

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

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

**PART I – INFORMATION**

**A. INTRODUCTION**

This Request for Application (RFA) provides all of the information and forms necessary to prepare an application for the Governor's Office of Emergency Services (OES) grant funds. The terms and conditions described in this RFA supersede all previous RFAs and any conflicting provisions stated in the *Recipient Handbook*. The *Recipient Handbook* provides helpful information for developing the application and can be accessed at the website [www.oes.ca.gov](http://www.oes.ca.gov) by selecting "Plans and Publications, *Recipient Handbook*".

**B. CONTACT INFORMATION**

Questions concerning this RFA, the application process, or programmatic issues should be submitted to the Drug Enforcement Program Specialists at (916) 324-9112.

**C. APPLICATION DUE DATE AND SUBMISSION OPTIONS**

**One original and two copies** of the application must be delivered to OES' Law Enforcement and Victim Services Division by the date and time indicated below. Submission options are:

1. Regular and Overnight mail, **postmarked by Wednesday, May 17, 2006**, to:

Governor's Office of Emergency Services  
Law Enforcement and Victim Services Division  
3650 Schriever Avenue  
Mather, CA 95655  
Attn: ANTI-DRUG ABUSE RFA – Drug Enforcement Section

2. Hand delivered by **5:00 p.m. on Wednesday, May 17, 2006** to:

Governor's Office of Emergency Services  
Law Enforcement and Victim Services Division  
3650 Schriever Avenue  
Mather, CA 95655  
Attn: ANTI-DRUG ABUSE RFA – Drug Enforcement Section

## D. ELIGIBILITY

Counties and select state agencies previously funded under this program are eligible to submit an application for the ADA Enforcement Program to support a multi-jurisdictional drug task force. The eligibility criteria specific to the counties include:

- The amount requested is not to exceed the allocation as listed on the ADA Program's FY 2006/2007 Funding Allocation Chart (Attachment A), page 25;
- Counties must include implementation of an ADA Steering Committee, which includes the Sheriff, District Attorney, Chief Probation Officer, County Drug Administrator and every Chief of Police within the county;
- In order to ensure uniformity, the agency selected by the ADA Steering Committee to submit the application(s) under one cover, administer the ADA grant, and act as the single point of contact for the grant must be a unit of county government; and
- Additionally, pursuant to PC §13879.80 and special legislation in the FY 2004/05 California Budget, to be eligible for funding, an agency *must* show the existence of a Drug-Endangered Children (DEC) program (Refer to "Implementation", page 9(c) for further details).

## E. FUNDS

The OES, Law Enforcement and Victim Services Division (LEVSD), provides funds to state, regional and local units of government. These funds are used to assist state agencies and local jurisdictions to improve the functioning of the criminal justice system, with emphasis on convicting violent and serious offenders and enforcing drug control laws. In California these programs fall under the ADA Enforcement Program and are funded by the Justice Assistance Grant (JAG).

Congress established the Justice Assistance Grant (JAG) Program in the 2005 Omnibus Appropriations Package (H.R. 3036). JAG combined the Byrne Program and the LLEBG Program into a single program in an effort to streamline justice funding and grant administration. The JAG Program allows states, tribes and local government to support a broad range of activities to prevent and control crime based on their own local needs and conditions through six authorized program purpose areas (PPAs) as described below.

JAG PPAs:

- Law enforcement programs,
- Prosecution and courts programs,
- Prevention and education programs,
- Corrections and community corrections programs,
- Drug treatment programs, and
- Planning, evaluation and technology improvement programs.

California has identified multi-jurisdictional drug task forces as the priority for the use of these funds under the Law Enforcement PPA for the State Fiscal Year 2006/2007 ADA Program. Therefore, the funding of multi-jurisdictional drug task forces is the only appropriate use of these funds.

OES anticipates \$13,291,487 from JAG will be allocated to the ADA Enforcement Program. Refer to the ADA Funding Allocation Chart (Attachment A) for your county information, page 25. Applicants responding to this application must budget for 12 months. The grant period will begin on July 1, 2006, and end on June 30, 2007. A new grant application is required for each subsequent grant period.

