

File No. 110159

Committee Item No. 4

Board Item No. 8

COMMITTEE/BOARD OF SUPERVISORS AGENDA PACKET CONTENTS LIST

Committee PUBLIC SAFETY

Date 2/17/11

Board of Supervisors Meeting

Date 3/1/11

Cmte Board

- | | | |
|-------------------------------------|-------------------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Motion |
| <input checked="" type="checkbox"/> | <input checked="" 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 Analyst Report |
| <input type="checkbox"/> | <input type="checkbox"/> | Legislative Analyst Report |
| <input type="checkbox"/> | <input type="checkbox"/> | Introduction Form (for hearings) |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Department/Agency Cover Letter and/or Report |
| <input type="checkbox"/> | <input type="checkbox"/> | MOU |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Grant Information Form |
| <input type="checkbox"/> | <input type="checkbox"/> | Grant Budget |
| <input type="checkbox"/> | <input type="checkbox"/> | Subcontract Budget |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Contract/Agreement |
| <input type="checkbox"/> | <input type="checkbox"/> | Award Letter |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Application |
| <input type="checkbox"/> | <input type="checkbox"/> | Public Correspondence |

OTHER

(Use back side if additional space is needed)

- | | | |
|-------------------------------------|-------------------------------------|-----------------|
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <u>Form 126</u> |
| <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: Gail Johnson

Date 2/14/11

Completed by: [Signature]

Date 2/22/11

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

WLE

1 [Accept and Expend Grant - Safe Havens: Supervised Visitation and Safe Exchange
2 Continuation Project - \$141,586]

3
4 **Resolution authorizing the Department of Public Health to retroactively accept and**
5 **expend a grant from the Department of Justice in the amount of \$141,586 to fund the**
6 **project entitled "Safe Havens: Supervised Visitation and Safe Exchange Continuation**
7 **Project" for the period of October 1, 2010, through September 30, 2011.**

8
9 WHEREAS, The DOJ has agreed to fund DPH in the amount of \$141,586 for the
10 period of October 1, 2010 through September 30, 2011; and,

11 WHEREAS, The full project period of the grant starts on October 1, 2010 and ends on
12 September 15, 2013, with years two and three subject to availability of funds and satisfactory
13 progress of the project; and,

14 WHEREAS, The Safe Havens: Supervised Visitation and Safe Exchange Continuation
15 Project is to expand supervised visitation services and safe exchanges to families in which
16 domestic violence, child abuse, sexual assault or stalking is present; and,

17 WHEREAS, As a condition of receiving the grant funds, DOJ requires the City to enter
18 into an agreement (the "Agreement"), a copy of which is on file with the Clerk of the Board of
19 Supervisors in File No. 110159; which is hereby declared to be a part of this
20 resolution as if set forth fully herein; and,

21 WHEREAS, DPH will subcontract with Rally Family Visitation Services of Saint Frances
22 Memorial Hospital and La Casa de las Madres in the total amount of \$120,356; for the period
23 of October 1, 2010 through September 30, 2011; and,

1 WHEREAS, An ASO amendment is not required as the grant partially reimburses DPH
2 for one existing positions, one Assistant Health Educator (Job Class #2819) at .15 FTE, for
3 the period of October 1, 2010 through September 30, 2011; and,

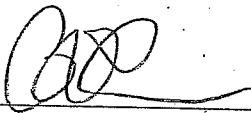
4 WHEREAS, The grant budget includes a provision for indirect costs in the amount of
5 \$14,132; and,

6 RESOLVED, That DPH is hereby authorized to retroactively accept and expend a grant
7 in the amount of \$141,586 from the DOJ; and, be it

8 FURTHER RESOLVED, That DPH is hereby authorized to retroactively accept and
9 expend the grant funds pursuant to San Francisco Administrative Code section 10.170-1; and,
10 be it

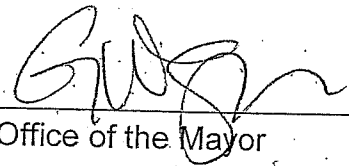
11 FURTHER RESOLVED; That the Director of Health is authorized to enter into the
12 agreement on behalf of the City.

16 RECOMMENDED:

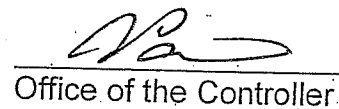
17 

18 _____
19 Barbara Garcia, MPA.
20 Director of Health

APPROVED:

21 

22 _____
23 Office of the Mayor

24 

25 _____
Office of the Controller



To: OFFICE OF THE CONTROLLER, GRANTS DIVISION
ROOM 300, CITY HALL

To: OFFICE OF THE MAYOR
ROOM 291B CITY HALL

FROM: ANN SANTOS; OFFICE OF POLICY AND PLANNING
DPH GRANTS MANAGER; 255-3546 *a.s.*

DATE: JANUARY 14, 2010

SUBJECT: ACCEPT & EXPEND RESOLUTION PACKETS

Attached please find eight accept & expend grant resolution packets from the Department of Public Health for your review and signature.

If you have any questions, please don't hesitate to contact me at 255-3546 or ann.santos@sfdph.org

Thank you.



Edwin Lee
Mayor

Barbara Garcia, MPA
Director of Health

TO: Angela Calvillo, Clerk of the Board of Supervisors

FROM: Barbara Garcia, MPA
Director of Health

DATE: January 12, 2011

SUBJECT: Grant Accept and Expend

GRANT TITLE: Safe Havens: Supervised Visitation and Safe Exchange
Continuation Project - \$141,586

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

- Proposed grant resolution, original signed by Department
- Grant information form, including disability checklist -
- Budget and Budget Justification
- Grant application
- Award Letter / Agreement
- Other (Explain):

Special Timeline Requirements:

Departmental representative to receive a copy of the adopted resolution:

Name: Ann Santos

Phone: 255-3546

Interoffice Mail Address: Dept. of Public Health, Community Behavioral Health,
1380 Howard St.

Certified copy required Yes

No

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: Safe Havens: Supervised Visitation and Safe Exchange Continuation Project

2. Department: Department of Public Health, Community Behavioral Health Services

3. Contact Person: Alice Gleghorn, Ph.D. Telephone: 415 255 3722

4. Grant Approval Status (check one):

Approved by funding agency

Not yet approved

5. Amount of Grant Funding Approved or Applied for: \$424,757
(Year 1=\$141,586, Year 2=\$141,586, Year3=\$141,586)

6a. Matching Funds Required: \$N/A

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

7a. Grant Source Agency: Department of Justice, Office on Violence Against Women

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

8. Proposed Grant Project Summary: The purpose of this grant is to expand supervised visitation services and safe exchanges to families in which domestic violence, child abuse, sexual assault or stalking is present in San Francisco's underserved and isolated communities by Rally Family Visitation Services of St Francis Memorial Hospital. This project will insure the full implementation of two satellites centers in the Mission and Bay View Hunter's Point neighborhoods where many clients who need supervised visitation live.

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

Approved Year One Project: Start-Date: 10/1/2010 End-Date: 9/30/2011

Full Project Period: Start-Date: 10/1/2010 End-Date: 9/30/2013

10a. Amount budgeted for contractual services: \$361,068 (Year 1=\$120,356, Year 2=\$120,356, Year3=\$120,356)

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

Rally Family Visitation Services= \$247,463 (Year1=\$82,488, Year2=\$82,488, Year3=\$82,488)

La Casa de las Madres= \$41,947 (Year1=\$13,982, Year2=\$13,982, Year3=\$13,982)

Other Consultants= \$64,158 (Year1=\$21,386, Year2=\$21,386, Year3=\$21,386)

Travel for Consultants= \$7,500 (Year1=\$2,500, Year2=\$2,500, Year3=\$2,500)

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

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? \$ 14,132

b2. How was the amount calculated? Fringe at 42% DPH rate

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?

12. Any other significant grant requirements or comments:

We respectfully request for approval to accept and expend these funds retroactive to October 1, 2010. The Department received the original notice of award on 9/23/2010, but did not receive notification of an approved budget until 12/2/10.

The grant code is: HCSAO411.

****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)

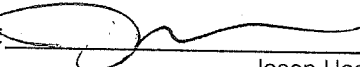
New Site(s)

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:


Jason Hashimoto

Date Reviewed:

1/14/11

Department Approval:


Barbara Garcia, MPA

Director of Health

Safe Havens Grant Budget: 10/01/2010 through 9/30/2013

Budget Item	Amount	Year 1	Year 2	Year 3
Total Personnel (K. Minoza) 3 years	\$ 47,780	\$ 15,927	\$ 15,927	\$ 15,927
Total Personnel Travel 3 years	\$ 2,500	\$ 833	\$ 833	\$ 833
Total Consultant Payroll, Fringe & Other 3 years	\$ 353,568	\$ 117,856	\$ 117,856	\$ 117,856
Total Consultant Travel 3 years	\$ 7,500	\$ 2,500	\$ 2,500	\$ 2,500
Rent	\$ 13,409	\$ 4,470	\$ 4,470	\$ 4,470
Total Budget 3 Years:	\$ 424,757	\$ 141,586	\$ 141,586	\$ 141,586
Total Award 3 years:	\$ 424,757	\$ 141,586	\$ 141,586	\$ 141,586

1) Personnel
Project Coordinator

Computation	Year 1	Year 2	Year 3
\$72,592 x 0.15 FTE x 3	\$ 11,215.93	\$ 11,215.93	\$ 11,215.93
Fringe @ 42% (DPH Fringe)	\$ 4,710.69	\$ 4,710.69	\$ 4,710.69
	\$ 15,927	\$ 15,927	\$ 15,927

2) Travel: OVV Training and Travel

Item	Computation	Year 1	Year 2	Year 3
Airfare	\$600 x 1 person x 2 trips	\$ 1,200	\$ 400	\$ 400
Hotel	\$175/night x 1 person x 2 nights x 2 trips	\$ 700	\$ 233	\$ 233
Meals	\$75/day x 1 person x 3 days x 2 trips	\$ 450	\$ 150	\$ 150
Ground Transportation	\$75 x 1 person x 2 trips	\$ 150	\$ 50	\$ 50
	Total Personnel Travel:	\$ 2,500	\$ 833	\$ 833

3) Equipment
Funded through other sources
Subtotal Equipment \$

4) Supplies
Funded through other sources
Subtotal Supplies \$

5) Construction
Funded through other sources
Subtotal Construction \$

6) Consultants

Name of Personnel/Consultant (Rally)	Service Provided	Computation	Cost	Fringe Benefits*	Total Salary & FB	Year 1
Sonia Melara	Executive Director	\$115,000 x 0.16 FTE x 3	\$ 55,200	\$ 12,933	\$ 68,133	\$ 22,711
David Duffey	Program Manager	\$75,000 x 0.25 FTE x 3	\$ 56,250	\$ 13,179	\$ 69,429	\$ 23,143
Monique Noqueira	Case Coordinator	\$45,000 x 0.33 FTE x 3	\$ 44,550	\$ 10,438	\$ 54,988	\$ 18,329
	Subtotal Fully Benefited		\$ 156,000	\$ 36,551	\$ 192,551	\$ 64,184
	Rally	\$20/hour x 8 x 2 x 52 weeks x 3	\$ 49,920	\$ 499	\$ 50,419	\$ 16,806
	Direct supervision	Subtotal Hourly Rally	\$ 49,920	\$ 4,992	\$ 54,912	\$ 18,304
	Visitation Specialists	Total Rally	\$ 205,920	\$ 41,543	\$ 247,463	\$ 82,488
	Family Advocate (through La Casa)	\$35,000 x 0.33 x 3	\$ 34,650	\$ 7,297	\$ 41,947	\$ 13,982
	Total La Casa		\$ 34,650	\$ 7,297	\$ 41,947	\$ 13,982
	Total Base Consultant Payroll & FB:		\$ 240,570	\$ 48,840	\$ 289,410	\$ 96,470

