

**GOVERNOR'S OFFICE OF CRIMINAL JUSTICE PLANNING (OCJP A301)  
GRANT AWARD FACE SHEET**

The Office of Criminal Justice Planning, hereafter designated OCJP, hereby makes a grant award of funds to the following **Administrative Agency (1)** SAN MATEO COUNTY

hereafter designated Grantee, in the amount and for the purpose and duration set forth in this grant award.

**(2) Implementing Agency Name** DISTRICT ATTORNEY

**Contact** STEPHEN WAGSTAFFE **Address** 400 COUNTY CENTER, 3<sup>rd</sup> FLOOR  
REDWOOD CITY, CA 94063 **Telephone** (650) 363-4636

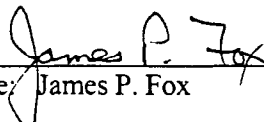
<b>(3) Project Title (60 characters maximum)</b> STATUTORY RAPE VERTICAL PROSECUTION ROGRAM (SRVP)	<b>(6) Award No.</b>
<b>(4) Project Director (Name, Title, Address, Telephone)</b> (four lines maximum) Stephen Wagstaffe, Chief Deputy Office of the District Attorney 400 County Center, 3rd Floor Redwood City, CA 94063 650-363-4636	<b>(7) Grant Period</b> July 1, 2002 – June 30, 2003
	<b>(7) Federal Amount</b> N/A
<b>(5) Financial Officer (Name, Title, Address, Telephone)</b> (four lines maximum) George Scotch, Division Chief Controller's Office 555 County Center, 4th Floor Redwood City, CA 94063 650-599-1152	<b>(9) State Amount</b> \$150,000
	<b>(10) Cash Match</b> N/A
	<b>(11) In-Kind Match</b> N/A
	<b>(12) Total Project Cost</b> \$150,000

This grant award consists of this title page, the proposal for the grant which is attached and made a part hereof, and the Assurance of Compliance forms which are being submitted. I hereby certify that: (1) I am vested with authority to, and have the approval of the City/County Financial Officer, City Manager, or Governing Board Chair, enter into this grant award agreement; and (2) all funds received pursuant to this agreement will be spent exclusively on the purposes specified. The grant recipient signifies acceptance of this grant award and agrees to administer the grant project in accordance with the statute(s), the Program Guidelines, the OCJP Grantee Handbook, and the OCJP audit requirements, as stated in this Request for Proposal (RFP) or Request for Application (RFA). The grant recipient further agrees to all legal conditions and terms incorporated by reference in this RFP/RFA.

**FOR OCJP USE ONLY**

Item:  
Chapter:  
PCA No.:  
Components No.:  
Project No.:  
Amount:  
Split Fund:  
Split Encumber:  
Year:  
Fed. Cat. #:  
Match Requirement:  
Fund:  
Program:  
Region:

**(13) Official Authorized to Sign for  
Applicant/Grant Recipient**

  
Name: James P. Fox  
Title: District Attorney  
Address: 400 County Center, 3<sup>rd</sup> Floor  
Redwood City, CA 94063  
Telephone: ( 650) 363-4636  
Date: MAY 13, 2002

I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purposes of this expenditure stated above.

\_\_\_\_\_  
Fiscal Officer, OCJP Date

\_\_\_\_\_  
Executive Director, OCJP Date

1. COUNTY OR COUNTIES SERVED: Enter the name(s) of the county or counties served by this project. Put an asterisk where the principal office of the project is located.

SAN MATEO COUNTY\*

2. POPULATION OF SERVICE AREA: Enter the total population of the service area served by the project.

702,000

## PROJECT CONTACT INFORMATION

Applicant: DISTRICT ATTORNEY

Implementing Agency (if applicable): DISTRICT ATTORNEY

Project Title: STATUTORY RAPE PROSECUTION PROGRAM

Grant Number (to be added by OCJP): \_\_\_\_\_

Provide the name, title, address, telephone number, and e-mail address for the project contact persons named below. **If a section does not apply to your project, enter "N/A."**

1. The person having day-to-day responsibility for the project:

Name: Laura Hanney Torres  
Title: Deputy District Attorney  
Address: 400 County Center, 3<sup>rd</sup> Floor Redwood City, CA 94063  
Telephone Number: (650) 363-4774 Fax Number: (650) 363-4873  
E-Mail Address: ltorres@co.sanmateo.ca.us

2. The person to whom the person listed in #1 is accountable:

Name: Stephen M. Wagstaffe  
Title: Chief Deputy District Attorney  
Address: 400 County Center, 3<sup>rd</sup> Floor Redwood City, CA 94063  
Telephone Number: (650) 363-4752 Fax Number: (650) 363-4873  
E-Mail Address: swagstaffe@co.sanmateo.ca.us

3. The executive director of a nonprofit organization or the chief executive officer (e.g., chief of police, superintendent of schools) of the implementing agency:

Name: James P. Fox  
Title: District Attorney  
Address: 400 County Center, 3<sup>rd</sup> Floor Redwood City, CA 94063  
Telephone Number: (650) 363-4636 Fax Number: (650) 363-4873  
E-Mail Address: jfox@co.sanmateo.ca.us

4. The chair of the governing body of the implementing agency: (Provide address and telephone number other than that of the implementing agency.)

Name: Jerry Hill  
Title: President of the Board of Supervisors  
Address: 400 County Center Redwood City, CA 94063  
Telephone Number: (650) 363-4653 Fax Number: (650) 599-1027  
E-Mail Address: jhill@co.sanmateo.ca.us

5. The person responsible for the project from the applicant agency, if different than #1:

Name: Stephen M. Wagstaffe  
Title: Chief Deputy District Attorney  
Address: 400 County Center, 3<sup>rd</sup> Floor Redwood City, CA 94063  
Telephone Number: (650) 363-4752 Fax Number: (650) 363-4873  
E-Mail Address: swagstaffe@co.sanmateo.ca.us

## CERTIFICATION OF ASSURANCE OF COMPLIANCE

**Note:** *There are different requirements for state and federal funds. (Those affecting only federally funded projects are identified.)*

I, JAMES P. FOX, hereby certify that:  
(official authorized to sign grant award; same person as line 13 on Grant Award Face Sheet)

GRANTEE: SAN MATEO COUNTY

IMPLEMENTING AGENCY: DISTRICT ATTORNEY

PROJECT TITLE: STATUTORY RAPE VERTICAL PROSECUTION PROGRAM

will adhere to all of the Grant Award Agreement requirements (state and/or federal) as directed by the Office of Criminal Justice Planning including, but not limited to, the following areas:

- I. Equal Employment Opportunity
- II. Drug-Free Workplace Act of 1990
- III. California Environmental Quality Act (CEQA)
- IV. Lobbying
- V. Debarment, Suspension, and Other Responsibility Matters
- VI. Proof of Authority from City Council/Governing Board

### I. EQUAL EMPLOYMENT OPPORTUNITY (EEO)

- A. General EEO Rules and Regulations (state and federal)

The applicant selected for funding acknowledges awareness of, and the responsibility to comply with, the following Equal Employment Opportunity requirements by signing the Grant Award Face Sheet (OCJP A301), including this Certification of Assurance of Compliance, and submitting the application to the Office of Criminal Justice Planning (OCJP).

