

Contract / Leases / Agreements / Grants Form

This is	New	<input checked="" type="checkbox"/>	Renewal	<input checked="" type="checkbox"/>	Filling this out on a computer? Please type an X into the appropriate box.
This is a Grant	Yes	<input checked="" type="checkbox"/>	No		If you marked YES this needs to go through Grant Review.
This is an	Agreement _____ Contract _____ Lease _____ Other _____:				
Name of Entity who Contract / Lease / Agreement / Grant is with	Victim Rights Services - MDHHS				
Project Name	Annual Grant				
Attorney Review	All Contracts / Leases / Agreements / Grants must have Attorney Review and approval through the Commissioner's Office.				
Insurance Review	All Contracts / Leases / Agreements / Grants must have appropriate insurance coverage per the attached list. It is the Department Heads responsibility to make sure that all requirements are met and listed on the insurance certificate.				
Total Amount	\$ 77,079.00				
Organization Match	\$ 77,079.00				
County Match	\$ 0				

I have reviewed and approved this Contract / Lease / Agreement / Grant and attached appropriate insurance:

The Department Head Requesting	6/28/24 Date Signed
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GRANT REVIEW COMMITTEE APPROVAL:

County Clerk:		Date Signed:	7-2-24	I am requesting a meeting
County Treasurer:		Date Signed:	7-1-24	I am requesting a meeting
Finance Chairman:		Date Signed:	7-2-24	I am requesting a meeting
County Administrator:		Date Signed:	7/1/24	I am requesting a meeting

Please do NOT mark below this line

.....

INTEROFFICE USE ONLY

Date Received:	Date Sent for Attorney Review:
Attorney Approval Received:	Insurance Received:

Submitting the Application

ONLY the AUTHORIZED OFFICIAL can submit the application

To Submit the Application:

- Navigate to **Grantee > Grant Application > Grant Application Preview**
- Program: Select the grant program, using the 'Lookup' icon
- Agency: System will pre-populate
- Click 'Go' button
- The grant program information should appear
- **Click the grant program blue hyperlink**

The screenshot shows the EGrAMS Application interface. At the top, there is a header with the Michigan.gov logo and the text "The Official State of Michigan Website". Below the header, there are three tabs: "Grantee", "Grant Application", and "Grant Application Preview". The "Grant Application Preview" tab is selected. Below the tabs, there is a navigation bar with "Home" and "Logout" links, a "go" button, and a "Date : Mar-03-14" indicator. The main content area contains a form with the following fields:

- *Status: Open All
- *Program: DD-2014 Developmental Disabilities-2014 (with a "go" button)
- Agency: 123456789 Grantee Agency (with a red "x" icon)
- Project: (with a red "x" icon)
- Stages: (with a red "x" icon)

Below the form, there is a table with the following columns: Program, Description, and Submit Date.

Program	Description	Submit Date
DD-2014	Developmental Disabilities-2014	8/30/2013 5:00:00 PM
DD-2014	Developmental Disabilities-2014	Application Entry / Work in Progress

Submitting the Application

ONLY the AUTHORIZED OFFICAL can submit the application

After clicking the blue hyperlink the grant program application will open:

- Review the application to make sure it is correct
- **To make a correction to application:** go to Grantee > Grant Application > Enter Grant Application
- Once the application is correct **go back to Grantee > Grant Application> Grantee Application Preview**, click the 'Submit' button
- Click 'OK' on the system message to promote the application to MDHHS Program for review

The screenshot shows a web application interface for 'Section Application Review'. The top bar includes 'Section Application Review', 'Timeout : 20 mins', and 'Date : Mar-03-14'. The main content area is titled 'A. SPECIAL CERTIFICATIONS' and contains two items, 'a' and 'b', each with a checked checkbox. Item 'a' states: 'By checking this box, the individual or officer certifies that he or she is authorized to approve this grant application for submission to the Department of Community Health on behalf of the responsible governing board, official or Contractor.' Item 'b' states: 'By checking this box, the individual or officer certifies that he or she is authorized to sign the agreement on behalf of the responsible governing board, official or Contractor.' A 'Microsoft Internet Explorer' dialog box is overlaid on the bottom left, with the text: 'This action would promote the Grant Application to the next stage. Do you want to continue?' and buttons for 'OK' and 'Cancel'. In the bottom right corner of the application, there are 'Validate' and 'Submit' buttons. A red box highlights the 'Submit' button, and a red arrow points from it to the dialog box.

