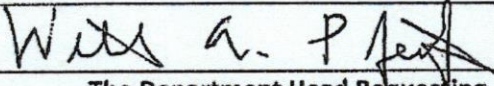


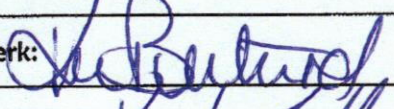
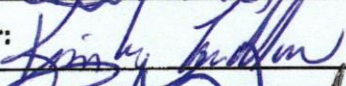

Contract / Leases / Agreements / Grants Form

This is	New	<input type="checkbox"/>	Renewal	<input checked="" type="checkbox"/>	Filling this out on a computer? Please type an X into the appropriate box.
This is a Grant	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	If you marked YES this needs to go through Grant Review.
This is an	Agreement _____ Contract _____ Lease _____ Other _____:				
Name of Entity who Contract / Lease / Agreement / Grant is with	State of Michigan – Michigan Indigent Defense Commission (MIDC)				
Project Name	MIDC FY 2024 Grant				
Attorney Review	All Contracts / Leases / Agreements / Grants must have Attorney Review and approval through the Commissioner's Office.				
Insurance Review	All Contracts / Leases / Agreements / Grants must have appropriate insurance coverage per the attached list. It is the Department Heads responsibility to make sure that all requirements are met and listed on the insurance certificate.				
Total Amount	\$ 1,321,511.04 (State Grant Contribution \$ 1,156,71.03)				
Organization Match	\$ -				
County Match	\$ 164,640.01				

I have reviewed and approved this Contract / Lease / Agreement / Grant and attached appropriate insurance:

 The Department Head Requesting	AUGUST 14, 2023 Date Signed
---	--------------------------------

GRANT REVIEW COMMITTEE APPROVAL:

County Clerk: 	Date Signed: 8-15-23	I am requesting a meeting	
County Treasurer: 	Date Signed: 8-15-23	I am requesting a meeting	
Finance Chairman: 	Date Signed: 18 Aug 23	I am requesting a meeting	
County Administrator: 	Date Signed: 8/16/23	I am requesting a meeting	

Please do NOT mark below this line

INTEROFFICE USE ONLY

Date Received:	Date Sent for Attorney Review:
Attorney Approval Received:	Insurance Received:

Compliance Plan and Cost Analysis Renewal - FY 2024

Applicant

FOR OFFICE USE ONLY:

Version # _____

APP # 220356

1. Applicant Information

- a. Applicant Name Alpena County
b. Organizational Unit Alpena County
c. Address 114 S. Second Ave.
d. Address 2
e. City Alpena State MI Zip 49707
f. Federal ID Number 98-9354824 Reference No. Unique Entity Id.
g. Agency's fiscal year (beginning month and day) January-01
h. Agency Type
☐ City ☐ Township ☒ County
☐ Village

2. Project Information

- a. Project Name Compliance Plan and Cost Analysis Renewal - FY 2024
b. Is implementing agency same as Applicant ☒ Yes ☐ No
c. Implementing Agency Name
d. Project Start Date Oct-01-2023 End Date Sep-30-2024
e. Amount of Funds Requested \$1,156,871.03 Project Cost \$1,321,511.04
f. Agency Local Share: 164,640.01

FOR OFFICE USE ONLY: Version # _____

APP # 220356

3. Contacts

a. Authorized Official

Name Mary Catherine Hannah
Title County Administrator
Mailing Address 720 W Chisholm Street
City Alpena State MI Zip 49707
Telephone (989) 354-9500 - 02 Fax (989) 590-7651 - 02
E-mail Address hannahmc@alpenacounty.org

b. Project Director / Primary Contact

Name William Pfeifer
Title Attorney Administrator
Mailing Address 114 S. 2nd Avenue
City ALPENA State MI Zip 49707
Telephone (989) 255-8316 Fax
E-mail Address bill@alpenalegal.com

c. Financial Officer

Name Kimberly Ludlow
Title Financial Officer
Mailing Address 720 W Chisholm St Ste3
City Alpena State MI Zip 49707
Telephone (989) 354-9536 Fax
E-mail Address ludlowk@alpenacounty.org

Additional Information

FOR OFFICE USE ONLY:

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APP # 220356

Submitter Information

Funding Unit/System Name: Alpena County

- ☒ I hereby certify that I am authorized to submit the application and the information and representations contained in the application is true and correct.

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

Name: William Pfeifer

Title: Attorney Administrator

Email Address: bill@alpenalegal.com

Phone Number: (989) 255-8316 x 98925

Date: 04/22/2023

Signature: William Pfeifer

Delivery System Model

1. What type of indigent defense delivery system do you have currently? (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#:)
[William A. Pfeifer P45263]
☐ Contract Defender System
☒ Regionalized system or coordination with other trial court funding units

If you are unsure about your type of indigent defense delivery system, more information can be found in MIDC's report entitled Delivery System Reform Models (2016), posted here: <https://michiganidc.gov/resources>. Questions can also be directed to your MIDC Regional Manager.

