

**GOVERNOR'S OFFICE OF EMERGENCY SERVICES  
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION**

**ANTI-DRUG ABUSE ENFORCEMENT PROGRAM  
REQUEST FOR APPLICATION**

**PART III – ADDITIONAL INFORMATION**

This section contains additional information that the applicant is strongly encouraged to review in preparing the application.

- A. Finalizing the Grant Award Agreement
- B. Administrative Requirements
- D. Budget Policy
- E. Glossary of Terms

**A. FINALIZING THE GRANT AWARD AGREEMENT**

**1. Standard Project Funding Authority**

**Allocation of funds is contingent on the enactment of the State Budget.** The Office of Emergency Services (OES) does not have the authority to disburse any funds until the budget is passed and the Grant Award Agreement is fully executed. Until such time, projects must refrain from incurring expenditures. Any expenditure incurred prior to authorization is made at the project's risk. When the executed grant is received, authorized expenditure reports may be submitted for reimbursement of grant funds.

If, during the term of the grant award, the state and/or federal funds appropriated for the purposes of the grant award are reduced or eliminated by the California Legislature or the United States Government, or in the event revenues are not collected at the level appropriated, OES may immediately terminate or reduce the grant award by written notice to the recipient. However, no such termination or reduction shall apply to allowable costs already incurred by the recipient to the extent that state or federal funds are available for payment of such costs.

OES Grant Award Agreements are subject to applicable restrictions, limitations, or conditions enacted by the California Legislature and/or the United States Government, subsequent to execution of the Agreement.

**2. Grant Award Conditions**

OES may add one or more grant award conditions to the Grant Award Agreement prior to or after funding. If conditions are added, they will be discussed with the applicant and a copy will be sent to the grant recipient when the conditions are made part of the Grant Award Agreement. Grant award conditions may include requirements for sole source justification, a computer feasibility study, or any other requirements deemed necessary by OES.

### 3. **Grant Award Agreements**

A copy of the executed Grant Award Agreement and all the attachments will be sent to the project director. The applicant is not authorized to incur costs against the grant until they have received a copy of the fully executed Grant Award Agreement. When the executed grant is received, the Report of Expenditures and Request for Funds (OES 201) may be submitted for reimbursement.

### 4. **Grant Award Amounts**

Due to the limited amount of funds available, it may be necessary for OES to reduce the amount of the grant award from that requested by the applicant. In addition, OES reserves the right to negotiate budgetary changes with the applicant prior to executing the Grant Award Agreement. If either of these actions are required, OES will notify the applicant prior to executing the Grant Award Agreement.

## B. **ADMINISTRATIVE REQUIREMENTS**

### **The Recipient Handbook (RH)**

The *Recipient Handbook* is accessible on the OES Internet website at [www.oes.ca.gov](http://www.oes.ca.gov) by selecting "Plans and Publications, *Recipient Handbook*." The *Recipient Handbook* contains administrative information and requirements necessary to implement the project.

Recipients must administer their grants in accordance with the *Recipient Handbook* requirements. OES also retains the right to modify this handbook when necessary, upon approval of the Executive Director and with appropriate notice to the recipient. Failure to comply with these requirements can result in the withholding or termination of the grant award.

The information below may be cross referenced with the *Recipient Handbook* by referencing the **Recipient Handbook Section (RH Section) number**.

#### 1. **Internet Access (RH Section 11500)**

Funded projects are required to maintain Internet access with an established e-mail address. Grant funds may be used for this purpose, unless specifically prohibited by the terms of the program.

#### 2. **Progress Reports and Data Collection (RH Section 10100)**

Funded projects are required to participate in data collection and to submit progress reports required by the program. Projects are required to keep accurate records to document their progress in achieving the objectives. These records must be kept by the project for a period of three years. During programmatic monitoring visits, OES will review these records for accuracy and compare them with the reported data submitted on the progress reports.

