

File No. 230836

Committee Item No. 8

Board Item No. 23

## COMMITTEE/BOARD OF SUPERVISORS

### AGENDA PACKET CONTENTS LIST

Committee: Budget and Finance Committee Date September 27, 2023

Board of Supervisors Meeting Date October 3, 2023

#### Cmte Board

- |                                     |                                     |  |
|-------------------------------------|-------------------------------------|--|
| <input type="checkbox"/>            | <input type="checkbox"/>            | Motion                                       |
| <input checked="" 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 and Legislative Analyst Report        |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Youth Commission Report                      |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Introduction Form                            |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Department/Agency Cover Letter and/or Report |
| <input type="checkbox"/>            | <input type="checkbox"/>            | MOU  |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Grant Information Form                       |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Grant Budget                                 |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Subcontract Budget                           |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Contract/Agreement                           |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Form 126 – Ethics Commission                 |
| <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 (Use back side if additional space is needed)

- |                                     |                                     |   |
|-------------------------------------|-------------------------------------|---|
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <u>ADP Statement on Retroactivity 7/18/2023</u> |
| <input type="checkbox"/>            | <input type="checkbox"/>            | _____   |
| <input type="checkbox"/>            | <input type="checkbox"/>            | _____   |
| <input type="checkbox"/>            | <input type="checkbox"/>            | _____   |
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Completed by: Brent Jalipa Date September 21, 2023

Completed by: Brent Jalipa Date September 28, 2023

1 [Accept and Expend Grant - Retroactive - Board of State and Community Corrections -  
2 Mobile Probation Service Centers Grant Program - \$507,470]

3 **Resolution retroactively authorizing the Adult Probation Department to accept and**  
4 **expend a grant in the amount of \$507,470 from the Board of State and Community**  
5 **Corrections (hereafter referred to as the BSCC) for the Mobile Probation Service**  
6 **Centers Grant Program funded through The Budget Act of 2022 (Assembly Bill No.**  
7 **178), for the period of May 1, 2023, through September 30, 2027.**

8  
9 WHEREAS, The County of San Francisco desires to participate in the Mobile  
10 Probation Service Centers Grant Program funded through the State Budget Act of 2022  
11 and administered by the BSCC; and

12 WHEREAS, The Mobile Probation Service Centers Grant Program funds vehicles,  
13 equipment, telecommunications and other technology needed to operate mobile probation  
14 service centers to assist probationers, particularly those individuals who are unhoused and  
15 struggling with meeting probation requirements; and

16 WHEREAS, The Mobile Probation Service Center Grant Program will target high  
17 poverty areas with 20% or more people who fall below federal poverty levels (i.e. zip codes  
18 94102, 94103, and 94124); and

19 WHEREAS, 46% of the Adult Probation Department clients are located in these  
20 areas; and

21 WHEREAS, Grant funds will be used to purchase and outfit two vans to serve as  
22 Mobile Probation Service Centers to increase accessibility and engagement in services for  
23 unhoused clients; and

24 WHEREAS, The grant does not require an amendment to the Annual Salary  
25 Ordinance; and

1 WHEREAS, The grant does not require matching funds; and  
2 WHEREAS, Indirect costs are not an eligible grant expense; now, therefore, be it  
3 RESOLVED, That the Board of Supervisors hereby waives inclusion of indirect costs  
4 in the grant budget; and, be it

5 FURTHER RESOLVED That grant funds received hereunder shall not be used to  
6 supplant expenditures controlled by this body; and, be it

7 FURTHER RESOLVED That the County of San Francisco agrees to abide by the  
8 terms and conditions of the Grant Agreement as set forth by BSCC; and, be it

9 FURTHER RESOLVED, That the Board of Supervisors hereby  
10 authorizes the Adult Probation Department's Chief Probation Officer to submit the grant  
11 proposal for this funding and sign the Grant Agreement with BSCC for grant funds in the  
12 amount of \$507,470 for the period of May 1, 2023, through September 30, 2027.

13

14 Recommended: \_\_\_\_\_ Approved: \_\_\_\_\_ /s/  
15 LONDON BREED  
16 Mayor

17

18 \_\_\_\_\_ /s/ \_\_\_\_\_ Approved: \_\_\_\_\_ /s/  
19 CRISTEL TULLOCK BEN ROSENFELD  
20 Department Head Controller

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**File Number:** 230836  
(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: Mobile Probation Center Program
2. Department: San Francisco Adult Probation Department
3. Contact Person: Taras Madison Telephone: 628-652-2325
4. Grant Approval Status (check one):  
[ x ] Approved by funding agency [ ] Not yet approved
5. Amount of Grant Funding Approved or Applied for: \$507,470
6. a. Matching Funds Required: \$0  
b. Source(s) of matching funds (if applicable): NA
7. a. Grant Source Agency: Board of State and Community Corrections  
b. Grant Pass-Through Agency (if applicable):
8. Proposed Grant Project Summary: Purchase and outfit two vans to serve as Mobile Probation Service Centers to increase accessibility and engagement in services for unhoused clients.
9. Grant Project Schedule, as allowed in approval documents, or as proposed:  
Start-Date: 5/01/2023 End-Date: 09/30/2027
10. a. Amount budgeted for contractual services: \$0  
b. Will contractual services be put out to bid? N/A  
c. If so, will contract services help to further the goals of the Department's Local Business Enterprise (LBE) requirements? N/A  
d. Is this likely to be a one-time or ongoing request for contracting out? N/A
11. a. Does the budget include indirect costs?  
[ ] Yes [ X ] No  
b. 1. If yes, how much? \$ 0.00  
b. 2. How was the amount calculated? N/A  
c. 1. If no, why are indirect costs not included?  
[ X ] Not allowed by granting agency [ ] To maximize use of grant funds on direct services [ ] Other (please explain):  
c. 2. If no indirect costs are included, what would have been the indirect costs? \$228,920
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 checked="" 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:

Michele Nieve  
(Name)

Manager, Human Resources & Payroll Division  
(Title)

Date Reviewed: 5/10/2023

Michele Nieve  
(Signature Required)

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

Cristel Tullock  
(Name)  
Chief Probation Officer

(Title)  
Date Reviewed: June 1, 2023

Cristal M. Tullock  
(Signature Required)

**STANDARD AGREEMENT**

STD 213 (Rev 03/2019)

AGREEMENT NUMBER

**BSCC 391- 22**

PURCHASING AUTHORITY NUMBER (If Applicable)

**BSCC-5227****1. This Agreement is entered into between the Contracting Agency and the Contractor named below:**

CONTRACTING AGENCY NAME

**BOARD OF STATE AND COMMUNITY CORRECTIONS**

CONTRACTOR NAME

**San Francisco Adult Probation Department****2. The term of this Agreement is:**

START DATE

**MAY 1, 2023**

THROUGH END DATE

**SEPTEMBER 30, 2027****3. The maximum amount of this Agreement is:****\$507,470.00****4. The parties agree to comply with the terms and conditions of the following exhibits, attachments, and appendices which are by this reference made a part of the Agreement.**

EXHIBITS	TITLE	PAGES
Exhibit A	Scope of Work	3
Exhibit B	Budget Detail and Payment Provisions	4
Exhibit C	General Terms and Conditions (04/2017)	4
Exhibit D	Special Terms and Conditions	5
Attachment 1*	Mobile Probation Service Centers Grant Program Request for Proposal	*
Attachment 2	Mobile Probation Service Centers Grant Program Grant Proposal	19
Appendix A	Mobile Probation Service Centers Grant Program Scoring Panel Roster	1

\* This item is hereby incorporated by reference and can be viewed at: <https://www.bscc.ca.gov/mobile-probation-service-centers-grant-program/>**IN WITNESS WHEREOF, THIS AGREEMENT HAS BEEN EXECUTED BY THE PARTIES HERETO.****CONTRACTOR**

CONTRACTOR NAME (if other than an individual, state whether a corporation, partnership, etc.)

**San Francisco Adult Probation Department**

CONTRACTOR BUSINESS ADDRESS

945 Bryant St

CITY

San Francisco

STATE

CA

ZIP

94103

PRINTED NAME OF PERSON SIGNING

Cristel Tullock

TITLE

Chief Probation Officer

CONTRACTOR AUTHORIZED SIGNATURE



DATE SIGNED

**STATE OF CALIFORNIA**

CONTRACTING AGENCY NAME

**BOARD OF STATE AND COMMUNITY CORRECTIONS**

CONTRACTING AGENCY ADDRESS

2590 Venture Oaks Way, Suite 200

CITY

Sacramento

STATE

CA

ZIP

95833

PRINTED NAME OF PERSON SIGNING

RICARDO GOODRIDGE

TITLE

Deputy Director

CONTRACTING AGENCY AUTHORIZED SIGNATURE



DATE SIGNED

## EXHIBIT A: SCOPE OF WORK

### 1. GRANT AGREEMENT – Mobile Probation Service Centers Grant Program

This Grant Agreement is between the State of California, Board of State and Community Corrections (hereafter referred to as BSCC) and San Francisco Adult Probation Department (hereafter referred to as the Grantee).

### 2. PROJECT SUMMARY AND ADMINISTRATION

- A. The Mobile Probation Service Centers Grant Program was established in the State Budget Act of 2022 (Assembly Bill 178, Chapter 43, Statutes of 2022). Mobile Probation Service Centers Grant Program funds must be used to purchase vehicles, equipment, telecommunications, and other technology needed to operate mobile probation service centers to assist probationers, particularly those individuals who are unhoused and struggling with meeting probation requirements.
- B. Grantee agrees to administer the project in accordance with Attachment 1: Mobile Probation Service Centers Grant Program Request for Proposals (incorporated by reference) and Attachment 2: Mobile Probation Service Centers Grant Program Grant Proposal, which is attached and hereto and made part of this agreement.

### 3. PROJECT OFFICIALS

- A. The BSCC's Executive Director or designee shall be the BSCC's representative for administration of the Grant Agreement and shall have authority to make determinations relating to any controversies that may arise under or regarding the interpretation, performance, or payment for work performed under this Grant Agreement.
- B. The Grantee's project officials shall be those identified as follows:

**Authorized Officer** with legal authority to sign:

Name: Cristel Tullock

Title: Chief Probation Officer

Address: 945 Bryant St, San Francisco, CA 94103

Phone: (628) 652-2336

Email: cristel.tullock@sfgov.org

**Designated Financial Officer** authorized to receive warrants:

Name: Taras Madison

Title: Deputy Director, Finance and Administration

Address: 945 Bryant St, San Francisco, CA 94103

Phone: (628) 652-2325

Email: taras.madison@sfgov.org

**Project Director** authorized to administer the project:

Name: Cristel Tullock

Title: Chief Probation Officer

Address: 945 Bryant St, San Francisco, CA 94103

Phone: (628) 652-2336

Email: cristel.tullock@sfgov.org

## EXHIBIT A: SCOPE OF WORK

- C. Either party may change its project representatives upon written notice to the other party.
- D. By signing this Grant Agreement, the Authorized Officer listed above warrants that he or she has full legal authority to bind the entity for which he or she signs.

### 4. DATA COLLECTION

Grantees will be required to comply with all data collection and reporting requirements as described in Attachment 1: Mobile Probation Service Centers Grant Program Request for Proposals and Attachment 2: Mobile Probation Service Centers Grant Program Grant Proposal.

### 5. REPORTING REQUIREMENTS

- A. Grantees will submit three (3) annual progress reports and one (1) end of project report to the BSCC. These reports, which will describe progress made on program objectives and include required data, shall be submitted according to the following schedule:

**Annual Progress Report Periods:**

- 1. May 1, 2023 to June 30, 2024
- 2. July 1, 2024 to June 30, 2025
- 3. July 1, 2025 to June 30, 2026

**Due no later than:**

- August 15, 2024
- August 15, 2025
- August 15, 2026

**Other:**

- 4. End of Project Report

**Due no later than:**

- September 30, 2027

Grantees that are unable to demonstrate that they are making sufficient progress toward project goals and objectives and show that funds are being spent in accordance with the Grant Agreement could be subject to a withholding of funds.

### 6. PROJECT RECORDS

- A. The Grantee shall establish an official file for the project. The file shall contain adequate documentation of all actions taken with respect to the project, including copies of this Grant Agreement, approved program/budget modifications, financial records and required reports.
- B. The Grantee shall establish separate accounting records and maintain documents and other evidence sufficient to properly reflect the amount, receipt, and disposition of all project funds, including grant funds and any matching funds by the Grantee and the total cost of the project. Source documentation includes copies of all awards, applications, approved modifications, financial records, and narrative reports.
- C. Personnel and payroll records shall include the time and attendance reports for all individuals reimbursed under the grant, whether they are employed full-time or part-time. Time and effort reports are also required for all subcontractors and consultants.
- D. The grantee shall maintain documentation of donated goods and/or services, including the basis for valuation.



## **EXHIBIT A: SCOPE OF WORK**

- E. Grantee agrees to protect records adequately from fire or other damage. When records are stored away from the Grantee's principal office, a written index of the location of records stored must be on hand and ready access must be assured.
- F. All Grantee records relevant to the project must be preserved a minimum of three (3) years after closeout of the grant project and shall be subject at all reasonable times to inspection, examination, monitoring, copying, excerpting, transcribing, and auditing by the BSCC or designees. If any litigation, claim, negotiation, audit, or other action involving the records has been started before the expiration of the three-year period, the records must be retained until the completion of the action and resolution of all issues which arise from it or until the end of the regular three-year period, whichever is later.

### **7. CONFLICT OF INTEREST**

- A. Existing law prohibits any grantee, subgrantee, partner or like party who participated on the Mobile Probation Service Centers Grant Program Scoring Panel from receiving funds awarded under the Mobile Probation Service Centers Grant Program RFP. Applicants who are awarded grants under this RFP are responsible for reviewing the Mobile Probation Service Centers Grant Program Scoring Panel roster (*Appendix A*) and ensuring that no grant dollars are passed through to any entity represented by the members of the Mobile Probation Service Centers Grant Program Scoring Panel.
- B. In cases of an actual conflict of interest with a Scoring Panel member, the Board may revoke the grant award and legal consequences could exist for the parties involved, including, but not limited to, repayment of the grant award.

## EXHIBIT B: BUDGET DETAIL AND PAYMENT PROVISIONS

### 1. INVOICING AND PAYMENT

- A. The Grantee shall be paid quarterly in arrears by submitting an invoice (Form 201) to the BSCC that outlines actual expenditures claimed for the invoicing period.

**Quarterly Invoicing Periods:**

1. May 1, 2023 to June 30, 2023
2. July 1, 2023 to September 30, 2023
3. October 1, 2023 to December 31, 2023
4. January 1, 2024 to March 31, 2024
5. April 1, 2024 to June 30, 2024
6. July 1, 2024 to September 30, 2024
7. October 1, 2024 to December 31, 2024

**Due no later than:**

- August 15, 2023  
November 15, 2023  
February 15, 2024  
May 15, 2024  
August 15, 2024  
November 15, 2024  
February 14, 2025

**Final Invoicing Period:**

8. January 1, 2025 to March 15, 2025\*

**Due no later than:**

April 30, 2025

*\*Note: No new expenses may be incurred after March 15, 2025.*

- B. All project expenses must be incurred by the end of the purchase period, March 15, 2025, and included on the final invoice due April 30, 2025. Project expenditures incurred after March 15, 2025 will not be reimbursed.
- C. Grantee shall submit an invoice to the BSCC each invoicing period, even if grant funds are not expended or requested during the invoicing period.
- D. Upon the BSCC's request, supporting documentation must be submitted for project expenditures. Grantees are required to maintain supporting documentation for all expenditures on the project site for the life of the grant and make it readily available for review during BSCC site visits. See Exhibit A. Scope of Work, Item 6. Project Records.

### 2. GRANT AMOUNT AND LIMITATION

- A. In no event shall the BSCC be obligated to pay any amount in excess of the grant award. Grantee waives any and all claims against the BSCC, and the State of California on account of project costs that may exceed the sum of the grant award.
- B. Under no circumstance will a budget item change be authorized that would cause the project to exceed the amount of the grant award identified in this Grant Agreement. In no event shall changes be authorized for the Administrative Salaries and Benefits line item that would result in that item exceeding ten percent (10%) of the grant award.

### 3. BUDGET CONTINGENCY CLAUSE

- A. This grant agreement is valid through Grant name funding generated from the General Fund. The Grantee agrees that the BSCC's obligation to pay any sum to the grantee under any provision of this agreement is contingent upon the availability of sufficient funding granted through the passage of Assembly Bill 178 (Chapter 43, Statutes of 2022), also known as the California Budget Act of 2022. It is mutually agreed that if the Budget Act of the current year and/or any subsequent years covered under this Grant Agreement does

## **EXHIBIT B: BUDGET DETAIL AND PAYMENT PROVISIONS**

not appropriate sufficient funds for the program, this Grant Agreement shall be of no further force and effect. In this event, the BSCC shall have no liability to pay any funds whatsoever to Grantee or to furnish any other considerations under this Agreement and Grantee shall not be obligated to perform any provisions of this Grant Agreement.

- B. If Mobile Probation Service Centers funding is reduced or falls below estimates contained within the Mobile Probation Service Centers Request for Proposals, the BSCC shall have the option to either cancel this Grant Agreement with no liability occurring to the BSCC or offer an amendment to this agreement to the Grantee to reflect a reduced amount.
- C. If BSCC cancels the agreement pursuant to Paragraph 3(B) or Grantee does not agree to an amendment in accordance with the option provided by Paragraph 3(B), it is mutually agreed that the Grant Agreement shall have no further force and effect. In this event, the BSCC shall have no liability to pay any funds whatsoever to Grantee or to furnish any other considerations under this Agreement and Grantee shall not be obligated to perform any provisions of this Grant Agreement except that Grantee shall be required to maintain all project records required by Paragraph 6 of Exhibit A for a period of three (3) years following the termination of this agreement.

### **4. PROJECT COSTS**

- A. The Grantee agrees to comply with the BSCC Grant Administration Guide requirements as posted on the BSCC website (currently the BSCC Grant Administration Guide July 2020) including any updated version that may be posted during term of the grant agreement. BSCC will notify grantees whenever an updated version is posted. The BSCC Grant Administration Guide is available at:  
[https://www.bscc.ca.gov/s\\_correctionsplanningandprograms/](https://www.bscc.ca.gov/s_correctionsplanningandprograms/)
- B. The provisions of the BSCC Grant Administration Guide are incorporated by reference into this agreement and Grantee shall be responsible for adhering to the requirements set forth therein. To the extent any of the provisions of the BSCC Grant Administration Guide and this agreement conflict, the language in this agreement shall prevail.
- C. Grantee is responsible for ensuring that statements of expenditures submitted to the BSCC claim actual expenditures for eligible project costs.
- D. Grantee shall, upon demand, remit to the BSCC any grant funds not expended for eligible project costs or an amount equal to any grant funds expended by the Grantee in violation of the terms, provisions, conditions or commitments of this Grant Agreement.
- E. Grant funds must be used to support new program activities or to augment existing funds that expand current program activities. Grant funds shall not replace (supplant) any federal, state and/or local funds that have been appropriated for the same purpose. Violations can result in recoupment of monies provided under this grantor suspension of future program funding through BSCC grants.

### **5. PROMPT PAYMENT CLAUSE**

Payment will be made in accordance with, and within the time specified in, Government Code Chapter 4.5, commencing with Section 927.

## **EXHIBIT B: BUDGET DETAIL AND PAYMENT PROVISIONS**

### **6. WITHHOLDING OF GRANT DISBURSEMENTS**

- A. The BSCC may withhold all or any portion of the grant funds provided by this Grant Agreement in the event the Grantee has materially and substantially breached the terms and conditions of this Grant Agreement.
- B. At such time as the balance of state funds allocated to the Grantee reaches five percent (5%), the BSCC may withhold that amount as security, to be released to the Grantee upon compliance with all grant provisions, including:
  - 1) submittal and approval of the final invoice;
  - 2) submittal and approval of the final progress report; and
- C. The BSCC will not reimburse Grantee for costs identified as ineligible for grant funding. If grant funds have been provided for costs subsequently deemed ineligible, the BSCC may either withhold an equal amount from future payments to the Grantee or require repayment of an equal amount to the State by the Grantee.
- D. In the event that grant funds are withheld from the Grantee, the BSCC's Executive Director or designee shall notify the Grantee of the reasons for withholding and advise the Grantee of the time within which the Grantee may remedy the failure or violation leading to the withholding.

### **7. EXECUTIVE ORDER N-6-22 – RUSSIA SANCTIONS**

On March 4, 2022, Governor Gavin Newsom issued Executive Order N-6-22 (the EO) regarding Economic Sanctions against Russia and Russian entities and individuals. "Economic Sanctions" refers to sanctions imposed by the U.S. government in response to Russia's actions in Ukraine, as well as any sanctions imposed under state law. The EO directs state agencies to terminate contracts with, and to refrain from entering any new contracts with, individuals or entities that are determined to be a target of Economic Sanctions. Accordingly, should the State determine Contractor is a target of Economic Sanctions or is conducting prohibited transactions with sanctioned individuals or entities, that shall be grounds for termination of this agreement. The State shall provide Contractor advance written notice of such termination, allowing Contractor at least 30 calendar days to provide a written response. Termination shall be at the sole discretion of the State.

**EXHIBIT B: BUDGET DETAIL AND PAYMENT PROVISIONS**

**8. PROJECT BUDGET**

<b>Budget Line Items</b>	<b>Grant Funds</b>
1. Services and Supplies	\$204,434
2. Professional Services or Public Agency Subcontracts	\$0
3. Equipment/Fixed Assets	\$303,036
4. Other (Travel, Training, etc.)	\$0
<b>TOTALS</b>	<b>\$507,470</b>

## EXHIBIT C: GENERAL TERMS AND CONDITIONS (04/2017)

1. **APPROVAL:** This Agreement is of no force or effect until signed by both parties and approved by the Department of General Services, if required. Contractor may not commence performance until such approval has been obtained.
2. **AMENDMENT:** No amendment or variation of the terms of this Agreement shall be valid unless made in writing, signed by the parties and approved as required. No oral understanding or Agreement not incorporated in the Agreement is binding on any of the parties.
3. **ASSIGNMENT:** This Agreement is not assignable by the Contractor, either in whole or in part, without the consent of the State in the form of a formal written amendment.
4. **AUDIT:** Contractor agrees that the awarding department, the Department of General Services, the Bureau of State Audits, or their designated representative shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Agreement. Contractor agrees to maintain such records for possible audit for a minimum of three (3) years after final payment, unless a longer period of records retention is stipulated. Contractor agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, Contractor agrees to include a similar right of the State to audit records and interview staff in any subcontract related to performance of this Agreement. (Gov. Code §8546.7, Pub. Contract Code §10115 et seq., CCR Title 2, Section 1896).
5. **INDEMNIFICATION:** Contractor agrees to indemnify, defend and hold harmless the State, its officers, agents and employees from any and all claims and losses accruing or resulting to any and all contractors, subcontractors, suppliers, laborers, and any other person, firm or corporation furnishing or supplying work services, materials, or supplies in connection with the performance of this Agreement, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by Contractor in the performance of this Agreement. This obligation shall survive any termination of this agreement.
6. **DISPUTES:** Contractor shall continue with the responsibilities under this Agreement during any dispute.
7. **TERMINATION FOR CAUSE:** The State may terminate this Agreement and be relieved of any payments should the Contractor fail to perform the requirements of this Agreement at the time and in the manner herein provided. In the event of such termination the State may proceed with the work in any manner deemed proper by the State. All costs to the State shall be deducted from any sum due the Contractor under this Agreement and the balance, if any, shall be paid to the Contractor upon demand.

## EXHIBIT C: GENERAL TERMS AND CONDITIONS (04/2017)

- 8. INDEPENDENT CONTRACTOR:** Contractor, and the agents and employees of Contractor, in the performance of this Agreement, shall act in an independent capacity and not as officers or employees or agents of the State.
- 9. RECYCLING CERTIFICATION:** The Contractor shall certify in writing under penalty of perjury, the minimum, if not exact, percentage of post-consumer material as defined in the Public Contract Code Section 12200, in products, materials, goods, or supplies offered or sold to the State regardless of whether the product meets the requirements of Public Contract Code Section 12209. With respect to printer or duplication cartridges that comply with the requirements of Section 12156(e), the certification required by this subdivision shall specify that the cartridges so comply (Pub. Contract Code §12205).
- 10. NON-DISCRIMINATION CLAUSE:** During the performance of this Agreement, Contractor and its subcontractors shall not deny the contract's benefits to any person on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status, nor shall they discriminate unlawfully against any employee or applicant for employment because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status. Contractor shall insure that the evaluation and treatment of employees and applicants for employment are free of such discrimination. Contractor and subcontractors shall comply with the provisions of the Fair Employment and Housing Act (Gov. Code §12900 et seq.), the regulations promulgated thereunder (Cal. Code Regs., tit. 2, §11000 et seq.), the provisions of Article 9.5, Chapter 1, Part 1, Division 3, Title 2 of the Government Code (Gov. Code §§11135-11139.5), and the regulations or standards adopted by the awarding state agency to implement such article. Contractor shall permit access by representatives of the Department of Fair Employment and Housing and the awarding state agency upon reasonable notice at any time during the normal business hours, but in no case less than 24 hours' notice, to such of its books, records, accounts, and all other sources of information and its facilities as said Department or Agency shall require to ascertain compliance with this clause. Contractor and its subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement. (See Cal. Code Regs., tit. 2, §11105.)
- Contractor shall include the nondiscrimination and compliance provisions of this clause in all subcontracts to perform work under the Agreement.
- 11. CERTIFICATION CLAUSES:** The CONTRACTOR CERTIFICATION CLAUSES contained in the document CCC 04/2017 (<https://www.dgs.ca.gov/OLS/Resources/Page-Content/Office-of-Legal-Services-Resources-List-Folder/Standard-Contract-Language>) are hereby incorporated by reference and made a part of this Agreement by this reference as if attached hereto.

## **EXHIBIT C: GENERAL TERMS AND CONDITIONS (04/2017)**

- 12. TIMELINESS:** Time is of the essence in this Agreement.
- 13. COMPENSATION:** The consideration to be paid Contractor, as provided herein, shall be in compensation for all of Contractor's expenses incurred in the performance hereof, including travel, per diem, and taxes, unless otherwise expressly so provided.
- 14. GOVERNING LAW:** This contract is governed by and shall be interpreted in accordance with the laws of the State of California.
- 15. ANTITRUST CLAIMS:** The Contractor by signing this agreement hereby certifies that if these services or goods are obtained by means of a competitive bid, the Contractor shall comply with the requirements of the Government Codes Sections set out below.
- A. The Government Code Chapter on Antitrust claims contains the following definitions:
    - 1) "Public purchase" means a purchase by means of competitive bids of goods, services, or materials by the State or any of its political subdivisions or public agencies on whose behalf the Attorney General may bring an action pursuant to subdivision (c) of Section 16750 of the Business and Professions Code.
    - 2) "Public purchasing body" means the State or the subdivision or agency making a public purchase. Government Code Section 4550.
  - B. In submitting a bid to a public purchasing body, the bidder offers and agrees that if the bid is accepted, it will assign to the purchasing body all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Sec. 15) or under the Cartwright Act (Chapter 2 (commencing with Section 16700) of Part 2 of Division 7 of the Business and Professions Code), arising from purchases of goods, materials, or services by the bidder for sale to the purchasing body pursuant to the bid. Such assignment shall be made and become effective at the time the purchasing body tenders final payment to the bidder. Government Code Section 4552.
  - C. If an awarding body or public purchasing body receives, either through judgment or settlement, a monetary recovery for a cause of action assigned under this chapter, the assignor shall be entitled to receive reimbursement for actual legal costs incurred and may, upon demand, recover from the public body any portion of the recovery, including treble damages, attributable to overcharges that were paid by the assignor but were not paid by the public body as part of the bid price, less the expenses incurred in obtaining that portion of the recovery. Government Code Section 4553.
  - D. Upon demand in writing by the assignor, the assignee shall, within one year from such demand, reassign the cause of action assigned under this part if the assignor has been or may have been injured by the violation of law for which the cause of action arose and (a) the assignee has not been injured thereby, or (b) the assignee declines to file a court action for the cause of action. See Government Code Section 4554.
- 16. CHILD SUPPORT COMPLIANCE ACT:** For any Agreement in excess of \$100,000, the contractor acknowledges in accordance with Public Contract Code 7110, that:



### **EXHIBIT C: GENERAL TERMS AND CONDITIONS (04/2017)**

- A. The contractor recognizes the importance of child and family support obligations and shall fully comply with all applicable state and federal laws relating to child and family support enforcement, including, but not limited to, disclosure of information and compliance with earnings assignment orders, as provided in Chapter 8 (commencing with section 5200) of Part 5 of Division 9 of the Family Code; and
- B. The contractor, to the best of its knowledge is fully complying with the earnings assignment orders of all employees and is providing the names of all new employees to the New Hire Registry maintained by the California Employment Development Department.

**17. UNENFORCEABLE PROVISION:** In the event that any provision of this Agreement is unenforceable or held to be unenforceable, then the parties agree that all other provisions of this Agreement have force and effect and shall not be affected thereby.

**18. PRIORITY HIRING CONSIDERATIONS:** If this Contract includes services in excess of \$200,000, the Contractor shall give priority consideration in filling vacancies in positions funded by the Contract to qualified recipients of aid under Welfare and Institutions Code Section 11200 in accordance with Pub. Contract Code §10353.

#### **19. SMALL BUSINESS PARTICIPATION AND DVBE PARTICIPATION REPORTING REQUIREMENTS:**

- A. If for this Contract Contractor made a commitment to achieve small business participation, then Contractor must within 60 days of receiving final payment under this Contract (or within such other time period as may be specified elsewhere in this Contract) report to the awarding department the actual percentage of small business participation that was achieved. (Gov. Code § 14841.)
- B. If for this Contract Contractor made a commitment to achieve disabled veteran business enterprise (DVBE) participation, then Contractor must within 60 days of receiving final payment under this Contract (or within such other time period as may be specified elsewhere in this Contract) certify in a report to the awarding department: (1) the total amount the prime Contractor received under the Contract; (2) the name and address of the DVBE(s) that participated in the performance of the Contract; (3) the amount each DVBE received from the prime Contractor; (4) that all payments under the Contract have been made to the DVBE; and (5) the actual percentage of DVBE participation that was achieved. A person or entity that knowingly provides false information shall be subject to a civil penalty for each violation. (Mil. & Vets. Code § 999.5(d); Govt. Code § 14841.)

**20. LOSS LEADER:** If this contract involves the furnishing of equipment, materials, or supplies then the following statement is incorporated: It is unlawful for any person engaged in business within this state to sell or use any article or product as a "loss leader" as defined in Section 17030 of the Business and Professions Code. (PCC 10344(e).)

## **EXHIBIT D: SPECIAL TERMS AND CONDITIONS**

### **1. GRANTEE'S GENERAL RESPONSIBILITY**

- A. Grantee agrees to comply with all terms and conditions of this Grant Agreement. Review and approval by the BSCC is solely for the purpose of proper administration of grant funds, and shall not be deemed to relieve or restrict the Grantee's responsibility.
- B. Grantee is responsible for the performance of all project activities identified in Attachment 1: Mobile Probation Service Centers Grant Program Request for Proposals and Attachment 2: Mobile Probation Service Centers Grant Program Grant Proposal.
- C. Grantee shall immediately advise the BSCC of any significant problems or changes that arise during the course of the project.

### **2. GRANTEE ASSURANCES AND COMMITMENTS**

- A. Compliance with Laws and Regulations

This Grant Agreement is governed by and shall be interpreted in accordance with the laws of the State of California. Grantee shall at all times comply with all applicable State laws, rules and regulations, and all applicable local ordinances.

- B. Fulfillment of Assurances and Declarations

Grantee shall fulfill all assurances, declarations, representations, and statements made by the Grantee in Attachment 1: Mobile Probation Service Centers Grant Program Request for Proposals and Attachment 2: Mobile Probation Service Centers Grant Program Grant Proposal, documents, amendments, approved modifications, and communications filed in support of its request for grant funds.

- C. Permits and Licenses

Grantee agrees to procure all permits and licenses necessary to complete the project, pay all charges and fees, and give all notices necessary or incidental to the due and lawful proceeding of the project work.

### **3. POTENTIAL SUBCONTRACTORS**

- A. In accordance with the provisions of this Grant Agreement, the Grantee may subcontract for services needed to implement and/or support program activities. Grantee agrees that in the event of any inconsistency between this Grant Agreement and Grantee's agreement with a subcontractor, the language of this Grant Agreement will prevail.
- B. Nothing contained in this Grant Agreement or otherwise, shall create any contractual relation between the BSCC and any subcontractors, and no subcontract shall relieve the Grantee of his responsibilities and obligations hereunder. The Grantee agrees to be as fully responsible to the BSCC for the acts and omissions of its subcontractors and of persons either directly or indirectly employed by any of them as it is for the acts and omissions of persons directly employed by the Grantee. The Grantee's obligation to pay its subcontractors is an independent obligation from the BSCC's obligation to make payments to the Grantee. As a result, the BSCC shall have no obligation to pay or to enforce the payment of any moneys to any subcontractor.

## **EXHIBIT D: SPECIAL TERMS AND CONDITIONS**

- C. Grantee shall ensure that all subcontractors comply with the eligibility requirements stated in the ARG Rehabilitation of Existing Property or Building Project RFP and described in Appendix B.
- D. Grantee assures that for any subcontract awarded by the Grantee, such insurance and fidelity bonds, as is customary and appropriate, will be obtained.
- E. Grantee agrees to place appropriate language in all subcontracts for work on the project requiring the Grantee's subcontractors to:

### **1) Books and Records**

Maintain adequate fiscal and project books, records, documents, and other evidence pertinent to the subcontractor's work on the project in accordance with generally accepted accounting principles. Adequate supporting documentation shall be maintained in such detail so as to permit tracing transactions from the invoices, to the accounting records, to the supporting documentation. These records shall be maintained for a minimum of three (3) years after the acceptance of the final grant project audit under the Grant Agreement, and shall be subject to examination and/or audit by the BSCC or designees, state government auditors or designees, or by federal government auditors or designees.

### **2) Access to Books and Records**

Make such books, records, supporting documentations, and other evidence available to the BSCC or designee, the State Controller's Office, the Department of General Services, the Department of Finance, California State Auditor, and their designated representatives during the course of the project and for a minimum of three (3) years after acceptance of the final grant project audit. The Subcontractor shall provide suitable facilities for access, monitoring, inspection, and copying of books and records related to the grant-funded project.

## **4. PROJECT ACCESS**

Grantee shall ensure that the BSCC, or any authorized representative, will have suitable access to project activities, sites, staff and documents at all reasonable times during the grant period including those maintained by subcontractors. Access to program records will be made available by both the grantee and the subcontractors for a period of three (3) years following the end of the grant of the project.

## **5. ACCOUNTING AND AUDIT REQUIREMENTS**

- A. Grantee agrees that accounting procedures for grant funds received pursuant to this Grant Agreement shall be in accordance with generally accepted government accounting principles and practices, and adequate supporting documentation shall be maintained in such detail as to provide an audit trail. Supporting documentation shall permit the tracing of transactions from such documents to relevant accounting records, financial reports and invoices.

## **EXHIBIT D: SPECIAL TERMS AND CONDITIONS**

B. The BSCC reserves the right to call for a program or financial audit at any time between the execution of this Grant Agreement and three years following the end of the grant period. At any time, the BSCC may disallow all or part of the cost of the activity or action determined to not be in compliance with the terms and conditions of this Grant Agreement or take other remedies legally available.

### **6. DEBARMENT, FRAUD, THEFT OR EMBEZZLEMENT**

It is the policy of the BSCC to protect grant funds from unreasonable risks of fraudulent, criminal, or other improper use. As such, the Board will not enter into contracts or provide reimbursement to grantees that have been:

1. debarred by any federal, state, or local government entities during the period of debarment; or
2. convicted of fraud, theft, or embezzlement of federal, state, or local government grant funds for a period of three years following conviction.

Furthermore, the BSCC requires grant recipients to provide an assurance that there has been no applicable debarment, disqualification, suspension, or removal from a federal, state or local grant program on the part of the grantee at the time of application and that the grantee will immediately notify the BSCC should such debarment or conviction occur during the term of the Grant contract.

BSCC also requires that all grant recipients include, as a condition of award to a subgrantee or subcontractor, a requirement that the subgrantee or subcontractor will provide the same assurances to the grant recipient. If a grant recipient wishes to consider a subgrantee or subcontractor that has been debarred or convicted, the grant recipient must submit a written request for exception to the BSCC along with supporting documentation.

All Grantees must have on file with the BSCC a completed and signed Certification of Compliance with BSCC Policies on Debarment, Fraud, Theft and Embezzlement (Required as Appendix E of the original Proposal Package).

### **7. MODIFICATIONS**

No change or modification in the project will be permitted without prior written approval from the BSCC. Changes may include modification to project scope, changes to performance measures, compliance with collection of data elements, and other significant changes in the budget or program components contained in the Attachment 1: Mobile Probation Service Centers Grant Program Request for Proposals and Attachment 2: Mobile Probation Service Centers Grant Program Grant Proposal. Changes shall not be implemented by the project until authorized by the BSCC.

### **8. TERMINATION**

A. This Grant Agreement may be terminated by the BSCC at any time after grant award and prior to completion of project upon action or inaction by the Grantee that constitutes a

## **EXHIBIT D: SPECIAL TERMS AND CONDITIONS**

material and substantial breach of this Grant Agreement. Such action or inaction includes but is not limited to:

- 1) substantial alteration of the scope of the grant project without prior written approval of the BSCC;
  - 2) refusal or inability to complete the grant project in a manner consistent with Attachment 1: Mobile Probation Service Centers Grant Program Request for Proposals and Attachment 2: Mobile Probation Service Centers Grant Program Grant Proposal, or approved modifications;
  - 3) failure to meet prescribed assurances, commitments, recording, accounting, auditing, and reporting requirements of the Grant Agreement.
- B. Prior to terminating the Grant Agreement under this provision, the BSCC shall provide the Grantee at least 30 calendar days written notice stating the reasons for termination and effective date thereof. The Grantee may appeal the termination decision in accordance with the instructions listed in Exhibit D: Special Terms and Conditions, Number 9. Settlement of Disputes.

### **9. SETTLEMENT OF DISPUTES**

- A. The parties shall deal in good faith and attempt to resolve potential disputes informally. If the dispute persists, the Grantee shall submit to the BSCC Corrections Planning and Grant Programs Division Deputy Director a written demand for a final decision regarding the disposition of any dispute between the parties arising under, related to, or involving this Grant Agreement. Grantee's written demand shall be fully supported by factual information. The BSCC Corrections Planning and Grant Programs Division Deputy Director shall have 30 days after receipt of Grantee's written demand invoking this Section "Disputes" to render a written decision. If a written decision is not rendered within 30 days after receipt of the Grantee's demand, it shall be deemed a decision adverse to the Grantee's contention. If the Grantee is not satisfied with the decision of the BSCC Corrections Planning and Grant Programs Division Deputy Director, the Grantee may appeal the decision, in writing, within 15 days of its issuance (or the expiration of the 30-day period in the event no decision is rendered), to the BSCC Executive Director, who shall have 45 days to render a final decision. If the Grantee does not appeal the decision of the BSCC Corrections Planning and Grant Programs Division Deputy Director, the decision shall be conclusive and binding regarding the dispute and the Contractor shall be barred from commencing an action in court, or with the Victims Compensation Government Claims Board, for failure to exhaust Grantee's administrative remedies.
- B. Pending the final resolution of any dispute arising under, related to or involving this Grant Agreement, Grantee agrees to diligently proceed with the performance of this Grant Agreement, including the providing of services in accordance with the Grant Agreement. Grantee's failure to diligently proceed in accordance with the State's instructions regarding this Grant Agreement shall be considered a material breach of this Grant Agreement.

## **EXHIBIT D: SPECIAL TERMS AND CONDITIONS**

- C. Any final decision of the State shall be expressly identified as such, shall be in writing, and shall be signed by the Executive Director, if an appeal was made. If the Executive Director fails to render a final decision within 45 days after receipt of the Grantee's appeal for a final decision, it shall be deemed a final decision adverse to the Grantee's contentions. The State's final decision shall be conclusive and binding regarding the dispute unless the Grantee commences an action in a court of competent jurisdiction to contest such decision within 90 days following the date of the final decision or one (1) year following the accrual of the cause of action, whichever is later.
- D. The dates of decision and appeal in this section may be modified by mutual consent, as applicable, excepting the time to commence an action in a court of competent jurisdiction.

### **10. UNION ACTIVITIES**

For all agreements, except fixed price contracts of \$50,000 or less, the Grantee acknowledges that applicability of Government Code §§16654 through 16649 to this Grant Agreement and agrees to the following:

- A. No State funds received under the Grant Agreement will be used to assist, promote or deter union organizing.
- B. Grantee will not, for any business conducted under the Grant Agreement, use any State property to hold meetings with employees or supervisors, if the purpose of such meetings is to assist, promote or deter union organizing, unless the State property is equally available to the general public for holding meetings.
- C. If Grantee incurs costs or makes expenditures to assist, promote or deter union organizing, Grantee will maintain records sufficient to show that no reimbursement from State funds has been sought for these costs, and that Grantee shall provide those records to the Attorney General upon request.

### **11. WAIVER**

The parties hereto may waive any of their rights under this Grant Agreement unless such waiver is contrary to law, provided that any such waiver shall be in writing and signed by the party making such waiver.

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Title	<b>San Francisco Adult Probation Department</b>	01/05/2023
	by <b>Taras Madison</b> in <b>Mobile Probation Service Centers Grant Program Application</b>	id. 34738851
	taras.madison@sfgov.org	

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<b>Original Submission</b>	01/05/2023
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**The Mobile Probation Service Centers Grant Program Application is divided into four sections as identified below: Background Information Contact Information Proposal Narrative and Budget Mandatory Attachments Each section has a series of questions that require a response. Applicants will be prompted to provide written text, select options from a drop down menu, select options from a multiple choice menu, or upload attachments. Questions with a red asterisk require responses. Applicants will not be able to submit the application until all questions with a red asterisk have been completed. Applicants may reference the Mobile Probation Service Centers Grant Program Instruction Packet for background information, key dates, rating factors, and other important information to aid in the completion of the Grant Program Application. The Instruction Packet is available on the BSCC website. NOTE: Applicants may start and stop their application but must select "Save Draft" at the bottom of the application before existing.**

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<b>SECTION I - BACKGROUND INFORMATION</b>	<b>This section requests information about the project name and location, federal identification, funding requested, and an overview of the project.</b>
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Name of Applicant	<b>San Francisco Adult Probation Department</b>
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Applicant's Physical Address	<b>945 Bryant St # San Francisco CA 94103 US</b>
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Applicant's Mailing Address (If different than physical address)	n/a
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Mailing Address for Payment	<b>945 Bryant St San Francisco CA 94103 US</b>
Tax Identification Number	<b>94-6000417</b>
Grant Funds Requested	<b>507470.0</b>
Project Title	<b>SFAPD Mobile Service Center</b>
Proposal Summary	<b>The San Francisco Adult Probation Department (SFAPD) is responsible for the supervision of individuals court-ordered to probation, heretofore referred to as clients. The SFAPD is requesting \$507,470 in grant funds to implement two Mobile Service Centers (MSC) to serve unhoused clients. Homelessness is a complex problem requiring collaboration amongst all stakeholders. The collaborative landscape in San Francisco (SF) provides a strong foundation for the MSC program. The MSCs will strengthen and enhance current efforts, integrating existing programs and services more effectively.</b>
SECTION II - CONTACT INFORMATION	<b>This section requests contact information for the individuals identified as the Project Director, Financial Officer, Day-to-Day Project Contact, Day-to-Day Fiscal Contact, and the Authorized Signature.</b>
Project Director	<b>Cristel Tullock</b>
Project Director's Title with Agency/Department/Organization	<b>Chief Probation Officer</b>
Project Director's Physical Address	<b>945 Bryant St San Francisco CA 94103 US</b>
Project Director's Email Address	<b>cristal.tullock@sfgov.org</b>
Project Director's Phone Number	<b>+16286522336</b>
Financial Officer	<b>Taras Madison</b>
Financial Officer's Title with Agency/Department/Organization	<b>Deputy Director, Finance and Administration</b>



Financial Officer's  
Physical Address **945 Bryant St**  
**San Francisco**  
**CA**  
**94103**  
**US**

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Financial Officer's  
Email Address **taras.madison@sfgov.org**

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Financial Officer's  
Phone Number **+16286522325**

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Day-To-Day Program  
Contact **Cristel**  
**Tullock**

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Day-To-Day Program  
Contact's Title with  
Agency/Department/Organization **Chief Probation Officer**

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Day-To-Day Program  
Contact's Physical  
Address **945 Bryant St**  
**San Francisco**  
**CA**  
**94103**  
**US**

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Day-To-Day Program  
Contact's Email  
Address **cristal.tullock@sfgov.org**

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Day-To-Day Program  
Contact's Phone  
Number **+16286522336**

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Day-To-Day Fiscal  
Contact **Taras**  
**Madison**

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Day-To-Day Fiscal  
Contact's Title with  
Agency/Department/Organization **Deputy Director of Finance and Administration**

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Day-To-Day Fiscal  
Contact's Physical  
Address **945 Bryant St**  
**San Francisco**  
**CA**  
**94103**  
**US**

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Day-To-Day Fiscal  
Contact's Email  
Address **taras.madison@sfgov.org**

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Day-To-Day Fiscal  
Contact's Phone  
Number **+16286522325**

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Name of Authorized Officer	<b>Cristel Tullock</b>
Authorized Officer's Title with Agency/Department/Organization	<b>Chief Probation Officer</b>
Authorized Officer's Physical Address	<b>945 Bryant St San Francisco CA 94103 US</b>
Authorized Officer's Email Address	<b>cristel.tullock@sfgov.org</b>
Authorized Officer's Phone Number	<b>+16286522336</b>
Authorized Officer Assurances	<b>checked</b>
SECTION III - PROPOSAL NARRATIVE AND BUDGET	<b>This section requests responses to the Rating Factors identified in the the Mobile Probation Service Centers Grant Program Application Instruction Packet.</b>
Proposal Narrative Instructions	<b>The Proposal Narrative must address the project's Need, Equipment, and Implementation Rating Factors as described in the Instruction Packet (Pages 13-17). A separate narrative response is required for each Rating Factor as described below: The Need narrative may not may not exceed 2,237 total characters (includes punctuation, numbers, spacing and any text). In Microsoft Word, this is approximately 1 (one) page in Arial 12-point font with one-inch margins on all four sides and at 1.5-line spacing. The Equipment narrative may not may not exceed 4,474 total characters (includes punctuation, numbers, spacing and any text). In Microsoft Word, this is approximately 2 (two) pages in Arial 12-point font with one-inch margins on all four sides and at 1.5-line spacing. The Implementation narrative may not may not exceed 4,474 total characters (includes punctuation, numbers, spacing and any text). In Microsoft Word, this is approximately 2 (two) pages in Arial 12-point font with one-inch margins on all four sides and at 1.5-line spacing. A character counter is automatically enabled that shows the number of characters used and the remaining number of characters before the limit for each response met. If the limit is exceeded, a red prompt will appear with the message "You have exceeded the character limit". Applicants will be prohibited from submitting the Mobile Probation Service Centers Grant Program Application until they comply with the character limit requirements. NOTE: It is up to the applicant to determine how to use the total word limit in addressing each section, however as a guide, the percent of total point value for each section is provided in the Instruction Packet (Page 13).</b>

## Need

Innovative client engagement is needed to break the cycle of homelessness and justice involvement. Traditional engagement strategies like office/home visits, mailings, and phone calls have limited success in engaging unhoused clients. These clients have numerous and complex needs (e.g. housing, food, physical & behavioral health, employment, and transportation) that impact their ability to be successful and achieve sustainable life changes. This MSC program will revolutionize the SFAPD engagement and service accessibility while providing critical supplies to address acute client needs.

San Francisco (SF) is the 2nd most densely populated city in the country. It has the highest cost of housing and is the 2nd most expensive rental market in the state. The 2/2022 mandated Point in Time Count reports 7,754 unhoused individuals in SF, 57% of whom are unsheltered and 23% of whom are justice involved. In 10/2022, the SF Sheriff's Office reported that 39% of those in jail are unsheltered and SFAPD conservatively estimates that ~12% of its population is unhoused. In 2022, SFAPD conducted a housing needs survey. Preliminary findings show:

- 73% report being unstably housed;
- 56% report at least 1 mental health (MH) diagnosis and 80% of that report 2 or more diagnoses;
- 74% report having past/current addiction issues and report an average of 16 years struggling with addiction; and
- 50% report having MH and addiction issues.

This MSC program will target high poverty areas with 20% or more people who fall below federal poverty levels (i.e. zip codes 94102, 94103, and 94124). Forty-six percent of SFAPD's clients are located in these areas. Grant funds will be used to purchase 2 vans. These Mobile Service Centers (MSC) will be used to enhance accessibility and engagement in services to support unhoused clients. MSC will provide rapid connections to resources and supervision services. MSCs will enhance engagement and service delivery which are designed to increase public safety, promote wellness, reduce negative law enforcement contact, and promote self-sufficiency for these high need clients.

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## Equipment

The SFAPD does not own mobile service centers and/or vans that operate as an outreach center. Vehicles to be Purchased:  
Two (2) 2023 Entegra Ethos Vans: Premium heavy-duty patio awning, Truma Combi Eco Plus water heater and furnace Ultraleather®, RAM® ProMaster 3500 window van, GVWR- 9,350 lb. GCWR- 11,500 lb. 3.6L V6 24V VVT engine 9-speed automatic 948TE transmission, 220-amp alternator, Aluminum wheels, Daytime running headlamps, rear park assist system, LT225/75R 16E tires 3,500 lb, 12V chassis battery 24 gal. fuel tank (gas) 2,800W gas generator with auto gen start, 1,000W inverter 30 amp electrical service with detachable power cord (2), 12V AGM house batteries, 190W solar panel, 10 air conditioner 6 gal. propane tank (20 lb.), (2) 110V exterior outlets on each side of van Portable solar plug, LED-lit holding tank valves, Driver/passenger airbags, Smoke alarm, Carbon monoxide detectors.

**Modifications to Van Interior: A twin bed will be removed and replaced with cabinetry for supplies. A half wall removable barrier will be made to fit the back two entry doors. This area will be used for distribution of supplies like food and blankets.**

**Wireless Connectivity (Laptops, Van Phones and MiFi) Data security is mandatory. Each laptop will be encrypted using AES-256-bit standard and have dedicated wireless SIM card. Laptops with access to criminal justice information will have VPN FIPs 140-2 compliant connection. Each officer will have his/her own VPN login and password with dual factor authentication and will be required to establish secure connection to the authorized CLETS station.**

**These vans require a standard Class A driver license. There are no trainings required for the van operator. The vans will be maintained by the City and County of SF.**

**Equipment/Telecommunications and other Technology: Eighteen (18) Dell Latitude Rugged Laptops/Locking/Docking Stations/ Partitions and 16 Privacy screens SFAPD does not have any Rugged Laptops. Laptops will be used by MSC staff and co-located providers and clients. Six laptops (three per van) will be used by the MSC staff. The department does not have existing rugged laptops. Two laptops will allow for connection to the Department of Justice. Twelve laptops (six per van) will be used as a laptop lab for clients. Laptop labs will be used for direct client use for self-benefit enrollment, job searches, and to make appointments for supervision and treatment services. Latitude Rugged laptops have enhanced durability, increased direct-sunlight viewable, and gloved multi-touch capable screen; are drop tested from up to 6 ft.; and have an IP-65 rating for maximum protection against dust, dirt and water ingress. The MSC computer lab will be used directly outside the vans, under the vehicle awnings.**

**Four (4) 6ft folding tables, four (4) 4ft folding tables, and fifty (50) folding chairs**

**Tables and folding chairs are needed for the laptop labs. Each van will accommodate two staff/client workstations outside the van. SFAPD has some folding tables and chairs; however, these are already needed in area offices and at the Community Assessment and Services Center (CASC).**

**200 Prepaid Track Phones, 200 pre-paid phone cards, and two (2) mobile charging stations SFAPD does not have any prepaid cell phones or mobile charging stations. Limited data phones will be provided to unhoused clients for use until the client is housed. Clients will use phones for calling their supervision officer, scheduling supervision appointments, contacting service providers, etc. These phones will be critical for client on-going engagement and accessibility in supervision and treatment services. Charging stations will be available to clients for their phones and EM devices. Four (4) outdoor portable heaters and eight (8) heavy duty flashlights**

**SFPAD does not have portable outdoor heaters. The heaters will be**

used at each MSC location as all MSC client activities take place outside of the vehicles. The flashlights will be used during emergency situations.

**Other Supporting IT Equipment Two (2) non-color printers, one for each van, will be available for client use. Power cables, surge protector power strips, heavy duty extension cords, and overload protection to support equipment will be housed in the MSCs for their use and safety features.**

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## Implementation

The MSCs allow for place-based approaches, a critical component to achieve the following Project Goals: 1) increase accessibility of supervision and reentry services to unhoused clients; 2) increase unhoused client engagement in reentry services; 3) increase sworn officer engagement with unhoused clients; and 4) reduce the number of clients who are unhoused. The MSCs will be an extension of the SFAPD Community Assessment and Services Center (CASC), a partnership between SFAPD, the University of California SF/Citywide, and the provider community. The CASC is a multi-services one-stop reentry center that bridges supervision services with comprehensive clinical & reentry case management, medication management services, peer mentoring, 1:1 therapy, education, employment services, barrier removal, and benefits acquisition. The MSCs will serve all ten SF supervisorial districts focusing efforts on districts 5, 6, and 10 as these have the highest concentration of unsheltered persons. Project staff will receive trainings and booster sessions on Motivational Interviewing (MI), an evidence-based approach that focuses on skills needed to enhance clients' motivations to change problematic behaviors. MSC activities will include client orientations, reviews of casefiles to determine treatment needs and court mandates, client engagement to identify additional needs, referrals for services, and provision of an MSC computer lab for benefit self-enrollment. MSCs will also be used as a distribution center for immediate critical supplies including food, blankets, hygiene kits, and NARCAN. SFAPD will cover the costs of these critical items. MSC staff will distribute cell phones to unhoused clients to support client engagement in services, such as participation in virtual treatment groups, and to help increase sworn officer engagement.

MSC staff will complete service referrals for unhoused clients to facilitate access to and engagement in services available through the CASC. SFAPD anticipates that many unhoused clients will benefit from referral to the Billie Holiday Center (BHC), a culturally responsive reentry navigation center and transitional living space that is designed to provide rapid connections to next-step resources for unhoused justice-involved adults. The CASC and BHC staff will work with supervision officers to address unhoused client needs. Additionally, MSC staff will coordinate outreach efforts to unhoused populations with the SF Department of Public Health (DPH), the Department of Emergency Management's (DEM) Healthy Streets Operations Center, the Department of Homelessness and Supportive Housing, and SFAPD-funded community-based providers. SFAPD will use the current service contracts for service referrals as there are

slots available to serve the target population. SFAPD will participate in meetings to streamline joint outreach efforts to support unhoused clients located in areas of the city impacted by crime, violence, and encampments. The MSCs will be deployed up to three days per week: two days per week providing services to those living on the streets and in encampments; and one day per week servicing SF shelters and short-term housing care facilities. The MSCs expect to serve up to 30 clients/day, ~90/week.

SFAPD is building out a new case management system that will include a service provider portal. This portal will be available in the MSCs. Program policies will be developed that require SFAPD staff to capture client specific data using excel spreadsheets and the existing case management system. Data elements will include dates of engagement and number and type of service referrals completed (e.g. housing, mental health/health, substance abuse, and employment). Staff will be responsible for tracking the distribution of critical SFAPD-funded supplies (e.g. food, blankets, clothing, hygiene kits, NARCAN, and cell phones). Data on MSC deployments and number and location of clients served will be used to inform the distribution/redistribution of resources. The MSC program strategies are designed to increase accessibility to services and supervision, strengthen engagement, and provide a pipeline to needed services, all while providing immediate and critical supplies to meet the needs of unhoused clients.

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#### Budget Instructions

**Applicants are required to submit a Proposal Budget and Budget Narrative (Budget Attachment). Upon submission the Budget Attachment will become Section 4: Budget (Budget Tables & Narrative) making up part of the official proposal. The Budget Attachment must be filled out completely and accurately. Applicants are solely responsible for the accuracy and completeness of the information entered in the Proposal Budget and Budget Narrative. The Proposal Budget must cover the entire grant period. For additional guidance related to grant budgets, refer to the BSCC Grant Administration Guide. The Budget Attachment is provided as a stand-alone document on the BSCC website.**

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#### Budget Attachment

[Submitted\\_Budget\\_152023\\_SFAPD.xlsx](#)

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#### SECTION IV - MANDATORY ATTACHMENTS

**This section list the attachments that are required at the time of submission. Project Work Plan (Appendix B) Certification of Compliance with BSCC Policies on Debarment, Fraud, Theft, and Embezzlement (Appendix F)**

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#### Project Work Plan (Appendix B)

[Submitted\\_Work\\_Plan\\_1520223\\_SFAPD.pdf](#)

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#### Certification of Compliance with BSCC Polices On Debarment, Fraud, Theft, and Embezzlement (Appendix F)

[Signed\\_Certification-of-Compliance-with-BSCC-Policies-on-Debarment\\_-Fraud\\_-Theft\\_-and-Embezzlement\\_12.30.22\\_SFAPD.pdf](#)

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OPTIONAL: n/a  
Governing Board  
Resolution

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OPTIONAL: n/a  
Bibliography

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CONFIDENTIALITY NOTICE: **All documents submitted as a part of the Mobile Probation Service Centers Grant Program proposal are public documents and may be subject to a request pursuant to the California Public Records Act. The BSCC cannot ensure the confidentiality of any information submitted in or with this proposal. (Gov. Code, § 6250 et seq.)**

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## Appendix B: Project Work Plan

This Project Work Plan identifies measurable goals and objectives, activities and services, the responsible parties, and a timeline. Completed plans should (1) identify the project's top goals and objectives; (2) identify how the top goals will be achieved in terms of the activities, responsible staff/partners, and start and end dates; and (3) provide goals and objectives with a clear relationship to the need and intent of the grant. Please provide a project workplan in the below fields.

<b>(1) Goal:</b>	Increase accessibility of supervision and reentry services to unhoused clients		
Objectives (A., B., etc.)	<ul style="list-style-type: none"> <li>A. Initiate and maintain on-going deployment of MSC teams to areas where unhoused clients are situated.</li> <li>B. Increase identification of unhoused clients and provide linkages to supervision and reentry services.</li> <li>C. Increase referrals to services for unhoused clients.</li> <li>D. Increase client and supervision officer monthly contacts to support compliance to court orders</li> <li>E. Increase benefit enrollments for unhoused clients.</li> </ul>		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date
1. Development and implementation of MSC/unhoused client communications plan/campaign to include public radio announcements, distribution of MSC program pamphlets for distribution to SFAPD clients as follows:	<ul style="list-style-type: none"> <li>1. Assistant Chief</li> <li>2. Policy and Legislative Analyst Director</li> <li>3-6. Reentry director and Assistant Chief)</li> </ul>		



<ul style="list-style-type: none"> <li>• court officers to provide to clients at time of court ordered supervision;</li> <li>• City/County contracted service providers to provide to clients in their outreach efforts in the community;</li> <li>• Police/Jails to provide to clients upon release from custody and/or contact with clients in field; and</li> <li>• Distribution by MSC staff at MSC kickoff event, sub-events, and at weekly MS deployments throughout the program period.</li> </ul> <p>2. Development of policies for the following:</p> <ul style="list-style-type: none"> <li>• deployment of MSCs;</li> <li>• communication requirements for MSC and supervision staff once an unhoused client has been identified;</li> <li>• phone and supply distribution; and</li> <li>• The number of unhoused client contacts and follow ups.</li> </ul> <p>3. Deployment of MSCs weekly to meet clients where they live.</p>	<p>7. Division Director of Sworn Supervision staff</p>	<p>1. May 2023 ongoing modifications as needed</p> <p>2. May 2023 ongoing modifications as needed</p> <p>3-6. Anticipated start date of MSC vehicle deployment May 2024 End Date Sept 30, 2027</p> <p>7. May 2024 on-going for duration of program.</p> <p><b><i>SFADP intends to continue program operations as outlined, beyond the grant completion period of 9/30/2027</i></b></p>
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<p>4. Provide phones to unhoused clients to connect client with their supervision officer and service providers.</p> <p>5. The MSCs to set-up computer lab at each MSC deployment and assist client efforts to self-enroll in benefits.</p> <p>6. MSC staff to provide referrals to services to unhoused clients and update client's Record of Supervision.</p> <p>7. Supervision officers to monitor client treatment participation and completion/non-completion and record outcomes in the clients Record of Supervision.</p>		
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<b>(2) Goal:</b>	Increase unhoused client engagement in reentry services		
Objectives (A., B., etc.)	<p>A. Increase program enrollment into reentry services.</p> <p>B. Increase client participation/usage of treatment services.</p> <p>C. Increase client successful completion of court ordered supervision.</p>		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date
<p>1. During deployment, MSC staff will assess clients, on a case-by-case bases, and determine the following:</p> <ul style="list-style-type: none"> <li>whether medical intervention is needed;</li> </ul>	<p>1-2. MSC staff (2 non-sworn reentry staff and 4 sworn DPOs [1 non-sworn and 2 DPOs per MSC])</p> <p>3. Supervision DPO</p>	<p>1-2. May 2024 on-going for duration of program.</p> <p>3. May 2024 on-going for duration of program</p>	

<ul style="list-style-type: none"> <li>• eligibility for services;</li> <li>• identify immediate need;,</li> <li>• link each client to a navigation center (CASC or Billie Holiday); and</li> <li>• Provide telephones to clients so that communication between client, supervision officer and service providers can be initiated.</li> </ul> <p>2. MSC Team to facilitate referrals to services – complete referrals to CASC, Case management, and Billie Holiday Center (BHC) as initial landing spots:</p> <ul style="list-style-type: none"> <li>• For enrollment into the BHC: MSC team to contact the Nav Center to determine availability of service, complete referral, and scheduled appointment;</li> <li>• For CASC: MSC team to contact the CASC director, complete the referral to CASC, direct client to CASC; and</li> </ul> <p>3. Supervision Officer follow up with unhoused client by both contacting client via county issued phone and face- to-face contacts by making field visits with MSC efforts.</p>		<p><b><i>SFAPD intends to continue program operations as outlined, beyond the grant completion period of 9/30/2027</i></b></p>
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<b>(3) Goal:</b>		Increase sworn officer engagement with unhoused clients	
Objectives (A., B., etc.)	<p>A. Increase Supervision Officer use of Motivational Interviewing (MI) with clients in an effort to build trust and rapport.</p> <p>B. Increase phone and face-to-face contacts between supervision officer and unhoused clients.</p> <p>C. Increase case contact requirements of supervision officers for unhoused clients.</p>		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date
<p>1. Train staff in MI and increase booster trainings.</p> <p>2. Provide telephones to unhoused clients with the expectation of increased contacts until client is stabilized.</p> <p>3. Develop policy for increased supervision contacts between Supervision Office and client once MSC staff informs Supervision Officer of field MSC contact with client.</p>	<p>1. Training Unit</p> <p>2. MSC staff</p> <p>3. Policy and Legislative Analyst Director</p>	<p>1. Jan 2024 on-going for duration of program.</p> <p>2. May 2024 on-going for duration of program.</p> <p>3. May 2023 – Jan 2024</p>	<p><b><i>SFAPD intends to continue program operations as outlined, beyond the grant completion period of 9/30/2027</i></b></p>

<b>(4) Goal:</b>		Reduce the number of clients that are unhoused	
Objectives (A., B., etc.)	<p>A. Increase housing referrals for SPADP clients.</p> <p>B. Increase referrals to workforce job trainings and job placement opportunities for eligible MSC clients.</p> <p>C. Increase referrals to supportive services that support self-sufficiency.</p>		
	Responsible staff/partners	Timeline	

Project activities that support the identified goal and objectives:		Start Date	End Date
<p>1. Conduct monthly and quarterly data analysis on unhoused clients served by the MSC to capture data trends, including housing placements and placement stability. Based on the data, develop, modify, or increase efforts related to housing placement strategies.</p> <p>2. Deploy MSCs to all supervisorial districts targeting the geographical locations with highest concentration of unhoused populations.</p> <p>3. Refer and develop transportation plans for unhoused clients to housing providers.</p>	<p>1. Research Director</p> <p>2. MSC staff (1 non-sworn reentry staff and 2 DPOs per MSC)</p> <p>3. MSC staff</p>	<p>1. June 2024 on-going for duration of grant period.</p> <p>2. May 2024 on-going for duration of grant</p> <p>3. May 2024 on-going for duration of grant</p>	<p><b><i>SFAPD intends to continue program operations as outlined, beyond the grant completion period of 9/30/2027</i></b></p>

**Appendix F: Certification of Compliance with BSCC Policies on Debarment, Fraud, Theft and Embezzlement**

It is the policy of the BSCC to protect grant funds from unreasonable risks of fraudulent, criminal, or other improper use. As such, the Board will not enter into contracts or provide reimbursement to applicants that have been:

1. debarred by any federal, state, or local government entities during the period of debarment; or
2. convicted of fraud, theft, or embezzlement of federal, state, or local government grant funds for a period of three years following conviction.

Furthermore, the BSCC requires grant recipients to provide an assurance that there has been no applicable debarment, disqualification, suspension, or removal from a federal, state or local grant program on the part of the grantee at the time of application and that the grantee will immediately notify the BSCC should such debarment or conviction occur during the term of the Grant contract.

BSCC also requires that all grant recipients include, as a condition of award to a subgrantee or subcontractor, a requirement that the subgrantee or subcontractor will provide the same assurances to the grant recipient. If a grant recipient wishes to consider a subgrantee or subcontractor that has been debarred or convicted, the grant recipient must submit a written request for exception to the BSCC along with supporting documentation.

By checking the following boxes and signing below, applicant affirms that:

I/We are not currently debarred by any federal, state, or local entity from applying for or receiving federal, state, or local grant funds.

I/We have not been convicted of any crime involving theft, fraud, or embezzlement of federal, state, or local grant funds within the last three years. We will notify the BSCC should such debarment or conviction occur during the term of the Grant contract.

I/We will hold subgrantees and subcontractors to these same requirements.

A grantee may make a request in writing to the Executive Director of the BSCC for an exception to the debarment policy. Any determination made by the Executive Director shall be made in writing.

<b>AUTHORIZED SIGNATURE</b> <small>(This document must be signed by the person who is authorized to sign the Grant Agreement.)</small>			
NAME OF AUTHORIZED OFFICER	TITLE	TELEPHONE NUMBER	EMAIL ADDRESS
Cristel M. Tullock,	Chief Adult Probation Officer	(628)652-2336	CRISTEL.TULLOCK@SFGOV.ORG
STREET ADDRESS	CITY	STATE	ZIP CODE
945 Bryant St, San Francisco, CA 94103			
APPLICANT'S SIGNATURE (Blue Ink or e-signature Only) <b>X</b> <i>Cristel M. Tullock</i>			DATE 12/30/22

**Mobile Probation Service Centers Grant Program - Project Budget and Budget Narrative**

**Name of Applicant:** *San Francisco Adult Probation Department*

**22-Month Budget: May 1, 2023 to March 15, 2025**

*Note: Rows 8-10 will auto-populate based on the information entered in the budget line items (Salaries and Benefits, Services and Supplies, etc.)*

Budget Line Item	Total
1. Services and Supplies	\$204,434.00
2. Professional Services or Public Agency Subcontracts	\$0.00
3. Equipment/Fixed Assets	\$303,036.00
4. Other (Travel, Training, etc.)	\$0.00
<b>TOTAL</b>	<b>\$507,470.00</b>

**1a. Services and Supplies**

Description of Services or Supplies	Calculation for Expenditure	Total
LapTops and related items for Clients, Officers and Service Providers	1. Ragged Laptops/Dell Latitude 5430 Rugged Laptop;Qty: 18; Price per Unit: \$4,513.59; Total: \$81,244.62 2. LapTops locks/Kensington MicroSaver 2.0 Keyed Cable Lock for Laptops; Qty:18; Price per Unit: \$52.00; Total: \$936.00 3. Dell Replacement Spare Laptop batteries/Dell 4-cell 58 Wh Lithium-Ion Replacement Battery for Select Laptops; Qty:8; Price per Unit: \$120.00; Total: \$960.00 4. Dell Charging Station master Controller/Line Modular Battery Chargers Master Controller for Dell Rugged - 1 per van; Qty:2; Price per Unit: \$279.99; Total: \$559.98 5. Dell Charging modules; Qty:8; Price per Unit: \$110.00;Total: \$880.00	\$84,581.00
Wireless Connectivity (LapTops, Van Phones and MiFi)	1. Van iPhone Monthly Service charge; Qty: 4; Monthly Charge: \$50.00; Duration of 41 months; Total: \$8,200.00 2. Client 5G Wireless Connectivity Card for Dell Latitude 5430 Rugged Laptop/SIM Card From AT&T FirstNet and monthly subscription; Qty: 18; Monthly Charge: \$50.00; Duration of 41 months; Total: \$36,900.00	\$45,100.00
Phones and Phones Peripherals	1. Van iPhones 14 Pro; Qty: 4; Price per Unit: \$550.00; Total: \$2,200.00 2. Phone Peripheral (Headsets, chargers); Qty: 32; Price per Unit: \$60.00; Total: \$1,920.00 3. Phone Covers for clients and officers/Ottobox; Qty: 204; Price per Unit: \$45.00; Total: \$9,180.00	\$13,300.00
Other Supporting IT Equipment	1. Printer/Scanner/Copy (Black and White). One per Van/HP LaserJet Pro MFP M227fdw; Qty: 2; Price per Unit: \$500.00; Total: \$1,000.00 2. Printer/Scanner/Copy Toner/HP 30X High Yield Black Toner Cartridge, CF230X. Toner requires replacement 2 times a year for 4 years of Grant; Qty: 2; Price per Unit: \$120.00; Total: \$1,920.00 3. Printer/Scanner/Copy Drum/HP 32A Original Laser Jet Drum CF232A. Drum requires replacement once a year for 4 years of Grant; Qty: 2; Price per Unit: \$110.00; Total: \$880.00 4. USB Cables/For charging Station; Qty: 16; Price per Unit: \$20.00; Total: \$320.00 5. Power and USB Charging station/MooreCo MoorePower Tower, AC Outlet, USB Charge, 13.5' Power Cable; Qty:2; Price per Unit: \$400.00; Total: \$800.00 6. Power Cables Surge Protector Power Strip 10ft Cord Flat Plug, Wall Mount, 8 Wide Outlets with 4 USB Ports (1 USB C), Heavy Duty Extension Cord, Charging Station Overload Protection for Home, Office and Dorm; Qty:10; Price per Unit: \$30.00; Total: \$300.00.	\$5,220.00
Phones for Clients and Pre-paid calling cards	1. Clients Phones/AT&T Calypso or like; Qty: 200; Price per Unit: \$50.00; Total: \$10,000.00 2. Clients Verizon pre-paid Card via Staples starts with the amount of \$30.00/Calc:200 prepaid cards for 3 months while client's situation gets stabilized; Qty: 200; Price per Unit: \$30.00; Total: \$18,000.00.	\$28,000.00
Portable Tables & Chairs	1. Four (4) 48x24 iceberg IndestrucTable TOO 1200 Series (client/MSC outside work stations), two per vehicle, price per unit \$181 (\$181 x 4= \$724). 2. Four (4) 72x30 Iceberg indestrucTable TOO 1200 series folding tables (client Laptop Labs), two per vehicle, price per unit \$287 (\$287 x 4= \$1,148). 3. Fifty (50) iceberg Rough N Ready folding chairs, 25 per vehicle, price per unit \$68 (\$68 X 50+ \$3,400). Estimated Tax \$454 (\$724 [sm tables]+ \$1,148 [lg tables] + \$3,400 [folding chairs]+ \$454 [tax] = \$5,726)	\$5,726.00
Portable Heaters	1. Four (4) Lorell 2-setting Portable Quartz Heaters, two per van, unit cost \$147 (\$147x4=\$588 + tax [estimate] \$51=\$639	\$639.00
Parking Fee and Gas 2 Vans (MSC)	1. Two (2) local government parking spaces for MSC is \$209 per month (22 mo. x \$209= \$4,598 x 2 vans= \$9,196). 2. Gas calculation = 2 vans x 24 gallons ea. at \$6 per gallon x 2 fill-ups per mo. x 22 months (\$288 allows for 2 fill-ups per mo., per van = \$576 gas per month [total of both vehicles] x 22 mo.= \$12,672)	\$21,868.00
<b>TOTAL</b>		<b>\$204,434.00</b>

**1b. Services and Supplies Narrative:**

The line items in Services and Supplies section are necessary to operate the Mobile Service Center (MSC) program. To meet the project goals outlined in the Proposal Narrative and the Project Work Plan (Appendix B), MSC staff require laptops with access to client information including, but not limited to the California Law Enforcement Telecommunications System (CLETS). The MSC program staff will be responsible for informing the client of their conditions of probation as well as future court dates and updating the client's case file. Updates will include client referrals provided and supplies received. Van telephones/computers for staff are required so that communication can take place between MSC, supervision, and service providers. Wireless connectivity (laptops and phones) is the mechanism to access the mainframe, CLETS and contacting impacted supervision and provider stakeholders. Data security is mandatory. Each laptop will be encrypted using AES-256-bit standard and have dedicated wireless SIM card. Laptops with access to criminal justice information will have VPN FIPs 140-2 compliant connection. Each officer will have his/her own VPN login and password with dual factor authentication and will be required to establish secure connection to the authorized CLETS station. Supporting IT equipment is needed so that all electronics work as intended.

Client pre-paid cell phones provides a mechanism for the client to communicate with his/her Supervision Officer and their treatment/service providers. This item strongly supports goals 1-3. Tables/chairs and heaters are necessary as each MSC will provide outside workstations for the clients and program staff. The van and equipment support two outside workstations, client/MSC staff workstation and a mobile Computer Lab for clients to be used to self-enroll into benefits. The MSC staff will assist clients working on Benefit Self-enrollment.

**2a. Professional Services**

Description of Professional Service(s)	Calculation for Expenditure	Total
N/A		
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
<b>TOTAL</b>		<b>\$0.00</b>

**2b. Professional Services Narrative**

N/A

**3a. Equipment/Fixed Assets**

Description of Equipment/Fixed Asset	Calculation for Expense	Total
Two (2) 2023 Entegra Ethos Vans	1. Cost per van \$118,575 + Doc Fee \$85 + Sales Tax \$11,570 + License Fee \$1,288+ Total Cost \$131,518 x 2 vans: Total Cost: 263,036	\$263,036.00
Two (2) 2023 Entegra Ethos Vans Modifications (after purchase)	The County has to go out to bid for needed van modifications as the vans cannot be modified by the dealership. Estimates were provided for the following modifications. To accommodate for needed storage of client supplies (food, hygiene kits, blankets, NARCAN & clothes) one twin bed will be removed and replaced with cabinetry. For distribution of supplies, a removable half wall will be made to be secured in the back of the van when the van doors are open for distribution of supplies. Two Lights, per van, and required wiring will be mounted outside the van to illuminate the area under the awnings (client/staff work stations) and back of van the distribution of supplies area. Cameras will be installed outside the vans so that staff has visibility surrounding the van at all times. Total cost: \$20,000, per van = Total cost \$40,000	\$40,000.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
<b>TOTALS</b>		<b>\$303,036.00</b>

**3b. Equipment/Fixed Assets Narrative**

SFAPD does not have any vehicles that would accommodate the Mobile Service Center program. To meet unhoused clients that are not engaged in supervision or services is difficult. The vans, modified to act as a mobile Probation Area Office/Distribution Center, provides SFADP and our partners the ability to meet clients where they live. It is a place-based approach that will work well with engaging and providing treatment services to unhoused clients. The program was specifically designed to increase and engage unhoused clients while providing an avenue to stable housing. The vans at the time of purchase will require a few modifications to meet safety and security needs of both the staff and clients.

**4a. Other (Travel, Training, etc.)**

Description	Calculation for Expense	Total
N/A		\$0.00
		\$0.00
		\$0.00



		\$0.00
		\$0.00
		\$0.00
<b>TOTAL</b>		<b>\$0.00</b>

**4b. Other (Travel, Training, etc.) Narrative:**

N/A



**APPENDIX A: MOBILE PROBATION SERVICE CENTERS GRANT PROGRAM SCORING PANEL**

<b>Mobile Probation Service Centers Grant Program Scoring Panel Roster</b>		
<b>Member</b>	<b>Title</b>	<b>Organization</b>
Stephanie James	Probation Chief (Ret.)	San Joaquin County Probation Department
Rachelle Gayton	Division Manager of Operations	Yolo County Probation Department
Brad Hecht	Budget and Grants Manager	Sonoma County Probation Department
Charles Henson	Chief Probation Officer	Sierra County Probation Department
Brad Kern	Probation Division Manager	Tulare County Probation Department
Yuri Secoquian	Probation Manager	Contra Costa County Probation Department
America Velasco	Pre-Trial Services Coordinator	Superior Court of California, County of Solano

**From:** [Madison, Taras \(ADP\)](#)  
**To:** [Madison, Taras \(ADP\)](#)  
**Subject:** FW: Mobile Probation Service Centers Grant -San Francisco County Adult Probation Department Document Request  
**Date:** Wednesday, May 10, 2023 12:42:47 PM  
**Importance:** High

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**From:** Goodridge, Ricardo@BSCC <[Ricardo.Goodridge@bscc.ca.gov](mailto:Ricardo.Goodridge@bscc.ca.gov)>  
**Sent:** Friday, April 14, 2023 11:01 AM  
**To:** [cristal.tullock@sfgov.org](mailto:cristal.tullock@sfgov.org)  
**Cc:** BSCC MobileProbation <[MobileProbation@bscc.ca.gov](mailto:MobileProbation@bscc.ca.gov)>; [taras.madison@sfgov.org](mailto:taras.madison@sfgov.org)  
**Subject:** Mobile Probation Service Centers Grant -San Francisco County Adult Probation Department Funding Notification

Good Morning Chief Cristel Tullock,

Please accept this official notification that a Mobile Probation Service Centers Grant award to your organization in the amount of \$507,470 was approved by the Board of State and Community Corrections (BSCC) at its meeting on April 13, 2023, congratulations! Please see the official press release [here](#).

We will need a number of documents from you to verify eligibility for funding and to begin the contract process. The staff working on this process will reach out to you shortly.

The Request For Proposal stated awardees would be required to participate in a New Grantee Orientation to review program requirements, invoicing and budget modification processes, data collection and reporting requirements, as well as other grant management and monitoring activities. I will send additional information out regarding this meeting in the near future, but anticipate a virtual meeting will be held in **June 2023**. Please note, you may start your program on or after **May, 1, 2023** once the Grant Agreement is signed by both parties.

Sincerely,

**Ricardo Goodridge**

Deputy Director, Corrections Planning and Grant Programs  
BOARD OF STATE AND COMMUNITY CORRECTIONS  
2590 Venture Oaks Way, Suite 200, Sacramento, CA 95833  
<http://www.bscc.ca.gov>  
email [ricardo.goodridge@bscc.ca.gov](mailto:ricardo.goodridge@bscc.ca.gov)  
LEADERSHIP ★ EXCELLENCE ★ SUPPORT



# City and County of San Francisco Adult Probation Department

*Protect and Serve the Community, Further Justice, Inspire Change,  
and Prioritize Racial Equity so that all People May Thrive*

Cristel M. Tullock, MSW  
Chief Adult Probation Officer

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DATE: July 18, 2023

TO: Angela Calvillo  
Clerk of the Board

FROM: Cristel Tullock *Cristel M. Tullock*  
Chief Probation Officer

SUBJECT: Mobile Probation Service Centers Grant Accept and Expend Retroactive Language

The department requests a Retroactive Accept and Expend for the Mobile Probation Service Centers Grant. The Mobile Probation Service Centers Grant is a new state grant. The application process was short due to the holidays with approximately three weeks to apply. Legislation development occurred shortly after award notification during budget season. Here is the timeline:

- On November 22, 2022, The Board of State and Community Corrections (BSCC) released the funding notification for this new grant.
- Adult Probation submitted the application on the January 6, 2023 due date.
- On April 14, 2023, the BSCC notified Adult Probation Department of the award.
- On May 10, 2023, the department began working with the Controller's Office on the legislation.
- July 17, 2023, legislation finalized.

If you have any questions, please contact Taras Madison at [taras.madison@sfgov.org](mailto:taras.madison@sfgov.org).

**TO:** Angela Calvillo, Clerk of the Board of Supervisors  
**FROM:** Cristel Tullock, Chief Adult Probation Officer  
**DATE:** May 12, 2023  
**SUBJECT:** Accept and Expend Resolution for Subject Grant

**GRANT TITLE:** BSCC- Mobile Probation Service Centers

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Attached please find the original\* and (new template reads 1 copy 2 copies of each of the following:

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

Grant information form, including disability checklist

Grant budget

Grant application

Grant award letter from funding agency

Ethics Form 126 (if applicable)

Contracts, Leases/Agreements (if applicable)

Other (Explain):

**Special Timeline Requirements:**

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

Name: Tonya Jones Sr. Administrative Analyst Phone: 628-652-2348

Mail Address: Adult Probation Department, 945 Bryant Street,

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).

**From:** [Conine-Nakano, Susanna \(MYR\)](#)  
**To:** [BOS Legislation, \(BOS\)](#)  
**Cc:** [Paulino, Tom \(MYR\)](#); [Jones, Tonya \(ADP\)](#); [Madison, Taras \(ADP\)](#)  
**Subject:** Mayor -- Resolution -- Mobile Probation Service Center  
**Date:** Tuesday, July 18, 2023 4:34:02 PM  
**Attachments:** [Mayor -- Resolution -- Mobile Probation Service Center.zip](#)

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Hello Clerks,

Attached for introduction to the Board of Supervisors is a Resolution retroactively authorizing the Adult Probation Department to accept and expend a grant in the amount of \$507,470 from the Board of State and Community Corrections (hereafter referred to as the BSCC) for the Mobile Probation Service Centers Grant Program funded through The Budget Act of 2022 (Assembly Bill 178), for the period of May 1, 2023, through September 30, 2027.

Best,  
Susanna

Susanna Conine-Nakano  
Office of Mayor London N. Breed  
City & County of San Francisco  
1 Dr. Carlton B. Goodlett Place, Room 200  
San Francisco, CA 94102  
415-554-6147