



WELCOME!

**Durham Juvenile Crime Prevention Council
Prospective Applicant Training**

Training Format

Webinar

(enter questions in chat)

Reviewing the JCPC Request for Proposals

- ▶ **CAREFULLY** review the Request for Proposals (RFP) for the specific county in which you are seeking to apply for funding. The RFP describes all application requirements and provides a due date. **Incomplete applications or those received after the due date will not be reviewed.**
- ▶ Before applying, allow yourself sufficient time to review the NCDPS Juvenile Justice JCPC and Community Programs Section-Funded Programs Minimum Standard Policy. Reviewing the minimum standards will assist applicants in determining readiness to apply for and manage NCDPS/JCPC Funding and maintain contract compliance with NCDPS.
- ▶ JCPCs may check specific program types that will be reviewed for funding. For example, if the JCPC is prioritizing Mentoring and Parent Family Skill-building, a proposal submitted to operate a Temporary Foster Care program will not be prioritized.
- ▶ Proposed program services should target the risk factors for delinquency or repeat delinquency identified in the county's RFP.
- ▶ Proposed services should address concerns that prioritize juvenile justice-involved youth as identified by the Youth Assessment Screening Instrument (YASI) used by juvenile court counselors to assess a juvenile's risk of reoffending in the community.

What type of programs are funded?

EVIDENCE AND OUTCOME-BASED / EVALUATION COMPONENT

- **Assessment Programs**
Clinical Evaluation and Psychological Assessment Programs
- **Clinical Treatment Programs**
Sex Offender Assessment and Counseling Programs
Home-Based Family Counseling Programs
- **Community Day Programs**
Juvenile Structured Day
- **Residential Programs**
Residential Services Programs
- **Restorative Programs**
Mediation/Conflict Resolution
Restitution
Teen Court
- **Structured Activities Programs**
Skill Building
Mentoring Programs

Sponsoring Agency Eligibility

- Public agencies and Housing Authorities are eligible to apply for JCPC funding – no Conflict of Interest Statement or Overdue Tax verification required
- 501c3 Private Non-profits are eligible to apply but MUST already possess a letter of exemption from the IRS and upload to the program application along with the notarized DPS Conflict of Interest Policy Statement and No Overdue Tax Debt form, as well as agency's Conflict of Interest policy statement. Other readiness indicators are assessed before contract approval for non-profit sector applicants.
- Applicant agencies and individuals that do not meet the above criteria are not eligible for JCPC funding

Sponsoring Agency Insurance Requirements

- ▶ General Liability (Non-profits)
- ▶ Professional Liability (Non-profits)
- ▶ Directors, Officers, Trustees (Non-profits)
- ▶ Auto Policy if Transporting Juveniles or Using an Agency Van (Government; Housing Authority; Non-profit)
- ▶ Accident insurance – recommended for volunteer agencies or certain off-site events
- ▶ Proof of Insurance – Declarations Page(s) must be in force for the period of funding and within 30-days of initial funding for newly funded programs

- ▶ Applicant agencies must have the ability to complete an electronic application in the NCALLIES system and have ongoing functionality to enter client tracking and submit electronic programmatic and fiscal reports by pre-established deadlines.
- ▶ JCPC and Community Programs Section-Funded Programs Minimum Standard Policy and forms: <https://www.ncdps.gov/our-organization/juvenile-justice/community-programs/juvenile-crime-prevention-councils/jcpc-policies-forms>
- ▶ Applicant agencies should review JCPC Policy and accept responsibility for administration and implementation of their program component(s) according to policy
- ▶ Dosage Parameters Crosswalk for JCPC-SPEP Service Types (Appendix B); Client Contacts and Service Hours, Community Programs Evaluation Model
- ▶ Non-profit Financial & Board Governance Considerations and Requirements (Appendix F) and Readiness to Apply Indicators
- ▶ **Know what's required before you apply!**

Policy 1. JCPC Operations: *all staff should be familiar with the operational requirements of the Juvenile Crime Prevention Council*

Legislative Mandates

Funding Process

Annual Program Monitoring

Policy 2. Program Operational Requirements - Policy 6. Program Eligibility for Funding: *all staff must be familiar with programming requirements*

Critical Program Standards

Protocol Manuals

Required Written Agency Policies

Continuity Plans

Insurance Requirements

Reporting Requirements

Client Files

Compliance Monitoring

<https://www.ncdps.gov/our-organization/juvenile-justice/community-programs/juvenile-crime-prevention-councils/jcpc-policies-forms/area-consultant-monitoring-forms>

