

File No. 180868

Committee Item No. 5

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

### COMMITTEE/BOARD OF SUPERVISORS

#### AGENDA PACKET CONTENTS LIST

Committee: Budget & Finance Committee

Date September 20, 2018

Board of Supervisors Meeting

Date \_\_\_\_\_

#### Cmte Board

- |                                     |                          |  |
|-------------------------------------|--------------------------|--|
| <input type="checkbox"/>            | <input type="checkbox"/> | Motion                                       |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Resolution                                   |
| <input 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"/> | Youth Commission Report                      |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Introduction Form                            |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Department/Agency Cover Letter and/or Report |
| <input type="checkbox"/>            | <input type="checkbox"/> | MOU  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Grant Information Form                       |
| <input type="checkbox"/>            | <input type="checkbox"/> | Grant Budget                                 |
| <input type="checkbox"/>            | <input type="checkbox"/> | Subcontract Budget                           |
| <input type="checkbox"/>            | <input type="checkbox"/> | Contract/Agreement                           |
| <input type="checkbox"/>            | <input type="checkbox"/> | Form 126 – Ethics Commission                 |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Award Letter                                 |
| <input 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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<input type="checkbox"/>	<input type="checkbox"/>	_____

Completed by: Linda Wong

Date September 14, 2018

Completed by: Linda Wong

Date \_\_\_\_\_

1 [Accept and Expend In-Kind Gift - Technical Assistance - Office of the District Attorney -  
2 \$150,000]

3 **Resolution retroactively authorizing the Office of the District Attorney to accept and**  
4 **expend an in-kind gift estimated at \$150,000 from Code for America (CFA) to pilot a**  
5 **new approach to automate criminal record expungement for eligible convictions under**  
6 **Proposition 64, from May 7, 2018, through July 31, 2018..**

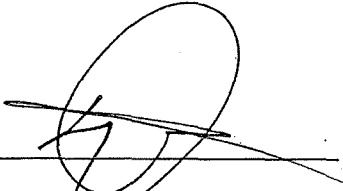
7  
8 WHEREAS, The San Francisco District Attorney's Office is committed to undoing the  
9 damage caused by the War on Drugs, particularly to communities of color; and has the power  
10 to review, recall, resentence, and/or dismiss and seal eligible marijuana convictions pursuant  
11 to Proposition 64, which passed with 75% of the vote in San Francisco; and is committed to  
12 using technology to advance fairness and efficiency in the criminal justice system; and

13 WHEREAS, Code for America (CFA) uses the principles and practices of the digital  
14 age to improve how government serves the American public, and how the public improves  
15 government; and is a non-profit organization as defined by IRS Code, Section 501(c)(3),  
16 concerned with the quality of justice; and is desirous of providing a means for clearing the  
17 conviction records of individuals whose formerly unlawful acts were committed prior to the  
18 passage of Proposition 64, legalizing the personal use of marijuana; and CFA's Clear My  
19 Record program seeks to automatically clear all eligible criminal records, thereby supporting  
20 re-entry and decriminalization efforts across the U.S. by removing barriers to employment,  
21 housing, health, and education; and


22 WHEREAS Code for America has proposed to provide in-kind programming assistance  
23 to develop technology to automate criminal record expungement valued at \$150,000; now,  
24 therefore, be it

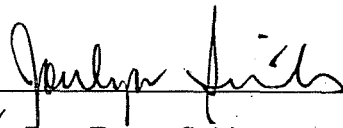
1 RESOLVED, That the Board of Supervisors approves the in-kind gift estimated at  
2 \$150,000 and authorizes the Office of the District Attorney to accept the technical assistance  
3 from Code for America.

4  
5 Recommended:

6  
7   
8

9 Eugene Glendinen  
10 Chief Administrative & Financial Officer  
11 for George Gascón  
12 District Attorney

Approved:   
for London N. Breed  
Mayor

Approved:   
for Ben Rosenfield  
Controller

File Number: 180868  
(Provided by Clerk of Board of Supervisors)

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

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: **In-kind support for prosecution study**
2. Department: **Office of the District Attorney**
3. Contact Person: **Maria McKee** Telephone: **415-553-1189**
4. Grant Approval Status (check one):  
 Approved by funding agency       Not yet approved
5. Amount of Grant Funding Approved or Applied for: **\$150,000 (in-kind support)**
6. a. Matching Funds Required: **n/a**  
b. Source(s) of matching funds (if applicable): **n/a**
7. a. Grant Source Agency: **Code for America**  
b. Grant Pass-Through Agency (if applicable):
8. Proposed Grant Project Summary: **To pilot a new approach to automatic criminal record expungement for eligible convictions under Proposition 64.**
9. Grant Project Schedule, as allowed in approval documents, or as proposed:  
Start-Date: **5/7/2018**      End-Date: **7/31/2018**
10. a. Amount budgeted for contractual services: **n/a**  
b. Will contractual services be put out to bid? **n/a**  
c. If so, will contract services help to further the goals of the Department's Local Business Enterprise (LBE) requirements? **n/a**  
d. Is this likely to be a one-time or ongoing request for contracting out? **n/a**
11. a. Does the budget include indirect costs?  
 Yes       No  
b. 1. If yes, how much? **n/a**  
b. 2. How was the amount calculated? **n/a**  
c. 1. If no, why are indirect costs not included? **n/a**  
 Not allowed by granting agency       To maximize use of grant funds on direct services  
 Other (please explain): **This is an in-kind support.**  
c. 2. If no indirect costs are included, what would have been the indirect costs? **If calculated at 10% of the estimated in-kind gift amount, the indirect cost for this program would have been \$15,000.**
12. Any other significant grant requirements or comments: **None**

