

Public Defense Pilot Program

PROPOSAL PACKAGE COVER SHEET

Submitted by:

Nevada County

Date Submitted:

January 12, 2022

Proposal Checklist

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

	Required Items:	✓
1	Cover Sheet (previous page) • Insert Applicant Name and Date of Submission	✓
2	Proposal Checklist (current page) • Signed by the authorized signatory with a digital signature OR a wet signature in blue ink.	✓
3	Applicant Information Form • Signed by the authorized signatory with a digital signature OR a wet signature in blue ink.	✓
4	Proposal Narrative • 3 pages or less	✓
5	Proposal Budget • Complete BSCC Budget template	✓
6	Project Work Plan	✓
	Optional:	
	Governing Board Resolution Note: <i>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

A. APPLICANT < Name> County		B. TAX IDENTIFICATION NUMBER	
NAME OF APPLICANT Nevada County		TAX IDENTIFICATION #: 94-60000526	
STREET ADDRESS 950 Maidu Ave.	CITY Nevada City	STATE CA	ZIP CODE 95959
MAILING ADDRESS (if different)	CITY	STATE	ZIP CODE
C. PROJECT TITLE:		Public Defense Pilot Program Year 1	
D. PROJECT SUMMARY (100-150 words):			
Grant funds will be utilized in order to scan hard copy files and input them into the case management system in order to create efficiencies so that in years 2 and 3 of the Public Defense Pilot Program those files can be reviewed for potential relief pursuant to Penal Code Sections 1170(d)(1), 1170.95, 1437.7 and 3051.			
E. GRANT FUNDS REQUESTED:		F. Penal Code(s) Addressed:	
\$ 132,269.54		1170(d)(1), 1170.95, 1437.7 and 3051.	
G. PROJECT DIRECTOR:			
NAME Keri Klein	TITLE Chief Public Defender	TELEPHONE NUMBER 530-265-1400	
STREET ADDRESS 109 N. Pine Stree		FAX NUMBER 530-478-5626	
CITY Nevada City	STATE CA	ZIP CODE 95959	EMAIL ADDRESS Keri.klein@co.nevada.ca.us
H. FINANCIAL OFFICER:			
NAME Erin Mettler	TITLE Chief Fiscal/Administrative Officer	TELEPHONE NUMBER 530-470-2551	
STREET ADDRESS 950 Maidu Ave.		FAX NUMBER	
CITY Nevada City	STATE CA	ZIP CODE 95959	EMAIL ADDRESS Erin.mettler@co.nevada.ca.us
PAYMENT MAILING ADDRESS (if different)	CITY	STATE	ZIP CODE
I. DAY-TO-DAY PROGRAM CONTACT:			
NAME Keri Klein	TITLE Chief Public Defender	TELEPHONE NUMBER 530-265-1400	
STREET ADDRESS 109 N. Pine Street		FAX NUMBER 530478-5626	
CITY Nevada City	STATE CA	ZIP CODE 95959	EMAIL ADDRESS Keri.klein@co.nevada.ca.us

J. DAY-TO-DAY FISCAL CONTACT:

NAME	TITLE	TELEPHONE NUMBER	
Andrea Lehmkuhl	Sr. Admin Analyst	530-265-1626	
STREET ADDRESS		FAX NUMBER	
950 Maidu			
CITY	STATE	ZIP CODE	EMAIL ADDRESS
Nevada City	CA	95959	Andrea.Lehmkuhl@co.nevada.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	TITLE	TELEPHONE NUMBER	EMAIL ADDRESS
Keri Klein	Chief Public Defender	530-265-1400	Keri.klein@co.nevada.ca.us
STREET ADDRESS	CITY	STATE	ZIP CODE
109 N. Pine Street	Nevada City	CA	95959
EMAIL ADDRESS			
Keri.klein@co.nevada.ca.us			
APPLICANT'S SIGNATURE (Signed by the authorized signatory with a digital signature <u>OR</u> a wet signature in blue ink.)			DATE
			1/12/2022

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 Proposal Narrative section may not exceed **three (3) numbered** pages and must be submitted in Arial 12-point font with one-inch margins on all four sides and at 1.5-line spaced.

Identify the specific section(s) of the Penal Code the proposal will address

The Nevada County Public Defender's Office proposes to use Public Defense Pilot Program funds for the first year of funding to enhance capacity to service clients eligible for relief pursuant to Penal Code sections 1170(d)(1), 1170.95, 1473.7, and 3051. Specifically, Nevada County Public Defender's Office will digitally scan paper files currently maintained in off-site storage and input the digital file into our case management system. This will enhance capacity to address requests from clients who are seeking relief pursuant to Penal Code sections 1170(d)(1), 1170.95, 1473.7, and 3051. Addressing these requests is a critical opportunity to appropriately serve rural, low-income individuals.

Description of the need(s) to be addressed by the Public Defense Pilot Program. We are committed to quality, timely service to support our clients' access to justice. Currently, when we receive contact from a client or regarding a client and relief pursuant to one of these code sections, it is extraordinarily challenging to obtain their client file from one of our off-site storage areas. The Nevada County Public Defender's Office implemented digital case management in 2018. However, all files prior to this date are stored in hard copy, generally in off-site secure storage locations. Each storage area contains hundreds of boxes. They are neither sensibly organized nor are they in a format where we can easily find a box that contains the relevant file. As a small office, we lack capacity to search hard copies in storage in a timely way. We anticipate an increase in requests, and we are committed to serving our clients and maximizing capacity. We understand that a one-time strategic investment to digitize files will leverage our staff time enhance critical services to clients.

