

File No. 130175

Committee Item No. 2

Board Item No. _____

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Committee: Budget and Finance Sub-Committee Date 03/13/2013

Board of Supervisors Meeting

Date _____

Cmte Board

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

OTHER (Use back side if additional space is needed)

<input type="checkbox"/>	<input type="checkbox"/>	_____
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Completed by: Victor Young Date March 8, 2013

Completed by: Victor Young Date _____

1 [Accept and Expend Grant - Keys to Freedom Program - \$599,894]

2
3 **Resolution authorizing the Sheriff's Department to retroactively accept and expend**
4 **\$599,894 in funds from the U.S. Department of Justice, Office of Justice Programs,**
5 **through the Second Chance Act Reentry Program for adult offenders with co-occurring**
6 **substance abuse and mental health disorders, for The Keys to Freedom Program to**
7 **increase public safety, and reduce recidivism among incarcerated and recently**
8 **released women and transgendered adults in the City and County of San Francisco;**
9 **and waiving any indirect costs for the period of October 1, 2012, through September**
10 **30, 2014.**

11
12 WHEREAS, The U.S. Department of Justice, Office of Justice Programs, Second
13 Chance Act Reentry Program for Adult Offenders with Co-Occurring Substance Abuse and
14 Mental Health Disorders seeks applicants and encourages partnerships between criminal
15 justice and mental health providers to respond to the increasing number of people who are in
16 need of these services and related resources to achieve a successful return to their
17 communities; and

18 WHEREAS, The Sheriff's Department proposes to maximize use of available grant
19 funds on program expenditures by not including indirect costs; and

20 WHEREAS, The San Francisco Sheriff's Department has established in-jail and
21 community-based program to support incarcerated and recently released adults; and

22 WHEREAS, That the funds received will target women and transgendered adults
23 involved with the criminal justice system who are in need of mental health services and who
24 are returning to the City and County of San Francisco; and

1 WHEREAS, That services addressing Post-Traumatic Stress Disorder (PTSD) and
2 related services totaling \$464,452 will be provided through a collaboration with
3 healthRIGHT360, and other community based agencies which includes the hiring of a Case
4 Managers and support staff; and

5 WHEREAS, That these services are designed to increase public safety and reduce
6 recidivism; and

7 WHEREAS, That the City and County of San Francisco will participate in data
8 collection on key variables related to client-level performance and outcome data as required;
9 now, therefore, be it

10 RESOLVED, That the Sheriff's Department is hereby authorized to maximize use of
11 available grant funds on program expenditures by not including indirect costs; and, be it

12 FURTHER RESOLVED, That the Sheriff's Department is hereby authorized to
13 retroactively accept and expend \$599,894 in funds from the U.S. Department of Justice; and,
14 be it

15 FURTHER RESOLVED, That the Sheriff's Department is authorized to furnish
16 whatever additional information or assurances the funding agency may request in connection
17 with this grant, and execute any and all agreements necessary to complete the transfer of
18 funds. The grant period is from October 01, 2012 to September 30, 2014; and, be it

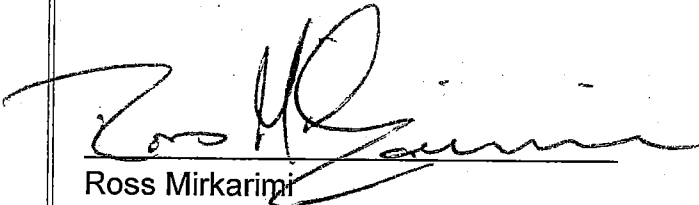
19 FURTHER RESOLVED, That the City and County of San Francisco assures that it will
20 abide by the statues governing the Office of Justice Programs as well as the terms and
21 conditions of the Grant Agreement as set forth by the U.S. Department of Justice, Office of
22 Justice Programs.

23 //

24 //

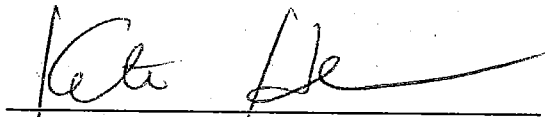
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1 Recommended:

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6 Ross Mirkarimi
7 Sheriff

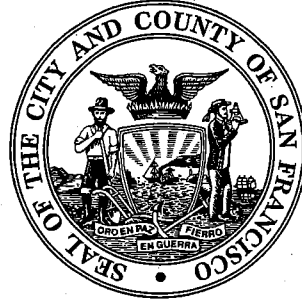
8
9 Approved:

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12 
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14 Mayor

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16
17 
18
19 Controller

City and County of San Francisco

OFFICE OF THE SHERIFF



Ross Mirkarimi
SHERIFF

(415) 554-7225

October 24, 2012
Reference: 2012-096

Angela Calvillo, Clerk of the Board
Board of Supervisors
1 Dr. Carlton B. Goodlett Place, Room 244
San Francisco, CA 94102-4689

Dear Ms. Calvillo:

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

The resolution authorizes the Sheriff's Department to accept and expend a grant in the amount of \$ 599,894 from the U.S. Department of Justice, Office of Justice Programs, for the Second Chance Act Reentry Program for Adult Offenders with Co-Occurring Substance Abuse and Mental Health Disorders.

The purpose of the grant is to increase public safety and reduce recidivism by providing mental health, substance abuse and related services to incarcerated women and transgenders within the City and County of San Francisco.

The following is a list of accompanying documents:

- Cover Memo
- Proposed Resolution
- Grant Information Form
- Grant Application & Budget
- Grant Award Notice

Please contact Leslie Levitas at (415) 554-7283 if you require more information.
Thank you.

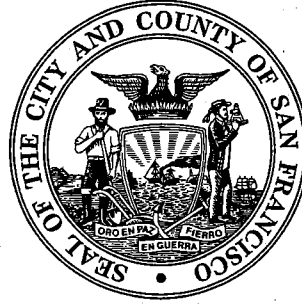
Sincerely,

A handwritten signature in black ink, appearing to read "Ross Mirkarimi".

ROSS MIRKARIMI
Sheriff

City and County of San Francisco

OFFICE OF THE SHERIFF



Ross Mirkarimi
SHERIFF

(415) 554-7225

TO: Angela Calvillo, Clerk of the Board of Supervisors
FROM: Ross Mirkarimi, Sheriff
DATE: October 24, 2012
SUBJECT: Accept and Expend Resolution for Grant
GRANT TITLE: Keys to Freedom

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

- Proposed grant resolution; original signed by Department, Mayor, Controller
- Grant information form, including disability checklist
- Grant budget
- Grant application
- Grant award letter from funding agency

___ Other (Explain):

Special Timeline Requirements: **None**

Departmental representative to receive a copy of the adopted resolution:

Name: **Leslie Levitas** Phone: **(415) 554-7283**

Interoffice Mail Address: Sheriff's Dept., City Hall – Room 456

Certified copy required Yes

No

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

File Number: _____
(Provided by Clerk of Board of Supervisors)

Grant Information Form
(Effective March 2005)

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

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

1. Grant Title: **Keys to Freedom**
2. Departments: **Sheriff's Department**
3. Contact Person: **Leslie Levitas** Telephone: **(415) 554-7283**
4. Grant Approval Status (check one):
 Approved by funding agency Not yet approved
5. Amount of Grant Funding Approved or Applied for: **Approved - \$599,894**
- 6a. Matching Funds Required: **\$ 0**
b. Source(s) of matching funds (if applicable): **n/a**
- 7a. Grant Source Agency: **U.S. Dept. of Justice,
Office of Justice Programs**

b. Grant Pass-Through Agency (if applicable): **n/a**
8. Proposed Grant Project Summary:

Keys to Freedom will target women and transgenders incarcerated in San Francisco. Both in-reach while in custody and post-release community-based services will address co-occurring disorders and reentry needs. The program will utilize evidence-based cognitive-behavioral therapy approaches, including Seeking Safety and other skills-based curricula, that address symptom management and criminal thinking. The community-based milieu provides the opportunity to offer more intensive services to higher risk offenders post-release, and Motivational Interviewing and contingency management strategies will encourage program participation and retention. The Sheriff's Department will collaborate with healthRIGHT360 and other community based agencies to serve clients. The overarching goal is to promote public safety by reducing recidivism to increase clients' chances of being self-supporting and living independently in the community following incarceration.

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

Start-Date: **10/01/2012**

End-Date: **9/30/2014**

10. Number of new positions created and funded: **0**

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

12a. Amount budgeted for contractual services: **\$464,452**

b. Will contractual services be put out to bid? **No; added to existing contracts.**

c. If so, will contract services help to further the goals of the department's MBE/WBE requirements? **Services provided by non-profit organizations.**

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

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

b1. If yes, how much?

b2. How was the amount calculated?

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

Not allowed by granting agency To maximize use of grant funds on direct services
 Other (please explain):

c2. If no indirect costs are included, what would have been the indirect costs?
n/a

14. Any other significant grant requirements or comments:

The grant requires data collection and periodic financial invoices. All grant recipients are subject to site visits and audits as needed.

