

FY 2024 NSGP Process Overview for SAAs

Grant Programs Directorate

Federal Emergency Management Agency

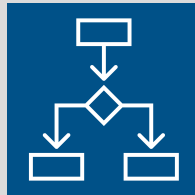


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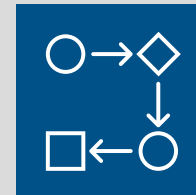
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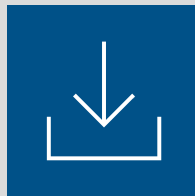
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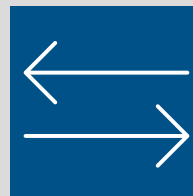
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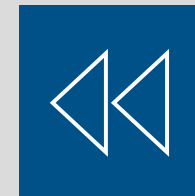
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An aerial photograph of a coastal town, likely Nantucket, Massachusetts. The town is nestled between a dense forest of green trees and a harbor filled with numerous sailboats. The harbor is a deep blue, contrasting with the green of the trees. The town itself is a mix of white and light-colored buildings, some with red roofs, and a prominent white church steeple is visible on the right side. The overall scene is peaceful and scenic.

Key Info for FY 2024

Key Info for Fiscal Year (FY) 2024

All required files are available on Grants.gov. Make sure to download the FY 2024 versions!

- **The Investment Justification template** required by FEMA is a PDF file, updated annually. Templates from prior years are not accepted. The PDF file provides the option for data export. The export 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 2024 Prioritization Tracker should be used. Trackers 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_2024_NSGP_Investment Justification
- **SAA Prioritization Tracker:** FY_2024_NSGP_Prioritization of Investment Justifications

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

- **Scoring Tool:** FY_2024_Scoring Tool_ONLY
- **NSGP IJ Export Assistance Data Collection & Cleaning Tool:** FY_2024_NSGP_Export Assistance and Data Collection Cleaning Tool
- **NSGP Process Overview for SAAs:** FY_2024_NSGP_Process Overview for SAAs (**this file**)

An aerial photograph of a coastal town, likely Nantucket, featuring a harbor filled with numerous sailboats and a dense forest of green trees surrounding the buildings. The image is overlaid with a semi-transparent blue filter.

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.



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Next Steps

*The process used to collect, score, and prioritize 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

- Skip to the [Scoring Matrix](#) (also available in the NOFO) 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 FEMA GO.**

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 FEMA GO.**



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An aerial photograph of a coastal town, likely in New England, featuring a harbor filled with numerous sailboats and a dense forest surrounding the built-up area. The image is overlaid with a semi-transparent blue filter. The text "Export Process Terminology" is centered in white, bold, sans-serif font.

