



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF HEALTH AND HUMAN SERVICES
LANSING

ELIZABETH HERTEL
DIRECTOR

DATE: June 5, 2026
TO: Michigan Prosecutors Offices
FROM: Gail Krieger, State Division Administrator
RE: FY27 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 2027.

Please note the breakdown of funding categories below equaling your total allocation amount above:

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

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

Please note that the allocated amounts may change and are dependent upon the final version of 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 - 2027
Facesheet

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APP # _____

1. Demographic Information

- a. Demographic Information Name Alpena County of Prosecutors Office
- b. Organizational Unit Alpena County
- c. Address 719 W. Chisholm St
- 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 - 2027
- b. Is implementing agency same as Demographic Information ☒ Yes ☐ No
- c. Implementing Agency Name
- d. Project Start Date Oct-01-2026 End Date Sep-30-2027
- 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
City Alpena State MI Zip 49707
Telephone (989) 354-9738 - 9742 Fax
E-mail Address muszynskic@alpenacounty.org

b. Project Director

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

c. Financial Officer

Name Keri Bertrand
Title County Clerk
Mailing Address 720 W Chisholm St
City Alpena State MI Zip 49707
Telephone (989) 354-9520 - 9526 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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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.

At a victim's or prosecutor's request, we coordinate and attend prosecutor/victim meetings, attend court hearings, generate and mail, email, and now text case updates which include upcoming court dates/times and/or plea offers, outcomes, 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 help prepare 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 can also provide assistance to victims in need of emergency and /or security items such as door locks or cameras, food, gas, self-protection items typically with gift cards for places those items can be purchased. We have used direct funds for emergency hotel stays and bus ticket 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 prosecutor offices of nearby counties advocates and prosecutors, law enforcement, SANE nurses, and various representatives from the SA/DV shelter and the Children's Advocacy Center. We also attend Multi-Disciplinary Team (MDT) meeting which include all the above entities except the DV shelter and includes CPS and doctors who do SA exams on children. New this year the part-time advocate will be attending meetings with the Alpena Human Services Coordinating Council with the prosecutors to help discuss needed resources for community members. This is a developing group that we hope will grow into an amazing resource especially for mental health in our area.

We attend various webinars as well as Lunch and Learn as often as possible to better educate ourselves on victimology and trauma. If possible we attend the annual conference and any training that we can. If we cannot be there in person, we do our best to watch later on the PAAM website.

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. At the conclusion of their time with us our hope is that they are in a much safer, better place both mentally, and physically. We must know that we have done everything in our power to get them the justice they deserve.

6. Program Target Area

Counties

Counties project will serve (check all that apply):

☐ Alcona

☒ Alpena

☐ Baraga

☐ Benzie

☐ Calhoun

☐ Cheboygan

☐ Clinton

☐ Alger

☐ Antrim

☐ Barry

☐ Berrien

☐ Cass

☐ Chippewa

☐ Crawford

☐ Allegan

☐ Arenac

☐ Bay

☐ Branch

☐ Charlevoix

☐ Clare

☐ Delta

- | | | |
|---|---------------------------------------|--------------------------------------|
| ☐ Dickinson | ☐ Eaton | ☐ Emmet |
| ☐ Genesee | ☐ Gladwin | ☐ Gogebic |
| ☐ Grand Traverse | ☐ Gratiot | ☐ Hillsdale |
| ☐ Houghton | ☐ Huron | ☐ Ingham |
| ☐ Ionia | ☐ Iosco | ☐ Iron |
| ☐ Isabella | ☐ Jackson | ☐ Kalamazoo |
| ☐ Kalkaska | ☐ Kent | ☐ Keweenaw |
| ☐ Lake | ☐ Lapeer | ☐ Leelanau |
| ☐ Lenawee | ☐ Livingston | ☐ Luce |
| ☐ Mackinac | ☐ Macomb | ☐ Manistee |
| ☐ Marquette | ☐ Mason | ☐ Mecosta |
| ☐ Menominee | ☐ Midland | ☐ Missaukee |
| ☐ Monroe | ☐ Montcalm | ☐ Montmorency |
| ☐ Muskegon | ☐ Newaygo | ☐ Oakland |
| ☐ Oceana | ☐ Ogemaw | ☐ Ontonagon |
| ☐ Osceola | ☐ Oscoda | ☐ Otsego |
| ☐ Ottawa | ☐ Presque Isle | ☐ Roscommon |
| ☐ Saginaw | ☐ St. Clair | ☐ St. Joseph |
| ☐ Sanilac | ☐ Schoolcraft | ☐ Shiawassee |
| ☐ Tuscola | ☐ Van Buren | ☐ Washtenaw |
| ☐ Wayne | ☐ Wexford | ☐ Out Wayne |

