

**REQUEST FOR BOARD ACTION**

**HENDERSON COUNTY  
BOARD OF COMMISSIONERS**

**MEETING DATE:** June 3, 2024  
**SUBJECT:** Juvenile Crime Prevention Council County Plan FY2024-2025  
**PRESENTER:** Sally Buchholz, JCPC Chair  
**ATTACHMENTS:** Yes  
1. JCPC Henderson County Plan

**SUMMARY OF REQUEST:**

The Henderson County Juvenile Crime Prevention Council (JCPC) has approved funding for local juvenile crime prevention programs. These funds for Fiscal Year 2024-2025 in the amount of \$266,020 are available for this purpose through the State of North Carolina. Each Program is required to provide a 30% match.

The programs approved by the JCPC are as follows:

1. JCPC Administrative Expenses	\$5,400
2. Aspire – Kids at Work	\$68,401
3. Aspire – Vocational Direction	\$93,753
4. Hendersonville Boys & Girls Club	\$39,600
5. Hope Rising	\$58,866

Total \$266,020

These Grant applications have been recommended for approval to the Board of Commissioners by Henderson County JCPC.

The Henderson County JCPC has approved the 2024-2025 County Plan for Henderson County. This County Plan has been recommended for approval to the Board of Commissioners by the JCPC.

**BOARD ACTION REQUESTED:**

The Board is requested to approve the JCPC recommendations for both the FY24-25 Annual Plan, and the FY24-25 Grant recommendations.

***Suggested Motion:***

*I move that the Board approves the JCPC recommendations for both the FY24-25 Annual Plan, and the distribution of the FY24-25 Juvenile Crime Prevention Program funds.*

# Juvenile Crime Prevention Council County Plan

## Henderson County

### For FY 2024-2025

#### Table of Contents

- I. Executive Summary
- II. County Funding Plan
- III. Juvenile Crime Prevention Council Organization
- IV. County Risk, Needs and YASI Assessment Summary
- V. County Juvenile Crime Prevention Council Request for Proposals
- VI. Funding Decisions Summary
- VII. Funded Programs *Program Enhancement Plan* (PEP) OR, add brief program description for any program without a PEP.

Attachments: JCPC Program Monitoring Reports

## Executive Summary

The Henderson County Juvenile Crime Prevention Council (JCPC), in fulfillment of the duties and responsibilities as set forth in the General Statutes of the State of North Carolina, has reviewed and updated this County Plan for FY 2024-2025. In 2019, House Bill 593 passed which approved an optional 1 or 2-year funding cycle for DPS JCPC funds, which is determined locally by each JCPC statewide. Also included in the HB was Raise the Age in N.C. which directs 16 & 17 years old from District Court to Juvenile Court. In order to see any new possible trends in juvenile justice data (now serving 16 & 17 year old) and to plan programming in the community accordingly, the Henderson County JCPC approved a 1 year funding cycle. Data continues to be monitored by the JCPC annually which provides direction to which funding cycle is most beneficial to the community and Council.

The JCPC has identified the issues and factors which have an influence and impact upon vulnerable youth, at-risk youth, delinquent youth, and their families in Henderson County. Further, the JCPC has identified the strategies and services most likely to reduce/prevent delinquent behavior.

Monitoring and Evaluation: Each program funded in the past fiscal year by the JCPC has been monitored by the JCPC Monitoring Committee, and programs were found in full compliance with DPS JCPC Policy and within the operating parameters of their budget and, providing the services as described in their program agreement. The monitoring results and program outcome evaluations were considered in making funding allocation decisions. The JCPC will continue to conduct annual implementation monitoring of its funded programs.

Priorities for Funding: Through a review of risk & needs assessment data, the Youth Assessment Screening Inventory (YASI) data and a community resource assessment, the JCPC has determined that the following services are needed to reduce/prevent delinquency in Henderson County.

- |  |                                  |
|--|----------------------------------|
| 1. Restorative Justice/Teen Court            | 7. Tutoring/Academic Enhancement |
| 2. Psychological Assessment                  | 8. Parent/Family Skill Building  |
| 3. Interpersonal/Experiential Skill Building | 9. Temporary Shelter             |
| 4. Mentoring                                 | 10. Group Home                   |
| 5. Vocational Skills                         | 11. Structured Day               |
| 6. Restitution Community Service             | 12. Runaway Shelter              |
|  | 13. Mediation                    |

Funding Recommendations: Having advertised a Request for Proposals (RFP) for these needed services for a minimum of thirty (30) days, the JCPC has screened the submitted proposals and has determined which proposals best meet the advertised needed services. As required by statute, the JCPC recommends allocation of the NC Department of Public, Division of Juvenile Justice and Delinquency Prevention funds to the following programs in the amounts specified below for the upcoming fiscal year: (Also, see the Henderson County Funding Plan with this report.)

- |                                    |          |
|------------------------------------|----------|
| 1. Aspire – Kids At Work:          | \$68,401 |
| 2. Aspire – Vocational Directions: | \$93,753 |
| 3. Boys and Girls Club:            | \$39,600 |
| 4. Hope Rising:                    | \$58,866 |

The JCPC further recommends that the following amount be allocated for the administrative costs of the Council for fiscal year 24-25: \$5,400.

**Total budget submitted \$266,020.00**

Respectfully Submitted,

\_\_\_\_\_, Chair, Henderson County Juvenile Crime Prevention Council  
Sally Buchholz

Date: \_\_\_\_\_

# Henderson County

## NC DPS - Community Programs - County Funding Plan

Available Funds: \$ 266,020      Local Match: \$ 128,471      Rate: 30%

DPS JCPC funds must be committed with a Program Agreement submitted in NC Allies and electronically signed by authorized officials.

#	Program Provider	DPS-JCPC Funding	LOCAL FUNDING			OTHER	OTHER	Total	% NOT DPS-JCPC Program Revenues
			County Cash Match	Local Cash Match	Local In-Kind	State/Federal	Funds		
1	Aspire Kids at Work	\$68,401		\$26,664	\$20,985			\$116,050	41%
2	Aspire Vocational Directions	\$93,753		\$16,680	\$23,882			\$134,315	30%
3	Boys and Girls Club Education and Social Development	\$39,600	\$2,970	\$8,910				\$51,480	23%
4	Hope Rising	\$58,866		\$28,380				\$87,246	33%
5	JCPC Administration	\$5,400						\$5,400	
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
	<b>TOTALS:</b>	<b>\$266,020</b>	<b>\$2,970</b>	<b>\$80,634</b>	<b>\$44,867</b>			<b>\$394,491</b>	<b>33%</b>

**The above plan was derived through a planning process by the Henderson County  
Juvenile Crime Prevention Council and represents the County's Plan for use of these funds in FY 2024-2025.**

Amount of Unallocated Funds \_\_\_\_\_

Amount of funds reverted back to DPS \_\_\_\_\_

Discretionary Funds added \_\_\_\_\_

check type     initial plan     update     final

-----DPS Use Only-----

Reviewed by _____	Date _____
Area Consultant	
Reviewed by _____	Date _____
Program Assistant	
Verified by _____	Date _____
Designated State Office Staff	

\_\_\_\_\_  
Chairperson, Juvenile Crime Prevention Council      (Date)

\_\_\_\_\_  
Chairperson, Board of County Commissioners      (Date)  
or County Finance Officer

# Juvenile Crime Prevention Council Organization

FY 24-25	Name	Organization	Title
<b>Chairperson</b>	Sally Buchholz	Henderson County	Chair
<b>Vice-Chairperson</b>	Angela Garner	Vaya	Vice Chair
<b>Secretary</b>	Barbara Bothe	Henderson County	Admin
<b>Treasurer</b>	Linda Carter	WCCA	Treasurer
<b>Assessment Committee Chairperson</b>			
<b>Funding Committee Chairperson</b>			

Number of members for **26**  
 FY 24-25: \_\_\_\_\_

List meeting dates during the current fiscal year and identify the number of JCPC members in attendance for each.

Meeting Date	Number of Members in Attendance	Quorum Present? Yes/No
August 24, 2023	13	Y
September 2, 2023	13	Y
October 26, 2023	13	Y
November 16, 2023	15	Y
January 25, 2024	15	Y
February 22, 2024	14	Y
March 7, 2024	14	Y
March 28, 2024	13	Y
April 25, 2024	13	Y
May 23, 2024		
June 27, 2024		

**SUMMARY REPORT OF THE  
HENDERSON COUNTY RISK AND NEEDS ASSESSMENT COMMITTEE**

- I. YASI**
- II. Summary of Existing Resources**
- III. Summary of Gaps and Barriers in the Community Continuum**
- IV. Proposed Priority Services for Funding**
- V. Continuum of Services**

**Part I. YASI**

The Risk and Needs Assessment Committee reviewed data gleaned from the Youth Assessment Screening Instrument (YASI) from July 1, 2022, thru June 30, 2023. This is a still considered a new measurement tool administered by Juvenile Court Counselors after juveniles are referred with a complaint alleging that a delinquent act has occurred and prior to adjudication of the juvenile.

The YASI is an innovative juvenile risk assessment that measures risk, need, and protective factors in at-risk and juvenile justice-involved youth. The assessment addresses twelve domains: Legal History, Family, Basic Needs, School, Community and Peers, Alcohol and Drugs, Mental Health, Physical Health, Aggression, Attitudes, Skills, and Employment and Free Time.

According to the NC DPS County Datebooks, the approximate population of youth between the ages of 8 and 17 for Henderson County is 12,341. During the fiscal year of 2022-2023, Henderson County Juvenile Court Services staff completed 106 full YASI assessments. YASI Assessments data below is from the Full Screen unless noted. The data provided below is based on the risk, needs and strengths that are noted at the first assessment by Juvenile Justice at intake:

**General Observations and Points of Interest**

**Risk Level** - 42% of the assessed youth exhibited low risks. Another 45% were Moderate Risk and 13% were high risk.

**Needs Level** -82 % of the assessed youth exhibited very low to moderate needs. This is higher than the state's rate of 74%, meaning Henderson youth are on the lower end for needs.

