

File No. 180194

Committee Item No. 1

Board Item No. _____

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Committee: Budget & Finance Committee

Date April 19, 2018

Board of Supervisors Meeting

Date _____

Cmte Board

- | | | |
|-------------------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Motion |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Resolution |
| <input type="checkbox"/> | <input type="checkbox"/> | Ordinance |
| <input type="checkbox"/> | <input type="checkbox"/> | Legislative Digest |
| <input type="checkbox"/> | <input type="checkbox"/> | Budget and Legislative Analyst Report |
| <input type="checkbox"/> | <input type="checkbox"/> | Youth Commission Report |
| <input type="checkbox"/> | <input type="checkbox"/> | Introduction Form |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Department/Agency Cover Letter and/or Report |
| <input type="checkbox"/> | <input type="checkbox"/> | MOU |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Grant Information Form |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Grant Budget |
| <input type="checkbox"/> | <input type="checkbox"/> | Subcontract Budget |
| <input type="checkbox"/> | <input type="checkbox"/> | Contract/Agreement |
| <input type="checkbox"/> | <input type="checkbox"/> | Form 126 – Ethics Commission |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Award Letter |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Application |
| <input type="checkbox"/> | <input type="checkbox"/> | Public Correspondence |

OTHER (Use back side if additional space is needed)

<input type="checkbox"/>	<input type="checkbox"/>	_____
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Completed by: Linda Wong

Date April 13, 2018

Completed by: Linda Wong

Date _____

1 [Apply for, Accept, and Expend Federal Grant - Bureau of Justice Assistance - Justice and
2 Mental Health Collaboration Grant Program - \$300,000]

3 **Resolution retroactively authorizing the Sheriff's Department to apply for, accept, and**
4 **expend \$300,000 Justice and Mental Health Collaboration Grant Program funds**
5 **administered by the Bureau of Justice Assistance for the period of October 1, 2017,**
6 **through September 30, 2019.**

7
8 WHEREAS, The Sheriff's Department desires to retroactively apply for, accept, and
9 expend a Justice and Mental Health Collaboration grant (hereafter referred to as "JMHCP")
10 administered by the Bureau of Justice Assistance (hereafter referred to as "BJA"); and

11 WHEREAS, The JMHCP program is authorized by the Mentally Ill Offender Treatment
12 and Crime Reduction Act of 2004, the Mentally Ill Offender Treatment and Crime Reduction
13 Reauthorization and Improvement Act of 2008, and the 21st Century Cures Act of
14 December 2016; and

15 WHEREAS, The grant proposal and grant agreement for the JMHCP grant program
16 were prepared by the Sheriff's Department and are on file with the Clerk of the Board of
17 Supervisors in File No. 180194; and

18 WHEREAS, The purpose of the JMHCP grant program is to support innovative cross-
19 system collaboration for individuals with mental illnesses or co-occurring mental health and
20 substance abuse disorders who come into contact with the justice system; the grant program
21 is a collaborative project between criminal justice and mental health partners to plan,
22 implement, or expand a justice and mental health collaboration program, while continuing to
23 protect public safety; and

1 WHEREAS, The grant requires the Sheriff's Department to match a minimum of 20% of
2 the total project costs; as such, the Sheriff's Department will provide an in-kind match
3 of \$95,232; and

4 WHEREAS, The grant includes an eligible "de minimis" indirect cost rate of 10%; and

5 WHEREAS, The requested JMHCP funding addresses two key needs: 1) the need to
6 expand behavioral health services for pretrial clients, and 2) the need for increased housing
7 for persons with mental illness in the pretrial system; and

8 WHEREAS, The grant funds will be utilized to hire and evaluate the impact of a new,
9 full-time Masters-level Clinical Social Worker (CSW) who will provide in-depth behavioral
10 health assessments for mentally ill persons released pretrial, along with ongoing counseling,
11 support, referral, and placement advocacy services; and

12 WHEREAS, The project will also identify, adopt, and provide training on the use of a
13 practical behavioral health screening tool to help non-professionals identify pretrial clients in
14 need of mental health services and will create a small-scale Emergency Housing Fund for
15 mentally ill clients in the pretrial system who require short-term housing support to preserve
16 stability and maintain their course of treatment; and

17 WHEREAS, As part of this project, the Sheriff's Department will collaborate with San
18 Francisco Pretrial Diversion Project and the UCSF Citywide Forensics Program to increase
19 pretrial success and increase public safety; now, therefore, be it

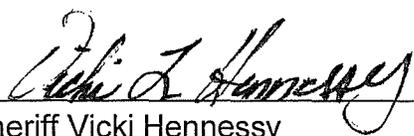
20 RESOLVED, That the Sheriff's Department is hereby directed to retroactively apply for,
21 accept and expend \$300,000 JMHCP grant funds from the BJA; and, be it

22 FURTHER RESOLVED, That the Sheriff's Department is authorized on behalf of the
23 Board of Supervisors to retroactively execute the JMHCP agreement on file with the Clerk of
24 the Board of Supervisors in File No. 180194; and be it

1 FURTHER RESOLVED, That that the grant funds received hereunder shall not be
2 used to supplant any expenditures that the Sheriff's Department already is obligated to pay;
3 and, be it

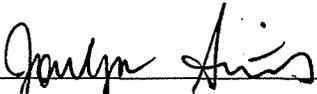
4 FURTHER RESOLVED, That the Sheriff's Department agrees to provide all matching
5 funds required for said project and abide by the general and special terms and conditions of
6 the Grant Agreement as set forth by the BJA.

7
8 Recommended:

9
10
11 
12 _____
13 Sheriff Vicki Hennessy

14 Approved:

15
16
17 
18 _____
19 ^{for}
Mayor

17 
18 _____
19 Controller

20 n:\govern\as2017\1500171\01233209.docx

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: **Justice and Mental Health collaboration Grant Program (JMHCP)**

2. Department: **Sheriff's Department**

3. Contact Person: **Jane Mason** Telephone: **(415) 554-7270**

4. Grant Approval Status (check one):

Approved by funding agency

Not yet approved

5. Amount of Grant Funding Approved or Applied for: **\$300,000**

6a. Matching Funds Required: **Yes (20% match)**

b. Source(s) of matching funds (if applicable): **N/A**

7a. Grant Source Agency: **Bureau of Justice Assistance (BJA)**

b. Grant Pass-Through Agency (if applicable): **N/A**

8. Proposed Grant Project Summary:

The JMHCP grant program will be used to support collaboration for individuals with mental illnesses or co-occurring mental health and substance abuse disorders who come into contact with the justice system. The grant program is a collaborative project between criminal justice and mental health partners to plan, implement, or expand a justice and mental health collaboration program, while continuing to protect public safety.

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

Start-Date: **10/1/2017**

End-Date: **9/30/2019**

10. Number of new positions created and funded: **None**

11. If new positions are created, explain the disposition of employees once the grant ends? **N/A**

12a. Amount budgeted for contractual services: **\$300,000**

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? **N/A**

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

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

b1. If yes, how much? **10% federal "de minimis" rate**

b2. How was the amount calculated? **10% of proposed contractual services**

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? **N/A**

14. Any other significant grant requirements or comments:

Terms and conditions provided in the attached agreement

****Disability Access Checklist****

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

Existing Site(s)

Existing Structure(s)

Existing Program(s) or Service(s)

Rehabilitated Site(s)

Rehabilitated Structure(s)

New Program(s) or Service(s)

New Site(s)

New Structure(s)

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

Comments:

Departmental or Mayor's Office of Disability Reviewer: Sgt. Lorenzo Durkan
(Name)

Date Reviewed: 11-16-17

Department Approval: Vicki Hennessey Sheriff 16 Nov. 2017
(Name) (Title)
Vicki J. Hennessey
(Signature)

Grant Application Package

Opportunity Title:	BJA FY 17 Justice and Mental Health Collaboration Progr
Offering Agency:	Bureau of Justice Assistance
CFDA Number:	16.745
CFDA Description:	Criminal and Juvenile Justice and Mental Health Collabo
Opportunity Number:	BJA-2017-11380
Competition ID:	BJA-2017-11381
Opportunity Open Date:	01/18/2017
Opportunity Close Date:	04/04/2018
Agency Contact:	For technical assistance with submitting an application, contact the Grants.gov Customer Support Hotline at 800-518-4726 or 606-545-5035, or via email to support@grants.gov. The Grants.gov Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays.

This opportunity is only open to organizations, applicants who are submitting grant applications on behalf of a company, state, local or tribal government, academia, or other type of organization.

Application Filing Name:

Select Forms to Complete

Mandatory

[Application for Federal Assistance \(SF-424\)](#)

[Assurances for Non-Construction Programs \(SF-424B\)](#)

[Budget Narrative Attachment Form](#)

[Disclosure of Lobbying Activities \(SF-LLL\)](#)

[Other Attachments Form](#)

[Project Narrative Attachment Form](#)

[Financial Management and System of Internal Controls Questionnaire](#)

Optional

[Faith Based EEO Survey](#)

Instructions

[Show Instructions >>](#)

This electronic grants application is intended to be used to apply for the specific Federal funding opportunity referenced here. If the Federal funding opportunity listed is not the opportunity for which you want to apply, close this application package by clicking on the "Cancel" button at the top of this screen. You will then need to locate the correct Federal funding opportunity, download its application and then apply.

Application for Federal Assistance SF-424		
* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	* 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	* If Revision, select appropriate letter(s): _____ * Other (Specify): _____
* 3. Date Received: Completed by Grants.gov upon submission.	4. Applicant Identifier: _____	
5a. Federal Entity Identifier: _____	5b. Federal Award Identifier: _____	
State Use Only:		
6. Date Received by State: _____	7. State Application Identifier: _____	
8. APPLICANT INFORMATION:		
* a. Legal Name: San Francisco Sheriff's Department		
* b. Employer/Taxpayer Identification Number (EIN/TIN): 946000417	* c. Organizational DUNS: 1851282460000	
d. Address:		
* Street1:	1. Dr. Carlton B. Goodlett Place, Room 456	
Street2:	_____	
* City:	San Francisco	
County/Parish:	_____	
* State:	CA: California	
Province:	_____	
* Country:	USA: UNITED STATES	
* Zip / Postal Code:	94102-4605	
e. Organizational Unit:		
Department Name: _____	Division Name: _____	
f. Name and contact information of person to be contacted on matters involving this application:		
Prefix: Ms.	* First Name: Alissa	_____
Middle Name:	_____	
* Last Name: Riker	_____	
Suffix:	_____	
Title: Director of Programs		
Organizational Affiliation: _____		
* Telephone Number: 415-575-6417	Fax Number: _____	
* Email: alissa.riker@sfgov.org		

Application for Federal Assistance SF-424

*** 9. Type of Applicant 1: Select Applicant Type:**

B: County Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

*** 10. Name of Federal Agency:**

Bureau of Justice Assistance

11. Catalog of Federal Domestic Assistance Number:

16.745

CFDA Title:

Criminal and Juvenile Justice and Mental Health Collaboration Program

*** 12. Funding Opportunity Number:**

BJA-2017-11380

* Title:

BJA FY 17 Justice and Mental Health Collaboration Program

13. Competition Identification Number:

BJA-2017-11381

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Add Attachment

Delete Attachment

View Attachment

*** 15. Descriptive Title of Applicant's Project:**

Application by the San Francisco Sheriff's Department to expand the scope and impact of services for individuals with severe mental illness and mental health issue in the San Francisco pretrial system

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant

* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment

Delete Attachment

View Attachment

17. Proposed Project:

* a. Start Date:

* b. End Date:

18. Estimated Funding (\$):

* a. Federal	<input type="text" value="300,000.00"/>
* b. Applicant	<input type="text" value="95,232.00"/>
* c. State	<input type="text" value="0.00"/>
* d. Local	<input type="text" value="0.00"/>
* e. Other	<input type="text" value="0.00"/>
* f. Program Income	<input type="text" value="0.00"/>
* g. TOTAL	<input type="text" value="395,232.00"/>

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- a. This application was made available to the State under the Executive Order 12372 Process for review on
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

- Yes No

If "Yes", provide explanation and attach

Add Attachment

Delete Attachment

View Attachment

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: * First Name:
Middle Name:
* Last Name:
Suffix:

* Title:

* Telephone Number: Fax Number:

* Email:

* Signature of Authorized Representative: * Date Signed:

ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee- 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
19. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

<p>SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL</p> <p>Completed on submission to Grants.gov</p>	<p>TITLE</p> <p>Sheriff of San Francisco</p>
<p>APPLICANT ORGANIZATION</p> <p>San Francisco Sheriff's Department</p>	<p>DATE SUBMITTED</p> <p>Completed on submission to Grants.gov</p>

Budget Narrative File(s)

* Mandatory Budget Narrative Filename:

To add more Budget Narrative attachments, please use the attachment buttons below.

Other Attachment File(s)

* Mandatory Other Attachment Filename:

To add more "Other Attachment" attachments, please use the attachment buttons below.

Project Narrative File(s)

* Mandatory Project Narrative File Filename:

To add more Project Narrative File attachments, please use the attachment buttons below.



**U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS**

OMB Number: 1121-0329
Expiration Date: 12/31/2018

FINANCIAL MANAGEMENT AND SYSTEM OF INTERNAL CONTROLS QUESTIONNAIRE

The financial management system of each non-Federal entity must provide for the following

- Retention requirements for records
- Requests for transfer of records
- Methods for collection, transmission and storage of information
- Access to records
- Restrictions on public access to records

- (1) Identification, in its accounts, of all Federal awards received and expended and the Federal programs under which they were received. Federal program and Federal award identification must include, as applicable, the CFDA title and number, Federal award identification number and year, name of the Federal agency, and name of the pass-through entity, if any.
- (2) Accurate, current, and complete disclosure of the financial results of each Federal award or program.
- (3) Records that identify adequately the source and application of funds for federally-funded activities. These records must contain information pertaining to Federal awards, authorizations, obligations, unobligated balances, assets, expenditures, income and interest and be supported by source documentation.
- (4) Effective control over, and accountability for, all funds, property, and other assets. The non-Federal entity must adequately safeguard all assets and assure that they are used solely for authorized purposes.
- (5) Comparison of expenditures with budget amounts for each Federal award.
- (6) Written procedures to document the receipt and disbursement of Federal funds including procedures to minimize the time elapsing between the transfer of funds from the United States Treasury or the pass-through entity and the disbursement by the non-Federal entity whether the payment is made by electronic funds transfer, or issuance or redemption of checks, warrants, or payment by other means.
- (7) Written procedures for determining the allowability of costs.

APPLICANT ORGANIZATIONAL INFORMATION

1. Name of Organization and Address:

Organization Name:

Street1:

Street2:

City:

State:

Zip Code:

2. Authorized Representative's Name and Title:

Prefix: First Name: Middle Name:

Last Name: Suffix:

Title:

3. Phone: 4. Fax:

5. Email:

6. Year Established: <input type="text" value="1850"/>	7. Employer Identification Number (EIN): <input type="text" value="946000417"/>	8. DUNS Number: <input type="text" value="1851282460000"/>
---	--	---

9. Type of Organization:

- State
 Municipality
 Non-Profit
 Higher Education
 Tribal
 For-Profit
 Other:



**U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS**

OMB Number: 1121-0329
Expiration Date: 12/31/2018

AUDIT INFORMATION

An audit is conducted using generally accepted auditing standards (GAAS) or Generally Accepted Governmental Auditing Standards (GAGAS) and results in an audit report with an opinion.

10. The organization has undergone the following types of audit(s)(Please check all that apply):

- OMB A-133 Single Audit
- Financial Statement Audit
- Defense Contract Agency Audit (DCAA)
- None
- Programmatic Audit & Agency:

Other Audit & Agency:

11. Most Recent Audit: Within the past 12 months Within the past two years More than two years

Name of Audit Agency/Firm: MGO Certified Public Accountants

AUDITOR'S OPINION:

12. On the most recent audit, what was the auditor's opinion?

- Unqualified Opinion
- Qualified Opinion
- Disclaimer, Going Concern or Adverse Opinions

Please enter the number of findings:

Please enter the amount of questioned costs:

Were material weaknesses noted in either the Financial Statement or Single Audit? Yes No

ACCOUNTING SYSTEM

13. Which of the following best describes your accounting system:

- Manual
- Automated
- Combination

14. Does the accounting system identify the receipt and expenditure of program funds separately for each grant? Yes No Not Sure

15. Does the accounting system provide for the recording of expenditures for each grant/contract by budget cost categories shown in the approved budget? Yes No Not Sure

16. Does your accounting system have the capability to document the recording of cost sharing or match for each grant? Can you determine if documentation is available to support recorded match or cost share? Yes No Not Sure

17. Are time distribution records maintained for each employee that specifically identify effort charged to a particular grant or cost objective? Yes No Not Sure

18. Does the accounting/financial system include budgetary controls to preclude incurring obligations or costs in excess of total funds available or by budget cost category (e.g. Personnel, Travel, etc.)? Yes No Not Sure

19. Is the organization familiar with the existing Federal regulation and guidelines containing the Cost Principles and procedures for the determination and allowance of costs in connection with Federal grants? Yes No Not Sure



**U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS**

OMB Number: 1121-0329
Expiration Date: 12/31/2018

PROPERTY STANDARDS, PROCUREMENT STANDARDS, AND TRAVEL POLICIES

PROPERTY STANDARDS

20. Does your property management system(s) provide for maintaining: (1) a description of the equipment; (2) an identification number; (3) source of the property, including the award number; (4) where title vests; (5) acquisition date; (6) federal share of property cost; (7) location and condition of the property; (8) acquisition cost; & (9) ultimate disposition information?

