



**Office of the State
Public Defender**

SACRAMENTO
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(916) 327-0459 (fax)

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1111 Broadway, 10th Floor
Oakland, CA 94607
(510) 267-3300
(510) 452-8712 (fax)

December 21, 2023

Attn: Paul Drevenstedt, Assistant Public Defender
Ventura County Public Defender Office
800 South Victoria Ave, Rm 207
Ventura, CA 93009

Dear Paul:

Congratulations! The Ventura County Public Defender Office has been awarded \$375,000 for the 2023/2024 Racial Justice Act for All Implementation Grant for the grant period of February 15, 2024 to February 15, 2026. The Office of the State Public Defender (OSPD)'s offer of this grant is subject to your agreement to the following:

1. Use the funds only as specified in your submitted proposal.
2. Submit expenditure reports biannually that document what the funding was spent on. The final expenditure report shall identify whether there was any funding not utilized. Any funding that is not utilized during the grant period will be remitted to OSPD.
3. Maintain all supporting documentation (including, but not limited to: executed contracts, invoices, receipts, and accounting records) for a minimum of three (3) fiscal years after the end of the grant period to document and account for all funding received.
4. Allow OSPD, their designee, or any legally authorized state audit official access to review or audit all applicable records to verify expenditures and activities.
5. Provide required written acknowledgment to OSPD at OSPD.grant@ospd.ca.gov of receipt of funds within 15-days of receipt of funds.
6. Sub-granting is prohibited unless there is express written consent by the OSPD and documentation to substantiate such sub-granting requirements.
7. OSPD reserves the right to terminate the grant agreement and require that all funds be returned for the failure to provide progress reports and expenditure summaries when requested.
8. Commit to return or repay any portion of the funds not used for the specified purposes outlined in the grant proposal within 15-days after submittal of your final progress report with expenditure statement. Remit payment to:
Office of the State Public Defender

Attention: Fiscal and Business Services, 770 L Street, Suite 1000, Sacramento, CA 95814

9. Refrain from using funds for any purpose prohibited by law.
10. Cooperate with any efforts of OSPD, or their designee, to publicize the funding award.
11. Comply with all reasonable requests for information about program activities and/or expenditures.
12. Comply with mandatory submission of scheduled progress reports and a final assessment(s) to OSPD. Grantee agrees and does hereby grant to and vest in OSPD the right to use information from the grant project for reporting, evaluation, and publicity purposes.
13. Where relevant, remain in good standing regarding any required charitable or nongovernmental organizational registrations required by the Department of Justice, the California Secretary of State, and/or the IRS, as applicable.
14. Report to OSPD at OSPD.grant@ospd.ca.gov within 5 business days on any status changes within the organization's grant administrative contacts for this grant opportunity.
15. **Reports and Expenditure Summaries:** Grantee shall submit Reports and Expenditure Summaries electronically by the dates listed in the table below. OSPD provide Grantee with Progress Report, Final Report, and Expenditure tracking templates.
16. **Disbursements:** The award amount will be processed for payment once this signed letter is received and fully executed by OSPD. Your signed letter accepting all the terms shall serve as the invoice for the award amount. OSPD will disburse the entire Grant award amount to Grantee.

***Note that disbursements can take several weeks to be processed after receipt of appropriate documents.**

<u>Timeline</u>	<u>Estimated Completion Dates</u>
Grant Period Begins	February 15, 2024
Progress Report and Expenditure Summary #1	August 18, 2024
Progress Report and Expenditure Summary #2	December 21, 2024
Progress Report and Expenditure Summary #3	August 18, 2025
Grant Service Period Ends	February 15, 2026
Final Reporting	May 1, 2026

If your organization agrees to these terms, please have an authorized representative sign, and return one copy of this letter via email to: OSPD.grant@ospd.ca.gov.

Sincerely,

Galit Lipa
Executive Director, Indigent Defense Improvement Division
Office of the State Public Defender

I certify that the organization named above accepts the terms outlined in this letter and I am authorized to legally bind the organization to these requirements:

Legal Applicant Printed Name

Title

Date

Paul Drevenstedt

Signature

OSPD Printed Name

Title

Date

Signature