

STANDARD AGREEMENT

STD 213 (Rev 03/2019)

AGREEMENT NUMBER

BSCC 172 - 20

PURCHASING AUTHORITY NUMBER (If Applicable)

BSCC-5227**1. This Agreement is entered into between the Contracting Agency and the Contractor named below:**

CONTRACTING AGENCY NAME

BOARD OF STATE AND COMMUNITY CORRECTIONS

CONTRACTOR NAME

COUNTY OF SANTA BARBARA OFFICE OF THE PUBLIC DEFENDER**2. The term of this Agreement is:**

START DATE

February 15, 2021

THROUGH END DATE

June 30, 2023**3. The maximum amount of this Agreement is:****\$637,000.00****4. The parties agree to comply with the terms and conditions of the following exhibits, attachments, and appendices which are by this reference made a part of the Agreement.**

EXHIBITS	TITLE	PAGES
Exhibit A	Scope of Work	3
Exhibit B	Budget Detail and Payment Provisions	3
Exhibit C	General Terms and Conditions (04/2017)	4
Exhibit D	Special Terms and Conditions	4
Attachment 1	Indigent Defense Grant Program Application Package	12
Attachment 2	Indigent Defense Grant Program Evaluation Guidelines	8

CONTRACTOR

CONTRACTOR NAME (if other than an individual, state whether a corporation, partnership, etc.)

COUNTY OF SANTA BARBARA OFFICE OF THE PUBLIC DEFENDER

CONTRACTOR BUSINESS ADDRESS

1100 Anacapa Street

Santa Barbara

STATE

CA

ZIP

963101

PRINTED NAME OF PERSON SIGNING

TRACY M. MACUGA

TITLE

County of Santa Barbara Public Defender

CONTRACTOR AUTHORIZED SIGNATURE



DATE SIGNED

STATE OF CALIFORNIA

CONTRACTING AGENCY NAME

BOARD OF STATE AND COMMUNITY CORRECTIONS

CONTRACTING AGENCY ADDRESS

2590 Venture Oaks Way, Suite 200

CITY

Sacramento

STATE

CA

ZIP

95833

PRINTED NAME OF PERSON SIGNING

RICARDO GOODRIDGE

TITLE

Deputy Director

CONTRACTING AGENCY AUTHORIZED SIGNATURE



DATE SIGNED

EXHIBIT A: SCOPE OF WORK

1. GRANT AGREEMENT – Indigent Defense Grant Program

This Grant Agreement is between the State of California, Board of State and Community Corrections (hereafter referred to as BSCC) and Santa Barbara County Public Defender (hereafter referred to as the Grantee or Contractor).

2. PROJECT SUMMARY AND ADMINISTRATION

- A. The State Budget Act of 2020 (Senate Bill 74) appropriated funding for indigent defense grants to eligible county Public Defenders' Offices and for an evaluation of the Indigent Defense Grant Program. Funding for indigent services can be used to help address the staffing, training, case management needs, or other attorney support of California Public Defender Offices in counties with a population of 550,000 residents or fewer.
- B. Grantee agrees to administer the project in accordance with Attachment 1: Indigent Defense Application Package, which is attached and hereto and made part of this agreement.

3. PROJECT OFFICIALS

- A. The BSCC's Executive Director or designee shall be the BSCC's representative for administration of the Grant Agreement and shall have authority to make determinations relating to any controversies that may arise under or regarding the interpretation, performance, or payment for work performed under this Grant Agreement.
- B. The Grantee's project officials shall be those identified as follows:

Authorized Officer with legal authority to sign:

Name: Tracy M. Macuga
Title: County of Santa Barbara Public Defender
Address: 1100 Anacapa Street, Santa Barbara, CA 93101
Phone: (805) 568-3494

Designated Financial Officer authorized to receive warrants:

Name: Deepak Budwani
Title: Chief Fiscal & Administrative Officer
Address: 1100 Anacapa Street, Santa Barbara, CA 93101
Phone: (805) 568-3589
Email: dbudwani@publicdefendersb.org

Project Director authorized to administer the project:

Name: Tracy M. Macuga
Title: County of Santa Barbara Public Defender
Address: 1100 Anacapa Street, Santa Barbara, CA 93101
Phone: (805) 568-3494
Email: tmacuga@santabarbarasb.org

- C. Either party may change its project representatives upon written notice to the other party.
- D. By signing this Grant Agreement, the Authorized Officer listed above warrants that he or she has full legal authority to bind the entity for which he or she signs.

EXHIBIT A: SCOPE OF WORK

4. DATA COLLECTION AND EVALUATION REQUIREMENTS

Grantees will be required to comply with all data collection, evaluation, and reporting requirements of the Indigent Defense Grant Program. This includes the timely submission of progress reports, Local Evaluation Plan, and Local Evaluation Report to the State Public Defender's Office.

The BSCC plans to contract with an outside evaluator for a statewide evaluation of the impact of the projects funded by the Indigent Defense Grant Program in consultation with the State Public Defender's Office. The contractor is expected to: design and develop instruments for collecting progress information from grantees; develop the research methodology for the statewide evaluation; design and develop instruments for collecting evaluation data from grantees; provide ongoing technical assistance to grantees for data collection and evaluation activities; compile, screen, and analyze data obtained from grantees; and develop a final report on the impact of the Indigent Defense Grant Program.

5. REPORTING REQUIREMENTS

A. Bi-Annual Progress Reports (twice a year)

Grantees will submit progress reports to the State Public Defender's Office in a format prescribed by the outside evaluator in consultation with the BSCC. Questions about the Bi-Annual Progress Reports shall be directed to the outside evaluator and the State Public Defender's Office. These reports, which will describe progress made on program objectives and include required data, shall be submitted according to the following schedule

Progress Report Periods

1. February 15, 2021 to June 30, 2021
2. July 1, 2021 to December 31, 2021
3. January 1, 2022 to June 30, 2022
4. July 1, 2022 to December 31, 2022
5. January 1, 2023 to June 30, 2023

Due no later than:

- August 15, 2021
- February 15, 2022
- August 15, 2022
- February 15, 2023
- August 15, 2023

B. Evaluation Documents

1. Local Evaluation Plan
2. Local Evaluation Report

Due no later than:

- August 30, 2021
- December 31, 2023

6. PROJECT RECORDS

- A. The Grantee shall establish an official file for the project. The file shall contain adequate documentation of all actions taken with respect to the project, including copies of this Grant Agreement, approved program/budget modifications, financial records and required reports.
- B. The Grantee shall establish separate accounting records and maintain documents and other evidence sufficient to properly reflect the amount, receipt, and disposition of all project funds, including grant funds and any matching funds by the Grantee and the total cost of the project. Source documentation includes copies of all awards, applications, approved modifications, financial records and narrative reports.
- C. Personnel and payroll records shall include the time and attendance reports for all individuals reimbursed under the grant, whether they are employed full-time or part-time. Time and effort reports are also required for all subcontractors and consultants.

EXHIBIT A: SCOPE OF WORK

- D. The grantee shall maintain documentation of donated goods and/or services, including the basis for valuation.
- E. Grantee agrees to protect records adequately from fire or other damage. When records are stored away from the Grantee's principal office, a written index of the location of records stored must be on hand and ready access must be assured.
- F. All Grantee records relevant to the project must be preserved a minimum of three (3) years after closeout of the grant project and shall be subject at all reasonable times to inspection, examination, monitoring, copying, excerpting, transcribing, and auditing by the BSCC or designees. If any litigation, claim, negotiation, audit, or other action involving the records has been started before the expiration of the three-year period, the records must be retained until the completion of the action and resolution of all issues which arise from it or until the end of the regular three-year period, whichever is later.

EXHIBIT B: BUDGET DETAIL AND PAYMENT PROVISIONS

1. INVOICING AND PAYMENTS

- A. The Grantee shall be paid in one lump sum by submitting an invoice (Form 201) to the BSCC. Grantee shall only use grant funds for allowable costs (see Exhibit B, "Project Costs") and shall provide statements of expenditures and supporting documentation to the BSCC upon request and on a quarterly basis as set forth in the schedule below.

