

## FY 2014 VRP ANNUAL REPORT

**For contract period July 1, 2013 through June 30, 2014 ♦ Due on or before August 8, 2014**

### I. AGENCY IDENTIFYING INFORMATION

<b>Agency:</b>	<b>Contract #:</b>
<b>Contact:</b>	
<b>Address:</b>	
<b>Phone:</b>	
<b>Email:</b>	

Report Prepared By: \_\_\_\_\_ Title: \_\_\_\_\_  
Phone: \_\_\_\_\_ 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		
<b>VRP TOTAL</b>	\$	

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

EMPLOYEE NAME (a)	POSITION TITLE (b)	HOURLY RATE (c)	VRP SALARY COST (d)	VRP ERE COST (e)
<b>TOTAL*</b>				

**\*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 2014.

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)
<b>TOTAL*</b>		

\*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)
<b>TOTAL*</b>			

\*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)	
<b>TOTAL*</b>	

\*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.

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

## 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 your agency's financial report which shows expenditure detail and identifies the VRP account number as a separate account.)

E. Briefly discuss the benefit of VRP monies to your agency in FY 2014.

## 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, 2013 and June 30, 2014.  Not Applicable

<b>LAW ENFORCEMENT / CUSTODIAL – FY 2014 SERVICES</b>	
<b>BRIEF TITLE</b>	<b>STATUTE REFERENCE</b>
Information provided by law enforcement	13-4405(A)-(F) & 8-386(A)-(F)
<b># of Request Waiver forms issued                      multiplied by 9:</b>	
Copy of terms and conditions of release	13-4407
<b># of instances victim provided a copy of the terms and conditions of release:</b>	
Notice of release from custody	13-4412(A)
<b># of instances victim and prosecutor were given notice of release (includes transfers):</b>	
Notice of escape from custody and subsequent re-arrest	13-4412(B)
<b># of instances victim and prosecutor were given notice of escape:</b>	
<b># of instances victim and prosecutor were given notice of re-arrest:</b>	
Notice of prisoner's status (post-conviction)	13-4413(B)
<b># of instances victim was notified of prisoner's post-conviction release:</b>	
<b># of instances victim was notified of prisoner's death (post-conviction):</b>	
<b>TOTAL SERVICES</b>	

## 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, 2013 and June 30, 2014.  Not Applicable

<b>CITY PROSECUTOR – FY 2014 SERVICES (1 of 3)</b>	
BRIEF TITLE	STATUTE REFERENCE
Limited Rights of a legal entity – initial notice	13-4404.1-2
<b># of instances Legal Entity was notified of right to appear and be heard at restitution or sentencing proceedings:</b>	
<b># of instances Legal Entity was notified of right to submit a written statement concerning restitution or sentencing:</b>	
Notice to a legal entity of a restitution or sentencing proceeding	13-4404.3
<b># of instances Legal Entity was notified of the date, time and place of a restitution or sentencing proceeding:</b>	
Notice of initial appearance	13-4406
<b># of instances victim was notified of the IA of an accused who appeared for a summons or Writ of Habeus Corpus:</b>	
Provision of terms and conditions of release	13-4407
<b># of instances victim was given a copy of the terms and conditions of release of an accused who was summoned to appear:</b>	
Preliminary notice of rights	13-4408(A)
<b># of initial notification letters to victims multiplied by 5:</b>	
<b>OR</b>	
<b># of instances victim was given notice of his/her victims' rights (multiplied by 1):</b>	
<b># of instances victim was notified of the charge(s) against the defendant (multiplied by 1):</b>	
<b># of instances victim was informed of the steps involved in a prosecution (multiplied by 1):</b>	
<b># of instances victim was informed of how to invoke his/her right to confer with prosecutor (multiplied by 1):</b>	
<b># of instances victim was informed who to contact for more information (multiplied by 1):</b>	

## VI. VICTIMS' RIGHTS SERVICES (continued)

### CITY PROSECUTOR – CONTINUED (2 of 3)

BRIEF TITLE	STATUTE REFERENCE
Notice of declination and right to confer	13-4408(B)
<b># of instances victim was notified of the reasons for declining:</b>	
<b># of instances victim was notified of the right to confer because of the proposed declination:</b>	
Notice of proceedings (including continuances)	13-4409(C)
<b># of instances victim was notified of a scheduled criminal proceeding (including continuances) and any changes to the schedule:</b>	
Notice of dismissal or acquittal ( <i>count as 1</i> ) or conviction and related rights at sentencing ( <i>5 for misdemeanors</i> )	13-4410(A)-(C)
<b># of notices of acquittal (multiplied by 1):</b>	
<b># of notices of dismissal (multiplied by 1):</b>	
<b># of notices of conviction (multiplied by 5):</b>	
<b>(If applicable) - Other convictions related to pleas - count each service:</b>  <div style="margin-left: 40px;"> <b>1. Notice of conviction:</b>   <b>2. Notice of victim's right to make an impact statement and what it can include:</b>   <b>3. Notice of the right to be present and heard at any pre-sentencing/sentencing proceeding:</b>   <b>4. Notice of the right to file a restitution lien:</b>   <b>5. Notice of the time, place and date of the sentencing proceeding:</b> </div>	
Notice of sentence/disposition	13-4411(A)-(C)
<b># of instances victim was notified of the sentence imposed on the defendant:</b>	
<b># of instances victim was provided a Post-Conviction Notification Request form:</b>	