**\*\*Disability Access Checklist\*\* (Department must forward a copy of all completed Grant Information Forms to the Mayor's Office of Disability)**

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

- |  |   |   |
|--|---|---|
| <input checked="" type="checkbox"/> Existing Site(s) | <input 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)           |   |

14. The Departmental ADA Coordinator or the Mayor's Office on Disability have reviewed the proposal and concluded that the project as proposed will be in compliance with the Americans with Disabilities Act and all other Federal, State and local disability rights laws and regulations and will allow the full inclusion of persons with disabilities. These requirements include, but are not limited to:

1. Having staff trained in how to provide reasonable modifications in policies, practices and procedures;
2. Having auxiliary aids and services available in a timely manner in order to ensure communication access;
3. Ensuring that any service areas and related facilities open to the public are architecturally accessible and have been inspected and approved by the DPW Access Compliance Officer or the Mayor's Office on Disability Compliance Officers.

If such access would be technically infeasible, this is described in the comments section below:

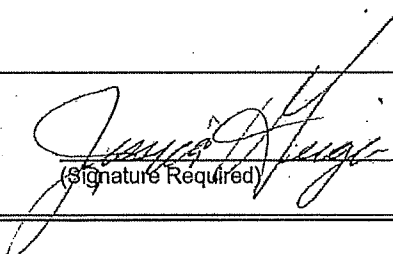
Comments:

Departmental ADA Coordinator or Mayor's Office of Disability Reviewer:

Jessica Geiger  
(Name)

Finance Division Analyst  
(Title)

Date Reviewed: 5/21/18

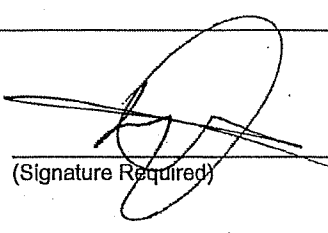
  
(Signature Required)

Department Head or Designee Approval of Grant Information Form:

Eugene Clendinen  
(Name)

Chief Administrative & Financial Officer  
(Title)

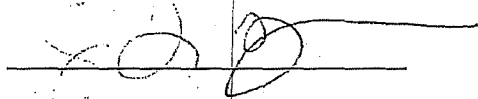
Date Reviewed: 5/21/18

  
(Signature Required)

**CODE** *for*  
AMERICA

**TO:** The San Francisco District Attorney's Office  
**FROM:** Code for America labs, Inc.  
**DATE:** April 30, 2018  
**RE:** Gift - Automatic Criminal Record Clearance: Piloting a new approach under Prop. 64

Code for America (CFA) is excited to provide its in-kind support to the San Francisco District Attorney's Office to pilot a new approach to criminal record expungement for eligible convictions under Proposition 64. We anticipate that the pilot will run for around three months, beginning in mid-April 2018. This in-kind support is valued at \$150,000.



Sara T. Mayer, Chief Program Officer  
Code for America Labs, Inc.

**TO:** Angela Calvillo, Clerk of the Board of Supervisors  
**FROM:** Lorna Garrido, Grants and Contracts Manager  
**DATE:** May 23, 2018  
**SUBJECT:** Accept and Expend Resolution for In-kind Gift  
**GIFT TITLE:** In-kind Support for Automated Criminal Record Expungement

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Attached please find the original\* and 1 copy of each of the following:

Proposed gift resolution; original\* signed by Department, Mayor, Controller

Grant information form, including disability checklist

Grant budget – This in-kind gift does not have a budget portion

Grant application

Gift award letter from funding agency

Ethics Form 126 (if applicable)

Contracts, Leases/Agreements (if applicable)

Other (Explain):

**Special Timeline Requirements:**

Please schedule at the earliest available date.

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

Name: Lorna Garrido

Phone: (415) 553-9258

Interoffice Mail Address: DAT, 850 Bryant Street, Room 322

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).

# Introduction Form

By a Member of the Board of Supervisors or Mayor

RECEIVED  
BOARD OF SUPERVISORS  
SAN FRANCISCO

2018 SEP -4 PM 1:34  
Time stamp  
or meeting date  
BY 

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

- 1. For reference to Committee. (An Ordinance, Resolution, Motion or Charter Amendment).
- 2. Request for next printed agenda Without Reference to Committee.
- 3. Request for hearing on a subject matter at Committee.
- 4. Request for letter beginning : "Supervisor  inquiries"
- 5. City Attorney Request.
- 6. Call File No.  from Committee.
- 7. Budget Analyst request (attached written motion).
- 8. Substitute Legislation File No.
- 9. Reactivate File No.
- 10. Topic 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 the Imperative Form.**

Sponsor(s):

Subject:

The text is listed:

Signature of Sponsoring Supervisor:

For Clerk's Use Only