

File No. 131212

Committee Item No. 4

Board Item No. \_\_\_\_\_

### COMMITTEE/BOARD OF SUPERVISORS

#### AGENDA PACKET CONTENTS LIST

Committee: Budget & Finance Committee

Date January 22, 2014

Board of Supervisors Meeting

Date \_\_\_\_\_

#### Cmte Board

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| <input type="checkbox"/>            | <input type="checkbox"/> | Motion                                       |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Resolution                                   |
| <input type="checkbox"/>            | <input type="checkbox"/> | Ordinance                                    |
| <input type="checkbox"/>            | <input type="checkbox"/> | Legislative Digest                           |
| <input type="checkbox"/>            | <input type="checkbox"/> | Budget and Legislative Analyst Report        |
| <input type="checkbox"/>            | <input type="checkbox"/> | Youth Commission Report                      |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Introduction Form                            |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Department/Agency Cover Letter and/or Report |
| <input type="checkbox"/>            | <input type="checkbox"/> | MOU  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Grant Information Form                       |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Grant Budget                                 |
| <input type="checkbox"/>            | <input type="checkbox"/> | Subcontract Budget                           |
| <input type="checkbox"/>            | <input type="checkbox"/> | Contract/Agreement                           |
| <input type="checkbox"/>            | <input type="checkbox"/> | Form 126 – Ethics Commission                 |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Award Letter                                 |
| <input type="checkbox"/>            | <input type="checkbox"/> | Application                                  |
| <input type="checkbox"/>            | <input type="checkbox"/> | Public Correspondence                        |

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

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Completed by: Linda Wong Date January 17, 2014

Completed by: \_\_\_\_\_ Date \_\_\_\_\_

1 [Accept and Expend Grant - San Francisco Youth Back on Treatment to Recovery Through  
2 Accountability, Collaboration, and Knowledge - \$250,000]

3 **Resolution retroactively authorizing the Department of Public Health to accept and**  
4 **expend a grant in the amount of \$250,000 from U.S. Department of Justice, Office of**  
5 **Justice Programs, Bureau of Justice Assistance, to participate in a program, entitled**  
6 **"San Francisco Youth Back on Treatment to Recovery through Accountability,**  
7 **Collaboration, and Knowledge," for the period of October 1, 2013, through September**  
8 **30, 2015; and waiving indirect costs.**

9  
10 WHEREAS, U.S. Department of Justice, Office of Justice Programs, Bureau of Justice  
11 Assistance has agreed to fund Department of Public Health (DPH) in the amount of \$250,000  
12 for the period of October 1, 2013, through September 30, 2015; and

13 WHEREAS, As a condition of receiving the grant funds, U.S. Department of Justice,  
14 Office of Justice Programs, Bureau of Justice Assistance requires the City to enter into an  
15 agreement (Agreement), a copy of which is on file with the Clerk of the Board of Supervisors  
16 in File No. 131212; which is hereby declared to be a part of this Resolution as if set  
17 forth fully herein; and

18 WHEREAS, The grant requires matching funds in the amount of \$62,500 from the San  
19 Francisco Department of Public Health General Fund; and

20 WHEREAS, The purpose of this project is to develop a shared response to juvenile  
21 substance use, cross-training and coaching to build core knowledge and skills, and the  
22 implementation of best practices in integrated care to serve a total of 130 juveniles with  
23 serious risks and co-occurring mental health and substance use disorders discharged from  
24 San Francisco's Juvenile Hall and Log Cabin Ranch; and

1           WHEREAS, DPH will subcontract with Seneca Family of Agencies, in the total amount  
2 of \$174,825; for the period of October 1, 2013, through September 30, 2015; and

3           WHEREAS, San Francisco Youth Back on Treatment to Recovery through  
4 Accountability, Collaboration, and Knowledge does not allow for indirect costs to maximize  
5 use of grant funds on direct services; and

6           WHEREAS, The grant terms prohibit including indirect costs in the grant budget; now,  
7 therefore, be it

8           RESOLVED, That DPH is hereby authorized to retroactively accept and expend a grant  
9 in the amount of \$250,000 from U.S. Department of Justice, Office of Justice Programs,  
10 Bureau of Justice Assistance; and, be it

11           FURTHER RESOLVED, That DPH is hereby authorized to enter retroactively into a  
12 subcontract agreement in the amount of \$174,825 with Seneca Family of Agencies; for the  
13 period of October 1, 2013, through September 30, 2015; and, be it

14           FURTHER RESOLVED, That the Board of Supervisors hereby waives inclusion of  
15 indirect costs in the grant budget; and, be it

16           FURTHER RESOLVED, That DPH is hereby authorized to retroactively accept and  
17 expend the grant funds pursuant to San Francisco Administrative Code section 10.170-1; and,  
18 be it

19           FURTHER RESOLVED, That the Director of Health is authorized to enter into the  
20 Agreement on behalf of the City.

21 //

22 //

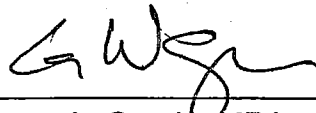
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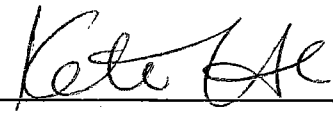
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RECOMMENDED:



Barbara A. Garcia, MPA  
Director of Health

APPROVED:



Office of the Mayor



Office of the Controller



Edwin M. Lee  
Mayor

Barbara A. Garcia, MPA  
Director of Health

**TO:** Angela Calvillo, Clerk of the Board of Supervisors

**FROM:** Barbara A. Garcia, MPA  
Director of Health *BAG*

**DATE:** November 25, 2013

**SUBJECT:** Grant Accept and Expend

**GRANT TITLE:** San Francisco Youth Back on Treatment to Recovery through Accountability, Collaboration, and Knowledge- \$250,000

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

- Proposed grant resolution, original signed by Department
- Grant information form, including disability checklist -
- Budget and Budget Justification
- Grant application
- Agreement / Award Letter
- Other (Explain):

**Special Timeline Requirements:**

**Departmental representative to receive a copy of the adopted resolution:**

Name: Richelle-Lynn Mojica

Phone: 255-3555

Interoffice Mail Address: Dept. of Public Health, Grants Administration for Community Programs, 1380 Howard St.

Certified copy required Yes

No

**File Number:** \_\_\_\_\_  
(Provided by Clerk of Board of Supervisors)

**Grant Resolution Information Form**  
(Effective July 2011)

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

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

1. Grant Title: **San Francisco Youth Back on TRACK (Treatment to Recovery through Accountability, Collaboration, and Knowledge)**

2. Department: **San Francisco Department of Public Health**

3. Contact Person: **Emily B. Gerber, Ph.D.** Telephone: **(415) 255-3448**

4. Grant Approval Status (check one):

Approved by funding agency

Not yet approved

5. Amount of Grant Funding Approved or Applied for: **\$250,000**

6a. Matching Funds Required: **\$ 62,500**

b. Source(s) of matching funds (if applicable): **San Francisco Department of Public Health General Funds**

7a. Grant Source Agency: **U.S. Department of Justice, Office of Justice Programs, Bureau of Justice Assistance**

b. Grant Pass-Through Agency (if applicable):

8. Proposed Grant Project Summary: **Our proposed SF Youth Back on TRACK (Treatment to Recovery through Accountability, Collaboration and Knowledge) will use planning to develop a shared response to juvenile substance use, cross-training and coaching to build core knowledge and skills, and the implementation of best practices in integrated care to serve a total of 130 juveniles with serious risks and co-occurring mental health and substance use disorders discharged from San Francisco's Juvenile Hall and Log Cabin Ranch.**

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

Start-Date: **10/1/2013**

End-Date: **09/30/2015**

10a. Amount budgeted for contractual services: **\$174,825**

b. Will contractual services be put out to bid? **No. The grant funding will be used to expand current services within the SF AllIM Higher Unit at the SF Juvenile Justice Center. AllIM is a successful collaboration among SFJPD, CYF and the Seneca Family of Agencies.**

c. If so, will contract services help to further the goals of the Department's Local Business Enterprise (LBE) requirements?

d. Is this likely to be a one-time or ongoing request for contracting out? **One-time for the grant period.**

11a. Does the budget include indirect costs?

Yes

No

b1. If yes, how much?

b2. How was the amount calculated?

c1. If no, why are indirect costs not included?

Not allowed by granting agency

To maximize use of grant funds on direct services

Other (please explain):

c2. If no indirect costs are included, what would have been the indirect costs? **25.20% of salaries**

12. Any other significant grant requirements or comments:

**We respectfully request for approval to accept and expend these funds retroactive to October 1, 2013. This application was delayed by the need for some minor budget revisions and unforeseeable challenges in communicating with the funder, U.S. Department of Justice, Office of Justice Programs, Bureau of Justice Assistance due to the shutdown of the Federal Government.**

**GRANT CODE (Please include Grant Code and Detail in FAMIS): HMCH04-1400**

**\*\*Disability Access Checklist\*\* (Department must forward a copy of all completed Grant Information Forms to the Mayor's Office of Disability)**

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

Existing Site(s)

Existing Structure(s)

Existing Program(s) or Service(s)

Rehabilitated Site(s)

Rehabilitated Structure(s)

New Program(s) or Service(s)

New Site(s)

New Structure(s)

14. The Departmental ADA Coordinator 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 disability rights laws and regulations and will allow the full inclusion of persons with disabilities. These requirements include, but are not limited to:

1. Having staff trained in how to provide reasonable modifications in policies, practices and procedures;
2. Having auxiliary aids and services available in a timely manner in order to ensure communication access;
3. Ensuring that any service areas and related facilities open to the public are architecturally accessible and have been inspected and approved by the DPW Access Compliance Officer or the Mayor's Office on Disability Compliance Officers.

If such access would be technically infeasible, this is described in the comments section below:

Comments:

**Departmental ADA Coordinator or Mayor's Office of Disability Reviewer:**

Ron Weigelt

(Name)

Director of Human Resources and Interim Director, EEO, and Cultural Competency Programs

(Title)

Date Reviewed: 11.25.2013

  
(Signature Required)

**Department Head or Designee Approval of Grant Information Form:**


Barbara A. Garcia, MPA

(Name)

Director of Health

(Title)

Date Reviewed: 11/25/13

  
(Signature Required)



**SF TRACK**

*Treatment to Recovery through Accountability, Collaboration, and Knowledge*  
Budget & Justification for Federal Funding Awarded

<b>Category</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Total</b>	<b>Justification</b>
Peer Stipends	--	\$6,675	\$6,675	<u>Yr 2 only</u> : 4 youth from the 1st treatment cohort will be recruited to work with the Recovery Coach to develop a Peer-to-Peer Recovery Support Community for system-involved youth. Each youth will receive a stipend of \$1,668.75 for this work for a total of <b>\$6,675</b> .
Travel <i>To annual grantee two-day meeting in Washington, D.C.</i>	\$5,400	\$3,200	\$8,600	<u>Yr 1</u> : r/t airfare (\$600 x 4 staff) = <b>\$2,400</b> ; lodging (\$250 per night x 4 staff x 3 nights) = <b>\$3,000</b> . <u>Yr 2</u> : r/t airfare (\$600 x 2 staff) = <b>\$1,200</b> ; lodging (\$250 per night x 2 staff x 4 nights) = <b>\$2,000</b> .
Supplies	\$22,475	\$37,425	\$59,900	<u>Yr 1</u> : Urinalysis (360 Full x \$7.50 & 560 Instant x \$2.50) = <b>\$4,100</b> ; Comprehensive Health Assessment for Teens/CHAT (\$5 x 40 pre and 40 post-tests) = <b>\$400</b> ; client incentives (\$40 per month x 40 clients x 6 months) = <b>\$9,600</b> ; online training in Hazelden Online Focus on Integrated Treatment (\$400x12) & Modular Approach to Therapy for Children/Match manuals (\$75x12) = <b>\$5,700</b> ; planning meetings (12 x \$125) = <b>\$1,500</b> ; and office supplies = <b>\$1,175</b> <u>Yr 2</u> : Urinalysis (810 Full x \$7.50 & 1260 Instant x \$2.50) = <b>\$9,225</b> ; Comprehensive Health Assessment for Teens/CHAT (\$5 x 90 pre and 90 post-tests) = <b>\$900</b> ; client incentives (\$40 per month x 45 clients x 12) = <b>\$21,600</b> ; online training in Hazelden Online Focus on Integrated Treatment (\$400x12) & Modular Approach to Therapy for Children/Match manuals (\$75x12) = <b>\$5,700</b> ;
Contract	\$97,125	\$77,700	\$174,825	As described in the program narrative, TRACK will be based within the SF AIIM Higher Unit at the SF Juvenile Justice Center. AIIM is a successful collaboration among SFJPD, CYF and the Seneca Family of Agencies. In 2010, Seneca was awarded a contract to deliver SF AIIM Higher Services through a competitive RFP for California Mental Health Services Act Funding. The funding to support a TRACK Recovery Coach (RC) will be added to the existing contract.  <u>Yr 1</u> : 1FTE LCSW Position = <b>\$70,000</b> ; fringe @25% = <b>\$17,500</b> ; IDC @11% salary & wages = <b>\$9,625</b> .  <u>Yr 2</u> : .8 FTE LCSW Position = <b>\$56,000</b> ; fringe @25% = <b>\$14,000</b> ; IDC @11% salary & wages = <b>\$7,700</b> .

