

File No. 111282

Committee Item No. 2  
Board Item No. 20

## COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Committee: Budget and Finance Committee

Date: December 7, 2011

Board of Supervisors Meeting

Date 12/13/11

### Cmte Board

- |                                     |                                     |  |
|-------------------------------------|-------------------------------------|--|
| <input type="checkbox"/>            | <input type="checkbox"/>            | Motion                                       |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Resolution                                   |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Ordinance                                    |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Legislative Digest                           |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Budget & Legislative Analyst Report          |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Ethics Form 126                              |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Introduction Form (for hearings)             |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Department/Agency Cover Letter and/or Report |
| <input type="checkbox"/>            | <input type="checkbox"/>            | MOU  |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Grant Information Form                       |
| <input checked="" type="checkbox"/> | <input checked="" 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"/>            | Award Letter                                 |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Application                                  |

### OTHER

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Completed by: Victor Young  
Completed by: Victor Young

Date: December 2, 2011  
Date: 12-5-11

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

1 [Accept and Expend Grant - Reentry SF Program and Amendment to the Annual Salary  
2 Ordinance - \$747,818]

3 **Ordinance authorizing the Adult Probation Department to retroactively accept and**  
4 **expend a grant in the amount of \$747,818 from the United States Department of Justice**  
5 **to implement Reentry SF Program, a comprehensive reentry pathway for people on**  
6 **post-release community supervision in San Francisco, and amending Ordinance No.**  
7 **0146-11 (Annual Salary Ordinance, FY 2011-2012) to reflect addition of one (1) Class**  
8 **1823 Senior Administrative Analyst grant-funded position (0.50 FTE) in the Adult**  
9 **Probation Department.**

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

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

16 Section 1. Findings

17 (a) The Second Chance Act grant program, implemented by Office of Justice  
18 Programs ("OJP") of the United States Department of Justice ("DOJ"), is designed to provide  
19 support to communities to develop and implement comprehensive and collaborative strategies  
20 that address the challenges posed by prisoner reentry and to reduce recidivism.

21 (b) The Adult Probation Department applied for a Second Chance Act Adult  
22 Planning and Demonstration grant in late June 2011. In its application, it requested funding  
23 for a new program called "Reentry SF". Envisioned and developed through a multi-agency  
24 collaborative process led by Goodwill Industries, Reentry SF offers a systematic and  
25 coordinated reentry pathway to aid newly released prisoners in permanently exiting the  
criminal justice system. The program design includes in-jail intensive case management,

1 work readiness training, behavioral health interventions, education programs, vocational skills  
2 training, supportive services, and job placement and retention services.

3 (c) As part of the application process, OJP required applicants to demonstrate the  
4 capabilities of their collaborative partners to implement the program proposals. In addition, in  
5 order to receive priority consideration, applicants had to include input from relevant non-profit  
6 organizations, and demonstrate how their proposed programs would provide effective case  
7 management, access to transitional housing, continuous and appropriate drug treatment,  
8 medical care, job training and placement, educational services, and other services or supports  
9 needed for successful reentry. To that end, ADP identified two experienced community based  
10 organizations (CBOs) as proposed subrecipients and described the services to be provided by  
11 each: Walden House (now Haight Ashbury Free Clinics Walden House or "HAFC-WH") would  
12 provide participants with pre-release services, including a comprehensive Reentry Plan  
13 (including a transitional housing plan and enrollment in applicable public benefits programs);  
14 and Goodwill Industries would coordinate the delivery of a comprehensive continuum of  
15 services post-release, as well as provide an immediate, post-release two-week full-time job  
16 readiness training program, and subsequently provide job training and placement services. In  
17 addition, ADP identified two other experienced CBOs, Youth Justice Institute ("YJI") and  
18 Bayview Hunters Point Multipurpose Senior Services ("BHPMSS") to provide technical  
19 assistance consulting to Goodwill in developing a mentoring program.

20 (c) On September 16, 2011 OJP awarded ADP \$747,818.00 to implement the  
21 proposed Reentry SF program.

22 (d) Reentry SF will provide 195 medium to high risk individuals exiting jail and state  
23 prison with prerelease planning, immediate post-release support, case management, job  
24 training and placement, and a variety of other needed services.

25 (e) The award period is from October 1, 2011 until September 30, 2012.

1 Section 2. Authorization to Accept and Expend Grant Funds.

2 (a) The Board of Supervisors hereby authorizes the Adult Probation Department  
3 (ADP) to accept and expend, on behalf of the City and County of San Francisco, Second  
4 Chance Act grant funds in the amount of \$747,818.00 for the purpose of implementing  
5 Reentry SF, and to distribute \$622,589.87 of the funding to the grant subrecipients identified  
6 as program partners in its grant application: Goodwill Industries, HAFC-WH, YJI, and  
7 BHPMSS.

8 (b) The grant includes \$46,000.00 for salaries, \$20,796.60 for fringe benefits,  
9 \$12,560.00 for travel, \$622,589.87 for services, and \$25,000 for staff training.

10 (c) The grant includes a general fund cash match of \$631,105.56, which includes  
11 salaries and fringe benefits for one Deputy Probation Officer (1.0 FTE) and one Deputy Chief  
12 Probation Officer (0.5 FTE) in the amount of \$222,171.30; costs associated with the operation  
13 of ADP's COMPAS assessment tool and case management system in the amount of  
14 \$277,500.00; and \$131,434.26 in indirect costs which ADP is providing as a match for this  
15 project.

16 (d) The grant includes in-kind support of \$157,500.00 from the California  
17 Department of Justice for the operation of ADP's COMPAS assessment tool and case  
18 management system.

19 (e) The grant includes \$20,871.32 to fund indirect costs.

20 Section 3. Grant Funded Position; Amendment to FY 2011-2012 Salary Ordinance.

21 The hereinafter designated section of Ordinance Number 0146-11 (Annual Salary Ordinance  
22 FY 2011-2012) is hereby amended to add one (1) position at the Department of Adult  
23 Probation ("ADP") as follows:

24 Department : ADP (13) Adult-Probation Department

25 Index Code: 131205

1 Program: AIE work orders and grants

2 Subfund: 2S PPF GNC

3  
4 Amendment # of Pos. Class and Item No. Compensation Schedule  
5 Add 0.50 FTE 1823 Senior Administrative Analyst \$2,874 B \$3,493  
6  
7  
8

9 APPROVED AS TO FORM:

10  
11 By:



Sallie Gibson  
Deputy City Attorney

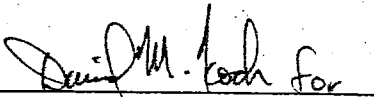
APPROVED AS TO CLASSIFICATION  
DEPARTMENT OF HUMAN RESOURCES

12 By:



Micki Callahan, Director  
Department of Human Resources

13 Recommended:

14  
15 

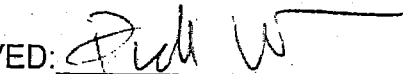
Wendy Still  
Chief Adult Probation Officer

16  
17  
18 APPROVED:



for Ben Rosenfield  
Controller

19  
20  
21 APPROVED:



for Edwin Lee  
Mayor

**Item 2**  
**File 11- 1282**

**Department:**  
Adult Probation

## EXECUTIVE SUMMARY

### Legislative Objective

- The proposed ordinance would (1) authorize the Adult Probation Department to retroactively accept and expend a \$747,818 United States Department of Justice (DOJ) grant to implement the Reentry SF program; and (2) create a new 0.5 FTE 1823 Senior Administrative Analyst position. The one-year grant award is effective from October 1, 2011 through September 30, 2012.

### Key Points

- Reentry SF is a job training and placement program, serving 195 (a) offenders transferred from the State to the County jail, (b) offenders on post-release community supervision, and (c) violators of State parole.
- Services are provided by two non-profit organizations, Goodwill Industries and Walden House, selected as sole source providers. According to Ms. Diane Lim, Adult Probation Department Chief Financial Officer, the Department selected Goodwill Industries and Walden House as sole source providers without utilizing the City's competitive selection process because Goodwill Industries and Walden House were involved in the planning and design of Reentry SF. According to Ms. Lim, Goodwill Industries has experience with other City agencies in developing reentry programs for ex-offenders; and Walden House currently provides services to individuals in custody in the County jails.

### Fiscal Impacts

- The one-year Reentry SF program has a total budget of \$1,536,423, including \$747,818 in DOJ grant funds and \$788,605 in General Fund monies and other grant matching funds. The Board of Supervisors appropriated the \$788,605 in the Adult Probation Department's FY 2011-12 budget.
- The proposed ordinance would create a new 0.5 FTE 1823 Senior Administrative Analyst position, with responsibility for coordinating and conducting all pre-release planning for individuals being released from (a) State prisons into post-release community supervision and (b) County jail into mandatory supervision. Because the 1823 Senior Administrative Analyst position is coded as "grant-funded", the position will terminate at the expiration of the grant unless the Board of Supervisors appropriates funding to continue the position.

### Policy Considerations

- According to Ms. Lim, the Adult Probation Department can apply for two subsequent one-year DOJ grants for the Reentry SF program, for a total of three years of grant funding. Ms. Lim states that the Adult Probation Department aims to continue this program at the termination of the three one-year DOJ grants. If the Board of Supervisors approves continuation of Reentry SF at the termination of the DOJ grant, the City could incur General Fund costs for the program's continuation unless the Adult Probation Department identifies other sources of funds.

### Recommendations

- Approve the proposed ordinance.

**MANDATE STATEMENT / BACKGROUND****Background**

Assembly Bill 109 (AB) transferred responsibility for non-serious, non-violent offenders from the State to the counties, as part of the State's public safety realignment in FY 2011-12. Senate Bill (SB) 678 created San Francisco's Community Corrections Partnership, consisting of the Sheriff's Department, Adult Probation Department, District Attorney's Office, Public Defender's Office, and other County agencies, and required the Community Corrections Partnership to recommend the Public Safety Realignment Plan for San Francisco. The Board of Supervisors approved the Public Safety Realignment Plan in September 2011 (File 11-0902).

The Public Safety Realignment Plan created the Reentry Division in the Adult Probation Department, which had previously been the responsibility of the Public Defender's Office. The Reentry Division coordinates programs and services for offenders transferred from the State to the County, including (a) offenders transferred from State prison to the County jail, (b) offenders released from prison under post-release community supervision, and (c) violators of State parole. The Reentry Division (1) provides staff support to the Reentry Council<sup>1</sup>, (2) oversees the Community Assessment and Service Center, which provides case management and other services to offenders under post-release community supervision, (3) collects and evaluates data on program effectiveness, and (4) other related services.

**DETAILS OF PROPOSED LEGISLATION**

The proposed ordinance would (1) authorize the Adult Probation Department to retroactively accept and expend a \$747,818 United States Department of Justice (DOJ) grant to implement the Reentry SF program; and (2) create a new 0.5 FTE 1823 Senior Administrative Analyst position. The grant award is for one year, retroactive from October 1, 2011 through September 30, 2012.

**Reentry SF**

Reentry SF is a job training and placement program for (a) offenders transferred from the State to the County jail, (b) offenders on post-release community supervision, and (c) violators of State parole. Reentry SF is a three-phase program, consisting of services provided to offenders, as follows:

- Phase one provides pre-release services to offenders in the County jails or State prisons up to three months prior to release. These services include a risk and needs assessment, orientation to the program, and development of individual reentry plans. The individual reentry plans identify the need for housing, health or mental health services, income support, and other services.

<sup>1</sup> The Reentry Council is a 23-member council, made up of 16 City department representatives, 3 representatives appointed by the Mayor and 4 representatives appointed by the Board of Supervisors.

- Phase two includes vocational and education assessment, job readiness training, work-based evaluation, educational interventions, and classes in financial literacy and parenting skills.
- Phase three includes job training and placement. Program participants will receive individual career development plans, vocational skills training, job placement services, and job retention and follow up services.

#### Sole Source Providers

The Adult Probation Department has selected two community based organizations, Walden House and Goodwill Industries, as sole source providers for the program without utilizing the City's competitive selection process. Walden House will provide program participants with pre-release services. Goodwill Industries will coordinate post-release services that include job readiness training, job training, and placement services.

According to Ms. Diane Lim, Adult Probation Department Chief Financial Officer, the Department selected Goodwill Industries and Walden House as sole source providers to implement Reentry SF job readiness, and job training and placement services, because Goodwill Industries and Walden House were involved in the planning and design of Reentry SF. According to Ms. Lim, Goodwill Industries has experience with other City agencies in developing reentry programs for ex-offenders; and Walden House has extensive experience providing specialized programs for the criminal justice population and currently provides services to individuals in custody in the County jails.

#### Program Performance Evaluation

The Adult Probation Department implemented the Correctional Offender Management Profiling for Alternative Sanctions (COMPAS) assessment tool and case management system in June 2011. This system accesses data from the California Department of Corrections and Rehabilitation and from other sources, allowing the Reentry SF program to identify the specific reentry needs of each offender and their risk of re-offending. Adult Probation Department, Walden House, Goodwill Industries, and other City department staff will have access to program participants' data and results.

The Adult Probation Department will use COMPAS to track and evaluate individual and aggregate data on offenders participating in the Reentry SF program, and report on aggregate data on the offenders' access and completion of job readiness, job training, job placement, and other Reentry SF services. The Adult Probation Department will track the percentage of offenders who successfully complete the pre-release, vocational and educational assessment, and job readiness phases of the program, the percentage of offenders who successfully enter training programs or jobs, and the termination rate of offenders in training programs or jobs. Performance measures include the percentage of offenders who complete the successive phases of the program, retain jobs 90 days after placement, and do not re-offend within one year of exiting the program.



## FISCAL IMPACT

The one-year Reentry SF program has a total budget of \$1,536,423, including \$747,818 in DOJ grant funds and \$788,605 in General Fund monies and other grant matching funds. The Board of Supervisors previously appropriated the \$788,605 matching funds in the Adult Probation Department's FY 2011-12 budget. Table 1 below gives budget details.