1. California Fair Employment and Housing Act (FEHA) and Implementing Regulations, California Administrative Code, Title 2, Division 4, Fair Employment and Housing Commission.
2. California Government Code Article 9.5, Sections 11135-11139.5 and Implementing Regulations, California Administrative Code, Title 22, Sections 98000-98413.
3. Title VI of the Civil Rights Act of 1964.

4. Title V, Section 504 of the Rehabilitation Act of 1973 (29 USCS Section 974) and Federal Department Regulations on its implementation; Government Code Section 4450, et seq.
5. Subtitle A, Title II of the Americans with Disabilities Act (ADA), 42 USC Sections 12131-12134 and U.S. Department of Justice implementing regulations, 28 CFR, Part 35.
6. U.S. Department of Justice Regulations, 28 CFR, Part 42, Equal Employment Opportunity, Policies and Procedures -- **applies to federally funded grants only.**

Federal and state agencies have the legal right to seek enforcement of the above items of this assurance of compliance.

All appropriate documentation must be maintained on file by the project and available for OCJP or public scrutiny upon request. Violation of these provisions may result in withholding of grant funds by OCJP.

- B. The following apply to federally funded grants only:

**Note: Effective Fiscal-Year 1992/93, the Federal criteria and requirements apply to the "implementing agency" responsible for the day-to-day operation of the project (e.g., Probation Department, District Attorney, Sheriff).**

1. Criteria for Federal EEO Program Requirements for Grants in the Amount of \$25,000-\$499,999. (Does not apply to community-based organizations).

Federal regulations require qualified recipient agencies of federal financial assistance to prepare an Equal Employment Opportunity Program (EEOP) upon meeting all of the following criteria:

- a. Grantee has 50 or more employees.
- b. Grantee has received a total of \$25,000 or more in grants or subgrants since 1968.
- c. Grantee has a service population of 3% minority representation (If less than 3% minority population, the EEOP must be prepared to focus on women).

The EEOP must be developed for the implementing agency responsible for the day-to-day operations of the program.

2. Assurance of EEOP for Federal Grants of \$25,000-\$499,999

This implementing agency has formulated, or will formulate, implement, and maintain an EEOP within 60 calendar days of the date the Grant Award Face Sheet (OCJP A301) is signed by the Executive Director of OCJP. I also certify that the EEOP is/will be on file in the following Affirmative Action (A.A.) Office:

A.A. Officer: N/A

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

The EEOP is available for review or audit by officials of OCJP or the Federal Government, as required by relevant laws and regulations.

Additionally, I agree to submit a copy of said EEOP to OCJP (Attention: EEO Compliance Officer) within 60 calendar days of the Executive Director's signature on the OCJP A301.

3. Federal Grants of \$500,000 and Above

All applicants for federal grant funds of \$500,000 or more will submit a copy of their EEOP (developed for the implementing agency), or federal letter of compliance, to OCJP with the second stage application forms.

4. EEOP Updates for Continuing Federal Grants

Projects that have previously received a total of \$25,000 or more in federal grants, or a single award in the amount of \$500,000 or more, and have an approved EEOP on file with OCJP, are required to submit an annual update of their EEOP if funds are continued. The timeframe for EEOP updates are the same as identified in Section B, 2 and 3 above.

C. The following apply to all OCJP grantees:

1. In addition to this Certification, all OCJP grantees must have a current EEO Policy Statement, established by their agency, posted in a prominent place accessible to employees and applicants; and
2. The poster entitled "**Harassment or Discrimination in Employment is Prohibited by Law**" also must be posted in a conspicuous location accessible to employees and applicants. This poster may be obtained from the local office of the Department of Fair Employment and Housing.

**II. CALIFORNIA DRUG-FREE WORKPLACE ACT OF 1990 AND FEDERAL DRUG-FREE WORKPLACE ACT OF 1988 REQUIREMENTS**

The above-named organization(s) will comply with the California Drug-Free Workplace Act of 1990 of California Government Code Section 8355, et seq., and the Federal Drug-Free Workplace Act of 1988, and implemented as 28 CFR, Part 67, Subpart F, for grantees, as defined in 28 CFR, Part 67, Sections 67.615 and 67.620 by:

- A. Publishing a statement notifying employees that unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations, as required in Government Code Section 8355(a).
- B. Establishing a Drug-Free Awareness Program as required by Government Code Section 8355(b), to inform employees about all of the following:
  - 1. The dangers of drug abuse in the workplace;
  - 2. The organization's policy of maintaining a drug-free workplace;
  - 3. Any available counseling, rehabilitation and employee assistance programs;
  - 4. Penalties that may be imposed upon employees for drug abuse violations.
- C. Providing as required by Government Code Section 8355(c) that every employee who works on the proposed grant:
  - 1. Will receive a copy of the company's drug-free policy statement;
  - 2. Will agree to abide by the terms of the company's statement as a condition of employment on the contract or grant.
- D. Notifying the employee in the statement required that, as a condition of employment under the grant, the employee will:
  - 1. Abide by the terms of the statement;
  - 2. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five (5) calendar days after such conviction.
- E. Notifying the agency, in writing, within ten (10) calendar days after receiving notice as required above from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position, and title to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, DC 20531. Notice shall include the identification number(s) of each affected grant.

- F. Taking one of the following actions, within 30 calendar days of receiving notice, with respect to any employee who is so convicted:
1. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended;
  2. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.
- G. Making a good faith effort to continue to maintain a drug-free workplace through implementation of the above requirements.

### **III. CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA)**

The above-named organization(s)/individual(s) will comply with the California Environmental Quality Act (CEQA) requirements as stated in the Public Resources Code, Division 13, Section 21000 et seq. and all other applicable rules and regulations.

All appropriate documentation will be maintained on file by the project and available for OCJP or public review upon request.

