

File No. 110015

Committee Item No. \_\_\_\_\_

Board Item No. 12

## COMMITTEE/BOARD OF SUPERVISORS

### AGENDA PACKET CONTENTS LIST

Board of Supervisors Meeting

Date January 11, 2011

Cmte Board

<input type="checkbox"/>	<input type="checkbox"/>	Motion
<input 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"/>	Youth Commission Report
<input type="checkbox"/>	<input type="checkbox"/>	Introduction Form (for hearings)
<input type="checkbox"/>	<input type="checkbox"/>	Department/Agency Cover Letter and/or Report
<input type="checkbox"/>	<input type="checkbox"/>	MOU
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Grant Information Form
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Grant Budget
<input type="checkbox"/>	<input type="checkbox"/>	Ethics Form 126
<input type="checkbox"/>	<input type="checkbox"/>	Subcontract Budget
<input type="checkbox"/>	<input type="checkbox"/>	Contract/Agreement
<input type="checkbox"/>	<input type="checkbox"/>	Award Letter
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application
<input type="checkbox"/>	<input type="checkbox"/>	Public Correspondence

OTHER

(Use back side if additional space is needed)

<input type="checkbox"/>	<input type="checkbox"/>
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<input type="checkbox"/>	<input type="checkbox"/>

Completed by: Andrea Ausberry Date January 5, 2011

Completed by: \_\_\_\_\_ Date \_\_\_\_\_

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

1 [Accept and Expend Grant - With Open Arms - \$12,500]

2  
3 Resolution authorizing the Office of the Public Defender to accept and expend a grant  
4 in the amount of \$12,500 from van.Löben Sels/RembeRock Foundation for mentoring  
5 and enrichment programming for participants in the *With Open Arms* initiative.

6  
7 WHEREAS, The purpose of the Reentry Council of the City & County of San Francisco  
8 is to coordinate local efforts to support adults exiting local, state, and federal institutions; and,

9 WHEREAS, The Reentry Council serves as the federally recognized Reentry Task  
10 Force for all Second Chance Act funded initiatives in San Francisco, including the  
11 Department of Public Health's Second Chance Adult Demonstration Reentry Project, the *With*  
12 *Open Arms Initiative*; and,

13 WHEREAS, The Reentry Council provides advice and support to the Department of  
14 Public Health for administration of the With Open Arms Initiative, which provides wraparound  
15 services and case management to women on parole in San Francisco; and,

16 WHEREAS, There is a need for mentoring and enrichment opportunities for women  
17 engaged in these services;

18 WHEREAS, The Public Defender's Office has been selected to receive a grant on  
19 behalf of the Reentry Council in the amount of \$12,500 from van Löben Sels/RembeRock  
20 Foundation for the purposes of providing these mentoring and enrichment opportunities for  
21 participants, for 12 months; and,

22 WHEREAS, The grant does not require an ASO amendment; now, therefore, be it

23 RESOLVED, That the Public Defender of the City and County of San Francisco is  
24 authorized to enter into the attached grant award agreement on behalf of the City; and,

25 RESOLVED, That none of the grant funds will be expended on indirect costs; and,

1 FURTHER RESOLVED, That the Public Defender is authorized to accept and expend  
2 \$12,500 for provision of mentoring and enrichment opportunities for participants of the With  
3 Open Arms Initiative.

4  
5 Recommended:

Approved: \_\_\_\_\_

6 Mayor

7 \_\_\_\_\_  
8 Department Head

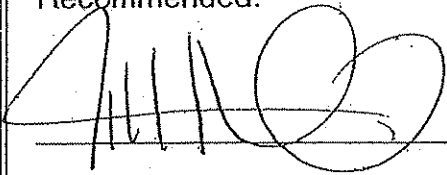
Approved: \_\_\_\_\_

9 Controller

FILE NO.

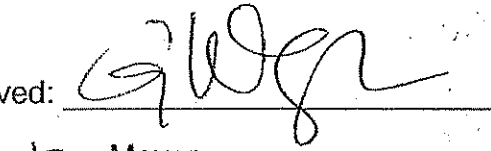
RESOLUTION NO.

Recommended:



Department Head

Approved:



Mayor

Approved:



Controller

File Number: 110015  
(Provided by Clerk of Board of Supervisors)

**Grant Information Form**  
(Effective January 2000)

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

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

1. Grant Title: Mentoring and Enrichment for Participants in the With Open Arms Initiative
2. Department: Public Defender
3. Contact Person: Jeff Adachi Telephone: 553-9520
4. Grant Approval Status (check one):

☒ [X] Approved by funding agency

☐ [ ] Not yet approved

5. Amount of Grant Funding Approved or Applied for: \$ 12,500

6a. Matching Funds Required: \$ 0

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

7a. Grant Source Agency: Van Loben Sels/Remberock Foundation

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

8. Proposed Grant Project Summary:

This grant will fund one temporary Legal Assistant and a workorder between the Public Defender's Office and Department of Public Health to mentor and enrich activities for women on parole in San Francisco who are engaged in the With Open Arms Initiative, a Second Chance Act-funded project. Activities will include visits to college campuses, financial education, trips to museums and cultural centers, and other social activities that promote engagement in services provided by With Open Arms partners.

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

Start-Date: November 4, 2010

End-Date: November 3, 2011

10. Number of new positions created and funded: 0

11. If new positions are created, explain the disposition of employees once the grant ends?

12a. Amount budgeted for contractual services: n/a

b. Will contractual services be put out to bid? n/a

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

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

13a. Does the budget include indirect costs?

☐ Yes

☒ No

b1. If yes, how much? \$

b2. How was the amount calculated?

c. If no, why are indirect costs not included?

