

# **Indigent Defense Grant Program**

## **PROPOSAL PACKAGE COVER SHEET**

**Submitted by:**

Nevada 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<br>Nevada County   |  | TAX IDENTIFICATION #:<br>94-6000526                |   |
| STREET ADDRESS<br>950 Maidu Ave  | CITY<br>Nevada City                          | STATE<br>CA  | ZIP CODE<br>95959                             |
| MAILING ADDRESS (if different)   | CITY   | STATE  | ZIP CODE                                      |
| <b>C. PROJECT TITLE:</b>   |  | Improving Nevada County's Indigent Defense Support |   |
| <b>D. PROJECT SUMMARY (100-150 words):</b>   |  |  |   |
| Grant funds will be used in four areas: 1) representation; 2) training; 3) technology; and 4) case management. The focus is to increase our level of representation by adding paid law student clerks to our staff and then utilizing them to help reduce our COVID-19 backlog and build an early representation program, increase efficiencies through technology, increase the training of attorneys and staff in client centered approaches to indigent defense, and assure that clients have the resources that they need to accurately and adequately participate in their defense. |  |  |   |
| <b>E. GRANT FUNDS REQUESTED:</b>   |  |  |   |
| See Budget Attachment or Last Page   |  |  |   |
| <b>\$ 323,400</b>  |  |  |   |
| <b>F. PROJECT DIRECTOR:</b>  |  |  |   |
| NAME<br>Keri Klein   | TITLE<br>Chief Public Defender               | TELEPHONE NUMBER<br>530-265-1400                   |   |
| STREET ADDRESS<br>109 North Pine Street  |  | FAX NUMBER<br>530-478-5626                         |   |
| CITY<br>Nevada City  | STATE<br>CA                                  | ZIP CODE<br>95959                                  | EMAIL ADDRESS<br>keri.klein@co.nevada.ca.us   |
| <b>G. FINANCIAL OFFICER:</b>   |  |  |   |
| NAME<br>Erin Mettler   | TITLE<br>Chief Fiscal/Administrative Officer | TELEPHONE NUMBER<br>530-470-2551                   |   |
| STREET ADDRESS<br>950 Maidu Ave  |  | FAX NUMBER   |   |
| CITY<br>Nevada City  | STATE<br>CA                                  | ZIP CODE<br>95959                                  | EMAIL ADDRESS<br>erin.mettler@co.nevada.ca.us |
| PAYMENT MAILING ADDRESS (if different)   | CITY   | STATE  | ZIP CODE                                      |
| <b>H. DAY-TO-DAY PROGRAM CONTACT:</b>  |  |  |   |
| NAME<br>Keri Klein   | TITLE<br>Chief Public Defender               | TELEPHONE NUMBER<br>530-265-1400                   |   |
| STREET ADDRESS<br>109 North Pine Street  |  | FAX NUMBER<br>530-478-5626                         |   |
| CITY<br>Nevada City  | STATE<br>CA                                  | ZIP CODE<br>95959                                  | EMAIL ADDRESS<br>keri.klein@co.nevada.ca.us   |

| <b>I. DAY-TO-DAY FISCAL CONTACT:</b> |                          |                  |                                |
|--------------------------------------|--------------------------|------------------|--------------------------------|
| NAME                                 | TITLE                    | TELEPHONE NUMBER |                                |
| Monica VonRahl                       | Administrative Assistant | 530-265-7206     |                                |
| STREET ADDRESS                       |                          | FAX NUMBER       |                                |
| 109 North Pine Street                |                          | 530-478-5626     |                                |
| CITY                                 | STATE                    | ZIP CODE         | EMAIL ADDRESS                  |
| Nevada City                          | CA                       | 95959            | monica.vonrahl@co.nevada.ca.us |

| <b>J. AUTHORIZED SIGNATURE</b>   |                 |                  |                             |
|--|-----------------|------------------|-----------------------------|
| 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   | TITLE           | TELEPHONE NUMBER | EMAIL ADDRESS               |
| Ryan Gruver  | Agency Director | 530-265-7226     | ryan.gruver@co.nevada.ca.us |
| STREET ADDRESS   | CITY            | STATE            | ZIP CODE                    |
| 950 Maidu Ave  | Nevada City     | CA               | 95959                       |
| EMAIL ADDRESS  |                 |                  |                             |
| ryan.gruver@co.nevada.ca.us  |                 |                  |                             |
| APPLICANT'S SIGNATURE ( <u>Signed by the authorized signatory with a digital signature OR a wet signature in blue ink.</u> )   |                 |                  | DATE                        |
| X    |                 |                  | 2/4/2021                    |

\*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

Provide a one-page description of the proposed project in the space provided below.

The Nevada County Public Defender's Office proposes to use this funding to establish a paid Law Clerk program, expand staff training and expertise on indigent defense needs within our community, improve technology access to increase efficiencies, and providing supportive services to indigent clients who struggle to maintain basic needs.

Nevada County is about an hour drive from any law school. Offering paid clerkships to law students would open the door to public defender employment for law students who would not be able to volunteer their time due to their personal financial circumstances or who might not think of practicing law in a rural, mountain community. This early representation program would interview people who have been booked into the jail to determine case management needs and obtain background information in order to facilitate release. Law Clerks would assist in reducing the backlog of cases created by COVID-19, complete motions work and depending on level of certification, may be assigned clients.

There has been a move within Public Defender's offices recently to train staff on client-centered cultural competency. Some of Nevada County Public Defender staff have attended trainings, such as those offered through Gideon's Promise, and it is the intent, with this grant, to fully train the office and further implement this approach to client defense. As attorneys are trained, discussion of cases will incorporate key lessons learned in how to structure cases and client communication in line with this cultural competence and client-centered training. Reinforcement of the key concepts will occur through regular staff meetings, 1:1 discussions, and annual performance reviews. Training may occur through other organizations that also focus on a client centered approach.

Two key technology tools will be purchased as part of this grant proposal. First, the Nevada County Superior Court is transitioning to a new Case Management System during 2021 and, in order to facilitate efficient communication between the Courts and Public Defender, an add-on license will be purchased. Second, the District Attorney's office utilizes Evidence.com as a cloud-based data repository which requires Public Defender staff spend hours downloading, transcribing, editing and reviewing case file information, which is inefficient and not cost effective. Purchasing licensed access to Evidence.com will improve these issues.

Finally, during case management there are often supportive services needed by clients which are not always feasible. These supports can include meals, transportation, clothing, and housing during the client's case. Support will be provided on a case by case basis and follow the grant requirements for pre-approval by BSCC where appropriate.

With these four goals, the Nevada County Public Defender's Office is confident we can improve indigent defense services for our clients.

## 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.

|   |  |            |           |
|---|--|------------|-----------|
| <b>(1) Goal:</b>  | Paid Law Clerk Program   |            |           |
| Objectives (A., B., etc.)   | A. Achieve early representation for indigent clients<br>B. Assist with reducing the case backlog created by COVID-19<br>C. |            |           |
| Project activities that support the identified goal and objectives: | Responsible staff/partners   | Timeline   |           |
|   |  | Start Date | End Date  |
| 1. Develop job description  | Program Director   | 2/15/2021  | 3/15/2021 |
| 2. Recruit & hire   | County Human Resources; Program Director   | 3/15/2021  | 6/30/2021 |
| 3. Train and implement program                                      | Program Director; Attorneys  | 7/1/2021   | 6/30/2023 |

|   |  |            |            |
|---|--|------------|------------|
| <b>(2) Goal:</b>  | Improve efficiencies with Court system   |            |            |
| Objectives (A., B., etc.)   | A. Upgrade Court Management System<br>B. Obtain Evidence.com subscriptions<br>C. |            |            |
| Project activities that support the identified goal and objectives: | Responsible staff/partners   | Timeline   |            |
|   |  | Start Date | End Date   |
| 1. Purchase software add-on   | Fiscal Director  | 2/15/2021  | 7/31/2021  |
| 2. Train staff on new system interfaces                             | Program Director   | 8/1/2021   | 10/31/2021 |
| 3.  |  |            |            |

|   |   |            |            |
|---|---|------------|------------|
| <b>(3) Goal:</b>  | Improve Client Centered Model of Representation   |            |            |
| Objectives (A., B., etc.)   | A. Train all staff on client-centered model of representation<br>B. Reinforce client-centered model through case round-table staff meetings<br>C. |            |            |
| Project activities that support the identified goal and objectives:                                 | Responsible staff/partners  | Timeline   |            |
|   |   | Start Date | End Date   |
| 1. Register staff for Beginning, Intermediate, and Leadership level trainings                       | Administrative Assistant  | 7/1/2021   | 06/31/2023 |
| 2. Add topic to staff meetings to reinforce approach  | Project Director  | 7/1/2021   | 06/31/2023 |
| 3. Review case files, client feedback, and roundtable discussions to identify areas of improvement. | Project Director  | 7/1/2021   | 06/31/2023 |

|   |   |            |           |
|---|---|------------|-----------|
| <b>(4) Goal:</b>  | Case management needs                           |            |           |
| Objectives (A., B., etc.)   | A. Client support for success<br>B.<br>C.       |            |           |
| Project activities that support the identified goal and objectives:       | Responsible staff/partners                      | Timeline   |           |
|   |   | Start Date | End Date  |
| 1. Identify needs of Indigent clients and set up for success.<br>2.<br>3. | Project Director; Personal Services Coordinator | 2/15/2021  | 6/30/2023 |

## Appendix B: Funding Allocation

Please reference the below chart to determine the total available county an applicant may request. Please request the full amount of funding identified.

| County               | Available Funding  | Allocation Breakdown                 |
|----------------------|--------------------|--------------------------------------|
| El Dorado County     | \$347,900          | N/A                                  |
| Humboldt County      | \$416,500          | \$323,400 to PDO<br>\$93,100 to ADO  |
| Imperial County      | \$347,900          | N/A                                  |
| Lassen County        | \$274,400          | N/A                                  |
| Marin County         | \$347,900          | N/A                                  |
| Mendocino County     | \$416,500          | \$323,400 to PDO<br>\$93,100 to ADO  |
| Merced County        | \$984,900          | N/A                                  |
| Monterey County      | \$637,000          | N/A                                  |
| Napa County          | \$323,400          | N/A                                  |
| Nevada County        | \$323,400          | N/A                                  |
| Santa Barbara County | \$637,000          | N/A                                  |
| Shasta County        | \$347,900          | N/A                                  |
| Siskiyou County      | \$274,400          | N/A                                  |
| Solano County        | \$852,600          | \$637,000 to PDO<br>\$215,600 to ADO |
| Sonoma County        | \$882,000          | N/A                                  |
| Stanislaus County    | \$1,127,000        | N/A                                  |
| Tulare County        | \$637,000          | N/A                                  |
| Tuolumne County      | \$274,400          | N/A                                  |
| Yolo County          | \$347,900          | N/A                                  |
| <b>Grand Total</b>   | <b>\$9,800,000</b> |                                      |

PDO - Public  
Defender's Office

ADO - Alternate Defender's  
Office