****Disability Access Checklist****

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

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

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

Comments:

Departmental or Mayor's Office of Disability Reviewer: Sgt. TERENCE DURKAN
(Name)

Date Reviewed: 10-26-12 Sgt. Terence Durkan
(Signature)

Department Approval: Ross Mirkarimi Sheriff
(Name) (Title)

Ross Mirkarimi
(Signature)

Opportunity Title:	BJA FY 12 Second Chance Act Reentry Program for Adult O
Offering Agency:	Bureau of Justice Assistance
CFDA Number:	16.812
CFDA Description:	Second Chance Act Prisoner Reentry Initiative
Opportunity Number:	BJA-2012-3153
Competition ID:	
Opportunity Open Date:	02/23/2012
Opportunity Close Date:	04/24/2012
Agency Contact:	For assistance with any other requirement of this solicitation, contact the BJA Justice Information Center at 1-877-927-5657, via e-mail to JIC@telesishq.com, or by live web chat. The BJA Justice Information Center hours of operation are 8:30 a.m. to 5:00 p.m. eastern time Monday through Friday and 8:30 a.m. to

This electronic grants application is intended to be used to apply for the specific Federal funding opportunity referenced here.

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

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

*** Application Filing Name:** San Francisco Sheriff's Department

Mandatory Documents

Move Form to Complete

Move Form to Delete

Mandatory Documents for Submission

Application for Federal Assistance (SF-424)
Disclosure of Lobbying Activities (SF-LLL)
Assurances for Non-Construction Programs (SF-42)
Project Narrative Attachment Form
Budget Narrative Attachment Form
Other Attachments Form

Optional Documents

Faith Based EEO Survey

Move Form to Submission List

Move Form to Delete

Optional Documents for Submission

Instructions

- 1** Enter a name for the application in the Application Filing Name field.

 - This application can be completed in its entirety offline; however, you will need to login to the Grants.gov website during the submission process.
 - You can save your application at any time by clicking the "Save" button at the top of your screen.
 - The "Save & Submit" button will not be functional until all required data fields in the application are completed and you clicked on the "Check Package for Errors" button and confirmed all data required data fields are completed.

- 2** Open and complete all of the documents listed in the "Mandatory Documents" box. Complete the SF-424 form first.

 - It is recommended that the SF-424 form be the first form completed for the application package. Data entered on the SF-424 will populate data fields in other mandatory and optional forms and the user cannot enter data in these fields.
 - The forms listed in the "Mandatory Documents" box and "Optional Documents" may be predefined forms, such as SF-424, forms where a document needs to be attached, such as the Project Narrative or a combination of both. "Mandatory Documents" are required for this application. "Optional Documents" can be used to provide additional support for this application or may be required for specific types of grant activity. Reference the application package instructions for more information regarding "Optional Documents".
 - To open and complete a form, simply click on the form's name to select the item and then click on the => button. This will move the document to the appropriate "Documents for Submission" box and the form will be automatically added to your application package. To view the form, scroll down the screen or select the form name and click on the "Open Form" button to begin completing the required data fields. To remove a form/document from the "Documents for Submission" box, click the document name to select it, and then click the <= button. This will return the form/document to the "Mandatory Documents" or "Optional Documents" box.
 - All documents listed in the "Mandatory Documents" box must be moved to the "Mandatory Documents for Submission" box. When you open a required form, the fields which must be completed are highlighted in yellow with a red border. Optional fields and completed fields are displayed in white. If you enter invalid or incomplete information in a field, you will receive an error message.

- 3** Click the "Save & Submit" button to submit your application to Grants.gov.

 - Once you have properly completed all required documents and attached any required or optional documentation, save the completed application by clicking on the "Save" button.
 - Click on the "Check Package for Errors" button to ensure that you have completed all required data fields. Correct any errors or if none are found, save the application package.
 - The "Save & Submit" button will become active; click on the "Save & Submit" button to begin the application submission process.
 - You will be taken to the applicant login page to enter your Grants.gov username and password. Follow all onscreen instructions for submission.

Application for Federal Assistance SF-424

Version 02

*** 1. Type of Submission:**

- Preapplication
- Application
- Changed/Corrected Application

*** 2. Type of Application:**

- New
- Continuation
- Revision

*** If Revision, select appropriate letter(s):**

*** Other (Specify)**

*** 3. Date Received:**

Completed by Grants.gov upon submission.

4. Applicant Identifier:

5a. Federal Entity Identifier:

*** 5b. Federal Award Identifier:**

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

*** a. Legal Name:** San Francisco Sheriff's Department

*** b. Employer/Taxpayer Identification Number (EIN/TIN):**

94-6000417

*** c. Organizational DUNS:**

185128246

d. Address:

*** Street1:**

City Hall Room 456

Street2:

1 Dr. Carlton B. Goodlett Place

*** City:**

San Francisco

County:

San Francisco

*** State:**

CA: California

Province:

*** Country:**

USA: UNITED STATES

*** Zip / Postal Code:**

94102

e. Organizational Unit:

Department Name:

Division Name:

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

Prefix:

Mrs.

*** First Name:**

Leslie

Middle Name:

*** Last Name:**

Levitas

Suffix:

Title: Principal Administrative Analyst

Organizational Affiliation:

San Francisco Sheriff's Department

*** Telephone Number:** 415-575-4366

Fax Number: 415-558-2490

*** Email:** leslielevitas@yahoo.com

Application for Federal Assistance SF-424

Version 02

9. Type of Applicant 1: Select Applicant Type:

B: County Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

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

Bureau of Justice Assistance

11. Catalog of Federal Domestic Assistance Number:

16.812

CFDA Title:

Second Chance Act Prisoner Reentry Initiative

*** 12. Funding Opportunity Number:**

BJA-2012-3153

* Title:

BJA FY 12 Second Chance Act Reentry Program for Adult Offenders with Co-Occurring Substance Abuse and Mental Health Disorders

13. Competition Identification Number:

Title:

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

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

Keys to Freedom (KtF)

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424

Version 02

16. Congressional Districts Of:

* a. Applicant

* b. Program/Project

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

17. Proposed Project:

* a. Start Date:

* b. End Date:

18. Estimated Funding (\$):

* a. Federal	<input type="text" value="599,894.00"/>
* b. Applicant	<input type="text" value="0.00"/>
* c. State	<input type="text" value="0.00"/>
* d. Local	<input type="text" value="0.00"/>
* e. Other	<input type="text" value="0.00"/>
* f. Program Income	<input type="text" value="0.00"/>
* g. TOTAL	<input type="text" value="599,894.00"/>

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

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

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

Yes No

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

** I AGREE

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

Authorized Representative:

Prefix: * First Name:

Middle Name:

* Last Name:

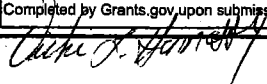
Suffix:

* Title:

* Telephone Number: Fax Number:

* Email:

* Signature of Authorized Representative: * Date Signed:



Application for Federal Assistance SF-424

Version 02

*** Applicant Federal Debt Delinquency Explanation**

The following field should contain an explanation if the Applicant organization is delinquent on any Federal Debt. Maximum number of characters that can be entered is 4,000. Try and avoid extra spaces and carriage returns to maximize the availability of space.

[Empty text input area for Applicant Federal Debt Delinquency Explanation]

ASSURANCES - NON-CONSTRUCTION PROGRAMS

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

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

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

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

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

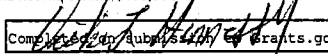
9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.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

<p>* SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL</p> <p><i>[Handwritten Signature]</i></p> <p>Completed on submission to Grants.gov</p>	<p>* TITLE</p> <p>Sheriff</p>
<p>* APPLICANT ORGANIZATION</p> <p>San Francisco Sheriff's Department</p>	<p>* DATE SUBMITTED</p> <p>Completed on submission to Grants.gov</p>

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C.1352

Approved by OMB
0348-0046

1. * Type of Federal Action: <input type="checkbox"/> a. contract <input checked="" type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance		2. * Status of Federal Action: <input type="checkbox"/> a. bid/offer/application <input checked="" type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award		3. * Report Type: <input checked="" type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change	
4. Name and Address of Reporting Entity: <input checked="" type="checkbox"/> Prime <input type="checkbox"/> SubAwardee * Name: San Francisco Sheriff's Department * Street 1: City Hall, Room 456 Street 2: 1 Dr. Carlton B. Goodlett Place * City: San Francisco State: CA: California Zip: 94102 Congressional District, if known: CA-008					
5. If Reporting Entity in No.4 is Subawardee, Enter Name and Address of Prime:					
6. * Federal Department/Agency: U.S. Department of Justice			7. * Federal Program Name/Description: Second Chance Act Prisoner Reentry Initiative CFDA Number, if applicable: 16.812		
8. Federal Action Number, if known:			9. Award Amount, if known: \$ 599,894.00		
10. a. Name and Address of Lobbying Registrant: Prefix: * First Name: Sheriff Vicki Hennessy Middle Name: * Last Name: San Francisco Sheriff's Department Suffix: * Street 1: City Hall, Room 456 Street 2: 1 Dr. Carlton B. Goodlett Place * City: San Francisco State: CA: California Zip: 94102					
b. Individual Performing Services (including address if different from No. 10a) Prefix: * First Name: Sheriff Vicki Hennessy Middle Name: * Last Name: San Francisco Sheriff's Department Suffix: * Street 1: City Hall, Room 456 Street 2: 1 Dr. Carlton B. Goodlett Place * City: San Francisco State: CA: California Zip: 94102					
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when the transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure. * Signature:  Completed on submission to grants.gov * Name: Prefix: * First Name: Vicki Middle Name: * Last Name: Hennessy Suffix: Title: Sheriff Telephone No.: 415-554-7225 Date: Completed on submission to Grants.gov					

Appendix 1

Fundamental Principles of Evidence-Based Correctional Practice

The primary objective of the Second Chance Act is to reduce recidivism. Based upon reliable research findings, there are six fundamental principles of evidence-based correctional practice that are widely accepted as strategies to reduce future criminal behavior.