☐ Not allowed by granting agency

☒ To maximize use of grant funds on direct services

☐ Other (please explain):

14. Any other significant grant requirements or comments: None

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

15. 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)

16. The Departmental ADA Coordinator and/or the Mayor's Office on Disability have reviewed the proposal and concluded that the project as proposed will be in compliance with the Americans with Disabilities Act and all other Federal, State and local access laws and regulations and will allow the full inclusion of persons with disabilities, or will require unreasonable hardship exceptions, as described in the comments section:

Comments:

Departmental or Mayor's Office of Disability Reviewer: Sandy Chan  
(Name)

Date Reviewed: 12/17/10

Department Approval:

Jeff Adachi  
(Name)

Public Defender  
(Title)

(Signature)

**PROJECT TITLE:** Mentoring and Enrichment for Participants in the With Open Arms Initiative

**Total Project Budget**

Net Revenue

Van Loben Sels/Remberock Foundation	<u>12,500</u>
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Expense

Salary for One Legal Assistant (Job code 8173 @ 0.0473 FTE)	2,908
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Benefits	<u>1,192</u>
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Total Compensation	4,100
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Workorder Funds to Department of Public Health	<u>8,400</u>
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Sub-total	<u>12,500</u>
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Indirect Expense	<u>0</u>
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Total Expense	<u><u>12,500</u></u>
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## A P P L I C A T I O N   S U M M A R Y

Foundation's Priority Area for which you are requesting funds: Mentoring program for formerly incarcerated women.

Name of organization: Reentry Council of the City and County of San Francisco

Website: http://sfreentry.com

Address: Public Defender's Office, 555 7<sup>th</sup> Street

City: San Francisco, CA

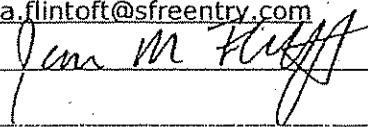
Zip Code: 94103

County: San Francisco

Reentry Policy Director: Jessica Flintoft

Phone #: 415-553-1593

Email: jessica.flintoft@sfreentry.com

Signature: 

Contact Person: Jennifer Scaife, Reentry Council Associate

Phone #: 415-558-2406

Email: jennifer.scaife@sfreentry.com

Amount Requested from vLSRR Foundation: \$23,840 (1 year)

Project's Projected Budget Total: \$62,590 (1 year)

Organization's Projected Budget Total: \$972,592 (1 year)

List any grants received in the last five years from vlsrr foundation.

Year of grant	Amount of Money	Purpose of grant
1. N/A		
2.		
3.		
4.		
5.		



**Attach Fiscal and Budget Information:**

- Submit an organization budget and a project budget (if applicable) for the year to which this request pertains, including revenues and expenditures;
- Itemize on both the organization budget and the project budget all funding committed (c) or pending (p) from each foundation, corporation/business, and/or government agency (avoid acronyms);
- Itemize any significant change in either expenditures or revenues the organization has/is experiencing or anticipating, and list the reason for the change.
- If the request is for a start-up project, submit a first year start-up budget and a projected first full year budget.

**Required Attachments:**

- Documentation of tax exempt status;
- Current roster of Board of Directors and a statement as to their role on the Board (one sentence is sufficient);
- For a renewal grant, attach a year-end report on the current state of the organization or the project to which the grant was requested. The report should state specifically how the grant was used. What was accomplished? (not to exceed two pages);
- A copy of the last annual report, if available;
- An organization chart, if applicable.

**Helpful Attachments, But Not Required:** Any references, previous evaluations or research reports completed on your program or on similar program, serving the same target population, that document achievement of improved outcome.

**Proposal Style: Readability and Appealing Presentation: (very important)**

- No cover letter just complete application summary sheet
- Only one copy of the proposal is required
- Please number the pages in your proposal.
- The proposal must be printed in readable style (at least 12pt. and sufficient margins)
- No 2-sided printed/copied pages
- No delivery that requires a signature
- No videos, audiotapes, CDs unless requested

**Mail proposal to:**

Toni Rembe, President  
van Löben Sels/RembeRock Foundation  
131 Steuart St., Suite 301  
San Francisco, CA 94105

**If you have any questions or need clarification on any of the items listed above, please call Katherine Armstrong, executive director, at (415) 512-0577 or Gail Shuster, Program Administrator, at (415) 512-0500. Call for proposal submission deadline.**

**I. A brief description of organizational capacity to deliver the proposed project (10-15 lines) including:**

- ↓ Overall organizational purpose, mission and goals/objectives; and
- ↓ Agency history and track record in providing services to the community.

The purpose of the Reentry Council of the City & County of San Francisco is to coordinate information sharing, planning, and engagement among all interested private and public stakeholders in order to improve services for and outcomes of people returning to San Francisco after a period of incarceration. Primarily a policy body, the Council advises on the design and operates of specific reentry initiatives in San Francisco. Since its original publication, more than 10,000 copies of the Council-produced *Getting Out & Staying Out: A Guide to San Francisco Resources for People Leaving Jails and Prisons* have been distributed to residents and organizations within and outside the prison and jail systems. Additionally, the Council—in partnership with the San Francisco Department of Public Health, Walden House, Lawyers Committee for Civil Rights, San Francisco Adult Probation Department, Homeless Prenatal Program, and Iris Center—received a federal Second Chance Act Adult Demonstration grant to implement With Open Arms, an initiative which provides wraparound supportive services to San Francisco women sentenced to state prison and living on state parole. Council staff are assisting in the implementation of this program, and therefore are well-positioned to direct the proposed project, which would offer mentoring and enrichment opportunities to participants in the With Open Arms initiative.

**II. A description of whom you will serve and their specific needs that will be addressed within your program (10-12 lines)**

- ↓ Number of people who will be served (i.e., a realistic estimate of the number of people you will be able to serve with given resources)
- ↓ Describe the demographic profile of people to be served (age, gender, ethnicity, income)
- ↓ Specific geography of people to be served (community, city, county)
- ↓ How your program will recruit and motivate individuals to participate in the project

Our goal is that the Mentoring and Enrichment component of the With Open Arms initiative will serve 90% of the women (including transgender women) accessing With Open Arms services, of which we expect there to be 150. During the calendar year 2009, 155 women were paroled to San Francisco. Of these, 94 were black, 37 were white, 14 were Hispanic, and 10 were "other" (according to the California Department of Corrections and Rehabilitation classification terminology). The mean age of women on parole is 37. Approximately 60 women on parole in San Francisco live in a residential treatment facility operated by Walden House on Treasure Island; while the remainder of women on parole in San Francisco are scattered across the city, the Bayview/Hunter's Point communities are home to a disproportionate number of people on parole. Outreach to prospective participants will be conducted via the partners engaged in the With Open Arms initiative (listed above). Incentives for participation—such as free movie tickets, spa visits, and transportation vouchers—will be publicized through these channels.

