

Title	<b>Humboldt County District Attorney</b>	06/29/2023
	by <b>Chelsea Lende</b> in <b>Organized Retail Theft Vertical Prosecution Grant Program</b>	id. 41273100
	826 4th Street 4th Floor Eureka, California 95501 United States 7072679524 clende@co.humboldt.ca.us	

## Original Submission 06/29/2023

The Organized Retail Theft Vertical Prosecution Grant Program Application is divided into five sections as identified below: Background Information Contact Information Program Information Proposal Narrative and Budget Mandatory Attachments Each section has a series of questions that require a response. Applicants will be prompted to provide written text, select options from a drop down menu, select options from a multiple choice menu, or upload attachments. Questions with a red asterisk require responses. Applicants will not be able to submit the application until all questions with a red asterisk have been completed. Applicants may reference the Organized Retail Theft Vertical Prosecution Grant Program Proposal Instruction Packet for background information, key dates, rating factors, and other important information to aid in the completion of the Grant Program Application. The Proposal Instruction Packet is available on the BSCC website. NOTE: Applicants may start and stop their application but must select "Save Draft" at the bottom of the application before existing.

SECTION I - BACKGROUND INFORMATION This section requests information about the applicant's name, location, mailing address, and tax identification number.

Name of Applicant **Humboldt County District Attorney**

Applicant's Physical Address **825 5th St  
4th Floor  
Eureka  
CA  
95501  
US**

Applicant's Mailing Address (If different than physical address) **n/a**

Mailing Address for Payment	<b>825 5th St 4th Floor Eureka CA 95501 US</b>
Tax Identification Number	<b>94-6000513</b>
SECTION II - CONTACT INFORMATION	<b>This section requests contact information for the individuals identified as the Project Director, Financial Officer, Day-to-Day Project Contact, Day-to-Day Fiscal Contact, and the Authorized Signature.</b>
Project Director	<b>Chelsea Lende</b>
Project Director's Title with Agency/Department/Organization	<b>Crime Analyst</b>
Project Director's Physical Address	<b>825 5th St 4th Floor Eureka CA 95501 US</b>
Project Director's Email Address	<b>clende@co.humboldt.ca.us</b>
Project Director's Phone Number	<b>+17072679976</b>
Financial Officer	<b>Rachelle Davis</b>
Financial Officer's Title with Agency/Department/Organization	<b>Legal Office Business Manager</b>
Financial Officer's Physical Address	<b>825 5th St 4th Floor Eureka CA 95501 US</b>
Financial Officer's Email Address	<b>rdavis@co.humboldt.ca.us</b>
Financial Officer's Phone Number	<b>+17072682596</b>

Day-To-Day Program **Chelsea**  
Contact **Lende**

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Day-To-Day Program **Crime Analyst**  
Contact's Title

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Day-To-Day Program **825 5th St**  
Contact's Physical **4th Floor**  
Address **Eureka**  
**CA**  
**95501**  
**US**

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Day-To-Day Program **clende@co.humboldt.ca.us**  
Contact's Email  
Address

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Day-To-Day Program **+17072679976**  
Contact's Phone  
Number

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Day-To-Day Fiscal **Rachelle**  
Contact **Davis**

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Day-To-Day Fiscal **Legal Office Business Manager**  
Contact's Title

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Day-To-Day Fiscal **825 5th St**  
Contact's Physical **4th Floor**  
Address **Eureka**  
**CA**  
**95501**  
**US**

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Day-To-Day Fiscal **rdavis@co.humboldt.ca.us**  
Contact's Email  
Address

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Day-To-Day Fiscal **+17072682596**  
Contact's Phone  
Number

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Name of Authorized **Stacey**  
Officer **Eads**

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Authorized Officer's **District Attorney**  
Title with  
Agency/Department/Organization

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Authorized Officer's Physical Address	<b>825 5th St 4th Floor Eureka CA 95501 US</b>
Authorized Officer's Email Address	<b>sjeads@co.humboldt.ca.us</b>
Authorized Officer's Phone Number	<b>+17074457411</b>
Authorized Officer Assurances	<b>checked</b>
SECTION III - PROGRAM INFORMATION	<b>This section requests a Proposal Summary description and identification of the Funding Category.</b>
<b>Project Title</b>	<b>Humboldt County District Attorney Organized Retail Theft Prosecution Team (HCDA ORTPT)</b>
Proposal Summary	<b>The Humboldt County DA's Office will establish an Organized Retail Theft Prosecution Team (HCDA ORTPT). This vertical prosecution team will consist of a Deputy District Attorney, District Attorney Investigator, and an Administrative Analyst. The mission of the HCDA ORTPT will be to reduce organized retail theft, conduct thorough investigations on organized retail theft offenders, and to compile data related to theft offenses. The HCDA ORTPT will employ various diversion strategies to reduce organized retail theft and help reduce repeat offenders. The primary focus of HCDA ORTPT members will be curtailing organized retail theft.</b>
Funding Category Information	<b>Applicants may apply for funding in a Small Scope OR Large Scope Category. The maximum an applicant may apply for is up to \$800,000 in the Small Scope category OR up to \$2,050,000 in the Large Scope category. Applicants may apply for any dollar amount up to and including the maximum grant amount identified in each category. Please reference pages 8-9 in the Proposal Instruction Packet for additional information.</b>
<b>Funding Category</b>	<b>Large Scope (Up to \$2,050,000)</b>
SECTION IV - PROPOSAL NARRATIVE AND BUDGET	<b>This section requests responses to the Rating Factors identified in the the Organized Retail Theft Vertical Prosecution Grant Program Instruction Packet.</b>

