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General Information

ACJC Grant Program: Crime Victim Assistance Grant Program

Period Title: FY 2014

Project Title: Gila County Victim Assistance

Purpose Area: Commission Eligible

Has the program been providing services to victims for more than three years? Yes

Applicant Agency: Agency Name: Gila County Attorney's Office
 Department Name: None
 DUNS Number: 148942451

Authorized Official: Beauchamp, Bradley L (Gila County Attorney)
 Mailing Address: 1400 E. Ash Street
 Globe, Arizona 85501
 Email: bbeauchamp@gilacountyaz.gov
 Phone: 928-425-3231, 8646
 Fax: 928-425-3720
 Agency: Gila County Attorney's Office
 Department: none

Project Official: Van Haren, Brenda L (Victim Witness Advocate)
 Mailing Address: 1400 E. Ash Street
 Globe, Arizona 85501
 Email: bvanharen@gilacountyaz.gov
 Phone: 928-402-8836
 Fax: 928-425-9797
 Agency: Gila County Attorney's Office
 Department: none

Program Information

Number of crimes victims served by the program during the most recently completed fiscal year: 1358

Approximate percentage of those crime victims served only by phone, mail, or e-mail: 98

Geographic areas served
 Northern and Southern Gila County and neighboring San Carlos Apache Nation Reservation

Agency Mission Statement
 It is the Mission of the Gila County Victim Services Program to assist innocent victims of a crime in a timely, efficient and compassionate manner, to advocate for the protection of their rights, understanding of those rights and procedures for exercising those rights.

Does the program charge or intend to charge for services? No

If yes, describe fee schedule:

Type of crime victims served (check all that apply)

Adults molested as children

Aggravated assault

Assault

Child sexual abuse

Domestic violence

DUI

Elder abuse/fraud

Identity theft

Robbery

Sexual assault

Survivors of homicide victims

Other non-violent crimes

Other violent crimes

If "Other non-violent crimes", please specify. If none, enter "None" in the box.

Threatening and Intimidating, Assault by a Vicious Dog, Custodial Interference, Resisting Arrest, Interfering with Judicial Proceedings, Disorderly Conduct, Aggravated Harrassment, Discharge of a Firearm, Misconduct Involving Weapons, Hit and Run, Reckless Driving, Unlawful Use of Means of Transportation, Hindering Prosecution, Theft, Shoplifting, Trafficking in Stolen Property, Fraudulent Schemes and Artifices, Luring a Child for Sexual Exploitation, Cyberstalking, Forgery, Indecent Exposure, Burglary, Criminal Damage, Stalking, Failure to Pay Child Support, Simple Assault, Embezzlement, Vandalism, Smuggling of Human Beings, DUI involving Minor Children, Tampering with Physical Evidence, Unlawful Flight, Criminal Trespass, Criminal Littering, Drug Offense Involving a Minor, Possession of Stolen Property, Surreptitious Viewing, Sexual Exploitation of a Minor; Obtaining Utility Services by Fraud

If "Other violent crimes", please specify. If none, enter "None" in the box.

Homicide, Attempted First Degree Murder, Negligent Manslaughter, Second Degree Murder, Forcible Rape, Armed Robbery, Aggravated Assault, Aggravated Assault on a Police Officer

Type of services provided (check all that apply)

Criminal justice supports/advocacy

Emergency financial assistance

Follow-up contact

Information and referral

Notification services

Personal advocacy

Victim compensation claim assistance

If "Other", please specify. If none, enter "None" in the box.

None

For the most recent fiscal year, please provide the **total number** of **services** provided to crime victims in each service area below for the **program** requesting ACJC Victim Assistance funding. *A single victim may receive several different services.*

Crisis intervention services for the urgent emotional or physical needs of a victim which may include a 24-hour hotline for counseling or referrals for a victim.	25
Emergency temporary shelter for a victim who cannot safely remain in current lodging.	12
Petty cash for immediate emergency needs related to transportation, food, shelter, and other necessities.	1
Emergency temporary repairs such as locks and windows damaged as a result of a crime to prevent the immediate reburglarization of a home or apartment.	0
Follow-up counseling dealing with the victimization.	35
Assistance dealing with other social service and criminal justice agencies.	60
Assistance in obtaining the return of property kept as evidence.	18
Assistance in dealing with the victim's landlord or employer.	3
Referrals to other sources of assistance as needed.	250
Court-related direct services or petty cash that help victims participate in criminal justice proceedings including transportation to court, child care, meals, and parking expenses.	55

Court-related advocate services including escorting victims to criminal justice-related interviews, court proceedings, and assistance in accessing temporary protection services.	420
Notification of significant developments in the investigation or adjudication of the case.	25,109
Notification that a court proceeding for which the victim has been subpoenaed has been canceled or rescheduled.	1,824
Notification of the final disposition of the case.	2,088
	Total 29,900

Indicate the number of times the program requesting ACJC Victim Assistance funding provided the following services to assist victims with Crime Victim Compensation claims.

