

EOC INVESTMENT JUSTIFICATION TEMPLATE

Investment Justification Overview

As part of the application process, EOCs must develop a formal Investment Justification that addresses each initiative being proposed for funding. State, local, and tribal EOCs must complete this template and provide it to the respective SAA per the SAA’s guidelines. These Investment Justifications must demonstrate how the selected review criteria and proposed EOC project information will improve emergency management and preparedness capabilities as outlined in the FY 2008 EOC Grant Program Guidance and Application Kit. For each project, complete the template as shown below and address the following categorical areas:

EOCs may propose only one construction or renovation investment and must use the FEMA-provided investment justification template. Applicants must abide by the page limitations noted in each section of the Investment Justification template.

FY 2008 EOC Grant Program applicants must provide information in the following categories for the proposed Investment:

- I. Background
 - I.A. Investment Abstract
 - I.B. Needs Assessment Description
- II. Investment Impact
- III. Pre-Existing Planning
- IV. Funding and Implementation Plan
 - IV. A. Investment Funding Plan
 - IV. B. Investment Challenges
 - IV. C. Management Team Description
 - IV. D. Investment Funding Resources
 - IV. E. Investment Timeline and Milestones

FY08 EOC Grant Program Investment Justification Template

Investment Heading	
Emergency Operations Center Applicant Name:	Hidalgo County Emergency Management
FY 2008 EOC Grant Program Project Name:	Hidalgo County Regional EOC
Investment Phase – Construction or Renovation: ¹	Construction

¹ “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.”

Investment Amount ²	\$1,000,000
Grantee Match Requirement: Describe how the 25% program match requirement for the FY 2008 EOC Grant Program award will be met	25% Match: Hidalgo County will provide a location, of which the property value will be used to cover the 25% required match.

I. Background

Note: The information in section **I.A.** provides background and context for the Investment requested. Section **I.B.** represents an evaluation of a needs assessment used by FEMA for rating individual Investment proposals.

I.A. Provide a brief abstract for this Investment.	
Response Type	Narrative
Page Limit	Not to exceed a ½ page
Response Instructions	Describe, at a high level, what will be implemented and what will be accomplished by this Project Investment.
Response	<p>A dedicated Emergency Operations Center will strengthen regional response efforts during catastrophic events in the Rio Grande Valley. The current plan calls for neighboring Cameron County to cease operations within their jurisdiction (Category IV or V Hurricane) near landfall and move into our EOC. Upon completion, this EOC will be capable of housing the Multi-Agency Coordination Center (MACC) operations, and serve as an alternate site for jurisdictions that are in low lying areas in the event that their Emergency Operations Centers become non-functional. The Hidalgo County Regional Emergency Operations Center would also have the potential to house the Disaster District Committee and/or Federal Emergency Management Agency representatives, if needed. Hidalgo County will implement a Regional Training Facility for employees of the County as well as all local and surrounding jurisdictions, to reinforce the regional response concept. This project will also allow Hidalgo County to implement the Valley Medical Operations Center (VMOC), to be located in the current Emergency Operations Center.</p>

² An EOC may request up to \$1,000,000 for a construction project or up to \$250,000 for a renovation project.

I.B. Provide a needs assessment description for the Project, focusing on the outlined areas.	
Response Type	Narrative
Page Limit	Not to exceed 1 page
Response Instructions	<ul style="list-style-type: none"> • Certification that a facility assessment has been conducted, including: <ul style="list-style-type: none"> ○ Date of assessment and ○ Conductor of assessment; • Outline how the project will address the identified deficiencies or needs identified in the assessment
Response	<p>A facility needs assessment was conducted on April 1, 2008 by Carlos Moreno, Jr., Assistant Emergency Management Coordinator for Hidalgo County. The project will address the following deficiencies, as identified in the facility assessment, by adding the following elements to the existing building:</p> <ol style="list-style-type: none"> 1. Hardening of structure to withstand 130+ mph winds 2. Redundant power supply 3. Logistical support for extended operations (i.e., bathrooms, showers, kitchen, rest area) 4. Press room 5. Private conference room

