

File No. 170423

Committee Item No. 1  
Board Item No. \_\_\_\_\_

**COMMITTEE/BOARD OF SUPERVISORS**  
AGENDA PACKET CONTENTS LIST

Committee: Budget & Finance Sub-Committee

Date May 4, 2017

Board of Supervisors Meeting

Date \_\_\_\_\_

**Cmte Board**

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

**OTHER** (Use back side if additional space is needed)

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Completed by: Linda Wong Date April 28, 2017  
Completed by: Linda Wong Date \_\_\_\_\_

1 [Accept and Expend Grant - Board of State and Community Corrections - Evidence-Based  
2 Practices Training - \$17,370]

3 **Resolution retroactively authorizing the Juvenile Probation Department to accept and**  
4 **expend a grant in the amount of \$17,370 from the Board of State and Community**  
5 **Corrections for Evidence-Based Practices training with the term of November 1, 2016,**  
6 **through February 28, 2018.**

7  
8 WHEREAS, The Juvenile Probation Department (JPD) is the agency responsible for  
9 maintaining Juvenile Hall, Log Cabin Ranch, and Probation Services for youth; and

10 WHEREAS, JPD continues to promote the rehabilitation of youth in the juvenile justice  
11 system; and

12 WHEREAS, JPD strives to use Evidence-Based Practices and Data Driven decisions  
13 to improve the services provided to youth; and

14 WHEREAS, The Evidence-Based Practices grant will allow JPD to train staff and  
15 juvenile justice partners in Evidence-Based Practices; and

16 WHEREAS, There is a matching requirement of ten percent; and

17 WHEREAS, The grant terms do not include any indirect costs; now, therefore, be it

18 RESOLVED, The Board of Supervisors waive the inclusion of indirect costs in the grant  
19 budget; and, be it

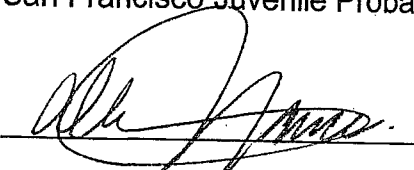
20 RESOLVED, That the Juvenile Probation Department has the authority to retroactively  
21 accept the grant as the lead juvenile justice agency; and, be it

22 FURTHER RESOLVED, That the Board of Supervisors authorizes the Juvenile  
23 Probation Department to retroactively accept and expend the grant in the amount of \$17,370  
24 with the terms of November 1, 2016, through February 28, 2018.  
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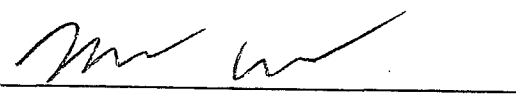
Recommended:

San Francisco Juvenile Probation Department



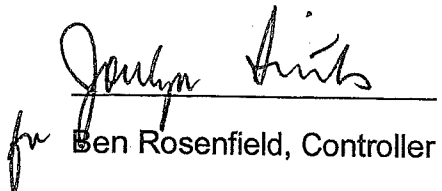
Allen Nance, Chief Probation Officer  
City and County of San Francisco

Approved:



Mayor Edwin Lee

Approved:



