



AGENDA REQUEST FORM

Today's Date: July 24, 2025

Requested Meeting:

☒

Full Board Meeting

☒

Finance, Ways & Means Committee Meeting

☐

Facilities, Capital & Strategic Planning Committee Meeting

☐

Courts & Public Safety Committee Meeting

☐

Personnel Committee Meeting

Department Requesting:

Prosecutor Office

Presenter:

Julie Jackson

Topic to be Presented:

Annual Crime Victims Rights Services Grant

Action Requested (Motion):

The Board allow the Prosecutor Office to accept grant funds for state mandated Crime Victims Rights Services

Supporting Documentation to Attach

☒

Yes

☐

No

All request must be received one week prior to the meeting.

Approved

☒

Not Approved

☐

Chair

Jessie Smith
County Administrator

Date

7/23/25

Contract / Leases / Agreements / Grants Form

This is	New	<input type="checkbox"/>	Renewal	<input checked="" type="checkbox"/>	Filling this out on a computer? Please type an X into the appropriate box. If you marked YES this needs to go through Grant Review .
This is a Grant	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	
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:

C. Muszynski	7/24/25
The Department Head Requesting	Date Signed

GRANT REVIEW COMMITTEE APPROVAL:

County Clerk:	Date Signed:	I am requesting a meeting	
County Treasurer:	Date Signed:	I am requesting a meeting	
Finance Chairman:	Date Signed:	I am requesting a meeting	
County Administrator:	Date Signed: 7/23/25	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:



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF HEALTH AND HUMAN SERVICES
LANSING

ELIZABETH HERTEL
DIRECTOR

DATE: May 23rd, 2025
TO: Michigan Prosecutors Offices
FROM: Gail Krieger, State Division Administrator
RE: FY26 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 2026. 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 program Direct Victim Needs amount is **\$1,887**. Victim Rights Programs are required to budget this amount on direct victim's needs as outlined in the attached DVN expenditures document. We strongly encourage the use of DVN funds for the victims in your county.

Please note that the allocated amounts are dependent upon increased revenue into the Michigan Crime Victim Rights Fund or increased investments into Crime Victims' Rights Sustaining funding in the State of Michigan Budget.

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,

Victim Rights Prosecutor - 2026

Facesheet

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APP # 759866

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 - 2026
- b. Is implementing agency same as Demographic Information ☒ Yes ☐ No
- c. Implementing Agency Name
- d. Project Start Date Oct-01-2025 End Date Sep-30-2026
- 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 Prosecuting Attorney
Mailing Address 719 W Chisholm St Suite
City Alpena State MI Zip 48707-2452
Telephone (989) 354-9748 Fax
E-mail Address muszynskic@alpenacounty.org

b. Project Director

Name Julie Jackson
Title Other
Mailing Address 719 W Chisholm St Suite
City Alpena State MI Zip 48707-2452
Telephone (989) 354-9748 Fax
E-mail Address jacksonj@alpenacounty.org

c. Financial Officer

Name Keri Bertrand
Title County Clerk
Mailing Address 719 W Chisholm St Suite
City Alpena State MI Zip 48707-2452
Telephone (989) 354-9748 Fax
E-mail Address bertrandk@alpenacounty.org

Certifications

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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

Narrative

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APP # 759866

5. Program Synopsis

The Alpena County Prosecuting Attorney's Office currently has one full-time victim rights assistance coordinator and one part-time advocate. The main duty of both advocates is 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. On occasion we are asked to help with Personal Protection Orders which is Civil.

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, or now text case updates which include upcoming court dates/times and/or dismissed charges, etc., assist with restitution claims and compensation navigator referrals, 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 to victims in need of emergency and/or security items such door locks or cameras, food, gas, self-protection items typically through the use of gift cards for places those items can be purchased. We have used direct funds for emergency hotel stays and bus tickets to safe places as well.

For non-direct victim services, we attend multiple disciplinary team meetings such as the Sexual Assault Response Team (SART) which includes the prosecutors offices of nearby counties advocates and prosecutors, law enforcement, SANE nurses, and various representatives from the womens shelters and the Children's Advocacy Center (MDT) case review meetings which includes the above listed entities in addition to the CAC, CPS and doctors. These teams meet monthly to discuss how to better serve our victims. We attend various webinars as well as Lunch and Learn as often as possible to better educate ourselves on victimology and trauma.

