

ACJC Grant Program: Crime Victim Assistance Grant Program

Period Title: FY 2015

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
 AFIS Vendor ID: 18660004440
 AFIS Mail Code: 400

Authorized Official: Mailing Address: Beauchamp, Bradley D (Gila County Attorney)
 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: Mailing Address: Van Haren, Brenda L (Victim Witness Advocate)
 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

Estimated total number of crime victims to be served by the program during the upcoming fiscal year: 1600

Approximate percentage of those crime victims to be served only by phone, mail, or e-mail: 99

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 to be 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, 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, 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, and Obtaining Utility Service by Fraud.

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

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 upcoming fiscal year, please provide the estimated **total number** of **services** to be 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.	20
Emergency temporary shelter for a victim who cannot safely remain in current lodging.	3
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.	25
Assistance dealing with other social service and criminal justice agencies.	75
Assistance in obtaining the return of property kept as evidence.	15
Assistance in dealing with the victim's landlord or employer.	5
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.	50
Court-related advocate services including escorting victims to criminal justice-related interviews, court proceedings, and	450

assistance in accessing temporary protection services.	27,000
Notification of significant developments in the investigation or adjudication of the case.	2,000
Notification that a court proceeding for which the victim has been subpoenaed has been canceled or rescheduled.	2,300
Notification of the final disposition of the case.	
Total	32,194

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

Provide verbal or written information about the Compensation Program.	550
Provide referral and/or transportation to Crime Victim Compensation Office.	25
Provide applications.	50
Provide assistance with completing the application.	25
Provide assistance with obtaining police reports, records, bills, etc.	25
Total	675

Please describe how the program requesting ACJC Victim Assistance funding assists victims with submitting or processing crime victim compensation claims. *Response is limited to 300 words.*
 The Victim Services Department takes an active role in assisting victims with the process of filling out the compensation applications by gathering documents, bills, police reports, etc. Travel to assist the victim is also available.

Number of paid program staff providing **direct** services to crime victims. *Do not include administrative staff.*
 Full time: 2 Part time: 0

For the upcoming fiscal year, list the total **hours** expected to be worked by volunteers. *Must be in direct support of the program.*
 275 / 2,080 = 0.13

Describe your agency's practices in maintaining a community volunteer commitment. At a minimum include:

- Recruitment: how are volunteers recruited?
- Screening: what type of screening and interviews are conducted?
- Training: what type of training do volunteers receive (topics and frequency)?
- Activities: what type of duties are performed by volunteers?
- Supervision: how are volunteers supervised?
- Recognition Activities: how are volunteers recognized?

Response is limited to 300 words.

The Gila County Attorney's Office has such a high standard for work ethics and the responsibility that comes with any job it is quite difficult to find volunteers who can meet this criteria. The volunteers we do get come through recommendations of co-workers or family. Anyone interested in becoming a volunteer first needs to speak with the coordinator of the Victim Service Department. After a brief interview, then they would speak to the County Attorney. During both interviews, the volunteer prospective would need to explain why they would be interested in volunteering at our office. If the prospective gets through the interview process, then a back ground check is completed.

Once the volunteer passes both interviews, they are invited to come and begin simple projects. The first item that is passed along is the importance of confidentiality and accuracy in processing a claim. Most of the things we have the volunteers doing are supervised by one of the Victim Services co-workers.

One of the tasks we have the volunteers help with is in obtaining any medical information and bills. This is one of the most time consuming tasks in our department. Another task the volunteers do is hand out information about Victim Services and the Victim Compensation

Program at functions that are in our area.

Volunteers usually do not stay around very long. Most of them are just trying to obtain some work experience so they can move into a paying position. The few volunteers that come through this office are very much appreciated for the work they perform and the best recognition our office can do is to help them with a letter of appreciation.

Problem Statement

Identify the problem in your community that the grant funded program will address. Be very specific and include statistical data (with citations) to define the severity of the identified problems. *Response is limited to 700 words.*

Enter narrative below:

The Gila County Attorney's Office (GCAO) serves a population of over 53,000 people within a County that is spread out over 5,000 square miles. This includes the cities and towns in Southern Gila County including Globe, Miami, Claypool, Winkelman, Hayden and the San Carlos Apache Indian Reservation. In Northern Gila County, the cities include the Tonto Apache Reservation, Tonto Basin, Young, Payson, Pine and Strawberry. The Victim Services Department in Gila County employs one Victim Advocate and two secretaries/victim advocates. This in itself puts an enormous amount of strain and disadvantage to the department of two secretaries/victim advocates and a victim witness advocate that serves the three Superior Courts, two Misdemeanor Courts, and two Juvenile Courts in both southern Gila County and northern Gila County. In order to serve and provide direct services for all Gila County victims, it is necessary to travel to Payson multiple times a week to ensure that Victim Rights' have been complied with. The GCAO in Payson is 90 miles north of the main office and takes approximately two hours of travel time, one way.

The most recent data compiled by Neighborhoodscout.com indicates that the two largest cities in Gila County had a total of 145 violent victim crimes and 877 property victim crimes during the past year. According to the Arizona Department of Public Safety's 2011 report a total of 152 violent crimes in the area.

