

American Samoa Department of Homeland Security (ASDHS)
Nonprofit Security Grant Program (NSGP) FY 2026 Funding Opportunity

APPLICATION PACKAGE CHECKLIST

As you prepare your application package for the FY2026 funding opportunity, ensure that all required components of the application package are included as applicable to your organization. The checklist below highlights the main components of the application package. All items are required unless otherwise stated.

- ☐ **1. COVER LETTER FROM HEAD OF ORGANIZATION (REQUIRED)**
A cover letter must be provided on official organization letterhead and under the signature of the head of the organization. The letter must state the undersigned's approval and endorsement of the application package being submitted.
- ☐ **2. 501(c)(3) RECOGNITION OF EXEMPTION (REQUIRED UNLESS EXEMPT)**
Organizations must provide recognition of exemption under section 501(c)(3) of the Internal Revenue Code (IRC). Certain organizations (e.g., churches) that are exempt are not required to provide recognition of exemption as long as they meet the description under section 501(c)(3) and are exempt from tax under section 501(a) of the IRC – see *Attestation Form*
- ☐ **3. ATTESTATION FORM (IF APPLICABLE)**
Organizations that are not required by the IRS to apply for recognition of exemption but do meet the requirements and description under section 501(c)(3) and are exempt from tax under section 501(a) of the IRC must complete and sign an Attestation Form declaring and attesting that their organization meets the eligibility requirements.
- ☐ **4. INVESTMENT JUSTIFICATION (IJ)/APPLICATION (REQUIRED)**
The FY2026 IJ form is available on www.grants.gov or in the Attachments section of the OHS page on www.asdhs.as.gov.
Please do NOT print and scan the IJ form. The IJ document is a dynamic, fillable PDF that should be completed, saved, and attached to the submission email with its original formatting preserved.
- ☐ **5. VULNERABILITY ASSESSMENT (REQUIRED)**
The projects proposed in your application/IJ must be linked to and based on a vulnerability assessment (VA) completed for your facility/site. If your organization does not have a completed VA, one should be completed by qualified professionals - you may

contact ASDHS-OHS at OHS@asdhs.as.gov for more information regarding this requirement. The Cybersecurity and Infrastructure Security Agency (CISA) also offers an online self-assessment that can be found at <https://www.cisa.gov/houses-of-worship>.

☐ **6. MISSION STATEMENT (REQUIRED)**

This mission statement of your organization must be included in your application and should be on official organization letterhead.

☐ **7. Supporting Documents of Past Incidents (OPTIONAL)**

This component is optional. You may include supporting documentation of any past incidents that may have occurred at your facility/site (e.g., police reports, insurance reports/claims) to support your application (e.g., vulnerability, risk).

☐ **8. Bio/Resume (REQUIRED)**

“[Applicants] must submit short bios and resumes. This should include the type of entity, organizational leadership, and board members along with both the names and addresses of the individuals. Resumes are subject to approval”.

IMPORTANT NOTE: A Unique Entity Identifier (UEI) is required to receive a subaward. Organizations that do not have a valid UEI at the time of application must have a valid UEI in order to receive an award. Visit www.SAM.gov for more information.

ALL APPLICATION PACKAGES SHOULD BE SUBMITTED VIA EMAIL TO OHS@ASDHS.AS.GOV BY THE DEADLINE PROVIDED. PLEASE ENSURE ALL REQUIRED DOCUMENTS ARE INCLUDED IN THE PACKAGE IN ORDER TO BE CONSIDERED FOR FUNDING.

Please email OHS@asdhs.as.gov with any questions or requests for assistance.