

VDEM EM Grants 2025 NSGP Grant Application Job Aid

The screenshot shows the homepage of vdem.emgrants.com. The header includes the Virginia Department of Emergency Management logo and text: "Virginia Department of Emergency Management", "An official website of the Commonwealth of Virginia", and "Here's how you know". A "Find a Commonwealth Resource" button is also present. The navigation bar lists: Home, Open Grants, Public Assistance Resources, Hazard Mitigation Resources, and Preparedness Resources. The main content area features the VDEM logo, the title "Virginia Department of Emergency Management Grants", and a description: "vdem.emgrants.com tracks Emergency Management grants in Virginia. The system manages the process from application through closeout." To the right is a "Returning User Login" section with fields for Email and Password, a "Remember Me" checkbox, and "Sign In" and "Register" buttons. A "Forgot Password?" link is at the bottom.

You can access the documents by clicking **Preparedness Resource** without logging into the system.

The screenshot shows the "Preparedness Resources" page. The navigation bar is the same as the homepage, but "Preparedness Resources" is highlighted. The main heading is "Preparedness Resources". On the left is a sidebar menu with links: Open Grants, Public Assistance Resources, Hazard Mitigation Resources, Preparedness Resources (selected), and State Funded Grant Resources. The main content area is titled "Preparedness Resources" and says "Find targeted system information below:". It contains a table with two rows, each with a "+" icon in the right column:

General Information	+
New 2024 Nonprofit Security Grant Program (NSGP) Applicant Information	+

Click the + on New 2025 tab. The following options will appear.

The screenshot shows the expanded "New 2024 Nonprofit Security Grant Program (NSGP) Applicant Information" section. It has a minus sign icon in the right column. Below the section header are two bullet points:

- [Applicant Registration Instructions - NSGP](#)
- [EM Grants Job Aid for NSGP subrecipients](#)

How to complete and submit your Grant Application

Purpose: The purpose of this process is to copy the information from the federal document into Virginia Dept. of Emergency Management (VDEM)'s grant management system – EM Grants.



The screenshot shows the homepage of the Virginia Department of Emergency Management Grants system. At the top, there is a dark header with the VDEM logo and the text "Virginia Department of Emergency Management" and "An official website of the Commonwealth of Virginia". Below this is a navigation bar with links: Home, Open Grants, Public Assistance Resources, Hazard Mitigation Resources, and Preparedness Resources. The main content area has a blue background. On the left, there is the VDEM logo and the text "Virginia Department of Emergency Management Grants". Below this, a small text block states: "vdem.emgrants.com tracks Emergency Management grants in Virginia. The system manages the process from application through closeout." On the right, there is a "Returning User Login:" section with input fields for "Email:" and "Password:", a "Remember Me" checkbox, and "Sign In" and "Register" buttons. A "Forgot Password?" link is also present.

First step. Your Investment Justification (IJ) Form should be completed and saved before attempting to submit your application packet. The system will not allow you to submit without completing required fields. You will copy and paste your information from the IJ into the system. Along with uploading your Mission Statement (MS) and Vulnerability Assessment (VA) in PDF format.

Home Accounts Projects Finances

Rodef Sholom Temple Applicant Name

Create New Request Submit New Reimbursement Request

Summary Accounts Projects Payments Quarterly Reports FFATA Reporting Contacts Notes Documents History

Applicant Details
 UEI:
 Account Count: 1 Account Open (View)
 Project Count: 1 Project (View)
 Quarterly Report Count: 1 Active Quarterly Report
 Eligible Obligated:
 Federal Obligated: View Graph
 State Obligated: \$0.00 (0.00%)
 Local Share: \$0.00 (0.00%)

Apply for a Grant
 There are currently 32 Grants open. If you wish to apply, please click the Apply Now button below.
 Apply Now

Resources
 • PA Program Information
 • VDEM Staff Resources
 • PA Applicant Resources
 • PA Training
 • PA Administrative Plan
 • Assignments Map
 • HM Training
 • HM Applicant Resources
 • HM Plan-Strategy
 • Preparedness Subgrantee Training
 • Public Assistance Resources
 • Hazard Mitigation Resources
 • Preparedness Resources
 • News Archive

Training Materials

Look under **Resources – Preparedness Subgrantee** where you can find training material to successfully navigate the system.

Once you log in, you should land on the **Account** screen which will display your ORGANIZATION name within the **red banner**. You will see the following [Apply Now](#) on the right-hand side of the screen.