Due to high pricing of metals (copper), mining officials have reported that long-closed mining pits in our county have prompted expansion efforts. The main source of income to the area comes from Freeport McMoran and BHP copper mines in our area. BHP reported a growth from January 2012 to present from 100 employees to over 600 employees. With this expansion of mine growth, comes a greater risk of higher crime rates.

Our annual statistics have shown that the number of victim crimes in the Payson area is almost equal to the victim crimes in the Globe-Miami area. With the increase in crime, and specifically victim related crimes, the Gila County Victim Services Department must maintain the high standard and level of services. According to the FY 2012-2013 Annual Statistics Report for Gila County, nearly 1,400 victims were provided direct services.

By having the victim advocate attend each court date, the victims of crime have the immediate attention of the victim advocate and/or prosecutor, which includes addressing the most common concerns that victims have, being the inability to understand the court process. This making it easier for the victim to become involved and stay involved throughout the court process.

The funding by this grant is absolutely imperative to this department. Without this funding, services that the program provides would be greatly compromised.

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 700 words.*

Enter narrative below:

Prior to 2004, victim services were provided by legal secretaries in addition to their everyday duties. As a result, inadequate services were being provided to the victims. With the assistance of ACJC grant funds, a full-time Victim Advocate position was established. Thereafter, a separate department was created adding, at this time, the Advocate and one secretary to assist in victim notification. Due to the overwhelming number of victim related crimes in Gila County, and with the new law taking effect in 2007, **State vs. Klein case**, which determined that victims of misdemeanors were now eligible for the same victim's rights as felony victims, another secretary was assigned to this department. The mission of the department then was established to assist innocent victims of crime in a timely, efficient and compassionate manner. Each victim was insured to receive the highest level of services and that their victims' rights were exercised and enforced.

The project is needed in order to provide support, guidance, and notification to crime victims that are mandated by the Arizona Revised Statutes. Because of the distance between Northern and Southern Gila County, a significant amount of travel time is required to provide these mandated services. Our victim service program goes that extra mile in providing personal advocacy, i.e. escorts to court or interviews, awareness of rights, and provide community information referrals.

Between the two secretaries/victim advocates attending all court hearings there is a total of over 40 hours taken away from daily/weekly duties. This number does not include any trials that may be calendared. This is one-third of our time, or one person unable to provide direct

services, i.e., away from our desk and away from assisting victims who may come by the office or call. Office duties include opening and closing files, calling each victim on the onset of the case to inform them what they can expect from our office along with information about the procedures of the court proceedings and providing information on resources in our communities. Additionally, the victim has the opportunity to speak to an advocate, ensure that the office has correct contact information and to voice any other concerns they may have.

The advocates also work as a liaison between the victims and a prosecutorial staff of ten attorneys, providing necessary information regarding restitution amounts, scheduling meet and confers with the attorney assigned to their case, dealing with insurance companies to obtain restitution information, assisting the Probation Department, law enforcement agencies, and various other related duties associated with victims' rights.

Objective 1: Ensure victims have an increased understanding of their legal rights and participation in their case. In January 2013, a new County Attorney was elected, and at his direction, the victim services office was now required to contact each victim on the onset of new victim cases. Telephone calls to each victim are made to inform them of their victim rights and status of their case. Additionally, victims are able to address any concerns they may have regarding their case. This initial contact has proven to be quite helpful to both the victim and our office. Because of this initial contact, our office has seen an increase in victim participation from arraignment to sentencing.

Objective 2: Percentage of victims reporting overall satisfaction with services. Another directive by the new administration and instituted in 2013 was that victim advocate would be present at every court appearance involving a victim crime whether the victim was present or not. By attending these hearings, the department is better equipped to inform each victim with the necessary information concerning their case. This requirement has proven to be effective and positive and the department has seen more victims in attendance and participating in the hearings as well as with the entire judicial process.

Because of the victim's involvement from the onset of their case, the department has seen an overall increase of victims reporting that the services that were provided by the department were helpful and positive. The victims have reported that they are an integral part of the case and their experience is more positive and they do not feel they have been re-victimized by the system.

Evaluation Plan

The evaluation of our program begins with determination of the number of cases that are referred to our department by the prosecutor's staff. After each contact our secretaries/advocates log each contact whether it is by phone, mail, email, or in person. This determines the number of contacts made by the week, month, and year. Our department has weekly meetings where we discuss any input that may have been received and makes a comparison of the number of victim cases filed with the number of contacts made, which in turn gives us an average of contacts per case. If there is an issue, our department is able to address

it with a quick response.

The program will continue to utilize the satisfaction survey that is sent out after the case has been completed. During the closing of the file, the survey along with the Post-Conviction Notification paperwork and Minute Entry are then sent out to each victim with instructions on how to complete and return to our office in the self-addressed envelope that we have included. In the initial telephone contact, the survey is discussed with each victim as well as the importance of completing and returning it, we have seen a small increase of returned surveys. In FY 2012-2013, a total of 48 satisfactions were returned. Although this FY 2013-2014 is not complete, to date, 52 surveys have already been returned. This new process has proven to be working since there are more surveys returned than the previous year. These surveys are reviewed upon receipt by our office. Our department holds weekly meetings where we discuss a variety of matters one of which is the responses from the surveys. If the survey has a negative response, the department is able to address the victim's concerns or issues immediately.