### III. A description of the actual proposed project: (25-30 lines)

- ✦ A specific list of program activities & services to be provided;
- ✦ An estimate of the expected level of participation by people to be served, (the number of services each will receive as well as the expected mix of services you will provide each person) to increase the likelihood that people served will achieve the hopeful improved outcomes.

The purpose of the Mentoring and Enrichment component of the With Open Arms initiative is to provide formerly incarcerated women much-needed opportunities for networking and social support, and for reimagining their personal and professional outcomes through exposure to and engagement in the rich resources San Francisco has to offer. These activities will complement the services provided through the With Open Arms initiative by addressing women's needs for constructive social and intellectual engagement. Reentry Council staff will engage With Open Arms partners, community leaders, and other advocates in the facilitation of mentoring and enrichment activities such as:

- Structured visits to local college campuses, highlighting the Extended Opportunity Programs and Services (EOPS) at City College of San Francisco and Project Rebound at San Francisco State University, a program which assists in the matriculation of criminal justice-involved students;
- Participation in programming and events offered by the Women's Initiative (provides low-income women education and financial assistance in business ownership); the Women's Building (offers sliding-scale/free yoga, qigong, and other wellness classes, in addition to free tax preparation and computer access); and other local resource centers;
- Guided field trips to San Francisco museums and cultural centers, such as the Museum of the African Diaspora, Yerba Buena Center for the Arts, and the California Academy of Sciences;
- Luncheons and dinner events featuring motivational talks on topics such as parenting, personal/professional development, and recovery; and
- Activities involving both parent and child, such as visiting the children's section of the San Francisco Public Library, the San Francisco Botanical Garden, and the Zeum: San Francisco's Children's Museum.

We will plan at least two activities per month. Women's participation in all activities will be strongly encouraged and incentivized; our expectation is that 90% of women (approximately 135) accessing services through the With Open Arms initiative will participate in at least one activity, and that 75% (approximately 112) will participate in multiple activities over the course of a one year grant period.

- IV. List the results/outcomes to be achieved by your project. Specify how the program activities listed above will improve the lives of people served. Examples include: obtain GED, became employed, no recidivism, stable housing, rights restored (10-12 lines)**

The goals of the Mentoring and Enrichment component of the With Open Arms initiative include and exceed reducing recidivism rates for women on parole in San Francisco. According to a study entitled "Mentoring Ex-Prisoners in the Ready4Work Reentry Initiative," formerly incarcerated people receiving mentoring remained in the Ready4Work program longer (10.2 months versus 7.2 months); were 60 percent less likely to leave the program the following month; and were twice as likely to obtain a job (Public/Private Ventures, 2007). Thus, one major anticipated outcome of the Mentoring and Enrichment component is increased utilization of the services provided by With Open Arms initiative. Other anticipated outcomes include securing gainful and meaningful employment; increased rates of enrollment in basic and higher educational programs; increased participation in substance abuse and mental health treatment; and generally improved health and wellbeing of women and their families.

- V. Describe your data collection system and evaluation plan for documenting the results to be achieved by your participants (8-10 lines)**

The With Open Arms initiative is being evaluated for its impact on reduction in recidivism, effects on health and well being of women and children, and changes in housing and income of women. Several evidence-based practices are being implemented in this collaboration, and we expect to have a robust evaluation through the SF Department of Public Health about the impacts of this collaboration. The Mentoring and Enrichment component will be evaluated for its impact through surveys of women who participate in activities, as well as of women who chose not to participate in activities. Every activity will include a short survey to provide staff with information for continual improvements, and for evaluation at end of grant period. Staff will compile and analyze findings from these surveys, and will report levels of satisfaction with each activity and types of activities. This information will be compared to outcomes for women, including recidivism reduction and attainment of health outcomes, to identify any relationship between participation in activities and outcomes for women.

- VI. Describe your organizational structure, board, staff, and volunteers; discuss staffing capacity for managing project and service delivery (5-7 lines)**

The Reentry Council is composed of 21 members, including three Mayoral appointees and four individuals appointed by the Board of Supervisors; these appointees are former inmates of the San Francisco County Jail, a California Department of Corrections and Rehabilitation facility, and/or a United States Bureau of Prison facility. Please see enclosed roster and graphic for details about the full membership of the Reentry Council. Two full-time staff (Jessica Flintoft, Reentry Policy Director, and Jennifer Scaife, Reentry Council Associate) will manage the program and oversee service delivery by the partners to the With Open Arms initiative.

- VII. Include organizational budget, project budget, budget justification**

Please see attached.

Budget Proposal				
Mentoring and Enrichment Component of With Open Arms Initiative				
Expenditures	Description	In-Kind Support	Federal Funds (Second Chance Act)	Requested Funding
<b>DIRECT COSTS</b>				
<b>Personnel and Fringe Benefits</b>				
Project Supervisor (Reentry Council)	Reentry Policy Advisor [77,800 x 0.05 FTE + 30% fringe rate]	5,060		
Project Coordinator (Reentry Council)	Reentry Council Associate [64,500 x 0.1 FTE + 30% fringe rate]			8,390
Mentors/Activity Leaders (Walden House, Iris Center, Homeless Prenatal Project)	Program Manager/ Counselor [60,000 x 0.1 FTE x 4 FTE + 30% fringe rate]		31,200	
Consultant	1 hour/month at \$125/hour		1,500	
<b>Personnel Subtotal</b>		<b>5,060</b>	<b>32,700</b>	<b>8,390</b>
<b>Programs</b>				
Tickets for admission to museums & cultural centers	\$20/ticket x 6 visits x 20 participants			2,400
Registration fees for classes & events	\$25/class or event x 6 classes/events x 20 participants			3,000
Refreshments for day trips	bottled water and snacks x 6 day trips			300
Space rental for dinner events	\$60/hour x 2 events			120
Catering for dinner events	\$40/person x 2 events x 30 participants			2,400
Banquet room and meal for luncheon events	\$20/person x 4 events x 30 participants			2,400
Honoraria for motivational speakers (one per luncheon/dinner event)				600
Transportation	\$100/speaker x 6 speakers			2,880
Incentives	\$4/trip x 24 trips x 30 participants			1,350
<b>Subtotal Programs</b>		<b>0</b>	<b>0</b>	<b>15,450</b>
<b>Other Direct Costs</b>				
Facility Lease, Maintenance, Utilities and Communications (Office of the Public Defender)	\$550/month x 12 months x 0.15 FTE	990		
<b>Subtotal Other Direct Costs</b>		<b>990</b>	<b>0</b>	<b>0</b>
<b>Total Direct Costs</b>		<b>6,050</b>	<b>32,700</b>	<b>23,840</b>
<b>GRAND TOTAL</b>		<b>6,050</b>	<b>32,700</b>	<b>23,840</b>

