

2023 Capacity Building Competitive Grant Program (CBCG) Awardee Guidance

- **FY2023 CBCG- Website:**

[Emergency Management Capacity Building Competitive Grants - 2023 | NC DPS](#)

- **Period of Performance: July 01, 2023 – June 30, 2024**

- **2023 CBCG Award Notification Status:**

All grantees received award notifications. Declination letters were sent to all counties that were not approved for funding.

- **Award Letter Purpose:**

The award letter is utilized as notification and request for additional information that is utilized to create the Memorandum of Agreement (MOA). Awardee required to complete the requested information in DocuSign and return within 10 days of receipt:

1. Enter Unique Entity Identification number (UEID) in the box where indicated.
2. Provide Name and Email Address for up to three (3) Signatories (one must be official Finance Officer), enter in the preferred order of signature.
 - a. Finance - required
 - b. Signatory #2 - optional
 - c. Signatory #3 - optional
3. Optional - Provide Name and Email Address for up to three (3) additional personnel to receive carbon copies of the fully executed MOA.
 - a. CC #1 - optional
 - b. CC #2 - optional
 - c. CC #3 - optional

DocuSign is utilized to transmit the Award Letter and MOA to awardees. *Failure to provide the UEID and proper signatories (one must be finance) will prevent execution of the MOA.*

- **Required Compliance Documents:**

Submit the 5 required Compliance Documents, if not previously submitted for another NCEM award, or if awardee needs to update any previously submitted documents:

1. [W-9 \(09 NCAC 03M .0202\)](#)
2. [Electronic Payment / Vendor Verification Form \(09 NCAC 03M .0202\)](#)

3. Conflict of Interest Policy ([G.S. 143C-6-23.\(b\)](#))
4. [Sworn \(Notarized\) No Overdue Tax Debt Certification \(G.S. 143C-6-23.\(c\)\)](#)
5. Procurement policy

▪ **Communication to CBCG Grant Manager:**

1. Dedicated Email Address- CBCG has a dedicated email inbox. Send all requests, inquiries, and requests for assistance to: CBCG@ncdps.gov
2. Required Email Subject Line: Grant Year + Agency name + Type of Communication

Example #1: Jonas County is sending their Biannual Report to the CBCG email box. Their subject line should read:

CBCG FY23 - Jonas County – Biannual Report

Example #2: Jonas County is sending Reimbursement Request #1 to the CBCG email box. Their subject line should read:

CBCG FY23-Jonas County – Reimbursement Request #1

3. Save and Submit documents utilizing this format: Grant Year_Agency Name_ Type of Document

Example #1: Jonas County has a FY23 CBCG Grant and is sending in their reimbursement request #1 for payment. Their document should be saved as:

CBCG FY23_Jonas County_RR #1

Example #2: Jonas County has a FY23 CBCG Grant, they are preparing their compliance document files. Their documents should be saved as:

**CBCG FY23 _Jonas County_ State of N.C. Sub W-9,
CBCG FY23 _Jonas County_ Electronic Vendor Form,
CBCG FY23 _Jonas County_ Overdue Tax Statement,
CBCG FY23 _Jonas County_ Conflict of Interest Policy,
CBCG FY23 _Jonas County_ Procurement Policy.**

***All 5 documents should be submitted in one email to: CBCG@ncdps.gov**

▪ **2023 CBCG Memorandum of Agreement (MOA):**

The MOA specifies the rules, regulations, guidelines, terms & conditions for the grant award.

Please read and review this document carefully as it provides valuable information regarding the award. Signatories will sign in the order provided by the awardee in the award notification returned. Awardees must sign the MOA within 30 days of receipt as required in the MOA.

All MOA's are routed via DocuSign from this email address: NCEMGrants!@ncdps.gov. MOA's will include two North Carolina Emergency Management (NCEM) signatories completed prior to awardee signatories.

▪ **FY2023 CBCG Reimbursement Requests:**

This is a reimbursement grant. All reimbursements are for goods or services purchased and received during the period of performance of the grant, to be reimbursable under the grant.

Any expenditure incurred prior to the start of the period of performance are not reimbursable. Additional guidance for reimbursement requests is outlined in the MOA.

▪ **FY2023 CBCG – Biannual Reports:**

Reporting requirements have been reduced to biannual with due dates of:

December 15, 2023

June 15, 2024

For further details regarding biannual reports, please review the MOA.

▪ **FY2023 CBCG – Request for Minor Scope Modifications:**

Requests for minor scope modifications including changes in quantity of equipment, vendors and/or POETE categories that do not exceed the approved budget and remain within the Period of Performance (POP) will be considered on a case-by-case basis. Please submit via email to CBCG@ncdps.gov.

On grantee agency letterhead detail the following:

1. Reason for the minor scope modification.
2. Updated Budget with necessary changes to POETE categories.
3. Confirm that the approved project will be completed with the approved budget & POP.

****Major scope modifications are strongly discouraged and must be approved by NCEM Director. Grantees were awarded funding over other applicants based on the projects submitted in their applications. Changing projects after award can be unfair to other applicants.***