

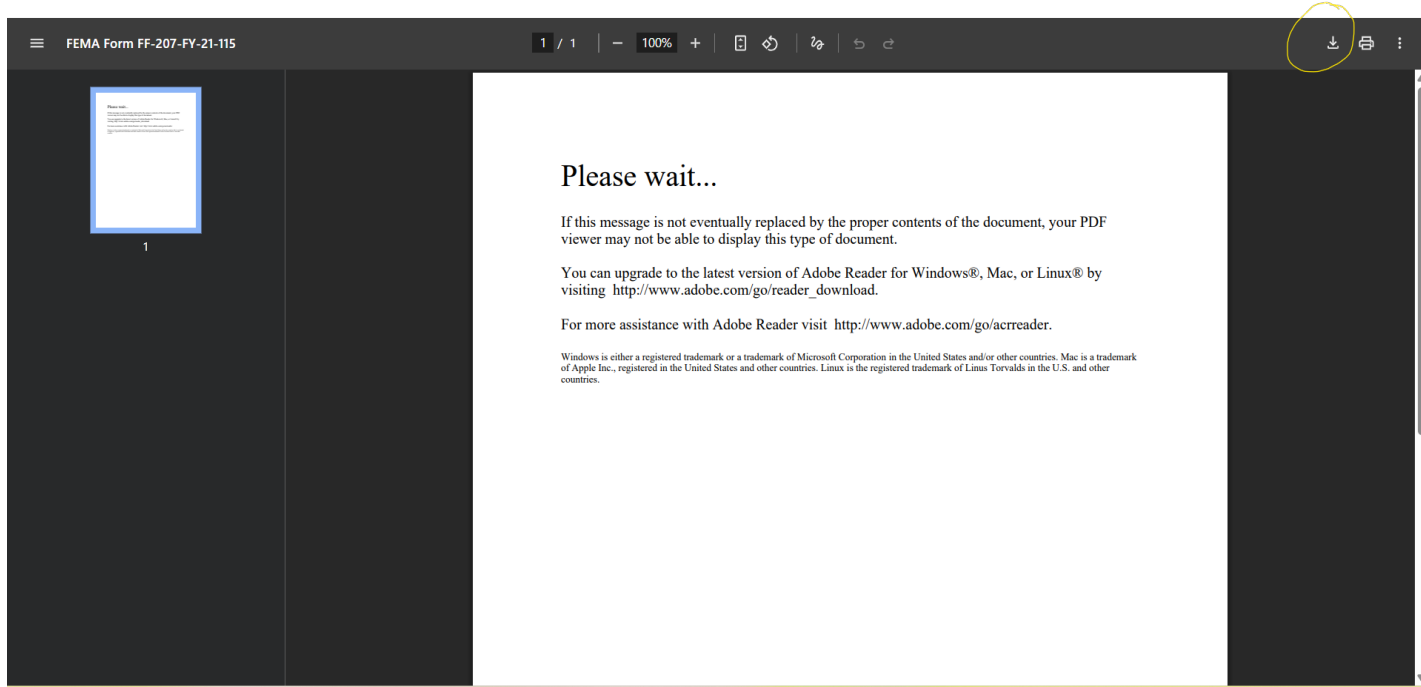
Downloading & Opening NSGP Investment Justification Form (IJ)

STEP #1 – Click on the IJ form under “[Related Content](#)” at bottom of NCEM NSGP website to open the form in your browser: www.ncdps.gov/NSGP.

