

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

OMB Control Number: 1660-0110  
Expiration Date: December 31, 2016

**Prioritization of the Investment Justifications Instructions**

**PAPERWORK BURDEN DISCLOSURE NOTICE**

Public reporting burden for this data collection is estimated to average 75 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 this 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 on 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 20472-3100, Paperwork Reduction Project (1660-0110) NOTE: Do not send your completed form to this address.

State

**Investment Justification (IJ) Overview**

As part of the NSGP application process, 501(c)(3) organizations within the Urban Areas Security Initiative-designated Urban Areas must use the FEMA-provided template to develop an IJ that addresses each initiative proposed for funding. These IJs must demonstrate how proposed projects address gaps and deficiencies in current programs and capabilities, as well as how the investment supports the building or sustaining of core capabilities within the National Preparedness Goal (the Goal). Additionally, the IJ must demonstrate the ability to provide enhancements consistent with the purpose of the program and guidance provided by FEMA. Applicants must ensure that the IJ is consistent with all applicable requirements outlined in this application kit.

**Completing the *Prioritization of IJs* Tab**

Information for the following columns should be located in ***Section I - Applicant Information*** of the nonprofit organization's IJ:

- Urban Area
- Legal Name of Organization
- Organization Type
- Federal Funding Request
- 501(c)(3) Number
- DUNS Number
- Contractual Agent with DHS

Information for the following columns should be located in ***Section IV - Target Hardening*** of the nonprofit organization's IJ:

- AEL Categories Allowable

\*Under NSGP, the only allowable AEL activities are: Physical Security Enhancement (AEL Category 14), Inspection and Screening Systems (AEL Category 15), and Training. The two allowable prevention and protection categories and equipment standards for the NSGP are listed on the DHS AEL located on the FEMA site at <https://www.fema.gov/media-library/assets/documents/101566>.

Information for the following column should be located in the ***Bonus: Funding History*** section of the nonprofit organization's IJ:

- Previous NSGP/DHS Funding Received

**Investment Justification Formatting Requirements**

Applicants must use the FEMA-provided Excel-based NSGP IJ template (Office of Management and Budget [OMB] Number: 1660-0110/FEMA Form Number: 089-25) for their NSGP application submission. If using a more recent version of Excel (e.g., Excel 2007), applicants should save the final version of the IJ in the Excel 2003 format prior to submission. The NSGP IJ template can be found at <http://www.grants.gov>.

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**State Review and Selection Process**

The State Administrative Agency (SAA), in coordination with the UAWG, is encouraged to conduct a high-level, cursory review of all submitted applications from nonprofit organizations to first determine eligibility based on the established criteria. Once eligibility has been determined, the SAA will review and score compliant IJs by leveraging State and local knowledge. FEMA will provide each SAA with the NSGP Scoring Worksheet (see Appendix E - NSGP Investment Justification Scoring Worksheet of the NSGP NOFO) and the Prioritization of Investment Justifications Template, which will allow the SAA to provide the scores from the State review along with a prioritized list of NSGP projects, 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 organization in achieving maximum prevention and/or protection results at minimal cost.

The method by which an SAA chooses to rank Investments using the two factors is at the discretion of the SAA and UAWG. When adding NSGP application rankings into the SAA Prioritization column, projects having the highest priority should be given a ranking of 1. The entry in the column should follow the format of "rank/total number of NSGP projects reviewed by the SAA." For example, the highest priority project in a pool of 10 projects should be entered as "1/10."

**Submitting SAA/UAWG Scores and the Prioritization of IJs**

The SAA must submit completed applications electronically through the Non Disaster (ND) Grants system located at <https://portal.fema.gov> no later than 11:59 p.m. EST on the application due date reflected in the NOFO. Late applications will neither be considered nor reviewed.

As part of the NSGP application submission process, the SAA should submit the Prioritization of Investment Justifications (in rank order) in the FEMA-provided template using the following naming convention:

- "<State Abbreviation>\_Prioritization of Investment Justifications"

The SAA should also submit individual IJs using the following file naming convention:

- "NSGP <State Abbreviation>\_<Urban Area>\_<Nonprofit Name>"

The Prioritization of Investment Justifications Template must be submitted by the SAA to FEMA along with the applicable IJs no later than 11:59 p.m. EST on the application due date reflected in the NOFO. If you have any questions, please contact the Centralized Scheduling and Information Desk (CSID) at [askcsid@dhs.gov](mailto:askcsid@dhs.gov) or (800) 368-6498.

