

# PROGRAM AND FINANCIAL REPORTING



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## WE ARE HERE TO HELP

- Marla McCowan – Director of Training, Outreach & Support
  - [mmccowan@michiganidc.gov](mailto:mmccowan@michiganidc.gov) or 517-388-6702 – direct, cell
- Rebecca Mack – Grant Manager – any financial questions
  - [rmack@michiganidc.gov](mailto:rmack@michiganidc.gov)
- Jonah Siegel – Research Director – any questions about data/info
  - [jsiegel@michiganidc.gov](mailto:jsiegel@michiganidc.gov)
- MIDC OFFICE – 517-657-3066 or [info@michiganidc.gov](mailto:info@michiganidc.gov)

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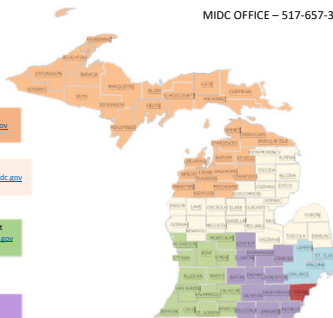
MIDC OFFICE – 517-657-3066 or [info@michiganidc.gov](mailto:info@michiganidc.gov)

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(231) 329-4432

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Who should watch this webinar?

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FIRST REPORT DUE  
January 15, 2019  
Covering activity between  
October 1, 2018 – December 31, 2018

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What if we have not implemented  
our plan yet?

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What do we need to report?

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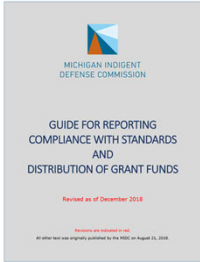
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**FIRST QUARTER REPORTING**

- Compliance Plan Program Report (PR)
- Financial Status Report (FSR)
- Budget adjustment form
- FY2020 estimate



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<https://secure.obsurvey.com/survey/MIDC-FY19-Compliance-Quarterly-Program-Report>

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<https://michiganidc.gov/grants/>

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### Compliance Reporting Instructions

The attached guide discusses reporting requirements, instructions and how to best use the compliance planning and reporting documents supplied by the MIDC.

3) Quarterly Reporting Template

Although Your Reporting is an ultimately responsible for submitting all required information to the MIDC, you are encouraged to consult with the Michigan Indigent Defense Commission on any questions or concerns you may have regarding the reporting process.

Please reach out to the MIDC Research Desk with any questions. We will respond to the Reporting Process for any information in the compliance reporting process. You can reach us at:

David Hoyle, Research Director  
dhoyle@michiganidc.gov | 313-487-8962

Christopher Seda, Research Associate  
cseda@michiganidc.gov | 313-487-8962

### MICHIGAN INDIENT DEFENSE COMMISSION

#### Checklist for quarterly reporting

1. Has all Quarterly Report Program Report (QR) should be completed online, if you have all of the information, this report should take less than 15 minutes to complete.

<http://michiganidc.gov/Reporting>

NOTE: You can NOT check the online report and return to it later, it must be completed once it is checked.

Please be familiar with the compliance plan that was approved by the MIDC for your agency. Please have the information for the quarterly report at hand, this is the first question you will answer for the online submission.

