



Request for Proposals (RFP)

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

Release Date: October 26, 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 North Carolina Human Trafficking Commission ("Commission") in Senate Bill 105, Session Law 2021-180 (["The Appropriations Act"](#)).

Section 16.23 of The Appropriations Act states that of funds appropriated in the 2021-2022 fiscal year, the sum of fifteen million dollars (\$15,000,000) in nonrecurring funds shall be used to reduce the negative economic impact of the COVID-19 pandemic on organizations that provide domestic violence and sexual assault services across the State.

Of those nonrecurring funds, half shall be allocated equally to eligible domestic violence organizations pursuant to [G.S. 50B-9](#), and the remaining half shall be allocated to eligible sexual assault programs and organizations pursuant to [G.S. 143B-394.21](#). Federal guidelines allow the Commission to use up to 10% of these funds towards administrative costs.

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 North Carolina Council for Women & Youth Involvement (NCCWYI) 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. Please visit their [website](#) for more information about their eligibility process and timeline.

To apply for funding through the North Carolina Human Trafficking Commission, agencies must be on the NCCWYI's most recent approved funding list.

Grant Project Period of Performance: July 1, 2021 – June 30, 2024

Grant Application Deadline: November 30, 2022 by 5pm.

Award Maximum:

- A. Pursuant to [16.23\(1\)](#), eligible organizations that provide domestic violence services, including agencies that are classified as dual agencies, will receive a maximum award of \$86,540 per organization for domestic violence services and other expenditures.
- B. Pursuant to [16.23\(2\)](#), eligible organizations that solely provide sexual assault services will receive a maximum award of \$236,250 per organization for sexual assault and sexual assault related expenditures.
- C. Pursuant to [16.23\(2\)](#), eligible organizations that are classified as dual domestic violence and sexual assault organizations will receive a maximum award of \$71,930 per organization for sexual assault and sexual assault related expenditures.

Organizations that are determined eligible as providing both domestic violence services and as a dual domestic violence / sexual assault agency per the NCCWYI, must submit two separate applications.

FUNDING SPECIFICATIONS

- A. Grant funds must be expended on costs incurred after July 1, 2021, for the purpose of nonrecurring economic assistance funding to reduce the negative economic impact of the COVID-19 pandemic on qualifying agencies. Proposals must generally demonstrate that the expenditure of grant funds on the cost incurred will benefit the organization.

Therefore, allowable expenditures for grant funds encompass a broad latitude of services and costs, including, but not limited to, maintenance of infrastructure, modernization of technology, programs and services, and the provision of public safety and educational services. 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
- B. Disbursement will begin after contract execution at the beginning of the most recent 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.

PROJECT PROPOSAL REVIEW

All application submissions will be reviewed by 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 such email to correct and resubmit material. Applicants have until 5:00 pm on November 30, 2022, to submit their original application.

Applications that meet the basic minimum requirements listed in this RFP will go before the Commission's Appropriations Committee for approval.

APPLICATION REQUIREMENTS / CHECKLIST

Application: (Forms Provided)

____ Cover Sheet

____ Scope of Work and Budget, signed

____ Supplemental budget, if additional line items are needed.

Application Attachments: (Forms Provided)

____ Conflict of Interest Policy on the form provided.

____ Sworn statement of No Overdue Tax Debt Certification on agency Letterhead.

____ Internal Revenue Service W-9 Form.

____ Vendor Electronic Payment Form.

____ A written certification as to whether (i) GRANTEE received 80% or more of its annual gross revenues from federal awards, contracts, subcontracts, loans, grants, subgrants, or cooperative agreements, and (ii) whether the total of GRANTEE'S annual federal awards equaled or exceeded \$25,000,000;

____ Copy of agency SAMS Registration with UEI number.

Completed application packets should be emailed to nchtc@nccourts.org by 5:00 pm on November 30, 2022.

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. An applicant's grant agreement must be fully executed 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 [16.23](#). If you have questions, please contact:

- Roxana Zelada-Lewis, Grants Manager at Roxana.M.Zelada.Lewis@nccourts.org
- Kristen Howe, Grants Manager at Kristen.E.Howe@nccourts.org