

Contract / Leases / Agreements / Grants Form

This is	New	<input checked="" type="checkbox"/>	(for 2024-2028)Renewal		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 <u>X</u> : 5 yr Grant Application Process (Application due by 6-30-2023)				
Name of Entity who Contract / Lease / Agreement / Grant is with	Office of Child Support/State of Michigan/DHHS				
Project Name	Title IV-D Cooperative Reimbursement Program - 2024				
Attorney Review	All Contracts / Leases / Agreements / Grants must have Attorney Review and approval through the Commissioner's Office. Contract to follow from the State.				
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	\$ 718,222.00 (See memo and supporting documents attached.)				
Organization Match 66%	\$ 474,027.00				
County Match 34%	\$ 244,195.00				

Request for Grant Application

I have reviewed and approved this Contract / Lease / Agreement / Grant and attached appropriate insurance: (N/A)

<input checked="" type="checkbox"/> Cynthia M. Muszynski The Department Head Requesting	6/8/23 Date Signed
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GRANT REVIEW COMMITTEE APPROVAL:

County Clerk: <input checked="" type="checkbox"/> _____ Keri Bertrand	Date Signed:	I am requesting a meeting	
County Treasurer: <input checked="" type="checkbox"/> _____ Kimberly Ludlow	Date Signed:	I am requesting a meeting	
Finance Chairman: <input checked="" type="checkbox"/> _____ Burt Francisco	Date Signed:	I am requesting a meeting	
County Administrator: <input checked="" type="checkbox"/> _____ Mary Catherine Hannah	Date Signed:	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:

Memo

To: Grant Review Committee
Finance Committee (**for submission at the 6-13-2023 Finance Committee Meeting**)
Board of Commissioners

From: Cynthia Muszynski, Prosecutor
Stacey Stewart, IV-D Program Child Support Investigator

Date: June 7, 2023

Re: State of Michigan/DHHS
Title IV-D Cooperative Reimbursement Program – 2024 (5-yr Contract) (2024-2028)
Grant Application Approval Request

Comments: The current 5-yr IV-D Grant Agreement is nearing the expiration of the two 1-year contract extensions that were implemented as a result of Covid (for fiscal years 2021-2022 and 2022-2023). The second 1-year extension expires on 9-30-2023. **See Agreement Summary attached.** The Office of Child Support (State of Michigan/DHHS) is in the process of drafting new 5-yr contracts and application must be made by no later than 6-30-2023 via EGrAMS submission. **See MGT Consulting email attached.**

We were advised that we need to get approval to apply for the new 5-yr State contract. Therefore, we are requesting approval to make application for the State of Michigan/DHHS contract, which covers fiscal years 2024-2028. **See Program Identification Information attached.**

Also **attached are Budget Summary spreadsheets** illustrating the breakdown of grant funds allocated for each of the contract years 2024-2028.

Once the State contracts are made available, we will be requesting approval to sign the contracts through this same process.

Presenters: Cynthia M. Muszynski and/or Stacey Stewart

Attachments: **Agreement Summary**
MGT Consulting email
Program Identification Information
Budget Summaries (2024-2028)
Alpena County Support Investigator/Program Manager Position Description

AGREEMENT NUMBER: CSPA17-04002-A22
AMENDMENT NUMBER: 1
Between
THE STATE OF MICHIGAN
DEPARTMENT OF HEALTH & HUMAN SERVICES
And

CONTRACTOR	County Of Alpena
CONTRACTOR ADDRESS	719 West Chisholm Street, County Annex Alpena, Mi 49707 2452
CONTRACTOR EMAIL	muszynskic@alpenacounty.org

CONTRACT ADMINISTRATOR	EMAIL
Maureen Spoelman	spoelmanm@michigan.gov

AGREEMENT SUMMARY			
SERVICE DESCRIPTION	Child Support Prosecuting Attorney		
GEOGRAPHIC AREA	Alpena		
INITIAL EFFECTIVE DATE	10/01/2016	CURRENT EXPIRATION DATE	09/30/2021
CURRENT AGREEMENT VALUE	\$378,766.97		
CONTRACT TYPE	Actual Cost		

AMENDMENT DESCRIPTION			
EXTEND EXPIRATION DATE	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	NEW EXPIRATION DATE	09/30/2023
AMENDMENT AMOUNT	\$171,574.90	<input checked="" type="checkbox"/> INCREASE <input type="checkbox"/> DECREASE	
ESTIMATED REVISED AGGREGATE AGREEMENT VALUE	\$550,341.87		
NATURE OF CHANGE	The purpose of the amendment is to add funding to the original agreement for \$259,970.00, modify the budget, extend the agreement end date from September 30, 2021 to September 30, 2023 and modify the agreement language.		

