





**NORTH CAROLINA
HUMAN TRAFFICKING
COMMISSION**

APPROPRIATIONS COMMITTEE MEETING

MARCH 6, 2023

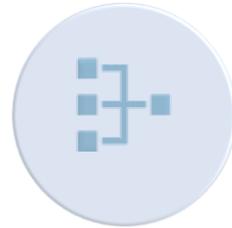
Meeting Agenda



GRANTS
MANAGEMENT
UPDATES



CURRENT
DEVELOPMENTS



CONFERENCE
ATTENDANCE



SECTION
UPDATES



REVIEW
PROCESS

Grants Management Updates

Meetings

Weekly Grant Managers Meeting

Weekly Grant Administrator/Executive Director meeting

Monthly NCPRO meeting

ARP SFRF Interagency meetings as needed



Grants Management Updates

Grant Managers meetings are held every Wednesday in person

- Discussions include:
 - Questions
 - Legal Responses
 - Updates from NCPRO
 - Conference/training/education opportunities

Additional meetings are held as necessary

- 16.23 Monitoring meeting scheduled 3.6.2023

NCPRO collaboration

- Meetings will take place on a Wednesday same time as the grant manager meetings

Executive Director and Grant Administrator meets with finance regularly

Grants Management Updates

MARCH 1 – SUBMITTED
GENERAL ASSEMBLY
REPORT



Section 16.20A Grants for Nonprofit Organizations Providing Services to Victims of Human Trafficking
Section 16.20B Grants to Develop, Strengthen, or Expand Human Trafficking Victim Service Programs

Citation of Law or Resolution: S.L.2021-180

Section Number: Section 16.20A, 16.20B

Due Date: March 1, 2023

Submission Date: March 1, 2023

Receiving Entities: Senate Appropriations Committee on Justice and Public Safety House of
Representatives Appropriations Committee on Justice and Public Safety Joint Legislative Oversight
Committee on Justice and Public Safety Fiscal Research Division

Submitting Entity: The North Carolina Human Trafficking Commission

Grant Management Updates

Correspondence with NCPRO and AOC legal about items such as the FFATA form requirement

The Federal Funding Accountability and Transparency Act (FFATA) annual certification enumerated below represents material facts upon which the North Carolina Administrative Office of the Courts (NCAOC) and the North Carolina Human Trafficking Commission (NCHTC) rely when reporting information to the federal government required under federal law. If the NCAOC or HTC later determine that the subrecipient knowingly rendered an erroneous certification, the NCAOC and NCHTC may pursue all available remedies in accordance with state and federal law. Signor agrees that it will provide immediate written notice to the NCAOC and NCHTC if at any time Signor learns that any of the certifications provided below were erroneous when submitted or have since become erroneous by reason of changed circumstances. If the Signor cannot certify all of the statements contained in this section, the Signor must provide written notice to the NCAOC and the NCHTC detailing which of the below statements it cannot certify and why.

Enter your organization's [DUNS] Unique Entity ID:	CAGE No.:
Enter your organization's [SAM] Unique Entity ID:	

Did your organization have gross income, from all sources, of less than \$300,000 in your previous tax year?

Yes No N/A (if entity does not generate income)

If your answer is Yes, skip Parts A, B, C, and D and complete Part E.
If your answer is No or N/A, complete Parts A and B.

Part A. Certification Regarding % of Annual Gross from Federal Awards

Did your organization receive 80% or more of its annual gross income from federal awards in the previous tax year?

Yes No

Part B. Certification Regarding Amount of Annual Gross from Federal Awards

Did your organization receive \$25 million or more in annual gross income from federal awards in the previous tax year?

Yes No

If your answer is Yes to both A and B, you must complete Part C.
If your answer is No to either A or B, skip Part C and go to Part D.

Part C. Certification Regarding Public Access to Compensation Information

Does the public have access to information about the compensation [17 CFR 229.402(c)(2)] of the senior executives (e.g., officers, managing partners, or any other employees in management positions) in your business or organization (including parent organization, all branches, and all affiliates worldwide) through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986?

Yes No N/A (if entity reports through some other means, state how:)

If your answer is Yes, skip Part D and complete Part E.
If your answer is No, you must provide compensation information to NCAOC/ NCHTC for FFATA reporting in Part D.
If N/A, you may still be required to supply compensation information pending NCAOC/ NCHTC or federal awarding agency approval. Skip Part D until requested by NCAOC/ NCHTC to supply compensation information and proceed to complete Part E.

