

NATHAN DEAL
GOVERNOR



JAY NEAL
EXECUTIVE DIRECTOR

The Criminal Justice Coordinating Council (CJCC) is pleased to announce that it is seeking applications for funding under the Domestic Violence Grant Program.

Domestic Violence Grant Program FY 2018 Request for Applications

Eligibility

Continuation Funding Only

Applicants are limited to agencies located in Georgia that are 501(c)(3) non-profit organizations that meet the eligibility requirements outlined in this solicitation. This RFA is to assist with the funding of state certified domestic violence shelter programs to provide intervention services, awareness, and education to Georgia's citizens on domestic violence prevention strategies that will change the attitudes of communities.

Applicant agencies should be certified and eligible to receive Local Victim Assistance (LVAP) 5% funds. Agencies without certification may apply for funding; however, if funding is awarded the agency will have to complete certification requirements prior to drawing down funds.

Deadline

Applications are due at 5:00 p.m. on Thursday, May 4, 2017

Award Period

July 1, 2017 - June 30, 2018

Contact Information

For assistance with the requirements of this solicitation, contact:

Kristy Carter at 404-657-2061 or Kristy.Carter@cjcc.ga.gov
Natalie Williams at 404-657-2224 or Natalie.Williams@cjcc.ga.gov

In accordance with the Americans with Disabilities Act, the State will provide reasonable accommodation for persons with disabilities. If you need a reasonable accommodation, please contact CJCC at 404-657-1956 or email Kristy.carter@cjcc.ga.gov.

Release Date: April 5, 2017

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Domestic Violence Grant Program FY 2018 Request for Applications

Criminal Justice Coordinating Council

The Criminal Justice Coordinating Council (CJCC) is designated by the Governor of Georgia as the State Administering Agency for criminal justice and victims' assistance programs. Created by the General Assembly (O.C.G.A. § 35-6A-2), the Council is comprised of twenty-four members representing various components of the criminal justice system. CJCC is charged with fiscal and programmatic oversight of the Domestic Violence Grant Programs.

CJCC is soliciting applications for the Domestic Violence Grant Program. Agencies must submit an application to be considered for funding. Agencies are encouraged to read this entire RFA thoroughly before preparing and submitting their grant application. This application is open to all agencies meeting eligibility guidelines for the Domestic Violence Grant Program; decisions about grant awards will be determined through a competitive process.

Overview

The funding sources for this solicitation are the Georgia State Appropriations and the Family Violence Prevention and Services Act Grant Program. Administration on Children, Youth and Families (ACYF) is the federal agency that administers FVPSA State Formula Grant Funds to U.S. states and territories. ACYF is committed to facilitating healing and recovery, and promoting the social and emotional well-being of victims, children, youth, and families who have experienced domestic violence, maltreatment, exposure to violence, and trauma. An important component of promoting well-being in this regard includes addressing the impact of trauma, which can have profound impacts on coping, resiliency, and skill development. ACYF promotes a trauma-informed approach, which involves understanding and responding to the symptoms of chronic interpersonal trauma and traumatic stress across the lifespan. The Family Violence Prevention and Services Act (FVPSA) provides the primary federal funding stream dedicated to the support of emergency shelter and supportive services for victims of domestic violence and their dependents. It helps fund core domestic violence services across the country, including crisis response, safe housing, advocacy, counseling, legal assistance, safety planning, and comprehensive support.

CJCC will accept applications from domestic violence programs for the provision of residential and non-residential domestic violence services. The purpose of the Domestic Violence Grant Program per O.C.G.A. 19-13-22 is to provide intervention services, awareness, and education to Georgia's citizens on domestic violence prevention strategies that will change the attitudes of communities. Core intervention services include the following listed below.

- Safe, confidential shelter staffed 24 hours a day, 7 days a week
- 24-hour crisis line answered by staff
- Service planning/case management
- Safety planning

- Structured children’s activities
- Individual and group counseling, peer support groups and referral to such services to include adults, teens, and children exposed
- Legal advocacy
- Medical advocacy
- Social service advocacy
- Financial advocacy/means of support
- Household establishment services
- Transportation access
- Follow-up
- TANF assessments
- Parenting support/education
- Non-residential support services
- Community outreach and awareness

CJCC asks that applicants fully describe how their program will provide these intervention services along with the awareness and education activities. ***Agencies will describe how they provide cultural and linguistic appropriate services.**

The target population for this RFA is victims of domestic violence and their children.

