

FY 2013 VRP ANNUAL REPORT

For contract period July 1, 2012 through June 30, 2013 ♦ Due on or before August 9, 2013

I. AGENCY IDENTIFYING INFORMATION

Agency:	Contract #:
Contact:	
Address:	
Phone:	
Email:	

Report Prepared By: _____ Title: _____
 Phone: _____ Fax: _____ Email: _____

II. SUMMARY OF VRP EXPENDITURES

A. **VRP EXPENDITURES:** Indicate the total amount of Victims' Rights Program monies expended by your agency in each applicable cost category.

COST CATEGORY (a)	VRP BUDGET (b)	VRP EXPENDITURES (c)
PERSONNEL		
ERE (<i>Employee Related Expenses</i>)		
CONSULTING		
OPERATING		
EQUIPMENT		
INTEREST EARNED		
VRP TOTAL	\$	

B. **PORTION OF AWARD TO REVERT*** [TOTAL (b) – TOTAL (c)]: \$ _____
 See VRP Guidelines, pg 4, if reversion amount is less than \$100.00.

C. Is a reversion warrant (check) included with this report? Yes No Not Applicable
 If no, indicate date that reversion warrant will be mailed to the Attorney General's Office: _____
 If applicable, please explain the reason(s) for reverting FY 2013 VRP Funds: _____

III. DETAIL OF VRP EXPENDITURES

For each of the cost categories in which your agency or court expended **VRP funds**, please complete the following section(s) which correspond to those expenditures.

A. PERSONNEL / ERE EXPENDITURE TABLE Not Applicable

POSITION TITLE & EMPLOYEE NAME (a)	HOURLY RATE (b)	VRP SALARY COST (c)	VRP ERE COST (d)
TOTAL*			

*NOTE: Totals in columns (c) and (d) above should match Personnel and ERE Expenditures reported on page 1 of this report.

B. Complete the chart below as it pertains to agency personnel who, regardless of their fund source (including VRP-funded personnel), spent at least 10% or more of their time performing victims' rights duties in FY 2013. Not Applicable

EMPLOYEE NAME	TITLE	% OF TIME SPENT ON MANDATED DUTIES

*NOTE: if personnel are listed here, list the portion of their salary performing victims' rights mandated duties NOT covered by VRP in section IV (non-VRP expenditures).

III. DETAIL OF VRP EXPENDITURES (continued)

C. CONSULTING EXPENDITURE TABLE Not Applicable

DESCRIPTION OF SERVICE (a)	COST PER HOUR (b)	VRP CONSULTING COST (c)
TOTAL*		

*NOTE: Total in column (c) above should match Consulting Expenditure reported on page 1 of this report

D. EQUIPMENT EXPENDITURE TABLE: Should include any and all equipment purchases or rental/lease agreements valued at \$500 or more. Not Applicable

ITEM DESCRIPTION (a)	QUANTITY (b)	COST PER ITEM (c)	VRP EQUIPMENT COST (d)
TOTAL*			

*NOTE: Total in column (d) above should match Equipment Expenditure reported on page 1 of this report.

E. OPERATING EXPENDITURES TABLE Not Applicable

SUB-CATEGORY (a)	VRP OPERATING COST (b)
POSTAGE	
STATIONERY	
COPYING	
OFFICE FURNITURE (under \$500)	
TELEPHONE	
GENERAL SUPPLIES	
DATA PROCESSING SOFTWARE	
PRINTING	
OTHER (specify)	
OTHER (specify)	
TOTAL*	

*NOTE: Total in column (b) above should match Operating Expenditures reported on page 1 of this report.

IV. SUMMARY OF NON-VRP EXPENDITURES

NON-VRP EXPENDITURES: Indicate by cost category, the amount of non-VRP monies expended by your agency in FY 2013 to provide statutorily-mandated victims' rights services. Not Applicable

COST CATEGORY	NON-VRP EXPENDITURES	NON-VRP FUND SOURCE
PERSONNEL		
EMPLOYEE-RELATED EXPENSES		
CONSULTING		
OPERATING		
EQUIPMENT		
TOTAL		

V. FINANCIAL REVIEW

A. Who is the individual directly responsible for the maintenance of your agency's VRP financial records?

Name

Title

Department

Phone

B. What are the types of records used by your agency to guarantee fiscal control, proper management, and efficient expenditure of VRP monies?