Export Process Terminology

Terminology

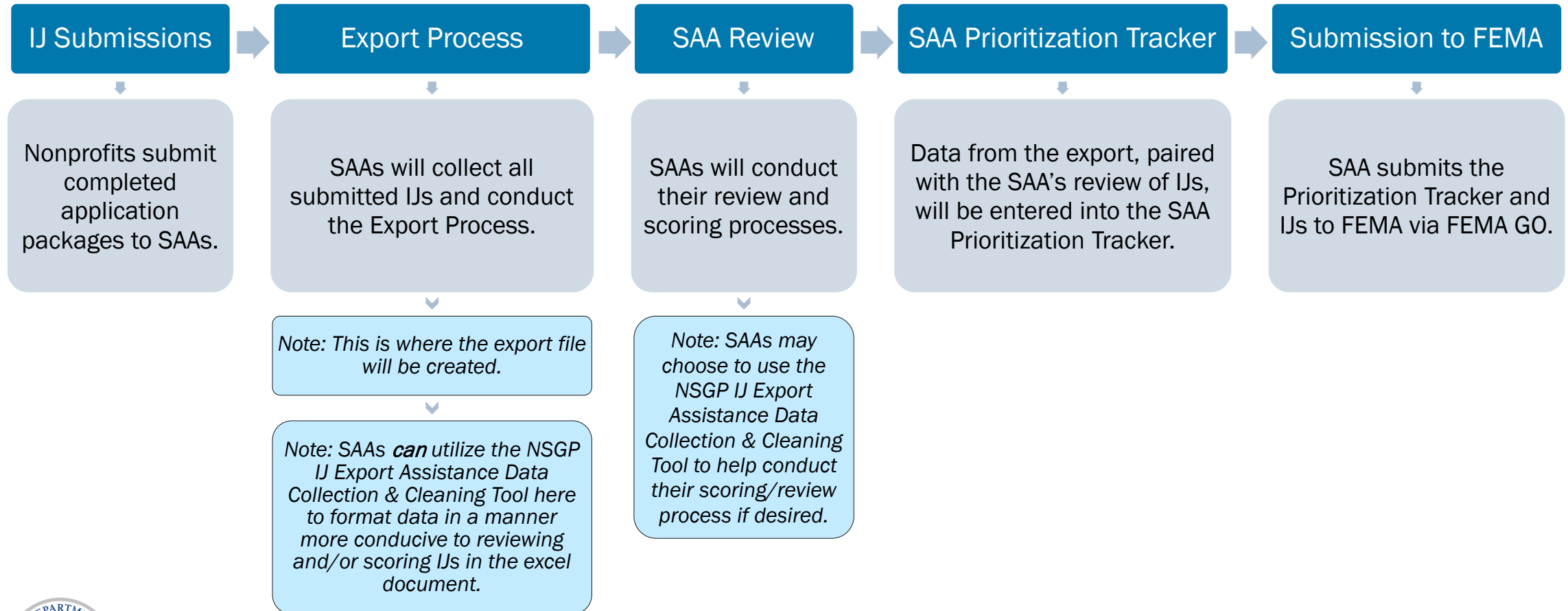
- **Investment Justification (IJ):** The IJ is the only portion of a nonprofit's application package that will be provided to and reviewed by FEMA. For FY 2024, this form is an updated PDF template (as opposed to the previous Excel & PDF versions). This will allow for better data collection for both 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 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.

An aerial photograph of a coastal town, likely in New England, featuring a harbor filled with numerous sailboats and a dense forest of green trees surrounding the built-up area. The image is overlaid with a semi-transparent blue filter. The text "Suggested Export Process Map" is centered in white, bold, sans-serif font.