**Table 1**  
**Reentry SF Program Budget**  
**October 1, 2011 through September 30, 2011**

	DOJ Grant for Reentry SF	Matching Funds			Total Reentry SF
		General Fund	Other DOJ Grant Funds	Total Match	
<b>Adult Probation Department</b>					
Salaries and Benefits <sup>1</sup>	\$66,797	\$222,171	\$0	\$222,171	\$288,968
Travel	12,560	0	0	0	12,560
COMPAS Case Management System	25,000	277,500	157,500	435,000	460,000
Administrative Overhead	20,871	131,434	0	131,434	152,306
<b>Subtotal, Department Costs</b>	<b>125,228</b>	<b>631,105</b>	<b>157,500</b>	<b>788,605</b>	<b>913,833</b>
<b>Non-Profit Organizations</b>					
Goodwill Industries	395,445	0	0	0	395,445
Walden House	197,145	0	0	0	197,145
Youth Justice Institute <sup>2</sup>	15,000	0	0	0	15,000
Bayview Hunters Point Multipurpose Senior Services <sup>2</sup>	15,000	0	0	0	15,000
<b>Subtotal, Non-Profit Organizations</b>	<b>622,590</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>622,590</b>
<b>Total Costs</b>	<b>\$747,818</b>	<b>\$631,105</b>	<b>\$157,500</b>	<b>\$788,605</b>	<b>\$1,536,423</b>

<sup>1</sup> Adult Probation Department salaries and benefits include (a) new 0.5 FTE 1823 Senior Administrative Analyst (\$66,797); and (b) an existing 1.0 FTE 8444 Deputy Probation Officer (\$119,072) and an existing 0.5 FTE 8438 Chief Deputy Probation Officer (\$103,099).

<sup>2</sup> Technical assistance to Goodwill Industries for mentor program development.

Reentry SF will serve 195 (a) offenders transferred from State prison to the County jail, (b) offenders released from prison under post-release community supervision, and (c) violators of State parole.

### 1823 Senior Administrative Analyst Position

The proposed ordinance would create a new 0.5 FTE 1823 Senior Administrative Analyst position as a grant-funded position. This is a half-time position with responsibility for the coordination of Reentry SF job readiness, job training, job placement and other related services. The 1823 Senior Administrative Analyst will be responsible for coordinating and conducting all pre-release planning for offenders being released from State prisons into post-release community supervision and from County jail into mandatory supervision, including in-custody face-to-face planning at the County jail and nearby State prisons.

According to Ms. Lim, the Adult Probation Department will aim to sustain this position through State and/or private funding sources following the expiration of this grant. Because the 1823 Senior Administrative Analyst position is coded as "G" or "grant-funded", the position will terminate at the expiration of the grant unless the Board of Supervisors appropriates other funding to continue the position.

## **POLICY CONSIDERATIONS**

**Upon expiration of the DOJ grant, Reentry SF could become a General Fund expenditure if the Board of Supervisors approves continuation of the Reentry SF job training and placement program**

According to Ms. Lim, the Adult Probation Department can apply for two subsequent one-year DOJ grants for the Reentry SF program, for a total of three years of grant funding. Ms. Lim states that the Adult Probation Department aims to continue this program at the termination of the three one-year DOJ grants. If the Board of Supervisors approves continuation of Reentry SF at the termination of the DOJ grant, the City could incur General Fund costs for the program's continuation unless the Adult Probation Department identifies other sources of funds.

## **RECOMMENDATIONS**

Approve the proposed ordinance.



*Protecting the Community, Serving Justice and  
Changing Lives*

WENDY S. STILL  
Chief Adult Probation Officer

---

**TO:** Angela Calvillo, Clerk of the Board of Supervisors  
**FROM:** Chief Wendy Still, Adult Probation Department  
**DATE:** November 4, 2011  
**SUBJECT:** Ordinance for Subject Grant  
**GRANT TITLE:** Reentry SF

---

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 application
- Grant award letter from funding agency
- Budget

**Special Timeline Requirements:**

Expedited scheduling for hearing date.

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

Name: Diane Lim, Director of Finance and Administration  
Phone: 553-1058

Interoffice Mail Address: Adult Probation Department  
880 Bryant Street, Room 200, SF, CA 94103

Certified copy required Yes  No

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

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

**Grant Information Form**  
(Effective January 2000)

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

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

1. Grant Title: Reentry SF

2. Department: Adult Probation

3. Contact Person: Diane Lim Telephone: 553-1058

4. Grant Approval Status (check one):

Approved by funding agency

Not yet approved

5. Amount of Grant Funding Approved or Applied for: \$747,818.00

6a. Matching Funds Required: \$ 788,605.56

b. Source(s) of matching funds (if applicable): General fund and grant funds

7a. Grant Source Agency: United States Department of Justice, Office of Justice Programs

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

8. Proposed Grant Project Summary:

Reentry SF will provide 195 medium to high risk individuals exiting jail and state prison with prerelease planning, immediate post-release support, case management, job training and placement, and a variety of other needed services.

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

Start-Date: October 1, 2011

End-Date: September 30, 2012

10. Number of new positions created and funded: 0.50 FTE 1823

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

The Adult Probation Department will aim to sustain the position through state and private funding sources following the expiration of this grant.

12a. Amount budgeted for contractual services: \$622,589.87

b. Will contractual services be put out to bid? No, because the grant application specified which contractors would provide specialized services, which was the basis for the grantor's approval of the application and award.

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

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

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

b1. If yes, how much? \$20,871.32

b2. How was the amount calculated? The Adult Probation Department applied its overhead rate of 20% to the department's direct costs of \$145,390, rather than to the full program value of \$726,946.47.

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):

14. Any other significant grant requirements or comments: None

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

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

- Existing Site(s)  Existing Structure(s)  Existing Program(s) or Service(s)
- Rehabilitated Site(s)  Rehabilitated Structure(s)  New Program(s) or Service(s)
- New Site(s)  New Structure(s)

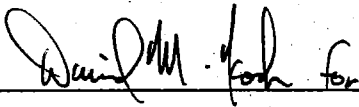
16. The Departmental ADA Coordinator and/or the Mayor's Office on Disability have reviewed the proposal and concluded that the project as proposed will be in compliance with the Americans with Disabilities Act and all other Federal, State and local access laws and regulations and will allow the full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

Comments:

Departmental or Mayor's Office of Disability Reviewer: Kristin Kogure  
(Name)

Date Reviewed: November 1, 2011

Department Approval: Wendy S. Still Chief Adult Probation Officer  
 (Name) (Title)

  
 (Signature)

*Program Narrative*  
**SAN FRANCISCO ADULT PROBATION DEPARTMENT**

Department of Justice, Office of Justice Programs, Bureau of Justice Assistance  
*Second Chance Act Adult Offender Reentry Program for Planning and Demonstration Projects*

**CFDA #16.812 ■ Funding Number: BJA-2011-3044 ■ Competition ID: BJA-2011-3046**

**BACKGROUND**

California's criminal justice system is facing an unprecedented time. In an effort to address overcrowding in the state's prisons and help alleviate its financial crisis, the state has instituted a large-scale realignment of its criminal justice system. With the passage of Senate Bill 678 (SB678) in 2009 and Assembly Bill 109 (AB109) in April 2011, custody and supervision responsibilities of felony offenders has largely shifted from the state to the local level. While the long-term results of realignment may well be positive, providing the impetus that San Francisco needs to formalize and coordinate reentry services, in the short term it presents a complex predicament.

San Francisco currently experiences one of the highest rates of recidivism amongst parolees in the entire country. At the onset, realignment will almost certainly aggravate San Francisco's existing reentry challenges, which include inadequate service capacity and coordination. Public safety will become commensurately compromised as well. It is critical that San Francisco expands, strengthens and most importantly mobilizes a pragmatic, comprehensive and streamlined reentry pathway so that offenders enter a highly structured, tightly knit, supportive, and resilient network that is truly dynamic enough to help individuals permanently exit the criminal justice system. The San Francisco Adult Probation Department (SFAPD), led by Chief Wendy Still, is poised to take invigorated leadership around San Francisco's reentry movement and submits this Reentry SF (RSF) proposal and promises that, if funded, San Francisco will create an unprecedented reentry pathway and strategically address the imminent reentry and recidivism challenges of state realignment. Its successes over time will be reduced recidivism, improved public safety and an inspiring enrichment of both human and social capital.

## **STATEMENT OF THE PROBLEM**

### **Reentry Problems**

San Francisco has one of the highest recidivism rates in the country, with 78.3% of ex-offenders returning to custody within three years of release, according to the California Department of Corrections and Rehabilitation (CDCR).

One of the chief contributing factors to the city's high recidivism rate is the fact that it is the second most expensive place to live in the United States, with a cost of living that is 62% above the national average (The Council for Community and Economic Research, 2010). Federal Poverty Level (FPL) guidelines, which do not account for regional differences in the cost of living, fail to identify the true dimensions of poverty in the city. For example, the 2009 FPL for a family of three is \$18,530; yet the fair market rent for a two-bedroom apartment in San Francisco, per the Department of Housing and Urban Development, is \$21,996 per year, or 118% of the FPL. Also, while San Francisco's median income (AMI) is relatively high (\$67,750 for a single individual), extreme income polarization exists, so that over a quarter of San Francisco's population earns less than 50% of AMI. Only 13% of the city's white residents have an annual household income of less than \$10,000, yet 58% of African American, 37% of Latino and 30% of Asian Pacific Islander and residents do. Under the economic circumstances, it is not surprising that African Americans and Latinos have disproportionate contact with the criminal justice system. It is a paradigm that San Francisco is committed to improving.

While a variety of both pre-release and reentry services are available to adults exiting the criminal justice system in San Francisco, many programs are under-resourced and cannot provide an adequate level of services. For instance, the Probation Department caseload for probationers aged 18 to 25 averages 166 per officer, with caseloads among officers supervising other types of probationers much larger (SF Adult Probation Department Fiscal Year 2007-2008 Annual Report). With caseloads so high, probation must be able to reinforce its supervision service base with supplemental services. San Francisco however faces an array of critical service gaps.

Criminal justice and workforce development experts, through a needs assessment conducted by the proposed project's partners, have determined that the most critical service gaps currently are:

- Evidence and community based case management to enrich client contact and amplify the level of supervision;
- Mental health and substance abuse services, both pre-release and upon reentry;
- Support for the first 48 hours post-release, when ex-offenders are most vulnerable to the negative influences of their old lives;
- Job training and placement, so that ex-offenders do not return to the underground economy; and
- Emergency and short-term housing.

### **Jurisdiction and Population to be Served**

The jurisdiction to be served is the City and County of San Francisco. In 2009, there were 2,281 admissions to state prison from San Francisco and 2,304 releases (CDCR, Offender Information Services Branch) and the average daily population in the San Francisco County Jail was 1976 (San Francisco Sheriff's Department).

The target population for the proposed project will be those offenders who will be under the supervision of the Adult Probation Department directly as a result of AB109. These groups of offenders include those convicted of certain felonies that would previously have been sent to state prison but will now serve time in jail; offenders released from state prison, who would previously have been under the supervision of the state; and violators of state parole. As of April 2011, the state has estimated that San Francisco will assume responsibility for approximately 700 additional offenders at any point in time. Of these 700, it is anticipated that at any time an average daily population of approximately 230 offenders will be incarcerated in jail.

SFAPD will make a special outreach effort to women, who are often under-enrolled in services because they represent a smaller percentage of the reentry population, so that they are made aware of the program and have every opportunity to enroll.

San Francisco currently operates six county jails: one intake and release facility and five housing jails. One housing jail with a 360-bed capacity is currently closed due to a low jail census.



### **Summary of Current Reentry Process**

San Francisco is home to outstanding service providers—of in-custody and community-based case management, substance abuse as well as mental and behavioral health programs, life skills and personal development training, education and work force development services, parenting skills development and financial literacy services. However, these providers lack capacity and funding and San Francisco lacks a streamlined reentry process or pathway.

At present, individuals in jails and prisons may or may not receive the benefit of in-custody services, comprehensive assessment with a validated instrument, reentry and transitional planning, and post-release community based contact. Highly motivated individuals can access services, but they ultimately are not the individuals at the highest risk of recidivism. It is the less motivated individuals who most easily fall through the cracks because they do not proactively request service interventions. It is these individuals, who seek relatively low connection to in-custody services and do not assertively request out of custody interventions, who are at a higher risk of recidivism.

San Francisco seeks to level the reentry service playing field so that medium and high risk individuals receive the kind of interventions they need to successfully transition back to their communities and permanently exit the criminal justice system. San Francisco is perfectly poised to leverage existing evidence-based, in custody and community based services within a grant-funded opportunity to create a systematic and coordinated reentry pathway. The extraordinary leadership of San Francisco's Adult Probation Department, District Attorney's Office, Public Defender's Office, Police Department, Public Health Department, Office of Economic and Workforce Development, Human Services Agency, Mayor's Office of Housing and Community Development, Department of Child Support Services and community based organizations all support a strategic movement towards an improved reentry pathway. Reentry SF is the anchor for this collective support. The flowchart in the section below graphically depicts the best practice reentry process that will be implemented with Second Chance funding.

## PROJECT DESIGN AND IMPLEMENTATION

### Ten Mandatory Requirements

1) Reentry strategic plan. In compliance with SB678, San Francisco established a Community Corrections Partnership (CCP) in 2010, chaired by the Chief of Probation and charged with advising on the implementation of SB678-funded initiatives. Earlier in 2011, AB109 established an Executive Committee of the CCP, charged with the development of a 2011 Realignment Plan that will recommend a city/county-wide programming plan for the realigned population, including reentry. The Public Safety Realignment Post Release Community Supervision 2011 Implementation Plan for the City and County of San Francisco, a draft of which accompanies this application as a required attachment, is scheduled to come before the Public Safety Committee of San Francisco's Board of Supervisors for review on July 5, 2011. The Plan will subsequently pass through review by additional bodies and will secure final approval in September 2011 to meet the mandated start date of October 1, 2011.