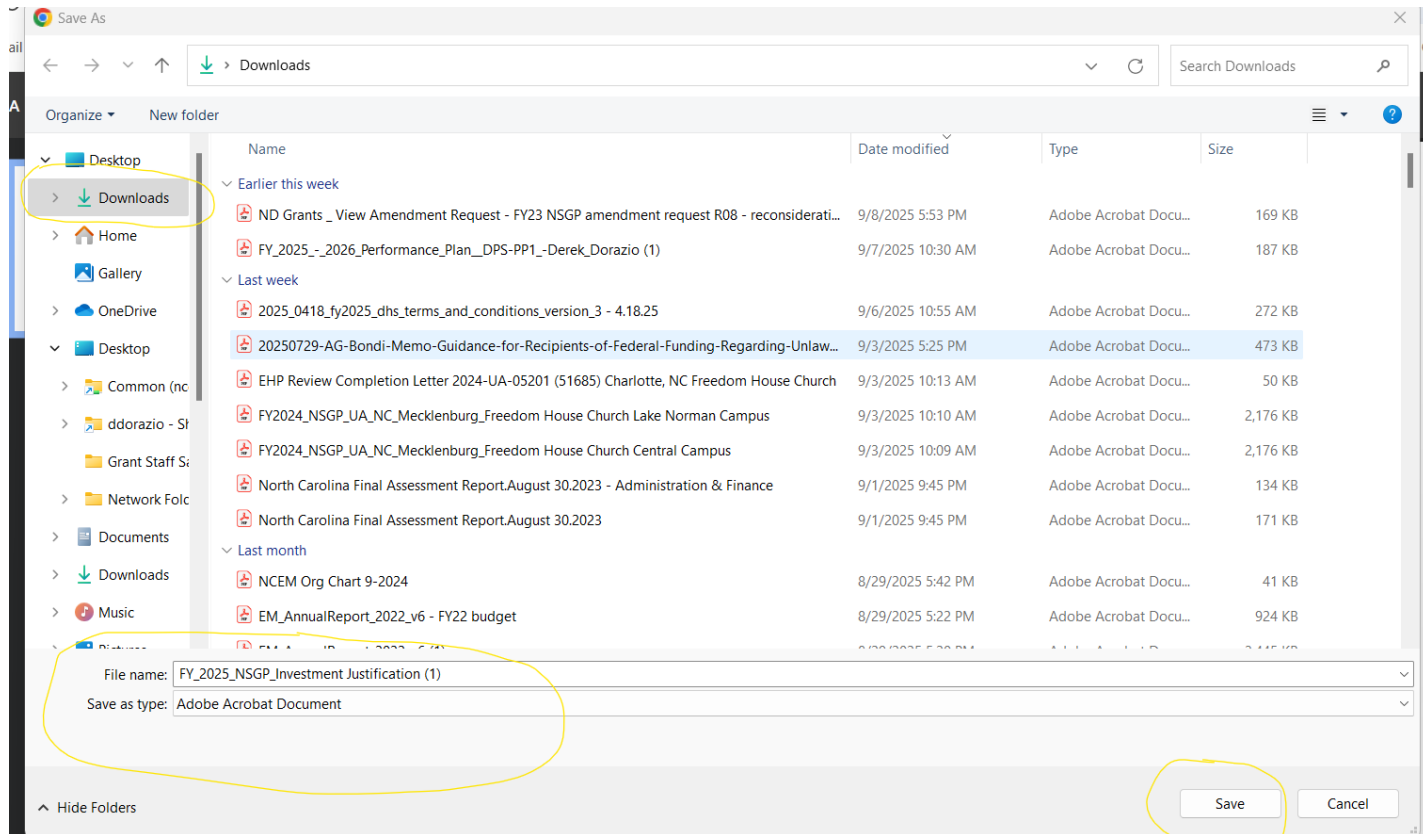
Related Content

- [FY25 NSGP NOFO](#) 
- [FY25 NSGP Investment Justification \(IJ\)](#) 
- [NSGP Scoring Criteria](#) 
- [Vulnerability Assessment](#)
- [Fiscal Year 2025 Nonprofit Security Grant Program \(NSGP\) Sub-applicant Quick St...](#)
- [FY 2025 Nonprofit Security Grant Program Frequently Asked Questions | FEMA.gov](#)
- [FY 2025 Nonprofit Security Grant Program Key Changes | FEMA.gov](#)
- [FY 2025 Nonprofit Security Grant Program Fact Sheet](#)
- [Application Checklist](#)
- [Grant Writing Tips](#)
- [Investment Justification Checklist](#)
- [Salesforce \(use this to submit your FY25 NSGP sub-application to NCEM\)](#)
- [Archive FY24 Website](#)

