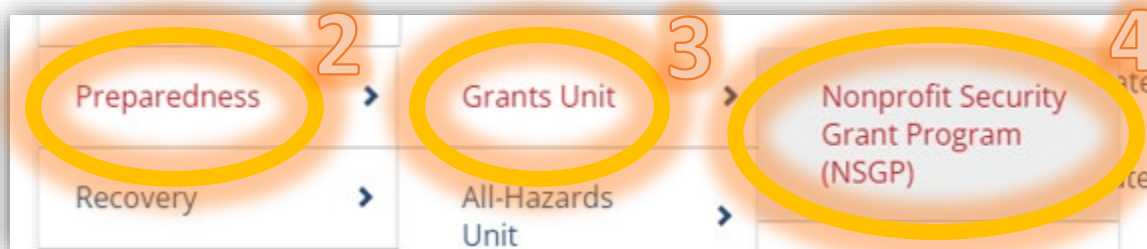
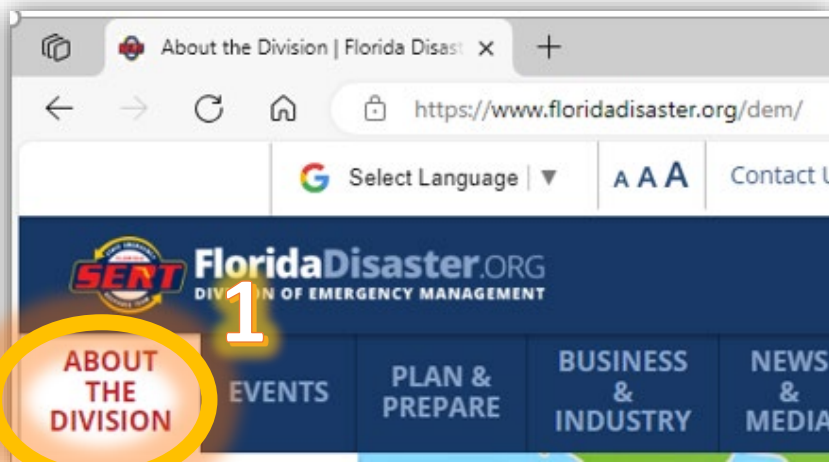


# NSGP-NSS Application Process User Guide

## Getting Started

The Department of Homeland Security, Federal Emergency Management Agency has announced availability of the Nonprofit Security Grant Program-National Security Supplemental (NSGP-NSS). The State Administrative Agency's application process as well as the NSGP-NSS overview, objectives, and funding guidelines are outlined in the documents located on the Division's website at [Floridadisaster.org](http://Floridadisaster.org) under the About the Division tab<sup>1</sup> > Preparedness<sup>2</sup> > Grants Unit<sup>3</sup> > Nonprofit Security Grant Program (NSGP)<sup>4</sup> > Nonprofit Security Grant Program-National Security Supplemental Application expandable section<sup>5</sup>.



## Nonprofit Security Grant Program (NSGP)

The Nonprofit Security Grant Program (NSGP) provides funding support for target hardening and other physical security enhancements to nonprofit organizations. In FY 2018, multiple funding allocations were appropriated for nonprofit organizations located inside or outside of FY 2018 Urban Area Security Initiative designated urban areas. The NSGP promotes emergency preparedness coordination and collaboration activities between public and private community representatives as well as state and local government agencies.



Nonprofit applications and required documents **MUST** be submitted and received by the State Administrative Agency by **Friday, November 29, 2024, 5:00PM (EST) \*NO EXCEPTIONS\***. All applications **MUST** be submitted via SharePoint Portal. Applications and/or documents received after this date and time will not be eligible for consideration.