- 1) **Objectively Assess Criminogenic Risks and Needs:** Maintain a comprehensive system to establish risk screening and needs assessment. The actuarial assessment of offenders—in a reliable and valid manner—is essential for the effective supervision and treatment of people returning from prisons, jails, and juvenile facilities (Andrews and Bonta, 1998). The levels of supervision and services for individual offenders must be matched to individual risk and need.
- 2) **Enhance Intrinsic Motivation:** Staff must be able to relate to offenders in interpersonally sensitive and constructive ways in order to enhance intrinsic motivation in offenders. Research findings suggest that motivational interviewing or other cognitive-behavioral communication techniques can effectively enhance the offender's desire to initiate and maintain behavior changes (Miller and Rollnick, 2002; Miller and Mount, 2001).
- 3) **Target Higher-Risk Offenders:** Prioritize primary supervision and treatment resources for offenders who are at higher risk to re-offend. Consistent findings from a wide variety of recidivism studies show that supervision and treatment resources focused on lower-risk offenders produce little if any positive effect on the rates of subsequent criminal behavior (McGuire, 2001, 2002) and can at times increase the risk level of low-risk offenders. Maximum benefit is gained only when intervention resources are directed to moderate- and high-risk offenders.
- 4) **Address Offenders' Greatest Criminogenic Needs.** The greatest emphasis must be placed on addressing those needs which are most closely associated with criminal behavior. When the factors that lead the offender to commit crimes are effectively addressed, that person is less likely to commit crime (Elliot, 2001).
- 5) **Use Cognitive-Behavioral Interventions:** These strategies are focused on changing the offender's thinking patterns in order to change future behavior. The most effective interventions provide opportunities for participants to practice new behavior patterns and skills with feedback from program staff.
- 6) **Determine Dosage and Intensity of Services:** Higher-risk offenders require significantly more structure and services than lower-risk offenders. High-risk offenders should receive a minimum of 300 hours of cognitive-based interventions, moderate-risk offenders should receive a minimum of 200 hours, and low-risk offenders should receive a minimum of 100 hours of cognitive-based interventions. Additionally, during the initial 3–9 months post-release, 40–70 percent of high-risk offenders' free time needs to be occupied with delineated routine and appropriate services (Bourgon and Armstrong, 2006; Latessa, 2004; Gendreau and Goggin, 1995).

Important Things to Understand From the Research:

- Correctional staff needs to work with offenders to ensure they have the tools needed for success in the community.
- Correctional and community staff must understand the importance of working with **moderate- and high-risk** offenders rather than low-risk offenders in order to demonstrate that their program can decrease recidivism.
- The most effective organizational-change strategies involve supervision and coaching of staff to reinforce the expected way of doing business—training alone is not sufficient.

Questions to Ask As You Launch Your Program:

- Who are you targeting for your program?
- Do the risk and needs of your target population match the services and supports you've funded through your Second Chance grant?
- When and how are the risks and needs of your target population assessed?
- Following the risk/need assessment, are the services, supervision, and interventions recommendations developed with the offender?
- Are these interventions based upon a systematic assessment of individual levels of risk and criminogenic needs?
- How are services coordinated for your target population as they move from the institutional phase, to the reentry phase, to the community phase?
- How is programming that is begun in prison linked to the programming that the offender receives in the community?
- How are supervision and treatment resources prioritized for moderate and high risk offenders?
- Are your interventions cognitive-behavioral based?
- What data is collected on individuals?
- Do you collect case-level data on which of your program participants have (1) housing, (2) employment, (3) substance abuse treatment (if necessary), (4) mental health treatment (if necessary), and (5) social support?

References:

Andrews, D.A., and J. Bonta (1998). *The Psychology of Criminal Conduct*. Cincinnati: Anderson Publishing Co.

Bourgon, G., and B. Armstrong (2006). Transferring the Principles of Effective Treatment into a "Real World" Setting. *Criminal Justice*, 32(1), 3-25.

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Gendreau, P. and C. Goggin (1995). Principles of effective correctional programming with offenders. Center for Criminal Justice Studies and Department of Psychology, University of New Brunswick, New Brunswick.

Latessa, E.J. (2004). The challenge of change: Correctional programs and evidence based practices. *Criminology & Public Policy*, 3(4), 547-560.

McGuire, J. (2002). Evidence-based programming today. Paper presented International Community Corrections Association Conference, Boston, MA, November 2002.

McGuire, J. (2001). What works in correctional intervention? Evidence and practical implications. Pp. 25-43 in *Offender rehabilitation in practice: Implementing and evaluating effective programs*. edited by D.F. Gary Bernfeld, Alan Leschied. New York, NY: John Wiley & Sons, LTD.

Miller, W. and S. Rollnick (2002). *Motivational Interviewing: Preparing people for change*. New York, NY: Guilford Press.

Miller, W. and K.A. Mount (2001). "A small study of training in Motivational Interviewing: Does one workshop change clinician and client behavior?" Albuquerque, NM.

Appendix 2
Statement of Assurance Form:
Mandatory Certification Requirements and Coordination Requirement
(Submit with the Application as an Attachment)

As the Authorized Representative of *[insert name of applicant organization]*
San Francisco Sheriff's Department, I assure BJA the following:

Mandatory Certification Requirement: Service Provider Licensing/ Accreditation/ Certification Documentation: In addition, as the Authorized Representative I also assure BJA that all collaborating service provider organizations listed in this application meet applicable licensing, accreditation, and certification requirements.

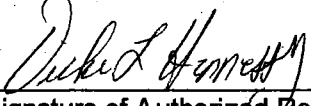
As the authorized representative, I also understand that the following information is required to receive funding, and these materials have been included within the application materials:

- A letter of commitment that specifies the nature of the participation and what service(s) will be provided from every service provider organization listed in the application that has agreed to participate in the project.
- Official documentation that all service provider organizations collaborating in the project have been providing relevant services for a minimum of 2 years prior to the date of the application in the area(s) in which services are to be provided. Official documents must definitively establish that the organization has provided relevant services for the last 2 years.
- Official documentation that all collaborating service provider organizations are in compliance with all local (city, county) and state/tribal requirements for licensing, accreditation, and certification or official documentation from the appropriate agency of the applicable state/tribal, county, or other governmental unit that licensing, accreditation, and certification requirements do not exist.

Note: Official documentation is a copy of each service provider organization's license, accreditation, and certification.

- Documentation of accreditation will not be accepted in lieu of an organization's license. A statement by, or letter from, the applicant organization or from a provider organization attesting to compliance with licensing, accreditation and certification or that no licensing, accreditation, certification requirements exist, does not constitute adequate documentation.

Mandatory Coordination Requirement: I assure BJA that if my organization is not the Single State Agency (SSA) for Substance Abuse Services, and I assure and have demonstrated that the proposal has been developed in coordination with SAA support, except in the case of federally-recognized tribal government applicants.



Signature of Authorized Representative

19 April 2012
Date

BJA-2012-3153

Project Narrative File(s)

* Mandatory Project Narrative File Filename:

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Abstract

The San Francisco Sheriff's Department (SFSD) proposes to implement the Keys to Freedom (KtF) project, with a request for \$599,894 to fund the project for the two-year grant term. SFSD has over 25 years of experience in developing and implementing successful education and treatment programs. These include nationally-recognized models such as the SISTER Program and Resolve to Stop the Violence Project (RSVP), a 2004 winner of the Innovations in American Government Award.

The jurisdiction to be served by this proposed program is City and County of San Francisco (SF). Programming will occur both in the community and in the SF County Jails and will serve adult women and adult male-to-female transgenders (TG). Incarcerated women and TG women have very high incidences of childhood and adult trauma and victimization. For many, the path to crime has involved running away from childhood abuse, the use of illegal drugs as a means of coping, and drug selling, prostitution, and other crimes as a way to survive on the streets. As adults, many have experienced intimate partner abuse, sexual assault, and the grief of losing custody of their children. Common mental health concerns will include post-traumatic stress disorder, depression, and anxiety. KtF will serve 145 participants over two years.

San Francisco County has an estimated population of 805,235 according to the 2010 U.S. Census. The Census does not record transgender people separately; 396,773 San Franciscans are female (49%). The population is approximately 48.5% white, 33% Asian, 6.6% "other," 6.1% African American, 0.5% American Indian/Alaskan Native, and 0.4% Native Hawaiian/Pacific Islander. Another 4.7% of the population is identified by two or more races. Among people of all races, 15% are Hispanic or Latino. People over the age of 18 make up 87% of the county's population.

KtF will target medium to high-risk women and transgender women incarcerated in San Francisco Jail. Both in-reach and community-based services will provide a range of services that address co-occurring disorders and reentry needs. Services planning (including reentry transition planning) will be based, in part, on the COMPAS, an objective assessment of criminogenic risks and needs. The program will utilize evidence-based cognitive-behavioral therapy approaches, including Seeking Safety and other skills based curricula, that address symptom management and criminal thinking. The community-based milieu provides the opportunity to offer more intensive services to higher risk offenders post-release, and Motivational Interviewing and contingency management strategies will encourage program participation and retention.

The project will utilize the Correctional Offender Management Profiling for Alternative Sanctions (COMPAS) tool, which is a research validated risk and needs assessment instrument implemented by the California Department of Corrections and Rehabilitation in 2007, and chosen by the San Francisco Adult Probation Department because it allows for the effective management of client needs from the pre-screening process through post-release. The COMPAS, designed by Northpointe Institute for Public Management, Inc., is a statistics-based assessment, designed to evaluate key areas of risks and needs in criminal justice populations, which can be used to determine which services and supports will best help an offender during community reentry.

