

MINNESOTA DEPARTMENT OF PUBLIC SAFETY



Office of the Commissioner

445 Minnesota Street • Suite 1000 • Saint Paul, Minnesota 55101-5100
Phone: 651.201.7160 • Fax: 651.297.5728 • TTY: 651.282.6555
v.dps.state.mn.us

08 - 0216

February 14, 2008

Alcohol
and Gambling
Enforcement

ARMER/911
Program

Bureau of
Criminal
Apprehension

Driver
and Vehicle
Services

Homeland
Security and
Emergency
Management

Minnesota
State Patrol

Office of
Communications

Office of
Justice Programs

Office of
Traffic Safety

State Fire
Marshal and
Pipeline Safety

Governor Tim Pawlenty
State of Minnesota

The Honorable Linda Higgins, Chair
The Honorable Bill Ingebretsen
Senate Public Safety Budget Division

The Honorable Mee Moua
The Honorable Warren Limmer
Senate Judiciary Committee

The Honorable Leo Foley, Chair
The Honorable Warren Limmer
Senate Judiciary Budget Committee

Chief Justice Russell Anderson
Minnesota Supreme Court

The Honorable Michael Paymar, Chairman
The Honorable Steve Smith
House Public Safety Finance Committee

The Honorable Joe Mullery
The Honorable Paul Kohls
House Public Safety and Civil Justice Committee

Dear Colleagues:

As directed by Minn. Stat. §611A.675 Subd. 4, the Department of Public Safety shall report to the legislative committees having jurisdiction over criminal justice policy and funding on the implementation, use, and administration of the grant programs created under this section.

This letter is to inform you that the report on the implementation, use, and administration of the Crime Victim and Witness Advisory Council grants is completed and enclosed for your reference. The Department views this correspondence as satisfying the reporting requirements as provided in Minn. Stat. §611A.675 Subd. 4.

If you need further information, please do not hesitate to contact me or Jeri Boisvert, Director of Minnesota Office of Justice Programs at 651 201-7305.

Sincerely,

Michael Campion, Commissioner

cc: Legislative Reference Library

Emergency Fund Grant Report

February 1, 2008

Prepared for the Minnesota State Legislature by
the Dept. 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.

FY07 Funds

Grantees reported using emergency funds in assisting 495 individual applicants in FY07. Nearly half (49%) of the applicants requested assistance related to travel, door lock replacement or rent. Travel expenses were mostly issued in instances in which the victim was seeking safety or attending court proceedings. Door locks were replaced for 17% of the applicants and monthly rent and/or damage deposits were covered for twelve percent of the requestors. The chart below shows the breakdown of how the FY07 emergency funds were used.

FY07 Expense Type	%	Description/Examples
Travel	20	Bus token, taxi fare, airfare, gas for auto, etc.
Locks	17	Replacement of door lock
Rent	12	Mostly for damage deposits; full month's payment in some cases
Personal Items	8	Identification documents, bedding, clothing, hygiene products, etc.
Lodging	7	For immediate safety or an out of town court proceeding in most cases
Home Repair	7	Windows, doors, phone replacement, security system, etc.
Car Repair	6	Tires, windshields, minor mechanical repairs, etc.
Utilities	5	Covering monthly bills such as phone service, heat and electricity
Moving/Storage	5	Moving vehicles/labor and storage units
Food	5	Emergency food needs
Medical	3	Drug prescriptions, appointment co-pays, etc.
Impound/Towing	3	Retrieving auto from impound lot or having auto towed
Other	2	Daycare, crime clean-up, HRO filing, etc.

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, necessary adjustments will be made to grant amounts and the remaining balances will be advanced for emergency expenses for the second year of the grants.

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.

Request for Letters of Intent

In response to the amendment OJP issued a Request for Letters of Intent. The Request was distributed via e-mail to all OJP crime victim service grantees, and all county attorney offices, sheriff departments, and police departments statewide. Fifteen letters were submitted to OJP from interested agencies with requests ranging from \$3,000 to \$150,000 for the biennium. Of the fifteen letters, 12 were from government agencies and 3 were from non-profit organizations. Ten were from counties outside of the 7-county Twin Cities metro area. Seven of the letters requested under \$6,500 of the \$150,000 available.

Funding Plan

After analyzing various funding scenarios based on the letters received, OJP designed a plan that awarded 24-month grants 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

Interested agencies not funded were Chisago County Attorney's Office, Martin County Victim Services, Wadena County Attorney's Office, Waseca Police Department, and Winona County Victim Services.

The plan funds 10 of the 15 requestors, thus making the grantee pool more compact for efficient oversight at the state level, while also spreading funding out for easier victim access to the funds across the state.

- The breakdown of funding requested between the metro (75%) and greater Minnesota (25%) was upheld in the plan (\$112,000 to metro agencies and \$38,000 to greater Minnesota agencies).
- Twin Cities metro agencies (5) and greater Minnesota agencies (5) are both funded.
- Government agencies (7) and non-profits (3) are both funded.

Grantee Guidelines & Reporting

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

This report to the legislature will be completed annually. Future reports will include information on how the funds were spent, and statistics regarding reimbursements to victims.

Attachment A

Emergency Funds vs. Reparations

Emergency funds are to be used only in crisis situations where there is an immediate need directly related to a crime victimization. We strongly urge programs to verify that a police report has been filed prior to paying out emergency funds. However, we understand in some domestic violence and sexual assault cases this will not be possible. Please contact your program specialist with questions about legitimate uses of emergency funds.

Emergency Funds (all crimes) cover:

- Lost, damaged, or stolen necessary property
- Food
- Moving expenses, including rent, damage deposit, transportation costs, and moving truck
- Home security devices
- Mileage expenses to court proceedings and medical/dental/mental health appointments
- Installation of new locks (or to re-key existing locks)
- Replacement/repair of doors, locks, and automobile windshields
- Clothing or bedding taken by law enforcement as evidence
- Travel, lodging expenses, and lost wages to attend court proceedings
- Fees for OFP and/or HRO
- Utility bills including telephone, gas, electric, and water
- Towing of automobiles and impound fees
- Car repairs
- Crime scene cleanup that is not included under reparations

Reparations (violent crimes) covers:

- Medical expenses, such as ambulance, hospital, physician, physical therapy, chiropractic care, etc.
- Eyeglasses
- Prosthesis/wheelchair
- Prescriptions
- Dental care
- Mental health counseling
- Funeral expenses, such as service, burial, cremation, headstone, obituary, flowers, food, travel costs, clergy, hall rental, etc.
- Lost wages
- Return of abducted child, including transportation, meals, and lodging
- Replacement child care
- Replacement household services
- Remodeling of household for accessibility
- Removal of blood or other bodily fluids determined on a case-by-case basis

A police report must be on file to be eligible for reparations payment. Call 651-201-7300 or toll free 1-888-622-8799 for information.

****While the Reparations Board does typically take about 3 months to process a claim, emergency board awards can also be paid. In many cases, the Board can send a pre-approval letter to the service provider guaranteeing payment for the expense. Most providers are then willing to serve the victim and bill the Board directly. As well, if the Board determines the victim may be eligible for reparations, they will work with the victim to process a claim as quickly as possible. In many cases, the Board can pre-approve an expense within 1-2 days of receiving a completed claim form.**

Attachment B

REPORTING TIMELINES FOR EMERGENCY FUND GRANTEES

FY08/09

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:

Report Period		Due Date
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).

Attachment C

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?

Time Period	Due Date
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.