



## North Carolina Emergency Management

### FY 2022 Emergency Management Capacity Building Competitive Grant

#### Notice of Funding Opportunity (NOFO)

<b>Application Period (Round 1)</b>	<b>February 16, 2022 – April 15, 2022</b>
<b>Application Deadline</b>	<b>April 15, 2022 by 5:00 PM</b>
<b>Grant Project Period of Performance</b>	<b>July 1, 2022 - June 30, 2023</b>
<b>Grant Award</b>	<b>June 1, 2022</b>

#### **Funded through:**

North Carolina Appropriations  
[Senate Bill 105](#), Section 19E.5.(a)

#### **State Administrative Agency:**

North Carolina Department of Public Safety  
Division of Emergency Management  
1636 Gold Star Drive,  
Raleigh, NC 27607  
[www.ncdps.gov/ncem](http://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.

**NCEM Capacity Building Competitive Grants  
Notice of Funding Opportunity**

**1. AVAILABILITY OF FUNDS ANNOUNCEMENT**

North Carolina Department of Public Safety, Division of Emergency Management is pleased to announce the availability of FY 2022 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. NCEM Competitive Grants Application Limitations and Funding Caps**

**Application Submission Limits:** Agencies may only submit one application per Fiscal year. Applications may consist of multiple projects.

**Funding Caps:** A single award cap of \$400,000 will be in place. There will not be a blanket award given to the 90 eligible county emergency management agencies, this is a competitive application.

**C. NCEM COMPETITIVE GRANTS Funding Allocations and Projected Funding Availability**

The grant will operate with two separate rounds of funding as identified in [Senate Bill 105](#), Section 19E.5.(a). The first opportunity consists of \$3M in funding, to be awarded in July 2022 and with a period of performance through the end of June 2023. The second round of funding will be announced in early 2023, with awards before June 2023 and a period of performance through June 2024.

**D. NCEM COMPETITIVE GRANTS Award Period**

Awards will be made for up to a twelve (12) month period of performance, from July 1, 2022 through June 30, 2023. The project start and end dates on your application must align with the period of performance.

**E. NCEM COMPETITIVE GRANTS Application Deadline**

Applications must be received via email to [NCEMGrants1@NCDPS.Gov](mailto:NCEMGrants1@NCDPS.Gov) by 5:00 PM on Friday, April 15, 2022.

**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**

All grant recipients, regardless of administering agency, are required to submit/complete the following five documents:

- [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))
- Grant Agreement / Contract (09 NCAC 03M .0703)

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/MOA, in addition to required audits for all grants greater than \$500,000.

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

**C. Cost Sharing or Match Requirement**

There is a no match requirement imposed on grant funds provided under this program.

**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 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.

FY2022 Target Priorities:

- Preparedness initiatives
- Increasing local mass care and human services capacity
- 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 not limited solely to projects that address the FY2022 Target Priorities. Applications addressing other locally identified priorities may be awarded, based on scoring and funds availability.**

#### **B. NCEM COMPETITIVE GRANTS Unallowable 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
- 4) Communications equipment shall 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. Costs incurred prior to the start date of the award may not be charged to the project unless the recipient receives prior approval from NCEM.

### **4. NCEM COMPETITIVE GRANTS APPLICATION SUBMISSION INFORMATION**

**A. Grants Must be submitted electronically to [NCEMGrants1@NCDPS.Gov](mailto:NCEMGrants1@NCDPS.Gov)**

#### **B. NCEM Grants Policy on Late Submissions**

To ensure timely award processing, applicants must submit the application by April 15, 2022, at 5:00 pm E.S.T. Late submissions will not be accepted.

### **5. GRANTS APPLICATION CONTENT**

#### **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 it will result in permanent operational funding (not NCEM funding) once this grant ends.

#### **B. Project Budget**

*NOTE: NCEM reserves the right to reduce budgets and request budget adjustments at its discretion.*

Your budget should justify all expenses and be consistent with the program narrative. Budgets must be clear and specific. Budgets are required to reflect up to 12 months of spending.

**Equipment Budget:** Provide an explanation about how items listed in the equipment category in the budget contribute to the success of the project. Please note that equipment is tangible personal

property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or \$5,000.

**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**

Agencies are expected to upload the required documents when submitting their applications to [NCEMGrants1@NCDPS.Gov](mailto:NCEMGrants1@NCDPS.Gov).

The documents listed below are REQUIRED at the time of submission. Failure to comply (i.e., failure to include required attachments and budget information) could impact your application's ability to continue through the review process.

Application

- Application
- [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))

**6. NCEM COMPETITIVE GRANTS APPLICATION REVIEW**

NCEM COMPETITIVE GRANT is a competitive application process

Members of the Review Committee of NCEM will assess each application based on the following criteria: including the Logic/Clarity of Proposal

- Identifies Gap or Priority to be addressed (10 Points)
- Methodology to address Gap or Priority (30 Points)
- Project Sustainability (10 Points)
- FY2022 Target Priorities addressed (10 Points)
- Timeline of Activities/ Milestones (20 Points)
- Budget (20 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. That committee will include representation from designated stakeholders, to include:

- a. (1) Chairperson to be designated by the Director of Emergency Management
- b. (1) NCEM Operations Section
- c. (1) NCORR/Long-Term Recovery
- d. (1) NCEM Homeland Security Section
- e. (1) NCEMA Designee
- f. (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 sub-recipients by a reimbursement of expenditures in conjunction with the timely submission of corresponding Fiscal and Programmatic Reports. The NCEM Multi-Hazard Field Planners will serve a programmatic lead for this grant program. The NCEM Multi-Hazard Field Planner will collate and submit on behalf of the subrecipient the final reimbursement request for each county to include a cost report, proof of payment, and back up documentation to NCEM Grants Management for processing. Reimbursement requests will not be processed for any awards with delinquent programmatic reports.

Fiscal Reports will consist of:

- a. Cost Report
- b. Invoices. Ensure that only charges that apply to the cost report are highlighted. Dated within period of performance.
- c. Proofs of payment. Acceptable proofs are:
  - Cancelled checks
  - Agency financial ledger
  - 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 Grants Management on a schedule to be determined by the NCEM Grants Branch Manager. Submission of programmatic reports is a condition for receiving funds from this award.

Due dates for programmatic report submission:

- Q1: October 30, 2022
- Q2: January 30, 2023
- Q3: April 30, 2023

- Q4: August 30, 2023