2. Are you proposing to change your type of indigent defense delivery system for next year? Please respond Yes or No. ☐ Yes ☒ No
3. If you are changing your indigent defense delivery system, what model do you plan to use next year?

Standard 1 - Training and Education

FOR OFFICE USE ONLY:

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APP # 220356

Standard 1 (Page 1)**Training of Attorneys**

4. Number of attorneys who accept adult criminal defense assignments as of October 1 8
5. Number of attorneys with less than 2 years of Michigan criminal defense experience as of October 1 0

In EGrAMS, please include a list of names and P#s of all the attorneys who accept adult criminal defense case assignments in your system, including conflict counsel and counsel for youths charged as adults.

6. What is your plan for training attorneys with less than 2 years of Michigan criminal defense experience?
- Attorneys with less than two years of experience would be assigned an experienced mentor attorney, and would be required to attend a basic skills requisition class as part of their annual training requirement.

Standard 1 (Page 2)

7. Please describe your system's training plan, including how compliance will be tracked for reporting requirements:

The MAC Manager will be responsible for making sure that each attorney accepting cases via the MAC system has the required 12 hours of training, and all training-related expenditures will be tracked and approved by the MAC Manager as well. The Chief Defender will ensure that all Defender Office attorneys complete at least 12 hours of approved training, and will also approve all training expenditures within the PD office. The approved training will be CDAM offered approved training or other MIDC approved training. All attorneys will be required to submit their hours to the state tracking system through CE BROKERS.

Will you require your attorneys to submit attendance directly through the MIDC's continuing legal education database provider, CE Broker? ☒ Yes ☐ No

If no, please describe how attendance will be tracked and reported to the MIDC:

Standard 1 (Page 3)

8. If an attorney does not complete the required training, how will the system address the noncompliance?

The attorney will no longer be able to receive new assignments and those at the public defender office will be subject to discipline/dismissal. The attorney may be allowed to resume taking cases upon verified completion of training hours by the MAC Manager.

9. Any changes in your funding needs from the prior year for Standard 1? Please respond Yes or No. ☒ Yes ☐ No

If yes, please describe in the cost analysis.

Standard 2 - Initial Interview

FOR OFFICE USE ONLY:

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APP # 220356

Standard 2 (Page 1)

Initial Client Interviews

10. The MIDC Standards now require the selection and assignments of attorneys to be done independently from the judiciary. How and when are defense attorneys notified of new assignments?

Indigency applications will be routed to the Public Defender Office upon receipt by jail staff, court staff, and arraignment attorneys. Public Defender staff will review all applications to determine eligibility. Eligible cases will then be reviewed by the Chief Defender to determine initial conflicts and make appropriate assignments. If there is no conflict, cases are assigned to staff attorneys. Conflict cases and overflow cases are referred to the MAC Manager via email, and the MAC Manager will then file his appearance or assign cases to other conflict counsel. Our goal is to have cases assigned to counsel within one business day of receipt of the application. If an application is denied, a letter of explanation will be provided to the applicant and to the court within that same time frame.

Standard 2 (Page 2)

11. How are you verifying that in-custody attorney client interviews occur within three business days?

Public Defender staff will document initial contacts within the case management system. The chief defender will be responsible for tracking this standard for the cases in that office and providing verification of compliance with this standard to the MAC Manager. The MAC Manager may randomly check a number of files as part of his responsibilities. The MAC Manager will also be responsible for checking compliance of conflict/overflow counsel cases. The MAC Manager will verify compliance through submitted billing statements.

Standard 2 (Page 3)

12. How are you verifying attorneys' introductory communications with out-of-custody clients?

In the Public Defender Office, introductory letters will be sent within one day of appointment. Copies of the letters will be saved to the case management system and compliance will be verified by the Chief Defender. The MAC Manager will be responsible for randomly checking a number of cases with clients for compliance. The MAC Manager will also be verifying compliance with the standard through the attorney billing statements and may request direct proof through the attorneys.

Standard 2 (Page 4)

13. How are you compensating attorneys for conducting initial interviews? Please include whether you intend to compensate attorneys differently for in-custody and out-of-custody interviews.

There will be no separate compensation for the Public Defender office attorneys. Conflict counsel will be compensated depending on the level of case (120/135/150 per hour). There is no difference in compensation due to the client's custody status.

14. Any changes in your funding needs from the prior year for Initial Interviews? Please ☐ Yes ☒ No
respond Yes or No.

If yes, please describe in the cost analysis.

Standard 2 (Page 5)

Confidential Meeting Spaces

- | | | |
|-----|--|---|
| 15. | How many confidential meeting spaces are in the jail? | 3 |
| 16. | What is the TOTAL amount of confidential meeting spaces in the courthouse? | 4 |
| 17. | How many confidential meeting spaces in the courthouse are for in-custody clients? | 2 |

Please describe these spaces.

Both the district court and circuit court have 1 space each for in-custody client consultations. These spaces are equipped with appropriate furniture and white noise machines for privacy. Confidential meeting spaces at the new jail will require soundproofing and white noise machines.

