

Reporting Overview and Q&A Webinar for SB 105; Section 16.22 Facility Improvement Grants for Organizations that Provide Services to Victims of Domestic Violence and Sexual Assault

Roxana Zelada-Lewis, Grants Manager Kristen Howe, Grants Manager Friday, December 9th, 2022

1

NC Human Trafficking Commission Staff

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This webinar is being recorded and will be posted on our website.

North Carolina Human Trafficking Commission

The North Carolina Human Trafficking Commission is the legislatively mandated leader of anti-human trafficking efforts in North Carolina per <u>S.L. 2013-368</u>. The Commission is charged with:

- · Examining and combating human trafficking
- · Funding and facilitating research
- · Creating measurement, assessment, and accountability measures
- · Informing and educating law enforcement personnel, social services providers, and the general public
- Suggesting new policies, procedures, and legislation
- · Developing regional response teams
- · Identifying gaps in law enforcement or service provision and recommending solutions

The Commission is housed in and staffed by the North Carolina Judicial Branch.

https://www.nccourts.gov/commissions/human-trafficking-commission

3

Update on 16.22 Round 2 and 16.23

- 16.22 Round 2 update
 - Target is for payment for Round 2 awards that have been fully executed to be sent out before Tuesday December 20th, 2022.
- 16.23 application deadline is Wednesday December 14th, 2022, by 5:00 p.m.
 - Email complete application with all attachments to nchtc@nccourts.org
 - Please do not submit to Gmail address used with 16.22 applications
 - · Please do not email applications to the HTC staff
 - https://www.nccourts.gov/commissions/human-trafficking-commission/human-trafficking-commission-grants

Please email your Grants Manager with any additional questions.

Objectives

- I. 16.22 reporting schedule
- II. Review of 16.22 quarterly progress report
- III. Review of 16.22 quarterly financial report
- IV. Q&A

5

16.22 Reporting Schedule

16.22 Quarterly Progress Report

16.22 Quarterly Financial Report

Q&A

16.22 Reporting Schedule

16.22 Reporting Schedule

16.22 Quarterly Progress Report

16.22 Quarterly Financial Report

Q&A

Q1 due Tuesday 1/10

Q2 due Tuesday 1/10

Q3 due Monday 4/10

Q4 due Thursday 6/30



Quarterly Expense Report and Performance Measures Report schedule

Q1	July 1 – September 30	Reports are due by the 10 th day following the end of the quarter
Q2	October 1 – December 31	Reports are due by the 10 th day following the end of the quarter
Q3	January 1 – March 31	Reports are due by the 10 th day following the end of the quarter
Q4	April 1 – June 30	Reports are due by the 10 th day following the end of the quarter

Please note that the expense and performance reports are due 10 calendar days following the end of the quarter and may fall on a weekend or holiday.

7

16.22 Reporting Schedule

16.22 Quarterly Progress Report 16.22 Quarterly Financial Report

O&A

- Grant cycle July 1st, 2022 June 30th, 2023
 - Must report (progress and financial) on Q1 (July 1st September 30th)
 - If your expenses don't start until Q3, you must still submit reports on Q1 & Q2
 - Q1 reports can be submitted in January with Q2 reports
 - Please email your completed reports with all supporting documentation to your Grants Manager
 - If you're unsure of your Grants Manager please reach out to us
 - Must submit a complete performance and expenditure status report on or before June 30th, 2023.



