

File No. 100496

Committee Item No. 5

Board Item No. 01

### COMMITTEE/BOARD OF SUPERVISORS

#### AGENDA PACKET CONTENTS LIST

Sub - Committee: Budget and Finance

Date: May 5, 2010

Board of Supervisors Meeting

Date: 05/18/10

#### Cmte Board

- |                                     |                                     |  |
|-------------------------------------|-------------------------------------|--|
| <input type="checkbox"/>            | <input type="checkbox"/>            | Motion                                       |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Resolution                                   |
| <input checked="" type="checkbox"/> | <input checked="" 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"/>            | Introduction Form (for hearings)             |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Department/Agency Cover Letter and/or Report |
| <input type="checkbox"/>            | <input type="checkbox"/>            | MOU  |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Grant Information Form                       |
| <input checked="" 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 checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Award Letter                                 |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Application                                  |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Public Correspondence                        |

#### OTHER

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Completed by: Andrea S. Ausberry

Date Friday, April 30, 2010

Completed by: A. Ausberry

Date 5/6/10

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



1 [Accept and Expend Grant - California Emergency Management Agency and Amendment  
2 to the Annual Salary Ordinance for FY2009-2010 - \$505,599]

3  
4 **Ordinance authorizing the Department of Adult Probation to retroactively**  
5 **accept and expend a grant in the amount of \$505,599 from the California Emergency**  
6 **Management Agency for a pilot program funded by Senate Bill 678 designed to**  
7 **improve outcomes for 18-25 year old probationers, and amending Ordinance**  
8 **No. 183-09 (Annual Salary Ordinance, FY2009-2010) to reflect the addition of**  
9 **one (1) grant-funded position (0.25 FTE) in Class 8444 Deputy Probation Officer**  
10 **at the Department of Adult Probation.**

11 Note: Additions are single-underline italics Times New Roman;  
12 Deletions are ~~striketrough-italics Times New Roman~~.  
13 Board amendment additions are double underlined.  
Board amendment deletions are ~~striketrough-normal~~.

14 Be it ordained by the People of the City and County of San Francisco:

15 Section 1. Findings.

16 (a) The Evidence Based Probation Supervision pilot program will be established in  
17 the Department's 18-25 Transitional Age Youth (TAY) supervision unit. The Department  
18 will implement Evidence Based Probation Supervision practices including: training for  
19 officers, individualized case planning based on risk and needs assessment results, case  
20 management including treatment service coordination based on case plans, intensive  
21 supervision of high risk offenders with service coordination, and a program of graduated  
22 incentives and sanctions to reward positive behaviors and discourage negative behaviors.  
23 It is anticipated that provision of these Evidence Based Probation Supervision services  
24 will result in improved outcomes for this group, a lower rate of violations and reduced  
25 victimization.

1 (b) The award period is from March 9, 2010 to September 30, 2012.

2 (c) The grant does not include any provision for indirect costs.

3 Section 2. Authorization to Accept and Expend Grant Funds.

4 (a) The Board of Supervisors hereby authorizes the Department of Adult Probation  
5 (ADP) to retroactively accept and expend grant funds in the amount of \$505,599 from Cal  
6 EMA.

7 (b) The grant does not include any provisions for indirect costs, and indirect costs  
8 are hereby waived.


9  
10 Section 3. Grant funded positions: Amendment to FY 2009-2010 Annual Salary  
11 Ordinance. The hereinafter designated sections of Ordinance No. 183-09 (Annual Salary  
12 Ordinance, FY 2009-2010) are hereby amended to add one (1) position at the Department  
13 of Adult Probation (ADP) as follows:

14  
15 Department: ADP (13) Adult Probation Department  
16 Program: AKB  
17 Subfund: 2S PPF GNC  
18 Index Code: 130678  
19


<u>Amendment</u>	<u># of Pos.</u>	<u>Class and Title</u>	<u>Compensation</u>
<u>Add</u>	<u>0.25 FTE</u>	<u>8444 Deputy Probation Officer</u>	<u>\$2,041 B \$3,308</u>

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APPROVED AS TO FORM  
Dennis J. Herrera, City Attorney

By:   
Sallie Gibson  
Deputy City Attorney

APPROVED AS TO CLASSIFICATION  
DEPARTMENT OF HUMAN RESOURCES

By:   
Micki Callahan, Director  
Department of Human Resources

Recommended:

  
Wendy S. Still  
Chief Adult Probation Officer  
Department of Adult Probation

APPROVED:   
Gavin Newsom  
Mayor

APPROVED:   
Ben Rosenfield  
Controller

## Budget Narrative

The San Francisco Adult Probation Department proposes to staff the 18-25 year old unit with one additional probation officer to reduce caseload size. The plan is to enhance the 18-25 year old unit by developing and implementing a supervision and service strategy appropriate to meet the needs of the 18-25 year old population and to increase the unit's ability to help probationers avoid revocation of probation.

