, the parameters of the project that is going to be worked on as well as to try to delineate any specifics and/or any peculiarities to the project as a whole and/or any specific phases of the project. | Involves working out and extending the theoretical, practical, and/or useful application of an idea, concept, or preliminary design. This also involves a plan for moving a project concept to a viable project. |
| <input checked="" type="checkbox"/> | Execute | The period within the project lifecycle during which the actual work of creating the project's deliverables is carried out. | Involves directing, accomplishing, managing, and completing all phases and aspects of work for a given project. |
| <input type="checkbox"/> | Control | A mechanism which reacts to the current project status in order to ensure accomplishment of project objectives. This involves planning, measuring, monitoring, and taking corrective action based on the results of the monitoring. | Involves exercising corrective action as necessary to yield a required outcome consequent upon monitoring performance. Or, the process of comparing actual performance with planned performance, analyzing variances, evaluating possible alternatives, and taking appropriate corrective action as needed. |
| <input type="checkbox"/> | Close Out | The completion of all work on a project. Can also refer to completion of a phase of the project. | Involves formally terminating and concluding all tasks, activities, and component parts of a particular project, or phase of a project. |





eGrants- Homeland Security Tab

- Provide at least 3-5 milestones



Milestones

Special Instructions Related to Project Milestones

Provide a description and associated key activities that lead to the milestone event over the period of performance. Start dates should be included within the milestone description and should reflect the start of the associated key activities and end dates should reflect when the milestone event will occur. Applicants should provide at least 3-5 milestones, but no more than 10 milestones.

Milestone Format Examples

Prepare and Submit EHP Screening Form – Start: 10-1-2017
Research, Select and Hire Contract Trainer – Start: 12-1-2017

Milestones should occur throughout the project.

Enter dates as MM-DD-YYYY

| Milestone | Completion Date | Edit | Delete |
|--|-----------------|------|------------------------|
| Prepare and Submit EHP Screening Form - Start: 10-1-2018 | 03-31-2019 | | Delete |
| Schedule Training - Start: 2-1-2019 | 05-31-2019 | | Delete |
| Hold Training Event | 12-31-2019 | | Delete |
| Procure and Install Equipment - Start: 4/1/2019 | 02-28-2020 | | Delete |

[Create New Milestone](#)

Milestone:

Completion Date:

[Add Milestone](#)

[Cancel](#)



eGrants- Fiscal Capability Tab

- Year your organization was founded
- 501(c)(3) date
- Federal EIN (number)
- Charter number
- Accounting system

Fund Source Information and Requirements

Section 1: Organizational Information

Enter the Year in which the Corporation was Founded:
 1

Enter the Date that the IRS Letter Granted 501(c)(3) Tax Exemption Status:
 2

Enter the Employer Identification Number Assigned by the IRS:
 3

Enter the Charter Number assigned by the Texas Secretary of State:
 4

Section 2: Accounting System

The grantee organization must incorporate an accounting system that will track direct and indirect costs for the organization (general ledger) as well as direct and indirect costs by project (project ledger). The grantee must establish a time and effort system to track personnel costs by project. This should be reported on an hourly basis, or in increments of an hour.

Is there a list of your organization's accounts identified by a specific number (i.e., a general ledger of accounts).
Select the appropriate response:
 Yes 5
 No

Does the accounting system include a project ledger to record expenditures for each Program by required budget cost categories?
Select the appropriate response:
 Yes 6
 No

Is there a timekeeping system that allows for grant personnel to identify activity and requires signatures by the employee and his or her supervisor?
Select the appropriate response:
 Yes 7
 No



eGrants- Fiscal Capability tab

- Fiscal Capability
- Budgetary Controls



Section 3: Financial Capability

Grant agencies should prepare annual financial statements. At a minimum, current internal balance sheet and income statements are required. A balance sheet is a statement of financial position for a grant agency disclosing assets, liabilities, and retained earnings at a given point in time. An income statement is a summary of revenue and expenses for a grant agency during a fiscal year.

Has the grant agency undergone an independent audit?

Select the appropriate response:

- Yes **8**
 No

Does the organization prepare financial statements at least annually?

Select the appropriate response:

- Yes **9**
 No

According to the organization's most recent Audit or Balance Sheet, are the current total assets greater than the liabilities?

Select the appropriate response:

- Yes **10**
 No

If you selected 'No' to any question above under the Financial Capability section, in the space provided below explain what action will be taken to ensure accountability.

Enter your explanation:

Section 4: Budgetary Controls

Grant agencies should establish a system to track expenditures against budget and / or funded amounts.

Are there budgetary controls in effect (e.g., comparison of budget with actual expenditures on a monthly basis) to include drawing down grant funds in excess of:

a) Total funds authorized on the Statement of Grant Award?

- Yes **11**
 No

b) Total funds available for any budget category as stipulated on the Statement of Grant Award?

- Yes **12**
 No



eGrants- Fiscal Capability Tab

- Internal Controls



Section 5: Internal Controls

Grant agencies must safeguard cash receipts, disbursements, and ensure a segregation of duties exist. For example, one person should not have authorization to sign checks and make deposits.

