
LOCAL EMERGENCY SHELTER CAPACITY GRANT FUND (LESCG) 2023

State Authorization: NC Appropriations Act, S.L. 2023-134, § 5.6(g), and (2) FY 2023 Local Emergency Shelter Capacity Grant Program (NOFO): The funds awarded under this grant must be used in compliance with all applicable federal, state, local and tribal laws and regulations, including N.C.G.S. §§ 143C-6-21, 143C-6-22, 143C-6-23 and 09 NCAC 03M. By accepting this award, the Recipient agrees to use these funds in a manner consistent with all applicable laws and regulations.

For more information:

<https://www.ncdps.gov/our-organization/emergency-management/emergency-management-grants/transportation-infrastructure-resiliency-fund-grants-2023>

**North Carolina Department of Public Safety (NCDPS)
North Carolina Emergency Management (NCEM)**

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The auditor should **not** consider the Supplement to be “safe harbor” for identifying audit procedures to apply in a particular engagement, but the auditor should be prepared to justify departures from the suggested procedures. The auditor **can** consider the supplement a “safe harbor” for identification of compliance requirements to be tested if the auditor performs reasonable procedures to ensure that the requirements in the Supplement are current.

The grantor agency may elect to review audit working papers to determine that audit tests are adequate.

Auditors may request documentation of monitoring visits by the State Agencies.

I. PROGRAM OBJECTIVES

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

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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). Non-public building projects are limited to nonsectarian or nonreligious purposes.

II. PROGRAM PROCEDURES

The grants are funded through the North Carolina Emergency Management (NCEM) Long Term Recovery Grant Program. This grant award is authorized under the provisions of: (1) 2023 Appropriation Act, S.L. 2023-134, § 5.6(g), and (2) FY 2023 Local Emergency Shelter Capacity Grant Program (LESCGP) notice of funding opportunity (NOFO).

The funds awarded under this grant must be used in compliance with all applicable federal, state, local and tribal laws and regulations, including N.C.G.S. §§ 143C-6-21, 143C-6-22, 143C-6-23 and 09 NCAC 03M. By accepting this award, the Recipient agrees to use these funds in a manner consistent with all applicable laws and regulations.

Funds can be used for the following categories of work:

- (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 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, in awarding grants, also 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

III. COMPLIANCE REQUIREMENTS

Noted below in the following matrix are the types of compliance requirements identified by the State Agency, noted by “Y” that are that are subject to the audit for the State program. The auditor must determine if the Type noted by “Y” has a direct and material effect on the State program for the auditee.

	1	2	3	4	5	6	7	8	9	10	12	13	14
Activities Allowed or Unallowed													
Allowable Costs/Cost Principles	Y	Y	Y	N	Y	N	N	Y	N	N	Y	N	Y
Cash Management													
Conflict of Interest													
Eligibility													
Equipment/ Real Property Management													
Matching, Level of Effort, Earmarking													
Period Of Performance													
Procurement Suspension & Debarment													
Program Income													
Reporting													
Subrecipient Monitoring													
Special Tests and Provisions													

1. Activities Allowed or Unallowed

Compliance Requirement

Applicants must submit their application to include a pdf attachment organized based on the 6-point outline, making sure that each number is addressed as complete. This will be used as part of the selection (scoring weight).

- 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.
- General description of the Project
- Describe how the project mitigates future damage or flooding, including impact on community.
- Scope of Work (SOW) and cost estimate for the project to achieve #3 above, including an understanding of how the estimate was achieved.
- Timeline from approval of Grant to project completion.
- How and who will manage the project if awarded and their qualifications.

Suggested Audit Procedures

- Review LESCG program requirements and cross-check against awarded projects.
- Project Grant Agreement (MOA), the approved scope of work/acquisition(s) and applicable terms, conditions, requirements, and responsibilities.
- Test expenditures and related records for adherence to approved budget activity.

2. Allowable Costs/Cost Principles

Compliance Requirement

All Costs must be:

Directly tied to the performance of eligible work.

Adequately documented (following principles of [2 CFR section 200.403\(g\)](#));

Reduced by all applicable credits, such as insurance proceeds and salvage values (following principles of [2 CFR section 200.406](#));

Authorized and not prohibited under federal, state, territorial, tribal, or local government laws or regulations.

Recipient shall be an independent Recipient and as such shall be responsible for ALL taxes. There shall be no reimbursement for taxes incurred by the Recipient under this grant.

Suggested Audit Procedures

- Review LESCg requirements and cross-check against awarded projects.
- Review requests for reimbursement (RFR) submitted by subrecipient.
- Verify costs did not consist of improper payments, including (1) payments that should not have been made or that were made in incorrect amounts (including overpayments and underpayments) under statutory, contractual administrative or other legally applicable requirements; (2) payments that do not account for credit for applicable discounts; (3) duplicate payments; (4) payments that were made to an ineligible party or for an ineligible good or service; and (5) payments for goods or services not received (except for such payments where authorized by law).
- Verify costs were not included as a cost of any other financed program in either the current or a prior period.
- Verify costs were not used to meet the cost-sharing or matching requirements of another program, except when authorized by federal statute.
- Test expenditures and related records for adherence to approved budget activity.