* Fringe Percentage: Rally Fully-Benefited - 23.43%, Rally Hourly - 10%, La Casa - 21.06%

	Year 2	Year 3
\$	22,711	\$ 22,711
\$	23,143	\$ 23,143
\$	18,329	\$ 18,329
\$	64,184	\$ 64,184
\$	16,806	\$ 16,806
\$	18,304	\$ 18,304
\$	82,488	\$ 82,488
\$	13,982	\$ 13,982
\$	13,982	\$ 13,982
\$	96,470	\$ 96,470

Safe Havens Grant Budget: 10/01/2010 through 9/30/2013

	Computation	Year 1	Year 2	Year 3
7) Consultants - Other				
Domestic violence prevention trainer	3 sessions/year x \$450 x 3	\$ 4,050	\$ 1,350	\$ 1,350
Per Diem Security Staff	ards x 8 hour/week x 156 weeks x \$23/hour	\$ 57,408	\$ 19,136	\$ 19,136
1 Family Therapist	1.5 hours/month x \$50/hour x 36 months	\$ 2,700	\$ 900	\$ 900
Total Consultant Other 3 years		\$ 64,158	\$ 21,386	\$ 21,386

8) Consultant Travel	Item	Computation	Year 1	Year 2	Year 3
OVW Training and Travel	Airfare	\$600 x3 people x 2 trips	\$3,600	\$1,200	\$1,200
	Hotel	\$175/night x 3 people x 2 nights x 2 trips	\$2,100	\$700	\$700
	Meals	\$75/day x 3 people x 3 days x 2 trips	\$1,350	\$450	\$450
	Ground Transportation	\$75 x 3 people x 2 trips	\$450	\$150	\$150
		Total Consultant Travel 3 years:	\$7,500	\$2,500	\$2,500

9) Other Costs	Item	Year 1	Year 2	Year 3
	Rent			
	Satellite Centers Occupancy	372.47 x 36 months	\$ 13,409	\$ 4,470
		Total Rent 3 years:	\$ 13,409	\$ 4,470

City and County of San Francisco, Department of Public Health
 Safe Havens: Supervised Visitation and Safe Exchange Continuation Project
OVW 2010

Budget Detail & Narrative

1. Personnel

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
Kathleen Minioza, Project Coordinator	\$72,592 x 0.15 FTE x 3	\$ 33,648
	Fringe @ DPH rate (46.27%)	<u>\$ 14,132</u>
	Total:	\$ 47,780

The Project Coordinator is responsible for the operational and financial aspects of Safe Havens continuation grant as outlined in the grant and Memorandum of Understanding between the partners.

2. Personnel Travel - Project Coordinator: Travel and technical assistance expenses will be allocated over three years for the partners. Computation is based on City and subcontractor allowable reimbursement rates.

<u>Purpose of Travel</u>	<u>Location</u>	<u>Item</u>	<u>Computation</u>	<u>Cost</u>
OVW Training	TBD	Airfare	(\$600 x 1 people x 2 trips)	\$1,200
And Travel		Hotel	(\$175/night x 1 people x 2 nights x 2 trips)	\$700
		Meals	(\$75/day x 1 people x 3 days x 2 trips)	\$450
		Ground Transportation	(\$75 x 1 people x 2 trips)	\$150
		Subtotal Travel		\$2,500

3. Equipment

Funded through other sources.

Subtotal Equipment: \$ 0

4. Supplies:

Funded through other sources

Subtotal Supplies \$ 0

5. Construction

Funded through other sources

Subtotal Construction \$ 0

City and County of San Francisco, Department of Public Health
 Safe Havens: Supervised Visitation and Safe Exchange Continuation Project
OVW 2010

6. Consultants/Contracts-Sub contracted grant personnel

<u>Name of Personnel/ Consultant (Through Rally)</u>	<u>Service Provided</u>	<u>Computation</u>	<u>Cost</u>
Sonia Melara	Executive Director	\$115,000 x 0.16 FTE x 3	\$ 55,200
David Duffey	Program Manager	\$75,000 x 0.25 FTE x 3	\$ 56,250
Monique Nogueira	Case Coordinator	\$45,000 x 0.33 FTE x 3	\$ 44,550
Visitation Specialists	Direct supervision	\$20/hourx8x2x52ws x 3	\$ 49,920
Subtotal Rally Salaries			\$205,920
Family Advocate – through La Casa TBA	Family Advocate	\$35,000 x .33 x 3	\$34,650

Subtotal Consultant Salaries: \$ 240,570

The Executive Director will oversee the programmatic implementation of the continuation grant. She will be responsible for the submission of financial and program reports to the and be the primary contact with the partners and consulting committee.

The **Program Manager (PM)** will oversee all supervised visitation agency and satellite center(s) activities, staff supervision, training and education. The PM is also responsible for protocols and coordination with SFUFC and community partners regarding client-specific matters. He is responsible to be on-call during direct visitation hours.

The **Case Coordinator** is responsible for scheduling clients for intake orientation & visits, scheduling staff, conducting intake interviews, preparing case reports and customer service activities. She is also responsible to act on the behalf of the PM in his absence.

Supervised Visitation Specialists provide direct supervision to families. This is estimated for 8 staff members for one day spread out over three sites. These are regular hourly employees (W-2 are issued) who do not receive full benefits. Therefore, their benefits are calculated at 10% which includes contributions to FICA, Workers Compensation and local required benefits.

The Family Advocate at La Casa will provide direct services in cases involving or indicating further risk to domestic violence. Specifically, the advocate will work with clients to identify needs, provide support, crisis intervention, facilitate peer-based support group and safety planning as requested by the at risk parent.

City and County of San Francisco, Department of Public Health
 Safe Havens: Supervised Visitation and Safe Exchange Continuation Project
OVW 2010

Fringe Benefits-Rally Fully Benefited staff (Sub contractor SFMH established formula)

<u>Fringe</u>	<u>Computation</u>	Cost
FICA	7.65%	
Unemployment	0.09%	
Health Benefits	12.45%	
Pension	0.88%	
Workers Comp	2.01%	
Other Benefits	0.35%	
<u>Total</u>	<u>23.43%</u>	
	\$155,630 x 23.43%	\$36,551

Fringe Benefits – Rally hourly staff

<u>Fringe</u>		
FICA	7.65%	
Workers Comp	2.01%	
Other	.77%	
	\$49,920 x 10.00%	\$ 4,992

Fringe Benefits – La Casa

FICA	7.65%	
Unemployment Compensation	.10%	
Health Insurance	1.40%	
Life Insurance	.41%	
Worker's Compensation	10.84%	
<u>Long Term Disability</u>	<u>.66%</u>	
	\$34,450 x 21.06%	\$7,297

Subtotal Sub-Contractor Fringe Benefits \$48,840

La Casa de Las Madres	Domestic violence prevention trainer 3 sessions/year x \$450.00 x 3	\$ 4,050
Per diem Security Staff	Provide security and escort to DV victims/children at all Centers one day/week. Two guards x 8 hours/wk x156 wks x \$23/hour	\$ 57,408
1 Family Therapist	Provides monthly case consultation to visitation staff 1.5 hours/mo x \$50/hour x 36 months	\$ <u>2,700</u>

City and County of San Francisco, Department of Public Health
 Safe Havens: Supervised Visitation and Safe Exchange Continuation Project
OVW 2010

Subtotal Consultant Other \$ 64,158

Subtotal Consultant \$ 353,568

7. Consultant Travel: Travel and technical assistance expenses will be allocated over three years for the partners. Computation is based on City and subcontractor allowable reimbursement rates.

<u>Purpose of Travel</u>	<u>Location</u>	<u>Item</u>	<u>Computation</u>	<u>Cost</u>
OVW Training	TBD	Airfare	(\$600 x3 people x 2 trips)	\$3,600
And Travel		Hotel	(\$175/night x 3 people x 2 nights x 2 trips)	\$2,100
		Meals	(\$75/day x 3 people x 3 days x 2 trips)	\$1,350
		Ground Transportation	(\$75 x 3 people x 2 trips)	\$450

Subtotal Consultant Travel \$7,500

8. Other Costs

<u>Item</u>	<u>Cost</u>
Satellite Centers Occupancy - \$372,47/mo x 36 months (flat rate)	\$13,409
Subtotal Other Cost	\$13,409

9. Indirect

No indirect cost is requested

Subtotal Indirect \$ 0

TOTAL BUDGET \$ 424,757

City and County of San Francisco, Department of Public Health
 Safe Havens: Supervised Visitation and Safe Exchange Continuation Project
OVW 2010

San Francisco Safe Havens-Budget Summary

	Total Budget
1. Personnel	\$33,648
Fringe @ DPH Rate (46.27%)	\$14,132
Personnel Total:	\$47,780
2. Personnel Travel	\$2,500
3. Equipment	\$ 0
4. Supplies	\$ 0
5. Construction	\$ 0
6. Consultants/Contracts	\$353,568
7. Consultant Travel	\$7,500
8. Other Costs: Occupancy	\$ 13,409
Total Direct Costs	\$ 424,757
9. Indirect Costs	\$ 0
TOTAL PROJECT COSTS	\$ 424,757
Federal Request	\$ 424,757
Non-Federal Amount	\$ 0



US DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS

GRANT ADJUSTMENT NOTICE

Grantee Information					
Grantee Name:	City and County of San Francisco	Project Period:	10/01/2010 - 09/30/2013	GAN Number:	002
Grantee Address:	1 DR. CARLTON B GOODLET PLACE SAN FRANCISCO, 94102	Program Office:	OVW	Date:	01/25/2011
Grantee DUNS Number:	07-038-4255	Grant Manager:	Michelle Dodge		
Grantee EIN:	94-6000479	Application Number(s):	2010-X2329-CA-CW		
Vendor #:	946000479	Award Number:	2010-CW-AX-K025		
Project Title:	San Francisco Supervised Visitation and Safe Exchange Program	Award Amount:	\$424,757.00		

Change Grantee Contact or Alternate Contact/Principal Investigator

Contact			
Either New Point of Contact Information or New Alternate Point of Contact Information is required.			
Current Point of Contact Information	New Point of Contact Information		
Prefix	Mr.	*Prefix	Dr.
Prefix (Other)		Prefix (Other)	
First Name	Brian	*First Name	Alice
Middle Initial		Middle Initial	
Last Name	Cheu	*Last Name	Gleghorn
Suffix		Suffix	
Suffix (Other)		Suffix (Other)	
Title	Director	*Title	Director of Alcohol and Drug Programs
Address Line 1	1 South Van Ness	*Address Line 1	1380 Howard Street
Address Line 2	5th Floor	Address Line 2	4th Floor
City	San Francisco	*City	San Francisco
State	California	*State	California
Zip	94103 - 5416	*Zip	94103 - 2651
Phone	(415) 701-5584 Ext	*Phone	(415) 255-3722 Ext
Fax	(415) 701-5501	Fax	(415) 255-3529
Email	brian.cheu@sfgov.org		

		*Email	alice.gleghorn@sfdph.org
Alternate Contact/Principal Investigator			
Current Alternate Point of Contact Information		New Alternate Point of Contact Information	
Prefix	Chairman	*Prefix	Chairman
Prefix (Other)		Prefix (Other)	
First Name		*First Name	
Middle Initial		Middle Initial	
Last Name		*Last Name	
Suffix		Suffix	
Suffix (Other)		Suffix (Other)	
Title		*Title	
Address Line 1		*Address Line 1	
Address Line 2		Address Line 2	
City		*City	
State	Alabama	*State	Alabama
Zip	-	*Zip	-
Phone	Ext	*Phone	Ext
Fax		Fax	
Email		*Email	
Comments/Additional Information			
Attachments:			
Filename:	User:	Timestamp:	
Ltr. to M. Dodge.pdf	sfmcjc	01/19/2011 6:40 PM	
Print			
Audit Trail:			
Description:	Role:	User:	Timestamp:
Approved-Final	PO - Grant Manager	dodgem	01/25/2011 1:16 PM
Submitted	PO - Grant Manager	sfmcjc	01/19/2011 6:40 PM



**OVW FY 10 Safe Havens: Supervised Visitation Grant
Program 2010-X2329-CA-CW**



[Help/Frequently
Asked Questions](#)

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Submit Application

Your application for the OVW FY 10 Safe Havens: Supervised Visitation Grant Program has been successfully submitted. You will no longer be able to edit any information submitted. However, you can log in any time to view the application information.