## **F. PROGRAM INFORMATION**

The focus of the Anti-Drug Abuse Program (ADA) is the support of Multi-Jurisdictional Drug Task Forces (MJDTF) to combat drug sales, manufacturing and distribution. The MJDTF integrate Federal, State and/or local drug law enforcement agencies and prosecutors for the purpose of enhancing interagency coordination and intelligence and to facilitate multi-jurisdictional investigations. MJDTF are further defined as cooperative programs involving two or more separate law enforcement entities which have different jurisdictional responsibilities, with formal agreements to work together as a team to enforce drug laws, usually with a focus on mid or high-level traffickers; prosecutorial projects must be clearly integrated with the operations of a MJDTF to be included in this purpose area.

### **Per Penal Code §13879.80, an agency must show the existence of a Drug-Endangered Children (DEC) program that includes, but is not limited to:**

(Refer to Attachment B for DEC Penal Code Section 13879.80, page 26)

- A written plan that states how county agencies will deal with DEC cases.
- Identified contact people in law enforcement, prosecution, and health/Children's Protective Services (CPS) who will deal with DEC cases.
- A plan for CPS to be responsible for the child's medical and family services.
- Written policies and procedures that spell out how law enforcement officers will deal with children found at narcotics scenes, or where there is an indication that a child lives at the scene.

## **G. PREPARING AN APPLICATION**

For clarity, the forms in Part IV include an Application Cover Sheet. Please complete the Application Cover Sheet and attach it to the front of the application.

All agreements (i.e. Memorandum of Understanding (MOU), Operational Agreement (OA), DEC Protocol, etc.) must be updated to reflect the current years funding cycle and submitted as part of the Application. Please refer to Part II and Part IV of the RFA for further instructions on preparing an Application.

The following components are required for a complete application:

- Application Cover Sheet
- Grant Award Face Sheet (OES A301)
- Project Contact Information
- Certification of Assurance of Compliance
- Project Narrative
- Budget Narrative
- Project Budget (OES A303a-c)
- Application Appendix (if applicable)

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

**ANTI-DRUG ABUSE ENFORCEMENT PROGRAM  
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**PART II – INSTRUCTIONS**

The instructions in this section correspond to each of the application components, as well as to the forms provided in Part IV.

The applicant must use the forms provided or computer-generated forms, and plain 8½ x 11" white paper for the project and budget narrative sections. The included Project and Budget Narrative sections have been pre-formatted to OES standards. If you create your own computer-generated forms they must duplicate the OES forms.

Application must be typed with characters no smaller than standard 12 pitch font. **The applicant must double-space all narrative sections of the application.**

Copies of the application must be assembled separately and individually fastened in the upper left corner. **Do not bind or staple application.**

**A. PROJECT NARRATIVE**

The project narrative is the main body of information describing the problem to be addressed, the plan to address that problem through appropriate and achievable objectives and activities, and the ability of the applicant to implement the plan.

To be eligible for funding, applicants are required to prepare a plan to address illegal drugs and associated violence in their jurisdiction and to determine how the JAG funds will be utilized to implement this plan. Funds for this program are to be used for the purposes of enforcing the State and local controlled substances laws and to improve the functioning of the criminal justice system with emphasis on drugs through multi-jurisdictional drug task forces.

For county applicants, this plan must be created by their Anti-Drug Abuse (ADA) Steering Committee, and must be a cooperative, collaborative, multi-disciplinary approach. The composition of the ADA Steering Committee requires the mandatory participation of law enforcement, prosecution, probation agencies, and county drug administrators. For these projects, participants are strongly encouraged to also include school superintendents, judges, the Public Defender, state/federal enforcement agencies, treatment and rehabilitation professionals, and additional agencies as appropriate to their project.

State agency applicants are not required to create an ADA Steering Committee; however, they must develop a plan, involve key individuals in their collaborative process, and determine goals and approaches to be used, as well as determine how the JAG funds will be utilized to implement their plan.

All applicants are encouraged to establish a long-range (up to three years) comprehensive strategy to address their identified goals. This three-year strategy is designed to promote long-term, proactive planning and facilitate greater coordination and collaborative efforts. **Although applicants may refer to their long-range strategy in the narrative, this specific application is only for a 12-month period, as it relates to goals, objectives, activities, and budget.**

In developing a comprehensive strategy, all of the key individuals should be included in the process (i.e., ADA Steering Committee members and others with relevant knowledge of the drug issues within their jurisdiction). Through a facilitated and collaborative effort, the goals are determined and the approach is collectively decided upon.

