

DEPARTMENT OF HOMELAND SECURITY  
Federal Emergency Management Agency

OMB Control Number: 1660-0112  
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**APPENDIX E - TSPG INVESTMENT JUSTIFICATION TEMPLATE**

**PAPERWORK BURDEN DISCLOSURE NOTICE**

Public reporting burden for this form is estimated to average 17 hours per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and submitting the form. This collection of information is required to obtain or retain benefits. You are not required to respond to this collection of information unless a valid OMB control number is displayed in the upper right corner of this form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW Washington DC 20472, Paperwork Reduction Project (1660-0112). **NOTE: DO NOT SEND YOUR COMPLETED FORM TO THIS ADDRESS.**

**PRIVACY NOTICE**

The collection of this information is authorized by Section 1406, Title XIV of the Implementing Recommendations of the 9/11 Commission Act of 2007, 6 U.S.C. § 1135.

This information is being collected for the primary purpose of facilitating correspondence between the grant applicant and the Department of Homeland Security to determine eligibility and administration of FEMA's Transit Security Grant Program (TSGP).

The disclosure of information on this form is voluntary; however, failure to provide the information requested may delay or prevent the organization from receiving grant funding.

As part of the TSGP application process, applicants must develop a formal IJ that addresses each initiative being proposed for funding, including M&A costs. An agency may submit up to eight IJs per region. Agencies may also submit up to five additional IJs for projects related to law enforcement providers that are not part of the organization. Each IJ must demonstrate how a proposed project addresses 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 DHS/FEMA. Applicants must ensure that the IJ is consistent with all applicable requirements outlined in this application kit.

Investment Heading	
Date	
Applicant	
Region and Urban Area(s) Impacted	
Investment Name	
Investment Amount	\$

**I. Background**

*Note: This section only needs to be completed once per application, regardless of the number of investments proposed. The information in this section provides background/context for the investment(s) requested, but does not represent the evaluation criteria used by DHS/FEMA for rating individual investment proposals.*

I.A. Identify the point(s) of contact for this Investment.	
Response Type	Narrative
Response Instructions	Identify the following: <ul style="list-style-type: none"> <li>Point of contact's (POC) name and title;</li> <li>POC's full mailing address;</li> <li>POC's telephone number;</li> <li>POC's fax number;</li> <li>POC's e-mail address; and</li> <li>Also include the corresponding information for the single authorizing official for the applicant organization -- i.e., the individual authorized to sign a grant award.</li> </ul>

Response:

**I.B. Describe the operation system.**

Response Type	Narrative
Response Instructions	<p>Describe the following:</p> <ul style="list-style-type: none"><li>• Infrastructure;</li><li>• Ridership data;</li><li>• Number of passenger miles;</li><li>• Number of vehicles and/or vessels;</li><li>• System map; and</li><li>• Other sources of funding being leveraged for security enhancements.</li></ul>

Response:

**II. Strategic and Program Priorities**

**II.A. Provide an abstract for this investment.**

Response Type	Narrative
Response Instructions	<ul style="list-style-type: none"><li>• Describe what the project is, how it will be executed, and its purpose.</li><li>• Define the vision, goals, and objectives for the risk reduction, and summarizes how the proposed investment will fit into the overall effort to meet the critical infrastructure security priorities (including integration into existing security protocols);</li><li>• Describe how the investment builds or sustains one or more core capabilities outlined in the National Preparedness Goal (the Goal) core capabilities;</li><li>• Describe the specific needs and/or resource limitations that need to be addressed;</li><li>• Identify any potential partners and their roles and staffing requirements, and provide information on any existing agreements such as Memoranda of Understanding (MOU);</li><li>• Identify specific equipment needs (e.g., number of facility cameras, number of security lights, amount of security fencing, etc.) and other details for training, awareness, exercises, and other programs, if applicable (e.g., number of people to be trained, length of training, type of training, number of printed materials, number of agencies and staff members involved in exercise planning, execution, and review);</li><li>• Describe progress made on the security project this investment will be completing, if applicable; and</li><li>• Reference use of prior year grant funds, if applicable.</li></ul> <p><i>Note: Ensure that details on purchases within this section match what is outlined in the detailed budget.</i></p>