Federal Definitions

1. Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

2. Domestic Violence: Felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.

3. Family Violence: Any act or threatened act of violence, including any forceful detention of an individual, which (a) results or threatens to result in physical injury and (b) is committed by a person against another individual (including an elderly person) to whom such person is or was related by blood or marriage or is otherwise legally related, or with whom such person is or was lawfully residing.

4. Related Assistance: The provision of direct assistance to victims of family violence and their dependents for the purpose of preventing further violence, helping such victims gain access to civil and criminal courts and other community services, facilitating the efforts of such victims to make decisions concerning their lives in the interest of safety, and assisting such victims in healing from the effects of the violence.

5. Shelter: The provision of temporary refuge and related assistance in compliance with applicable state law and regulation governing the provision, on a regular basis, which includes shelter, safe homes, meals and related assistance to victims of family violence and their dependents.

6. Supportive Services: Services for adult and youth victims of family violence, domestic violence, or dating violence, and dependents exposed to family violence, domestic violence, or dating violence, that are designed to: (a) Meet the needs of victims of family violence, domestic violence, or dating violence, and their dependents, for short-term, transitional, or long-term safety; and (b) provide counseling, advocacy, or assistance for victims of family violence, domestic violence, or dating violence, and their dependents.

A. Eligibility

Awards are limited to 2017 Continuation Award recipient organizations that provide residential and non-residential domestic violence services. **Any award made pursuant to this solicitation is dependent upon the receipt and availability of grant awards and any requirements/conditions attached thereto.**

An eligible applicant must meet all of the following criteria:

1. Be a 501(c)(3) non-profit organization or a public government entity;
2. Serve as the fiscal agent for the grant and the point of contact to CJCC;
3. Be responsible, liable, and oversee financial, program and post-award reporting requirements; and
4. Be certified to receive LVAP 5% funds.

Additional Specific Eligibility Requirements

ACYF established eligibility criteria that must be met by all organizations that receive FVPSA funds. These funds are to be awarded to applicants only for providing services to victims of crime through their staff. Each applicant organization shall meet the following requirements:

- **Religion** - Grantee programs may not promote, discuss, or teach religion. Program activities and services are required to be accessible to any interested participant, regardless of religious affiliation.
- **Federal Criminal Background Checks** - All Grantees must conduct criminal background checks on all direct service and outreach personnel who have contact with victims of domestic violence and their children. Grantees must use fingerprint background checks to conduct a background check on all direct service and outreach personnel once every three years.
- **Internet Security Policy** - CJCC requires all subgrantees to establish and enforce an Internet Security Policy when minor participants and/or staff have access (supervised or unsupervised) to the Internet. This includes any technology provided by CJCC funding and technology utilized by participants during a CJCC funded program component.
- **Comply with CJCC grant requirements** – Agencies must adhere to financial and programmatic guidelines; comply with deadlines; and provide all information to CJCC as requested in a timely fashion.
- **Fiscal Accountability - Commingling of funds on either a program-by-program or project-by-project basis is prohibited.** The subrecipient's accounting system must maintain a clear audit trail for each source of funding for each fiscal budget period and include the following:
 - a) Separate accountability of receipts, expenditures, disbursements and balances. CJCC recommends creating an account in your accounting system for each grant using the grant number provided by CJCC.
 - b) Itemized records supporting all grant receipts and expenditures in sufficient detail to show exact nature of activity.

