



NC Department of Public Safety  
EMERGENCY MANAGEMENT

Roy Cooper, Governor

Eddie M. Buffaloe Jr., Secretary  
William C. Ray, Director

NOTICE OF FUNDING OPPORTUNITY (NOFO):  
**North Carolina Emergency Management (NCEM)**  
*2023 Local Emergency Shelter Capacity Grant Program*

North Carolina Emergency Management (NCEM) is now accepting applications for grants funded through the 2023 Appropriations Act, *S.L. 2023-134*, § 5.6(g) the Local Emergency Shelter Capacity Grant Program.

Eligible applicants are units of local government.

Applications must be received by NCEM no later than Close of Business (5pm) on **May 31, 2024**.

**Eligible Applicants**

Units of local government, as defined by N.C. Gen. Stat. § 143C-1-1(29) are eligible to be considered for a shelter capacity grants to retrofit public buildings used to provide emergency shelter. If a public building is not suitable for use as an emergency shelter, upon request of a local government the Division may consider an application for a non-public building maintained by Non-State entities (an individual, a firm, a partnership, an association, a county, a corporation, or any other organization or group acting as a unit, to include a unit of local government and public authority) as defined in N.C. Gen. Stat. § 143C-1-1(18). North Carolina Emergency Management will convene a panel to score the projects. Non-public building projects are limited to nonsectarian or nonreligious purposes which address such items in the section below.

**Eligible Categories of Work**

Grants will be used to improve disaster shelters across the State in the following areas:

- (1) to meet weather-related structural requirements such as windspeed ratings of roofs and windows; and
- (2) to upgrade infrastructure, such as electrical systems to install emergency generators or provide for quick hookup locations for emergency generators.

Initial funding for this notice is anticipated to be \$5,000,000. There is no maximum grant request limit, funding will be allocated to maximize the potential capacity increase for evacuation sheltering statewide. Phased and co-funded projects will be considered. Phased projects must not be dependent on future phases to operationalize increased shelter capacity.

Projects can be 100% funded with no local cost share and are paid on a reimbursement basis. Grant administration costs are not eligible. The Division shall also in awarding grants consider steps taken by the local government to obtain alternative sources of funding such as insurance policies, private grant funding, or available federal aid programs.



Examples of Eligible Projects:

- Wind hardening or “retrofit” of local shelter such as hurricane shutters
- Weather-related structural external functional and accessibility upgrades
- Roof construction or load improvements
- Purchase and installation of generator for local shelter, to include alternative power sources
- Purchase and installation of generator transfer switches or quick connects for a local shelter

### **Where to Submit Application Materials**

Applications must be submitted to the following email address: [NCEMLTR.Grant@ncdps.gov](mailto:NCEMLTR.Grant@ncdps.gov). Applications will be reviewed for completeness with completed applications scored and ranked.

### **Key Target Dates:**

15-April-2024	NOFO Released
17-April-2024	Technical Assistance Workshop (10:00AM-11:00AM)
13-May-2024	Technical Assistance Workshop (10:00AM-11:00AM)
<b>31-May-2024</b>	<b>Application Deadline</b>
1-July-2024	NC Review Panel Scoring completed
31 - July 2024	Applicants Notifications
July-August 2024	Complete and Sign grant agreements

The Period of Performance (POP) is up to 36 months, starting on the date of the recipient’s award. This process starts with the application referenced below.

### **Process to Submit Your Application**

#### Application/Submission Information and Instructions

Application deadline 31 May 2024 (5:00PM)

Application to be submitted to [NCEMLTR.Grant@ncdps.gov](mailto:NCEMLTR.Grant@ncdps.gov) with subject line “Applicant name – Project name – 2023 Local Emergency Shelter Capacity Grant Program”

Application email should include the completed [Application Document](#) and any additional attachments to support the project. Please make sure that you address each part of the application. The points below are representative of what you will find needed within the application. (Scoring weight in brackets):

- 1) Applicant Name, Address, Contact Information, and Project Name. Nonprofit corporations should also include the “Certificate of Existence from the NC Secretary of State, bylaws, and documentation to support ownership or right for project specific facility. (10)
- 2) General description of the Project (15)
- 3) Estimated increase in shelter capacity upon completion of the project (35)
- 4) Scope of Work (SOW) and cost estimate for the project to achieve #3 above, including an understanding of how the estimate was achieved. (20)
- 5) Timeline from approval of Grant to project completion. (10)
- 6) How and who will manage the project if awarded and their qualifications. Additionally, the applicants should include their experience in managing a grant award. (10)

Competitive proposals likely will include:

- Substantial increase for local capacity in emergency sheltering capability, and availability for major statewide incidents.
- External accessibility infrastructure upgrades
- Understanding of the benefits for residents, businesses, and other entities within a community including the percent of the community impacted by the project.
- Professional or engineering reports for the project.
- A current estimate of probable cost with an understanding of how this was developed.
- How the project links to previous comprehensive assessments or planning effort or an understanding of how the community prioritizes this project.
- An understanding of likely timeline and implementation of a full construction project.

The Local Emergency Shelter Grant is intended to address a deficiency in shelter capacity across all regions. Grant recipients will be requested to sign a Host Shelter MOA with NCEM, to utilize the shelter of which the grant has been awarded, as a Host Shelter site if the shelter location is not otherwise occupied or is unavailable.

Projects that are selected will require applicants to sign a Grant Agreement (MOA) and will be expected to comply with the terms of the agreement, including quarterly reporting and interim and final inspections as necessary or risk timely payment or funding. Also, applicants will be required to submit the below listed OSBM required documents/forms with the signed MOA if awarded a grant under this fund:

- i. [State of NC Substitute W-9 Form](#)
- ii. [Supplier Electronic Payment Request](#) Please email the completed form directly to OSC for processing: [ncfsepay@osc.nc.gov](mailto:ncfsepay@osc.nc.gov) with copy to [NCEMLTR.grant@ncps.gov](mailto:NCEMLTR.grant@ncps.gov)
- iii. Conflict of Interest Policy ([G.S. 143C-6-23.\(b\)](#))
- iv. [Sworn \(Notarized\) No Overdue Tax Debt Certification](#) ([G.S. 143C-6-23.\(c\)](#))

For more information, please send any questions to [NCEMLTR.grant@ncdps.gov](mailto:NCEMLTR.grant@ncdps.gov)