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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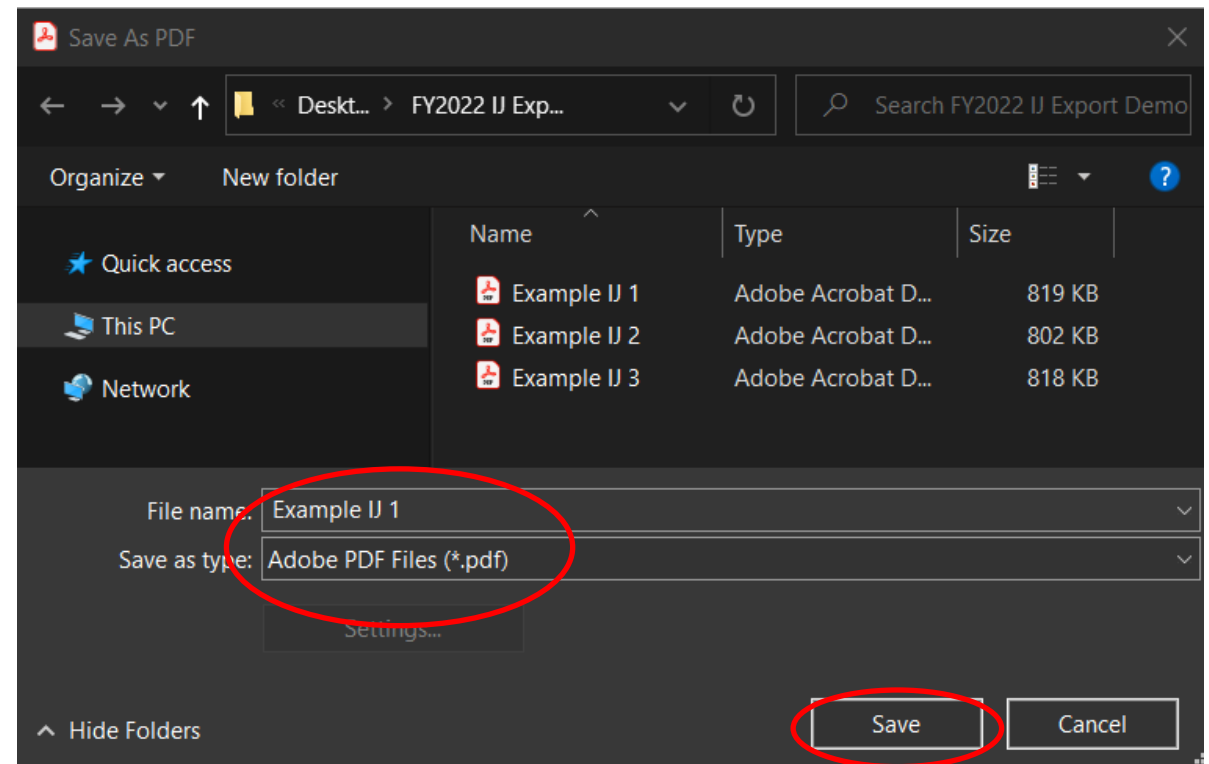
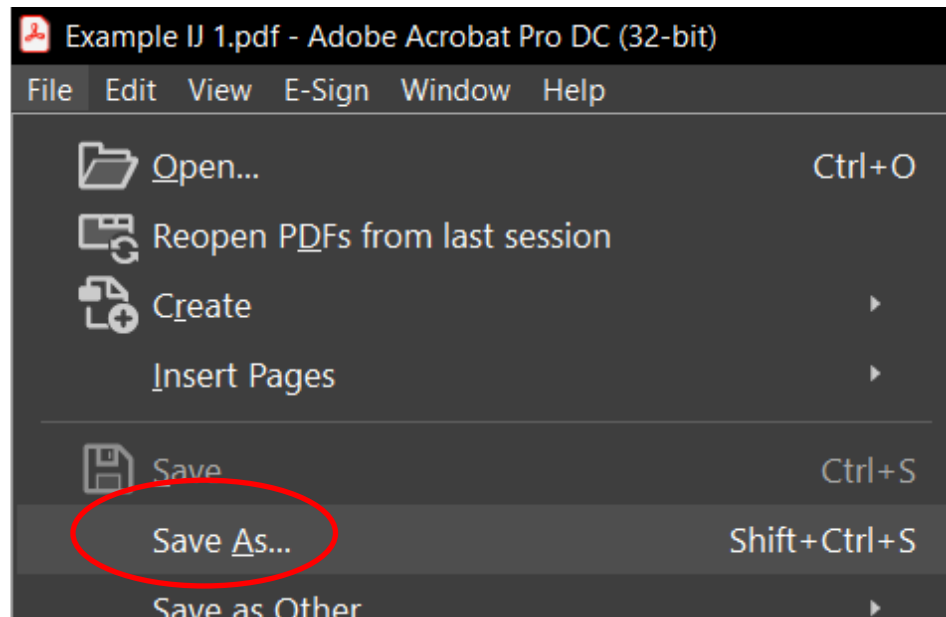


Detailed Export Process

Please note: if you do not want/need detailed instructions for the export and migration processes, click [here](#) for a brief overview. This process is the same from FY23 to FY24.

