



**NC Human Trafficking Commission: Appropriations Committee  
Meeting  
Monday, November 7<sup>th</sup>, 2022  
WebEx through the NC Judicial Center / Cypress room (C1-1225)**

**1:00 PM – Call to Order & Roll Call Attendance**

**Committee Chair, Angelica Wind**

Committee Chair Wind opened the meeting and read the required ethics statement. She then conducted a verbal roll call to document attendance. Committee members in attendance at the meeting were Angelica Wind, Joseph Kyzer, Marc Nichols, Jennifer Haigwood, Amy Auth, and Nancy Hagan. Also in attendance were Commission Executive Director, Christine Long, Grants Managers, Kristen Howe and Roxana Zelada-Lewis, and Administrative Secretary, Lauren Amato. Members of the public were also able to view or listen to the meeting via WebEx.

**1:05 PM – Approval of the Minutes 10/3/22 and 10/24/22**

**Ethics Statement**

**Angelica Wind**

Committee Chair Wind thanked all in attendance and asked if there were changes to the minutes from the October 3<sup>rd</sup> or October 24<sup>th</sup> meeting. Marc Nichols motioned to pass the 10/3 minutes and Amy Auth seconded the motion. Amy motioned to pass the 10/24 minutes and Marc seconded the motion. The minutes were passed by roll call.

**1:10 PM – Update for Sections 16.22 and 16.23**

**Grants Managers,  
Roxana Zelada-Lewis and Kristen Howe**

Grants Manager Roxana Zelada-Lewis provided updates on the Facility Improvement Grants for Round 1. All contracts were executed in September. Payments were sent on Nov. 3<sup>rd</sup> to all round 1 applicants; some agencies have received a direct deposit (those already set up with OSC) while others will receive a paper check this week.

After reviewing the funding request amounts that were presented to the committee for Round 2, awards were reduced to a lower percentage according to the formula the committee voted on last meeting. Staff contacted the agencies to inform them and to request a revised scope of work and project budget. Once those documents are received, staff will review content and send an amended grant agreement to applicants. Out of the 62 agencies that applied, 8 of those were new applicants. Five of the eight new applicants have been sent full grant agreements for their award. These new 5 agencies were not impacted by the reduction in funding because they requested under \$45,000.00. In summary, during the Oct. 7<sup>th</sup> meeting, the committee voted to approve up to \$45,000.00 for the 8 new agencies that applied (funds that would have been awarded in round one if they had applied). The breakdown of the final award amounts are provided in the handout named Grant Award Facility Improvement.

Executive Director, Christine Long brings discussion to the committee members regarding two applicants in Round 2. Upon reviewing contracts for the new agencies, AOC asked that the committee verify approval for

contracts with NCCASA and New Horizons & Family Services. The two agencies had vague and or conflicting information in their application. Staff have reached out to the agencies for clarification, and each will provide a revised scope of work to iron out the discrepancies. Committee member Joseph Kyzer comments that a formal vote wouldn't be necessary if there is consensus that the scope of work should be sent back for revision.

Grants Manager Kristen Howe provides updates on the Economic Assistance Grant, Section 16.23. The RFP was issued on October 26<sup>th</sup>. It went out to 88 total eligible organizations. The proposals are due by November 30<sup>th</sup> at 5 PM and the RFPs for this section will be sent to our general HTC email at [nchtc@nccourts.org](mailto:nchtc@nccourts.org). Of the 88 total eligible organizations, there are 17 Stand-Alone Domestic Violence Agencies, 61 Dual DV/SA Agencies, and 10 Stand-Alone Sexual Assault Agencies. The formulas for agency applications are below:

- Domestic Violence Agencies → \$86,540/agency
- 61 Dual DV/SA Agencies → \$71,930/agency
- 10 Stand-Alone Sexual Assault Agencies → \$236,250/agency

We ask that organizations eligible to apply under two categories to please submit two applications. Staff held an informational webinar with a Q&A session that lasted an hour and had a total of 85 attendees. The webinar and slides have been recorded and uploaded to the human trafficking commission website. Staff are now to create a Q&A document. Most questions fielded are about allowable costs and eligibility. The grant period for this section can be applied as early as July 1, 2021, with the grant contract end being suggested as June 30, 2024. The FFATA Certification and Conflict-of-Interest forms that mirror federal standards were included as a part of the application package. Staff have built-in post-award control to help with monitoring, such as planning quarterly payments, forms for requesting additional payments, and budget adjustments. In addition to the webinar, Roxana and Kristen spoke at the NCCWYI Eastern region meeting on Thursday, November 3<sup>rd</sup>. On Thursday, November 17<sup>th</sup> Roxana and Kristen are doing a similar presentation to the webinar, kind of a Q&A about this funding source to the NCCWYI, Western region meeting.

### **1:23 PM – Section 16.20**

**Christine Long**

Commission Executive Director Christine Long talks about Section 16.20, the Human Trafficking portion of the Appropriations Act. There are 25 named agencies to receive funding. Section 16.20 has a part A and a Part B. For the purpose of forms being developed, they should apply to both A and B. AOC was able to send staff the draft Terms & Conditions for 16.20 A this morning so staff will be looking through those and perhaps discuss them at the next committee meeting. There is a grants manager position that is specific to this section and interviews have been completed with an offer pending. Some differences in this section are that this is human trafficking-specific funding and this funding is designated for direct services to victims of human trafficking. While ARPA money itself is broad and can be applied in a lot of different ways, this funding is specific to direct services. The Appropriations Act also gives the committee the ability to require additional documents in the initial proposal that agencies submit. With this federal money comes the responsibility of conducting a risk assessment on agencies and then developing a monitoring plan that matches that risk assessment. Some examples of documents to indicate risk are requesting internal policies, internal controls, history receiving government funds in the past, etc. The type of assessment that we're doing is looking at items that might strengthen them as an agency. Director Long referenced the draft cover sheet included in the PowerPoint, which includes questions about the agency and includes the 7 items that the Appropriation Bill requires. It also includes some additional items that the committee should consider requesting. The PowerPoint slides list suggested items for discussion by the committee.

Committee Member Herring asked if there were any questions on the cover sheet that addressed the

education the agencies are doing to continue their training and the latest in human trafficking trends. Director Long addressed this point stating that the question in the application phase, but those types of questions would be built into the risk assessment and monitoring process. Committee Chair Wind comments that the commission was fortunate enough in sections 16.22 and 16.23 that the Council for Women determines agency eligibility, but 16.20 and 16.21 are not pre-assessed. Commission Chair Jennifer Haigwood makes a motion to approve the parts for additional information deemed appropriate by the commission for use on the cover sheet and proposal for section 16.20. Joseph Kyzer seconds the motion, and the motion passes unanimously.

**1:38 PM – Public Comment**

**Committee Chair, Angelica Wind**

One question asked was if related to any update on Section B. Committee Chair Wind addressed the question and stated that Section 16.20B would be after 16.20A. Executive Director Christine Long commented that the cover sheet and eight attachments can be the same for Section B, but the Terms & Conditions might look a little different. It is also possible that the commission will not be able to issue all of the funding award at once. Another question asked was related to the administrative cost the commission is planning to use. Federal ARPA regulations allows 10% of the appropriation to be for administration of the funds, however, the appropriations act on our state level, specified \$220,000.00 in section 16.20 for the commission to use for administrative costs. Agencies themselves can also have some administrative costs to implement their direct service grants and projects that are allowable costs within the 10%.

A third member of the public asks in the chat box to share how agencies will be determined eligible to apply for the human trafficking direct service competitive grant. Director Long responds that the competitive section process will be discussed at the committee level when the committee moves to section 16.21. It is still very worthwhile for someone to watch the process in 16.20 because many documents requested and the risk assessment will mirror that section.

**1:45 PM – Adjournment**

**Angelica Wind**

Committee Chair Wind adjourned the meeting. The Committee will email about the next date for an Appropriations Meeting.