SF Back on TRACK Program Budget Year 1  
 Category II- Planning & Implementation

**A. PERSONNEL**

Name	Position	Computation	Cost
		<i>Salary x Effort</i>	
Emily Gerber	PI	\$95000 x 10%	\$9,500
Rita Perez	Program Dir.	\$83382 x 15%	\$12,507
		<b>Total</b>	<b>\$22,007</b>
		Federal Request	\$0
		Non-Federal Local Match	\$22,007

**B. FRINGE**

Name	Position	Computation	Cost
		<i>Salary x Fringe</i>	
Emily Gerber	PI	\$9500 x 42%	\$3,990
Rita Perez	Program Dir.	\$12507 x 42%	\$5,253
		<b>Total</b>	<b>\$9,243</b>
		Federal Request	\$0
		Non-Federal Local Match	\$9,243

**C. TRAVEL**

Purpose/Locatio Item	Computation	Cost
Orientation Airfare	\$600 x 4 travelers	\$2,400
Washington, D.C. Hotel	\$250 x 4 travelers x 3 nights	\$3,000
	<b>Total</b>	<b>\$5,400</b>
	Federal Request	\$5,400
	Non-Federal Local Match	\$0

**D. SUPPLIES**

Item	Computation	Cost
Urinalysis	360 Full UA x \$7.50 and 560 Quick UA x \$2.50	\$4,100
CHAT	\$5 x 40 pre & 40 post	\$400
Incentives	\$40 per month x 40 clients	\$9,600
Online Training	FIT (\$400x12) & MATCH-ADTC (\$75x12)	\$6,438
Planning Meetings	12 meetings x \$125	\$1,500
Office Supplies		\$437
	<b>Total</b>	<b>\$22,475</b>
	Federal Request	\$22,475
	Non-Federal Local Match	\$0

**E. CONSULTANTS/CONTRACTS**

Item	Cost
1 FTE LCSW Position	\$70,000
Fringe @25%	\$17,500
Indirect Costs @ 11% of Salary and Wages	\$9,625
	<b>Total</b>
	<b>\$97,125</b>
	Federal Request
	\$97,125
	Non-Federal Local Match
	\$0

TOTAL FEDERAL REQUEST IN YEAR 1 \$125,000  
 TOTAL NON-FEDERAL MATCH IN YEAR 1 \$31,250  
 TOTAL COST OF PROJECT IN YEAR 1 \$156,250

SF Back on TRACK Program Budget Year 2  
 Category II- Planning & Implementation

**A. PERSONNEL**

Name	Position	Computation	Cost
		<i>Salary x Effort</i>	
Emily Gerber	PI	\$95000 x 10%	\$9,500
Rita Perez	Program Dir.	\$83382 x 15%	\$12,507
TBD	Peer Recovery Coach	4 youth x \$1668.75 stipend	\$6,675
<b>Total</b>			<b>\$28,682</b>
			<i>Federal Request</i>
			\$6,675
			<i>Non-Federal Local Match</i>
			\$22,007

**B. FRINGE**

Name	Position	Computation	Cost
		<i>Salary x Fringe</i>	
Emily Gerber	PI	\$9500 x 42%	\$3,990
Rita Perez	Program Dir.	\$12507 x 42%	\$5,253
<b>Total</b>			<b>\$9,243</b>
			<i>Federal Request</i>
			\$0
			<i>Non-Federal Local Match</i>
			\$9,243

**C. TRAVEL**

Purpose/Location	Item	Computation	Cost
National Mtg.	Airfare	\$600 x 2 travelers	\$1,200
Washington, D.C.	Hotel	\$250 x 2 travelers x 4 nights	\$2,000
<b>Total</b>			<b>\$3,200</b>
			<i>Federal Request</i>
			\$3,200
			<i>Non-Federal Local Match</i>
			\$0

**D. SUPPLIES**

Item	Computation	Cost
Urinalysis	810 Full UA x \$7.50 and 1260 Instant x \$2.50	\$9,225
CHAT	\$5 x 90 pre & 90 post	\$900
Incentives	\$40 per month x 45 clients x 12 months	\$21,600
Online Training	FIT (\$400x12) & MATCH-ADTC (\$75x12)	\$5,700
<b>Total</b>		<b>\$37,425</b>
		<i>Federal Request</i>
		\$37,425
		<i>Non-Federal Local Match</i>
		\$0

**E. CONSULTANTS/CONTRACTS**

Item	Cost	
.8 FTE LCSW Position	\$56,000	
Fringe @25%	\$14,000	
Indirect Costs @ 11% of Salary and Wages	\$7,700	
<b>Total</b>		<b>\$77,700</b>
		<i>Federal Request</i>
		\$77,700
		<i>Non-Federal Local Match</i>
		\$0

<b>TOTAL FEDERAL REQUEST IN YEAR 2</b>	<b>\$125,000</b>
<b>TOTAL NON-FEDERAL MATCH IN YEAR 2</b>	<b>\$31,250</b>
<b>TOTAL COST OF PROJECT IN YEAR 2</b>	<b>\$156,250</b>

SF Back on TRACK Program Budget Summary  
 Category II- Planning & Implementation

<b>Budget Category</b>	<b>Yr 1</b>	<b>Yr 2</b>	<b>Total</b>
<b>A. Personnel</b>	\$22,007	\$28,682	\$50,689
<b>B. Fringe</b>	\$9,243	\$9,243	\$18,486
<b>C. Travel</b>	\$5,400	\$3,200	\$8,600
<b>D. Supplies</b>	\$20,538	\$37,425	\$57,963
<b>E. Consultants/Contracts</b>	\$99,062	\$77,700	\$176,762
<b>Federal Request</b>	<b>\$125,000</b>	<b>\$125,000</b>	<b>\$250,000</b>
<b>Non-Federal Amount</b>	<b>\$31,250</b>	<b>\$31,250</b>	<b>\$62,500</b>
<b>Total Project Costs</b>	<b>\$156,250</b>	<b>\$156,250</b>	<b>\$312,500</b>

## Budget Narrative

**Amount of Funding Requested.** The total project cost is \$312,500. \$125,000 in federal funding is requested for Year One and \$125,000 for Year Two (total federal funding request = \$250,000). A local match of \$31,250 (20% of \$312,500, the total project cost) will be provided for each year of the grant for a total of \$62,500 in non-federal funds.

### A. Personnel

Principal Investigator: Emily B Gerber, Ph.D. .10 FTE Non-federal: \$9,500 per year

As Principal Investigator, Dr. Gerber will have primary responsibility for achieving the technical success of the project, while also complying with the financial and administrative policies and regulations associated with the award. Dr. Gerber's base salary is \$95,000 per year. She will dedicate 4 hours of her time per week to this program.

*\$95,000 per year x .10 LOE = \$9,500 x 2 = \$19,000 in total project costs*

Program Director: Rita Perez, LCSW .15 FTE Non-federal: \$12,507 per year

The Program Director coordinates the grant-related daily activities and deliverables. The Program Director will convene and participate in weekly and monthly planning and project leadership meetings to support attainment of the project objectives and will directly supervise the Recovery Coach and the Integrated Network Program Directors. Ms. Perez's base salary is currently \$83,382 per year. She will dedicate six hours of her time per week to this program. Because TRACK will be based at the SF AIIM Higher Unit, these hours combined with day-to-day activities and responsibilities already undertaken, as Director of the SF AIIM Higher will provide the effort and resources needed to successfully plan and implement TRACK.

*\$83,382 per year x .15 LOE = \$12,507 x 2 = \$25,014 in total project costs*

Peer Recovery Coaches: TBD

Federal: \$6,675 in Year 2 only

In 2014, four youth from the first 6-month treatment cohort who have successfully completed TRACK program in 2013 will be recruited to work with the Project Recovery Coach to develop a Peer-to-Peer Recovery Support Community for system-involved youth. Youth will make recovery “cool,” and street relevant for their peers with activities like youth-themed AA and NA groups. Each youth will receive a stipend of \$1,668.75 for this work for a total of \$6,675.

**B. Fringe**

Non-federal: \$ 9,243 per year

The fringe benefits rate is calculated at 42%. Each year of the grant, fringe for the Principal Investigator position is \$3,990 ( $\$9,500 \times .42$ ) and \$5,253 ( $\$12,507 \times .42$ ) for the Project Director.

*$\$9,243 \text{ per year} \times 2 = \$18,486 \text{ in total project costs}$*

**C. Travel**

Federal: \$5,400 Year 1 and \$3,200 Year 2

In Year 1, funds have been budgeted for four team members to travel to an annual grantee two-day meeting in Washington, D.C. for orientation to meet other grantees of the Justice and Mental Health Collaboration Program. Round-trip airfare between San Francisco and the east coast is estimated to cost \$600 per traveler x four = \$2,400. Similarly, assuming that team members will require a three night stay, standard hotel room rate is estimated at \$250 per night x 4 staff x 3 nights = \$ 3,000. SFDPH travel rules do not permit reimbursement for meals or other expenses. In Year 2, funds have been budgeted for two team members to travel to an annual grantee three-day meeting in Washington, D.C. to report on the status of program objectives and to share program outcomes. Round-trip airfare between San Francisco and the east coast is estimated to cost \$600 per traveler x two = \$1,200 annually. Similarly, assuming that team members will require a four night stay, standard hotel room rate is estimated at \$250 per night x 2 staff x 4 nights = \$ 2,000.

\$8,600 in total project costs

**D. Supplies**

Federal: \$22,475 Year 1 and \$37,425 Year 2

For the project period, supplies requested are for integrated treatment tools that include: 1) Instant and screening urinalysis (UA) kits, 2) The Comprehensive Health Assessment for Teens (CHAT), 3) Incentives for a points and levels system, and 4) Online training in integrated treatment theory and practice (Hazelden FIT, Focus on Integrated Treatment) and MATCH-ADTFC (Modular Approach to Therapy for Children with Anxiety, Depression, Trauma, or Conduct Problems. Additional supplies are requested for Juvenile Justice-Integrated Adolescent Treatment Network meetings that will be facilitated by the Recovery Coach during the 6-month planning phase.

**Urinalysis.** In year 1, forty clients will be enrolled in the TRACK program for up to 6 months. UA testing will follow standard guidelines established by SAMHSA that recommend a graduated testing schedule, with weekly and regular testing initial treatment phases followed by more intermittent and random testing in subsequent phases. For example, in month 1, each week, clients will undergo a full UA test that includes 2-parts: a) an instant Redi-cup and b) follow-up lab screening for substances. In addition, up to two random instant UAs will be performed when youth are suspected of and/or report use. For forty clients, the month 1 cost for UAs is 40 x \$35 (for 4 full UAs @ \$7.50 and \$5 for two instant UAs @ 2.50) = \$1,400. Costs are based on an existing bulk contract that SF JPD has with Redwood Toxicology Labs in Santa Rosa, CA. The tables below provide further testing schedule detail and associated cost calculations.

**Year 1 UA Schedule & Costs**

Month	Type	UA Freq.	N	Total #	Computation	Cost
1	Full (\$7.50)	4 per mo.	40	160	\$7.50x160	\$1200
	Random (\$2.50)	2 per mo.	40	80	\$2.50x80	\$200
2	Full (\$7.50)	1 per mo.	40	40	\$7.50x40	\$300
	Random (\$2.50)	3 per mo.	40	120	\$2.50x120	\$300
3	Full (\$7.50)	1 per mo.	40	40	\$7.50x40	\$300
	Random (\$2.50)	3 per mo.	40	120	\$2.50x120	\$300

4	Full (\$7.50)	1 per mo.	40	40	\$7.50x40	\$300
	Random (\$2.50)	2 per mo.	40	80	\$2.50x80	\$200
5	Full (\$7.50)	1 per mo.	40	40	\$7.50x40	\$300
	Random (\$2.50)	2 per mo.	40	80	\$2.50x80	\$200
6	Full (\$7.50)	1 per mo.	40	40	\$7.50x40	\$300
	Random (\$2.50)	2 per mo.	40	80	\$2.50x80	\$200
				<b>920</b>		<b>\$4,100</b>

**Year 2 UA Schedule and Costs**

Month	Type	UA Freq.	N	Total #	Computation	Cost
1	Full (\$7.50)	4 per mo.	90	360	\$7.50x360	\$2100
	Random (\$2.50)	2 per mo.	90	180	\$2.50x180	\$350
2	Full (\$7.50)	1 per mo.	90	90	\$7.50x70	\$525
	Random (\$2.50)	3 per mo.	90	270	\$2.50x210	\$525
3	Full (\$7.50)	1 per mo.	90	90	\$7.50x70	\$525
	Random (\$2.50)	3 per mo.	90	270	\$2.50x210	\$525
4	Full (\$7.50)	1 per mo.	90	90	\$7.50x70	\$525
	Random (\$2.50)	2 per mo.	90	180	\$2.50x140	\$350
5	Full (\$7.50)	1 per mo.	90	90	\$7.50x70	\$525
	Random (\$2.50)	2 per mo.	90	180	\$2.50x140	\$350
6	Full (\$7.50)	1 per mo.	90	90	\$7.50x70	\$525
	Random (\$2.50)	2 per mo.	90	180	\$2.50x140	\$350
				<b>2070</b>		<b>\$9,225</b>

**CHAT.** The Comprehensive Health Assessment for Teens will be administered at intake to translate needs and assets into a recovery motivation and self-management plan and at discharge to measure treatment effectiveness. Each online CHAT administration costs \$5 per assessment. In year 1, costs are calculated as 40 clients x 2 (pre & post) CHAT x \$5 = \$400. In year 2, an additional 90 clients will participate in TRACK and costs are calculated as 90 clients x 2 (pre & post) CHAT x \$5 = \$900.

*Total projects costs are calculated at \$1,300.*

**Incentives.** A standard practice in substance abuse treatment, a points and levels system is required for contingency management, an evidence-based practice that combines elements of behavioral and cognitive behavioral therapy (Henggeler, 2012). As part of TRACK, this system will be developed with youth based on individualized treatment and life goals and implemented by the probation officers, families, and clinicians. In addition to social rewards (time spent with important peers and adults, outings, job opportunities, and so on), \$40 per month is allocated to



purchase material rewards (such as gift cards from iTunes, Sizzler, Chipotle and so on). In year one, costs are 40 clients x \$40 x 6 months = \$9,600. In year 2, costs are 90 clients x \$40 x 6 months = \$21,600.