SFSD will partner with Haight Ashbury Free Clinics – Walden House (HAFC-WH) to ensure coordinated reentry services. HAFC-WH is a recently merged non-profit 501(c)3 organization that combines the legacy of the nation's first free medical clinic (founded in San Francisco, 1967) and the expertise of a leading behavioral health organization, Walden House (founded in San Francisco, 1969). HAFC-WH has over two decades of contractor experience for a long list of criminal justice agencies, including: numerous contracts with the California Department of Corrections and Rehabilitation (CDCR) and its Office of Offender Services (OS) since 1995; Jail Psychiatric Services in San Francisco County Jails since 1973; residential and outpatient contracts with the Federal Probation Court of Northern California and the Federal Bureau of Prisons; and extensive experience working with Parole Agencies throughout the state. The agency is a long-time partner of SFSD, having provided services to detainees within the San Francisco jail system since 1993, when SFSD and Walden House partnered to implement a jail-based substance abuse treatment demonstration program for women, funded by the Substance Abuse and Mental Health Services Administration. Additionally, HAFC-WH has offered specialized TG treatment programming since 2001, featuring the integration of substance abuse treatment, mental health services, close linkage to medical and legal services, and staff teams that include TG individuals and clinicians with population-specific training and experience.

HAFC-WH was selected as the service-delivery subcontractor for this project because of its extensive experience providing evidence-based services to female offenders both in custody and during re-entry, and because of its expertise and capacity to implement and administer sizable service contracts with sophisticated data collection and reporting requirements. HAFC-WH is also a prominent service provider funded by the San Francisco Department of Public Health, and maintains a rich array of mutual referral partnerships with other licensed and certified organizations in good standing within the SF public health system, which Keys to Freedom participants will be eligible to access upon referral by their case managers.

This application addresses three of the stated Priority Considerations: it targets medium- to high-risk offenders, as identified through use of a validated risk and needs assessment instrument, who have been dually diagnosed with serious mental health disorders and drug dependence; it targets female offenders; and it provides a baseline recidivism rate for the proposed target population including documentation to support the development of the rate.

The San Francisco Sheriff's Department hereby grants permission to the Bureau of Justice Assistance to share this abstract, as well as the contact information for this application's Authorized Representative and Point of Contact, with potentially interested private foundations that may wish to contact SFSD about private funding for this project.

In October 2011, California's Public Safety Realignment Act, also known as AB 109, took effect and shifted the responsibility of non-serious, non-violent, non-sexual offenders from the state to the counties. These offenders are released to community supervision (probation rather than parole), and newly convicted offenders now serve sentences in county jails instead of state prisons. Many of them offenders have convictions for drug-related crimes (eg., possession, sales), or for other crimes such as burglary, theft or prostitution, which are often committed to support their chemical dependence. The rate of co-occurring substance abuse and mental health disorders (COD) among the AB 109 population has not yet been measured, but is expected to be significant, as prevalence of COD within jail populations is known to be substantially higher than among the population at large (National GAINS Center 2001). The implementation of AB 109 means greater strain on already over-burdened county resources. It also increases the demand for specialized reentry services for adults with co-occurring disorders, both while in custody and upon release, in order for the criminal justice and social services communities to support successful reentry for this influx of offenders with behavioral health needs.

To address these emerging needs, the San Francisco Sheriff's Department (SFSD) now proposes the Keys to Freedom program (KtF). The jurisdiction to be served, is San Francisco (SF) City and County. Programming will occur both in the community and in the SF County Jail's downtown facilities, where adult women and transgender (TG) individuals are housed. TG inmates are housed separately, for their safety. Most women are housed in either general population (up to 88 women), the SISTER program (up to 56 women), or the Keys to Change program (up to 56 women). Those with the most severe and persistent mental health needs are referred to Jail Psychiatric Services, Behavioral Health Court, and/or the Sheltered Psychiatric Living Unit where they gain skills to prepare them for community life.

While SFSD offers some programming for women and transgenders with less acute mental health needs, they are insufficient for the vast numbers with COD. KtF will serve: male-to-female transgenders: women in the SISTER program (substance abuse treatment) or the Keys to Change Program (an educational program); and women who are housed in Administrative Segregation, a group which experiences high levels of behavioral ^{SS}dysregulation and have limited access to programmatic services in the jail. KtF will serve 145 participants over two years.

KtF staff will identify women and TG women who have COD who have not been selected for existing mental health services. This group is traditionally under-served because their charges have made their substance abuse visible, but their mental health disorders have remained undiagnosed; and/or their symptoms and level of behavioral problems have not been classified as presenting an imminent, high risk; and/or their substance abuse, mental health problems, and trauma histories have not at all been identified at the time of incarceration.

Currently, inmates are screened at the time of booking. Anyone without a high school diploma is referred to Keys to Change, where they can focus on their education. Women with substance abuse histories may request or be referred to SISTSER. People who won't or can't participate in programs are assigned to general population housing.

Women and TG women in incarcerated settings have very high incidences of Post-Traumatic Stress Disorder (PTSD) related to childhood and adult traumatic experiences and victimization. For many, the path to crime has involved running away from childhood abuse, the use of illegal drugs as a means of coping, and drug selling, prostitution, and other crimes as a way to survive on the streets. As adults, many have experienced domestic violence, intimate partner abuse, sexual assault, and the grief of losing custody of their children. The incidence of physical and sexual abuse among incarcerated women has been reported to be 47% in some studies (Modley,

2010) and are likely to be even higher—up to 83% in a 2010 study conducted among incarcerated women in Illinois (Reichert, 2010).

Sexual and physical abuse is also very common among transgender women. Many who travel to San Francisco to find acceptance and a sense of community develop addictions and enter the commercial sex trade. A 1998 study on prostitution, violence against women, and PTSD surveyed 130 sex workers (12% of the sample were transgender women). Of the 130 participants, 57% reported being sexually assaulted as children. As adults, 82% of the sample reported enduring physical assault, 83% had been threatened with a weapon, and 68% had been raped. Sixty-eight percent met the DSM III-R criteria for PTSD (Gehring & Knudson, 1998).

San Francisco has one of the highest recidivism rates in the state—*approximately 78.3 percent of parolees go back to prison within three years of release*—according to a report¹ by the California Department of Corrections and Rehabilitation (this is the baseline recidivism rate that will be utilized for project data collection and analysis in the proposed project).

Program Design and Implementation

Keys to Freedom (KtF) is designed to reduce recidivism and increase public safety through the provision of effective jail and community-based services to women and transgender women (priority consideration #2) with co-occurring disorders incarcerated in the San Francisco Jail. The project will utilize the Correctional Offender Management Profiling for Alternative Sanctions (COMPAS) tool, which is a research validated risk and needs assessment instrument (priority consideration #1) implemented by the California Department of Corrections in 2007, and chosen by the San Francisco Adult Probation Department because it allows for the effective management of client needs from the pre-screening process through post-release.

¹ Available at [http://www.cdcr.ca.gov/Adult_Research_Branch/Research_Documents/ARB_FY_0607_Recidivism_Report_\(11-23-11\).pdf](http://www.cdcr.ca.gov/Adult_Research_Branch/Research_Documents/ARB_FY_0607_Recidivism_Report_(11-23-11).pdf)

Program design has been influenced by the Keystone Program, a current project funded by the 2011 Second Chance Act Reentry Demonstration Program: Targeting Offenders with Co-Occurring Substance Abuse and Mental Health Disorders, conducted with the same community partner (HAFC-WH, see Section 3) that is proposed for the KtF. KtF will seek to replicate the successes achieved in providing strengths-based case management services to inmates with co-occurring disorders and will seek to improve post-release participant retention by including contingency management strategies in the new program design.

Keys to Freedom services will be gender-responsive and trauma-informed in order to meet the needs of women and transgender women. Staff will be selected for their experience in working with female offenders and will receive additional training in gender specific approaches and Motivational Interviewing. A safe environment will be maintained in the jail and in the community. The program will address trauma issues and provide participants with an environment that fosters healthy relationships and honors the importance of connection to others.

Services will include screening, assessment, co-occurring treatment, case management, and reentry support provided to address criminogenic risk factors (anti-social attitudes; anti-social associates; anti-social behavior; anti-social personality patterns; family/home problems; school/work problems; lack of pro-social leisure activities; and substance abuse) and the specific pathways that lead women and transgender women into crime and the criminal justice system.

KtF will target medium to high-risk women and transgender women incarcerated in San Francisco Jail. Both in-reach and post-release services will address co-occurring disorders and reentry needs. Services planning will be based, in part, on the COMPAS, an objective assessment of criminogenic risks and needs. The program will utilize evidence-based CBT approaches including Seeking Safety and other skills based curriculum that addresses symptom

management and criminal thinking. The community-based milieu is ideal for intensive services to higher risk offenders and for Motivational Interviewing. Contingency management strategies will encourage program participation and retention.

Identifying Eligible Participants - Keys to Freedom staff will conduct voluntary initial screenings among the women and transgender women in the county jail. Screenings will be scheduled in a way that considers date of incarceration, anticipated release date, and case disposition information. Jail and community program staff may also refer inmates for priority screening. The screenings will ideally be conducted 60 - 90 days prior to anticipated release and will employ the use of three brief, validated instruments: The Simple Screening instrument for Substance Abuse (SSI-SA); the Mental Health Screening Form-III (MHSF-III); and the PTSD Checklist (PCL). These screenings will identify specific inmates within the target locations and programs who may have significant and unaddressed co-occurring disorders (including PTSD).

