FY 2022 NSGP Process Overview for SAAs

Grant Programs Directorate

Federal Emergency Management Agency

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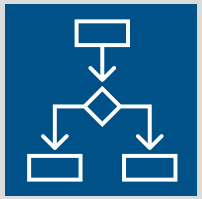

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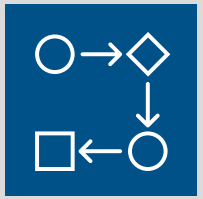

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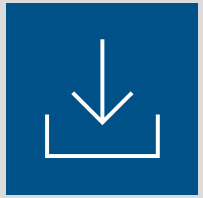

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Key Updates for FY 2022

Key Updates for Fiscal Year (FY) 2022

All required files are available on Grants.gov. Make sure to download the FY 2022 versions!

- **The Investment Justification template** required by FEMA is now a PDF file. The Excel template from prior years is no longer accepted. The new PDF file provides the option for data export. The process is not required but is fully detailed later in this document for any State Administrative Agency (SAA) that chooses to use it.
- The **State Administrative Agency (SAA) Prioritization Tracker** is still a required file, but it has been updated. The FY 2022 Prioritization Tracker should be used. Trackers from prior years are no longer accepted.
- The scoring criteria have been updated for FY 2022 to provide better clarity and alignment. **The FY 2022 Scoring Tool and FY 2022 Scoring Matrix** both show these updates. Scoring tools from prior years are no longer accepted.
- As in prior years, SAAs are only required to submit **Investment Justifications and Prioritization Trackers** to FEMA. All other documentation is intended to serve as an aid or reference to make the process of reviewing, scoring, and submitting to FEMA more streamlined.

File Names on Grants.gov

Files that will be submitted to FEMA

- **Investment Justification (IJ)**: FY_2022_NSGP_Investment Justification
- **SAA Prioritization Tracker for NSGP-S:** FY_2022_NSGP-S_Prioritization of Investment Justifications
- **SAA Prioritization Tracker for NSGP-UA:** FY_2022_NSGP-UA_Prioritization of Investment Justifications

Files not submitted to FEMA, but available for SAA use/reference

- **Scoring Tool:** FY_2022_Scoring Tool_ONLY
- **NSGP IJ Export Assistance Data Collection & Cleaning Tool:** FY_2022_NSGP_Export Assistance and Data Collection Cleaning Tool
- **NSGP Process Overview for SAAs:** FY_2022_NSGP_Process Overview for SAAs *(*this file*)*
- **NSGP Scoring Matrix:** FY_2022_NSGP_Scoring Matrix *(*included at the end of this file*)*

Available Processes and Next Steps

Available Processes

The process used to collect, score, and prioritize Investment Justifications (IJs) is up to the SAA. Neither will be given preference by FEMA and are only being provided for the convenience of the SAAs.

Manual Copy and Paste

- This process is the same as previous years.
- Open each Investment Justification and individually copy and paste the requested information from the nonprofit's Investment Justification into the SAA Prioritization Tracker.

PDF Export Process

- Export all Investment Justification content from multiple PDFs into a single Excel spreadsheet.
- Use the NSGP IJ Export Assistance Data Collection & Cleaning Tool to automatically create a table of information you can copy and paste into your SAA Prioritization Tracker.

Next Steps

The process used to collect, score, and prioritize Js is up to the SAA.
Neither will be given preference by FEMA and are only being provided for the convenience of the SAAs.

Manual Copy and Paste

- Skip to the Scoring Matrix for your reference and proceed as you did in previous years.
- Review and score each Investment Justification.
- Fill out the Prioritization Tracker.
- **Save the Prioritization Tracker. Submit the completed Prioritization Tracker and the Investment Justifications to FEMA in ND Grants.**

PDF Export Process

Follow the processes outlined in the next slides to:

- Export all Investment Justification content from multiple PDFs into a single Excel spreadsheet.
- Use the NSGP IJ Export Assistance Data Collection & Cleaning Tool to automatically create a table of information you can copy and paste into your SAA Prioritization Tracker.
- **Save the Prioritization Tracker. Submit the completed Prioritization Tracker and the Investment Justifications to FEMA in ND Grants.**

