

Compliance Planning Costs

An indigent criminal defense system may submit to the MIDC an estimate of the cost of developing a plan and cost analysis for implementing the plan under MCL 780.993(2). Please attach documentation of planning time for FY20, if seeking reimbursement under this provision.

Are you submitting a worksheet for planning costs? Yes | No

If yes, do you have receipts showing that non-funding unit employees have been paid?

Yes | No

Submitter Information

Funding Unit/System Name:

Submitted By (include name, title, email address and phone number):

Local Share

Please Note: Per MCL 780.983(i), the Local Share for your indigent defense system for FY 2020 will be indexed by 3% or the recent Urban Consumer Price Index (CPI), whichever is less. CPI for the most recent period is 2.2%; FY2020 requests should include Local Share funding enhanced by this factor.

Any change or corrections to your baseline local share calculation from FY19?

Yes | No

If yes, please explain:

Attachments Submitted

- ✓ Have you attached your FY20 cost analysis? Yes | No
- ✓ Did you submit a list of the attorneys providing services? Yes | No
- ✓ If applicable, did you attach documentation supporting reimbursement for compliance planning? Yes | No
- ✓ Have you attached your revised local share certification (with CPI increase)?
 Yes | No
- ✓ If you have developed any local policies for implementing the MIDC's Standards, please attach to this application.

Standard 1

Training of Attorneys

Number of attorneys as of October 1, 2019 _____

Number of attorneys with less than 2 years of Michigan criminal defense experience as of October 1, 2019 _____

Any changes in your training plan from FY19? Yes | No

If yes, please describe:

Any changes in your funding needs from FY19 for this standard? Yes | No

If yes, please describe:

Standard 2

Initial Attorney meetings

How and when are defense attorneys notified of new assignments?

How are you verifying that in-custody attorney visits occur within three business days?

How are you verifying introductory communications from the attorney with defendants who are not in custody?

How are you compensating attorneys for this standard? Please provide details:

Any change in the initial interview procedure from your FY19 plan? Yes | No

If yes, please explain:

Any change from your FY19 funding needs for initial interviews? Yes | No

If yes, please explain:

Confidential Meeting Spaces

Are there confidential meeting spaces in the jail? Yes | No

Please explain or describe:

Are there confidential meeting spaces in the courthouse for in-custody and out-of-court clients? Yes | No

Please explain or describe:

Any change from the FY19 plan for meeting spaces? Yes | No

Please explain or describe:

Any change in FY19 funding needs for meeting spaces? Yes | No

Please explain or describe:

If you had construction for meeting spaces in your FY19 plan, please provide an update on the construction project:

Standard 3

Experts and Investigators

Do you have a written policy for requesting experts or investigators? Yes | No

If yes, please explain or attach:

Any change in the process from FY19? Yes | No

If yes, please explain:

Any change in your funding needs for Standard 3 from FY19? Yes | No

If yes, please explain:

Standard 4

Counsel at First Appearance and Other Critical Stages

How are you providing counsel at first appearance and other critical stages? Please provide details:

Are there any misdemeanor cases where your court accepts pleas without the defendant appearing before a magistrate or a judge? For example, pleas by mail, over the counter pleas, etc. Yes | No

If yes, please provide details:

How are you calculating compensation for this standard? Please provide details:

Will there be any change in this process from FY19? Yes | No

If yes, please explain:

Any change in how you are paying attorneys for this standard from FY19? Yes | No

If yes, please explain:

Will there be any change in your funding needs for this standard from FY19?

Yes | No

If yes, please explain:

Personnel

Any personnel positions/hours eliminated or reduced from FY19? Yes | No

If yes, please explain:

Any additional positions/hours requested from FY19? Yes | No

If yes, please explain:

Any change in fringe benefits from FY19? Yes | No

If yes, please explain:

Supplies & Other

Please list any supplies or equipment requested, and a brief explanation of need or use in FY20.

Michigan Indigent Defense Commission

Instructions for Completion of the Fiscal Year 2020 Cost Analysis

Please complete all sections of the spreadsheet and narrative relevant to your request for grant funds. The cost analysis request is for the total adult criminal indigent defense system cost funded by the state grant, local share, and other funding sources. As noted in the narrative for each budget category, please highlight or make note of a new or changed budget request for FY20. Justification of expenses should include a clear statement as to how the position, contract, or item is a direct expense of the local indigent defense system. The request must include calculations for rates, hours and pricing of requested items. Please allocate the Local Share and State Grant funds requested within the budget to specific line items in the document. Per MCL 780.983(i), the Local Share for your indigent defense system for FY 2020 will be indexed by 3% or the recent Urban Consumer Price Index (CPI), whichever is less. CPI for the most recent period is 2.2%; FY2020 requests should include Local Share funding enhanced by this factor.

