



Public Defense Pilot Program

Application Packet

Release Date: October 4, 2021

Proposals Due: January 14, 2022

Grant Period: March 1, 2022 to March 1, 2025



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Public Defense Pilot Program

PROPOSAL PACKAGE COVER SHEET

Submitted by:

SISKIYOU COUNTY

Date Submitted:

January 14, 2022

Proposal Checklist

A completed proposal package for the Public Defense Pilot Program includes the following:

Required Items:		✓
1	Cover Sheet (previous page) <ul style="list-style-type: none"> • Insert Applicant Name and Date of Submission 	✓
2	Proposal Checklist (current page) <ul style="list-style-type: none"> • Signed by the authorized signatory with a digital signature OR a wet signature in blue ink. 	✓
3	Applicant Information Form <ul style="list-style-type: none"> • Signed by the authorized signatory with a digital signature OR a wet signature in blue ink. 	✓
4	Proposal Narrative <ul style="list-style-type: none"> • 3 pages or less 	✓
5	Proposal Budget <ul style="list-style-type: none"> • Complete BSCC Budget template 	✓
6	Project Work Plan	✓
Optional:		
	Governing Board Resolution <i>Note: The Governing Board Resolution is due prior to contract execution but is not required at the time of proposal submission.</i>	

I have reviewed this checklist, placed a check mark next to each item, and verified that all required items are included in this proposal packet.

X



Applicant Authorized Signature (see Applicant Information Form, Part L, next page)

Applicant Information Form: Instructions

- A. **Applicant:** Complete the required information for the local government submitting the form (i.e., <NAME> County).
- 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:** Reference the Proposal Instructions Packet for funding by County (see Appendix C or Pages 3-4).
- F. **Penal Code Section:** Identify the specific section(s) of the Penal Code the proposal will address. Funds must be utilized for indigent defense providers, including public defenders, alternate defenders, and other qualifying entities that provide indigent defense in criminal matters for the purposes of workload associated with the provisions in paragraph (1) of subdivision (d) of Section 1170 of, and Sections 1170.95, 1473.7, and 3051 of, the Penal Code.
- G. **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.
- H. **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.
- I. **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.
- J. **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.
- K. **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> County		B. TAX IDENTIFICATION NUMBER			
NAME OF APPLICANT Siskiyou County		TAX IDENTIFICATION #: 94-6000537			
STREET ADDRESS 320 S. Oregon Street	CITY Yreka	STATE CA	ZIP CODE 96097		
MAILING ADDRESS (if different)	CITY	STATE	ZIP CODE		
C. PROJECT TITLE:		Enhanced Resources for Youthful Offenders and Resentencing Mandates			
D. PROJECT SUMMARY (100-150 words):					
Legislative changes related to Youthful Offenders and the Felony Murder Rule create opportunities for the Siskiyou County Public Defender's Office to enhance the scope of services available to clients who were 25 or younger at the time of their offenses, or clients who are eligible for resentencing pursuant to Penal Code section 1170.95.					
E. GRANT FUNDS REQUESTED:			F. Penal Code(s) Addressed:		
\$ 57,037.27			PC3051 and PC1170.95		
G. PROJECT DIRECTOR:					
NAME Lael Kayfetz	TITLE Siskiyou County Public Defender	TELEPHONE NUMBER 530.842.8105			
STREET ADDRESS 320 S. Oregon Street	FAX NUMBER 530.842.0135				
CITY Yreka	STATE CA	ZIP CODE 96097	EMAIL ADDRESS lkayfetz@co.siskiyou.ca.us		
H. FINANCIAL OFFICER:					
NAME Lea Scott	TITLE Administrative Services Manager	TELEPHONE NUMBER 530.842.8105			
STREET ADDRESS 320 S. Oregon Street	FAX NUMBER 530.842.0135				
CITY Yreka	STATE CA	ZIP CODE 96097	EMAIL ADDRESS lscott@co.siskiyou.ca.us		
PAYMENT MAILING ADDRESS (if different)	CITY	STATE	ZIP CODE		
I. DAY-TO-DAY PROGRAM CONTACT:					
NAME Lael Kayfetz	TITLE Siskiyou County Public Defender	TELEPHONE NUMBER 530.842.8105			
STREET ADDRESS 320 S. Oregon Street	FAX NUMBER 530.842.0135				
CITY Yreka	STATE CA	ZIP CODE 96097	EMAIL ADDRESS lkayfetz@co.siskiyou.ca.us		

