

File No. 130183

Committee Item No. 1  
Board Item No. \_\_\_\_\_

## COMMITTEE/BOARD OF SUPERVISORS

### AGENDA PACKET CONTENTS LIST

Committee: Government Audit and Oversight Date March 28, 2013

Board of Supervisors Meeting Date \_\_\_\_\_

#### Cmte Board

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| <input type="checkbox"/>            | <input type="checkbox"/> | Motion                                       |
| <input type="checkbox"/>            | <input type="checkbox"/> | Resolution                                   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Ordinance                                    |
| <input type="checkbox"/>            | <input type="checkbox"/> | Legislative Digest                           |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Budget and Legislative Analyst Report        |
| <input type="checkbox"/>            | <input type="checkbox"/> | Legislative Analyst Report                   |
| <input type="checkbox"/>            | <input type="checkbox"/> | Youth Commission Report                      |
| <input checked="" 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 checked="" type="checkbox"/> | <input type="checkbox"/> | Form 126 – Ethics Commission                 |
| <input 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)

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Completed by: Rana Calonsag Date March 22, 2013  
Completed by: \_\_\_\_\_ Date \_\_\_\_\_

An asterisked item represents the cover sheet to a document that exceeds 25 pages.  
The complete document can be found in the file.

1 [Accept and Expend Grant - FY2012 Second Chance Act Juvenile Offender Reentry Program  
2 and Amendment to the Annual Salary Ordinance, FY2012-2013 - \$461,166]

3 **Ordinance authorizing the Juvenile Probation Department (JPD) to retroactively accept**  
4 **and expend a grant in the amount of \$461,166 from the Office of Justice Programs for**  
5 **the United States Department of Justice for funding under the FY2012 Second Chance**  
6 **Act Juvenile Offender Reentry Program (Second Chance grant award); and amending**  
7 **Ordinance No. 165-12 (Annual Salary Ordinance, FY2012-2013 and FY2013-2014) to**  
8 **reflect the addition of one Class 2910 Social Worker grant-funded position (0.4 FTE) at**  
9 **JPD.**

10 Note: Additions are *single-underline italics Times New Roman*;  
11 deletions are *strikethrough italics Times New Roman*.  
12 Board amendment additions are double underlined.  
Board amendment deletions are ~~strikethrough normal~~.

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

14 Section 1. Findings

15 The Juvenile Probation Department (JPD) of the City and County of San Francisco  
16 applied to the Office of Justice (OJP) of the United States Department of Justice for grant  
17 funding under the FY 12 Second Chance Act Juvenile Offender Reentry Program, and OJP  
18 awarded JPD \$461,166 on August 17, 2012 with a required county match of \$461,166.

19 The purpose of the grant award is to support the expansion of the Juvenile  
20 Collaborative Reentry Team (JCRT) program developed to improve outcomes for youth  
21 returning from out-of-home-placements. The new Juvenile Collaborative Reentry Unit (JCRU)  
22 will be composed of representatives from JPD, the Public Defender's Office, and community-  
23 based service providers, and will be heard by a dedicated judge in the Office of Collaborative  
24 Justice Programs (Juvenile & Family Programs) of the Superior Court of California.  
25

1 The mission of the JCRU will be to provide coordinated and comprehensive reentry  
2 case planning and aftercare services to high need youths in long-term commitments including  
3 out-of-home placement and Log Cabin Ranch, with the goal of reducing recidivism and  
4 placement failure by 50% over five years.

5 The award period for the grant funds is from October 1, 2012 to September 30, 2013.

6  
7 Section 2. Authorization to Accept and Expend Grant Funds

8 The Board of Supervisors hereby authorizes the San Francisco Juvenile Probation  
9 Department to retroactively accept and expend \$461,166 in grant funds from the Office of  
10 Justice Programs for the United States Department of Justice; for the purposes of creating  
11 and implementing the Juvenile Collaborative Reentry Unit.

12 In addition, the Board of Supervisors hereby waives the inclusion of indirect costs in the  
13 grant budget.

14  
15 Section 3. Grant Funded Position; Amendment to FY 2012-2013 Salary Ordinance.

16 The hereinafter designated section of Ordinance No. 165-12 (Annual Salary Ordinance,  
17 FY 2012-2013 and FY 2013-2014 is hereby amended to add one (0.4 FTE) position to the  
18 Juvenile Probation Department, as follows:

19 Department: JPD

20 Program: AKC

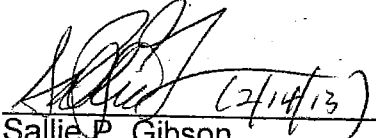
21 Subfund: 2SPFGNC

22 Index Code: 125063

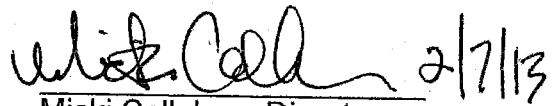
<u>Amendment</u>	<u># of Postions</u>	<u>Class and Item No.</u>	<u>Compensation Schedule</u>
Add	0.4	2910 Social Worker	\$2,053 – 2,496

1 APPROVED AS TO FORM:

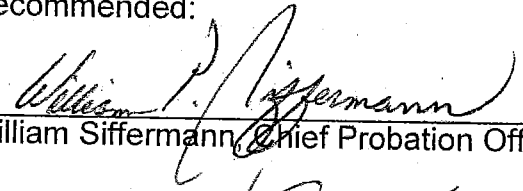
2  
3 By:

  
Sallie P. Gibson  
Deputy City Attorney

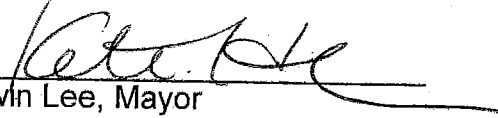
4  
5 By:

 2/7/13  
Micki Callahan, Director  
Department of Human Resources

6 Recommended:

7  
8   
William Siffermann, Chief Probation Officer

9  
10 APPROVED:

  
Edwin Lee, Mayor


11  
12 APPROVED:

  
Controller, Grant Division

**CITY AND COUNTY OF SAN FRANCISCO**  
**BOARD OF SUPERVISORS**  
**BUDGET AND LEGISLATIVE ANALYST**

1390 Market Street, Suite 1150, San Francisco, CA 94102 (415) 552-9292  
FAX (415) 252-0461

March 25, 2013

**TO:** Government Audit and Oversight Committee  
**FROM:** Budget and Legislative Analyst   
**SUBJECT:** March 28, 2013 Government Audit and Oversight Committee Meeting

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**Item 1**  
**File 13-0183**

**Department:**  
Juvenile Probation Department  
Public Defender's Office

## EXECUTIVE SUMMARY

### Legislative Objectives

- The proposed resolution would authorize the Juvenile Probation Department to retroactively accept and expend a grant in the amount of \$461,166 from October 1, 2012 through September 30, 2013, from the United States Department of Justice under the FY 2012 Second Chance Act Juvenile Offender Reentry Program for the Juvenile Probation Department's Juvenile Collaborative Reentry Unit. The Federal grant requires the City to provide equal matching funds or \$461,166 for total grant and matching funds of \$922,332.
- The proposed resolution would amend the FY 2012-13 Annual Salary Ordinance to reflect the addition of one Class 2910 Social Worker (0.4 FTE in FY 2012-13) grant-funded position.

