



# Office of the State Public Defender

## Grant Funding for Expanded Public Defense Services (Holistic Defense)

### Application Instructions

These instructions are intended to help applicants complete the Expanded Public Defense Grant Application.

### Section I - Project Profile

#### 1. Applicant Contact Information

- The Applicant: Provide the required information for the proposed grantee.
- Tax Identification Number: Provide the tax identification number of the proposed grantee (the organization that will be receiving the funds).
- Person Completing the Application: Provide the required information for the person completing the application form.

#### 2. Project Information

- Project Title: Provide the title of the project. This title will be used for any publication, on OSPD's website and the [California Grants Portal](#).
- Grant Funds Requested: Identify whether this is a small scope, large scope, or multi-county project and the actual amount being requested. Please review the RFA for funding limits.
- Project Summary: Provide a brief description of the core aspects of the proposed project. This summary will be used for any publication, including on OSPD's website and the [California Grants Portal](#).

#### 3. 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 proposed grantee.

#### 4. 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.

#### 5. Day-to-Day Program Contact: Provide the name, title and contact information for the individual who serves as the primary contact person for the grant (if different than Project Director). Typically, this individual has day-to-day oversight of the project. This person must be an employee or contractor of the proposed grantee.

6. 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 (if different than the Financial Officer). This may be the individual who prepares the invoices for approval by the Financial Officer.

## **Section II - Project Information (85%)**

1. Project Need (25%): Describe the need that will be addressed through the holistic defense project. Identify the conditions or elements that contribute to the need (e.g., service gaps, accessibility, geographic location, etc.). Include any quantitative or qualitative data demonstrating the need. Explain the importance of the need and why it is a compelling use of grant funds.
2. Project Description (35%): Describe how the project is related to the identified need and the intent of the grant. Clearly include the project's goals and activities, including what services will be provided and by what mechanism. Describe the rationale for the proposed activities/services including research or other evidence indicating that the intended goals and objectives are likely to be achieved. For projects that include a targeted service population, describe how the service population will be selected (selection criteria, court calendar, intake days, wait lists, referrals, etc.) and how many people are estimated to be served. If that is still in development, explain when and how it will be decided. Include how project management will take place, and for multi-county proposals, how collaboration and decision making will operate across involved entities. If hiring, contracting or partnering with other agencies is required, explain what qualifications or selection criteria will be engaged. Demonstrate a clear connection between the project and the grant goal of expanding holistic defense.
3. Capacity & Sustainability (15%): Describe the Applicant's ability to implement the project and how start up time will be minimized. All projects have obstacles; describe any significant obstacles you anticipate and your strategies for advancing the work of the grant despite the challenges. Include what efforts will be made to ensure post-grant sustainability of services.
4. Data Collection (10%): Describe how fiscal and programmatic data collection will take place. Outcome tracking is required under this grant. Outcomes tracked should be related to the project's goals and activities. Include what outcomes will be tracked and how data will be collected.

## **Section III - Project Budget (15%)**

For every line item in the project budget, provide a rationale, explaining the basis for allocations. The project staff, budget, and description should be consistent with one another.

1. Salaries and Benefits: If applicable, list the classification/title, percentage of time, salary or hourly rates, and benefits for each staff person that will be funded by the grant. In a concise narrative, describe their roles/responsibilities within the grant project.
2. Services and Supplies: If applicable, itemize all services and supplies to be purchased with the grant. In the narrative briefly describe how these services and supplies will advance the grant project.
3. Professional Services: If applicable, list the names or roles of any professional contractors, consultants, or experts that will work on the project and their qualifications. Detail the amount of funds allocated to each and itemize the services that will be provided. In the narrative, describe how contractors are selected and the role they will play in the proposal.
4. Equipment / Fixed Assets: If applicable, list any equipment and/or fixed assets to be purchased with grant funds. These are defined as nonexpendable personal property, having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit. Items failing to meet this threshold should be included in the Services and Supplies category. In the narrative, describe how this equipment is necessary for the proposed project.
5. Other (Travel, Training, Etc.): If applicable, itemize all other costs not covered in the preceding categories, such as travel and training. Evaluation and data collection costs can also be included here. Clarify these costs in the narrative section.
6. Indirect Costs: Indirect costs are shared costs that cannot be directly assigned to a particular activity but are necessary for the organizational operation and project performance. For this grant program, indirect costs are capped at 10 percent of the grant total and may not cause the grant amount to exceed the maximum allowable amount. Indirect costs are not mandatory.

## **Section IV - Project Assurances**

This section must be completed by a person authorized to sign for the proposed grantee. This person should carefully read the assurances under this section, then sign and date in the appropriate fields.

### **Additional Documentation**

#### Letter of Authorization

Where an entity other than the County itself is the proposed grantee, the application must include a letter from the Board of Supervisors or the Chief Administrative/Executive Officer authorizing the proposal ("Letter of Authorization").

For multi-county proposals, Letters of Authorization from each county involved in the proposal must be submitted along with the application.

### Payment Information Forms

These forms will be used to process payments if grant is awarded, so please ensure all information is accurately completed based on the entity that will be receiving the grant payment.

- Government Entity Grantees: Complete and submit *Fi\$Cal Government Agency Taxpayer ID Form*
- Non-Government Entity Grantees: Complete and submit *STD 204: Payee Data Record*

**Application and all applicable attachments are due no later than 5:00 pm PST on October 28, 2025, to [OSPD.Grant@ospd.ca.gov](mailto:OSPD.Grant@ospd.ca.gov) with the subject line: "Expanded Public Defense Grant: X County"**