We are responsible for preparing our grant applications, quarterly reporting, and monthly financial status reports. As advocates, it is vital for everyone involved that we create a good relationship with each victim. Our prosecutors rely on us to get information on where victims stand and what justice means to them so that we can do our best to get that justice for them. Our hope is that every victim feels safe, respected, supported and **heard** by us throughout the process of their case.

6. Program Target Area

Counties

Counties project will serve (check all that apply):

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|--|-----------------------------------|-------------------------------------|
| <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 |

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| <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 |
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ii. State Senate Districts

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iii. State House Districts

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| <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 responsible for making sure their voice is heard. 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.

The full-time advocate/coordinator may handle any case that comes through the door, misdemeanor, felony, or juvenile. One of the most critical duties that we must do is listen to our victims; on the phone or in person. When we meet with them in person, or by phone or zoom we do our best to get to know them and know how to best make them whole from whatever terrible crime has befallen them. Our door and phone is always open! We may have to handle a drop-in victim in crisis, attend a meeting with the prosecutor, or just sit with them in the courtroom and give them a shoulder to cry on.

When we get a new case authorized, we call the victim explain their rights and get a feel for their individual needs. We sign them up for court notifications, sometimes we refer them to other victim services, shelters, compensation, or we may use DVN funds to help. We submit Victim Impact Statements and Restitution Request to the Courts. We help the prosecutor prepare them for testimony so that they are comfortable when the time comes. We set up a trauma informed comfortable spaces for the victims during long trials or exams complete with snacks, water, tv, coloring books, and stress toys of all sorts to try to make the process just a little less stressful. It is also the coordinators job to do the annual, quarterly, and monthly grant work.

The part-time advocate must be prepared to handle any case that comes through the door and is therefore trained on any and all cases but is focused on handling Retail Fraud/Larceny and the Juvenile Docket as the time in the office is limited. She goes through the docket every week and makes sure all text notifications/letters went out as needed for upcoming hearings. Attends meetings and attends court with victims as needed.

The full-time advocate handles misdemeanor and felony cases, does court accompaniment, goes to meetings with victims and prosecutors, attends MDT meetings, writes the grant/grant reporting, is responsible for preparing safe spaces for victims during trials and exams, calls victims with updates and handles all victim walk-ins/crisis intervention. 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 on such. The full time advocate is certified in the Address Confidentiality Program but is yet to register anyone.

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

We rarely use volunteers. When we do, it is for the purpose of moving furniture. Our Circuit Court is across a busy street and when we have a trial we have to transport all of our supplies, mini-fridge, furniture, microwave, food, supplies, etc, to another building and up a several flights of stairs (old buildings - no elevators). It is a lot of hard work and even with the help of a couple of strong young people it takes a couple hours. I have extended an invitation to our local colleges' Criminal Justice Program to have the students come and spend time to see what advocates do on a daily basis but other than one student who sat with me in court no one has come to the office to see what we do here.

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.

229

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 VINE brochure to victims in every adult initial rights packet. The initial rights letter and our county victim rights brochure has information on how to register as well. We will reiterate the importance of VINE especially to those who need to know jail status when we make our initial phone call. On occasion, we have even handed the brochures out to interested witnesses.

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 member of the CAC (Children's Advocacy Center) Multiple Disciplinary Team. At the monthly meetings, we discuss prevention of child abuse, open child abuse and child sexual assault cases, or even issues in our communities that need our attention. Agency sharing is done at each meeting and information 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 Family Resource Center. Being on this board keeps us involved in the community and aware of resources that available to victims. We also maintain a very close relationship with Hope Shores Alliance (our local shelter) and the Childrens Advocacy Center.