#### Budget Justification

The proposed Mentoring and Enrichment component of the With Open Arms initiative is a one-year project which would leverage in-kind and federal funds to expand and strengthen the activities of the With Open Arms initiative, a three-year, federally-funded program now in its first year. The total project budget and budget summary of the With Open Arms initiative are included in this application packet. Jennifer Scaife, Reentry Council Associate, will coordinate all logistical aspects of the Mentoring and Enrichment project, including purchasing tickets, communicating itineraries to mentors/activity leaders, developing client surveys, etc. The cost of programs is based on our best estimate of client participation in the proposed activities.

With Open Arms: A San Francisco Initiative for Women City & County of San Francisco Budget Detail 10/01/09-03/31/11				Budget date: 08/26/10	
		Federal Funds	Cash Match	In-kind Support	TOTAL
<b>A. Personnel</b>					
SF Department of Public Health					
Project Director	\$108,888 x 0.2 FTE x 18 months	0	0	32,666	32,666
Project Evaluator	\$92,222 x 0.1 FTE x 9 months	0	0	0	0
Project Assistant	\$45,786 x 0.2 FTE x 9 months	6,801	0	0	6,801
Student Intern	\$5,000 stipend X 1.0 FTE	5,000			
Subtotal (1.5 FTE)		11,801	0	32,666	44,467
Reentry Council (SF Public Defender's Office)					
Reentry Policy Director	\$77,800 x 0.5 FTE x 18 months	0	0	58,350	58,350
Subtotal (0.5 FTE)		0	0	58,350	58,350
Total Personnel (2 FTE)		11,801	0	91,016	102,817
<b>B. Fringe Benefits</b>					
SF Department of Public Health Personnel x 30% fringe rate		3,488	0	9,800	13,288
Reentry Council (SF Publ Personnel x 30% fringe rate		0	0	17,505	17,505
Total Fringe Benefits		3,488	0	27,305	30,793
<b>C. Travel</b>					
Out of Jurisdiction Travel: 2 Staff Members Trip to Washington D.C. Estimated at \$1,290/each = \$2,058		2,580	0	0	2,580
<b>D. Equipment</b>					
<b>E. Supplies</b>					
<b>F. Construction</b>					
<b>G. Consultant-Contract</b>					
Walden House	Case Management, Program Consultant, Subcontractors, & Supportive Housing	531,843	0	0	531,843
Walden House	FOTEP Residential Program	0	723,457	0	723,457
SF DPH Housing & Urban Health	Supportive Housing	50,288	0	0	50,288
Total Consultant-Contract		582,131	723,457	0	1,305,588
<b>H. Other Costs</b>					
TOTAL DIRECT COSTS		600,000	723,457	118,321	1,441,777
<b>I. Indirect Costs</b>					
SF Department of Public Health Personnel x 24.04% indirect cost rate		0	0	10,690	10,690
Reentry Council (SF Publ Personnel x 11% indirect cost rate		0	0	6,420	6,420
Total indirect Costs		0	0	17,110	17,110
TOTAL PROJECT COSTS		600,000	723,457	135,431	1,458,887

**A. Personnel**

Federal: \$11,081  
In-kind: \$91,016  
Total: \$102,817

Project Director: Toni Rucker, PhD 0.20 FTE In-kind: \$32,666  
The Project Director will be responsible for all aspects SF Second Chance project including developing collaborative relationships with governmental and community partners; coordination of activities between SF DPH, contractors, consultants, subcontractors, and collaborative agencies; oversight of client services and project evaluation; and direct supervision of the Project Evaluator and Project Assistant. The Project Director is also responsible for reporting client services and evaluation activities to DOJ and SF DPH officials as well as ensuring that the project's fiscal requirements are met. Salary for the Project Director will be considered in-kind support to the SF Second Chance project by SF DPH.

Project Assistant: Georgia Jackson 0.20 FTE Federal: \$6,868  
The Project Assistant will assist the Project Evaluator with data analysis and cleaning; assist contractors and subcontractors in tracking clients; provide survey administration, data entry, and data record keeping; and conduct follow-up interviews with SF Second Chance clients. Salary for the Project Assistant is budgeted as Federal request.

Student Intern: TBD 1.00 FTE Federal: \$5,000

The Student Intern will assist the Project Assistant with data analysis and cleaning; assist contractors and subcontractors in tracking clients; provide survey administration, data entry and data record keeping and conduct follow up interviews with SF Second Chance clients. Salary for Student Intern is budgeted as Federal request.

Reentry Policy Director: Jessica Flintoft 0.50 FTE In-kind: \$58,350  
The Reentry Policy Director will convene the Reentry Council (Reentry Task Force), oversee the analysis of needs, service capacity, and regulatory analysis of barriers to reentry, and will provide support for collecting necessary data for the evaluation. Salary for the Reentry Policy Director will be considered in-kind support to the SF Second Chance project by the SF Public Defender's Office.

