



Reporting Overview and Q&A Webinar for SB 105; Section 16.22 Facility Improvement Grants for Organizations that Provide Services to Victims of Domestic Violence and Sexual Assault

Roxana Zelada-Lewis, Grants Manager
Kristen Howe, Grants Manager
Friday, December 9th, 2022

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NC Human Trafficking Commission Staff

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This webinar is being recorded and will be posted on our website.

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North Carolina Human Trafficking Commission

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:

- Examining and combating 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
- Identifying gaps in law enforcement or service provision and recommending solutions

The Commission is housed in and staffed by the North Carolina Judicial Branch.

<https://www.nccourts.gov/commissions/human-trafficking-commission>

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Update on 16.22 Round 2 and 16.23

- 16.22 Round 2 update
 - Target is for payment for Round 2 awards that have been fully executed to be sent out before Tuesday December 20th, 2022.
- 16.23 application deadline is Wednesday December 14th, 2022, by 5:00 p.m.
 - Email complete application with all attachments to nchtc@nccourts.org
 - Please do not submit to Gmail address used with 16.22 applications
 - Please do not email applications to the HTC staff
 - <https://www.nccourts.gov/commissions/human-trafficking-commission/human-trafficking-commission-grants>

Please email your Grants Manager with any additional questions.

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Objectives

- I. 16.22 reporting schedule
- II. Review of 16.22 quarterly progress report
- III. Review of 16.22 quarterly financial report
- IV. Q&A

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16.22 Reporting Schedule

16.22 Quarterly
Progress Report

16.22 Quarterly
Financial Report

Q&A

16.22 Reporting Schedule


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16.22 Quarterly Financial Report

Q&A



**NORTH CAROLINA
HUMAN TRAFFICKING
COMMISSION**

Q1 due Tuesday 1/10

Q2 due Tuesday 1/10

Q3 due Monday 4/10

Q4 due Thursday 6/30

Quarterly Expense Report and Performance Measures Report schedule

Q1	July 1 – September 30	Reports are due by the 10 th day following the end of the quarter
Q2	October 1 – December 31	Reports are due by the 10 th day following the end of the quarter
Q3	January 1 – March 31	Reports are due by the 10 th day following the end of the quarter
Q4	April 1 – June 30	Reports are due by the 10 th day following the end of the quarter

Please note that the expense and performance reports are due 10 calendar days following the end of the quarter and may fall on a weekend or holiday.

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16.22 Reporting Schedule

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Q&A

- **Grant cycle July 1st, 2022 – June 30th, 2023**
 - Must report (progress and financial) on Q1 (July 1st – September 30th)
 - If your expenses don't start until Q3, you must still submit reports on Q1 & Q2
 - Q1 reports can be submitted in January with Q2 reports
 - Please email your completed reports with all supporting documentation to your Grants Manager
 - If you're unsure of your Grants Manager please reach out to us
 - Must submit a complete performance and expenditure status report on or before June 30th, 2023.

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16.22 Quarterly Progress Report

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- Please answer all questions
- If grant funds were used to fund staff position(s) during the reporting period, please submit a timesheet with the progress report
- Section B Question 1B is if your Round 2 project(s) is different from Round 1
- Section B Question 5 can include pictures (email as attachments)

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16.22 Quarterly Financial Report

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- Supporting documentation
 - Accounting system general ledger clearly identifying costs
 - Financial Report Attachments with supporting documentation
 - The same financial report with each updated tab will be submitted at the end of every quarter

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Q&A

Financial Report Attachment 1- Salary and Fringes


Attachment 1

Salary and Fringes

Employee Name	Title	Total Cost	Total Cost to Grant

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Q&A

Financial Report Attachment 1- Salary and Fringes

- Must include employee name and title
- Total cost to agency
- Total cost to grant
- Items must be organized in order of entry on financial report attachment
- Supporting documentation
 - Copies of pay stubs must show employee, gross wages, hours worked, salary rate hourly/ monthly, pay period and date
 - Fringe benefits, taxes, and deductions
 - PII must be covered/ blacked out
 - Timesheets - Must include hours of work

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Sample pay stub

CO. FILE DEPT. CLOCK NUMBER
ABC 126543 123456 12345 00000000 1

ACME SUPPLIES CORP.
475 KNAPP AVENUE
ANYTOWN, USA 10101

Social Security Number: [REDACTED]
Taxable Marital Status: [REDACTED]
Exemptions/Allowances: [REDACTED]