The undersigned have the lawful authority to bind the Contractor and DHHS to the terms set forth in this Agreement.

FOR THE CONTRACTOR (CSFOC, CSPA and CSCOM Agreements):

County Of Alpena

Robert Adrian

Signature of Chairperson, County Board of Commissioners

08/06/2021

Date

FOR THE STATE:

DEPARTMENT OF HEALTH & HUMAN SERVICES

Christine Sanches

Signature of Director or Authorized Designee

08/09/2021

Date

FOR THE CONTRACTOR (CSFOC and CSCOM Agreements Only):

Signature of Chief Circuit Judge

Date

FOR THE CONTRACTOR (CSPA and CSCOM Agreements Only):

Cynthia Muszynski

Signature of County of Prosecuting Attorney

08/05/2021

Date

Stewart, Stacey (DHHS)

From: Donna Smigiel <DSmigiel@mgtconsulting.com>
Sent: Wednesday, May 17, 2023 3:06 PM
To: Stewart, Stacey (DHHS); Stacey Stewart
Subject: CRP Application FY 2024 - 2028 - ready for review and submission
Attachments: Alpena PA CRP App 24-28 EGrAMS.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

CAUTION: This is an External email. Please send suspicious emails to abuse@michigan.gov

Attached you will find your CRP Application for FY 2024 – 2028. Submission is due in **EGrAMS by June 30th** (sooner is better) by the Project Director only, the Financial Officer will not need to submit. Please take note of the following:

- An Org Chart has been included – this is used only to show the state the number of full-time employees (FTE), not org structure.
- The position descriptions have been copied from the FY 2017 CRP Contract.
- The UEI has been added instead of the DUNS number on the identification page of the application.
- On page 3, the Project Director, Financial Officer, and Authorized Official (Board chair) have been identified.
- On page 1, The **“Allocation”** is your IV-D Net Budget (line 10) by year.
- On page 1, the **“State Contract Amount”** is the **66% reimbursement plus GFGP. Total Contract Amount by year.**
- On page 1, Section B-e **“Amount of funds allocated”** reflects the 66% for all five years.
- On page 1, Section B-e **“Project Cost”** is the IV-D Net Budget for all five years.
- Per OCS, no revenue, or federal incentives included.

When you are ready to submit in **EGrAMS**, the instructions are as follows:

Project Director logs into **EGrAMS**: <https://egramsmi.com/mdhhs>

Menus at the top should be:

- 1 Grantee
- 2 Grant Application
- 3 Grant Application Preview, hit the **GREEN GO** button.

Click on the **CRP-2024 Title IV-D Cooperative Reimbursement Program – 2024 Application Entry / Work in Progress**

Once in the document, you will see a **VALIDATE** and a **SUBMIT** button.

Validate first – you should not have errors, if you do, please call me ASAP.

Submit second – this will promote the application to the next level. **EGrAMS** will ask you if you want to continue - please say **OK**.

You should get a message that says that the records were successfully submitted.

After the state approves and turns into a contract, it will need board approval and electronic signatures through **EGrAMS**.

Thank you for your assistance, patience, and understanding as we journey through this process together.

Title IV-D Cooperative Reimbursement Program - 2024

Section I - Program Identification

FOR OFFICE USE ONLY:	Version # _____	APP # _____
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A. Program Identification Information

- a. Program Identification Name County Of Alpena
- b. Organizational Unit
- c. Address 719 West Chisholm Street
- d. Address 2 County Annex
- e. City Alpena State Mi Zip 49707-2452
- f. Federal ID Number 23-86004834 Reference No. 080 351 281 Unique Entity Id. JSLNL2VMUN 55
- g. Agency's fiscal year (beginning month and day) January-01

h. Agency Type

Public

Payment Address

SIGMA Address ID:

& Street Name

P.O.Box

City

State

Zip

B. Project Information

- a. Project Name Title IV-D Cooperative Reimbursement Program - 2024
- b. Is implementing agency same as Program Identification Yes No
- c. Implementing Agency Name
- d. Project Start Date Oct-01-2023 End Date Sep-30-2028
- e. Amount of Funds Allocated \$474,012.00 Project Cost \$718,200.00