Quarterly Invoicing Periods:

1. February 15, 2021 to March 31, 2021
2. April 1, 2021 to June 30, 2021
3. July 1, 2021 to September 30, 2021
4. October 1, 2021 to December 31, 2021
5. January 1, 2022 to March 31, 2022
6. April 1, 2022 to June 30, 2022
7. July 1, 2022 to September 30, 2022
8. October 1, 2022 to December 31, 2022
9. January 1, 2023 to March 31, 2023
10. April 1, 2023 to June 30, 2023

Due no later than:

- May 15, 2021
August 15, 2021
November 15, 2021
February 15, 2022
May 15, 2022
August 15, 2022
November 15, 2022
February 15, 2023
May 15, 2023
August 15, 2023

Final Invoicing Periods:

11. July 1, 2023 to September 30, 2023
12. October 1, 2023 to December 31, 2023

Due no later than:

- November 15, 2023
February 29, 2024

**Note: Only expenditures associated with completion of a Final Local Evaluation Report may be included on these last two invoices (11 and 12).*

- B. All project expenditures (excluding costs associated with the completion of a Final Local Evaluation Report) must be incurred by the end of the grant project period, June 30, 2023, and included on the invoice due August 15, 2023. Project expenditures incurred after June 30, 2023 will not be reimbursed.
- C. The Final Local Evaluation Report is due to the State Public Defender's Office by December 31, 2023. Expenditures incurred for the completion of the Final Local Evaluation Report during the period of July 1, 2023 to December 31, 2023 must be submitted during the Final Invoicing Period(s), with the final invoice due on February 29, 2024. Supporting fiscal documentation will be required for all expenditures claimed on during the Final Invoicing Periods and must be submitted with the final invoice.
- D. Grantee shall submit an invoice to the BSCC each invoicing period, even if grant funds are not expended or requested during the invoicing period. If applicable, grantees may submit an invoice with a \$0 claim.
- E. Upon the BSCC's request, supporting documentation must be submitted for project expenditures. Grantees are required to maintain supporting documentation for all expenditures on the project site for the life of the grant and make it readily available for review during BSCC site visits. See Exhibit A. Scope of Work, Item 6. Project Records.
- F. Any unspent funds remaining at the end of the agreement term, including any interest earned, must be returned to the BSCC within 30 days of the submission of the final invoice.

EXHIBIT B: BUDGET DETAIL AND PAYMENT PROVISIONS

2. GRANT AMOUNT AND LIMITATION

- A. In no event shall the BSCC be obligated to pay any amount in excess of the grant award. Grantee waives any and all claims against the BSCC, and the State of California on account of project costs that may exceed the sum of the grant award.
- B. Under no circumstance will a budget item change be authorized that would cause the project to exceed the amount of the grant award identified in this Grant Agreement.

3. BUDGET CONTINGENCY CLAUSE

- A. This grant agreement is valid through Indigent Defense funding generated from the General Fund. The Grantee agrees that the BSCC's obligation to pay any sum to the grantee under any provision of this agreement is contingent upon the availability of sufficient funding granted through the passage of the Budget Act of 2020 (Senate Bill 74). It is mutually agreed that if the Budget Act of the current year and/or any subsequent years covered under this Grant Agreement does not appropriate sufficient funds for the program, this Grant Agreement shall be of no further force and effect. In this event, the BSCC shall have no liability to pay any funds whatsoever to Grantee or to furnish any other considerations under this Agreement and Grantee shall not be obligated to perform any provisions of this Grant Agreement.
- B. If Indigent Defense funding is reduced or falls below estimates contained within the Indigent Defense Application Package, the BSCC shall have the option to either cancel this Grant Agreement with no liability occurring to the BSCC or offer an amendment to this agreement to the Grantee to reflect a reduced amount.
- C. If BSCC cancels the agreement pursuant to Paragraph 3(B) or Grantee does not agree to an amendment in accordance with the option provided by Paragraph 3(B), it is mutually agreed that the Grant Agreement shall have no further force and effect. In this event, the BSCC shall have no liability to pay any funds whatsoever to Grantee or to furnish any other considerations under this Agreement and Grantee shall not be obligated to perform any provisions of this Grant Agreement except that Grantee shall be required to maintain all project records required by Paragraph 6 of Exhibit A for a period of three (3) years following the termination of this agreement.

4. PROJECT COSTS

- A. Grantee is responsible for ensuring that actual expenditures are for eligible project costs. "Eligible" and "ineligible" project costs are set forth in the July 2020 BSCC Grant Administration Guide, which can be found under Quick Links here:

https://www.bscc.ca.gov/s_correctionsplanningandprograms/

The provisions of the BSCC Grant Administration Guide are incorporated by reference into this agreement and Grantee shall be responsible for adhering to the requirements set forth therein. To the extent any of the provisions of the BSCC Grant Administration Guide and this agreement conflict, the language in this agreement shall prevail.

- B. Grantee is responsible for ensuring that invoices submitted to the BSCC claim actual expenditures for eligible project costs.
- C. Grantee shall, upon demand, remit to the BSCC any grant funds not expended for eligible project costs or an amount equal to any grant funds expended by the Grantee in violation of the terms, provisions, conditions or commitments of this Grant Agreement.
- D. Grant funds must be used to support new program activities or to augment existing funds that expand current program activities. Grant funds shall not replace (supplant) any federal, state and/or local funds that have been appropriated for the same purpose. Violations can result in

EXHIBIT B: BUDGET DETAIL AND PAYMENT PROVISIONS

recoupment of monies provided under this grantor suspension of future program funding through BSCC grants.

5. PROMPT PAYMENT CLAUSE

Payment will be made in accordance with, and within the time specified in, Government Code Chapter 4.5, commencing with Section 927.

6. WITHHOLDING OF GRANT DISBURSEMENTS

- A. The BSCC may withhold all or any portion of the grant funds provided by this Grant Agreement in the event the Grantee has materially and substantially breached the terms and conditions of this Grant Agreement.
- B. At such time as the balance of state funds allocated to the Grantee reaches five percent (5%), the BSCC may withhold that amount as security, to be released to the Grantee upon compliance with all grant provisions, including:
 - 1) submittal and approval of the final invoice;
 - 2) submittal and approval of the final progress report; and
 - 3) submittal and approval of any additional required reports, including but not limited to a potential Final Local Evaluation Report.
- C. The BSCC will not reimburse Grantee for costs identified as ineligible for grant funding. If grant funds have been provided for costs subsequently deemed ineligible, the BSCC may either withhold an equal amount from future payments to the Grantee or require repayment of an equal amount to the State by the Grantee.
- D. In the event that grant funds are withheld from the Grantee, the BSCC’s Executive Director or designee shall notify the Grantee of the reasons for withholding and advise the Grantee of the time within which the Grantee may remedy the failure or violation leading to the withholding.

7. PROJECT BUDGET

Budget Line Items	Grant Funds
1. Salaries and Benefits	\$417,000.00
2. Services and Supplies	\$175,500.00
3. Professional Services or Public Agency Subcontracts	\$0
4. Non-Governmental Organization (NGO) Subcontracts	\$0
5. Equipment/Fixed Assets	\$44,500.00
6. Data Collection and Progress Reporting	\$0
7. Other (Travel, Training, etc.)	\$0
8. Indirect Costs	\$0
TOTALS	\$637,000.00

EXHIBIT C: GENERAL TERMS AND CONDITIONS (04/2017)

- 1. APPROVAL:** This Agreement is of no force or effect until signed by both parties and approved by the Department of General Services, if required. Contractor may not commence performance until such approval has been obtained.
- 2. AMENDMENT:** No amendment or variation of the terms of this Agreement shall be valid unless made in writing, signed by the parties and approved as required. No oral understanding or Agreement not incorporated in the Agreement is binding on any of the parties.
- 3. ASSIGNMENT:** This Agreement is not assignable by the Contractor, either in whole or in part, without the consent of the State in the form of a formal written amendment.
- 4. AUDIT:** Contractor agrees that the awarding department, the Department of General Services, the Bureau of State Audits, or their designated representative shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Agreement. Contractor agrees to maintain such records for possible audit for a minimum of three (3) years after final payment, unless a longer period of records retention is stipulated. Contractor agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, Contractor agrees to include a similar right of the State to audit records and interview staff in any subcontract related to performance of this Agreement. (Gov. Code §8546.7, Pub. Contract Code §10115 et seq., CCR Title 2, Section 1896).
- 5. INDEMNIFICATION:** Contractor agrees to indemnify, defend and save harmless the State, its officers, agents and employees from any and all claims and losses accruing or resulting to any and all contractors, subcontractors, suppliers, laborers, and any other person, firm or corporation furnishing or supplying work services, materials, or supplies in connection with the performance of this Agreement, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by Contractor in the performance of this Agreement.
- 6. DISPUTES:** Contractor shall continue with the responsibilities under this Agreement during any dispute.
- 7. TERMINATION FOR CAUSE:** The State may terminate this Agreement and be relieved of any payments should the Contractor fail to perform the requirements of this Agreement at the time and in the manner herein provided. In the event of such termination the State may proceed with the work in any manner deemed proper by the State. All costs to the State shall be deducted from any sum due the Contractor under this Agreement and the balance, if any, shall be paid to the Contractor upon demand.
- 8. INDEPENDENT CONTRACTOR:** Contractor, and the agents and employees of Contractor, in the performance of this Agreement, shall act in an independent capacity and not as officers or employees or agents of the State.
- 9. RECYCLING CERTIFICATION:** The Contractor shall certify in writing under penalty of perjury, the minimum, if not exact, percentage of post-consumer material as defined in the Public Contract Code Section 12200, in products, materials, goods, or supplies offered or sold to the State regardless of whether the product meets the requirements of Public Contract Code Section 12209. With respect to printer or duplication cartridges that comply with the requirements of Section 12156(e), the certification required by this subdivision shall specify that the cartridges so comply (Pub. Contract Code §12205).
- 10. NON-DISCRIMINATION CLAUSE:** During the performance of this Agreement, Contractor and its subcontractors shall not deny the contract's benefits to any person on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic

EXHIBIT C: GENERAL TERMS AND CONDITIONS (04/2017)

information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status, nor shall they discriminate unlawfully against any employee or applicant for employment because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status. Contractor shall insure that the evaluation and treatment of employees and applicants for employment are free of such discrimination. Contractor and subcontractors shall comply with the provisions of the Fair Employment and Housing Act (Gov. Code §12900 et seq.), the regulations promulgated thereunder (Cal. Code Regs., tit. 2, §11000 et seq.), the provisions of Article 9.5, Chapter 1, Part 1, Division 3, Title 2 of the Government Code (Gov. Code §§11135-11139.5), and the regulations or standards adopted by the awarding state agency to implement such article. Contractor shall permit access by representatives of the Department of Fair Employment and Housing and the awarding state agency upon reasonable notice at any time during the normal business hours, but in no case less than 24 hours' notice, to such of its books, records, accounts, and all other sources of information and its facilities as said Department or Agency shall require to ascertain compliance with this clause. Contractor and its subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement. (See Cal. Code Regs., tit. 2, §11105.)

Contractor shall include the nondiscrimination and compliance provisions of this clause in all subcontracts to perform work under the Agreement.

11. **CERTIFICATION CLAUSES:** The CONTRACTOR CERTIFICATION CLAUSES contained in the document CCC 04/2017 are hereby incorporated by reference and made a part of this Agreement by this reference as if attached hereto.
12. **TIMELINESS:** Time is of the essence in this Agreement.
13. **COMPENSATION:** The consideration to be paid Contractor, as provided herein, shall be in compensation for all of Contractor's expenses incurred in the performance hereof, including travel, per diem, and taxes, unless otherwise expressly so provided.
14. **GOVERNING LAW:** This contract is governed by and shall be interpreted in accordance with the laws of the State of California.
15. **ANTITRUST CLAIMS:** The Contractor by signing this agreement hereby certifies that if these services or goods are obtained by means of a competitive bid, the Contractor shall comply with the requirements of the Government Codes Sections set out below.
 - A. The Government Code Chapter on Antitrust claims contains the following definitions:
 - 1) "Public purchase" means a purchase by means of competitive bids of goods, services, or materials by the State or any of its political subdivisions or public agencies on whose behalf the Attorney General may bring an action pursuant to subdivision (c) of Section 16750 of the Business and Professions Code.
 - 2) "Public purchasing body" means the State or the subdivision or agency making a public purchase. Government Code Section 4550.
 - B. In submitting a bid to a public purchasing body, the bidder offers and agrees that if the bid is accepted, it will assign to the purchasing body all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Sec. 15) or under the Cartwright Act (Chapter 2 (commencing with Section 16700) of Part 2 of Division 7 of the Business and Professions Code), arising from purchases of goods, materials, or services by the bidder for sale to the purchasing body pursuant to the bid. Such assignment shall be made and become effective

EXHIBIT C: GENERAL TERMS AND CONDITIONS (04/2017)

at the time the purchasing body tenders final payment to the bidder. Government Code Section 4552.

- C. If an awarding body or public purchasing body receives, either through judgment or settlement, a monetary recovery for a cause of action assigned under this chapter, the assignor shall be entitled to receive reimbursement for actual legal costs incurred and may, upon demand, recover from the public body any portion of the recovery, including treble damages, attributable to overcharges that were paid by the assignor but were not paid by the public body as part of the bid price, less the expenses incurred in obtaining that portion of the recovery. Government Code Section 4553.
- D. Upon demand in writing by the assignor, the assignee shall, within one year from such demand, reassign the cause of action assigned under this part if the assignor has been or may have been injured by the violation of law for which the cause of action arose and (a) the assignee has not been injured thereby, or (b) the assignee declines to file a court action for the cause of action. See Government Code Section 4554.

16. CHILD SUPPORT COMPLIANCE ACT: For any Agreement in excess of \$100,000, the contractor acknowledges in accordance with Public Contract Code 7110, that:

- A. The contractor recognizes the importance of child and family support obligations and shall fully comply with all applicable state and federal laws relating to child and family support enforcement, including, but not limited to, disclosure of information and compliance with earnings assignment orders, as provided in Chapter 8 (commencing with section 5200) of Part 5 of Division 9 of the Family Code; and
- B. The contractor, to the best of its knowledge is fully complying with the earnings assignment orders of all employees and is providing the names of all new employees to the New Hire Registry maintained by the California Employment Development Department.

17. UNENFORCEABLE PROVISION: In the event that any provision of this Agreement is unenforceable or held to be unenforceable, then the parties agree that all other provisions of this Agreement have force and effect and shall not be affected thereby.

18. PRIORITY HIRING CONSIDERATIONS: If this Contract includes services in excess of \$200,000, the Contractor shall give priority consideration in filling vacancies in positions funded by the Contract to qualified recipients of aid under Welfare and Institutions Code Section 11200 in accordance with Pub. Contract Code §10353.

19. SMALL BUSINESS PARTICIPATION AND DVBE PARTICIPATION REPORTING REQUIREMENTS:

- A. If for this Contract Contractor made a commitment to achieve small business participation, then Contractor must within 60 days of receiving final payment under this Contract (or within such other time period as may be specified elsewhere in this Contract) report to the awarding department the actual percentage of small business participation that was achieved. (Govt. Code § 14841.)
- B. If for this Contract Contractor made a commitment to achieve disabled veteran business enterprise (DVBE) participation, then Contractor must within 60 days of receiving final payment under this Contract (or within such other time period as may be specified elsewhere in this Contract) certify in a report to the awarding department: (1) the total amount the prime Contractor received under the Contract; (2) the name and address of the DVBE(s) that participated in the performance of the Contract; (3) the amount each DVBE received from the prime Contractor; (4) that all payments under the Contract have been made to the DVBE; and (5) the actual

EXHIBIT C: GENERAL TERMS AND CONDITIONS (04/2017)

percentage of DVBE participation that was achieved. A person or entity that knowingly provides false information shall be subject to a civil penalty for each violation. (Mil. & Vets. Code § 999.5(d); Govt. Code § 14841.)

- 20. LOSS LEADER:** If this contract involves the furnishing of equipment, materials, or supplies then the following statement is incorporated: It is unlawful for any person engaged in business within this state to sell or use any article or product as a “loss leader” as defined in Section 17030 of the Business and Professions Code. (PCC 10344(e).)

EXHIBIT D: SPECIAL TERMS AND CONDITIONS

1. GRANTEE'S GENERAL RESPONSIBILITY

- A. Grantee agrees to comply with all terms and conditions of this Grant Agreement. Review and approval by the BSCC are solely for the purpose of proper administration of grant funds and shall not be deemed to relieve or restrict the Grantee's responsibility.
- B. Grantee is responsible for the performance of all project activities identified in Attachment 1: Indigent Defense Application Package.
- C. Grantee shall immediately advise the BSCC of any significant problems or changes that arise during the course of the project.

2. GRANTEE ASSURANCES AND COMMITMENTS

- A. Compliance with Laws and Regulations
This Grant Agreement is governed by and shall be interpreted in accordance with the laws of the State of California. Grantee shall at all times comply with all applicable State laws, rules and regulations, and all applicable local ordinances.
- B. Fulfillment of Assurances and Declarations
Grantee shall fulfill all assurances, declarations, representations, and statements made by the Grantee in Attachment 1: Indigent Defense Application Package, documents, amendments, approved modifications, and communications filed in support of its request for grant funds.
- C. Permits and Licenses
Grantee agrees to procure all permits and licenses necessary to complete the project, pay all charges and fees, and give all notices necessary or incidental to the due and lawful proceeding of the project work.