### Key Points

- In 2009 San Francisco was awarded a three-year Department of Justice Second Chance Act grant in the amount of \$660,615 to implement the Juvenile Collaborative Reentry Team to provide coordinated and comprehensive reentry case planning and aftercare services for certain youth returning to the community from out-of-home placement.
- The Juvenile Collaborative Reentry Unit is an expansion of the Juvenile Collaborative Reentry Team pilot program to include services for all youth returning to reside in San Francisco from long-term commitments including placement in the Log Cabin Ranch and the California Division of Juvenile Justice.

### Fiscal Analysis

- The Federal grant requires the City to provide 100 percent matching funds or \$461,166 for total grant and matching funds of \$922,332. Under the proposed ordinance for the Juvenile Collaborative Reentry Unit program, \$230,583 of the \$461,166 are in-kind services and \$230,583 are a cash match.
- The proposed Second Chance Act Grant will offset the costs of 2.5 existing positions including: (a) 1.5 FTE 8444 Deputy Juvenile Probation Officer in the Juvenile Probation Department; and (b) 1.0 FTE 2910 Social Worker in the Public Defender's Office.
- The proposed ordinance amends the Annual Salary Ordinance to add 0.4 FTE 2910 Social Worker in the Juvenile Probation Department in FY 2012-13. However, the proposed ordinance does not specify that the position will be terminated when the grant funds terminate.

### Recommendations

- Amend the proposed ordinance to specify that the new 2910 Social Worker grant funded position terminates at the expiration of the grant funds.
- Approve the proposed ordinance as amended.

**MANDATE STATEMENT / BACKGROUND****Mandate Statement**

In accordance with Administrative Code Section 10.170-1, the acceptance and expenditure of Federal, State, or other grant funds in the amount of \$100,000 or more is subject to approval by the Board of Supervisors.

**Background**

In 2009 San Francisco was awarded a three-year Department of Justice Second Chance Act<sup>1</sup> grant in the amount of \$660,615 to implement the Juvenile Collaborative Reentry Team. The Juvenile Collaborative Reentry Team was a collaboration between the Superior Court of California, the San Francisco Juvenile Probation Department, the Public Defender's Office, and the Center on Juvenile and Criminal Justice<sup>2</sup>, a non-profit organization, to provide coordinated and comprehensive reentry case planning and aftercare services for youth represented by the Public Defender's Office returning to reside in San Francisco from out-of-home placement.<sup>3</sup> According to Ms. Allison Magee, Deputy Director, Juvenile Probation Department, the Juvenile Collaborative Reentry Team model established a collaborative team approach in the development and implementation of reentry plans for youth. The team consists of a probation officer, public defender, social worker, and community case manager, and works with a dedicated judge of the Reentry Court to ensure that youth are assisted in a comprehensive and monitored transition and community reintegration process.

The coordinated and comprehensive reentry case planning and aftercare services for youth returning to the community from out of home placement includes the following process:

- (1) A Juvenile Collaborative Reentry Team representative makes initial contact with every participant at the time of disposition to introduce him or her to the program;
- (2) Mid-way through the commitment, the team formally begins the process of developing a release plan;
- (3) Three months prior to release, the plan, which may include housing, vocational training, education, therapy and/or drug treatment, and any other services needed to ensure that the child succeeds, is finalized;
- (4) When presented to the court, the entire Juvenile Collaborative Reentry Team signs the plan and works to advocate on behalf of the child and family; and

<sup>1</sup>Codified in 2008, the Second Chance Act was designed to improve outcomes for people returning to communities from prisons and jails. This first-of-its-kind legislation authorizes Federal grants to government agencies and nonprofit organizations to provide employment assistance, substance abuse treatment, housing, family programming, mentoring, victims support, and other services that can help reduce recidivism.

<sup>2</sup>Established in 1985 as the Western Regional Office of the National Center on Institutions and Alternatives (NCIA), the Center on Juvenile and Criminal Justice is a nonprofit nonpartisan organization that provides direct services, technical assistance, and policy analysis.

<sup>3</sup>According to Ms. Allison Magee, Deputy Director, Juvenile Probation Department, youth committed to out-of-placement are removed from their homes by the court and placed in non-secure facilities such as foster homes, group homes, and residential treatment programs, primarily located in California as well as Nevada, Colorado, and Pennsylvania.

- (5) Implementation of the reentry plan begins prior to the child's release from commitment to ensure a seamless transition back to the community.

According to Ms. Magee, since its implementation, the Juvenile Collaborative Reentry Team program has been shown to reduce recidivism and improve outcomes for youth. A recent Juvenile Probation Department report states that Federal Department of Justice (DOJ) Division of Juvenile Justice reports that 70 percent of youth paroled from its institutions are rearrested; however, Juvenile Collaborative Reentry Team's cumulative data analysis shows that only 23 percent of Juvenile Collaborative Reentry Team participants were re-booked into Juvenile Hall following arrests for new offences after enrolling in the Juvenile Collaborative Reentry Team program.<sup>4</sup>

### DETAILS OF PROPOSED LEGISLATION

The proposed resolution would authorize the Juvenile Probation Department to retroactively accept and expend a grant in the amount of \$461,166 from October 1, 2012 through September 30, 2013, from the United States Department of Justice under the FY 2012 Second Chance Act Juvenile Offender Reentry Program for the Juvenile Probation Department's Juvenile Collaborative Reentry Unit. The Federal grant requires the City to provide 100 percent matching funds or \$461,166 for total grant and matching funds of \$922,332.

Additionally, the proposed resolution would amend Annual Salary Ordinance to reflect the addition of one Class 2910 Social Worker (0.4 FTE in FY 2012-13) grant-funded position.

The Juvenile Collaborative Reentry Unit is an expansion of the three-year Juvenile Collaborative Reentry Team pilot program implemented in 2009 to improve outcomes for youth represented by the Public Defender's Office who were committed to out-of-home placement. The Juvenile Collaborative Reentry Unit expands on the Juvenile Collaborative Reentry Team model to serve all youth returning to reside in San Francisco from long-term commitments including Log Cabin Ranch<sup>5</sup> and the California Division of Juvenile Justice regardless of representation. As such the expanded collaborative team includes attorneys (Public Defenders, District Attorneys and private attorneys), social workers, social advocates, probation officers, and clinical case coordinators work with the child and family and the dedicated reentry court to ensure that youth are assisted in a comprehensive and monitored transition and community reintegration process.

