

Contract/Leases/Agreements/Grants
Form

Is this	New <input type="checkbox"/> Renewal <input checked="" type="checkbox"/>
Is this a Grant	Yes <input checked="" type="checkbox"/> (if yes, needs to go to grant review) No <input type="checkbox"/>
Is this an	Agreement: <input checked="" type="checkbox"/> Contract: <input type="checkbox"/> Lease: <input type="checkbox"/> Other: <input type="checkbox"/>
Name of who Contract/Lease/Agreement/Grant is with	MI Department of Health & Human Services
Project Name	Crime Victim Rights Grant 2024
Attorney Review	All contracts/leases/agreements/grants must have attorney review and approval through the Commissioners' Office.
Insurance Review	All contracts/leases/agreements/grants must have appropriate insurance coverage per the attached list. It is the Department Head's responsibility to make sure that all requirements are met and listed on the insurance certificate.
Total Amount	\$ 79,905.00
Organization Match	\$ 0
County's Match	\$ 0

I have reviewed and approved this contract/lease/agreement/grant and attached appropriate insurance:

[Signature] _____ 7/21/23
Department Head requesting Date signed

GRANT REVIEW COMMITTEE APPROVAL:

[Signature] _____ 7-26-23 I am requesting a meeting.
County Clerk Date signed

[Signature] _____ 7-26-23 I am requesting a meeting.
County Treasurer Date signed

[Signature] _____ 28 Jul 23 I am requesting a meeting.
Finance Chairman Date signed

[Signature] _____ 7/31/23 I am requesting a meeting.
County Administrator Date signed

***** Please do not mark below this line *****

INTEROFFICE USE ONLY

Date received _____ Date sent for Attorney Review _____
Attorney Approval received _____ Insurance received _____



STATE OF MICHIGAN

DEPARTMENT OF HEALTH AND HUMAN SERVICES
LANSING

GRETCHEN WHITMER
GOVERNOR

ELIZABETH HERTEL
DIRECTOR

DATE: May 10, 2023
TO: Michigan Prosecutor's Offices
FROM: Beth Nagel, Senior Deputy Director
RE: FY2024 Allocation Letter
CC: Tracy Hogan, Grant Management Analyst

The Victim Rights Unit of the Division of Victim Services (MDHHS) is pleased to share with the **Alpena County Prosecutor's Office** your new allocated amount of **\$79,905**.

Please note that there is an Ancillary Direct Victim Needs allocation that is automatically built into this increase. Your DVN is **\$3,542**. Your county is required to use this amount only on direct victim needs as outlined in the attached revised DVN expenditures document. [DVN Expenditures List \(003\).pdf](#)

If for whatever reason you do not wish to use the funds available in this special line item, the funds will revert to the Crime Victim Rights Fund at the end of the fiscal year. However, we advise you to use these funds for the victims in your county.

If you have any questions, comments, or concerns about your allocation please do not hesitate to contact either Tracy Hogan (Hogant1@michigan.gov) or Megan Mezel (MezelM@michigan.gov).

Yours in advocacy,

A handwritten signature in black ink that reads "Beth Nagel".

PC Allocations

Hogan, Tracy (DHHS-Contractor) <HoganT1@michigan.gov>

Wed 06/21/2023 3:51 PM

To:Julie Jackson <jacksonj@alpenacounty.org>

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

The Division of Victim Services currently uses a 3-year PC replacement schedule for Victim Rights Programs.

The Alpena County Victim Rights PC allocation for FY 2024 is \$1,800. This amount has already been added to your total grant allocation for FY 2024. For your grant application, it is to be included separately in the Supplies & Materials budget category for the purpose of purchasing a computer, tablet, or cell phone.

If you have any questions, please contact me by return email or by calling the number listed in my signature line.

Thanks,
Tracy

Tracy Covington (formerly Tracy Hogan)

Victim Rights Senior Analyst

hogant1@michigan.gov

MDHHS-VICTIM-RIGHTS-PGRM@michigan.gov

VINE Program Manager

MI-VINE [VINELink - Michigan \(vineapps.com\)](https://vineapps.com)

517.614.8007



"I've learned that people will forget what you said, people will forget what you did, but people will never forget how you made them feel."- Maya Angelou

This message, including any attachments, is intended solely for the use of the above named recipient(s) and may contain confidential and/or privileged information. Any unauthorized review, use, disclosure, or distribution of any confidential and/or privileged information contained in this e-mail is expressly prohibited. If you are not the intended recipient, please contact the sender by reply e-mail and destroy any and all copies of the original message.

