

STATE OF NEW YORK MASTER CONTRACT FOR GRANTS FACE PAGE

STATE AGENCY (Name & Address): NYS Office of Indigent Legal Services A. E. Smith Building, 11th Floor 80 South Swan Street Albany, NY 12210	BUSINESS UNIT/DEPT. ID: OLS01 <div style="text-align: right;">1350200</div> CONTRACT NUMBER: CSTWIDEHH01 CONTRACT TYPE: <input checked="" type="checkbox"/> Multi-Year Agreement <input type="checkbox"/> Simplified Renewal Agreement <input type="checkbox"/> Fixed Term Agreement
CONTRACTOR SFS PAYEE NAME: Albany, County of	TRANSACTION TYPE: <input type="checkbox"/> New <input type="checkbox"/> Renewal <input checked="" type="checkbox"/> Amendment
CONTRACTOR DOS INCORPORATED NAME:	PROJECT NAME: Statewide Expansion of Hurrell-Harring
CONTRACTOR IDENTIFICATION NUMBERS: NYS Vendor ID Number: 1000002428 Federal Tax ID Number: 14-6002563 DUNS Number (if applicable):	AGENCY IDENTIFIER: CFDA NUMBER (Federally funded grants only):
CONTRACTOR PRIMARY MAILING ADDRESS: County of Albany Public Defender's Office 60 South Pearl Street, 4th Floor Albany, NY 12207 CONTRACTOR PAYMENT ADDRESS: <input type="checkbox"/> Check if same as primary mailing address County of Albany Dept. of Management and Budget 112 State Street, Suite 900 Albany, NY 12207 CONTRACTOR MAILING ADDRESS: <input checked="" type="checkbox"/> Check if same as primary mailing address	CONTRACTOR STATUS: <input type="checkbox"/> For Profit <input checked="" type="checkbox"/> Municipality, Code: 010100000000 <input type="checkbox"/> Tribal Nation <input type="checkbox"/> Individual <input type="checkbox"/> Not-for-Profit Charities Registration Number: Exemption Status/Code: <input type="checkbox"/> Sectarian Entity

Contract Number: CSTWIDEHH01

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Master Grant Contract, Face Page

STATE OF NEW YORK MASTER CONTRACT FOR GRANTS FACE PAGE

<p>CURRENT CONTRACT TERM:</p> <p>From: April 1, 2018 To: March 31, 2023</p> <p>CURRENT CONTRACT PERIOD:</p> <p>AMENDED TERM:</p> <p>From: To:</p> <p>AMENDED PERIOD:</p> <p>From: To:</p>	<p>CONTRACT FUNDING AMOUNT (<i>Multi-year</i> – enter total projected amount of the contract; <i>Fixed Term/Simplified Renewal</i> – enter current period amount):</p> <p>CURRENT: \$26,264,402.19</p> <p>AMENDED:</p> <p>FUNDING SOURCE(S):</p> <p><input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Other</p>
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FOR MULTI-YEAR AGREEMENTS ONLY – CONTRACT PERIOD AND FUNDING AMOUNT:
(Out years represent projected funding amounts)

#	CURRENT PERIOD	CURRENT AMOUNT	AMENDED PERIOD	AMENDED AMOUNT
1				
2				
3				
4				
5				

ATTACHMENTS PART OF THIS AGREEMENT:

- ☐ Attachment A: ☐ A-1 Program-Specific Terms and Conditions
☐ A-2 Federally Funded Grants and Requirement Mandated by Federal Laws
- ☒ Attachment B: ☒ B-1 Expenditure Based Budget ☐ B-2 Performance Based Budget
☐ B-3 Capital Budget ☐ B-4-Net Deficit Budget
☐ B-1(A) Expenditure Based Budget (Amendment)
☐ B-2(A) Performance Based Budget (Amendment)
☐ B-3(A) Capital Budget (Amendment)
☐ B-4(A) Net Deficit Budget (Amendment)
- ☒ Attachment C: Work Plan
- ☐ Attachment D: Payment and Reporting Schedule
- ☐ Other:

Contract Number: CSTWIDEHH01

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Master Grant Contract, Face Page

IN WITNESS THEREOF, the parties hereto have executed or approved this Master Contract on the dates below their signatures.

CONTRACTOR:

By: _____

Printed Name

Title: _____

Date: _____

STATE AGENCY:

NYS Office of Indigent Legal Services

By: Patricia J. Warth

Patricia J. Warth

Printed Name

Title: Director – Office of Indigent Legal Services

Date: 02/09/2022

STATE OF NEW YORK

County of _____

On the _____ day of _____, _____, before me personally appeared _____, to me known, who being by me duly sworn, did depose and say that he/she resides at _____, that he/she is the _____ of the _____, the contractor described herein which executed the foregoing instrument; and that he/she signed his/her name thereto as authorized by the contractor named on the face page of this Master Contract.

(Notary) _____

ATTORNEY GENERAL'S SIGNATURE

N/A

Printed Name

Title: _____

Date: _____

STATE COMPTROLLER'S SIGNATURE

N/A

Printed Name

Title: _____

Date: _____

Contract Number: CSTWIDEHH01

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Master Grant Contract, Face Page

ATTACHMENT A

PROGRAM SPECIFIC TERMS AND CONDITIONS

STATEWIDE EXPANSION OF HURRELL-HARRING

I. Notices

All written notices made pursuant to this Agreement shall be delivered to the addresses set forth below.

Notification to the Office of Indigent Legal Services (ILS):

Office of Indigent Legal Services
A. E. Smith Office Building, 11th Floor
80 South Swan Street
Albany, NY 12210

Notification to County and New York City ("County"):

Daniel P. McCoy
Albany County Executive
112 State Street, Suite 200
Albany, NY 12207
(518) 447-7040
Daniel.McCoy@albanycounty.com

II. Supplanting Funds.

The amounts paid to County by ILS pursuant to this Agreement shall be used to supplement and not supplant any state or local funds, as defined in paragraph (c) of subdivision 2 of section 98-b of the State Finance Law, which such County would otherwise have had to expend for the provision of counsel and expert, investigative and other services pursuant to article eighteen-B of the County Law. In the event funds are used to supplant local funds, such funds actually provided by ILS shall be returned to ILS by County.

III. Collect and Report Data.

County will be required to collect and report data to ILS on an annual basis, or as otherwise specified by ILS, in written form, as determined by ILS, which data will be used to analyze and measure implementation, compliance and outcomes under the three statewide plans (counsel at arraignment, quality improvement and caseload relief).

IV. Extensions.

The terms of this Agreement may be extended only by mutual written consent of the parties and approval of the Office of the State Comptroller for a period of not more than 24 months.

ATTACHMENT B-1**BUDGET**

**Office of Indigent Legal Services
STATEWIDE EXPANSION OF HURRELL-HARRING
April 1, 2018 - March 31, 2023**

COUNTY OF ALBANY

Total Contract Amount: \$26,264,402.19

Budget Expenditure Item	Year 1 4/1/18 - 3/31/19	Year 2 4/1/19 - 3/31/20	Year 3 4/1/20 - 3/31/21	Year 4 4/1/21 - 3/31/22	Year 5 4/1/22 - 3/31/23
PUBLIC DEFENDER'S OFFICE					
CASELOAD RELIEF					
Personnel:					
Local Court Supervisor	\$85,000.00	\$86,700.00	\$88,434.00	\$90,202.68	
Assistant Public Defender I	\$65,000.00	\$66,300.00	\$67,626.00	\$68,978.52	
Assistant Public Defender II	\$72,828.00	\$74,284.56	\$75,770.25	\$77,285.66	
Assistant Public Defender II	\$72,828.00	\$74,284.56	\$75,770.25	\$77,285.66	
Assistant Public Defender III	\$78,030.00	\$79,590.60	\$81,182.41	\$82,806.06	
Assistant Public Defender IV	\$83,232.00	\$84,896.64	\$86,594.57	\$88,326.46	
Assistant Public Defender V	\$90,000.00	\$91,800.00	\$93,636.00	\$95,508.72	
Paralegal	\$44,737.00	\$45,631.74	\$46,544.37	\$47,475.26	
Social Services Coordinator	\$55,000.00	\$56,100.00	\$57,222.00	\$62,500.00	
Legal Secretary	\$41,616.00	\$42,448.32	\$43,297.29	\$46,500.00	
Receptionist	\$35,000.00	\$35,700.00	\$36,414.00	\$40,500.00	
Assistant Public Defender II	\$0.00	\$74,284.00	\$75,769.68	\$77,285.07	
Assistant Public Defender II	\$0.00	\$74,284.00	\$75,769.68	\$77,285.07	
Assistant Public Defender III	\$0.00	\$79,590.00	\$81,181.80	\$82,805.44	
Assistant Public Defender III	\$0.00	\$79,590.00	\$81,181.80	\$82,805.44	
Assistant Public Defender III	\$0.00	\$79,590.00	\$81,181.80	\$82,805.44	
Assistant Public Defender IV	\$0.00	\$84,897.00	\$86,594.94	\$88,326.84	
Director of Training	\$0.00	\$85,000.00	\$86,700.00	\$88,434.00	
Felony Supervisor	\$0.00	\$85,000.00	\$86,700.00	\$95,000.00	
Clerk II	\$0.00	\$45,500.00	\$46,410.00	\$47,338.20	
Clerk II	\$0.00	\$45,500.00	\$46,410.00	\$47,338.20	
Legal Secretary	\$0.00	\$46,500.00	\$47,430.00	\$50,000.00	
Legal Secretary	\$0.00	\$46,500.00	\$47,430.00	\$50,000.00	
Assistant Public Defender III	\$0.00	\$0.00	\$81,181.90	\$82,805.54	
Assistant Public Defender III	\$0.00	\$0.00	\$81,181.90	\$82,805.54	
Assistant Public Defender III	\$0.00	\$0.00	\$81,181.90	\$82,805.54	
Assistant Public Defender IV	\$0.00	\$0.00	\$86,594.94	\$88,326.84	