Yes No Not Sure

PROCUREMENT STANDARDS

21. Does your organization maintain written procurement procedures which (1) avoid unnecessary purchases; (2) provide an analysis of lease and purchase alternatives; and (3) provide a process for soliciting goods and services?

Yes No Not Sure

22. Does your procurement system provide for the conduct to determine selection on a competitive basis and documentation of cost or price analysis for each procurement action?

Yes No Not Sure

23. Does your procurement system include provisions for checking the "Excluded Parties List" system for suspended or debarred sub-grantees and contractors, prior to award? <https://www.sam.gov/>

Yes No Not Sure

TRAVEL POLICY

24. Does your organization:

(a) maintain a standard travel policy? Yes No

(b) adhere to the Federal Travel Regulation? (FTR) Yes No

SUBRECIPIENT MANAGEMENT AND MONITORING

25. (For Pass-through entities only). Does your organization have controls in place to monitor activities of subrecipients, as necessary, to determine that Federal awards are used for authorized purposes in compliance with laws, regulations, and the provisions of the award and that performance goals are achieved (2 CFR200)?

Yes No Not Sure
 N/A (Your organization does not make subawards.)

STANDARDS FOR FINANCIAL MANAGEMENT SYSTEMS AND APPLICANT CERTIFICATION

I certify that the above information is complete and correct to the best of my knowledge. This document must be certified by the organization's Authorized Representative, Executive Director, Chief Financial Officer, Chairman of the Board of Directors, or similar position.

Name: Vicki Hennessy

Date: 03/31/2017

Title: Executive Director Chief Financial Officer Chairman

Other Sheriff of San Francisco

Phone: 415-554-7225

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant

* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment

Delete Attachment

View Attachment

17. Proposed Project:

* a. Start Date:

* b. End Date:

18. Estimated Funding (\$):

* a. Federal	<input type="text" value="300,000.00"/>
* b. Applicant	<input type="text" value="95,232.00"/>
* c. State	<input type="text" value="0.00"/>
* d. Local	<input type="text" value="0.00"/>
* e. Other	<input type="text" value="0.00"/>
* f. Program Income	<input type="text" value="0.00"/>
* g. TOTAL	<input type="text" value="395,232.00"/>

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- a. This application was made available to the State under the Executive Order 12372 Process for review on
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

- Yes No

If "Yes", provide explanation and attach

Add Attachment

Delete Attachment

View Attachment

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: * First Name:
Middle Name:
* Last Name:
Suffix:

* Title:

* Telephone Number: Fax Number:

* Email:

* Signature of Authorized Representative: * Date Signed:

Application for Federal Assistance SF-424

* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	* 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	* If Revision, select appropriate letter(s): <input type="text"/> * Other (Specify): <input type="text"/>
---	---	--

* 3. Date Received: <input type="text" value="04/04/2017"/>	4. Applicant Identifier: <input type="text"/>
---	---

5a. Federal Entity Identifier: <input type="text"/>	5b. Federal Award Identifier: <input type="text"/>
---	--

State Use Only:

6. Date Received by State: <input type="text"/>	7. State Application Identifier: <input type="text"/>
--	--

8. APPLICANT INFORMATION:

* a. Legal Name: <input type="text" value="San Francisco Sheriff's Department"/>

* b. Employer/Taxpayer Identification Number (EIN/TIN): <input type="text" value="946000417"/>	* c. Organizational DUNS: <input type="text" value="1851282460000"/>
--	--

d. Address:

* Street1: <input type="text" value="1 Dr. Carlton B. Goodlett Place, Room 456"/>
Street2: <input type="text"/>
* City: <input type="text" value="San Francisco"/>
County/Parish: <input type="text"/>
* State: <input type="text" value="CA: California"/>
Province: <input type="text"/>
* Country: <input type="text" value="USA: UNITED STATES"/>
* Zip / Postal Code: <input type="text" value="94102-4605"/>

e. Organizational Unit:

Department Name: <input type="text"/>	Division Name: <input type="text"/>
---	---

f. Name and contact information of person to be contacted on matters involving this application:

Prefix: <input type="text" value="Ms."/>	* First Name: <input type="text" value="Alissa"/>
Middle Name: <input type="text"/>	
* Last Name: <input type="text" value="Riker"/>	
Suffix: <input type="text"/>	
Title: <input type="text" value="Director of Programs"/>	
Organizational Affiliation: <input type="text"/>	
* Telephone Number: <input type="text" value="415-575-6417"/>	Fax Number: <input type="text"/>
* Email: <input type="text" value="alissa.riker@sfgov.org"/>	

Application for Federal Assistance SF-424

*** 9. Type of Applicant 1: Select Applicant Type:**

B: County Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

*** 10. Name of Federal Agency:**

Bureau of Justice Assistance

11. Catalog of Federal Domestic Assistance Number:

16.745

CFDA Title:
Criminal and Juvenile Justice and Mental Health Collaboration Program

*** 12. Funding Opportunity Number:**

BJA-2017-11380

* Title:
BJA FY 17 Justice and Mental Health Collaboration Program

13. Competition Identification Number:

BJA-2017-11381

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

*** 15. Descriptive Title of Applicant's Project:**

Application by the San Francisco Sheriff's Department to expand the scope and impact of services for individuals with severe mental illness and mental health issuein the San Francisco pretrial system

Attach supporting documents as specified in agency instructions.



U.S. Department of Justice
Office of Justice Programs

Office of the Assistant Attorney General

Washington, D.C. 20531

September 29, 2017

Sheriff Vicki Hennessy
San Francisco Sheriff's Department
City Hall Room 456
1 Carlton Goodlett Place
San Francisco, CA 94102

Dear Sheriff Hennessy:

On behalf of Attorney General Jefferson Sessions III, it is my pleasure to inform you that the Office of Justice Programs has approved your application for funding under the FY 17 Justice and Mental Health Collaboration Program: Implementation and Expansion in the amount of \$300,000 for San Francisco Sheriff's Department.

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

If you have questions regarding this award, please contact:

- Program Questions, NiKisha Love, Program Manager at (202) 616-8241; and
- Financial Questions, the Office of the Chief Financial Officer, Customer Service Center (CSC) at (800) 458-0786, or you may contact the CSC at ask.ocfo@usdoj.gov.

Congratulations, and we look forward to working with you.

Sincerely,

A handwritten signature in black ink that reads "Alan R. Hanson".

Alan R. Hanson
Acting Assistant Attorney General

Enclosures



OFFICE FOR CIVIL RIGHTS

Office of Justice Programs
U.S. Department of Justice
810 7th Street, NW
Washington, DC 20531

Tel: (202) 307-0690
TTY: (202) 307-2027
E-mail: askOCR@usdoj.gov
Website: www.ojp.usdoj.gov/ocr

September 29, 2017

Sheriff Vicki Hennessy
San Francisco Sheriff's Department
City Hall Room 456
1 Carlton Goodlett Place
San Francisco, CA 94102

Dear Sheriff Hennessy:

Congratulations on your recent award. In establishing financial assistance programs, Congress linked the receipt of federal funding to compliance with federal civil rights laws. The Office for Civil Rights (OCR), Office of Justice Programs (OJP), U.S. Department of Justice (DOJ) is responsible for ensuring that recipients of financial assistance from the OJP, the Office of Community Oriented Policing Services (COPS), and the Office on Violence Against Women (OVW) comply with the applicable federal civil rights laws. We at the OCR are available to help you and your organization meet the civil rights requirements that come with DOJ funding.

Ensuring Access to Federally Assisted Programs

Federal laws that apply to recipients of financial assistance from the DOJ prohibit discrimination on the basis of race, color, national origin, religion, sex, or disability in funded programs or activities, not only in employment but also in the delivery of services or benefits. A federal law also prohibits recipients from discriminating on the basis of age in the delivery of services or benefits.

In March of 2013, President Obama signed the Violence Against Women Reauthorization Act of 2013. The statute amends the Violence Against Women Act of 1994 (VAWA) by including a nondiscrimination grant condition that prohibits discrimination based on actual or perceived race, color, national origin, religion, sex, disability, sexual orientation, or gender identity. The new nondiscrimination grant condition applies to certain programs funded after October 1, 2013. The OCR and the OVW have developed answers to some frequently asked questions about this provision to assist recipients of VAWA funds to understand their obligations. The Frequently Asked Questions are available at <http://ojp.gov/about/ocr/vawafaqs.htm>.

Enforcing Civil Rights Laws

All recipients of federal financial assistance, regardless of the particular funding source, the amount of the grant award, or the number of employees in the workforce, are subject to prohibitions against unlawful discrimination. Accordingly, the OCR investigates recipients that are the subject of discrimination complaints from both individuals and groups. In addition, based on regulatory criteria, the OCR selects a number of recipients each year for compliance reviews, audits that require recipients to submit data showing that they are providing services equitably to all segments of their service population and that their employment practices meet equal opportunity standards.

Providing Services to Limited English Proficiency (LEP) Individuals

In accordance with DOJ guidance pertaining to Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d, recipients of federal financial assistance must take reasonable steps to provide meaningful access to their programs and activities for persons with limited English proficiency (LEP). See U.S. Department of Justice, *Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons*, 67 Fed. Reg. 41,455 (2002). For more information on the civil rights responsibilities that recipients have in providing language services to LEP individuals, please see the website <http://www.lep.gov>.

Ensuring Equal Treatment for Faith-Based Organizations

The DOJ regulation, *Equal Treatment for Faith-Based Organizations*, 28 C.F.R. pt. 38, requires State Administering Agencies (SAAs) to treat faith-based organizations the same as any other applicant or recipient. The regulation prohibits SAAs from making awards or grant administration decisions on the basis of an organization's religious character or affiliation, religious name, or the religious composition of its board of directors.

The regulation also prohibits faith-based organizations from using financial assistance from the DOJ to fund inherently (or explicitly) religious activities. While faith-based organizations can engage in non-funded inherently religious activities, they must hold them separately from the program funded by the DOJ, and recipients cannot compel beneficiaries to participate in them. The Equal Treatment Regulation also makes clear that organizations participating in programs funded by the DOJ are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion. For more information on the regulation, please see the OCR's website at http://www.ojp.usdoj.gov/about/ocr/equal_fbo.htm.

SAAs and faith-based organizations should also note that the Omnibus Crime Control and Safe Streets Act (Safe Streets Act) of 1968, as amended, 42 U.S.C. § 3789d(e); the Victims of Crime Act of 1984, as amended, 42 U.S.C. § 10604(e); the Juvenile Justice and Delinquency Prevention Act of 1974, as amended, 42 U.S.C. § 5672(b); and VAWA, Pub. L. No. 113-4, sec. 3(b)(4), 127 Stat. 54, 61-62 (to be codified at 42 U.S.C. § 13925(b)(13)) contain prohibitions against discrimination on the basis of religion in employment. Despite these nondiscrimination provisions, the DOJ has concluded that it may construe the Religious Freedom Restoration Act (RFRA) on a case-by-case basis to permit some faith-based organizations to receive DOJ funds while taking into account religion when hiring staff, even if the statute that authorizes the funding program generally forbids recipients from considering religion in employment decisions. Please consult with the OCR if you have any questions about the regulation or the application of RFRA to the statutes that prohibit discrimination in employment.

Using Arrest and Conviction Records in Making Employment Decisions

The OCR issued an advisory document for recipients on the proper use of arrest and conviction records in making hiring decisions. See *Advisory for Recipients of Financial Assistance from the U.S. Department of Justice on the U.S. Equal Employment Opportunity Commission's Enforcement Guidance: Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII of the Civil Rights Act of 1964* (June 2013), available at http://www.ojp.usdoj.gov/about/ocr/pdfs/UseofConviction_Advisory.pdf. Recipients should be mindful that the misuse of arrest or conviction records to screen either applicants for employment or employees for retention or promotion may have a disparate impact based on race or national origin, resulting in unlawful employment discrimination. In light of the Advisory, recipients should consult local counsel in reviewing their employment practices. If warranted, recipients should also incorporate an analysis of the use of arrest and conviction records in their Equal Employment Opportunity Plans (EEOs) (see below).

Complying with the Safe Streets Act

An organization that is a recipient of financial assistance subject to the nondiscrimination provisions of the Safe Streets Act, must meet two obligations: (1) complying with the federal regulation pertaining to the development of an EEO (see 28 C.F.R. pt. 42, subpt. E) and (2) submitting to the OCR findings of discrimination (see 28 C.F.R. §§ 42.204(c), 205(c)(5)).

Meeting the EEO Requirement

If your organization has less than fifty employees or receives an award of less than \$25,000 or is a nonprofit organization, a medical institution, an educational institution, or an Indian tribe, then it is exempt from the EEO requirement. To claim the exemption, your organization must complete and submit Section A of the Certification Form, which is available online at <http://www.ojp.usdoj.gov/about/ocr/pdfs/cert.pdf>.

If your organization is a government agency or private business and receives an award of \$25,000 or more, but less than \$500,000, and has fifty or more employees (counting both full- and part-time employees but excluding political appointees), then it has to prepare a Utilization Report (formerly called an EEO Short Form), but it does not have to submit the report to the OCR for review. Instead, your organization has to maintain the Utilization Report on file and make it available for review on request. In addition, your organization has to complete Section B of the Certification Form and return it to the OCR. The Certification Form is available at <http://www.ojp.usdoj.gov/about/ocr/pdfs/cert.pdf>.

If your organization is a government agency or private business and has received an award for \$500,000 or more and has fifty or more employees (counting both full- and part-time employees but excluding political appointees), then it has to prepare a Utilization Report (formerly called an EEO Short Form) and submit it to the OCR for review within sixty days from the date of this letter. For assistance in developing a Utilization Report, please consult the OCR's website at <http://www.ojp.usdoj.gov/about/ocr/eeop.htm>. In addition, your organization has to complete Section C of the Certification Form and return it to the OCR. The Certification Form is available at <http://www.ojp.usdoj.gov/about/ocr/pdfs/cert.pdf>.

To comply with the EEO requirements, you may request technical assistance from an EEO specialist at the OCR by telephone at (202) 307-0690, by TTY at (202) 307-2027, or by e-mail at EEOsubmission@usdoj.gov.

Meeting the Requirement to Submit Findings of Discrimination

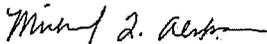
If in the three years prior to the date of the grant award, your organization has received an adverse finding of discrimination based on race, color, national origin, religion, or sex, after a due-process hearing, from a state or federal court or from a state or federal administrative agency, your organization must send a copy of the finding to the OCR.

Ensuring the Compliance of Subrecipients

SAA's must have standard assurances to notify subrecipients of their civil rights obligations, written procedures to address discrimination complaints filed against subrecipients, methods to monitor subrecipients' compliance with civil rights requirements, and a program to train subrecipients on applicable civil rights laws. In addition, SAAs must submit to the OCR every three years written Methods of Administration (MOA) that summarize the policies and procedures that they have implemented to ensure the civil rights compliance of subrecipients. For more information on the MOA requirement, see http://www.ojp.usdoj.gov/funding/other_requirements.htm.

If the OCR can assist you in any way in fulfilling your organization's civil rights responsibilities as a recipient of federal financial assistance, please contact us.

Sincerely,



Michael L. Alston
Director

cc: Grant Manager
Financial Analyst



U.S. Department of Justice
Office of Justice Programs
Bureau of Justice Assistance

Grant

PAGE 1 OF 12

1. RECIPIENT NAME AND ADDRESS (including Zip Code) San Francisco Sheriff's Department City Hall Room 456 + Carlton Goodlett Place San Francisco, CA 94102		4. AWARD NUMBER: 2017-MO-BX-0055	
		5. PROJECT PERIOD: FROM 10/01/2017 TO 09/30/2019 BUDGET PERIOD: FROM 10/01/2017 TO 09/30/2019	
2a. GRANTEE IRS/VENDOR NO. 946000614		6. AWARD DATE 09/29/2017	7. ACTION Initial
2b. GRANTEE DUNS NO. 185128246		8. SUPPLEMENT NUMBER 00	
3. PROJECT TITLE San Francisco JMH Collaboration Expansion Project		9. PREVIOUS AWARD AMOUNT \$ 0	
		10. AMOUNT OF THIS AWARD \$ 300,000	
		11. TOTAL AWARD \$ 300,000	

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 FY17(BJA - JMHCP) 42 USC 3797aa; Pub. L. No. 115-31, 131 Stat 135, 205

14. CATALOG OF DOMESTIC FEDERAL ASSISTANCE (CFDA Number)
16.745 - Criminal and Juvenile Justice and Mental Health Collaboration Program

15. METHOD OF PAYMENT
GPRS

AGENCY APPROVAL		GRANTEE ACCEPTANCE	
16. TYPED NAME AND TITLE OF APPROVING OFFICIAL Alan R. Hanson Acting Assistant Attorney General		18. TYPED NAME AND TITLE OF AUTHORIZED GRANTEE OFFICIAL Vicki Hennessy Sheriff	
17. SIGNATURE OF APPROVING OFFICIAL 		19. SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL	19A. DATE

AGENCY USE ONLY	
20. ACCOUNTING CLASSIFICATION CODES FISCAL YEAR FUND CODE BUD. ACT. DIV. OFC. REG. SUB. POMS AMOUNT X B MO 80 00 00 300000	21. SMOUGT0227



U.S. Department of Justice
Office of Justice Programs
Bureau of Justice Assistance

**AWARD CONTINUATION
SHEET
Grant**

PAGE 2 OF 12

PROJECT NUMBER 2017-MO-BX-0055

AWARD DATE 09/29/2017

SPECIAL CONDITIONS

1. Requirements of the award; remedies for non-compliance or for materially false statements

The conditions of this award are material requirements of the award. Compliance with any certifications or assurances submitted by or on behalf of the recipient that relate to conduct during the period of performance also is a material requirement of this award.

