

FY 2010 INTEROPERABLE EMERGENCY COMMUNICATIONS GRANT PROGRAM

Investment Justification Template

The IECGP Investment Justification must provide a detailed description of the proposed use of the FY 2010 IECGP funds, including the intended planning, training, and exercise initiatives for improving interoperable emergency communications. The State or territory may propose activities at a local level, as well as activities that have statewide application. When proposing FY 2010 IECGP projects, the SAA must consider the following key factors:

- **Alignment with the SCIP.** Grantees must demonstrate alignment between proposed IECGP projects and the SCIPs (specifically, goals, objectives, and specific initiatives to address interoperable emergency communications gaps).
- **IECGP Funding Objectives and Priority Groups 1 and 2.** Grantees must prioritize and select projects consistent with IECGP funding objectives: 1) Priority Group One, Gaps in Governance and Common Planning and Operational Protocols; and 2) Priority Group Two, Emergency Responder Skills and Capabilities. For State- or territory-level projects, Priority Group One objectives must be prioritized over Priority Group Two objectives. **Local or tribal pass-through recipient projects can be selected from either Priority Group.**
- **Equipment purchase.** If an SAA and SWIC/SCIP POC certifies that its State, territory, and/or pass-through recipients have fulfilled all of the objectives of Priority Groups 1 and 2, the State, territory, and/or pass-through recipients have the flexibility to use any remaining IECGP funds for purchase of interoperable emergency communications equipment or other costs associated with maintaining existing interoperable emergency communications equipment.
- **Grant program requirements.** Grantees must meet the minimum 80 percent pass-through to local or tribal government entities.

Note: SAAs must coordinate with the SWIC/SCIP POC to ensure IECGP program requirements are met. The SWIC/SCIP POC must coordinate with the SIGB and the appropriate SCIP stakeholders and committees at the

State, regional, local, and tribal levels of government to ensure support for the projects selected.

Further, per the 9/11 Act, States and territories are required to report to OEC annually on the use of grant funds in order to track their progress in implementing the SCIPs and achieving interoperability at the city, county, regional, State, and interstate levels.

To assist in the development of IECGP Investment Justifications, States and territories can refer to the IECGP Program Guidance and Application Kit, as well as any follow-up application reference materials as needed.

The IECGP Investment Justification must include an overall Portfolio Narrative and Portfolio Budget, as well as specific Project Outline(s). **IECGP projects must be outlined using the Project Outline Template.**

FY 2010 Interoperable Emergency Communications Grant Program (IECGP) Portfolio

Please complete the following sections just once.

Portfolio Narrative: *(not to exceed 1 page)*

- Overview of State or territory's interoperable emergency communications priorities and needs for planning, training, and exercises in FY 2010;
- Overview of the State's or territory's interoperable communications governance structure, including the existence of a SWIC;
 - Describe the methodology used for prioritizing FY 2010 IECGP projects and the stakeholders involved in that prioritization.
- Summary of the agencies involved in IECGP initiatives (e.g., State, local, tribal) and a description of their involvement.
- Summary and justification of anticipated M&A expenditures.

Portfolio Budget: (not to exceed 1 page)

Include a breakdown of all FY 2010 IECGP funds by project name and the Management and Administration amount withheld at the State or territory level. In addition, the State or territory must outline how it intends to meet the pass-through requirement. The pass-through requirement will be monitored via the Grants Reporting Tool (GRT) throughout the grant's period of performance.

Portfolio Budget	Total Cost
State or territory M&A (up to 5%)	\$XX
<i>If the State or territory intends to use M&A funding, it must provide a summary and justification of anticipated expenditures in the Portfolio Narrative.</i>	
State or territory supported projects	\$XX
Project Name: E.g., Update SCIP	Project Cost: \$XX
Project Name: E.g., Hire SWIC	Project Cost: \$XX
Local pass-through projects (80%)	\$XX
Project Name: E.g., Interoperable Communications Training and Exercises	Project Cost: \$XX
Project Name: E.g., Developing Standard Operating Procedures	Project Cost: \$XX
Total IECGP Funds	\$XX

FY 2010 IECGP, Project #[x], Project Name

Please complete the following sections for each individual project.

