DEPARTMENT OF PUBLIC SAFETY

PREVENT. PROTECT. PREPARE.

Division of Adult Corrections and Juvenile Justice

NC ALLIES

A Local Link to Improve Effective Services

MULTI-COUNTY PROGRAM AGREEMENTS

USER GUIDE

Revised April 2021

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Final Accounting for Multi-County Program Agreement ..... ***Error! Bookmark not defined.***

Introduction

1) Multi-County Programs are defined as Programs administered by a single agency with a single revenue and expenditure budget and that contract for services using a Juvenile Crime Prevention Council program agreement with two (2) or more counties. Those individual program agreements meet all requirements for county participation in the Juvenile Crime Prevention Council fund.

2) Multi-County Programs can now input these single revenue and expenditure budgets into NC ALLIES, by generating a Multi-County Program Agreement that links all participating counties.

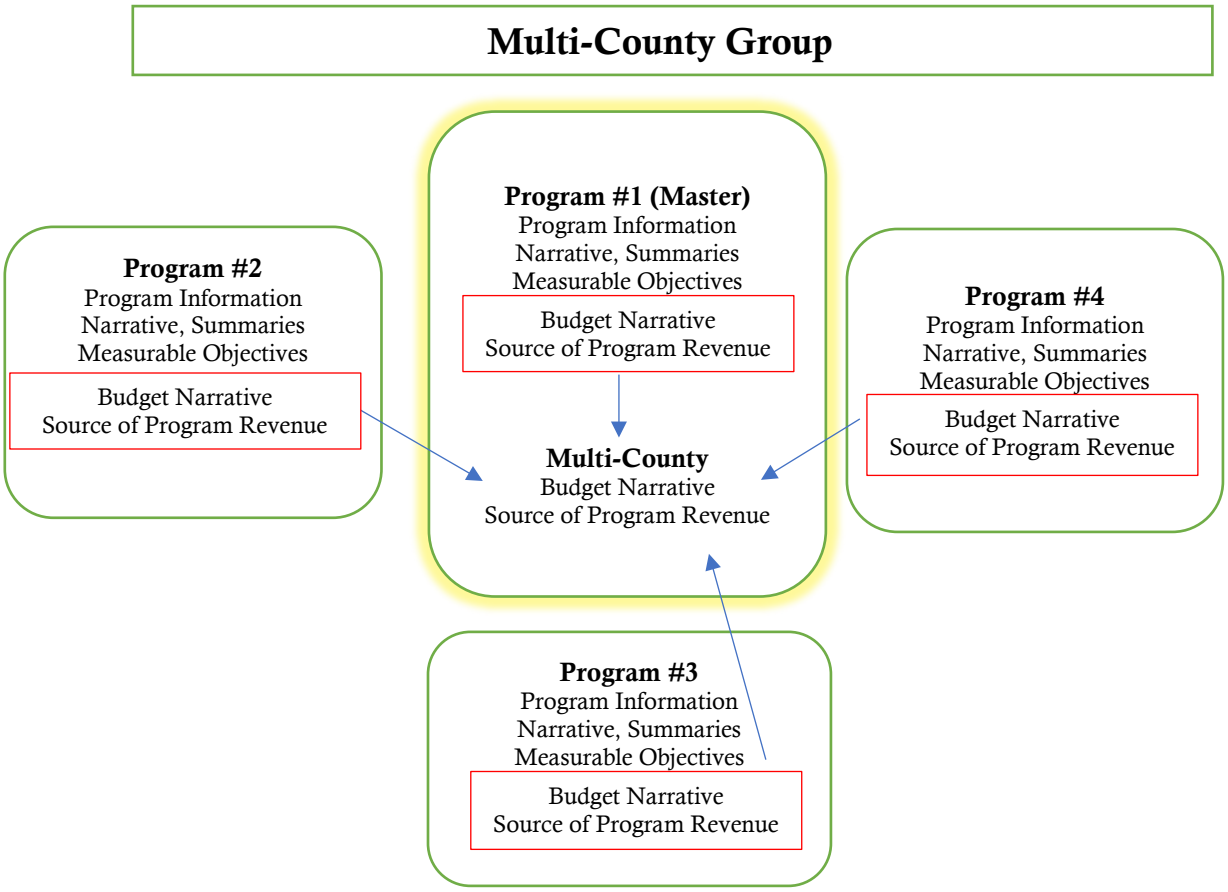
3) Multi-County Program Agreements are available in NC ALLIES for Program Applications/Agreements starting with 2020-21 fiscal year. **Agencies interested in completing a Multi-County Program Agreement in NC ALLIES must contact their Area Consultant before proceeding.**

4) A new security role, **Multi County Agreements Create and Administer**, has been created and will be assigned to the designated individual that will be responsible for creating the Multi-County Program Agreements.

5) These users will also be responsible for creating and maintaining the Multi-County Groups, by adding and/or deleting other programs as a part of the group.

6) Multi-County Program Agreements can only be created for the following funding sources:
   - JCPC Funds
   - Intensive Intervention

7) The Multi-County Program Agreement will consist of:
   - Master Program, along with its Program Agreement information, including Budget Narrative and Sources of Program Revenue
   - One or more other Program(s), along with its Program Agreement information, including Budget Narrative and Sources of Program Revenue
   - Multi-County Budget Narrative and Multi-County Sources of Revenue



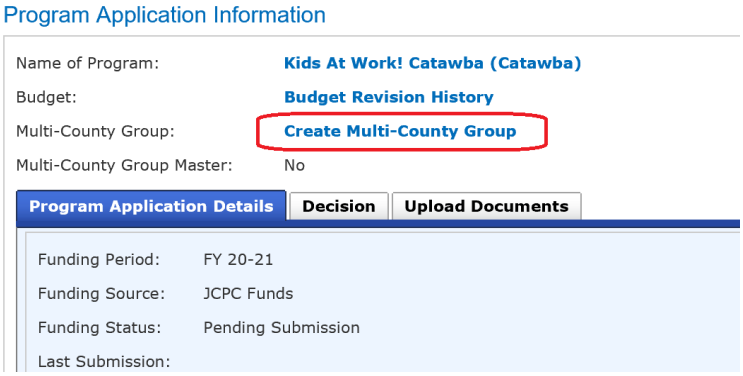
8) Each Program, including the Master Program, must continue to submit the Program Application individually for JCPC, County, and DPS approval, just as they currently do.

   Note: *For new Multi-County users, at the time a Multi-County Group is to be created, at least the Master county Program Agreement will have to be in Pending Submission or Returned status in order for the Multi County Create link to be viewed.*

Create a Multi-County Group

1) All users with the **Multi County Agreements Create and Administer** role shall identify the Master program, which will 'own' the Master budget.

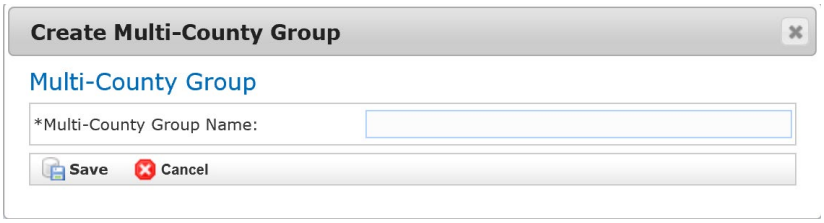
2) Once the Master Program has been identified, the user should navigate to the Program Application Information screen. A new *Create Multi-County Group* link has been added.



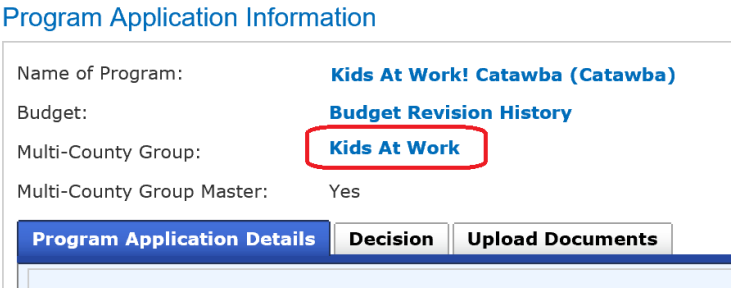
***NOTE**: Creating the Multi-County Group within a program will automatically identify that program as a Master Program.*

3) The *Create Multi-County Group* link will not display, if:
   a. The program has already been added to a Multi-County Group.
   b. The program has been submitted
   c. The program has created Final Accounting record

4) The user should enter the name of the Multi-County Group into the **Multi-County Group Name** field and click on the **Save** button.



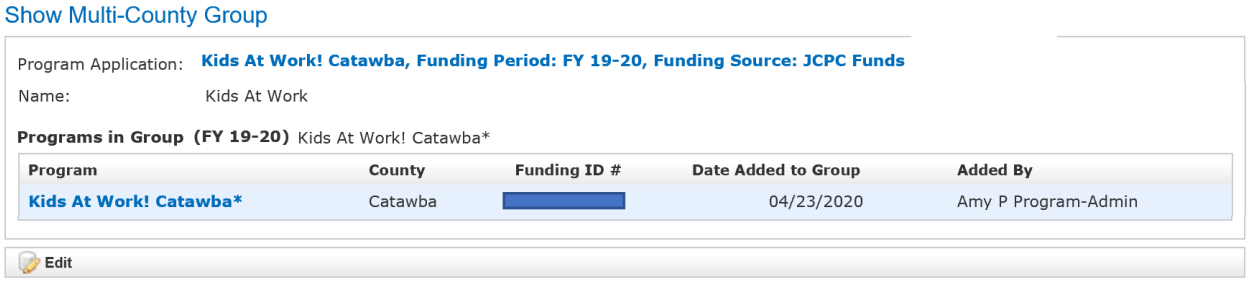
5) Once the group has been saved, the Group Name will display as a link and will replace the *Create Multi-County Group* link on the Program Application Information screen.



Note: *If the Sponsoring Agency provides the same program in multiple districts, please name the program so it can be distinctly identified.*

Example: Kids At Work District 25

6) The user can add programs to the Multi-County Group by clicking on the *Group Name* link and click on the **Edit** button.

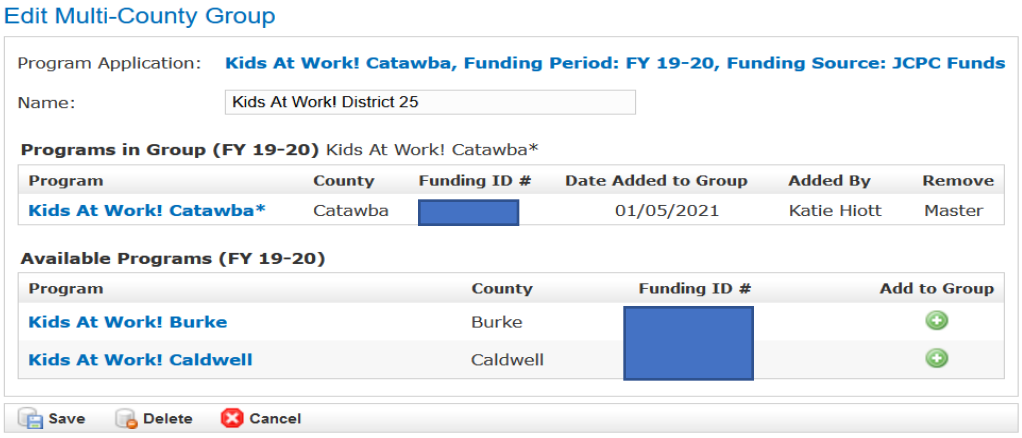


NOTE: *The Master program will be reflected within the Multi-County Group with an asterisk (*) at the end of its name.*

Programs in the Multi-County Group should be within the same District, unless otherwise approved by the JCPC and/or DPS.

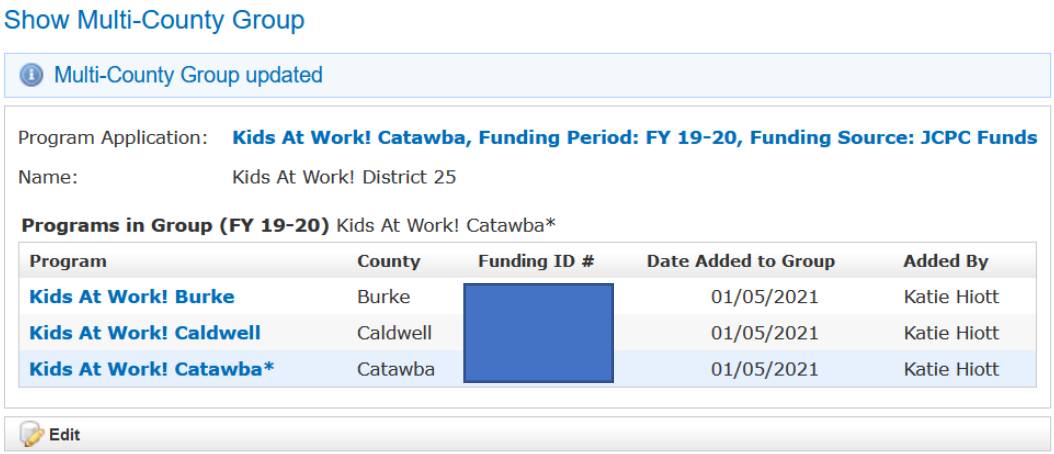
7) The user can add programs to the Multi-County Group by clicking on the plus sign (⊕) from the list of Available Programs. The list of Available Programs will consist of:

   a. Programs that the logged in user has access to within NC ALLIES
   b. Programs with the same funding type as the Master Program
   c. Program that have not yet been added to a Multi-County Group



8) To remove a program from the Multi-County Group, the user can click on the minus sign (⊖). The removed program will re-appear in the Available Programs list of programs.

9) The user can save the Multi-County Group once all desired Programs have been added by clicking on the **Save** button.

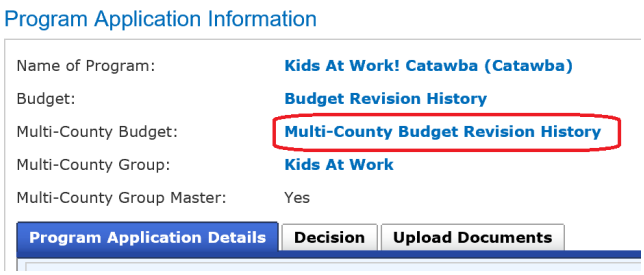


10) Although all users will be allowed to view the Multi-County Groups, only users with the MULTI_COUNTY_MASTER role will be allowed to edit the group.

11) A Program Agreement cannot be deleted once it has been added to the Multi-County Group.

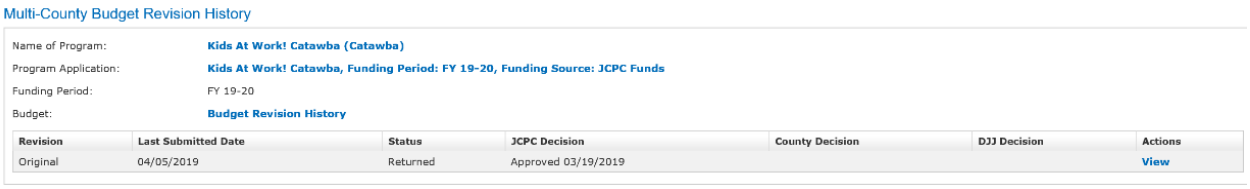
Creating a Multi-County Budget

1) Once the user has added one or more programs to the Multi-County Group, the system will automatically create the Multi-County Budget within the Master Program's application.

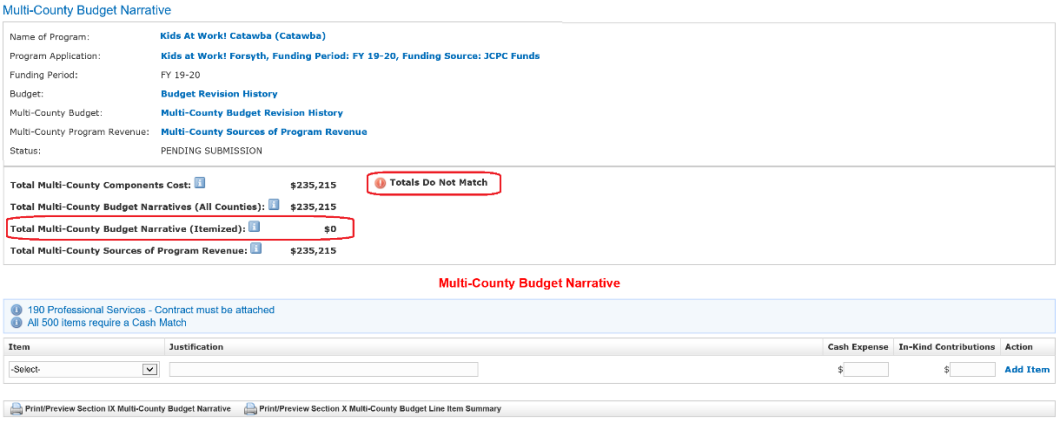


2) The *Multi-County Budget Revision History* link will also display on the Program Application Information screen for all programs within the group.

3) To update the budget information, the user should click on the *Multi-County Budget Revision History* link. From the **Multi-County Budget Revision History** screen, the user should click on the *View* link.



4) From the **Multi-County Budget Narrative** screen, the system will display the Component Costs, Budget Narratives, and Sources of Program Revenue Totals for all programs within the Multi-County Group.



a. **Total Multi-County Component Cost**: Sum of all Component Costs in all Counties within the Multi-County Group
b. **Total Multi-County Budget Narratives (All Counties):** Sum of all Budget Narratives in all Counties within the Multi-County Group
c. **Total Multi-County Budget Narratives (Itemized):** Sum of the Total Cash Expenses and Total In-Kind contributions from the Multi-County Budget Narrative
d. **Total Multi-County Budget Narratives (All Counties):** Sum of all Sources of Program Revenue in all Counties within the Multi-County Group

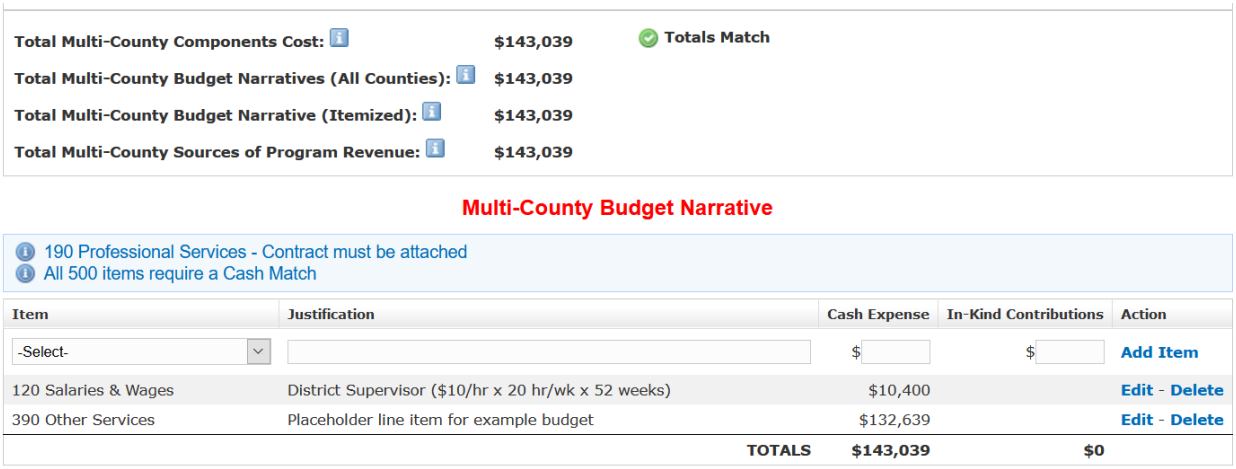
NOTE: *The user may click on the informational bubble (* *) beside each field for a definition of the Total Amounts.*

5) Just as with an individual program, all Totals on the Multi-County Budget Narrative screen must match in order to submit the Program Application. The user must enter the Budget Narrative items for the Multi-County Budget Narrative.

a. If the Totals **DO NOT** match, the system will display an "Totals DO Not Match" indicator.

6) Just as with an individual program, the user shall add Budget Narrative items for the Multi-County Budget Narrative.

7) Once the Total Multi-County Budget Narrative (Itemized) matches the other Total Amounts, the system will display a "Totals Match" indicator.



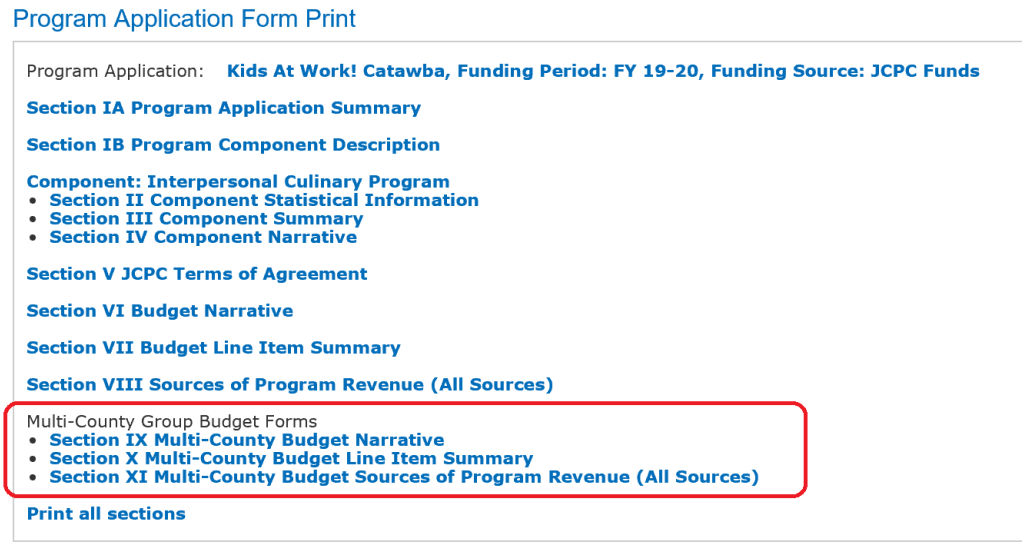
Total Multi-County Components Cost:	**$143,039**	**Totals Match**
Total Multi-County Budget Narratives (All Counties):	**$143,039**	
Total Multi-County Budget Narrative (Itemized):	**$143,039**	
Total Multi-County Sources of Program Revenue:	**$143,039**	

Multi-County Budget Narrative

190 Professional Services - Contract must be attached
All 500 items require a Cash Match

Item	Justification	Cash Expense	In-Kind Contributions	Action
-Select-		$	$	**Add Item**
120 Salaries & Wages	District Supervisor ($10/hr x 20 hr/wk x 52 weeks)	$10,400		**Edit - Delete**
390 Other Services	Placeholder line item for example budget	$132,639		**Edit - Delete**
	TOTALS	**$143,039**	**$0**	

8) The following new sections have been added to Program Application/Agreement:



Program Application Form Print

Program Application: **Kids At Work! Catawba, Funding Period: FY 19-20, Funding Source: JCPC Funds**

Section IA Program Application Summary

Section IB Program Component Description

Component: Interpersonal Culinary Program
- **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)

Multi-County Group Budget Forms
- **Section IX Multi-County Budget Narrative**
- **Section X Multi-County Budget Line Item Summary**
- **Section XI Multi-County Budget Sources of Program Revenue (All Sources)**

Print all sections

a. Section IX – Multi-County Budget Narrative

SECTION IX: MULTI-COUNTY BUDGET NARRATIVE	
Fiscal Year	FY 19-20

Item #	Justification	Expense	In Kind Expense
120	District Supervisor ($10/hr x 20 hr/wk x 52 weeks)	$10,400	
390	Placeholder line item for example budget	$132,639	
TOTAL		**$143,039**	

Job Title	Annual Expense Wages	Annual In Kind Wages
District Supervisor	$10,400	
TOTAL	**$10,400**	

b. Section X – Multi-County Budget Line Item Summary

SECTION X: MULTI-COUNTY BUDGET LINE ITEM SUMMARY			
Fiscal Year	FY 19-20		
	Cash	In Kind	Total
I. Personnel Services	**$10,400**		**$10,400**
120 Salaries & Wages	$10,400		$10,400
180 Fringe Benefits			$0
190 Professional Services*			$0
*Contracts MUST be attached			
II. Supplies & Materials			**$0**
210 Household & Cleaning			$0
220 Food & Provisions			$0
230 Education & Medical			$0
240 Construction & Repair			$0
250 Vehicle Supplies & Materials			$0
260 Office Supplies and Materials			$0
280 Heating & Utility Supplies			$0
290 Other Supplies and Materials			$0
III. Current Obligations & Services	**$132,639**		**$132,639**
310 Travel & Transportation			$0
320 Communications			$0
330 Utilities			$0
340 Printing & Binding			$0
350 Repairs & Maintenance			$0
370 Advertising			$0
380 Data Processing			$0
390 Other Services	$132,639		$132,639

c. Section XI – Multi-County Budget Sources of Program Revenue

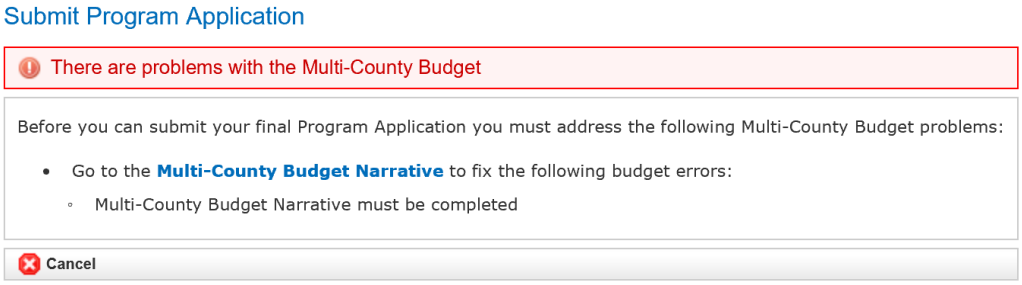
SECTION XI: MULTI-COUNTY BUDGET SOURCES OF PROGRAM REVENUE (ALL SOURCES)	
Fiscal Year	FY 19-20

Fiscal Year: 19-20		Total Number Participating Counties: 3								
				Local			Other			
County	**Match %**	**Match $**	**JCPC Funds**	**County Cash**	**Local Cash**	**In Kind**	**State**	**Federal**	**Other**	**Totals**
Burke	30%	$11,262	$37,540	$0	$0	$11,544	$0	$0	$0	**$49,084**
Caldwell	20%	$6,579	$32,896	$0	$0	$9,620	$0	$0	$0	**$42,516**
Catawba*	30%	$11,869	$39,562	$0	$0	$11,877	$0	$0	$0	**$51,439**
Totals		**$29,710**	**$109,998**	**$0**	**$0**	**$33,041**	**$0**	**$0**	**$0**	**$143,039**
	Required Multi-County Match %	26.7%								
* Denotes Multi-County Group Master										

Submitting a Multi-County Program Application/Agreement

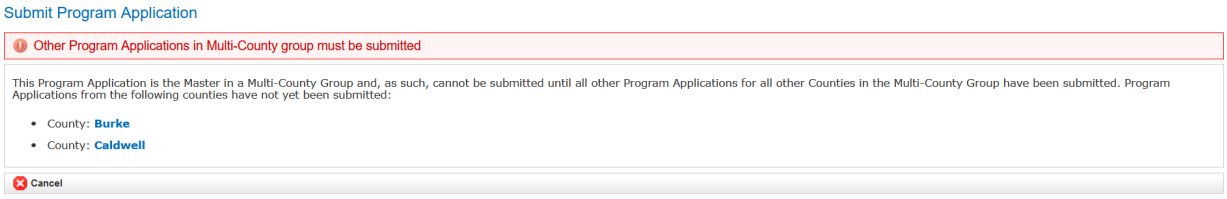
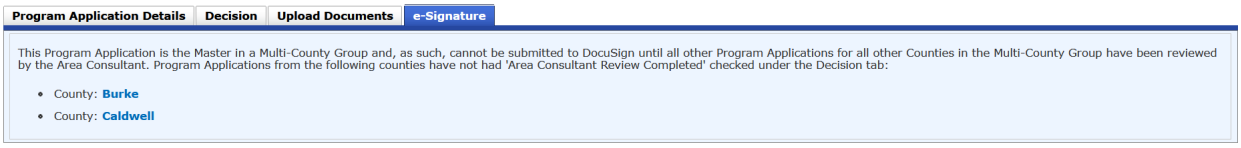
1) All validation that currently exist when submitting a Program Application are still in effect with Multi-County Program Applications.

2) If the Total Amounts on the Multi-County Budget Narratives (Itemized) screen do not match and the user attempts to submit the Program Application for the Master Program, the following error message will be displayed:



3) The user will not be allowed to submit the Program Application for the Master Program until all other programs within the Multi-County Group have **submitted** its Program Application for approval.

a. If the user attempts to submit the Program Application for the Master Program before the other programs have been submitted, the following error message will display:



4) The Multi-County Program Application will be returned as well **IF** any of the programs within the Multi-County Group is returned.
   a. If the changes requested affect the budget information, both the Budget Narrative for the individual program that was returned, and the Multi-County Budget Narrative will need to be updated accordingly and re-submitted.
5) The Program Application for the Master Program cannot be sent through DocuSign for approvals until the JCPC Decision has been made and the Area Consultant Review has been completed for all other programs with the Multi-County group. Any attempts to do so will result in the following error message: