



**RELOCATION PLAN AND GUIDELINES**

The Relocation Plan must be completed in its entirety and supporting documentation must be provided to assist the Board in determining that the need to relocate is a result of the crime.

Relocation may be awarded if:

- A. The victim fears for their own safety or health.
- B. The crime occurred in the victim's residence causing emotional trauma.
- C. The victim has been evicted or is at risk of eviction as a result of the crime.

The **maximum payment** is \$7,500 per household. The award amount will be dependent on actual and verifiable expenses.

**Relocation must occur within one (1) year from the date of the crime, discovery of the crime, or when the crime could have reasonably been reported.** An explanation must be provided to request a waiver for good cause if more than one (1) year has passed.

**ELIGIBLE RELOCATION EXPENSES**

Housing application fee	PO Box rental up to one year	Utility deposit and/or connection fee for electric, gas, propane, water and/or sewer
Rental deposit and/or pet deposit	Hotel up to 5 nights with a cap of \$225 per night	Professional moving company fees up to \$2500
Rent up to \$2000 or up to two months, whichever is less	Van or truck rental (reimbursement basis only)	Lodging for out of state move
Storage up to two months	Airfare, mileage (\$0.30/mile), or other transportation costs for actual move	

**REQUIRED DOCUMENTATION**

Completed **Relocation Plan**

If you have relocated or secured a new rental:

Copy of lease for new rental, listing claimant as Lessee or Tenant

**Rental Verification** completed and signed by landlord or property manager

**Substitute W9 Form** if payment is due to landlord

Copy of all itemized invoices, billing statements, and paid receipts related to the relocation in the claimant's name that include the vendor's name, address, and phone number; date and type of service provided, and amount charged for each service.

**If you need assistance, please contact our office.**

## Staying Safe

Victims should utilize safety tips and additional community and law enforcement resources to ensure their safety.

### Safety Tips for Crime Victims Who Are Relocating:

- ✓ Get an unlisted phone number and caller ID
- ✓ Log any threatening calls or texts and report them to police
- ✓ Be cautious about providing personal information
- ✓ Keep a list of critical contact numbers and locations (law enforcement, attorney, medical care, domestic violence shelter, etc.)
- ✓ Tell trusted friends, neighbors and co-workers about the situation
- ✓ Give them a description of the suspect and the vehicle they may be driving
- ✓ Vary travel routes to work, stores and social engagements
- ✓ Try to stay in public areas
- ✓ Avoid travelling alone if possible
- ✓ Keep a small, packed suitcase handy but secure with your driver's license, social security card, birth certificate, passport, and medications

### Additional Information:

National Coalition Against Domestic Violence [www.ncadv.org](http://www.ncadv.org)

National Domestic Violence Hotline 800-799-SAFE or [www.ndvh.org](http://www.ndvh.org)

National Center for Victims of Crime 855-4-victim or <https://victimconnect.org/>

### Additional Victim Relocation Resources (in Alaska)

#### Alaska Housing Vouchers

The Housing Choice Voucher Program is the federal government's program for assisting low-income families with housing. The Alaska Housing Finance Corporation (AHFC) administers the voucher program in Alaska. Families can apply at any of the AHFC program locations (Anchorage, Bethel, Cordova, Fairbanks, Homer, Juneau, Ketchikan, Kodiak, Nome, Petersburg, Seward, Sitka, Soldotna, Valdez, Wasilla, Wrangell). For more information see the AHFC website: [www.ahfc.us/rental/housing\\_choice\\_voucher](http://www.ahfc.us/rental/housing_choice_voucher)

#### Sexual Assault and Domestic Violence Resources

Victims of sexual assault and domestic violence can seek assistance and the shelter of temporary emergency housing through sexual assault or domestic violence resources in their local community. A listing of advocacy and housing services, including those specific to sexual assault and domestic violence, is available on the VCCB website at:

[www.doa.alaska.gov/vccb/VictimServices/sheltersAdvocates.html](http://www.doa.alaska.gov/vccb/VictimServices/sheltersAdvocates.html)

**Homelessness** Call 2-1-1 Alaska for direct assistance for the homeless and for referrals or visit <http://www.alaska211.org> Also visit the Alaska Homeless Shelter Directory at:

<http://www.homelessshelterdirectory.org/alaska.html>

**VIOLENT CRIMES COMPENATION BOARD (ALASKA) RELOCATION PLAN**

**REQUEST FOR RELOCATION ASSISTANCE**

Please identify where you were living at the time of the crime, whom you were living with, and why you need to relocate due to the crime.

List the individuals, other than yourself, that have or will relocate with you:

<b>Name</b>	<b>Age</b>	<b>Relationship to You</b>

Do you have a housing voucher?            No                    Yes    If yes, submit a copy of the voucher.

Did your previous landlord return any portion of rent or deposit?            No            Yes    If yes, amount \$\_\_\_\_\_

Were you evicted or have you received an eviction notice?            No            Yes    If yes, submit a copy of the eviction notice.

**RELOCATION EXPENSE WORKSHEET – REIMBURSEMENT MAY NOT EXCEED \$7500**

Please indicate estimated costs and/or actual costs and provide documentation to support the type of expense and requested amount.

Expense	\$ Amount		
<b>Rental/Pet Deposit/Housing Application Fee</b>	\$	\$	\$
<b>Electric Deposit/Connection Fee</b>	\$	\$	
<b>Gas Deposit/Connection Fee</b>	\$	\$	
<b>Water Deposit/Connection Fee</b>	\$	\$	
<b>Rent up to \$2,000 or two months, whichever is less</b>	\$		
<b>Van/truck rental</b>	\$		
<b>Storage (limited to two months)</b>	\$		
<b>Airfare, mileage, or other transportation costs for actual move</b>	\$		
<b>Up to 5 days in a motel/hotel (Up to \$225 per night)</b>	\$		
<b>P.O. Box rental and monthly fees up to one year</b>	\$		
<b>Licensed/Professional moving company fees</b>	\$		
<b>Other</b>	\$		
<b>Total Relocation Expenses</b>	\$		

**INCOME WORKSHEET**

VCCB considers your financial ability to maintain future and ongoing rental expenses. List all sources of income including, but not limited to, wages, unemployment, public assistance (e.g. ATAP, TANF, other), Social Security, alimony and child support. *Note: Reimbursement may not exceed \$3000 if unable to show sufficient income to maintain rent.*

Type of Payment	Amount Received (net)	Frequency
<i>Paycheck</i>	\$600	<i>Weekly</i>

**SIGN & RETURN COMPLETED FORM TO THE VIOLENT CRIMES COMPENSATION BOARD (VCCB)**

**AGREEMENT**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Phone: \_\_\_\_\_

**I attest that the information provided is accurate and true.**