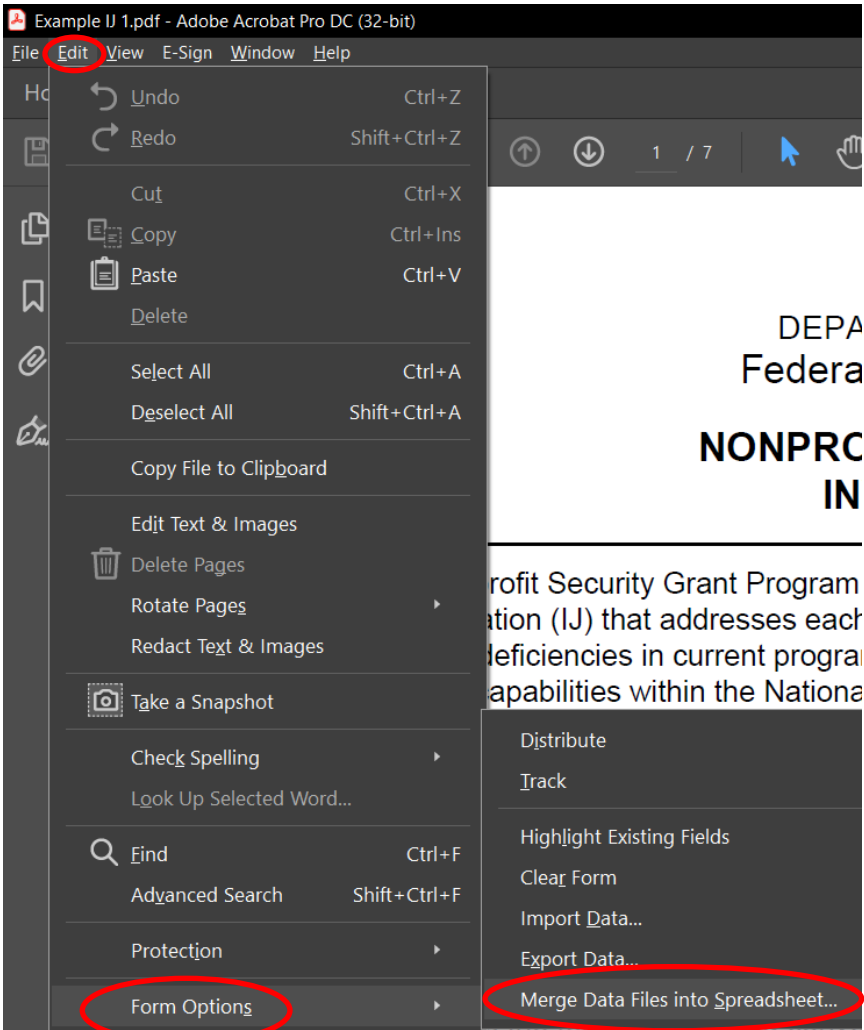
Export Process: Step 1

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



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).