*Total projects costs are calculated at \$31,200.*

**Web-based Training.** In order to develop the core skills and knowledge required to deliver and support integrated youth mental health and substance abuse treatment in the CYF System of Care, web-based training subscriptions to online training will be purchased. *The Focus on Integrated Treatment* (FIT; developed by Dartmouth Psychiatric Research Center & Columbia University, Center for Practice Innovations, <http://www.hazelden.org/web/go/FIT>) and Modular Approach to Therapy for Children with Anxiety, Depression, Trauma, or Conduct Problems (MATCH-ADTC; developed by Chorpita & Weisz, <http://www.practicewise.com/>) will supplement TRACK in-person planning and cross training in the first six months of year 1. These training and related clinical tools are a cost effective way to structure the TRACK Recovery Coach's supervision and practice change work with probation officers and Integrated Adolescent Treatment Network clinicians throughout the program implementation and sustainability phase April 2014-September 2015. Available through Hazelden, FIT's 35-module course provides training in practitioner skills, clinical approaches, and administrative practices in implementing integrated care. Taken in conjunction with clinical hours, the FIT course can build system capacity by providing the training towards certification as a Certified Co-occurring Disorders Professional. With a bulk discount each FIT subscription will cost \$476.50 x 12 TRACK probation or clinical staff = \$5,718 per year.

*Total project costs are calculated at \$11,346.*

*MATCH-ADTC: Modular Approach to Therapy for Children with Anxiety, Depression, Trauma, or Conduct Problems* will be used for training in the evidence-based treatment of anxiety, depression, trauma, and conduct problems, disorders that along with substance abuse are highly prevalent in system-involved youth. An innovative system based on the Child STEPs clinical trials conducted in public systems, MATCH is designed to train clinicians in “evidence-based thinking” with a practitioner’s toolbox with well-organized resources that can be easily adapted for a diverse array of youth and problems. The program offers 33 procedures-drawn from the most successful evidence-based treatments-into a single, flexible system. Comprehensive flowcharts guide the process of care, streamlining treatment to fit needs while promoting individualization to address comorbidity or therapeutic roadblocks. MATCH also provides clear step-by-step instructions, activities, example scripts, time-saving tips, monitoring forms, and easy-to-read informational handouts and worksheets for children, youth caregivers and probation officers. With a bulk discount each Match subscription will cost \$60 x 12 TRACK probation or clinical staff = \$720 per year.

*Total project costs are calculated at \$1,140.*

**Planning Meetings.** In year 1 only, during the initial 6 months of the project, bi-monthly meetings will be held with all TRACK partners and stakeholders for planning and cross training. Costs per meeting (food, drink, easel pads and so on) are estimated at \$1,500 (12 meetings x \$125). An additional \$437 is requested for office supplies (paper, pens, folders and so on).

*Total project costs are calculated at \$1,937.*

**Consultants/Contracts**                      Federal: \$97,125 Year 1 and \$77,700 Year 2

**Recovery Coach Salary.** As described in the program narrative, TRACK will be based within the SF AIIM Higher Unit at the SF Juvenile Justice Center. AIIM is a successful collaboration

among SFJPD, CYF and the Seneca Family of Agencies. In 2010, Seneca was awarded a contract to deliver SF AIIM Higher Services through a competitive RFP for California Mental Health Services Act Funding. The funding to support a TRACK Recovery Coach (RC) will be added to the existing contract. In collaboration with and support from partner agencies, the RC will use cross-system planning, training and coaching to scaffold youth and family progress and improve provider practices. As a licensed behavioral health provider certified in addictions treatment, the RC will also have special expertise regarding programs, implementation science and practice, improvement cycles, and organization and system change methods needed to support a systems change effort. In partnership with juvenile probation, the RC will create recovery capital, and be accountable for making it happen; for assuring that effective community-based interventions and effective implementation methods are in use to address identified needs and produce intended outcomes for children and families. The base salary for a Master's level clinician employed by Seneca Center is \$70,000. In year 1, the RC will be a full-time position. In Year 2, in an effort to build sustainability, TRACK will fund the RC at .8 FTE for a total cost of \$56,000. The remaining .20 FTE will be supported through Medi-Cal billing for medically necessary TRACK services and will be part of a plan for building program sustainability.

*Total project costs are calculated at \$126,000.*

**Recovery Coach Fringe.** The Seneca fringe benefits rate is calculated at 25%. In year 1, fringe for the Recovery Coach position is \$17,500 ( $\$70,000 \times .25$ ). In year 2, fringe is \$14,000 ( $\$56,000 \times .25$ ).

*Total project costs are calculated at \$31,500*

**Indirect Cost Rate.** Seneca has an approved federally negotiated indirect cost (IDC) rate of 16% on salary and benefits (see attached document); however the rate approved by the City and County of San Francisco is 11%. In year 1, IDC is \$9,625 (11% x \$87,500 in salary and fringe). In year 2, IDC is \$7,700 (11% x \$70,000 in salary and fringe).

*Total project costs are calculated at \$17,325.*

## Part A: Statement of the Problem

**Description of the Problem.** Detention offers a critical window to link detained youth to appropriate behavioral health services; however even when youth reach these services, providers are often unprepared to address the alarmingly high numbers of youth in juvenile justice systems nationwide with co-occurring mental health and substance abuse needs and the criminogenic risks that may be the basis of their delinquent and risk-taking behaviors, pose obstacles to rehabilitation, and increase recidivism. Recent studies have shown that 65% -70% of young people in the system meet criteria for mental health disorders three times the rate found in the general population<sup>1</sup>. In addition, 61% of those with mental health diagnoses also met the criteria for a co-occurring substance use disorder. Other reports have shown that these youth have elevated rates of traumatic exposure and PTSD<sup>2</sup> with a clear connection established between victimization, substance use and serious offenses<sup>3,4</sup>. Unfortunately, despite what is known about effective treatment and even when standardized assessment and systematic planning frameworks (e.g. Sequential Intercept, Reclaiming Futures, Project Connect, SF AIIM) and collaborative court models are employed across juvenile and mental health agencies to connect youth to appropriate services, many individual (motivation to seek help), family (problem recognition and treatment engagement) and system barriers (differing justice and mental health perspectives, limited availability of integrated treatment, and lack of cross system coordination and

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<sup>1</sup> Shufelt, J.L. & Cocozza, J.J. (2006). *Youth with mental health disorders in the juvenile justice system: Results from a multi-state prevalence study*. National Center for Mental Health and Juvenile Justice, Delmar, NY.

<sup>2</sup> Wasserman, G. A., & McReynolds, L. S. (2011). Contributors to traumatic exposure and posttraumatic stress disorder in juvenile justice youths. *Journal Of Traumatic Stress*, 24(4), 422-429. doi:10.1002/jts.20664

<sup>3</sup>Wasserman, G.A., Keenan, K., Tremblay, R.E., Cole, J.D., Herrenkohl, T.I., Loeber, R., & Petechuk, D. (April, 2003). Risk and protective factors of child delinquency. *Child Delinquency Bulletin Series*. Washington, D.C: U.S. Department of Justice, Office of Juvenile Justice and Delinquency Prevention.

<sup>4</sup> Mulvey, Schubert & Chassin (2010). Substance use and delinquent behavior among serious adolescent offenders. *Juvenile Justice Bulletin*. Washington, D.C: U.S. Department of Justice, Office of Juvenile Justice and Delinquency Prevention.

communication) remain. Without effective treatment, prolonged substance abuse increases recidivism, a deeper involvement in the system and negative life outcomes.

**Extent of the Problem.** The mental health needs of youth detained in California's Juvenile Justice Facilities remains consistently high. In 2006, one third of detained youth in California had an open mental health case<sup>5</sup>. Sixty-three percent of the juvenile detention facilities in California reported that their facilities needlessly hold youth waiting for appropriate mental health services outside of the juvenile justice system<sup>6</sup>. Needs have remained similarly high in San Francisco. The most recent San Francisco Juvenile Probation Department (SFJPD) Annual Report<sup>7</sup> documented that from 2009-2012, an average of 642 youth per year were admitted to Juvenile Hall. This facility is staffed to provide secure, residential services to approximately 100 youth at any given time (the average daily population during this period was 92). Of necessity then, length of stay is usually short (the average stay was 24.5 days), with nearly half released back into the community in need of services after just a week or less of detention. As a response to this need, San Francisco AIIM (Assess, Identify Needs, Integrate Information and Match to Services) Higher, a DOJ-funded, joint probation-behavioral health program began in 2009 and continues currently to intercept detained youth with mental illness, and match them to appropriate aftercare services in the community from a database of current treatment options and ancillary social services (i.e., housing, vocational). From 2009-2012, of the nearly 1200 youth who received a standardized screen for indicators of mental illness, 72% had one or more moderate to acute problems identified that included trauma (43%), substance abuse (35%), and

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<sup>5</sup> Juvenile Detention Profile Survey, 2006 Quarterly Reports, Corrections Standards Authority, California Department of Corrections and Rehabilitation

<sup>6</sup>Waxman, H.A. (2005). *Incarceration of youth who are waiting for community mental health services in California*. United States of Representatives Committee on Government Reform – Minority Staff Special Investigations Division.

<sup>7</sup>*San Francisco Juvenile Probation Department Annual Statistical Report, 2012*

anxiety (28%).<sup>8</sup> For the quarter (N=300) identified as having serious to acute needs, AIIM used the Child Adolescent Strengths and Needs Assessment (CANS), a comprehensive and standardized assessment used across the Child, Youth and Family (CYF) System of Care to drive a collaborative decision-making, systematic planning and information sharing process meaningful to youth, families, clinicians and probation officers alike<sup>9,10</sup>. Since 2009, AIIM has changed practice for the better increasing the likelihood that needs are identified and youth and families are linked to the right intensity of aftercare in the community<sup>11</sup>. However, even with over 70% of AIIM youth engaging in three or more visits within the first month following their detention discharge, community-based services for juveniles as currently delivered appear to be falling short. An ongoing review of service delivery and utilization in AIIM's first year indicated treatment as ordered was not being carried out with less than half receiving the right amount or components of care needed to be effective.<sup>12</sup> Moreover, a review of prior utilization of mental health services by SF AIIM Higher youth showed that over 60% had already received treatment in the community prior to detention. The fact that a majority were known to the system points to a critical need for improved cross-agency management of and communication around shared strategies (e.g., graduated sanctions and incentives<sup>13</sup>) that support rather than derail plan implementation and youth progress<sup>14</sup>.

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<sup>8</sup> Lyons, J., Kisiel, C., Dulcan, M., Cohen, R., & Chesler, J. (1997). Crisis assessment and psychiatric hospitalization of children and adolescents in state custody. *Journal of Child and Family Studies*, 6(3), 311-320

<sup>9</sup> Anderson, R. L., Lyons, J. S., Debra, M., Price, J. A., & Estle, G. (2003). Reliability of the Child and Adolescent Needs and Strengths-Mental Health (CANS-MH) Scale. *Journal of Child and Family Studies*, 12(3), 279-289.

<sup>10</sup> Gerber, E.B., Leland, J., Wong, K. (2013). Mental health services in the juvenile justice system. In (Eds.) Maller, D. & Langstrom, *The Praeger Handbook of Community Mental Health Practice*.

<sup>11</sup> Gerber, E.B., Schumm, J., Leland, J., & Smith, Z. (2012). Turn data into action: Tools to improve care decisions and engage probation youth in behavioral health services. *Global Journal of Community Psychology Practice*, 2(3).

<sup>12</sup> Smith, Gerber, & Ja (2010). SF AIIM Higher First Year Report.

<sup>13</sup> Reclaiming Futures (2005). *The Illustrative Graduated Response Grid*.

<sup>14</sup> Kates, E., Gerber, E.B., & Casey-Canon, S. (2012). Prior service utilization in detained youth with mental health needs. *Administration and Policy in Mental Health Services Research*.

Adding to this challenge in perspective and practice is the existence within California of two separate and distinct treatment systems and cultures, one for mental health and the other for substance abuse<sup>15</sup>. Although integration efforts are ongoing at state and local levels, much work remains. In a recent survey of CYF clinicians<sup>16</sup> (N=100) to identify the supports needed to increase capacity for integrated treatment, most reported that youth substance abuse was a significant problem; however, despite this recognition, only half reported using a standardized tool for identification, most did not raise substance abuse if youth were “in denial,” and the usual treatment provided was individual therapy with harm reduction rather than a proven family-focused and recovery-oriented approach. On a bright note, most requested coaching and training, which indicated a willingness to give up allegiance to one system or the other and to develop the core knowledge, skills, and confidence to provide integrated treatment wherever youth and families are and for whatever combination of problems they have.

**Trend Analysis.** While there has been a significant decline over the past five years in the number of youth detained nationally and locally (-54.1% in San Francisco)<sup>17</sup>, those who are detained have higher risks and needs. For example, in 2012, the rate of felony bookings was nearly seven times greater than misdemeanor bookings. Given the consistently high percentages of youth identified at Juvenile Hall with mental health problems (approximately 72% from 2009-12) and the large percentages released swiftly back into the community on probation, recidivism may serve as a rough proxy for the effectiveness of available services. As it happens, nearly 75% of youth with a probation referral at Juvenile Hall in 2012 had prior contacts with the system. These facts make obvious the continuing urgency of finding better, more consistent and

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<sup>15</sup> Hawkins, E. H. (2009). *A tale of two systems: co-occurring mental health and substance abuse disorders treatment for adolescents*. Annual review of psychology, 60, 197–227.

<sup>16</sup>San Francisco Community Behavioral Health Services. *Practice Skills and Knowledge: Substance Abuse Treatment for SF Youth Summary of Survey Findings 2011*.

<sup>17</sup> Berkeley Center for Criminal Justice (2010). *Mental health issues in California's Juvenile Justice System*.



insightful ways to ensure that youth with co-occurring mental health and substance abuse needs receive appropriate and effective services.

**Project’s Geographic Environment.** To provide services with maximum leverage, this project will be located at the SFJPD’s two residential facilities: Juvenile Hall in San Francisco and the Log Cabin Ranch in rural La Honda, California. The majority of youth detained live in four low-income San Francisco neighborhoods—Bayview Hunter’s Point, Visitacion Valley, Western Addition, and the Mission, where most will return following discharge. Securing supports and services for youth before they re-enter these communities and insuring that the treatment for co-occurring mental health and substance abuse disorders is being delivered with fidelity is critical for community safety, and their rehabilitation and healthy development.

