

Northern Virginia Emergency Response System

Call for FY 2024 Project Concept Proposals

Overview

The Northern Virginia Emergency Response System (NVERS) Steering Committee is accepting project concept proposals for fiscal year (FY) 2024 funding consideration.

Proposals submitted in response to this call require formal endorsement from a discipline committee(s) as a prerequisite for consideration by the Steering Committee. The Steering Committee strongly recommends that project sponsors engage their discipline leadership, and representatives on the Steering Committee, to ensure proposals are in the best interest of the sub-region and align with strategic priorities. As outlined in the evaluation criteria (see below), projects that build preparedness and response capability and/or capacity across disciplines and jurisdictions may receive more favorable evaluations. Conversely, projects of limited benefit to a single discipline, or have been developed without attempts to engage discipline leadership or Steering Committee representatives, may not be favorably evaluated.

The Steering Committee has approved two Project Concept Proposal Worksheets (Appendix A and B) to provide project sponsors with a standardized approach when submitting proposals for consideration. Project sponsors may request technical assistance from NVERS staff in compiling their proposals by sending an email to fy24@nvers.org.

The NVERS Steering Committee will review and evaluate submitted proposals. Following review and evaluation, proposals will be:

- Recommended to the NVERS Board of Directors for funding consideration;
- Sent back to the project sponsor with a request for additional information; or
- Not recommended for funding under this initiative.

If the Steering Committee recommends a proposed project for funding, and the Board of Directors accepts the recommendation, the Board of Directors will determine the resources necessary to support the project proposal. Based on funding requests and strategic priorities, the Board of Directors may choose to fully fund the project, partially fund the project, fund the project out of alternate or future funds, defer the project, or reject the project for funding.

Timeline

Project sponsors requesting proposal consideration under this initiative must submit a completed Preliminary Project Concept Proposal Worksheet (Appendix A), **no later than the close of business Friday, December 1, 2023.**

Project sponsors must prepare a brief, 10-minute informational presentation (Appendix C) on the proposed project during the **Monday, December 11, 2023 Steering Committee meeting.** Members of all discipline committees are strongly encouraged to attend, to gain a greater understanding of the projects and ask clarifying questions.

Discipline committees should anticipate reserving time during their December 2023 meetings to discuss, and as appropriate, evaluate and/or rank, the projects broadly, but also provide their endorsement for projects seeking sponsorship.

If endorsed by a discipline committee(s), project sponsors must submit a completed Final Project Concept Proposal Worksheet (Appendix B), **no later than the close of business Friday, January 12, 2024.**

Discipline representatives to the Steering Committee will review and evaluate submitted proposals during their January 29, 2024 meeting. The Steering Committee's recommendations will be presented to the Board of Directors for consideration.

Eligibility

Only NVERS-affiliated project sponsors within the eligible Urban Area or Healthcare Coalition sub-regions may submit a project concept proposal under this initiative. Project concepts may not be sponsored by individuals with a financial or business interest in the proposed initiative.

For continuation or sustainment initiatives seeking FY24 funding, the project sponsor must describe and demonstrate progress toward meeting the objectives, deliverables, and intended outcomes of previous grant awards.

The Steering Committee must have a substantial role in the execution of the proposal and not simply be a pass-through funding mechanism. Funding must comply with all grant terms and conditions. Projects must be sub-regional in nature and build or enhance capacity/capability across Northern Virginia jurisdictions and disciplines.

Additional Guidance

To be considered for review by the Steering Committee, all fields in the proposal worksheet must be completed. NVERS staff are available to provide technical assistance in the development of proposal worksheets for any project sponsors who require it. Project sponsors may submit multiple proposals; however, each proposal must be submitted separately to receive consideration.

The grant's period of performance is anticipated to begin in October 2024 and end in May 2026. When developing proposals, project sponsors should consider the feasibility of completing all suggested deliverables within the grant's period of performance. Moreover, anticipated project spending must occur within the allotted timeframe.

The Steering Committee welcomes innovative proposals that bolster the region's preparedness and response capabilities. The Steering Committee is particularly interested in proposals that build capacity/capability across discipline and jurisdictional boundaries. ***To that end, the Steering Committee strongly encourages project sponsors to align their proposals with gaps, risks, and priorities identified in the NVERS Casebook (Appendix D) and HSEC Regional Guidance (Appendix E).***

Proposal Evaluation

Gated Criteria

1. Completed Preliminary Project Concept Proposal Worksheet submitted by an eligible project sponsor no later than the close of business on Friday, December 1, 2023.
2. Completed Final Project Concept Proposal Worksheet submitted by an eligible project sponsor no later than the close of business on Friday, January 12, 2024.
3. Project proposal is sub-regional in nature, supporting capacity and/or capabilities across Northern Virginia jurisdictions and/or disciplines.

Evaluative Criteria

1. Project proposal addresses an identified preparedness/response gap demonstrated through regional planning documents such as the *NVERS Casebook* and *HSEC Regional Guidance*.
2. Project proposal articulates a clear purpose and end-state/outcome.
3. Project proposal is regionally applicable and has been socialized with discipline leadership and/or Steering Committee representatives wherever possible.
4. Project proposal has a significant impact on the ability of Northern Virginia to collectively mitigate, prepare for, and/or respond to acts of terrorism or other all-hazards emergencies.
5. Project proposal articulates a reasonable, plausible budget.
6. For new/non-continuation proposals, the project will not require significant annual sustainment costs. Projects that do have sustainment costs should have clear plans and timelines for transitioning off grant funding.

Instructions

All templates and reference documents may be found at: <https://www.nvers.org/fy24>.

Project sponsors should completely fill out each field of the Preliminary Project Concept Proposal Worksheet (Appendix A) and email the completed form to fy24@nvers.org by the close of business on Friday, December 1, 2023.

Project sponsors, or a delegate, must prepare a ten (10)-minute presentation (Appendix C) for the December 11, 2023 Steering Committee meeting to provide a brief overview of the project and answer any questions from Steering Committee or discipline committee members. Presentations may be emailed to fy24@nvers.org no later than the close of business Wednesday, December 6, 2023, but may be submitted with Preliminary Project Concept Proposal Worksheet. The meeting is for informational, not decision-making, purposes.

If endorsed by a discipline committee(s), project sponsors must submit a completed Final Project Concept Proposal Worksheet (Appendix B), to fy24@nvers.org by the close of business Friday, January 12, 2024.