16.22 Quarterly Progress Report

9



- Please answer all questions
- If grant funds were used to fund staff position(s) during the reporting period, please submit a timesheet with the progress report
- Section B Question 1B is if your Round 2 project(s) is different from Round 1
- Section B Question 5 can include pictures (email as attachments)

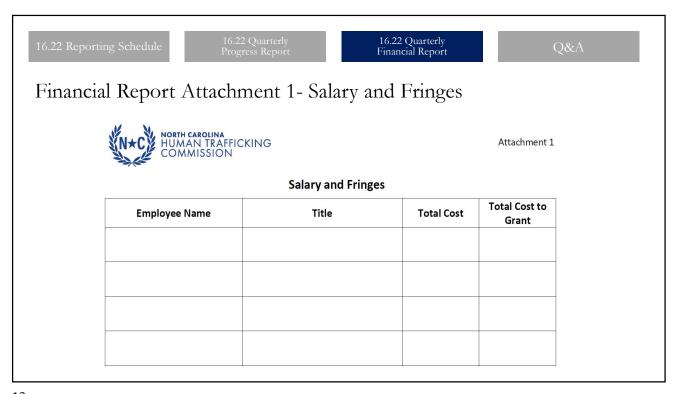


16.22 Quarterly Financial Report

11



- Supporting documentation
 - Accounting system general ledger clearly identifying costs
 - Financial Report Attachments with supporting documentation
 - The same financial report with each updated tab will be submitted at the end of every quarter



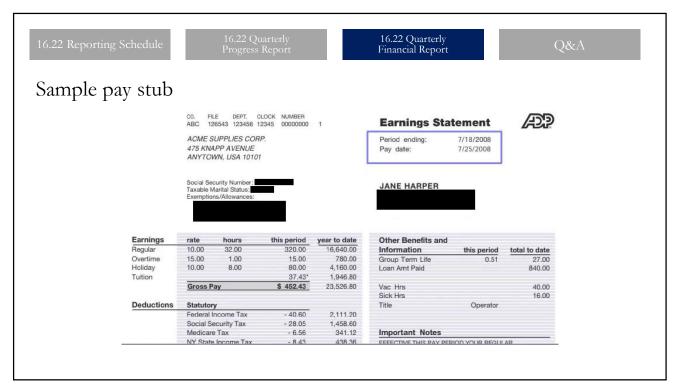
16.22 Reporting Schedule

16.22 Quarterly Progress Report 16.22 Quarterly Financial Report

O&A

Financial Report Attachment 1- Salary and Fringes

- Must include employee name and title
- Total cost to agency
- Total cost to grant
- Items must be organized in order of entry on financial report attachment
- Supporting documentation
 - Copies of pay stubs must show employee, gross wages, hours worked, salary rate hourly/ monthly, pay period and date
 - o Fringe benefits, taxes, and deductions
 - o PII must be covered/ blacked out
 - o Timesheets Must include hours of work





16.22 Reporting Schedule

16.22 Quarterly
Progress Report

16.22 Quarterly
Financial Report

Q&A

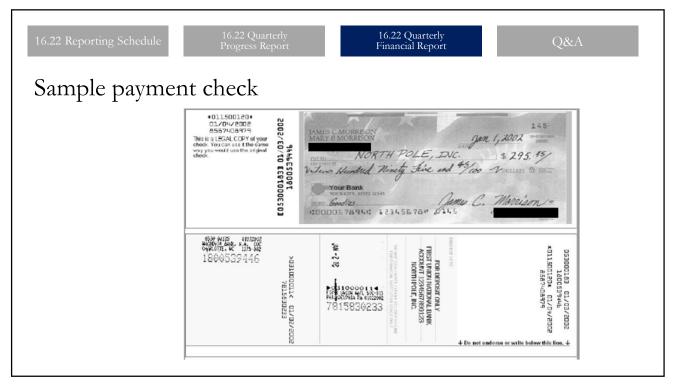
Financial Report Attachment 2 – Service and Contracts

- Must include contractor/vendor name
- Description of services provided
- Total cost to agency
- Total cost to grant minus sales tax
- Items must be organized in order of entry on financial report attachment
- Supporting documentation
 - o Invoice must include date of service
 - o Invoice must include services provided, parts and labor cost
 - o Copies of cleared check front and back or copies of bank statement
 - o Each cost must be clearly identified on bank statement
 - o For credit card purchases, submit receipt and credit card statement
 - If a contract has been signed, provide copy of executed contract with 1st financial report