Standard 2 (Page 6)

- | | | |
|-----|--|---|
| 18. | How many confidential meeting spaces in the courthouse are for out-of-custody clients? | 2 |
|-----|--|---|

Please describe these spaces.

All spaces are equipped with appropriate furniture and white noise machines for privacy.

Standard 2 (Page 7)

- | | | | |
|-----|---|---------------------------|-------------------------------------|
| 19. | Any changes from the prior year's compliance plan for your confidential meeting spaces? Please respond Yes or No. | <input type="radio"/> Yes | <input checked="" type="radio"/> No |
|-----|---|---------------------------|-------------------------------------|

If Yes, please describe the proposed changes.

- | | | | |
|-----|--|--------------------------------------|--------------------------|
| 20. | Any changes from the prior year's funding needs for confidential meeting spaces? Please respond Yes or No. | <input checked="" type="radio"/> Yes | <input type="radio"/> No |
|-----|--|--------------------------------------|--------------------------|

If yes, please describe in the cost analysis.

Standard 3 - Investigation and Experts

FOR OFFICE USE ONLY:

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APP # 220356

Standard 3 (Page 1)

Experts and Investigators

21. The MIDC Standards now require approval of expert and investigative assistance to be independent from the judiciary. Describe the process of how attorneys request expert witness assistance for their indigent clients:

All requests are submitted in writing on a designated form. The Public Defender office will review requests in house subject to tracking by the MAC Manager. the MAC Manager will determine and track requests of conflict/overflow counsel. An outside MAC Manager or attorney will review requests of the MAC Manager clients.

Standard 3 (Page 2)

22. Any change from the prior year's process to request expert witness assistance? ☐ Yes ☒ No
Please respond Yes or No.

If yes, please explain the change:

Standard 3 (Page 3)

23. Describe the process of how attorneys request investigative assistance:

Same procedure as outlined above for Expert assistance.

Standard 3 (Page 4)

24. Any change from the prior year's process to request investigative assistance? ☐ Yes ☒ No
Please respond Yes or No.

If yes, please explain the change:

Standard 3 (Page 5)

25. How are attorney requests (whether approved or denied) for experts and investigators tracked by the system?
Please include approved and denied requests.

By the Public Defender for in house cases and by the MAC Manager for conflict/overflow counsel.

26. Any change from the prior year's funding needs for Standard 3? Please respond ☒ Yes ☐ No
Yes or No.

If yes, please describe in the cost analysis.

Standard 4 - Counsel at First Appearance

FOR OFFICE USE ONLY:

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APP # 220356

Standard 4 (Page 1)

Counsel at First Appearance and Other Critical Stages

27. The MIDC Standards now require the selection and assignments of attorneys to be done independently from the judiciary. How are you providing counsel at first appearance and all arraignments? Please provide detail for circuit and district court coverage.

Arraignments will be handled by the public defender office, and the MAC manager will be available to provide coverage as needed, up to two hours per week.

Standard 4 (Page 2)

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

Assigned counsel including the attorneys in the Public Defender Office are responsible for representation at all other critical stages.

Standard 4 (Page 3)

29. How are you compensating attorneys for Standard 4? Please provide detail for compensating counsel at first appearance and compensating counsel at all other critical stages.

The attorneys in the Public Defender office are not receiving separate compensation for standard 4. The MAC manager will be paid hourly for any arraignment coverage provided.

Standard 4 (Page 4)

30. Do you have a prison in your County? ☐ Yes ☒ No

If Yes, 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? ☐ Yes ☐ No

Standard 4 (Page 5)

31. Are there or will there be 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, pleas online, etc. Please answer Yes or No. ☒ Yes ☐ No

32. Describe how counsel is offered to a defendant making a plea who does not appear before a magistrate or judge:

At this time if a Defendant is charged with a payable misdemeanor they have direct contact with the court and are not introduced or assigned CAFA attorneys. Pursuant to the court's policy of sentencing to fines and costs only on certain payable misdemeanors, defendants charged with those misdemeanors are not at risk of being sentenced to jail or probation, so we do not provide counsel.

Standard 4 (Page 6)

Standard 4 - Counsel at First Appearance for Compliance Plan and Cost Analysis Renewal - FY 2024

Agency: Alpena County

Application: Compliance Plan and Cost Analysis Renewal - FY 2024

33. Any change from the prior year's attorney compensation for Standard 4? Please respond Yes or No. ☒ Yes ☐ No

If yes, please describe in the cost analysis.

34. Any change from the prior year's funding needs for Standard 4? Please respond Yes or No. ☒ Yes ☐ No

If yes, please describe in the cost analysis.

Standard 5 - Attorney Assignment

FOR OFFICE USE ONLY:

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APP # 220356

Standard 5 (Page 1)

The MIDC Standards now require independence from the court including the selection and assignment of attorneys, attorney compensation and approval of requests for expert and investigative assistance.

35. How will attorneys be selected to provide adult indigent criminal defense services in your indigent defense system? Please describe any eligibility requirements needed by the attorneys as well as the selection process:

The Chief Public Defender will hire and select attorneys in house for those cases assigned to that office. While substantial criminal law experience is preferred, new attorneys with strong interest in criminal law and public service may be hired and would be mentored by a more senior attorney. The Public Defender office will provide a salary and benefits to their employees.