Fiscal Year Allocation

Year	Allocation	State Contract Amt.
2024	129,980.00	85,787.00
2025	136,479.00	90,076.00
2026	143,303.00	94,580.00
2027	150,468.00	99,309.00
2028	157,992.00	104,275.00
Totals:	718,222.00	474,027.00

Type of Application

New Amendment

Type of Program

Friend of the Court, Circuit Court #

Prosecuting Attorney

Combined PA and FOC, Circuit Court #

FOR OFFICE USE ONLY: Version # _____ APP # _____

C. Contacts

a. 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

b. Project Director

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

c. Authorized Official

Name Bill Peterson
Title Chief Executive Officer
Mailing Address 2379 Lake Winyah
City Alpena State MI Zip 49707
Telephone (989) 916-5351 Fax
E-mail Address billpeterson@alpenacounty.org

Budget Categories	Title IV-D	Title IV-E	Non IV-D / IV-E	P.T. & C.
Personnel				
Non-Administrative Staff	93,531.60	0.00	546,233.40	0.00
Contracted Employees	0.00	0.00	0.00	0.00
Administrative Employees	0.00	0.00	0.00	0.00
Non-Admin / Admin Combined	0.00	0.00	0.00	0.00
Total - Personnel	93,531.60	0.00	546,233.40	0.00
Data Processing				
Data Processing	0.00	0.00	0.00	0.00
Central Services (DP)	0.00	0.00	0.00	0.00
Depreciation	0.00	0.00	0.00	0.00
Total - Data Processing	0.00	0.00	0.00	0.00
Other Direct				
Other Direct	10,224.40	0.00	31,775.60	0.00
Depreciation - Other Equipment	0.00	0.00	0.00	0.00
Total - Other Direct	10,224.40	0.00	31,775.60	0.00
Central Services				
Central Services	26,119.04	0.00	158,859.96	0.00
Total - Central Services	26,119.04	0.00	158,859.96	0.00
Paternity Testing				
Paternity Testing	100.00	0.00	0.00	0.00
Total - Paternity Testing	100.00	0.00	0.00	0.00
TOTAL EXPENDITURES	129,975.04	0.00	736,868.96	0.00
Fees and Other Income				
Service Fees	0.00	0.00	0.00	0.00
Final Judgment Fees	0.00	0.00	0.00	0.00
Other Income	0.00	0.00	0.00	0.00
Total - Fees and Other Income	0.00	0.00	0.00	0.00
Federal Incentives	0.00	0.00	0.00	0.00

A. CONTRACT DESCRIPTION

COUNTY : Alpena CONTRACT NO : _____
 PROVIDER : _____ FOC _____ PA COM _____
 FISCAL YEAR : 2024 AMENDMENT _____ LINE ITEM TRANSFER _____

COLUMN I	COLUMN II	COLUMN III	COLUMN IV	COLUMN V
Allocation Factors	Current 2024 IV-D Budget	Adjustment To 2024 IV-D Budget	Revised 2024 IV-D Budget	Provider's Total Eligible Budget
SECTION B				
1. FTE Positions	1.20	0.00	0.00	8.50
2. % of Total FTE	14.12	0.00	0.00	100.00
3. Caseload % (FOC, COM)	100.00	0.00	0.00	100.00
Budget Categories	Current 2024 IV-D Budget	Adjustment To 2024 IV-D Budget	Revised 2024 IV-D Budget	Provider's Total Eligible Budget
SECTION C				
1. Personnel	93,531.60	0.00	0.00	639,765.00
2. Data Processing	0.00	0.00	0.00	0.00
3. Other Direct	10,224.40	0.00	0.00	42,000.00
4. Central Services	26,119.04	0.00	0.00	184,979.00
5. Paternity Testing	100.00	0.00	0.00	100.00
6. TOTAL EXPENDITURES	129,975.04	0.00	0.00	866,844.00
7. Service Fees	0.00	0.00	0.00	0.00
8. Final Judgment Fees	0.00	0.00	0.00	0.00
9. Other Income	0.00	0.00	0.00	0.00
10. SUB TOTAL	129,975.04	0.00	0.00	866,844.00
11. Federal Incentives	0.00	0.00	0.00	0.00
12. NET BUDGET	129,975.04	0.00	0.00	866,844.00
13. County Share @ 34.00%	44,191.51	0.00	0.00	0.00
14. State Share (IV-D) @ 66.00%	85,783.53	0.00	0.00	0.00
15. STATE GF/GP AMOUNT	0.00	0.00	0.00	0.00
TOTAL CONTRACT AMOUNT	85,783.53	0.00	0.00	0.00

