

File No. 120248

Board Item No.

17

COMMITTEE/BOARD OF SUPERVISORS
AGENDA PACKET CONTENTS LIST

Board of Supervisors Meeting

Date: March 20, 2012

Cmte	Board	
<input type="checkbox"/>	<input type="checkbox"/>	Motion
<input type="checkbox"/>	<input checked="" 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 Analyst Report
<input type="checkbox"/>	<input type="checkbox"/>	Legislative Analyst Report
<input type="checkbox"/>	<input type="checkbox"/>	Youth Commission Report
<input type="checkbox"/>	<input type="checkbox"/>	Introduction Form (for hearings)
<input type="checkbox"/>	<input type="checkbox"/>	Department/Agency Cover Letter and/or Report
<input type="checkbox"/>	<input type="checkbox"/>	MOU
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Grant Information Form
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Grant Budget
<input type="checkbox"/>	<input type="checkbox"/>	Subcontract Budget
<input type="checkbox"/>	<input type="checkbox"/>	Contract/Agreement
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Award Letter
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application
<input type="checkbox"/>	<input type="checkbox"/>	Public Correspondence

OTHER:

Completed by: Annette Lonich

Date: March 15, 2012

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

Introduction Form

By a Member of the Board of Supervisors or the Mayor

Time stamp
or meeting date

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):

Supervisor Olague

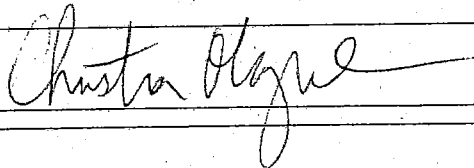
Subject:

Accept and Expend Grant – Juvenile Detention Reform – \$34,603

The text is listed below or attached:

Resolution authorizing the Department of Juvenile Probation to retroactively accept and expend a grant in the amount of \$34,603 from the Annie E. Casey Foundation for continuing support of the juvenile justice reform activities at the Juvenile Probation Department.

Signature of Sponsoring Supervisor: _____



For Clerk's Use Only:

1 [Accept and Expend Grant – Juvenile Detention Reform – \$34,603]

2
3 **Resolution authorizing the Department of Juvenile Probation to retroactively accept**
4 **and expend a grant in the amount of \$34,603 from the Annie E. Casey Foundation for**
5 **continuing support of the juvenile justice reform activities at the Juvenile Probation**
6 **Department.**

7
8 WHEREAS, The Annie E. Casey Foundation has supported San Francisco's efforts to
9 implement the Juvenile Detention Alternative Initiative (JDAI) Core Principles; and

10 WHEREAS, The City and County of San Francisco deems it essential to continue the
11 process of Juvenile Justice Reform; and

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

13 WHEREAS, The Juvenile Probation Department has been selected to receive an
14 unconditional, unrestricted grant in the amount of \$34,603 from the Annie E. Casey
15 Foundation; now, therefore, be it

16 RESOLVED, That the Juvenile Probation Department of the City and County of San
17 Francisco is authorized to enter into the attached grant award agreement on behalf of the
18 City; and be it

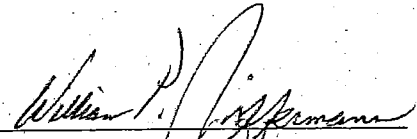
19 FURTHER RESOLVED, That the Board of Supervisors hereby waives inclusion of
20 indirect costs in the grant budget; and be it

21 FURTHER RESOLVED, That William P. Siffermann, Chief Probation Officer of the San
22 Francisco Juvenile Probation Department be authorized to accept and expend the \$34,603 of
23 the grant funds for the benefit of the San Francisco Juvenile Probation Department; and be it

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FURTHER RESOLVED, That the City and County of San Francisco will adhere to the requirements of the Annie E. Casey Foundation and all conditions specified in the grant agreement.

Recommended:


Department Head

Approved: 

Mayor

Approved: 

Controller

TO: Angela Calvillo, Clerk of the Board of Supervisors
FROM: Chief William P. Siffermann
DATE: January 10, 2012
SUBJECT: Accept and Expend Resolution for Subject Grant
GRANT TITLE: Juvenile Detention Alternative Initiative: Annie E. Casey

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

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

Grant information form, including disability checklist

Grant budget.

n/a Grant application

Grant award letter from funding agency

Other (Explain): JVD AI - 12 FAMIS screenshots

Special Timeline Requirements:

None.

