

## FY 2011 Nonprofit Security Grant Program (NSGP) Investment Justification Template Introduction

As part of the FY 2011 Nonprofit Security Grant Program (NSGP) application, 501(c)(3) organizations within eligible FY 2011 Urban Areas Security Initiative (UASI) Urban Areas must develop a formal Investment Justification (IJ) that addresses each initiative proposed for funding. These IJs must demonstrate how proposed projects address gaps and deficiencies in current programs and capabilities. The IJ must demonstrate the ability to provide enhancements consistent with the purpose of the program and guidance provided by the Federal Emergency Management Agency (FEMA). Applicants must ensure that the IJ is consistent with all applicable requirements outlined below. Applicants may only submit one IJ on behalf of their nonprofit organization in order to be considered for funding.

FEMA has developed guidelines that establish the required IJ content and helps ensure that submissions are organized in a consistent manner while addressing key data requirements. This template (OMB Number 1660-0110/FEMA Form 089-25) may be used by applicants to complete and submit their IJ. Failure to address these data elements in the prescribed format could potentially result in the rejection of the IJ from review consideration.

Applications must use the following file naming convention when submitting required documents as part of the FY 2011 NSGP: "FY 2011 NSGP <State Abbreviation>\_<Urban Area>\_<Nonprofit Name>."

If using Excel 2007, applicants are required to save the final version of the IJ in the Excel 97-2003 format before submitting. Excel 2007 or PDF formats cannot be accepted. Instructions on saving the IJ template in the Excel 97-2003 format are below in the "Helpful Hints" Section.

Applications should be submitted by the nonprofit organization to the State Administrative Agency (SAA)/Urban Area Working Group (UAWG), in coordination with the local Citizen Corps Council (if they are separate entities), **no later than 11:59 p.m. EST, June 9, 2011** to ensure adequate time for a State review of nonprofit applications. If an extension to the deadline is required, nonprofit organizations must consult with their respective SAA/UAWG. SAAs will receive a separate, Excel-based FY 2011 NSGP Scoring Worksheet upon the release of the FY 2011 NSGP Guidance and Application Kit. The FY 2011 NSGP Scoring Worksheet will be used by the SAA to review and score NSGP applications consistent with the guidelines provided in the FY 2011 NSGP IJ and Selection Criteria as well as ensure consistency with programmatic requirements.

### Helpful Hints:

#### Security Warning:

When opening the IJ template, some users may see a note that says "Security Warning: some active content has been disabled." Click on the [Options ...] button next to the message, select "Enable this content," then click on the [OK] button. If this is not done, the text boxes may not function properly.

#### Moving through the Investment Justification:

While entering information in the IJ template, applicants should try to minimize the use of the Tab and Enter keys to move between data entry fields. As the template consists of a combination of text boxes and cells, using these keys may cause the cursor to move to an undesired location.

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### **Copying & Pasting in the Investment Justification:**

Some applicants may find it helpful to begin drafting their IJ information in MS Word and then pasting this into the Excel-based template. However, please be aware that, when copying and pasting information from Word into the text boxes in the template, any formatting will not carry over. Also, right-clicking in the text boxes in Excel will not provide the usual pop-up menu where you can select Cut, Copy, Paste, or any of the usual such options. To copy from a text box, users must select the text, then use the [Edit] menu in Excel 2003 or the [Home] tab in Excel 2007 and select [Copy]. To paste data into a text box, click in the text box, then use the [Edit] menu in Excel 2003 or the [Home] tab in Excel 2007 and select [Paste].

### **Character Count:**

The data entry fields included in the IJ allow for the maximum number of characters noted for that section, plus an additional number of characters to account for spaces. Once that limit has been reached, users will not be able to include any additional text.

### **Spell Check:**

When using Spell Check in MS Excel, it will not review information entered into the data entry boxes. Therefore, it is suggested that applicants use MS Word to ensure that the entered information is spelled correctly. To use Spell Check in MS Word:

#### In MS Word 2003

- a) Click on the [Tools] menu
- b) Select [Spelling] and all spelling issues will be displayed

#### In MS Word 2007

- a) Click on the [Review] tab near the top of the screen
- b) Click on [Spelling & Grammar] and all spelling issues will be displayed

### **Saving in Excel 2003 Format:**

As stated above, if using Excel 2007 to complete the IJ template, applicants are required to save the final version in the Excel 97-2003 format before submitting. To do that:

- a) Click on the Office Button at the top left of the Excel window
- b) Hover over [Save As] in the list
- c) Click on [Excel 97-2003 Workbook]
- d) In the "Save As" Window, chose a location and file name for the new file. Be sure to use the "FY 2011 NSGP <State Abbreviation>\_<Urban Area>\_<Nonprofit Name>" file name format noted above.

**To begin entering information into the IJ, click on the "Investment Justification" tab below.**

## FY 2011 NSGP Investment Justification

### I. Applicant Information

**Identify the Following:**

Name of the Organization

Physical Address of the Facility to include the City and/or County Name

Year the Original Facility was Constructed

Organization Type

If Other, please identify the primary function of the organization.