Budget Expenditure Item	Year 1 4/1/18 - 3/31/19	Year 2 4/1/19 - 3/31/20	Year 3 4/1/20 - 3/31/21	Year 4 4/1/21 - 3/31/22	Year 5 4/1/22 - 3/31/23
Assistant Public Defender IV	\$0.00	\$0.00	\$86,594.94	\$88,326.84	
Assistant Public Defender IV	\$0.00	\$0.00	\$86,594.94	\$88,326.84	
Assistant Public Defender V	\$0.00	\$0.00	\$93,636.00	\$95,508.72	
Assistant Public Defender V	\$0.00	\$0.00	\$93,636.00	\$95,508.72	
Assistant Public Defender V	\$0.00	\$0.00	\$93,636.00	\$95,508.72	
Paralegal/Data Specialist	\$0.00	\$0.00	\$60,000.00	\$63,700.00	
(2) Criminal Justice Case Workers	\$0.00	\$0.00	\$0.00	\$130,000.00	
IT Discovery Tech	\$0.00	\$0.00	\$0.00	\$60,000.00	
Local Court Supervisor	\$0.00	\$0.00	\$0.00	\$92,500.00	
Assistant Public Defender IV	\$0.00	\$0.00	\$0.00	\$86,594.00	
Assistant Public Defender V	\$0.00	\$0.00	\$0.00	\$93,636.00	
Assistant Public Defender VI	\$0.00	\$0.00	\$0.00	\$100,125.00	
Peer Advocate	\$0.00	\$0.00	\$0.00	\$40,000.00	
Fiscal Officer/Grants Manager	\$0.00	\$0.00	\$0.00	\$85,000.00	
Fringe Benefits for positions noted above	\$383,334.00	\$842,340.00	\$1,314,555.80	\$1,683,351.09	
Data Officer (Stipend)	\$20,000.00	\$0.00	\$0.00	\$0.00	
Subtotal Personnel	\$1,126,605.00	\$2,406,311.42	\$3,754,045.16	\$4,881,622.08	\$0.00
OTPS:					
Onboarding cost for new positions	\$46,200.00	\$50,400.00	\$42,000.00	\$33,600.00	
Discovery/Data Storage/PDCMS	\$0.00	\$0.00	\$0.00	\$61,200.00	
Subtotal OTPS	\$46,200.00	\$50,400.00	\$42,000.00	\$94,800.00	\$0.00
Caseload Relief - Subtotal	\$1,172,805.00	\$2,456,711.42	\$3,796,045.16	\$4,976,422.08	\$0.00
QUALITY IMPROVEMENT					
Personnel:					
Salary Increase for entry level positions - Parity	\$74,688.48	\$37,344.24	\$38,091.12	\$38,852.95	
Salary Increase - Confidential Secretary	\$0.00	\$4,884.00	\$4,981.68	\$5,081.31	
Salary Increase - Criminal Investigator	\$0.00	\$8,238.00	\$8,402.76	\$8,570.82	
Salary Increase - Criminal Investigator	\$0.00	\$4,402.00	\$4,490.04	\$4,579.84	
CAFA Arraignment Attorney Salary Supplement	\$0.00	\$15,000.00	\$15,000.00	\$15,300.00	
Law Intern Program	\$0.00	\$10,000.00	\$15,000.00	\$15,000.00	
Salary Increases - Administrative/Leadership Positions	\$0.00	\$0.00	\$0.00	\$45,929.00	
Fringe Benefits for positions noted above	\$0.00	\$37,030.17	\$37,611.00	\$92,896.67	
Subtotal Personnel	\$74,688.48	\$116,898.41	\$123,576.60	\$226,210.59	\$0.00
Contracted/Consultant:					
Expert Services/Social Workers/Interpreters/ Mitigation Specialists/Investigators/ Transcription Services	\$26,702.67	\$35,000.00	\$40,000.00	\$31,415.00	
Subtotal Contracted/Consultant	\$26,702.67	\$35,000.00	\$40,000.00	\$31,415.00	\$0.00
OTPS:					
Computer Equipment	\$35,441.00	\$20,000.00	\$20,000.00	\$10,000.00	
Legal Reference Material/Books/Subscriptions	\$25,000.00	\$20,000.00	\$20,000.00	\$10,000.00	
Office Supplies	\$0.00	\$4,300.00	\$4,000.00	\$4,000.00	

Budget Expenditure Item	Year 1 4/1/18 - 3/31/19	Year 2 4/1/19 - 3/31/20	Year 3 4/1/20 - 3/31/21	Year 4 4/1/21 - 3/31/22	Year 5 4/1/22 - 3/31/23
Smartphones/Cell Phones/Tablets (service fees/ software/hardware)	\$0.00	\$25,000.00	\$27,500.00	\$15,000.00	
Photocopier (leasing/maintenance)	\$0.00	\$5,000.00	\$5,000.00	\$5,000.00	
Professional/Organization Memberships	\$0.00	\$5,000.00	\$5,000.00	\$5,000.00	
Conferences/CLE Trainings/Trainings	\$0.00	\$20,000.00	\$25,000.00	\$15,000.00	
Client Related Expenses	\$0.00	\$0.00	\$2,000.00	\$2,000.00	
Subtotal OTPS	\$60,441.00	\$99,300.00	\$108,500.00	\$66,000.00	\$0.00
Quality Improvement - Subtotal	\$161,832.15	\$251,198.41	\$272,076.60	\$323,625.59	\$0.00
COUNSEL AT FIRST APPEARANCE					
OTPS:					
Tablets/Computer Software/Wi-Fi	\$23,068.00	\$2,500.00	\$0.00	\$0.00	
Mileage/Travel	\$0.00	\$5,000.00	\$5,000.00	\$5,000.00	
Counsel at First Appearance - Subtotal	\$23,068.00	\$7,500.00	\$5,000.00	\$5,000.00	\$0.00
PUBLIC DEFENDER'S OFFICE - TOTAL	\$1,357,705.15	\$2,715,409.83	\$4,073,121.76	\$5,305,047.67	\$0.00
CONFLICT DEFENDER'S OFFICE					
CASELOAD RELIEF					
Personnel:					
Supervision Administrator - Salary	\$45,000.00	\$45,900.00	\$46,818.00	\$52,500.00	
Supervision Administrator - Fringe	\$23,850.00	\$0.00	\$507.85	\$0.00	
Mitigation Specialist Attorney Appellate Attorney	\$0.00	\$73,370.00	\$98,000.00	\$99,960.00	
Legal Secretary	\$0.00	\$45,000.00	\$45,900.00	\$35,096.36	
Salary Increase for Staff Attorney	\$0.00	\$2,027.00	\$2,067.54	\$0.00	
Investigator	\$0.00	\$0.00	\$0.00	\$76,437.00	
Salary Increase for Confidential Secretary	\$0.00	\$0.00	\$0.00	\$7,989.00	
Fringe Benefits for positions noted above	\$0.00	\$88,137.41	\$101,668.50	\$144,150.65	
Subtotal Personnel	\$68,850.00	\$254,434.41	\$294,961.89	\$416,133.01	\$0.00
OTPS:					
Discovery/Data Storage/PDCMS	\$0.00	\$0.00	\$0.00	\$16,000.00	
Subtotal OTPS	\$0.00	\$0.00	\$0.00	\$16,000.00	\$0.00
Caseload Relief - Subtotal	\$68,850.00	\$254,434.41	\$294,961.89	\$432,133.01	\$0.00
QUALITY IMPROVEMENT					
Personnel:					
Salary increase for AAPDs - Parity	\$0.00	\$0.00	\$44,467.00	\$61,334.92	
Fringe Benefits for AAPDs Parity (@ 53%)	\$0.00	\$0.00	\$23,567.51	\$32,507.51	
Subtotal Personnel	\$0.00	\$0.00	\$68,034.51	\$93,842.43	\$0.00
Contracted/Consultant:					
Investigator Services	\$32,319.00	\$25,819.00	\$16,000.00	\$5,000.00	
Expert Services/Transcription Services	\$30,000.00	\$20,000.00	\$16,000.00	\$20,000.00	
Subtotal Contracted/Consultant	\$62,319.00	\$45,819.00	\$32,000.00	\$25,000.00	\$0.00
OTPS:					
Office Supplies/Computer Equipment	\$8,580.00	\$8,580.00	\$12,000.00	\$12,000.00	