**Strengths Level** -86% of the assessed youth exhibited high moderate, high, or very high strengths levels. This is higher than the state's rate of 78%.

The youth of Henderson County are low risk, have very low to moderate needs and have high moderate to very high strength levels.

## **YASI Full Screen Data**

### **Legal History**

**Q1 Previous Referral** - 65 or 61% of the 106 assessed youth had previous referral. This is significantly higher than the state average of 45%.

**Q2 Previous Referral**- 14 or 13% of the 106 assessed youth were under age 12. This is higher than the state average of 10%.

**Q4 Felony Referrals to DJJ** - 20 or 19% of the 106 assessed youth were referred for a felony offense. This percentage is less than the state average of 36% but is still be significant to note.

**Q6 Weapon Offense** - 1 or 1% of the 106 assessed youth had previous weapon offenses. This is significantly lower than the state's rate of 17% but may be higher than in past years as gun violence has been up statewide.

### **Family Domain**

**Q1 Kicked Out** - 1% of the 106 assessed had been kicked out of their house. This is lower than the state's rate of 6%

**Q4 Family Alcohol/Substance Abuse & Mental Health** - 17 or 16% of the 106 assessed youth had family members with alcohol and/or substance abuse issues. This is slightly higher than the state's rate of 15%. 9 or 8% of the 106 assessed youth had family members with mental health issues compared to the state's rate of 14%. While lower than the State rates, it is estimated that these numbers are significantly under-reported. Discussion during the YASI presentation noted that both mental health and substance use is increased right now with needs for continued services.

**Q6 Living Arrangements** - 63 or 60% of the 106 assessed youth are living in a family situation where either the youth or they and their family were living with siblings, relatives, or others. This is much lower than the state average of 65%. Another 24% were living with a parent or stepparent, compared with the state average of 11%.

**Q7 Parent/Custodian Supervision**- 20 or 19% of the 106 assessed youth reported having some to frequent inadequate supervision by parent/guardian. This is close to the state average of 18%. Another 3 or 3% of assessed youth had consistently inadequate supervision within the home. This is even with the state's rate of 3%.

## School Domain

**Q1 School Enrollment** - 85 or 77% of the 106 assessed youth were enrolled full-time in school. Another 5 had graduated with a GED. 4 or 4% had dropped out and another 8 or 2% had been suspended. The percentage enrolled full time is slightly worse than the state average of 80%.

**Q2 Attendance** - 28 or 26% of the 106 assessed youth had 5 or more unexcused absences. This is equal to the state average of 26% but still significant. Discussion during the YASI data presentation noted that overall, for youth, a recent report by the schools showed that approximately 20% of the middle school population is chronically absent. It was also noted that youth have a lower resilience than in the past (before covid). The connection was also made between the previously reported family substance use and mental health needs and truancy as family needs have an impact on school attendance for youth.

**Q4 Academic Performance** - 21 or 24% of the 106 assessed youth were failing some or most classes with 13% failing most classes. Youth failing some classes are significantly higher than the state average of 18%. When looking at students failing most classes, Henderson's percentage was less than the state's, which was 17%.

**Q12 School Activities** - 30 or 28% of the 106 assessed youth were interested in school activities but they were not involved in those activities. This is lower than the state's rate of 29%. 44 or 41% of the 106 assessed youth had no interest and were not involved in school activities; compared to the lower state rate of 34%. Discussion during the YASI data presentation acknowledged that the schools and community members are always working to try to figure out access to activities for youth.

**Alcohol/Drugs Domain\*\*** - The following data from the alcohol/drug domain represents juveniles that answered "Yes" to alcohol and/or drug usage. Out of 106 total youth assessed for Henderson County, 39 or 36% of the youth answered "Yes" to alcohol and/or drug use. This was lower than the state's rate of 40%.

**Q1 Age at first Use of Alcohol or Drugs** - 72 or 68% of the youth that answered "Yes" to alcohol and/or drug use admitted to using for the first time between the ages of 12-15. This is lower than the state's rate of 78%. 31 or 29% admitted to using for the first time over age 15. This is higher than the state average of 11%. 3 or 3%, admitted age of first use before the age of 12, which is significantly under the state average if 10%.

**Q1 Use Disrupts Function** (based on youth who answered yes to Alcohol/ Drug Use Q) - 37% of the youth that answered "Yes" to alcohol and/or drug use stated that the usage disrupted their daily functions. This typically indicates that treatment is warranted. This is significantly higher than the state's rate of 29%. And 74% reported that alcohol or drug use contributed to their delinquent behavior. This is significantly higher than the state average of 42%. 55% of the assessed youth had used alcohol or drugs 2-15 times. This is significantly higher than the state average of 48%. And 24% of the assessed youth had used alcohol or drugs more than 15 times. This is lower than the state average of 30% but still significant.



**Q3 Previous Alcohol/Drug Treatment** - 68% of the youth that answered "Yes" to alcohol and/or drug use have had no previous alcohol and/or drug treatment. This is slightly higher than the state's rate of 66%.

**Mental Health Domain** - 62 or 58% of the 106 assessed youth answered yes to not only having mental health problems but to being diagnosed with a mental health disorder. This is significantly higher than the state average of 41%.

**Q1 Current/Past Treatment/Medication**- 38 or 36% of the 106 assessed youth were currently receiving mental health treatment. This is higher than the state average of 23%. Similarly, 27 or 26% of the 106 had received treatment in the past. This is also higher than the state's rate of 21%. In addition, 32% of youth were currently receiving medication for their mental health concerns and 20% had received past medication for their mental health issues. Both of these are also higher than the state averages of 19% (current) and 17% (past). Similar to the discussion on mental health needs for families, the group noted the continued need for mental health services for youth. The Juvenile Justice Treatment Continuum meets weekly, and gives community providers an opportunity to work on service needs and also to assess the current volume of Comprehensive Clinical Assessments (CCAs).

**Q5 History of Abuse** - 11 or 10% of the 106 assessed youth had some type of physical abuse history. This is equal to the state's rate of 10%. Also, 11 or 10% of the 106 assessed youth had some type of sexual abuse history. This is higher than the state's rate of 7%. The increase in both of these areas over the previous year is very concerning and the Council discussed options open to juveniles with these types of needs.

### **Aggression Domain**

**Q1 Violence** - 31 or 30% of the 106 assessed youth had used bullying or threatening behavior. This is higher than the state average of 24%. And 16 or 15% had destroyed property. This is higher than the state average of 14%. In addition, youth assessed having used assaultive behavior was 39%, near the state average of 41%. 7% of assessed youth had used assault with a weapon with serious injury. This is slightly higher than the state average of 5%. 5% of assessed youth had displayed a weapon. And 1% had used a weapon. These are both lower than the state average of 10% displayed weapon and 8% used a weapon.

**Part II. Summary of the Existing Community Resources**

See Attached Continuum of Services - At a Glance for FY 2024-2025 Funding Process

**JCPC Funded Programs 2024 - 2025**

Aspire - Kids at Work  
Aspire - Vocational Directions  
Boys and Girls Club of Henderson County Hope  
Rising-Teen Court

**Department of Public Safety Community Programs Funded Programs or Other Resources**

Structured Activities:

- Mentoring
  - Boys & Girls Club
  - Big Brothers & Big Sisters
- Parents/Family Skills Building
  - IFPS-Eckerd in home case management
  - Family Resource Center
- Interpersonal Skills Building:
  - Boys & Girls Club – JCPC Funded
  - Boys Scouts/Girls Scouts
  - 4H Club
  - Kids at Work -JCPC Funded
  - Mediation Center
  - Parks & Rec
  - School Counselors / Social Workers
- Experiential Skills:
  - Boys & Girls Club
  - Boys Scouts/Girls Scouts
  - 4H Club
  - Junior Achievement (at high school and restricted by attendance)
- Tutoring/Academic Enhancement:
  - Boys & Girls Club
  - Church based after school programs
  - Literacy Connection
  - Tutoring Clubs (school based/restricted)
- Vocational Skills:
  - Enterprise (Boys & Girls Club, age restricted)
  - Vocational Directions - JCPC funded
  - Job Corp (Age Restricted)
  - JobLink (16 years & up/restricted)
  - Henderson County Schools (restricted)
  - Kids At Work – JCPC Funded
  - Vocational Directions -JCPC Funded (restitution with Vocational Rehab)

- Restorative Services:
  - Restitution/Community Services:
    - Vocational Directions – JCPC Funded
  - Teen Court
    - Hope Rising – JCPC Funded
  - Mediation:
    - Mediation Center
- Community Day Programming:
  - Structured Day
    - Alternative Schools: (Must meet requirements)
    - Day Treatment Programs (only option closed two years ago)
- Assessment Services:
  - Mental Health Providers
  - Private Sector: (difficult to access and/or time to produce report too long)
  - Psych Evaluation
  - Sex Offender
- Clinical Treatment:
  - Counseling:
    - Blue Ridge Community Health Soc.
    - Crossnore
    - Family Preservation
    - Mountain Counseling
    - Safe Light-Domestic Violence
    - Vaya In-Network Providers, etc.
  - Home Base Family Counseling:
    - AMIKIDS/FFT
    - Crossnore
    - Family Preservation-Intensive In -Home
    - Youth Villages-MST and Intercept
  - Substance Abuse Assessment & Treatment:
    - Hope Coalition-counseling groups
    - RHA/ARP Phoenix
  - Sex Offender Specific Treatment:
    - Alexander Youth Network – Outpatient / Medicaid
    - Children's Hope Alliance-TASK Program
  - Crisis Services:
    - RHA Mobile Crisis
    - Safe Light-Domestic Violence
    - Other private Vaya In-Network providers, etc.

