Filling out a new application in EDGAR IGX

You have chosen to apply for a Homeland Security Grant in the EDGAR IGX. What do you do?

1) Go to the EDGAR IGX site: https://sddpsigx.intelligrants.com/IGXLogin
2) Login with your approved User ID and Password
3) The page will open to your dashboard where you will find three categories: My Tasks, My Opportunities and Announcements. Under "My opportunities" You will find the available applications to apply for:

4) Select the name of the grant you are applying for. A box will appear in the middle of your screen giving you details on the grant. Select "Proceed"

Nonprofit Homeland Security Application 2024

Provided By:	South Dakota Office of Homeland Security
Provided To:	South Dakota Office of Homeland Security
HLS Application Availability Dates:	3/7/2024 7:45:00 AM - 4/15/2024 5:00:00 PM
Due Date:	3/8/2024 5:00:00 PM
Description:	

Applications may be accepted beyond the due date posted above from State Agencies and for Local Contingency Projects.

Proceed   **Cancel**

5) Congratulations, you have created your grant. The screen will look something like this

The number on the top left-hand corner is your grant number. If you are to exit out of the grant prior to submitting it, you will find it located in the "my tasks" area of your dashboard.

You can use the left hand side of the screen to move through the grant application or on the bottom of the page there will be a "next page" option as well.

6) Select "Instructions" to learn more about your grant application process.

Nonprofit Application Instructions

1. Register as a new user or log-in at https://sddpsigx.intelligrants.com/. If registering as a new user, you will receive an approval or denial notice by email within five business days. After you receive notice that you have been approved, you can log-in and continue your application.
2. On the home screen, select the application you want to apply for under My Opportunities and a pop-up should appear; select Proceed.
3. If you have already started an application, select it from My Tasks on the home page or search for it under the Searches tab, Applications.
4. On the left side of the Document Landing Page, select, complete, and save the items under Grant Application Instructions and Forms.
   - Sign the Electronic Signature verification and select Save
   - Open the link to the Terms and Conditions Verification, read, check the box, and Save
   - Complete the Risk Assessment required by the State and Save
   - Complete the Proof of Nonprofit Status and Mission Statement page and Save
   - Complete the Physical Security Assessment page and Save
   - Complete the Application Narrative/Investment Justification (IJ) and Save
   - Attach quotes for projects in your IJ and Save/Submit

When the application has been reviewed, you will receive notice about your application from the SD Office of Homeland Security. Homeland Security grants are paid on a reimbursement basis; if you are awarded a grant, you must pay for the equipment or services. You will be reimbursed up to the amount of your award. Applicants are responsible for any difference in cost. If you have questions, please call the SD Office of Homeland Security at 605-773-3450.

7) The Electronic Signature is your next step. This is where the name has to be identical to the name you used for your USER ID registration. If it is not, you will receive an error. (Take note that once you have finished a screen, there will be a check mark in the box of that tap; i.e. instructions)
   a. Save Page or Next Form

8) The terms and conditions verification tab provide the administrative manual that the Homeland Security office utilizes. It is best practice to read through this document and save it for your references. Once you have read through the document, check the box and save the page to move on.
   a. Save Page or Next Form

9) The Risk Assessment must be filled out. Select the "non-profit" option and move through the questions for your organization. There is a signature box at the bottom of the page that will need to be filled out as well. Save the page and move to the application tab.
   a. Save Page or Next Form

10) The Application tab will auto populate your contact information. You will need to input a "project title" for your application.
   a. Save Page or Next Form

11) Proof of nonprofit and Mission Statement.
   a. If you have the exception from meeting the 501(c)3 requirements, just check the box. Otherwise, upload the appropriate document.
   b. The mission statement can either be typed into the text box provided or uploaded.
   c. Save Page or Next Form

Proof of Nonprofit and Mission Statement

NPHSA-2024-SDDPS_HLS-00001

Advanced View | New Note | Print | Save | Delete

Nonprofit organizations:

* Submit a copy of the organizations 501(c)3 determination letter with the following exceptions: churches, mosques, and synagogues are considered automatically exempt if they meet the requirements of IRS section 501(c)3 therefore, they are not required to submit a determination letter.

Attach proof of nonprofit status here.

Exception from meeting 501(c)3 requirements.

☐ — Check box for exception

501(c)3 Upload

[Select] Drag Files Here — upload 501(c)3

Mission statement:

* Provide a short, concise Mission Statement of the organization on official letterhead, stating the purpose of the organization (who, what, and why), and any policies or practices that may elevate the organization's risk of a terrorist attack. Either enter a missions statement or upload your mission statement, one entry is required.

