File No. 120386

Committee Item No. 1
Board Item No. _____

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Committee: Budget and Finance Sub-Committee **Date:** May 2, 2012

Board of Supervisors Meeting **Date** _____

Cmte	Board	
☐	☐	**Motion**
☒	☐	**Resolution**
☐	☐	**Ordinance**
☐	☐	**Legislative Digest**
☐	☐	**Budget & Legislative Analyst Report**
☒	☐	**Ethics Form 126**
☐	☐	**Introduction Form (for hearings)**
☐	☐	**Department/Agency Cover Letter and/or Report**
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☒	☐	**Grant Information Form**
☒	☐	**Grant Budget**
☐	☐	**Subcontract Budget**
☐	☐	**Contract/Agreement**
☒	☐	**Award Letter**
☒	☐	**Application**

OTHER **(Use back side if additional space is needed)**

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Completed by: Victor Young **Date:** April 27, 2012
Completed by: Victor Young **Date:** _____

An asterisked item represents the cover sheet to a document that exceeds 25 pages. The complete document is in the file.

[Accept and Expend Grant - Zellerbach Family Foundation - $37,000]

Resolution authorizing the Adult Probation Department to retroactively accept and expend a grant of consulting services from the Zellerbach Family Foundation through an award to Community Works West in the amount of $37,000 for developing a gender-responsive approach to serving women involved in San Francisco's criminal justice system.

WHEREAS, The Zellerbach Family Foundation awarded a grant of consulting services to the Adult Probation Department on December 7, 2011 on the development of a gender-responsive approach to serving women involved in San Francisco's criminal justice system based on a grant proposal submitted by Adult Probation Department; and

WHEREAS, pursuant to a grant agreement entered into by Zellerbach Family Foundation, Adult Probation Department, and Community Works West; Zellerbach Family Foundation transmitted $37,000 in grant funding to Community Works West to contract with consultants to provide the consulting services as the fiscal sponsor for this project; and

WHEREAS, Community Works West has contracted with consultants Barbara Bloom, Ph.D. and Barbara Owen, Ph.D., to develop a system of case management and other services which are appropriate to the needs of women involved in San Francisco's criminal justice system, and will also perform report writing functions that are a condition of the grant funding; and

WHEREAS, Addressing women's pathways to offending and structuring a safe and appropriate rehabilitative environment are critical to reducing recidivism and improving post-release outcomes for women offenders; and

WHEREAS, To make a significant impact on San Francisco's female offenders, the Adult Probation Department should develop innovative and focused interventions that

address the differences between men and women and target the specific risks and needs of criminal justice-involved women; and

WHEREAS, The City would benefit from the development of gender-responsive services in order to improve local outcomes for criminal justice-involved women; and

WHEREAS, The grant does not require an ASO amendment; and

WHEREAS, The grant does not include any funding for indirect costs of the City in the grant budget, and no funding will be received by City in acceptance of this grant of services and; now, therefore, be it

RESOLVED, That the Adult Probation Department is hereby authorized to retroactively accept a grant of services, through Community Works West as a fiscal sponsor for grant funds, in the amount of $37,000 from the Zellerbach Family Foundation for the purpose of developing a gender-responsive approach to serving women involved in San Francisco's criminal justice system; and, be it

FURTHER RESOLVED, That the Board of Supervisors hereby waives inclusion of an indirect cost allocation for the City and County of San Francisco in the grant budget.

Recommended:

Wendy Still
Chief Adult Probation Officer

Approved: _____
for Mayor

Approved: _____
Controller

City and County of San Francisco

Adult Probation Department
Hall of Justice

Protecting the Community, Serving Justice and Changing Lives

WENDY S. STILL
Chief Adult Probation Officer

TO:	**Angela Calvillo, Clerk of the Board of Supervisors**
FROM:	**Chief Wendy Still, Adult Probation Department**
DATE:	**March 8, 2012**
SUBJECT:	**Accept and Expend Resolution**
GRANT TITLE:	**Developing a Blueprint for Women's Services: A Gender Responsive Approach to Serving Women Involved in San Francisco's Criminal Justice System**

Attached please find the original and 4 copies of each of the following:

_X_ Proposed grant resolution; original signed by Department, Mayor, Controller

_X_ Grant information form, including disability checklist

_X_ Grant application

_X_ Grant award letter from funding agency

_X_ Budget

Special Timeline Requirements:

Expedited scheduling for hearing date.

