

# MINNESOTA RULES 1983

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RULES GOVERNING PROGRAMS AND SERVICES 2915.0100

## CHAPTER 2915 DEPARTMENT OF CORRECTIONS RULES GOVERNING PROGRAMS AND SERVICES FOR BATTERED WOMEN

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### 2915.0100 DEFINITIONS.

Subpart 1. **Scope.** For the purpose of parts 2915.0100 to 2915.0700, the terms defined in this part have the meanings given them.

Subp. 2. **Commissioner.** "Commissioner" means the commissioner of the Department of Corrections.

Subp. 3. **Data.** "Data" means summary data as defined in Minnesota Statutes, section 13.02, subdivision 19.

Subp. 4. **Department.** "Department" means the Department of Corrections.

Subp. 5. **Emergency shelter services.** "Emergency shelter services" means housing facilities which regularly provide food, secure lodging, and a crisis phone line with 24-hour accessibility for women and children seeking safety from assault primarily by a spouse, male relative, or male with whom they are residing or have resided in the past.

Subp. 6. **Law enforcement agencies.** "Law enforcement agencies" means police and sheriff's departments operating in Minnesota.

Subp. 7. **Public education programs.** "Public education programs" means programs designed to promote public and professional awareness of the problems of battered persons.

Subp. 8. **Purchase of service agreement.** "Purchase of service agreement" means a contract or grant agreement between the department and service provider which specifies the programs or services to be provided, the method of delivering the programs or services, the responsibilities of the staff, the budget, and a commitment to assist in the necessary data collection, and evaluation research to be completed on the program or service.

Subp. 9. **Request for proposals.** "Request for proposals" means solicitation of applications in a uniform format for distribution of funds allocated by the legislature for programs and services for battered women.

Subp. 10. **Support services.** "Support services" means any of the following: advocacy, emotional support, counseling, legal information, medical referral, transportation, child care, information and referral services, and other services needed by battered women and their families.

Subp. 11. **Service provider.** "Service provider" means any public agency or private nonprofit corporation which plans, designs, and implements any of the following:

A. emergency shelter services and support services for battered women;

B. support services for battered women;

C. public education programs designed to promote public and professional awareness of the problems of battered women; or

D. programs for violent partners.

**Statutory Authority:** *MS s 241.63*

**2915.0200 INTRODUCTION.**

Minnesota Statutes, section 241.63, clause (g), requires that the commissioner of corrections promulgate all rules necessary to implement the provisions of Minnesota Statutes, sections 241.61 to 241.66 and 256D.05, subdivision 3, including emergency rules.

**Statutory Authority:** *MS s 241.63*

**2915.0300 ESTABLISHMENT OF AN ADVISORY TASK FORCE.**

**Subpart 1. Appointment.** The commissioner shall appoint a nine-member advisory task force to advise him on implementation of Minnesota Statutes, sections 241.61 to 241.66. The provisions of Minnesota Statutes, section 15.059, subdivision 6 shall govern the terms, compensation, and removal of members of the advisory task force.

**Subp. 2. Review committee.** Prior to the appointment of any new task force member, the existing task force shall choose no more than five organizations, one of which shall be the Department of Corrections, to send representatives to a review committee which shall recommend a slate of applicants based on the following:

- A. criteria mandated in Minnesota Statutes, section 241.64, subdivision 2;
  - B. applicant's understanding of problems facing battered women;
  - C. representatives from both metro and nonmetro areas of the state;
- and
- D. representation from at least three minority groups.

**Subp. 3. Priority in appointments.** If other qualifications are equal, priority in appointments shall be given to persons who have personally experienced partner abuse.

**Statutory Authority:** *MS s 241.63*

**2915.0400 PROJECT COORDINATOR.**

**Subpart 1. Screening of applicants by advisory task force.** The advisory task force shall screen applicants for the position of project coordinator and shall recommend to the commissioner the names of five applicants. In appointing the project coordinator, the commissioner shall give due consideration to the list of applicants submitted to him by the advisory task force.

**Subp. 2. Action contrary to recommendation of advisory task force.** If the commissioner takes action contrary to the recommendation of the advisory task force, the commissioner or his designee shall meet with the task force or with representatives of the task force, appointed by its chair, to discuss the rationale for his decision.

**Subp. 3. Project coordinator to attend meetings.** The project coordinator shall be available to attend all meetings of the advisory task force and its subcommittees.

**Statutory Authority:** *MS s 241.63*

**2915.0500 AWARDING GRANTS AND CONTRACTS.**

**Subpart 1. Request for proposals.** The department shall issue a request for proposals from service providers. The advisory task force shall use uniform procedures and criteria in considering all proposals which comply with the request for proposal outline. The department shall solicit proposals from interested public and private nonprofit organizations, women's organizations, and diverse cultural groups in the state.

