



## Minnesota Alliance on Crime Board Agenda August 10, 2017

<b>Agenda Item</b>	<b>Who Leads</b>	<b>Time</b>
I. Introductions/Call to Order	Board Chair	3'
II. Review- Changes/Additions- <b>Action Needed</b>	Board Chair	2'
III. Consent Agenda Items		30'
• Secretary's Report- <b>Action Needed</b> July	Secretary	
• Treasurer's Report- <b>Action Needed</b> July & Heidi Invoice	Treasurer	
• Director's Report	Executive Director	
IV. Updates-	Committees & Staff	15'
• Executive Committee		
• Board Development Committee		
• Budget and Finance Committee		
• Outreach and Engagement Committee		
• Public Policy Committee		
V. Action Items		25'
• Board of Directors Slate (if ready)	Board Chair	
VI. Focused Discussion		45'
• Update of Strategic Planning	Executive Director	
• Annual Meeting	Staff	
• Silent Auction	Staff	
• September meeting	Board Chair	
VII. Adjourn	Board Chair	

***Minnesota Alliance on Crime connects systems, service providers, and victims  
to advance the response to victims of all crime.***

MAC Board Meeting @ MAC Office, St. Paul  
July 13, 2017 - Meeting Minutes

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I. Called to Order at 10:07 a.m.

Those present:

Board of Directors: Karla Bauer, Dianna Umidon, Shane Baker, Kelly Nicholson, Brenda Skogman

By Phone: Vanessa Barr, Vicki Walechka (skype), Denise Loy (skype), Dresden Jones, Sara Miller

Executive Director: Bobbi Holtberg

MAC Staff: Danielle Kluz, Julia Tindell, Sean (intern)

Additional attendees: Leigh Block (Survivor Resources), Christine Dye (Survivor Resources),

Lisa Smith, Nancy Yates, Brandi Schiefelbein, Jordan Malone

II. Review-Changes/Additions

Additions: Bobbi asked that the Annual Meeting be a standing agenda item until the event.

**Motion to approve July 2017 agenda with addition to the agenda.**

Motion 1<sup>st</sup>: Brenda Skogman

2<sup>nd</sup>: Karla Bauer

**Approved**

III. Consent Agenda Items

- Secretary's Report

Reviewed June 8, 2017 Minutes

**Motion to approve Secretary's Report from June 8, 2017.**

Motion 1<sup>st</sup>: Brenda Skogman

2<sup>nd</sup>: Dresden Jones

**Approved**

- Treasurer's Report

Reviewed June 2017 financials.

Grant Wrap-up - MAC was reimbursed \$110 for attending the meeting.

The decrease of \$75 in the Dues/Subscription line was a refund from Survey Gizmo. We paid a subscription fee of \$300 and then found out they provide a 25% discount for nonprofits; they provided a refund of \$75.

**Motion to approve Treasurer's Report from June 8, 2017.**

Motion 1<sup>st</sup>: Kelly Nicholson

2<sup>nd</sup>: Karla Bauer

**Approved**

- Director's Report – see Director's report in Board packet for full report.
  - 23 donations received so far for silent auction, 7 are from new donors. The silent auction item list is on the Board member section of the MAC website.
  - All the insurance information in regards to MAC is also available on the Board member section of the website.
  - Read through the "Succession Planning for Coalitions" document that was provided. Bobbi would like to start working on this to create a continuation of operation plan.
  - The first Fundamentals Training went great. Very positive feedback received; 50 people attended and received 40 survey/evaluations back. Training group will be meeting again for next training to be held this year; it will be held in St. Cloud at the Holiday Inn.
  - Planning a half-day training on November 17, 2017 with Karrina Perkins on trauma. It will be free for MAC members and \$25 for non-members. Will be held at Cornerstone; may reimburse for mileage. Charging registration fee from non-members to enhance the value of MAC membership.

-Currently we have 53 members, Julia sent out a letter to non-members promoting membership in MAC.

-Still waiting to hear on the NITVAN grant and whether our grant application was accepted.