Budget Categories	Title IV-D	Title IV-E	Non IV-D / IV-E	P.T. & C.
Personnel				
Non-Administrative Staff	98,304.00	0.00	577,254.00	0.00
Contracted Employees	0.00	0.00	0.00	0.00
Administrative Employees	0.00	0.00	0.00	0.00
Non-Admin / Admin Combined	0.00	0.00	0.00	0.00
Total - Personnel	98,304.00	0.00	577,254.00	0.00
Data Processing				
Data Processing	0.00	0.00	0.00	0.00
Central Services (DP)	0.00	0.00	0.00	0.00
Depreciation	0.00	0.00	0.00	0.00
Total - Data Processing	0.00	0.00	0.00	0.00
Other Direct				
Other Direct	10,648.00	0.00	34,352.00	0.00
Depreciation - Other Equipment	0.00	0.00	0.00	0.00
Total - Other Direct	10,648.00	0.00	34,352.00	0.00
Central Services				
Central Services	27,425.00	0.00	166,803.00	0.00
Total - Central Services	27,425.00	0.00	166,803.00	0.00
Paternity Testing				
Paternity Testing	100.00	0.00	0.00	0.00
Total - Paternity Testing	100.00	0.00	0.00	0.00
TOTAL EXPENDITURES	136,477.00	0.00	778,409.00	0.00
Fees and Other Income				
Service Fees	0.00	0.00	0.00	0.00
Final Judgment Fees	0.00	0.00	0.00	0.00
Other Income	0.00	0.00	0.00	0.00
Total - Fees and Other Income	0.00	0.00	0.00	0.00
Federal Incentives	0.00	0.00	0.00	0.00

A. CONTRACT DESCRIPTION

COUNTY : Alpena CONTRACT NO : _____
 PROVIDER : _____ FOC _____ PA COM _____
 FISCAL YEAR : 2025 AMENDMENT _____ LINE ITEM TRANSFER _____

COLUMN I	COLUMN II	COLUMN III	COLUMN IV	COLUMN V
Allocation Factors	Current 2025 IV-D Budget	Adjustment To 2025 IV-D Budget	Revised 2025 IV-D Budget	Provider's Total Eligible Budget
SECTION B				
1. FTE Positions	1.20	0.00	0.00	8.50
2. % of Total FTE	14.12	0.00	0.00	100.00
3. Caseload % (FOC, COM)	100.00	0.00	0.00	100.00
Budget Categories	Current 2025 IV-D Budget	Adjustment To 2025 IV-D Budget	Revised 2025 IV-D Budget	Provider's Total Eligible Budget
SECTION C				
1. Personnel	98,304.00	0.00	0.00	675,558.00
2. Data Processing	0.00	0.00	0.00	0.00
3. Other Direct	10,648.00	0.00	0.00	45,000.00
4. Central Services	27,425.00	0.00	0.00	194,228.00
5. Paternity Testing	100.00	0.00	0.00	100.00
6. TOTAL EXPENDITURES	136,477.00	0.00	0.00	914,886.00
7. Service Fees	0.00	0.00	0.00	0.00
8. Final Judgment Fees	0.00	0.00	0.00	0.00
9. Other Income	0.00	0.00	0.00	0.00
10. SUB TOTAL	136,477.00	0.00	0.00	914,886.00
11. Federal Incentives	0.00	0.00	0.00	0.00
12. NET BUDGET	136,477.00	0.00	0.00	914,886.00
13. County Share @ 34.00%	46,402.18	0.00	0.00	0.00
14. State Share (IV-D) @ 66.00%	90,074.82	0.00	0.00	0.00
15. STATE GF/GP AMOUNT	0.00	0.00	0.00	0.00
TOTAL CONTRACT AMOUNT	90,074.82	0.00	0.00	0.00

Budget Summary - FY 2026 for Title IV-D Cooperative Reimbursement Program - 2024 for Fiscal Year : 2026