- Residential:
  - Group Home Care:
    - o Crossnore
    - o Eckerd Residential (DJJ Youth Only)
    - o Eliada (on pause for now)
    - o Only Hope of WNC – Age Restricted
    - o Short Term Male and Female out of county options
    - o SPARC – Program
    - o Tarheel Challenge
    - o Timber Ridge
    - o Other Vaya In-Network Providers, etc.....
  - Crisis Stabilization:
    - o Copestone at Mission Hospital
    - o Cataylynn Burrell Child Crisis Center in Buncombe
  - Community Respite Programs:
    - Interlude at Brandi Nicole Center in Buncombe
    - Care Haven at Caring Alternative in McDowell County
    - Hawthorne Heights in Swain County
  - Specialized Foster Care:
    - Multiple Therapeutic Foster Care Agencies

Part III. Summary of Gaps and Barriers in the Continuum of Services

Gaps and Barriers to JCPC Programs and other Community Programs

- Structured Activities:
  - Parent Family Skill Building
  - Tutoring/Academic Programs
  - Youth Interpersonal Skill Building
  - Mentoring
  - Experiential
  - Vocational Skill Building (If JCPC funded program is not provided)
- Restorative Services:
  - Restitution/Community Services (If JCPC does not fund, program is not provided)
  - Mediation/Conflict Resolution Services (If JCPC does not fund, program is not provided)
- Community Day Programming:
  - Structured Day
- Assessment Services:
  - Psychological & Sex Offender Assessment Services. (Assessments available in 14 days needed)
- Clinical Treatment: No gaps in the services continuum anticipated.
- Day Treatment: Restricted to 4 schools, no elementary or high school programs
- Residential:
  - Group Home Services are needed due to services being outside the county

**Part IV. Proposed Priority Services for Funding**

The committee compared the services needed to address the elevated Juvenile Risk Factors and Juvenile needs with services currently available in the community. Services that are currently available in the community and are sufficient to meet the needs of court involved youth or those youth most at risk for court involvement are not considered as a priority for JCPC funding.







The Committee proposes that the following services be approved as the funding priorities in no particular order and advertised in the Request for Proposal for FY 2024-2025.

**PRIORITIES FOR FY 2024-2025: Henderson County**

1. Restorative Justice/Teen Court	6. Restitution Community Service	10. Group Home
2. Psychological Assessment	7. Tutoring/Academic Enhancement	11. Structured Day
3. Interpersonal/Experiential Skill Building	8. Parent/Family Skill Building	12. Runaway Shelter
4. Mentoring	9. Temporary Shelter	13. Mediation
5. Vocational Skills		

**Part V: HENDERSON COUNTY: Continuum of Services - At a Glance for FY 2024-2025 Funding Process**

Instructions: Adjust arrows to cover target populations

-  1) JCPC funded
-  2) Available in Community
-  3) Needed - not available
-  4) Available-difficult to access, must meet requirements,
-  5) Services need to be expanded
-  6) Available - Funded by DPS

**Comprehensive Strategy**

Prevention

Graduated Sanctions

**Target Populations**

Program Services & Structures Categories	Programs	All Youth	Youth at Greatest Risk	Pre-Adjudicated Youth	Delinquent-Level I/ Prot. Supervision	Delinquent-Level II Youth	Delinquent-Level III Youth	Post Release Youth
Structured Activities	<b>Mentoring</b>							
	Big Brothers & Big Sisters							
	Boys & Girls Club							
	<b>Parent/Family Skills</b>							
	Family Resource Center							
	IFPS / Eckerd	DJJ Youth Only						
	<b>Interpersonal Skills</b>							
	Boys & Girls Club - JCPC Funded							
	Boys & Girls Scouts							
	Crosswalk - Recreational							
	4H Club							
	Kids at Work - JCPC Funded							
	Mediation Center							
	Parks & Rec							
	School Counselors / Social Workers							
	<b>Experiential Skills</b>							
	Blue Ridge Literacy - Journaling - JCPC Funded							
	Boys & Girls Club							
	Boys & Girls Scouts							
	4H Club							
	Junior Achievement - High School Restricted							
	<b>Tutoring/Academic Enhancement</b>							
	Blue Ridge Literacy - Tutoring - JCPC Funded							
	Boys & Girls Club							
	Church Based after school programs							
	Tutoring Clubs - School based / restricted							
	<b>Vocational Skills</b>							
	Enterprise - Boys & Girls Club Age Restricted							
	Henderson County Schools Curriculum - Restricted							

	Job Corp - Age Restricted	→	→
	JobLink - Age restricted	→	→
	Kids at Work - <b>JCPC Funded</b> (Interpersonal with vocational	→	→
	Vocational Directions - <b>JCPC Funded</b> (Restitution with vocational Vocational Rehab	→	→

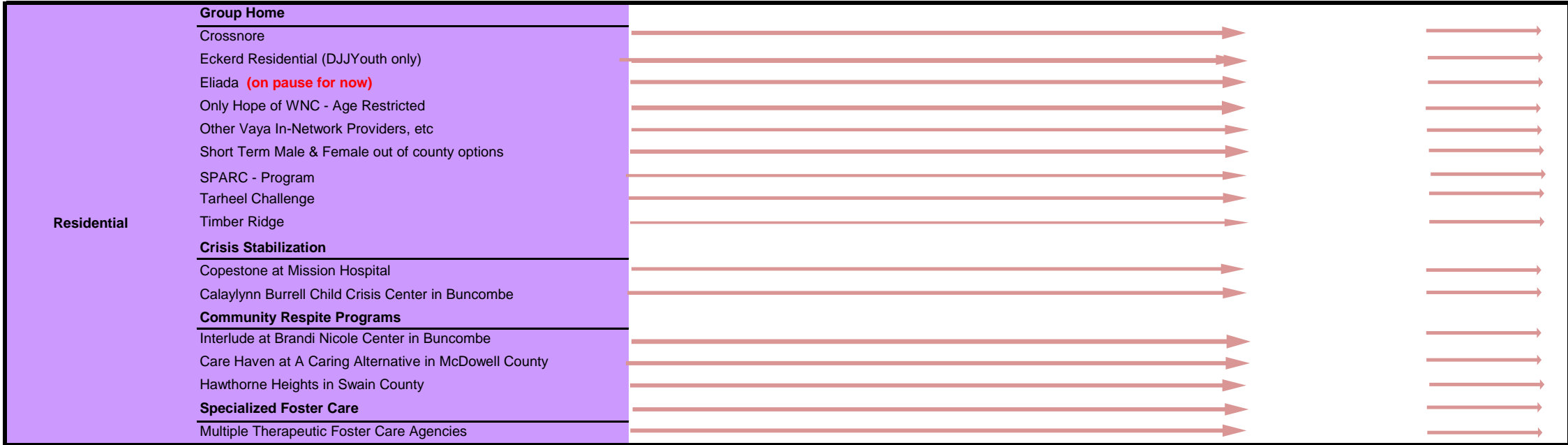
<b>Restorative Services</b>	<b>Mediation</b>		
	Mediation Center	→	→
	<b>Restitution</b>		
	Vocational Directions - <b>JCPC Funded</b>	→	→
	<b>Teen Court</b>		
	Hope Coalition - <b>JCPC Funded</b>	→	→

<b>Community Day Programming</b>	<b>Structured Day</b>		
	Alternative Schools - Must meet requirements	→	→
	<b>Day Treatment</b>		
	Only option closed a few years ago	→	→

<b>Assessment Services</b>	<b>Assessment</b>		
	Mental Health Providers	→	→
	Private Providers	→	→
	Psych Evaluation	→	→
	Sex Offender	→	→

<b>Clinical Treatment</b>	<b>Counseling</b>		
	Blue Ridge Community Health Soc.	→	→
	Crossnore	→	→
	Family Preservation	→	→
	Mountain Counseling	→	→
	Safe Light - Domestic Violence	→	→
	Vaya - In-Network Providers, etc...	→	→
	<b>Home Base Family Counseling</b>		
	Access Family Services - Intensive In-Home Bilingual	→	→
	AMIKIDS/FFT	→	→
	Crossnore	→	→
	Family Preservation - Intensive In-Home	→	→
	Youth Villages - MST, Intersect, Hi-Fidelity, Wraparound	→	→
	<b>Substance Use Treatment</b>		
	Hope Coalition (Indiv. & Peer Support Groups)	→	→





# Request for Proposals NCDPS JCPC Continuation Funding FY 2024-2025

**Henderson  
County**

**\$ 266,020  
Anticipated Annual Allocation**

**February 1, 2024  
Date Advertised**

The Juvenile Crime Prevention Council having studied the needs of juveniles in the county hereby publishes this Request for Proposals. The JCPC anticipates funds from the North Carolina Department of Public Safety (NCDPS) in the amount stated above to fund the programs specified below. Such programs will serve delinquent and at-risk youth for the state fiscal years of 2024 - 2025. The use of these funds in this county require a local match in the amount specified. **The match rate for JCPC funds required: 30%.**

**Based on identified needed programs and possible gaps in the service continuum, the following program types will be considered for funding:**

1. Restorative Justice/Teen Court	6. Restitution Community Service	11. Structured Day
2. Psychological Assessment	7. Tutoring/Academic Enhancement	12. Runaway Shelter
3. Interpersonal/Experiential Skill Building	8. Parent/Family Skill Building	13. Mediation
4. Mentoring	9. Temporary Shelter	
5. Vocational Skills	10. Group Home	

As a result of the Risk Assessment and YASI data in the above-named county, programs that reduce risk, address the needs of juveniles, and increase protective factors will be considered for funding.