The project narrative also contains detailed information that describes the applicant, the need for funding, and the plan to address a community problem/issue through appropriate and achievable objectives and activities. The project narrative is to be divided into three sections: 1) Problem Statement, 2) Plan, and 3) Implementation.

## **1. Problem Statement**

The problem statement was identified in the previous funding year. Unless additional issues need to be addressed, the problem statement can be summarized providing updates in the target area, target population and/or crime statistics. If needed, please adhere to the following guidelines:

The problem statement is the foundation of the project.

### a. Description of the Jurisdiction

Describe the demographic, geographic, ethnic and economic composition of the county. Describe the drug culture and identify the underlying social factors that have contributed to the overall drug problem in the project area/jurisdiction.

### b. Problems and Trends

The problem statement must describe the nature and extent of the illegal drug problem to be addressed by the applicant and should be focused on the overriding problems and trends.

List and discuss, in order of priority, the drug problems identified. Issues should be directed at a specific problem or problem area and should be realistic so that progress can be measured. Supporting factual and illustrative data must include the following, in the order listed:

1. Estimates of the availability and use of drugs in the jurisdiction;
2. The major sources of drugs transported into or through the jurisdiction;
3. The extent to which drugs are produced within the jurisdiction;
4. An analysis of changes in drug availability and drug use;
5. Increase or decrease in the cost and purity of major drugs;
6. The prevalence and patterns of violent crime in the jurisdiction, including incidents and patterns of drug-related violent crime;
7. Emerging problems or significant changes in the level of a specific problem, as it relates to drug-related violence;
8. Process used to determine problems; and
9. Others, if applicable.

The discussion should address the current efforts underway and any new efforts or programs, whether or not grant-funded, that will respond to the priority issue.

Activities that represent collaborative efforts between federal and state funded programs should be emphasized. Indicate how the priority issues were determined.

## 2. Plan

The program plan was presented in the previous funding year. Unless updates are needed, the applicant may carryover the goals, objectives and activities, etc. from last year's plan. However, please provide updated information on status of Operational Agreements and/or Memorandum of Understanding (MOU), and Drug-Endangered Children (DEC) Protocol. If needed, please adhere to the following guidelines:

The plan will demonstrate the processes and methods the county will utilize to attack the various problems that have been identified and prioritized in the Problem Statement.

a. Target Area and Target Population:

Define the project target area and target population. The project must concentrate efforts on an identifiable geographic area. The target area must be delineated by criminal justice agency boundaries or governmental boundaries (e.g., a city, county, or school district area). This area may be one or more communities/cities, specified unincorporated areas, a single county, or region.

b. Program Description:

1. Project Title: The title should be worded in general terms, but it should define the focus of the program within a major topical area.
2. Long-Range Strategy (if applicable): Applicants are encouraged to develop a long-term (three years or more) strategy, as well as a comprehensive strategy. Provide a broad overview of this plan and describe anticipated long-range activities.
3. Impact: Describe how the project will effectively impact the target area and the expected outcomes. What is the intended effect(s) on the problem(s) and the target area?
4. Project Design: Describe the overall project and project design. The description should include project size, composition, range and focus of services, and location in proximity to the implementing agency. If necessary, delineate by participating component.
5. Roles: Describe the specific role of each participating agency and how their individual efforts will help achieve the goal(s). Generally describe how each participating agency will address the problem and how they will work together. Efforts of each component should connect together.
6. Source Documentation: Demonstrate the project's ability to create and implement data collection instruments. Describe the source documentation.

c. Goals, Objectives, Activities, and Performance Measures:

To better determine effectiveness, the projects funded through the ADA Program have moved from process evaluation to impact and outcome evaluation. Process evaluation typically counts/tracks the "outputs" (i.e., arrests), while impact evaluations consider the "outcomes" (safer communities, decrease in drug availability, less demand for drugs, etc.).

1. **Goals - Utilizing the issues that were identified and prioritized in the Problem Statement, specify the goals of the project.**

A goal is the largest overall effect that your program has on your community. Goals may be multiple in nature and may differ from one county to another. Each goal should be presented with all of its accompanying objectives, key activities, and performance measures.