Departmental representative to receive a copy of the adopted ordinance:

Name: Diane Lim, Director of Finance and Administration
Phone: 553-1058

Interoffice Mail Address: Adult Probation Department
880 Bryant Street, Room 200, SF, CA 94103

Certified copy required Yes ☑ No
(Note: certified copies have the seal of the City/County affixed and are occasionally required by funding agencies. In most cases ordinary copies without the seal are sufficient).

File Number: _____
(Provided by Clerk of Board of Supervisors)

Grant Information Form
(Effective January 2000)

RECEIVED
BOARD OF SUPERVISORS
SAN FRANCISCO
2012 APR 17 PM 4:07
BY RBC

Purpose: Accompanies proposed Board of Supervisors resolution authorizing a Department to accept and expend grant funds.

The following describes the grant referred to in the accompanying resolution:

1. Grant Title: Developing a Blueprint for Women's Services: A Gender Responsive Approach to Serving Women Involved in San Francisco's Criminal Justice System

2. Department: Adult Probation

3. Contact Person: Jessica Flintoft Telephone: 553-1593

4. Grant Approval Status (check one):

[X] Approved by funding agency [ ] Not yet approved

5. Amount of Grant Funding Approved or Applied for: $37,000

6a. Matching Funds Required: none
b. Source(s) of matching funds (if applicable):

7a. Grant Source Agency: Zellerbach Family Foundation
b. Grant Pass-Through Agency (if applicable):

8. Proposed Grant Project Summary: Consultants Barbara Bloom, PhD and Barbara Owen, PhD will develop a Blueprint for Women's Services in San Francisco in partnership with the Gender Responsive/Women's Services Working Group, under the direction of Chief Adult Probation Officer Wendy Still and in collaboration with the San Francisco Sheriff's Department and other partners. The consultants will provide expertise to the Working Group and develop a set of departmental policy recommendations based on gender-responsive practice for women under traditional probation supervision, those to be released from the California Department of Corrections and Rehabilitation (CDCR) for post-release supervision and those who will be sentenced directly to San Francisco community supervision and jail.

9. Grant Project Schedule, as allowed in approval documents, or as proposed:

Start-Date: January 1, 2012 End-Date: December 31, 2012

10. Number of new positions created and funded: none

11. If new positions are created, explain the disposition of employees once the grant ends.

12a. Amount budgeted for contractual services: $33,610
b. Will contractual services be put out to bid? No.
c. If so, will contract services help to further the goals of the department's MBE/WBE requirements?
d. Is this likely to be a one-time or ongoing request for contracting out?

13a. Does the budget include indirect costs? [] Yes [X] No
b1.

b2. How was the amount calculated?

c. If no, why are indirect costs not included?

[ ] Not allowed by granting agency [ ] To maximize use of grant funds on direct services

[X] Other (please explain): Community Works West has budgeted indirect costs but ADP has not.

14. Any other significant grant requirements or comments: None

****Disability Access Checklist*****

15. This Grant is intended for activities at (check all that apply):

[X] Existing Site(s) [ ] Existing Structure(s) [X] Existing Program(s) or Service(s)

[ ] Rehabilitated Site(s) [ ] Rehabilitated Structure(s) [ ] New Program(s) or Service(s)

[ ] New Site(s) [ ] New Structure(s)

16. The Departmental ADA Coordinator and/or the Mayor's Office on Disability have reviewed the proposal and concluded that the project as proposed will be in compliance with the Americans with Disabilities Act and all other Federal, State and local access laws and regulations and will allow the full inclusion of persons with disabilities, or will require unreasonable hardship exceptions, as described in the comments section:

Comments:

Departmental or Mayor's Office of Disability Reviewer: Kristin Kogure
(Name)

Date Reviewed: January 6, 2012

Department Approval: Wendy S. Still (Name) Chief Adult Probation Officer (Title)

(Signature)

An Application Submitted to the Zellerbach Family Foundation
By the Adult Probation Department
On behalf of consultants Barbara Bloom, PhD and Barbara Owen, PhD