A positive screen on any of these instruments will prompt further assessment with the SF MRD 89, a 2-page mental health/substance abuse assessment that yields a five-axis DSM-IV diagnosis. This assessment will be performed by KtF staff who are mental health professionals registered or licensed with the California Board of Behavioral Sciences. Appropriate referrals will be made to Jail Psychiatric Services when symptoms warrant an initial medication evaluation. Information gleaned from the screenings and assessments, along with COMPAS information on criminogenic risk, will help identify those inmates who have significant co-occurring disorders and are at high risk for recidivism. Additionally, the screenings and assessments results will inform the development of a three-phase treatment plan (Jail-based treatment, Transition Plan, Community-based reentry services).

Jail-Based Services - Given the high incidence, among the target population, of PTSD related symptoms of hyper-arousal, re-experiencing traumatic events, and avoidance of things and situations that bring up painful memories, the KtF program will provide the Seeking Safety curriculum to participants. The curriculum is an evidence-based, cognitive-behavioral intervention for treating substance abuse and PTSD; it helps individuals to anticipate triggers and develop coping strategies to manage traumatic reactions. Seeking Safety outcomes include a decrease in substance use and trauma symptoms, improvements in social adjustment, problem solving, depression, suicidal thoughts, general psychiatric symptoms, and quality of life (Najavits, L.M., 2009).

Dual Diagnosis support groups will also be offered. These sessions will employ cognitive-behavioral therapy (CBT) based, recovery oriented interventions that support an understanding of how substance abuse and mental health symptoms interact with each other; employ mindfulness and acceptance strategies to manage symptoms and cravings; and use Motivational Interviewing to help support adherence to medications and other wellness practices.

Inmates who participate in assessments and group interventions while still incarcerated will earn contingency management points that will be converted to non-cash incentives once they successfully transition to community-based services. The efficacy of prize-based contingency management strategies to increase program retention and encourage the obtainment of treatment goals has been well demonstrated with various populations including those with co-occurring disorders (Weinstock, J. et.al, 2007; Petry N. et al, 2000; Petry N. &Bohn, M., 2003). These incentives will be capped at \$200 per participant and will be funded, in part, by in-kind donations procured by HAFC-WH.

Transition Planning - Once a participant's release date is within 30 days, a transition plan will be created that includes initial goals and interventions that will help her meet the demands of a successful reentry into the community. The plan will be informed by the COMPAS and immediate case management needs such as housing, establishing or reestablishing benefits and entitlements, meeting initial survival needs; obtaining identification; arranging for transportation to the community based Keys to Freedom program site, obtaining pro-social support, and transitioning to community-based resources for primary medical care and co-occurring treatment needs including medication support. Appropriate releases of information will be secured to ensure ongoing communication and case collaboration between the program, the courts, and the Adult Probation Department. This communication will include sharing information about drug testing performed by community supervision partners.

Post-Release Services - Community-based services for KtF will be located at the HAFC-WH facility at 1735 Mission Street in San Francisco and will maintain weekday hours from 9:00 a.m. to 5:00 p.m. The program will be co-located with the HAFC-WH Bridges project, a state-funded case management program for mentally ill parolees. As was the case for the Keystone demonstration project, the two programs will maintain separate staffing patterns and caseloads, but will share a management structure and day treatment environment made up of CBT-based classes and peer support groups. Program participants will have access to services at the HAFC-WH Day Reporting Center, including Five Keys Charter School high school classes, and at SFSD's Women's Resource Center where community-based partners offer a menu of support services. These include: nutrition and related education (provided by NextCourse), trauma counseling (provided by the SAGE Project and creative arts (provided by Community Works).

Once released, participants will take part in creating a strengths-based case management plan that prioritizes the services and skills needed to refrain from using substances, manage mental health symptoms, change patterns of criminal thinking and behavior, build a pro-social support network, and economically sustain themselves. A strengths-based model of case management focuses on strengths rather than pathology or deficits; emphasizes the importance of the relationship between the client and case manager; selects services and interventions that are determined by client need and preferences; addresses motivation; and maintains hope that an individual's past does not need to define their future (Prendergast, M. et. al., 2011).

Case management and co-occurring treatment intervention will focus on the characteristics that are most strongly linked to criminal behavior in women: economic marginalization; trauma; victimization and abuse; mental health; dysfunctional intimate relationships; self-efficacy; and parental stress. Both sworn and civilian staff assigned to the program will have access to specialized trainings to increase their effectiveness in working with the targeted population.

Post-release services will take place for a period of six months and will focus on key linkages to primary medical care and medication services, mental health services, substance abuse treatment, and permanent housing. Transgender participants will be linked to a network of specialized services in the San Francisco community designed to meet their needs. The Keys to Freedom environment will provide advanced Seeking Safety groups for those participants who were first exposed to the model while incarcerated. Women's groups and a transgender support group will be scheduled, and participants can take part in gender specific CBT-based classes that address criminal thinking and behaviors. In addition to those services that will be available on-site, case managers will link participants to needed services in the San Francisco system of care.

In addition to case management and CBT groups, the post-release treatment environment will also provide a structured and safe place where participants can have two meals a day, take part in socialization activities and recreational events, and obtain recovery support. Once the participant makes a successful connection to community-based services, she will be able to redeem the contingency management points she accrued while in-custody for non-cash incentives, and will continue to be rewarded for program participation and the verified achievement of treatment goals (such as improving parenting skills, making and keeping primary care and psychiatric appointments, participating in 12-step groups and engaging in further educational/vocational opportunities).

Service delivery accountability will be established through scheduled, internal audits of the HAFC-WH Electronic Health Record system (Welligent), and through monitoring performed every month by the HAFC-WH Standards Committee, Mental Health Managers meeting, and the Program Utilization meeting. The Program Director and Clinical Director will further monitor the quality of jail and community-based services, and will submit quarterly reports to the SFSD.

The San Francisco Sheriff's Department (SFSD) is the lead agency for the Keys to Freedom project. SFSD is a public agency whose mission is to be a successful part of the civil and criminal law enforcement efforts of the State of California and the City and County of San Francisco. SFSD fulfills this mission by working to reduce recidivism and promote public safety. SFSD has over 25 years of experience in developing and implementing successful education and treatment programs. These include nationally-recognized models such as the SISTER Program and Resolve to Stop the Violence Project (RSVP), a 2004 winner of the Innovations in American Government Award.

The grant coordinator is Lieutenant John Ramirez, who joined SFSD in 1998 and worked with the Community Programs Division for three years, supervising reentry services funded under two Second Chance grants. Lt. Ramirez will oversee the performance of HAFC-WH, the subcontracted behavioral health treatment agency selected to deliver the project's clinical services, including jail in-reach services, transition planning, and community based case management. KtF will receive support from a part-time SFSD Analyst and in-kind support from both deputized and civilian staff. HAFC-WH will employ one Project Director, one Clinical Director, two Master's-level clinicians in the role of Case Manager III, and one Case Manager I. Position descriptions, and resumes for all key personnel are included as attachments.

SFSD has a long history of successfully designing and managing grant-funded programs from the U.S. Department of Justice (including two 2010 Second Chance Act Grants), the U.S. Department of Education and the U.S. Department of Health and Human Services. SFSD and its partners have also received significant funding for both in-custody and out-of-custody programs from private foundations such as the Open Society Institute, The Richard and Rhoda Goldman Fund and the Zellerbach Family Fund, to name a few.

For over 30 years, SFSD has been recognized as a leader in programs for incarcerated and recently released adults and has received numerous awards for its work. Interim Sheriff Vicki Hennessy provides general leadership and SFSD administrative, finance, program and sworn staff. SFSD's infrastructure will provide key support for the project. The Department will provide classrooms, office space, meeting rooms, training facilities, building management, maintenance, security and innumerable resources for the project. SFSD has extensive experience planning, implementing and evaluating programs for special populations.

SFSD and its partner organization, HAFC-WH, have the demonstrated capacity and capability to implement Keys to Freedom effectively because the partnership is currently delivering similarly structured reentry services under an ongoing Second Chance Act Demonstration Program called Keystone. Because that program is in place, the partnership has already developed the procedures and systems needed to ensure effective service delivery and information gathering/analysis, and to meet accountability and reporting requirements of the grant. Following award of a grant for the proposed Keys to Freedom program, those procedures and systems would be easily adapted to the requirements of the new contract.

HAFC-WH is a recently merged non-profit 501(c)3 organization that combines the legacy of the nation's first free medical clinic (founded in San Francisco, 1967) and the expertise of a leading behavioral health organization, Walden House (founded in San Francisco, 1969) into a comprehensive, integrated Federally Qualified Health Center (FQHC) poised at the leading edge of healthcare reform and human services. In San Francisco, the agency provides full-spectrum behavioral health and primary medical care to low-income, homeless, and/or criminal justice involved adults. HAFC-WH has over two decades of contractor experience for a long list of criminal justice agencies, including: numerous contracts with the California Department of Corrections and Rehabilitation (CDCR) and its Office of Offender Services (OS) since 1995; Jail Psychiatric Services in San Francisco County Jails since 1973; residential and outpatient contracts with the Federal Probation Court of Northern California and the Federal Bureau of Prisons; and extensive experience working with Parole Agencies throughout the state.

HAFC-WH maintains good standing with all applicable licensing and certifying authorities for delivery of behavioral health treatment services (see Attachment). The agency is a long-time partner of SFSD, having provided services to detainees within the San Francisco jail system

since 1993, when SFSD and Walden House partnered to implement a jail-based substance abuse treatment demonstration program for women, funded by the U.S. Substance Abuse and Mental Health Services Administration (SAMHSA).

