



# NSGP-ESA APPLICATION WALK THROUGH



If you created a PA Login for Nonprofit Grant Application Submission previously, you may wish to migrate your account to Keystone Login.

### General Facts:

- Create a New Keystone Login Account – [Registration](#)
  - Create a new Keystone Login account – [Registration](#)
    - Click Register and enter all of the information into the fields with a red asterisk (\*) next to them.
      - You will be asked to create your profile, login information and security questions.
    - If you have already created an account with another agency whose application uses the Keystone Login Service, you do not need to register another account with us. If you create a Keystone Login account with us, you will be able to use this account at other agencies that use Keystone Login.
      - Some additional information may be required for those agencies.
  - Account Migration – [Migrate Account](#)
    - If you would like to migrate your exiting PA Login account(s) to a new Keystone Login account, this must be done from the [Keystone Login Website](#)
      - If you have multiple PA Login accounts, and you wish to continue to use them, each account will need to be migrated to Keystone Login account.
  - Keystone Login Services
    - There are many account options that can be configured for your Keystone Login account. Please see the help documents provided by the [Keystone Login Service](#)

### Walkthroughs

- [Application Walkthrough](#) (For most of the program applications)
- [Condensed Application Walkthrough](#) (For specific program applications that do not require a project narrative)

Applications are best applied for by using Internet Explorer or Google Chrome and have not been tested with other browsers.

### Login

#### What's New?

For an overview of the changes in the new Single Application, please read [Help](#).

Username

Password

LOGIN

Powered by



KEYSTONE LOGIN

[Registration](#)

[Forgot Password](#)

[Learn more about Keystone Login](#)



[Home](#) [Help](#) [Contact Us](#) [Report](#)

[Logout](#)

[Submitted Applications](#) [User Settings](#)

## Begin a New Application

To begin a new Single Application For Assistance, enter a brief name for the project (up to sixty characters) and answer whether you need help selecting your program. If you already know the name of the program you want to apply for, answer "No".

Project Name

Do you need help selecting your program?

Yes ▾

CREATE A NEW APPLICATION

Program

Agency: Pennsylvania Department of Community and Economic Development

Applicant:

Web Application #: 8186

Program: DCED

Red Diamond (◆) = Required Field.

Blue Diamond (◆) = Conditional Required Field.

Select Program

Below is a listing of the types of organizations and projects that are most commonly funded. You may select more than one option. If no options are selected, all programs will display.

Agencies

Select to limit the search results.

- Dept of Agriculture  PCA  DCED  DEP  PennDOT  PLCB  L&I  Office of the Budget  PDA  PEMA  PHMC

[Clear Agencies](#)

Non-Profit/Government Enterprise Types [\(Display For-Profit Program Finder\)](#)

If you are applying on behalf of a company, you may want to search the For-Profit Program Finder (click the link above).

- Authority  
 College/University  
 Economic Development Provider

Types of organizations include but are not limited to: Area Loan Organizations (ALO), Community Development Financial Institutions (CDFI), Economic Development Corporations (EDC), Industrial Development Authorities (IDA), Industrial Development Corporations (IDC)

- Municipality  
County Government and Councils of Governments (COGs) should also check this option for eligible programs.  
 Other Government or Non-Profit

Programs that are available to Government or Non-Profit organizations not listed above. Non-Profit/Government organizations listed above may also want to check this section for additional funding sources. Private Non-Profit organizations competing in primarily For-Profit

Use of Funds

Be sure to carefully read the Program Fact Sheet and Guidelines to make sure the project costs are eligible for funding. If the project does not match any of the options listed below, leave this section blank to view all programs.

- Advanced Technology - Including Biotechnology, Life Sciences, and Nanotechnology.  
 Community Services - Examples include Low Income Assistance projects and Emergency Responders programs.  
 Infrastructure / Site Development / Housing - Including Construction, Environmental Assessments and Clean-Up, Land and Building Acquisition.  
 Machinery and Equipment  
 Planning / Marketing - Encompasses a wide range of projects, including Consulting Services, Municipal Planning, Research and Development, and Tourism Promotion.  
 Workforce Development - Including Education and Job Training.

Sort By

Show Single Application Programs First ▼



**Non-profit Security Grant Program (NSGP)**

Pennsylvania Emergency Management Agency



[Apply](#)

*Applications must be submitted prior to May 6, 11:59PM to be considered.*

The Non-profit Security Grant Program (NSGP) provides funding support through a competitive process for facility hardening and other security enhancements to nonprofit organizations at high risk of a terrorist or other extremist attack and promotes emergency preparedness coordination and collaboration between public and private community representatives, as well as state, local, tribal, and territorial governments. The NSGP is part of a comprehensive set of measures authorized by Congress and implemented by DHS to help strengthen the nation's communities against potential terrorist or other extremist attacks.

