

1 [Grant Agreement - Department of Public Health - Law Enforcement Assisted Diversion Pilot
2 Program - FYs 2017-2018 and 2018-2019]

3 **Resolution authorizing the Director of Health to execute a grant agreement, on behalf**
4 **of the City and County of San Francisco, with the California Board of State and**
5 **Community Corrections for participation in the Law Enforcement Assisted Diversion**
6 **Pilot Program, for the period of July 1, 2017, to June 30, 2019.**

7
8 WHEREAS, On June 27, 2016, California State Senate Bill 843 established the Law
9 Enforcement Assisted Diversion (LEAD) Pilot Program to be administered by the California
10 Board of State and Community Corrections (BSCC); and

11 WHEREAS, The purpose of the LEAD Pilot Program is to improve public safety and
12 use of social service resources while reducing costs to law enforcement agencies and courts
13 stemming from repeated incarceration; and

14 WHEREAS, The Workgroup to Re-envision the Jail Replacement Project prioritized the
15 need for implementing LEAD in San Francisco; and

16 WHEREAS, Based on a model developed in Seattle, LEAD Pilot Programs are
17 innovative pre-booking diversion programs that refer repeat, low-level drug offenders, at the
18 earliest contact with law enforcement, to community-based health and social services as an
19 alternative to jail and prosecution; and

20 WHEREAS, On February 1, 2017, the Mayor's Office submitted an application to the
21 BSCC to participate in the LEAD Pilot Program, to be called LEAD SF in San Francisco, and
22 designated the San Francisco Department of Public Health (SFDPH) as the lead agency
23 (See, Law Enforcement Assisted Diversion San Francisco (LEAD SF) Grant Application on file
24 with the Clerk of the Board of Supervisors in File No. 170689); and
25

1 WHEREAS, LEAD SF Program participants will have access to the city's extensive
2 system of care that includes comprehensive behavioral health services (substance use
3 disorder and mental health treatment), physical health services, transitional housing,
4 employment, and other relevant services; and

5 WHEREAS, LEAD SF will build on existing City and County efforts to address the
6 complex needs of repeat drug and alcohol offenders through a multi-agency, collaborative
7 initiative based on shared planning, decision-making, data sharing, and evaluation; and

8 WHEREAS, On April 20, 2017, the Mayor's Office was notified that it was awarded
9 \$5,900,000 in funding from the BSCC; and

10 WHEREAS, BSCC requires a resolution from the City and County's governing board
11 specifically delegating authority to the individual authorized to execute the grant agreement;
12 and

13 WHEREAS, The City and County of San Francisco desires to participate in the LEAD
14 grant program administered by the BSCC; now, therefore, be it

15 RESOLVED, That the Director of Health is authorized by the San Francisco Board of
16 Supervisors to sign the Grant Agreement with the BSCC, including any amendments thereof,
17 on behalf of the City and County of San Francisco; and, be it

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

20 FURTHER RESOLVED, That the City and County of San Francisco agrees to abide by
21 the terms and conditions of the Grant Agreement as set forth by the BSCC.

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

Grant Resolution Information Form
(Effective July 2011)

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

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

1. Grant Title: **Law Enforcement Assisted Diversion (LEAD)**
2. Department: **Department of Public Health**
3. Contact Person: **Colleen Chawla** Telephone: **415-554-2769**
4. Grant Approval Status (check one):

Approved by funding agency

Not yet approved

5. Amount of Grant Funding Approved or Applied for: **\$5,900,000**

7/01/17 – 6/30/18 - **\$2,935,435**

7/01/18 – 6/30/19 - **\$2,964,565**

6a. Matching Funds Required: **\$1,035,336**

b. Source(s) of matching funds (if applicable):

DPH general fund	- \$ 78,699
District Attorney general fund	- \$ 74,620
Public Defender's Office general fund	- \$ 67,193
Adult Probation general fund	- \$814,824

7a. Grant Source Agency: **Board of State and Community Corrections**

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

8. Proposed Grant Project Summary **Law Enforcement Assisted Diversion San Francisco (LEAD SF)** is an innovative pre-booking diversion program that will refer repeat, low-level drug offenders, at the earliest contact with law enforcement, to community-based health and social services as an alternative to jail and prosecution. LEAD SF participants will have access to the city's extensive system of care that includes comprehensive behavioral health services (substance use disorder and mental health treatment), physical health services, transitional housing, employment, and other relevant services. LEAD SF is a multi-agency collaborative partnership between the San Francisco Mayor's Office (applicant agency), San Francisco Department of Public Health (designated by the Mayor's Office as the lead agency), San Francisco Police Department, San Francisco Sheriff's Department, Bay Area Rapid Transit Police Department, San Francisco Adult Probation Department, San Francisco District Attorney's Office, San Francisco Public Defender's Office, and the nonprofit Drug Policy Alliance. LEAD SF will also include community-based organizations and a broad network of health and social service providers that represent and serve the individuals most impacted by drug/alcohol abuse and the resulting effects on community health and safety.

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

Start-Date: 7/01/2017

End-Date: 6/30/2019

10a. Amount budgeted for contractual services: **\$2,620,243**

b. Will contractual services be put out to bid? **No**

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

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

11a. Does the budget include indirect costs? Yes No

b1. If yes, how much? \$590,000

b2. How was the amount calculated? **10% of total grant funds. The indirect cost is budgeted in "Professional Services/Public Agencies Subcontracts" line-item budget for DPH.**

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

Not allowed by granting agency

To maximize use of grant funds on direct services

Other (please explain):

c2. If no indirect costs are included, what would have been the indirect costs?

12. Any other significant grant requirements or comments:

GRANT CODE (Please include Grant Code and Detail in FAMIS):

Grant code: HMM017-1700, index code HMMPPFLEADG

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

14. The Departmental ADA Coordinator or the Mayor's Office on Disability have reviewed the proposal and concluded that the project as proposed will be in compliance with the Americans with Disabilities Act and all other Federal, State and local disability rights laws and regulations and will allow the full inclusion of persons with disabilities. These requirements include, but are not limited to:

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

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

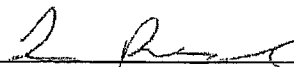
Comments:

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

Toni Rucker, PhD
(Name)

DPH ADA Coordinator
(Title)

Date Reviewed: 26-30-17


(Signature Required)

Department Head or Designee Approval of Grant Information Form:

Barbara A. Garcia, MPA

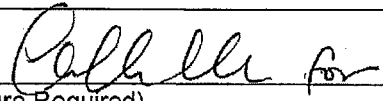
(Name)

Director of Health

(Title)

Date Reviewed:

7/5/17

A handwritten signature in cursive script, appearing to read "Barbara A. Garcia", written over a horizontal line.

(Signature Required)

STATE OF CALIFORNIA
STANDARD AGREEMENT
 STD 213 (Rev 06/03)



AGREEMENT NUMBER BSCC 995-17
REGISTRATION NUMBER

- This Agreement is entered into between the State Agency and the Contractor named below:
 STATE AGENCY'S NAME
BOARD OF STATE AND COMMUNITY CORRECTIONS
 CONTRACTOR'S NAME
CITY & COUNTY OF SAN FRANCISCO
- The term of this Agreement is: **July 1, 2017 through June 28, 2019**
- The maximum amount of this Agreement is: **\$5,900,000.00**
FIVE MILLION NINE HUNDRED THOUSAND DOLLARS AND ZERO CENTS
- The parties agree to comply with the terms and conditions of the following exhibits and attachments which are by this reference made a part of the Agreement.

Exhibit A:	Scope of Work	2	pages
Exhibit B:	Budget Detail and Payment Provisions	3	pages
Exhibit C:	General Terms and Conditions (GTC 04/2017)	3	pages
Exhibit D:	Special Terms and Conditions	3	pages
Attachment 1:	LEAD Request for Proposal*		
Attachment 2:	Grant Proposal/Application for Funding	52	pages
Appendix A:	LEAD Executive Steering Committee	1	page

* This item is incorporated by reference and can be accessed at: http://www.bscc.ca.gov/s_cpleadgrant.php

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.

CONTRACTOR		<i>California Department of General Services Use Only</i>
CONTRACTOR'S NAME (if other than an individual, state whether a corporation, partnership, etc.) CITY & COUNTY OF SAN FRANCISCO		
BY (Authorized Signature) 	DATE SIGNED(Do not type)	
PRINTED NAME AND TITLE OF PERSON SIGNING Edwin M. Lee, Mayor		
ADDRESS 1 Dr. Carlton B. Goodlett Place San Francisco CA 94102		
STATE OF CALIFORNIA		
AGENCY NAME BOARD OF STATE AND COMMUNITY CORRECTIONS		
BY (Authorized Signature) 	DATE SIGNED(Do not type)	
PRINTED NAME AND TITLE OF PERSON SIGNING MARY JOLLS, Deputy Director		
ADDRESS 2590 Venture Oaks Way, Suite 200 Sacramento CA 95833		

Exempt per: **SCM 1, 4.06**

**EXHIBIT A
SCOPE OF WORK**

1. GRANT AGREEMENT – LEAD GRANT PROGRAM

This Grant Agreement is between the State of California, Board of State and Community Corrections, hereafter referred to as BSCC and City & County of San Francisco hereafter referred to as Grantee or Contractor.

2. PROJECT SUMMARY AND ADMINISTRATION

A. Law Enforcement Assisted Diversion San Francisco (LEAD SF) is a pre-booking diversion program that will divert repeat, low-level drug offenders at the earliest contact with law enforcement to community-based health and social services as an alternative to jail and prosecution. LEAD SF participants will have access to the city's system of care that includes comprehensive behavioral health services (substance use disorder and mental health treatment), physical health services, transitional housing, employment and other relevant services. LEAD SF is a multi-agency collaborative partnership between the San Francisco Mayor's Office (applicant Agency), San Francisco Department of Public Health, San Francisco Police Department, San Francisco Sheriff's Department, BART, San Francisco Probation Department, San Francisco District Attorney's Office, Public Defender's Office and the nonprofit Drug Policy Alliance. LEAD SF will also include community-based organizations and a broad network of health and social service providers that represent and serve the individuals most impacted by drug/alcohol abuse and the resulting effects on community health and safety. The project aims to reach at least 250 individuals and divert at least 100 participants in the Tenderloin and Mission neighborhoods of San Francisco over the project period.

B. Grantee agrees to administer the project in accordance with Attachment 1: LEAD Request for Proposal (incorporated by reference) and Attachment 2: Grant Proposal/Application for Funding, which is attached 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 in connection with the interpretation, performance, or payment for work performed under this Grant Agreement.

B. The Grantee's project officials shall be those identified as follow:

Authorized Officer with legal authority to sign:

Name: Edwin M. Lee

Title: Mayor

Address: 1 Dr. Carlton B. Goodlett Place, San Francisco CA 94102

Phone: (415) 554-6141

Designated Financial Officer authorized to receive warrants:

Name: Greg Wagner

Title: Chief Financial Officer

Address: 101 Grove Street, Room 308, San Francisco CA 94102

Phone: (415) 554-2900

Fax: (415) 554-2710

Email: greg.wagner@sfdph.org

Project Director authorized to administer the project:

Name: Colleen Chawla

Title: Deputy Director of Health

Address: 101 Grove Street, Room 310, San Francisco CA 94102

Phone: (415) 554-2769

Fax: (415) 255-3798

Email: colleen.chawla@sfdph.org

**EXHIBIT A
SCOPE OF WORK**

7. CONFLICT OF INTEREST

- A. Existing law prohibits any applicant entity, sub-grantee, partner or like party who participated on the LEAD Executive Steering Committee ((ESC (See Appendix A) from receiving funds from the grant for which the ESC was established. Government Code 1090 prohibits participation of financially interested individuals in the ESC process. A person who is "financially interested" includes employees of any governmental, nongovernmental entity or service provider that might receive funding through the applicable grant project. Additionally, a member could be "financially interested" if he or she serves with an organization that might make a contribution to the applicable grant project.
- B. In cases of an actual conflict of interest with an ESC 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 PAYMENTS

- 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.
- B. The only exception to the above is in regard to the invoice for the period covering April 1, 2019 through June 28, 2019. For this invoice only, the Grantee shall submit an estimate for the quarterly expenditures by May 1, 2019. The estimate must include a detailed accounting of the expenditures being claimed. The BSCC will provide payment for the final quarter prior to July 1, 2019. If Grantee underestimates the payment for the final invoice period, the BSCC will not pay the unclaimed amount. If Grantee overestimates the payment for the final invoice, Grantee will be responsible for returning the difference between the estimated and actual amounts to the BSCC. A final invoice for the final quarter must also be submitted to the BSCC no later than August 15, 2019. If Grantee owes money, it is due to the BSCC within 45 days of submission of the actual final invoice.

Invoicing Periods

Due no later than:

- | | |
|--|-------------------|
| 1) Start date through September 30, 2017 | November 15, 2017 |
| 2) October 1, 2017 through December 31, 2017 | February 15, 2018 |
| 3) January 1, 2018 through March 31, 2018 | May 15, 2018 |
| 4) April 1, 2018 through June 30, 2018 | August 15, 2018 |
| 5) July 1, 2018 through September 30, 2018 | November 15, 2018 |
| 6) October 1, 2018 through December 31, 2018 | February 15, 2019 |
| 7) January 1, 2019 through March 31, 2019 | May 1, 2019 |
| 8) April 1, 2019 through June 28, 2019 – Estimated Invoice | May 1, 2019 |
| 9) Final Invoice | August 15, 2019 |

- C. An invoice is due to the BSCC even if grant funds are not expended or requested during the reporting period. Supporting documentation must be submitted for expenditures upon BSCC's request. All supporting documentation must be maintained by the grantee on site and be readily available for review during BSCC site visits.

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 Indirect Costs/Administrative Overhead line item that would result in that item exceeding ten percent (10%) of the grant award.

3. BUDGET CONTINGENCY CLAUSE

- A. It is mutually agreed that if the Budget Act of the current year and/or any subsequent years covered under this Grant Agreement does 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 funding for any fiscal year is reduced or deleted by the Budget Act for purposes of this program, the BSCC shall have the option to either cancel this Grant Agreement with no liability occurring to the BSCC, or offer an agreement amendment to Grantee to reflect the reduced amount.
- C. This Grant Agreement is valid and enforceable only if sufficient funds are made available by the Legislature. 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 funds.

**EXHIBIT B
BUDGET DETAIL AND PAYMENT PROVISIONS**

4. PROJECT COSTS

- A. Grantee is responsible for ensuring that actual expenditures are for eligible project costs. "Eligible" and "ineligible" project costs are set forth in the most current version of the BSCC Grant Administration Guide, which can be found under Quick Links here:

http://www.bscc.ca.gov/s_correctionsplanningandprograms.php

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.

- B. Grantee is responsible for ensuring that invoices submitted to the BSCC claim actual expenditures for eligible project costs. The BSCC Grant Administration and Audit Guide outlines eligible and ineligible project costs.
- C. 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.
- D. Grant funds must be used to support new program activities or to augment existing funds to 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 a range of penalties (e.g., recoupment of monies provided under this grant, suspension of future program funding through BSCC grants, and civil/criminal penalties).

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.

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 provision, including:
- 1) submittal and approval of the final invoice;
 - 2) submittal and approval of the final progress report; and,
 - 3) submittal and approval of any additional required reports.
- 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.

**EXHIBIT B
 BUDGET DETAIL AND PAYMENT PROVISIONS**

7. PROJECT BUDGET

Budget Line Item	A. Grant Funds	B. Hard Match Funds (minimum 10%)	C. Total Project Value
1. Salaries and Benefits <i>(Applicant Agency only)</i>	\$0	\$0	\$0
2. Services and Supplies	\$2,000	\$0	\$2,000
3. Professional Services/Public Agency Contracts	\$2,904,422	\$1,035,336	\$3,939,758
4. Community-Based Organization Contracts	\$2,246,744	\$0	\$2,246,744
5. Indirect Costs <i>(not to exceed 10% of grant funds)</i>	\$590,000	\$0	\$590,000
6. Data Collection	\$156,834	\$0	\$156,834
7. Fixed Assets/Equipment	\$0	\$0	\$0
8. Other (Travel, Training, etc.)	\$0	\$0	\$0
TOTALS	\$5,900,000	\$1,035,336	\$6,935,336

EXHIBIT C
GENERAL TERMS AND CONDITIONS (GTC 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 save 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.
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.
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

EXHIBIT C
GENERAL TERMS AND CONDITIONS (GTC 04/2017)

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 (<http://www.dgs.ca.gov/ols/Resources/StandardContractLanguage.aspx>) are hereby incorporated by reference and made a part of this Agreement by this reference as if attached hereto.
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.

EXHIBIT C
GENERAL TERMS AND CONDITIONS (GTC 04/2017)

- 16. CHILD SUPPORT COMPLIANCE ACT:** For any Agreement in excess of \$100,000, the contractor acknowledges in accordance with Public Contract Code 7110, that:
- 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. (Govt. 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: LEAD Request for Proposal, and Attachment 2: Grant Proposal/Application for Funding.
- 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: LEAD Request for Proposal, and Attachment 2: Grant Proposal/Application for Funding, 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.

4. POTENTIAL SUBCONTRACTORS

- A. In accordance with the provisions of this Grant Agreement, the Grantee may subcontract with consultants 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.
- C. Grantee shall ensure that all subcontractors comply with all requirements of this Grant Agreement.
- 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.

**EXHIBIT D
SPECIAL TERMS AND CONDITIONS**

2) Access to Books and Records

Make such books, records, supporting documentations, and other evidence available to the BSCC or designee, 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.

5. 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 3 years following the end of the project period.

6. 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.
- 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 3 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.

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 Application for Funding. 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 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: LEAD Request for Proposal, and Attachment 2: Grant Proposal/Application for Funding or approved modifications;
 - 3) failure to provide the required local match share of the total project costs; and,
 - 4) 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 8: Settlement of Disputes.

**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 of the data collection and reporting requirements as described in Attachment 1: LEAD Request for Proposal, and Attachment 2: Grant Proposal/Application for Funding.

5. PROGRESS REPORTS AND EVALUATIONS

- A. Grantee will submit quarterly progress reports in a format prescribed by the BSCC. These reports, which will describe progress made on program objectives and include required data, shall be submitted according to the following schedule:

Progress Report Periods

- 1) Start date through September 30, 2017
- 2) October 1, 2017 through December 31, 2017
- 3) January 1, 2018 through March 31, 2018
- 4) April 1, 2018 through June 30, 2018
- 5) July 1, 2018 through September 30, 2018
- 6) October 1, 2018 through December 31, 2018
- 7) January 1, 2019 through March 31, 2019
- 8) April 1, 2019 through June 28, 2019

Due no later than:

- November 15, 2017
- February 15, 2018
- May 15, 2018
- August 15, 2018
- November 15, 2018
- February 15, 2019
- May 15, 2019
- August 15, 2019

- B. Grantees shall submit all other reports and data as required by the BSCC.

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 required for consultants (subcontractors).
- D. The grantee shall maintain documentation of donated goods and/or services, including the basis for valuation.
- 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.

**EXHIBIT D
SPECIAL TERMS AND CONDITIONS**

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.
- 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.

9. 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.

10. 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.

APPENDIX A
2016-2017 LEAD EXECUTIVE STEERING COMMITTEE ROSTER

LEAD Executive Steering Committee

David Bejarano, ESC Co-Chair, BSCC Board Member, Police Chief, City of Chula Vista

Francine Tournour, ESC Co-Chair, BSCC Board Member, Director, City of Sacramento

John Bauters, Director of Government Relations, Californians for Safety and Justice, Alameda County

Ellen McDonnell, Deputy Public Defender, Office of the Public Defender, Contra Costa County

Kellen Russoniello, Staff Attorney, American Civil Liberties Union (ACLU), San Diego

Rebecca Brown, President, Further The Work, Contra Costa County

Brenda Grealish, Assistant Deputy Director, California Dept. of Health Care Services, Sacramento



Law Enforcement Assisted Diversion San Francisco

LEAD SF

Completed Proposal Checklist

A complete LEAD Grant Proposal packet must contain the following (to be submitted in the order listed):

Required Sections:	Check once Complete (✓)
Proposal Checklist (signed by the applicant)	✓
Section I: Applicant Information Form (with original signature in blue ink)	✓
Section I (a): Abstract	✓
Sections II – VII (a): Proposal Narrative (not exceeding 25 pages)	✓
Section VII (b): Budget Table and Detail	✓
Section VIII: Project Work Plan	✓
Section IX: Key Stakeholder Committee Roster	✓
Section X: List of Partner Agencies and Services	✓
Required Attachments to Proposal:	
MOUs to Include Statements of Intent	✓
Other Required Documents:	
Governing Board Resolution Note: The Governing Board Resolution is not due at time of proposal submission but must be received prior to the Grant Award Agreement	In progress
Optional:	
Geographical Map of Service Area	✓
One Endnote Page	✓

I have reviewed this checklist and verified that all required items are included in this proposal packet. Additionally, by signing this checklist I am affirming that our proposal does not contain a catchment area that duplicates that of any other applicants applying from the same jurisdiction.

X

Public Agency Applicant Authorized Signature (see Applicant Information Form, next page)

NO OTHER ATTACHMENTS WILL BE CONSIDERED

SECTION I: Applicant Information Form

A. APPLICANT AGENCY		B. TAX IDENTIFICATION NUMBER	
NAME OF APPLICANT AGENCY City and County of San Francisco		TAX IDENTIFICATION #: 946000417	
STREET ADDRESS	CITY	STATE	ZIP CODE
1 Dr. Carlton B. Goodlett Place	San Francisco	CA	94102
MAILING ADDRESS (if different)	CITY	STATE	ZIP CODE
C. PROJECT TITLE		D. GRANT FUNDS REQUESTED	
LEAD SF		\$5,900,000	
E. PROJECT SUMMARY			
<p>The City and County of San Francisco seeks to implement LEAD as a pre-booking diversion program for substance-dependent individuals who come into contact with the criminal justice system. LEAD SF is a multi-agency collaborative partnership that will incorporate San Francisco's standards for harm reduction practice into program planning and implementation. With the goals of reducing criminal behavior and improving public safety by connecting low-level drug offenders with the City's robust network of services, the program aims to reach at least 250 individuals and divert at least 100 participants in the Tenderloin and Mission neighborhoods over the 26-month project period.</p>			
F. PROJECT DIRECTOR			
NAME	TITLE	TELEPHONE NUMBER	
Colleen Chawla	Deputy Director of Health	(415) 554-2769	
STREET ADDRESS		FAX NUMBER	
101 Grove Street, Room 310		(415) 255-3798	
CITY	STATE	ZIP CODE	EMAIL ADDRESS
San Francisco	CA	94102	colleen.chawla@sfdph.org
G. FINANCIAL OFFICER			
NAME	TITLE	TELEPHONE NUMBER	
Greg Wagner	Chief Financial Officer	(415) 554-2610	
STREET ADDRESS		FAX NUMBER	
101 Grove Street, Room 308		(415) 554-2710	
CITY	STATE	ZIP CODE	EMAIL ADDRESS
San Francisco	CA	94102	greg.wagner@sfdph.org
PAYMENT MAILING ADDRESS (if different)	CITY	STATE	ZIP CODE
H. DAY-TO-DAY CONTACT PERSON			
NAME	TITLE	TELEPHONE NUMBER	
Angelica Almeida, PhD	Director of Assisted Outpatient Treatment	(415) 225-3798	
STREET ADDRESS		FAX NUMBER	
1380 Howard Street, Room 423		(415) 554-2710	
CITY	STATE	ZIP CODE	EMAIL ADDRESS
San Francisco	CA	94103	angelica.almeida@sfdph.org
I. AUTHORIZED SIGNATURE			
By signing this application, I hereby certify that I am vested by the Public Agency Applicant with the authority to enter into contract with the BSCC, and that the grantee and any subcontractors will abide by the laws, policies and procedures governing this funding.			
NAME OF AUTHORIZED OFFICER	TITLE	TELEPHONE NUMBER	EMAIL ADDRESS
Edwin M. Lee	Mayor	(415) 554-6141	aneeka.chaudhry@sfgov.org
STREET ADDRESS	CITY	STATE	ZIP CODE
1 Dr. Carlton B. Goodlett Place	San Francisco	CA	94102
APPLICANT'S SIGNATURE (Blue Ink Only)	DATE		
X	2/9/2017		

SECTION I (a): Project Abstract

Law Enforcement Assisted Diversion San Francisco (LEAD SF) is an innovative pre-booking diversion program that will refer repeat, low-level drug offenders, at the earliest contact with law enforcement, to community-based health and social services as an alternative to jail and prosecution. LEAD SF participants will have access to the city's extensive system of care that includes comprehensive behavioral health services (substance use disorder and mental health treatment), physical health services, transitional housing, employment, and other relevant services. LEAD SF is a multi-agency collaborative partnership between the San Francisco Mayor's Office (applicant agency), San Francisco Department of Public Health (designated lead agency), San Francisco Police Department, San Francisco Sheriff's Department, Bay Area Rapid Transit Police Department, San Francisco Adult Probation Department, San Francisco District Attorney's Office, San Francisco Public Defender's Office, and the nonprofit Drug Policy Alliance. LEAD SF will also include community-based organizations and a broad network of health and social service providers that represent and serve the individuals most impacted by drug/alcohol abuse and the resulting effects on community health and safety.