Agency: County Of Alpena

Application: Title IV-D Cooperative Reimbursement Program - 2024

Budget Categories	Title IV-D	Title IV-E	Non IV-D / IV-E	P.T. & C.
Personnel				
Non-Administrative Staff	103,190.40	0.00	609,015.60	0.00
Contracted Employees	0.00	0.00	0.00	0.00
Administrative Employees	0.00	0.00	0.00	0.00
Non-Admin / Admin Combined	0.00	0.00	0.00	0.00
Total - Personnel	103,190.40	0.00	609,015.60	0.00
Data Processing				
Data Processing	0.00	0.00	0.00	0.00
Central Services (DP)	0.00	0.00	0.00	0.00
Depreciation	0.00	0.00	0.00	0.00
Total - Data Processing	0.00	0.00	0.00	0.00
Other Direct				
Other Direct	11,212.80	0.00	37,787.20	0.00
Depreciation - Other Equipment	0.00	0.00	0.00	0.00
Total - Other Direct	11,212.80	0.00	37,787.20	0.00
Central Services				
Central Services	28,796.19	0.00	175,142.81	0.00
Total - Central Services	28,796.19	0.00	175,142.81	0.00
Paternity Testing				
Paternity Testing	100.00	0.00	0.00	0.00
Total - Paternity Testing	100.00	0.00	0.00	0.00
TOTAL EXPENDITURES	143,299.39	0.00	821,945.61	0.00
Fees and Other Income				
Service Fees	0.00	0.00	0.00	0.00
Final Judgment Fees	0.00	0.00	0.00	0.00
Other Income	0.00	0.00	0.00	0.00
Total - Fees and Other Income	0.00	0.00	0.00	0.00
Federal Incentives	0.00	0.00	0.00	0.00

A. CONTRACT DESCRIPTION

COUNTY : Alpena CONTRACT NO : _____
 PROVIDER : _____ FOC _____ PA COM _____
 FISCAL YEAR : 2026 AMENDMENT _____ LINE ITEM TRANSFER _____

COLUMN I	COLUMN II	COLUMN III	COLUMN IV	COLUMN V
Allocation Factors	Current 2026 IV-D Budget	Adjustment To 2026 IV-D Budget	Revised 2026 IV-D Budget	Provider's Total Eligible Budget
SECTION B				
1. FTE Positions	1.20	0.00	0.00	8.50
2. % of Total FTE	14.12	0.00	0.00	100.00
3. Caseload % (FOC, COM)	100.00	0.00	0.00	100.00
Budget Categories	Current 2026 IV-D Budget	Adjustment To 2026 IV-D Budget	Revised 2026 IV-D Budget	Provider's Total Eligible Budget
SECTION C				
1. Personnel	103,190.40	0.00	0.00	712,206.00
2. Data Processing	0.00	0.00	0.00	0.00
3. Other Direct	11,212.80	0.00	0.00	49,000.00
4. Central Services	28,796.19	0.00	0.00	203,939.00
5. Paternity Testing	100.00	0.00	0.00	100.00
6. TOTAL EXPENDITURES	143,299.39	0.00	0.00	965,245.00
7. Service Fees	0.00	0.00	0.00	0.00
8. Final Judgment Fees	0.00	0.00	0.00	0.00
9. Other Income	0.00	0.00	0.00	0.00
10. SUB TOTAL	143,299.39	0.00	0.00	965,245.00
11. Federal Incentives	0.00	0.00	0.00	0.00
12. NET BUDGET	143,299.39	0.00	0.00	965,245.00
13. County Share @ 34.00%	48,721.79	0.00	0.00	0.00
14. State Share (IV-D) @ 66.00%	94,577.60	0.00	0.00	0.00
15. STATE GF/GP AMOUNT	0.00	0.00	0.00	0.00
TOTAL CONTRACT AMOUNT	94,577.60	0.00	0.00	0.00

Budget Categories	Title IV-D	Title IV-E	Non IV-D / IV-E	P.T. & C.
Personnel				
Non-Administrative Staff	108,489.60	0.00	643,460.40	0.00
Contracted Employees	0.00	0.00	0.00	0.00
Administrative Employees	0.00	0.00	0.00	0.00
Non-Admin / Admin Combined	0.00	0.00	0.00	0.00
Total - Personnel	108,489.60	0.00	643,460.40	0.00
Data Processing				
Data Processing	0.00	0.00	0.00	0.00
Central Services (DP)	0.00	0.00	0.00	0.00
Depreciation	0.00	0.00	0.00	0.00
Total - Data Processing	0.00	0.00	0.00	0.00
Other Direct				
Other Direct	11,636.40	0.00	40,363.60	0.00
Depreciation - Other Equipment	0.00	0.00	0.00	0.00
Total - Other Direct	11,636.40	0.00	40,363.60	0.00
Central Services				
Central Services	30,236.00	0.00	183,900.00	0.00
Total - Central Services	30,236.00	0.00	183,900.00	0.00
Paternity Testing				
Paternity Testing	100.00	0.00	0.00	0.00
Total - Paternity Testing	100.00	0.00	0.00	0.00
TOTAL EXPENDITURES	150,462.00	0.00	867,724.00	0.00
Fees and Other Income				
Service Fees	0.00	0.00	0.00	0.00
Final Judgment Fees	0.00	0.00	0.00	0.00
Other Income	0.00	0.00	0.00	0.00
Total - Fees and Other Income	0.00	0.00	0.00	0.00
Federal Incentives	0.00	0.00	0.00	0.00