What is (are) the goal(s) of the project? Overall goal(s) may be broad in scope and long in duration. There may be underlining goals as steps to achieve the overall goal(s).

2. **Objectives - For each goal include a minimum of three objectives.**

Objectives focus on the methods that will be used to address the problem. They should be clearly stated, realistic and **measurable**. They should reflect the project description and support the achievement of the project goals.

Describe in detail the objectives that will be implemented to achieve the goals. Each objective must also be linked to one or more corresponding performance measures.

3. **Activities - Activities are the key operational elements** of the program and occur in support of the achievement of objectives. Activities must be specific, detailed enough to determine effectiveness, and must be reflective of the budget.

Describe in detail the activities to be performed to accomplish each objective. Activities are the key operational elements of the program and must be specific and **measurable**.

4. **Performance Measures and Projections** - Performance measures must be clearly identified, results-oriented and reasonably attainable. Use the following **definitions** to assist in your response:

**Output** - the amount of work done; must be quantifiable (numbers projected and numbers achieved). Enter specific numbers, not percentages and not a range of numbers.

**Output Measure** - A measure of the volume of something actually produced; counts the goods and services produced (workload).

**Outcome** - The results of activities designed to accomplish the project's goal(s) and demonstrate a change.

**Outcome Measure** - The unit of measurement used to evaluate the success of an outcome; measures the actual impact or public benefit of a project's actions. For outcome measures, the initial year may consist of collecting baseline data.

Determine how the impact of the plan (project) can be assessed. The measurements for each objective may be a combination of outputs and outcomes. Based on federal requirements, OES has moved from output measures alone, to incorporate outcome measures. Outcome measures can measure the effects/impact of the project efforts. If you eliminate the identified problem, what would or would not happen? Once the anticipated effects have been determined, baseline data needs to be established to measure program effectiveness over time. Recipients will be required to submit output/outcome data in the progress reports.

**The following goal is MANDATORY for all multi-jurisdictional drug task force projects.** Use these measures, as well as others you establish, to determine how your objectives will be achieved.

**Mandatory Goal:** During the grant year, reduce illegal activities of targeted offenders through law enforcement, prosecution, and probation efforts.

**Objective:** Conduct special investigations using multi-jurisdictional drug task forces, integrating federal/state/local drug enforcement agencies, prosecution, and probation departments.

**Outcome Measures:**

Number of drug arrests (include methamphetamine)  
Number of methamphetamine arrests (number included in drug arrests)  
Number of drug investigations conducted (include methamphetamine)  
Number of methamphetamine investigations conducted (number included in drug investigations conducted)  
Number of drug related search warrants issued  
Number of methamphetamine related search warrants issued  
Number of methamphetamine related sites mitigated or cleaned up  
Number of drug prosecutions  
Number of methamphetamine prosecutions  
Number of drug convictions  
Number of methamphetamine convictions  
Dollar amount of assets seized  
Number of clandestine labs dismantled (capacity 0-9 lbs, capacity 10 lbs or greater)  
Number of lab dump sites discovered  
Number of drugs seized by quantity of targeted drugs seized by type:  
    Cocaine (grams/street value)  
    Heroin (grams/street value)  
    Methamphetamine (processed in grams/street value)  
    Methamphetamine "ice" (grams/street value)  
    Methamphetamine solution (gallons/street value)  
    Ephedrine (grams/street value)  
    Pseudoephedrine (grams/street value)  
    Marijuana (grams/street value)  
    Marijuana (plants/street value)  
    Other drugs seized by type (grams/street value)  
Number of weapons seized  
Number of probation revocations  
Number of drug-endangered children

- Each project must provide the mandatory goal as well as a minimum of one additional goal.
- Each objective must have a minimum of one outcome measure.

### 3. Implementation

The applicant's ability to implement the plan was presented in the previous funding year. Unless updates are required, i.e., operational agreements, the applicant may carryover the implementation plan from last year. If needed, please adhere to the following guidelines:

Provide a description of the plans for coordination.

#### a. Organizational Description

Provide a narrative that describes the relationship between the ADA Steering Committee, the overall project, project staff, and other participating agencies. For all applicants, describe the project's organizational framework, listing all funded and donated positions assigned to the project.

