



**DEPARTMENT OF JUVENILE JUSTICE
AND DELINQUENCY PREVENTION**

NUMBER: JCPC 1.5

PAGES: 3

SECTION: Operations

SUBJECT: JCPC Program Eligibility for Funding

DATE SIGNED: 01/03/06

RELATED NCAC CITATION:

1. 28 NCAC 02A.0102;
2. 28 NCAC 03A.0102; and
3. 28 NCAC 03A.0201.

RELATED LEGISLATION:

1. N.C. Gen. Stat. § 143B-516, *Duties and powers of the Department of Juvenile Justice and Delinquency Prevention*; and
2. N.C. Gen. Stat. § 143B-517, *Authority to contract with other entities*.

RELATED STANDARDS: N/A

INDEX AS: Eligibility Requirements

PURPOSE: To establish minimum eligibility standards for Juvenile Crime Prevention Council (JCPC) funded programs.

POLICY STATEMENT: The local JCPC shall develop and fund, as allocated, residential and non-residential community-based, intervention and prevention programs for delinquent, undisciplined, and at-risk juveniles. The JCPC shall formulate a county plan for expenditure of JCPC funds and shall identify programs that meet the continuum of identified program needs as outlined in the county plan. Programs receiving JCPC funds shall meet and comply with any applicable program eligibility criteria and minimum standards for other guidelines as required by the State, Department, County, and JCPC.

I. PROCEDURES

A. Funding Requirements

1. All JCPC funded programs shall be funded by contractual agreement between the Department, the County, and the organization receiving the funds. Only governmental agencies, housing authorities, and non-profits are eligible for JCPC funds.
2. Each "JCPC Program Agreement" (*Form JCPC/PA 001*) shall specify the authorized expenditures of the contractual agreement, detailing expenditures in both a line-item budget and a narrative description. A program that receives funding from more than one (1) JCPC in a judicial district may be directed by the

Department to complete a “JCPC Multi-county Agreement (*Form JCPC/PA 003*)” in addition to the Program Agreement. This agreement allows the program to detail program expenditures in both a line-item budget and a narrative description for the district rather than by individual counties.

3. JCPC funded programs under contractual program agreement shall provide documentation of actual expenditures.
4. Failure to comply with provisions of contractual agreements may result in forfeiture or required reversions.
5. Any funds received under a contractual agreement and not expended during the contract period shall be returned to the Department.

B. A governmental agency, non-profit, or housing authority shall submit its interest in receiving JCPC funds by responding to the local JCPC Request For Proposal (RFP) advertisement. Responses must be submitted in the requested format and within the timeframe outlined by the local JCPC.

C. Proposed services must match needs outlined in the county plan for the fiscal year.

1. An applicant shall be identified by the program type of intervention/prevention services provided.
2. An applicant shall identify whether the proposed program is a structure or has a primary and/or supplemental service.
3. To be eligible for JCPC funding, a program must secure seventy-five percent (75%) of its annual cash-operating budget, which may include requested JCPC funds.

D. Programs shall not use Department funds to supplant existing funds for services or revenues.

E. The program in the form of cash or an in-kind match requires a local match.

1. Cash match: May include any general revenue funds collected by the local government and included in the current fiscal year budget. A cash match may include locally generated funds so long as they are made a part of the operating budget of the program in the program agreement and/or program agreement revision and documented on the “Final Accounting Form” (*Form JCPC/FA 001*). A cash match may not include any state or federal funds.
2. In-kind match: May include any non-cash resource within a program’s current operating budget that may be used to support the operation of any new or continuing program for which Department funds are requested. An in-kind match is a non-cash contribution provided to meet the objectives of the program whether contributed by the sponsoring agency or a third party. The value of the in-kind shall be included in the program agreement and in any revision, and documented as utilized in the Final Accounting Report.
3. The following guidelines apply to contributions in-kind:

- a) Assessing the contribution to be necessary to accomplish the program objectives;
- b) Maintaining records to identify and document the receipt and use of these contributions;
- c) Valuation of Goods or Services: Using the fair market value of goods or services that directly benefit and are specifically identifiable to the JCPC program's activities;
- d) Volunteer Services: Volunteer services should be calculated at a rate not less than the Federal minimum wage per hour. Amounts in excess of Federal minimum wage shall provide a rationale for the valuation rate. Programs must indicate the source of the valuation in the program agreement and maintain records to identify and document volunteer service; and
- e) Use of Real or Tangible Personal Property: Fair market value of real or tangible personal property that has been contributed or purchased through third-party funding sources. (Consultation with the Department to verify the use of a contribution as an in-kind expenditure may be provided.)

F. All Department funded programs shall:

- 1. Prioritize services to court involved juveniles;
- 2. Employ staff consistent with minimum standards for the program service type; and
- 3. Make available to the JCPC documentation of compliance with local, State and Federal reporting and accounting guidelines.

G. Reporting Capabilities: To be eligible for funds, programs must be able to electronically report client data to the Department through a process established by the Department.

II. ATTACHMENTS: NONE

NOTE: The JCPC Program Agreement (Form JCPC/PA 001), and "JCPC Multi-county Agreement" (Form JCPC/PA 003) are available at www.juvjus.state.nc.us/jcpc/forms.html. The Final Accounting Form (Form JCPC/FA 001) and the Multi-County Final Accounting Form (Form JCPC/FA 004) are computer generated and program-specific. For this reason, it is not attached to this document.