

2023 John R. Justice (JRJ) Program Application

Instructions: To be considered for funding for the 2023 JRJ Program, please complete the following application, making sure to also prepare the necessary attachments detailed at the end of the application. Please be sure to read any field instructions that are provided to ensure accurate and complete information is provided. The proper requested information must be provided in order to determine eligibility for JRJ funding. Failure to submit all required data could disqualify the proposal from further consideration. Required fields are indicated with a red asterisk (*). Non-required fields can be left blank, if the information requested is not applicable.

General Information					
Title: *		First Name: *		Last Name: *	
<i>For the following SSN # field, please enter your 9 digit social security number. This information is necessary for purposes of payment, if the application is approved, and for grant-required reporting to the federal office. Although this application is a public document, all privacy act rules will be followed to protect this particular field.</i>					
SSN #: *					
<i>For the following email and telephone fields, please enter your desired daytime means of contact. If the primary information is an employment email and/or an employment telephone number, an alternate email and telephone number is also requested in the event you separate from your current employer and must be contacted thereafter. If the primary email and telephone number is not employment-related, skip the Alternate Email and Alternate Phone # fields.</i>					
Primary Email: *					
Primary Phone #: *					
Alternate Email:					
Alternate Phone #:					
<i>For the following address fields, please enter your residential address (not your employment address). Where applicable, PO Boxes should be entered as the Mailing Address and the physical street address entered as the Street Address. If you do not have a PO Box, simply enter your physical street address as the Mailing Address and skip the Street Address field.</i>					
Mailing Address: *					
Street Address:					
City: *		State: *		Zip Code: *	

Educational Information			
<i>Provide information relating to any professional school(s) attended to obtain your law degree. Multiple lines have been provided, if applicable.</i>			
Law School 1: *		Attendance Dates: *	
Law School 2:		Attendance Dates:	
Law School 3:		Attendance Dates:	

Employment Information					
The purpose of this form is to collect general information regarding your employer to verify current employment, have a means of contact to verify current and/or ongoing employment (if necessary), and identify prior employment service.					
Current Employment Service					
Employer Name: *					
Employer Mailing Address: *					
Employer Street Address: <i>(If different than mailing address)</i>					
City: *		State: *		Zip Code: *	
County: *					
Congressional District: *					
Position Title: *					
Hire Date: *					
Work Type: *					
<i>NOTE: If you do not work with one of the "work types" provided above, you are not eligible for the JRJ Program.</i>					
Position Status – is your current position with the above mentioned employer full-time? *					
<i>NOTE: Full-time employment is considered not less than 75% of a 40-hour week, or 30 hours. If you do not meet the definition of "full-time" provided herein, you are not eligible for the JRJ Program.</i>					
Supervisor Name: *					
Supervisor Job Title: *					
Supervisor Phone #: *					
Supervisor Email: *					
Previous Public Interest Employment					
<i>Provide detail for other relevant prior public defender or prosecutor employment. If you have no prior service practicing law, leave the previous employer fields blank. If you have more than 6 previous employers, list the 6 most recent employers with the most recent employer listed first.</i>					
Previous Employer 1:					
Position Title 1:		Employment Dates 1:			
Previous Employer 2:					
Position Title 2:		Employment Dates 2:			
Previous Employer 3:					
Position Title 3:		Employment Dates 3:			
Previous Employer 4:					
Position Title 4:		Employment Dates 4:			

Previous Employer 5:			
Position Title 5:		Employment Dates 5:	
Previous Employer 6:			
Position Title 6:		Employment Dates 6:	

Loan Information				
The purpose of this form is to collect information relating to the student loan for which assistance in repayment is requested and to collect payment remittance information in the event the application is awarded.				
Name of Lending Institution:*				
<i>For the following fields, please enter information exactly as it is reflected by the lending institution. Do not enter the lending institution's general correspondence contact information; enter the payment remittance information.</i>				
Loan Account #: *				
Payment Remittance Name: *				
C/O or Attn: (if applicable)				
Payment Remittance Address: *				
City: *		State: *		Zip Code: *

Income and Debt Worksheet		
The purpose of this form is to gather information that may be used to calculate the applicant's "least ability to repay". Per grant guidelines, the State Administering Agency must give top consideration to those eligible beneficiaries who have the least ability to repay their loan(s).		
Adjusted Gross Income Information		
Applicant Adjusted Gross Income: * <i>(as reflected on most recent IRS tax form)</i>		
Filing Tax Status: * <i>(as reflected on most recent IRS tax form)</i>		
Spousal Adjusted Gross Income: <i>(applicable only if your most recent tax status was 'Married Filing Separate')</i>		
Student Loan Debt Information		
Total Other Student Loan Debt: *		
	Applicant *	Spouse
Assistance from Other Sources/Loan Forgiveness Programs for Student Debt: *		
	Applicant *	Spouse

REQUIRED ATTACHMENTS

In addition to the data provided above, the following documents must accompany the JRJ Application to be considered for funding and to determine eligibility for such funding:

National Student Loan Data Systems (NSLDS) Summary page

NSLDS is the U.S. Department of Education central database for student aid. NSLDS receives data from schools, guaranty agencies, the Direct Loan program, and other Department of Education programs.

Applicants must print the Summary page provided by the NSLDS system. The Summary page is a rollup of student loans obtained by the applicant, including the qualifying student loan for which assistance is requested.

Applicants can access this page at www.nsls.ed.gov, which displays information on loan and/or grant amounts, outstanding balances, loan statuses, and disbursements. In order to use the NSLDS Student Access website, you will need to provide your social security number, the first two letters of your last name, your date of birth, and your PIN (formerly known as EAC). If you do not have a PIN or have forgotten your PIN, go to <http://www.pin.ed.gov/PINWebApp/pinindex.jsp>.

National Student Loan Data System (NSLDS) Detail page

Applicants must also print the Detail page for each student loan the applicant has previously obtained, including the qualifying student loan for which assistance is requested. This page can also be accessed at www.nsls.ed.gov.

NOTE: If the NSLDS Summary page includes 10 loans, for example, the NSLDS Detail pages should include at least 10 pages (one for each loan listed on the NSLDS Summary page, even for the loans with a \$0.00 balance). The NSLDS Detail page(s) includes information about the loan type and the loan status, which is necessary to determine eligibility for JRJ funding.

Certified Assurances

The JRJ Certified Assurances outline terms and conditions that applicants must be aware of and agree to comply with if JRJ benefits are awarded to the application. Applicants must review the attached Certified Assurances, complete the final page, and return this document with the application.

INSTRUCTIONS FOR REQUIRED ATTACHMENTS:

The NSLDS Summary page should be printed and scanned as a single file, preferably as a PDF or JPEG/TIF.

The NSLDS Detail pages should also be printed and scanned as a single file, preferably as a PDF or JPEG/TIF type of document. Do not convert/print the Summary or Detail page as a .txt file as it is then undecipherable and cannot be used by the State Administering Agency to determine eligibility.

The signed Certified Assurances must be printed, completed, and scanned as a single file, preferably as a PDF or JPEG/TIF type of document.

Applicants are strongly encouraged to use appropriately descriptive file names (e.g., “NSLDS Summary”, “NSLDS Detail”, and “Certified Assurances”) for attachments.

Both attachments must be submitted in the same email as the JRJ Program Application.

OTHER ATTACHMENTS

This component of the application requires the applicant to attach applicable documents ONLY if the applicant has consolidated their qualifying loans with a spouse’s loans and/or the qualifying loan has been purchased or sold by the original holder.

If you have not consolidated your qualifying loans with a spouse and/or had a loan purchased or sold by the original holder, disregard this section. No “other” attachments would be necessary.

If you have consolidated your qualifying loans with a spouse and/or are requesting repayment on loan that has been purchased or sold by the original holder, the following documentation must accompany the application.

Consolidation Documentation

Attorneys who consolidate their qualifying loans with a spouse’s loans must provide documentation showing the dollar amount each party held at the time of consolidation and calculate what percentage of the new combined loan is attributable to each person. The State Administering Agency will then look at the current loan balance, and, based on the percentage attributable to the attorney requesting participation, will establish that portion as the “loan balance” eligible for repayment.

Original Loan Qualifying Status

Loans purchased or sold by the original holder are eligible for repayment, assuming all other conditions of the grant guidelines are met. The applicant must provide proof of the original loan’s qualifying status.

INSTRUCTIONS FOR OTHER ATTACHMENTS:

The following file types can be accepted: Word (*.doc, *.docx), Excel (*.xls, *.xlsx), PowerPoint (*.ppt, *.pptx), Publisher (*.pub), Adobe PDF (*.pdf), Photos (*.bmp, *.jpg, *.jpeg, *.jpe, *.asp, *.tif, *.wmf) and similar commonly used programs. If you attach a file type that the State Administering Agency does not have the software to open, or the file is corrupted and cannot be opened, the attachment may not be able to be considered.

Applicants are strongly encouraged to use appropriately descriptive file names (e.g., “Consolidation Documentation” and “Original Loan Qualifying Status”) for attachments.

As applicable, “other” attachments must be submitted in the same email as the JRJ Program Application.



**MISSOURI OFFICE OF PROSECUTION SERVICES
JOHN R. JUSTICE (JRJ) STUDENT LOAN REPAYMENT PROGRAM**

2023 CERTIFIED ASSURANCES

The Subrecipient hereby assures and certifies compliance with all the following certified assurances:

General:

1. The Subrecipient assures that it shall comply with the applicable provisions of the "JRJ Solicitation".
2. **Compliance Training:** As a recipient of federal monies, the Subrecipient is required to review the JRJ Solicitation and the FAQ Documents which may be distributed by the Missouri Office of Prosecution Services. Such review is to ensure that applicants and subrecipients understand their responsibilities to provide post-award information to include, but not limited to, award acceptance, reporting requirements, service agreement contingencies, subaward changes, monitoring responsibilities, record retention, and accounting responsibilities.
3. **Notification of Program Changes:** The Subrecipient agrees to notify, within a timely manner, the Missouri Office of Prosecution Services if there is a change in subaward information at any time during the project period. The notification shall be sent through the JRJ.grant@prosecutors.mo.gov email account. Major program changes may be subject to approval from the Missouri Office of Prosecution Services.
 1. Change in applicant information
 2. Change in legal name/address
 3. Change in employment information
 4. Change in supervisor
 5. Change in loan information
4. **Texting While Driving:** Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), the Missouri Office of Prosecution Services encourages the Subrecipient to refrain from text messaging while driving any vehicle.
5. **Drug-Free Workplace Act of 1988:** The Subrecipient assures that it will comply with the [Drug-Free Workplace Act of 1988](#).