I. Project name

Developing a Blueprint for Women's Services: A Gender Responsive Approach to Serving Women Involved in San Francisco's Criminal Justice System

II. Geographic area served

City and County of San Francisco

III. Organization

San Francisco Adult Probation Department

IV. Purpose of grant (i.e., succinctly what are you trying to accomplish)

Consultants Barbara Bloom, PhD and Barbara Owen, PhD will develop a Blueprint for Women's Services in San Francisco in partnership with the Gender Responsive/Women's Services Working Group, under the direction of Chief Adult Probation Officer Wendy Still and in collaboration with the San Francisco Sheriff's Department and other partners. The consultants will provide expertise to the Working Group and develop a set of departmental policy recommendations based on gender-responsive practice for women under traditional probation supervision, those to be released from the California Department of Corrections and Rehabilitation (CDCR) for post-release supervision and those who will be sentenced directly to San Francisco community supervision and jail. With an emphasis on appropriate alternatives to incarceration and on gender-responsive case management strategies for women (including transgender women and transgender people in general), this Plan will outline recommendations for a continuum of care for criminal justice-involved women that will intervene in women's pathways to offending. This continuum—delivered through case management services provided by the Probation Department—will address the common pathways to offending, e.g., substance abuse, trauma treatment, domestic violence, parental reunification, education and vocational training and other material supports (including housing, transportation and other identified needs) through women-centered case management. The Plan will suggest how outcome and other tracking measures can be collected as part of documenting the process and measuring success. Additionally, the plan and other knowledge developed through this project will be shared with the Reentry Council of San Francisco (http://sfreentry.com) and the Community Corrections Partnership (http://www.sfgov3.org/index.aspx?page=2912), which will allow for even broader dissemination and adoption.

V. Activities (i.e., what are you going to do to accomplish your goal(s))

This work will use a collaborative system planning process as developed by the National Institute of Corrections (NIC). This process has eight steps:

focused settings face fewer obstacles to visitation and maintaining family connections. Community-based settings can emphasize treatment, service provision, and community reentry. Addressing the risk and needs of the female offender requires an appropriate assessment. There are multiple instruments that provide assessments, but San Francisco should consider using gender-responsive risk and needs assessment instruments that incorporate women's pathways and recommend gender-appropriate case management, placements, treatment and supervision. In addition, several research studies have found that gender-responsive approaches are more effective in reducing recidivism and improving outcomes for female offenders when implemented according to these principles.

Therefore, to make a significant impact on San Francisco's female offenders, the Adult Probation Department must develop innovative and focused interventions that address these differences and target the specific risks and needs of criminal justice-involved women.

VII. Leadership (i.e., brief info. about qualifications of project leadership and key players)

Barbara E. Bloom, Ph.D., M.S.W.: Barbara E. Bloom, Ph.D. is a Professor and Chair of the Department of Criminology and Criminal Justice Studies at Sonoma State University. She is the Co-Director (with Dr. Stephanie Covington) of the Center for Gender and Justice. Her research and policy interests include women and girls under criminal justice supervision and gender-responsive interventions and services. Dr. Bloom has directed various research projects focused on gender-responsive services for women and girls in criminal justice settings. Dr. Bloom has served on a number of commissions including the California Blue Ribbon Commission on Inmate Population Management, the California Department of Corrections and Rehabilitation Expert Panel on Adult Offender and Recidivism Reduction Programming, and the Gender Responsive Strategies Commission. Dr. Bloom is a past President of the Western Society of Criminology (WSC) and a recipient of the 2003 WSC Fellow Award for important contributions to the field of criminology. She is a recipient (along with Dr. Barbara Owen and Dr. Stephanie Covington) of the American Probation and Parole Association 2003 University of Cincinnati Award for the publication, Gender Responsive Strategies: Research Practice and Guiding Principles for Women Offenders. She was also honored (along with Barbara Owen) by the American Society of Criminology Division on Women and Crime with the 2006 Saltzman Award for Contributions to Practice which recognizes a criminologist whose professional accomplishments have increased the quality of justice and the level of safety for women. The National Council on Crime & Delinquency chose Dr. Bloom to receive the Donald Cressey Award for 2007. This award recognizes individuals who have made outstanding academic contributions to criminology, promoting programs that are fair, humane, effective, and economically sound.

