



**Minnesota Alliance on Crime
Board Meeting Agenda
November 8, 2018
10:00am – 1:00pm
Northwest Area Foundation
60 E Plato Blvd, Ste. 400
St. Paul, MN 55107**

<i>Agenda Item</i>	<i>Who Leads</i>	<i>Time</i>
I. Introductions/Call to Order	Board President	5'
II. Approve Agenda - Changes/Additions- Action Item	Board President	5'
III. Consent Agenda Items		15'
• Secretary's Report- Action Item	Secretary	
• Treasurer's Report- Action Item	Treasurer	
• Director's Report	Executive Director	
IV. Annual Board Training	Aurora Consultants	180'
V. Adjournment – Action Item	Board President	5'

MAC Board Meeting – via phone
July 12, 2018 – Meeting Minutes

I. Called to Order by MAC Board Vice President, Kelly Nicholson at 10:03 a.m.

- a. Those present: Dresden Jones, Melissa Cornelius, Kelly Nicholson, Karla Bauer, Emily Douglas, Shawn Becker, Chris Jensen, Rachael, Pamela, Heidi Hachfeld (accountant)
- b. Executive Director: Bobbi Holtberg,
- c. MAC Staff: Julia Tindell
- d. Additional Attendees: Theresa Lockwood, Hennepin County; Lisa Smith, Minneapolis FBI

II. Review Agenda – Changes/Additions

- a. **Add closed session to agenda – Karla – Board candidates**
- b. **Motion to approve modified agenda**
 - i. 1st Dresden
 - ii. 2nd Emily**Approved**

III. Consent Agenda Items

- a. Secretary's Report: Reviewed June 2018 report
- b. **Motion to approve Secretary's Report from June 2018**
 - i. 1st Chris
 - ii. 2nd Shawn**Approved**
- c. Treasurer's Report
 - i. Skipped
 - ii. **Motion to approve Treasurer's Report from May 2018**
Approved
- d. Director's Report
 - i. Otto Bremer – application for Fall 2018 – by Nov 1 will find out
 - ii. Update on 990 – Nicole Fairbanks – signed tax engagement letter – she will complete the 990 for 2018 – final in Nov
 - iii. July Network meeting next Tuesday – made it more accessible, targeted networking with federal partners, including Lisa – training on cybercrime – would love to see people there please send invites – want to increase registration numbers (currently approx. 29) – has 50 for first training, looking
 - iv. NCBC conference confirmed – Julia not at annual meeting – Karla is doing bingo
 - v. Danielle is at training today
 - vi. Meeting with Nicole from MIWSAC – annual mtg training – objective – jurisdictional issues, collaboration with tribal courts – bridging state and tribal courts
 - vii. Membership & Outreach Update:
 - as of 2-3 wks ago, over 50% had renewed
 - Some programs late

IV. Updates

- a. Executive Committee (Kelly)
 - i. We met by phone; focused discussion item later in mtg
- b. Finance Committee (Chris & Heidi)
 - i. Next mtg on August 17
 - ii. Grateful to have Heidi some today – topical areas to include FSR work
 - iii. Questions about financials? Should have gotten summary and fiscal year-end report
 - iv. 941 document included
 - v. Heidi:
 - Understand what Heidi does, what MAC staff does, and what Chris does since he will be transitioning out of the Board
 - Chris – the bulk of the work is done by MAC staff and Heidi but Chris provides essential oversight
 - Financial statements:
 - o Info sent from MAC staff – receipts, what fund it's coming out of and Heidi plugs in numbers
 - o And end of month, she pulls bank statement and balances MAC checkbook – financial summary shows that check register reflects what the bank says – Board gets monthly summary
 - o Electronic deposits from the state but no level of detail on transaction – reconciliation is done by Heidi
 - o Runs all checks and deposits again May's starting balance to ensure number agree
 - o Savings account – enters interest earned – no activity – those are the two asset accounts
 - o MAC Financial Guidelines created two years ago – shifted treasurer's role to be less hands on – Julia does deposits weekly
 - o MAC used to submit FSRs quarterly and there was activity on savings but monthly, there isn't – submit FSRs monthly because it's a simpler process
 - o MAC cash on hand is combo of savings and checking but only focus on checking
 - o Heidi verifies balance sheet, which shows MAC's standing on any given day – checking balance is column to watch but other columns are only used by Heidi –
 - o At end of OJP grant, money goes back into unrestricted funds (end of next year, 2 year grant) – fiscal years do not jive (OJP and MAC)
 - o Unrestricted shows we have more money than we do – total amount column is accurate
 - o Grants we have not received yet not accounted for
 - o Cash accounting – matches with monthly reviews – do not accrue payables – account for them as they are paid (except payroll)
 - o Tax liabilities paid following month by 15th
 - o Health insurance number also fluctuates

- o Equity fund balances – add up negative numbers – roll into unrestricted – gets net equity
 - o Separate worksheet that details grant – what it was, what has been spent, what is remaining, and what we have received back in cash
 - o 144,176 from CVS grant – end of grant Sept 2019 – helps keep MAC on track to utilize grant funds – budget amendments, etc. – underspending grants
 - o Heidi looks at bank statements, staff gives her receipts, staff track grant spend
 - o Julia does FSRs
- Income statement
 - o Year-end captures all 12 months – done by month and by fund
 - o Records all our income as unrestricted
 - o Expenses split into what grant they come out of
 - o 19,363.92 (record) – revenue received over costs – dues, donations, silent auction – goes back into checking at end of year (unrestricted)
 - o In Kind income and expense: VOCA training and special projects will come with 25% match – can use in kind income as soft match – track intern hours – In kind income is: intern works for free at rate set by state; income also has to be an expense - \$10,000 work is income but also need \$10,000 expense (which is interns being “paid” for their work) - \$10,000 in volunteer hours – match piece is, 25% of \$10,000 is matched – 25% match requirement for interns – expense is what the grant people look at to see that we made out match – phantom expense and income – requirement of VOCA dollars is that we utilize volunteers – this is a way we see it on paper – demonstrate that we use interns – “mythical money” – put match into the budget without it being a hard match – state dollars do not have a match requirement – that’s why it is on the income statement as income and expense so it zeros out – does budget based on having an intern year round full time
- Grant Recaps
 - o Tracks grant spend, close out etc. – grant balances - \$5,000 for interpretive services
- 941: payroll
 - o Done every two weeks
 - o Fed and state taxes, FICA withheld – paid at end of month
 - o Quarterly fills out form for IRS showing what has been paid and what is owed in taxes
 - o End of year, completes 940 and balances everything
 - o MN quarterly report with same info
 - o Quarterly pays MN unemployment
 - o Half of Julia’s time is paid by NITVAN until end of April
- Bobbi worked with Heidi to ensure staff increases were accurate

- Financial guidelines – every transaction has a paper trail (email and receipt) so issues can be resolved easily
 - 990: informational return for non-profits to file, no tax implications, holds non-profits accountable for taxes, public information (filed with attorney general) – transparency – completed by Harington Langfield (?) – signed at annual meeting
 - FSR: purchase is made, receipt sent to Heidi who tracks it; preliminary financials sent to Julia – she tracks grant spend on spreadsheet – reports back to Heidi who then puts together the monthly financials – Julia puts together FSRs – reports what grant money is being spent on (expense report) – OJP grants and NITVAN grant – grant manager contacts Julia if there are any questionable expenses (you spent money on something you didn't budget for, etc) – NITVAN has more strict requirements than OJP – have passed grant reviews
 - Expense codes: correlates expense and what grant it comes out of
 - How does Amazon Smile work with this?
 - o Gets deposited when it reaches \$5
 - o Bobbi gets email and forwards it to Heidi so she can account for it in the financials (minus processing fee)
 - How much of staff time is spent on these processes?
 - o 20 min/day or 4 hours/month
 - o Budget amendments will take more time
 - Chris: a few hours per month – reviews financials and looks for anything inconsistent/odd – figure out how the flow works – sign checks – gets an inside view of the direction of MAC – extra set of eyes
- c. Public Policy committee (Bobbi)
- i. On hold
- d. Outreach and Fundraising (Pamela)
- i. Pamela met with Julia – has been trying to assign people to the different places on the spreadsheet and attempted to match places with board members who can easily pick them up – Pamela will send spreadsheet to Board – only have 17 received donations
 - ii. Baskets must be brought to MAC before annual meeting (sometime in Aug)
 - iii. Karla is doing Wonder Woman basket
- e. Board Development Committee (Karla)
- i.

V. Discussion & Action Items

- a. Board Development Project
- i. MAC wants to make board participation something that is beneficial for board members – education, skill enhancement, networking, etc.
 - ii. Want people to be invested in since they are investing their time
 - iii. Can help with recruitment
 - iv. Aurora: has helped us focus in the past; they put together a development proposal for the Board:

- Training – needs to be approved by Board for budget
- This can benefit current and future board members – what do we want the Board to look like? How do we make sure the Board is representative of all we serve?
- Development opportunity for everyone at the table – create leaders in this field – best practice in outreach and onboarding
- Kick off in the fall when new members join – create a 3-year plan btwn staff and board members
- \$4500 is the cost
- Need to make sure our Board is grounded in who MAC is, as individuals, and as a group, create sustainability
- Board needs to improve our understanding of how we support the board and that staff aren't the ones who should be doing everything
- As seasoned board members phase out, we will have an understanding of how we can move forward
- Can help us focus energy, helped us crush the 2 year plan
- C4 Board? Have not gotten that determination
- **Motion to approve \$4500 for the board dev plan with Aurora**
 - 1st Chris
 - 2nd Dresden**Approved**

b. Annual Plan and Implementation Steps

- i. Kelly reached out to committee chairs
- ii. Q1 implementation steps from the Board so Julia can plug them into the plan
- iii. Each committee please complete and send to Bobbi within the next week
- iv. In the past, staff did all implementation steps but that doesn't jive with our philosophy of Board taking ownership
- v. Board supporting staff is exemplified in Board creating implementation steps
- vi. Karla will send Board Dev Committee steps to Julia

VI. Adjourn

a. **Motion made to adjourn the meeting at 11:28am**

- i. 1st Diane Homa
- ii. 2nd Pamela

Approved

Next Meeting: July 12, 2018 @ 10:00 a.m. – 1:00 p.m. – 1 West Water Street, Suite 297



2018 Annual Meeting Minutes

September 6, 2018

1. Welcome & Member Roll Call: Kelly Nicholson, Vice President and Acting President
 - a. Quorum was reached.
 - b. See attached roster of member attendees.
2. Housekeeping: Danielle Kluz, Training and Engagement Coordinator
3. Board Member Recognition: Bobbi Holtberg, Executive Director
4. Annual Reports: Kelly Nicholson and Chris Jensen, Treasurer
5. Committee Reports: Board Committee Chairs
6. Programmatic & Training Initiatives: Danielle Kluz
7. Member Survey Results: Bobbi Holtberg
8. Board Slate Introduction: Dresden Jones, Board Development Committee Chair
9. Proposed Bylaws: Chris Jensen
10. Membership Voting: Kelly Nicholson
 - a. MAC membership ratified the slate of Board of Directors candidates.
 - b. MAC membership ratified recommended bylaws changes.
11. Meeting Adjourned: Kelly Nicholson
 - a. MAC membership adjourned the meeting.

2018 Annual Meeting: MAC Member Attendees

First	Last	Organization	City
Ann	Averill	360 Communities	Eagan
Emily	Douglas	Anoka Co. Attorney's Office	Anoka
Amanda	Jimenez	Becker Co. Attorney's Office	Detroit Lakes
Biiftuu	Adam	Bloomington City Attorney's Office	Bloomington
Vanessa	Barr	Blue Earth Co. Attorney's Office	Mankato
Stephanie	Mullen	Breaking Free	St. Paul
Bernie	Epper	Brown Co. Probation	New Ulm
Nancy	Yates	Carver Co. Attorney's Office	Chaska
Denise	Loy	Chippewa Co. Victim/Witness Program	Montevideo
Wendy	Stenberg	Chisago Co. Victim Assistance Program	Center City
Mercedes	Moreno Ferrer	Community-University Health Care Center	Minneapolis
Leah	Ekstrom	Cook Co. Attorney's Office	Grand Marais
Pamela	Maldonado	Cornerstone Advocacy Service	Bloomington
Kelly	Nicholson	Dakota Co. Attorney's Office	Hastings
Therese	Lockwood	Hennepin Co. Attorney's Office	Minneapolis
Jill	Christenson	Hubbard Co. Attorney's Office	Park Rapids
Karen	Nelson	Isanti Co. Victim Services	Cambridge
Cheryl	Terhaar	Kanabec Co. Victim/Witness Services	Mora
Jen	Hovland	Kandiyohi Co. Attorney's Office	Willmar
Lynn	Geray	Mahnomen Co. Victim Service's Office	Mahnomen
Rebecca	Bentele	Martin Co. Victim Services	Fairmont
Jordan	Malone	Meeker Co. Attorney's Office	Litchfield
Sarah	McGuire	Mid-Minnesota Legal Aid	St. Cloud
Cindy	Westberg	Mid-Minnesota Women's Center	Brainerd
Amee	Kroghus	Mothers Against Drunk Driving	St. Paul
Holly	Johnson	New Horizons Crisis Center	Marshall
Sonja	Meline	Norman Co. Victim Assistance Program	Ada
Gretchen	Weinrich	Pennington Co. Crime Victims Services	Thief River Falls
Dana	Johnson	Polk Co. Coordinated Victim Services	Crookston
Christos	Jensen	Ramsey Co. Attorney's Office	Saint Paul
Denise	Kerkhoff	Redwood Co. Attorney's Office	Redwood Falls
Shawn	Becker	Rice Co. Attorney's Office	Faribault
Mary	Gutierrez	Safe Avenues	Willmar
Anthony	Tedesco	Saint Paul City Attorney's Office	Saint Paul, MN
Barb	Hedstrom	Shakopee Police Department	Shakopee
Deirdre	Keys	Someplace Safe	Fergus Falls

First	Last	Organization	City
Amy	Lauricella	Standpoint	Minneapolis
Teresa	Dudley	Steele Co. Attorney's Office	Owatonna
Susie	Hanson	Stevens Co. Attorney's Office Victim Services	Morris
Aaron	Gutzke	ThinkSelf	Saint Paul
Melissa	Cornelius	Watonwan Co. Victim Witness Program	St. James
Brett	Davis	Women of Nations	St. Paul
Estelle	Brouwer	Women's Advocates	St. Paul
Michelle	Freitas	Women's Rural Advocacy Program	Marshall
Linda	Hagen	Yellow Medicine Co. Attorney Victim Services	Granite Falls

**MN Alliance on Crime
Financials Summary
September, 2018**

Income:

Silent Auction Income	2643.55
Donations	90.00
Membership Dues	450.00
OJP Income	22880.33
Training Grant Income	0.00
In Kind Donations	0.00
NITVAN Income	2937.78
Interest Income	3.87
	<u>29005.53</u>

Expenses:

OJP Grant Expenses	15289.50
NITVAN Scholarship Expenses	822.01
Training Grant Expenses	4049.02
NITVAN Grant Expenses	2033.52
Unrestricted Expenses	2020.99
	<u>24215.04</u>

Total Expenses:

Personnel	12760.08
Payroll Taxes	947.70
Health Insurance Premiums	1271.88
In Kind Intern/Volunteer Expense	0.00
Rent	1244.00
Contract Services	2176.00
Workers Comp Insurance	0.00
Dues & Subscriptions	15.00
Equipment	0.00
Liability Insurance	0.00
Workers Comp Insurance	0.00
Miscellaneous	-50.00
Annual Meeting Expense	3592.05
Other Training Reimbursement	1000.00
Office & Program Supplies	0.00
Telephone Expense	328.94
Travel & Training Expenses	850.39
Bank Service Charges	34.00
Aplos Software Expense	45.00
	<u>24215.04</u>

Available Balances:

OJP Grant	183012.09
NITVAN Scholarship	0.00
Training Grant	0.00
NITVAN Grant	23028.06
Unrestricted-Checking	63311.25
Savings Account	15189.07
	<u>284540.47</u>



Executive Director's Report November 2018

MAC Updates

- **Who are MAC's Members:** Danielle created a document that breaks down the makeup of MAC's member programs. This document has been very helpful when talking with funders, stakeholders, and sister coalition programs. Please feel free to use the information when you are talking about MAC.
- **Funding:** The Minnesota Office of Justice Programs (OJP) has begun to release FY19 VOCA funding RFPs.
 - **Coalition VOCA Training Grants:** All 6 statewide coalitions agreed to split \$1 million that OJP set aside for the coalitions. Sacred Hoop decided not to apply, so our ask was for just under \$200,000. The grant narrative and budget are included in the board packet. NOTE: I wrote a .5 FTE into the project as Danielle will need significant support to develop and deliver the volume of trainings that are planned over the next 3 years. Julia will fill the .5 FTE to work with Danielle and this will allow us to keep her at full time status after the NITVAN grant sunsets on 3/30/19.
 - **VOCA Special Projects:** I met with Cecilia Miller on 9/25/18 to discuss MAC's plan to apply for special project funding to hire a temporary full-time project coordinator to complete a statewide needs assessment/gap analysis regarding how victims' rights are afforded/upheld throughout the state. Cecilia had a favorable response to the proposed project and indicated that OJP would likely fund our application. She anticipates OJP will release the RFP early winter with an April 1, 2019 start date.
 - I also advocated that OJP set aside VOCA funding and develop a specific RFP for 10 law enforcement entities to pilot development of victim specialist positions within their department. I am working with the Chief's and Sheriff's Associations to help identify LE agencies that currently have the capacity to implement the suggested model.
 - **Request for Increase to MAC's Base Level Funding:** When I met with Cecilia, I requested an increase to our current level of funding to hire a fulltime admin/finance person. As MAC grows and our budget grows, it strains the capacity of Heidi Hachfeld to handle of our bookkeeping needs. Julia has done a great job taking on day-to-day duties, but will not be able to continue to perform those duties once she begins working with Danielle on training. MAC's general day-to-day administrative support needs have also grown.
 - I asked for an increase of approximately \$61,000/year for the next 3 years to hire a FT operations manager. OJP has approved our request. Because that position is not VOCA eligible and they no longer have state funds available, we will need to adjust payroll distributions. Danielle's position is VOCA eligible, so we will move her to VOCA and OJP has decided the easiest way to get the funding to MAC will be to add an additional \$180,000 to our VOCA Training Grant Contract. I am hoping to post the new position by mid-November anticipating having someone in the position by January 1.