U.S. Congressional, State and House Districts

i. US Congressional Districts

- | | | |
|--|--|--|
| ☐ US Congress District 1 | ☐ US Congress District 2 | ☐ US Congress District 3 |
| ☒ US Congress District 4 | ☐ US Congress District 5 | ☐ US Congress District 6 |
| ☐ US Congress District 7 | ☐ US Congress District 8 | ☐ US Congress District 9 |
| ☐ US Congress District 10 | ☐ US Congress District 11 | ☐ US Congress District 12 |
| ☐ US Congress District 13 | ☐ US Congress District 14 | |

ii. State Senate Districts

- | | | |
|---|---|---|
| ☐ State Senate District 1 | ☐ State Senate District 2 | ☐ State Senate District 3 |
| ☐ State Senate District 4 | ☐ State Senate District 5 | ☐ State Senate District 6 |
| ☐ State Senate District 7 | ☐ State Senate District 8 | ☐ State Senate District 9 |
| ☐ State Senate District 10 | ☐ State Senate District 11 | ☐ State Senate District 12 |
| ☐ State Senate District 13 | ☐ State Senate District 14 | ☐ State Senate District 15 |
| ☐ State Senate District 16 | ☐ State Senate District 17 | ☐ State Senate District 18 |
| ☐ State Senate District 19 | ☐ State Senate District 20 | ☐ State Senate District 21 |
| ☐ State Senate District 22 | ☐ State Senate District 23 | ☐ State Senate District 24 |
| ☐ State Senate District 25 | ☐ State Senate District 26 | ☐ State Senate District 27 |
| ☐ State Senate District 28 | ☐ State Senate District 29 | ☐ State Senate District 30 |
| ☐ State Senate District 31 | ☐ State Senate District 32 | ☐ State Senate District 33 |

☐ State Senate District 34

☐ State Senate District 37

☐ State Senate District 35

☐ State Senate District 38

☒ State Senate District 36

iii. State House Districts

☐ State House District 1

☐ State House District 4

☐ State House District 7

☐ State House District 10

☐ State House District 13

☐ State House District 16

☐ State House District 19

☐ State House District 22

☐ State House District 25

☐ State House District 28

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☐ State House District 87

☐ State House District 90

☐ State House District 93

☐ State House District 96

☐ State House District 99

☐ State House District 102

☐ State House District 105

☐ State House District 108

7. Mission Statement

No matter how big or how small the crime, we treat every victim with the same 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 te 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 space 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.

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 mostly focused on handling Retail Fraud/Larceny, misdemeanor and the juvenile caseload as their time in the office is limited to 18 hours a week. They go through the docket every week and make sure all text notifications/letters went out for upcoming hearings and send out judgement of sentence letters. They attend meetings and attend court with victims on request.

The full-time advocate/coordinator may handle any case but tries to focus mainly on the felony cases, does court accompaniment, goes to meetings with victims and prosecutors, attends MDT, and SART meetings, does the annual, quarterly, and monthly grant reporting and 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 as well.

In general (but also critically), we must be ready to meet the needs of different people at diffent times in a calm and caring manner. We believe being a victim advocate is much more than simply providing someone with the constitutional victim rights. We do our best to anticipate needs of our victims *and our prosecutors* so they succussful communication with each other and are on the same page with the case so that there is a outcome that there is satisfactory for both the victim and the State.

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

We very 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, etc. to another building and up several flights of stairs (old building, no elevators). It is a lot of hard work and even with the help of a couple of strong young people, it still takes at least a couple of hours to set up. Lately, we have had so many trials we have been able to leave some of our bigger items over there, so I have not had to call in extra help.

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.

349

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 along with our county victim rights brochure, has information on how to register for VINE. We will reiterate the importance of VINE, especially to those who need to know jail status as we make our initial phone call. On occasion, we have handed out VINE brochures 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 members of the Children's Advocacy Center's (CAC) multiple disciplinary team. At monthly meetings we discuss prevention of child abuse and child sexual assault cases or issues in our communities that need our attention. Agency sharing is done at each meeting and information is brought back and relayed to the victims on services and/or events that may be available to them.