Description of how the need(s) to be addressed Public Defense Pilot Program were identified. When these contacts have arisen in the last year, we have had to spend numerous hours identifying which off-site storage area has the file. Once we have done that, we must travel to the off-site storage area and go through boxes one by one until

we find the file. An additional concern is that some of our older files are in increasing disrepair due to age. Our team has identified this as an essential system improvement to enable timely response and maximize efficient use of limited staff time.

Describe why the need(s) described above is not met with existing resources. We do not have the equipment to scan hundreds of boxes of paper files. Nor do we have the staffing level to do so. As such, we anticipate contracting with an outside service for scanning and to use internal resources to input the scanned data into our Case Management system.

Provide relevant qualitative and/or quantitative data with citations in support of the need(s). The Nevada County Public Defender's Office is appointed to an average of 800 felony cases per year. With files not digitized until 2018, the need is clear. Furthermore, we estimate that there may be as many as 10,000 boxes to sort through; this represents many tens of thousands of files to review and identify the felony files needing digitization. We will develop a prioritization system based on chronology and severity so that we are able to readily access files related to requests from clients who are seeking relief pursuant to Penal Code sections 1170(d)(1), 1170.95, 1473.7, and 3051.

Proposal Budget

Applicants must provide a 12-month budget covering **March 1, 2022 to March 1, 2023**. To access the Public Defense Pilot Program Budget Microsoft Excel Template, click [here](#).

Publi Defense Pilot Program - Project Budget and Budget Narrative

Name of Applicant: *County of Nevada*

12-Month Budget: March 1, 2022 to March 1, 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	\$18,692.76
2. Services and Supplies	\$113,576.78
3. Professional Services or Public Agency Subcontracts	\$0.00
4. Non-Governmental Organization (NGO) Subcontracts	\$0.00
5. Equipment/Fixed Assets	\$0.00
6. Other (Travel, Training, etc.)	\$0.00
7. Indirect Costs	\$0.00
TOTAL	\$132,269.54

1a. Salaries and Benefits

Name and Title	(Show as either % FTE <u>or</u> Hourly Rate) & Benefits	Total
Chief Fiscal/Administrative Officer (Fiscal Director)	40 hours x \$106.14	\$6,368.40
Chief Public Defender (Project Director)	60 hours x \$152.23	\$6,089.20
Sr. Administrative Analyst (Fiscal Day-to-Day Contact)	40 hours x \$70.96	\$2,838.40
Legal Office Assistant I	5% FTE @ 87,935	\$3,396.76
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
TOTAL		\$18,692.76

1b. Salaries and Benefits Narrative:

The Project Director will spend 5 hours per month ensuring work progresses in a reasonable manner, reviewing and approving the contract with the scanning service, and responding to programmatic questions pertaining to the grant. The Fiscal Director will spend 10 hours per quarter on reviewing reports, invoices, approving payments, and budget amendments related to these grant funds. The Fiscal Day-to-Day Contact will spend 3.5 hours per month processing invoices, gathering backup documents, preparing the quarterly financial reports and processing budget amendments, journals, and reimbursements as needed. The Legal Office Assistant will be tasked to spend 5% of their time entering scanned case file information into the current case management system, Karpel, for ease of recall on historic cases, research, and ensuring the scanning project runs smoothly on a daily basis.

2a. Services and Supplies

Description of Services or Supplies	Calculation for Expenditure	Total
Casefile Records Transfer	Contracted service based upon volume. Est at \$0.50 per page and 230,000 pages	\$113,576.78
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
TOTAL		\$113,576.78

2b. Services and Supplies Narrative:

The Public Defenders Office retains and pays for an offsite storage facility for historic case files which must be retained per law. This project will include contracting with a scanning company to access and scan from paper to electronic record each file to eventually eliminate the need for offsite storage as well as make case files more accessible to the Office for research. The contracted service will be procured through adherence to the County's procurement policy, which includes a public competitive bidding process. It is estimated that the contractor will charge a per page rate for service currently estimated at \$0.50 per page, however that price and rate may vary as a result of the procurement process.

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
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
TOTALS		\$0.00

5b. Equipment/Fixed Assets Narrative

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

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

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

		\$0.00
		\$0.00
TOTAL		\$0.00

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

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

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:

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.

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:		Scan Archived Files	
Objectives (A., B., etc.)		A. Create efficiencies in obtaining files for reviews for relief pursuant to Penal Code sections 1170(d)(1), 1170.95, 1473.7, and 3051 B. Maintain files so that they can be reviewed for relief C.	
Project activities that support the identified goal and objectives:		Responsible staff/partners	Timeline
1. Contract with scanning company		Fiscal Director	Start Date
2.		Program Director	End Date
3.		Day-to-day fiscal contact	3/1/2022 1/1/2023

(2) Goal:		Input Scanned Archived Files into Case Management System	
Objectives (A., B., etc.)		A. Create efficiencies in order to review files for potential for relief B. C.	
Project activities that support the identified goal and objectives:		Responsible staff/partners	Timeline
1. Input data Case Management System		Program Director	Start Date
2.		Legal Office Assistant	End Date
3.			1/2/2023 2/28/2023