- c) Data and information for each expenditure and match contribution with proper reference to a supporting voucher or bill properly approved.
 - d) Hourly timesheets describing work activity, signed by the employee and supervisor, to document hours personnel worked on grant related activities.
 - e) Maintenance of payroll authorizations and vouchers.
 - f) Maintenance of records supporting charges for fringe benefits.
 - g) Maintenance of inventory records for equipment purchased, rented, and contributed.
 - h) Maintenance of billing records for consumable supplies (i.e., paper, printing) purchased.
 - i) Provisions for payment by check.
 - j) Maintenance of travel records (i.e., mileage logs, gas receipts).
 - k) Lease Agreements, contracts services, and purchases of equipment that adhere to established procurement processes.
- **Office of Civil Rights** - Pursuant to 28 C.F.R. Section 42.302 all recipients of federal funds must be in compliance with EEOP and Civil Rights requirements. All programs that receive FVPSA funds or are subawarded FVPSA funds via program agreements are required to conform to the grant program requirements. If there is a violation to this it may result in suspension or termination of funding, until such time as the recipient is in compliance. Information on required Civil Rights trainings can be found at <http://ojp.gov/about/ocr/assistance.htm>.
 - **Nondiscrimination** - Federal laws prohibit recipients of financial assistance from discriminating on the basis of race, color, national origin, religion, sex, or disability in funded programs or activities, not only in respect to employment practices but also in the delivery of services or benefits. Federal law also prohibits funded programs or activities from discriminating on the basis of age in the delivery of services or benefits. Findings of discrimination must be submitted to the Office for Civil Rights and to CJCC.
 - **Limited English Proficiency (LEP) Individuals** - In accordance with Department of Justice Guidance pertaining to Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d, recipients of federal assistance must take reasonable steps to provide meaningful access to their programs and activities for persons with limited English proficiency. For more information access <http://www.lep.gov>.
 - **Equal Employment Opportunity Plans** - The applicant agency must meet the requirements of 28 CFR 42.301 et seq., Equal Employment Opportunity Plans (EEOP). The plan must cover the grant period specified in the application. If your agency needs technical assistance in preparing an Equal Employment Opportunity Plan, please contact the Office for Civil Rights Compliance Specialist, Office of Justice Programs, Washington, D.C., (202) 307-0690.
 - **Nondisclosure of Confidential or Private Information** - Eligible agencies must have policies and procedures in place that safeguard the confidentiality of all victim records, contact information, personally identifying information, and other information considered sensitive. The address or location of any FVPSA supported shelter facility will, except with written authorization of the person or persons responsible for the operation of such shelter, not be made public (42 U.S.C. 10406(c)(5)(H)) and the confidentiality of records pertaining to any individual provided family violence services by any FVPSA-supported program will be strictly maintained (42 U.S.C. 10402(a)(2)(E)). Personally identifying information collected in connection with services requested shall not be disclosed. Personally identifying information shall not be revealed without informed written reasonably time-limited consent. These measures must be consistent with applicable Federal, state, and local laws regarding privacy and confidentiality.
 - **Help victims apply for compensation benefits**- Such assistance may include identifying and notifying crime victims of the availability of compensation, assisting them with the application forms and procedures, obtaining necessary documentation, and/or checking on claim status.
 - **Grant Acceptance/Request for Funds** - To accept the grant award, each applicant must return all award documents and all required forms with original signatures within 45 calendar days of the award date. The applicant will be unable to request funds until all required documents are returned to the CJCC office.

- **Special Conditions** - CJCC will assign special conditions for each approved project. Each subgrantee should refer to their award packet for their special conditions. Applicants agree to comply with all the guidelines set forth by the Criminal Justice Coordinating Council. These guidelines can be found in the [Subgrantee Programmatic and Fiscal Compliance Policy](#) on CJCC's website. Any programmatic and fiscal non-compliance may result in a reduction of the award.
- **Other** - Applicants must comply with all forms, assurances, and certifications attached to this RFA. This includes maintaining a DUNS number, EIN, active registration with the System for Award Management (SAM), and other federal forms as requested by CJCC in the award packet.

B. Grant Award Agreement

Grant Award Amount: Any award made pursuant to this solicitation is dependent upon the receipt and availability of grant awards and any requirements/conditions attached thereto. *Please see the FY18 Funding Chart that lists the State and FVPSA award amounts that each agency is eligible to apply for in the attachments.*

Grant Award Period: The grant award period covers July 1, 2017 through June 30, 2018. The funding sources are the Georgia State Appropriations and the Family Violence Prevention and Services Act Grant Program. If the funds appropriated are reduced or eliminated by the Georgia State Legislature or the Administration for Children and Families, CJCC may immediately terminate or reduce the grant award by written notice to the grantee. Termination or reduction will not apply to allowable costs already incurred by the grantee to the extent that funds are available for payment of such costs.