### FISCAL ANALYSIS

Under the proposed resolution the Juvenile Probation Department would be authorized to retroactively accept and expend a Federal grant in the amount of \$461,166 for the Juvenile Probation Department's Juvenile Collaborative Reentry Unit. According to Ms. Magee, no grant funds have been expended. The Federal grant requires the City to provide 100 percent matching funds or \$461,166 for total grant and matching funds of \$922,332.

<sup>4</sup> San Francisco Juvenile Probation, Juvenile Collaborative Reentry Team, Final Narrative Report, January 15, 2013.

<sup>5</sup> Log Cabin Ranch is the San Francisco Juvenile Probation Department's post adjudication facility for delinquent male juveniles. The purpose of the facility is to provide twenty-four hour residential treatment and rehabilitation programming for juveniles who have been adjudicated as delinquent by the San Francisco Juvenile Courts. This is a fifty-week program structured to address the needs of juvenile delinquents and prepare them to become productive members of society.



Table 1 below shows the sources of funds for the Juvenile Collaborative Reentry Unit. Of the \$461,166 required, \$412,893 are City funds, previously appropriated by the Board of Supervisors in the Juvenile Probation Department and the Public Defender’s Office FY 2012-13 budgets. The remaining \$48,273 are in-kind matching funds from the California Superior Court in San Francisco.

**Table 1. Juvenile Probation Department’s Source of Funds for the Second Chance Act Grant for the Juvenile Collaborative Reentry Unit, FY 2012-13**

	<b>Amount</b>	<b>Percentage Share</b>
Total Federal Grant	\$461,166	50%
<u>Required Match</u>		
In Kind	230,583	25%
Cash	230,583	25%
Total Required Match	461,166	50%
Total Juvenile Collaborative Reentry Unit	\$922,332	100%

Table 2 below shows the Second Chance Act Grant budget.

**Table 2. Juvenile Probation Department’s Proposed Second Chance Act Grant Budget for the Juvenile Collaborative Reentry Unit**

<b>Funded by Second Chance Act Grant</b>	
<u>Department Positions (Salaries and Fringe Benefits)</u>	
8444 Deputy Juvenile Probation Officer (1.5 FTE)	\$183,068
2910 Social Worker (2 FTE)	<u>177,042</u>
Subtotal Department Positions (3.5 FTEs)	360,110
Center for Juvenile and Criminal Justice Case Manager	62,500
Second Chance Act Conference Travel	18,556
Travel to OHP Sites	10,000
Client Support	10,000
<b>Total Second Change Act Grant</b>	<b>\$461,166</b>
<b>Funded by City Match</b>	
<u>In Kind Match</u>	
Public Defender Attorney	\$123,488
California Superior Court Judge	48,273
Lead Attorney - Public Defender	27,033
Deputy Director - Juvenile Probation	21,600
Juvenile Probation Accountant	<u>10,189</u>
Subtotal, In Kind Match	\$230,583
<u>Cash Match</u>	
Local Travel	\$25,397
Materials and Supplies	4,999
Consultants/Contractors	<u>200,187</u>
Subtotal, Cash Match	\$230,583
<b>Total Match</b>	<b>\$461,166</b>
<b>Total Source of Funds</b>	<b>\$922,332</b>

The proposed Second Chance Act Grant will pay for the salaries of existing positions:

- 1.5 FTE 8444 Deputy Juvenile Probation Officer in the Juvenile Probation Department;  
and
- 1.0 FTE 2910 Social Worker in the Public Defender's Office.

The proposed Second Chance Act Grant will pay for the salary of one new 2910 Social Worker position in the Juvenile Probation Department. The ordinance would amend the Annual Salary Ordinance to add 0.4 FTE 2910 Social Worker in FY 2012-13, with a hire date of January 22, 2013. According to Ms. Magee, the 2910 Social Worker was hired on January 22, 2013 as a temporary position, which will be exchanged for a permanent position when the Annual Salary Ordinance is amended to add 0.4 FTE in FY 2012-13.

Ms. Magee reports that the current Federal grant does not have an automatic renewal option; however, if the funding source for the Second Chance Act is approved by Congress, the Juvenile Probation Department anticipates future Second Chance Act grant funds to fund the new Juvenile Probation Department's Social Worker and to support the program. If the Juvenile Probation Department does not receive future grant funding, the grant funded position will be terminated.

As shown in Table 2 above, the \$230,583 in-kind match includes:

- (1) The Public Defender's Office will allocate the time of Public Defender Attorneys to the Juvenile Collaborative Reentry Unit;
- (2) The California Superior Court will allocate the time of a judge for the Reentry Court; and
- (3) The Juvenile Probation Department will allocate management and administrative time to the Juvenile Collaborative Reentry Unit.

According to Ms. Magee, all of the in kind positions will be allocated for the duration of the Juvenile Collaborative Reentry Unit program with the associated costs absorbed by the respective departments.

As shown in Table 2 above, the \$230,583 cash match includes \$200,187 for consultants/contractors that include:

- (1) \$159,187 for services provided by the Center on Juvenile and Criminal Justice, a non-profit organization, that has two existing city contracts to perform detention diversion and Intensive Home Based Supervision programming;
- (2) Approximately \$21,000 for dedicated training for the Juvenile Collaborative Reentry Unit and for enhanced training opportunities for Probation Officers working with youth in long term commitments;
- (3) Approximately \$20,000 for a comprehensive evaluation of the Juvenile Collaborative Reentry Unit;

As shown in Table 2 above, in addition to the \$200,187 for contractual services, the \$230,583 cash match also includes:

- (4) \$25,397 for local travel including out-of-home placement site visits; and
- (5) \$4,999 for Materials and Supplies.

The proposed ordinance amends the Annual Salary Ordinance to add 0.4 FTE 2910 Social Worker in the Juvenile Probation Department in FY 2012-13. However, the proposed ordinance does not specify that the position will be terminated when the grant funds terminate.

#### *Indirect Costs*

Pursuant to Section 10.170-1 of the City's Administrative Code, if indirect costs incurred by the grantee for grant administration are not included in the budget, the reason must be stated in the authorizing resolution. Approval of the proposed resolution would waive the indirect costs in order to maximize the use of available grant funds on direct program expenditures.

According to Ms. Magee, the indirect costs associated with accepting this grant are minimal administrative costs that would be absorbed by existing funds which were approved in Juvenile Probation Department's FY 2012-13 budget.

## **RECOMMENDATIONS**

1. Amend the proposed ordinance to specify that the new 2910 Social Worker grant funded position terminates at the expiration of the grant funds.
2. Approve the proposed ordinance as amended.