Victim Rights Prosecutor-2024

Facesheet

FOR OFFICE USE ONLY:	Version # _____	APP # _____
----------------------	-----------------	-------------

1. Demographic Information

- a. Demographic Information Name Alpena County of Prosecutors Office
- b. Organizational Unit
- c. Address 719 W Chisholm St Suite
- d. Address 2 Ste #2
- e. City Alpena State MI Zip 48707-2452
- f. Federal ID Number 38-6004834 Reference No. 080351281 Unique Entity Id. JSLNL2VMUN
55
- g. Agency's fiscal year (beginning month and day) October-01
- h. Agency Type
- Private, Non-Profit Public
1. Select the appropriate radio button to indicate the agency method of accounting.
- Accrual
- Cash
- Modified Accrual

2. Program / Service Information

- a. Program / Service Information Name Victim Rights Prosecutor-2024
- b. Is implementing agency same as Demographic Information Yes No
- c. Implementing Agency Name
- d. Project Start Date Oct-01-2023 End Date Sep-30-2024
- e. Amount of Funds Allocated \$79,905.00 Project Cost \$79,905.00

FOR OFFICE USE ONLY: Version # _____

APP # _____

3. Certification / Contacts Information

a. Authorized Official

Name Cynthia Muszynski
Title Other
Mailing Address 719 W. Chisholm St
City Alpena State MI Zip 49707
Telephone (989) 354-9738 Fax
E-mail Address muszynskic@alpenacounty.org

b. Project Director

Name Julie Jackson
Title Advocate
Mailing Address 719 W. Chisholm St
City Alpena State MI Zip 49707
Telephone (989) 354-9748 - 9748 Fax (989) 354-9788 -
9748
E-mail Address jacksonj@alpenacounty.org

c. Financial Officer

Name Keri Bertrand
Title Administrator
Mailing Address 720 W Chisholm St
City Alpena State MI Zip 49707
Telephone (989) 354-9520 Fax
E-mail Address bertrandk@alpenacounty.org

Certifications

FOR OFFICE USE ONLY:	Version # _____	APP # _____
----------------------	-----------------	-------------

4. Assurances and Certifications

A. SPECIAL CERTIFICATIONS

- a By checking this box, the individual or officer certifies that the individual or officer is authorized to approve this grant application for submission to the Department of Health and Human Services on behalf of the responsible governing board, official or Grantee.
- b By checking this box, the individual or officer certifies that the individual or officer is authorized to sign the agreement on behalf of the responsible governing board, official or Grantee.

B. State of Michigan Information Technology Information Security Policy

- 1. By checking the following boxes, the Grantee acknowledges compliance with State of Michigan Information Technology Information Security Policy* and provides the following assurances:
 - a. The Grantee Project Director will be notified within 24 hours when its users are terminated or transferred or immediately if after an unfriendly separation.
 - b. The Grantee Project Director will annually review and certify user accounts to verify the user's access is still required and the user is assigned the appropriate permissions.
 - c. The Grantee Project Director will remove user's access within 48 hours of notification when users are terminated or transferred, or immediately if after an unfriendly separation.
 - d. After 120 days of inactivity, when the user attempts to log into their account they will receive a message stating their account has been deactivated, and the user will have to request the account be reinstated.

*Policy available at https://www.michigan.gov/documents/dmb/1340_193162_7.pdf

Narrative

FOR OFFICE USE ONLY:

Version # _____

APP # _____

5. Program Synopsis

The Alpena County Prosecuting Attorney's Office currently has one full-time Victim Rights Advocate Coordinator and one part-time advocate, though we plan to ask for an amendment so that we can increase her to full-time. We also have a full-time Crime Victim Compensation navigator who covers four counties, Alpena, Alcona, Iosco, and Presque Isle. The navigator does not perform advocate duties and has her own grant.

The advocates job duties are to reach out to victims and explain their constitutional rights and guide them through the court process for each court; i.e., Circuit, District, and Juvenile. We have even been asked to help with PPO's which are in Civil Court.

Our victims have the right to deny these rights; however, upon request to exercise their rights, we provide many services to each victim. At a victim's or prosecutors request, we coordinate and attend prosecutor/victim meetings, attend court hearings, generate and mail/email case updates which include upcoming court dates/times and/or dismissed charges, etc., assist with restitution claims and VINELINK registrations, provide community referrals when needed, and encourage and assist with both written and verbal victim impact statements and preparing for testimony. Additionally, we provide defendant information such as incarceration status, probation/parole, appeals, most recently - expungement and re-sentencing information. We strive to create trauma informed spaces during trials and exam hearings when victims are called to testify and are at their most anxious and vulnerable. We also provide assistance with victims in need of emergency and/or security items such as changing door locks, purchase of security cameras, relocation expenses, gas card, food cards, etc., with our 5% direct victim needs fund. For non-direct victim services, we attend multiple disciplinary team meetings such as the Sexual Assault Response Team (SART) and the Children's Advocacy Center (MDT) case review meetings. These teams meet monthly to discuss how to better serve our victims. We attend various webinars to better educate ourselves on victimology and trauma.

We are responsible for preparing our grant applications, quarterly reporting, and monthly financial status reports. Most importantly, we are the face of the prosecutor's office. As advocates, it is vital for everyone involved that we create a good relationship with each victim. Our prosecutors rely heavily on our relationship with victims, often asking our opinion on the prosecutorial direction they want to take in a case. Equally important is that victims feel safe and respected and heard by us as they navigate through the legal arena. For many people this is the first time they are going through the criminal justice process and they have no idea what to do. As such, we have been proactive at reaching out to victims with integrity and listen to their concerns with compassion and empathy as together we seek what justice means to them.