### **IV. LOBBYING**

As required by Section 1352, Title 31 of the U.S. Code, and implemented as 28 CFR, Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR, Part 69, the applicant certifies that:

- A. No federally appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal grant or cooperative agreement.
- B. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
- C. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers [including subgrants, contracts under grants and cooperative agreements and subcontract(s)] and that all subrecipients shall certify and disclose accordingly.



**V. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (applies to federally funded grants only)**

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR, Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR, Part 67, Section 67.510, the applicant certifies that it and its principals:

- A. Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of federal benefits by a state or federal court, or voluntarily excluded from covered transactions by any federal department or agency.
- B. Have not, within a three-year period preceding this application, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.
- C. Are not presently indicted for, or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with, commission of any of the offenses enumerated above.
- D. Have not, within a three-year period preceding this application, had one or more public transactions (federal, state, or local) terminated for cause or default.

Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

**VI. PROOF OF AUTHORITY FROM CITY COUNCIL/GOVERNING BOARD**

The above named organization accepts responsibility for and will comply with the requirement to obtain written authorization from the city council/governing board in support of this program. The Applicant agrees to provide all matching funds required for said project (including any amendment thereof) under the Program and the funding terms and conditions of OCJP, and that any cash match will be appropriated as required. It is agreed that any liability arising out of the performance of this Grant Award Agreement, including civil court actions for damages, shall be the responsibility of the grant recipient and the authorizing agency. The State of California and OCJP disclaim responsibility of any such liability. Be it further resolved that grant funds received hereunder shall not be used to supplant expenditures controlled by this body.

The Applicant is required to obtain written authorization from the city council/governing board that the official executing this agreement is, in fact, authorized to do so. The Applicant is also required to maintain said written authorization on file and readily available upon demand.

All appropriate documentation must be maintained on file by the project and available for OCJP or public scrutiny upon request. Failure to comply with these requirements may result in suspension of payments under the grant or termination of the grant or both and the grantee may be ineligible for award of any future grants if the Office of Criminal Justice Planning (OCJP) determines that any of the following has occurred: (1) the grantee has made false certification, or (2) violates the certification by failing to carry out the requirements as noted above.

**CERTIFICATION**

I, the official named below, am the same individual authorized to sign the Grant Award Agreement [line 13 on Grant Award Face Sheet], and hereby swear that I am duly authorized legally to bind the contractor or grant recipient to the above described certification. I am fully aware that this certification, executed on the date and in the county below, is made under penalty of perjury under the laws of the State of California.

Authorized Official's Signature:

James P. Fox

Authorized Official's Typed Name: James P. Fox

Authorized Official's Title:

District Attorney

Date Executed:

May 13, 2002

Federal ID Number:

94-6000532

Executed in the City/County of:

San Mateo County

City/County/CBO Financial  
Officer's or City Manager's Signature:

George Scotch

City/County/CBO Financial

Officer's or City Manager's Typed Name: George Scotch

City/County/CBO Financial

Officer's or City Manager's Title: Division Chief, Controller's Office, San Mateo County

## PROJECT NARRATIVE

### I. PROBLEM STATEMENT

Prior to implementation of the SRVP program, investigations and prosecutions of individuals for statutory rape in San Mateo County have never received any specific consideration by law enforcement and prosecutorial agencies. Cases of unlawful sexual intercourse in violation of Penal Code section 261.5 have traditionally been cast into general prosecution assignments and have been given a low priority by both police agencies and the District Attorney's Office. This attitude has created an adverse environment for statutory rape cases and resulted in an ongoing decline in successful prosecutions of individuals committing the crime of unlawful sexual intercourse. Additionally, this low priority approach has created friction with statutory rape victims and with the families of the victims who believe that there is little or no interest in the prevention and prosecution of this crime.

Dealing first with the problem of law enforcement investigation and prosecution of crimes of statutory rape, it has become apparent that law enforcement and prosecutorial agencies in San Mateo County, similar to police and prosecutorial agencies throughout the state, have determined that arrests and prosecutions for statutory rape should not receive high priority. Extensive resources have not been devoted for numerous reasons. First, cases of statutory rape often involve reluctant victims and parents of victims embroiled in parent-child conflict. The police regularly face the difficulty of convincing hesitant victims that a case should be investigated and prosecuted, while simultaneously listening to angry parents' demand that a suspect be immediately arrested. The police are not anxious to find themselves in the middle of an angry confrontation between parent and child concerning the relationship between the child-victim and the suspect who may be the supposed "boyfriend" or "girlfriend" of the victim.

Second, there is an obvious concern shared by police and prosecutors that the government has become involved in legislating and dictating public morality in the prosecution of certain cases of unlawful sexual intercourse. This concern is founded on the inaccurate conclusion that the crime of statutory rape is for the most part an antiquated prohibition on conduct now generally accepted in society. There has a developed belief in some segments of society that the state has no role in the establishment of standards of behavior in this area and the responsibility rests solely with the parents of the victim and the suspect. The concern of law enforcement agencies described above has created a reluctance to intervene when presented with allegations of unlawful sexual intercourse with a minor.

Third, there is a belief held by many persons in police and prosecutorial agencies that juries, representing the general view held by the public at large, will not convict persons charged with statutory rape out of a belief that the investigations and prosecutions are not a proper utilization of public resources. The view that public monies are better spent on education and prevention than on prosecution causes some cases of statutory rape to be under investigated or inadequately prosecuted.

The overall problem is a lack of training and awareness by law enforcement agencies and prosecutors of the harm inflicted in the commission of this crime and the importance of prosecuting cases of statutory rape. Additionally there is a lack of understanding by victims of the significant social damage inflicted by perpetrators of this offense.

A further problem in the prosecution of statutory rape cases, was the approach to these cases by the prosecution. The cases were not assigned to individual vertical prosecutors. Instead the cases were maintained in general caseloads and a particular case may be handled by multiple prosecutors at various stages of the proceedings. The victim and the victim's family are unable to

contact one prosecutor assigned to the case who knows the case and the problems faced by the victim. This creates substantial aggravation for the victim and victim's family, leading to disillusionment with the criminal justice system and a lack of cooperation by the victim and the victim's family. The result is a decreased in successful prosecutions and an attendant increase in the community of the crime of statutory rape.

The combination of inadequate prosecution resources and negative attitudes toward the prosecution of these cases creates the problem sought to be resolved by the implementation of the Statutory Rape Vertical Prosecution Project in San Mateo County.

