NSGP-ESA
APPLICATION
WALK THROUGH
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 for 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 existing 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.
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
Target Hardening for (Non-Profit Name) Test

Do you need help selecting your program?
Yes ▼

CREATE A NEW APPLICATION
Non-profit Security Grant Program (NSGP)

Pennsylvania Emergency Management Agency

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.

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: 99999999999
If UEI is unavailable-Please enter 9's
Top Official/Signing Authority: Shendelle Hockenberry
Title: Administrative Officer
SAP Vendor #: 999999
Contact Name: Shendelle Hockenberry
Contact Title: Administrative Officer
Phone: 7176512613
Fax: 
E-mail: shehockenb@pa.gov
Mailing Address: 1310 Elmerton Avenue
City: Harrisburg
State: PA
Zip Code: 17110
### Enterprise Type

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

<table>
<thead>
<tr>
<th>Advanced Technology</th>
<th>Agri-Processor</th>
<th>Agri-Producer</th>
<th>Authority</th>
<th>Biotechnology / Life Sciences</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Financial Services</td>
<td>Call Center</td>
<td>Child Care Center</td>
<td>Commercial</td>
<td>Community Dev. Provider</td>
</tr>
<tr>
<td>Environment and Conservation</td>
<td>Exempt Facility</td>
<td>Export Manufacturing</td>
<td>Export Service</td>
<td>Food Processing</td>
</tr>
<tr>
<td>Government</td>
<td>Healthcare</td>
<td>Hospitality</td>
<td>Industrial</td>
<td>Manufacturing</td>
</tr>
<tr>
<td>Mining</td>
<td>Other</td>
<td>Professional Services</td>
<td>Recycling</td>
<td>Regional &amp; National Headquarters</td>
</tr>
<tr>
<td>Research &amp; Development</td>
<td>Retail</td>
<td>Social Services Provider</td>
<td>Tourism Promotion</td>
<td>Warehouse &amp; Terminal</td>
</tr>
</tbody>
</table>

[Continue]
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:
This Area Does not need to be completed...Enter N/A

These Areas will be prepopulated

Project Narrative

Adequate answers to the Project Narrative questions below are required; a minimum of 100 characters has been established for each answer. Updated 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 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 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.
# Program Budget

Please see the *Help* section for details on how to complete the Program Budget.

## Spreadsheet

<table>
<thead>
<tr>
<th>Add funding source</th>
<th>Non-profit Security Grant Program (NSGP)</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Miscellaneous - Collage</td>
<td>$150,000.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Planning</td>
<td>Remove</td>
<td>$0.00</td>
</tr>
<tr>
<td>Equipment</td>
<td>Remove</td>
<td>$125,000.00</td>
</tr>
<tr>
<td>Security Hiring (Organization)</td>
<td>Remove</td>
<td>$15,000.00</td>
</tr>
<tr>
<td>Exercise</td>
<td>Remove</td>
<td>$0.00</td>
</tr>
<tr>
<td>M&amp;A Max (5%)</td>
<td>Remove</td>
<td>$5,000.00</td>
</tr>
<tr>
<td>Training</td>
<td>Remove</td>
<td>$5,000.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$150,000.00</strong></td>
<td><strong>$150,000.00</strong></td>
</tr>
</tbody>
</table>

Add Category budgets from NSGP IJ. Equipment total will be all equipment AEL I'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.

- Appraisals
- Budget Justification
- Engineer Estimates
- Bids/Quotations
- Contractor Estimates
- 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.
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.
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:

I certify that all information contained in the single application and supporting materials submitted via the Internet and its attachments is true and correct and accurately represent the status and economic condition of the Applicant. I also certify that if applying on behalf of the Applicant, I have verified that all information in the Application and supporting materials submitted via the Internet and its attachments is true and correct and accurately represent the status and economic condition of the Applicant. I also understand that if I knowingly make a false statement or oversell a security to obtain a grant and/or loan, I will be subject to the Commonwealth of Pennsylvania's legal penalty provisions in accordance with 18 Pa. C.S. § 4904 (relating to untruthful statements to authorities) and 31 U.S.C. §§ 3720 and 37302 (relating to false claims and statements).

Select the appropriate button for signer designation

Type your name in the box

Electronic Attachment Agreement:

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

Submit Application

*Please make sure you read and selected an option, place your name in the text area, and checked both disclaimers.
Suggestion - Print Entire Application with Signature Page for your records