President, Board of Supervisors  
District 3  
第三區  
市參事會主席



BOS-11  
orig: COB, Leg Dep  
GAO clerk  
RECEIVED  
BOARD OF SUPERVISORS  
City and County of San Francisco  
三藩市市及縣政府  
2013 MAR 11 PM 12:45

**DAVID CHIU**  
邱信福

File 130183

---

TO: Angela Calvillo, Clerk of the Board  
FROM: Supervisor David Chiu *DSC*  
DATE: March 11, 2013  
RE: Waive 30 day hold on item 130183-Accept/Expend JPD Second Chance Reentry Program.

---

Madame Clerk,

I hereby waive the 30-Day Rule on the following file:

File No. 130183-Ordinance authorizing the Juvenile Probation Department (JPD) to retroactively accept and expend a grant in the amount of \$461,166 from the Office of Justice Programs for the United States Department of Justice for funding under the FY2012 Second Chance Act Juvenile Offender Reentry Program (Second Chance grant award); and amending Ordinance No. 165-12 (Annual Salary Ordinance, FY2012-2013 and FY2013-2014) to reflect the addition of one Class 2910 Social Worker grant-funded position (0.4 FTE) at JPD.

Thank you for your prompt assistance in this matter.

## Young, Victor

---

**From:** True, Judson  
**Sent:** Monday, March 11, 2013 11:11 AM  
**To:** Johnston, Conor  
**Cc:** Young, Victor  
**Subject:** RE: Please waive the 30 day hold on item 130183--Accept/Expend JPD Second Chance Reentry Program

Victor, please waive the 30 day rule on this file.

Thank you.

---

Judson True  
Legislative Aide  
Board of Supervisors President David Chiu  
City and County of San Francisco  
[judson.true@sfgov.org](mailto:judson.true@sfgov.org) | 415.554.7451

---

**From:** Johnston, Conor  
**Sent:** Monday, March 11, 2013 11:09 AM  
**To:** True, Judson  
**Subject:** RE: Please waive the 30 day hold on item 130183--Accept/Expend JPD Second Chance Reentry Program

Judson,

The BLA confirms they can report on this for the 3/28 meeting.

Hello Conor

We will report on this item for the 3/28 GAO committee.

Severin

---

**From:** Johnston, Conor  
**Sent:** Friday, March 08, 2013 5:12 PM  
**To:** True, Judson  
**Cc:** McGuire, Catherine  
**Subject:** Please waive the 30 day hold on item 130183--Accept/Expend JPD Second Chance Reentry Program

Judson,

Can you please waive the 30 day hold on item 130183?

We would like to schedule for a GAO hearing on 3/28.

Please see the explanation from Catherine McGuire at the department for why this grant is retroactive:

As discussed on the phone, I think many small-sized grants are retroactive accept a spend approvals by the BOS. For us, the reasoning behind that is that we didn't get the notice of the grant award until just before the beginning of the grant term. Further, we have to go through a bit of back and forth with the funder after the award is made to finalize the grant budget. Once that happens, we get a notice that the budget is approved and only then are we allowed to submit documentation to the Controller's Office who is first to review it. Typically, that can take a month or two and by then we are well into the grant period. For an A&E that also has an ASO amendment, the A&E package then goes to the Mayor's Office, DHR, and finally the City Attorney, each of whom have a different aspect for input and may require changes or other adjustments, before it gets to the BOS member that will sponsor.

We have just begun month six of a 12-month grant and would like not to delay further if at all possible. Let us know if you have any other questions or need any further information.

M. Catherine McGuire  
Director of Finance  
San Francisco Juvenile Probation Department  
375 Woodside Ave  
San Francisco, CA 94127  
415-753-7560

Conor Johnston  
Office of Supervisor London Breed  
415-554-6783

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

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

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

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

**Special Timeline Requirements:**

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

Name: Catherine McGuire

Phone: 415-753-7560

Interoffice Mail Address:

Certified copy required Yes

No

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



File Number: \_\_\_\_\_

(Provided by Clerk of Board of Supervisors)

**Grant Ordinance Information Form**

(Effective May 2011)

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

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

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

2. Department: *Juvenile Probation*

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

4. Grant Approval Status (check one):

Approved by funding agency

Not yet approved

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

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

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

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

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

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

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

Start-Date: *October 1, 2012*

End-Date: *September 30, 2013*

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

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

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

12a. Amount budgeted for contractual services:

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

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

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

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

b1. If yes, how much? \$ n/a

b2. How was the amount calculated?

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? \$167,772

14. Any other significant grant requirements or comments:

**\*\*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 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:

Louise Houston,

(Name)

JPD Human Resources Director

(Title)

Date Reviewed: 1/23/13

Louise Brooks Houston  
(Signature Required)

Overall Department Head or Designee Approval:

William P. Riffmann

Allison Magee

(Name)

Deputy Director over Administration

(Title)

Date Reviewed: [Signature]

1/24/13  
(Signature Required)

San Francisco  
Juvenile Collaborative Reentry Unit Budget

**Personnel**

Name	Computation	Cost
8444 Deputy Probation Officer		86,008
2910 Social Worker (2)		61,958
Center for Juvenile and Criminal Justice Case Manager (2)		50,000
Public Defender Attorney: at 50%	50 % of 172588	86,294
California Superior Court Judge	20% of \$178,789	35,758
Lead Attorney - Public Defender	10% of \$186,432	18,643
Deputy Director - Juvenile Probation	10% of \$157,096	15,710
Juvenile Probation Accountant (10%)	10% of \$71,900	7,150
	Subtotal	473,479

**Fringe Benefits**

Name	Computation	Cost
8444 Deputy Probation Officer		40%
2910 Social Worker (2)		43%
Center for Juvenile and Criminal Justice Case Manager		25%
8196 Public Defender		43%
California Superior Court Judge		35%
Lead Attorney - Public Defender		43%
Deputy Director - Juvenile Probation		58%
Juvenile Probation Accountant (10%)		43%
	Subtotal	179,714

**Travel**

		Cost
Travel for Five in Second Chance Act Conference	Flight, Hotel, Per Diem for 2.5 day conference	9,278
Travel for Five in Second Chance Act Conference	Flight, Hotel, Per Diem for 2.5 day conference	9,278
Staff Travel to out-of-state placement sites	Estimated to cover 1-3 train trips to Placement Sites	10,000
Staff Travel to Log Cabin Ranch in La Honda, CA	120 miles, one day a week at .535 per mile for four employees	13,853
Staff Travel to OHP in Bay Area	100 miles per month for four employees	11,544
	Subtotal	53,953

**Equipment**

	Subtotal	Cost
		0

**Supplies**

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

**Consultants/Contracts**

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

**Other Costs**

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

**Indirect Costs**

	Subtotal	Cost
		0

**Total Costs**

	Cost
	922,332

**Total Federal Share**

	Cost
	461,166

San Francisco  
Juvenile Collaborative Reentry Unit Budget

**Budget Summary**

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

<b>Federal Share</b>	
8444 Deputy Probation Officer	120,568
2910 Social Worker (2)	177,042
Center for Juvenile and Criminal Justice Case Manager	125,000
Second Chance Act Conference Travel	18,536
Travel to Placement Sites	10,000
Client Support	10,000
Total Federal Share	461,166

