NORTH CAROLINA EMERGENCY MANAGEMENT
VOAD GRANT 2020

Request for Proposals (RFP) Release Date: Tuesday, November 26, 2019

State Administrative Agency:
North Carolina Emergency Management
4236 Mail Service Center
Raleigh, NC 27699-4236
www.ncdps.gov/ncem

Overview

On September 14, 2018, Hurricane Florence made landfall in North Carolina and impacted central and eastern North Carolina with record breaking rainfall that created a devastating flood event that damaged infrastructure, businesses, and schools of entire communities. Buildings, facilities, personal items and equipment owned or rented by disaster survivors were damaged by floodwaters associated with the severe weather associated with Hurricane Florence. An expedited major disaster declaration from the President of the United States was granted on September 14, 2018 as FEMA-4393-DR-NC, allowing North Carolina to receive federal aid in the form of individual and public assistance for citizens and local governments. The North Carolina General Assembly passed the Disaster Recovery Act of 2019(S.L. 2019-224) allocating funds to the Department of Emergency Management (NCEM) to provide financial assistance to volunteer non-profit organizations that provide shelters, housing repairs, and other emergency and disaster recovery services.

Grant project period of performance:	January 1, 2020– December 31, 2023
Grant application deadline:	Monday, January 13, 2020 by 2:00 pm.
Maximum award provided per grant application:	$200,000
Length of awards:	Three (3) years

Eligibility to Apply

501(c)(3) nonprofit organizations which provide direct services to disaster survivors in North Carolina, including but not limited to:

- Volunteer or Voluntary Agencies or Organizations Active or Assisting in or with Disasters (VOADs)
- National VOAD members
- North Carolina VOAD members

These entities are eligible to submit <u>no more than one application per program priority</u> for funding.

NCEM reserves the right to request any applicant's most recent external audit, if deemed necessary to determine award of the project.

Faith-based organizations applying for funds do not have to modify their religious identity (i.e. removing religious symbols) to be considered an eligible applicant. However, these funds may not be used to fund any inherently religious activity, such as prayer, worship, or proselytization. Inherently religious activity is permissible, although it cannot occur during an activity funded with grant funds; such religious activity must be separate (in time and/ or place) from the grant funded program. Further, participation in such religious activity by individuals receiving services must be voluntary. Pursuant to N.C. Gen. Stat. § 166A-19.74, organizations must ensure that services are offered to all disaster survivors without regard to religious affiliation and that the receipt of services is not contingent upon participation in a religious activity or event.

Application Requirements

The following is a listing of what is required in the application package:

1. FUNDING PRIORITIES

   Applications must serve disaster survivors and fall within at least one of the following funding priorities:

   - Shelters
   - Housing repairs
   - Other emergency and disaster recovery services

2. APPLICATION CONTENTS

   Text must be single-spaced, using a standard 12-point font with 1-inch margins. The application must contain the following:

   A. **Problem Statement**. (Limit to 300 words) This is the rationale for the project, demonstrating how this opportunity will address a gap or unmet need. Please also include whether or not there are other similar programs in your geographic area serving disaster survivors and explain your rationale for why your project is needed.

   B. **Program narrative/ project description**. (Limit to 1000 words) Lay out the project design and implementation plan to include:
      - Target population
      - Jurisdiction or geographic area

- Number of unduplicated disaster survivors served directly by your agency (not including agency partners, subcontractors, member agencies, or other affiliated agencies) to date
- Rationale for personnel and how you will provide direct services to disaster survivors. If your project includes comprehensive services or 24/7 response, then specifically address how you will provide sheltering, housing repairs, and other emergency and disaster recovery services for disaster survivors.

C. **Goals, objectives and performance measures**. Include:
- At least 2-3 goals, with objectives and how you will measure the goal.
- Your plan for collecting data and the method or software system used to ensure accuracy
- Any other ways you will evaluate your success to ensure you are reaching your goals
- (optional) A logic model

D. **Timeline of Activities**. (Limit to 200 words)

E. **Budget and Budget Narrative**. Budget Categories: Personnel, Travel, Supplies, Equipment, Contractual, Direct Services to Disaster Survivors. The budget should include line items for any direct disaster services you will provide, i.e., a line item for each specific service. Applicants must indicate whether it will subgrant or pass down any funds to another organization. If so, please provide the name of the subrecipient, program name, and the amount that will be provided to the subrecipient.

F. **Organizational Capacity and Sustainability**. (Limit to 300 words) State the organizational strengths for implementing the project and for continuation of this project beyond the life of this grant or the rationale for planned discontinuation.

3. ADDITIONAL REQUIRED DOCUMENTATION
- Cover sheet (Provided in RFP packet).
- MOUs and/ or letters of support from partners with which regular collaboration to serve disaster survivors (1) currently occurs and (2) will occur during project performance period. Competitive applications will demonstrate how the input of outside organizations and beneficiaries of the program have been included in the design, implementation, evaluation, and continuous improvement of the program to contribute to better outcomes.
- Nonprofit organizations applying for funding must attach a copy of their: federal 501(c)(3) certification (unless exempted); federal tax identification number; state solicitation license (unless exempted); and filings with the Secretary of State's office.
- Applicants must complete, execute and notarize the "State Grant Certification – No Overdue Tax Debts" form.
- Signed grant conditions agreement (Provided in RFP packet). A copy of your staff roster, include name, position and contact information.
- A copy of job descriptions for all grant supported positions.
- A copy of your Board of Directors roster.