- **NOTE:** All VOCA funding has a 25% match requirement. I have submitted a partial waiver request and have indicated that MAC has the ability to meet a 10% match. The 10% match will come from in-kind income from intern hours, trainers donating time, and donated training space.
- **Office Space:** In anticipation of MAC growing to 5 FTE by early spring and needing to have 2 interns working with us year round, MAC will need to expand our current office space. The office space next to MAC's current office has become available and would add approximately 550 square feet. I have been working with the building owner, Jim Miller, to negotiate terms of a 3-year lease extension and have created a document that is included in the board packet and outlines all costs associated with expansion of MAC's offices. Upon approval by the Executive Committee, I signed the 3-year lease extension.
- **Updated Position Descriptions:** In an effort to more accurately reflect the work being done by MAC staff I have updated all position descriptions and developed a description for the operations manager position. I also made the decision to change staff titles to more accurately reflect what they do.
 - Danielle and Julia are now both program managers and the staff hired with VOCA Special Project Funds will be a project coordinator. As stated, the new FT admin/finance position will have the title of operations manager. Since my position description (PD) had not been updated since I was hired, I worked with the Executive Committee to complete the updates. All PDs are included in the board packet.
 - I am asking the board to approve salary increases for Danielle and Julia. I very much need Julia to be an exempt/salaried employee and need to increase her wages in order to meet the minimum threshold. I am also requesting a 2% increase for Danielle as her duties related to training will increase significantly. A payroll distribution proposal for both of these requests is included on the board packet.
- **Updated Board Documents:** Please take time to read all of the updated board handbook materials. There have been a lot of updates and additional information added to the handbook. I will be working with Danielle to ensure the contents of the board handbook is also uploaded to the board page of the MAC website.
- **990:** Our 2017 Charitable Organization Annual Report and 990 have been completed, signed, and submitted. Both are included in the board packet.
- **501(c)(4) application:** We were notified by the IRD that due to the 2018 Tax Bill, charitable organizations are no longer allowed to hold more than 1 designation under the 501(c) tax code. Since we are not interested in dissolving our (c)(3) status and reapply as a (c)(4), they have refunded our \$600 application fee. The IRS determination letter is included in the board packet.
- **Silent Auction Proceeds:** MAC fundraised \$2,379 for the 2018 silent auction, an increase of \$_____ from 2017 (where we fundraised \$2,008). All silent auction items were fully paid for by 10/8/18. In 2019, MAC will slightly adjust silent auction plans, aiming to find more higher value items in hopes of increasing the silent auction fundraising in come.
- **File Sharing and Backup:** On October 23rd, MAC downloaded a trial version of Dropbox for teams. Dropbox allows MAC staff to backup, share, and remotely access files. This is an essential tool as we grow as an organization. When the trial period ends, MAC will purchase 3 licenses for a year at \$12.50 per user per month. The total for the initial purchase will be \$450. Once we add 2 additional staff, Dropbox will cost \$750 per year. MAC interns will not have a Dropbox account, but will continue to work on and share files using a computer, e-mail, and Google drive.
- **Give to the Max Day:** GTMD will be on **November 15, 2018**. MAC needs the full participation of the Board of Directors to make this day a success. Danielle has created a comprehensive resource for board members on participating in GTMD through emails and social networking. Please make sure you have read this thoroughly. Please contact Danielle if you have any questions.

MITCIRN (MN Identity Theft and Cybercrime Resource Network)

- **Extension Granted:** During the NCVC conference, grantees were notified that an extension was granted for 6 months. This will enable MAC to host 2 more quarterly meetings and continue to provide training and technical assistance supported by NITVAN grant funding.
- **Participation:** Currently 58 individuals representing 46 organizations have signed up to participate in MITCIRN. Please continue to encourage folks in your network to participate in MITCIRN!
- **July Network Meeting & Advanced Training:** The July training went extremely well! Participants were engaged and excited about the content, which consisted of a round table discussion with federal partners (FBI, HSI, USPIIS, and the US Attorney's Office); as well as training on cyber security from the FBI and a professor from MSU. Modifications based on April training evaluations were well-received. There were 31 people in attendance. Of those who completed the training evaluation, 78.9% reported improved capacity to serve victims following this training.
- **Law Enforcement Investigation Training:** MAC is bringing in Sean McCleskey to provide free training on identity theft investigation for law enforcement on Wednesday, December 5th. The training will have a morning (8:30 AM – 12:00 PM) or afternoon (1:30 PM – 5:00 PM) session option. Sean is a retired Secret Service agent and current director of Organizational Education and Measurement at the Center for Identity, University of Texas. The training is co-sponsored by OJP, MSA, and MCA (pending final confirmation). POST credits will be applied for when we have the training agenda completed. Please make direct outreach to local law enforcement in your area to encourage participation, and help us spread the news! The training is coming fast, and we want to get the word out!
- **Law Enforcement Card Working Group:** There is a small group of MITCIRN participants working on a resource for law enforcement to keep in their vehicles. The resource will be a post it note they can give to victims who make a report that will direct victims to call the Day One Crisis Line for support and/or go to a website to seek supportive resources. The hope is to have the post-it completed to distribute at the free investigation training above and send out to other departments.
- **Mapping:** After discussions with partners at the National Center for Victims of Crime and OJP's CVJU, it was decided that it will not be a useful tool for MAC to map resources to provide a database for service providers. Alternatively, Julia will be working on putting together a Minnesota specific resource guide for local advocates to guide them in providing support and referrals to victims of various types of identity theft. The goal will be to complete the project before the close of the NITVAN grant in March 2018.
- **NCVC Conference (Sep 5-7):** Julia attended the NCVC conference in September, where she participated in a problem solving seminar presented by ITRC, and attended several events and workshops to learn about identity theft and network with other agencies. Several positive connections came out of this conference, including a stronger relationship with ITRC staff and plans for an October webinar.

Training and Engagement

- **Webinars:** Kristin Judge of the Cybercrime Support Network presented a webinar on October 23rd on 5 Steps to Securing Your Online Life. There were 42 participants.
- **Membership Outreach:** Membership outreach packets went out in October to 30 programs that provide general crime services but are not MAC members.

- **Newsletter:** Danielle released the October 2018 MAC newsletter. It had a 42% open rate.



Minnesota Alliance on Crime (MAC) Proposed Training Priorities

Proposed training priorities were determined by responses provided by MAC members for the 2018 Member Survey and at the 2018 Annual Membership Meeting. MAC members were asked to provide information regarding topics/issues that needed to be addressed to grow their capacity to better meet the needs of the crime victims they serve. Based on the responses received, the following priorities were identified.

1) Annual Capacity Building Training (3 total trainings)

1.5-day training to be held in September 2019, 2020, and 2021 in conjunction with MAC's half-day Annual Membership Meeting. Trainings will focus on building the capacity of member agencies to provide best practice and comprehensive victim services. Potential topics include, but are not limited to:

- Crime victims' rights
- Ethics in victim services
- Improving collaborations
- Promising practices in victim services
- Assisting victims of crime post-conviction
- Working with incarcerated crime victims
- Impact of trauma on victims of crime
- Unconventional strategies for restitution recovery
- Strategies to compassionately prepare victims for trial
- Risks and benefits of protective orders
- Restorative justice practices
- Juvenile law
- U-visa
- Working with victims from underserved communities

These trainings will meet the needs identified in the 2018 Training Survey conducted with MAC members. The needs of victims are wide and varied and this 1.5-day training will provide opportunity for 3-5 topics to be addressed. 2 trainings will be held in St. Cloud and 1 in the Metro area.

Anticipate 75-100 MAC members and stakeholders will attend each Capacity Building Training.

Online evaluations will be completed by participants after each training session. A follow-up survey will be emailed to participants approximately 90 days after training has been completed to measure what impact training information received has had on day-to-day practices.

MAC will reimburse each MAC member program that attends training for mileage at the rate of .535/mile if they are traveling more than 45 miles round trip, and two nights of lodging at or below the federally allowable rate.

2) Fundamentals in Victim Services Training (6 total trainings)

Delivery of two-day trainings to be delivered semi-annually to new general crime advocates. Training focuses on grounding new advocates in the foundational underpinnings of victim services and victims' rights. Curriculum outline includes:

- Core advocacy
- Confronting bias, privilege, and oppression
- Systems advocacy
- Victims' rights
- The scales of victimization

Training delivery: 2 trainings in 2019, 2 in 2020, 2 in 2021 (with one in 2019 specifically for new OJP-funded law enforcement agency victim specialists). Half of the trainings will be held in a Metro location and half in St. Cloud.

Anticipate 30-40 victim service advocates will attend each training.

Online evaluations will be completed by participants after each training session. A follow-up survey will be emailed to participants approximately 90 days after training has been completed to measure what impact training information received has had on day-to-day practices and to identify topics/issues to be addressed through on-going training and discussion.

MAC will reimburse each MAC member program that attends the training for mileage at the rate of .535/mile if they are traveling more than 45 miles round trip, and two nights of lodging at or below the federally allowable rate.

3) Informational and Skill-Building Webinars (30 total webinars)

Development of quarterly webinar series. Webinar topics will address specific issues identified by members. Potential topics include, but are not limited to:

- Identity theft
- Building/growing multidisciplinary teams
- Identity theft
- Organizational leadership
- Tribal law/sovereignty and how it affects victims
- Historical trauma
- Working with civil attorneys
- Hate crimes
- Working with Child Protective Services
- Minnesota Sentencing Guidelines
- Juvenile cases
- Vicarious trauma
- Supporting parents of children who are victims or witnesses
- Understanding different cultures (Hmong, Somali, Karen, etc.)
- Incarcerated victims
- Creating collaborative partnerships for victim safety
- Rural victim services

At least 10 webinars will be delivered in 2019, 10 in 2020, and 10 in 2021.

Anticipate 60-80 victim service advocates will participate in each one-hour webinar.

Online evaluations will be completed by participants after each training session.

4) Prosecutor Trainings (3 total trainings)

Development and delivery of annual full-day, in-person trainings at two Metro locations and one in St. Cloud. Training topics will focus on improving prosecution of general crimes committed against adults and children. Potential topics could include, but are not limited to:

- Admission of child statements in child criminal sexual conduct cases
- Best practices in prosecuting child pornography cases
- When protective order violations become stalking cases
- Advanced trial strategies

- Prosecuting financial exploitation/identity theft cases
- Best practice homicide investigation
- Securing technological evidence
- Compassionately preparing adult and child victims for trial

Development and planning would take place January – April 2019. Delivery will occur in 2019, 2020, and 2021.

Anticipate 20-30 prosecutors will attend each training.

Online evaluations will be completed by participants after each training session. A follow-up survey will be emailed to participants approximately 60 days after training has been completed to measure what impact training information received has had on day-to-day practices.

MAC will reimburse members attending training for mileage at the rate of .535/mile if they are traveling more than 60 miles round trip.

5) How the Accumulation of Stress Affects Our Future Trainings (3 total trainings)

Delivery of 3 half-day trainings on how trauma and stress affect the brain functioning of victims and offenders and strategies to provide appropriate services to trauma-affected victims.

Anticipate that 50 participants will attend each training.

Online evaluations will be completed by participants after each training session.

MAC will reimburse members attending training for mileage at the rate of .535/mile if they are traveling more than 60 miles round trip.

6) Trauma-Responsive Leadership Trainings (2 total trainings)

Delivery of 2 half-day trainings on how crime victim organizations can be more responsive, through protocols and practices, to the trauma needs of staff members.

Anticipate that 50 participants will attend each training.

Online evaluations will be completed by participants after each training session.

MAC will reimburse members attending training for mileage at the rate of .535/mile if they are traveling more than 60 miles round trip.

7) Working with Transgender and Gender Nonconforming Victims Training (1 training)

Delivery of a full-day training on improving services to victims of crime who are transgender or gender nonconforming.

Anticipate that 40 participants will attend the training.

Online evaluations will be completed by participants after each training session.

MAC will reimburse members attending training for mileage at the rate of .535/mile if they are traveling more than 60 miles round trip.

8) Creating an Effective Organizational Language Access Plan Training (1 training)

Delivery of a full-day training on creating an organizational language access plan to effectively serve Limited English Proficiency and Deaf/Hard of Hearing victims of crime.

Anticipate that 40 participants will attend the training.

Online evaluations will be completed by participants after each training session.

MAC will reimburse members attending training for mileage at the rate of .535/mile if they are traveling more than 60 miles round trip.

9) MAC Membership Regional Meetings (18 total meetings)

Delivery of annual half-day regional meetings at six Minnesota locations (northwest, northeast, central, southwest, southeast, and Twin Cities) for members of MAC to strengthen membership and their capacity to serve crime victims. These will be held in 2019, 2020, and 2021.

Meetings/trainings will include, but are not limited to:

- Facilitated discussion of regional and statewide emerging issues
- Resource sharing and collaborative discussion
- Networking

Anticipate that 25-35 participants will attend each meeting.

Online evaluations will be completed by participants after each regional meeting.

MAC will reimburse members attending meeting for mileage at the rate of .535/mile if they are traveling more than 60 miles round trip.

10) American Sign Language Interpretation Services

Funding to ensure that MAC's trainings and regional meetings are accessible to Deaf/Hard of Hearing MAC members/allies by providing full American Sign Language interpretation.

11) .5 FTE to Develop and Deliver VOCA Funded Trainings

Half-time staff member to work with MAC Program Manager in development and delivery of trainings.

12) 1 FTE to Develop and Deliver VOCA Funded Trainings

Full-time staff member to work with MAC Program Manager in development and delivery of trainings.