**Description of Targeted Participants.** Based on the numbers detained at Juvenile Hall and Log Cabin Ranch and the percentages that have been identified by SF AIIM, a projection can be made of how many youth will be identified each year with a combined mental health and substance use problem:

2012 Data	Juvenile Hall		Log Cabin	
	N = 465	%	N = 33	%
Total Detainees	330	71.0	33	100.0
Total San Francisco Residents	238	72.0	24	72.0
SF Residents With Any Identified Diagnosis	102	43.0	14	43.0
With Trauma	83	35.0	12	35.0
With Co-occurring Substance Abuse				

In 2012, seventy-two percent of youth had identified behavioral health needs and this rate is consistent with those found in the multi-state prevalence study cited above. Each year, we expect to screen 300-400 youth and determine that over a third of detained SF youth or around 83 will have co-occurring mental health and substance abuse disorders. While over a third will be

diagnosed, not all will have a need for intensive community-based treatment<sup>18</sup>. Back on TRACK will focus on providing recovery management and support over the course of a 6-month integrated mental health and substance abuse treatment program for 130 system-involved youth (40 in year 1 and 90 in year 2) with the most acute needs severe enough to require immediate intervention either within detention or through linkage to appropriate community-based services. SF AIIM Higher will be utilized to assist youth with less intensive needs. In 2012, the majority of youth detained at Juvenile Hall in 2012 were male (77%) and from ethnic minority groups (95%). More than half (59%) were African American, 24% were Hispanic, 9% were Asian or Asian Pacific Islander (API) and 5% were Caucasian. Similar to other systems across the U.S., minority youth have disproportionate contact with the juvenile justice system. African Americans, for example, made up 59% of the Juvenile Hall population while accounting for just 6% of the San Francisco population overall. Ages ranged from 11 to over 18, with a majority (68%) composed of transitional age youth (TAY), 16 and above. Likewise in 2006, 47 youth were placed at Log Cabin Ranch, all were males (since there is no comparable local facility for girls, they are sent out of state for detention), all were ethnic minorities (57% African American, 34% were Latinos, and 9% Asian or Asian Pacific Islanders), and all were had mental health needs.

**Guidelines for Identifying Participants.** Eligibility criteria for our program will be as follows:

- (1) moderate to high level of delinquency risk,
- (2) high mental health and substance abuse needs,
- (3) San Francisco Residency,
- (4) ages 11-21,
- (5) Medi-Cal eligible or uninsured, and
- (6) post-

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<sup>18</sup> Grisso, T. (2007). Progress and perils in the juvenile justice and mental health movement. *The journal of the American Academy of Psychiatry and the Law*, 35(2), 158-67.

adjudicated for a non-violent offense. In recognition of funding and time limits, our project will target youth with moderate to serious risks and mental health and substance abuse needs and those who are detained for greater than 72 hours.

**Socioeconomic Factors and Priority as a Community Concern.** While San Francisco is widely admired as one of the most beautiful cities in the world where 800,000 people live and work, it is also now one of the most expensive. Over the past five years, the child poverty rate has skyrocketed, mean family income has declined, and income inequality has risen. For the nearly 15% of San Francisco families raising children in poverty, their experience is a daily struggle for survival. The City's high cost of living and the impact of the great recession has pushed many families to leave with those left behind in more dire conditions. Not surprisingly, poverty is concentrated in sections of the City where many detained youth live (e.g., 35% of families in Baviw Hunter's Point live in poverty).<sup>19</sup> Thirty-two percent of all SF children under 18 grow up in poverty and make up a significant number of public housing residents (41%). Many of these families live with upheaval, chronic economic stress, and violence. Single mothers head most. Their children are at greater risk for health and behavioral problems, school failure and entering the child welfare or juvenile justice systems. For them, the opportunities and supports needed to raise healthy children in San Francisco are fast disappearing. As a result, families are leaving the city at such a fast rate that children under 18 make up just 13% of total population, which is small in comparison to national and state figures.<sup>20</sup> Recent local and state reports demonstrate the extent of community concern about better meeting the needs of juvenile justice involved youth. A survey of 12 California counties found that "mental health services (including treatment, facilities, staff and appropriate jurisdiction) comprised the single most

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<sup>19</sup> San Francisco Human Services Agency. *Demographic and poverty trends in San Francisco 2012*.

<sup>20</sup> *San Francisco City Survey 2005*, Public Research Institute, San Francisco, CA.

critical gap in the juvenile justice continuum”.<sup>21</sup> The youth and family needs targeted by this initiative are consistent with the California Department of Health Care Services definition of priority populations. In accordance with the California Welfare and Institutions Code, the System of Care is obligated to provide behavioral health services to county residents who have severe and disabling mental illness, which includes children and youth who are emotionally disturbed, and stressed, multi-system involved families impacted by trauma exposure, school failure, substance abuse. Locally, The Mayor’s Office of Criminal Justice Citywide Violence Prevention Initiative has committed over 12 million dollars annually to prevention and intervention services for youth at-risk or involved with the juvenile justice system<sup>22</sup>.

## **Part B: Project Design and Implementation**

**Description of Proposed Approach.** SFJPD and SFDPH have been working together for some time with the Seneca Family of Agencies on SF AIIM Higher and other initiatives (ART, MST, SB 163 Wrap) and many other community-based partners to prevent detained youth from penetrating deeper into the juvenile justice system and to turn around their lives. This long history of collaboration has most recently resulted in a rapid expansion supported by Local, State and Federal dollars (Medi-Cal and Mental Health Services Act) to create a blended team of County and Seneca staff (5 MSWs and a child psychiatrist). A critical review of the current community-based treatment system and its capacity to address the needs of juveniles with co-occurring disorders, however, has identified the following gaps: (1) limited access to a continuum of integrated mental health and substance abuse treatment; (2) differences within and across justice and mental health in perspectives, terminology, responsibilities and training related to youth substance abuse; (3) lack of know how and inadequate use of best practices to treat co-

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<sup>21</sup> Juvenile Detention Profile Survey: Annual Report 2005. Corrections Standards Authority, Sacramento, CA.

<sup>22</sup> Mayor’s Office of Criminal Justice. *Violence Prevention Plan 2008-2013*.

occurring disorders; and (4) uncoordinated and ineffective communication around supervision and treatment strategies. Our proposed Youth Back on TRACK (Treatment to Recovery through Accountability, Collaboration and Knowledge) Program will utilize a “recovery coach (RC)” model based on the theory and science of recovery management and the success of other nationwide recovery-focused systems transformation initiatives<sup>23</sup>. The RC will use cross-system coaching to scaffold youth and family progress and improve provider practices. As a licensed behavioral health provider certified in addictions treatment, the RC will also have special expertise regarding programs, implementation science and practice, improvement cycles, and organization and system change methods needed to support a systems change effort. In partnership with juvenile probation, the RC will create recovery capital, and be accountable for making it happen; for assuring that effective community-based interventions and effective implementation methods are in use to address identified needs and produce intended outcomes for children and families as presented in more detail below.

<b>Identified Problem/Barriers</b>	<b>Project Purpose</b>	<b>Project Goal</b>	<b>BJA Objective</b>
Limited access to integrated mental health and substance abuse assessment and treatment.	To increase access to and availability of appropriate and effective care.	1. Ensure consistent identification of youth who need integrated treatment and build a treatment network to address their needs.	Obj.1: Provide courts with appropriate treatment options
Differences in perspectives, terminology, responsibilities and training	To develop a shared justice and therapeutic framework to more effectively manage juveniles with co-occurring disorders.	2. Through cross-training and work planning, develop and implement a probation-mental health approach to increase understanding of co-occurring disorders in youth and shared strategies to promote youth progress.	Obj. 2: Increase capacity to assist juveniles through communication, collaboration, training, and partnerships
Limited use of best practices to address the mental health and substance abuse needs of justice involved youth and their families.	To integrate and improve services to more effectively address criminogenic risks and co-occurring mental health and substance abuse disorders.	3a. Train and coach network providers to implement comprehensive and integrated services that better engage youth and families and meet their needs in a timely manner.	Obj. 3: Reduce recidivism and improve functioning

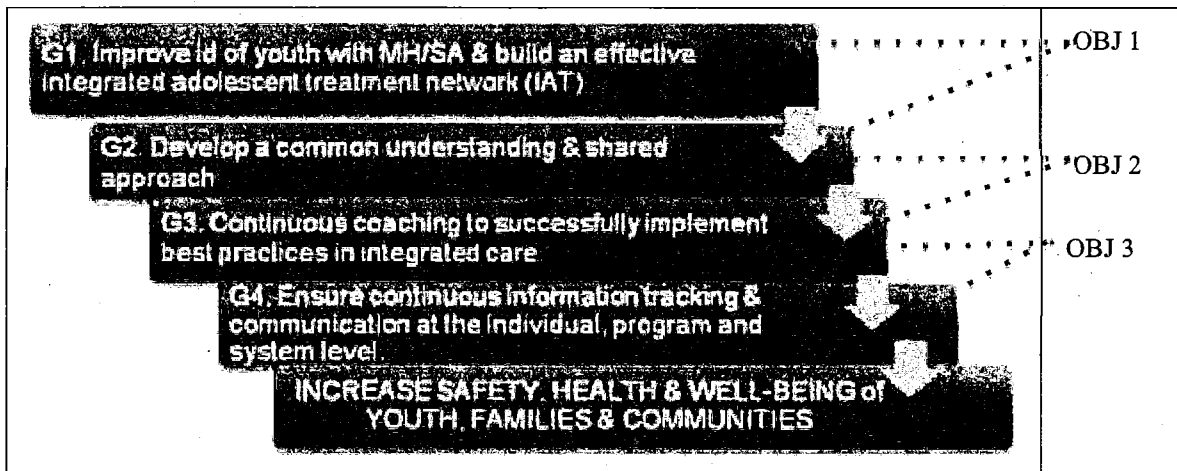
<sup>23</sup> Lamb, R, Evans, A.C., White, W.L. (2013). *The role of partnership in recovery oriented systems of care: The Philadelphia experience*. Faces & Voices of Recovery, Washington, D.C.

		3b. Track whether youth are getting better or worse as a result of care.	
Uncoordinated and ineffective communication around supervision, treatment and youth progress.	To implement a performance-driven information feedback system to improve coordination and communication.	4. Improve justice mental health collaboration and communication to ensure accountability of systems, families and youth with co-occurring disorders.	Obj. 3: Reduce Recidivism and improve functioning

**Project Activities Related to Purpose, Goals and Objectives.** Various activities will be undertaken to achieve the four short- and long-term goals listed in the table above. **Goal 1:** SFPJD, CYF and Seneca already have partnered successfully to establish SF AIIM Higher, a joint probation-behavioral health assessment, aftercare planning and service linkage program with blended staffing (CYF & Seneca Center) that we will serve as a base for TRACK. AIIM combines information gathered from the Youth Assessment and Screening Instrument (YASI; Orbis Partners, Inc., 2007) to assess delinquency risk and protective factors and the CANS to identify behavioral health needs. For SF Back on TRACK, all youth who screen positive for co-occurring mental health and substance abuse needs, need intensive treatment, and are identified, on the YASI, as safe to return to the community will be triaged to a project-funded Recovery Coach (RC). The RC will utilize the web-based, self-administered Comprehensive Health Assessment for Teens (CHAT; Inflexxion, 2009) to translate needs and assets into a recovery, self-management planning, and motivation to change process with everybody on the team at the table - youth, family, the probation officer, and an Integrated Adolescent Treatment (IAT) Network clinician. The CHAT has been found to be both valid and reliable in research funded by the National Institute on Drug Abuse (NIDA). IAT community-based network providers committed to developing an integrated treatment model have already been identified and include Asian American Recovery Services (AARS), the Family Mosaic Project (FMP), and Youth Transition Services (YTS). Providers identified for the IAT already offer either substance abuse or mental health services through the CYF System of Care, have established relationships with

probation, and extensive expertise working with the juvenile justice population. Ancillary services (primary care, housing, vocational/educational support and so on) are also available through SFJPD's Community Support Services Unit and the CYF SOC and will be offered as part of the integrated treatment to recovery plan. **Goal 2:** A six-month collaborative planning process coordinated by the Recovery Coach (RC) will engage already identified behavioral health providers and probation officers, judges and other legal stakeholders in developing a blueprint for cross-system collaboration and treatment that will address the need for a common understanding of the causes, symptoms, and non-linear course of youth co-occurring mental health and substance abuse disorders, and aligning effective supervision and case management strategies (e.g., drug testing and graduated incentives and sanctions) with integrated treatment planning and intervention processes (e.g., contingency management with a points and level system). By better anticipating and planning for points where natural cross-system tensions around perspectives and practices are likely to emerge ( e.g., court-ordered vs. voluntary consent to treatment, consequences for dirty UAs decision-making ), we can reduce the chances of a misunderstanding undermining supervision and/or treatment effectiveness. **Goal 3:** During the project planning period, the Recovery Coach will work with IAT network providers to develop a uniform evidence-based program model that clearly articulates phases and components of intensive and integrated outpatient treatment (IOT) for youth. The RC will provide continuous implementation support for improved practice (e.g., coaching on family-focused approaches, co-leading relapse prevention groups, development of peer-led recovery support) to supervisors, clinicians, youth and families. **Goal 4:** Continuous information feedback and communication about plan goals and progress are critical to ensure that youth, families, probation officers, courts, and providers stay on the same page. The Recovery Coach will track processes like plan

development, communication, engagement in services, client functioning and recidivism data to guide cross-system planning and actions at the individual, program and systems level. A database already exists to track YASI risk scores and CANS needs and strengths scored. Under TRACK, this information will be merged with another project specific database that will hold data on TRACK participants. The project's evaluation team will be responsible for analyzing engagement and outcome data at an aggregate level to determine whether TRACK contributes to improvements in community safety, integrated treatment delivery and youth health and well being. This logic model shows how we envision the improved client experience of the juvenile justice system under the TRACK program, consonant with its announced goals and objectives.