Program Oversight and Compliance Monitoring

<https://www.ncdps.gov/our-organization/juvenile-justice/community-programs/juvenile-crime-prevention-councils/jcpc-policies-forms/area-consultant-monitoring-forms>

- Program Orientation – first month
- JCPC monthly meeting/reporting
- Full compliance monitoring – end of Year 1
- Regular compliance monitoring – every three years
- JCPC monitoring – annually (generally Jan-Feb)
- NCDPS Internal Audit – Final Accounting audits; random

Policy 7. Audit Requirements - Policy 11. Program Agreement

Revisions Approval Process - *all programs must follow fiscal controls, reporting and the financial responsibilities described in these policies when receiving DPS JCPC funding.*

- *General Accounting*
- *Third Quarter Accounting*
- *Final Accounting*
- *Program Agreement Approval Process*
- *Program Agreement Revision Approval Process*

<p><i>Non-profits – 501c3 documentation and 990 filings</i></p> <p><i>Payroll documentation – W-2s, 1099's, 941 filing, contracts and timesheets</i></p> <p><i>Audit threshold - \$500,000 requires independent audit</i></p> <p><i>Internal Audit of Final Accounting Submissions</i></p> <p><i>In-kind documentation</i></p> <p><i>Match requirements – for JCPC Funding and Cash Match for equipment</i></p> <p><i>Capital Outlay including equipment documentation, transfer, or disposal</i></p> <p><i>Random Expenditure/Receipt Review</i></p>	<p>F</p> <p>I</p> <p>S</p> <p>C</p> <p>A</p> <p>L</p>
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Appendix F: Financial & Board Governance Considerations and Requirements

Financial Considerations

- *Policies and Procedures*
- *Maintain an Approved Budget*
- *Segregation of Duties*
- *Conflict of Interest*
- *Controls over Cash Receipts*
- *Controls over Expenditures*
- *Controls over Time Records and Payroll*
- *Bank Statements Review and Reconciliation*

Board Governance Requirements

- *Policies and Procedures*
- *Board Bylaws and Board Composition*
- *Approved Budget*
- *Board Oversight and Leadership*
- *Employment Policies and Procedures*

Agency Readiness to Apply Indicators

Application Factors

- *Eligible Entities*
- *No Overdue Tax Debt*
- *Segregation of Duties*
- *Conflict of Interest Disclosure*
- *Agency Conflict of Interest Policy*
- *Residential Licensure Requirements*

Additional Readiness Indicators

- *Board of Directors Roster*
- *Organizational By-Laws*
- *Organizational Chart*
- *Agency's Operating Funds*
- *Financial Accountability System*
- *Non-profit IRS Reporting Requirements*
- *Fiscal Policies and Procedures*
- *Programmatic Policies and Procedures*
- *Proven Success in Program Delivery for Target Population*
- *Familiarity of the JCPC and Community Programs Section-Funded Programs Minimum Standards Policy and the DPS Chart of Accounts for Expenditures*

- ▶ DON'T WAIT UNTIL THE LAST MINUTE
- ▶ Is the Sponsoring Agency solvent enough to manage JCPC funding; i.e. has enough operating capital to wait for reimbursement from the county or monthly disbursements from the county (usually last week of the month)
- ▶ Must apply for an advertised & fundable program type (from the RFP)
- ▶ Review JCPC/Community Programs Minimum Standard Policy
- ▶ Submitting a response to JCPC RFP begins here:
<https://www.ncdps.gov/juvenile-justice/community-programs/juvenile-crime-prevention-councils/program-agreement-information>
- ▶ Videos and instructional materials are posted there; have them handy
- ▶ Copy Feature for existing programs

Recap of Key Pointers

Are You Ready to Apply?

Application Sections

- Section 1A (Program Sponsoring Agency and Contact information, editable at any time)
- Section 1B (Brief Program Description, make it concise and informative)
- Section II (Component Service Statistics, pulled from the previous full year of funding if applicable)
- Section III (Component Summary)
- Section IV (Component Narrative)
- Section V (Terms of Agreement)
- Section VI – VII (Budget Narrative and Information)
- Section VIII (Sources of Program Revenue)

Section V is CONTRACTUAL – Please read carefully

Existing JCPC Programs

- ▶ The “copy feature” is enabled in NCALLIES
- ▶ Choose Copy; then 23-24 fiscal year
- ▶ All sections will copy to the new application
- ▶ You must reenter the Measurable Objectives percentages; 70% or more
- ▶ All Summaries will copy but you must review, edit and mark complete to “submit”
- ▶ The Program Description should be concise yet thorough; used in the Legislative Report
- ▶ The latest approved budget narrative is transferred to the new application
- ▶ The Sources of Program Revenue will also copy
- ▶ You will still have to edit Component Statistical, Budget Narrative and Sources of Program Revenue sections. If they don't match, errors will prevent application submission.

