

FY2022 Financial Assistance Application

Instructions

COUNTY SPECIFIC FORMS

- **This is a sample report.** A report form with each county's previous awards and reported information will be emailed to each county on or before: March 31, 2021.
- If you have questions or need this information sooner, please contact us at the numbers at the end of these instructions.

COMPLETING THIS FORM

1. Complete the county-specific form emailed to your county, which includes drop down menus and/or expandable text fields.
2. **Please fill out this form in Adobe Acrobat**
 - a. If you do not have Adobe, use this link to download a current version of Reader for free - <https://get.adobe.com/reader/>.
 - b. **When entering amounts, enter dollar values only. Do not include cents.**
3. **Sign the form**

Digitally sign the form. If you cannot digitally sign, please contact your Regional Coordinator.
4. **Save the completed form on your computer.**
5. The complete application must be emailed to info@pdc.idaho.gov **on or before May 17, 2021.**

Please do not print and scan or fax the form.

FINANCIAL ASSISTANCE TYPES

This application may be used to apply for two types of PDC financial assistance.

- **Formula Financial Assistance** may be awarded to comply with all Standards.
- **Workload Compliance Assistance** may be awarded when a county needs additional attorneys and supporting resources to comply with the workload Standards.

TABLE 1: COUNTY FY2020 TOTAL EXPENDITURES ON INDIGENT DEFENSE

Please report how the county spent **all funds** for indigent defense in FY2020.

- List total amount spent on public defense between October 1, 2019 and September 30, 2020. Include **all PDC financial assistance, county funds and amounts reimbursed by the capital crimes defense fund.**

TABLE 2: COUNTY LOCAL SHARE CALCULATION

Please report information the PDC needs to calculate future local share.

- Insert the amount, if any, the county spent on capital case(s) in FY2020, which was paid for or reimbursed by the Capital Crimes Defense Fund.

TABLE 3: FY2022 FORMULA FINANCIAL ASSISTANCE REQUESTED BY EXPENSE ITEM

- Please report **Formula Financial Assistance** requested for indigent defense expenses the county has determined are necessary to achieve the county's plan to meet or

improve on the Standards and/or cure previous deficiencies in the next county fiscal year (FY2022).

- Indigent defense expenses are costs for services provided to those who are entitled to be represented by a defending attorney at public expense. Costs requested by the prosecutor or ordered by the court and not requested by the defending attorney are **not** indigent defense expenses.
- **Do not include** any Workload Compliance Assistance expenses or requests here.
- **Staff Attorneys.** Amount requested for salaries and any benefits for attorneys employed by the county.
- **Contract Attorneys.** Amount requested for compensation and any benefits for primary and/or conflict attorneys contracted by the county.
- **Staff.** Amount requested for legal support staff and any benefits.
- **Investigators.** Amount requested for investigations and/or contract investigators. Examples include forensic investigations, interviewing and assessing witnesses and getting their statements, and related work to independently investigate accusations against an indigent defendant.
- **Social Workers.** Amount requested for social workers and/or contract social workers.
- **Consultants.** Amount requested for individuals with specialized knowledge or skills who provide professional advice or services. Examples include case consultation and review, and other specialized advice.
- **Evaluations.** Amount requested for evaluations. This does **not** include evaluations requested or ordered by the prosecutor or the court. Examples include psychological evaluations and polygraph examinations, which the defending attorney needs for the client's defense.
- **Expert Witnesses.** Amount requested for expert witnesses. Examples include experts in the field of DNA, case consultation and review, trial testimony and other specialized expertise.
- **Office.** Amount requested for indigent defense offices/workplace rent, furniture, supplies, soundproofing and related workplace costs.
- **Technology.** Amount requested for purchasing and repairing computers and related equipment, computer software, and related technology support services. This also includes electronic legal research resources and subscriptions like Lexis/Nexis and Westlaw.
- **Training.** Costs and fees for online and in-person legal and practical education in indigent defense and associated travel costs for in-person training.
- **Transcripts.** Costs for preparing transcripts needed by an indigent defense provider.
- **Capital Crimes Defense Fund Premiums and Deductibles.** Premium and deductible costs and fees paid to participate in the capital crimes defense fund.
- **Other Expenses.** Any other specific expenses not covered in the other expense item categories, which are necessary for the county to meet or improve upon Standards.

TABLE 4: REMAINING FORMULA FINANCIAL ASSISTANCE

If the county has remaining Formula Financial Assistance from previous years, please report how much is left, and how and when the county plans to use it.

TABLE 5: WORKLOAD COMPLIANCE ASSISTANCE INFORMATION

Please report the **Workload Compliance Assistance** requested for expenses the county has determined are necessary to achieve the county's plan to meet workload Standards in the next county fiscal year (FY2022).