## II. PROJECT PLAN

### A. PROJECT DESCRIPTION

The implementation of the Statutory Rape Vertical Prosecution Project in San Mateo County is centered in the San Mateo County District Attorney's Office. The overall plan is to create a Statutory Rape Vertical Prosecution unit in the District Attorney's Office staffed by an experienced deputy district attorney assigned exclusively to the prosecution of statutory rape cases, supervised by the Chief Deputy District Attorney, and supported by a legal secretary. The Statutory Rape Vertical Prosecution project would fund the deputy district attorney assigned to the project. A further augmentation is being requested to fund half of a victim advocate position.

The Statutory Rape Vertical Prosecution Unit would seek to attack the problem of statutory rape by meeting and following goals.

1. Vertical prosecution of all statutory rape cases.
2. Increased training and contact with law enforcement agencies to heighten the police awareness of the social problems created by this crime and the need to increase investigations and prosecutions of individuals who commit statutory rape.

3. Increased contact with victims and families of victims of statutory rape to increase their knowledge of the detrimental impact this crime has on multiple segments of society, in order to increase cooperation with the prosecution by the victims and their families. This increase will lead to an increase in successful prosecutions of this offense.
4. Increased prosecutions of statutory rape cases by the District Attorney's Office to accomplish the goals set forth in this narrative.

The Statutory Rape Vertical Prosecution Unit will seek to impact the problems described above by the establishment of vertical prosecution for all statutory rape cases submitted to the District Attorney's Office for review and prosecution. Vertical prosecution entails the handling of each individual case of statutory rape by a single prosecutor from the initial submission. All cases submitted to the District Attorney's Office will be directed to the Statutory Rape Vertical Prosecution prosecutor who will review the cases and make the filing decision. The cases will no longer be funneled to multiple prosecutors and will no longer be subject to wide discrepancies in charging standards. A single standard of review will be insured by the vertical prosecutor. The same vertical prosecutor will make all court appearances on the statutory rape cases filed and make all of the prosecution decisions involved in processing a case through the court system. These court hearings include trials, preliminary hearings, motions, bail hearings and pretrial conferences. The victims and families of victims will know the prosecutor assigned to their cases and will not be required to deal with myriad prosecutors in learning about their cases.

LAURA HANNEY TORRES is the deputy district attorney to be assigned as the Statutory Rape Vertical Prosecution Unit. Mrs. Torres is an experienced prosecutor with almost

a decade in the District Attorney's Office. She is presently assigned to our Statutory Rape Vertical Prosecution Unit and has been since September 2001. Mrs. Torres has had felony prosecution trial experience, as well as two years of domestic violence prosecution experience. She worked extensively with victims of all ages in both standard domestic violence cases, as well as cases with cross over issues regarding statutory rape cases and sexual assault factors. Mrs. Torres requested to be a part of the Statutory Rape Vertical Prosecution program and is enthusiastic about her assignment to the unit.

STEPHEN WAGSTAFFE is Mrs. Torres' supervisor and will be the Project Director. Mr. Wagstaffe has been a prosecutor for 23 years and is the Chief Deputy District Attorney for the San Mateo County District Attorney's Office. He has prosecuted sexual assault and statutory rape cases and has been the Chief Deputy for eleven years.

As the deputy district attorney assigned to the Statutory Rape Vertical Prosecution unit. Mrs. Torres will establish contact with all police agencies and public health agencies in San Mateo County in order to develop linkages with the agencies in order to increase referrals of statutory rape cases to this office. There are over 22 police agencies in San Mateo County and Mrs. Torres will coordinate with each agency to insure that there is an awareness of the Statutory Rape Vertical Prosecution program. A training program for each agency will be established in which Mrs. Torres will engage in training sessions with the officers of each agency to overcome the negative attitude described above and to increase the awareness of our county police officers concerning the significant social problem created by this crime.

As the vertical prosecutor, Mrs. Torres will establish contact with each police agency's court liaison officer to insure that every case of statutory rape is referred directly to her for review and prosecution as appropriate. Mrs. Torres will also establish a strong link with the

Sexual Assault Prosecution Unit with this District Attorney's Office to insure that every sexual assault case submitted for review but determined to be a statutory rape case is referred to the Statutory Rape Vertical Prosecution Unit for prosecution instead of referred out for general prosecution or prosecution declined.

Mrs. Torres will significantly increase contact with the victims and victim's families to insure that the victim's families are kept apprised of the progress of the case and to insure that the victims and their families have the opportunity to address the court at the time of sentencing concerning the appropriate disposition of the case.

**B. PROJECT OBJECTIVES AND ACTIVITIES**

The Project Objectives Form is attached and included with this application.

**C. SOURCE DOCUMENTATION**

The source documentation used to collect and report data is computer data kept for all cases in San Mateo County. The San Mateo County District Attorney's Office participates in the county Criminal Justice Information System (CJIS) computer system. All cases submitted for prosecution to the District Attorney's Office are entered into this computer tracking system. The CJIS system and case files will serve as the tracking mechanism for all statutory rape cases and thereby provide the necessary information for data reporting for the Statutory Rape Vertical Prosecution Project.

As a back-up system to the CJIS records, each case will have a case file that will entail the same data kept in the computer system.



**STATUTORY RAPE VERTICAL PROSECUTION (SRVP) OBJECTIVES**

**FISCAL YEAR (FY) 2002/2003 PROJECT OBJECTIVES  
Instructions for Completing Form**

Enter the projected number to be achieved by the SRVP grant funded personnel during FY 2002/2003 for each objective listed below. All projects are required to complete the baseline data information using their most current SRVP statistics from FY 2001/2002.

<b>OBJECTIVE</b>		<b>BASELINE FY 01/02</b>	<b>PROJECTED</b>
<b>FOR SRVP PROSECUTORS</b>			
1.	Enter the number of SRVP defendants with new cases referred to the SRVP unit.	80	85
2.	Enter the number of defendants with cases reviewed by the SRVP unit.	100	103
3.	Enter the number of cases filed by the SRVP unit.	80	83
4.	Enter the number of defendants whose felony cases were completed through sentencing.	30	33
5.	Enter the number of defendants whose misdemeanor cases were completed through sentencing. (Include only cases filed as misdemeanors)	2	2
<b>FOR SRVP INVESTIGATORS</b>			
1.	Enter the number of new files opened.	N/A	N/A
2.	Enter the number of files acted upon (Include new files opened)	N/A	N/A
<b>FOR SRVP ADVOCATES</b>			
1.	Enter the number of new teen primary victims referred.	N/A	N/A
2.	Enter the number of advocate cases receiving advocate services (Include new referrals)	N/A	N/A