Failure to comply with any one or more of these award requirements -- whether a condition set out in full below, a condition incorporated by reference below, or a certification or assurance related to conduct during the award period -- may result in the Office of Justice Programs ("OJP") taking appropriate action with respect to the recipient and the award. Among other things, the OJP may withhold award funds, disallow costs, or suspend or terminate the award. The Department of Justice ("DOJ"), including OJP, also may take other legal action as appropriate.

Any materially false, fictitious, or fraudulent statement to the federal government related to this award (or concealment or omission of a material fact) may be the subject of criminal prosecution (including under 18 U.S.C. 1001 and/or 1621, and/or 42 U.S.C. 3795a), and also may lead to imposition of civil penalties and administrative remedies for false claims or otherwise (including under 31 U.S.C. 3729-3730 and 3801-3812).

Should any provision of a requirement of this award be held to be invalid or unenforceable by its terms, that provision shall first be applied with a limited construction so as to give it the maximum effect permitted by law. Should it be held, instead, that the provision is utterly invalid or -unenforceable, such provision shall be deemed severable from this award.

2. Applicability of Part 200 Uniform Requirements

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. Part 200, as adopted and supplemented by DOJ in 2 C.F.R. Part 2800 (together, the "Part 200 Uniform Requirements") apply to this FY 2017 award from OJP.

The Part 200 Uniform Requirements were first adopted by DOJ on December 26, 2014. If this FY 2017 award supplements funds previously awarded by OJP under the same award number (e.g., funds awarded during or before December 2014), the Part 200 Uniform Requirements apply with respect to all funds under that award number (regardless of the award date, and regardless of whether derived from the initial award or a supplemental award) that are obligated on or after the acceptance date of this FY 2017 award.

For more information and resources on the Part 200 Uniform Requirements as they relate to OJP awards and subawards ("subgrants"), see the OJP website at <https://ojp.gov/funding/Part200UniformRequirements.htm>.

In the event that an award-related question arises from documents or other materials prepared or distributed by OJP that may appear to conflict with, or differ in some way from, the provisions of the Part 200 Uniform Requirements, the recipient is to contact OJP promptly for clarification.

3. Compliance with DOJ Grants Financial Guide

The recipient agrees to comply with the DOJ Grants Financial Guide as posted on the OJP website (currently, the "2015 DOJ Grants Financial Guide" available at <https://ojp.gov/financialguide/DOJ/index.htm>), including any updated version that may be posted during the period of performance.



U.S. Department of Justice
Office of Justice Programs
Bureau of Justice Assistance

**AWARD CONTINUATION
SHEET
Grant**

PAGE 3 OF 12

PROJECT NUMBER 2017-MQ-BX-0055

AWARD DATE 09/29/2017

SPECIAL CONDITIONS

4. Required training for Point of Contact and all Financial Points of Contact

Both the Point of Contact (POC) and all Financial Points of Contact (FPOCs) for this award must have successfully completed an "OJP financial management and grant administration training" by 120 days after the date of the recipient's acceptance of the award. Successful completion of such a training on or after January 1, 2015, will satisfy this condition.

In the event that either the POC or an FPOC for this award changes during the period of performance, the new POC or FPOC must have successfully completed an "OJP financial management and grant administration training" by 120 calendar days after-- (1) the date of OJP's approval of the "Change Grantee Contact" GAN (in the case of a new POC), or (2) the date the POC enters information on the new FPOC in GMS (in the case of a new FPOC). Successful completion of such a training on or after January 1, 2015, will satisfy this condition.

A list of OJP trainings that OJP will consider "OJP financial management and grant administration training" for purposes of this condition is available at <https://www.ojp.gov/training/fmts.htm>. All trainings that satisfy this condition include a session on grant fraud prevention and detection.

The recipient should anticipate that OJP will immediately withhold ("freeze") award funds if the recipient fails to comply with this condition. The recipient's failure to comply also may lead OJP to impose additional appropriate conditions on this award.

5. Requirements related to "de minimis" indirect cost rate

A recipient that is eligible under the Part 200 Uniform Requirements and other applicable law to use the "de minimis" indirect cost rate described in 2 C.F.R. 200.414(f), and that elects to use the "de minimis" indirect cost rate, must advise OJP in writing of both its eligibility and its election, and must comply with all associated requirements in the Part 200 Uniform Requirements. The "de minimis" rate may be applied only to modified total direct costs (MTDC) as defined by the Part 200 Uniform Requirements.

6. Requirement to report potentially duplicative funding

If the recipient currently has other active awards of federal funds, or if the recipient receives any other award of federal funds during the period of performance for this award, the recipient promptly must determine whether funds from any of those other federal awards have been, are being, or are to be used (in whole or in part) for one or more of the identical cost items for which funds are provided under this award. If so, the recipient must promptly notify the DOJ awarding agency (OJP or OVW, as appropriate) in writing of the potential duplication, and, if so requested by the DOJ awarding agency, must seek a budget-modification or change-of-project-scope grant adjustment notice (GAN) to eliminate any inappropriate duplication of funding.



U.S. Department of Justice
Office of Justice Programs
Bureau of Justice Assistance

**AWARD CONTINUATION
SHEET
Grant**

PAGE 4 OF 12

PROJECT NUMBER 2017-MO-BX-0055

AWARD DATE 09/29/2017

SPECIAL CONDITIONS

7. Requirements related to System for Award Management and Universal Identifier Requirements

The recipient must comply with applicable requirements regarding the System for Award Management (SAM), currently accessible at <https://www.sam.gov/>. This includes applicable requirements regarding registration with SAM, as well as maintaining the currency of information in SAM.

The recipient also must comply with applicable restrictions on subawards ("subgrants") to first-tier subrecipients (first-tier "subgrantees"), including restrictions on subawards to entities that do not acquire and provide (to the recipient) the unique entity identifier required for SAM registration.

The details of the recipient's obligations related to SAM and to unique entity identifiers are posted on the OJP web site at <https://ojp.gov/funding/Explore/SAM.htm> (Award condition: System for Award Management (SAM) and Universal Identifier Requirements), and are incorporated by reference here.

This condition does not apply to an award to an individual who received the award as a natural person (i.e., unrelated to any business or non-profit organization that he or she may own or operate in his or her name).

8. All subawards ("subgrants") must have specific federal authorization

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements for authorization of any subaward. This condition applies to agreements that -- for purposes of federal grants administrative requirements -- OJP considers a "subaward" (and therefore does not consider a procurement "contract").

The details of the requirement for authorization of any subaward are posted on the OJP web site at <https://ojp.gov/funding/Explore/SubawardAuthorization.htm> (Award condition: All subawards ("subgrants") must have specific federal authorization), and are incorporated by reference here.

9. Specific post-award approval required to use a noncompetitive approach in any procurement contract that would exceed \$150,000

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements to obtain specific advance approval to use a noncompetitive approach in any procurement contract that would exceed the Simplified Acquisition Threshold (currently, \$150,000). This condition applies to agreements that -- for purposes of federal grants administrative requirements -- OJP considers a procurement "contract" (and therefore does not consider a subaward).

The details of the requirement for advance approval to use a noncompetitive approach in a procurement contract under an OJP award are posted on the OJP web site at <https://ojp.gov/funding/Explore/NoncompetitiveProcurement.htm> (Award condition: Specific post-award approval required to use a noncompetitive approach in a procurement contract (if contract would exceed \$150,000)), and are incorporated by reference here.



U.S. Department of Justice
Office of Justice Programs
Bureau of Justice Assistance

**AWARD CONTINUATION
SHEET
Grant**

PAGE 5 OF 12

PROJECT NUMBER 2017-MO-BX-0055

AWARD DATE 09/29/2017

SPECIAL CONDITIONS

10. Requirements pertaining to prohibited conduct related to trafficking in persons (including reporting requirements and OJP authority to terminate award)

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements (including requirements to report allegations) pertaining to prohibited conduct related to the trafficking of persons, whether on the part of recipients, subrecipients ("subgrantees"), or individuals defined (for purposes of this condition) as "employees" of the recipient or of any subrecipient.

The details of the recipient's obligations related to prohibited conduct related to trafficking in persons are posted on the OJP web site at <https://ojp.gov/funding/Explore/ProhibitedConduct-Trafficking.htm> (Award condition: Prohibited conduct by recipients and subrecipients related to trafficking in persons (including reporting requirements and OJP authority to terminate award)), and are incorporated by reference here.

11. Compliance with applicable rules regarding approval, planning, and reporting of conferences, meetings, trainings, and other events

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable laws, regulations, policies, and official DOJ guidance (including specific cost limits, prior approval and reporting requirements, where applicable) governing the use of federal funds for expenses related to conferences (as that term is defined by DOJ), including the provision of food and/or beverages at such conferences, and costs of attendance at such conferences.

Information on the pertinent DOJ definition of conferences and the rules applicable to this award appears in the DOJ Grants Financial Guide (currently, as section 3.10 of "Postaward Requirements" in the "2015 DOJ Grants Financial Guide").

12. Requirement for data on performance and effectiveness under the award

The recipient must collect and maintain data that measure the performance and effectiveness of work under this award. The data must be provided to OJP in the manner (including within the timeframes) specified by OJP in the program solicitation or other applicable written guidance. Data collection supports compliance with the Government Performance and Results Act (GPRA) and the GPRA Modernization Act of 2010, and other applicable laws.

13. OJP Training Guiding Principles

Any training or training materials that the recipient -- or any subrecipient ("subgrantee") at any tier -- develops or delivers with OJP award funds must adhere to the OJP Training Guiding Principles for Grantees and Subgrantees, available at <https://ojp.gov/funding/ojptrainingguidingprinciples.htm>.

14. Effect of failure to address audit issues

The recipient understands and agrees that the DOJ awarding agency (OJP or OVW, as appropriate) may withhold award funds, or may impose other related requirements, if (as determined by the DOJ awarding agency) the recipient does not satisfactorily and promptly address outstanding issues from audits required by the Part 200 Uniform Requirements (or by the terms of this award), or other outstanding issues that arise in connection with audits, investigations, or reviews of DOJ awards.

15. Potential imposition of additional requirements

The recipient agrees to comply with any additional requirements that may be imposed by the DOJ awarding agency (OJP or OVW, as appropriate) during the period of performance for this award, if the recipient is designated as "high-risk" for purposes of the DOJ high-risk grantee list.



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**AWARD CONTINUATION
SHEET
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PROJECT NUMBER 2017-MO-BX-0055

AWARD DATE 09/29/2017

SPECIAL CONDITIONS

16. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 42

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 42, specifically including any applicable requirements in Subpart E of 28 C.F.R. Part 42 that relate to an equal employment opportunity program.

17. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 54

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 54, which relates to nondiscrimination on the basis of sex in certain "education programs."

18. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 38

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 38, specifically including any applicable requirements regarding written notice to program beneficiaries and prospective program beneficiaries. Part 38 of 28 C.F.R., a DOJ regulation, was amended effective May 4, 2016.

Among other things, 28 C.F.R. Part 38 includes rules that prohibit specific forms of discrimination on the basis of religion, a religious belief, a refusal to hold a religious belief, or refusal to attend or participate in a religious practice. Part 38 also sets out rules and requirements that pertain to recipient and subrecipient ("subgrantee") organizations that engage in or conduct explicitly religious activities, as well as rules and requirements that pertain to recipients and subrecipients that are faith-based or religious organizations.

The text of the regulation, now entitled "Partnerships with Faith-Based and Other Neighborhood Organizations," is available via the Electronic Code of Federal Regulations (currently accessible at <https://www.ecfr.gov/cgi-bin/ECFR?page=browse>), by browsing to Title 28-Judicial Administration, Chapter 1, Part 38, under e-CFR "current" data.

19. Restrictions on "lobbying"

In general, as a matter of federal law, federal funds awarded by OJP may not be used by the recipient, or any subrecipient ("subgrantee") at any tier, either directly or indirectly, to support or oppose the enactment, repeal, modification, or adoption of any law, regulation, or policy, at any level of government. See 18 U.S.C. 1913. (There may be exceptions if an applicable federal statute specifically authorizes certain activities that otherwise would be barred by law.)

Another federal law generally prohibits federal funds awarded by OJP from being used by the recipient, or any subrecipient at any tier, to pay any person to influence (or attempt to influence) a federal agency, a Member of Congress, or Congress (or an official or employee of any of them) with respect to the awarding of a federal grant or cooperative agreement, subgrant, contract, subcontract, or loan, or with respect to actions such as renewing, extending, or modifying any such award. See 31 U.S.C. 1352. Certain exceptions to this law apply, including an exception that applies to Indian tribes and tribal organizations.

Should any question arise as to whether a particular use of federal funds by a recipient (or subrecipient) would or might fall within the scope of these prohibitions, the recipient is to contact OJP for guidance, and may not proceed without the express prior written approval of OJP.



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PROJECT NUMBER 2017-MO-BX-0055

AWARD DATE 09/29/2017

SPECIAL CONDITIONS

20. Compliance with general appropriations-law restrictions on the use of federal funds (FY 2017)

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable restrictions on the use of federal funds set out in federal appropriations statutes. Pertinent restrictions, including from various "general provisions" in the Consolidated Appropriations Act, 2017, are set out at <https://ojp.gov/funding/Explore/FY17AppropriationsRestrictions.htm>, and are incorporated by reference here.

Should a question arise as to whether a particular use of federal funds by a recipient (or a subrecipient) would or might fall within the scope of an appropriations-law restriction, the recipient is to contact OJP for guidance, and may not proceed without the express prior written approval of OJP.

21. Reporting potential fraud, waste, and abuse, and similar misconduct

The recipient, and any subrecipients ("subgrantees") at any tier, must promptly refer to the DOJ Office of the Inspector General (OIG) any credible evidence that a principal, employee, agent, subrecipient, contractor, subcontractor, or other person has, in connection with funds under this award-- (1) submitted a claim that violates 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.

Potential fraud, waste, abuse, or misconduct involving or relating to funds under this award should be reported to the OIG by-- (1) mail directed to: Office of the Inspector General, U.S. Department of Justice, Investigations Division, 950 Pennsylvania Avenue, N.W. Room 4706, Washington, DC 20530; (2) e-mail to: oig.hotline@usdoj.gov; and/or (3) the DOJ OIG hotline: (contact information in English and Spanish) at (800) 869-4499 (phone) or (202) 616-9881 (fax).

Additional information is available from the DOJ OIG website at <https://www.usdoj.gov/oig>.



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AWARD DATE 09/29/2017

SPECIAL CONDITIONS

22. Restrictions and certifications regarding non-disclosure agreements and related matters

No recipient or subrecipient ("subgrantee") under this award, or entity that receives a procurement contract or subcontract with any funds under this award, may require any employee or contractor to sign an internal confidentiality agreement or statement that prohibits or otherwise restricts, or purports to prohibit or restrict, the reporting (in accordance with law) of waste, fraud, or abuse to an investigative or law enforcement representative of a federal department or agency authorized to receive such information.

The foregoing is not intended, and shall not be understood by the agency making this award, to contravene requirements applicable to Standard Form 312 (which relates to classified information), Form 4414 (which relates to sensitive compartmented information), or any other form issued by a federal department or agency governing the nondisclosure of classified information.

1. In accepting this award, the recipient--

a. represents that it neither requires nor has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and

b. certifies that, if it learns or is notified that it is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.

2. If the recipient does or is authorized under this award to make subawards ("subgrants"), procurement contracts, or both--

a. it represents that--

(1) it has determined that no other entity that the recipient's application proposes may or will receive award funds (whether through a subaward ("subgrant"), procurement contract, or subcontract under a procurement contract) either requires or has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and

(2) it has made appropriate inquiry, or otherwise has an adequate factual basis, to support this representation; and

b. it certifies that, if it learns or is notified that any subrecipient, contractor, or subcontractor entity that receives funds under this award is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds to or by that entity, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.



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SPECIAL CONDITIONS

23. Compliance with 41 U.S.C. 4712 (including prohibitions on reprisal; notice to employees)

The recipient (and any subrecipient at any tier) must comply with, and is subject to, all applicable provisions of 41 U.S.C. 4712, including all applicable provisions that prohibit, under specified circumstances, discrimination against an employee as reprisal for the employee's disclosure of information related to gross mismanagement of a federal grant, a gross waste of federal funds, an abuse of authority relating to a federal grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal grant.

The recipient also must inform its employees, in writing (and in the predominant native language of the workforce), of employee rights and remedies under 41 U.S.C. 4712.

Should a question arise as to the applicability of the provisions of 41 U.S.C. 4712 to this award, the recipient is to contact the DOJ awarding agency (OJP or OVW, as appropriate) for guidance.

24. Encouragement of policies to ban text messaging while driving

Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), DOJ encourages recipients and subrecipients ("subgrantees") to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this award, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.