Earnings Statement

Period ending: 7/18/2008
Pay date: 7/25/2008

JANE HARPER

Earnings	rate	hours	this period	year to date
Regular	10.00	32.00	320.00	16,640.00
Overtime	15.00	1.00	15.00	780.00
Holiday	10.00	8.00	80.00	4,160.00
Tuition			37.43*	1,946.80
Gross Pay			\$ 452.43	23,526.80

Deductions	Statutory		
	Federal Income Tax	- 40.60	2,111.20
	Social Security Tax	- 28.05	1,458.60
	Medicare Tax	- 6.56	341.12
	NY State Income Tax	- 8.43	438.36

Other Benefits and Information	this period	total to date
Group Term Life	0.51	27.00
Loan Amt Paid		840.00
Vac Hrs		40.00
Sick Hrs		16.00
Title	Operator	

Important Notes
EFFECTIVE THIS PAY PERIOD YOUR REGULAR

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Financial Report Attachment 2 – Service and Contracts

Attachment 2

Service and Contracts

Vendor	Description	Total Cost	Total Cost to Grant (minus tax)

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Financial Report Attachment 2 – Service and Contracts

- Must include contractor/vendor name
- Description of services provided
- Total cost to agency
- Total cost to grant minus sales tax
- Items must be organized in order of entry on financial report attachment
- Supporting documentation
 - Invoice must include date of service
 - Invoice must include services provided, parts and labor cost
 - Copies of cleared check front and back or copies of bank statement
 - Each cost must be clearly identified on bank statement
 - For credit card purchases, submit receipt and credit card statement
 - If a contract has been signed, provide copy of executed contract with 1st financial report

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Sample contractor invoice



Build Pros

#300 10130 | 103 Street Northwest | Edmonton, Alberta T5J 3N9
 888-721-1115 | hello@serviceprovider.biz | www.serviceprovider.biz

RECIPIENT:

Nicole Santos

Invoice #1060

Issued	Jan 14, 2022
Due	Jan 31, 2022
PO#	1.0 M
Total	\$7,056.00
Account Balance	\$7,056.00

For Services Rendered

PRODUCT / SERVICE	DESCRIPTION	QTY.	UNIT PRICE	TOTAL
Design and Consultation	Design and planning for construction of unfinished basement	12	\$60.00	\$720.00
Full Basement Construction	Cost of labor per hour	60	\$100.00	\$6,000.00

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Sample contractor invoice

Design	20,230,450.00	2000	20.50%	20.50%	20,230,450.00
Subtotal:					USD 8000.00
Discount (20%):					USD 0.00
Shipping Cost:					USD 0.00
Sales Tax:					USD 450.00
Total:					USD 8,480.00
Amount paid:					USD 0.00
Balance Due:					USD 8,480.00

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Sample payment check



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Financial Report Attachment 3 – Goods Expenses


Attachment 3

Goods Expenses*

Vendor	Description	Total Cost	Total Cost to Grant (minus tax)

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Financial Report Attachment 3 – Goods Expenses

- Must include vendor name
- Description of items purchased
- Total cost to agency
- Total cost to grant minus sales tax
- Items must be organized in order of entry on financial report attachment
- Supporting documentation
 - Copies of receipts
 - Copies of bank statements
 - For credit card purchases, submit receipt and credit card statement
 - Each cost must be clearly identified on bank statement

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Financial Report Attachment 3 – Goods Expenses

- Purchases made by staff that required reimbursement
- Supporting documentation
 - Copies of receipts
 - Copies of cleared check front and back or copies of bank statement
 - For credit card purchases, submit receipt and credit card statement
 - Each cost must be clearly identified on bank statement

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Sample receipt



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Sample bank statement



Statement Ending 09/21/2018
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RETURN SERVICE REQUESTED

John Doe

Managing Your Accounts

- Privacy Shield: Custom
- Phone Number: 443-673-4800
- Online Banking: HowardBank.com
- Telephone Banking: 1-877-627-2703
- Mailing Address: 3301 Bolton Street, Baltimore, MD 21224

Account Type	Account Number	Ending Balance
HOWARD RELATIONSHIP CHECKING		\$5,684.22

