# 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.