## VI. VICTIMS' RIGHTS SERVICES (continued)

### CITY PROSECUTOR – CONTINUED (2 of 3)

BRIEF TITLE	STATUTE REFERENCE
Notice of post-conviction/post-adjudication proceedings and outcome	13-4411(D)
<b># of instances victim was notified of a post-conviction or appellate proceeding:</b>	
<b># of instances a victim was notified of the decisions arising from a post-conviction proceeding:</b>	
Notice of request for defense interview and right to refuse	13-4433(B)(D)
<b># of instances victim was notified of the defendant's request for an interview and advised of the right to refuse the interview:</b>	
<b># of instances victim consented to a defense interview:</b>	
Notice of right to leave work to attend court	13-4439
<b># of instances victim was notified of victims' employment leave rights:</b>	
<b>TOTAL SERVICES</b>	

## 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, 2013 and June 30, 2014.  Not Applicable

<b>COUNTY PROSECUTOR – FY 2014 SERVICES (1 of 4)</b>		
<b>BRIEF TITLE</b>	<b>CRIMINAL STATUTE</b>	<b>JUVENILE STATUTE</b>
Limited Rights of a legal entity – initial notice	13-4404.1-2	8-385.1-2
<b># of instances Legal Entity was notified of right to appear and be heard at restitution or sentencing proceedings:</b> (CRIM) (JUV)		
<b># of instances Legal Entity was notified of right to submit a written statement concerning restitution or sentencing:</b> (CRIM) (JUV)		
Notice to a legal entity of a restitution or sentencing proceeding	13-4404.3	8-385.3
<b># of instances Legal Entity was notified of the date, time and place of a restitution or sentencing proceeding:</b>		
Notice of initial appearance	13-4406	n/a
<b># of instances victim was notified of the IA of an accused who appeared for a summons or Writ of Habeus Corpus:</b>		
Provision of terms and conditions of release	13-4407	n/a
<b># of instances victim was given a copy of the terms and conditions of release of an accused who was summoned to appear:</b>		
Preliminary notice of rights	13-4408(A)	8-389(A)
<b># of initial notification letters to victims multiplied by 5:</b> <b>OR</b> <b># of instances victim was given notice of his/her victims' rights (multiplied by 1):</b> <b># of instances victim was notified of the charge(s) against the defendant/juvenile (multiplied by 1):</b> <b># of instances victim was informed of the steps involved in a prosecution (multiplied by 1):</b> <b># of instances victim was informed of how to invoke his/her right to confer with prosecutor (multiplied by 1):</b> <b># of instances victim was informed who to contact for more information (multiplied by 1):</b>		

## VI. VICTIMS' RIGHTS SERVICES (continued)

### COUNTY PROSECUTOR – CONTINUED (2 of 4)

BRIEF TITLE	CRIMINAL STATUTE REFERENCE	JUVENILE STATUTE REFERENCE
Notice of declination and right to confer	13-4408(B)	8-389(B)
<b># of instances victim was notified of the reasons for declining:</b> (CRIM) (JUV)		
<b># of instances victim was notified of the right to confer because of the proposed declination:</b> (CRIM) (JUV)		
Notice of proceedings (including continuances)	13-4409(C)	8-390(D)
<b># of instances victim was notified of a scheduled criminal proceeding (including continuances) and any changes to the schedule:</b>		
Notice of dismissal or acquittal ( <i>count as 1</i> ) or conviction and related rights at sentencing ( <i>count as 9 for CRIMINAL felonies, 8 for JUVENILE felonies, and 5 for misdemeanors</i> )	13-4410(A)-(C)	8-391(A)-(C)
<b># of notices of acquittal (multiplied by 1):</b> (CRIM) (JUV)		
<b># of notices of dismissal (multiplied by 1):</b> (CRIM) (JUV)		
<b># of notices of a MISDEMEANOR CRIMINAL conviction multiplied by 5:</b> <b># of notices of a MISDEMEANOR JUVENILE conviction multiplied by 5:</b>		
<b># of notices of a FELONY CRIMINAL conviction multiplied by 9:</b> <b># of notices of a FELONY JUVENILE conviction multiplied by 8:</b>		



