

IDAPA 61 – IDAHO STATE PUBLIC DEFENSE COMMISSION

61.01.04 – Rules Governing Procedures and Forms for the Application and Disbursement of Indigent Defense Financial Assistance

Who does this rule apply to?

- Counties
- Defending Attorneys

What is the purpose of this rule?

This rule governs procedures and forms for the application and disbursement of indigent defense grants.

What is the legal authority for the agency to promulgate this rule?

This rule implements the following statutes passed by the Idaho Legislature:

Criminal Procedure -

Examination of Case and Discharge or Commitment of Accused:

- [19-850\(1\)\(a\)\(iv\), Idaho Code](#) – Powers and Duties of the State Public Defense Commission

Who do I contact for more information on this rule?

Public Defense Commission

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**61.01.04 – RULES GOVERNING PROCEDURES AND FORMS FOR THE APPLICATION
AND DISBURSEMENT OF INDIGENT DEFENSE FINANCIAL ASSISTANCE**

000. LEGAL AUTHORITY.

Section 19-850 (1)(a)(iv), Idaho Code, gives the State Public Defense Commission (PDC) authority to promulgate rules regarding procedures and forms by which counties may apply to the commission, pursuant to Section 19-862A, Idaho Code, for funds to be used to bring their delivery of indigent defense services into compliance with applicable indigent defense standards. (4-11-19)

001. TITLE AND SCOPE.

01. Title. These rules are titled IDAPA 61, Title 01, Chapter 04, “Rules Governing Procedures and Forms for the Application and Disbursement of Indigent Defense Financial Assistance.” (4-11-19)

02. Scope. These rules establish the procedures by which counties may apply for Indigent Defense Financial Assistance to improve the delivery of indigent defense services and come into compliance with Indigent Defense Standards. (4-11-19)

002. -- 009. (RESERVED)

010. DEFINITIONS.

Refer to IDAPA 61.01.08, “Rules Governing the Administration of Idaho’s Indigent Defense Delivery Systems – Rule Definitions” for definitions of the terms and abbreviations used in this Rule. (4-11-19)

011. -- 019. (RESERVED)

020. GENERAL PROVISIONS OF THE INDIGENT DEFENSE FINANCIAL ASSISTANCE PROGRAM.

It is the intent of the PDC, through the Indigent Defense Financial Assistance Program, to provide funds and planning assistance to counties of Idaho for the improvement of their trial-level indigent defense delivery systems to promote and meet the mandates of the Sixth Amendment to the U.S. Constitution and Article I, sec. 13 of the Idaho Constitution. Indigent Defense Financial Assistance funds are subject to availability, as appropriated by the Idaho Legislature. (4-11-19)

021. APPLICATION OF INDIGENT DEFENSE STANDARDS.

The established standards apply to all Indigent Defense Providers, defending attorneys, members of the Public Defense Roster, or any attorney who represents at least one indigent defendant or an adult or juvenile at public expense in state courts in a fiscal year. Additionally, as section 19-859, Idaho Code, establishes that the board of county commissioners of each county shall provide for the representation of indigent persons and other individuals who are entitled to be represented by an attorney, these standards also apply to the delivery of such services by the county, Section 19-862A(9), Idaho Code. (4-11-19)

022. FINANCIAL ASSISTANCE CYCLE.

The PDC shall conduct the financial assistance process in accordance to Section 19-862A, Idaho Code and the following schedule so far as it does not conflict with Idaho Code: (4-11-19)

01. Application Availability. The PDC shall make an application and guidance available no later than February 28 of each year, which initiates the financial assistance cycle. (4-11-19)

02. Application Purpose. The financial assistance application and any attachments submitted by the applicant shall be the primary source of information for awarding financial assistance. The PDC may review prior financial assistance applications submitted by the County, as well as other relevant information related to the provision of indigent defense services. The PDC may also review reports of county indigent defense services provided by staff, including a county’s assigned Regional Coordinator. (4-11-19)