To apply for the NSGP-NSS grant, please **carefully** follow the instructions below:

1. To gain access to SharePoint, applicants **MUST** send an email with information below to: [SharePoint.Admin@em.myflorida.com](mailto:SharePoint.Admin@em.myflorida.com). In that email, you must include the information below to gain access. **Do not include attachments in this email.**  
This information must match the information entered into the "NONPROFIT SUBAPPLICANT CONTACT INFORMATION" section of the Investment Justification form:
  - **Nonprofit Organization Name**
  - **Nonprofit Sub-applicant Contact Name**
  - **Nonprofit Sub-applicant Contact Phone Number**
  - **Nonprofit Sub-applicant Physical Address/Location**
  - **Nonprofit Sub-applicant Contact Email Address**

**Please note:** Our offices are closed on the weekends, and during state observed holidays. If an applicant email request is received during a time of Holiday Office Closure, an automatic out of office reply will be sent indicating the office closure details, stating that your email was received, and stating a response will be sent the next business day.

2. The Sub-applicant contact listed above will receive an email from our SharePoint Administrator with instructions on how to sign in to SharePoint and fill out the upload form.
3. After following the log in instructions in the welcome email and accessing the data entry form, the point of contact listed above will need to select who the application was written by, their designated urban area (NSGP-UA or NSGP-State) for which they are applying, and upload all required documents.
4. Once you are satisfied that everything has been submitted in full, and within the proper guidelines, you must select the indicator for Final Submission.

#### **Document Submission on SharePoint Form:**

- Documents **MUST** be named appropriately and uploaded as individual documents. They **must not** be merged into a single document.
- The Investment Justification must be submitted in the PDF fillable format and cannot be scanned. If the Investment Justification is scanned it will not be deemed eligible for submission and review.
- Supporting documents must be uploaded as individual documents from the Investment Justification (i.e. Vulnerability Assessment, Mission Statement, etc.). For a complete list of required documents, please refer to the SAA's Application Guide (page 17).

## **Naming Conventions:**

The following naming conventions must be utilized for UA or State application submissions:

NSGP-NSS\_UA\_<State Abbreviation>\_<Urban Area>\_<Nonprofit Name>"

**Example: NSGP-NSS\_UA\_FL\_MiamiFortLauderdale\_Nonprofit Name**

NSGP-NSS\_S\_<State Abbreviation>\_<Nonprofit Name>"

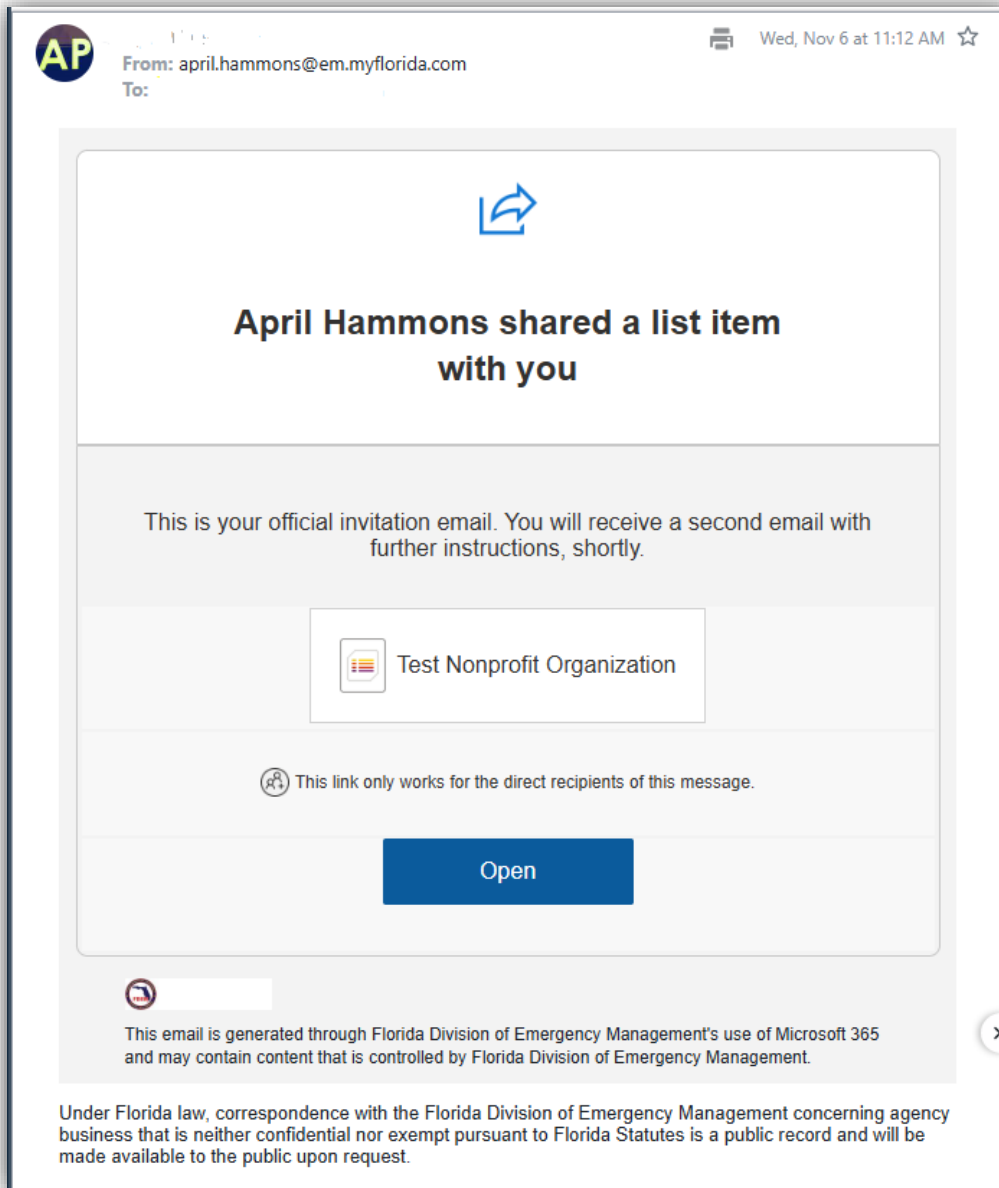
**Example: NSGP-NSS\_S\_FL\_Nonprofit Name**