**3. Monthly/Quarterly Report of Expenditures and Request for Funds (OES 201) (RH Section 6300)**

Community-Based Organizations shall submit a monthly Report of Expenditures and Request for Funds (OES 201) unless they request a quarterly reporting period. All government and education agencies receiving funds will be required to report on a quarterly basis. This form is due within 30 calendar days at the end of the reporting period and must be submitted whether or not the project has incurred expenses. Delays in submitting these forms will result in the withholding of funds and may result in the termination of the grant award.

**4. Technical Assistance/Site Visits (RH Section 10300)**

Each project receiving funds is assigned an OES program specialist to oversee the progress of the project in achieving its goals, objectives and compliance with the Grant Award Agreement. Program Specialists are technical experts on the criminal justice system and in the administrative execution of Grant Award Agreements. They are available to assist the project in the successful implementation of the project and in meeting the administrative requirements of the Grant Award Agreement. Projects should expect a site visit from the assigned program specialist within the first six months of the grant period. Follow-up site visits will be conducted periodically throughout the life of the grant. Projects may request a site visit to obtain technical assistance. Projects must submit a request for approval for any changes to their project to the program specialist.

**5. Monitoring Requirements (RH Section 10400)**

A monitoring visit is an onsite assessment by the OES Monitoring and Audits Branch staff to determine if the project is in compliance with the Grant Award Agreement, the Program Guidelines, the RFA, and the *Recipient Handbook*. The goal of the monitoring process is to support program branches in helping projects achieve their goals. Projects will be monitored on a random or as-needed basis. The monitoring will cover all areas of project operation and will review the project's source documentation as substantiation for project goals, objectives, and activities.

**6. Audit Requirements (RH Section 8100)**

All recipients must arrange for an independent audit of the grant award and may budget a portion of the audit costs. Instructions for budgeting funds for audit costs are outlined in Section 2234 of the *Recipient Handbook*.

**7. Copyrights, Rights in Data, and Patents (RH Section 5300)**

OES owns all rights of and reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish, and use, in whole or in part, any material produced by activities supported by a Grant Award Agreement. These ownership rights are detailed in the *Recipient Handbook*.

## 8. **Source Documentation (RH Section 10111)**

Grant recipients are required to maintain source documentation to support claimed expenditures and project accomplishments. Source documentation is defined as records used to validate project activities and achievements as they pertain to the objectives outlined in the Grant Award Agreement. Projects are to retain source documentation for progress reports on a quarterly basis, regardless of submission requirements. Requirements and definitions for program specific source documentation are delineated in the terms of the program. Projects will be required to have written job descriptions on file for all positions funded by OES detailing specific grant-related activities to achieve project objectives.

## C. **BUDGET POLICY**

This document summarizes information on OES Budget Policy contained in the *Recipient Handbook*. Additional information may be obtained by accessing the *Recipient Handbook* at [www.oes.ca](http://www.oes.ca). The applicant can select "Plans and Specifications, *Recipient Handbook*."

### 1. **Supplanting Prohibited (RH Section 1313)**

Grant funds must be used to supplement existing funds for program activities and **not replace** funds that have been appropriated for the same purpose. A written certification must be provided to OES indicating the grant funds will not be used to supplant existing funds. Potential supplanting will be the subject of application review, post-award monitoring, and audit. The rules on supplanting are discussed at length in Section 1313 of the *Recipient Handbook*.

### 2. **Project Income (RH Section 6610)**

Project income, such as client fees and fees for services provided by the recipient (i.e., training, presentations, etc.), asset forfeitures, profits from the sale of project products, and conference proceeds as the result of a direct trade of time or products for money must be used to offset or augment the grant, unless otherwise specified in the RFA instructions. Project income cannot be used as matching funds, unless otherwise specified in the RFA instructions.