-Helping with the RFP for Prosecutorial Victim Services (providing technical assistance) to get other counties with no Victim/Witness staff to apply for grants. The deadline is August 8. Board members should urge and encourage other counties to apply!

#### IV. Updates

- Executive Committee – met to create the agenda for July 2017 meeting.  
\*\*Reminder from Bobbi - if your groups are meeting and using Real Talk, document it on the “Google Docs” document created so we can track it for billing purposes.
- Board Development Committee – will be following up with names for new board members.
- Budget and Finance Committee – met and decided to go with Nicole Fairbanks for completing and filing the 990. Nicole’s office is in St. Paul. The fee is \$500 - \$650 and includes the renewal of 501C and filing with the State. Signed the engagement letter, working to submit all of the required information to her.  
\*\*By-law changes need to be filed with the Secretary of State and Bobbi will be sending this in. Reviewed the SWIPE It Forward program through Kline Bank. They have two options of 5 cents for each swipe, one orientated towards programs assisting low-income people and the other one is a jean day program. Budget committee will review and determine if appropriate.
- Outreach and Engagement Committee – did not meet.
- Public Policy Committee – A “Session Laws Update for Criminal Justice Professionals” was submitted as part of the Board packet. Met last week to review the survey that will be sent out in regards to reviewing goals of committee, direction of committee, and changes to make for next years legislative session. As an FYI – Standpoints “New Laws” Training is scheduled and advertised. There is also a law regarding no contact within a certain geographic restriction – read through the session law update.

#### V. Action Items - None

#### VI. Focused Discussion

- Victims’ Rights Bill – Reached out to Meg Garvin’s Lewis & Clark School to see if someone will speak at the Annual meeting. Need to have a state to state analysis completed, Sean is working on this currently. There are 11 states that do not have a victims’ rights constitutional amendment. MAC wants to make sure we are aligning ourselves with other stakeholders so everyone supports an amendment or other changes to victims’ rights in MN. Created talking points to use and will discuss this at the Annual Meeting. The issue is enforcement. Working on a survey to send out so people can identify issues in their area; this will be a multi-year initiative for MAC. We are trying to do all of this before the Marsy’s Law committee comes in to MN. If Marsy’s Law people come in, they will do an evaluation of the State of MN and will hire 2 lobbying firms to get it through. We want to be ahead of this and controlling it, hope we can get involved and help steer it. We need to be very intentional with our efforts and inclusion of marginalized communities. The Marsy’s Law goal is to get enough states to have amendments so they can push a U.S. Constitutional Amendment.
- Bylaws – areas updated from the last vote are highlighted in the board packet document. New section 4.5 created with the creation of a Board Development Committee. Also added section 6.4 – Closed Executive Sessions. Changed section 7.6 to update the Treasurer’s duties since Julia has begun handling some of the duties.
- Annual Meeting – will have recognition for those board members leaving the board. There is a Draft Annual Meeting agenda with board members identified to present certain topics, if you don’t agree or want to speak as listed let us know. Reviewed the agenda. Will have the training at the Holiday Inn in St. Cloud. Will be \$25 a day for non-members to attend.

- Strategic Plan – The Board member plan is on the website, look at it often as there are items that the Board needs to do – not just MAC staff! We are trying to have all documents on the website so people can find and access it easier than as a Google Docs link in an email.
- Membership Outreach – Keep reaching out and reminding people of the benefits of MAC membership to those that are not members. We do not automatically drop people/organizations off the membership list if membership payment is not received by July 1, 2017.

VII. Adjourn

Adjourn at 11:38 a.m.