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 advocates will attend the Sexual Assault Response Team (SART) meetings. These meetings are held bi-monthly and we share information with our various community agencies. We speak about the challenges and successes with the response to sexual assaults and help with suggestions on various educational trainings.

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. This helps us stay involved in the community and help us be aware of resources to help our victims. The part-time advocate has also been asked to join the prosecutor in meeting with community representatives to discuss mental health resources in the area and how to better help those in need. This is to be a monthly meeting beginning this week, we are excited for the opportunity and hope to report more on this next year.

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 rights information as required by Michigan's CVRA for felony cases pursuant to MCL 780.756
Responsible Staff :	Victim Rights Unit
Date Range :	10/01/2026 - 09/30/2027
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 rights information as required by Michigan's CVRA for juvenile offender cases pursuant to MCL 780.786
Responsible Staff :	Victim Rights Unit
Date Range :	10/01/2026 - 09/30/2027
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 rights information as required by Michigan's CVRA for misdemeanor cases pursuant to MCL 780.816
Responsible Staff :	Victim Rights Unit
Date Range :	10/01/2026 - 09/30/2027
Expected Outcome :	100 % of victims will receive information under this section within 48 hours after arraignment/plea
Measurement :	Karpel
Activity :	Providing the total number of new victims who were given specific information about exercising their crime victim rights
Responsible Staff :	Victim Rights Unit
Date Range :	10/01/2026 - 09/30/2027
Expected Outcome :	This office will provide the total number of new victims who were given specific information about exercising their crime victim rights
Measurement :	Karpel
Activity :	Provide the number of CVRA eligible victims requesting crime victim rights
Responsible Staff :	Victim Rights Unit
Date Range :	10/01/2026 - 09/30/2027
Expected Outcome :	This office will provide the number of CVRA eligible victims requesting crime victim rights
Measurement :	Karpel
Activity :	Generate and send notifications 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 :	10/02/2026 - 09/30/2027
Expected Outcome :	Every victim with texting capability is set up to receive a text notification of court proceedings and all other 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 notifications of scheduled 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 and 780.825
Responsible Staff :	Victim Rights Unit
Date Range :	10/01/2026 - 09/30/2027
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 and 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) and 780.827
Responsible Staff :	Victim Rights Unit
Date Range :	10/01/2026 - 09/30/2027
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) and 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 the victim's needs.
Activity :	Provide the number of times grantees provided courtroom accompaniment for victims upon request.
Responsible Staff :	Victim Rights Unit
Date Range :	10/01/2026 - 09/30/2027
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 the Crime Victim Compensation (CVC) application assistance
Responsible Staff :	Victim Rights Unit
Date Range :	10/01/2026 - 09/30/2027
Expected Outcome :	This office will provide the number of victims who received the Crime Victim Compensation (CVC) application assistance
Measurement :	Karpel/CVC navigator
Activity :	Provide the number of victims who received assistance with MI VINE services
Responsible Staff :	Victim Rights Unit
Date Range :	10/01/2026 - 09/30/2027
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 :	10/01/2026 - 09/30/2027
Expected Outcome :	This office will provide the number of victims who received the 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 :	10/01/2026 - 09/30/2027
Expected Outcome :	This office will provide the 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 : 10/01/2026 - 09/30/2027

Expected Outcome : Full-time Advocates 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 : 10/01/2026 - 09/30/2027

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 Detail for Victim Rights Prosecutor - 2027
 Agency: Alpena County of Prosecutors Office
 Application: Victim Rights Prosecutor - 2027

7/14/2026

Budget

FOR OFFICE USE ONLY:							Version #	APP #
Line Item	Qty	Rate	Units	UOM	Total	Amount		
DIRECT EXPENSES								
Program Expenses								
1 Salary & Wages								
Coordinator	1.0000	45448.000	0.000	FTE	45,448.00	45,448.00		
Part-time Advocate	1.0000	15042.000	0.000		15,042.00	15,042.00		
Total for Salary & Wages					60,490.00	60,490.00		
2 Fringe Benefits								
FICA	0.0000	7.650	60490.000		4,627.00	4,627.00		
In Lieu of Hospitalization	0.0000	7.921	45448.000		3,600.00	3,600.00		
Life Insurance	0.0000	0.305	45448.000		139.00	139.00		
Retirement	0.0000	7.000	45448.000		3,181.00	3,181.00		
Longevity	0.0000	1.981	45448.000		900.00	900.00		
Worker's Compensation	0.0000	0.887	45448.000		403.00	403.00		
Sick & Accident	0.0000	1.376	45448.000		625.00	625.00		
Total for Fringe Benefits					13,475.00	13,475.00		
3 Employee Travel and Training								
Mileage-Mileage & Incidentals	0.0000	0.000	0.000		400.00	400.00		
4 Supplies & Materials								

