

Phase 1: Application Requirements

1. Eligible Entities
Government agencies, housing authorities and 501c3 non-profit agencies. Non-Profits Only: Proof of current non-profit status is required and must be uploaded at the time of submission of DPS applications.
2. No Overdue Tax Debt
A notarized *No Over Due Tax Debt* statement is required and must be uploaded at the time of submission of DPS applications.
This form is available at: [NC DPS: JCPC No Overdue Tax Form](#)
3. Conflict of Interest Disclosure
Non-Profits Only: A notarized *DPS Conflict of Interest Policy Statement* is required and must be uploaded at the time of submission of DPS applications.
This form is available at: [NC DPS: DJJ 13 001 Not For Profit DPS Conflict Of Interest Policy Statement](#)
4. Agency Conflict of Interest Policy
Non-Profits Only: A Board of Directors approved conflict of interest policy is required and must be uploaded at the time of submission of DPS applications.
5. Residential Licensure Requirements
Residential Program Types Only: Proof of current residential or specialized licensure, issued by the NCDHHS, is required and must be uploaded at the time of submission of DPS applications.

Phase 2: Additional Readiness Indicators

6. Board of Directors Roster
Non-Profits Only: A roster of the Board of Director names, including contact information, terms, and affiliations must be made available per DPS request.
7. Organizational By-Laws
Non-Profits Only: Board of Director approved by-laws must be made available per DPS request. The mission statement in the organizational by-laws must show evidence of a programming focus for the type of services proposed in a DPS application for funding.

8. Organizational Chart

Non-Profits Only: Board of Directors approved organizational chart must be made available per DPS request.

9. Agency's Operating Funds

Proof of the agency's current year operating budget, for at least 30 days, must be made available per DPS request.

10. Financial Accountability System

JCPC revenues and expenditures must be able to be accounted for and reported and must be consistent with the approved program agreement or the last approved program agreement revision.

11. Non-profit IRS Reporting Requirements

Proof of the agency's most recent 990, and if applicable, financial audit from the past two years must be made available per DPS request. (*This shows how the agency is financially and if the agency is reporting the required documents.*)

12. Fiscal Policies and Procedures

Non-Profits Only: Proof of Board of Directors approved policies describing fiscal controls and oversights must be made available per DPS request.

Phase 3: Due within one month of funding

13. Liability Insurance Certificate

- **Agencies, other than those operated by units of local government, must maintain general liability insurance for accidental injury in the amount of \$500,000 to cover any youth participating in the program.**
- **A valid *Certificate of Insurance* must show proof of general liability insurance coverage for the duration of the fiscal year that a program is funded. Newly funded agency's must submit a copy of the current *Certificate of Insurance* to DPS within 30 days of DPS approval of a program agreement.**
- **At a minimum, agencies must maintain proof of professional liability insurance for professionals engaging in clinical treatment services.**
- **Programs not directly operated by a local government agency or housing authority shall maintain directors, officers, and trustees' insurance coverage.**

Phase 4: Initial Compliance Monitoring

14. Must be in good standing with local governmental agencies and/or with private sector organizations.
15. Must follow and comply with all State and Federal workplace rules when hiring and supervising full-time and part-time staff, including the recruitment and training of volunteers.
16. Background checks must be completed on all full-time, part-time staff, volunteers, interns and contractors prior to hiring and/or providing any direct services to youth. *(See 17. Maintaining Personnel Files, e.)*
17. Maintaining Files
Files for all full-time staff, part-time staff, volunteers, interns and contractor(s) must include, at a minimum, documentation of:
 - a) **A written job description detailing the primary duties and expectations of the position including the minimum education and experience requirements;**
 - b) **When applicable, a signed copy of the professional services contract;**
 - c) **When applicable, a completed Program Volunteer Application;**
 - d) **An annual performance evaluation to measure performance of duties; including those specifically related to delivery of DPS funded program services;**
NOTE: Interns, volunteers and contractor files can be exempt from this requirement.
 - e) **Criminal background checks providing a clear record of any criminal conviction(s);**
NOTE: Any conviction must be assessed on an individual basis considering the actual conviction and the length of time since the conviction. When applicable, this process requires the agency's Board of Directors approval.
 - f) **Reference checks;**
 - g) **Copy of a valid driver's license for those who may transport youth and/or otherwise be required to drive as a part of their duties;**
 - h) **Proof of education requirements from an accredited institution for the specific position;**

- i) **When applicable, current licensure and/or certification requirements, and**
- j) **Documentation of an orientation, facilitated by the agency, within 30 days of hire/volunteering/interns/signed contract(s).**

18. Attend technical assistance program agreement writing workshop.

Phase 5: Additional Considerations

19. Proven Success in Program Delivery for Targeted Population
Agency needs to have proven success in working with the target population and program delivery.
20. Familiarity of the *DPS JCPC Policy Manual* and the *DPS Chart of Accounts for Expenditures*, both available at: [NC DPS: JCPC Policies & Forms](#)