IECGP Objective: (not to exceed a ½ page)

Briefly describe the project as a whole and its primary objective. Include a description of the interoperable emergency communications gap to be filled and the end result/outcome(s) of the project.¹

Alignment to IECGP Priority Groups:

Please select the Priority Group and Objective(s) to which this project aligns:

Priority Group One: Gaps in Governance and Common Operational Planning and Protocols

Establishment of formal interoperable emergency communications governance structures;

Establishment of common planning and operational protocols.

Or:

Priority Group Two: Emergency Responder Skills and Capabilities Development through Training and Exercises.

¹ Note that if this is a Priority 1 project directed at personnel, applicants must explain how they are working to integrate new staff into the State budget in future years to maintain the capability, as appropriate.

- Enhancement of emergency responder skills and capabilities through training and exercises.

For State/territory-level Projects Only:

Per FY 2010 IECGP funding objectives, State and territory level applicants are expected to prioritize Priority 1 Group, Leadership and Governance and Common Planning and Operational Protocols, objectives over Priority Group 2. If applicants are unable to check all of the following boxes, it is expected that FY 2010 IECGP funds be directed to meet these minimum expectations prior to choosing Priority Group Two projects.

- The State or territory has a formal statewide interoperable emergency communications governance committee, consistent with the FY 2007 Statewide Planning Criteria, which has:
- Representation from each public safety discipline;
 - Representation across each level of government: Federal, State, local, and tribal (if applicable);
 - Representation from each region within the State or territory (as applicable, and/or defined in the SCIP);
 - Executive or legislative authority and a formal charter.

Please also verify the following:

- The State or territory has hired a full-time SWIC with sufficient capabilities/resources (e.g., project management, technical expertise) to effectively execute his/her mission, consistent with the FY 2007 Statewide Planning Criteria.

If not, please provide an explanation of why and how the State or territory intends on ensuring SCIP implementation efforts are effectively coordinated statewide.

- The State or territory has developed SOPs that demonstrate consistent use of interoperability channels, plain language protocols, common channel naming; and
- The State or territory has developed SOPs that demonstrate compliance with NIMS ICS.

For State/territory and Local level Projects:

Per FY 2010 IECGP funding objectives, the applicant has the flexibility to use IECGP funds to purchase interoperable emergency communications equipment if and only if it has achieved or will achieve all of the above listed expectations for Priority Group One and the following Priority Group objectives:

- The State or territory has completed a State-level multi-jurisdictional, multi-agency training and exercise event. (Not applicable to pass-through recipients)

If the State, territory, and/or pass-through recipient plans to use IECGP funds to purchase interoperable emergency communications equipment, it must certify the following:

- The State, territory, and/or pass-through recipient certifies that it has achieved or will achieve both Priority Group One and two objectives within twelve months of receipt of FY 2010 IECGP funds.

Alignment to SCIP Goals, Objectives, and/or Initiatives: *(not to exceed 1 page)*

Identify how the project aligns to the SCIP: 1) needs and/or gaps identified; 2) goals and objectives; and 3) specific initiative(s). Describe where the need/gap, goal, objective, and/or initiative was identified (provide specific header and page number references).

Priority and Need	E.g., Hire Interoperability Coordinator
Related Goal(s)	Goal X, (SCIP Section x: Page x): Insert description of the goal(s)
Related Objective(s)	Objective X, (SCIP Section x: Page x): Insert description of the objective(s)
Related Strategic Initiative(s)	Strategic Initiative X, (SCIP Section x: Page x): Insert description of the initiative(s)

Governance: *(not to exceed a ½ page)*

Identify the governance structures in place that will support the development and implementation of the project. Explain how this objective will be communicated to the statewide interoperable emergency communications governance committee.

Performance Measure(s) and Basis of Evaluation: *(not to exceed a ½ page)*

Indicate the performance measure(s) that will be used to evaluate this project's impact and the basis for developing the measure(s). The performance measures should focus on quantifiable outcomes. For example, an outcome could be:

- Improved coordination between adjacent local jurisdictions or improved coordination between Federal, State, or local entities in the same location.
- Exercise results demonstrating increased operability, increased inter-operability, or an increased area of coverage.