Modification of Funds: CJCC reserves the right to make changes to the application budget at the time of the grant award and will communicate any changes to the applicant. CJCC may negotiate all or part of any proposed budget after award of the grant award agreement due to funding or program requirements provisions.

C. Reporting Requirements

CJCC requires that subgrantees comply with and fully participate in the financial and programmatic reporting requirements for this grant program.

Financial Reporting Requirements

1. *Monthly or Quarterly Subgrant Expenditure Requests:* Upon accepting the award, each agency is required to indicate whether it agrees to submitting Monthly or Quarterly SERs to CJCC. Monthly SERs are due on the 30th day of the month immediately following the month in which expenses were incurred; i.e., an SER for expenses incurred in January is due by February 30. Quarterly SERs are due on the following dates for the corresponding financial reporting periods:

<i>FINANCIAL REPORTING PERIOD</i>	<i>DUE DATES</i>
July 1 – September 30	October 30, 2017
October 1 – December 31	January 30, 2018
January 1 – March 31	April 30, 2018
April 1 - June 30	July 30, 2018

Failure to submit these financial reports in a timely manner will significantly delay any SERs submitted within the grant period. Continued delays will result in a staff recommendation to reduce noncompliant agencies' award amounts.

2. Grantees are required to maintain expenditure documentation such as timesheets, equipment purchases, travel logs, supply purchases, inventory records, and consultant contracts. This documentation may be requested at any time.
3. Grantees must attend any scheduled grant management workshops (if required), mandatory meetings, or required trainings prior to the release of grant funds.

Program Reporting Requirements

CJCC requires that grantees comply with and fully participate in the main components of evaluation and program reporting:

1. *APRICOT Database or Other Database Identified by CJCC* : No later than 30 days after the end of each quarter, the grantee will ensure that program data are reported through the APRICOT database or other database identified by CJCC. The grantee will be responsible and liable for reviewing all data entered into the database for completeness, accuracy, and compliance with CJCC reporting requirements which includes programmatic and financial reporting.
2. *Surveys for Service Outcomes*: Surveys that indicate victims have strategies to enhance safety and increased knowledge of community resources.
3. *Safety Plans*: Safety plan development that indicates victims have access to safety planning and strategies to enhance safety.
4. *Performance Deliverables*: All performance deliverables are due 30 calendar days following the close of the period.

State Domestic Violence Program Performance Deliverables

<i>REPORTING PERIOD</i>	<i>PERFORMANCE DELIVERABLES</i>	<i>DUE DATES</i>
FIRST PERIOD July 1 – September 30	<p>Fully executed grant award materials</p> <p>Submission of program data through APRICOT database or other database identified by CJCC</p> <p>Submission of Community Awareness and Outreach Narrative Report</p> <p>65% of clients report enhanced safety and knowledge of community resources</p> <p>Completion of Performance Improvement Plan if prescribed by CJCC</p> <p>Attendance at all required quarterly meetings and trainings</p>	October 30, 2017
SECOND PERIOD October 1 – December 31	<p>Submission of program data through APRICOT database or other database identified by CJCC</p> <p>Submission of Community Awareness and Outreach Narrative Report</p> <p>65% of clients report enhanced safety and knowledge of community resources</p> <p>Completion of Performance Improvement Plan if prescribed by CJCC</p> <p>Attendance at all required quarterly meetings and trainings</p>	January 30, 2018
THIRD PERIOD January 1 –March 31	<p>Submission of program data through APRICOT database or other database identified by CJCC</p> <p>Submission of Community Awareness and Outreach Narrative Report</p>	April 30, 2018

	<p>65% of clients report enhanced safety and knowledge of community resources</p> <p>Completion of Performance Improvement Plan if prescribed by CJCC</p> <p>Attendance at all required quarterly meetings and trainings</p>	
<p>FOURTH PERIOD April 1 – June 30</p>	<p>Submission of program data through APRICOT database or other database identified by CJCC</p> <p>Submission of Community Awareness and Outreach Narrative Report</p> <p>Completion of at least 10 cumulative community awareness and outreach events (at least one activity in each county being served over the subgrant period)</p> <p>An average for the year of 80% of clients who report enhanced safety and knowledge of community resources</p> <p>Completion of Performance Improvement Plan if prescribed by CJCC</p> <p>Attendance at all required quarterly meetings and trainings</p>	<p>July 30, 2018</p>