**Elevated risk and needs for adjudicated youth that programming should address:**

School Behavior /adjustment to school including services to help youth with executive functioning Known Substance Use/Misuse - Alcohol, Illegal Drugs Mental Health Most Serious prior adjudications Prior Assault Prior run away from home Health Needs History of Abuse or Neglect Family Supervision Skills
--

Family Substance abuse Family Criminality Sexual Behaviors – Last 12 months Conflict in the home Poor Relationship with peers/association with delinquent peers Poor Academic Functioning/Truancy Juvenile Parental Status
--

The web-based program application (NCALLIES) and instructions are available on line at the Department of Public Safety web-site: <https://www.ncdps.gov/Index2.cfm?a=000003,002476,002483,002482,002514>

Only local public agencies, 501c3 non-profit corporations and local housing authorities will be considered for funding. Private non-profits are required to upload the following forms into NC ALLIES or your application is considered incomplete: 1) No Over Due Tax form (available at the above link) 2) Notarized DPS Conflict of Interest Statement Template (available at the above link), 3) The non-profit's Conflict of Interest Policy; and 4) Proof of 501(c)(3) status.

For additional information regarding the application process:

**Sally Buchholz**

**sallybuchholz99@gmail.com**

JPCPC Chairperson / or Designee

Email

**New Applicants are required to attend a JCPC Applicant Orientations** One is scheduled for: **Wednesday, February 22, 2024, 12:30-1:30 pm** via Web Ex. Contact Area Consultant to register.

For information about the program application workshop and other technical assistance:

**Regina Arrowood**, Area Consultant at **828-230-3590**.

The deadline for application submission **March 1, 2024 at 5 pm** into NCALLIES:

(Email copy to: [barbara@barbaraboth.com](mailto:barbara@barbaraboth.com))

## Juvenile Crime Prevention Council Funding Decisions Summary

<b>Funding Decision for:</b>	FY 2024-25	Date Completed:	March 28, 2024
<b>Program(s) Funded</b>	<b>Select 1-year or 2-year funding and reason(s) for Funding (Check all that apply)</b>		
Boys and Girls Club	<input type="checkbox"/> 2-year Funding approved for FY _____ and _____ OR <input checked="" type="checkbox"/> 1-year Funding approved for FY24/25  <b>Rationale for 2-year Funding approval:</b> <input type="checkbox"/> Funded in past _____ years <input type="checkbox"/> In good standing with county/JCPC and DPS (following PA, timely reports, reporting to JCPC as requested) <input type="checkbox"/> Favorable JCPC monitoring <input type="checkbox"/> In compliance with Consultant Monitoring <input type="checkbox"/> Quality of Service Assessment (QOS) rating is min 70% (min. score of 14) OR progress made on PEP in QOS. <input type="checkbox"/> Provides an essential dispositional option, explain: <input type="checkbox"/> Meets target population as described in Program Agreement ( <i>number served, and described target population</i> ), with minimal exceptions (i.e. less than 10% variance)  <input checked="" type="checkbox"/> Meets funding priority <input type="checkbox"/> Compatible with research <input type="checkbox"/> Cost efficient <input type="checkbox"/> Addresses reductions of complaints, violations of supervision & convictions <input type="checkbox"/> Has evaluation component <input type="checkbox"/> Addresses parental accountability <input type="checkbox"/> Addresses use of alcohol/controlled substances <input type="checkbox"/> Addresses restitution to victims <input type="checkbox"/> Addresses gang participation <input type="checkbox"/> Would increase funding to this service if funds were available <input type="checkbox"/> Other _____ Other _____		
Aspire Kids At Work	<input type="checkbox"/> 2-year Funding approved for FY _____ and _____ OR <input checked="" type="checkbox"/> 1-year Funding approved for FY24/25  <b>Rationale for 2-year Funding approval:</b> <input type="checkbox"/> Funded in past _____ years <input type="checkbox"/> In good standing with county/JCPC and DPS (following PA, timely reports, reporting to JCPC as requested) <input type="checkbox"/> Favorable JCPC monitoring <input type="checkbox"/> In compliance with Consultant Monitoring <input type="checkbox"/> Quality of Service Assessment (QOS) rating is min 70% (min. score of 14) OR progress made on PEP in QOS. <input type="checkbox"/> Provides an essential dispositional option, explain: <input type="checkbox"/> Meets target population as described in Program Agreement ( <i>number served, and described target population</i> ), with minimal exceptions (i.e. less than 10% variance)  <input checked="" type="checkbox"/> Meets funding priority <input type="checkbox"/> Compatible with research <input type="checkbox"/> Cost efficient <input type="checkbox"/> Addresses reductions of complaints, violations of supervision & convictions <input type="checkbox"/> Has evaluation component <input type="checkbox"/> Addresses parental accountability <input type="checkbox"/> Addresses use of alcohol/controlled substances <input type="checkbox"/> Addresses restitution to victims <input type="checkbox"/> Addresses gang participation <input type="checkbox"/> Would increase funding to this service if funds were available <input type="checkbox"/> Other _____ Other _____		
Aspire Vocational Directions	<input type="checkbox"/> 2-year Funding approved for FY _____ and _____ OR <input checked="" type="checkbox"/> 1-year Funding approved for FY24/25  <b>Rationale for 2-year Funding approval:</b> <input type="checkbox"/> Funded in past _____ years <input type="checkbox"/> In good standing with county/JCPC and DPS (following PA, timely reports, reporting to JCPC as requested) <input type="checkbox"/> Favorable JCPC monitoring <input type="checkbox"/> In compliance with Consultant Monitoring <input type="checkbox"/> Quality of Service Assessment (QOS) rating is min 70% (min. score of 14) OR progress made on PEP in QOS. <input type="checkbox"/> Provides an essential dispositional option, explain: <input type="checkbox"/> Meets target population as described in Program Agreement ( <i>number served, and described target population</i> ), with minimal exceptions (i.e. less than 10% variance)  <input checked="" type="checkbox"/> Meets funding priority <input type="checkbox"/> Compatible with research <input type="checkbox"/> Cost efficient <input type="checkbox"/> Addresses reductions of complaints, violations of supervision & convictions <input type="checkbox"/> Has evaluation component <input type="checkbox"/> Addresses parental accountability <input type="checkbox"/> Addresses use of alcohol/controlled substances <input type="checkbox"/> Addresses restitution to victims <input type="checkbox"/> Addresses gang participation <input type="checkbox"/> Would increase funding to this service if funds were available <input type="checkbox"/> Other _____ Other _____		
Hope Rising	<input type="checkbox"/> 2-year Funding approved for FY _____ and _____ OR <input checked="" type="checkbox"/> 1-year Funding approved for FY24/25  <b>Rationale for 2-year Funding approval:</b> <input type="checkbox"/> Funded in past _____ years <input type="checkbox"/> In good standing with county/JCPC and DPS (following PA, timely reports, reporting to JCPC as requested) <input type="checkbox"/> Favorable JCPC monitoring <input type="checkbox"/> In compliance with Consultant Monitoring <input type="checkbox"/> Quality of Service Assessment (QOS) rating is min 70% (min. score of 14) OR progress made on PEP in QOS. <input type="checkbox"/> Provides an essential dispositional option, explain: <input type="checkbox"/> Meets target population as described in Program Agreement ( <i>number served, and described target population</i> ), with minimal exceptions (i.e. less than 10% variance)  <input checked="" type="checkbox"/> Meets funding priority <input type="checkbox"/> Compatible with research <input type="checkbox"/> Cost efficient <input type="checkbox"/> Addresses reductions of complaints, violations of supervision & convictions <input type="checkbox"/> Has evaluation component <input type="checkbox"/> Addresses parental accountability <input type="checkbox"/> Addresses use of alcohol/controlled substances <input type="checkbox"/> Addresses restitution to victims <input type="checkbox"/> Addresses gang participation <input type="checkbox"/> Would increase funding to this service if funds were available <input type="checkbox"/> Other _____ Other _____		

## Juvenile Crime Prevention Council Funding Decisions Summary

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## Juvenile Crime Prevention Council Funding Decisions Summary

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## Juvenile Crime Prevention Council Funding Decisions Summary

Program Not Funded	Reason for Not Funding (Check all that apply)
	<input type="checkbox"/> Lack of funding, addresses priority need and would fund if resources allowed <input type="checkbox"/> Does not meet funding priority <input type="checkbox"/> Not compatible with research <input type="checkbox"/> Lesser quality than another program funded of its type <input type="checkbox"/> Greater cost than program of same type and quality <input type="checkbox"/> Other <input type="checkbox"/> Other
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# Juvenile Crime Prevention Council

## County Plan

### Certification Documents

1. Certification Standards Documentation
  - a. JCPC Program Application/Agreement
  - b. Certification Standards
  - c. Membership and Representation
  - d. Terms of the Agreement
  - e. Budget Narrative
  - f. Budget Narrative Line Item Summary
  - g. Sources of Revenue
2. Request for Proposal (RFP)
3. Distribution List
4. Contract for Administrative Services





# North Carolina Department of Public Safety

## Juvenile Justice and Delinquency Prevention

### JCPC Program - Program Application

SECTION I A: SPONSORING AGENCY AND PROGRAM INFORMATION			
<b>FUNDING PERIOD:</b>	FY 24-25	<b>DPS/JCPC FUNDING # (cont only)</b>	045-XXXX
<b>COUNTY:</b>	Henderson	<b>AREA:</b>	Western Area
<b>Multi-County:</b>	No	<b>Multi-Components:</b>	No
<b>NAME OF PROGRAM:</b>		JCPC Administration	

<b>SPONSORING AGENCY:</b>	Henderson County		
<b>SPONSORING AGENCY PHYSICAL ADDRESS:</b>	*	NC	00000
<b>SPONSORING AGENCY MAILING ADDRESS:</b>	*	NC	00000
<b>TYPE:</b>	Public	<b>FEDERAL ID #</b>	566000307a