Provide verbal or written information about the Compensation Program.	505
Provide referral and/or transportation to Crime Victim Compensation Office.	25
Provide applications.	50
Provide assistance with completing the application.	20
Provide assistance with obtaining police reports, records, bills, etc.	25
	Total 625

Please describe how the program requesting ACJC Victim Assistance funding assists victims with submitting or processing crime victim compensation claims. *Limit 250 characters, including spaces.*

The Department takes an active part in assisting victims with the process of filling out the compensation applications by gathering documents, bills police reports, etc. Travel to assist the victims is also available.

Number of paid program staff providing **direct** services to crime victims. *Do not include administrative staff.*
Full time: 3 Part time: 0

For the most recent fiscal year, list the total **hours** worked by volunteers. *Must be in direct support of the program.*
250 / 2,080 = 0.12

Project Narrative

Problem Statement

Identify the problem in your community that the grant funded program will address. Be very specific and include statistical data to define the severity of the identified problems. *Response is limited to 3,500 characters, including spaces.*

Enter narrative below:

Due to the high pricing of metals (copper), mining officials have reported that long-closed mining pits in Gila County have prompted expansion efforts with Freeport McMoran and BHP Billiton. As the expansion of the mining base economy continues, it is expected that the population will continue to grow to fill the required job positions. With more population comes a greater risk of higher crime rates.

Although, the juvenile criminal caseload has minimized and there has been a decrease in referrals, according to Juvenile Prosecutors and the Gila County Juvenile Probation Officers, juvenile criminal activity continues to plague the community. During the last fiscal year, the Gila County Board of Supervisors mandated a 20% decrease of budgets for all departments. According to the Gila County Sheriff's Office, the school districts have been impacted greatly because the School Resource Officers Program was the first to go. Those officers who would normally be assigned to the classrooms, have now been assigned to street patrol. Local school officials are trying to handle the problems in-house without the added assistance from law enforcement; however, the issues they are currently faced with have gone far beyond their control.

Project Summary

Provide a summary of the program the ACJC grant funds will support. Include how the program addresses the problem in the community, what services are provided, the population served, why it is important and how it is unique. Also, include at least two specific, measurable program objectives. These objectives should outline specific program activity during the grant

period. Refer to the sample application for examples. *Response is limited to 3,500 characters, including spaces.*

Enter narrative below:

Prior to 2004, victim services were provided by a legal secretary in addition to her everyday duties. As a result, inadequate services were provided. With the assistance of ACJC grant funds, a full-time Victim Advocate position was established.

Additionally, three secretaries have been assigned to the Victim Services Department . The department provides support, guidance, training, education, and notification to crime victims/witnesses which are mandated by statues serving a population of 53,144 people throughout a 5,000 square mile radius. Because of the distance of the out-lying communities a large amount of travel time is required to provide the mandated services. The program goes the extra mile to provide personal advocacy, i.e., meet and confer opportunities, escorts to court or interviews, educational awareness of rights, resources and assistance.

During the 2011-2012 school year, the department evaluated and determined the need to be more involved in the school system so as to bring a greater awareness of juvenile crime activities and the effects it has on our communities. Program outreach and personal interaction with our youth is proving to be very rewarding. By interacting with the youth, the department has gotten a better understanding of the under lying causes. Working and collaborating together with school officials and local authorities new guidelines have been implemented within our school systems.

Last year, our office organized a Domestic Violence Round Table committee. This committee met monthly with local organizations to discuss the effects that Domestic Violence has in our communities. We learned that the effects often go beyond the realm we normally think of and our children are the ones that are being mostly affected. Children who are exposed to domestic violence are at greater risk for substance abuse, juvenile pregnancy, and criminal behavior than those raised in homes without violence. Many studies have noted that children from violent homes exhibit signs of more aggressive behavior, such as bullying, and are up to three times more likely to be involved in fighting. Research has shown that prevention and early intervention efforts are effective in reducing domestic violence and child abuse behavior. Moreover, it is a unique program because there has never been a comprehensive community-based prevention/early intervention collaboration that has addressed all three interrelated types of violence – child abuse, domestic violence, and youth violence. The factors that we have seen contributing to all these forms of violence provides a fertile ground for successful and urgently needed collaborative prevention efforts.