Budget

1) Annual Capacity Building Training (3 total trainings)

September 2019 and 2021 St. Cloud Location:

Training Room Rental \$500/day x 2 days x 2 trainings	\$ 2,000.00
Trainers, 2 @ \$450.00 (includes: prep, travel and training delivery) x 2 trainings	\$ 1,800.00
Mileage Reimbursement for MAC member participants traveling over 45 miles round trip, 25 MAC member participants x 150 miles x .535/mile x 2 trainings	\$ 4,013.00
Lodging for 25 MAC member participants, 25x \$94.00 x 2 nights x 2 trainings	\$ 9,400.00
Participant Materials, \$10 x 100 participants x 2 trainings	\$ 2,000.00

Total for September 2019 and 2021 Training **\$ 19,213.00**

September 2020 Metro Location:

Training Room Rental \$500/day x 2 days	\$ 1,000.00
Trainers, 2 @ \$450.00 (includes: prep, travel and training delivery)	\$ 900.00
Mileage Reimbursement for MAC member participants traveling over 45 miles round trip, 25 MAC member participants x 150 miles x .535/mile	\$ 2,006.00
Lodging for 25 MAC member participants, 25 x \$135.00 x 2 nights	\$ 6,750.00
Participant Materials, \$10 x 100 participants	\$ 1,000.00

Total for September 2020 Training: **\$ 11,656.00**

Total Cost for Annual Capacity Building Trainings: **\$ 30,869.00**

2) Fundamentals in Victim Services Trainings (6 total trainings)

Metro Location for 3 trainings in 2019, 2020, 2021

Training Room Rental \$500/day x 2 days x 3 trainings	\$ 3,000.00
Trainers 2 @ \$450 (includes prep, travel and delivery) x 3 trainings	\$ 2,700.00
Mileage Reimbursement for participants traveling over 45 miles round trip, 20 participants @150 miles @ .535/mile x 3 trainings	\$ 4,815.00
Lodging for 20 participants, 20 x \$135.00 x 2 nights x 3 trainings	\$ 16,200.00

Total for Fundamentals in Victim Services Trainings @ 3 Metro Locations **\$ 26,715.00**

St. Cloud Location for 3 trainings in 2018, 2019, 2020

Training Room Rental \$500/day x 2 days x 3 trainings	\$ 3,000.00
Trainers 2 @ \$450 (includes prep, travel and delivery) x 3 trainings	\$ 2,700.00
Mileage Reimbursement for participants traveling over 45miles round trip, 20 participants @150 miles @.535/mile x 3 trainings	\$ 4,815.00
Lodging for 20 participants, 20 x \$94.00 x 2 nights x 3 trainings	\$ 11,280.00

Total for Fundamentals in Victim Services Trainings @ 3 St. Cloud Locations **\$ 21,795.00**

Total Cost for Fundamentals in Victim Services Trainings: **\$ 48,510.00**

- 3) **Informational and Skill-Building Webinars (30 total webinars)**

6 trainers @ \$225 (includes prep and delivery)	\$ 1,350.00
Go to Webinar Subscription \$600/year x 2.5 years	\$ 1,500.00
Total Cost for Informational Skill-Building Webinars	\$ <u>2,850.00</u>
- 4) **Prosecutor Trainings (3 total trainings)**

Training Room Rental \$500/day x 3 trainings	\$ 1,500.00
Trainer @ \$750 (includes prep, travel and delivery) x 3 trainings	\$ 2,250.00
Mileage Reimbursement for participants traveling over 60 miles round trip, 10 participants @150 miles @.535/mile x 3 trainings	\$ 2,408.00
Total Cost for Prosecutor Trainings:	\$ <u>6,158.00</u>
- 5) **How the Accumulation of Stress Affects Our Future Trainings (3 total trainings)**

Trainer @ \$450 (includes prep, travel and delivery) x 3 trainings	\$ 1,350.00
Mileage Reimbursement for participants traveling over 60 miles round trip, 10 participants @150 miles @.535/mile x 3 trainings	\$ 2,408.00
Total Cost for How the Accumulation of Stress Affects Our Future Trainings:	\$ <u>3,758.00</u>
- 6) **Trauma-Responsive Leadership Trainings (2 total trainings)**

Training Room Rental \$500/day x 2 trainings	\$ 1,000.00
Trainer @ \$600 (Includes prep, travel and delivery) x 2 trainings	\$ 1,200.00
Mileage Reimbursement for participants traveling over 60 miles round trip, 10 participants @150 miles @.535/mile x 2 trainings	\$ 1,605.00
Total Cost for Trauma-Responsive Leadership Trainings:	\$ <u>3,805.00</u>
- 7) **Working with Transgender and Gender Nonconforming Victims (1 training)**

Training Room Rental \$500/day	\$ 500.00
Trainer @ \$900/day (includes prep, travel and delivery)	\$ 900.00
Mileage Reimbursement for participants traveling over 60 miles round trip, 10 participants @150 miles @.535/mile	\$ 803.00
Total Cost for Working with Transgender and Gender Nonconforming Victims Training:	\$ <u>2203.00</u>
- 8) **Creating an Effective Organizational Language Access Plan Training (1 training)**

Training Room Rental \$500/day	\$ 500.00
Trainer @ \$900/day (includes prep, travel and delivery)	\$ 900.00
Mileage Reimbursement for participants traveling over 60 miles round trip, 10 participants @150 miles @.535/mile	\$ 803.00
Total Cost for Creating an Effective Organizational Language Access Plan Training:	\$ <u>2,203.00</u>
- 9) **MAC Membership Regional Meetings (18 total meetings)**

Mileage Reimbursement for participants traveling over 60 miles round trip,	
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3 participants @150 miles @.535/mile x 10 Greater Minnesota meetings	\$ 2,408.00
MAC Staff Mileage Reimbursement for travel to Greater Minnesota regional meetings 10 trips x 300 miles roundtrip @ .535/mile	\$ 1,605.00
Total Cost for MAC Membership Regional Meetings:	\$ <u>4,013.00</u>
10) <u>American Sign Language Interpretation Services</u>	
\$67/hour x 295 hours	\$ 19,765.00
Total Cost for American Sign Language Interpretation Services:	\$ <u>19,765.00</u>
11) <u>.5 FTE to Develop and Deliver VOCA Funded Trainings</u>	
Salary \$23750/year x 2.5 years	\$ 59,375.00
FICA \$1817/year x 2.5 years	\$ 4,543.00
Unemployment Insurance \$404/year x 2.5 years	\$ 1,010.00
Medical Benefit \$2850/year x 2.5 years	\$ 7,125.00
Office Space (Rent) \$1500/year X 2.5 years	\$ 3,750.00
Total Cost for .5 FTE to Develop and Deliver VOCA Funded Trainings:	\$ <u>75,803.00</u>
12) <u>1 FTE to Develop and Deliver VOCA Funded Trainings</u>	
Salary \$47,500/year x 3 years	\$ 142,000.00
FICA \$3634/year x 3 years	\$ 10,902.00
Unemployment Insurance \$808/year x 3 years	\$ 2,424.00
Medical Benefit \$5400/year x 3 years	\$ 16,200.00
Office Space (Rent) \$3000/year x 3 years	\$ 9,000.00
Total Cost for 1 FTE to Develop and Deliver VOCA Funded Trainings:	\$ <u>181,026.00</u>
<u>Total Amount Requested:</u>	\$ <u>380,963.00</u>



Program Manager—Operations

This is an exempt, permanent, and full-time position.

Position Description

General Office Duties

- Develop and maintain organizational processes/systems to optimize staff efficiency
- Order and maintain office supplies and equipment
- Develop and maintain paper and electronic information filing systems

Communication Duties

- Staff phones as needed
- Schedule and plan for meetings
- Draft written communications as requested by the team
- Maintain and update MAC listservs
- Maintain and update membership database, track membership fees and renewals, ensure accurate contact information is recorded

Financial Duties

- Work with the Executive Director and contract bookkeeper to ensure monthly bills, invoices, and documents are sent and received by the bookkeeper in a timely manner
- Process missing receipt reports, and mileage and other expense requests from staff
- Make weekly bank deposits
- Review preliminary monthly financials completed by bookkeeper and provide needed input
- Complete and submit monthly Financial Spending Reports (FSRs) to the OJP Egrants system
- Update internal Excel budget spreadsheet for all grant accounts at the end of each month
- Work with the MAC Treasurer to prepare documents for Finance and Budget Committee meetings
- Ensure compliance with MAC financial guidelines
- Oversee solicitation of annual Silent Auction donations and corresponding thank you letters
- Work with the MAC Fundraising Committee to develop “day of” task assignments for annual silent auction

Volunteer/Intern Recruitment and Coordination

- Work with the Executive Director to develop and implement a plan for the recruitment of student interns and community volunteers
- Develop and maintain student intern and volunteer database to track availability and hours
- Accurately report in-kind income

Other Duties

- Support the work of the Executive Director and MAC staff as needed

Minimum Qualifications

- Bachelor's Degree and at least two years of experience in an administrative support position or at least four years of experience in an administrative support position
- At least two years of experience with general bookkeeping/financial management
- Proficient written and verbal communication skills
- Proficiency in Microsoft Office applications, especially Microsoft Excel
- Enjoy working in small office setting that is dog-friendly
- Excellent interpersonal skills and ability to work collaboratively with others
- Self-motivated
- Capacity to lift 30 pounds and carry for short distances

Preferred Qualifications

- Experience with non-profit financial management
- An understanding of general crime and how it affects victims
- Experience working with underserved and marginalized communities
- Previous experience working in a nonprofit organization
- Volunteer recruitment and supervision experience
- An understanding of the criminal justice system in Minnesota and system-based and community-based resources available for victims of crime
- Experience with financial management software such as Aplos

People of color and LGBTQ people are encouraged to apply.

To apply, please email cover letter, resume, and at least three professional references as Word or PDF attachments by [DATE] to:

Bobbi Holtberg, Executive Director
Minnesota Alliance on Crime
bobby@mnallianceoncrime.org

FIRST AMENDMENT TO LEASE

This First Amendment to Lease is made and entered into this 23rd day of October, 2018, for the Lease between One West Water Street, LLC, a Minnesota Limited Liability Corporation, (hereinafter referred to as "Landlord") and MN Alliance on Crime, a Minnesota non-profit corporation (hereinafter referred to as "Tenant").

WHEREAS, Landlord and Tenant entered into the Lease dated December 26, 2017 for Suite #260, One West Water Street, Saint Paul, Minnesota; and

WHEREAS, the parties hereto desire to amend the Lease by expanding the Premises, extending the Term, revising the Rent, and providing for Improvements, all as more fully hereinafter set forth;

NOW, THEREFORE, in consideration of the mutual covenants hereinafter set forth the parties hereby agree as follows:

1. **Premises.** The Premises are hereby expanded by an additional 559 square feet to include the adjacent Suite #265, formerly occupied by Ben's Custom Design, such that the Premises shall be comprised of a total of 1,492 square feet.
2. **Term.** The Term of the Lease shall be three (3) years and one (1) month, commencing December 1, 2018, and terminating December 31, 2021.
3. **Rent.** Commencing December 1, 2018, monthly base rent for Premises shall be as follows:

December 1, 2018, through December 31, 2019:	\$ 2,238
January 1, 2020, through December 31, 2020:	\$ 2,269
January 1, 2021, through December 31, 2021:	\$ 2,300

4. **Improvements.** Tenant agrees to lease the Premises "as is", except that Landlord agrees to make improvements to the Premises as described below:
 - a. Construct an eight (8) foot opening between Suite #260 and #265, centered in the reception area of Suite #260.
 - b. Move the outlet now located where the opening will go several feet to the left.
 - c. New carpet throughout Suite #265 (559 square feet), matching the carpet in Suite #260 as closely as possible.
 - d. Paint Suite #265 one color throughout – Tenant to select the color.
 - e. Rekey the hallway door to Suite 265 to the hallway door in Suite #260.
 - f. Remove the alarm in Suite #265.
 - g. Extend the sink counter in the back office of Suite #265 by two (2) feet or replace with a counter that is the length of the present counter plus two (2) feet. File cabinet now in Suite #265 will be used to support the counter.
 - h. Remove furniture now in Suite #265, including the file cabinet and desk.
 - i. Improvements do not include telephone, data, and internet wiring, for which Tenant will be responsible at Tenant's expense.

5. Commissions. There are no commissions involved with this lease transaction.
6. Licensee Acting as Principal. James R. Miller with James Miller Investment Realty Company is a licensed Minnesota real estate broker and is acting as principal in this Lease transaction.

Except as provided in this First Amendment to Lease all the terms and conditions of the Lease shall remain the same.

LANDLORD: One West Water Street, LLC

By: _____

Its: _____

Date: 10/24/2018

TENANT: MN Alliance on Crime

By: _____

Its: _____

Date: 10/24/18

Approved MAC's costs for expansion of office space:

Phones: Purchase 2 additional phones from Ring Central:	258.00
Additional monthly charges for voicemail:	69.98

Wiring by Uptech for additional phones/computers/relocate copier:	1190.25
Additional Monthly Charge for 2 additional users	8.95

Three work stations in expanded space:	3896.00
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Monthly Rent: Year One	2238.00
Year Two	2269.00
Year Three	2300.00

Total upfront costs to be paid with unrestricted funds:	\$5344.25
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1 West Water Street, Suite 260 | St. Paul, MN 55107
(612) 940-8090 | www.mnallianceoncrime.org

Executive Director

This is a permanent full-time, exempt position.

Financial Management and Fundraising:

- Create and manage the annual budget in coordination with the Board of Directors.
- Report billing and grant management information in a timely and accurate manner.
- Maintain and expand an aggressive, broad-based, ongoing fundraising strategy to ensure adequate funding for current operations and future growth.
- Generate government and corporate grant proposals resulting in grant funding.
- Oversee annual fundraising drive and participate in Board fundraising initiatives.

Strategic Planning:

- Provide direction and leadership toward achievement of the MAC mission, vision, and strategic goals.
- Work with staff and Board to implement five-year strategic plan and annual work plan.

Member and Stakeholder Engagement:

- Collaborate with other state anti-violence coalitions to determine unmet needs and strengthen services for crime victims.
- Coordinate, participate in, and attend community outreach events.
- Cultivate strong working relationships with state agencies, provider groups, community groups, media, legislators, and other stakeholders.
- Participate in efforts to influence government funding priorities, legislation, and public policy.
- Serve as chief spokesperson for MAC, including public speaking and media opportunities.
- Work with staff and Board to coordinate and deliver Annual Membership Meeting.

Management and Personnel Supervision:

- Provide leadership and direction for staff members.
- Conduct staff performance reviews as necessary.
- Ensure fair and legal labor standards are practiced

Qualifications:

- Bachelor's degree.
- At least three years of previous experience nonprofit management, including financial and staff management.
- At least two years of previous experience working for an agency providing direct assistance to victims of crime.
- Extensive experience with grant writing and management.

- An understanding of general crime and how it affects victims.
- Extensive experience collaborating with victim service partners (law enforcement, prosecution, victim/witness advocates, community advocates, legal aid, judges, corrections, etc.).
- A thorough understanding of the criminal justice system in Minnesota and system-based and community resources available for victims of crime.
- A thorough understanding of the legislative process.
- Extensive experience working with underserved and marginalized communities.
- Extensive experience in training and public speaking.
- Proficiency in Microsoft Office programs.
- Enjoy working in a small office environment that is dog-friendly.
- Excellent interpersonal communication skills, including ability to work cooperatively with staff, Board of Directors, member programs, and other stakeholders.
- Capacity to lift 30 pounds and carry for short distances.
- Ability to effectively manage time and meet required deadlines.
- Capable of working collaboratively as well as independently.

Preferred Qualifications:

- Previous experience working for a nonprofit statewide or national coalition or network.
- Previous experience working to build the capacity and strategic development of a growing nonprofit organization.
- Previous experience with public policy development and/or lobbying.



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Program Manager—Training and Engagement

This is a permanent full-time, exempt position.

Engagement of Membership and Stakeholders:

- Develop membership and stakeholder engagement and communications plan.
- Coordinate and deliver regional networking meetings with MAC members.
- Work with Executive Director and Board to coordinate and deliver Annual Membership Meeting.
- Recruit and retain MAC members, including managing annual membership renewals.
- Survey MAC membership annually to ensure that MAC is meeting their needs.
- Design all published materials including brochures, annual reports, and outreach materials.
- Maintain and expand the MAC web site to provide resources and information to members, stakeholders, and the public.
- Utilize MAC listservs to facilitate discussion among members/stakeholders and to distribute news and information.
- Create and publish monthly email newsletter.
- Manage social media engagement to increase public awareness of MAC and the needs of general crime victims.
- Work with Executive Director to increase the engagement of members throughout Minnesota.
- Work with Executive Director to improve outreach to local and national media through press conferences, opinion pieces, interviews, press releases.
- Plan and execute fundraising, public awareness, and educational events.
- Collaborate with allied stakeholders and funders to advance the work of general crime advocacy.

