

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 type="checkbox"/> Contract: <input checked="" type="checkbox"/> Lease: <input type="checkbox"/> Other: <input type="checkbox"/>
Name of who Contract/Lease/Agreement/Grant is with	DHHS
Project Name	CRIME VICTIM RIGHTS
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	\$ 74,386.00
Organization Match	\$ 100%
County's Match	\$ 0

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

Chruszowski _____ 7/30/21
Department Head requesting Date signed

GRANT REVIEW COMMITTEE APPROVAL:

Ben Furdak _____ 7/30/21 I am requesting a meeting.
County Clerk Date signed

Kimberly Kulla _____ 8-2-21 I am requesting a meeting.
County Treasurer Date signed

[Signature] _____ 8/2/21 I am requesting a meeting.
Finance Chairman Date signed

Please do not mark below this line

INTEROFFICE USE ONLY

Date received _____ Date sent for Attorney Review _____

Attorney Approval received _____ Insurance received _____

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Demographic Information

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
- g. Demographic Information 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-2022
- b. Is implementing agency same as Demographic Information Yes No
- c. Implementing Agency Name
- d. Project Start Date Oct-01-2021 End Date Sep-30-2022
- e. Amount of Funds Allocated \$74,386.00 Project Cost \$74,386.00

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APP # 735103

3. Certification / Contacts Information

a. Authorized Official

Name Cynthia Muszynski
Title Prosecuting Attorney
Mailing Address 719 W. Chisholm St
City Alpena State MI Zip 49707
Telephone (989) 354-9738 Fax (989) 356-9644
E-mail Address muszynskic@alpenacounty.org

b. Financial Officer

Name Bonnie Friedrichs
Title County Administrator
Mailing Address 720 W. Chisholm St. Ste. #2
City Alpena State MI Zip 49707
Telephone (989) 354-9520 Fax (989) 356-9644
E-mail Address friedrib@alpenacounty.org

c. 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

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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

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5. Program Synopsis

The Alpena County Prosecuting Attorney's Office currently has one full-time Crime Victim Rights Advocate Coordinate and one full-time Crime Victim Compensation Navigator who covers a total of four counties, Alpena, Alcona, Iosco, and Presque Isle.

The advocates job duties are to reach out to victims and explain their constitutional rights of the court process for each court; i.e., Circuit, District, or Juvenile.

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 request, we coordinate and attend prosecutor/victim meetings; attend any and all court hearings; generate and mail/email case updates which include upcoming court dates/times and/or dismissed charges, etc.; assist with Crime Victim Compensation applications, restitution claims, and VINELINK registrations; provide community referrals when needed; and encourage assist with both written and verbal victim impact statements. Additionally, we provide defendant information such as incarceration status, probation/parole, and appeals. We also provide assistance for victims in need of emergency and/or security items such as changing door locks, purchase of security camera, relocation expenses, temporary cellphone and temporary pet housing, 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 case review meetings as well as being a founding member of the newly re-formed Human Trafficking Task Force for our area. There are monthly meetings for all of these groups to discuss how to better serve our victims. We attend annual PAAM trainings and advocate roundtable discussions to learn from other advocates as well as 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 prosecutors 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 so they can ask our opinion on the prosecutorial direction they want to take in a case. Equally important is that victims feel safe and respected by us as they navigate through the legal arena. As such, we have been proactive at reaching out to victims as soon as charges are authorized to begin creating that much needed rapport. Our office treats all victims with integrity and listens to their concerns as together we seek their individual justice.

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

U.S. Congressional Districts

- US Congress District 1

State Senate District

- State Senate District 36

State House Districts

- State House District 106

7. Mission Statement

Fulfilling the promise of Article 1 Section 24 of the State of Michigan Constitution. Specifically a victims 9 constitutional rights.

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.