Motion 1<sup>st</sup>: Dresden Jones

2<sup>nd</sup>: Sara Miller

**Approved**

**Next meeting: August 13, 2017 – 10:00 a.m. – 12:00 p.m. @ MAC Office, St. Paul**

Respectfully Submitted,

Vicki Walechka  
MAC Secretary

**MN Alliance on Crime  
Financials Summary  
July, 2017**

**Income:**

Membership Dues	4675.00
OJP Grant Income	13844.81
Training Grant Income	10710.35
Interest Income	3.35
	<hr/>
	<b>29233.51</b>

**Expenses:**

OJP Grant Expenses	14339.22
Training Grant Expenses	5842.06
Unrestricted Expenses	-400.42
	<hr/>
	<b>19780.86</b>

**Total Expenses:**

Personnel	10552.46
Payroll Taxes	858.72
Health Insurance Premiums	900.00
Rent	800.00
Contract Services	2345.00
Dues & Subscriptions	577.50
Equipment	0.00
Liability Insurance	0.00
Workers Comp Insurance	0.00
Miscellaneous	0.00
Annual Meeting Expense	0.00
Office & Program Supplies	300.79
Telephone Expense	273.48
Travel & Training Expenses	3101.91
Bank Service Charges	31.00
Aplos Software Expense	40.00
	<hr/>
	<b>19780.86</b>

**Available Balances:**

OJP Grant	42217.67
Training Grant	26620.16
Unrestricted-Checking	42797.40
Savings Account	15138.74
	<hr/>
	<b>126773.97</b>

Heidi Hachfeld  
423 W. Franklin Street  
Morristown, MN 55052  
507-330-0606

Invoice

Date: July, 2017  
Invoice #: 143  
Customer ID MAC

To: Minnesota Alliance on Crime  
155 Wabasha Street S.  
St. Paul, MN 55107  
  
612-940-8090

Salesperson	Job	Payment Terms	Due Date
		Due upon receipt	

Hours	Description	Hourly Rate	Line Total
8.00	Close out year-end; 990 information; July Financials	20.00	160.00
5.50	Payroll, finish up quarterly reporting	20.00	110.00
5.00	Pay Bills, Filing, JE's, Emails, Budgets; Set-up new year files, etc.	20.00	100.00
18.50			
Subtotal			\$ 370.00
Sales Tax			
Total			\$ 370.00

Make all checks payable to Heidi Hachfeld  
Thank you for your business!  
423 W. Franklin Street, Morristown, MN 55052



## Executive Director's Report August 2017

### Updates

- **990:** All documents have been sent to Nichole Fairbanks, who will be completing and filing our 990.
- **NITVAN II Grant:** We are still waiting to hear if we will be awarded funding.
- **Succession Planning:** Attached is a document that I have created and will continue to update to ensure continuity of business. I have asked Danielle and Julia to begin completing a similar document.
- **Strategic Plan:** The strategic plan spreadsheet with implementation steps is also on the board page of the MAC website. Please be sure to review it regularly so you are aware of what objectives have been met, what implementation steps are in process, and what tasks pertain to the board.
- **OJP Renewal RFP:** Attached is the letter of MAC's eligibility to apply for renewal grant funding from OJP. Coalitions will receive solely state funds, which will make tracking much easier. We will no longer have a match requirement. The contract period will be October 1, 2017 – September 30, 2019. MAC is eligible to request \$380,830 for the two-year period. The RFP deadline is August 31<sup>st</sup>.

### Upcoming Events

- **Silent Auction:** As of August 2<sup>nd</sup>, MAC has received 28 silent auction donations, 11 of which are from new donors, 5 of which are from 2016 donors who increased their contributions this year. In August, we'll begin calling donors who have not yet responded, putting special emphasis on donors who donated last year. We'll ask the board to help with this by calling a few prospective donors to follow up. When you make these calls, please put your name under the "Board Member" column and use the drop-down menu to change the status to "Follow-Up Call Made" (or "Declined" if you find out they can't donate). There is a column on the far right of the spreadsheet to record additional notes (e.g. donation pending, ran out of funds for the year, only donate to education programs, etc.). As a reminder, you can find the link to the silent auction spreadsheet on the Board web page.
- **Annual Meeting:** I have begun to create the PowerPoint for the annual meeting. Danielle will be working on the FY17 annual report. These will be distributed to the executive committee for review by September 1<sup>st</sup>. Registration is now open. We are charging non-members \$25 per day to attend.

