

# FY 2015 TRANSIT SECURITY GRANT PROGRAM (TSGP) Sample Investment Justification (IJ) Template

| Investment Heading                |    |
|-----------------------------------|----|
| Date                              |    |
| Applicant                         |    |
| Region and Urban Area(s) Impacted |    |
| Investment Name                   |    |
| Investment Amount                 | \$ |

## I. Background

*Note: This section only needs to be completed once per application, regardless of the number of investments proposed. The information in this section provides background/context for the investment(s) requested, but does not represent the evaluation criteria used by DHS/FEMA for rating individual investment proposals.*

| I.A. Identify the point(s) of contact for this investment. |  |
|--|--|
| Response Type  | Narrative  |
| Response Instructions                                      | Identify the following: <ul style="list-style-type: none"> <li>• Point of contact's (POC) name and title;</li> <li>• POC's full mailing address;</li> <li>• POC's telephone number;</li> <li>• POC's fax number;</li> <li>• POC's email address; and</li> <li>• Also include the corresponding information for the single authorizing official for your organization—i.e., the individual authorized to sign a grant award.</li> </ul> |
| Response:  |  |

| I.B. Describe the operating system. |  |
|-------------------------------------|--|
| Response Type                       | Narrative  |
| Response Instructions               | Describe the following: <ul style="list-style-type: none"> <li>• Infrastructure;</li> <li>• Ridership data;</li> <li>• Number of passenger miles;</li> <li>• Number of vehicles and/or vessels;</li> <li>• System map; and</li> <li>• Other sources of funding being leveraged for security enhancements.</li> </ul> |
| Response                            |  |

## II. Strategic and Program Priorities

| II.A. Provide an abstract for this investment. |  |
|--|--|
| Response Type                                  | Narrative  |
| Response Instructions                          | <ul style="list-style-type: none"> <li>• Describe what the project is, how it will be executed, and its purpose.</li> <li>• Define the vision, goals, and objectives for the risk reduction, and summarize how the proposed investment will fit into the overall effort to meet the critical infrastructure security priorities (including integration into existing security protocols);</li> </ul> |

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|          |  |
|----------|--|
|          | <ul style="list-style-type: none"> <li>• Describe how the investment builds or sustains one of more NPG core capabilities.</li> <li>• Describe the specific needs and/or resource limitations that need to be addressed;</li> <li>• Identify any potential partners and their roles and staffing requirements, and provide information on any existing agreements such as Memoranda of Understanding (MOU);</li> <li>• Identify specific equipment needs (e.g., number of facility cameras, number of security lights, amount of security fencing, etc.) and other details for training, awareness, exercises, and other programs, if applicable (e.g., number of people to be trained, length of training, type of training, number of printed materials, number of agencies and staff members involved in exercise planning, execution, and review);</li> <li>• Describe progress made on the security project this investment will be completing, if applicable; and</li> <li>• Reference use of prior year grant funds, if applicable</li> </ul> <p><i>Note: Ensure that details on purchases within this section match what is outlined in the detailed budget.</i></p> |
| Response |  |

**II.B. Describe how this investment specifically addresses one or more of the funding priorities identified in the current year grant NOFO.**

|                       |   |
|-----------------------|---|
| Response Type         | Narrative   |
| Response Instructions | <ul style="list-style-type: none"> <li>• Describe how the investment addresses one or more Funding Priority Areas outlined in this NOFO.</li> </ul> |
| Response              |   |

**III. Impact**

**III.A. Discuss how the implementation of this investment will decrease or mitigate risk. Describe how the project offers the highest risk reduction potential at the least cost. Include output and outcome metrics**

|                       |   |
|-----------------------|---|
| Response Type         | Narrative   |
| Response Instructions | <ul style="list-style-type: none"> <li>• Discuss how this investment will reduce risk (e.g., reduce vulnerabilities or mitigate the consequences of an event) in a cost effective manner by addressing the needs and priorities identified in earlier analysis and review;</li> <li>• Identify the nature of the risk and how the risk and need are related to show how addressing the need through this investment will also mitigate risk (e.g., reduce vulnerabilities or mitigate the consequences of an event); and</li> <li>• Outline the expected, high-level impacts this investment is expected to attain or achieve if implemented, and potential negative impacts if the investment is not implemented.</li> </ul> |
| Response              |   |

