

Office of Justice Programs (OJP)
Emergency Fund 2015
State Funding Grant Program Guidelines

The Office of Justice Programs will require each grantee to abide by the following requirements in addition to those contained in the general grantee Terms and Conditions:

Financial Requirements:

- 1) The grantee's eligible expenditures under this grant contract must be incurred by the grantee by the expiration date of the grant agreement.
- 2) The grantee shall have until 30 days after the expiration date of the grant agreement to liquidate all unpaid obligations related to the program which were incurred on or before the last day of the grant period and to submit a final report of all funds received and disbursed. If a report is not submitted within this time period, expenses claimed on the report may be disallowed and OJP may request a refund of those funds from the grantee if the funding was advanced to the grantee.
- 3) The grantee shall retain all financial records for a minimum of six (6) years after the date of submission of the final financial status report, or until completion of an audit which has commenced before the expiration of this six-year period, or until any audit findings and/or recommendations from prior audit(s) have been resolved between the grantee and OJP, whichever is later.
- 4) The grantee shall comply with all provisions of the Minnesota *OJP Grant Manual*.
https://dps.mn.gov/divisions/ojp/grants/Documents/Grant_Manual.pdf

Reporting Requirements:

The grantee shall submit to its grant manager each approved and denied Emergency Fund Crime Victim Application form, and the receipts verifying expenditures over \$100.00, on the following schedule:

- **October 15, 2014** (for July 1, 2014 – September 30, 2014 expenditures)
- **January 15, 2015** (for October 1, 2014 – December 31, 2014)
- **April 15, 2015** (for January 1, 2015 – March 31, 2015)
- **July 15, 2015** (for April 1, 2015 – June 30, 2015)

If no expenditures have occurred during a particular reporting period, the grantee must submit a notice via mail or e-mail to the grantee's assigned grant manager stating that no expenditures occurred.

Program Requirements:

The grantee shall:

- 1) Utilize review procedures for the distribution of emergency assistance funds to eligible crime victims including the development of a policy that addresses conflict of interest issues. The grantee agrees that the State retains the authority to review and approve any and all policies and procedures developed by the grantee.
- 2) Contact the Office of Justice Programs, Reparations Unit for assistance if the grantee is unable to determine if a potential expense could/should be covered by Reparations Unit.
- 3) Receive, review, approve and distribute funds to eligible crime victims within 48 hours or two working days from the crime victim's request.
- 4) Ensure that the distribution of funds is to cover expenses that are a direct result of the crime and to not pay expenses that accrued prior to the crime.
- 5) Not distribute funds to any victims that are engaged in criminal behavior at the time of their victimization and to only provide emergency assistance funds to victims whose crime occurred in Minnesota.
- 6) Assist victims from other counties and victims of crimes that may not necessarily be from the population that the grantee's program normally serves.

- 7) Make available for review by the State upon request any records of the project including copies of any applications, statistical data, or other materials.
- 8) If initiated by the State, participate in statewide data collection and cooperate with a designated evaluator hired by the State, for the purpose of statewide evaluation of the program.

Other Provisions:

- 1) Evaluation: OJP shall have the authority, during the course of this grant period, to conduct an evaluation of the performance of the grant program.
- 2) Additional Requirements: The grantee shall attend meetings and training as OJP shall reasonably request.
- 3) Administrative Requirements: OJP reserves the right to include in the grant, at any time during the term of the grant, special administrative requirements deemed necessary to assure the grantee's successful implementation of the program. OJP will notify the Grantee in writing of any special administrative requirements.
- 4) Governing Board: The grantee shall provide OJP with current list of their governing board and officers and will notify OJP within two weeks of any changes to the list.
- 5) Sexual Assault and Domestic Violence Programs: Grantees defined as a domestic violence and/or a sexual assault program under Minnesota Statutes section 13.823, are subject to the following:
 - a) The grantee shall provide to OJP all documentation necessary for the management and oversight of the contract.
 - b) Data given to OJP by the grantee becomes government data subject to chapter 13.
 - c) Personal history information and information from which the identity or location of any victim can be determined are private data protected by 13.822, 611A.32, subdivision 5, 611A.371, subdivision 3, and 611A.46.

Acknowledgement Statement:

By submitting this application, I/we [name of Applicant Organization's Authorized Representative] as an authorized representative for [Applicant Organization's Name], acknowledge that I have read the Program Guidelines in their entirety, as stated within the application materials, and acknowledge that they will be incorporated into the grant agreement with OJP. If funds are awarded under this application, I will submit the required documents and certifications on behalf of the Applicant Organization, as authorized.