

Port Security Grant Program (PSGP)

Application Workbook

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Table of Contents

Introduction

3 Understanding this Document

4 Port Security Grant Program

Project Planning Guide

6 Applicant and Project Information

Application Components

9 Investment Justification Abstract

11 Description and Maritime Security MOU, MOA, and/or Mutual Aid Agreements

12 Important Features and National Priorities

13 Budget

14 Implementation Plan

15 Additional Considerations

Understanding this document

This application workbook is designed to help you organize your thoughts and ideas in one place as you **prepare your grant application**. The questions are structured to build on one another—starting broadly with an overview of your organization and project goals and then moving into more specific details that will ultimately support the development of a strong proposal.

This application workbook is customized to align with the specific Notice of Funding Opportunity (NOFO) for the Port Security Grant Program. Grants Office consultants carefully review each NOFO to **identify the core elements you will be evaluated on**, the questions you'll need to address in the application, and any additional components—such as letters of support or required approvals—that you'll need to include. This way, you know the questions you're working on throughout this document are the same ones reviewers will be looking for in your application.

Keep in mind that this workbook is **meant to serve as a starting point**, not a final draft. It is a planning tool and should not be submitted as your application. You can add as much or as little information as makes sense for you right now. The more detail you provide early on, the stronger foundation you'll have for drafting narrative sections, engaging potential collaborators, and guiding discussions with your grant writer. Don't have a grant writer? We can help. Complete this workbook and email it to us: grantwriting@grantsoffice.com.

Think of this as a flexible tool: **a place to capture your ideas, shape your project framework, and set yourself up for success in the grant writing process!**

Port Security Grant Program (PSGP)

The Port Security Grant Program focuses on strengthening port-wide risk management and protection of critical surface transportation infrastructure from acts of terrorism, major disasters, and other emergencies. This program is funded by the Federal Emergency Management Agency (FEMA). Each year, FEMA sets five National Priority Areas (NPAs) that becomes the focus on their funding efforts.

PSGP will fund planning, operational activities, equipment and capital projects, training and awareness campaigns, and exercises. Grant applications should include at least one of these projects. Projects must address at least one of this year's NPAs.

National Priority Areas

1. Enhancing the protection of soft targets and crowded places
2. Supporting Homeland Security Task Forces and fusion centers
3. Enhancing and integrating cybersecurity resiliency
4. Enhancing election security
5. Supporting Border Crisis Response and Enforcement

Objectives

1. Building and sustaining core capabilities of maritime infrastructure systems in alignment with the FY 2026 NPAs
2. Addressing and closing gaps identified in Area Maritime Security Plans and Facility Security Plans
3. Implementing a comprehensive and coordinated (all-inclusive) approach to address enduring security needs of communities that include planning, training and awareness campaigns, equipment and capital projects, and exercises



We hope this workbook helps your application land in the win column. **Need some help?** Grants Development Consultants are standing by to assist with anything from grant research, project development, proposal writing, and proposal review. Just complete this workbook and email us: grantwriting@grantsoffice.com

Port Security Grant Program Basics

Port Security Grant Program (PSGP) is open to entities subject to an Area Maritime Transportation Security Plan (AMSP). Those entities either own or operate a maritime facility, vessel, or outer continental shelf facility in or near navigable waters. Entities can confirm eligibility by checking with their local United States Coast Guard Homeport or Port Security Specialist.

Example of eligible projects

- Port-wide Security Risk Management Plans
- Shipboard firefighting training
- Rapid response boats for preventing or responding to security incidents on waterways, especially in and around airports, cruise terminals, ferry terminals
- Physical security enhancement projects
- Cybersecurity improvements to critical infrastructure
- Cybersecurity risk assessments
- Cybersecurity training and planning
- Unmanned Aircraft Systems and detection technologies
- Risk management projects for port resilience and recovery
- Landside fencing, gates, barriers
- Enhanced security aboard ferries

Learn more about the **Port Security Grants Program** in Grants Office Communities:

Deadlines and Eligibility	Project Period and Maximum Award Sizes
Applications are due on July 24, 2026. If that date is too soon or has passed, this workbook can help prepare for next year. Examples of eligible entities include port authorities, facility operators, and state and local government agencies. An eligible entity may submit only one application within each Port Area. FEMA will generally view multiple agencies within a local government (e.g., police department, fire department, emergency management office) operating within one Port Area as a single eligible entity.	Awards range from $18,000 to $3.5 million. Project periods are 36 months and will begin on September 1, 2026. There is a cost sharing/matching of 25% needed for public sector and non-governmental, and nonprofit applicants. There is a cost sharing/matching of 50% needed for for-profit applicants.

Port Security Grant Program Project Planning Guide

Before beginning your organization's application, work through the following questions to help your project take shape. These prompts will help you develop your project into a winnable proposal.

Organization Name

Organization's SAM/UEI



Important! You must have a Unique Entity Identifier to apply for PSGP.

Organization's EIN

Type of Organization

U.S. Territory or Possession

State or Territory of the implemented project

Captain of the Port Zone

Classification of Organization

Local Agency

Is this an Area Maritime Security Plan or Facility Security Plan?

Facility Security Plan

State and local agencies – is your agency required to provide port security services to Maritime Transportation Security Act (MTSA) regulated facilities?

Yes ☐ **No** ☐

If yes, how many MTSA regulated facilities is your organization required to provide services?

Questions to determine eligibility (All answers should be yes to qualify)

	Yes	No
Are you subject to an Area Maritime Security Plan?	☐	☐
Do you provide maritime security services on a for-hire basis?	☐	☐
Do you plan to only submit one application per port area	☐	☐

Applicant and Project Information

The following pages contain application components to assist you in planning your project.

