



1 [Accept and Expend Grant - Board of State and Community Corrections - Evidence-Based  
2 Practices Training Grant - \$17,370]

3 **Resolution retroactively authorizing the Juvenile Probation Department to accept and**  
4 **expend a grant in the amount of \$17,370 from the Board of State and Community**  
5 **Corrections for Evidence-Based Practices training with the term of May 1, 2015, to June**  
6 **30, 2016.**

7  
8 WHEREAS, The Juvenile Probation Department (JPD) is the agency responsible for  
9 maintaining Juvenile Hall, Log Cabin Ranch, and Probation Services for youth; and

10 WHEREAS, JPD continues to promote the rehabilitation of youth in the juvenile justice  
11 system; and

12 WHEREAS, JPD strives to use Evidence-Based Practices and Data Driven decisions  
13 to improve the services provided to youth; and

14 WHEREAS, The Evidence-Based Practices grant will allow JPD to train staff and  
15 juvenile justice partners in Evidence-Based Practices; and

16 WHEREAS, There is a matching requirement of 10%; and

17 WHEREAS, The grant terms do not include any indirect costs; now, therefore, be it

18 RESOLVED, The Board of Supervisors waives the inclusion of indirect costs in the  
19 grant budget, and, be it

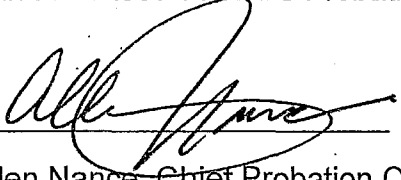
20 FURTHER RESOLVED, That the Juvenile Probation Department has the authority to  
21 accept the grant as the lead juvenile justice agency, and, be it

22 FURTHER RESOLVED, That the Board of Supervisors authorizes the Juvenile  
23 Probation Department to accept and expend the grant in the amount of \$17,370 with the  
24 terms of May 1, 2015 to June 30, 2016.  
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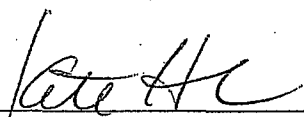
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Recommended:


San Francisco Juvenile Probation Department

  
Allen Nance, Chief Probation Officer  
City and County of San Francisco

Approved:

  
for Mayor Edwin Lee

Approved:

  
for Ben Rosenfield, Controller

File Number: \_\_\_\_\_  
(Provided by Clerk of Board of Supervisors)

**Grant Ordinance Information Form**  
(Effective July 2011)

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

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

1. Grant Title: Juvenile Accountability Block Grants Program Evidence-Based Practices Training Project
2. Department: Juvenile Probation
3. Contact Person: Paula Hernandez Telephone: 415-753-7558
4. Grant Approval Status (check one):  
 Approved by funding agency  Not yet approved
5. Amount of Grant Funding Approved or Applied for: \$17,370
6. a. Matching Funds Required: \$1,930  
b. Source(s) of matching funds (if applicable): General Funds
7. a. Grant Source Agency: Office of Juvenile Justice and Delinquency Prevention  
b. Grant Pass-Through Agency (if applicable): Board of State and Community Corrections
8. Proposed Grant Project Summary:  
The San Francisco Juvenile Probation Department will use Juvenile Accountability Block Grant funding to implement the self-designed Renew and Enhance Evidence-based Practices (REEP) program that will train all Juvenile Counselors, Community Based Organizations and juvenile justice partners in the basics of evidence-based practices and evidence-based programs (collectively referred to as EBP). This funding will also allow for JPD to train staff to pilot Thinking for a Change or similar Cognitive Behavioral Therapy (CBT) program at the Log Cabin Ranch facility.
9. Grant Project Schedule, as allowed in approval documents, or as proposed:  
Start-Date: May 1, 2015 End-Date: June 30, 2016
10. Number of new positions created and funded: 0
11. Explain the disposition of employees once the grant ends? N/A
12. a. Amount budgeted for contractual services:  
b. Will contractual services be put out to bid? No, training will be provided by vendors already providing training to the Department.  
c. If so, will contract services help to further the goals of the Department's Local Business Enterprise (LBE) requirements?  
d. Is this likely to be a one-time or ongoing request for contracting out? One-time
13. a. Does the budget include indirect costs?  
 Yes  No  
b. 1. If yes, how much? \$  
b. 2. How was the amount calculated?  
c. 1. 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):  
2. If no indirect costs are included, what would have been the indirect costs? Staff time to participate in the training and backfill for the positions
14. Any other significant grant requirements or comments: N/A

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

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

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

16. The Departmental ADA Coordinator or the Mayor's Office on Disability have reviewed the proposal and concluded that the project as proposed will be in compliance with the Americans with Disabilities Act and all other Federal, State and local 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 ADA Coordinator or Mayor's Office of Disability Reviewer:

Mary Ho

(Name)

Human Resources Director - SF Juvenile Probation Dept.