The goals of LEAD SF are 1) Reduce the recidivism rate for low-level drug and alcohol offenders in San Francisco's Tenderloin and Mission districts; 2) Strengthen collaboration across city departments and with community-based organizations to better meet the needs of individuals with a history of substance abuse and low-level drug offenses by diverting them from the justice system and into harm reduction based social services; and 3) Improve LEAD participants' health and housing status.

Over the 26-month grant period, police officers will refer 250 individuals to LEAD SF, including 200 pre-booking referrals and 50 social contact referrals. At least 100 of these individuals will work with a case manager from the Glide Harm Reduction Services or the Felton Institute (CBOs) to develop an Individual Intervention Plan and receive access to the city's network of evidence-based social and mental health services. These services are all based in harm reduction principles, and participants will receive ongoing case management to support them on their path to recovery, stable housing and economic stability.

SECTION II: STATEMENT OF NEED

The City and County of San Francisco (population 864,816) has long been a center for criminal justice reform. Between 1994 and 2014, San Francisco decreased the number of offenders sent to prison by 89%, taking advantage of local and state initiatives that sought alternatives to incarceration, increasing discretionary authority and resources to manage offenders, and strengthening re-entry programs.¹ San Francisco has implemented several successful initiatives aimed at reducing crime by rehabilitating offenders, including several collaborative courts, and opened the Sobering Center in 2003 to divert individuals acutely intoxicated by alcohol from County Jail or emergency rooms. The city is now seeking to expand its service network to divert drug offenders to rehabilitation at the first point of contact with the criminal justice process.

With a cost of living at 59% higher than the national average,² San Francisco poses serious challenges for those struggling with addiction, mental illness, and poverty. In 2015, 18% of the city's roughly 7,500 homeless people reported drug and alcohol use as the primary reason for their lack of permanent housing, up from 11% in 2013.³ The city has higher rates of illicit drug use than the national average and other comparable cities. The city's three-year recidivism rate--at 53%--far exceeds the state average of 45%. A staggering 40% of those returning to jail within three years are drug offenders.⁴

San Francisco is proposing to expand its network of harm reduction-based rehabilitation services and further reduce the recidivism rate by implementing the LEAD program for low-level drug and alcohol offenders who have been repeatedly involved in the criminal justice system. For this Board of State and Community Corrections (BSCC) pilot, LEAD SF will focus specifically on drug and alcohol offenders in the city's Tenderloin and Mission districts, which together comprise 37% of drug- and alcohol-related incidents and contain the majority of homeless people in the city. LEAD SF will divert eligible participants at the point of contact with law enforcement from booking into the city's network of harm-reduction based services, including behavioral health services (substance use disorder and mental health treatment), physical health services, transitional

¹ Eliminating Mass Incarceration: How San Francisco Did It, James Austin, JFA Institute, 2015.

² Addressing Affordability of Health Insurance in San Francisco: Technical Report, Health Management Associates 2015.

³ San Francisco Homeless Point-In-Time Count and Survey, Applied Survey Research, 2015.

⁴ 2015 Outcome Evaluation Report: An Examination of Offenders Released in Fiscal Year 2010-11, California Department of Corrections and Rehabilitation, Office of Research, August 2016.

housing, employment, and other relevant services.

Drug and Alcohol Offenses. In 2016, over 30% of all San Francisco Police Department (SFPD) incidents occurred in the Mission and Tenderloin districts, including 38% of total drug incidents and 31% of incidents of public drunkenness. Of the 1,562 drug incidents in 2016 in these two neighborhoods, 89% resulted in arrest and booking. The most common cause for booking was drug sales and possession, especially for (in order of frequency) methamphetamine, base/rock cocaine, heroin, and marijuana.

Alcohol and drug use is a serious public health issue in San Francisco. Alcohol use disorder is the most problematic addictive disorder in the city's safety net, outstripping heroin. In 2015, 25% of residents reported binge drinking, 11% of residents reported alcohol use disorder, and 2,378 people were admitted for treatment. It is the primary cause of homelessness and the top reported health condition among the chronically homeless in San Francisco.⁵ The city is also dealing with the rising abuse of prescription opioids. In 2014, there were 127 fatal opioid overdoses in the city, the vast majority (72%) of them from prescription opioids.⁶ The most recent data available (from 2012), suggests there are 15,000-22,000 people who inject drugs in San Francisco.⁷ Nearly 10,000 people received methadone treatment from 2000-2015. Substance use disorder (SUD) treatment admissions for methamphetamine have been consistently rising, as have hospitalizations involving methamphetamine and deaths, including methamphetamine as a causal agent. On average, there is a six-week wait for individuals seeking residential treatment and a five-day wait for individuals seeking medical detox.

Racial Disparities. San Francisco's diverse population includes White 53.6%, Asian 35.3%, Hispanic or Latino 15%, African American 5.7%, American Indian or Alaska Native .8%, and Native Hawaiian or Pacific Islander .5%, and two or more races 4.2%.⁸ As in many cities across the U.S., people of color in San Francisco face serious racial disparities in the criminal justice system. Latino adults are 1.5 times as likely to be booked as White adults. Although the African American population has dropped from 11% of the

⁵ Alcohol Management Housing Issue Brief, San Francisco Department of Public Health, May 2016.

⁶ San Francisco Heroin Opioid Brief, San Francisco Department of Public Health, March 2016.

⁷ San Francisco Sentinel Community Site (SCS) Drug Use Patterns and Trends, National Drug Early Warning System (NDEWS), 2016

⁸ US Census, 2015.

city's population in 1990 to 5.7% in 2015, African Americans experience felony drug arrest rates 19 times higher than other races in San Francisco, and 7.3 times higher than African Americans elsewhere in California.⁹ African American women comprise only 6% of San Francisco's female population, but they constitute 46% of all female arrests and are arrested at rates 13 times higher than women of other races.¹⁰ Not only are African Americans arrested at higher rates, they also stay in jail longer. In 2015, African Americans comprised 53% of all inmates in SF County jail and their periods of custody were significantly longer than any other race.¹¹

Addressing the Need. In 2011, the Sentencing Commission of the City and County of San Francisco (SFSC), an initiative of the San Francisco District Attorney's Office, began a four-year process to study the design and implementation of a formalized, non-punitive law enforcement-assisted pre-booking diversion program for low-level drug offenders and assess the feasibility of replicating the LEAD program in San Francisco. An analysis completed for the SFSC explored the feasibility, benefits, and cost of implementing LEAD and found that, "San Francisco has the necessary tools and systems to meet the challenge of successfully implementing such a program."¹² The SFSC concluded its study in July 2015, echoing the researchers' recommendation that San Francisco implement LEAD as "an evidence-based and fiscally prudent approach to lowering recidivism and increasing public safety."¹³

Separately, a January 2016 Resolution of the Board of Supervisors called for the formation of a workgroup to plan for the permanent closure of two SF county jails and any corresponding investments in new mental health facilities and jail retrofits needed to uphold public safety and better serve at-risk individuals. The resulting Workgroup to Re-envision the Jail Replacement Project included significant community representation including mental health, prisoners' rights and homeless advocates as well as faith-based

⁹ San Francisco's Arrest Rates of African Americans for Drug Felonies Worsens, Mike Males and William Armaline, Center on Criminal and Juvenile Justice, April 2012.

¹⁰ San Francisco's Disproportionate Arrest of African American Women Persists, Michael Males, Center on Juvenile and Criminal Justice, April 2015.

¹¹ Issue Brief: Data Review, Work Group to Re-envision the Jail Replacement Project, August 12, 2016.

¹² Diversion Program Alternatives for San Francisco, Feasibility Analysis for Pre-booking and Pre-charging Alternatives, Hollingshead, A., Lievano, M., and Pe, W., UC Berkeley, 2014.

¹³ Memo to Honorable Edwin Lee, Mayor of San Francisco, "Law Enforcement Assisted Diversion Pilot Program," San Francisco Sentencing Commission City and County of San Francisco, July 27, 2015.

communities. The workgroup recommended implementing LEAD on a pilot basis in the Tenderloin and 16th Street/Mission neighborhoods.

Incarcerating people suffering from drug addiction, mental illness, and/or homelessness is counterproductive and expensive. LEAD SF will provide access to culturally competent wraparound services that address the basic needs of these vulnerable populations, reduce social inequities associated with criminal justice involvement, promote public safety, enhance the wellbeing of individuals and neighborhoods, and save money. LEAD SF will expand the city's capacity by expanding outreach and case management for individuals who would otherwise cycle through the criminal justice system and ensure they receive an individually-tailored treatment plan through a coordinated system of care. Additional funds from a BSCC Proposition 47 grant (if funded) will add an additional 5 social detox and 32 residential treatment beds at Salvation Army's Harbor Light facility.

Improving Law Enforcement/Community Relations. The high level of drug usage and homelessness in the Mission and Tenderloin districts has frustrated business owners and residents who see frequent drug users arrested and then return to the street over and over again. In 2015, a joint SFPD and Drug Enforcement Administration Task Force was criticized for racially- and sexually-biased policing of low-level drug users in the Tenderloin district. All of the 37 people arrested by undercover SFPD officers for possession of small amounts of drugs were African Americans and, in one sting, 11 of the 18 people arrested were women. In 2016, in response to community outcry after several officer-involved shootings and other high profile incidents, the Mayor and then-Police Chief requested assistance from the Department of Justice (DOJ) to conduct a thorough review of SFPD's policies and practices. Later that year, the DOJ released a series of recommendations for the SFPD, including that the SFPD develop strategic partnerships on key community issues such as homelessness and organizational transparency and demonstrate a greater commitment to procedural justice.¹⁴

¹⁴ Collaborative Reform Initiative: An Assessment of the San Francisco Police Department Executive Summary Findings & Recommendations, October 2016.

LEAD SF will begin to address some of these issues by changing the way law enforcement interacts with repeat drug offenders. Officers will receive training in harm reduction approaches, as well as implicit bias in determining who gets arrested/charged, specifically as these issues relate to the implementation of LEAD. Training objectives are designed to ensure that officers use a more holistic, trauma-informed approach to deal with repeat low-level drug offenders, refer them away from the criminal justice system and into a system of care that seeks to support them on their path to recovery and permanently keep them off the streets. San Francisco Mayor Ed Lee appointed a new SFPD Police Chief, William Scott, in December 2016. Chief Scott is a strong proponent of the LEAD program, having helped to lay the foundation for a LEAD program in Los Angeles in 2015. He has committed to implementing the pilot in San Francisco, as well as addressing the recommendations of the DOJ report. BART Police Department also stepped forward to partner on LEAD in 2014, even traveling to Seattle to see the program in action there. While a single project cannot address all of the deeply-rooted issues related to trust, racism, accountability and transparency between law enforcement and the community, LEAD is committed to changing the way that law enforcement interacts with people who suffer from SUD and mental illness.

Harm Reduction Approach. In 2000, the San Francisco Health Commission was the first in the country to adopt harm reduction as an official policy to provide compassionate, non-judgmental strategies to serve substance users. The policy requires substance use disorder programs to provide harm reduction treatment options and develop guidelines that include collaborative, culturally competent services that respect individual's dignity, personal strength, and self-determination.¹⁵ A few examples of the city's commitment to this approach include naloxone distribution, methadone (on demand), and buprenorphine at all Department of Public Health (DPH) hospitals and clinics; partnership with the Harm Reduction Coalition to provide harm reduction training to DPH-funded agencies; trainings to police precincts on harm reduction; and the Sobering Center, which diverts intoxicated individuals from jails and emergency rooms to a supportive environment where they can be monitored and connected to services.

¹⁵ Resolution No. 10-00: Adopting a Harm Reduction Policy For Substance Abuse, STD and HIV. San Francisco Health Commission, September 5, 2000.

LEAD SF will build on the city's robust network of harm reduction-based services and provide participants with access to client-focused treatment, outreach and education services in their own neighborhoods that prioritize equal access and are designed to reduce the physical, social, emotional, and economic harms associated with substance use disorder and other harmful behaviors on individuals and their community. LEAD participants will have access to all relevant services--including shelter, residential treatment, and transitional housing--regardless of their ongoing substance use or possession or subsequent arrests that may occur while they are engaged in LEAD. The treatment model, described in Section V, will put clients at the center of identifying the goals that best support their recovery, with comprehensive case management and a well-coordinated system of care to support their progress.

SECTION III: PROJECT DESCRIPTION

San Francisco envisions a non-punitive, health-centered approach to ensure that individuals struggling with addiction, mental illness and poverty are directed toward alternatives to the criminal justice system while simultaneously lowering recidivism and improving public safety. Consistent with SB 843 and LEAD's Guiding Principles, this 'Health First' model, based in harm reduction principles, seeks to connect high need drug and alcohol offenders to culturally competent, community-based service providers at the earliest law enforcement contact and ultimately keep individuals out of the criminal justice system. Based on Seattle's LEAD program, which has been shown to substantially reduce short- and long-term recidivism,¹⁶ LEAD SF will build on existing City and County efforts to address the complex needs of repeat drug and alcohol offenders through a multi-agency, collaborative initiative based on shared planning, decision-making, data sharing, and evaluation that will 1) expand outreach to eligible individuals in target areas, 2) enhance coordination of service delivery through the existing social service network; 3) expand the city's capacity to treat individuals suffering from substance use and mental health disorders; and 4) improve collaboration and communication among law enforcement agencies and social service providers. The first four months of

¹⁶ LEAD Program Evaluation: Recidivism Report, Collins, S., Lonczak, H., and Clifasefi, Seema, University of Washington, March 27, 2015.

this project will be a “ramp-up” period to hire staff, refine operational procedures, establish evaluation criteria in partnership with the BSCC’s external evaluator, and train law enforcement officers, case managers, and other stakeholders.

Program Goals and Objectives. LEAD SF has three main goals. See Section XIII for a detailed Work Plan for the 26-month grant period.

Goal 1: Reduce the recidivism rate for low-level drug and alcohol offenders in San Francisco’s Tenderloin and Mission districts.

Objectives: **1.1:** By the end of the 26-month pilot, at least 200 pre-booking LEAD contacts will be made. **1.2:** By the end of the 26-month pilot, at least 50 social LEAD contacts will be made. **1.3:** By the end of the 26-month pilot, at least 100 participants will participate in the LEAD program and receive comprehensive case management services, including an Individual Intervention Plan, to address their SUD and other related issues, such as housing, employment, physical and mental health, and legal services. **1.4:** By the end of the 26-month pilot, at least 50% of participants will remain free of additional criminal charges.

Goal 2: Strengthen collaboration across city departments and with community-based organizations to better meet the needs of individuals with a history of substance abuse and low-level drug offenses by diverting them from the criminal justice system and into harm reduction based social services.

Objectives: **2.1.** By August 2017, LEAD staff and key stakeholders will develop detailed criteria and protocols that support smooth implementation of the LEAD project. **2.2** By August 2017, LEAD staff, key stakeholders, and Harder + Co. will develop a transparent information sharing mechanism across LEAD governance and advisory workgroups. Stakeholders, on average, will rate this system of information sharing above 4 on a 5 point Likert scale each project year. **2.3** By November 2017, LEAD staff, Hatchuel Tabernik and Associates, and the key stakeholders will develop an enhanced system for data sharing to track participants and collect evaluation data. LEAD partners will rate this system of information sharing above 4 on a 5 point Likert scale each project year. **2.4** By June 2018, LEAD staff will convene and participate in 4 community meetings to educate the broader community members about LEAD and build awareness of and support for the program. **2.5** If proven effective, DPH and LEAD SF partners will sustain the

LEAD approach and scale-up to serve 100 additional individuals/year (2019 onward).

Goal 3: Improve LEAD participants' health and housing status.

Objectives: 3.1 By the end of the of the 26 month LEAD pilot: **3.1.a** 75% of participants not enrolled at the time of referral will be enrolled in Medi-Cal; **3.1.b** 75% of participants experiencing food insecurity will be enrolled in CalFresh; **3.1.c** 80% of participants with SUD will be connected to SUD treatment; **3.1.d** 80% of participants with SMI will be connected to mental health services; **3.1.e** 25% of homeless participants will have obtained permanent housing; **3.1.f** 50% of homeless participants will have obtained shelter; **3.1.g** 50% of jobless participants will be on the employment continuum; **3.1.h** 25% of jobless participants will have a stable income.

Service and Catchment Area. Analyses of drug and alcohol-related incidents and patterns of homelessness across the city have identified the Mission and Tenderloin areas as the police districts with the highest need for LEAD diversion in San Francisco. For this pilot, the LEAD service area will be the City and County of San Francisco. The catchment areas will be the Tenderloin and Mission districts, focused specifically on a defined area around the Civic Center and 16th Street/Mission BART stations. Both of these districts have well-defined geographical boundaries and dedicated SFPD stations (see attached Map of Service Area). The Tenderloin is a triangular 0.3 square mile area bordered by Geary, Market and Larkin streets and has the city's strongest concentration of cocaine, marijuana, and methamphetamine incidents and the highest concentrations of homeless individuals and parolees. Drug activity is particularly concentrated near the Civic Center BART station. The Mission district covers an area of approximately 2.5 square miles, spanning from east of Twin Peaks to the James Lick Freeway, and south of Market Street to Cesar Chavez Street. High concentrations of cocaine, marijuana, and methamphetamine activity occur near the 16th Street BART station. In 2016, 38% (n=1,562) of drug incidents and 31% of alcohol incidents (n=139) reported by SFPD took place in these two districts. Given these numbers, we expect to make a minimum of 200 pre-booking LEAD referrals, 50 social contact referrals, and serve at least 100 participants over the two-year pilot period. These numbers will ensure statistically significant data collection and analysis for evaluation purposes.

Control Study Area. The control group will consist of individuals arrested and booked

or cited for the same categories of drug offenses in the Southern district of San Francisco. The Southern district is a 2.9 square mile area that includes the South of Market, Embarcadero, and China Basin areas, and shares borders with the Tenderloin and Mission districts. Drug- and alcohol-related incidents in this district are comparable to the Mission and Tenderloin: 22% (n=890) of drug-related incidents and 19% (n=84) of alcohol-related incidents occurred in the Southern district in 2016.¹⁷ We expect to easily make at least 200 incident-related contacts over the two-year LEAD pilot period, providing a statistically significant number for evaluation.

LEAD Eligibility Criteria. LEAD-eligible offenses will include: 1) possession for sale/transfer of a controlled substance/other prohibited substance where circumstances indicate that the sale or transfer is intended to provide a subsistence living or to allow the person to obtain or afford drugs for his or her own consumption; 2) sale/transfer of a controlled substance or prohibited substance where circumstances indicate that the sale/transfer is intended to provide a subsistence living or allow the person to obtain drugs for his/her own consumption; 3) possession of a controlled substance/other prohibited substance; 4) being under the influence of a controlled substance/other prohibited substance; 5) being under the influence of alcohol and a controlled substance/other prohibited substance. Priority for LEAD participation will be given to individuals facing felony drug charges. Other eligibility criteria will include the individual's criminal history, current medical condition, and expressed commitment to engage in the program.

Diversion Protocol. SFPD and Bay Area Rapid Transit Police Department (BART PD) patrol officers will hold primary responsibility for diverting individuals to LEAD. For pre-booking referrals, the arresting officer will determine, at the time of initial contact, whether an individual meets the LEAD eligibility criteria. If so, the officer will explain the program requirements to the individual; if the individual agrees to participate, he or she will be transported by the officer or a LEAD outreach team to the Community Assessment and Services Center (CASC), the designated LEAD intake center (described in Section IV). At the point that the arresting officer transfers the individual to LEAD staff, the officer will relinquish custody of the individual and file an arrest report with the SF

¹⁷ SF OpenData. 2014-2016. SFPD Incidents - Previous Year. <https://data.sfgov.org/Public-Safety/>.

District Attorney's Office (DA), which will be held in abeyance pending the individual's engagement in LEAD, as evidenced by completion of a full assessment within 30 days of referral to the program. The DA's Office will maintain final authority over whether to charge the individual. If the individual does not want to participate in LEAD, he or she will be booked into County Jail or cited and released by the officer. Sheriff's Department (SFSD) officers may also refer eligible individuals to LEAD prior to booking into the County jail.

Police officers and outreach workers typically know the repeat drug users in their districts. For social contact referrals, an officer may refer an individual with prior documented possession or sales of drugs to LEAD if the officer has reason to believe that the individual is at high risk for being arrested in the future. LEAD outreach staff may also make social contact referrals, and individuals may refer themselves or others if they meet the eligibility criteria. These referrals will be contingent upon approval from the law enforcement agency and the Operational Workgroup, which monitors program capacity based on available space. Pre-booking referrals will have priority over social contact referrals. See Section V for a detailed description of intake, case management and services after an individual is referred to LEAD. Further refinement of eligibility criteria and diversion and referral protocols will be determined by the Key Stakeholder Policy Committee and Operational Workgroup (described in Section IV) during the ramp-up period and evaluated and modified as needed through the pilot period.

LEAD Training. A shared understanding of the LEAD program by all agency partners is critical to its success. During the ramp-up period, a training plan will be developed to ensure that all stakeholders have a shared understanding of LEAD goals and procedures. Of particular importance is the ownership and buy-in of law enforcement patrol officers, who are at the front line making referral decisions, as well as Sergeants who will oversee implementation of the program and supervise discretionary decisions. During the ramp-up period, SFPD officers in the Tenderloin and Mission stations, BART PD officers who patrol the Civic Center and 16th Street BART stations, and Sheriffs who handle jail intakes will be trained in the LEAD protocol, including their significant discretionary authority for making street-level referral decisions and where to direct individuals

that are eligible for LEAD. Officers will also participate in a LEAD harm reduction training based on a curriculum developed by the Harm Reduction Coalition, which covers the LEAD philosophy, principles of harm reduction, applying these principles across the spectrum of police-related contacts when dealing with addiction, mental illness, and homelessness, as well as implicit bias and racial disparities related to referral and booking decisions. Training will be provided to additional officers within the first year of the program. The Drug Policy Alliance (DPA) will conduct the training in collaboration with SFPD, BART PD, SFSD and the LEAD National Support Bureau in Seattle. Training will include a site visit to observe Seattle's LEAD program, with costs covered by a LEAD implementation grant from the San Francisco Foundation to DPA.