The MAC Manager will select conflict/overflow contract attorneys who have substantial criminal law experience. Conflict/overflow counsel will be paid according to case type 120/135/150 per hour.

Cases will be assigned to individual attorneys based upon their experience pursuant to the requirements set forth in Standard 7.

The hourly rates are consistent with MIDC minimum rates and are also consistent with the neighboring county rates.

Standard 5 (Page 2)

36. Will the selection process be facilitated by a committee of stakeholders? ☐ Yes ☒ No

If so, please list the titles of participating officials, agencies, or departments as appropriate.

Standard 5 (Page 3)

37. Who will approve an attorney's eligibility to receive assigned cases? Chief Defender for PD Office; William A. Pfeifer for MAC roster
38. Who will assign work to the attorneys in the indigent defense system? Please include the person's name, title, employer and/or supervisor.

Person's Name: Rick Steiger/PD; William A. Pfeifer/MAC

Title: Chief Defender; MAC Manager

Employer and/or Supervisor: NE Mich Regional Defender; Alpena County

39. Who will review and approve attorney billing? N/A for PD Office; William A. Pfeifer for MAC billing
40. Who will approve requests for expert and investigative assistance? Rick Steiger/PD; William A. Pfeifer/MAC
41. Who will review and approve expert and investigative billing? Rick Steiger/PD; William A. Pfeifer/MAC

Standard 5 (Page 4)

42. What is your appeal process to resolve any potential conflicts between the assigned attorney and the person(s) assigning casework?

The Chief Defender assigns cases in the PD office. Depending on the nature of the conflict, the Deputy Defender may assist with resolution. Otherwise, the MAC manager will assist with resolving such conflicts in the PD office. Conflicts that arise on the MAC roster will be handled on a case-by-case basis with an outside MAC Manager. Currently Mr. Chad Peltier from Luce County handles these as necessary. The MAC Manager here handles the same type of issues for Luce County if required.

Standard 5 (Page 5)

43. What is your appeal process to resolve any potential conflicts between the assigned attorney and the person(s) or reviewing/approving billing?

This is not an issue within the PD office. For MAC attorneys, the plan is to manage those on a case-by-case basis with an outside MAC Manager.

Standard 5 (Page 6)

44. What is your appeal process to resolve denied or partially denied requests for expert or investigative assistance?

If a deputy defender's request is denied by the Chief Defender, the MAC Manager would address any appeals.

If the MAC Manager denies a request from a MAC attorney, the appeal would be addressed by an outside MAC Manager. This is currently done by Mr. Chad Peltier from Luce County. See Answer # 42 Above.

Determining Indigency, Contribution, Reimbursement

FOR OFFICE USE ONLY:

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Indigency (Page 1)

45. Will judges and/or court staff conduct all indigency screening in every proceeding? ☐ Yes ☒ No
Please answer Yes or No

If no, who will screen for indigency? Public Defender Staff Indigency Analysts

Is this screener the Appointing Authority? ☒ Yes ☐ No

If the screener is not the Appointing Authority, does the Appointing Authority oversee the screening process? ☐ Yes ☐ No

Briefly describe your process for screening for indigency.

Application forms will be provided at the jail and at the courts. Jail and court staff will forward completed applications to the Public Defender Office upon receipt. Trained staff will review the applications. If approved, the file will be forwarded to the Chief Defender for appointment of an attorney. If denied, a letter of explanation will be provided to the applicant and to the court. Copies of all applications and related documents will be retained in a file at the Public Defender Office.

Indigency (Page 2)

What is the process for appealing a determination that a person does not qualify for appointed counsel?

If a defendant disagrees with the denial of a request for appointed counsel, defendant can request a review of the determination by the judge assigned to defendant's case. This right of review also applies to Defendant's second or subsequent request for counsel.

Defendant can request a review by making an oral motion while on the record or by filing a Request for Review of Appointing Authority Determination form or other document seeking review with the court. The appointing authority will provide defendant with a copy of the Request for Review of Appointing Authority Determination form with its denial of the request for appointed counsel.

Indigency (Page 3)

46. Are you designating an Appointing Authority to conduct indigency screening for purposes of MCR 6.005(B)? ☒ Yes ☐ No
- Will you seek contribution from partially indigent defendants? ☐ Yes ☒ No
47. In cases where contribution is appropriate, who is going to make request with the court for contribution?
48. In cases where contribution is appropriate, what is your process for determining the amount that a person should contribute during the pendency of the case to their defense?

Indigency (Page 4)

49. What is your process for obtaining contribution?

Indigency (Page 5)

50. What is the process for challenging a request for contribution?
51. Do your courts/judges order reimbursement for attorney fees at the conclusion of a ☒ Yes ☐ No case?

