



## Request for Proposals (RFP)

### COMPETITIVE GRANTS FOR NONPROFIT ORGANIZATIONS PROVIDING DIRECT SERVICES TO VICTIMS OF HUMAN TRAFFICKING UNDER § 7A-354.1.

**Release Date:** December 23, 2024

#### **State Administrative Agency:**

North Carolina Human Trafficking Commission  
901 Corporate Center Drive  
Raleigh, NC 27607  
[htc.nccourts.gov](http://htc.nccourts.gov)

#### **Overview**

In 2023, the North Carolina General Assembly allocated funding to the North Carolina Human Trafficking Commission (“Commission”) in House Bill 259, Session Law 2023-134.

Specifically, Section 16.23.(a), appropriates in the 2024-2025 fiscal year, five hundred thousand dollars (\$500,000) in recurring funds to the Commission to develop and implement a grant program to provide funds to eligible organizations providing direct services to victims of human trafficking.

#### **Eligibility to Apply:**

An applicant must be a nonprofit corporation and ineligible for a grant under the provisions of [G.S. 50B-9](#) (“Domestic Violence Center Fund”) and [G.S. 143B-394.21](#) (“Sexual Assault and Rape Crisis Center Fund”). In addition, agencies must currently be providing direct services to victims of human trafficking at the time of application.

**Grant Project Period of Performance:** The project period of performance will begin on July 1, 2024 and will end on June 30, 2025.

**Grant Application Deadline:** February 7, 2025 by 5pm.

**Award Maximum:**

All eligible organizations that complete the application process will be awarded funding based upon a scoring matrix included in this RFP. The amount of the grant funds requested cannot exceed \$50,000 for the period of performance.

**FUNDING SPECIFICATIONS**

- A. Grant funds must be expended on costs incurred to enhance human trafficking victim service programs as approved by the Human Trafficking Commission. Unallowable costs, by way of example and without limitation, include:
  - a. Advertising and public relations designed solely to promote the GRANTEE, including promotional items and memorabilia. 2 C.F.R. § 421.
  - 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. Losses on other awards or contracts. 2 C.F.R. § 200.451.
  - f. Expenditures not made to enhance services to victims of human trafficking approved by the Commission pursuant to Section 4.a. and b. of the attached Terms and Conditions and N.C. Gen. Stat. § 7A-354.1.
- B. Disbursements for the 2024–2025 fiscal year will begin after contract execution for the current fiscal quarter and will be paid quarterly thereafter with submission and approval of financial and performance reports. Expenditures may be reported retroactive to July 1, 2024. 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 [state suspension of funding lists](#) before issuing payment.

- C. The Commission reserves the right to request budget adjustments at its discretion.
- D. Awarded funding must be used to provide direct services to victims of human trafficking, including but not limited to case management, client safety, client well-being, and other services, including health, transportation, housing, education, and employment assistance.

Prevention, public education/awareness/general training to the public are not allowable costs for this grant. These activities are not allowable costs for awarded funding, even for agencies that provide direct services to victims.

#### **REPORTING REQUIREMENTS**

Agencies awarded grants through this RFP will be subject to monitoring, compliance, and periodic reporting requirements, as provided by state 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 funds, 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 funds in accordance with regulations. The Commission will conduct a risk assessment on applicant agency pre award and then will conduct a post award risk assessment as needed thereafter. Agencies will be placed into appropriate monitoring plans based on the evaluated risk of noncompliance.

### **PROJECT PROPOSAL REVIEW**

The application packets must be submitted with all required documents in the order specified on the Proposal Checklist, below. The application will be reviewed by Commission staff for completeness. The Commission staff will conduct a pre-award risk assessment on all completed applications to assess risk level this will be included in the overall scoring matrix.

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

### **SCORING MATRIX**

Description of Need	5 points
Geographical Area, Reach Capability	5 points
Project Description	10 Points
Goals/Objectives/Performance Measures	10 points
Timeline of Proposed Initiatives	5 points
Budget & Budget Description	20 points
Organizational Capacity	10 points
Sustainability Plan	5 points
Risk Assessment	20 points
Standards Self-Assessment	10 points

### **PROPOSAL REQUIREMENTS / CHECKLIST**

Completed application packets must be submitted through the [application management system \(Next Zen\)](#) by 5:00 pm on February 7, 2025.

Application management system instructions are attached separately.

Applications submitted at least two weeks prior to the deadline may have

the opportunity for early review, and may have potential time to submit any revisions, missing documents, etc.

The proposal shall include and satisfy all of the following information requirements for this grant:

- A. A description of the geographic area the organization serves and how/by what means the organization covers the needs of those victims in the area specified. Applicants must demonstrate the ability to cover the area specified and how they will cover the area.
- B. The needs of victims in the service area.
- C. A plan to address the needs of victims through supporting a program providing human trafficking victim services.
- D. Include performance measures that are realistic, achievable, impactful for objectives of each service.
- E. The feasible timeline for implementing each service to achieve the desired objective, broken into months or quarters.
- F. A description of each service to be delivered, which may include case management, client safety, client well-being, and other services, including health, transportation, housing, education, and employment assistance.
- G. The names of any partners with whom the organization will be working and the role of those partners in the service.
- H. The anticipated planning and administrative costs for each service, sorted by type, including staffing, fixed costs, contracts, and information technology (see budget attachment). This is the indirect cost associated with implementing your proposed grant project.
- I. A description of the organization's capacity to implement its plan to develop, strengthen, or expand human trafficking victim service programs, including the organization's qualifications, systems, partnerships, existing funding, and existing programs.
- J. A description of the applicant's plans and capability to continue each service after the grant funds are expended, if the applicant plans to do so, including funding strategy, community, partner, volunteer and staff support, etc.

- K. Any additional information deemed appropriate by the Commission.

**Proposal Checklist:** (\*Denotes form is provided in the portal.)

1. \_\_\_\_ Completed application proposal through the NextGen portal, including scope of work, budget, internal control questionnaire, and standards self-assessment.
2. \_\_\_\_ Conflict of Interest Policy on the form provided\*
3. \_\_\_\_ Sworn statement of No Overdue Tax Debt Certification on agency Letterhead\*
4. \_\_\_\_ Proof of Non-Profit Status with submission of ONE of the following documents:
  - a. IRS Determination Letter
  - b. Certificate of Incorporation
  - c. Statement from a state taxing body or State Secretary of State certifying that the organization is a nonprofit operating within the State and no part of the organization's net earnings may lawfully benefit any private shareholder or individual
  - d. Statement from a State or national parent organization that the applicant is a local non-profit affiliate
5. \_\_\_\_ Staff roster, including employee names, titles, and city of primary residence
6. \_\_\_\_ Job descriptions of all positions named in scope of work
7. \_\_\_\_ Current Board of Directors member profile roster on agency letterhead
8. \_\_\_\_ Policy for checking background and credentials of employees, volunteers and board members
9. \_\_\_\_ Organization's confidentiality policy that protects victim-survivor's personal information from being released to external parties without express permission, unless required by law.
10. \_\_\_\_ Most Recent 990 and audit
11. \_\_\_\_ Memorandums of Understanding (MOUs) or Letters of Support, *if applicable*

## **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 § 7A-354.1. Technical questions related to operating the grants management system should be directed to [NextZen](#). For all other questions, please contact:

- Molly Overholt, Grants Manager at [molly.s.overholt@nccourts.org](mailto:molly.s.overholt@nccourts.org)