HAFC-WH's experience serving female offenders includes operating numerous prison-based substance abuse treatment programs since 1995; two Female Offender Treatment & Employment Programs (residential programs for state parolees) starting in 1999 and 2000; gender responsive, trauma-informed programs in incarcerated and community settings; and a FY 2009 Second Chance Act program, with the SF Department of Public Health, providing in-reach and re-entry case management for female state prisoners who parole to San Francisco. HAFC-WH has offered specialized TG treatment programming since 2001, featuring the integration of substance abuse treatment, mental health services, close linkage to medical and legal services, and staff teams that include TG individuals and clinicians with population-specific training and experience.

HAFC-WH was selected as the service-delivery subcontractor for this project because of its extensive experience providing evidence-based services to female offenders both in custody and during re-entry, and because of its expertise and capacity to implement and administer sizable service contracts with sophisticated data collection and reporting requirements. Currently, HAFC-WH employs more than 430 people throughout California and has an operating budget of over \$62 million. HAFC-WH is also a prominent service provider funded by the San Francisco Department of Public Health's Community Behavioral Health Services division.

Key HAFC-WH staff identified to implement the Keystone project are Larry Nelson and Rachelle (Shelley) Roberts, MFTi. Mr. Nelson has worked at HAFC-WH for over thirty years, and in program management since 1989; he joined the Keystone program as Program Director in

2012. Ms. Roberts has worked in reentry services for COD offenders since 2007, and as a therapist since 2009; she joined the Keystone program as Clinical Manager in 2011.

Both SFSD and HAFC-WH maintain a rich array of mutual referral partnerships with other local organizations serving the targeted populations, which Keys to Freedom participants will be eligible to access upon referral by their case managers. This referral network includes agencies that provide: residential and outpatient substance abuse treatment; mental health treatment; medication management; HIV/AIDS services; housing placement and advocacy; employment placement; domestic violence and anger management classes; disability services; primary and dental health services; and recovery supportive services. SFSD is confident that HAFC-WH is an excellent service provider to fulfill the design, implementation, and goals of this program.

The City and County of San Francisco is a current recipient of funds for Second Chance Act grants, with several scheduled to end at the close of FY 11-12. In the event that any grant is extended, or that the jurisdiction is awarded new BJA funding, the Keys to Freedom program would ensure that appropriate cross-referral and coordination procedures are established, to maximize the effectiveness of treatment and reentry service provision for offenders.



Client-level performance and outcome data collection and reporting will result from interagency collaboration and coordination. Due to the level of interagency cooperation and information sharing, all Keys to Freedom participants will be asked at enrollment to sign a release of information, to ensure compliance with state and federal confidentiality regulations, including CFR 42 Part 2 and HIPAA.

Data regarding participants' new convictions, sentencing, and recidivism will be collected by SFSD personnel, who will run quarterly checks of participant names (active and past

participants) through the California Law Enforcement Telecommunications System (CLETS).

SFSD staff will access the participant's Criminal Investigation and Identification (CI&I) record, and the Federal Bureau of Investigation (FBI) national databank. This will give SFSD staff state and national arrests and convictions dates that occur outside of the City and County of San Francisco. They will also run the names for local warrants. This will produce information about current outstanding cases that may have not been resolved. SFSD staff already performs these kinds of searches daily. They have existing resources and the capacity to perform this data collection, reporting function and analysis.

All other client-level performance and outcome data will be collected by HAFC-WH staff. HAFC-WH has implemented an Electronic Medical Records system, Welligent, that captures client-level demographic, clinical progress, and service delivery/utilization data. This system makes real-time tracking of program operations and performance easy and accurate. The HAFC-WH IT infrastructure has proven reliability for managing and reporting information for up to 13,000 annual participants in over 20 treatment and case management programs funded by agencies at the local, state, and federal levels. Participant data are collected using a variety of forms and tools, and are entered into Welligent and into the agency's proprietary tracking system (a client server application, which utilizes a Visual FoxPro front-end, and pulls data from a Microsoft SQL server database) which can produce standard and customized reports in response to data queries. Data collected by HAFC-WH each quarter will be reported to SFSD to be included in the overall project's quarterly and cumulative data to OJP.

The proposed Keys to Freedom partnership, as a current Second Chance Act Demonstration Project grantee, is already experienced and successful in collecting and reporting data using the BJA Performance Management Tool. The systems and practices currently in place will be

evaluated and, if necessary, revised, during the Keys to Freedom program implementation, to ensure that those procedures remain effective for the purposes of data collection and reporting.

Performance of the project will be monitored and evaluated on an ongoing basis through quarterly stakeholder meetings. In these meetings, representatives of SFSD, HAFC-WH, Adult Parole, and invited community-based providers serving Keys to Freedom participants through referral, will gather to review outcome and data reports, to evaluate program performance against key deliverables, to troubleshoot challenges, and to adjust program policies or procedures in response to emerging trends in performance and outcome data. Regular face-to-face stakeholder meetings facilitate smooth communication and collaboration, and ensure that the program's implementation is continually responsive to trends or outcomes identified by data collection.

Stakeholder support and service coordination will be defined as the extent to which the project's stakeholders (SFSD, HAFC-WH, participants, and other community based providers) work together to ensure that the project succeeds. Measurements will include the amount and frequency of stakeholders' participation in quarterly stakeholder meetings, the ratio of participant referrals to successful linkages, and the number of linkages made for each service type.

Demonstrated success, including program outcomes, stakeholder support, service coordination, and decreased burden on other San Francisco departments, can be leveraged to win support from the community and from local departments. SFSD has a history of sustaining successful grant-funded programs through any combination of the following mechanisms: 1) during the life of the project HAFC-WH and SFSD staff will work on ongoing fundraising; 2) SFSD can choose to absorb the costs of services into the Department's annual operating budget; and, 3) SFSD can appeal to the Board of Supervisors to sustain the project through the General Fund of the City and County.

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Budget Narrative File(s)

* **Mandatory Budget Narrative Filename:**

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

San Francisco Sheriff's Department Keys to Freedom Program

Budget Summary for 24 months

Federal Funds

SFSD Personnel	\$ 47,336
SFSD Fringe Benefits	\$ 16,117
Contractual Services Staff	\$ 269,600
Contractor Fringe Benefits	\$ 83,576
Contractor Operating Expenses	\$ 74,872
Contractor Indirect Expenses	\$ 36,404
SFSD Travel	\$ 8,754
SFSD Other Expenses*	\$ 63,235
Total Federal Funds	\$ 599,894

*(Includes legal services for client employment, tech service, curriculum reproduction, staff training and related materials, program evaluation consultant, office supplies)

Budget Narrative

FEDERAL FUNDS

SHERIFF DEPARTMENT PERSONNEL

Sheriff's Principal Analyst (Project Director) .20 FTE SFSD @ \$ 110,708/year = 22,142

Will provide general oversight for administering and managing the finances of the grant including, but not limited to: acting as a liaison between all partners, executing contracts, maintaining accounts payable and accounts receivable related to the grant, monitoring compliance and generating financial reports to the Bureau of Justice. May include supervision of support staff assigned to work on related tasks.

Sheriff's Lieutenant (Grant Coordinator) .20 FTE @ 121,628 = 25,194

Will provide general oversight of grant and manage the implementation of the program including, but not limited to: acting as a liaison between the jail staff and the community partners. Will generate reports on recidivism and related data for the Bureau of Justice. Will ensure data collection and reporting compliance; ensure contractor compliance with terms of grant. May include supervision of support staff assigned to work on related tasks.

Total SFSD Personnel - \$ 47,336

SFSD FRINGE BENEFITS

Sheriff's Principal Analyst Fringe benefits at 25% include SUI, FICA, Worker's Comp, Employee Health Insurance and Retirement = 5,536

Sheriff's Lieutenant Fringe benefits at 42% include SUI, FICA, Worker's Comp, Employee Health Insurance and Retirement = 10,581

Total SFSD Fringe Cost – \$ 16,117

B. CONTRACTUAL SERVICES - Haight Ashbury Free Clinic-Walden House

Contractor's Staff Salaries

Clinical Program Director .10 FTE = 14,000

The Keys to Freedom Program Director provides management oversight to the Bridges and Keys to Freedom programs. Responsibilities include hiring and training staff; scheduling coverage and clinical activities; maintaining accurate client/services tracking; monitoring utilization; maintaining liaison with stakeholders and project partners; developing policies and procedures; recruiting clients and scheduling intake appointments; conducting staff meetings; ensuring the accuracy of program billing and documentation; and supporting staff compliance with all organizational requirements.

Clinical Manager .10 FTE = 11,600

The Clinical Manager provides clinical oversight and program development to the Bridges and Keystone programs. Responsibilities include hiring and training staff; developing and maintaining the clinical schedule; clinical supervision; auditing medical records; ensuring the accuracy of client/services tracking; assigning caseloads; monitoring in-reach services in SF jails; and in conjunction with the Bridges/Keystone program director, functions as a liaison with stakeholders and community partners.

Case Managers 3.00 FTE @ \$244,000

These individuals will be hired to provide supportive services including reentry planning, crisis intervention, outreach, and coordinated case management for clients. The Case Managers (CMs) will provide case management services to a caseload of female and TG participants with cooccurring disorders who have been identified to meet the program criteria while they are incarcerated in the SF County Jail, or those who have been released from SF County Jail. The CMs will conduct classes, skills training and counseling sessions as needed. The CMs assess the needs of participants, develop personal services plans, link clients to all needed services in the system of care and following up to ensure that services have been established. The CMs assume primary responsibility for coordinating care and creating transition and service plans, and routinely schedules case conferences with stakeholders and other treatment providers in order to ensure progress towards clinical goals.