Current Developments

Item	% Complete
◦Risk Assessment	60%
◦Monitoring Plans	40%
◦Quarterly financial reports	5%
◦Progress reports	5%
◦Self Assessment tool	80%
◦Site Visit form	60%
◦Logic Model	50%
◦Administrative Budget	100%

Current Developments

Logic Model Framework

NCPRO
NC Pandemic Recovery Office

Logic models create a program framework that prioritizes strategic and operational goals and objectives. Using logic modeling, agencies will identify project input, outputs, and strategic goals of program implementation.



How It Works:

- Identify **overall goals and the key programmatic strategic objectives** intended by program implementation
 - Emphasis will be on the goals of SFRF and Governor Cooper to use the funding equitably, efficiently, and effectively
- Outline program inputs
- Describe program activities, outputs, and intended outcomes
 - **Output:** Provides valuable information about the early implementation stages of a project (e.g., number of students enrolled in an early learning program)
 - **Outcome:** Provides information about whether a project is achieving its overall goals (e.g., the percent of students reading on grade level)
- Identify **key indicators of impacts**

HTC, AOC, NCPRO
Deloitte Collaboration
for Logic Model to
identify Key
Performance
Measures

Section Updates

16.20A – 3 applications have been received thus far

- 2 applications have been reviewed by grant manager, grant administrator, contracted for corrections and submitted revisions
- 2 applications (Hyde County Hotline and Randolph County) are added to the vote
- 1 application has been through grant manager, grant administrator review and contacted for corrections. Awaiting corrections, not ready for vote.

16.20B – No applications received thus far

16.21 – Awaiting legislative adopted changes

16.22 – Refer to Christine

Section Updates

16.23 – 25 Agencies are ready for vote (40 awards).

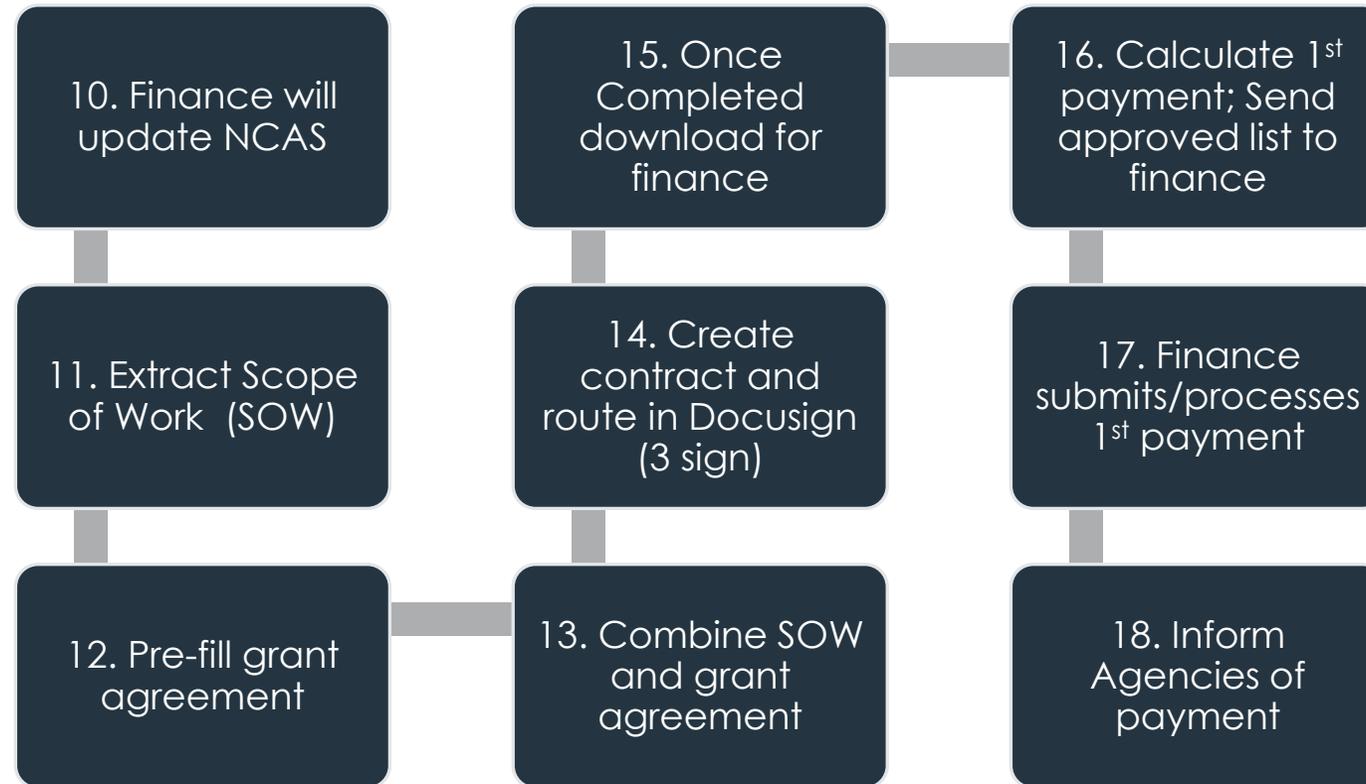
- 83 Agencies have applied thus far.
- 2 additional agencies since last appropriations committee meeting.
- 41 Agencies require revisions.
- Review vote hand out for agency names and fund break-out.
- Kristen met with 6 agencies between February 21, 2023 and February 22, 2023 to encourage agencies to adjust budgets or apply if they have not applied.
- We have confirmation 1 more agency intends to apply.

