

NC Department of Public Safety



NC ALLIES

A Local Link to Improve Effective Services

Copy Program Application-Agreement

**Last Revised
March 2018**

Table of Contents

TABLE OF CONTENTS	2
DOCUMENT OVERVIEW	3
<i>COPYING A PROGRAM APPLICATION-AGREEMENT WITHIN NC ALLIES</i>	4
<i>STEP 1 – LOGIN INTO NC ALLIES</i>	4
<i>STEP 2 – SELECT YOUR PROGRAM</i>	4
<i>STEP 3 – COPY PROGRAM APPLICATION</i>	5
<i>STEP 4 – EDIT YOUR PROGRAM APPLICATION</i>	6
<i>STEP 5 – SUBMIT YOUR PROGRAM APPLICATION</i>	8
<i>COPY WITHOUT INCLUDING ALL COMPONENTS</i>	9
<i>COPY DEACTIVATED COMPONENT</i>	10

Document Overview

NC ALLIES has incorporated a Copy feature for Programs to assist with data entry of new Fiscal Year Program Applications and Agreements. This user guide is intended for users who already have a user account and are working for/with a program who applied for Juvenile Crime Prevention Council (JCPC) funding during the previous fiscal year. If you do not currently have access to NCID and NC ALLIES, please reference those user guides first.

Terminology

- Program Application: This term refers to a Program Agreement that has been entered into NC ALLIES but has not yet been approved by the JCPC
- Program Agreement: A JCPC approved Program Application within NC ALLIES
- Draft: All Program Applications will be marked as DRAFT until they are officially submitted within NC ALLIES

Formatting of Program Applications and Program Agreements is also different to help users identify where the Program is in the Approval process.

NCID Information

For problems with NCID Accounts, call 919-754-6000 or 1-800-722-3946, or email its.incidents@its.nc.gov

NC ALLIES Information

For problems or questions regarding NC ALLIES, contact your Area Consultant or Program Assistant

User Guides can be found at: <https://www.ncdps.gov/Juvenile-Justice/Community-Programs/Juvenile-Crime-Prevention-Councils/Program-Agreement-Information>

Copying a Program Application-Agreement within NC ALLIES

Step 1 – Login into NC ALLIES

Type <https://cp.ncdjjdp.org/CP> in the address bar and click the Enter button on your keyboard to access this website.

NC ALLIES
A Local Link to Improve Effective Services

North Carolina Department of Public Safety
Division of Juvenile Justice

Home Help Login

Login ID
 Password

JPCP Program participants can access this site using their North Carolina Identity Management (NCID) and password. NCID is the standard identity management and access service provided to state, local, business, and individual users. NCID provides a high degree of security and access control to real-time resources. New users can register at <https://ncid.nc.gov>. For specific instructions, please download the [User Guide](#).

Forgot your NCID, Password, or need help?
 Contact the ITS Service Desk. The Service Desk is available 24 hours a day (7 x 24 x 365) and can be reached at 919-754-6000 or toll free at 1-800-722-3946.
 To view all of the content on this website, please disable your "pop-up blocker" to make sure all pages open properly.

Copyright © 2011 The North Carolina Department of Public Safety, Division of Juvenile Justice
(NC ALLIES, Version: 01.08.11) - [Report Bugs or Request features](#)

Step 2 – Select Your Program

When a User logs in, the Program List screen appears. Click the **View** link to access the Copy Program Application feature.

NC ALLIES
A Local Link to Improve Effective Services

North Carolina Department of Public Safety
Division of Juvenile Justice

Home Begin a Program Application My Programs Administration Administration Reports Help Logout

Program List (Total 1)

Action:	Name of Program	County	DJJ Funding ID	Sponsor Agency Name	Sections
View	User Guide Program	Wake	██████████	User Guide Sponsor	

Copyright © 2011 The North Carolina Department of Public Safety, Division of Juvenile Justice
(NC ALLIES, Version: 01.08.11) - [Report Bugs or Request features](#)

Step 3 – Copy Program Application

The Program Information screen appears. Click the **Copy Program Application** link.