25. Requirement to disclose whether recipient is designated "high risk" by a federal grant-making agency outside of DOJ

If the recipient is designated "high risk" by a federal grant-making agency outside of DOJ, currently or at any time during the course of the period of performance under this award, the recipient must disclose that fact and certain related information to OJP by email at OJP.ComplianceReporting@ojp.usdoj.gov. For purposes of this disclosure, high risk includes any status under which a federal awarding agency provides additional oversight due to the recipient's past performance, or other programmatic or financial concerns with the recipient. The recipient's disclosure must include the following: 1. The federal awarding agency that currently designates the recipient high risk, 2. The date the recipient was designated high risk, 3. The high-risk point of contact at that federal awarding agency (name, phone number, and email address), and 4. The reasons for the high-risk status, as set out by the federal awarding agency.

26. Award recipients must verify Point of Contact (POC), Financial Point of Contact (FPOC), and Authorized Representative contact information in GMS, including telephone number and e-mail address. If any information is incorrect or has changed, a Grant Adjustment Notice (GAN) must be submitted via the Grants Management System (GMS) to document changes.

27. The recipient agrees to submit to BJA for review and approval any curricula, training materials, proposed publications, reports, or any other written materials that will be published, including web-based materials and web site content, through funds from this grant at least thirty (30) working days prior to the targeted dissemination date. Any written, visual, or audio publications, with the exception of press releases, whether published at the grantee's or government's expense, shall contain the following statements: "This project was supported by Grant No. 2017-MO-BX-0055 awarded by the Bureau of Justice Assistance. The Bureau of Justice Assistance is a component of the Department of Justice's Office of Justice Programs, which also includes the Bureau of Justice Statistics, the National Institute of Justice, the Office of Juvenile Justice and Delinquency Prevention, the Office for Victims of Crime, and the SMART Office. Points of view or opinions in this document are those of the author and do not necessarily represent the official position or policies of the U.S. Department of Justice." The current edition of the DOJ Grants Financial Guide provides guidance on allowable printing and publication activities.



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Office of Justice Programs
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AWARD DATE 09/29/2017

SPECIAL CONDITIONS

28. The recipient agrees to cooperate with any assessments, national evaluation efforts, or information or data collection requests, including, but not limited to, the provision of any information required for the assessment or evaluation of any activities within this project.
29. Any Web site that is funded in whole or in part under this award must include the following statement on the home page, on all major entry pages (i.e., pages (exclusive of documents) whose primary purpose is to navigate the user to interior content), and on any pages from which a visitor may access or use a Web-based service, including any pages that provide results or outputs from the service;

"This Web site is funded [insert "in part," if applicable] through a grant from the [insert name of OJP component], Office of Justice Programs, U.S. Department of Justice. Neither the U.S. Department of Justice nor any of its components operate, control, are responsible for, or necessarily endorse, this Web site (including, without limitation, its content, technical infrastructure, and policies, and any services or tools provided)."

The full text of the foregoing statement must be clearly visible on the home page. On other pages, the statement may be included through a link, entitled "Notice of Federal Funding and Federal Disclaimer," to the full text of the statement.

30. Approval of this award does not indicate approval of any consultant rate in excess of \$650 per day. A detailed justification must be submitted to and approved by the Office of Justice Programs (OJP) program office prior to obligation or expenditure of such funds.
31. Recipient understands and agrees that it must submit quarterly Federal Financial Reports (SF-425) and semi-annual performance reports through GMS (<https://grants.ojp.usdoj.gov>), and that it must submit quarterly performance metrics reports through BJA's Performance Measurement Tool (PMT) website (www.bjaperformancetools.org). For more detailed information on reporting and other requirements, refer to BJA's website. Failure to submit required reports by established deadlines may result in the freezing of grant funds and High Risk designation.
32. The recipient must comply with applicable requirements to report first-tier subawards ("subgrants") of \$25,000 or more and, in certain circumstances, to report the names and total compensation of the five most highly compensated executives of the recipient and first-tier subrecipients (first-tier "subgrantees") of award funds. The details of recipient obligations, which derive from the Federal Funding Accountability and Transparency Act of 2006 (FFATA), are posted on the OJP web site at <https://ojp.gov/funding/Explore/FFATA.htm> (Award condition: Reporting Subawards and Executive Compensation), and are incorporated by reference here.

This condition, including its reporting requirement, does not apply to an award made to an individual who received the award as a natural person (i.e., unrelated to any business or non-profit organization that he or she may own or operate in his or her name).

33. Applicants must certify that Limited English Proficiency persons have meaningful access to the services under this program(s). National origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI and the Safe Streets Act, recipients are required to take reasonable steps to ensure that LEP persons have meaningful access to their programs. Meaningful access may entail providing language assistance services, including oral and written translation when necessary. The U.S. Department of Justice has issued guidance for grantees to help them comply with Title VI requirements. The guidance document can be accessed on the Internet at www.lep.gov.



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34. The recipient agrees to comply with OJP grant monitoring guidelines, protocols, and procedures, and to cooperate with OJP (including the grant manager for this award and the Office of Chief Financial Officer (OCFO)) on all grant monitoring requests, including requests related to desk reviews, enhanced programmatic desk reviews, and/or site visits. The recipient agrees to provide to OJP all documentation necessary to complete monitoring tasks, including documentation related to any subawards made under this award. Further, the recipient agrees to abide by reasonable deadlines set by OJP for providing the requested documents. Failure to cooperate with OJP's grant monitoring activities may result in sanctions affecting the recipient's DOJ awards, including, but not limited to: withholdings and/or other restrictions on the recipient's access to grant funds; referral to the Office of the Inspector General for audit review; designation of the recipient as a DOJ High Risk grantee; or termination of an award(s).
35. Recipient understands and agrees that, to the extent that substance abuse treatment and related services are funded by this award, they will include needed treatment and services to address opioid abuse reduction.
36. The recipient may incur obligations, expend, and draw down funds in an amount not to exceed \$100,000 for the sole purpose of completing the planning and implementation guide. The recipient is not authorized to incur any additional obligations, make any additional expenditures, or drawdown any additional funds until BJA has reviewed and approved the recipient's completed Planning and Implementation Guide and has issued a Grant Adjustment Notice (GAN) removing this condition.
37. All procurement (contract) transactions under this award must be conducted in a manner that is consistent with applicable Federal and State law, and with Federal procurement standards specified in regulations governing Federal awards to non-Federal entities. Procurement (contract) transactions should be competitively awarded unless circumstances preclude competition. Noncompetitive (e.g., sole source) procurements by the award recipient in excess of the Simplified Acquisition Threshold (currently \$150,000) set out in the Federal Acquisition Regulation must receive prior approval from the awarding agency, and must otherwise comply with rules governing such procurements found in the current edition of the DOJ Financial Guide.
38. With respect to this award, federal funds may not be used to pay cash compensation (salary plus bonuses) to any employee of the award recipient at a rate that exceeds 110% of the maximum annual salary payable to a member of the federal government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. (An award recipient may compensate an employee at a higher rate, provided the amount in excess of this compensation limitation is paid with non-federal funds.)

This limitation on compensation rates allowable under this award may be waived on an individual basis at the discretion of the OJP official indicated in the program announcement under which this award is made.
39. Grantee agrees to comply with all confidentiality requirements of 42 U.S.C. section 3789g and 28 C.F.R. Part 22 that are applicable to collection, use, and revelation of data or information. Grantee further agrees, as a condition of grant approval, to submit a Privacy Certificate that is in accord with requirements of 28 C.F.R. Part 22 and, in particular, section 22.23.
40. Grantee agrees to comply with the requirements of 28 C.F.R. Part 46 and all Office of Justice Programs policies and procedures regarding the protection of human research subjects, including obtainment of Institutional Review Board approval, if appropriate, and subject informed consent.
41. Recipient may not obligate, expend or drawdown funds until the Bureau of Justice Assistance, Office of Justice Programs has reviewed and approved the Program Narrative portion of the application and has issued a Grant Adjustment Notice (GAN) informing the recipient of the approval.



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Office of Justice Programs
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SPECIAL CONDITIONS

42. The recipient is authorized to incur obligations, expend, and draw down funds for travel, lodging, and per diem costs only, in an amount not to exceed \$15,000, for the sole purpose of attending a required OJP conference associated with this grant award. The grantee is not authorized to incur any additional obligations, or make any additional expenditures or draw downs until the awarding agency and the Office of the Chief Financial Officer (OCFO) has reviewed and approved the recipient's budget and budget narrative, and a Grant Adjustment Notice (GAN) has been issued to remove this special condition.

43. Recipient may not obligate, expend or drawdown funds until the Bureau of Justice Assistance, Office of Justice Programs has received and approved the required application attachment(s) and has issued a Grant Adjustment Notice (GAN) releasing this special condition.



U.S. Department of Justice
Office of Justice Programs
Bureau of Justice Assistance

Washington, D.C. 20531

Memorandum To: Official Grant File

From: Orbin Terry, NEPA Coordinator

Subject: Categorical Exclusion for San Francisco Sheriff's Department

The primary purpose of Justice and Mental Health Collaboration Program (JMHCPC) is to increase public safety by facilitating collaboration among the criminal justice, juvenile justice, and mental health and substance abuse treatment systems to increase access to mental health and other treatment services for those individuals with mental illness or co-occurring mental health and substance use disorders. Jurisdictions are eligible to apply for collaborative county approaches to reducing the prevalence of individuals with mental disorders in jail, strategic planning for law enforcement and mental health collaboration, and implementation and expansion funding through JMHCPC.

None of the following activities will be conducted whether under the Office of Justice Programs federal action or a related third party action:

- (1) New construction.
- (2) Any renovation or remodeling of a property located in an environmentally or historically sensitive area, including property (a) listed on or eligible for listing on the National Register of Historic Places, or (b) located within a 100-year flood plain, a wetland, or habitat for an endangered species.
- (3) A renovation which will change the basic prior use of a facility or significantly change its size.
- (4) Research and technology whose anticipated and future application could be expected to have an effect on the environment.
- (5) Implementation of a program involving the use of chemicals.

Additionally, the proposed action is neither a phase nor a segment of a project which when reviewed in its entirety would not meet the criteria for a categorical exclusion. Consequently, the subject federal action meets the Office of Justice Programs' criteria for a categorical exclusion as contained in paragraph 4(b) of Appendix D to Part 61 of Title 28 of the Code of Federal Regulations.



U.S. Department of Justice
Office of Justice Programs
Bureau of Justice Assistance

**GRANT MANAGER'S MEMORANDUM, PT. I:
PROJECT SUMMARY**

Grant

PROJECT NUMBER
2017-MO-BX-0055

PAGE 1 OF 1

This project is supported under FY17(BJA - JMHCP) 42 USC 3797aa; Pub. L. No. 115-31, 131 Stat 135, 295

1. STAFF CONTACT (Name & telephone number)

NiKisha Love
(202) 616-8241

2. PROJECT DIRECTOR (Name, address & telephone number)

Alissa Riker
Principal Administrative Analyst
City Hall Room 456
1 Carlton B. Goodlett Place
San Francisco, CA 94102
(415) 575-6417

3a. TITLE OF THE PROGRAM

BJA FY 17 Justice and Mental Health Collaboration Program: Implementation and Expansion

3b. POMS CODE (SEE INSTRUCTIONS
ON REVERSE)

4. TITLE OF PROJECT

San Francisco JMH Collaboration Expansion Project

5. NAME & ADDRESS OF GRANTEE

San Francisco Sheriff's Department
City Hall Room 456 1 Carlton Goodlett Place
San Francisco, CA 94102

6. NAME & ADDRESS OF SUBGRANTEE

7. PROGRAM PERIOD

FROM: 10/01/2017 TO: 09/30/2019

8. BUDGET PERIOD

FROM: 10/01/2017 TO: 09/30/2019

9. AMOUNT OF AWARD

\$ 300,000

10. DATE OF AWARD

09/29/2017

11. SECOND YEAR'S BUDGET

12. SECOND YEAR'S BUDGET AMOUNT

13. THIRD YEAR'S BUDGET PERIOD

14. THIRD YEAR'S BUDGET AMOUNT

15. SUMMARY DESCRIPTION OF PROJECT (See instruction on reverse)

The Bureau of Justice Assistance's (BJA) Justice and Mental Health Collaboration Program (JMHC) is funded through the Mentally Ill Offender Treatment and Crime Reduction Act of 2004 (MOTCRA) (Public Law 108-414), which was reauthorized in 2008 (Public Law 110-416). The primary purpose of JMHC is to increase public safety by facilitating collaboration among the criminal justice, juvenile justice, and mental health and substance abuse treatment systems to increase access to mental health and other treatment services for those individuals with mental illness or co-occurring mental health and substance use disorders (including opioid abuse disorders). Jurisdictions eligible to apply for this program were limited to states, units of local government, federally recognized Indian tribes (as determined by the Secretary of the Interior), and tribal organizations. The grant recipient will use the implementation and expansion grant funds to implement an already initiated plan or expand upon (or improve) their well-established collaboration plan between justice and mental health partners. Grant funds may be used to support law enforcement response programs including mental health courts, pretrial services, and diversion/alternative prosecution and sentencing programs. Funds may also be used for treatment accountability services, specialized training for justice and treatment professionals as well as corrections/community corrections,

transitional, and reentry services to create or expand mental illnesses or co-occurring mental health and substance abuse disorders support services; and non-treatment recovery support services coordination and delivery. These services may also include case management, housing placement and supportive housing, job training and placement, education, primary and mental health care, and family supportive services. CA/NCF

DOJ FY17 Justice and Mental Health Collaboration Program
Grant Period: October 1, 2017 to September 30, 2019
2017-MO-BX-0055

	Total Annual Salary	Total Annual FTE	JMHCP	Match Share		Combined Project Budget	
			Cost	FTE	In-Kind	FTE	TOTAL COST
PERSONNEL							
Project Director	\$ 149,460	1.00		0.10	\$ 29,892	0.10	\$ 29,892
Grant Administrator	\$ 128,811	1.00		0.10	\$ 25,762	0.10	\$ 25,762
Sheriff Deputy	\$ 107,735	1.00		0.05	\$ 10,774	0.05	\$ 10,774
Total Salaries & Wages	\$ 317,364	3.00		0.35	\$ 66,429	0.35	\$ 66,429
FRINGE BENEFITS					\$ 28,803		\$ 28,803
Salaries and Benefits					<u>\$ 95,232</u>		<u>\$ 95,232</u>
CONTRACTUAL							
1. Evaluation consultant - Katie Kramer			9,455				
2. UCSF Citywide Forensics: Misdemeanor Behavioral Health Court			\$ 158,090				
3. San Francisco Pretrial Diversion Project: Quality control&Data Mgmt			\$ 101,127				
Total Contracts			\$ 268,672			-	\$ 268,672
Travel							
BJA grantee orientation meeting 4 persons at \$1,115 each (air fare, lodging, meal transportation)			4,460				
Other Costs			4,460			-	4,460
TOTAL DIRECT COSTS			\$ 273,132		\$ 95,232		\$ 368,364
INDIRECT COSTS @ 10%			\$ 26,867		\$ -		\$ 26,867
TOTAL YEAR 1 PROJECT BUDGET			\$ 300,000		\$ 95,232		\$ 395,232

**San Francisco Sheriff's Department
BJA FY 2017 Justice and Mental Health Collaboration Program**

Budget Narrative

Year One Federally-Funded Expenses – 9/30/17 – 9/29/18

C. Travel

**1. BJA Grantee Orientation Meeting – Washington, DC
4 Persons @ \$1,115 Per Person = \$4,460**

Round-Trip Plane Fare – \$525 Per Person x 4 Persons = **\$2,100**

Lodging – 2 Nights @ \$225 Per Night x 4 Persons = **\$1,800**

Meals – 2 Days @ \$45 Per Day x 4 Persons = **\$360**

Local Transportation – \$50 Per Person x 4 Persons = **\$200**

The first-year travel request is for a total of four (4) project-involved staff to attend a required 2-day BJA Grantee Orientation Meeting in Washington, DC during the initial year of the grant.

G. Consultants / Contracts

**1. Evaluation Consultant – Katie Kramer, MSW, MPH -
12 Days @ \$650 Per Day = \$7,800**

The Project Evaluator will support project data tracking, quality assurance, and reporting throughout the two-year project period. During the initial six-month planning phase, the Evaluator will support the team by identifying appropriate project indicators; developing data entry and reporting systems and procedures; working with the IT specialist to adapt existing reporting systems to accommodate new fields; and providing training as needed to staff. During the 18-month implementation phase, the Evaluator will conduct ongoing quality assurance data reviews on at least a quarterly basis and will assist in the preparation of project reports while providing data analysis services as needed.

2. Misdemeanor Behavioral Health Court (MBHC) Enhanced Mental Health Assessment, Training, and Services Subcontract - UCSF Citywide Forensics - \$62,059

See attached Year 1 Subcontract Budget

The proposed Mental Health Assessment, Training, and Services Subcontract to UCSF Citywide Forensics is primarily designed to support the costs of a new, full-time Masters Level Clinical Social Worker (CSW) during the 18-month project implementation period. The CSW will be a well-qualified professional who will provide in-depth, one-on-one behavioral health assessments for persons assigned to the San Francisco Misdemeanor Behavioral Health Court (MBHC) along with ongoing counseling, support, referral, and

placement advocacy services for these individuals. The CSW will continually track and report on these activities and services in order to evaluate the impact of on-site behavioral health services for pretrial clients. The CSW will also serve as an on-site trainer and TA provider for staff of the San Francisco Pretrial Diversion Project on issues related to mental health and substance use. The Citywide subcontract will also support 5% time of Yasaman Shirazi, MFT, the Clinical Supervisor for the Citywide Forensic Team, who will have responsibility for identifying, adopting, and providing training on the use of practical, preliminary behavioral health assessment tools for non-professionals, in order to identify clients in need of mental health services through the CSW. Ms. Shirazi will also oversee the integration of CSW services within the overall Pretrial Diversion structure. Please see attached budget justification for this proposed subcontract.