Total Contractor's Salaries - \$ 269,600

Contractor's Fringe

Fringe Benefits @ 31% – \$83,576

Total Contractor's Fringe \$ 83,576

Contactors Operating Expenses

a. Staff Travel	\$5,836	
Airfare - Wash. DC Trip - \$607/flight*2 trips*2 people		2,428
Hotel - Wash. DC Trip - \$250/room*2 trips*2 people* 3 days		3,000
Per Diem - Wash. DC Trip - \$34/day*2 trips*2 people*3 days		408
b. Office Supplies	3,000	
*For ordinary supplies for staff and clients.		
c. Equipment	1,000	
*Use of copier.		
d. Communications	8,000	
*Land line, cell phones, internet usage		
e. Rent	30,489	
*977.2 sq. ft. *\$1.30/sq.ft. * 24 months		
f. Utilities	3,622	
*Program occupies 4.2% of the bldg. with annual utility costs of \$43,125.		
g. Building M & R	5,277	
*Program occupies 4.2% of the bldg. with annual umaintenance costs of \$62,816.		
h. Client Transportaion	9,600	
Tokens - 20 bags/month\$20=\$400*24 months		
i. Client Supplies	4,500	
*Educational materials & activity supplies.		
j. Insurance	1,500	
*Professional & General, Crime, Bldg. & Boiler		
k. General Operating	2,048	
*Licensing fees, job advertising, outside printing		
Total Contactors Operating Expenses - \$ 74,872		
Total Contactors Direct Expenses	\$428,048	
l. Contractor's Indirect Expenses – 8.5%	\$36,404	
Total Contactors Expenses	\$464,452	

SFSD TRAVEL

Airfare - Wash. DC Trip - \$420/flight* 2 trips*3 people	3,642
Hotel - Wash. DC Trip - \$250/room*2 trips*3 people*3days	4,500
Per Diem - Wash. DC Trip - \$34/day* 2 trips*3 people*3 days	612

Total Travel: \$ 8,754

OTHER EXPENSES (to be sub-contracted)

A) Prisoner Legal Services: support staff to remove legal barriers to re-entry and employment such as help obtaining identification, clearing warrants: \$ 25/hr. x 6 hrs/wk x 104 wks = \$15,600

B) Development Assistance – support staff to raise funds for program sustainability: \$23/hr x 12 hrs./wk x 104 wks = \$28,704

C) Office Supplies: Paper, pens, staples, etc: \$2,009

D) Reproduction and Copies- Curricular and training material reproduction: \$1,000

E) Ongoing Client Training- in custody client education in alternative modalities for self-care and overcoming trauma: \$9,922

F) Ongoing Staff Training—ensuring staff is trained in systems funded through the grant and are in alignment with partner agencies: \$6,000

Total Other SFSD Expenses = \$ 63,235

TOTAL Federal Funds Requested = \$ 599,894

The San Francisco Sheriff's Department
 Keys to Freedom (KtF)
 BJA-2012-3153

SFSD PERSONNEL			
	FTE		Total
b. Sheriff's Principal Analyst (L. Levitas)	0.20	110,708/yr	22,142
a. Sheriff's Lieutenant (J. Ramierz)	0.20	125,9708/yr	25,194
		Total Personnel	\$ 47,336
SFSD Fringe Benefits			
a. Principal Analyst Fringe Benefits @ .25			5,536
Medicare 1.45% 321			
FICA 6.20% 1,373			
Retirement 9.49% 2,101			
Ret P/U 8% 1,741			
b. Lieutenant Fringe Benefits @ .42			10,581
SS Medicare 1.45% 365			
UI .3% 76			
PERS 22.16% 5,583			
Ret P/U 4% 1,008			
Longevity Pay 2% 504			
Health 7.38% 1,859			
Dental 1.39% 350			
Depend. Cov. 3.32% 836			
		Total SFSD Fringe	\$ 16,117
CONTRACTUAL SERVICES			
Haight Ashbury Free Clinic-Walden House Staff (HAFC-WH)			
a. Program Director	.10		14,000
b. Clincial Manager	.10		11,600
c. Case Managers	3.0		244,000
		HAFC-WH Staff Sub-Total	\$ 269,600
HAFC-WH Fringe Benefits @.31%			83,576
		HAFC-WH Fringe Sub-Total	\$ 83,576
HAFC-WH Operating Expenses			
a. Staff Travel			5,836
Airfare - Wash. DC Trip \$607/flight*2 trips*2 people	2,428		
Hotel - Wash. DC Trip \$250/room*2 trips*2 people* 3 days	3,000		
Per Diem - Wash. DC Trip -\$34/day* 2 trips * 2 people * 3 days	408		
b. Office Supplies			3,000
c. Equipment			1,000
d. Communications			8,000
e. Rent			30,489
f. Utilities			3,622
g. Building M & R			5,277
h. Client Transportaion (Tokens - 20 bags/month*\$20=\$400*24 months)			9,600

*The San Francisco Sheriff's Department
Keys to Freedom (KtF)
BJA-2012-3153*

i. Client Supplies		4,500
j. Insurance		1,500
k. General Operating		2,048
HAFC-WH Operating Expenses Sub-Total		\$ 74,872
Total Contactors Direct Expenses		\$428,048
Contactors In-Direct Expenses @ 8.5% per negotiated cost agreement (attached)		36,404
HAFC-WH TOTAL		\$464,452
D. SFSD Travel		
Airfare - Wash. DC Trip - \$420/flight* 2 trips*3 people	3,642	\$ 8,754
Hotel - Wash. DC Trip - \$250/room*2 trips*3 people*3days	4,500	
Per Diem - Wash. DC Trip - \$34/day* 2 trips*3 people*3 days	612	
SFSD Travel Total		\$ 8,754
E. Other Program Expenses (to be sub-contracted)		
Prisoner Legal Service (\$ 25/hr. x 6 hrs/wk x 104 wks)		15,600
Development Assistance (23/hr x 12 hrs./wk x 104 wks)		28,704
Office Supplies		2,000
Reproduction and Copies		1,000
Ongoing Client Training		9,922
Ongoing Staff Training		6,000
Sub-Total Other Expenses		\$ 63,235
TOTAL FEDERAL FUNDS REQUESTED		\$ 599,894



Department of Justice
Office of Justice Programs

Office of the Assistant Attorney General

Washington, D.C. 20531

August 16, 2012

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

Dear Sheriff Hennessy:

On behalf of Attorney General Eric Holder, it is my pleasure to inform you that the Office of Justice Programs has approved your application for funding under the FY 12 Second Chance Act Reentry Program for Adult Offenders with Co-Occurring Substance Abuse and Mental Health Disorders in the amount of \$599,894 for San Francisco Sheriff's Department.

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

If you have questions regarding this award, please contact:

- Program Questions, Brenda M. 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.

Congratulations, and we look forward to working with you.

Sincerely,

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

Mary Lou Leary
Acting Assistant Attorney General

Enclosures



Department of Justice
Office of Justice Programs
Office for Civil Rights

Washington, D.C. 20531

August 16, 2012

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

Dear Sheriff Hennessy:

Congratulations on your recent award. In establishing financial assistance programs, Congress linked the receipt of Federal funding to compliance with Federal civil rights laws. The Office for Civil Rights (OCR), Office of Justice Programs (OJP), U.S. Department of Justice 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/eeop.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/eeop.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/eeop.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 5

1. RECIPIENT NAME AND ADDRESS (Including Zip Code) San Francisco Sheriff's Department City Hall Room 456 1 Carlton B. Goodlett Place San Francisco, CA 94102		4. AWARD NUMBER: 2012-RW-BX-0006	
		5. PROJECT PERIOD: FROM 10/01/2012 TO 09/30/2014 BUDGET PERIOD: FROM 10/01/2012 TO 09/30/2014	
1A. GRANTEE IRS/VENDOR NO. 946000614		6. AWARD DATE 08/16/2012	7. ACTION Initial
		8. SUPPLEMENT NUMBER 00	
3. PROJECT TITLE Keys to Freedom (KIF)		9. PREVIOUS AWARD AMOUNT \$ 0	
		10. AMOUNT OF THIS AWARD \$ 599,894	
		11. TOTAL AWARD \$ 599,894	
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 FY12(BJA - Second Chance Act Treatment & Justice Collaboration) 42 USC 17521			
15. METHOD OF PAYMENT GPRS			
AGENCY APPROVAL		GRANTEE ACCEPTANCE	
16. TYPED NAME AND TITLE OF APPROVING OFFICIAL Mary Lou Leary Acting Assistant Attorney General		18. TYPED NAME AND TITLE OF AUTHORIZED GRANTEE OFFICIAL Vicki Hennessy Sheriff	
17. SIGNATURE OF APPROVING OFFICIAL <i>Mary Lou Leary</i>		19. SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL <i>Vicki J. Hennessy</i>	19A. DATE 28 Feb 2012
AGENCY USE ONLY			
20. ACCOUNTING CLASSIFICATION CODES FISCAL FUND BUD. DIV. YEAR CODE ACT. OFC. REG. SUB. POMS AMOUNT X B RW 80 00 00 599894		21. LRWUGT1307	

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 5

PROJECT NUMBER 2012-RW-BX-0006

AWARD DATE 08/16/2012

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

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.

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.