II. Investment Impact

II. Describe how the project efficiently enhances EOC capabilities	
Response Type	Narrative
Page Limit	Not to exceed a ½ page
Response Instructions	<ul style="list-style-type: none"> • Describe how the project will enhance emergency management capabilities for the State, local, or tribal applicant • Describe how the project will accomplish this in a cost effective manner
Response	<p>This project will provide a means of sustainability of operations, should quality of life be compromised in a disaster event. At the end of an operational period, rehabilitation for personnel in a high-stress environment, such as an extended event, is essential to maintain productivity. This project will allow Hidalgo County to keep up with current technologies, therefore enhancing current emergency management capabilities.</p> <p>Hidalgo County Regional Emergency Operations Center will be added on to an existing building, for cost effectiveness. Hidalgo County will utilize the competitive bidding process to contract construction services, and award to the lowest bidder.</p>

III. Pre-Existing Planning

III. Describe any pre-existing planning efforts that have been conducted for this Investment.	
Response Type	Narrative
Page Limit	Not to exceed ½ page
Response Instructions	<ul style="list-style-type: none"> • Description of 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 • Description of any pre-existing planning that has taken place relative to the proposed project • Description of 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

	<ul style="list-style-type: none"> mitigating flood and wind hazards <ul style="list-style-type: none"> ○ FEMA 310 (ASCE 31) and FEMA 356 for identifying and mitigating seismic hazards ● Description of any current activities that have taken place relative to rectifying the identified deficiencies or needs identified in the assessment
Response	<p>Hidalgo County has been working with a local architectural firm to design a new Emergency Operations Center for the County. Floor plans were drawn up to address the unmet needs in our current Emergency Operations Center. Hidalgo County Emergency Management has coordinated with Hidalgo County Health & Human Services, where the current Emergency Operations Center is located, to discuss/plan about how to add on to the existing facility in the most economically efficient manner. Hidalgo County Budget & Management Office has been contacted to brief them about this grant program, and to determine the fiscal impact that this project would have on the County.</p>

IV. Funding and Implementation Plan

IV.A. Investment Funding Plan.	
Response Type	Numeric and Narrative
Page Limit	Not to exceed 1 page
Response Instructions	<ul style="list-style-type: none"> • This section will focus solely on the amount funds being requested for this construction or renovation project (<u>up to \$1,000,000 for construction projects or up to \$250,000 for renovation projects</u>). • Applicants must make funding requests that are reasonable and justified by direct linkages to activities outlined in this particular Investment. • Applicants must complete and attach SF 424 C: Budget Information – Construction Programs available at: http://www.grants.gov/agencies/aapproved_standard_forms.jsp#1 <ul style="list-style-type: none"> • Submittal of the 424C by applicants will not count towards the 1-page limitation identified in this section <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>
Response	<p>The building addition estimated at \$1,000,000 will allow for the design and construction needed for a fully operational Emergency Operations Center (EOC). The showers, sleeping quarters and kitchen will be essential for an extended event. During 24-hour EOC operations, employees must be able to have basic needs met in order to continue their work effectively. The generator will serve as a redundant power supply for the present system, as well as serve to fill in the needs of the additional space. The current Emergency Operations Center has no specified area for press, and it is difficult to control the flow of press traffic into the EOC during an incident. The Press/Media Room will allow for a designated area away from operations, and would help in securing the area. A conference room is needed and will be utilized for Unified Command meetings, Command Staff meetings, Tactics meetings, Planning meetings, Incident Action Plan preparation meetings and Operations Briefing meetings, which are all essential to successful Incident Command System implementation to an emergency event.</p>

IV.B. Identify up to five (5) potential challenges to the effective implementation of this Investment.

Response Type	Narrative
Page Limit	Not to exceed a ½ page

Response Instructions	<ul style="list-style-type: none"> • For each identified challenge, provide a brief description of how the challenge will be addressed and mitigated, and indicate a probability of occurrence (high, medium, or low); • The response should focus on the implementation only; • Consider 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.
Response	<ol style="list-style-type: none"> 1) Structural integrity of existing building may not be optimal for an EOC Probability of this occurring is high; however, new construction would add structural soundness to the building. This is important because an Emergency Operations Center must be able to function in any type of weather condition. (i.e., high winds, thunderstorms) 2) Cost overruns Probability of this occurring is medium. The proposed budget allows for 5% contingency. This is important because cost overruns could hinder the completion of the project.

IV.C. Describe the management team, including roles and responsibilities, that will be accountable for the oversight and implementation of this Investment, and the overall management approach they will apply for the implementation of this Investment.