03. Application Period. The applicant shall have through May 1 of that financial assistance cycle to complete and submit the application to the PDC. (4-11-19)

04. Award Notification. The PDC shall issue notification to every applicant regarding the disposition of their financial assistance request within sixty (60) days of submission. (4-11-19)

05. Financial Assistance Approval. Financial assistance disbursement shall occur on or about

October 1 of that financial assistance cycle. (4-11-19)

06. Financial Assistance Disapproval. If the PDC disapproves an application, the county shall consult with the PDC and submit a revised application within thirty (30) days of the mailing date of the official notification of the PDC's disapproval. A county may submit two (2) revisions. (4-11-19)

a. If after two (2) revisions, an application is not approved by the PDC, a resolution shall be pursued through the Idaho Administrative Procedure Act, pursuant to Section 67-5201 et seq., Idaho Code. (4-11-19)

b. The PDC will review and issue notification of the disposition of a revised application within thirty (30) days of submission. (4-11-19)

07. Award Amount. Based upon the criteria in Section 026 of this chapter, the PDC shall determine the amount that is needed by the Applicant to meet or improve upon indigent defense standards. The PDC shall award that amount to an eligible Applicant, subject to the availability of funds and the priority rating of the Applicant. (4-11-19)

08. Priority Rating. If funds are not available to fund all of the approved applications, the PDC shall prioritize the disbursement of funds to: (4-11-19)

a. Eligible Applicants not in compliance with any indigent defense standards; (4-11-19)

b. Eligible Applicants in compliance with some indigent defense standards; then (4-11-19)

c. Eligible Applicants in compliance who submit a compliance proposal with a plan to use their IDFA award to improve its indigent defense delivery system in other ways pursuant to Section 19-862A, Idaho Code. (4-11-19)

023. APPLICATION PROCEDURE.

All forms and documents required by these rules and the PDC shall be completed and submitted according to these rules in order for an IDFA application to be considered for approval. (4-11-19)

01. Forms. To be considered for financial assistance, an applicant must file with the PDC a completed IDFA application form, compliance checklist and other documentation requested in the application, all of which shall have original or digital signatures. An applicant must file with the PDC a completed financial assistance agreement form, with original or digital signatures, within sixty (60) days of written notification of financial assistance approval. The application and financial assistance agreement forms shall be provided to the applicant by the PDC. (4-11-19)

02. Review. The applicant or applicant's representative may review the compliance proposal and all associated documentation with the PDC staff prior to submitting the application to ensure it meets the criteria for the Indigent Defense Financial Assistance program. When possible, PDC staff may perform an on-site visit to the county for preliminary fact finding regarding compliance with indigent defense standards. (4-11-19)

03. Incomplete Application. An application which is missing required information shall be excluded from consideration for an award. (4-11-19)

04. Deadline. The deadline for financial assistance applications shall be established pursuant to Section 19-862A, Idaho Code. Applications for the upcoming fiscal year are due by May 1. The PDC shall announce the availability of funds to potential applicants as soon as practically reasonable after appropriated by the Idaho Legislature. (4-11-19)

024. AWARD ELIGIBILITY REQUIREMENTS.

To be considered for an award, an Applicant must meet all of the following requirements: (4-11-19)

01. Compliance with Indigent Defense Standards. To be eligible for any financial assistance award from the PDC, a county must comply with indigent defense standards or provide a suitable plan to comply in their IDFA application. Pursuant to Section 19-862A, Idaho Code, compliance must occur by March 31 of each year for

any standards in place by May 1 of the prior year. (4-11-19)

02. Annual Report(s) Submitted. Each defending attorney within an applicant's county must have submitted an annual report pursuant to Section 19-864, Idaho Code, in order for a county to be eligible to receive any financial assistance award from the PDC. (4-11-19)

03. Completed Application. To be eligible, the county must file, to the satisfaction of the PDC, a completed application for an Indigent Defense Financial Assistance. (4-11-19)

