

BOARD of SUPERVISORS



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## MEMORANDUM

### PUBLIC SAFETY COMMITTEE

#### SAN FRANCISCO BOARD OF SUPERVISORS

TO: Supervisor David Chiu, Chair  
Public Safety Committee

FROM: Gail Johnson, Committee Clerk

DATE: December 7, 2009

SUBJECT: **COMMITTEE REPORT, BOARD MEETING**  
Tuesday, December 8, 2009

The following file should be presented as a **COMMITTEE REPORT** at the Board meeting, Tuesday, December 8, 2009. This item was acted upon at the Committee Meeting on Monday, December 7, 2009, at 10:00 a.m., by the votes indicated.

**Item No. 39**      **File No. 091276**

Ordinance authorizing the Department of Children, Youth & Their Families (DCYF) to accept and expend grant funding in the amount of \$2,700,314 from the Federal Department of Justice, Office of Justice Programs for implementation of criminal justice programs and amending Annual Salary Ordinance (183-09) and to create grant-funded position at DCYF.

#### RECOMMENDED AS A COMMITTEE REPORT

Vote:            Chiu:            Aye  
                     Mirkarimi:    Aye  
                     Mar:            Aye

cc: Board of Supervisors  
Angela Calvillo, Clerk of the Board  
Rick Caldeira, Deputy Director  
Cheryl Adams, Deputy City Attorney



1 [Accept-Expend Federal Edward Byrne Memorial Justice Assistance Grant and Amend  
2 Annual Salary Ordinance FY 2009 – 2010.]

3 **Ordinance authorizing the Department of Children, Youth & Their Families (DCYF) to**  
4 **accept and expend grant funding in the amount of \$2,700,314.00 from the Federal**  
5 **Department of Justice, Office of Justice Programs for implementation of criminal**  
6 **justice programs and amending Annual Salary Ordinance (183-09) and to create grant-**  
7 **funded position at DCYF.**

8  
9 Be it ordained by the People of the City and County of San Francisco:

10 WHEREAS, the Mayor's Office of Community Investment (MOCI) applied for the Federal  
11 stimulus funding from the Department of Justice, and was awarded \$3,000,314; and

12 WHEREAS, the purposes of the grant are to conduct the following through the identified  
13 city departments:

- 14 1. The San Francisco District Attorney's Office will designate prosecutors to provide  
15 vertical prosecution to complex cases created through zone enforcement;
- 16 2. The SF Adult Probation Department will designate probation officers to provide  
17 intensive supervision to a reeducated case load of probationers in zone  
18 neighborhoods;
- 19 3. The SF Adult Probation Department will designate probation officers to provide  
20 intensive supervision to a reduced high risk case load of probationers from zone  
21 strategy arrests;
- 22 4. The SF Superior Court – Office of Court Justice Programs will implement a transitional  
23 housing voucher program for adults referred through Adult Criminal Collaborative  
24 Justice Court Programs and will expand case management capacity to high-risk youth  
25 referred through juvenile drug courts.

1 5. The Department of Technology will continue IT build out of the soon-to-be-launched,  
2 shared criminal justice, case management system JUSTIS;

3 6. DCYF will be responsible for administering and reporting for this award, and will fund  
4 two non-profit organizations to provide street outreach and crisis response services;  
5 and

6 WHEREAS, the award period is from July 8, 2009 through December 2013, with an  
7 overall 18-month implementation plan; and

8 WHEREAS, the grant budget includes provision for indirect costs of \$107,559;

9 WHEREAS, the overall grant administration has been transferred from MOCI to DCYF,  
10 now, therefore, be it;

11 ORDAINED, That the Board of Supervisors hereby authorizes DCYF to accept and  
12 expend \$2,700,314.00; and be it

13 FURTHER ORDAINED, That the Board of Supervisors hereby authorizes DCYF to  
14 expense for the indirect costs; and be it

15 FURTHER ORDAINED, That the Annual Salary Ordinance, 183-09, is hereby  
16 amended as follows:

17  
18 **Department: CHF Department of Children, Youth & Their Families**

19 Program: JAGARA

20 Subfund: 2S PPF ARA

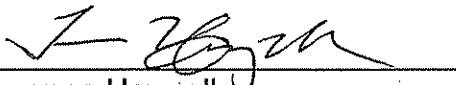
21 Index Code: CHF13JAGARA

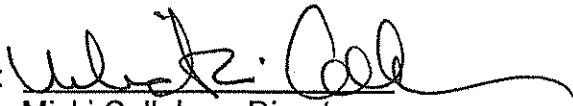
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23 Amendment # of Pos. Class and Item No. Compensation Schedule  
24 Add 0.75 FTE 1823 Sr. Admin Analyst \$2977 B \$3618

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APPROVED AS TO FORM:  
DENNIS J. HERRERA, City Attorney

APPROVED AS TO CLASSIFICATION:  
DEPARTMENT OF HUMAN RESOURCES


By:   
Terence Howzell  
Deputy City Attorney

By:   
Micki Callahan, Director  
Department of Human Resources

RECOMMENDED:

  
Maria Su, Director  
Department of Children, Youth and their Families

APPROVED:

  
Gavin Newsom  
Mayor

  
Ben Rosenfield  
Controller





**TO:** Angela Calvillo, Clerk of the Board of Supervisors  
**FROM:** Mayor Gavin Newsom  
**RE:** Ordinance authorizing the Department of Children, Youth & Their Families to accept and expend a federal stimulus grant to support the implementation of criminal justice programs  
**DATE:** November 3, 2009

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Dear Madame Clerk:

Attached for introduction to the Board of Supervisors is an ordinance authorizing the Department of Children, Youth & Their Families (DCYF) to accept and expend a federal stimulus grant in the amount of \$2,700,314.00 from the Federal Department of Justice, Office of Justice Programs for the implementation of criminal justice programs, and to create a grant funded position at DCYF.

I request that this item be scheduled in Budget and Finance Committee.

Should you have any questions, please contact Starr Terrell (415) 554-5262.

**TO:** Angela Calvillo, Clerk of the Board of Supervisors  
**FROM:** Maria Su, Director, DCYF  
**DATE:** October 4, 2009  
**SUBJECT:** Accept and Expend Resolution for Subject Grant  
**GRANT TITLE:** Recovery Act: Edward Byrne Memorial Justice Assistance Grant (JAG) Formula Program: Local Solicitation

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

- X Proposed grant resolution; original signed by Department, Mayor, Controller
- X Grant information form, including disability checklist
- X Grant budget – Budget is included within the grant application
- X Grant application
- X Grant award letter from funding agency

Other (Explain):

**Special Timeline Requirements:** Request resolution ASAP to implement ARRA grant.

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

Name: Maximilian Rocha

Phone: 415-934-4841

Interoffice Mail Address: mrocha@dcyf.org

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 Information Form**  
(Effective March 2005)

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: Recovery Act: Edward Byrne Memorial Justice Assistance Grant (JAG) Formula Program: Local Solicitation

2. Department: Department of Children, Youth and their Families (DCYF)

3. Contact Person: Maria Su Telephone: 415-554-3547

4. Grant Approval Status (check one):

Approved by funding agency

Not yet approved

5. Amount of Grant Funding Approved or Applied for: \$3,000,314

6a. Matching Funds Required: \$0.00 (none)

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

7a. Grant Source Agency: DCYF

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

8. Proposed Grant Project Summary: San Francisco worked collaboratively across all public safety departments to prioritize criminal justice system needs and to determine how to most strategically invest Byrne JAG Formula Stimulus funds, which will be used as follows:

- 1) The San Francisco District Attorney's Office will designate prosecutors to provide vertical prosecution to complex cases created through zone enforcement
- 2) The San Francisco Adult Probation Department will designate Probation Officers to provide intensive supervision to a reduced case load of probationers in zone neighborhoods
- 3) The San Francisco Superior Court – Office of Court Justice Programs will implement a transitional housing voucher program for adults referred through Drug Court and will expand case management capacity to high-risk youth referred through Juvenile Drug Court
- 4) The Department of Technology will continue IT build out of the soon-to-be-launched, shared criminal justice, case management system JUSTIS
- 5) DCYF will fund two non-profit organizations identified through a competitive bid process to provide street outreach and crisis response services.

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

Start-Date: July 1, 2009

End-Date: June 30, 2013

NOTE: Proposed workplan is an 18-month project, with grant funds allowable to be exhausted by June 30, 2013.

10a. Amount budgeted for contractual services: \$150,000

b. Will contractual services be put out to bid? Yes

c. If so, will contract services help to further the goals of the department's MBE/WBE requirements? Yes

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

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

b1. If yes, how much? \$107,559

b2. How was the amount calculated? 3.7% of grand total

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

Not allowed by granting agency

To maximize use of grant funds on direct services

Other (please explain):

c2. If no indirect costs are included, what would have been the indirect costs? 5% of \$3,000,314 (\$150,015)

12. Any other significant grant requirements or comments:

Compliance with ARRA performance requirement reporting.

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

13. This Grant is intended for activities at (check all that apply):

Existing Site(s)

Existing Structure(s)

Existing Program(s) or Service(s)

Rehabilitated Site(s)

Rehabilitated Structure(s)

New Program(s) or Service(s)

New Site(s)

New Structure(s)

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

Comments:

Departmental or Mayor's Office of Disability Reviewer: \_\_\_\_\_ (Name)

Date Reviewed: \_\_\_\_\_

Department Approval:

*Maria Su*  
(Name)

*Director*  
(Title)

*[Signature]*  
(Signature)

## Grant Budget

Recovery Act: Edward Byrne Memorial Justice Assistance Grant (JAG) Formula Program: Local Solicitation

| Revenue                          |             |
|----------------------------------|-------------|
| Total Byrne JAG Stimulus Funding | \$3,000,314 |

| Expenses  |                     |                    |
|---|---------------------|--------------------|
| <b>PERSONNEL</b>  |                     |                    |
| San Francisco District Attorney's Office<br>8177, Attorney @ 3.0 FTE<br>SFDA Fringe @ .19   | 3.0 FTE x 18 months | \$837,302          |
| San Francisco Adult Probation Department<br>8444, Deputy Probation Officers @ 2.0 FTE<br>SF APD Fringe @ .39                                    | 2.0 FTE x 18 months | \$356,000          |
| Department of Children, Youth & Their Families<br>1823, Senior Planner & Policy Analyst (Project Coordinator)<br>@ 1.0 FTE<br>DCYF Fringe @ 0.3 | 1.0 FTE x 18 months | \$143,481          |
|   |                     | \$43,044           |
| <b>DIRECT SERVICE - PROJECT EXPENSES</b>  |                     |                    |
| Superior Court of San Francisco - Collaborative Justice<br>Courts - Treatment Slots   |                     | \$415,000          |
| Community Response Network - Non-profit subcontracts  |                     | \$150,000          |
| <b>TECHNOLOGY IMPROVEMENT</b>   |                     |                    |
| San Francisco Department of Technology - JUSTIS - System-wide Information Technology Investment   |                     | \$650,000          |
| <b>TOTAL Personal, Direct Service and Technology</b>  |                     | <b>\$2,892,755</b> |
| Administrative @3.7%  |                     | \$107,559          |
| 1 - .3 FTE 1823 Fiscal Analyst<br>Fringe  |                     | 43,044<br>12,913   |
| <b>Total Fiscal</b>   |                     | <b>55,958</b>      |
| Misc Admin  |                     | 51,601             |
| <b>Grand Total</b>  |                     | <b>\$3,000,314</b> |

## Grant Budget

Recovery Act: Edward Byrne Memorial Justice Assistance Grant (JAG) Formula Program: Local Solicitation

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## PROJECT NARRATIVE (Attachment 1)

### Need Statement

The downturn in the economy has affected San Francisco and California's expected revenue, worsening projections and forcing mid-year adjustments. The State just closed a shortfall of \$41 billion – closing a gap worth 11% of the entire State budget this year and finding solutions for an additional 29% of the entire budget next year. California balanced its shortfall by cutting almost \$14.9 billion in expenditures (and an additional \$1.3 billion in line-item vetoes), raising \$12.5 billion in revenue, assuming \$8 billion in recovery act funding and implementing borrowing and deferrals. Preliminary polls of initiatives on the California State Special Election to be held on May 19<sup>th</sup>, 2009 have not been immediately favorable of revenue generating measures for law enforcement, public safety, education and social services. If the initiatives do not pass, there will be an obvious and poignant ripple effect on San Francisco, which receives State revenue for public services.