A. CONTRACT DESCRIPTION

COUNTY : Alpena CONTRACT NO : _____
 PROVIDER : _____ FOC _____ PA COM _____
 FISCAL YEAR : 2027 AMENDMENT _____ LINE ITEM TRANSFER _____

COLUMN I	COLUMN II	COLUMN III	COLUMN IV	COLUMN V
Allocation Factors	Current 2027 IV-D Budget	Adjustment To 2027 IV-D Budget	Revised 2027 IV-D Budget	Provider's Total Eligible Budget
SECTION B				
1. FTE Positions	1.20	0.00	0.00	8.50
2. % of Total FTE	14.12	0.00	0.00	100.00
3. Caseload % (FOC, COM)	100.00	0.00	0.00	100.00
Budget Categories	Current 2027 IV-D Budget	Adjustment To 2027 IV-D Budget	Revised 2027 IV-D Budget	Provider's Total Eligible Budget
SECTION C				
1. Personnel	108,489.60	0.00	0.00	751,950.00
2. Data Processing	0.00	0.00	0.00	0.00
3. Other Direct	11,636.40	0.00	0.00	52,000.00
4. Central Services	30,236.00	0.00	0.00	214,136.00
5. Paternity Testing	100.00	0.00	0.00	100.00
6. TOTAL EXPENDITURES	150,462.00	0.00	0.00	1,018,186.00
7. Service Fees	0.00	0.00	0.00	0.00
8. Final Judgment Fees	0.00	0.00	0.00	0.00
9. Other Income	0.00	0.00	0.00	0.00
10. SUB TOTAL	150,462.00	0.00	0.00	1,018,186.00
11. Federal Incentives	0.00	0.00	0.00	0.00
12. NET BUDGET	150,462.00	0.00	0.00	1,018,186.00
13. County Share @ 34.00%	51,157.08	0.00	0.00	0.00
14. State Share (IV-D) @ 66.00%	99,304.92	0.00	0.00	0.00
15. STATE GF/GP AMOUNT	0.00	0.00	0.00	0.00
TOTAL CONTRACT AMOUNT	99,304.92	0.00	0.00	0.00

