

File No. 120019

Committee Item No. 2

Board Item No. _____

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Committee: Budget and Finance Committee

Date: January 25, 2012

Board of Supervisors Meeting

Date _____

Cmte Board

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

OTHER

(Use back side if additional space is needed)

- | | | |
|-------------------------------------|--------------------------|---|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | * Dept of Corrections and Rehabilitations - Phase II: RFP |
| <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | _____ |

Completed by: Victor Young

Date: January 20, 2012

Completed by: Victor Young

Date: _____

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

1 [Accept and Expend Grant - Public Defender - Legal Education Advocacy Program and
2 Amendment to the Annual Salary Ordinance, FY2011-2012]

3 **Ordinance authorizing the San Francisco Public Defender's Office to retroactively**
4 **accept and expend a grant in the amount of \$231,147 from the Correction Standards**
5 **Authority for the purpose of establishing a Legal Educational Advocacy Program; and**
6 **amending Ordinance No. 146-11 (Annual Salary Ordinance, FY2011 - 2012) to reflect the**
7 **addition of one Class 8177 Trial Attorney grant-funded position (0.50 FTE) at the San**
8 **Francisco Public Defender's Office.**

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

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

14 Section 1. Findings

15 (a) The San Francisco Public Defender's Office applied to the Correction Standards
16 Authority for a Federal Block II Grant to establish a Legal Educational Advocacy Program, and
17 CSA awarded PDR \$231,147 on November 10, 2011.

18 (b) The purpose of the grant award is to support the creation and implementation of
19 LEAP to address the long standing histories of truancy, absenteeism, and failing school
20 placements which are pervasive among court-involved youth.

21 (c) LEAP will provide for juvenile client's educational needs by building a team of
22 professionals and partnerships with juvenile justice stakeholders dedicated to planning for
23 client's educational success. The mission of LEAP will be to reduce juvenile offending,
24 reduce racial disparities, and bring needed systems reform in the juvenile justice system.

1 (d) The award period for the grant funds is from January 1, 2012 – December 31,
2 2012;

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

4 (a) The Board of Supervisors hereby authorizes the San Francisco Public
5 Defender's Office to accept and expend \$231,147 in grant funds from the Federal Title II
6 Block Grant administered by Correction Standards Authority; for the purpose of creating and
7 implementing the San Francisco Public Defender's Legal Educational Advocacy Program.

8 (b) In addition, in accordance with the Public Defender's proposal to maximize use
9 of available grant funding on direct services by not including indirect costs in the grant budget,
10 the Board of Supervisors hereby waives inclusion of indirect costs in the grant budget.

11 Section 3. Grant Funded Position; Amendment to FY 2011-2012 Salary Ordinance.
12 The hereinafter designated section of Ordinance No. 146 -11 (Annual Salary Ordinance, FY
13 2011 – 2012) is hereby amended to add one (.50 FTE) position to the Office of the Public
14 Defender, as follows:

15 Department: PDR

16 Program: AKI

17 Subfund: 2SPFGNC

18 Index Code: 055175

19 Amendment	# of Positions	Class and Item No.	Compensation Schedule
20 <u>Add</u>	<u>0.50</u>	<u>8177 Trial Attorney</u>	<u>\$3,789 - \$6,638</u>

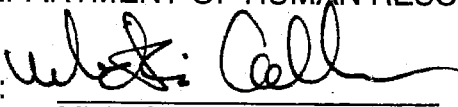
22 APPROVED AS TO FORM:

23
24 By:


Sallie Gibson
Deputy City Attorney

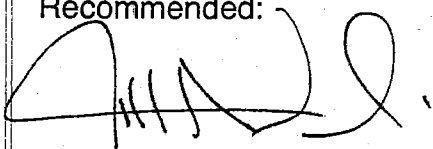
25 APPROVED AS TO CLASSIFICATION
DEPARTMENT OF HUMAN RESOURCES

By:


Micki Callahan, Director
Department of Human Resources

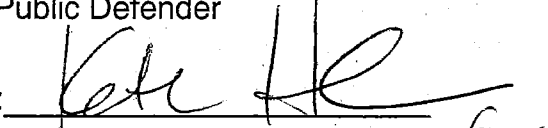
1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25

Recommended:



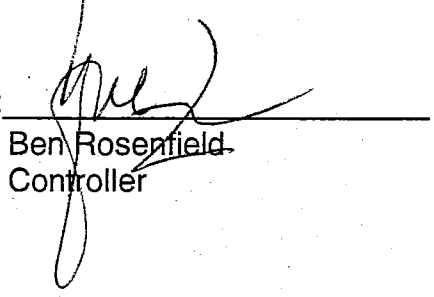
Jeff Adachi, Public Defender

APPROVED:



Edwin Lee
Mayor

APPROVED:



Ben Rosenfield
Controller

TO: Angela Calvillo, Clerk of the Board of Supervisors
FROM: Patricia Lee, Office of the Public Defender
DATE: December 20, 2011
SUBJECT: Accept and Expend Ordinance for Subject Grant

GRANT TITLE: Federal Title II Formula Block Grant

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

- X Proposed grant ordinance; original signed by Department, Mayor, Controller
- X Grant information form, including disability checklist
- X Grant budget – Budget is included within the grant application
- X Grant application
- X Grant award letter from funding agency
- ___ Other (Explain):

Special Timeline Requirements: Corrections Standards Authority requests resolution asap. Supervisor Campos will introduce the ordinance at the Board Meeting.

