

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

**Grant Information Form**  
(Effective March 2005)

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

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

1. Grant Title: BJA Encouraging Innovation Grant

2. Department: San Francisco Public Defender's Office

3. Contact Person: Simin Shamji O'Brien Telephone: 415-553-9316

4. Grant Approval Status (check one):

Approved by funding agency

Not yet approved

5. Amount of Grant Funding Approved or Applied for: \$ 395,231

6a. Matching Funds Required: No

b. Source(s) of matching funds (if applicable):

7a. Grant Source Agency: US Department of Justice, Bureau of Justice Assistance

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

8. Proposed Grant Project Summary: The San Francisco Public Defender, in partnership with the Center for Court Innovation, will create the first-ever local and nationally-applicable checklist system for public defenders and indigent defense attorneys. The goal is to efficiently and substantively improve the effectiveness of indigent defense providers and thereby enhance the delivery of justice to low-income clients. The checklist system will be adaptable by Public Defender offices and bar associations overseeing private court-appointed attorneys. It will set a series of benchmarks detailing what is minimally required on an annual basis and provide resources so that each jurisdiction could ensure its attorneys are able to competently represent their clients, while avoiding costly errors.

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

Start-Date: October 1, 2013

End-Date: September 30, 2016

10a. Amount budgeted for contractual services: 156,000

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

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

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

11a. 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? The indirect costs will include average overhead costs.

12. Any other significant grant requirements or comments:

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

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

Existing Site(s)

Existing Structure(s)

Existing Program(s) or Service(s)

Rehabilitated Site(s)

Rehabilitated Structure(s)

New Program(s) or Service(s)

New Site(s)

New Structure(s)

14. 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:

Angela Auyong

(Name)

Date Reviewed: December 13, 2013

Department Approval:

Jeff Adachi

(Name)

Public Defender

(Title)

(Signature)