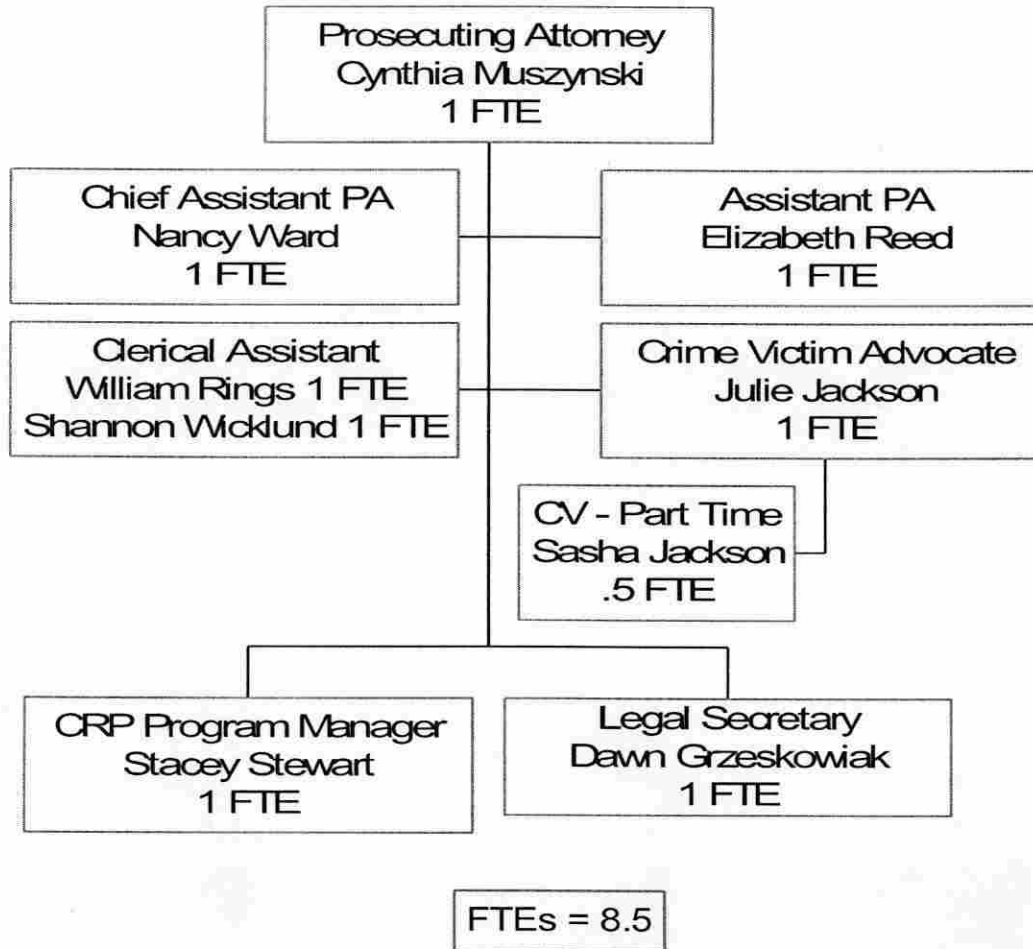
Budget Categories	Title IV-D	Title IV-E	Non IV-D / IV-E	P.T. & C.
Personnel				
Non-Administrative Staff	114,079.20	0.00	679,792.80	0.00
Contracted Employees	0.00	0.00	0.00	0.00
Administrative Employees	0.00	0.00	0.00	0.00
Non-Admin / Admin Combined	0.00	0.00	0.00	0.00
Total - Personnel	114,079.20	0.00	679,792.80	0.00
Data Processing				
Data Processing	0.00	0.00	0.00	0.00
Central Services (DP)	0.00	0.00	0.00	0.00
Depreciation	0.00	0.00	0.00	0.00
Total - Data Processing	0.00	0.00	0.00	0.00
Other Direct				
Other Direct	12,060.00	0.00	42,940.00	0.00
Depreciation - Other Equipment	0.00	0.00	0.00	0.00
Total - Other Direct	12,060.00	0.00	42,940.00	0.00
Central Services				
Central Services	31,747.83	0.00	193,095.17	0.00
Total - Central Services	31,747.83	0.00	193,095.17	0.00
Paternity Testing				
Paternity Testing	100.00	0.00	0.00	0.00
Total - Paternity Testing	100.00	0.00	0.00	0.00
TOTAL EXPENDITURES	157,987.03	0.00	915,827.97	0.00
Fees and Other Income				
Service Fees	0.00	0.00	0.00	0.00
Final Judgment Fees	0.00	0.00	0.00	0.00
Other Income	0.00	0.00	0.00	0.00
Total - Fees and Other Income	0.00	0.00	0.00	0.00
Federal Incentives	0.00	0.00	0.00	0.00

A. CONTRACT DESCRIPTION

COUNTY : Alpena CONTRACT NO : _____
 PROVIDER : _____ FOC _____ PA COM _____
 FISCAL YEAR : 2028 AMENDMENT _____ LINE ITEM TRANSFER _____