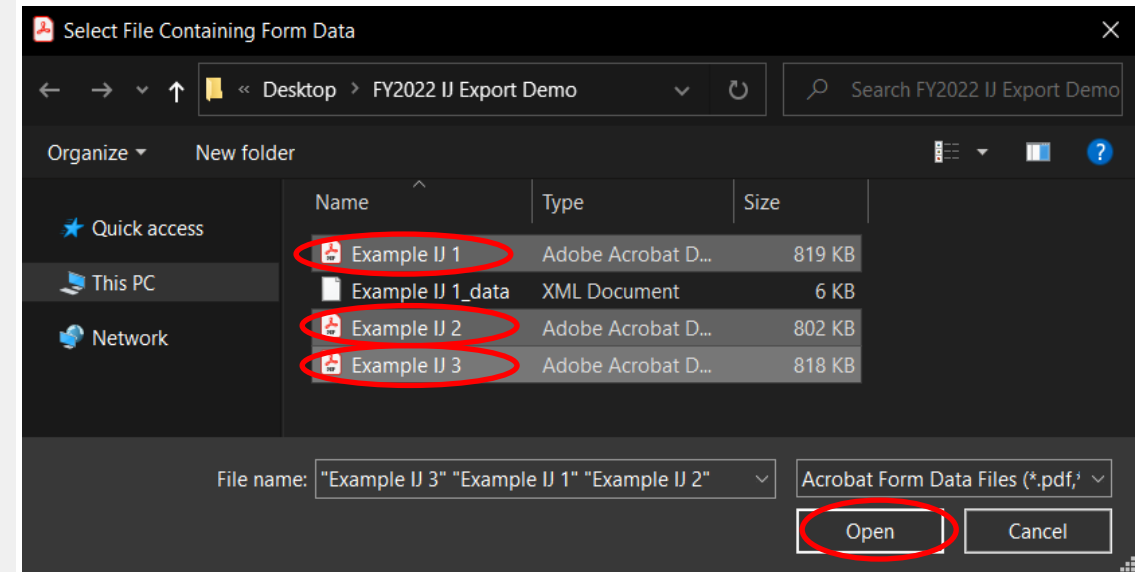
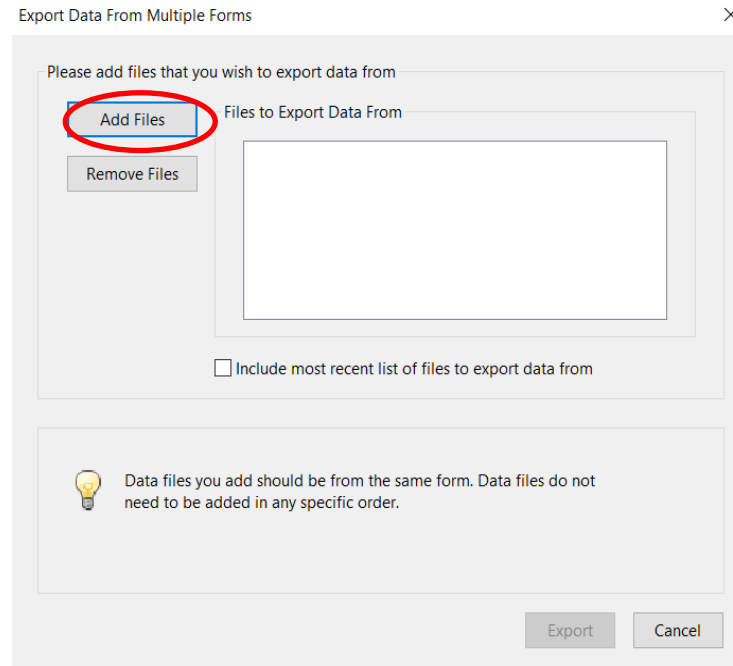
NSGP-S: FY2024_NSGP_S_<State Abbreviation>_<Nonprofit Name>

NSGP-UA:
FY2024_NSGP_UA_<State Abbreviation>_<Urban Area>_<Nonprofit Name>

Export Process: Steps 3 & 4

6. Once the dialog box opens, click “Add Files” and select all the **PDF ONLY** 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 5

5. Click “Export”

Export Data From Multiple Forms

Please add files that you wish to export data from


Add Files

Remove Files

Files to Export Data From

Example IJ 3.pdf
Example IJ 2.pdf
Example IJ 1.pdf

☐ Include most recent list of files to export data from

 Data files you add should be from the same form. Data files do not need to be added in any specific order.