Attorney Compensation

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APP # 220356

Attorney Compensation (Page 1)

52. The MIDC Standards set minimum hourly rates for roster attorneys accepting assignments in adult criminal cases. Are ALL roster attorneys (not full time employees of a public defender office) paid on an hourly basis? ☒ Yes ☐ No

If yes [hourly rates are paid], is there any cap or maximum on the hours that can be billed? ☐ Yes ☒ No

If yes, please explain.

Attorney Compensation (Page 2)

If no [hourly rates are not paid], please describe how attorneys are compensated (flat rate contract, event based, shift coverage, etc). **Please address the following:**

Are attorneys compensated based on caseloads and does the compensation account for increases or decreases in caseload size?

What other factors were considered in arriving at the payment?

Are attorneys able to seek extraordinary compensation?

How do attorneys seek reimbursement for case-related expenses?

How will your system demonstrate that the compensation is equivalent to the MIDC minimum hourly rates? (type of invoicing, etc).

Attorney Compensation (Page 3)

53. All roster attorneys should be provided regular, periodic payments.

How often are attorney invoices processed and paid? Paid when Submitted

In lengthy cases, is periodic billing and payment during the course of representation allowed? ☒ Yes ☐ No

Miscellaneous

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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.)

Ancillary Staff

54. In limited circumstances, the MIDC can fund some other system staffing needs if required to implement one of the MIDC standards. These requests are evaluated each year.

55. Do you have any ancillary staff? Please answer Yes or No. ☐ Yes ☒ No

If yes, what standard(s) or reporting needs do they meet?

If yes, how are you tracking time for ancillary staff?

56. For existing ancillary staff, are there any personnel positions/hours eliminated, reduced or increased from the prior year? Please answer Yes or No. ☐ Yes ☐ No

If yes, please explain in the cost analysis.

57. Are any additional ancillary staff positions or hours requested from the prior year? Please answer Yes or No. ☐ Yes ☒ No

If yes, please explain in the cost analysis.

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 FY24, if seeking reimbursement under this provision.

Are you requesting 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?

Costs Associated with Data Collection

The MIDC shall fund reasonable costs associated with data required to be collected under the MIDC Act that is over and above the local unit of government's data costs for other purposes pursuant to MCL 780.993 (10).

Are you requesting funding for costs associated with data collection? ☒ Yes ☐ No

If yes, please describe (cost for case management system, hiring personnel, etc.)

Currently using Defender Data at approximately \$150/month for our case management system. In this plan, we look to change to a cloud-based system. This will cost approximately \$44,000 (split between the 3 counties) to transfer, then will require about \$6,000/year (also split between 3 counties). The present system requires a server, which has been maxed out, and we have to subscribe to a cloud-based storage or add servers. When the conversion is made, it will result in net cost savings. The request in this plan for the new system is \$30,000 for the Alpena share.

What is the amount you are seeking for this funding? \$

Reminders

- You must also complete a cost analysis.
- In order to complete your application, you must update or confirm the list of the attorneys providing services with P numbers.
- If applicable, you must submit documentation supporting your request under MCL 780.993(2) for reimbursement for the cost of compliance planning.

List of the attorneys providing services

Attorneys Accepting Assignments

Name of Attorney	Bar Number	Title	Type of Office	Years Practicing Criminal Defense in Michigan
Bauer, Joel	66034		Private Attorneys	18.0
Bayot, Ronald	58039		Public Defender	26.0
Grenkowicz, Dennis	35014		Public Defender	38.0
Miller, Julie	64736		Public Defender	13.0
Pfeifer, William	45263		Private Attorneys	32.0
Pommerenke, Devin	83557		Public Defender	4.0
Steiger, Richard	60238		Public Defender	16.0
Wojda, Matthew	72766		Private Attorneys	13.0

Cost Analysis

Instructions for Completion of the Fiscal Year 2024 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. 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 refer to the MIDC's GRANT MANUAL for guidance as to allowable costs. Click on 'Show Documents' to view the Grant Manual.

Does or will your system use a vendor/nonprofit model public defender office to provide indigent defense services? ☒ Yes ☐ No

Cost Analysis Detail for Compliance Plan and Cost Analysis Renewal - FY 2024
 Agency: Alpena County
 Application: Compliance Plan and Cost Analysis Renewal - FY 2024

8/14/2023

FOR OFFICE USE ONLY: Version # _____ APP # 220356							
Line Item	Qty	Rate	Units	UOM	Total	State Grant	
DIRECT EXPENSES							
Program Expenses							
1 Personnel							
2 Fringe Benefits							
Contractual							
1 Contracts for Attorneys							
Managed Assigned Counsel Administration Notes : The county contracts with the MAC Manager for all Administrative services, which will be billed at \$ 120.00 per hour.	1.0000	120.000	150.000	HRS	18,000.00	18,000.00	
Vendor / Non-Profit Office	1.0000	814085.040	1.000	VAR	814,085.04	814,085.04	
Assigned Counsel Notes : Conflict and Overflow attorneys will be paid \$ 120 per hour for Misdemeanors, \$ 135.00 per hour for Felony and \$ 150.00 per hour for Capital Felony cases. 3 Capital cases X 150 per hour X 120 hours = \$ 54,000.00 30 Felony cases X 135 per hour X 14 hours = \$ 56,700.00 55 Misdemeanors X 120 per hour X 5.5 hours = \$36,300 2 on call hours per week for MAC to do CAFA X 120 per hour for 52 weeks equals = 12,480.00 dollars 2.5 hours per month for MAC duties above 10 hours per month X 120 per hour if appropriate = 3,600.00 dollars	1.0000	159480.000	1.000	HRS	159,480.00	159,480.00	