(Title)

Date Reviewed:

5/21/15

Mary Ho  
(Signature Required)

Overall Department Head or Designee Approval:

Allen Nance

(Name)

Chief Juvenile Probation Officer

(Title)

Date Reviewed:

7-24-15

Allen Nance  
(Signature Required)



### Budget for EBP Grant

Proposed Budget Line Items	Grant Funds	Cash Match	Total
1. Services and Supplies			
2. Professional Services (Training)	\$17,370	\$1,930	\$19,300
3. CBO Contracts			
4. Administrative Costs (may not exceed 5% of grant award)			
5. Other			
TOTAL	\$17,370	\$1,930	\$19,300

Evidence Based Training \$6,250

Missouri Model Refresher training at Log Cabin Ranch \$8,000

Cognitive Behavior Therapy Training \$3,120

**Total grant funds: \$17,370**

**Cash Match for Risk Assessment Research and Training \$1,930**



LINDA M PENNER  
*Chair*

KATHLEEN T. HOWARD  
*Executive Director*

STATE OF CALIFORNIA

**BOARD OF STATE AND COMMUNITY CORRECTIONS**

600 BERGUT DRIVE • SACRAMENTO CA 95811 • 916.445.5073 • BSCC.CA.GOV



EDMUND G. BROWN, JR.  
*Governor*

May 5, 2015

Chief Allen Nance  
San Francisco Juvenile Probation Department  
375 Woodside Avenue  
San Francisco, CA 94127

2015 MAY 11 PM 3:00  
RECEIVED  
FBI

Dear Chief Nance,

The Board of State and Community Corrections (BSCC) is pleased to announce that on April 9, 2015 the BSCC Board approved the funding recommendations for the Evidence-Based Practices (EBP) Training Project for the following Probation Departments:

- Contra Costa County Probation Department - \$19,995
- Humboldt County Probation Department - \$75,000
- Marin County Probation Department - \$10,000
- Merced County Probation Department - \$10,000
- Sacramento County Probation Department - \$20,000
- San Francisco County Probation Department - \$17,730
- San Mateo County Probation Department - \$20,000
- Santa Cruz County Probation Department - \$10,000
- Sonoma County Probation Department - \$10,000

The BSCC is pleased to extend our congratulations to you and confirm that your agency has been selected to participate in the EBP Training Project. The grant period will begin May 1, 2015 and end on June 30, 2016.

The BSCC staff looks forward to working with your organization in the implementation of this project. Should you have questions or require additional information, please do not hesitate to contact me at (916) 324-9385 or [colleen.stoner@bscc.ca.gov](mailto:colleen.stoner@bscc.ca.gov).

Respectfully Submitted,

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



**SECTION I: APPLICANT INFORMATION  
EVIDENCE-BASED PRACTICES (EBP) TRAINING PROJECT  
2015/16**

**A. COUNTY PROBATION DEPARTMENT IMPLEMENTING THE GRANT**

NAME OF DEPARTMENT		FEDERAL EMPLOYER IDENTIFICATION NUMBER	TELEPHONE NUMBER.
San Francisco Juvenile Probation Department		946000417	(415) 753-7500
STREET ADDRESS	CITY	STATE	ZIP CODE
375 Woodside Avenue	San Francisco	CA	94127
MAILING ADDRESS	CITY	STATE	ZIP CODE
375 Woodside Avenue	San Francisco	CA	94127
COUNTY SIZE (check one): <input type="checkbox"/> SMALL <input type="checkbox"/> MEDIUM <input checked="" type="checkbox"/> LARGE			

TYPE OF SUBMISSION (check one):     INDIVIDUAL APPLICATION     JOINT/REGIONAL APPLICATION

**B. SUMMARY OF TRAINING REQUESTED (brief 3 or 4 sentences describing the project)**      **C. TOTAL GRANT AMOUNT REQUESTED**