**Part C: Capabilities/Competencies**

As is appropriate for an application for a Planning and Implementation grant, SFJPD and SFDPH's Child, Youth & Family System of Care (CYF) working in alliance with Seneca Center and many other excellent community-based partners, have already been working together to identify gaps in the current system of care for youth and families involved in the juvenile justice system and connect them to the right type and amount of care. While we have improved our ability to identify youth with co-occurring needs this has not necessarily translated into better care, which is a gap targeted by this initiative. Acting as members of the Juvenile Justice



Coordinating Council, JPD and CYF along with other City agencies continue to identify promising, and effective ways to address these unmet needs (See the Juvenile Justice Local Action Plan) <http://sfgov3.org/Modules/ShowDocument.aspx?documentid=708>

Among the most significant accomplishments to date has been the formation of the MDT at Juvenile Hall and its counterpart, the Case Review Team (CRT) at Log Cabin Ranch. In addition to SF AIIM Higher, another example of productive interagency collaboration among SFJPD, CYF and other justice stakeholders was the recent start up in 2010 of San Francisco's first juvenile mental health collaborative court and joint implementation of SAMHSA Children's System of Care Grant.

**Collaborative Project Structure.** Our project will receive oversight from a governing body jointly chaired by Dr. Kenneth Epstein, LCSW, Ph.D. Director of CBHS's CYF-SOC, Allen A. Nance, Assistant Chief Probation Officer for SFJPD, Charlotte W. Woolard, Supervising Judge for Family Unified Court, and Mark Nickell, M.Div., SF Division Director, Seneca Family Agencies, and IAT Network Directors (Jay Avila, Family Mosaic; Sunjung Cho, AARS, Dana Landry, Youth Transition Services). The governing body will insure the overall direction and status of project activities and short (work plan development, cross-training for core knowledge and skills, increased capacity for integrated treatment) and long-term goals (integrated systems transformation). This monthly meeting will also include network members (AARS, FMP and Seneca YTS) and peer and family advocates to share lived experience and invaluable feedback about project implementation in the community. CYF-SOC's Emily Gerber, Ph.D., who will serve as Principal Investigator, and Rita Perez, LCSW, Clinical Director, SF AIIM Higher and the Adjudicative Competency Remediation Program as Project Director, will jointly oversee TRACK's operations team. This team will also include Linda Lane, JPD Officer for Juvenile

Mental Health Court and Competency Remediation Services, Robán San Miguel, LCSW, SPY Program Director for Behavioral Health Services, who will oversee the provision of integrated treatment services to detained youth at Juvenile Hall at Log Cabin Ranch, the Recovery Coach (to be hired through Seneca), and IAT clinicians. This group will be responsible for the day-to-day management and implementation of TRACK. They will meet at Juvenile Hall on a weekly basis for planning, operations, resource mapping, and monitoring of project benchmarks and implementation and to anticipate and address any potential barriers or issues that may arise.

#### **Part D: Plan for Collecting the Data**

The TRACK data collection and evaluation team will be led by Emily Gerber, Ph.D. and Melissa Mollard, Ph.D., Seneca Director of Strategic Initiatives and Performance Improvement. Drs. Gerber and Mollard will establish protocols, procedures, and supervise data collection. As discussed in the Project Design and Implementation section, existing JPD (Juvenile Justice Information System) and CYF (Avatar Electronic Health Record and Utilization System, SF AIIM Higher Level of Care and Service Linkage database) information systems are already utilized for planning and outcomes. Additional data for this project will be collected and extracted through the CHAT system. JPD, CYF and Seneca IT staff will assist in the extraction and integration of datasets into a project database.

#### **Part E: Plan for Measuring Program Success to Inform Sustainability**

The TRACK project will utilize internal CYF and Seneca IT and research staff to plan, develop and implement the evaluation of TRACK. The roles are clearly delineated in the project timeline. Our evaluation design will encompass both outcome and process components in assessing planning and implementation success. CYF and Seneca will partner in developing the protocols

and procedures for this shared evaluation. Seneca will conduct data analysis, while CYF will compile data from their integrated data sources as well as extract tracking, referral, and process information from administrative and case management sources. CYF and Seneca Research staff will be responsible for on-going feedback to the governing body, operations team and semi-annual reports.

**Process and Outcomes.** The design for assessment of implementation outcomes of the 130 youth targeted will be quasi-experimental (within subject, pre-post design) with two components. We extract data from San Francisco county agency data sources to address the required performance measures indicated in the grant announcement. TRACK has three primary objectives: Objective 1, Provide appropriate treatment options and improve outcomes (Source: Avatar, YASI, CANS, CHAT), Objective 2, Increase capacity to assist juveniles through communication, collaboration and partnerships (Source: SF AIIM database), and Objective 3, Reduce recidivism and provide detention alternatives (Source: JJIS). These data sources will provide the necessary process and outcome data to respond to performance measure requirements and to demonstrate TRACK's effectiveness.

**Leveraging of Evaluation and Partnerships.** Evaluation data reporting will review collaborative relationships (process evaluation) of both CBHS and SFJPD. Findings reported in the semi-annual and final report will provide evidence of the enhanced collaboration between these two agencies, as well as among collaborating agencies and CBOs. Findings from both performance measure data and intermediate outcomes will illustrate and document any potential positive findings (and concerns) of this collaboration. Preliminary and final reports will be widely disseminated to community partners and potential funders to foster support and potential future resources for sustainability.



Department of Justice  
Office of Justice Programs  
Bureau of Justice Assistance

Grant

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1. RECIPIENT NAME AND ADDRESS (Including Zip Code) San Francisco Department of Public Health 101 Grove Street Room 323 San Francisco, CA 94102		4. AWARD NUMBER: 2013-MO-BX-0031	
		5. PROJECT PERIOD: FROM 10/01/2013 TO 09/30/2015 BUDGET PERIOD: FROM 10/01/2013 TO 09/30/2015	
1A. GRANTEE IRS/VENDOR NO. 946000455		6. AWARD DATE 09/05/2013	7. ACTION  Initial
		8. SUPPLEMENT NUMBER 00	
		9. PREVIOUS AWARD AMOUNT \$ 0	
3. PROJECT TITLE San Francisco Youth Back on TRACK (Treatment to Recovery through Accountability, Collaboration, and Knowledge)		10. AMOUNT OF THIS AWARD \$ 250,000	
		11. TOTAL AWARD \$ 250,000	
12. SPECIAL CONDITIONS THE ABOVE GRANT PROJECT IS APPROVED SUBJECT TO SUCH CONDITIONS OR LIMITATIONS AS ARE SET FORTHON THE ATTACHED PAGE(S).			
13. STATUTORY AUTHORITY FOR GRANT This project is supported under FY13(BJA - JMHP) 42 USC 3797aa			
15. METHOD OF PAYMENT GPRS			
AGENCY APPROVAL		GRANTEE ACCEPTANCE	
16. TYPED NAME AND TITLE OF APPROVING OFFICIAL  Karol Virginia Mason Assistant Attorney General		18. TYPED NAME AND TITLE OF AUTHORIZED GRANTEE OFFICIAL  Barbara A. Garcia Director	
17. SIGNATURE OF APPROVING OFFICIAL  		19. SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL  	19A. DATE  9/6/2013
AGENCY USE ONLY			
20. ACCOUNTING CLASSIFICATION CODES FISCALY FUNDC BUD.A OFC. DIV.RE SUB. POMS AMOUNT EAR ODE CT. G.		21. MMOUGT1330	
X B MO 80 00 00 250000			



Department of Justice  
Office of Justice Programs  
Bureau of Justice Assistance

**AWARD  
CONTINUATIONSHEET  
Grant**

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PROJECT NUMBER 2013-MO-BX-0031

AWARD DATE 09/05/2013

*SPECIAL CONDITIONS*

1. The recipient agrees to comply with the financial and administrative requirements set forth in the current edition of the Office of Justice Programs (OJP) Financial Guide.
2. The recipient acknowledges that failure to submit an acceptable Equal Employment Opportunity Plan (if recipient is required to submit one pursuant to 28 C.F.R. Section 42.302), that is approved by the Office for Civil Rights, is a violation of its Certified Assurances and may result in suspension or termination of funding, until such time as the recipient is in compliance.
3. The recipient agrees to comply with the organizational audit requirements of OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations, and further understands and agrees that funds may be withheld, or other related requirements may be imposed, if outstanding audit issues (if any) from OMB Circular A-133 audits (and any other audits of OJP grant funds) are not satisfactorily and promptly addressed, as further described in the current edition of the OJP Financial Guide.
4. Recipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government, without the express prior written approval of OJP.
5. The recipient must promptly refer to the DOJ OIG any credible evidence that a principal, employee, agent, contractor, subgrantee, subcontractor, or other person has either 1) submitted a false claim for grant funds under the False Claims Act; or 2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving grant funds. This condition also applies to any subrecipients. Potential fraud, waste, abuse, or misconduct should be reported to the OIG by -

mail:

Office of the Inspector General  
U.S. Department of Justice  
Investigations Division  
950 Pennsylvania Avenue, N.W.  
Room 4706  
Washington, DC 20530

e-mail: [oig.hotline@usdoj.gov](mailto:oig.hotline@usdoj.gov)

hotline: (contact information in English and Spanish): (800) 869-4499

or hotline fax: (202) 616-9881

Additional information is available from the DOJ OIG website at [www.usdoj.gov/oig](http://www.usdoj.gov/oig).

6. Recipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of any contract or subaward to either the Association of Community Organizations for Reform Now (ACORN) or its subsidiaries, without the express prior written approval of OJP.
7. The recipient agrees to comply with any additional requirements that may be imposed during the grant performance period if the agency determines that the recipient is a high-risk grantee. Cf. 28 C.F.R. parts 66, 70.

x



Department of Justice  
Office of Justice Programs  
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**AWARD  
CONTINUATIONSHEET  
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PROJECT NUMBER 2013-MO-BX-0031

AWARD DATE 09/05/2013

*SPECIAL CONDITIONS*

8. The recipient agrees to comply with applicable requirements regarding registration with the System for Award Management (SAM) (or with a successor government-wide system officially designated by OMB and OJP). The recipient also agrees to comply with applicable restrictions on subawards to first-tier subrecipients that do not acquire and provide a Data Universal Numbering System (DUNS) number. The details of recipient obligations are posted on the Office of Justice Programs web site at <http://www.ojp.gov/funding/sam.htm> (Award condition: Registration with the System for Award Management and Universal Identifier Requirements), and are incorporated by reference here. This special condition does not apply to an award to an individual who received the award as a natural person (i.e., unrelated to any business or non-profit organization that he or she may own or operate in his or her name).
9. Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), the Department encourages recipients and sub recipients to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this grant, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.
10. The recipient agrees to comply with all applicable laws, regulations, policies, and guidance (including specific cost limits, prior approval and reporting requirements, where applicable) governing the use of federal funds for expenses related to conferences, meetings, trainings, and other events, including the provision of food and/or beverages at such events, and costs of attendance at such events. Information on pertinent laws, regulations, policies, and guidance is available at [www.ojp.gov/funding/confcost.htm](http://www.ojp.gov/funding/confcost.htm).
11. The recipient understands and agrees that any training or training materials developed or delivered with funding provided under this award must adhere to the OJP Training Guiding Principles for Grantees and Subgrantees, available at <http://www.ojp.usdoj.gov/funding/ojptrainingguidingprinciples.htm>.
12. The recipient agrees that if it currently has an open award of federal funds or if it receives an award of federal funds other than this OJP award, and those award funds have been, are being, or are to be used, in whole or in part, for one or more of the identical cost items for which funds are being provided under this OJP award, the recipient will promptly notify, in writing, the grant manager for this OJP award, and, if so requested by OJP, seek a budget-modification or change-of-project-scope grant adjustment notice (GAN) to eliminate any inappropriate duplication of funding.
13. The recipient understands and agrees that award funds may not be used to discriminate against or denigrate the religious or moral beliefs of students who participate in programs for which financial assistance is provided from those funds, or of the parents or legal guardians of such students.
14. The recipient understands and agrees that - (a) No award funds may be used to maintain or establish a computer network unless such network blocks the viewing, downloading, and exchanging of pornography, and (b) Nothing in subsection (a) limits the use of funds necessary for any Federal, State, tribal, or local law enforcement agency or any other entity carrying out criminal investigations, prosecution, or adjudication activities.

X



Department of Justice  
Office of Justice Programs  
Bureau of Justice Assistance

**AWARD  
CONTINUATIONSHEET  
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PROJECT NUMBER 2013-MO-BX-0031

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*SPECIAL CONDITIONS*

15. The recipient agrees to submit to BJA for review and approval any curricula, training materials, proposed publications, reports, or any other written materials that will be published, including web-based materials and web site content, through funds from this grant at least thirty (30) working days prior to the targeted dissemination date. Any written, visual, or audio publications, with the exception of press releases, whether published at the grantee's or government's expense, shall contain the following statements: "This project was supported by Grant No. 2013-MO-BX-0031 awarded by the Bureau of Justice Assistance. The Bureau of Justice Assistance is a component of the Office of Justice Programs, which also includes the Bureau of Justice Statistics, the National Institute of Justice, the Office of Juvenile Justice and Delinquency Prevention, the Office for Victims of Crime, and the Office of Sex Offender Sentencing, Monitoring, Apprehending, Registering, and Tracking. Points of view or opinions in this document are those of the author and do not necessarily represent the official position or policies of the U.S. Department of Justice." The current edition of the OJP Financial Guide provides guidance on allowable printing and publication activities.
16. The recipient agrees to cooperate with any assessments, national evaluation efforts, or information or data collection requests, including, but not limited to, the provision of any information required for the assessment or evaluation of any activities within this project.
17. The grantee agrees to comply with the applicable requirements of 28 C.F.R. Part 38, the Department of Justice regulation governing "Equal Treatment for Faith Based Organizations" (the "Equal Treatment Regulation"). The Equal Treatment Regulation provides in part that Department of Justice grant awards of direct funding may not be used to fund any inherently religious activities, such as worship, religious instruction, or proselytization. Recipients of direct grants may still engage in inherently religious activities, but such activities must be separate in time or place from the Department of Justice funded program, and participation in such activities by individuals receiving services from the grantee or a sub-grantee must be voluntary. The Equal Treatment Regulation also makes clear that organizations participating in programs directly funded by the Department of Justice are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion. Notwithstanding any other special condition of this award, faith-based organizations may, in some circumstances, consider religion as a basis for employment. See [http://www.ojp.gov/about/ocr/equal\\_fbo.htm](http://www.ojp.gov/about/ocr/equal_fbo.htm).
18. Any Web site that is funded in whole or in part under this award must include the following statement on the home page, on all major entry pages (i.e., pages (exclusive of documents) whose primary purpose is to navigate the user to interior content), and on any pages from which a visitor may access or use a Web-based service, including any pages that provide results or outputs from the service: "This Web site is funded in whole or in part through a grant from the Bureau of Justice Assistance, Office of Justice Programs, U.S. Department of Justice. Neither the U.S. Department of Justice nor any of its components operate, control, are responsible for, or necessarily endorse, this Web site (including, without limitation, its content, technical infrastructure, and policies, and any services or tools provided)." The full text of the foregoing statement must be clearly visible on the home page. On other pages, the statement may be included through a link, entitled "Notice of Federal Funding and Federal Disclaimer," to the full text of the statement.
19. All contracts under this award should be competitively awarded unless circumstances preclude competition. When a contract amount exceeds \$100,000 and there has been no competition for the award, the recipient must comply with rules governing sole source procurement found in the current edition of the OJP Financial Guide.
20. Approval of this award does not indicate approval of any consultant rate in excess of \$450 per day. A detailed justification must be submitted to and approved by the Office of Justice Programs (OJP) program office prior to obligation or expenditure of such funds.