04. Curing of Deficiencies. To be eligible, the Applicant must have cured, to the satisfaction of the PDC, any material breach of the terms of a previously approved state IDFA. The PDC may approve an application for an IDFA, even if deficiencies have not been cured, if the application includes a compliance proposal showing how an IDFA is necessary to meet or improve upon indigent defense standards and that the requested amount is imperative to such compliance proposal. (4-11-19)

05. Use of Funds. The Applicant must agree to use any financial assistance funds towards compliance with the applicable indigent defense standards and/or for the improvement of the Applicant indigent defense delivery system pursuant to Section 19-862A, Idaho Code. (4-11-19)

025. AWARD RECOMMENDATION.

If the PDC uses a financial assistance subcommittee, the PDC shall request a recommendation from the financial assistance subcommittee regarding the distribution of financial assistance funds. (4-11-19)

01. Assessment and Validation of Need. The financial assistance subcommittee, if used, shall review financial assistance applications prior to making a recommendation about awards. The subcommittee shall carefully review the compliance proposal and cost analysis to determine eligibility and the amount needed for the applicant to meet the plan contained within the compliance proposal. (4-11-19)

02. Commission Approval. Whether or not a financial assistance subcommittee is used, all awards must be approved by the PDC. If no financial assistance subcommittee is used, the PDC shall review the applications as set forth above. (4-11-19)

026. CRITERIA.

The following criteria shall be used to evaluate applications for IDFA awards: (4-11-19)

01. IDFA Award Eligibility. The PDC shall review the information provided in the application to determine the maximum allowable IDFA award pursuant to Section 19-862A(3), Idaho Code. (4-11-19)

02. Compliance Proposal Provided. The PDC shall approve an application if it includes a plan that is necessary to meet or improve upon indigent defense standards. (4-11-19)

03. Cost Analysis Provided. The PDC shall approve an application if it demonstrates that the amount of the requested state indigent defense financial assistance is necessary to meet or improve upon indigent defense standards. (4-11-19)

04. Annual Report(s) Submitted. Disbursement of IDFA award funds will occur if each defending attorney has submitted, to the satisfaction of the PDC, an annual report pursuant to Section 19-864, Idaho Code. (4-11-19)

05. Deficiencies Cured. The PDC shall determine whether the Applicant has cured, to the satisfaction of the PDC, any material breach of the terms of a previously approved IDFA. In the event the PDC determines that a county has failed to materially comply with indigent defense standards, the PDC shall require that the application specifically address how the noncompliance will be cured in the upcoming fiscal year with the IDFA award. In these cases, the PDC may approve an application for an IDFA award if, to the satisfaction of the PDC, the application compliance proposal includes a plan to cure such deficiencies. (4-11-19)

06. IDFA Funds Accounting. The PDC may review the use, misuse or non-use of prior IDFA awards

by an Applicant and consider such use when determining how much an eligible applicant should receive upon approval of an IDFA application. (4-11-19)

027. UNUSED IDFA FUNDS.

All funds not expended for costs associated with the applicant's award shall be maintained in the Applicant's fund for indigent defense and be specifically earmarked to meet or improve upon indigent defense standards that are in place or might be in place in the future. Unused financial assistance funds may be taken into consideration by the PDC in future IDFA award requests by the applicant. (4-11-19)

028. WITHDRAWAL OF FINANCIAL ASSISTANCE APPLICATION.

01. Withdrawal. Any applicant may withdraw or forfeit an application at any time. (4-11-19)

02. Ability to Apply. The withdrawal of an application does not affect the applicant's ability to reapply in a subsequent financial assistance cycle. (4-11-19)

029. FRAUDULENT INFORMATION ON FINANCIAL ASSISTANCE APPLICATION.

Providing false information on any application or document submitted under these rules is grounds for declaring the applicant ineligible. Any and all funds determined to have been acquired on the basis of fraudulent information must be returned to the PDC. (4-11-19)

030. -- 999. (RESERVED)

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