

Contract/Leases/Agreements/Grants  
Form

Is this	New <input type="checkbox"/> Renewal <input checked="" type="checkbox"/>
Is this a Grant	Yes <input checked="" type="checkbox"/> (if yes, needs to go to grant review)      No <input type="checkbox"/>
Is this an	Agreement: <input type="checkbox"/> Contract: <input type="checkbox"/> Lease: <input type="checkbox"/> Other: <input type="checkbox"/>
Name of who Contract/Lease/Agreement/Grant is with	MDHHS
Project Name	CVR Advocate Grant
Attorney Review	All contracts/leases/agreements/grants must have attorney review and approval through the Commissioners' Office.
Insurance Review	All contracts/leases/agreements/grants must have appropriate insurance coverage per the attached list. It is the Department Head's responsibility to make sure that all requirements are met and listed on the insurance certificate.
Total Amount	\$ 78,105.00
Organization Match	\$ 78,105.00
County's Match	\$ 0

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

*Murphy*  
 Department Head requesting \_\_\_\_\_ Date signed \_\_\_\_\_

**GRANT REVIEW COMMITTEE APPROVAL:**

*Robertson*      7/28/22       I am requesting a meeting.  
 County Clerk \_\_\_\_\_ Date signed \_\_\_\_\_

*Kimberly Sullivan*      7-28-22       I am requesting a meeting.  
 County Treasurer \_\_\_\_\_ Date signed \_\_\_\_\_

*[Signature]*      7/26/22       I am requesting a meeting.  
 Finance Chairman \_\_\_\_\_ Date signed \_\_\_\_\_

Please do not mark below this line

\*\*\*\*\*  
 INTEROFFICE USE ONLY

Date received \_\_\_\_\_ Date sent for Attorney Review \_\_\_\_\_

Attorney Approval received \_\_\_\_\_ Insurance received \_\_\_\_\_

## Victim Rights Prosecutor-2023

### Facesheet

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#### 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-2023
- b. Is implementing agency same as Demographic Information  Yes  No
- c. Implementing Agency Name
- d. Project Start Date Oct-01-2022 End Date Sep-30-2023
- e. Amount of Funds Allocated \$78,105.00 Project Cost \$78,105.00

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APP # \_\_\_\_\_

**3. Certification / Contacts Information**

a. Authorized Official

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

b. 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

c. Project Director

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

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## 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](https://www.michigan.gov/documents/dmb/1340_193162_7.pdf)

## Narrative

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APP # \_\_\_\_\_

### 5. Program Synopsis

The Alpena County Prosecuting Attorney's Office currently has one full-time Crime Victim Rights Advocate Coordinate and are in the process of hiring a part-time advocate. We also have a full-time Crime Victim Compensation navigator who covers four counties, Alpena, Alcona, Iosco, and Presque Isle. The navigator does not perform advocate duties and has his own grant.

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

Our victims have the right to deny these rights; however, upon request to exercise their rights, we provide many services to each victim. At a victim's request, we coordinate and attend prosecutor/victim meetings, attend 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 assist with both written and verbal victim impact statements. Additionally, we provide defendant information such as incarceration status, probation/parole, and appeals. We also provide assistance with victims in need of emergency and/or security items such as changing door locks, purchase of security cameras, relocation expenses, gas cards, 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 annual PAAM trainings and monthly advocate lunch meetings to learn from other advocates as well as attend various webinars to better educate ourselves on victimology and trauma.

We are responsible for preparing our grant applications, quarterly reporting, and monthly financial status reports. Most importantly, we are the face of the prosecutors office. As advocates, it is vital for everyone involved that we create a good relationship with each victim. Our prosecutors rely heavily on our relationship with victims so they can ask our opinion on the prosecutorial direction they want to take in a case. Equally important is that victims feel safe and respected by us as they navigate through the legal arena. As such, we have been proactive at reaching out to victims as soon as charges are authorized to begin creating that much needed report. Our office treats all victims with integrity and listens to their concerns as together we seek their individual justice.