The Proposal Narrative must address the Project Need, Project Description, Project Organizational Capacity and Coordination, and Project Evaluation and Monitoring Rating Factors as described in the Instruction Packet (Pages 17-21). A separate narrative response is required for each Rating Factor as described below: The Project Need narrative may not may not exceed 4,474 total characters (includes punctuation, numbers, spacing and any text). In Microsoft Word, this is approximately 2 (two) pages in Arial 12-point font with one-inch margins on all four sides and at 1.5-line spacing. The Project Description narrative may not may not exceed 8,948 total characters (includes punctuation, numbers, spacing and any text). In Microsoft Word, this is approximately 4 (four) pages in Arial 12-point font with one-inch margins on all four sides and at 1.5-line spacing. The Project Organizational Capacity and Coordination narrative may not may not exceed 4,474 total characters (includes punctuation, numbers, spacing and any text). In Microsoft Word, this is approximately 2 (two) pages in Arial 12-point font with one-inch margins on all four sides and at 1.5-line spacing. The Project Evaluation and Monitoring narrative may not may not exceed 4,474 total characters (includes punctuation, numbers, spacing and any text). In Microsoft Word, this is approximately 2 (two) pages in Arial 12-point font with one-inch margins on all four sides and at 1.5-line spacing. A character counter is automatically enabled that shows the number of characters used and the remaining number of characters before the limit for each response met. If the limit is exceeded, a red prompt will appear with the message "You have exceeded the character limit". Applicants will be prohibited from submitting the Organized Retail Theft Vertical Prosecution Grant Program Application until they comply with the character limit requirements. NOTE: It is up to the applicant to determine how to use the total word limit in addressing each section, however as a guide, the percent of total point value for each section is provided in the Proposal Instruction Packet (Page 17).

### Project Need

Located in rural Northwestern California, Humboldt County is home to approximately 136,000 residents and hosts impressive ocean views, majestic redwood trees and sprawling mountains. The secluded amenities of the rural landscape covering 2.3 million acres provide comfort to its residents but can also harbor less than desirable activities. Unfortunately, retail theft plagues Humboldt County, negatively impacting quality of life for residents. Many retail theft offenders are repeat offenders, likely involved in organized retail theft. However, some are low-level offenders who could benefit from a diversion program as opposed to immersion in the criminal justice system. Accurately identifying and addressing why an offender steals and reducing opportunity for offenders to profit from organized retail theft, should reduce recidivism.

When an offender commits a retail theft crime, the burden is placed on the store where the theft occurred. Loss prevention departments and store managers feel overwhelmed and defeated by frequent retail thefts at their stores. A grocery store manager of a Southern Humboldt County town with approximately 1,360 residents, shared

that in the past two years his store has filed theft reports on 110 people. These reports are then forwarded to a local law enforcement agency. A small grocery store in the city of Eureka, county seat of Humboldt, reported they experience four to five thefts daily. The manager relayed many thefts are blatant and often perpetrated by the same offenders on a weekly basis. Most local loss prevention departments, many of which are for small scale, locally owned retail establishments, shared they lack adequate resources to maintain detailed statistics on organized retail thefts, and most incidents go unreported.

From January 1, 2018, through December 31, 2022, the office of the Humboldt County District Attorney (HCDA) received 1,570 referrals from Humboldt County law enforcement agencies for charges of Penal Code (PC)488- petty theft. Since the beginning of 2023, the HCDA has received 87 petty theft referrals. Similarly, in the past five years, the DA's Office has received 1,795 referrals from law enforcement for charges of PC459- burglary. Since January, the HCDA has received 106 burglary referrals.

Currently, no HCDA prosecutors nor investigators handle organized retail theft cases as their primary focus, resulting in limited investigations and minimal victim services. Minimal resources are available to conduct in-depth investigations into suspected organized retail theft crime, and engage in community outreach geared towards increasing theft incident reports made by retailers to law enforcement. With a deeper understanding of the offenses and offenders behind the crimes, criminal prosecution resources could be channeled to focus on organized retail theft offenders while steering low-level offenders away from the criminal justice system via diversion.

