Submitter Information

Funding Unit(s)/System Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Is this a FINAL SUBMISSION or DRAFT?

**Date:**

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please identify the following points of contact (include name, title, email address and phone number):**

Authorizing official who will sign the contract:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Mailing address for authorizing signatory \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Primary point of contact for implementation and reporting:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Financial point of contact:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please identify any other person in the system who should receive communications from MIDC about compliance planning and reporting, including name, title, and email address:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Delivery System Model

What type of indigent defense delivery system do you have in 2020? (indicate all that apply):

* Public Defender Office (county employees)
* Public Defender Office (non-profit/vendor model)
* Managed Assigned Counsel System

Name of MAC Attorney Manager and P#:

* Assigned Counsel System
* Contract Defender System
* Other, please describe:

Are you planning to change the type of indigent defense delivery system uses?

Yes

No

Unsure

If yes, what model do you plan to use in FY21?

Standard 1

# Training of Attorneys

Number of attorneys as of October 1, 2020 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please include in the cost analysis a list of all attorneys who accept adult criminal defense case assignments in your system, including conflict counsel and counsel for youths charged as adults.

Number of attorneys with less than 2 years of Michigan criminal defense experience as of October 1, 2020 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Any changes in your training plan from FY20? 🞎 Yes | 🞎 No

Please describe your plan, including any changes:

Any changes in your funding needs from FY20 for Standard 1? 🞎 Yes | 🞎 No

If yes, please describe:

Standard 2

# Initial Client Interviews

## How and when are defense attorneys notified of new assignments?

## How are you verifying that in-custody attorney client interviews 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 initial interviews? Please provide details:

## Any change in the initial interview procedure from your FY20 plan? 🞎 Yes | 🞎 No

## Please describe your policy:

## Any change from your FY20 funding needs for initial interviews? 🞎 Yes | 🞎 No

## Please explain:

# Confidential Meeting Spaces

## How many confidential meeting spaces are in the jail?

## Please explain or describe:

## How many confidential meeting spaces are in the courthouse for ***in-custody*** attorney-client meetings?

## Please explain or describe:

## How many confidential meeting spaces are in the courthouse for ***out-of-custody*** attorney-client meetings?

## Please explain or describe:

## Any change from the FY20 plan for meeting spaces? 🞎 Yes | 🞎 No

Please explain or describe:

## Any change in FY20 funding needs for meeting spaces? 🞎 Yes | 🞎 No

Please explain or describe:

Standard 3

# Experts and Investigators

## Describe your policy for attorneys to request expert witness assistance:

## Any change in the process from FY20? 🞎 Yes | 🞎 No

If yes, please explain:

## Describe your policy for attorneys to request investigative assistance:

## Any change in the process from FY20? 🞎 Yes | 🞎 No

If yes, please explain:

How are you tracking requests for experts and investigators by assigned counsel?

## Any change in your *funding needs* from FY20 for Standard 3? 🞎 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 all arraignments in the District Court? And in the Circuit Court (if applicable)? Please provide details:

## How are you providing counsel at all other critical stages? Please provide details:

## How are you calculating compensation for Standard 4? Please provide details:

Do you have a prison in your County? How is counsel provided to people charged with crimes while incarcerated in the prison? Do you seek reimbursement for the cost of counsel from the Michigan Department of Corrections?

## 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

## Please describe how counsel is offered under these circumstances:

## Will there be any change from FY20 in this process? 🞎 Yes | 🞎 No

If yes, please explain:

## Any change from FY20 in how you are paying attorneys for Standard 4? 🞎 Yes | 🞎 No

If yes, please explain:

## Will there be any change from FY20 in your funding needs for this standard? 🞎 Yes | 🞎 No

If yes, please explain:

Personnel

In the cost analysis please provide detail about all personnel employed by the funding unit. This should include DIRECT SERVICE PROVIDERS (Public Defender Chief, Deputy Chief, Assistant Defenders, and staff of the defender office employed by the system) as well as ANCILLARY STAFF (court clerks, sheriff employees, etc.)

## For existing ANCILLARY STAFF are there any personnel positions/hours eliminated, reduced, or increased from FY20? 🞎 Yes | 🞎 No

If yes, please explain in cost analysis.

## Any additional ANCILLARY STAFF positions/hours requested for FY21? 🞎 Yes | 🞎 No

If yes, please explain in cost analysis.

## Any change from FY20 in fringe benefits? 🞎 Yes | 🞎 No

If yes, please explain in the cost analysis. This can include economics, cost of living increases, increased premiums, etc.

Supplies & Other

Please list any supplies or equipment requested, and provide a brief explanation of need or use in FY21.

Supplies:

Equipment:

Case-related travel expenses (please include the system’s policy for reimbursement):

Reimbursement Costs for Creating Plan

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 FY21, if seeking reimbursement under this provision.

## Are you submitting a request for reimbursement of planning costs? 🞎 Yes | 🞎 No

If yes, do you have receipts showing that non-funding unit employees have been paid? 🞎 Yes | 🞎 No

What is the amount you are seeking in reimbursement? $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Attachments Submitted

## Have you attached your FY21 cost analysis? 🞎 Yes | 🞎 No

## Did you include a list of the attorneys providing services with the cost analysis template? 🞎 Yes | 🞎 No

* If applicable, did you attach documentation supporting reimbursement for compliance planning? 🞎 Yes | 🞎 No