



North Carolina Department of Public Safety

Adult Correction and Juvenile Justice-Juvenile Community Programs

Roy Cooper, Governor
Erik A. Hooks, Secretary

Timothy D. Moose, Chief Deputy Secretary
William L. Lassiter, Deputy Secretary
Cindy Porterfield, Director

April 29, 2020

Dear Mr. Harris:

Congratulations! The Juvenile Community Programs Section is pleased to announce that PORT has been awarded discretionary funding in the amount of \$3,230.00 for FY 2019 - 2020! This award is to fund (or partially fund) the requested Updated website, 3 Doxy Subscriptions, 1 Doc-u-Sign Subscriptions (HIPAA approved virtual). As a reminder, discretionary awards for the 2019-2020 are being treated as expansion funds and require no match unless the funds are used for the purchase of equipment or capital outlay (valued at \$500 or more with a useful life in excess of one year). In order to complete the award process, please access NCALLIES, complete a Program Agreement Revision, and prompt your Area Consultant via email once the revision is completed. If you have any questions or need technical assistance to complete the revision process, please contact your consultant.

We are providing this notification of discretionary fund award to your agency to ensure that all local approvals by the JCPC and local county commission boards may be accomplished. However, there may be some modifications to this process locally, given the effects of COVID-19 and direct impacts on public meetings. Please check with your local county government officials to ensure that all local actions taken to complete this process are in accordance with locally approved/adjusted protocols.

Please note the following timeline to ensure timely disbursement of discretionary fund awards:

- **April 30, 2020 (COB)** Discretionary Award Notifications made to providers/ JCPCs.
- **May 6, 2020** - Programs/JCPCs awarded discretionary funds submit Program Agreement Revisions in NCALLIES for Consultant review, approval, and release for DocuSign electronic signatures.

Note: Program providers must follow the practices of the local JCPC when requesting discretionary funds to ensure that JCPCs and County Commission Boards have ample time to approve county allocation increases via discretionary awards.

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- **May 25, 2020-** Deadline for completion of all DocuSign signatures. Programs completing all Program Agreement Revision DocuSign e-signatures prior to May 25th will be eligible for a May disbursement.
- **June 8, 2020-**Program Revisions with completed DocuSign e-signatures by June 8th (by close of business) will receive discretionary funds in the June disbursement. (Note: Failure to meet the June 8th DocuSign e-signature deadline may result in termination of the award of discretionary funds.)

Thank you for your continued investment in the youth and families of North Carolina through the valuable services that you offer, particularly during this time of significant challenges for our state and for the youth and families that we serve. It is our hope that this discretionary fund award will further enhance and offer the needed support for your agency to provide continuity of services for our juveniles and their families.

Kind regards,



Cindy Porterfield, Director
Juvenile Community Programs

Cc: JCPC Chairperson
County Finance Officer