## Applicant Information

To copy your Registration information into the application, click the "Use Account Information" button below.

**USE ACCOUNT INFORMATION**

Applicant Entity Type:  Limited Liability Partnership  Partnership  
 Government  Non-Profit Corporation  
 Sole Proprietorship  Limited Liability Company  
 S Corporation  C Corporation

Applicant Name: Shendelle Test

NAICS Code: 8132

FEIN/SSN Number: 999999999  
\*Please enter FEIN as 9 digits, no dash.

DUNS Number:

UEI Number: 999999999999 If UEI is unavailable-Please enter 9's

Top Official/Signing Authority: Shendelle Hockenberry

Title: Administrative Officer

SAP Vendor #: 999999  
(xxxxxx or xxxxxx-xxx)

Contact Name: Shendelle Hockenberry

Contact Title: Administrative Officer

Phone: 7176512013 Ext.   
(xxx-xxx-xxxx)

Fax:

E-mail: shehockenb@pa.gov

Mailing Address: 1310 Elmerton Avenue

City: Harrisburg

State: PA

Zip Code: 17110

## Enterprise Type <sup>1"</sup>

Indicate the types of enterprises that describe the organization listed above. You may select more than one type. ◆

<input type="checkbox"/> Advanced Technology	<input type="checkbox"/> Agri-Processor	<input type="checkbox"/> Agri-Producer	<input type="checkbox"/> Authority	<input type="checkbox"/> Biotechnology / Life Sciences
<input type="checkbox"/> Business Financial Services	<input type="checkbox"/> Call Center	<input type="checkbox"/> Child Care Center	<input type="checkbox"/> Commercial	<input type="checkbox"/> Community Dev. Provider
<input type="checkbox"/> Computer & Clerical Operators	<input type="checkbox"/> Defense Related	<input type="checkbox"/> Economic Dev. Provider	<input type="checkbox"/> Educational Facility	<input type="checkbox"/> Emergency Responder
<input type="checkbox"/> Environment and Conservation	<input type="checkbox"/> Exempt Facility	<input type="checkbox"/> Export Manufacturing	<input type="checkbox"/> Export Service	<input type="checkbox"/> Food Processing
<input type="checkbox"/> Government	<input type="checkbox"/> Healthcare	<input type="checkbox"/> Hospitality	<input type="checkbox"/> Industrial	<input type="checkbox"/> Manufacturing
<input type="checkbox"/> Mining	<input type="checkbox"/> Other	<input type="checkbox"/> Professional Services	<input type="checkbox"/> Recycling	<input type="checkbox"/> Regional & National Headquarters
<input type="checkbox"/> Research & Development	<input type="checkbox"/> Retail	<input type="checkbox"/> Social Services Provider	<input type="checkbox"/> Tourism Promotion	<input type="checkbox"/> Warehouse & Terminal

[Continue](#)

Agency: Pennsylvania Emergency Management Agency  
Applicant: NON PROFIT ORGANIZATIONAL NAME  
Program: Non-profit Security Grant Program (NSGP)

Web Application #: 8167599

## Project Site Location(s)

Site 1

Address: ADDRESS WHERE TARGET HARDENING WILL OCCUR

City:

State: PA

Zip Code:

County: -- Select County --

Municipality: -- Select Municipality --

PA House:

PA Senate:

US House:

Designated Areas:

Agency: Pennsylvania Emergency Management Agency  
Applicant: NON PROFIT ORGANIZATIONAL NAME Web Application #: 8167599  
Program: Non-profit Security Grant Program (NSGP)

### Project Narrative

Adequate answers to the Project Narrative questions below are required; a minimum of 100 characters has been established for each answer. Uploaded attachments or mailed documents are no longer permitted in this section of the application. If a more detailed narrative is required for the Program selected, instructions will either be provided in the Program Addenda section or the Program Guidelines.

#### What do you plan to accomplish with this project? ♦

Identify the problem(s) that need to be resolved.

Character Count: 0/1000 characters

This area does not need completed. Instead, any information should be entered and uploaded on the addenda tab of this application. For instructions on what to include, reference the Non-profit Security Grant Program Guidance document.

#### How do you plan to accomplish it? ♦

Include expected outcomes that are measurable, obtainable, clear and understandable, and valid. Examples of measurable outcomes include jobs created or retained, people trained, land or building acquired, housing units renovated or built, etc.

Character Count: 236/1000 characters

This area does not need completed. Instead, any information should be entered and uploaded on the addenda tab of this application. For instructions on what to include, reference the Non-profit Security Grant Program Guidance document.

#### How do you plan to use the funds? ♦

Should include specific use of funds and reflect the budget provided with the application.