C. How long are records kept?

D. Please provide the names/numbers of account(s) where VRP monies are maintained. (Attach a sample report which shows expenditure detail)

E. Briefly discuss the benefit of VRP monies to your agency in FY 2013.

VI. VICTIMS' RIGHTS SERVICES

For each of the statutory sections listed below, and according to the **Annual Report Instructions**, indicate the number of services provided to victims between July 1, 2012 and June 30, 2013. Not Applicable

LAW ENFORCEMENT / CUSTODIAL – FY 2013 SERVICES	
BRIEF TITLE	STATUTE REFERENCE
Information provided by law enforcement	13-4405(A)-(F) & 8-386(A)-(F)
# FY 2013 Services:	
Copy of terms and conditions of release	13-4407
# FY 2013 Services:	
Notice of release from custody	13-4412(A)
# FY 2013 Services:	
Notice of escape from custody and subsequent re-arrest	13-4412(B)
# FY 2013 Services:	
Notice of prisoner's status (post-conviction)	13-4413(B)
# FY 2013 Services:	
TOTAL SERVICES	

VI. VICTIMS' RIGHTS SERVICES (continued)

For each of the statutory sections listed below, and according to the **Annual Report Instructions**, indicate the number of services provided to victims between July 1, 2012 and June 30, 2013. Not Applicable

PROSECUTORIAL – FY 2013 SERVICES		
BRIEF TITLE	CRIMINAL STATUTE	JUVENILE STATUTE
Limited Rights of a legal entity – initial notice	13-4404.1-2	8-385.1-2
# FY 2013 Services:		
Notice to a legal entity of a restitution or sentencing proceeding	13-4404.3	8-385.3
# FY 2013 Services:		
Notice of initial appearance	13-4406	n/a
# FY 2013 Services:		
Provision of terms and conditions of release	13-4407	n/a
# FY 2013 Services:		
Preliminary notice of rights	13-4408(A)	8-389(A)
# FY 2013 Services:		
Notice of declination and right to confer	13-4408(B)	8-389(B)
# FY 2013 Services:		
Notice of proceedings (including continuances)	13-4409(C)	8-390(D)
# FY 2013 Services:		
Notice of dismissal or acquittal (<i>count as 1</i>) or conviction and related rights at sentencing (<i>count as 7 for felonies and 5 for misdemeanors</i>)	13-4410(A)-(C)	8-391(A)-(C)
# FY 2013 Services:		
Notice of sentence/disposition	13-4411(A)-(C)	8-392(A)-(C)
# FY 2013 Services:		
Notice of post-conviction/post-adjudication proceedings and outcome	13-4411(D)	8-392(D)
# FY 2013 Services:		
Provision of pre-sentence report	13-4425	n/a
# FY 2013 Services:		
Notice of request for defense interview and right to refuse	13-4433(B)(D)	8-412(B)(D)
# FY 2013 Services:		
Notice of right to leave work to attend court	13-4439	8-420
# FY 2013 Services:		
CRIMINAL AND JUVENILE SERVICES' SUBTOTALS		

CRIMINAL SUBTOTAL + JUVENILE SUBTOTAL = _____ (TOTAL SERVICES)

VI. VICTIMS' RIGHTS SERVICES (continued)

For each of the statutory sections listed below, and according to the **Annual Report Instructions**, indicate the number of services provided to victims between July 1, 2012 and June 30, 2013. Not Applicable

COURTS/JUVENILE DETENTION – FY 2013 SERVICES		
BRIEF TITLE	CRIMINAL STATUTE REFERENCE	JUVENILE STATUTE REFERENCE
Provision of terms and conditions of release	n/a	8-387
# FY 2013 Services:		
Notice of diversion	n/a	8-388
# FY 2013 Services:		
Notice of release or escape (pre-adjudication)	n/a	8-393(A)
# FY 2013 Services:		
Notice of date, time and place of sentencing/disposition proceeding and victims' rights to be present and heard	13-4410(D)	8-391(D)
# FY 2013 Services:		
Notice of probation modification, termination, revocation	13-4415(A)-(B)	8-396(A)-(B)
# FY 2013 Services:		
Notice to victims' counsel of request of continuance	13-4435(B)	n/a
# FY 2013 Services:		
Notice of release or discharge from a Mental Health/Residential Treatment Agency	n/a	8-397(A)
# FY 2013 Services:		
Notice of escape (and readmission) from a Mental Health/Residential Treatment Agency	n/a	8-397(B)
# FY 2013 Services:		
Provision of information from pre-disposition report	n/a	8-404(C)
# FY 2013 Services:		
CRIMINAL OR JUVENILE SERVICES' TOTAL		

VI. VICTIMS' RIGHTS SERVICES (continued)

For each of the statutory sections listed below, and according to the **Annual Report Instructions**, indicate the number of services provided to victims between July 1, 2012 and June 30, 2013.

