



## Request for Proposals (RFP)

### **COMPETITIVE GRANTS FOR NONPROFIT ORGANIZATIONS PROVIDING SERVICES TO VICTIMS OF HUMAN TRAFFICKING: 16.21**

Release Date: August 11, 2023

State Administrative Agency:  
North Carolina Human Trafficking Commission  
901 Corporate Center Drive  
Raleigh, NC 27607  
[htc.nc.gov](http://htc.nc.gov)

#### Overview

In 2021, the North Carolina General Assembly allocated funding to the North Carolina Human Trafficking Commission (“Commission”) in Senate Bill 105, Session Law 2021-180 (“[The Appropriations Act](#)”).

Specifically, Section 16.21.(a) of The Appropriations Act, as amended by Section 5.2(c) of Session Law 2023-11, appropriates in the 2021-2022 fiscal year, four million four hundred thousand dollars (\$4,400,000) in non-recurring funds to the Commission to develop and implement a grant program to provide funds to eligible organizations for economic assistance and to enhance services to victims of human trafficking. The General Assembly appropriated this \$4,400,000 from federal dollars appropriated to the State of North Carolina under the American Rescue Plan Act of 2021, Pub. L. No. 117-2, codified in 42 U.S.C. §§ 802 and 803 (“ARPA”), establishing the Coronavirus State Fiscal Recovery Fund.

### Eligibility to Apply:

An applicant must be a nonprofit corporation and ineligible for a grant under the provisions of [G.S. 50B-9](#) (“Domestic Violence Center Fund”) and [G.S. 143B-394.21](#) (“Sexual Assault and Rape Crisis Center Fund”). In addition, agencies must currently be providing direct services to victims of human trafficking and must use any awarded funding for economic assistance and to enhance services to victims of human trafficking. For the purposes of this RFP, services to victims of human trafficking are described as: including, but not limited to case management, client safety, client well-being, and other services such as health, transportation, housing, education, and employment assistance.

**Grant Project Period of Performance:** The project period of performance will begin on date of contract execution and close two (2) years after contract signing.

**Grant Application Deadline:** September 11, 2023 by 5pm.

### Award Minimum and Maximum:

All eligible organizations that complete the application process will be awarded funding based upon the scoring matrix included in this RFP. The amount of the grant funds requested must be a minimum of \$50,000 and can be up to a maximum of \$200,000.

### FUNDING SPECIFICATIONS

A. Grant funds must be expended on costs incurred to enhance human trafficking victim service programs as approved by the Human Trafficking Commission. Unallowable costs, by way of example and without limitation, include:

- a. No more than one hundred twenty thousand dollars (\$120,000) for the annual salary of any individual employee. S.L. 2021-180 § 5.3.
- b. Alcoholic beverages. 2 C.F.R. § 200.423.
- c. Bad debts. 2 C.F.R. § 200.426.
- d. Contributions and donations to other entities. 2 C.F.R. § 200.434.

- e. Deposits into any pension funds. 31 C.F.R. § 35.7.
- f. Satisfaction of a judgement or settlement. 31 C.F.R. § 35
- g. Contributions to a rainy-day fund or reserve. 31 C.F.R. § 35
- h. Gift cards or gas cards.

B. Disbursements for the 2023–2024 fiscal year will begin after contract execution for the current fiscal quarter and will be paid quarterly thereafter with submission and approval of financial and performance reports. Agencies with an approved need to draw down additional payments outside of quarterly scheduled payments may make a request to the HTC through a provided form. The Commission, as the administering agency, will check agency names to ensure they are not listed on the [federal or state suspension of funding lists](#) 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, compliance, and periodic reporting requirements, as provided by state and federal law and set forth in the Terms and Conditions attached hereto.

Agencies must submit a final report regarding project completion no later than 60 days following the end of the performance period. Information on monitoring, compliance, and reporting, 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 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, pursuant to the Terms and Conditions attached hereto.

As direct recipients of State Fiscal Recovery Funds (“SFRF”) under ARPA, the State of North Carolina and its administering agencies are required to provide evidence of exercising due diligence in assessing the qualifications or subrecipients and the processes that they employ to meet requirements of managing, administering, and accounting for SFRF funds in accordance with regulations. The Commission will conduct a risk assessment on applicant agency pre award and then will conduct a post award risk assessment annually thereafter. Agencies will be placed into appropriate monitoring plans based on the evaluated risk of noncompliance.

#### PROJECT PROPOSAL REVIEW

The application packets must be submitted with all required documents in the order specified on the Proposal Checklist, below. The application will be reviewed by Commission staff for completeness. The Commission staff will conduct a pre-award risk assessment on all completed applications to assess risk level this will be included in the overall scoring matrix.

Proposals that meet the basic minimum requirements listed in this RFP will go before the Commission’s Appropriations Committee for scoring and approval.

#### SCORING MATRIX

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

#### PROPOSAL REQUIREMENTS / CHECKLIST

The coversheet for each proposal shall include and satisfy all of the following information requirements for this grant:

- A. A description of the geographic area the organization serves and the needs of victims of human trafficking in that area.
- B. A plan to address the needs of victims, including the goals and objectives of each service.
- C. The time line for implementing each service 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 service.
- D. A description of each service to be delivered, which may include case management, client safety, client well-being, and other services, including health, transportation, housing, education, and employment assistance.
- E. The anticipated planning and administrative costs for each service, sorted by type, including staffing, fixed costs, contracts, and information technology.
- F. A description of the organization's capacity to implement its plan to enhance services to address the needs of victims, including the organization's staffing level, systems, partnerships, existing funding, and existing programs.
- G. A description of the applicant's plans and capability to continue each service after the Grant Funds are expended, if the applicant plans to do so.

Proposal Checklist: (\* Denotes form provided from HTC.)

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\*

Completed application packets should be emailed to [nchtc@nccourts.org](mailto:nchtc@nccourts.org) by 5:00 pm on September 11, 2023.

#### Notification of Awards and Execution of Grant Agreements

Notifications of awards will be emailed once the Appropriations Committee approves awards through formal vote. Grant agreements will be sent via DocuSign to authorized agency officials. An applicant's grant agreement must be fully executed and the organization must be set up within the state accounting system before any funds will be distributed. The Terms and Conditions of the grant agreement is attached hereto for reference.

## Commission History

The North Carolina Human Trafficking Commission is the legislatively mandated leader of anti-human trafficking efforts in North Carolina pursuant to 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 provisions and recommending solutions to those gaps. The Commission is created under G.S. § 7A-354 and organized under the North Carolina Administrative Office of the Courts.

Further information about this appropriation and sample forms can be found on the Commission's [website](#) under section 16.21. If you have questions, please contact:

- Mel Gilles, Grants Manager at [Mel.k.gilles@nccourts.org](mailto:Mel.k.gilles@nccourts.org)
- Kathy Estrada, Grants Administrator at [Kathy.I.Estrada@nccourts.org](mailto:Kathy.I.Estrada@nccourts.org)