Budget Expenditure Item	Year 1 4/1/18 - 3/31/19	Year 2 4/1/19 - 3/31/20	Year 3 4/1/20 - 3/31/21	Year 4 4/1/21 - 3/31/22	Year 5 4/1/22 - 3/31/23
Conferences/CLE Trainings/Trainings/Tuition	\$4,381.00	\$4,382.00	\$8,250.00	\$8,250.00	
Professional/Organization Memberships	\$0.00	\$6,500.00	\$8,500.00	\$8,500.00	
Office Furniture	\$0.00	\$0.00	\$3,000.00	\$3,000.00	
Legal References/Books/Subscriptions	\$0.00	\$0.00	\$29,249.01	\$17,500.00	
Phones/Fees/Service/Software/hardware	\$0.00	\$0.00	\$5,750.00	\$5,750.00	
Photocopier/Printing/Copying (Leasing/Maintenance)	\$0.00	\$0.00	\$2,100.00	\$2,000.00	
Subtotal OTPS	\$12,961.00	\$19,462.00	\$68,849.01	\$57,000.00	\$0.00
Quality Improvement - Subtotal	\$75,280.00	\$65,281.00	\$168,883.52	\$175,842.43	\$0.00
COUNSEL AT FIRST APPEARANCE					
Personnel/Contracted/Consultant/OTPS:					
	\$0.00	\$0.00	\$0.00	\$0.00	
Counsel at First Appearance - Subtotal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
CONFLICT DEFENDER'S OFFICE - TOTAL	\$144,130.00	\$319,715.41	\$463,845.41	\$607,975.44	\$0.00

ASSIGNED COUNSEL PLAN

CASELOAD RELIEF					
Personnel:					
Supervising Attorney - Salary	\$85,000.00	\$90,000.00	\$91,800.00	\$93,636.00	
Supervising Attorney - Fringe Benefits	\$45,050.00	\$0.00	\$0.00	\$0.00	
Secretary	\$0.00	\$45,000.00	\$45,900.00	\$46,818.00	
Data Officer/Grants Manager	\$0.00	\$60,000.00	\$61,200.00	\$62,424.00	
Assigned Counsel Administrator	\$0.00	\$0.00	\$0.00	\$50,000.00	
Fringe Benefits for positions noted above	\$0.00	\$103,350.00	\$122,247.00	\$166,582.90	
Longevity Pay and Insurance Buyout	\$0.00	\$0.00	\$3,152.00	\$3,736.00	
Subtotal Personnel	\$130,050.00	\$298,350.00	\$324,299.00	\$423,196.90	\$0.00
Contracted/Consultant:					
Increased cost for Assigned Counsel Attorney Vouchers*	\$0.00	\$0.00	\$0.00	\$200,000.00	
Subtotal Contracted/Consultant	\$0.00	\$0.00	\$0.00	\$200,000.00	\$0.00
OTPS:					
Discovery/Data Storage/PDCMS	\$0.00	\$0.00	\$0.00	\$34,000.00	
Subtotal OTPS	\$0.00	\$0.00	\$0.00	\$34,000.00	\$0.00
Caseload Relief - Subtotal	\$130,050.00	\$298,350.00	\$324,299.00	\$657,196.90	\$0.00
QUALITY IMPROVEMENT					
Contracted/Consultant:					
Mentoring Programs/Services	\$28,800.00	\$28,800.00	\$40,000.00	\$40,000.00	
Experts/Investigators/Interpreters/Social Workers/Transcription Services	\$50,000.00	\$50,000.00	\$90,000.00	\$190,588.00	
Second Chair Program	\$0.00	\$29,370.05	\$40,000.00	\$40,000.00	
Subtotal Contracted/Consultant	\$78,800.00	\$108,170.05	\$170,000.00	\$270,588.00	\$0.00

Budget Expenditure Item	Year 1 4/1/18 - 3/31/19	Year 2 4/1/19 - 3/31/20	Year 3 4/1/20 - 3/31/21	Year 4 4/1/21 - 3/31/22	Year 5 4/1/22 - 3/31/23
OTPS:					
Continuing Legal Education (CLE) Trgs/Trainings	\$30,000.00	\$30,000.00	\$48,655.27	\$32,000.00	
Office Supplies/Furniture	\$4,000.00	\$4,000.00	\$42,000.00	\$43,619.57	
Legal Reference Material/Books/Subscriptions	\$4,275.00	\$4,275.00	\$8,000.00	\$6,000.00	
Mileage/Travel for ACP staff	\$2,000.00	\$2,000.00	\$3,000.00	\$3,000.00	
Computer Equipment (hardware & software)	\$0.00	\$20,000.00	\$60,000.00	\$20,000.00	
Postage	\$0.00	\$0.00	\$2,000.00	\$2,000.00	
Printing for Training Materials	\$0.00	\$0.00	\$3,000.00	\$1,000.00	
Copier Lease	\$0.00	\$0.00	\$3,500.00	\$3,500.00	
Desk/Cell Phones/Cell Phone Data and Service Plans	\$0.00	\$0.00	\$2,000.00	\$2,000.00	
Shared Services provided by DGS	\$0.00	\$0.00	\$14,459.00	\$14,913.00	
Property Rental/Additional Space and Repair	\$0.00	\$0.00	\$35,000.00	\$35,000.00	
Subtotal OTPS	\$40,275.00	\$60,275.00	\$221,614.27	\$163,032.57	\$0.00
Quality Improvement - Subtotal	\$119,075.00	\$168,445.05	\$391,614.27	\$433,620.57	\$0.00
COUNSEL AT FIRST APPEARANCE					
Personnel/Contracted/Consultant/OTPS:					
	\$0.00	\$0.00	\$0.00	\$0.00	
Counsel at First Appearance - Subtotal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
ASSIGNED COUNSEL PLAN - TOTAL	\$249,125.00	\$466,795.05	\$715,913.27	\$1,090,817.47	\$0.00
Total	\$1,750,960.15	\$3,501,920.29	\$5,252,880.44	\$7,003,840.58	\$8,754,800.73
FIVE-YEAR TOTAL	\$26,264,402.19				

*To claim increased voucher costs, Albany County shall provide to ILS previous and current year voucher expenditures in criminal cases as requested and shall implement and maintain the Assigned Counsel Program initiatives funded by this contract.

ATTACHMENT C
WORK PLAN
OFFICE OF INDIGENT LEGAL SERVICES
STATEWIDE EXPANSION OF HURRELL-HARRING
APRIL 1, 2018 – MARCH 31, 2023
COUNTY OF ALBANY

Goals, Objectives, and Performance Measures

On a semi-annual basis, each grantee/contractor shall provide the Office of Indigent Legal Services with a written progress report summarizing the work performed during each such semi-annual period. The reports shall detail the grantee/contractor's progress toward attaining the specific goals, objectives and key performance measures as outlined below along with any additional information that may be required by the Office. These program progress reports must be submitted October 31st for the period starting April 1st and ending September 30th and April 30th for the period starting October 1st and ending March 31st.

Program progress reports will continue until such time as the funds subject to this contract are no longer available, have been accounted for, and/or throughout the contract period. The first progress report may be waived if the final approval of the grantee/contractor's contract by the Office of the State Comptroller is within two months of the date such progress report would be due. **(See Attachment D ["Payment and Reporting Schedule"] for written progress report reporting requirements in their entirety.)**

Goal

Implement the provisions of Chapter 59 of the Laws of 2017, Part VVV, sections 11-13, providing that the Office of Indigent Legal Services shall implement a plan to extend statewide the benefits of the Hurrell-Harring settlement reforms.

First Objective

Ensure all eligible criminal defendants are represented by counsel at arraignment, provided that timely arraignment with counsel is not delayed pending a determination of a defendant's eligibility.

Key Performance Measures

1. The number of attorneys hired with this funding who provide representation at arraignment;
2. The number of arraignments handled by each attorney compensated with this funding; and
3. A brief description of all activities funded by this grant under this objective and how those activities have improved the provision of counsel at first appearance.

Second Objective

Full compliance with the caseload standards issued by the Office of Indigent Legal Services.

Key Performance Measures

1. The number of attorneys hired with this funding and the dates of such hires;
2. The number of new cases opened by attorneys compensated with this funding;
3. The number of non-attorneys hired with this funding and the dates of such hires;
4. The name, and date of appointment, of the Data Officer or a description of progress toward appointment of a Data Officer; and
5. A brief description of all activities funded by this grant under this objective and how those activities have reduced caseloads.