3. POTENTIAL SUBCONTRACTORS

- A. In accordance with the provisions of this Grant Agreement, the Grantee may subcontract for services needed to implement and/or support program activities. Grantee agrees that in the event of any inconsistency between this Grant Agreement and Grantee's agreement with a subcontractor, the language of this Grant Agreement will prevail.
- B. Nothing contained in this Grant Agreement or otherwise, shall create any contractual relation between the BSCC and any subcontractors, and no subcontract shall relieve the Grantee of his responsibilities and obligations hereunder. The Grantee agrees to be as fully responsible to the BSCC for the acts and omissions of its subcontractors and of persons either directly or indirectly employed by any of them as it is for the acts and omissions of persons directly employed by the Grantee. The Grantee's obligation to pay its subcontractors is an independent obligation from the BSCC's obligation to make payments to the Grantee. As a result, the BSCC shall have no obligation to pay or to enforce the payment of any moneys to any subcontractor.
- C. Grantee assures that for any subcontract awarded by the Grantee, such insurance and fidelity bonds, as is customary and appropriate, will be obtained.
- D. Grantee agrees to place appropriate language in all subcontracts for work on the project requiring the Grantee's subcontractors to:
 - 1) Books and Records
Maintain adequate fiscal and project books, records, documents, and other evidence pertinent to the subcontractor's work on the project in accordance with generally

EXHIBIT D: SPECIAL TERMS AND CONDITIONS

accepted accounting principles. Adequate supporting documentation shall be maintained in such detail so as to permit tracing transactions from the invoices, to the accounting records, to the supporting documentation. These records shall be maintained for a minimum of three (3) years after the acceptance of the final grant project audit under the Grant Agreement and shall be subject to examination and/or audit by the BSCC or designees, state government auditors or designees, or by federal government auditors or designees.

2) Access to Books and Records

Make such books, records, supporting documentations, and other evidence available to the BSCC or designee, the State Controller's Office, the Department of General Services, the Department of Finance, California State Auditor, and their designated representatives during the course of the project and for a minimum of three (3) years after acceptance of the final grant project audit. The Subcontractor shall provide suitable facilities for access, monitoring, inspection, and copying of books and records related to the grant-funded project.

4. PROJECT ACCESS

Grantee shall ensure that the BSCC, or any authorized representative, will have suitable access to project activities, sites, staff and documents at all reasonable times during the grant period including those maintained by subcontractors. Access to program records will be made available by both the grantee and the subcontractors for a period of three (3) years following the end of the grant period.

5. ACCOUNTING AND AUDIT REQUIREMENTS

A. Grantee agrees that accounting procedures for grant funds received pursuant to this Grant Agreement shall be in accordance with generally accepted government accounting principles and practices, and adequate supporting documentation shall be maintained in such detail as to provide an audit trail. Supporting documentation shall permit the tracing of transactions from such documents to relevant accounting records, financial reports and invoices.

The BSCC reserves the right to call for a program or financial audit at any time between the execution of this Grant Agreement and three years following the end of the grant period. At any time, the BSCC may disallow all or part of the cost of the activity or action determined to not be in compliance with the terms and conditions of this Grant Agreement or take other remedies legally available.

6. MODIFICATIONS

No change or modification in the project will be permitted without prior written approval from the BSCC. Changes may include modification to project scope, changes to performance measures, compliance with collection of data elements, and other significant changes in the budget or program components contained in Attachment 1: Indigent Defense Application Package.

7. TERMINATION

A. This Grant Agreement may be terminated by the BSCC at any time after grant award and prior to completion of project upon action or inaction by the Grantee that constitutes a material and substantial breach of this Grant Agreement. Such action or inaction includes but is not limited to:

EXHIBIT D: SPECIAL TERMS AND CONDITIONS

- 1) substantial alteration of the scope of the grant project without prior written approval of the BSCC;
 - 2) refusal or inability to complete the grant project in a manner consistent with Attachment 1: Indigent Defense Application Package or approved modifications;
 - 3) failure to provide the required local match share of the total project costs; and
 - 4) failure to meet prescribed assurances, commitments, recording, accounting, auditing, and reporting requirements of the Grant Agreement.
- B. Prior to terminating the Grant Agreement under this provision, the BSCC shall provide the Grantee at least 30 calendar days written notice stating the reasons for termination and effective date thereof. The Grantee may appeal the termination decision in accordance with the instructions listed in Exhibit D: Special Terms and Conditions, Number 8. Settlement of Disputes.

8. SETTLEMENT OF DISPUTES

- A. The parties shall deal in good faith and attempt to resolve potential disputes informally. If the dispute persists, the Grantee shall submit to the BSCC Corrections Planning and Grant Programs Division Deputy Director a written demand for a final decision regarding the disposition of any dispute between the parties arising under, related to, or involving this Grant Agreement. Grantee's written demand shall be fully supported by factual information. The BSCC Corrections Planning and Grant Programs Division Deputy Director shall have 30 days after receipt of Grantee's written demand invoking this Section "Disputes" to render a written decision. If a written decision is not rendered within 30 days after receipt of the Grantee's demand, it shall be deemed a decision adverse to the Grantee's contention. If the Grantee is not satisfied with the decision of the BSCC Corrections Planning and Grant Programs Division Deputy Director, the Grantee may appeal the decision, in writing, within 15 days of its issuance (or the expiration of the 30-day period in the event no decision is rendered), to the BSCC Executive Director, who shall have 45 days to render a final decision. If the Grantee does not appeal the decision of the BSCC Corrections Planning and Grant Programs Division Deputy Director, the decision shall be conclusive and binding regarding the dispute and the Contractor shall be barred from commencing an action in court, or with the Victims Compensation Government Claims Board, for failure to exhaust Grantee's administrative remedies.
- B. Pending the final resolution of any dispute arising under, related to or involving this Grant Agreement, Grantee agrees to diligently proceed with the performance of this Grant Agreement, including the providing of services in accordance with the Grant Agreement. Grantee's failure to diligently proceed in accordance with the State's instructions regarding this Grant Agreement shall be considered a material breach of this Grant Agreement.
- C. Any final decision of the State shall be expressly identified as such, shall be in writing, and shall be signed by the Executive Director, if an appeal was made. If the Executive Director fails to render a final decision within 45 days after receipt of the Grantee's appeal for a final decision, it shall be deemed a final decision adverse to the Grantee's contentions. The State's final decision shall be conclusive and binding regarding the dispute unless the Grantee commences an action in a court of competent jurisdiction to contest such decision within 90 days following the date of the final decision or one (1) year following the accrual of the cause of action, whichever is later.

EXHIBIT D: SPECIAL TERMS AND CONDITIONS

- D. The dates of decision and appeal in this section may be modified by mutual consent, as applicable, excepting the time to commence an action in a court of competent jurisdiction.

9. UNION ACTIVITIES

For all agreements, except fixed price contracts of \$50,000 or less, the Grantee acknowledges that applicability of Government Code §§16654 through 16649 to this Grant Agreement and agrees to the following:

- A. No State funds received under the Grant Agreement will be used to assist, promote or deter union organizing.
- B. Grantee will not, for any business conducted under the Grant Agreement, use any State property to hold meetings with employees or supervisors, if the purpose of such meetings is to assist, promote or deter union organizing, unless the State property is equally available to the general public for holding meetings.
- C. If Grantee incurs costs or makes expenditures to assist, promote or deter union organizing, Grantee will maintain records sufficient to show that no reimbursement from State funds has been sought for these costs, and that Grantee shall provide those records to the Attorney General upon request.

10. WAIVER

The parties hereto may waive any of their rights under this Grant Agreement unless such waiver is contrary to law, provided that any such waiver shall be in writing and signed by the party making such waiver.

Indigent Defense Grant Program

PROPOSAL PACKAGE COVER SHEET

Submitted by:

Santa Barbara County Public Defender

Date Submitted:

February 5, 2021

Applicant Information Form: Instructions


- A. **Applicant:** Complete the required information for the agency submitting the form (i.e. <NAME> Public Defender's Office).
- B. **Tax Identification Number:** Provide the tax identification number of the Applicant.
- C. **Project Title:** Provide the title of the project.
- D. **Project Summary:** Provide a summary (100-150 words) of the proposal. Note: this information will be posted to the BSCC's website for informational purposes.
- E. **Grant Funds Requested:** See Budget Attachment or last page.
- F. **Project Director:** Provide the name, title and contact information for the individual responsible for oversight and management of the project. This person must be an employee of the Grantee.
- G. **Financial Officer:** Provide the name, title and contact information for the individual responsible for fiscal oversight and management of the project. Typically, this is the individual that will certify and submit invoices. This person must be an employee of the Grantee.
- H. **Day-to-Day Project Contact:** Provide the name, title and contact information for the individual who serves as the primary contact person for the grant. Typically, this individual has day-to-day oversight for the project. This person must be an employee of the Grantee.
- I. **Day-to-Day Fiscal Contact:** Provide the name, title and contact information for the individual who serves as the primary contact person for fiscal matters related to the grant. This may be the individual who prepares the invoices for approval by the Financial Officer. This person must be an employee of the Grantee.
- J. **Authorized Signature:** Complete the required information for the person authorized to sign for the Applicant. This individual must read the assurances under this section, then sign and date in the appropriate fields.