### 3. **Noncompetitive Bid Requests (RH Section 3000)**

A competitive bid process is required to purchase equipment or consultant services with grant funds. Noncompetitive bid contracts are disfavored, and noncompetitive bid request approval is required prior to the purchase of equipment in excess of \$5,000 without using a competitive bid process, or to hire a specific consultant charging over \$5,000 without using a competitive bid process. Local units of government may use their approved procurement policy except for contracts over \$50,000, which require prior OES approval. For organizations without a written procurement policy, a competitive bid process involves determining the specifications for the items needed and obtaining at least three bids from different vendors. Whenever a specific individual/organization name is identified in the project budget, a noncompetitive bid request will be required. OES will provide assistance in submitting a noncompetitive bid request if OES determines it is in the best interest of the project.

#### 4. Travel Policies

The following is OES' current travel policy:

##### a. **Selection of Travel Policy (RH Section 2236)**

The applicant may prepare the budget using their own travel policy or the state travel policy according to the following guidelines. Travel reimbursement will only be allowed based on actual costs.

###### 1) Units of Government

Units of government may use their own written travel policy or the state policy.

###### 2) Community-Based Organizations (CBO)

A Community-Based Organization may use the state travel policy or the applicant's written policy up to the maximum rates allowed by the state travel policy.

##### b. **State Travel Policy (RH Section 2236.2)**

Use the following state travel policy for budgeting travel expenses:

###### 1) Out-of-State Travel

Out-of-state travel is restricted and only allowed in exceptional situations. Requests for approval for out-of-state travel will be reviewed if the applicant is selected for funding.

###### 2) Mileage

When a privately owned vehicle is utilized on project-related business, a maximum of 34 cents per mile is allowed, unless a higher rate is justified. Documentation justifying a higher rate must be on file and available for audit, but should not be submitted with the application.

###### 3) Meals and Incidentals

###### a) Breakfast \$6.00

Breakfast may be claimed when travel commences at or prior to 6:00 a.m. Breakfast may be claimed on the last fractional day of a trip of more than 24 hours if travel terminates at or after 8:00 a.m.

###### b) Lunch \$10.00

Lunch may not be claimed for travel less than 24 hours. Lunch may be claimed if the trip begins at or before 11:00 a.m. and may be claimed on the last fractional day of a trip of more than 24 hours if the travel terminates at or after 2:00 p.m.

c) Dinner \$18.00

Dinner may be claimed if the trip begins at or before 4:00 p.m. Dinner may be claimed when travel terminates at or after 7:00 p.m., whether on a one-day trip or on the last day of a trip of more than 24 hours.

d) Incidentals \$6.00

Incidentals may be claimed for trips of 24 hours or more.

e) Total

Total on meals and incidentals is \$40.00 for a 24-hour period.

4) Lodging

Reimbursement is not authorized without a receipt. Statewide with a lodging receipt is the actual lodging expense up to \$84.00, plus applicable **taxes**, (except as noted below).

5) Special Lodging Rates

These rates allow actual lodging expense up to \$110 plus applicable taxes with receipt in Los Angeles and San Diego counties. Actual lodging of up to \$140 plus applicable taxes is allowed for Alameda, San Francisco, San Mateo and Santa Clara counties.

6) Other

Taxi, airport shuttle, etc., which exceeds \$3.50 must be supported by receipt. Parking in excess of \$10.00 must be supported by receipt.

**5. Participating Staff (RH Section 4500)**

The term Participating Staff refers to salaried employees of a participating agency assigned to work with the recipient on the implementation of a grant project. The agreement between the recipient and the participating agency concerning participating staff must be reflected in the Operational Agreement. Grant related costs associated with participating staff must be itemized in the Operating Expenses category of the Grant budgets.

**6. Consultant Services (RH Section 3710)**

Consultant services are provided on a contractual basis by individuals or organizations and are not direct employees of the applicant (see, *Personal Services – Salaries, page 10*). Independent contractors must not be used in lieu of employees. Independent contractors are defined as individuals or organizations that meet some or all of the following criteria:

- produce a specific product or service;
- work independently without direct supervision from the applicant;
- work on specific projects;
- provide services for a limited number of hours or period of time; and/or
- have no agency management or oversight responsibilities that are directed toward the financial success or direction of the agency.