Work Plan

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Version # _____

APP # _____

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 victim's rights information as required by Michigan's CVRA for felony cases pursuant to MCL 780.756
Responsible Staff :	Victim Rights Unit
Date Range :	10/01/2025 - 09/30/2026
Expected Outcome :	100% of victims will receive information under this section within 7 days of the defendant's arraignment.
Measurement :	Karpel
Activity :	Generate and send initial victim's rights information as required by Michigan's CVRA for juvenile offender cases pursuant to MCL 780.786
Responsible Staff :	Victim Rights Unit
Date Range :	10/01/2025 - 09/30/2026
Expected Outcome :	100% of victims will receive information under this section within 72 hours after filing a juvenile petition.
Measurement :	Karpel
Activity :	Generate and send initial victim's rights information as required by Michigan's CVRA for misdemeanor cases pursuant to MCL 780.816
Responsible Staff :	Victim Rights Unit
Date Range :	10/01/2025 - 09/30/2026
Expected Outcome :	100% of victims will receive information under this section within 48 hours after arraignment/plea
Measurement :	Karpel
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 :	10/01/2025 - 09/30/2026
Expected Outcome :	This office will provide the total number of new victims who were given specific information about exercising their crime victim rights.
Measurement :	Kapel
Activity :	Provide the number of CVRA eligible victims requesting crime victim rights
Responsible Staff :	Victim Rights Unit
Date Range :	10/01/2025 - 09/30/2026
Expected Outcome :	This office will provide the number of CVRA eligible victims requesting crime victim rights
Measurement :	Karpel
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 :	10/01/2025 - 09/30/2026
Expected Outcome :	Every victim with texting capability is set up to receive a text notification of court proceedings, all others will receive notification via email, mail or phone call as required by Michigan's CVRA pursuant to MCL 780.756, 780.786, and 780.816
Measurement :	Karpel
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 Michigan's CVRA pursuant to MCL 780.763, 780.765, 780.792, 780.793, 780.823, 780.825

Responsible Staff :	Victim Rights Unit
Date Range :	10/01/2025 - 09/30/2026
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 Michigan's CVRA pursuant to MCL 780.763, 780.765, 780.792, 780.793, 780.823, 780.825
Measurement :	Karpel
Activity :	Generate and send the final disposition of the defendant's case, including applicable post-conviction forms, as required by Michigan's 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 :	10/01/2025 - 09/30/2026
Expected Outcome :	100% of victims will receive the final disposition of the defendant's case, including applicable post-conviction forms, as required by Michigan's CVRA pursuant to MCL 780.763a(1), 780.772, 780.791a, 780.793(2), 780.828a(2), 780.827
Measurement :	Karpel
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 :	Provide the number of times grantees provided courtroom accompaniment for victims upon request.
Responsible Staff :	Victim Rights Unit
Date Range :	10/01/2025 - 09/30/2026
Expected Outcome :	This office will provide the number of times grantees provided courtroom accompaniment for victims upon request
Measurement :	Karpel
Activity :	Provide the number of victims who received Crime Victim Compensation (CVC) application assistance.
Responsible Staff :	Victim Rights Unit
Date Range :	10/01/2025 - 09/30/2026
Expected Outcome :	This office will provide the number of victims who received assistance with CVC applications.
Measurement :	Karpel/CVC navigator
Activity :	Provide the number of victims who received assistance with MI VINE services
Responsible Staff :	Victim Rights Unit
Date Range :	10/01/2025 - 09/30/2026
Expected Outcome :	This office will provide the number of victims who received assistance with MI VINE services.
Measurement :	Karpel or comparable system
Activity :	Provide the number of victims who received Address Confidentiality Program (ACP) assistance.
Responsible Staff :	Victim Rights Unit
Date Range :	10/01/2025 - 09/30/2026
Expected Outcome :	This office will provide the number of victims who received Address Confidentiality Program (ACP) assistance.
Measurement :	Karpel or comparable system
Activity :	Provide the number of times grantees provided criminal justice advocacy for victims upon request.
Responsible Staff :	Victim Rights Unit
Date Range :	10/01/2025 - 09/30/2026
Expected Outcome :	This office will provide number of times grantees provided criminal justice advocacy for victims upon request.
Measurement :	Case tracking or comparable system.
Objective :	Victim Advocate(s) will obtain continuing education from MDHHS-DVS approved training sessions.