Challenges/Risks: *(not to exceed a ½ page)*

Identify any potential challenges to implementing this project. Examples of challenges and risks could include anything that could impact the schedule or cost, such as hiring an interoperability coordinator by a certain date, collection of Memoranda of Understanding, or completion of a related project.

Project Budget: *(not to exceed 1 page)*

Explain how the costs were estimated and justify the need for the costs. The applicant should break down the project budget by allowable cost category, and M&A, and the anticipated expenditures within each category. For clarification, please list out anticipated expenditures under each allowable cost category and M&A on separate lines.

Note: If the applicant is proposing a project for the purchase of interoperable emergency communications equipment, the State or territory must include cost share information in the table below to demonstrate that it is in compliance with the 25% State cost share requirement. The information should include:

- Amount of State (or local) cost share funding;
- Source of cost share funding (e.g., State, local); and

- *Category of in-kind (e.g., donated volunteer services, salaries, equipment, or property or indirect costs) and/or cash cost share (e.g., State, local).*

To calculate cost share, the applicant must first determine the total project cost for equipment and then calculate the State and Federal shares respectively. The applicant should keep in mind that the total project cost does not equal the proposed amount of IECGP federal funding. For example, if a State is purchasing interoperable emergency communications equipment for a total cost of \$100,000, the State may apply for \$75,000 (75% of total project cost) of federal IECGP grant funds if it provides \$25,000 (25% of total project cost) of State or local cost share funds.

Anticipated Expenditures (by Allowable Cost Category)	Cost
Planning:	
E.g., Personnel	\$XX
E.g., Contract Support	\$XX
Total Planning Costs	\$XX
Training:	
E.g., Number trained and training cost per person	\$XX
Total Training Costs	\$XX
Exercises:	
E.g., Overtime/Backfill	\$XX
E.g., Travel.	\$XX
Total Exercise Costs	\$XX
Personnel Activities:	
E.g., Estimated Salary and Benefits	\$XX
Total Personnel Costs	\$XX
Equipment:	
E.g., Interoperable Emergency Communications Equipment and associated maintenance costs	\$XX
Total Equipment Costs	\$XX
Equipment Cost Share: (if applicable)	
<i>Cost share amount (25% of total project cost)</i>	\$XX
<i>Cost share source (E.g., State, local)</i>	
<i>Cost share category (E.g., cash, in-kind)</i>	
M&A (up to 5%):	
E.g., Hiring of staff to assist with the management of IECGP	\$XX
Total Project Cost:	\$XX

Bi-annual Activities:

For every six-month period, identify project milestones, budget milestones, and expected outcomes. This section should provide a snapshot of where the grantee expects to be in terms of progress

toward outcomes and expenditures for the given time period, and show progress toward completion by the end of the grant period of performance. Project milestones should reference the major project milestones listed above and any other significant milestones for the reporting period (e.g. “At six months, we will have hired a SWIC.”) Budget milestone should reflect the recipient’s expenditure plan and expenditures should be related to major project milestones (e.g. “At six months, multi-jurisdictional tactical plan will have been started under leadership of new SWIC.) Outcomes may include information such as the Governing Board including certain stakeholders or addressing certain issues; the exercise addressing increased operability or interoperability; or the training resulting in x number of people trained to x capacity. Actual progress data will be identified through input in the Grants Reporting Tool as well as through programmatic monitoring

<p>1st Bi-annual Activity (Year 1)</p>	<p>Expected Outcome: <i>(not to exceed a ¼ page)</i></p>
<p>2nd Bi-annual Activity (Year 1)</p>	<p>Expected Outcome: <i>(not to exceed a ¼ page)</i></p>
<p>3rd Bi-annual Activity (Year 2)</p>	<p>Expected Outcome: <i>(not to exceed a ¼ page)</i></p>
<p>4th Bi-annual Activity (Year 2)</p>	<p>Expected Outcome: <i>(not to exceed a ¼ page)</i></p>
<p>5th Bi-annual Activity (Year 3)</p>	<p>Expected Outcome: <i>(not to exceed a ¼ page)</i></p>
<p>6th Bi-annual Activity (Year 3)</p>	<p>Expected Outcome: <i>(not to exceed a ¼ page)</i></p>