J. DAY-TO-DAY FISCAL CONTACT:

NAME Lea Scott	TITLE Administrative Services Manager	TELEPHONE NUMBER 530.842.8105
STREET ADDRESS 320 S. Oregon Street		FAX NUMBER 530.842.0135
CITY Yreka	STATE CA	ZIP CODE 96097
EMAIL ADDRESS lscott@co.siskiyou.ca.us		

K. 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 Angela Davis	TITLE Siskiyou County Administrator	TELEPHONE NUMBER 530.842.8005	EMAIL ADDRESS adavis@co.siskiyou.ca.us
STREET ADDRESS 1312 Fairlane Rd.	CITY Yreka	STATE CA	ZIP CODE 96097
EMAIL ADDRESS adavis@co.siskiyou.ca.us			
APPLICANT'S SIGNATURE (Signed by the authorized signatory with a digital signature OR a wet signature in blue ink.) X 			DATE 1/11/22

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 Public Defense Pilot Program 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.)

Proposal Narrative

The Siskiyou County Public Defender's Office is a small office with limited resources in a frontier county with unusually high poverty rates, and correspondingly increased utilization of appointed counsel. Unfortunately, the Public Defender's budget allocation is usually approximately 50% of the District Attorney's Office, so the office strives to provide services with limited resources. Additionally, like most other small, rural offices, the Siskiyou County Public Defender's Office struggles with identifying and retaining professional services that larger offices have built into their budgets.

The Legislature has taken a different approach to the criminal justice system over the past several years which provides increased opportunities for incarcerated individuals to re-address their CDCR sentences. While exciting and laudatory, these changes have not come with an increase in funding that would allow for smaller Public Defender offices to provide robust representation in these areas.

The appropriated funding related to these areas is allocated based on the total adult population of each county, so smaller counties --which often struggle for funding-- received allocations insufficient to hire the sort of professionals needed to assist with these cases. In light of these limitations, the Siskiyou County Public Defender's Office intends to attempt to use the funding to retain appropriate professional services on a case-by-case basis until the funds are exhausted.

Proposal Budget

These funds will be used to retain professional services necessary to representation stemming from Penal Code Sections 1170(d)(1), 1170.95, 1473.7, and 3051.

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:	Increase number of people assisted with matters related to Penal Code Sections 1170(d)(1), 1170.95, 1473.7, and 3051		
Objectives (A., B., etc.)	A. Prepare petitions related to PC1170(d)(1), 1170.95, 1473.7, 3051		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date
1. Screen potentially eligible cases	Public Defender or Assistant Public Defender	April 1, 2022	March 1, 2023
2. Retain experts necessary for petitions	Public Defender or Assistant Public Defender	May 1, 2022	March 1, 2023

(2) Goal:	Increase attorney productivity		
Objectives (A., B., etc.)	A. Streamline representation for clients eligible for services related to Penal Code Sections 1170(d)(1), 1170.95, 1473.7, and 3051 and retain appropriate professional services to assist with those cases B.		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date
1. Retain appropriate experts to assist attorneys with these cases	Public Defender or Assistant Public Defender	April 1, 2022	March 1, 2023
2. Assign those cases to attorneys trained for those matters	Public Defender or Assistant Public Defender	April 1, 2022	March 1, 2023

N/A

3a. Professional Services

Description of Professional Service(s)	Calculation for Expenditure	Total
Experts assisting with workload associated with matters related to Penal Code Sections 1170(d)(1),	Approximately 26 experts at \$57,037.27	\$57,037.27
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
TOTAL		\$57,037.27

3b. Professional Services Narrative

These funds will be used to retain experts necessary to representation stemming from Penal Code Sections 1170(d)(1), 1170.95, 1473.7, and 3051.

4a. Non-Governmental Organizations (NGO) Subcontracts

Description of Subcontract	Calculation for Expenditure	Total
N/A		\$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

N/A

5a. Equipment/Fixed Assets

Description of Equipment/Fixed Asset	Calculation for Expense	Total
N/A		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
TOTALS		\$0.00

5b. Equipment/Fixed Assets Narrative

N/A

6a. Other (Travel, Training, etc.)