Response Type	Narrative
Page Limit	Not to exceed a ½ page
Response Instructions	<ul style="list-style-type: none"> • Explain how the management team members will organize and work together in order to successfully manage the Investment.
Response	<p>The management team for implementation of this project consists of several Hidalgo County departments. These departments will work together to see this project successfully completed. The participating departments are:</p> <p>Purchasing Department is responsible for Request For Proposals (RFPs) and contract management.</p> <p>Office Budget & Management will provide budget analysis for the project.</p> <p>Auditor’s Office will process invoices and payments regarding the project.</p> <p>Buildings & Grounds Department will serve as Executive Officer and oversee the general construction and all issues pertaining to.</p>

IV.D. Discuss funding resources beyond the FY 2008 EOC Grant Program that have been identified and will be leveraged to support the implementation

and sustainment of this Investment.	
Response Type	Narrative
Page Limit	Not to exceed a ½ page
Response Instructions	<ul style="list-style-type: none"> • In addition to the required cash or - in - kind match, discuss other funding sources (e.g., non-FY 2008 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 2008 EOC Grant Program funding is sufficient for the implementation and sustainment of this Investment.
Response	<p>IV.D. Hidalgo County has no other funding sources secured for implementation of this project. The proposed budget is intended to cover all costs of construction. Hidalgo County will sustain the building after completion through budgetary allotments from the general fund. Hidalgo County intends to apply for future EOC Grant Program funding as it becomes available.</p>

IV.E. Provide a high-level timeline, milestones and dates, for the implementation of this Investment. Possible areas for inclusion are: major acquisitions or purchases, and management and administration updates. <u>Up to 10</u> milestones may be provided.	
Response Type	Narrative
Page Limit	Not to exceed ½ page
Response Instructions	<ul style="list-style-type: none"> • Only include major milestones that are critical to the success of the Investment; • While up to 10 milestones may be provided, applicants should only list as many milestones as necessary; • Milestones are for this discrete Investment – those that are covered by the requested FY 2008 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

	<p>successful completion of the milestone (such as those examples listed in the question text above).</p>										
<p>Response</p>	<p>Milestones</p> <table border="0"> <tr> <td>1) Grant approval</td> <td>October 1, 2008</td> </tr> <tr> <td>2) Receipt of RFPs</td> <td>January 1, 2009</td> </tr> <tr> <td>3) Awarding of contracts for c</td> <td>March 1, 2009</td> </tr> <tr> <td>4)Groundbreaking</td> <td>July 1, 2009</td> </tr> <tr> <td>5)Completion</td> <td>September 1, 2011</td> </tr> </table>	1) Grant approval	October 1, 2008	2) Receipt of RFPs	January 1, 2009	3) Awarding of contracts for c	March 1, 2009	4)Groundbreaking	July 1, 2009	5)Completion	September 1, 2011
1) Grant approval	October 1, 2008										
2) Receipt of RFPs	January 1, 2009										
3) Awarding of contracts for c	March 1, 2009										
4)Groundbreaking	July 1, 2009										
5)Completion	September 1, 2011										

BUDGET INFORMATION - Construction Programs

NOTE: Certain Federal assistance programs require additional computations to arrive at the Federal share of project costs eligible for participation. If such is the case you will be notified.

COST CLASSIFICATION	a. Total Cost	b. Costs Not Allowable for Participation	c. Total Allowable Costs (Column A - B)
1. Administrative and legal expenses	\$10,000.00		\$10,000.00
2. Land, structures, rights-of-way, appraisals, etc.	\$0.00		\$0.00
3. Relocation expenses and payments	\$0.00		\$0.00
4. Architectural and engineering fees	\$140,000.00		\$140,000.00
5. Other architectural and engineering fees	\$10,000.00		\$10,000.00
6. Project inspection fees	\$0.00		\$0.00
7. Site work	\$10,000.00		\$10,000.00
8. Demolition and removal	\$10,000.00		\$10,000.00
9. Construction	\$650,000.00		\$650,000.00
10. Equipment	\$100,000.00		\$100,000.00
11. Miscellaneous	\$20,000.00		\$20,000.00
12. SUBTOTAL (sum of lines 1-11)	\$950,000.00		\$950,000.00
13. Contingencies	\$50,000.00		\$50,000.00
14. SUBTOTAL	\$1,000,000.00		\$1,000,000.00
15. Project (program) income	\$0.00		\$0.00
16. TOTAL PROJECT COSTS (subtract #15 from #14)	\$1,000,000.00		\$1,000,000.00
FEDERAL FUNDING			
17. Federal assistance requested, calculate as follows: Enter eligible costs from line 16c (Consult ARC State office for percentage share.) Enter the resulting Federal share.	<u>1,000,000</u> and multiply by <u>75</u> %		\$750,000.00