Are accounting entries supported by appropriate documentation (e.g., purchase orders, vouchers, receipts, invoices)?
Select the appropriate response: Yes No 13

Is there separation of responsibility in the receipt, payment, and recording of costs?
Select the appropriate response: Yes No 14

If you selected 'No' to any question above under the Internal Controls section, in the space provided below please explain what action will be taken to ensure accountability.

Enter your explanation:

Internal OOG Notes:

[Save Internal Note](#) ?

Notes by Grantee to OOG:

Note from OOG to Grantee

[Save Note from OOG to Grantee](#) ?

[Printer Fri](#)

[Previous](#)

[Save and Continue](#)



eGrants- Summary-Grant Issues Tab

- Application Errors
- Required Entries
- Invalid Entries



List of Application Errors and Incomplete Information

| Item(s) that Need to be Resolved | Tab Name |
|---|---------------------------------------|
| Required: The designation of one or more of the following grant officials: Authorized Official, Financial Officer, and/or Project Director. | Profile |
| Invalid: The Authorized Official, Financial Officer, and the Project Director must be separate persons when named as a grant official for this project. For more information please reference <i>1 TAC, §3.2501.</i> | Profile |
| Required: Data Universal Numbering System (DUNS) is a required field. You must enter the DUNS number assigned to your agency. | GrantVendor |
| Required: The System for Award Management (SAM) Expiration Date is blank. | GrantVendor |
| Required: The Direct Deposit form must be uploaded before you can submit your application. | GrantVendor |
| Required: The W9 form must be uploaded before you can submit your application. | GrantVendor |
| Required: The New Payee ID form must be uploaded before you can submit your application. | GrantVendor |
| Required: Information regarding the year founded. | Fiscal Capability |
| Required: Information regarding the IRS Date. | Fiscal Capability |
| Required: Information regarding the IRS assigned number. | Fiscal Capability |
| Required: Information regarding the charter number. | Fiscal Capability |



eGrants- Upload Files Tab

- Do not upload financial documents here
- Upload your Resolution, Investment Justification (IJ), Risk Assessment and Mission Statement here by established deadline

General Information and Instructions

[View Introduction](#)

[View Instructions](#)

[View **DO NOT UPLOAD BANKING DOCUMENTS HERE!!**](#)

Select Document to Upload

Enter the Description of the File to be uploaded, then click the Browse button: **1**

When the Name of the File displays in the box below, click on the Upload button:

 2

Uploaded Documents

This section displays all of the files that you have uploaded to eGrants to date. To view the contents of your file, click on the link in the 'Click to View' column.

10 Items Per Page Select the number of records to display per page.

| Click to View | File Description | Uploaded By User Name | Date / Time File Uploaded | Size of File |
|-------------------------------|----------------------------------|---------------------------------------|---|------------------------------|
| 1 | | | | |



eGrants- Submit Application Tab

- Application Submission is a two step process:
 - Submit your application
 - Certify your application
- Only the AO can certify the application

CURRENTLY POINTING TO TEST! 8:44 AM

Grant/App: 3424201 Start Date: 1/1/1900
 Status: Application Pending Submission End Date: 1/1/1900 Fund Source: NP-Nonprofit Security Grant Program (NSGP)
 Current Program Manager: Liquidation Date:
 CFDA: 97.008 OOG Solicitation: NP17 Nonprofit Security Grant Program (Nonprofit Security Grant Program (NSGP) [Announcement](#))

Eligibility | Profile | Narrative | Activities | Measures | Budget | Documents | Homeland Security | Conditions of Funding | Fiscal Capability | **Submit Application** | Summary | Upload Files | My Home

General Information and Instructions
[View Introduction](#)
[View Instructions](#)

Fund Source Information and Instructions
Reserved
 This section left intentionally blank.

List of Application Errors and Incomplete Information

| Item(s) that Need to be Resolved | Tab Name |
|---|-------------------------|
| Required: Project Title for this project. | Profile |
| Required: Start Date for this project. | Profile |
| Error! The Project End Date day must be the last day of the month | Profile |
| Required: Geographic Impact for this project. | Profile |

All errors must be cleared before you be able to submit your application

List of Post-Award Conditions of Funding and Other Fund-Specific Requirements

| Condition of Funding / Project Requirement | Date Created | Date Met | Hold Project Funds | Hold Line Item Funds |
|--|--------------|----------|--------------------|----------------------|
| | | | | |

[Submit Initial Application](#) [Withdraw Application](#)



YOUR APPLICATION WILL NOT BE CONSIDERED IF ...