Cost Analysis Detail for Compliance Plan and Cost Analysis Renewal - FY 2024
Agency: Alpena County
Application: Compliance Plan and Cost Analysis Renewal - FY 2024

8/14/2023

Line Item	Qty	Rate	Units	UOM	Total	State Grant
Rural Shortage Coverage Notes : Attorney fees for Rural Shortage Attorney Coverage See attached budget for double homicide case Attachment : ZZZ_5_Alpena Patrick Cherry Srebnik-.PDF	1.0000	95560.000	1.000	MIDC	95,560.00	95,560.00
Total for Contracts for Attorneys					1,087,125.04	1,087,125.04
2 Contracts for Experts and Investigators						
Experts Notes : MIDC approved rates for Experts	1.0000	7500.000	1.000	MIDC	7,500.00	7,500.00
Investigators Notes : MIDC approved rates for Investigators	1.0000	12500.000	1.000	MIDC	12,500.00	12,500.00
RURAL SHORTAGE COVERAGE Notes : See Attached Budget for double homicide case Attachment : ZZZ_3_Alpena Patrick Cherry Srebnik-.PDF	1.0000	200850.000	1.000	MIDC	200,850.00	200,850.00
Total for Contracts for Experts and Investigators					220,850.00	220,850.00
3 Contracts for Construction						
4 Contracts Other						
Total Contractual					1,307,975.04	1,307,975.04
Other Expenses						
1 Equipment						
2 Training/Travel						
Registration Fees-12 hrs CLE per attorney	12.0000	50.000	4.000	HRS	2,400.00	2,400.00
Lodging-2 nights for 8 attorneys	1.0000	120.000	8.000	NGT	960.00	960.00
Mileage-County rate for 4 attys Attachment : MIL_3_Alpena County Travel Policy wi.PDF	500.0000	0.610	4.000	MIL	1,220.00	1,220.00

Cost Analysis Detail for Compliance Plan and Cost Analysis Renewal - FY 2024
Agency: Alpena County
Application: Compliance Plan and Cost Analysis Renewal - FY 2024

8/14/2023

	Line Item	Qty	Rate	Units	UOM	Total	State Grant
	Meals-State rate - per diem	1.0000	31.000	16.000	DAY	496.00	496.00
	SADO Membership	4.0000	75.000	1.000	FS	300.00	300.00
	NAPD Membership	4.0000	40.000	1.000	FS	160.00	160.00
	RURAL SHORTAGE TRAVEL COVERAGE	1.0000	6000.000	1.000	MIDC	6,000.00	6,000.00
Total for Training/Travel						11,536.00	11,536.00
3	Supplies/Services						
	Transcripts	1.0000	2000.000	0.000	VAR	2,000.00	2,000.00
Total Other Expenses						13,536.00	13,536.00
TOTAL DIRECT EXPENSES						1,321,511.04	1,321,511.04
INDIRECT EXPENSES							
Indirect Costs							
1	Indirect Costs						
Total Indirect Costs						0.00	0.00
TOTAL INDIRECT EXPENSES						0.00	0.00
TOTAL EXPENDITURES						1,321,511.04	1,321,511.04

Cost Analysis Summary for Compliance Plan and Cost Analysis Renewal - FY 2024
Agency: Alpena County
Application: Compliance Plan and Cost Analysis Renewal - FY 2024

8/14/2023

	Category	Total	State Grant	Narrative
DIRECT EXPENSES				
Program Expenses				
1	Personnel	0.00	0.00	
2	Fringe Benefits	0.00	0.00	
Contractual				
1	Contracts for Attorneys	1,087,125.04	1,087,125.04	The Grant manager will be responsible for duties related to the tracking and administration of the system. Costs for conflict/overflow counsel are based of best faith estimates of need.
2	Contracts for Experts and Investigators	220,850.00	220,850.00	We have seen a steady increase in utilization of investigative assistance and expert consultation. In addition, we are awaiting charges on multiple defendants in two capital cases that will likely require significant investigative assistance, as well as possible expert consultation.
3	Contracts for Construction	0.00	0.00	
4	Contracts Other	0.00	0.00	
Total Contractual		1,307,975.04	1,307,975.04	
Other Expenses				
1	Equipment	0.00	0.00	
2	Training/Travel	11,536.00	11,536.00	Training for 8 attorneys for 12 hours of required training.
3	Supplies/Services	2,000.00	2,000.00	This amount is estimated based on number of conflict cases and good faith estimate of system needs for theses services.
Total Other Expenses		13,536.00	13,536.00	
TOTAL DIRECT EXPENSES		1,321,511.04	1,321,511.04	

