



# LVAP 5% Certification & Annual Report–Quick Sheet

**1 LOG-IN CREDENTIALS:** All 2014-2016 certified agency contacts will receive an email with their report credentials. If you are not currently certified, you will need to request an ID and password by completing a request [on CJCC's website](#), under the LVAP Certification page. If you need to update your contact email, please contact a CJCC staff member: [Ayanna.Campbell@cjcc.ga.gov](mailto:Ayanna.Campbell@cjcc.ga.gov) or Robyn Williams or Robyn Williams at [robyn.williams@cjcc.ga.gov](mailto:robyn.williams@cjcc.ga.gov).

**2 ENTER YOUR AGENCY'S 5% STATUS AND INFORMATION:** Provide basic information including the name of the agency you are submitting on behalf of, whether the agency is currently receiving funding from CJCC, and if the agency was certified during the 2014-2016 certification period.  
**\*\* NOTE: IF YOU ARE NOT CURRENTLY 5% CERTIFIED, YOUR AGENCY NAME WILL NOT BE ON THE LIST. GO TO STEP 5 FOR INFORMATION ABOUT HOW TO COMPLETE YOUR APPLICATION; CERTIFIED AGENCIES CONTINUE TO NEXT STEP.\*\***

**3 SELECT THE COUNTIES SERVED BY YOUR VICTIMS ASSISTANCE AGENCY FOR 2015:** Choose all the counties that your agency provided services for during 2015.

**4 COMPLETE 2015 AGENCY ANNUAL REPORT (CERTIFIED AGENCIES ONLY):** All agencies that were certified during 2015 are required to submit their annual agency report; Provide information on how much your agency received in 5% funding during 2015, how many victims were served, and how the 5% funds were used to serve victims. You must also provide information on what percentage of your agency's total budget your 5% funds represent.

**5 THE AGENCY CERTIFICATION APPLICATION BEGINS HERE:**  
**ENTER YOUR AGENCY'S CHARACTERISTICS:** Provide basic contact information including: legal name, address, county, phone number, web address, year established, agency type, and services provided. You will also enter the name, title, and email address of the person completing the application, in case there are any questions.

**6 PROFESSIONAL QUALIFICATIONS:** Enter the number of employees that meet each of the criteria (Licensed in Social Work, Completed VAT On-Line, etc). If at least one employee does not meet these criteria, your agency will be disqualified. You will need to enter the name, position/title, employment status, and the amount of time employed for the agency employee who meets the criteria.

**7 SERVICE AREA:** Select your service area. Service area consists of the counties in which you actively perform outreach and have relationships with victim service providers, prosecution, law enforcement and/or the courts. You will be required to enter the number of victims that you served in each of the counties you consider to be part of your service area.

**8 SELECT COUNTIES YOUR AGENCY WOULD LIKE TO BE CERTIFIED IN.** If you want to be certified in all the counties you serve, you will be prompted to choose the type of MOUs you have. If you only wish to be certified in a selection of the counties, you will be prompted to choose the counties, then the type of MOUs for each of those counties.

**9 SIGNATURE:** To certify the application, you will be required to enter the name of the Agency's Executive Director and enter your PIN, which is the password you used to log in to the application.

**10 CONFIRMATION PAGE:** This page verifies who completed the application and provides a confirmation number. **Please print this page for your records. You WILL NOT receive a copy of your completed application.** If you would like to go back and screen print certain pages, this would be the time to do so. **You MUST click NEXT to submit your application.** If you do not see a screen that says "End of Interview. Thank you for your participation", you have not submitted your application.

**11 SUBMIT SUPPORTING DOCUMENTATION:** To complete the application process, you will need to submit all necessary supporting documents (MOUs/Certifications) via [the link provided on CJCC's website](#). Have your agency's user name and password on hand because you will include those with your documents. All documents should be submitted no later than 48 hours after the completion of the application. **Your application is not complete until all supporting documents (MOU, VAT, Certifications, etc.) are received.**