

11 MCAR 2

11-13-81

1 Department of Corrections

2

3 Adopted Rules Governing Programs and Services for Battered Women

4

5 Rules as Adopted

6 11 MCAR S 2.201 Introduction. Minn. Stat. S 241.63, clause (g),

7 requires that the Commissioner of Corrections promulgate all

8 rules necessary to implement the provisions of Minn. Stat. SS

9 241.61-241.66 and 256D.05, subd. 3, including emergency rules.

10 11 MCAR S 2.202 Definitions. For the purpose of 11 MCAR SS

11 2.201-2.207, the terms defined in this rule have the meanings

12 given them.

13 A. "Service provider" means any public agency or private
14 nonprofit corporation which plans, designs, and implements any
15 of the following:

16 1. Emergency shelter services and support services for
17 battered women;

18 2. Support services for battered women;

19 3. Public education programs designed to promote public
20 and professional awareness of the problems of battered women; or

21 4. Programs for violent partners.

22 B. "Purchase of service agreement" means a contract or grant
23 agreement between the department and service provider which
24 specifies the programs or services to be provided, the method of
25 delivering the programs or services, the responsibilities of the
26 staff, the budget, and a commitment to assist in the necessary
27 data collection and evaluation research to be completed on the
28 program or service.

29 C. "Department" means the Department of Corrections.

30 D. "Emergency shelter services" means housing facilities
31 which regularly provide food, secure lodging, and a crisis phone
32 line with 24-hour accessibility for women and children seeking
33 safety from assault primarily by a spouse, male relative, or
34 male with whom they are residing or have resided in the past.

35 E. "Support services" means any of the following: advocacy,

1 emotional support, counseling, legal information, medical
2 referral, transportation, child care, information and referral
3 services, and other services needed by battered women and their
4 families.

5 F. "Public education programs" means programs designed to
6 promote public and professional awareness of the problems of
7 battered persons.

8 G. "Commissioner" means the Commissioner of the Department
9 of Corrections.

10 H. "Data" means summary data as defined in Minn. Stat. S
11 15.162, subd. 9.

12 I. "Law enforcement agencies" means police and sheriff's
13 departments operating in Minnesota.

14 J. "Request for proposals" means solicitation of
15 applications in a uniform format for distribution of funds
16 allocated by the Legislature for programs and services for
17 battered women.

18 11 MCAR S 2.203 Establishment of an advisory task force.

19 A. The commissioner shall appoint a nine member advisory
20 task force to advise him on implementation of Minn. Stat. SS
21 241.61-241.66. The provisions of Minn. Stat. S 15.059, subd. 6
22 shall govern the terms, compensation and removal of members of
23 the advisory task force.

24 B. Prior to the appointment of any new task force member,
25 the existing task force shall choose no more than five
26 organizations; one of which shall be the Department of
27 Corrections, to send representatives to a review committee which
28 shall recommend a slate of applicants based on the following:

29 1. Criteria mandated in Minn. Stat. S 241.64, subd. 2;

30 2. Applicant's understanding of problems facing battered
31 women;

32 3. Representatives from both metro and non-metro areas of
33 the state;

34 4. Representation from at least three minority groups.

35 C. If other qualifications are equal, priority in
36 appointments shall be given to persons who have personally

1 experienced partner abuse.

2 11 MCAR S 2.204 Project coordinator.

3 A. The advisory task force shall screen applicants for the
4 position of project coordinator and shall recommend to the
5 commissioner the names of five applicants. In appointing the
6 project coordinator, the commissioner shall give due
7 consideration to the list of applicants submitted to him by the
8 advisory task force.

9 B. If the commissioner takes action contrary to the
10 recommendation of the advisory task force, the commissioner or
11 his designee shall meet with the task force or with
12 representatives of the task force, appointed by its chair, to
13 discuss the rationale for his decision.

14 C. The project coordinator shall be available to attend all
15 meetings of the advisory task force and its subcommittees.

16 11 MCAR S 2.205 Awarding grants and contracts.

17 A. The department shall issue a request for proposals from
18 service providers. The advisory task force shall use uniform
19 procedures and criteria in considering all proposals which
20 comply with the request for proposal outline.

21 B. The department shall solicit proposals from interested
22 public and private nonprofit organizations, women's
23 organizations, and diverse cultural groups in the state.

24 C. The department shall establish award criteria and
25 procedures with the participation of the advisory task force
26 prior to any request for proposals. The criteria and procedures
27 shall be available to the public upon request.