Secular Organization (yes/no)

501(c)(3) Number:

Dun and Bradstreet Number:

Applications can only be submitted with a **current** and **valid** DUNS number; pending DUNS numbers will **not** be accepted.

FY 2011 Urban Area

FY 2011 NSGP Federal Funding Request

Each nonprofit organization may **only** apply for up to a \$75,000 grant award

FY 2011 NSGP Total Project Cost

Any Current Contract with DHS (yes/no)

This does not include any DHS or NSGP grant funds previously awarded to the nonprofit organization.

If Yes, please describe:

Membership establishment with local Citizen Corps Council? (yes/no)

Please note that membership establishment with a local Citizen Corps Council is no longer a requirement under FY 2011 NSGP; however, nonprofit organizations are strongly encouraged to establish membership, where one exists.

Investment Phase - New or Ongoing

## FY 2011 NSGP Investment Justification

### II. Background

Describe the nonprofit organization including:

- Membership and community served
- Involvement in their local Citizen Corps Council
- Symbolic value of the site(s) as a highly recognized national or historical institution that renders the site as a possible target or terrorism
- Any role in responding to or recovering from terrorist attacks

**(1,800 character max - not including spaces)**

## FY 2011 NSGP Investment Justification

### III. Risk

DHS defines risk as the product of three principal variables: *Threat, Vulnerability, and Consequences*. In the space below, describe findings from previously conducted risk assessments, including A) Threats, B) Vulnerabilities, and C) Potential Consequences of an attack.

**A) Threat:** In considering threat, the applicant should discuss the identification and substantiation of prior threats or attacks against the nonprofit organization or closely related organization by a terrorist organization, network, or cell. The applicant should also discuss findings from risk assessment, police findings, and/or insurance claims.

**B) Vulnerabilities:** In considering vulnerabilities, the applicant should discuss the organization's susceptibility to destruction, incapacitation, or exploitation by a terrorist attack.

**C) Potential Consequences:** In considering potential consequences, the applicant should discuss potential negative effects on the organization's asset, system, and/or network if damaged, destroyed, or disrupted by a terrorist attack.

(2,200 character max - not including spaces)

## FY 2011 NSGP Investment Justification

### IV. Target Hardening

In this section, describe the proposed target hardening activity, including the total Federal funds requested, that addresses the identified threat or vulnerability. Allowable costs are focused on target hardening activities as well as security-related training courses and programs limited to the protection of critical infrastructure key resources, including physical and cyber security, target hardening, and terrorism awareness/employee preparedness. Funding can also be used for the acquisition and installation of security equipment on real property (including buildings and improvements) owned or leased by the nonprofit organization, specifically in prevention of and/or in protection against the risk of a terrorist attack.

This equipment is **limited** to **two** categories of items on the Authorized Equipment List (AEL).

- Physical Security Enhancement Equipment (AEL Category 14)
- Inspection and Screening Systems (AEL Category 15)

The equipment categories are listed on the web based AEL on the Responder Knowledge Base (RKB), which is sponsored by DHS and located at <http://www.rkb.us/>. The description must identify the respective AEL category for all requested equipment.

**(2,200 character max - not including spaces)**

## FY 2011 NSGP Investment Justification

### V. Milestones

Provide description and associated key activities that lead to the milestone event over the FY 2011 NSGP period of performance. Start dates should reflect the start of the associated key activities and end dates should reflect when the **milestone event will occur**. Applicants should provide no more than 10 milestones.

**(1,000 character max - not including spaces)**

	Milestone	State Date	Completion Date
Remaining Characters in Table: 1000			
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

### VI. Project Management

**Describe the project management, including:**

- Who will manage the project
- Description of any challenges to the effective implementation of this project
- Coordination of the project with State and local homeland security partners

**(2,000 character max - not including spaces)**

## FY 2011 NSGP Investment Justification

### VII. Impact

What measurable outputs and outcomes will indicate that this Investment is successful at the end of the FY 2011 NSGP period of performance?  
What specific target capability is this investment working to achieve?

**(1,500 character max - not including spaces)**

### VIII. Optional Cost Match

In FY 2011, grantees may provide an optional cost match. A grantee's willingness to contribute an optional cost match will not impact application scores. For a cost match, grantees must match 25 percent (25%) of the Federal funds requested. If the nonprofit organization chooses to participate in the optional cost match, please provide the funding source and amount.

**(600 character max - not including spaces)**

### Bonus: Funding History

Nonprofit applicants that have not received NSGP funding in the past will receive one bonus point to their final State score at the time of application submission to FEMA. If the nonprofit organization has received NSGP funding in the past, provide the funding source, funding amount, funding year, and the investment type.

NSGP Funding in the Past (*yes/no*)

Year(s) NSGP Funding Received

Funding Amount

Investment Type

#### Additional Information