Character Count: 236/1000 characters

This area does not need completed. Instead, any information should be entered and uploaded on the addenda tab of this application. For instructions on what to include, reference the Non-profit Security Grant Program Guidance document.

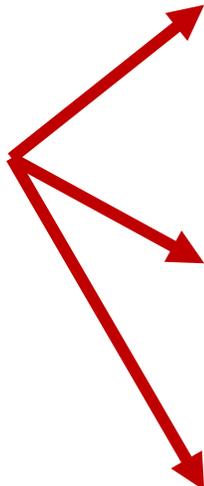
#### Projected Schedule and Key Milestones and Dates

A detailed schedule of activities, including key milestones and dates, must accompany this application if applicable to the project.

Character Count: 0/1000 characters

This area does not need completed. Instead, any information should be entered and uploaded on the addenda tab of this application. For instructions on what to include, reference the Non-profit Security Grant Program Guidance document.

These Areas will be prepopulated



This Area Does not need to be completed...Enter N/A



## Program Budget

Please see the [Help](#) section for details on how to complete the Program Budget.

Spreadsheet

Basis of Cost

### Budget Spreadsheet

The first column indicates the amount of funding you are requesting from PEMA. After completing the budget

Add funding source	Non-profit Security Grant Program (NSGP)	Total
Miscellaneous - Collapse	\$150,000.00	
Planning <a href="#">Remove</a>	<input type="text" value="\$0.00"/>	\$0.00
Equipment <a href="#">Remove</a>	<input type="text" value="\$125,000.00"/>	\$125,000.00
Security Hiring (Organization) <a href="#">Remove</a>	<input type="text" value="\$15,000.00"/>	\$15,000.00
Exercise <a href="#">Remove</a>	<input type="text" value="\$0.00"/>	\$0.00
M&A Max (5%) <a href="#">Remove</a>	<input type="text" value="\$5,000.00"/>	\$5,000.00
Training <a href="#">Remove</a>	<input type="text" value="\$5,000.00"/>	\$5,000.00
Total	\$150,000.00	
	<b>Budget Total:</b>	\$150,000.00

Add Category budgets from NSGP IJ. Equipment total will be all equipment AEL's added together.

Program: Non-profit Security Grant Program (NSGP)

## Program Budget

Please see the [Help](#) section for details on how to complete the Program Budget.

Spreadsheet

**Basis of Cost**

### Basis of Cost

Provide the basis for calculating the costs that are identified in the Project Budget.

- |  |   |
|--|---|
| <input type="checkbox"/> Appraisals                      | <input checked="" type="checkbox"/> Bids/Quotations |
| <input checked="" type="checkbox"/> Budget Justification | <input type="checkbox"/> Contractor Estimates       |
| <input type="checkbox"/> Engineer Estimates              | <input type="checkbox"/> Sales Agreements           |

### Budget Narrative

The narrative must specifically address each of the cost items identified in the Budget Spreadsheet.

Character Count: 236/2000

This area does not need completed. Instead, any information should be entered and uploaded on the addenda tab of this application. For instructions on what to include, reference the Non-profit Security Grant Program Guidance document.

# Program Addenda

Below are additional application requirements specific to the program you selected. If you are having problems completing the Program Addenda because your organization

## Addenda

Below are additional application requirements specific to the program you selected. If you are having problems completing the Addenda because your organization or project do not meet the requirements listed below, please try [changing your program](#).

### 1. Upload the completed Investment Justification Workbook

Note: To open the PDF, save it first and then open it from the saved location. Please use/open with Adobe Acrobat Reader DC. If you don't have the Adobe Acrobat Software, please download here [Adobe Acrobat Reader](#)

[Download NSGP Investment Justification FEMA.pdf](#)

This is a blank NSGP Investment Justification for you to complete if you haven't already completed one. Please follow the PDF opening instructions.

Upload Files  
Use the control below to select your file. Each file can be no larger than 30MB.

Upload Completed NSGP Investment Justification

File 1  No file chosen

### 2. Upload the completed Mission Statement Document

Upload Files  
Use the control below to select your file. Each file can be no larger than 30MB.

Upload the nonprofit's Mission Statement

File 1  No file chosen

### 3. Upload the completed Vulnerability Assessment Document

Upload Files  
Use the control below to select your file. Each file can be no larger than 30MB.

Upload the facility vulnerability assessment. Make sure it is not password protected or provide the password for PEMA to access

File 1  No file chosen

Select the appropriate button for the nonprofits IRS exemption. Please note, churches mosques and synagogues are exempt if they meet the requirements of section 501 (c)(3).

I am uploading a copy of my organization's 501 (c)(3) Determination Letter. I certify that my organization is required to apply for and receive recognition of exemption under 501(c)(3) as required by the Internal Revenue Service.