**IV. Funding & Implementation Plan**

**IV.A. Investment Funding Plan.**

|                       |  |
|-----------------------|--|
| Response Type         | Numeric and Narrative  |
| Response Instructions | <ul style="list-style-type: none"> <li>• Complete the chart below to identify the amount of funding the grantee is requesting for this investment only;</li> <li>• Funds should be requested and detailed by allowable cost categories (i.e.,</li> </ul> |

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|          |   |
|----------|---|
|          | <p>planning, organization, equipment, training, exercises, and management and administration);</p> <ul style="list-style-type: none"> <li>• Applicants must make funding requests that are reasonable and justified by direct linkages to activities outlined in this particular investment; and</li> <li>• Applicants must indicate whether additional funding (non-FY 2015 grants) will be leveraged for this investment.</li> </ul> <p><i>Note: Investments will be evaluated on the expected impact on security relative to the amount of the investment (i.e., cost effectiveness). An itemized Budget Detail Worksheet and Budget Narrative must also be completed for this investment.</i></p> |
| Response |   |

The following template illustrates how grantees should indicate the amount of FY 2015 TSGP funding required for the investment, how these funds will be allocated across the cost elements, and what (if any) non-FY 2015 TSGP funds will be utilized:

|                      | Federal Request Total | Other Funding Sources Applied | Grand Total |
|----------------------|-----------------------|-------------------------------|-------------|
| Planning             |                       |                               |             |
| Equipment            |                       |                               |             |
| Training             |                       |                               |             |
| Exercises            |                       |                               |             |
| Operational Packages |                       |                               |             |
| M&A                  |                       |                               |             |
| Total                |                       |                               |             |

| <b>IV.B. Discuss funding resources beyond the current fiscal year grant funding that have been identified and will be leveraged to support the implementation and sustainment of this investment.</b> |  |
|---|--|
| Response Type   | Narrative  |
| Response Instructions   | <ul style="list-style-type: none"> <li>• Give the expected total life-span for this investment if fully implemented and sustained through completion;</li> <li>• Discuss other funding sources (e.g., non-Federal grant programs, public or private agreements, future fiscal year grants) that you plan on utilizing for the implementation and/or continued sustainment of this investment;</li> <li>• If no other funding resources have been identified, or if none are necessary, provide rationale as to why the requested FY 2015 TSGP funding is sufficient for the implementation and sustainment of this investment; and</li> <li>• Investments will be evaluated on the extent to which they exhibit a likelihood of success, or continued success, without requiring additional Federal assistance.</li> </ul> |
| Response  |  |

| <b>IV.C. Provide a high-level timeline, milestones and dates, for the implementation of this investment. Up to 10 milestones may be provided.</b> |  |
|---|--|
| Response Type   | Narrative  |
| Response Instructions   | <ul style="list-style-type: none"> <li>• Only include major milestones that are critical to the success of the investment;</li> <li>• While up to 10 milestones may be provided, The grantee should only list as many milestones as necessary;</li> <li>• Milestones are for this discrete investment – those that are covered by the</li> </ul> |

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|          |  |
|----------|--|
|          | <p>requested FY 2015 TSGP funds and will be completed over the grant period;</p> <ul style="list-style-type: none"> <li>• Milestones should be kept to high-level, major tasks that will need to occur;</li> <li>• Identify the planned start date associated with the identified milestone. The start date should reflect the date at which the earliest action will be taken to start achieving the milestone;</li> <li>• Identify the planned completion date when all actions related to the milestone will be completed and overall milestone outcome is met; and</li> <li>• List any relevant information that will be critical to the successful completion of the milestone (such as those examples listed in the question text above).</li> </ul> |
| Response |  |

*Note: After completing the template for each investment, the recipient should review the information provided to ensure accuracy, particularly in the Milestone Dates and the Investment Funding Plan.*

**IJ Submission and File Naming Convention**

IJs must be submitted with the grant application as a file attachment within <https://portal.fema.gov>. Applicants must use the following file naming convention when submitting the IJs as part of the TSGP:

Region\_ Agency\_IJ Number (Example: Chicago\_CTA\_IJ\_1)