

The following list summarizes the changes FEMA made to the FY2011 NSGP Application and process. Most of the work you have done in prior years or using the prior year's template may still be used in this application but will need to be transferred to the new template.

- The FY2011 NSGP application template is a Microsoft Excel form. You must use this form to submit the application to the SAA. The Excel file has two workbooks (tabs at the bottom of the screen) - the first workbook is the instruction on how to use the form, and the second workbook is the Investment Justification itself.
- The Excel template has several spaces to write responses, and others that require the applicant to select one response from a set list. If you cannot write in the response fields or select a drop-down box, please check the "Introduction" workbook and read the instructions on how to appropriately open and save the file.
- The Investment Justification template must be submitted to the SAA in Excel 97-2003 format. You may open the template in newer versions of Excel (2007) but you will need to save it as an Excel 97-2003 file in order to submit it to the SAA. Please review the instructions in the "Introduction" workbook to check how to do this.
- The FY2011 template asks several new questions:
  - In Section I. Applicant Information
    - Year the original facility was constructed (for purposes of Historic Preservation Act compliance review)
    - Whether the organization is a secular organization or not.
- Section III "Investment Heading" from the 2010 template has been removed.
- Section IV "Baseline" from the 2010 template has been removed
- The other sections are the same from 2010 to 2011, with the same requirements, questions, and character limits (reminder - the limit is characters without spaces, not words).
- If you copy and paste from a WORD document into the Excel template, most or all special formatting (italics, bold, underline, bullet-point lists, frames, etc.) will not be kept. It would be best to test any copy/paste you plan on doing in advance of submitting the application to the SAA to check and make sure your content transfers correctly.
- The format of the Excel document limits copy/paste ability, so please read the "Introduction" workbook to see how to do copy/paste from another document into this template correctly.
- Please remember to save the Excel template with the following file name structure:
  - "FY 2011 NSGP DC\_NCR\_(your entity's name)"