for Ben Rosenfield, Controller

**File Number:** \_\_\_\_\_  
(Provided by Clerk of Board of Supervisors)

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

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

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

1. Grant Title: Juvenile Accountability Block Grants Program Evidence-Based Practices Training Project
2. Department: Juvenile Probation
3. Contact Person: Paula Hernandez Telephone: 415-753-7558
4. Grant Approval Status (check one):  
 Approved by funding agency  Not yet approved
5. Amount of Grant Funding Approved or Applied for: \$17,370
6. a. Matching Funds Required: \$1,930  
b. Source(s) of matching funds (if applicable): General Funds
7. a. Grant Source Agency: Office of Juvenile Justice and Delinquency Prevention  
b. Grant Pass-Through Agency (if applicable): Board of State and Community Corrections
8. Proposed Grant Project Summary:  
The San Francisco Juvenile Probation Department will use Juvenile Accountability Block Grant funding to implement the self-designed Renew and Enhance Evidence-based Practices (REEP) program that will train all Juvenile Counselors, Community Based Organizations and juvenile justice partners in the basics of evidence-based practices and evidence-based programs (collectively referred to as EBP). This funding will also allow for JPD to train staff to pilot Thinking for a Change or similar Cognitive Behavioral Therapy (CBT) program at the Log Cabin Ranch facility.
9. Grant Project Schedule, as allowed in approval documents, or as proposed:  
Start-Date: November 1, 2016 End-Date: February 28, 2018
10. Number of new positions created and funded: 0
11. Explain the disposition of employees once the grant ends? N/A
12. a. Amount budgeted for contractual services:  
b. Will contractual services be put out to bid? No, training will be provided by vendors already providing training to the Department.  
c. If so, will contract services help to further the goals of the Department's Local Business Enterprise (LBE) requirements?  
d. Is this likely to be a one-time or ongoing request for contracting out? One-time
13. a. Does the budget include indirect costs?  
 Yes  No  
b. 1. If yes, how much? \$  
b. 2. How was the amount calculated?  
c. 1. 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):  
2. If no indirect costs are included, what would have been the indirect costs? Staff time to participate in the training and backfill for the positions
14. Any other significant grant requirements or comments: N/A

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


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

- |  |   |  |
|--|---|--|
| <input checked="" type="checkbox"/> Existing Site(s) | <input checked="" type="checkbox"/> Existing Structure(s) | <input type="checkbox"/> Existing Program(s) or Service(s)       |
| <input type="checkbox"/> Rehabilitated Site(s)       | <input type="checkbox"/> Rehabilitated Structure(s)       | <input checked="" type="checkbox"/> New Program(s) or Service(s) |
| <input type="checkbox"/> New Site(s)                 | <input type="checkbox"/> New Structure(s)                 |  |

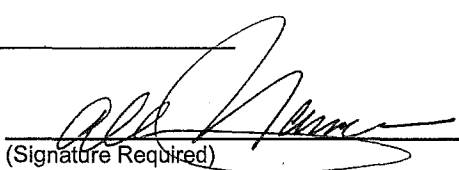
16. The Departmental ADA Coordinator or the Mayor's Office on Disability have reviewed the proposal and concluded that the project as proposed will be in compliance with the Americans with Disabilities Act and all other Federal, State and local access laws and regulations and will allow the full inclusion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

Comments:

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

Dianna Jou  
(Name)  
Director of Human Resources, JPD  
(Title)  
Date Reviewed: 11/18/16   
(Signature Required)

Overall Department Head or Designee Approval:

Allen Nance  
(Name)  
Chief Probation Officer  
(Title)  
Date Reviewed: 11-18-16   
(Signature Required)

## Budget for EBP Grant

Proposed Budget Line Items	Grant Funds	Cash Match	Total
1. Services and Supplies		\$430	
2. Professional Services (Training)	\$17,370	\$1,500	\$19,300
3. CBO Contracts			
4. Administrative Costs (may not exceed 5% of grant award)			
5. Other			
TOTAL	\$17,370	\$1,930	\$19,300

YLS/CMI Risk Assessment "Train-the-Trainer" training \$8,000

Thinking for a Change Training \$6,240

EBP Workshops Speaker Fees \$3,130

**Total grant funds: \$17,370**

**Cash Match for Culminating EBP Conference \$1,930**



STATE OF CALIFORNIA

BOARD OF STATE AND COMMUNITY CORRECTIONS

LINDA M PENNER  
Chair

2590 VENTURE OAKS WAY, SUITE 200 SACRAMENTO CA 95833 916 445 8075 BSCC.CA.GOV

KATHLEEN T HOWARD  
Executive Director



EDMUND G BROWN, JR  
Governor

*Some Handwritten notes:*  
"Some Handwritten file BSCC EBP Training Project"

December 8, 2016

Allen Nance, Chief Probation Officer  
San Francisco County Probation Department  
375 Woodside Avenue  
San Francisco CA 94127

RE: 2016-2017 Juvenile Accountability Block Grant, Evidence-Based Practices (EBP) Training Project Agreement Number BSCC 224-16

Dear Chief Nance:

Your copy of the fully-executed Grant Agreement for funds awarded under the 2016-2017 Juvenile Accountability Block Grant EBP Training Project is enclosed. This document should be kept in your official project file.