We plan to implement an intervention model with three best practice elements: graduated sanctions and rewards, service delivery, and case plan development.

### Allocation of SB 678 Funds

#### Salary and Benefits

\$301,032

Deputy Probation Officer (30mos)

Funds one Deputy Probation Officer to reduce caseload size in the 18-25 year old unit and enable more effective supervision.

#### Training

\$15,000

Training for Probation Officers to gain latest techniques and strategy in motivational interviews, Case Plan Development, Case Management, and Performance and Outcome Measure Reporting.

#### Professional Services

\$189,567

Contract Services to provide a continuum of services identified to meet the specific needs of the population. These services may be a collaborative effort with other agencies or referral services with Community based organizations.

ZP09 Evidence based Probation Supervision Recovery Act Program  
 San Francisco, City & County  
 18-25 Transitional Age Adults

Award #: ZP09 01 0380  
 Award Period: 10/01/09 - 09/30/12  
 Latest Request: , Not Final 201

A. Personal Services - Salaries/Employee Benefits

F/S/L	Funding Source	Budget Amount	Paid/Expended	Balance	Pending	Pending Balance
F	09JAGR	301,032	0	301,032	0	301,032
<b>Total A. Personal Services - Salaries/Employee Benefits:</b>		<b>301,032</b>	<b>0</b>	<b>301,032</b>	<b>0</b>	<b>301,032</b>

B. Operating Expenses

F/S/L	Funding Source	Budget Amount	Paid/Expended	Balance	Pending	Pending Balance
F	09JAGR	204,567	0	204,567	0	204,567
<b>Total B. Operating Expenses:</b>		<b>204,567</b>	<b>0</b>	<b>204,567</b>	<b>0</b>	<b>204,567</b>

C. Equipment

F/S/L	Funding Source	Budget Amount	Paid/Expended	Balance	Pending	Pending Balance
F	09JAGR	0	0	0	0	0
<b>Total C. Equipment:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

	Budget Amount	Paid/Expended	Balance	Pending	Pending Balance
Total Local Match:	0	0	0	0	0
Total Funded:	505,599	0	505,599	0	505,599
Total Project Cost:	505,599	0	505,599	0	505,599

F/S/L (Funding Types): F=Federal, S=State, L=Local Match  
 Paid/Expended=posted in ledger w/Claim Schedule, Pending=Processed, but not yet in Claim Schedule

03/09/10

**BUDGET CATEGORY AND LINE ITEM DETAIL**

A. Personal Services - Salaries/Employee Benefits	COST
Salaries	\$215,023
Benefits	\$86,009
<b>TOTAL</b>	<b>\$301,032</b>



BUDGET CATEGORY AND LINE ITEM DETAIL

B. Operating Expenses	COST
Training	\$15,000
Professional Services	\$189,567
<b>TOTAL</b>	<b>\$204,567</b>

**BUDGET CATEGORY AND LINE ITEM DETAIL**

C. Equipment	COST
NONE	\$0
<b>TOTAL</b>	<b>\$0.00</b>
<b>Total Project Cost</b>	<b>\$505,599</b>

**BUDGET CATEGORY AND LINE ITEM DETAIL**

A. Personal Services – Salaries/Employee Benefits	COST
Year 3	
Salaries	
8444 Deputy Probation Officer	
\$7,167 Monthly x 6 Months x 100% funded	\$43,005
Benefits - 40% of Salary	
Retirement 56%	\$9,632
Social Security 7%	\$1,204
Health Coverage 37%	\$6,365
Total Benefits	\$17,201
SUB Total Year	\$60,206