Applicant Information Form

A. APPLICANT < Name> Public Defender's Office		B. TAX IDENTIFICATION NUMBER			
NAME OF APPLICANT County of Santa Barbara Office of the Public Defender		TAX IDENTIFICATION #: 95-6002833			
STREET ADDRESS 1100 Anacapa Street		CITY Santa Barbara		STATE CA	ZIP CODE 93101
MAILING ADDRESS (if different)		CITY		STATE	ZIP CODE
C. PROJECT TITLE:		Indigent Defense Infrastructure Enhancement			
D. PROJECT SUMMARY (100-150 words):					
<p>Public Defender has designed a project to meet our needs in response to the changing technological landscape of public defense. We envision empowering the Department through innovative solutions that promote progress through technology and provide transparency and mobility, enabling staff to be an effective and efficient steward in delivering quality services to our clients. Central to that is to implement a state-of-the-art web-based case management system. To augment the workload demands will require identifying and developing automated processes to improve efficiency. The entire case management system needs to be rebuilt to allow for a paperless cloud-based evidence management solution. Additionally, continuing to meet ever-expanding Constitutional and Ethical duties will require the creation of a Post-Conviction/Reentry unit.</p>					
E. GRANT FUNDS REQUESTED:					
See Budget Attachment or Last Page					
\$ 637,000					
F. PROJECT DIRECTOR:					
NAME Tracy M. Macuga		TITLE County of Santa Barbara Public Defender		TELEPHONE NUMBER 805-568-3494	
STREET ADDRESS 1100 Anacapa Street		FAX NUMBER 805-568-3564			
CITY Santa Barbara		STATE CA	ZIP CODE 93101	EMAIL ADDRESS tmacuga@publicdefendersb.org	
G. FINANCIAL OFFICER:					
NAME Deepak Budwani		TITLE Chief Financial & Administrative Officer		TELEPHONE NUMBER 805-568-3589	
STREET ADDRESS 1100 Anacapa Street		FAX NUMBER 805-568-3564			
CITY Santa Barbara		STATE CA	ZIP CODE 93101	EMAIL ADDRESS dbudwani@publicdefendersb.org	
PAYMENT MAILING ADDRESS (if different) Auditor's Office, 105 E. Anapamu, Room 103		CITY Santa Barbara		STATE CA	ZIP CODE 93101

H. DAY-TO-DAY PROGRAM CONTACT:			
NAME Tracy M. Macuga	TITLE County of Santa Barbara Public Defender	TELEPHONE NUMBER 805-568-3494	
STREET ADDRESS 1100 Anacapa Street		FAX NUMBER 805-568-3564	
CITY Santa Barbara	STATE CA	ZIP CODE 93101	EMAIL ADDRESS tmacuga@publicdefendersb.org

I. DAY-TO-DAY FISCAL CONTACT:			
NAME Deepak Budwani	TITLE Chief Financial & Administrative Officer	TELEPHONE NUMBER 805-568-3589	
STREET ADDRESS 1100 Anacapa Street		FAX NUMBER 805-568-3564	
CITY Santa Barbara	STATE CA	ZIP CODE 93101	EMAIL ADDRESS dbudwani@publicdefendersb.org

J. AUTHORIZED SIGNATURE			
By signing this application, I hereby certify that I am vested by the Applicant with the authority to enter into contract with the BSCC, and that the grantee and any subcontractors will abide by the laws, policies and procedures governing this funding.			
NAME OF AUTHORIZED OFFICER Tracy M. Macuga	TITLE County of Santa Barbara Public Defender	TELEPHONE NUMBER 805-568-3494	EMAIL ADDRESS tmacuga@publicdefendersb.org
STREET ADDRESS 1100 Anacapa Street	CITY Santa Barbara	STATE CA	ZIP CODE 93101
EMAIL ADDRESS tmacuga@publicdefendersb.org			
APPLICANT'S SIGNATURE (Signed by the authorized signatory with a digital signature OR a wet signature in blue ink.) X 			DATE 02/05/2021

Authorized Signature: Must be a representative with the authority to sign documents and obligate the applicant

CONFIDENTIALITY NOTICE

All documents submitted as a part of the Indigent Defense Grant Program application are public documents and may be subject to a request pursuant to the California Public Records Act. The BSCC, as a state agency, may have to disclose these documents to the public. The BSCC cannot ensure the confidentiality of any information submitted in or with this proposal. (Gov. Code, §§ 6250 et seq.)

Project Description

The Office of the Public Defender is eager to adopt technology to advance initiatives, improve efficiency and enhance indigent defense services. Implementation will require assistance to build on existing systems, support additional IT infrastructure and create bandwidth to maintain and support these changes. Current efforts must be viewed in conjunction with a cohesive plan for long-term solutions, as “Digital/Electronic Courts” are, undoubtedly, the direction for the present and the future. Year after year, indigent defense falls further behind the 8-ball in response to the digital tsunami that has overtaken the criminal justice arena. While our attorneys, holistic advocates, LOPs, and investigators will always remain the heart of our practice, IT is now the engine of the organization. To balance digital transformation and to be ready for the tech-driven demands currently present, the Public Defender’s IT staff has been looking to enhance our current case management system (eDefender) and technology expertise in the following areas:

IT Staffing

The Department IT Staff needs a full overhaul of the case management system, eDefender. The goal is to move towards data-informed decision-making to support client, program and policy advocacy. A complete eDefender redesign will allow for enhanced reporting and data analysis, increased efficiency due to automation of certain tasks, and work queues and business intelligence tools. As part of the overhaul and design, the Department needs to hire a part-time content management system consultant for a period of two years. Additionally, overhaul will require the need for a full-time data analyst for a period of one year. The data analyst will work to enhance data and reporting, and will be dedicated exclusively to data analysis and report generation. This individual would be responsible in developing performance KPIs; building evidence-based practice that can be linked to policy decisions; assisting to create standard operation procedures (SOPs); and building client advocacy metrics.

Digital Transformation Tools

Electronically-Stored Information (ESI)/Cloud Based Storage (Box.com): The Department is transitioning to a fully paperless case management system. As the transition from paper to paperless continues, additional server space will be needed to host expanded growth and to maintain our digital client files. Box.com is a cloud content management tool that would allow the Public Defender to be compliant with CJIS/HIPAA requirements, have available storage to store all files digitally, have a collaborative platform, missing verb workflow automation, build API’s to eDefender and allow governance. Currently, the Department has the thirty-six (36) terabytes of data it needs to transition to the cloud; yearly consumption is currently twelve (12) terabytes and increasing exponentially every year. The Public Defender plans to leverage Box.com to build necessary infrastructure and support our network needs. Yearly licensing costs will be \$42k with another one-time cost of approximately \$55k to design the integration needs of Box with other tools within the Public Defender’s Office.

Computers & Hardware: With the transition to a paperless office, new devices are needed for all of our support staff and holistic defense staff. Current equipment is six years old and out of cycle. New computers are needed to meet the demands to allow support staff to take all of the paper and make it paperless which creates our digital files. Our holistic defense staff are in the field and, with the transition to a fully paperless office, need reliable equipment to access their files, which then allows them to advocate on behalf of our clients.

Post-Conviction Unit

Public defense has been redefined over the years since the Gideon decision. Abolishing public defender fees, Franklin, Miller, Padilla, Humphrey, SB1810, PC section 1170.95, PC section 1001.36 and AB 1950 are all examples of recent legislative changes impacting public defense budgeting. Criminal Justice Reform will continue to trend in this manner. Attorneys find themselves consistently reacting to the rapid changes and unable to be proactive in anticipating the effects of the changes on our cases. Recent legislative changes affecting sentencing laws, that apply retroactively, have increased the need for the creation of a Post-Conviction/Re-entry Unit. The Post-Conviction/Re-entry Unit will be comprised of one (1) full-time DPD II (Extra-help) and one (1) full-time LOP I (Extra-help).

Training

Current training budget is inadequate to meet the specialized training required to maintain credentials to handle certain types of cases. Technology needs are also changing, such as understanding forensic evidence and digital evidence. Training funds will focus on increasing capacity to adapt to virtual advocacy and 6th Amendment training; certification on Axiom software; a cell phone/forensic evidence tool; and developing an in-house learning management system.