CORRECTIONS – FY 2013 SERVICES		
BRIEF TITLE	CRIMINAL STATUTE REFERENCE	JUVENILE STATUTE REFERENCE
Provision of terms and conditions of release	n/a	8-387
# FY 2013 Services:		
Notice of escape from custody/re-arrest	13-4412(B)	8-393(B)
# FY 2013 Services:		
Notice of prisoner/juvenile status (post-conviction/post-adjudication)	13-4413(A)	8-394(A)(B)
# FY 2013 Services:		
Notice of post-conviction/post-adjudication release hearing date/applicable rights/outcome	n/a	8-395(B)(C)
# FY 2013 Services:		
Notice of conditional liberty proceedings/modification/arrest	n/a	8-396(D)
# FY 2013 Services:		
Notice of release, discharge or escape from Mental Health / Residential Treatment Agency	n/a	8-397(A)(B)
# FY 2013 Services:		
CRIMINAL OR JUVENILE SERVICES' TOTAL		

VII. PERFORMANCE REVIEW

	FY 2013	FY 2012*
A. Number of VRP services <i>(from the bottom of page 5,6,7 or 8 of this report)</i>		
B. Number of victims served PROSECUTOR'S OFFICES: <i>remember to include <u>legal entities, declinations, and new and existing victims</u> in your total victims served count</i>		

**(this number must be the same as what was reported on your annual report last year unless there was an approved correction made in cooperation with the Attorney General's Office)*

- C. Please explain any significant variances in your numbers from last year to this year.
- D. Please explain how you count your services (include a copy of your tally sheet or database report)

- E. Which standard below best characterizes the level of satisfaction victims have had with the victim services provided by your agency?

High
 Average
 Low
 Unknown or unable to determine

If High, Average or Low: how are you able to reach this assessment?

1. How many surveys were administered?
2. How many were returned?
3. At what time during the process are they sent out?
4. Please summarize the results of your survey.
5. Please attach a sample of the tool or instrument your agency uses to elicit information regarding victim satisfaction with services

If unknown, or unable to determine, explain. *Please note, this is a requirement of A.R.S. § 41-191.08 (F).*

- F. Does your agency *use* the feedback provided by victims to improve services? Yes No

If **yes**, give an example of an improvement in FY 2013 that was the result of such feedback.

If **no**, why not? Is feedback used for any purpose other than VRP reporting?

VIII. CERTIFICATION

initials

1. The VRP participant certifies that the information contained in this annual report is complete and accurate to the best of its knowledge, and that VRP monies, as reported herein, were expended for only those FY 2013 costs that were necessary and essential for delivery of services as defined in the FY 2013 Victims' Rights Program Guidelines set forth by the Attorney General's Office of Victim Services.

initials

2. The VRP participant certifies that in FY 2013, funds were used to supplement, not supplant, monies that would otherwise have been available to fund provision of services to victims of crime as mandated by A.R.S. Title 13, Chapter 40 and/or A.R.S. Title 8, Chapter 3, Article 7. VRP monies were used strictly to maintain or enhance victims' rights services, not as a substitute for other sources of support.

initials

3. The VRP participant warrants that all appropriate members of its staff have reviewed victims' rights statutes (A.R.S. Title 13, Chapter 40 and/or A.R.S. Title 8, Chapter 3, Article 7) and have achieved a factual and practical understanding of its provisions and the participant's responsibilities thereunder.

initials

4. The VRP participant certifies that, pursuant to A.R.S. §§ 13-4417(C) and 8-398(C), it has established and is maintaining a system for the receipt of victim requests for notice.

initials

5. The VRP participant certifies that, in FY 2013, it complied with the applicable provisions of Arizona's victims' rights laws (A.R.S. Title 13, Chapter 40 and/or A.R.S. Title 8, Chapter 3, Article 7) and VRP Program Guidelines and the Award Agreement.

initials

6. The VRP participant certifies that, pursuant to A.R.S. §§ 13-4417(B) and 8-398(B), it has reported its victim notice procedures to the Attorney General by way of providing current copies of its forms, letters, policies, procedures, etc., and that any changes to those materials over the past year have been provided to the Attorney General or are enclosed herewith.

initials

7. The VRP participant certifies that, in FY 2013, it provided accounting, auditing, and monitoring procedures and has kept such records as necessary to guarantee fiscal control, proper management, and efficient expenditure of VRP monies.

initials

8. The VRP participant certifies that, in FY 2013, it complied with all applicable non-discrimination requirements or A.R.S. § 41-1463, Arizona Executive Order 99.4, and all applicable state and federal civil rights laws.

The VRP participant, by the initials above and the signature below, certifies that it understood and abided by all the terms and conditions related to reporting, auditing, awarding and management of Victims' Rights Fund monies in FY 2013.

OFFICIAL AGENCY HEAD OR PRESIDING JUDGE

PRINTED NAME: _____

TITLE: _____

SIGNATURE: _____ DATE: _____