



GOVERNOR'S OFFICE OF BUSINESS AND ECONOMIC DEVELOPMENT

STATE OF CALIFORNIA • OFFICE OF GOVERNOR GAVIN NEWSOM

CALIFORNIA COMMUNITY REINVESTMENT GRANTS PROGRAM

GRANT AGREEMENT

This California Community Reinvestment Grants Program Grant Agreement (“Agreement”) is by and between San Francisco Public Health Foundation (“Grantee”), San Francisco Department of Public Health (“Subgrantee”), and the California Governor’s Office of Business and Economic Development (“GO-Biz”), hereinafter jointly referred to as the “Parties” or individually as the “Party.” Grantee is the fiscal sponsor of Transitions Clinic Network. Grantee and Subgrantee hereinafter shall collectively be referred to as “Collaborative Partners.” Unless otherwise specified in this Agreement, all definitions, rules, guidelines, and requirements specified in the California Community Reinvestment Grants Program Fiscal Year 2018-19 Grant Solicitation (“Grant Solicitation”) issued on April 22, 2019, shall apply to this Agreement. The identification number for this Agreement is **CalCRG-2019-414**.

In consideration of the mutual covenants and promises in this Agreement, the Parties agree as follows:

1. **Authority.** This Agreement is authorized and entered into pursuant to California Revenue and Taxation Code section 34019(d), in which GO-Biz is authorized to provide grants to Local Health Departments and Community-based Nonprofit Organizations to support job placement, mental health treatment, substance use disorder treatment, system navigation services, legal services to address barriers to reentry, and linkages to medical care for communities disproportionately impacted by past federal and state drug policies.
2. **Grant Term.** The performance period of this Agreement shall be from October 1, 2019, through September 30, 2021. Any costs incurred prior to or after the grant term are ineligible for reimbursement.
3. **Grant Award.** Conditioned upon the requirements set forth in this Agreement, GO-Biz shall provide Grantee a grant award for the term of this Agreement of up to a maximum of six hundred fifty thousand dollars (\$650,000.00). In no event shall GO-Biz be obligated to pay any amount in excess of the maximum grant award. Collaborative Partners waives any and all claims against GO-Biz and the State of California for any costs that exceed the maximum grant award.
4. **Grant Scope/Description.** Grantee is a Community-based Nonprofit Organization serving as the fiscal sponsor of Transitions Clinic Network, whose mission is to improve the health and well-being for individuals with chronic conditions returning from prison and to provide careers for people with histories of incarceration as community health workers in the healthcare sector. Subgrantee is a Local Health Department whose mission is to protect and promote the health of all San Franciscans. In consideration for the grant award and in accordance with Exhibit A (“Budget”), Exhibit B (“Work Plan”), and the Grant Solicitation, Collaborative Partners agrees to provide mental health treatment, substance use disorder treatment, system navigation services, and linkages to medical care in San Francisco County, California.
5. **Eligible Costs.** Costs eligible for reimbursement must be necessary and reasonable for proper and efficient administration of the commitments contemplated in this Agreement, and be in accordance with the Work Plan, Budget, and Grant Solicitation. Only cost items identified in the Budget will be reimbursed. Unless otherwise approved by GO-Biz in writing prior to incurring the expense, reimbursement for travel, including mileage, and per diem expenses shall be at the rates established by the California Department of Human Resources and available on its website at www.calhr.ca.gov. No travel outside of the State of California shall be reimbursed.

without prior written approval from GO-Biz. All ineligible costs identified in the Grant Solicitation shall apply to this Agreement.