COMPONENT ID #	NAME OF PROGRAM COMPONENT	PROGRAM TYPE	TOTAL COST OF EACH COMPONENT
42307	JCPC Certification	JCPC Certification	\$ 5,400
<b>Total cost of components:</b>			\$ 5,400

**Program Manager Name & Address** *(same person on signature page)*

<b>Name:</b>	Sally Buchholz	<b>Title:</b>	JCPC Chair		
<b>Mailing Address:</b>	155 Birchwood Drive	<b>City:</b>	Laurel Park	<b>Zip:</b>	28739
<b>Phone:</b>	(770) 680-7559	<b>Fax:</b>		<b>E-mail:</b>	sallybuchholz99@gmail.com

**Contact Person** *(if different from program manager)*

<b>Name:</b>	Sally Buchholz	<b>Title:</b>	JCPC Chair		
<b>Mailing Address:</b>	155 Birchwood Drive	<b>City:</b>	Laurel Park	<b>Zip:</b>	28739
<b>Phone:</b>	(770) 680-7559	<b>Fax:</b>		<b>E-mail:</b>	sallybuchholz99@gmail.com

**Program Fiscal Officer** *(cannot be program manager)*

<b>Name:</b>	Samantha Reynolds	<b>Title:</b>			
<b>Mailing Address:</b>	113 North Main Street Historic Courthouse Annex	<b>City:</b>	Hendersonville	<b>Zip:</b>	28792
<b>Phone:</b>	(828) 697-4821	<b>Fax:</b>		<b>E-mail:</b>	sreynolds@hendersoncountync.org

# JUVENILE CRIME PREVENTION COUNCIL CERTIFICATION STANDARDS

G.S. 143B-853 allows for a 2-year funding cycle for programs that meet the requirements of the statute and have been awarded funds in a prior funding cycle. Indicate below if the JCPC plans to allow for a 1-year or 2-year funding cycle.

1-Year Funding: FY 2024-2025

## **Membership**

- |   |            |
|---|------------|
| A. Have the members of the Juvenile Crime Prevention Council been appointed by county commissioners?                              | <u>Yes</u> |
| B. Are members appointed for two-year terms and are those terms staggered?  | <u>Yes</u> |
| C. Is membership reflective of social-economic and racial diversity of the community?   | <u>No</u>  |
| D. Does the membership of the Juvenile Crime Prevention Council reflect the required positions as provided by N.C.G.S. §143B-846? | <u>Yes</u> |
- If not, which positions are vacant and why?  
We are also working to address social-economic and racial diversity.  
Targeted recruitment  
Advertising for JCPC membership on the county website

## **Organization**

- |   |                |
|---|----------------|
| A. Does the JCPC have written Bylaws?   | <u>Yes</u>     |
| B. Bylaws are   | <u>On file</u> |
| C. Bylaws contain Conflict of Interest section per JCPC policy and procedure. | <u>Yes</u>     |
| D. Does the JCPC have written policies and procedures for funding and review? | <u>Yes</u>     |
| E. These policies and procedures  | <u>On file</u> |
| F. Does the JCPC have officers and are they elected annually?                 | <u>Yes</u>     |

## **Meetings**

- |  |            |
|--|------------|
| A. JCPC meetings are considered open and public notice of meetings is provided.  | <u>Yes</u> |
| B. Is a quorum defined as the majority of membership and required to be present in order to conduct business at JCPC meetings? | <u>Yes</u> |
| C. Does the JCPC meet six (6) times a year at a minimum?   | <u>Yes</u> |
| D. Are minutes taken at all official meetings?   | <u>Yes</u> |
| E. Are minutes distributed prior to or during subsequent meetings?   | <u>Yes</u> |

## **Planning**

- |  |            |
|--|------------|
| A. Does the JCPC conduct a biennial planning process which includes a needs assessment, monitoring of programs and funding allocation process? | <u>Yes</u> |
| B. Is this Biennial Plan presented to the Board of County Commissioners and to DPS?  | <u>Yes</u> |
| C. Is the Funding Plan approved by the full council and submitted to Commissioners for their approval?   | <u>Yes</u> |

## **Public Awareness**

- |  |            |
|--|------------|
| A. Does the JCPC communicate the availability of funds to all public and private non-profit agencies which serve children or their families and to other interested community members?<br><input checked="" type="checkbox"/> RFP, Distribution List, and Advertisement attached | <u>Yes</u> |
| B. Does the JCPC complete a biennial needs assessment and make that information available to agencies which serve children or their families, and to interested community members?   | <u>Yes</u> |

## **No Overdue Tax Debt**

- |   |            |
|---|------------|
| A. As recipient of the county DPS JCPC allocation, does the County certify that it has no overdue tax debts, as | <u>Yes</u> |
|---|------------|

## **JUVENILE CRIME PREVENTION COUNCIL CERTIFICATION STANDARDS**

defined by N.C.G.S. §105-243.1, at the Federal, State, or local level?

Briefly outline the plan for correcting any areas of standards non-compliance.

The JCPC is working to address the social-economic and racial diversity.

## JUVENILE CRIME PREVENTION COUNCIL CERTIFICATION STANDARDS

Instructions: N.C.G.S. § 143B-846 specifies suggested members be appointed by county commissioners to serve on local Juvenile Crime Prevention Councils. In certain categories, a designee may be appointed to serve. Please indicate the person appointed to serve in each category and his/her title. Indicate appointed members who are designees for named positions. Indicate race and gender for all appointments.

Specified Members	Name	Title	Designee	Race	Gender
1) School Superintendent or designee	Shannon Auten	Director of Student Services	<input checked="" type="checkbox"/>	White	Female
2) Chief of Police or designee	Garrett Gardin	Chief of Police County/City	<input checked="" type="checkbox"/>	White	Male
3) Local Sheriff or designee	Stephanie Cantwell	School Resource Officer	<input checked="" type="checkbox"/>	White	Female
4) District Attorney or designee	James Capps	District Attorney		White	Male
5) Chief Court Counselor or designee	Adrienne Becton-Marsh	Chief Court Counselor		Black or African-American	Female
6) Director, Local Management Entity/ Managed Care Organization (LME/MCO), or designee	Angela Garner	Director of MA, DD, and Substance	<input checked="" type="checkbox"/>	White	Female
7) Director DSS or designee	Libby Meyers	DSS Director	<input checked="" type="checkbox"/>	White	Female
8) County Manager or designee	Sonya Flynn	County Manager	<input checked="" type="checkbox"/>	White	Female
9) Substance Abuse Professional	Lynette Oliver	Prevention Specialist		White	Female
10) Member of Faith Community	Kendall Fox	Church Representative		Black or African-American	Male
11) County Commissioner	J. Michael Edney	County Commissioner		White	Male
12) A Person Under the Age of 21	Dominic Garren	Student Representative		Black or African-American	Male
13) A Person Under the Age of 21, or a member of the public representing the interests of families of at-risk juveniles	Jonah Jakubielski	Student Representative		White	Male
14) Juvenile Defense Attorney	Judi Hafner	Juvenile Defense Attorney		White	Female
15) Chief District Judge or designee	Kimberly Gasperson	District Court Judge	<input checked="" type="checkbox"/>	White	Female
16) Member of Business Community	Angela Johnson	Business Owner		White	Female
17) Local Health Director or designee	Leighton Hannah	Health Director		White	Female
18) Rep. United Way/other non-profit	Linda Carter	United Way		White	Female
19) Representative/Parks and Rec	Melanie Adams	Recreation Program Coordinator		White	Female
20) County Commissioner appointee	Donald Dessenberger	At Large		White	Male
21) County Commissioner appointee	Jordan Ray	Community, At large		White	Male
22) County Commissioner appointee	Lauren Riggs	At Large		White	Female
23) County Commissioner appointee	Michael Absher	At Large		White	Male
24) County Commissioner appointee	Rachel Poller	At Large		White	Female
25) County Commissioner appointee	Richard Simpson	Community At Large		White	Male
26) County Commissioner appointee	Sally Buchholz	At Large, Chair		White	Female

**JUVENILE CRIME PREVENTION COUNCIL CERTIFICATION STANDARDS**

Specified Members	Name	Title	Designee	Race	Gender
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**SECTION V: TERMS OF AGREEMENT**

**NOTE: Details in the Terms of Agreement and Payment to Sponsoring Agency sections are added by NCALLIES once an application is approved for funding.**

This Agreement is entered into by and between Department of Public Safety, (*hereinafter referred to as DPS*), and \_\_\_\_\_ County, (*hereinafter referred to as the County*), the County's Juvenile Crime Prevention Council (*hereinafter referred to as the JCPC*) and \_\_\_\_\_ (*hereinafter referred to as the Sponsoring Agency*).

DPS, the County, the JCPC and the Sponsoring Agency do mutually agree as follows:

**Terms of Agreement**

This Agreement shall become effective \_\_\_\_\_ and shall terminate \_\_\_\_\_.

**Payment to Sponsoring Agency**

All parties agree that services will be delivered as described in the approved Program Agreement and that funds will be disbursed in an amount not to exceed the amount \$ \_\_\_\_\_ for the term of this agreement, unless amended by an approved Program Agreement Revision.

**Availability of Funds:**

All parties to this Agreement agree and understand that the payment of the sums specified in this Program Agreement budget, or most recently approved Program Agreement Revision, is dependent and contingent upon and subject to the appropriation, allocation, and availability of funds for this purpose to the DPS.