- 22 awards from last committee meeting are almost ready for contract.

Review Process- Overview



Review Process- Overview



Review Process

Checklists are used to review applications. The 16.23 and 16.20 checklists are different they are tailored to each RFP.

Grant Application Required Documentation Checklist

16.23 Economic Assistance Funds for Organizations that Provide Services to Victims of Domestic Violence and Sexual Assault

Agency Legal Name: <small>Click or tap here to enter text.</small>			Grant:
Grant Manager:		Period of Performance:	
Yes/ No	Required Document	Issues/ Other findings	Status – Ready or Not Ready
<input type="checkbox"/>	Coversheet completed		
<input type="checkbox"/>	Are they eligible for this grant?		
<input type="checkbox"/>	Is the Federal Employer Identification Number provided?		
<input type="checkbox"/>	Scope of Work and Budget signed (Appendix A)		
<input type="checkbox"/>	Are the following reasonable, allowable, detailed, and attainable?		
	<ul style="list-style-type: none"> ✓ Scope of Work ✓ Objective(s) ✓ Expected Result(s) ✓ Performance Measure(s) 		
<input type="checkbox"/>	Are the phrases of “technology, equipment, and/or electronics” used?		
<input type="checkbox"/>	Did they include a timeline?		
<input type="checkbox"/>	Are the administrative costs within the allowed limits?		
<input type="checkbox"/>	Does the budget narrative match the expenditure description?		
<input type="checkbox"/>	Do they list the number of items purchased in the line items?		
<input type="checkbox"/>	Do the line items total to the requested amount?		
<input type="checkbox"/>	Is the full text displayed in each section?		

Review Process

Checklists are used to review applications

16.23 Specific

<input type="checkbox"/>	SOFL checked		
<input type="checkbox"/>	FAPIS checked		
<input type="checkbox"/>	Copy of SAMs Registration with UEI number		
<input type="checkbox"/>	Conflict of Interest completed on form provided <input checked="" type="checkbox"/> If answer yes on page 2- agency must provide supporting documentation or clarification		
<input type="checkbox"/>	Sworn statement of No Overdue Tax Debt Certification on agency letterhead (Appendix C)		
<input type="checkbox"/>	Completed and signed NC Substitute W-9 form, IRS W-9 Form <input type="checkbox"/> Question 12 Entity type- 501c3?		
<input type="checkbox"/>	Completed Vendor Payment Verification form from OSC <input type="checkbox"/> State agency doing business is HTC		
<input type="checkbox"/>	Federal Funding Accountability and Transparency Act (FFATA) form completed		
<input type="checkbox"/>	Copies of professional quotes or contracts for facility improvements specified on this project (Optional)		
<input type="checkbox"/>	Is this a continuation of 16.22 funding? Y/N		

Reviewed
by:

Date:

Verified by:

Date:

Review Process

Checklists are used to review applications

16.20 Specific



<input type="checkbox"/>	SOFL checked		
<input type="checkbox"/>	FAPIS checked		
<input type="checkbox"/>	Copy of SAMs Registration with UEI number		
<input type="checkbox"/>	Conflict of Interest completed on form provided ✓ If answer yes on page 2- agency must provide supporting documentation or clarification		
<input type="checkbox"/>	Sworn statement of No Overdue Tax Debt Certification on agency letterhead (Appendix C)		
<input type="checkbox"/>	Completed and signed NC Substitute W-9 form, IRS W-9 Form ✓ Question 12 Entity type- 501c3?		
<input type="checkbox"/>	Completed Vendor Payment Verification form from OSC <input type="checkbox"/> State agency doing business is HTC		
<input type="checkbox"/>	Federal Funding Accountability and Transparency Act (FFATA) form completed		
<input type="checkbox"/>	Copies of professional quotes or contracts for facility improvements specified on this project (Optional)		
<input type="checkbox"/>	Is this a continuation of 16.22 funding? Y/N		
<input type="checkbox"/>	Copy of 501(c)(3) certification letter		
<input type="checkbox"/>	Copy state solicitation license for NC		
<input type="checkbox"/>	Staff roster, include name, title, job description, and city of primary residence		