### Training and Engagement

- **Fundamentals in Victim Services:** We received evaluations from 80% of the training participants. Overall, the evaluations were very good and there was some helpful constructive feedback. The Training Development Work Group reviewed these and made recommendations for future trainings. The tentative date for our next Fundamentals is December 6-7 in St. Cloud.
- **Trauma Training:** MAC will hold a half-day training titled The ACES Study: How the Accumulation of Stress Changes Our Future with trainer Karina Forrest Perkins on November 17<sup>th</sup> at Cornerstone in Bloomington.

- **Membership Outreach:** 360 Communities, Benton County Victim Services, Community-University Health Care Center, and Pennington County Crime Victim Services have joined MAC, bringing us to 65 member programs! FY18 membership renewal letters and applications were due August 1<sup>st</sup>. All but four member programs have either renewed their membership or have contacted me about submitting late. We will follow up with those four members.
- **Cornerstone Crime Victim Advocacy Services (CVAS) Training:** Danielle and Bobbi are working with CVAS management to develop training for their new advocates.
- **Annual Membership Survey:** Staff will be meeting with Aurora Consulting on August 8<sup>th</sup> to create the annual evaluation that will be sent to all MAC members. The goal is to send it out on Monday, August 21<sup>st</sup> and the deadline for completing it will be August 31<sup>st</sup>. A draft will be sent to the executive committee as soon as it is available for review prior to sending it out to the membership.
- **Newsletter:** Danielle released the August MAC newsletter. The open rate so far 36%.
- **Website:** Danielle added new pages for the Annual Meeting, board recruitment, and internships.



## **Executive Director Position**

Supervisor: MAC Board

1. **E.D. Supervises: (specific positions not actual employees)**
  - a. Training and Engagement Coordinator – Danielle Kluz
  - b. Administrative and Volunteer Coordinator – Julia Tindell
  - c. Interns
2. **MAC Coordinators Duties:**
  - a. Training and Engagement Coordinator
    - i. Membership Outreach
    - ii. Training Development
    - iii. Communications
      1. Monthly newsletter
      2. Social Media
      3. Listserv discussions
  - b. Administrative and Volunteer Coordinator
    - i. Provide Assistance to ED and Training and Engagement Coordinator
    - ii. Daily/Monthly financials
    - iii. OJP FSR submittal
    - iv. General office administration

### **I. Executive Director's Outside Organizations: State**

All contact information can be found in Outlook contacts file.

<b>Organization</b>	<b>Contact Person (name, phone, e-mail)</b>	<b>Purpose [in relation to] MAC</b>	<b>Meeting Info (day of month/time)</b>	<b>MAC point persons</b>
MN Department of Health/Sexual Violence Prevention Unit (MDH)	Beatriz Menanteau, JD Supervisor, Violence Prevention Programs Unit Injury & Violence Prevention Section Minnesota Department of Health p 651.201.4154   f ax 651.201.5800 Email: <a href="mailto:beatriz.menanteau@state.mn.us">beatriz.menanteau@state.mn.us</a>	Collaborative partner	Bi-monthly meeting with OJP and other coalition directors;  Quarterly Human Trafficking Task Force Meetings	Bobbi and Danielle

	<p>AMY KENZIE Sexual Violence Prevention Program Director and Minnesota Human Trafficking Task Force Coordinator Injury &amp; Violence Prevention Section 651.201.5800 Email: <a href="mailto:amy.kenzie@state.mn.us">amy.kenzie@state.mn.us</a></p> <p>LAUREN RYAN, JD Safe Harbor Director Minnesota Department of Health Injury and Violence Prevention p 651-201- 5412   f 651- 201-5800</p>			
Department of Public Safety, Office of Justice Programs (OJP)	<p>Casey Cashman (MAC grant manager) 651-201-7352;</p> <p>Cecilia Miller (head of grants) 651-201- 7327;</p> <p>Raeone Magnuson (director) 651-201- 7305</p> <p>Suzanne Elwell- Director of Victim Justice Unit 651-201-7312</p>	Funder and collaborative partner; office of victim oversight	Cecilia joins the Coalition Director's meeting every other month with funding and OJP updates and soliciting input on program issues.	<p>OJP relies on us for our perspective on services.</p> <p>Danielle sits on the OJP Training Advisory Committee</p> <p>Julia submits our monthly FSRs (financial statement request)</p>