**Responsibilities of the Parties**

**DPS shall:**

1. Disburse funds monthly to County Governments, for payment to the Sponsoring Agency, from funds appropriated by the General Assembly;
2. Reserve the right to suspend payment to the County for any non-compliance of reporting requirements by the Sponsoring Agency set forth in the DPS JCPC and Community Programs Section-Funded Programs Minimum Standards Policy;
3. Immediately notify, in writing, the JCPC, County, and Sponsoring Agency (including the Board of Directors, if applicable), if payments are suspended and again once payments resume;
4. Pay only for work as described in the Program Agreement, or most recently approved Program Agreement Revision, provided by the Sponsoring Agency and approved subcontractors;
5. Provide technical assistance, orientation, and training to the Sponsoring Agency, the County and the JCPC;
6. Monitor the Sponsoring Agency's funded program(s) in accordance with DPS JCPC and Community Programs

Section-Funded Programs Minimum Standards, *DPS JCPC Policy 3. Operations: Program Oversight and Monitoring*;

7. Notify parties entering into this Agreement of all due dates in a timely manner in order for reports to be submitted by the established due dates; and

8. Ensure the Sponsoring Agency is either a public agency or 501(c)(3) private non-profit organization and when applicable, appropriately licensed,(applicable only to the JCPC funding process).

**The Sponsoring Agency shall:**

1. Comply with all laws, ordinances, codes, rules, regulations, and licensing requirements that are applicable to the conduct of its business, including those of Federal, State, and local agencies having jurisdiction and/or authority;

2. Comply with all Federal and State laws relating to equal employment opportunity;

3. Keep as confidential and not divulge or make available to any individual or organization without the prior written approval of DPS any information, data, instruments, documents, studies or reports given to or prepared or assembled by the Sponsoring Agency under this Agreement;

4. Acknowledge that in receiving, storing, processing or otherwise dealing with any confidential information, it will safeguard and not redisclose the information, except as otherwise provided in this Agreement;

5. Comply with the DPS JCPC and Community Programs Section-Funded Programs Minimum Standards Policy and North Carolina Administrative Code procedures;

6. Secure local match, if applicable, pursuant to 14B NCAC 11B.0105, for the approved DPS funds;

7. Create and adopt individualized written agency guidelines specific to the funded program, while also adhering to DPS JCPC and Community Programs Section-Funded Programs Minimum Standards Policy for the specific funded program type;

8. Ensure that state funds received are spent in accordance with the approved Program Agreement, or most recently approved Program Agreement Revision, and be accountable for the legal and appropriate expenditure of those state funds;

9. Maintain reports, records, and other information to properly document services rendered and outcomes; also maintain an ability to send and receive electronic communication;

10. Have the capacity to use the DPS electronic, internet-based system for tracking clients served; also maintain an ability to electronically sign required DPS documents;

11. Use generally accepted accounting procedures that guarantee the integrity of the expenditure of funds, and maintain reports, records, and other information to properly account for the expenditure of all State funds provided to the Sponsoring Agency;

12. When refunds are requested from the North Carolina Department of Revenue for sales and/or use taxes paid by the agency in the performance of the Program Agreement, or most recently approved Program Agreement Revision, as allowed by NCGS § 105-164.14(c), the agency shall exclude all refundable sales and use taxes from reportable expenditures submitted to the County and DPS;

13. Submit Program Agreement Revisions, Third Quarter Accounting, Final Accounting, and annual detailed expenditures through NCALLIES. These reports must be in accordance with the submission process as outlined in DPS JCPC and Community Programs Section-Funded Programs Minimum Standards Policy and with the due dates established by DPS;
14. Make personnel reports, records and other information available to DPS, the County, the JCPC, and/or the State Auditor for oversight, monitoring and evaluation purposes;
15. Submit any other information requested by DPS, the County, the JCPC, and/or the State Auditor;
16. Be responsible for the performance of all subcontractors as described in the Program Agreement or most recently approved Program Agreement Revision;
17. Indemnify, defend, and hold harmless DPS, the State of North Carolina, the County, the JCPC and any of their officers, agents and employees, from any claims of third parties arising out of any act or omission of the Sponsoring Agency in connection with the performance of the Program Agreement or most recently approved Program Agreement Revision;
18. Receive written permission and budgetary approval from DPS prior to using the Program Agreement, or most recently approved Program Agreement Revision, as a part of any news release or commercial advertising, and acknowledge DPS funding in partnership with the County;
19. Comply with DPS JCPC and Community Programs Section-Funded Programs Minimum Standards Policy, *Policy 6: Operations: Program Eligibility for Funding* regarding any trainings and requirements for the United States Department of Justice national standards to prevent, detect, and respond to prison rape under the Prison Rape Elimination Act (PREA) and any additional requirements in 14B NCAC 11C;
20. Be deemed an independent contractor in the performance of services described in the Program Agreement, or most recently approved Program Agreement Revision, and as such shall be wholly responsible for the services to be performed and for the supervision of its employees, interns, volunteers and subcontractors; and
21. Represent that it has, or shall secure at its own expense, all personnel required in performing the services as described in the Program Agreement, or most recently approved Program Agreement Revision. Such personnel shall not be employees of or have any individual contractual relationship with DPS.

#### **Sponsoring Agency and Use of Contractor(s)/Subcontractors**

*The Sponsoring Agency may engage with independent contractors as needed to perform services or support services described in line item 190 of the Program Agreement, or most recently approved Program Agreement Revision. When independent contractors are providing services the Sponsoring Agency must:*

22. Upload a signed Contract for Professional Services (*Form JCPC/PO 001 Contract for Professional Services Template*) into NCALLIES once the Program Agreement or Program Agreement Revision is approved by DPS;
23. Be responsible for the performance of all contractors or subcontractors as described in the Program Agreement, or most recently approved Program Agreement Revision;
24. Hold any contractor or subcontractor to which the Sponsoring Agency provides State funds accountable for the legal and appropriate expenditure of State funds and require compliance with all applicable laws and DPS



JCPC and Community Programs Section-Funded Programs Minimum Standards Policy; and

25. Ensure that all contractors or subcontractors provide all information necessary to comply with the standards set forth in the Program Agreement, or most recently approved Program Agreement Revision.

**The JCPC shall:**

1. Ensure the Sponsoring Agency uses funds only for the purposes approved in the JCPC Program Agreement or most recently approved JCPC Program Agreement Revision (applicable only to DPS JCPC approved programs);
2. Comply with the DPS JCPC and Community Programs Section-Funded Programs Minimum Standards Policy, the North Carolina Administrative Code procedures (14B NCAC 11B), and N.C.G.S. §§ 143B-845 to -851;
3. Review and locally approve Program Agreements, Program Agreement Revision(s), and Third Quarter Accounting and submit information to the County in a timely manner to meet due dates established by DPS;
4. Submit any other information requested by the County or DPS; and
5. Monitor the Sponsoring Agency's currently funded JCPC program(s) in accordance with DPS JCPC and Community Programs Section-Funded Programs Minimum Standards Policy, *Policy 3. Operations: Program Oversight and Monitoring* (applicable only to DPS JCPC approved programs).  
*Reference: 14B NCAC 11B.0202 and DPS JCPC and Community Programs Section-Funded Programs Minimum Standards Policy (policies 1, 3, 7, 8, 9, 10 and 11).*

*NOTE: Monitoring by the JCPC ONLY applies to JCPC funded programs and not other projects funded through the DPS Juvenile Community Programs Section.*

**The County shall:**

1. Use funds only for the purposes approved by DPS in the Program Agreement, or most recently approved Program Agreement Revision;
2. Disburse funds monthly and oversee funds to the Sponsoring Agency in accordance with 14B NCAC 11B.0108;
3. Comply with the DPS JCPC and Community Programs Section-Funded Programs Minimum Standards Policy and North Carolina Administrative Code procedures (14B NCAC 11B);
4. Review and locally approve Program Agreement Revisions received from the Sponsoring Agency for final approval from DPS;
5. Review and locally approve Third Quarter Accounting and Final Accounting forms for the JCPC and funded programs according to the procedures and due dates established by DPS; and

*Reference: 14B NCAC 11B.0108; DPS JCPC and Community Programs Section-Funded Programs Minimum Standards Policy (policies 8 and 9).*

6. Ensure that programs are public agencies or private 501(c)(3) non-profit organizations and appropriately licensed, when applicable (applicable only to the JCPC funding process).

**Headings:** The Section and Paragraph headings in these General Terms and Conditions are not material parts of the agreement and should not be used to construe the meaning thereof.

**Choice of Law:** The validity of this Program Agreement and any of its terms or provisions, as well as the rights and duties of the parties to this Program Agreement, are governed by the laws of North Carolina, including the relevant provisions of G.S. Chapter 143B, Article 13, Part 3, Subpart F, and the Rules of 14B NCAC Chapter 11. The parties, by signing this Program Agreement, agree and submit, solely for matters concerning this Program Agreement, to the exclusive jurisdiction of the courts of North Carolina and agree, solely for such purpose, that the exclusive venue for any legal proceedings shall be Wake County, North Carolina. The place of this Program Agreement and all transactions and agreements relating to it, and their situs and forum, shall be Wake County, North Carolina, where all matters, whether sounding in Program Agreement or tort, relating to the validity, construction, interpretation, and enforcement shall be determined.

**Assignment:** No assignment of the Sponsoring Agency's obligations or the Sponsoring Agency's right to receive payment hereunder shall be permitted. However, upon written request approved by the issuing purchasing authority, DPS may:

- (a) Forward the Sponsoring Agency's payment check(s) directly to any person or entity designated by the Program Manager, or
- (b) Include any person or entity designated by the Sponsoring Agency as a joint payee on the Sponsoring Agency's payment check(s).

In no event shall such approval and action obligate DPS or County Government to anyone other than the Sponsoring Agency, and the Sponsoring Agency shall remain responsible for fulfillment of all Program Agreement, or the most recently approved Program Agreement Revision, obligations.