ALPENA COUNTY BOARD OF COMMISSIONERS

BOARD ACTION #01

TO: County Clerk, County Treasurer, Prosecutor

FROM: Alpena County Board of Commissioners

SUBJECT: Victims Assistance Coordinator Pay Scale

BOARD ACTION:

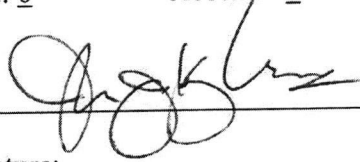
ACTION ITEM #1: Recommendation to approve Pay Scale Option 1 of 38 hours per week for the Victims Assistance Coordinator as presented.

Moved by Commissioner Lalonde and supported by Commissioner LaHaie to approve Pay Scale Option 1 for the Victims Assistance Coordinator as presented. Roll call vote was taken: AYES: Commissioners LaHaie, Ludlow, Lalonde, Peterson, Fournier, Francisco, Konarzewski, and Kozlowski. NAYS: None. Motion carried.

This action was XX APPROVED DISAPPROVED

BY: Ayes: 8 Nays: 0 Excused: 0 Absent: 0 Abstaining: 0

Alpena County Board Chairman's Signature: _____



Alpena County Board Vice-Chairman's Signature: _____

Date of the Board Meeting: June 25, 2024

Crime Victims Rights

Current Pay Scale-Salary

Start	Step 1	Step 2	Step 3	Step 4	Step 5
\$38,753.73	\$39,528.80	\$40,319.38	\$41,125.77	\$41,948.28	\$42,787.25

Option 1

Pay Scale-Hourly based on 38 hours per week effective June 23, 2024

Start	Step 1	Step 2	Step 3	Step 4	Step 5
\$19.61	\$20.00	\$20.40	\$20.81	\$21.23	\$21.65
\$38,749.36	\$39,524.35	\$40,314.83	\$41,121.13	\$41,943.55	\$42,782.42

Option 2

Pay Scale-Hourly based on 40 hours per week effective June 23, 2024

Start	Step 1	Step 2	Step 3	Step 4	Step 5
\$18.63	\$19.00	\$19.38	\$19.77	\$20.17	\$20.57
\$38,750.40	\$39,525.41	\$40,315.92	41,122.23	\$41,944.68	\$42,783.57



STATE OF MICHIGAN

DEPARTMENT OF HEALTH AND HUMAN SERVICES
LANSING

GRETCHEN WHITMER
GOVERNOR

ELIZABETH HERTEL
DIRECTOR

DATE: May 3, 2024
TO: Michigan Prosecutors Offices
FROM: Beth Nagel, Senior Deputy Director
RE: FY25 Allocation Letter
CC: Megan Mezel, Grant Manager

The Victim Rights Unit of the Division of Victim Services (MDHHS) is pleased to share with the **Alpena County Prosecutors Office** your new allocated amount of **\$77,079** for fiscal year 2025. Please note the breakdown of funding categories below equaling your total allocation amount above:

- Victim Rights General Grant Funding: **\$75,192**
- Direct Victim Needs (Client Assistance-All Other): **\$1,887**

Your Victim Rights programs Direct Victim Needs amount is **\$1,887**. Victim Rights Programs are required to use this amount on direct victim needs as outlined in the attached revised DVN expenditures document. We strongly encourage the use of DVN funds for the victims in your county.

Any funding not utilized at the end of FY 25 remains in Crime Victim Rights Fund to ensure future programming.

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

Yours in advocacy,

A handwritten signature in cursive script that reads "Beth Nagel".