Separately, San Francisco closed a shortfall of \$118 million in FY 2008-2009 and faces an additional estimated shortfall \$576 million for FY 2009-2010 (the city's total discretionary general fund budget is \$1.2 billion). The city has eliminated 1,100 positions over the past year.

Both the state and local budget balancing actions have resulted in real reductions in several critical areas of our criminal justice system. These reductions will be further exacerbated if anticipated revenue-generating options become obsolete. Current reductions include:

- An estimated annual reduction of \$6 million dollars in San Francisco violence prevention funding. These cuts will reduce community programming in areas such as truancy prevention, community response to violence (case management), juvenile probation officers and alternatives to juvenile detention
- A reduction of 13 prosecutors and 43 staff positions at the District Attorney's office (16% reduction in staff)
- Reduction of at least 2 Police Academy classes this year (totaling 100 officers)
- Reductions in substance abuse treatment programs – leading to a six to ten week wait for community treatment slots for drug court clients
- Reductions in technology investment

The American Recovery and Reinvestment Act (ARRA) funding to the Edward Byrne Memorial Justice Assistance formula grants (Byrne/JAG) will help restore and address many of these needs, but not all of them. San Francisco will gain a one-time investment from the JAG formula grants of a little over \$3 million. We will be competitively seeking non-formula ARRA funding to support our continuum of criminal justice work in order to replace severe cuts (such as in violence prevention) or support the zone strategy (such as in the addition of police officers through the COPS grant).

In response to the announcement of Byrne JAG Stimulus funds, San Francisco worked collaboratively across all public safety departments to prioritize criminal justice system personnel and program needs. The suite of proposed activities herein is the result of a thoughtful

analysis of some of what our criminal justice system needs to become stronger and more efficacious.

2009 data from the San Francisco Police Department (SFPD) and a 2008 study conducted by the Berkeley Center for Criminal Justice (BCCJ) help to agenda-set the landscape of our local crime and violence problems and to narrow our criminal justice focus. The city's public safety and criminal justice agencies continue to work collaboratively on local strategies to address violence. Our data shows that:

- A limited number of violent offenders are responsible for most of the gun violence
- Many of the suspects and victims have extensive criminal histories. Many suspects and victims are on probation or parole.
- Violent crime is extremely concentrated in S.F.
- 45% - 50% of the violent crime in San Francisco occurs in less than 2% of the neighborhoods.

We have designated five zones where the vast majority of violent crime occurs in San Francisco. We strategically deploy resources into zones and deploy staffing to ensure maximum uniform and plainclothes presence in all zones at the same time. Homicides and non-fatal shootings decreased in all of the designated zones in San Francisco:

|          |  |
|----------|--|
| Zone 1 - | Homicides decreased by 22%; Non-fatal shootings decreased by 58% |
| Zone 2 - | Homicides decreased by 29%; Non-fatal shootings decreased by 73% |
| Zone 3 - | Homicides decreased by 38%; Non-fatal shootings decreased by 26% |
| Zone 4 - | Homicides decreased by 30%; Non-fatal shooting decreased by 4%   |
| Zone 5 - | Homicides decreased by 50%; Non-fatal shootings decreased by 33% |

Additionally, in 2008 SFPD conducted 412 parole and probation searches; 325 parolees and probationers were arrested as result of these searches; and, 80% of these arrests occurred in a designated zone. One of the most successful "zone tactics" initiated was the coordination and calendaring of an intensive "buy/bust" street level narcotics enforcement program in the Tenderloin area of San Francisco, (Zone #1). Station level personnel, the Narcotics Division and the Gang Task force scheduled continuous narcotics enforcement at all times of the day and night resulting in a significant amount of arrests.

Clearly, San Francisco has demonstrated incredible success through Zone Strategy activities. This success creates collateral impacts on the criminal justice system – there are more individuals in line for prosecution, increased probation case loads, more referrals to adult and juvenile drug courts, and a greater need for technology or communication coordination between law enforcement, high-risk communities and criminal justice partners. Formula funds will capitalize on Zone Strategy success, increase coordination of efforts between the San Francisco Police Department, District Attorney's Office, Probation Department, problem-solving courts and non-profits specializing in law enforcement partnership; and will support a technological infrastructure that will improve how information is shared between criminal justice and court partners. The results will be more-timely and effective prosecution, concentrated intensive supervision of high risk offenders, efficacious referrals to adult and juvenile courts, higher

quality and focused, community-based services to victims of crimes and more expedient community based mitigation of potential retaliation associated with violent crime and higher quality information sharing between criminal justice partners.

**Purpose Areas:**

San Francisco requests to apply Byrne JAG Formula Stimulus funds to four priority areas:

1. Prosecution and court programs
2. Prevention and education programs
3. Corrections and community corrections programs
4. Planning, evaluation, and technology improvement programs

**Specific Fund Uses:**

- Hire 3 FTE Prosecutors, specially designated to vertical prosecution of complex felony cases
- Hire 2 FTE Probation Officers, specially designated to intensive supervision of serious and violent offenders in zone neighborhoods
- Expand Collaborative Courts housing and substance abuse treatment slots for individuals and families in Adult Drug Court
- Increase case management capacity at the Juvenile Drug Court/Principal Center Collaborative
- Partner with up to two non-profit organizations that have established relationships with the criminal justice system through the provision of street outreach and crisis response in high-need neighborhoods. Byrne/JAG funds will be used to further improve coordination and communication between law enforcement, victims of crime and high-crime communities
- Invest in JUSTIS technology, a modernized system of case management. JUSTIS will enable near real-time flow of defendant and offender information between criminal justice agencies.

**San Francisco is Poised to Expediently Apply Byrne JAG Formula Stimulus Funds**

- Each of the activities proposed is shovel-ready and departments are poised to expediently hire and sustain staff and activities. Departments and partners will commit to hiring or getting subcontracts into agreement within 90 days of the availability of funds.
- Under the dire state and local budget realities, Byrne JAG Formula stimulus funds provide an infusion of funds that will reap much-needed economic and societal benefits. The funds will effectively reduce the number of jobs being lost within the criminal justice system and will enhance direct service provision; and will advance technological capacity to share and track information pertaining to systems' involved individuals. High-risk neighborhoods that are disproportionately impacted by violence and crime will continue to get the message that law enforcement is committed to improving public safety through effectively weeding and prosecuting violent crime and illegal drug activity. Offenders that are eligible for problem-solving courts will get an opportunity to address drug addiction and destructive behavior and permanently exit the criminal justice system. Offenders that are new to, or that have been unsuccessful on probation will receive more

intensive supervision that can result in greater adherence to probation orders and a permanent exit from the criminal justice system. As community-based organizations form appropriate bridges between high-crime communities and law enforcement, a stage can be set for a respectful and mutual understanding of community assets and deficits, and law enforcement roles, responsibilities and hopes. Through JUSTIS technology, partners will have access to a broader range of criminal justice information, resulting in more informed and efficient processing of individuals. As criminal behavior is weeded out of high-risk neighborhoods and high-need individuals receive constructive and pro-social messaging and services, the social fabric in high-crime neighborhoods becomes tighter, stronger; more resilient and reflects a more dignified civility and invigorated vitality – characteristics that are goals for all San Francisco neighborhoods.

- The Mayor’s Office of Community Investment has a track record of success with federal grants management and will increase capacity through the formula funds to coordinate and oversee strict adherence to fund accounting protocols, drawdowns, grant activities and timely submission of reports.

## **Explanation of Department Specific Activities**

### **San Francisco District Attorney’s Office (SFDA)**

#### ***Designated zone strategy prosecutors improve outcomes of complex, high-intensity cases***

#### **SFDA Background**

The SFPD’s Zone Strategy has been so successful that San Francisco needs resources to sustain and support the model. San Francisco Police Department overall felony arrests rose 18% from 2007 to 2008, which has created a backlog of work at the District Attorney’s office. Right now prosecutors are taking more cases each, resulting in higher caseloads. More cases per prosecutor means they spend less and less time on each case, compromising the quality of the prosecution. Byrne/JAG formula funding will enable San Francisco to add three prosecutors at the District Attorney’s office to focus on narcotics, street crime, violence, and homicides zone neighborhoods. These prosecutors would alleviate the current felony caseload, which stands at between 100 – 120 cases per felony prosecutor.

More specifically, the San Francisco District Attorney’s Office will designate Zone Strategy prosecutors in the felony unit that specialize in vertical prosecution of complex cases. Unlike typical cases that frequently change hands, these designated prosecutors will oversee zone specific criminal matters from case onset to resolution.

#### **SFDA Grant Funded Activities**

- More efficient coordination with police department investigators and district stations – Designated prosecutors will be trained side by side with police investigators to analyze zone and street-level crime and narcotics data and designated prosecutors will be on call so that investigators have more immediate access to designated zone strategy prosecutors to more efficiently address issues like bail levels, re-booking, offers for informants, etc.



- The result should be more efficient evaluation of evidence and processing of individuals associated with higher intensity cases;
- Better coordination with other jurisdictions, State and Federal agencies to obtain convictions of higher-level suppliers of narcotics or weapons;
  - District Attorneys will be available for arrest warrants and search warrants including searches of residences, storage locations, bank records, safe deposit boxes, phone records, pager records, cellular phone records, and credit card records;
  - Higher quality attention to victims of crime – while prosecutors are committed to providing support to victims of crime directly or through referrals to victim services, the reduced case loads for these designated attorney’s will permit more time for victims communications.
  - Better handling of grant-identified probation and parole revocations in collaboration with the Adult Probation Department; and
  - Community education and community-based problem solving through regular participation at community meetings in the target neighborhoods.

**SFDA Objectives and Performance Measures**

- **Objective**
  - **Performance Measure**
- Reduce and expedite felony case backlog and processing
  - Process 35% more zone specific felony cases
- Continue to pursue significant decreases in violence and gun related crimes in zone neighborhoods
  - Joint tracking of homicides and non fatal shootings and other violent street crimes in target zone neighborhoods
- Provide necessary quarterly information needed to respond to DOJ required, and as appropriate other recommended DOJ performance measures.
  - Submit fiscal and programmatic reports within 5 days of the closing of each program quart

**SFDA Commitment to Implementing Activities and Fulfilling Performance Measures**

Led by District Attorney Kamala D. Harris, the San Francisco District Attorney’s Office prosecutes crimes with a professional resolve, while balancing the department’s core mission with a dignified commitment to rehabilitation and preserving civil liberties. As a pioneer of innovative programs that efficaciously address crime and violence, DA Harris seeks appropriate opportunities to strengthen and improve the success of case processing at all levels. The Byrne JAG formula funds will permit more efficient processing of felony cases associated with zone enforcement. The District Attorney’s office and staff has experience managing federal, state and local funds and is poised to expedite the hiring of new staff and efficiently implementing grant-funded activities. The District Attorney’s office already works with the Mayor’s Office of Community Investment on other federal and state grants and is familiar with the accounting, meeting and reporting protocols associated with these types of funds. Aside from a short ramp up time, there will be no hurdles to commencing and sustaining required grant activities.