Export **Cancel**

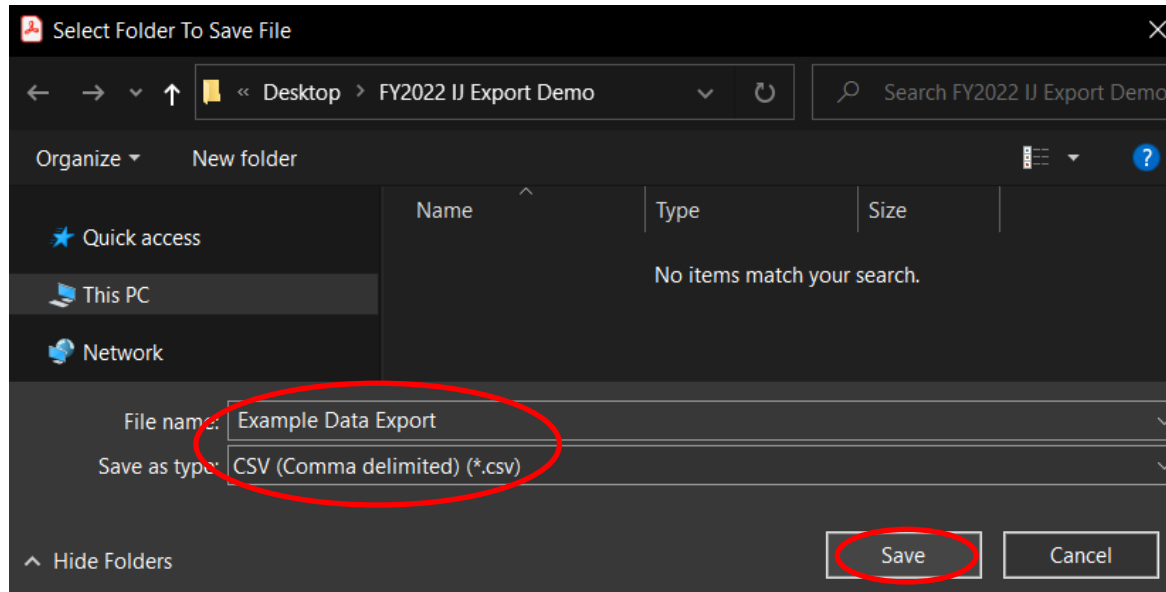
Reminder: The files listed in this step should only be the PDF IJ files, **NOT** any other versions!



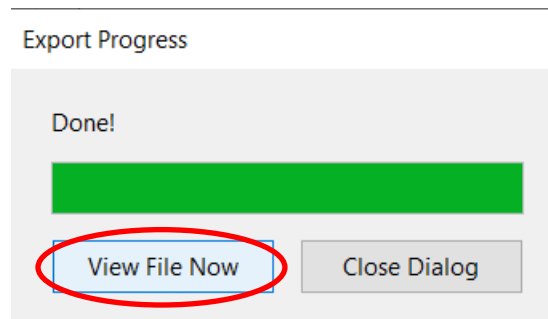
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Export Process: Steps 6 & 7

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



7. Click “View File Now”



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.

An aerial photograph of a coastal town, likely Nantucket, Massachusetts, featuring a harbor filled with numerous sailboats. The town is surrounded by dense green forest, and a prominent white church steeple is visible on the right side. The entire image is covered with a semi-transparent blue gradient, and the text "Migration Process" is centered in white.

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
- N – Nonprofit Organization Category
- O – Organization Category, if “Other”
- P – Organization Function
- 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.