Please feel free to share this information with other nonprofit organizations interested in applying. If you have specific program questions, please contact Program Staff listed in the Application Guide.

## Logging In

Once your form has been created, you will receive 2 emails: One system generated email letting you know the form has been shared with you, and one email in response to your email, with further instructions. You will be able to use either of those emails to access your form.

The system generated email you receive will come from [April.Hammons@em.myflorida.com](mailto:April.Hammons@em.myflorida.com) and will look like the example below:



The email you will receive in response to your request will contain a direct link to the form, as well.

Once you open the link in the first email, please use the following instructions to log in.

1) Enter the email address at which you received the link in the corresponding field and click next

Microsoft

## Verify Your Identity

You've received a secure link to:

### Test Nonprofit Organization

To open this secure link, we need you to enter the email that this item was shared to.

Next

By clicking Next you allow Florida Division of Emergency Management to use your email address in accordance with their privacy statement. Florida Division of Emergency Management has not provided links to their terms for you to review.

© 2017 Microsoft Privacy & Cookies

Microsoft will then send you an email with a verification code. The email will be coming from the display name **SharePoint Online**, with an email address of **no-reply@sharepointonline.com** (*Many email providers will identify this as spam or junk mail. If you do not see the email in your inbox within a minute, check your spam/junk folder.*)