Export Process Terminology

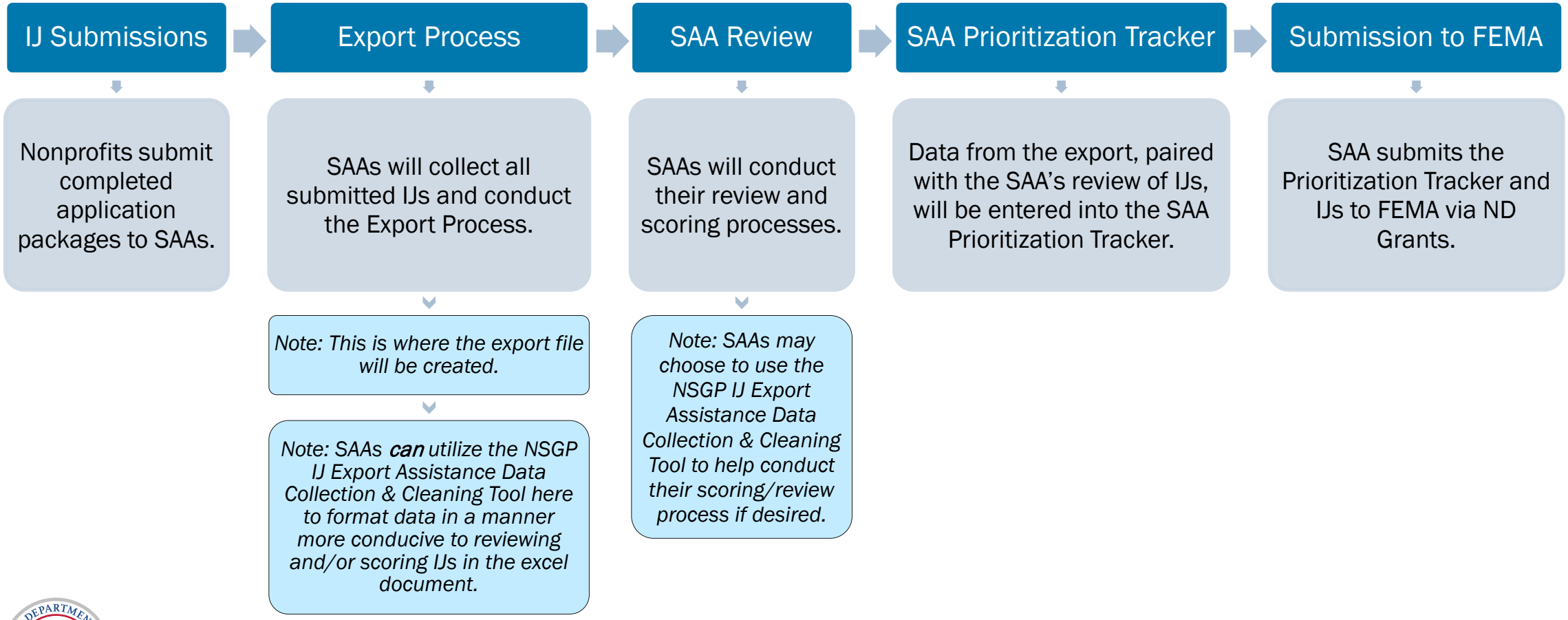
Terminology

- **Investment Justification (IJ):** The IJ is the only portion of a nonprofit's application package that will be provided to and reviewed by FEMA. For FY 2022, this form has been upgraded into a PDF template (as opposed to the previous Excel version). This will allow for better data collection for both the SAA and FEMA and will be more accessible for users with assistive devices.
- **Export Process:** The added benefit of the PDF IJ template is that all entered information can be easily retrieved from the template(s) with one automated export process. This export process refers to the steps SAAs will take to retrieve all provided data from all IJs. The end result of the export process is an Excel file.
- **Export File:** The export file refers to the Excel document that your computer will automatically created create as a result of the export process. This file contains raw data from ALL available fields in the IJ. It is not submitted to FEMA, but the provided NSGP IJ Export Assistance Data Collection & Cleaning Tool will transform this raw data into usable information you will eventually send to FEMA in the SAA Prioritization Tracker.
- **NSGP IJ Export Assistance Data Collection & Cleaning Tool:** This file is **not** required material. It was developed specifically for the NSGP process to take the raw data from the export file and automatically transform it into the format and order required on the SAA Prioritization Tracker. It is intended to significantly reduce the administrative burden faced by the SAAs. This file does have a built-in scoring tool if SAAs choose to use it, but it is not required.
- **Migration Process:** This refers to the process of copying the exported data from Investment Justifications into the SAA Prioritization Tracker.
- **SAA Prioritization Tracker:** The SAA Prioritization Tracker is an Excel document provided to the SAAs by FEMA to record all submitted Investment Justifications. It will be submitted to FEMA and is the basis for the federal review process. If you are applying to both the State and Urban Area funding streams, you must have a separate prioritization tracker for each.

Suggested Export Process Map

Suggested Export Process Map for SAAs

Please note: The Export Process and SAA Review are interchangeable based on the preference of the SAA.



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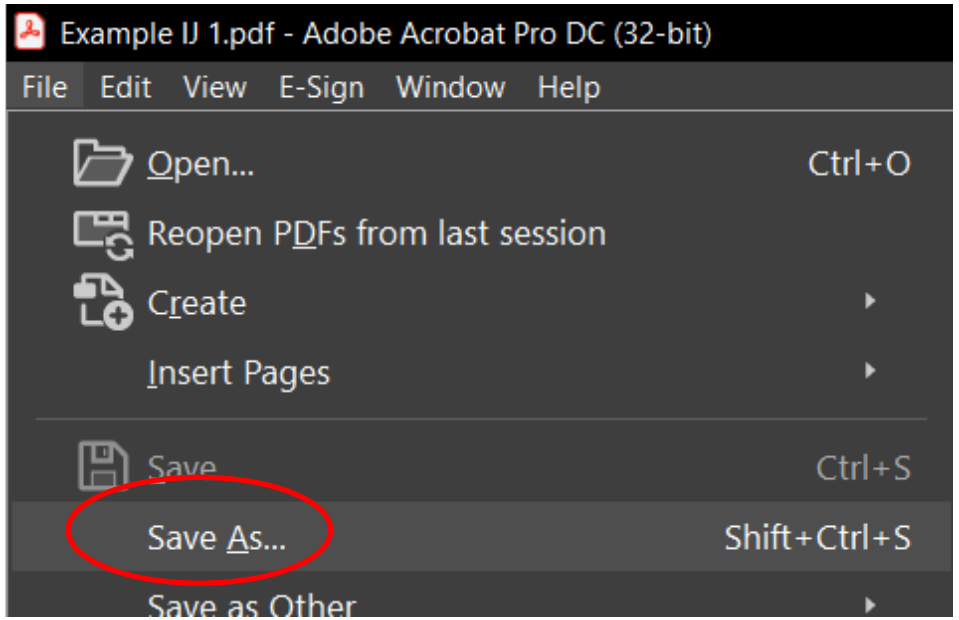
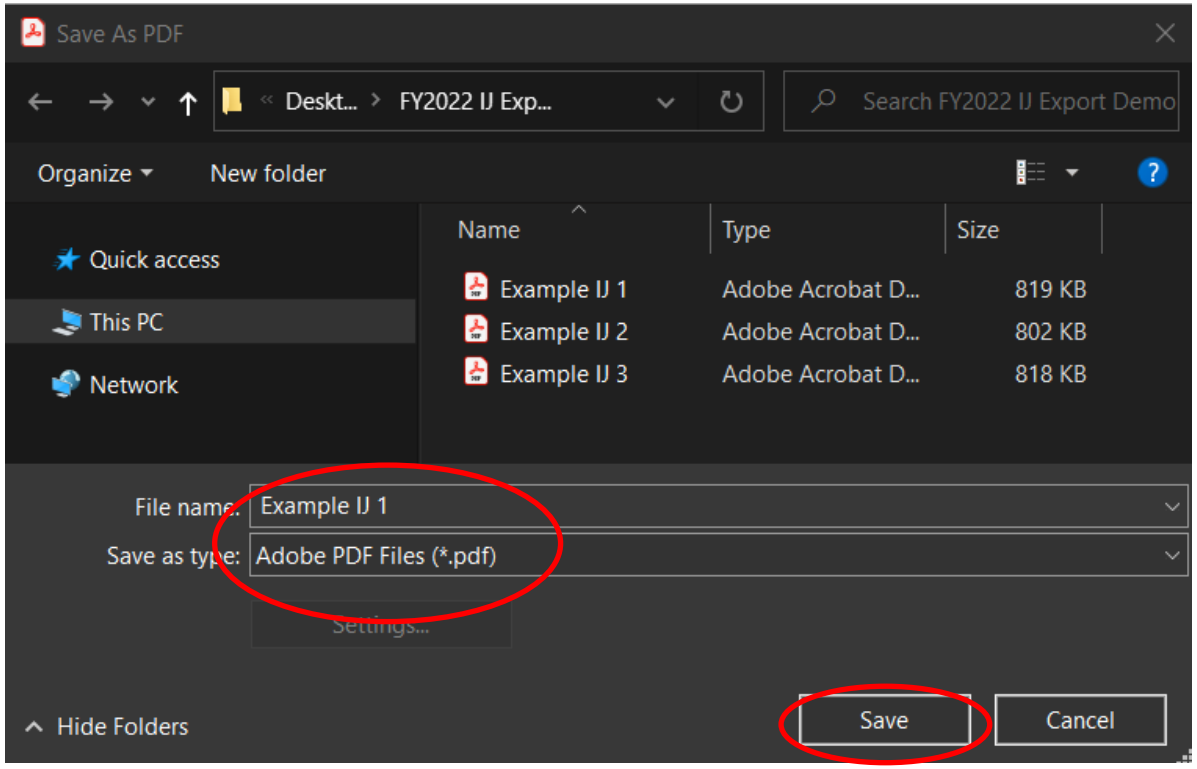
Detailed Export Process

Please note: if you do not want/need detailed instructions for the export and migration processes, click here for a brief overview.

