APPROPRIATIONS COMMITTEE MEETING

JULY 10, 2023

Meeting Agenda

SECTION 16.20 UPDATE

SECTION 16.22 UPDATE

SECTION 16.23 UPDATE

SECTION 16.21 UPDATE

KPIs

SECTION 16.20

- ❑ FIRST PAYM
- ❑ 6 AGENCIE
- ❑ 4 AGENCIE
- ❑ TOTAL PAY.
- ❑ OBLIGATED

5. The anticipated planning and administrative costs for each proposed initiative, sorted by type, including staffing, fixed costs, contracts, and information technology.

6. A description of the organization's capacity to implement its plan to address the needs of victims, including the organization's staffing level, systems, partnerships, existing funding, and existing programs.

7. A description of the applicant's plans and capability to continue each proposed initiative beyond June 30, 2022, if the applicant plans to do so.

ligated

SECTION 16.22 – Facility Improvements Grants

❑ 72 agencies

❑ Quarterly Reports update
  ❑ Financial
  ❑ Progress

66 have all reports for the first 3 quarters approved. We are still working with 6 agencies to complete reports. We are investigating one of those due to being placed on the SOFL.

7 spent all their funds by Q3 end.

❑ Extensions

We have received confirmation that a one-year extension will be granted.

Legal will advise us about how / when to get those signed.

40 agencies have requested an extension and we will try to have those ready for signing, when legal gives the green light.

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SECTION 16.22

❑ Risk Assessment
  ❑ Internal Control Form
  ❑ Financials
  ❑ Risk Assessment tool for score
  ❑ State Grant Compliance forms

❑ Site visits

❑ Closing

SECTION 16.23

❏ FIRST GRANT LIST TOTALLED: $3,059,763.92

❏ SECOND GRANT LIST TOTALLED: $ 820,183

❏ TOTAL PAYMENTS THAT WILL BE DISBURSED PRIOR TO FY24 = **$3,879,945.92**

❏ OBLIGATED PERCENTAGE THUS FAR MINUS ADMINISTRATIVE COSTS = roughly **25%** obligated

❏ Reporting webinar coming soon

❏ Reporting package is completed

❏ Quarterly financial reports are completed

❏ Roxana has resigned effective 6/20/2023, we are actively hiring for this position.

❏ Ellen has assumed all of Roxana's 44 agencies, all agencies have been contacted.

SECTION 16.21

❑ RFP has been completed, under legal review

❑ 16.21 Terms and Conditions have been requested

❑ Coversheet has been completed

❑ Checklist has been completed

❑ To be discussed:
  ❑ Forms to be requested
  ❑ Scoring matrix
  ❑ Minimum and Maximum awards amounts
  ❑ RFP dates

SECTION 16.21- Forms Requested

Proposal: (Forms Provided)

1. ____Cover Sheet and Proposal form, signed*
2. ____Budget Expenditure Template*
3. ____Copy of agency SAMS Registration with UEI number.
4. ____Conflict of Interest Policy on the form provided*
5. ____Sworn statement of No Overdue Tax Debt Certification on agency Letterhead*
6. ____North Carolina Substitute W-9 Form*
7. ____Vendor Electronic Payment Form*
8. ____Signed Federal Funding Accountability and Transparency Act (FFATA) certification on the form provided*
9. ____Proof of Non-Profit Status with submission of ONE of the following documents:
   a. IRS Determination Letter
   b. Certificate of Incorporation
   c. Statement from a state taxing body or State Secretary of State certifying that the organization is a nonprofit operating within the State and no part of the organization's net earnings may lawfully benefit any private shareholder or individual
   d. Statement from a State or national parent organization that the applicant is a local non-profit affiliate.

10. ____Staff roster, including employee names, titles, job descriptions, and city of primary residence.
11. ____Current Board of Directors member profile roster on agency letterhead*
12. ____Policy for checking background and credentials of employees and volunteers
13. ____Organization's confidentiality policy that protects victim-survivor's personal information from being released to. external parties without express permission, unless required by law.
14. ____Internal Controls Questionnaire *
15. ____Standards Self-Assessment*

SECTION 16.21- Scoring Matrix

SCORING MATRIX

Geographical Area – Reach Capability	10 points
Strength of Goals, Objectives, for Proposed Initiatives	20 points
Timeline of Proposed Initiatives	5 points
Budget Structure	15 points
Organizational Capacity	10 points
Sustainability Plan	5 points
Risk Assessment	20 points
Standards Self-Assessment	10 points

SECTION 16.21- Scoring Matrix

1. A description of the geographic area the organization serves and the needs of victims of human trafficking in that area.
2. A plan to address the needs of victims, including the goals and objectives of each proposed initiative.
3. The time line for implementing each proposed initiative to achieve the desired objective and the names of any partners with whom the organization will be working and the role of those partners in the proposed initiative.
4. A list of the specific services each proposed initiative will deliver, which may include case management, client safety, client well-being, and other services, including health, transportation, housing, education, and employment assistance.
5. The anticipated planning and administrative costs for each proposed initiative, sorted by type, including staffing, fixed costs, contracts, and information technology.
6. A description of the organization's capacity to implement its plan to address the needs of victims, including the organization's staffing level, systems, partnerships, existing funding, and existing programs.
7. A description of the applicant's plans and capability to continue each proposed initiative beyond June 30, 2022, if the applicant plans to do so.