You will be contacted by the Program Office when your application is processed or any other action is required by you.

APPLICATION FOR FEDERAL ASSISTANCE		2. DATE SUBMITTED	Applicant Identifier
1. TYPE OF SUBMISSION Application Non-Construction	3. DATE RECEIVED BY STATE		State Application Identifier
	4. DATE RECEIVED BY FEDERAL AGENCY		Federal Identifier
5. APPLICANT INFORMATION			
Legal Name		Organizational Unit	
City and County of San Francisco		Mayor's Office of Housing	
Address 1 South Van Ness 5th Floor San Francisco, California 94103-5416		Name and telephone number of the person to be contacted on matters involving this application Cheu, Brian (415) 701-5584	
6. EMPLOYER IDENTIFICATION NUMBER (EIN) 94-6000479		7. TYPE OF APPLICANT Municipal	
8. TYPE OF APPLICATION Continuation		9. NAME OF FEDERAL AGENCY Office on Violence Against Women	
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 16.527 CFDA TITLE: Supervised Visitation, Safe Havens for Children		11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT San Francisco Supervised Visitation and Safe Exchange Program	
12. AREAS AFFECTED BY PROJECT City and County of San Francisco			
13. PROPOSED PROJECT Start Date: October 01, 2010 End Date: September 30, 2013		14. CONGRESSIONAL DISTRICTS OF a. Applicant b. Project CA08	
15. ESTIMATED FUNDING		16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?	
Federal	\$650,000	Program has not been selected by state for review	
Applicant	\$0		
State	\$0		
Local	\$0		

Other	\$0	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT? N
Program Income	\$0	
TOTAL	\$650,000	
18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION PREAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS REQUIRED.		

Close Window

Section III. – Financial Accounting Practices

Will all funds awarded under this program be maintained in an account that is separate and distinct from other sources of revenue/funding?

Yes. The City and County of San Francisco maintains a sophisticated accounting system to track expenditures and revenues related to grants. All grants are separated from the City's General Fund dollars in the accounting system by use of different Funds and Subfunds. Further, each individual grant is segregated into its own Grant Detail which allows all expenditures and revenues to be accurately tracked. At any given time, all drawdowns and expenditures related to a particular grant can be identified and summarized.

Does the applicant have written accounting procedures?

Yes. The City and County of San Francisco has extensive written accounting procedures in place and independent Controller's Office and Treasurer's Office functions which oversee financial management and accounting. These procedures are regularly audited by a variety of external auditors.

What type of inventory system does the applicant have in place?

All equipment expenditures greater than \$5,000 are inventoried.

Does the applicant's current accounting system allow the applicant to separately track grant draw-downs and expenditures?

Yes. See response to the first question above.

Does the applicant have a risk management assessment process in place to identify and mitigate potential risks?

Yes. In addition to a separate Risk Management division of the General Services Agency, risk management and assessment is a regular part of our daily financial operations. We have a wide range of internal controls which serve to identify and mitigate potential financial risks.

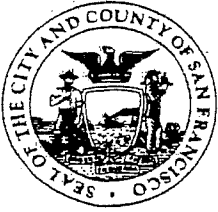
What is the applicant's records retention policy?

We have an extensive records retention policy. For grant expenditures, we retain all records for five years after the grant terminates.

Has the individual primarily responsible for fiscal oversight attended a Fiscal Management Training Seminar put on by a U.S. government agency? If yes, when and which government agency?

Our finance staff regularly attends trainings in financial management put on by the US Department of Housing and Urban Development. The next training to be attended by our Chief Financial Officer and our Fiscal Operations Manager, "CDBG By the Numbers," will take place on April 20-22, 2010.

**MAYOR'S OFFICE OF HOUSING
CITY AND COUNTY OF SAN FRANCISCO**



GAVIN NEWSOM
MAYOR

DOUGLAS SHOEMAKER
DIRECTOR

**City and County of San Francisco, Mayor's Office of Housing:
Supervised Visitation and Safe Exchange Grant Program
OVW Fiscal Year 2010**

IV Summary Data Sheet

Applicant Authorized Representative: Brian Cheu, Director of Community Development
Mayor's Office of Housing/Community Development Division 1
South Van Ness Ave.
5th Floor
San Francisco, CA 94103
Phone: (415)701-5584
Email: Brian.Cheu@sfgov.org

Applicant Authorized Contact Brian Cheu, Director of Community Development
Mayor's Office of Housing/Community Development Division
1 South Van Ness Ave.
5th Floor
San Francisco, CA 94103
Phone: (415)701-5584
Email: Brian.Cheu@sfgov.org

The agency spent over \$500,000 in Federal Funds by the end of June 2009.

Non-Profit
Non-Governmental
Victim Services Program:

La Casa de Las Madres

Visitation Center:

Rally Family Visitation Services
Saint Francis Memorial Hospital
900 Hyde Street
San Francisco, CA 94109
(415) 353-6595
(415) 353- 6534 (fax)

Applicant Type:

Continuation Project

V. PROPOSAL ABSTRACT

The purpose of this continuation project is to continue to expand supervised visitation services and safe exchanges to families in which domestic violence, child abuse, sexual assault or stalking is present in San Francisco's underserved and isolated communities. This project will ensure the full implementation of two satellite centers in communities where a large number of clients who need supervised visitation live. Although, Rally Family Visitation Services' main location is centrally located in the City close to the court, it is not close to where many families live. The project goals are: **Goal 1-** Increase supervised visitation and monitored exchange services in cases of domestic violence, sexual assault, child abuse, dating violence or stalking, **Goal 2 -** Fully implement services at the satellite centers and therefore provide families with choice of location and safety. **Goal 3 –** Provide supervised visitation location options taking into consideration safety risks and the preference of the at risk parent. **Goal 4 –** Continue on-going review of safety policies and protocols at all facilities to ensure the safety of children and at risk parents. **Goal 5-** Provide supervised visitation and monitored exchange services to 150 families per year with a history of domestic violence, sexual assault, dating violence, child abuse, or stalking at three sites. **Goal 6 –** Continue to develop protocols and procedures with the partners to ensure the safety of children and at risk parents. **Goal 7-** Ensure the long term viability of the services and their integration into the City's domestic violence continuum of services. Under the coordination and oversight of the Mayor's Office of Housing, this project brings together the partnership of La Casa de Las Madres, Rally Family Visitation Center of Saint Francis Memorial Hospital, San Francisco Unified Family Court, and the San Francisco Child Abuse Prevention Center SafeStart Initiative.

VI. SUMMARY OF CURRENT OYVW PROJECTS

Program	Award Number	Project Period	Funds Unspent as of 3/5/10			
			Personnel	Contracts/ Consultants	Travel	Total
Safe Havens: Supervised Visitation and Safe Exchange	2007-CW-AX-0005	10/1/07-9/30/10	\$13,633	\$170,135	\$6,124	\$189,892
Enhanced Training and Services to End Violence Against and Abuse of Women Later in Life	2008-EW-AX-K005	10/1/08-9/30/11	\$23,809	\$378,299	\$6,344	\$408,452

** Note that funds are only considered "spent" for the purpose of this chart once an invoice has been submitted and approved by a contractor or consultant.

LIST OF TECHNICAL ASSISTANCE TRAINING ATTENDEE

Washington DC December 11-14/07

Supervised Visitation and Safe Exchange Development Grant Program New Grantee Orientation -
 Attendees: Rod Seymore - Mayor's Office Of Criminal Justice, David Duffey and Sonia, Melara - Rally, and Kathy Black - La Casa.

Dallas Texas - May 12-14/08

Supervised Visitation Development Grantee Meeting - Moving from Assessment to Policy Development. Visit to Faith and Liberty Place.
 Attendees: Kathy Black - La Casa, David Duffey and Sonia Melara - Rally

Boston - August 18-20/08

Supervised Visitation Program: Envisioning Solutions for Collaborative Practice
 Attendees: Brian Cheu - Mayor's Office of Housing, Kathy Black-La Casa, David Duffey-Rally, Commissioner Margerie Slabach - San Francisco Unified Family Court.

Seattle - September 10-12/08

Safe Havens Development Grantee All Site Meeting – Addressing Safety in All Aspects of our Work and visit to Kent Center.
Attendees: Brian Cheu - Mayor's Office of Housing, Kathy Black – La Casa and Sonia Melara-Rally

Minnesota, 10/9-11/08

Visit Children Safety Center for Satellite models
Attendees: Kathy Black - La Casa and Sonia Melara - Rally

Boston – 11/18/08

Institute on Fatherhood Technical Assistance
Attendees: Robin Pry - Child Abuse Prevention Center SafeStart Initiative, Tina Gilbert - Probation Department Batterers Intervention Programs,
Kathy Black - La Casa and Sonia Melara - Rally

St Paul/Minnesota, June 23-25 2009

Supervised Visitation Grantee Roundtable, Recognizing and Understanding Battery
Attendees: Monique Nogueira, Rally Case Coordinator

St/Paul Minnesota, August 5-7/09

Supervised Visitation Grantee Roundtable, Building the Practice of Orientation
Attendees: Sonia Melara and David Duffey - Rally

San Diego, September 3-4/09

National Conference on Supervised Visitation and Safe Exchange
Attendees: Doris Lee – Mayor's Office of Housing, Sonia Melara - Rally, Kathy Black – La Casa, and Judge Ellen Chaitin – San Francisco Unified Family Court.

Phoenix - February 4-5/10

Supervised Visitation Program: Envisioning Solutions for Collaborative Practice
Attendees: Doris Lee – Mayor's Office of Housing, Sonia Melara - Rally, Sara Sedano – La Casa, Judge Patrik Mahoney – San Francisco Unified Family Court.

Hollywood/ Florida March 3-4/10

Supervised Visitation Grantee Roundtable, Building the Practice of Orientation
Attendees: Monique Nogueira and Anna Mikuiya-Junher - Rally

VII. PROJECT NARRATIVE

A. Purpose of Application

Problem and How Funding Would Alleviate it: A continuation grant will assist the partners to fully establish the satellite centers proposed for the development grant and deliver services to the most underserved section of San Francisco. Family violence has been the leading cause of all solved homicides for women in the City. The June 2009 report released by newly established San Francisco Domestic Violence Council indicates that in FY 2007-2008, the local 911 dispatchers reported 6,583 domestic violence calls. Thirty two percent were classified as assaults and 1% as aggravated assaults. However, according to newly appointed San Francisco Police Chief, Gorge Gascón (San Francisco Examiner, 2009), an approximate 1, 200 additional cases of domestic violence per year - at least over the past five years - were not reported to the Department of Justice as aggravated assaults. These numbers raise the combined percentage of assault cases to 50% and aggravated assaults to 18% of all domestic violence calls received. The District Attorney's Victims Services Unite handled 2813 cases in the last fiscal year (2008-09). Of those, 540 were domestic violence cases.

