



Request for Proposals (RFP)

Grants to Develop, Strengthen, or Expand Human Trafficking Victim Service
Programs: 16.20B

Release Date: February 7, 2023

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 [16.20B](#) of The Appropriations Act states that of funds appropriated in the 2021-2022 fiscal year, the sum of one million one hundred forty thousand dollars (\$1,140,000) in nonrecurring funds shall be used to award and administer to organizations to develop, strengthen, or expand human trafficking victim services programs. This section further states that these funds be allocated over each fiscal year of the biennium as follows:

- (1) Compassion to Act Incorporated \$250,000
- (2) The North Carolina Institute Against Human Trafficking \$320,000

Funding Description:

Only organizations listed in Section 16.20B.(a)(1-2) of the Appropriations Act are found eligible. Listed agencies must submit detailed proposals that

describe the intended use of the funding awarded towards direct services to victims of human trafficking during the grant cycle. For the purposes of this RFP, direct services are described as follows:

- Awarded funding must be used to provide direct services to victims of human trafficking, including but not limited to case management, client safety planning, and client well-being services such as health, transportation, housing, education, and employment assistance.
- Prevention, education, awareness, and generalized training are not allowable costs for this section, even if that training is targeted at how to identify victims, investigate cases, or how to make reports or referrals for services. These activities are not allowable costs for awarded funding, even for agencies that provide direct services to victims.

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

Grant Application Deadline: March 15, 2023 by 5pm.

FUNDING SPECIFICATIONS

- A. Grant funds must be expended on costs incurred to develop, strengthen, or expand human trafficking victim services program. 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. Disbursements for the 2022-2023 fiscal year 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.

As direct recipients of State Fiscal Recovery Funds (SFRF) under the American Rescue Plan Act (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 each applicant agency that includes pre-award, post-award, and annually during the grant life cycle. Agencies will be placed into appropriate monitoring plans based on the evaluated risk of noncompliance.

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 ten business days from the date of such email to correct and resubmit material. Applicants have until 5:00 pm on March 15, 2023, to submit their original application.

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

PROPOSAL REQUIREMENTS / CHECKLIST

Proposal: (Forms Provided)

- _____ Cover Sheet and Proposal form, signed
- _____ Budget Expenditure Template

Proposal Attachments Part I: (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.
- _____ Signed Federal Funding Accountability and Transparency Act (FFATA) certification on the form provided.
- _____ Copy of agency SAMS Registration with UEI number (not provided)

Proposal Attachments Part II:

- _____ Copy of their 501(c)(3) letter
- _____ Copy of their state solicitation license for NC
- _____ Staff roster, including employee names, titles, job descriptions, and city of primary residence.
- _____ Current Board of Directors roster, with officers noted, and cities of primary residence
- _____ Policy for checking background and credentials of employees and volunteers

____ Organization's confidentiality policy that protects victim-survivor's personal information from being released to external parties without express permission, unless required by law.

Completed application packets should be emailed to nchtc@nccourts.org by 5:00 pm on March 15, 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 [16.20](#). If you have questions, please contact:

- Jacqueline Kehinde, Grants Manager at Jacqueline.M.Kehinde@nccourts.org
- Kathy Estrada, Grants Administrator at Kathy.I.Estrada@nccourts.org