Appendix A: Project Work Plan

This Project Work Plan identifies measurable goals and objectives, activities and services, the responsible parties and a timeline. Completed plans should (1) identify the project's **top goals and objectives** (minimum of two); (2) identify how the top goals will be achieved in terms of the activities, responsible staff/partners, and start and end dates; and (3) provide goals and objectives with a clear relationship to the need and intent of the grant. Please provide a project workplan in the below fields.

(1) Goal:	Enhance content management system (eDefender)		
Objectives (A., B., etc.)	<p>A. Update, upgrade, configure and automate the current content management system to accommodate the changing needs of the office.</p> <p>B. Move towards data-informed decision-making to support client, program and policy advocacy. A complete eDefender redesign will allow for enhanced reporting and data analysis, and increased efficiency due to automation of certain tasks, work queues and business intelligence tools.</p>		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date
<p>1. Upgrade the current content management system to a newer version, allowing for more options when it comes to customization and automation (current version has many limitations that will be resolved after upgrade).</p> <p>2. Evaluate the data needs of the office and incorporate the ability to track the data within the system. Requires data table configurations and additions, as well as data migration of old data to function in the new environment.</p> <p>3. Evaluate the needs of the staff and build in as much automation as possible. Automation increases accuracy and efficiency while reducing data entry workload requirements on the staff.</p>	<p>1. Assistant Department Leader/Chief Financial and Administrative Officer Deepak Budwani</p> <p>2. IT Team Member Angella Stokke and Extra Help consultant, Josh Gill</p>	07/01/2021	06/30/2023

(2) Goal:	Enhance data reporting, leading to data-driven decision making		
Objectives (A., B., etc.)	<p>A. Assist with the data collection and analysis to accommodate the addition of multiple grants and data-driven programs in which our Office is participating.</p> <p>B. Assist with data collection and analysis to support data driven decision-making and staff re-allocation. As more staff members are remote and the scope of the Courts is changing, data and analysis is needed to make sure the most effective and efficient decisions are being implemented.</p>		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date
<p>1. Evaluate various departments within the office to gain perspective into their data needs and reporting requirements as they have evolved during the current pandemic situation.</p> <p>2. Collect and analyze the appropriate data to assist with decision-making as it refers to grant requests, budget requests, staff allocation, etc.</p> <p>3. Use the data analysis information to anticipate future needs of the office.</p>	<p>1. Assistant Department Leader/Chief Financial and Administrative Officer Deepak Budwani</p> <p>2. IT Team Member Angella Stokke and Extra Help consultant, Josh Gill</p> <p>3. Data Analyst Extra Help associate Sarah Rothschild</p>	07/01/2021	06/30/2022

(3) Goal:	Migrate digital storage completely to the Cloud (Box.com)		
Objectives (A., B., etc.)	<p>A. Increase accessibility to all documents within the office to accommodate a remote work environment.</p> <p>B. Ensure all staff has consistent access to documents within the office, regardless of location, connection or device. Box.com provides this with a CJIS and HIPAA security layer.</p>		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date
1. Work with representatives from Box.com to establish protocols for migrating data into the Cloud.	1. Assistant Department Leader/Chief Financial and Administrative Officer Deepak Budwani	07/01/2021	06/30/2023

<p>2. Prepare all current data to meet agreed upon protocols for migrating data into the Cloud.</p> <p>3. Transfer data into the Cloud.</p>	<p>2. IT Team Members Angella Stokke, Xavier Navarro, Alan Bediamol, Data Analyst</p> <p>3. Staff members from Box.com</p>	
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(4) Goal:	Creation of Post-Conviction/Re-entry Unit		
Objectives (A., B., etc.)	<p>A. Establish a functioning Post-Conviction/Re-entry Unit to create templates, establish workflows, conduct legal research, and provide communication with, representation to, and litigation for both incarcerated and formerly incarcerated clients seeking post-conviction expungement and resentencing relief.</p> <p>B. This Unit will replace the Office's current ad hoc system of assigning these cases to trial-level deputy public defenders who lack the expertise needed to effectively and efficiently represent this client population.</p>		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date
<p>1. Research all current resentencing and expungement laws. Create templates and boilerplates for filing motions seeking relief in order to more efficiently initiate and follow through on needed litigation. Work product will be saved into a database for continued updates.</p> <p>2. Communicate with clients, both incarcerated and formerly incarcerated, who may have ongoing questions about their eligibility for newly enacted legislation intended to provide ameliorative relief.</p> <p>3. Provide training to trial deputies on changes to resentencing and expungement laws in order to enhance their practice by giving them information needed to effectuate strategically informed settlement decisions and evaluate risk of prison/jail exposure and</p>	<p>1. Lea Villegas, Chief Trial Deputy</p> <p>2. Mark Saatjian, Senior Deputy Public Defender</p> <p>3. Assistant Department Leader/Chief Financial and Administrative Officer Deepak Budwani</p>	07/01/2021	06/30/2023

consequences when choosing to go to trial.		
4. Litigate on behalf of clients, both incarcerated and formerly incarcerated, in order to secure relief that will achieve improved life outcomes and increase their odds of a more rapid and successful reintegration into the community.		

(5) Goal:	Purchase computers for employees		
Objectives (A., B., etc.)	<p>A. Ensure all users have an updated and secure device that is fully capable of connecting to the network from remote locations as well as peripheral equipment to support a proper work environment.</p> <p>B. Updated equipment increases security and reduces potential issues with hardware failures.</p>		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date
<p>1. Purchase new equipment, configure and distribute to appropriate staff member</p> <p>2. Log new equipment and establish end of life cycle</p>	<p>1. Assistant Department Leader/Chief Financial and Administrative Officer Deepak Budwani</p> <p>2. IT Team Members Angella Stokke, Xavier Navarro, Alan Bediamol</p> <p>3. Staff members receiving the new equipment</p>	04/01/2021	12/30/2021

2020 Indigent Defense Grant Program - Project Budget and Budget Narrative

Name of Applicant: Santa Barbara County Public Defender

Contract Term: February 15, 2021 to June 30, 2023

The total amount of funding each county is eligible to receive is provided on the Funding Allocation tab. Please request the **full amount** of funding next to your county name.

Note: Rows 8-15 will auto-populate based on the information entered in the budget line items (Salaries and Benefits, Services and Supplies, etc.)

Budget Line Item	Total
1. Salaries and Benefits	\$417,000.00
2. Services and Supplies	\$175,500.00
3. Professional Services or Public Agency Subcontracts	\$0.00
4. Non-Governmental Organization (NGO) Subcontracts	\$0.00
5. Equipment/Fixed Assets	\$44,500.00
6. Project Evaluation	\$0.00
7. Other (Travel, Training, etc.)	\$0.00
8. Indirect Costs	\$0.00
TOTAL	\$637,000.00

1a. Salaries and Benefits

Name and Title	(Show as either % FTE <u>or</u> Hourly Rate) & Benefits	Total
Josh Gill, eDefender Consultant	Extra-help hourly employee. \$34.886/hr, 20 hours/week. Total=2 years	\$73,900.00
Sarah Rothschild, Data Analyst	Extra-help hourly employee. \$28.548/hr + \$3.35/hr for medical. Total=1 year	\$56,100.00
Deputy Public Defender II	Extra-help hourly employee. \$41.377/hr + \$3.35/hr for medical, 40 hours a week. Total=2 years	\$189,600.00
Legal Office Professional I	Extra-help hourly employee. \$19.723/hr + \$3.35/hr for medical, 40 hours a week. Total=2 years	\$97,400.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
TOTAL		\$417,000.00

1b. Salaries and Benefits Narrative:

eDefender Consultant: Computer System Specialist I - One extra-help content management system (eDefender) consultant working 20 hours a week earning an hourly salary of \$34.886/hour. Year one total would be \$36,400 with a 3% (COLA) increase in year two, total would be \$37,500. Two year total would be \$73,900. Data Analyst: Department Business Specialist I - One extra-help data analyst working up to 40 hours a week over the span of one year. Hourly salary will be \$28.548/hour + \$3.35/hour for medical for a combined hourly rate of \$31.90/hour. Hired for one year with the total amount for the year totaling \$56,100. Deputy Public Defender II - One extra-help Deputy Public Defender II working 40 hours a week. Hourly salary will be \$41.377/hour + \$3.35/hour for medical for a combined hourly rate of \$44.73/hour. Year one total would be \$93,400 with a 3% (COLA) increase in year two, total would be \$96,200. Two year total would be \$189,600. Legal Office Professional I - One extra-help Legal Office Professional II working 40 hours a week. Hourly salary will be \$19.723/hour + \$3.35/hour for medical for a combined hourly rate of \$23.07/hour. Year one total would be \$48,000 with a 3% (COLA) increase in year two, total would be \$49,400. Two year total would be \$97,400.