<b>Match</b>	
<b>In-Kind</b>	
Public Defender Attorney, at 50%	123,685
California Superior Court Judge	48,273
Lead Attorney - Public Defender	26,721
Deputy Director - Juvenile Probation	21,679
Juvenile Probation Accountant	10,225
Total In-Kind Match	230,583
<b>Cash Match</b>	
Local Travel	25,397
M & S	4,999
Consultants/Contractors	200,187
Total Cash Match	230,583

<b>Conference Travel Justification</b>		
Hotel	678	Bay Area OHP's
Per diem	177.5	
Flight	1,000	100
Total	1,856	55.5
No.	9,278	11,544

<b>Local Travel Justification</b>	<b>Log Cabin Ranch</b>	
Mileage		0.553
Distance		120
Reimbursement		66.6
Total Annual Reimb.		13,853

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

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

Close Window



Department of Justice  
Office of Justice Programs

---

Office of the Assistant Attorney General

Washington, D.C. 20531

August 17, 2012

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

Dear Ms. Magee:

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

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

If you have questions regarding this award, please contact:

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

Congratulations, and we look forward to working with you.

Sincerely,

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

Mary Lou Leary  
Acting Assistant Attorney General

Enclosures

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



For SFEC use

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

**a. Instructions:**

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

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

**b. Who files this notice?**

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

**c. Who is a City elective officer?**

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

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

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

**e. Is this form required for all contracts?**

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

**f. What happens after this form is filed?**

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



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

<b>City Elective Officer Information</b> <i>(Please print clearly.)</i>	
Name of City elective officer(s): Mayor Ed Lee; Members, SF Board of Supervisors	City elective office(s) held: Mayor, City and County of San Francisco; Members, SF Board of Supervisors
<b>Contractor Information</b> <i>(Please print clearly.)</i>	
Name of contractor: Center on Juvenile and Criminal Justice	
<i>Please list the names of (1) members of the contractor's board of directors; (2) the contractor's chief executive officer, chief financial officer and chief operating officer; (3) any person who has an ownership of 20 percent or more in the contractor; (4) any subcontractor listed in the bid or contract; and (5) any political committee sponsored or controlled by the contractor. Use additional pages as necessary.</i>	
Board of Directors: Barbara Johnson, Chris Gauger, J.D., Tom Yeh, Penn Hughes, Ph.D., David Ocegueda Bracker, MSW, Torrance Bynum, Frederick R. Chavaria, Ph.D., Wilma Espinoza, Melody Fountila, Patricia Lee, J.D.	
Chief Executive Officer: Dan Macallair Chief Financial Officer: Louie Briones International, LLC Chief Operating Officer: Abu Qadir Al-Amin is our Associate Director	
Any person who has an ownership of 20 percent or more in the contractor: N/A	
Any subcontractor listed in the bid or contract: N/A	
Any political committee sponsored or controlled by the contractor: N/A	
<b>Contractor address:</b> Center on Juvenile and Criminal Justice 40 Boardman Place San Francisco, CA 94103	
<b>Date that contract was approved:</b>	<b>Amount of contract:</b> \$50,000;\$419,724;\$270,620
Describe the nature of the contract that was approved: CJCJ is contracted to provide the Intensive Home Based Supervision to youth placed on probation. The IHBS program is a supervision and clinical case management program that includes daily contact with the child and family and a minimum of three clinical hours per week to ensure that the child successfully completes probation. This contract has been extended through the Second Chance Act Grant to provide similar services to youth returning from out of home placement, and to work in partnership with JPD and the Public Defender's Office to develop better re-entry programming for placement youth returning to the community.	
Comments: CJCJ has three service contracts that pertain to this grant. One contract is with DCYF for \$50,000, one with DPH for \$419,724, and another with DPH for \$270,620.	

This contract was approved by (check applicable):

the City elective officer(s) identified on this form (Mayor, Gavin Newsom)

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

Print Name of Board

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

Print Name of Board

<b>Filer Information</b> <i>(Please print clearly.)</i>	
Name of filer: Allison Magee, Deputy Director over Administrative Services, JPD	Contact telephone number: (415) 753-7817
Address: 375 Woodside Avenue, San Francisco, CA 94127	E-mail: <a href="mailto:allison.magee@sfgov.org">allison.magee@sfgov.org</a>

\_\_\_\_\_  
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

# Introduction Form

By a Member of the Board of Supervisors or the Mayor

Time stamp  
or meeting date

I hereby submit the following item for introduction (select only one):

- 1. For reference to Committee.  
An ordinance, resolution, motion, or charter amendment.
- 2. Request for next printed agenda without reference to Committee.
- 3. Request for hearing on a subject matter at Committee.
- 4. Request for letter beginning "Supervisor [ ] inquires"
- 5. City Attorney request.
- 6. Call File No. [ ] from Committee.
- 7. Budget Analyst request (attach written motion).
- 8. Substitute Legislation File No. [ ]
- 9. Request for Closed Session (attach written motion).
- 10. Board to Sit as A Committee of the Whole.
- 11. Question(s) submitted for Mayoral Appearance before the BOS on [ ]

Please check the appropriate boxes. The proposed legislation should be forwarded to the following:

- Small Business Commission       Youth Commission       Ethics Commission
- Planning Commission       Building Inspection Commission

**Note: For the Imperative Agenda (a resolution not on the printed agenda), use a Imperative**

**Sponsor(s):**

Breed

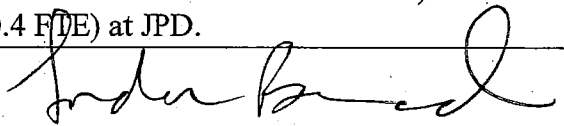
**Subject:**

Accept and Expend Grant – FY 12 Second Chance Act Juvenile Offender Reentry Program and Amendment to the Annual Salary Ordinance, FY 2012-2013 – \$461,166

**The text is listed below or attached:**

Ordinance authorizing the Juvenile Probation Department ("JPD") to retroactively accept and expend a grant in the amount of \$461,166 from the Office of Justice Programs ("OJP") for the United States Department of Justice for funding under the FY 12 Second Chance Act Juvenile Offender Reentry Program ("Second Chance grant award"); and amending Ordinance No. 165-12 (Annual Salary Ordinance, FY 2012-2013 and FY 2013-2014) to reflect the addition of one Class 2910 Social Worker grant-funded position (0.4 FTE) at JPD.