Export Process: Step 1

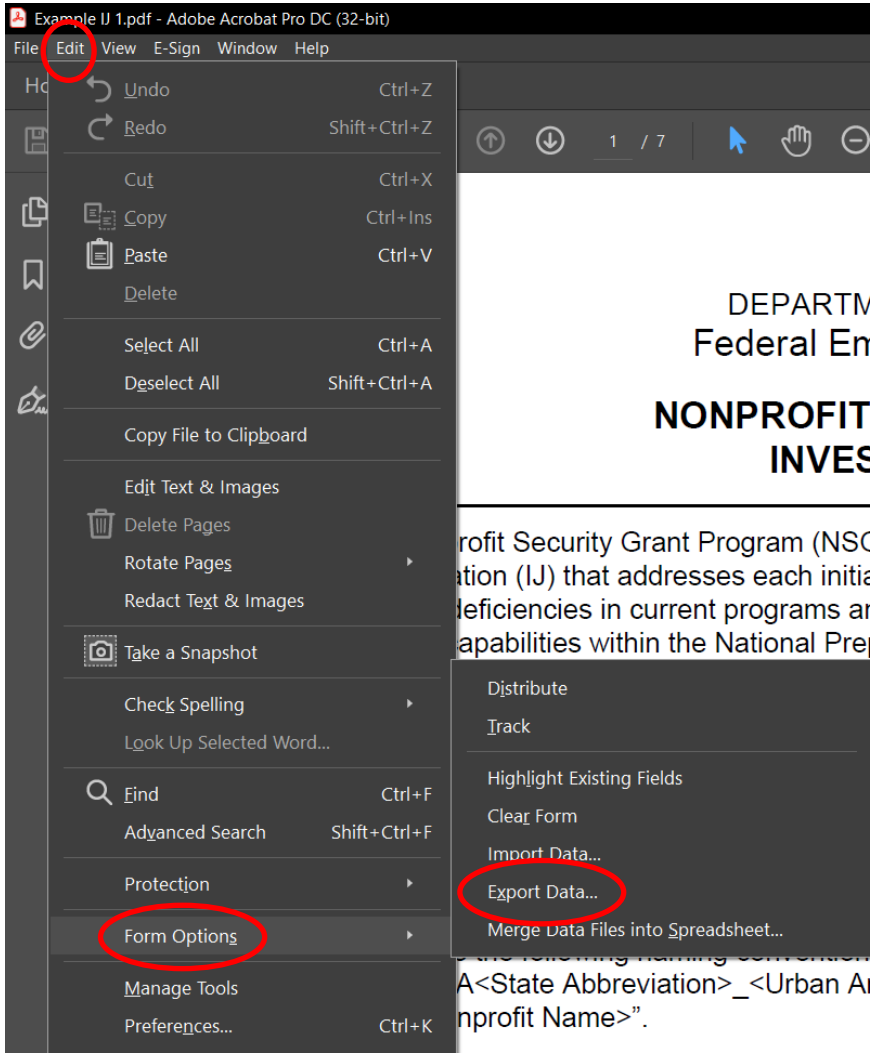
1. All IJs should be saved as PDFs. Confirm that all IJs are saved as PDFs and use the Save As function if they are not. The export function will only work with PDFs.





Export Process: Step 2

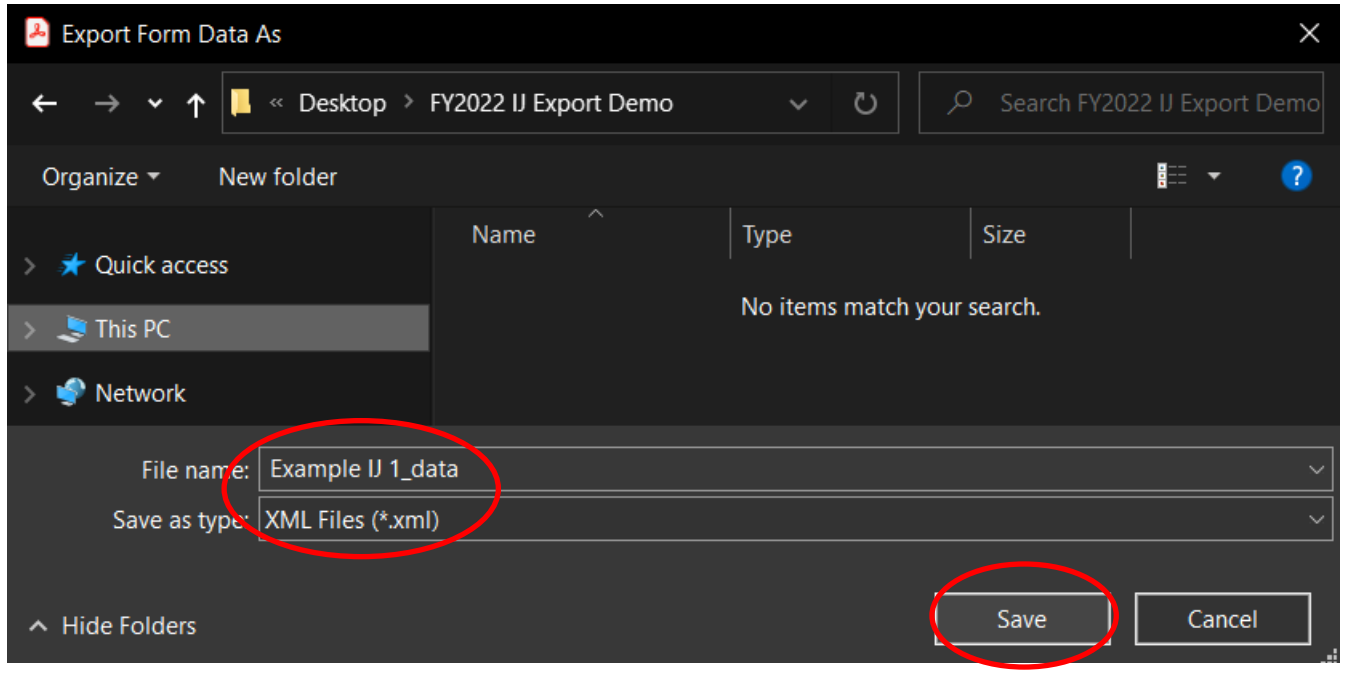
2. Open one file and click Edit > Form Options > Export Data…



Please note: this is just for the beginning of the export process – you will not have to do each of the steps that follow for every individual IJ PDF.

Export Process: Steps 3 & 4

3. Enter the file name to save the open file as



Please note: Files in this demo use "Example IJ" to designate that this is an example. Please ensure that all of your files use the required NSGP naming conventions as listed in the program documentation (IJ, NOFO).