Available local statistics do not reflect statistics related to separated families, or the risks to women leaving their abusive partners, especially when there are children involved. The San Francisco Unified Family Court reports that approximately 500 families a year need supervised visitation or monitored exchange services. However, for a variety of reasons, many choose or are ordered by the court to use traditional exchanges and visitation arrangements, such as in person or at a relative's home, Police stations, restaurants or other "public" place. In these instances, the abuser retains a captive audience with the ex-partner and the child(ren). Monitored

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exchanges and supervised visitation provide families with a safe environment for contact, while protecting all family members from exposure to conflict and abuse, especially against the at risk parent. Unsupervised visits have been fatal for many parents in cases of domestic violence. In July of 2009, a resident of San Francisco Bay area, James Mitchell, violated his restraining order after he heard that he had been ordered to a domestic violence rehabilitation program and that his ex-girlfriend had been granted custody of their daughter. With the pretext of wanting to visit his daughter, James Mitchell went to his ex-girlfriend's house and beat her to death with a bat.

Of all services reported by Rally Family Visitation Services (Rally), 70-80% are domestic violence cases. In 2008, the program conducted a Needs Assessment funded by the Office of Violence Against Women (OVW). The Needs Assessment confirmed these numbers and also indicated that in approximately 20% of the cases, women did not disclose domestic violence to the court. This means that the court may have little information when deciding on the safety needs of families and, therefore, may not order supervised visitation/monitored exchanges when needed.

Most families who call the police with domestic violence claims in San Francisco, press criminal charges, seek protective orders, go to family court on custody/visitation matters, and/or seek supervised visitation/ monitored exchange services are more likely to come from specific isolated diverse and low- income neighborhoods. Through the 2008 survey, Rally found that the majority of families being served were from these neighborhoods. This fact has not changed. In addition, the percentage of families served by Rally in FY 2008-09 increased by 36.4%. Further, the demographics since the development grant was awarded have changed at a significant level. While the percentage of Latino or White families being served has either not changed or gone down, the percentage of African American families being served has increased to 20% of the

total families being served while the city's African American population has declined to an all-time low of 6.8%.

The OVW development grant has allowed Rally to expand services to communities at risk of domestic violence by opening two satellite centers in these communities. One of the satellite centers is fully operational in the Bayview district of San Francisco. The program signed a lease agreement with an existing community center that runs a Head Start facility in the area. Rally uses the facility during weekends when the program is not in operation. The Bayview is in the South East section of the City with a population that is identified as being predominantly African American. The second satellite center is in the process of opening soon and is aimed at serving another neighborhood where a high concentration of Rally clients live, the Mission district, which has the highest – primarily monolingual - Latino population in San Francisco. The Mission district is highly congested and it is difficult to find facilities with two entrances. Two sites are presently under evaluation to insure safety protocols.

Target Population: Overall, the families currently being served by Rally are representative of the Safe Havens target population. As outlined above, it represents a predominately diverse and underserved population. The most recent bi-annual report submitted to OVW reflects that 86% of the families served under the grant were receiving services at Rally due to domestic violence, 6% due to stalking and 8% due to child abuse. In addition, the families served by Rally in Fiscal Year 2008-2009 included 35% Latino, 20% African American, 20% White, 17% Asian, 4% biracial, and 7% other. Thirty two percent of the families were monolingual, non-English speaking. Sixty four percent earned less than \$20,000 per year. Seventy five percent had a history or allegations of domestic violence – compared to 72% the previous year, and 72% had restraining orders, compared to 59% the previous year.

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Community Service Area: The 2008 estimated census for the City and County of San Francisco reflects the second most densely populated (cities with populations over 200,000) city in the country with a population of 808,976. San Francisco is made up of racially and ethnically diverse residents - 45.6% Caucasian, 31.3% Asian/Pacific Islander, 14.1% Latino, 6.8% African-American, 6% American Indian and Alaska Native, 5% Native Hawaiian/Other Pacific Islander and 2.8% of the population reporting two or more races. Thirty two percent of the City's population was born in another country. Although San Francisco, in 2009, reported a median family income of \$81,136, the significant low-income population faces housing and living costs that are among the highest in the country, second only to New York City nationally. While only 7.6 % of the individual population lives below the federal poverty level, 12.7% of families and 32% of single women with children under 18 live below the federal poverty level. The census data also reveals that of those San Franciscans over the age of 5, almost half speak a language other than English at home (45.7%), and one in four are English-Language Learners (ELL). The largest language groups in San Francisco are Cantonese, Spanish, Tagalog and Russian. Furthermore, 43,710 San Francisco households are "linguistically isolated" with no one over the age of 14 indicating that they speak English "well" or "very well".

The client population, to be served by this grant, reflects a higher percentage of the low income, underserved, and limited English speaking families, than those reported by the census information for the City of San Francisco. In addition, the majority live in low income, isolated neighborhoods with high reports of street and family violence. For instance, as reflected in the Needs Assessment conducted under the OVW development grant, the majority of families reside in the Bayview, Mission, Ocean or Ingleside neighborhoods. These areas of the City are primarily populated by Latino, African American, and Asian/ Pacific Islander families. Seventy

two percent of families referred to Rally during 2008-09 were families who identified themselves within these three racial/ethnic groups. Thirty two percent could only communicate in a language other than English. These families are not only isolated by distance, but also by language and cultural barriers, leaving them with little access to secure visitation services.

Current Services and Gaps: Founded in 1991, Rally Family Visitation services is the only organization that provides safe visitation and exchange services in San Francisco working closely with the court and an extended collaborative that includes adult victims and children services. Although Rally's main location is centrally located in the City and in close proximity to the Court offices, unfortunately it is not easily accessible to the underserved, ethnically isolated sections of the City, where many families served by the program live. In 2007, OVW funded a development grant, allowing Rally to conduct a Needs Assessment to confirm this need and explore the location preference of 2 satellite centers. In addition to confirming the need and the specific communities in need, the Needs Assessment pointed to other very important safety factors. Rally confirmed that while many families want to be closer to where they live, some would prefer other available locations due to risk factors. Therefore, the program's policy is to assign the location of visitation services, at any of the three sites, based on the victim's preference and potential risk factors.

Other OVW grant applications: this applicant has not applied or is applying for other OVW grants at this time.

B. What Will Be Done

The Continuation grant will assist to further develop what began during the development phase. The development project proposal grant was committed to expanding supervised visitation and safe exchange options to families with a history of domestic violence, sexual

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assault, dating violence, child abuse, or stalking in isolated communities by establishing two satellite centers in these communities. It was further committed to develop these satellite facilities without increasing the overhead cost for the program, thus ensuring their long term viability. The development grant goals and accomplishments by the partners are as follows: 1) Conduct a needs assessment to determine the need and where visitation centers should be located. This goal was accomplished within the time line commitment and its report was sent to OVW. 2) Establish a minimum of 2 satellite centers in identified communities through the needs assessment. One satellite center is presently in operation in one of the neighborhoods within an existing community center and the same is being planned for the second site. The second is in progress and will be operational in the next few months. Delays in the timeline proposed were experienced due to the date when the City received implementation approval from OVW. 3) Strengthen Community Advisory Committee (Consulting Committee) by incorporating experts from communities served by these centers. This was done in the timeline committed. It is also on ongoing process. 4) Review and implement policies and protocols to ensure they will provide a safe environment at the satellite centers. The policies and procedures were submitted to the consultant/technical assistance team, incorporated proposed changes (see guiding principles below), and the final draft was sent to OVW within the timeline proposed. OVW reviewed them and provided approval for the project's implementation. 5) Hire staff that meet the diversity and linguistic needs of the communities served. Rally has met this goal and holds this is as an ongoing commitment while delivering services. 6) Expand Rally's role as an advocate for supervised visitation services in San Francisco. Rally has joined the City's Domestic Violence Council and its Executive Director has spoken before the Council to advocate for supervised visitation services to become a part of a continuum of services. 7) Maintain program quality

assurance and provide consultation to other programs. Rally has been open to provide information to all programs that request it, making sure that these programs understand OVW's guiding principles.

Lastly, Rally was committed to serving 100 families for supervised visitation and 100 for exchange for all three locations. Although, actual project implementation authorization was received in April 2009, by the end of fiscal year 09 (June), Rally had served 196 families (supervised visitation and exchanges), of which 75% had allegations or history of domestic violence as the primary reasons for referral. The last report to OVW (January 10), reflected 78 families receiving services who were either referred due to domestic violence (86%), child abuse (6%) or stalking (8%).

During the development grant period, the partners and members of the consulting team have attended all technical assistance trainings available through its consultants and technical assistance experts, in addition to other training available on line. A list of the technical assistance trainings attended is included with this grant application in the "Summary of Current OVW Projects".

2010-1013 Goals: The continuation grant will allow the partners to continue to implement and strengthen what was started during the development grant phase. The parents are committed to the following goals: **Goal 1-** Increase supervised visitation and monitored exchange services in cases of domestic violence, sexual assault, child abuse, dating violence or stalking, **Goal 2 -** Fully implement services at the satellite centers and therefore provide families with (3) choices of location and safety. **Goal 3 –** Provide supervised visitation location options taking into consideration safety risks and the preference of the at risk parent. **Goal 4 –** Continue on-going review of safety policies and protocols at all facilities to ensure the safety of children and at risk

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parents. **Goal 5-** Provide supervised visitation and monitored exchange services to 150 families per year with a history of domestic violence, sexual assault, dating violence, child abuse, or stalking at three sites. **Goal 6** – Continue to develop protocols and procedures with the partners to ensure the safety of children and at risk parents. **Goal 7-** Ensure the long term viability of the services and their integration into the City's domestic violence continuum of services.

Tasks and Activities of each Collaborating Partner: Under the oversight and coordination of the Mayor's Office of Housing, the partners will work together to ensure all goals are met to deliver safe visitation services and monitored exchanges to the target population. The court will provide referrals to the visitation center, La Casa de Las Madres will provide advocacy and support services to women as requested, and the visitation center will provide orientation, safe visitation and monitored exchange services to the families. The families will be assigned to a location based on the safety concerns of the at risk parent. In addition, the Child Abuse Prevention Center SafeStart Initiative will accept referrals for parents (visiting or custodial) who need assistance and for children exposed to violence.

2010-1013 Timeline: Year One -1) Fully establish the opening of the second satellite facility; 2) Evaluate safety protocols and procedures for all facilities; 3) Determine services which will be provided at each center; 4) Provide services at all three facilities.

Year Two - 1) Analyze client population being served at each facility 2) As appropriate, revise policies and procedures to ensure maximum safety for parents at risk and their children; 3) Develop strong community relationships to integrate visitation services in the domestic violence continuum of services.

Year Three- 1) All three facilities are fully operational and providing all services; 2) Monitor effectiveness and adjust strategy as necessary; 3) Continue to develop community partnerships.

Integration of Guiding Principles: Rally conducted an audit of its practices to ensure that the needs of families in cases of sexual assault, domestic violence, dating violence, stalking and child abuse were being addressed. This resulted in changes to the program's Policies and Procedures, which are now used in staff training and monitored regularly to ensure compliance.

Rally's Mission, Goals and Objectives went through a thoughtful process to ensure it is clear that the safety of children and adult victims is a priority for the program. This section now clarifies this vision, and in addition includes a deepening respect for individual and cultural diversity and the inclusion of community collaborations.