The requested funding will be used to educate Juvenile Probation Department (JPD) staff and partners on Evidence Based Practices and Programs intended to facilitate a common language and shared ideal to support an evidence-based juvenile justice system. The funding will also allow for JPD to train staff to pilot a Thinking for a Change program at the Log Cabin Ranch facility.	\$17,370
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**D. APPLICANT PROJECT FINANCIAL OFFICER**

NAME AND TITLE		TELEPHONE NUMBER	
Catherine McGuire, Director of Finance		(415) 753-7560	
STREET ADDRESS		FAX NUMBER	
375 Woodside Avenue		(415) 753-7566	
CITY	STATE	ZIP CODE	E-MAIL ADDRESS
San Francisco	CA	94127	catherine.mcguire@sfgov.org

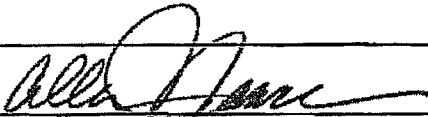
**E. APPLICANT DAY-TO-DAY CONTACT PERSON RESPONSIBLE FOR GRANT OVERSIGHT**

NAME AND TITLE	TELEPHONE NUMBER
James Baird, Probation Services Policy Analyst	(415) 753-7545
EMAIL ADDRESS	
james.baird@sfgov.org	

**F. APPLICANT'S AGREEMENT**

By signing this application, the applicant assures that the grantee will abide by the laws, policies and procedures governing this funding.

NAME AND TITLE OF PERSON AUTHORIZED TO SIGN AGREEMENT    Chief Probation Officer Allen Nance

E-MAIL ADDRESS	TELEPHONE NUMBER
allen.nance@sfgov.org	(415) 753-7558
APPLICANT'S SIGNATURE	DATE
	1-15-15

## SECTION II: PROJECT NEED AND DESCRIPTION

The San Francisco Juvenile Probation Department (JPD) operates the Juvenile Justice Center (Juvenile Hall), Log Cabin Ranch and Probation Services. Over the past decade, JPD has been committed to Evidence-Based Practices (EBP) including the implementation of the YASI risk assessment tool, the Missouri Model at the Log Cabin Ranch facility, and most recently, training in Motivational Interviewing. While the Department believes that the commitment to EBP strategies has led to better outcomes for youth, staff members have expressed different levels of understanding and familiarity with both the concept of EBP and the practical application of those ideals. It is clear that all staff need to have a common, robust understanding of what EBP means for the organization and that they be given the tools to use these practices in the field and in the institutions. Probation Officers have recently been trained in the basics of EBP during a course on Motivational Interviewing, however, Juvenile Counselors (Juvenile Detention Officers) that work in the institutions have not had the same level of training on EBP.

The Department is seeking funding to implement the self-designed *Renew and Enhance Evidence-based Practices (REEP)* program that will first train all Juvenile Counselors in the basics of EBP. This training will also be offered to Community Based Organizations (CBOs) and to juvenile justice partners. JPD will host this 4-hour, classroom-based *EBP - Evidence-Based Practices Overview* course taught by Custom Training, an STC certified training company, on multiple dates over a period of three months to approximately 100 Juvenile Counselors. The Department will encourage and actively recruit juvenile justice and CBO partners to participate and will pay for up to 25 additional students for this class. The cost for this training will be \$50 per person for a total of \$6,250. After training Juvenile Counselors and other partners in EBP, JPD will contract with the Missouri Youth Services Institute, a nationally respected training firm,

to perform a 3-4 day refresher training in the Missouri Model for a flat fee of \$8000. This training will ensure fidelity to the model and will educate new staff who have not been formally trained on the model. In addition to the EBP and Missouri Model training, JPD will also work with the Department of Public Health to train detention and probation staff in trauma-informed care.

The second phase of the REEP program will be the initiation of a "Thinking for a Change" pilot program at Log Cabin Ranch. Youth spend an average of 6-9 months at Log Cabin Ranch and the time and location would be ideal to pilot a cognitive behavioral training program. JPD chose "Thinking for a Change" because it has been shown to be a Promising Practice by OJJDP and has reduced recidivism in numerous locations. The pilot would consist of training four juvenile counselors and two Department of Public Health Special Programs for Youth (SPY) staff located at Log Cabin Ranch. This would be presented by Custom Training during a 4-day training. At \$130 per student, per day, the cost would be \$3,120. The Department will also set aside the cash match of \$1,930 for research and training in either the current YASI risk assessment tool or a new risk assessment tool to be determined based upon the needs of the department as the Department transitions to a new case management system. The goal will be to ensure that the assessment tool is locally validated, has inter-rater reliability, and will work seamlessly within the new data system. All of these EBP trainings will allow staff to better identify and address the needs of the youth with the goal of reducing recidivism and improving long term outcomes for justice-involved youth.