Home Accounts Projects Finances

Rodef Sholom Temple

Create New Request Submit New Reimbursement Request

Summary Accounts Projects Payments

Applicant Details
 UEI: Q628MD5P7N27
 Account Count: 1 Account Open (View)
 Project Count: 1 Project (View)

Apply for a Grant
 There are currently 27 Grants open. If you wish to apply, please click the Apply Now button below.
 Apply Now

The following box will appear. Scroll down the available list until you see **NSGP**, you will select the appropriate Grant (NSGP and the grant year (2025)). Then select one of the following options: **Constructed Security, Equipment, Exercise, Planning or Training** for Project Type. **Please note**, Select the Project Type that represents where most of the funding will be directed. E.g. If most of the project funding is for the purchase of Equipment, select "Equipment". Then click, **Create**.

Apply for a Grant

To apply for a PA or FMAG grant, FEMA's Grants Portal must be used. Click the following link to be automatically redirected: <https://grantee.fema.gov>

Grant: 2024 - Nonprofit Security Grant Program

Project Type: Select One

Select One

- P - Planning
- TNG - Training
- CS - Constructed Security
- EX - Exercises
- EQ - Equipment

Create Cancel

This will move you into the **Grant Application screen** where you will simply copy and paste the information from your Investment Justification Form into the appropriate areas. You will now see **breadcrumbs** that will show you what has been created in the system and the current landing page.

Program description **Organization** **Account Information**

2023 Nonprofit Security Grant Program > Introduction > Account for 2023 (NSGP) - The Way, the...

Grant Application
Draft

Save Delete

Summary

* Form >

Notes

Documents

Workflow

History

Form >> Introduction

Summary Information

Grant: 2023 Nonprofit Security Grant Program (change)

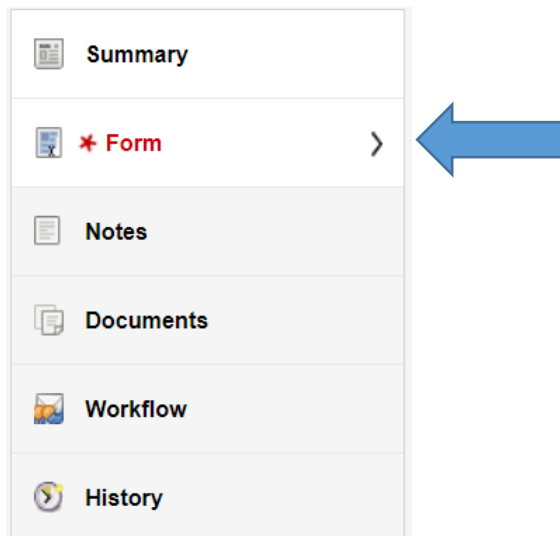
Project Type: NSGP Urban Area (change)

Please indicate whether your Agency intends to participate in this grant award, or whether your Agency will opt-out of participating: Opt-In

Title:

Used to help identify the project. Ex: "FY2023 - NSGP - The Way, the Truth, and the Life Church".

Click on **Form**. Each section highlighted in red must be filled out.



The following screen will be appear.

The screenshot shows the 'Form >> Introduction' screen. The left sidebar is the same as the previous image. The main content area is titled 'Form >> Introduction' and contains a 'Summary Information' section. This section includes fields for 'Grant' (2023 Nonprofit Security Grant Program), 'Project Type' (NSGP Urban Area), a dropdown for 'Opt-In', a 'Title' field with a hint 'Used to help identify the project. Ex: "FY2023 - NSGP - ..."', a list of areas (Planning, Training, Exercise, Equipment, Organization) with a hint 'Hold Ctrl key to select multiple areas.', and a 'Project Description' text area with a hint 'Provide a brief, but detailed, description of the Project.'

Please use the hint text provided under the **Title** box.

For **Work Activity and Costs**, please select **Equipment** and Planning, Training or Exercise (if applicable).




In the **Project Description**, please copy and paste the information from **Section IV-A Facility Hardening** in your Investment Justification (IJ) Form,

Please enter the Project Primary Point of Contact, Alternate, Chief Administrative Officer of your Organization and the Finance Officer. **If they do not have an account in the system, please ask them to create one by going to <https://vdem.emgrants.com/> and click on Register.**

Primary Contact: ?	<div>Select One</div>
Alternate Contact: ?	<div>Select One</div>
Chief Administrative Officer: ?	<div>Select One</div>
Finance Officer:	<div>Select One</div>

Please fill out the sections indicated by the blue arrow.