- **The expense categories for workload are the same as those in the Third Table above, with the following exception:**
 - **Salary** is the hourly or annual rate, as applicable, the county pays each employee or contractor, as applicable.
 - **Benefits** are the amounts the county pays for each employee or contractor, as applicable, for things like:
 - Mandatory employee taxes (ex: FICA, Social Security)
 - Workers compensation insurance
 - Unemployment insurance
 - Employer provided retirement (ex: PERSI)
 - Employer provided medical insurance coverage
 - Life insurance
- **Do not include** any Formula Financial Assistance expenses or requests here.

TABLE 6: REMAINING WORKLOAD COMPLIANCE ASSISTANCE

Please report the amount of any estimated remaining FY2021 Workload Compliance Assistance and, if any, the reason for the remaining amount.

Table 7. COMPLIANCE/PREFERENCE QUESTIONS

Please report information required by Idaho Code §19-862A.

ATTESTATION AND SIGNATURES

The County Clerk and two or more County Commissioners will certify pursuant to Idaho Code §9-1406, that all the information the county provided in the application form and any supporting materials is true.

- **Make sure all information is correct and complete** before submitting the form.
- The **signature page(s) may be separately scanned and emailed or mailed** to the PDC.
- **Please submit the rest of the form electronically.**

NEXT STEPS

- The PDC will provide notice of its acceptance or rejection of the application within 60 days of receipt of the county's complete application.
- In accordance with §19-862A and IDAPA 61.01.04 the PDC will award financial assistance based on eligibility, availability of funds and priority rating and then provide notice of award.
- The PDC will disburse awarded amounts on or about October 1, 2021.

ADDITIONAL RESOURCES:

[Standards for Defending Attorneys – Edition 2018](#)

[PDC Rules IDAPA 61](#)

PDC Contacts:

- Jennifer Roark (208) 892-9487, Jennifer.Roark@pdc.idaho.gov (Regional Coordinator for Ada, Adams, Benewah, Boise, Bonner, Boundary, Canyon, Clearwater, Elmore, Gem, Idaho, Kootenai, Latah, Lewis, Nez Perce, Owyhee, Payette, Shoshone, Valley and Washington counties)
- Jared H. Ricks (208) 520-6453, Jared.Ricks@pdc.idaho.gov (Regional Coordinator for Bannock, Bear Lake, Bingham, Blaine, Bonneville, Butte, Camas, Caribou, Cassia, Clark, Custer, Franklin, Fremont, Gooding, Jefferson, Jerome, Lemhi, Lincoln, Madison, Minidoka, Oneida, Power, Teton and Twin Falls counties)
- Kathleen J. Elliott (208) 869-3125 or (208) 332-1736, Kathleen.Elliott@pdc.idaho.gov
- Tammy A. Zokan (208) 921-2245 or (208) 332-1738, Tammy.Zokan@pdc.idaho.gov

[Application starts on next page]

FY2022 Indigent Defense Financial Assistance Compliance Proposal & Application
Pursuant to Idaho Code §19-862A
DUE DATE: May 17, 2021

County	[PDC insert]	Date Submitted	
Contact Person		Title	
Contact Phone		Contact E-mail	
Is the county part of an established joint office of defending attorney per Idaho Code 19-859(2)?			Yes <input type="checkbox"/> No <input type="checkbox"/>

1. COUNTY FY2020 TOTAL EXPENDITURES ON INDIGENT DEFENSE	
Expense item	County FY2020 Amount Spent Actual amounts spent
Staff Attorneys (salary/benefits)	\$0.00/\$0.00
Contract Attorneys (salary/benefits)	\$0.00/\$0.00
Support Staff (salary/benefits)	\$0.00/\$0.00
Investigators (salary/benefits)	\$0.00/\$0.00
Social Workers (salary/benefits)	\$0.00/\$0.00
Consultants	\$0.00
Evaluations	\$0.00
Expert Witnesses	\$0.00
Office	\$0.00
Technology	\$0.00
Training	\$0.00
Transcripts	\$0.00
Other Expenses (specify)	\$0.00
Other Expenses (specify)	\$0.00
Other Expenses (specify)	\$0.00
Total	\$0.00

2. COUNTY LOCAL SHARE CALCULATION	
Total amount the county spent in county FY2020 on public defense:	\$0.00 will auto-populate from total above
• Minus PDC Financial Assistance received by the county in FY2020:	[PDC insert]
• Minus amounts expended by the county in FY2020 , which were reimbursed by the Idaho Capital Crimes Defense Fund:	\$0.00
FY2020 value used in future local share calculations	\$0.00