Departmental representative to receive a copy of the adopted resolution:

Name: Catherine McGuire

Phone: 753-7560

Interoffice Mail Address: JPD, Room 206

Certified copy required Yes

No X

(Note: certified copies have the seal of the City/County affixed and are occasionally required by funding agencies. In most cases ordinary copies without the seal are sufficient).

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

Grant 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: Juvenile Detention Alternatives Initiative
2. Department: Juvenile Probation Department
3. Contact Person: William Siffermann Telephone: 753-7556
4. Grant Approval Status (check one):
 Approved by funding agency Not yet approved
5. Amount of Grant Funding Approved or Applied for: \$ \$34, 603

-
- 6a. Matching Funds Required: \$ n/a
 - b. Source(s) of matching funds (if applicable):

- 7a. Grant Source Agency: Annie E. Casey Foundation
- b. Grant Pass-Through Agency (if applicable):

8. Proposed Grant Project Summary:
To provide continued support for the City and County of San Francisco and the Juvenile Probation Department to implement the eight (8) core strategies articulated by the Juvenile Detention Alternatives Initiative for Juvenile Justice system reform.

9. Grant Project Schedule, as allowed in approval documents, or as proposed:
- Start-Date: July 1, 2011 End-Date: June 30, 2012

- 10a. Amount budgeted for contractual services: -0-
- b. Will contractual services be put out to bid? No
- c. If so, will contract services help to further the goals of the Department's Local Business Enterprise (LBE) requirements?
- d. Is this likely to be a one-time or ongoing request for contracting out?

- 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

12. Any other significant grant requirements or comments:

****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):

- | | | |
|--|---|--|
| <input type="checkbox"/> Existing Site(s) | <input type="checkbox"/> Existing Structure(s) | <input type="checkbox"/> Existing Program(s) or Service(s) |
| <input type="checkbox"/> Rehabilitated Site(s) | <input type="checkbox"/> Rehabilitated Structure(s) | <input type="checkbox"/> New Program(s) or Service(s) |
| <input type="checkbox"/> New Site(s) | <input type="checkbox"/> 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:

Louise Brooks Houston

(Name)

Human Resources Director

(Title)

Date Reviewed: 2/13/12

Louise Brooks Houston
(Signature Required)

Department Head or Designee Approval of Grant Information Form:

William P. Siffermann

(Name)

CHIEF PROBATION OFFICER

(Title)

Date Reviewed: 2/13/12

William P. Siffermann
(Signature Required)

701 St. Paul Street
Baltimore, MD 21202
410 547-6600
FAX 410 547-6624



The Annie E. Casey Foundation

December 13, 2011

Continuation

Grant Number: 202.0508
Request I.D.: GA-2011-000261

William Siffermann
Chief Probation Officer
City and County of San Francisco, Juvenile Probation Department
375 Woodside Avenue,
San Francisco, CA 94127

Dear Mr. Siffermann:

This letter formally establishes an Agreement with City and County of San Francisco, Juvenile Probation Department as a grantee to the Annie E. Casey Foundation (Foundation), and supersedes any other letter to date for Grant Number 202.0508.

The following details the 2011 grant made to City and County of San Francisco, Juvenile Probation Department.

Total Authorized Amount: \$34,603.00

This amount includes \$15,000.00 of requested amount, \$19,603.00 of carry-over funds, and \$0.00 of not drawn down funds.

Grant Period: July 1, 2011 - June 30, 2012

Annie E. Casey Foundation Contact: Gail D. Mumford

The above referenced person is the contact for questions related to this grant.

Project Title: Support replication of the Juvenile Detention Alternatives Initiative (JDAI).

Description of Work and Products:

- Continue to implement JDAI's eight core strategies in San Francisco, California by creating:
 - An interagency collaborative to plan and monitor detention reforms
 - Objective, risk-based admissions screening
 - New or enhanced non-secure detention alternatives
 - Expedited case processing to reduce lengths of stay and adjudicatory delays
 - Improved policies and practices for dealing with warrants, violations of probation and similar types of cases
 - Specific strategies aimed at reducing racial disparities in the use of detention
 - Consistent monitoring of conditions of confinement and improvements in areas found deficient
 - Development of a capacity to track the results of these changes, and

- Develop a JDAI work plan to organize and guide the work of detention reform;
- Prepare and submit quarterly statistical reports and an annual “results report” consistent with format and instructions provided by the Foundation;
- Provide updates on site progress, innovations and personnel to JDAI News and the JDAI Help Desk, as appropriate; and
- Organize inter-agency delegations to visit JDAI model sites and attend JDAI regional meetings and the national inter-site conference, as requested by the Foundation.