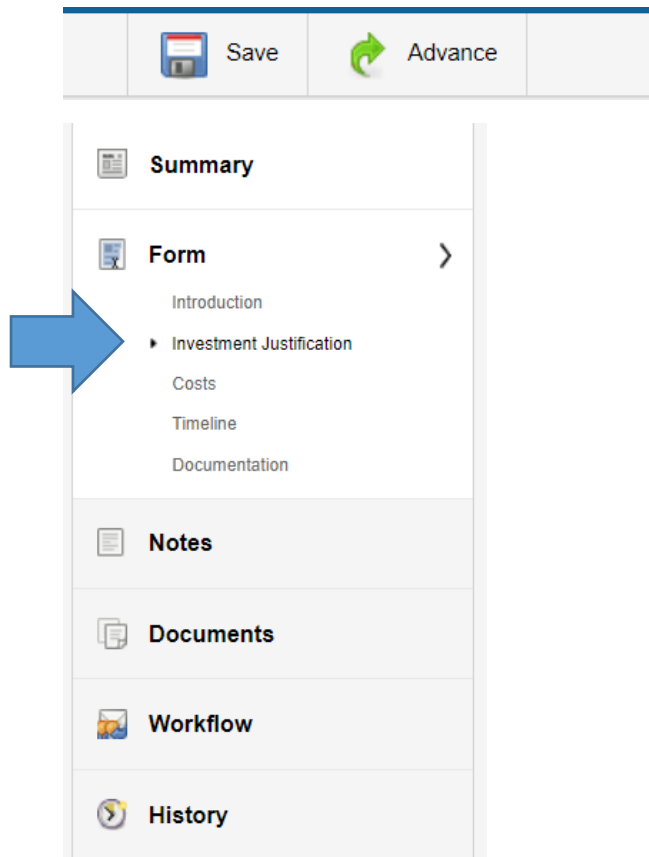
Requested Applicant Updates
Fill out the below fields only if the current values are incorrect or missing. - ([View Applicant](#))

501(c)(3) Tax-exempt designation:	<div>Choose One</div>	
	Current 501(c)(3) Tax-exempt designation value:	
FEIN:	<div></div>	
	Current Federal Employer Identification Number value:	
Unique Entity Identifier (UEI):	<div></div>	
	Current UEI value:	
Organization Membership and Community Served:	<div></div>	
	Current Organization Membership and Community Served value:	
Organization Type:	<div></div>	
	Provide a short description of the organization's ideology, beliefs and mission	
	Current Organization Type value:	
Has Current Contract with DHS?	<div>Choose One</div>	
	This does not include any DHS or NSGP grant funds previously awarded to the nonprofit organization.	
	Current Has Current Contract with DHS? value:	

Please enter your organization's UEI#. If you do not have one, please go to **SAM.gov** to begin the process. As stated in the Notice of Funding Opportunity (NOFO), "All entities wishing to do business with the federal government must have a unique entity identifier (UEI). The UEI number is issued by the system. Requesting a UEI using System for Award Management (SAM.gov) can be found at: <https://sam.gov/content/entity-registration>."

Once you complete the information, please **Save**, and move to the next tab.

Do not click Advance, this is only to be used once all the information is completed and all documents have been uploaded.



The screenshot shows a web application interface. At the top, there is a horizontal bar with two buttons: 'Save' (with a floppy disk icon) and 'Advance' (with a green circular arrow icon). Below this is a sidebar menu with several sections: 'Summary' (with a document icon), 'Form' (with a document icon and a right-pointing chevron), 'Notes' (with a document icon), 'Documents' (with a document icon), 'Workflow' (with a document icon), and 'History' (with a clock icon). Under the 'Form' section, there is a list of sub-items: 'Introduction', 'Investment Justification' (which is highlighted with a blue arrow pointing to it from the left), 'Costs', 'Timeline', and 'Documentation'.

Please continue to copy and paste information from your Investment Justification (IJ) into the corresponding sections within the system.