Cost Analysis Summary for Compliance Plan and Cost Analysis Renewal - FY 2024
Agency: Alpena County
Application: Compliance Plan and Cost Analysis Renewal - FY 2024

8/14/2023

	Category	Total	State Grant	Narrative
INDIRECT EXPENSES				
Indirect Costs				
1	Indirect Costs	0.00	0.00	
Total Indirect Costs		0.00	0.00	
TOTAL INDIRECT EXPENSES		0.00	0.00	
TOTAL EXPENDITURES		1,321,511.04	1,321,511.04	

Source of Funds

	Category	Total	State Grant	Local Share	Other Funding Sources	Narrative
1	Source of Funds					
	State Grant Contribution	1,156,871.03	1,156,871.03	0.00	0.00	
	Local Share Contribution	164,640.01	0.00	164,640.01	0.00	
	Program Revenue	0.00	0.00	0.00	0.00	
	Previous Year Unspent Funds	0.00	0.00	0.00	0.00	
	Total Source of Funds	1,321,511.04	1,156,871.03	164,640.01	0.00	
	Totals	1,321,511.04	1,156,871.03	164,640.01	0.00	

Vendor / Non-Profit Office

FOR OFFICE USE ONLY:

Version # _____

APP # 220356

Document your policy, plan and/or contract language

As part of your process for monitoring the compliance of the contract with your vendor for providing indigent defense services, please document here your policy, plan and/or contract language that identifies how payments are made to the vendor (frequency, by allotments, by invoice billing, for example) and how funds if advanced by you and unexpended by the vendor at the close of the grant year are reported to you and accounted for.

The annual contract amount is paid to the vendor in 12 monthly payments. If it becomes apparent that there will be unexpended funds left over at the end of the grant year, the vendor will notify the funding unit of the estimated amount so the final monthly payment may be reduced accordingly. The dollar amount of any unexpended funds remaining in the possession of the vendor after the end of the grant year will be deducted from the amount paid to the vendor in the first quarter of the new grant year.

Please upload a copy of your policy

Personnel

Enter information in this section only if you selected 'Yes' for 'Does or will your system use a vendor/nonprofit model public defender office to provide indigent defense services?'

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

Description	New	Qty	Hours	Rate	State Grant	Notes
Chief Public Defender	No	0.60	1,820.00	59.87	65,378.04	Split 60/22/18 among 3 counties
Deputy Public Defender	No	0.60	1,820.00	58.60	63,991.20	same
Asst. Public Defender	No	0.60	1,820.00	46.41	50,679.72	same
Asst. Public Defender	No	1.00	1,820.00	46.41	84,466.20	This atty billed 100% AP county
Asst. Public Defender	Yes	0.75	1,820.00	46.41	63,349.65	New hire due to added arraignments, and in preparation for an upcoming atty retirement and an anticipated extended atty medical leave. 75/25 split with Montmorency
Other (Social Worker)	No	0.60	1,820.00	30.35	33,142.20	split 60/22/18. Primary SW for AP County, will supervise SW to be hired for MT/OS Counties.
Office Manager	No	0.60	1,820.00	33.12	36,167.04	60/22/18 split
Other (Legal Secretary/Intake Specialist)	No	0.60	1,820.00	25.12	27,431.04	60/22/18 split

Other (Client Advocate)	Yes	0.75	1,820.00	23.08	31,504.20	New hire to assist with reception duties and assist clients with service referrals, gathering documentation, acting as liaison, etc. 75/25 AP/MT split
TOTAL					456,109.29	

Fringe Benefits and Other Employment Perks

List all positions within the nonprofit. Please highlight all positions that are new personnel requests and provide justification for need. Please note if there is an increase/decrease in cost from last fiscal year for each employee.

Description	Percent.	Units	State Grant	Notes
Employer FICA	7.650	456,110.00	34,892.42	
Unemployment Insurance	0.500	456,110.00	2,280.55	
Consolidated Fringes	25.800	456,110.00	117,676.38	
TOTAL			154,849.35	

Contract/Conflict for Attorneys

List all possible rate scenarios for attorney contracts that apply (i.e., hourly, event based, annual contract paid monthly). Please highlight rates or attorney line requests that are a change from the approved contract and contract rates

Description	New	Hours	Rate	State Grant	Notes
TOTAL					

Construction/Office Space Improvement Projects

Provide as much detail as possible for each requested project identifying the need for the project, the component costs, and if possible, the estimate or project quote. Attach a separate document if needed and submit a copy of all estimates and quotes.

Description	Qty	Rate	State Grant	Notes	Attachment
TOTAL					

Contracts Other

Provide justification for all other contract costs. Please highlight a new request.