#### b. Organizational Chart

Provide an organizational chart demonstrating the relationship between the ADA Steering Committee, if applicable, the project components, project staff and other participating agencies. Clearly highlight grant-funded positions. Titles for individuals should match those in the budget.

#### c. Drug-Endangered Children (DEC) Protocol: Per Penal Code §13879.80 (Attachment B, page 26) and special legislation in the California Budget, to be eligible for funding, an agency must show the existence of a DEC program that includes, but is not limited to:

- An MOU between Law Enforcement, Prosecution and Health/Children's Protective Services that outlines a written plan including policies and procedures that spell out how agencies will deal with children found at narcotics crime scenes, or where there is an indication that a child lives at the scene;
- An Identified contact person for each agency included in the MOU who will deal with DEC cases; and
- Protocol that outlines CPS will be responsible for the child's medical and family services.

## B. PROJECT BUDGET

The purpose of the project budget is to demonstrate how the applicant will implement the proposed plan with the funds available through this program. Project costs must be directly related to the objectives and activities of the project. The budget must cover the entire grant period. In the budget, include **only** those items covered by grant funds. Projects may supplement grant funds with funds from other sources. All budgets are subject to OES modifications and approval.

OES requires the applicant to develop a **line item** budget that will enable them to meet the intent and requirements of the program, ensure the successful implementation of the project, and cost-effective. Failure of the applicant to include required items in the budget does not exclude responsibility to comply with those requirements during the implementation of the project. The applicant should refer to the *Recipient Handbook* at [www.oes.ca.gov](http://www.oes.ca.gov). The applicant can select "Plans and Publications, *Recipient Handbook*" for additional information concerning OES budget policy or to determine if specific proposed expenses are allowable. Contact a Drug Enforcement Program Specialist (refer to page 1 for contact information") if you have additional budget questions.

## 1. **Budget Narrative**

The applicant is required to submit a narrative with the project budget. The narrative must be typed and placed in the application in front of the budget pages. In the narrative describe:

- How the applicant's proposed budget supports the objectives and activities;
- How funds are allocated to minimize administrative costs and support direct services;
- The duties of project-funded staff, including any qualifications or education level necessary for the job assignment;
- How project-funded staff duties and time commitments support the proposed objectives and activities;
- Proposed staff commitment/percentage of time to other efforts, in addition to this project;
- The necessity for subcontracts and any unusual expenditures; and
- Mid-year salary range adjustments.

## 2. **Specific Budget Categories**

There is a separate form in the Forms Section (Part IV) for each of the following three budget categories:

- Personal Services – Salaries/Employee Benefits;
- Operating Expenses; and
- Equipment.

**Each budget category requires line item detail including the method of calculation and justification for the expense.** Enter the amount of each line item in the right hand column of the Budget Category form. All charges must be clearly documented **and rounded off to the nearest whole dollar**. Enter the total amount of the budget category at the bottom of the form. If additional pages are needed, total only the last page of each budget category. The total of the budget must correspond to the amount of the Total Project Cost (block 10G) on the Grant Award Face Sheet.

The bottom of the Equipment Category form contains a format for identifying the project total and fund distribution. This section must be completed and submitted even if there are no line items identified in the equipment category.

NOTE: For further detail on allowable expenses, please reference the Recipient Handbook.

### a. **Personal Services – Salaries/Employee Benefits (OES A303a):**

A line item is required for each different position/classification, but not for each individual employee. If several people will be employed full-time or part-time in the same position/classification, provide the number of full-time equivalents (e.g., three half-time clerical personnel should be itemized as 1½ clerical positions).

1) Salaries

Salaries are fixed compensation for services performed by staff assigned to the Multi-Jurisdictional Drug Task Forces (MJDTF) who are directly employed by the applicant and are paid for on a regular basis. These costs must be identified by position and percentage of salaries and rounded off to the nearest whole dollar. They may be salaried or hourly, full-time or part-time positions. Sick leave, vacation, holidays, overtime, and shift differentials must be budgeted as salaries. If agency personnel have accrued sick leave or vacation time prior to the approval of grant funding, they may not take that time off using project funds.