Facility Information

Please provide the below details of the facility associated with this Investment Justification

Physical Address of the Facility:

0 OF 2000 CHARACTERS USED

One facility per Investment Justification; include city, state, county and zip code

Year the original facility was constructed:

Background Information

Investment Phase:

Choose One ▼

Describe the symbolic value of the site as a highly recognized national or historic institution or significant institution within the community that renders the site as a possible target of terrorism:

Describe any previous or existing role in responding to or recovering from terrorist attacks:

Risk Information

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.

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.

Vulnerabilities:

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

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.

Target Hardening

In this section, describe each proposed activity or investment and the identified threat or vulnerability that it addresses as well as the associated cost with each activity or investment. Allowable costs are focused on target hardening activities as well as planning related costs, exercise related costs, contracted security personnel, and 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.

Proposed Activities/Investments:

Project Management

Who will manage the Project?

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

Project Management Description:

Include a description of any challenges to the effective implementation of this project, as well as the coordination of the project with State and local homeland security partners.

PART VII. IMPACT (4 POSSIBLE POINTS OUT OF 40)

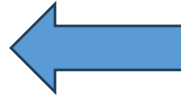
Project Impact

What measurable outputs and outcomes will indicate that this Investment is successful at the end of the period of performance?

Which specific National Preparedness Goal (the Goal) core capabilities does this investment work to achieve?

Select One

- Community Resilience
- Long-Term Vulnerability Reduction



Most projects will fall under
Physical Protective Measures

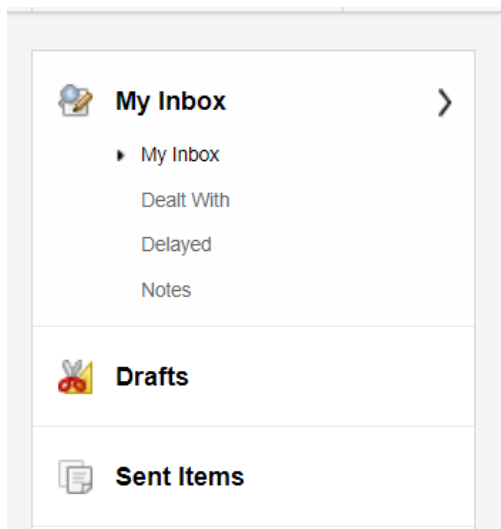
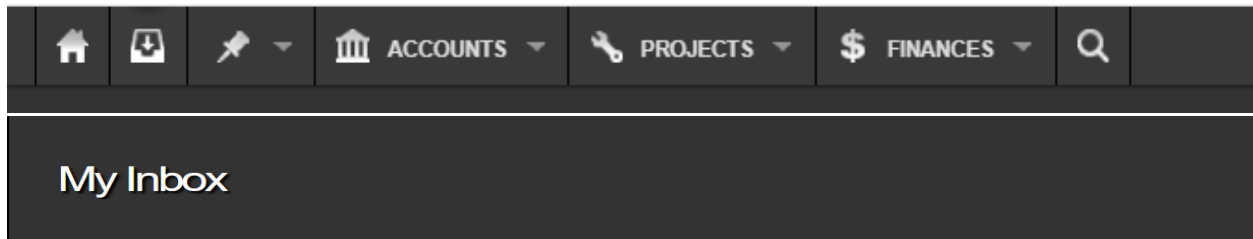
Explain how this Investment supports the building or sustaining of these Core Capabilities

Once you complete the information, please **Save**.

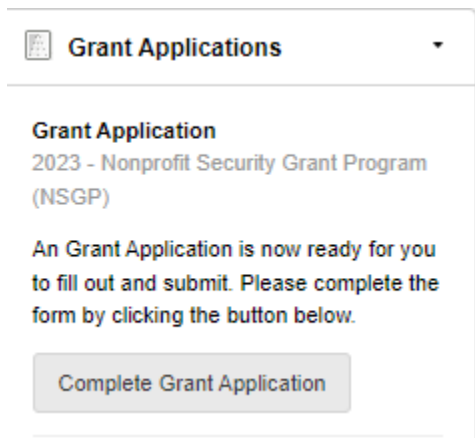
SPECIAL NOTE!

If you have started the filling out Investment Justification section, but you're not ready to submit. Please click Save to ensure you do not lose the information entered. Once you exit the system, you will need to go into your Inbox under the Drafts tabs to find the application.