**a. Rates (RH Section 3710.1)**

The maximum rate for independent contractors is \$250 per hour (excluding travel and subsistence costs). A request for compensation for over \$250 per hour requires **prior approval** and additional justification.

Compensation for these independent contractors will be allowed when the unit of government will not provide their services without cost. In these cases, the rate of compensation is not to exceed the daily salary rate paid by the unit of government.

**b. Expert Witness Fees (RH Section 3710.2)**

Prosecution or criminal defense projects, which routinely utilize “expert witnesses” as independent contractors to conduct evaluations and provide expert testimony in the courtroom, may budget for this expense. However, the grant may only be charged for costs above that which the county is required to cover. The maximum allowable rate for such witness fees is \$250 per hour up to \$2,000 per day. The total amount budgeted for expert witness fees must not exceed ten percent of the project’s total budget. Requests for proposed expert witness costs must be accompanied by written justification indicating the following:

- Qualifications, training, and experience of the expert(s). Include a statement regarding recognition by the court of the individual as an expert.
- Specialized certification/licensure [e.g., Masters in Social Work (MSW); Licensed Clinical Social Worker (LCSW); Marriage and Family Therapist (MFT); Medical Doctor (MD)].
- Rate of pay per hour. Provide documentation of a survey of the availability of similar consultants, the current “going rate,” and the proposed rate of pay. Indicate cost breakdown if expert is paid according to services (e.g., mileage, waiting time, court testimony).
- Proposed services to be provided (e.g., analysis of forensic evidence, psychological evaluation).
- Indicate why this cost cannot be paid with county funds. Attach a written justification to OES A303b.

**7. Facility Rental (RH Section 2232)**

Up to \$21 per square foot annually (\$1.75 per square foot per month) is allowed for facility rental. If the rental cost for office space exceeds this rate, it must be consistent with the prevailing rate in the local area. This documentation must be on file and available for audit and should not be submitted with the application.

Rental space for training and individual and/or group counseling rooms may also be charged to the grant, providing the rental charged is based on actual costs and not reimbursed by any other source.

**8. Rented or Leased Equipment (RH Section 2233)**

If equipment is to be rented or leased, an explanation and cost analysis will be required if the application is selected for funding. This analysis must demonstrate that it is more cost-effective to rent or lease the equipment than it is to purchase it and must be approved by OES prior to the execution of any rental or lease agreement.

**9. Indirect Costs/Administrative Overhead (RH Section 2220)**

Indirect costs are those not readily itemized or assignable to a particular project, but necessary to the operation of the organization and the performance of the project. The costs of operating and maintaining facilities, accounting services, and administrative salaries are examples of indirect costs. Flat rates not exceeding ten percent of personnel salaries (excluding benefits and overtime) or five percent of total direct project costs (excluding equipment) may be budgeted by the applicant for indirect costs.

**10. Audits (RH Section 8150)**

An audit is required for all OES recipients expending \$25,000 or more of OES grant awards. The applicant may budget for the cost of obtaining a financial audit. Allowable audit costs are as follows:

- If the total amount of the grant is less than or equal to \$150,000, the applicant may budget up to \$2,000 for the financial audit costs; or
- If the total amount of the grant is greater than \$150,000, the applicant may budget up to one and a half percent (1.5%) of the total grant for financial audit costs.

**11. Equipment (RH Section 2300)**

Equipment is defined as nonexpendable tangible personal property having a useful life of more than one year and an acquisition cost of \$1,000 or more per unit (including tax, installation and freight).

A line item is required for each different type of equipment, but not for each specific piece of equipment (e.g., three laser jet printers must be one line item, not three).

**a. Allowable Equipment (RH Section 2320)**

Equipment used solely for project activities may be budgeted if it is essential to the implementation of the project. Grant funds may not be used to reimburse the applicant for equipment already purchased.