Financial:

1. **Availability of Funds:** The Subrecipient understands all subawards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law. It is understood and agreed upon that, in the event funds from federal sources are not appropriated and continued at an aggregate level sufficient to cover the subaward costs, or in the event of a change in federal or state laws relevant to these costs, the obligations of each party hereunder shall thereupon be terminated immediately upon receipt of written notice.
2. **Release of Funds:** No funds will be disbursed under this subaward until such time as all required documents are signed by the Subrecipient and returned to the Missouri Office of Prosecution Services for final review and signature by the Director or his/her designee.
3. **Termination of Subaward:** The Missouri Office of Prosecution Services reserves the right to terminate any subaward entered into as a result of this application at its sole discretion and

without penalty or recourse by giving written notice to the beneficiary of the effective date of termination. In the event of termination pursuant to this paragraph, all documents, data, and reports prepared by the Subrecipient under the subaward shall, at the option of the Missouri Office of Prosecution Services, become property of the State of Missouri.

In the event that the Missouri Office of Prosecution Services determines that a Subrecipient is failing to comply with the applicable regulations of the program, the Missouri Office of Prosecution Services may permanently or temporarily terminate the subaward. In the event a subaward is permanently terminated, the Missouri Office of Prosecution Services may take action as deemed appropriate to recover any portion of the subaward funds remaining or an amount equal to the portion of the subaward funds wrongfully used.

4. **Enforceability:** If a Subrecipient fails to comply with all applicable federal and state requirements governing these funds, the Missouri Office of Prosecution Services may withhold or suspend, in whole or in part, funds subawarded under the program, or recover misspent funds following an audit or review. This provision is in addition to all other remedies provided to the State of Missouri for recovery of misspent funds available under all applicable state and federal laws.

Programmatic:

1. **Release of Information:** The Subrecipient agrees to provide the appropriate documentation as requested by the Missouri Office of Prosecution Services to verify the information provided within this application, if necessary.
2. **Subaward Documents:** If the Subrecipient receives a subaward under the JRJ Program, he/she will be issued a *Subaward* document by the Missouri Office of Prosecution Services. The Subrecipient understands that such document must be signed and returned, along with other applicable subaward documents, within 45 days of the subaward date.
3. **Reporting Requirement:** The Subrecipient agrees to submit the appropriate documentation in a timely manner as required in the JRJ Solicitation. Failure to submit reports by the deadline dates may result in delay of payment and/or cancellation of the subaward.
4. **Supplanting:** The Subrecipient understands that JRJ funds are a supplement to, not substitute for, personal student loan obligations.
5. **Service Agreement:** The Subrecipient understands that he/she must remain employed as an eligible prosecutor or public defender, as defined by the program guidelines, for a period of service not less than three years (36 months), beginning with the subaward date of the originally signed service agreement, unless involuntarily separated from employment.

Subrecipients of renewed funding must sign a new service agreement to continue receiving benefits under each new fiscal year in order to recertify their continued agreement to the original terms. The newly signed service agreement does not commit the continuing Subrecipient to a new three-year term of service from the date of signature on the recertifying agreement. The new service agreement only binds the continuing Subrecipient to the three-year term of service from the subaward date of the originally signed service agreement from which the Subrecipient originally began receiving JRJ benefits.

Once the original three-year term of service is satisfied, the Subrecipient understands that he/she must remain employed as an eligible prosecutor or public defender, as defined by the program guidelines, for a period of service not less than one year (12 months), beginning with the

subaward date of the signed service agreement, unless involuntarily separated from employment, in exchange for the additional benefits.

- 6. **Default on Subaward:** The Subrecipient agrees, in the event he/she leaves a position as an eligible beneficiary or is involuntarily separated for misconduct or unacceptable performance before completing the agreed upon period of service, he/she will be indebted to the Federal government and must reimburse pursuant to the JRJ Solicitation for the full amount of any student loan repayments made under this subaward.

- 7. **Record Retention:** The Subrecipient agrees to maintain the application, and supporting documentation pertaining to this application, and make such records available for Federal and/or State audit or examination, if necessary. Such records shall be maintained for at least 5 years following notification by the Missouri Office of Prosecution Services that the grant has been programmatically and fiscally closed.

I, _____, do hereby acknowledge that I have read the above Certified Assurances and that I agree to be bound by them and that all information contained in my application is true and correct and made subject to the penalties for perjury.

Signature of Applicant_____

Name of Applicant(printed)_____

Date:_____