Department of Justice  
Office of Justice Programs  
Bureau of Justice Assistance

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PROJECT NUMBER 2013-MO-BX-0031

AWARD DATE 09/05/2013

*SPECIAL CONDITIONS*

21. Recipient understands and agrees that it must submit quarterly Federal Financial Reports (SF-425) and semi-annual performance reports through GMS (<https://grants.ojp.usdoj.gov>), and that it must submit quarterly performance metrics reports through BJA's Performance Measurement Tool (PMT) website ([www.bjaperformancetools.org](http://www.bjaperformancetools.org)). For more detailed information on reporting and other requirements, refer to BJA's website. Failure to submit required reports by established deadlines may result in the freezing of grant funds and High Risk designation.
22. The recipient agrees to comply with applicable requirements to report first-tier subawards of \$25,000 or more and, in certain circumstances, to report the names and total compensation of the five most highly compensated executives of the recipient and first-tier subrecipients of award funds. Such data will be submitted to the FFATA Subaward Reporting System (FSRS). The details of recipient obligations, which derive from the Federal Funding Accountability and Transparency Act of 2006 (FFATA), are posted on the Office of Justice Programs web site at <http://www.ojp.gov/funding/ffata.htm> (Award condition: Reporting Subawards and Executive Compensation), and are incorporated by reference here. This condition, and its reporting requirement, does not apply to grant awards made to an individual who received the award as a natural person (i.e., unrelated to any business or non-profit organization that he or she may own or operate in his or her name).
23. Applicants must certify that Limited English Proficiency persons have meaningful access to the services under this program(s). National origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI and the Safe Streets Act, recipients are required to take reasonable steps to ensure that LEP persons have meaningful access to their programs. Meaningful access may entail providing language assistance services, including oral and written translation when necessary. The U.S. Department of Justice has issued guidance for grantees to help them comply with Title VI requirements. The guidance document can be accessed on the Internet at [www.lep.gov](http://www.lep.gov).
24. The grant recipient agrees to complete and submit to BJA a copy of the Justice and Mental Health Collaboration Program (JMHC) Planning and Implementation Guide within 6 months from the project period start date. BJA will provide the grant recipient with instructions and assistance on how to complete the JMHC Planning and Implementation Guide. Once BJA has received and approved the grant recipient's completed JMHC Planning and Implementation Guide, BJA will notify the grant recipient to begin the project's implementation phase.
25. The recipient may not obligate, expend or draw down funds until the Office of the Chief Financial Officer (OCFO) has approved the budget and budget narrative and a Grant Adjustment Notice (GAN) has been issued to remove this special condition.
26. The recipient may not obligate, expend, or draw down any award funds until: (1) it has provided to the grant manager for this OJP award either an "applicant disclosure of pending applications" for federal funding or a specific affirmative statement that no such pending applications (whether direct or indirect) exist, in accordance with the detailed instructions in the program solicitation, (2) OJP has completed its review of the information provided and of any supplemental information it may request, (3) the recipient has made any adjustments to the award that OJP may require to prevent or eliminate any inappropriate duplication of funding (e.g., budget modification, project scope adjustment), (4) if appropriate adjustments to a discretionary award cannot be made, the recipient has agreed in writing to any necessary reduction of the award amount in any amount sufficient to prevent duplication (as determined by OJP), and (5) a Grant Adjustment Notice has been issued removing this special condition.

X





Department of Justice  
Office of Justice Programs

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Office of the Assistant Attorney General

Washington, D.C. 20531

September 5, 2013

Ms. Barbara A. Garcia  
San Francisco Department of Public Health  
101 Grove Street  
Room 323  
San Francisco, CA 94102

Dear Ms. Garcia:

On behalf of Attorney General Eric Holder, it is my pleasure to inform you that the Office of Justice Programs has approved your application for funding under the FY 13 Justice and Mental Health Collaboration Program: Planning & Implementation in the amount of \$250,000 for San Francisco Department of Public Health.

Enclosed you will find the Grant Award and Special Conditions documents. This award is subject to all administrative and financial requirements, including the timely submission of all financial and programmatic reports, resolution of all interim audit findings, and the maintenance of a minimum level of cash-on-hand. Should you not adhere to these requirements, you will be in violation of the terms of this agreement and the award will be subject to termination for cause or other administrative action as appropriate.

If you have questions regarding this award, please contact:

- Program Questions, NiKisha L. Love, Program Manager at (202) 616-8241; and
- Financial Questions, the Office of the Chief Financial Officer, Customer Service Center (CSC) at (800) 458-0786, or you may contact the CSC at [ask.ocfo@usdoj.gov](mailto:ask.ocfo@usdoj.gov).

Congratulations, and we look forward to working with you.

Sincerely,

A handwritten signature in black ink that reads "Karol V. Mason". The signature is written in a cursive style.

Karol Virginia Mason  
Assistant Attorney General

Enclosures



**Department of Justice**  
Office of Justice Programs  
Office for Civil Rights

Washington, D.C. 20531

September 5, 2013

Ms. Barbara A. Garcia  
San Francisco Department of Public Health  
101 Grove Street  
Room 323  
San Francisco, CA 94102

Dear Ms. Garcia:

Congratulations on your recent award. In establishing financial assistance programs, Congress linked the receipt of Federal funding compliance with Federal civil rights laws. The Office for Civil Rights (OCR), Office of Justice Programs (OJP), U.S. Department of Justice is responsible for ensuring that recipients of financial aid from OJP, its component offices and bureaus, the Office on Violence Against Women (OVW), and the Office of Community Oriented Policing Services (COPS) comply with applicable Federal civil rights statute regulations. We at OCR are available to help you and your organization meet the civil rights requirements that come with Justice Department funding.

**Ensuring Access to Federally Assisted Programs**

As you know, Federal laws prohibit recipients of financial assistance from discriminating on the basis of race, color, national origin, religion, sex, or disability in funded programs or activities, not only in respect to employment practices but also in the delivery of services and benefits. Federal law also prohibits funded programs or activities from discriminating on the basis of age in the delivery of services and benefits.

**Providing Services to Limited English Proficiency (LEP) Individuals**

In accordance with Department of Justice Guidance pertaining to Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d, recipients of Federal financial assistance must take reasonable steps to provide meaningful access to their programs and activities for persons with limited English proficiency (LEP). For more information on the civil rights responsibilities that recipients have in providing language services to LEP individuals, please see the website at <http://www.lep.gov>.

**Ensuring Equal Treatment for Faith-Based Organizations**

The Department of Justice has published a regulation specifically pertaining to the funding of faith-based organizations. In general, the regulation, Participation in Justice Department Programs by Religious Organizations; Providing for Equal Treatment of all Justice Department Program Participants, and known as the Equal Treatment Regulation 28 C.F.R. part 38, requires State Administering Agencies to treat these organizations the same as any other applicant or recipient. The regulation prohibits State Administering Agencies from making award or grant administration decisions on the basis of an organization's religious character or affiliation, religious name, or the religious composition of its board of directors.

The regulation also prohibits faith-based organizations from using financial assistance from the Department of Justice to fund inherently religious activities. While faith-based organizations can engage in non-funded inherently religious activities, they must be held separate from the Department of Justice funded program, and customers or beneficiaries cannot be compelled to participate in them. The Equal Treatment Regulation also makes clear that organizations participating in programs funded by the Department of Justice are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion. For more information on the regulation, please see the website at <http://www.ojp.usdoj.gov/ocr/etfbo.htm>.

State Administering Agencies and faith-based organizations should also note that the Safe Streets Act, as amended; the Victims of Crime Act, as amended; and the Juvenile Justice and Delinquency Prevention Act, as amended, contain prohibitions against discrimination on the basis of religion in employment. Despite these nondiscrimination provisions, the Justice Department has concluded that the Religious Freedom Restoration Act (RFRA) is reasonably construed, on a case-by-case basis, to require that its funding agencies permit faith-based organizations applying for funding under the applicable program statutes both to receive DOJ funds and to continue considering religion when hiring staff, even if the statute that authorizes the funding program generally forbids considering of religion in employment de-

## **Enforcing Civil Rights Laws**

All recipients of Federal financial assistance, regardless of the particular funding source, the amount of the grant award, or the number of employees in the workforce, are subject to the prohibitions against unlawful discrimination. Accordingly, OCR investigates recipients who are the subject of discrimination complaints from both individuals and groups. In addition, based on regulatory criteria, OCR selects a number of recipients each year for compliance reviews, audits that require recipients to submit data showing that they are providing equitably to all segments of their service population and that their employment practices meet equal employment opportunity standards.

## **Complying with the Safe Streets Act or Program Requirements**

In addition to these general prohibitions, an organization which is a recipient of financial assistance subject to the nondiscrimination provisions of the Omnibus Crime Control and Safe Streets Act (Safe Streets Act) of 1968, 42 U.S.C. § 3789d(c), or other Federal grant program requirements, must meet two additional requirements: (1) complying with Federal regulations pertaining to the development of an Equal Employment Opportunity Plan (EEOP), 28 C.F.R. § 42.301-.308, and (2) submitting to OCR Findings of Discrimination (see 28 C.F.R. §§ 42.205(5) or 42.202(5)).

### **1) Meeting the EEOP Requirement**

In accordance with Federal regulations, Assurance No. 6 in the Standard Assurances, COPS Assurance No. 8.B, or certain Federal grant program requirements, your organization must comply with the following EEOP reporting requirements:

If your organization has received an award for \$500,000 or more and has 50 or more employees (counting both full- and part-time employees but excluding political appointees), then it has to prepare an EEOP and submit it to OCR for review **within 60 days from the date of this letter**. For assistance in developing an EEOP, please consult OCR's website at <http://www.ojp.usdoj.gov/ocr/eeop.htm>. You may also request technical assistance from an EEOP specialist at OCR by dialing (202) 616-3208.

If your organization received an award between \$25,000 and \$500,000 and has 50 or more employees, your organization still has to prepare an EEOP, but it does not have to submit the EEOP to OCR for review. Instead, your organization has to maintain the EEOP on file and make it available for review on request. In addition, your organization has to complete Section B of the Certification Form and return it to OCR. The Certification Form can be found at <http://www.ojp.usdoj.gov/ocr/eeop.htm>.

If your organization received an award for less than \$25,000; or if your organization has less than 50 employees, regardless of the amount of the award; or if your organization is a medical institution, educational institution, nonprofit organization or Indian tribe, then your organization is exempt from the EEOP requirement. However, your organization must complete Section A of the Certification Form and return it to OCR. The Certification Form can be found at <http://www.ojp.usdoj.gov/ocr/eeop.htm>.

### **2) Submitting Findings of Discrimination**

In the event a Federal or State court or Federal or State administrative agency makes an adverse finding of discrimination against your organization after a due process hearing, on the ground of race, color, religion, national origin, or sex, your organization must submit the finding to OCR for review.

## **Ensuring the Compliance of Subrecipients**

If your organization makes subawards to other agencies, you are responsible for assuring that subrecipients also comply with all of the applicable Federal civil rights laws, including the requirements pertaining to developing and submitting an EEOP, reporting Findings of Discrimination, and providing language services to LEP persons. State agencies that make subawards must have in place standard grant assurances and review procedures to demonstrate that they are effectively monitoring the civil rights compliance of subrecipients.

If we can assist you in any way in fulfilling your civil rights responsibilities as a recipient of Federal funding, please call OCR at (202) 616-0690 or visit our website at <http://www.ojp.usdoj.gov/ocr/>.