Salaries for staff not directly employed by the applicant must be shown as participating staff costs under the Operating Expenses category, and supported by a Memorandum of Understanding (MOU) or Operational Agreement (OA), which must be kept on file by the recipient and made available for review during an OES site visit, monitoring visit, or audit.

2) Benefits

Employee benefits must be identified by type and percentage of salaries. The applicant may use fixed percentages of salaries to calculate benefits. Budgeted benefits cannot exceed those already established by the applicant.

Employer contributions or expenses for social security, employee life and health insurance plans, unemployment insurance, and/or pension plans are allowable budget items. Other benefits, such as uniforms or California Bar Association dues, are allowable budget items if negotiated as a part of an employee benefit package.

- b. Operating Expenses (OES A303b):** A line-item is required for each allowable expense, and must include a detailed description of the expense and the method of calculation.

Operating expenses are defined as necessary expenditures exclusive of personal salaries, benefits and equipment. Such expenses may include specific items directly charged to the project, and in some cases, an indirect cost allowance. The expenses must be grant-related (e.g., to further the program objectives as defined in the grant award), and be encumbered during the grant period. **All charges must be clearly documented and rounded off to the nearest whole dollar.**

The following items fall within this category: consultant services such as subcontractors who are not employed by the applicant, travel, office supplies, training materials, research forms, equipment maintenance, software equipment rental/lease, telephone, postage, printing, facility rental, vehicle maintenance, answering service fees, and other consumable items. **Furniture and office equipment with an acquisition cost of less than \$1,000 per unit (including tax, installation, and freight) and/or with a useful life of less than one year fall within this category.**

Salaries for staff not directly employed by the applicant must be shown as participating staff costs under the Operational Expenses category. These costs must be supported by a MOU or an OA, which must be kept on file by the recipient and made available for review during an OES site visit, monitoring visit, or audit. Furthermore, in the case of grants being passed through a recipient to be operated by another agency, the staff from the second agency will be shown in the Operating Expenses Category.

- c. **Equipment (OES A303c):** A line-item is required for each allowable expense, and must include a detailed description of the expense and the method of calculation.

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).

Allowable Equipment:

- a. **Vehicles** are an allowable expense for the ADA Enforcement Program only with prior written approval from OES. Follow the justification instructions in Section 2331 of the *Recipient Handbook*.
- b. **Confidential Fund** expenditures are costs that will be incurred by law enforcement agencies using grant personnel working in an undercover or other investigative capacity. It may include the purchase of information, physical evidence (e.g., narcotics or stolen property), or services. Confidential fund expenditures are only allowable for grants to state or local law enforcement agencies. (Refer to the ADA Enforcement Program Guidelines for the Federal Guidelines on Confidential Funds.)
- c. **Weapons and Ammunition** are allowable expenditures for Multi-Jurisdictional Drug Task Forces.

**C. APPLICATION APPENDIX**

The Application Appendix provides OES with additional information from the applicant to support components of the application. The following forms/information has been presented in the previous funding year and must be included. Unless updates are required, the applicant may carryover information from last year's plan:

- Additional Signature Authorization;
- Project Summary;
- Project Service Area Information;
- Operational Agreements (OA): OAs must be dated and contain original signatures, titles, and agency names for both parties. This document must demonstrate a formal system of networking and coordination with other agencies and the applicant. Those submitted with the application must be effective for the proposed grant year. For the purpose of this RFA, the terms OA and MOU are synonymous. A sample OA is provided in the Forms Section of this RFA;
- WSIN Certification of Compliance;
- Reporting Alien Convictions to the U.S. Citizenship and Immigration Services (USCIS);
- Methamphetamine Assurance of Compliance (needed only if Task Force dismantles clandestine labs);
- County Drug-Endangered Children (DEC) Protocol for handling children found at drug scenes (if agency does not have a plan, it must be submitted within six (6) months of the start of the grant. Refer to Penal Code Section 13879.80, (Attachment B) page 26;
- ADA Steering Committee Minutes;
- Sample of Disbursement of Confidential Funds/Receipt from Informer Payee (if applicable);
- Out-of-State Travel Request, OES 700, Appendix S, (if applicable);
- Computers and Automated Systems Purchase Justification Guidelines; and
- Noncompetitive Bid Request.

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LAW ENFORCEMENT AND VICTIM SERVICES DIVISION**

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**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