Personal Total \$301,032 ✓

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B. Operating Expenses					COST
Year 1					
Training					
1 Supervising Probation Officer					
6 Deputy Probation Officers					
Course Title	Length	Trainer Cost	Venue	Cost	
Motivational Interviewing Intensive Workshop	4 days	4,954		\$4,954	
Cognitive Behavioral Modification	2 days	224	600	\$824	
Crucial Conversations	1 day	3500		\$3,500	
Supervisors: MI Policy and Monitoring Use	1 day	128		\$128	
Training Year 1					\$9,406
Professional Services					
<u>Purpose</u>		<u>Goal</u>			
Develop a case plan based on risk and needs assessment results. Improve case management including coordination based on case plans and intensive supervision of high risk offenders with service coordination		Reduction in probation violations and new convictions, drug use and unemployment. Increased participants in education or vocational programs, treatment success or reentry, field visits and communications with service providers.			
Professional Svcs Year 1					\$37,913
SUB Total Operating Expenses Year 1					\$47,319 ✓

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B: Operating Expenses					COST
Year 2					
Training					
1 Supervising Probation Officer					
6 Deputy Probation Officers					
Course Title	Length	Trainer Cost	Venue	Cost	
Motivational Interviewing Advanced Workshop-Level II	3 days	3,504		\$3,504	
Dealing with Aggression and Violence in the Population You Serve	1 day	112	300	\$412	
Addictive Disorders-How People Get Addicted/Treatment Methods	1 day	112	300	\$412	
Training Year 2				<del>\$4,328</del>	
Professional Services					
<u>Purpose</u>		<u>Goal</u>			
Develop a case plan based on risk and needs assessment results. Improve case management including coordination based on case plans and intensive supervision of high risk offenders with service coordination		Reduction in probation violations and new convictions, drug use and unemployment. Increased participants in education or vocational programs, treatment success or reentry, field visits and communications with service providers.			
Professional Svcs Year 2				\$75,827	
SUB Total Operating Expenses Year 2					\$80,155 ✓

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**BUDGET CATEGORY AND LINE ITEM DETAIL**

B. Operating Expenses				COST
Year 3				
Training 1 Supervising Probation Officer 6 Deputy Probation Officers				
Course Title	Length	Trainer Cost	Venue	Cost
Evidence Based Practices Overview/Review	2 days	224	518	\$742
Adolescent Risk Behaviors and Development	1 day	112	-	\$112
The Traumatic Impact of Domestic Violence:Adolescents	1 day	112	300	\$412
Training Year 3 3				\$4,266
Professional Services				
<u>Purpose</u>		<u>Goal</u>		
Develop a case plan based on risk and needs assessment results. Improve case management including coordination based on case plans and intensive supervision of high risk offenders with service coordination		Reduction in probation violations and new convictions, drug use and unemployment. Increased participants in education or vocational programs, treatment success or reentry, field visits and communications with service providers.		
Professional Svcs Year 3				\$75,827
Sub Total Operating Expenses Year 3				\$77,093 ✓

Page 3

02 Operating Total \$204,567 ✓

C. Equipment	COST
Year 1 None	\$0
SUB TOTAL	\$0.00

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C. Equipment	COST
Year 2 None	\$0
<del>SUB</del> TOTAL	\$0.00

97



**BUDGET CATEGORY AND LINE ITEM DETAIL**

C. Equipment	COST
Year 3  None	\$0
<sup>SUB</sup> TOTAL	\$0.00
TOTAL Project Cost	\$505,599 ✓

Equipment Total \$ 0

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PUBLIC SAFETY AND VICTIM SERVICES PROGRAMS DIVISION  
CALIFORNIA EMERGENCY MANAGEMENT AGENCY

PUBLIC SAFETY BRANCH  
3650 SCHRIEVER AVENUE  
MATHER, CALIFORNIA 95655  
TELEPHONE: (916) 324-6724  
FAX: (916) 324-9179



March 9, 2010

Ernest Mendieta  
Division Director, Community Service  
San Francisco, City & County  
850 Bryant Street, Room 200  
San Francisco, CA 94103

Dear Mr. Mendieta:

**SUBJECT: NOTIFICATION OF APPLICATION APPROVAL**  
Evidence Based Probation Supervision Recovery Act Program (200902616)  
Award #: ZP09 01 0380  
Cal EMA ID#: 075-00000

Congratulations! The California Emergency Management Agency (Cal EMA) has approved your application in the amount of \$505,599, subject to Budget approval. A copy of your approved subgrant is enclosed for your records.

Cal EMA will make every effort to process payment requests within 60 days of receipt.

