



# Homeland Security and Emergency Services

## Nonprofit Security Grant Program (NSGP) National Security Supplemental (NSS) 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, including all consortia member organizations, if applicable, prequalified in the New York Statewide Financial System (SFS) at the time your application is submitted?
- 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 SFS)?
  - Please note that your organization should use the full legal name that is outlined in your Articles of Incorporation. Inconsistencies in your application submission may result in a reduced score to your application, which could affect your chances of receiving an award.
- Does your organization, including all consortia member organizations, if applicable, meet all eligibility requirements, as noted in the Request for Applications (RFA)?
- For individual applications, did you complete a separate E-Grants application for each requested site according to the instructions in the E-Grants Tutorial?
  - Please note that consortia applications only require one E-Grants application.
- For individual applications, did you complete and attach a separate Investment Justification (IJ) form in the required fillable PDF format\* for each requested site to each corresponding E-Grants application? \*The IJ must be submitted in its original fillable PDF format with all fillable fields and drop-downs active/enabled.
  - Please note that consortia applications only require one IJ.
- If applying as a consortium, did you complete and attach the Consortium Workbook to your E-Grants application?
- Did you attach a separate site-specific vulnerability assessment for each requested site to each corresponding E-Grants application?
  - Please note that consortia applications are required to have separate vulnerability assessments for each organization/site represented in the application.
- Does the physical address on your IJ exactly match the physical address in the corresponding vulnerability assessment and in the Workplan of your E-Grants application?
- Do all requested projects in your IJ align to vulnerabilities identified in the corresponding vulnerability assessment?
- Did you attach your organization's Mission Statement to your E-Grants application?
- Did you attach a Grants Information report showing prequalification status in SFS to your E-Grants application?
- Make sure to submit your application prior to the deadline of 5:00 pm on December 11, 2024. No extensions will be granted. Questions will be accepted through noon on December 4, 2024.

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