The theft crisis is real in Humboldt County. For example, the Eureka Police Department (EPD), which services approximately 26,489 residents in their jurisdiction, made 1,130 arrests for retail theft related offenses from January 1, 2018, through June 1, 2023. In 2017, EPD investigated an organized retail theft crime spree that occurred over a 13-month span, ultimately resulting in 29 solved organized retail theft crimes (armed robberies), and 10 suspects arrested. These retail theft cases were reviewed by the federal authorities due to the aggressive takeover nature of the crimes. According to the Federal Bureau of Investigations Uniform Crime Statistics, Eureka had the 6th highest property crime rate per capita in 2015 through 2019, for California cities with 20,000 residents or more. EPD reports that due to the COVID-19 pandemic, arrests for retail theft offenses decreased but are now on the rise. EPD arrested at least 200 suspects for retail theft related crimes in 2023. Considering many retail theft crimes go unreported, the crime statistics likely represent a mere glimpse into the true crisis retail owners and citizens experience. Moreover, due to lack of investigative and prosecution resources, they do not identify which of these theft crimes are organized retail theft.

#### Project Description

The Humboldt County District Attorney's Office will use grant funds to establish and operate the Humboldt County District Attorney Retail Theft Prosecution Team (HCDA ORTPT). The HCDA ORTPT will

employ a vertical prosecution method. A vertical prosecution methodology ensures victims, witnesses, and law enforcement officers involved in a case have one point of contact from the beginning of the process through the end. The vertical prosecution style is more victim focused, an imperative quality for successful prosecution of retail theft cases. The dedicated staff of the HCDA ORTPT will consist of one Deputy District Attorney, one District Attorney Investigator and one Administrative Analyst. The primary focus of the members will be fulfilling their roles and duties within the construct of the Organized Retail Theft Prosecution Team. The target area for the ORTPT will encompass all of Humboldt County. Humboldt County has demonstrated a desperate need for help in addressing organized retail theft. By establishing the ORTPT, the Humboldt County DA's Office will be better equipped to meet this need via training, experience, and expertise. Resources would be allocated for identifying and holding sophisticated organized retail theft offenders accountable via enhanced investigations and specialized prosecutions. Ultimately, recidivism rates will decline, providing struggling local businesses an opportunity to thrive with reduction of organized retail theft offenders targeting their businesses.

Many counties in California use a vendor-based diversion program, such as Pacific Educational Services, Inc. This company is a strong contender in the future diversion program for the HCDA ORTPT as they are established in many counties throughout the state. Pacific Educational Services' program is at the discretion of the prosecutor which aligns well with the main goal of the HCDA ORTPT philosophy. Another vendor being considered is Corrective Solutions. This vendor also serves many prosecutorial offices in California and boasts a very successful program.

In recruiting and hiring ORTPT team members, there will be various costs associated with each position. These costs include but are not limited to, computers, communication devices, clothing, standard law enforcement loadout equipment, vehicle, legal resources, training, California State Bar fees, California District Attorney Association membership fees, law enforcement record management database subscription licensing fees, Humboldt County DA's Office record management database subscription license fees, various other law enforcement database fees, outreach materials and office supplies. The Deputy District Attorney assigned to the team will primarily focus on organized retail theft cases, allowing for more thorough prosecutions that will ideally end in convictions. The Deputy District Attorney will also be better equipped to refer appropriate offenders to the diversion program as an alternative to criminal prosecution. Diversion programs will be designed to deter low-level offenders from reoffending via appropriate accountability measures void of incarceration and steer them away from the criminal justice system. The entire ORTPT will work to evolve current diversion programs and will consider working with local outreach and local community service programs in developing the best program possible. Likewise, the Administrative Analyst assigned will aid the team by providing support geared towards identifying and implementing a diversion program designed as the best option for Humboldt County.

The Humboldt County DA's Office will decide between deploying a vendor-based or establishing an in-house diversion program. The programs will be analyzed, utilizing a cost/benefit tool. The Administrative Analyst assigned to the ORTPT will also be responsible for tracking organized retail theft cases in the DA's Office case management system and providing reports and periodic status updates to management within the Humboldt County District Attorney's Office.

The Humboldt County District Attorney Investigator assigned to the ORTPT will be responsible for conducting extensive and thorough investigations into organized retail theft cases occurring throughout Humboldt. This investigator will effectively identify all offenders involved in an organized retail theft case to ensure that all suspects are prosecuted. They will also focus on online marketplaces as well as physical retail stores. Online marketplace thefts are on the rise as these platforms continue to gain popularity. The investigator assigned to the team will prioritize attending trainings that will educate on how to investigate these types of offenses properly and successfully. The investigator will also support the HCDA ORTPT Deputy District Attorney with any investigative based requests which could include but is not limited to authoring and serving search warrants on online marketplace accounts, cellular devices, or locations. The District Attorney Investigator will utilize various law enforcement databases and will implement extensive investigative strategies.