FVPSA Domestic Violence Program Performance Deliverables

<i>REPORTING PERIOD</i>	<i>PERFORMANCE DELIVERABLES</i>	<i>DUE DATES</i>
<p align="center">FIRST PERIOD July 1– September 30</p>	<p>Fully executed grant award materials.</p> <p>Submission of program data through APRICOT database or other database identified by CJCC</p> <p>Submission of Narrative Report which identifies how FVPSA funds were used to address one or more the following priority areas:</p> <ul style="list-style-type: none"> ○ Increase of entry points for underserved populations to access services; ○ Teen dating violence; ○ Children exposed to violence; and ○ Access to mental health and substance abuse services 	<p align="center">October 30, 2018</p>
<p align="center">SECOND PERIOD October 1 – December 31</p>	<p>Submission of program data through APRICOT database or other database identified by CJCC</p> <p>Submission of Narrative Report which identifies how FVPSA funds were used to address one or more the following priority areas:</p> <ul style="list-style-type: none"> ○ Increase of entry points for underserved populations to access services; ○ Teen dating violence; ○ Children exposed to violence; and ○ Access to mental health and substance abuse services 	<p align="center">January 30, 2018</p>
<p align="center">THIRD PERIOD January 1 –March 31</p>	<p>Submission of program data through APRICOT database or other database identified by CJCC</p> <p>Submission of Narrative Report which identifies how FVPSA funds were used to</p>	<p align="center">April 30, 2018</p>

	<p>address one or more the following priority areas:</p> <ul style="list-style-type: none"> ○ Increase of entry points for underserved populations to access services; ○ Teen dating violence; ○ Children exposed to violence; and ○ Access to mental health and substance abuse services 	
<p>FOURTH PERIOD April 1 – June 30</p>	<p>Submission of program data through APRICOT database or other database identified by CJCC</p> <p>Submission of Narrative Report which identifies how FVPSA funds were used to address one or more the following priority areas:</p> <ul style="list-style-type: none"> ○ Increase of entry points for underserved populations to access services; ○ Teen dating violence; ○ Children exposed to violence; and ○ Access to mental health and substance abuse services 	<p>July 30, 2018</p>

Post-Award Requirements

1. **Compliance Monitoring** - CJCC staff may conduct visits or desk reviews during the grant period. Additional monitoring activities may also be conducted during the grant year. Site visits and desk reviews will be scheduled with the grantee in advance. Site visits and desk reviews will be conducted to monitor the program for implementation and to view program documentation.
2. **Additional Training, Technical Assistance, and Events** - CJCC may offer a number of non-mandatory, post-award training and technical assistance opportunities and special events. Grantees will be informed of events via e-mail, and the events will be posted on the CJCC website. CJCC staff also will give ongoing, individual technical assistance and other support activities to sub-grantees as needed or requested throughout the year.

D. Application Submission Instructions

Applications must be submitted online via Formstack at <https://cjcc.formstack.com/forms/fy18dvgrant>

Applicants who experience technical difficulties or emergency circumstances should contact Kristy Carter immediately at Kristy.Carter@cjcc.ga.gov or (404) 657-2061 to request an extension or alternate

method of applying.

Applications must be submitted **by 5:00 pm on Thursday, May 4, 2017. There is no commitment on the part of CJCC to fund an application or to fund it at the amount requested.**

All line items within the budget are subject to review and approval. Decisions related to these budget line items are based on allowability, justification and reasonableness.

The application must be completed and submitted in accordance with continuation award RFA guidelines for submission or the proposal may be disqualified. Applications for funding will undergo reviews by CJCC staff, the Victim Assistance Grants Committee, and the Council. At any point during these reviews, a decision not to fund a project or any part thereof may be made. These decisions are within the complete discretion of CJCC.

Basic Information

The first section includes basic information about the applicant agency and its main points of contact for the application. Failure to enter accurate agency and contact information may result in a miscategorization of an application and a delay in funds.