Third Objective

Implement initiatives to improve the quality of indigent defense such that attorneys receive effective supervision and training, have access to and appropriately utilize investigators, interpreters and expert witnesses on behalf of clients, communicate effectively with their clients, have the necessary qualifications and experience, and, in the case of assigned counsel attorneys, are assigned to cases in accordance with article 18-b of the county law and in a manner that accounts for the attorney's level of experience and caseload/workload.

Key Performance Measures

1. The number of training events supported by this funding;
2. The number of attorneys whose attendance at training events was supported by this funding;
3. The number of cases in which expert services supported by this funding was used, and the dollar amount, both total and hourly rate, spent on such services;
4. The number of cases where investigative services supported by this funding was used, and the dollar amount, both total and hourly rate, spent on such services; and
5. A brief description of all activities funded by this grant under this objective and how those activities have improved the quality of representation provided to clients.

YEAR 1 BUDGET

Public Defender's Office

Personnel:

- **Add a full-time Local Court Supervisor position.** This new position will be responsible for providing representation, supervising and mentoring attorneys, and providing training for trial development skills in criminal cases.
- **Add a full-time Assistant Public Defender I position.** This new, entry-level position will be responsible for handling misdemeanor cases in City Court.
- **Add two (2) full-time Assistant Public Defender II positions.** These new positions will be responsible for handling misdemeanor and felony cases.
- **Add a full-time Assistant Public Defender III position.** This new position will be responsible for handling misdemeanor and felony cases and have trial experience.
- **Add a full-time Assistant Public Defender IV position.** This new position will be responsible for handling misdemeanor and felony cases and have trial experience.
- **Add a full-time Assistant Public Defender V position.** This new position will be responsible for serious and violent felony cases.
- **Add a full-time Paralegal position.** This new position will be responsible for drafting motions and performing legal research in criminal cases.
- **Add a full-time Social Services Coordinator position.** This new position will be responsible for assisting clients in criminal cases with various needs, connecting with social workers and case managers, assisting with program eligibility, and other resources.
- **Add a full-time Legal Secretary position.** This new position will be responsible for assisting attorneys with administrative tasks, including opening and closing files, Case Management System data entry, among other tasks in criminal cases.
- **Add a full-time Receptionist position.** This new position will be responsible for addressing inquiries from clients, the court, and the general public in criminal cases.
- **Provide a salary increase for eight (8) attorney positions.** The salary increase will raise the lowest salaried attorney positions to the new entry-level amount of \$65,000.00 to be able to retain current employees and attract high-quality candidates.

- **Provide a stipend for the Data Officer position.** An existing employee will assume the additional responsibility of liaising with ILS on behalf of the County for all providers and operationalizing the data requirements; current responsibilities of this employee will be shifted to other staff.

Contracted/Consultant:

- **Enhance the availability of expert services.** Expert services at an hourly rate ranging from \$50-\$750, plus travel/mileage, will be used in criminal cases to improve the quality of representation.
- **Enhance the availability of transcription services.** Services will be provided a rate of \$1.75-\$7.50 per page.

OTPS:

- **Provide funding for incidental and operational expenses.** Onboarding expenses for 11 new positions include office furniture; computers, tablets, equipment and software; Wi-Fi internet connection; and legal reference material.

Conflict Defender's Office

Personnel:

- **Add a full-time Supervising Administrator position.** This new position will support the criminal defense attorneys, open and close files, assist with data collection and perform data entry on behalf of the attorneys.

Contracted/Consultant:

- **Enhance availability of investigative and expert services.** These services will assist attorneys with criminal defense preparation. Investigative services will be provided at an hourly rate ranging from \$75-\$125. Expert services will be provided at an hourly rate ranging from \$250-\$750, plus travel/mileage.

OTPS:

- **Provide funding for incidental and operational expenses.** Expenses include computer equipment; office supplies; conferences, training, and tuition.

Assigned Counsel Plan

Personnel:

- **Add a full-time Supervising Attorney position.** This new position will be responsible for supervising and mentoring panel attorneys.

Contracted/Consultant:

- **Provide funding for mentoring services for attorneys.** Experienced attorneys will provide mentoring services and second-chair programs at an hourly rate of \$150.00 to train less experienced attorneys to improve skills for criminal court representation.
- **Provide supplemental funding of specialized services.** Services will include experts at hourly rates of \$100-\$750, plus travel/mileage; investigators at hourly rates of \$50-\$150; interpreters at hourly rates of \$50-\$150; social workers at hourly rates of \$50-\$150; and transcription services at a rate of \$1.75-\$7.50 per page.

OTPS:

- **Provide funding for incidental and operational expenses.** Expenses include supplies; computers; office furniture; Continuing Legal Education (CLE)/training; books, trial manuals, and Westlaw; and travel/mileage.

YEAR 2 BUDGET

Public Defender's Office

Personnel:

- **Continue the full-time Local Court Supervisor position.** This position is responsible for providing representation, supervising and mentoring attorneys, and providing training for trial development skills in criminal cases.
- **Continue the full-time Assistant Public Defender I.** This entry-level position is responsible for handling misdemeanor cases in City Court.
- **Continue the two (2) full-time Assistant Public Defender II positions added in year 1 and add two (2) new Assistant Public Defender II positions in Year 2.** These positions will be responsible for handling misdemeanor and felony cases.

- **Continue the full-time Assistant Public Defender III position added in Year 1 and add three (3) new Assistant Public Defender III positions in Year 2.** These positions will be responsible for handling misdemeanor and felony cases and have trial experience.
- **Continue the full-time Assistant Public Defender IV position added in Year 1 and add one (1) new Assistant Public Defender IV position in Year 2.** These positions will be responsible for handling misdemeanor and felony cases and have trial experience.
- **Continue the full-time Assistant Public Defender V position.** This position is responsible for serious and violent felony cases.
- **Continue the full-time Paralegal position.** This position is responsible for drafting motions and performing legal research in criminal cases.
- **Continue the full-time Social Services Coordinator position.** This position is responsible for assisting clients in criminal cases with various needs, connecting with social workers and case managers, assisting with program eligibility, and other resources.
- **Continue the full-time Legal Secretary position added in Year 1 and add two (2) full-time Legal Secretary positions in Year 2.** These positions are responsible for assisting attorneys with administrative tasks, including opening and closing files, Case Management System data entry, among other tasks in criminal cases.
- **Continue the full-time Receptionist position.** This position is responsible for addressing inquiries from clients, the court, and the general public in criminal cases.
- **Continue the salary increase for the Assistant Public Defender I attorney positions.** The salary increase will raise the lowest salaried attorney positions to the new entry-level amount of \$65,000.00 to be able to retain current employees and attract high-quality candidates.
- **Data Officer position.** In Year 2, this will transition from a stipend position in the PD Office to a full-time position in the Assigned Counsel Program (see below).
- **Add a full-time Director of Training position.** This senior staff level position will be responsible for implementing the Public Defender Office's plan to become a CLE certified agency, providing quality training programs to staff and others including the Alternate Public Defender and 18-b Assigned Counsel, delivering individual and group presentations, and providing "one-on-one" mentoring.
- **Add a full-time Felony Supervisor position.** This position will report directly to the Chief Assistant and Public Defender and will be responsible for supervising the attorneys handling felony-level cases.

- **Add two (2) full-time Clerk II positions.** These positions will assist attorneys in data collection, data entry, file management, and file maintenance, thereby allowing the attorneys to spend more time in case preparation, client communication, and other case-related activities.
- **Provide salary increases for the Confidential Secretary and two (2) Criminal Investigators.** These salary increases reflect the increased responsibilities for these positions, recognizes their experience and skills, and establishes salary parity, thereby promoting staff retention.
- **Provide funding to enhance the salary of the attorney who provides representation at first appearance (CAFA attorney).** This funding will enhance the \$50,000 in salary per year available in the ILS Counsel at First Appearance grant for a full-time attorney to provide CAFA representation. This salary is too low to recruit a qualified applicant. The salary will be increased by \$15,000, allowing the PD Office to hire a qualified entry-level attorney.
- **Provide funding for student interns.** This funding will bolster the PD Office's current student intern program, which reduces the caseloads of PD Office attorneys and serves as a valuable recruitment mechanism for the PD Office. Student interns are paid \$15 to \$30 per hour, depending on their education experience and skills.

Contracted/Consultant:

- **Enhance the availability of experts and other specialized services.** This funding is used to retain experts and other non-attorney professionals, including social workers, interpreters, mitigation specialists, investigators. These experts and specialized services are paid an hourly rate ranging from \$50-\$750 depending on the expert's experience, specialty, and level of expertise. The funding includes travel/mileage reimbursement. The funding also includes transcription services (for court transcripts) which are provided a rate of \$1.75-\$7.50 per page.