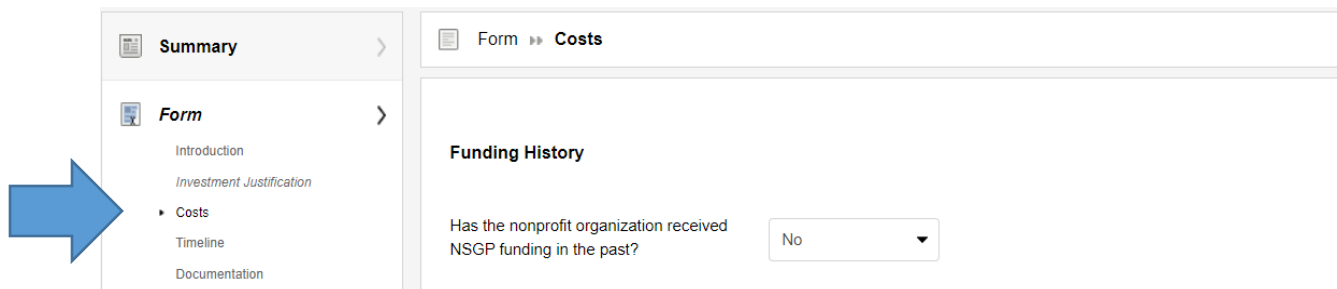
Home Screen (ribbon) Click on the Inbox icon.



Also, you can find the incomplete application on your home page at the bottom right corner.



Click **Add Line** to build a budget for each Cost Line in **Section IV-B** of the Investment Justification.



Summary >

Form >

Introduction

Investment Justification

Costs

Timeline

Documentation

Form >> **Costs**

Funding History

Has the nonprofit organization received NSGP funding in the past? No

Cost Line Items

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

Add Line

You will copy and paste each budgetary line item information from **Section IV-B** in the Investment Justification.

Section IV-B: In this section, list all proposed facility hardening equipment, projects, or activities as allowable per the Authorized Equipment List (AEL), NSGP Notice of Funding Opportunity (NOFO), and Preparedness Grants Manual (PGM). Select the AEL number and title, list the vulnerability the equipment/project/activity addresses, and enter the estimated funding requested (round up to the nearest dollar).		
AEL NUMBER & TITLE – EQUIPMENT, PROJECT, OR ACTIVITY	VULNERABILITY TO BE ADDRESSED	ESTIMATED FUNDING REQUESTED (Round to nearest dollar)