3. Quality Control & Data Management Contract - San Francisco Pretrial Diversion Project - \$39,371

See attached Year 1 Subcontract Budget

The quality Control and Data Management Contract to the San Francisco Pretrial Diversion Project will support 10% of salary and benefits for Matthew Miller, the Division's IT Manager, throughout the project. Mr. Miller will be responsible for modifying data collection systems to accommodate new required input fields related to BJA project tracking and evaluation, and for providing ongoing support to the project in data entry, reporting, and IT management issues. The subcontract will also include a Pretrial Client Emergency Housing Fund in the amount of \$88,628 to provide emergency housing vouchers for pretrial clients in order to ensure their stability and likelihood of success in the pretrial program. Housing funds will be distributed following parameters and qualification standards developed during the six-month planning phase, and will be closely tracked by the agency, along with tracking of outcomes for clients who utilize emergency housing funds.

Year One Non-Federal Match Expenses – 9/30/17 – 9/29/18

A. Personnel

**1. Project Director – Alissa Riker
\$149,460 / Yr. x .10 FTE = \$14,946**

The Project Director will be responsible for overarching management, coordination, and oversight of the program, including convening project meetings; negotiating and monitoring project subcontracts; implementing new project systems; tracking and reporting project data; preparing project reports; and serving as ongoing contact person to the Bureau of Justice Assistance. The Director will also be responsible for ensuring the integration of the new program within existing system and for ensuring dissemination of project findings and for securing continuation funding as indicated by project success.

**2. Finance and Reporting Specialist – Jane Mason
\$128,811 / Yr. x .10 FTE = \$12,881**

The Finance & Reporting Specialist will monitor grant fund disbursement and tracking; review and pay invoices to project subcontractors; track project matching grant expenditures; and assist in the preparation of project reports.

3. Deputy Sheriff – TBA
\$107,735 / Yr. x .05 FTE = \$5,537

The Deputy Sheriff will be responsible for project data collection at the Sheriff's Department, including collecting data on jail bed day usage for clients pre and post-intervention.

B. Fringe Benefits

1. Total Personnel @ \$33,214 x 43.36% Fringe Benefits Rate = \$14,402

The breakdown for the fringe benefits rate is as follows:

Health Services - **2.58%**
Dependent Coverage - **8.18%**
Dental Coverage - **1.15%**
Unemployment Insurance - **0.27%**
Long-Term Disability Insurance - **0.35%**
Retirement - **23.18%**
Social Security - **6.20%**
Medicare - **1.45%**

**PROPOSED CITYWIDE FORENSICS BJA SUBCONTRACT BUDGET
YEAR ONE - SEPTEMBER 30, 2017 - SEPTEMBER 29, 2018**

A. <u>PERSONNEL</u>	Annual Salary	Monthly Salary	# of Months	FTE on Project	Total
1. Clinical Social Worker (TBA) -	\$69,969	\$5,831	6	1.00	\$34,985
2. Assessment & Training Specialist (Yasaman Shirazi, MFT) -	98,143	8,179	12	0.05	<u>4,907</u>
Subtotal Personnel					\$39,892
B. <u>FRINGE BENEFITS @ 29.82% of Salaries</u>					\$11,898
Total Personnel					\$51,789
C. <u>TRAVEL</u> - None					
D. <u>EQUIPMENT</u> - None					
E. <u>SUPPLIES</u>					
1. General Supplies - \$50 Per Month x 12 Months =					\$600
2. Networked Desktop Computer for New Social Worker -					<u>1,500</u>
Total Supplies					\$2,100
F. <u>CONTRACTUAL</u> - None					
G. <u>CONSTRUCTION</u> - None					
H. <u>OTHER</u>					
1. One-Time Landline Connection for New Computer -					\$480
2. Regular Staff Training - Avg. \$240 Per Year x 1 Year =					240
3. Additional University Costs for New Employee -					
a) General Automobile & Liability Insurance (GAEL) Share -					284
b) Campus Data Network Access -					264
c) Human Resources Share -					550
d) IT Field Services Share -					354
4. Local Mileage - Avg. 110 Mi./Mo. @ \$0.54/Mi. x 6 Months =					<u>356</u>
Total Other					\$2,528
H. <u>TOTAL DIRECT CHARGES</u>					\$56,417
I. <u>INDIRECT CHARGES @ 10.0% of Expenses</u>					\$5,642
J. <u>TOTAL SUBCONTRACT BUDGET</u>					\$62,059

**PROPOSED SF PRETRIAL DIVERSION BJA CONTRACT BUDGET
YEAR ONE - SEPTEMBER 30, 2017 - SEPTEMBER 29, 2018**

A. <u>PERSONNEL</u>	Annual Salary	Monthly Salary	# of Months	FTE on Project	Total
1. IT Specialist (Matthew Miller)	\$50,000	\$4,167	12	0.10	<u>\$5,000</u>
Subtotal Personnel					\$5,000
B. <u>FRINGE BENEFITS @ 25% of Salaries</u>					<u>\$1,250</u>
Total Personnel					\$6,250
C. <u>TRAVEL</u> - None					
D. <u>EQUIPMENT</u> - None					
E. <u>SUPPLIES</u> - None					
F. <u>CONTRACTUAL</u> - None					
G. <u>CONSTRUCTION</u> - None					
H. <u>OTHER</u> - None					
1. Pretrial Client Emergency Housing Fund					<u>\$29,542</u>
Total Other					<u>\$29,542</u>
H. <u>TOTAL DIRECT CHARGES</u>					\$35,792
I. <u>INDIRECT CHARGES @ 10% of Costs</u> -					<u>\$3,579</u>
J. <u>TOTAL SUBCONTRACT BUDGET</u>					\$39,371

Year Two Federally-Funded Expenses – 9/30/18 – 9/29/19

G. Consultants / Contracts

**1. Evaluation Consultant – Katie Kramer, MSW, MPH -
4 Days @ \$650 Per Day = \$2,600**

The Project Evaluator will support project data tracking, quality assurance, and reporting throughout the two-year project period. During the initial six-month planning phase, the Evaluator will support the team by identifying appropriate project indicators; developing data entry and reporting systems and procedures; working with the IT specialist to adapt existing reporting systems to accommodate new fields; and providing training as needed to staff. During the 18-month implementation phase, the Evaluator will conduct ongoing quality assurance data reviews on at least a quarterly basis and will assist in the preparation of project reports while providing data analysis services as needed.

2. Misdemeanor Behavioral Health Court (MBHC) Enhanced Mental Health Assessment, Training, and Services Subcontract - UCSF Citywide Forensics - \$111,840

See attached Year 2 Subcontract Budget

The proposed Mental Health Assessment, Training, and Services Subcontract to UCSF Citywide Forensics is primarily designed to support the costs of a new, full-time Masters Level Clinical Social Worker (CSW) during the 18-month project implementation period. The CSW will be a well-qualified professional who will provide in-depth, one-on-one behavioral health assessments for persons assigned to the San Francisco Misdemeanor Behavioral Health Court (MBHC) along with ongoing counseling, support, referral, and placement advocacy services for these individuals. The CSW will continually track and report on these activities and services in order to evaluate the impact of on-site behavioral health services for pretrial clients. The CSW will also serve as an on-site trainer and TA provider for staff of the San Francisco Pretrial Diversion Project on issues related to mental health and substance use. The Citywide subcontract will also support 5% time of Yasaman Shirazi, MFT, the Clinical Supervisor for the Citywide Forensic Team, who will have responsibility for identifying, adopting, and providing training on the use of practical, preliminary behavioral health assessment tools for non-professionals, in order to identify clients in need of mental health services through the CSW. Ms. Shirazi will also oversee the integration of CSW services within the overall Pretrial Diversion structure. Please see attached budget justification for this proposed subcontract.

3. Quality Control & Data Management Contract - San Francisco Pretrial Diversion Project - \$71,870

See attached Year 2 Subcontract Budget

The quality Control and Data Management Contract to the San Francisco Pretrial Diversion Project will support 10% of salary and benefits for Matthew Miller, the Division's IT

Manager, throughout the project. Mr. Miller will be responsible for modifying data collection systems to accommodate new required input fields related to BJA project tracking and evaluation, and for providing ongoing support to the project in data entry, reporting, and IT management issues. The subcontract will also include a Pretrial Client Emergency Housing Fund in the amount of \$88,628 to provide emergency housing vouchers for pretrial clients in order to ensure their stability and likelihood of success in the pretrial program. Housing funds will be distributed following parameters and qualification standards developed during the six-month planning phase, and will be closely tracked by the agency, along with tracking of outcomes for clients who utilize emergency housing funds.

Year Two Non-Federal Match Expenses – 9/30/18 – 9/29/19

A. Personnel

- 1. Project Director – Alissa Riker**
\$149,460 / Yr. x .10 FTE = \$14,946

The Project Director will be responsible for overarching management, coordination, and oversight of the program, including convening project meetings; negotiating and monitoring project subcontracts; implementing new project systems; tracking and reporting project data; preparing project reports; and serving as ongoing contact person to the Bureau of Justice Assistance. The Director will also be responsible for ensuring the integration of the new program within existing system and for ensuring dissemination of project findings and for securing continuation funding as indicated by project success.

- 2. Finance and Reporting Specialist – Jane Mason**
\$128,811 / Yr. x .10 FTE = \$12,881

The Finance & Reporting Specialist will monitor grant fund disbursement and tracking; review and pay invoices to project subcontractors; track project matching grant expenditures; and assist in the preparation of project reports.

- 3. Deputy Sheriff – TBA**
\$107,735 / Yr. x .05 FTE = \$5,537

The Deputy Sheriff will be responsible for project data collection at the Sheriff's Department, including collecting data on jail bed day usage for clients pre and post-intervention.

B. Fringe Benefits

- 1. Total Personnel @ \$33,214 x 43.36% Fringe Benefits Rate = \$14,402**

The breakdown for the fringe benefits rate is as follows:

Health Services - 2.58%
Dependent Coverage - 8.18%

Dental Coverage - **1.15%**
Unemployment Insurance - **0.27%**
Long-Term Disability Insurance - **0.35%**
Retirement - **23.18%**
Social Security - **6.20%**
Medicare - **1.45%**

**PROPOSED CITYWIDE FORENSICS BJA SUBCONTRACT BUDGET
YEAR TWO - SEPTEMBER 30, 2018 - SEPTEMBER 29, 2019**

A. <u>PERSONNEL</u>	Annual Salary	Monthly Salary	# of Months	FTE on Project	Total
1. Clinical Social Worker (TBA) -	\$69,969	\$5,831	12	1.00	\$69,969
2. Assessment & Training Specialist (Yasaman Shirazi, MFT) -	98,143	8,179	12	0.05	<u>4,907</u>
Subtotal Personnel					\$74,876
B. <u>FRINGE BENEFITS @ 29.82% of Salaries.</u>					<u>\$22,332</u>
Total Personnel					\$97,208
C. <u>TRAVEL</u> - None					
D. <u>EQUIPMENT</u> - None					
E. <u>SUPPLIES</u>					
1. General Supplies - \$50 Per Month x 12 Months =					<u>\$600</u>
Total Supplies					\$600
F. <u>CONTRACTUAL</u> - None					
G. <u>CONSTRUCTION</u> - None					
H. <u>OTHER</u>					
1. Regular Staff Training - Avg. \$240 Per Year x 1 Year =					240
2. Additional University Costs for New Employee -					
a) General Automobile & Liability Insurance (GAEL) Share -					575
b) Campus Data Network Access -					529
c) Human Resources Share -					1,099
d) IT Field Services Share -					709
3. Local Mileage - Avg. 110 Mi./Mo. @ \$0.54/Mi. x 12 Months =					<u>713</u>
Total Other					\$3,865
H. <u>TOTAL DIRECT CHARGES</u>					\$101,673
I. <u>INDIRECT CHARGES @ 10.0% of Expenses</u>					<u>\$10,167</u>
J. <u>TOTAL SUBCONTRACT BUDGET</u>					\$111,840

**PROPOSED SF PRETRIAL DIVERSION BJA CONTRACT BUDGET
YEAR TWO - SEPTEMBER 30, 2018 - SEPTEMBER 29, 2019**

A. <u>PERSONNEL</u>	Annual Salary	Monthly Salary	# of Months	FTE on Project	Total
1. IT Specialist (Matthew Miller)	\$50,000	\$4,167	12	0.10	<u>\$5,000</u>
Subtotal Personnel					\$5,000
B. <u>FRINGE BENEFITS @ 25% of Salaries</u>					<u>\$1,250</u>
Total Personnel					\$6,250
C. <u>TRAVEL</u> - None					
D. <u>EQUIPMENT</u> - None					
E. <u>SUPPLIES</u> - None					
F. <u>CONTRACTUAL</u> - None					
G. <u>CONSTRUCTION</u> - None					
H. <u>OTHER</u> - None					
1. Pretrial Client Emergency Housing Fund					<u>\$59,086</u>
Total Other					<u>\$59,086</u>
H. <u>TOTAL DIRECT CHARGES</u>					\$65,336
I. <u>INDIRECT CHARGES @ 10% of Costs</u> -					<u>\$6,534</u>
J. <u>TOTAL SUBCONTRACT BUDGET</u>					\$71,870



[General Instructions & Resources](#)

[View Budget Summary](#)

OMB APPROVAL NO.: 1121-0329
EXPIRES 7/31/2016

Budget Detail Worksheet

- (1) **Purpose:** The Budget Detail Worksheet is provided for your use in the preparation of the budget and budget narrative. All required information (including the budget narrative) must be provided. Any category of expense not applicable to your budget may be left blank. Indicate any **non-federal (match)** amount in the appropriate category, if applicable.
- (2) For each budget category, you can see a sample by clicking (**To View an Example, Click Here**) at the end of each description.
- (3) There are various hot links listed in red in the budget categories that will provide additional information via documents on the internet.
- (4) **Record Retention:** In accordance with the requirements set forth in **2 CFR Part 200.333**, all financial records, supporting documents, statistical records, and all other records pertinent to the award shall be retained by each organization for at least three years following the closure of the audit report covering the grant period.
- (5) The information disclosed in this form is subject to the Freedom of Information Act under 5 U.S.C. 55.2.

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. Include a description of the responsibilities and duties of each position in relationship to fulfilling the project goals and objectives. (Note: Use whole numbers as the percentage of time, an example is 75.50% should be shown as 75.50) [To View an Example, Click Here](#)

PERSONNEL (FEDERAL)

Name	Position	Computation				Cost
		Salary	Basis	Percentage of Time	Length of Time	
			Year			\$0
FEDERAL TOTAL						\$0

PERSONNEL NARRATIVE (FEDERAL)

PERSONNEL (NON-FEDERAL)

Name	Position	Computation				Cost
		Salary	Basis	Percentage of Time	Length of Time	
Alissa Riker	Project Director	\$149,460.00	Year	10	1	\$14,946
Jane Mason	Finance & Reporting Specialist	\$128,811.00	Year	10	1	\$12,881
TBD	Deputy Sheriff	\$107,735.00	Year	5	1	\$5,387
NON-FEDERAL TOTAL						\$33,214

PERSONNEL NARRATIVE (NON-FEDERAL)

The Project Director will be responsible for overarching management, coordination, and oversight of the program, including convening project meetings; negotiating and monitoring project subcontracts; implementing new project systems; tracking and reporting project data; preparing project reports; and serving as ongoing contact person to the Bureau of Justice Assistance. The Director will also be responsible for ensuring the integration of the new program within existing system and for ensuring dissemination of project findings and for securing continuation funding as indicated by project success.

The Finance & Reporting Specialist will monitor grant fund disbursement and tracking; review and pay invoices to project subcontractors; track project matching grant expenditures; and assist in the preparation of project reports.

The Deputy Sheriff will be responsible for project data collection at the Sheriff's Department, including collecting data on jail bed day usage for clients pre and post-intervention

TOTAL PERSONNEL	\$33,214
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B. Fringe Benefits – Fringe benefits should be based on actual known costs or an approved negotiated rate by a Federal agency. If not based on an approved negotiated rate, list the composition of the fringe benefit package. 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. (Note: Use decimal numbers for the fringe benefit rates, an example is 7.65% should be shown as .0765) [To View an Example, Click Here](#)

FRINGE BENEFITS (FEDERAL)

Description	Computation		Cost
	Base	Rate	
			\$0
FEDERAL TOTAL			\$0

FRINGE BENEFITS NARRATIVE (FEDERAL)

FRINGE BENEFITS (NON-FEDERAL)

Description	Computation		Cost
	Base	Rate	
Project Director Fringe Benefits	\$14,946.00	0.4336	\$6,481
Finance & Reporting Specialist Fringe Benefits	\$12,881.00	0.4336	\$5,585
Deputy Sheriff Fringe Benefits	\$5,387.00	0.4336	\$2,336
NON-FEDERAL TOTAL			\$14,402

FRINGE BENEFITS NARRATIVE (NON-FEDERAL)

The breakdown for the fringe benefits rates is as follows:

Health Services - 2.58%
Dependent Coverage - 8.18%
Dental Coverage - 1.15%
Unemployment Insurance - 0.27%
Long-Term Disability Insurance - 0.35%
Retirement - 23.18%
Social Security - 6.20%
Medicare - 1.45%

Total - 43.36%

TOTAL FRINGE BENEFITS	\$14,402
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C. **Travel** – Itemize travel expenses of staff personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Describe the purpose of each travel expenditure in reference to the project objectives. 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; or if unknown, indicate “location to be determined.” Indicate source of Travel Policies applied Applicant or Federal Travel Regulations. Note: Travel expenses for consultants should be included in the “Contractual/Consultant” category. [To View an Example, Click Here](#)

TRAVEL (FEDERAL)

Purpose of Travel	Location	Computation							Cost	
		Item	Cost Rate	Basis for Rate	Quantity	Number of People	Number of Trips	Cost		
BJA Grantee Orientation Meeting	Washington, DC	Lodging	\$225.00	Night	2	4	1	\$1,800.00		
		Meals	\$45.00	Day	2	4	1	\$360.00		
		Mileage		Mile				\$0.00		
		Transportation:								
		Plane Travel	\$525.00	Round-trip		4	1	\$2,100.00		
		Local Travel	\$50.00			4	1	\$200.00		
		Other						\$0.00		
		Subtotal						\$4,460.00		\$4,460
		FEDERAL TOTAL								\$4,460

TRAVEL NARRATIVE (FEDERAL)

Travel is requested for a total of four (4) project-involved staff to attend a 2-day BJA Grantee Orientation Meeting in Washington, DC during the initial year of the grant program.