Our Victim Rights team includes the Victims Assistance Coordinator and the Crime Victim Navigator, both positions being full time. While we have an obligation and duty to make sure all crime victims are made aware of their constitutional rights, one of our most crucial duties we have is ensuring there is good communication with our victims. When we know what justice means to them and how to serve them so that they can heal, we have done our job efficiently. We achieve this by attempting to reach out to every victim initially with a phone call before we even send out paperwork. When we are able to make contact we then put the notes from said contact in their case file so that the prosecutors know just where the victim stands. This is very helpful as not everyone turns in Impact Statements before cases go to

hearings or at all. We also keep good relationships with our community partners and police officers. This is critical; to know what help is out there for victims or when you need to call an officer and ask a question or need more information.

Also, it bears reporting that the navigator position is not supposed to do advocate work, however, the position itself requires all the attributes every good advocate must have. As a navigator you must have excellent communication skills, be kind, compassionate, and knowledgeable in all aspects of advocacy work.

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

We have utilized volunteers from the Early College Program from the local high school. Whenever we have someone volunteer we do ask they sign a non-disclosure form. We also partner with Hope Shores Alliance who provide volunteers to assist our office during trials with daycare services and support for victims waiting to testify. We can call on our volunteer county advocates, if need be, for some assistance in this area as well due to our excellent working relationship with them.

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.

1123

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.

Our office provides the informational VINE brochere to victims in the initial packet with the appropriate name and case number already filled in. The initial rights letter as well as our victim rights brochere has information on how to register as well. We have also encouraged police officers and probation departments to utilize this service 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 prosecutor and the victim advocate/navigator are members of the CAC (Children's Advocacy Center) Multiple Disciplinary Team. At the MDT monthly meetings, we discuss prevention of child abuse, open child abuse cases, or issues in our communities that need attention. Agency sharing is done at each meeting. Information is brought back to relay to victims on services available or events that are upcoming.

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 possible, the victim advocate/navigator will attend the Sexual Assault Response Team (SART) meetings held bi-monthly. At these meetings, we share information with various community agencies regarding challenges and successes with response to sexual assaults. Various educational trainings are suggested and considered at these meetings 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.

The Advocate/navigator is part of the newly re-formed Human Trafficking Task Force of Northeast Michigan. Our multi-agency task force is in the beginning stages after a long time off. We have been meeting monthly and have

recently formed by-laws, a mission statement, and will soon be applying for grant funding. We will focus primarily on community education through speaking engagements and community events. As this is a somewhat new, and growing group we have yet to see the impact we may have.

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11. Work Plan

- Objective :** Provide notices to crime victims as defined in the William VanRegenmorter Crime Victim Rights Act of 1985.
- Activity :** Provide specific information to each victim as mandated in MCL 780.756
- Responsible Staff :** Victim Rights Unit
- Date Range :** 10/01/2021 - 09/30/2022
- 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 :** 10/01/2021 - 09/30/2022
- 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 :** 10/01/2021 - 09/30/2022
- 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, 780.793, 780.823, & 780.825
- Responsible Staff :** Victim Rights Unit
- Date Range :** 10/01/2021 - 09/30/2022
- 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 :** 10/01/2021 - 09/30/2022
- 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 :** 10/01/2021 - 09/30/2022
- 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/navigator will provide courtroom accompaniment when requested by the victim
- Responsible Staff :** Victim Rights Unit
- Date Range :** 10/01/2021 - 09/30/2022
- Expected Outcome :** 100% of victims requesting courtroom accompaniment will receive this service

-
- Measurement :** When known ahead of time, we can make a note of the fact that someone wants court accompaniment, however we do not keep a running total of how many times we do this or with who.
- Objective :** Victim Advocate 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 :** 10/01/2021 - 09/30/2022
- 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 Certificate of Attendance
- Objective :** Grantee will comply with the reporting requirements of the grant agreement
- Activity :** Ensure all quarterly reports are complete and submitted in a timely manner
- Responsible Staff :** CVR Project Director
- Date Range :** 10/01/2021 - 09/30/2022
- Expected Outcome :** Quarterly grant reports will be submitted prior to the deadline
- Measurement :** Electronic Grants Administration & Management System (EGRAMS)

Budget Detail for Victim Rights Prosecutor-2022
 Agency: Alpena County of Prosecutors Office
 Application: Victim Rights Prosecutor-2022