**DISTRICT ATTORNEY/PUBLIC ADMINISTRATOR**  
County of San Mateo

Executive Assistant

ASSISTANT DA

FINANCIAL SERVICES  
MGR

Public Administrator Unit  
1 MGMT ANAL 2 DPA 2 EPO

Bureau of Investigation 1  
CHIEF 8 Insp

Fiscal Office Specialist

CHIEF DEPUTY  
Municipal Court

CHIEF DEPUTY  
Special Services

LEGAL OFFICE SVCS  
MGR

Victim Center  
1 Manager 4 Comm  
Wrks 1 Clerical

Homicide/Verticals  
6 DDA

Special Prosecutions  
1 DIC 4 DDA  
2 Insp 2 DV  
Advocates

Statutory Rape Pros  
1 DDA

Juvenile Court  
1 DIC 2 DDA

Narcotics  
2 DDA

Consumer Fraud  
1 DIC 2 DDA

Training

Authorized Positions  
2002-03

Management	10
Supervisory	13
All Others	100
<b>TOTAL</b>	<b>123</b>

Superior Court  
13 Clerical 3 Paragl

Municipal Court  
18 Clerical

Juvenile Court  
2 Clerical

Consumer Fraud  
2 Clerical

Bureau of Investigat  
1 Clerical

Information Technol

RWC MUNI  
1 DIC 9 DDA

SSF MUNI  
1 DIC 11 DDA

General Felony Pros  
7 DDA

## **BUDGET NARRATIVE**

The budget, as proposed, represents the estimated budgetary needs for year five of the Statutory Rape Vertical Prosecution Program for San Mateo County. This budget reflects the assignment of an experienced and knowledgeable Deputy District Attorney, Laura Torres. 90% of her time will be spent to vertically prosecute statutory rape cases. The balance of the attorney's time will be spent handling other prosecutorial needs of the office.

This budget submission was developed to cover salaries and benefits and operating expenses for FY 2002-03. The operating expense budget covers costs associated with: required training and conferences relative to this program; in-county travel to meet with investigating officers and witnesses and conduct training to law enforcement personnel and community groups; funding for witness travel and per diem and expert witness consultation and testimony; membership dues with CDAA and the State Bar; and educational flyers that will be disseminated to teen centers, community-based organizations and parents' groups.

The County negotiated salaries and benefits increases over a three-year period, which went into effect in October 1999 and will expire in November 2002. This budget does not assume any increases in salary after that date.

The operating expenses budgeted in this proposal provide the basic resources needed to prepare a case from investigation and initial case review through sentencing. In order to meet the grant budget, the following expenses have been deleted from the proposed budget: service charges for automation and telephone usage expense and miscellaneous supplies.

<b>BUDGET CATEGORY AND LINE-ITEM DETAIL</b>	<b>COST</b>
<p data-bbox="106 174 534 205"><b>A. Personal Services – Salaries</b></p> <p data-bbox="106 247 816 279"><u>DEPUTY DISTRICT ATTORNEY – IV-E (.90 FTE)</u></p> <p data-bbox="106 321 921 352">\$5,014.40 x 26 pay periods = \$130,374.40 x .90 = \$117,336.96</p> <p data-bbox="106 394 1146 541">The Deputy District Attorney will provide a capable and experienced prosecutor to this program to screen statutory rape cases for acceptance by the Statutory Rape Prosecution Program and is assigned these cases for prosecution from initial appearance through sentencing.</p> <p data-bbox="106 573 1135 678">The Program Director, Stephen Wagstaffe, will oversee this project administratively as a function of his position but his efforts shall not be charged to this project.</p> <p data-bbox="106 720 1119 825">Any salaries and benefits not covered by initial grant funding will be absorbed within the grant budget via grant modification or will be supported by local agency departmental funds.</p>	<p data-bbox="1255 321 1376 352"><b>\$117,337</b></p>
<b>TOTAL</b>	<b>\$117,337</b>

BUDGET CATEGORY AND LINE-ITEM DETAIL			COST
<b>A. Personal Services – Benefits</b>			
DEUUTY DISTRICT ATTORNEY			
	<u>\$</u>	<u>%</u>	
FICA	\$ 5,264	4.49%	
Medicare	\$ 1,896	1.62%	
Retirement	\$14,256	12.15%	
Health Insurance	\$ 2,622	2.24%	
Dental Insurance	\$ 408	.35	
Vision Insurance	\$ 168	.14	
Life Insurance	\$ 186	.16	
Long Term Disability Insurance	\$ 168	.14	
Unemployment Insurance	\$ 132	.11%	
Workers' Compensation Insurance	\$ 864	.74%	
<b>TOTAL</b>	<b>\$25,964</b>	<b>22.14%</b>	
	$\$25,964 \times .90 = \$23,367.60$		<b>\$23,368</b>
	<b>Benefits</b>	<b>\$ 23,368</b>	
<b>TOTAL</b>	<b>Salaries and Benefits</b>	<b>\$140,705</b>	<b>\$140,705</b>

BUDGET CATEGORY AND LINE-ITEM DETAIL	COST
<b>B. Operating Expenses</b>	
<b>TRAVEL*</b>	
<u>Training</u> – for grant program only OCJP Statutory Rape Training – One Attendee Registration - \$200 per person Lodging - 5 nights at \$110 = \$550.00 Per Diem - 5 nights at \$37/day = \$185.00 Airfare - 1 roundtrip ticket = \$120.00	\$1,055.00
<u>Meetings</u> – for grant program only Teen Pregnancy Conference – One Attendee Registration - \$200 per person Lodging - 4 nights at \$110 = \$440.00 Per Diem - 4 nights at \$37/day = \$148.00 Transportation - 352 miles RT x \$.365 mile = \$128.48	\$ 916
<u>In-County Travel</u> – for grant program only Mileage - 8 trips to South San Francisco/month x 12 months @ 32 miles roundtrip @ \$.365/miles = \$1,121.28 - 100 miles/month to various agencies and community organizations x 12 months x \$.365 = \$438.00	\$1,559
<u>JURY &amp; WITNESS FEES</u> - for grant program only  This will provide for court transcription services, expert witness consultation/testimony, travel/lodging/per diem and other court case related expenditures.	\$3,297
<u>MEMBERSHIPS</u> CDAA - \$100 x .90 = \$ 90.00 State Bar - \$345 x .90 = \$310.50 San Mateo County Bar - \$ 75 x .90 = \$ 67.50	\$ 468
<u>MISCELLANEOUS EXPENSE</u> Printing - \$2,000 - for grant program only  *Effective January 2002, County travel policy allows for \$.365 per mile when traveling in personal vehicle on County business.	\$2,000
<b>TOTAL</b>	<b>\$9,295</b>

## **Advocate Request Narrative**

The goals of the Statutory Rape Vertical Prosecution Project include first to increase public awareness of the health, financial and societal consequences of sex crimes against minors, and second to enhance services to victims to alleviate the immediate long-term consequences of these offenses.