Signature of Sponsoring Supervisor:



For Clerk's Use Only:

130183 1367



File No. 121017

Committee Item No. 2

Board Item No. \_\_\_\_\_

## COMMITTEE/BOARD OF SUPERVISORS

### AGENDA PACKET CONTENTS LIST

Committee: Government Audit and Oversight Date March 28, 2013

Board of Supervisors Meeting Date \_\_\_\_\_

#### Cmte Board

- |                                     |                          |  |
|-------------------------------------|--------------------------|--|
| <input type="checkbox"/>            | <input type="checkbox"/> | Motion                                       |
| <input type="checkbox"/>            | <input type="checkbox"/> | Resolution                                   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Ordinance                                    |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Legislative Digest                           |
| <input type="checkbox"/>            | <input type="checkbox"/> | Budget and Legislative Analyst Report        |
| <input type="checkbox"/>            | <input type="checkbox"/> | Legislative Analyst Report                   |
| <input type="checkbox"/>            | <input type="checkbox"/> | Youth Commission Report                      |
| <input checked="" 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 type="checkbox"/>            | <input type="checkbox"/> | Grant Information Form                       |
| <input 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 type="checkbox"/>            | <input type="checkbox"/> | Award Letter                                 |
| <input type="checkbox"/>            | <input type="checkbox"/> | Application                                  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Public Correspondence                        |

OTHER (Use back side if additional space is needed)

<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	
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<input type="checkbox"/>	<input type="checkbox"/>	_____

Completed by: Rana Calonsag Date March 22, 2013  
Completed by: \_\_\_\_\_ Date \_\_\_\_\_

An asterisked item represents the cover sheet to a document that exceeds 25 pages.  
The complete document can be found in the file.



1 [Administrative Code - Citywide Coordination of Open Data Policy and Procedures]

2  
3 **Ordinance amending the Administrative Code, Sections 22D.2 and 22D.3, relating to**  
4 **San Francisco's open data policies and procedures and establishing the position and**  
5 **duties of Chief Data Officer and Departmental Data Coordinators.**

6 NOTE: Additions are single-underline italics Times New Roman;  
7 deletions are ~~strike-through italics Times New Roman~~.  
8 Board amendment additions are double-underlined;  
9 Board amendment deletions are ~~strikethrough-normal~~.

10 Be it ordained by the people of the City and County of San Francisco:

11 Section 1. Findings.

12 (a) San Francisco has been a leader in open data policy in the United States. In 2009,  
13 Mayor Gavin Newsom issued an Executive Directive promoting Open Data. In 2010, the  
14 Board of Supervisors expanded on the Directive with the passage of the City's Open Data  
15 Policy (Ordinance 293-10), codified in San Francisco's Administrative Code Section 22D.

16 (b) An open data policy has been shown to drive increased government efficiency  
17 and civic engagement, leading to social and economic benefits as a result of innovative  
18 citizen interaction with government. Social and economic benefits include, but are not limited  
19 to:

20 (1) Empowering citizens through democratization of information and fostering  
21 citizen participation in City projects;

22 (2) Supporting early stage entrepreneurship;

23 (3) Encouraging positive environments that contribute to workforce  
24 development and job creation; and

1 (4) Increasing a positive business environment and promoting public-private  
2 partnerships.

3 (5) San Francisco will improve and expand its Open Data Policy by creating the  
4 position of Chief Data Officer and Department Data Coordinators to implement the standards  
5 and policies articulated in the City's Open Data Policy.

6 Section 2. The San Francisco Administrative Code is hereby amended by amending  
7 Sections 22D.2, and 22D.3, to read as follows:

8 **SEC. 22D.2. CHIEF DATA OFFICER AND CITY DEPARTMENTS CITY DEPARTMENTS**  
9 **REQUIRED TO MAKE DATA AVAILABLE.**

10 (a) **Chief Data Officer.**

11 In order to coordinate implementation, compliance, and expansion of the City's Open Data  
12 Policy, the Mayor shall appoint a Chief Data Officer (CDO) for the City and County of San Francisco.  
13 The CDO shall be responsible for sharing City data with the public, facilitating the sharing of  
14 information between City departments, and analyzing how data sets can be used to improve city  
15 decision making. To accomplish these objectives, the CDO shall:

16 (1) Coordinate utilization, maintenance, and updates of the City's Open Data website,  
17 currently known as "DataSF;"

18 (2) Oversee the design, adoption by the Committee on Information Technology (COIT)  
19 and implementation of technical standards for DataSF to ensure that the portal and its datasets  
20 are implemented, updated, and utilized in accordance with San Francisco's open data policies;

21 (3) Provide education and analytic tools for City departments to improve and assist  
22 with their open data efforts;

23 (4) Assist departments with compliance with Open Data policies by working with  
24 Department Data Coordinators, collecting and reviewing each department's open data  
25 implementation plans and creating a template for the departmental quarterly progress reports;



1                   (5) Present an annual updated citywide implementation plan to COIT, the Mayor, and  
2 Board of Supervisors and respond, as necessary, regarding the status of DataSF in the City;

3                   (6) Actively work to further the goals of open data in the City;

4                   (7) Coordinate creation and sharing of internal City data sets outside of those  
5 designated for publication on DataSF;

6                   (8) Help establish data standards within and outside the City through collaboration  
7 with external organizations;

8                   (9) Assist City departments with analysis of City data sets to improve decision making;  
9 and,

10                   (10) Analyze and report on the usage of DataSF.

11                   (b) City Departments

12                   (a) Each City department, board, commission, and agency  
13 ("Department") shall:

14                   (1) Make reasonable efforts to make available all data sets under the  
15 Department's control, provided however, that such disclosure shall be consistent with the  
16 rules and standards promulgated by the CDO and adopted by COIT and with applicable law,  
17 including laws related to privacy;

18                   (2) Conduct quarterly reviews of their progress on providing access to data  
19 sets requested by the public through the designated web portal beginning six months after the  
20 appointment of the CDO; and

21                   (3) Designate a Data Coordinator (DC) who will oversee implementation and  
22 compliance with the Open Data Policy within his/her respective department. Each DC shall work with  
23 the CDO to implement the City's open data policies and standards. The DC shall:

24                   (i) Prepare an Open Data plan for the Department which shall:  
25

1 (1) Include a timeline for the publication of the Department's  
2 open data and a summary of open data efforts planned and/or underway in the Department;

3 (2) Include a summary description of all data sets under the  
4 control of each Department (including data contained in already-operating information technology  
5 systems);

6 (3) Prioritize all public data sets for inclusion on DataSF;

7 (4) Be updated quarterly after the initial submission to the CDO.  
8 In the event of unsatisfactory implementation of the plan by the Department and/or disagreement over  
9 publication of data sets, the CDO may request the Department's DC appear before COIT; and,

10 (5) Be published on the department's web site in addition to the  
11 DataSF site.