Barbara Owen, Ph.D.: Barbara Owen is a nationally-known expert in the areas of girls, women and crime, gender issues in the criminal justice system, women's prison culture, with extensive experience in conducting, ethnographies, large-scale surveys, policy studies and program evaluation. A Professor of Criminology at California State University, Fresno, she received her Ph.D. in Sociology from UC Berkeley in 1984. Prior to returning to academia, Dr. Owen was a Senior Researcher with the Federal Bureau of Prisons. In 2002, she received the Provost Award for Excellence in Research from her University and in 2003 was named University Scholar and a Fellow of the Western Society of Criminology. In 2005, she was nominated as CSU Fresno's Outstanding Undergraduate Professor in the US Professor of the Year national competition. She has provided training for the National Institute of Corrections in such areas as operational practices for women offenders, agency planning for female offenders, staff sexual

VIII. Budget and justification (include line item budget that shows total cost of the project, total amount of grant requested, and how the ZFF funds will be used; also include total department budget and any other source of funds contributing to this project)

The applicants request that grant funds be dispersed directly to the consultants in two separate amounts, as detailed below.

	Expense Category	Funds Requested	Total Project Cost
Barbara Bloom	Consultant fees	15,000	15,000
	Mileage between Petaluma and San Francisco (@ 0.55/mile)	10 trips x 100 miles	550
	Meals & Incindentals (@ 71/day)	10 days	710
	Supplies & Copying	100	100
		Subtotal for Barbara Bloom	16,360
Barbara Owen	Consultant fees	15,000	15,000
	Mileage between Petaluma and San Francisco (@ 0.55/mile)	5 trips x 380 miles	1045
	Meals & Incindentals (@ 71/day)	5 days	355
	Supplies & Copying	100	100
		Subtotal for Barbara Owen	17,250
		Subtotal	33,610
		Community Works West Indirect Rate (10%)	3,390
		GRAND TOTAL	37,000

IX. Timeframe for completing project

- December 2011: Convene collaborative partners
- January 2012: Begin document and program review
- March 2012: Prepare gap analysis
- May 2012: Begin Plan design
- July 2012: Partner review of Plan
- August 2012: Finalize Plan
- October 2012: Develop implementation Blueprint

Zellerbach
FAMILY FOUNDATION

Date: December 7, 2011

GRANT AGREEMENT

Between the ***Zellerbach Family Foundation*** (the "Foundation"), 575 Market Street, Suite 2950, San Francisco, California, 94105, and:

Grantee Project:	Blueprint for Women's Services for Adult Probation Department, City and County of San Francisco
Address:	880 Bryant Street, Rm. 200, San Francisco, CA 94103
Contact Person:	Wendy Still
Grant Recipient:	Community Works West
Address:	1649 San Pablo Ave., Berkeley, CA 94702
Contact Person:	Ruth Morgan
Foundation Program Officer:	Amy Price

The following terms must be met by the grantee in order to receive and retain the grant that has been awarded.

1. Grant Purpose and Expected Outcomes

Community Works will contract with consultants Barbara Bloom, PhD and Barbara Owen, PhD to develop a Blueprint for Women's Services in San Francisco, under the direction of Chief Adult Probation Officer Wendy Still, and in partnership with the Gender Responsive/Women's Services Working Group, the San Francisco Sheriff's Department and other community partners. Specifically, they will complete the following tasks:

- Review existing data, services and programs related to women offenders in San Francisco County (including jail, community corrections and community service).
- Identify gaps in services that interfere with rehabilitation and successful completion of community supervision.
- Design a comprehensive set of recommendations for departmental policies, protocols, programs and services congruent with gender-responsive principles and practice, from the point of arrest through completion of supervision.
- Develop a blueprint for implementation of the strategic plan.

See also Part 2 of this agreement: "Reversion"

Name of Project:	Blueprint for Women's Services for Adult Probation Department, City and County of San Francisco
Date Approved:	December 6, 2011
Grant Code:	CW088

Grantee's current 501(c)(3) has been provided to the Foundation.

6. **Access to Project Information**
The Grantee agrees to provide the Foundation with full access, except to the extent specifically prohibited by applicable law, to any and all information developed in connection with or arising from the activities funded by this grant.