The primary goal of the Humboldt County District Attorney's ORTPT is to identify, address and reduce the organized retail theft crimes over the period of three years. Additional objectives will also be achieved, including establishing the HCDA ORTPT, prosecuting organized retail theft cases in a vertical prosecution style, and placing low-level offenders in diversion programs to ensure offender accountability and reduced recidivism. These goals and objectives will be supported by a Deputy District Attorney, a District Attorney Investigator, and an Administrative Analyst. Data derived from the Humboldt County DA's Office case management system and the chosen diversion program will be used to measure outcomes and overall success of the program.

In compliance with the Board of State and Community Corrections, another main goal of the HCDA ORTPT is to provide a local evaluation plan and a local evaluation report. This will be completed by using an outside evaluator. The California Center for Rural Policy from California Polytechnic University Humboldt will be collecting data, evaluating services, and will disseminate quarterly progress reports. The California Center for Rural Policy will also create a local evaluation plan and the local evaluation report. Data will be collected on a quarterly basis for the creation of the various reports. The Humboldt County District Attorney's Office has worked with the California Center for Rural Policy on various grants and has knowledge of the distinguished products that are created. A combination of factors related to this project will contribute to the success of the Humboldt County DA's Organized Retail Theft Prosecution Team. Deploying a team of professionals to comprise



the ORTPT whose primary focus is retail theft cases will allow the prosecutor, the investigator, and the administrative analyst to become experts in their field and devote a healthy amount of time to ensuring success. Allowing the Deputy District Attorney to work in a vertical prosecution style will allow them to be involved every step of the way. A study published by Pyrooz and colleagues (2011) revealed that projects using a vertical prosecution methodology resulted in more convictions than that of another prosecution style. The team will combine this successful prosecution style with an alternative to incarceration by way of diversion programs to achieve the intended goals and objectives.

The HCDA ORTPT will commit to working closely with local retail stores to further prevent organized retail theft from occurring. The ORTPT will organize meetings and outreach strategies to ensure local retail businesses feel supported and valued when it comes to preventing and reporting theft. The HCDA ORTPT also plans to establish a community tip reporting system where community members can report thefts that they observe occurring in stores or in an online marketplace. The District Attorney Investigator assigned to the team will have the responsibility of following through on the information reported and complete an investigation, as appropriate, for potential prosecution. Thorough investigation and collaboration with community members, including local retail business owners, will assist in identifying and distinguishing those involved in organized retail theft offenders from those best served via diversion. Outreach and engagement by the ORTPT with community members will be key to success.

Humboldt County suffers greatly from retail thefts. These thefts have negative impacts on business owners and the community alike. Ultimately, if awarded, adequate resources will provide the opportunity for the HCDA's Office to serve the immediate needs of struggling Humboldt County retail businesses through ORTPT, providing our local economy a chance to flourish thereby enhancing quality of life for all residents.

Project  
Organizational  
Capacity and  
Coordination

In order to develop the Humboldt County DA Organized Retail Theft Prosecution Team (HCDA ORTPT), the Humboldt County DA's office must recruit and hire one Deputy District Attorney, one District Attorney Investigator and one Administrative Analyst. Recruitments for these three positions are currently open and active. If the hiring process for these three positions exceeds a specific date, the DA's Office management will assign current staff to any vacant positions on the HCDA ORTPT to ensure full operation of the team.

The Humboldt County District Attorney's Office management team will ensure that staff members assigned to the HCDA ORTPT meet all qualifications and that any necessary training needs are addressed. The management team will also maintain oversight to ensure the proposed project is implemented as intended. The Humboldt County DA's Office management team will conduct regular meetings with the Organized Retail Theft Prosecution Team and obtain reports from the assigned Administrative Analyst. These reports will contain case updates as well as team updates. Team updates can include investigative efforts, and training information as necessary.

Success of the ORTPT requires coordination with other agencies, including collaborative work with the California Center for Rural Policy to fulfill the data collection and reporting requirements. The team may also be partnering with specific vendor(s) for implementation of a diversion program to reduce recidivism. The Humboldt County DA's office will utilize various standards and criteria when choosing a vendor to deploy a diversion program. Criteria will include history of the program, success rates from the diversion program, rates of recidivism after attending the program, as well as price, reputation, and overall ease of access for offenders to access.

The California Center for Rural Policy at California Polytechnic University Humboldt will receive \$2,329.55 monthly to provide data collection and evaluation services. The California Center for Rural Policy was Humboldt County's evaluator for previous BCSS programs. They will be responsible for the development and implementation of the Local Evaluation Plan, design of tracking and evaluation tools, data monitoring, completion of quarterly evaluation reports summarizing progress towards grant goals and objectives, and completion of the Final Local Evaluation Report. The lead evaluator at the California Center for Rural Policy for the previous BCSS programs will also be the lead evaluator for this program. The California Center for Rural Policy was chosen because they have BCSS programs experience and have an extensive knowledge of grant requirements. The allocation of funds to the California Center for Rural Policy will allow program goals to be met by providing the HCDA ORTPT project with comprehensive data analysis on the progress towards measurable objectives. Regular updates will allow the Humboldt County District Attorney's Office to effectively manage the program. A letter of commitment from the California Center for Rural Policy has been provided in the proposal application.