2) Reentry implementation schedule and sustainability plan for the program. A detailed project timeline accompanies this application as a required attachment. The State will allocate funds to local governments based on costs avoided by the California Department of Corrections and Rehabilitation because of a reduction in the number of adults sent back to state prison because of parole failure. SFAPD intends, through this project, to complete the groundwork necessary to begin reducing San Francisco's recidivism rate by at least 50% over a five-year period and thus qualify the city for state funds when they ultimately become available. The Rosenberg Foundation is convening a group of local foundations interested in criminal justice reform who will contribute ideas and technical assistance for the development of an integrated strategy aligning the resources of criminal justice agencies, of public sector agencies, and of community-based organizations. Thus equipped, San Francisco can achieve the results it needs in order to compete effectively for the state funds, which will provide long-term funding for Reentry SF once the federal grant period is over.

3) Establishment of a reentry task force. San Francisco established a Reentry Council in 2005. It is co-chaired by the Chief of Adult Probation (added as a co-chair in February 2011), the District Attorney, Public Defender, and Sheriff. The Public Defender's Office has provided primary staffing of the Council since February 2007 and the DA's, Mayor's and Sheriff's Offices

have each provided in-kind staff time for the administration of the Council. San Francisco Administrative Code 5.1 establishes the Reentry Council and outlines its powers and duties along with its responsibility for reporting to the Mayor and Board of Supervisors.

4) Role of collaborators on offender reentry strategy. For the project proposed herein, the San Francisco's Adult Probation Department developed a multi-agency partnership with the city's District Attorney's Office and Office of Economic and Workforce Development along with Goodwill Industries of San Francisco, San Mateo, and Marin Counties, Inc., one of the key partners in San Francisco's workforce development system, the Operator of two One Stop Career Link Centers, service provider for another, and the administrator of numerous job training programs for individuals with significant obstacles to employment; and with Walden House, Inc., a behavioral health services nonprofit organization.

The project partners and key stakeholders in workforce development and criminal justice helped to identify the reentry service gaps in San Francisco's high-crime high-poverty neighborhoods and prioritized key interventions that could be addressed through these grant funds. Goodwill then led a collaborative process to design a dynamic service strategy, Reentry SF, which integrates best criminal justice practices and yields the greatest possibility of reducing recidivism among moderate and high-risk ex-offenders.

Direct services will be delivered by Goodwill, the Adult Probation Department, and Walden House in a three-phase program (Pre-Release, Reentry, Job Training and Placement) in coordination with the Office of Economic and Workforce Development, which manages the City's WIA funding, One Stop Career Center system and overall workforce policy and planning. Reentry SF proposes to serve 195 participants in the one-year project period.

5) Extensive evidence of collaboration In addition to Reentry SF's core collaborating partners, SFAPD works intensively with a range of agencies on the San Francisco Reentry Council, of which Chief Still is a co-chair. Other members of the Reentry Council are the Public Defender (co-chair), Sheriff (co-chair), Mayor (co-chair), and District Attorney (co-chair), along with representatives of the Human Services Agency, Child Support Services, Department of Public Health, and Office of Economic and Workforce Development.

6) Role of state corrections departments, community corrections agencies, and local jail corrections systems in reentry. San Francisco's reentry planning aligns with the state's long-term

corrections strategy, embodied in SB678 and AB109. All reentry programming proposed herein aligns with the Public Safety Realignment Post Release Community Supervision 2011 Implementation Plan for the City and County of San Francisco, developed by the Community Corrections Partnership (CCP) Executive Committee. San Francisco's CCP Executive Committee's voting members include the Chief Probation Officer (chair), County Sheriff, District Attorney, Chief of Police, Public Defender, and Director of Department of Public Health.

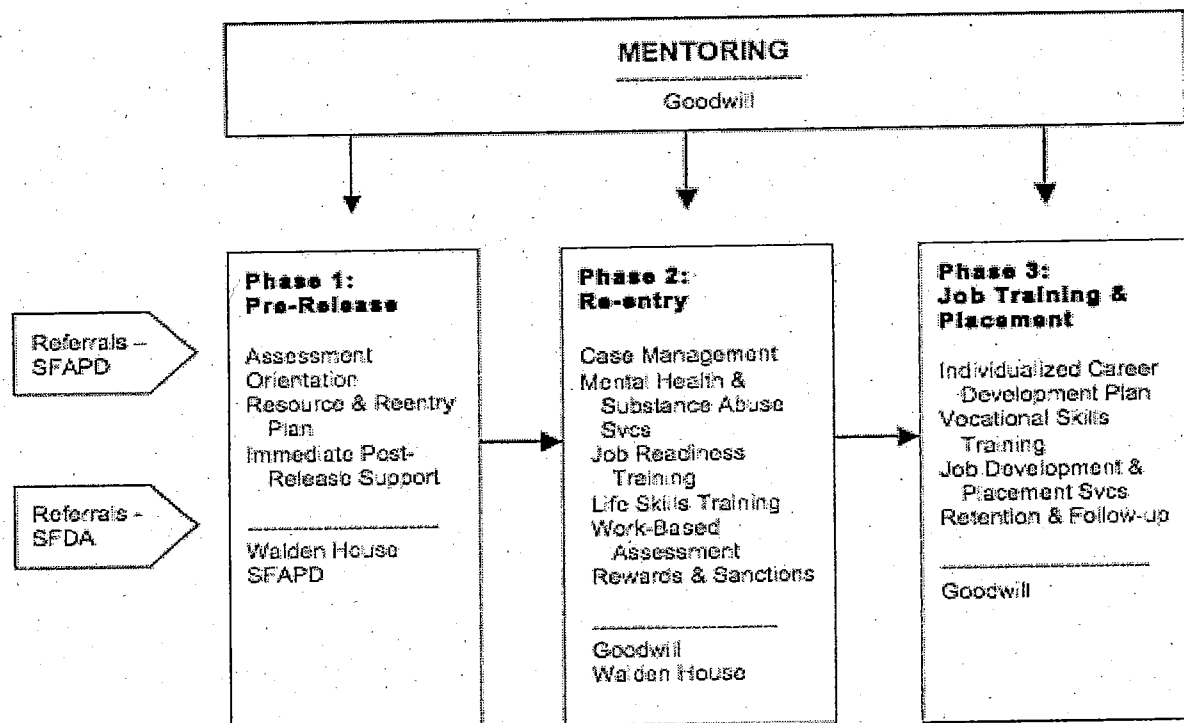
7) Documentation that reflects explicit support of CEO of applicant unit of local government. A Letter of Support from Chief Wendy Still of the San Francisco Adult Probation Department accompanies this application as a required attachment.

8) Description of evidence-based methodology and outcomes measures that will be used. SFAPD's use of evidence-based supervision practices has successfully reduced the number of probationers being sent from San Francisco to state prison for probation violations from a three-year average of 256 from 2006 through 2008 to 199 in 2010. Between 2008 and 2010, the transition to evidence-based practice resulted in a 14% increase in the number of offenders successfully completing their parole and a 17% reduction in the rate of terminations. *Alignment with six principles of evidence-based correctional practice:* a) SFAPD has invested significant resources in **assessment**. Effective June 2011, the Department has transitioned to the scientifically validated *Correctional Offender Management Profiling for Alternative Sanctions* (COMPAS) assessment tool and case management system, which were developed by the nationally recognized Northpointe Institute for Public Management. COMPAS greatly expands the Department's access to comprehensive data, from the California Department of Corrections and Rehabilitation among other sources, and allows the Department to identify each ex-offender's needs, strengths, and risk level for re-offending. SFAPD will administer assessments, interpret the data, and share results with the project staff from Goodwill and Walden House. All project staff, including employees of collaborating agencies, will receive training in COMPAS and enter all participant data in the system. b) Project staff from the SFAPD, Walden House and Goodwill have all been trained in techniques, such as motivational interviewing, that **enhance intrinsic motivation**. The program design also incorporates elements—such as the individualized Reentry Plan and the Individualized Career Development Plan—that require participants to take responsibility for their own decisions. Post-release, RSF will implement an evidence-based matrix of sanctions and rewards to motivate

participants to succeed. c) The target population for the project is offenders who are identified through the COMPAS assessment as being at **medium or high risk** of re-offending. d) The service model for Reentry SF is designed to **address those criminogenic needs**—i.e. supplemental case management; mental health and substance abuse services, both pre-release and upon reentry; support for the first 48 hours post-release, when ex-offenders are most vulnerable to the negative influences of their old lives; job training and placement, so that ex-offenders do not return to the underground economy; and emergency and short-term housing—that have been identified, through a needs assessment, as the most common threats to successful reentry. e) RSF integrates **cognitive-behavior interventions** in all phases of its service model, including strength-based case management in the pre-release and reentry phases and the delivery of the National Institute of Corrections “Thinking for Change” curriculum in through interactive job readiness training modules in the Reentry phase. f) Through intensive case management, Reentry SF will **determine the dosage and intensity of services** for each participant on an individual basis; in the reentry phase, for six to nine months post-release, participants will engage in structured activities for 40 hours every week.

### **Proposed Activities**

The program design for Reentry SF (RSF) aligns in-jail intensive case management, work readiness training, behavioral health interventions, education programs, vocational skills training, supportive services, and job placement and retention into one comprehensive reentry pathway that is divided into three phases: I. Pre-release, II. Reentry programming, and III. Job Training and Placement. A flow chart appears below.



**Phase I, Pre-Release.** RSF will deliver in-jail services to participants for up to three months prior to release. SFAPD will deliver assessments, then interpret and share the results with Goodwill and Walden House project staff. Walden House will provide orientation, case management, reentry planning, and immediate post-release support.

**Assessment:** All participants will complete a risk and needs assessment administered by the Probation Department using the scientifically validated *Correctional Offender Management Profiling for Alternative Sanctions* (COMPAS), which was developed by the nationally recognized Northpointe Institute for Public Management. The assessment will identify each ex-offender's needs, strengths, and risk level for re-offending.

**Orientation:** The Walden House Case Manager will deliver weekly in-custody Orientation workshops, to introduce eligible participants to the program, encourage participation, and review the rewards and sanctions matrix. All participants must enter the program voluntarily, including those who agree to include participation in their disposition agreement.

**Resource and Reentry Plan:** The principal intervention will be individualized, strength-based case management, which research has proven to be effective in improving reentry outcomes and reducing recidivism (Ventura et al, 1998; CSAT, 1998). Using the participant risk profile generated through the COMPAS assessment, the Case Manager will work with each participant to

develop an individualized Reentry Plan, which will address the immediate needs of reentry—such as housing, benefits and income, access to health services, substance abuse and mental health services—with referrals to wraparound services. The plan will also include details on scheduled meetings with case managers, mentors, and a clear explanation of the rewards and sanctions matrix. As part of the Reentry Plan process, the Case Manager will determine all public benefits for which participants qualify and help them complete the enrollment forms. Similarly, the Case Manager will work to identify and help participants begin to resolve their “paperwork” barriers to employment, e.g. unpaid parking fines, etc.

*Immediate Post-Release Support:* For many ex-offenders, the first forty-eight hours post-release are a time when a successful reentry is most at risk. Released from County jail with no money, often in the very early hours of the morning, they are vulnerable to old patterns of behavior and to the negative influence of former associates. As the final component of pre-release programming, Reentry SF will provide a 24-hour 7-days-a-week pick-up service through which a Walden House driver will meet participants as they are released, and transport them to a safe and secure location. Reentry SF will work with the San Francisco Sheriff’s Department and other criminal justice stakeholders on a notification protocol that will systematically alert Walden House to an inmate’s release details; the Probation Department estimates that between three and five participants will be released every week into the program. The San Francisco District Attorney’s Office, which is developing best practice alternative sentencing planning as a result of realignment, will also develop capacity to refer a subset of AB 109 offenders into the ReentrySF pathway. As an emergency backstop in cases where participants have not secured housing pre-release, the driver will bring them to the Walden House Drop-In Center, which has showers, is clean and warm, and is supervised 24/7 by staff who make participants feel welcome and safe. The Walden House Case Manager will make a referral for a bed for the following night.

Reentry SF will implement a collaborative case conference model to facilitate successful transitions from one phase of the program to the next and to ensure that each participant receives the most support possible. All participants will be assigned to a Deputy Probation Officer (DPO) who will engage with the program. Twice a month the DPO, the Walden House Case Manager, and the Goodwill Program Manager will meet for collaborative case reviews.

**Phase II: Reentry Programming.** The second phase of Reentry SF will focus on job readiness training and incentivizing barrier removal while providing the support, close supervision and structure necessary for success. Upon release from jail, participants will begin a structured 40 hours/week Reentry program that comprises vocational/education assessment, job-readiness training, work-based evaluation, educational interventions, and classes in financial literacy and parenting skills. Throughout the Reentry phase engagement, participants will continue to receive high-touch case management including referrals to supportive and wraparound services, as needed. A detailed matrix of strength-based rewards for positive behaviors and sanctions for violations will provide a framework for strict accountability and continued motivation. Goodwill will implement a point system to reward attendance, progress on barrier removal, and completion of independent life skills assignments. Sanctions and public recognition ceremonies will be carried out in cooperation with SFAPD.

Goodwill will screen all participants for eligibility for workforce development services funded through the Workforce Investment Act (WIA) and will heavily leverage its position as the Operator of two One Stop Career Link Centers in San Francisco to deliver a robust suite of services—including GED/high school instruction, basic skills development, ESL instruction, and digital literacy instruction—that will significantly increase employment opportunities for Reentry SF participants. Goodwill Resource Specialists will continue to identify what stands between an individual and job-readiness and develop strategies to overcome obstacles.

Participants will remain engaged in the Reentry phase until they have made adequate progress on barrier removal; the average tenure in this phase will range from three to six months. All Reentry phase programming will be delivered at Goodwill's main campus in San Francisco, where the SOMA/Civic Center One Stop (one of the three sites served by the Reentry Navigator program) is also located, and at Walden House's outpatient services site, which is within two blocks.

**Case Management:** Walden House's in-jail Case Manager will complete a warm hand off to a Goodwill Resource Specialist, shortly before a participant is released, for case management during the Reentry phase. The Reentry Plan will follow the participant and be continually updated as the ongoing guide for wraparound and supportive services as well as for personal responsibility agreements and benchmarks.