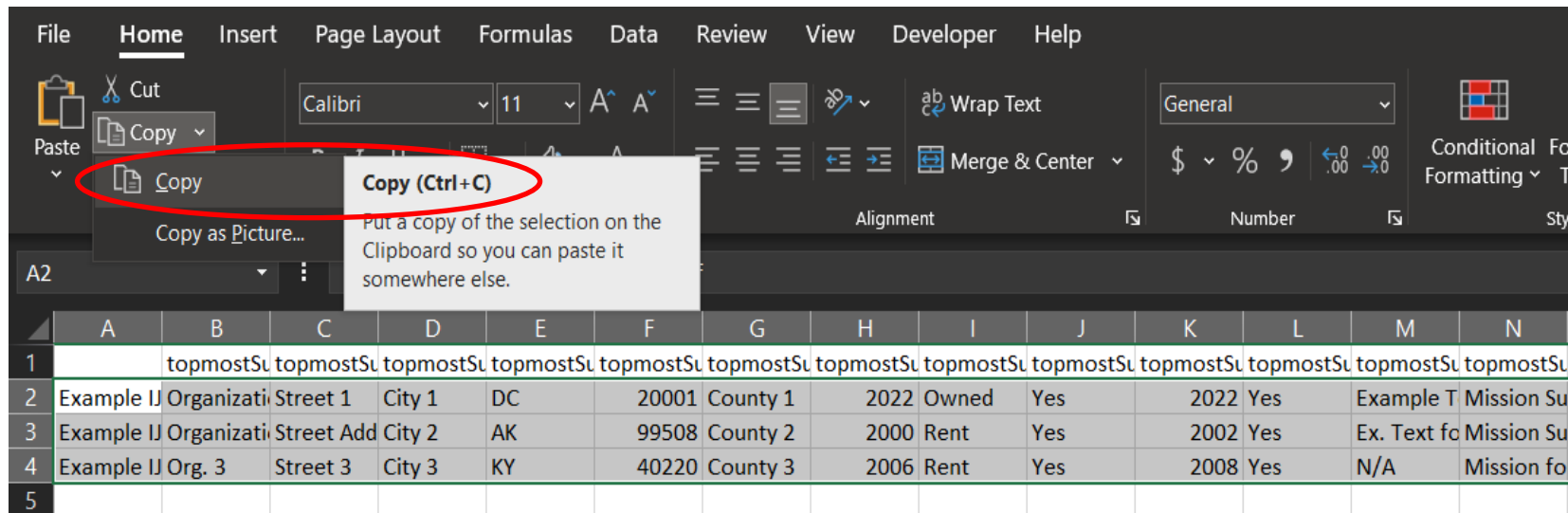
Migration Process

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).



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Migration Process

Using the NSGP IJ Export Assistance Data Collection & Cleaning Tool

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.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	File Name	Organizati	Street	City	State	Zip	County	Year Const	Building O	Permissior	Year Oper	Only Nonp	If no, expl	Mission St	Organizati	Describe C	Affiliation	Describe C
2																		
3																		
4																		
5																		

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. Be sure to paste values only!

	A	B	C	D	E	F	G	H	I	J	K
1	File Name	Organizati	Street	City	State	Zip	County	Year Const	Building O	Permissior	Year Oper
2	Example IJ	Organizati	Street 1	City 1	DC	20001	County 1	2022	Owned	Yes	2022
3	Example IJ	Organizati	Street Add	City 2	AK	99508	County 2	2000	Rent	Yes	2002
4	Example IJ	Org. 3	Street 3	City 3	KY	40220	County 3	2006	Rent	Yes	2008
5											
6											
7											
8											
9											
10											

Paste Options:

Values (V)



Migration Process

Using the NSGP IJ Export Assistance Data Collection & Cleaning Tool

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
1	Organization Name	Address	Total Funding Requested	Mission Statement Provided (fill out in Prioritization Tracker)	Nonprofit Category
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

Tip: Based on Excel formatting, sometimes a “0” may show up in cell if you paste data and that cell is empty. Having a zero show up in an otherwise empty cell is not a problem, as long as it is not providing *inaccurate* data. You should be able to delete or type over these zeroes when/where needed.



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Migration Process

Using the NSGP IJ Export Assistance Data Collection & Cleaning Tool

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. Select cell C2 in the SAA Prioritization Tracker 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 (if applicable).

	A	B	C	D	E
1	Organization Name	Address	Total Funding Requested	Mission Statement Provided (fill out in Prioritization Tracker)	Nonprofit Category
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.



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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.



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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.



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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, S, U, V, W, 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

An aerial photograph of a coastal town, likely in New England, featuring a harbor filled with numerous sailboats and a dense forest surrounding the built-up area. The image is overlaid with a semi-transparent blue filter. The text "Export and Migration Recap" is centered in white, bold, sans-serif font.

Export and Migration Recap

Recap

Export

1. Ensure all IJs are PDFs.
2. With one IJ open, select Edit > Form Options > Merge Data Files into Spreadsheet
3. Add Files > Select all **PDF** IJ files > Open
4. 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

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



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