The program will target youth in the 11 to 14 year old age range with education, presentations, and anti-violence school material. When community agencies are involved in a project from the beginning, shaping it and leading it, this extends a stamp of ownership and commitment, facilitates involvement of others in the community, and ensures that the specific activities are designed to meet the actual needs of youth and the entire community.

Project Collaboration

Programs must demonstrate a strong collaborative effort in *each* of these areas: law enforcement, prosecution, service providers, community organizations and other social service agencies. List the public and private organizations your agency collaborates with.

Enter narrative below:

Gila County Sheriff's Office	Dept. of Economic Security (CPS & APS)
Globe, Hayden Payson, Miami Police Depts.	San Carlos Social Services, Indian Health Serv.
Safe Home and Time-Out (DV Shelters)	Horizon Human Services
Pinal-Gila Council for Senior Citizens	AZ Department of Corrections
Domestic Violence Round Table Committee	Sheriff Resource Officers Committee
Safe Kids Globe Chapter	South Eastern AZ Behavior Health Services
Gila County Task Force	Bureau of Indian Affairs
G.I.L.A. (Homeless Shelter)	Boys and Girls Club Globe Chapter
Globe High School	Liberty High School
Destiny School	High Desert School
Tri-City Fire Department	Globe Fire Department
Globe/Miami Senior Citizens Center	Local Churches

Describe in detail a recent collaboration, other than a service referral, involving one or several of the agencies listed above. Discuss the purpose of the collaboration, your agency's contribution to process and the outcomes. *Response is limited to 1,500 characters, including spaces.*

Enter narrative below:

During 2012, the Gila County Attorney's Office and the Victim Services Unit extended an invitation to community agencies, including law enforcement, Social Services, the Clergy, School District Officials, Hospital Administrators and Domestic Violence Shelters for the development of the first Domestic Violence Round Table. Members of this team met for several months to discuss and share concerns regarding domestic violence problems and the effects it was having in our communities. Through efforts of the committee members, a poster was developed which included local resource information and removable boot cards. Posters have been distributed in all local businesses, including private and government buildings.

Committee members discussed the need to create a School Resource Officers (SRO's) Program due to the economy and recent budget cuts to schools and law enforcement. We discussed the negative impact these cuts were having on the school children and on the general communities. The committee gathered information from various state and local agencies as to what similar programs were being utilized. The committee chose a program that would target middle school students, as there were more outbreaks of violent behavior by this group. We are optimistic that by putting this program into operation, several other problems within the school system can be addressed.

Quarterly meetings with school officials will be conducted to monitor the benefits of the program.

Performance Tracking

Briefly describe how the program tracks statistical data for number of crime victims served, number of services provided, referrals, etc. *Response is limited to 500 characters, including spaces.*

Enter narrative below:

Information regarding victim cases which include, the type of crime, the number of victims involved and the demographics of each victim, is transferred to an Annual Service Tracking Sheet. This form of tracking monitors the number of victims served. Thereafter, the data for mandated services for each victim is recorded into an Excel Spreadsheet and is updated on a daily basis. The sheet then auto-calculates the number of mandated services allowed by statute.

Evaluation Plan

How will you evaluate the effectiveness of the program activities? Please indicate how the results of program evaluation activities have made, or will make an impact on the way the program provides services to crime victims. *Response is limited to 1,500 characters, including spaces.*

Enter narrative below:

The program will continue the awareness and educational presentations which can be monitored and measured by logging those presentations; have ongoing communication with school officials and the School Resource Officers, to determine the effectiveness of the in classroom sessions. A tracking-based report created by the program i.e. an excel spreadsheet, would be utilized to assist in the tracking. This type of report will also be used by the law enforcement agencies to help determine if the program is working. Ultimately, the program would encourage the community and its leaders, school officials, and School Resource Officers to stay involved with these children proving how being involved does in fact make a difference and crime rates will decrease.

