

FY 2010 EMERGENCY OPERATIONS CENTER (EOC) GRANT PROGRAM

Investment Justification and Scoring Criteria

As part of the FY 2010 Emergency Operations Center (EOC) Grant Program application process, both competitive and non-competitive applicants must develop a formal Investment Justification that addresses the construction or renovation Investment proposed for funding and demonstrate how the selected review criteria and proposed EOC project information will improve emergency management and preparedness capabilities. Under the FY 2010 EOC Grant Program, competitive and non-competitive EOCs may propose only one construction or renovation Investment Justification.

The Federal Emergency Management Agency (FEMA) has developed guidelines that establish the required Investment Justification content and helps ensure that submissions are organized in a consistent manner while addressing key data requirements. **Failure to address these data elements in the prescribed format, including the strict formatting guidelines, could potentially result in the rejection of the Investment Justification from review consideration.**

The Investment Justification must: 1) Be created and submitted in Microsoft Word (*.doc) or text (*.text); 2) **Not exceed five (5) single-spaced pages, in 12 point Times New Roman font, with a minimum of 1" margins.** The eligible EOC is required to adhere to and include the following section headings, page restrictions, character limitations and scoring criteria within the Investment Justification. Separate attachments **will neither be accepted nor reviewed.** Additionally, scanned or imaged applications will not be accepted. Applications must use the following file naming convention when submitting required documents as part of the FY 2010 EOC: "FY 2010 EOC <State Abbreviation> - <EOC Name>."

The Investment Justifications should be sent electronically to the State Administrative Agency (SAA) no later than 11:59 p.m. EST, January 15, 2010, to ensure adequate time for a State review of EOC applications. If an extension to the deadline is required, applicants must consult with their respective SAA.

Question	Scoring Criteria
I. APPLICANT INFORMATION	
<p>Investment Heading:</p> <ul style="list-style-type: none"> • Emergency Operations Center Name • FY 2010 EOC Grant Program Project Name • Indicate whether a State, local, or tribal EOC • Indicate whether a competitive or non-competitive EOC • Dun and Bradstreet Number¹ • Identify any FY 2009 EOC Grant Program funding received, including amount, or any FY 2010 non-competitive EOC Grant Program funding designated • Identify any FY 2010 EMPG funding allocated, including amount • Investment Type: Construction or Renovation² • Total Cost of proposed EOC Project <ul style="list-style-type: none"> ▪ Requested FY 2010 EOC Grant Program Federal funds³ ▪ Grantee matching funds (0.25 x amount of Federal funds received) <p>Match Requirement:</p> <ul style="list-style-type: none"> • Response Instructions: Describe how the 25% program match requirement for the FY 2010 EOC Grant Program award will be met <p>(800 Character Max not including spaces)</p>	<p>This information is for informational purposes only and will not be scored</p>
II. OVERALL	
<p>Overall Purpose of Investment:</p> <ul style="list-style-type: none"> • Response Instructions: Describe at a high level what will be implemented and accomplished by this Project Investment. <p>(1,800 Character Max not including spaces)</p>	<p>The response describes what will be implemented and accomplished by this Investment.</p>
III. NEEDS ASSESSMENT	
<p>Needs Assessment:</p> <ul style="list-style-type: none"> • Response Instructions: Certify that a facility assessment has been conducted (to include the date and conductor of assessment). Outline how the project will address the identified deficiencies or needs identified in the assessment. Address the impact of project (loss of services) on population/risk. <p>(1,800 Character Max not including spaces)</p>	<p>The response describes how the project will address identified deficiencies and needs.</p>

¹ FY 2010 EOC applications can only be submitted with a **current** and **valid** Dun and Bradstreet Data Universal Numbering System (DUNS) number; pending DUNS number **will not be accepted**

² “Construction” as defined in this program, refers to building a new facility or any changes to the footprint of an existing facility, while “renovation” refers to internal improvement to an existing facility.”

³ An EOC may request up to \$1,000,000 for a construction project or up to \$250,000 for a renovation project.