Sincerely,



Michael L. Alston



Department of Justice  
Office of Justice Programs  
**Bureau of Justice Assistance**

**Grant**

<p>1. RECIPIENT NAME AND ADDRESS (Including Zip Code) San Francisco Department of Public Health 101 Grove Street Room 323 San Francisco, CA 94102</p>		<p>4. AWARD NUMBER: 2013-MO-BX-0031</p>	
<p>1A. GRANTEE IRS/VENDOR NO. 946000455</p>		<p>5. PROJECT PERIOD: FROM 10/01/2013 TO 09/30/2015 BUDGET PERIOD: FROM 10/01/2013 TO 09/30/2015</p>	
<p>3. PROJECT TITLE San Francisco Youth Back on TRACK (Treatment to Recovery through Accountability, Collaboration, and Knowledge)</p>		<p>6. AWARD DATE 09/05/2013</p>	<p>7. ACTION Initial</p>
<p>10. AMOUNT OF THIS AWARD \$ 250,000</p>		<p>8. SUPPLEMENT NUMBER 00</p>	
<p>12. SPECIAL CONDITIONS THE ABOVE GRANT PROJECT IS APPROVED SUBJECT TO SUCH CONDITIONS OR LIMITATIONS AS ARE SET FORTHON THE ATTACHED PAGE(S).</p>		<p>9. PREVIOUS AWARD AMOUNT \$ 0</p>	
<p>13. STATUTORY AUTHORITY FOR GRANT This project is supported under FY13(BJA - JMHCP) 42 USC 3797aa</p>		<p>11. TOTAL AWARD \$ 250,000</p>	
<p>15. METHOD OF PAYMENT GPRS</p>			
<p>AGENCY APPROVAL</p>		<p>GRANTEE ACCEPTANCE</p>	
<p>16. TYPED NAME AND TITLE OF APPROVING OFFICIAL Karol Virginia Mason Assistant Attorney General</p>		<p>18. TYPED NAME AND TITLE OF AUTHORIZED GRANTEE OFFICIAL Barbara A. Garcia Director</p>	
<p>17. SIGNATURE OF APPROVING OFFICIAL <i>Karol V. Mason</i></p>		<p>19. SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL</p>	<p>19A. DATE</p>
<p>AGENCY USE ONLY</p>			
<p>20. ACCOUNTING CLASSIFICATION CODES FISCALYFUND C BUD.A OFC. DIV.RE SUB. POMS AMOUNT EAR ODE CT. G. X B MO 80 00 00 250000</p>		<p>21. MMOUGT1330</p>	



Department of Justice  
Office of Justice Programs  
**Bureau of Justice Assistance**

**AWARD  
CONTINUATIONSHEET  
Grant**

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PROJECT NUMBER 2013-MO-BX-0031

AWARD DATE 09/05/2013

*SPECIAL CONDITIONS*

1. The recipient agrees to comply with the financial and administrative requirements set forth in the current edition of the Office of Justice Programs (OJP) Financial Guide.
2. The recipient acknowledges that failure to submit an acceptable Equal Employment Opportunity Plan (if recipient is required to submit one pursuant to 28 C.F.R. Section 42.302), that is approved by the Office for Civil Rights, is a violation of its Certified Assurances and may result in suspension or termination of funding, until such time as the recipient is in compliance.
3. The recipient agrees to comply with the organizational audit requirements of OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations, and further understands and agrees that funds may be withheld, or other related requirements may be imposed, if outstanding audit issues (if any) from OMB Circular A-133 audits (and any other audits of OJP grant funds) are not satisfactorily and promptly addressed, as further described in the current edition of the OJP Financial Guide.
4. Recipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government, without the express prior written approval of OJP.
5. The recipient must promptly refer to the DOJ OIG any credible evidence that a principal, employee, agent, contractor, subgrantee, subcontractor, or other person has either 1) submitted a false claim for grant funds under the False Claims Act; or 2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving grant funds. This condition also applies to any subrecipients. Potential fraud, waste, abuse, or misconduct should be reported to the OIG by -

mail:

Office of the Inspector General  
U.S. Department of Justice  
Investigations Division  
950 Pennsylvania Avenue, N.W.  
Room 4706  
Washington, DC 20530

e-mail: [oig.hotline@usdoj.gov](mailto:oig.hotline@usdoj.gov)

hotline: (contact information in English and Spanish): (800) 869-4499

or hotline fax: (202) 616-9881

Additional information is available from the DOJ OIG website at [www.usdoj.gov/oig](http://www.usdoj.gov/oig).

6. Recipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of any contract or subaward to either the Association of Community Organizations for Reform Now (ACORN) or its subsidiaries, without the express prior written approval of OJP.
7. The recipient agrees to comply with any additional requirements that may be imposed during the grant performance period if the agency determines that the recipient is a high-risk grantee. Cf. 28 C.F.R. parts 66, 70.



Department of Justice  
Office of Justice Programs  
**Bureau of Justice Assistance**

**AWARD  
CONTINUATIONSHEET  
Grant**

PAGE 3 OF 5

PROJECT NUMBER 2013-MO-BX-0031

AWARD DATE 09/05/2013

*SPECIAL CONDITIONS*

8. The recipient agrees to comply with applicable requirements regarding registration with the System for Award Management (SAM) (or with a successor government-wide system officially designated by OMB and OJP). The recipient also agrees to comply with applicable restrictions on subawards to first-tier subrecipients that do not acquire and provide a Data Universal Numbering System (DUNS) number. The details of recipient obligations are posted on the Office of Justice Programs web site at <http://www.ojp.gov/funding/sam.htm> (Award condition: Registration with the System for Award Management and Universal Identifier Requirements), and are incorporated by reference here. This special condition does not apply to an award to an individual who received the award as a natural person (i.e., unrelated to any business or non-profit organization that he or she may own or operate in his or her name).
9. Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), the Department encourages recipients and sub recipients to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this grant, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.
10. The recipient agrees to comply with all applicable laws, regulations, policies, and guidance (including specific cost limits, prior approval and reporting requirements, where applicable) governing the use of federal funds for expenses related to conferences, meetings, trainings, and other events, including the provision of food and/or beverages at such events, and costs of attendance at such events. Information on pertinent laws, regulations, policies, and guidance is available at [www.ojp.gov/funding/confcost.htm](http://www.ojp.gov/funding/confcost.htm).
11. The recipient understands and agrees that any training or training materials developed or delivered with funding provided under this award must adhere to the OJP Training Guiding Principles for Grantees and Subgrantees, available at <http://www.ojp.usdoj.gov/funding/ojptrainingguidingprinciples.htm>.
12. The recipient agrees that if it currently has an open award of federal funds or if it receives an award of federal funds other than this OJP award, and those award funds have been, are being, or are to be used, in whole or in part, for one or more of the identical cost items for which funds are being provided under this OJP award, the recipient will promptly notify, in writing, the grant manager for this OJP award, and, if so requested by OJP, seek a budget-modification or change-of-project-scope grant adjustment notice (GAN) to eliminate any inappropriate duplication of funding.
13. The recipient understands and agrees that award funds may not be used to discriminate against or denigrate the religious or moral beliefs of students who participate in programs for which financial assistance is provided from those funds, or of the parents or legal guardians of such students.
14. The recipient understands and agrees that - (a) No award funds may be used to maintain or establish a computer network unless such network blocks the viewing, downloading, and exchanging of pornography, and (b) Nothing in subsection (a) limits the use of funds necessary for any Federal, State, tribal, or local law enforcement agency or any other entity carrying out criminal investigations, prosecution, or adjudication activities.



Department of Justice  
Office of Justice Programs  
**Bureau of Justice Assistance**

**AWARD  
CONTINUATIONSHEET  
Grant**

PAGE 4 OF 5

PROJECT NUMBER 2013-MO-BX-0031

AWARD DATE 09/05/2013

*SPECIAL CONDITIONS*

15. The recipient agrees to submit to BJA for review and approval any curricula, training materials, proposed publications, reports, or any other written materials that will be published, including web-based materials and web site content, through funds from this grant at least thirty (30) working days prior to the targeted dissemination date. Any written, visual, or audio publications, with the exception of press releases, whether published at the grantee's or government's expense, shall contain the following statements: "This project was supported by Grant No. 2013-MO-BX-0031 awarded by the Bureau of Justice Assistance. The Bureau of Justice Assistance is a component of the Office of Justice Programs, which also includes the Bureau of Justice Statistics, the National Institute of Justice, the Office of Juvenile Justice and Delinquency Prevention, the Office for Victims of Crime, and the Office of Sex Offender Sentencing, Monitoring, Apprehending, Registering, and Tracking. Points of view or opinions in this document are those of the author and do not necessarily represent the official position or policies of the U.S. Department of Justice." The current edition of the OJP Financial Guide provides guidance on allowable printing and publication activities.
16. The recipient agrees to cooperate with any assessments, national evaluation efforts, or information or data collection requests, including, but not limited to, the provision of any information required for the assessment or evaluation of any activities within this project.
17. The grantee agrees to comply with the applicable requirements of 28 C.F.R. Part 38, the Department of Justice regulation governing "Equal Treatment for Faith Based Organizations" (the "Equal Treatment Regulation"). The Equal Treatment Regulation provides in part that Department of Justice grant awards of direct funding may not be used to fund any inherently religious activities, such as worship, religious instruction, or proselytization. Recipients of direct grants may still engage in inherently religious activities, but such activities must be separate in time or place from the Department of Justice funded program, and participation in such activities by individuals receiving services from the grantee or a sub-grantee must be voluntary. The Equal Treatment Regulation also makes clear that organizations participating in programs directly funded by the Department of Justice are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion. Notwithstanding any other special condition of this award, faith-based organizations may, in some circumstances, consider religion as a basis for employment. See [http://www.ojp.gov/about/ocr/equal\\_fbo.htm](http://www.ojp.gov/about/ocr/equal_fbo.htm).
18. Any Web site that is funded in whole or in part under this award must include the following statement on the home page, on all major entry pages (i.e., pages (exclusive of documents) whose primary purpose is to navigate the user to interior content), and on any pages from which a visitor may access or use a Web-based service, including any pages that provide results or outputs from the service: "This Web site is funded in whole or in part through a grant from the Bureau of Justice Assistance, Office of Justice Programs, U.S. Department of Justice. Neither the U.S. Department of Justice nor any of its components operate, control, are responsible for, or necessarily endorse, this Web site (including, without limitation, its content, technical infrastructure, and policies, and any services or tools provided)." The full text of the foregoing statement must be clearly visible on the home page. On other pages, the statement may be included through a link, entitled "Notice of Federal Funding and Federal Disclaimer," to the full text of the statement.
19. All contracts under this award should be competitively awarded unless circumstances preclude competition. When a contract amount exceeds \$100,000 and there has been no competition for the award, the recipient must comply with rules governing sole source procurement found in the current edition of the OJP Financial Guide.
20. Approval of this award does not indicate approval of any consultant rate in excess of \$450 per day. A detailed justification must be submitted to and approved by the Office of Justice Programs (OJP) program office prior to obligation or expenditure of such funds.



Department of Justice  
Office of Justice Programs  
**Bureau of Justice Assistance**

**AWARD  
CONTINUATIONSHEET  
Grant**

PAGE 5 OF 5

PROJECT NUMBER 2013-MO-BX-0031

AWARD DATE 09/05/2013

*SPECIAL CONDITIONS*

21. Recipient understands and agrees that it must submit quarterly Federal Financial Reports (SF-425) and semi-annual performance reports through GMS (<https://grants.ojp.usdoj.gov>), and that it must submit quarterly performance metrics reports through BJA's Performance Measurement Tool (PMT) website ([www.bjaperformancetools.org](http://www.bjaperformancetools.org)). For more detailed information on reporting and other requirements, refer to BJA's website. Failure to submit required reports by established deadlines may result in the freezing of grant funds and High Risk designation.
22. The recipient agrees to comply with applicable requirements to report first-tier subawards of \$25,000 or more and, in certain circumstances, to report the names and total compensation of the five most highly compensated executives of the recipient and first-tier subrecipients of award funds. Such data will be submitted to the FFATA Subaward Reporting System (FSRS). The details of recipient obligations, which derive from the Federal Funding Accountability and Transparency Act of 2006 (FFATA), are posted on the Office of Justice Programs web site at <http://www.ojp.gov/funding/ffata.htm> (Award condition: Reporting Subawards and Executive Compensation), and are incorporated by reference here. This condition, and its reporting requirement, does not apply to grant awards made to an individual who received the award as a natural person (i.e., unrelated to any business or non-profit organization that he or she may own or operate in his or her name).
23. Applicants must certify that Limited English Proficiency persons have meaningful access to the services under this program(s). National origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI and the Safe Streets Act, recipients are required to take reasonable steps to ensure that LEP persons have meaningful access to their programs. Meaningful access may entail providing language assistance services, including oral and written translation when necessary. The U.S. Department of Justice has issued guidance for grantees to help them comply with Title VI requirements. The guidance document can be accessed on the Internet at [www.lep.gov](http://www.lep.gov).
24. The grant recipient agrees to complete and submit to BJA a copy of the Justice and Mental Health Collaboration Program (JMHCP) Planning and Implementation Guide within 6 months from the project period start date. BJA will provide the grant recipient with instructions and assistance on how to complete the JMHCP Planning and Implementation Guide. Once BJA has received and approved the grant recipient's completed JMHCP Planning and Implementation Guide, BJA will notify the grant recipient to begin the project's implementation phase.
25. The recipient may not obligate, expend or draw down funds until the Office of the Chief Financial Officer (OCFO) has approved the budget and budget narrative and a Grant Adjustment Notice (GAN) has been issued to remove this special condition.
26. The recipient may not obligate, expend, or draw down any award funds until: (1) it has provided to the grant manager for this OJP award either an "applicant disclosure of pending applications" for federal funding or a specific affirmative statement that no such pending applications (whether direct or indirect) exist, in accordance with the detailed instructions in the program solicitation, (2) OJP has completed its review of the information provided and of any supplemental information it may request, (3) the recipient has made any adjustments to the award that OJP may require to prevent or eliminate any inappropriate duplication of funding (e.g., budget modification, project scope adjustment), (4) if appropriate adjustments to a discretionary award cannot be made, the recipient has agreed in writing to any necessary reduction of the award amount in any amount sufficient to prevent duplication (as determined by OJP), and (5) a Grant Adjustment Notice has been issued removing this special condition.





**Department of Justice**

Office of Justice Programs

*Bureau of Justice Assistance*

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Washington, D.C. 20531

**Memorandum To:** Official Grant File

**From:** Orbin Terry, NEPA Coordinator

**Subject:** Categorical Exclusion for San Francisco Department of Public Health

The primary purpose of Justice and Mental Health Collaboration Program (JMHCP) is to increase public safety by facilitating collaboration among the criminal justice, juvenile justice, and mental health and substance abuse treatment systems to increase access to mental health and other treatment services for those individuals with mental illness or co-occurring mental health and substance use disorders. Jurisdictions are eligible to apply for planning, planning and implementation, or implementation and expansion funding through JMHCP.

None of the following activities will be conducted whether under the Office of Justice Programs federal action or a related third party action:

- (1) New construction.
- (2) Any renovation or remodeling of a property located in an environmentally or historically sensitive area, including property (a) listed on or eligible for listing on the National Register of Historic Places, or (b) located within a 100-year flood plain, a wetland, or habitat for an endangered species.
- (3) A renovation which will change the basic prior use of a facility or significantly change its size.
- (4) Research and technology whose anticipated and future application could be expected to have an effect on the environment.
- (5) Implementation of a program involving the use of chemicals.