2a. Services and Supplies

Description of Services or Supplies	Calculation for Expenditure	Total
Box.com	\$42k yearly subscription; \$54,500 implementation design in year one is one time cost.	\$138,500.00
Attorney Training	\$15k dedicated for attorney training.	\$15,000.00
Forensic Training-Axiom	\$10k dedicated to get two staff certified with Axiom.	\$10,000.00
Technology Module	\$12k dedicated to develop learning management system. \$2,500 for yearly system cost, \$5k for trainer.	\$12,000.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
TOTAL		\$175,500.00

2b. Services and Supplies Narrative:

Box.com is a tool the Public Defender is looking to utilizing further and leveraging it to build the infrastructure and network needs to support the Public Defender's office. Yearly licensing costs will be \$42k with another \$54,500 to design the integration needs of Box with other tools within the Public Defender's Office. Integration costs are one-time and will be spent in year one. Year one total is \$96,200 and year two is \$42,000. Two year total is \$138,500. \$15k dedicated for attorney training increase capacity to adapt to virtual advocacy and 6th Amendment related training. \$10k dedicated to get two employees in our office certified with Axiom, a cell phone/forensic evidence tool. Certification class if \$5k per person. Technology module: The Public Defender's office is looking to partner with NAPD to develop a learning management system. System would cost \$2,500 yearly with an additional \$5k to retain individuals to record trainings or partner with other agencies to do so. Total would be \$12,000.

3a. Professional Services

Description of Professional Service(s)	Calculation for Expenditure	Total
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
TOTAL		\$0.00

3b. Professional Services Narrative

Enter narrative here. You may expand cell height if needed.

4a. Non-Governmental Organizations (NGO) Subcontracts

Description of Subcontract	Calculation for Expenditure	Total
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
TOTALS		\$0.00

4b. Non-Governmental Organizations (NGO) Subcontracts Narrative

Enter narrative here. You may expand cell height if needed.

5a. Equipment/Fixed Assets

Description of Equipment/Fixed Asset	Calculation for Expense	Total
Laptops/Desktop	32 devices -\$1,390/per computer. One time cost.	\$44,500.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
TOTALS		\$44,500.00

5b. Equipment/Fixed Assets Narrative

To support the technological demands of practicing law in 2021, additional computers will need to be purchased. Approximate cost will \$1,390 per employee and for 32 employees the total would be \$44,500k.

6a. Project Evaluation

Description	Calculation for Expense	Total
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
TOTAL		\$0.00

6b. Project Evaluation Narrative

Enter narrative here. You may expand cell height if needed.

7a. Other (Travel, Training, etc.)

Description	Calculation for Expense	Total
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
TOTAL		\$0.00

7b. Other (Travel, Training, etc.) Narrative:

Enter narrative here. You may expand cell height if needed.

8a. Indirect Costs

Indirect costs may be charged to grant funds by choosing either Option 1) or 2) listed below:		Total
1) Indirect costs will be charged as Grantee's federally approved Negotiated Indirect Cost Rate (NICR): Enter NICR Percentage and Amount:	0.00%	\$0.00
2) Indirect costs will be charged as the Federal De Minimis (10% of Modified Total Direct Cost):		\$0.00
TOTAL		\$0.00

8b. Indirect Costs Narrative:

Enter narrative here. You may expand cell height if needed.

Before submission, please verify that you have requested the full amount of funding your county is eligible to receive.

Appendix E: Evaluation Guidelines

Indigent Defense Grant Program Local Evaluation Plan

The Indigent Defense Grant Program for funding period February 15, 2021 through June 30, 2023 requires a Local Evaluation Plan (LEP) to ensure projects funded by the Board of State and Community Corrections (BSCC) can be evaluated to determine their impact and effectiveness. The LEP is a written document that describes how the project will be monitored and evaluated and shows how evaluation results will be used for project improvement and decision making. The LEP should be developed before the project starts by program staff using a collaborative process that involves all relevant project stakeholders. Grantees are encouraged to identify an evaluator who can assist in the collaborative process of developing the LEP and guide the local evaluation throughout the grant cycle. This guideline was developed to assist grantees in creating a LEP that, at a minimum, addresses the information defined below.

Keep in mind the implementation of practices and strategies supported by data are to be considered whenever possible. The BSCC is responsible for verifying that grant money is spent efficiently and on effective projects; collecting data is one mechanism used to determine this. Evaluation results from each project may be used to inform the body of knowledge regarding what works with the target populations. Therefore, it is important to collect appropriate and consistent data. A strong LEP will help pave the way for a strong evaluation. A strong evaluation may be used to provide support for your project and funding.

The BSCC will make public the LEP from each grantee. LEPs may be posted to the BSCC website and/or developed into a statewide summary report to be shared with the Administration, the Legislature, and the public.

All grantees are required to submit a LEP by 5 p.m. on August 30, 2021. LEPs are sent to the Indigent Defense Grant inbox (IndigentDefenseGrant@bscc.ca.gov).

Cover Page

The cover page provides a descriptive report title, and identifies the grantees, authors, contact information, project time period, and funding source.

Project Background

At a minimum, this section should:

- Provide information essential to understanding the project and the need for the project (history in the community, an explanation of activities and/or services, description of similar efforts in the region, description of how the activities and/or services address the need, etc.).
- For project components that involve participants:

- Define the target population (e.g., gender, age, risk factors, prior involvement with the justice system).
- Define the criteria used to determine participant eligibility of the target population.
- Describe the process for determining which intervention(s) and/or services a participant needs and will receive.
- Provide a description of the project's goals and objectives.

Process Evaluation Method and Design

At a minimum, this section should include:

- The research design for the process evaluation.
- For project components that involve participants, include:
 - The plan to document activities within the project and/or services provided to each participant (e.g., maintaining a database, signup sheets).
 - How participants' progress will be tracked (e.g., start dates, attendance, dropouts, successful completions, progress milestones).
- For project components that do not involve participants, the plan to document activities (e.g., investigations, system/equipment updates).
- How activity progress will be tracked (e.g., start dates, cases initiated/resolved, inspections).
- Process variables and how they will be defined and measured (tools/instruments used to collect the data and frequency of collection).
- How the process data will be collected, and the data source(s) used.
- The project-oversight structure and overall decision-making process for the project.
- How the project components will be monitored, determined effective, and adjusted as necessary.
- The plan for documenting activities performed by staff and contracted providers, if applicable.
- Procedures ensuring that the project will be implemented to fidelity, when applicable.
- How quantitative and qualitative process data will be analyzed. Describe the statistical tools used to analyze quantitative data (e.g., descriptive statistics, chi-square) and methods used for analyzing qualitative data (identifying themes, content analysis, etc.). You do not need to state the analysis type for each evaluation activity separately.

Outcome Evaluation Method and Design

At a minimum, this section should include:

- The research design for the outcome evaluation (e.g., pre-/post-test, mixed methods, comparison groups).
- A set of evaluation questions. These are the questions that the evaluation will answer. These shall include the project's goals and objectives and may also include more outcome-oriented questions.
- For project components that involve participants:
 - The estimated number of participants expected to receive each type of intervention/service.

- The criteria for determining participant success in the project.
- The estimated number of activities expected to be accomplished.
- The criteria for determining activity completion and/or success in the project.
- Outcome variables and how they will be defined and measured (tools/instruments used to collect the data and frequency of collection).
- How the outcome data will be collected, the timing of data collection, and the data source(s) used.
- How quantitative and qualitative outcome data will be analyzed. Describe the statistical tools used to analyze quantitative data (e.g., descriptive statistics, chi-square) and methods used for analyzing qualitative data (identifying themes, content analysis, etc.). You do not need to state the analysis type for each evaluation activity separately.
- The strategy for determining whether outcomes are due to the project and not some other factor(s) unrelated to the project, including a description of a comparison group, when applicable.
- If multiple types of interventions will be employed, include a description of how the separate effects on outcome variables of each type of the intervention will be determined, if possible.

Project Logic Model

Provide a visual representation of the project depicting the logical relationships between the project's goal statements, input/resources, activities, outputs, outcomes and impacts of the project.