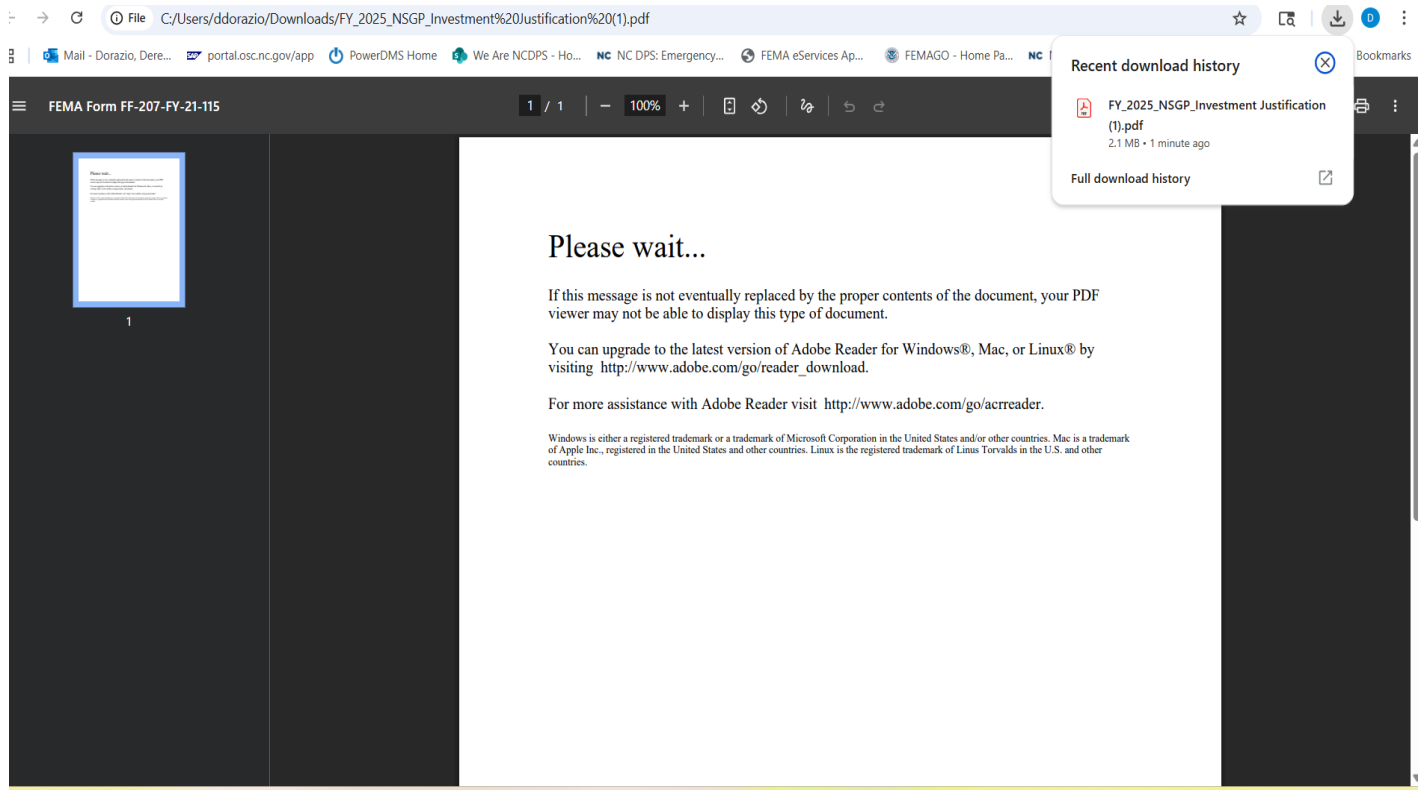
STEP #2 – Download IJ form from your browser to your computer by clicking the download arrow in upper right-hand corner of screen (circled in **yellow** on below screenshot).



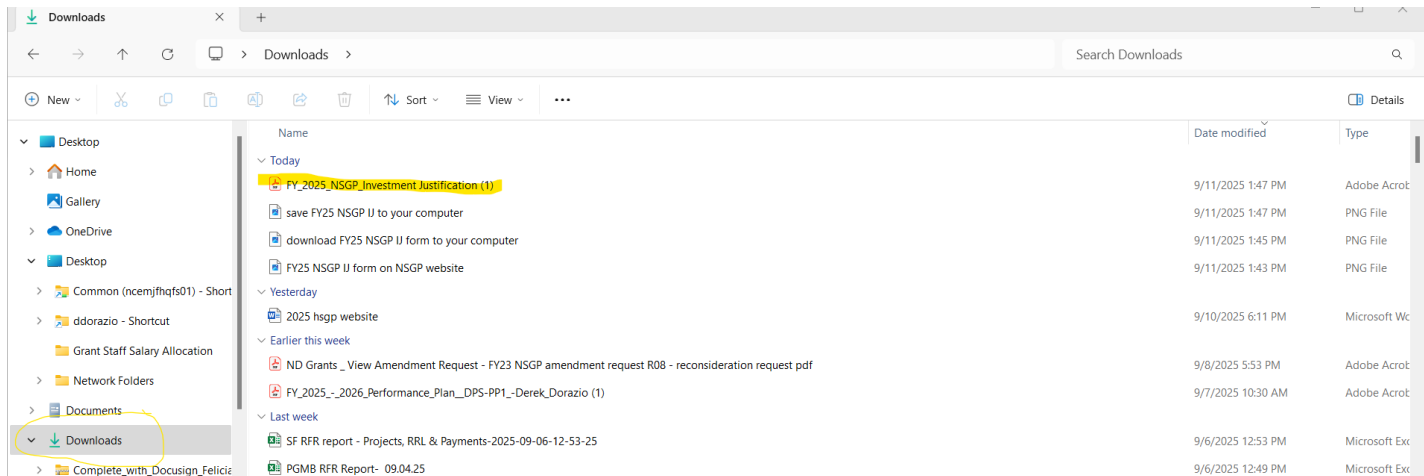
STEP # 3 – Select the **Downloads** folder on your computer as the location to download the IJ form as an Adobe PDF document.