6. Program Target Area

Counties

Counties project will serve (check all that apply):

- | | | |
|--|-----------------------------------|-------------------------------------|
| <input type="checkbox"/> Alcona | <input type="checkbox"/> Alger | <input type="checkbox"/> Allegan |
| <input checked="" type="checkbox"/> Alpena | <input type="checkbox"/> Antrim | <input type="checkbox"/> Arenac |
| <input type="checkbox"/> Baraga | <input type="checkbox"/> Barry | <input type="checkbox"/> Bay |
| <input type="checkbox"/> Benzie | <input type="checkbox"/> Berrien | <input type="checkbox"/> Branch |
| <input type="checkbox"/> Calhoun | <input type="checkbox"/> Cass | <input type="checkbox"/> Charlevoix |
| <input type="checkbox"/> Cheboygan | <input type="checkbox"/> Chippewa | <input type="checkbox"/> Clare |
| <input type="checkbox"/> Clinton | <input type="checkbox"/> Crawford | <input type="checkbox"/> Delta |
| <input type="checkbox"/> Dickinson | <input type="checkbox"/> Eaton | <input type="checkbox"/> Emmet |
| <input type="checkbox"/> Genesee | <input type="checkbox"/> Gladwin | <input type="checkbox"/> Gogebic |

- | | | |
|---|---------------------------------------|--------------------------------------|
| <input type="checkbox"/> Grand Traverse | <input type="checkbox"/> Gratiot | <input type="checkbox"/> Hillsdale |
| <input type="checkbox"/> Houghton | <input type="checkbox"/> Huron | <input type="checkbox"/> Ingham |
| <input type="checkbox"/> Ionia | <input type="checkbox"/> Iosco | <input type="checkbox"/> Iron |
| <input type="checkbox"/> Isabella | <input type="checkbox"/> Jackson | <input type="checkbox"/> Kalamazoo |
| <input type="checkbox"/> Kalkaska | <input type="checkbox"/> Kent | <input type="checkbox"/> Keweenaw |
| <input type="checkbox"/> Lake | <input type="checkbox"/> Lapeer | <input type="checkbox"/> Leelanau |
| <input type="checkbox"/> Lenawee | <input type="checkbox"/> Livingston | <input type="checkbox"/> Luce |
| <input type="checkbox"/> Mackinac | <input type="checkbox"/> Macomb | <input type="checkbox"/> Manistee |
| <input type="checkbox"/> Marquette | <input type="checkbox"/> Mason | <input type="checkbox"/> Mecosta |
| <input type="checkbox"/> Menominee | <input type="checkbox"/> Midland | <input type="checkbox"/> Missaukee |
| <input type="checkbox"/> Monroe | <input type="checkbox"/> Montcalm | <input type="checkbox"/> Montmorency |
| <input type="checkbox"/> Muskegon | <input type="checkbox"/> Newaygo | <input type="checkbox"/> Oakland |
| <input type="checkbox"/> Oceana | <input type="checkbox"/> Ogemaw | <input type="checkbox"/> Ontonagon |
| <input type="checkbox"/> Osceola | <input type="checkbox"/> Oscoda | <input type="checkbox"/> Otsego |
| <input type="checkbox"/> Ottawa | <input type="checkbox"/> Presque Isle | <input type="checkbox"/> Roscommon |
| <input type="checkbox"/> Saginaw | <input type="checkbox"/> St. Clair | <input type="checkbox"/> St. Joseph |
| <input type="checkbox"/> Sanilac | <input type="checkbox"/> Schoolcraft | <input type="checkbox"/> Shiawassee |
| <input type="checkbox"/> Tuscola | <input type="checkbox"/> Van Buren | <input type="checkbox"/> Washtenaw |
| <input type="checkbox"/> Wayne | <input type="checkbox"/> Wexford | <input type="checkbox"/> Out Wayne |