## VI. VICTIMS' RIGHTS SERVICES (continued)

### COUNTY PROSECUTOR – CONTINUED (4 of 4)

BRIEF TITLE	CRIMINAL STATUTE REFERENCE	JUVENILE STATUTE REFERENCE
Notice of post-conviction/post-adjudication proceedings and outcome	13-4411(D)	8-392(D)
<b># of instances victim was notified of a post-conviction or appellate proceeding:</b>  <div style="text-align: right;">(CRIM)          (JUV)</div>		
<b># of instances a victim was notified of the decisions arising from a post-conviction proceeding:</b>  <div style="text-align: right;">(CRIM)          (JUV)</div>		
Provision of pre-sentence report	13-4425	n/a
<b># of instances the victim was given a copy of the pre-sentence report:</b>		
Notice of request for defense interview and right to refuse	13-4433(B)(D)	8-412(B)(D)
<b># of instances victim was notified of the defendant's request for an interview and advised of the right to refuse the interview:</b>  <div style="text-align: right;">(CRIM)          (JUV)</div>		
<b># of instances victim consented to a defense interview:</b>  <div style="text-align: right;">(CRIM)          (JUV)</div>		
Notice of right to leave work to attend court	13-4439	8-420
<b># of instances victim was notified of victims' employment leave rights:</b>		
<b>CRIMINAL AND JUVENILE SERVICES' TOTALS</b>		

CRIMINAL TOTAL + JUVENILE TOTAL = \_\_\_\_\_ (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, 2013 and June 30, 2014.  Not Applicable

<b>COURTS/JUVENILE DETENTION – FY 2014 SERVICES (1 of 3)</b>		
<b>BRIEF TITLE</b>	<b>CRIMINAL STATUTE REFERENCE</b>	<b>JUVENILE STATUTE REFERENCE</b>
Provision of terms and conditions of release	n/a	8-387
<b># of instances victim was given a copy of terms and conditions of release:</b>		
Notice of diversion	n/a	8-388
<b># of instances victim was notified of acceptance of the juvenile into diversion program, including the conditions to be complied with:</b>		
<b># of instances the victim was notified that the victim has the right to know of the juvenile's completion from the diversion program:</b>		
Notice of release or escape (pre-adjudication)	n/a	8-393(A)
<b># of instances the victim was notified of the juvenile's release:</b>		
<b># of instances the victim was notified of the juvenile's escape:</b>		
Notice of date, time and place of sentencing/disposition proceeding and victims' rights to be present and heard	13-4410(D)	8-391(D)
<b># of instances the victim was notified of the date, time and place of sentencing/disposition:</b> (CRIM) (JUV)		
<b># of instances the victim was notified of the right to be present and heard at the sentencing/disposition proceeding:</b> (CRIM) (JUV)		
Notice of probation modification, termination, revocation	13-4415(A)-(B)	8-396(A)-(B)
<b># of instances the victim was notified of a probation revocation disposition proceeding to terminate probation/intensive probation:</b> (CRIM) (JUV)		
<b># of instances the victim was notified of a hearing on proposed modifications to probation/intensive probation:</b> (CRIM) (JUV)		

## VI. VICTIMS' RIGHTS SERVICES (continued)

### COURTS/JUVENILE DETENTION – CONTINUED (2 of 3)

BRIEF TITLE	CRIMINAL STATUTE REFERENCE	JUVENILE STATUTE REFERENCE
Notice of probation modification, termination, revocation (continued)...	13-4415(A)-(B)	8-396(A)-(B)
# of instances the victim was notified of an arrest of probationer due to a warrant for a probation violation: (CRIM) (JUV)		
# of instances the victim was notified of any modification to probation that affected restitution, incarceration status, contact with the victim, or safety of the victim: (CRIM) (JUV)		
# of instances the victim was notified of the right to be heard at the hearing to modify terms of probation: (CRIM) (JUV)		
# of instances the victim was notified of a probation violation resulting in the filing of a petition to revoke probation: (CRIM) (JUV)		
# of instances the victim was notified that a petition to revoke probation had been filed because the defendant/delinquent absconded: (CRIM) (JUV)		
# of instances the victim was notified by the court of any conduct by the defendant/delinquent that raises substantial concern for the safety of the victim: (CRIM) (JUV)		
Notice to victims' counsel of request of continuance	13-4435(B)	n/a
# of instances the victim's counsel was given notice by the court of any request for continuance:		
Notice of release or discharge from a Mental Health/Residential Treatment Agency	n/a	8-397(A)
# of instances the victim was notified (in writing) of the release or discharge of a person placed by court order in a mental health or residential treatment agency:		