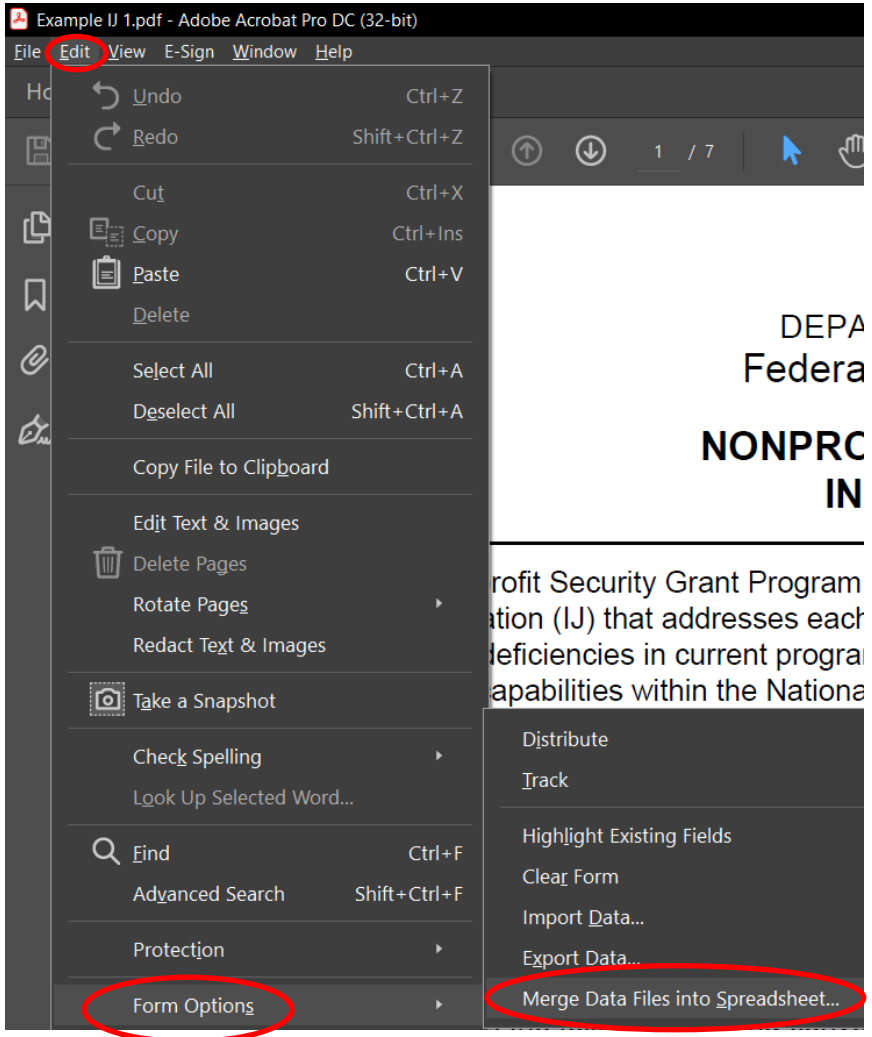
NSGP-S: FY2022_NSGP_S_<State Abbreviation>_<Nonprofit Name>

NSGP-UA: FY2022_NSGP_UA_<State Abbreviation>_<Urban Area>_<Nonprofit Name>

4. Click Save

Export Process: Step 5

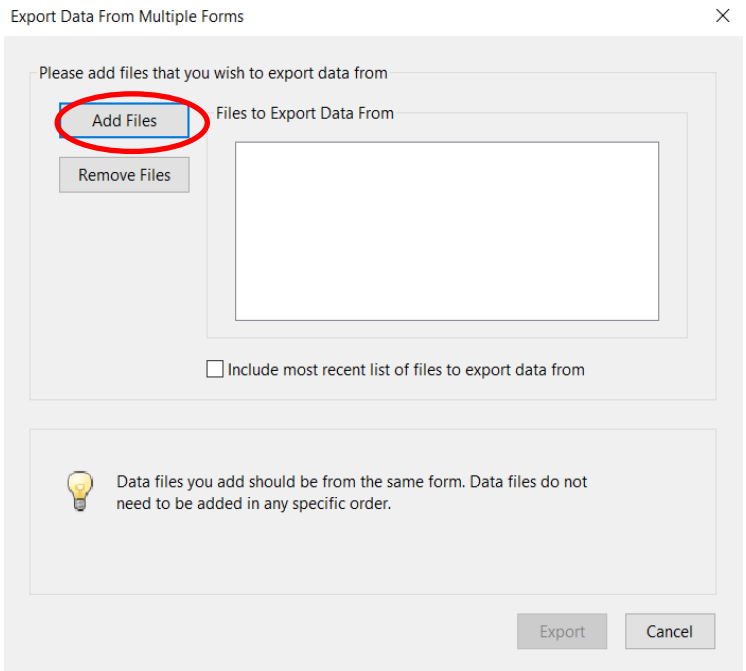
5. Once saved, click Edit > Form Options > Merge Data Files into Spreadsheet

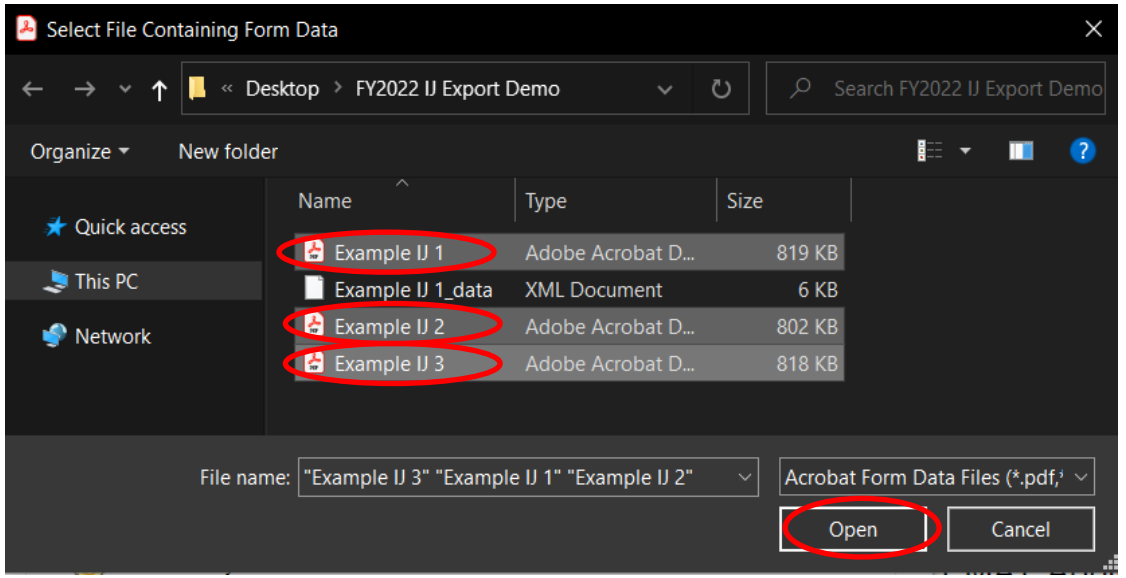


Export Process: Steps 6 & 7

6. Once the dialog box opens, click “Add Files” and select all the files that need to be included. (This should include all IJs, regardless of whether they will be recommended to FEMA.)