**B. Fringe Benefits**

Federal: \$3,488  
In-kind: \$27,305  
Total: \$30,793

Payroll taxes and fringe benefits include employer's share of Federal, State, and locally-mandated payroll taxes; health, vision and dental insurance premiums; worker's compensation, unemployment, and disability insurance premiums; and employer's contribution to employee retirement plans. Fringe benefits are budgeted at 30% of personnel costs (salaries). Fringe benefits for the Project Evaluator and Project Assistant are budgeted as Federal request. Fringe benefits for the Project Director and Reentry Policy Director will be considered in-kind support to the SF Second Chance project by SF DPH and the SF Public Defender's Office.

**C. Travel** \$2,580

DOJ -required travel for the annual grantee meeting, two staff members

\$500 per roundtrip airfare x 2 staff = \$1,000

\$240 per hotel night x 3 nights x 2 staff = \$1,440

\$70 ground transportation x 2 staff = \$140

Total = \$1,000 + \$1,440 + \$140 = \$2,580

**D. Equipment** \$0

**E. Supplies** \$0

**F. Construction** \$0

**G. Consultant-Contract** Federal: \$582,131  
Cash Match: \$723,457  
Total: \$1,305,588

**Contract 1: Walden House Single Point of Entry** Federal: \$353,333

**Walden House Personnel** Federal: \$143,000

Program Manager 1.00 FTE Federal: \$65,000

The Program Manager will provide clinical and administrative supervision to SF Second Chance project staff and oversee administrative, staffing, and clinical operations of the program. The Program Manager will provide direct supervision to Walden House Intensive Case Managers and Admin Assistant. Salary for the Program Manager is budgeted as Federal request.

Intensive Case Manager 2.00 FTE Federal: \$70,000

The Intensive Case Managers will provide pre-release and post-release case management services to SF Second Chance project participants. Salary for the Intensive Case Managers will be will be Federal funded.

Admin Assistant 0.25 FTE Federal: \$8,000

The Admin Assistant will provide administrative support to Walden House Program Manager and staff. Salary for the Admin Assistant is budgeted as Federal request.



**Walden House Fringe Benefits**

Federal: \$42,900

Budgeted at 30% of personnel costs (salaries), Walden House payroll taxes and fringe benefits include employer's share of Federal, State, and locally-mandated payroll taxes; health, vision and dental insurance premiums; and worker's compensation, unemployment, and disability insurance premiums. Walden House fringe benefits are budgeted as Federal request.

**Walden House Equipment**

Federal: \$30,000

Passenger Mini-Van

Federal \$30,000

Federal funds are budgeted for the purchase of a passenger min-van to transport Second Chance personnel and participants to and from regional correctional facilities as well as local program-related appointments.

**Walden House Supplies**

Federal: \$31,950

Office Supplies

Federal: \$1,950

Purchase of office supplies including general, expendable materials such as pens, paper, folders, binders, and notebooks for SF Second Chance personnel are budgeted as Federal request.

Client Supplies

Federal \$10,000

Client supplies including groceries, clothing/apparel, toiletries, and household materials will be purchased for post-release SF Second Chance clients as determined appropriate by the Program Manager and Intensive Case Managers. Client supplies are budgeted as Federal request.

Client Bus Tokens

Federal \$20,000

Mass transit bus tokens will be purchased for post-release SF Second Chance clients for travel to and from case management, counseling, parole and other appointments as required. Client bus tokens are budgeted as Federal request.

**Walden House Consultant-Subcontract**

Federal: \$178,510

Program Consultant - Jeannie Woodford

Federal: \$18,750

Jeanne Woodford will be contracted as a program consultant to serve as Project Management Advisor. Ms. Woodford will facilitate monthly meetings of Intensive Case Management staff. Ms. Woodford's consultant fees are budgeted as Federal request and are calculated at \$125 per hour for 10 hours per month for 15 months.

Subcontract - Homeless Prenatal Program

Federal: \$54,880

Homeless Prenatal Program will provide Outpatient Substance Abuse Treatment Services for SF DPH Second Chance Act clients including individual and group substance abuse

counseling sessions; client substance abuse assessments; and documentation of clients' prior substance abuse and criminal justice involvement histories. The budgeted amount will fund salary and fringe for one full-time Women's Post Release Counselor for 12 months as well as supplies, occupancy and administrative costs associated with this position. Outpatient Substance Treatment Services provided by Homeless Prenatal Program are budgeted as Federal request.

Subcontract - Iris Center

Federal: \$54,880

Iris Center will provide Outpatient Substance Abuse Treatment Services for SF DPH Second Chance Act clients including individual and group substance abuse counseling sessions; client substance abuse assessments; and documentation of clients' prior substance abuse and criminal justice involvement histories. The budgeted amount will fund salary and fringe for one full-time Women's Post Release Counselor for 12 months as well as supplies, occupancy and administrative costs associated with this position. Outpatient Substance Treatment Services provided by Iris Center are budgeted as Federal request.

Subcontract - SF Clean City Coalition

Federal: \$50,000

SF Clean City Coalition will provide Vocational Training and Job Placement services for SF DPH Second Chance Act clients including job counseling, resume development, and acting as an on-site liaison between participants and employers. The budgeted amount will fund salary and fringe for 0.10 FTE Program Manager, a 0.40 FTE Employment Counselor, and a 0.40 FTE Field Supervisor for 12 months as well as supplies and administrative costs associated with these positions. Vocational Training and Job Placement services provided by SF Clean City Coalition are budgeted as Federal request.

Walden House Other Costs

Federal: \$51,713

Facility Lease

Federal: \$15,600

Office space lease for Walden House personnel is budgeted at \$24 per square foot annual cost x 200 square feet per FTE. This expense is budgeted as Federal request.

Utilities and Communications

Federal: \$3,900

Walden House personnel utilities and communication expenses including electricity, telephone, internet connection, garbage collection, and municipal water service are budgeted at \$100 per month per FTE. These expenses are budgeted as Federal request.

Facility Maintenance

Federal: \$1,950

Janitorial and routine facility maintenance expenses for Walden House personnel are budgeted at \$50 per month per FTE. These expenses are budgeted as Federal request.

