

Compliance Plan Submission Checklist

Before submitting a plan (.pdf or Word document) at <http://portal.michiganidc.gov/> please be sure you have included all of the following:

Applicant Information

- ✓ Complete contact information for authorizing official, primary point of contact and financial point of contact
- ✓ Signature of authorizing official
- ✓ Signature of primary point of contact
- ✓ Signature of financial point of contact

Compliance Plan Narrative

- ✓ A list of the names, license or P#'s, and years of criminal defense experience for all attorneys the funding units(s) intends to have deliver services as part of the local indigent defense system.

Cost Analysis

- ✓ Supporting documentation and explanation for construction costs above \$25,000
- ✓ Cost of plan development (if submitting): attach a separate document and provide an explanation and calculation with details of all plan development costs

Grant Calculation

- ✓ Include the total compliance plan grant request according to the formula provided

Local Share Calculation

- ✓ Certification by the authorizing official on the application