

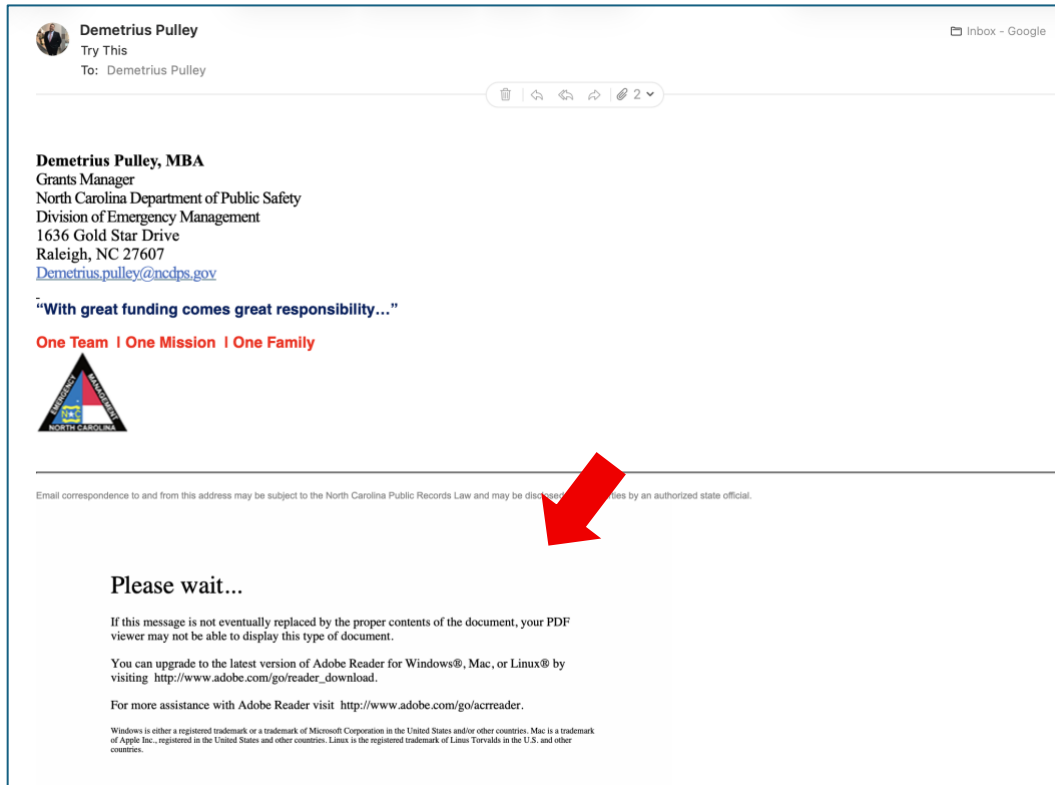
# IJS Adobe Reader Quick Reference – MacOS

This guide provides step-by-step instructions for accessing and completing the IJS (Investment Justification) fillable form using Adobe Acrobat Reader on a Mac (MacBook or Mac desktop).

*Note: Adobe Acrobat Reader (free downloadable application) must be installed to complete the steps below.*

## Step 1: Open the Email Attachment

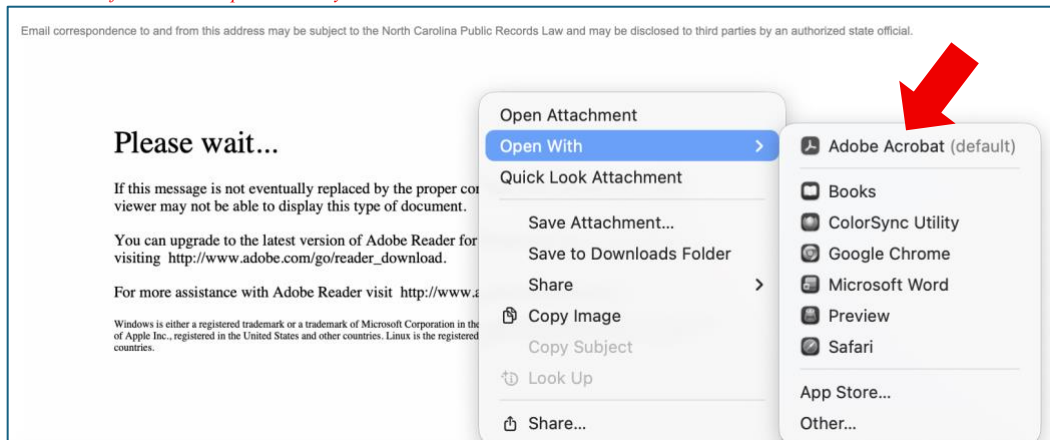
Open the email containing the IJS form attachment. See below.