Additionally, the proposed action is neither a phase nor a segment of a project which when reviewed in its entirety would not meet the criteria for a categorical exclusion. Consequently, the subject federal action meets the Office of Justice Programs' criteria for a categorical exclusion as contained in paragraph 4(b) of Appendix D to Part 61 of Title 28 of the Code of Federal Regulations.



Department of Justice  
Office of Justice Programs  
Bureau of Justice Assistance

**GRANT MANAGER'S MEMORANDUM, PT. I:  
PROJECT SUMMARY**

**Grant**

PROJECT NUMBER

2013-MO-BX-0031

PAGE 1 OF 1

This project is supported under FY13(BJA - JMHCP) 42 USC 3797aa

1. STAFF CONTACT (Name & telephone number)

NiKisha L. Love  
(202) 616-8241

2. PROJECT DIRECTOR (Name, address & telephone number)

Jana L. Rickerson  
Grants Administrator  
1380 Howard St, 5th Flr  
San Francisco, CA 94103  
(415) 255-3940

3a. TITLE OF THE PROGRAM

BJA FY 13 Justice and Mental Health Collaboration Program: Planning & Implementation

3b. POMS CODE (SEE INSTRUCTIONS  
ON REVERSE)

4. TITLE OF PROJECT

San Francisco Youth Back on TRACK (Treatment to Recovery through Accountability, Collaboration, and Knowledge)

5. NAME & ADDRESS OF GRANTEE

San Francisco Department of Public Health  
101 Grove Street Room 323  
San Francisco, CA 94102

6. NAME & ADDRESS OF SUBGRANTEE

7. PROGRAM PERIOD

FROM: 10/01/2013 TO: 09/30/2015

8. BUDGET PERIOD

FROM: 10/01/2013 TO: 09/30/2015

9. AMOUNT OF AWARD

\$ 250,000

10. DATE OF AWARD

09/05/2013

11. SECOND YEAR'S BUDGET

12. SECOND YEAR'S BUDGET AMOUNT

13. THIRD YEAR'S BUDGET PERIOD

14. THIRD YEAR'S BUDGET AMOUNT

15. SUMMARY DESCRIPTION OF PROJECT (See instruction on reverse)

The Bureau of Justice Assistance's (BJA) Justice and Mental Health Collaboration Program (JMHCP) is funded through the Mentally Ill Offender Treatment and Crime Reduction Act of 2004 (Public Law 108-414), which was reauthorized in 2008 (Public Law 110-416). The primary purpose of JMHCP is to increase public safety by facilitating collaboration among the criminal justice, juvenile justice, and mental health and substance abuse treatment systems to increase access to mental health and other treatment services for those individuals with mental illness or co-occurring mental health and substance use disorders. Jurisdictions were eligible to apply for planning, planning and implementation, or expansion funding through JMHCP.

The grant recipient will use the planning and implementation grant funds to complete an already-initiated collaboration plan for their criminal justice and mental health collaboration, and then begin implementation of the plan during the project period. Grant funds can be used to support law enforcement response programs; mental health courts, pretrial services, and diversion/alternative prosecution and sentencing programs; treatment accountability services; specialized training for

justice and treatment professionals; corrections/community corrections, transitional, and reentry services to create or expand mental illnesses or co-occurring mental health and substance abuse disorders support services; and non-treatment recovery support services coordination and delivery including case management, housing placement, job training, education, primary and mental health care, and family supportive services.

CA/NCF

## Wong, Linda (BOS)

---

**From:** Truong, Phimy  
**Sent:** Thursday, January 16, 2014 12:21 PM  
**To:** Wong, Linda (BOS)  
**Cc:** Carpenter, Adele  
**Subject:** RE: File No. 131212 - REFERRAL FROM BOARD OF SUPERVISORS (Budget & Finance Committee)  
**Attachments:** 131212-signed.pdf; YC Referral Response to 131212 (1-12-14).pdf

Hi Linda,

I hope you're doing well.

The Youth Commission met to review the legislation referred at their special midyear retreat meeting of Sunday, January 12<sup>th</sup>, 2014 and voted to support the legislation. I've attached the referral cover sheet with the date and signature, as well as a document with the YC's basic motion of support.

Please let me know if you have any questions.

Thank you!

### Phimy Truong

Director  
San Francisco Youth Commission  
City Hall, Room 345 San Francisco, CA 94102  
Office: [\(415\) 554-7112](tel:4155547112) | Fax: [\(415\) 554-6140](tel:4155546140)  
<http://www.sfbos.org/index.aspx?page=5585>

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Tell us what you think are important issues affecting youth in SF!

Complete a Board of Supervisors Customer Satisfaction form by clicking the link below:

<http://www.sfbos.org/index.aspx?page=104>

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**From:** Wong, Linda (BOS)  
**Sent:** Friday, January 03, 2014 3:13 PM  
**To:** Truong, Phimy  
**Subject:** File No. 131212 - REFERRAL FROM BOARD OF SUPERVISORS (Budget & Finance Committee)

Mr. Truong,

The Board of Supervisors has received the attached proposed Resolution regarding the following subject matter and is being referred to the Youth Commission pursuant to Charter Section 4.124.

### File No. 131212

Resolution retroactively authorizing the Department of Public Health to accept and expend a grant in the amount of \$250,000 from U.S. Department of Justice, Office of Justice Programs, Bureau of Justice Assistance, to participate in a program, entitled "San Francisco Youth Back on Treatment to Recovery through Accountability, Collaboration, and Knowledge," for the period of October 1, 2013, through September 30, 2015; and waiving indirect costs.

Please feel free to contact me if you have any questions.

Sincerely,

Linda Wong  
Board of Supervisors/ SF LAFCo  
1 Dr. Carlton B. Goodlett Place, City Hall, Room 244  
San Francisco, CA 94102-4689  
Phone: 415.554.7719 | Fax: (415) 554-5163  
[Linda.Wong@sfgov.org](mailto:Linda.Wong@sfgov.org) | [www.sfbos.org](http://www.sfbos.org)

**Please complete a Board of Supervisors Customer Service Satisfaction form by clicking [here](#).**

**The [Legislative Research Center](#) provides 24-hour access to Board of Supervisors legislation, and archived matters since August 1998.**

BOARD of SUPERVISORS



City Hall  
1 Dr. Carlton B. Goodlett Place, Room 244  
San Francisco 94102-4689  
Tel. No. 554-5184  
Fax No. 554-5163  
TDD/TTY No. 554-5227

# MEMORANDUM

TO: Youth Commission  
FROM: Linda Wong, Assistant Clerk  
DATE: January 2, 2014  
SUBJECT: REFERRAL FROM BOARD OF SUPERVISORS

The Board of Supervisors has received the following, which at the request of the Youth Commission is being referred as per Charter Section 4.124 for comment and recommendation. The Commission may provide any response it deems appropriate within 12 days from the date of this referral.

**File: 131212**

Resolution retroactively authorizing the Department of Public Health to accept and expend a grant in the amount of \$250,000 from U.S. Department of Justice, Office of Justice Programs, Bureau of Justice Assistance, to participate in a program, entitled "San Francisco Youth Back on Treatment to Recovery through Accountability, Collaboration, and Knowledge," for the period of October 1, 2013, through September 30, 2015; and waiving indirect costs.

Please return this cover sheet with the Commission's response to **Linda Wong, Clerk, Budget and Finance Committee.**

\*\*\*\*\*

**RESPONSE FROM YOUTH COMMISSION**      Date: January 13, 2014

No Comment  
 Recommendation Attached

\_\_\_\_\_  
Chairperson, Youth Commission

1 [Accept and Expend Grant - San Francisco Youth Back on Treatment to Recovery Through  
2 Accountability, Collaboration, and Knowledge - \$250,000]

3 **Resolution retroactively authorizing the Department of Public Health to accept and**  
4 **expend a grant in the amount of \$250,000 from U.S. Department of Justice, Office of**  
5 **Justice Programs, Bureau of Justice Assistance, to participate in a program, entitled**  
6 **"San Francisco Youth Back on Treatment to Recovery through Accountability,**  
7 **Collaboration, and Knowledge," for the period of October 1, 2013, through September**  
8 **30, 2015; and waiving indirect costs.**

9  
10 WHEREAS, U.S. Department of Justice, Office of Justice Programs, Bureau of Justice  
11 Assistance has agreed to fund Department of Public Health (DPH) in the amount of \$250,000  
12 for the period of October 1, 2013, through September 30, 2015; and

13 WHEREAS, As a condition of receiving the grant funds, U.S. Department of Justice,  
14 Office of Justice Programs, Bureau of Justice Assistance requires the City to enter into an  
15 agreement (Agreement), a copy of which is on file with the Clerk of the Board of Supervisors  
16 in File No. 131212; which is hereby declared to be a part of this Resolution as if set  
17 forth fully herein; and

18 WHEREAS, The grant requires matching funds in the amount of \$62,500 from the San  
19 Francisco Department of Public Health General Fund; and

20 WHEREAS, The purpose of this project is to develop a shared response to juvenile  
21 substance use, cross-training and coaching to build core knowledge and skills, and the  
22 implementation of best practices in integrated care to serve a total of 130 juveniles with  
23 serious risks and co-occurring mental health and substance use disorders discharged from  
24 San Francisco's Juvenile Hall and Log Cabin Ranch; and

1           WHEREAS, DPH will subcontract with Seneca Family of Agencies, in the total amount  
2 of \$174,825; for the period of October 1, 2013, through September 30, 2015; and

3           WHEREAS, San Francisco Youth Back on Treatment to Recovery through  
4 Accountability, Collaboration, and Knowledge does not allow for indirect costs to maximize  
5 use of grant funds on direct services; and

6           WHEREAS, The grant terms prohibit including indirect costs in the grant budget; now,  
7 therefore, be it

8           RESOLVED, That DPH is hereby authorized to retroactively accept and expend a grant  
9 in the amount of \$250,000 from U.S. Department of Justice, Office of Justice Programs,  
10 Bureau of Justice Assistance; and, be it

11          FURTHER RESOLVED, That DPH is hereby authorized to enter retroactively into a  
12 subcontract agreement in the amount of \$174,825 with Seneca Family of Agencies; for the  
13 period of October 1, 2013, through September 30, 2015; and, be it

14          FURTHER RESOLVED, That the Board of Supervisors hereby waives inclusion of  
15 indirect costs in the grant budget; and, be it

16          FURTHER RESOLVED, That DPH is hereby authorized to retroactively accept and  
17 expend the grant funds pursuant to San Francisco Administrative Code section 10.170-1; and,  
18 be it

19          FURTHER RESOLVED, That the Director of Health is authorized to enter into the  
20 Agreement on behalf of the City.

21 //

22 //

23 //

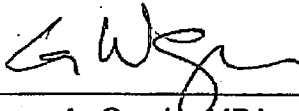
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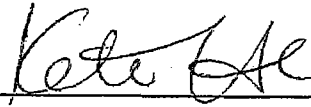
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RECOMMENDED:



Barbara A. Garcia, MPA  
Director of Health

APPROVED:



Office of the Mayor



Office of the Controller

**Youth Commission**  
City Hall ~ Room 345  
1 Dr. Carlton B. Goodlett Place  
San Francisco, CA 94102-4532



(415) 554-6446  
(415) 554-6140 FAX  
[www.sfgov.org/youth\\_commission](http://www.sfgov.org/youth_commission)

**YOUTH COMMISSION**  
**MEMORANDUM**

**TO:** Linda Wong, Assistant Clerk  
**FROM:** 2013-2014 San Francisco Youth Commission  
**DATE:** Monday, January 13, 2014  
**RE:** Referral response to BOS File No. 131212

---

At the special midyear retreat meeting of the San Francisco Youth Commission held on Sunday, January 12<sup>th</sup>, 2014, the Youth Commission voted to unanimously support the following from the Board of Supervisors:

**[BOS File No. 131212] Resolution retroactively authorizing the Department of Public Health to accept and expend a grant in the amount of \$250,000 from U.S. Department of Justice, Office of Justice Programs, Bureau of Justice Assistance, to participate in a program, entitled "San Francisco Youth Back on Treatment to Recovery through Accountability, Collaboration, and Knowledge," for the period of October 1, 2013, through September 30, 2015; and waiving indirect costs.**

Please inform us of forward movement on this item and details about the hearing, should it be scheduled.

If you have any questions, please feel free to contact the San Francisco Youth Commission at (415) 554-6446.

A handwritten signature in cursive script that reads "Nicholas Persky".

---

Chair, Nicholas Persky  
2013-2014 San Francisco Youth Commission

Print Form

# Introduction Form

By a Member of the Board of Supervisors or the Mayor

Time stamp  
or meeting date

RECEIVED  
BOARD OF SUPERVISORS  
S.F. PUBLIC WORKS  
2013 DEC 17 PM 1:52

I hereby submit the following item for introduction (select only one):

- 1. For reference to Committee:  An ordinance, resolution, motion, or charter amendment.
- 2. Request for next printed agenda without reference to Committee.
- 3. Request for hearing on a subject matter at Committee:
- 4. Request for letter beginning "Supervisor  inquires"
- 5. City Attorney request.
- 6. Call File No.  from Committee.
- 7. Budget Analyst request (attach written motion).
- 8. Substitute Legislation File No.
- 9. Request for Closed Session (attach written motion).
- 10. Board to Sit as A Committee of the Whole.
- 11. Question(s) submitted for Mayoral Appearance before the BOS on

Please check the appropriate boxes. The proposed legislation should be forwarded to the following:

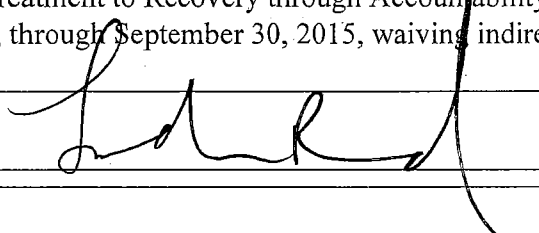
- Small Business Commission     Youth Commission     Ethics Commission
- Planning Commission     Building Inspection Commission

**Note: For the Imperative Agenda (a resolution not on the printed agenda), use a different form.**

**Sponsor(s):**

**Subject:**

**The text is listed below or attached:**

Signature of Sponsoring Supervisor: 

For Clerk's Use Only:

13/2/12