NC Human Trafficking Commission

2023.03.01

<input type="checkbox"/>	Board of Directors roster, with officers noted, and city of primary residence		
<input type="checkbox"/>	Policy for checking background and credentials of employees and volunteers		
<input type="checkbox"/>	Organization's confidentiality policy that protects victim-survivor's personal information from being released to external parties without express permission, unless required by law		

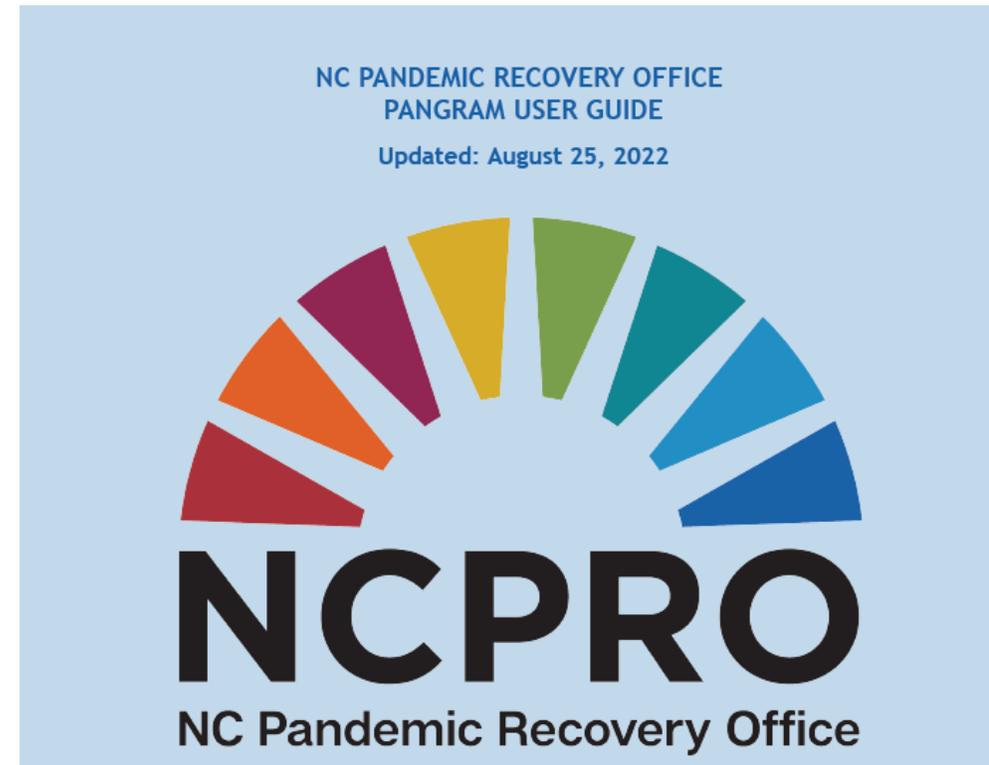
Reviewed by: _____ Date: _____
 Verified by: _____ Date: _____

Review Process

Legal Agency Name	DV, SA, Di	Grants Manager	Status	Secondary Review Completed	Contract Signed	Amendment Signed Y/N if applicable
Friend to Friend	Dual	RZL	Reviewed	X	Ready for vote, RZL 2.6.2023	
Family Guidance Center, Inc.	Dual	RZL	Reviewed	X	Ready for vote, RZL 2.15.2023	
Family Services, Inc.	Dual	RZL	Reviewed	X	Ready for vote 2.27.2023	
Swain/Qualla SAFE, Inc.	Dual	KH	Reviewed	X	Ready for vote 2.27.2023	
HAVEN in Lee County, Inc	Dual	RZL	Reviewed 2nd Review by Jkehinde & KEstrada	X	Ready for vote 2.27.2023	
Family Services of Davidson County, Inc.	Dual	RZL	Reviewed	X	Ready for Contract. Ready for vote, RZL 2.7.2023	
Family Services of the Piedmont, Inc.	Dual	RZL	Reviewed	X	Ready for Contract. Ready for vote, RZL 2.7.2023	

Review Process

Recently applied for Pandemic Grants Awards Management (PANGRAM) this is a Enterprise Business System (EBS) that tracks monthly expense reports from finance. External Fund recipients are managed here, I can now complete spot checks to verify expenditures entered match our requests.





THANK YOU

Kathy Estrada, Grant Administrator
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