North Carolina Emergency Management (NCEM)

FY 2024 Capacity Building Competitive Grant (CBCG)

Notice of Funding Opportunity (NOFO)

Application Period:	**January 30, 2024 – March 06, 2024**
Application Deadline:	**March 06, 2024, by 11:59PM**
Grant Project Period of Performance:	**July 01, 2024 – June 30, 2025**
Grant Award:	**NLT July 01, 2024 (projected)**

Funded Through:

1.) FY 2024 Emergency Management Capacity Building Competitive Grant (CBCG), NC Appropriations Act of 2023, Session Law 2023-134, Section 19I.2.(a), page 507

2.) Joint Conference Committee Report on the Current Operations Appropriations Act of 2023, page E39, number 79

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 230,000 or fewer, based upon the 2021 Certified County Population Estimates from the State Demographer in the Office of State Budget and Management.

1. **AVAILABILITY OF FUNDS ANNOUNCEMENT**

   The Division of Emergency Management is pleased to announce the availability of FY 2024 State Appropriated Capacity Building Competitive Grant (CBCG) funds. The total amount of non-recurring funding is $1,925,578.00.

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

   A. **Availability of Funds**

      All awards are contingent upon the 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.

   B. **CBCG Application Limitations and Funding Cap**

      Application Submission Limits: Agencies may only submit <u>one</u> application for this grant. Applications may consist of only <u>one</u> project. A project may include multiple items or categories of items. Each project will be independently scored by the review committee.

      Funding Cap: A single award cap of $200,000 will be in place. As this is a competitive program, there will not be a blanket award given to the 90 eligible county emergency management agencies.

   C. **CBCG Funding Allocations and Projected Funding Availability**

      This funding opportunity consists of $1,925,578 in non-recurring funding with a projected period of performance (POP) July 01, 2024 through June 30, 2025.

   D. **CBCG Award Period**

      Awards will be made for up to a twelve (12) month POP, from July 01, 2024, through June 30, 2025. The project start and end dates on your application must align with the period of performance.

   E. **CBCG Application Deadline**

      Applications must be submitted in *Salesforce* by 11:59PM on Wednesday, March 06, 2024. Applicants must complete and submit the CBCG application and any supporting documentation in *Salesforce* by the application deadline.

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 230,000 or fewer, based upon the 2021 Certified County Population Estimates from the State Demographer in the Office of State Budget and Management.

      Ineligible county emergency management agencies are:

Buncombe	Cabarrus
Cumberland	Durham
Forsyth	Gaston
Guilford	Mecklenburg
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 <u>not</u> required to apply for this grant program. These documents must be uploaded in *Salesforce*

upon execution of the Memorandum of Agreement (MOA) if awarded funds and if not already on file. If these documents are already on file in *Salesforce,* they are not required to be resubmitted unless grantee needs to update the forms on file.

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. Copy of Sub-Grantee 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 any required audits.

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 criterion.

3. PROGRAM DESCRIPTION

The North Carolina Emergency Management Capacity Building Competitive Grant (CBCG) was initially enacted by North Carolina State Legislature (NCSL) in state fiscal year (SFY) 2021-2022. A second round of CBCG funding was enacted by NCSL in SFY 2022-2023. This round of funding was enacted by NCSL in SFY 2024-2025.

Grants shall be used to ensure local emergency management offices are adequately equipped, trained, and prepared for all hazards and emergencies.

A. Funding Priorities

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.

FY2024 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 FY2024 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

Special Note: Communications equipment is allowable, however it must be pre-approved by the NCEM Communications Branch Manager prior to purchase to ensure interoperability standards are met.

C. Pre-Award 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 *Salesforce*. Questions can be submitted to **CBCG@ncdps.gov**

B. NCEM Grants Policy on Late Submissions

Applications must be submitted in *Salesforce* by 11:59 PM on Wednesday, March 06, 2024. Applicants must complete and submit the CBCG application and any supporting documentation in *Salesforce* by the application deadline. Late submissions will not be accepted.

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 February 21, 2024. Q&A's will be posted on the CBCG website at least 1 week prior to the application deadline.

Salesforce **Training, Office Hours & Technical Assistance**
- 02/05/2024 @10AM -11AM- Virtual Session for Account/Contact Creation
- 02/12/2024, 02/19/2024 & 02/26/2024 @10AM -11AM – Virtual Sessions for FY24 CBCG Application Assistance (Covers Salesforce & Programmatic Questions)
- Open virtual office hours weekly on Thursday's 10AM-12PM, 02/08/24 - 02/29/24, and special session 03/06/24 @ 12PM – 4PM
- 06/19/2024 @10AM -11AM - Virtual Session for Post Award Questions & Support (Covers Salesforce & Programmatic Questions)
- Post Award Office Hours – TBD
- Programmatic and technical support offered during office hours.

The purpose of the virtual sessions is to provide information about the 2024 CBCG program and application process in *Salesforce*, and answer questions from applicants. Session information will be posted on the CBCG website. These sessions will be recorded for those who do not attend, and the recording will be posted on the CBCG website. The purpose of the virtual office hours is to assist with any individual questions and concerns regarding FY24 CBCG and *Salesforce*. Drop-in anytime that is convenient during office hours.

5. CBCG APPLICATION CONTENT

Only the CBCG application form in ***Salesforce*** 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.

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)
- FY2024 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 recommendations are made by the members of the CBCG review committee appointed by the NCEM Director to review and score applications and to provide recommendations on suggested approvals and award amounts.

Final determination of all awards is made by the NCEM Director. All fields on the application must be fully completed by applicants and will be reviewed and scored by the CBCG review committee as appropriate.

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) Recovery
- (1) NCEM Homeland Security Section
- (1) NCEMA Designee from an ineligible (+230,000) or non-participating jurisdiction
- (2) Local Emergency Management Representatives of ineligible (+230,000) or non-participating jurisdictions

A scoring rubric will be posted on the CBCG website to help applicants understand how their applications will be scored by the CBCG review committee.

7. POST AWARD REQUIREMENTS

A. Project Reimbursement

NCEM will distribute awarded funds to recipients by reimbursement of eligible expenditures.

The NCEM Multi-Hazard Field Planners will serve as programmatic leads for this grant program. The NCEM Multi-Hazard Field Planner can assist recipients with collating and submitting reimbursement requests to include reimbursement request forms, proof of payment, and supporting documentation submitted in *Salesforce*.

For FY24 CBCG related grant questions, submit via email to: CBCG@ncdps.gov

For *Salesforce* related questions, submit via email to: ncemsalesforce@ncdps.gov

Reimbursement Requests will consist of:
  a.   Request for reimbursement (RFR) form in *Salesforce*
  b.   Invoices. Highlight all charges to be reimbursed, only allowable expenditures in the approved budget and scope of work. Invoices must be dated within the period of performance.
  c.   Proof 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 expenditure. 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