Program Application Details for Beginners

- ▶ NCID is required to access [NCALLIES](#) or any web-based applications
- ▶ NCID – register using the video/instructions provided and remember to save security questions and username/password
- ▶ Create an NCALLIES account – make sure you [choose JCPC Program, NOT JCPC Member](#)
- ▶ You MUST [search](#) for your program before you are allowed to begin to enter it
- ▶ If you've started an application before, you can “COPY” and revise the application
- ▶ When entering the sponsoring agency, you must have the correct agency Federal ID to proceed
- ▶ Refer to the [NC ALLIES Local Program Application – Agreement Process Guide](#) on the [Program Application link](#).


Beginning a Program Application


- Select Begin a Program Application tab,
- Choose Search for an Existing Program,
- If you've never been funded, your program won't be found, and
- You'll be prompted to Create a New Program





Create Program

*Sponsoring Agency: Search Sponsoring Agencies: Search Sponsors

*Name of Program: 

*County:  Pitt

 Save  Cancel

Four yellow arrows with black outlines point to the 'Search Sponsoring Agencies' input field, the 'Name of Program' input field, the 'County' dropdown menu, and the 'Save' button.

Identifying a Sponsoring Agency

- You must enter the sponsoring agency for the program; if public, you should have authority to make application on behalf of that agency, and if private non-profit, you must enter the agency that corresponds to the 501c3 letter of exemption
- You must search first and when you don't find it, the Enter Sponsoring Agency prompt will appear


The screenshot displays the 'Create Program' section of the NCALLIES application. At the top, there is a navigation bar with links for Home, Begin a Program Application, Administration, Reports, Help, and Logout. Below this, the 'Create Program' heading is followed by a form. The form includes a search field for 'Sponsoring Agency' with the text 'Beaufort Champs for' and a 'Search Sponsors' button. Below the search field, a red message states 'No Results Found!' and a blue link with a plus icon says 'Enter Sponsoring Agency'. A yellow arrow points to this link. Below the search field, there are input fields for '*Name of Program:' and '*County:' (set to 'Beaufort'). At the bottom left, there are 'Save' and 'Cancel' buttons, with a yellow arrow pointing to the 'Save' button.

Sponsoring Agency Details

- Complete the required fields
- Make sure that the Federal ID is correct
- Non-profit letter of exemption must correspond to the sponsoring agency
- Public agency applications must have approval authority from the agency head
- Save the sponsoring agency details; it is editable

Home Begin a Program Application ▾ Administration ▾ Reports ▾ Help ▾ Logout

Sponsoring Agency Information

 Sponsoring Agency Saved Successfully

Sponsoring Agency Name: Beaufort Crime Stoppers



Sponsoring Agency Type: Non-Profit



Federal ID Number: 58-54321

Physical Address: 100 Main Street
 Washington, NC 27889

Mailing Address: 100 Main Street
 Washington, NC 27889

Programs: [Add Program](#)

 Edit  Delete




Adding a Program


- Enter the “name” for the program you’re going to add; i.e. Crime Stoppers Mediation Program (CSMP)
- Choose the county where the program is applying for funds and where services will be provided
- Save your work! NCALLIES times out after inactivity!



Home Begin a Program Application ▾ Administration ▾ Reports ▾ Help ▾ Logout



Create Program

*Sponsoring Agency: Beaufort Crime Stoppers
Search Sponsoring Agencies: Search Sponsors

*Name of Program: 

*County:  Pitt

 Save  Cancel





Creating A Program Application

- Once you save it, you'll be prompted to Create Program Application
- All remains editable until you "submit"



Program Information




Sponsoring Agency:	Beaufort Crime Stoppers
Name of Program:	Crime Stoppers Mediation Program (CSMP) (Beaufort)
County:	Beaufort
Is Multi-County:	No
DJJ Funding ID:	707-11719
Program Agreements:	Create Program Application