LEAD case managers and outreach workers will also be trained by DPA staff using the harm reduction curriculum, including a site visit to Seattle, and receive detailed procedural training on case management, service referral procedures, and data entry for tracking LEAD participants through the social service network for evaluation purposes. DPH will coordinate with Glide Foundation and Felton Institute to develop a training for community stakeholders. Staff will outreach to stakeholders (e.g., treatment providers, advocacy groups) and host a town hall for local businesses. In 2019, San Francisco and Los Angeles LEAD sites, in collaboration with the Drug Policy Alliance and the LEAD National Support Bureau, will co-host a one-day conference highlighting the California pilot programs and lessons from other LEAD programs nationally.

Project Management. To ensure efficient project management and ongoing coordination among stakeholders, LEAD SF will be overseen by a full-time Project Manager from DPH. The Project Manager will hold primary responsibility for the administrative operations of LEAD SF; hire, train and supervise the DPH Intake Clinician; develop and oversee the training plan; oversee selection/contracting of service providers; manage the coordination of care; work with the research partner to oversee and coordinate data collection and project evaluation with key stakeholders and the BSCC evaluator; serve as a liaison between the Key Stakeholder Policy Committee and the Operational Workgroup; maintain fiscal oversight and responsibility; and manage all grant reporting requirements. The Project Manager will be a licensed clinician with experience addressing mental health and SUD, and will report to the DPH Clinical Services Manager.

LEAD SF will be guided by a Key Stakeholder Policy Committee and an Operational Workgroup. The membership, responsibilities, and operational structure of these groups are described in Section IV. To ensure equal representation and shared decision making among all stakeholders, group meetings will be organized and convened by Harder + Company Community Research (Harder + Co.), an SF-based research and evaluation agency with extensive experience facilitating complex, cross-agency collaborations. Harder + Co. will maintain a neutral, independent role focused solely on facilitating communication within and among key stakeholders groups.

SECTION IV: PARTNERSHIP AND COLLABORATION

LEAD SF is a multi-agency collaborative partnership between the San Francisco Mayor's Office, San Francisco Department of Public Health (DPH) (designated lead agency), San Francisco Police Department (SFPD), San Francisco Sheriff's Department (SFSD), Bay Area Rapid Transit Police Department (BART PD), San Francisco Adult Probation Department (APD), San Francisco District Attorney's Office (SFDA), San Francisco Public Defender's Office (PD), and the nonprofit Drug Policy Alliance (DPA). LEAD planning, project design, and implementation also involves neighborhood- and community-based organizations and a broad network of health and social service providers that represent and serve the individuals most impacted by drug/alcohol use and the resulting effects on the community.

As noted above, the city has engaged in a multi-year process of inter-departmental planning and community engagement to research the efficacy of LEAD for San Francisco. In the process, a widespread commitment to fundamentally changing the system-wide response to addressing the needs of the LEAD target population in a more compassionate, constructive, and cost-effective manner has emerged. Notably, this includes strong support from SFPD, BART PD, and SFSD, who will hold front line responsibility for referrals. All stakeholders have committed to shared decision-making, enhanced information/data sharing, and a coordinated and collaborative approach to identification, referral, and service provision for the target population. (See attached MOU.)

LEAD SF will be overseen by a Key Stakeholder Policy Committee and an Operational Workgroup. These groups will be convened and facilitated by Harder + Co., an in-

dependent agency that will play a neutral role to ensure equitable and transparent representation of all stakeholders. Harder + Co. will work with the groups to develop a management plan that identifies roles and key tasks, and outlines procedures for decision making, providing input, identifying overlapping issues, ensuring that policy, operational and community issues are addressed, and tracking progress toward project goals and objectives. The management plan will also develop procedures for sharing information among groups and with the community at large, including sharing meeting minutes, developing a project website for posting information to stakeholders and the community, and hosting a dedicated LEAD email address for gathering community input.

The **Key Stakeholder Policy Committee (KSPC)** will be comprised of high-level representatives of each participating public agency and contracted service provider to develop a shared vision and process for diverting individuals away from the criminal justice system, taking into account each agency's responsibilities and objectives. To ensure representation of those most impacted by LEAD, two community representatives who serve on the Jail Workgroup, and one community member each from the SF Sentencing Commission (which advises the city on sentence reform) and the Reentry Council (which coordinates local efforts to support adults exiting SF County Jail) will be nominated by their group's co-chairs to serve on the KSPC. Additional community representation will come from community organizations that advocate for homeless people, criminal justice system involved individuals, and substance users. Community members will receive a stipend for participation. (See Section IX: Key Stakeholder Committee Roster.)

The KSPC will meet at least quarterly and be responsible for overseeing the design, implementation, and evaluation of project goals and outcomes. During the ramp-up period, the KSPC will establish LEAD eligibility criteria, referral/case management protocol, service provision, data systems/data sharing, evaluation measures, and fiscal monitoring. Regular meetings over the 26-month pilot period will enable ongoing troubleshooting, refinement, reflection, and evaluation of project operations and policies. HTA (LEAD research partner) will provide formative feedback on progress meeting project goals, outcomes, and quality of data management. All decisions will be made by modified consensus to ensure mutual involvement and shared decision making.

The **LEAD Operational Workgroup**--comprised of direct service providers, LEAD case managers, law enforcement agencies, criminal justice department representatives, and the LEAD Project Manager--will meet at least monthly to review and evaluate overall project implementation and service delivery, operationalize policy decisions made by the KSPC, review individual LEAD participants' progress and challenges, and ensure a coordinated system of care. The workgroup will identify and troubleshoot issues related to pre-booking and social contact referrals, intake procedures, caseload capacity, access to and quality of service providers, data entry and data sharing, and progress toward meeting overall project goals and objectives. The ramp-up period will be used to refine details related to implementation, such as how best to identify the target population, drop-off and intake procedures, roles of the CASC and service providers, how LEAD integrates with existing services and systems, and ensuring police/partner buy-in.

The Operational Workgroup will also operate as a multidisciplinary case conference to ensure holistic, coordinated, and integrated services across systems and providers and to reduce duplication. Members will discuss individual LEAD participants who may be struggling to meet their goals, or who have relapsed or been arrested for subsequent incidents. This collaborative approach between law enforcement, criminal justice, and health and social service providers will ensure that participants are given the greatest opportunity for treatment and recovery rather than punishment and incarceration. For these meetings, the Project Manager will run reports on each LEAD participant from DPH's Coordinated Case Management System, a composite database of integrated medical, psychological, and social information about high risk, complex, and vulnerable populations served by DPH. These reports will provide further data on the coordination of services for each participant and avoid duplication.

Communication between the KSPC and the Operational Workgroup will be maintained by regular reporting between the two groups. The Project Manager will participate in both groups and report on meeting outcomes and decisions, and the co-chairs of both groups will meet quarterly. The KSPC will refer procedural implementation of its policy decisions to the Operational Workgroup which will in turn refer ongoing issues or challenges to the KSPC for their input and guidance.

Key Stakeholder Roles (Positions in bold will be funded by this BSCC grant.)

Public Agencies

SF Department of Public Health (DPH) has been designated by the Mayor's Office to serve as lead agency for LEAD SF and oversee project coordination and grant administration, be an active participant in ongoing planning and discussions, and facilitate connections to services offered by the DPH system of care. DPH will provide five staff positions for LEAD SF. The **Project Manager** (1.0 FTE) will be responsible for day-to-day operations of LEAD (described in Section III). An **Intake Clinician** (1.0 FTE) and two Behavioral Health Access Center intake staff (2.0 FTE, match) will conduct LEAD intake assessments at the CASC receiving center. A Clinical Services Manager (.25 FTE, match) will hire and supervise the Project Manager; serve on the Operational Workgroup; and participate in the development of LEAD training and operational and data sharing protocols.

SF Police Department (SFPD) will provide part-time services (in-kind) to support the day-to-day operations of the program; ensure appropriate implementation of LEAD by SFPD officers; provide officer training on referral criteria and protocol; and serve on the KSPC and Operational workgroups.

San Francisco Sheriff's Department (SFSD) will provide a **Program Coordinator (1.0 FTE)** to handle jail-based referrals, provide officer training on referral criteria and protocol, provide access to SFSD's post-release programs (e.g., Five Keys Charter School, Narcotics/Alcoholics Anonymous) for LEAD participants who were previously incarcerated, and participate in the KSPC and Operational Workgroup.

Bay Area Rapid Transit Police Department (BART PD) will train officers patrolling the Civic Center and 16th Street/Mission BART stations on LEAD protocol. The agency will also provide part-time services to support the day-to-day operations of the program, ensure appropriate implementation of LEAD by BART PD officers, and serve on the KSPC and Operational workgroups.

San Francisco District Attorney's Office will provide a dedicated **LEAD Attorney** (1.0 FTE) and a **Paralegal** (1.0 FTE) to work with participants on pending legal issues, serve on the KSPC and Operational Workgroup, and assist with data collection/sharing. LEAD staff in the DA's office will be supervised by a Managing Attorney (.10 FTE, match).

San Francisco Public Defender's Office will assign an **Attorney** (1.0 FTE) and a **Legal Assistant** (1.0 FTE) to represent the interests of LEAD participants, advocate for individuals who seek to become a part of LEAD, and advise potential participants of legal ramifications of the program and communicate with other LEAD stakeholders. A Deputy Public Defender (.125 FTE, match) will oversee LEAD staff in the PD's office, manage policy and operations, serve on the KSPC, and attend all planning meetings.

San Francisco Adult Probation Department will oversee operations at the CASC and participate in the KSPC and Operational Workgroup. The CASC, a partnership of SF Adult Probation and nonprofit Leaders in Community Alternatives, is a one-stop center that provides a wide range of reentry services for formerly incarcerated adults, including case management, mental health and substance use disorder services, treatment groups, vocational training, and transitional aftercare planning. This grant will allow the CASC to expand its hours to serve as an intake center for LEAD referrals 24 hours a day. Three **Deputy Probation Officers** (3.0 FTE), one **Probation Assistant** (1.0 FTE), and several other staff (match) will be stationed at the CASC to staff the extended weekend and evening hours and provide access to services for LEAD participants, including care coordination, classes, employment, vocational training, and drug testing.

Community-based Organizations and Contractors

Glide Harm Reduction Services is a program of Glide Foundation, which has been providing compassionate health care in the Tenderloin district since the 1960s. Glide Foundation serves a diverse cross-section of homeless, low-income and marginalized people with programs including free meals, rental assistance and shelter reservations, domestic violence counseling, substance use recovery, childcare, harm reduction services, a drop-in legal clinic, access to primary and mental health care, and remedial education. For LEAD, Glide will provide outreach, transportation, and case management to 50 LEAD participants in the Tenderloin district. Two **Outreach Workers/Drivers** (2.0 FTE) and two **Case Managers** (2.0 FTE) will serve LEAD participants, and a **Project Coordinator** (.50 FTE) will oversee LEAD service provision and supervise LEAD staff.

Felton Institute is a 126-year-old social services organization that delivers evidence-based social/mental health services, including intensive case management, outpatient

services, and home visits. Felton will provide outreach, transportation, and case management to LEAD participants in the Mission. Two **Outreach Workers/ Drivers** (2.0 FTE) and three **Case Managers** (2.5 FTE) will serve LEAD participants, and a **Program Director** (.3 FTE) will oversee LEAD service provision and supervise LEAD staff.

San Francisco Public Health Foundation (SFPHF) provides fiscal sponsorship for a variety of San Francisco-based community health projects, and will serve as the fiscal sponsor for LEAD SF. SFPHF will manage payment for project-related expenses such as food, office supplies, travel vouchers and document support for LEAD clients, and stipends for community members of the KSPC, under the direction of DPH.

Harder + Co.: Harder + Co. is a research and evaluation company with extensive experience facilitating multi-sector initiatives for social change. Harder + Co. will serve as an independent, neutral convener of the KSPC and Operational Workgroup.

Hatchuel Tabernik and Associates (HTA) will serve as the local evaluation partner for the LEAD project and will be responsible for data collection and analysis and working with the LEAD evaluation team at CSU Long Beach. HTA has extensive experience evaluating reentry, diversion, jail reform, inmate education programs, and community oriented support for behavioral health care.

Drug Policy Alliance (DPA) is the nation's leading organization promoting drug policies that are grounded in science, compassion, health and human rights. DPA has advocated for LEAD in SF and nationally, including implementing it in Santa Fe, NM and Albany, NY. For this grant, DPA will participate in the program planning, communicate with other cities developing LEAD, advocate for continued funding, and provide the harm reduction training for law enforcement officers and case managers, as well as coordinating and funding site visits to Seattle for key stakeholders and staff as needed.

Project Evaluation/Research. Data collection, analysis and reporting will be conducted by HTA. HTA will be responsible for gathering and analyzing quantitative data from key stakeholders, generating evaluation reports, and working with CSULB evaluators to ensure data aligns with statewide evaluation objectives. HTA will also conduct interviews and focus groups with LEAD leadership, key stakeholders, program staff, and program participants and family/community support systems. Formative data will be provided on a semi-annual basis to help LEAD leadership make midcourse corrections as

needed. An annual report and data files will be provided to CSULB evaluators for further analysis. The local LEAD annual report will include information required by the BSCC, as well as data to address our local research questions. (See Section III.)

SECTION V: SERVICES

LEAD is envisioned as a more effective portal into San Francisco's complex network of evidence-based health care and social services for high-risk individuals who would otherwise be caught in the criminal justice system. LEAD participants will receive a well-coordinated plan of care that takes a holistic approach to addressing SUD, physical and mental health, and/or related needs such as housing, employment and vocational training, education, and legal support. All services are based on harm reduction principles, will largely be provided in the neighborhoods in which the participant is located, and prioritize housing for homeless individuals. All staff will be selected to ensure cultural diversity and competency, gender sensitivity, language capacity, and experience with individuals experiencing trauma, SUD and mental health challenges.

Initial Intake. Directly upon referral to LEAD and transfer to the CASC (described in detail in Section III), LEAD participants will be assessed by an Intake Clinician for their immediate needs, assuming the individual is not severely intoxicated/mentally distressed. For this assessment, CASC staff will use a modified version of the Addiction Severity Index (ASI), which is a widely used semi-structured interview for substance use assessment and treatment planning that assesses a client's level of stability and identifies ten areas in which individuals may need support: cultural (e.g., language capacity), educational, housing, medical, employment and income, drug/alcohol use, legal, family/social, and psychiatric needs. Participants who meet Medical Necessity will be referred for treatment and services through partner agencies.

Whenever possible, the intake clinician will communicate with Felton Institute (in the Mission) or Glide Harm Reduction Services (in the Tenderloin), so that their staff can have immediate contact with the individual. Individuals needing overnight shelter can stay at the CASC or be referred to a shelter until morning, when they will have a comprehensive assessment. Those needing psychiatric stabilization will be referred to Dore Street Urgent Care Center, and severely intoxicated people will be referred to the Sobering Center. During intake, all participants will be asked to sign an informed consent

form to allow protected health and criminal justice information (e.g. medical, mental health, substance use, arrest and charging history) to be shared with key stakeholder agencies and LEAD service providers for case management and project evaluation purposes. Participation in LEAD SF will be voluntary and will not require abstinence from drug or alcohol use as a condition of continued participation.

Referral and Assessment. The case manager's first interaction with the individual is critical to establishing a relationship that will support the recovery process. LEAD will strive to begin providing services to participants as quickly as possible, preferably within 24 hours and no later than 72 hours. Based on identified needs and the catchment area from which they are referred, participants will be contacted by a LEAD case manager from the Felton Institute or Glide. Once LEAD participants are referred to a provider, the case manager will have 30 days to complete a comprehensive intake assessment and develop an Individual Intervention Plan (IIP) with the individual, at which point they are considered to be officially enrolled in LEAD. During this period, the case manager and outreach workers will work diligently to engage the individual to link them to services. If an individual does not complete the assessment within 30 days, the Operational Workgroup will determine whether to continue trying to serve the individual through LEAD or pursue criminal charges for the original offense (for pre-booking contacts).

The IIP will feature a strengths-based care coordination and treatment plan that considers criminogenic thinking and dynamic risk factors. The IIP will include meaningful goals and objectives, developed collaboratively between the participant and the case manager. For instance, if a participant's goal is to reduce opioid use, objectives might include receiving buprenorphine, participating in two recovery groups/week, and developing a self-designed Wellness Recovery Action Plan. The frequency and intensity of services will be driven by individual needs. The case manager will meet with the participant as clinically indicated to provide support, ensure that he/she is receiving appropriate services to meet the goals and objectives outlined in the IIP, and modify the treatment plan, if necessary. When they are the primary care coordinator, the LEAD case manager will have/attempt contact with the participant at least once per month. Consistent with the harm reduction approach, case managers will support the participant's overall wellness, rather than focusing exclusively on treating SUD. Case managers will

provide hands-on, practical support that has meaningful and immediate impact in participants' lives (e.g., helping find jobs, transporting to appointments, helping secure resources such as food and clothing). If a participant relapses, the case manager will work to help the individual get back on track with their treatment plan. LEAD participants will not be removed from the program due to relapse or re-arrest, but may be removed if the Operational Workgroup determines they are not making good use of the services.

Access to Services. Once enrolled in LEAD, participants will have streamlined access to DPH's Behavioral Health Services (BHS), a full spectrum of client-centered, culturally competent, gender-informed, evidence-based mental health and SUD treatment services that range from prevention to crisis, acute and long-term care. With an annual budget of \$350 million, BHS' system of care includes 20 DPH mental health clinics and programs, and 300 contracted programs that provide behavioral health education, prevention, early intervention, wellness centers, outpatient treatment, intensive case management, day treatment, acute and transitional residential treatment, emergency and urgent care psychiatric services, psychiatric hospitalization and long-term institutional care, for children and adults through DPH and CBOs. Outpatient services include individual and group treatment with a counselor, psycho-social case management and wrap around services (housing, income, food, clothing, quality of life issues), medication support, peer support, outreach, day treatment, and transitional residential treatment.

LEAD participants will have access to the wide range of services available at the CASC, including adult education, GED and high school diploma completion, anger management, Cognitive Behavioral Therapy, employment readiness and placement through America Works, gender responsive programs, parenting skills, relapse prevention, substance use education, and a daily food program. The CASC houses public sector services such as the Human Services Agency, for CalFresh, Medi-Cal and other benefits, and the Department of Child Support Services, which assists with child support and wage garnishment issues. The CASC incorporates principles of restorative justice, and helps participants build confidence, resiliency, and self-sufficiency skills needed to permanently exit the criminal justice system. DPH has staff and services at the CASC.

LEAD SF will prioritize housing homeless participants as quickly as possible. San Francisco's Direct Access to Housing (DAH) program, started by DPH in 1998, provides

permanent supportive housing for low-income residents who are homeless and have special needs. DAH strives to help tenants stabilize and improve their health outcomes despite co-occurring mental health issues, alcohol and substance use problems, and/or complex medical conditions. DAH provides a range of housing options that all provide independent living units and access to on-site support services. Currently, DAH houses over 1,700 formerly homeless people at 36 sites. Further expanding housing capacity, a pending BSCC Proposition 47 grant would fund 36 residential treatment beds and 10 transitional living units at Salvation Army's Harbor House and Harbor Lights facilities, which provides detoxification services, and residential and outpatient treatment options.

Evidence Base. DPH-funded services in San Francisco are trauma informed, client centered, and based in principles of recovery and wellness. In order to accomplish this, providers have training in a variety of evidenced-based and promising practices, including, but not limited to: Seeking Safety, Dialectical Behavioral Therapy, Cognitive Behavioral Therapy, Assertive Community Treatment, Harm Reduction, Wellness Recovery Action Plan, and Thinking for a Change. All treatment providers are required to use treatments that are indicated for the individual they are working with and are evidence-based and/or promising practices that have been demonstrated to improve outcomes for persons with SUD, mental health, co-occurring disorders, as well as other treatment needs related to criminal justice system involvement. Treatment providers must be proficient at delivering the interventions and be supervised regularly by their organizations to ensure continuous fidelity to the treatment models.

Trauma-Informed Services. We anticipate that many participants will have been exposed to trauma and exhibit trauma-related symptoms that require specific, trauma-informed services. beginning with initial contact and continuing throughout the participant's engagement in the program. Individuals with criminal justice system involvement with PTSD are nearly 1.5 times more likely to reoffend than those without PTSD.¹⁸ Participants with PTSD also are at much greater risk of dropping out of SUD treatment.¹⁹ For this reason, all LEAD staff/service providers will receive trauma-informed training.²⁰

Overdose Prevention and Referral. Unintentional overdose deaths from illicit and

¹⁸ Note: References 18-30 are included as endnotes at the end of this proposal.

prescribed opiates has tripled over the last fifteen years.²¹ Studies in Scotland and the United States have demonstrated that educating at-risk persons and their significant others about how to prevent or reverse an overdose significantly reduces overdose deaths.²² LEAD participants will be offered overdose prevention training and naloxone.

Peer Support. Whenever possible, peer staff and/or peer driven activities will be used to support clients in their recovery. Participation in self-help or peer-support groups is consistently associated with better long-term outcomes following a SUD treatment episode.²³ Successful outcomes are more likely if participants attend self-help groups and engage in recovery-relevant activities like a sober-support social network,²⁴ engaging in spiritual practices,²⁵ and learning effective coping skills from peers.²⁶

Criminal Thinking Interventions. There are several evidence based cognitive behavioral interventions to address criminal-thinking patterns, which is considered a dynamic risk factor for contact with the criminal justice system. Evidence based programs that demonstrate improved outcomes include Moral Reconciliation Therapy,²⁷ Thinking for a Change,²⁸ and Reasoning & Rehabilitation.²⁹ Studies suggest that the most beneficial time to introduce these interventions is after participants are stabilized in treatment and are no longer experiencing acute symptoms of withdrawal.³⁰ Given this, criminogenic cognitions may not be directly addressed by LEAD case managers and will instead be a distal goal for ongoing treatment interventions.

Case Management and Supervision. Felton Institute and Glide Foundation both have long histories of working with individuals who are struggling with substance use disorder, mental illness, and related issues of homelessness and poverty. For the LEAD project, Felton and Glide will each dedicate two full-time case managers and two full-time outreach workers (who will also serve as drivers) to work with LEAD participants, at a ratio of 25:1. A third Felton case manager will work with participants with serious mental illness at a ratio of 17:1. For street outreach and participant pick up, case managers will work with an outreach worker in a two-person team for safety.

Case managers must be trained in culturally competent, trauma-informed care and harm reduction approaches to SUD and be comfortable working closely with active drug users. LEAD outreach workers will be peer specialists who have personal experience with mental health and SUD recovery, or involvement with the criminal justice system

and have been trained to provide peer support to assist individuals to engage in treatment. LEAD case managers will receive clinical supervision from their respective organizations and will receive support and operational direction from the LEAD Project Manager, with oversight from the DPH Clinical Services Manager. They will receive training in the LEAD harm reduction philosophy, and data entry procedures to track participants through the system. Monthly Operational Workgroup meetings will coordinate services and address LEAD implementation and operational issues.