Victim Rights Prosecutor-2025

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-2025
- b. Is implementing agency same as Demographic Information Yes No
- c. Implementing Agency Name
- d. Project Start Date Oct-01-2024 End Date Sep-30-2025
- e. Amount of Funds Allocated \$77,079.00 Project Cost \$77,079.00

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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

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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

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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. 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
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| <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
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| <input type="checkbox"/> State Senate District 1 | <input type="checkbox"/> State Senate District 2 | <input type="checkbox"/> State Senate District 3 |
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iii. State House Districts

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| <input type="checkbox"/> State House District 82 | <input type="checkbox"/> State House District 83 | <input type="checkbox"/> State House District 84 |
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| <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 |
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| <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 would like 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, sends out disposition paperwork for all cases, 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.

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 may be asked to look up old case information, whether due to restitution issues or because a defendant is looking for an expungement. On occasion 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.

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. Win or lose, jury trials can be very intense and triggering so we create a space 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 across a busy street 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.

501

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 brochure 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 brochure has information on how to register as well. We have even handed the brochures 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 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 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

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11. Work Plan

- Objective :** Victim Advocate(s) will provide notices to crime victims as defined in the William VanRegenmorter Crime Victim Rights Act of 1985 (CVRA)
- Activity :** Generate and send initial victims' rights information as required by Michigan's CVRA for felony cases pursuant to MCL 780.756
- Responsible Staff :** Victim Rights Unit
- Date Range :** 10/01/2024 - 09/30/2025
- Expected Outcome :** 100% of victims will receive information under this section within 7 days of the defendant's arraignment
- Measurement :** Case tracking system
- Activity :** Generate and send initial victims' rights information as required by Michigan's CVRA for juvenile offender cases pursuant to MCL 780.786
- Responsible Staff :** Victim Rights Unit
- Date Range :** 10/01/2024 - 09/30/2025
- Expected Outcome :** 100% of victims will receive information under this section within 72 hours after filing a juvenile petition
- Measurement :** Case tracking system
- Activity :** Generate and send initial victims' rights information as required by Michigan's CVRA for misdemeanor cases pursuant to MCL 780.816
- Responsible Staff :** Victim Rights Unit
- Date Range :** 10/01/2024 - 09/30/2025
- Expected Outcome :** 100% of victims will receive information under this section within 48 hours after arraignment/plea
- Measurement :** case tracking system
- Activity :** Provide the total number of new victims who were given specific information about exercising their crime victim rights
- Responsible Staff :** Victim Rights Unit
- Date Range :** 10/01/2024 - 09/30/2025
- Expected Outcome :** This office will provide the total number of new victims who were given specific information about exercising their crime victim rights
- Measurement :** case tracking system
- Activity :** Provide the number of CVRA eligible victims requesting crime victim rights
- Responsible Staff :** Victim Rights Unit
- Date Range :** 10/01/2024 - 09/30/2025
- Expected Outcome :** This office will provide the number of CVRA eligible victims requesting crime victim rights
- Measurement :** case tracking system
- Activity :** Generate and send notification of scheduled court proceedings as required by Michigan's CVRA pursuant to MCL 780.756, 780.786, and 780.816
- Responsible Staff :** Victim Rights Unit
- Date Range :** 10/01/2024 - 09/30/2025
- Expected Outcome :** 100% of victims will receive notification of scheduled court proceedings as required by Michigan's CVRA pursuant to MCL 780.756, 780.786, and 780.816
- Measurement :** case tracking system
- Activity :** Generate and send notification of the defendant's conviction and the victim's right to make a written or oral victim impact statement as required by the CVRA pursuant to MCL 780.763, 780.765, 780.792, 780.793, 780.823, 780.825
- Responsible Staff :** Victim Rights Unit