17







16.22 Reporting	Schedule 16.22 Q Progres	Quarterly 1 s Report F	6.22 Quarterly inancial Report	Q&A					
Financial Report Attachment 3 – Goods Expenses									
	Attachment 3								
Goods Expenses*									
	Vendor	Description	Total Cost	Total Cost to Grant (minus tax)					
				-					

16.22 Reporting Schedule

16.22 Quarterly Progress Report 16.22 Quarterly Financial Report

O&A

Financial Report Attachment 3 – Goods Expenses

- Must include vendor name
- Description of items purchased
- Total cost to agency
- Total cost to grant minus sales tax
- Items must be organized in order of entry on financial report attachment
- Supporting documentation
 - o Copies of receipts
 - o Copies of bank statements
 - o For credit card purchases, submit receipt and credit card statement
 - o Each cost must be clearly identified on bank statement

16.22 Reporting Schedule

16.22 Quarterly
Progress Report

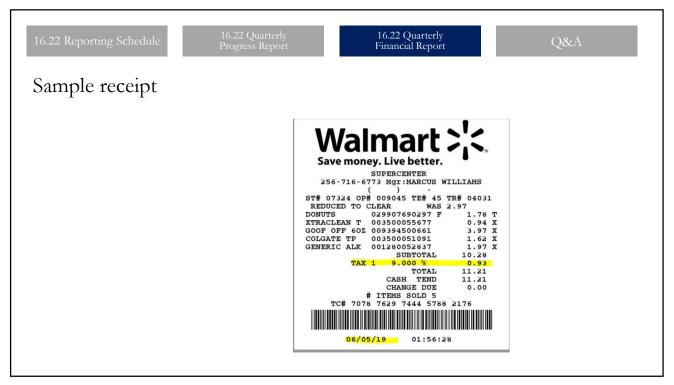
16.22 Quarterly
Financial Report

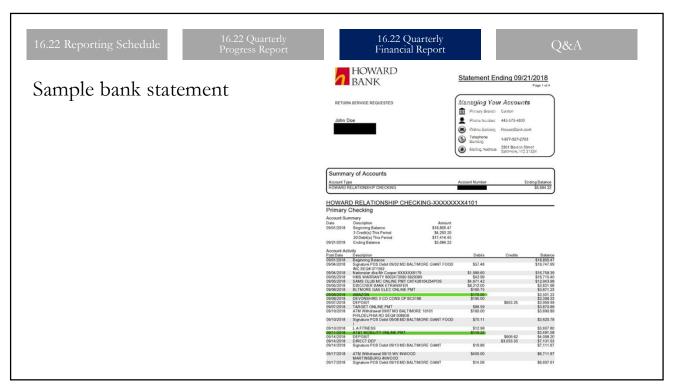
Q&A

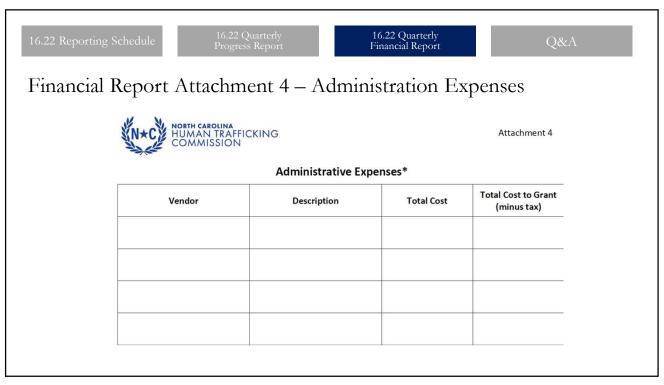
Financial Report Attachment 3 – Goods Expenses

- Purchases made by staff that required reimbursement
- Supporting documentation
 - Copies of receipts
 - Copies of cleared check front and back or copies of bank statement
 - For credit card purchases, submit receipt and credit card statement
 - Each cost must be clearly identified on bank statement

