

## Emergency Fund Grant Report FY08 (July 1, 2007 – June 30, 2008)

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Prepared for the Minnesota State Legislature by the  
Department of Public Safety, Office of Justice Programs

The Emergency Fund Grant Program was established by the Minnesota State Legislature in 1995, (Statute 611A.675). Through this program, \$150,000 is distributed annually by the Office of Justice Programs (OJP) to approximately 75 local victim assistance programs throughout the state. Grant funds are used to meet the emergency needs of crime victims. Emergency assistance includes, but is not limited to, the following expenses:

- Replacement of necessary property that was lost, damaged, or stolen as a result of a crime;
- Purchase and installation of necessary home security devices;
- Transportation to locations related to the victim's needs as a victim, such as medical facilities and facilities of the criminal justice system;
- Cleanup of a crime scene; and
- Reimbursement for reasonable travel and living expenses that the victim incurred to attend court proceedings that were held at a location other than the place where the crime occurred due to the change in venue.

Victims of crime have received funding through this program for items such as repairing a broken door, installing new locks, and replacing clothing or bedding taken as evidence.

### FY08 Emergency Funds

Grantees reported using emergency funds in assisting 921 individual applicants in FY08. Half of the applicants requested assistance related to travel, door lock replacement or rent. Travel expenses were covered for 18% of the total recipients and were mostly issued in instances in which the victim was seeking safety or attending court proceedings. Door locks were replaced for 17% of the total recipients and monthly rent and/or damage deposits were covered for 15% of the total recipients. The chart below shows the breakdown of how the FY08 emergency funds were used.

FY08 Expense Type	%	Description/Examples
Travel	18	Bus token, taxi fare, airfare, gas for auto, etc.
Locks	17	Replacement of door lock
Rent	15	Mostly for damage deposits; full month's payment in some cases
Home Repair	7	Windows, doors, security system, etc.
Car Repair	7	Tires, windshields, minor mechanical repairs, etc.
Moving/Storage	6	Moving vehicles/labor and storage units
Lodging	6	For immediate safety or an out of town court proceeding in most cases
Food	5	Emergency food needs
Phone	4	Purchase of home phone, cell phone or phone card (not service)
Other	4	Daycare, crime clean-up, HRO filing, etc.
Utilities	3	Covering monthly bills such as phone service, heat and electricity
Personal Items	3	Identification documents, bedding, clothing, hygiene products, etc.
Medical	3	Drug prescriptions, appointment co-pays, etc.
Impound/Towing	2	Retrieving auto from impound lot or having auto towed

## **FY08/09 Funding Plan**

In recent years, OJP has annually evaluated the grantee compliance with reporting timelines and appropriate use of the funds. Between FY07 and FY08/09 grant cycles, three agencies had their funding shifted to other organizations and 5 new grantees were added. The additional \$100,000 allocated toward the emergency fund for each year of the FY08/09 biennium allowed OJP to increase the grant amounts where necessary and spread out the availability of the funds. Grantees were advanced half of their 2-year grant amount for use during the first year of the grant period. At the beginning of FY09 (July 1, 2008), adjustments were made to grant amounts where necessary and grantees were advanced the second half of their grants. Further shifting of funds may come in February 2009, as appropriate.

## **Grantee Guidelines & Reporting**

Grantees are to use the *Emergency Funds vs. Reparations* (Attachment A) and *Reporting Timelines for Emergency Fund Grantees* (Attachment B) to assist them in properly administering their funds.

## **Auto Theft Impound**

Minnesota Statutes 2007, section 611A.675 was amended, effective July 1, 2007, to include “(6) reimbursement of towing and storage fees incurred due to impoundment of a recovered stolen vehicle.” A one time appropriation of \$75,000 for each year of the FY08/09 biennium was issued to address the statute amendment.