After grant funding expires for the Humboldt County District Attorney Organized Retail Prosecution Team project, the team intends to sustain the proposed project by amending the DA's Office budget to include the costs of the team. This will be analyzed by Humboldt County DA's Office management teams and a cost versus benefit analysis will be conducted. The success rates of the HCDA ORTPT will be taken into consideration as will rates of organized retail thefts occurring at that time. If the budget of the Humboldt County DA's Office is unable to sustain the costs associated with the HCDA ORTPT, then managerial staff will attempt to obtain outside funding.

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The goals of this program are to address and reduce the amount of organized retail theft that occurs in Humboldt County, establish a successful diversion program for retail theft offenders, reduce recidivism, collect and disseminate data through the California Center for Rural Policy, and to conduct thorough investigations into organized retail theft cases.

The California Center for Rural Policy (“CCRP”) through California Polytechnic Humboldt will complete and submit the Local Evaluation Plan, Quarterly Progress Reports and Final Local Evaluation Report, in accordance with grant requirements. Quarterly, the CCRP will summarize progress toward project goals and objectives by reporting outcome measures. Additionally, CCRP will utilize descriptive research design to measure project effectiveness. Descriptive research design allows the CCRP to describe the successes of the Humboldt County DA’s Organized Retail Theft Prosecution Team and how the vertical prosecution style and diversion programs aid in those successes.

CCRP will design a tracking form and online collaboration checklist to collect outcome data. The ORTPT will complete the forms quarterly, within 15 days prior to the end of each reporting period. CCRP will work to streamline the transfer of applicable data from meeting sign-in sheets, case management databases, and other related records to the templates developed by CCRP. CCRP will generate quarterly reports to be shared with project participants. The project will be considered a success if the project goals and measurable objectives are achieved.

If funded, this project will reduce the detrimental impact of organized retail theft on Humboldt County. Convictions not only disrupt current organized retail theft activities, but they also discourage new endeavors. Moreover, diversion of low-level offenders diverts individuals away from crime and into rehabilitative services all geared to reduce recidivism. Community outreach designed and partnerships will further strengthen the well-being of the local economy and community. The Humboldt County District Attorney’s Office hopes to continue this partnership with the BSCC well into the future.

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Budget Instructions

**Applicants are required to submit a Proposal Budget and Budget Narrative (Budget Attachment). Upon submission the Budget Attachment will become Section 5: Budget (Budget Tables & Narrative) making up part of the official proposal. The Budget Attachment must be filled out completely and accurately. Applicants are solely responsible for the accuracy and completeness of the information entered in the Proposal Budget and Budget Narrative. The Proposal Budget must cover the entire grant period. For additional guidance related to grant budgets, refer to the BSCC Grant Administration Guide. The Budget Attachment is provided as a stand-alone document on the BSCC website.**

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Budget Attachment

[Organized-Retail-Theft-Vertical-Prosecution-Grant-Program-Budget\\_rd.xlsx](#)

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SECTION V -  
MANDATORY  
ATTACHMENTS

This section list the attachments that are required at the time of submission. Project Work Plan (Appendix B) Grantee Assurance for Non-Governmental Organizations (Appendix D) Letter(s) of Commitment If Applicable (Appendix E) Certification of Compliance with BSCC Policies on Debarment, Fraud, Theft, and Embezzlement (Appendix F) Governing Board Resolution Optional (Appendix G)

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Project Work Plan (Appendix B)

[APPENDIX\\_B\\_Project-Work-Plan-ORT-VP.docx](#)

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Grantee Assurance for Non-Governmental Organizations (Appendix D)

[APPENDIX\\_D\\_Grantee\\_Assurance\\_for\\_NGOs\\_Humboldt\\_County\\_DAs\\_Office.pdf](#)

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Letter(s) of Commitment, (Appendix E)

[APPENDIX\\_E\\_Letter\\_of\\_Commitment-\\_California\\_Center\\_for\\_Rural\\_Policy.pdf](#)

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Certification of Compliance with BSCC Policies on Debarment, Fraud, Theft, and Embezzlement (Appendix F)

[APPENDIX\\_F\\_Certification\\_of\\_Compliance\\_Humboldt\\_County\\_DAs\\_Office.pdf](#)

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OPTIONAL: Governing Board Resolution (Appendix G)

[Resolution\\_23-91.pdf](#)

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OPTIONAL:  
Bibliography

**2020 California code :: Penal code - pen :: Part 2 - of criminal procedure :: Title 6 - pleadings and proceedings before trial :: Chapter 2.9D - Repeat Theft Crimes Diversion or deferred entry of judgment program :: Section 1001.81. Justia Law. (n.d.). <https://law.justia.com/codes/california/2020/code-pen/part-2/title-6/chapter-2-9d/section-1001-81/>**