This subgrant is subject to the Cal EMA Recipient Handbook. You are encouraged to read and familiarize yourself with the Cal EMA Recipient Handbook, which can be viewed on Cal EMA's website at [www.calema.ca.gov](http://www.calema.ca.gov).

Any funds received in excess of current needs, approved amounts, or those found owed as a result of a close-out or audit, must be refunded to the State within 30 days upon receipt of an invoice from Cal EMA.

Should you have questions on your subgrant, please contact your Program Specialist.

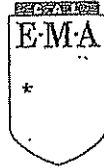
LEVS Grant Processing

Enclosure

c: Recipient's file

ARNOLD SCHWARZENEGGER  
GOVERNOR

MATTHEW R. BETTENHAUSEN  
ACTING SECRETARY



3650 SCHRIEVER AVENUE  
MATHER, CA 95655

PHONE (916) 322-9235  
FAX (916) 323-1756

CALIFORNIA EMERGENCY MANAGEMENT AGENCY

*John Shannon California*  
*Crim Justice Specialist*  
916 322 9235

Application Cover Sheet

RFA PROCESS

EVIDENCE-BASED PROBATION SUPERVISION PROGRAM

Submitted by:  
Patrick J. Boyd, Chief Adult Probation Officer  
San Francisco Adult Probation Department  
Hall of Justice  
850 Bryant Street, Room 200  
San Francisco, California 94103  
415-553-1688

Cal EMA \_\_\_\_\_

Award # \_\_\_\_\_

### CALIFORNIA EMERGENCY MANAGEMENT AGENCY GRANT AWARD FACE SHEET (Cal EMA 2-101)

The California Emergency Management Agency, hereafter designated Cal EMA, hereby makes a grant award of funds to the following:

1. Grant Recipient: San Francisco Adult Probation Department

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

2. Implementing Agency: San Francisco Adult Probation Department

3. Project Title: 18-25 Transitional Age Adults

4. Grant Period: 10/01/09 to 09/30/12

\*Select the Grant year and fund source(s) from the lists below or type the appropriate acronym in box 9. Enter the amount(s) from each source. Please do not enter both State and Federal fund sources on the same line. Add any cash match(s). Block 10G is the Grant Award total amount.

Grant Year	Fund Source	A. State	B. Federal	C. Total	D. Cash Match	E. In-Kind Match	F. Total Match	G. Total Project Cost
Select	5. BYRN	\$505,599					\$0	
Select	6. Select						\$0	
Select	7. Select						\$0	
Select	8. Select						\$0	
Select	9.						\$0	
	10. TOTALS	\$505,599	\$0	\$505,599	\$0	\$0	\$0	10. Grand Total: \$505,599

11. This grant award consists of this title page, the application for the grant, which is attached and made a part hereof, and the Assurance of Compliance forms which are being submitted. I hereby certify I am vested with the authority, and have the approval of the City/County Financial Officer, City Manager, County Administrator, or Governing Board Chair, to enter into this grant award agreement; and all funds received pursuant to this agreement will be spent exclusively on the purposes specified. The grant recipient signifies acceptance of this grant award and agrees to administer the grant project in accordance with the statute(s), the Cal EMA Program Guidelines, the Cal EMA Recipient Handbook, the Federal OJP Financial Guide and Program Guidelines (if applicable), and the Cal EMA audit requirements, as stated in the applicable RFP or RFA. The grant recipient further agrees to all legal conditions and terms incorporated by reference in the applicable RFP or RFA, and agrees that the allocation of funds is contingent on the enactment of the State Budget.

12. Official Authorized to Sign for Applicant/Grant Recipient:

Federal Employer ID Number: 94-6000417

Name: Patrick J. Boyd

Title: Chief, Adult Probation Officer

Payment Mailing Address: 850 Bryant Street, Room 200

City: San Francisco Zip: 94103

Telephone: (415) 553-1688  
(area code)

FAX: (415) 553-1717  
(area code)

Email: patrick\_boyd@sfgov.org

Signature 

Date: 12/30/2009

[FOR CalEMA USE ONLY]

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

CalEMA Fiscal Officer \_\_\_\_\_

Date \_\_\_\_\_

CalEMA Director (or designee) \_\_\_\_\_

Date \_\_\_\_\_

RECOVERY JAG - SPECIAL CONDITIONS CERTIFICATION  
GRANT AWARD # \_\_\_\_\_

By entering into Grant Award Agreement with Cal EMA, the Recipient acknowledges that awards made under the Recovery Act will be *one-time awards* and accordingly that its proposed project activities and deliverables are to be accomplished without additional Cal EMA funding.