Vehicle Fuel

Federal: \$3,750

Funds are budgeted for the purchase of fuel to be used in the passenger mini-van to transport Second Chance personnel and participants to and from regional correctional facilities as well as local program-related appointments. The purchase of fuel is budgeted as Federal request.

Vehicle Maintenance

Federal: \$1,200

Funds are budgeted for the vehicle maintenance expenses associated with the passenger minivan. Vehicle maintenance is budgeted at \$100 per month as a Federal request.

Women's Supportive Housing

Federal: \$25,313

SF DPH will contract for 15 supportive housing slots for 9 months for Women's Supportive Housing. Slots are in double-occupancy shared rooms and budgeted at \$250 per month with client contributions of 25% for net cost of \$187.50 per month. Walden House Women's Supportive Housing is budgeted as Federal request.

Walden House Indirect Costs

Federal: \$53,770

Walden House indirect costs include agency executive, fiscal, human resources, and operational expenses. Per agreement with SFDPH and consistent with Walden House indirect cost for substance abuse treatment services funded by City and County of San Francisco local general funds, indirect costs for Walden House are budgeted at 12% of total direct costs. Walden House indirect costs are budgeted as Federal request.

**Contract 2: Walden Residential Program**

Cash Match: \$723,457

Walden House offers residential treatment and re-entry programming for adult female parolees at the Female Offender Treatment and Education Program (FOTEP) on Treasure Island. The program provides a gender-responsive and trauma-informed environment, using evidence based and best practices, that recognize and account for the role that trauma frequently plays in the addictive and criminal histories of female offenders. This specialized treatment approach works with each woman holistically to address her health, emotional, educational, vocational, family, and legal concerns alongside her substance abuse, mental health, and behavioral issues. Women who participate in FOTEP are able to reunite with their children, including in-program residency for some children, which creates valuable opportunities for parenting education, family activities and therapy, and healthy bonding and growth within families. Approximately 30% of FOTEP participants will be paroled to the County of San Francisco and are therefore potential SF DPH Second Chance clients. The total budgeted amount for the FOTEP is \$2,752,181. Of this amount, \$723,457 or 26% has been budgeted as cash match for the SF DPH Second Chance project.

**Contract 3: SF DPH Housing and Urban Health**

Federal: \$50,288

Women's Supportive Housing

Federal: \$50,288

SF DPH will contract for 10 single-room-occupancy and/or studio apartments through SF DPH Housing and Urban Health unit for Women's Supportive Housing. Units are budgeted at \$745 per month with client contributions of 25% for net cost of \$558.75 per month. SF DPH Housing and Urban Health Women's Supportive Housing is budgeted as Federal request.

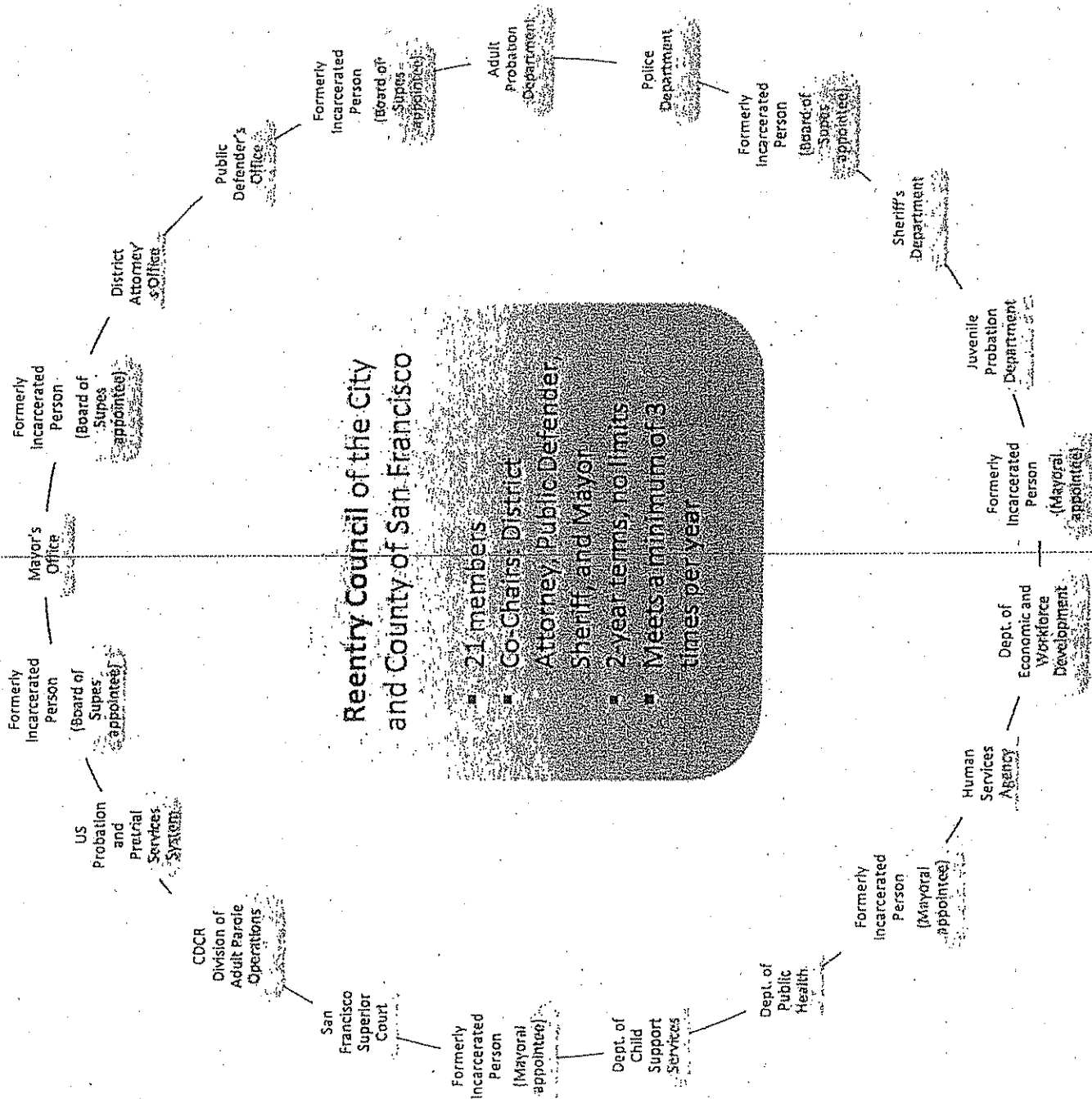
**Other Costs**

\$0

**Indirect**

In-kind: \$17,110

SF DPH indirect cost for substance abuse treatment programs is calculated at 24.04% of personnel (salaries). SF Public Defender's Office indirect cost is calculated at 11% of personnel (salaries). Indirect costs based on SF DPH and SF Public Defender's Office personnel expenses will be considered in-kind support to the SF Second Chance project.