As you begin the administration of your grant we encourage you to do the following:

- Refer to Sections 4 and 5 in the Grant Agreement to review the reporting requirements for your project;
- Refer to the Board of State and Community Corrections (BSCC), Corrections Planning and Programs webpage for your project's Excel invoicing file and progress reporting form: [www.bsccl.ca.gov/s\\_correctionsplanningandprograms.php](http://www.bsccl.ca.gov/s_correctionsplanningandprograms.php); and
- For additional guidelines for the administration of your grant refer to the Contract Administration and Audit Guide – July 2012 edition which includes requirements and forms to be used in the administration of your grant, located at: [www.bsccl.ca.gov/s\\_cppresources](http://www.bsccl.ca.gov/s_cppresources).

Should you have any questions or require assistance, please contact your assigned Field Representative, Colleen Stoner at (916) 324-9385 or [colleen.stoner@bscc.ca.gov](mailto:colleen.stoner@bscc.ca.gov). The BSCC looks forward to our partnership to ensure the successful completion of your project.

Sincerely,

Mary Jolls  
Deputy Director  
Corrections Planning and Programs Division

Enclosure

cc (letter only): Eric Ugalde, Director of Finance

*Handwritten notes:*  
cc: Paula Hernandez  
Sandra Dalia  
(full packet)  
12-22-16

STATE OF CALIFORNIA  
**STANDARD AGREEMENT**  
 STD 213 (Rev 06/03)

AGREEMENT NUMBER <b>BSCC 224-16</b>
REGISTRATION NUMBER

1. This Agreement is entered into between the State Agency and the Contractor named below:

STATE AGENCY'S NAME <b>BOARD OF STATE AND COMMUNITY CORRECTIONS</b>
CONTRACTOR'S NAME <b>SAN FRANCISCO COUNTY PROBATION DEPARTMENT</b>

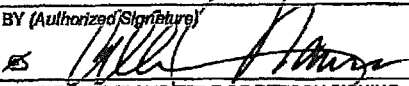
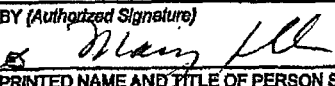
The term of this Agreement is: **November 1, 2016 through February 28, 2018**

2. The maximum amount of this Agreement is: **\$17,370.00 SEVENTEEN THOUSAND, THREE HUNDRED SEVENTY DOLLARS AND ZERO CENTS**

3. The parties agree to comply with the terms and conditions of the following exhibits which are by this reference made a part of the Agreement.

Exhibit A:	Scope of Work	3 pages
Exhibit B:	Budget Detail and Payment Provisions	2 pages
Exhibit C:	GTC 610, General Terms and Conditions	3 pages
Exhibit D:	Special Terms and Conditions	4 pages
Exhibit E:	JABG Federal Award Special Conditions	2 pages
Attachment 1:	Application for Funding/Grant Proposal	6 pages
Appendix A:	2013 JABG EBP Training Project ESC Roster	1 pages

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.

<b>CONTRACTOR</b>		<i>California Department of          General Services Use Only</i>
CONTRACTOR'S NAME (If other than an individual, state whether a corporation, partnership, etc.) <b>SAN FRANCISCO COUNTY PROBATION DEPARTMENT</b>		
BY (Authorized Signature) 	DATE SIGNED (Do not type) <b>11/18/16</b>	
PRINTED NAME AND TITLE OF PERSON SIGNING <b>Allen Nance, Chief Probation Officer</b>		
ADDRESS <b>375 Woodside Avenue San Francisco, CA 94127</b>		
<b>STATE OF CALIFORNIA</b>		
AGENCY NAME <b>BOARD OF STATE AND COMMUNITY CORRECTIONS</b>		
BY (Authorized Signature) 	DATE SIGNED (Do not type) <b>12/14/16</b>	
PRINTED NAME AND TITLE OF PERSON SIGNING <b>MARY JOLLS, Deputy Director</b>		
ADDRESS <b>2590 Venture Oaks Way, Suite 200 Sacramento CA 95833</b>		
		<input checked="" type="checkbox"/> Exempt per: <b>SCM 1, 4.06</b>



**EXHIBIT A  
SCOPE OF WORK**

**1. GRANT AGREEMENT – JABG EVIDENCE-BASED PRACTICES (EBP) TRAINING PROJECT**

This Grant Agreement is between the State of California Board of State and Community Corrections, hereafter referred to as BSCC and San Francisco County Probation Department hereafter referred to as Grantee or Contractor.

