



Request for Proposals (RFP)

Facility Improvement Grants for Organizations that Provide Services to Victims of Domestic Violence and Sexual Assault

Release Date: Wednesday, June 1, 2022

State Administrative Agency:

North Carolina Human Trafficking Commission
901 Corporate Center Drive
Raleigh, NC 27607
htc.nc.gov

Overview

In 2021, the North Carolina General Assembly allocated funding to the NC Human Trafficking Commission ("Commission") in Senate Bill 105, also known as The Appropriations Act. Section 16.22(a) of The Appropriations Act states for the 2022-2023 fiscal year, the sum of four million eight hundred thousand dollars (\$4,800,000) in nonrecurring funds shall be used to establish a grant program to provide funds to qualifying domestic violence and sexual assault agencies for the purpose of making one-time facility upgrades or undertaking construction projects.

Eligibility to Apply:

Only organizations that qualify for existing domestic violence or sexual assault grant programs pursuant to [G.S. 50B-9](#) and [G.S. 143B-394.21](#), respectively, are eligible.

The Council for Women & Youth Involvement (CFWYI) division of the Department of Administration is responsible for eligibility determination and management of domestic violence and sexual assault grant programs under the above statutes. Agencies waiting for CFWYI approval for the 2022-2023 year are encouraged to submit an application under this RFP. The CFWYI estimates that their eligibility notifications will be sent out by July 11th.

Grant Project Period of Performance: 7/1/2022 -06/30/2023

Grant Application Deadline: Friday, June 30th, 2022 by 5:00pm. Late applications will not be accepted.

Award Maximum: Facility improvement grant request cannot exceed \$45,000 per grant application. However, the budget submitted in each grant application will be reviewed by HTC appropriations commission members who have the authority to request revisions to the proposed budget based on allowable expenses and the availability of funds against the total funding requests received. Eligible agencies may only apply for one grant award at this time. Additional grant funds shall be made available during a second round of applications based on availability of funds.

Length of Awards

Twelve (12) months

FUNDING SPECIFICATIONS

- A. Proposals must be for facility Improvements that enhance the overall use of the facility. "One-time facility upgrades" under Section 16.22 are broader than brick-and-mortar capital improvements only. Therefore, allowable expenses would include, by way of example:
- Furniture assets, like a washer/dryer or new beds for a shelter
 - Furniture for a lobby or staff office
 - Structural improvements, like security cameras
 - Painting
 - Replacing carpets
 - Brick-and-mortar improvements

These funds cannot be used for a lease or ongoing service contracts because these expenses are for ongoing contractual obligations, rather than one-time facility upgrades.

- B. Funding cycle – The commencement of awards will begin at the time of contract execution and will end on June 30, 2023. Funds are paid in a one-time check totaling the full award amount. The Commission, as the administering agency will check agency names to ensure they are not listed on the Office of State Budget and Management's [suspension of funding list](#) before issuing payment.
- C. The Commission reserves the right to request budget adjustments at its discretion.

REPORTING REQUIREMENTS

Agencies awarded grants through this RFP will be subject to monitoring and compliance, as required by the State of North Carolina and set forth in the Terms and Conditions attached hereto. Agencies are expected to submit a final report regarding project completion by the contract end date. Information on monitoring and compliance can be found in the Terms and Conditions attached hereto.

MATCH

There is no required match for this funding award.

TRANSPARENCY AND ACCOUNTABILITY

A strong emphasis is being placed on accountability and transparency. Agencies must be prepared to track, report on, and document specific outcomes, benefits, and expenditures attributed to the use of grant funds. Due to the limitations on the allocation, all funding unspent by June 30, 2023 must be reverted to the North Carolina Administrative Office of the Courts, Human Trafficking Commission.

The Commission shall submit a written report on the administration of the grants authorized to the Senate and House Appropriations Committees on Justice and Public Safety, Joint Legislative Oversight Committee on Justice and Public Safety, and the Fiscal Research Division within 60 days after the grants have been made. The report shall contain all of the following:

- The names of the grant recipients, the number of grants awarded, the average amount of each grant awarded, and the range of the amounts of the grants.
- A description of the facility upgrades and construction projects that were funded by the grants.

PROJECT PROPOSAL REVIEW

All application submissions will be reviewed by the Commission staff for completeness. The Commission in its sole discretion may contact agencies with missing or corrective action needed by email, using the contacts provided on the cover sheet, and allow the agency five business days from the date of the email to correct and resubmit material. Applicants have until June 30th to submit their original application and any revisions submitted after the five-business day notification email will not be accepted.

Applications that meet the basic minimum requirements listed in this RFP will go before the Commission's Appropriations Committee for approval. Should eligible applications exceed the funding provided, the committee will determine allocations up to \$45,000 per applicant.

APPLICATION REQUIREMENTS / CHECKLIST

Application: (Provided)

- _____ Cover Sheet
- _____ Scope of Work and Budget

Application Attachments:

- _____ Agency Conflict of Interest Policy (*sample provided*)
- _____ Sworn statement of No Overdue Tax Debt Certification on agency letterhead (*sample provided*)
- _____ Internal Revenue Service W-9 Form (*provided*)
- _____ A completed Vendor Payment Verification Form (Form AOC-A-225) along with a voided check to enable direct deposits. (*provided*)
- _____ Copies of professional quotes or contracts for facility improvements specified in this project.

Completed application packets should be emailed to HTCofNC@gmail.com by 5:00pm on Friday, June 30th, 2022. Late applications will not be accepted.

Notification of Awards and Execution of Grant Agreements

Notifications of awards and grant agreements will be sent out after cross checking eligibility with the NC Council for Women and Youth Involvement. Cross checking is estimated to occur the week of July 11th. An applicant's grant agreement must be fully executed before any funds will be distributed but some pre-award costs made after July 1st but prior to contract signing may be eligible for reimbursement. The Terms and Conditions of the grant agreement is attached hereto.

Commission History

The North Carolina Human Trafficking Commission is the legislatively mandated leader of anti-human trafficking efforts in North Carolina per S.L. 2013-368. The Commission is charged with receiving funding to examine and combat 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; and identifying gaps in law enforcement or service provision and recommending solutions to those gaps. The Commission is created under G.S. 7A-354 and housed in the NC Administrative Office of the Courts.

Further information about this appropriation and sample forms can be found on the Commission's [website](#) under section [16.22](#). If you have questions, please contact:

Christine Long, Executive Director, by email at Christine.S.Long@nccourts.org or Nancy Hagan, Project Analyst, at Nancy.E.Hagan@nccourts.org.