

FY2019 NSGP Application Instructions

- Documents referred to in these instructions are available on the Ohio EMA Grants NSGP website at https://ema.ohio.gov/PreparednessGrants_NSGP.aspx . Additional information that might be helpful to applicants is also located on this site.
- The maximum amount for an individual application is **\$100,000**.
- Applicants must only request funding for equipment/activities that are consistent with the allowable costs guidance listed in [Appendix C of the Preparedness Grants Manual](#).
- Applicants must submit their applications by the due date set by Ohio Emergency Management Agency, which is the State Administrative Agent (SAA) for this grant. Do not submit to FEMA or Grants.gov. Ohio EMA will do that on behalf of all applicants within Ohio as SAA.
- Submit applications via email as attachments to rblaser@dps.ohio.gov and mlschramm@dps.ohio.gov no later than **5:00 p.m. ET** on **May 13, 2019**.
- Applicants must use the [FY2019 NSGP Investment Justification](#) form to apply.
- If the applicant is using Excel 2007, the application form must be saved in Microsoft Excel 97-2003 format (see detailed instructions in the “Introduction” tab of the Investment Justification template). Otherwise, it can be saved in the format in which it is provided.
- Applications must use the following file naming convention for the Investment Justification.
 - **FY2019_NSGP_S_OH_YourNonprofitName**
- In addition to the Investment Justification, applicants must also provide a “mission statement” which explains the nature of the applicant organization’s purpose and mission. This will primarily be used to validate the organization’s type as either: 1) Ideology-based/spiritual/religious; 2) Educational; 3) Medical; or 4) Other. This should be provided in a separate file, preferably on the organization’s letterhead. Please identify your organization in the file name.
- Applicants must also provide the vulnerability/risk assessment upon which the request in the application is based. Please identify your organization in the file name.
- Applicants that do not already have a valid DUNS number must register for Data Universal Numbering System (DUNS) number on www.dnb.com. The DUNS number is required on the Investment Justification.