

TO: Angela Calvillo, Clerk of the Board of Supervisors
FROM: Catherine McGuire
DATE: 1/18/2013
**SUBJECT: Accept and Expend Resolution for Second Chance Act
Juvenile Reentry Program and Amendment to the Annual Salary Ordinance.**

**GRANT TITLE: FY 2012-13 Second Chance Act Juvenile Reentry
Program**

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

- Proposed grant ordinance; original signed by Department, Mayor, Controller
- Grant information form, including disability checklist
- Grant budget
- Grant application
- Letter of Intent or grant award letter from funding agency
- Ethics Form 126 (if applicable)
- Contracts, Leases/Agreements (if applicable)
- Other (Explain):

Special Timeline Requirements:

Departmental representative to receive a copy of the adopted resolution:

Name: Catherine McGuire

Phone: 415-753-7560

Interoffice Mail Address:

Certified copy required Yes

No

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

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

Grant Ordinance Information Form
(Effective May 2011)

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

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

1. Grant Title: *Second Chance Act Juvenile Offender Reentry Program*

2. Department: *Juvenile Probation*

3. Contact Person: *Allison Magee* Telephone: *753-7817*

4. Grant Approval Status (check one):

Approved by funding agency

Not yet approved

5. Amount of Grant Funding Approved or Applied for: \$ *461,166*

6a. Matching Funds Required: \$ *461,166*

b. Source(s) of matching funds (if applicable): *General Fund, EPSDT, other grant funds*

7a. Grant Source Agency: *U.S. Department of Justice*

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

8. Proposed Grant Project Summary: *The grant will support the creation and implementation of the Juvenile Collaborative Reentry Unit (JCRU). JCRU is an expansion of the JCRT model developed to improve outcomes for youth returning from out-of-home placements. JCRU will serve youth returning from all long-term commitments including out-of-home placements and San Francisco's Log Cabin Ranch. The JCRU establishes a dedicated team of attorneys, social workers, social advocates, probation officers, and clinical case coordinators who work with youth and their families to develop and implement sustainable reentry plans prior to the child's return to the community.*

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

Start-Date: *October 1, 2012*

End-Date: *September 30, 2013*

10. Number of new positions created and funded: *1*

11. Explain the disposition of employees once the grant ends?

If the JCRU model proves to be successful, JPD will seek general fund support for the position.

12a. Amount budgeted for contractual services:

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?

San Francisco
Juvenile Collaborative Reentry Unit Budget

Personnel

Name	Computation	Cost
8444 Deputy Probation Officer		86,008
2910 Social Worker (2)		61,958
Center for Juvenile and Criminal Justice Case Manager (2)		50,000
Public Defender Attorney: at 50%	50% of 172588	
California Superior Court Judge	20% of \$178,789	
Lead Attorney - Public Defender	10% of \$186,432	
Deputy Director - Juvenile Probation	10% of \$157,096	
Juvenile Probation Accountant (10%)	10% of \$71,500	
	Subtotal	473,479

Fringe Benefits

Name	Computation	Cost
8444 Deputy Probation Officer	40%	34,560
2910 Social Worker (2)	43%	53,126
Center for Juvenile and Criminal Justice Case Manager	25%	25,000
8196 Public Defender	43%	37,391
California Superior Court Judge	35%	12,515
Lead Attorney - Public Defender	43%	8,078
Deputy Director - Juvenile Probation	38%	5,970
Juvenile Probation Accountant (10%)	43%	3,075
	Subtotal	179,714

Travel

Travel for Five to Second Chance Act Conference	Flight, Hotel, Per Diem for 2.5 day conference	9,278
Travel for Five to Second Chance Act Conference	Flight, Hotel, Per Diem for 2.5 day conference	9,278
Staff Travel to out-of-state placement sites	Estimated to cover 1-3 team trips to Placement Sites	10,000
Staff Travel to Log Cabin Ranch in La Honda, CA	120 miles, one day a week at .555 per mile for four employees	13,853
Staff Travel to OHP in Bay Area	100 miles per month for four employees	11,544
	Subtotal	53,953

Equipment

	Subtotal	0
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Supplies

Item	Computation	Cost
Materials and Supplies		4,999
	Subtotal	4,999

Consultants/Contracts

Name of Consultant/Contractor	Service Provided/Computation	Cost
TBD	Evaluation at \$125 per hour	20,000
Center for Juvenile and Criminal Justice	Locally-funded services, such as wrap, IHBS, and other aftercare programming	159,187
TBD	Training at \$125 per hour	21,000
	Subtotal	200,187

Other Costs

Client Support - Interview attire	\$75 per youth, 55 youth	4,125
Client Support - Transit Cards	\$60 per ticket, 80 tickets	4,800
Client Support - School applications	\$25 per application, 43 applications	1,075
	Subtotal	10,000

Indirect Costs

	Subtotal	0
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Total Costs

		922,332
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Total Federal Share

		461,166
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San Francisco
Juvenile Collaborative Reentry Unit Budget

Budget Summary

Total Program Costs	922,332
Total Federal Share	461,166
Total Required In-Kind Match	230,583
Total Required Cash Match	230,583

Federal Share	
8444 Deputy Probation Officer	120,568
2910 Social Worker (2)	177,042
Center for Juvenile and Criminal Justice Case Manager	125,000
Second Chance Act Conference Travel	18,556
Travel to Placement Sites	10,000
Client Support	10,000
Total Federal Share	461,166

Match	
In-Kind	
Public Defender Attorney, at 50%	123,685
California Superior Court Judge	48,273
Lead Attorney - Public Defender	26,721
Deputy Director - Juvenile Probation	21,679
Juvenile Probation Accountant	10,225
Total In-Kind Match	230,583

Cash Match	
Local Travel	23,397
M & S	4,999
Consultants/Contractors	200,187
Total Cash Match	230,583

Conference Travel Justification

Hotel	678	Bay Area OHPs	
Per diem	177.5		
Flight	1,000		100
Total	1,856		55.5
No.	9,278		11,544

Local Travel Justification		Log Cabin Ranch	
Mileage	0.555		
Distance	120		
Reimbursement	66.6		
Total Annual Reimb.	13,853		

APPLICATION FOR FEDERAL ASSISTANCE	2. DATE SUBMITTED May 14, 2012	Applicant Identifier
1. TYPE OF SUBMISSION	3. DATE RECEIVED BY STATE	State Application Identifier
	4. DATE RECEIVED BY FEDERAL AGENCY	Federal Identifier
5. APPLICANT INFORMATION		
Legal Name San Francisco Juvenile Collaborative Reentry Team Initiative	Organizational Unit SF Juvenile Probation Dept.	
Address 375 Woodside Ave. San Francisco, California 94127-1221	Name and telephone number of the person to be contacted on matters involving this application Magee, Allison (415) 753-7817	
6. EMPLOYER IDENTIFICATION NUMBER (EIN) 94-6000479	7. TYPE OF APPLICANT County	
8. TYPE OF APPLICATION Continuation	9. NAME OF FEDERAL AGENCY Office of Juvenile Justice and Delinquency Prevention	
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 16.812 CFDA TITLE: 16.812 - Second Chance Act	11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT San Francisco Juvenile Collaborative Reentry Team Initiative	
12. AREAS AFFECTED BY PROJECT		
13. PROPOSED PROJECT Start Date: October 01, 2012 End Date: September 30, 2014	14. CONGRESSIONAL DISTRICTS OF a. Applicant b. Project CA12	
15. ESTIMATED FUNDING	16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS? Program is not covered by E.O. 12372	
Federal	\$461,166	
Applicant	\$236,015	
State	\$0	
Local	\$236,015	

Other	\$0	
Program Income	\$0	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?
TOTAL	\$933,196	N
18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION PREAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS REQUIRED.		

Close Window



Department of Justice
Office of Justice Programs

Office of the Assistant Attorney General

Washington, D.C. 20531

August 17, 2012

Ms. Allison Magee
San Francisco Juvenile Probation Department
375 Woodside Ave.
San Francisco, CA 94127-1221

Dear Ms. Magee:

On behalf of Attorney General Eric Holder, it is my pleasure to inform you that the Office of Justice Programs has approved your application for funding under the FY 12 Second Chance Act Juvenile Offender Reentry Program for Demonstration Projects in the amount of \$461,166 for San Francisco Juvenile Probation Department.

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

If you have questions regarding this award, please contact:

- Program Questions, Thomas M. Murphy, Program Manager at (202) 353-8734; and
- Financial Questions, the Office of the Chief Financial Officer, Customer Service Center (CSC) at (800) 458-0786, or you may contact the CSC at ask.ocfo@usdoj.gov.

Congratulations, and we look forward to working with you.

Sincerely,

A handwritten signature in cursive script that reads "Mary Lou Leary".

Mary Lou Leary
Acting Assistant Attorney General

Enclosures

San Francisco Ethics Commission
25 Van Ness Avenue, Suite 220
San Francisco, CA 94102
Phone: (415) 252-3100
Fax: (415) 252-3112
Email: ethics.commission@sfgov.org
Web: www.sfgov.org/ethics



For SFEC use

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

a. Instructions:

Each City elective officer who approves a contract that has a value of \$50,000 or more in a fiscal year must file this form with the Ethics Commission within five business days of approval. This filing requirement applies if the contract is approved by:

- the City elective officer,
- any board on which the City elective officer serves, or
- the board of any state agency on which an appointee of the City elective officer serves, as described in (d) below.

b. Who files this notice?

The City elective officer who approved the contract, whose board approved the contract, or who has an appointee on the board of a state agency that approved the contract, must file this form. However, the City elective officer is not required to file this form if the clerk or secretary of the board on which the officer or appointee serves has filed this form on behalf of the board.

c. Who is a City elective officer?

A City Elective Officer is any of the following: Mayor, member of the Board of Supervisors, City Attorney, District Attorney, Treasurer, Sheriff, Assessor, Public Defender, member of the Board of Education of the San Francisco Unified School District, or member of the Governing Board of the San Francisco Community College District.

d. What is a "board of a state agency" that is covered by this filing requirement?

For the purposes of this report, the board of a state agency on which an appointee of a City elective officer serves is limited to the following agencies: Health Authority, Housing Authority Commission, Industrial Development Authority Board, Parking Authority, Redevelopment Agency Commission, Relocation Appeals Board, Treasure Island Development Authority, and Local Workforce Investment Board.

e. Is this form required for all contracts?

No. This form is required if the contract has a total anticipated or actual value of \$50,000 or more, or a combination or series of such contracts, amendments or modifications approved by the same City elective officer or board has a value of \$50,000 or more in a fiscal year.

f. What happens after this form is filed?

For a period of six months after the contract is approved, neither the City elective officer nor any political committee that he or she controls may solicit or accept a campaign contribution from the following persons or entities: the party whose contract was approved; the party's board of directors; the party's chairperson, chief executive officer, chief financial officer, or chief operating officer; any person with an ownership interest of more than 20 percent in the party; any subcontractor listed in the bid or contract; or any political committee sponsored or controlled by the contracting party. Nor may any of these persons make a campaign contribution to the City elective officer, a candidate for the office held by such officer, or a political committee controlled by such officer or candidate.

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): Mayor Ed Lee; Members, SF Board of Supervisors	City elective office(s) held: Mayor, City and County of San Francisco; Members, SF Board of Supervisors
Contractor Information <i>(Please print clearly.)</i>	
Name of contractor: Center on Juvenile and Criminal Justice	
<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>	
Board of Directors: Barbara Johnson, Chris Gauger, J.D., Tom Yeh, Penn Hughes, Ph.D., David Ocegueda Bracker, MSW, Torrance Bynum, Frederick R. Chavaria, Ph.D., Wilma Espinoza, Melody Fountila, Patricia Lee, J.D.	
Chief Executive Officer: Dan Macallair Chief Financial Officer: Louie Briones International, LLC Chief Operating Officer: Abu Qadir Al-Amin is our Associate Director	
Any person who has an ownership of 20 percent or more in the contractor: N/A	
Any subcontractor listed in the bid or contract: N/A	
Any political committee sponsored or controlled by the contractor: N/A	
Contractor address: Center on Juvenile and Criminal Justice 40 Boardman Place San Francisco, CA 94103	
Date that contract was approved: 8/22/12;11/19/12;11/21/12	Amount of contract: \$50,000;\$419,724;\$270,620
Describe the nature of the contract that was approved: CJCJ is contracted to provide the Intensive Home Based Supervision to youth placed on probation. The IHBS program is a supervision and clinical case management program that includes daily contact with the child and family and a minimum of three clinical hours per week to ensure that the child successfully completes probation. This contract has been extended through the Second Chance Act Grant to provide similar services to youth returning from out of home placement, and to work in partnership with JPD and the Public Defender's Office to develop better re-entry programming for placement youth returning to the community.	
Comments: CJCJ has three service contracts that pertain to this grant. One contract is with DCYF for \$50,000, one with DPH for \$419,724, and another with DPH for \$270,620.	

This contract was approved by (check applicable):

- the City elective officer(s) identified on this form (Mayor, Gavin Newsom)
- 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: Allison Magee, Deputy Director over Administrative Services, JPD	Contact telephone number: (415) 753-7817
Address: 375 Woodside Avenue, San Francisco, CA 94127	E-mail: allison.magee@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