COLUMN I	COLUMN II	COLUMN III	COLUMN IV	COLUMN V
Allocation Factors	Current 2028 IV-D Budget	Adjustment To 2028 IV-D Budget	Revised 2028 IV-D Budget	Provider's Total Eligible Budget
SECTION B				
1. FTE Positions	1.20	0.00	0.00	8.50
2. % of Total FTE	14.12	0.00	0.00	100.00
3. Caseload % (FOC, COM)	100.00	0.00	0.00	100.00
Budget Categories	Current 2028 IV-D Budget	Adjustment To 2028 IV-D Budget	Revised 2028 IV-D Budget	Provider's Total Eligible Budget
SECTION C				
1. Personnel	114,079.20	0.00	0.00	793,872.00
2. Data Processing	0.00	0.00	0.00	0.00
3. Other Direct	12,060.00	0.00	0.00	55,000.00
4. Central Services	31,747.83	0.00	0.00	224,843.00
5. Paternity Testing	100.00	0.00	0.00	100.00
6. TOTAL EXPENDITURES	157,987.03	0.00	0.00	1,073,815.00
7. Service Fees	0.00	0.00	0.00	0.00
8. Final Judgment Fees	0.00	0.00	0.00	0.00
9. Other Income	0.00	0.00	0.00	0.00
10. SUB TOTAL	157,987.03	0.00	0.00	1,073,815.00
11. Federal Incentives	0.00	0.00	0.00	0.00
12. NET BUDGET	157,987.03	0.00	0.00	1,073,815.00
13. County Share @ 34.00%	53,715.59	0.00	0.00	0.00
14. State Share (IV-D) @ 66.00%	104,271.44	0.00	0.00	0.00
15. STATE GF/GP AMOUNT	0.00	0.00	0.00	0.00
TOTAL CONTRACT AMOUNT	104,271.44	0.00	0.00	0.00

Alpena County, Michigan Prosecuting Attorney FY 2024 - 2028



ALPENA COUNTY

SUPPORT INVESTIGATOR/PROGRAM MANAGER

General Summary

Under the supervision of the Prosecuting Attorney, establishes child support orders for custodial parents including establishing paternity and family support cases for county residents. Investigates potential non-custodial parents and tracks their whereabouts to ensure the State owed money is appropriated. Interviews individuals for the purpose of initiating cases or reaching out-of-court settlements of support matters. Utilizes and maintains the PACC computer program including performing system back ups. Schedules court ordered blood testing. Provides assistance to the Prosecutors on child support functions.

Essential Functions

1. Interviews plaintiffs/petitioners for the purpose of initiating and/or settling out-of-court cases relating to the Family Support Act, Paternity, or the Uniform Interstate Family Support Act. Gets necessary background info, prepares pleadings, and obtains signatures.
2. Interviews defendants/respondents in jail or office and collects financial info to help assess ability of defendant to pay support.
3. Obtains financial and other wage and employment information from employers. Investigate financial status and income of custodial and non-custodial parties. Utilizes computer program or formula to calculate income and support levels. Calculates reimbursements owed. Negotiates schedules for payment of back payments.
4. Prepares and maintains files for court hearings on cases that fail to settle. Calculates reimbursement amounts, prepares court orders and verifies that Service of Process and Notice of Hearings was properly executed.
5. Inputs data into the computer system for weekly court dockets, status reviews, and updates.
6. Corresponds verbally and in writing with various inter-county and out-of-state offices regarding the cases including contacts with the Family Independence Agency, police agencies, legal aid, attorneys, labs and clients.
7. Maintains and prepares statistical information and reports. Prepares grant reports.
8. Reviews new referrals and makes determination as to accuracy and completeness of referral documents. Ensures that additional correspondence or affidavits are completed and processed as necessary.

ALPENA COUNTY

9. Attends court on Motion Day and assists the prosecuting attorney with preparation and filing of required legal documents. Coordinates process with assigned attorney.
10. Processes parent locator requests via paper and computer. Serves as liaison with FIA, employment agencies, utility companies, and other agencies regarding location information.
11. Prepares necessary pleadings to finalize cases and support orders, schedules blood testing, prepares orders for blood testing as necessary, attends blood draws at the Hospital, and completes the chain of title in blood draw cases.
12. Schedules matter for court to finalize cases, prepares final orders for the court, meets with parties in preparation for testimony, and obtains necessary signatures.
13. Prepares annual contract and budget with the State annually and seeks approval of the budget from the Prosecutor, Board of Commissioners and the State.
14. Assists attorneys by researching materials from the State regarding support issues and researches information on out-of-state cases.

Other Functions

15. Assists in training staff in other counties on the IV-D program, upon request.

This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.

Employment Qualifications

Education: High school graduation or equivalent with the equivalent of one year of college level coursework in criminal justice and/or human service areas. Prefer degree in criminal justice or human services area.

Experience: Two years in a legal secretarial or paralegal capacity, preferably including experience in budgeting or accounting, writing grants, interviewing, and legal research.

Other Requirements:

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these*

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requirements]:

Ability to climb stairs to access Courthouse.
Walks to other offices and buildings.
Ability to access court and hospital.

Working Conditions:

Works in office conditions.
Exposure to individuals who may become aggressive, irate and threatening.