**Beneficiaries:** Except as herein specifically provided otherwise, this Program Agreement shall inure to the benefit of and be binding upon the parties hereto and their respective successors. It is expressly understood and agreed that the enforcement of the terms and conditions of this Program Agreement, and all rights of action relating to such enforcement, shall be strictly reserved to DPS, the County Government, and the Sponsoring Agency. Nothing contained in this document shall give or allow any claim or right of action whatsoever by any third person. It is the express intention of DPS and County Government that any such person or entity, other than DPS or the County Government or the Sponsoring Agency receiving services or benefits under this Program Agreement shall be deemed an incidental beneficiary only.

## **Property Rights**

**Intellectual Property:** All deliverable items produced pursuant to this Program Agreement are the exclusive property of DPS. The Sponsoring Agency shall not assert a claim of copyright or other property interest in such deliverables.

**Physical Property:** The Sponsoring Agency agrees that it shall be responsible for the proper custody and care of any property purchased for or furnished to it for use in connection with the performance of this Program Agreement, or the most recently approved Program Agreement Revision, and will reimburse DPS for loss of, or damage to, such property. At the termination of this Program Agreement, the Sponsoring Agency, County Government, and JCPC shall follow the guidelines for disposition of property set forth in the North Carolina Administrative Code and *DPS JCPC* and

Community Programs Section-Funded Programs Minimum Standards Policy,  
*Policy 1. Operations: JCPC Operations. Reference: 14B NCAC 11B.0110.*

### **Disbursements and Internal Controls**

#### **Reversion of Unexpended Funds**

Any remaining unexpended funds disbursed by DPS to the County for the Sponsoring Agency must be refunded/ reverted back to DPS at the close of the fiscal year or upon termination of this Agreement.

### **Accountability for Funds**

#### **Audit Requirement - Local Government or Public Authority Requirements**

Local Governments or Public Authorities in accordance with N.C.G.S. § 159-34 must have an audit performed in conformity with generally accepted auditing standards. The audit shall evaluate the performance of a unit of local government or public authority regarding compliance with all applicable Federal and State agency regulations. This audit, combined with the audit of financial accounts, shall be deemed to be the single audit described by the "Federal Single Audit Act of 1984".

#### **Audit Requirement – Non-Governmental Entities**

An audit, when required by law, or requested by the County or DPS shall be performed in conformity with generally accepted auditing standards and audits of non-governmental entities, both for-profit and not-for-profit, and must meet the requirements of OMB Circular A-133. At a minimum, the required report shall include the financial statements prepared in accordance with generally accepted accounting principles, all disclosures in the public interest required by law, and the auditor's opinion and comments relating to financial statements. The audit report must be submitted to the State Auditor's office as required by law, to the County, and DPS, and to other recipients as appropriate within nine (9) months after the end of the program's fiscal year.

### **Oversight**

#### **Access to Persons and Records**

The State Auditor shall have access to persons and records related to all Program Agreements entered into by State agencies or political subdivisions in accordance with N.C.G.S. § 147-64.7. Additionally, as the State funding authority, DPS shall have access to persons and records related to all Program Agreements entered into by State agencies or political subdivisions.

#### **Record Retention**

Records shall not be destroyed, purged, or disposed of without the express written consent of DPS. State of North Carolina basic records retention policy requires all records to be retained for a minimum of five (5) years or until all audit exceptions have been resolved, whichever is longer. If the Program Agreement is subject to Federal policy and regulations, record retention may be longer than five (5) years since records must be retained for a period of three (3) years following submission of the final Federal Financial Status Report, if applicable, or three (3) years following the submission of a revised final Federal Financial Status Report. Also, if any litigation, claim, negotiation, audit, disallowance action, or other action involving this Program Agreement has been started before expiration of the five-year retention period described above, the records must be retained until completion of the action and resolution of all issues which arise from it, or until the end of the regular five-year period described above, whichever is later.

**No Overdue Tax Debt Not for profit organizations ONLY must comply with this section. This form must be**

**uploaded in NCALLIES when submitting a Program Agreement.**

The Sponsoring Agency shall be responsible for the payment of all State, local, and Federal taxes. Consistent with N.C.G.S. § 143C-6-23(c), not for profit organizations shall file with DPS and the County a written statement completed by that Sponsoring Agency's Board of Directors or other governing body, stating whether or not the Sponsoring Agency has any overdue tax debts, as defined by N.C.G.S. § 105-243.1, at the Federal, State, or local level. This written statement, *No Overdue Tax Debts*, shall be completed by the Sponsoring Agency to certify when there are no overdue taxes. If the agency has overdue taxes, the Sponsoring Agency must notify DPS at the time a Program Agreement is submitted.

**Conflict of Interest Not for profit organizations ONLY must comply with this section. This form must be uploaded in NCALLIES when submitting a Program Agreement.**

Consistent with the N.C.G.S. § 143C-6-23(b), not for profit organizations shall file with DPS and the County, a copy of that Sponsoring Agency's policy addressing conflicts of interest that may arise involving the Sponsoring Agency's management employees and the members of its Board of Directors or other governing body. The policy shall address situations in which any of these individuals may directly or indirectly benefit, except as the Sponsoring Agency's employees or members of its Board or other governing body, from the Sponsoring Agency's disbursing of State funds and shall include actions to be taken by the Sponsoring Agency or the individual, or both to avoid conflicts of interest and the appearance of impropriety. The policy shall be filed, before the County or DPS will disburse any funds. The Sponsoring Agency shall also complete the DPS Conflict of Interest Policy Statement (*Form DPS 13 001*) and upload the statement in NCALLIES along with and the Sponsoring Agency's policy addressing conflicts of interests.

**Proof of 501(c)(3) Not for profit organizations ONLY must comply with this section. This document must be uploaded in NCALLIES when submitting a Program Agreement.**

Not for profit organizations must upload proof of the agency's 501(c)(3) status when submitting a program agreement in NCALLIES.

**Amendment:** This Agreement may not be amended orally or by performance. Any amendment must be requested by the Sponsoring Agency through submission of a Program Agreement Revision and executed by duly authorized representatives of DPS, the County Government, JCPC, and Sponsoring Agency.

**Severability:** In the event that a court of competent jurisdiction holds that a provision or requirement of this Program Agreement violates any applicable law, each such provision or requirement shall continue to be enforced to the extent it is not in violation of law or is not otherwise unenforceable and all other provisions and requirements of this Program Agreement shall remain in full force and effect.

**Termination for Cause:** If, through any cause, the Sponsoring Agency shall fail to fulfill its obligations under this Program Agreement in a timely and proper manner, DPS shall have the right to terminate this Program Agreement by giving written notice to the Sponsoring Agency and specifying the effective date thereof. In that event, all finished or unfinished deliverable items prepared by the Sponsoring Agency under this Program Agreement shall, at the option of DPS, become the property of the Sponsoring Agency and the Sponsoring Agency shall be entitled to receive just and equitable compensation for any satisfactory work completed on such materials, minus any payment or compensation previously made. Notwithstanding the foregoing provision, the Sponsoring Agency shall not be relieved of liability to DPS for damages sustained by DPS by virtue of the Sponsoring Agency's breach of this agreement, and DPS may withhold any payment due the Sponsoring Agency for the purpose of setoff until such time as the exact amount of damages due DPS from such breach can be determined. The filing of a petition for bankruptcy by the Sponsoring Agency shall be an act of default under this Program Agreement.

**Termination without Cause:** DPS, the County Government, or the Sponsoring Agency may terminate this Agreement at any time and without cause by giving at least thirty (30) days advance written notice to the other parties. If this Program Agreement is terminated by DPS as provided herein, the Sponsoring Agency shall be reimbursed on a

pro rata basis for services satisfactorily provided to DPS under this Program Agreement, or the most recently approved Program Agreement Revision, prior to Program Agreement termination.

**Waiver of Default:** Waiver by DPS of any default or breach in compliance with the terms of this Program Agreement, or the most recently approved Program Agreement Revision, by the Sponsoring Agency shall not be deemed a waiver of any subsequent default or breach and shall not be construed to be modification of the terms of this Program Agreement unless stated to be such in writing, signed by an authorized representative of DPS, County Government, the JCPC, and the Sponsoring Agency.

**Force Majeure:** Neither party shall be deemed to be in default of its obligations hereunder if and so long as it is prevented from performing such obligations as a result of events beyond its reasonable control, including, without limitation, fire, power failures, any act of war, hostile foreign action, nuclear explosion, riot, strikes, civil insurrection, earthquake, hurricane, tornado, or other catastrophic natural event, pandemic, or act of God.

**Survival of Promises:** All promises, requirements, terms, conditions, provisions, representations, guarantees, and warranties contained herein shall survive the Program Agreement expiration or termination date unless specifically provided otherwise herein, or unless superseded by applicable Federal or State statutes of limitation.

**Entire Agreement:** This Program Agreement (including any documents mutually incorporated specifically herein) represents the entire agreement between the parties and supersedes all prior oral or written statements or agreements.