In these two specific areas the help of an advocate would be greatly beneficial. At this time the deputy district attorney is doing the job of both the prosecuting attorney and the advocate. In the first year of the grant funding from July 1, 1998 to June 30, 1999 there were 48 cases investigated, and 47 cases files, 19 of which involved pregnancy of the victim. These figures represent a six-month period since the grant was late in starting up and did not begin operation until January 1, 1999. In the second year of the grant July 1, 1999 to June 30, 2000 the prosecutor reviewed 94 cases, filed 71 cases, 20 of which involved pregnancy of the victim. From July 1, 2000 through June 30, 2001 the unit reviewed 109 cases, and filed 81 cases, 21 of which involved pregnancy of the victim. In the most recent grant period from July 1, 2001 – December 31, 2002 the unit has investigated 46 cases, and filed 35 cases, 9 of which involved pregnancy of the victim. Thus, since the inception of the unit in July 1998, until the end of the most recent progress report, the resources allowed by the statutory rape unit have aided over 230 victims.

The goal of the SRVP Project is to provide vertical prosecution for all Penal Code section 261.5 and 288(c) cases in order to create systemic changes throughout California in the public attitude and response to statutory rape. The program is committed to the sensitive, respectful, non-judgmental, and humane treatment of these minors and their



parents and caregivers. The program is committed to educating the community and other professionals about the Partnership for Responsible Parenting and the SRVP program.

In order to achieve these goals the vertically assigned prosecutor provides community outreach and training, has contact with the victim advocate groups, psychotherapists, school counselors, other school personnel, social workers, public health workers, police agencies, community groups and middle and high schools within San Mateo County. The hope is to provide specialized services for the victims and their parents to enable them to break the cycle of victimization.

An example of such a case involves a young girl who became pregnant at 15 by a 27-year old male. She delivered a baby boy and sought to care for the baby on her own. The victim's mother is a drug addict and routinely spent the public assistance money earmarked for the baby, on drugs. The victim was missing school because she could not obtain childcare. The father attempted to help support the baby on a sporadic basis. As a result of the prosecution of the statutory rape, the father was put on probation and ordered to pay child support through the Family Support Division of the District Attorney's Office. They monitored job retraining for the father and helped him secure and maintain a job. The defendant has not re-offended, nor has he violated probation. This is an example of the services that can be provided, but much more could be done with additional resources. For example, the young mother needed permanent and stable housing and she needed childcare so that she could return to school. The District Attorney was able to help establish the financial support, but was unable to help this victim meet other needs due to time and resource constraints of the vertical prosecutor.

In another case the young mother was 16, the father 22. The mother already had two children by other fathers. She had also had a prior miscarriage. She intended to carry her baby to full term and then place the baby up for adoption. She did not have a permanent address because her parents had thrown her out. She was living with the defendant, but as a result of the filing of criminal charges and a protective order, the victim had to leave that home. She did not attend school and had not for a significant period of time.

Yet another case involved a 14-year old 8<sup>th</sup> grade student. She was having a sexual relationship with a 22-year old man with her mother's permission. In the course of the prosecution, the vertical prosecutor contacted the girl's school to determine how she was doing. The victim had not been attending school, was being neglected by her mother, the home was with out food, and the girl had problems with her teeth such that a school staff member took her to the dentist where it was determined she needed a root canal. The mother did not take the girl for treatment because she was "too busy". The girl was losing weight, choking on her own saliva and the school was extremely concerned. The vertical prosecutor worked with the school, county counsel, Child Protective Services, and the police agencies regarding the home situation. There are any number of situations such as the above that could be dealt with more effectively and in greater depth by the use of an advocate. Not only would the advocate provide much needed services to the victim, but in so doing enhance the provability of the case.

The vertical prosecutor currently works with the following: Family Support, Juvenile and Adult Probation, School Guidance Counselors and Nurses, Social Workers, Pre-Natal Health Care Providers, Legal Aid, a Teen Mother Pregnancy Program, Teen

Pregnancy Network, Victim/Witness, and police agencies. All of these agencies have a role to play in creating full services for victims in order to prevent further victimization and enable these young citizens to achieve their full potential.

Advocacy resources are needed for both filed and unfilled cases, with victims in the latter category often needing resources that might have been available to them had the case been filed. An advocate could provide services for this at risk population of young girls who typically come from dysfunctional families with little parental supervision or support.

At the present time the vertical prosecutor handles all referrals, directs further investigation by the police agencies, makes all court appearances, handles pre-trial hearings, motions, witness preparation, jury trial, preliminary hearings, and provides victims assistance with medical support, financial aide referrals, school referrals and interaction with juvenile and adult probation officers. The use of a victim advocate to provide emotional support for victims, court accompaniment, referrals for counseling services, medical services, family support services and family law services, in addition to providing training for police agencies, would enable the vertical prosecutor to devote more time to community outreach, education, standard legal/prosecutorial duties of the assignment, and referrals for violations of unlawful sex with a minor.

There are many communities in our county that are being shortchanged or overlooked due to lack of resources and language barriers. The Hispanic community has a tremendous need for outreach services. Quite often these cases involve pregnancy and minor victims who do not return to school. They may involve minors who do not speak English and have never attended school and are only 14 or 15 years old. Their family

may be in Mexico and they are alone except for the adult defendant or his family. A bilingual/bicultural victim advocate could play a significant role in both providing services to victims in our community, while enhancing the prosecution's efforts to hold the perpetrator accountable for his conduct.

In San Mateo County we have had dedicated domestic violence victim advocates since 1994. The benefits have been apparent in both the amount of contact the victim is able to have with the District Attorney's office, the amount of services the victims have been able to take advantage of, the number of women who the advocates have helped move to safer lives for both them and their children, and finally in the amount of time and effort the vertical prosecutor has to spend on the actual prosecution of the cases. Further, it gives the victim a person in the office who is dedicated to their needs, rather than only dealing with the vertical prosecutor whose primary concern is gathering the evidence and getting a conviction of the perpetrator. In a few cases where language was a barrier to communication, we have enlisted the help of the domestic violence advocates in the statutory rape unit. In each of these limited uses, it has dramatically helped the victim understand what was happening, and how we could help her.