### **SECTION III: HOW THE TRAINING PROJECT SUPPORTS EVIDENCE-BASED PRACTICES**

The REEP program will allow the Department to develop and clearly articulate of a plan for educating all staff in EBP and a method to ensure fidelity of the strategies and models put

into place. Once a formal plan is complete, the Department will use the requested funding to enroll staff and partners in the EBP training course in order to create a common language for members of the juvenile justice system. A subsequent refresher course on the Missouri Model will ensure that staff at Log Cabin Ranch not only have the common language of EBP, but also the practical knowledge of how adherence to the Missouri Model will provide youth with the tools to succeed once released. The addition of *Thinking for a Change* will further enable staff to identify and address the needs of youth in order to provide them with the tools necessary to succeed once released. These trainings will begin the process of shifting the culture of the Department, specifically the institutions, toward a more evidence-based, data driven system. This will include thinking not just about what is being delivered but how it is being delivered so that the Department can be confident in the fidelity of the current and future models that are implemented both in and out of custody. With EBP as the foundation and improved data collection/analysis occurring in tandem, the Department can evaluate programming to make sure that the intended effects are replicated at the local level. Using the survey collected at the beginning of the REEP program and a subsequent follow-up survey given a year later, the Department will show the gains in the overall understanding of EBP and future program evaluation will be possible through the new data system.

#### SECTION IV: COLLABORATION

In order to continue systemic change toward more data driven, evidence-based strategies and programs, JPD will partner with CBOs and juvenile justice partners to ensure that all of those working in the juvenile justice system understand EBP and can be dedicated to its implementation and fidelity. In addition, JPD will partner with SPY staff to deliver the "Thinking for a Change" curriculum at Log Cabin Ranch and will work with the Department of Public Health to train detention and probation staff in trauma-informed care.

**SECTION V: PROPOSED BUDGET**

**A. TOTAL GRANT AMOUNT REQUESTED: \$17,370**

**B. TYPE OF APPLICATION (Check one):**

Individual Application     Joint/Regional Application

**C. BUDGET LINE ITEM TOTALS:**

Proposed Budget Line Items	Grant Funds	Cash Match	Total
1. Services and Supplies			
2. Professional Services	\$17,370	\$1,930	\$19,300
3. CBO Contracts			
4. Administrative Costs (may not exceed 5% of grant award)			
5. Other			
<b>TOTAL</b>	<b>\$17,370</b>	<b>\$1,930</b>	<b>\$19,300</b>

**D. BUDGET LINE ITEM DETAILS:** Provide narrative detail in each category below to sufficiently explain how the grant and local cash match funds will be used based on the requested funds in the above table. Use the fields provided to submit your responses. Match funds may be expended in any line item, and are to be identified as to their respective dollar amounts and source of the match. The 'other' category funds should be budgeted for travel purposes.

**1. SERVICES AND SUPPLIES: (e.g., office supplies related to training costs)**

None Requested.

**2. PROFESSIONAL SERVICES: (e.g., consultative services - include name of consultants or providers, hours/days of training, and number of participants to be served)**

Consultant Services:

1. Custom Training, *EBP - Evidence-Based Practices Overview*, 125 people trained during a 4-hour class given multiple times over a three month period.
2. Missouri Youth Services Institute, *Customized Assessment and Refresher Training on the Missouri Model*, 12-18 people trained over a 3-4 day period.
3. Custom Training, *Thinking for a Change*, 6 people trained during a 4-day class.
4. T.B.D. research and training on current risk assessment tool or new risk assessment tool.

**3. COMMUNITY-BASED ORGANIZATIONS:** (e.g., detail of services - provide name of CBO, hours/days of training, and number of participants to be served)

None Requested.

**4. ADMINISTRATIVE OVERHEAD:** Indicate percentage and methodology for calculation. In the "Grant Funds" column of the previous table, this total may not exceed 5% of the total funds requested. In the "Match Funds" column of the previous table, agencies may expend up to their Indirect Cost Rate (over and above 5%) for match funds supported by state or local dollars.

