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NJOHSP

OFFICE OF HOMELAND SECURITY AND PREPAREDNESS

COMMON GRANT WRITING OVERSIGHTS

1. Not utilizing all resources available. Resources include:

- a. OHSP Grant Liaisons
- b. All materials/resources available on the OHSP website at:
 - i. Federal: njohsp.gov/grants/nsgp
 - ii. State: njohsp.gov/grants/njnsgp

2. Failure to use the correct application.

- a. Examples that would disqualify an application include:
 - i. Utilizing the Nonprofit Security Grant Program (federal) or the New Jersey Nonprofit Security Grant Program (state) application from the WRONG year.
 - ii. Using the NJ NSGP (state) application to apply for the federal program or the NSGP (federal) application to apply for the state program.
 - iii. Submitting makeshift applications: Use of WORD documents, vendor's estimates, letters, etc., DO NOT qualify as applications.
- b. Application tips:
 - i. Ensure that the FY23 NSGP Investment Justification (IJ) is used for this upcoming application period. In the meantime, download and practice using the FY22 application.
 - ii. Prior to getting started download Adobe Reader or Adobe Acrobat.
 1. *NOTE: For users receiving the below "Please Wait" message when clicking on the FY22 Investment Justification link on NJOHSP's website, there are some PDF documents that contain embedded items the browser can't view. Right-click the link and save the document to a desktop to view it.*

Please wait...

If this message is not eventually replaced by the proper contents of the document, your PDF viewer may not be able to display this type of document.

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3. Failure to use a current Vulnerability Risk Assessment (VRA)

- a. VRAs can be no older than 3 years but reassessment every 2 years is recommended.

4. Incorrectly answering whether your organization received funding in the past.

- a. Don't confuse having received state grant funding with federal granting. All responses need to be verified by OHSP, so it's necessary that applicants provide the correct answer regarding past awards.

5. Not reading all questions in their entirety or not answering questions completely or substantively.

- a. Leaving a question blank amounts to 0 points and is not recommended.

6. Waiting until the last minute to begin the application process.

- a. This may result in errors and incomplete applications, in some cases due to the inability to acquire a vulnerability risk assessment by deadline.