North Carolina Emergency Management

FY 2023 Capacity Building Competitive Grant

<u>Notice of Funding Opportunity (NOFO)</u>

Application Period (Round 2):	**March 1, 2023 - March 31, 2023**
Application Deadline:	**March 31, 2023, by 5:00PM**
Grant Project Period of Performance:	**July 1, 2023 - June 30, 2024**
Grant Award:	**June 1, 2023**

Funded Through:

1.) FY 2023 Emergency Management Capacity Building Competitive Grant (CBCG), NC Appropriations Act of 2021, SL2021-180.pdf (ncleg.gov), Section 19E.5(a), page 439

2.) Joint Conference Committee Report on the Current Operations Appropriations Act of 2021, page 422

State Administrative Agency:

North Carolina Department of Public Safety Division of Emergency Management 1636 Gold Star Drive, Raleigh, NC 27607

www.ncdps.gov/ncem

Eligibility:

Eligibility is limited to County Emergency Management agencies established in accordance with G.S. 166A-19.15 located in counties with a population of 210,000 or fewer, based upon the 2019 Certified County Population Estimates from the State Demographer in the Office of State Budget and Management.

1. AVAILABILITY OF FUNDS ANNOUNCEMENT

North Carolina Department of Public Safety, Division of Emergency Management is pleased to announce the availability of FY 2023 State Appropriated Capacity Building Competitive Grant (CBCG) funds.

Applicants are encouraged to read this entire Notice of Funding Opportunity document thoroughly before applying. The NOFO is open to all applicants meeting eligibility requirements.

A. Availability of Funds

All awards are contingent upon the N.C. Department of Public Safety, Division of Emergency Management receiving the specified grant funds from North Carolina at the expected level and are subject to any modifications or additional requirements that may be imposed. There is no guarantee that funds will be available in the future.

B. CBCG Application Limitations and Funding Caps

Application Submission Limits: Applicants may only submit one application per project for this grant, with a maximum of 2 projects per applicant. Applicants with 2 projects must submit a separate application for each project. A project may include multiple items or categories of items. Each project will be independently scored by the review committee.

Funding Caps: A single award cap of $500,000 will be in place. There will not be a blanket award given to the 89 eligible county emergency management agencies, this is a competitive application. The $500,000 funding cap is per applicant, meaning that applicants can only be awarded a maximum of $500,000 regardless if they submit one or two projects.

C. CBCG Funding Allocations and Projected Funding Availability

This funding opportunity consists of $5M in funding, to be awarded in July 2023 and with a period of performance through the end of June 2024.

D. CBCG Award Period

Awards will be made for up to a twelve (12) month period of performance, from July 1, 2023 through June 30, 2024. The project start and end dates on your application must align with the period of performance.

E. CBCG Application Deadline

Applications must be received via email to **CBCG@ncdps.gov** by 5:00 PM on Wednesday, March 31, 2023. Applicants must complete and submit the CBCG application form (provided on the NCEM website) and any supporting documentation by the application deadline. Applicants should download the form and then fill it out to utilize all functionality of the form.

2. ELIGIBILITY INFORMATION

A. Eligible Entities

County emergency management agencies established in accordance with G.S. 166A-19.15 located in counties with a population of 210,000 or fewer, based upon the 2019 Certified County Population Estimates from the State Demographer in the Office of State Budget and Management. Ineligible county emergency management agencies established in accordance with G.S. 166A-19.15 are:
- Buncombe
- Cabarrus
- Cumberland
- Durham
- Forsyth

- Gaston
- Guilford
- Mecklenburg
- New Hanover
- Union
- Wake

B. Compliance with State Criteria
The following five documents must be on file for all grantees prior to or upon selection for an award. These documents are not required to apply for this grant program. NCEM Grants Management Branch will verify that these documents are already on file for potential awardees prior to award, and if necessary contact the applicant to obtain the documents prior to award.

- W-9 (09 NCAC 03M .0202)
- Electronic Payment / Vendor Verification Form (09 NCAC 03M .0202)
- Conflict of Interest Policy (G.S. 143C-6-23.(b))
- Sworn (Notarized) No Overdue Tax Debt Certification (G.S. 143C-6-23.(c))
- Procurement Policy

In addition to these forms, once grant funds have been disbursed, each recipient should be prepared to submit reporting documentation (09 NCAC 03M .0401) pursuant to the grant agreement, in addition to required audits for all grants greater than $500,000.

Agencies must abide by any additional eligibility or service criteria as established by the North Carolina Department of Public Safety, as well as all specific requirements as provided in the MOA.

C. Cost Sharing or Match Requirement

There is a no match requirement imposed on grant funds provided under this program. Applicants may list match funds on their application, if desired, but they are not required, and it is not a scoring criteria.

3. PROGRAM DESCRIPTION

The North Carolina Emergency Management Capacity Building Competitive Grant (CBCG) was passed by North Carolina State Legislature in Fiscal Year 2022. Grants shall be used to ensure local emergency management offices are adequately equipped, trained, and prepared for all hazards and emergencies.

CBCG grants help provide County Emergency Management Offices throughout the State with funding to assist in the development of additional local emergency management capacity.

A. Funding Priorities

The North Carolina Division of Emergency Management (NCEM) is interested in supporting the target priority areas identified below. NCEM encourages programs that build on capabilities, close gaps and include best practices to meet the needs of emergency management offices across the state.

FY2023 Target Priorities:
- Increasing local mass care and human services capacity
- Preparedness initiatives
- Improving incident management/coordination capacity
- Improving EOC capabilities, to include technology initiatives for continuity of operations purposes

- Resiliency initiatives
- Other items supported by a documented local or regional risk assessment/THIRA

Note: Applicants are <u>not</u> limited solely to projects that address the FY2023 Target Priorities. Applications addressing other locally identified priorities may be awarded, based on scoring and funds availability.

B. CBCG Unallowable and Conditionally Allowable Activities

The activities listed below are unallowable, and costs for them will not be supported with grant funds. NOTE: This is not an exhaustive list.

1) Lobbying, except with explicit statutory authorization
2) Fundraising
3) Management & Administration

<u>Special Note</u>: Communications equipment is allowable, however it must be preapproved by the NCEM Communications Branch Manager prior to purchase to ensure interoperability standards are met.

C. Pre-Agreement Costs

NCEM does not allow pre-award costs. Expenditures incurred prior to the start date of the award may not be charged to the project.

4. CBCG APPLICATION SUBMISSION INFORMATION

A. **[Application](#) Submission: Applications must be submitted electronically to CBCG@ncdps.gov**

B. NCEM Grants Policy on Late Submissions

To ensure timely award processing, applicants must submit the application by March 31, 2023, at 5:00 pm E.S.T. Applicants must complete and submit the CBCG application form (provided on NCEM website) and any supporting documentation by the application deadline. <u>Late submissions will not be accepted</u>.

C. Education and Q&A Process

Because this is a competitive grant program, NCEM staff will not be able to provide direct assistance with application development or project formulation. All questions regarding the application process should be directed to the **CBCG@ncdps.gov** mailbox.

Questions regarding CBCG and the application process should be submitted to **CBCG@ncdps.gov**, subject line "CBCG Question", by March 15, 2023. Q&A's will be posted on the NCEM website at least 1 week prior to the application deadline.

A public CBCG applicant webinar will be held on March 7, 2023 at 1PM – 2PM. The purpose of the webinar is to provide information about the 2023 CBCG program and application process, as well as to answer questions from applicants. Webinar information will be posted on the NCEM website. The webinar will be recorded for those who do not attend, and the recording will be posted on the NCEM website and will be disseminated via email.

5. CBCG APPLICATION CONTENT

Only the CBCG application form provided on the NCEM website will be accepted.

A. Project Information

Project Abstract: Briefly describe the project's purpose, identify target population, and discuss program components which address the identified problem.

Project Narrative: Provide additional information about your project application.

Project Timeline of Activities: Provide a timeline for the implementation of the project.

Project Sustainability Plan: Describe your formal, working sustainability plan for the project and how the project will be sustained using jurisdictional resources once this grant ends.

B. Project Budget

Your budget should justify all expenses and be consistent with the program narrative. Budgets must be clear and specific. Budgets are required to reflect all project spending throughout the entire duration of the period of performance of the grant. While NCEM will attempt to fund projects as originally budgeted, the Division reserves the right to adjust/reduce funding amounts pre-award based on funds availability. If a reduction is required to fund a project, the Grants Management Branch will contact the potential awardee prior to award to verify project viability at reduced funding level.