OTPS:

- **Provide funding for incidental and operational expenses.** These expenses include the following:
 - Onboarding expenses for new positions, including office furniture, cubicles, desktop computers, and a water cooler for staff
 - Computer equipment/laptops
 - Legal reference materials, including print material, books, periodicals, and on-line legal research materials
 - Office Supplies
 - Smartphones and cell phones, including hardware, software, user fees/service agreements, and "hotspots" (i.e. Wi-Fi internet connection)
 - Photocopier (leasing, service agreement/maintenance, and cartridges/toner)

- Professional Organization/Association Membership dues/fees
 - Tablets/Cell phones, including all associated hardware and service fees
 - Mileage rate/travel expenses at the standard IRS rate for client meetings and to courts
- **Provide funding for Continuing Legal Education (CLE) Trainings and other professional trainings.** This funding will be used for the PD Office to host CLE's and other professional trainings (including refreshments, print materials, training space and travel expenses for speakers), as well as for PD Office staff to attend CLE trainings, other professional trainings, meetings, and convenings hosted by other organizations registration fees and travel expenses, including mileage, lodging, meals, etc.

Conflict Defender's Office

Personnel:

- **Continue the full-time Supervising Administrator position.** This position supports the criminal defense attorneys, open and close files, assist with data collection and perform data entry on behalf of the attorneys.
- **Add a full-time Mitigation Specialist Attorney position.** This position will engage in sentencing advocacy by conducting life-history investigations that identify clients' personal and mitigating circumstances and, where appropriate, also identify behavioral health needs and connect clients to services. This position will also handle post-sentencing matters, such a CPL 440 motions, CPL 180.85 hearings, restitution and probation resentencing proceedings, etc.
- **Add a full-time Legal Secretary position.** This position will support attorneys by handling legal documents, scheduling case-related matters in accord with statutory timeframes, drafting legal correspondence and templates, and conducting legal research.
- **Provide funding for a salary increase for the Alternate Assistant Public Defender.** The salary increase will establish parity between this position and other attorneys in the office and promote retention.

Contracted/Consultant:

- **Enhance availability of investigative, expert, and specialized services.** These services will assist attorneys with criminal defense preparation. Investigative services will be provided at an hourly rate ranging from \$75-\$125. Experts and other specialized services are paid an hourly rate ranging from \$50-\$750, depending on the expert's experience, specialty, and level of expertise. The funding includes travel/mileage reimbursement. The funding can also be used for transcription services (for court transcripts) which are provided a rate of \$1.75-\$7.50 per page.

OTPS:

- **Provide funding for incidental and operational expenses.** Expenses include:
 - Office Supplies
 - Computer Equipment
 - CLE Trainings, other professional trainings, meetings and convenings, including costs associated with the Conflict Defender Office hosting CLE Trainings and other trainings (refreshments, training space, and travel expenses for speakers), and for CD Office staff to attend CLE Trainings, other professional trainings, meetings, and convenings hosted by others (registration fees and associated travel expenses)
 - Professional Organization/Association Membership dues/fees

Assigned Counsel Plan

Personnel:

- **Continue the full-time Supervising Attorney position.** This position is responsible for supervising and mentoring panel attorneys. The increased salary is to attract a high-quality, experienced applicant.
- **Add a full-time Secretary position.** This position will perform administrative and secretary duties and will assist in processing panel attorney vouchers.
- **Add a full-time Data Officer/Grants Manager position.** This position will work closely with the three Albany County providers of mandated representation to ensure they are collecting, maintaining, and reporting on all ILS data requirements. This position will also assist in the fiscal management of ILS competitive and non-competitive grants.

Contracted/Consultant:

- **Continue funding for mentoring services for attorneys.** Experienced attorneys will provide mentoring services at an hourly rate of \$150.00 to train less experienced attorneys to improve skills for criminal court representation.
- **Continue funding for specialized services.** Services will include experts at hourly rates of \$100-\$750, plus travel/mileage; investigators at hourly rates of \$50-\$150; interpreters at hourly rates of \$50-\$150; social workers at hourly rates of \$50-\$150; and transcription services at a rate of \$1.75-\$7.50 per page.
- **Provide funding for a Second Chair Program.** This funding will support the assignment of panel attorneys to serve as second-chairs in more complex cases or as a means of training for less experienced attorneys. Second chair attorneys will be paid the statutory rate (currently \$60/hr. for misdemeanors and \$75/hr. for felonies).

OTPS:

- **Provide funding for incidental and operational expenses.** Expenses include:
 - CLE Trainings, other professional trainings, meetings, convenings, and seminars (registration fees and associated travel expenses)
 - Office supplies and furniture
 - Legal reference materials, books, trial manuals, and on-line research materials (Westlaw and Lexis)
 - Travel/mileage reimbursement for ACP staff
 - Computers/equipment and smart devices for new staff, associated software and data plans/subscription fees (including specialized software for Data Officer)

YEAR 3 BUDGET

Public Defender's Office

Personnel:

- **Continue the full-time Local Court Supervisor position.** Funding for this position will continue in Year 3 with a COLA increase. This position is responsible for providing representation, supervising, and mentoring attorneys, and providing training for trial development skills in criminal cases.
- **Continue the full-time Assistant Public Defender I.** This entry-level position will continue in Year 3 with a COLA increase and is responsible for handling misdemeanor cases in City Court.
- **Continue the four (4) full-time Assistant Public Defender II positions.** These positions will continue in Year 3, each with a COLA increase, and will be responsible for handling misdemeanor and felony cases.
- **Continue the four (4) full-time Assistant Public Defender III positions.** These positions will continue in Year 3, each with a COLA increase, and will be responsible for handling misdemeanor and felony cases and have trial experience.
- **Add three (3) full-time Assistant Public Defender III positions.** Funding is available in Year 3 for these positions that will be responsible for handling misdemeanor and felony cases and have trial experience.
- **Continue the two (2) full-time Assistant Public Defender IV positions.** Funding for these positions will continue in Year 3 with a COLA increase. These positions will be responsible for handling misdemeanor and felony cases and have trial experience.

- **Add three (3) full-time Assistant Public Defender IV positions.** Funding is available in Year 3 for these positions that will be responsible for handling misdemeanor and felony cases and have trial experience.
- **Continue the full-time Assistant Public Defender V position.** This position will continue in Year 3 with a COLA increase and is responsible for serious and violent felony cases.
- **Add three (3) full-time Assistant Public Defender V positions.** Year 3 funding will support the addition of these three positions that are responsible for serious and violent felony cases.
- **Continue the full-time Paralegal position.** Funding will continue in Year 3 for this position with a COLA increase. This position is responsible for drafting motions and performing legal research in criminal cases.
- **Add a full-time Paralegal/Data Specialist position.** Funding is available in Year 3 to support a Paralegal/Data Specialist position. This position combines the training and criminal procedure of a paralegal and the additional skills necessary to collect and report the data required by the County and New York State (ILS).
- **Continue the full-time Social Services Coordinator position.** This position will continue in Year 3 with a COLA increase and is responsible for assisting clients in criminal cases with various needs, connecting with social workers and case managers, assisting with program eligibility, and other resources.
- **Continue the three (3) full-time Legal Secretary positions.** These positions are responsible for assisting attorneys with administrative tasks, including opening and closing files, Case Management System data entry, among other tasks in criminal cases. Funding will continue in Year 3 with COLA increases.
- **Continue the full-time Receptionist position.** This position will continue in Year 3 with a COLA increase and is responsible for addressing inquiries from clients, the court, and the general public in criminal cases.
- **Continue the full-time Director of Training position.** This position will continue in Year 3 with a COLA increase. This senior staff level position will be responsible for implementing the Public Defender Office's plan to become a CLE certified agency, providing quality training programs to staff and others including the Alternate Public Defender and 18-b Assigned Counsel, delivering individual and group presentations, and providing "one-on-one" mentoring.
- **Continue the full-time Felony Supervisor position.** This position will continue in Year 3 with a COLA increase and will continue to report directly to the Chief Assistant and

Public Defender and will be responsible for supervising the attorneys handling felony-level cases.

- **Continue two (2) full-time Clerk II positions.** These positions will continue in Year 3 with COLA increases and will assist attorneys in data collection, data entry, file management, and file maintenance, thereby allowing the attorneys to spend more time in case preparation, client communication, and other case-related activities.
- **Continue the Salary Increase for the Assistant Public Defender I Attorney positions.** Year 3 will continue to support pay parity for the lowest salaried attorney positions in the Public Defender's Office with a slight increase in an effort to retain current employees and attract high-quality candidates.
- **Continue the Salary Increases for the Confidential Secretary and two (2) Criminal Investigator positions.** Year 3 will continue to support the salary increases of these positions to reflect increased responsibilities and establishes salary parity, thereby promoting staff retention.
- **Continue funding to Enhance the Salary of the Attorney who Provides Representation at First Appearance (CAFA attorney).** Funding in Year 3 will continue to enhance the \$50,000 in salary per year available in the ILS Counsel at First Appearance grant for a full-time attorney to provide CAFA representation. The salary will be increased by \$15,000.
- **Continue funding for Student Interns.** This funding will continue in Year 3 with a \$5,000 increase to bolster the PD Office's current student law intern program, which reduces the caseloads of PD Office attorneys and serves as a valuable recruitment mechanism for the PD Office. Student interns are paid \$15 to \$30 per hour, depending on their education, experience, and skills.