# Reentry Council

## of the City & County of San Francisco

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### *Roster of Members*

#### Co-Chairs

**Jeff Adachi**  
*Public Defender*  
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City & County of San Francisco  
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**Michael Hennessey**  
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Sheriff's Department  
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**Nicolas King**  
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# Reentry Council

## of the City & County of San Francisco

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### Other Members

**ShaMauda Bishop**  
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**Mary Campbell**  
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**Joaquin Diaz de Leon**  
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**Glenn Eagleson**  
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**Barbara A. Garcia**  
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**Duriel Gilmore**  
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**Matthew Goughnour**  
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# Reentry Council

## of the City & County of San Francisco

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**Gerald Miller**  
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**Eddy Zheng**  
*Mayoral Appointee*  
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(415) 298-1833



**San Francisco, California Administrative Code >> CHAPTER 5: - COMMITTEES >> ARTICLE I: - REENTRY COUNCIL >>**

**ARTICLE I: - REENTRY COUNCIL**

**SEC. 5.1-1. - REENTRY COUNCIL.**

**SEC. 5.1-2. - PURPOSE.**

**SEC. 5.1-3. - MEMBERSHIP AND ORGANIZATION.**

**SEC. 5.1-4. - POWERS AND DUTIES.**

**SEC. 5.1-5. - ATTENDANCE REQUIREMENT.**

**SEC. 5.1-6. - SUNSET CLAUSE.**

**SEC. 5.1-1. - REENTRY COUNCIL.**

The City hereby establishes a Reentry Council ("Council"). Subject to the fiscal and budgetary provisions of the Charter, the Public Defender's Office, the District Attorney's Office, and the Mayor's Office shall each designate one staff member to provide administrative support to the Council.

*(Added by Ord. 215-08, File No. 080564, App. 9/19/2008)*

**SEC. 5.1-2. - PURPOSE.**

The purpose of the Council is to coordinate local efforts to support adults exiting San Francisco County Jail, San Francisco juvenile justice system out-of-home placements, the California Department of Corrections and Rehabilitation facilities, and the United States Federal Bureau of Prison facilities. The Council shall provide the Mayor, the Board of Supervisors, the public, and any other appropriate agency with accurate and comprehensive information about programs that serve this population, barriers faced by this population, best practices to meet the needs of this population, and funding sources for programs and practices that address the needs of this population. The Council shall coordinate information sharing, planning, and engagement among all interested private and public stakeholders to the extent permissible under Federal and State law.

*(Added by Ord. 215-08, File No. 080564, App. 9/19/2008)*

**SEC. 5.1-3. - MEMBERSHIP AND ORGANIZATION.**

(a)

**Members.** The Council shall consist of 21 members, seven of whom shall be former inmates in the San Francisco County Jail, a California Department of Corrections and Rehabilitation adult facility, and/or a United States Bureau of Prison facility. The Mayor, or his designee, shall serve as a member, and shall also appoint three of these seven members. The Board of Supervisors shall appoint the other four of these members. At least two of these seven members shall have expertise in providing services to individuals exiting the criminal justice system. At least one of these seven members must have been released from custody within two years of his or her appointment; at least one must have served multiple terms, and at least one must be between the ages of 18 to 24 at the time of appointment. All members of the Council shall be exempt from the Charter requirement that they be electors of the City and County of San Francisco.

The following City departments or agencies shall appoint one member each to the Council: the Public Defender's Office, the District Attorney's Office, the Sheriff's Department, the Police Department; the Adult Probation Department, the Juvenile Probation Department, the Department of Economic and Workforce Development; the Human Services Agency, and the Department of Public Health. In addition, Council co-chairs shall invite the San Francisco Superior Court, the Department of Child Support Services, the California Department of Corrections and Rehabilitation Division of Adult Parole Operations, and the United States Probation and Pretrial Services System to appoint one member each to the Council. If any of these four agencies does not appoint a representative, the Council co-chairs shall appoint an additional member.

Members shall serve two-year terms and shall serve at the pleasure of the appointing authority. Members may serve multiple terms.

(b)

**Quorum.** Seven members of the Council shall constitute a quorum, and the Council shall have the authority to act on the vote of the majority of the quorum.

(c)

**Officers.** The three members appointed by the District Attorney's Office, the Public Defender's Office, and the Sheriff's Department, respectively, as well as the Mayor or the Mayor's representative, shall co-chair the Council.

(d)

**Subcommittees.** The Council may establish subcommittees to be convened as directed by the Council. The Council's co-chairs shall appoint members to the subcommittees. Subcommittees shall report findings and make recommendations to the full Council for their consideration. The membership of these subcommittees shall be open to non-members of the Council who shall be drawn from a range of diverse experiences, identities, and interests related to the issue of reentry.

(e)

**Meeting Frequency.** The Council shall meet in full at least three times per year.

(f)

**Roles of Council Members.** Each member of the Council shall retain his or her official authority and duties granted under State law. In adopting this legislation, the Board of Supervisors recognizes that each member of the Council retains his or her authority and duties under State law and that where conflicts may arise out of members' dual roles. State powers and duties shall supersede the duties that the ordinance creating the council impose on Council members.