Survey Response Rate

If the program uses a survey to measure program performance, please indicate the number of surveys administered and the number of survey responses received during the most recently completed fiscal year. Please describe efforts the program has made to increase or maintain a representative survey response rate. If the program does not use a survey then please indicate NONE in the box below. *Response is limited to 1,500 characters, including spaces.*

Enter narrative below:

The victim satisfaction survey, which is currently utilized by the department, reflects the goals and outcomes as indicated and selected in the previous fiscal year grant period. By standardizing the survey questions (and letter of explanation), insures that we collect the same information from everyone. Although over 1000 surveys were sent out, as reported in the annual Statistical Report, the return rate still was only 105. Albeit low, the return rate continues to increase each year about 5%. Of the 105 surveys that were returned, 92 reported being satisfied with the overall services that were provided to them, 5 reported they were dissatisfied with the system, restitution collection process and the Prosecutor's actions. If necessary, a debriefing is conducted by the department to address any concerns that are presented the victims to resolve any issues, if possible.

The telephone survey that had previously been implemented the previous fiscal year, proved to be time consuming and was not beneficial so that survey has been concluded.

Goals and Objectives

Approximate number of victims to be served during the upcoming grant period: 1800

Goal: ECONOMIC STABILITY

Outcomes (please select at least 1):

Description	%	#
Number and percentage of crime victims reporting an increased knowledge of the victim compensation program, restitution and other financial assistance services.	85%	1,530
	%	

Goal: SAFETY

Outcomes (please select at least 1):

Description	%	#
Number and percentage of victims who report understanding and initiating safety plans for meeting their immediate and ongoing safety needs.	75%	1,350
Number and percentage of victims who report being able to better assess their safety needs.	%	

In this space you may optionally provide an additional quality measure of your own choice.	%
	%

Goal: JUSTICE

Outcomes (please select at least 2):

Description	%	#
Number and percentage of victims reporting the information and assistance provided had a positive impact on their participation in the criminal justice system.	85%	1,530
Number and percentage of victims reporting an increased understanding of their legal rights.	80%	1,440
Number and percentage of victims reporting increased knowledge of the legal system.	%	
In this space you may optionally provide an additional quality measure of your own choice.	%	

Goal: QUALITY MEASURES

Outcomes (please select at least 3):

Description	%	#
Percentage of victims reporting overall satisfaction with services.	80%	1,440
Percentage of community collaborators reporting positive satisfaction with services provided.	%	
Percentage of victims who report they would recommend program services to other victims.	80%	1,440
Percentage of victims who reported that advocacy services that were provided were helpful.	80%	1,440
In this space you may optionally provide any additional quality measure of your own choice.	%	

Goal: HEALING

Outcomes (please select at least 3):

Description	%	#
Number and percentage of victims reporting an increased knowledge of services available.	80%	1,440
Number and percentage of victims who report having increased feelings of well being.	80%	1,440
Number and percentage of victims who report they know how to access short and long term resources available to meet their needs.	80%	1,440
Number and percentage of victims reporting the provider's services increased their ability to cope.	%	
Number and percentage of victims completing treatment plan objectives.	%	
In this space you may optionally provide any additional quality measure of your own choice.	%	

Budget

Personnel

Enter narrative below:

The funds that are requested are utilized solely for the salary of the Victim Advocate. The balance is (matched) funded by the County's general fund. The service directly to victims of Gila County promote their participation in the criminal justice system, provide efficient and effective notification services and coordinate education to victims and agencies that serve victims of crime in the community. The funding by this grant is absolutely imperative to this department. Without this funding, services that the program provides would be greatly compromised.

Full Time/Part Time

Match	Position Title	# Pos (FTE)	Annual Salary	Subtotal Salary	ERE Amount	Total
<input checked="" type="checkbox"/>	Victim Advocate	.5	\$34,690.00	\$17,345.00	\$6,076.00	\$23,421.00
<input type="checkbox"/>	Victim Advocate	.5	\$34,690.00	\$17,345.00	\$6,076.00	\$23,421.00
					Salary Subtotal: \$34,690.00	
					ERE Subtotal: \$12,152.00	
					Total: \$46,842.00	Match Total: \$23,421.00
						Nonmatch Total: \$23,421.00

Overtime

Match	Position Title	Hours	Hourly Wage	Subtotal Wages	ERE Amount	Total
					Wages Subtotal: \$0.00	
					ERE Subtotal: \$0.00	
					Total: \$0.00	Match Total: \$0.00
						Nonmatch Total: \$0.00

ERE Breakdown

Enter narrative below:

Employee Related Expenses paid by the county based on total salary; State Retirement match, Social Security, Medicare taxes, Worker's Compensation and Medical Insurance.