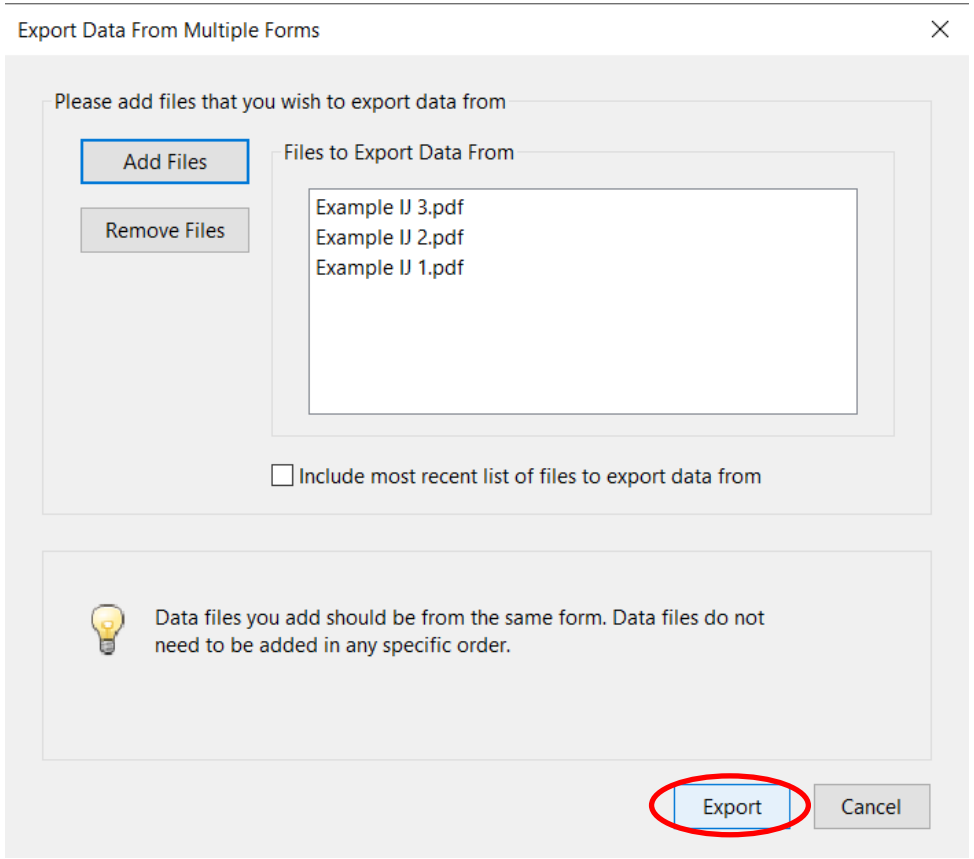
7. Use the “CTRL” function to select multiple files and click “Open” once all necessary files are selected.





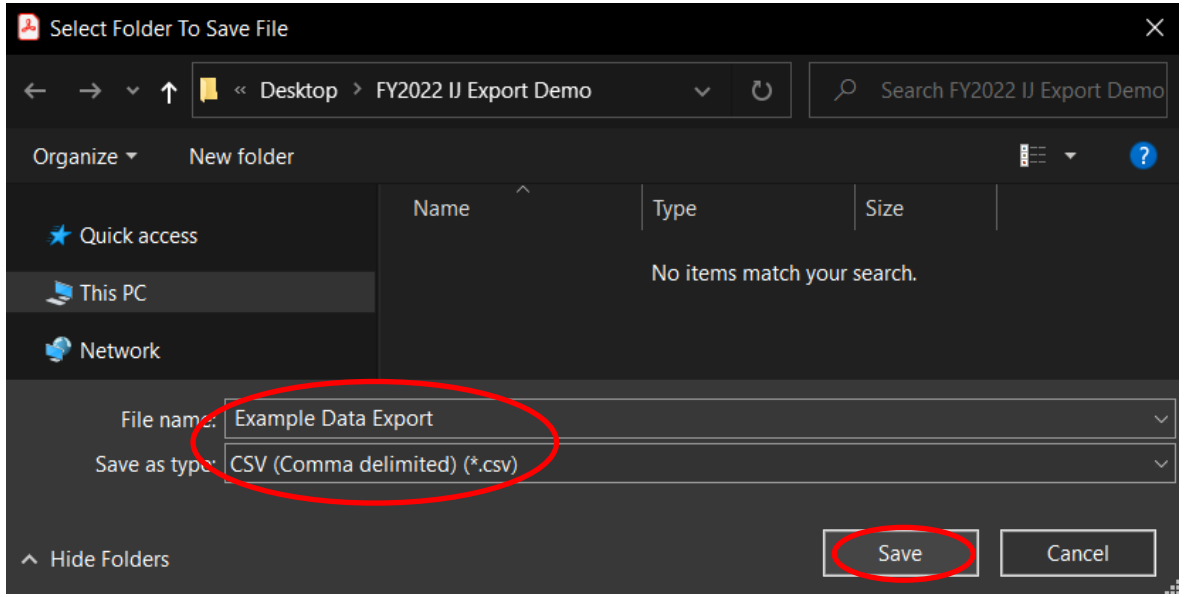
Export Process: Step 8

8. Click “Export”

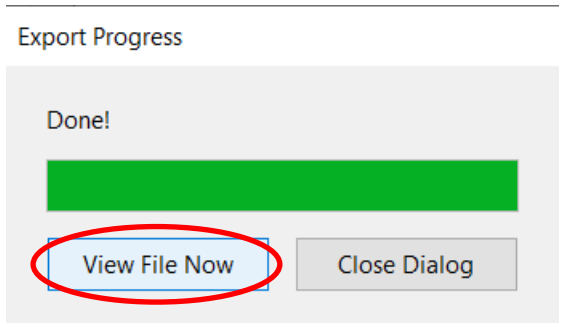


Export Process: Steps 9 & 10

9. When the dialog box opens, enter the file name for the report (all the export data) and click save.



10. Click “View File Now”



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Export Result

When you open the Excel file you just saved in the previous step, this is how it will be structured.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1		topmostSu	topmostSu	topmostSu	topmostSu	topmostSu	topmostSu	topmostSu	topmostSu	topmostSu	topmostSu	topmostSu	topmostSu	topmostSu
2	Example IJ	Organizati	Street 1	City 1	DC	20001	County 1	2022	Owned	Yes	2022	Yes	Example T	Mission Su
3	Example IJ	Organizati	Street Add	City 2	AK	99508	County 2	2000	Rent	Yes	2002	Yes	Ex. Text fo	Mission Su
4	Example IJ	Org. 3	Street 3	City 3	KY	40220	County 3	2006	Rent	Yes	2008	Yes	N/A	Mission fo

The information contained is raw data from the IJ(s) and the headings use coding from the PDF template. The following slides will help convert this raw data into more usable formatting and headers.

Migration Process

Migration Process

If you want to preserve a copy of the original exported report, save a copy now.
However, you do not have to preserve this file. It can be recreated if needed at any time!