The Recipient agrees to comply with the financial and administrative requirements set forth in the current edition of the Recipient Handbook, the Request for Application (RFA) or Request for Proposal (RFP), and any program guidelines developed by Cal EMA.

The Recipient further agrees to adhere to and comply with the following Special Conditions placed on Cal EMA's Recovery JAG award with the Bureau of Justice Assistance:

1. The recipient agrees to comply with the organizational audit requirements of OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations, as further described in the current edition of the OJP Financial Guide, Chapter 19.
2. The 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.
3. JAG NEPA - The recipient agrees to assist BJA in complying with the National Environmental Policy Act (NEPA), the National Historic Preservation Act, and other related federal environmental impact analyses requirements in the use of these grant funds, either directly by the grantee or by a subrecipient. Accordingly, the recipient agrees to first determine if any of the following activities will be funded by the grant, prior to obligating funds for any of these purposes. If it is determined that any of the following activities will be funded by the grant, the recipient agrees to contact BJA.

The grantee understands that this special condition applies to its following new activities whether or not they are being specifically funded with these grant funds. That is, as long as the activity is being conducted by the grantee, a subrecipient, or any third party and the activity needs to be undertaken in order to use these grant funds, this special condition must first be met. The activities covered by this special condition are:

- a. New construction;
- b. Minor renovation or remodeling of a property located in an environmentally or historically sensitive area, including properties located within a 100-year flood plain, a wetland, or habitat for endangered species, or a property listed on or eligible for listing on the National Register of Historic Places;

- c. A renovation, lease, or any proposed use of a building or facility that will either (a) result in a change in its basic prior use or (b) significantly change its size;
- d. Implementation of a new program involving the use of chemicals other than chemicals that are (a) purchased as an incidental component of a funded activity and (b) traditionally used, for example, in office, household, recreational, or education environments; and
- e. Implementation of a program relating to clandestine methamphetamine laboratory operations, including the identification, seizure, or closure of clandestine methamphetamine laboratories.

The grantee understands and agrees that complying with NEPA may require the preparation of an Environmental Assessment and/or an Environmental Impact Statement, as directed by BJA. The grantee further understands and agrees to the requirements for implementation of a Mitigation Plan, as detailed at <http://www.ojp.usdoj.gov/BJA/resource/nepa.html>, for programs relating to methamphetamine laboratory operations.

Application of this Special Condition to Grantee's Existing Programs or Activities: For any of the grantee's or its subgrantees' existing programs or activities that will be funded by these grant funds, the grantee, upon specific request from BJA, agrees to cooperate with BJA in any preparation by BJA of a national or program environmental assessment of that funded program or activity.

- 4. JAG data collection - The grantee agrees to comply with all reporting, data collection and evaluation requirements, as prescribed by law and detailed by the BJA in program guidance for the Justice Assistance Grant (JAG) Program.
- 5. Access to Records; Interviews - The recipient understands and agrees that DOJ (including OJP and the Office of the Inspector General (OIG)), and its representatives, and the Government Accountability Office (GAO), shall have access to and the right to examine all records (including, but not limited to, books, papers, and documents) related to this Recovery Act award, including such records of any subrecipient, contractor, or subcontractor.

The recipient also understands and agrees that DOJ and the GAO are authorized to interview any officer or employee of the recipient (or of any subrecipient, contractor, or subcontractor) regarding transactions related to this Recovery Act award.

- 6. Separate Tracking and Reporting of Recovery Act Funds and Outcomes - The recipient agrees to track, account for, and report on all funds from this Recovery Act award (including specific outcomes and benefits attributable to Recovery Act funds) separately from all other funds, including DOJ award funds from non-Recovery Act awards awarded for the same or similar purposes or programs. (Recovery Act funds may be used in conjunction with other funding as necessary to complete projects, but tracking and reporting of Recovery Act funds must be separate.)

Accordingly, the accounting systems of the recipient and all subrecipients must ensure that funds from this Recovery Act award are not commingled with funds from any other source.

The recipient further agrees that all personnel (including subrecipient personnel) whose activities are to be charged to the award will maintain timesheets to document hours worked for activities related to this award and non-award-related activities.