U.S. Congressional, State and House Districts

- i. US Congressional Districts
- | | | |
|--|--|--|
| <input checked="" type="checkbox"/> US Congress District 1 | <input type="checkbox"/> US Congress District 2 | <input type="checkbox"/> US Congress District 3 |
| <input type="checkbox"/> US Congress District 4 | <input type="checkbox"/> US Congress District 5 | <input type="checkbox"/> US Congress District 6 |
| <input type="checkbox"/> US Congress District 7 | <input type="checkbox"/> US Congress District 8 | <input type="checkbox"/> US Congress District 9 |
| <input type="checkbox"/> US Congress District 10 | <input type="checkbox"/> US Congress District 11 | <input type="checkbox"/> US Congress District 12 |
| <input type="checkbox"/> US Congress District 13 | <input type="checkbox"/> US Congress District 14 | |
- ii. State Senate Districts
- | | | |
|---|---|--|
| <input type="checkbox"/> State Senate District 1 | <input type="checkbox"/> State Senate District 2 | <input type="checkbox"/> State Senate District 3 |
| <input type="checkbox"/> State Senate District 4 | <input type="checkbox"/> State Senate District 5 | <input type="checkbox"/> State Senate District 6 |
| <input type="checkbox"/> State Senate District 7 | <input type="checkbox"/> State Senate District 8 | <input type="checkbox"/> State Senate District 9 |
| <input type="checkbox"/> State Senate District 10 | <input type="checkbox"/> State Senate District 11 | <input type="checkbox"/> State Senate District 12 |
| <input type="checkbox"/> State Senate District 13 | <input type="checkbox"/> State Senate District 14 | <input type="checkbox"/> State Senate District 15 |
| <input type="checkbox"/> State Senate District 16 | <input type="checkbox"/> State Senate District 17 | <input type="checkbox"/> State Senate District 18 |
| <input type="checkbox"/> State Senate District 19 | <input type="checkbox"/> State Senate District 20 | <input type="checkbox"/> State Senate District 21 |
| <input type="checkbox"/> State Senate District 22 | <input type="checkbox"/> State Senate District 23 | <input type="checkbox"/> State Senate District 24 |
| <input type="checkbox"/> State Senate District 25 | <input type="checkbox"/> State Senate District 26 | <input type="checkbox"/> State Senate District 27 |
| <input type="checkbox"/> State Senate District 28 | <input type="checkbox"/> State Senate District 29 | <input type="checkbox"/> State Senate District 30 |
| <input type="checkbox"/> State Senate District 31 | <input type="checkbox"/> State Senate District 32 | <input type="checkbox"/> State Senate District 33 |
| <input type="checkbox"/> State Senate District 34 | <input type="checkbox"/> State Senate District 35 | <input checked="" type="checkbox"/> State Senate District 36 |
| <input type="checkbox"/> State Senate District 37 | <input type="checkbox"/> State Senate District 38 | |

iii. State House Districts

- | | | |
|--|---|---|
| <input type="checkbox"/> State House District 1 | <input type="checkbox"/> State House District 2 | <input type="checkbox"/> State House District 3 |
| <input type="checkbox"/> State House District 4 | <input type="checkbox"/> State House District 5 | <input type="checkbox"/> State House District 6 |
| <input type="checkbox"/> State House District 7 | <input type="checkbox"/> State House District 8 | <input type="checkbox"/> State House District 9 |
| <input type="checkbox"/> State House District 10 | <input type="checkbox"/> State House District 11 | <input type="checkbox"/> State House District 12 |
| <input type="checkbox"/> State House District 13 | <input type="checkbox"/> State House District 14 | <input type="checkbox"/> State House District 15 |
| <input type="checkbox"/> State House District 16 | <input type="checkbox"/> State House District 17 | <input type="checkbox"/> State House District 18 |
| <input type="checkbox"/> State House District 19 | <input type="checkbox"/> State House District 20 | <input type="checkbox"/> State House District 21 |
| <input type="checkbox"/> State House District 22 | <input type="checkbox"/> State House District 23 | <input type="checkbox"/> State House District 24 |
| <input type="checkbox"/> State House District 25 | <input type="checkbox"/> State House District 26 | <input type="checkbox"/> State House District 27 |
| <input type="checkbox"/> State House District 28 | <input type="checkbox"/> State House District 29 | <input type="checkbox"/> State House District 30 |
| <input type="checkbox"/> State House District 31 | <input type="checkbox"/> State House District 32 | <input type="checkbox"/> State House District 33 |
| <input type="checkbox"/> State House District 34 | <input type="checkbox"/> State House District 35 | <input type="checkbox"/> State House District 36 |
| <input type="checkbox"/> State House District 37 | <input type="checkbox"/> State House District 38 | <input type="checkbox"/> State House District 39 |
| <input type="checkbox"/> State House District 40 | <input type="checkbox"/> State House District 41 | <input type="checkbox"/> State House District 42 |
| <input type="checkbox"/> State House District 43 | <input type="checkbox"/> State House District 44 | <input type="checkbox"/> State House District 45 |
| <input type="checkbox"/> State House District 46 | <input type="checkbox"/> State House District 47 | <input type="checkbox"/> State House District 48 |
| <input type="checkbox"/> State House District 49 | <input type="checkbox"/> State House District 50 | <input type="checkbox"/> State House District 51 |
| <input type="checkbox"/> State House District 52 | <input type="checkbox"/> State House District 53 | <input type="checkbox"/> State House District 54 |
| <input type="checkbox"/> State House District 55 | <input type="checkbox"/> State House District 56 | <input type="checkbox"/> State House District 57 |
| <input type="checkbox"/> State House District 58 | <input type="checkbox"/> State House District 59 | <input type="checkbox"/> State House District 60 |
| <input type="checkbox"/> State House District 61 | <input type="checkbox"/> State House District 62 | <input type="checkbox"/> State House District 63 |
| <input type="checkbox"/> State House District 64 | <input type="checkbox"/> State House District 65 | <input type="checkbox"/> State House District 66 |
| <input type="checkbox"/> State House District 67 | <input type="checkbox"/> State House District 68 | <input type="checkbox"/> State House District 69 |
| <input type="checkbox"/> State House District 70 | <input type="checkbox"/> State House District 71 | <input type="checkbox"/> State House District 72 |
| <input type="checkbox"/> State House District 73 | <input type="checkbox"/> State House District 74 | <input type="checkbox"/> State House District 75 |
| <input type="checkbox"/> State House District 76 | <input type="checkbox"/> State House District 77 | <input type="checkbox"/> State House District 78 |
| <input type="checkbox"/> State House District 79 | <input type="checkbox"/> State House District 80 | <input type="checkbox"/> State House District 81 |
| <input type="checkbox"/> State House District 82 | <input type="checkbox"/> State House District 83 | <input type="checkbox"/> State House District 84 |
| <input type="checkbox"/> State House District 85 | <input type="checkbox"/> State House District 86 | <input type="checkbox"/> State House District 87 |
| <input type="checkbox"/> State House District 88 | <input type="checkbox"/> State House District 89 | <input type="checkbox"/> State House District 90 |
| <input type="checkbox"/> State House District 91 | <input type="checkbox"/> State House District 92 | <input type="checkbox"/> State House District 93 |
| <input type="checkbox"/> State House District 94 | <input type="checkbox"/> State House District 95 | <input type="checkbox"/> State House District 96 |
| <input type="checkbox"/> State House District 97 | <input type="checkbox"/> State House District 98 | <input type="checkbox"/> State House District 99 |
| <input type="checkbox"/> State House District 100 | <input type="checkbox"/> State House District 101 | <input type="checkbox"/> State House District 102 |
| <input type="checkbox"/> State House District 103 | <input type="checkbox"/> State House District 104 | <input type="checkbox"/> State House District 105 |
| <input checked="" type="checkbox"/> State House District 106 | <input type="checkbox"/> State House District 107 | <input type="checkbox"/> State House District 108 |
| <input type="checkbox"/> State House District 109 | <input type="checkbox"/> State House District 110 | |

