



# Homeland Security and Emergency Services

## FY2023 Nonprofit Security Grant Program (NSGP) Application Checklist

***Please note that this checklist is intended only as a guide to assist applicants and should not be submitted with your grant application.***

- Is your organization's Prequalification status in NYS Grants Gateway current?
  - Please confirm your document vault status is either "Document Vault Prequalified", "Document Vault Prequalified Open", or "Document Vault Prequalified/In Review".
- Is your organization's full legal name used consistently throughout all phases of the application (Investment Justification (IJ), Vulnerability Assessment, Mission Statement, E-Grants application, Prequalification in the Grants Gateway)?
- Does your organization meet all eligibility requirements, as noted in the Request for Applications (RFA)?
- Did you complete a separate E-Grants application for each requested site according to the instructions in the E-Grants Tutorial?
- Did you complete and attach a separate Investment Justification (IJ) for each requested site to each corresponding E-Grants project?
- Did you attach a separate vulnerability assessment for each requested site to each corresponding E-Grants project?
- Does the physical address on your IJ exactly match the physical address in the corresponding vulnerability assessment?
- Do all requested projects in your IJ align to vulnerabilities identified in the corresponding vulnerability assessment?
- Did you attach a completed Investment Justification (IJ) form in the required fillable PDF format\* to your E-Grants project? \*The IJ must be submitted in its original fillable PDF format with all fillable fields and drop-downs active/enabled.
- Did you attach your organization's Mission Statement to your E-Grants project?
- Make sure to submit your application prior to the deadline of 5:00 pm on April 20, 2023. No extensions will be granted.

***Failure to complete any of the tasks identified above may result in your application being disqualified from funding consideration.***

Questions? Please contact the NYS DHSES Grants Program Administration at:

[Grant.Info@dhses.ny.gov](mailto:Grant.Info@dhses.ny.gov)