Training and Technical Assistance:

Work with Program Manager—MITCIRN and Training to:

- Create annual training and technical assistance plan.
- Annually survey MAC membership on their emerging training needs.
- Manage technical assistance requests from MAC members and others.
- Coordinate and deliver Fundamentals in Victim Services training at least twice per fiscal year.
- Coordinate and deliver annual Capacity Building Training.
- Coordinate and deliver monthly training webinars.
- Develop and coordinate other training opportunities as indicated by MAC's strategic plan and training grant.
- Deliver trainings for other organizations as approved by the Executive Director.
- Serve on Office of Justice Programs committees for the Conference on Crime and Victimization and the Minnesota Victim Assistance Academy.

- Ensure that training evaluations and statistics are accurately reported for grant reporting.

Other Duties:

- Support the work of the Executive Director to build the capacity and sustainability of MAC through grant writing, editing, and reporting.
- Create communications strategies, position papers, and talking points for organization's public policy/legislative agenda.
- Collaborate with Board of Directors and Executive Director on strategic planning to advance the work of MAC.
- Other duties as assigned by the Executive Director.

Minimum Qualifications:

- Bachelor's degree.
- At least three years of previous experience coordinating communications and engagement and/or training and technical assistance for a nonprofit agency.
- At least one year of previous experience working for an agency providing direct assistance to victims of crime.
- An understanding of general crime and how it affects victims.
- Experience working with underserved and marginalized communities.
- Excellent writing and editing skills.
- Extensive experience in training and public speaking.
- Proficiency in Microsoft Office programs, web design, listserv management, email marketing/communications, desktop publishing, online surveys, and social networking.
- Enjoy working in a small office environment that is dog-friendly.
- Excellent interpersonal communication skills.
- Proficiency in Microsoft Office Programs, e-mail marketing/communications, online surveys, listserv management, and social networking.
- Capacity to lift 30 pounds and carry for short distances.
- Self-motivated.

Preferred Qualifications:

- Previous experience working for a nonprofit statewide coalition or network.
- Previous experience collaborating with victim service partners (law enforcement, prosecution, victim/witness advocates, community advocates, legal aid, judges, corrections, etc.)
- Previous experience working to build the capacity and strategic development of a growing nonprofit organization.
- A thorough understanding of the criminal justice system in Minnesota and system-based and community resources available for victims of crime.
- Graphic design skills.



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Program Manager—MITCIRN and Training

This is a permanent full-time, exempt position.

Minnesota Identity Theft and Cybercrime Information & Resource Network (MITCIRN):

- Plan and execute quarterly meetings and advanced trainings for the network.
- Send out MITCIRN brief every other week containing training opportunities, relevant news, and other appropriate resource highlights.
- Coordinate working groups and committees.
- Track relevant identity theft legislation and coordinate ad hoc policy committee when appropriate.
- Manage service mapping tool: do intentional outreach to promote the tool, field questions regarding use of the tool, regularly update list where needed, coordinate regular mapping updates, vet existing resources.
- Develop identity theft and cybercrime related trainings for professionals and the general public.
- Identify gaps in training resources related to identity theft and cybercrime and partner with other agencies to meet community needs.
- Coordinate MITCIRN Partners meetings to engage with stakeholders.
- Do targeted outreach to grow the network.
- Maintain relationships with other current or formerly funded NITVAN coalitions.
- Conduct regular evaluations.
- Collaborate with allied stakeholders and funders to advance the work of identity theft and cybercrime advocacy.

Training and Technical Assistance:

Work with Training & Engagement Coordinator to:

- Create annual training and technical assistance plan.
- Annually survey MAC membership on their emerging training needs.
- Manage technical assistance requests from MAC members and others.
- Coordinate and deliver Fundamentals in Victim Services training at least twice per fiscal year.
- Coordinate and deliver annual Capacity Building Training.
- Coordinate and deliver monthly training webinars.
- Develop and coordinate other training opportunities as indicated by MAC's strategic plan and training grant.
- Deliver trainings for other organizations as approved by the Executive Director.
- Serve on Office of Justice Programs committees for the Conference on Crime and Victimization and the Minnesota Victim Assistance Academy.
- Ensure that training evaluations and statistics are accurately reported for grant reporting.

Other Duties:

- Support the work of the Executive Director to build the capacity and sustainability of MAC through grant writing, editing, and reporting.
- Collaborate with Board of Directors and Executive Director on strategic planning to advance the work of MAC.
- Other duties as assigned by the Executive Director.

Minimum Qualifications:

- Bachelor's Degree.
- At least three years of previous experience in non-profit program management.
- At least one year of previous experience working for an agency providing direct assistance to victims of crime.
- An understanding of general crime and how it affects victims.
- Experience working with underserved and marginalized communities.
- Excellent writing and editing skills.
- Extensive experience in training and public speaking.
- Excellent interpersonal communication skills.
- Proficiency in Microsoft Office Programs, e-mail marketing/communications, online surveys, listserv management, and social networking.
- Enjoy working in small office setting that's dog friendly.
- Capacity to lift 30 pounds and carry for short distances.
- Self-motivated.

Preferred Qualifications:

- Master's Degree.
- Previous experience working for and/or coordinating a nonprofit statewide coalition or network.
- Previous experience collaborating with victim service partners (law enforcement, prosecution, victim/witness advocates, community advocates, legal aid, judges, corrections, etc.).
- Previous experience working to build the capacity and strategic development of a rowing nonprofit organization.
- A thorough understanding of the criminal justice system in Minnesota and system-based and community resources available for victims of crime.

BiWeekly Annually

Danielle	2028.60	52743.60
2% Increase	<u>40.57</u>	<u>1054.87</u>

Total	<u>2069.17</u>	<u>53798.47</u>
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VOCA	1826.92	47500.00	88.29% 70 Hours per pay period
OJP State	<u>242.25</u>	<u>6298.47</u>	11.71% 10 hours per pay period

	2069.17	53798.47	100.00%
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Hourly Rate 25.86

Julia	1680.00	43680.00
Increase	<u>146.92</u>	<u>3820.00</u>

	<u>1826.92</u>	<u>47500.00</u>
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NITVAN	840.00	21840.00	45.98% 37 Hours per pay period
VOCA	840.00	21840.00	45.98% 37 Hours per pay period
OJP State	<u>146.92</u>	<u>3820.00</u>	8.04% 6 Hours per pay period

	1826.92	47500.00	1.00
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Hourly Rate 22.84

Form **990**
Department of the Treasury
Internal Revenue Service

Return of Organization Exempt From Income Tax
Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

u Do not enter social security numbers on this form as it may be made public.
u Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047

2017

**Open to Public
Inspection**

A For the 2017 calendar year, or tax year beginning 07/01/17, and ending 06/30/18

B Check if applicable:

- ☐ Address change
☐ Name change
☐ Initial return
☐ Final return/terminated
☐ Amended return
☐ Application pending

C Name of organization

MINNESOTA ALLIANCE ON CRIME

Doing business as

Number and street (or P.O. box if mail is not delivered to street address)

ONE WEST WATER STREET, SUITE 260

Room/suite

City or town, state or province, country, and ZIP or foreign postal code

ST PAUL

MN 55107

D Employer identification number

**** - ***1338**

E Telephone number

612-940-8090

G Gross receipts \$ **290,333**

F Name and address of principal officer:

ROBERTA HOLTBERG

155 SOUTH WABASHA STREET

ST. PAUL

MN 55107

H(a) Is this a group return for subordinates? ☐ Yes ☒ No

H(b) Are all subordinates included? ☐ Yes ☐ No

If "No," attach a list. (see instructions)

I Tax-exempt status: ☒ 501(c)(3) ☐ 501(c) () **t** (insert no.) ☐ 4947(a)(1) or ☐ 527

J Website: **u MNALLIANCEONCRIME.ORG**

H(c) Group exemption number **u**

K Form of organization: ☒ Corporation ☐ Trust ☐ Association ☐ Other **u**

L Year of formation:

M State of legal domicile: **MN**

Part I Summary

Activities & Governance	1 Briefly describe the organization's mission or most significant activities:		
	THE MINNESOTA ALLIANCE ON CRIME CONNECTS SYSTEMS, SERVICE PROVIDERS, AND VICTIMS TO ADVANCE THE RESPONSE FOR VICTIMS OF ALL CRIME.		
	2 Check this box ☐ if the organization discontinued its operations or disposed of more than 25% of its net assets.		
	3 Number of voting members of the governing body (Part VI, line 1a)	3	9
	4 Number of independent voting members of the governing body (Part VI, line 1b)	4	4
	5 Total number of individuals employed in calendar year 2017 (Part V, line 2a)	5	3
	6 Total number of volunteers (estimate if necessary)	6	4
Revenue	7a Total unrelated business revenue from Part VIII, column (C), line 12	7a	0
	b Net unrelated business taxable income from Form 990-T, line 34	7b	0
	8 Contributions and grants (Part VIII, line 1h)	Prior Year 207,523	Current Year 260,097
	9 Program service revenue (Part VIII, line 2g)	16,465	30,194
	10 Investment income (Part VIII, column (A), lines 3, 4, and 7d)	30	42
Expenses	11 Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)		0
	12 Total revenue – add lines 8 through 11 (must equal Part VIII, column (A), line 12)	224,018	290,333
	13 Grants and similar amounts paid (Part IX, column (A), lines 1–3)		0
	14 Benefits paid to or for members (Part IX, column (A), line 4)		0
	15 Salaries, other compensation, employee benefits (Part IX, column (A), lines 5–10)	130,559	176,312
	16a Professional fundraising fees (Part IX, column (A), line 11e)		0
	b Total fundraising expenses (Part IX, column (D), line 25) u	29,459	
Net Assets or Fund Balances	17 Other expenses (Part IX, column (A), lines 11a–11d, 11f–24e)	74,055	94,503
	18 Total expenses. Add lines 13–17 (must equal Part IX, column (A), line 25)	204,614	270,815
	19 Revenue less expenses. Subtract line 18 from line 12	19,404	19,518
	20 Total assets (Part X, line 16)	Beginning of Current Year 48,504	End of Year 68,409
	21 Total liabilities (Part X, line 26)	3,018	3,405
22 Net assets or fund balances. Subtract line 21 from line 20	45,486	65,004	

Part II Signature Block

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here	Signature of officer		Date	
	CHRIS JENSEN		TREASURER	
Paid Preparer Use Only	Print/Type preparer's name		Preparer's signature	Date
	NICHOLE FAIRBANKS		NICHOLE FAIRBANKS	10/15/18
Firm's name	Firm's EIN		Check ☐ if self-employed	PTIN
	HARRINGTON LANGER & ASSOCIATES		** - ***2347	*****
Firm's address		Phone no.		
563 PHALEN BLVD SAINT PAUL, MN 55130		651-481-1128		

May the IRS discuss this return with the preparer shown above? (see instructions) ☐ Yes ☐ No

For Paperwork Reduction Act Notice, see the separate instructions.

Form **990** (2017)

Part III Statement of Program Service AccomplishmentsCheck if Schedule O contains a response or note to any line in this Part III ☐**1** Briefly describe the organization's mission:**THE MINNESOTA ALLIANCE ON CRIME CONNECTS SYSTEMS, SERVICE PROVIDERS, AND VICTIMS TO ADVANCE THE RESPONSE FOR VICTIMS OF ALL CRIME.****2** Did the organization undertake any significant program services during the year which were not listed on the prior Form 990 or 990-EZ? ☐ Yes ☒ No

If "Yes," describe these new services on Schedule O.

3 Did the organization cease conducting, or make significant changes in how it conducts, any program services? ☐ Yes ☒ No

If "Yes," describe these changes on Schedule O.

4 Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. Section 501(c)(3) and 501(c)(4) organizations are required to report the amount of grants and allocations to others, the total expenses, and revenue, if any, for each program service reported.**4a** (Code:) (Expenses \$ **17,916** including grants of \$) (Revenue \$ **22,727**)**MAINTAIN THREE LISTSERVS WITH NEARLY 600 SUBSCRIBERS, MAC'S MONTHLY E-NEWSLETTER IS SENT TO ALL SUBSCRIBERS. UPDATE AND MAINTAIN WEBSITE.****4b** (Code:) (Expenses \$ **117,241** including grants of \$) (Revenue \$ **991**)**PROVIDE TRAINING TO DIRECT SERVICE PROVIDERS, PROSECUTORS, LAW ENFORCEMENT, AND ALLIED PROFESSIONALS AND STAKEHOLDERS.****4c** (Code:) (Expenses \$ **29,763** including grants of \$) (Revenue \$ **6,476**)**RAISED AWARENESS ABOUT CRIME VICTIM'S RIGHTS THROUGH ADVOCACY, MESSAGING, AND COLLABORATION WITH ALLIED PARTNERS AND STAKEHOLDERS.****4d** Other program services (Describe in Schedule O.)

(Expenses \$ including grants of \$) (Revenue \$)

4e Total program service expenses **164,920**

Part IV Checklist of Required Schedules

	Yes	No
1 Is the organization described in section 501(c)(3) or 4947(a)(1) (other than a private foundation)? <i>If "Yes," complete Schedule A</i>	X	
2 Is the organization required to complete <i>Schedule B, Schedule of Contributors</i> (see instructions)?	X	
3 Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? <i>If "Yes," complete Schedule C, Part I</i>		X
4 Section 501(c)(3) organizations. Did the organization engage in lobbying activities, or have a section 501(h) election in effect during the tax year? <i>If "Yes," complete Schedule C, Part II</i>		X
5 Is the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization that receives membership dues, assessments, or similar amounts as defined in Revenue Procedure 98-19? <i>If "Yes," complete Schedule C, Part III</i>		X
6 Did the organization maintain any donor advised funds or any similar funds or accounts for which donors have the right to provide advice on the distribution or investment of amounts in such funds or accounts? <i>If "Yes," complete Schedule D, Part I</i>		X
7 Did the organization receive or hold a conservation easement, including easements to preserve open space, the environment, historic land areas, or historic structures? <i>If "Yes," complete Schedule D, Part II</i>		X
8 Did the organization maintain collections of works of art, historical treasures, or other similar assets? <i>If "Yes," complete Schedule D, Part III</i>		X
9 Did the organization report an amount in Part X, line 21, for escrow or custodial account liability, serve as a custodian for amounts not listed in Part X; or provide credit counseling, debt management, credit repair, or debt negotiation services? <i>If "Yes," complete Schedule D, Part IV</i>		X
10 Did the organization, directly or through a related organization, hold assets in temporarily restricted endowments, permanent endowments, or quasi-endowments? <i>If "Yes," complete Schedule D, Part V</i>		X
11 If the organization's answer to any of the following questions is "Yes," then complete Schedule D, Parts VI, VII, VIII, IX, or X as applicable.		
a Did the organization report an amount for land, buildings, and equipment in Part X, line 10? <i>If "Yes," complete Schedule D, Part VI</i>		X
b Did the organization report an amount for investments—other securities in Part X, line 12 that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part VII</i>		X
c Did the organization report an amount for investments—program related in Part X, line 13 that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part VIII</i>		X
d Did the organization report an amount for other assets in Part X, line 15 that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part IX</i>		X
e Did the organization report an amount for other liabilities in Part X, line 25? <i>If "Yes," complete Schedule D, Part X</i>		X
f Did the organization's separate or consolidated financial statements for the tax year include a footnote that addresses the organization's liability for uncertain tax positions under FIN 48 (ASC 740)? <i>If "Yes," complete Schedule D, Part X</i>		X
12a Did the organization obtain separate, independent audited financial statements for the tax year? <i>If "Yes," complete Schedule D, Parts XI and XII</i>		X
b Was the organization included in consolidated, independent audited financial statements for the tax year? <i>If "Yes," and if the organization answered "No" to line 12a, then completing Schedule D, Parts XI and XII is optional</i>		X
13 Is the organization a school described in section 170(b)(1)(A)(ii)? <i>If "Yes," complete Schedule E</i>		X
14a Did the organization maintain an office, employees, or agents outside of the United States?		X
b Did the organization have aggregate revenues or expenses of more than \$10,000 from grantmaking, fundraising, business, investment, and program service activities outside the United States, or aggregate foreign investments valued at \$100,000 or more? <i>If "Yes," complete Schedule F, Parts I and IV</i>		X
15 Did the organization report on Part IX, column (A), line 3, more than \$5,000 of grants or other assistance to or for any foreign organization? <i>If "Yes," complete Schedule F, Parts II and IV</i>		X
16 Did the organization report on Part IX, column (A), line 3, more than \$5,000 of aggregate grants or other assistance to or for foreign individuals? <i>If "Yes," complete Schedule F, Parts III and IV</i>		X
17 Did the organization report a total of more than \$15,000 of expenses for professional fundraising services on Part IX, column (A), lines 6 and 11e? <i>If "Yes," complete Schedule G, Part I (see instructions)</i>		X
18 Did the organization report more than \$15,000 total of fundraising event gross income and contributions on Part VIII, lines 1c and 8a? <i>If "Yes," complete Schedule G, Part II</i>		X
19 Did the organization report more than \$15,000 of gross income from gaming activities on Part VIII, line 9a? <i>If "Yes," complete Schedule G, Part III</i>		X

