DEPARTMENT OF HOMELAND SECURITY

Federal Emergency Management Agency

HSGP INVESTMENT JUSTIFCATION PLANNING TEMPLATE

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The IJ Template is useful for the Portfolio and Investment Questions. For the project section, the applicant should use the Project Worksheet. The template allows applicants to take advantage of spelling and grammar as well as character count functions available in MS Word during the IJ development. To ensure adherence with formatting requirements, applicants are strongly encouraged to utilize these functions prior to copying text from MS Word to the GRT. Please note that character count limits include spacing and all forms of punctuation. To simplify the transfer of the narrative information section into the ND Grants system, it is also recommended that the applicant save a working copy of this Form, deleting Part III and the Appendix.

PART I. PORTFOLIO INFORMATION

The portfolio provides the overall context for the investments and projects included in the application. The applicant must answer the two portfolio questions only once.

I. A. Discuss at a broad level the principle hazards, risk and capability gaps that the following investments will be addressing.

A 2500 character limit is allowed for this response.

Guidance for Completing this Section: Applicants should briefly describe the spectrum of all-hazard risks the applicant faces. The description should provide the framework for all Investments provided within the IJ. Per the Homeland Security Act of 2002, as amended, applicants must demonstrate how the IJ will contribute to building and/or sustaining core capabilities and assist in preventing, preparing for, protecting against, and responding to acts of terrorism. Applicants are also encouraged to align their IJ with their State and Urban Area homeland security strategies and priorities.

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I. B. Identify the amount and percentage of funding that will be allocated for Management and Administration expenditures.

Note: The Total M&A Amount and Total M&A Percentage **will not** be automatically calculated in the table below. The GRT will automatically calculate the total when applicants transfer their answers. The total M&A percentage may not exceed five percent (5%) of the allocated funding. Please note that M&A should be calculated at the portfolio level per funding source (e.g., SHSP, UASI) and not at the individual Investment level.

Program	Request Amount	M&A Amount	M&A Percentage	Subtotal (Request Amount + M&A)
SHSP	$	$	%	$
UASI	$	$	%	$
Total:	**$**	**$**	**%**	**$**

PART II. SPECIFIC INVESTMENT INFORMATION

II. A. Provide the Investment name: (100 character max)

II. B. Provide the applicant name: (State/territory or Urban Area) (100 character max)

II. C. What is the funding source for this investment: Each investment must identify a unique programmatic funding source. If a project will use multiple sources of funding, separate the amounts of funding from each source under different investments. If UASI funds are used by the SAA in support of the Urban Area, the SAA must, as part of the up to 10 UASI investments, propose an investment describing how UASI funds will be used by the SAA to directly support the Urban Area.

Funding Source		Funding Amount
Proposed Funding Source (*Select One*)		$
Proposed Amount		**$**

II. D. Is this the consolidated fusion center investment? (Double-click to place an "X" in the corresponding box. Within the GRT, this will be a drop-down menu.)

☐ Yes ☐ No

Please note that all fusion center-related funding requests **must be consolidated into a single investment per funding source** (e.g., SHSP, UASI) in which recognized fusion centers reside. The consolidated fusion center Investment per funding source must address funding support for the recognized fusion center (For a list of recognized fusion centers, please see *http://www.dhs.gov/files/programs/gc_1301685827335.shtm*).

II. E. How much of this Investment will be obligated towards Law Enforcement Terrorism Prevention Activities (LETPA):

$

Per section 2006 of the *Homeland Security Act of 2002*, as amended, (6 U.S.C. § 607), FEMA is required to ensure that at least 25 percent (25%) of grant funding appropriated for the Homeland Security Grant Program are used for law enforcement terrorism prevention activities. FEMA meets this requirement, in part, by requiring all SHSP and UASI recipients to ensure that at least 25 percent (25%) of grant funding appropriated for grants awarded under HSGP's authorizing statute is used for law enforcement terrorism prevention activities. The LETPA allocation can be from SHSP, UASI or both. This requirement does not include award funds from OPSG.

II. F. Describe how the THIRA, SPR, and Capabilities Estimation influenced the development of this investment.

A 2500 character limit is allowed for this response.

Guidance for Completing this Section:

At a high level, applicants should identify the relevant portions of their THIRA, SPR and Capability Estimation that the majority of the activities within this investment will address. The applicant should use page numbers and identify specific sections of the THIRA to aid the reviewer in the analysis of the response provided.

Then applicants must identify how the proposed investment will address one of the capability gaps identified in the most recent SPR. The specific capability gap and its priority as found in the SPR must be noted in the IJ. The applicant should then specifically describe why those proposed activities outlined within the IJ are a priority for the applicant.