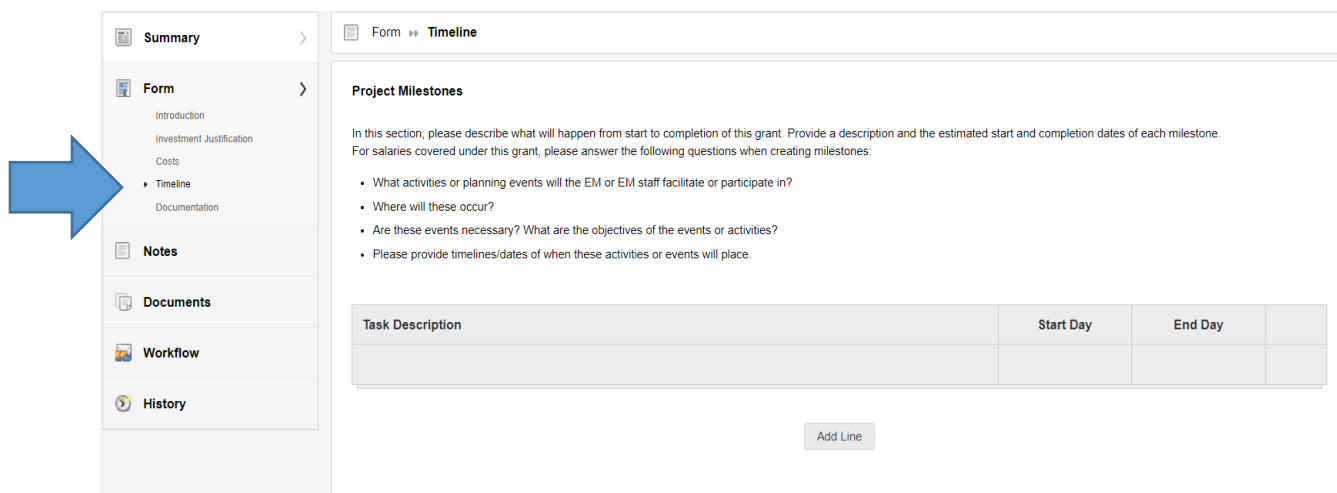


Classification	Description	Vulnerability	EHP	Qty	Price	Total	
Type Physical Security ▼ AEL Code (List) 14SW-01-SIDP-Systems ×	14SW-01-SIDP - Systems, Personnel Identification ▲▼	Access Control ▲▼	Yes ▼	1	\$ 1,000.00	\$1,000.00	⊖
Type Physical Security ▼ AEL Code (List) 21GN-00-TRNG-Training ×	21GN-00-TRNG - Training ▲▼	Access Control ▲▼	No ▼	1	\$ 4,000.00	\$4,000.00	⊖
Grant Application Total						\$5,000.00	
Grand Total						\$5,000.00	

The Description will be populated by typing in the AEL Number.

Once you complete the information, please **Save**.

You will move to the next section, **Timeline**.



Form » **Timeline**

Project Milestones

In this section, please describe what will happen from start to completion of this grant. Provide a description and the estimated start and completion dates of each milestone. For salaries covered under this grant, please answer the following questions when creating milestones:

- What activities or planning events will the EM or EM staff facilitate or participate in?
- Where will these occur?
- Are these events necessary? What are the objectives of the events or activities?
- Please provide timelines/dates of when these activities or events will place.

Task Description	Start Day	End Day

[Add Line](#)

Click **Add Line** to build out the Milestones listed in your Investment Justification Form.

PART V. MILESTONE (5 POSSIBLE POINTS OUT OF 40)		
Provide descriptions 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)		
KEY ACTIVITIES & CORRESPONDING MILESTONES	START DATE	COMPLETION DATE
Environmental Planning and Historical Preservation review.		

Once you complete the information, please **Save**.

You will move to the next section, **Documentation**.


Ignore this section for now. Do not download any of these documents. Simply upload the (3) required documents, by selecting

Form » **Documentation**

Please download, complete and upload the below list of required documentation:

Document Name:	Actions:
POC Form	Download Upload
Acceptance Package Checklist	Download
FEMA EHP Screening Form Instructions	Download
FEMA EHP Screening Form	Download Upload
Certification Regarding Lobbying	Download Upload
Grant Assurances	Download Upload
FEMA Form 20-16C	Download Upload

Below is screenshot of where you will submit your documents. **All documents should be saved in PDF format.** You can also send notes or add comments concerning the grant application.



The screenshot shows a submission interface with two main sections. On the left, under the heading "Notes & Comments", there is a text area with the message "There are currently no notes. Be the first to add one" and an "Add Note" button. On the right, under the heading "No Uploaded Documents", there is a text area with the message "No Issues" and an "Add Document" button.

Once you Click, **Add Document**, the following box will appear.

Upload Files

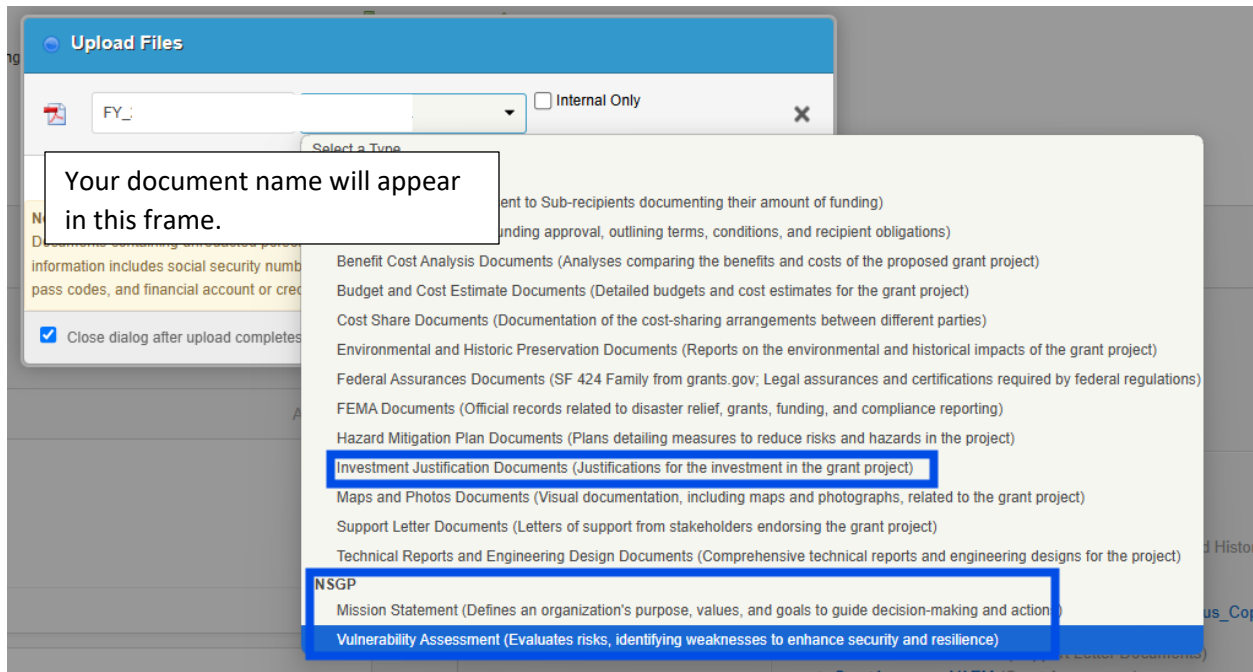
Drag and drop here.