None Requested.

**5. OTHER (e.g., travel expenses)**

None Requested.

**SECTION VI: PROPOSED TIMELINE**

Provide a timeline for the major activities to be accomplished and obstacles to be cleared in order to complete the project (e.g., contracting with an expert provider, conducting training sessions, etc.).

Activity	Timeframe
Develop EBP training plan and how the Department will ensure fidelity. This will include a survey to staff in order to evaluate the current understanding of EBP.	May - June, 2015
Train Juvenile Counselors and partners in Evidence-Based Practices	July - August of 2015
Provide a refresher training for Log Cabin Ranch Staff on the Missouri Model	September - October, 2015
Train Log Cabin Ranch and SPY staff on "Thinking for a Change"	November - December, 2015
Implement "Thinking for a Change" at Log Cabin Ranch	January, 2016
Evaluate the current YASI risk assessment tool and decide on additional YASI training or training on a new risk assessment tool.	January - June, 2016

OFFICE OF THE MAYOR  
SAN FRANCISCO



EDWIN M. LEE  
MAYOR

TO: Angela Calvillo, Clerk of the Board of Supervisors  
FROM: *Ed* Mayor Edwin M. Lee *NE*  
RE: Accept and Expend Grant – Evidence-Based Practices Training Grant -  
\$17,370  
DATE: September 15, 2015

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Attached for introduction to the Board of Supervisors is a resolution authorizing the Juvenile Probation Department to accept and expend a grant in the amount of \$17,370 from the Board of State and Community Corrections for Evidence-Based Practices training with the term of May 1, 2015 to June 30, 2016.

Should you have any questions, please contact Nicole Elliott (415) 554-7940.

RECEIVED  
BOARD OF SUPERVISORS  
SAN FRANCISCO  
15 SEP 15 PM 2:17

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

<b>City Elective Officer Information</b> <i>(Please print clearly.)</i>	
Name of City elective officer(s): Members, Board of Supervisors	City elective office(s) held: Members, Board of Supervisors
<b>Contractor Information</b> <i>(Please print clearly.)</i>	
Name of contractor: Missouri Youth Services Institute	
<i>Please list the names of (1) members of the contractor's board of directors; (2) the contractor's chief executive officer, chief financial officer and chief operating officer; (3) any person who has an ownership of 20 percent or more in the contractor; (4) any subcontractor listed in the bid or contract; and (5) any political committee sponsored or controlled by the contractor. Use additional pages as necessary.</i>	
(1) Mark Steward, Stacie Temple, Dale Doerhoff (2) Mark Steward (3) Mark Steward (4) N/A (5) N/A	
Contractor address: 1906 Hayselton Dr. Jefferson City, MO 65109	
Date that contract was approved: <i>(By the SF Board of Supervisors)</i>	Amount of contracts: Not to Exceed \$8,000
Describe the nature of the contract that was approved: Training in the Missouri rehabilitative and therapeutic model	
Comments:	

This contract was approved by (check applicable):

the City elective officer(s) identified on this form

a board on which the City elective officer(s) serves: San Francisco Board of Supervisors  
Print Name of Board

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

Print Name of Board

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

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

\_\_\_\_\_  
Date Signed

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

\_\_\_\_\_  
Date Signed



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

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

<b>Contractor Information</b> (Please print clearly.)	
Name of contractor: Custom Training	
Please list the names of (1) members of the contractor's board of directors; (2) the contractor's chief executive officer, chief financial officer and chief operating officer; (3) any person who has an ownership of 20 percent or more in the contractor; (4) any subcontractor listed in the bid or contract; and (5) any political committee sponsored or controlled by the contractor. Use additional pages as necessary. (1), (2), (3) - CEO/President: Lee Comer (4) NA (5) N/A	
Contractor address: 5580 La Jolla Blvd. #411 La Jolla, CA 92307	
Date that contract was approved: (By the SF Board of Supervisors)	Amount of contracts: \$9,370
Describe the nature of the contract that was approved: Training in (1) Evidence Based Practice and Motivational Interviewing, and (2) Cognitive Behavioral Therapy – Thinking for a Change	
Comments:	

This contract was approved by (check applicable):

the City elective officer(s) identified on this form

a board on which the City elective officer(s) serves: San Francisco Board of Supervisors  
Print Name of Board

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

Print Name of Board

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

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

Date Signed

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

Date Signed