*Mental Health and Substance Abuse Services and Supportive Services:* Through an existing contract with the San Francisco Department of Public Health, Walden House will provide mental health and substance abuse services, as needed. Goodwill and Walden House will co-enroll participants in existing programs to leverage existing MOUs, thus accessing their comprehensive direct referral networks for wraparound and supportive services.

*Job Readiness Training:* The Reentry phase will begin with a two-week full-time Job Readiness Training (JRT) designed to continue the work of barrier removal and soft skills training while replacing criminal thinking with positive attitudes and behaviors. In classroom sessions, Goodwill Resource Specialists will deliver the National Institute of Corrections' integrated cognitive behavior change "Thinking for a Change" curriculum. JRT workshops will deliver content customized for the reentry population, including workshops on topics such as Overcoming Career Barriers for Reentry Job Seekers, How to Handle Your Criminal Record in a Job Interview, Reentry Information and Counseling, etc.

*Life Skills Training:* Family and children are a powerful deterrent to recidivism. Goodwill will also partner with a community-based organization serving justice involved youth to deliver parenting classes designed to strengthen family ties and the motivation they create. Goodwill will soon develop a Financial Literacy program for delivery in the One Stop. The training will introduce participants to the financial mainstream through education and access to low-barrier free checking accounts along with free enrollment in the MyWallet online financial management tool for low-income populations.

*Work-Based Assessment:* As part of their 40-hour schedule, participants will complete approximately 10 hours per week of work-based assessment in Goodwill's warehouse operation. Teams of RSF participants will work in one segment of the operation, which will be dedicated to this training purpose. Goodwill coaches will help participants to develop team skills and learn key soft skills such as conflict and anger management, punctuality, and responsibility. They will also identify barriers through observation of work performance and model appropriate on-the-job behavior.

*Rewards and Sanctions:* RSF will use an evidence-based matrix of sanctions and rewards designed to provide both strict accountability and continued motivation for success in post-release programming. Sanctions will range from retraction of privileges through increased level of

supervision to flash incarceration and ultimately revocation of probation and longer term in custody time. Rewards will include cash incentives for success in reaching specified performance benchmarks, public recognition ceremonies for completion of the Reentry phase, celebrations of achievement, and privileges such as lowered reporting requirements.

***Phase III: Job Training and Placement.*** Following successful completion of the Reentry phase, participants will move into the third and final phase of Reentry SF, Job Training and Placement. At this point, the Goodwill Resource Specialist (focused on barrier removal) will transfer primary responsibility for case management to a Goodwill Career Advisor (focused on job training, job coaching and placement).

*Individualized Career Development Plan (ICDP):* As each participant nears completion of Phase II, s/he will begin meeting with a Career Advisor as part of the transfer process. The Career Advisor and participant together will develop an Individualized Career Development Plan, a complement to the Reentry Plan, which will incorporate vocational assessment results that specify the education and vocational training needed to achieve the participant's desired career objective. The ICDP will also include the individual's career-related performance benchmarks and associated rewards.

*Vocational Skills Training:* Participants who are ready for placement upon completion of Phase II will work with their Career Advisor to secure employment. Participants whose ICDPs call for additional training will enroll in either education or vocational skills training (VST) programs, in Goodwill's transitional employment program or elsewhere.

*Job Development and Placement Services:* Reentry SF will leverage the Goodwill Reentry Business Relations Specialist (BRS) who is dedicated to the needs of ex-offenders and funded through the CDBG and WIA-funded Reentry Navigator program. The BRS will develop jobs for program participants, utilizing on-the-job training opportunities, hiring tax credits, federal bonding program services and other business service strategies.

*Retention and Follow-Up Services:* For every job seeker that succeeds in finding unsubsidized employment, his/her Career Advisor will deliver retention services to both employer and employee for 90 days and follow-up check-ins for at least one year. These services will address the special needs of the formerly incarcerated job seeker, such as parole or probation

considerations, and will continue to provide technical assistance to the employer vis-à-vis realizing all relevant tax credits and benefits. In addition, the Career Advisor will provide referrals, as needed, for supportive services needed to address any newly emerging problems. Career Advisors will also provide re-placements as necessary within the one-year window.

**Mentoring:** Goodwill has an application pending with the Second Chance Act – Adult Mentoring Grants to Nonprofit Organizations program for the creation of a mentoring component for the Reentry SF service model. Mentoring will be a key support to increase the success of the program in meeting its ambitious goal to significantly decrease recidivism. If the Mentoring grant application is successful, Goodwill will employ a Mentoring Coordinator (1.0 FTE), who will coordinate the integration of mentoring into Reentry SF’s pre-release services and make the matches between participants and mentors. Two community-based organizations with extensive experience in mentoring programs for justice involved individuals, one with youth and young adults and the other with adults and seniors, will provide technical assistance to Goodwill in the development of a mentoring program.

Each participant will be matched with a mentor and have a face-to-face meeting pre-release. The first post-release meeting will be one of the key elements in the early phase of the Reentry Plan that each participant will during his/her pre-release RSF experience. Goodwill will provide ongoing training and support to mentors and Goodwill staff will complete a modified case review with each mentor at the beginning of the mentorship and agree on a method for regular consultation. The Reentry phase of the Reentry SF program, lasting from three to six months on average, will in most cases be the most challenging time for participants; communication between case managers and mentors will therefore be most frequent at this stage.

When the mentee transitions into the final phase of Reentry SF, the mentor will establish communication lines with the Career Advisor who assumes case management responsibilities while the participant completes the Job Training and Placement phase. Mentors and mentees will continue to meet regularly throughout all phases of the RSF program.

### **Priority Considerations**

The proposed project merits priority consideration on the basis of four of the six identified priorities:

1. Targets high-risk offenders. Reentry SF will target offenders who have been identified, through the validated COMPAS assessment tool, to be at medium and high risk of re-offending. Given the profile of the current pool of parolees in San Francisco, a significant number of the participants will be mentally ill or dually diagnosed with mental health disorders and substance or alcohol addictions.
2. Incorporates the six evidence-based strategies in program design. As detailed in #8 of the "Ten Mandatory Requirements" section above (see page 7), the RSF service model aligns with the six principles of effective practice.
3. Demonstrates effective case assessment and management abilities. RSF's collaborative design allows the proposed project to draw on the expertise and resources of not only Adult Probation and the District Attorney's Office but also of multiple nonprofit service providers that are deeply experienced with the target population. SFAPD will complete a comprehensive assessment for every participant, using the state-of-the-art COMPAS tool; pre-release, Walden House will work with each participant to complete an individualized Reentry Plan, including the provision of transition housing where necessary and enrollment for all appropriate public benefits; post-release, Goodwill will coordinate the delivery of a comprehensive continuum of services.
4. Uses swift, certain, graduated and proportionate responses to violations. RSF will implement an evidence-based matrix of sanctions and rewards to provide both strict accountability and continued motivation for success in the post-release phases of the program. Sanctions will range from retraction of privileges through increased level of supervision to revocation of probation. Rewards will include cash incentives for success in reaching specified performance benchmarks, public recognition ceremonies for completion of Phase II, celebrations of achievement, and privileges such as lowered reporting requirements.

## **CAPABILITIES AND COMPETENCIES**

### **Management Structure and Staffing**

SFAPD is the lead agency for reentry in San Francisco and will act as lead for the proposed project, with responsibility for project oversight and grants reporting. SFAPD will make an in-

kind contribution to the project of a .15 FTE to act as Grant Coordinator, responsible for internal coordination of grant compliance and reporting requirements. Goodwill will act as service coordinator, responsible for the day-to-management of services; the 1.0 FTE Project Manager will be a Goodwill employee. The Project Manager will regularly analyze participant data and generate monthly reports, which s/he will share with the Chief Probation Officer, the District Attorney's Office, and the senior management of Goodwill, Walden House, and OEWD.

Staffing structure: Project staff will include a total of 11 FTEs spread across the three principal agencies (SFAPD, Goodwill, WH); of this total headcount, 4.65 FTEs are leveraged positions funded through other sources. *San Francisco Adult Probation Department staff:* Deputy Probation Officer (1.0) will be involved in pre-release programming, acting as liaison officer between Walden House staff and SFAPD, participating in collaborative case conferences, and overseeing assessments. An Administrator (.15 FTE) will act as Grants Coordinator, liaising with the Program Manager to coordinate data collection and analysis, assisting the Chief Probation Officer with grants reporting and compliance. *Goodwill Industries staff:* Program Manager (1.0 FTE) will be responsible for the day-to-day management of all services, for troubleshooting and reporting, and for ongoing monitoring and evaluation. The Program Manager will supply SFAPD with all information needed for grants reporting and compliance monitoring. Mentoring Coordinator (1.0) will be responsible for developing a robust mentoring component for Goodwill, coordinating with the community-based nonprofits Youth Guidance Institute and Bayview Hunters Point Multipurpose Senior Services, who will act as technical consultants. Resource Specialists (1.5 FTEs) will provide intensive case management services post-release, including the coordination of supportive and other services; deliver customized job readiness training, including the "Thinking for Change" curriculum; and be responsible for tracking participant data in the COMPAS case management system. Career Advisors (1.5 FTE) will provide case management, coaching, and job placement and retention services to participants during the third and final phase of the model. A Business Relations Specialist (.5 FTE) will provide placement and retention services. The Reentry Navigator (1.0 FTE) will provide customized job readiness training. Grants Specialist (.1 FTE) will monitor and coordinate reporting of grant expenses and outcomes to SFAPD on behalf of all service providers. *Walden House staff:* a Case Manager (1.0 FTE) will provide intensive case management for pre-release phase of programming, two Drivers (.2 FTE

total) will provide transportation, when necessary, to emergency housing, Program Supervisor (.05 FTE) will provide oversight.

### **Capability of Reentry Task Force and Collaborative Partners**

San Francisco Adult Probation Department (SFAPD) has extensive experience planning, implementing, and evaluating reentry initiatives that involve collaboration with multiple partners, including the Prop 36 Program (California's Substance Abuse and Crime Prevention Act of 2000), Drug Court, the Drug Diversion Program, the Drug Abatement Program, and the Mentally Ill Offender Program. Chief Probation Officer Wendy Still chairs San Francisco's Community Corrections Partnership, which was created per the California Community Corrections Performance Incentives Act of 2009, which provides funding to local jurisdictions to implement evidence-based probation supervision practices and reduce the percentage of probationers sent to prison for probation failures. SFAPD was selected as one of six sites for the California Risk Assessment Pilot Project led by the Judicial Council of California's Administrative Office of the Courts. Other successful collaborative grant programs in which SFAPD participates include the Anti-Drug Enforcement Team Recovery Act, Federal JAG, Community Justice Center Implementation Grant, Bulletproof Vest Partnership Program, Anti-Drug Abuse Program, and the California Gang Reduction Intervention and Prevention Program.

Goodwill Industries of San Francisco, San Mateo and Marin Counties, Inc. (Goodwill) is an autonomous not-for-profit social enterprise whose seventeen thrift stores, online business, and reuse/recycling operation provide contextual workplace learning for thousands of low-income individuals every year while funding more than 85% of the organization's operating budget. A member of Goodwill International, a national network of 165 independent social enterprises that regularly share best practices and implement cooperative projects, Goodwill offers a full array of workforce development services. Since October 2008, Goodwill has also become a key player in San Francisco's One Stop system, currently operating two Career Link Centers and acting as service provider for a third. Goodwill has an annual operating budget of approximately \$33 million and employs a workforce of approximately 575, of which roughly 30% comprises graduates of the agency's job training programs. Goodwill serves low- and very low-income individuals overcoming significant obstacles to employment, such as homelessness, long-term

welfare dependency, a criminal record, history of substance abuse, limited English proficiency, or inadequate education. In the fiscal year ending June 2010 Goodwill provided services to 4,034 individuals and completed 706 job placements with 196 employers.

Walden House, Inc. is a 501(c)(3) nonprofit providing a wide spectrum of behavioral health services to indigent and criminal justice involved individuals in California since 1969. Today Walden House (WH) serves over 1,300 people each day, employs approximately 400 staff members, and manages an annual budget of \$52 million from over forty different local, state, and federal contracts. WH has been an innovator and leader for offender reentry services in California since 1993, when it partnered with the San Francisco Sheriff's Department (with SAMHSA funding) to pilot a substance abuse treatment and reentry-planning program (called SISTER) for women in the San Francisco Jail. Since then, Walden House has opened in-custody service programs for men and women throughout the state prison system, and has built comprehensive post-release case management and aftercare treatment systems in San Francisco and Los Angeles counties.

## **IMPACT/OUTCOMES, EVALUATION**

### **Evaluation**

SFAPD has robust capacity for tracking and evaluation, including the capacity to track data on individuals and to aggregate the data for overall reports, using the COMPAS case management system. All Reentry SF staff will be trained in the COMPAS online database and all project data will be tracked through the SFAPD's COMPAS-based case management system. The Reentry SF Project Manager will analyze results on a regular basis so that program adjustments can occur as needed. At the conclusion of the project the Project Manager will analyze the cumulative performance data and produce a project report for the SFADP and for the senior management of both Goodwill and Walden House.

Data that will be tracked for evaluation purposes include: number of participants in the initiative; percentage of participants who successfully complete Phase I of program; percentage of participants completing Phase I who complete Phase II of program; percentage of percentage of participants completing Phase II of program who are successfully placed in a job or in an education or training program; termination rate of participants completing Phase I of program;

termination rate of participants completing Phase II; termination rate of participants who secure job or training placement.

Goodwill will contract with an outside evaluator to work in close collaboration with SFAPD on a thorough evaluation of the project. The consultant will identify additional value-added data to track, will analyze all data, and will help to draft a final project report for review and approval by SFAPD. SFAPD will not only submit the final report to the Department of Justice and the senior management of all collaborating agencies but will also share the findings widely with peer agencies across the state.