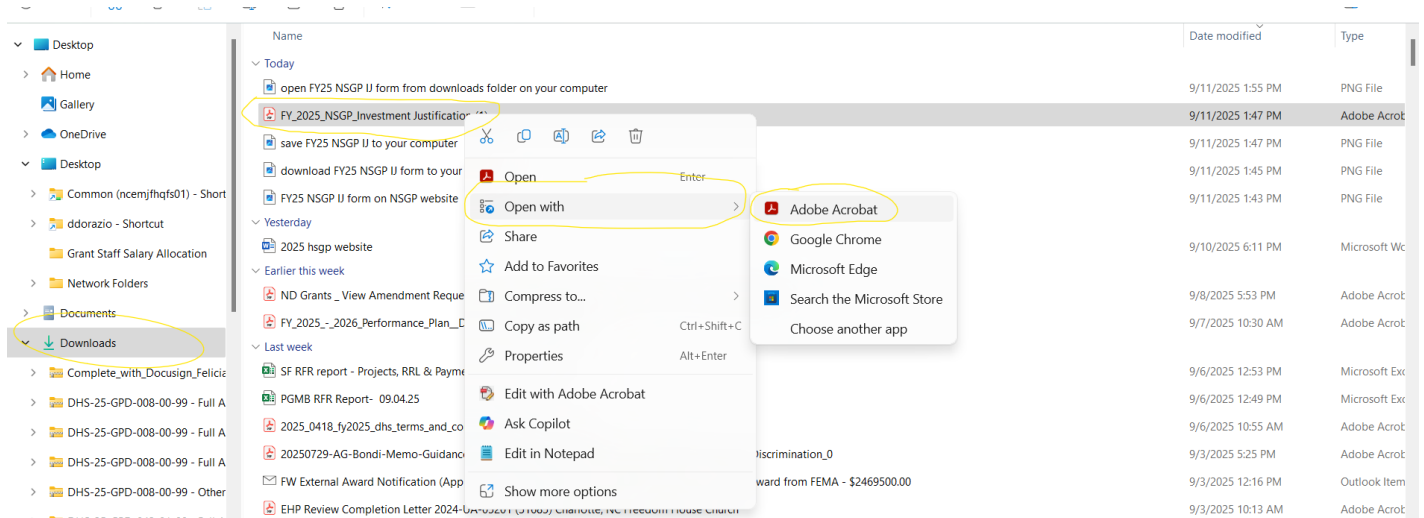
STEP #4 – Your browser will show the successful download of the IJ form as an Adobe PDF document.



STEP #5 – Access the IJ form in the **Downloads** folder on your computer.



STEP #6 – Open the IJ form with Adobe from the **Downloads** folder on your computer. Right click the IJ form (PDF file) and select “**Open With**”, then select **Adobe** to open the PDF document (free version of Adobe works fine if you don’t have paid version of Adobe).



STEP #7 – This is what the IJ form looks like when properly opened as a PDF document with Adobe on your computer, note the fields are form-fillable (screenshot is from first page of the IJ form).

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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 1660-011/ 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-IJA: "FY2025_NS-GP_UJA_<State Abbreviation>_<Urban Area>_<Nonprofit Name>"; and NSGP-S: "FY2025_NS-GP_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 64 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. § 552(b)(3) 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 36705 (August 7, 2009), and upon written request, by agreement, or as required by law.

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

STREET

Please list the physical address of the facility.

CITY

STATE

ZIP CODE

COUNTY

Is the building owned, or are you leasing/renting?

Yes

No

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