Program Information

Sponsoring Agency: **User Guide Sponsor**

Name of Program: User Guide Program (Wake)

County: Wake

Is Multi-County: No

DJJ Funding ID: [REDACTED]

Copy Program Application: **Copy Program Application**

Program Agreements:

Funding FY	Funding Source	Total Cost	DJJ Funds	Status	JCPC Decision	County Decision	DJJ Decision	Actions
FY 11-12	JCPC Funds	\$14,200	\$12,000	Submitted	Approved 04/19/2011	Approved 06/06/2011	Approved 07/06/2011	View - Decision

Edit

Copyright © 2011 The North Carolina Department of Public Safety, Division of Juvenile Justice (NC ALLIES, Version: 01.08.11) - [Report Bugs or Request features](#)

The Copy Program Application screen appears. Each check box is automatically selected for you. You can remove the check mark for any section or component you do not wish to copy.

Copy Program Application

Name of Program: User Guide Program (Wake)

Funding Period: FY 12-13

Funding Source: JCPC Funds

Copy Component Named: Believe Tutoring, Type: Vocational Skills

- Copy Component Summaries
- Copy Component Narratives
- Copy Component Measurable Objectives

Copy Budget Narrative

Copy Sources of Program Revenue

Create Cancel

Click **Create**.

NOTE: You can only copy information one time. It is a good idea to store text in a document to copy and paste as a back-up.

Step 4 – Edit Your Program Application

The Program Application Information screen appears with the blue message advising: “Program Application successfully created”.

Program Application Information

i Program Application successfully created

Name of Program: **User Guide Program (Wake)**

Program Application Details
Decision

Funding Period:	FY 12-13
Funding Source:	JCPC Funds
Funding Status:	Pending Submission
Last Submission:	
Last Return:	
Program Manager:	User Guide 3040 Hammond Business Place Raleigh, NC 27603 Email: sindyanne.pink@ncdps.gov Work Phone: (919) 743-8255
Contact Person:	User Guide 3040 Hammond Business Place Raleigh, NC 27603 Email: sindyanne.pink@ncdps.gov Work Phone: (919) 743-8255
Fiscal Officer:	Fiscal Officer 3040 Hammond Business Place Raleigh, NC 27603 Email: sindyanne.pink@ncdps.gov Work Phone: (919) 743-8255
Components:	<ul style="list-style-type: none"> • Believe Tutoring, Type: Vocational Skills Add Component
Budget:	Budget Revision History

Edit
 Print/Preview

Click **Edit** to make any changes to the Program staff for the Fiscal Year at this point. This is also the time to update any contact information which may have changed from last Fiscal Year, such as the address or phone number.

From this Screen, you can also edit any of the Component Information for the new FY and/or Add Component. All Component Information and Budget Information that you checked to copy on the previous screen have been copied from the last approved information entered in the previous Fiscal Year.

Within the Component, the Prior Fiscal Year section is now automatically generated from Client Tracking data. If you have only been funded for the current Fiscal Year and are applying for year two funding, zeroes will generate for this section. These numbers are for the last *complete* Fiscal Year of service.

Remember to click **Save** on any pages where you have changed information.

Example of changes made:

<p>*Total Component Cost: <input style="width: 100px;" type="text" value="\$ 14,200"/></p> <p>*Maximum Client Capacity: <input style="width: 50px;" type="text" value="10"/></p> <p>*Frequency of Client Contact Per Month: <input style="width: 50px;" type="text" value="15"/></p> <p>*Est. Number To Serve per Funding Year: <input style="width: 50px;" type="text" value="10"/></p> <p>*Avg Length Stay (Days): <input style="width: 50px;" type="text" value="180"/></p>	<p>*Total Component Cost: <input style="width: 100px;" type="text" value="\$ 16000"/></p> <p>*Maximum Client Capacity: <input style="width: 50px;" type="text" value="12"/></p> <p>*Frequency of Client Contact Per Month: <input style="width: 50px;" type="text" value="15"/></p> <p>*Est. Number To Serve per Funding Year: <input style="width: 50px;" type="text" value="12"/></p> <p>*Avg Length Stay (Days): <input style="width: 50px;" type="text" value="180"/></p>
--	---

NOTES:

- Prior Fiscal Year information cannot be changed; this is pulled from Client Tracking data.
- As Total Component Cost was changed in the example above, you will also need to adjust the Budget Narrative and Source of Program Revenue pages. When you save the Budget Narrative adjustments, you can Print/Preview the page.