- 6. Subcontractors.** No amount of the grant award may be used to subcontract any of the commitments contemplated in this Agreement to another entity or person, unless such amount is specifically identified as a subcontracted expense in the Budget.
- 7. Equipment.** Equipment identified in the Budget may only be used for the purposes for which GO-Biz approved its acquisition, without regard to the grant term. Equipment purchased with, either in whole or in part, the grant award within five (5) years after its purchase, may not be disposed of unless approved in writing by GO-Biz. For equipment with a fair market value of five thousand dollars (\$5,000.00) or greater at the time of disposition, the time period in the prior sentence shall be increased to ten (10) years.
- 8. Invoicing and Payments.** Collaborative Partners agrees that all invoices shall be submitted to GO-Biz by Grantee, and all payments will be issued to Grantee. It is Grantee's responsibility to disburse funds to Subgrantee in accordance with the Budget. Grantee shall submit invoices to GO-Biz for reimbursement of eligible costs in accordance with the Budget no more than once per month, with the first such invoice occurring no earlier than November 1, 2019. Invoices shall be submitted to GO-Biz via the online California Community Reinvestment Grants Program portal located at www.CalCRG.business.ca.gov. Supporting documentation must be submitted with each invoice to verify Collaborative Partners' expenditures. Supporting documentation includes, but is not limited to, payroll records, receipts, mileage logs to document miles traveled, and/or other documents that identify the payee, amount, and proof of payment/electronic funds transferred to substantiate the request for reimbursement. GO-Biz will pay properly submitted, undisputed invoices in accordance with, and within the time specified in, Chapter 4.5 of the Government Code, commencing with Section 927.
- 9. Funding Contingency Clause.** The funding for this Agreement is allocated pursuant to California Revenue and Taxation Code section 34019(d). Collaborative Partners agrees that GO-Biz's obligation to pay any sum under this Agreement is contingent upon availability of funds disbursed from the California Cannabis Tax Fund to GO-Biz. If there is insufficient funding, GO-Biz shall have the option to either: 1) terminate this Agreement, whereby no party shall have any further obligations or liabilities under this Agreement, or 2) negotiate an Agreement amendment with Collaborative Partners to reduce the grant award and scope of services to be provided under this Agreement.
- 10. Reporting Requirements.** Collaborative Partners agrees that all required reports shall be submitted to GO-Biz by Grantee. Grantee shall submit quarterly performance reports to GO-Biz to document the progress in achieving the commitments contemplated in this Agreement and in accordance with the Work Plan. Grantee shall also submit a final performance report after the end of the grant term. Grantee shall use the quarterly performance report template and the final performance report template available at www.business.ca.gov/CalCRG. Each quarterly report and the final report shall be due in accordance with the chart below notwithstanding whether or not the commitments contemplated in this Agreement have been completed before the end of the grant term.

Period	Report Due Date
October – December 2019	January 31, 2020
January – March 2020	April 30, 2020
April – June 2020	July 31, 2020
July – September 2020	October 31, 2020
October – December 2020	January 31, 2021
January – March 2021	April 30, 2021

April – June 2021	July 31, 2021
July – September 2021	October 31, 2021
Final Report	November 30, 2021