Please indicate whether or not your agency is 5% LVAP certified. Your agency must be certified to receive 5% funds before drawing down funds.

Narrative –*Page Limit- Six (6) Pages

A. Agency Overview

1. Agency Description

- a. Provide a brief overview of the agency applying for the project, including at minimum the agency's name, and year founded.
- b. Describe the applicant's experience with providing domestic violence services in the proposed service area. Include the number of victims that have been served in the past year and the services that are being provided.

2. Target Population

- a. Indicate the counties served by your FY'17 project (if applicable) and the Congressional District(s) served by the project. Agencies can look up Congressional Districts at <https://www.govtrack.us/congress/members/GA>.
- b. Provide a brief description of the county or counties that the applicant is proposing to serve through the Domestic Violence Grant project.
- c. Describe any special populations that are located in the proposed service area and how the applicant is currently serving them and/or will serve them through this project. ****Agencies will describe how they provide cultural and linguistic appropriate services.***

3. Statement of Problem and How Problem Will Be Addressed

- a. Provide a detailed explanation of the problem that will be addressed, either in whole or in part, with the requested grant funds.

- b. Provide data that supports the problem to be addressed in the grant application and site the source of the data provided.
- c. Describe how the grant funds will address the problem.

B. Project Activities

1. Service Delivery

- a. Have any changes been implemented with your crisis call process or intake/system entry process for both residential and non-residential clients since, last year? If so, please describe.
- b. Have any changes been implemented in how your agency provides the following core services and supports to the target population using CJCC grant funds? If so, please describe.
 - a. Safe, confidential shelter;
 - b. Case management/service planning;
 - c. Safety planning;
 - d. Children's advocacy;
 - e. Individual and group counseling and support;
 - f. Legal advocacy;
 - g. Social service advocacy (including medical, financial advocacy, household establishment services);
 - h. Transportation access;
 - i. Parenting support and education; and
 - j. Non-residential support services
 - k. Follow-up
- c. Provide a description of the community outreach and awareness activities that will be conducted by the applicant in the proposed service area.
- d. Briefly describe other services that are offered or provided by the applicant agency through other funding streams to demonstrate comprehensive services.

2. Community Partners

Describe the applicant's collaboration with community partners *and/or* participation on a domestic violence task force within the proposed service area. If the applicant is proposing to serve more than one county, please provide this information for each county

3. Staffing

- a. Describe the primary roles and responsibilities for all project staff. Identify who will serve as the point of contact with CJCC during the grant period.
- b. Please indicate the languages in which your agency's staff members are proficient. "Proficiency" indicates that the staff member can appropriately serve a victim or otherwise converse with someone in their native language if they are LEP.

C. Sustainability

- a. Provide a description of the applicant's financial sustainability plan.
- b. Provide a description of the applicant's ability to maintain adequate cash flow for the project (for a minimum of 45 days) during the entire funding period.

Budget

Applicants must attach a budget using the [Budget Detail Worksheet](#). Staff will review the budget and provide feedback on whether line items are allowable, reasonable and justifiable. Please complete both the budget worksheet and the narrative section.

The budget narrative should be submitted for clarity of expenses requested in the different budget categories. Applicants must provide details on each cost item in the budget. For example, applicants may not just include a cost item for “Speaker Contracts,” the applicant must describe what the event is and its purpose, a brief bio of the speaker, and a justification of including this cost and value added to the grant. Grantees are responsible for obtaining and executing necessary agreements with partners or contractors providing services under this agreement. Documentation and copies of agreements can be requested by CJCC at any time during the contract period.

Program Income

“Program income” is gross income earned during the funding period by the recipient as a direct result of the grant award. *As a general rule, the CJCC does not allow subgrantees to earn or use program income.*

Allowable and Unallowable Costs

A list of unallowable costs is provided in the appendix.

Supplantation

Funds must be used to supplement existing funds for program activities and cannot replace or supplant funds that have been appropriated for the same purpose.

Certification and Completion

Before you submit, review your application from start to finish to ensure you submit complete and accurate information. To finalize the application, please enter the name of the person submitting the application to certify completion. **Remember to submit the application** when you are finished with this section. If more than one application is submitted for the same agency, CJCC will only accept the most recent application.