7. Reporting and Registration Requirements under Section 1512 of the Recovery Act

- (a) This award requires the recipient to complete projects or activities which are funded under the Recovery Act and to report on use of Recovery Act funds provided through this award. Information from these reports will be made available to the public.
- (b) The reports are due no later than ten calendar days after each calendar quarter in which the recipient receives the assistance award funded in whole or in part by the Recovery Act.
- (c) Recipients and their first-tier recipients must maintain current registrations in the Central Contractor Registration ([www.ccr.gov](http://www.ccr.gov)) at all times during which they have active federal awards funded with Recovery Act funds. A Dun and Bradstreet Data Universal Numbering System (DUNS) Number ([www.dnb.com](http://www.dnb.com)) is one of the requirements for registration in the Central Contractor Registration.

8. Provisions of Section 1512(c) - The recipient understands that section 1512(c) of the Recovery Act provides as follows:

Recipient Reports- Not later than 10 days after the end of each calendar quarter, each recipient that received recovery funds from a Federal agency shall submit a report to that agency that contains—

- (1) the total amount of recovery funds received from that agency;
- (2) the amount of recovery funds received that were expended or obligated to projects or activities; and
- (3) a detailed list of all projects or activities for which recovery funds were expended or obligated, including—
  - (A) the name of the project or activity;
  - (B) a description of the project or activity;
  - (C) an evaluation of the completion status of the project or activity;
  - (D) an estimate of the number of jobs created and the number of jobs retained by the project or activity; and
  - (E) for infrastructure investments made by state and local governments, the purpose, total cost, and rationale of the agency for funding the infrastructure investment with funds made available under this Act, and name of the person to contact at the agency if there are concerns with the infrastructure investment.

(4) Detailed information on any subcontracts or subgrants awarded by the recipient to include the data elements required to comply with the Federal Funding Accountability and Transparency Act of 2006 (Public Law 109-282), allowing aggregate reporting on awards below \$25,000 or to individuals, as prescribed by the Director of the Office of Management and Budget.

9. Reporting Potential Fraud, Waste, and Abuse, and Similar Misconduct - 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 Recovery Act 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 Recovery Act 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).

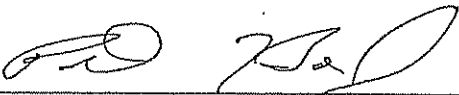
10. Protecting State and Local Government and Contractor Whistleblowers (Recovery Act, section 1553) - The recipient recognizes that the Recovery Act provides certain protections against reprisals for employees of non-Federal employers who disclose information reasonably believed to be evidence of gross mismanagement, gross waste, substantial and specific danger to public health or safety, abuse of authority, or violations of law related to contracts or grants using Recovery Act funds. For additional information, refer to section 1553 of the Recovery Act. The text of Recovery Act is available at [www.ojp.usdoj.gov/recovery](http://www.ojp.usdoj.gov/recovery).
11. Limit on Funds (Recovery Act, section 1604) - The recipient agrees that none of the funds under this award may be used by any State or local government, or any private entity, for construction costs or any other support of any casino or other gambling establishment, aquarium, zoo, golf course, or swimming pool.
12. Misuse of award funds - The recipient understands and agrees that misuse of award funds may result in a range of penalties, including suspension of current and future funds, suspension or debarment from federal grants, recoupment of monies provided under an award, and civil and/or criminal penalties.



13. Additional Requirements and Guidance - The recipient agrees to comply with any modifications or additional requirements that may be imposed by law and future OJP (including government-wide) guidance and clarifications of Recovery Act requirements.

14. Delinquent section 1512(c) reports - The recipient acknowledges that it has certified that it will comply with all reporting requirements under section 1512(c) of the Recovery Act. (An online reporting mechanism is anticipated to be available for award recipient use by October 10, 2009.) Further to this certification, a failure to comply with the section 1512(c) reporting requirements may, in addition to other penalties, subject the recipient to the following:

- (1) After failure to report section 1512(c) data for two consecutive reporting periods, the recipient may be— (a) precluded from drawing down funds under any OJP award, and/or (b) deemed ineligible for future discretionary OJP awards, until such time as the recipient becomes current in its section 1512(c) reporting obligations; and
- (2) After failure to report section 1512(c) data for three consecutive reporting periods, the recipient, upon written demand of the Director of BJA, shall return to OJP any unexpended award funds (including any unexpended interest earned on award funds) within 15 calendar days of the date of the demand notice. Thereafter, the recipient's award shall be converted to a cost-reimbursable grant until such time as the recipient becomes current in its section 1512(c) reporting obligations, and remains current for not less than two additional consecutive reporting periods.