Equipment Budget: Provide an explanation about how items listed in the equipment category in the budget are required for the project. For purposes of the CBCG application, equipment is any tangible personal property (including information technology systems) having a useful life of more than one year purchased for project use.

C. Supplanting

Grant funds must be used to supplement existing federal, state and local funds for program activities and must not replace (supplant) those funds that have been appropriated for the same purpose. Jurisdictions must provide assurances and certifications as to non-supplanting and the existence of proper administrative/financial procedures as requested.

D. Budget Line Items

Clearly outline the amount of funding requested for each type of funding sought (e.g., amount for salaries, consultants, supplies, travel, and/or equipment). Each individual cost requested is required to have its own line item. Each staff member, consultant and/or volunteer position requires separate budget lines.

E. Indirect Cost Rates

Indirect cost rates are not allowed.

F. Required Supporting Documents

Applicants must submit all required documents to: CBCG@ncdps.gov.

These documents include:
- Application (includes project narrative and budget)

6. CBCG APPLICATION REVIEW

- CBCG is a competitive application process and the NCEM Review Committee will assess each application based on the following criteria: Identification of Gap or Priority to be addressed (10 Points)
- Methodology to address Gap or Priority   (25 Points)
- Project Sustainability   (10 Points)
- FY2023 Target Priorities addressed   (25 Points)
- Timeline of Activities/ Milestones   (20 Points)
- Budget   (10 Points)

No application or proposal is guaranteed award at any time during the time of grant review or the recommendation process. Funding is subject to the availability of funds and the project's adherence to funding guidelines.

Funding decisions are made by the members of the CBCG committee appointed by the NCEM Director to review and score applications, and to provide recommendation on suggested approvals and award amounts. The CBCG Committee will use a blind evaluation process, with the organization, point of contact, and secondary point of contact fields redacted from applications prior to review. All other fields will be reviewed and scored as submitted, including:

- Project Information
- General Information
- Target Priorities
- Timeline Milestones
- Budget
- Additional Information

The committee will include representation from designated stakeholders, to include:

- (1) Chairperson to be designated by the Director of Emergency Management
- (1) NCEM Operations Section
- (1) Long-Term Recovery
- (1) NCEM Homeland Security Section
- (1) NCEMA Designee from an ineligible (+210,000) or non-participating jurisdiction
- (2) Local Emergency Management Representatives of ineligible (+210,000) or non-participating jurisdictions

7. POST AWARD REQUIREMENTS

A. Project Reimbursement

NCEM will distribute awarded funds to recipients by a reimbursement of expenditures in conjunction with the timely submission of corresponding Financial and Programmatic Reports.

The NCEM Multi-Hazard Field Planners will serve as programmatic leads for this grant program. The NCEM Multi-Hazard Field Planner will collate and submit on behalf of the recipient the final reimbursement request for each county to include a reimbursement request, proof of payment, and supporting documentation to NCEM Grants Management Branch for processing.

Reimbursement requests will not be processed for any awards with delinquent programmatic reports.

Financial Reports will consist of:

a. Reimbursement request form
b. Invoices. Ensure that only charges that apply to the reimbursement request are highlighted. Invoices must be dated within the period of performance.
c. Proofs of payment. Acceptable proofs are:
- Cancelled checks
- Agency financial ledger
- Pay Statements (for salary)
- Bank statements
- Credit card statements
- Travel/employee reimbursement forms

d. Summary of expenditures. On a single document for each invoice show:
- Name of the company
- Invoice number or other identifying number
- Invoice date
- The approved reimbursable amount of the invoice

B. Programmatic Reports

Programmatic reports are required to be submitted quarterly to the county's assigned NCEM Multi-Hazard Field Planner. Programmatic reports must be submitted within 30 days of the end of each quarter. Each Regional Office will submit one quarterly reporting batch to NCEM Preparedness Grants Branch on a schedule to be determined by the NCEM Preparedness Grants Branch Manager. Submission of programmatic reports is a condition for receiving funds from this award.

Due dates for programmatic report submission to assigned NCEM Multi-Hazard Field Planner:
- Q1: October 15, 2023
- Q2: January 15, 2024
- Q3: April 15, 2024
- Q4: August 15, 2024 (closeout report)