Consultant/Contractual Services

Enter narrative below:

Match	Expense Type	Hours	Rate	Total
				Match Total: \$0.00
				Nonmatch Total: \$0.00

Travel (In State)

Enter narrative below:

Match	Expense Type	Units	Amount	Total
				Match Total: \$0.00
				Nonmatch Total: \$0.00

Travel (Out of State)

Enter narrative below:

Match	Expense Type	Units	Amount	Total
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Match Total: \$0.00 Nonmatch Total: \$0.00

Confidential Funds
Enter narrative below:

Match	Expense Type	Amount	Total
			Match Total: \$0.00 Nonmatch Total: \$0.00

Other Operating Expenses
Enter narrative below:

Match	Expense Type	Type	Quantity	Each	Total
<input checked="" type="checkbox"/>	Printing	Supplies	1	\$750.00	\$750.00
<input type="checkbox"/>	Printing	Supplies	1	\$750.00	\$750.00
					Supplies Subtotal: \$1,500.00 Registration/Training Subtotal: \$0.00 Other Subtotal: \$0.00 Total: \$1,500.00 Match Total: \$750.00 Nonmatch Total: \$750.00

Equipment Purchases
Enter narrative below:

Match	Expense Type	Type	Quantity	Each	Total
					Capital Subtotal: \$0.00 Non-Capital Subtotal: \$0.00 Total: \$0.00 Match Total: \$0.00 Nonmatch Total: \$0.00

If matching funds are required for this grant program, provide a description of what funds will be used as the required match.

Gila County General Funds will be used to match this grant.

Total Project Cost

Required Match: \$24,171.00

Match Total: \$24,171.00

Requested Total: \$24,171.00

Administration

If received, will ACJC funds be used as matching funds for other grant program(s)? No
If yes, please list the name(s) of the grant program and funding agency.

Audit Requirements

List the date of your last financial audit.

6/30/2011

Did the audit result in a Schedule of Findings and Questioned Costs?

Yes

Internal Controls

Does your organization have established policies related to salary scales, fringe benefits, travel reimbursement and personnel policies?

Yes

Which of the following describes your organization's accounting system?

Combination

How frequently do you post to the General Ledger?

Daily

Does the accounting system completely and accurately track the receipt and disbursements of funds by each grant or funding source?

Yes

Does the accounting system provide for the recording of actual costs compared to budgeted costs for each budget line item?

Yes

Are time and effort distribution reports maintained for employees working fully or partially on grant programs, which account for 100% of each employee's time?

Yes

Are duties of the bookkeeper/accountant segregated from the duties of cash receipt or cash disbursement?

Yes

Are checks signed by individuals whose duties exclude recording cash received, approving vouchers for payment, and the preparation of payroll?

Yes

Are all accounting entries and payments supported by source documentation?

Yes

Are employee time sheets supported by appropriately approved/signed documents?

Yes

Does the organization maintain policies which include procedures for assuring compliance with the terms of the grant award?

Yes

Does the organization maintain written codes of conduct for employees?

Yes

Does the organization maintain written procurement policies and procedures?

Yes

Does the organization have adequate staff to comply with the terms of the grant agreement?

Yes

Is there a separate bank account maintained for grant funds?

Yes

Are the officials of the agency bonded?

Yes

Does the agency use a double-entry system in accounting for program funds?

Yes

If you answered "No" to any of the questions in this section, please provide a brief explanation why.

Attachments

Please upload the following documents:

All Applicants:

Total Program Budget

Most Recent Financial Audit (include management letter and schedule of findings if applicable)

Job descriptions for personnel to be funded by ACJC Victim Assistance Grant

Sample survey used to measure participant satisfaction with the services provided by the applicant program

Non-profit organizations please attach:

1. A letter from a prosecutor's office or law enforcement agency endorsing the application.
2. A Current board list that includes affiliations identifies current officers and provides the Chairman's contact information.

