

# Buncombe County Juvenile Crime Prevention Council

## Allocations Policies and Procedures

### Policy

#### *The Allocations Committee*

The purpose of the Allocations Committee is to receive, review and evaluate eligible program applications and make recommendations for the release of NCDPS funds to area programs. In addition, the committee ensures that applications for NCDPS funding are received in the context of identified needs from the JCPC comprehensive strategies process as noted in the Request for Proposals (RFP).

#### *Policy Changes*

The JCPC Allocation Policies and Procedures may be amended, altered, or repealed by a majority of the JCPC. The notice of proposed changes must be in writing and contained in a regular meeting notice.

### Procedure

#### *The Allocations Committee Membership and Responsibilities*

The JCPC appoints a chair and vice chair as well as committee members for the Allocations Committee.

The Allocations Committee consists of not more than 20 members.

Any employee affiliated with any agency or organization applying for NCDPS funds is ineligible to be a Committee member.

The Allocations Committee is responsible for the following:

- A. Submit an Allocations Calendar to the JCPC.
- B. Provide a mandatory applicant orientation meeting for potential applicants of NCDPS funds.
- C. Provide a mandatory orientation meeting for committee members in preparation for the Allocation Hearing.
- D. Review funding priorities established by the JCPC plan.
- E. Host an Allocation Hearing that consists of applicant presentations and a question and answer period, followed by committee member deliberation and funding recommendations.
- F. Address appeals by applicants.
- G. Report NCDPS funding recommendations to the JCPC for approval.

- H. Report JCPC NCDPS funding recommendations to the Buncombe County Board of Commissioners. The Allocations Chair and a representative from the JCPC presents the county plan to the commissioners for their approval.

The Allocations Chair or Vice Chair is responsible for the following:

- A. Develop, along with the JCPC coordinator, an RFP for NCDPS funding and ensure that it is published for 30 days prior to the application submission deadline. (see Article IX for JCPC coordinator job description)
- B. Ensure that applications for NCDPS funding are received in the context of identified needs from the JCPC comprehensive strategies process.
- C. Organize and conduct the Allocation Hearing.
- D. Receive, review, and evaluate all program applications that request JCPC funds.

Minutes are taken at all Allocations Committee meetings and are made available to the Area Consultant. All meetings are open to the public. Meetings are held on an as-needed basis to facilitate the allocation process.

### *Allocations Committee Orientation*

Committee members are required to attend an orientation meeting prior to the Allocation Hearing. At the orientation meeting, committee members receive a copy of JCPC Allocations Policies and Procedures, selected handouts from the Area Consultant, risk factors and disposition options for Buncombe County, a copy of the Request for Proposals, a list of factors to be considered in the allocation process, the monitoring results from currently-funded NCDPS projects that are reapplying for NCDPS funds, and any additional input desired by the JCPC. The committee may also receive copies of current NCDPS applications at that time.

The orientation prepares committee members for the Allocation Hearing by training members in NCDPS funding guidelines and regulations, the diversity of services and needs of the county, and any other issues they need to consider. Committee members are allowed ample time to review all materials prior to the Allocation Hearing.

### *JCPC Application Process*

NCDPS funding shall be available to public and private non-profit organizations. These organizations are required:

- A) To select a Standardized Program Evaluation Protocol (SPEP) program type when applicable. (The executive committee of the JCPC will reevaluate the continued need for this requirement in FY 2020).
- B) To attend the Applicant Orientation meeting.
- C) To complete and submit the JCPC application, along with all supplemental materials, in NC Allies by the deadline specified on the Allocations Calendar.
- D) To make an oral presentation to the Allocations Committee at the Allocation Hearing and to address any questions.

Any question or concerns regarding the application process should be addressed to the Chair of the Allocations Committee.

### *The Request for Proposals*

Public notice of the availability of NCDPS funds is made by advertisement in the local media, through a distribution on the JCPC website, and a specific mailing to public and private non-profit agencies and organizations that are involved with high-risk youth. This advertisement includes information from the Allocations Calendar such as the date of the JCPC Applicant Orientation meeting, the deadline for applications, and the date of the JCPC Allocation Hearing.

### *Applicant Orientation*

All applicants must attend the applicant orientation in order to be eligible to apply for NCDPS funds. Any applicant who fails to send a representative to this session shall be deemed ineligible for NCDPS funds. The executive directors of currently funded JCPC programs will be notified in advance of the orientation meeting and attendance will be recorded. At this meeting, the NCDPS allocations process is explained and technical assistance for completing the grant applications is provided. At minimum, the following information is shared at the applicant orientation:

- i. Statistical data concerning juveniles in the community, provided by the Area Consultant
- ii. JCPC and NCDPS guidelines and regulations
- iii. Information about JCPC
- iv. The Allocation Calendar
- v. NCDPS grant application
- vi. Presentation guidelines
- vii. Overview of court system

### *The JCPC Application*

All applicants complete the application provided by the area consultant. All applicants must also include one copy of the information below by the application deadline:

- Statement of agency mission and goals
- Financial statement of entire agency that includes a summary of revenues and expenditures
- List of Board of Directors
- List of other services provided by the agency
- Other information if requested

All grant applications shall be certified as accurate by signature of the Program Manager. Applicants must submit the application in NC Allies by the deadline specified.

Upon receipt of the NCDPS applications, the Area Consultant shall review the applications to determine their eligibility for NCDPS funding. The Allocations Committee will screen applications which may be denied if incomplete, and will be denied if submitted after the deadline. Applicants who have submitted incomplete or late applications and have been deemed ineligible for funding will be notified. The Allocations Committee reserves the right to request additional reasonable information from any program applying for NCDPS funds, prior to the Allocation Hearing.

### *The Allocation Hearing*

The Allocation Committee will hold an Allocation Hearing for potential applicants. The hearing is open to the public for observation. However, voting is limited to committee members. There must be a minimum of ten voting members of the committee present before voting may commence. Committee members must declare any conflict of interest prior to the start of the Allocation Hearing. The Allocations Committee will then agree on a process to address disclosure of conflicts of interest.

At the Allocation Hearing, applicants will be given a time limit to present information about their proposals. During the time period, applicants will also be allowed to respond to questions committee members may have. Applicants will be allowed to distribute a handout and/or a brochure. At the conclusion of the question and answer period, the committee shall begin deliberation.

The Allocations Chair will direct the deliberations. During deliberations, committee members are allowed to ask applicants questions regarding their proposals. All questions for applicants can be made verbally to the committee chair. However, all requests from applicants to speak to the committee must be made in writing to the committee chair. It is at the discretion of the chair whether those requests will be heard. During deliberations, the committee will formulate a plan for the distribution of available NCDPS funds to programs by a majority vote. Preliminary voting may be done by signed paper ballots, by a show of hands, or another means established by the chair. However, the final vote must be written. Any paper ballots will be made available to the public upon request.

### *Approval by the JCPC Board*

The NCDPS funding recommendations made by the Allocations Committee will be submitted to the JCPC for their approval. The JCPC must approve the NCDPS funding recommendations of the Allocations Committee by a majority vote. Once approved, the Allocations Chair and a JCPC representative will present the County Plan to the Buncombe County Commissioners for their final approval and adoption.

### *Appeals*

An individual or program may appeal procedural error during any part of the application or allocation process. The right to appeal should be made known to all applicants as part of the application process. Appeals for application must be made in writing to the JCPC Chair and the

Allocations Chair within five (5) business days following the Application deadline. The Allocations Committee has the authority to render a decision on application appeals and will communicate the decision to the applicant. Appeals for allocations must be made in writing to the JCPC Chair and the Allocations Chair within five (5) five business days following the Allocations Hearing. The Allocations Committee will give a notice in writing of receipt of appeal and appeal process to the applicant. The Allocation Committee will review the appeal and make recommendations to the JCPC within five (5) business days. A final decision will be rendered in writing within 30 days by the JCPC.

### *Procedures for Additional Funding*

The JCPC Chair will notify the Allocation Committee of the availability of additional funds. The Allocation Committee will then notify all eligible applicants of additional funding and process of distribution of funds. The Committee may be reconvened to review and allocate funds.

### *Procedures for Discretionary Funds*

The JCPC Chair will ensure all eligible applicants are aware of the availability of discretionary funds. In the interest of meeting DPS submission timelines the JCPC Chair, the Allocations Chair and the Allocations Vice Chair will review any requests for discretionary funds and submit a recommendation to the area consultant on behalf of the JCPC.

### *Procedures for Program Inventory*

If a JCPC funded program has received funds to purchase equipment/inventory for less than \$2,500 and then becomes a non-funded Buncombe County JCPC program then the sponsoring agency must release the equipment/inventory per JCPC Policy 9, Fiscal Accounting and Budgeting, Final Accounting Process. The JCPC Chair, the Allocations Chair and the Allocations Vice Chair will make the decision on what will happen to the equipment/inventory if the funds used are less than \$2,500. If the equipment/inventory purchased was more than \$2,500 then a decision will be made by the JCPC Executive Committee. Please see the policy below:

#### *4. Transfer and Disposal of Equipment*

*a) Equipment no longer needed by a DPS JCPC funded program or that becomes available due to the closure of a program may be made available for use by other programs.*

***b) Upon recommendation of the JCPC and with the approval of DPS the County may:***

*i. Transfer the equipment to another DPS JCPC-funded program(s) within the County; or*

*ii. Transfer the equipment to another youth serving agency within the County provided the equipment is not needed by the JCPC or another DPS JCPC-funded program within the County;*  
*or*

*iii. Sell the property and transfer revenue to another DPS JCPC funded program(s) within the County; or*

*iv. Take possession of the property for use by a non-DPS JCPC funded program and provide the fair market value of the property to another DPS JCPC funded program(s) within the County.*

*5. Surplus or non-operative equipment shall be disposed in accordance with the County's surplus equipment policy. Any revenue thus generated shall be returned to the program for which the equipment was purchased.*

*6. Each DPS JCPC-funded program shall abide by its sponsoring agency's policy for capital expenditures. If no sponsoring agency policy exists, then the County government shall establish a policy and the program shall abide by the County government's policy.*