23







16.22 Reporting Schedule

16.22 Quarterly Progress Report 16.22 Quarterly Financial Report

Q&A

Financial Report Attachment 4 – Administration Expenses

- If administration cost has been allocated for overseen the project, include employee name and title
- Total cost to agency
- Total cost to grant
- Items must be organized in order of entry on financial report attachment
- Supporting documentation
 - Copies of pay stubs must show employee, gross wages, hours worked, salary rate hourly/ monthly, pay period and date
 - o Fringe benefits, taxes, and deductions
 - o PII must be covered/ blacked out
 - o Timesheets Must include hours of work
- If the administration cost is other than salaries, provide copies of the general ledger identifying the cost and
 percentage allocated to the grant
- Administration cost can be personnel and non-personnel
 - o Includes overall program management, coordination, monitoring and evaluation

27

16.22 Reporting Schedule

16.22 Quarterly Progress Report 16.22 Quarterly Financial Report

O&A

Financial Report Attachment 5 – Other Expenses

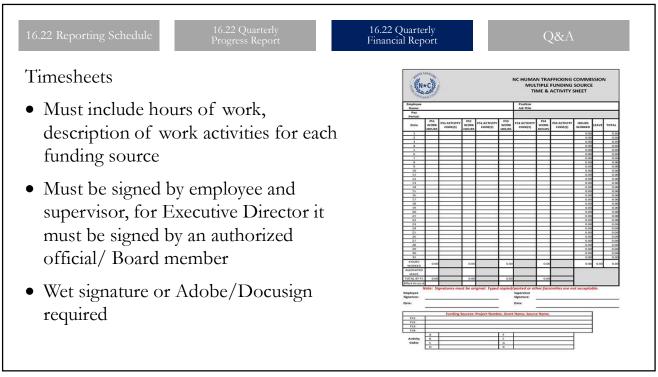
Depending on the type costs the supporting documentation described above applies

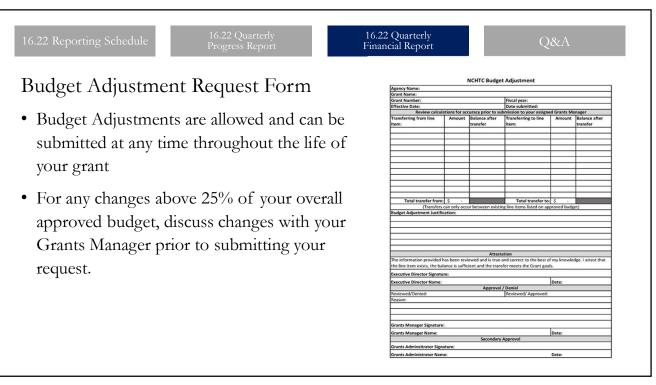


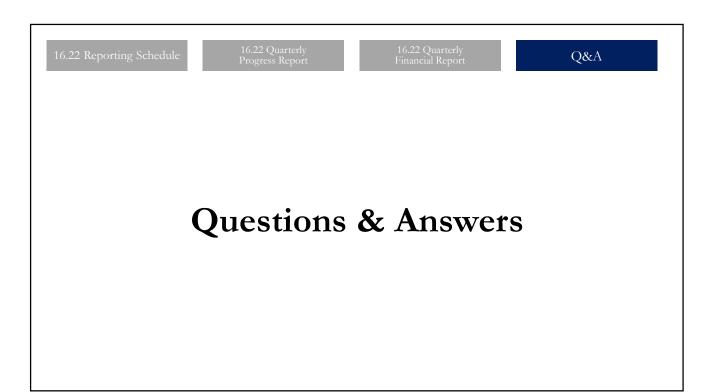
Attachment 5

Other Expenses*

Vendor	Description	Total Cost	Total Cost to Grant (minus tax)







Contact Information

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32

Thank you

Thank you for taking time to join us today.

If you have questions or would like more information, please do not hesitate to reach out to us.

Thank you for your work with & commitment to human trafficking, sexual assault, and/or domestic violence victim survivors.

Your work is needed, valuable, and makes a difference.

33