

NC Department of Public Safety



NC ALLIES

A Local Link to Improve Effective Services

Create Program Application-Agreement

Last Revised
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Table of Contents

TABLE OF CONTENTS	2
DOCUMENT OVERVIEW	2
NCID INFORMATION	3
NC ALLIES INFORMATION	3
NC ALLIES	4
LOGIN AND SEARCH FOR PROGRAM	5
CREATE A NEW PROGRAM	6
CREATE A SPONSORING AGENCY	7
ADD A PROGRAM TO A SPONSORING AGENCY	8
ADD A PROGRAM APPLICATION	9
ADD COMPONENT(S)	10
ADD SUMMARIES/ NARRATIVES	13
ADD MEASURABLE OBJECTIVES	15
PRINT SECTIONS II-IV OF THE PROGRAM APPLICATION	15
ADD A BUDGET NARRATIVE	16
ADD SOURCES OF PROGRAM REVENUE	18
SUBMIT PROGRAM APPLICATION	19
PRINT ALL SECTIONS OF THE PROGRAM APPLICATION	21
PROGRAM APPLICATION DECISION	21
REGISTERING FOR AN EXISTING PROGRAM	22

Document Overview

The North Carolina Department of Public Safety (NCDPS) partners with the Juvenile Crime Prevention Council (JCPC) in each county to galvanize community leaders, locally and statewide, to reduce and prevent juvenile crime. NCDPS allocates a total of approximately 22 million dollars to these councils annually. Funding is used to support local programs and services. This document is designed to help the North Carolina County Community Program users create a North Carolina Identity Service (NCID) account, register as a NC ALLIES user and log into NC ALLIES.

The NCID Service is the standard identity management and access service provided to state, local, business and citizen users by the Office of Information Technology Services. NCID enables its customers to achieve an elevated degree of security and access control to real-time resources such as customer-based applications and information retrieval.

NCID Information


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

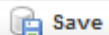
NC ALLIES Information

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

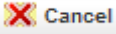
User Guides can be found at: <https://www.ncdps.gov/Juvenile-Justice/Community-Programs/Juvenile-Crime-Prevention-Councils/Program-Agreement-Information>


* - indicates required fields. Users are not able to save and continue to a new screen until all required fields have been completed


 - indicates informational buttons. Users can click on the information buttons to learn more information about what should be entered in a particular field

 Save - Users can click on the Save button to save any new information or changes made and proceed to another screen.

Note: Sessions time out after 15 minutes of inactivity. If you have not clicked Save, any data entered on that particular screen will be lost.

 Cancel - Users can click the Cancel button to discard all changes made on the Edit screen and return to the previous screen.

 Edit - Users can click the Edit button to make changes to screens where data has previously been entered. Remember to click the **Save** button after making changes!

 Delete - Users can click the Delete button to remove information. There is security in place to keep users from deleting records that have additional information linked to them. For example, users can not delete a Component record if it has Measurable Objectives created already. The Measurable Objectives would have to be deleted first. This security prevents users from deleting the entire record when they only need to delete one part.

NC ALLIES

At this point, users should have registered for both an NCID account as well as an NC ALLIES account.

1. Open your Internet browser (Internet Explorer, Firefox, Safari...).
2. Type <https://cp.ncdjidp.org/CP> in the address bar and click the **Enter** button on your keyboard to access this website. If you have not already created a shortcut, bookmark, or favorite, now is a good time to create one.
3. Enter the Login ID (User Name) and Password used for NCID and click the Login button

**NC ALLIES***A Local Link to Improve Effective Services*North Carolina Department of Public Safety
Division of Juvenile Justice

Home

Help ▾

Login

Login ID	<input type="text"/>
Password	<input type="password"/>
	<input type="button" value="Login"/>

JCPC 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](#).

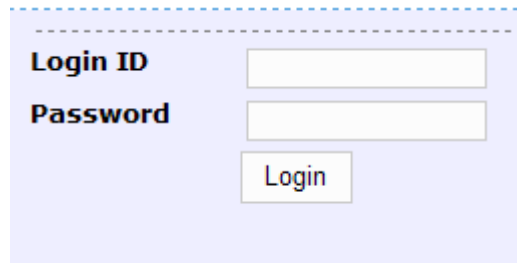
Forgot your NCID, Password, or need help?

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.

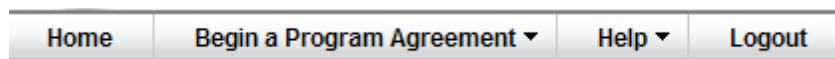
Login and Search for Program

1. Enter your NCID Login ID and Password. Click on the **Login** button.



A screenshot of a login form with a light blue background. It contains two input fields: "Login ID" and "Password". Below the "Password" field is a "Login" button.

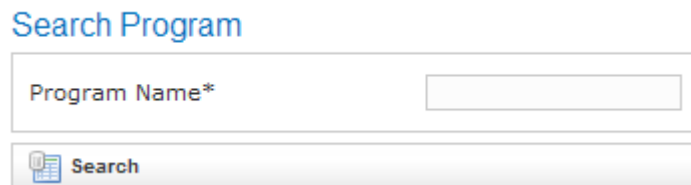
2. Click the **Begin a Program Application** link in the menu bar.



3. Scroll down and click the **Search for an Existing Program** link.

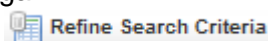


4. Enter the name or part of the name of the program in the **Program Name** field.

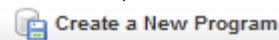


A screenshot of a search form titled "Search Program". It features a text input field labeled "Program Name*" and a "Search" button with a magnifying glass icon.

5. Click the **Search** button.
 - a. Depending on the word(s) you used to search, you may/may not see the names of programs returned in your search results. If too many results or no results are returned in your search, then you may choose to click the **Refine Search Criteria** button, modify your search criteria, and click the **Search** button again.



- b. If the Program is not returned in the list, click the **Create a New Program** button.



Note: If this button does not appear when your search returns no results more than three times, contact your Area Program Assistant. You may not have the correct account settings.

6. First time users/programs/sponsoring agencies will probably not see their program in the list and will need to follow the Create a New Program procedures. If you find your program when you search, skip to the [Registering for an Existing Program](#) section of this document. If multiple people from a program or a sponsoring agency want to review program information in NC ALLIES, they will need to follow the steps for NCID User Registration, NC ALLIES User Registration, and Login and Search for programs. Then skip to the [Registering for an Existing Program](#) section.

Create a New Program

1. Type the name or part of the name of the sponsoring agency in the **Search Sponsoring Agencies** field.
2. Click the **Search Sponsors** button.

Create Program

*Sponsoring Agency:	Search Sponsoring Agencies: <input type="text"/>	<input type="button" value="Search Sponsors"/>
*Name of Program:	<input type="text"/>	
*County:	Wake	
Is Multi-County:	<input type="checkbox"/>	
<input type="button" value="Save"/> <input type="button" value="Cancel"/>		

3. Depending on your search criteria, you will either see a list of sponsoring agencies matching your search criteria, or you will receive the message No Results Found.
 - a. If the Sponsoring Agency is not in the returned results list, click the **Enter Sponsor Agency** link and continue to the Create a Sponsoring Agency section below.
*Note: Unless you are a county agency, do not use the county as the Sponsoring Agency. Sponsoring Agency means the name of **your** agency.*

*Sponsoring Agency:	Search Sponsoring Agencies: <input type="text" value="best"/>	<input type="button" value="Search Sponsors"/>
No Results Found! Enter Sponsor Agency		

- b. If the Sponsoring Agency is in the results returned list, click the **Select** link and continue to the [Add a Program to a Sponsoring Agency](#) section.
*Note: If you are a county agency and your county name comes up in the results, **only** select it if you know it is the same branch and is linked to the correct programs.*

ID	Sponsoring Agency Name
Select	The Best Sponsoring Agency

Create a Sponsoring Agency

1. Enter information in all the required fields.
2. If the Sponsoring Agency Mailing Address is the same as the Physical Address, users can check the **Is Same As Physical Address** box and the Mailing Address information will pre-fill without having to type it twice.

Create Sponsoring Agency

*Sponsoring Agency Name:

*Sponsoring Agency Type:

*Federal ID Number:

Sponsoring Agency Physical Address

*Address 1:

Address 2:

*City:

*State:

*Zip Code:

Sponsoring Agency Mailing Address

Is Same As Physical Address

*Address 1:

Address 2:

*City:

*State:

*Zip Code:

3. Click the **Save** button.
4. The Sponsoring Agency Information screen appears with a message indicating the information saved successfully.

Sponsoring Agency Information

Sponsoring Agency Saved Successfully

Sponsoring Agency Name:	The Best Sponsoring Agency
Sponsoring Agency Type:	Non-Profit
Federal ID Number:	56-89955
Physical Address:	123 Sponsoring Street Raleigh, NC 27606
Mailing Address:	123 Sponsoring Street Raleigh, NC 27606
Programs:	Add Program

Verify that the information is correct, especially the Federal ID Number.

Add a Program to a Sponsoring Agency

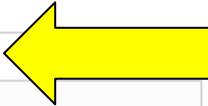
After the Sponsoring Agency Information is selected or created, users will have the ability to click the [Add Program](#) link.

Programs:

[Add Program](#)

1. The Sponsoring Agency will already be pre-filled from either selecting a Sponsoring Agency previously entered or from following the Create a Sponsoring Agency steps.

Create Program

*Sponsoring Agency: The Best Sponsoring Agency 

Search Sponsoring Agencies:

*Name of Program:

*County:

Is Multi-County:

2. The **County** field will default to the county of the zip code you entered during the NCID registration. This field can be changed by clicking the dropdown arrow to the right of the county name.
3. If the program is Multi-County, click the checkbox. If it is not, leave it blank.
NOTE: The additional documentation required when the program is Multi-County is not in NC ALLIES and will need to be attached. Contact the Area Consultant to acquire this documentation.
4. Click the **Save** button.
5. The Program Information screen appears with a message indicating the information saved successfully.

Program Information

Program Saved Successfully

Sponsoring Agency:	The Best Sponsoring Agency
Name of Program:	The Best Kids
County:	Wake
Is Multi-County:	No
DJJDP Funding ID:	692-10076
Program Agreements:	Add Program Agreement

NOTE: The DJJDP Funding ID is a number that is automatically generated when the program is first created. The person who first creates this program needs to write down the DJJDP Funding ID. In case more than one person from the program needs to view/edit this program record, they will need the DJJDP Funding ID to follow the steps in the [Register for an Existing Program](#) section.

Add a Program Application

1. From the Program Information screen, click the [Add Program Application](#) link.
2. Enter information in all the required fields. There are five places that checkboxes are provided to ease data entry. Users may check the **Same As** checkboxes to automatically pre-fill information that is the same as information previously entered.

NOTE: The Program Manager cannot be the Program Fiscal Officer.

Create Program Agreement

<p>Name of Program: The Best Kids</p> <p>*Funding Period: <input type="text" value="FY 10-11"/></p> <p>*Funding Source: <input type="text" value="JCPC Funds"/></p> <hr/> <p>Program Manager Name & Address <i>(same person on signature page)</i></p> <p>*First Name: <input type="text"/></p> <p>Middle Name: <input type="text"/></p> <p>*Last Name: <input type="text"/></p> <p>Title: <input type="text"/></p> <p>Same As Sponsoring Agency Mailing Address <input type="checkbox"/></p> <p>*Address1: <input type="text"/></p> <p>Address2: <input type="text"/></p> <p>*City: <input type="text"/></p> <p>*State: <input type="text" value="NC"/></p> <p>*Zip Code: <input type="text"/></p> <p>*Email: <input type="text"/></p> <p>*Phone: <input type="text"/></p> <p>Phone Extension: <input type="text"/></p> <p>Fax: <input type="text"/></p>	<p>Contact Person</p> <p>Same As Program Manager <input type="checkbox"/></p> <p>*First Name: <input type="text"/></p> <p>Middle Name: <input type="text"/></p> <p>*Last Name: <input type="text"/></p> <p>Title: <input type="text"/></p> <p>Same As Sponsoring Agency Mailing Address <input type="checkbox"/></p> <p>*Address1: <input type="text"/></p> <p>Address2: <input type="text"/></p> <p>*City: <input type="text"/></p> <p>*State: <input type="text" value="NC"/></p> <p>*Zip Code: <input type="text"/></p> <p>*Email: <input type="text"/></p> <p>*Phone: <input type="text"/></p> <p>Phone Extension: <input type="text"/></p> <p>Fax: <input type="text"/></p>	<p>Program Fiscal Officer <i>(cannot be program manager)</i></p> <p>*First Name: <input type="text"/></p> <p>Middle Name: <input type="text"/></p> <p>*Last Name: <input type="text"/></p> <p>Title: <input type="text"/></p> <p>Same As Sponsoring Agency Mailing Address <input type="checkbox"/></p> <p>*Address1: <input type="text"/></p> <p>Address2: <input type="text"/></p> <p>*City: <input type="text"/></p> <p>*State: <input type="text" value="NC"/></p> <p>*Zip Code: <input type="text"/></p> <p>*Email: <input type="text"/></p> <p>*Phone: <input type="text"/></p> <p>Phone Extension: <input type="text"/></p> <p>Fax: <input type="text"/></p>
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3. Click the **Save** button.
4. The Program Application Information screen appears with a message indicating the information saved successfully.
Verify that the information is correct; e-mail addresses for electronic signatures are automatically pulled from this page.
5. After the Program Application is saved a **Print/Preview** button will display at the bottom of the screen. Users can return to this screen to print at any time. Instructions for printing are included later in this document.



Add Component(s)

1. From the Program Application Information screen, click the [Add Component](#) link.

Program Application Information

ⓘ Program Application Saved Successfully

Name of Program: **Training PA (Alexander)**
Budget: **Budget Revision History**

Program Application Details	Decision	Upload Documents
Funding Period:	FY 18-19	
Funding Source:	JCPC Funds	
Funding Status:	Pending Submission	
Last Submission:		
Last Return:		
Program Manager:	Sally Manager 123 Training Street Multi-County, NC 11111 Email: sally.manager@trainingsa.com Work Phone: (123) 123-4567	
Contact Person:	Sally Manager 123 Training Street Multi-County, NC 11111 Email: sally.manager@trainingsa.com Work Phone: (123) 123-4567	
Fiscal Officer:	Louis Financial 123 Training Street Multi-County, NC 11111 Email: louis.financial@trainingsa.com Work Phone: (123) 123-4567	
Components:	Add Component	

Edit Print/Preview Delete

2. Enter information in all the required fields and click the **Save** button.

Create Component

Name of Program:	Training PA (Alexander)
Name of Program Application:	Training PA, Funding Period: FY 18-19, Funding Source: JCPC Funds
*Name of Program Component:	<input type="text" value="Training PA"/>
*Component Type:	<input type="text" value="-Select-"/>
*Component Description:	<div style="border: 1px solid gray; height: 100px;"></div>
*Total Component Cost:	\$ <input type="text"/>
*Maximum Client Capacity:	<input type="text"/>
*Frequency of Client Contact Per Month:	<input type="text"/>
*Est. Number To Serve per Funding Year:	<input type="text"/>
*Avg Length Stay (Days):	<input type="text"/>

Actual number of youth admitted FY 16-17	
Admissions:	0
Juvenile Justice Referred:	0
Law Enforcement Referred:	0
District Court Referred:	0

Automatically pulled from prior year Client Tracking; new programs will show zero

REMINDER: Use the information buttons if you want further explanation as to what to enter in each field.

- The Component Information screen appears with a message indicating the information saved successfully.

NOTE: Total Component Cost includes all funding sources.

Component Information

Component Saved Successfully

Name of Program: **Training PA (Alexander)**

Program Application: **Training PA, Funding Period: FY 18-19, Funding Source: JCPC Funds**

Component Budget: **Budget Narrative**

Program Revenue: **Sources of Program Revenue**

Component Type: Parent/Family Skill Building

Statistical Information	Summaries/Narratives	Measurable Objectives	Quality of Service	Print/Preview
<p>Name of Program Component: Strengthening Families</p> <p>Component Description: Strengthening Families program.</p> <p>Total Component Cost: \$45,000</p> <p>Maximum Client Capacity: 12</p> <p>Frequency of Client Contact Per Month: 5</p> <p>Est. Number To Serve per Funding Year: 36</p> <p>Avg Length Stay (Days): 120</p> <hr/> <p>Actual number of youth admitted FY 16-17</p> <p>Admissions: 0</p> <p>Juvenile Justice Referred: 0</p> <p>Law Enforcement Referred: 0</p> <p>District Court Referred: 0</p>				
<p> Edit Delete</p>				

- If any of the Statistical Information needs to be modified, click the **Edit** button to make changes. Remember to click the **Save** button after making changes.
- Users may repeat these steps to add additional components.

Add Summaries/Narratives

1. Click on the **Summaries/Narratives** tab.

Complete	Summary Type	Action
	Statement of the Problem	Show - Create
	Target Population	Show - Create
	Program Goals	Show - Create
	Elevated Risk and Needs	Show - Create
Complete	Narrative Type	Action
	Location	Show - Create
	Operation (Schedule of program operation)	Show - Create
	Staff Positions	Show - Create
	Service Type SPEP	Show - Create
	Admission Process	Show - Create
	Termination Process	Show - Create
	Referring Agency Interaction	Show - Create
	Intervention/Treatment	Show - Create
	Best Practice Model	Show - Create

2. There are two options in the Action column on the right side of the screen.
 - a. The **Show** link allows users to view the information that has been entered for a particular section while on the same screen. When the **Show** link is clicked, it displays the information entered and the link changes from **Show** to **Hide**. Users can click the **Hide** link to hide the additional information displayed when **Show** is clicked.

Complete	Summary Type	Action
	Location	Hide - Edit
Narrative:		
Complete: No		

- b. The **Create** link allows users to enter the Narrative/Summary information. After any part of the narrative/summary information is entered, the **Create** link will display as an **Edit** link. This indicates to the user that some information is added and may be edited.

Action
Show - Edit
Show - Create

3. Enter information in all the required fields. If the narrative/summary is complete (*i.e.*: you do not need to add any more information), check the **Mark This Item as Complete** checkbox.

NOTE: These fields do not have spellcheck. Please review your document for spelling and grammatical errors.

Edit Component Narrative

Name of Program Component: Believe Tutoring, Type: Tutoring/Academic Enhancement

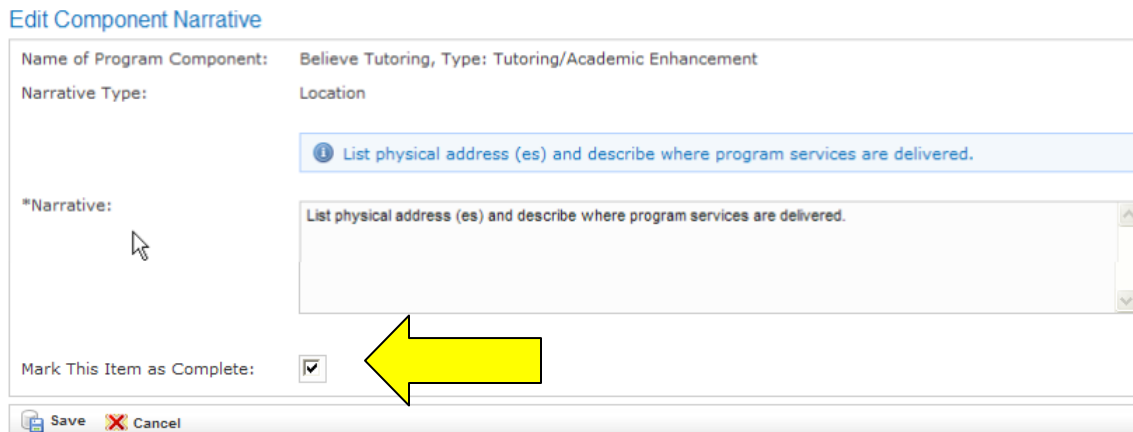
Narrative Type: Location

***Narrative:**



List physical address (es) and describe where program services are delivered.

Mark This Item as Complete:

Save Cancel



4. Click the **Save** button. The screen will return to the Narratives/Summaries screen to continue adding/editing information.
5. As the items are marked as complete, the red exclamation symbol changes to a green check symbol to indicate that the item is complete.

Complete	Summary Type
	Location
	Operation (Schedule of program operation)

6. Repeat this process until all items are marked as complete.

NOTE: Users will not be allowed to submit this program Application for approval if there are any red exclamations on this tab.

Add Measurable Objectives

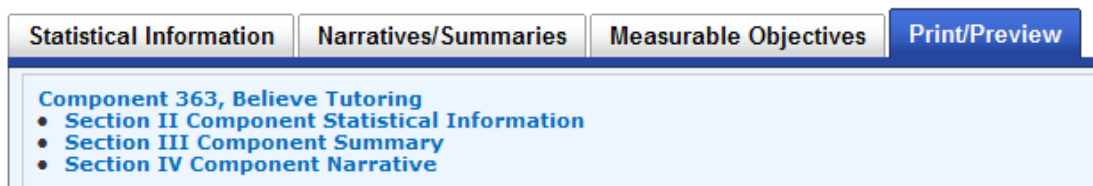
1. Click the **Measurable Objectives** tab. All of the pre-defined Measurable Objectives for the Component Type (i.e.: program type) are displayed.

Percentage	Measure	Required
80%	Participants completing the program will demonstrate a reduction in problem behaviors for which they were referred by termination.	Yes
80%	Participants completing the program will demonstrate improvement in targeted skills as specified in the individual service plan by termination.	Yes
80%	Participants successfully/satisfactorily completing the program will have no new adjudications in the 12 months following completion.	Yes
80%	Participants successfully/satisfactorily completing the program will have no new complaints in the 12 months following completion.	Yes
80%	Participants will have no new adjudications.	Yes
80%	Participants will have no new complaints.	Yes
80%	Participants will successfully or satisfactorily complete services as measured by performance against individual service plan.	Yes
85%	Measure	No
90%	Optional Measure	No

2. Click the **Edit** button to enter the **Percentage Of** value for each Measurable Objective.
3. Enter the appropriate percentage in the **Percentage Of** field.
4. Click the **Save** button.
5. Repeat this process to enter the percentages for all of the Measurable Objectives for the component.
6. To add another measurable objective, click the **Add an Optional Measurable Objective** button.
7. Enter information in all the required fields and click the **Save** button.

How To Print Sections II-IV of the Program Application

1. Click the **Print/Preview** tab.



2. Click the **Component Name** link to preview/print Section II, III, and IV of the Program Application.
NOTE: *Until the Application has been submitted, DRAFT will appear as a watermark across each page that is printed.*
3. To print/preview each section individually, click the corresponding **Section** link.

Add a Budget Narrative

- From any of the tabs in the Component Information section, users can access the Budget Narrative by clicking the **Budget Narrative** link.

Component Information

Name of Program:	The Best Kids
Program Agreement:	The Best Kids, Funding Period: FY 10-11
Budget:	Budget Narrative ← Sources of Program Revenue
Component Type:	Tutoring/Academic Enhancement

[Statistical Information](#)
[Narratives/Summaries](#)
[Measurable Objectives](#)
[Print/Preview](#)

- Click on the **Item** dropdown arrow to select items to add to the Budget Narrative.

NOTE: Please refer to the *Chart of Accounts on the website*. This describes what expenses are appropriate for each Line Item.

- Select-
- 120 Salaries & Wages
- 180 Fringe Benefits
- 190 Professional Services*
- 210 Household & Cleaning
- 220 Food & Provisions
- 230 Education & Medical
- 240 Construction & Repair
- 250 Vehicle Supplies & Materials
- 260 Office Supplies and Materials
- 280 Heating & Utility Supplies
- 290 Other Supplies and Materials
- 310 Travel & Transportation
- 320 Communications
- 330 Utilities
- 340 Printing & Binding
- 350 Repairs & Maintenance
- 370 Advertising
- 380 Data Processing
- 390 Other Services
- 410 Rental or Real Property
- 430 Equipment Rental
- 440 Service and Maint. Contracts
- 450 Insurance & Bonding
- 490 Other Fixed Charges
- 510 Office Furniture & Equipment
- 530 Educational Equipment
- 540 Motor Vehicle
- 550 Other Equipment
- 580 Buildings, Structure & Improv.

- Enter a Justification (describe what the Line Item is paying) and either a Cash Expense (JCPC funds and any form of cash match) or In-Kind Contribution (service, space, etc.) amount for each item added.
- Click on the **Add Item** link.

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

Job Title	Annual or Hourly Wages	Annual In-Kind Contributions	Action
<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	Add Item
JOB TOTALS	\$0	\$0	
EXPENSE SALARY TOTALS	\$20,000	\$0	
Expense Totals Match: !		In-Kind Totals Match: ✓	

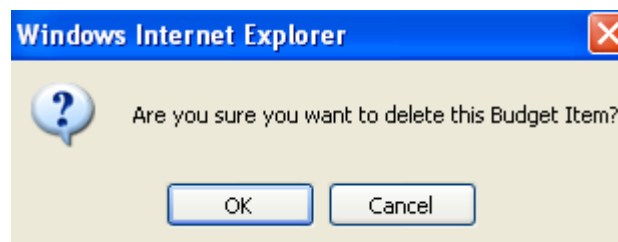
[Print/Preview Section VI Budget Narrative](#)
[Print/Preview Section VII Budget Line Item Summary](#)

5. If the **120 – Salaries & Wages** item is added, an additional section will appear at the bottom of the screen that requires users to enter at least one **Job Title** and either an **Annual/Hourly Wages** or **Annual In-Kind Contribution**. The Job Totals amount must equal the Expense Salary Totals amount; when they match, the red information bubble becomes a green checkmark.

Expense Totals Match: ✓ In-Kind Totals Match: ✓

NOTE: Users will not be allowed to submit this Program Application for approval if these amounts do not match.

6. If any of the line item information needs to be modified, click the **Edit** link. Remember to click the **Save** link to save the changes.
7. To delete a line item, click on the **Delete** link for the desired line item.
8. A confirmation screen will appear.



9. Click the **OK** button to continue the delete process. Click the **Cancel** button to return to the previous screen.

NOTE: Users must delete all of the **Job Title** line items before they will be allowed to delete the last **120 – Salaries & Wages** line item.

10. All of the items in the **500** section of the Line Items list require a cash match on the **Sources of Program Revenue** screen.
11. There are two Print/Preview options at the bottom of this screen that allow users to either **Print/Preview Section VI Budget Narrative** or **Print/Preview Section VII Budget Line Item Summary**.

[Print/Preview Section VI Budget Narrative](#)
[Print/Preview Section VII Budget Line Item Summary](#)

Add Sources of Program Revenue

1. From the Budget Narrative screen, click the **Sources of Program Revenue** link.
2. Click on the **Edit** button to enter information and/or modify the information.

Edit Sources of Program Revenue

Program Agreement: The Best Kids, Funding Period: FY 10-11

Months of Operation: 1

DJJDPC Funds: \$ 20,000 Amount of JCPC funds you are requesting.

Local Match Rate: 30.0%

County Cash: \$ 500 Amount of funds the County has agreed to provide.

Local Cash 1: \$ 4,500

Local Cash 2: \$

Local In Kind: \$25,000

Source of County Cash: Source 1

Source of Local Cash 1: Other Source

Source of Local Cash 2:

Source of Local In Kind:

! You may choose to itemize the Local In-Kind items. The sum of the dollar values entered in fields Local In Kind 1 through Local In Kind 5 must be equal to the dollar value displayed as Local In Kind

Local In Kind 1: \$ 20,000 Source of Local In Kind 1: Local in Kind Source 1

Local In Kind 2: \$ 5,000 Source of Local In Kind 2: Local in Kind Source 2

Local In Kind 3: \$ Source of Local In Kind 3:

Local In Kind 4: \$ Source of Local In Kind 4:

Local In Kind 5: \$ Source of Local In Kind 5:

Other 1: \$ Source of Other 1:

Other 2: \$ Source of Other 2:

Other 3: \$ Source of Other 3:

Other 4: \$ Source of Other 4:

Match Provided: \$30,000 must be greater than or equal to Required Local Match: \$6,000

Cash Match: \$5,000 must be greater than or equal to Total Capital Outlay: \$3,576

Save Cancel

3. The **Local Match Rate** is displayed based on the county selected on the Program record.
4. If amounts are entered into any of the monetary fields, the corresponding **Source** field(s) are required.
5. The **Match Provided** must be greater than the **Required Local Match** listed at the bottom of the screen.
6. The 500 item validation message will only display if users have entered a Line Item in the Budget Narrative for any of the 500 items (desks, furniture, etc.)
7. A green checkmark (✓) must display for both validation messages in order to save the record.

✓ Match Provided: \$30000 must be greater than or equal to Required Local Match: \$6000

✓ Cash Match: \$5000 must be greater than or equal to Total Capital Outlay: \$3,576

NOTE: Total Source Revenue, Total Budget Narrative, and Total Component Costs must all equal the same amount. You must adjust the numbers on each corresponding page until they match in the pre-populated box at the bottom of the Sources of Program Revenue page. The Program Application will not submit until all three numbers match.

- Click the **Save** button.
- There is a Print/Preview option at the bottom of this screen that allows users to Print/Preview by clicking the **Section VIII Sources of Program Revenue (All Sources)** button.

Submit Program Application

- To Submit a Program Application for review/approval, return to the Program Information screen by clicking the name of the program at the top of the screen.

Sources of Program Revenue Information

 Source of Program Revenue updated

Name of Program: The Best Kids

Program Agreement: **The Best Kids, Funding Period: FY 10-11**

Component Budget: **Budget Narrative**

- This will return users to the Program Information screen.

Program Information

Sponsoring Agency: The Best Sponsoring Agency								
Name of Program:	The Best Kids							
County:	Wake							
Is Multi-County:	No							
DJJDP Funding ID:	10050							
Program Agreements:								
Funding FY	Funding Source	Total Cost	DJJDP Funds	Status	JCPC Approval	County Approval	DJJDP Approval	Actions
FY 10-11	JCPC Funds	\$50,000	\$20,000	Returned				View - Submit

 Edit

- Click the **Submit** link by the correct year.



Actions

[View - Submit](#)

- If all required sections are complete, the following confirmation message displays. Click the **Submit** button.

Submit Program Application

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

 [Submit](#)  [Cancel](#)

- A Program Application Submitted Successfully screen displays.

6. The status will also change from Pending Submission to Submitted on the Program Information screen.

Funding FY	Funding Source	Total Cost	D33DP Funds	Status	JCPC Approval	County Approval	D33DP Approval	Actions
FY 11-12	JCPC Funds	\$50,000	\$20,000	Submitted				View - A

7. If the Program Application is incomplete or contains errors, a message will display, notifying users of the missing fields/sections.

NOTE: The screens needing further information are displayed in blue/bold text which act as links to take users to the section that requires further information.

Print All Sections of the Program Application

1. When users are ready to Print the submitted Program Application, click on the **View** link by the correct year on the Program Information screen to get to the Program Application Information screen.
2. Click the **Print/Preview** button at the bottom of the screen.
3. The Print/Preview button takes users to the following screen.

Program Application Form Print

Program Application: _____

Section IA Program Application Summary

Section IB Program Component Description

Component: Family Counseling

- **Section II Component Statistical Information**
- **Section III Component Summary**
- **Section IV Component Narrative**

Component: Home Based Counseling

- **Section II Component Statistical Information**
- **Section III Component Summary**
- **Section IV Component Narrative**

Section V JCPC Terms of Agreement

Section VI Budget Narrative

Section VII Budget Line Item Summary

Section VIII Sources of Program Revenue (All Sources)

Print all sections

4. Click on any **Section** link to print/preview that particular section or click on **Print all sections** link to print/preview the entire Program Application.
NOTE: The document will open in a .pdf format. This document can be saved to your computer and/or attached to an email.

Program Application Decision

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.

Registering for an Existing Program

1. At this point users have:
 - a. Created a NCID Account
 - b. Registered for and Logged into NC ALLIES
 - c. Searched for and found the existing program record.

2. Type the **DJJDP Funding ID** in the corresponding text field.

Registration Program List (Total 6)

Id	Name of Program	County	Sponsor Agency Name	Select Program
594	Second Chances		Communities In Schools of County, Inc	DJJDP Funding ID: <input type="text"/> <input type="button" value="Select"/>



NOTE: The DJJDP Funding ID is a number that is automatically generated when the program is first created. The person who first creates this program needs to write down the Funding ID. New users from the same program will have to type in the DJJDP Funding ID to gain access to that program record.

3. Click the **Select** button.

4. A screen will appear notifying you that an e-mail has been sent to the Admin for your program to approve your access. The Admin (usually the Program Manager) will need to log into NC ALLIES and add the rights to your NC ALLIES account.

NOTE: See *Manage Users guide* for information on adding or removing rights to NC ALLIES accounts

5. Once associated, users may View/Edit existing records. For help with specific data entry, use the Table of Contents to help navigate to the appropriate section.