28 D. The advisory task force shall review grant applications
29 and recommend to the commissioner names of applicants
30 recommended to receive funds and the amount of funds recommended
31 for each applicant.

32 E. The department shall disburse funds appropriated for the
33 battered women's projects.

34 F. A portion of the funds appropriated by the Legislature
35 shall be retained by the department for the purpose of

1 implementing public education programs if the commissioner
2 determines that the department can use the funds for their
3 designated purpose more effectively than by purchase of service
4 agreements. The advisory task force shall advise the department
5 on the use of retained funds.

6 G. All planning, development, data collection, funding and
7 evaluation of programs and services for battered women which are
8 funded under 11 MCAR SS 2.201-2.207 shall be conducted with the
9 advice of the advisory task force.

10 11 MCAR S 2.206 Responsibilities of service providers.

11 A. To be eligible for initial funding consideration from the
12 department for the establishment and operation of programs and
13 services for battered women, service providers shall submit a
14 proposal which includes, at a minimum, the following information:

15 1. The full name and address of the service provider;

16 2. The proposed location of the program or service;

17 3. A budget on forms provided by the department which

18 itemizes such major categories as:

19 a. Personnel;

20 b. Travel;

21 c. Equipment and supplies;

22 d. Contracted services;

23 e. Printing;

24 f. Communications;

25 g. Other program or service costs;

26 h. Costs for assistance to individuals, including
27 emergency loan funds for residents, rent deposits, legal fees,
28 and moving costs;

29 i. Costs related to the rent, maintenance, or purchase
30 of the facility operated by or occupied by the applicant; and

31 j. Evaluation;

32 4. A narrative for each line item on the budget request;

33 5. A description of other funding sources, fund-raising
34 efforts, in kind contributions and services and other items
35 relevant to financial status during the period funds are
36 requested;

- 1 6. A description of the duties of each staff position;
 - 2 7. A statement of the extent to which battered women in
3 the community have been involved and participated in the
4 proposal;
 - 5 8. A statement of the ways in which potential service
6 providers have solicited support and cooperation from
7 potentially interested or relevant community agencies or groups
8 such as law enforcement agencies, courts, social service
9 agencies, and local boards or departments of health;
 - 10 9. A timetable for operation;
 - 11 10. A description of the types of programs or services to
12 be available;
 - 13 11. A description of the role to be played by volunteers,
14 if any, in the operation of the emergency shelter service or
15 public education program;
 - 16 12. A statement of compliance with program or service
17 evaluation requirements as established by the commissioner with
18 the consultation of the advisory task force; and
 - 19 13. Definition of the target group expected to be served.
- 20 B. To be eligible for renewed funding consideration from the
21 department for continued operation of services and programs for
22 battered women, service providers shall submit a report which
23 includes, at a minimum, the following information:
- 24 1. The full name of the service provider;
 - 25 2. A budget for the year funding is requested, on forms
26 provided by the department, which itemizes such major categories
27 as:
 - 28 a. Personnel;
 - 29 b. Travel;
 - 30 c. Equipment and supplies;
 - 31 d. Contracted services;
 - 32 e. Printing;
 - 33 f. Communications;
 - 34 g. Other program or service costs;
 - 35 h. Costs for assistance to individuals, including
36 emergency loan funds for shelter residents, rent deposits, legal

1 fees, and moving costs;

2 i. Costs related to the rent, maintenance, or purchase
3 of the facility operated by or occupied by the applicant; and

4 j. Evaluation;

5 3. A narrative for each line item on the budget for funds
6 requested;

7 4. A description of other funding sources, fund-raising
8 efforts, in kind contributions and services and other items
9 relevant to financial status during the period when funds are
10 requested; and

11 5. A statement of compliance with program or service
12 evaluation requirements.

13 C. Purchase of service agreements shall provide for the
14 following:

15 1. The collection, recording and reporting of
16 descriptive data on persons served and the services provided as
17 requested by the commissioner;

18 2. Complete reports requested by the commissioner;
19 and

20 3. Implementation of a fiscal policy.

21 D. Any emergency shelter program operated on the basis of
22 this appropriation shall show evidence that it is licensed by
23 the Department of Health or the Joint Commission on Hospital
24 Accreditation and has passed local fire inspection.

25 11 MCAR S 2.207 Submission of data--mandatory.

26 A. Reports on battered women shall be submitted to the
27 department in accordance with Minn. Stat. S 241.66.

28 B. Reports shall, at a minimum, include summary data which
29 discloses the date of occurrence, location, and characteristics
30 of battering.