**2. PROJECT SUMMARY AND ADMINISTRATION**

- A. Three San Francisco Juvenile Probation Department officers will be trained to be YLC/CMI 2.0 (risk assessment) Instructors for sustainability. The Department will also train staff at the Log Cabin Ranch facility on Thinking for a Change in order to do a pilot program. Finally, remaining funds will be used to convene quarterly or bi-annual EBP meetings where JPD can provide additional information and training to their Juvenile Justice Partners.
- B. Grantee agrees to administer the project in accordance with Attachment 1: Application for Funding/Grant Proposal, which is attached and hereto made part of this agreement.

**3. PROJECT OFFICIALS**

- A. The BSCC's Executive Director or designee shall be the BSCC's representative for administration of the Grant Agreement and shall have authority to make determinations relating to any controversies that may arise under or in connection with the interpretation, performance, or payment for work performed under this Grant Agreement.
- B. The Grantee's project officials shall be those identified as follows and as specified in Section I of Attachment 1: Application for Funding/Grant Proposal:

**Authorized Officer with legal authority to sign:**

Name: Allan Nance  
Title: Chief Probation Officer  
Address: 375 Woodside Avenue, San Francisco CA 94127  
Phone: (415) 753-7558

**Designated Financial Officer authorized to receive warrants:**

Name: Eric Ugalde  
Title: Director of Finance  
Address: 375 Woodside Avenue, San Francisco CA 94127  
Phone: (415) 753-7560  
Fax: (415) 753-7566  
Email: eric.ugalde@sfgov.org

- C. Either party may change its project representatives upon written notice to the other party.
- D. By signing this Grant Agreement, the Authorized Officer listed above warrants that he or she has full legal authority to bind the entity for which he or she signs.

**4. DATA COLLECTION**

Grantees will be required to comply with all of the data collection and reporting requirements as described in the JABG 2016 EBP Training Project Reapplication Packet.

**EXHIBIT A**  
**SCOPE OF WORK**

**5. PROGRESS REPORTS AND EVALUATIONS**

- A. Grantee will submit quarterly progress reports, including results for the Federal performance indicators, in a format prescribed by the BSCC. These reports, which will describe progress made on program objectives and include required data, shall be submitted according to the following schedule:

<b>Progress Report Periods</b>	<b>Due Date</b>
1) November 1, 2016 through December 31, 2016	February 15, 2017
2) January 1 through March 31, 2017	May 16, 2017
3) April 1 through June 30, 2017	August 15, 2017
4) July 1 through September 30, 2017	November 15, 2017
5) October 1 through December 31, 2017	February 15, 2018
6) January 1 through February 28, 2018	April 15, 2018

- B. Grantees shall submit all other reports and data as required by the BSCC.

**6. PROJECT RECORDS**

- A. The Grantee shall establish an official file for the project. The file shall contain adequate documentation of all actions taken with respect to the project, including copies of this Grant Agreement, approved program/budget modifications, financial records, and required reports.
- C. The Grantee shall establish separate accounting records and maintain documents and other evidence sufficient to properly reflect the amount, receipt, and disposition of all project funds, including grant funds, any matching funds by the Grantee, and the total cost of the project. Source documentation includes copies of all awards, applications, approved modifications, financial records, and narrative reports.
- D. Personnel and payroll records shall include the time and attendance reports for all individuals reimbursed under the grant, whether they are employed full-time or part-time. Time and effort reports are required for consultants (subcontractors).
- E. The grantee shall maintain documentation of donated goods and/or services, including the basis for valuation.
- F. Grantee agrees to protect records adequately from fire or other damage. When records are stored away from the Grantee's principal office, a written index of the location of records stored must be on hand and ready access must be assured.
- G. All Grantee records relevant to the project must be preserved a minimum of three (3) years after closeout of the grant project and shall be subject at all reasonable times to inspection, examination, monitoring, copying, excerpting, transcribing, and auditing by the BSCC or designees. If any litigation, claim, negotiation, audit, or other action involving the records has been started before the expiration of the three-year period, the records must be retained until the completion of the action and resolution of all issues which arise from it or until the end of the regular three-year period, whichever is later.