3. Cash Management

Compliance Requirement

Funds are submitted to all subrecipients on a reimbursement basis.

Suggested Audit Procedures

Review request for reimbursement (RFR) to ensure that all payments requests are made on a reimbursement basis.

5. Eligibility

Compliance Requirement

The following conditions must be adhered to during the entire duration of the grant program:

Recipient must:

- i. After April 4, 2022, Recipient will be required to obtain a Unique Entity Identifier created in the System for Award Management (SAM), if they do not already have one.
- ii. Ensure their organization is registered with SAM. Every applicant is required to have their name, address, DUNS number and EIN up to date in SAM, and the DUNS number used in SAM must be the same one used to apply for all awards from Grantor. SAM information can be found at <http://www.sam.gov> . After April 4, 2022, the Unique Entity Identifier in SAM becomes the official identifier for doing business with the U.S. Government.

Recipient must submit the following documents to Grantor at NCEMLTR.Grant@NCDPS.gov upon execution of MOA:

- i. State of NC Substitute W-9 form
- ii. Electronic Payment / Vendor Verification Form, email the completed form to OSC for processing: ncfsepay@osc.nc.gov with copy to NCEMLTR.grant@ncps.gov
- iii. Conflict of Interest Policy (G.S. 143C-6-23(c)).
- iv. Sworn (Notarized) No Overdue Tax Debt Certification (G.S. 143C-6-23(c)).

Suggested Audit Procedures

Review LESCg guidance, then cross-check against awarded projects.

8. Period of Performance (POP)

Compliance Requirement

Recipients must submit to Grantor, no later than 90 calendar days after the end date of the period of performance or completion of the project, whichever is sooner, all financial, performance, and other reports as required by the terms and conditions of the grant award, and MOA.

This includes, at a minimum:

- i. A closeout letter indicating that the project is now 100% complete, that all funds were used for the purpose appropriated and ready for final inspection.
- ii. A complete accounting of how all grant funds were used through the Summary of Documentation (SOD) Form which lists all labor, material, equipment, and contract invoices with corresponding checks or other proof of payment making up the total spend for the project.
- iii. Copies of all invoices and a copy of proof of payment (both front and back of cleared check is required) as listed on the SOD form.

- iv. Bid documents (solicitation, bid evaluations, etc.), contracts.
- v. Insurance documentation on equipment or property purchased under this award or letter indicating lack of insurability.
- vi. Pictures prior to the start of the project and when complete for permanent work type grants.

Suggested Audit Procedures

- Verify POP in Award Letters.
- Verify that the funds were encumbered within the POP for each subrecipient.
- Verify existence of sufficient documentation from NCDPS/NCEM authorizing any period of performance extensions claimed by subrecipient. If a subrecipient has received multiple awards across different or consecutive years, the award letter and MOA for each award should be separately reviewed to determine the specific POP for each award.

12. Reporting

Compliance Requirement

Failure to submit required reports and reimbursement requests to NCDPS/NCEM in a timely manner may result in an inability to access grant funds until proper reports and requests are received.

Final documentation must be submitted by subrecipients upon close-out of the grant award.

Suggested Audit Procedures

- Review sub-recipient's MOA for reporting requirements and approved scope of work.
- Verify that reports submitted by subrecipient (including requests for reimbursement RFR) have adequate supporting documentation, that funds were expended as represented by subrecipient, and at all required authorizations/approvals were obtained by subrecipient.
- Verify that goods and services for which subrecipient was reimbursed by NCDPS/NCEM were in fact obtained/completed in accordance with the approved scope of work specified in the application, award letter and MOA.

14. Special Tests and Provisions

Compliance Requirement

Sub-recipients are required to follow rules and regulations in the ["Mini-Brooks Act", G.S.143-64.31.](#)

Suggested Audit Procedures

Confirm that subrecipients have followed all applicable rules and regulations required by "Mini-Brooks Act".

IV. OTHER INFORMATION

Schedule of Expenditures of Federal Awards (SEFA) / Schedule of Expenditures of Federal & State Awards (SEFSA):

If an audit is required to be conducted, recipients/subrecipients should record DRMF expenditures on the SEFA/SEFSA in accordance with 2 CFR 200.501, 200.502 & 200.510 when (1) the funds have been awarded by NCDPS/NCEM and (2) the expenditures are incurred. If expenditures were incurred prior to the funds being awarded, they are ineligible expenditures. If funds are awarded in a certain fiscal year but not expended until a subsequent fiscal year, they should be reported on the SEFA/SEFSA in the fiscal year of expenditure. If expenditures were incurred after the expiration of the period of performance (plus any authorized extensions, if applicable), they are ineligible expenses.