SECTION VI: BUDGET NARRATIVE			
User Guide Program		Fiscal Year	FY 12-13
Item #	Justification	Expense	In Kind Expense
120	Mentor- \$250 per month \$62.50 per week x4 weeks= \$3000 per year +1800 for new part time person	\$4,800	
120	Director- \$500 per month 102.50 per week x 4 weeks= \$6000 per year	\$6,000	
120	Program Coordinator \$256.67 per month \$64.17 per week x 4 weeks = \$3080 per year	\$3,080	
120	4 Volunteers--providing In Kind (service for Internship grade)		\$4,000
180	Salaries FICA 7.65% and Workman's Comp at 1.5%	\$1,105	
260	Supplies 1015 =84.58 x 12 months	\$1,015	
TOTAL		\$16,000	\$4,000

Job Title	Annual Expense Wages	Annual In Kind Wages
program coordinator	\$3,080	
Mentor Supervise Participants	\$4,800	
Director oversee program operations supervise employees	\$6,000	
4 Volunteers providing In Kind (service for Internship Grade)		\$4,000
TOTAL	\$13,880	\$4,000

Form JCPC/PA 004 JCPC Program Application **DRAFT**
 Form structure last revised 01/09/2012
 Department of Public Safety, Division of Juvenile Justice



NOTE: The page is marked Program Application and DRAFT in the footer section.

Step 5 – Submit Your Program Application

When you have completed your Budget Narrative and Sources of Program Revenue, you will Submit your Program Application.

Submit Program Application

Your program application has been verified and is ready for final submission.

 Submit  Cancel

Click **Submit** and you will get the Program Application Submitted successfully message. You will then be returned to the Program Information screen.



*After the Program Application is successfully submitted in NC ALLIES, the word **DRAFT** will be removed from the document. Follow your local JCPC procedures and the RFP for the JCPC submission process. After the JCPC has made a decision on the application, the NCDPS Area Consultant or Program Assistant will enter the JCPC decision information. After this decision has been entered, NC ALLIES now recognizes that it is a Program Agreement. When printed, it will now read Agreement instead of Application.*

Copy Without Including All Components

In addition to copying the complete Program Application information as shown earlier, you can choose to deselect any check box. In this example, the Teen Court Component has been unchecked. Click Create and you will receive the Copy Component Confirmation message.

Copy Program Application



Name of Program:	User Guide Program
Funding Period:	FY 12-13
Funding Source:	JCPC Funds
<input checked="" type="checkbox"/>	Copy Component Named: Believe Tutoring, Type: Vocational Skills
<input checked="" type="checkbox"/>	Copy Component Summaries
<input checked="" type="checkbox"/>	Copy Component Narratives
<input checked="" type="checkbox"/>	Copy Component Measurable Objectives
<input type="checkbox"/>	Copy Component Named: Wake County Teen Court, Type: Teen Court
<input checked="" type="checkbox"/>	Copy Budget Narrative
<input checked="" type="checkbox"/>	Copy Sources of Program Revenue

 Create  Cancel

Copy Component Confirmation

The component listed below will be deactivated and will not be copied to the Program Application for the new funding period. Click **Continue** to deactivate these Components for the new funding period. Click **Cancel** if you need to return to the Copy Program Application screen without removing these components.

Component Name: Wake County Teen Court, Type: Teen Court

 Continue  Cancel

NOTE: By not copying the Teen Court Component into the new Fiscal Year Program Application, the Budget Narrative and Sources of Revenue will need to be adjusted to reflect the decreased cost and goals for this Program Application.

Return to **Step 4** of this document to complete the Program Application process.

Copy Deactivated Component


Program Application Information

Program Application successfully created

Name of Program: **User Guide Program (Wake)**

Program Application Details | Decision

Funding Period: FY 12-13
Funding Source: JCPC Funds
Funding Status: Pending Submission
Last Submission:
Last Return:
Components: [Add Component](#)
[Copy Deactivated Components](#)



If a component was not previously copied, it is considered deactivated for the current Fiscal Year application process. Users have the ability to Copy a Deactivated Component from the Program Application Information page, which will reactivate the component for the current year application.