Contracted/Consultant:

- **Continue funding to Enhance the availability of Experts and Other Specialized Services.** This funding is continued and increased in Year 3 to be used to retain experts and other non-attorney professionals, including social workers, interpreters, mitigation specialists, investigators. These experts and specialized services are paid an hourly rate ranging from \$50 to \$750 depending on the expert's experience, specialty, and level of expertise. The funding includes travel/mileage reimbursement. The funding also includes transcription services (for court transcripts) which are provided a rate of \$1.75 to \$5.25 per page.

OTPS:

- **Continue to provide funding for Incidental and Operational Expenses.** These expenses include the following:

- Onboarding expenses for new positions, including office furniture, cubicles, desktop computers, and a water cooler for staff
 - Computer equipment/laptops
 - Legal reference materials, including print material, books, periodicals, and on-line legal research materials
 - Office Supplies
 - Tablets and cell phones, including hardware, software, user fees/service agreements, and “hotspots” (i.e. Wi-Fi internet connection)
 - Photocopier (leasing, service agreement/maintenance, and cartridges/toner)
 - Professional Organization/Association Membership dues/fees
 - Mileage rate/travel expenses at the standard IRS rate for client meetings and to courts
- **Continue to provide funding to Host and Attend Continuing Legal Education (CLE) Trainings and Other Professional Trainings.** Funding will increase and continue in Year 3 to be used for the PD Office to host CLE’s and other professional trainings (including refreshments, print materials, training space and travel expenses for speakers), as well as for PD Office staff to attend CLE trainings, other professional trainings, meetings, and convenings hosted by other organizations including registration fees and associated travel expenses.
 - **Provide funding for Client Related Expenses.** Funding will support a clothing loan closet for court appearances, and maintenance and cleaning of worn clothing, as well as transportation expenses for clients to get to and from court appearances. These expenses may only be used when the Albany Public Defender’s Office determines that a client otherwise lacks the resources needed to pay for clothing or travel.

Conflict Defender’s Office

Personnel:

- **Continue the full-time Supervising Administrator position.** This position supports the criminal defense attorneys, open and close files, assist with data collection and perform data entry on behalf of the attorneys.
- **Continue funding for and changing title of the full-time Mitigation Specialist Attorney to Appellate Attorney position.** This position will continue to be funded in Year 3 with an increase in base salary and a title change to Appellate Attorney. The position will engage in sentencing advocacy by conducting life-history investigations that identify clients’ personal and mitigating circumstances and, where appropriate, also identify behavioral health needs and connect clients to services. This position will also handle post-sentencing matters, such a CPL 440 motions, CPL 180.85 hearings, restitution, and probation resentencing proceedings, etc.

- **Continue the full-time Legal Secretary position.** This position will continue in Year 3 with a COLA increase and will support attorneys by handling legal documents, scheduling case-related matters in accord with statutory timeframes, drafting legal correspondence and templates, and conducting legal research.
- **Continue funding for a Salary Increase for the Staff Attorney.** The salary increase will establish parity between this position and other attorneys in the office and promote retention. Funding will continue in Year 3 with a small increase.
- **Provide Salary Increases for the Alternate Assistant Public Defenders.** Attorneys in the Conflict Defender's Office currently receive the same salary regardless of their level of experience (which is comparable to the salary of an attorney with just a year or two of experience at the PD's office). With funding in Year 3, a two-tiered salary system will be created: attorneys with more experience would have a salary of \$86,594, and newer attorneys would have a salary of \$75,770. This funding would augment the salaries of three more-experienced attorney positions, and two less-experienced attorney positions. The increase will promote employee retention with a goal of achieving full parity with the PD office.

Contracted/Consultant:

- **Continue to provide funding to Enhance availability of Investigative, Expert, and Specialized Services.** Year 3 funding will continue to support these services that assist attorneys with criminal defense preparation. Investigative services will be provided at an hourly rate ranging from \$75 to \$125. Experts and other specialized services are paid an hourly rate ranging from \$50 to \$750, depending on the expert's experience, specialty, and level of expertise. The funding includes travel/mileage reimbursement. The funding can also be used for transcription services (for court transcripts) which are provided a rate of \$1.75 to \$5.25 per page.

OTPS:

- **Continue to provide funding for Incidental and Operational Expenses.** Support will continue in Year 3 for expenses including:
 - Office Supplies
 - Computer Equipment
 - Professional Organization/Association Membership dues/fees
- **Provide funding for additional Incidental and Operational Expenses.** New funding will support the following expenses:
 - Office Furniture
 - Legal References/Books/Subscriptions – funding will support, in part, Westlaw subscriptions for ten positions and the County will continue to pay for one Westlaw account

- Cell phones including service plans, fees, software/hardware for all attorneys in the Conflict Defender's Office
 - Photocopier leasing, service agreement/maintenance, printing (images), and cartridges/toner for a new copier. The County will continue to pay \$2,400 per year toward the cost of a new copier lease.
- **Continue to provide funding to Host and Attend Continuing Legal Education (CLE) Trainings and Other Professional Trainings.** Funding will increase and continue in Year 3 to be used for the Conflict Defender's Office to host CLE's and other professional trainings (including refreshments, print materials, training space and travel expenses for speakers), as well as for Conflict Defender's Office staff to attend CLE trainings, other professional trainings, meetings, and convenings hosted by other organizations including registration fees and associated travel expenses.

Assigned Counsel Plan

Personnel:

- **Continue the full-time Supervising Attorney position.** This position will continue with Year 3 funding with a COLA increase and is responsible for supervising and mentoring panel attorneys.
- **Continue the full-time Secretary position.** This position will continue in Year 3 with a COLA increase and will perform administrative and secretary duties and will assist in processing panel attorney vouchers.
- **Continue the full-time Data Officer/Grants Manager position.** This position will continue in Year 3 with a COLA increase and will work closely with the three Albany County providers of mandated representation to ensure they are collecting, maintaining, and reporting on all ILS data requirements. This position will also assist in the fiscal management of ILS competitive and non-competitive grants.
- **Provide funding for Longevity Pay and Insurance Buyout.** Every County Department is required to have funds in their budget to accommodate for an insurance buyout should one of its employees request one; this funding covers three current employees on this grant (Supervising Attorney, Secretary and Data Officer). The longevity amount is a county benefit that applies after an individual has been employed by the County for three years (this benefit applies to the incumbent Supervising Attorney). Both the Longevity Pay and Health Insurance buyout are necessary costs to the County pursuant to the Rules and Regulations for Albany County Employees.

Contracted/Consultant:

- **Continue funding for Mentoring Services for Attorneys.** Year 3 funding will continue to support experienced attorneys who will provide mentoring services at an hourly rate of \$150.00 to train less experienced attorneys to improve skills for criminal court representation.
- **Continue funding for Specialized Services.** Services will include experts at hourly rates of \$100 to \$750, plus travel/mileage; investigators at hourly rates of \$50 to \$150; interpreters at hourly rates of \$50 to \$150; social workers at hourly rates of \$50 to \$150; and transcription services at a rate of \$1.75 to \$5.25 per page.
- **Provide funding for a Second Chair Program.** Year 3 funding will continue to support the assignment of panel attorneys to serve as second chairs in more complex cases or as a means of training for less experienced attorneys. Second chair attorneys will be paid the statutory rate of \$60 per hour for misdemeanors and \$75 per hour for felonies.

OTPS:

- **Continue to provide funding for Incidental and Operational Expenses.** Year 3 funding will support expenses including:
 - Attend CLE Trainings, other professional trainings, meetings, convenings, and seminars (registration fees and associated travel expenses)
 - Office supplies and furniture
 - Legal reference materials, books, trial manuals, and on-line research materials (Westlaw and Lexis)
 - Travel/mileage reimbursement for ACP staff when required as part of their job duties
 - Computers/equipment (including remote access equipment) and smart devices for new staff, associated software (including specialized software for Data Officer), and data plans/subscription fees
- **Provide funding for additional Incidental and Operational Expenses.** New funding will support the following expenses:
 - Postage
 - Printing for materials related to workshops and CLE trainings
 - Copier lease
 - Desk and cell phones, including data and service plans for ACP staff
- **Provide funding for Shared Services.** Each County Department has an amount in its budget for “shared services” related to current space located at 112 State Street, Albany, NY of maintenance, repairs, and facilitation services to office space provided by the Department of General Services (DGS). This is a new expense for the ACP, which became its own county department to further the goals of this contract. The amount is calculated based on the amount of space and the number of employees.