Despite a hiring freeze that is currently in place in San Mateo County, the District Attorney has determined that the county will approve the hiring of a Sexual Assault victim advocate, if the grant can cover 50% of the cost. The advocate would be 50% dedicated to the Statutory Rape cases, and the balance of the time would work with other sexual assault victims, working with the Victims Center Division of the District Attorney's Office.

would be the level of advocacy available to a victim. With an advocate being added to our program, we can better expand our services as well as the goals of our program.

**BUDGET CATEGORY AND LINE-ITEM DETAIL**

**A. Personal Services - Salaries/Employee Benefits**

**COST**

VICTIM ADVOCATE (.50 FTE)

Salary

\$2,049.60 x 26 pay periods = \$53,289.60 x .50 = \$26,644.80

\$26,645

Bi-Lingual Pay

\$40 per pay period x 26 pay periods = \$1,040 x .50 = \$520

\$520

The Victim Advocate will provide a capable and experienced social worker, who is fluent in Spanish and English, to this program to provide services to victims of statutory rape, and their families, 50% of her time. The balance of the advocate's time will be spent with sexual assault victims, working with the Victims Center Division of the District Attorney's Office.

The Program Director, Stephen Wagstaffe, will oversee this project administratively as a function of his position but his efforts shall not be charged to this project.

Any salaries and benefits not covered by initial grant funding will be absorbed within the grant budget via grant modification or will be supported by local agency departmental funds.

	<u>\$</u>	<u>%</u>
FICA	\$3,300	12.4%
Medicare	\$ 768	2.9%
Retirement	\$5,820	21.8%
Health Insurance	\$5,256	19.7%
Dental Insurance	\$ 846	3.2%
Vision Insurance	\$ 168	.63%
Life Insurance	\$ 90	.34%
Long Term Disability Insurance	\$ 168	.63%
Unemployment Insurance	\$ 48	.18%
Workers' Compensation Insurance	\$1,788	6.7%
<b>TOTAL</b>	<b>\$18,252</b>	<b>68.48%</b>

\$18,252 x .50 = \$9,126.00

\$9,126

**TOTAL**

\$36,291

BUDGET CATEGORY AND LINE-ITEM DETAIL	COST
<b>B. Operating Expenses</b>	
<b>TRAVEL*</b>	
<u>OCJP Statutory Rape Training – One Attendee</u> Registration - \$200 per person Lodging - 5 nights at \$110 = \$550.00 Per Diem - 5 nights at \$37/day = \$185.00 Airfare - 1 roundtrip ticket = \$120.00	\$1,055.00
<u>OCJP Victim Services Conference – One Attendee</u> Registration - \$200 per person Lodging - 4 nights at \$110 = \$440.00 Per Diem - 4 nights at \$37/day = \$148.00 Transportation - 352 miles RT x \$.365 mile = \$128.48	\$ 916
<u>3R Conference – One Attendee</u> Registration - \$200 per person Lodging - 4 nights at \$110 = \$440.00 Per Diem - 4 nights at \$37/day = \$148.00 Transportation - 352 miles RT x \$.365 mile = \$128.48	\$ 916
<u>In-County Travel – for grant program only</u> Mileage - 8 trips to South San Francisco/month x 12 months @ 32 miles roundtrip @ \$.365/miles = \$1,121.28 - 100 miles/month to various agencies and community organizations x 12 months x \$.365 = \$438.00  *Effective January 2002, County travel policy allows for \$.365 per mile when traveling in personal vehicle on County business.	\$1,559
	\$2,000
<b>TOTAL</b>	<b>\$6,446.</b>

<b>BUDGET CATEGORY AND LINE-ITEM DETAIL</b>				
<b>C. Equipment</b>				<b>COST</b>
1. <u>Computer Package</u>				\$2,373
Personal Computer - \$1,140				
MicroSoft Office License - \$ 313				
WRQ Reflection License - \$ 200				
HP Laserjet 1200 Printer - \$ 410				
2. <u>Office Furniture</u>				\$5,309
Ergonomic Furniture for office for new Statutory Rape Advocate (Please see attached detailed quote and diagram of proposed office.)				
<b>CATEGORY TOTAL</b>				<b>\$7,682</b>
<b>PROJECT TOTAL</b>				<b>\$50,419</b>
FUND DISTRIBUTION	FEDERAL	STATE	CASH MATCH	IN-KIND MATCH
1. Amount of Funds	N/A	\$50,419	N/A	N/A
2. Percentage of Funds	N/A	100%	N/A	N/A




**CORPORATE ENVIRONMENTS, INC.**  
 we make the workplace work

DATE: October 29, 2001  
 CLIENT: CSM DISTRICT ATTORNEY  
 400 COUNTY CENTER  
 REDWOOD CITY  
 CA 94063  
 ATTN: KAREN DEVAN  
 PHONE: 650-363-4675  
 FAX: 650-363-4873  
 EMAIL:

QUOTE NO. 26644 CUST NO. CSM19  
 DELIVER TO: CSM DISTRICT ATTORNEY  
 400 COUNTY CENTER  
 REDWOOD CITY  
 CA 94063  
 ATTN: KAREN DEVAN / 650-363-4675

STAT RAPE  
 ADVOCATE

S/M:  
 PO#

TOTAL: \$5,308.70

QTY	MODEL	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
		PLEION MANUFACTURER COUNTY OF SAN MATEO DISCOUNT		
		PAINT: FS FEATHERSTONE LAMINATE: 857 FM FEATHERSTONE MATRIX FABRIC: TO BE DETERMINED		
		S/M ROOM 311		
2	.AW-1	WALL MOUNT	20.48	40.96
1	.FS-42L-SRE	FLIPPER SHELF WITH LOCK, 42"W	206.12	206.12
1	.FS-60L-SRE	FLIPPER SHELF WITH LOCK, 60"W	318.50	318.50
1	.TL-48-SRE	TASK LIGHT FOR 42-48" SHELF	98.28	98.28
1	.TL-60-SRE	TASK LIGHT FOR 54-72" SHELF	103.74	103.74
1	.AKA-FM-30	ARTICULATING KEYBOARD ARM WITH TRAY 30"W TO ACCOMMODATE MOUSE	278.92	278.92
4	.DPA-LC	LOCK CORE 4 KEYED ALIKE	.00	0.00
1	.WSTOF2G-4224	WORKSURFACE 42"W x 24"D	121.49	121.49
1	.WSTOF2G-6024	WORKSURFACE 60"W x 24"D	160.16	160.16
1	.C90F4824AECOFFW	48 x 24 CORNER WITH EXTENDED CUT-OUT FOR 30" TRAY	298.94	298.94
1	.DPFP-WS	PEDESTAL FILLER, WORK HEIGHT	20.48	20.48
1	.CD-F	CENTER DRAWER	72.80	72.80
2	.RSW-F	RECESSED SUPPORT, WORK HEIGHT	54.15	108.30
1	.CPW-F	CORNER POST, WORK HEIGHT	35.04	35.04
3	.AB-F-98	ANGLE BRACE	34.58	103.74
1	.DPWS2BF22L	BOX/BOX/FILE PEDESTAL WITH LOCK TO SUPPORT 24"D WORK HEIGHT SURFACE	280.74	280.74
1	.DPWSFF22L	FILE/FILE PEDESTAL WITH LOCK TO SUPPORT 24"D WORK HEIGHT SURFACE	280.74	280.74
1	.TBWM2042	WALL MOUNT TACKBOARD 20"H x 42"W	81.45	81.45
1	.TBWM2060	WALL MOUNT TACKBOARD 20"H x 60"W	113.75	113.75
1	.RT-SE-42	42" ROUND TABLE, SELF EDGE	278.01	278.01