WP



Department of Justice
Office of Justice Programs
Bureau of Justice Assistance

**AWARD CONTINUATION
SHEET
Grant**

PAGE 3 OF 5

PROJECT NUMBER 2012-RW-BX-0006

AWARD DATE 08/16/2012

SPECIAL CONDITIONS

8. 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).
9. 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.
10. The recipient agrees to comply with all applicable laws, regulations, policies, and guidance (including specific cost limits, prior approval and reporting requirements, where applicable) governing the use of federal funds for expenses related to conferences, meetings, trainings, and other events, including the provision of food and/or beverages at such events, and costs of attendance at such events. Information on pertinent laws, regulations, policies, and guidance is available at www.ojp.gov/funding/confcost.htm.
11. The recipient understands and agrees that any training or training materials developed or delivered with funding provided under this award must adhere to the OJP Training Guiding Principles for Grantees and Subgrantees, available at <http://www.ojp.usdoj.gov/funding/ojptrainingguidingprinciples.htm>.
12. The recipient agrees that if it currently has an open award of federal funds or if it receives an award of federal funds other than this OJP award, and those award funds have been, are being, or are to be used, in whole or in part, for one or more of the identical cost items for which funds are being provided under this OJP award, the recipient will promptly notify, in writing, the grant manager for this OJP award, and, if so requested by OJP, seek a budget-modification or change-of-project-scope grant adjustment notice (GAN) to eliminate any inappropriate duplication of funding.
13. 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.
14. 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.
15. 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.

WHA



Department of Justice
Office of Justice Programs
Bureau of Justice Assistance

**AWARD CONTINUATION
SHEET
Grant**

PAGE 4 OF 5

PROJECT NUMBER 2012-RW-BX-0006

AWARD DATE 08/16/2012

SPECIAL CONDITIONS

16. 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.
17. 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.
18. 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.
19. 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.
20. 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.
21. Recipient understands and agrees that it must submit quarterly Federal Financial Reports (SF-425) and semi-annual performance reports through GMS (<https://grants.ojp.usdoj.gov>), and that it must submit quarterly performance metrics reports through BJA's Performance Measurement Tool (PMT) website (www.bjaperformancetools.org). For more detailed information on reporting and other requirements, refer to BJA's website. Failure to submit required reports by established deadlines may result in the freezing of grant funds and High Risk designation.
22. 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 operate in his or her name).
23. 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.

VJK



Department of Justice
Office of Justice Programs
Bureau of Justice Assistance

**AWARD CONTINUATION
SHEET
Grant**

PAGE 5 OF 5

PROJECT NUMBER 2012-RW-BX-0006

AWARD DATE 08/16/2012

SPECIAL CONDITIONS

24. 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.

25. 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.

(Handwritten initials)



Department of Justice
Office of Justice Programs
Bureau of Justice Assistance

Washington, D.C. 20531

Memorandum To: Official Grant File

From: Orbin Terry, NEPA Coordinator

Subject: Categorical Exclusion for San Francisco Sheriff's Department

Awards under this program will be used to develop substance abuse and family treatment programs. None of the following activities will be conducted whether under the Office of Justice Programs federal action or a related third party action:

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

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



Department of Justice
Office of Justice Programs
Bureau of Justice Assistance

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

Grant

PROJECT NUMBER
2012-RW-BX-0006

PAGE 1 OF 1

This project is supported under FY12(BJA - Second Chance Act Treatment & Justice Collaboration) 42 USC 17521

1. STAFF CONTACT (Name & telephone number)

Brenda M. Worthington
(202) 305-7844

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

Leslie Levitas
Principal Administrative Analyst
City Hall Room 456
1 Carlton B. Goodlett Place
San Francisco, CA 94102
(415) 575-4366

3a. TITLE OF THE PROGRAM

BJA FY 12 Second Chance Act Reentry Program for Adult Offenders with Co-Occurring Substance Abuse and Mental Health Disorders

3b. POMS CODE (SEE INSTRUCTIONS
ON REVERSE)

4. TITLE OF PROJECT

Keys to Freedom (KtF)

5. NAME & ADDRESS OF GRANTEE

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

6. NAME & ADDRESS OF SUBGRANTEE

7. PROGRAM PERIOD

FROM: 10/01/2012 TO: 09/30/2014

8. BUDGET PERIOD

FROM: 10/01/2012 TO: 09/30/2014

9. AMOUNT OF AWARD

\$ 599,894

10. DATE OF AWARD

08/16/2012

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 provides a comprehensive response to the increasing number of people who are released from prison and jail and returning to communities, including resources to address the myriad needs of these offenders to achieve a successful return to their communities. Section 201 of the Second Chance Act authorizes federal awards to states, units of local government, and Indian tribes to improve the provision of treatment to adult offenders in prisons and jails during the period of incarceration and through the completion of parole or other court supervision after release into the community.

The goal of Section 201 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 co-occurring substance abuse and mental health disorders with appropriate evidence-based services, including addressing individual criminogenic needs based on a reentry plan that relies on a risk and needs assessment that reflects the risk of recidivism for that offender.

The grantee will utilize FY 2012 Second Chance Act funds to implement the Keys to Freedom project that will target incarcerated medium- to high-risk women and transgender women by providing a range of services that address co-occurring disorders and reentry needs.

CA/NCF



Department of Justice

Office of Justice Programs

Office of the Assistant Attorney General

Washington, D.C. 20531

August 16, 2012

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

Dear Sheriff Hennessy:

On behalf of Attorney General Eric Holder, it is my pleasure to inform you that the Office of Justice Programs has approved your application for funding under the FY 12 Second Chance Act Reentry Program for Adult Offenders with Co-Occurring Substance Abuse and Mental Health Disorders in the amount of \$599,894 for San Francisco Sheriff's Department.

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

If you have questions regarding this award, please contact:

- Program Questions, Brenda M. 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.

Congratulations, and we look forward to working with you.

Sincerely,

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

Mary Lou Leary
Acting Assistant Attorney General

Enclosures



Department of Justice
Office of Justice Programs
Office for Civil Rights

Washington, D.C. 20531

August 16, 2012

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

Dear Sheriff Hennessy:

Congratulations on your recent award. In establishing financial assistance programs, Congress linked the receipt of Federal funding to compliance with Federal civil rights laws. The Office for Civil Rights (OCR), Office of Justice Programs (OJP), U.S. Department of Justice 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 (EEOP), 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 EEOP 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 EEOP 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 EEOP and submit it to OCR for review **within 60 days from the date of this letter**. For assistance in developing an EEOP, please consult OCR's website at <http://www.ojp.usdoj.gov/ocr/eeop.htm>. You may also request technical assistance from an EEOP 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 EEOP, but it does not have to submit the EEOP to OCR for review. Instead, your organization has to maintain the EEOP 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/eeop.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 EEOP 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/eeop.htm>.

2) Submitting Findings of Discrimination

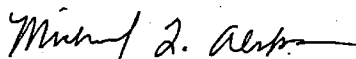
In the event a Federal or State court or Federal or State administrative agency makes an adverse finding of discrimination against your organization after a due process hearing, on the ground of race, color, religion, national origin, or sex, your organization must submit a copy of the finding to OCR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

Introduction Form

By a Member of the Board of Supervisors or the Mayor

RECEIVED
BOARD OF SUPERVISORS
SAN FRANCISCO
Time stamp
2013 FEB 27 1:22

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

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

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

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

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

Sponsor(s):

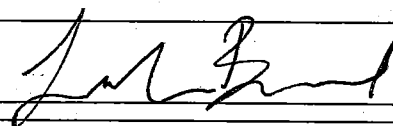
Breed

Subject:

Resolution--Accept-Expend Grant - Keys to Freedom Program - \$599,894

The text is listed below or attached:

Resolution authorizing the Sheriff's Department to accept and expend \$599,894 in funds from the U.S. Department of Justice, Office of Justice Programs, through the Second Chance Act Reentry Program for adult offenders with co-occurring substance abuse and mental health disorders. The Keys to Freedom Program will strive to increase public safety, and reduce recidivism among incarcerated and recently released women and transgendered adults in the City and County of San Francisco, and waiving any indirect costs.

Signature of Sponsoring Supervisor: 

For Clerk's Use Only:

130175

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

City Elective Officer Information (Please print clearly.)	
Name of City elective officer(s): Members, Board of Supervisors	City elective office(s) held: Members, Board of Supervisors
Contractor Information (Please print clearly.)	
Name of contractor: Health Right 360	
Please list the names of (1) members of the contractor's board of directors; (2) the contractor's chief executive officer, chief financial officer and chief operating officer; (3) any person who has an ownership of 20 percent or more in the contractor; (4) any subcontractor listed in the bid or contract; and (5) any political committee sponsored or controlled by the contractor. Use additional pages as necessary. (1) Hon. Harlan Grossman (Ret., Chair), Victor Ortiz (Vice Chair), Harold Lowe (Interim Secretary), Stephen Bach, Deborah Broyles, Marilyn Cabak, Hon. Ellen Chaitin, Tom Christian, Richard Coffey, Mindy Craig, Eric Flowers, Graham Gunst, Kathryn Holmes, Jennifer Ilenstine, Jack Kahler, Ronetta Morgan, Peter Sullivan, Jeanne Woodford (2) CEO is Vitka Eisen, MSW, Ed.D, CFO is David Crawford, CIO is Jegan Anandasakaran (3) N/A (4) Community Works West (5) N/A	
Contractor address: 1735 Mission Street, San Francisco, CA 94103	
Date that contract was approved:	Amount of contracts: \$464,452
Describe the nature of the contract that was approved: The purpose of the grant is to increase public safety and to reduce recidivism by providing mental health, substance abuse and related services to incarcerated women and transgenders within the City and County of San Francisco. The contract establishes HR360 as a collaborative agency to provide Mental Health and Case Management services to the Transgender population with co-occurring mental health needs in San Francisco County Jails.	
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

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

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

Date Signed

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

Date Signed