Part IV Checklist of Required Schedules (continued)

	Yes	No
20a Did the organization operate one or more hospital facilities? <i>If "Yes," complete Schedule H</i>		X
b If "Yes" to line 20a, did the organization attach a copy of its audited financial statements to this return?		
21 Did the organization report more than \$5,000 of grants or other assistance to any domestic organization or domestic government on Part IX, column (A), line 1? <i>If "Yes," complete Schedule I, Parts I and II</i>		X
22 Did the organization report more than \$5,000 of grants or other assistance to or for domestic individuals on Part IX, column (A), line 2? <i>If "Yes," complete Schedule I, Parts I and III</i>		X
23 Did the organization answer "Yes" to Part VII, Section A, line 3, 4, or 5 about compensation of the organization's current and former officers, directors, trustees, key employees, and highest compensated employees? <i>If "Yes," complete Schedule J</i>		X
24a Did the organization have a tax-exempt bond issue with an outstanding principal amount of more than \$100,000 as of the last day of the year, that was issued after December 31, 2002? <i>If "Yes," answer lines 24b through 24d and complete Schedule K. If "No," go to line 25a</i>		X
b Did the organization invest any proceeds of tax-exempt bonds beyond a temporary period exception?		
c Did the organization maintain an escrow account other than a refunding escrow at any time during the year to defease any tax-exempt bonds?		
d Did the organization act as an "on behalf of" issuer for bonds outstanding at any time during the year?		
25a Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Did the organization engage in an excess benefit transaction with a disqualified person during the year? <i>If "Yes," complete Schedule L, Part I</i>		X
b Is the organization aware that it engaged in an excess benefit transaction with a disqualified person in a prior year, and that the transaction has not been reported on any of the organization's prior Forms 990 or 990-EZ? <i>If "Yes," complete Schedule L, Part I</i>		X
26 Did the organization report any amount on Part X, line 5, 6, or 22 for receivables from or payables to any current or former officers, directors, trustees, key employees, highest compensated employees, or disqualified persons? <i>If "Yes," complete Schedule L, Part II</i>		X
27 Did the organization provide a grant or other assistance to an officer, director, trustee, key employee, substantial contributor or employee thereof, a grant selection committee member, or to a 35% controlled entity or family member of any of these persons? <i>If "Yes," complete Schedule L, Part III</i>		X
28 Was the organization a party to a business transaction with one of the following parties (see Schedule L, Part IV instructions for applicable filing thresholds, conditions, and exceptions):		
a A current or former officer, director, trustee, or key employee? <i>If "Yes," complete Schedule L, Part IV</i>		X
b A family member of a current or former officer, director, trustee, or key employee? <i>If "Yes," complete Schedule L, Part IV</i>		X
c An entity of which a current or former officer, director, trustee, or key employee (or a family member thereof) was an officer, director, trustee, or direct or indirect owner? <i>If "Yes," complete Schedule L, Part IV</i>		X
29 Did the organization receive more than \$25,000 in non-cash contributions? <i>If "Yes," complete Schedule M</i>		X
30 Did the organization receive contributions of art, historical treasures, or other similar assets, or qualified conservation contributions? <i>If "Yes," complete Schedule M</i>		X
31 Did the organization liquidate, terminate, or dissolve and cease operations? <i>If "Yes," complete Schedule N, Part I</i>		X
32 Did the organization sell, exchange, dispose of, or transfer more than 25% of its net assets? <i>If "Yes," complete Schedule N, Part II</i>		X
33 Did the organization own 100% of an entity disregarded as separate from the organization under Regulations sections 301.7701-2 and 301.7701-3? <i>If "Yes," complete Schedule R, Part I</i>		X
34 Was the organization related to any tax-exempt or taxable entity? <i>If "Yes," complete Schedule R, Part II, III, or IV, and Part V, line 1</i>		X
35a Did the organization have a controlled entity within the meaning of section 512(b)(13)?		X
b If "Yes" to line 35a, did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? <i>If "Yes," complete Schedule R, Part V, line 2</i>		
36 Section 501(c)(3) organizations. Did the organization make any transfers to an exempt non-charitable related organization? <i>If "Yes," complete Schedule R, Part V, line 2</i>		X
37 Did the organization conduct more than 5% of its activities through an entity that is not a related organization and that is treated as a partnership for federal income tax purposes? <i>If "Yes," complete Schedule R, Part VI</i>		X
38 Did the organization complete Schedule O and provide explanations in Schedule O for Part VI, lines 11b and 19? Note. All Form 990 filers are required to complete Schedule O.	X	

Part V Statements Regarding Other IRS Filings and Tax ComplianceCheck if Schedule O contains a response or note to any line in this Part V ☐

		Yes	No
1a Enter the number reported in Box 3 of Form 1096. Enter -0- if not applicable	1a 2		
b Enter the number of Forms W-2G included in line 1a. Enter -0- if not applicable	1b 0		
c Did the organization comply with backup withholding rules for reportable payments to vendors and reportable gaming (gambling) winnings to prize winners?	1c		X
2a Enter the number of employees reported on Form W-3, Transmittal of Wage and Tax Statements, filed for the calendar year ending with or within the year covered by this return	2a 3		
b If at least one is reported on line 2a, did the organization file all required federal employment tax returns? Note. If the sum of lines 1a and 2a is greater than 250, you may be required to e-file (see instructions)	2b	X	
3a Did the organization have unrelated business gross income of \$1,000 or more during the year?	3a		X
b If "Yes," has it filed a Form 990-T for this year? If "No" to line 3b, provide an explanation in Schedule O	3b		
4a At any time during the calendar year, did the organization have an interest in, or a signature or other authority over, a financial account in a foreign country (such as a bank account, securities account, or other financial account)?	4a		X
b If "Yes," enter the name of the foreign country: u See instructions for filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR).			
5a Was the organization a party to a prohibited tax shelter transaction at any time during the tax year?	5a		X
b Did any taxable party notify the organization that it was or is a party to a prohibited tax shelter transaction?	5b		X
c If "Yes" to line 5a or 5b, did the organization file Form 8886-T?	5c		
6a Does the organization have annual gross receipts that are normally greater than \$100,000, and did the organization solicit any contributions that were not tax deductible as charitable contributions?	6a		X
b If "Yes," did the organization include with every solicitation an express statement that such contributions or gifts were not tax deductible?	6b		
7 Organizations that may receive deductible contributions under section 170(c).			
a Did the organization receive a payment in excess of \$75 made partly as a contribution and partly for goods and services provided to the payor?	7a		
b If "Yes," did the organization notify the donor of the value of the goods or services provided?	7b		
c Did the organization sell, exchange, or otherwise dispose of tangible personal property for which it was required to file Form 8282?	7c		
d If "Yes," indicate the number of Forms 8282 filed during the year	7d		
e Did the organization receive any funds, directly or indirectly, to pay premiums on a personal benefit contract?	7e		
f Did the organization, during the year, pay premiums, directly or indirectly, on a personal benefit contract?	7f		
g If the organization received a contribution of qualified intellectual property, did the organization file Form 8899 as required?	7g		
h If the organization received a contribution of cars, boats, airplanes, or other vehicles, did the organization file a Form 1098-C?	7h		
8 Sponsoring organizations maintaining donor advised funds. Did a donor advised fund maintained by the sponsoring organization have excess business holdings at any time during the year?	8		
9 Sponsoring organizations maintaining donor advised funds.			
a Did the sponsoring organization make any taxable distributions under section 4966?	9a		
b Did the sponsoring organization make a distribution to a donor, donor advisor, or related person?	9b		
10 Section 501(c)(7) organizations. Enter:			
a Initiation fees and capital contributions included on Part VIII, line 12	10a		
b Gross receipts, included on Form 990, Part VIII, line 12, for public use of club facilities	10b		
11 Section 501(c)(12) organizations. Enter:			
a Gross income from members or shareholders	11a		
b Gross income from other sources (Do not net amounts due or paid to other sources against amounts due or received from them.)	11b		
12a Section 4947(a)(1) non-exempt charitable trusts. Is the organization filing Form 990 in lieu of Form 1041?	12a		
b If "Yes," enter the amount of tax-exempt interest received or accrued during the year	12b		
13 Section 501(c)(29) qualified nonprofit health insurance issuers.			
a Is the organization licensed to issue qualified health plans in more than one state? Note. See the instructions for additional information the organization must report on Schedule O.	13a		
b Enter the amount of reserves the organization is required to maintain by the states in which the organization is licensed to issue qualified health plans	13b		
c Enter the amount of reserves on hand	13c		
14a Did the organization receive any payments for indoor tanning services during the tax year?	14a		X
b If "Yes," has it filed a Form 720 to report these payments? If "No," provide an explanation in Schedule O	14b		

Part VI Governance, Management, and Disclosure For each "Yes" response to lines 2 through 7b below, and for a "No" response to line 8a, 8b, or 10b below, describe the circumstances, processes, or changes in Schedule O. See instructions.Check if Schedule O contains a response or note to any line in this Part VI ☒**Section A. Governing Body and Management**

	1a	9	1b	4	Yes	No
1a Enter the number of voting members of the governing body at the end of the tax year If there are material differences in voting rights among members of the governing body, or if the governing body delegated broad authority to an executive committee or similar committee, explain in Schedule O.						
b Enter the number of voting members included in line 1a, above, who are independent						
2 Did any officer, director, trustee, or key employee have a family relationship or a business relationship with any other officer, director, trustee, or key employee?						X
3 Did the organization delegate control over management duties customarily performed by or under the direct supervision of officers, directors, or trustees, or key employees to a management company or other person?						X
4 Did the organization make any significant changes to its governing documents since the prior Form 990 was filed?						X
5 Did the organization become aware during the year of a significant diversion of the organization's assets?						X
6 Did the organization have members or stockholders?						X
7a Did the organization have members, stockholders, or other persons who had the power to elect or appoint one or more members of the governing body?						X
b Are any governance decisions of the organization reserved to (or subject to approval by) members, stockholders, or persons other than the governing body?						X
8 Did the organization contemporaneously document the meetings held or written actions undertaken during the year by the following:						
a The governing body?					X	
b Each committee with authority to act on behalf of the governing body?					X	
9 Is there any officer, director, trustee, or key employee listed in Part VII, Section A, who cannot be reached at the organization's mailing address? If "Yes," provide the names and addresses in Schedule O						X

Section B. Policies (This Section B requests information about policies not required by the Internal Revenue Code.)

	Yes	No
10a Did the organization have local chapters, branches, or affiliates?		X
b If "Yes," did the organization have written policies and procedures governing the activities of such chapters, affiliates, and branches to ensure their operations are consistent with the organization's exempt purposes?		
11a Has the organization provided a complete copy of this Form 990 to all members of its governing body before filing the form?	X	
b Describe in Schedule O the process, if any, used by the organization to review this Form 990.		
12a Did the organization have a written conflict of interest policy? If "No," go to line 13	X	
b Were officers, directors, or trustees, and key employees required to disclose annually interests that could give rise to conflicts?	X	
c Did the organization regularly and consistently monitor and enforce compliance with the policy? If "Yes," describe in Schedule O how this was done	X	
13 Did the organization have a written whistleblower policy?	X	
14 Did the organization have a written document retention and destruction policy?	X	
15 Did the process for determining compensation of the following persons include a review and approval by independent persons, comparability data, and contemporaneous substantiation of the deliberation and decision?		
a The organization's CEO, Executive Director, or top management official	X	
b Other officers or key employees of the organization	X	
If "Yes" to line 15a or 15b, describe the process in Schedule O (see instructions).		
16a Did the organization invest in, contribute assets to, or participate in a joint venture or similar arrangement with a taxable entity during the year?		X
b If "Yes," did the organization follow a written policy or procedure requiring the organization to evaluate its participation in joint venture arrangements under applicable federal tax law, and take steps to safeguard the organization's exempt status with respect to such arrangements?		

Section C. Disclosure

17 List the states with which a copy of this Form 990 is required to be filed **u MN**

18 Section 6104 requires an organization to make its Forms 1023 (or 1024 if applicable), 990, and 990-T (Section 501(c)(3)s only) available for public inspection. Indicate how you made these available. Check all that apply.
☐ Own website ☒ Another's website ☒ Upon request ☐ Other (explain in Schedule O)

19 Describe in Schedule O whether (and if so, how) the organization made its governing documents, conflict of interest policy, and financial statements available to the public during the tax year.

20 State the name, address, and telephone number of the person who possesses the organization's books and records: **u**

**MINNESOTA ALLIANCE ON CRIME
ST PAUL****155 SOUTH WABASHA STREET****MN 55107****612-940-8090**

Part VII Compensation of Officers, Directors, Trustees, Key Employees, Highest Compensated Employees, and Independent ContractorsCheck if Schedule O contains a response or note to any line in this Part VII ☐**Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees****1a** Complete this table for all persons required to be listed. Report compensation for the calendar year ending with or within the organization's tax year.

- List all of the organization's **current** officers, directors, trustees (whether individuals or organizations), regardless of amount of compensation. Enter -0- in columns (D), (E), and (F) if no compensation was paid.
- List all of the organization's **current** key employees, if any. See instructions for definition of "key employee."
- List the organization's five **current** highest compensated employees (other than an officer, director, trustee, or key employee) who received reportable compensation (Box 5 of Form W-2 and/or Box 7 of Form 1099-MISC) of more than \$100,000 from the organization and any related organizations.
- List all of the organization's **former** officers, key employees, and highest compensated employees who received more than \$100,000 of reportable compensation from the organization and any related organizations.
- List all of the organization's **former directors or trustees** that received, in the capacity as a former director or trustee of the organization, more than \$10,000 of reportable compensation from the organization and any related organizations.

List persons in the following order: individual trustees or directors; institutional trustees; officers; key employees; highest compensated employees; and former such persons.

☐ Check this box if neither the organization nor any related organization compensated any current officer, director, or trustee.