PART III. PROJECT INFORMATION

All of the requested funding must be associated with specific projects. For each project several pieces of information, or attributes, must be provided in order to submit the project for consideration in the application. The tables below list each attribute, followed by a description and a set of instructions for the applicant to follow to provide the appropriate information.

To prepare for completing the IJ in the GRT, applicants should utilize the Project Worksheet (http://www.fema.gov/grants) to plan their applications and to record the necessary information for each project. The Project Worksheet is divided into two tabs: `Baseline Project Information' and `Project Implementation'. Once the applicant provides a name for a project on the `Baseline Project Information' tab, the name will auto-populate on the `Project Implementation' tab.

The Project Worksheet provides drop-down selections for several of the project attributes. The applicant may then use the information collected in the worksheet for rapid transfer to the GRT interface. Each project will be given a unique identifier as it is submitted via the GRT. Recipients should keep a record of the project identifiers as they will be required to report on each project using that identifier.

INDIVIDUAL PROJECTS

III. A. Project Alignment to Core Capability Gaps

The first section of project attributes contains basic information about how the projects support or build core capabilities. All of these attributes are required for every project. If an attribute is left blank in the GRT an error message will appear and the applicant will not be able to submit the application.

The GRT will provide a list of sub-recipients from previous awards. Alternatively, the applicant will have the opportunity to add a new sub-recipient to the list. The attribute of `Sub-recipient type' will be auto-populated based on the sub-recipient selection. The applicant must ensure that 80% of the award funds are passed through to local entities.

For additional information on the NPG and Core Capabilities, please visit http://www.fema.gov/resource-management-mutual-aid.

Attribute Name	Description	Application Instructions
Project Name	Descriptive Identifier of the Project	Provide a title for specified project (100 character max). Title must reflect nature of work to be completed under the project.
Project Description	Descriptive Narrative of the Project	Provide a brief narrative describing the project at a high level. (1500 chars.) Identify the NIMS typed resource if any, that is supported by this project. Refer to the Resource Typing Library Tool at http://www.fema.gov/resource-management-mutual-aid.
Sub-Recipient Name	Organization Name of the Sub-recipient who will be executing the project	Select the name of state agency or sub-organization receiving award funds or create a new sub-recipient.
Recipient Type	State or Local recipient for purposes of meeting the 80% pass through requirement	This attribute will auto populate in the GRT based on what state agency or sub-recipient is selected.
Project Location	Zip code of the primary location of the project	Provide the 5-digit zip code where the project will be executed. The project location could be distinct from the sub-recipient address.
Primary Core Capability	Primary Core Capability that the Project will impact	Every project must support a Core Capability. Select the primary core capability associated with this project.
Sustain or Build	Indicates whether the project will sustain or build a core capability	Select "build" if this project focuses on starting a new capability or the intent of the project is to close a capability gap (i.e. taking the core capability as a whole from an SPR score 1 to a 2), or "sustain" if the purpose of the project strictly maintains a core capability at its existing current level (i.e. the project does not move the core capability as a whole neither up nor down from its existing SPR score).
Deployable	Indicates if the assets or activities of the project are deployable to other states.	Is the core capability supported by this project deployable to other jurisdictions? (Yes/No)
Shareable	Indicates if the assets or activities of the project are shareable within the state or with other states because the activities assets are not physically deployable.	Is the core capability supported by this project shareable with other jurisdictions? (Yes/No)

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III. B. Project Alignment to Solution Areas

The grant funded activities of every project must align to the HSGP solution areas: Planning, Organization, Exercises, Training and/or Equipment (POETE). A project may have activities in more than one solution area. For the POETE funding amounts the GRT will automatically calculate the Total Amount as you enter funding amounts. For additional information on the allowable cost categories, please refer to the HSGP NOFO.

Attribute Name	Description	Application Instructions
Planning	Dollar Amount of the Project supporting Planning	Identify the amount of funds in the project that will be for planning activities.
Organization	Dollar Amount of the Project supporting Organization	Identify the amount of funds in the project that will be for organization activities.
Equipment	Dollar Amount of the Project supporting Equipment	Identify the amount of funds in the project that will be for the purchase of equipment.
Training	Dollar Amount of the Project supporting Training	Identify the amount of funds in the project that will be for training activities.
Exercises	Dollar Amount of the Project supporting Exercises	Identify the amount of funds in the project that will be for exercise activities.
Total	Total dollar amount for the project.	Automatically generated by the GRT from the sum of the POETE cost categories.