- Inputs/Resources: "Inputs are various resources available to support the project (e.g., staff, materials, curricula, funding, equipment)."¹ "Include those aspects of the project which are available and dedicated to, or used by, the project/service to operate."²
- Activities: Activities are what the project does with the inputs or the services provided in alignment with project goals. If you have access to inputs/resources, then they can be used to accomplish project activities.
- Outputs: If the activities are accomplished, these are the number of services delivered and/or products provided.
- Outcomes: "Outcomes are the immediate, specific, measurable changes"³ due to the project. If the outputs are achieved, then this is the change we expect to see. Outcomes may be grouped by:
 - Short-Term- Timeframe (grant cycle, months)
 - Medium-Term- Timeframe (grant cycle, months-years)
- Impacts: The ways in which the community, city, and/or county are changed by the achieved outcomes. This includes fundamental intended or unintended changes that occur in organizations, communities, or systems because of project activities beyond the grant cycle. Impacts are societal/economic/civic/environmental focused and may be the same or similar to long-term outcomes (typically occur beyond the grant cycle).⁴

¹ Department of Health & Human Services: Family and Youth Services Bureau, 2020.

² The Pell Institute and Pathways to College Network, 2020.

³ Ibid.

⁴ Ibid.

Appendices (if applicable)

Include relevant supplementary evaluation and project materials in appendices. These may include, but are not limited to, data collection instruments, more detailed descriptions of activities and interventions, training materials, educational materials, operational definitions, additional analyses, and presentations.

Indigent Defense Grant Program Local Evaluation Report

The Indigent Defense Grant Program for funding period February 15, 2021 through June 30, 2023 requires a Local Evaluation Report (LER) to identify whether the project was successful in achieving its goals and objectives. This LER must be based on the original Local Evaluation Plan (LEP). Any modifications to the LEP must be explained in the LER. This guideline was developed to assist grantees in writing a LER that, at a minimum, addresses the required information defined below.

The LER will document the activities completed with the support of grant funds and the outcomes achieved. BSCC will use this report to verify the grant money was well spent and describe the impacts of the project. Assuming the projects have successful outcomes, other organizations may want to adopt certain project components/intervention(s) demonstrated to be effective. Therefore, the report should include enough information to allow other organizations to replicate your project strategies.

The BSCC will make public the LER from each grantee. LERs may be posted to the BSCC website and/or developed into a statewide summary report to be shared with the Administration, the Legislature, and the public.

All grantees are required to submit a LER to the BSCC no later than 5 p.m. on December 31, 2023.

Cover Page

The cover page provides a descriptive report title, and identifies the grantees, authors, contact information, project time period, and funding source.

Executive Summary

The Executive Summary summarizes the key components of the report so that readers have a brief overview of the project's efforts and results. It should provide a synopsis of the project explaining: the project purpose; goals and objectives, including the extent to which they were achieved; key findings; project accomplishments; and conclusions.

Project Background

At a minimum, this section should:

- Provide information essential to understanding the project and the need for the project (history in the community, an explanation of activities and/or services, description of similar efforts in the region, description of how the activities and/or services address the need, etc.).
- For project components that involve participants:
 - Define the target population (e.g., gender, age, risk factors, prior involvement with the justice system).
 - Define the criteria used to determine participant eligibility of the target population.
 - Describe the process for determining which intervention(s) and/or services

a participant needs and will receive.

- Provide a description of the project's goals and objectives.

Process Evaluation Method and Design

At a minimum, this section should include:

- The research design for the process evaluation.
- For project components that involve participants, include:
 - How activities within the project and/or services provided to each participant were documented (e.g., maintaining a database, signup sheets).
 - How participants' progress was tracked (e.g., start dates, attendance, dropouts, successful completions, progress milestones).
- How components or activities conducted as part of the project were tracked/documented (e.g., investigations, system/equipment updates).
- How activity progress was tracked (e.g., start dates, cases initiated/resolved, inspections).
- Process variables and how they were defined and measured (tools/instruments used to collect the data and frequency of collection).
- How the process data were collected and the data source(s) used.
- The project-oversight structure and overall decision-making process for the project.
- How the project components were monitored, determined effective, and adjusted as necessary.
- The method of documenting activities performed by staff and contracted providers, if applicable.
- Procedures ensuring that the project was implemented to fidelity, when applicable.
- How quantitative and qualitative process data were analyzed. Describe the statistical tools used to analyze quantitative data (e.g., descriptive statistics, chi-square) and your method used for analyzing qualitative data (identifying themes, content analysis, etc.).

Outcome Evaluation Method and Design

At a minimum, this section should include:

- The research design for the outcome evaluation (e.g., pre-/post-test, mixed methods, comparison groups).
- A set of evaluation questions. These are the questions that the evaluation answered. These shall include the project's goals and objectives and may also include more outcome-oriented questions.
- For project components that involve participants:
 - The number of participants who received each type of intervention/service.
 - The criteria for determining participant success in the project.
- The number of activities accomplished.
- The criteria for determining activity completion and/or success in the project.
- Outcome variables and how they were defined and measured (tools/instruments used to collect the data and frequency of collection).
- How the outcome data were collected, the timing of data collection, and the data source(s) used.
- How quantitative and qualitative outcome data was analyzed. Describe the

statistical tools used to analyze quantitative data (e.g., descriptive statistics, chi-square) and methods used for analyzing qualitative data (identifying themes, content analysis, etc.).

- The strategy for determining whether outcomes were due to the project and not some other factor(s) unrelated to the project, including a description of a comparison group, when applicable.
- If multiple types of interventions were employed, include a description of how the separate effects on outcome variables of each type of the intervention were determined, if possible.

Evaluation Results

This section provides a description of the project outcomes. This section should include:

- The data related to the process evaluation. Describe any changes that were made as a result of the process evaluation findings.
- Total number of participants (unduplicated).
 - Include basic demographic information of your participants (e.g., age, gender, race/ethnicity, risk factors, prior involvement with the justice system).
 - When multiple services are available, include the number of individuals who received each of the services.
- Total number of activities and/or services.
- Progress toward goals:
 - Provide a summary of the degree to which the project's goals and objectives were achieved.
 - Describe factors that affected the progress of project goals. This may include factors which resulted in achieving goals more quickly or impeded your progress. If there were factors that impeded your progress, describe how they were addressed.
- Results of any process analyses and provide a detailed explanation related to the project's performance over the course of the grant.
- Results of any outcome analyses and provide a detailed explanation of findings as it relates to any other additional outcome measures.

Discussion of Results

At a minimum, this section should:

- Discuss the effectiveness of different strategies implemented in the project.
- Make useful recommendations with specific guidance for what to replicate or do differently.

A Current Logic Model

Provide a visual representation of the project depicting the logical relationships between the project's goal statements, input/resources, activities, outputs, outcomes and impacts of the project.

- Inputs/Resources: "Inputs are various resources available to support the project (e.g., staff, materials, curricula, funding, equipment)."⁵ "Include those aspects of

⁵ Department of Health & Human Services: Family and Youth Services Bureau, 2020.

the project which are available and dedicated to, or used by, the project/service to operate.”⁶

- Activities: Activities are what the project does with the inputs or the services provided in alignment with project goals. If you have access to inputs/resources, then they can be used to accomplish project activities.
- Outputs: If the activities are accomplished, these are the number of services delivered and/or products provided.
- Outcomes: “Outcomes are the immediate, specific, measurable changes”⁷ due to the project. If the outputs are achieved, then this is the change we expect to see. Outcomes may be grouped by:
 - Short-Term- Timeframe (grant cycle, months)
 - Medium-Term- Timeframe (grant cycle, months-years)
- Impacts: The ways in which the community, city, and/or county are changed by the achieved outcomes. This includes fundamental intended or unintended changes that occur in organizations, communities, or systems because of project activities beyond the grant cycle. Impacts are societal/economic/civic/environmental focused and may be the same or similar to long-term outcomes (typically occur beyond the grant cycle).⁸

Grantee Highlight

This section should provide a brief, one-page, visually appealing, highlight or success story that provides additional information related to the project’s success over the grant cycle. This highlight may be included in a statewide report. You may include optional graphs, charts, or photos⁹. While every effort will be made to include these in a statewide report, inclusion in the report is not guaranteed.

Appendices

Include relevant supplementary evaluation and project materials in appendices. These may include, but are not limited to, data collection instruments, more detailed descriptions of activities and interventions, training materials, educational materials, operational definitions, additional analyses, and presentations.

⁶ The Pell Institute and Pathways to College Network, 2020.

⁷ Ibid.

⁸ Ibid.

⁹ The BSCC will only accept photographs in which all persons depicted are over 18 years of age and have consented to both being photographed and to the use and release of their image. By submitting photographs to the BSCC, the submitter acknowledges that all approvals have been obtained from the subjects in the photograph(s) and that all persons are over 18 years of age. Further, by submitting the photographs, the submitter irrevocably authorizes the BSCC to edit, alter, copy, exhibit, publish or distribute the photographs for purposes of publicizing BSCC grant programs or for any other lawful purpose. All photographs submitted will be considered public records and subject to disclosure pursuant to the California Public Records Act.