Rented or leased equipment must be budgeted as an operating expense. Lease-to-purchase agreements are generally not allowable. If a lease-to-purchase is requested, the project will be required to submit justification, including cost-effectiveness. Prior approval by OES is required.

All equipment purchased in whole or in part with state or federal grant funds is the property of the state or the federal government. However, under certain conditions, equipment may be transferred to the recipient at the end of the grant period. Satisfactory compliance with the Grant Award Agreement will be reviewed in considering the transfer of equipment.

**b. Computers (RH Section 2340)**

1) Community-Based Organization (CBO)

The applicant from a Community-Based Organization may budget up to \$25,000 in computer equipment, software, and related costs. Justification will be required if the application is selected for funding. OES will evaluate the proposed purchase on the basis of grant-related need. OES must give approval prior to purchase.

2) Units of Government

The applicant from units of government may budget for computer equipment, software, and related costs. Justification will be required if the application is selected for funding. OES will evaluate the proposed purchase on the basis of grant-related need. OES must give approval prior to purchase. If federal grant funds totaling in excess of \$100,000 are used for automated data processing purchases, prior federal approval is also required.

3) Computer Purchase Justification

Approval for purchases of computers and automated equipment is contingent on the project's ability to demonstrate cost-effective, project-related need. This is best demonstrated by clearly relating each computer system or component to the grant objectives and activities. If selected for funding, the project will be sent instructions for preparing the justification.

**c. Automobiles (RH Section 2331)**

Automobiles are not allowable budget items, unless permitted in the RFA Instructions. If a vehicle is included in the budget, substantial justification demonstrating the grant-related need will be required before finalization of the Grant Award Agreement. The justification must describe the need for a vehicle, including the size of service area and the need to provide direct service away from the office, and the reason why the agency will not allow personal vehicle usage during working hours. A cost analysis for vehicle purchase as compared to other options, including lease and personal vehicle use with mileage, must be conducted and kept on file for review by OES during a site visit, monitoring visit and by the auditor during the required annual audit.

**12. Prohibited Expense Items (RH Section 2240)**

The following is a list of prohibited items:

**a. Lobbying (RH Section 2242)**

OES grant funds cannot be used for lobbying activities.

**b. Fundraising (RH Section 2243)**

OES grant funds cannot be used for organized fundraising, including financial campaigns, endowment drives, solicitation of gifts and bequests, or similar expenses incurred solely to raise capital or obtain contributions.

**c. Real Property and Improvements (RH Section 2244)**

Real property, including land, land improvements, structures and their attachments, and structural improvements and alterations are not allowable expenditures unless authorized in the RFA instructions.

**d. Interest (RH Section 2245)**

The cost of interest payments is not an allowable expenditure, unless the cost is a result of a lease/purchase agreement.

**e. Food and Beverages (RH Section 2246)**

The cost of food and/or beverages at grant-sponsored conferences, meetings, or office functions is not an allowable expenditure.

**f. Weapons and Ammunition (RH Section 2247)**

The cost of weapons and/or ammunition of any type are not an allowable expenditure, unless it is part of a governmental negotiated benefit package, or is specifically authorized in the RFA instructions.

**g. Membership Dues (RH Section 2248)**

The cost of membership dues for projects involved in the licensing or credentialing of professional personnel is not an allowable expenditure, unless it is part of a governmental negotiated benefit package, or is specifically authorized in the RFA instructions.

**h. Professional License (RH Section 2248)**

The cost of a professional license is not an allowable expenditure unless specifically authorized in the RFA instructions.

**i. Annual Professional Dues or Fees (RH Section 2248)**

The cost of professional dues or fees is not an allowable expenditure, unless it is part of a governmental negotiated benefit package, or is specifically authorized by the RFA instructions.

**j. Charges, Fees and Penalties (RH Section 2245)**

Finance charges, late payment fees, penalties, and returned check charges are not allowable expenditures.