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Page 1

phone 650.529.2000 fax 650.529.2001 1600 Condo Lane, Woodside, California 94062

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PAGE.02

Purchase Price	\$3,002.16
Freight	\$0.00
Delivery	\$0.00
Installation (Normal Working Hours)	\$985.00
Additional Charges	\$0.00
Design	\$110.00
Sales Tax	\$327.77
<b>TOTAL</b>	<b>\$4,424.93</b>

Client Approval

Date

Sales Associate Approval

Date

*A. Legos*

10/29/01

Print Name/ Title

Print Name/ Title

A. Legos

Terms and Conditions are binding with your signature. Pricing subject to manufacturer's verification of parts list. Please sign and return. This is an acknowledgement of your order. Thank you for your business!



CORPORATE ENVIRONMENTS, INC.

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DATE: October 25, 2001
CLIENT: CSM DISTRICT ATTORNEY
400 COUNTY CENTER
REDWOOD CITY
CA 94063
ATTN: KAREN DEVAN
PHONE: 650-363-4675
FAX: 650-363-4873
EMAIL:

QUOTE NO. 26648 CUST NO. CSM19
DELIVER TO: CSM DISTRICT ATTORNEY
400 COUNTY CENTER
REDWOOD CITY
CA 94063
ATTN: KAREN DEVAN / 650-363-4675
S/M:
PO#

Table with columns: QTY, MODEL, DESCRIPTION, UNIT PRICE, EXTENDED PRICE. Includes items like HOLGA MANUFACTURER COUNTY OF SAN MATEO DISCOUNT S/M ROOM 311, 4 DRAWER LATERAL FILE WITH LOCK, PAIR FRONT TO BACK FILE BARS, and CUSTOM PLEION COLOR: FEATHERSTONE FILE TO BE BOLTED TO WALL FOR INCREASED SEISMIC SAFETY.

Purchase Price \$678.31
Freight \$65.00
Delivery \$0.00
Installation (Normal Working Hours) \$75.00
Additional Charges \$0.00

Sales Tax \$65.46
TOTAL \$883.77

Client Approval

Date

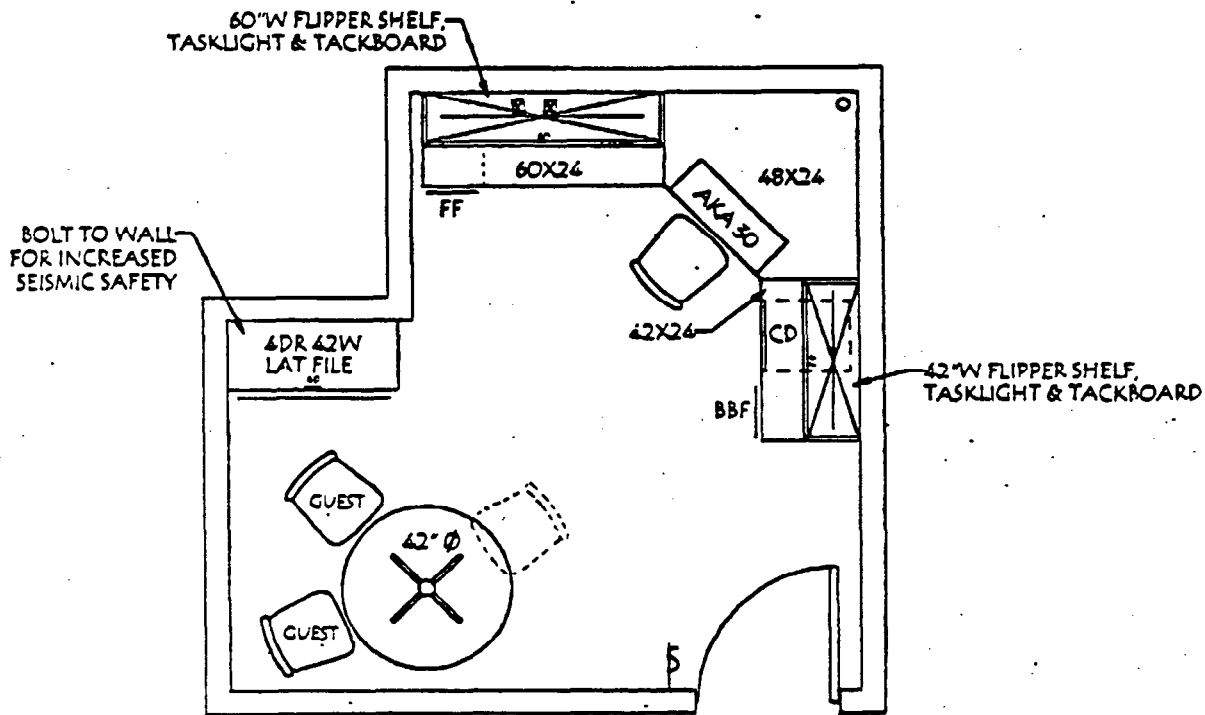
Sales Associate Approval

Date

Print Name/ Title

Print Name/ Title

Terms and Conditions are binding with your signature. Pricing subject to manufacturer's verification of parts list. Please sign and return. This is an acknowledgement of your order. Thank you for your business!



**A** ROOM 311  
D.A.'S OFFICE  
1/4" = 1'-0"

PROPOSED PLAN REVIEWED AND APPROVED \_\_\_\_\_

DATE \_\_\_\_\_

**CORPORATE ENVIRONMENTS, INC.**  
*Furnishing, Planning & Design*  
 1600 Canada Lane  
 Woodside, California 94062  
 Telephone 415 529-2000  
 Facsimile 415 529-2001