(A) Name and Title	(B) Average hours per week (list any hours for related organizations below dotted line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC)	(E) Reportable compensation from related organizations (W-2/1099-MISC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(1) ROBERTA HOLTBERG	40.00									
EXECUTIVE DIRECTOR	0.00			X				63,618	0	5,400
(2) DIANNA UMIDON	5.00									
PRESIDENT	0.00	X		X				0	0	0
(3) KELLY NICHOLSON	1.00									
VICE PRESIDENT	0.00	X		X				0	0	0
(4) DRESDEN JONES	1.00									
SECRETARY	0.00	X		X				0	0	0
(5) CHRIS JENSEN	1.00									
TREASURER	0.00	X		X				0	0	0
(6) SHANE BAKER	1.00									
BOARD MEMBER	0.00	X						0	0	0
(7) SHAWN BECKER	1.00									
BOARD MEMBER	0.00	X						0	0	0
(8) DENISE LOY	1.00									
BOARD MEMBER	0.00	X						0	0	0
(9) KARLA BAUER	1.00									
BOARD MEMBER	0.00	X						0	0	0
(10) MELISSA CORNELIUS	1.00									
BOARD MEMBER	0.00	X						0	0	0
(11) EMILY DOUGLAS	1.00									
BOARD MEMBER	0.00	X						0	0	0

Part VII Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees (continued)

(A) Name and title	(B) Average hours per week (list any hours for related organizations below dotted line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC)	(E) Reportable compensation from related organizations (W-2/1099-MISC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(12) DIANE HOMA	1.00									
BOARD MEMBER	0.00	X						0	0	0
(13) PAMELA HIGGINS-MALDONADO	1.00									
BOARD MEMBER	0.00	X						0	0	0
(14) RACHAEL JOSEPH	1.00									
BOARD MEMBER	0.00	X						0	0	0
1b Sub-total								63,618		5,400
c Total from continuation sheets to Part VII, Section A										
d Total (add lines 1b and 1c)								63,618		5,400

2 Total number of individuals (including but not limited to those listed above) who received more than \$100,000 of reportable compensation from the organization **u 0**

3 Did the organization list any **former** officer, director, or trustee, key employee, or highest compensated employee on line 1a? If "Yes," complete Schedule J for such individual

	Yes	No
3		X
4		X
5		X

4 For any individual listed on line 1a, is the sum of reportable compensation and other compensation from the organization and related organizations greater than \$150,000? If "Yes," complete Schedule J for such individual

5 Did any person listed on line 1a receive or accrue compensation from any unrelated organization or individual for services rendered to the organization? If "Yes," complete Schedule J for such person

Section B. Independent Contractors

1 Complete this table for your five highest compensated independent contractors that received more than \$100,000 of compensation from the organization. Report compensation for the calendar year ending with or within the organization's tax year.

(A) Name and business address	(B) Description of services	(C) Compensation

2 Total number of independent contractors (including but not limited to those listed above) who received more than \$100,000 of compensation from the organization **u 0**

Part VIII Statement of RevenueCheck if Schedule O contains a response or note to any line in this Part VIII ☐

			(A) Total revenue	(B) Related or exempt function revenue	(C) Unrelated business revenue	(D) Revenue excluded from tax under sections 512-514
Contributions, Gifts, Grants and Other Similar Amounts	1a Federated campaigns	1a				
	b Membership dues	1b				
	c Fundraising events	1c				
	d Related organizations	1d				
	e Government grants (contributions)	1e	238,965			
	f All other contributions, gifts, grants, and similar amounts not included above	1f	21,132			
	g Noncash contributions included in lines 1a-1f: \$					
	h Total. Add lines 1a-1f	u	260,097			
Program Service Revenue	2a MEMBERSHIP DUES	Busn. Code	22,727	22,727		
	b ANNUAL MEETING		6,476	6,476		
	c PROGRAM INCOME		991	991		
	d					
	e					
	f All other program service revenue					
	g Total. Add lines 2a-2f	u	30,194			
	Other Revenue	3 Investment income (including dividends, interest, and other similar amounts)	u	42	42	
4 Income from investment of tax-exempt bond proceeds		u				
5 Royalties		u				
6a Gross rents		(i) Real (ii) Personal				
b Less: rental exps.						
c Rental inc. or (loss)						
d Net rental income or (loss)		u				
7a Gross amount from sales of assets		(i) Securities (ii) Other				
b Less: cost or other basis & sales exps.						
c Gain or (loss)						
d Net gain or (loss)		u				
8a Gross income from fundraising events (not including \$ of contributions reported on line 1c). See Part IV, line 18		a				
b Less: direct expenses		b				
c Net income or (loss) from fundraising events		u				
9a Gross income from gaming activities. See Part IV, line 19		a				
b Less: direct expenses		b				
c Net income or (loss) from gaming activities		u				
10a Gross sales of inventory, less returns and allowances		a				
b Less: cost of goods sold		b				
c Net income or (loss) from sales of inventory		u				
Miscellaneous Revenue		Busn. Code				
11a						
b						
c						
d All other revenue						
e Total. Add lines 11a-11d	u					
12 Total revenue. See instructions.	u	290,333	30,236	0	0	

Part IX Statement of Functional Expenses

Section 501(c)(3) and 501(c)(4) organizations must complete all columns. All other organizations must complete column (A).

Check if Schedule O contains a response or note to any line in this Part IX ☐

Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.

	(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
1 Grants and other assistance to domestic organizations and domestic governments. See Part IV, line 21				
2 Grants and other assistance to domestic individuals. See Part IV, line 22				
3 Grants and other assistance to foreign organizations, foreign governments, and foreign individuals. See Part IV, lines 15 and 16				
4 Benefits paid to or for members				
5 Compensation of current officers, directors, trustees, and key employees	71,550	14,310	42,930	14,310
6 Compensation not included above, to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B)				
7 Other salaries and wages	84,631	59,242	16,926	8,463
8 Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions)				
9 Other employee benefits	8,747	6,123	1,749	875
10 Payroll taxes	11,384	5,796	4,015	1,573
11 Fees for services (non-employees):				
a Management				
b Legal				
c Accounting				
d Lobbying				
e Professional fundraising services. See Part IV, line 17				
f Investment management fees				
g Other. (If line 11g amount exceeds 10% of line 25, column (A) amount, list line 11g expenses on Schedule O.)	12,493	12,493		
12 Advertising and promotion				
13 Office expenses	20,139	14,748	3,873	1,518
14 Information technology				
15 Royalties				
16 Occupancy	17,420	8,869	6,144	2,407
17 Travel				
18 Payments of travel or entertainment expenses for any federal, state, or local public officials				
19 Conferences, conventions, and meetings	34,503	34,503		
20 Interest				
21 Payments to affiliates				
22 Depreciation, depletion, and amortization				
23 Insurance	2,266	1,154	799	313
24 Other expenses. Itemize expenses not covered above (List miscellaneous expenses in line 24e. If line 24e amount exceeds 10% of line 25, column (A) amount, list line 24e expenses on Schedule O.)				
a OTHER TRAINING	5,358	5,358		
b MISCELLANEOUS	2,324	2,324		
c				
d				
e All other expenses				
25 Total functional expenses. Add lines 1 through 24e	270,815	164,920	76,436	29,459
26 Joint costs. Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation. Check here ☐ if following SOP 98-2 (ASC 958-720)				

Part X Balance SheetCheck if Schedule O contains a response or note to any line in this Part X ☐

		(A) Beginning of year		(B) End of year
Assets	1 Cash—non-interest bearing	48,504	1	68,409
	2 Savings and temporary cash investments		2	
	3 Pledges and grants receivable, net		3	
	4 Accounts receivable, net		4	
	5 Loans and other receivables from current and former officers, directors, trustees, key employees, and highest compensated employees. Complete Part II of Schedule L		5	
	6 Loans and other receivables from other disqualified persons (as defined under section 4958(f)(1)), persons described in section 4958(c)(3)(B), and contributing employers and sponsoring organizations of section 501(c)(9) voluntary employees' beneficiary organizations (see instructions). Complete Part II of Schedule L		6	
	7 Notes and loans receivable, net		7	
	8 Inventories for sale or use		8	
	9 Prepaid expenses and deferred charges		9	
	10a Land, buildings, and equipment: cost or other basis. Complete Part VI of Schedule D	10a		
	b Less: accumulated depreciation	10b	10c	
	11 Investments—publicly traded securities		11	
	12 Investments—other securities. See Part IV, line 11		12	
	13 Investments—program-related. See Part IV, line 11		13	
	14 Intangible assets		14	
	15 Other assets. See Part IV, line 11		15	
16 Total assets. Add lines 1 through 15 (must equal line 34)	48,504	16	68,409	
Liabilities	17 Accounts payable and accrued expenses	3,018	17	3,405
	18 Grants payable		18	
	19 Deferred revenue		19	
	20 Tax-exempt bond liabilities		20	
	21 Escrow or custodial account liability. Complete Part IV of Schedule D		21	
	22 Loans and other payables to current and former officers, directors, trustees, key employees, highest compensated employees, and disqualified persons. Complete Part II of Schedule L		22	
	23 Secured mortgages and notes payable to unrelated third parties		23	
	24 Unsecured notes and loans payable to unrelated third parties		24	
	25 Other liabilities (including federal income tax, payables to related third parties, and other liabilities not included on lines 17-24). Complete Part X of Schedule D		25	
	26 Total liabilities. Add lines 17 through 25	3,018	26	3,405
	Net Assets or Fund Balances	Organizations that follow SFAS 117 (ASC 958), check here u ☒ and complete lines 27 through 29, and lines 33 and 34.		
27 Unrestricted net assets		45,486	27	65,004
28 Temporarily restricted net assets			28	
29 Permanently restricted net assets			29	
Organizations that do not follow SFAS 117 (ASC 958), check here u ☐ and complete lines 30 through 34.				
30 Capital stock or trust principal, or current funds			30	
31 Paid-in or capital surplus, or land, building, or equipment fund			31	
32 Retained earnings, endowment, accumulated income, or other funds			32	
33 Total net assets or fund balances		45,486	33	65,004
34 Total liabilities and net assets/fund balances	48,504	34	68,409	

Part XI Reconciliation of Net AssetsCheck if Schedule O contains a response or note to any line in this Part XI ☐

1	Total revenue (must equal Part VIII, column (A), line 12)	1	290,333
2	Total expenses (must equal Part IX, column (A), line 25)	2	270,815
3	Revenue less expenses. Subtract line 2 from line 1	3	19,518
4	Net assets or fund balances at beginning of year (must equal Part X, line 33, column (A))	4	45,486
5	Net unrealized gains (losses) on investments	5	
6	Donated services and use of facilities	6	
7	Investment expenses	7	
8	Prior period adjustments	8	
9	Other changes in net assets or fund balances (explain in Schedule O)	9	
10	Net assets or fund balances at end of year. Combine lines 3 through 9 (must equal Part X, line 33, column (B))	10	65,004

Part XII Financial Statements and ReportingCheck if Schedule O contains a response or note to any line in this Part XII ☐

	Yes	No
1 Accounting method used to prepare the Form 990: ☐ Cash ☒ Accrual ☐ Other _____ If the organization changed its method of accounting from a prior year or checked "Other," explain in Schedule O.		
2a Were the organization's financial statements compiled or reviewed by an independent accountant? If "Yes," check a box below to indicate whether the financial statements for the year were compiled or reviewed on a separate basis, consolidated basis, or both: ☐ Separate basis ☐ Consolidated basis ☐ Both consolidated and separate basis		X
b Were the organization's financial statements audited by an independent accountant? If "Yes," check a box below to indicate whether the financial statements for the year were audited on a separate basis, consolidated basis, or both: ☐ Separate basis ☐ Consolidated basis ☐ Both consolidated and separate basis		X
c If "Yes" to line 2a or 2b, does the organization have a committee that assumes responsibility for oversight of the audit, review, or compilation of its financial statements and selection of an independent accountant? If the organization changed either its oversight process or selection process during the tax year, explain in Schedule O.		
3a As a result of a federal award, was the organization required to undergo an audit or audits as set forth in the Single Audit Act and OMB Circular A-133?		X
b If "Yes," did the organization undergo the required audit or audits? If the organization did not undergo the required audit or audits, explain why in Schedule O and describe any steps taken to undergo such audits.		

SCHEDULE A
(Form 990 or 990-EZ)Department of the Treasury
Internal Revenue Service**Public Charity Status and Public Support**

Complete if the organization is a section 501(c)(3) organization or a section 4947(a)(1) nonexempt charitable trust.

u Attach to Form 990 or Form 990-EZ.

u Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047

2017**Open to Public
Inspection**

Name of the organization

MINNESOTA ALLIANCE ON CRIME

Employer identification number

**** - ***1338****Part I Reason for Public Charity Status** (All organizations must complete this part.) See instructions.

The organization is not a private foundation because it is: (For lines 1 through 12, check only one box.)

- 1 ☐ A church, convention of churches, or association of churches described in **section 170(b)(1)(A)(i)**.
- 2 ☐ A school described in **section 170(b)(1)(A)(ii)**. (Attach Schedule E (Form 990 or 990-EZ).)
- 3 ☐ A hospital or a cooperative hospital service organization described in **section 170(b)(1)(A)(iii)**.
- 4 ☐ A medical research organization operated in conjunction with a hospital described in **section 170(b)(1)(A)(iii)**. Enter the hospital's name, city, and state:
- 5 ☐ An organization operated for the benefit of a college or university owned or operated by a governmental unit described in **section 170(b)(1)(A)(iv)**. (Complete Part II.)
- 6 ☐ A federal, state, or local government or governmental unit described in **section 170(b)(1)(A)(v)**.
- 7 ☒ An organization that normally receives a substantial part of its support from a governmental unit or from the general public described in **section 170(b)(1)(A)(vi)**. (Complete Part II.)
- 8 ☐ A community trust described in **section 170(b)(1)(A)(vi)**. (Complete Part II.)
- 9 ☐ An agricultural research organization described in **section 170(b)(1)(A)(ix)** operated in conjunction with a land-grant college or university or a non-land grant college of agriculture (see instructions). Enter the name, city, and state of the college or university:
- 10 ☐ An organization that normally receives: (1) more than 33 1/3% of its support from contributions, membership fees, and gross receipts from activities related to its exempt functions—subject to certain exceptions, and (2) no more than 33 1/3% of its support from gross investment income and unrelated business taxable income (less section 511 tax) from businesses acquired by the organization after June 30, 1975. See **section 509(a)(2)**. (Complete Part III.)
- 11 ☐ An organization organized and operated exclusively to test for public safety. See **section 509(a)(4)**.
- 12 ☐ An organization organized and operated exclusively for the benefit of, to perform the functions of, or to carry out the purposes of one or more publicly supported organizations described in **section 509(a)(1)** or **section 509(a)(2)**. See **section 509(a)(3)**. Check the box in lines 12a through 12d that describes the type of supporting organization and complete lines 12e, 12f, and 12g.
- a ☐ **Type I.** A supporting organization operated, supervised, or controlled by its supported organization(s), typically by giving the supported organization(s) the power to regularly appoint or elect a majority of the directors or trustees of the supporting organization. **You must complete Part IV, Sections A and B.**
- b ☐ **Type II.** A supporting organization supervised or controlled in connection with its supported organization(s), by having control or management of the supporting organization vested in the same persons that control or manage the supported organization(s). **You must complete Part IV, Sections A and C.**
- c ☐ **Type III functionally integrated.** A supporting organization operated in connection with, and functionally integrated with, its supported organization(s) (see instructions). **You must complete Part IV, Sections A, D, and E.**
- d ☐ **Type III non-functionally integrated.** A supporting organization operated in connection with its supported organization(s) that is not functionally integrated. The organization generally must satisfy a distribution requirement and an attentiveness requirement (see instructions). **You must complete Part IV, Sections A and D, and Part V.**
- e ☐ Check this box if the organization received a written determination from the IRS that it is a Type I, Type II, Type III functionally integrated, or Type III non-functionally integrated supporting organization.
- f Enter the number of supported organizations
- g Provide the following information about the supported organization(s).

(i) Name of supported organization	(ii) EIN	(iii) Type of organization (described on lines 1–10 above (see instructions))	(iv) Is the organization listed in your governing document?		(v) Amount of monetary support (see instructions)	(vi) Amount of other support (see instructions)
			Yes	No		
(A)						
(B)						
(C)						
(D)						
(E)						
Total						

For Paperwork Reduction Act Notice, see the Instructions for Form 990 or 990-EZ.

Schedule A (Form 990 or 990-EZ) 2017

Part II Support Schedule for Organizations Described in Sections 170(b)(1)(A)(iv) and 170(b)(1)(A)(vi)

(Complete only if you checked the box on line 5, 7, or 8 of Part I or if the organization failed to qualify under Part III. If the organization fails to qualify under the tests listed below, please complete Part III.)