- A copy of your organization's formal non-discrimination policy covering clients and prospective clients.
- A copy of your organization's formal confidentiality policy that protects a client's personal information from being released to external parties without the client's express permission, unless required by law.
- Upon project and grant amount approval and receipt of the finalized Grant Conditions Agreement from NCEM, return the signed Grant Conditions Agreement to NCEM.

4. FUNDING SPECIFICATIONS
   - **Funding cycle**. The funding cycle begins with commencement of awards beginning January 1, 2020 and ends December 31, 2023. Funds are paid on a reimbursement basis or in installments for recipients that demonstrate financial hardship.
   - **Applicants whose 501c3 status was approved after January 13, 2019 are ineligible to utilize installment option for funding.**
   - **Budget**. Budget must be clear and specific as well as reflect the accurate number of months for the project or funding need. NCEM reserves the right to reduce budgets and request budget adjustments at its discretion.
   - **Allowable Costs for Direct Services**. Generally, costs that are reasonable and necessary for the success of each project as set forth in this RFP document are allowable. Administrative costs that are necessary for the success of the project are allowable but may not exceed 10% of the project budget. NCEM reserves the right to approve or deny such costs at its discretion.
   - **Indirect Cost Rate**. Due to funding restrictions, no indirect cost rate can be included in this grant.
   - **Consultant Rates**. The limit for consultant roles is $650 per day and a maximum of $81.25 per hour.
   - **Food/Meal Expenses.** Allowable food expenses include per diem travel only and direct food for disaster survivors. Funds cannot be used to purchase food and/ or beverages for any meeting, conference, training or other event.
   - **Contracts.** All contracts must be approved by the assigned grant manager prior to enactment.

5. REPORTING REQUIREMENTS
   Quarterly reports will be required. A reporting template will be provided to recipients at the time of award. Reports will be primarily programmatic but will also include a brief financial update. A final, comprehensive report will be due upon completion of the grant and will include an accounting of all spending.

6. MATCH
   If this funding is used on a HUD or FEMA project, there may be a required match for this funding award. It is strongly encouraged that programs have alternate funding for continuation of their project beyond the life of this grant.

7. TRANSPARENCY AND ACCOUNTABILITY
   A strong emphasis is placed on accountability and transparency. Awardees must be prepared to track, report, and document specific outcomes, benefits, and expenditures attributed to the use of

grant funds. Due to the limitations on the allocation, all funding unspent by December 31, 2023 must be reverted to NCEM.

8. PROJECT SCORING AND REVIEW
    Applications that meet the basic minimum requirements (application formatting, cover sheet, grant conditions, and necessary attachments) will be evaluated using criteria shown in the table below:

Application element	Points
Statement of the problem	5
Project narrative, description, and implementation plan	25
Strength of goals, objectives, and measurements	10
Timeline	10
Budget and budget narrative	20
MOUs/letters and demonstrated partnerships	5
Organizational capacity and sustainability plan	10
Potential for positive impact	15

9. CHECKLIST (Application documentation and attachments)

    Application documentation:

    - Cover sheet (Provided in RFP packet).
    - Problem statement.
    - Project narrative/description.
    - At least two goals, with objectives and performance measures.
    - Timeline of activities.
    - Budget and budget narrative.
    - Organizational Capacity and Sustainability Plan.

    Attachments:

    - MOUs and/ or letters of support from partners in which regular collaboration to serve disaster survivors occurs.
    - Nonprofit organizations applying for funding should attach a copy of their federal 501 (c)(3) certification (unless exempted), federal tax identification number, state solicitation license (unless exempted), and filings with the Secretary of State's office.
    - Applicants must complete, execute and notarize the "State Grant Certification – No Overdue Tax Debts" form.
    - A copy of your staff roster, include name, position and contact information.
    - A copy of job descriptions for all positions listed in the grant application.
    - A copy of your Board of Directors roster.
    - A copy of your organization's formal non-discrimination policy covering clients and prospective clients.
    - A copy of your organization's formal confidentiality policy that protects disaster survivor's personal information from release to external parties without express permission, unless required by law.

- Upon project and grant amount approval and receipt of the finalized Grant Conditions Agreement from NCEM, return the signed Grant Conditions Agreement to NCEM.

Application Questions

Upon review of the RFP documents, applicants may have questions to clarify or interpret the RFP in order to submit the best proposal possible. Applicants shall submit any such questions by email to NCEMGrants1@ncdps.gov by December 15, 2019 at 5:00 pm. Applicants should enter "VOAD Grant Questions" as the subject of the email. Questions submittals should include a reference to the applicable RFP section and be submitted in a format shown below:

Reference   Applicant Question

RFP Section, Page Number, Applicant question …?

Notification of Application & Review Process
All application submissions will be competitively reviewed and scored by the Evaluation Committee on a one hundred (100) point rubric. Grant proposals that score lower than seventy (70) points will not be eligible for funding.

Notifications of awards will be sent in January 2020. Late applications will not be accepted.

Completed application packets should be a single PDF document and emailed to NCEMGrants1@ncdps.gov by 2:00 pm on Monday, January 13, 2020.

Questions
If you have questions related to the application, please contact:
Erik Miller, Grants Branch Manager, by email at Erik.Miller@ncdps.gov