	Chris Anderson (crime victims grant coordinator) 651-201-7302			
MN County Attorney's Association	Bob Small, ED 651-641-1600	Member of CJ Collaborative	Monthly meetings are located in the MCAA building.	The benefit to MAC is access to county attorneys and receiving information regarding initiatives, emerging issues and possible legislation that MCAA is working on.
MN Coalition for Battered Women	Liz Richards, (ED) 651-646-6177	Schedule joint MAC/MCBW meetings; strategize on emerging issues that affect both; Meet jointly with OJP; Problem solve joint public policy issues; support one another in coalition work	See Dates in Outlook calendar. All scheduled for 2017	The benefit of this collaboration is that the nature of coalitions is a bit different from other non-profits. We are member driven so MCBW, MIWSAC, MAC, et al can share perspectives from the coalition perspective.
MN Coalition Against Sexual Assault	Terri McLaughlin, (ED) 651-209-9993	Strategize on emerging public policy especially with regard to funding for advocacy programs; meet jointly with OJP; support one another on Coaliton work	See 2017 Dates in Outlook calendar.	The benefit of this collaboration is that the nature of coalitions is a bit different from other non-profits. We are member driven so MCBW, MIWSAC, MAC et al can share perspectives from the coalition perspective.
MN Indian Women's Sexual Assault Coaliton	Nicole Matthews, (ED) 651-646-4800	We partner with MIWSAC on many things – MIWSAC is also a national TA provider; meet	See 2017 Dates in Outlook calendar	Bobbi/Danielle

		jointly with OJP; support one another on Coaliton work		
Mending the Sacred Hoop	Pattie Larsen (ED) 218-623-4667	meet jointly with OJP; support one another on Coaliton work	See 2017 Dates in Outlook calendar	Bobbi/Danielle
MN Alliance for Children	Marcia Milliken (ED)	meet jointly with OJP; support one another on Coaliton work	See 2017 Dates in Outlook Calendar	Bobbi/Danielle
MN DOC	Lydia Newlin, 651- 361-7249	Referral and resource for victims when offenders are in prison system. Work together to strategize around system improvements particularly in s/o registration and community notification as well as victim notification issues.	Victim Notification Lindsay Guillingsrud is now working as a PREA/life sentence review advocate	Lydia's office is a small group focused on easing post Bobbi/Danielle
Aurora Consulting	Al Onkka 612-584-3953	Contracted for strategic planning and evaluation project	As needed	Bobbi/Danielle
Training for Change	Erika Thorne 612-443-3115	Trainer for Fundamentals Trng Skilled at facilitating conversations regarding social justice/racism/bias /oppression/ privilege	As needed	Bobbi/Danielle

## II. Executive Director's Outside Organizations: National

Organization	Contact Person (name, phone, e- mail)	Purpose [in relation to] <b>MAC</b>	Meeting Info (day of month/time)	Other Relevant Information
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NCVLI – Nation Crime Victim Law Institute	Meg Garvin	NCVLI provides technical assistance to advocates and attorneys and in some cases representation to victims of crime.  LEADER in strengthening victims' rights nationally. TA provider to Marsy's Law.		NCVLI is a huge asset and can provide TA on specific cases and tp initiatives.
National Organization for Victim Assistance	No one contact person	Provides TA on victim issues	We are a member	All Staff

### **III. Executive Director's Committee Obligations and Roles**

<b>Committee</b>	<b>Contact Person</b> (name, phone, e-mail)	<b>Purpose</b> [in relation to] <b>MAC</b>	<b>Meeting Info</b> (day of month/time)	<b>E.D. Current Role or Committee Assignments</b>
Human trafficking Task Force	Amy Kenzie 651-201-5410	Statewide TF related to sex trafficking	Varies – but meet quarterly	Attend meetings and prevention committee meetings
DV Collaborative Meetings	Safia Khan MCBW 651-646-6177	Maintain knowledge of emerging issues and strategies.	Meets monthly at the MCAA building. Check calendar for upcoming meeting dates.	ED attends, Danielle is backup
Super Bowl Planning Committee	Women's Foundation	To inform plan to address trafficking during Super Bowl	As called by Women's Foundation	Danielle
MN Legal Victim Services Project	Ann Cofell – Mid MN Legal Aid 320-253-0121	MAC is an MOU partner on this project. OJP is the OVC grantee. MAC receives \$110 per meeting attended.	Quarterly. Ann sends out a doodle and picks date. Meetings take place at the Northwest Area Foundation	ED attends meetings