### **Impact/Outcomes**

The overall goal of the project is to reduce the recidivism rate to no more than 50% in San Francisco, which will result in both positive social impacts for the city in the short term and in the long term will qualify the City and County of San Francisco for state funds to continue its development and implementation of evidence based practices.

Project objectives associated with this goal are as follows:

1. 195 eligible participants will enroll.
2. Achieve termination rate of no higher than 15% among project participants within 12 months of first engagement with RSF.
3. 30% of participants with substance/alcohol abuse history decrease use.
4. 45% of participants with mental health disorders complete treatment program.
5. 95% of participants successfully complete Phase I.
6. 50% of participants who complete Phase I successfully complete Phase II.
7. 70% of participants who complete Phase II successfully complete Phase III.
8. 50% of participants who complete Phase III secure unsubsidized employment.
9. 60% of participants who secure placement retain job 90 days after placement.
10. 30% of participants do not re-offend within one year of exiting program.

### **Integration/Sustainability**

The proposed project fully aligns with the state's priorities for reentry services, as expressed in SB678 and AB109. With RSF, SFAPD and its strategic partners proposes to create a pragmatic,



comprehensive and streamlined reentry pathway. Success with the proposed project would qualify San Francisco for a dependable stream of state funding created by these two pieces of legislation..

#### **COLLABORATION**

The Reentry Council, of which Chief Wendy Still is co-chair, is the City/County of San Francisco's advisory body on the coordination of adults exiting local, state, and federal institutions, per local Admin Code 5.1. In compliance with recent California legislation SB678 and AB109, San Francisco has also established a Community Corrections Partnership, with an Executive Committee. Through executive membership in all three of these bodies, the SFAPD will insure that the proposed project is fully integrated into the city's overall reentry efforts.



Department of Justice  
Office of Justice Programs

Office of the Assistant Attorney General

Washington, D.C. 20531

September 16, 2011

Ms. Diane Lim  
City and County of San Francisco  
1 Dr. Carlton Goodlett Place  
Suite 496 - City Hall  
San Francisco, CA 94102-4676

Dear Ms. Lim:

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 11 Second Chance Act Adult Offender Reentry Program for Planning and Demonstration Projects: Implementation in the amount of \$747,818 for City and County of San Francisco.

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

If you have questions regarding this award, please contact:

- Program Questions, Brenda Worthington, Program Manager at (202) 305-7844; and
- Financial Questions, the Office of the Chief Financial Officer, Customer Service Center (CSC) at (800) 458-0786, or you may contact the CSC at [ask.ocfo@usdoj.gov](mailto:ask.ocfo@usdoj.gov).

Congratulations, and we look forward to working with you.

Sincerely,

A handwritten signature in black ink, appearing to read "Laurie Robinson".

Laurie Robinson  
Assistant Attorney General

Enclosures



Department of Justice  
Office of Justice Programs  
Office for Civil Rights

Washington, D.C. 20531

September 16, 2011

Ms. Diane Lim  
City and County of San Francisco  
1 Dr. Carlton Goodlett Place  
Suite 496 - City Hall  
San Francisco, CA 94102-4676

Dear Ms. Lim:

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

**Ensuring Access to Federally Assisted Programs**

As you know, Federal laws prohibit recipients of financial assistance from discriminating on the basis of race, color, national origin, religion, sex, or disability in funded programs or activities, not only in respect to employment practices but also in the delivery of services or benefits. Federal law also prohibits funded programs or activities from discriminating on the basis of age in the delivery of services or benefits.

**Providing Services to Limited English Proficiency (LEP) Individuals**

In accordance with Department of Justice Guidance pertaining to Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d, recipients of Federal financial assistance must take reasonable steps to provide meaningful access to their programs and activities for persons with limited English proficiency (LEP). For more information on the civil rights responsibilities that recipients have in providing language services to LEP individuals, please see the website at <http://www.lep.gov>.

**Ensuring Equal Treatment for Faith-Based Organizations**

The Department of Justice has published a regulation specifically pertaining to the funding of faith-based organizations. In general, the regulation, Participation in Justice Department Programs by Religious Organizations; Providing for Equal Treatment of all Justice Department Program Participants, and known as the Equal Treatment Regulation 28 C.F.R. part 38, requires State Administering Agencies to treat these organizations the same as any other applicant or recipient. The regulation prohibits State Administering Agencies from making award or grant administration decisions on the basis of an organization's religious character or affiliation, religious name, or the religious composition of its board of directors.

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

State Administering Agencies and faith-based organizations should also note that the Safe Streets Act, as amended; the Victims of Crime Act, as amended; and the Juvenile Justice and Delinquency Prevention Act, as amended, contain prohibitions against discrimination on the basis of religion in employment. Despite these nondiscrimination provisions, the Justice Department has concluded that the Religious Freedom Restoration Act (RFRA) is reasonably construed, on a case-by-case basis, to require that its funding agencies permit faith-based organizations applying for funding under the applicable program statutes both to receive DOJ funds and to continue considering religion when hiring staff, even if the statute that authorizes the funding program generally forbids considering of religion in employment decisions by grantees.

Questions about the regulation or the application of RFRA to the statutes that prohibit discrimination in employment may be directed to this Office.

## Enforcing Civil Rights Laws

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

## Complying with the Safe Streets Act or Program Requirements

In addition to these general prohibitions, an organization which is a recipient of financial assistance subject to the nondiscrimination provisions of the Omnibus Crime Control and Safe Streets Act (Safe Streets Act) of 1968, 42 U.S.C. § 3789d(c), or other Federal grant program requirements, must meet two additional requirements: (1) complying with Federal regulations pertaining to the development of an Equal Employment Opportunity Plan (EEO Plan), 28 C.F.R. § 42.301-.308, and (2) submitting to OCR Findings of Discrimination (see 28 C.F.R. §§ 42.205(5) or 31.202(5)).

### 1) Meeting the EEO Plan Requirement

In accordance with Federal regulations, Assurance No. 6 in the Standard Assurances, COPS Assurance No. 8.B, or certain Federal grant program requirements, your organization must comply with the following EEO Plan reporting requirements:

If your organization has received an award for \$500,000 or more and has 50 or more employees (counting both full- and part-time employees but excluding political appointees), then it has to prepare an EEO Plan and submit it to OCR for review **within 60 days from the date of this letter**. For assistance in developing an EEO Plan, please consult OCR's website at <http://www.ojp.usdoj.gov/ocr/eop.htm>. You may also request technical assistance from an EEO Plan specialist at OCR by dialing (202) 616-3208.

If your organization received an award between \$25,000 and \$500,000 and has 50 or more employees, your organization still has to prepare an EEO Plan, but it does not have to submit the EEO Plan to OCR for review. Instead, your organization has to maintain the EEO Plan on file and make it available for review on request. In addition, your organization has to complete Section B of the Certification Form and return it to OCR. The Certification Form can be found at <http://www.ojp.usdoj.gov/ocr/eop.htm>.

If your organization received an award for less than \$25,000; or if your organization has less than 50 employees, regardless of the amount of the award; or if your organization is a medical institution, educational institution, nonprofit organization or Indian tribe, then your organization is exempt from the EEO Plan requirement. However, your organization must complete Section A of the Certification Form and return it to OCR. The Certification Form can be found at <http://www.ojp.usdoj.gov/ocr/eop.htm>.

### 2) Submitting Findings of Discrimination

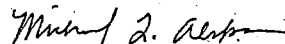
In the event a Federal or State court or Federal or State administrative agency makes an adverse finding of discrimination against your organization after a due process hearing, on the ground of race, color, religion, national origin, or sex, your organization must submit a copy of the finding to OCR for review.

## Ensuring the Compliance of Subrecipients

If your organization makes subawards to other agencies, you are responsible for assuring that subrecipients also comply with all of the applicable Federal civil rights laws, including the requirements pertaining to developing and submitting an EEO Plan, reporting Findings of Discrimination, and providing language services to LEP persons. State agencies that make subawards must have in place standard grant assurances and review procedures to demonstrate that they are effectively monitoring the civil rights compliance of subrecipients.

If we can assist you in any way in fulfilling your civil rights responsibilities as a recipient of Federal funding, please call OCR at (202) 307-0690 or visit our website at <http://www.ojp.usdoj.gov/ocr/>.

Sincerely,



Michael L. Alston  
Director

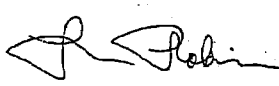
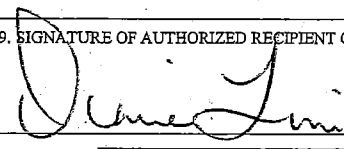
cc: Grant Manager  
Financial Analyst



Department of Justice  
Office of Justice Programs  
Bureau of Justice Assistance

Grant

PAGE 1 OF 4

1. RECIPIENT NAME AND ADDRESS (Including Zip Code) City and County of San Francisco 1 Dr. Carlton Goodlett Place Suite 496 - City Hall San Francisco, CA 94102-4676		4. AWARD NUMBER: 2011-CZ-BX-0044	
		5. PROJECT PERIOD: FROM 10/01/2011 TO 09/30/2012 BUDGET PERIOD: FROM 10/01/2011 TO 09/30/2012	
		6. AWARD DATE 09/16/2011	7. ACTION
1A. GRANTEE IRS/VENDOR NO. 946000484		8. SUPPLEMENT NUMBER 00	Initial
		9. PREVIOUS AWARD AMOUNT \$ 0	
3. PROJECT TITLE Second Chance Act Adult Offender Reentry Program for Planning and Demonstration Projects		10. AMOUNT OF THIS AWARD \$ 747,818	
		11. TOTAL AWARD \$ 747,818	
12. SPECIAL CONDITIONS THE ABOVE GRANT PROJECT IS APPROVED SUBJECT TO SUCH CONDITIONS OR LIMITATIONS AS ARE SET FORTH ON THE ATTACHED PAGE(S).			
13. STATUTORY AUTHORITY FOR GRANT This project is supported under FY11(BJA - Second Chance Act Demonstration Programs) 42 USC 3797w			
15. METHOD OF PAYMENT GPRS			
AGENCY APPROVAL		GRANTEE ACCEPTANCE	
16. TYPED NAME AND TITLE OF APPROVING OFFICIAL Laurie Robinson Assistant Attorney General		18. TYPED NAME AND TITLE OF AUTHORIZED GRANTEE OFFICIAL Diane Lim Chief Financial Officer/Business Manager	
17. SIGNATURE OF APPROVING OFFICIAL 		19. SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL 	19A. DATE 9/28/11
AGENCY USE ONLY			
20. ACCOUNTING CLASSIFICATION CODES FISCAL FUND BUD. DIV. YEAR CODE ACT. OFC. RBG. SUB. POMS AMOUNT X B CZ 80 00 00 747818		21. KCZUGT2005	

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

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



Department of Justice  
Office of Justice Programs  
Bureau of Justice Assistance

**AWARD CONTINUATION  
SHEET  
Grant**

PAGE 2 OF 4

PROJECT NUMBER 2011-CZ-BX-0044

AWARD DATE 09/16/2011

*SPECIAL CONDITIONS*

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

mail:

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

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

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

or hotline fax: (202) 616-9881

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

6. Recipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of any contract or subaward to either the Association of Community Organizations for Reform Now (ACORN) or its subsidiaries, without the express prior written approval of OJP.
7. The recipient agrees to comply with any additional requirements that may be imposed during the grant performance period if the agency determines that the recipient is a high-risk grantee. Cf. 28 C.F.R. parts 66, 70.



Department of Justice  
Office of Justice Programs  
Bureau of Justice Assistance

**AWARD CONTINUATION  
SHEET  
Grant**

PAGE 3 OF 4

PROJECT NUMBER 2011-CZ-BX-0044

AWARD DATE 09/16/2011

*SPECIAL CONDITIONS*

8. Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), the Department encourages recipients and sub recipients to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this grant, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.
9. The recipient agrees to comply with applicable requirements regarding Central Contractor Registration (CCR) and applicable restrictions on subawards to first-tier subrecipients that do not acquire and provide a Data Universal Numbering System (DUNS) number. The details of recipient obligations are posted on the Office of Justice Programs web site at <http://www.ojp.gov/funding/ccr.htm> (Award condition: Central Contractor Registration and Universal Identifier Requirements), and are incorporated by reference here. This special condition does not apply to an award to an individual who received the award as a natural person (i.e., unrelated to any business or non-profit organization that he or she may own or operate in his or her name).
10. The award recipient agrees to participate in a data collection process measuring program outputs and outcomes. The data elements for this process will be outlined by the Office of Justice Programs.
11. Grantee agrees to comply with the requirements of 28 C.F.R. Part 46 and all Office of Justice Programs policies and procedures regarding the protection of human research subjects, including obtainment of Institutional Review Board approval, if appropriate, and subject informed consent.
12. Grantee agrees to comply with all confidentiality requirements of 42 U.S.C. section 3789g and 28 C.F.R. Part 22 that are applicable to collection, use, and revelation of data or information. Grantee further agrees, as a condition of grant approval, to submit a Privacy Certificate that is in accord with requirements of 28 C.F.R. Part 22 and, in particular, section 22.23.
13. Grantee agrees that assistance funds awarded under this grant will not be used to support any inherently religious activities, such as worship, religious instruction, or proselytization. If the grantee refers participants to, or provides, a non-Federally funded program or service that incorporates such religious activities, (1) any such activities must be voluntary for program participants, and (2) program participants may not be excluded from participation in a program or otherwise penalized or disadvantaged for any failure to accept a referral or services. If participation in a non-Federally funded program or service that incorporates inherently religious activities is deemed a critical treatment or support service for program participants, the grantee agrees to identify and refer participants who object to the inherently religious activities of such program or service to, or provide, a comparable secular alternative program or service.
14. The recipient agrees to cooperate with any assessments, national evaluation efforts, or information or data collection requests; including, but not limited to, the provision of any information required for the assessment or evaluation of any activities within this project.
15. Approval of this award does not indicate approval of any consultant rate in excess of \$450 per day. A detailed justification must be submitted to and approved by the Office of Justice Programs (OJP) program office prior to obligation or expenditure of such funds.
16. All contracts under this award should be competitively awarded unless circumstances preclude competition. When a contract amount exceeds \$100,000 and there has been no competition for the award, the recipient must comply with rules governing sole source procurement found in the current edition of the OJP Financial Guide.