Performance Measures:

- Average daily population in secure detention;
- Failure to appear and pre-adjudication re-arrest rates;
- Number and percent of youth of color in secure detention;
- Number of model site visits made and number of stakeholders attending;
- Number of items submitted or reported to JDAI Help Desk and JDAI News;
- Number of commitments to state custody;
- Specific policy, practice and program reforms implemented;
- Specific reallocation of systems resources to support detention reform; and
- Local, state, federal, foundation and private funds granted for detention reform activities.

Payment Provisions: \$15,000.00

This amount includes \$15,000.00 of requested amount and \$0.00 of non-drawn down funds.

Based on the approved budget, the Foundation agrees to pay City and County of San Francisco, Juvenile Probation Department up to \$15,000.00 in one lump sum payment upon receipt and approval of this fully executed original Letter of Agreement.

Our understanding is that these funds will be spent according to the attached budget. Any changes in this approved budget that exceed 15% of any line item, as well as any changes in key personnel, must be approved in advance by the Foundation.

Reporting Requirements:

City and County of San Francisco, Juvenile Probation Department will submit Progress and Expenditure Reports to the Foundation according to the following schedule:

<u>Report Name</u>	<u>Due On or Before</u>	<u>Covering the Period of</u>
Final Progress Report	July 31, 2012	July 1, 2011 – June 30, 2012
Final Expenditure Report	July 31, 2012	July 1, 2011 – June 30, 2012

Please email the signed reports to grantsreporting@aecf.org and include the grant number designated on the first page of this document.

Further specific provisions of this grant are described in the attached Publication Acknowledgement Standards, and Terms and Conditions for Annie E. Casey Foundation Grants.

Grant No. 202.0508
Page 3 of 3

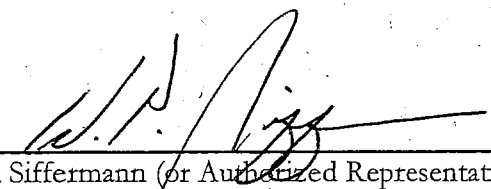
I hope you find the terms of this grant acceptable. Please indicate this by signing below and returning the complete original Letter of Agreement to **Grants Reporting** in the enclosed self-addressed envelope.

On behalf of the Annie E. Casey Foundation, I look forward to a productive relationship.

Sincerely,



Patrick T. McCarthy
President and CEO



William Siffermann (or Authorized Representative)

12/19/11
Date

Enclosures

Vision: To enhance San Francisco Juvenile Probation's Youth Leadership Development Strategies and Practices with the goals of incorporating these strategies into Probation's everyday operations, to provide a strong and meaningful voice for youth previously involved with our system, and to impact the rate of recidivism of youth current in our system.

JPD's Youth Leadership Development Initiative has five (5) Primary Goals:

- Goal #1: Train existing and new JAC members to enable them to effectively communicate with probation youth and their parents.
- Goal #2: Continue building JAC members into a strong and effective Youth Leadership Development Component
- Goal #3: Organize and conduct user feedback with youth exiting probation on their probation experiences
- Goal #4: Develop and coordinate community presentations to high school and middle-school students
- Goal #5: Participate in the Probation Enhancement Program as part of the Saturday program with the goal of reducing the use of secure detention for violations of probation.
- Goal #6: Provide JPD administration with quantitative and qualitative data which reflect JPD's Youth Leadership Development efforts

Goal #1: Train existing and new JAC members to enable them to effectively communicate with probation youth and their parents.