### 6. Program Target Area

#### Counties

Counties project will serve (check all that apply):

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

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

**U.S. Congressional, State and House Districts**

i. US Congressional Districts

- |  |  |  |
|--|--|--|
| <input checked="" type="checkbox"/> US Congress District 1 | <input type="checkbox"/> US Congress District 2  | <input type="checkbox"/> US Congress District 3  |
| <input type="checkbox"/> US Congress District 4            | <input type="checkbox"/> US Congress District 5  | <input type="checkbox"/> US Congress District 6  |
| <input type="checkbox"/> US Congress District 7            | <input type="checkbox"/> US Congress District 8  | <input type="checkbox"/> US Congress District 9  |
| <input type="checkbox"/> US Congress District 10           | <input type="checkbox"/> US Congress District 11 | <input type="checkbox"/> US Congress District 12 |
| <input type="checkbox"/> US Congress District 13           | <input type="checkbox"/> US Congress District 14 |  |

ii. State Senate Districts

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

iii. State House Districts

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

7. **Mission Statement**

Fulfilling the promise of nine constitutional rights as outlined in Article 1 Section 24 of the State of Michigan Constitution.

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**8. Project Resources**

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

Our Victim Rights team includes the Victim Advocate Coordinator and the Crime Victim Navigator and soon to be hired part-time advocate. While we have an obligation and duty to make sure all crime victims are made aware of their constitutional rights, one of our most crucial duties we have is ensuring there is good communication with our victims. When we know what justice means to them and how to serve them so that they can heal, we have done our job efficiently. We achieve this by attempting to reach out to every victim initially with a phone call before we even send out paperwork. When we are able to make contact we then put the notes from said contact in their case file so that the prosecutors know just where the victim stands. This is very helpful as not everyone turns in an Impact Statements before cases go to hearings or at all. We also keep good relationships with our community partners and police officers. This is critical; to know what help is out there for victims or when you need to call an officer and ask a question or need more information.

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

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

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

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

Does your agency participate in MI-VINE?

<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
---	-----------------------------

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

1523

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

**Please describe your programs efforts to utilize MI-VINE.**

Our office provides the informational VINE brochure to victims in the initial packet with the appropriate name and case number already filled in. The initial rights letter as well as our victim rights brochure has information on how to register as well. We have also encouraged police officers and probation departments to utilize this service as well.

**10. Community Coordination**

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

The prosecutor and the victim advocate/navigator are members of the CAC (Children's Advocacy Center) Multiple Disciplinary Team. At the MDT monthly meetings, we discuss prevention of child abuse, open child abuse cases, or issues in our communities that need attention. Agency sharing is done at each meeting. Information is brought back to relay to victims on services available or events that are upcoming.

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

When possible, the victim advocate/navigator will attend the Sexual Assault Response Team (SART) meetings held bi-monthly. At these meetings, we share information with various community agencies regarding challenges and



successes with response to sexual assaults. Various educational trainings are suggested and considered at these meetings as well.

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

Currently, the victim advocate coordinator sits on the board of directors for Child and Family Services. Being on this board keeps me involved in the community and aware of resources that are available to victims. I also maintain a very close relationship with Hope Shores Alliance, our local shelter, as well as the Childrens Advocacy Center.

## Work Plan

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### 11. Work Plan

- Objective :** Provide notices to crime victims as defined in the William Van Regenmorter Crime Victim Rights Act of 1985.
- Activity :** Provide specific information to each victim as mandated in MCL 780.786
- Responsible Staff :** Victim Rights Unit
- Date Range :** 10/01/2022 - 09/30/2023
- Expected Outcome :** 100% of victims will receive information under this section within seven days of the defendant's arraignment.
- Measurement :** ACT/JCT or comparable system
- 
- Activity :** Provide specific information to each victim as mandated in MCL 780.786
- Responsible Staff :** Victim Rights Unit
- Date Range :** 10/01/2022 - 09/30/2023
- Expected Outcome :** 100% of victims will receive information under this section within 72 hours after filing a juvenile petition
- Measurement :** ACT/JCT or comparable system
- 
- Activity :** Provide specific information to each victim as mandated in MCL 780.816
- Responsible Staff :** Victim Rights Unit
- Date Range :** 10/01/2022 - 09/30/2023
- Expected Outcome :** 100% of victims will receive information under this section within 48 hours after arraignment/plea
- Measurement :** ACT/JCT or comparable system
- 
- Activity :** Inform the victim of the defendant's conviction and the victim's right to make a written or oral Victim Impact Statement pursuant to 780.763, 780.765, 780.792, 780.823 & 780.825
- Responsible Staff :** Victim Rights Unit
- Date Range :** 10/01/2022 - 09/30/2023
- Expected Outcome :** 100% of requesting victims will receive this information
- Measurement :** ACT/JCT or comparable system
- 
- Activity :** Provide the victim with an applicable post-conviction notice form pursuant to MCL 780.763a(1), 780.791a & 780.828a
- Responsible Staff :** Victim Rights Unit
- Date Range :** 10/01/2022 - 09/30/2023
- Expected Outcome :** 100% of requesting victims will receive this information
- Measurement :** ACT/JCT or comparable system
- 
- Activity :** Inform the victim of their right to receive notice of appeal pursuant to MCL 780.786a
- Responsible Staff :** Victim Rights Unit
- Date Range :** 10/01/2022 - 09/30/2023
- Expected Outcome :** 100% of requesting victims will receive notice of their right to be informed of an appeal.
- Measurement :** ACT/JCT or comparable system
- 
- Objective :** Advocate will provide victim advocacy services from a systems-based perspective.
- Activity :** Victim advocate will provide courtroom accompaniment when requested by the victim
- Responsible Staff :** Victim Rights Unit
- Date Range :** 10/01/2022 - 09/30/2023