**k. Depreciation (RH Section 2249)**

Depreciation charges are not allowable expenditures.

## D.

## GLOSSARY OF TERMS

Term	Definition
Activity	The specific steps or actions that a project takes to achieve a measurable objective.
Administrative Agency or Recipient	The agency or organization designated on the Grant Award Face Sheet who is the programmatic recipient of the grant funds and will accomplish the planned objectives and program goals (e.g., Alameda County, City of Fresno, State Department of Justice, Fairfield Youth Services Bureau).
Application	Once selected for funding, the original application plus any additional forms as required by OES becomes the application. This application, once signed by OES and the local government agency or organization authorized to accept grant funding, becomes the Grant Award/Grant Award Agreement.
Community-Based Organization (CBO)	A nonprofit, public benefit corporation as described in <i>Section 501(c)(3)</i> of the <i>Internal Revenue Service Code</i> .
Competitive Bid	A contract process used when all suppliers are equally or nearly equally qualified to provide the services.
Equal Employment Opportunity Plan (EEOP)	A comprehensive plan that analyzes the agency's workforce and all agency employment practices to determine their impact on the basis of ethnicity and gender.
EEOP Guidelines	Extensive description of state and federal civil rights requirements and what constitutes an EEOP (samples, forms, etc.). The document was prepared to assist recipients in ensuring nondiscrimination and in the development, implementation, and/or improvement of their EEOP for compliance with the law.
Grant Award/Grant Award Agreement	The signed final agreement (Application) between OES and the local government agency or organization authorized to accept grant funding (see Application).
Grant Award Forms Package	The package to be sent to projects selected for funding containing forms needed for the final Grant Award Agreement.
Grant Funding Cycle	The number of years a program <b>may</b> be funded without competition. A funding cycle is typically three years.
Grant Funding Period	The period of time, determined by the RFP or the Application for Continuation Funding (RFA), which the Project Narrative, Objectives, Activities, and Budget cover. The time period is usually one year, and is shown on the Grant Award Face Sheet (OES A301).
Implementing Agency	The agency or organization designated on the Grant Award Face Sheet that is responsible for the day-to-day operation of the project (e.g., probation department, district attorney, sheriff).
Memorandum of Understanding (MOU)	This term is used synonymously with Operational Agreement.

Term	Definition
Noncompetitive Bid Request for Services	A contract process used when one supplier can be documented as being uniquely positioned to provide the service.
Noncompetitive Bid Request for Goods	A contract process used when a specific supplier can be identified as the only supplier able to provide the goods/services required by the department.
Nonprofit Organization	A nonprofit, public benefit corporation as described in <i>Section 501(c)(3)</i> of the <i>Internal Revenue Service Code</i> . The term is used synonymously with CBO.
Objectives	A set of quantifiable projections to be carried out in order to accomplish the program goals.
Operational Agreement (OA)	A formal agreement between two agencies, which specifies the responsibilities of each agency in implementing the project.
Program	A specific set of goals and objectives established pursuant to legislative, congressional, or administrative action identifying an unmet need of the criminal justice system or victim services and supported by a set appropriation from state or federal funding sources.
Program Guidelines	The instructions concerning the programmatic and administrative requirements unique to a particular OES grant-funded program.
Project	The implementation of a program's goals and objectives by a (funded) state or local government agency or CBO.
Proposal	The packet of forms and narrative as requested by the RFP and submitted to OES, which specifies the priorities, strategies, and objectives of the applicant.
<i>Recipient Handbook (RH)</i>	This handbook outlines the terms and conditions required of grant projects. Funded projects must administer their grants in accordance with these administrative and fiscal conditions. The <i>Recipient Handbook</i> is accessible on the Internet website at <a href="http://www.oes.ca.gov">www.oes.ca.gov</a> . The applicant can select "Plans and Publications, <i>Recipient Handbook</i> ."
RFA	The Request for Application is a noncompetitive application issued by OES.
RFP	The Request for Proposal is issued by OES to solicit competitive proposals relating to new funding.
Supplanting	To reduce federal, state, or local funds due to the existence of OES funds. Supplanting occurs when a recipient deliberately replaces its non-OES funds with OES funds, thereby reducing the total amount available for the stated purpose.

