

Progress Report Instructions

In accordance with Attachment C (“Work Plan”) of this contract, each grantee/contractor (i.e., County) shall provide the New York State Office of Indigent Legal Services (ILS) with a written progress report (“Progress Report”) summarizing the work performed during each of the semi-annual reporting periods, specified below. The Progress Report shall detail the County’s progress toward attaining the specific goals, objectives and key performance measures as outlined in Attachment C for the duration of the five-year contract. The County is required to complete the attached Performance Measures Progress Report (see attached “Progress Report”) and return it to ILS in accordance with the filing instructions provided below. When preparing the Progress Report for filing, the County shall report solely on activities supported by appropriations in the Budget (refer to attachment B-1) of the Statewide Expansion of the *Hurrell-Harring* Settlement contract.

The initial Progress Report is due on October 31, 2019 for the reporting period of April 1, 2019 to September 30, 2019. The first progress report may be waived if the final approval of the County’s contract by the NYS Office of the State Comptroller is within two months of the date such progress report would be due. The second Progress Report is due on April 30, 2020 for the reporting period of October 1, 2019 to March 31, 2020. Subsequent Progress Reports are due on a semi-annual basis thereafter. Progress Report requirements are contained in Attachment D (“Payment and Reporting Schedule”) of the Statewide Expansion of the *Hurrell-Harring* contract. The County will continue to file these Progress Reports until such time as the funds subject to the contract are no longer available, have been accounted for, and/or throughout the contract period.

The County is required to complete the attached Progress Report and electronically file it with ILS by emailing the report to performance@ils.ny.gov. Any questions regarding the Progress Report should be directed to performance@ils.ny.gov. Additional information for the Progress Report is also available at <https://www.ils.ny.gov/content/annual-data-reporting>.

PROGRESS REPORT

1. Please indicate the number of attorney positions funded by budget expenditure items listed in the “Caseload Relief,” “Quality Implementation,” and “Counsel at First Appearance” categories of the contract which were hired, upgraded or placed on contract¹ as of the last business day of this reporting period. Answers to this question should not include attorneys who received stipends or were paid as assigned counsel pursuant to NY County Law § 722-b-1. Attorneys receiving funding for mentoring programs, second-chair programs, or litigation support also should not be included where they were not filling a position created by this funding. **Please provide the numbers of attorneys, their positions/titles and starting dates:**

ATTORNEYS

	Hired		Upgraded		On contract	
	Position Title	Starting date	Position Title	Starting date	Position Title	Starting date
A. Caseload Relief						
Subtotal (A)						
B. Quality Improvement						
Subtotal (B)						
C. Counsel at First Appearance						
Subtotal (C)						
TOTAL						

¹ **‘Hired’** refers to any new attorney position, part- or full-time, that was filled on the last business day of the reporting period. It includes, when applicable, ACP administrators. **‘Upgraded’** refers to any attorney position that was filled prior to the reporting period, and that was filled as of the last business day of the reporting period, and for which the number of hours worked was increased. For example, an existing attorney whose position changed from part- to full-time would be included in this category. Salary increases that are not accompanied by an increase in the number of hours worked should not be included. **‘On contract’** refers to any individual attorney who occupies a position through a contract to provide services under this funding, and who was working under that contract on the last business day of the reporting period. It excludes contractors that did not occupy a position, such as those who received stipends, were paid as assigned counsel pursuant to NY County Law § 722-b-1, or who received funding for mentoring programs, second-chair programs, or litigation support.

2. Please indicate the number of non-attorney positions funded by budget expenditure items listed in the “Caseload Relief,” “Quality Implementation,” and “Counsel at First Appearance” categories of the contract which were hired, upgraded or placed on contract² as of the last business day of this reporting period. Answers to this question should not include non-attorneys receiving funding for improvement of specialized services (e.g. investigators, experts, stenographers, interpreters, etc.) and non-attorneys who received stipends (e.g. grant administrators). Please provide the numbers of non-attorneys, their positions/titles and starting dates:

NON-ATTORNEYS

	Hired		Upgraded		On contract	
	Position Title	Starting date	Position Title	Starting date	Position Title	Starting date
A. Caseload Relief						
Subtotal (A)						
B. Quality Improvement						
Subtotal (B)						
C. Counsel at First Appearance						
Subtotal (C)						
TOTAL						

² ‘Hired’ refers to any new non-attorney position, part- or full-time, that was filled on the last business day of the reporting period. It includes, when applicable, ACP administrators. ‘Upgraded’ refers to any non-attorney position that was filled prior to the reporting period, and that was filled as of the last business day of the reporting period, and for which the number of hours worked was increased. For example, an existing social worker whose position changed from part- to full-time would be included in this category. Salary increases that are not accompanied by an increase in the number of hours worked should not be included. ‘On contract’: refers to any individual non-attorney who occupies a position through a contract to provide services under this funding, and who was working under that contract on the last business day of the reporting period. It excludes contractors that did not occupy a position, such as those who received stipends, were paid as assigned counsel, or who received occasional funding for mentoring programs, second-chair programs, or litigation support.

3. Has the County appointed a Data Officer? Yes No

If so, please provide:

- a. the name of the Data Officer: _____
- b. his/her date of appointment: ____ / ____ / ____

If not, please provide a description of progress toward appointment of a data officer:

4. Estimate the total number of cases assigned to attorneys compensated with all funding under this contract. Note that this should include cases assigned to attorneys receiving stipends, acting as assigned counsel, and any other attorneys compensated with this funding. For attorneys whose positions were upgraded (as defined under Question 1 above) estimate the number of additional cases they were assigned as a result of the upgraded position.

5. For the cases reported in Question 4 above, please estimate the total number of arraignments represented in the course of those assigned cases.

6. Please estimate the total numbers of the following training-related activities compensated with all funding provided under this contract:

- a. Number of training events attended by attorneys
- b. Number of training events hosted, sponsored/cosponsored
- c. Number of attorneys who attended the training events reported in 6.b

7. For those budget items listed in this contract, please estimate the following.

- a. The total amount of expenditures on expert services:
- b. The total number of cases in which expert services were supported:
- c. The total amount of expenditures on investigative services:
- d. The number of cases in which investigative services were supported:

8. Please provide a brief description of all of the activities that have been generated by the funding made available for each of the following categories :

a. Please provide specific examples below of how the funding has been applied to reduce caseloads. Also include information regarding any challenges and/or next steps that are anticipated to address caseload relief.

b. Please provide specific examples below of how funding is being applied to support the overall improvement in the quality of representation, which should include, but not be limited to, improvements in supervision and training, access and use to non-attorney professional services such as investigators, social workers, mitigation specialists and other expert, the development and/or support for defender offices/18-B panel and any improvements in client communications.

c. Please provide specific examples below of how funding is being applied to improve and/or expand the representation of counsel at first appearance.