**END OF SECTION V – Terms of Agreement**

**SECTION VI: BUDGET NARRATIVE**

<b>JCPC Administration</b>	<b>Fiscal Year</b>	FY 24-25
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Item #	Justification	Expense	In Kind Expense
190	Administrative Services to complete County Plan, Certification, Meeting Agendas and Minutes	\$4,200	
220	For allocation meeting refreshments, etc.	\$670	
260	Office Supplies for the year: Paper, Ink, Binders, Dividers, etc	\$210	
370	To place RFP in Hendersonville Times News	\$100	
390	Training for JCPC Members	\$220	
<b>TOTAL</b>		<b>\$5,400</b>	<b>\$0</b>

Job Title	Annual Expense Wages	Annual In Kind Wages
<b>TOTAL</b>		

<b>SECTION VII: BUDGET NARRATIVE LINE ITEM SUMMARY</b>			
<b>Program:</b>	JCPC Administration		
<b>Fiscal Year:</b>	FY 24-25	<b>Number of Months:</b>	12
	Cash	In Kind	Total
<b>I. Personnel Services</b>	<b>\$4,200</b>		<b>\$4,200</b>
120 Salaries & Wages			\$0
180 Fringe Benefits			\$0
190 Professional Services*	\$4,200		\$4,200
*Contracts MUST be attached			
<b>II. Supplies &amp; Materials</b>	<b>\$880</b>		<b>\$880</b>
210 Household & Cleaning			\$0
220 Food & Provisions	\$670		\$670
230 Education & Medical			\$0
240 Construction & Repair			\$0
250 Vehicle Supplies & Materials			\$0
260 Office Supplies and Materials	\$210		\$210
280 Heating & Utility Supplies			\$0
290 Other Supplies and Materials			\$0
<b>III. Current Obligations &amp; Services</b>	<b>\$320</b>		<b>\$320</b>
310 Travel & Transportation			\$0
320 Communications			\$0
330 Utilities			\$0
340 Printing & Binding			\$0
350 Repairs & Maintenance			\$0
370 Advertising	\$100		\$100
380 Data Processing			\$0
390 Other Services	\$220		\$220
<b>IV. Fixed Charges &amp; Other Expenses</b>			<b>\$0</b>
410 Rental or Real Property			\$0
430 Equipment Rental			\$0
440 Service and Maint. Contracts			\$0
450 Insurance & Bonding			\$0
490 Other Fixed Charges			\$0
<b>V. Capital Outlay</b>			<b>\$0</b>
<b>[This Section Requires Cash Match]</b>			
510 Office Furniture & Equipment			\$0
530 Educational Equipment			\$0
540 Motor Vehicle			\$0
550 Other Equipment			\$0
580 Buildings, Structure & Improv.			\$0
<b>Total</b>	<b>\$5,400</b>	<b>\$0</b>	<b>\$5,400</b>

SECTION VIII: SOURCES OF PROGRAM REVENUE (ALL SOURCES)		
FY 24-25	Henderson County	Funding ID: 045-XXXX
Sponsoring Agency:	Henderson County	
Program:	JCPC Administration	

\$5,400	<b>DPS/JCPC Funds</b>	* This is the amount of your request on your application
0%	<b>Local Match Rate</b>	Is the Local Match Rate 10%, 20% or 30%?
	<b>County Cash</b>	<i>(Specify Source)</i>
	<b>Local Cash</b>	<i>(Specify Source)</i>
	<b>Local Cash</b>	<i>(Specify Source)</i>
	<b>Local In-Kind</b>	<i>(Specify Source)</i>
	<b>Other</b>	<i>(Specify Source)</i>
	<b>Other</b>	<i>(Specify Source)</i>
	<b>Other</b>	<i>(Specify Source)</i>
	<b>Other</b>	<i>(Specify Source)</i>
\$5,400	<b>TOTAL</b>	\$0
	Required Local Match	Match Provided

We, the undersigned, have reviewed this JCPC Program Application to be presented to the Juvenile Crime Prevention Council of this County in accordance with the procedures established by the local Juvenile Crime Prevention Council. Agencies seeking funding must be able to meet the applicable requirements of the North Carolina General Statutes, Administrative Code, and the Division of Adult Correction and Juvenile Justice.

We understand and acknowledge that the approval process is first with the Juvenile Crime Prevention Council, second with the County Board of Commissioners, and the final authority with the Department of Public Safety, Division of Adult Correction and Juvenile Justice.

All parties understand that the availability of funds is contingent upon the appropriation of those funds by the General Assembly of the State of North Carolina.

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**Chair, County Board of Commissioners or County Finance Director** **Date**

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**Chair, Juvenile Crime Prevention Council** **Date**

---

Sally Buchholz 4/17/24

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**Program Manager** **Date**



# Request for Proposals

## NCDPS JCPC Continuation Funding FY 2024-2025

**Henderson**  
County

**\$ 266,020**  
Anticipated Annual Allocation

**February 1, 2024**  
Date Advertised

The Juvenile Crime Prevention Council having studied the needs of juveniles in the county hereby publishes this Request for Proposals. The JCPC anticipates funds from the North Carolina Department of Public Safety (NCDPS) in the amount stated above to fund the programs specified below. Such programs will serve delinquent and at-risk youth for the state fiscal years of 2024 - 2025. The use of these funds in this county require a local match in the amount specified. **The match rate for JCPC funds required: 30%.**

**Based on identified needed programs and possible gaps in the service continuum, the following program types will be considered for funding:**

1. Restorative Justice/Teen Court	6. Restitution Community Service	11. Structured Day
2. Psychological Assessment	7. Tutoring/Academic Enhancement	12. Runaway Shelter
3. Interpersonal/Experiential Skill Building	8. Parent/Family Skill Building	13. Mediation
4. Mentoring	9. Temporary Shelter	
5. Vocational Skills	10. Group Home	

As a result of the Risk Assessment and YASI data in the above-named county, programs that reduce risk, address the needs of juveniles, and increase protective factors will be considered for funding.

**Elevated risk and needs for adjudicated youth that programming should address:**

School Behavior /adjustment to school including services to help youth with executive functioning  
 Known Substance Use/Misuse - Alcohol, Illegal Drugs  
 Mental Health  
 Most Serious prior adjudications  
 Prior Assault  
 Prior run away from home  
 Health Needs  
 History of Abuse or Neglect  
 Family Supervision Skills

Family Substance abuse  
 Family Criminality  
 Sexual Behaviors – Last 12 months  
 Conflict in the home  
 Poor Relationship with peers/association with delinquent peers  
 Poor Academic Functioning/Truancy  
 Juvenile Parental Status

The web-based program application (NCALLIES) and instructions are available on line at the Department of Public Safety web-site: <https://www.ncdps.gov/Index2.cfm?a=000003,002476,002483,002482,002514>

Only local public agencies, 501c3 non-profit corporations and local housing authorities will be considered for funding. Private non-profits are required to upload the following forms into NC ALLIES or your application is considered incomplete: 1) No Over Due Tax form (available at the above link) 2) Notarized DPS Conflict of Interest Statement Template (available at the above link), 3) The non-profit's Conflict of Interest Policy; and 4) Proof of 501(c)(3) status.

For additional information regarding the application process:

**Sally Buchholz**

**sallybuchholz99@gmail.com**

JCPC Chairperson / or Designee

Email

**New Applicants are required to attend a JCPC Applicant Orientations** One is scheduled for: **Wednesday, February 22, 2024, 12:30-1:30 pm** via Web Ex. Contact Area Consultant to register.

For information about the program application workshop and other technical assistance:

**Regina Arrowood**, Area Consultant at **828-230-3590**.

(Email copy to:  
[barbara@barbaraboth.com](mailto:barbara@barbaraboth.com))

The deadline for application submission **March 1, 2024 at 5 pm** into NCALLIES:

## Henderson County JCPC Distribution List 23/24

RFP emailed to all JCPC Members 1/25/24

RFP emailed to JCPC Programs 1/25/24

RFP sent to Henderson County to post on the website and in the County Administrative Building

RFP sent to the Henderson County Sunshine list by the Clerk to the Commissioners

RFP published in The Hendersonville Lightning on 2/1/24

## Contract for Professional Services

This Contract for Professional Services is entered into by and between Henderson County, North Carolina, Juvenile Crime Prevention Council, (*hereinafter referred to as the Agency*), and Barbara Bothe, (*hereinafter referred to as the Contractor*).

The Agency and the Contractor do mutually agree as follows:

**1. Term of Agreement.** This agreement shall become effective July 1, 2024 and shall terminate **June 30, 2025**. This contract may be terminated by either party by providing thirty days written notice to the other party, with a copy of the notice submitted to the JCPC Chairperson, and the DPS Area Consultant.

**2. Payment to Contractor.** Agency and Contractor agrees upon these rates as reimbursed fees: the services will be delivered at the rate of \$1,050 per quarter not to exceed \$4,200 for the term of this contract. The contractor must submit an itemized invoice to the Chairperson.

**3. Funding.** All terms and conditions of this Contract are dependent upon and subject to the allocation of funds for the purpose set forth in this Contract, and this Contract shall automatically terminate if funds cease to be available. The terms of the contract are limited to the availability of the JCPC funds which have been allocated for that purpose.

**4. Taxes.** The Contractor shall be considered an independent Contractor and as such shall be responsible of all taxes.

**5. DPS JCPC and Community Programs Section-Funded Programs Minimum Standards Policy.** The Contractor shall adhere to all DPS JCPC standards, policies, and procedures related to the provision of the program's service type.

**6. Responsibilities of Contractor.** The Contractor hereby agrees to provide the following services in a manner satisfactory to the Agency, within the stated time frames.

- A. Distribute agenda and communicate all meeting information to Council Members.
- B. Take notes and attendance at monthly meetings as necessary.
- C. Prepare minutes, compile monthly program reports, and any additional documentation as needed for meetings including but not limited to YASI, PEP, and Program Monitoring Reports.
- D. Annually prepare the Certification and County Plan.
- E. Attend all regular JCPC meetings and the annual Allocations meeting.
- F. When needed, a suitable stand-in may attend meetings to assist the Administrator in his/her duties with Advanced notice to the JCPC Chairperson

Program Manager or Authorized Agent Name and Title:	Sally Buchholz <i>Sally Buchholz</i>		
(Agency)	Juvenile Crime Prevention Council		
Mailing Address:	Henderson County, NC		
Signature:		Date:	
Contractor Name:	Barbara Bothe		
(Contractor)	416 Eade Road		
Mailing Address:	Etowah, NC		
Signature:	<i>Barbara Bothe</i>	Date:	5/7/24