## San Francisco Adult Probation Department (APD)

### *Use Byrne/JAG funding to provide intensive supervision of high risk/high need offenders*

#### **APD Overview**

The adult probation case load has also been affected by the zone strategy – the department has seen an increase of 200 probationers in the last three months alone. Current case loads average 170 cases per probation officer. Standards show that successful intensive supervision caseloads should be much lower per probation officer. As we mention above, many of the most serious and violent criminal suspects in the zone areas are on probation. Probation officers would each monitor caseloads of 65-80 high risk/high need offenders.

The department uses evidence based practices including a nationally validated risk/needs assessment and community supervision focused on helping probationers successfully integrate into their communities in such a way as to minimize future criminal behavior and improve self-sufficiency. Probationers supervised by the Byrne/JAG funded officers will benefit from these evidence based practices, as well as from the department's close coordination with other partners including the San Francisco Police Department, collaborative justice courts, community based organizations, and treatment programs that provide services to address underlying needs including substance abuse, lack of job skills, and anger management issues. The intensive nature of the Byrne/JAG funded caseloads will enable probation officers to more effectively implement these evidence based practices and utilize existing partnerships with other departments and organizations.

#### **APD Grant Funded Activities**

- Evaluate police reports from the Zone Strategy operations;
- Placing the defendant's names and identifying numbers on a grant specific roster;
- Tracking the Zone Strategy arrests from the point of entry in the criminal justice system through final disposition;
- Identifying the Zone Strategy defendants that are sentenced to probation and those that are currently on supervised probation pending a District Attorney's Motion to Revoke probation;
- Assigning the defendants to one of the two Zone Strategy probation caseloads;
- Interviewing, assessing and informing each probationer in regards to appropriate treatment modalities;
- Obtaining direct information from police officers regarding probationers actively involved in criminal activities in the targeted neighborhoods;
- Referring each probation to a substance abuse treatment or other program when appropriate;
- Upon a re-offense, increasing legal sanctions and treatment interventions or if necessary pursue probation revocation proceedings;
- Conducting probation supervision activities in conjunction with Zone Strategy officers to ensure compliance of probation terms; and

## **APD Objectives and Performance Measures**

- **Objective**
  - **Performance Measure**
  
- Maintain a maximum caseload size of 80 probationers
  - The average caseload size for the three Byrne/JAG funded caseloads.
- Strive to ensure that all grant-funded probationers complete a comprehensive risk/needs assessment
  - The percentage of probationers on the Byrne/JAG funded caseloads who have been administered the Department's validated risk/needs assessment and have been administered a reassessment if the initial assessment was conducted more than one year earlier..
- Monitor and track the percentage of probationers that do not suffer a new arrest that led to a modification of probation or a new conviction
  - Percentage of probationers on the Byrne/JAG funded caseloads who **did not** suffer a new arrest that led to a modification of probation or a new conviction.
  
- Monitor and track the percentage of probationers who are employed, attend(ed) school, or participate(ed) in a job training program
  - Percentage of probationers on the Byrne/JAG funded caseloads who were employed, attended school, or participated in a job training program.
- Monitor and track the number of visits to the department by probationers on the case load
  - Number of visits to the department by probationers on the Byrne/JAG funded caseloads.
- Monitor and track the number of times grant-funded probation officers contact probationers on their caseloads in the community, at the probationers' homes, jobs or other locations away from the department's office
  - Number of times Byrne/JAG funded probation officers contact probationers on their caseloads in the community at the probationers' homes, jobs, or other locations away from the department's office.
- Provide necessary quarterly information needed to respond to DOJ required, and as appropriate other recommended DOJ performance measures.
  - Submit fiscal and programmatic reports within 5 days of the closing of each program quarter

## **AP D Commitment to Implementing Activities and Fulfilling Performance Measures**

Led by Chief Patrick Boyd, the Adult Probation Department seeks appropriate opportunities to increase staffing in his under-resourced department and strives to integrate best practices into service delivery so that probationers get the kind of intensive supervision they need to increase their chances of probation success. The Department hires highly qualified staff recognize the importance of professional service and diligent attention to administrative functions. The Department already works with the Mayor's Office of Community Investment on other federal and state grants and understands the kinds of fiscal and administrative responsibilities that are associated with this funding. The department has established internal, hard copy and electronic monitoring and tracking procedures and is poised to demonstrate success with Byrne JAG

Formula funding. The Chief of the Adult Probation Department and the department's staff are committed to expeditiously hiring new staff, implementing Byrne/JAG programs and meeting the administrative and accountability requirements of the funding.

San Francisco Superior Court – Office of Collaborative Justice Programs (OCJP)

*Collaborative Justice Courts – An Innovative Public Safety Approach*

**OCJP Overview and Grant Funded Activities**

While San Francisco is implementing targeted zone strategies to reduce violent crime, the courts, substance abuse treatment staff and public safety stakeholders are also finding ways to address defendants that cycle through the system. Collaborative justice courts, commonly referred to as problem-solving courts, promote defendant accountability by combining judicial supervision with rehabilitation services that are monitored by the court and focused on recovery. This approach engages attorneys, law enforcement, clinicians and community treatment and service agencies. Judicial leadership plays a significant role in motivating compliance with treatment and is essential for ensuring positive relationships among the court and its partners. In the past 15 years, collaborative justice programs have emerged as an effective strategy to improve outcomes for victims, communities and defendants. San Francisco has implemented multiple collaborative justice courts, including the Drug Court, Behavioral Health Court, and Community Justice Center, Juvenile Drug Court and Dependency Drug Court.

Many adult Drug Court clients wait between six to ten weeks in jail for a community treatment slot after a court order for release into the program has been signed. San Francisco will use Byrne/JAG Recovery Act funds to continue Drug Court's transitional housing program by purchasing targeted rental vouchers to place 125 Drug Court clients into the housing program upon their release from jail, enabling them to access community treatment – with the end goal of seeking permanent housing. This will hasten community integration, provide stability and give clients more time to find employment and long-term housing. This would also serve to move clients through the system more quickly than if they continued to wait in jail.

In partnership with the San Francisco Unified School District, Department of Public Health, and the Juvenile Probation Department, the Juvenile Drug Court operates an alternative treatment-based high school for 50 youth on probation. This high school, the Principals' Center Collaborative (PCC), serves high risk students: those with habitual truancy, significant behavior issues, and histories of suspension and expulsion. A disproportionate number are youth of color, particularly African American (57%) and Latino (31%), and 47 percent have experienced out-of-home placements including foster care. Byrne JAG funds will also be used to hire case management staff for the Juvenile Drug Court high school. These case managers will provide comprehensive supervision and assistance to PCC students outside of school, particularly in the areas of: gender specific groups and recreational activities after school; family interventions and support groups/home visits; vocational support and education; and drug treatment education. Working with students outside of school, as well as with students' families will significantly enhance the program's ability to engage students and facilitate successful outcomes.

## **OCJP Objectives and Performance Measures**

- **Objective**
  - **Performance Measure**
  
- Increase case management capacity at the Juvenile Drug Court/Principal Center Collaborative
  - How many jobs were created with Recovery Act funding this reporting period?
- Plan and implement Adult Drug Court Transitional Housing Program in San Francisco
  - Number of local initiatives planned and implemented
- Place 125 adult drug court clients in transitional housing program
  - Number of Transitional Housing Program Slots offered to adult Drug Court clients through the initiative
- Improve Drug Court retention rates and graduation rates
  - Total number of defendants participating in Drug Court during the three month quarter. Number of Transitional Housing Program participants. Average number of program days among all Drug Court participants. Average number of program days among Transitional Housing Program participants. Total number of Drug Court graduates. Number of Transitional Housing Program participants who graduate from Drug Court.
- Reduce number of positive UAs and Bench Warrants issued for failure to appear
  - Number of Transitional Housing participants during the three month quarter. Number of positive UAs among this group of participants. Number of Bench Warrants issued to this group of participants.
- Reduce jail expenditures by reducing the wait for time for treatment placement
  - Number of days Transitional Housing Program participants spend in jail between Drug Court program entry and jail release/treatment placement. Number of days non-Housing Program participants spend in jail between Drug Court program entry and jail release/treatment placement. Cost per day of jail in San Francisco county.
- Reduce the arrest rate among Drug Court clients
  - Number of arrests during the 1/2/3 year(s) prior to Drug Court entry among Transitional Housing Program participants. Number of arrests post Transitional Housing Program placement. Type of arrests
- Provide necessary quarterly information needed to respond to DOJ required, and as appropriate other recommended DOJ performance measures.
  - Submit fiscal and programmatic reports within 5 days of the closing of each program quarter

## **OCJP Commitment to Implementing Activities and Fulfilling Performance Measures**

Led by Director Lisa Lightman, OCJP continues to demonstrate incredible success in managing multi-agency collaborations and providing eligible individuals with real opportunities to address barriers and permanently exit the criminal justice system. OCJP is accustomed to grant-driven programming and has developed dynamic capacity to respond to tracking and reporting requirements. OCJP leadership and staff are committed to expeditiously hiring new staff,

implementing Byrne/JAG programs and meeting the administrative and accountability requirements of the funding.

### JUSTIS – Intra Criminal Justice System Technology Improvements

*Technological infrastructure expansion to more efficiently share criminal justice system information*

#### **JUSTIS Background and Activities**

The City and County of San Francisco is replacing a thirty-year old information system used by its law enforcement/criminal justice agencies, and deploying modern case management systems for each department. This diverse set of Internet Technology projects is referred to as the JUSTIS program.

Phase I of the program mapped out the portal protocols and two way connections that are needed to link the JUSTIS mainframe with the unique data-collection systems of law enforcement and criminal justice partners; and has begun to implement many of the department specific IT steps that are necessary to link unique systems. Byrne JAG formula funds will invest in the implementation of Phase II of the JUSTIS program by continuing to advance critical functionality that contributes to system reliability/availability, extended functionality and adds significant features that promote public safety and well being of both sworn and civilian staff.

#### **JUSTIS Objectives and Performance Measures**

Phase II takes advantage of the updated technological architecture established in Phase I combined with the data warehouse to provide a very advanced level of system functionality. System security, reliability and capacity are improved with this request which also contains a funding request for a hot-site failover capability for disaster recovery.

The JUSTIS program has developed a comprehensive matrix of build-out activities and will apply Byrne JAG funds towards the completion of specific IT projects. In partnership with the Mayor's Office of Criminal Justice, the Department of Technology will provide quarterly updates on the JUSTIS associated IT and technological infrastructure advancements.

#### **The Department of Technology and Mayor's Office of Criminal Justice Commitment to Implementing Activities and Fulfilling Performance Measures**

The mission of the Department of Technology is to be an enterprise information and technology services organization that provides proactive leadership in the use of technology and information solutions to improve the City's operations and service delivery. The Department has been partnering with the Mayor's Office of Criminal Justice (MOCJ) to ensure the success of the JUSTIS project. MOCJ and the Department of Technology will continue to collaborate on the roll out of JUSTIS activities and together they will submit required quarterly programmatic and fiscal reports.

Subcontracts to non-profits with experience providing street outreach and crisis response services

*High-quality community-based services address criminal justice needs of high-crime communities*

### **Overview of Street Outreach and Crisis Response Services and Grant Funded Activities**

Over the past few years, San Francisco officials have acknowledged the need for neighborhood based street outreach and crisis response services to augment law enforcement interventions in high-risk communities where there is a prevalence of crime and violence. In partnership with grassroots organizations, San Francisco is moving towards strengthening neighborhood based street outreach and crisis intervention and creating more viable avenues for improved coordination with criminal justice partners and the Crisis Response Team overseen by the San Francisco Department of Public Health. Rooted in successful outreach models born of non-profit organizations in the Mission district of San Francisco; San Francisco has since worked with other neighborhood based groups to tailor street outreach and crisis intervention services that strive to meet the cultural and linguistic demographics of other high-risk and crime neighborhoods. Core services are:

**Street Outreach:** This component provides street level intervention and prevention through late night outreach, daily canvassing of schools and neighborhood hotspots to defuse potential violent situations and make referrals to other support services.

**Crisis Response:** This component responds to homicide/ shooting scenes to mitigate retaliation possibilities and provides support to traumatized individuals, family and community members, and provides support to San Francisco's Department of Public Health's, Crisis Response Team, (CRT) and the family and friends of the victim(s) involved in the homicide/shooting. In partnership with other established organizations that provide care management services, the crisis response component seeks to stabilize families through coordinated delivery of aftercare services. Along with collaborating with CRT, the Crisis Response Team also works closely with other existing trauma services which include the SFGH Wraparound Project; Trauma Recovery Center; and the Victim Services Unit (DA's office).

Through a competitive Request for Violence Prevention and Intervention Proposals process, in FY 09/10, San Francisco will contract with up to two non-profit organizations that have demonstrating success delivering both service components in zone neighborhoods. The objectives of the services are high-impact street level mentoring to mitigate high-intensity conflict, sharing of service information and resources to direct high-risk individuals towards constructive activities, highly-professional crisis intervention when homicides and shootings occur, and strategic coordination with criminal justice partners so that street outreach is strategic and crisis response is efficient. Local funds will leverage Byrne JAG Formula funds so that ample resources are given to these geographically based efforts.

### **Street Outreach and Crisis Response Objectives and Performance Measures**

- Objective

- Performance Measures
- Provide street level outreach to high-risk youth and adults in zone neighborhoods
  - Number of street outreach contacts made
  - Number and identification of referrals provided during street outreach
  - %of successful referrals from street outreach
- Provide timely Crisis Response following homicides and shootings and partner with criminal justice partners and non-profits to help stabilize family after traumatic event.
  - Number and identification of referrals provided during crisis response period
  - % of successful referrals for crisis response
  - Number of times crisis response team mobilized during the month

**Commitment to Implementing Street Outreach and Crisis Response Activities and Fulfilling Performance Measures**

The Mayor’s Office of Community Investment partnered with the San Francisco Department of Children, Youth and Their Families and the San Francisco Juvenile Probation Department to administer the Violence Prevention and Intervention RFP process. The RFP clearly outlines the above performance measures and requires that funded agencies submit monthly reports into a web based grant management system. MOCI plans to formally announce all awardees of the RFP process at the end of May. Organizations funded to deliver street outreach and crisis response services will also be required to participate in the programmatic and fiscal reporting required for this funding stream. This requirement will be outlined in the grant agreement that is executed between the City and County of San Francisco and the funded organization.

The MOCI project coordinator will work with funded agencies to ensure the timely submission of quarterly reports.

The Mayor’s Office of Community Investment (MOCI)

*Designated formula stimulus project coordination ensures efficacious use of stimulus funds*

**MOCI Overview and Grant Related Activities**

As previously stated, MOCI has a successful track record of managing federal funds. In addition to meticulous accounting and grant oversight, MOCI, through formula funds will hire a project specific coordinator to oversee the implementation and sustainability of grant activities; and to ensure timely submission of financial and program reports. We do not anticipate any challenges in commencing and sustaining the activities and reporting requirements of this funding.



**PERFORMANCE MEASURES**

**Required**

| <b>Objective</b>              | <b>Performance Measures</b>                                   | <b>Data the grantee provides for 3-month reporting period</b>   | <b>Description</b>   |
|-------------------------------|---|---|--|
| Recovery Act: Preserving jobs | Number of jobs saved (by type) due to Recovery Act funding.   | a) How many jobs were prevented from being eliminated with the Recovery Act funding during this reporting period?<br>b) How many jobs that were eliminated within the last 12 months were reinstated with Recovery Act funding? | An unduplicated number of jobs that would have been eliminated if not for the Recovery Act funding during the three-month quarter. Report this data for each position only once during the grant. A job can include full time, part time, contractual, or other employment relationship. |
| Recovery Act: Creating jobs   | Number of jobs created (by type) due to Recovery Act funding. | How many jobs were created with Recovery Act funding this reporting period?   | An unduplicated number of jobs created due to Recovery Act funding during the three month quarter. Report this data for each position only once during the grant. A job can include full time, part time, contractual, or other employment relationship.                                 |

**Appropriate Initiative Specific**

| <b>No</b> | <b>Performance Indicator</b>   | <b>OP/DS/OC</b> | <b>SI</b> | <b>Description</b>   | <b>Data Grantee Report</b>     | <b>Applicable Purpose Area</b>   |
|-----------|--------------------------------|-----------------|-----------|--|--------------------------------|--|
| 2         | # of local initiatives planned | OP              | DS/ SI    | The purpose of this output indicator is to measure the number of locally-initiated programs, services or interagency task forces that are funded wholly or partially by JAG funds. Appropriate for grantees under any purpose area that use JAG funds to implement programs that have a direct impact on a targeted population or use funding for system improvement type activities. Report the number of locally-initiated programs, | # of local initiatives planned | <ol style="list-style-type: none"> <li>1. Prosecution and court programs</li> <li>2. Prevention and education programs</li> <li>3. Corrections and community corrections programs</li> <li>4. Planning, evaluation, and technology improvement programs</li> </ol> |

|    |   |    |        |   |   |  |
|----|---|----|--------|---|---|--|
|    |   |    |        | services or interagency task forces that are planned for the project period.<br>SOURCE: Agency records  |   |  |
| 3  | # of people individuals receiving services                        | OP | DS     | The purpose of this output indicator is to measure service provision levels. Appropriate for grantees in purpose areas in which JAG funds are used for direct services to individuals and/or groups of individuals. (e.g., crime prevention/intervention programs, one-to-one contact, support groups). Individuals may be defined by the population served by the program. Report the raw number of individuals who are receiving services during the reporting period<br>SOURCE: Program records                    | a. Total number of individuals receiving services carried over from the previous reporting period<br>b. Total number of NEW individuals receiving services that were added during the reporting period<br>c. Sum (a+b)<br>Auto-calculated by PMT                | <ol style="list-style-type: none"> <li>1. Prosecution and court programs</li> <li>2. Prevention and education programs</li> <li>3. Corrections and community corrections programs</li> </ol> |
| 8  | Number of program participants who completed intended programming | OC | DS/ SI | The purpose of this outcome indicator is to measure accountability. Appropriate for purpose areas in which direct services are provided to individuals. Report the number of program participants who completed services provided during the reporting period. Intended refers to the amount of services that are intended for a client but may not be necessary to complete the total amount of intended services before the client's "treatment or services" is recognized as completed.<br>SOURCE: Program records | a. Number of individuals who completed programming during the reporting period<br>b. Total number of program participants that exited programming during the reporting period (complete or not complete)<br>c. Percent complete (a/b)<br>Auto-calculated by PMT | <ol style="list-style-type: none"> <li>1. Prosecution and court programs</li> <li>2. Corrections and community corrections programs</li> </ol>   |
| 10 | Number of   | OC | DS/    | The purpose of this outcome   | Number of   | 1. Prosecution and   |

|    |  |    |    |   |   |   |
|----|--|----|----|---|---|---|
|    | program participants who exhibit a desired change in targeted behavior |    | SI | indicator is to measure effectiveness of services provided. Appropriate for grantees in purpose areas in which direct services are provided to individuals or groups of individuals. Report the number of program participants who show a change in behavior. This change may be noted by observation or pre/post tests. Behaviors include: social competence, school attendance, GED, GPA, high school, job skills, employment status, teen pregnancy, family relationships, family functioning, anti-social behavior, substance use, gang activities, change in knowledge.<br>SOURCE: Program Records | program participants who exhibit a desired change in a targeted behavior during the reporting period<br>Number of program participants during the reporting period<br>Percent (a/b)<br>Auto-calculated by PMT | court programs<br>2. Corrections and community corrections programs |
| 12 | Cost savings as a result of new systems implemented                    | OC | SI | The purpose of this outcome indicator is to measure program cost savings in dollars. Appropriate for all purpose areas that provide direct service and are able to realize a cost savings as a result of implementing new systems. The period "prior to the initiative" represents the activities that occurred prior to the start of grant-funded activities. The cost of standard procedures before system, changes were made provided in dollars. The period "after initiative" refers to the activities that occur with grant funds.<br>SOURCE: Agency records                                      | Dollars expended prior to initiative<br>Dollars expended after initiative<br>Savings (a-b)<br>Auto-calculated by PMT  | Prosecution and Court Program                                       |
| 33 | # of new   | OP | SI | The purpose of this output  | How many jobs   | 1. Prosecution and  |

|    |   |    |        |   |  |   |
|----|---|----|--------|---|--|---|
|    | FTEs created with JAG Funds   |    |        | indicator is to measure the extent of FTEs paid with JAG funds (system capacity). Appropriate for grantees in purpose areas that use JAG funds for system improvement. Report the number of new FTEs paid with JAG funds during the reporting period. FTE is defined as full-time equivalent personnel. SOURCE: Agency records  | were created with Recovery Act funding this reporting period?  | <ul style="list-style-type: none"> <li>2. Prevention and education programs</li> <li>3. Corrections and community corrections programs</li> </ul> |
| 45 | Amount of award expended for improvements to information systems for criminal justice systems | OP | SI     | The purpose of this output indicator is to improve system effectiveness and/or capacity. Appropriate for grantees under any purpose area that uses JAG funds for system improvement. Report the amount of award expended to improve information systems for criminal justice systems during the reporting period. SOURCE: Agency records  | Total amount of award expended for improvements to information systems for criminal justice systems during the reporting period  | Planning evaluation and technology improvement  |
| 66 | Percent change in number of individuals arrested in a targeted group by crime type            | OC | DS/ SI | The purpose of this outcome indicator is to measure rates of individuals arrested in a targeted group by crime type. Appropriate for grantees in purpose areas that provide direct service to individuals with JAG funds. Report the number of individuals arrested for a targeted group by crime type. For the first reporting period, the "a" value reflects available data for the quarter prior to the start of grant-funded activities. For subsequent reporting periods, the "a" value will reflect the number of individuals arrested at the end of the prior reporting period. Population numbers will vary based on target | <p>The number of individuals (by related crime) arrested prior to the start of the period</p> <p>Total number of individuals arrested (by related crime) at the end of the reporting period</p> <p>Percent change (a-b)/a Auto-calculated by PMT</p> | <ul style="list-style-type: none"> <li>1. Prosecution and court programs</li> <li>2. Corrections and community corrections programs</li> </ul>    |

|  |  |  |  |   |  |  |
|--|--|--|--|---|--|--|
|  |  |  |  | population/sub-population of<br>the program/initiative<br>SOURCE: Program records |  |  |
|--|--|--|--|---|--|--|

**Byrne JAG Formula Timeline – July 10, 2009 – September 30, 2013**

**Key:**

- SFDA – San Francisco District Attorney’s Office
- APD- San Francisco Adult Probation Department
- OCJP- San Francisco Superior Court – Office of Collaborative Justice Programs
- MOCI – Mayor’s Office of Community Investment

| <b>Ramp Up Quarter (July 10 – September 30, 2009)</b>   |   |                               |
|---|---|-------------------------------|
| <b>Objectives</b>   | <b>Activities</b>   | <b>Department Responsible</b> |
| Hire grant-related staff  | Each department has unique hiring protocols. As appropriate, they will pull from existing waiting list to expedite the hiring process   | SFDA, APD, OCJP, and MOCI     |
| (MOCJ/DT) Review JUSTIS matrix and approve specific technology expansion projects   | MOCJ in partnership with DT will review the comprehensive set of build-out projects and determine appropriate grant related benchmarks.   | MOCJ and DT                   |
| (Adult Probation Department) Identify probationers who are appropriate for Byrne JAG Caseload   | APD will cross check existing probationer caseload with zone locations and transfer appropriate cases to grant-funded staff   | APD                           |
| (SFDA) Identify cases that will be transferred to new staff   | SFDA staff will survey existing cases and begin to transfer complex cases in zone neighborhoods to new staff  | SFDA                          |
| (OCJP) Confirm plan for Adult Drug Court, Transitional Housing program  | Confirm eligibility, referral and tracking protocols; confirm program partners and establish operating agreements.  | OCJP                          |
| (OCJP) Strengthen partnerships between Superior Court, San Francisco Unified School District Juvenile Probation and other youth community service providers | Meet quarterly to establish collaborations between the criminal justice partners and community service providers regarding service needs, improved public safety and sustainability | OCJP                          |
| (MOCI) Confirm which non-profits were selected through competitive RFP process to provide Street Outreach and Crisis Response services                      | Create Grant Agreement with non-profits. Ensure that Byrne JAG formula protocols are included in the agreement  | MOCI                          |
| <b>Quarter 1 (Grant Activities Start-Up) (October – December, 2009)</b>   |   |                               |
| <b>Objectives</b>   | <b>Activities</b>   | <b>Department Responsible</b> |

|   |  |                               |
|---|--|-------------------------------|
| (APD) All probationers on caseload will have completed the risk/needs assessment or been re-evaluated as needed.                                    | APD uses the Correctional Assessment and Intervention System (CAIS) risk/needs assessment  | APD                           |
| (SFDA) Attorneys will commence focused work on felony backlog cases.  | SFDA designated team will work on prioritizing the transferred cases and creating a project management protocol for working with the SFPD and other criminal justice partners so that the cases and victims get the time and attention they need | SFDA                          |
| (OCJP) Implement Drug Court Transitional Housing Program  | Conduct outreach with court and criminal justice partners to make them aware of the voucher opportunities  | OCJP                          |
| (OCJP) Juvenile Drug Court will receive a caseload of young people and commence intensive case management   | Byrne JAG expands case management capacity in Juvenile Drug Court and provides for intensive supervision of selected high-risk youth   | OCJP                          |
| (MOCJ/DT) Continue JUSTIS build-out work  | JUSTIS project specific activities   | MOCJ and DT                   |
| (MOCI) Work with funded street outreach and crisis response organizations to ensure understanding of grant funded activities and tracking protocols | MOCI will have an orientation with the newly funded organizations to discuss stimulus funds and required protocols.  | MOCI                          |
| Submit Q1 Report (Oct – Dec.2009)   | All agencies will submit fiscal and programmatic reports within 5 days of the close of the program quarter   | All                           |
| <b>Subsequent Quarters (January – September , 2013)</b>   |  |                               |
| <b>Objectives</b>   | <b>Activities</b>  | <b>Department Responsible</b> |
| (SFDA) Reduce backlog of felony cases in zone neighborhoods   | Identified cases will be handled by the same prosecutor from onset to case completion. This case consistency will create an efficiency that more quickly moves cases through the system and address the felony case backlog.                     | SFDA                          |
| (APD) Provide intensive supervision of probationers in zone neighborhoods or identified through zone strategy work.                                 | Dedicated probation officers with a reduced case load will work with high-risk offenders and provide intensive supervision to keep them aligned with probation orders and goals.   | APD                           |
| (OCJP) Provide housing treatment vouchers to eligible adults in Drug  | Reduce jail time by providing eligible adults with vouchers to   | OCJP                          |

|  |   |         |
|--|---|---------|
| Court.   | treatment based housing   |         |
| (OCJP) Provide case management assistance to youth referred through Juvenile Drug Court                          | Case managers will work intensively with high-risk youth to keep them aligned with probation orders and personal goals.         | OCJP    |
| (MOCI) Monitor and troubleshoot obstacles with funded street outreach and crisis response agencies.              | MOCI will work with funded agencies to provide high quality street outreach and crisis response services in zone neighborhoods. | MOCI    |
| (MOCJ/DT) Work on and complete grant funded JUSTIS projects  | MOCJ/DT will complete the projects identified during the start up of the project and provide quarterly reports on progress.     | MOCJ/DT |
| Submit Q2 Report (Jan – March, 2010)   | All agencies will submit fiscal and programmatic reports within 5 days of the close of the program quarter                      | All     |
| Submit Q3 Report (April – June, 2010)  | All agencies will submit fiscal and programmatic reports within 5 days of the close of the program quarter                      | All     |
| Submit Q4 Report (July – September, 2010)  | All agencies will submit fiscal and programmatic reports within 5 days of the close of the program quarter                      | All     |
| Submit Q 5 report (October – December, 2010)   | All agencies will submit fiscal and programmatic reports within 5 days of the close of the program quarter                      | All     |
| Submit Q6 Report (Jan – March, 2011)   | All agencies will submit fiscal and programmatic reports within 5 days of the close of the program quarter                      | All     |
| Submit Q7 Report (April – June, 2011)  | All agencies will submit fiscal and programmatic reports within 5 days of the close of the program quarter                      | All     |
| Submit Q8 Report (July – September, 2011)  | All agencies will submit fiscal and programmatic reports within 5 days of the close of the program quarter                      | All     |
| Continue with quarterly reporting schedule until grant funds are exhausted and grant is closed within DOJ system |   |         |



# Budget Detail Worksheet

**Purpose:** The Budget Detail Worksheet may be used as a guide to assist you in the preparation of the budget and budget narrative. You may submit the budget and budget narrative using this form or in the format of your choice (plain sheets, your own form, or a variation of this form). However, all required information (including the budget narrative) must be provided. Any category of expense not applicable to your budget may be deleted.

**A. Personnel** - List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

| Name/Position                                   | Computation                             | Cost                 |
|---|---|----------------------|
| SFDA - 3 FTE 8177 Assistant District Attorney's | 3 FTE's: \$279,100.66 X 3 for 18 MONTHS | \$837,302.00         |
| APD - 2 FTE 8444 Adult Probation Officers       | 2 FTE's: \$178,000 X 2 for 18 MONTHS    | \$356,000.00         |
| MOCI - 1 FTE 1823 Project Coordinator           | 1 FTE - \$138,840 X 1 for 18 MONTHS     | \$143,481.00         |
| Postition 4                                     |   |                      |
| Postition 5                                     |   |                      |
| Postition 6                                     |   |                      |
| <b>SUB-TOTAL</b>                                |   | <b>\$1,336,783.0</b> |

**B. Fringe Benefits** - Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation, and Unemployment Compensation.

| Name/Position                                | Computation                    | Cost                 |
|--|--------------------------------|----------------------|
| SFDA - 8177 Positions                        | Fringe @ .19 = \$837,302 x .19 | \$159,087.00         |
| APD - 8444 Positions                         | Fringe @ .30 = \$138,840 X .3  | \$138,840.00         |
| MOCI - 1823 Position                         | Fringe @ .30 = \$138,840 X .3  | \$43,045.00          |
| Fringe benefit 4                             |                                |                      |
| Fringe benefit 5                             |                                |                      |
| <b>SUB-TOTAL</b>                             |                                | <b>\$340,972.00</b>  |
| <b>Total Personnel &amp; Fringe Benefits</b> |                                | <b>\$1,677,755.0</b> |

**C. Travel** - Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Show the basis of computation (e.g., six people to 3-day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and the unit costs involved. Identify the location of travel, if known. Indicate source of Travel Policies applied, Applicant or Federal Travel Regulations.

| Purpose of Travel                   | Location | Item | Computation | Cost |
|-------------------------------------|----------|------|-------------|------|
| Travel entry 1, two lines per entry |          |      |             |      |
| Travel entry 2                      |          |      |             |      |
| Travel entry 3                      |          |      |             |      |
| Travel entry 4                      |          |      |             |      |
| Travel entry 5                      |          |      |             |      |
| Travel entry 6                      |          |      |             |      |
| Travel entry 7                      |          |      |             |      |

**TOTAL** \$0.00

**D. Equipment** - List non-expendable items that are to be purchased. Non-expendable equipment is tangible property having a useful life of more than two years and an acquisition cost of \$5,000 or more per unit. (Note: Organization's own capitalization policy may be used for items costing less than \$5,000). Expendable items should be included either in the "supplies" category or in the "Other" category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the "Contractual" category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.

| Item                                  | Computation | Cost |
|---------------------------------------|-------------|------|
| Equipment entry 1, one line per entry |             |      |
| equipment entry 2                     |             |      |
| equipment entry 3                     |             |      |
| equipment entry 4                     |             |      |
| equipment entry 5                     |             |      |

**TOTAL** \$0.00

**E. Supplies** - List items by type (office supplies, postage, training materials, copying paper, and expendable equipment items costing less than \$5,000, such as books, hand held tape recorders) and show the basis for computation. (Note: Organization's own capitalization policy may be used for items costing less than \$5,000). Generally, supplies include any materials that are expendable or consumed during the course of the project.

| Supply Items                      | Computation | Cost                |
|-----------------------------------|-------------|---------------------|
| Supply item 1, one line per entry |             |                     |
| supply item 2                     |             |                     |
| supply item 3                     |             |                     |
| supply item 4                     |             |                     |
| supply item 5                     |             |                     |
| supply item 6                     |             |                     |
| supply item 7                     |             |                     |
| supply item 8                     |             |                     |
| supply item 9                     |             |                     |
|                                   |             | <b>TOTAL</b> \$0.00 |

**F. Construction** - As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable. Check with the program office before budgeting funds in this category.

| Purpose  | Description of Work | Cost                |
|--|---------------------|---------------------|
| four lines per entry, use boxes below or an additional page for more space if required |                     |                     |
|  |                     |                     |
|  |                     |                     |
|  |                     |                     |
|  |                     | <b>TOTAL</b> \$0.00 |

**G. Consultants/Contracts** - Indicate whether applicant's formal, written Procurement Policy or the Federal Acquisition Regulations are followed.

**Consultant Fees:** For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of \$450 per day require additional justification and prior approval from OJP.

| Name of Consultant                | Service Provided       | Computation | Cost   |
|-----------------------------------|------------------------|-------------|--------|
|                                   | maximum of three lines |             |        |
| Supply item 1, one line per entry |                        |             |        |
| Supply item 1, one line per entry |                        |             |        |
| Supply item 1, one line per entry |                        |             |        |
| <i>Subtotal</i>                   |                        |             | \$0.00 |

**Consultant Expenses:** List all expenses to be paid from the grant to the individual consultants in addition to their fees (i.e., travel, meals, lodging, etc.)

| Item                                     | Location               | Computation | Cost   |
|--|------------------------|-------------|--------|
| Consultant expense entry 1, one line per | maximum of three lines |             |        |
|  |                        |             |        |
|  |                        |             |        |
|  | maximum of three lines |             |        |
| Consultant expense entry 1, one line per | maximum of three lines |             |        |
| <i>Subtotal</i>                          |                        |             | \$0.00 |

**Contracts:** Provide a description of the product or service to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100,000.

| Item   | Cost         |              |
|--|--------------|--------------|
| The Mayor's Office of Community Investment will sub-contract with up to two non-profit organizations providing grant-related street outreach and crisis response services to high risk individuals and high-crime communities. These services improve coordination between non-profit and city criminal justice partners and help to reduce crime and violence by connected high-risk individuals with essential services. | \$150,000.00 |              |
| maximum of four lines  |              |              |
| <i>Subtotal</i>  |              | \$150,000.00 |
| <b>TOTAL</b>   |              | \$150,000.00 |

**H. Other Costs** - List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, or provide a monthly rental cost and how many months to rent.

| Description   | Computation | Cost           |
|---|-------------|----------------|
| San Francisco Superior Court - Adult Drug Court Treatment Housing Vouchers and Juvenile Drug Court Case Management capacity expansion |             | \$415,000.00   |
| Mayor's Office of Criminal Justice/Department of Technology - JUSTIS Technology IT build-out  |             | \$650,000.00   |
|   |             |                |
|   |             |                |
|   |             |                |
|   |             |                |
| <b>TOTAL</b>  |             | \$1,065,000.00 |

**I. Indirect Costs** - Indirect costs are allowed only if the applicant has a Federally approved indirect cost rate. A copy of the rate approval, (a fully executed, negotiated agreement), must be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant Federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant's accounting system permits, costs may be allocated in the direct costs categories.

| Description                                      | Computation   | Cost         |
|--|---|--------------|
| Grant Related Fiscal and Administrative expenses | 3.7 % of total direct project expenses - \$ 2,892,755 | \$107,559.00 |
| Grant Related Fiscal and Administrative expenses | 3.7 % of total direct project expenses - \$ 2,892,755 |              |
|  |   |              |
|  |   |              |
|  |   |              |
|  |   |              |
| <b>TOTAL</b>                                     |   | \$107,559.00 |

**Budget Summary-** When you have completed the budget worksheet, transfer the totals for each category to the spaces below. Compute the total direct costs and the total project costs. Indicate the amount of Federal requested and the amount of non-Federal funds that will support the project.

| Budget Category            | Amount                       |
|----------------------------|------------------------------|
| A. Personnel               | <u>\$1,336,783.00</u>        |
| B. Fringe Benefits         | <u>\$340,972.00</u>          |
| C. Travel                  | <u>\$0.00</u>                |
| D. Equipment               | <u>\$0.00</u>                |
| E. Supplies                | <u>\$0.00</u>                |
| F. Construction            | <u>\$0.00</u>                |
| G. Consultants/Contracts   | <u>\$150,000.00</u>          |
| H. Other                   | <u>\$1,065,000.00</u>        |
| <b>Total Direct Costs</b>  | <u><b>\$2,892,755.00</b></u> |
| I. Indirect Costs          | <u>\$107,559.00</u>          |
| <b>TOTAL PROJECT COSTS</b> | <u><b>\$3,000,314.00</b></u> |

Federal Request \$3,000,314.00

Non-Federal Amount \_\_\_\_\_

Review Narrative (Attachment 3)

The City and County of San Francisco, Byrne JAG Formula application was made available for review and comment by the San Francisco Board of Supervisors, Budget and Finance Subcommittee on May 15, 2009.

The City and County of San Francisco, Byrne JAG Formula proposal was posted on the City's recovery website ([recoverysf.org](http://recoverysf.org)) allowing for public review and comment. This opportunity transpired within 30 days of the proposal's submission.

Abstract (Attachment 4)

Applicant: Mayor's Office of Community Investment  
Title of the Project: Byrne JAG Formula Stimulus- Local Solicitation

San Francisco worked collaboratively across all public safety departments to prioritize criminal justice system needs and to determine how to most strategically invest Byrne JAG Formula Stimulus funds. Driven by San Francisco Police Department data, which shows that a limited number of violent offenders are responsible for most of the gun violence and that violence is extremely concentrated in San Francisco, the SFPD crafted a "Zone Strategy," that thoughtfully deploys officers in 5 target zones to address narcotics and violence crimes. The strategy has been very successful. This success has had collateral impacts on other criminal justice partners who are managing the increase of an influx of people to the system.

To address the collateral impacts, Byrne JAG funds will be used as follows:

- 1) The San Francisco District Attorney's Office will designate prosecutors to provide vertical prosecution to complex cases created through zone enforcement
- 2) The San Francisco Adult Probation Department will designate Probation Officers to provide intensive supervision to a reduced case load of probationers in zone neighborhoods
- 3) The San Francisco Superior Court – Office of Court Justice Programs will implement a transitional housing voucher program for adults referred through Drug Court and will expand case management capacity to high-risk youth referred through Juvenile Drug Court
- 4) The Department of Technology will continue IT build out of the soon-to-be-launched, shared criminal justice, case management system JUSTIS
- 5) The Mayor's Office of Community Investment will fund two non-profit organizations identified through a competitive bid process to provide street outreach and crisis response services.

We believe that the priorities outlined will have the dual benefits of stimulating the local economy through new hires and will positively impact the criminal justice system.

Expected outcomes include:

- o More efficient processing of complex felony cases
- o Higher rates of compliance with probation orders amongst grant-funded probationers
- o Reduced jail costs as a result of individuals referred to transitional treatment housing program
- o Reduced recidivism amongst juvenile offenders receiving intensive case management
- o Completion of core JUSTIS IT infrastructure expansion activities
- o Reduced crime and violence in neighborhoods where concentrated street outreach and crisis intervention is provided

The Mayor's Office of Community Investment will oversee project coordination and timely submission of fiscal and programmatic reports.



U.S. DEPARTMENT OF JUSTICE  
OFFICE OF JUSTICE PROGRAMS

Recovery Act – Justice Assistance Grant (JAG) Program

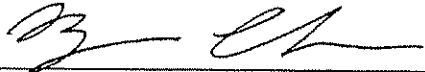
Certification as to Recovery Act Reporting Requirements

On behalf of the applicant entity named below, I certify the following to the Office of Justice Programs, U.S. Department of Justice:

I have personally read and reviewed the section entitled "Accountability and Transparency under the Recovery Act" in the program announcement for the Recovery Act grant program identified above. I have also read and reviewed section 1512(c) of the American Recovery and Reinvestment Act of 2009 (Public Law 111-5), concerning reporting requirements for grants. I agree that the applicant will comply with the reporting requirements set forth therein with respect to any grant the applicant may receive under the Recovery Act grant program identified above.

I acknowledge that a false statement in this certification may be subject to criminal prosecution, including under 18 U.S.C. § 1001. I also acknowledge that Office of Justice Program grants, including certifications provided in connection with such grants, are subject to review by the Office of Justice Programs, and/or by the Department of Justice's Office of the Inspector General.

I have authority to make this certification on behalf of the applicant entity (that is, the entity applying directly to the Office of Justice Programs).



Signature of Certifying Official

Brian Chen

Printed Name of Certifying Official

Deputy Director, MUCI

Title of Certifying Official

Mayor's Office of Community Investment

Full Name of Applicant Entity

5/18/09

Date

U.S. DEPARTMENT OF JUSTICE  
OFFICE OF JUSTICE PROGRAMS

Recovery Act – Justice Assistance Grant (JAG) Program

General Certification as to Requirements for Receipt of Funds  
for Infrastructure Investments

On behalf of the applicant State or unit of local government (including tribal government) named below, I certify the following to the Office of Justice Programs ("OJP"), U.S. Department of Justice:

I have personally read and reviewed the section entitled "Eligibility" in the program announcement for the Recovery Act grant program named above. I also have personally read and reviewed section 1511 of the American Recovery and Reinvestment Act of 2009 (the "Recovery Act"), which requires a specific certification prior to receipt of Recovery Act funds for infrastructure investments.

*Initial the statement that applies:*

The applicant identified below **does not intend to use** any portion of any funds received under this Recovery Act grant program for any infrastructure investment. Should this intention change, the applicant will promptly notify OJP, and (except to the extent, if any, that OJP has given prior written approval to expend funds to conduct the review and vetting required by law) will not draw down, obligate, or expend any funds received under this Recovery Act program for any infrastructure investment project until section 1511 of the Recovery Act has been satisfied, and an adequate project-specific certification has been executed, posted, and submitted to OJP.

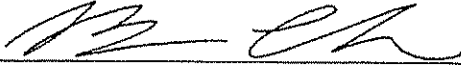
The applicant identified below **does intend to use** some or all of any funds received under this Recovery Act grant program for one or more infrastructure investment projects. Except to the extent, if any, that OJP has given prior written approval to expend funds to conduct the review and vetting required by law, I agree that the applicant entity will execute, post, and submit to OJP, prior to obligating, expending, or drawing down funds for such project, a project-specific certification that satisfies all of the requirements of section 1511 (including execution by the Governor, mayor, or other chief executive, as appropriate) for each such infrastructure investment project.

U.S. DEPARTMENT OF JUSTICE  
OFFICE OF JUSTICE PROGRAMS

General Certification as to Requirements for Receipt of Funds  
for Infrastructure Investments \_\_\_\_\_

I acknowledge that a false statement in this certification may be subject to criminal prosecution, including under 18 U.S.C. § 1001. I also acknowledge that Office of Justice Program grants, including certifications provided in connection with such grants, are subject to review by the Office of Justice Programs and/or by the Department of Justice's Office of the Inspector General.

I have authority to make this certification on behalf of the applicant (that is, the governmental entity applying directly to the Office of Justice Programs).



\_\_\_\_\_  
Signature of Certifying Official

Brian Chen

\_\_\_\_\_  
Printed Name of Certifying Official

Deputy Director, MOC/

\_\_\_\_\_  
Title of Certifying Official

Mayor's Office of Community Investment

\_\_\_\_\_  
Full Name of Applicant Government Entity

5/18/05

\_\_\_\_\_  
Date



Department of Justice  
Office of Justice Programs

Bureau of Justice Assistance

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Office of Justice Programs

Washington, D.C. 20531

July 8, 2009

Mr. Brian Cheu  
City and County of San Francisco  
1 Dr. Carlton B. Goodlett Place  
San Francisco, CA 94102

Dear Mr. Cheu:

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 09 Recovery Act Edward Byrne Memorial Justice Assistance Grant Program Local Solicitation in the amount of \$3,000,314 for City and County of San Francisco.

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, Kerri Vitalo-Logan, Program Manager at (202) 353-9074; 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](mailto:ask.ocfo@usdoj.gov).

Congratulations, and we look forward to working with you.

Sincerely,

A handwritten signature in black ink, appearing to read "James H. Burch II".

James H. Burch II  
Acting Director

Enclosures



Department of Justice  
Office of Justice Programs  
**Bureau of Justice Assistance**

**Grant**

PAGE 1 OF 9

|  |  |  |              |
|--|--|--|--------------|
| 1. RECIPIENT NAME AND ADDRESS (Including Zip Code)<br>City and County of San Francisco<br>1 Dr. Carlton B. Goodlett Place<br>San Francisco, CA 94102 |  | 4. AWARD NUMBER: 2009-SB-B9-0817   |              |
|  |  | 5. PROJECT PERIOD: FROM 03/01/2009 TO 02/28/2013<br>BUDGET PERIOD: FROM 03/01/2009 TO 02/28/2013 |              |
|  |  | 6. AWARD DATE 07/08/2009   | 7. ACTION    |
| 1A. GRANTEE IRS-VENDOR NO.<br>946000479  |  | 8. SUPPLEMENT NUMBER<br>00   | Initial      |
|  |  | 9. PREVIOUS AWARD AMOUNT   | \$ 0         |
| 3. PROJECT TITLE<br>FY 2009 Justice Assistance Grant Program   |  | 10. AMOUNT OF THIS AWARD   | \$ 3,000,314 |
|  |  | 11. TOTAL AWARD  | \$ 3,000,314 |

12. SPECIAL CONDITIONS  
THE ABOVE GRANT PROJECT IS APPROVED SUBJECT TO SUCH CONDITIONS OR LIMITATIONS AS ARE SET FORTH ON THE ATTACHED PAGE(S).

13. STATUTORY AUTHORITY FOR GRANT  
This project is supported under FY09 Recovery Act (BJA-Byrne JAG) Pub. L. No. 111-5, 42 USC 3750-3758

15. METHOD OF PAYMENT  
PAPRS

| AGENCY APPROVAL  | GRANTEE ACCEPTANCE   |
|--|--|
| 16. TYPED NAME AND TITLE OF APPROVING OFFICIAL<br><br>James H. Burch II<br>Acting Director | 18. TYPED NAME AND TITLE OF AUTHORIZED GRANTEE OFFICIAL<br><br>Brian Cheu<br>Deputy Director |

|   |  |                     |
|---|--|---------------------|
| 17. SIGNATURE OF APPROVING OFFICIAL<br> | 19. SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL<br> | 19A. DATE<br>8/4/09 |
|---|--|---------------------|

| AGENCY USE ONLY                     |           |           |           |           |      |      |         |
|-------------------------------------|-----------|-----------|-----------|-----------|------|------|---------|
| 20. ACCOUNTING CLASSIFICATION CODES |           |           |           |           |      |      |         |
| FISCAL YEAR                         | FUND CODE | BUD. ACT. | DIV. OFC. | DIV. REG. | SUB. | POMS | AMOUNT  |
| 9                                   | B         | SB        | 80        | 00        | 00   |      | 3000314 |
| 21. ISBUGT1408                      |           |           |           |           |      |      |         |

OJP FORM 4000/2 (REV. 5-87) PREVIOUS EDITIONS ARE OBSOLETE.

OJP FORM 4000/2 (REV. 4-88)



Department of Justice  
Office of Justice Programs  
Bureau of Justice Assistance

AWARD CONTINUATION  
SHEET  
Grant

PAGE 2 OF 9

PROJECT NUMBER 2009-SB-B9-DK17

AWARD DATE 07.08.2009

*SPECIAL CONDITIONS*

1. The recipient agrees to comply with the financial and administrative requirements set forth in the current edition of the Office of Justice Programs (OJP) Financial Guide.
2. The recipient acknowledges that failure to submit an acceptable Equal Employment Opportunity Plan (if recipient is required to submit one pursuant to 28 C.F.R. Section 42.302), that is approved by the Office for Civil Rights, is a violation of its Certified Assurances and may result in suspension or termination of funding, until such time as the recipient is in compliance.
3. The recipient agrees to comply with the organizational audit requirements of OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations, and further understands and agrees that funds may be withheld, or other related requirements may be imposed, if outstanding audit issues (if any) from OMB Circular A-133 audits (and any other audits of OJP grant funds) are not satisfactorily and promptly addressed, as further described in the current edition of the OJP Financial Guide, Chapter 19.
4. Recipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government, without the express prior written approval of OJP.
5. The recipient must promptly refer to the DOJ OIG any credible evidence that a principal, employee, agent, contractor, subgrantee, subcontractor, or other person has either 1) submitted a false claim for grant funds under the False Claims Act; or 2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving grant funds. This condition also applies to any subrecipients. Potential fraud, waste, abuse, or misconduct should be reported to the OIG by -

mail:

Office of the Inspector General  
U.S. Department of Justice  
Investigations Division  
950 Pennsylvania Avenue, N.W.  
Room 4706  
Washington, DC 20530

e-mail: [oig.hotline@usdoj.gov](mailto:oig.hotline@usdoj.gov)

hotline: (contact information in English and Spanish): (800) 869-4499

or hotline fax: (202) 616-9881

Additional information is available from the DOJ OIG website at [www.usdoj.gov/oig](http://www.usdoj.gov/oig).

6. **RECOVERY ACT - Conflict with Other Standard Terms and Conditions**  
The recipient understands and agrees that all other terms and conditions contained in this award, or in applicable OJP grant policy statements or guidance, apply unless they conflict or are superseded by the terms and conditions included here that specifically implement the American Recovery and Reinvestment Act of 2009, Public Law 111-5 ("ARRA" or "Recovery Act") requirements. Recipients are responsible for contacting their grant managers for any needed clarifications.

B2



PROJECT NUMBER 2009-SB-B9-0817

AWARD DATE 07-08-2009

*SPECIAL CONDITIONS*

7. The grantee agrees to assist BJA in complying with the National Environmental Policy Act (NEPA), the National Historic Preservation Act, and other related federal environmental impact analyses requirements in the use of these grant funds, either directly by the grantee or by a subgrantee. Accordingly, the grantee agrees to first determine if any of the following activities will be funded by the grant, prior to obligating funds for any of these purposes. If it is determined that any of the following activities will be funded by the grant, the grantee agrees to contact BJA.

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

- a. New construction;
- b. Minor renovation or remodeling of a property located in an environmentally or historically sensitive area, including properties located within a 100-year flood plain, a wetland, or habitat for endangered species, or a property listed on or eligible for listing on the National Register of Historic Places;
- c. A renovation, lease, or any proposed use of a building or facility that will either (a) result in a change in its basic prior use or (b) significantly change its size;
- d. Implementation of a new program involving the use of chemicals other than chemicals that are (a) purchased as an incidental component of a funded activity and (b) traditionally used, for example, in office, household, recreational, or education environments; and
- e. Implementation of a program relating to clandestine methamphetamine laboratory operations, including the identification, seizure, or closure of clandestine methamphetamine laboratories.

The grantee understands and agrees that complying with NEPA may require the preparation of an Environmental Assessment and/or an Environmental Impact Statement, as directed by BJA. The grantee further understands and agrees to the requirements for implementation of a Mitigation Plan, as detailed at [website], for programs relating to methamphetamine laboratory operations.

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

8. To avoid duplicating existing networks or IT systems in any initiatives funded by BJA for law enforcement information sharing systems which involve interstate connectivity between jurisdiction, such systems shall employ, to the extent possible, existing networks as the communication backbone to achieve interstate connectivity, unless the grantee can demonstrate to the satisfaction of BJA that this requirement would not be cost effective or would impair the functionality of an existing or proposed IT system.
9. The grantee agrees to comply with all reporting, data collection and evaluation requirements, as prescribed by law and detailed by the BJA in program guidance for the Justice Assistance Grant (JAG) Program. Compliance with these requirements will be monitored by BJA.
10. The recipient agrees that any information technology system funded or supported by OJP funds will comply with 28 C.F.R. Part 23, Criminal Intelligence Systems Operating Policies, if OJP determines this regulation to be applicable. Should OJP determine 28 C.F.R. Part 23 to be applicable, OJP may, at its discretion, perform audits of the system, as per the regulation. Should any violation of 28 C.F.R. Part 23 occur, the recipient may be fined as per 42 U.S.C. 3789g(c)-(d). Recipient may not satisfy such a fine with federal funds.

BC



PROJECT NUMBER 2009-SB-B9-0817

AWARD DATE 07.08.2009

*SPECIAL CONDITIONS*

11. The grantee agrees to comply with the applicable requirements of 28 C.F.R. Part 38, the Department of Justice regulation governing "Equal Treatment for Faith Based Organizations" (the "Equal Treatment Regulation"). The Equal Treatment Regulation provides in part that Department of Justice grant awards of direct funding may not be used to fund any inherently religious activities, such as worship, religious instruction, or proselytization. Recipients of direct grants may still engage in inherently religious activities, but such activities must be separate in time or place from the Department of Justice funded program, and participation in such activities by individuals receiving services from the grantee or a sub-grantee must be voluntary. The Equal Treatment Regulation also makes clear that organizations participating in programs directly funded by the Department of Justice are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion. Notwithstanding any other special condition of this award, faith-based organizations may, in some circumstances, consider religion as a basis for employment. See [http://www.ojp.gov/about/ocr/equal\\_fbo.htm](http://www.ojp.gov/about/ocr/equal_fbo.htm).
12. The recipient agrees to ensure that the State Information Technology Point of Contact receives written notification regarding any information technology project funded by this grant during the obligation and expenditure period. This is to facilitate communication among local and state governmental entities regarding various information technology projects being conducted with these grant funds. In addition, the recipient agrees to maintain an administrative file documenting the meeting of this requirement. For a list of State Information Technology Points of Contact, go to <http://www.it.ojp.gov/default.aspx?area=policyAndPractice&page=1046>.
13. The recipient agrees that funds received under this award will not be used to supplant State or local funds, but will be used to increase the amounts of such funds that would, in the absence of Federal funds, be made available for law enforcement activities.
14. **RECOVERY ACT - JAG - Trust Fund**  
The recipient is required to establish a trust fund account. (The trust fund may or may not be an interest-bearing account.) The fund, including any interest, may not be used to pay debts or expenses incurred by other activities beyond the scope of either the Edward Byrne Memorial Justice Assistance Grant Program (JAG) or Recovery JAG Program. The recipient also agrees to obligate and expend the grant funds in the trust fund (including any interest earned) during the period of the grant. Grant funds (including any interest earned) not expended by the end of the grant period must be returned to the Bureau of Justice Assistance no later than 90 days after the end of the grant period, along with the final submission of the Financial Status Report (SF-269).
15. **RECOVERY ACT - Access to Records; Interviews**  
The recipient understands and agrees that DOJ (including OJP and the Office of the Inspector General (OIG)), and its representatives, and the Government Accountability Office (GAO), shall have access to and the right to examine all records (including, but not limited to, books, papers, and documents) related to this Recovery Act award, including such records of any subrecipient, contractor, or subcontractor.  
  
The recipient also understands and agrees that DOJ and the GAO are authorized to interview any officer or employee of the recipient (or of any subrecipient, contractor, or subcontractor) regarding transactions related to this Recovery Act award.
16. **RECOVERY ACT - One-time funding**  
The recipient understands and agrees that awards under the Recovery Act will be one-time awards and accordingly that its proposed project activities and deliverables are to be accomplished without additional DOJ funding.

BL





PROJECT NUMBER 2009-SB-B9-0817

AWARD DATE 07.08.2009

*SPECIAL CONDITIONS*

17. **RECOVERY ACT - Separate Tracking and Reporting of Recovery Act Funds and Outcomes**  
The recipient agrees to track, account for, and report on all funds from this Recovery Act award (including specific outcomes and benefits attributable to Recovery Act funds) separately from all other funds, including DOJ award funds from non-Recovery Act awards awarded for the same or similar purposes or programs. (Recovery Act funds may be used in conjunction with other funding as necessary to complete projects, but tracking and reporting of Recovery Act funds must be separate.)  
  
Accordingly, the accounting systems of the recipient and all subrecipients must ensure that funds from this Recovery Act award are not commingled with funds from any other source.  
  
The recipient further agrees that all personnel (including subrecipient personnel) whose activities are to be charged to the award will maintain timesheets to document hours worked for activities related to this award and non-award-related activities.
18. **RECOVERY ACT - Subawards - Monitoring**  
The recipient agrees to monitor subawards under this Recovery Act award in accordance with all applicable statutes, regulations, OMB circulars, and guidelines, including the OJP Financial Guide, and to include the applicable conditions of this award in any subaward. The recipient is responsible for oversight of subrecipient spending and monitoring of specific outcomes and benefits attributable to use of Recovery Act funds by subrecipients. The recipient agrees to submit, upon request, documentation of its policies and procedures for monitoring of subawards under this award.
19. **RECOVERY ACT - Subawards - DUNS and CCR for Reporting**  
The recipient agrees to work with its first-tier subrecipients (if any) to ensure that, no later than the due date of the recipient's first quarterly report after a subaward is made, the subrecipient has a valid DUNS profile and has an active registration with the Central Contractor Registration (CCR) database.
20. **RECOVERY ACT - Quarterly Financial Reports**  
The recipient agrees to submit quarterly financial status reports to OJP. At present, these reports are to be submitted on-line (at <https://grants.ojp.usdoj.gov>) using Standard Form SF 269A, not later than 45 days after the end of each calendar quarter. The recipient understands that after October 15, 2009, OJP will discontinue its use of the SF 269A, and will require award recipients to submit quarterly financial status reports within 30 days after the end of each calendar quarter, using the government-wide Standard Form 425 Federal Financial Report form (available for viewing at [www.whitehouse.gov/omb/grants/standard\\_forms/ffr.pdf](http://www.whitehouse.gov/omb/grants/standard_forms/ffr.pdf)). Beginning with the report for the fourth calendar quarter of 2009 (and continuing thereafter), the recipient agrees that it will submit quarterly financial status reports to OJP on-line (at <https://grants.ojp.usdoj.gov>) using the SF 425 Federal Financial Report form, not later than 30 days after the end of each calendar quarter. The final report shall be submitted not later than 90 days following the end of the grant period.