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SECTION 16.21- Award Amounts

❑ Award Minimum = $50,000

❑ Award Maximum = $200,000

❑ Maximum Amount allows HTC to award 20 Non-profit organizations

❑ Calculation is as follows:

❑ $4,400,000.00 - $600,000 (grant administration) = $3,800,000

❑ $3,800,000 / 20 awards = maximum funding amount of $190,000

SECTION 16.21- Dates

❑ RFP Dates:
- ❑ August 1, 2023 Release date
- ❑ August 31, 2023 Close date

❑ RFP will be posted to NC Interactive Purchase System (IPS) through the procurement office

❑ RFP will be posted to NCHTC cite.

KPI

Key Performance Indicator (KPIs) are quantifiable metrics that enable organizations to gauge the progress and/or success of a project.

KPI CRITERIA

1. KPIs must be quantitative
2. KPIs must be realistically measurable
3. KPIs must demonstrate progress towards your project goals
4. KPIs must be something you plan to measure regularly, or, if your project is already complete, it must be something you *did* measure regularly. (Note, some KPIs may be measured only once)
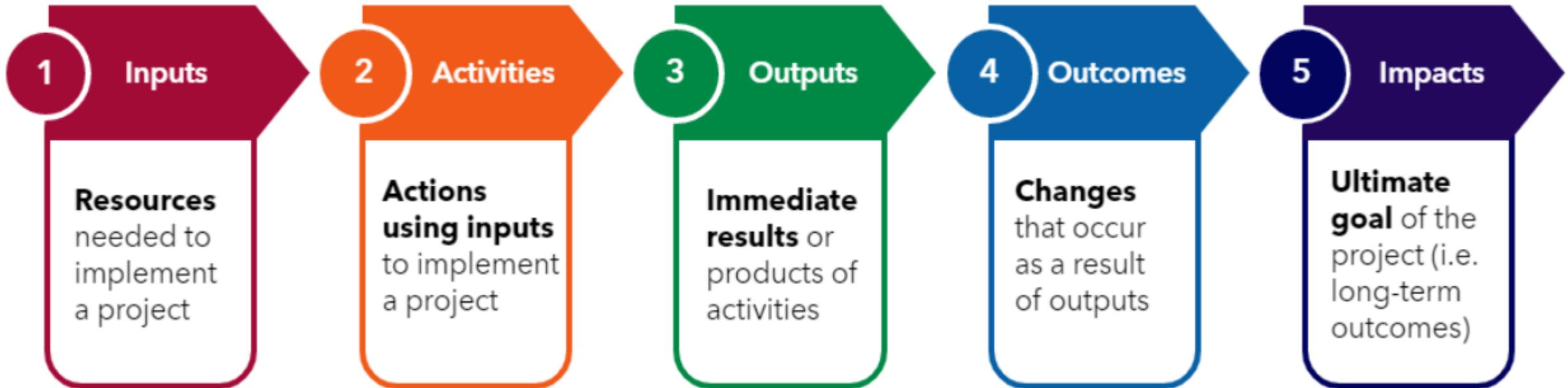
KPI

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KPI

FIGURE 1. PROJECT FLOW

1 Inputs
Resources needed to implement a project

2 Activities
Actions using inputs to implement a project

3 Outputs
Immediate results or products of activities

4 Outcomes
Changes that occur as a result of outputs

5 Impacts
Ultimate goal of the project (i.e. long-term outcomes)

KPI

FIGURE 2. THREE KPI TYPES

1 — **Tracking Measures**

Metrics that help you track the **implementation** of your project. These may include your **inputs**, **activities**, or similar **milestones**.

2 — **Output Measures**

Metrics that help measure the **direct results** of your actions. They provide valuable information about the **early implementation** stages of a project.

3 — **Outcome Measures**

Metrics that measure **changes that occur as a result of the project's activities**. They Indicate whether a project is achieving its **overall goals**.

KPI

HTC identified 4 KPIs they are as follows:

1. Grant Program Development

2. Working with Agencies

3. Manpower / Structure

4. Victims Assisted

KPI

KPI 1 TABLE

QUESTION	ANSWER
Name of measure *Response Format: Text*	Grant program development
Type of measure *Response format: Drop-down menu with the following options:* *Tracking, Output, or Outcome*	Tracking
Brief description *Response Format: Text* *Expected length: 1 to 3 sentences*	Creating a process to issue a Request for Proposals (RFP), application review/approval, assessing applicant risk, establish terms and conditions, establish a monitoring plan.
Unit of measurement *Response Format: Text* *Expected length: 3-5 words*	Committee approval of grant awards and application process.
Measuring Strategy/ Data Source *Response Format: Text* *Expected length: 1 or 2 sentences*	Official vote date, committee meeting minutes.

Measure start date *Response Format: Drop-down menu with list of quarters*	2023 Quarter 1 (Jul-Sep)
Measure end date *Response Format: Drop-down menu with list of quarters*	2024 Quarter 1 (Jul-Sep)
Frequency of reporting to NCPRO *Response format: Drop-down menu with the following options:* *Quarterly, Semi-annually, Annually*	Annually
Does KPI have an equity component? *Equity is defined by OSBM as "ensuring opportunities, access, and impact are not determined by race, ethnicity, gender, language, socioeconomic status, religion, or ability."* *Response format: Yes/no Drop-down menu*	No
How is KPI data disaggregated?	*KPI data not disaggregated*

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THANK YOU

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