Department of Justice  
Office of Justice Programs  
Bureau of Justice Assistance

**AWARD CONTINUATION  
SHEET  
Grant**

PAGE 4 OF 4

PROJECT NUMBER 2011-CZ-BX-0044

AWARD DATE 09/16/2011

*SPECIAL CONDITIONS*

17. Recipient agrees that funds provided under this award may not be used to operate a "pay-to-stay" program in any local jail. Recipient further agrees not to subaward funds to local jails which operate "pay-to-stay" programs.
18. Recipient understands and agrees that it must submit quarterly Federal Financial Reports (SF-425) and semi-annual performance reports through GMS (<https://grants.ojp.usdoj.gov>), and that it must submit quarterly performance metrics reports through BJA's Performance Measurement Tool (PMT) website ([www.bjaperformancetools.org](http://www.bjaperformancetools.org)). For more detailed information on reporting and other requirements, refer to BJA's website. Failure to submit required reports by established deadlines may result in the freezing of grant funds and High Risk designation.
19. The recipient agrees to comply with applicable requirements to report first-tier subawards of \$25,000 or more and, in certain circumstances, to report the names and total compensation of the five most highly compensated executives of the recipient and first-tier subrecipients of award funds. Such data will be submitted to the FFATA Subaward Reporting System (FSRS). The details of recipient obligations, which derive from the Federal Funding Accountability and Transparency Act of 2006 (FFATA), are posted on the Office of Justice Programs web site at <http://www.ojp.gov/funding/ffata.htm> (Award condition: Reporting Subawards and Executive Compensation), and are incorporated by reference here. This condition, and its reporting requirement does not apply to grant awards made to an individual who received the award as a natural person (i.e., unrelated to any business or non-profit organization that he or she may own or operate in his or her name).
20. With respect to this award, federal funds may not be used to pay cash compensation (salary plus bonuses) to any employee of the award recipient at a rate that exceeds 110% of the maximum annual salary payable to a member of the federal government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. (An award recipient may compensate an employee at a higher rate, provided the amount in excess of this compensation limitation is paid with non-federal funds.)  
  
This limitation on compensation rates allowable under this award may be waived on an individual basis at the discretion of the OJP official indicated in the program announcement under which this award is made.
21. The recipient may not obligate, expend or draw down funds until the Office of the Chief Financial Officer (OCFO) has approved the budget and budget narrative and a Grant Adjustment Notice (GAN) has been issued to remove this special condition.
22. Award recipients must verify Point of Contact (POC), Financial Point of Contact (FPOC), and Authorized Representative contact information in GMS, including telephone number and e-mail address. If any information is incorrect or has changed, a Grant Adjustment Notice (GAN) must be submitted via the Grants Management System (GMS) to document changes.

*Dh*





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

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Washington, D.C. 20531

**Memorandum To:** Official Grant File

**From:** Orbin Terry, NEPA Coordinator

**Subject:** Categorical Exclusion for City and County of San Francisco

Awards under this program will be used to plan or implement a reentry program. None of the following activities will be conducted whether under the Office of Justice Programs federal action or a related third party action:

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

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



Department of Justice  
Office of Justice Programs  
Bureau of Justice Assistance

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

**Grant**

PROJECT NUMBER  
2011-CZ-BX-0044

PAGE 1 OF 1

This project is supported under FY11(BJA - Second Chance Act Demonstration Programs) 42 USC 3797w

**1. STAFF CONTACT (Name & telephone number)**

Brenda Worthington  
(202) 305-7844

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

Wendy Still  
Chief Financial Officer/Business Manager  
850 Bryant Street, Room 200  
San Francisco, CA 94103  
(415) 553-1687

**3a. TITLE OF THE PROGRAM**

BJA FY 11 Second Chance Act Adult Offender Reentry Program for Planning and Demonstration Projects:  
Implementation

**3b. POMS CODE (SEE INSTRUCTIONS  
ON REVERSE)**

**4. TITLE OF PROJECT**

Second Chance Act Adult Offender Reentry Program for Planning and Demonstration Projects

**5. NAME & ADDRESS OF GRANTEE**

City and County of San Francisco  
1 Dr. Carlton Goodlett Place Suite 496 - City Hall  
San Francisco, CA 94102-4676

**6. NAME & ADDRESS OF SUBGRANTEE**

**7. PROGRAM PERIOD**

FROM: 10/01/2011 TO: 09/30/2012

**8. BUDGET PERIOD**

FROM: 10/01/2011 TO: 09/30/2012

**9. AMOUNT OF AWARD**

\$ 747,818

**10. DATE OF AWARD**

09/16/2011

**11. SECOND YEAR'S BUDGET**

**12. SECOND YEAR'S BUDGET AMOUNT**

**13. THIRD YEAR'S BUDGET PERIOD**

**14. THIRD YEAR'S BUDGET AMOUNT**

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

The Second Chance Act of 2007 (Pub. L. 110-199) provides a comprehensive response to the increasing number of incarcerated adults and juveniles who are released from prison, jail, and juvenile residential facilities and returning to communities. The Second Chance Act will help ensure that the transition individuals make from prison, jail, or juvenile residential facilities to the community is successful and promotes public safety. Section 101 of the Act authorizes grants to state and local governments and federally recognized Indian tribes that may be used for demonstration projects to promote the safe and successful reintegration. The goal of Section 101 of the Second Chance Act is to provide support to eligible applicants for the development and implementation of comprehensive and collaborative strategies that address the challenges posed by reentry to increase public safety and reduce recidivism. The objectives of this program are to provide offenders with appropriate evidence-based services, including addressing individual criminogenic needs based on a reentry plan that relies on a risk/needs assessment that reflects the risk of recidivism for that offender.

Two categories for adult offender reentry programs were funded. Category 1 (planning grant) recipients will constitute jurisdictions which have demonstrated a commitment to establishing a reentry program, and have made progress on the 10 mandatory requirements of a comprehensive reentry program, but have not yet fully completed each step. In addition to funding, successful Category 1 recipients will receive targeted technical assistance to help them in the planning process. Category 2 (implementation grant) recipients must include specific strategies for implementing the 10 mandatory requirements of a comprehensive reentry program.

The grant recipient will use FY 2011 grant funds to support the Reentry SF (RSF) program. RSF is a collaborative reentry service model developed jointly by the San Francisco Adult Probation Department (SFAPD), the San Francisco District Attorney's Office, the city's Office of Economic and Workforce Development, nonprofit workforce development service provider Goodwill Industries of San Francisco, San Mateo and Marin (Goodwill) and Walden House, Inc. a behavioral health services nonprofit. RSF aligns in-jail intensive case management, work readiness training, behavioral health interventions, education programs, vocational skills training, supportive services, and job placement and retention into one comprehensive reentry pathway that is divided into three phases: I. Pre-release, II. Reentry programming, and III. Job Training and Placement.

CA/NCF



**BJA FY 11 Second Chance Act Adult Offender Reentry  
Program for Planning and Demonstration Projects:  
Implementation 2011-CZ-BX-0044**

[Award](#)[Financial Status Reports](#)[Semi-Annual Progress Reports](#)[Correspondence](#)[Award Handbook](#)**ACH Financial Information**

[Financial Point of  
Contact  
Designation](#)

In accordance with the Debt Collection Improvement Act of 1996, payments by the Office of Justice Programs, Office of the Chief Financial Officer, are electronically deposited to recipient accounts by the US Treasury through the Automated Clearing House (ACH). The Automated Clearing House (ACH) enrollment form below will be used to establish Direct Deposit with the preferred financial institution used by your organization.

[Award Instructions](#)

[Acceptance  
Instructions](#)

Since you have accepted the terms and conditions specified in your award, you can now begin the ACH enrollment process. Please type in the required information in the ACH form, print it, and take it to the financial institution used by your organization. Please note that all grantees are required to follow this procedure, whether or not your ACH form is currently on file with OJP.

[ACH Information](#)

[Help/Frequently  
Asked Questions](#)

[GMS Award Home](#)[Log Off](#)

You will not be able to save this form, so please print it out once you have completed it. You will also not be able to retrieve the information you typed in about your bank, so please print out this form as soon as you have finished filling it out.

**Have the financial institution fill-out the last section and send via overnight courier the ORIGINAL of the ACH form to:**

Office of Justice Programs  
Office of the Chief Financial Officer  
Attn: Control Desk - ACH  
810 Seventh Street, NW - 5th Floor  
Washington, DC 20531

If the information on the pre-populated ACH form is incorrect, please contact your program manager Brenda Worthington, at (202) 305-7844.

If you have questions concerning current banking information, please contact the OCFO Customer Service Center at 1-800-458-0786 (press 2) or at [ask.ocfo@ojp.usdoj.gov](mailto:ask.ocfo@ojp.usdoj.gov). You should also contact the OCFO Customer Service center to verify changes to your ACH Information.

[Fill out ACH Form](#)[Print Blank ACH Form](#)

**ACH VENDOR/MISCELLANEOUS PAYMENT  
ENROLLMENT FORM**

OMB No. 1510-0056

This form is for Automated Clearing House (ACH) payments with an addendum record that contains payment-related information processed through the Vendor Express Program. Recipients of these payments should bring this information to the attention of their financial institution when presenting this for for completion.

**PRIVACY ACT STATEMENT**

The following information is provided to comply with the Privacy Act of 1974 (P.L. 93-579). All information collected on this form is required under the provisions of 31 U.S.C. 3322 and 31 CFR210. This information will be used by the Treasury Department to transmit payment data, by electric means to vendor's financial institution. Failure to provide the requested information may delay or prevent the receipt of payments through the Automated Clearing House Payment System.

**AGENCY INFORMATION**

FEDERAL PROGRAM AGENCY Office of Justice Programs		OJP Grant Number/s:
AGENCY IDENTIFIER OJP	AGENCY LOCATION CODE (ALC): 15-04-0001	
ADDRESS 810 Seventh Street, NW Attn: Office of the Chief Financial Officer, Control Desk  Washington D.C. 20531		
CONTACT PERSON NAME Office of the Chief Financial Officer, Customer Service Center		TELEPHONE NUMBER (800) 458-0786
ADDITIONAL INFORMATION		

**PAYEE/COMPANY INFORMATION**

NAME:	OJP Vendor Number:
ADDRESS:	
CONTACT PERSON NAME:	
TELEPHONE NUMBER:	

**FINANCIAL INSTITUTION INFORMATION**

NAME:	
ADDRESS:	
ACH COORDINATOR NAME:	TELEPHONE NUMBER:
NINE-DIGIT ROUTING TRANSIT NUMBER:	
DEPOSITOR ACCOUNT TITLE:	
DEPOSITOR ACCOUNT NUMBER:	LOCKBOX NUMBER:
TYPE OF ACCOUNT: <input type="checkbox"/> CHECKING <input type="checkbox"/> SAVINGS <input type="checkbox"/> LOCKBOX	
SIGNATURE AND TITLE OF AUTHORIZED OFFICIAL: (Could be the same as ACH Coordinator)	TELEPHONE NUMBER:

NSN 7540-01-274-9925

3861102

SF3881 (Rev. 1290)  
Prescribed by Department of  
Treasury

AGENCY COPY



**BJA FY 11 Second Chance Act Adult Offender Reentry  
Program for Planning and Demonstration Projects:  
Implementation 2011-CZ-BX-0044**

[Award](#)[Financial Status Reports](#)[Semi-Annual Progress Reports](#)[Correspondence](#)[Award Handbook](#)

## Acceptance Instructions

[Financial Point of  
Contact  
Designation](#)

Congratulations. You have been awarded a grant by the Office of Justice Programs of the Department of Justice. Accepting your award is a two step process.

[Award Instructions](#)

[Acceptance  
Instructions](#)

The first step is to designate a Financial Point of Contact (FPOC) for your award. To designate a FPOC please follow these steps:

[ACH Information](#)

[Help/Frequently  
Asked Questions](#)

[GMS Award Home](#)[Log Off](#)

1. Log into GMS.
2. Click the "Awards" link on the navigation bar on the left hand side.
3. Click the "View Award Instructions" link to the right of the award you want to accept.
4. A new page displays with this message near the top: "The FPOC designation must be submitted before the Award Package can be accessed." The page contains text boxes highlighted in yellow to capture the FPOC registration information.
  - a. If information for the FPOC of this award already exists in GMS, the first table entry will contain a box with the text "Available Financial Points of Contact". There is a box with a dropdown arrow to allow the selection of the FPOC. Select the name and click the "Load POC" box. GMS will populate the data entry fields with information from the user Profile. Click the button near the bottom of the page labeled "Submit".
  - b. If the name of the FPOC is not one of the choices using the dropdown arrow, type the appropriate information in each of the fields. Fields with an asterisk (\*) are required. Click the button near the bottom of the page labeled "Submit". The FPOC will receive an email requesting them to complete the FPOC registration.
5. Click "Yes" on the confirmation page.
6. You are allowed to assign more than one FPOC to each award. You are able to change the FPOC under the "Manage Users" link on the GMS home page.

NOTE: If you come to the Financial Point of Contact designation screen, and the information in the fields is already grayed out, and no "Submit" button is available, then the Financial Point of Contact has already been chosen. You will have to accept your award and await confirmation, before you can change this designation. If, at that time, you need instructions on how to proceed, you can review the "Creating a financial point of contact instructions" or contact the GMS Helpdesk for assistance.

The second step is to click on the "Award Document" link and download

the award documents. If you choose to accept the award and ALL the special conditions, please

1. Print the Award Document and Special Conditions.
2. Have the Award Document signed by the Authorized Grantee Official. (Note: In Box 18 of the Award Document, the name and the title of the authorized grantee official is preprinted. The person named as the official in Box 18 should sign the Award Document in Box 19 and enter the signature date in Box 19A.)
3. Have the Authorized Grantee Official initial the bottom right corner of each page listing any Special Conditions of the Award Document.
4. Return BOTH the Award Document and the Special Conditions pages to the Office of Justice Programs, Control Desk by email to [acceptance@usdoj.gov](mailto:acceptance@usdoj.gov) or by fax to (toll free) 1-866-388-3055 or (local) 202-354-4081. Select only one of these submission options to avoid duplicate submissions.

