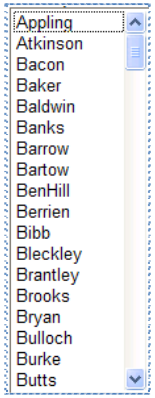
5% Agency Report – Quick Sheet

1 Agencies are asked the following general information: Legal Name, Type of Organization, Mailing Address, Email, Person Completing this Report and Time frame this report covers.

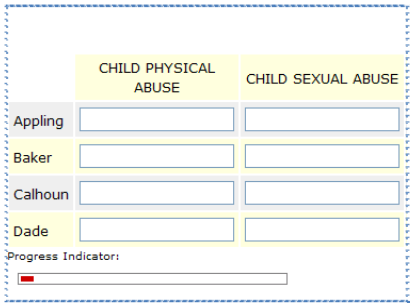
2 You will then be prompted to select ALL COUNTIES served during the reporting period. If you do not select each county served up-front, a county will be missing in the following sections.



This list box includes Georgia's 159 counties as well as "Unknown" and "Out of State".

To select multiple counties: Press and hold the 'Ctrl' key before clicking on each county.

3 Complete each grid according to that section's directions. Links to definitions and directions are provided above each grid.
Pay attention! Sections request data on ALL VICTIMS.



Grids will adapt according to the Program Type and counties chosen by you in Step 3.

Verify your data as you go!
You can always go back to add additional counties and/or correct numbers in a grid.

4 The next series of questions is a 7-question repeating loop which helps CJCC determine the percentage of victims served and services provided according to 5% Funding received.

You are first asked: **"How many counties distributed 5% Funding to your agency?"** This question will control the number of loops you receive. For example, if you enter "1," the loop will only occur once; if you enter "2," the loop will repeat twice, and so on.

NOTE: Each loop represents the different counties that provided 5% Funding to your agency.

5 If you entered "0" for Step 4 (ie. no counties gave 5% Funding to your agency) then you will skip to Step 6. Otherwise...

The 7-question loop asks the following:

1. Enter the name of a county from which your agency receives 5% Funding.
2. How often does your agency receive 5% Funding from this county?
3. Enter the total amount 5% Funding received* from this county during the previous 12 month period (January through December).
   **DO NOT include any other funding received from this county.*
4. Enter the total budget of your agency or victim witness assistance program from all sources (i.e. grants, fundraising, county and state government as well as 5% Funding).
5. Enter the total number of victims served by your agency in this county.
   This number should be the same as the "total number of victims served" for this county as reported in Section II of this report.
6. Please enter the total number of services provided by your agency to victims in this county.
   This number should be the same as the "total number of services provided" for this county reported in Section III of this report.
7. Briefly describe how your agency used 5% Funding. (1,000 character max)
   For example, state that funding was used to pay part or all of the salary of a victim advocate; funding was used to provide emergency financial assistance, transportation services, etc. for victims; or funding was used to pay program operating expenses, including rent, utilities, supplies, etc.

After the final loop your report is complete and you should receive the following statement:

6 **Thank You! You have successfully completed the Local Victim Assistance Add-On Fines (5%Funding) Report.**

Your report has been successfully submitted to CJCC. **PLEASE PRINT AND RETAIN THIS PAGE AS CONFIRMATION OF RECEIPT.**