

**Short Title: Crime Victim Notification Fund**

This substantive policy statement is advisory only. A substantive policy statement does not include internal procedural documents that only affect the internal procedures of the agency and does not impose additional requirements or penalties on regulated parties or include confidential information or rules made in accordance with the Arizona Administrative Procedure Act. If you believe that this substantive policy statement does impose additional requirements or penalties on regulated parties, you may petition the agency under ARS 41- 1033 for a review of the statement.

***Statement of Purpose and Scope:*** This Substantive Policy Statement is to inform Arizona law enforcement agencies of the reimbursement policies and procedures established by the Law Enforcement Crime Victim Notification Fund (“the Fund”). In 2022, the Arizona Legislature passed SB 1712 establishing the Fund and requiring its administration by the Arizona State Treasurer’s Office (“ASTO”). Monies in the Fund are subject to legislative appropriation and may be used to reimburse law enforcement agencies in the State of Arizona who fund the implementation of Crime Victim Notification System software (“System”) that meets all the requirements listed in A.R.S. § 41-180.

***Eligibility:*** Law enforcement agencies eligible for reimbursement include Arizona town, city, and county-based police agencies, as well as any prosecutor’s office that employs the System. Federal and state-level agencies are not eligible for reimbursement.

- ***Note:*** Because SB 1712 has no retroactive effect, ASTO will only reimburse System costs for implementations that were initiated on or after the bill’s effective date of September 24, 2022.

**Reimbursement Policy**

ASTO is responsible for reimbursements to law enforcement agencies that implement Systems meeting **all** requirements listed in A.R.S. § 41-180. Reimbursement claims must be submitted once all statutory requirements have been fulfilled, the System has been paid for by the agency, and the agency’s System has been fully implemented. A System will be considered fully implemented on the date in which it becomes operational and is being currently utilized by the law enforcement agency. Partial reimbursements will not be processed.

- ASTO will not remit payments for any software costs for Systems that have not been fully implemented. All reimbursement claims must include documentation demonstrating proof of implementation and payment in full by the law enforcement agency.

**Reimbursements will be processed on a first-come, first-served basis for valid and complete reimbursement claims.** Incomplete claims will be returned to the applicant and will need to be resubmitted for consideration. Funds for incomplete claims will not be held aside for the applicant, and a resubmitted claim will be processed in the order it is received.

**To apply for reimbursement, the law enforcement agency must submit an itemized invoice from the vendor.** The invoice must contain a list of the specific costs for each required function listed in A.R.S. § 41-180. ASTO will reimburse only those costs required to implement the

statutorily required functions. Additional functions or features on the System that are not listed in A.R.S. § 41-180, while not prohibited, will not be reimbursed by ASTO. Accordingly, the requesting law enforcement agency is **solely responsible** for the cost of any additional features.

- Note: Because SB 1712 does not include any procurement responsibilities, ASTO will not (1) send reimbursements directly to vendors or (2) work with vendors to facilitate the agency's reimbursement claims or System implementation. Law enforcement agencies are responsible for contracting with a vendor whose product meets the requirements listed in A.R.S. § 41-180, including that they have previously deployed a solution for a city police department, sheriff's office, and prosecutor's office. ASTO is **not** responsible for an agency's failure to ensure that a vendor's System meets the statutory requirements.

**ASTO reserves the right to, within its discretion, reject any application that:**

- Fails to include the required documentation upon submission.
- Requests reimbursement for a System that does not comply with all the requirements in A.R.S. § 41-180.
- Requests retroactive reimbursement for Systems that were implemented before September 24, 2022.
- Requests proactive reimbursement for Systems that have not yet been fully implemented.
- Requests reimbursement for features that are in addition to those listed in A.R.S. § 41-180.
- Requests reimbursement for an unreasonably high amount, as determined by the fair market value of System implementation.
- Requests reimbursement after the fund has been fully exhausted.

### **Procedures for Requesting Reimbursement**

Agencies must submit the following documents to [SB1712@aztreasury.gov](mailto:SB1712@aztreasury.gov) to be considered for reimbursement:

1. Arizona Office of State Treasurer Compliance Certification for Reimbursement Under A.R.S. § 41-180, available at <https://www.aztreasury.gov/revenue-distributions>.
2. A completed GAO W-9 State of Arizona Substitute Form, available at <https://gao.az.gov/sites/default/files/GAO-W-9%20State%20of%20Arizona%20Substitute%20W-9.pdf>
3. An invoice indicating all required software charges and the dates the charges were incurred.
4. A receipt showing all software charges have been paid to the vendor.
5. A letter from the agency certifying that the System is operational and currently being utilized by the agency.

Properly submitted requests shall be reimbursed on a first-come, first-served basis. The applicant will receive an initial email indicating the claim has been received. Within 5 business days, the applicant will receive an additional email regarding the status of the claim.

Any submission with incomplete or missing information will be rejected. Rejected applications must be resubmitted and will not be considered for reimbursement until properly submitted. ASTO

will promptly notify applicants [within 5 business days] if their application is rejected for incomplete or missing information.

ASTO will process approved reimbursement claims on Fridays and will post a reimbursement document by end of day the following Monday showing which claims have been processed and approved. If Monday is a holiday, the document will be posted on the following Tuesday.

**Responsibility**

All staff in the ASTO are responsible for knowledge and implementation of this policy. Supervisors are responsible for ensuring that the information contained in this policy is consistently and equitably applied by all staff.

**Authority:** A.R.S. § 41-180

**Policy Program:** Grant

**Effective Date:** September 24, 2022

Persons with disabilities who need this document in an alternate format should contact ASTO Human Resources.
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