**Creative Solutions. CorrectiveSolutions. (n.d.). <https://www.correctivesolutions.org/>**

**Prosecutor ordered misdemeanor programs. PES. (2015, February 20). <https://www.pesprograms.com/prosecutor-ordered-misdemeanor-programs>**

**Vertical Prosecution - Operation Hardcore. National Gang Center. (n.d.). <https://nationalgangcenter.ojp.gov/insights/26/vertical-prosecution-operation-hardcore>**

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CONFIDENTIALITY  
NOTICE:

**All documents submitted as a part of the Organized Retail Theft Vertical Prosecution Grant Program proposal are public documents and may be subject to a request pursuant to the California Public Records Act. The BSCC cannot ensure the confidentiality of any information submitted in or with this proposal. (Gov. Code, § 6250 et seq.)**

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## Appendix B: Project Work Plan

Applicants must complete a Project Work Plan. This Project Work Plan identifies measurable goals and objectives, process and outcome measures, activities and services, responsible parties for those activities and services, data sources and estimated timelines. Completed plans should (1) identify the project’s top goals and objectives; (2) identify how the goal(s) will be achieved in terms of the activities, responsible staff/partners, and start and end dates, process and outcome measures; and (3) provide goals and objectives with a clear relationship to the need and intent of the grant. As this grant term is for three (3) years, the Project Work Plan must attempt to identify activities/services and estimate timelines for the entire grant term. A minimum of one goal and corresponding objectives, process measures, etc. must be identified.

**Applicants must use the Project Work Plan provided below. You will be prompted to upload this document to the BSCC-Submittable Application.**

<b>(1) Goal:</b>	<b>&gt; To Address the Increase in Organized Retail Theft in Humboldt County</b>		
Objectives (A., B., etc.)	<p>A. To establish the Humboldt County DA’s Office Organized Retail Theft Prosecution Team (HCDTA ORTPT) by assigning a DDA, DAI, and administrative analyst and making the ORTPT their primary focus.</p> <p>B. To prosecute organized retail theft cases in a vertical fashion to provide a single point of contact to witnesses, victims, and law enforcement involved with the cases.</p> <p>C. To place organized retail theft offenders in diversion programs to ensure offender accountability.</p>		
Process Measures and Outcome Measures:	Process measures will be evaluated by the necessary staff being recruited and hired and how well the team operates in a vertical prosecution style to ensure effective management of organized retail theft cases. Outcome will be measured by the success of implemented diversion programs for offenders.		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date
<ol style="list-style-type: none"> <li>1. Recruit and hire DDA, DAI, and administrative analyst for the ORTPT.</li> <li>2. Exploring various diversion program options to ensure success.</li> </ol>	Deputy District Attorney District Attorney Investigator Administrative Analyst	10/01/2023	12/31/2026

List data and sources to be used to measure outcomes: Data derived from the Humboldt County DA's Office case management system will be used to measure outcomes of cases prosecuted, results, and if the offender repeated their crimes at a later date. Data from diversion programs will measure success as well.

<b>(2) Goal:</b>	<b>&gt; Data Collection from California Center for Rural Policy (CCRP)</b>		
Objectives (A., B., etc.)	A. Data Collection B. Evaluation of Services C. Quarterly Progress Reports D. Local Evaluation Plan and Local Evaluation Report		
Process Measures and Outcome Measures:	The CCRP will measure how many cases are being prosecuted by the Humboldt County DA's Office Organized Retail Theft Prosecution Team as well as the outcomes of those cases. They will also measure data from local businesses to see if the amount of retail thefts decreases.		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date
1. CCRP will collect data on a quarterly bases from grant participants 2. CCRP will compile said data in quarterly progress reports 3. CCRP will create a final local evaluation plan for this grant and its accomplishments.	California Center for Rural Policy	10/01/2023	12/31/2026
List data and sources to be used to measure outcomes: Data from the Humboldt County DA's Office Organized Retail Theft Prosecution Team will be used as well as data from local businesses.			

<b>(3) Goal:</b>	<b>To Conduct Thorough Investigations into Organized Retail Theft Cases</b>		
Objectives (A., B., etc.)	<ul style="list-style-type: none"> <li>A. To effectively identify all offenders involved in an organized retail theft case.</li> <li>B. To focus on online marketplaces as well as in-person retail stores</li> <li>C. To support the DDA with any investigatory requests.</li> <li>D. To further investigate organized retail theft cases by authoring and serving search warrants on cellular devices and online marketplace websites.</li> </ul>		
Process Measures and Outcome Measures:	This process will be measured by how effective the investigations are in aiding in the prosecution of the cases by the DDA. Outcome measures will be how many convictions are obtained and how many of the offenders repeat their offenses after diversion programs.		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
<ul style="list-style-type: none"> <li>1. Implementation of investigative strategies</li> <li>2. Attend organized retail theft trainings</li> <li>3. Obtain and use various databases to further investigative toolbox</li> </ul>	District Attorney Investigator	Start Date 10/01/2023	End Date > 12/31/2026
List data and sources to be used to measure outcomes: Data collection from reports and the DA's Office case management system.			