- 11. Records Retention.** Collaborative Partners agrees to maintain and preserve all records relative to this Agreement for three (3) years after the end of the grant term.
- 12. Audit.** The books, accounts, files, and other records of Collaborative Partners which are applicable to this Agreement shall be made available for inspection, review, and audit during normal business hours by GO-Biz and its representatives to verify proper use of the grant award in accordance with the Grant Solicitation, this Agreement, the Work plan, and the Budget.
- 13. Termination of Agreement.** This Agreement may be terminated by GO-Biz upon action, or inaction by Collaborative Partners that constitutes a material breach of this Agreement. A material breach includes, but is not limited to, substantial alteration of the Work Plan, refusal or inability to complete the commitments contemplated in this Agreement, and failure to timely complete and submit the reports required under this Agreement. GO-Biz will notify Grantee in writing if it intends to terminate the Agreement pursuant to this section and provide Grantee an opportunity to cure the breach within thirty (30) calendar days.
- 14. Assignment.** This Agreement is not assignable by Collaborative Partners, either in whole or in part, without the consent of GO-Biz in the form of a written amendment.
- 15. Amendment.** This Agreement may be amended or modified only in writing signed by all parties.
- 16. Collaborative Partners – Representations and Warranties.** Collaborative Partners represents and warrants that:
- It is validly existing and in good standing under the laws of the State of California, has, or will have the requisite power, authority, licenses, permits, and the like necessary to carry on its business as it is now being conducted and as contemplated in this Agreement, and will, at all times, lawfully conduct its business in compliance with all applicable federal, state, and local laws, regulations, and rules.
 - It is not a party to any agreement, written or oral, creating obligations that would prevent it from entering into this Agreement or satisfying the terms herein.
 - If a Community-based Nonprofit Organization, it will maintain its “Active” status with the California Secretary of State, maintain its “Current” status with the California Attorney General’s Registry of Charitable Trusts, and maintain its federal and state of California tax-exempt status.
 - All of the information in its grant application and all materials submitted to GO-Biz are true and accurate.
- 17. Nondiscrimination.** Collaborative Partners shall comply with all applicable federal and state laws and statutes related to nondiscrimination, including, but not limited to, race, color, national origin, gender, handicap or disability, sexual preference, drug addiction, and alcoholism.
- 18. Union Activities.** Collaborative Partners acknowledges that Government Code Section 16645.2 applies to this Agreement. Pursuant to Government Code Section 16645.2, Collaborative Partners certifies that none of the grant award will be used to assist, promote, or deter union organizing. If Collaborative Partners makes expenditures to assist, promote, or deter union organizing, it shall maintain records sufficient to show that no portion of the grant award was used for those expenditures. Collaborative Partners shall provide those records to the Attorney General upon request.
- 19. Media Release.** Collaborative Partners may elect to issue a press release related to this Agreement, but any release shall be approved by GO-Biz in writing prior to such release. Such approval shall not be unreasonably withheld.

- 20. Indemnification/Warranty and Disclaimer/Limitation of Liability.** Collaborative Partners shall defend, indemnify, and hold GO-Biz and its agents or assigns, harmless from and against all claims, damages, and liabilities (including reasonable attorneys' fees) arising from this Agreement due to Collaborative Partners' breach of this Agreement, or the result of Collaborative Partners' negligence or willful misconduct. UNDER NO CIRCUMSTANCES WILL THE STATE OF CALIFORNIA, GO-BIZ, ITS AGENTS OR EMPLOYEES, BE LIABLE TO COLLABORATIVE PARTNERS FOR ANY DIRECT, INDIRECT, INCIDENTAL, SPECIAL OR CONSEQUENTIAL DAMAGES THAT ARISE FROM THIS AGREEMENT.
- 21. Force Majeure.** If by reason of force majeure the performance of the commitments contemplated in this Agreement is delayed or prevented, then the performance may be extended for the amount of time of such delay or prevention. The term "force majeure" shall mean any fire, flood, earthquake, or public disaster, strike, labor dispute or unrest, embargo, riot, war, insurrection or civil unrest, any act of God, any act of legally constituted authority, or any other cause beyond Collaborative Partners' control which would excuse Collaborative Partners' performance as a matter of law.
- 22. Notice of Force Majeure.** Grantee agrees to provide GO-Biz written notice of an event of force majeure under this Agreement within ten (10) days of the commencement of such event and within ten (10) days after the termination of such event, unless the force majeure prohibits Grantee from reasonably giving notice within this period. Grantee will give such notice at the earliest possible time following the event of force majeure.
- 23. Integration.** This Agreement (including the exhibits hereto and any written amendments hereof executed by the Parties) constitutes the entire Agreement between the Parties related to this grant award and supersedes all prior agreements and understandings, oral and written, between the Parties with respect to the grant award described herein.
- 24. Notice.** Within thirty calendar (30) days of the effective date of this Agreement, Grantee shall notify GO-Biz, in writing, of the name, address, phone number, and email of its contact person for future communication relating to this Agreement. In addition, Grantee agrees to immediately inform GO-Biz of any changes to the name, address, phone number, and email of its contact person. Unless otherwise specified in this Agreement, any notice required or permitted to be given under this Agreement to GO-Biz shall be emailed to CalCRG@gobiz.ca.gov.
- 25. Ambiguities.** Each Party has had the opportunity to seek the advice of counsel or has refused to seek the advice of counsel. Each Party and its counsel, if appropriate, have participated fully in the negotiation, drafting, review, and revision of this Agreement. Any rule of construction to the effect that ambiguities are to be resolved against the drafting Party shall not apply in interpreting this Agreement. The language in this Agreement shall be interpreted as to its fair meaning and not strictly for or against any Party.
- 26. Necessary Acts, Further Assurances.** The Parties shall at their own cost and expense execute and deliver any further documents and shall take such other actions as may be reasonably required or appropriate to carry out the intent and purposes of this Agreement.
- 27. Sections and Other Headings.** The section and other headings contained in this Agreement are for reference purposes only and shall not affect the meaning or interpretation of this Agreement.
- 28. Attorneys' Fees.** In the event of any litigation between the parties concerning the terms and provisions of this Agreement, the party prevailing in such dispute shall be entitled to collect from the other party all costs incurred in such dispute, including reasonable attorneys' fees.
- 29. Representation on Authority of Parties/Signatories.** Each person signing this Agreement represents and warrants that he or she is duly authorized and has legal capacity to execute and deliver this Agreement. Each