7. **Mission Statement**

The purpose of the victim advocate in the prosecutors office is to help guide victims through the criminal justice process. We believe, support and validate victims who have suffered physically, mentally, emotionally, or financially.

No matter how big or how small the crime may seem, we treat everyone with the fairness, respect and compassion that we would want if we were in their place. We are the voice of the victim. We strive to find what justice means to them and then strive to make sure they are not only informed but get what they need to move on from the crime that has affected their lives.

8. Project Resources

Provide a general description of staff needed to implement Victims Rights in your county. Identify the most critical activities that you perform when providing victim rights.

We have one full time advocate coordinator and one part time advocate. We need two full time advocates to run more efficiently and provide the better service, however, we do not have the budget for that at this time because we are fully grant funded. The part time advocate covers the juvenile court cases and some misdemeanor cases such as retail fraud. These are the cases that used to go to the back of the pile and since she has been here we have been able to give this past neglected case load the attention it deserves. She handles them beginning to end with initial rights to dispositions/judgment of sentences. She also handles notice of hearing letters, takes phone calls, sits in meetings when appropriate, does court accompaniment and helps design and print paperwork. We ask a lot of her and she steps up to the plate with caring and empathy for every victim.

If we are successful in getting an amendment for our grant I will task her with taking on all misdemeanor cases which is the bulk of our work.

The full time advocate handles misdemeanor and felony cases, does court accompaniment, goes to meetings with victims and prosecutors, attends multi-disciplinary team meetings, writes the grant, is responsible for preparing and set up and break down of trauma informed spaces for trials and exams. The job sometimes requires a lot of hand-holding and comfort. It is not unusual to spend hours on end with one person. Everyone's needs are different, and our job is to make sure that we make the process as clear and painless as possible. We are sometimes tasked with looking up old case information, whether due to restitution issues or because a defendant is looking for an expungement. We have been asked to help out with PPO's and thus far have sat in on several hearings with victims. Both advocates have done the training and have been certified in the Address Confidentiality Program, though we will not know how much extra workload that will be until it begins.

One very important thing we do is create a trauma informed space for our victims during trials. This is important because they end up spending days in this space. Even after testimony, a victim is under sequestration and often they and their support people will spend days in this space. We ask they do not speak about the case while waiting there. Therefore, we have activities to do, and food to eat and a space to relax (if possible). This space is private and very important to everyone that uses it. We lose nearly every jury trial in our county and this is the place we go to commiserate, cry and talk about what happened. One victim spent nearly two hours crying after losing her trial and having a safe place to just sit and cry and be held was invaluable.

If you utilize the services of volunteers in the provision of Victim Rights, please explain how this is accomplished.

Currently the only volunteers we utilize is that of labor help. Our volunteers are typically high school/college students from our local Early College Program. When setting up/taking down a space for trials, we bring in a couch, small refridgerator, microwave, coffee pot, pillows, rugs, puzzle books and magazines, food, water, etc. We have to bring it from one building to another and up several flights of stairs. It takes a lot of sweat and muscle and many back and forth trips and several hours of hard work. I would be hard pressed to have to do that on my own.

9. Michigan Victim Information and Notification Everyday (MI-VINE)

Does your agency participate in MI-VINE?

Yes No

Provide the number of victims registered to use MI-VINE in your county for court events during the past calendar year.

1805

To obtain statistics for number of Victims Registered with MI-VINE visit the website <https://www.vinewatch.com/vinewatch/>

Please describe your programs efforts to utilize MI-VINE.