When the report opens, the following columns will align to the information requested in the Prioritization Tracker:

B – Organization Name
C, D, E, F (Combined) – Address
O – Nonprofit Organization Category
P – Organization Category, if “Other”
Q – Organization Affiliation
R – Affiliation, if “Other”
U – UEI Number
W – Urban Area (if applicable)
X – Total Federal Funding Requested
CR, CS – Prior Funding Received

There are multiple methods you can use to transfer this information from the export file into the SAA Prioritization Tracker. **Those methods are detailed in the following slides.**

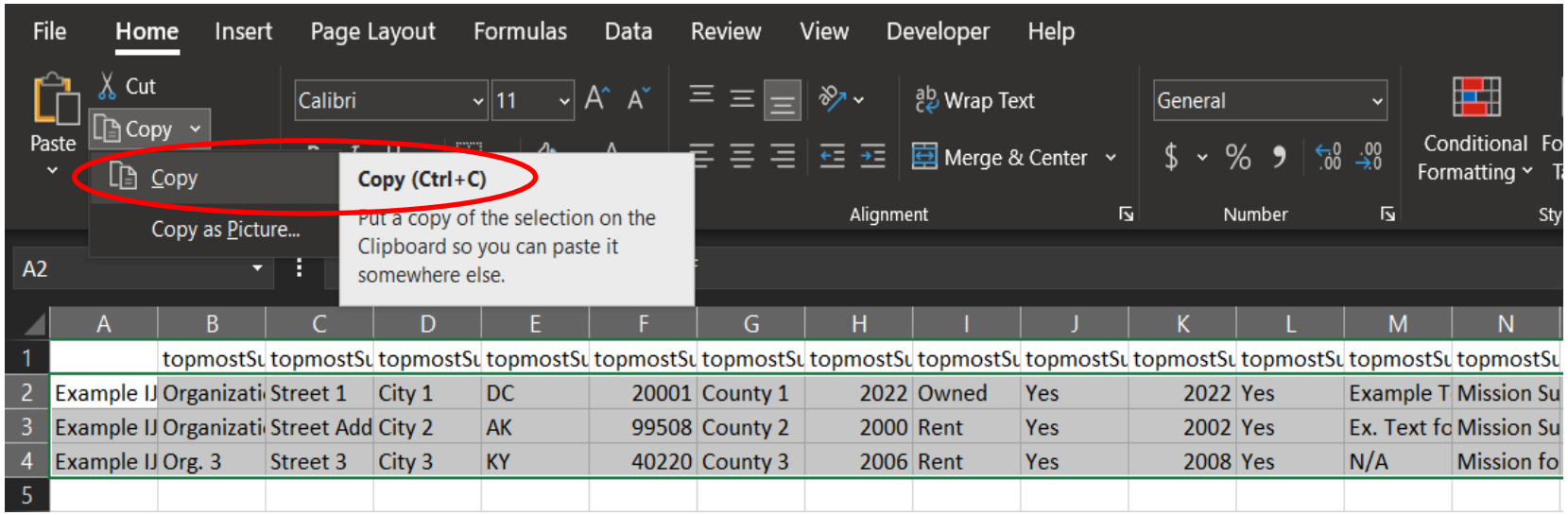
Migration Process

Using the NSGP IJ Export Assistance Data Collection & Cleaning Tool

A. Insert Data

1. Select **ALL** data provided by the export file. You can do this by clicking cell A2 and then, before releasing the button on your mouse, drag your cursor to the end of your data (Column CZ, Row __).
   - Do **not** select the column headers.
   - Remember that the number of rows of data is based on the number of Investment Justifications included.
2. Copy the selection.

NOTE: Select the full data range of cells, but do not select the full row. (i.e., do not click "B" to highlight all of row B).

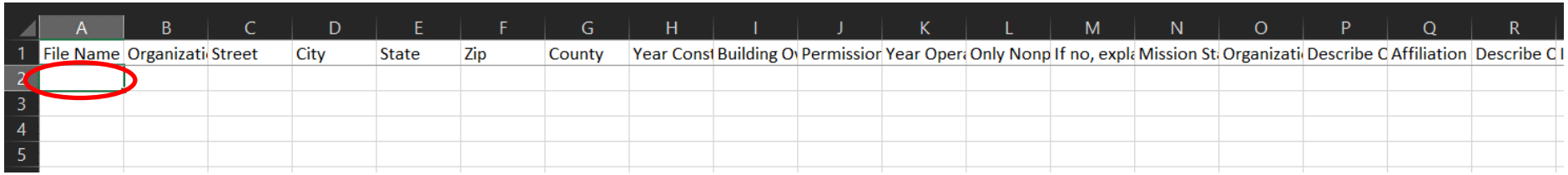


	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1		topmostSu	topmostSu	topmostSu	topmostSu	topmostSu	topmostSu	topmostSu	topmostSu	topmostSu	topmostSu	topmostSu	topmostSu	topmostSu
2	Example IJ	Organizati	Street 1	City 1	DC	20001	County 1	2022	Owned	Yes	2022	Yes	Example T	Mission Su
3	Example IJ	Organizati	Street Add	City 2	AK	99508	County 2	2000	Rent	Yes	2002	Yes	Ex. Text fo	Mission Su
4	Example IJ	Org. 3	Street 3	City 3	KY	40220	County 3	2006	Rent	Yes	2008	Yes	N/A	Mission fo
5														

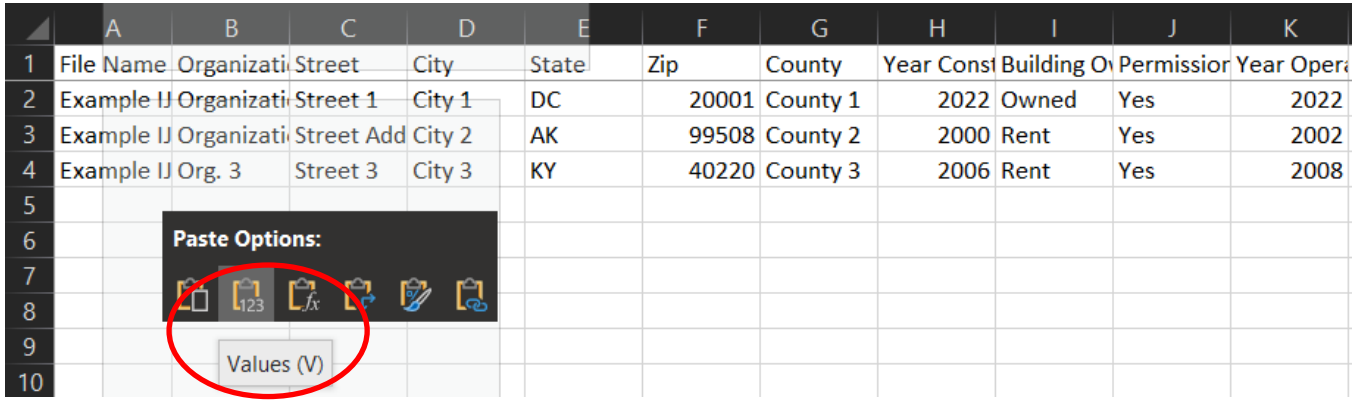
B. Copy Data

3. In the Export Assistance file, on the tab labeled “Paste Initial Data Here,” put your cursor in the first blank cell (A2).

   Note: The headers in this table will now be more conducive to reviewing/understanding the data.



4. After you have copied your data and clicked on cell A2, you can right click with your mouse. Select the “Values (V)” option under Paste.