 Edit  Delete






- It is imperative that you choose the correct Funding Source; for the purpose of this training, we are only covering JCPC funds
- Once Program Manager, Contact and Fiscal Officer info has been added, SAVE
- When ready, select “Add Component” to enter program details

Program Application Details
Decision
Upload Documents

Funding Period:	FY 
Funding Source:	JCPC Funds 
Funding Status:	Pending Submission
Last Submission:	
Last Return:	
Program Manager:	Nancy Hodges Director 100 Main Street Washington, NC 27889 Email: njh64us@yahoo.com Work Phone: (252) 947-1565
Contact Person:	Nancy Hodges Director 100 Main Street Washington, NC 27889 Email: njh64us@yahoo.com Work Phone: (252) 947-1565
Fiscal Officer:	Denise Bond Money-lady 100 Main Street Washington, NC 27889 Email: deeshamoe@yahoo.com Work Phone: (252) 214-6636
Components:	Add Component 




 Edit
 Submit
 Print/Preview


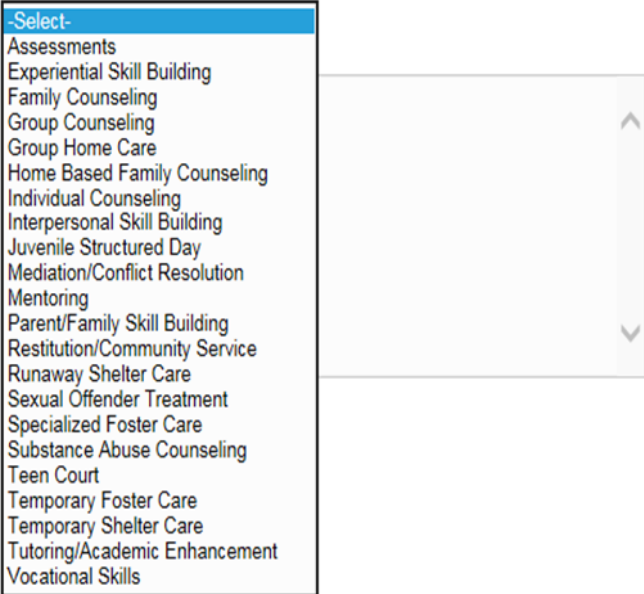
Selecting the Component Type

Create Component

Name of Program: Pressing Into Greatness Program (PIG) (Beaufort)


Name of Program Application: Pressing Into Greatness Program (PIG), Funding Period: FY  Funding Source: JCPC Funds


*Name of Program Component:

*Component Type:  

*Component Description:

*Total Component Cost:


*Maximum Client Capacity: 

*Frequency of Client Contact Per Month: 

- Select-
- Assessments
- Experiential Skill Building
- Family Counseling
- Group Counseling
- Group Home Care
- Home Based Family Counseling
- Individual Counseling
- Interpersonal Skill Building
- Juvenile Structured Day
- Mediation/Conflict Resolution
- Mentoring
- Parent/Family Skill Building
- Restitution/Community Service
- Runaway Shelter Care
- Sexual Offender Treatment
- Specialized Foster Care
- Substance Abuse Counseling
- Teen Court
- Temporary Foster Care
- Temporary Shelter Care
- Tutoring/Academic Enhancement
- Vocational Skills

Entering Prospective Program Statistical Data

Once edited, the Sponsoring Agency, Program Details, and Component type are all saved and ready for completion of Sections 3 and 4 of the application.

Name of Program Application: Crime Stoppers Mediation Program (CSMP), Funding Period: FY  Funding Source: JCPC Funds

*Name of Program Component:

*Component Type:

*Component Description:

Mediation is a proven strategy to help juveniles understand the consequences of the harm they've done and face restorative consequences to make reparation. Mediation is available between Victim and Offender, between Juvenile and Parent/Guardian, between Juveniles, etc.

!!!

*Total Component Cost: \$

*Maximum Client Capacity:

*Frequency of Client Contact Per Month:

*Est. Number To Serve per Funding Year:

*Avg Length Stay (Days):

Component Statistics – should match or exceed the minimum SPEP targets; estimate the maximum capacity, number to be served, number of contacts per month, length of stay (USE MINIMUM STANDARD POLICY AS YOUR GUIDE!)