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<b>Expected Outcome :</b>	100% of victims requesting courtroom accompaniment will receive this service
<b>Measurement :</b>	Every time we provide court accompaniment we note it on the calendar.
<b>Objective :</b>	Victim Advocates will obtain continuing education hours to increase individual expertise in the field of victim advocacy
<b>Activity :</b>	Attend Division of Victim Services Sponsored conferences or webinars
<b>Responsible Staff :</b>	Fully-funded Victim Rights Unit
<b>Date Range :</b>	10/01/2022 - 09/30/2023
<b>Expected Outcome :</b>	100% of fully-funded staff under this grant agreement will have achieved 16 continuing education hours by the end of the grant year.
<b>Measurement :</b>	training log or certificates of Attendance
<b>Objective :</b>	Grantee will comply with the reporting requirements of the grant agreement
<b>Activity :</b>	Ensure all quarterly/monthly reports are complete and submitted in a timely manner
<b>Responsible Staff :</b>	CVR Project Director
<b>Date Range :</b>	10/01/2022 - 09/30/2023
<b>Expected Outcome :</b>	Quarterly/Monthly grant reports will be submitted prior to the deadline
<b>Measurement :</b>	Electronic Grants Administration & Management System (EGRAMS)

**Budget**

FOR OFFICE USE ONLY:		Version # _____		APP # _____			
Line Item	Qty	Rate	Units	UOM	Total	Amount	
<b>DIRECT EXPENSES</b>							
<b>Program Expenses</b>							
<b>1</b>	<b>Salary &amp; Wages</b>						
	Victim Advocate	2080.0000	19.231	0.000	FTE	40,000.00	40,000.00
	Part Time Advocate	1300.0000	15.250	0.000	HRS	19,825.00	19,825.00
<b>Total for Salary &amp; Wages</b>						<b>59,825.00</b>	<b>59,825.00</b>
<b>2</b>	<b>Fringe Benefits</b>						
	FICA	0.0000	7.650	59825.000		4,577.00	4,577.00
	In Leiu of Hospitalization	0.0000	12.000	40000.000		4,800.00	4,800.00
	Life Insurance	0.0000	0.305	40000.000		122.00	122.00
	Retirement	0.0000	7.000	40000.000		2,800.00	2,800.00
	Longevity	0.0000	1.376	40000.000		550.00	550.00
	Worker's Compensation	0.0000	0.887	40000.000		355.00	355.00
	sick & accident	0.0000	1.376	40000.000		550.00	550.00
<b>Total for Fringe Benefits</b>						<b>13,754.00</b>	<b>13,754.00</b>
<b>3</b>	<b>Employee Travel and Training</b>						
	Mileage-and Incidentals	0.0000	0.000	0.000		200.00	200.00
<b>4</b>	<b>Supplies &amp; Materials</b>						

Budget Detail for Victim Rights Prosecutor-2023  
 Agency: Alpena County of Prosecutors Office  
 Application: Victim Rights Prosecutor-2023