Response:

[Empty response area]

**II.B. Describe how this investment specifically addresses one or more of the funding priorities identified in the current year grant NOFO.**

Response Type	Narrative
Response Instructions	<ul style="list-style-type: none"><li>Describe how the investment addresses one or more Funding Priority Areas outlined in this NOFO.</li></ul>

Response:

[Empty response area]

### III. Impact

#### III.A. Discuss how the implementation of this investment will decrease or mitigate risk. Describe how the project offers the highest risk reduction potential at the least cost. Include output and outcome metrics.

Response Type	Narrative
Response Instructions	<ul style="list-style-type: none"><li>• Discuss how this investment will reduce risk (e.g., reduce vulnerabilities or mitigate the consequences of an event) in a cost effective manner by</li><li>• Identify the nature of the risk and how the risk and need are related to show how addressing the need through this investment will also mitigate risk (e.g., reduce vulnerabilities or mitigate the consequences of an event); and</li><li>• Outline the expected, high-level impacts this investment is expected to attain or achieve if implemented, and potential negative impacts if the investment is not implemented.</li></ul>

Response:

### IV. Funding & Implementation Plan

#### IV.A. Investment Funding Plan.

Response Type	Narrative
Response Instructions	<ul style="list-style-type: none"><li>• Complete the chart below to identify the amount of funding the recipient is requesting for this investment only;</li><li>• Funds should be requested and detailed by allowable cost categories (i.e., planning, organization, equipment, training, exercises, and management and administration);</li><li>• Applicants must make funding requests that are reasonable and justified by direct linkages to activities outlined in this particular investment; and</li><li>• Applicants must indicate whether additional funding (non-Federal grants) will be leveraged for this investment.</li></ul> <p><i>Note: Investments will be evaluated on the expected impact on security relative to the amount of the investment (i.e., cost effectiveness). An itemized Budget Detail Worksheet and Budget Narrative must also be completed for this investment.</i></p>

Response:

The following template illustrates how recipients should indicate the amount of TSGP funding required for the investment, how these funds will be allocated across the cost elements, and what (if any) non-TSGP funds will be utilized:

	Federal Request Total	Other Funding Sources Applied	Grand Total
Planning			
Equipment			
Training			
Exercises			
Operational Packages			
M&A			
Total			

**IV.B. Discuss funding resources beyond the current fiscal year grant funding that have been identified and will be leveraged to support the implementation and sustainment of this investment.**

Response Type	Narrative
Response Instructions	<ul style="list-style-type: none"> <li>• Give the expected total life-span for this investment if fully implemented and sustained through completion;</li> <li>• Discuss other funding sources (e.g., non-Federal grant programs, public or private agreements, future fiscal year grants) that the applicant plans on utilizing for the implementation and/or continued sustainment of this investment;</li> <li>• If no other funding resources have been identified, or if none are necessary, provide rationale as to why the requested TSGP funding is sufficient for the implementation and sustainment of this investment; and</li> <li>• Investments will be evaluated on the extent to which they exhibit a likelihood of success, or continued success, without requiring additional Federal assistance.</li> </ul>

Response:

**IV.C. Provide a high-level time-line, milestones and dates, for the implementation of this investment. Up to 10 milestones may be provided.**

Response Type	Narrative
Response Instructions	<ul style="list-style-type: none"><li>• Only include major milestones that are critical to the success of the investment;</li><li>• While up to 10 milestones may be provided, The recipient should only list as many milestones as necessary;</li><li>• Milestones are for this discrete investment - those that are covered by the requested TSGP funds and will be completed over the grant period;</li><li>• Milestones should be kept to high-level, major tasks that will need to occur;</li><li>• Identify the planned start date associated with the identified milestone. The start date should reflect the date at which the earliest action will be taken to start achieving the milestone;</li><li>• Identify the planned completion date when all actions related to the milestone will be completed and overall milestone outcome is met; and</li><li>• List any relevant information that will be critical to the successful completion of the milestone (such as those examples listed in the question text above).</li></ul>

Response: