



**Request for Proposals (RFP): Release Date Monday, October 8<sup>th</sup>, 2018**

**State Administrative Agency:**

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

**Eligibility to Apply:**

The following entities in North Carolina, which provide direct services to crime victims, are eligible to submit no more than one application per program priority for funding:

- Nonprofit Organizations – 501(c)(3) status only
- State and Local Government Agencies
- State and Local Law Enforcement
- State Recognized American Indian Tribal Governments

**Grant Project Period of Performance:** 1/1/2019 – 12/31/2019

**Grant Application Deadline:** Monday, November 5<sup>th</sup>, 2018 by 11:59pm.

**Overview**

In June 2018 the NC General Assembly appropriated \$1.5M in nonrecurring funds to the NC Administrative Office of the Courts to be allocated to the NC Human Trafficking Commission to support the provision of services to victim-survivors of human trafficking in North Carolina.

The NC Human Trafficking Commission is particularly interested in applications that focus in 8 program areas. The HTC encourages programs to involve partnerships, collaborations, and best practices to meet the needs of victim survivors of human trafficking.

If you have questions related to the application, please contact:

Christine Long, Executive Director, by email at [Christine.S.Long@nccourts.org](mailto:Christine.S.Long@nccourts.org)

**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 housed in the NC Administrative Office of the Courts.

### **Length of Awards**

12 months

### **Additional Conditions of Eligibility**

For nonprofit organization applying, the agency must have been in operation for a minimum of 1-year to be eligible for funding. The Human Trafficking Commission reserves the right to request any applicant agency's most recent external audit, if deemed necessary to determine award of the project.

Faith-based organizations applying for funds do not have to modify their religious identity (i.e. removing religious symbols) to be considered an eligible applicant. However, these funds may not be used to fund any inherently religious activity, such as prayer, worship, or proselytization. Inherently religious activity is permissible, although it cannot occur during an activity funded with grant funds; such religious activity must be separate (in time and/or place) from the grant funded program. Further, participation in such religious activity by individuals receiving services must be voluntary. Organizations must ensure that services are offered to all crime victims without regard to religious affiliation and that the receipt of services is not contingent upon participation in a religious activity or event.

## **I. FUNDING PRIORITIES**

The NC Human Trafficking Commission is charged by the NC General Assembly with identifying gaps in service provision to victim-survivors of human trafficking and recommending solutions to those gaps, per S.L. 2013-368. Since 2014, the NC Human Trafficking Commission has participated in various state, regional, and national advisory committees, studies, collaboratives, and compendiums. Throughout the past three years, the NC Human Trafficking Commission has invited regional response programs and other stakeholders from the mountains to the coast to share human trafficking trends and anti-trafficking program challenges and needs in their regions. Numerous state and local agencies and regional response coalitions, both public and private, have presented to the NC Human Trafficking Commission and participated in a think tank hosted by the NC Human Trafficking Commission. These stakeholders, and many others, have provided tremendous insight into gaps across the state. In light of what the NC Human Trafficking Commission has learned from stakeholders and anti-trafficking efforts at the state, regional, and national level, the Commission has determined the following strategic funding priorities for this RFP. Applications must specify and fall within one of these eight funding priorities.

The minimum limit provided per grant application will be \$50,000. There is no maximum funding cap per priority or application.

**A. Regional Response Programs:**

Proposals will be accepted to create a regional response program in a county or counties in NC (the "Region") where there is no current 24/7 response for all victim-survivors of human trafficking who are physically located in the Region. Requirements:

1. An agreement between one (1) law enforcement agency and one (1) direct victim service provider in the Region to work together to (a) respond to requests for assistance 24/7 to meet victim-survivors' urgent and short-term needs, and to (b) develop a response team that meets at least quarterly to, among other things, conduct case reviews and develop protocols and other working agreements to support a coordinated and comprehensive response in the Region.
2. MOUs or LOIs from additional public and private agencies in the Region confirming their agreement or intent, respectively, to participate in the response team.
3. The Direct Service Provider must be willing to be listed with the National Human Trafficking Hotline and is/will provide 24/7 response to victim-survivors in the Region and has a plan that enables this 24/7 response.
4. Population served must be any victim of human trafficking

**B. Emergency Housing for Victim of Human Trafficking:**

Throughout the past 3-4 years, continuous feedback across the state has come from multiple professionals and focuses on the vital need for emergency housing for survivors identified any day or time. Additionally, we know many coalitions and groups have brainstormed solutions to emergency housing but for the most part have been unable to launch ideas. The HTC welcomes project proposals to help fill this gap. While projects can contain innovative ideas, the HTC is particularly interested in programs that allow admissions 24/7; have a specific, defined space for HT victims or for a subset of HT victims; is open daytime hours and has someone available for housing guests crises day or night, even if that is a mixture of highly trained volunteers and paid staff onsite. Emergency housing can last from 1 night to 9 months and alternatives to hotels are preferred. Admissions would prioritize getting a survivor into safe housing with a safety plan and with medical needs provided over the survivor's substance use or an outside psychological evaluation. In this category, outreach or public awareness is allowable but should be limited to 20% of the project time.

**C. Case Management specific to serving victims of human trafficking:**

Another commonly reported gap and vital initial need relayed to the HTC over the past 3-4 years is case management specific to survivors of human trafficking. This could be a position specific to victims that fall within the population already served by an agency (such as sex trafficking or foreign born victims only) or be case management

for any victim of human trafficking. Case management specialist in anti-human trafficking are needed in many disciplines, whether that be behavioral health agencies, refugee resettlement agencies, emergency shelters, homeless and runaway youth agencies, etc. It would be understandable to also include direct service assistance cost to provide comprehensive care and applications should detail how they will provide those services, even if through an MOU with another agency. In this category, outreach or public awareness is allowable but should be limited to 20% of the project time.

**D. Labor Trafficking Initiatives:**

Proposals will be accepted to conduct strategic outreach and case management to victim-survivors of labor trafficking in North Carolina. Requirements:

One goal of the program must be to identify victim-survivors and to provide, at a minimum, short-term case management to consist of basic needs and connection to legal services, etc. While labor trafficking assistance can fall within many of these 8 funding categories, the HTC recognizes the need to bring more attention to this type of trafficking and welcomes projects that advance our knowledge of this problem in NC.

**E. Intersection of Human Trafficking & The Child Welfare System**

Proposals will be accepted from Department of Social Services Agencies to create a position within Child Welfare Departments for the purpose of assisting in training agency staff on human trafficking, assisting in implementation of new state intake and assessment procedures passed this year, and identifying cases of human trafficking within the agency to provide referrals or recommendations for service provision. This position should also attend the local regional response team, if there is one in their prospective jurisdiction. Public awareness and outreach would largely be internal to the department and the purpose is to truly access cases and what cases need, as well as to create system change.

**F. Intersection of Human Trafficking & The State Corrections System**

Proposals will be accepted to identify victim-survivors of human trafficking in the state corrections system and connect them with services, supporting state efforts to clarify and institutionalize the appropriate roles of the corrections system and its partners in addressing human trafficking in North Carolina. Requirements:

1. Develop practical tools and/or training on best practice identification and referral for services.
2. Address victim-offender duality, including the dynamics of human trafficking victim-survivors who enter the state corrections system for human trafficking-related or other offenses.
3. Facilitate the identification of – and referral for services – of both sex and labor trafficking victim-survivors during incarceration and reentry.

4. MOUs with case management or other providers to work with survivors to secure safe housing and connect to community resources upon release.
5. MOUs with public and private justice system stakeholders.

#### **G. Intersection of Human Trafficking & The State Court System**

Proposals will be accepted to identify victim-survivors of human trafficking in the state court system and connect them with services, supporting state efforts to clarify and institutionalize the appropriate roles of judges, non-judicial court personnel, and justice partners in addressing human trafficking in North Carolina. Requirements:

1. Develop practical tools and/or training on best practice identification and referral for services, building upon and not duplicating materials found on the HTSC Collaborative and/or made available by the NC Administrative Office of the Courts.
2. Address victim-defendant duality, including the dynamics of human trafficking cases that present in the courtroom as other types of cases.
3. Facilitate the identification – and referral for services – of both sex and labor trafficking victim-survivors in both civil and criminal proceedings.
4. MOUs with public and private justice system stakeholders.

#### **H. Outreach to Youth: Job Training & Placement**

Proposals will be accepted to conduct job training, placement, and targeted outreach, regarding the same, to youth who are victim-survivors of human trafficking and/or at risk of being trafficked. Requirements:

1. At minimum, address youth aging out of the foster care system or youth experiencing homelessness (runaway) youth.
2. Provide services and outreach addressing both sex and labor trafficking.
3. MOUs with public and private stakeholders.

## **II. APPLICATION CONTENTS**

*(single spaced, using a standard 12-point font with 1-inch margins)*

- A. Problem Statement – Limit 300 words (This is the rationale for the project, including statistics and previous attempts to address the problem; demonstrating how this opportunity will address a gap or unmet need; etc. Please also include whether or not there are other similar programs in your geographic area serving human trafficking victims and explain your rationale for why your project is needed).
- B. Program Narrative / Project Description – Limit 1000 words (Lay out the project design and implementation plan to include: target population; jurisdiction or geographic area; number of unduplicated victim - survivors served by your agency to date; rationale for personnel and how you will provide direct services to victim – survivors of human trafficking. If your project include comprehensive services or 24/7 response, then specifically address how you will provide housing for victims, such as onsite, MOU, hotel, etc.).

- C. Goals, Objectives and Performance Measures (This should be at least 2-3 goals, with objectives and how you will measure the goal. Include your plan for collecting data and the method or software system used to ensure accuracy. Include any other ways you will evaluate your success to ensure you are reaching your goals. May include a logic model).
- D. Timeline of Activities – Limit 200 words.
- E. Budget and Budget Narrative - Budget Categories: Personnel, Travel, Supplies, Equipment, Contractual, Direct Services to Victims. (Your budget should include line items for any direct victim services you will be providing, i.e. a line item for each specific service you anticipate).
- F. Organizational Capacity and Sustainability Plan – Limit 300 words (Organizational strengths for implementing the project; plan for continuation of this project beyond the life of this grant or rationale for planned discontinuation).

## VI. ADDITIONAL REQUIRED DOCUMENTATION

- A. Cover Sheet (Provided in RFP packet).
- B. MOUs and/or letters of support from partners with which regular collaboration to serve victims of human trafficking (1) currently occurs and (2) will occur during project performance period. Most competitive applications will demonstrate how the input of outside organizations and beneficiaries of the program have been included in the design, implementation, evaluation, and continuous improvement of the program to contribute to better outcomes.
- C. Nonprofit organizations applying for funding should attach a copy of their federal 501(c)(3) certification and a valid federal tax identification number.
- D. Signed Grant Conditions Agreement (Provided in RFP packet).
- E. A copy of your staff roster, include name, position and contact information.
- F. A copy of job descriptions for all positions listed in the grant application.
- G. A copy of your Board of Directors roster.
- H. A copy of your organization's formal non-discrimination policy covering clients and prospective clients.
- I. A copy of your organization's formal confidentiality policy that protects a client's personal information from being released to external parties without the client's express permission, unless required by law.

## VII. FUNDING SPECIFICATIONS

- A. Funding cycle – commencement of awards will begin January 1, 2019 and end December 31, 2019. Funds are paid in a one-time check totaling the full award amount.
- B. Budget must be clear and specific, as well as reflect the accurate number of months for the project or funding need. The Human Trafficking Commission reserves the right to reduce budgets and request budget adjustments at its discretion.
- C. Allowable Costs for Direct Services: Generally, costs that are reasonable and necessary for the success of each project as set forth in this RFP document are

allowable. Administrative costs that are necessary for the success of the project are allowable, but applicants are encouraged to budget minimum administrative costs. The Human Trafficking Commission reserves the right to approve or deny such costs at its discretion.