12 (6) Ensure data sets comply with the following requirements:

13 (ii) Review department data sets for potential inclusion on DataSF and  
14 ensure they comply with the following guidelines:

15 (1) Data prioritized for publication should be of likely interest to  
16 the public and should not disclose information that is proprietary, confidential, or protected by law or  
17 contract;

18 (2) Data sets that contain personally identifiable information or  
19 represent potential breaches to security or privacy should be flagged for potential exclusion from  
20 DataSF; and,

21 (3) Data sets should be free of charge to the public through the  
22 web portal.

23 (iii) Make data sets available, provided that such disclosure is consistent with  
24 the City's Open Data Policy, technical standards, and with applicable law, including laws related to  
25 privacy;

1 (iv) Catalogue and prioritize the Department's open data for publication on a  
2 quarterly basis;

3 (v) Appear before COIT and respond to questions regarding the Department's  
4 compliance with the City's Open Data policies and standards;

5 (vi) Conspicuously display his/her contact information (including name, phone  
6 number or email address) on DataSF with his/her department's data sets;

7 (vii) Monitor comments and public feedback on the Department's data sets on a  
8 timely basis;

9 (viii) Upon receipt of comments or information requests from the public related  
10 to data set content and supporting documentation, assess the nature and complexity of the request and  
11 provide DT with an expected timeframe to resolve the support inquiry as soon as possible;

12 (ix) Notify DT upon publication of any updates or corrective action; and,

13 (x) Notify DT prior to any structural changes to data sets when releasing  
14 updated data;

15 (c) Department of Technology

16 The Department of Technology (DT) shall provide and manage a single Internet site (web  
17 portal) for the City's public data sets (<http://data.sfgov.org> or successor site), called "DataSF." In  
18 managing the site, DT shall:

19  
20  
21 (1) Publish data sets with reasonable, user-friendly registration requirements, license  
22 requirements, or restrictions on the use and distribution of data sets;

23 (2) Indicate data sets that have been recently updated;  
24  
25

1                   (3) Ensure that updated data sets retain the original data structure, i.e., the number of  
2 data elements per record, name, formats and order of the data elements must be structurally consistent  
3 with the originally approved submission;

4                   (4) Use open, non-proprietary standards when practicable;

5                   (5) Include an on-line forum to solicit feedback from the public and to encourage public  
6 discussion on Open Data policies and public data set availability;

7                   (6) Forward open data requests to the assigned DC; and,

8                   (7) Take measures to ensure access to public data sets while protecting DataSF from  
9 unlawful abuse or attempts to damage or impair use of the website.

10  
11 **SEC. 22D.3. STANDARDS AND COMPLIANCE.**

12                   (a) ~~The CDO~~ COIT shall establish for adoption by COIT rules and standards to  
13 implement the open data policy, including developing standards to determine which data sets  
14 are appropriate for public disclosure. In making this determination, COIT shall balance the  
15 benefits of open data set forth in Section 22D.1, above, with the need to protect from  
16 disclosure information that is proprietary, confidential, or protected by law or contract   (b)  
17 ~~Within 60 days of the effective date of this ordinance, COIT~~ The CDO shall promulgate and COIT  
18 shall adopt rules and standards to implement the open data policy which shall apply to all  
19 Departments, consistent with COIT's role and responsibilities in San Francisco Administrative Code  
20 Section 22A.3. The CDO and COIT intend to work with CAO and purchaser to develop contract  
21 provisions to promote open data policies. The rules and standards shall include the following:

22                   (1) ~~Technical~~ technical requirements for the publishing of public data sets by  
23 Departments for the purpose of making public data available to the greatest number of users  
24 and for the greatest number of applications. These rules shall, whenever practicable, use  
25 non-proprietary technical standards for web publishing and e-government;

1           (2) Guidelines ~~guidelines~~ for Departments to follow in developing their plans for  
2 implementing the open data policy consistent with the standards established by COIT. Each  
3 plan shall include an accounting of public data sets under the control of the Department; ~~and~~

4           (3) Rules for including open data requirements in applicable City contracts and  
5 standard contract provisions that promote the City's open data policies, including, where appropriate,  
6 provisions to ensure that the City retains ownership of City data and the ability to post the data on  
7 data.sfgov.org or make it available through other means; and,

8           (4) Requirements that a third party providing City data (or applications based on City  
9 data) to the public explicitly identify the source and version of the public data set, and include a  
10 description of any modifications made to the public data set.

11           ~~(c) COIT shall also evaluate the merits and feasibility of making City data sets available~~  
12 ~~pursuant to a generic license, such as those offered by "Creative Commons." Such a license could~~  
13 ~~grant any user the right to copy, distribute, display and create derivative works at no cost and with a~~  
14 ~~minimum level of conditions placed on the use. If appropriate, COIT shall specify the terms and~~  
15 ~~conditions of such a generic license in the standards it develops it develops to implement the open data~~  
16 ~~policy.~~

17           ~~(d) Prior to issuing rules and standards, COIT shall solicit comments from the public, including~~  
18 ~~from individuals and firms who have successfully developed applications using open data sets.~~

19  
20 APPROVED AS TO FORM:  
21 DENNIS J. HERRERA, City Attorney

22 By:   
23 MARGARITA GUTIERREZ  
24 Deputy City Attorney  
25

## LEGISLATIVE DIGEST

[Administrative Code - Citywide Coordination of Open Data Policy and Procedures]

**Ordinance amending the Administrative Code, Sections 22D.2 and 22D.3, relating to San Francisco's open data policies and procedures and establishing the position and duties of Chief Data Officer and Departmental Data Coordinators.**

### Existing Law

Chapter 22D of the San Francisco Administrative Code established San Francisco's Open Data Policy and provided general standards for City Departments to comply with the policy.

### Amendments to Current Law

The proposed ordinance would establish the position and duties of the Chief Data Officer, and Open Data Department Coordinators to assist in the implementation of the City's Open Data Policy. The ordinance would also establish rules and procedures for making open data available through the City's open data web portal.

The provisions would be incorporated into Chapter 22D.

### Background Information

Open and accessible government is fundamental to successful representative democracy. The Internet has become a powerful tool for improving government and increasing transparency through the release of government documents and data, as well as improved engagement and partnership between government officials and citizens.

An open data policy has been shown to drive increased civic engagement, leading to social and economic benefits as a result of innovative resident interaction with government. Examples of potential social and economic benefits include, but are not limited to, (1) empowerment of citizens through democratization of information and fostering citizen participation in city projects; (2) supporting early stage entrepreneurship; and (3) encouraging positive environments that contribute to workforce development and jobs creation.

Mayor Gavin Newsom enacted the nation's first open data legislation in 2009, and the Board of Supervisors expanded on this work in 2010 with the passage of the City's Open Data Policy (Ordinance 293-10). This ordinance empowered San Francisco's Committee on Information Technology (COIT) to establish Rules and Standards applicable to all City departments regarding the release of data to the city's online data portal. The proposed ordinance establishes the position of Chief Data Officer and Department Data Coordinators to assist in

the implementation of the City's Open Data Policy.