Section A. Public Support

Calendar year (or fiscal year beginning in)	u	(a) 2013	(b) 2014	(c) 2015	(d) 2016	(e) 2017	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")		35,596	55,690	67,212	207,523	238,963	604,984
2 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf							
3 The value of services or facilities furnished by a governmental unit to the organization without charge							
4 Total. Add lines 1 through 3		35,596	55,690	67,212	207,523	238,963	604,984
5 The portion of total contributions by each person (other than a governmental unit or publicly supported organization) included on line 1 that exceeds 2% of the amount shown on line 11, column (f)							
6 Public support. Subtract line 5 from line 4.							604,984

Section B. Total Support

Calendar year (or fiscal year beginning in)	u	(a) 2013	(b) 2014	(c) 2015	(d) 2016	(e) 2017	(f) Total
7 Amounts from line 4		35,596	55,690	67,212	207,523	238,963	604,984
8 Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources		1	28	29	30	42	130
9 Net income from unrelated business activities, whether or not the business is regularly carried on							
10 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)							
11 Total support. Add lines 7 through 10							605,114
12 Gross receipts from related activities, etc. (see instructions)						12	30,236

13 First five years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and **stop here** ☐

Section C. Computation of Public Support Percentage

14 Public support percentage for 2017 (line 6, column (f) divided by line 11, column (f))	14	99.98 %
15 Public support percentage from 2016 Schedule A, Part II, line 14	15	99.98 %
16a 33 1/3% support test—2017. If the organization did not check the box on line 13, and line 14 is 33 1/3% or more, check this box and stop here. The organization qualifies as a publicly supported organization ☒		
b 33 1/3% support test—2016. If the organization did not check a box on line 13 or 16a, and line 15 is 33 1/3% or more, check this box and stop here. The organization qualifies as a publicly supported organization ☐		
17a 10%-facts-and-circumstances test—2017. If the organization did not check a box on line 13, 16a, or 16b, and line 14 is 10% or more, and if the organization meets the "facts-and-circumstances" test, check this box and stop here. Explain in Part VI how the organization meets the "facts-and-circumstances" test. The organization qualifies as a publicly supported organization ☐		
b 10%-facts-and-circumstances test—2016. If the organization did not check a box on line 13, 16a, 16b, or 17a, and line 15 is 10% or more, and if the organization meets the "facts-and-circumstances" test, check this box and stop here. Explain in Part VI how the organization meets the "facts-and-circumstances" test. The organization qualifies as a publicly supported organization ☐		
18 Private foundation. If the organization did not check a box on line 13, 16a, 16b, 17a, or 17b, check this box and see instructions ☐		

Part III Support Schedule for Organizations Described in Section 509(a)(2)

(Complete only if you checked the box on line 10 of Part I or if the organization failed to qualify under Part II.
If the organization fails to qualify under the tests listed below, please complete Part II.)

Section A. Public Support

Calendar year (or fiscal year beginning in)	(a) 2013	(b) 2014	(c) 2015	(d) 2016	(e) 2017	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")						
2 Gross receipts from admissions, merchandise sold or services performed, or facilities furnished in any activity that is related to the organization's tax-exempt purpose						
3 Gross receipts from activities that are not an unrelated trade or business under section 513						
4 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
5 The value of services or facilities furnished by a governmental unit to the organization without charge						
6 Total. Add lines 1 through 5						
7a Amounts included on lines 1, 2, and 3 received from disqualified persons						
b Amounts included on lines 2 and 3 received from other than disqualified persons that exceed the greater of \$5,000 or 1% of the amount on line 13 for the year						
c Add lines 7a and 7b						
8 Public support. (Subtract line 7c from line 6.)						

Section B. Total Support

Calendar year (or fiscal year beginning in)	(a) 2013	(b) 2014	(c) 2015	(d) 2016	(e) 2017	(f) Total
9 Amounts from line 6						
10a Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources						
b Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975						
c Add lines 10a and 10b						
11 Net income from unrelated business activities not included in line 10b, whether or not the business is regularly carried on						
12 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)						
13 Total support. (Add lines 9, 10c, 11, and 12.)						
14 First five years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and stop here						

Section C. Computation of Public Support Percentage

15 Public support percentage for 2017 (line 8, column (f) divided by line 13, column (f))	15	%
16 Public support percentage from 2016 Schedule A, Part III, line 15	16	%

Section D. Computation of Investment Income Percentage

17 Investment income percentage for 2017 (line 10c, column (f) divided by line 13, column (f))	17	%
18 Investment income percentage from 2016 Schedule A, Part III, line 17	18	%

19a 33 1/3% support tests—2017. If the organization did not check the box on line 14, and line 15 is more than 33 1/3%, and line 17 is not more than 33 1/3%, check this box and **stop here.** The organization qualifies as a publicly supported organization ☐

b 33 1/3% support tests—2016. If the organization did not check a box on line 14 or line 19a, and line 16 is more than 33 1/3%, and line 18 is not more than 33 1/3%, check this box and **stop here.** The organization qualifies as a publicly supported organization ☐

20 Private foundation. If the organization did not check a box on line 14, 19a, or 19b, check this box and see instructions ☐

Part IV Supporting Organizations

(Complete only if you checked a box in line 12 on Part I. If you checked 12a of Part I, complete Sections A and B. If you checked 12b of Part I, complete Sections A and C. If you checked 12c of Part I, complete Sections A, D, and E. If you checked 12d of Part I, complete Sections A and D, and complete Part V.)

Section A. All Supporting Organizations

	Yes	No
1 Are all of the organization's supported organizations listed by name in the organization's governing documents? <i>If "No," describe in Part VI how the supported organizations are designated. If designated by class or purpose, describe the designation. If historic and continuing relationship, explain.</i>		
2 Did the organization have any supported organization that does not have an IRS determination of status under section 509(a)(1) or (2)? <i>If "Yes," explain in Part VI how the organization determined that the supported organization was described in section 509(a)(1) or (2).</i>		
3a Did the organization have a supported organization described in section 501(c)(4), (5), or (6)? <i>If "Yes," answer (b) and (c) below.</i>		
b Did the organization confirm that each supported organization qualified under section 501(c)(4), (5), or (6) and satisfied the public support tests under section 509(a)(2)? <i>If "Yes," describe in Part VI when and how the organization made the determination.</i>		
c Did the organization ensure that all support to such organizations was used exclusively for section 170(c)(2)(B) purposes? <i>If "Yes," explain in Part VI what controls the organization put in place to ensure such use.</i>		
4a Was any supported organization not organized in the United States ("foreign supported organization")? <i>If "Yes," and if you checked 12a or 12b in Part I, answer (b) and (c) below.</i>		
b Did the organization have ultimate control and discretion in deciding whether to make grants to the foreign supported organization? <i>If "Yes," describe in Part VI how the organization had such control and discretion despite being controlled or supervised by or in connection with its supported organizations.</i>		
c Did the organization support any foreign supported organization that does not have an IRS determination under sections 501(c)(3) and 509(a)(1) or (2)? <i>If "Yes," explain in Part VI what controls the organization used to ensure that all support to the foreign supported organization was used exclusively for section 170(c)(2)(B) purposes.</i>		
5a Did the organization add, substitute, or remove any supported organizations during the tax year? <i>If "Yes," answer (b) and (c) below (if applicable). Also, provide detail in Part VI, including (i) the names and EIN numbers of the supported organizations added, substituted, or removed; (ii) the reasons for each such action; (iii) the authority under the organization's organizing document authorizing such action; and (iv) how the action was accomplished (such as by amendment to the organizing document).</i>		
b Type I or Type II only. Was any added or substituted supported organization part of a class already designated in the organization's organizing document?		
c Substitutions only. Was the substitution the result of an event beyond the organization's control?		
6 Did the organization provide support (whether in the form of grants or the provision of services or facilities) to anyone other than (i) its supported organizations, (ii) individuals that are part of the charitable class benefited by one or more of its supported organizations, or (iii) other supporting organizations that also support or benefit one or more of the filing organization's supported organizations? <i>If "Yes," provide detail in Part VI.</i>		
7 Did the organization provide a grant, loan, compensation, or other similar payment to a substantial contributor (defined in section 4958(c)(3)(C)), a family member of a substantial contributor, or a 35% controlled entity with regard to a substantial contributor? <i>If "Yes," complete Part I of Schedule L (Form 990 or 990-EZ).</i>		
8 Did the organization make a loan to a disqualified person (as defined in section 4958) not described in line 7? <i>If "Yes," complete Part I of Schedule L (Form 990 or 990-EZ).</i>		
9a Was the organization controlled directly or indirectly at any time during the tax year by one or more disqualified persons as defined in section 4946 (other than foundation managers and organizations described in section 509(a)(1) or (2))? <i>If "Yes," provide detail in Part VI.</i>		
b Did one or more disqualified persons (as defined in line 9a) hold a controlling interest in any entity in which the supporting organization had an interest? <i>If "Yes," provide detail in Part VI.</i>		
c Did a disqualified person (as defined in line 9a) have an ownership interest in, or derive any personal benefit from, assets in which the supporting organization also had an interest? <i>If "Yes," provide detail in Part VI.</i>		
10a Was the organization subject to the excess business holdings rules of section 4943 because of section 4943(f) (regarding certain Type II supporting organizations, and all Type III non-functionally integrated supporting organizations)? <i>If "Yes," answer 10b below.</i>		
b Did the organization have any excess business holdings in the tax year? <i>(Use Schedule C, Form 4720, to determine whether the organization had excess business holdings.)</i>		

Part IV Supporting Organizations (continued)

	Yes	No
11 Has the organization accepted a gift or contribution from any of the following persons?		
a A person who directly or indirectly controls, either alone or together with persons described in (b) and (c) below, the governing body of a supported organization?		
11a		
b A family member of a person described in (a) above?		
11b		
c A 35% controlled entity of a person described in (a) or (b) above? If "Yes" to a, b, or c, provide detail in Part VI.		
11c		

Section B. Type I Supporting Organizations

	Yes	No
1 Did the directors, trustees, or membership of one or more supported organizations have the power to regularly appoint or elect at least a majority of the organization's directors or trustees at all times during the tax year? If "No," describe in Part VI how the supported organization(s) effectively operated, supervised, or controlled the organization's activities. If the organization had more than one supported organization, describe how the powers to appoint and/or remove directors or trustees were allocated among the supported organizations and what conditions or restrictions, if any, applied to such powers during the tax year.		
1		
2 Did the organization operate for the benefit of any supported organization other than the supported organization(s) that operated, supervised, or controlled the supporting organization? If "Yes," explain in Part VI how providing such benefit carried out the purposes of the supported organization(s) that operated, supervised, or controlled the supporting organization.		
2		

Section C. Type II Supporting Organizations

	Yes	No
1 Were a majority of the organization's directors or trustees during the tax year also a majority of the directors or trustees of each of the organization's supported organization(s)? If "No," describe in Part VI how control or management of the supporting organization was vested in the same persons that controlled or managed the supported organization(s).		
1		

Section D. All Type III Supporting Organizations

	Yes	No
1 Did the organization provide to each of its supported organizations, by the last day of the fifth month of the organization's tax year, (i) a written notice describing the type and amount of support provided during the prior tax year, (ii) a copy of the Form 990 that was most recently filed as of the date of notification, and (iii) copies of the organization's governing documents in effect on the date of notification, to the extent not previously provided?		
1		
2 Were any of the organization's officers, directors, or trustees either (i) appointed or elected by the supported organization(s) or (ii) serving on the governing body of a supported organization? If "No," explain in Part VI how the organization maintained a close and continuous working relationship with the supported organization(s).		
2		
3 By reason of the relationship described in (2), did the organization's supported organizations have a significant voice in the organization's investment policies and in directing the use of the organization's income or assets at all times during the tax year? If "Yes," describe in Part VI the role the organization's supported organizations played in this regard.		
3		

Section E. Type III Functionally-Integrated Supporting Organizations

- 1** Check the box next to the method that the organization used to satisfy the Integral Part Test during the year (see instructions).
- a** ☐ The organization satisfied the Activities Test. Complete line 2 below.
- b** ☐ The organization is the parent of each of its supported organizations. Complete line 3 below.
- c** ☐ The organization supported a governmental entity. Describe in Part VI how you supported a government entity (see instructions).

2 Activities Test. Answer (a) and (b) below.

	Yes	No
a Did substantially all of the organization's activities during the tax year directly further the exempt purposes of the supported organization(s) to which the organization was responsive? If "Yes," then in Part VI identify those supported organizations and explain how these activities directly furthered their exempt purposes, how the organization was responsive to those supported organizations, and how the organization determined that these activities constituted substantially all of its activities.		
2a		
b Did the activities described in (a) constitute activities that, but for the organization's involvement, one or more of the organization's supported organization(s) would have been engaged in? If "Yes," explain in Part VI the reasons for the organization's position that its supported organization(s) would have engaged in these activities but for the organization's involvement.		
2b		
3 Parent of Supported Organizations. Answer (a) and (b) below.		
a Did the organization have the power to regularly appoint or elect a majority of the officers, directors, or trustees of each of the supported organizations? Provide details in Part VI.		
3a		
b Did the organization exercise a substantial degree of direction over the policies, programs, and activities of each of its supported organizations? If "Yes," describe in Part VI the role played by the organization in this regard.		
3b		

Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations

- 1 ☐ Check here if the organization satisfied the Integral Part Test as a qualifying trust on Nov. 20, 1970 (explain in Part VI). **See instructions.** All other Type III non-functionally integrated supporting organizations must complete Sections A through E.

Section A - Adjusted Net Income		(A) Prior Year	(B) Current Year (optional)
1	Net short-term capital gain	1	
2	Recoveries of prior-year distributions	2	
3	Other gross income (see instructions)	3	
4	Add lines 1 through 3.	4	
5	Depreciation and depletion	5	
6	Portion of operating expenses paid or incurred for production or collection of gross income or for management, conservation, or maintenance of property held for production of income (see instructions)	6	
7	Other expenses (see instructions)	7	
8	Adjusted Net Income (subtract lines 5, 6 and 7 from line 4).	8	

Section B - Minimum Asset Amount		(A) Prior Year	(B) Current Year (optional)
1	Aggregate fair market value of all non-exempt-use assets (see instructions for short tax year or assets held for part of year):		
a	Average monthly value of securities	1a	
b	Average monthly cash balances	1b	
c	Fair market value of other non-exempt-use assets	1c	
d	Total (add lines 1a, 1b, and 1c)	1d	
e	Discount claimed for blockage or other factors (explain in detail in Part VI):		
2	Acquisition indebtedness applicable to non-exempt-use assets	2	
3	Subtract line 2 from line 1d.	3	
4	Cash deemed held for exempt use. Enter 1-1/2% of line 3 (for greater amount, see instructions).	4	
5	Net value of non-exempt-use assets (subtract line 4 from line 3)	5	
6	Multiply line 5 by .035.	6	
7	Recoveries of prior-year distributions	7	
8	Minimum Asset Amount (add line 7 to line 6)	8	

Section C - Distributable Amount			Current Year
1	Adjusted net income for prior year (from Section A, line 8, Column A)	1	
2	Enter 85% of line 1.	2	
3	Minimum asset amount for prior year (from Section B, line 8, Column A)	3	
4	Enter greater of line 2 or line 3.	4	
5	Income tax imposed in prior year	5	
6	Distributable Amount. Subtract line 5 from line 4, unless subject to emergency temporary reduction (see instructions).	6	

- 7 ☐ Check here if the current year is the organization's first as a non-functionally integrated Type III supporting organization (see instructions).

Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations (continued)

Section D - Distributions	Current Year
1 Amounts paid to supported organizations to accomplish exempt purposes	
2 Amounts paid to perform activity that directly furthers exempt purposes of supported organizations, in excess of income from activity	
3 Administrative expenses paid to accomplish exempt purposes of supported organizations	
4 Amounts paid to acquire exempt-use assets	
5 Qualified set-aside amounts (prior IRS approval required)	
6 Other distributions (describe in Part VI). See instructions.	
7 Total annual distributions. Add lines 1 through 6.	
8 Distributions to attentive supported organizations to which the organization is responsive (provide details in Part VI). See instructions.	
9 Distributable amount for 2017 from Section C, line 6	
10 Line 8 amount divided by line 9 amount	

Section E - Distribution Allocations (see instructions)	(i) Excess Distributions	(ii) Underdistributions Pre-2017	(iii) Distributable Amount for 2017
1 Distributable amount for 2017 from Section C, line 6			
2 Underdistributions, if any, for years prior to 2017 (reasonable cause required-explain in Part VI). See instructions.			
3 Excess distributions carryover, if any, to 2017:			
a			
b From 2013			
c From 2014			
d From 2015			
e From 2016			
f Total of lines 3a through e			
g Applied to underdistributions of prior years			
h Applied to 2017 distributable amount			
i Carryover from 2012 not applied (see instructions)			
j Remainder. Subtract lines 3g, 3h, and 3i from 3f.			
4 Distributions for 2017 from Section D, line 7: \$			
a Applied to underdistributions of prior years			
b Applied to 2017 distributable amount			
c Remainder. Subtract lines 4a and 4b from 4.			
5 Remaining underdistributions for years prior to 2017, if any. Subtract lines 3g and 4a from line 2. For result greater than zero, explain in Part VI . See instructions.			
6 Remaining underdistributions for 2017. Subtract lines 3h and 4b from line 1. For result greater than zero, explain in Part VI . See instructions.			
7 Excess distributions carryover to 2018. Add lines 3j and 4c.			
8 Breakdown of line 7:			
a Excess from 2013			
b Excess from 2014			
c Excess from 2015			
d Excess from 2016			
e Excess from 2017			

Schedule B
(Form 990, 990-EZ,
or 990-PF)Department of the Treasury
Internal Revenue Service**Schedule of Contributors****u** Attach to Form 990, Form 990-EZ, or Form 990-PF.
u Go to www.irs.gov/Form990 for the latest information.

OMB No. 1545-0047

2017**Name of the organization****Employer identification number****MINNESOTA ALLIANCE ON CRIME****** - ***1338****Organization type** (check one):**Filers of:****Section:**

Form 990 or 990-EZ

☒ 501(c)(**3**) (enter number) organization☐ 4947(a)(1) nonexempt charitable trust **not** treated as a private foundation☐ 527 political organization

Form 990-PF

☐ 501(c)(3) exempt private foundation☐ 4947(a)(1) nonexempt charitable trust treated as a private foundation☐ 501(c)(3) taxable private foundationCheck if your organization is covered by the **General Rule** or a **Special Rule**.**Note:** Only a section 501(c)(7), (8), or (10) organization can check boxes for both the General Rule and a Special Rule. See instructions.**General Rule**

- ☐
- For an organization filing Form 990, 990-EZ, or 990-PF that received, during the year, contributions totaling \$5,000 or more (in money or property) from any one contributor. Complete Parts I and II. See instructions for determining a contributor's total contributions.

Special Rules

- ☒
- For an organization described in section 501(c)(3) filing Form 990 or 990-EZ that met the 33
- ¹
- /
- ₃
- % support test of the regulations under sections 509(a)(1) and 170(b)(1)(A)(vi), that checked Schedule A (Form 990 or 990-EZ), Part II, line 13, 16a, or 16b, and that received from any one contributor, during the year, total contributions of the greater of
- (1)**
- \$5,000; or
- (2)**
- 2% of the amount on (i) Form 990, Part VIII, line 1h; or (ii) Form 990-EZ, line 1. Complete Parts I and II.

- ☐
- For an organization described in section 501(c)(7), (8), or (10) filing Form 990 or 990-EZ that received from any one contributor, during the year, total contributions of more than \$1,000
- exclusively*
- for religious, charitable, scientific, literary, or educational purposes, or for the prevention of cruelty to children or animals. Complete Parts I, II, and III.

- ☐
- For an organization described in section 501(c)(7), (8), or (10) filing Form 990 or 990-EZ that received from any one contributor, during the year, contributions
- exclusively*
- for religious, charitable, etc., purposes, but no such contributions totaled more than \$1,000. If this box is checked, enter here the total contributions that were received during the year for an
- exclusively*
- religious, charitable, etc., purpose. Don't complete any of the parts unless the
- General Rule**
- applies to this organization because it received
- nonexclusively*
- religious, charitable, etc., contributions totaling \$5,000 or more during the year ▶ \$

Caution: An organization that isn't covered by the General Rule and/or the Special Rules doesn't file Schedule B (Form 990, 990-EZ, or 990-PF), but it **must** answer "No" on Part IV, line 2, of its Form 990; or check the box on line H of its Form 990-EZ or on its Form 990-PF, Part I, line 2, to certify that it doesn't meet the filing requirements of Schedule B (Form 990, 990-EZ, or 990-PF).

Name of organization

MINNESOTA ALLIANCE ON CRIME

Employer identification number

**** - ***1338****Part I Contributors** (see instructions). Use duplicate copies of Part I if additional space is needed.

(a) No.	(b) Name, address, and ZIP + 4	(c) Total contributions	(d) Type of contribution
1	MINNESOTA OFFICE OF JUSTICE PROGRAMS 445 MINNESOTA STREET #2300 ST. PAUL MN 55101-1515	\$ 238,965	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
2	IDENTITY THEFT RESOURCE CENTER 3625 RUFFIN RD #204 SAN DIEGO CA 92123	\$ 20,405	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
		\$	Person ☐ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
		\$	Person ☐ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
		\$	Person ☐ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
		\$	Person ☐ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
		\$	Person ☐ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)

SCHEDULE O
(Form 990 or 990-EZ)Department of the Treasury
Internal Revenue Service**Supplemental Information to Form 990 or 990-EZ**Complete to provide information for responses to specific questions on
Form 990 or 990-EZ or to provide any additional information.u Attach to Form 990 or 990-EZ.
u Go to www.irs.gov/Form990 for the latest information.

OMB No. 1545-0047

2017**Open to Public
Inspection**

Name of the organization

MINNESOTA ALLIANCE ON CRIME

Employer identification number

****_***1338****Form 990, Part VI, Line 11b - Organization's Process to Review Form 990**

**A COPY OF THE RETURN IS DISTRIBUTED TO THE BOARD AND REVIEWED PRIOR TO
FILING.**

Form 990, Part VI, Line 12c - Enforcement of Conflicts Policy

**The executive committee and the executive director diligently review the
annual disclosure forms submitted by covered persons, and compiles and
maintains a list of potentially conflicted entities and individuals.**

**Proposed transactions are then matched against the list as a means of
identifying possible conflicts**

Form 990, Part VI, Line 15a - Compensation Process for Top Official

**The executive committee of the board of directors conducts a "comparability
review." The executive committee looks at comparable salary and benefits
data, such as data available from salary and benefit surveys, to learn what
nonprofit employers with similar missions, and of a similar budget size,
that are located in our region pay their senior leaders. The executive
committee then makes a recommendation to the full board of directors, who
then votes to approve.**

Form 990, Part VI, Line 15b - Compensation Process for Officers

**The executive director conducts a "comparability review" to look at salary
and benefits data, such as data available from salary and benefit surveys,
to learn what nonprofit employers with similar missions, and of a similar
budget size, that are located in our region pay their staff. The executive**

Name of the organization

Employer identification number

MINNESOTA ALLIANCE ON CRIME

**** - ***1338**

director then makes a recommendation to the executive committee, who then takes it to the full board of directors to approve.

Form 990, Part VI, Line 19 - Governing Documents Disclosure Explanation

We will send either an electronic or hard copy of our bylaws and conflict of interest policy to anyone who requests them.

Mail To:

Minnesota Attorney General's Office
Charities Division
445 Minnesota Street, Suite 1200
St. Paul, MN 55101-2130

**STATE OF MINNESOTA
CHARITABLE ORGANIZATION
ANNUAL REPORT FORM**

(Pursuant to Minn. Stat. ch. 309)

Website Address:

www.ag.state.mn.us/charity

SECTION A: Organization Information

Legal Name of Organization MINNESOTA ALLIANCE ON CRIME

Federal EIN: ** - ***1338

Fiscal Year-End: 06/30/2018

mm/dd/yyyy

Did the organization's fiscal year-end change? ☐ Yes ☒ No

Mailing Address:

ROBERTA HOLTBERG

Contact Person

ONE WEST WATER STREET, SUITE 260

Street Address

ST PAUL MN 55107

City, State, and Zip Code

612-940-8090

Phone Number

bobbi@mnaallianceoncrime.org

Email Address

Physical Address:

ROBERTA HOLTBERG

Contact Person

ONE WEST WATER STREET, SUITE 260

Street Address

ST PAUL MN 55107

City, State, and Zip Code

612-940-8090

Phone Number

bobbi@mnaallianceoncrime.org

Email Address

1. Organization's website: MNALLIANCEONCRIME.ORG

2. List all of the organization's alternate and former names (attach list if more space is needed).

MN GENERAL CRIME VICTIM COALITION

☐ Alternate ☒ Former

☐ Alternate ☐ Former

3. List all names under which the organization solicits contributions (attach list if more space is needed).

4. Is the organization incorporated pursuant to Minn. Stat. ch. 317A? ☒ Yes ☐ No

5. Total amount of contributions the organization received from Minnesota donors: \$ 260,095

6. Has the organization's tax-exempt status with the IRS changed?

☐ Yes ☒ No If yes, attach explanation.

7. Has the organization significantly changed its purpose(s) or program(s)?

☐ Yes ☒ No If yes, attach explanation.

CHARITABLE ORGANIZATION ANNUAL REPORT FORM (Continued)

8. Has the organization been denied the right to solicit contributions by any court or government agency?

☐ Yes ☒ No If yes, attach explanation.

9. Does the organization use the services of a professional fundraiser (outside solicitor or consultant) to solicit contributions in Minnesota? ☐ Yes ☒ No

If yes, provide the following information for each (attach list if more space is needed):

Name of Professional Fundraiser

Compensation

Street Address

City, State, and Zip Code

10. Is the organization a food shelf? ☐ Yes ☒ No

If yes, is the organization required to file an audit? ☐ Yes, audit attached ☐ No

Note: An organization that has total revenue of more than \$750,000 is required to file an audit prepared in accordance with generally accepted accounting principles by an independent CPA or LPA. The value of donated food to a nonprofit food shelf may be excluded from the total revenue if the food is donated for subsequent distribution at no charge and is not resold.

11. Do any directors, officers, or employees of the organization or its related organization(s) receive total compensation* of more than \$100,000? ☐ Yes ☒ No

If yes, provide the following information for the five highest paid individuals:

Name and title	Compensation*	Other compensation

*Compensation is defined as the total amount reported on Form W-2 (Box 5) or Form 1099-MISC (Box 7) issued by the organization and its related organizations to the individual. See Minn. Stat. § 309.53, subd. 3(i) and Minn. Stat. § 317A.011 for definitions.

CHARITABLE ORGANIZATION ANNUAL REPORT FORM (Continued)

SECTION B: Financial Information

This section must be completed by organizations that file an IRS Form 990-EZ, 990-PF, or 990-N. Organizations that file an IRS Form 990 may skip Section B and go directly to Section C.

INCOME

1. Contributions Received	\$	<u>21,132</u>	1
2. Government Grants	\$	<u>238,965</u>	2
3. Program Service Revenue	\$	<u>30,194</u>	3
4. Other Revenue	\$	<u>42</u>	4
5. TOTAL INCOME	\$	<u>290,333</u>	5

EXPENSES

6. Program Expenses	\$	<u>164,920</u>	6
7. Management & General Expenses	\$	<u>76,436</u>	7
8. Fund-raising Expenses	\$	<u>29,459</u>	8
9. TOTAL EXPENSES	\$	<u>270,815</u>	9
10. EXCESS or DEFICIT	\$	<u>19,518</u>	10
(Line 5 minus Line 9)			

ASSETS

11. Cash	\$	<u>68,409</u>	11
12. Land, Buildings & Equipment	\$	<u></u>	12
13. Other Assets	\$	<u></u>	13
14. TOTAL ASSETS	\$	<u>68,409</u>	14

LIABILITIES

15. Accounts Payable	\$	<u>3,405</u>	15
16. Grants Payable	\$	<u></u>	16
17. Other Liabilities	\$	<u></u>	17
18. TOTAL LIABILITIES	\$	<u>3,405</u>	18

FUND BALANCE/NET WORTH

(Line 14 minus Line 18)

\$ 65,004

CHARITABLE ORGANIZATION ANNUAL REPORT FORM (Continued)

Section B (continued): Statement of Functional Expenses

This expense statement must be prepared in accordance with generally accepted accounting principles. Each column must be completed, and Columns B, C, and D must equal Column A. The amount on Line 25, Column A must match Line 17 of IRS Form 990-EZ or Line 26 of IRS Form 990-PF.

	(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
1. Grants and other assistance to governments and organizations in the U.S.				
2. Grants and other assistance to individuals in the U.S.				
3. Grants and other assistance to governments, organizations, and individuals outside the U.S.				
4. Benefits paid to or for members				
5. Compensation of current officers, directors, trustees, and key employees				
6. Compensation not included above, to disqualified persons (as defined under section 4958(f)(1) and persons described in section 4958(c)(3)(B)				
7. Other salaries and wages				
8. Pension plan contributions (include section 401(k) and section 403(b) employer contributions)				
9. Other employee benefits				
10. Payroll taxes				
11. Fees for services (non-employees):				
a. Management				
b. Legal				
c. Accounting				
d. Lobbying				
e. Professional fundraising services				
f. Investment management fees				
g. Other				
12. Advertising and promotion				
13. Office expenses				
14. Information technology				
15. Royalties				
16. Occupancy				
17. Travel				
18. Payments of travel or entertainment expenses for any federal, state, or local public officials				
19. Conferences, conventions, and meetings				
20. Interest				
21. Payments to affiliates				
22. Depreciation, depletion, and amortization				
23. Insurance				
24. Other expenses. Itemize expenses not covered above. Expenses labeled miscellaneous may not exceed 5% of total expenses (Line 25).				
a.				
b.				
c.				
d.				
25. Total functional expenses. Add lines 1 through 24d.				
26. Joint costs. Check here ☐ if following SOP 98-2. Complete this line only if the organization reported in Column B joint costs from a combined educational campaign and fundraising solicitation				

**CHARITABLE ORGANIZATION ANNUAL REPORT FORM
(Continued)**

Section C: Board of Directors Signatures and Acknowledgment

The form must be executed pursuant to a resolution of the board of directors, trustees, or managing group and must be signed by two officers of the organization. See Minn. Stat. § 309.52, subd. 3.

We, the undersigned, state and acknowledge that we are duly constituted officers of this organization,
being the TREASURER (Title) and _____ (Title) respectively, and that
we execute this document on behalf of the organization pursuant to the resolution of the

BOARD OF DIRECTORS (Board of Directors, Trustees, or Managing Group) adopted on the _____
day of _____, 20____, approving the contents of the document, and do hereby certify that the

BOARD OF DIRECTORS (Board of Directors, Trustees or Managing Group) has assumed, and
will continue to assume, responsibility for determining matters of policy, and have supervised, and will continue
to supervise, the operations and finances of the organization. We further state that the information supplied is
true, correct and complete to the best of our knowledge.

CHRIS JENSEN

Name (Print)

Signature

TREASURER

Title

Date

Name (Print)

Signature

Title

Date



Department of the Treasury
Internal Revenue Service
Tax Exempt and Government Entities
PO Box 2508
Cincinnati, OH 45201

Date: **SEP 14 2018**

MINNESOTA ALLIANCE ON CRIME
1 WEST WATER ST
SAINT PAUL, MN 55107-2039

Employer ID number:
41-1801338
Person to contact/ID number:
Brad Fletcher
ID# 1004987
Contact telephone number:
877-829-5500

Dear Applicant:

We received your application for recognition of exemption from federal income tax under Internal Revenue Code (IRC) Section 501(c)(4). Our records indicate you are currently recognized as exempt from federal income tax as an organization described in IRC Section 501(c)(3).

Section 3.02 of Rev. Proc. 2018-5 provides that we will ordinarily not issue a determination letter in response to any request if an organization currently recognized as described in IRC Section 501(c)(3) seeks a determination letter recognizing it as described in a different subsection of Section 501(c). Therefore, we are declining to consider your Form 1024 application, and we're closing your case. We'll refund your user fee payment. You should receive it within 120 days. You may seek a determination letter under a different subsection of Section 501(c) if you dissolve and re-form as a new entity.

If you have questions about this matter, you can call the contact person listed at the top of this letter.

Sincerely,

Stephen A. Martin

Stephen A. Martin
Director, Exempt Organizations
Rulings and Agreements