Activity :	Full-time Advocates will obtain a minimum of 16 hours of continuing education per grant year.
Responsible Staff :	Victim Rights Unit
Date Range :	10/01/2025 - 09/30/2026
Expected Outcome :	Full-time Advocate will obtain a minimum of 16 hours of continuing education per grant year.
Measurement :	Training log or Certificate of Attendance
Activity :	Part-time Advocate will obtain a minimum of 8 hours of continuing education per grant year.
Responsible Staff :	Victim Rights Unit
Date Range :	10/01/2025 - 09/30/2026
Expected Outcome :	Part-time Advocate will obtain a minimum of 8 hours of continuing education per grant year.
Measurement :	Training log or Certificate of Attendance.

Budget

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Line Item	Qty	Rate	Units	UOM	Total	Amount	
DIRECT EXPENSES							
Program Expenses							
1	Salary & Wages						
Coordinator	1.0000	43472.000	0.000		43,472.00	43,472.00	
Part-time Advocate	1.0000	16640.000	0.000		16,640.00	16,640.00	
Total for Salary & Wages					60,112.00	60,112.00	
2	Fringe Benefits						
FICA	0.0000	7.650	60112.000		4,599.00	4,599.00	
In Lieu of Hospitalization	0.0000	8.282	43472.000		3,600.00	3,600.00	
Life Insurance	0.0000	0.305	43472.000		133.00	133.00	
Retirement	0.0000	7.000	43472.000		3,043.00	3,043.00	
Longevity	0.0000	1.840	43472.000		800.00	800.00	
Worker's Compensation	0.0000	0.887	43472.000		386.00	386.00	
Sick & Accident	0.0000	1.376	43472.000		598.00	598.00	
Total for Fringe Benefits					13,159.00	13,159.00	
3	Employee Travel and Training						
Milage & Incidentals	0.0000	0.000	0.000		350.00	350.00	
4	Supplies & Materials						

Budget Detail for Victim Rights Prosecutor - 2026
Agency: Alpena County of Prosecutors Office
Application: Victim Rights Prosecutor - 2026

7/24/2025

	Line Item	Qty	Rate	Units	UOM	Total	Amount
	Postage	0.0000	0.000	0.000		521.00	521.00
	Office Supplies	0.0000	0.000	0.000		900.00	900.00
Total for Supplies & Materials						1,421.00	1,421.00
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						
Total Indirect Costs						0.00	0.00

Budget Detail for Victim Rights Prosecutor - 2026
Agency: Alpena County of Prosecutors Office
Application: Victim Rights Prosecutor - 2026

7/24/2025

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

Budget Summary for Victim Rights Prosecutor - 2026
Agency: Alpena County of Prosecutors Office
Application: Victim Rights Prosecutor - 2026

7/24/2025

	Category	Total	Amount	Narrative
DIRECT EXPENSES				
Program Expenses				
1	Salary & Wages	60,112.00	60,112.00	
2	Fringe Benefits	13,159.00	13,159.00	
3	Employee Travel and Training	350.00	350.00	
4	Supplies & Materials	1,421.00	1,421.00	
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 - 2026
Agency: Alpena County of Prosecutors Office
Application: Victim Rights Prosecutor - 2026

7/24/2025

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 Position Descriptions	52561_0_749_43707_0_736_VR Position Descriptions 3 .docx

Attachments Index

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#	Section	Title	File Name
1	Miscellaneous	749_43707_0_736_VR Position Descriptions _3_.docx	52561_0_749_43707_0_736_VR Position Descriptions_3_.docx

I. Our current job duties:

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 PBK
- ✓ 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 with victims
- ✓ 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.
- ✓ Attend PPO violation hearings as well as help victims fill out the PPO request form.
- ✓ Research old cases for expungement or restitution issues.
- ✓ Notify victims of Appeals
- ✓ Application assistance for the Address Confidentiality Program (currently certified)
- ✓ 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
- ✓ Crisis intervention
- ✓ 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 PBK
- ✓ 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
- ✓ Send out Judgement of Sentences, Nolle Pros, Deferments, etc., with letter 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 PBK 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 out 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
- ✓ Application assistance for the Address Confidentiality Program (currently certified)
- ✓ Attends well more than 16 hours of training a year.
- ✓ Answers phone and email of victim cases
- ✓ May assist with walk-in victims
- ✓ Crisis intervention
- ✓ Attends meetings with staff and/or other agencies to discuss how best to serve victims
- ✓ Attend monthly meetings with Multi-Disciplinary Teams
- ✓ 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.