If you choose not to accept the award, OR if you do not agree with the terms/conditions of the award and would like to discuss options, then please contact your OJP program manager, Brenda Worthington at (202) 305-7844.

If the Authorized Grantee Official named on the Award Document is no longer authorized to accept this award on behalf of your organization, do not alter the pre-printed name in box 18. Please go to the Grant Adjustment Notice (GAN) link and request an adjustment to the name of the authorized official. This GAN must be approved before you can accept the award. Once the GAN to change the name of the authorizing official has been approved, you should:

- print the approved GAN;
- print the original award document;
- have the new approving official sign the acceptance next to the former official's name and initial the special conditions page(s);
- email or fax the signed acceptance, special conditions, and the approved GAN to the Control Desk as noted above in #4;

If you have programmatic questions contact Brenda Worthington, at (202) 305-7844. For financial questions contact OCFO Customer Service at 1-800-458-0786. For questions about retrieving or printing these documents, designating a Financial Point of Contact, or creating a Grant Adjustment, please contact the GMS Help Desk at 1-888-549-9901 option#3 or email them at [gms.helpdesk@usdoj.gov](mailto:gms.helpdesk@usdoj.gov).

U.S. Department of Justice Office of Justice Programs' Bureau of Justice Assistance  
Second Chance Act Adult Offender Reentry Program for Planning and Demonstration Projects

Reentry SF Pre-Release Career Skills Training Collaborative

PROPOSED BUDGET

San Francisco Adult Probation Department

in collaboration with

Goodwill Industries of San Francisco, San Mateo and Marin Counties, Inc.; San Francisco District Attorney's Office; and Walden House

A. PERSONNEL	Name	Annual Salary	Project		Project Cost		Project Match		Total Project	
			FTE	Months	Cost	Months	Cost	Total months	Total Cost	
<b>SF Adult Probation (SFAPB)</b>										
Administrative Program Coordinator	TBD	92,000.00	0.5	12	46,000.00	0			12.00	46,000.00
Deputy Probation Officer	TBD	82,000.00	1			12	82,000.00		12.00	82,000.00
Deputy Chief	TBD	142,000.00	0.5			12	71,000.00		12.00	71,000.00
<b>Total Staffing</b>		<b>\$316,000.00</b>	<b>2.00</b>	<b>12.00</b>	<b>\$46,000.00</b>	<b>24.00</b>	<b>\$153,000.00</b>		<b>36.00</b>	<b>\$199,000.00</b>

*Narrative:* Administration and coordination of Reentry SF activities will require .5 FTE of an SFAPB Administrative Program Coordinator. This position will be the liaison between SFAPB substantive & administrative staff and Goodwill's program & grants management representatives. The SFAPB is matching the Reentry SF activities by specifically assigning a 1 FTE Deputy Probation Officer and .5 FTE Deputy Chief to the full range of probation oversight and services to ensure success of the project. They will serve as liaison between SFAPB and Goodwill and all implementing partners. Both positions are fully funded by the department's budget/allocation of City and County of San Francisco General Funds.

B. SFAPB FRINGE BENEFITS	Computation	Rate	Project Cost	Project Match	Cost
SUI	Budgeted Salary * rate	0.30%	138.00	459.00	597.00
Social Security	Budgeted Salary * rate	2.83%	1,301.80	4,329.90	5,631.70
Health (13.49%) & Dental (2.04%)	Budgeted Salary * rate	15.53%	7,143.80	23,760.90	30,904.70
Retirement	Budgeted Salary * rate	26.55%	12,213.00	40,621.50	52,834.50
<b>Total Fringe Benefits</b>		<b>45.21%</b>	<b>\$20,796.60</b>	<b>\$69,171.30</b>	<b>\$89,967.90</b>

*Narrative:* Applicable fringe & health benefits for FTE assigned to project.

<b>Total SFAPB Personnel</b>			<b>\$66,796.60</b>	<b>\$222,171.30</b>	<b>\$288,967.90</b>
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C. SFAPB TRAVEL		Project Cost	Project Match	Cost
Travel for 3 project team members to attend 2 OJP-BJA grantee meetings in Washington D.C.	(3 staff * 2 trips * est. \$500 flights)	3,000.00		3,000.00
Ground travel for OJP-BJA meeting	(3 staff * 2 trips * up to 2 airport transportation trips * \$50 trip)	600.00		600.00
Lodging for OJP-BJA meeting	(3 staff * 2 trips * up to 5 nights * up to \$211 per night)	6,330.00		6,330.00
Per Diem during conference travel	(3 staff * 2 trips * up to 5 travel days * \$71 max per diem)	2,130.00		2,130.00
Local travel, parking	(Taxi, Mileage reimbursement @ \$0.50/mile)	500.00		
<b>Total Travel</b>		<b>\$12,560.00</b>	<b>\$0.00</b>	<b>\$12,060.00</b>

*Narrative:* CONFERENCE TRAVEL: For 1 SF Adult Probation staff member to travel to 2 Second Chance Act grantee meetings in Washington, D.C. per RFP requirements. Travel to Washington D.C., lodging & per diems as detailed above. LOCAL TRAVEL: For SFAPB to request reimbursement of mileage traveled or for other direct, program-related transportation expenses.

D. SFAPB EQUIPMENT -- N/A

E. SFAPB SUPPLIES -- ??

F. SFAPB CONSTRUCTION -- N/A



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San Francisco Adult Probation Department

G. CONTRACTS: PARTNERSHIP WITH GOODWILL TO LEAD SERVICE DELIVERY			Project Cost			Project Match		Total Project	
a. GW Personnel	Name	Annual Salary	Project FTE	Months	Cost	Months	Cost	Total months	Total Cost
Program Manager	TBD	\$54,080.00	1	12	54,080.00	-	-	12	54,080.00
Mentoring Coordinator	TBD	\$54,080.00	1	12	54,080.00	-	-	12	54,080.00
Grants Specialist	Cramer, Nan	\$55,445.31	0.1	12	5,544.53	-	-	12	5,544.53
Resource Specialist Case Manager	TBD	\$40,352.00	1	12	40,352.00	-	-	12	40,352.00
Resource Specialist Case Manager	TBD	\$40,352.00	0.5	12	20,176.00	-	-	12	20,176.00
Career Advisor	TBD	\$40,352.00	1	12	40,352.00	-	-	12	40,352.00
Career Advisor	TBD	\$40,352.00	0.5	12	20,176.00	-	-	12	20,176.00
<b>Total Staffing</b>			<b>5.1</b>		<b>\$234,760.53</b>		<b>\$0.00</b>		<b>\$234,760.53</b>

*Narrative:* To provide services to Adult Probation through Reentry SF, GW requires a full time, 1 FTE Program Manager to coordinate with program partners, develop programming, oversee program activities & staff. The 1 FTE Mentoring Coordinator will work with mentoring partners to assign participants to mentors in the early stages of program, at the same time developing curricula and building GW's mentoring capacity. The Grants Specialist works to ensure contractual, programmatic, reporting, and fiscal compliance with grantor rules and regulations, as well as to manage program expenses with the staff, program manager, and finance department. Resource Specialist Case Managers work with participants post-release, continuing the pre-release work performed by the Walden House Case Manager by removing employment barriers, identifying training & skills needs, and guiding participants through the Phase II: Reentry Programming stage of the program. 1.5 FTE Resource Specialists to be covered by this proposal, with the remaining .5 FTE of a full-time employee to be supported with nearly \$25,000 in salary & fringe/benefits of IN-KIND funds from Goodwill's WIA-funded programming. Career Advisors begin work with participants near their completion of Phase II, guide them into Phase III: Job Training & Placement, develop their Career Development Plan and work with them throughout Phase III. 1.5 FTE Career Advisors to be covered by this proposal, with the remaining .5 FTE of a full-time employee to be supported with nearly \$25,000 in salary & fringe/benefits of IN-KIND funds from Goodwill's WIA-funded programming.

**\*\*Additional estimated Goodwill IN-KIND staffing & programming\*\***

Goodwill estimates a total of approximately \$381,000 in staffing and programming will serve as IN-KIND support to the Reentry SF project. This amount includes the nearly \$50,000 indicated above and the amounts and projected detailed below.

*Reentry Navigator Project:* An additional \$80,000 of IN-KIND CDBG-funded Reentry Navigator staffing and programming will support Reentry SF by helping to develop the proposed project and services. The Reentry Navigator program provides career advising and case management to individuals with a criminal record that come through the One Stop Center system. The CDBG grant funds the Navigator position and a portion of a Business Relations Specialist who develops jobs and place participants with businesses in the area.

*Back on Track Project:* In partnership with the San Francisco Office of the District Attorney, Goodwill serves first-time non-violent offenders through the two year Back on Track (BOT) case management and restorative justice program. A nationally recognized model, BOT will also support and contribute to the operation of the proposed Reentry SF project. In fiscal year 2011-2012, approximately \$251,000 in BOT funding will serve as IN-KIND support to Reentry SF, with a 12-month \$207,000 grant from the District Attorney, and a six month contract for \$44,000 from BOT's non-profit partner, the Family Services Agency.

b. GW Fringe Benefits	Computation	Rate	Project Cost	Project Match	Total Project
FICA	Budgeted Salary * rate	7.65%	17,959.18	-	17,959.18
SUI	Budgeted Salary * rate	1.50%	3,521.41	-	3,521.41
Workers' Compensation	Budgeted Salary * rate	2.00%	4,695.21	-	4,695.21
Health Benefits	Budgeted Salary * rate	12.00%	28,171.26	-	28,171.26
<b>Total Fringe Benefits</b>		<b>23.15%</b>	<b>\$54,347.06</b>	<b>\$0.00</b>	<b>\$54,347.06</b>

*Narrative:* Applicable fringe & health benefits for FTE assigned to project.

<b>Total GW Personnel</b>			<b>289,107.59</b>		<b>289,107.59</b>
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c. GW Travel		Proposed Project	Project Match	Total Project
Local Public Transit Travel	(up to 3 Transit Passes to be shared by team*12 months*\$72 per pass)	2,592.00	-	2,592.00
Other local travel	(Taxi, Mileage Reimbursement @ \$0.50/mile)	800.00	-	800.00
<b>Total Travel</b>		<b>\$3,392.00</b>	<b>\$0.00</b>	<b>\$3,392.00</b>

*Narrative:* Local, Program-related staff travel. Committed to green business practices, GW program staff make use of public transit passes whenever possible to carry out program activities, for example, to attend partnership meetings, business advisory councils, or visit participants in jail. Currently, passes are \$72/month. When public transportation is not feasible or possible, staff may request reimbursement of mileage traveled or other direct, program-related transportation expenses.

**d. GW Equipment - N/A**

e. GW Supplies	Project Cost	Project Match	Total Project
Office Supplies	2,500.00	-	2,500.00
Educational Training Materials Development & Production	3,500.00	-	3,500.00
	<b>\$6,000.00</b>	<b>\$0.00</b>	<b>\$6,000.00</b>

*Narrative:* Office supplies for program staff (case management files, desk supplies, etc.) and promotional/educational print materials for distribution to participants, law enforcement professionals, and the media throughout the project, with emphasis in the planning period.

**f. GW Construction - N/A**

g. GW Consultants/Contractors	Project Cost	Project Match	Total Project
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g.1. DATA COLLECTION & REPORTING CONTRACTOR	Project Cost	Project Match	Total Project
Project Analytics Consultant	20,000.00	0.00	\$20,000.00

*Narrative:* Goodwill will contract with an outside evaluator to work in close collaboration with SFAPD on a thorough evaluation of the project. The consultant will identify additional value-added data to track, will analyze all data, and will help to draft a final project report for review and approval by SFAPD. SFAPD will not only submit the final report to the Department of Justice and the senior management of all collaborating agencies but will also share the findings widely with peer agencies across the state. The scope of work will be co-developed with the SFAPD, ensuring that the project evaluation generates only information intended to review program performance and meet OJP's performance measure data reporting requirements. The evaluation will be designed to exclude any activities that would require human subjects protection as defined by the OJP.

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g.2. HAIGHT-ASHBURY FREE CLINICS WALDEN HOUSE SERVICE SUBCONTRACT				Project Cost		Project Match		Total Project	
g.2.a. HAFC-WH Personnel				Mos. or Hours	Cost	Mos. or Hours	Cost	Tot. Mos. or Hours	Total Cost
Name	Monthly Salary or Hourly Rate	Project FTE							
Program Supervisor	TBD	0.05		12	3,862.50	-	-	12	3,862.50
Case Manager	TBD	1		12	35,000.04	-	-	12	35,000.04
Drivers (2 positions @ .1 FTE each)	TBD	0.1	2,088		7,904.00	-	-	2,088	7,904.00
<b>Total WH Wages</b>		<b>1.15</b>			<b>\$46,766.54</b>		<b>\$0.00</b>		<b>\$46,766.54</b>

*Narrative:* .05 FTE Program Supervisor manages Case Manager and assists in program development, implementation. 1 FTE Case Manager is keystone member of pre-release, programming for project, running workshops and working with participants before they leave jail/prison to develop reentry plans. In addition to substantive pre-release services, Case Manager will coordinate with team of Walden House drivers to be at the jail, ready for immediate pick up and delivery to post-release housing and services.

g.2.b. HAFC-WH Fringe Benefits		Rate	Cost	Rate	Cost	Total
Computation/Detail						
F.I.C.A.	Salaries * Rate	7.65%	3,577.64	7.65%	-	3,577.64
S.U.I.	Salaries * Rate	2.68%	1,253.34	2.68%	-	1,253.34
Workers' Compensation	Salaries * Rate	3.41%	1,594.74	3.41%	-	1,594.74
Health Insurance	Salaries * Rate	14.26%	6,668.91	14.26%	-	6,668.91
Retirement	Salaries * Rate	3.00%	1,403.00	3.00%	-	1,403.00
<b>Total HAFC-WH Fringe</b>		<b>31.00%</b>	<b>14,497.63</b>	<b>31.00%</b>	<b>-</b>	<b>14,497.63</b>

*Narrative:* Applicable Fringe & Benefits and rates for proposed Walden House 1.15 FTE.