C. Review file for use in SAA Prioritization Tracker

5. In the Export Assistance file, select the tab named “Copy into SAA Prioritization.”
   - The display below demonstrates how the data is transformed and ordered to align with the SAA Prioritization tracker. This will allow you to retrieve all information from the IJs and quickly transfer all data into your tracker file for submission to FEMA without having to do any manual data cleaning.

	A	B	C	D	E	F
1	Organization Name	Address	Total Funding Requested	Mission Statement Provided (fill out in Prioritization Tracker)	Nonprofit Category	Organization Type (fill out in Prioritization Tracker)
2	Organization 1	Street 1, City 1, DC 20001	$ -		Education	
3	Organization 2	Street Address 2, City 2, AK 99508	$ -		Medical	
4	Org. 3	Street 3, City 3, KY 40220	$ -		Other	

D. Copy information into the SAA Prioritization Tracker

6. Select the data from the tab labeled "Copy into SAA Prioritization" in the same way you selected data in the prior steps. *Remember not to select the column headers!*
7. If you are importing data for NSGP-S, select cell B2 and Paste values in the same way you did in step 4.
   - Note: You will paste into cell B2 of the SAA Prioritization Tracker because cell A2 should list the applying state.
8. If you are importing data for NSGP-UA, select cell C2 and Paste values in the same way you did in step 4.
   - Note: You will paste into cell C2 of the SAA Prioritization Tracker because cell A2 should list the applying state and cell B2 should list the applying Urban Area.

	A	B	C	D	E	F
1	Organization Name	Address	Total Funding Requested	Mission Statement Provided (fill out in Prioritization Tracker)	Nonprofit Category	Organization Type (fill out in Prioritization Tracker)
2	Organization 1	Street 1, City 1, DC 20001	$ -		Education	
3	Organization 2	Street Address 2, City 2, AK 99508	$ -		Medical	
4	Org. 3	Street 3, City 3, KY 40220	$ -		Other	

Columns with a yellow header in this spreadsheet indicate the answers you will have to provide manually in the SAA Prioritization Tracker.

Migration Process

NOT USING the NSGP IJ Export Assistance Data Collection & Cleaning Tool

Copy & Paste without Deleting

- Choosing to retain all of the exported information in the spreadsheet will make the copy and paste transfer process more time-consuming, but it will allow the SAA to have all IJ responses compiled into a single file if that leads to ease of review.

Copy & Paste with Deleting

- Choosing to delete the extraneous columns will make the copy and paste transfer process quicker, but will then require each IJ to be opened for review.

Migration Process

NOT USING the NSGP IJ Export Assistance Data Collection & Cleaning Tool

Copy & Paste without Deleting

- Select only the information that corresponds to the requested information in the State Prioritization Tracker.
- Copy cells and paste information into the State Prioritization Tracker.
- Verify that the information has been migrated correctly, as this will impact the review process.

NOTE: Hidden rows/columns will still be copy and pasted if part of the selection.

Copy & Paste with Deleting

- Delete the columns that do not correspond to requested information in the State Prioritization Tracker.
  - The columns that can be deleted (as they exist in the original file) are: A, G, H, I, J, K, L, M, N, S, T, V, X, Y, Z, AA, AB, AC, AD, AE, AF, AG, AH, AI, AJ, AK, AL, AM, AN, AO, AP, AQ, AR, AS, AT, AU, AV, AW, AX, AY, AZ, BA, BB, BC, BD, BE, BF, BG, BH, BI, BJ, BK, BL, BM, BN, BO, BP, BQ, BR, BS, BT, BU, BV, BW, BX, BY, BZ, CA, CB, CC, CD, CE, CF, CG, CH, CI, CJ, CK, CL, CM, CN, CO, CP, CQ, CT, CU, CV, CW, CX, CY, CZ
- Select all remaining information on the spreadsheet.
- Copy cells and paste information into the State Prioritization Tracker.
- Verify that the information has been migrated correctly, as this will impact the review process

Export and Migration Recap

Recap

Export

1. Ensure all IJs are PDFs.
2. With one IJ open, select Edit > Form Options > Export Data
3. Use “Save as” to enter a file name and save
4. With one IJ open, select Edit > Form Options > Merge Data Files into Spreadsheet
5. Add Files > Select all IJ files > Open
6. Export > Save > View File Now

Migration

1. Open NSGP IJ Export Assistance Data Collection & Cleaning Tool to the tab labeled “Paste Initial Data Here”
2. Select all data (do not select headers) in the Export File created above and copy
3. Select cell A2 in NSGP IJ Export Assistance Data Collection & Cleaning Tool and paste values
4. Use Scoring Tool tab in NSGP IJ Export Assistance Data Collection & Cleaning Tool if desired
5. Select “Copy into SAA Prioritization Tracker” tab
6. Select all data (do not select headers) in the “Copy into SAA Prioritization Tracker” tab
7. Paste values into SAA Prioritization Tracker

Scoring Matrix

Nonprofit Security Grant Program Scoring Matrix

Reviewers should use this document as a reference when scoring applications under the Nonprofit Security Grant Program (NSGP).

I – Applicant Information				
	Question	Criteria	Score	Explanations
1	Did the applicant provide all the required information in the Applicant Information Section?	The applicant should provide all information as it is applicable in the informational section.	Yes	The applicant **did** provide all the required information.
			No	The applicant **did not** provide all the required information.
II - Background				
	Question	Criteria	Score	Explanations
2	Did the applicant provide a description of their nonprofit organization to include symbolic value of the site as a highly recognized national or historical institution or significant institution within the community that renders the site as a possible target of terrorism?	Applicants must describe their organization, its mission/purpose, the symbolic value of the building/organization, and how these factors may make it the target of an attack.	0	The applicant **did not provide a description** of the organization including the symbolic value of the site as a highly recognized institution that renders the site a possible target of terrorism.
			1	The applicant **provided a poor description** of the organization including the symbolic value of the site as a highly recognized institution that renders the site a possible target of terrorism.
			2	The applicant **provided an adequate description** of the organization including the symbolic value of the site as a highly recognized institution that renders the site a possible target of terrorism.
			3	The applicant **provided a full, clear, and effective description** of the organization including the symbolic value of the site as a highly recognized institution that renders the site a possible target of terrorism.
3	Did the applicant provide a description of their nonprofit organization to include any role in responding to or recovering from events that integrate nonprofit preparedness with broader state/local preparedness efforts?	Applicants must clearly describe their individual organization's previous or existing role in response to or in recovery efforts to terrorist attacks. This should tie into the broader preparedness efforts of state and/or local government.	0	The applicant **did not provide a description** of the organization that included any role in responding to or recovering from events that integrate nonprofit preparedness with broader state/local efforts.
			1	The applicant **provided some description** of the organization that included any role in responding to or recovering from events that integrate nonprofit preparedness with broader state/local efforts.
			2	The applicant **provided a full, clear, and effective description** of the organization that included any role in responding to or recovering from events that integrate nonprofit preparedness with broader state/local efforts.