- D. Indirect Cost Rate: Due to funding restrictions, no indirect cost rate can be included in this grant.
- E. Consultant Rates: The limit for consultant rates is \$650 per day and no higher than \$81.25 per hour.
- F. Food / Meal Expenses: Allowable food expenses include per diem travel only and direct food for victims. Funds cannot be used to purchase food and/or beverages for any meeting, conference, training or other event.
- G. Contracts: All contracts must be approved by the assigned grant manager prior to being enacted.
- H. Travel for Training: Project Direct Service Staff and Supervisor are required to attend the NC HTC's January Symposium. Costs for the Direct Service Staff to attend can be budgeted into the grant application to include \$50 registration fee, lodging, mileage and per diem.

#### **VIII. REPORTING REQUIREMENTS**

Quarterly reports and due dates will be required and will be provided to recipients at the time of award. Reports will be programmatic but will include a brief financial update and will include due dates for each report. There will also be a final, comprehensive report due upon completion of the grant and will include an account of spending.

#### **IX. MATCH**

There is no required match for this funding award, although it is highly encouraged that programs have alternate funding for continuation of their project beyond the life of this grant.

#### **X. 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 unspent funding by December 31, 2019 be reverted NC AOC.

#### **XI. PROJECT SCORING AND REVIEW**

Applications that meet the basic minimum requirements (application formatting, cover sheet, grant conditions and necessary attachments) will be evaluated using the following criteria:

- Statement of the Problem 5 points
- Project Narrative, Description and Implementation Plan 25 points
- Strength of Goals, Objectives and Measurements 10 points
- Timeline 5 points

- Budget and Budget Narrative 20 points
- MOUs and Demonstrated Partnerships 15 points
- Organizational Capacity and Sustainability Plan 5 points
- Potential for Positive Impact 15 points

## XII. CHECKLIST (Appendices and Included Documentation)

### Application:

- \_\_\_ Cover Sheet (Provided in RFP packet)
- \_\_\_ Signed Grant Conditions Agreement (Provided in RFP packet)
- \_\_\_ Problem Statement
- \_\_\_ Project Narrative / Description
- \_\_\_ At least two goals, with objectives and performance measures
- \_\_\_ Timeline of Activities
- \_\_\_ Budget and Budget Narrative
- \_\_\_ Organizational Capacity and Sustainability Plan

### Attachments:

- \_\_\_ MOUs and/or letters of support from partners in which regular collaboration to serve victims of human trafficking occurs.
- \_\_\_ Nonprofit organizations applying for funding should attach a copy of their federal 501(c)(3) certification and a valid federal tax identification number.
- \_\_\_ A copy of your staff roster, include name, position and contact information
- \_\_\_ A copy of job descriptions for all positions listed in the grant application
- \_\_\_ A copy of your Board of Directors roster
- \_\_\_ A copy of your organization's formal non-discrimination policy covering clients and prospective clients.
- \_\_\_ A copy of your organization's formal confidentiality policy that protects a client's personal information from being released to external parties without the client's express permission, unless required by law.

### Notification of Application & Review Process

All application submissions will be competitively reviewed and scored by the NC Human Trafficking Commission. Notifications of awards will be sent out in late December 2018. Late applications will not be accepted. Completed application packets should be emailed to [Christine.S.Long@nccourts.org](mailto:Christine.S.Long@nccourts.org) by 11:59pm on Monday, November 5<sup>th</sup>, 2018 **AND** the original application packet postmarked by the same day and mailed to:

NC Human Trafficking Commission  
 Attention: Christine Long  
 P.O. Box 2448  
 Raleigh, NC 27602