Non-displacement. LEAD is designed to benefit the entire community, not just the participants in LEAD. To that end, participants will not receive priority for housing or services over other eligible individuals. LEAD participants will not be given priority for services that have a waiting list, such as residential treatment slots. LEAD case managers have extensive knowledge of the city's resources, particularly in the Tenderloin and Mission, and will direct participants to existing services with available capacity.

BSCC funding will expand the capacity of Felton Institute and Glide to serve participants in their home neighborhoods, expanding use of the underutilized services at the CASC, and ensuring that LEAD participants are connected to services/benefits for which they are eligible but not aware of or ready to utilize. Case managers will ensure that eligible participants are enrolled in Medi-Cal, CalFresh and other benefits so that related expenses are not drawing from BSCC resources.

SECTION VI: DATA COLLECTION

LEAD stakeholders are committed to working with external evaluators from CSULB throughout the pilot. At submission date of this proposal, the evaluators' methodology has not been made available. The LEAD Project Manager and HTA, the research partner, are committed to working closely with state evaluators and other grantees during the ramp-up period to reach a common understanding of the evaluation protocol, timelines, measures and outcomes. This understanding will be shared with LEAD workgroups, staff, and other partners as it impacts their data collection. HTA will hold primary responsibility for local-level data collection, analysis, and reporting, and will share reports and findings with CSULB evaluators, and all stakeholders throughout the project.

Stakeholders have identified the need to establish effective data entry and data

sharing procedures to track LEAD participants through law enforcement, criminal justice, public health and social services, and to monitor internal and external evaluation measures. All key stakeholders have agreed, through a signed MOU (attached), to provide all relevant data on LEAD participants and identified peers (for the comparison study). Meetings of the KSPC and the Operational Workgroup will allow time for refinement and troubleshooting of data collection and sharing procedures, as well as on-going reflection on progress toward meeting project measures and outcomes.

The LEAD collaborative involves multiple stakeholders, each with its own data system. Data collection systems are robust in DPH; less so in the criminal justice and social services sectors. DPH utilizes three different data systems with varying levels of permissions: Avatar (individual contacts with behavioral health services throughout the DPH system of care); Lifetime Clinical Record (medical/psychiatric treatment at SF General Hospital); and Coordinated Case Management System (contacts with psychiatric emergency services, the homeless outreach team, and current provider). The Probation Department tracks history of probation terms, SFPD tracks citations and contact with police, and the District Attorney tracks history of charging and convictions. The Sheriff's Department's tracks arrest, charges, convictions, prison terms, and recidivism, and links to Jail Health Services (inmate health and psychiatric services) and Jail Information Management (mental health/substance use disorder treatment while in custody).

During the ramp-up period, HTA and the LEAD Project Manager will facilitate the creation of data use and sharing agreements for LEAD partners to determine which data will be shared and with whom, and procedures for protecting participants' confidentiality, honoring privacy laws (including but not limited to criminal offender record Information and HIPAA), and securely transmitting data to the evaluator. The release of criminal justice data must be approved by the JUSTIS Governance Council, comprised of San Francisco criminal justice and law enforcement agency representatives. These data agreements are critical as some LEAD participants may access services outside the DPH system of care which would not automatically be tracked through existing systems and be subject to current protocols and agreements. No data will be shared about participants who have not signed an informed consent form.

SECTION VII (a): BUDGET NARRATIVE

LEAD will provide a streamlined portal into San Francisco's robust behavioral health treatment network for a population that often unnecessarily ends up in the criminal justice system rather than receiving treatment in the community. In addition to new services and treatment capacity for LEAD participants, DPH's existing system of behavioral health care will also be available to LEAD participants. With an annual operating budget of approximately \$350 million, this system includes prevention and early intervention services, outpatient treatment, residential treatment, crisis programs, hospitalization and involuntary treatment, and locked facilities through conservatorship. This system provides care to approximately 25,000 clients every year at an average cost of \$14,000 per client. These services are funded primarily through Medi-Cal, Mental Health Service Act, and local general fund resources. Based on 100 individuals served, this program will leverage \$1.4 million in program services to LEAD participants. LEAD partners have committed an additional \$1.5 million in in-kind staff resources that will be dedicated to LEAD participants' treatment and LEAD governance. (See MOUs and Section VII (b)).

BSCC grant funds will be used to expand the existing network of SUD and mental health services and will not supplant existing funds. In fact, expanding the service population will leverage additional funding for individuals who meet Medi-Cal medical necessity criteria. Whenever possible, participants will be enrolled in Medi-Cal, which will cover their medical and health care costs. LEAD participants will be referred to services for which they are already eligible but will not supplant other clientele of partner organizations. To avoid supplanting funds: 1) LEAD funds will leverage additional Medi-Cal funds for health and behavioral health services; 2) LEAD and Prop 47 funds will increase capacity in the public and nonprofit sector to serve LEAD participants in addition to their existing clientele; and 3) LEAD will prioritize use of existing, unused capacity at the CASC and referral programs such as the Sobering Center and Salvation Army.

Program Sustainability. The Mayor's Office, DPH and other stakeholders have been committed to implementing LEAD in SF for several years. This grant will provide the opportunity to pilot the program, refine policies and procedures, and monitor and evaluate its effectiveness. Based on the Seattle program, we anticipate that LEAD will create cost savings for the criminal justice system and reduce the need to construct new

jail beds in San Francisco, thereby saving huge capital expenditures. Many of the services for LEAD participants will be billable to Medi-Cal, Mental Health Services Act and other county homeless programs, CalFresh, and General Assistance. Case managers will work to ensure that all eligible participants are enrolled in these programs. Assuming favorable outcomes from this pilot, DPH will prioritize LEAD as a part of its comprehensive network of services and identify additional funding to support the program. Funding sources may include public resources from the county, state, and federal government, and/or philanthropic organizations that oppose criminalization of vulnerable populations.

SECTION VII (b): BUDGET TABLES AND DETAIL

Instructions: Complete the following table for the grant funds being requested. Report amounts in whole dollars. While recognizing some jurisdictions may use different line items in the budget process, the categories listed below are the ones that funded projects will use when invoicing the BSCC for reimbursement of expenditures.

All funds must be used consistent with the requirements of the BSCC Grant Administration Guide. Applicants should reference this Guide for definitions and other guidance in preparing a budget. The BSCC Grant Administration Guide can be found on the BSCC website:

http://bscc.ca.gov/s_correctionsplanningandprograms.php.

Budget Table

Budget Line Item	A. Grant Funds	B. Hard Match Funds (minimum 10%)	C. Total Project Value
1. Salaries and Benefits (<i>Applicant Agency only</i>)	\$0	\$0	\$0
2. Services and Supplies	\$2,000	\$0	\$2,000
3. Professional Services/Public Agency Contracts	\$2,904,422	\$1,035,336	\$3,939,758
4. Community-Based Organization Contracts	\$2,246,744	\$0	\$2,246,744
5. Indirect Costs (<i>not to exceed 10% of grant funds</i>)	\$590,000	\$0	\$590,000
6. Data Collection	\$156,834	\$0	\$156,834
7. Fixed Assets/Equipment	\$0	\$0	\$0
8. Other (Travel, Training, etc.)	\$0	\$0	\$0
TOTALS	\$5,900,000	\$1,035,336	\$6,935,336

Budget Detail

Salaries and Benefits:

a. Total Grant Funds Requested: \$0

Narrative Detail: NA

b. Cash Match: \$0

Narrative Detail: NA

Services and Supplies:

a. Total Grant Funds Requested: \$2,000

Narrative Detail:

Community outreach— community engagement and education materials, facility rental for community meetings.

2 Mos. Planning: \$0
 Year 1: \$1,000
 Year 2: \$1,000

Community Outreach	Year 1	Year 2
Space rental	\$250	\$250
food and bev	\$500	\$500
printing	\$250	\$250

b. Cash Match: \$0

Narrative Detail: NA

Professional Services/Public Agency Contracts:

a. Total Grant Funds Requested: \$2,437,043

Narrative Detail:

Department of Public Health

Project Manager (2593 Health Program

Coordinator III)—Provide daily oversight of the program, staff, and grant requirements. *100% FTE x \$88,474 annual salary x 5% COLA (for 11 months in year 1)*

2 Mos. Planning: \$0
 Year 1: \$81,101
 Year 2: \$92,898

Intake Clinician (2390 BH Clinician)— Intake staff at receiving center *100% FTE x \$81,276 annual salary x 5% COLA (for 11 months in year 1)*

2 Mos. Planning: \$0
 Year 1: \$74,503
 Year 2: \$85,340

Benefits Rate — Including medical, retirement, worker's comp, etc. @ 40%	2 Mos. Planning:	\$0
	Year 1:	\$62,242
	Year 2:	\$71,295

District Attorney

Assistant District Attorney (8177) — Staff for DA's Office dedicated for LEAD caseload. 100% FTE x \$138,814 annual salary plus 40% benefits x 5% COLA (for 11 months in year 1)	2 Mos. Planning:	\$0
	Year 1:	\$178,145
	Year 2:	\$204,056

Paralegal (8132) — Staff for DA's Office dedicated LEAD caseload. 100% FTE x \$63,934 annual salary plus 40% benefits.	2 Mos. Planning:	\$0
	Year 1:	\$0
	Year 2:	\$89,508

Public Defender's Office

Attorney - Public Defender's Office (8177) — Staff for Public Defender's Office dedicated for LEAD caseload. 100% FTE x \$111,462 annual salary plus 40% benefits x 5% COLA (for 11 months in year 1)	2 Mos. Planning:	\$0
	Year 1:	\$143,043
	Year 2:	\$163,849

Legal Assistant (8173) — Staff for DA and Pub Def dedicated LEAD caseload. 100% FTE x \$72,800 annual salary plus 40% benefits x 5% COLA (for 11 months in year 1)	2 Mos. Planning:	\$0
	Year 1:	\$93,427
	Year 2:	\$107,016

SFSD — Program coordinator to handle referrals; participate in workgroups and committee meetings. 100% FTE x \$100,000 annual salary plus 40% benefits x 5% COLA (for 11 months in year 1)	2 Mos. Planning:	\$0
	Year 1:	\$128,333
	Year 2:	\$147,000

Adult Probation Department

Deputy Probation Officer (8534)— 3 FTE		
DPOs for evening and weekend LEAD work at CASC. 300% FTE x \$100,000 annual salary plus benefits x 5% COLA (for 11 months in year 1)	2 Mos. Planning:	\$0
	Year 1:	\$385,000
	Year 2:	\$420,000
Probation Assistant (8529)— 1 FE Probation		
Assistant to serve in intake, receiving and navigation role at CASC.. 100% FTE x \$60,000 annual salary plus 40% benefits x 5% COLA (for 11 months in year 1)	2 Mos. Planning:	\$0
	Year 1:	\$77,000
	Year 2:	\$84,000
Harder & Co Project Manager— Project		
manager, convenes stakeholder groups, facilitates meetings. etc. 100% x \$100,000 annual salary, including benefits	2 Mos. Planning:	\$16,667
	Year 1:	\$100,000
	Year 2:	\$100,000

b. Cash Match: \$1,035,336

Narrative Detail:

Department of Public Health

Clinical Services Manager (2574 Behavioral Health Clinician)— Provide supervision for all program staff. 25% FTE x \$114,332 annual salary plus 40% benefit x 5% COLA (for 11 months in year 1) = \$78,699 for the entire grant period

District Attorney

Head Attorney (8182)— Supervision for LEAD program and operations. 10% FTE x \$260,000 annual salary plus 40% benefit x 5% COLA = \$74,620 for the entire grant period

Public Defender's Office

Deputy Public Defender— Oversee LEAD staff in Pub Def's Office and manage policy and operations; will serve on executive committee and policy coordinating body; will attend all planning meetings. 12.5% FTE x \$195,234 annual salary plus 40% benefits x 5% COLA (for 11 months in year 1) = \$67,193 for the entire grant period

Adult Probation Department

Clinicians (DPH – 2930) @ CASC—Daytime assessments, collaboration, BH coordination. (2)x 20%FTE x \$81,276 annual salary plus 40% benefit x 5% COLA (for 11 months in year 1) = \$89,512 for the entire grant period

Social Work Supervisor (DPH – 2932)— Since 2012, APD's workorder has included an unfilled 2932 Social Work Supervisor. We can leverage this position to oversee everyone who is transitioning as part of BHAC (inclusive of existing 2930's, and 2586's), and to take on LEAD coordination/administration/implementation role. \$62,360.32 annual salary plus 40% benefits x 5% COLA (for 11 months in year 1) = \$171,699 for the entire grant period

Care Coordinators (DPH – 2586) @ CASC— Time to broker placements into Sal. Army/Prop 47 capacity. \$30% FTE x \$53,508 annual salary plus 40% benefits x 5% COLA (for 11 months in year 1) = \$44,198 for the entire grant period

Deputy Probation Officer (DPO - 8534)— APD has DPOs on site. This reflects 100% FTE of any combinations of PO's who could be asked to assist with a LEAD client. \$96,824 annual salary plus 40% benefits x 5% COLA (for 11 months in year 1) = \$266,589 for the entire grant period

Job/Employment Training @ CASC— 12 LEAD clients, placement, 30-, 90-, 180-day follow-up. 100% FTE x \$53,508 annual salary plus 40% benefits x 5% COLA (for 11 months in year 1) = \$147,325 for the entire grant period

Cog behavioral classes— Facilitators of a variety of cog behavioral classes at the CASC: T4C, Seeking Safety, Recovery Groups. (2) x 10% FTE x \$81,276 annual salary plus 40% benefits x 5% COLA (for 11 months in year 1) = \$45,799 for the entire grant period

Drug testing (as needed/requested)— 20 people X \$5.50 per unit x 4 times in LEAD program = \$880 for the entire grant period

HSA Employment and Training Specialist at the CASC - 9703— funded by HSA at CASC - All LEAD clients can access healthcare, CalFresh enrollments, and start process for GA enrollment. 20% FTE x \$88,660 annual salary plus 40% benefits x 5% COLA (for 11 months in year 1) = \$48,822 for the entire grant period

Community-based Organization (CBO) Contracts:

a. Total Grant Funds Requested: \$2,246,744

Narrative Detail:

Glide Foundation			
Project Coordinator — Project coordination and staff supervision. <i>50% FTE x \$70,000 annual salary</i>	2 Mos. Planning:		\$5,833
	Year 1:		\$35,000
	Year 2:		\$35,000
Outreach Worker/Driver (1 month to hire) — Outreach / Driver. <i>200% FTE x \$50,000 annual salary</i>	2 Mos. Planning:		\$8,333
	Year 1:		\$100,000
	Year 2:		\$100,000
Case Manager (1 month to hire) — Case management. <i>200% FTE x \$65,000 annual salary</i>	2 Mos. Planning:		\$10,833
	Year 1:		\$130,000
	Year 2:		\$130,000
Benefits @ 25%	2 Mos. Planning:		\$6,250
	Year 1:		\$66,250
	Year 2:		\$66,250
Van Purchase — Vehicle used for outreach and client pick-up/transportation to intake site.	2 Mos. Planning:		\$50,000
	Year 1:		\$0
	Year 2:		\$0
Program Supplies — phones, laptop, van operation.	2 Mos. Planning:		\$2,950
	Year 1:		\$17,700
	Year 2:		\$17,700
Indirect @ 10%	2 Mos. Planning:		\$8,420
	Year 1:		\$34,895
	Year 2:		\$34,895
Felton Institute			

Program Director — Oversees program and staff. 30% FTE x \$130,000 annual salary	2 Mos. Planning:	\$6,500															
	Year 1:	\$39,000															
	Year 2:	\$39,000															
Outreach Worker/Driver (1 month to hire) — Outreach / Driver. 200% FTE x \$45,000 annual salary	2 Mos. Planning:	\$7,500															
	Year 1:	\$90,000															
	Year 2:	\$90,000															
Case Manager (1 month to hire) — Case management 200% FTE x \$55,000 annual salary	2 Mos. Planning:	\$9,166															
	Year 1:	\$110,000															
	Year 2:	\$110,000															
Clinical Case Manager (1 month to hire) — Clinical supervision of staff. 50% FTE x \$60,000 annual salary	2 Mos. Planning:	\$2,500															
	Year 1:	\$30,000															
	Year 2:	\$30,000															
Benefit @ 29.9%	2 Mos. Planning:	\$7,674															
	Year 1:	\$80,431															
	Year 2:	\$80,431															
Van purchase — Vehicle used for outreach and client pick-up/transportation to intake site.	2 Mos. Planning:	\$50,000															
	Year 1:	\$0															
	Year 2:	\$0															
Transportation — Cost associated with van maintenance and operation in order to transport clients to/from intake site.	2 Mos. Planning:	\$0															
	Year 1:	\$10,000															
	Year 2:	\$10,000															
<table border="1"> <thead> <tr> <th>Transportation</th> <th>Year 1</th> <th>Year 2</th> </tr> </thead> <tbody> <tr> <td>Gas</td> <td>\$3,500</td> <td>\$3,500</td> </tr> <tr> <td>Parking</td> <td>\$4,000</td> <td>\$4,000</td> </tr> <tr> <td>Maintenance</td> <td>\$1,500</td> <td>\$1,500</td> </tr> <tr> <td>Insurance</td> <td>\$1,000</td> <td>\$1,000</td> </tr> </tbody> </table>	Transportation	Year 1	Year 2	Gas	\$3,500	\$3,500	Parking	\$4,000	\$4,000	Maintenance	\$1,500	\$1,500	Insurance	\$1,000	\$1,000		
Transportation	Year 1	Year 2															
Gas	\$3,500	\$3,500															
Parking	\$4,000	\$4,000															
Maintenance	\$1,500	\$1,500															
Insurance	\$1,000	\$1,000															
Occupancy — Cost of additional rental space needed to conduct intake and case management on-site. \$833.33/month	2 Mos. Planning:	\$0															
	Year 1:	\$10,000															
	Year 2:	\$10,000															

Office Supplies — \$308.33/month in year 1, \$166.67/month in year 2.	2 Mos. Planning:	\$0												
	Year 1:	\$3,700												
	Year 2:	\$2,000												
Staff Communications: (Internet, Fax, Telephone) — Mobile phones and laptops for outreach/driver and case management staff in the field. \$266.67/month (for 11.25 months in year 1)														
	2 Mos. Planning:	\$0												
	Year 1:	\$3,100												
	Year 2:	\$3,100												
Staff training — Ongoing trainings to build staff capacity														
	2 Mos. Planning:	\$0												
<table border="1"> <thead> <tr> <th>Staff training</th> <th>Year 1</th> <th>Year 2</th> </tr> </thead> <tbody> <tr> <td>supplies</td> <td>\$1,500</td> <td>\$1,500</td> </tr> <tr> <td>food and beverage</td> <td>\$150</td> <td>\$150</td> </tr> <tr> <td>technology + equipment</td> <td>\$1,350</td> <td>\$1,350</td> </tr> </tbody> </table>	Staff training	Year 1	Year 2	supplies	\$1,500	\$1,500	food and beverage	\$150	\$150	technology + equipment	\$1,350	\$1,350	Year 1:	\$3,000
Staff training	Year 1	Year 2												
supplies	\$1,500	\$1,500												
food and beverage	\$150	\$150												
technology + equipment	\$1,350	\$1,350												
	Year 2:	\$3,000												
Indirect @ 10%.	2 Mos. Planning:	\$8,334												
	Year 1:	\$37,913												
	Year 2:	\$37,763												
SF Public Health Foundation														
Office supplies —\$166.67/month	2 Mos. Planning:	\$0												
	Year 1:	\$2,000												
	Year 2:	\$2,000												
Document support — client ID cards, legal services, client paperwork processing. \$6,062.15/month	2 Mos. Planning:	\$0												
	Year 1:	\$72,745												
	Year 2:	\$72,746												
Travel vouchers — client transportation. \$833.33/month	2 Mos. Planning:	\$0												
	Year 1:	\$10,000												
	Year 2:	\$10,000												
Food and beverages — for receiving center. \$2,500/month	2 Mos. Planning:	\$0												
	Year 1:	\$30,000												
	Year 2:	\$30,000												

Stakeholder Committee stipends— community representative stipends / incentives. \$250/month	2 Mos. Planning:	\$0
	Year 1:	\$3,000
	Year 2:	\$3,000
Client support— bills, clothing, meals, other necessitites. \$7,500/month	2 Mos. Planning:	\$0
	Year 1:	\$90,000
	Year 2:	\$90,000
Incidentals— Staff work-related travel to meet- ings \$200/month	2 Mos. Planning:	\$0
	Year 1:	\$2,400
	Year 2:	\$2,400
Overhead— @ 10%		\$0'
		\$21,015
		\$21,015

b. Cash Match: \$0

Narrative Detail: NA

Indirect Costs:

a. Total Grant Funds Requested: \$590,000

Narrative Detail:

Administrative costs related to processing payroll, benefits, and documentation associated with managing partner contracts and staff; building maintenance to support these activities.

DPH	2mos	Year 1	Year 2	2 Mos. Planning:	
Labor + Administration (salaries, wages, benefits)	\$ 16,118	\$ 189,355	\$ 207,527	Year 1:	\$270,508
Occupancy	\$ 3,454	\$ 40,578	\$ 44,470	Year 2:	\$296,467
Insurance	\$ 1,151	\$ 13,525	\$ 14,823		
Communication equipment	\$ 1,151	\$ 13,525	\$ 14,823		
Postage	\$ 690	\$ 8,115	\$ 8,895		
Printing	\$ 461	\$ 5,410	\$ 5,929		

b. Cash Match: \$0

Narrative Detail: NA

Data Collection:

a. Total Grant Funds Requested: \$156,834

Narrative Detail:

HTA Consulting— To support the data collection and analysis needs for the pilot. This person will work with the program manager and act as liaison with the evaluator and program manager, and support reporting requirements.

	2 Mos. Planning:	\$6,264
	Year 1:	\$78,725
	Year 2:	\$71,845

<i>Planning/Start-Up</i>	<i>Planning & Implementation</i>	<i>Implementation & Final Reporting</i>
<i>July 2017 – August 2017</i>	<i>July 2017 – June 2018</i>	<i>July 2018 – June 2019</i>
<ul style="list-style-type: none"> • <i>Start Up \$825</i> • <i>Literature / Document Review \$850</i> • <i>Develop Scenarios / Models \$1,100</i> • <i>Project Management, Meetings/Facilitation, Travel \$3,350</i> • <i>Printing/Mileage \$139</i> 	<ul style="list-style-type: none"> • <i>Start Up \$1,000</i> • <i>Evaluation Plan \$5,750</i> • <i>Instr. Design \$4,500</i> • <i>Data Coll. \$19,300</i> • <i>Data Anal. \$21,600</i> • <i>Reporting \$16,050</i> • <i>TA \$2,000</i> • <i>Project Mgmt \$7,875</i> • <i>Other Misc \$650</i> 	<ul style="list-style-type: none"> • <i>Instr.Design \$1,325</i> • <i>Data Coll. \$19,300</i> • <i>Data Analysis \$21,600</i> • <i>Reporting \$19,600</i> • <i>TA \$2,000</i> • <i>Project Mgmt \$7,350</i> • <i>Other Misc \$670</i>
Total Cost: \$6,264	Total Cost: \$78,725	Total Cost: \$71,845

b. Cash Match: \$0

Narrative Detail: NA

Equipment/Fixed Assets:

a. Total Grant Funds Requested: \$0

Narrative Detail: NA

b. Cash Match: \$0

Narrative Detail: NA

Other (Travel, Training, etc.):

a. Total Grant Funds Requested: \$0

Narrative Detail: NA

b. Cash Match: \$0

Narrative Detail: NA

SECTION VIII: LEAD Grant Project Work Plan

Each applicant must develop a 26-month Project Work Plan as part of this RFP process. A Project Work Plan identifies measurable goals and objectives, a timeline for the project (including primary phases of implementation and the implementation milestones associated with each phase), activities and services, and the processes and responsible parties necessary to accomplish the goals and objectives. For definitions and examples of goals and objectives, see Attachment F. Clearly detail pre-implementation or ramp-up activities occurring in the first four (4) months of the project. The Project Work Plan does not count toward the 25-page limit.