The Chief Data Officer (CDO) will work with COIT, the Mayor, and Board of Supervisors to further the goals of open data in the City. The CDO shall also prepare an annual citywide implementation plan and establish rules and standards to implement the open data policy, including developing standards to determine which data sets are appropriate for public disclosure. The CDO and COIT intend to work with the City Attorney's Office and the Purchaser to develop contract provisions to promote open data policies.

City departments shall make available data sets, provided that such disclosure is consistent with the City's Open Data Policy, technical standards, and with applicable law, including laws related to privacy. Each department will conduct quarterly reviews of their progress on providing access to data sets requested by the public through the designated web portal beginning six months after the appointment of the CDO. To further the goals of the City's policy, each department shall appoint a Data Coordinator (DC) to implement the City's Open Data plan within the department.

The DCs shall identify and enable the delivery of data sets for potential inclusion on the portal, and meet with the CDO as needed to achieve these goals. The DCs will also prepare a Department Open Data implementation plan and respond to public feedback regarding the Department's public data sets. DCs will display their contact information on DataSF alongside any of their published data sets.

## Calonsag, Rana

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**From:** Caldeira, Rick  
**Sent:** Thursday, January 31, 2013 9:21 AM  
**To:** Calonsag, Rana  
**Cc:** Calvillo, Angela  
**Subject:** FW: Fiscal Impact

Rana,

Please update Legistar and file accordingly.

Thank you,

**Rick Caldeira, MMC**  
**Legislative Deputy Director**  
Board of Supervisors  
1 Dr. Carlton B. Goodlett Place, City Hall, Room 244  
San Francisco, CA 94102  
Phone: (415) 554-7711 | Fax: (415) 554-5163  
[rick.caldeira@sfgov.org](mailto:rick.caldeira@sfgov.org) | [www.sfbos.org](http://www.sfbos.org)

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**From:** Newman, Debra  
**Sent:** Thursday, January 31, 2013 8:41 AM  
**To:** Caldeira, Rick  
**Cc:** True, Judson; Campbell, Severin  
**Subject:** Fiscal Impact

Hi Rick,

Just a heads up that in re-reviewing File 121017, Citywide Coordination of Open Data Policy and Procedures.....we have changed our determination from yes fiscal impact, to no fiscal impact, such that we will not be preparing a report on this legislation.....my understanding is that the ordinance has been referred to GAO Committee.

Thanks, and don't hesitate to contact me or Severin if you have any questions.  
Great to see you yesterday!

**Debra Newman**  
Budget and Legislative Analyst  
1390 Market Street, Suite 1150  
San Francisco, CA 94102  
(415) 553-4631



Oct. 26, 2012

12/10/17

Currently SEC. 22D.3. STANDARDS AND COMPLIANCE provides opportunities for public comment through solicitation by COIT.

" SEC. 22D.3. STANDARDS AND COMPLIANCE ...  
(d) Prior to issuing rules and standards, COIT shall solicit comments from the public; ... "


The ordinance amending the San Francisco Administrative Code Sections 22D.2 and 22D.3 relating to ... duties of Chief Data Officer and Department Data Coordinators deletes COIT solicitation of comments from the public. With amendment what will be opportunities for public to comment on rules and standards?

Thank you.

Jeanne Quock  
Jeanne Quock  
Winchellq@sbcglobal.net  
Q →  
415-990-9300

RECEIVED  
BOARD OF SUPERVISORS  
SAN FRANCISCO  
2012 OCT 26 PM 4:23  
AK



Re: Public Inquiry: File No. 121017 (Open Data Policy)   
Judson True to: Alisa Miller  
Cc: Catherine Rauschuber, Jason.Elliott

10/29/2012 11:08 AM

I'll respond thanks.

---

Judson True  
Office of Supervisor David Chiu  
City Hall, Room 264  
San Francisco, CA 94102  
415.554.7451 desk  
415.554.7454 fax

Alisa Miller	All, I received the attached inquiry from Jeanne...	10/29/2012 10:35:47 AM
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From: Alisa Miller/BOS/SFGOV  
To: Jason.Elliott@sfgov1.onmicrosoft.com, Judson True/BOS/SFGOV@SFGOV, Catherine Rauschuber/BOS/SFGOV@SFGOV  
Date: 10/29/2012 10:35 AM  
Subject: Public Inquiry: File No. 121017 (Open Data Policy)

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All,

I received the attached inquiry from Jeanne Quock regarding File 121017 (Citywide Coordination of Open Data Policy and Procedures). Is there someone else I should direct her question to or can you provide a response?

[attachment "121017 questions.pdf" deleted by Judson True/BOS/SFGOV]

***Alisa Miller***

Assistant Clerk  
Board of Supervisors  
1 Dr. Carlton B. Goodlett Place, City Hall, Room 244  
San Francisco, CA 94102  
Phone: (415) 554-4447 | Fax: (415) 554-7714  
alisa.miller@sfgov.org | www.sfbos.org

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TDD/TTY No. 554-5227

## MEMORANDUM

TO: City Department Heads

FROM: Alisa Miller, Clerk, Government Audit and Oversight Committee  
Board of Supervisors

DATE: October 22, 2012

SUBJECT: LEGISLATION INTRODUCED

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The Board of Supervisors' Government Audit and Oversight Committee has received the following proposed legislation, introduced by Mayor Lee on October 16, 2012, which is being forwarded to your department for informational purposes.

**File No. 121017**

Ordinance amending the San Francisco Administrative Code Sections 22D.2 and 22D.3 relating to San Francisco's open data policies and procedures and establishing the position and duties of Chief Data Officer and Departmental Data Coordinators.

If you have any reports or comments to be included with the file, please forward them to me at the Board of Supervisors, City Hall, Room 244, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102.

OFFICE OF THE MAYOR  
SAN FRANCISCO



EDWIN M. LEE  
MAYOR

TO: Angela Calvillo, Clerk of the Board of Supervisors  
FROM: *ML* Mayor Edwin M. Lee *EW*  
RE: Administrative Code--Citywide Coordination of Open Data Policy and  
Procedures  
DATE: October 16, 2012

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Attached for introduction to the Board of Supervisors is the ordinance amending San Francisco's open data policies and procedures and establishing the position and duties of Chief Data Officer and Departmental Data Coordinators, and amending San Francisco Administrative Code Sections 22D.2 and 22D.3 to implement these changes.

Please note this item is cosponsored by Supervisor Chiu.

I request that this item be calendared in Government Audit and Oversight Committee.

Should you have any questions, please contact Jason Elliott (415) 554-5105.

RECEIVED  
BOARD OF SUPERVISORS  
SAN FRANCISCO  
2012 OCT 16 PM 2:45  
BY AK

cc. Supervisor David Chiu

121017