- ▶ **Summary/Narratives Tab** – Statement of the Problem, Target Population, Elevated Risk/Needs to be Addressed, Location, Staffing, Program Operating, SPEG Designation, Admission/Termination, Intervention/Best Practice (**EVIDENCED-BASED**)
- ▶ **Measurable Objectives Tab** – No objective below 70% (**REQUIRED OBJECTIVES ARE NON-NEGOTIABLE**)
- ▶ **Budget Narrative** – Describe each line item entry; concisely defend amount entered (**INCLUDE FORMULAS**)
- ▶ **Sources of Program Revenue** – The amount of NCDPS/JCPC Funds requested and other documented sources of cash or in-kind (**COUNTY MATCH REQUIREMENT**)
- ▶ **Contract Pages (READ CAREFULLY)**

Statistical Information	Summaries/Narratives	Measurable Objectives	Quality of Service	Print/Preview
Name of Program Component:	Mediation			
Component Description:	The Mediation/Conflict Resolution Component serves Beaufort County juveniles ages 10-17 as a provider of a neutral mediator that will facilitate victim/offender reconciliation.			
Total Component Cost:	\$51,716			
Maximum Client Capacity:	10			
Frequency of Client Contact Per Month:	4			
Est. Number To Serve per Funding Year:	20			
Avg Length Stay (Days):	90			
Actual number of youth admitted FY 19-20				
Admissions:	0			
Juvenile Justice Referred:	0			
Law Enforcement Referred:	0			
District Court Referred:	0			

Navigating the Application

 Edit
 Delete

Content – Sections III & IV Summaries/Narrative Tab

<https://www.ncdps.gov/documents/files/divisions/jj/jcpc-and-community-programs-section-funded-programs-minimum-standards-policy/download?attachment>

Statistical Information

Summaries/Narratives

Measurable Objectives

Quality of Service

Print/Preview

Complete	Summary Type	Action
✓	Statement of the Problem	Show - Edit
✓	Target Population	Show - Edit
✓	Program Goals	Show - Edit
✓	Elevated Risk and Needs	Show - Edit

Complete	Narrative Type	Action
✓	Location	Show - Edit
✓	Operation (Schedule of program operation)	Show - Edit
✓	Staff Positions	Show - Edit
✓	Service Type SPEP	Show - Edit
✓	Admission Process	Show - Edit
✓	Termination Process	Show - Edit
✓	Referring Agency Interaction	Show - Edit
✓	Intervention/Treatment	Show - Edit
✓	Best Practice Model	Show - Edit



Measurable Objectives

- Measurable objectives set based on program type, dosage and duration
- Qualified Client Terminations reviewed
- NCALLIES Client Tracking Accuracy – 7 day window for admissions and terminations
- Programs are expected to achieve at or above 70%
- 6 Month and 12 Month objective outcomes are reported to the JCPC
- Used as an evaluation tool to assess program effectiveness and performance.

Statistical Information

Summaries/Narratives

Measurable Objectives

Quality of Service

Print/Preview

Percentage	Measure	Required	Action
70%	Clients successfully/satisfactorily completing the program will have no new adjudications in the 12 months following completion.	Yes	Edit
70%	Clients successfully/satisfactorily completing the program will have no new complaints in the 12 months following completion.	Yes	Edit
70%	Clients will demonstrate accountability for their actions within the scope of the mediation process.	Yes	Edit
70%	Clients will enter into a mediation agreement.	Yes	Edit
70%	Clients will have no new adjudications for a complaint with an offense date after the admission date.	Yes	Edit
70%	Clients will have no new complaints with an offense date after the admission date.	Yes	Edit
70%	Clients will successfully or satisfactorily complete services as intended by the program design/service plan.	Yes	Edit

 Add Optional Measurable Objective

Budget Narrative

On website: [JCPC Policies & Forms](#) | [NC DPS](#)

Click on form: **CHART OF ACCOUNTS**

APPROVED COST CENTERS

***Agency Cash Match Required**

- I. PERSONNEL SERVICES (100 Line Items)
- II. SUPPLIES AND MATERIALS (200 Line Items)
- III. CURRENT OBLIGATIONS/SERVICES (300 Line Items)
- IV. FIXED CHARGES/OTHER EXPENSES (400 Line Items)
- V. CAPITAL OUTLAY (500 Line Items)