TRAVEL (NON-FEDERAL)

Purpose of Travel	Location	Computation						Cost
		Item	Cost Rate	Basis for Rate	Quantity	Number of People	Number of Trips	
		Lodging		Night				\$0.00
		Meals		Day				\$0.00
		Mileage		Mile				\$0.00
		Transportation:		Round-trip				\$0.00
								\$0.00
		Local Travel						\$0.00
		Other						\$0.00
		Subtotal						\$0.00
NON-FEDERAL TOTAL								\$0

TRAVEL NARRATIVE (NON-FEDERAL)

TOTAL TRAVEL	\$4,460
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D. Equipment – List non-expendable items that are purchased (Note: Organization’s own capitalization policy for classification of equipment should be used). Expendable items should be included in the “Supplies” category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technological 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, and describe the procurement method to be used. [To View an Example, Click Here](#)

EQUIPMENT (FEDERAL)

Item	Computation		Cost
	Quantity	Cost	
			\$0
FEDERAL TOTAL			\$0

EQUIPMENT NARRATIVE (FEDERAL)

EQUIPMENT (NON-FEDERAL)

Item	Computation		Cost
	Quantity	Cost	
			\$0
NON-FEDERAL TOTAL			\$0

EQUIPMENT NARRATIVE (NON-FEDERAL)

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TOTAL EQUIPMENT	\$0
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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. Generally, supplies include any materials that are expendable or consumed during the course of the project.

To View an Example, Click Here

SUPPLIES (FEDERAL)

Supply Items	Computation		Cost
	Quantity/Duration	Cost	
			\$0
FEDERAL TOTAL			\$0

SUPPLIES NARRATIVE (FEDERAL)

SUPPLIES (NON-FEDERAL)

Supply Items	Computation		Cost
	Quantity/Duration	Cost	
			\$0
NON-FEDERAL TOTAL			\$0

SUPPLIES NARRATIVE (NON-FEDERAL)

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TOTAL SUPPLIES	\$0
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F. **Construction** – Provide a description of the construction project and an estimate of the costs. As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable. Minor repairs and renovations should be classified in the "other" category. Consult with the program office before budgeting funds in this category. [To View an Example, Click Here](#)

CONSTRUCTION (FEDERAL)

Purpose	Description of Work	Cost
	FEDERAL TOTAL	\$0

CONSTRUCTION NARRATIVE (FEDERAL)

CONSTRUCTION (NON-FEDERAL)

Purpose	Description of Work	Cost
	NON-FEDERAL TOTAL	\$0

CONSTRUCTION NARRATIVE (NON-FEDERAL)

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TOTAL CONSTRUCTION	\$0
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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 \$650 per day or \$81.25 per hour require additional justification and prior approval from OJP. **To View an Example, Click Here**

CONSULTANT FEES (FEDERAL)

Name of Consultant	Service Provided	Computation			Cost
		Fee	Basis	Quantity	
Katie Kramer, MSW, MPH	Project Evaluator	\$650.00	8 Hour Day	12	\$7,800
SUBTOTAL					\$7,800

CONSULTANT FEES NARRATIVE (FEDERAL)

The Project Evaluator will support project data tracking, quality assurance, and reporting throughout the two-year project period. During the initial six-month planning phase, the Evaluator will support the team by identifying appropriate project indicators; developing data entry and reporting systems and procedures; working with the IT specialist to adapt existing reporting systems to accommodate new fields; and providing training as needed to staff. During the 18-month implementation phase, the Evaluator will conduct ongoing quality assurance data reviews on at least a quarterly basis and will assist in the preparation of project reports while providing data analysis services as needed.

CONSULTANT FEES (NON-FEDERAL)

Name of Consultant	Service Provided	Computation			Cost
		Fee	Basis	Quantity	
			8 Hour Day		\$0
SUBTOTAL					\$0

CONSULTANT FEES NARRATIVE (NON-FEDERAL)

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.). This includes travel expenses for anyone who is not an employee of the applicant such as participants, volunteers, partners, etc.

CONSULTANT EXPENSES (FEDERAL)

Purpose of Travel	Location	Computation						Cost
		Item	Cost Rate	Basis for Rate	Quantity	Number of People	Number of Trips	
		Lodging		Night				\$0.00
		Meals		Day				\$0.00
		Mileage		Mile				\$0.00
		Transportation:		Round-trip				
								\$0.00
		Local Travel						\$0.00
		Other						\$0.00
		Subtotal						\$0.00
SUBTOTAL								\$0
FEDERAL TOTAL								\$7,800

CONSULTANT EXPENSES NARRATIVE (FEDERAL)

CONSULTANT EXPENSES (NON-FEDERAL)

Purpose of Travel	Location	Computation						Cost
		Item	Cost Rate	Basis for Rate	Quantity	Number of People	Number of Trips	
		Lodging		Night				\$0.00
		Meals		Day				\$0.00
		Mileage		Mile				\$0.00
		Transportation:		Round-trip				
								\$0.00
		Local Travel						\$0.00
		Other						\$0.00
		Subtotal						\$0.00
SUBTOTAL								\$0
NON-FEDERAL TOTAL								\$0

CONSULTANT EXPENSES NARRATIVE (NON-FEDERAL)

TOTAL CONSULTANTS	\$7,800
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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 \$150,000. A sole source contract may not be awarded to a commercial organization that is ineligible to receive a direct award. Note: This budget category may include subawards.

CONTRACTS (FEDERAL)

Item	Cost
Misdemeanor Behavioral Health Court (MBHC) Enhanced Mental Health Assessment, Training, and Services Subcontract - UCSF Citywide Forensics	\$62,059
Quality Control & Data Management Contract - San Francisco Pretrial Diversion Project	\$39,371
FEDERAL TOTAL	\$101,430

CONTRACTS NARRATIVE (FEDERAL)

The proposed Mental Health Assessment, Training, and Services Subcontract to UCSF Citywide Forensics is primarily designed to support the costs of a new, full-time Masters Level Clinical Social Worker (CSW) during the 18-month project implementation period. The CSW will be a well-qualified professional who will provide in-depth, one-on-one behavioral health assessments for persons assigned to the San Francisco Misdemeanor Behavioral Health Court (MBHC) along with ongoing counseling, support, referral, and placement advocacy services for these individuals. The CSW will continually track and report on these activities and services in order to evaluate the impact of on-site behavioral health services for pretrial clients. The CSW will also serve as an on-site trainer and TA provider for staff of the San Francisco Pretrial Diversion Project on issues related to mental health and substance use. The Citywide subcontract will also support 5% time of Yasaman Shirazi, MFT, the Clinical Supervisor for the Citywide Forensic Team, who will have responsibility for identifying, adopting, and providing training on the use of practical, preliminary behavioral health assessment tools for non-professionals, in order to identify clients in need of mental health services through the CSW. Ms. Shirazi will also oversee the integration of CSW services within the overall Pretrial Diversion structure. Please see attached budget justification for this proposed subcontract.

The quality Control and Data Management Contract to the San Francisco Pretrial Diversion Project will support 10% of salary and benefits for Matthew Miller, the Division's IT Manager, throughout the project. Mr. Miller will be responsible for modifying data collection systems to accommodate new required input fields related to BJA project tracking and evaluation, and for providing ongoing support to the project in data entry, reporting, and IT management issues. The subcontract will also include a Pretrial Client Emergency Housing Fund in the amount of \$88,628 to provide emergency housing vouchers for pretrial clients in order to ensure their stability and likelihood of success in the pretrial program. Housing funds will be distributed following parameters and qualification standards developed during the six-month planning phase, and will be closely tracked by the agency, along with tracking of outcomes for clients who utilize emergency housing funds.

CONTRACTS (NON-FEDERAL)

Item	Cost
NON-FEDERAL TOTAL	\$0

CONTRACTS NARRATIVE (NON-FEDERAL)

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TOTAL CONTRACTS	\$101,430
TOTAL CONSULTANTS/CONTRACTS	\$109,230

H. Other Costs – List items (e.g., rent (arms-length transaction only), 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. The basis field is a text field to describe the quantity such as square footage, months, etc. [To View an Example, Click Here](#)

OTHER COSTS (FEDERAL)

Description	Computation				Cost
	Quantity	Basis	Cost	Length of Time	
					\$0
FEDERAL TOTAL					\$0

OTHER COSTS NARRATIVE (FEDERAL)

OTHER COSTS (NON-FEDERAL)

Description	Computation				Cost
	Quantity	Basis	Cost	Length of Time	
					\$0
NON-FEDERAL TOTAL					\$0

OTHER COSTS NARRATIVE (NON-FEDERAL)

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TOTAL OTHER COSTS	\$0
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I. Indirect Costs – Indirect costs are allowed 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, or the applicant may elect to charge a de minimis rate of 10% of modified total direct costs as indicated in 2 CFR Part 200.414f. If the applicant's accounting system permits, costs may be allocated in the direct cost categories. (Use whole numbers as the indirect rate, an example is an indirect rate of 15.73% should be shown as 15.73) [To View an Example, Click Here](#)

INDIRECT COSTS (FEDERAL)

Description	Computation		Cost
	Base	Rate	
			\$0
FEDERAL TOTAL			\$0

INDIRECT COSTS NARRATIVE (FEDERAL)

INDIRECT COSTS (NON-FEDERAL)

Description	Computation		Cost
	Base	Rate	
			\$0
NON-FEDERAL TOTAL			\$0

INDIRECT COSTS NARRATIVE (NON-FEDERAL)

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TOTAL INDIRECT COSTS	\$0
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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 funds requested and the amount of non-Federal funds that will support the project.

Budget Category	Federal Request	Non-Federal Amounts	Total
A. Personnel	\$0	\$33,214	\$33,214
B. Fringe Benefits	\$0	\$14,402	\$14,402
C. Travel	\$4,460	\$0	\$4,460
D. Equipment	\$0	\$0	\$0
E. Supplies	\$0	\$0	\$0
F. Construction	\$0	\$0	\$0
G. Consultants/Contracts	\$109,230	\$0	\$109,230
H. Other	\$0	\$0	\$0
Total Direct Costs	\$113,690	\$47,616	\$161,306
I. Indirect Costs	\$0	\$0	\$0
TOTAL PROJECT COSTS	\$113,690	\$47,616	\$161,306

Federal Request	\$113,690
Non-Federal Amount	\$47,616
Total Project Cost	\$161,306

Public Reporting Burden

Paperwork Reduction Act Notice: Under the Paperwork Reduction Act, a person is not required to respond to a collection of information unless it displays a current valid OMB control number. We try to create forms and instructions that are accurate, can be easily understood, and which impose the least possible burden on you to provide us with information. The estimated average time to complete and file this application is four (4) hours per application. If you have comments regarding the accuracy of this estimate, or suggestions for making this form simpler, you can write the Office of Justice Programs, Office of the Chief Financial Officer, 810 Seventh Street, NW, Washington, DC 20531; and to the Public Use Reports Project, 1121-0188, Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, DC 20503.



[General Instructions & Resources](#)

[View Budget Summary](#)

OMB APPROVAL NO.: 1121-0329
EXPIRES 7/31/2016

Budget Detail Worksheet

- (1) **Purpose:** The Budget Detail Worksheet is provided for your use in the preparation of the budget and budget narrative. All required information (including the budget narrative) must be provided. Any category of expense not applicable to your budget may be left blank. Indicate any **non-federal (match)** amount in the appropriate category, if applicable.
- (2) For each budget category, you can see a sample by clicking (**To View an Example, Click Here**) at the end of each description.
- (3) There are various hot links listed in red in the budget categories that will provide additional information via documents on the internet.
- (4) **Record Retention:** In accordance with the requirements set forth in **2 CFR Part 200.333**, all financial records, supporting documents, statistical records, and all other records pertinent to the award shall be retained by each organization for at least three years following the closure of the audit report covering the grant period.
- (5) The information disclosed in this form is subject to the Freedom of Information Act under 5 U.S.C. 55.2.

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. Include a description of the responsibilities and duties of each position in relationship to fulfilling the project goals and objectives. (Note: Use whole numbers as the percentage of time, an example is 75.50% should be shown as 75.50) [To View an Example, Click Here](#)

PERSONNEL (FEDERAL)

Name	Position	Computation				Cost
		Salary	Basis	Percentage of Time	Length of Time	
			Year			\$0
FEDERAL TOTAL						\$0

PERSONNEL NARRATIVE (FEDERAL)

PERSONNEL (NON-FEDERAL)

Name	Position	Computation				Cost
		Salary	Basis	Percentage of Time	Length of Time	
Alissa Riker	Project Director	\$149,460.00	Year	10	1	\$14,946
Jane Mason	Finance & Reporting Specialist	\$128,811.00	Year	10	1	\$12,881
TBD	Deputy Sheriff	\$107,735.00	Year	5	1	\$5,387
NON-FEDERAL TOTAL						\$33,214

PERSONNEL NARRATIVE (NON-FEDERAL)

The Project Director will be responsible for overarching management, coordination, and oversight of the program, including convening project meetings; negotiating and monitoring project subcontracts; implementing new project systems; tracking and reporting project data; preparing project reports; and serving as ongoing contact person to the Bureau of Justice Assistance. The Director will also be responsible for ensuring the integration of the new program within existing system and for ensuring dissemination of project findings and for securing continuation funding as indicated by project success.

The Finance & Reporting Specialist will monitor grant fund disbursement and tracking; review and pay invoices to project subcontractors; track project matching grant expenditures; and assist in the preparation of project reports.

The Deputy Sheriff will be responsible for project data collection at the Sheriff's Department, including collecting data on jail bed day usage for clients pre and post-intervention

TOTAL PERSONNEL	\$33,214
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B. Fringe Benefits – Fringe benefits should be based on actual known costs or an approved negotiated rate by a Federal agency. If not based on an approved negotiated rate, list the composition of the fringe benefit package. 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. (Note: Use decimal numbers for the fringe benefit rates, an example is 7.65% should be shown as .0765) [To View an Example, Click Here](#)

FRINGE BENEFITS (FEDERAL)

Description	Computation		Cost
	Base	Rate	
			\$0
FEDERAL TOTAL			\$0

FRINGE BENEFITS NARRATIVE (FEDERAL)

FRINGE BENEFITS (NON-FEDERAL)

Description	Computation		Cost
	Base	Rate	
Project Director Fringe Benefits	\$14,946.00	0.4336	\$6,481
Finance & Reporting Specialist Fringe Benefits	\$12,881.00	0.4336	\$5,585
Deputy Sheriff Fringe Benefits	\$5,387.00	0.4336	\$2,336
NON-FEDERAL TOTAL			\$14,402

FRINGE BENEFITS NARRATIVE (NON-FEDERAL)

The breakdown for the fringe benefits rates is as follows:

Health Services - 2.58%
Dependent Coverage - 8.18%
Dental Coverage - 1.15%
Unemployment Insurance - 0.27%
Long-Term Disability Insurance - 0.35%
Retirement - 23.18%
Social Security - 6.20%
Medicare - 1.45%

Total - 43.36%

TOTAL FRINGE BENEFITS	\$14,402
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C. **Travel** – Itemize travel expenses of staff personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Describe the purpose of each travel expenditure in reference to the project objectives. 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; or if unknown, indicate “location to be determined.” Indicate source of Travel Policies applied Applicant or Federal Travel Regulations. Note: Travel expenses for consultants should be included in the “Contractual/Consultant” category. [To View an Example, Click Here](#)

TRAVEL (FEDERAL)

Purpose of Travel	Location	Computation							Cost
		Item	Cost Rate	Basis for Rate	Quantity	Number of People	Number of Trips	Cost	
		Lodging		Night				\$0.00	
		Meals		Day				\$0.00	
		Mileage		Mile				\$0.00	
		Transportation:		Round-trip				\$0.00	
		Local Travel						\$0.00	
		Other						\$0.00	
		Subtotal						\$0.00	\$0
FEDERAL TOTAL									\$0

TRAVEL NARRATIVE (FEDERAL)

TRAVEL (NON-FEDERAL)

Purpose of Travel	Location	Computation						Cost
		Item	Cost Rate	Basis for Rate	Quantity	Number of People	Number of Trips	
		Lodging		Night				\$0.00
		Meals		Day				\$0.00
		Mileage		Mile				\$0.00
		Transportation:		Round-trip				\$0.00
		Local Travel						\$0.00
		Other						\$0.00
		Subtotal						\$0.00
NON-FEDERAL TOTAL								\$0

TRAVEL NARRATIVE (NON-FEDERAL)

TOTAL TRAVEL	\$0
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D. Equipment – List non-expendable items that are purchased (Note: Organization’s own capitalization policy for classification of equipment should be used): Expendable items should be included in the “Supplies” category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technological 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, and describe the procurement method to be used. [To View an Example, Click Here](#)

EQUIPMENT (FEDERAL)

Item	Computation		Cost
	Quantity	Cost	
			\$0
FEDERAL TOTAL			\$0

EQUIPMENT NARRATIVE (FEDERAL)

EQUIPMENT (NON-FEDERAL)

Item	Computation		Cost
	Quantity	Cost	
			\$0
NON-FEDERAL TOTAL			\$0

EQUIPMENT NARRATIVE (NON-FEDERAL)

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TOTAL EQUIPMENT	\$0
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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. Generally, supplies include any materials that are expendable or consumed during the course of the project.