7/19/2021

FOR OFFICE USE ONLY:		Version # _____	APP # 735103				
Line Item	Qty	Rate	Units	UOM	Total	Amount	
DIRECT EXPENSES							
Program Expenses							
1 Salary & Wages							
Advocate	2080.0000	19.500	0.000	FTE	40,560.00	40,560.00	
2 Fringe Benefits							
FICA	0.0000	7.650	40560.000		3,103.00	3,103.00	
Hospitalization	0.0000	41.300	40560.000		16,751.00	16,751.00	
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	
Sick and Accident	0.0000	1.376	40560.000		558.00	558.00	
Worker's Compensation	0.0000	0.887	40560.000		360.00	360.00	
Total for Fringe Benefits					23,735.00	23,735.00	
3 Travel							
Mileage-and Incidentals	0.0000	0.000	0.000		500.00	500.00	
4 Supplies & Materials							
Computers/Tablets	0.0000	0.000	0.000		1.00	1.00	
Postage	0.0000	0.000	0.000		575.00	575.00	
Office Supplies	0.0000	0.000	0.000		5,196.00	5,196.00	
Total for Supplies & Materials					5,772.00	5,772.00	

Budget Detail for Victim Rights Prosecutor-2022
 Agency: Alpena County of Prosecutors Office
 Application: Victim Rights Prosecutor-2022

7/19/2021

	Line Item	Qty	Rate	Units	UOM	Total	Amount
5	Contractual						
6	Subawards – Subrecipient Services						
7	Equipment						
8	Other Expense						
	Telephone	0.0000	0.000	0.000		100.00	100.00
	5% Direct Services	0.0000	0.000	0.000		3,719.00	3,719.00
Total for Other Expense						3,819.00	3,819.00
Total Program Expenses						74,386.00	74,386.00
TOTAL DIRECT EXPENSES						74,386.00	74,386.00
INDIRECT EXPENSES							
Indirect Costs							
1	Indirect Costs						
2	Cost Allocation Plan						
Total Indirect Costs						0.00	0.00
TOTAL INDIRECT EXPENSES						0.00	0.00
TOTAL EXPENDITURES						74,386.00	74,386.00

Budget Summary for Victim Rights Prosecutor-2022
 Agency: Alpena County of Prosecutors Office
 Application: Victim Rights Prosecutor-2022

7/19/2021

	Category	Total	Amount	Narrative
DIRECT EXPENSES				
Program Expenses				
1	Salary & Wages	40,560.00	40,560.00	
2	Fringe Benefits	23,735.00	23,735.00	
3	Travel	500.00	500.00	
4	Supplies & Materials	5,772.00	5,772.00	
5	Contractual	0.00	0.00	
6	Subawards – Subrecipient Services	0.00	0.00	
7	Equipment	0.00	0.00	
8	Other Expense	3,819.00	3,819.00	
Total Program Expenses		74,386.00	74,386.00	
TOTAL DIRECT EXPENSES		74,386.00	74,386.00	
INDIRECT EXPENSES				
Indirect Costs				
1	Indirect Costs	0.00	0.00	
2	Cost Allocation Plan	0.00	0.00	
Total Indirect Costs		0.00	0.00	
TOTAL INDIRECT EXPENSES		0.00	0.00	
TOTAL EXPENDITURES		74,386.00	74,386.00	

Budget Summary for Victim Rights Prosecutor-2022
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7/19/2021

Source of Funds

	Category	Total	Amount	Cash	Inkind	Narrative
1	Source of Funds					
	Fees and Collections	0.00	0.00	0.00	0.00	
	State Agreement	74,386.00	74,386.00	0.00	0.00	
	Local	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	
	Total Source of Funds	74,386.00	74,386.00	0.00	0.00	
	Totals	74,386.00	74,386.00	0.00	0.00	