Departmental representative to receive a copy of the adopted ordinance:

Name: Patricia Lee

Phone: 415-753-7610

Interoffice Mail Address: patricia.lee@sfgov.org

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 ordinances authorizing a Department to accept and expend grant funds.

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

1. Grant Title: 11/12 Federal Title II Formula Block Grant

2. Department: San Francisco Public Defender's Office

3. Contact Person: Jeff Adachi Telephone: 415-553-1671

4. Grant Approval Status (check one):

Approved by funding agency

Not yet approved

5. Amount of Grant Funding Approved or Applied for: \$ 231,147

6a. Matching Funds Required: \$ 23,115

b. Source(s) of matching funds (if applicable): 1GAGFAAA (general fund)

7a. Grant Source Agency: Federal Department of Justice

b. Grant Pass-Through Agency (if applicable): Federal Grant – State Pass-Through: Office of Juvenile Justice and Delinquency Prevention

8. Proposed Grant Project Summary: The San Francisco Office of the Public Defender seeks to expand and improve holistic representation of its Juvenile Unit through the implementation of a Legal Educational Advocacy Program (LEAP). The Public Defender will represent the educational needs of clients on the delinquency caseload and at the Principal Center Collaborative Court School (PCC), San Francisco's court ordered probation school, in order to address the long standing histories of truancy, absenteeism, and failing school placements which are pervasive among court-involved youth. The education team will meet with our clients to create the linkages and supports necessary for a permanent exit from the juvenile justice system. By providing legal advocacy for client's educational needs and building a team of professionals and partnerships with juvenile justice stakeholders dedicated to planning for clients' educational success, LEAP will reduce juvenile offending, reduce racial disparities and bring about needed systems reform in the juvenile justice system.

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

Start-Date: January 1, 2012

End-Date: December 31, 2012

10a. Amount budgeted for contractual services: 82,166

b. Will contractual services be put out to bid? Yes

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

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 indirect costs are included, what would have been the indirect 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:

Sandy Chan
(Name)

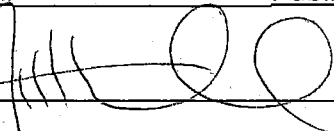
Date Reviewed: December 8, 2011

Department Approval:

Jeff Adachi
(Name)

Public Defender
(Title)

(Signature)



CORRECTIONS STANDARDS AUTHORITY

600 Bercut Drive

Sacramento, CA 95811

916-445-5073

www.cdcr.ca.gov/DivisionsBoards/CSA

November 21, 2011

Jeff Adachi, Public Defender
San Francisco Office of the Public Defender (SFOPD)
375 Woodside Avenue, Room 118
San Francisco, CA 94127

Dear Mr. Adachi:

Congratulations! On November 10th, the Corrections Standards Authority (CSA) Board approved the funding recommendations of the State Advisory Committee on Juvenile Justice and Delinquency Prevention (SACJJDP) and awarded the San Francisco Office of the Public Defender a federal Title II Formula Block Grant in the amount of \$231,147 for the Legal Educational Advocacy project.

The Request for Proposals process for the Title II grants was highly competitive and the San Francisco Office of the Public Defender was one of 15 successful applicants for funds appropriated by the SACJJDP. CSA staff are working on the contracts for these 12-month grants - which will begin January 1, 2012 - and will submit to you via email (along with instructions) as soon as possible.

In addition, although the Request for Proposals (RFP) stated awardees would be required to participate in a new grantee briefing in mid-December 2011, CSA has determined that due to the holidays and time necessary to put the contracts in place prior to the first of the year, we will conduct the grantee briefing in Sacramento on January 18, 2012. I will send additional information out regarding this meeting but please note, as this meeting will now take place after the effective date of the grant, you may utilize grant funds to reimburse travel costs associated with this event.

It is my pleasure to serve as the Field Representative for the San Francisco Office of the Public Defender on this project. If you have any questions or think I can be of assistance, please do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "Helene Zentner".

Helene Zentner, Field Representative
Corrections Standards Authority
Corrections Planning and Programs Division
Phone: 916.323.8631
Email: helene.zentner@cdcr.ca.gov
www.csa.ca.gov

cc: Patricia Lee, Managing Attorney, Juvenile Unit
Angela Auyong, Executive Assistant to the Public Defender

*Complete copy of document
located in File NO. 120019



DEPARTMENT OF CORRECTIONS AND REHABILITATION

CORRECTIONS STANDARDS AUTHORITY

TITLE II FORMULA BLOCK GRANT PROGRAM

PHASE II: REQUEST FOR PROPOSALS (RFP)

July 2011

*Proposals must be received by the Corrections Standards Authority
by 5:00 p.m. Friday, August 12, 2011*

TABLE OF CONTENTS

BACKGROUND INFORMATION	
Project Description	1
	2
GRANT REQUIREMENTS AND RFP PROCESS	
Grant Requirements	4
RFP Process	6
	8
APPLICATION INSTRUCTIONS	
	8
GRANT APPLICATION	
Section I: Applicant Information	9
Section II: Project Abstract	10
Section III: Description of Needs	11
Section IV: Collaboration	12
Section V: Proposed Budget	13
Section VI: Proposed Timeline	15
APPENDICES	
Appendix A – Eligible Applicants for Request for Proposals (RFP)	16
Appendix B – Title II Program Priority Areas	17
Appendix C – System Improvement/Reform	19
Appendix D – Proposal Rating Criteria	21
Appendix E – Racial/Ethnic Impact Statement	22
Appendix F – Sample Resolution of the Governing Board	24
Appendix G – Federal Performance Measures	25