- **Provide funding for Property Rental and Repair.** This funding will be used for the increased space needs of the ACP resulting from implementation of the initiatives set forth in Executive Law 832(4). The ACP agrees that prior to entering into any agreement for rental/additional space to be funded fully or partially by this contract, the County will consult with ILS about the costs and appropriateness of the agreement.

YEAR 4 BUDGET

Public Defender's Office

Personnel:

- **Continue the full-time Local Court Supervisor position.** Funding for this position will continue in Year 4 with a COLA increase. This position is responsible for providing representation, supervising, and mentoring attorneys, and providing training for trial development skills in criminal cases.
- **Add a full-time Local Court Supervisor position.** This new position is responsible for providing representation, supervising, and mentoring attorneys, and providing training for trial development skills in criminal cases. This Local Court Supervisor will supervise attorneys who provide representation during daytime sessions in the 15 local courts in Albany County.
- **Continue the full-time Assistant Public Defender I position.** This entry-level position will continue in Year 4 with a COLA increase and is responsible for handling misdemeanor cases in City Court.
- **Continue the four (4) full-time Assistant Public Defender II positions.** These positions will continue in Year 4, each with a COLA increase, and will be responsible for handling misdemeanor and felony cases.
- **Continue the seven (7) full-time Assistant Public Defender III positions.** These positions will continue in Year 4, each with a COLA increase, and will be responsible for handling misdemeanor and felony cases and have trial experience.
- **Continue the five (5) full-time Assistant Public Defender IV positions.** Funding for these positions will continue in Year 4 with COLA increases. These positions will be responsible for handling misdemeanor and felony cases and have trial experience.
- **Add a full-time Assistant Public Defender IV position.** This new position will be responsible for handling misdemeanor and felony cases and have trial experience.

- **Continue the four (4) full-time Assistant Public Defender V position.** These positions will continue in Year 4 with COLA increases and is responsible for serious and violent felony cases.
- **Add a full-time Assistant Public Defender V position.** This new position will be responsible for serious and violent felony cases.
- **Continue the full-time Paralegal position.** Funding will continue in Year 4 for this position with a COLA increase. This position is responsible for drafting motions and performing legal research in criminal cases.
- **Add a full-time Paralegal/Data Specialist position.** Funding will continue in Year 4 to support a Paralegal/Data Specialist position, with a COLA and parity increase. This position combines the training and criminal procedure of a paralegal and the additional skills necessary to collect and report the data required by the County and New York State (ILS).
- **Continue the full-time Social Services Coordinator position.** This position will continue in Year 4 with a COLA and parity increase and is responsible for assisting clients in criminal cases with various needs, connecting with social workers and case managers, assisting with program eligibility, and other resources.
- **Continue the three (3) full-time Legal Secretary positions.** These positions are responsible for assisting attorneys with administrative tasks, including opening and closing files, Case Management System data entry, among other tasks in criminal cases. Funding will continue in Year 4 with COLA and parity increases.
- **Continue the full-time Receptionist position.** This position will continue in Year 4 with a COLA and parity increase and is responsible for addressing inquiries from clients, the court, and the general public in criminal cases.
- **Continue the full-time Director of Training position.** This position will continue in Year 4 with a COLA increase. This senior staff level position will be responsible for implementing the Public Defender Office's plan to become a CLE certified agency, providing quality training programs to staff and others including the Alternate Public Defender and 18-b Assigned Counsel, delivering individual and group presentations, and providing "one-on-one" mentoring.
- **Continue the full-time Felony Supervisor position.** This position will continue in Year 4 with a COLA and parity increase and will continue to report directly to the Chief Assistant and Public Defender and will be responsible for supervising the attorneys handling felony-level cases.
- **Continue two (2) full-time Clerk II positions.** These positions will continue in Year 4 with COLA increases and will assist attorneys in data collection, data entry, file

management, and file maintenance, thereby allowing the attorneys to spend more time in case preparation, client communication, and other case-related activities.

- **Add two (2) Criminal Justice Case Worker positions.** These new positions will assist assigned attorneys, the Social Services Coordinator, and any external expert(s) in obtaining information relative to preparation of release applications and mitigation statements. They will assist clients on the coordination of services relative to their defense and with the development of alternatives to incarceration options.
- **Add a full-time IT Discovery Tech position.** This new position will assist the attorneys and paralegals with the receipt, review, and preservation of discovery materials from prosecuting agencies. They will also assist in the screening of those materials for defense preparation and help gather and provide to prosecutors that discovery mandated by CPL §245.
- **Add a full-time Assistant Public Defender VI position.** This new position will be responsible for handling serious and violent felony cases.
- **Add a full-time Peer Advocate position.** This new position will be NYS-certified and will provide outreach, advocacy, mentoring, and recovery support services to criminal defense clients who are seeking or sustaining recovery. The primary function of a Peer Advocate is facilitating outreach with clients currently in a program or considering treatment, as well as connecting patients to community-based recovery supports consistent with treatment, recovery, and discharge plans. This position will work with the Criminal Justice Case Workers and assigned attorneys in support of the goal of provision of the best possible legal representation with the best possible outcome.
- **Add a full-time Fiscal Officer/Grants Manager position.** This new position will be responsible for managing ILS grants and distributions.
- **Continue the Salary Increase for the Assistant Public Defender I Attorney positions.** Year 4 will continue to support pay parity for the lowest salaried attorney positions in the Public Defender's Office with a slight increase in an effort to retain current employees and attract high-quality candidates.
- **Continue the Salary Increases for the Confidential Secretary and two (2) Criminal Investigator positions.** Year 4 will continue to support the salary increases of these positions to reflect increased responsibilities and establishes salary parity, thereby promoting staff retention.
- **Continue funding to Enhance the Salary of the Attorney who Provides Representation at First Appearance (CAFA attorney).** Funding in Year 4 will continue to enhance the \$50,000 in salary per year available in the ILS Counsel at First Appearance grant for a full-time attorney to provide CAFA representation. The salary will be increased by \$15,300.

- **Continue funding for Student Interns.** This funding will continue in Year 4 to bolster the PD Office’s current student law intern program, which reduces the caseloads of PD Office attorneys and serves as a valuable recruitment mechanism for the PD Office. Student interns are paid \$15 to \$30 per hour, depending on their education, experience, and skills.
- **Add funding for Salary Increases for Administrative and Leaders positions.** Funding will provide Administrative and Leadership positions with salary increases working toward achieving parity with similar positions at the District Attorney’s Office and compensate leadership attorney and administrative positions for increased responsibilities associated with the expanding staff. Increases range from \$3,203 to \$13,662.

Contracted/Consultant:

- **Continue funding to Enhance the availability of Experts and Other Specialized Services.** This funding is continued in Year 4 to be used to retain experts and other non-attorney professionals, including social workers, interpreters, mitigation specialists, investigators. These experts and specialized services are paid an hourly rate ranging from \$50 to \$750 depending on the expert’s experience, specialty, and level of expertise. Experts and specialized supports may also be paid a flat fee of up to \$3,000 per case. The funding includes travel/mileage reimbursement. The funding also includes transcription services (for court transcripts) which are provided a rate of \$1.75 to \$5.25 per page.

OTPS:

- **Continue to provide funding for Incidental and Operational Expenses.** These expenses will continue to be supported in Year 4 and include the following:
 - Onboarding expenses for new positions, including office furniture, cubicles, desktop computers, and a water cooler for staff
 - Computer equipment/laptops
 - Legal reference materials, including print material, books, periodicals, and on-line legal research materials
 - Office Supplies
 - Tablets and cell phones, including hardware, software, user fees/service agreements, and “hotspots” (i.e., Wi-Fi internet connection)
 - Photocopier (leasing, service agreement/maintenance, and cartridges/toner)
 - Professional Organization/Association Membership dues/fees
 - Mileage rate/travel expenses at the standard IRS mileage rates for client meetings and to courts
- **Add funding for Discovery/Data Storage/PDCMS Upgrades.** This funding will support upgrades to PDCMS to provide partitioned, cloud-based storage for the voluminous discovery that the PD Office is processing as a result of discovery reform laws.

- **Continue to provide funding to Host and Attend Continuing Legal Education (CLE) Trainings and Other Professional Trainings.** Funding will continue in Year 4 to be used for the PD Office to host CLE's and other professional trainings (including refreshments, print materials, training space and travel expenses for speakers), as well as for staff to attend CLE trainings, other professional trainings, meetings, and convenings hosted by other organizations including registration fees and associated travel expenses. Mileage will be reimbursed at the standard IRS mileage rates.
- **Continue to provide funding for Client Related Expenses.** Year 4 funding will continue to support a clothing loan closet for court appearances, and maintenance and cleaning of worn clothing, as well as transportation expenses for clients to get to and from court appearances. These expenses may only be used when the Albany Public Defender's Office determines that a client otherwise lacks the resources needed to pay for clothing or travel.

