

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

**DPS/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.**

<b>Phase 3: Due within one month of funding</b>
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13. Liability Insurance Certificate

- **Programs, other than those operated by units of local government, shall maintain general liability insurance for accidental injury of at least \$500,000 to cover any juvenile participating in the program and provide documentation of such at the request of DPS.**
- **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. Criminal background checks must be completed on all staff, volunteers, interns and contractors prior to hiring and/or providing any direct services to youth.  
(See 17. Maintaining Personnel Files)

17. Maintaining Files

**Files for all 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) **A signed copy of the professional services contract, when applicable;**
- c) **A completed Program Volunteer Application, when applicable;**
- 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 check for all staff, interns, contractors and volunteers must be on file prior to employment/volunteering and/or contact with any juveniles in the program.**

***NOTE: Any criminal conviction for a sexually-based offense, crime against a child or a current probation status shall eliminate an applicant, intern, contractor and/or volunteer from consideration. Programs considering individuals for employment, contractual agreements, internships or volunteer positions shall consider the timeframe of conviction and the nature of the offense for offenses other than those noted above.***

***NOTE: Criminal history, driving history or drug screen results that would be a direct conflict with the program type or with providing***

***any service to juveniles shall eliminate an applicant, contractor, intern and/or volunteer from consideration. Programs considering individuals for employment, contractual agreements, internships or volunteer positions shall consider the timeframe of conviction and the nature of the offense.***

- f) Reference checks;
- g) Copy of a valid driver's license for those who may provide transportation of juveniles and/or otherwise be required to drive as a part of their duties and, have on file documentation of:
  - 1) Valid driver's license (a copy must be annually updated and on file);  
and
  - 2) Safe driving record check.
- h) Proof of education requirements from an accredited institution for the specific position;
- i) Current licensure and/or certification requirements, when applicable;
- j) Documentation of an orientation, facilitated by the agency, within 30 days of hire/volunteering/internships/signed contract(s); and
- k) **A signed copy of the *DPS JCPC and Community Programs Section Funded Programs Minimum Standards Acknowledgement Statement***

18. Attend technical assistance program agreement writing workshop.

<b>Phase 5: Additional Considerations</b>
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- 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 *Juvenile Crime Prevention Councils and Community Programs Section-Funded Programs Minimum Standards Policy* and the *DPS Chart of Accounts for Expenditures*, both available at: [JCPC Policies & Forms | NC DPS](#)