## **FY08/09 Funding Plan**

On July 1, 2007, 24-month grants were awarded to the following agencies:

Council on Crime & Justice (Minneapolis)	\$27,000
Hands of Hope Resource Center (Little Falls)	\$3,000
Hennepin County Attorney's Office (Minneapolis)	\$10,000
Minneapolis City Attorney's Office (Minneapolis)	\$27,000
Ramsey County Attorney's Office (St. Paul)	\$38,000
Rice County Attorney's Office (Faribault)	\$14,000
Sherburne County Attorney's Office (Elk River)	\$10,000
Stearns County Attorney's Office (St. Cloud)	\$8,000
Todd County Victims Resource Center (Long Prairie)	\$3,000
Washington County Attorney's Office (Stillwater)	\$10,000

## **FY08 Funds**

### ***Expenditures***

Auto theft impound fund grantees reported spending \$51,898.47 in assisting 291 individual applicants in FY08 (average of \$178.34 per individual applicant). As the chart below illustrates, the 10 grantees assisted anywhere from 0 to 91 individual auto theft victims.

Council on Crime & Justice (Minneapolis)	82
Hands of Hope Resource Center (Little Falls)	0
Hennepin County Attorney's Office (Minneapolis)	29
Minneapolis City Attorney's Office (Minneapolis)	34

Ramsey County Attorney's Office (St. Paul)	91
Rice County Attorney's Office (Faribault)	14
Sherburne County Attorney's Office (Elk River)	15
Stearns County Attorney's Office (St. Cloud)	17
Todd County Victims Resource Center (Long Prairie)	1
Washington County Attorney's Office (Stillwater)	<u>8</u>

291

## **FY09 Funds**

### ***Funding Adjustments***

Four of the grantees opted to have the FY09 portion of their grants made available for agencies that are receiving more requests. This de-obligated total of \$13,000 from Hands of Hope Resource Center, Sherburne County Attorney's Office, Todd County Victims Resource Center and Washington County Attorney's Office was added to the grant of Council on Crime & Justice for use during FY09.

### **Grantee Guidelines & Reporting**

Grantees must follow specific fund administering guidelines (Attachment C).

# Emergency Funds vs. Reparations

Attachment A

A Quick-Guide in Assisting Crime Victims with Financial Needs

## Emergency Funds

Emergency funds are to be used for an **immediate and essential need directly related to a crime victimization**. The filing of a police report is not required for eligibility, however, strongly encouraged. Please contact your program specialist with questions about legitimate uses of emergency funds.

### ***By statute, emergency funds may be used for:***

- Replacement of necessary property that was lost, damaged, or stolen as a result of the crime
- Purchase and installation of necessary home security devices
- Transportation to locations related to the victim's needs as a victim, such as medical facilities, and facilities of the criminal justice system
- Cleanup of the crime scene
- Reimbursement for reasonable travel and living expenses the victim incurred to attend court proceedings that were held at a location other than the place where the crime occurred due to a change of venue

### ***Other appropriate uses of emergency funds include, but are not limited to:***

- Food
- Personal items (clothing, diapers, bedding, personal hygiene items, identification documents, etc.)
- Moving expenses (rent, damage deposit, transportation costs, moving truck, etc.)
- Home expenses (doors, windows, locks, phones, security system, etc.)
- Utility bills (telephone service, gas, heat, electricity, water, etc.)
- Automobile expenses (minor mechanical repairs, tires, windshields, etc.)
- Orders for Protection (OPF) and Harassment Restraining Order (HRO) fees

**Auto impound fees:** Reimbursement of towing and storage fees incurred due to impoundment of a recovered stolen vehicle should be made with auto theft impound funds, not with emergency funds.

## Reparations

The Reparations Board provides benefits for expenses incurred by the victim as a result of the crime. The Board only pays expenses that are not covered by another source of funding, such as health or auto insurance. Property losses are not covered. A police report is required for eligibility.