Budget Detail for Victim Rights Prosecutor-2022
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Program Expenses							
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2	Fringe Benefits						
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Worker's Compensation	0.0000	0.887	40560.000		360.00	360.00	
Total for Fringe Benefits					23,735.00	23,735.00	
3	Travel						
Mileage-and Incidentals	0.0000	0.000	0.000		500.00	500.00	
4	Supplies & Materials						
Computers/Tablets	0.0000	0.000	0.000		1.00	1.00	
Postage	0.0000	0.000	0.000		575.00	575.00	
Office Supplies	0.0000	0.000	0.000		5,196.00	5,196.00	
Total for Supplies & Materials					5,772.00	5,772.00	

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	Line Item	Qty	Rate	Units	UOM	Total	Amount
5	Contractual						
6	Subawards – Subrecipient Services						
7	Equipment						
8	Other Expense						
	Telephone	0.0000	0.000	0.000		100.00	100.00
	5% Direct Services	0.0000	0.000	0.000		3,719.00	3,719.00
Total for Other Expense						3,819.00	3,819.00
Total Program Expenses						74,386.00	74,386.00
TOTAL DIRECT EXPENSES						74,386.00	74,386.00
INDIRECT EXPENSES							
Indirect Costs							
1	Indirect Costs						
2	Cost Allocation Plan						
Total Indirect Costs						0.00	0.00
TOTAL INDIRECT EXPENSES						0.00	0.00
TOTAL EXPENDITURES						74,386.00	74,386.00

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Program Expenses				
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7	Equipment	0.00	0.00	
8	Other Expense	3,819.00	3,819.00	
Total Program Expenses		74,386.00	74,386.00	
TOTAL DIRECT EXPENSES		74,386.00	74,386.00	
INDIRECT EXPENSES				
Indirect Costs				
1	Indirect Costs	0.00	0.00	
2	Cost Allocation Plan	0.00	0.00	
Total Indirect Costs		0.00	0.00	
TOTAL INDIRECT EXPENSES		0.00	0.00	
TOTAL EXPENDITURES		74,386.00	74,386.00	

Budget Summary for Victim Rights Prosecutor-2022
 Agency: Alpena County of Prosecutors Office
 Application: Victim Rights Prosecutor-2022

7/19/2021

Source of Funds

	Category	Total	Amount	Cash	Inkind	Narrative
1	Source of Funds					
	Fees and Collections	0.00	0.00	0.00	0.00	
	State Agreement	74,386.00	74,386.00	0.00	0.00	
	Local	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	
	Total Source of Funds	74,386.00	74,386.00	0.00	0.00	
	Totals	74,386.00	74,386.00	0.00	0.00	

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15. Supporting documentation, if required

Attachment Title	Attachment

Description	Status
Facesheet	
1. Demographic Information	<input checked="" type="checkbox"/>
2. Program / Service Information	<input checked="" type="checkbox"/>
3. Certification / Contacts Information	<input checked="" type="checkbox"/>
Certifications	
4. Assurances and Certifications	
A. SPECIAL CERTIFICATIONS	<input checked="" type="checkbox"/>
B. State of Michigan Information Technology Information Security Policy	<input checked="" type="checkbox"/>
Narrative	
5. Program Synopsis	<input checked="" type="checkbox"/>
6. Program Target Area	
Counties	<input checked="" type="checkbox"/>
U.S. Congressional, State and House Districts	<input checked="" type="checkbox"/>
7. Mission Statement	<input checked="" type="checkbox"/>
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.	<input checked="" type="checkbox"/>
If you utilize the services of volunteers in the provision of Victim Rights, please explain how this is accomplished.	<input checked="" type="checkbox"/>
9. Michigan Victim Information and Notification Everyday (MI-VINE)	<input checked="" type="checkbox"/>
Please describe your programs efforts to utilize MI-VINE.	<input checked="" type="checkbox"/>
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.	<input checked="" type="checkbox"/>
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.	<input checked="" type="checkbox"/>
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.	<input checked="" type="checkbox"/>
Work Plan	
11. Work Plan	<input checked="" type="checkbox"/>
Budget	
12. Budget Detail	<input checked="" type="checkbox"/>
13. Budget Summary	<input checked="" type="checkbox"/>
14. Source of Funds	<input checked="" type="checkbox"/>
Miscellaneous	
15. Supporting documentation, if required	<input type="checkbox"/>