Party represents and warrants to the other that the execution and delivery of this Agreement and the performance of such Party's obligations hereunder have been duly authorized and that this Agreement is a valid and legal agreement binding on such Party and enforceable in accordance with its terms.

30. Severability. If any portion of this Agreement is to any extent invalid, illegal, or incapable of being enforced, such portion shall be excluded to the extent of such invalidity, illegality, or unenforceability; all other terms hereof shall remain in full force and effect.

31. Governing Law and Consent to Jurisdiction. This Agreement will be governed, construed, and enforced according to the laws of the State of California without regard to its conflict of laws rules. Each party hereby irrevocably consents to the exclusive jurisdiction and venue of any state court located within Sacramento County, State of California in connection with any matter arising out of this Agreement or the transactions contemplated under this Agreement.

Remainder of the page is intentionally left blank. Signature page immediately follows.

Governor's Office of Business and Economic Development

By:

Name: Will Koch

Title: Deputy Director

Date:

Grantee

San Francisco Public Health Foundation

By:

Name: Penny Eardley

Title: Executive Director, San Francisco Public Health Foundation

Date:

Subgrantee

San Francisco Department of Public Health

By:

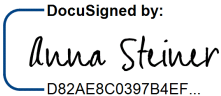
Name: Grant Colfax, MD

Title: Director of Health, San Francisco Department of Public Health

Date:

Fiscally Sponsored Organization

Transitions Clinic Network

By: 
 DocuSigned by:
D82AE8C0397B4EF...

Name: Anna Steiner

Title:

Date: September 10, 2019 | 08:35 PDT

**Exhibit A
Budget**

Direct Costs			
DESCRIPTION	GRANTEE	SUBGRANTEE	TOTAL
Personnel Classifications	\$ 158,964.00	\$ 289,210.50	\$ 448,174.50
Employee Training	\$ -	\$ 1,389.50	\$ 1,389.50
Equipment & Materials	\$ 3,731.00	\$ -	\$ 3,731.00
Other Direct Costs not Identified Above	\$ 107,200.00	\$ -	\$ 107,200.00
Direct Costs Total	\$ 269,895.00	\$ 290,600.00	\$ 560,495.00
Indirect Costs			
(May not exceed 17% of total funding)			
Indirect Costs Total	\$ 30,105.00	\$ 59,400.00	\$ 89,505.00
Indirect Cost as % of Grand Total	10.04%	16.97%	13.77%
GRAND TOTAL	\$ 300,000.00	\$ 350,000.00	\$ 650,000.00

Exhibit A Budget (Continued)