- Your SAM registration is not ACTIVE
- You did not submit and certify a complete application in eGrants by the HSGD deadline
- You do not clearly state a terrorism risk
- You do not complete and upload the following by the HSGD deadline
 - Mission statement
 - Risk/Vulnerability assessment
 - Required FEMA IJ document

DISQUALIFIED

DISQUALIFIED



Q&A





NSGP – FEMA Investment Justification

- The investment Justification (IJ) Template will not be available until FEMA releases the FY 2018 NSGP Notice of Funding Opportunity (NOFO)
- Applicants that applied under the initial RFA will not have to reapply. The IJ template, risk assessment, and mission statement must be uploaded prior to the updated application deadline (NOFO +14 days)
- New applicants will have 14 days from the release of the NOFO to submit an application with a copy of the IJ template uploaded
- Applications received or incomplete after the deadline will not be considered for funding



Investment Justification Part I – Nonprofit Organization Applicant Information

Information includes:

- Legal Name of the Organization
- Physical address of the facility
- County
- Year the original facility was constructed
- Membership and Community Served
- DUNS number (*must be current and valid – checked via SAM*)
- NSGP Federal Funding request (*Dollar amount requested; up to \$75,000*)
- NSGP Total project cost
- Any current contract with DHS (yes/no)



Investment Justification Part II - Background

Describe the nonprofit organization including: (500 character max per text box - not including spaces)

- **Describe the symbolic value of the site as a highly recognized national or historic institution or significant institution within the community**
- **Describe any previous or existing role in responding to or recovering from terrorist attacks**



Investment Justification Part III - Risk

DHS defines risk as the product of three principal variables: *Threat, Vulnerability, and Consequences*. In the space below, describe specific findings from **previously conducted risk assessments**, including A) Threats, B) Vulnerabilities, and C) Potential Consequences of an attack.

A) Threat: In considering threat, the applicant should discuss the identification and substantiation of specific threats or attacks against the nonprofit organization or closely related organization by a terrorist organization, network, or cell. The applicant should also discuss findings from a risk assessment, police findings, and/or insurance claims specific to the location being applied for including dates and specific threats.

B) Vulnerabilities: In considering vulnerabilities, the applicant should discuss the organization's susceptibility to destruction, incapacitation, or exploitation by a terrorist attack.

C) Potential Consequences: In considering potential consequences, the applicant should discuss potential negative effects on the organization's asset, system, and/or network if damaged, destroyed, or disrupted by a terrorist attack.



Investment Justification Part IV – Target Hardening

NSGP Investment Justification

IV. Target Hardening

In this section, describe the proposed target hardening activity that addresses the identified threat or vulnerability. Allowable costs are focused on target hardening activities as well as security-related training courses and programs limited to the protection of critical infrastructure key resources, including physical and cyber security, target hardening, and terrorism awareness/employee preparedness. Funding can also 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 in protection against the risk of a terrorist attack.
(2,200 character max - not including spaces)

In this section, list all target hardening equipment being proposed. Include the Authorized Equipment List (AEL) number and description, the vulnerability the equipment addresses, and the funding requested. Allowable equipment is limited to two categories of items on the AEL:

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

The equipment categories are listed on the web based AEL on the FEMA website, <https://www.fema.gov/authorized-equipment-list>.

| AEL Number | Description of Item to be Purchased | Vulnerability to be Addressed | Funding Requested |
|------------------|-------------------------------------|-------------------------------|-------------------|
| Ex. 14SW-01-ALRM | Systems/Sensors, Alarm | Vulnerable entry | \$7,000 |
| 1. | | | |
| 2. | | | |
| | | | |



Investment Justification Part V – Milestones

NSGP Investment Justification

V. Milestones

Provide description 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)

| | Milestone | Start Date | Completion Date |
|----|-----------|------------|-----------------|
| 1. | | | |
| 2. | | | |



Investment Justification Part VI – Project Management

VI. Project Management

Who will manage the project:

Include the name, phone number, and/or email address, and experience of the project manager(s)

Describe the project management, including:

- Description of any challenges to the effective implementation of this project
- Coordination of the project with State and local homeland security partners

(2,200 character max - not including spaces)



Investment Justification Part VII – Impact

NSGP Investment Justification

VII. Impact

What measurable outputs and outcomes will indicate that this Investment is successful at the end of the period of performance?
(2,200 character max - not including spaces)

Which specific National Preparedness Goal (the Goal) core capabilities does this investment work to achieve? Explain how this Investment supports the building or sustaining of these Goal core capabilities. For more information on the Goal see: <http://www.fema.gov/national-preparedness-goal>.



Q&A





Programmatic Help

- **OOG** (Houston Area Grant Manager)- Noah Gilliam- (512)463-8457
- **OOG** (Dallas Area Grant Manager)- Daisy Saenz-Rodriguez- (512) 463-8398
- **OOG** (San Antonio Area Grant Manager) – Chelssie Lopez- (512) 463-8418
- **Houston UASI**- Alison Belcher - (832) 393-0928
- **HGAC**- Justin Riley- (832) 681-2548
- **HGAC**- Madeline McGallion- (713) 993-2427
- **Dallas UASI**- Marcie Bruner - (817) 608-2379
- **NCTCOG**- Meredith Nurge- (817) 608-2318
- **AACOG**- James Minze- (210) 362-5310





Technical Help

- OOG Helpdesk – (512) 463-8382
- eGrants@gov.texas.gov