Please note that this workbook is a planning tool provided by Grants Office, LLC, and is not an official PSGP document. These pages should not be uploaded as part of your final application to FEMA.

Project Title

Project Category

Operational

Applications are submitted through FEMA's Grants Outcome portal

Applicant Contact Name and Email Address

Applicant Financial Contact Name and Email Address

How many Investment Justifications do you plan to submit?

Project Period

Anticipated length of project (in months)

Total Project Cost

Cost Share Amount

25% needed for public sector and nonprofit applicants

50% needed for for-profit applicants

If exempt, explain why

Project Information

Project Description (Services/Equipment Summary)

Has this project been funded by PSGP or another federal assistance program in the last 3 years?	Yes	No	If yes, when was the last time it was funded?
	☐	☐	

Which program funded this capability?

New Capability or Maintenance/Sustainment? Maintenance/Sustainment

Provide justification that supports funding this project again:

Organizational Information

	Yes	No
Is your organization an active participant in an Area Maritime Security Committee?	☐	☐
Is this application on behalf of another entity or submitted as a consortium?	☐	☐
Is the project site owned by your organization?	☐	☐
Is the project site operated by your organization?	☐	☐
Is the project site a facility or vessel that is regulated under the Maritime Transportation Security Act (MTSA) of 2002, as amended?	☐	☐
State and local agencies – is your agency the primary responder to MTSA-regulated facilities?	☐	☐

Investment Justification Abstract

What asset(s) or service(s) would this project investment fund (i.e., vessels, radios, cameras, construction, service contracts, fencing, etc.)? For training requests, a course number and title are required.

Identify similar assets (i.e., vessels, radios, cameras, construction, service contracts, fencing, etc.) that already exist.

Specify vulnerabilities identified within an area maritime security plan, facility security plan, vessel security plan, or other identified plan(s) that this project closes/mitigates.

Investment Justification Abstract cont.

Summarize the proposed investment justification.

The following must be included:

- Describe how this investment addresses the Captain of the Port's priorities (found in your Area Maritime Security Plan)
- Explain how this investment will achieve a more secure and resilient port area
- If similar capabilities already exist, explain why additional assets/services are needed

Investment Justification Abstract cont.

Describe your organization's specific roles, responsibilities, and activities in delivering layered protection, and identify the facilities to which your agency is required to provide security services.

List key project objectives with proposed start dates and assigned personnel on the Implementation Timeline on page 14.

Maritime Security MOU, MOA and/or Mutual Aid Agreements

If your agency provides security services to MTSA-regulated facilities, identify and describe the type(s) of agreement(s) that requires your agency to directly provide port security services to MTSA regulated facilities.

Important Features

Describe any operational issues you deem important to the consideration of your application, such as lacking or inadequate capabilities or assets within the port area to mitigate maritime security vulnerabilities being addressed by this project.

National Priorities

Identify one program priority this investment most closely supports (found on **page 4** of this workbook).

Describe how, and the extent this investment justification meets one or more of the national priorities.

Budget

This budget worksheet will help you plan your project costs.

ITEM	YEAR 1	YEAR 2	YEAR 3	TOTAL REQUEST
Personnel				
Fringe Benefits				
Travel				
Equipment				
Supplies				
Consultants/Contracts				
Other Expenses				
Indirect Costs				
Matching Funds (25% for nonprofit/government; 50% for for-profit organizations)				
Grant Total				

Implementation Plan

Provide a high-level timeline of milestones for the implementation of this investment, such as planning, training, exercises, and major acquisitions or purchases. Up to 10 milestones may be submitted.

Milestones	Start Date	Completion Date	Percentage of Effort*



*Estimate each milestone's relevant portion of total project effort (e.g., design and development, contractual agreements, procurement, delivery, installation, and project completion) based on complexity and significance to the investment. Milestones must collectively equal 100%.

Additional Considerations

This workbook is meant to help you plan your project and compile many of the necessary elements for a competitive proposal. The previous pages are not exhaustive of all required components of PSGP applications. Full PSGP application requirements can be found on grants.gov.

In addition to the PSGP Investment Justification and Detailed Budget Worksheet (FF-207-FY-23-108 (formerly 089-5) IJ Budget), as discussed on pages 7-14 of this workbook, the following documents are also required to submit for PSGP:

1. SF-424, Application for Federal Assistance
2. Grants.gov Lobbying Form, Certification Regarding Lobbying
3. SF-424A, Budget Information (Non-Construction)
    - If construction is permitted under the program, submit SF-424C, Budget Information (Construction), instead of SF-424A
4. SF-424B, Standard Assurances (Non-Construction)
    - If construction is permitted under the program, submit SF-424D, Standard Assurances (Construction), instead of SF-424B
5. SF-LLL, Disclosure of Lobbying Activities



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This free resource was created by the grants intelligence team at Grants Office, LLC.

Who is Grants Office?

Grants Office is the leading provider of strategic grant development services for **governments, nonprofit organizations, educational institutions, healthcare providers, and for-profit industries**.

Since 2000, Grants Office's focus has been on a collaborative approach to grantseeking with open communication to ensure successful outcomes.

Grants Office Services:

- Research and Consultation: Identify best-fit grants for upcoming projects and provide next steps.
- Project Building: Advise on project development and material gathering with a particular grant in mind.
- Grant Proposal Writing & Review: Write a competitive and engaging proposal or provide feedback on application materials, ensuring compliance with submission requirements
- Grants Office Communities: Our grant-search and collaboration platform, designed to streamline your organization's grantseeking efforts