The policies and procedures clarify the program's purpose to its staff and define terms to ensure its practices are within the spirit of Rally's mission. It clarifies that the safety of everyone in the program is the most important aspect of the services, and that everyone is treated respectfully and equally (not the same), ensuring that neutrality is not perceived as being neutral to violence and providing services in an unbiased manner while respecting individual and cultural differences.

The cultural competency policy further clarifies an understanding for the diversity of our client population including race, ethnicity, sexual orientation, gender, language, age, socio-economic status, disability, immigration status, or religious affiliation factors. Rally's present administrative and direct service staff, as well as interns, reflects this diversity and languages spoken. Presently, the breakdown for staff is: 36% Latino, 29% Caucasian, 21% Chinese, 7% Filipino and 7% bi-racial (African American/Latina). The breakdown for interns is 29% African American, 29% Caucasian, 29% Asian (Korean/Japanese/Chinese), 13% Filipino. Languages spoken at Rally are: Spanish, Chinese (Cantonese and Mandarin), Portuguese, French, Russian, Korean and Japanese. In addition, 4 members of the staff identify as gay/lesbian. The policies

reflect a flexibility that ensures parents can communicate in the language of their choice as long as there is staff that understands such language to ensure the safety of the adult victim.

The safety and security guidelines added a focus on the dynamics of domestic violence and child abuse and the consideration of the welfare of everyone at all stages in the visitation process. Further, it outlines how risk assessment becomes an ongoing process throughout the entire time services are being provided, not just during visits. The policies emphasize the importance of checking in with adult victims and children regarding their safety, in between visits. It further directs the staff to understand the difference between "high conflict" and "domestic violence" cases. Further, specific to domestic violence, the policy focuses on the importance of understanding the link between domestic violence and visitation services, as well as how it may impact the safety of adult victims and children and providing referrals when requested. In addition, Rally changed its policy to no longer limit the amount of time for visitation services and safe exchanges. The length of time for services is based on the safety needs of each family.

Program Specifications

Scope of services: Rally provides supervised visitation and monitored exchanges.

Procedurally, both supervised visitation and exchange services start and end at all Rally's program facilities. The main difference between the two services is that staff is always present during supervised visitation between the non-custodial parent and the children. For supervised visitation, the non-custodial parents and their children are able to visit while being supervised by a staff person (Visitation Specialist) to ensure a safe visit. Supervised visitation begins when the visiting parent arrives and is escorted to a visiting room. The custodial parent arrives 15 minutes later and drops-off the child(ren), who are then escorted to join the non-custodial parent. At the

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main location, the rooms have two-way mirrors allowing the staff to stay outside the room. At the satellite centers, there are open rooms and the staff remains in the same room. In all locations, the staff will be in the room if the child requests it or when there are allegations of sexual abuse or abduction risk. Staff interventions are made when program guidelines are violated or the safety and/or well-being of the child(ren) and the at risk parent appears to be in jeopardy during the visit. At the end of the visit, the child(ren) are escorted back to their custodial parent, who is expected to be waiting at a designated area. The non-custodial parent then waits for a period of fifteen minutes before being allowed to depart.

Monitored Exchanges follow the same general protocols as supervised visits. The major difference is that the non-custodial parent picks up the child(ren) for an unsupervised, off-site visit for the specific time-period ordered by the Court. Following the visit, the non-custodial parent returns to the Rally site with the child(ren) and then leave the premises.

Staff interventions are made when program guidelines are violated or the safety and/or well-being of the child(ren) or the at risk parent appears to be in jeopardy during supervised visits and monitored exchanges. Depending on the safety risk for a particular family, the arrival and departure of the parents may be changed to ensure the safety of the at risk parent and the children.

Capacity: Rally's primary location and two satellite centers have the potential of serving up to 40-45 families for one hour supervised visits and 50-55 families for monitored exchanges every week for total of approximately 100 families per week. While, this may translate to approximately 400 families per month, they are actually hours of service. The number of families serve depend on the following factors: 1) the length of the visits (one or two hours per visit); 2) number of children per family (staff needed per family), 3) frequency of visits - some

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families may only require visits/exchanges once per month or once every other week; 4) length of visitation services per family - families may use the program for months to years at a time 5) lastly, if the demand for supervised visits increases, the center would have less capacity for exchanges and vice versa.

On the average, Rally presently serves approximately 75-100 unduplicated families per month. Rally served a total of 196 families during 2008-09, a 36.4% increase over the previous year. Rally anticipates serving a total of 200-225 families per year during this continuation grant, including those specific to domestic violence, sexual assault, dating violence, child abuse, or stalking.

Available services to meet the needs of underserved populations: Rally is the only safe visitation center in San Francisco working closely with the court and an extended partnership of services throughout the City. As stated above, in 2008-09, 75% of the families were referred due to allegations or history of domestic violence, and 72% had protective orders. In addition, in 55% of the cases the children had witnessed domestic violence and in 41% of the cases there were allegations of child abuse (sexual, physical, emotional etc.). The majority of these families are low income, ethnically diverse underserved families living in isolated communities that need these services the most. These communities are the home to many at risk parents and children.

The Safe Havens development grant has provided the partnership with the opportunity to expand and provide options in services to at risk women and children, by opening satellite centers in underserved communities, and by providing technical assistance to develop additional expertise in the domestic violence field related to visitation services.

Under this continuation grant, we propose to continue the establishment of the satellite centers in order to provide these locations as alternatives to long bus or car rides through a

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densely populated City. This will be done, taking into considerations the specific risks in every family and ensuring that that the parent at risk has the final decision in choosing a site.

Currently, there are no other agencies in San Francisco providing safe supervised visitation and monitored exchange services for families with a history of domestic violence.

Demographics to be served by the project – The families served by Rally include mostly underserved and ethnically diverse sectors of San Francisco. In fiscal year 2008-09, 35% were Latino, 20% African American, 20% White, 17% Asian, 4% biracial, and 7% other. Thirty two percent of the families were monolingual, non-English speaking. Sixty four percent earned less than \$20,000 per year. Seventy five percent had a history or allegations of domestic violence – compared to 72% the previous year, and 72% had restraining orders, compared to 59% the previous year.

Hours of operation - Rally operates seven days a week for intake/orientation, visitation and exchange services: Monday-Wednesday 8:30 am to 5:30 p.m., Thursday and Friday 8:30 am to 7:00 pm, Saturdays 8:30 am to 5:00 pm and Sundays 10:30 am to 7:00 p.m. The Bayview facility is providing services on Sundays 10:30 – 7:00 p.m. based on present demand. The second facility in the Mission district is planned to be open on Saturdays 8:30-5:00 p.m. also based on that community's demand. Services are scheduled at times that are convenient to families and when school-age children are not in school.

Program Security - Starting with the Intake/Orientation to visits and exchanges, Rally believes in taking extra security steps when families request it. Security guards are available at all sites and can be used to escort parents to buses or cars. All parents are provided and expected to follow the program guidelines, which in addition to safety procedures, include but are not limited to: refraining from speaking negatively about the other parent, discussing the Court process or future

visitation arrangements, and questioning the children about activities with or about the other parent. Parents are assigned separate entrances and staggered arrival/departure times. At the main location, there are video surveillance cameras at every entrance. Cameras have not been installed at satellite centers and Rally is studying the need as it develops these facilities. At the satellite centers, the staff and security personnel monitor the facility entrances, with special emphasis on the at-risk parent entrance.

Record keeping and confidentiality: For all services, Rally staff document parent and child interactions and behaviors. All documentation is fact-based and reviewed/edited by members of the program administrative team to eliminate any biased language or recommendations. These case reports include fact-based observations of parent-child(ren) contact for each visit and critical incidents. Rally does not discuss the specifics of any case at any time with anyone, including parents or their attorneys. A release of information form is required in order for Rally staff to discuss specific case issues with anyone other than Court personnel or attorney's appointed to represent children. Identifying information is never included in case reports or provided to anyone.

In all cases, but particularly with domestic violence cases, parents will also be asked to sign a release of information if they wish to be referred to and provide Rally with the authorization to speak to a community domestic violence program. In addition, Rally's guidelines require staff to intervene when visiting parent may be violating the program guidelines during a visit, with special attention to domestic violence cases when the parent may be asking about the other parent's whereabouts, current relationships, address or the child's school location.

Referral Process - Cases are referred by various sources. However, in court ordered cases, the Family Court mediators may mediate agreement between the parties (together or separate when a Restraining Order is in place or whenever it deems necessary) to utilize Rally services, or in cases of non-agreement, the judicial officer makes orders from the bench. Often attorneys and their clients stipulate agreements to the visitation services. When requested, Rally refers at risk parents to La Casa de Las Madres's advocate or other community resources, including SafeStart who will accept referrals of both parents and children.

Intake Procedures: Clients are scheduled for an intake/orientation at a time that is convenient for them (including evenings and weekends). The orientation for each parent is scheduled during different days to avoid having them meet each other. Orientation is also provided for children 4 years and older. Rally staff uses its intake and orientation process to ensure that families are able to provide Rally with additional information that will assist the program in understanding their situation and need for additional safety planning. Information provided to Rally during orientation is not documented or shared with the court. The information is used to further assess risks in the case, and assess what needs to be different in the service delivery for specific families, including whether the arrival and departure time should be different. Completing enrollment paperwork is not a priority during the orientation process, and the focus is on providing a more supportive environment, as well as on building a relationship between staff, parents and children.

Fee protocols - Rally uses a sliding scale for low-income families to assess fees for services. For court cases, the Court determines who pays the program fees. However, it is up to Rally to determine the fee and whether it is charged at all. In cases when both parents are ordered to pay half of the fee, Rally will determine the fee based on each parent's income. Therefore, one

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parent may end up paying less than the other parent. Rally will waive fees for parents when they unable to pay the lowest fee (\$5.00/visit, 3/exchanges) per service.

Center Staff – Rally maintains a minimum level of staffing and increases the staff time based on the services being delivered. There are 3 FTE lead staff who oversee all program administration and operations. In addition, Rally has a pool of 10-15 hourly staff who have tenure between 1 and 15 years of service and experience in the program. Lead staff include: **Sonia Melara**, Executive Director, has been at Rally since 2003. She is one of La Casa's founding members and former Executive Director for the City of County of San Francisco's Commission on the Status of Women where she doubled the funding for domestic violence programs. She is in the part-time faculty of San Francisco State University School of Social Work. She holds a Masters Degree in Social Work from San Francisco State University. **David Duffey-León**, Program Manager, has been employed with Rally for 10 years. He received his B.A. degree in Psychology from Austin College and his M.A. degree in Professional Counseling—Marriage and Family Specialization from the University of Texas. He is both a Licensed Professional Counselor and Licensed Psychological Associate in the state of Texas. He has extensive experience and training in child development, family counseling, domestic violence, and child abuse. **Monique Nogueira**, Case Coordinator II, has been at Rally since 2003. She received her B.A. degree in Psychology from San Francisco State University and is in her 5th year of a doctoral program in Clinical Psychology with an emphasis on Children and Families. She also has extensive training in domestic violence, family therapy, children development and child abuse. **Anna Mikuriya-Jungherr**, Case Coordinator I, has been employed with Rally since 2009. She holds a B.A. in Social Work from San Francisco State University. She completed her undergraduate student internship at Rally and is earning her Masters Degree in Social Work at

California State University East Bay with a concentration in child welfare. In addition, Rally maintains specific minimum professional qualification requirements for hiring its staff to provide supervised visitation services. The minimum qualifications for a Visitation Specialist I, requires a Bachelor of Arts Degree in psychology, social work or related field, plus two years experience working with children and families. For Visitation Specialist II, Rally requires a Master's degree in psychology, social work or related field, plus 5 years previous experience working with children and family, preferably with domestic violence cases. Education may be waived and replaced with experience, especially when hiring staff with second language capabilities. The staff level of training and experience is matched to the needs of families. The level of Rally's present staff's professional background include: 25% Bachelor Degree level and 75% Master Degree level, with two B.A. level members attending school to complete their Master Degree and one to complete a Doctorate program. Every year Rally recruits an average of 10 interns from Social Work and Counseling Bachelors and Master's programs.