Objectives	Strategies/Activities	Timeline	Outcome
Objective #1: To recruit new JAC members as needed.	Develop recruiting flyers; outreach to PO and CBOs; speaking with groups about our recruitment	Year-round	To develop a cadre of well-trained JAC members
Objective #2: To train new JAC members about responsibilities of JAC membership, monthly probation orientation, and public speaking	Provide eight (8) hours of training for JAC members	March	JAC members will show increased understanding through pre and post tests
Objective #3: Coordinate monthly Probation Orientations for new probationers and their families	JAC members will lead the monthly (1 st Saturday morning of every month) probation orientation	April -- June	Coordinator will oversee JAC members participation, and help with presentations

Goal #2: Continue building JAC members into a strong and effective Youth Leadership Development Component

Objectives	Strategies/Activities	Timeline	Outcome
Objective #1: To provide opportunities for JAC members to participate in growth activities.	Network with other youth-serving agencies	Year-round	To develop a cadre of well-trained JAC members
Objective #2: To provide public speaking opportunities for JAC members	Meet with JPD Administrators and others in the child-serving field for appropriate speaking opportunities.	Year-round	JAC members will communicate the strength of JPD's commitment to youth and the community.
Objective #3: Coordinate monthly Probation Orientations for new probationers and their families	JAC members will lead the monthly (1 st Saturday morning of every month) probation orientation	Year-round	Coordinator will oversee JAC members participation, and help with presentations

San Francisco JDAI Work Plan for 2011/2012

Goal #3: Organize and conduct user feedback with youth exiting probation on their probation experiences

Objectives	Strategies/Activities	Timeline	Outcome Measure
Objective #1: Create survey tools for use by JAC members to conduct exit interviews	Create survey tools (both exit interview questions and a written exit survey)	By July 31st	2 completed tools used to gather qualitative information will be developed
Objective #2: Train JAC members with the necessary skills to conduct a useful exit interview	Provide trainings, orientation, and role-playing to JAC members	By September 30th	JAC members will have received necessary training to start administering exit interviews
Objective #3: Gather information from recent probation graduates	JAC members will either interview recent graduates on a one-to-one basis or will coordinate the completion of a written exit survey	October- June	50 interviews/surveys completed

Goal #4: Develop and coordinate community presentations to high school and middle school students

Objective	Strategies/Activities	Timeline	Outcome Measure
Objective #1: Organize community presentation on the Juvenile Justice system by system partners and JAC members	Present a minimum of one school or community based presentation/month	March	One presentation/month
Objective #2: Provide schools, community groups and presenters with concise information	Develop informational packet	March	Each partner will have an informational packet and follow-up letter
Objective #3: To inform youth on the cause and effect of their behavior on themselves, family and community that results from entering the juvenile justice system	Facilitate presentations	March - June	4 completed presentations

San Francisco JDAI Work Plan for 2011/2012

Goal #5: Participate in the Probation Enhancement Program (PEP) as part of the Saturday program with the goal of reducing the use of secure detention for violations of probation

Objectives	Strategies/Activities:	Timeline	Outcome Measure
Objective #1: Provide probation youth who are close to secure detention due to a probation violation with an enhancement class.	JAC Members will meet with the Probation Officers and CBOs for each monthly Saturday Enhancement	August – June	Participants will show a decreased rate of secure detention due to a VOP.
Objective #2: Provide probation youth who are close to secure detention due to a probation violation an opportunity reflect the experiences of their peers.	JAC members will actively participate in the Probation Enhancement Program 2 Saturdays/month.	August – June	Participants will show a decreased rate of secure detention due to a VOP.

Goal #6: Provide JPD administration with quantitative and qualitative data which reflect JPD's Youth Leadership Development efforts

Objectives	Strategies/Activities:	Timeline	Outcome Measure
Objective #1: Participants are better prepared to follow rules of probation	Youth Development Coordinator will analyze impact of Probation Orientations regarding recidivism and probation violations of participants by reviewing participant questionnaires completed at the end of each orientation	On-going	Participants will show a decrease in both new law violations and violations of probation, as measured by a comparison with a cohort of youth that haven't participated in orientations. Written analysis of participant questionnaires, detailing what the participants learned, how it helped them, and how the orientations can be improved.
Objective #4: JAC members will provide advice to JPD administration	Yearly meeting between key Probation administration and JAC members	June	JPD Administration will learn first-hand from JAC members what is working and what needs to be improved.

San Francisco JDAI Work Plan for 2011/2012

San Francisco 2011-2012 ABCE Budget

Revenue	
Carryover	\$19,603
11/12 grant	\$15,000
Total Revenue	\$34,603
Expenditures	
Youth Leadership Development Coordinator: salary & benefits	\$20,413
Staff training	\$3,000
Materials & Supplies	\$ 500
Equipment	
JAC Stipends	\$10,690
Total Expenditures	\$34,603

