

FY 2011 Emergency Operations Center (EOC) Investment Justification Template Introduction

As part of the FY 2011 Emergency Operations Center (EOC) Grant Program application, applicants must develop a formal Investment Justification (IJ) that addresses the construction or renovation Investment proposed for funding. Under the FY 2011 EOC Grant Program, EOCs may propose only one construction or renovation IJ.

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 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 2011 EOC Grant Program Guidance. Failure to address these data elements in one of the prescribed formats, including the strict formatting guidelines, could potentially result in the rejection of the IJ from review consideration.

All submitted applications must use the following file naming convention when submitting required documents as part of the FY 2011 EOC: "FY 2011 EOC <State Abbreviation> - <EOC Name>."

The IJ should be sent electronically to the State Administrative Agency (SAA) no later than 11:59 p.m. EST, June 13, 2011 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.

If using Excel 2007, applicants are required to save the final version of the IJ in the Excel 97-2003 format before submitting. Excel 2007 or PDF formats cannot be accepted. Instructions on saving the IJ template in the Excel 97-2003 format are below in the "Helpful Hints" Section.

Helpful Hints:

Security Warning:

When opening the IJ template, some users may see a note that says "Security Warning: some active content has been disabled." Click on the [Options ...] button next to the message, select "Enable this content," then click on the [OK] button. If this is not done, the text boxes may not function properly.

Moving Through the Investment Justification:

While entering information in the IJ template, applicants should try to minimize the use of the Tab and Enter keys to move between data entry fields. As the template consists of a combination of text boxes and cells, using these keys may cause the cursor to move to an undesired location.

Copying & Pasting in the Investment Justification:

Some applicants may find it helpful to begin drafting their IJ information in MS Word and then pasting this into the Excel-based template. However, please be aware that, when copying and pasting information from Word into the text boxes in the template, any formatting will not carry over. Also, right-clicking in the text boxes in Excel will not provide the usual pop-up menu where you can select Cut, Copy, Paste, or any of the usual such options. To copy from a text box, users must select the text, then use the [Edit] menu in Excel 2003 or the [Home] tab in Excel 2007 and select [Copy]. To paste data into a text box, click in the text box, then use the [Edit] menu in Excel 2003 or the [Home] tab in Excel 2007 and select [Paste].

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Character Count:

The data entry fields included in the IJ allow for the maximum number of characters noted for that section, plus an additional number of characters to account for spaces. Once that limit has been reached, users will not be able to include any additional text.

Spell Check:

When using Spell Check in MS Excel, it will not review information entered into the data entry boxes. Therefore, it is suggested that applicants use MS Word to ensure that the entered information is spelled correctly. To use Spell Check in MS Word:

In MS Word 2003

- a) Click on the [Tools] menu
- b) Select [Spelling] and all spelling issues will be displayed

In MS Word 2007

- a) Click on the [Review] tab near the top of the screen
- b) Click on [Spelling & Grammar] and all spelling issues will be displayed

Saving in Excel 97-2003 Format:

As stated above, if using Excel 2007 to complete the IJ template, applicants are required to save the final version in the Excel 97-2003 format before submitting. To do that:

- a) Click on the Office Button at the top left of the Excel window
- b) Hover over [Save As] in the list
- c) Click on [Excel 97-2003 Workbook]
- d) In the "Save As" Window, chose a location and file name for the new file. Be sure to use the "FY 2011 EOC <State Abbreviation> - <EOC Name>" file name format noted above.

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