**Subp. 2. Award criteria and procedures.** The department shall establish award criteria and procedures with the participation of the advisory task force prior to any request for proposals. The criteria and procedures shall be available to the public upon request.

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Subp. 3. **Review of applications.** The advisory task force shall review grant applications and recommend to the commissioner names of applicants recommended to receive funds and the amount of funds recommended for each applicant.

Subp. 4. **Use and disbursement of funds.** The department shall disburse funds appropriated for the battered women's projects. A portion of the funds appropriated by the legislature shall be retained by the department for the purpose of implementing public education programs if the commissioner determines that the department can use the funds for their designated purpose more effectively than by purchase of service agreements. The advisory task force shall advise the department on the use of retained funds.

Subp. 5. **Advisory task force.** All planning, development, data collection, funding, and evaluation of programs and services for battered women which are funded under parts 2915.0100 to 2915.0700 shall be conducted with the advice of the advisory task force.

**Statutory Authority:** *MS s 241.63*

### 2915.0600 RESPONSIBILITIES OF SERVICE PROVIDERS.

Subpart 1. **Proposal to be submitted to be eligible for initial funding consideration.** To be eligible for initial funding consideration from the department for the establishment and operation of programs and services for battered women, service providers shall submit a proposal which includes, at a minimum, the following information:

- A. the full name and address of the service provider;
- B. the proposed location of the program or service;
- C. a budget on forms provided by the department which itemizes such major categories as:
  - (1) personnel;
  - (2) travel;
  - (3) equipment and supplies;
  - (4) contracted services;
  - (5) printing;
  - (6) communications;
  - (7) other program or service costs;
  - (8) costs for assistance to individuals, including emergency loan funds for residents, rent deposits, legal fees, and moving costs;
  - (9) costs related to the rent, maintenance, or purchase of the facility operated by or occupied by the applicant; and
  - (10) evaluation;
- D. a narrative for each line item on the budget request;
- E. a description of other funding sources, fund-raising efforts, in kind contributions and services and other items relevant to financial status during the period funds are requested;
- F. a description of the duties of each staff position;
- G. a statement of the extent to which battered women in the community have been involved and participated in the proposal;
- H. a statement of the ways in which potential service providers have solicited support and cooperation from potentially interested or relevant community agencies or groups such as law enforcement agencies, courts, social service agencies, and local boards or departments of health:
  - I. a timetable for operation;
  - J. a description of the types of programs or services to be available;
  - K. a description of the role to be played by volunteers, if any, in the operation of the emergency shelter service or public education program;

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L. a statement of compliance with program or service evaluation requirements as established by the commissioner with the consultation of the advisory task force; and

M. a definition of the target group expected to be served.

Subp. 2. **Eligibility for renewed funding.** To be eligible for renewed funding consideration from the department for continued operation of services and programs for battered women, service providers shall submit a report which includes, at a minimum, the following information:

A. the full name of the service provider;

B. a budget for the year funding is requested, on forms provided by the department, which itemizes such major categories as:

(1) personnel;

(2) travel;

(3) equipment and supplies;

(4) contracted services;

(5) printing;

(6) communications;

(7) other program or service costs;

(8) costs for assistance to individuals, including emergency loan funds for shelter residents, rent deposits, legal fees, and moving costs;

(9) costs related to the rent, maintenance, or purchase of the facility operated by or occupied by the applicant; and

(10) evaluation;

C. a narrative for each line item on the budget for funds requested;

D. a description of other funding sources, fund-raising efforts, in kind contributions and services and other items relevant to financial status during the period when funds are requested; and

E. a statement of compliance with program or service evaluation requirements.

Subp. 3. **Purchase of service agreements.** Purchase of service agreements shall provide for the following:

A. the collection, recording, and reporting of descriptive data on persons served and the services provided as requested by the commissioner;

B. complete reports requested by the commissioner; and

C. implementation of a fiscal policy.

Subp. 4. **Evidence of licensure.** Any emergency shelter program operated on the basis of this appropriation shall show evidence that it is licensed by the Department of Health or the Joint Commission on Hospital Accreditation and has passed local fire inspection.

**Statutory Authority:** *MS s 241.63*

## 2915.0700 MANDATORY SUBMISSION OF DATA.

Reports on battered women shall be submitted to the department in accordance with Minnesota Statutes, section 241.66. Reports shall, at a minimum, include summary data which discloses the date of occurrence, location, and characteristics of battering.

**Statutory Authority:** *MS s 241.63*