

HELPFUL TIPS FOR PREPARING A STRONG INVESTMENT JUSTIFICATION

To assist you in preparing a strong Investment Justification, below are a few helpful tips:

Federal Funding Request – Applicants should be aware that the AEL list will in section IV Target Hardening will calculate the total and fill in the amount for the Federal Funding request. Applicants should verify these amounts to ensure that all project cost are being captured.

Active Unique Entity Identifier – Entities doing business with the federal government will use a Unique Entity Identifier (SAM) created in SAM.gov.

Section III. A. Threat – Applicants should describe or include specific findings from their security assessment, any police findings or incidents that have occurred, and/or insurance claims. Be very detailed and descriptive, making sure that vulnerabilities identified in the security assessment that is being submitted with the application were included.

Section III. B. Vulnerabilities – Applicants should thoroughly describe the vulnerabilities listed in the security assessment to identify the areas that are most susceptible to terrorist attack and/or destruction.

Section III. C. Potential Consequences – Applicants should be able to give a thorough description of any potentially negative effects that an attack would have on the organization's assets, systems, and/or network.

Section IV. Target Hardening – In the narrative box the Applicant should provide a detailed description of each proposed activity and the specific vulnerability that it will address. **All proposed projects must link back to the risks identified in the security assessment being submitted with the application.** You should only include allowable projects and ensure that the cost per project is included, and that the total for all projects shown equal the total funding request amount that was provided in Section I.

- For **Planning** costs: Funding may be used for security or emergency planning expenses and the materials required to conduct planning activities. The planning activities proposed must be related to the protection of the facility and the people within the facility and should also include consideration of access and functional needs considerations as well as those with limited English proficiency. Applicants must provide detailed information regarding the planning activities being proposed, such as developing and enhancing security plans and protocols, developing emergency contingency plans, etc. You may refer to the Preparedness Grants Manual for additional information and examples of allowable planning activities.
- For **Contracted Security** costs: Applicants must provide a breakdown of the hours, rates, number of officers, and frequency. Contracted security costs must address vulnerabilities identified in the security assessment and indicate how the contracted security will mitigate those vulnerabilities.
- For **Training/Exercise** costs: Applicants must provide the specific training title/topic, agenda and/or detailed description of the proposed training, must specify the target audience for the training, and provide the web links for the proposed courses provided. **A general description of**

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the training or list of topics (such as terrorism training, first aid training, etc.) is not sufficient.

The training and/or exercise activities proposed must address a specific threat, risk or vulnerability that was identified in the vulnerability assessment. The trainings must not include any unallowable topics, items, or features, i.e., weather-related items, self-defense, hand-to-hand combat, sex trafficking, weapons use, etc. For your reference here is the link to the National Training and Education Division website which has an expansive course catalog from which you could possibly select from: <https://www.firstrespondertraining.gov/frts/>.

- **AEL List** – Applicant must ensure that the AEL numbers are provided, and that they only reflect the allowable equipment identified in the NOFO. All project costs provided in the narrative box must also be included on this list, even though AEL numbers will only apply to actual equipment.

Section V. Milestones – The milestones identified must be realistic and should span the full 3-year grant period. Be sure to include the EHP review and approval process to the timeline as well. To assist you an example of a well written milestone is attached for your reference.

Section VI. Project Management – *Narrative box one:* Applicant must provide the name, phone number, email address and experience for each person that will be managing any aspect of the project. A combined experience statement with only one person identified is insufficient.

Narrative box two: Applicant must provide a thorough description of any challenges to the implementation of the project, ensuring that coordination with State and local homeland security partners are also identified.

Section VII. Impact – *Narrative box one:* Applicant should provide a clear description of what will indicate that this project was successful at the end of the period of performance? How will this project enhance target hardening capabilities or mitigate threats for your organization?

Narrative box two: Applicant should not only specify the National Preparedness Goal core capabilities that the investment will work to achieve but must also thoroughly explain how this Investment supports the building or sustainment of those Goal core capabilities.

Applicant Contact Information – An application submitted by an otherwise eligible non-federal entity (i.e., the applicant) may be deemed ineligible when the person that submitted the application is not: **1) a current employee, personnel, official, staff or leadership of the non-federal entity; and 2) duly authorized to apply for an award on behalf of the non-federal entity at the time of application.** Further, the Authorized Organization Representative (AOR) must be a duly authorized current employee, personnel, official, staff or leadership of the recipient and provide an email address unique to the recipient at the time of application and upon any change in assignment during the period of performance. **Consultants or contractors of the recipient are not permitted to be the AOR of the recipient.**

Bonus Points – Nonprofit organizations can receive up to 30 bonus points based on the following: If located within an underserved community applicants can receive up to 15 points and those organizations that have not previously received NSGP funding can receive 15 points.