

Federal Emergency Management Agency (FEMA)
FY 2009 Nonprofit Security Grant Program (NSGP)
State - UAWG Prioritization of Investment Justifications

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**FY 2009 URBAN AREAS SECURITY INITIATIVE (UASI)
NONPROFIT SECURITY GRANT PROGRAM (NSGP)**

SAA/UAWG Prioritization of the Investment Justification (IJ) Instructions

State

Urban Area

Review Date

IJ Overview

As part of the FY 2009 NSGP application process, 501(c)(3) organizations within eligible Urban Areas are instructed to develop a formal IJ that addresses each initiative proposed for funding. The IJ must demonstrate how proposed projects address gaps and deficiencies in current programs and capabilities in a manner consistent with the purpose of the program and guidance provided by FEMA. Nonprofit organizations must ensure that the IJ is consistent with all applicable requirements outlined in the *FY 2009 NSGP Guidance and Application Kit*.

Completing the State/UAWG Prioritization of IJs

Information for the following columns should be obtained from Section I - Applicant Information of the FY 2009 NSGP IJ.

State	Grantee Match Percentage*
Urban Area	Previous NSGP Funding Amount and Funding Year
Nonprofit Organization	501(c)(3) Number
Organization Type	Duns Number
FY 2009 Federal Funding Request	Contractual Agent with DHS
FY 2009 Grantee Match*	
Total FY 2009 Project Cost	

* Note: The FY 2009 Grantee Match and Grantee Match Percentage columns will automatically populate based on key data points that have been inserted in other fields.

Information regarding AEL Category(s) should be obtained from Section IV - Target Hardening of the FY 2009 NSGP IJ.

AEL Categories Requested	AEL Categories Allowable
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Formatting Requirements for IJs

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. During the preliminary review process, SAAs are encouraged to leverage this FEMA-provided tool to assess FY 2009 NSGP IJs against the prescribed guidelines as outlined in the *FY 2009 NSGP Guidance and Application Kit*. **All** IJs submitted by nonprofit organizations must:

- 1) Be created and submitted in Microsoft Word (*.doc) or (*.text); and
- 2) **Not exceed five (5) single-spaced pages, in 12 point Times New Roman font, with a**

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minimum of 1"inch margins.

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Additionally, applicants are required to adhere to the following section headings and character limitations within the IJ:

I. Applicant Information	(800 Character Max)
II. Background	(1,800 Character Max)
III. Investment Heading	(500 Character Max)
IV. Baseline	(700 Character Max)
V. Risk	(2,200 Character Max)
VI. Target Hardening	(2,200 Character Max)
VII. Milestones	(1,000 Character Max)
VII. Project Management	(2,000 Character Max)
IX. Grantee Match Plan	(1,000 Character Max)
X. Impact	(1,500 Character Max)

The formatting requirements, maximum page limit, and character restrictions, to include spaces, provided above **must** be used in determining the response for the *Exceeds Page Limit* and *Adheres to Formatting Requirements* columns.

Scoring and Prioritization Criteria for the IJs

The following information provides review criteria for the SAA/UAWG phase of the FY 2009 NSGP IJ review process. The "Overall Score" provides the SAA/UAWG panel the opportunity to objectively review the overall application including the focus areas of Background and Risk. When scoring the IJs, the following criteria must be considered:

- 1) Does the response clearly address the five identified topics?
- 2) Does the response indicate an understanding of the nonprofit organization's risk, including threat and vulnerability, as well as potential consequences of an attack?
- 3) Can the SAA/UAWG review panel verify the responses?

Overall Score

SCORE = 0

- Incomplete or unclear Investment Justification (IJ)
- Review panel cannot verify or substantiate information in Background and Risk section in IJ

SCORE = 1

- Partially complete IJ
- Review panel cannot verify or substantiate information in Background and Risk section in IJ

SCORE = 2

- Complete or clear IJ
- Review panel can verify or substantiate some information in Background and Risk section in IJ

SCORE = 3

- Complete or clear IJ
- Review panel can verify or substantiate all information in Background and Risk section in IJ

Prioritization

As part of the FY 2009 NSGP application package, the template for the Prioritization of Investment Justifications will allow the SAA to easily provide a prioritized list of applicants, ranked in consideration of two factors:

- **Need** -- The relative need for the nonprofit organization compared to the other applicants
- **Impact** -- The potential impact of the nonprofit investment on achieving maximum prevention and/or protection results at minimal cost

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Applicants Excluded from SAA/UAWG Review or Not Forwarded for National Review

Nonprofit organizations that did not receive SAA/UAWG review and/or were excluded from the applicant pool that were forwarded for National Review need to be listed in this worksheet. The *Prioritization of IJs* worksheet is intended to capture applicants who have or have not satisfied the eligibility requirements outlined under the FY 2009 NSGP. If the SAA/UAWG removes an applicant from consideration for funding, please use the *Applications Not Forwarded* worksheet to provide reason(s) for such exclusion.

Submitting SAA/UAWG Scores and the Prioritization of IJs

The FY 2009 NSGP files should be organized according to score and then combined into Adobe PDF files according to score category for a maximum submission of four Adobe files (see example below, if applicable) and one Excel file (the Prioritization of Investment Justifications). The following file naming convention **must** be used when submitting required documents as part of the FY 2009 NSGP: "FY 2009 NSGP <State Abbreviation>_<Score Category>" and "FY 2009 NSGP <State Abbreviation>_Prioritization of Investment Justifications>."

For example:

- State Name_Score 0
- State Name_Score 1
- State Name_Score 2
- State Name_Score 3

The attached application tracker must be submitted to FEMA with the applicable Investment Justifications **no later than 11:59 PM EDT, March 20, 2009**. The NSGP Guidance and Application Kit is also located at <http://www.fema.gov/grants>.

If you have any questions, please contact the Centralized Scheduling and Information Desk (CSID) at askcsid@dhs.gov or (800) 368-6498.

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