We send the informational VINE brochere to victims in every adult initial rights packet. We add the defendants name and the case number so that it is easy to find for the victim. The initial rights letter as well as our victim rights brochere has information on how to register as well. We have even handed the brocheres out to interested witnesses as well.

10. Community Coordination

1. Community Coordination Activity 1 - Describe any community activities, projects, or coordination councils that your office is involved in to promote Victim Rights and services.

The prosecutors and victim advocates/compensation naviagtor are members of the CAC (Children's Advocacy Center) Multiple Disciplinary Team. At the monthly MDT meetings, we discuss prevention of child abuse, open child abuse cases, or even issues in our communities that need our attention. Agency sharing is done at each meeting and information is brought back to relay to victims on whatever services may be available, or events that are coming up.

2. Community Coordination Activity 2 - Describe any community activities, projects, or coordination councils that your office is involved in to promote Victim Rights and services.

When it is possible for us to do so, the victim advocates/compensation navigator will attend the Sexual Assault Response Team (SART) meetings. These meetings are held bi-monthly and at them we share information with our various community agencies. We speak about challenges and successes with response to sexual assaults and suggest various educational trainings as well.

3. Community Coordination Activity 3 - Describe any community activities, projects, or coordination councils that your office is involved in to promote Victim Rights and services.

Currently, our Victim Advocate Coordinator sits on the board of directors for our local Child and Family Services. Being on this board keeps her involved in the community and aware of resources that are available to victims. We also maintain a very close relationship with Hope Shores Alliance (our local shelter) and the Children's Advocacy Center.

Work Plan

FOR OFFICE USE ONLY: Version # _____ APP # _____

11. Work Plan

- Objective :** Provide notices to crime victims as defined in the William Van Regenmorter Crime Victim Rights Act of 1985.
- Activity :** Provide specific information to each victim as mandated in MCL 780.786
- Responsible Staff :** Victim Rights Unit
- Date Range :** 10/01/2023 - 09/30/2024
- Expected Outcome :** 100% of victims will receive information under this section within seven days of the defendant's arraignment.
- Measurement :** ACT/JCT or comparable system
-
- Activity :** Provide specific information to each victim as mandated in MCL 780.786
- Responsible Staff :** Victim Rights Unit
- Date Range :** 10/01/2023 - 09/30/2024
- Expected Outcome :** 100% of victims will receive information under this section within 72 hours after filing a juvenile petition
- Measurement :** ACT/JCT or comparable system
-
- Activity :** Provide specific information to each victim as mandated in MCL 780.816
- Responsible Staff :** Victim Rights Unit
- Date Range :** 10/01/2023 - 09/30/2024
- Expected Outcome :** 100% of victims will receive information under this section within 48 hours after arraignment/plea
- Measurement :** ACT/JCT or comparable system
-
- Activity :** Inform the victim of the defendant's conviction and the victim's right to make a written or oral Victim Impact Statement pursuant to 780.763, 780.765, 780.792, 780.823, & 780.825
- Responsible Staff :** Victim Rights Unit
- Date Range :** 10/01/2023 - 09/30/2024
- Expected Outcome :** 100% of requesting victims will receive this information.
- Measurement :** ACT/JCT or comparable system
-
- Activity :** Provide the victim with an applicable post-conviction notice form pursuant to MCL 780.763a(1), 780.791a & 780.828a
- Responsible Staff :** Victim Rights Unit
- Date Range :** 10/01/2023 - 09/30/2024
- Expected Outcome :** 100% of requesting victims will receive this information
- Measurement :** ACT/JCT or comparable system
-
- Activity :** Inform the victim of their right to receive notice of appeal pursuant to MCL 780.786a
- Responsible Staff :** Victim Rights Unit
- Date Range :** 10/01/2023 - 09/30/2024
- Expected Outcome :** 100% of requesting victims will receive notice of their right to be informed of an appeal
- Measurement :** ACT/JCT or comparable system
-
- Objective :** Advocate will provide victim advocacy services from a systems-based perspective.
- Activity :** Victim advocate will provide courtroom accompaniment when requested by the victim
- Responsible Staff :** Victim Rights Unit
- Date Range :** 10/01/2023 - 09/30/2024

Expected Outcome : 100% of victims requesting courtroom accompaniment will receive this service
Measurement : Every time we provide courtroom accompaniment, we note it on the calendar.

Objective : Victim Advocates will obtain continuing education hours to increase individual expertise in the field of victim advocacy

Activity : Attend Division of Victim Services sponsored conferences or webinars

Responsible Staff : Fully-funded Victim Rights Unit

Date Range : 10/01/2023 - 09/30/2024

Expected Outcome : 100% of fully-funded staff under this grant agreement will have achieved 16 continuing education hours by the end of the grant year.