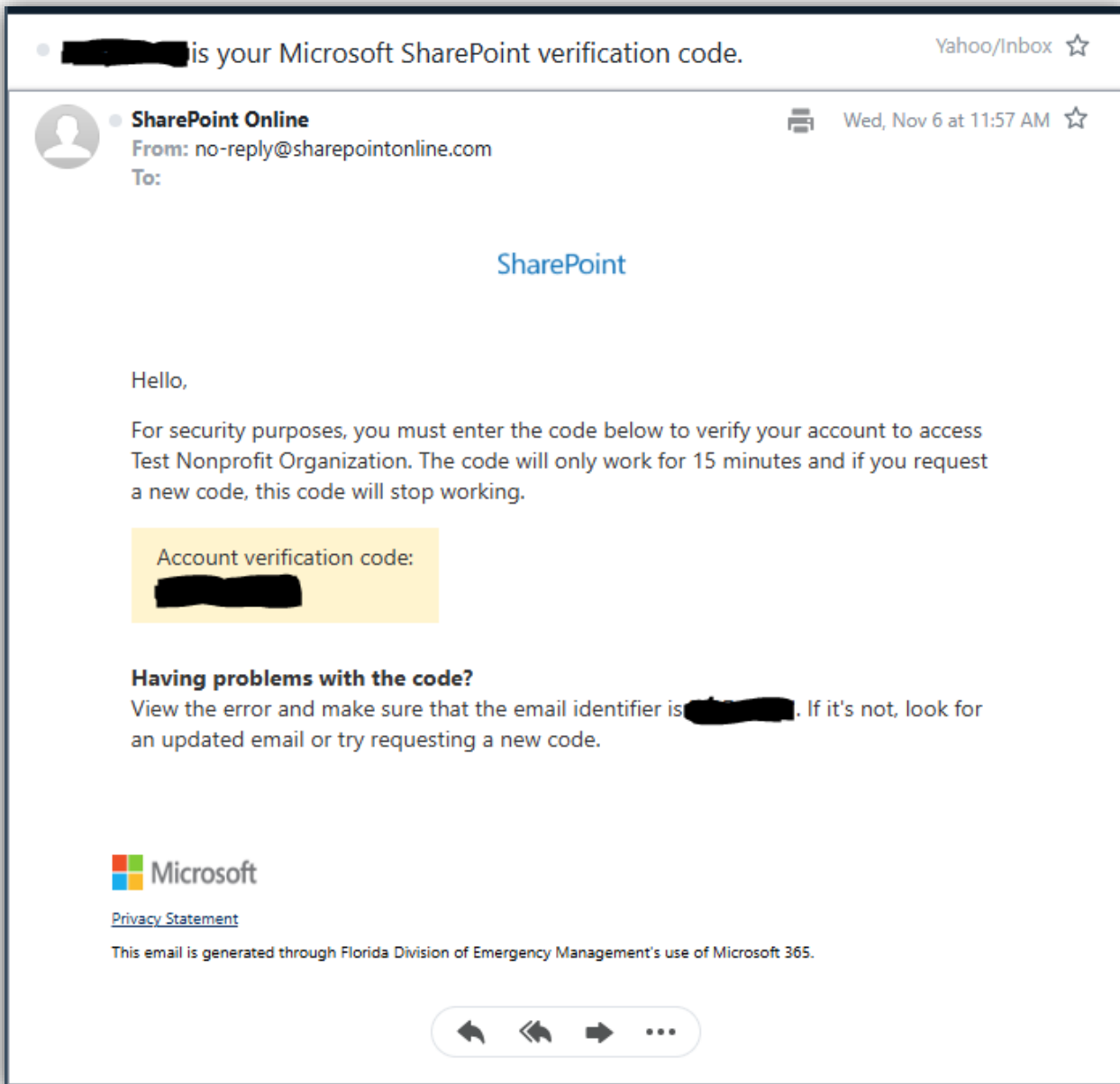
**Please be aware:** There are some mail providers that are delaying delivery of the verification code, or not allowing it through, even to Spam. After requesting the verification code, if you find it has not appeared in your spam box within 15 minutes, please try one or both of the following:

1. Add the email address [no-reply@sharepointonline.com](mailto:no-reply@sharepointonline.com) to your email contacts. *This is usually enough to resolve the issue.*