Training Requirements for Staff and Volunteers - Staff, interns and volunteers must go through a hospital mandated one day orientation that includes many health, safety requirements and organizational core values. Everyone receives an orientation about Rally services in particular, including the programs policies and procedures, and OVW guiding principles. On the job training for new staff and interns includes shadowing of experienced staff with on-site supervision of a Lead staff for each shift. Throughout the year, Rally provides ongoing training during staff meetings on topics such as domestic violence, child abuse, children exposed to violence etc. Staff and interns also have the opportunity to attend seminars and conferences on related topics when available in the community.

Consulting Committee: The consulting committee include the four mandated partners, the Mayor's Office of Housing, San Francisco Unified Family Court, Rally Family Visitation Services and La Casa de Las Madres. In addition, there are 13 other members that represent the District Attorney's Office Victim Witness Division, San Francisco Child Abuse Prevention Center – Safe Start Initiative, Bay Area Legal Services, Department on the Status of Women, and the Department of Human Services Child Protective Services division. Depending on the need, the partners are in communication daily/weekly. The consulting committee meets bi-monthly or more frequently if needed. Frequent updates are communicated via email as needed.

C. Who will Implement the Continuation Project:

The San Francisco Department of Public Health (DPH) The Mayor's Office of Housing has been a pioneer in working to address the same underserved communities targeted by the Safe Havens: Supervised Visitation and Safe Exchange program. The Mayor's Office of Housing funds programs that address domestic violence, especially in the same communities addressed by this Safe Havens continuation proposal. They are also the coordinating/oversight agency for La Casa's OVW grant addressing Abuse in Later Life Program. MOH and its staff have extensive knowledge of administering federal grants. They are responsible for funding similar agencies in San Francisco addressing domestic violence programs, including the Asian Women's Shelter, Bay Area Legal Aid, La Casa de Las Madres, Nihonmachi Legal Outreach, and St. Vincent de Paul Society of San Francisco. The department will assigned a coordinator who is experienced in program planning and coordination and who will be responsible for the overall coordination of the project, including, 1) Being the point of contact with OVW and technical assistance providers; 2) Convening consulting committee meetings; 3) Coordinating site visits and on-site technical assistance; 4) Participating in OVW meetings and trainings; 5) Ensuring that the

project is in compliance with the statutory minimum requirements of the Supervised Visitation Grant Program; and 6) Completing any other tasks needed to ensure the success of the continuation project.

San Francisco Unified Family Court (SFUFC) - The Family Court has designated one day a week to provide orientation and assistance to families with domestic violence. In these cases, the mediators at the SFUFC provide mediation services by meeting with the parents separately. Referrals to Rally can be made by the parties' agreement following mediation or by court order at a hearing, when there is no agreement. Mediators will prepare the necessary referral information so that the program is able to provide the ordered services, outlining as much information available to the court to ensure that the program conducts the necessary risk assessment. The SFUFC will also provide guidance and training to the partners and consulting committee on court-related issues, including procedures, as well as on matters related to the legal system and its role in working with victims of domestic violence, child abuse, sexual assault and stalking.

Rally Family Visitation Services, of Saint Francis Memorial Hospital has been providing supervised visitation and monitored exchange services to families in San Francisco since 1991. Rally will be responsible for coordination and delivery of services through all its facilities, as well as evaluation and implementation of safety protocols. Rally's Executive Director will take a leadership role to plan and implement the continuation grant and will be the primary contact between the partners and consulting committee. David Duffey- León, Program Manager, will be responsible for the operations of programs throughout all facilities and direct supervision of staff. The Case Coordinators will be responsible for intakes, safety planning and serves as lead staff during direct services.

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La Casa de las Madres, La Casa de las Madres is San Francisco's oldest and largest anti-domestic violence service provider. Founded in 1976 as California's first shelter dedicated to women and children escaping domestic violence, today La Casa remains a community leader. Through emergency residential and community-based support services, from crime scene response to ongoing counseling, legal assistance, and strength-based case management, La Casa serves more than 2,000 survivors and their children and siblings each year. La Casa responds to 5,000 24-hour hotline calls and provides issue education and training to an additional 10,000 community members. Moreover, La Casa does not engage in or encourage activities, like couples counseling, that compromise victim safety. Their services, delivered through strength-based, client-driven empowerment models, prioritize victim safety and give survivors the tools to transform their lives. Program evaluations demonstrate survivors' perceptions of increased capacities to identify and avoid unsafe situations, behaviors and relationships, improved feelings of self-efficacy, enhanced stability, and more ready access to needed resources.

San Francisco Child Abuse Prevention Center - SafeStart Initiative. The SafeStart Initiative (SafeStart) is a collaboration convened in 1999 to plan what has become a public/private partnership effort to reduce the incidence and impact of violence on San Francisco's children, from birth to six years old. The SafeStart Initiative will provide expert input regarding the effects of violence on young children from birth to age six and will accept direct referrals to provide services to families with young children exposed to domestic violence.

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VIII. Budget Detail & Narrative

A. Personnel

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
TBA, Project Coordinator	\$100,000x 0.15 FTE x 3	\$ 45,000

The Project Coordinator is responsible for the operational and financial aspects of Safe Havens continuation grant as outlined in the grant and Memorandum of Understanding between the partners.

B. Fringe Benefits

<u>Fringe</u>	<u>Computation</u>	<u>Cost</u>
FICA	7.30 %	\$ 3,285
Unemployment	0.20	90
Health Insurance	15.10	6,795
Insurance	0.40	180
Workmen's Compensation Insurance	3.00	1,350
Pension	<u>7.00</u>	<u>3,150</u>
	33.0 %	\$ 14,850
Subtotal Salary		\$ 59,850

C. Travel: Travel and technical assistance expenses will be allocated over three years for the partners, Computation is based on City and subcontractor allowable reimbursement rates.

<u>Purpose of Travel</u>	<u>Location</u>	<u>Item</u>	<u>Computation</u>	<u>Cost</u>
OVW Training	TBD	Airfare	(\$550 x 4 people x 2 trips)	\$ 4,400
And Travel		Hotel	(\$150/night x 4 people x 2 nights x 2 trips)	2,560
		Meals	(\$75/day x 4 people x 3 days x 2 trips)	1,800
		Ground Transportation	(\$100 x 4 people x 2 trips)	800
		Miscellaneous (i.e. Conference registration fees)		600
Subtotal Travel				\$ 10,000

D. Equipment

Funded through other sources.

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Subtotal Equipment: \$ 0

Supplies:

Funded through other sources

Subtotal Supplies \$ 0

F. Construction

Funded through other sources

Subtotal Construction \$ 0

G. Consultants/Contracts-Sub contracted grant personnel

<u>Name of Personnel/ Consultant (Through Rally)</u>	<u>Service Provided</u>	<u>Computation</u>	<u>Cost</u>
Sonia Melara	Executive Director	\$115,000 x 0.25 FTE x 3	\$ 86,250
David Duffey	Program Manager	\$75,000 x 0.50 FTE x 3	\$ 112,500
Monique Nogueira	Case Coordinator	\$45,000 x 0.50 FTE x 3	\$ 67,500
Visitation Specialists.	Direct supervision	\$20.50/hour x 2.6 people x 8 hrs x 52 weeks x 3	\$ 66,518*
Subtotal Rally Salaries			\$332,768

Family Advocate – through La Casa

TBA	Family Advocate	\$35,000 x .5 x 3	\$52,500
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Subtotal Consultant Salaries: \$ 385,268

The Executive Director will oversee the programmatic implementation of the continuation grant. She will be responsible for the submission of financial and program reports to the Mayor's Office of Housing and be the primary contact with the partners and consulting committee.

The Program Manager (PM) will oversee all supervised visitation agency and satellite center(s) activities, staff supervision, training and education. The PM is also responsible for protocols and coordination with SFUFC and community partners regarding client-specific matters. He is responsible to be on-call during direct visitation hours.

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The **Case Coordinator** is responsible for scheduling clients for intake orientation & visits, scheduling staff, conducting intake interviews, preparing case reports and customer service activities. She is also responsible to act on the behalf of the PM in his absence.

Supervised Visitation Specialists provide direct supervision to families. This is estimated for 8 staff members for one day spread out over three sites. These are regular hourly employees (W-2 are issued) who do not receive full benefits. Therefore, their benefits are calculated at 10% which includes contributions to FICA, Workers Compensation and local required benefits.

The **Family Advocate at La Casa** will provide direct services in cases involving or indicating further risk to domestic violence. Specifically, the advocate will work with clients to identify needs, provide support, crisis intervention, facilitate peer-based support group and safety planning as requested by the at risk parent.

Fringe Benefits-Rally Fully Benefited staff (Sub contractor SFMH established formula)

<u>Fringe</u>	<u>Computation</u>	<u>Cost</u>
FICA	7.22%	
Unemployment	0.09%	
Health Benefits	12.45%	
Pension	0.88%	
Workers Comp	2.01%	
<u>Other Benefits</u>	<u>0.35%</u>	
Total	23.00%	
	\$266,250 x 23.00%	\$61,238
*Fringe Benefits – Rally hourly staff		
<u>Fringe</u>		
FICA	7.22%	
Workers Comp	2.01%	
Other	<u>.77%</u>	
	10.00%	\$6,490
Fringe Benefits – La Casa		
FICA	7.50%	
Unemployment Compensation	.10%	
Health Insurance	1.40%	
Life Insurance	.41%	
Worker's Compensation	10.84%	
Long Term Disability	<u>.66%</u>	
	20.91%	
	\$52,500 x 20.91%	\$10,978
Subtotal Sub-Contractor Fringe Benefits		\$78,705

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La Casa de Las Madres	Domestic violence prevention trainer 4 sessions/year x \$450.00 x 3	\$ 5,400
Per diem Security Staff	Provide security and escort to DV victims/children at all Centers one day/week. Three guards x 8 hours/wk x156 wks x \$23/hour	\$ 86,112
1 Family Therapist	Provides monthly case consultation to visitation staff 1.5 hours/mo x 36 x \$50/hour	<u>\$ 2,700</u>

Subtotal Consultant Other \$ 94,212

Subtotal Consultant \$ 558,185

H. Other Costs

<u>Item</u>	<u>Cost</u>
Satellite Centers Occupancy - \$300/mo x 36 months x 2 centers	\$21,600

Subtotal Other Cost \$ 21,600

I. Indirect

No indirect cost is requested

Subtotal Indirect \$ 0

TOTAL BUDGET 649,635

San Francisco Safe Havens-Budget Summary

	Total Budget
A. Personnel	\$45,000
B. Fringe	\$14,850
C. Travel	\$ 10,000
D. Equipment	\$ 0
E. Supplies	\$ 0
F. Construction	\$ 0
G. Consultants/Contracts	\$558,185
H. Other: Occupancy	\$ 21,600
Total Direct Costs	\$649,635
I. Indirect Costs	\$ 0
TOTAL PROJECT COSTS	\$649,635
Federal Request	\$649,635
Non-Federal Amount	\$ 0