AND ONE OF THE FOLLOWING:

1. A copy of the organization's 501(c)(3) designation letter from the IRS.
2. Submission of a statement from the state taxing authority or state Secretary of State, or other similar official certifying that the organization is a non-profit operating within the state, and that no part of its net earnings may lawfully benefit any private shareholder or individual.
3. Submission of a certified copy of the applicant's certificate of incorporation or similar document.
4. Submission of any item above (1-3), if that item applies to a state or national parent organization, together with a statement by the state or parent organization that the applicant is a local nonprofit affiliate.

Max size per upload 10MB.

[2013 satisfaction survey.docx](#)

[Pages from Findings of 2011 single audit.pdf](#)

[Recap of findings of 2011 single audit.xlsx](#)

[Audit 10-11 Single Audit.pdf](#)

[app3499_Victim Witness Advocate job description.docx](#)

[app3891_VA total budget 2014.docx](#)

Special Conditions

Special Conditions

1. ACJC grant funds shall be used to provide direct services to victims of crime.
2. ACJC grant funds shall not be used to supplant federal, state, county, or local funds that would otherwise be made available for such purposes.
3. The applicant shall operate in a manner consistent with, and in compliance with, the provisions and stipulations of the approved grant application and agreement.
4. The applicant agrees that it will incorporate the use of volunteers in its program to the extent that such volunteers contribute to the effective and efficient provision of services to crime victims.
5. The applicant agrees to promote coordinated public and private efforts to assist crime victims within the community served.
6. The applicant agrees that ACJC grant funds are not to be expended for any indirect costs that may be incurred in administering the funds.
7. The applicant agrees to expend funds only in the approved budget categories for the amount approved.
8. The applicant agrees that payment obligation is conditioned upon the availability of funds appropriated or allocated for the payment of such obligation.
9. The applicant agrees to retain all books, account reports, files, and other records for a period of five years after the completion of the expiration of the project. All such documents shall be subject to inspection and audit at reasonable times.
10. The applicant agrees to provide accounting, auditing, and monitoring procedures to safeguard grant funds and keep such records to assure proper fiscal controls, management, and the efficient disbursement of grant funds.
11. The applicant agrees to remit all unexpended ACJC grant funds to the Commission within 30 days of receipt of a written request from the Commission.
12. The applicant agrees to submit Quarterly Financial Reports to the Commission on the forms provided. Quarterly Financial Reports are due on October 31, 2013, January 31, 2014, April 30, 2014, and August 15, 2014. An Annual Performance Report is required to be submitted to the Commission on the forms provided. It is due August 15, 2014. In the event that reports are not received on or before the required date(s), the Commission may require more frequent reports. Funding will be suspended until such time as the delinquent report(s) are received.
13. The applicant agrees to comply with all applicable requirements of A.R.S. § 41-1463, all applicable state and federal civil rights laws, and Executive Order 1999-4 and 2000-4. In the event that a federal or state court or federal or state administrative agency makes a finding of discrimination after a due process hearing on the basis of race, color, religion, national origin, sex, age, or disability against the applicant, the applicant will forward a copy of the findings to the Commission.
14. The applicant will assign to the Commission any claim for overcharges resulting from antitrust violations to the extent that such violations concern materials or services supplied by third parties to the applicant in exchange for grant funds provided.
15. The applicant agrees to use arbitration in the event of disputes in accordance with the provisions of A.R.S. §12-1501 et. seq.
16. The applicant agrees that it is acting as an independent contractor and agrees to hold the Commission harmless for the actions of the grantee's employees.
17. The applicant agrees to obtain and maintain subrogation agreements from victims as a condition of receipt of assistance exceeding one hundred dollars (\$100) in direct financial aid.
18. The applicant agrees to comply with the applicable laws and provisions of the Arizona Crime Victim Assistance Program Rules A.A.C. R10-4-201 through R10-4-204.
19. The applicant agrees to submit, upon request, a copy of its financial audit for the most recently completed 12-month period.
20. The applicant assures that it will collect and maintain information on victim services provided by ethnicity, sex, age, and disability.
21. The applicant assures that it will comply with all applicable state and federal drug-free workplace requirements.
22. The applicant assures that it will comply with all state and federal laws regarding privacy during the course of the program. All information relating to clients should be treated with confidentiality. Information shall be disclosed to the Commission, when requested, in compliance with the Crime Victim Assistance Program Rules, state and federal laws, and the grant agreement.

On behalf of the applicant agency I certify that: I have read and understand the conditions listed above; all the information presented in this application is correct; there has been appropriate coordination with affected agencies; and the applicant agency will comply with the provisions of all applicable laws and conditions if awarded funds.