7. **Project Review and Evaluation**
The Grantee agrees that the Foundation may review and/or evaluate the project funded by this grant. This may include visits by representatives or agents of the Foundation to observe the Grantee's project operations; to review project data, financial records, or corporate records; and to discuss the project with the Grantee's staff or governing board. At all times during the Agreement, Grantee shall accurately maintain all books of account, records and documents of every kind in which all matter relating to the project funded by the grant, including all income, expenditures, assets, and liabilities thereof, shall be entered. Grantee shall keep all such records for at least four years after completion of the use of the grant funds. The Foundation shall have the absolute right at any reasonable time to inspect and copy any of these materials, except to the extent specifically prohibited by applicable law.

8. **Compliance with Law**
The Grantee agrees that in the performance of this Agreement and in the application of funds furnished pursuant to this grant, it will comply with all laws and regulations.

9. **Modification and Termination**
This is the only agreement among the parties relating to the subject matter hereto, and the terms of this Agreement may be revised or modified only in writing signed by all parties. If the Grantee fails to meet any of the terms and conditions of this Agreement, the Foundation may withdraw its award and terminate this Agreement and shall thereupon have no further obligation to disburse to Grantee any remaining unpaid grant funds, and may further require repayment of any grant funds which were not used in accordance with the terms of the Agreement, including the grant purpose set forth in this Agreement. In addition, the Foundation shall have all other rights available at law or in equity against the Grantee arising out of breach of this Agreement.

10. **Hold Harmless**
The Grantee hereby irrevocably and unconditionally agrees, to the fullest extent permitted by law, to defend, indemnify and hold harmless the Foundation, its officers, directors, trustees, employees, and agents from and against any and all claims, liabilities, losses and expenses (including reasonable attorney's fees) directly, indirectly, wholly or partially arising from or in connection with such grant, or the application of funds furnished pursuant to such grant or the program or project funded or financed by such grant, or in any way relating to the subject

File No. 120386

FORM SFEC-126:
NOTIFICATION OF CONTRACT APPROVAL
(S.F. Campaign and Governmental Conduct Code § 1.126)

City Elective Officer Information *(Please print clearly.)*	
Name of City elective officer(s): Members, Board of Supervisors	City elective office(s) held: Members, Board of Supervisors

Contractor Information *(Please print clearly.)*	
Name of contractor: **Barbara Bloom, Ph.D. and Barbara Owen, Ph.D.**	
Please list the names of (1) members of the contractor's board of directors; (2) the contractor's chief executive officer, chief financial officer and chief operating officer; (3) any person who has an ownership of 20 percent or more in the contractor; (4) any subcontractor listed in the bid or contract; and (5) any political committee sponsored or controlled by the contractor. ***Use additional pages as necessary.*** Barbara Bloom, Ph.D. Consultant Barbara Owen, Ph.D. Consultant	
Contractor address: Community Works West, 1605 Bonita Avenue Berkeley, CA 94709	
Date that contract was approved: *(By the SF Board of Supervisors)*	Amount of contracts: $37,000
Describe the nature of the contract that was approved: Grant of consulting services awarded through Community Works West.	
Comments:	

This contract was approved by (check applicable):

☐the City elective officer(s) identified on this form

☑ a board on which the City elective officer(s) serves: San Francisco Board of Supervisors
Print Name of Board

☐ the board of a state agency (Health Authority, Housing Authority Commission, Industrial Development Authority Board, Parking Authority, Redevelopment Agency Commission, Relocation Appeals Board, Treasure Island Development Authority) on which an appointee of the City elective officer(s) identified on this form sits

_____
Print Name of Board

Filer Information *(Please print clearly.)*	
Name of filer: Angela Calvillo, Clerk of the Board	Contact telephone number: (415) 554-5184
Address: City Hall, Room 244, 1 Dr. Carlton B. Goodlett Pl., San Francisco, CA 94102	E-mail: Board.of.Supervisors@sfgov.org

_____ _____
Signature of City Elective Officer (if submitted by City elective officer) Date Signed

_____ _____
Signature of Board Secretary or Clerk (if submitted by Board Secretary or Clerk) Date Signed