Rally
A Program of Saint Francis Memorial Hospital
2003-04 Operating Budget

REVENUE

	Program	Safe Havens	Total
County of San Francisco Family Court System	52,612		52,612
California Judicial Council Access to Visitation Grant	67,714		67,714
Saint Francis Memorial Hospital	74,019		74,019
Saint Francis Foundation	10,000		10,000
Fees For Service	45,000	5,740	50,740
Consultation and Training	2,000		2,000
Program Materials Purchased	500		500
Saint Francis Memorial Hospital (In-kind Contributions)	49,761		49,761
Foundation Grants and Fundraising	50,000	25,000	75,000
Office on Violence Against Women-Safe Havens		172,269	172,269
TOTAL REVENUE	\$ 351,606	\$ 203,009	554,614

EXPENDITURES

Personnel

Program Executive Director (.5 FTE)	45,000		45,000
Safe Havens Project Director (.75 FTE)		45,000	45,000
Rally Program Coordinator (1 FTE)	52,000		52,000
Assistant Coordinator(s) (1 FTE)	35,625	8,907	44,532
Administrative Assistant(s) (1.5 FTE)	40,092	14,560	54,652
Fringe Benefits @ 27%	46,634	14,905	61,539
Total Personnel	\$ 219,351	\$ 83,372	302,723

Operating

Occupancy & Utilities	49,761	8,499	58,260
Telephone Service	1,000		1,000
Supplies	7,083	1,020	8,103
Printing and Forms	3,000		3,000
Dues & Subscriptions	300		300
Training	276		276
Travel (Safe Havens is grant mandated)	2,000	10,000	12,000
Equipment (Computers, printers, telephones)		7,900	7,900
Copy Machine Lease	1,188		1,188
Materials (Production, translation)		5,000	5,000
Two-way Security Radios		2,000	2,000
Child-friendly furniture		4,000	4,000
Children Games, Toys, Books, Art Supplies		1,700	1,700
Parent Education Curriculum		625	625
Contractual			
Consultant Mental Health Clinician	1,275	6,250	7,525
Evaluation of Services (Safe Havens is grant mandated)	10,000	20,000	30,000
Training on Domestic Violence Issues		3,118	3,118
Visitation Assistants	46,372	26,208	72,580
Security Escorts		5,824	5,824
Development	10,000		10,000

Total Operating

132,255 102,144 234,399

Grant Administration by SF Dept. of Children, Youth and their Families

17,493 17,493

TOTAL EXPENDITURES

\$ 351,606 \$ 203,009 \$ 554,614

**The Rally Project
2001 Program Development Budget
A Program of Saint Francis Memorial Hospital**

EXPENDITURES

	<u>Cost</u>	<u>In-Kind</u>	<u>Additional 1.25 FTE</u>
Personnel			
Visitation Assistants Additional 1.25 FTE	41,600		41,600
Total Personnel	41,600	0	41,600
Operating			
Contractual			
Consultant Mental Health Clinician	7,800		7,800
Evaluation of Services	10,000		10,000
Total Operating	17,800	0	17,800
TOTAL EXPENDITURES	59,400	0	59,400

0

Rally
A Program of Saint Francis Memorial Hospital
 2010-11 Annual Budget

		Sources of Funding	
		OVW	Other
	115,050	\$ 28,750.00	\$ 86,300.00
	76,208	\$ 37,500.00	\$ 38,708.00
	49,637	\$ 22,500.00	\$ 27,137.00
	35,306	\$ -	\$ 35,306.00
	35,306	\$ -	\$ 35,306.00
	71,647	\$ 20,412.00	\$ 51,234.00
	\$ 383,154	\$ 109,162	\$ 273,991
	127,920	\$ 22,173.00	\$ 105,747.00
	12,792	\$ 2,163.00	\$ 10,629.00
	140,712	24,336	116,376
	5,250	\$ -	\$ 5,250.00
	150,000	\$ -	\$ 150,000.00
	7,200	\$ 7,200.00	-
	2,514	0	\$ 2,514.00
	1,000	0	\$ 1,000.00
	2,000	-	\$ 2,000.00
	3,333	3,333	-
	1,500	0	\$ 1,500.00
	2,000	-	\$ 2,000.00
	4,304	-	\$ 4,304.00
	3,000	-	\$ 3,000.00
	2,750	-	\$ 2,750.00
	2,000	\$ 900.00	\$ 1,100.00
	21,159	\$ 21,159.00	-
	1,800	\$ 1,800.00	-
	47,840	\$ 28,704.00	\$ 19,136.00
	257,650	\$ 63,096.00	194,554

\$	117,150	\$	-	\$	117,150.00
\$	898,666	\$	196,594	\$	702,071

benefitted staff include a 3% salary increase as of July 1, 2010.
 amount assumes an average of \$20.50/hour.

num of 3 staff (3 centers being opened for services)

5. However, only three have been charged to OVW
 security measures, we may or may not need the



Department of Justice
Office on Violence Against Women

Cooperative Agreement

PAGE 1 OF 8

1. RECIPIENT NAME AND ADDRESS (Including Zip Code) City and County of San Francisco 1 Dr. Carlton B. Goodlett Place San Francisco, CA 94102		4. AWARD NUMBER: 2010-CW-AX-K025	
		5. PROJECT PERIOD: FROM 10/01/2010 TO 09/30/2013 BUDGET PERIOD: FROM 10/01/2010 TO 09/30/2013	
1A. GRANTEE IRS/VENDOR NO. 946000479		6. AWARD DATE 09/23/2010	7. ACTION Initial
		8. SUPPLEMENT NUMBER 00	
		9. PREVIOUS AWARD AMOUNT	\$ 0
3. PROJECT TITLE San Francisco Supervised Visitation and Safe Exchange Program		10. AMOUNT OF THIS AWARD	\$ 424,757
		11. TOTAL AWARD	\$ 424,757
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 42 U.S.C. 10420 (OVW - Supervised Visitation)			
15. METHOD OF PAYMENT GPRS			
AGENCY APPROVAL		GRANTEE ACCEPTANCE	
16. TYPED NAME AND TITLE OF APPROVING OFFICIAL Virginia Davis Deputy Director for Policy Development		18. TYPED NAME AND TITLE OF AUTHORIZED GRANTEE OFFICIAL Brian Chen Director of Community Development	
17. SIGNATURE OF APPROVING OFFICIAL 		19. SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL 	19A. DATE 10/5/10
AGENCY USE ONLY			
20. ACCOUNTING CLASSIFICATION CODES		21. CW10D00001	
FISCAL YEAR	FUND CODE	BUD. ACT.	DIV. OFC. REG. SUB. POMS AMOUNT
X	A	CW 29	00 00 424757

OJP FORM 4000-2 (REV. 5-87) PREVIOUS EDITIONS ARE OBSOLETE.

OJP FORM 4000-2 (REV. 4-88)



Department of Justice
Office on Violence Against Women

AWARD CONTINUATION
SHEET
Cooperative Agreement

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PROJECT NUMBER 2010-CW-AX-K025

AWARD DATE 09/23/2010

SPECIAL CONDITIONS

1. The recipient agrees to comply with the financial and administrative requirements set forth in the current edition of the Office on Violence Against Women (OVW) Financial Grants Management 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, Audit 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 DOJ grant funds) are not satisfactory and promptly addressed as further described in the current edition of the OVW Financial Grants Management 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 OVW, in order to avoid violation of 18 USC § 1913. The recipient may, however, use federal funds to collaborate with and provide information to Federal, State, local, tribal and territorial public officials and agencies to develop and implement policies to reduce or eliminate domestic violence, dating violence, sexual assault, and stalking (as those terms are defined in 42 USC 13925(a)) when such collaboration and provision of information is consistent with the activities otherwise authorized under this grant program.
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 OVW.

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Department of Justice
Office on Violence Against Women

AWARD CONTINUATION
SHEET

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Cooperative Agreement

PROJECT NUMBER 2010-CW-AX-K025

AWARD DATE 09/23/2010

SPECIAL CONDITIONS

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.
8. The grantee agrees to comply with all relevant statutory and regulatory requirements which may include, among other relevant authorities, the Violence Against Women Act of 1994, P.L. 103-322, the Violence Against Women Act of 2000, P.L. 106-386, the Omnibus Crime Control and Safe Streets Act of 1968, 42 U.S.C 3711 et seq., the Violence Against Women and Department of Justice Reauthorization Act of 2005, P.L. 109-162, and OVW's implementing regulations at 28 CFR Part 90.
9. Approval of this award does not indicate approval of any consultant rate in excess of \$650 per day. A detailed justification must be submitted to and approved by the Office on Violence Against Women prior to obligation or expenditure of such funds.
10. The Director of OVW, upon a finding that there has been substantial failure by the grantee to comply with applicable laws, regulations, and/or the terms and conditions of the grant or cooperative agreement, will terminate or suspend until the Director is satisfied that there is no longer such failure, all or part of the grant or cooperative agreement, in accordance with the provisions of 28 CFR Part 18, as applicable mutatis mutandis.
11. The grantee agrees to submit semiannual progress reports that describe project activities during the reporting period. Progress reports must be submitted within 30 days after the end of the reporting periods, which are January 1-June 30 and July 1-December 31 for the duration of the award. Future awards may be withheld if progress reports are delinquent. Grantees are required to submit this information online, through the Grants Management System (GMS), on the semi-annual progress report for the relevant OVW grant programs.
12. Under the Government Performance and Results Act (GPRA) and VAWA 2000, grantees are required to collect and maintain data that measure the effectiveness of their grant-funded activities. Accordingly, the grantee agrees to submit semi-annual electronic progress reports on program activities and program effectiveness measures. Information that grantees must collect under GPRA and VAWA 2000 includes, but is not limited to: 1) number of persons served; 2) number of persons seeking services who could not be served; 3) number of supervised visitation and exchange centers supported by the program; 4) number of supervised visits between parents and children; and 5) number of supervised exchanges between parents and children.
13. A final report, which provides a summary of progress toward achieving the goals and objectives of the award, significant results, and any products developed under the award, is due 90 days after the end of the award. The Final Progress Report should be submitted to the Office on Violence Against Women through the Grants Management System with the Report Type indicated as "Final".
14. The grantee agrees to comply with the applicable requirements of 28 C.F.R. Part 38, the Department of Justice regulation governing "Equal Treatment for Faith Based Organizations" (the "Equal Treatment Regulation"). The Equal Treatment Regulation provides in part that Department of Justice grant awards of direct funding may not be used to fund any inherently religious activities, such as worship, religious instruction, or proselytization. Recipients of direct grants may still engage in inherently religious activities, but such activities must be separate in time or place from the Department of Justice funded program, and participation in such activities by individuals receiving services from the grantee or a sub-grantee must be voluntary. The Equal Treatment Regulation also makes clear that organizations participating in programs directly funded by the Department of Justice are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion.



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15. The recipient agrees that it will submit quarterly financial status reports to OVW on-line (at <https://grants.ojp.usdoj.gov>) using the SF 425 Federal Financial Report form (available for viewing at www.whitehouse.gov/omb/grants/standard_forms/ff_report.pdf), not later than 30 days after the end of each calendar quarter. The final report shall be submitted not later than 90 days following the end of the award period.
16. Pursuant to 28 CFR §66.34, the Office on Violence Against Women reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, in whole or in part (including in the creation of derivative works), for Federal Government purposes:
 - (a) any work that is subject to copyright and was developed under this award, subaward, contract or subcontract pursuant to this award; and
 - (b) any work that is subject to copyright for which ownership was purchased by a recipient, subrecipient or a contractor with support under this award.In addition, the recipient (or subrecipient, contractor or subcontractor) must obtain advance written approval from the Office on Violence Against Women program manager assigned to this award, and must comply with all conditions specified by the program manager in connection with that approval before: 1) using award funds to purchase ownership of, or a license to use, a copyrighted work; or 2) incorporating any copyrighted work, or portion thereof, into a new work developed under this award.