GRANTEE'S NAME:	San Francisco Public Health Foundation			
Total Grant Amount Requested	\$650,000			
Amount Allocated to Grantee	\$300,000			
Direct Costs				
DESCRIPTION	Item Details			TOTAL
Personnel Classifications	Annual Wage	Annual Benefits	% of Time Classification will be Used	No. of Months Classification will be Used
Lead Community Health Worker	\$ 65,000.00	\$ 20,800.00	25%	24
Program Manager	\$ 80,000.00	\$ 35,200.00	20%	24
Program Assistant	\$ 60,000.00	\$ 19,200.00	25%	24
Executive Director	\$ 211,000.00	\$ 92,840.00	5%	24
				\$ -
				\$ -
				\$ -
Personnel Classifications Subtotal				\$ 158,964.00
Employee Training (Training Title)	Number of Hours	Cost per Employee	Number of Employees that will Receive Training	
				\$ -
Employee Training Subtotal				\$ -
Equipment & Materials	Number of Items	Cost per Item	Purchase/Lease	Useful Life of Item
Laptop computer & software	1	\$ 2,000.00	Purchase	More than two years
Mi-Fi Hotspot	1	\$ 171.00	Purchase	More than two years
Mi Fi data plan, 2 years	1	\$ 1,200.00	Purchase	More than a year
Wellness support group lead manuals	2	\$ 80.00	Purchase	More than a year
Supplies for technology coach and peer groups (pens, notebooks, markers)	2	\$ 100.00	Purchase	More than a year
Equipment and Materials Subtotal				\$ 3,731.00
Other Direct Costs not Identified Above	Cost per Unit		Number of Units	
Food for wellness support groups/CAB meetings	\$ 75.00		56	\$ 4,200.00
Support group facilitator consultant (Subcontracted)	\$ 15,000.00		1	\$ 15,000.00
Work clothing voucher	\$ 200.00		200	\$ 40,000.00
Transportation vouchers (prepaid Clipper cards)	\$ 100.00		200	\$ 20,000.00
Technology coach consultant (Subcontracted)	\$ 20,000.00		1	\$ 20,000.00
Stipends for client advisory board participants	\$ 400.00		20	\$ 8,000.00
Other Direct Costs Subtotal				\$ 107,200.00
Indirect Costs				
(May not exceed 17% of total funding)				
Indirect Costs				\$ 30,105.00
Direct Costs Total				\$ 269,895.00
Indirect Costs as Percentage of Amount Requested				10.04%
GRAND TOTAL				\$ 300,000.00

Exhibit A Budget (Continued)

SUBGRANTEE'S NAME:		San Francisco Public Health Department			
Amount Allocated to Subgrantee		\$350,000			
Direct Costs					
DESCRIPTION		Item Details			TOTAL
Personnel Classifications		Annual Wage	Annual Benefits	% of Time Classification will be Used	No. of Months Classification will be Used
Licensed Clinical Social Worker		\$ 107,115.00	\$ 37,490.25	100%	24
					\$ -
Personnel Classifications Subtotal					\$ 289,210.50
Employee Training (Training Title)		Number of Hours	Cost per Employee	Number of Employees that will Receive Training	
EMDR (Eye Movement Desensitization and Reprocessing) Training		24	\$ 1,389.50	1	
Employee Training Subtotal					\$ 1,389.50
Equipment & Materials		Number of Items	Cost per Item	Purchase/Lease	Useful Life of Item
					\$ -
Equipment and Materials Subtotal					\$ -
Other Direct Costs not Identified Above		Cost per Unit		Number of Units	
Other Direct Costs Subtotal					\$ -
Indirect Costs					
(May not exceed 17% of total funding)					
Indirect Costs					\$ 59,400.00
Direct Costs Total					\$ 290,600.00
Indirect Costs as Percentage of Amount Requested					16.97%
GRAND TOTAL					\$ 350,000.00

Exhibit B Work Plan

California Community Reinvestment Grants (CalCRG) Program Work Plan

Grant Term: October 1, 2019 – September 30, 2021¹.