**Organized Retail Theft Vertical Prosecution Grant Program - Project Budget and Budget Narrative**

**Name of Applicant:** Humboldt County District Attorney's Office

**44-Month Budget: October 1, 2023 to June 1, 2027**

*Note: Rows 7-16 will auto-populate based on the information entered in the budget line items (Salaries and Benefits, Services and Supplies, etc.)*

Budget Line Item	Total
1. Salaries & Benefits	\$1,820,016.00
2. Services and Supplies	\$63,800.00
3. Professional Services or Public Agencies	\$0.00
4. Non-Governmental Organization (NGO) Subcontracts	\$0.00
5. Data Collection and Evaluation	\$102,500.00
6. Equipment/Fixed Assets	\$0.00
7. Financial Audit (Up to \$25,000)	\$24,900.00
8. Other (Travel, Training, etc.)	\$18,336.00
9. Indirect Costs	\$20,448.00
<b>TOTAL</b>	<b>\$2,050,000.00</b>

**1a. Salaries & Benefits**

Description of Salaries & Benefits	(% FTE or Hourly Rate) & Benefits	Total
Deputy District Attorney	1 FTE @ \$11,491 month + \$5,185 month in benefits = \$16,676 a month x 44 months	\$733,744.00
District Attorney Investigator	1 FTE @ \$ 8,878 month + \$6,200 month in benefits = \$15,078 a month x 44 months	\$663,432.00
Administrative Analyst	1 FTE @ \$ 6,469 month + \$3,141 month in benefits = \$ 9,610 a month x 44 months	\$422,840.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
<b>TOTAL</b>		<b>\$1,820,016.00</b>

**1b. Salaries & Benefits Narrative:**

*The Humboldt County District Attorney's Office (HCDA) requests \$41,364/monthly to fund one (1) Deputy District Attorney FTE, (1) District Attorney Investigator FTE, and (1) Administrative Analyst FTE. The total annual cost of these positions is comprised of \$322,056.00 in salary and \$174,312.00 in benefits. The position would be allocated if awarded this grant. These three staff members' primary focus will be fulfilling their roles and responsibilities on the Organized Retail Theft Prosecution Team as a vertical prosecution team. This request is driven by community demands of continual criminal conduct of retail theft. This vertical prosecution model will ensure that the victims, witnesses, and law enforcement officers involved in a case have one point of contact from the beginning of the process through the end. With these allocations, HCDA can meet the proposed goals and objectives which aim in making the community a safer and more productive environment.*

**2a. Services and Supplies**

Description of Services or Supplies	Calculation for Expenditure	Total
Computer work stations (laptops, docking stations, external hard drives, monitors and external cd drives)	\$1,800 per computer work station x 3 computer work stations = \$5,400	\$5,400.00
Postage, copy paper, pens (office supplies)	\$300 per month x 44 months = \$13,200	\$13,200.00
Computer Software user licenses (case management programs, legal research, investigative location tools)	\$200 per month per person x 3 users x 44 months = \$26,400	\$26,400.00
Investigator clothing and protective gear	\$300 (pants, identifying shirts, identifying jacket, badge) + \$1,700 (ballistic vest) + \$1,200 (duty weapon) = \$3,200	\$3,200.00
communication charges	\$100 per month and user (cellphones and landlines) x 3 users x 44 months = \$13,200	\$13,200.00
License/Membership fees (State Bar licence fee and CDAA membership)	\$800 annually x 3 years = \$2,400	\$2,400.00
		\$0.00
		\$0.00
<b>TOTAL</b>		<b>\$63,800.00</b>

**2b. Services and Supplies Narrative:**



Allocation of positions and completing proposed project goals and objects would cause a need for the purchase of computer workstations and various user licenses for all necessary computer software programs. These programs consist of case management software, legal research databases and investigation databases necessary to conduct successful investigations and prosecution of crimes while also tracking case court dates, progress and outcomes. All three allocated positions would create additional communication charges in Cellular Telephonic devices and desk lines. Both of these types of communication and computer workstations allows the vertical prosecution team to maintain contact with victims, witnesses, and law enforcement officers involved in the cases and allow citizens to have one point of contact from the beginning of the process through the end. Additionally, the allocation of a Deputy District Attorney position would require payment of California State Bar License fee and California District Attorney Association (CDAA) membership fee. The California State Bar License fee is to ensure the Deputy District Attorney the ability to practice law within the State of California and require per Humboldt County employee MOU contracts. CDAA membership fees provide access to additional legal resources and training material to allow District and Deputy District Attorney's to maintain required Minimum Continuing Legal Education (MCLE) credits which is vital to maintain California State Bar Licenses. The District Attorney Investigator position would require protective equipment such a ballistic vest and duty weapon along with identifying clothing for in-field operations. General office supply charges such as postage, copy paper, pens and pencils are necessary in maintaining case files and additional outreach to the community regarding Organized Retail Theft Vertical Prosecution project.