Question	Scoring Criteria
IV. INVESTMENT IMPACT	
<p>Investment Impact:</p> <ul style="list-style-type: none"> • Response Instructions: Describe how the project will enhance emergency management capabilities for the State, local, or tribal applicant; also noting how the project will be accomplished in a cost effective manner. <p>(1,500 Character Max not including spaces)</p>	<p>The response describes how the Investment will mitigate needs and deficiencies outlined in the Needs Assessment portion of the Investment Justification.</p>
V. PRE-EXISTING PLANNING	
<p>Pre-Existing Planning:</p> <ul style="list-style-type: none"> • Facility Assessment Response Instructions: Describe any pre-existing planning that has taken place relative to the deficiencies noted in the facility assessment, including: <ul style="list-style-type: none"> ▪ Architectural plans developed ▪ Permits in Place ▪ Explanation of proposed project including design criteria to address the identified hazards and threats • Describe any pre-existing planning that has taken place relative to the proposed project. • Hazard-Resistance Guidance Response Instructions: Describe hazard-resistance design guidance utilized as part of the pre-existing planning, such as, but not limited to: <ul style="list-style-type: none"> ▪ FEMA 426/452 for identifying and mitigating man-made and terrorist threats ▪ FEMA 361 and FEMA 543 for identifying and mitigating flood and wind hazards ▪ FEMA 310 (ASCE 31) and FEMA 356 for identifying and mitigating seismic hazards • Deficiencies/Needs Response Instructions: Describe any current activities that have taken place relative to rectifying the deficiencies or needs identified in the assessment. <p>(2,200 Character Max not including spaces)</p>	<p>The response describes how the Facility Assessment and Hazard –Resistance Guidance have helped identify and mitigate against the needs and deficiencies described in the Investment challenges portion of the Investment Justification.</p>

Question	Scoring Criteria
VI. FUNDING PLAN	
<p>Funding Plan:</p> <ul style="list-style-type: none"> • Response Instructions: This section will focus solely on the amount of Federal funds being requested for this construction or renovation project (up to \$1,000,000 for construction projects or up to \$250,000 for renovation projects). ▪ Applicants must make funding requests that are reasonable and justified by direct linkages to activities outlined in this particular Investment. • Budget Narrative – Each State, local, and tribal EOC applicant must outline proposed costs in the categories identified in the budget detail worksheet. • Budget Detail Worksheet – Each State, local, and tribal EOC applicant must complete and attach the <i>SF 424C: Budget Information – Construction Programs</i> available at: http://www.grants.gov/agencies/aapproved_standard_for_ms.jsp#1 <p><i>Note: Investments will be evaluated on the expected impact on security relative to the amount of the Investment (i.e., cost effectiveness).</i></p> <p>(800 Character Max not including spaces)</p>	<p>The response references the appropriate activities and outlines estimated costs used specifically for the Investment.</p>
VII. FUNDING SOURCES	
<p>Supplemental Funding:</p> <ul style="list-style-type: none"> • Response Instructions: In addition to the required cash- or in-kind match, discuss other funding sources (e.g., non-FY 2010 EOC Grant Program funds, public or private agreements, future fiscal year grants) that you plan on utilizing for the implementation and/or continued sustainment of this Investment. ▪ If no other funding resources have been identified beyond the required cash match, or if none are necessary, provide rationale as to why the requested FY 2010 EOC Grant Program funding is sufficient for the implementation and sustainment of this Investment. <p>(800 Character Max not including spaces)</p>	<p>The response addresses aggregate funds required and provides rationale for what is estimated to be sufficient funding for implementation and sustainment of Investment.</p>

Question	Scoring Criteria
VIII. INVESTMENT CHALLENGES	
<p>Investment Challenges:</p> <ul style="list-style-type: none"> • Response Instructions: List and identify potential challenges to effective implementation of this Investment over the period of performance. Provide a brief description of how each challenge will be addressed and mitigated, and indicate a probability of occurrence (high, medium, or low). Be sure to address the following: <ul style="list-style-type: none"> ▪ The necessary steps and stages that will be required for successful implementation of the Investment; ▪ Identify areas of possible concern or potential pitfalls in terms of Investment implementation; and, ▪ Explain why those areas present the greatest challenge to a successful Investment implementation. <p>(2,000 Character Max not including spaces)</p>	<p>The information provided will be scored based on the indication of an understanding of the Investment's risk, including cost and schedule.</p>
IX. PROJECT MANAGEMENT	
<p>Project Management:</p> <ul style="list-style-type: none"> • Response Instructions: Explain how the management team members will organize and work together in order to successfully manage the Investment. <p>(2,000 Character Max not including spaces)</p>	<p>Response describes, at a high-level, the roles and responsibilities of the management team, governance structures, and subject matter expertise required to manage the Investment.</p>
X. MILESTONES	
<p>Milestones:</p> <ul style="list-style-type: none"> • Response Instructions: Provide descriptions of up to 10 major milestones that are critical to the success of the Investment; <ul style="list-style-type: none"> ▪ Milestones are for this discrete Investment – those that are covered by the requested FY 2010 EOC Grant Program funds and will be completed over the period of performance for the grant; ▪ Milestones should be kept to high-level, major tasks that will need to occur; ▪ 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; ▪ Identify the planned completion date when all actions related to the milestone will be completed and overall milestone outcome is met; and, ▪ 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). <p>(1,000 Character Max not including spaces)</p>	<p>Milestones collectively present a clear sequence of events that will allow the Investment to reach its objectives for this period of performance.</p>