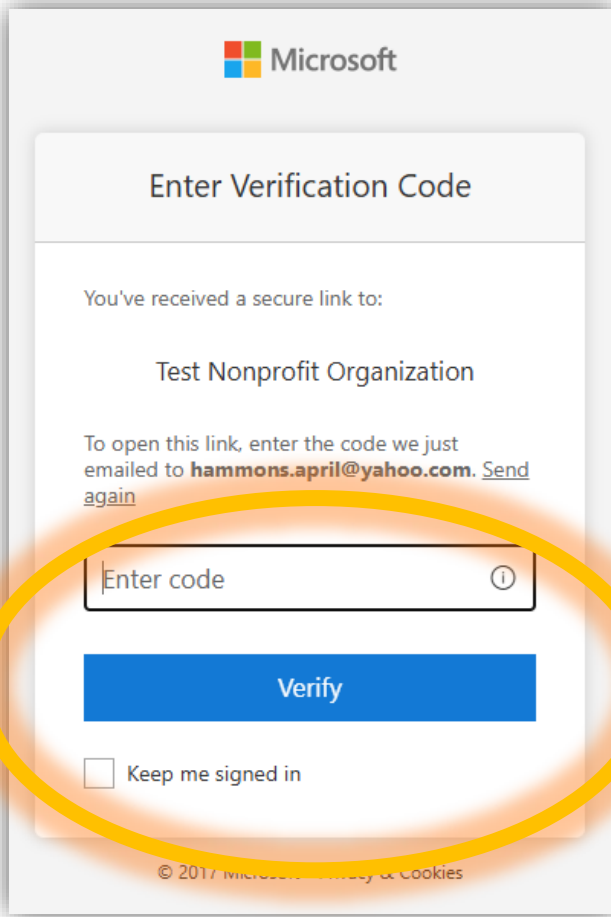
OR

2. Ask your IT team to whitelist [no-reply@sharepointonline.com](mailto:no-reply@sharepointonline.com) in your email security protocols.

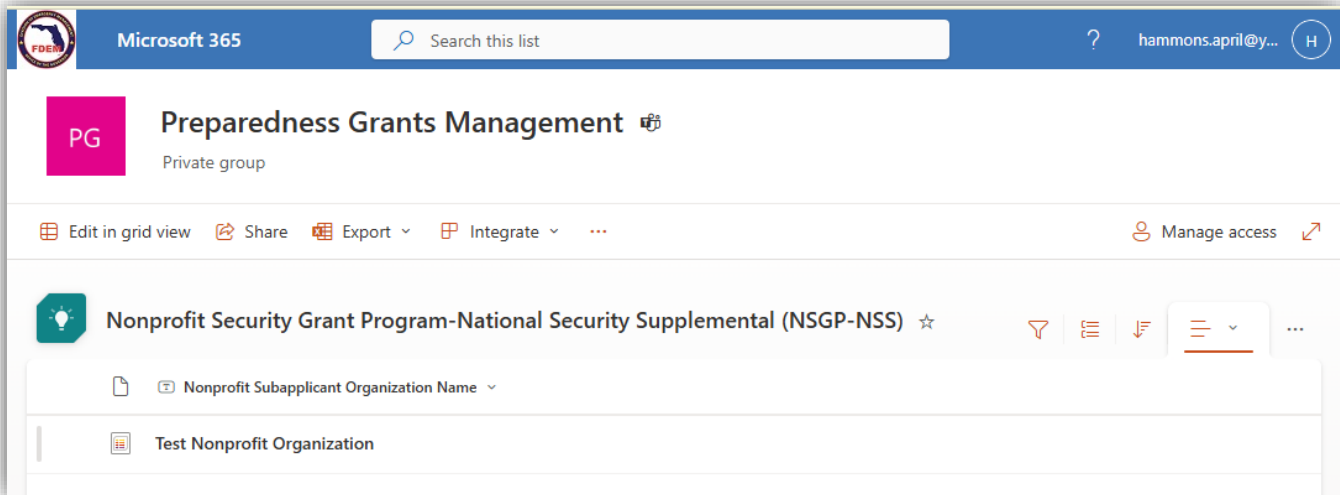
The email will look like the example below:



2) Enter the verification code from the email into the corresponding field and click Verify