#### MIC FY19 COMPLIANCE QUARTERLY PROGRAM REPORT

1. Report the number of cases in the program for each quarter.

2. Report the number of cases that are currently in the program for each quarter.

3. Report the number of cases that are currently in the program for each quarter.

4. Report the number of cases that are currently in the program for each quarter.

5. Report the number of cases that are currently in the program for each quarter.

6. Report the number of cases that are currently in the program for each quarter.

7. Report the number of cases that are currently in the program for each quarter.

8. Report the number of cases that are currently in the program for each quarter.

9. Report the number of cases that are currently in the program for each quarter.

10. Report the number of cases that are currently in the program for each quarter.

11. Report the number of cases that are currently in the program for each quarter.

12. Report the number of cases that are currently in the program for each quarter.

13. Report the number of cases that are currently in the program for each quarter.

14. Report the number of cases that are currently in the program for each quarter.

15. Report the number of cases that are currently in the program for each quarter.

16. Report the number of cases that are currently in the program for each quarter.

17. Report the number of cases that are currently in the program for each quarter.

18. Report the number of cases that are currently in the program for each quarter.

19. Report the number of cases that are currently in the program for each quarter.

20. Report the number of cases that are currently in the program for each quarter.

21. Report the number of cases that are currently in the program for each quarter.

22. Report the number of cases that are currently in the program for each quarter.

23. Report the number of cases that are currently in the program for each quarter.

24. Report the number of cases that are currently in the program for each quarter.

25. Report the number of cases that are currently in the program for each quarter.

26. Report the number of cases that are currently in the program for each quarter.

27. Report the number of cases that are currently in the program for each quarter.

28. Report the number of cases that are currently in the program for each quarter.

29. Report the number of cases that are currently in the program for each quarter.

30. Report the number of cases that are currently in the program for each quarter.

31. Report the number of cases that are currently in the program for each quarter.

32. Report the number of cases that are currently in the program for each quarter.

33. Report the number of cases that are currently in the program for each quarter.

34. Report the number of cases that are currently in the program for each quarter.

35. Report the number of cases that are currently in the program for each quarter.

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47. Report the number of cases that are currently in the program for each quarter.

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50. Report the number of cases that are currently in the program for each quarter.

51. Report the number of cases that are currently in the program for each quarter.

52. Report the number of cases that are currently in the program for each quarter.

53. Report the number of cases that are currently in the program for each quarter.

54. Report the number of cases that are currently in the program for each quarter.

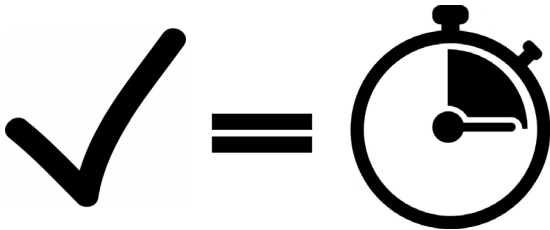
55. Report the number of cases that are currently in the program for each quarter.

56. Report the number of cases that are currently in the program for each quarter.

57. Report the number of cases that are currently in the program for each quarter.

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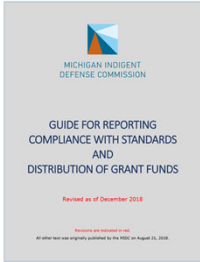
<https://michiganidc.gov/grants/>



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## FIRST QUARTER REPORTING

- **Compliance Plan Program Report (PR)**
- Financial Status Report (FSR)
- Budget adjustment form
- FY2020 estimate



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<https://secure.obsurvey.com/survey/MIDC-FY19-Compliance-Quarterly-Program-Report>

**MIDC FY19 COMPLIANCE QUARTERLY PROGRAM REPORT**

Please make sure you have read the INSTRUCTIONS for completing this form and you have all of the necessary information to complete this program report. You will NOT be able to save this form and return to it later. **This report is being completed for the following time frame:**

- Quarter 1 - Due January 15, 2019 (covering activity between October 1, 2018 - December 31, 2018)
- Quarter 2 - Due April 1, 2019 (covering activity between January 1, 2019 - March 31, 2019)
- Quarter 3 - Due July 1, 2019 (covering activity between April 1, 2019 - June 30, 2019)
- Quarter 4 - Due October 15, 2019 (covering activity between July 1, 2019 - September 30, 2019)

The MIDC expects funding units to report compliance beginning at the time at which grant funds are deposited. Systems are not expected to report compliance information prior to the receipt of grant funds. For example, a system that receives funds on November 15 of a given year is only expected to report data for the period spanning November 15 to December 31 of that year. This system would not be expected to include data from October 1 to November 15. Please indicate the date that your compliance reporting started:

November 26, 2018

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Name of person completing this quarterly report \*

Title of person completing this quarterly report \*

Direct phone number for person reporting \*

Email address for person reporting \*

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MIDC Region (your system/funding unit should appear below) \*