3. FY2022 FORMULA FINANCIAL ASSISTANCE REQUESTED BY EXPENSE ITEM		
Expense Items	Requested Amount DO NOT INCLUDE WORKLOAD COMPLIANCE ASSISTANCE	Describe specifically how the county is going to use Formula Financial Assistance for each item.
Staff Attorneys	\$0.00	
Contract Attorneys	\$0.00	
Support Staff	\$0.00	
Investigators	\$0.00	
Social Workers	\$0.00	
Consultants	\$0.00	
Evaluations	\$0.00	
Expert Witnesses	\$0.00	
Office	\$0.00	
Technology	\$0.00	
Training	\$0.00	
Transcripts	\$0.00	
Capital Crimes Defense Fund premiums and deductibles	\$0.00	
Other Expenses (specify)	\$0.00	
Other Expenses (specify)	\$0.00	
Other Expenses (specify)	\$0.00	
Total	\$0.00	

4. REMAINING FORMULA FINANCIAL ASSISTANCE		
Remaining Formula Financial Assistance, as applicable	Amount of Formula Financial Assistance remaining	If previously awarded Formula Financial Assistance is remaining, describe the amount remaining and specifically how and when the county is going to use it.
County FY2017, FY2018 and/or FY2019 as reported by the county in FY2021 application	[PDC will insert]	
County FY2020 as reported by the county in FY2020 Expenditure Report	[PDC will insert]	
Estimated amount to be remaining at the end of county FY2021	\$0.00	

5. FY2022 WORKLOAD COMPLIANCE ASSISTANCE		
<p>Does the county need Workload Compliance Assistance in FY2022 to meet the workload Standards? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Total number of attorneys to meet PDC workload calculations: Primary _____ Conflict _____ [PDC insert]</p>		
Expense item and amounts needed for the county to achieve the county's plan to meet workload standards in FY2022, as applicable		
Expense Item	Salary / Benefits	Describe specifically how the county is going to use Workload Compliance Assistance for each item:
Staff Attorneys (salary/benefits) Total		
	\$0.00/\$0.00	
	\$0.00/\$0.00	
	\$0.00/\$0.00	
Contract/Conflict Attorneys (salary/benefits) Total		
	\$0.00/\$0.00	
	\$0.00/\$0.00	
	\$0.00/\$0.00	

Continued 5. FY2022 WORKLOAD COMPLIANCE ASSISTANCE

Expense items and amounts needed to support needed workload attorneys identified above

Expense Item	Salary / Benefits	Describe specifically how the county is going to use Workload Compliance Assistance for each item:
Support Staff (salary/benefits) Total		
	\$0.00/\$0.00	
	\$0.00/\$0.00	
	\$0.00/\$0.00	
Expense Item	Cost	Describe specifically how the county is going to use Workload Compliance Assistance for each item:
Training		
	\$0.00	
	\$0.00	
Office Space/Other		
	\$0.00	
	\$0.00	
Technology		
	\$0.00	
	\$0.00	
Other Expenses (specify)		
	\$0.00	
	\$0.00	
	\$0.00	
Total	\$0.00	

6. REMAINING WORKLOAD COMPLIANCE ASSISTANCE

Remaining Workload Compliance Assistance, as applicable	Amount of Workload Compliance Assistance remaining	Describe why the county is going to have remaining Workload Compliance Assistance
County FY2020 as reported by the county in FY2020 Expenditure Report	[PDC will insert]	
Estimated amount to be remaining at the end of county FY2021	\$0.00	

7. COMPLIANCE/PREFERENCE QUESTIONS

Is the county in compliance with the Standards?	Yes <input type="checkbox"/> No <input type="checkbox"/> If no, please specifically describe the county's compliance issues and needs to fix them in the row below.
If the county is in compliance with the Standards, does the county need financial assistance to continue in compliance with the Standards?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If the county is not in compliance with the Standards, does the county need financial assistance to cure any deficiencies?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Attestation and Signatures

State of Idaho

County of _____

On this ____ day of _____, 20____, I certify that the preceding documentation and information provided regarding Indigent Defense Expenditures herein is true and accurate.

(Printed Name of Clerk)

(Signature of Clerk)

[SEAL]

I certify (or declare) under penalty of perjury pursuant to the law of the state of Idaho that the foregoing is correct. This certification or declaration is made pursuant to IDAHO CODE § 9-1406.

District 1 Commissioner – Print Name
Signature Date

District 2 Commissioner – Print Name
Signature Date

District 3 Commissioner – Print Name
Signature Date

***The signature of at least a majority of Commissioners is required.**