## Step 2: Open the Attachment in Adobe Acrobat Reader

Right-click (or Control-click) the IJS attachment as shown below.

*Note: If you see a "Please wait..." message when previewing the form, please disregard it. This message appears due to encryption protection and indicates the form must be opened directly in Adobe Acrobat Reader.*



### Step 3: Confirm the Form Opens in Adobe Acrobat Reader

The IJS form should now open and fully populate within the Adobe Acrobat Reader application.

*Note: If the form does not populate correctly, confirm that it is not opening in Preview or a web browser.*

DEPARTMENT OF HOMELAND SECURITY  
Federal Emergency Management Agency

**NONPROFIT SECURITY GRANT PROGRAM INVESTMENT JUSTIFICATION**

As part of the Nonprofit Security Grant Program (NSGP) application, eligible 501(c)(3) organizations 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. Additionally, 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). Nonprofit subapplicants must ensure that the IJ is consistent with all applicable requirements outlined below. Each IJ must be for one facility/location.

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 form (Office of Management and Budget (OMB) Number 1660-0111 FEMA Form Number FF-207-FY-21-115) may be used by nonprofit subapplicants 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.

Nonprofit subapplicants must use the following naming convention when submitting required documents for the NSGP-IJ: "FY2025\_NSGP\_UA\_<State Abbreviation>\_<Urban Area>\_<Nonprofit Name>"; and NSGP-S: "FY2025\_NSGP\_S\_<State Abbreviation>\_<Nonprofit Name>".

Applications should be submitted by the nonprofit organization to the State Administrative Agency (SAA) as a completed fillable Adobe file. Scanned copies will not be accepted. Nonprofit subapplicants should contact their respective SAA to get information on the application deadline and other SAA requirements. If an extension to the deadline is required, nonprofit organizations must consult with their respective SAA.

**PAPERWORK REDUCTION ACT STATEMENT**

Public reporting burden for this form is estimated to average 84 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 reviewing 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 20472-3100, Paperwork Reduction Project (1660-0110) NOTE: Do not send your completed form to this address.

**PRIVACY ACT STATEMENT**

**AUTHORITY:** The Homeland Security Act of 2002, as amended by Title I of the Implementing Recommendations of the 9/11 Commission Act of 2007, 6 U.S.C. §§ 605 and 606.

**PRINCIPAL PURPOSE(S):** This information is being collected for the primary purpose of facilitating correspondence between the grant applicant and the Department of Homeland Security and for determining eligibility and administration of FEMA Preparedness Grant Programs, specifically, the Nonprofit Security Grant Program.

**ROUTINE USE(S):** The information on this form may be disclosed as generally permitted under 5 U.S.C. § 552a(b) of the Privacy Act of 1974, as amended. This includes using this information as necessary and authorized by the routine uses published in DHS/FEMA – 004 Grants Management Information Files System of Records, 74 FR 38,705 (August 7, 2009), and upon written request, by agreement, or as required by law.

### Step 4: Complete the Fillable PDF Form

The IJS form is now accessible for fillable PDF completion. Enter the required information directly into the form fields and save your document when finished.

*Note: If you experience any issues, please contact your respective NCEM Grants Manager for additional support.*

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**DISCLOSURE:** 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.

**PART I. NONPROFIT ORGANIZATION SUBAPPLICANT INFORMATION**

Identify the following:

LEGAL NAME OF THE ORGANIZATION  
Victory Christian Academy

STREET  
310 Carolina Ave

City: Gastonia STATE: NC ZIP CODE: 28052 COUNTY: USA

Please list the physical address of the facility.

Is the building owned, or are you leasing/renting?  
Own  If leasing or renting, do you have the owner's permission to make the proposed security enhancements?  Yes  No

At the time of application, is the organization actively occupying and functioning out of the location listed above?  Yes  No

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Are you the only nonprofit operating in/from this facility/building?  Yes  No

**Note:** Only one nonprofit can apply per building/facility/physical structure/address. However, the request and subsequent security enhancements may benefit nonprofits who cohabitate/operate in/from the same location. Multiple requests for federal assistance from the same physical address/building/facility/structure will all be deemed ineligible.