III - Risk				
	Question	Criteria	Score	Explanations
4	Did the applicant discuss specific threats or attacks against the nonprofit organization or closely related organization?	To substantiate the applicant's risk to a terrorist attack, applicants may describe incidents that have occurred at or threats that have been made to their organization. Applicants may also draw from incidents that have occurred at closely related/similar organizations either domestically or internationally; the applicant should make the connection that they are at risk for the same reasons. Local crimes such as burglary, theft, or vandalism without a terrorism or hate-related nexus may provide context justification for NSGP funding.	0	The applicant **did not discuss specific** threats or attacks against the organization or a closely related organization.
			1	The applicant **provided minimal discussion** of threats or attacks against the organization or a closely related organization.
			2	The applicant **provided poor discussion** of threats or attacks against the organization or a closely related organization.
			3	The applicant **provided adequate discussion** of threats or attacks against the organization or a closely related organization.
			4	The applicant **provided good discussion** of threats or attacks against the organization or a closely related organization.
			5	The applicant **provided multiple, detailed, and specific** threats or attacks against the organization or a closely related organization.
5	In considering vulnerabilities, how well did the applicant describe the organization's susceptibility to destruction, incapacitation, or exploitation by a terrorist attack?	Applicants must provide a clear description of findings from a completed vulnerability assessment.	0	The applicant **did not discuss or describe** the organization's susceptibility to attack.
			1	The applicant **provided minimal description** of the organization's susceptibility to attack.
			2	The applicant **provided poor description** of the organization's susceptibility to attack.
			3	The applicant **provided adequate description** of the organization's susceptibility to attack.
			4	The applicant **provided good description** of the organization's susceptibility to attack.
			5	The applicant **provided clear, relevant, and compelling description** of the organization's susceptibility.
6	In considering potential consequences, how well did the applicant address potential negative effects on the organization's asset, system, and/or network if damaged, destroyed, or disrupted by a terrorist attack?	Applicants should describe how an attack would impact them, the community served, and if possible/applicable, beyond the immediate individuals served (nearby critical infrastructure, businesses, transportation, schools, etc.).	0	The applicant **did not discuss or describe** the potential negative consequences the organization may face.
			1	The applicant **provided minimal description** of the potential negative consequences the organization may face.
			2	The applicant **provided poor description** of the potential negative consequences the organization may face.
			3	The applicant **provided adequate description** of the potential negative consequences the organization may face.
			4	The applicant **provided good description** of the potential negative consequences the organization may face.
			5	The applicant **provided a clear, relevant, and compelling description** of the potential negative consequences the organization may face.

IV – Facility Hardening				
	Question	Criteria	Score	Explanations
7	How well does the applicant describe the proposed facility hardening activities, projects, and/or equipment and relate their proposals to the vulnerabilities described in Question 6?	In narrative form in Section IV-A, applicants must clearly explain what the proposed activities, projects, and/or equipment are, identify their estimated cost, and describe how they will mitigate or address vulnerabilities identified in the vulnerability assessment in Section III (Question 6).	0	The applicant **did not propose** facility hardening or the proposals do not mitigate identified risk(s) and/or vulnerabilities.
			1	Proposed activities, projects, or equipment **may provide minimal** facility hardening **or are only minimally related** to some of the identified risk(s) and/or vulnerabilities.
			2	Proposed facility hardening activities, projects, or equipment **would likely mitigate** identified risk(s) and/or vulnerabilities.
			3	Proposed facility hardening activities, projects, or equipment are **clearly aligned with and effectively mitigate** the identified risk(s) and/or vulnerabilities.
8	Did the applicant's proposed facility hardening activity focus on the prevention of and/or protection against the risk of a terrorist attack?	The proposed activities, projects, and equipment should directly tie to the prevention of and/or protection against the risk of terrorist attack.	0	The proposed facility hardening activities **do not focus** on the prevention of and/or protection against the risk of terrorist attack.
			1	The proposed facility hardening activities **are somewhat focused** on the prevention of and/or protection against the risk of terrorist attack.
			2	The proposed facility hardening activities **are adequately focused** on the prevention of and/or protection against the risk of terrorist attack.
			3	The proposed facility hardening activities **are clearly and effectively focused** on the prevention of and/or protection against the risk of terrorist attack.
9	Are all proposed equipment, activities, and/or projects tied to a vulnerability that it could reasonably address/mitigate?	The proposed equipment, activities, and/or projects should mitigate/address the vulnerability tied to it in the Section IV-B table.	0	**No vulnerabilities are listed** and/or the proposed equipment, activities, or projects **do not address listed vulnerabilities**.
			1	The proposed equipment/activities/projects **are somewhat reasonable** to address the listed vulnerability.
			2	The proposed equipment/activities/projects **are mostly reasonable to address** the listed vulnerability.
			3	The proposed equipment/activities/projects **effectively address** the listed vulnerability.

V – Milestones				
	Question	Criteria	Score	Explanations
10	How well did the applicant describe the milestones and the associated key activities that lead to the milestone event over the NSGP period of performance?	The applicant should describe the milestones needed to accomplish the goals of the NSGP funding and should include the key activities that will be necessary to accomplish those milestones.	0	The applicant **did not provide** information on milestones and associated key activities.
			1	The applicant **provided some description** of milestone events and the associated key activities over the NSGP POP.
			2	The applicant **provided adequate description** of milestone events and the associated key activities over the NSGP POP.
			3	The applicant **fully and effectively described** milestone events and the associated key activities over the NSGP POP.
11	Did the applicant include milestones and associated key activities that are feasible over the NSGP period of performance?	Milestones should be realistic, potentially include the entire period of performance (36 mo.), be inclusive of all proposed activities, and consider the Environmental Planning and Historic Preservation review process. Milestones should not exceed 36 months and should not begin prior to the Period of Performance.	0	The applicant **did not include** milestones and key activities that are feasible over the NSGP POP.
			1	The applicant included milestones and key activities that are **somewhat feasible** over the NSGP POP.
			2	The applicant included milestones and key activities that **are feasible** over the NSGP POP.

VI – Project Management				
	Question	Criteria	Score	Explanations
12	How well did the applicant justify the effectiveness of the proposed management team's roles and responsibilities and governance structure to support the implementation of the Investment?	Brief description of the project manager(s) and level of experience.	0	The applicant **did not justify** the effectiveness of the proposed management team or the structure in place to support implementation.
			1	The applicant **somewhat justified** the effectiveness of the proposed management team and the structure in place to support implementation.
			2	The applicant **fully justified** the effectiveness of the proposed management team and the structure in place to support implementation.

VII – Impact				
Question		Criteria	Score	Explanations
13	How well did the applicant describe the outcomes/outputs that would indicate that the investment was successful?	Measurable outputs and outcomes should directly link to the vulnerabilities and consequences outline in Section III.	0	The applicant **did not describe** the outcomes and/or outputs that would indicate the investment was successful.
			1	The applicant **provided minimal information** on the outcomes and/or outputs that would indicate the investment was successful.
			2	The applicant **provided some information** on the outcomes and/or outputs that would indicate the investment was successful.
			3	The applicant **provided an adequate discussion** of the outcomes and/or outputs that would indicate the investment was successful.
			4	The applicant **provided a full and detailed description** of the outcomes and/or outputs that would indicate the investment was successful.

If you have questions or need assistance, please email FEMA-NSGP@fema.dhs.gov

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