- Western Michigan
- Eastern, Macomb, Oakland, St. Clair Counties
- Mid-Michigan
- Wayne County
- South Central Michigan
- Northern Michigan

County

- Lapeer
- Macomb
- Oakland
- St. Clair


Court

- Circuit
- District

Location

- Day 1 Hazel Park
- Day 2 Ferndale
- Day 3 Madison Heights
- Day 4 Royal Oak
- Day 5 Oak Park
- Day 6 Southfield

Report about/pending



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Assigned attorneys and caseloads: please attach a table for all attorneys accepting assigned cases during the reporting period in the format provided (Attorney name, #, Number of new assignments in quarter, total payments to attorney in quarter). **PLEASE INCLUDE ALL ATTORNEYS ACCEPTING ASSIGNMENTS IN YOUR SYSTEM, even if the attorney did not receive assignments during the reporting period.** Please use Microsoft Excel. If you have any trouble uploading a file, please send it to [ts@midjustice.gov](mailto:ts@midjustice.gov). Be sure to indicate your funding unit in the subject line of the email.

Are assignments being made in the way described in your compliance plan?

- Yes
- No

Total number of new adult criminal cases filed in the reporting period:

Of these new filings, how many were handled by an assigned attorney? (post reassignment)

Report about/pending

C. Assigned Attorney Caseload  
\*Please attach table in the indicated format as necessary

Attorney Name	# Number	Number of New Assignments in Reporting Period	Total Payments to Attorney in Reporting Period
Zede Williams	88462	7	\$3650
Haam Ahmad	88462	5	\$2650
Jane Smith	50981	2	\$910
Shack O'Connor	79412	0	0

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**MICHIGAN INCIDENT DEFENSE CONSORTIUM**

### Compliance Reporting Instructions

The attached guide discusses reporting requirements, instructions and how to use the compliance plan and reporting documents supplied by the MIDC.

**II. Compliance Reporting Template**

Although our funding units are ultimately responsible for submitting all required information to the MIDC, we recognize that courts often are critical to the representation and administration of compliance with standards. As such, these suggestions are largely directed at courts in the hope of providing some guidance about this partnership.

Please reach out to the MIDC's Research Unit with any questions. We are happy to help! Inquiries outside our office hours are addressed in the compliance reporting process. You can reach us at:

Amal Singh, Research Director  
[amals@midjustice.gov](mailto:amals@midjustice.gov), 312.453.7882  
 Christopher Gallo, Research Assistant  
[cgallo@midjustice.gov](mailto:cgallo@midjustice.gov), 312.453.7845

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**Table C. Assigned Attorney Caseload**

\*Please attach table in the indicated format as necessary

Attorney Name	# Number	Number of New Assignments in Reporting Period	Total Payments to Attorney in Reporting Period
Zede Williams	88462	7	\$3650
Haam Ahmad	88462	5	\$2650
Jane Smith	50981	2	\$910
Shack O'Connor	79412	0	0

**II. Investigation and Report Process**

Total number of reported cases in which an assignment was used for reporting period: **28**

Total number of reported cases in which an assignment was not used for reporting period: **10**

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Have attorneys practicing in your system attended any training sessions required pursuant to MDSC Standard 1 during the reporting period?

Yes  
 No  
 Unsure

Are you verifying that first interviews are occurring in a timely fashion and (for non-defendant models) providing payment for these interviews in the way described in your compliance plan?

Yes  
 No

Is there private meeting space in the courthouse for attorney/client interviews for its **exactly** defendants?

Yes  
 No

Is there private meeting space in the courthouse for attorney/client interviews for **out of** exactly defendants?

Yes  
 No

Is there private meeting space in the building facility for attorney/client interviews for its **exactly** defendants?

Yes  
 No

If confidential meeting space does not yet exist in building facilities and courthouses, please describe the steps you have taken this quarter towards resolving this concern, if any, including construction projects.

Report abuse/missing

Obsurvey by 360

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Are investigators and expert witnesses being requested and granted in the way described in your compliance plan?

Yes  
 No

Please elaborate on any variation that has occurred.

Total number of appointed cases in which an investigator was used during the reporting period.

Total number of appointed cases in which an expert was used during the reporting period.

Report abuse/missing

Obsurvey by 360

**Standard 3 - Experts and Investigators**

This standard requires counsel to conduct an independent investigation. When appropriate, counsel shall request funds to retain an investigator to assist with the client's defense. Counsel shall request the admission of experts where it is reasonably necessary to prepare the defense and when the prosecution's evidence is unreliable.

How will this standard be complied with by the delivery system?

Experts or investigators are identified by each assigned attorney and funds will be requested to counsel to pay for the expert or investigative services. If it is proposed the investigative services will need to be retained at \$7500 an hour. Expert witnesses will need to be retained in order to assist the attorney and at the attorney's discretion, but no counsel the hourly rates published by the MDSC. The use of a court and investigators will be tracked by the case type and attorney. A retired East County Attorney will be retained to conduct a thorough of expenditures as to experts and investigators.

Page 1 of 23



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Is counsel at first appearance now being provided in 100% of cases?

Yes  
 No

**A. Counsel at First Appearance**

	# Retained	# Appointed	# Waived	Counsel Absent	Total
Arraignments	36	162	2	0	200

Standard a: Counsel at first appearance. How many arraignments were conducted **IN THE CIRCUIT COURT** during the reporting period where **APPOINTED** counsel was present? (provide a number in the box below)

Standard b: Counsel at first appearance. How many arraignments were conducted **IN THE CIRCUIT COURT** during the reporting period where counsel was **WAIVED** by the defendant? (provide a number in the box below)

Standard c: Counsel at first appearance. How many arraignments were conducted **IN THE CIRCUIT COURT** during the reporting period where counsel was **ABSENT**? (provide a number in the box below)

Report abuse/missing

Obsurvey by 360

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Please describe any steps taken on construction projects not related to attorney-client meeting space (if any).

Please describe the progress your system has made on hiring employees this quarter. Hiring for all positions described in the plan should be detailed, including but not limited to attorneys, investigators, clerks, correction staff, or court staff.

Please summarize any problems or delays, real or anticipated, that were not already discussed above.

Please provide any explanation for information you are not able to include in this report.

Report administered by **Obsurvey** by **3i**

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MCL 780.993(14) requires that a separate fund, which has been created by the State Department of Treasury for the local chart of accounts, be utilized for the accounting for expenditures and revenues (state and local) for the operation of the local criminal indigent defense system. Has your system established this local fund for your financial operations?

Yes  
 No

Please explain why the fund has not been established.

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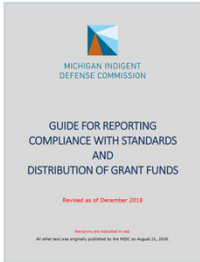
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### FIRST QUARTER REPORTING

- Compliance Plan Program Report (PR)
- Financial Status Report (FSR)
- Budget adjustment form
- **FY2020 estimate**



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4. Please provide an estimated budget for FY20.

The final question in the online survey asks you to provide a dollar figure as an estimate for your **TOTAL SYSTEM COST** for the next fiscal year.

As you begin implementation of your first annual MDC Plan, there are a few due dates and timelines we need you to keep in mind throughout the year. First, LARA has not yet approved the next set of MDC Standards, 5.4. Once LARA approves the Standards, the MDC will require local systems to submit a new plan encompassing Standards 1.8 through 5.4.

Because of the delayed timeline in having Standards 5.4 approved by LARA, these Standards will not become mandatory until 2021.

However, the data appropriations cycle for FY 2020 begins to ramp up by February 2019 and the MDC must request funding on an annual basis to pay for all local system changes related to the MDC Standards. Now that your year has started, we have a baseline understanding of what resources are needed to fund MDC Standards 1.4-4.4 as well as those systems that previously included changes related to Standards 5.4. But, we also know that some requested amounts were one-time costs (i.e. construction, purchasing of equipment, etc.) and some plans need adjusting, in order to make sure enough money is available to support the local defense systems, this year we will only need a new budget for FY 2020.

To make sure that all of your local budget defense needs are funded, we must have an estimate budget from you for FY 2020 with the first quarterly report. This budget must include your plan to meet Standards 1.4, but can also include additional changes to meet Standards 5.4. You can simply use the plan and budget that you are implementing now. Or, if you want to change anything about your current budget (i.e. request additional staff, increase line items for supplies, etc.), this will be your opportunity to do so. Please contact your Regional Manager for further instructions.

CONTACT THE MDC OFFICE ANYTIME AT 517-453-3868 OR [OBS@MDCORGS.COM](mailto:OBS@MDCORGS.COM) PAGE 4

**Budget ESTIMATE for FY2020** Please read the instructions for completing this last question for this report. To ensure that your local budget defense needs are funded, we must have an estimated budget from you for FY 2020. You can make no changes, and use the same total system cost that your system is using now, or if you plan to change your current budget (i.e. request additional staff, increase line items for supplies, etc.) this is an opportunity to do so. Please provide the dollar figure for your **TOTAL SYSTEM COST** in the space below. **NOTE: If you do not provide a dollar figure, we will use the total system cost from your CURRENT budget for estimating purposes.**

**SUBMIT PROGRESS REPORT**

Report showing/submitting

obsurvey  
by  
Obsurvey

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Funding Unit(s) of Approved Plan  
Yields as of October 2018

Funding Unit(s)	Total System Cost	Local Share	MDC Grant
<b>Lapeer, Mecum, Oakland, St. Clair</b>			
D 37 - Warren and Centerline	\$1,031,360.00	\$120,164.14	\$911,195.86
D 38 Eastman	\$474,343.60	\$75,482.23	\$408,861.37
D 39 Eastman and Fraser	\$1,079,306.00	\$86,202.00	\$1,013,104.00
D 40 St. Clair Shores	\$454,518.02	\$6,927.06	\$447,590.96
D 41 St. Clair Shores	\$441,213.02	\$0.00	\$441,213.02
D 41a - Utica, Hamtramck, Shelby	\$434,214.00	\$0.00	\$434,214.00
D 42 - Mt. Clemens, Orchardton	\$385,216.92	\$43,600.00	\$341,616.92
D 43 - Farmdale	\$636,482.12	\$14,379.00	\$622,103.12
D 43 - 2 - Meadow Heights	\$462,761.12	\$1,743.00	\$461,018.12
D 44 - Royal Oak	\$390,210.00	\$72,204.00	\$318,006.00
D 45 - Oak Park	\$250,230.32	\$43,262.00	\$206,968.32
D 46 - Southfield	\$503,481.00	\$81,000.00	\$422,481.00
D 47 Farmington Hills	\$189,674.28	\$15,430.28	\$174,244.00
D 48 Southfield	\$174,820.76	\$17,000.00	\$157,820.76
D 50 Pontiac	\$812,676.00	\$17,835.00	\$794,841.00
D 51 Farmington Hills	\$974,618.20	\$51,112.50	\$923,505.70
Lapeer County	\$483,283.49	\$107,490.42	\$375,793.07
Mecum C 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44	\$4,762,461.00	\$1,192,874.00	\$3,569,587.00
St. Clair County	\$482,823.00	\$754,204.00	\$1,237,027.00
D 43 - 1 - Royal Park	\$1,121,467.96	\$12,979.32	\$1,108,488.64
Oakland C & B D 1 - 1, 2, 3, 4	\$6,741,814.00	\$1,828,758.00	\$4,913,056.00
<b>Mt. Clemens</b>	\$149,139.00	\$40,129.28	\$109,009.72
<b>Alcona County</b>	\$179,001.48	\$15,884.47	\$163,117.01
<b>Alcona County</b>	\$276,266.29	\$11,874.72	\$264,391.57
<b>Bay County</b>	\$1,246,719.20	\$28,149.49	\$1,218,569.71
<b>Charlevoix County</b>	\$909,512.24	\$150,316.42	\$759,195.82
<b>Chatham County</b>	\$79,126.38	\$75,911.00	\$3,215.38
<b>Huron County</b>	\$186,178.41	\$78,435.60	\$107,742.81
<b>Ionia</b>	\$189,423.91	\$164,107.04	\$25,316.87
<b>Lake County</b>	\$278,946.70	\$76,217.60	\$202,729.10
<b>Mason County</b>	\$602,673.72	\$15,478.02	\$587,195.70

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The final question in the online survey asks you to provide a dollar figure as an estimate for your **TOTAL SYSTEM COST** for the next fiscal year.

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**SUBMIT PROGRESS REPORT**


Report showing/submitting

obsurvey  
by  
Obsurvey

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# FIRST QUARTER REPORTING

- Compliance Plan Program Report (PR)
- **Financial Status Report (FSR)**
- Budget adjustment form
- FY2020 estimate



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Department of Licensing and Regulatory Affairs  
Michigan Indigent Defense Commission  
**FINANCIAL STATUS REPORT**

1. Name and Address of Grantee	2. Funding Unit(s)	3. Grant Number	4. Grant/Contract Period							
			From	To						
5. Current Report Period	6. Final Report	7. Total Grant Amount								
From	To	YES	NO	State Grant						
				Local Grant						
8. Cost Categories										
Salaries	Contract	Expenses	Composites							
Fringe	Attorneys	Investigators	Construction	Other						
Equipment	Taxi	Travel	Supplies	Services						
Total										
9. Expenditures by Report Period	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
10. State Grant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
11. Local Grant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
12. Total Expenditures to date	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
13. Local State Expenditures to date	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
14. State Grant Expenditures to date	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
15. State Grant Expenditures to date	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
16. State Grant Advances to date	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
17. Returned to date	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
18. Remarks	19. MDIC Approval									
Authorizing signature										
Date										
State Office Admin. Signature Date										

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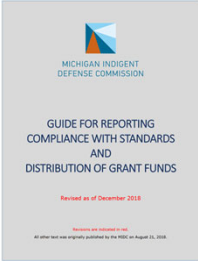
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# FIRST QUARTER REPORTING

- Compliance Plan Program Report (PR)
- **Financial Status Report (FSR)**
- **Budget adjustment form**
- FY2020 estimate



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Where do we send our  
FSR or budget adjustment (or attorney list)?

[info@michiganidc.gov](mailto:info@michiganidc.gov)



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### WE ARE HERE TO HELP

- Marla McCowan – Director of Training, Outreach & Support
  - [mmccowan@michiganidc.gov](mailto:mmccowan@michiganidc.gov) or 517-388-6702 – direct, cell
- Rebecca Mack – Grant Manager – any financial questions
  - [rmack@michiganidc.gov](mailto:rmack@michiganidc.gov)
- Jonah Siegel – Research Director – any questions about data/info
  - [jsiegel@michiganidc.gov](mailto:jsiegel@michiganidc.gov)
- MIDC OFFICE – 517-657-3066 or [info@michiganidc.gov](mailto:info@michiganidc.gov)

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Questions.

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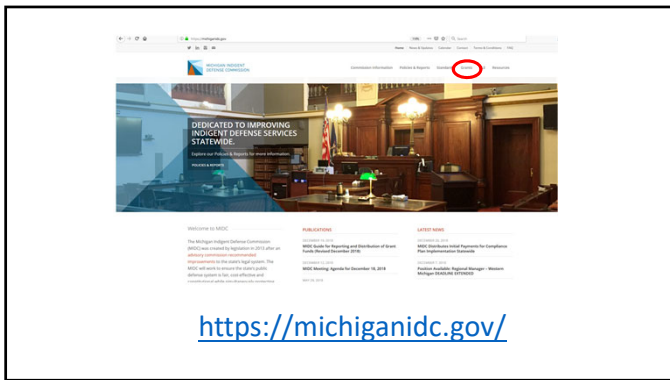
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