

FY 2023 Emergency Operations Center (EOC) Investment Justification Template Introduction

As part of the FY 2023 Emergency Operations Center (EOC) Grant Program application process, applicants must develop a formal Investment Justification (IJ) that addresses the proposed EOC construction or renovation project identified for federal funding support. The Investment Justification must be consistent with the project authorized for funding in accordance with the Congressionally Directed Spending (CDS) outlined in the Joint Explanatory Statement accompanying the *Consolidated Appropriations Act, 2023* (Pub. L. No. 117-328).

The Federal Emergency Management Agency (FEMA) has developed guidelines that establish the required IJ content and helps ensure that submissions are organized in a consistent manner while addressing key data requirements. This IJ template may be used by applicants to complete and submit their IJ. If applicants do not wish to use this form, they must follow the requirements detailed in the FY 2023 EOC Grant Program Notice of Funding Opportunity (NOFO). 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.

All submitted applications must use the following file naming convention when submitting required documents as part of the FY 2023 EOC: "FY 2023 EOC <State Abbreviation> - <EOC Name>." If using this Excel template, applicants must submit the IJ in the Excel format.

All prospective recipients of CDS funds must apply through their State Administrative Agency (SAA). The application must include a completed IJ. Each SAA will establish their own application submission deadline to allow sufficient time for State review. All applicants are encouraged to review the FY 2023 EOC Grant Program NOFO for details on the application submission process.

Helpful Tools:

Spell Check:

Applicants can only use Microsoft Word to check spelling
Type the text into an MS Word document or copy the desired text from the IJ Template and paste it into a MS Word document
In MS Word, click on the [Tools] menu
Select [Spelling] and all spelling issues will be displayed
Copy the updated text from the MS Word document and paste it into the correct text box in IJ Template

Character Count:

Applicants can only use Microsoft Word to check character counts
Type the text into an MS Word document or copy the desired text from the IJ Template and paste it into a MS Word document
Highlight the text that you would like to count, then click on the [Tools] menu
Select [Word Count]. The [Characters (without spaces)] area will display the character count.

Visible Text:

Ensure that all text entered into the IJ is visible within the space provided
Should text run over the space provided, reviewers will not be able to review your complete response
Before submitting the IJ, applicants should print the final version of IJ to make sure all text is visible on the printed page

To begin entering information into the IJ, click on the "Investment Justification" tab below.

FY 2023 EOC Investment Justification

I. Applicant Information

Investment Heading:

Emergency Operations Center Name:

FY 2023 EOC Grant Program Project Name:

Indicate whether a State, local, or tribal EOC:

Indicate the physical address of the EOC:
(if the EOC is a new construction and an address has not been assigned, provide the city and state in which the EOC will be located)

Unique Entity Identifier (UEI) Number:

Identify any other federal funding allocated to the project, including amount:

Investment Type: Construction or Renovation

If Construction Investment, please indicate whether construction is of a new facility or an addition to an existing facility

If Renovation Investment, please indicate the year that the original facility was constructed

Total cost of proposed EOC project:

Requested FY 2023 EOC Grant Program Federal funds

Grantee matching funds (must be at least 25% of requested Federal funds)

Match Requirement

Describe how the 25% program cash- or in-kind match requirement for the FY 2023 EOC Grant Program award will be met.
(800 character max - not including spaces)

FY 2023 EOC Investment Justification

II. Overall

Describe at a high level what will be implemented and accomplished by this project investment
(1,800 character max - not including spaces)

III. Needs Assessment

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.
(1,800 character max - not including spaces)

FY 2023 EOC Investment Justification

IV. Investment Impact

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.

(1,500 character max - not including spaces)

V. Prior Planning

Facility Assessment: Describe any prior planning that has taken place relative to the deficiencies noted in the facility assessment, including:

- Architectural plans developed
- Permits in Place
- Explanation of proposed project including design criteria to address the identified hazards and threats

Describe any prior planning that has taken place relative to the proposed project, including feasibility studies, cost-benefit analyses, environmental assessments, etc.

Hazard-Resistance Guidance: Describe hazard-resistance design guidance utilized as part of the pre-existing planning, such as, but not limited to:

- 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

For additional information on hazard mitigation standards for buildings, see:

<https://www.fema.gov/emergency-managers/risk-management/building-science/building-codes>

Deficiencies/Needs: Describe any current activities that have taken place relative to rectifying the deficiencies or needs identified in the assessment.

(2,200 character max - not including spaces)

FY 2023 EOC Investment Justification

VI. Funding Plan

This section will focus solely on the amount of Federal funds being requested for this construction or renovation project.

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 SF 424C: Budget Information – Construction Programs available at: <https://www.grants.gov/web/grants/forms/sf-424-family.html>

Note: Investments will be evaluated on the expected impact on security relative to the amount of the Investment (i.e., cost effectiveness).

(800 character max - not including spaces)

VII. Funding Sources

Supplemental Funding:

In addition to the required cash- or in-kind match, discuss other funding sources (e.g., 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 or in-kind match, or if none are necessary, provide rationale as to why the requested FY 2023 EOC Grant Program funding is sufficient for the implementation and sustainment of this Investment.

(800 character max - not including spaces)

FY 2023 EOC Investment Justification

VIII. Investment Challenges

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:

- 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.

(2,000 character max - not including spaces)

IX. Project Management

Explain how the management team members will organize and work together in order to successfully manage the Investment.

(2,000 character max - not including spaces)

FY 2023 EOC Investment Justification

X. Milestones

Provide descriptions of up to 10 major milestones that are critical to the success of the Investment:

- Milestones are for this discrete Investment – those that are covered by the requested FY 2023 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).

(1,000 character max - not including spaces)

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End of Sheet