### ***Reparations covers:***

- Medical or dental costs (hospital and clinic fees, ambulance service, prescriptions, chiropractic care, physical therapy, prosthesis, eyeglasses, wheelchair and accessibility remodeling, etc.)
- Mental health care
- Expenses related to the return of an abducted child
- Funeral and burial costs (service, headstone, obituary, flowers, food, travel, clergy, etc.)
- Lost wages
- Loss of support benefits for dependents of a deceased victim
- Childcare or professional household services to replace services provided by the victim

\*While claims are typically processed within 3 months, emergency awards can also be paid within 5 days of receiving a completed claim form and copies of police reports. Claimants may be referred to an emergency fund grantee if they have reached the maximum award for a particular expense or if eligibility issues exist. Call 651-201-7300 or 1-888-622-8799 for information.

For further assistance go to <http://www.ojp.state.mn.us/MCCVS/FinancialHelp/index.htm>

Updated April, 2008

**Reporting Requirements for  
EMERGENCY FUND and AUTO THEFT IMPOUND  
Grantees**

**FY08/09**

**July 1, 2007 – June 30, 2009**

**Reporting Timelines:**

Each approved and denied *Emergency Fund Crime Victim Application Form* (“pink form”) and the receipts verifying expenditures over \$15.00 on any approved form, should be submitted to the Office of Justice Programs on the following schedule:

<b>Report Period</b>		<b>Due Date</b>
July 1, 2007 - December 31, 2007	→	January 30, 2008
January 1, 2008 - March 30, 2008	→	April 30, 2008
April 1, 2008 - June 30, 2008	→	July 30, 2008
July 1, 2008 - December 31, 2008	→	January 30, 2009
January 1, 2009 - March 30, 2009	→	April 30, 2009
April 1, 2009 - June 30, 2009	→	July 30, 2009

**Other Reporting Details:**

- If you do not spend any emergency funds in a particular report period, you are still required to call or e-mail your program specialist to indicate that your expenditures were \$0 for the report period.
- You may submit forms and receipts at any time during a report period (to your program specialist), as long as all documentation for the report period is received by the due date.
- You will not have any additional reporting forms to submit (i.e. mid-year, year-end).

**Non-Compliance with Reporting Requirements:**

If the above reporting requirements are not met, OJP staff will contact the grantee by phone and/or e-mail regarding the late reporting. A “Notice of Non-Compliance” will be mailed or e-mailed to the grantee within 5 days after the due date if the requirements have not yet been submitted. Please be aware that if compliance with reporting requirements becomes an on-going issue, future funding may be at risk.

## Auto Theft Impound Grantee Fund Administering Guidelines

Please use the following guidelines in administering your auto theft impound grant. A victim seeking reimbursement may be referred to another auto theft emergency grantee in closer proximity to the crime if doing so is deemed to simplify the reimbursement process, however, a reimbursement request cannot be declined for geographical reasons.

### Who may be eligible for payment (maximum of \$300)?

- *Auto theft victim* who has paid an impound fine and has a receipt.
- *Impound lot vendor* that is in possession of an auto theft victim's vehicle.
- *Towing vendor* that towed an auto theft victim's vehicle to an impound lot.

### What needs to be documented and kept on file for each payment to a person or vendor?

- *Proof of a crime* – documentation showing that an auto theft has occurred must be obtained. This could include a faxed copy of a police report.
- *Proof of insurance* – documentation showing the auto theft victim had, at least, minimal auto insurance prior to the theft. This documentation could include a faxed copy or photocopy of an insurance card with active dates of coverage.
- *Emergency Fund Crime Victim Application Form* - this form must be completed for each reimbursement made.
- *Invoice/Receipt* – an invoice or receipt must be obtained for all expenses paid for by this grant.

### What needs to be submitted to OJP for each payment made?

- Emergency Fund Crime Victim Application Form (pink carbon copies - "pink sheet").
- A copy of each invoice/receipt attached to the corresponding "pink sheet."

### When do "pink sheets" and invoice/receipts need to be submitted to your OJP program specialist?

<b>Time Period</b>	<b>Due Date</b>
7/1/07 – 12/31/07	1/30/08
1/1/08 – 3/31/07	4/30/08
4/1/08 – 6/30/07	7/30/08
7/1/08 – 12/31/08	1/30/09
1/1/09 – 3/31/08	4/30/09
4/1/09 – 6/30/09	7/30/09

Please contact your program specialist with questions.