<b>Total HAFC-WH Personnel</b>			<b>\$61,264.17</b>		<b>\$0.00</b>	<b>\$61,264.17</b>
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**g.2.c. HAFC-WH – N/A**

**g.2.d. HAFC-WH Equipment**

Computation/Detail	Project Cost	Project Match	Total Project
Vehicle expenses	\$1,000.00	\$0.00	\$1,000.00

*Narrative:* Walden House owns their vehicles used for transportation of participants between facilities. Vehicle expenses for the 2 years of program services include a portion of the fuel, maintenance and repairs associated with program. The "warm" pick up at the jail site is an essential and key element to the program design. Evidence based programming proves that a key moment in preventing recidivism is whether, at the moment of release, the participant has safe, structured, and encouraging environment to which to go.

**g.2.e. HAFC-WH Supplies – N/A**

**g.2.f. HAFC-WH Construction – N/A**

**g.2.g. HAFC-WH Consultants/Contracts – N/A**

g.2.h. HAFC-WH Other Costs	Project Cost	Project Match	Total Project
Facility Lease/Rent (4% of facility rental costs)	7,200.00	-	7,200.00
HAFC-WH Substance Abuse Services (\$90/day or \$78/day per participant, see narrative)	50,000.00	-	50,000.00
HAFC-WH Housing Services (\$35/day per participant)	500.00	-	500.00
Supplies	4,500.00	-	4,500.00
Other (Maintenance, Utilities, Recruitment, Brochures)			
<b>Total HAFC-WH Other Costs</b>	<b>\$112,200.00</b>	<b>\$0.00</b>	<b>\$112,200.00</b>

*Narrative:* Facility Lease: 4% of facility costs for room in 24-hour, drop-in center for participants use post-release (expressly not a shelter or housing facility – there are no beds). Other expenses include applicable maintenance, utilities, supplies costs, and staff recruitment costs. Substance Abuse Services: Reentry SF anticipates that approximately 60% of project enrollees will have a history of substance abuse. Goodwill will contract with HAFC-WH to provide services to participants through its full-spectrum substance abuse treatment programs available to adult San Francisco residents, based on assessed needs and risks. HAFC-WH rates for services are roughly \$90 per day for residential substance abuse treatment and \$78 per day for outpatient substance abuse services. Programs include outpatient, residential, case management, and treatment for co-occurring substance abuse and mental health disorders. Housing Services: Reentry SF anticipates that the majority of project enrollees will need housing. Goodwill will contract with HAFC-WH to support participants through housing services at a rate of \$35 per day. HAFC-WH maintains low-cost sober living housing units where low-income adults in recovery from substance abuse and/or mental health issues can rent rooms. Affordable rent rates are based on income.

<b>Total HAFC-WH Direct Costs</b>	<b>\$174,464.17</b>	<b>\$0.00</b>	<b>\$174,464.17</b>
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g.2.i. HAFC-WH Indirect Costs	Project Cost	Project Match	Total Project
Walden House NICRA 13%	\$22,680.34	\$0.00	\$22,680.34
<b>Total HAFC-WH SubContract Partnership Projected Costs</b>	<b>\$197,144.51</b>	<b>\$0.00</b>	<b>\$197,144.51</b>

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<b>g.3. Youth Justice Institute (YJI)</b>			
Technical Assistance Consulting to Goodwill for Mentor Program Development	15,000.00	-	\$15,000.00
<i>Narrative: YJI specializes to young adults 18-24 years old. During the planning period and into the first year of the program, YJI will share via technical assistance their award-winning, evidence based mentoring techniques to help develop GW's Mentoring Coordinator &amp; team's programming &amp; cirricula for this age group.</i>			

<b>g.4. Bayview Hunters Point Multipurpose Senior Services, Inc. (BHPMSS)</b>			
Technical Assistance Consulting to Goodwill for Mentor Program Development	15,000.00	-	\$15,000.00
<i>Narrative: BHPMSS is one of the San Francisco's oldest and most respected mentoring interventions programs for seniors and veterans. BHPMSS will provide technical assistance during the planning period and into the first year of the program, to help develop the GW Mentoring Coordinator &amp; team's programming &amp; cirricula to participants 25 and older.</i>			

<b>Total GW Consultants/Contractors Costs</b>	<b>\$247,144.51</b>	<b>\$0.00</b>	<b>\$247,144.51</b>
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<b>h. GW Other Costs</b>		<b>Project Cost</b>	<b>Project Match</b>	<b>Total Project</b>
<b>Mobile Communications (Service Only) for</b>				
Project Staff	5 staff * 12 months * \$50/month 90 participants * \$50 ea. Incentive * 4	3,000.00		\$3,000.00
Phase II Success-based Incentives	incentive benchmarks	18,000.00		\$18,000.00
Phase III Vocational & Educational Training Incentives	70 participants * \$75 ea incentive * 4 incentive benchmarks	21,000.00		\$21,000.00
Goodwill pre Phase III drug tests	60 participants * \$50/test	3,000.00		\$3,000.00
Goodwill Volunteer Mentoring Program Development, Recruitment, and Training	Mentor training, brochure development & production, outreach & recruitment costs, media buys.	8,000.00		\$8,000.00
<b>Total Other Costs</b>		<b>\$53,000.00</b>	<b>\$0.00</b>	<b>\$53,000.00</b>

*Narrative: Participants will receive success-based incentives for achieving employment based milestones on an evidence-based matrix of sanctions and rewards system. Reentry SF projects that of the 195 initial enrollees in Phase I of the project, roughly 90 (just under 50%) enrollees will complete Phase II job readiness training. Of the 90 participants who progress to Phase III, Reentry SF estimates that roughly 70 (~75%) will complete Phase III transitional employment, and 35, or 50% of those who complete Phase III will be placed by Goodwill. The number of milestones and amount of each incentive per milestone will be determined during the planning phase. GW is planning for there to be more participants in the sanctions and rewards system in Phase II than Phase III, based on timing of enrollments and timing of participants moving through the job readiness stages. Phase III training incentives will place a priority on "green" training experiences at GW and potentially with our community partners. Mobile communication costs will cover mobile phone service expenses for staff working with participants. Access to staff for participants is key to participant success if they find themselves in moments of crisis. Prior to entry into select GW training programs, GW conducts a drug testing screen. Costs will cover screening for participants entering these training programs, passing this drug test will also be built into the matrix of sanctions and rewards programming for some participants. Costs to develop and build the mentoring program will include: hiring of outside consultants for training of mentors as needed, brochure development & production, outreach & recruitment expenses, and media buys.*

<b>Total Goodwill Direct Costs a., b., c., d., e., f., g., h.</b>	<b>\$598,644.10</b>	<b>\$0.00</b>	<b>\$598,644.10</b>
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<b>i. GW Indirect Costs</b>		<b>Project Cost</b>	<b>Project Match</b>	<b>Total Project</b>
Administrative Costs @ 4%	4%	23,945.76		\$23,945.76

*Narrative: Administrative Costs that will contribute to successful planning, implementation, and on-going management of the program include time spent on programmatic & fiscal oversight the program by department heads, executive management, and by the Goodwill finance department.*

<b>Total Service Lead Goodwill Subcontract Projected Costs</b>	<b>\$622,589.87</b>	<b>\$0.00</b>	<b>\$622,589.87</b>
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H. SFAPD OTHER COSTS	Project Cost	Project Match	Total Project
COMPAS Assessment Tool & Case Management System		\$435,000.00	\$435,000.00
COMPAS & Subject Matter Expertise Training & Technical Assistance for Subcontractors	\$25,000.00	\$0.00	\$25,000.00
<b>Total Other Costs</b>	<b>\$ 25,000.00</b>	<b>\$ 435,000.00</b>	<b>\$ 460,000.00</b>

*Narrative:* The COMPAS Program is a keystone element of Reentry SF. The \$435,000 SFAPD is providing as match expenses to this project consists of \$277,500 in the departments own budget/allocation of City and County of San Francisco's General Funds. The remaining \$157,500 is supported by grants from the DOJ. As lead organization in this proposed project, SFAPD is integral to the fabric of this project and will be providing use of and training, technical assistance on the COMPAS Database and on-going subject matter expertise to the staffs of all program partners, throughout the 12 months of the program. Costs will cover training & meeting expenses, and hourly/daily rates for trainings/technical assistance to Goodwill and Haight Ashbury Free Clinic-Walden House staff. Consultancy rates for training and/or technical assistance will not exceed \$450/day.

<b>Total SFAPD Reentry SF Projected Costs</b>	<b>\$726,946.47</b>	<b>\$657,171.30</b>	<b>\$1,384,117.77</b>
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I. SFAPD INDIRECT COSTS	SFAPD Direct Costs	Rate	Project Cost	Project Match	Total Project
SFAPD Administrative Overhead on SFAPD Direct Costs ONLY	\$104,356.60	20%	\$20,871.32	\$131,434.26	\$152,305.58

*Narrative:* In order to ensure the maximum amount of funds are allocated to participant services for Reentry SF, SFAPD decided to apply its overhead rate to only the department's direct costs of \$104,356.60, rather than on the full program value of \$726,946.47. By doing so, SFAPD is waiving nearly \$124,520 in administrative costs rather than the nearly \$145,390 it could otherwise recoup. SFAPD's rate of 20% is the Fiscal Year 2011-12 percentage of the department's administrative costs that are not attributable to direct services. The City and County of San Francisco does not have a uniform NICRA, however each department either has its own Federal Cognizant Agency-approved rate and/or refers to OMB-87 for guidance on arriving at a documentable indirect cost rate.

<b>TOTAL SFAPD PROPOSAL PROJECTED COSTS, NICRA on SFAPD costs only</b>	<b>\$747,817.79</b>	<b>\$788,605.56</b>	<b>\$1,536,423.35</b>
	<b>% of entire project</b>	<b>49%</b>	

**BUDGET SUMMARY**

Category	Amount		
A. PERSONNEL	\$46,000.00	\$153,000.00	\$199,000.00
B. FRINGE BENEFITS	\$20,796.60	\$69,171.30	\$89,967.90
C. TRAVEL	\$12,560.00	\$ -	\$ 12,060.00
D. EQUIPMENT	\$ -	\$ -	\$ -
E. SUPPLIES	\$ -	\$ -	\$ -
F. CONSTRUCTION	\$ -	\$ -	\$ -
G. CONSULTANTS/CONTRACTS	\$622,589.87	\$0.00	\$ 622,589.87
H. OTHER	\$ 25,000.00	\$ 435,000.00	\$ 460,000.00
<b>Total Direct Costs</b>	<b>\$ 726,946.47</b>	<b>\$ 657,171.30</b>	<b>\$ 1,384,117.77</b>
I. INDIRECT COSTS	\$ 20,871.32	\$131,434.26	\$ 152,305.58
<b>TOTAL PROJECT COSTS</b>	<b>\$ 747,817.79</b>	<b>\$ 788,605.56</b>	<b>\$ 1,536,423.35</b>
Federal Request	\$ 747,817.79	\$ 788,605.56	\$ 1,536,423.35
Non-Federal Request			

**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: Goodwill Industries of San Francisco, San Mateo and Marin Counties	
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.	
Please see attached page.	
Contractor address: 1500 Mission St. San Francisco, CA 94103-2513	
Date that contract was approved: <i>(By the SF Board of Supervisors)</i>	Amount of contract: \$425,445.36
Describe the nature of the contract that was approved: The contract awarded under the grant will provide 195 medium to high risk individuals exiting jail and state prison with prerelease planning, immediate post-release support, case management, job training and placement, and a variety of other needed services.	
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**

(1) members of the contractor's board of directors;

John Power  
Michael Joseph  
Elise Clowes  
Michael Stajer  
Suzanne DiBianca  
Tricia Lesser  
Christina Polischuk  
Shepard Pollack  
Jane Vaughan  
Michael Weir  
Frank Williams  
Kathy Salmanowitz  
Jenny Cheng  
Lynda Grose  
Lateefah Simon

(2) the contractor's chief executive officer, chief financial officer and chief operating officer;

Deborah Alvarez-Rodriguez, Chief Executive Officer  
Gary Grellman, Chief Financial and Operating Officer

(3) any person who has an ownership of 20 percent or more in the contractor;

N/A

(4) any subcontractor listed in the bid or contract;

Youth Justice Institute  
Bayview Hunter's Point Multipurpose Senior Services

(5) any political committee sponsored or controlled by the contractor.

N/A

**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: Haight-Ashbury Free Clinics Walden House, Inc.	
<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>	
Please see attached page.	
Contractor address: 1550 Evans Avenue San Francisco, CA 94124	
Date that contract was approved: <i>(By the SF Board of Supervisors)</i>	Amount of contract: \$197,144.51
Describe the nature of the contract that was approved: The contract awarded under the grant will provide 195 medium to high risk individuals exiting jail and state prison with prerelease planning, immediate post-release support, case management, job training and placement, and a variety of other needed services.	
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**

(1) members of the contractor's board of directors;

The Honorable Harlan Grossman  
Eric Flowers  
Tamara Mason-Williams  
Stephen Bach  
Deborah J. Broyles  
Todd Choy  
Susan B. Christian  
Tom Christian  
Dianne Fong-Torres  
Graham Gunst  
Liam Mayclem  
Marguerite Meade  
Victor R. Ortiz  
Peter Sullivan  
Jeanne Woodford

(2) the contractor's chief executive officer, chief financial officer and chief operating officer;

Vitka Eisen, M.S.W., Ed.D, Chief Executive Officer  
David Crawford, Chief Financial Officer  
Wayne Garcia, Vice President of Programs

(3) any person who has an ownership of 20 percent or more in the contractor;

N/A

(4) any subcontractor listed in the bid or contract;

N/A

(5) any political committee sponsored or controlled by the contractor.

N/A