It is the responsibility of the recipient (and of each subrecipient, contractor or subcontractor as applicable) to ensure that this condition is included in any subaward, contract or subcontract under this award.
17. The grantee agrees that grant funds will not support activities that may compromise victim safety, such as: pre-trial diversion programs not approved by OVW or the placement of offenders in such programs; mediation, couples counseling, family counseling or any other manner of joint victim-offender counseling, mandatory counseling for victims, penalizing victims who refuse to testify, or promoting procedures that would require victims to seek legal sanctions against their abusers (e.g., seek a protection order, file formal complaint); or the placement of perpetrators in anger management programs.
18. All materials and publications (written, visual, or sound) resulting from award activities shall contain the following statements: "This project was supported by Grant No. _____ awarded by the Office on Violence Against Women, U.S. Department of Justice. The opinions, findings, conclusions, and recommendations expressed in this publication/program/exhibition are those of the author(s) and do not necessarily reflect the views of the Department of Justice, Office on Violence Against Women."

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19. Within 45 days after the end of any conference, meeting, retreat, seminar, symposium, training activity, or similar event funded under this award, and the total cost of which exceeds \$20,000 in award funds, the recipient must provide the program manager with the following information and itemized costs:

- 1) name of event;
- 2) event dates;
- 3) location of event;
- 4) number of federal attendees;
- 5) number of non-federal attendees;
- 6) costs of event space, including rooms for break-out sessions;
- 7) costs of audio visual services;
- 8) other equipment costs (e.g., computer fees, telephone fees);
- 9) costs of printing and distribution;
- 10) costs of meals provided during the event;
- 11) costs of refreshments provided during the event;
- 12) costs of event planner;
- 13) costs of event facilitators; and
- 14) any other direct costs associated with the event.

The recipient must also itemize and report any of the following attendee (including participants, presenters, speakers) costs that are paid or reimbursed with cooperative agreement funds:

- 1) meals and incidental expenses (M&IE portion of per diem);
- 2) lodging;
- 3) transportation to/from event location (e.g., common carrier, privately owned vehicle (POV)); and
- 4) local transportation (e.g., rental car, POV) at event location.

Note that if any item is paid for with registration fees, or any other non-award funding, then that portion of the expense does not need to be reported.

20. 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 subrecipients 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.

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21. TERMS OF COOPERATIVE AGREEMENT

The Office on Violence Against Women (OVW) has elected to enter into a Cooperative Agreement with the City and County of San Francisco and its project partners to increase available supervised visitation and safe exchange services for victims of domestic violence, child abuse, sexual assault, teen dating violence, and stalking. This decision reflects a strong mutual interest in increasing the safety and well-being of victims and their children during supervised visitations and safe exchanges. The award recipient acknowledges that OVW will play a substantial role in shaping and monitoring the project.

STATEMENT OF FEDERAL INVOLVEMENT

The Office on Violence Against Women (OVW) will:

1. Provide the services of a Federal Program Specialist as a single point of contact for the administration of this cooperative agreement.
2. Monitor program development and implementation, and fulfill an oversight function regarding the project.
3. Review and approve content and format of the materials produced in conjunction with this project.
4. Provide input, re-direct the project as needed, and actively monitor the project by methods including but not limited to ongoing contact with the recipient.
5. Approve sites and dates of all project related activities.

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22. TERMS OF COOPERATIVE AGREEMENT

STATEMENT OF RECIPIENT RESPONSIBILITIES

The City and County of San Francisco will work collaboratively, in each step of the planning and implementation phases of the project, with the Rally Family Visitation Services, the San Francisco Unified Family Court, and La Casa de las Madres.

Recipients will:

1. Work closely with OVW in the development and implementation of this project.
2. Ensure that a multi-disciplinary team participates in project development and implementation. The multi-disciplinary team should include representatives from the grantee agency, the state or local court, and the domestic violence/sexual assault agency. Representatives will participate in the consulting committee; attend meetings and institutes, as designated by OVW; and substantially participate in the planning and implementation of visitation and exchanges services as outlined by the grant program.
3. Identify a representative of the grantee agency to serve as project coordinator. This representative will substantially participate in all aspects of the grant project; coordinate development and implementation activities; and attend meetings and institutes, as designated by OVW.
4. Work cooperatively and collaboratively with OVW's technical assistance provider(s) for the Supervised Visitation Grant Program, throughout the term of this agreement.
5. Attend the New Grantee Orientation. The orientation will provide grant and financial management information, content training, and an opportunity for exchange and coalition building among award recipients.
6. Participate in all OVW funded technical assistance opportunities related to the Supervised Visitation Grant Program, including, but not limited to, grantee meetings, on-site technical assistance, and site visits.
7. Allocate project funds, as designated by OVW, for allowable costs to participate in OVW-sponsored technical assistance. Funds designated for OVW-sponsored technical assistance may not be used for any other purpose without prior approval of OVW. Technical assistance includes, but is not limited to, peer-to-peer consultations, focus groups, mentoring site visits, conferences and workshops conducted by OVW-designated technical assistance providers or OVW-designated consultants and contractors.
8. Provide OVW with the agenda for any training seminars, workshops, or conferences not sponsored by OVW that project staff proposes to attend using grant funds. The grantee must receive prior approval from OVW before using OVW grant funds to attend any training, workshops, or conferences not sponsored by OVW. To request approval, grantees must submit a Grant Adjustment Notice (GAN) request through the Grants Management System to OVW with a copy of the event's brochure, curriculum and/or agenda, a description of the hosts or trainers, and an estimated breakdown of costs. The GAN request should be submitted to OVW at least 20 days before registration for the event is due. Approval to attend non-OVW sponsored programs will be given on a case-by-case basis.
9. Ensure that grant funds will be used to support supervised visitation and safe visitation exchange of children by and between parents in situations involving domestic violence, child abuse, sexual assault, or stalking. The grantee may not use grant funds to support individual counseling, family counseling, parent education, support groups or therapeutic supervision. The grantee may not require victims to attend or utilize parent education or other program services.



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23. TERMS OF COOPERATIVE AGREEMENT

STATEMENT OF RECIPIENT RESPONSIBILITIES (continued)

10. Ensure that grant funds will not be used to provide offsite or overnight visitation services. Offsite visitation includes, but is not limited to, any monitored visit between a child and a non-custodial parent that occurs outside the premises of the visitation center. Overnight visitation includes, but is not limited to, any monitored visit between a child and a non-custodial parent that occurs outside of the normal operating hours of the visitation center.
11. Develop formal affiliations with organizations that will be able to provide services and consultation to the programs in their work with children and parents. Accordingly, grantees must establish a consulting committee that includes experts in the following fields: child abuse and neglect, mental health, batterer's intervention, law enforcement, child protection services, and advocacy for victims of domestic violence, dating violence, stalking and sexual assault.
12. Develop and implement adequate security measures, including but not limited to, adequate facilities, procedures, and personnel capable of preventing violence, for the operation of supervised visitation programs or safe visitation exchange. Any substantial change or revision to center facilities (including location) and/or policies and protocols must be submitted to OVW for review and approval.
13. Ensure that if fees are charged for use of programs or services, any fees charged must be based on the income of the individuals using the programs or services, unless otherwise provided by court order.
14. Ensure that the grant project is developed and implemented in a manner that is consistent with the Guiding Principles of the Supervised Visitation Program. The Guiding Principles embody the statutory requirements and objectives of the Supervised Visitation Program. They are intended to guide practice for OVW grantees. The standards and practices included within the Guiding Principles are considered to be good practice when addressing the needs of victims and their children. Centers funded under the Supervised Visitation Program can and are encouraged to go beyond the practices outline within the Guiding Principles.
15. Agree not to engage in activities which compromise victim safety, including but not limited to: a) Requiring adult victims to participate in mediation or family counseling; b) providing visitation or exchange services which do not account for the safety of adult victims; c) requiring a court order in order to access visitation and/or exchange services; and d) providing custody evaluations or court reports based on subjective information and opinions of center staff and volunteers.
16. Demonstrate that each visitation/exchange center involved in a multi-jurisdictional project meets the statutory and minimum requirements of the Supervised Visitation Grant Program. In addition, each center must operate as a separate facility for a minimum of 20 hours per week.
24. The recipient's budget is pending approval; therefore the recipient may not drawdown funds until the Office on Violence Against Women, Grants Financial Management Division has approved the budget and budget narrative and a Grant Adjustment Notice (GAN) has been issued to remove this special condition. Any obligations or expenditures incurred by the recipient prior to the budget being approved are made at the recipient's own risk.

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

City Elective Officer Information <i>(Please print clearly.)</i>	
Name of City elective officer(s): Members, San Francisco Board of Supervisors	City elective office(s) held: Members, San Francisco Board of Supervisors

Contractor Information <i>(Please print clearly.)</i>	
Name of contractor: La Casa de las Madres	
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) Maria Bee, ESQ; Betty Creary; Bob Littlefield; Lisa Polacci, MSW; Kimberly Taber; Nanci Tucker, M.D.; Michelle Zauss 2) Kathy Black 3) None 4) None 5) None	
Contractor address: 1663 Mission Street #225, San Francisco, CA 94103	
Date that contract was approved:	Amount of contract: \$13,982
Describe the nature of the contract that was approved: To provide advocacy and support services to women as requested through the Safe Havens: Supervised Visitation and Safe Exchange Grant Program	
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 <i>(Please print clearly.)</i>	
Name of filer: Clerk of the Board of Supervisors	Contact telephone number: (415) 554-5184
Address: City Hall, Room 244 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102	E-mail: Bos.legislation@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

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

City Elective Officer Information <i>(Please print clearly.)</i>	
Name of City elective officer(s): Members, San Francisco Board of Supervisors	City elective office(s) held: Members, San Francisco Board of Supervisors

Contractor Information <i>(Please print clearly.)</i>	
Name of contractor: Rally Family Visitation Services of Saint Francis Memorial Hospital	
<i>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.</i>	
1 – Susan Campbell; Jane Bachmann; Mel Blaustein, MD; Amy Bossen, MD; Carrie Byles; Gary Chan, MD; Anna Cheung; Robert Dureault; Issa Eshima, MD; Robert Eves; Alan E. Fox; William Gaede; Patricia Galamba, MD; Guido Gores, MD; Thomas G. Hennessy; Clement Jones, MD; Mary Kane, RN,JD; Janis MacKenzie; Frank R. Malin, MD; J. David Malone, MD; Victor Prieto, MD; Julie Soo, JD; Peter Teng, MD; and Wendy Xa	
2 – Thomas Hennessy, CEO; Alan Fox, CFO; Tony C Jackson, COO	
3 – None	
4 – None	
5 – None	
Contractor address: 900 Hyde Street, San Francisco, CA 94109	
Date that contract was approved:	Amount of contract: \$82,488
Describe the nature of the contract that was approved: To provide supervised visitation and safe exchange options to families with a history of domestic violence, sexual assault, dating violence, child abuse, or stalking, through the Safe Havens: Supervised Visitation and Safe Exchange Grant Program.	
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

Filer Information <i>(Please print clearly.)</i>	
Name of filer: Clerk of the Board of Supervisors	Contact telephone number: (415) 554-5184
Address: City Hall, Room 244 1 Dr. Carlton B. Goodlett Place, San Francisco, Ca 94102	E-mail: Bos.legislation@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