I am uploading a signed and dated letter directed to PEMA, on formal organization letterhead, that includes the following sentence: I certify, under penalty of law (18 Pa. C.S. § 4904, relating to unsworn falsification to authorities; and 31 U.S.C. §§ 3729 and 3802, relating to false claims and statements), that my organization is a church, mosque or synagogue that is not required to apply for and receive recognition of an exemption under section 501(c)(3) of the Internal Revenue Code.

### 4. Upload the IRS 501(c)(3) tax-exempt status determination letter OR Statement of Exemption

Upload Files  
Use the control below to select your file. Each file can be no larger than 30MB.

Upload either the 501 (c)(3) IRS determination letter or a statement of exemption.

File 1  No file chosen

File 1

automatically exempt if they meet requirements of section 501(c)(3). No determination letter is required in this case.

**Authorized Representative (President/VP of Nonprofit)**

First Name ◆

Last Name ◆

Title ◆

Email Address ◆

**2nd Authorized Representative (Secretary/Treasurer of Nonprofit)**

**Must include TWO different Signatory Authority Individuals and Emails**

First Name ◆

Last Name ◆

Title (must differ from above) ◆

Email Address (must differ from above) ◆



This will be the person that has the ability to enter legal binding contracts on behalf of the Nonprofit Organization



2nd signatory authority necessary for legal binding contracts to be executed on behalf of the Nonprofit organization. Only for some nonprofit organizations according to Corporation Charters, resolutions and By-laws

Agency: Pennsylvania Emergency Management Agency  
Applicant: Testing FY 2023 NSGP-test after changes  
Program: Non-profit Security Grant Program (NSGP)

Web Application #: 8186920

Red Diamond (◆) = Required Field.  
Blue Diamond (◆) = Conditional Required Field.

### Application Certification

All of the required sections of the web application have been completed. If you have reviewed the application, you may submit it for processing. **After submitting, you will no longer be able to make changes.**

#### Electronic Signature Agreement:

By checking this box and typing your name in the below textbox, I hereby certify that all information contained in the single application and supporting materials submitted via the Internet and its attachments are true and correct and accurately represent the status and economic condition of the Applicant, and I also certify that, if applying on behalf of the applicant, I have verified with an authorized representative of the Applicant that such information is true and correct and accurately represents the status and economic condition of the Applicant. I also understand that if I knowingly make a false statement or overvalue a security to obtain a grant and/or loan from the Commonwealth of Pennsylvania, I may be subject to criminal prosecution in accordance with 18 Pa.C.S. § 4904 (relating to unsworn falsification to authorities) and 31 U.S.C. §§ 3729 and 3802 (relating to false claims and statements).

- I am the applicant.
- I am an authorized representative of the company, organization or local government.
- I am a "Certified" Partner representative.

Please ensure that you check both the Electronic Signature Agreement and the Electronic Attachment Agreement checkboxes.

Select the appropriate button for signer designation

Type Name Here:  Type your name in the box

#### Electronic Attachment Agreement:

Along with the web application, if you have been requested or need to send any documentation to PEMA please print and send a copy of your E-Signature and mail it to PEMA along with any paper supporting documents. You will be given an opportunity to print the signature page along with a copy of the application immediately after you submit.

*\*Please make sure you read and selected an option, place your name in the text area, and checked both disclaimers.*

Click on button to submit



### Application Certification

Single Application ID #: 201812194005

The web application has been successfully submitted for processing.

I hereby certify that all information contained in the single application and supporting materials submitted via the Internet, Single Application # 201812194005 and its attachments are true and correct and accurately represent the status and economic condition of the Applicant, and I also certify that, if applying on behalf of the applicant, I have verified with an authorized representative of the Applicant that such information is true and correct and accurately represents the status and economic condition of the Applicant. I also understand that if I knowingly make a false statement or overvalue a security to obtain a grant and/or loan from the Commonwealth of Pennsylvania, I may be subject to criminal prosecution in accordance with 18 Pa.C.S. § 4904 (relating to unsworn falsification to authorities) and 31 U.S.C. §§ 3729 and 3802 (relating to false claims and statements).

The signature page may also be printed now. You may also print submitted applications from the Home page. Click the link labeled "Submitted Applications" in the top toolbar.

[Print Signature Page only](#)

[Print Entire Application with Signature Page](#)

**Suggestion**-Print Entire Application with Signature Page for your records



The signature page along with any paper supporting documents can be mailed to the following address:

Pennsylvania Emergency Management Agency  
Pennsylvania Emergency Management Agency  
Attn: Customer Service Center  
1310 Elmerton Avenue  
Harrisburg, PA 17110