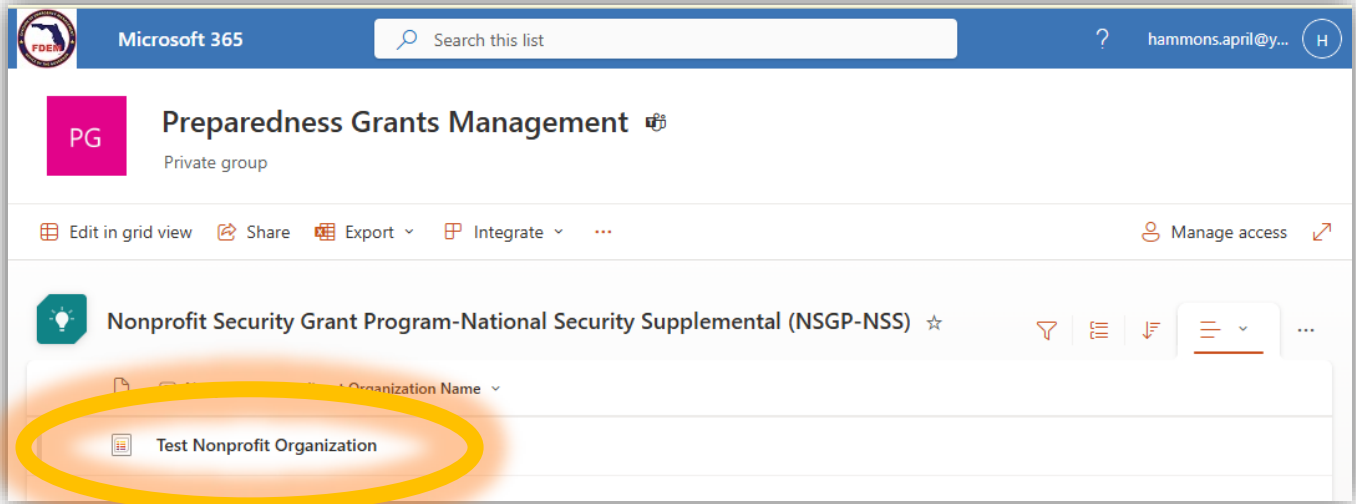


3) Once verified, you will be logged into the system, and will see the screen below. Please note: You will only be able to see submissions for your organization(s). No other organization(s) will be able to see your submissions.

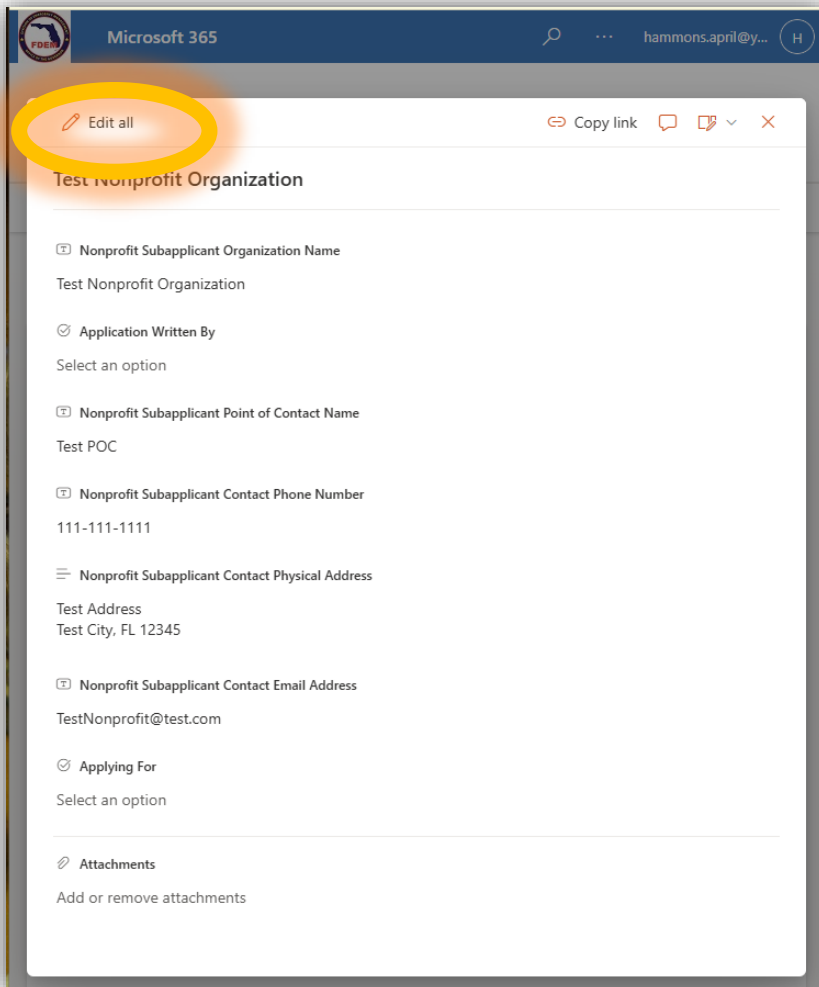


# Completing Your Submission

1) Click on the name of your Nonprofit Organization



2) On the form that opens, click the Edit All button on the top left corner





3) Fill in the fields circled below

The screenshot shows a form with the following fields and options:

- Nonprofit Subapplicant Organization Name  
Enter value here
- Application Written By  
—  
This selection must match the information entered on the IJ form
- Nonprofit Subapplicant Point of Contact Name  
Enter value here
- Nonprofit Subapplicant Contact Phone Number  
Enter value here
- Nonprofit Subapplicant Contact Physical Address  
Enter value here
- Nonprofit Subapplicant Contact Email Address  
Enter value here
- Applying For
  - NSGP-NSS-UA: Consortium
  - NSGP-NSS-UA: Jacksonville
  - NSGP-NSS-UA: Tampa
  - NSGP-NSS-UA: Orlando
  - NSGP-NSS-UA: Miami-Pt. Lauderdale
  - NSGP-NSS-STATE: Consortium
  - NSGP-NSS-STATE: Outside the Urban Areas

4) To add your required documentation, click on the Add attachments button

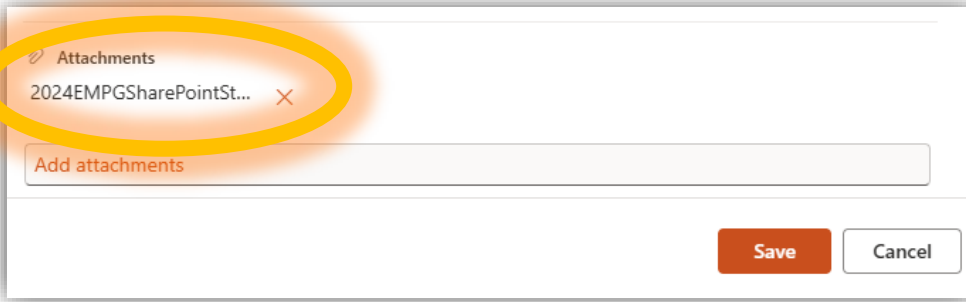
The screenshot shows a form with the following elements:

- Final Submission
- No
- Yes
- Attachments
- [Add attachments](#)

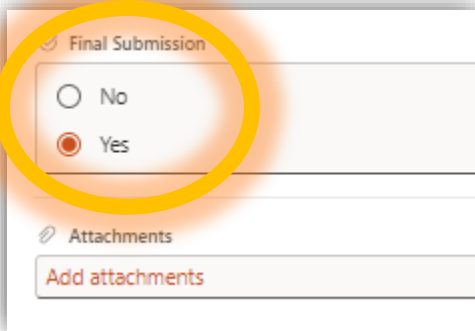
5) Find the files you'd like to upload and select them (to upload more than one document at a time, hold the Ctrl button on your keyboard while you select the documents, then release it)

6) Click Open

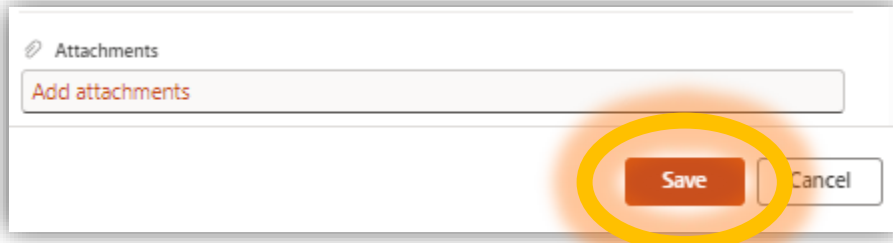
7) Verify all the required documents have been attached



8) Once you are satisfied that everything has been submitted in full, and within the proper guidelines, select Yes for Final Submission.



9) Click Save



10) You'll be redirected to the screen where you started. You're all done, and can now log out!