Budget Detail for Victim Rights Prosecutor - 2027
Agency: Alpena County of Prosecutors Office
Application: Victim Rights Prosecutor - 2027

7/14/2026

Line Item	Qty	Rate	Units	UOM	Total	Amount
Office Supplies	0.0000	0.000	0.000		327.00	327.00
Postage	0.0000	0.000	0.000		500.00	500.00
Total for Supplies & Materials					827.00	827.00
5 Subawards – Subrecipient Services						
6 Contractual - Professional Services						
7 Communications						
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
TOTAL INDIRECT EXPENSES					0.00	0.00

Budget Detail for Victim Rights Prosecutor - 2027
 Agency: Alpena County of Prosecutors Office
 Application: Victim Rights Prosecutor - 2027

7/14/2026

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

Budget Summary for Victim Rights Prosecutor - 2027
Agency: Alpena County of Prosecutors Office
Application: Victim Rights Prosecutor - 2027

7/14/2026

Category	Total	Amount	Narrative
DIRECT EXPENSES			
Program Expenses			
1 Salary & Wages	60,490.00	60,490.00	
2 Fringe Benefits	13,475.00	13,475.00	
3 Employee Travel and Training	400.00	400.00	
4 Supplies & Materials	827.00	827.00	
5 Subawards – Subrecipient Services	0.00	0.00	
6 Contractual - Professional Services	0.00	0.00	
7 Communications	0.00	0.00	
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 - 2027
Agency: Alameda County of Prosecutors Office
Application: Victim Rights Prosecutor - 2027

7/14/2026

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	263_SPros-Konic2607T414220.pdf
Vine Watch Registration Statistics	275_Registration Statistics 1 .pdf

Attachments Index

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#	Section	Title	File Name
1	Miscellaneous	263_SPros-Konic26071414220.pdf	<u>59194_0_263_SPros-Konic26071414220.pdf</u>
2	Miscellaneous	275_Registration Statistics _1_.pdf	<u>59194_1_275_Registration Statistics _1_.pdf</u>

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.

Start Date
1/1/2025

End Date
12/31/2025

Agency
Alpena County Prosecuti..

Group By
Delivery Method

Status
New Registrations



Registration Statistics 1/1/2025 - 12/31/2025

		EMAIL	INAPP	PHONE	SMS	Grand Total
Agency Alpena County Prosecuting Attorney's Office	Month					
	January 2025	14	0	1	24	39
	February 2025	1	0	2	17	20
	March 2025	6	3	0	25	34
	April 2025	3	0	1	15	19
	May 2025	12	0	0	22	34
	June 2025	14	0	0	12	26
	July 2025	8	1	0	19	28
	August 2025	10	1	1	14	26
	September 2025	16	0	2	18	36
	October 2025	11	1	2	23	37
	November 2025	5	0	0	14	19
	December 2025	6	2	4	19	31
Total		106	8	13	222	349
Grand Total		106	8	13	222	349

Furniture, clothes, and household items that are lost when moving due to victimization

Gift Cards

When purchasing gift cards using Direct Victim Needs (DVN) are allowed a maximum purchase amount of \$350 and shall not have more than \$350 on hand at any time. Approval for purchase of over \$350 must be approved in writing by the manager of your Crime Victim Rights Program grant agreement. Grantees when distributing gift cards must ensure that gift cards are:

- Logged in by gift card number
- Logged out by gift card number
- Distributed to crime victims eligible for services (i.e., the gift card purchased using Crime Victim Rights funding must be used for victims working directly with system-based advocates).
- When documenting victim use, an identifier that does not reveal Personally Identifiable Information (such as a victim identification number) should be used.
- Used for allowable costs, per the applicable grant requirements/restrictions.

Grantees that distribute DVN funded gift cards are responsible for ensuring the following:

- Gift card log is reconciled regularly.
- Regular/random checks are conducted on gift card balance.
- There is a mechanism for limiting purchases to only those that are allowable.
- Distributed to victims eligible for the services.

Grantees must attach gift card policy and log into the corresponding financial status report in the Client Assistance-All Other line item when gift cards are purchased.

Refer to Victim Compensation Application 1st for:

Replacement of locks.

Repair of doors and windows

Purchase of home security systems excluding the monthly service fee

Purchase of home security outdoor cameras and lights

Headstones

Note: This list is not intended to be all inclusive, if you have other or additional examples of victim assistance related to crimes, please let us know & we can determine if it is an allowable DVN expense per parameters outlined program guidelines

Questions regarding the content of this form should be directed to your Crime Victim Rights Program (CVRP) grant managers at MDHHS-VICTIM-RIGHTS-PGRM@MICHIGAN.GOV. Thank you.

Crime Victim Rights Grant Direct Victim Needs (DVN)

The Direct Victim Needs (DVN) funds can be used for Emergency and Victim Financial Assistance. The DVN budget line item has very specific parameters which are listed below and any deviation from this list must be pre-approved in writing by the manager of your Crime Victim Rights Program grant agreement. Receipts for actual expenditures should be uploaded and attached to the appropriate monthly Financial Status Report.

Grantees shall have internal expenditure policies and procedures that outline the day-to-day process of protecting, distributing, and tracking (Direct Victim Needs -DVN) assistance. The internal expenditure procedure must at a minimum include:

- A written agency policy
- Expenditure logs including but not limited to:
 - Funding source/CVRP-DVN
 - Advocate
 - Date of distribution
 - Name or initials of crime victim and case number
 - Amount/quantity

Emergency Financial Assistance

Emergency Financial Assistance must be related to their victimization and may only be provided to victims on an emergency basis to address their immediate emotional and physical needs (excluding medical care). "Emergency basis" is defined as an unforeseen combination of circumstances that calls for immediate action, an urgent need for assistance or relief; typically, within 48 hours of a crime.

Please note that this category is limited to \$350.00 per case unless pre-approved for a greater amount in writing by the manager of your Crime Victim Rights Program grant agreement.

Examples of Emergency Financial Assistance:

No contract cell phones and phone cards

Hotel as an alternative to a shelter

PPO service

Travel costs (meals, transportation, & hotel) for victims' parent/guardians to transport victim home after crime (i.e. kidnapping, trafficking)

Travel costs (meals, transportation, & hotel) for immediate family members (parents, siblings, children, adult children) to be with a victim who is hospitalized

Questions regarding the content of this form should be directed to your Crime Victim Rights Program (CVRP) grant managers at MDHHS-VICTIM-RIGHTS-PGRM@MICHIGAN.GOV. Thank you.

Replacement of key fobs/keys for a victim's car when it has been stolen or intentionally discarded by the offender

Car repairs related to victimization

Tow/impound fees related to victimization

Victim Financial Assistance

Victim Financial Assistance **must** be related to their victimization and may only be provided to victims to address their emotional and physical needs (excluding medical care).

Examples of Victim Financial Assistance including but not limited to:

Relocation assistance – to help ensure the victim's safety from offender
Travel, moving, security deposits, utilities, and rental assistance for first-and second months' rent. \$2,000 limit per case unless pre-approved for a greater amount in writing by a manager of your Crime Victim Rights Program grant agreement.

Transportation Assistance would include:

- Gas cards
- Local transportation tickets/tokens
- Taxi fare
- Uber/Lyft

Allowable uses:

Criminal justice appointments
Parole board hearings
Medical/mental health follow-up appointments, including visits out of the area for medical treatment

Criminal Justice Proceedings Assistance:

- Transportation to/from court events which the victim has **not** been subpoenaed for, but would like to attend pursuant to their rights under the CVRA
- Childcare or respite care for dependent adults
- Food

Remaining costs of headstones (after compensation applied)

Travel costs (meals, transportation, & hotel) for immediate family members (parents, siblings, children, adult children) to attend victim's funeral service

Housing and utility costs assistance if related to victimization

Questions regarding the content of this form should be directed to your Crime Victim Rights Program (CVRP) grant managers at MDHHS-VICTIM-RIGHTS-PGRM@MICHIGAN.GOV. Thank you.

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15. Supporting documentation, if required

Attachment Title	Attachment
VR Position Descriptions	59194_0_263_SPros-Konic26071414220.pdf
Vine Watch Registration Statistics	59194_1_275_Registration Statistics_1.pdf
DVN policy	59194_2_413_SPros-Konic26071416020.pdf
Gift Card policy	59194_3_70_SPros-Konic26071416010.pdf