Date Range :	10/01/2024 - 09/30/2025
Expected Outcome :	100% of victims will receive notification of the defendant's conviction and the victim's right to make a written or oral victim impact statement as required by the CVRA pursuant to MCL 780.763, 780.765, 780.792, 780.793, 780.823, 780.825
Measurement :	case tracking system
Activity :	Generate and send the final disposition of the defendant's case, including applicable post-conviction forms, as required by the CVRA pursuant to MCL 780.763a(1), 780.772, 780.791a, 780.793(2), 780.828a(2), 780.827
Responsible Staff :	Victim Rights Unit
Date Range :	10/01/2024 - 09/30/2025
Expected Outcome :	100% of victims will receive notification of the final disposition of the defendant's case, including applicable post-conviction forms, as required by the CVRA pursuant to MCL 780.763a(1), 780.772, 780.791a, 780.793(2), 780.828a(2), 780.827
Measurement :	case tracking system
Objective :	Victim Advocate(s) will provide additional education, referrals, and services to crime victims from a trauma informed/victim centered perspective in conjunction with victim's needs
Activity :	Generate and send initial victims' rights information as required by Michigan's CVRA for juvenile offender cases pursuant to MCL 780.786
Responsible Staff :	Victim Rights Unit
Date Range :	10/01/2024 - 09/30/2025
Expected Outcome :	100% of victims will receive information under this section within 72 hours after filing a juvenile petition
Measurement :	Case tracking system
Activity :	Provide the number of times grantees provided courtroom accompaniment for victims upon request
Responsible Staff :	Victim Rights Unit
Date Range :	10/01/2024 - 09/30/2025
Expected Outcome :	This office will provide the number of times grantees provided courtroom accompaniment for victims upon request
Measurement :	Case tracking or comparable system
Activity :	Provide the number of victims who received Crime Victim Compensation (CVC) application assistance
Responsible Staff :	Victim Rights Unit
Date Range :	10/01/2024 - 09/30/2025
Expected Outcome :	This office will provide the number of victims who received Crime Victim Compensation (CVC) application assistance
Measurement :	Case tracking or comparable system
Activity :	Provide the number of victims who received assistance with MI VINE services
Responsible Staff :	Victim Rights Unit
Date Range :	10/01/2024 - 09/30/2025
Expected Outcome :	This office will provide the number of victims who received assistance with MI VINE services
Measurement :	Case tracking or comparable system
Activity :	Provide the number of victims who received Address Confidentiality Program (ACP) assistance
Responsible Staff :	Victim Rights Unit
Date Range :	10/01/2024 - 09/30/2025
Expected Outcome :	This office will provide the number of victims who received Address Confidentiality Program (ACP) assistance
Measurement :	Case tracking or comparable system
Objective :	Victim Advocate(s) will obtain continuing education from MDHHS-DVS approved training sessions.
Activity :	Full-time Victim Advocate(s) will obtain 16 continuing education credits per grant year

Responsible Staff : Victim Rights Unit
Date Range : 10/01/2024 - 09/30/2025
Expected Outcome : 100% of Full-time Victim Advocate(s) will obtain 16 continuing education credits per grant year
Measurement : Training log or Certificate of Attendance

Activity : Part-time Victim Advocate(s) will obtain 8 continuing education credits per grant year

Responsible Staff : Victim Rights Unit
Date Range : 10/01/2024 - 09/30/2025
Expected Outcome : 100% of Part-time Victim Advocate(s) will obtain 8 continuing education credits per grant year
Measurement : Training log or Certificate of Attendance

Budget Detail for Victim Rights Prosecutor-2025
 Agency: Alpena County of Prosecutors Office
 Application: Victim Rights Prosecutor-2025