Measurement : Training log or certificates of attendance

Objective : Grantee will comply with the reporting requirements of the grant agreement

Activity : Ensure all quarterly/monthly reports are complete and submitted in a timely manner

Responsible Staff : CVR Project Director

Date Range : 10/01/2023 - 09/30/2024

Expected Outcome : Quarterly/monthly grant reports will be submitted prior to the deadline

Measurement : Electronic Grants Administration & Management System (EGRAMS)

Budget Detail for Victim Rights Prosecutor-2024
 Agency: Alpena County of Prosecutors Office
 Application: Victim Rights Prosecutor-2024

Budget

FOR OFFICE USE ONLY:										
					Version # _____	APP # _____				
Line Item	Qty	Rate	Units	UOM	Total	Amount				
DIRECT EXPENSES										
Program Expenses										
1 Salary & Wages										
Full Time Advocate/Coordinator	2080.0000	19.500	0.000		40,560.00	40,560.00				
Part Time Advocate	1245.0000	16.070	0.000		20,007.00	20,007.00				
Total for Salary & Wages					60,567.00	60,567.00				
2 Fringe Benefits										
FICA	0.0000	7.650	60567.000		4,633.00	4,633.00				
In Lieu of Hospitalization	0.0000	12.000	40000.000		4,800.00	4,800.00				
Life Insurance	0.0000	0.305	40560.000		124.00	124.00				
Retirement	0.0000	7.000	40560.000		2,839.00	2,839.00				
Longevity	0.0000	1.480	40560.000		600.00	600.00				
Worker's Compensation	0.0000	0.887	40560.000		360.00	360.00				
sick & accident	0.0000	1.376	40560.000		558.00	558.00				
Total for Fringe Benefits					13,914.00	13,914.00				
3 Employee Travel and Training										
Mileage-and Incidentals	0.0000	0.000	0.000		1.00	1.00				
4 Supplies & Materials										

Budget Detail for Victim Rights Prosecutor-2024
 Agency: Alpena County of Prosecutors Office
 Application: Victim Rights Prosecutor-2024

Line Item	Qty	Rate	Units	UOM	Total	Amount
Computer	0.0000	0.000	0.000		1,800.00	1,800.00
Postage	0.0000	0.000	0.000		70.00	70.00
Office Supplies	0.0000	0.000	0.000		10.00	10.00
Total for Supplies & Materials						1,880.00
5 Subawards – Subrecipient Services						
6 Contractual - Professional Services						
7 Communications						
Office Telephone Service	0.0000	0.000	0.000		1.00	1.00
8 Grantee Rent Costs						
9 Space Costs						
10 Capital Expenditures - Equipment & Other						
11 Client Assistance - Rent						
12 Client Assistance - All Other						
13 Other Expense						
5% Direct Services	0.0000	0.000	0.000		3,542.00	3,542.00
Total Program Expenses						79,905.00
TOTAL DIRECT EXPENSES						79,905.00
INDIRECT EXPENSES						
Indirect Costs						
1 Indirect Costs						
2 Cost Allocation Plan						

Budget Detail for Victim Rights Prosecutor-2024
 Agency: Alpena County of Prosecutors Office
 Application: Victim Rights Prosecutor-2024

Line Item	Qty	Rate	Units	UOM	Total	Amount
Total Indirect Costs					0.00	0.00
TOTAL INDIRECT EXPENSES					0.00	0.00
TOTAL EXPENDITURES					79,905.00	79,905.00

Budget Summary for Victim Rights Prosecutor-2024
 Agency: Alpena County of Prosecutors Office
 Application: Victim Rights Prosecutor-2024

Category	Total	Amount	Narrative
DIRECT EXPENSES			
Program Expenses			
1 Salary & Wages	60,567.00	60,567.00	
2 Fringe Benefits	13,914.00	13,914.00	
3 Employee Travel and Training	1.00	1.00	
4 Supplies & Materials	1,880.00	1,880.00	
5 Subawards – Subrecipient Services	0.00	0.00	
6 Contractual - Professional Services	0.00	0.00	
7 Communications	1.00	1.00	
8 Grantee Rent Costs	0.00	0.00	
9 Space Costs	0.00	0.00	
10 Capital Expenditures - Equipment & Other	0.00	0.00	
11 Client Assistance - Rent	0.00	0.00	
12 Client Assistance - All Other	0.00	0.00	
13 Other Expense	3,542.00	3,542.00	
Total Program Expenses	79,905.00	79,905.00	
TOTAL DIRECT EXPENSES	79,905.00	79,905.00	
INDIRECT EXPENSES			
Indirect Costs			
1 Indirect Costs	0.00	0.00	
2 Cost Allocation Plan	0.00	0.00	

Budget Summary for Victim Rights Prosecutor-2024
 Agency: Alpena County of Prosecutors Office
 Application: Victim Rights Prosecutor-2024

Category	Total	Amount	Narrative
Total Indirect Costs	0.00	0.00	
TOTAL INDIRECT EXPENSES	0.00	0.00	
TOTAL EXPENDITURES	79,905.00	79,905.00	

Source of Funds

Category	Total	Amount	Cash	Inkind	Narrative
1 Source of Funds					
MDHHS State Agreement	79,905.00	79,905.00	0.00	0.00	
Fees and Collections - 1st and 2nd Party	0.00	0.00	0.00	0.00	
Fees and Collections - 3rd Party	0.00	0.00	0.00	0.00	
Local	0.00	0.00	0.00	0.00	
Non-MDHHS State Agreements	0.00	0.00	0.00	0.00	
Federal	0.00	0.00	0.00	0.00	
Other	0.00	0.00	0.00	0.00	
In-Kind	0.00	0.00	0.00	0.00	
Federal Cost Based Reimbursement	0.00	0.00	0.00	0.00	
Total Source of Funds	79,905.00	79,905.00	0.00	0.00	
Totals	79,905.00	79,905.00	0.00	0.00	