To View an Example, Click Here

SUPPLIES (FEDERAL)

Supply Items	Computation		Cost
	Quantity/Duration	Cost	
			\$0
FEDERAL TOTAL			\$0

SUPPLIES NARRATIVE (FEDERAL)

SUPPLIES (NON-FEDERAL)

Supply Items	Computation		Cost
	Quantity/Duration	Cost	
			\$0
NON-FEDERAL TOTAL			\$0

SUPPLIES NARRATIVE (NON-FEDERAL)

TOTAL SUPPLIES		\$0

F. Construction – Provide a description of the construction project and an estimate of the costs. As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable. Minor repairs and renovations should be classified in the "other" category. Consult with the program office before budgeting funds in this category. [To View an Example, Click Here](#)

CONSTRUCTION (FEDERAL)

Purpose	Description of Work	Cost
	FEDERAL TOTAL	\$0

CONSTRUCTION NARRATIVE (FEDERAL)

CONSTRUCTION (NON-FEDERAL)

Purpose	Description of Work	Cost
NON-FEDERAL TOTAL		\$0

CONSTRUCTION NARRATIVE (NON-FEDERAL)

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TOTAL CONSTRUCTION	\$0
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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 \$650 per day or \$81.25 per hour require additional justification and prior approval from OJP. To View an Example, Click Here

CONSULTANT FEES (FEDERAL)

Name of Consultant	Service Provided	Computation			Cost
		Fee	Basis	Quantity	
Katie Kramer, MSW, MPH	Project Evaluator	\$650.00	8 Hour Day	4	\$2,600
SUBTOTAL					\$2,600

CONSULTANT FEES NARRATIVE (FEDERAL)

The Project Evaluator will support project data tracking, quality assurance, and reporting throughout the two-year project period. During the initial six-month planning phase, the Evaluator will support the team by identifying appropriate project indicators; developing data entry and reporting systems and procedures; working with the IT specialist to adapt existing reporting systems to accommodate new fields; and providing training as needed to staff. During the 18-month implementation phase, the Evaluator will conduct ongoing quality assurance data reviews on at least a quarterly basis and will assist in the preparation of project reports while providing data analysis services as needed.

CONSULTANT FEES (NON-FEDERAL)

Name of Consultant	Service Provided	Computation			Cost
		Fee	Basis	Quantity	
			8 Hour Day		\$0
SUBTOTAL					\$0

CONSULTANT FEES NARRATIVE (NON-FEDERAL)

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.). This includes travel expenses for anyone who is not an employee of the applicant such as participants, volunteers, partners, etc.

CONSULTANT EXPENSES (FEDERAL)

Purpose of Travel	Location	Computation							Cost
		Item	Cost Rate	Basis for Rate	Quantity	Number of People	Number of Trips	Cost	
		Lodging		Night				\$0.00	
		Meals		Day				\$0.00	
		Mileage		Mile				\$0.00	
		Transportation:		Round-trip				\$0.00	
								\$0.00	
		Local Travel						\$0.00	
		Other						\$0.00	
		Subtotal						\$0.00	\$0
SUBTOTAL									\$0
FEDERAL TOTAL									\$2,600

CONSULTANT EXPENSES NARRATIVE (FEDERAL)

CONSULTANT EXPENSES (NON-FEDERAL)

Purpose of Travel	Location	Computation						Cost
		Item	Cost Rate	Basis for Rate	Quantity	Number of People	Number of Trips	
		Lodging		Night				\$0.00
		Meals		Day				\$0.00
		Mileage		Mile				\$0.00
		Transportation:		Round-trip				
								\$0.00
		Local Travel						\$0.00
		Other						\$0.00
		Subtotal						\$0.00
SUBTOTAL								\$0
NON-FEDERAL TOTAL								\$0

CONSULTANT EXPENSES NARRATIVE (NON-FEDERAL)

TOTAL CONSULTANTS \$2,600

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 \$150,000. A sole source contract may not be awarded to a commercial organization that is ineligible to receive a direct award. Note: This budget category may include subawards.

CONTRACTS (FEDERAL)

Item	Cost
Misdemeanor Behavioral Health Court (MBHC) Enhanced Mental Health Assessment, Training, and Services Subcontract - UCSF Citywide Forensics	\$111,840
Quality Control & Data Management Contract - San Francisco Pretrial Diversion Project	\$71,870
FEDERAL TOTAL	\$183,710

CONTRACTS NARRATIVE (FEDERAL)

The proposed Mental Health Assessment, Training, and Services Subcontract to UCSF Citywide Forensics is primarily designed to support the costs of a new, full-time Masters Level Clinical Social Worker (CSW) during the 18-month project implementation period. The CSW will be a well-qualified professional who will provide in-depth, one-on-one behavioral health assessments for persons assigned to the San Francisco Misdemeanor Behavioral Health Court (MBHC) along with ongoing counseling, support, referral, and placement advocacy services for these individuals. The CSW will continually track and report on these activities and services in order to evaluate the impact of on-site behavioral health services for pretrial clients. The CSW will also serve as an on-site trainer and TA provider for staff of the San Francisco Pretrial Diversion Project on issues related to mental health and substance use. The Citywide subcontract will also support 5% time of Yasaman Shirazi, MFT, the Clinical Supervisor for the Citywide Forensic Team, who will have responsibility for identifying, adopting, and providing training on the use of practical, preliminary behavioral health assessment tools for non-professionals, in order to identify clients in need of mental health services through the CSW. Ms. Shirazi will also oversee the integration of CSW services within the overall Pretrial Diversion structure. Please see attached budget justification for this proposed subcontract.

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CONTRACTS (NON-FEDERAL)

Item	Cost
NON-FEDERAL TOTAL	\$0

CONTRACTS NARRATIVE (NON-FEDERAL)

TOTAL CONTRACTS	\$183,710
TOTAL CONSULTANTS/CONTRACTS	\$186,310

H. Other Costs – List items (e.g., rent (arms-length transaction only), 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. The basis field is a text field to describe the quantity such as square footage, months, etc. [To View an Example, Click Here](#)

OTHER COSTS (FEDERAL)

Description	Computation				Cost
	Quantity	Basis	Cost	Length of Time	
					\$0
FEDERAL TOTAL					\$0

OTHER COSTS NARRATIVE (FEDERAL)

OTHER COSTS (NON-FEDERAL)

Description	Computation				Cost
	Quantity	Basis	Cost	Length of Time	
					\$0
NON-FEDERAL TOTAL					\$0

OTHER COSTS NARRATIVE (NON-FEDERAL)

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TOTAL OTHER COSTS	\$0
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I. Indirect Costs – Indirect costs are allowed 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, or the applicant may elect to charge a de minimis rate of 10% of modified total direct costs as indicated in 2 CFR Part 200.414f. If the applicant's accounting system permits, costs may be allocated in the direct cost categories. (Use whole numbers as the indirect rate, an example is an indirect rate of 15.73% should be shown as 15.73) [To View an Example, Click Here](#)

INDIRECT COSTS (FEDERAL)

Description	Computation		Cost
	Base	Rate	
			\$0
FEDERAL TOTAL			\$0

INDIRECT COSTS NARRATIVE (FEDERAL)

INDIRECT COSTS (NON-FEDERAL)

Description	Computation		Cost
	Base	Rate	
			\$0
NON-FEDERAL TOTAL			\$0

INDIRECT COSTS NARRATIVE (NON-FEDERAL)

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TOTAL INDIRECT COSTS	\$0
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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 funds requested and the amount of non-Federal funds that will support the project.

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A. Personnel	\$0	\$33,214	\$33,214
B. Fringe Benefits	\$0	\$14,402	\$14,402
C. Travel	\$0	\$0	\$0
D. Equipment	\$0	\$0	\$0
E. Supplies	\$0	\$0	\$0
F. Construction	\$0	\$0	\$0
G. Consultants/Contracts	\$186,310	\$0	\$186,310
H. Other	\$0	\$0	\$0
Total Direct Costs	\$186,310	\$47,616	\$233,926
I. Indirect Costs	\$0	\$0	\$0
TOTAL PROJECT COSTS	\$186,310	\$47,616	\$233,926

Federal Request	\$186,310
Non-Federal Amount	\$47,616
Total Project Cost	\$233,926

Public Reporting Burden

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**City and County of San Francisco Sheriff's Department
BJA FY 2017 Justice and Mental Health Collaboration Program**

Position Description

Title: Clinical Social Worker (CSW)

Reports to: Program Director, Citywide Forensic Program

Overview: Provides one-on-one clinical assessments, counseling, care planning, referral, and support services to clients of the San Francisco Assertive Case Management (ACM) program with behavioral health conditions. Also provides support and education to ACM staff in recognizing, working with, and effectively supporting ACM clients with mental health conditions.

Primary Responsibilities:

- Provides comprehensive behavioral health assessments for clients entering the ACM program who have been diagnosed with having mental health and substance use issues following established, evidence-based assessment formats.
- Develops a comprehensive individual service plan for each client, integrating knowledge of a wide range of human service resources. Provides comprehensive service referrals and advocates for clients to enter mental health and substance use treatment programs where needed.
- Provides short-term individual mental health services to ACM clients as needed, particularly during the period from ACM admission to entry into more formal treatment or psychotherapy programs.
- Provides ongoing consultation, education, and technical assistance to ACM staff in recognizing mental health and substance use conditions; working effectively with behavioral health needs; and providing effective behavioral health referrals and adherence support. Serves as an on-site behavioral health specialist within the context of the ACM team as a whole.
- Maintains client's records according to California, City, and County requirements. Assists in processing quality improvement requests and the collection of outcomes measures. Continually enters grant-specific data to track the amount and nature of services provided, referrals made, and service outcomes, including support services provided to ACM staff.
- Participates in required clinical supervision with one or more designated staff of Citywide Forensic Services.

Requirements:

- Master's degree in social work, psychology or related field from an accredited university and registered with the Board of Behavioral Science as An Associate Clinical Social Worker (ASW) or Intern Marriage Family Therapist (IMFT).
- Two years working with severely mentally ill adults; individuals in the criminal justice system, the homeless and dual diagnosed populations.
- Ability to work cooperatively and communicate effectively with others. Ability to work in a high stress, high volume area and work well under pressure and with deadlines. Ability to follow oral and written instructions accurately, and be detailed oriented. Able to efficiently prepare written summaries of activities, set priorities and complete reports within required timeframes. Knowledge of medical and/or psychiatric terminology

1. Statement of the Problem / Description of the Problem

Need for the Program: The proposed BJA **Category 3** project will be implemented in the **City and County of San Francisco (SF)**, a uniquely concentrated region with high proportions of mental illness, substance use, and homelessness. SF is one of only three major US cities with identical city and county borders, and operates through a **merged government model** with an elected Mayor and Board of Supervisors but no City Council. According to the SF Department of Public Health, at least **32,000** adults with severe and persistent mental illness live in SF, while up to **37%** of the SF homeless population suffers from some form of mental illness. In 2015, fully **40.1%** of all unduplicated inmates were seen by SF Jail Behavioral Health Services (BHS), the mental health and psychiatric services provider within the SF jail system, (**5,580** of **13,905** total inmates), while **15.1%** of inmates were receiving psychiatric medications within the jails. Among persons charged with misdemeanors, these percentages are even higher, with **61.0%** having at least one contact with BHS, and **40.7%** becoming ongoing BHS clients. Because of the growing shortage of affordable rental units and the growing gap between rich and poor, the local problem of **housing and homelessness** has also reached crisis proportions. According to the National Low Income Housing Coalition, SF is the **least affordable county in the nation** in terms of the minimum hourly wage needed to rent a two-bedroom apartment, which currently stands at **\$44.02 per hour**. SF also has the **highest HUD-established Fair Market Rental rate in the nation** at **\$2,801** per month for a 2-bedroom apartment. Lack of stable housing for criminal justice-involved adults is associated with high rates of substance abuse relapse, failure to meet court-ordered community supervision requirements, and recidivism.^{1,2}

Decision-Making Process: In 2016, the SF Sheriff and the SF Director of Health convened a workgroup to begin to plan for the closure of the city's two seismically unsound jails

and to uphold public safety and better serve at-risk individuals. The 37-member **Workgroup to Re-envision the Jail Replacement Project (Jail Workgroup)** engaged in a 7-month collaborative process through which prioritized strategies were developed. **Several of the key priorities identified by the Jail Workgroup directly led to the current application.** These include: a) helping persons with complex behavioral health needs to receive treatment in the least restrictive environment; b) implementing women and gender-responsive strategies; and c) expanding housing capacity and access to wraparound services for persons in the system.

Existing Programs and Services: The SF Sheriff's Department supports a continuum of supervision levels for pretrial release. Since April 30, 2016, pretrial service staff assess defendants using the **Public Safety Assessment Tool (PSA)** developed by the Laura and John Arnold Foundation to help judges make decisions regarding who poses a significant risk for either failing to appear at scheduled court appearances or engaging in new criminal activity. The PSA includes a decision-making grid so that persons with the greatest likelihood of pretrial success have no or very few conditions placed while those with more risk factors have more conditions imposed. Persons released who are at highest risk are enrolled in the **Assertive Case Management (ACM)** program operated by the San Francisco Pretrial Diversion Project, Inc.

Needed Components and Need for Funding: Prior to the adoption of the Arnold Foundation PSA, pretrial assessments were conducted through a face-to-face interview and follow up discussions with identified community providers. While this process allowed for a more detailed understanding of MH conditions, the time involved in waiting for provider responses often led to longer detention. A lack of interviewer understanding of MH issues and an assumption that poor treatment compliance in the community was a reliable predictor of pretrial failure also often led to longer detention. While the new tool helps eliminate many of these

problems, these and other standardized tools have the disadvantage of not adequately recognizing persons with mental illness and not being able to link them to behavioral health assessment and services to ensure their success under pretrial supervision. To address this need, the SF Sheriff's Department is proposing to add and evaluate a new level of mental health assessment and support provided directly within the ACM system. Through this support, clients with MH conditions will undergo a detailed assessment by a certified MH specialist, and have new access to on-site counseling and behavioral health and referral services that increase their chances of pretrial success. At the same time, ACM staff will gain skills and resources that enable them to interact productively with mentally ill clients while having a better understanding of the symptoms and conditions that are likely to impact pretrial outcomes. The intervention will also create a critical opportunity for pretrial clients with untreated MH conditions to build a relationship with a mental health provider immediately following their release.

Process for Revealing Need: The present application builds directly on the 2016 Jail Workgroup planning process that included a comprehensive review of local policies, practices, and procedures; training curriculum and practices; and criminal justice data. The process has been augmented by a review of pretrial outcomes since adoption of the PSA tool on 4/30/16.

Areas Needing Improvement: The proposed program addresses **two** key needs based on the Jail Workgroup process: 1) the need to expand behavioral health services for pretrial clients and 2) the need for increased housing for persons with mental illness in the pretrial system.

Community Buy-In / Agreements with Project Partners: Please see attached letters.

Analysis Supporting Expansion: As noted above, the application addresses priorities identified through the comprehensive Jail Workgroup planning process. According to the Justice

Center, while about 5% of the general population has a severe mental illness (SMI), at least 17% of persons entering jails has an SMI.³

Data Gathered: While a full summary of data collected for this application cannot be provided with the space available, between the time the Arnold Foundation PSA tool was adopted on 4/30/16 and 2/28/17, fully 47.0% of all persons case managed through the ACM program were identified as “high needs”, meaning persons who are homeless and have mental health and substance abuse issues (302 of 642 clients).

2. Program Design and Implementation

Efforts Made to Date: As noted above, the SF Sheriff’s Department, working with its project partners, utilized findings from the Jail Workgroup process and through the ongoing review of the Arnold Foundation PSA to identify key systemic enhancements for the BJA program that have the potential to significantly improve pretrial outcomes for persons with MH issues. This review led directly to the proposed programmatic enhancement.

Proposed Program and Purpose, Goals, and Objectives: The overarching goal of the BJA program is to **improve pretrial outcomes for clients with serious mental health issues**. Our primary approach involves hiring, training, and supporting a new, full-time Masters-level **Clinical Social Worker (CSW)** who will provide in-depth behavioral health assessments for mentally ill persons released pre-trial, along with ongoing counseling, support, referral, and placement advocacy services. These services will improve pretrial outcomes for clients with mental health issues. The CSW will be based directly at Pretrial Diversion, and will serve as an on-site trainer and TA provider for staff of the San Francisco Pretrial Diversion Project on issues related to mental health and substance use. The project will also identify, adopt, and provide training on the use of a practical **behavioral health assessment tool** to help non-professionals

identify pretrial clients in need of mental health services. Additionally, the project will create a small-scale **Emergency Housing Fund** for mentally ill clients in the pretrial system who require short-term housing support to preserve stability, maintain their course of behavioral health treatment, and support pretrial success.