Project Work Plans should be SMART: Specific, Measurable, Attainable, Relevant Project Work Plans should be SMART: Specific, Measurable, Attainable, Relevant and Time-Bound.

To build the LEAD Project Work Plan, complete one (1) table for each goal identified in the proposal. Applicants should copy and paste the following tables into a separate document. Continue the numbering sequence started below (1, 2, 3, etc.). Applicants are to complete chart using 12-point Arial font.

Goal 1:	Reduce the recidivism rate for low-level drug and alcohol offenders in San Francisco's Tenderloin and Mission districts.		
Objectives:	<p>1.1: By the end of the of the 26 month LEAD pilot, at least 200 pre-booking LEAD contacts will be made.</p> <p>1.2: By the end of the of the 26 month LEAD pilot, at least 50 social LEAD contacts will be made.</p> <p>1.3: By the end of the of the 26 month LEAD pilot, at least 100 participants will participate in the LEAD program and receive comprehensive case management services, including an Individual Intervention Plan, to address their substance use disorder and other related issues, such as housing, employment, physical and mental health, and legal services.</p> <p>1.4: By the end of the 26 month LEAD pilot, 50% of participants will remain free of additional criminal charges.</p>		
Project activities that support the identified goal and objectives	Responsible staff/ partners	Timeline	
		Start Date	End Date
Hire or assign Project Manager	SFDPH Clinical Services Manager	July 2017	August 2017
Hire or assign LEAD Case Managers and Outreach Staff	Felton Institute, Glide	July 2017	August 2017

Finalize contracts with contracted service providers and agencies	SFDPH Clinical Services Manager, Felton Institute, Glide, Harder + Co., Hatchuel Tabernik and Associates (HTA), San Francisco Public Health Foundation	July 2017	August 2017
Develop detailed criteria for LEAD project implementation, including referrals, intake, service pathways, and case management	Key Stakeholder Policy Committee facilitated by independent convener from Harder + Company	July 2017	August 2017
Develop and implement training plan for law enforcement officers, LEAD staff, and key stakeholders, including site visit to Seattle.	Drug Policy Alliance, Project Manager, SFPD, BART PD, SFSD	July 2017	August 2017
Purchase vans, laptops, cell phones and other supplies for LEAD staff	Felton Institute, Glide	July 2017	August 2017
Extend Community Assessment and Services Center (CASC) hours to 24/7	Adult Probation Department	July 2017	Sept 2017
Implement LEAD pilot: Refer 30 individuals to LEAD; complete intake and Individual Intervention Plan for at least 15 of these individuals	Entire LEAD Team	August 2017	Nov. 2017
Provide intensive case management for first 15 LEAD participants	Entire LEAD Team	August 2017	June 2019
Provide intensive case management for at least 50 LEAD participants	Entire LEAD Team	Feb 2018	June 2019

Provide intensive case management for at least 100 LEAD participants	Entire LEAD Team	June 2018	June 2019
Provide LEAD training to additional law enforcement officers	Drug Policy Alliance, Project Manager, SFPD, BART PD, SFSD	July 2018	August 2018
Attend Reducing Racial and Ethnic Disparity training	Project Manager, LEAD Case Managers and Outreach Workers	TBD	TBD
Identify evaluation measures with external evaluator	Hatchuel Tabernik and Associates, Project Manager, CSU Long Beach Evaluator	July 2017	August 2017
Prepare and submit Progress Reports	Project Manager, Hatchuel Tabernik and Associates	Quarterly	July 2017 – June 2019

Goal 2:	Strengthen collaboration across city departments and with community-based organizations to better meet the needs of individuals with a history of substance abuse and low-level drug offenses by diverting them from the criminal justice system and into harm reduction based social services.
Objectives:	<p>2.1. By August 2017, LEAD staff and key stakeholders will develop detailed criteria and protocols that support smooth implementation of the LEAD project.</p> <p>2.2 By August 2017, LEAD staff, key stakeholders, and Harder + Co. will develop a transparent information sharing mechanism across LEAD governance and advisory workgroups. Stakeholders, on average, will rate this system of information sharing above 4 on a 5 point Likert scale each project year.</p> <p>2.3 By November 2017, LEAD staff, Hatchuel Tabernik and Associates, and the key stakeholders will develop an enhanced system for data sharing to track participants and collect evaluation data. LEAD partners will rate this system of information sharing above 4 on a 5 point Likert scale each project year.</p> <p>2.4 By June 2018, LEAD staff will convene and participate in 4 community meetings to educate the broader community members about LEAD and build awareness of and support for the program.</p>

2.5 If proven effective, DPH and LEAD SF partners will sustain the LEAD approach and scale it up to serve 100 additional individuals per year from 2019 onward.

Project activities that support the identified goal and objectives	Responsible staff/ partners	Timeline	
		Start Date	End Date
Convene Key Stakeholder Policy Committee meetings quarterly	Key Stakeholder Policy Committee, Project Manager, Harder + Co.	July 2017	June 2019
Identify and nominate representatives from relevant commissions and councils and community advocates to serve on Key Stakeholder Policy Committee	Key Stakeholder Policy Committee	July 2017	July 2017
Convene Operational Workgroup meetings at least monthly	Project Manager, Clinical Services Manager, LEAD Case Managers, SFPD, BART PD, SFDA, SFSD, Harder + Co.	July 2017	June 2019
Develop data sharing and collection protocols among agencies and community-based organizations to be responsive to CSU Long Beach evaluator's needs	Key Stakeholder Policy Committee, Operational Workgroup, Project Manager, Hatchuel Tabernik and Associates	July 2017	Nov 2017
Develop protocol for sharing information between KSPC and Operational Workgroup	Key Stakeholder Policy Committee, Operational Workgroup, Project Manager, Harder + Co.	July 2017	August 2017
Identify data sharing and collection issues and troubleshoot to refine to be responsive to evaluator's needs	Key Stakeholder Policy Committee, Operational Workgroup, Project Manager, Hatchuel Tabernik and Associates	August 2017	June 2019

Goal 3:	Improve LEAD participants' health and housing status.		
Objectives:	<p>3.1 By the end of the of the 26 month LEAD pilot:</p> <ul style="list-style-type: none"> a. 75% of LEAD participants not enrolled at the time of referral will be enrolled in Medi-Cal b. 75% of LEAD participants experiencing food insecurity will be enrolled in CalFresh c. 80% of LEAD participants with substance use disorder will be connected to SUD treatment d. 80% of LEAD participants with severe mental illness will be connected to mental health services e. 25% of homeless LEAD participants will have obtained permanent housing f. 50% of homeless LEAD participants will have obtained shelter g. 50% of jobless LEAD participants will be on the employment continuum h. 25% of jobless LEAD participants will have a stable income 		
Project activities that support the identified goal and objectives	Responsible staff/ partners	Timeline	
		Start Date	End Date
Conduct acute needs assessment of LEAD participants, preferably within 24 hours but in all cases within 72 hours, of referral from law enforcement	CASC Intake Clinician, LEAD Case Managers	August 2017	June 2019
Connect LEAD participants to a LEAD Case Manager provider within 30 days of referral to LEAD	CASC Intake Clinician, LEAD Case Managers	August 2017	June 2019
Complete an Individual Intervention Plan with each LEAD participant within 30 days of LEAD referral	LEAD Case Managers	August 2017	June 2019
Monitor each participant's progress toward meeting the goals and objectives of their Individual Intervention Plan	LEAD Case Managers, Operational Workgroup	August 2017	June 2019
Enter all participant data into data system to ensure appropriate tracking	LEAD Case Managers	August 2017	June 2019

Supervise LEAD Case Managers and Outreach Workers to ensure participants are being provided evidence-based services that best meet their needs	Project Manager	August 2017	June 2019
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SECTION IX: LEAD Key Stakeholder Committee Roster

Applicant Agency: San Francisco Department of Public Health

Individual Name	Job Title	Agency/Organization
Barbara Garcia	Director of Health	Department of Public Health
Vicki Hennessy	Sheriff	Sheriff's Department
George Gascon	District Attorney	Office of the SF District Attorney
Bill Scott	Chief of Police	Police Department
Jeff Adachi	Public Defender	Public Defender's Office
Karen Fletcher	Chief Adult Probation Officer	Adult Probation Department
Benson Fairow	Deputy Chief	BART Police
Kyriell Noon	Senior Director of Programs	Glide Harm Reduction
Al Gilbert	President and Chief Executive Officer	Felton Institute
Laura Thomas	Deputy State Director	Drug Policy Alliance
TBD, as nominated by the Reentry Council	TBD	Reentry Council
TBD, as nominated by the Tenderloin Health Improvement Partnership	TBD	Tenderloin Health Improvement Partnership
TBD, as nominated by the Roadmap to Peace	TBD	Roadmap to Peace
TBD, as nominated by the SF Sentencing Commission	TBD	SF Sentencing Commission
TBD, as nominated by the Work Group to Re-envision the Jail Replacement Project	TBD	Work Group to Re-envision the Jail Replacement Project
TBD, as nominated by the Work Group to Re-envision the Jail Replacement Project	TBD	Work Group to Re-envision the Jail Replacement Project

SECTION X: List of Partner Agencies and Services

Public Agency Partners

	Name of Agency	2-3 sentence description of services to be provided
1.	SF Department of Public Health	DPH agrees to participate in LEAD policy and operations meetings, be an active leader and contributor in ongoing discussions and planning, and facilitate connections to services offered by the DPH system of care. DPH will serve on the Key Stakeholder Policy Committee (KSPC) and the Operational Workgroup.
2.	SF Police Department	<p>The SFPD is dedicated to training all personnel in the LEAD pilot and process, including in principles of harm reduction and applying these principles across the spectrum of police related contacts when dealing with addiction, mental illness, and homelessness.</p> <p>The SFPD Police will provide the part-time services to support the day to day operations of the program and serve on the KSPC and the Operational Workgroup.</p>
3.	BART Police	<p>The BART Police is dedicated to training all personnel in the LEAD pilot and process. Personnel will be knowledgeable in California's drug laws, search and seizure case law, local, state and federal criminal history records, warrant records, and principles of harm reduction and will have the authority to make street level decisions on where to direct those individuals that are eligible for the LEAD pilot program.</p> <p>The BART Police will provide the part-time services of staff to support the day-to-day operations of the program and serve on the KSPC and the Operational Workgroup.</p>
4.	SF Sheriff's Department	The Sheriff's Department will provide a Program Coordinator to handle LEAD referrals and participate in the KSPC and the Operational Workgroup.
5.	SF Office of the District Attorney	<p>The District Attorney's Office will provide staffing to the pilot program and serve on the KSPC. The District Attorney's Office will also assist in data collection and sharing.</p> <p>Though the District Attorney's Office will be informed by the KSPC, the District Attorney retains the ultimate and exclusive authority to make filing decisions in all criminal cases.</p>
6.	SF Public Defender's Office	The Public Defender will participate as needed to support the development of the program. After the LEAD program is commenced, the Public Defender's Office will have an attorney assigned to all meetings to represent the interests of participants, advocate for individuals

		who seek to become a part of the LEAD Program, advise potential participants of legal ramifications of the program and communicate with other LEAD stakeholders to ensure that the program accomplishes the goals set forth in the Memorandum of Understanding, and serve on the KSPC.
	SF Adult Probation Department (APD)	Adult Probation will oversee operations at the Community Assessment and Services Center (CASC), the LEAD intake center. APD will also participate in the KSPC and Operational Workgroup. Three Deputy Probation Officers and one Probation Assistant will be stationed at the CASC during weekend and evening hours to serve LEAD participants. The CASC will also house several staff that will provide care coordination, life skills classes, employment and vocational training, and drug testing.

Non-Governmental, Community-Based Partners (if known)

	Name of Organization	2-3 sentence description of services to be provided
1.	Glide Harm Reduction	Glide will provide outreach, transportation, and case management to LEAD participants in the Tenderloin district. Glide staff will include two Outreach Workers/Drivers and two Case Managers to serve LEAD participants, and a Project Coordinator to oversee LEAD service provision and supervise LEAD staff. Glide staff will also serve on the KSPC and Operational Workgroup.
2.	Felton Institute	The Felton Institute will provide outreach, transportation, and case management to LEAD participants in the Mission district. Felton Institute staff will include two Outreach Workers/Drivers and three Case Managers to serve LEAD participants, and a Program Director to oversee LEAD service provision and supervise LEAD staff. Felton Institute staff will also serve on the KSPC and Operational Workgroup.
3.	Drug Policy Alliance	DPA will participate in the program planning, communicate with other cities developing LEAD, serve on the KSPC, advocate for continued funding, and provide the harm reduction training for law enforcement officers and case managers, as well as coordinating and funding site visits to Seattle for key stakeholders and staff as needed.
4.	San Francisco Public Health Foundation	SFPHF will serve as fiscal agent for LEAD and manage payment for project-related expenses such as food, office supplies, travel vouchers and document support for LEAD clients, and stipends for community members of the KSPC.
5.	Harder + Company	Harder + Co. will serve as an independent, neutral convener of the KSPC and Operational Workgroup. Harder + Co. will work with both groups to develop a management plan that identifies each group's

		roles and key tasks, and outlines procedures for decision making, providing input, identifying overlapping issues, ensuring that policy, operational and community issues are addressed, and tracking progress toward project goals and objectives.
6.	Hatchuel Tabernik and Associates (HTA)	HTA will serve as the local evaluation partner for the LEAD project and will be responsible for data collection and analysis and working with the LEAD evaluation team at CSU Long Beach.

**Use the Tab key to add additional rows as needed.*

ATTACHMENTS

- **End Notes**
- **Memorandum of Understanding (MOU) signed by key partners:**
 - San Francisco Department of Public Health
 - San Francisco Police Department
 - Bay Area Rapid Transit Police
 - San Francisco District Attorney's Office
 - San Francisco Public Defender's Office
 - San Francisco Adult Probation Department
 - San Francisco Sheriff
 - Glide Foundation
 - Felton Institute
 - Drug Policy Alliance
- **Letter from the Mayor of San Francisco**
- **Geographical Map of Service Area**

ENDNOTES (References 1-17 are included as footnotes in the proposal narrative.)

- 18 Sadeh, N., & McNeil, D.E. (2015). Posttraumatic stress disorder increases risk of criminal recidivism among justice-involved persons with mental disorders. *Criminal Justice and Behavior*, 42(6), 573–586.
- 19 Read, J.P., Brown, P.J., Kahler, C.W.. (2004). Substance use and posttraumatic stress disorders: Symptom interplay and effects on outcome. *Addictive Behaviors*, 29(8), 1665–1672.
- 20 Bath, H. (2008). The three pillars of trauma-informed care. *Reclaiming Children and Youth*, 17(3), 17–21.
- 21 Meyer, R., Patel, A.M., Rattana, S.K., Quock, T.P., & Mody, S.H. (2014). Prescription opioid abuse: A literature review of the clinical and economic burden in the United States. *Population Health Management*, 17(6), 372–387.
- 22 Strang, J. (2015). Death matters: Understanding heroin/opiate overdose risk and testing potential to prevent deaths. *Addiction*, 110(S2), 27–35.
- 23 Kelly, J.F., Stout, R., Zywiak, W., & Schneider, R. (2006). A 3-year study of addiction mutual-help group participation following intensive outpatient treatment. *Alcoholism: Clinical & Experimental Research*, 30(8), 1381–1392.
- 24 Kelly, J.F., Stout, R.L., Magill, M., & Tonigan, J.S. (2011a). The role of Alcoholics Anonymous in mobilizing adaptive social network changes: A prospective lagged mediational analysis. *Drug & Alcohol Dependence*, 114(2), 119–126.
- 25 Kelly, J.F., Stout, R.L., Magill, M., Tonigan, J.S., & Pagano, M.E. (2011b). Spirituality in recovery: A lagged mediational analysis of Alcoholics Anonymous' principal theoretical mechanism of behavior change. *Alcoholism: Clinical & Experimental Research*, 35(3), 454–463.
- 26 Kelly, J.F., Magill, M., & Stout, R.L. (2009). How do people recover from alcohol dependence? A systematic review of the research on mechanisms of behavior change in Alcoholics Anonymous. *Addiction Research & Theory*, 17(3), 236–259.
- 27 Heck, C. (2008). MRT: Critical component of a local drug court program. *Cognitive Behavioral Treatment Review*, 17(1), 1–2.
- 28 Lowenkamp, C.T., Hubbard, D., Makarios, M., & Latessa, E. (2009). A quasi-experimental evaluation of Thinking for a Change: A real world application. *Criminal Justice & Behavior*, 36(2), 137–146.
- 29 Tong, L.S.J., & Farrington, D.P. (2006). How effective is the “Reasoning and Rehabilitation” programme in reducing reoffending? A meta-analysis of evaluations in four countries. *Psychology, Crime & Law*, 12(1), 3–24.
- 30 Milkman, H., & Wanberg, K. (2007). *Cognitive-behavioral treatment: A review and discussion for corrections professionals* (NIC No. 021657). Washington, DC: National Institute of Corrections, U.S. Dept. of Justice.

SAN FRANCISCO
LAW ENFORCEMENT ASSISTED DIVERSION (LEAD)
MEMORANDUM OF UNDERSTANDING
Among

San Francisco Police Department
Bay Area Rapid Transit Police
San Francisco Department of Public Health
San Francisco District Attorney's Office
San Francisco Public Defender's Office
San Francisco Adult Probation Department
San Francisco Sheriff
Glide Foundation
Felton Institute and
Drug Policy Alliance

WHEREAS, San Francisco residents want to improve public safety and public health in their neighborhoods; and

WHEREAS, the City & County of San Francisco and community members want to reduce future criminal justice engagement and associated costs related to mental illness, drug use, homelessness, and other health and wellness issues; and

WHEREAS, interventions that connect people who have been charged with low-level drug offenses with health and social services have been shown to cost less and be more successful at reducing recidivism and improving health outcomes than the traditional criminal justice process; and

WHEREAS, harm reduction is a proven public health philosophy and intervention that seeks to reduce the harms associated with drug use; and

WHEREAS, Seattle's LEAD project and its collaborative, harm reduction approach to addressing drug-related crime and disorder in Seattle has shown significant results in reducing recidivism, improving health and housing outcomes for participants, saving money over usual criminal justice approaches, and earned the support of diverse stakeholders including business, law enforcement, and community members; and

WHEREAS, the Jail Alternatives Work Group and the San Francisco Sentencing Commission separately recommended beginning a LEAD pilot in San Francisco; and

WHEREAS, San Francisco currently operates several innovative strategies for substance dependent individuals who come into contact with the criminal justice system, but despite those exemplary programs San Francisco has no formalized pre-booking diversion; and

WHEREAS, the California legislature has invested \$15 million in three LEAD pilot programs in California, distributed through a competitive process by the Board of State & Community Corrections, and creating the opportunity for a robust LEAD implementation;

NOW, THEREFORE, THE PARTIES STATE THEIR INTENT AS FOLLOWS:

I. PARTIES

This Agreement is among the San Francisco Police Department (SFPD), Bay Area Rapid Transit Police (BART PD), San Francisco Department of Public Health (DPH), San Francisco District Attorney's Office (SFDA), San Francisco Public Defender's Office, San Francisco Adult Probation Department (APD), San Francisco Sheriff (SFSD), Glide Foundation, Felton Institute, and Drug Policy Alliance (DPA) ("the Parties").

The Parties listed agree to each identify a central point of contact for the other with respect to this AGREEMENT:

- Barbara Garcia, Director, Department of Public Health, DPH
- Bill Scott, Chief, San Francisco Police Department, SFPD
- Jeffrey Jennings, Acting Chief, Bay Area Rapid Transit Police Department, BART PD
- George Gascón, District Attorney, City & County of San Francisco District Attorney's Office, SFDA
- Jeff Adachi, Public Defender, City & County of San Francisco Public Defender's Office,
- Vicki Hennessy, Sheriff, City & County of San Francisco
- Karen Fletcher, Chief, Adult Probation Department, APD
- Kyriell Noon, Glide Foundation
- Al Gilbert, Felton Institute
- Laura Thomas, Deputy State Director, Drug Policy Alliance, DPA

Additional Parties may be added to the Agreement upon unanimous consent of the existing members.

II. PURPOSE

Law Enforcement Assisted Diversion (LEAD) is a new approach that seeks to accomplish the goals of reduced criminal involvement and improved public safety by connecting individuals with substance use issues to services. This approach to diversion has been proven to cost less and to be more successful at reducing future criminal behavior than processing low-level drug offenders through the traditional criminal justice system. LEAD will incorporate San Francisco's standards for harm reduction practice into program planning and implementation.

The purpose of this AGREEMENT is to promote collaboration among the Parties to develop and implement a LEAD pilot program in San Francisco. Each of the parties will participate in the Key Stakeholder Policy Committee for the LEAD program. The Key Stakeholder Policy Committee will develop and refine the eligibility criteria and referral and diversion protocols for LEAD participants, review and provide feedback on periodic

reports about pilot program implementation, make criminal justice and service data available for comparison and evaluative purposes, and provide policy guidance and administrative oversight LEAD operation and evaluation. Eligibility criteria and program protocols will be in the form of a separate document(s), subject to the approval process of all of the relevant agencies containing duties or responsibilities, therein.

III. BACKGROUND

Seattle's Law Enforcement Assisted Diversion Program (LEAD) is a proven example of a pre-booking diversion program that identifies individuals for whom probable cause exists for an arrest for low-level drug charges, and redirects them from jail and prosecution by providing linkages to community-based treatment and support services.

Over the last four years the San Francisco Sentencing Commission has heard expert testimony on LEAD program design, implementation and the feasibility of replicating this model program in San Francisco. Two recently released University of Washington studies on the LEAD Program found statistically significant reductions in recidivism, mostly notably LEAD participants showed significant reductions in new felony cases. The evaluation team also found that the program resulted in reduced participant jail bookings, on average 39 fewer jail bed days per participant, an 87% decrease in subsequent state prison incarceration and overall substantial reductions in criminal justice costs. In addition a 2014 UC Berkeley analysis completed for the San Francisco Sentencing Commission explored the feasibility, benefits, and cost of replicating the LEAD program in San Francisco. The researchers concluded that, "San Francisco has the necessary tools and systems to meet the challenge of successfully implementing such a program." Ultimately the research team recommended that San Francisco pursue the adoption of a pre-booking diversion program.

In 2015, the San Francisco Board of Supervisors asked the San Francisco Department of Public Health and the Sheriff's Department to convene a work group to develop alternatives to building a new jail. The work group represented a broad diversity of stakeholders, from law enforcement to mental health providers to formerly incarcerated people. The Jail Alternatives Work Group strongly recommended LEAD and pre-booking diversion as one of the strategies to reduce the jail population.

IV. GOVERNANCE

Participation in the LEAD Key Stakeholder Policy Committee is voluntary, and any member may withdraw at any time for any reason. This AGREEMENT does not amend any law or ordinance; nor does it create any binding obligation on the part of any signatory. This AGREEMENT simply memorializes the intent of the Key Stakeholder Policy Committee's members in participating in this program and describes the responsibilities they understand to be accepting through participation.