Applicant Name: San Francisco Public Health Foundation – Transitions Clinic Network, SF Department of Public Health

Categories: MHT; SUD; LMC; SNS

Activity		Service Category ²	Expected Output(s)	Expected Outcome(s)	Evidence of Completion	Start Date (Month/Year)	Expected Completion Date (Month/Year)
1.	Recruit, hire, and onboard new staff (SF DPH)	MHT SUD LMC	Hire one full time licensed clinical social worker through SF DPH	Able to expand mental health treatment services	Job description Organizational chart Staff biography	10/19	11/19
2.	Recruit reentry (i.e. within 12 months of release from a state or federal prison) clients in SF Bayview Hunter's Point	MHT SUD LMC	Recruit 200 new clients to receive a full behavioral health assessment and ongoing services for mental health or	A segment of clients will receive assistance enrolling in Medi-Cal, obtaining a	Clinic intake forms Tracking logs	Quarterly 12/19-12/19; 01/20-03/20; 06/20-09/20;	August 31, 2021

¹ Grant funds may be expended only during the grant term.

² Include all service categories supported by each listed activity. Job Placement: JP; Mental Health Treatment: MHT; Substance Use Disorder Treatment: SUD; System Navigation Services: SNS; Legal Services to Address Barriers to Reentry: LS; Linkages to Medical Care: LMC

Activity	Service Category ²	Expected Output(s)	Expected Outcome(s)	Evidence of Completion	Start Date (Month/Year)	Expected Completion Date (Month/Year)
District (SF PHF; SF DPH) <ul style="list-style-type: none"> Link all clients to LCSW for behavioral health assessment and referrals to support groups or ongoing therapeutic treatment (SF PHF; SF DPH) 		substance use disorders. Thirty-four (34) new clients will be recruited in the 5 full quarters and 15 clients in first and final months (Dec 2019 and Aug 2021).	state ID, securing housing, etc.		10/20-12/20; 01/21-03/21; 04/21-07/21; 08/21-08/21	
3. Provide mental health services to clients (SF DPH)	MHT	Offer ongoing mental health services to 200 clients. Thirty-four (34) clients will be offered services in the 5 full quarters and 20 clients in first month (Dec 2019) and 10 in the last month (Aug 2021).	Clients achieved and maintained improved mental health status after 12 months	Tracking logs Self-reported mental health status	Quarterly 12/19-12/19; 01/20-03/20; 06/20-09/20; 10/20-12/20; 1/21-03/21; 04/21-07/21; 08/21-08/21	September 30, 2021 August 31, 2019

Activity	Service Category ²	Expected Output(s)	Expected Outcome(s)	Evidence of Completion	Start Date (Month/Year)	Expected Completion Date (Month/Year)
<p>4. Recruit interested program clients to Client Advisory Board (CAB)</p> <ul style="list-style-type: none"> • Conduct interviews • Onboard CAB members (SF DPH; SF PHF) 	MHT SUD LMC	Establish a client advisory board that will meet quarterly throughout duration of grant	NA	Contact list with CAB members names, contact info	10/19	11/19
<p>5. Convene CAB to inform program sustainability and development (SF PHF)</p>	MHT	Host 7 CAB meetings during grant term (one per quarter)	Support program accountability and community focus	Meeting agendas Meeting notes	Quarterly 2020: January, March, July, October 2021: January, April, July	July 2021