Day One Call Center Advisory Workgroup	Colleen Schmitt 952-646-6545	To provide guidance to the Crime Victim Hotline that is part of the call center	As needed, Day One convenes them at Cornerstone in Bloomington	ED attends meetings
SAVIN Advisory Committee	Suzanne Elwell – OJP 651-201-7312	To provide input regarding VINE and MN CHOICE	Committee meets 2x year, usually by phone. Suzanne sends meeting info.	ED attends meetings

#### **IV. Executive Director's Relevant Contacts**

Name	Contact Information	Related Organization	For the purpose of	Other Relevant Information
Heidi Hachfeld	507-330-0606	Contract Bookkeeper	Monthly /Year End financial statements	
Carolyn Bryant	651-201-7316	OJP	CVJU Investigator	
Art Morrow	651-523-0802 Ext 2759	MADD ED	Landlord	
Casey Cashman	651-201-7352	OJP	Grant Manager	
Cecilia Miller	651-201-7327	OJP	Grants Unit Director	

#### **V. Executive Director's Financial Responsibilities**

Critical Questions - Financial	Answers and Notes
Where is our organizations money?	Bremer Bank
Do we have lines of credit? __Yes __x__No If so, with whom?	
Who approves expenses and/or signs checks?	ED approves expenses and checks must be signed by 2 authorized signers
Who will approve expenses and sign checks in my absence?	Board President and/or treasurer
Who ensures financial compliance with contracts and grants?	ED and administrative coordinator

Who will ensure financial compliance with contracts and grants in my absence?	Administrative coordinator and appropriate board members
Who would ensure the organization is in good financial health in the absence, or during a transition, of the E.D.? (ensure checks and balances are maintained, 990 filing, FSRs completed)	Board president and/or treasurer working with Heidi Hachfeld and Administrative Coordinator
Who is currently authorized to sign checks?	ED, Board President, Treasurer, Administrative Coordinator
Who would be authorized to sign checks in the event that the E.D. is unable to?	Board President, Treasurer, Administrative Coordinator
Who is responsible for payroll?	ED/Heidi Hachfeld
Who is the accountant the completes and files 990 (list all contact information)	Nichole Fairbanks - 651-251-4389 NicholeF@HLAccountants.com
Other	
Other	
Other	
Other	
Other	
Other	

<b>Critical Questions - General</b>	<b>Answers and Notes</b>
Which position (or whom) is capable of supervising staff in my absence?	Danielle Kluz
Which position would be responsible for media contacts or public appearances if there were a transition?	Danielle Kluz
Who will communicate with membership during my [unplanned] absence or in the event of a transition?	Board President; ultimately delegating to Training and Engagement Coordinator
Who will communicate with key contacts or constituents during my [unplanned] absence or in the event of a transition?	Board President

## **Insurance**

### **Health and Dental**

*Christopher W. Woodis  
Metro Benefits Group LLC  
705 Central Ave East  
St. Michael, MN 55376*

*Phone: 612-520-1677*

*Fax: 612-213-2350*

*[Email: cwoodis@metrobenefitsgroup.com](mailto:cwoodis@metrobenefitsgroup.com)*

### **Mailing Address**

*P.O. Box 147  
St. Michael, MN 55376*

### **MAC Business Policies**

Bremer Insurance Agencies, Inc.  
633 South Concord Street, Suite 225  
PO Box 188  
South St. Paul, MN 55075

Phone: 651-552-2424

### **MAC Critical Information**

#### ***Nonprofit Status***

IRS Determination Letter: Top drawer to the right of ED's desk

Bylaws: Electronic copy on board page of website

Mission Statement: On website

Board Minutes: Electronic copy on board page of website

#### ***Financial Information***

Employer I.D. # (EIN)	41-1801338
State ID #	2114507
DUNS #	929490105

Current & Previous 990s Heidi Hachfeld has hard copies

Financial Statements Heidi Hachfeld has electronic and hard copies.