Budget Narrative

Check All Entries and Formulas for Accuracy

Item	Justification	Cash Expense	In-Kind Contributions	Action
-Select-	<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	Add Item
120 Salaries & Wages	Full-time Program Director at \$2625 per month x 12 months	\$31,500		Edit - Delete
180 Fringe Benefits	FICA 7.65% \$2410; Retirement 18.44% \$5809; Hospitalization \$6,104 annually; Unemp \$1435	\$15,758		Edit - Delete
290 Other Supplies and Materials	Supplies for administrative and program support, Teen Court supplies/materials at \$100 per month x 12 months	\$1,200		Edit - Delete
310 Travel & Transportation	Reimbursement of mileage at rates not to exceed IRS rate (approx. 1100 miles \$625; Teen Court annual mock trial competition \$28.75 x 20 participants \$575	\$1,200		Edit - Delete
320 Communications	Cell phone prepaid at \$9.83 per month x 12 months	\$118		Edit - Delete
320 Communications	Land line/Internet exp. @ approx. \$50 per month x 12 months	\$600		Edit - Delete
410 Rental or Real Property	Office Space in-kind; office and conference room at \$100 per month x 12 months		\$1,200	Edit - Delete
450 Insurance & Bonding	RCS Association dues \$35 Yearly; Accident Policy \$105	\$140		Edit - Delete
TOTALS		\$50,516	\$1,200	




i For each employee represented by 120 Salaries & Wages, list the following information


Job Title and Description	Annual or Hourly Wages	Annual In-Kind Contributions	Action
<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	Add Item
Program Director 1.0 FTE - responsible for program service delivery and program administration within the agency; direct service, coordination of case planning and completion of requirements and constructive sentence, confidential client files, etc.	\$31,500		Edit - Delete
JOB TOTALS		\$31,500	\$0
EXPENSE SALARY TOTALS		\$31,500	\$0



Sources of Program Revenue

- Add Sources of Revenue and Identify Source of Cash or In-kind Match
- Insure Total Component(s), Budget Narrative, and Source of Program Revenue all match

Months of Operation:	12		
DJJ JCPC Funds: 	\$45,924		
Local Match Rate:	10%		
County Cash:	\$4,592	Source of County Cash:	Beaufort County
Local Cash 1:		Source of Local Cash 1:	
Local Cash 2:		Source of Local Cash 2:	
Local In Kind: 	\$1,200	Source of Local In Kind:	Washington Parks & Rec Office Space
Other 1: 	Other 1 Type:	Source of Other 1:	
Other 2:	Other 2 Type:	Source of Other 2:	
Other 3:	Other 3 Type:	Source of Other 3:	
Other 4:	Other 4 Type:	Source of Other 4:	

Total Source Revenue: 	\$51,716	Required Local Match: 	\$4,592	Match Provided: 	\$5,792
Total Budget Narrative: 	\$51,616				
Total Component Cost: 	\$51,716				



• **NO MATCH = NO SUBMIT!**

Ready?



- ✓ Applications must be “submitted” in NCALLIES 1st
- ✓ NCALLIES “date stamps” submissions
- ✓ JCPC hard copies may be requested / Review RFP
- ✓ Applicant agencies must be available to the JCPC during the review process
- ✓ If the application isn’t developed/submitted according to the parameters of the RFP, the JCPC is not under obligation to consider
- ✓ If the non-profit agency’s required forms are not uploaded, the JCPC is not under obligation to consider the application

- ▶ Organization and Staffing Structure – adhere to the contract and changes must be approved by the JCPC/Area Office
- ▶ Site Location and Schedule Changes – must be communicated ahead of time and approved by the JCPC/Area Office
- ▶ Target Population – changes in program clientele described in application/agreement must approved; i.e. a historically gender-specific female group counseling becomes available to male participants, change in age-group or disposition level, etc.

If Selected for Partnership and Funding, Program Application Becomes Your Contract



FINAL REMINDERS

PROGRAMMATIC AND FISCAL REPORTING REQUIREMENTS

- ❖ **JCPC Meeting Attendance and Reporting**
- ❖ **Written Monthly Progress Reports To JCPC and Court Services if Youth has a Juvenile Court Counselor**
- ❖ **Six Month and 12 Month Measurable Objective Reports to JCPC**
- ❖ **1st Year Consultant Monitoring for Programmatic and Fiscal Processes then 3 year cycle thereafter; JCPC Monitoring Annually**
- ❖ **3rd Quarter Accounting**
- ❖ **Final Accounting**
- ❖ **Client Tracking in NCALLIES – Admissions and Terminations 7-Day Window Entry Timeline**
- ❖ **Developing Strong Operating Procedures for the Program**
- ❖ **Developing Quality Measures and Continuity Plan for Service Excellence and Program Evaluation – SPEP and Quality of Service**



**Thank you for your interest in
applying for NCDPS JCPC Funding!**