# GRANT APPLICATION COVERSHEET



* 1. Indigent Defense System’s Name:
  2. Indigent Defense System’s Address:

1.3. Mailing Address for Grant Payments if Different from the System’s Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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* 1. Grant Project Director’s Name and Title:
  2. Grant Project Director’s Email: Phone/Cell:
  3. Name and Title of Financial Point of Contact:
  4. Financial Point of Contact’s Email: Phone/Cell:



* 1. Currently Indigent Defense Services Are Provided by (Check all that apply):
* Non-profit □ Single Law Firm □ Multiple Law Firms □ Independent Contractors □ Interlocal Agency
  1. Currently Contracts for Indigent Defense Services Are Awarded by (Check all that apply):
* Request for Proposal (RFP) □ Sole Source Process □ Other:



**We, the undersigned, understand and acknowledge that**

* 1. The application is being submitted after having read the terms, answered all questions, and attached all required documents and forms identified in the Application Checklist.
  2. The funding requested is subject to approval by the IDC.
  3. This application does not constitute an agreement.
  4. The county may not obligate IDC funds without a specific written agreement.
  5. Disbursement of funds is always subject to the availability of funds.
  6. IDC funds awarded cannot be used in any way to supplant existing local indigent defense services spending.
  7. IDC funds work on a reimbursement model, the system should expect to pay the increased costs upfront and request reimbursement.
  8. To receive a grant from the commission, an indigent defense system shall demonstrate to the commission's satisfaction that: (i) the indigent defense system has incurred or reasonably anticipates incurring expenses for indigent defense services that are in addition to the indigent defense system's average annual spending on indigent defense services in the three fiscal years immediately preceding the grant application; and (ii) a grant from the commission is necessary for the indigent defense system to meet the commission's core principles for the effective representation of indigent individuals.
  9. All systems are obligated to collect, maintain, and provide information relevant to the scope of the IDC grant, including but not limited to financial status reports, system-needs evaluations, caseload information, narrative reports, and other data requested by the IDC. More information and required forms will be provided upon final IDC approval. ***Quarterly submission of IDC forms in the Grant Management System (GMS) by the Project Director is required for IDC reimbursement.***



Signature of Authorized Official Print Name and Title Date



Signature of Project Director Print Name and Title Date

# GRANT APPLICATION INSTRUCTIONS



|  |  |
| --- | --- |
| Matt Barraza  Executive Director Cell: 801-707-4440  Email: [mbarraza@utah.gov](mailto:mbarraza@utah.gov) | Katriina Adair  Grant Program Manager Cell: 801-455-0793  Email: kaadair[@utah.gov](mailto:regbates@utah.gov) |



**Indigent Defense System**: County, municipality, or interlocal entity that is responsible for providing indigent defense services under Utah Law.

**Indigent Defense Services Provider**:

Contract or system-employed attorneys and support staff who provide representation to court-appointed individuals.

**Project Director**:

**Authorized Official**:

The person responsible for communicating with the IDC and local system actors, and will upload quarterly invoices, payments, data, and reporting. May NOT be someone who has any prosecutorial responsibilities or who works in a prosecutor’s office.

This person is a signatory to ensure the local government is involved in the grant, it should be a city mayor, city manager, county mayor, county manager, county council chair, or county commissioner of the fiduciary agency applying for state funding



Each application must include an Executive Summary that addresses the points listed below in a narrative limited to **three** pages. Bullet points are encouraged to present information clearly and succinctly.The narrative must correspond with the information provided in the *FY24 Grant Budget*, *System Providers, and Project Plan Worksheet*. Regional projects may submit a joint narrative but must include a signed cover sheet and completed forms from each participating county, city, or interlocal. *As IDC funding may be inadequate to meet all requests, please list any new requests in the order of priority to your system from highest to lowest. It is also highly recommended that systems look to alternate funding sources for items not identified as a need in the collaborative grant planning meeting*.

1. Describe any changes in local indigent defense spending that the system has made since the last IDC grant application and/or expects to make in the coming year.
2. Explain any barriers that the system faces with indigent defense services providers consistently using case management software, and what is being done to improve usage.
3. **For renewal of existing funding items describe:**
   1. Which grant items you would like to renew.
   2. Any grant-funded items that you want to discontinue or reduce, and why.
   3. Any change in indigent defense services providers or positions since the last IDC grant application.
4. **For new funding items requested describe:**
   1. Each item/position you are requesting. Be sure to list new requests in order from highest to lowest priority to the system.
   2. Whether the system will share any of the cost for each new item/position and the source of any non-IDC funds.
   3. The timeline and process for implementing any new positions (hiring, contracting, etc.).
   4. How IDC funding will be used to meet or exceed specific [IDC Core System Principles](https://idc.utah.gov/wp-content/uploads/2020/08/2019-Updated-IDC-Core-System-Principles-12-17-2019-KA-8.10.20.pdf).
   5. What caseload(s) each new position/contract will cover.
   6. Which caseload(s) will be reduced as a result of each new position/contract.
   7. Whether each request is for one-time funding or will be an ongoing request in subsequent years.
   8. The IDC Funding Priority Tier level that you feel each new request qualifies for and why.
5. **Interdisciplinary Parental Representation Pilot Program:** Senate Bill 181 of the 2022 General Legislative Session created the Interdisciplinary Parental Representation Pilot Program. The purpose of the program is to enhance the legal representation of a parent in a child welfare case by including a social worker as a member of the parent's interdisciplinary legal team. If you are applying on behalf of a county-based system that would like to develop a social worker position to provide services to parents involved in child welfare cases please describe:
   1. The item/position(s) you are requesting. Including whether positions would be full or part-time.
   2. Whether the system will share any of the cost for each new item/position and the source of any non-IDC funds.
   3. The timeline and process for implementing any new positions (hiring, contracting, etc.).
   4. How IDC funding will be used to meet or exceed specific [IDC Core System Principles](https://idc.utah.gov/wp-content/uploads/2020/08/2019-Updated-IDC-Core-System-Principles-12-17-2019-KA-8.10.20.pdf).
   5. How the county would use grant funding to fulfill the purpose of the program described above.
   6. The need for social worker engagement in child welfare cases in the county.