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21. RECOVERY ACT Recovery Act Transactions Listed in Schedule of Expenditures of Federal Awards and Recipient Responsibilities for Informing Subrecipients

(a) The recipient agrees to maintain records that identify adequately the source and application of Recovery Act funds, to maximize the transparency and accountability of funds authorized under the Recovery Act as required by the Act and in accordance with 2 CFR 215.21, "Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-profit Organizations" and OMB A-102 Common Rules provisions (relating to Grants and Cooperative Agreements with State and Local Governments).

(b) The recipient agrees to separately identify the expenditures for Federal awards under the Recovery Act on the Schedule of Expenditures of Federal Awards (SEFA) and the Data Collection Form (SF-SAC) required by OMB Circular A-133. This condition only applies if the recipient is covered by the Single Audit Act Amendments of 1996 and OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations." This shall be accomplished by identifying expenditures for Federal awards made under the Recovery Act separately on the SEFA, and as separate rows under Item 9 of Part III on the SF-SAC by CFDA number, and inclusion of the prefix "ARRA-" in identifying the name of the Federal program on the SEFA and as the first characters in Item 9d of Part III on the SF-SAC.

(c) The recipient agrees to separately identify to each subrecipient the Federal award number, CFDA number, and amount of Recovery Act funds, and to document this identification both at the time of subaward and at the time of disbursement of funds. When a recipient awards Recovery Act funds for an existing program, the information furnished to subrecipients shall distinguish the subawards of incremental Recovery Act funds from regular subawards under the existing program.

(d) The recipient agrees to require its subrecipients to specifically identify Recovery Act funding on their SEFA information, similar to the requirements for the recipient SEFA described above. This information is needed to allow the recipient to properly monitor subrecipient expenditure of Recovery Act funds as well as facilitate oversight by the Federal awarding agencies, the DOJ OIG, and the GAO.

22. RECOVERY ACT - Reporting and Registration Requirements under Section 1512 of the Recovery Act.

(a) This award requires the recipient to complete projects or activities which are funded under the Recovery Act and to report on use of Recovery Act funds provided through this award. Information from these reports will be made available to the public.

(b) The reports are due no later than ten calendar days after each calendar quarter in which the recipient receives the assistance award funded in whole or in part by the Recovery Act.

(c) Recipients and their first-tier recipients must maintain current registrations in the Central Contractor Registration ([www.ccr.gov](http://www.ccr.gov)) at all times during which they have active federal awards funded with Recovery Act funds. A Dun and Bradstreet Data Universal Numbering System (DUNS) Number ([www.dnb.com](http://www.dnb.com)) is one of the requirements for registration in the Central Contractor Registration.

(d) The recipient shall report the information described in section 1512(c) of the Recovery Act using the reporting instructions and data elements that will be provided online at [www.FederalReporting.gov](http://www.FederalReporting.gov) and ensure that any information that is pre-filled is corrected or updated as needed.



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23. RECOVERY ACT - Provisions of Section 1512(c)

The recipient understands that section 1512(c) of the Recovery Act provides as follows:

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

- (1) the total amount of recovery funds received from that agency;
- (2) the amount of recovery funds received that were expended or obligated to projects or activities; and
- (3) a detailed list of all projects or activities for which recovery funds were expended or obligated, including--
  - (A) the name of the project or activity;
  - (B) a description of the project or activity;
  - (C) an evaluation of the completion status of the project or activity;
  - (D) an estimate of the number of jobs created and the number of jobs retained by the project or activity; and
  - (E) for infrastructure investments made by state and local governments, the purpose, total cost, and rationale of the agency for funding the infrastructure investment with funds made available under this Act, and name of the person to contact at the agency if there are concerns with the infrastructure investment.
- (4) Detailed information on any subcontracts or subgrants awarded by the recipient to include the data elements required to comply with the Federal Funding Accountability and Transparency Act of 2006 (Public Law 109-282), allowing aggregate reporting on awards below \$25,000 or to individuals, as prescribed by the Director of the Office of Management and Budget.

24. RECOVERY ACT - Protecting State and Local Government and Contractor Whistleblowers (Recovery Act, section 1553)

The recipient recognizes that the Recovery Act provides certain protections against reprisals for employees of non-Federal employers who disclose information reasonably believed to be evidence of gross management, gross waste, substantial and specific danger to public health or safety, abuse of authority, or violations of law related to contracts or grants using Recovery Act funds. For additional information, refer to section 1553 of the Recovery Act. The text of Recovery Act is available at [www.ojp.usdoj.gov/recovery](http://www.ojp.usdoj.gov/recovery).

25. RECOVERY ACT -- Limit on Funds (Recovery Act, section 1604)

The recipient agrees that none of the funds under this award may be used by any State or local government, or any private entity, for construction costs or any other support of any casino or other gambling establishment, aquarium, zoo, golf course, or swimming pool.

26. RECOVERY ACT -- Infrastructure Investment (Recovery Act, sections 1511 and 1602)

The recipient agrees that it may not use any funds made available under this Recovery Act award for infrastructure investment absent submission of a satisfactory certification under section 1511 of the Recovery Act. Should the recipient decide to use funds for infrastructure investment subsequent to award, the recipient must submit appropriate certifications under section 1511 of the Recovery Act and receive prior approval from OJP. In seeking such approval, the recipient shall give preference to activities that can be started and completed expeditiously, and shall use award funds in a manner that maximizes job creation and economic benefits. The text of the Recovery Act (including sections 1511 and 1602) is available at [www.ojp.usdoj.gov/recovery](http://www.ojp.usdoj.gov/recovery).

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27. RECOVERY ACT - Buy American Notification (Recovery Act, section 1605)

The recipient understands that this award is subject to the provisions of section 1605 of the Recovery Act ("Buy American"). No award funds may be used for iron, steel, or manufactured goods for a project for the construction, alteration, maintenance, or repair of a public building or public work, unless the recipient provides advance written notification to the OJP program office, and a Grant Adjustment Notice is issued that modifies this special condition to add government-wide standard conditions (anticipated to be published in subpart B of 2 C.F.R. part 176) that further implement the specific requirements or exceptions of section 1605.

Section 1605 of the Recovery Act prohibits use of any Recovery Act funds for a project for the construction, alteration, maintenance, or repair of a public building or public work unless all of the iron, steel, and manufactured goods used in the project are produced in the United States, subject to certain exceptions, including United States obligations under international agreements.

For purposes of this special condition, the following definitions apply:

"Public building" and "public work" means a public building of, and a public work of, a governmental entity (the United States; the District of Columbia; commonwealths, territories, and minor outlying islands of the United States; State and local governments; and multi-State, regional, or interstate entities which have governmental functions). These buildings and works may include, without limitation, bridges, dams, plants, highways, parkways, streets, subways, tunnels, sewers, mains, power lines, pumping stations, heavy generators, railways, airports, terminals, docks, piers, wharves, ways, lighthouses, buoys, jetties, breakwaters, levees, and canals, and the construction, alteration, maintenance, or repair of such buildings and works.

"Manufactured good" means a good brought to the construction site for incorporation into the building or work that has been--

- (1) Processed into a specific form and shape; or
- (2) Combined with other raw material to create a material that has different properties than the properties of the individual raw materials.

"Steel" means an alloy that includes at least 50 percent iron, between .02 and 2 percent carbon, and may include other elements.

For purposes of OJP grants, projects involving construction, alteration, maintenance, or repair of jails, detention facilities, prisons, public crime victims' shelters, police facilities, or other similar projects will likely trigger this provision.

NOTE: The recipient is encouraged to contact the OJP program manager - in advance - with any questions concerning this condition, including its applicability to particular circumstances.

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28. **RECOVERY ACT - Wage Rate Requirements under Section 1606 of the Recovery Act**  
(a) Section 1606 of the Recovery Act requires that all laborers and mechanics employed by contractors and subcontractors on projects funded directly by or assisted in whole or in part by and through the Federal Government pursuant to the Recovery Act shall be paid wages at rates not less than those prevailing on projects of a character similar in the locality as determined by the Secretary of Labor in accordance with subchapter IV of chapter 31 of title 40, United States Code.
- Pursuant to Reorganization Plan No. 14 and the Copeland Act, 40 U.S.C. 3145, the Department of Labor has issued regulations at 29 CFR Parts 1, 3, and 5 to implement the Davis-Bacon and related Acts. Regulations in 29 CFR 5.5 instruct agencies concerning application of the standard Davis-Bacon contract clauses set forth in that section. The standard Davis-Bacon contract clauses found in 29 CFR 5.5(a) are to be incorporated in any covered contracts made under this award that are in excess of \$2,000 for construction, alteration or repair (including painting and decorating).
- (b) For additional guidance on the wage rate requirements of section 1606, contact your awarding agency. Recipients of grants, cooperative agreements and loans should direct their initial inquiries concerning the application of Davis-Bacon requirements to a particular federally assisted project to the Federal agency funding the project. The Secretary of Labor retains final coverage authority under Reorganization Plan Number 14.
29. **RECOVERY ACT - NEPA and Related Laws**  
The recipient understands that all OJP awards are subject to the National Environmental Policy Act (NEPA, 42 U.S.C. section 4321 et seq.) and other related Federal laws (including the National Historic Preservation Act), if applicable. The recipient agrees to assist OJP in carrying out its responsibilities under NEPA and related laws, if the recipient plans to use Recovery Act funds (directly or through subaward or contract) to undertake any activity that triggers these requirements, such as renovation or construction. (See 28 C.F.R. Part 61, App. D.) The recipient also agrees to comply with all Federal, State, and local environmental laws and regulations applicable to the development and implementation of the activities to be funded under this award.
30. **RECOVERY ACT - Misuse of award funds**  
The recipient understands and agrees that misuse of award funds may result in a range of penalties, including suspension of current and future funds, suspension or debarment from federal grants, recoupment of monies provided under an award, and civil and/or criminal penalties.
31. **RECOVERY ACT - Additional Requirements and Guidance**  
The recipient agrees to comply with any modifications or additional requirements that may be imposed by law and future OJP (including government-wide) guidance and clarifications of Recovery Act requirements.
32. **RECOVERY ACT - JAG - Delinquent section 1512(c) reports**  
The recipient acknowledges that it has certified that it will comply with all reporting requirements under section 1512(c) of the Recovery Act. (An online reporting mechanism is anticipated to be available for award recipient use by October 10, 2009.) Further to this certification, a failure to comply with the section 1512(c) reporting requirements may, in addition to other penalties, subject the recipient to the following:  
(1) After failure to report section 1512(c) data for two consecutive reporting periods, the recipient may be--- (a) precluded from drawing down funds under any OJP award, and/or (b) deemed ineligible for future discretionary OJP awards, until such time as the recipient becomes current in its section 1512(c) reporting obligations; and  
(2) After failure to report section 1512(c) data for three consecutive reporting periods, the recipient, upon written demand of the Director of BJA, shall return to OJP any unexpended award funds (including any unexpended interest earned on award funds) within 15 calendar days of the date of the demand notice. Thereafter, the recipient's award shall be converted to a cost-reimbursable grant until such time as the recipient becomes current in its section 1512(c) reporting obligations, and remains current for not less than two additional consecutive reporting periods.

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