[Type in mission statement or]

Mission Statement Upload

[Select] Drag Files Here — Upload mission statement

12) Physical Security Assessment – two options
   a. If you haven't had a self assessment done recently, you'll need to click on the blue hyperlink and go through the assessment. **Note: the assessment will indicate it is for "Houses of Worship" however can be used for ALL non-profit agencies.
   b. Once you have completed the assessment, or have one completed recently, upload the assessment.
   c. Save Page or Next Form

Physical Security Assessment

Advanced View | New Note | Print | Save | Delete

Submit a vulnerability/risk assessment specific to the location/facility for which the nonprofit organization is applying. The following link provides a self-assessment survey; although it's called "Faith Based/Houses of Worship", it can be used for all non-profit agencies.

https://www.cisa.gov/publication/houses-worship-security-self-assessment

If you prefer, you can submit a risk assessment performed by law enforcement, an independent agency specializing in risk assessments, an emergency manager, or a US Department of Homeland Security representative.

* Attach physical security assessment here.

[Select] Drag Files Here

13) Application Narrative Investment Justification (IJ)
   a. Select the form hyperlink (blue highlighted) and fill out the document
   b. Under Part V. make sure the start dates are after October, when the funds come available.

c. Once the document is filled out, upload the completed document. **Note, ONLY this document is sent to FEMA for their review. Make sure all details are on this document no where on the document does it indicate "see attached."

d. Save Page or next Form

Application Narrative IJ

The IJ is the application narrative form used to explain your proposed projects. Projects must be for the locations that the nonprofit occupies and owns at the time of application. Projects must be clearly linked to the physical security assessment.

* Investment Justification (IJ) - Open fillable electronic form here. ← Find the IJ here

Select   Drag Files Here   Upload completed IJ here

14) Quotes: Follow the instructions on the page for the project you are applying for. Group quotes received by projects requesting funding for, i.e. Fencing, Security System, Doors, etc. There are multiple groupings available upon opening the page. If you need more groupings, select the (+) on the last grouping.

Quote(s)

Advanced View | New Note | Print | Save

Attach quotes as described below for each project such as access control, security cameras, lighting, fencing, etc.

From 0 - $3,999 One quote for expenses 0-$3,999 is required with the application to establish the basis of the funding requested.

Between $4,000 and $24,999 At least three (3) written quotes must be obtained from qualified sources for purchases with an aggregate cost of $4,000-$24,999. The amount requested on the grant application must be for the lower of the quotes. The quotes provided must match the item and quantity requested on the application budget.

$25,000 and over. Proposals for goods must be solicited by advertising for competitive sealed bids or competitive sealed proposals. A brief description of the process for obtaining the proposals must be attached to the application budget form in EDGAR IGX.

Procurement by Non-Competitive Sources (Sole Source). 2 CFR.320 Sole source purchases are not allowed without prior approval. Complete a Request for Sole Source Purchase Form available here and submit it in EDGAR IGX prior to entering into a purchase commitment.

State Contract Pricing Exception. One quote from a vendor under state contract, GSA or NASPO contract is sufficient; the cost comparison has already been done. You must contact the vendor on the state contract, confirm that you are eligible for state contract pricing, and request a quote for the items and quantity you are applying for. The quote must be attached to the application budget form in EDGAR IGX stating "State or GSA, NASPO contract pricing". State contracts are NOT considered quotes and should NOT be uploaded into EDGAR IGX.

Quotes must be provided on vendor letterhead or vendor receipt. Quotes copied from internet pages without vendor information will not be accepted. The sub-recipient must maintain documentation of the quotes in their grant files.

Please identify the project the quotes are for and upload together. The lowest quote must be used for each project.

Please group quotes for each project together

Quote Upload		Business Name	Type of Project Ex. Access Control, Security Cameras, etc.	If quote is over $25,000, attach debarment search report from www.sam.gov below.	
* Select	Drag Files Here	*	*	Select	Drag Files Here
Select	Drag Files Here			Select	Drag Files Here
Select	Drag Files Here			Select	Drag Files Here

a. If a quote is over $25,000 you need to attach the document from Sam.Gov indicating that the entity can receive government fundings and is not debarred. (if you need assistance with the SAM.gov search, click here)

Please group quotes for each project together

Quote Upload	Business Name	Type of Project Ex. Access Control, Security Cameras, etc.	If quote is over $25,000, attach debarment search report from www.sam.gov below.
Select Drag Files Here			Select Drag Files Here

b. If you need more groupings, select the (+) on the last grouping.

Please group quotes for each project together

[+]

Quote Upload	Business Name	Type of Project Ex. Access Control, Security Cameras, etc.	If quote is over $25,000, attach debarment search report from www.sam.gov below.	NOTE: More uploads? Select the + sign to the right.
Select Drag Files Here			Select Drag Files Here	
Select Drag Files Here			Select Drag Files Here	
Select Drag Files Here			Select Drag Files Here	

c. Save page or Next Form

15) Grant Application Submission:
   a. This will be the total amount you are requesting and should match what you have on the IJ form.