Description	New	Qty	Rate	State Grant	Notes
Westlaw Edge	No	0.60	9,000.00	5,400.00	Annual subscription for all attorneys split 60/22/18
Copier Lease	No	12.00	65.00	780.00	Monthly lease/maintenance agreement

Vendor / Non-Profit Office for Compliance Plan and Cost Analysis Renewal - FY 2024 8/14/2023
 Agency: Alpena County
 Application: Compliance Plan and Cost Analysis Renewal - FY 2024

Office Lease	No	0.80	30,588.00	24,470.40	80% of annual lease for AP office location (monthly rent of \$2,549). Main office, houses multi-county staff, server, etc. 10% allocated to each of other two counties as overhead.
Summer Intern	Yes	0.60	20,000.00	12,000.00	\$5,000 stipend, \$15,000 housing allowance (per MIDC)
TOTAL				42,650.40	

Equipment

Provide justification for new equipment requests. Please note if equipment is being replaced and state when the original item was acquired.

Description	Vendor	New	Qty	Rate	State Grant	Notes
TOTAL						

Training/Travel

Provide travel and training justification and *highlight new or changed requests.

Please note any out of state training/travel.

Description	Vendor	New	Qty	Rate	State Grant	Notes
Bar Membership	Michigan State Bar	No	4.00	415.00	1,660.00	
SADO Membership	SADO	No	4.00	75.00	300.00	
NAPD Membership	NAPD	No	4.00	40.00	160.00	
Other (Case Related Travel Miles)	Staff	No	3,500.00	0.66	2,310.00	Case specific travel - visit clients in prison, etc.
Training	Varied	Yes	0.60	4,600.00	2,760.00	60% of total cost of \$4600.00. 12 hrs each at \$50/hr for 5 attorneys; 16 hrs each at \$50/hr for 2 new attorneys.
Other (SW Training and License Fees)	Varied	No	0.60	675.00	405.00	60% of license and NAPD membership fees of approx \$300 and 15 hours of CLE at \$25 per hour.
Other (Training Related Mileage)	Staff	Yes	0.60	2,295.00	1,377.00	60% of cost of 500 miles each for 5 attorneys and 2 social workers. 3500 miles at .655 per mile
	Varied		0.60	1,680.00	1,008.00	60% of the cost of 2

Lodging		Yes				nights lodging for 5 attorneys and 2 social workers at \$120 per night
Meals	Varied	Yes	0.60	560.00	336.00	60% of the cost of meals for 7 people for 2 days at \$40 per day (conference provides some meals)
Other (Trial College for Two Attys)	CDAM	Yes	0.60	2,800.00	1,680.00	60% of total cost of registration for CDAM Trial College for two attorneys at \$1,400 each.
TOTAL					11,996.00	

Supplies/Services

Provide justification for supplies requests. Please note if there is an increase/decrease in these costs.

Description	Vendor	Increase	Qty	Rate	State Grant	Notes
General Supplies	Varied	No	0.60	15,000.00	9,000.00	60% of total cost for office supplies, cleaning supplies, postage, etc.
Other (Software Subscriptions)	Varied	Yes	0.60	11,000.00	6,600.00	60% of total cost of software subscriptions - includes Defender Data at \$150/month
Other (Services)	Boldrey, 1010	No	0.60	6,000.00	3,600.00	60% of total budgeted expense for Accountant, IT services
Other (Utilities/Cleaning/Maintenance)	Varied	Yes	1.00	9,000.00	9,000.00	Utilities, internet, and trash removal \$5600; Cleaning, maintenance and snow removal 2,800; document destruction 600.
Other (Transcripts/Records)	Varied	Yes	1.00	6,000.00	6,000.00	Includes additional budgeted amount for capital case prelim transcript
Office Equipment	varied	Yes	0.60	12,000.00	7,200.00	60% of cost of office furniture, computer equipment, telephones, etc. for 4 anticipated new hires.

Other (Premises and Prof Liability Ins)	Lappan Agency	No	0.60	5,500.00	3,300.00	60% of the cost of Professional Liability, Office Insurance, and Worker's Compensation Insurance
Other (Phone Expense)	1010	Yes	0.60	8,300.00	4,980.00	60% of total cost of telephone service for 13 employees, including office line and \$25 monthly cell phone stipend.
Other (Office modifications)	TBD	Yes	1.00	3,600.00	3,600.00	Install storage cabinets/shelving and modify a wall to create workspace for new staff
Other (Case Management System)	TBD	Yes	0.60	50,000.00	30,000.00	Implement cloud-based case management solution in second half of FY24.
Other (Experts/Investigators)	TBD	Yes	1.00	65,200.00	65,200.00	Experts and investigators for capital case - \$52,500; Experts and investigators generally - \$10,000
TOTAL					148,480.00	

Additional Services/Funding Not Provided Under The MIDC Act

If the nonprofit PD office provides additional services out of the scope of the MIDC Grant, please demonstrate that those services are not paid for with MIDC funding.

Additional Services/Funding Not Provided Under The MIDC Act	Service	Total Dollars From Other Source
TOTAL		

Vendor / Non-Profit Office Summary

Expense Category	State Grant
Personnel	456,109.29
Fringe Benefits and Other Employment Perks	154,849.35
Contractual Contract/Conflict for Attorneys	
Construction/Office Space Improvement Projects	

Contracts Other	42,650.40
Equipment	
Training/Travel	11,996.00
Supplies/Services	148,480.00
TOTAL	814,085.04

Additional Services/Funding Not Provided
Under The MIDC Act