Activity	Service Category ²	Expected Output(s)	Expected Outcome(s)	Evidence of Completion	Start Date (Month/Year)	Expected Completion Date (Month/Year)
<p>6. Create new peer-facilitated reentry support groups and recruit formerly incarcerated clients</p> <ul style="list-style-type: none"> • Identify qualified facilitator with history of incarceration • Adapt curricula to meet needs of clients • Develop participant evaluation survey (SF DPH; SF PHF) 	MHT	<p>Hire formerly incarcerated facilitator</p> <p>Develop participant evaluation and satisfaction form</p>	Curriculum adapted to needs of local clients	<p>Calendar outlining support group dates, times, locations</p> <p>Completed evaluation form</p> <p>Tracking logs</p>	<p>Hiring: 10/19</p> <p>Developing form: 12/19</p>	<p>Hiring: 11/19</p> <p>Developing form: 12/19</p>
<p>7. Administer bi-weekly (twice/a month) reentry support groups (SF DPH; SF PHF)</p>	MHT	100 clients participate in support groups: 16-17 unique clients to participate quarterly.	Clients receive social support from facilitator and peers to deal with stress and trauma	<p>Tracking logs</p> <p>Certificate of completion</p> <p>Client testimonial</p>	<p>Quarterly</p> <p>01/20 -03/20;</p> <p>06/20-09/20;</p> <p>10/20-12/20;</p> <p>01/21-03/21;</p> <p>04/21-06/21;</p>	09/21

Activity	Service Category ²	Expected Output(s)	Expected Outcome(s)	Evidence of Completion	Start Date (Month/Year)	Expected Completion Date (Month/Year)
					08/21-09/21	
<p>8. Support client expenses associated with seeking or starting employment post-incarceration</p> <ul style="list-style-type: none"> • Identify clients starting or seeking employment at intake and follow-up • Provide transportation support and clothing vouchers for work clothing (i.e. prepaid Clipper cards) <p>(SF PHF)</p>	SNS	<p>200 clients to receive prepaid Clipper cards. 28-29 clients will receive Clipper cards each quarter. 200 clients to receive clothing vouchers</p> <p>28-29 clients will receive clothing vouchers each quarter</p>	NA	<p>Intake form</p> <p>Clothing voucher tracking forms</p> <p>Clipper card tracking forms</p>	<p>10/19-12/2019;</p> <p>01/20-03/20;</p> <p>06/20-9/20;</p> <p>10/20-12/20;</p> <p>1/21-3/21;</p> <p>04/21-07/21;</p> <p>08/21-09/21</p>	09/21
<p>9. Recruit, hire, and onboard technology</p>	SNS	Hire one formerly incarcerated technology coach	NA	Job description	10/19	11/19

Activity		Service Category ²	Expected Output(s)	Expected Outcome(s)	Evidence of Completion	Start Date (Month/Year)	Expected Completion Date (Month/Year)
	coach (SF PHF)				Coach biography		
10.	Support clients in accessing and utilizing basic technology (SF PHF)	SNS	<p>100 clients receive weekly 1:1 basic computer and phone technology literacy assistance.</p> <p>16 unique clients to receive assistance the 5 full quarters and 20 clients in first month (Dec 2019) and 10 in the last 2 months (Aug – Sept 2021)</p> <p>Purchase laptop and computer software that clients can utilize at clinic</p>	Assist 100 clients in setting up phones, voicemail services and/or client portal for electronic health record	Tracking logs	<p>Technology assistance quarterly:</p> <p>12/19-12/19; 01/20-03/20; 06/20-09/20; 10/20-12/20; 01/21-03/21; 04/21-06/21; 08/21-09/21</p> <p>Purchase materials: 10/19</p>	<p>Technology assistance: September 30, 2021</p> <p>Purchase materials: 11/19</p>
11.	Collect qualitative and quantitative data regarding program success (SF DPH; SF PHF)	MHT SUD LMC SNS	Individual and program-wide success stories and statistics	Accurately and clearly demonstrate how the use of CalCRG funds	Videos Write ups Reports	10/19	08/21

Activity	Service Category ²	Expected Output(s)	Expected Outcome(s)	Evidence of Completion	Start Date (Month/Year)	Expected Completion Date (Month/Year)	
			meaningfully improved opportunities and quality of life of priority population	Spreadsheets			
12.	Develop and implement outcome evaluation (SF DPH; SF PHF)	MHT SUD LMC SNS	An evaluation process documented in policies and procedures Outcome evaluation reports	Program and services implementation are measured	Evaluation policies and procedures Impact evaluations reports	10/19	08/21