HOWARD RELATIONSHIP CHECKING-XXXXXXXX4101

Primary Checking

Date	Description	Amount
09/01/2018	Beginning Balance	\$18,805.47
	3 Credits/3 This Period	\$4,293.20
	20 Debits/19 This Period	\$17,414.45
09/21/2018	Ending Balance	\$5,684.22

Post Date	Description	Debits	Credits	Balance
09/01/2018	Beginning Balance			\$18,805.47
09/04/2018	Signature POS Debit 09/02 MD BALTIMORE GIANT FOOD	\$27.48		\$18,777.99
	NC SE OF 071582			
09/04/2018	Retirement 401K Copper XXXXXX0875	\$1,989.00		\$16,788.99
09/05/2018	HMS WARRANTY 8002473680 SE20389	\$42.99		\$16,746.00
09/05/2018	SAMS CLUB MIC ONLINE PMT CKF 426104294POR	\$4,671.42		\$12,074.58
09/05/2018	ELECTRIC BANK TRANSFER	\$6,172.00		\$5,902.58
09/06/2018	ELTMORE GAS ELEC ONLINE PMT	\$190.75		\$5,711.83
09/06/2018	AMAZON	\$199.89		\$5,511.94
09/06/2018	DEVONSHIRE II CO CONS CP BC5198	\$195.00		\$5,316.94
09/07/2018	DEPOSIT		\$653.25	\$5,970.19
09/07/2018	TARGET ONLINE PMT	\$88.59		\$5,881.60
09/10/2018	ATM Withdrawal 09/07 MD BALTIMORE 10101	\$180.00		\$5,701.60
	PHILDELPHIA RD SE OF 00838			
09/10/2018	Signature POS Debit 09/08 MD BALTIMORE GIANT FOOD	\$70.11		\$5,631.49
09/10/2018	L A FITNESS	\$12.08		\$5,619.41
09/14/2018	AAE MOBILITY ONLINE PMT	\$116.80		\$5,502.61
09/14/2018	LEP/201		\$608.62	\$6,111.23
09/14/2018	DIRECT DEP		\$3,033.33	\$9,144.56
09/14/2018	Signature POS Debit 09/13 MD BALTIMORE GIANT	\$19.86		\$9,124.70
09/17/2018	ATM Withdrawal 09/15 WV INWOOD	\$400.00		\$8,724.70
	MARKTINSBURG INWOOD			
09/17/2018	Signature POS Debit 09/16 MD BALTIMORE GIANT	\$14.06		\$8,690.64

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Financial Report Attachment 4 – Administration Expenses



Attachment 4

Administrative Expenses*

Vendor	Description	Total Cost	Total Cost to Grant (minus tax)

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Financial Report Attachment 4 – Administration Expenses

- If administration cost has been allocated for overseen the project, include employee name and title
- Total cost to agency
- Total cost to grant
- Items must be organized in order of entry on financial report attachment
- Supporting documentation
 - Copies of pay stubs must show employee, gross wages, hours worked, salary rate hourly/ monthly, pay period and date
 - Fringe benefits, taxes, and deductions
 - PII must be covered/ blacked out
 - Timesheets - Must include hours of work
- If the administration cost is other than salaries, provide copies of the general ledger identifying the cost and percentage allocated to the grant
- Administration cost can be personnel and non-personnel
 - Includes overall program management, coordination, monitoring and evaluation

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Financial Report Attachment 5 – Other Expenses

Depending on the type costs the supporting documentation described above applies



Attachment 5

Other Expenses*

Vendor	Description	Total Cost	Total Cost to Grant (minus tax)

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Timesheets

- Must include hours of work, description of work activities for each funding source
- Must be signed by employee and supervisor, for Executive Director it must be signed by an authorized official/ Board member
- Wet signature or Adobe/DocuSign required

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Budget Adjustment Request Form

- Budget Adjustments are allowed and can be submitted at any time throughout the life of your grant
- For any changes above 25% of your overall approved budget, discuss changes with your Grants Manager prior to submitting your request.

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Questions & Answers

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Contact Information

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919-890-1330
- **Roxana Zelada-Lewis, Grants Manager**
roxana.m.zelada.lewis@nccourts.org
919-890-1429

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Thank you

Thank you for taking time to join us today.
If you have questions or would like more information,
please do not hesitate to reach out to us.

Thank you for your work with & commitment
to human trafficking, sexual assault, and/or
domestic violence victim survivors.
Your work is needed, valuable, and makes a difference.

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