## VI. VICTIMS' RIGHTS SERVICES (continued)

### COURTS/JUVENILE DETENTION – CONTINUED (3 of 3)

BRIEF TITLE	CRIMINAL STATUTE REFERENCE	JUVENILE STATUTE REFERENCE
Notice of escape (and readmission) from a Mental Health/Residential Treatment Agency	n/a	8-397(B)
<b># of instances the victim was notified of the escape of a juvenile from a mental health or residential treatment agency:</b>		
Notice of escape (and readmission) from a Mental Health/Residential Treatment Agency (continued)....	n/a	8-397(B)
<b># of instances a victim is notified of the readmission of an escaped juvenile from a mental health or residential treatment agency:</b>		
Provision of information from pre-disposition report	n/a	8-404(C)
<b># of instances the victim was given information from the pre-disposition report:</b>		
<b>CRIMINAL OR JUVENILE SERVICES' TOTAL</b>		

**CRIMINAL TOTAL + JUVENILE TOTAL = \_\_\_\_\_ (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, 2013 and June 30, 2014.  Not Applicable

<b>CORRECTIONS – FY 2014 SERVICES (1of 2)</b>		
<b>BRIEF TITLE</b>	<b>CRIMINAL STATUTE REFERENCE</b>	<b>JUVENILE STATUTE REFERENCE</b>
Provision of terms and conditions of release	13-4407	8-387
<b># of instances victim was provided a copy of term and conditions of release:</b>		
Notice of escape from custody/re-arrest (post-conviction/post-adjudication – ADC/ADJC)	13-4412(B)	8-393(B)
<b># of instances a victim and the prosecutor were notified of an escape of a prisoner/juvenile:</b> (CRIM) (JUV)		
<b># of instances a victim was notified of the re-arrest of an escaped prisoner/delinquent:</b> (CRIM) (JUV)		
Notice of prisoner/juvenile status (post-conviction/post-adjudication)	13-4413(A)	8-394(A)(B)
<b># of instances a victim was notified in writing of the earliest release date of the prisoner/delinquent:</b> (CRIM) (JUV)		
<b># of instances a victim was notified of the prisoner's/delinquent's release:</b> (CRIM) (JUV)		
<b># of instances a victim was notified of the prisoner's/delinquent's death:</b> (CRIM) (JUV)		
Notice of post-conviction/post-adjudication release hearing date/applicable rights/outcome	n/a	8-395(B)(C)
<b># of instances a victim was notified of the post-adjudication release hearing date:</b>		
<b># of instances the victim was notified of the right to be present and heard, or to submit a written statement at the post-adjudication release hearing:</b>		
<b># of instances the victim was notified of the post-adjudication release hearing decision:</b>		

## VI. VICTIMS' RIGHTS SERVICES (continued)

<b>CORRECTIONS – CONTINUED (2 of 2)</b>		
BRIEF TITLE	CRIMINAL STATUTE REFERENCE	JUVENILE STATUTE REFERENCE
Notice of conditional liberty proceedings/modification/arrest	n/a	8-396(D)
<b># of instances a victim was notified of a conditional liberty revocation disposition proceeding:</b>		
<b># of instances a victim was notified of a modification to the terms of conditional liberty:</b>		
<b># of instances a victim was given notice of an arrest pursuant to a warrant issued for a conditional liberty violation:</b>		
Notice of release, discharge or escape from Mental Health / Residential Treatment Agency	n/a	
<b># of instances a victim was given notice of the release of the accused or delinquent:</b>		
<b># of instances a victim was given notice of the discharge of the accused or delinquent:</b>		
<b># of instances the victim was given notice of the escape of a person placed by court order in a mental health or residential treatment agency:</b>		
<b># of instances the victim was given notice of readmission to a mental health or residential treatment agency of an escaped juvenile:</b>		
<b>CRIMINAL OR JUVENILE SERVICES' TOTAL</b>		

CRIMINAL TOTAL + JUVENILE TOTAL = \_\_\_\_\_ (TOTAL SERVICES)

## VII. PERFORMANCE REVIEW

	FY 2014	FY 2013*
A. Number of <b>VRP services</b> <i>(from the bottom of page 5,6,7 or 8 of this report)</i>		
B. Number of <b>victims</b> served  <b>PROSECUTOR’S OFFICES:</b> <i>remember to include legal entities, declinations, and new and existing victims 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 **and number of victims** (include a copy of your final 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 2014 that was the result of such feedback.

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

## VIII. CERTIFICATION

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 2014 costs that were necessary and essential for delivery of services as defined in the FY 2014 Victims' Rights Program Guidelines set forth by the Attorney General's Office of Victim Services.
2. The VRP participant certifies that in FY 2014, 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.
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.
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.
5. The VRP participant certifies that, in FY 2014, 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.
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.
7. The VRP participant certifies that, in FY 2014, 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.
8. The VRP participant certifies that, in FY 2014, 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 signing 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 2014.*

OFFICIAL AGENCY HEAD OR PRESIDING JUDGE

PRINTED NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_