Conflict Defender's Office

Personnel:

- **Continue the full-time Supervising Administrator position.** This position will continue in Year 4 supports the criminal defense attorneys, open and close files, assist with data collection and perform data entry on behalf of the attorneys.
- **Continue the full-time Appellate Attorney position.** This position will continue to be funded in Year 4 and will engage in sentencing advocacy by conducting life-history investigations that identify clients' personal and mitigating circumstances and, where appropriate, also identify behavioral health needs and connect clients to services. This position will also handle post-sentencing matters, such as CPL 440 motions, CPL 180.85 hearings, restitution, and probation resentencing proceedings.
- **Continue the full-time Legal Secretary position.** Funding for this position will continue in Year 4 and will support attorneys by handling legal documents, scheduling case-related matters in accord with statutory timeframes, drafting legal correspondence and templates, and conducting legal research.
- **Discontinue funding for a Salary Increase for the Staff Attorney.** This line is discontinued in Year 4; salary increases for all attorneys are encompassed in the Salary Increases for AAPDs – Parity budget line.
- **Add a full-time Investigator position.** This new position will provide investigative services for criminal defense cases.
- **Add funding for a Salary increase for the Confidential Secretary.** This funding will augment the salary of the Confidential Secretary to promote employee retention with a goal of achieving full parity with the PD office.

- **Continue Salary Increases for the Alternate Assistant Public Defenders.** Attorneys in the Conflict Defender's Office currently receive the same salary regardless of their level of experience (which is comparable to the salary of an attorney with just a year or two of experience at the PD's office). With funding in Year 4 attorneys with more experience would have a salary of \$86,594, and newer attorneys would have a salary of \$75,770. This funding would augment the salaries of three more-experienced attorney positions, and two less-experienced attorney positions. The increase will promote employee retention with a goal of achieving full parity with the PD office.

Contracted/Consultant:

- **Continue to provide funding to Enhance availability of Investigative, Expert, and Specialized Services.** Year 4 funding will continue to support these services that assist attorneys with criminal defense preparation. Investigative services will be provided at an hourly rate ranging from \$50 to \$150. Experts and other specialized services are paid an hourly rate ranging from \$50 to \$750, depending on the expert's experience, specialty, and level of expertise. Experts and specialized supports may also be paid a flat fee of up to \$3,000 per case. The funding includes travel/mileage reimbursement at the standard IRS mileage rate. The funding can also be used for transcription services (for court transcripts) which are provided a rate of \$1.75 to \$5.25 per page.

OTPS:

- **Add funding for Discovery/Data Storage/PDCMS Upgrades.** This funding will support upgrades to PDCMS to provide partitioned, cloud-based storage for the voluminous discovery that the CD Office is processing as a result of discovery reform laws.
- **Continue to provide funding for Incidental and Operational Expenses.** Support will continue in Year 4 for expenses including:
 - Office Supplies
 - Computer Equipment
 - Professional Organization/Association Membership dues/fees
 - Office Furniture
 - Legal References/Books/Subscriptions – funding will support, in part, Westlaw subscriptions for ten positions and the County will continue to pay for one Westlaw account
 - Cell phones including service plans, fees, software/hardware for all attorneys in the Conflict Defender's Office
 - Photocopier leasing, service agreement/maintenance, printing (images), and cartridges/toner for a new copier. The County will continue to pay \$2,400 per year toward the cost of a new copier lease.
- **Continue to provide funding to Host and Attend Continuing Legal Education (CLE) Trainings and Other Professional Trainings.** Funding will continue in Year 4 to be

used for the Conflict Defender's Office to host CLEs and other professional trainings (including refreshments, print materials, training space and travel expenses for speakers), as well as for staff to attend CLE trainings, other professional trainings, meetings, and convenings hosted by other organizations including registration fees and associated travel expenses. Travel/mileage will be reimbursed at the standard IRS mileage rates.

Assigned Counsel Plan

Personnel:

- **Continue the full-time Supervising Attorney position.** This position will continue with Year 4 funding with a COLA increase and is responsible for supervising and mentoring panel attorneys.
- **Continue the full-time Secretary position.** This position will continue in Year 4 with a COLA increase and will perform administrative and secretary duties and will assist in processing panel attorney vouchers.
- **Continue the full-time Data Officer/Grants Manager position.** This position will continue in Year 4 with a COLA increase and will work closely with the three Albany County providers of mandated representation to ensure they are collecting, maintaining, and reporting on all ILS data requirements. This position will also assist in the fiscal management of ILS competitive and non-competitive grants.
- **Add funding for a full-time Assigned Counsel Administrator.** This new position will manage the Assigned Counsel Program and will be responsible for monitoring and improving the quality of representation provide by panel attorneys. The ILS Distribution 11 contract funds an additional \$50,000 annually for this position.
- **Continue to provide funding for Longevity Pay and Insurance Buyout.** Every County Department is required to have funds in their budget to accommodate for an insurance buyout should one of its employees request one; Year 4 funding covers three current employees on this grant (Supervising Attorney, Secretary and Data Officer). The longevity amount is a county benefit that applies after an individual has been employed by the County for three years (this benefit applies to the incumbent Supervising Attorney). Both the Longevity Pay and Health Insurance buyout are necessary costs to the County pursuant to the Rules and Regulations for Albany County Employees.

Contracted/Consultant:

- **Provide funding for Increased Cost for Assigned Counsel Attorney Vouchers.** Albany County shall implement and maintain the Assigned Counsel Program caseload relief and quality improvement initiatives funded by this contract and shall establish a reference point of county funding for attorney vouchers in criminal cases. To establish

the reference point, the county shall provide to ILS the total amount of attorney voucher expenditures in criminal cases from 2015 (or some other agreed upon year) to present and work with ILS to establish an appropriate reference point. The reference point will be the primary measure to ensure that state funding for ACP attorney voucher costs supplements and does not supplant county funding for attorney vouchers. Additionally, on an annual basis thereafter, the county shall report to ILS the total amount of county spending that year on panel attorney criminal case vouchers, not including ILS funding. The county will coordinate with ILS to monitor: 1) the maintenance of established ACP infrastructure; and 2) ongoing county spending to ensure that local spending remains consistent (using the pre-implementation county funding data as the primary reference point). Funding will support the anticipated increase in attorney vouchers as attorneys are spend more time on their criminal cases to meet caseload relief and compliance standards.

- **Continue funding for Mentoring Services for Attorneys.** Year 4 funding will continue to support experienced attorneys who will provide mentoring services at an hourly rate of \$150 to train less experienced attorneys to improve skills for criminal court representation.
- **Continue funding for Specialized Services.** Year 4 funding will continue to support services including experts at hourly rates of \$100 to \$750, plus travel/mileage reimbursed at the standard IRS mileage rate; investigators at hourly rates of \$50 to \$150; interpreters at hourly rates of \$50 to \$150; social workers at hourly rates of \$50 to \$150; and transcription services at a rate of \$1.75 to \$5.25 per page.
- **Continue funding for a Second Chair Program.** Year 4 funding will continue to support the assignment of panel attorneys to serve as second chairs in more complex cases or as a means of training for less experienced attorneys. Second chair attorneys will be paid the statutory rate of \$60 per hour for misdemeanors and \$75 per hour for felonies.

OTPS:

- **Add funding for Discovery/Data Storage/PDCMS Upgrades.** This funding will support upgrades to PDCMS to provide partitioned, cloud-based storage for the voluminous discovery that the ACP Office is processing as a result of discovery reform laws.
- **Continue to provide funding for Incidental and Operational Expenses.** Year 4 funding will support expenses including:
 - Attend CLE Trainings, other professional trainings, meetings, convenings, and seminars (registration fees and associated travel expenses; mileage reimbursed at the standard IRS mileage rates)
 - Office supplies and office furniture
 - Legal reference materials, books, trial manuals, and on-line research materials (Westlaw and Lexis)

- Travel/mileage reimbursement at the standard IRS mileage rates for ACP staff when required as part of their job duties
 - Computers/equipment (including remote access equipment) and smart devices for new staff, associated software (including specialized software for Data Officer), and data plans/subscription fees
 - Postage
 - Printing for materials related to workshops and CLE trainings
 - Copier lease
 - Desk and cell phones, including data and service plans for ACP staff
- **Continue to provide funding for Shared Services.** Each County Department has an amount in its budget for “shared services” related to current space located at 112 State Street, Albany, NY of maintenance, repairs, and facilitation services to office space provided by the Department of General Services (DGS). The ACP became its own county department to further the goals of this contract. The amount in Year 4 is calculated based on the amount of space and the number of employees.
 - **Continue to provide funding for Property Rental and Repair.** Funding in Year 4 will be used for the increased space needs of the ACP resulting from implementation of the initiatives set forth in Executive Law 832(4). The ACP agrees that prior to entering into any agreement for rental/additional space to be funded fully or partially by this contract, the County will consult with ILS about the costs and appropriateness of the agreement.