## Attachment A: IDC FY24 Grant Budget, System Providers, and Project Plan Worksheet

These forms are in a spreadsheet included with the email sent from the IDC with the application and include an instructions tab.

## Attachment B: Current Budget for Annual Local Indigent Defense Services

**New Applicants**: Provide: (i) a local budget for all indigent defense services, and (ii) report(s) showing actual spending and revenues collected for indigent defense services. Both (i) and (ii) should be for the most recent three years available (whether calendar or fiscal) showing all expenses and revenues for indigent defense services. Additionally, the System should identify where in the budget each expense is paid and each revenue is received.

**Renewal Applicants**: Provide a breakdown of the indigent defense services budget for the current year, and a report(s) showing actual spending and revenues collected for the most recently completed fiscal year.

## Attachment C: Current Indigent Defense Contracts

**New Applicants**: Include all current written agreements with your local indigent defense services provider(s) for all levels of local indigent defense representation (District Court, Justice Court, Juvenile Court, and Appellate Courts). Be sure to include all contracts for providers listed on the FY23 Grant Budget, System Providers, and Project Plan Worksheet.

**Renewal Applicants**: Include any written agreements with local indigent defense services provider(s) that are new or have changed since your system’s last IDC grant application. Explain any changes in the executive summary.  
  
**Attachment D: Statements from Indigent Defense Services Providers**

**All Grant Applicants:** Participation by indigent defense services providers (attorneys and support staff) is critical, and the grant application must include a signed statement from each person, setting forth the following:

1. The names, contact information, and bar number(s) for each attorney providing primary or conflict representation for the system, whether on a contract or not; and
2. For each attorney: 1) a resume, 2) a brief description of the qualifications and experience s/he has to handle the areas and workload for which they are appointed, 3) a statement that the attorney has read and understood the IDC’s Core Principles and will work to achieve them for their system and their clients; and

c. If the request includes funding for a managing defender, that attorney should include a statement that s/he has read and understands the IDC 2021 Managing Defender Manual ([http://idc.utah.gov/wp-](http://idc.utah.gov/wp-content/uploads/2021/04/IDC-2021-Managing-Defender-Manual.pdf) [content/uploads/2021/04/IDC-2021-Managing-Defender-Manual.pdf](http://idc.utah.gov/wp-content/uploads/2021/04/IDC-2021-Managing-Defender-Manual.pdf)) and will work with the IDC to develop those responsibilities over time.



Systems that receive IDC funds will be required to ensure all indigent defense providers in their system have and are using defender-specific case management software. The IDC provides Defender Data Prime at no cost to grantees.



The complete application must include the following items in the submission:

Completed & Signed Coversheet Executive Summary Attachment A Attachment B Attachment C Attachment D

Submit the application via email to:

IDC@UTAH.GOV

Submission deadline is May 7, 2023

*Applications submitted after this date may only be considered if funds are available.*

# GRANT PROGRAM INFORMATION



Utah Indigent Defense Commission protects constitutionally guaranteed liberties through ongoing support for effective indigent defense services throughout the state. The Commission provides state funding to local governments to:

1. Assist systems in providing indigent defense services that meet [the IDC Core Principles](https://idc.utah.gov/policies-and-standards) for the effective representation of indigent individuals.
2. Provide indigent defense services beyond those currently funded by the system.

### IDC funds may NOT be used for the following purposes:

* Supplant funding that is decreased by a system from their average spending over the past three years.
* Legal research technology. The Utah State Bar provides members with free access to Fastcase. More information is available from the Utah State Bar Communications Director, [communications@utahbar.org.](mailto:communications@utahbar.org)
* Supplemental funding for attorneys to attend Continuing Legal Education courses. The IDC provides a free statewide CLE program specific to public defense; however, systems should maintain existing training budgets.



**FY24 IDC grant funding will be prioritized by the following levels**:

**Tier 1**: Renewal of grant funding for existing indigent defense positions.

**Tier 2**: New managing defender or grant-focused administrative assistant positions that oversee at least three indigent defense service providers.

**Tier 3**: Attorney capacity increases recommended by the IDC in collaborative meetings. Recommendations will be based on the January 2023 System Needs Evaluation results.

**Tier 4:** Other capacity increases recommended by the IDC in collaborative meetings. Recommendations will be based on the January 2023 System Needs Evaluation results.

**Tier 5:** All other requests.

Due to limited funding, the Commission may be unable to fund low priority requests, may offer partial funding for certain tiers, or may decline items that could be paid for by the local government, ARPA funding, Title IV-E Funding, or other sources. The IDC will seek assistance for additional funding above its state appropriations. Indigent defense systems seeking IDC funding are encouraged to do the same with their local governments.



**The Commission awards grant funding according to the State fiscal year, which begins July 1st and ends June 30th.**

* Grant application deadline is May 7, 2023.
* Funding will be available on July 1, 2023.
* Funding will end June 30, 2024.