*(Added by Ord. 215-08, File No. 080564, App. 9/19/2008; Ord. 26-09, File No. 081511, App. 2/13/2009)*

#### **SEC. 5.1-4. - POWERS AND DUTIES.**

The Council shall have the following powers and duties:

(a)

**Identifying Funding Streams.** The Council shall identify funding at the local, State, and Federal level that is earmarked or available for services or programs designed to serve individuals exiting the criminal justice system. In addition, the Council shall identify conditions, restrictions, or limitations on each funding stream, and shall document these findings in its reports to the Mayor, the Board of Supervisors, and other appropriate entities consistent with subsection (d) below.

(b)

**Identifying Programs Serving Individuals Exiting the Criminal Justice System.** The Council shall identify programs serving individuals exiting the criminal justice system who reside in San Francisco or who will be released to San Francisco, including program capacity.

(c)

**Identifying Needs of Reentry Population.** The Council shall identify any unmet needs of this population, and propose ways to meet those needs based on existing research and best practices.

(d)

**Identifying Barriers.** The Council shall also identify barriers to safe and successful reentry presented by local, State, and Federal law, and propose ways to reduce the impact of these barriers.

(e)

**Reports.** At least once a year, the Council shall prepare and submit a report that shall include but not be limited to information required under subsections (a), (b), (c), and (d) above. City departments shall respond within 30 days to reasonable requests for information submitted by the Council relevant to its ability to discharge its powers and duties under this Chapter, provided that the disclosure of such information shall not be required where it would violate Federal or State law. The Council shall provide the reports to: 1) the Mayor, 2) the Board of Supervisors, 3) any City department or program identified by the Council in a report; and 4) the public. These reports shall be public documents. Any City department identified in a report may provide a response, within 30 days of issuance of the report, for inclusion into the final report submitted to the Mayor and the Board of Supervisors, among others, consistent with this subsection.

(f)

**Retaliation Prohibited.** No City officer or employee may retaliate against other City staff or the staff of programs identified by the Council for cooperating with the Council or for participating in any activity involving the Council. This section is not intended to create a private right of action against the City and County of San Francisco.

*(Added by Ord. 215-08, File No. 080564, App. 9/19/2008)*

#### **SEC. 5.1-5. - ATTENDANCE REQUIREMENT.**

The Council shall monitor the attendance of Council members. In the event that any Council member misses two regularly scheduled Council meetings in a twelve-month period without prior notice to the Council, the Council shall certify that fact in writing to the appointing authority, and the member shall be deemed to have resigned from the Council on the date of such certification. The Council shall request the appointing authority to appoint a new member. The appointing authority shall appoint a successor to the resigned member not later than 60 days after the date of the certification of resignation.

*(Added by Ord. 215-08, File No. 080564, App. 9/19/2008)*

#### **SEC. 5.1-6. - SUNSET CLAUSE.**

This legislation shall expire June 1, 2011, unless the Board of Supervisors adopts an ordinance continuing its existence. The Council shall submit a report to the Board of Supervisors no fewer than six months prior to the expiration date recommending whether the Council should continue to operate, and if so, whether the Board of Supervisors shall consider legislative changes that would enhance the capacity of the Council to achieve the goals that the ordinance creating the council identifies, amendments that further the Council's goals. The Council's recommendations shall include drafts of ordinances that would implement its recommendations.

*(Added by Ord. 215-08, File No. 080564, App. 9/19/2008)*

## van Löben Sels/RembeRock Foundation

131 Steuart Street, Suite 301  
San Francisco, CA 94105  
(415) 512-0500

### DIRECTORS:

Toni Rembe – President  
Richard W. Odgers – Secretary  
Dan Corsello – Treasurer  
Julie Divola – Director

### MAILING ADDRESS:

131 Steuart Street, Suite 301  
San Francisco, CA 94105

Executive Director – Katherine L.  
Armstrong

November 4, 2010

Jessica Flintoft  
Reentry Policy Director  
Reentry Council of the City and  
County of San Francisco  
Public Defender's Office  
555 7<sup>th</sup> Street  
San Francisco, CA 94103

Dear Ms. Flintoft:

This is to advise you that the directors of the van Löben Sels/RembeRock Foundation have approved a grant in the amount of \$12,500 to the Reentry Council of the City and County of San Francisco in support of the Mentoring and Enrichment Component of the With Open Arm Initiative.

A check in the amount of \$12,500 will be sent under separate cover and should arrive shortly.

In November 2011, please send us a final report showing how our grant funds have been spent and describing the progress of the program.

Please note that we periodically update our guidelines and application on our website: [www.vlsn.org](http://www.vlsn.org). Therefore, please carefully review the website before submitting any new grant proposals.

Yours truly,



Gail Shuster  
Program Administrator

## INTRODUCTION FORM

By a member of the Board of Supervisors or the Mayor

Time Stamp or  
Meeting Date

I hereby submit the following item for introduction:

- ☒ 1. For reference to Committee:  
An ordinance, resolution, motion, or charter amendment.
- ☒ 2. Request for next printed agenda without reference to Committee
- ☐ 3. Request for Committee hearing on a subject matter.
- ☐ 4. Request for letter beginning "Supervisor \_\_\_\_\_ inquires...".
- ☐ 5. City Attorney request.
- ☐ 6. Call file from Committee.
- ☐ 7. Budget Analyst request (attach written motion).
- ☐ 8. Substitute Legislation File Nos.
- ☐ 9. Request for Closed Session
- ☐ 10. Board to Sit as A Committee of the Whole

Please check the appropriate boxes. The proposed legislation should be forwarded to the following:


- |   |  |
|---|--|
| <input type="checkbox"/> Small Business Commission      | <input type="checkbox"/> Youth Commission    |
| <input type="checkbox"/> Ethics Commission              | <input type="checkbox"/> Planning Commission |
| <input type="checkbox"/> Building Inspection Commission |  |

Note: For the Imperative Agenda (a resolution not on the printed agenda), use a different form.

Sponsor(s): Supervisor Ross Mirkarimi

**SUBJECT: Resolution : Accept and Expend for Subject Grant: Public Defender –  
Mentoring and Enrichment for Participants in the With Open Arms Initiative**

The text is listed below or attached:

Signature of Sponsoring Supervisor: 

For Clerk's Use Only: