

NC ALLIES Local Program Application - Agreement Process

1. Create your NCID Account.
2. Create your NC ALLIES Program Account.
3. Create your Program Application by following either the Create a Program Application User Guide for first-time applicants, or the Copy Program Application-Agreement User Guide for programs who have previously applied for funding.
4. After successfully creating and submitting your application within NC ALLIES, please follow the instructions on the local Request for Proposals (RFP) for requirements of submission to the JCPC. Be sure you follow any pre-screening directions indicated in the RFP or otherwise required by the JCPC. You must provide the application to the person indicated on the RFP by the deadline listed in the RFP.
5. The local review process begins at the end of the RFP deadline and includes the following:
 - a. Your application will be reviewed by the County's local JCPC, either by a committee or by the entire JCPC.
 - b. You may be asked to attend a meeting to either present your application to provide services or attend a question and answer meeting about your application.
 - c. The Department of Public Safety Area Consultant in your area may also review your application and give feedback.
 - d. Once the review by the JCPC is complete, the JCPC will decide to:
 - i. Accept and fund the application as written,
 - ii. Request changes in either programmatic content or budget in order to consider for funding, OR
 - iii. Decline to fund the application at this time.
 - e. The JCPC will communicate this decision with your agency using the contact information that you provide for the Program Manager.
 - f. If the JCPC has requested that you make changes, the Area Consultant will return your application within NC ALLIES for edits and re-submission.
 - g. When your application is approved for funding by the JCPC, the Area Consultant will enter that decision date in NC ALLIES. When the JCPC approval is entered, your application becomes a Program Agreement, and is ready for review by the Area Consultant.
 - h. The Area Consultant will review the Program Agreement and provide feedback as to any changes needed. If changes are needed, the Area Consultant will return the Program Agreement to you with a deadline for making these changes. Once all conditions are met and the Program Agreement has been re-submitted, the Area Consultant will release it for electronic signatures.
 - i. Before electronically signing the Agreement, you must thoroughly review the Terms of Agreement, detailing the responsibilities of all parties. This is located in the PDF version of the Program Agreement that can be viewed and printed at any time.
 - j. Electronically sign the Program Agreement.
 - k. Once all electronic signatures have been completed, the Department of Public Safety approval date will be entered and your Program Agreement will be complete.