Personnel/Fringe Benefits

- Identify whether the personnel charged to the grant is a full-time employee or part-time employee
- Identify whether the personnel charged to the grant is 100% funded by the grant or split between different funding sources
- Include the computation for hours and hourly rate for all employees. Hourly rate ranges are acceptable that would encompass anticipated pay increases within the grant year

Contractual Attorneys

- Include annual contracts for indigent defense services with non-profits or law firms as one line identifying the contract terms for the calculation or periodic payment (i.e. monthly)
- Attorney contracts may also be reported separately by activity (i.e. counsel at first appearance) or grouped together as one line item with the narrative identifying the rates of attorney pay (i.e. hourly rate, daily rates, event based rates)

Experts and Investigators

- Experts and investigators are two different items requiring a line for each activity
- Specify if you are requesting to change the allocation of funds for each item from your FY19 grant budget and justification
- Specify if you are requesting to alter the rates adopted in your FY19 grant budget and justification

Equipment and Travel/Training and Supplies/Services

- List separately where possible and practicable all supplies, services, equipment and travel and training requested with pricing and calculations. Travel should be designated at the State of Michigan travel rates unless funded by the Local Share and following local travel rules. Training expenses will follow the guideline for \$25 per credit hour (\$300 total 12 credits) for training registrations unless the system is proposing to provide in house training in lieu of registrations.

Indigent Defense System Cost Analysis

Grant Year October 1, 2019 - September 2020

Funding Unit Name (s)

Personnel	Position	Calculation and rate	hours	Total	State Grant	Local Share	Other Funding Sources	Total
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hours and rate

Category Summary				0.00	0.00	0.00	0.00	0.00
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Personnel Jusification - List all positions to be funded by the grant budget (state grant/local share). Please * highlight all positions that are new personnel requests for FY2020 and provide justification for need.

Fringe Benefits	Percentage	Amount	State Grant	Local Share	Sources	Total
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Category Summary	0.00%	0.00	0.00	0.00	0.00	0.00
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Fringe Benefits Jusification

Change Benefits Justification

Contractual

Contracts for Attorneys	Services Provided	Calculation hours and rate	Total	State Grant	Local Share	Other Funding Sources	Total
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Category Summary			0.00	0.00	0.00	0.00	0.00
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Contract Attorney Justification - list all possible rate scenarios for attorney contracts that apply (i.e. hourly, event based, annual contract paid monthly) and the type work whether generally indigent defense or specific like counsel at first appearance. Please * highlight rates or attorney line requests that are a change from your FY19 approved contract and contract rates.

Contracts for Experts and Investigators	Services Provided	Calculation hours and rate	Total	State Grant	Local Share	Other Funding Sources	Total
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Category Summary			0.00	0.00	0.00	0.00	0.00
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Experts and Investigators Justification - Provide explanation and justification if there are changes to the requested amounts for experts and investigators from the FY19 approved contract along with an explanation if requesting to adjust the rates from your FY19's approved contract rates.

Contracts for Construction Projects	Services Provided	Calculation	Total	State Grant	Local Share	Other Funding Sources	Total
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Category Summary	0.00	0.00	0.00	0.00	0.00
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Construction Project Justification - Provide as much detail as possible for the requested construction project identifying the need for the construction project, the component costs if possible, whether an estimate or if you were provided a documented quote. Attach a separate document if needed. Please attach the quote to the submission of the application.

Contracts Other	Services Provided	Calculation	Total	State Grant	Local Share	Other Funding Sources	Total
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Category Summary	0.00	0.00	0.00	0.00	0.00
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Contracts Other Justification - Provide justification for all other contract costs associated with the local indigent defense system with a * highlight to new request for FY20.

Equipment	Vendor	Calculation	Total	State Grant	Local Share	Other Funding Sources	Total
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Category Summary	0.00	0.00	0.00	0.00	0.00
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Equipment Justification - Provide justification for new equipment requests for FY20

Training/Travel	Vendor	Calculation	Total	State Grant	Local Share	Other Funding Sources	Total
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Category Summary	0.00	0.00	0.00	0.00	0.00
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Training and Travel Justification - Provide travel and training justification and *highlight new or changed requests for FY20.

Supplies/Services	Vendor	Calculation	Total	State Grant	Local Share	Other Funding Sources	Total
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Category Summary	0.00	0.00	0.00	0.00	0.00
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Supplies Justification - Provide justification for supplies requests and *highlight new or changed requests for FY20.

Budget Total	0.00	0.00	0.00	0.00	0.00
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