6/28/2024

Budget

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Line Item	Qty	Rate	Units	UOM	Total	Amount	
DIRECT EXPENSES							
Program Expenses							
1	Salary & Wages						
	Full Time Advocate/Coordinator	1.0000	41950.000	0.000	FTE	41,950.00	41,950.00
	Part Time Advocate	1.0000	17045.000	0.000	FTE	17,045.00	17,045.00
Total for Salary & Wages						58,995.00	58,995.00
2	Fringe Benefits						
	FICA	0.0000	7.650	58995.000		4,513.00	4,513.00
	In Lieu Of Hospitalization	0.0000	11.443	41950.000		4,800.00	4,800.00
	Life Insurance	0.0000	0.305	41950.000		128.00	128.00
	Retirement	0.0000	7.000	41950.000		2,937.00	2,937.00
	Longevity	0.0000	1.908	41950.000		800.00	800.00
	Worker's Compensation	0.0000	0.887	41950.000		372.00	372.00
	Sick & Accident	0.0000	1.376	41950.000		577.00	577.00
Total for Fringe Benefits						14,127.00	14,127.00
3	Employee Travel and Training						
	Mileage-& Incidentals	0.0000	0.000	0.000		350.00	350.00
4	Supplies & Materials						

Budget Detail for Victim Rights Prosecutor-2025
 Agency: Alpena County of Prosecutors Office
 Application: Victim Rights Prosecutor-2025

6/28/2024

	Line Item	Qty	Rate	Units	UOM	Total	Amount
	Postage	0.0000	0.000	0.000		569.00	569.00
	Office Supplies	0.0000	0.000	0.000		1,000.00	1,000.00
	Computer	0.0000	0.000	0.000		1.00	1.00
Total for Supplies & Materials						1,570.00	1,570.00
5	Subawards – Subrecipient Services						
6	Contractual - Professional Services						
7	Communications						
	Office Telephone Service	0.0000	0.000	0.000		150.00	150.00
8	Grantee Rent Costs						
9	Space Costs						
10	Capital Expenditures - Equipment & Other						
11	Client Assistance - Rent						
12	Client Assistance - All Other						
	Direct Victim Needs	0.0000	0.000	0.000		1,887.00	1,887.00
13	Other Expense						
Total Program Expenses						77,079.00	77,079.00
TOTAL DIRECT EXPENSES						77,079.00	77,079.00
INDIRECT EXPENSES							
Indirect Costs							
1	Indirect Costs						
2	Cost Allocation Plan						

Budget Detail for Victim Rights Prosecutor-2025
 Agency: Alpena County of Prosecutors Office
 Application: Victim Rights Prosecutor-2025

6/28/2024

Line Item	Qty	Rate	Units	UOM	Total	Amount
Total Indirect Costs					0.00	0.00
TOTAL INDIRECT EXPENSES					0.00	0.00
TOTAL EXPENDITURES					77,079.00	77,079.00

Budget Summary for Victim Rights Prosecutor-2025
 Agency: Alpena County of Prosecutors Office
 Application: Victim Rights Prosecutor-2025

6/28/2024

	Category	Total	Amount	Narrative
DIRECT EXPENSES				
Program Expenses				
1	Salary & Wages	58,995.00	58,995.00	
2	Fringe Benefits	14,127.00	14,127.00	
3	Employee Travel and Training	350.00	350.00	
4	Supplies & Materials	1,570.00	1,570.00	
5	Subawards -- Subrecipient Services	0.00	0.00	
6	Contractual - Professional Services	0.00	0.00	
7	Communications	150.00	150.00	
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	1,887.00	1,887.00	
13	Other Expense	0.00	0.00	
Total Program Expenses		77,079.00	77,079.00	
TOTAL DIRECT EXPENSES		77,079.00	77,079.00	
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-2025
 Agency: Alpena County of Prosecutors Office
 Application: Victim Rights Prosecutor-2025

6/28/2024

Category	Total	Amount	Narrative
Total Indirect Costs	0.00	0.00	
TOTAL INDIRECT EXPENSES	0.00	0.00	
TOTAL EXPENDITURES	77,079.00	77,079.00	

Source of Funds

Category	Total	Amount	Cash	Inkind	Narrative
1 Source of Funds					
MDHHS State Agreement	77,079.00	77,079.00	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	77,079.00	77,079.00	0.00	0.00	
Totals	77,079.00	77,079.00	0.00	0.00	

Miscellaneous

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15. Supporting documentation, if required

Attachment Title	Attachment
VR Job Duties	43707_0_736_VR Position Descriptions.docx