  
Official Authorized to enter into Grant Award Agreement

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

**Grant Information Form**  
(Effective July 2006)

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

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

1. Grant Title: Evidence Based Probation Supervision Recovery Act Program
2. Department: San Francisco Adult Probation Department
3. Contact Person: Wendy S. Still Telephone: (415) 553-1687
4. Grant Approval Status (check one):  
 Approved by funding agency                       Not yet approved
5. Amount of Grant Funding Approved or Applied for: \$505,599
- 6a. Matching Funds Required: \$0  
b. Source(s) of matching funds (if applicable):
- 7a. Grant Source Agency: California Emergency Management Agency (Cal EMA)  
b. Grant Pass-Through Agency (if applicable):
8. Proposed Grant Project Summary: Develop and implement services to 18-25 year old in the San Francisco Adult Probation Department. These services would include a plan to execute an intervention model with evidence based practice elements: NCCD risk need assessment; graduated sanctions and rewards; case plan development, and identifying and filling service gaps through collaboration with community based programs.
9. Grant Project Schedule, as allowed in approval documents, or as proposed:  
Start-Date: 03/09/10 End-Date: 09/30/12
10. Number of new positions created and funded: 1
11. Explain the disposition of employees once the grant ends? Will be absorbed into a vacant general fund position once grant funding ends.
- 12a. Amount budgeted for contractual services: \$204,567  
b. Will contractual services be put out to bid? Yes, Department of Children, Youth and Their Families and Transitional Age Youth (TAY) have contracts in place that will be augmented.  
c. If so, will contract services help to further the goals of the department's MBE/WBE requirements? Yes

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

13a. Does the budget include indirect costs?  Yes  No

b1. If yes, how much? \$

b2. How was the amount calculated?

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

Not allowed by granting agency

To maximize use of grant funds on direct services

Other (please explain):

c2. If no indirect costs are included, what would have been the indirect costs? \$125,136

14. Any other significant grant requirements or comments:

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

15. 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)

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

Comments:

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

(Name)

Date Reviewed: April 8, 2010

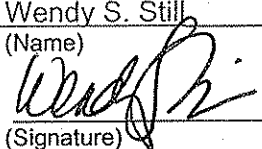
Department Approval:

Wendy S. Still

(Name)

Chief Adult Probation Officer

(Title)

  
(Signature)





*Protecting the Community, Serving Justice and  
Changing Lives*

WENDY S. STILL  
Chief Adult Probation Officer

RECEIVED  
APR 14 8:31 AM  
CITY CLERK'S OFFICE  
CITY AND COUNTY OF SAN FRANCISCO

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**TO:** Ben Rosenfield, City Controller  
**FROM:** Diane Lim, Chief Financial Officer/Business Manager  
**DATE:** April 14, 2010  
**SUBJECT:** Cal EMA Grant Ordinance Package

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Attached is the Accept and Expend for the Cal EMA grant ordinance for your review and approval. After your review please contact me with any questions, if approved, please call me at (415) 553-1058 so I can arrange for pick up.

Thank you.



*Protecting the Community, Serving Justice and  
Changing Lives*

WENDY S. STILL  
Chief Adult Probation Officer

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**TO:** Angela Galvillo, Clerk of the Board of Supervisors  
**FROM:** Wendy S. Still, Chief Adult Probation Officer  
**DATE:** April 7, 2010  
**SUBJECT:** Accept and Expend Ordinance for Cal EMA Grant  
**GRANT TITLE:** Cal EMA - Evidence Based Probation Supervision Recovery Act Program

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

- Proposed grant ordinance; original signed by Department, Mayor, Controller
- Grant information form, including disability checklist
- Grant budget
- Grant application
- Letter of Intent or grant award letter from funding agency
- Other (Explain):

**Special Timeline Requirements:**

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

Name: Wendy S. Still, Chief Adult Probation Officer      Phone: (415) 553-1687

Interoffice Mail Address: Adult Probation Department,  
850 Bryant Street, Room 200, San Francisco, CA 94103

Certified copy required Yes       No

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