Key project objectives include: 1) Between 9/30/17 and 3/31/18, develop a **Comprehensive Planning and Implementation Guide** to serve as a strategic plan for the project, incorporating evidence-based programs, policies, and practices, and including identification of an MH assessment tool for non-professionals and design of project evaluation approaches; 2) Between 9/30/17 and 9/29/19, implement and evaluate an **established mental health screening tool for non-professionals** which supports pretrial staff in identifying and referring pretrial clients with MH issues; 3) Between 4/1/18 and 9/29/19, test the impact and effectiveness of a **full-time Clinical Social Worker** embedded within the pretrial system who provides in-depth, one-on-one assessments of pretrial clients' behavioral health conditions and needs, provides ongoing client counseling, and serves as a MH resource for pretrial staff; 4) Between 4/1/18 and 9/29/19, test the impact of a small-scale **emergency housing fund** designed to enhance the stability and increase the success of pretrial clients with MH conditions; 5) Between 4/1/18 and 9/29/19, continually collect, analyze, and report project data to ascertain the impact and effectiveness of proposed project services; and 6) Between 4/1/18 and 9/29/19, disseminate project findings and work to identify continuation funding for elements of the project that prove successful in enhancing pretrial outcomes for clients with mental illness and behavioral health challenges.

Information for Programs Providing Direct Mental Health Services:

➤ **Description of Target Population:** The project target population will consist of an estimated 400 pretrial clients with identified behavioral health issues, many of whom are homeless. At least

62.3% of the project population will consist of **persons of color**, and an estimated 13.6% of project clients will be women, for whom the proposed CSW will develop tailored, trauma-informed approaches to meeting pretrial women's needs.

➤ **Responsibilities of Collaborating Agencies:** Oversight, coordination, management, and fiscal services for the proposed program will be provided by the **SF Sheriff's Department**, which, among other tasks, will produce the Planning and Implementation Guide; oversee data collection and evaluation; produce project reports; disseminate findings; and seek continuation funds for successful program elements. The new CSW will be hired, trained, and supervised by **UCSF Citywide Forensics**. The CSW will be based within and will work closely with staff of the ACM Program operated by the **SF Pretrial Diversion Project**, which will also oversee the program's emergency housing fund. Citywide Forensics will identify, implement, and providing training and TA on the use of the MH screening tool for non-professionals.

➤ **Staffing Plan and Staff Training and Support:** Project management and administrative services will be provided on an in-kind basis by staff of the SF Sheriff's Department as a **non-federal match** to the BJA project, including a **10% time Project Director**; a **10% time Finance and Reporting Specialist** responsible for fiscal management and tracking; and a **5% time Deputy Sheriff** who will be responsible for project data collection, including collecting data on jail bed day usage for clients pre and post-intervention. The **100% time CSW** employed through a subcontract to Citywide Forensics will provide individual MH assessments to recognize symptoms that could impact pretrial success and to provide support and interventions to address them. The program will also support **5% time** of an **Assessment & Training Specialist** to identify, implement, and support utilization of the new MH assessment tool for non-professionals. **10%** of the time of an **Information Technology (IT) Specialist** at SF Pretrial

Diversion will support evaluation by modifying reporting systems to accommodate new indicator fields and providing data entry and collection TA. The Sheriff's Department will also contract with a skilled **Project Evaluation Consultant** who will provide a total of **16 8-hour days** of support to the program, including support to develop the evaluation plan during the 6-month planning phase and conducting data analysis and quality assurance activities during the 18-month implementation phase.

➤ **Consumer Role:** SF Jail Health Services is overseeing the SAMHSA-funded **Mentoring and Peer Support (MAPS) Project**, an ambitious peer support initiative of the SF Collaborative Courts system which has hired **five** half-time Peer Mentors to support collaborative court clients. The MAPS Project mentors will participate in at least **one** focus group related to the BJA project during the planning phase and provide ongoing input to the project team throughout the implementation phase.

➤ **Process for Linkage to Treatment and Evidence-Based Framework:** All clients released to ACM will be preliminarily screened for MH conditions using the project's new screening tool for non-professionals, with the new CSW providing further assessment, counseling, and support services for clients with identified MH conditions.

➤ **Mechanisms to Ensure Accountability:** SF ACM incorporates extensive controls to monitor success and track the activities and services of the project's case management and support staff. These systems will be extended to the contracted CSW, while the program as a whole will incorporate BJA activities into its existing data system.

3. Capabilities and Competencies

Capacity of Current and Proposed Staffing and Project Leadership: The in-kind Project Director will be **Alissa (Ali) Riker**, who serves as Director of Programs for the SF Sheriff's

Department. In this role, Ali oversees an array of programming, including alternatives to pretrial incarceration, in custody interventions that address inmate risks and needs, and post release community reentry support. Prior to joining the Department in October 2013, Ali spent 20 years developing and implementing alternatives to incarceration at the SF Pretrial Diversion Project and the Center on Juvenile and Criminal Justice. **Jane Mason**, a highly experienced accounting specialist, will serve as the in-kind Finance and Reporting Specialist while an in-kind **Sheriff's Deputy** will collect data on new criminal activity and jail bed day utilization. The new 1.0 FTE Clinical Social Worker to be hired through the program will be a trained and certified MH specialist skilled at working with low-income and homeless populations, preferably with criminal justice system experience. The role of .05 FTE Assessment and Training Specialist will be filled by **Yasaman Shirazi, MFT** while the .10 FTE IT Specialist will be **Matthew Miller**.

Project Collaborative Structure: Administrative representatives of the three key partner agencies – along with project staff – will meet on at least a **twice-monthly** basis during the 6-month planning phase to collect relevant data, review evidence-based practices, and design the overall project plan, including policies, procedures, and evaluation and data entry components. The project's evaluation consultant and the peer mentors associated with the MAPS program will participate in selected team meetings, and the team may convene one or more consumer and/or pretrial staff focus groups to gather additional information. The team will then meet on at least a **monthly** basis during the 18-month implementation phase.

Qualifications of Research Partner: The contracted Project Evaluator is **Katie Kramer, MSW, MPH**, who serves as co-principal of the Oakland-based Bridging Group, an organization specifically dedicated to conducting evaluation studies, training, technical assistance and capacity building services for agencies working in correctional facilities. Ms. Kramer has over

20 years of experience in designing and implementing evaluation and research studies on criminal justice-involved individuals that build on her experience as an agency manager and a clinical social worker. Ms. Kramer serves as Statewide Director for the California Reentry Council Network and sits on the Steering Committees for the SF Children of Incarcerated Parents Partnership and the Alameda County Children of Incarcerated Parents Partnership.

Project Timeline: Please see Timeline in Required Attachments

Potential Implementation Barriers: All potential barriers to project implementation will be addressed during the six-month planning phase, including issues related to integration of the CSW within the pretrial system. A key project objective will be to rapidly gather sufficient information to demonstrate the effectiveness of program components and secure continuation funding. This need will be directly addressed in the evaluation planning process.

4. Plan for Collecting Data Required for this Solicitation's Performance Measures

Data Collection Plan: The project data collection and evaluation process, led by the Project Director with the ongoing support of the Evaluation Consultant, Sheriff's Deputy, and IT Specialist, will continually collect data from project staff, particularly in regard to the provision of CSW mental health assessment and client support; enhancement of pretrial staff capacity to assess and identify client MH needs; and use of emergency housing funds to support client stability and pretrial success. The IT Specialist will work with the program to incorporate new data fields to track project indicators, while the Project Evaluator will conduct at least **quarterly** data reviews to ensure data quality, accuracy, and completeness. All findings will be continually reported to BJA as stipulated in the grant agreement.

Category 3 Data Collection Funding Set-Aside: As noted above, the BJA project sets aside funds to support **16 days** of time for a skilled evaluation consultant. The data collection plan

developed during the planning phase will include the process for data collection and reporting for the BJA performance measures; a list of outcome measures to be used by the program; a description of how measures will be used to show program effectiveness and inform implementation; and who is responsible for data collection and analysis.

5. Plan for Measuring Program Success to Inform Plans for Sustainment

Defining and Measuring Program Variables: The proposed program will place a high priority on obtaining accurate and reliable data that measures the success of the project in improving pretrial outcomes for persons with MH conditions. Examples of anticipated variables include failures to appear and new criminal activity among project clients; number and type of individuals who successfully complete pretrial conditions; and number who achieve behavioral health stabilization. Additional qualitative outcome indicators such as client and staff satisfaction will be identified during the planning phase.

Leveraging Evaluation and Collaborative Partnerships: The project planning and implementation team includes high-level program directors who have the capacity to implement program enhancements throughout the pretrial release system, and to utilize project findings to leverage long-term support for successful project elements. Project findings will be presented to the PSA Workgroup which includes the DA, Public Defender, Probation, and Bar Association who can assist with advocacy for long-term funding.

Required Policies, Statutes, and Regulations: No specific changes in policies, statutes, or regulations will be required to support and sustain the proposed service delivery elements.

¹ Kushel MB, Hahn JA, Evans JL, Bangsberg DR, Moss AR. Revolving doors: Imprisonment among the homeless and marginally housed population. *Am J Public Health.* 2005;95(10):1747-1752.

² Freudenberg N, Daniels J, Crum M, Perkins T, Richie BE. Coming home from jail: The social and health consequences of community reentry for women, male adolescents, and their families and communities. *Am J Public Health.* 2005;95(10):1725-1736.

³ The Justice Center, *Improving Responses to People with Mental Illness at the Pretrial Phase*, Washington, DC, 2015.

Project Abstract



Part 1: Please identify the applicant point of contact (POC)

OMB No. 1121-0329
Approval Expires 07/31/2016

Applicant POC	
Organization Name	San Francisco Sheriff's Department
POC Name	Alissa Riker
Phone Number	(415) 575-6417
Email Address	alissa.riker@sfgov.org
Mailing Address	70 Oak Grove Street San Francisco, CA 94017

Part 2: Please identify the application

Application Information	
Solicitation Name	Justice and Mental Health Collaboration Program FY 2017 Competitive Grant Announcement
Project Title	Pretrial Mental Health Enhancement Project
Proposed Start Date	September 30, 2017
Proposed End Date	September 29, 2019
Funding Amount Requested	\$300,000

Part 3: Please identify the project location and applicant type

Project Location and Applicant Type	
Project Location (City, State)	San Francisco, California
Applicant Type (Tribal Nation, State, County, City, Nonprofit, Other)	County Government - Sheriff's Department



Save

Print

Part 4: Please provide a project abstract

Enter additional project abstract information. Unless otherwise specified in the solicitation, this information includes:

- Brief description of the problem to be addressed and target area and population
- Project goals and objectives
- Brief statement of project strategy or overall program
- Description of any significant partnerships
- Anticipated outcomes and major deliverables

Text should be single spaced; do not exceed 400 words.

Project Abstract

The San Francisco Sheriff's Department, in collaboration with San Francisco Pretrial Services and the UCSF Citywide Forensics Program, seeks a total of \$300,000 in funding through Category 3 of the BJA FY 2017 Justice and Mental Health Collaboration Program to fund an innovative two-year program to improve pretrial outcomes for clients with serious mental health issues. Our primary approach involves hiring and evaluating the impact of a new, full-time Masters-level Clinical Social Worker (CSW) who will provide in-depth behavioral health assessments for mentally ill persons released pretrial, along with ongoing counseling, support, referral, and placement advocacy services. The new position responds to a need that has emerged following the adoption of the Arnold Foundation Public Safety Assessment Tool, which reduces mental health issues as a basis for unnecessary detention but creates a gap in client mental health assessment and support. The CSW will be based directly within the pretrial Assertive Case Management (ACM) program, and will serve as an on-site trainer and TA provider for ACM staff on issues related to mental health and substance use. The project will also identify, adopt, and provide training on the use of a practical behavioral health screening tool to help non-professionals identify pretrial clients in need of mental health services. Additionally, the project will create a small-scale Emergency Housing Fund for mentally ill clients in the pretrial system who require short-term housing support to preserve stability and maintain their course of treatment. Working with a nationally respected criminal justice evaluator and researcher, Katie Kramer of the Bridging Group, the project will incorporate an extensive evaluation component to assess the impact and effectiveness of project elements, and will work to identify long-term funding for project components that prove successful. Project management and administrative services will be provided on an in-kind basis by staff of the SF Sheriff's Department as a non-federal match to the BJA project, including a 10% time Project Director; a 10% time Finance and Reporting Specialist; and a 5% time Deputy Sheriff. The program will support 5% time of an Assessment & Training Specialist to identify and implement the new MH screening tool for non-professionals while 10% of an Information Technology (IT) Specialist at SF Pretrial Diversion modifies data systems to accommodate data reporting. The applicant is not a previous recipient of JMHCP funds.



Part 5: Please indicate whether OJP has permission to share the project abstract

If the applicant is willing for the Office of Justice Programs (OJP), in its discretion, to make the information in the project abstract above publicly available, please complete the consent section below. Please note, the applicant's decision whether to grant OJP permission to publicly release this information will not affect OJP's funding decisions. Also, if the application is not funded, granting permission will not guarantee that information will be shared, nor will it guarantee funding from any other source.

- Permission not granted
- Permission granted (Fill in authorized official consent below.)

On behalf of the applicant named above, I consent to the information in the project abstract above (including contact information) being made public, at the discretion of OJP consistent with applicable policies. I understand that this consent is only necessary to the extent that my application is unfunded; information submitted in an application that is funded (including this abstract) is always releasable to the public consistent with FOIA rules. I certify that have the authority to provide this consent.

Authorized Official (AO) Consent	
Signature	Date
	4/3/17
AO Name	Alissa Riker
Title	Director of Programs
Organization Name	San Francisco Sheriff's Department
Phone Number	415-575-6417
Email Address	alissa.riker@sfgov.org

Note: This document is to be submitted as a separate attachment with a file name that contains the words "Project Abstract."



**San Francisco Sheriff's Department
BJA FY 2017 Justice and Mental Health Collaboration Program**

Project Implementation Timeline – 9/30/17 – 9/29/19

Key Project Activities & Milestones	6-Month Planning Phase						18-Month Implementation Phase																	
	Project Months																							
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
Finalize BJA contract and negotiate and finalize project subcontracts																								
Convene bi-weekly project team meetings throughout planning phase																								
Conduct project-related data and information gathering																								
Conduct consumer and staff focus groups																								
Identify project outcomes and indicators																								
Develop project data collection and evaluation plan																								
Finalize activities and protocols for new CSW																								
Begin modifying IT systems to accommodate project indicators																								
Identify MH assessment tool for use by non-professionals																								
Produce and submit project Planning and Implementation Guide																								
Begin training ACM staff in use of new MH assessment tool																								
New full-time CSW hired and trained																								
CSW begins providing MH assessments and counseling for pretrial clients																								

Key Project Activities & Milestones	6-Month Planning Phase						18-Month Implementation Phase																	
	Project Months																							
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
ACM staff begin utilization of MH screening tool for non-professionals																								
CSW provides ongoing MH support and TA to ACM staff																								
Project Director continually monitors data collection and reporting																								
IT Specialist revises and updates project-specific systems as needed																								
Project team meets at least monthly during implementation phase																								
Evaluation Consultant reviews data quality on a quarterly basis																								
Regular reports produced for BJA on a quarterly basis																								
Project findings continually reviewed to identify program effectiveness																								
Project team advocates for ongoing funding of successful elements																								



**OFFICE OF THE SHERIFF
CITY AND COUNTY OF SAN FRANCISCO**

1 DR. CARLTON B. GOODLETT PLACE
ROOM 456, CITY HALL
SAN FRANCISCO, CALIFORNIA 94102



**VICKI L. HENNESSY
SHERIFF**

November 15, 2017
Reference: AdminCD 2017-045

Ms. Angela Calvillo
Clerk of the Board of Supervisors
City Hall, Room 244
San Francisco, CA 94102

Dear Ms. Calvillo:

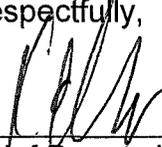
Attached please find an original of a proposed resolution for approval by the Board of Supervisors.

This resolution authorizes the sheriff's department to accept and spend \$300,000.00 in grant funds administered by the Bureau of Justice Assistance.

These funds will be used to support collaboration for individuals with mental illness or co-occurring mental health and substance abuse disorders and who come in contact with the justice system.

Please feel free to contact me if you should have any questions / concerns relative to this matter. Thank you.

Respectfully,



Chief Deputy Kathy Gorwood, #1319
Administration & Programs Division

attachment

OFFICE OF THE MAYOR
SAN FRANCISCO



MARK FARRELL
BOARD OF SUPERVISORS
MAYOR
SAN FRANCISCO

2018 FEB 27 PM 4:02

AK

TO:  Angela Calvillo, Clerk of the Board of Supervisors
FROM: Mayor Farrell
RE: Accept and Expend Federal Grant – Justice and Mental Health
Collaboration Grant Program - \$300,000
DATE: February 27, 2018

Attached for introduction to the Board of Supervisors is a resolution authorizing the Sheriff's Department to retroactively apply for, accept and expend \$300,000 Justice and Mental Health Collaboration Grant Program funds administered by the Bureau of Justice Assistance for the period of October 1, 2017 through September 30, 2019.

Should you have any questions, please contact Andres Power (415) 554-5168.