State or District sales

Tax exempt certificate Top drawer to the right of ED's desk



Blank Checks	Locked in standing file cabinet in ED office
Online Banking Sites (include passwords)	<a href="http://www.bremer.com">www.bremer.com</a> Company ID: 995006 Access ID: 120992902 ED PW: Bobbi3419
Donor records	Administrative Coordinator

### **Human Resource Information for MAC**

Employee Records/  
Personnel Information\*    Top Drawer of locked cabinet in ED office  
*\*Names, home addresses, phone numbers, e-mail addresses, emergency contacts, etc.*

I-9's	Same as above
Payroll	Same as above

### **Facilities Information**

Office Lease	MADD
Building Management	
Company Name	Southbridge Office Center
Contact Name	Nicky Scarrella
Phone/E-mail	651-298-9977 / pminc@popp.net

# MINNESOTA DEPARTMENT OF PUBLIC SAFETY



Alcohol  
and Gambling  
Enforcement

ARMER/911  
Program

Bureau of  
Criminal  
Apprehension

Driver  
and Vehicle  
Services

Homeland  
Security and  
Emergency  
Management

Minnesota  
State Patrol

Office of  
Communications

Office of  
Justice Programs

Office of  
Traffic Safety

State Fire  
Marshal and  
Pipeline Safety

## Office of Justice Programs Crime Victim Services

445 Minnesota Street • Suite 2300 • Saint Paul, Minnesota 55101-1515  
Phone: 651.201.7300 • 888.622.8799 • Fax: 651.296.5787 • TTY: 651.205.4827  
[www.dps.state.mn.us](http://www.dps.state.mn.us)

Date: July 31, 2017  
To: Bobbi Holtberg  
Minnesota Alliance on Crime  
From: Cecilia Miller, Grants Director  
Re: Notice of Eligibility for FY18 & FY19 Funding

The information contained in this notice is specific to your agency's response to the *Coalitions 2018-19 Renewal Grants* RFP ("Coalitions 2018" in E-grants) that can be found at the following link:

<https://dps.mn.gov/divisions/ojp/forms-documents/Documents/cvs/CVS18CoalitionsRFP.pdf>

Your agency is eligible to apply for **\$380,830** to provide the following services during the 24-month period of October 1, 2017 to September 30, 2019:

- \$380,830 for statewide coalition services.

Your award will consist **\$380,830** in state funding. Please budget this amount under only the *State* budget column in E-grants. Please see the RFP for specific information about completing your budget.

The Office of Justice Programs (OJP) reserves the right to modify the amount for which your agency is eligible to apply if grant award amounts received by OJP are different than anticipated.

Please feel free to contact your grant manager with questions and for technical assistance.

## MAC activity report

Week	(All)
Date	(All)

Row Labels	Sum of Time
Email	28
Fundraising	1
Meeting	22.5
Meeting Prep	4
Phone call	1
Research & Development	12.5
(blank)	
Administrative	38
Technical Assistance	10
Outreach to Membership	3
PTO	36.5
Holiday	8
<b>Grand Total</b>	<b>164.5</b>

**Danielle Kluz**  
**Activity Summary July 2017**

<b>Label</b>	<b>Total Hours</b>
Admin	34
Email	11
Holiday	8
Meetings	23
Meeting Prep	5
Outreach to Membership	41
PTO	16
Public Policy	3
Research & Development	6
Technical Assistance	0
Training	21
Travel	0
<b>TOTAL</b>	<b>168</b>

Julia Activity Report (July 2017)

Week	(All)
Date	(All)

Row Labels	Sum of Time
Meeting	5.5
Meeting Prep	0.5
(blank)	17
Holiday	4
Professional Development	1
Break	7
PTO	12
Finance	3.5
Administration	29.5
<b>Grand Total</b>	<b>80</b>