III. C. Project Implementation and Management

For every project, identify the baseline for project implementation according to whether it builds on a previous investment. Not all projects will be linked to previous investments. Next, determine the appropriate project management phase. For new projects, this will likely be the `initiate' or `planning' phase. However, if the project builds on a previous investment, the project may be in a more advanced `execution' or `control' phase. As the project is implemented the recipient will be expected to report on the progress of the project through the management phases. Please reference Appendix A for a detailed description of the Project Management Life-cycle.

The applicant will then be required to provide start and end dates for the project, within the 36 month period of performance. Finally, indicate whether the activities of the project will require new construction or renovation, retrofitting, or modification of existing structures. This project attribute is required as some project activities may require extensive environmental review which can affect when implementation can begin.

Attribute Name	Description	Application Instructions
Does the Project Support a Previously Awarded Investment?	Indicates if the project is related to an investment awarded in a previous year.	Select yes if the current project is a continuation of an existing investment that has used grant funds for implementation from previous DHS/FEMA awards.
If yes, from which year?	Fiscal Year of the previous award.	If the project is a continuation of a previous investment, select the specific investment from the list.
If Yes, which investment?	The previously awarded investment that the project supports.	If the project is a continuation of a previous investment, select the specific investment from the list.
What is the Last Completed milestone of the previous investment?	A description of the last completed milestone from the previously awarded investment.	Please refer to the investment identified above and then identify the last completed milestone from that investment. (250 char.)
Project Management Step	The current Project Life-cycle phase of the previously awarded investment, or the new project.	Select the most applicable step. Refer to the appendices of the investment justification guide for a discussion of the standard project management steps and principles.
Start Date	Start Date of the Project/Previously Awarded Investment	Provide the approximate start date of the project, based on the expected notification of an award. If the project is a continuation of a previous investment, provide the approximate start date of that investment.
End Date	End Date of the Project/Previously Awarded Investment	Provide the approximate end date of the project. If the end date is the end of the expected period of performance, provide that.

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III. C. Project Implementation and Management (continued)

Attribute Name	Description	Application Instructions
Construction Activity	Indicates whether activities of the project will involve construction, renovation, retrofitting or modifications to an existing structure.	Select yes if the project may involve construction related activity.

APPENDIX. PROJECT MANAGEMENT LIFE-CYCLE

The standard definition of a project is a temporary endeavor with a defined beginning and end (usually time-constrained, and often constrained by funding or a deliverable), undertaken to meet unique goals and objectives, typically to bring about beneficial change or added value. Applying this standard to projects using preparedness grant funds, a project is a related set of activities and purchases supporting the building or sustaining of core capabilities, and is associated with a single entity responsible for execution.

This approach will allow DHS/FEMA and recipients to categorize the grant funded project as a discrete unit for post-award management, reporting, and monitoring purposes. The main steps and processes of the Project Management Life-cycle are summarized in this table:

Steps	Description	Process
Initiate	The authorization to begin work or resume work on any particular activity.	Involves preparing for, assembling resources and getting work started. May apply to any level, e.g. program, project, phase, activity, task.
Plan	The purposes of establishing, at an early date, the parameters of the project that is going to be worked on as well as to try to delineate any specifics and/or any peculiarities to the project as a whole and/or any specific phases of the project.	Involves working out and extending the theoretical, practical, and/or useful application of an idea, concept, or preliminary design. This also involves a plan for moving a project concept to a viable project.
Execute	The period within the project life-cycle during which the actual work of creating the project's deliverables is carried out.	Involves directing, accomplishing, managing, and completing all phases and aspects of work for a given project.
Control	A mechanism which reacts to the current project status in order to ensure accomplishment of project objectives. This involves planning, measuring, monitoring, and taking corrective action based on the results of the monitoring.	Involves exercising corrective action as necessary to yield a required outcome consequent upon monitoring performance. Or, the process of comparing actual performance with planned performance, analyzing variances, evaluating possible alternatives, and taking appropriate correct action as needed.
Close Out	The completion of all work on a project. Can also refer to completion of a phase of the project.	Involves formally terminating and concluding all tasks, activities, and component parts of a particular project, or phase of a project.

For additional information on the Project Management Life-cycle, please visit Project Management Institute's (PMI) *A Guide to the Project Management Body of Knowledge* (PMBOK Guide) at http://www.pmi.org/PMBOK-Guide-and-Standards.aspx. Specifically, applicants are encouraged to reference Chapter three of the PMBOK Guide, *The Standard for Project Management of a Project*.