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 . *Response is limited to 300 words.*

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 300 words.*

Enter narrative below:

During 2013, the Gila County Attorney's Office and Victim Services participated in a community personal hygiene drive. A collection of soap, toothpaste, toothbrushes, deodorant, mouthwash, shampoo, conditioner, lotions, combs, brushes, razors, limited number of toys and clothing items were distributed to the Gila County Safe-Home, Payson's Domestic Violence

Time-Out Shelter, and the G.I.L.A. House (Homeless Shelter).

Victim's Rights and Victim Compensation training was presented to the local law enforcement from Hayden, Winkelman, Globe, Miami, Payson, Sheriff's Office and San Carlos. Also in attendance was judicial staff from Gila County and San Carlos Social Services, Indian Health Services. Participants were introduced to current victims' rights in Arizona and as well as how the victim compensation program is facilitated.

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 300 words.*

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. Therefore, 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 700 words.*

Enter narrative below:

The evaluation of our program begins with determination of the number of cases that are referred to our department by the prosecutor's staff. After each contact our secretaries/advocates log each contact whether it is by phone, mail, email, or in person. This determines the number of contacts made by the week, month, and year. Our department has weekly meetings where we discuss any input that may have been received and makes a comparison of the number of victim cases filed with the number of contacts made, which in turn gives us an average of contacts per case. If there is an issue, our department is able to address it with a quick response.

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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 700 words.*

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 850 surveys were sent out, as reported in the annual Statistical Report, the return rate still was only 48. This number is low; however the return rate continues to increase this year. To date, our numbers are already 60 plus.

This past year we have implemented a new procedure by calling each victim on the onset of the case and explaining the procedures and the materials they will be receiving throughout their case. This also allows for explanation of services available to them and their understanding of their rights and knowledge of the legal system.

Goal: Economic Stability

Outcomes (please select at least 1):

Description	%
Percentage of crime victims reporting an increased knowledge of the victim compensation program, restitution and other financial assistance services.	80%

Goal: Safety

Outcomes (please select at least 1):

Description	%
Percentage of victims who report understanding and initiating safety plans for meeting their immediate and ongoing safety needs.	%
Percentage of victims who report being able to better assess their safety needs.	72%
In this space you may optionally provide an additional quality measure of your own choice.	%

Goal: Justice

Outcomes (please select at least 2):

Description	%
Percentage of victims reporting the information and assistance provided had a positive impact on their participation in the criminal justice system.	82%
Percentage of victims reporting an increased understanding of their legal rights.	%
Percentage of victims reporting increased knowledge of the legal system.	77%
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.	88%
Percentage of community collaborators reporting positive satisfaction with services provided.	%
Percentage of victims who report they would recommend program services to other victims.	91%
Percentage of victims who reported that advocacy services that were provided were helpful.	91%
In this space you may optionally provide any additional quality measure of your own choice.	%

Goal: Healing

Outcomes (please select at least 3):

Description	%
Percentage of victims reporting an increased knowledge of services available.	91%
Percentage of victims who report having increased feelings of well being.	%
Percentage of victims who report they know how to access short and long term resources available to meet their needs.	72%
Percentage of victims reporting the provider's services increased their ability to cope.	78%
Percentage of victims completing treatment plan objectives.	%
In this space you may optionally provide any additional quality measure of your own choice.	%

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.

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	\$6,717.00	\$24,062.00
<input type="checkbox"/>	Victim Advocate	.5	\$34,690.00	\$17,345.00	\$6,717.00	\$24,062.00
					Salary Subtotal: \$34,690.00	
					ERE Subtotal: \$13,434.00	
					Total: \$48,124.00 Match Total: \$24,062.00	
					Nonmatch Total: \$24,062.00	

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
				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
					Supplies Subtotal: \$0.00
					Registration/Training Subtotal: \$0.00
					Other Subtotal: \$0.00
					Total: \$0.00 Match Total: \$0.00
					Nonmatch Total: \$0.00

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.

Total Project Cost

Required Match: \$24,062.00

Match Total: \$24,062.00

Requested Total: \$24,062.00

Financial Capacity

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

Provide the date of your last financial audit (A-133 or independent audit).

2/5/2014

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

Yes

Policies & Procedures

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

Accounting System

Is there a separate account maintained for grant funds?

Yes

How frequently does posting to the General Ledger occur?

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

Internal Controls

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

Yes

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

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

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

Yes

Are the officials of the agency bonded or covered by a liability policy?

Yes

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.

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

[2012 Single Audit Report.pdf](#)

[2014 satisfaction survey.docx](#)

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 Monthly Financial Reports to the Commission through the Grants Management System (GMS). Financial reports are due on the 25th of each month. An Annual Performance Report is required to be submitted to the Commission on the forms provided. It is due August 15, 2015. 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.