All decisions will be made by modified consensus. For the purpose of this AGREEMENT modified consensus means a resolution that is acceptable to all participants even if not ideal to one or more. However, the SFPD and BART Police retain discretionary authority over diverting potential LEAD participants and, in

instances where a case is filed, the District Attorney retains the ultimate and exclusive authority to make filing decisions.

Each party to the AGREEMENT shall designate one representative for purposes of determining consensus in Key Stakeholder Policy Committee Decisions, but multiple representatives from each organization may attend and participate in discussions.

V. RESPONSIBILITIES

The role of the Key Stakeholder Policy Committee is to make policy-level decisions regarding the LEAD Pilot Program and to provide periodic administrative oversight of the program. Specific responsibilities include but are not limited to, the following:

- A. Develop and Refine LEAD Eligibility Criteria, Referral and Diversion Protocols;
- B. Oversight, advisement, and direction of program;
- C. Making available criminal justice and services system data for comparison and evaluative proposes;
- D. Oversight of LEAD pilot implementation, including but not limited to regular review of reports from services providers, maintaining the commitment to a harm reduction philosophy and the core principles of the pre-booking diversion program as originally implemented in Seattle, collaborative problem-solving, and solicitation and review of community feedback; and
- E. Modification of service provision, or evaluation criteria and process, as needed.

VI. INFORMATION SHARING

All Parties agree to share program and participant information as needed, within legal constraints. Parties will work with the contracted independent evaluator to collect and share requested data.

VII. MISCELLANEOUS

This AGREEMENT is effective upon signature by each Party.

This AGREEMENT may be terminated upon 30 days' notice by any Party. This AGREEMENT may be amended by mutual agreement of the Parties. An amendment or termination must be made in writing and must be signed by the Party's designated representative(s) with authority to enter into this AGREEMENT.

This AGREEMENT may be executed in counterparts.

Each Party agrees to act in good faith to observe the terms of this AGREEMENT; however, nothing in this AGREEMENT is intended to require any unlawful or

unauthorized act by any Party. Nothing in this AGREEMENT shall be interpreted to limit or restrict each of the Parties' legal, jurisdictional or other rights or obligations with respect to the subject matter of this AGREEMENT.

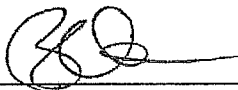
No provision of this AGREEMENT shall form the basis of a cause of action at law or equity by any Party against any other Party, nor shall any provision of this AGREEMENT form the basis of a cause of action at law or equity by any third party.

VIII. STATEMENTS OF INTENT

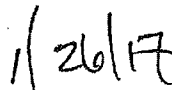
The parties signing this AGREEMENT specifically state their respective intents and commitments to adhere to the attached core principles of the pre-booking model that was first implemented in Seattle and as follows:

A. **San Francisco Department of Public Health (DPH)** is committed to participate in the LEAD pilot on both an operational and policy level. DPH promotes a wellness, recovery, and restorative approach to providing care, treatment, and supportive services to individuals charged with low-level drug offenses where the intervention is based on the principles of harm reduction rather than on punishment. The LEAD Program embraces this approach with the ultimate goal of reducing criminal behavior and improving community safety. DPH agrees to

- participate in LEAD Key Stakeholder Policy Committee
- be an active leader and contributor in ongoing discussions and planning,
- facilitate connections to services offered by the DPH system of care.
- serve as the provider of funded health and social services for LEAD participants through a mix of DPH providers and contracts with community-based organizations.
- serve as the grant proposal respondent for the BSCC grant for San Francisco.



Barbara Garcia, Director
San Francisco Department of Public Health



Date

B. San Francisco Police Department (SFPD) is committed to participate in the LEAD pilot on both an operational and policy level. The SFPD will provide the following staffing to the program:

- Participation in the Key Stakeholder Policy Committee
- designated SFPD personnel working in the LEAD pilot program at designated police district stations that are determined at the discretion of SFPD will be trained in the principles of harm reduction and LEAD operations.
- SFPD officers will use LEAD as a pre-booking diversion program for individuals who meet the LEAD Eligibility Requirements.
- SFPD will have the authority to direct and transport individuals that are eligible for the LEAD pilot program to preauthorized facilities.

William Scott


William Scott, Chief
San Francisco Police Department

1/30/17

Date

C. **BART Police Department (BART PD)** is committed to participate in the LEAD pilot on both an operational and policy level. The BART Police will provide the following Staffing to the program:

- The BART Police is dedicated to training all project personnel in the LEAD Pilot and process. Personnel will be knowledgeable in California's drug laws, search and seizure case law, local state and federal criminal history records, warrant records, and principles of harm reduction and will have the authority to make street level decisions on where to direct those individuals that are eligible for the LEAD pilot program. BART Police will use the LEAD Pilot Program as a pre-arrest diversion program.
- The BART Police will designate the Deputy Chief and the Community Outreach Specialist who will support the day to day operations of the program. The Deputy Chief or a designee will serve on the Key Stakeholder Policy Committee and Operational Work Group
- Furthermore, BART Police is dedicated to training all personnel on the principles of harm reduction and applying these principles across the spectrum of police related contacts in the BART system when dealing with addiction, mental illness, and homelessness.



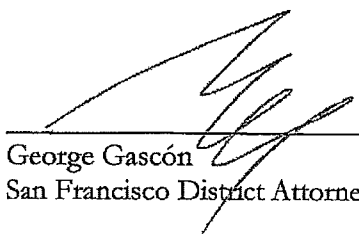
Jeffrey Jennings, Acting Chief
Bay Area Rapid Transit Police Department

1/26/17
Date

D. **San Francisco District Attorney's Office** believes that the success of this program will allow for better outcomes for those living with substance use disorder, mental illness, and homelessness while allowing for less of a burden on our costly criminal justice system. The District Attorney's Office will

- participate in the Key Stakeholder Policy Committee
- be an active leader and contributor in ongoing discussions and planning,
- communicate with other LEAD stakeholders to ensure that the program accomplishes the goals set forth in the Memorandum of Understanding,
- assist in data collection and sharing, and
- the District Attorney's Office will designate the Chief Assistant District Attorney to serve on the Key Stakeholder Policy Committee and Collaborative Court Managing Attorney to serve on the Operational Work Group. For consistency both staff will be supported by the Director of Policy, who can also serve as a designee.

Though the District Attorney's Office will be informed by the Key Stakeholder Policy Committee and Operational Work Group, the District Attorney retains the ultimate and exclusive authority to make filing decisions in all criminal cases.

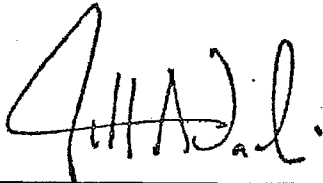


George Gascon
San Francisco District Attorney

1-27-17
Date

E. **San Francisco Public Defender's Office** is committed to reversing longtime criminal justice trends that have resulted in the unnecessary and over incarceration of people of color and individuals with substance use disorder and mental illness. The Public Defender pledges its support for the LEAD Program and will:

- participate in the Key Stakeholder Policy Committee
- participate in the development of the program
- be an active leader and contributor in ongoing discussions and planning,
- have an attorney assigned to all meetings to represent the interests of participants, advocate for individuals who seek to become a part of the LEAD Program, advise potential participants of legal ramifications of the program and
- communicate with other LEAD stakeholders to ensure that the program accomplishes the goals set forth in the Memorandum of Understanding.



Jeff Adachi
San Francisco Public Defender

1/26/17
Date

F. **Adult Probation Department** is committed to protecting the community, service justice, and changing lives. APD operates the Community Assessment Service Center (CASC), a one-stop reentry center that bridges APD probation supervision services with comprehensive case management, barrier removal, and income benefits acquisition assistance. The CASC co-locates services that build self-sufficiency, including a charter high school, vocational and employment readiness training, mental health, and substance abuse prevention services, batterers' intervention programs, cognitive behavioral interventions, and meeting space for community partners. The goals of the CASC are to reduce recidivism, build self-sufficiency skills, and increase public safety. APD will:

- participate in the Key Stakeholder Policy Committee
- participate in the development of the program
- host LEAD intake and case management services at the CASC, and
- coordinate service delivery and staffing at the CASC as needed

Karen Bell for Karen Fletcher

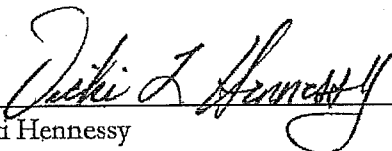
1/27/17

Karen Fletcher, Chief
San Francisco Adult Probation Department

Date

G. **Sheriff's Department** is committed to participate in the LEAD pilot on both an operational and policy level. The SFSD will provide the following staffing to the program:

- Participate in the Key Stakeholder Policy Committee
- Participate in the development of the program
- Be an active leader and contributor in ongoing discussions and planning
- Participation in the Key Stakeholder Policy Committee
- Designated SFSD personnel working in the LEAD pilot program at locations under the jurisdiction of the Sheriff that are determined at the discretion of SFSD will be trained in the principles of harm reduction and LEAD operations.
- Designated SFSD deputies will use LEAD as a post-arrest, pre-arrest diversion program for individuals who meet the LEAD Eligibility Requirements.
- SFSD will have the authority to direct and transport individuals that are eligible for the LEAD pilot program to preauthorized facilities.

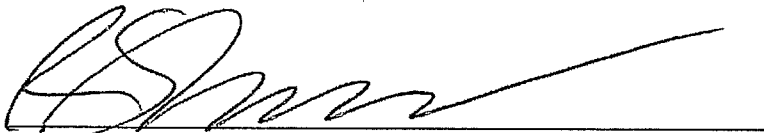


Vicki Hennessy
San Francisco Sheriff

27 January 2017
Date

H. **Glide Harm Reduction Services** is a program of Glide Foundation, which has been providing compassionate health care in the Tenderloin district since the 1960s. Glide serves a diverse cross-section of homeless, low-income and marginalized populations with a suite of programs, including daily free meals, rental assistance and shelter bed reservations, domestic violence counseling and abatement, substance use recovery, childcare, afterschool and summer programs for K-5, a family resource center, harm reduction services, including HIV/Hep-C outreach and prevention, a drop-in legal clinic, on-site access to primary and mental health care, and remedial education. For LEAD SF, Glide Harm Reduction Services will

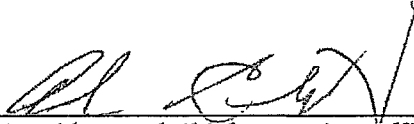
- provide outreach, transportation, and case management to at least 50 LEAD participants in the Tenderloin district.
- participate in the Key Stakeholder Policy Committee
- maintain fidelity to the harm reduction principles of LEAD and ensure staff are trained in harm reduction principles



Rita Shimmin, Executive Director
Glide Foundation

1/27/17
Date

- I. **Felton Institute** (formerly Family Services Agency of San Francisco) is a 126 year old social services organization that delivers evidence-based social and mental health services to clients of all ages, including intensive case management, outpatient services, and home visits. They currently operate five locations, including one in the Mission district. For LEAD SF, the Felton Institute will
- provide outreach, transportation, and case management to LEAD participants in the Mission district
 - participate in the Key Stakeholder Policy Committee
 - maintain fidelity to the harm reduction principles of LEAD and ensure staff are trained in harm reduction principles

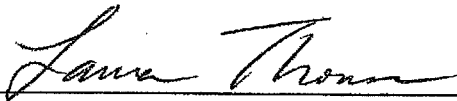


Al Gilbert, President and Chief Executive Officer
Felton Institute

1/26/2017
Date

J. **Drug Policy Alliance (DPA)** is committed to implementing approaches that address drug misuse as a public health concern rather than a criminal justice issue. DPA maintains a Bay Area Office whose professional staff possess significant relevant experience. DPA will serve in an advisory and pilot program management capacity. DPA's staff and approved consultants will:


- assist the Key Policy Stakeholder Committee and LEAD pilot with program planning, policy development, stakeholder consultation, accessing technical assistance, fundraising, and advocacy.
- support the contracted program manager as liaison and advocate between potential funders and the Key Stakeholder Policy Committee.
- advocate for fidelity to the agreed protocols and core principles of LEAD.
- in conjunction with other LEAD partners, be responsible for communicating with interested policy makers and community leaders in other jurisdictions regarding LEAD implementation process.



Laura Thomas
Drug Policy Alliance

1/26/17
Date

SECTION I: Applicant Information Form

A. APPLICANT AGENCY			B. TAX IDENTIFICATION NUMBER	
NAME OF APPLICANT AGENCY City and County of San Francisco			TAX IDENTIFICATION #: 946000417	
STREET ADDRESS		CITY	STATE	ZIP CODE
1 Dr. Carlton B. Goodlett Place		San Francisco	CA	94102
MAILING ADDRESS (if different)		CITY	STATE	ZIP CODE
C. PROJECT TITLE			D. GRANT FUNDS REQUESTED	
LEAD SF			\$5,900,000	
E. PROJECT SUMMARY				
The City and County of San Francisco seeks to implement LEAD as a pre-booking diversion program for substance-dependent individuals who come into contact with the criminal justice system. LEAD SF is a multi-agency collaborative partnership that will incorporate San Francisco's standards for harm reduction practice into program planning and implementation. With the goals of reducing criminal behavior and improving public safety by connecting low-level drug offenders with the City's robust network of services, the proposal aims to reach at least 250 individuals and divert at least 100 participants in the Tenderloin and Mission neighborhoods over the 26-month project period.				
F. PROJECT DIRECTOR				
NAME		TITLE		TELEPHONE NUMBER
Colleen Chawla		Deputy Director of Health		(415) 554-2769
STREET ADDRESS				FAX NUMBER
101 Grove Street, Room 310				(415) 255-3798
CITY	STATE	ZIP CODE		EMAIL ADDRESS
San Francisco	CA	94102		colleen.chawla@sfdph.org
G. FINANCIAL OFFICER				
NAME		TITLE		TELEPHONE NUMBER
Greg Wagner		Chief Financial Officer		(415) 554-2610 900
STREET ADDRESS				FAX NUMBER
101 Grove Street, Room 308				(415) 554-2710
CITY	STATE	ZIP CODE		EMAIL ADDRESS
San Francisco	CA	94102		greg.wagner@sfdph.org
PAYMENT MAILING ADDRESS (if different)		CITY	STATE	ZIP CODE
H. DAY-TO-DAY CONTACT PERSON				
NAME		TITLE		TELEPHONE NUMBER
Angelica Almeida, PhD		Director of Assisted Outpatient Treatment		(415) 225-3798
STREET ADDRESS				FAX NUMBER
1380 Howard Street, Room 423				(415) 554-2710
CITY	STATE	ZIP CODE		EMAIL ADDRESS
San Francisco	CA	94103		angelica.almeida@sfdph.org
I. AUTHORIZED SIGNATURE				
By signing this application, I hereby certify that I am vested by the Public Agency Applicant with the authority to enter into contract with the BSCC, and that the grantee and any subcontractors will abide by the laws, policies and procedures governing this funding.				
NAME OF AUTHORIZED OFFICER		TITLE	TELEPHONE NUMBER	EMAIL ADDRESS
Edwin M. Lee		Mayor	(415) 554-6141	aneeka.chaudhry@sfgov.org
STREET ADDRESS		CITY	STATE	ZIP CODE
1 Dr. Carlton B. Goodlett Place		San Francisco	CA	94102
APPLICANT'S SIGNATURE (Blue Ink Only)				DATE
x 				2/9/2017

SECTION I (a): Project Abstract

Law Enforcement Assisted Diversion San Francisco (LEAD SF) is an innovative pre-booking diversion program that will refer repeat, low-level drug offenders, at the earliest contact with law enforcement, to community-based health and social services as an alternative to jail and prosecution. LEAD SF participants will have access to the city's extensive system of care that includes comprehensive behavioral health services (substance use disorder and mental health treatment), physical health services, transitional housing, employment, and other relevant services. LEAD SF is a multi-agency collaborative partnership between the San Francisco Mayor's Office (applicant agency), San Francisco Department of Public Health (designated by the Mayor's Office as the lead agency), San Francisco Police Department, San Francisco Sheriff's Department, Bay Area Rapid Transit Police Department, San Francisco Adult Probation Department, San Francisco District Attorney's Office, San Francisco Public Defender's Office, and the nonprofit Drug Policy Alliance. LEAD SF will also include community-based organizations and a broad network of health and social service providers that represent and serve the individuals most impacted by drug/alcohol abuse and the resulting effects on community health and safety.

The goals of LEAD SF are 1) Reduce the recidivism rate for low-level drug and alcohol offenders in San Francisco's Tenderloin and Mission districts; 2) Strengthen collaboration across city departments and with community-based organizations to better meet the needs of individuals with a history of substance abuse and low-level drug trafficking offenses by diverting them from the justice system and into harm reduction based social services; and 3) Improve LEAD participants' health and housing status.

Over the 26-month grant period, police officers will refer 250 individuals to LEAD SF, including 200 pre-booking referrals and 50 social contact referrals. At least 100 of these individuals will work with a case manager from the Glide Harm Reduction Services or the Felton Institute (CBOs) to develop an Individual Intervention Plan and receive access to the city's network of evidence-based social and mental health services. These services are all based in harm reduction principles, and participants will receive ongoing case management to support them on their path to recovery, stable housing and economic stability.

SECTION II: STATEMENT OF NEED

The City and County of San Francisco (population 864,816) has long been a center for criminal justice reform. Between 1994 and 2014, San Francisco decreased the number of offenders sent to prison by 89%, taking advantage of local and state initiatives that sought alternatives to incarceration, increasing discretionary authority and resources to manage offenders, and strengthening re-entry programs.¹ San Francisco has implemented several successful initiatives aimed at reducing crime by rehabilitating offenders, including several collaborative courts, and opened the Sobering Center in 2003 to divert individuals acutely intoxicated by alcohol from County Jail or emergency rooms. The city is now seeking to expand its service network to divert drug offenders to rehabilitation at the first point of contact with the criminal justice process.

With a cost of living at 59% higher than the national average,² San Francisco poses serious challenges for those struggling with addiction, mental illness, and poverty. In 2015, 18% of the city's roughly 7,500 homeless people reported drug and alcohol use as the primary reason for their lack of permanent housing, up from 11% in 2013.³ The city has higher rates of illicit drug use than the national average and other comparable cities. The city's three-year recidivism rate--at 53%--far exceeds the state average of 45%. A staggering 40% of those returning to jail within three years are drug offenders.⁴

San Francisco is proposing to expand its network of harm reduction-based rehabilitation services and further reduce the recidivism rate by implementing the LEAD program for low-level drug and alcohol offenders who have been repeatedly involved in the criminal justice system. For this Board of State and Community Corrections (BSCC) pilot, LEAD SF will focus specifically on drug and alcohol offenders in the city's Tenderloin and Mission districts, which together comprise 37% of drug- and alcohol-related incidents and contain the majority of homeless people in the city. LEAD SF will divert eligible participants at the point of contact with law enforcement from booking into the city's network of harm-reduction based services, including behavioral health services (substance use disorder and mental health treatment), physical health services, transitional

¹ Eliminating Mass Incarceration: How San Francisco Did It, James Austin, JFA Institute, 2015.

² Addressing Affordability of Health Insurance in San Francisco: Technical Report, Health Management Associates 2015.

³ San Francisco Homeless Point-In-Time Count and Survey, Applied Survey Research, 2015.

⁴ 2015 Outcome Evaluation Report: An Examination of Offenders Released in Fiscal Year 2010-11, California Department of Corrections and Rehabilitation, Office of Research, August 2016.

housing, employment, and other relevant services.

Drug and Alcohol Offenses. In 2016, over 30% of all San Francisco Police Department (SFPD) incidents occurred in the Mission and Tenderloin districts, including 38% of total drug incidents and 31% of incidents of public drunkenness. Of the 1,562 drug incidents in 2016 in these two neighborhoods, 89% resulted in arrest and booking. The most common cause for booking was drug sales and possession, especially for (in order of frequency) methamphetamine, base/rock cocaine, heroin, and marijuana.

Alcohol and drug use is a serious public health issue in San Francisco. Alcohol use disorder is the most problematic addictive disorder in the city's safety net, outstripping heroin. In 2015, 25% of residents reported binge drinking, 11% of residents reported alcohol use disorder, and 2,378 people were admitted for treatment. It is the primary cause of homelessness and the top reported health condition among the chronically homeless in San Francisco.⁵ The city is also dealing with the rising abuse of prescription opioids. In 2014, there were 127 fatal opioid overdoses in the city, the vast majority (72%) of them from prescription opioids.⁶ The most recent data available (from 2012), suggests there are 15,000-22,000 people who inject drugs in San Francisco.⁷ Nearly 10,000 people received methadone treatment from 2000-2015. Substance use disorder (SUD) treatment admissions for methamphetamine have been consistently rising, as have hospitalizations involving methamphetamine and deaths, including methamphetamine as a causal agent. On average, there is a six-week wait for individuals seeking residential treatment and a five-day wait for individuals seeking medical detox.

Racial Disparities. San Francisco's diverse population includes White 53.6%, Asian 35.3%, Hispanic or Latino 15%, African American 5.7%, American Indian or Alaska Native .8%, and Native Hawaiian or Pacific Islander .5%, and two or more races 4.2%.⁸ As in many cities across the U.S., people of color in San Francisco face serious racial disparities in the criminal justice system. Latino adults are 1.5 times as likely to be booked as White adults. Although the African American population has dropped from 11% of the

⁵ Alcohol Management Housing Issue Brief, San Francisco Department of Public Health, May 2016.

⁶ San Francisco Heroin Opioid Brief, San Francisco Department of Public Health, March 2016.

⁷ San Francisco Sentinel Community Site (SCS) Drug Use Patterns and Trends, National Drug Early Warning System (NDEWS), 2016

⁸ US Census, 2015.

city's population in 1990 to 5.7% in 2015, African Americans experience felony drug arrest rates 19 times higher than other races in San Francisco, and 7.3 times higher than African Americans elsewhere in California.⁹ African American women comprise only 6% of San Francisco's female population, but they constitute 46% of all female arrests and are arrested at rates 13 times higher than women of other races.¹⁰ Not only are African Americans arrested at higher rates, they also stay in jail longer. In 2015, African Americans comprised 53% of all inmates in SF County jail and their periods of custody were significantly longer than any other race.¹¹

Addressing the Need. In 2011, the Sentencing Commission of the City and County of San Francisco (SFSC), an initiative of the San Francisco District Attorney's Office, began a four-year process to study the design and implementation of a formalized, non-punitive law enforcement-assisted pre-booking diversion program for low-level drug offenders and assess the feasibility of replicating the LEAD program in San Francisco. An analysis completed for the SFSC explored the feasibility, benefits, and cost of implementing LEAD and found that, "San Francisco has the necessary tools and systems to meet the challenge of successfully implementing such a program."¹² The SFSC concluded its study in July 2015, echoing the researchers' recommendation that San Francisco implement LEAD as "an evidence-based and fiscally prudent approach to lowering recidivism and increasing public safety."¹³

Separately, a January 2016 Resolution of the Board of Supervisors called for the formation of a workgroup to plan for the permanent closure of two SF county jails and any corresponding investments in new mental health facilities and jail retrofits needed to uphold public safety and better serve at-risk individuals. The resulting Workgroup to Re-envision the Jail Replacement Project included significant community representation including mental health, prisoners' rights and homeless advocates as well as faith-based

⁹ San Francisco's Arrest Rates of African Americans for Drug Felonies Worsens, Mike Males and William Armaline, Center on Criminal and Juvenile Justice, April 2012.

¹⁰ San Francisco's Disproportionate Arrest of African American Women Persists, Michael Males, Center on Juvenile and Criminal Justice, April 2015.

¹¹ Issue Brief: Data Review, Work Group to Re-envision the Jail Replacement Project, August 12, 2016.

¹² Diversion Program Alternatives for San Francisco, Feasibility Analysis for Pre-booking and Pre-charging Alternatives, Hollingshead, A., Lievano, M., and Pe, W., UC Berkeley, 2014.

¹³ Memo to Honorable Edwin Lee, Mayor of San Francisco, "Law Enforcement Assisted Diversion Pilot Program," San Francisco Sentencing Commission City and County of San Francisco, July 27, 2015.

communities. The workgroup recommended implementing LEAD on a pilot basis in the Tenderloin and 16th Street/Mission neighborhoods.

Incarcerating people suffering from drug addiction, mental illness, and/or homelessness is counterproductive and expensive. LEAD SF will provide access to culturally competent wraparound services that address the basic needs of these vulnerable populations, reduce social inequities associated with criminal justice involvement, promote public safety, enhance the wellbeing of individuals and neighborhoods, and save money. LEAD SF will expand the city's capacity by expanding outreach and case management for individuals who would otherwise cycle through the criminal justice system and ensure they receive an individually-tailored treatment plan through a coordinated system of care. Additional funds from a BSCC Proposition 47 grant (if funded) will add an additional 5 social detox and 32 residential treatment beds at Salvation Army's Harbor Light facility.

Improving Law Enforcement/Community Relations. The high level of drug usage and homelessness in the Mission and Tenderloin districts has frustrated business owners and residents who see frequent drug users arrested and then return to the street over and over again. In 2015, a joint SFPD and Drug Enforcement Administration Task Force was criticized for racially- and sexually-biased policing of low-level drug users in the Tenderloin district. All of the 37 people arrested by undercover SFPD officers for possession of small amounts of drugs were African Americans and, in one sting, 11 of the 18 people arrested were women. In 2016, in response to community outcry after several officer-involved shootings and other high profile incidents, the Mayor and then-Police Chief requested assistance from the Department of Justice (DOJ) to conduct a thorough review of SFPD's policies and practices. Later that year, the DOJ released a series of recommendations for the SFPD, including that the SFPD develop strategic partnerships on key community issues such as homelessness and organizational transparency and demonstrate a greater commitment to procedural justice.¹⁴

¹⁴ Collaborative Reform Initiative: An Assessment of the San Francisco Police Department Executive Summary Findings & Recommendations, October 2016.

LEAD SF will begin to address some of these issues by changing the way law enforcement interacts with repeat drug offenders. Officers will receive training in harm reduction approaches, as well as implicit bias in determining who gets arrested/charged, specifically as these issues relate to the implementation of LEAD. Training objectives are designed to ensure that officers use a more holistic, trauma-informed approach to deal with repeat low-level drug offenders, refer them away from the criminal justice system and into a system of care that seeks to support them on their path to recovery and permanently keep them off the streets. San Francisco Mayor Ed Lee appointed a new SFPD Police Chief, William Scott, in December 2016. Chief Scott is a strong proponent of the LEAD program, having helped to lay the foundation for a LEAD program in Los Angeles in 2015. He has committed to implementing the pilot in San Francisco, as well as addressing the recommendations of the DOJ report. BART Police Department also stepped forward to partner on LEAD in 2014, even traveling to Seattle to see the program in action there. While a single project cannot address all of the deeply-rooted issues related to trust, racism, accountability and transparency between law enforcement and the community, LEAD is committed to changing the way that law enforcement interacts with people who suffer from SUD and mental illness.

Harm Reduction Approach. In 2000, the San Francisco Health Commission was the first in the country to adopt harm reduction as an official policy to provide compassionate, non-judgmental strategies to serve substance users. The policy requires substance use disorder programs to provide harm reduction treatment options and develop guidelines that include collaborative, culturally competent services that respect individual's dignity, personal strength, and self-determination.¹⁵ A few examples of the city's commitment to this approach include naloxone distribution, methadone (on demand), and buprenorphine at all Department of Public Health (DPH) hospitals and clinics; partnership with the Harm Reduction Coalition to provide harm reduction training to DPH-funded agencies; trainings to police precincts on harm reduction; and the Sobering Center, which diverts intoxicated individuals from jails and emergency rooms to a supportive environment where they can be monitored and connected to services.

¹⁵ Resolution No. 10-00: Adopting a Harm Reduction Policy For Substance Abuse, STD and HIV. San Francisco Health Commission, September 5, 2000.

LEAD SF will build on the city's robust network of harm reduction-based services and provide participants with access to client-focused treatment, outreach and education services in their own neighborhoods that prioritize equal access and are designed to reduce the physical, social, emotional, and economic harms associated with substance use disorder and other harmful behaviors on individuals and their community. LEAD participants will have access to all relevant services—including shelter, residential treatment, and transitional housing—regardless of their ongoing substance use or possession or subsequent arrests that may occur while they are engaged in LEAD. The treatment model, described in Section V, will put clients at the center of identifying the goals that best support their recovery, with comprehensive case management and a well-coordinated system of care to support their progress.

SECTION III: PROJECT DESCRIPTION

San Francisco envisions a non-punitive, health-centered approach to ensure that individuals struggling with addiction, mental illness and poverty are directed toward alternatives to the criminal justice system while simultaneously lowering recidivism and improving public safety. Consistent with SB 843 and LEAD's Guiding Principles, this 'Health First' model, based in harm reduction principles, seeks to connect high need drug and alcohol offenders to culturally competent, community-based service providers at the earliest law enforcement contact and ultimately keep individuals out of the criminal justice system. Based on Seattle's LEAD program, which has been shown to substantially reduce short- and long-term recidivism,¹⁶ LEAD SF will build on existing City and County efforts to address the complex needs of repeat drug and alcohol offenders through a multi-agency, collaborative initiative based on shared planning, decision-making, data sharing, and evaluation that will 1) expand outreach to eligible individuals in target areas, 2) enhance coordination of service delivery through the existing social service network; 3) expand the city's capacity to treat individuals suffering from substance use and mental health disorders; and 4) improve collaboration and communication among law enforcement agencies and social service providers. The first four months of

¹⁶ LEAD Program Evaluation: Recidivism Report, Collins, S., Lonczak, H., and Clifasefi, Seema, University of Washington, March 27, 2015.

this project will be a “ramp-up” period to hire staff, refine operational procedures, establish evaluation criteria in partnership with the BSCC’s external evaluator, and train law enforcement officers, case managers, and other stakeholders.

Program Goals and Objectives. LEAD SF has three main goals. See Section XIII for a detailed Work Plan for the 26-month grant period.

Goal 1: Reduce the recidivism rate for low-level drug and alcohol offenders in San Francisco’s Tenderloin and Mission districts.

Objectives: 1.1: By the end of the 26-month pilot, at least 200 pre-booking LEAD contacts will be made. 1.2: By the end of the 26-month pilot, at least 50 social LEAD contacts will be made. 1.3: By the end of the 26-month pilot, at least 100 participants will participate in the LEAD program and receive comprehensive case management services, including an Individual Intervention Plan, to address their SUD and other related issues, such as housing, employment, physical and mental health, and legal services. 1.4: By the end of the 26-month pilot, at least 50% of participants will remain free of additional criminal charges.

Goal 2: Strengthen collaboration across city departments and with community-based organizations to better meet the needs of individuals with a history of substance abuse and low-level drug trafficking offenses by diverting them from the criminal justice system and into harm reduction based social services.

Objectives: 2.1. By August 2017, LEAD staff and key stakeholders will develop detailed criteria and protocols that support smooth implementation of the LEAD project. 2.2 By August 2017, LEAD staff, key stakeholders, and Harder + Co. will develop a transparent information sharing mechanism across LEAD governance and advisory workgroups. Stakeholders, on average, will rate this system of information sharing above 4 on a 5 point Likert scale each project year. 2.3 By November 2017, LEAD staff, Hatchuel Tabernik and Associates, and the key stakeholders will develop an enhanced system for data sharing to track participants and collect evaluation data. LEAD partners will rate this system of information sharing above 4 on a 5 point Likert scale each project year. 2.4 By June 2018, LEAD staff will convene and participate in 4 community meetings to educate the broader community members about LEAD and build awareness of and support for the program. 2.5 If proven effective, DPH and LEAD SF partners will sustain the

LEAD approach and scale-up to serve 100 additional individuals/year (2019 onward).

Goal 3: Improve LEAD participants' health and housing status.

Objectives: 3.1 By the end of the of the 26 month LEAD pilot: **3.1.a** 75% of participants not enrolled at the time of referral will be enrolled in Medi-Cal; **3.1.b** 75% of participants experiencing food insecurity will be enrolled in CalFresh; **3.1.c** 80% of participants with SUD will be connected to SUD treatment; **3.1.d** 80% of participants with SMI will be connected to mental health services; **3.1.e** 25% of homeless participants will have obtained permanent housing; **3.1.f** 50% of homeless participants will have obtained shelter; **3.1.g** 50% of jobless participants will be on the employment continuum; **3.1.h** 25% of jobless participants will have a stable income.

Service and Catchment Area. Analyses of drug and alcohol-related incidents and patterns of homelessness across the city have identified the Mission and Tenderloin areas as the police districts with the highest need for LEAD diversion in San Francisco. For this pilot, the LEAD service area will be the City and County of San Francisco. The catchment areas will be the Tenderloin and Mission districts, focused specifically on a defined area around the Civic Center and 16th Street/Mission BART stations. Both of these districts have well-defined geographical boundaries and dedicated SFPD stations (see attached Map of Service Area). The Tenderloin is a triangular 0.3 square mile area bordered by Geary, Market and Larkin streets and has the city's strongest concentration of cocaine, marijuana, and methamphetamine incidents and the highest concentrations of homeless individuals and parolees. Drug activity is particularly concentrated near the Civic Center BART station. The Mission district covers an area of approximately 2.5 square miles, spanning from east of Twin Peaks to the James Lick Freeway, and south of Market Street to Cesar Chavez Street. High concentrations of cocaine, marijuana, and methamphetamine activity occur near the 16th Street BART station. In 2016, 38% (n=1,562) of drug incidents and 31% of alcohol incidents (n=139) reported by SFPD took place in these two districts. Given these numbers, we expect to make a minimum of 200 pre-booking LEAD referrals, 50 social contact referrals, and serve at least 100 participants over the two-year pilot period. These numbers will ensure statistically significant data collection and analysis for evaluation purposes.

Control Study Area. The control group will consist of individuals arrested and booked

or cited for the same categories of drug offenses in the Southern district of San Francisco. The Southern district is a 2.9 square mile area that includes the South of Market, Embarcadero, and China Basin areas, and shares borders with the Tenderloin and Mission districts. Drug- and alcohol-related incidents in this district are comparable to the Mission and Tenderloin: 22% (n=890) of drug-related incidents and 19% (n=84) of alcohol-related incidents occurred in the Southern district in 2016.¹⁷ We expect to easily make at least 200 incident-related contacts over the two-year LEAD pilot period, providing a statistically significant number for evaluation.

LEAD Eligibility Criteria. LEAD-eligible offenses will include: 1) possession for sale/transfer of a controlled substance/other prohibited substance where circumstances indicate that the sale or transfer is intended to provide a subsistence living or to allow the person to obtain or afford drugs for his or her own consumption; 2) sale/transfer of a controlled substance or prohibited substance where circumstances indicate that the sale/transfer is intended to provide a subsistence living or allow the person to obtain drugs for his/her own consumption; 3) possession of a controlled substance/other prohibited substance; 4) being under the influence of a controlled substance/other prohibited substance; 5) being under the influence of alcohol and a controlled substance/other prohibited substance. Priority for LEAD participation will be given to individuals facing felony drug charges. Other eligibility criteria will include the individual's criminal history, current medical condition, and expressed commitment to engage in the program.

Diversion Protocol. SFPD and Bay Area Rapid Transit Police Department (BART PD) patrol officers will hold primary responsibility for diverting individuals to LEAD. For pre-booking referrals, the arresting officer will determine, at the time of initial contact, whether an individual meets the LEAD eligibility criteria. If so, the officer will explain the program requirements to the individual; if the individual agrees to participate, he or she will be transported by the officer or a LEAD outreach team to the Community Assessment and Services Center (CASC), the designated LEAD intake center (described in Section IV). At the point that the arresting officer transfers the individual to LEAD staff, the officer will relinquish custody of the individual and file an arrest report with the SF

¹⁷ SF OpenData. 2014-2016. SFPD Incidents - Previous Year. <https://data.sfgov.org/Public-Safety/>.



LINDA M. PENNER
Chair

KATHLEEN T. HOWARD
Executive Director

STATE OF CALIFORNIA

BOARD OF STATE AND COMMUNITY CORRECTIONS

2590 VENTURE OAKS WAY, SUITE 200 + SACRAMENTO CA 95833 + 916.445.5073 + BSCC.CA.GOV



EDMUND G. BROWN, JR.
Governor

April 20, 2017

Colleen Chawla
Deputy Director of Health
101 Grove Street, Room 310
San Francisco, CA 94102

Dear Ms. Chaw:

The Board of State and Community Corrections (BSCC) is pleased to announce that on April 20, 2017, the BSCC Board approved the funding recommendations for the Law Enforcement Assisted Diversion (LEAD) Project for the following Cities/ Counties:

- City and County of San Francisco - \$5,900,000
- Los Angeles County - \$5,900,000

The BSCC extends congratulations to you and is pleased that your agency has been selected to participate in LEAD Project. The grant period will begin April 21, 2017. Contract documents and instructions will be issued to your department within the next week.

As indicated in the Request for Proposals (RFP), we will be conducting a mandatory Grantee Orientation session for the new grantees. The two-day Grantee Orientation will be conducted on **May 25 from 9:30 a.m. until 5:00 p.m. and on May 25 from 9:00 a.m. to 12:00 p.m.** in the BSCC's conference room at 2590 Venture Oaks Way, Sacramento, CA 95833. As this meeting will occur after the start date of the grant period, you may utilize your grant funds for travel expenses and seek reimbursement on your invoices.

Each grantee must bring their designated Project Director and Day-to-Day Contact person as well as the individuals who will represent the fiscal and evaluation requirements of the grant as we will be discussing these processes in depth. Grantees are also strongly encouraged to bring project staff that will be key to the implementation of the project. On day-one of the orientation LEAD experts from Seattle will provide grantees initial training about the program and the Evaluators from the California State University Long Beach will also be present to provide direction and information about the evaluation design of the project. Please contact me by April 27, 2017 to confirm your agency's attendance and the number of staff who will participate in the briefing.

The BSCC staff looks forward to working with your organization in the implementation of this exciting project. Please note our contract with the Seattle LEAD experts for technical assistance (TA) has not yet been completed but is currently in process. We hope to have the contract fully executed very soon but until then the BSCC cannot provide support for, or administration of, this TA. We will let you know once the contract with Seattle is executed and the TA available through the grant. Should you have questions or require additional information, please do not hesitate to contact me at (916) 324-9384 or colleen.stoner@bscc.ca.gov

Respectfully Submitted,

Colleen Stoner, Field Representative
Board of State and Community Corrections
916 324-9385

Wong, Linda (BOS)

From: Chang, Patrick (DPH)
Sent: Tuesday, June 13, 2017 11:53 AM
To: Wong, Linda (BOS)
Cc: Chawla, Colleen (DPH)
Subject: LEAD Grant Award Notice SF
Attachments: Notice to Grantees of Award by the Board SF.docx; ATT00001.htm

From: "Stoner, Colleen@BSCC" <Colleen.Stoner@bscc.ca.gov>
Date: April 20, 2017 at 6:50:07 PM GMT
To: "Chawla, Colleen (DPH)" <colleen.chawla@sfdph.org>, "Chaudhry, Aneeka (MYR)" <aneeka.chaudhry@sfgov.org>, "Wagner, Greg (DPH)" <greg.wagner@sfdph.org>, "Almeida, Angelica" <Angelica.Almeida@sfdph.org>
Cc: "Jolls, Mary@BSCC" <Mary.Jolls@bscc.ca.gov>, "McDaniel, Daryle@BSCC" <Daryle.McDaniel@bscc.ca.gov>
Subject: LEAD Grant Award Notice SF

Good Morning:

The Board of State and Community Corrections has given final approval for the funding recommendations for the Law Enforcement Assisted Diversion (LEAD) Project. Please see the attached letter identifying the ranked applicants whose jurisdictions have been selected to participate in this project. Thank you for your time and interest in this program and please feel free to contact me should you have questions. My colleague, Daryle McDaniel, and I look forward to working with your organization on this important effort and will be in touch with you soon to assisted with the contracting process.

Sincerely,

Colleen Stoner

Field Representative

BOARD OF STATE AND COMMUNITY CORRECTIONS

2590 Venture Oaks Way Suite 200

Sacramento, CA 95833

(916) 324-9385

<http://www.bscc.ca.gov>

email colleen.stoner@bscc.ca.gov

OFFICE OF THE MAYOR
SAN FRANCISCO



EDWIN M. LEE
MAYOR

January 27, 2017

Board of State and Community Corrections (BSCC)
2590 Venture Oaks Way Suite 200
Sacramento, CA 95833

Re: San Francisco Law Enforcement Assisted Diversion (LEAD) Application

Dear BSCC,

I am pleased to support the Law Enforcement Assisted Diversion (LEAD) Application for the City and County of San Francisco. This opportunity comes at crucial time, as San Francisco further reinforces its long and proud history of commitment to compassionate care, supportive housing, and other services for persons that are mentally ill or have substance use disorders. Moreover, this approach thoroughly complements San Francisco's successful Realignment efforts in reducing the number of people that are criminal justice-involved.

The LEAD program will be critical in helping us take the next steps in strategic and meaningful collaboration across City systems. Led by the Department of Public Health, and developed in close partnership with other agencies and community partners, the LEAD program will align existing resources and services. It will allow the City to provide better care coordination, maximize health system efficiencies, decrease incarceration of low-level and non-violent drug offenders, and improve the safety and well-being of all San Franciscans through elevating community policing and building trust between law enforcement agencies and our diverse communities.

Addressing the whole person is a central priority and commitment for San Francisco, and it is essential for us to implement all the best practices and models available. The collaboration, data sharing, and service integration proposed in our LEAD application fosters innovation to promote the health and safety for all our residents.

My office is committed to supporting and facilitating this process as needed, and I look forward to the approval of San Francisco's application. For questions, please contact Colleen Chawla, Deputy Director of Health and Director of Policy and Planning, at (415) 554-2769 or colleen.chawla@sfdph.org.

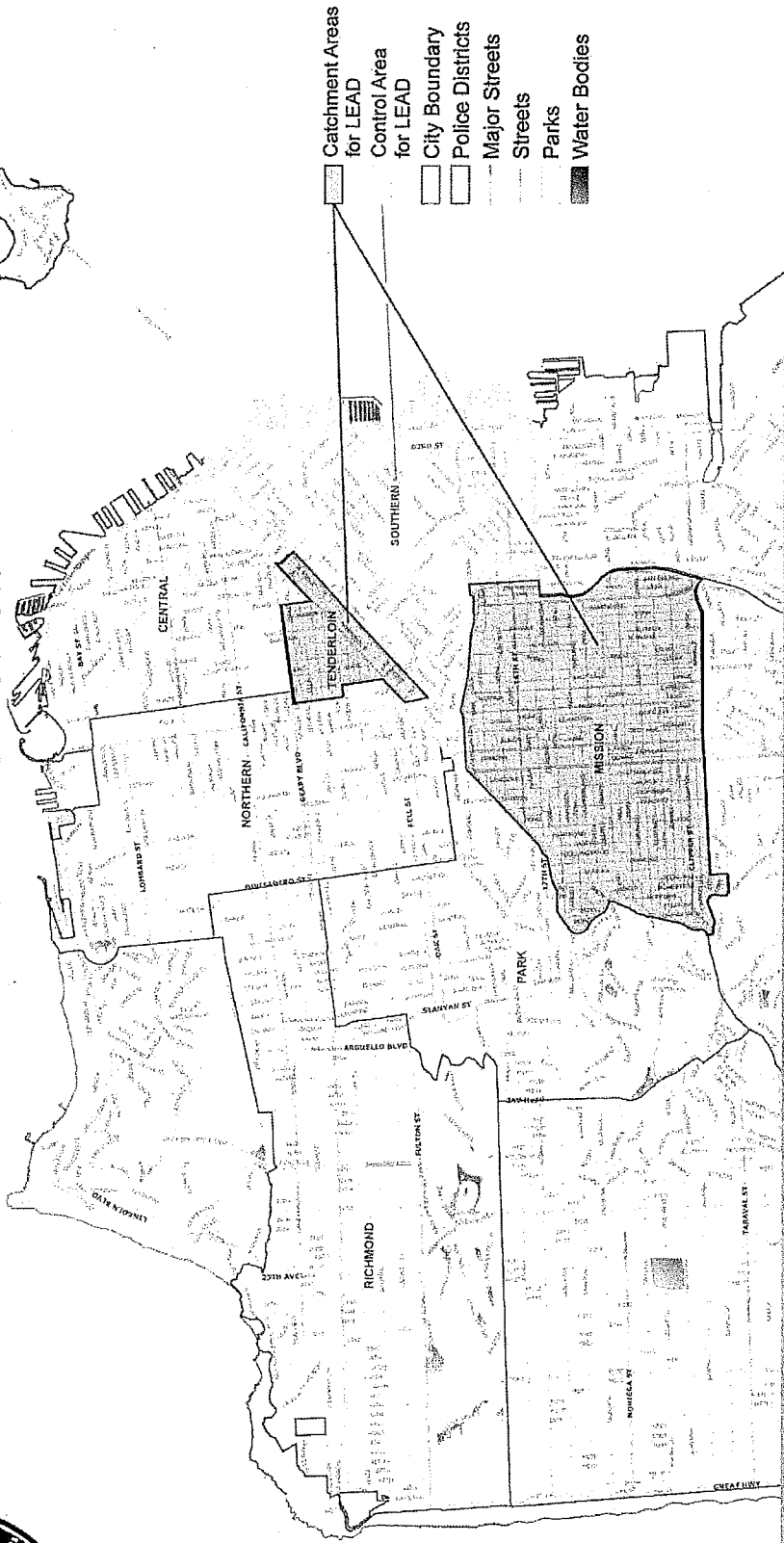
Sincerely,

A handwritten signature in black ink, appearing to read "Edwin M. Lee".

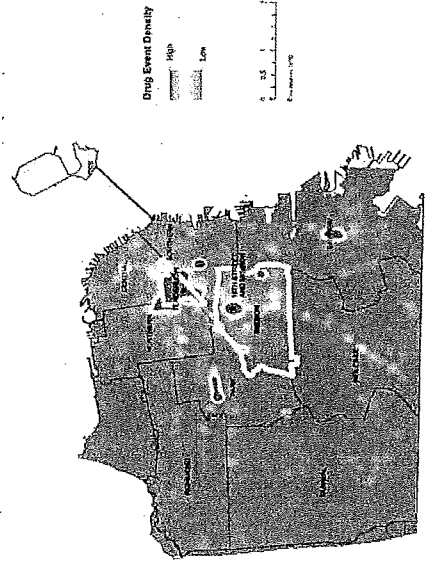
Edwin M. Lee
Mayor

1 DR. CARLTON B. GOODLETT PLACE, ROOM 200
SAN FRANCISCO, CALIFORNIA 94102-4681
TELEPHONE: (415) 554-6141

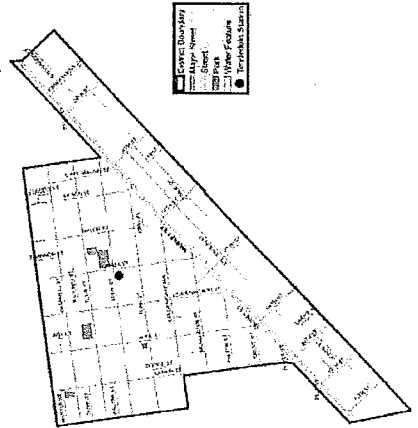
City and County of San Francisco Streets and Police Districts



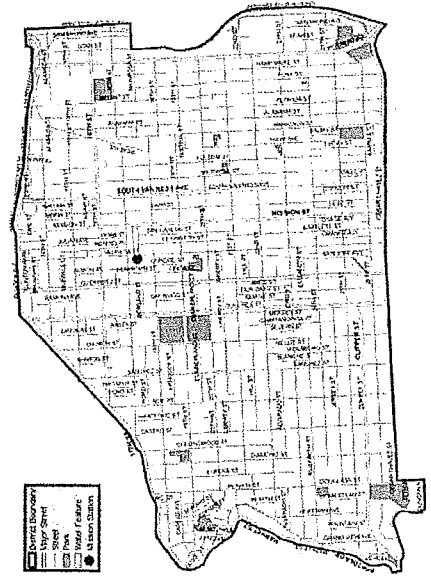
Heat Map of Drug Events, 2014-2016



Tenderloin District



Mission District



OFFICE OF THE MAYOR
SAN FRANCISCO



EDWIN M. LEE

2017 JUN - 1 AM 11:55

RECEIVED
BOARD OF SUPERVISORS
SAN FRANCISCO

TO: Angela Calvillo, Clerk of the Board of Supervisors
FROM: *Ed* Mayor Edwin M. Lee
RE: Mayor's Proposed FY 2017-2018 2018-2019 Budget Trailing Legislation
DATE: June 1, 2017

Attached for introduction to the Board of Supervisors is Mayor's FY 2017-2018 2018-2019 Proposed Budget Trailing legislation.

June 8, 2017 Budget & Finance Committee

- Resolution approving the Interim Budget of the Treasure Island Development Authority for FY2017-2018 and FY2018-2019.
- / Resolution approving the Budget of the Treasure Island Development Authority for FY2017-2018 and FY2018-2019.
- Ordinance amending the Administrative Code to adjust existing surcharges on permit fees, license fees, permit review fees, and permit and license renewal fees for permits and licenses issued by the Planning Department, Department of Building Inspection, Department of Public Health and Police Department that may be appealed to the Board of Appeals.
- Resolution approving the Fiscal Year (FY) 2017-2018 Budget of the Office of Community Investment and Infrastructure (OCII), operating as the Successor Agency to the San Francisco Redevelopment Agency.

June 15, 2017 Budget & Finance Committee

- Ordinance amending the Administrative Code to establish an Office of Cannabis; to authorize the Director of the Office of Cannabis to issue permits to cannabis-related businesses; and to delegate to the Director of the Office of Cannabis the authority to establish permit application and annual license fees, subject to approval by the Controller.
- Ordinance adopting the Neighborhood Beautification and Graffiti Clean-up Fund Tax designation ceiling for tax year 2017.
- Resolution concurring with the Controller's establishment of the Consumer Price Index for 2017, and adjusting the Access Line Tax by the same rate.
- Resolution authorizing the Controller's Office and Office of the Treasurer and Tax Collector to examine the prepaid mobile telephony services surcharge and local charges collected by the State Board of Equalization.

- Resolution concurring with the Controller's certification that services previously approved can be performed by private contractor for a lower cost than similar work performed by City and County employees, for the following services: budget analyst (Board of Supervisors); citywide custodial services (excluding City Hall), citywide security services, central shops security, convention facilities management (General Services Agency—City Administrator); mainframe system support (General Services Agency—Technology); security services (Human Services Agency); food services for jail inmates (Sheriff); assembly of vote-by-mail envelopes (Department of Elections)
 - Resolution concurring with the Controller's certification that security services at the new Medical Examiner facility at 1 Newhall St. can be performed by a private contractor for a lower cost than similar work performed by City and County employees at the General Services Agency—City Administrator.
 - Ordinance amending the Planning Code to establish a fee for the Mayor's Office of Housing and Community Development to monitor Student Housing, affirming the Planning Department's determination under the California Environmental Quality Act; and making findings of public convenience, necessity, and welfare under Planning Code Section 302.
 - Ordinance amending Ordinance No. 112-16 to authorize an increase of the issuance and sale of tax-exempt or taxable Water Revenue Bonds and other forms of indebtedness (as described below) by the San Francisco Public Utilities Commission (Commission) in an aggregate principal amount not to exceed \$274,130,430 to finance the costs of various capital water projects benefitting the Water Enterprise, including in addition the Rollins Road Property (as described below) pursuant to amendments to the Charter of the City and County of San Francisco enacted by the voters on November 5, 2002 as Proposition E; authorizing the issuance of Water Revenue Refunding Bonds; declaring the Official Intent of the Commission to Reimburse Itself with one or more issues of tax-exempt or taxable bonds or other forms of indebtedness; and ratifying previous actions taken in connection therewith.
 - Ordinance appropriating \$9,132,962 of proceeds from Water Enterprise Revenue Bonds to purchase the property located at 1657-1663 Rollins Road, Burlingame that has been served as the primary work location for SFPUC staff from the Water Quality Division, the Natural Resources & Land Management Division, and the Water Supply & Treatment Division in FY 2017-2018; and placing \$9,132,962 of proceeds on Controller's Reserve pending receipt of proceeds of indebtedness.
 - Ordinance appropriating \$70,060,000, consisting of \$35,000,000 of proceeds from the sale of Airport Capital Plan Bonds and \$60,000 from fund balance, and \$35,000,000 of proceeds transfer from Hotel Special Facility Revenue Bonds to support San Francisco International Airport Hotel Project and placing \$70,000,000 on Controller's Reserve pending receipt of proceeds of indebtedness; de-appropriating and re-appropriating \$25,000,000 of Hotel Special Facility Revenue Bonds.
-

- Ordinance Re-appropriating \$26,200,000 of 2014 Transportation and Road Improvements General Obligation Bonds Series 2015B funded Better Market Street projects and Muni Forward and Pedestrian Safety Improvements Projects to Transit projects including Muni Facility Upgrades in FY2017-18. (8th or 15th?)

June 16, 2017 Budget & Finance Committee

- Ordinance amending the Administrative Code to authorize the Arts Commission to contract for the development, fabrication, maintenance, conservation, removal, or installation of art work.
- Ordinance amending the Business and Tax Regulations Code to require that payment of emergency medical services fees be made to the Department of Public Health rather than the Department of Emergency Management.
- Ordinance amending the Health Code to set patient rates and other services provided by the Department of Public Health for patient and other services rendered, starting July 1, 2017, and continuing through June 30, 2019.
- Resolution authorizing the acceptance and expenditure of State grant funds by the San Francisco Department of Public Health of FY2017-2018.
- Resolution authorizing the Director of Health to sign an agreement, on behalf of the City and County of San Francisco, with the California Board of State and Community Corrections for participation in the Law Enforcement Assisted Diversion Pilot Program for the period of July 1, 2017 to June 30, 2019.
- Ordinance amending the Fire Code to increase the fees for certain Fire Department services, and affirming the Planning Department's determination under the California Environmental Quality Act.
- Resolution approving the FYs 2017-2018 and 2018-2019 Expenditure Plans for the Department of Homelessness and Supportive Housing Fund.
- Resolution authorizing the San Francisco Public Library to accept and expend a grant in the amount of up to \$753,851 of in-kind gifts, services, and cash monies from the Friends of the San Francisco Public Library for direct support for a variety of public programs and services in FY2017-2018.
- Resolution authorizing the Director of Health to sign an agreement, on behalf of the City and County of San Francisco, with the California Board of State and Community Corrections for participation in the Proposition 47 Grant Program for the period of July 1, 2017 to August 15, 2020.

Should you have any questions, please contact Mawuli Tugbenyoh (415) 554-5168.

OFFICE OF THE MAYOR
SAN FRANCISCO



EDWIN M. LEE
MAYOR

To: Angela Calvillo, Clerk of the Board of Supervisors
From: Melissa Whitehouse, Mayor's Acting Budget Director
Date: June 1, 2017
Re: Mayor's FY 2017-18 and FY 2018-19 Budget Submission

Madam Clerk,

In accordance with City and County of San Francisco Charter, Article IX, Section 9.100, the Mayor's Office hereby submits the Mayor's proposed budget by June 1st, corresponding legislation, and related materials for Fiscal Year 2017-18 and Fiscal Year 2018-19.

In addition to the Annual Appropriation Ordinance, Annual Salary Ordinance, and Mayor's Proposed FY 2017-18 and FY 2018-19 Budget Book, the following items are included in the Mayor's submission:

- The budget for the Treasure Island Development Authority for FY 2017-18 and FY 2018-19
- The budget for the Office of Community Investment and Infrastructure for FY 2017-18
- 21 separate pieces of legislation (see list attached)
- A Transfer of Function letter detailing the transfer of 3.0 positions from the City Administrator's Office to the Public Utilities Commission
- An Interim Exception letter
- A letter addressing funding levels for consumer price index increases for nonprofit corporations or public entities for the coming two fiscal years

If you have any questions, please contact me at (415) 554-6253.

Best Regards,

A handwritten signature in black ink, appearing to read "Melissa Whitehouse".

Melissa Whitehouse
Mayor's Budget Director

cc: Members of the Board of Supervisors
Harvey Rose
Controller

RECEIVED
BOARD OF SUPERVISORS
SAN FRANCISCO
2017 JUN -1 11:56

DEPT	Budget & Finance Committee Calendar Date	Description or Title of Local Legislation	Type of Legislation
PAB	June 8 - Thursday	Administrative Code - Board of Appeals Surcharges on Permit Fees	Ordinance
MTA	June 15 -Thursday	Re-Appropriation – 2014 Transportation and Road Improvements General Obligation Bonds Series 2015B Projects - \$26,200,000 - FY2017-18	Ordinance
ADM	June 15 -Thursday	Administrative Code - Cannabis Regulation	Ordinance
AIR	June 15 -Thursday	Appropriation - Airport Hotel Project of \$70,060,000 and Re-Appropriation - Hotel Special Facility Revenue Bond of \$25,000,000 - Airport Commission - FY2016-2017	Ordinance
CON	June 15 -Thursday	Neighborhood Beautification and Graffiti Clean-up Fund Tax Designation Ceiling	Ordinance
CON	June 15 -Thursday	Resolution Adjusting the Access Line Tax with the Consumer Price Index of 2017	Resolution
CON	June 15 -Thursday	Authorization the Examination of Prepaid Mobile Telephony Service Surcharge and Local Charge Records.	Resolution
CON	June 15 -Thursday	Proposition J Contract Certification—Security Guard Services	Resolution
CON	June 15 -Thursday	Proposition J Contract Certification Specified Contracted-Out Services Previously Approved	Resolution
MOHCD	June 15 -Thursday	Planning Code - Establish Fee for Monitoring of Student Housing by Mayor's Office of Housing and Community Development	Ordinance
PUC	June 15 -Thursday	Appropriation – Proceeds from Waster Enterprise Fund Balance Revenue Bonds - Property Purchase Located at Rollins Road - FY 2017-2018 - \$9,132,962	Ordinance
PUC	June 15 -Thursday	Amending Ordinance 112-16—Public Utilities Commission Water Revenue Bond Issuance—Not to Exceed \$274,130,430	Ordinance
ART	June 16 -Friday	Administrative Code - Arts Commission Contracting Authority	Ordinance
DPH	June 16 -Friday	Business and Tax Regulations Code - Emergency Medical Services Fees	Ordinance
DPH	June 16 -Friday	Health Code - Patient Rates 2017-2019	Ordinance
DPH	June 16 -Friday	Accept and Expend Grants- Recurring State Grant Funds - Department of Public Health- FY2017-2018	Resolution
DPH	June 16 -Friday	Agreement – Department of Public Health – Proposition 47 Grant Program	Resolution
DPH	June 16 -Friday	Agreement – Department of Public Health – LEAD SF Pilot Program	Resolution
FIR	June 16 -Friday	Fire Code - Fire Department Fees	Ordinance
HOM	June 16 -Friday	Homelessness and Supportive Housing Fund - FYs 2017-2018 and 2018-2019 Expenditure Plans	Resolution
LIB	June 16 -Friday	Accept and Expend Grant - Friends of San Francisco Public Library - Annual Grant Award, FY2017-2018 - Up to \$753,851 of In-Kind Gifts, Services, and Cash Monies	Resolution

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

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

Contractor Information <i>(Please print clearly.)</i>	
Name of contractor: Hatchuel, Tabernik & Associates	
<i>Please list the names of (1) members of the contractor's board of directors; (2) the contractor's chief executive officer, chief financial officer and chief operating officer; (3) any person who has an ownership of 20 percent or more in the contractor; (4) any subcontractor listed in the bid or contract; and (5) any political committee sponsored or controlled by the contractor. Use additional pages as necessary.</i>	
1) N/A 2) Tim Tabernik, President and Chief Executive Officer; Chandreve Clay, Chief Operating Officer and Associate; Russ Lobar, Chief Financial Officer 3) N/A 4) N/A 5) N/A	
Contractor address: 2560 9th St., Suite 211, Berkeley, CA 94710	
Date that contract was approved:	Amount of contract: \$156,834
Describe the nature of the contract that was approved: HTA will serve as the local evaluation partner for the LEAD project and will be responsible for data collection, analysis, and working with the LEAD evaluation team at CSU Long Beach.	
Comments:	

This contract was approved by (check applicable):

- the City elective officer(s) identified on this form (Mayor, Edwin M. Lee)
- a board on which the City elective officer(s) serves San Francisco Board of Supervisors
Print Name of Board
- the board of a state agency (Health Authority, Housing Authority Commission, Industrial Development Authority Board, Parking Authority, Redevelopment Agency Commission, Relocation Appeals Board, Treasure Island Development Authority) on which an appointee of the City elective officer(s) identified on this form sits
Print Name of Board

Filer Information <i>(Please print clearly.)</i>	
Name of filer: Angela Calvillo, Clerk of the Board	Contact telephone number: 415-554-5184
Address: City Hall, Room 244 1 Dr. Carlton B. Goodlett Place	E-mail: Board.of.Supervisors@sfgov.gov

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

Date Signed

Signature of Board Secretary or Clerk (if submitted by Board Secretary or Clerk)

Date Signed

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

City Elective Officer Information <i>(Please print clearly.)</i>	
Name of City elective officer(s):	City elective office(s) held:
Members, Board of Supervisors	Members, Board of Supervisors
Contractor Information <i>(Please print clearly.)</i>	
Name of contractor: San Francisco Public Health Foundation	
<i>Please list the names of (1) members of the contractor's board of directors; (2) the contractor's chief executive officer, chief financial officer and chief operating officer; (3) any person who has an ownership of 20 percent or more in the contractor; (4) any subcontractor listed in the bid or contract; and (5) any political committee sponsored or controlled by the contractor. Use additional pages as necessary.</i>	
1) Board – See Attachment 1 2) Penny Eardley, Executive Director 3) N/A 4) N/A 5) N/A	
Contractor address: 375 Laguna Honda Blvd. B303, San Francisco, CA 94116	
Date that contract was approved:	Amount of contract: \$462,321
Describe the nature of the contract that was approved: SF Public Health Foundation will serve as the fiscal sponsor and will manage payment for project-related expenses under the direction of DPH.	
Comments:	

This contract was approved by (check applicable):

- the City elective officer(s) identified on this form (Mayor, Edwin M. Lee)
- a board on which the City elective officer(s) serves San Francisco Board of Supervisors
Print Name of Board
- the board of a state agency (Health Authority, Housing Authority Commission, Industrial Development Authority Board, Parking Authority, Redevelopment Agency Commission, Relocation Appeals Board, Treasure Island Development Authority) on which an appointee of the City elective officer(s) identified on this form sits

Print Name of Board

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Name of filer: Angela Calvillo, Clerk of the Board	Contact telephone number: 415-554-5184
Address: City Hall, Room 244 1 Dr. Carlton B. Goodlett Place	E-mail: Board.of.Supervisors@sfgov.gov

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

Date Signed

Signature of Board Secretary or Clerk (if submitted by Board Secretary or Clerk)

Date Signed

Board Members – San Francisco Public Health Foundation

Name	Title
Robyn Frye	President
Rachel Golick Fernandez	Vice President
Tim McDowell	Treasurer
Colleen Chawla	Secretary
Elizabeth Ferber	
Sonia Melara	
Amanda Schmutzler	
Gayle Uchida	

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

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

Contractor Information <i>(Please print clearly.)</i>	
Name of contractor: Harder+Company	
Please list the names of (1) members of the contractor's board of directors; (2) the contractor's chief executive officer, chief financial officer and chief operating officer; (3) any person who has an ownership of 20 percent or more in the contractor; (4) any subcontractor listed in the bid or contract; and (5) any political committee sponsored or controlled by the contractor. Use additional pages as necessary. 1) N/A 2) Paul Harder, Chief Executive Officer; Michelle Magee, President 3) N/A 4) N/A 5) N/A	
Contractor address: 299 Kansas St, San Francisco, CA 94103	
Date that contract was approved:	Amount of contract: \$216,667
Describe the nature of the contract that was approved: Harder & Company will serve as an independent, neutral convener of the Key Stakeholder Policy Committee and Operational Workgroup.	
Comments:	

This contract was approved by (check applicable):

the City elective officer(s) identified on this form (Mayor, Edwin M. Lee)
 a board on which the City elective officer(s) serves San Francisco Board of Supervisors
Print Name of Board

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

Print Name of Board

Filer Information <i>(Please print clearly.)</i>	
Name of filer: Angela Calvillo, Clerk of the Board	Contact telephone number: 415-554-5184
Address: City Hall, Room 244 1 Dr. Carlton B. Goodlett Place	E-mail: Board.of.Supervisors@sfgov.gov

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

Date Signed

Signature of Board Secretary or Clerk (if submitted by Board Secretary or Clerk)

Date Signed

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

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

Contractor Information <i>(Please print clearly.)</i>	
Name of contractor: Glide Foundation	
Please list the names of (1) members of the contractor's board of directors; (2) the contractor's chief executive officer, chief financial officer and chief operating officer; (3) any person who has an ownership of 20 percent or more in the contractor; (4) any subcontractor listed in the bid or contract; and (5) any political committee sponsored or controlled by the contractor. Use additional pages as necessary. 1) Board – See Attachment 1 2) Rita Shimmin, Executive Director 3) N/A 4) N/A 5) N/A	
Contractor address: 330 Ellis Street, San Francisco, CA 94102	
Date that contract was approved:	Amount of contract: \$860,309
Describe the nature of the contract that was approved: Glide will provide outreach, transportation, and case management to LEAD participants in the Tenderloin District.	
Comments:	

This contract was approved by (check applicable):

- the City elective officer(s) identified on this form (Mayor, Edwin M. Lee)
- a board on which the City elective officer(s) serves San Francisco Board of Supervisors
Print Name of Board
- the board of a state agency (Health Authority, Housing Authority Commission, Industrial Development Authority Board, Parking Authority, Redevelopment Agency Commission, Relocation Appeals Board, Treasure Island Development Authority) on which an appointee of the City elective officer(s) identified on this form sits
Print Name of Board

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

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

Date Signed

Signature of Board Secretary or Clerk (if submitted by Board Secretary or Clerk)

Date Signed

Board of Trustees – Glide Foundation

Name	Title
Amy Errett	Chair
Richard Blum*	Emeritus Chair
Charles Cordes*	Emeritus Trustee
Donald Tamaki*	Emeritus Trustee
Rev. Cecil Williams	Founder
Janice Mirikitani	Founding President
Dixie D. Horning	Vice-Chair
Phillip Zackler	Vice-Chair
Phyllis Kaplan*	Emeritus Trustee
Michael L. Warren	Secretary
Bishop Minerva G. Carcaño**	
Christopher Lord	
Crickette Brown Glad	
Erby L. Foster Jr.	
Faham Zakariaei	
Jerry L. Vallery	
John Philip Coghlan	
Kaye Foster	
Lars Dalgaard	
Miguel Bustos	
Nicole Harris	
Paul M. Fleming	
Paula R. Collins	
Rev. Odette Lockwood-Stewart	
Shireen McSpadden	

**Emeritus*

***Ex officio*

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

City Elective Officer Information <i>(Please print clearly.)</i>	
Name of City elective officer(s):	City elective office(s) held:
Members, Board of Supervisors	Members, Board of Supervisors
Contractor Information <i>(Please print clearly.)</i>	
Name of contractor: Felton Institute	
Please list the names of (1) members of the contractor's board of directors; (2) the contractor's chief executive officer, chief financial officer and chief operating officer; (3) any person who has an ownership of 20 percent or more in the contractor; (4) any subcontractor listed in the bid or contract; and (5) any political committee sponsored or controlled by the contractor. Use additional pages as necessary.	
1) Board – See Attachment 1 2) Al Gilbert, President and Chief Executive Officer; Marvin Davis, Chief Finance & Operating Officer 3) N/A 4) N/A 5) N/A	
Contractor address: 1500 Franklin St, San Francisco, CA 94109	
Date that contract was approved:	Amount of contract: \$924,112
Describe the nature of the contract that was approved: Felton Institute will provide case management, outreach, and transportation to LEAD participants in the Mission District.	
Comments:	

This contract was approved by (check applicable):

- the City elective officer(s) identified on this form (Mayor, Edwin M. Lee)
- a board on which the City elective officer(s) serves San Francisco Board of Supervisors
Print Name of Board
- the board of a state agency (Health Authority, Housing Authority Commission, Industrial Development Authority Board, Parking Authority, Redevelopment Agency Commission, Relocation Appeals Board, Treasure Island Development Authority) on which an appointee of the City elective officer(s) identified on this form sits
Print Name of Board

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Name of filer: Angela Calvillo, Clerk of the Board	Contact telephone number: 415-554-5184
Address: City Hall, Room 244 1 Dr. Carlton B. Goodlett Place	E-mail: Board.of.Superviosrs@sfgov.gov

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

Date Signed

Signature of Board Secretary or Clerk (if submitted by Board Secretary or Clerk)

Date Signed

Board of Directors – Felton Institute

Name	Title	Description
Michael Hofman	Chair	Member, Development Committee
Amy Solliday	Vice Chair	Member, Human Resources Committee
Elisabeth Madden	Secretary	Member, Human Resources Committee
Terry Limpert	Chairperson Emeritus	Member, Development Committee
Paul Adams		Chair, Ad-Hoc Program Committee Chair, Governance Committee
Dale Butler		Member, Human Resources Committee
Dr. Michelle Clark		Member, Ad-Hoc Program Committee
Dr. H. Westley Clark		Member, Ad-Hoc Program Committee
Veronica Garcia		Member
Lisa Loughney		Member, Finance Committee
Amelia Morris		Member, Finance Committee
Grace Nadolny		Member, Ad-Hoc Program Committee
Eric Severson		Member, Governance Committee
Will Smiley		Member, Governance Committee
Matt Snyder		Co-Chair, Finance Committee
Chris Thiele		Chair, Human Resources Committee