Description	Calculation for Expense	Total
N/A		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
TOTAL		\$0.00

6b. Other (Travel, Training, etc.) Narrative:

N/A

7a. 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

7b. Indirect Costs Narrative:

N/A

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



County of Siskiyou

Notice of Intent (NOI)

Department:	Public Defender	
Project Manager/Contact No.	Lael Kayfetz	530.842.8105
Department Director/Contact No.	Lael Kayfetz	530.842.8105
Project Name:	Enhanced Resources for Youthful Offenders and Resentencing Mandates	
Amount of Grant:	\$57,037.27	
Last Updated:	February 2022	

Project Description:

The Siskiyou County Public Defender's Office applied for one-time funding from the BSCC Public Defense Pilot Program Grant utilize BSCC funding to pay for ancillary professional services as necessary to adequately represent clients in Post-Sentencing Relief Application cases by recent legislation.

Summary:

The Siskiyou County Public Defender's office intends to attempt to use the funding to retain appropriate professional services on a case-by-case basis until the funds are exhausted.

Approvals	
Prepared by:	 Project Manager
Approved by:	 Department Director
	 County Administrator Officer

**ATTACHMENT
Grant Summary Form**

This form is available on the County's Intranet.

**County of Siskiyou
GRANT SUMMARY FORM**

GENERAL INFORMATION

Grant Title		Grant No.(CFDA)	
Public Defense Pilot Program		n/a	
General Description of Grant Work scope			
The Siskiyou County Public Defender's office intends to attempt to use the funding to retain appropriate professional services on a case-by-case basis until the funds are exhausted.			
Granting Agency <input type="checkbox"/> FED <input checked="" type="checkbox"/> STATE <input type="checkbox"/> OTHER		Agency Contact	Phone No.
BSCC (Board of State & Community Corrections)		n/a	n/a
Responsible Department		Department Contact	Extension No.
Public Defender		Lael Kayfetz	530.842.8105
Board Approval Date	Application Date	Award Date	Est'd Completion Date
04/05/22	01/14/22	03/01/22	03/01/25

GRANT COST AND REVENUE SUMMARY

Program Cost Summary	Total	Grant Portion
Revenue (Please display with brackets <>)		
Soft/hard cash match or In kind (<>)	0.00	0.00
Staffing	0.00	0.00
Contract Services	57,037.27	57,037.27
Supplies & Other Operating Expenditures	0.00	0.00
Capital Outlay	0.00	0.00
Indirect Cost@ % of Direct Costs	0.00	0.00
TOTAL GRANT COSTS AND REVENUES	\$ 57,037.27	\$ 57,037.27
How Was Grant Portion Determined?		
SB 129 established the Public Defense Pilot Program and appropriated \$49,500,000.00 for California counties for the fiscal years 21-22, 22-23, 23-24 respectively. Grant allocations are determined by the total adult population.		

Budget Amendment Request Required? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, please attach copy of Budget Appropriation Transfer

Does this grant allow for supplanting? Yes No
Does this grant allow for program income? Yes No
Will this require an advance of grant dollars? Yes No

OTHER COMMENTS (note any significant or unusual compliance requirements)

Use reverse side if necessary to provide additional information

Prepared By:  _____

Date: February 16, 2022

****Please attach a copy of the grant guidelines and all supporting documents that relate to the program cost summary section.

**SISKIYOU COUNTY BOARD OF SUPERVISORS GOVERNING RESOLUTION
FOR
THE PUBLIC DEFENSE PILOT PROGRAM GRANT
March 1, 2022 – March 1, 2025**

WHEREAS the Siskiyou County Public Defender's Office desires to participate in the Public Defense Pilot Program funded through the State Budget Act of 2021 (Senate Bill 129) and administered by the Board of State and Community Corrections (hereafter referred to as the BSCC).

NOW, THEREFORE, BE IT RESOLVED that the Siskiyou County Public Defender be authorized on behalf of the Siskiyou County Board of Supervisors to submit the grant proposal for this funding and sign the Grant Agreement with the BSCC, including any amendments thereof.

BE IT FURTHER RESOLVED that grant funds received hereunder shall not be used to supplant expenditures controlled by this body.

BE IT FURTHER RESOLVED that the Siskiyou County Public Defender agrees to abide by the terms and conditions of the Grant Agreement as set forth by the BSCC.

Passed, approved, and adopted by the Siskiyou County Board of Supervisors in a meeting thereof held on April 5, 2022 by the following:

Ayes:
Notes:
Absent:

COUNTY OF SISKIYOU

Date: _____

BRANDON CRISS, CHAIR
Board of Supervisors
County of Siskiyou
State of California

ATTEST:
LAURA BYNUM
Clerk, Board of Supervisors

By: _____
Deputy

ACCOUNTING:
Fund: 1001 Organization: 201170 Account: 540800
FY 21/22: \$57,037
FY 22/23: \$TBD
FY 23/24: \$TBD