**3a. Professional Services**

Description of Professional Service(s)	Calculation for Expenditure	Total
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
<b>TOTAL</b>		<b>\$0.00</b>

**3b. Professional Services Narrative**

Enter narrative here. You may expand cell height if needed.

**4a. Non-Governmental Organization (NGO) Subcontracts**

Description of Non-Governmental Organization (NGO) Subcontracts	Calculation for Expense	Total
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
<b>TOTALS</b>		<b>\$0.00</b>

**4b. Non-Governmental Organization (NGO) Subcontracts Narrative**

Enter narrative here. You may expand cell height if needed.

**5a. Data Collection and Evaluation**

Description of Data Collection and Evaluation	Calculation for Expense	Total
California Center for Rural Policy (CCRP) Data Collection & Reporting	\$ 2,329.55 per month x 44 months = \$102,500	\$102,500.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
<b>TOTALS</b>		<b>\$102,500.00</b>



In the proposed project plan HCDA would like to go to the community in townhall style meetings to allow for sharing of information and allow for discussion between the various community citizens and the District Attorney's Office regarding the Organized Retail Theft Vertical Prosecution program and viable solutions or diversion program ideas. To secure meeting spaces we are requesting for funding renting spaces large enough in the five major regions within Humboldt County (Northern, Eastern, Middle North, Middle South, and Southern). Three one day team meeting to Sacramento have been included as part of travel costs. Sacramento is roughly six hrs one way from Eureka, CA. Hotel stay and per diem have been included for a day of travel to, meeting day and day of return travel. Travel mileage has been included along with additional mileage for conducting thorough investigations which often require travel to the remote or rural areas of Humboldt County. Reimbursable mileage rate is estimated based upon IRS approved mileage rate for year 2023.

**9a. Indirect Costs**

For this grant program, indirect costs may be charged using only <b>one</b> of the two options below:	Grant Funds	Total
1) Indirect costs not to exceed 10 percent (10%) of the total grant award. Applicable if the organization <b>does not have</b> a federally approved indirect cost rate.	\$20,448	\$20,448
<i>If using Option 1) grant funds allocated to Indirect Costs may not exceed:</i>	<b>\$0</b>	
2) Indirect costs not to exceed 20 percent (20%) of the total grant award. Applicable if the organization <b>has</b> a federally approved indirect cost rate. Amount claimed may not exceed the organization's federally approved indirect cost rate.	\$0	\$0
<i>If using Option 2) grant funds allocated to Indirect Costs may not exceed:</i>	<b>\$0</b>	
<i>Please see instructions tab for additional information regarding Indirect Costs. If the amount exceeds the maximum allowed and/or turns <b>red</b>, please adjust it to not exceed the line-item noted.</i>		
<b>TOTAL</b>	<b>\$20,448</b>	<b>\$20,448</b>

**9b. Indirect Costs Narrative:**

Indirect costs are included within this grant at less than 10% of the total grant award but are necessary for providing Human Resource, Payroll, Accounting (Auditor - Controller), Purchasing, Risk Management, Americans with Disability Act (ADA), Information technology services and utility costs. Humboldt County's state approved cost allocation plan is based on various items: time studies, square footage and or number of items requested within an annual time period within the central service departments. The state approved cost allocation plan can be provided in PDF format and all indirect charges are tracked through the county financial software with journal entries and supporting documentation of the charges applied to specific programs.



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1 Harpst Street, Arcata, California 95521

To: Board of State and Community Corrections  
Re: The Organized Retail Theft Vertical Prosecution Grant Program  
Date: June 16, 2023

To Whom It May Concern:

This letter is being submitted to document that the California Center for Rural Policy (CCRPP) at Cal Poly Humboldt agrees to partner on the Organized Retail Theft Vertical Prosecution Grant Program proposal being submitted by the Humboldt County District Attorney's Office.

As a part of this grant, CCRPP will provide data collection and evaluation services. CCRPP will be responsible for the development and implementation of the Local Evaluation Plan, design of tracking and evaluation tools, data monitoring, completion of quarterly evaluation reports summarizing progress towards grant goals and objectives, and completion of the Final Local Evaluation Report. The allocation of funds to CCRPP will allow program goals to be met by providing the Humboldt County District Attorney Organized Retail Theft Prosecution Team project with comprehensive data analysis on the progress towards measurable objectives.

Signed by,

*Dawn Arledge*

Dawn Arledge  
Executive Director  
California Center for Rural Policy at Cal Poly Humboldt

**CAL POLY HUMBOLDT**