Office of the State Public Defender

SACRAMENTO
770L Street, Suite 1000
Sacramento, CA95814
(916) 322-2676
(916) 327-0459 (fax)

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

December 18, 2025

Attn: Luke Brownfield
1001 4th Street
Eureka CA 95501

Dear Luke,

Congratulations! Humboldt County Public Defender Office has been awarded $743,864 for the Expanded Public Defense Services (Holistic Defense) Grant. The Office of the State Public Defender (OSPD)'s offer of these grant funds is contingent on your agreement to the following terms:

1. Grant Period and Service Term
   - The grant service term - meaning the period during which services must be made available to clients using grant funds - is March 2, 2026 - May 15, 2028.
   - The grant period is February 1, 2026 - June 1, 2028.
     - This allows for some time before and after the service term to use funds for planning and wrap up. Some examples may include data collection planning or reporting and work related to hiring. All grant funds expire on June 1, 2028.

2. Disbursement of Funds
   - The grant award will be processed for payment upon receipt of this letter signed by Grantee acknowledging acceptance of all terms herein.
   - OSPD will then fully execute the letter and return a copy to Grantee. OSPD will then begin the process to disburse the entire Grant award to Grantee. Disbursements can take several weeks to be processed after receipt of all documents.
   - Grantees may commence work when all approvals have been obtained, the grant period has commenced, and Grantee has been given written authorization to begin work by OSPD.
   - Grantee shall provide written acknowledgment to OSPD at ospd.grant@ospd.ca.gov within 10-days of receipt of funds.
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3. Allowable Uses
   - Grant funds may only be used to fund activities and services explicitly specified in the approved project proposal.
   - Grantee may not use funds for any purpose prohibited by law.
   - Should the Grantee determine that a change in the proposed scope of work or proposed budget become necessary, Grantee shall submit a written request to OSPD at ospdgrant@ospd.ca.gov within 15-days of the identified need and await written approval by OSPD of any requested change before taking action.

4. Fiscal and Programmatic Reporting
   - Grantee shall submit progress and expenditure reports biannually utilizing reporting templates provided by OSPD on the schedule outlined in the table below.
     - In addition to the required reports, grantee shall comply with all reasonable requests from OSPD for additional information about program activities and/or expenditures.
   - Grantee shall 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.
     - OSPD, their designee, or any legally authorized state audit official, will be permitted access to review or audit all applicable records to verify expenditures and activities under the grant.
   - Grantee must identify and disclose any unspent grant funds in the final grant expenditure report and 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 submitting the final grant expenditure report. Payment must be remitted to: *Office of the State Public Defender, Attention: Fiscal and Business Services, 770 L Street, Suite 1000, Sacramento, CA 95814*

5. Data Collection
   - Grantee shall collect, maintain, and report data requested by OSPD at intervals established by the grantor to support evaluation of the project's implementation and impact.[1]
   - In addition to specific data collection and reporting requests from OSPD, Grantee will cooperate with any additional reasonable requests from OSPD and/or its designees to document the impact of grant funds.
   - Grantee will share with OSPD any evaluations conducted by Grantee to

[1] The Budget Bill language for this grant makes receiving funds conditional on providing "data and outcomes, including, but not limited to, expenditure of funds and a description of how the funding was used and what outcomes were achieved, to the State Public Defender in a manner determined by the State Public Defender."

document the impact of grant funds, subject to appropriate deidentification/aggregation to protect client confidentiality.

6. Termination and Recall of Grant Funds
   - OSPD reserves the right to terminate the grant award and recall all unspent grant funds for failure of Grantee to abide by any of the terms of this grant award letter, including but not limited to failure to provide the progress, expenditure, and/or data reports outlined herein.
     - In the event of such a termination, Grantee must return all unexpended grant funds to OSPD within 15-days of notice of grant termination.

Timeline	Estimated Completion Dates
Grant Term Begins	February 2, 2026
Service Term Begins	**March 2, 2026**
Progress Report and Expenditure Summary #1	September 2026*
Progress Report and Expenditure Summary #2	March 2027*
Progress Report and Expenditure Summary #3	September 2027*
Service Term Ends	**May 2, 2028**
Grant Final Report	June 15, 2028

**Dates are a good faith estimate and may be adjusted at OSPD discretion with notice to grantees.*

7. Additional Requirements

   Grantee further agrees to:
   - Attend OSPD organized Grantee meetings or trainings with reasonable advance notice.
   - Cooperate with any efforts by OSPD, or their designee, to publicize the funding award and its impacts.
   - Grant to and vest in OSPD the right to use information from the grant project for reporting, evaluation, and public communication.
   - Remain in good standing regarding any required charitable or nongovernmental organizational registration required by the Department of Justice, the California Secretary of State, and/or the IRS, as applicable.
   - Report any changes within the organization's grant administrative contacts to OSPD at ospd.grant@ospd.ca.gov within 5 business days of the change.
   - Comply with all requirements and terms of the OSPD Grant Procedures Manual, attached in conjunction with this letter.

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

Sincerely,

Caneel Fraser
Executive Director, Indigent Defense Improvement Division
Office of the State Public Defender

Galit Lipa
State Public Defender

I certify that the organization named above accepts the terms outlined in this letter as a condition of accepting and using grant funds under the Expanded Public Defense Grant and that I am authorized to legally bind the organization to these requirements.

Luke Brownfield

Legal Applicant Printed Name

Public Defender

Title

1-8-26

Date

Signature

OSPD Printed Name

Title

Date

Signature

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1001 4th Street
Eureka CA 95501

Re: Expanded Public Defense Services (Holistic Defense) Grant

ACKNOWLEDGEMENT OF WORK COMMENCEMENT AUTHORIZATION DISCLAIMER

The attached Award Letter shall be of no force or effect until it is signed by the Office of the State Public Defender (OSPD). The signing of this Award Letter by your organization does not authorize the commencement of work.

By signing this letter, your organization acknowledges and agrees not to begin work until all approvals have been obtained, the Award Letter has been fully executed, the Grantee has been given written authorization to begin work, and the grant term has commenced. Should any work begin before all approvals are obtained or authorization is given, any activities will be considered voluntary and will not be attributable to grant funds.

Authorized Signature

1-8-26
Date

Luke Brownfield
Printed Name and Title of Person Signing