

## **Helpful Hints for Nonprofits**

**Has the nonprofit organization/subapplicant contacted the State Administrative Agency (SAA) to:**

- Verify the state's application deadline?
- Obtain information on any additional state requirements?

**Are the following components included in the application package?**

- Mission statement
- Vulnerability Assessment
- Investment Justification (IJ)
- 501(c)(3) Designation Letter
- Supporting documentation that substantiates threat, if applicable
- Any other state required information

**Are the following items addressed within the IJ?**

- Clearly identify risk , vulnerabilities, and consequences
- Description of findings from a previously conducted vulnerability assessment
- Details of any incident(s) that include description, dates etc.
- Brief description of any supporting documentation such as police reports or photographs
- Explanation of how the investments proposed will mitigate or address the vulnerabilities identified from a vulnerability assessment
- Establish a clear linkage with the investment(s) and core capabilities (See National Preparedness Goal)
- All proposed activities are allowable costs
- Realistic milestones that consider Environmental Planning and Historic Preservation review process if applicable
- Description of the project manager(s) level of experience