Miscellaneous

FOR OFFICE USE ONLY:	Version # _____	APP # _____
----------------------	-----------------	-------------

15. Supporting documentation, if required

Attachment Title	Attachment

FOR OFFICE USE ONLY:	Version # _____	APP # 747679
----------------------	-----------------	--------------

15. Supporting documentation, if required

Attachment Title	Attachment
Victim Rights Position Descriptions	35076_0_48_VR Position Descriptions.docx

Position Descriptions

Victim Assistance Coordinator Duties:

- ✓ Receive a copy of a warrant – read police report
- ✓ Call the victim - discuss
 - explain victim rights
 - what happens next
 - support needed
 - restitution
 - compensation
 - safety plan
- ✓ Enter information into Filer/ACT
- ✓ Print out and put together initial letter and all supporting documents unique to that case.
- ✓ Put notes in system, referencing initial call.
- ✓ Mail documents
- ✓ Take and Make calls to victims – case updates
- ✓ Court accompaniment
- ✓ Set up meetings with Prosecutors
- ✓ Attend meetings with victims and prosecutors
- ✓ Testimony Prep
- ✓ Set up a trauma informed space for victims to wait during trials.
- ✓ Buy food and water for victims for use during hearings requiring testimony.
- ✓ Assess victim needs and buy gift cards or submit invoices.
- ✓ Send letters/emails for notice of hearings.
- ✓ Assist with Victim Impact Statements
- ✓ Attend monthly meeting with Multi-Disciplinary Teams
- ✓ Keep up good relations with Supporting Agencies
 - Attend meetings to discuss how best to help victims
 - Attend events, i.e., candlelight vigils, quick media interviews, etc.
- ✓ Attends well more than 16 hours of trainings a year.
- ✓ Delegate work to part-time employee and pass cases to navigator
- ✓ Attend PPO violation hearings
- ✓ Research old cases for expungement or restitution issues.
- ✓ Notify victims of Appeals
- ✓ Got Certified as an Application Assistant for the Address Confidentiality Program
- ✓ Notify victims of Parole
- ✓ Enter Grant and FSRs into Egrams
- ✓ Run meetings with Victim Rights Staff (part-time advocate & navigator) to discuss cases and how best to serve our victims
- ✓ Assist walk-in victims – these may be past, current, or future victims
- ✓ Answer phone and emails that are victim related
- ✓ Run through docket make calls to any victim that did not receive notice or if there is a sentencing call them to discuss making a statement

Part-time Victim Advocate Duties:

- ✓ Pick up Notice of Hearings from Court –
This is done to ensure we get hearing notices for our victims
- ✓ Make copies of Notice of Hearings, distribute, and input the victim cases into ACT/JCT
- ✓ Run notice of hearing letters to victims
 - Letters for Status Conferences
 - Letters for Probable Cause
 - Letters for Preliminary Exams
 - Letters for Formal Hearing
 - Letters for Pre-Trials
 - Letters for Trials
 - Letters for Sentencing – manually from Word
- ✓ Send out Judgement of Sentences, Nolle Pros, Deferments, etc., with letter (from Word) explaining disposition.
- ✓ In- take of victim rights mail
- ✓ Turn in Victim Impact Statements to proper entities
 - Copy to District Court (misdemeanor cases)
 - Copy to County Clerk (felony cases)
 - Copy to Probation/Parole
 - Copy to Defense Attorney (if exculpable)
- ✓ Part- Time Advocate handles the Juvenile Court Caseload
 - Makes initial rights calls
 - Inputs notice of hearings into JCT and sends notices to victims
 - Attends Juvenile Court on some Wednesdays and most Thursdays
 - Sets up and Attends (when possible, based on availability) meetings with prosecutors and victims
 - Court accompaniment
 - Updates victims via email, phone, or letters
- ✓ Part-Time Advocate handles all Retail Fraud Cases
 - Initial Rights call, (email for the Big Stores)
 - Send our initial rights packet
 - Write up and turn in Restitution Requests to proper entities
 - Send notice of the Disposition of the case to victim
- ✓ Makes/Designs Victim Rights brochures and forms and prints them out
- ✓ Assists Coordinator with set up for trials and gives general assistance during them
- ✓ Got Certified in the Address Confidentiality Program
- ✓ Attends well more than 16 hours of training a year
- ✓ Answers phone and email of victim cases
- ✓ May assist with walk-in victims
- ✓ Attends meetings with staff and/or other agencies to discuss how best to serve victims
- ✓ Run through dockets on Fridays to make sure everyone is notified

*These job descriptions are not intended to be a comprehensive list of duties and responsibilities of the position. The omission of specific job function or task does not absolve an employee from being required to perform additional tasks incidental to or inherent in the position.