Note: There is no limit to the number of files that can be uploaded, however the maximum size per file is 100MB. Documents containing unredacted personal identifiable information should not be uploaded. Personal identifiable information includes social security numbers, driver's license, passport, or other identification numbers, passwords or pass codes, and financial account or credit/debit card numbers.

☒ Close dialog after upload completes

Choose Files... **Cancel**

Then click, **Choose Files** to attach the document from your system.



Click, **Select a Type**, for a list of Documents to choose from. Once the selected, click **Upload**. You will need to follow these steps for each document to be properly uploaded.

Naming Convention for Submissions

- "FY2025_NSGP_UA_VA_HR_Your Nonprofit Name_IJ"
- "FY2025_NSGP_UA_VA_HR_Your Nonprofit Name_VA"
- "FY2025_NSGP_UA_VA_HR_Your Nonprofit Name_MS"
- "FY2025_NSGP_UA_VA_R_Your Nonprofit Name_IJ"
- "FY2025_NSGP_UA_VA_R_Your Nonprofit Name_VA"
- "FY2025_NSGP_UA_VA_R_Your Nonprofit Name_MS"
- "FY2025_NSGP_UA_VA_S_Your Nonprofit Name_IJ"
- "FY2025_NSGP_UA_VA_S_Your Nonprofit Name_VA"
- "FY2025_NSGP_UA_VA_S_Your Nonprofit Name_MS"

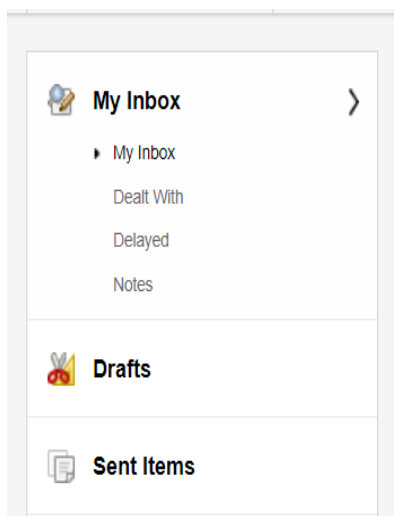
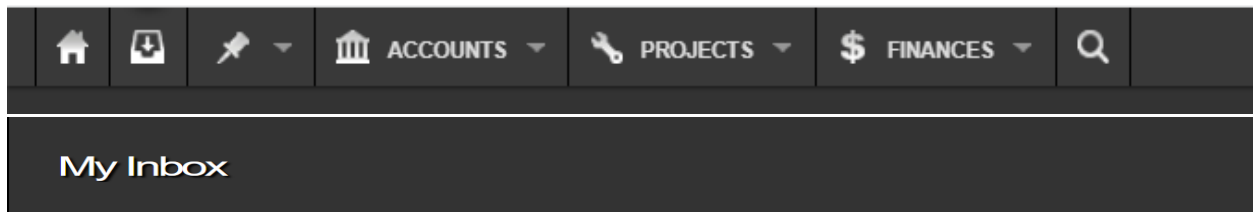
If you have any questions, please do not hesitate to send an email to vdemgrants@vdem.virginia.gov.

Once you complete the information, please **Save and Advance**.

SPECIAL NOTE!

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Home Screen (ribbon) Click on the Inbox icon.



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