7/22/2022

	Line Item	Qty	Rate	Units	UOM	Total	Amount
	Office Supplies	0.0000	0.000	0.000		264.00	264.00
	Postage	0.0000	0.000	0.000		420.00	420.00
<b>Total for Supplies &amp; Materials</b>						684.00	684.00
<b>5</b>	<b>Subawards – Subrecipient Services</b>						
<b>6</b>	<b>Contractual - Professional Services</b>						
<b>7</b>	<b>Communications</b>						
	Office Telephone Service	0.0000	0.000	0.000		100.00	100.00
<b>8</b>	<b>Grantee Rent Costs</b>						
<b>9</b>	<b>Space Costs</b>						
<b>10</b>	<b>Capital Expenditures - Equipment &amp; Other</b>						
<b>11</b>	<b>Client Assistance - Rent</b>						
<b>12</b>	<b>Client Assistance - All Other</b>						
<b>13</b>	<b>Other Expense</b>						
	5% Direct Services	0.0000	0.000	0.000		3,542.00	3,542.00
<b>Total Program Expenses</b>						78,105.00	78,105.00
<b>TOTAL DIRECT EXPENSES</b>						78,105.00	78,105.00
<b>INDIRECT EXPENSES</b>							
<b>Indirect Costs</b>							
<b>1</b>	<b>Indirect Costs</b>						
<b>2</b>	<b>Cost Allocation Plan</b>						
<b>Total Indirect Costs</b>						0.00	0.00

Budget Detail for Victim Rights Prosecutor-2023  
 Agency: Alpena County of Prosecutors Office  
 Application: Victim Rights Prosecutor-2023

7/22/2022

	Line Item	Qty	Rate	Units	UOM	Total	Amount
<b>TOTAL INDIRECT EXPENSES</b>						0.00	0.00
<b>TOTAL EXPENDITURES</b>						78,105.00	78,105.00

Budget Summary for Victim Rights Prosecutor-2023  
 Agency: Alpena County of Prosecutors Office  
 Application: Victim Rights Prosecutor-2023

7/22/2022

	Category	Total	Amount	Narrative
<b>DIRECT EXPENSES</b>				
<b>Program Expenses</b>				
1	Salary & Wages	59,825.00	59,825.00	
2	Fringe Benefits	13,754.00	13,754.00	
3	Employee Travel and Training	200.00	200.00	
4	Supplies & Materials	684.00	684.00	
5	Subawards – Subrecipient Services	0.00	0.00	
6	Contractual - Professional Services	0.00	0.00	
7	Communications	100.00	100.00	
8	Grantee Rent Costs	0.00	0.00	
9	Space Costs	0.00	0.00	
10	Capital Expenditures - Equipment & Other	0.00	0.00	
11	Client Assistance - Rent	0.00	0.00	
12	Client Assistance - All Other	0.00	0.00	
13	Other Expense	3,542.00	3,542.00	
<b>Total Program Expenses</b>		<b>78,105.00</b>	<b>78,105.00</b>	
<b>TOTAL DIRECT EXPENSES</b>		<b>78,105.00</b>	<b>78,105.00</b>	
<b>INDIRECT EXPENSES</b>				
<b>Indirect Costs</b>				
1	Indirect Costs	0.00	0.00	
2	Cost Allocation Plan	0.00	0.00	

Budget Summary for Victim Rights Prosecutor-2023  
 Agency: Alpena County of Prosecutors Office  
 Application: Victim Rights Prosecutor-2023

7/22/2022

	Category	Total	Amount	Narrative
	<b>Total Indirect Costs</b>	0.00	0.00	
	<b>TOTAL INDIRECT EXPENSES</b>	0.00	0.00	
	<b>TOTAL EXPENDITURES</b>	<b>78,105.00</b>	<b>78,105.00</b>	

**Source of Funds**

	Category	Total	Amount	Cash	Inkind	Narrative
<b>1</b>	<b>Source of Funds</b>					
	MDHHS State Agreement	78,105.00	78,105.00	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	
	<b>Total Source of Funds</b>	<b>78,105.00</b>	<b>78,105.00</b>	<b>0.00</b>	<b>0.00</b>	
	<b>Totals</b>	<b>78,105.00</b>	<b>78,105.00</b>	<b>0.00</b>	<b>0.00</b>	



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**Miscellaneous**

FOR OFFICE USE ONLY:	Version # _____	APP # _____
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**15. Supporting documentation, if required**

Attachment Title	Attachment