**Anti-Drug Abuse (ADA)  
Funding Allocation Chart  
FY 2006/2007**

<b>RECIPIENT</b>	<b>FUNDING</b>	<b>RECIPIENT</b>	<b>FUNDING</b>
Alameda County	\$471,735	Orange	\$508,863
Alpine County	\$108,578	Placer County	\$152,955
Amador County	\$113,404	Plumas County	\$111,579
Butte County	\$154,476	Riverside County	\$486,952
Calaveras County	\$113,424	Sacramento County	\$499,150
Colusa County	\$111,853	San Benito County	\$117,317
Contra Costa County	\$338,705	San Bernardino County	\$531,502
Del Norte County	\$113,342	San Diego County	\$721,755
El Dorado County	\$130,974	San Francisco County	\$252,577
Fresno County	\$327,259	San Joaquin County	\$306,181
Glenn County	\$112,644	San Luis Obispo County	\$141,691
Humboldt County	\$132,830	San Mateo County	\$200,423
Imperial County	\$140,515	Santa Barbara County	\$145,402
Inyo County	\$109,926	Santa Clara County	\$315,397
Kern County	\$269,823	Santa Cruz County	\$155,317
Kings County	\$126,412	Shasta County	\$138,355
Lake County	\$120,349	Sierra County	\$108,284
Lassen County	\$110,991	Siskiyou County	\$113,039
Los Angeles County	\$2,104,142	Solano County	\$186,200
Madera County	\$134,715	Sonoma County	\$167,849
Marin County	\$144,722	Stanislaus County	\$253,754
Mariposa County	\$110,160	Sutter County	\$123,451
Mendocino County	\$121,434	Tehama County	\$118,727
Merced County	\$163,175	Trinity County	\$109,693
Modoc County	\$109,054	Tulare County	\$202,624
Mono County	\$111,417	Tuolumne County	\$121,130
Monterey County	\$181,698	Ventura County	\$196,075
Napa County	\$124,962	Yolo County	\$147,135
Nevada County	\$120,349	Yuba County	\$125,042

Total Funds Allocated: \$13,291,487

**CALIFORNIA CODES  
PENAL CODE §13879.80-13879.81**

**13879.80.** (a) Every law enforcement and social services agency in this state is encouraged to develop, adopt, and implement written policies and standards for their response to narcotics crime scenes where a child is either immediately present or where there is evidence that a child lives, by January 1, 2005. These policies shall reflect the fact that exposing a child to the manufacturing, trafficking, and use of narcotics is criminal conduct and that a response coordinated by law enforcement and social services agencies is essential to the child's health and welfare.

(b) The needs of a drug endangered child are best served with written policies encouraging the arrest of an individual for child endangerment where there is probable cause that an offense has been committed coordinated with an appropriate investigation of the child's welfare by child protective agencies. Protocols that encourage a dependency investigation contemporaneous with a law enforcement investigation at a narcotics crime scene, when appropriate, are consistent with a child's best interest.

**13879.81.** Communities are encouraged to form multi-jurisdictional groups that include law enforcement officers, prosecutors, public health professionals, and social workers to address the welfare of children endangered by parental drug use. These coordinated groups should develop standards and protocols, evidenced by memorandums of understanding that address the following:

- (a) Felony and misdemeanor arrests
- (b) Immediate response of protective social workers to a narcotics crime scene involving a child
- (c) Outsourcing protective social workers to law enforcement
- (d) Dependency investigations
- (e) Forensic drug testing and interviewing
- (f) Decontamination of a child found in a lab setting
- (g) Medical examinations and developmental evaluations
- (h) Creation of two hours of P.O.S.T. drug-endangered children awareness training