Grant Application Submission

Advanced View | New Note | Print | Save | Delete

$ [   ] **Total Amount Requested** *

Select the Save/Submit button at the bottom of this page to submit your nonprofit grant to the Office of Homeland Security for further review.

b. You must select Save/Submit at the bottom of the page

< Previous Form	Save/Submit

16) If your document is not complete you will receive a pop up window that indicates all of the areas that need further attention:

Ex:

Document Validation

Below is the status of each form. Select the form name to navigate and make changes to any of the forms.

☐ Show forms that I cannot adjust

| Form Name	Status	May Prevent Status Change
Electronic Signature	Form is required and has not been saved	Yes
Risk Assessment - Not Required for State Agencies	Error(s)	Yes
Physical Security Assessment	Form is required and has not been saved	Yes
Application Narrative (IJ)	Form is required and has not been saved	Yes
Quote(s)	Form is required and has not been saved	Yes
Grant Application Submission	Error(s)	Yes

a. Maneuver through the sections of the application that need attention. You can easily see this by reviewing the tabs on the left-hand side as well.

b. Once everything has been updated, go back to the "Grant Application Submission" and select Save/Submit at the bottom of the screen.

c. If all required fields are completed the following pop up will appear on your screen.
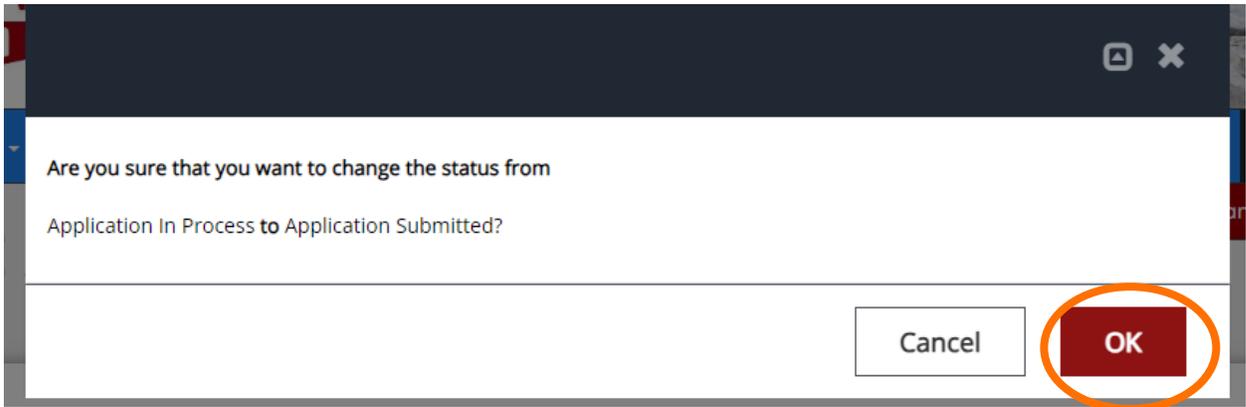
17) Select "OK" and the system will take you back to the Document landing page
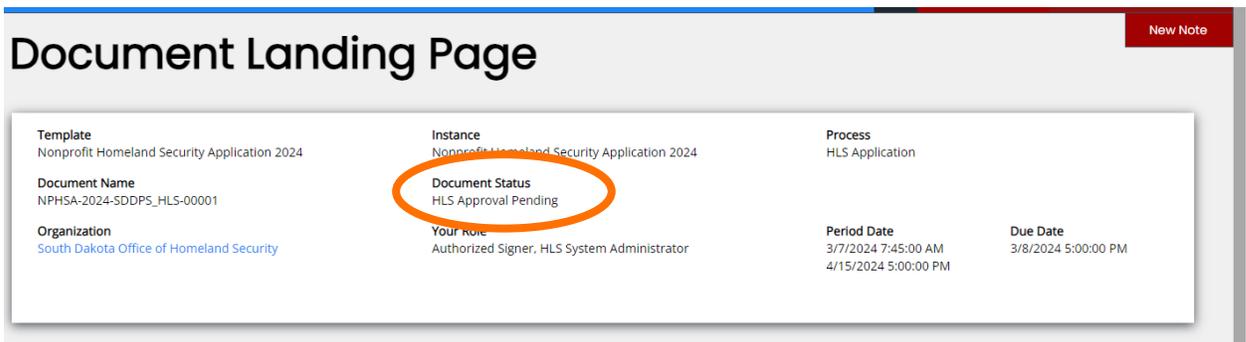
CONGRATUATIONS!!! You have successfully submitted your Non-Profit Grant Application. HLS will review your submission and let you know if there is anything else needed to be able to submit your IJ application to FEMA.

Reminder: No work for your project should start until after the awards are granted in September, at the earliest. You will be notified by the HLS office through the EDGAR IJX system on what the next steps will be.