**7. CONFLICT OF INTEREST**

- A. Existing law prohibits any applicant entity, sub-grantee, partner or like party who participated on the Juvenile Accountability Block Grant (JABG) - EBP Training Project Executive Steering Committee ((ESC) See Appendix A) from receiving funds from the grant for which the ESC was established. Government Code 1090 prohibits participation of financially interested individuals in the ESC process. A person who is "financially interested" includes employees of any governmental, nongovernmental entity or service provider that might receive funding through the applicable grant project. Additionally, a member could be "financially interested" if he or she serves with an organization that might make a contribution to the applicable grant project.

**EXHIBIT A**  
**SCOPE OF WORK**

- B. In cases of an actual conflict of interest with an ESC member, the Board may revoke the grant award and legal consequences could exist for the parties involved, including, but not limited to, repayment of the grant award.

**8. AUDIT**

Grantee must submit an audit of expenditures within 120 days following the end of the grant period. Grantees may choose either a program-specific audit or a single federal audit. Federal guidelines allow grantees receiving \$750,000 or more in federal funds in a fiscal year to use their federal justice assistance grant funds to pay for the cost of the audit. Grantees falling below the \$750,000 threshold must use non-federal funds (i.e., match funds) to pay for audit costs. For purposes of this grant award, please check one of the boxes below to indicate the grantee's choice for meeting the audit requirement.

- In conformance with Federal Office of Management and Budget (OMB) CFR Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, and the California State Controller's Accounting Standards and Procedures, Chapter 23, Grant Accounting Index, the identified grant will be included in the City/County Single Federal Audit Report, which will be submitted to the BSCC within the required timeframe of 120 days from the end of the grant period. NOTE: Should an extension be needed, please provide in advance of the deadline a written justification that indicates the reason(s) for the extension and the timeframe needed.

**OR**

- In conformance with Federal Office of Management and Budget (OMB) CFR Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, and the California State Controller's Accounting Standards and Procedures Chapter 23, Grant Accounting Index, the grantee will provide a Program-Specific Final Audit Report to the BSCC within the required timeframe of 120 days from the end of the grant period.

**OR**

- In conformance with Federal Office of Management and Budget (OMB) CFR Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, the non-governmental entity grantee **does not expend \$750,000 or more** in total federal awards during the fiscal year and is therefore, exempt from Federal audit requirements for this grant contract period. However, the entity understands that it must keep and maintain the grant records and make them available for review or audit by appropriate officials of the Federal agency, pass-through agency (i.e., the Board of State and Community Corrections) and Governmental Accountability Office.

**9. DATA UNIVERSAL NUMBERS SYSTEM (DUNS)**

The Contractor/grantee (entity entering into contract with the BSCC) must maintain active registration of their Data Universal Numbers System (DUNS) number, used for this Grant Agreement, throughout the term of the contract. An active DUNS number is also required to remain in compliance with the Federal Funding Accountability and Transparency Act (FFATA), a reporting tool Federal prime awardees (i.e. prime contractors and prime grants recipients) use to capture and report subaward and executive compensation data.

**EXHIBIT B**  
**BUDGET DETAIL AND PAYMENT PROVISIONS**

**1. INVOICING AND PAYMENTS**

- A. The Grantee shall be paid quarterly in arrears by submitting an invoice (Form 201) to the BSCC that outlines actual expenditures claimed for the invoicing period.

<b>Invoicing Periods</b>	<b>Invoice Due Date</b>
1) November 1, 2016 day through December 31, 2016	February 15, 2017
2) January 1 through March 31, 2017	May 16, 2017
3) April 1 through June 30, 2017	August 15, 2017
4) July 1 through September 30, 2017	November 15, 2017
5) October 1 through December 31, 2017	February 15, 2018
6) January 1 through February 28, 2018	April 15, 2018

- B. The Grantee shall submit an invoice to the BSCC each invoicing period, even if grant funds are not expended or requested during the invoicing period. Supporting documentation may be required for any expenditures.

**2. GRANT AMOUNT AND LIMITATION**

- A. In no event shall the BSCC be obligated to pay any amount in excess of the grant award. Grantee waives any and all claims against the BSCC and the State of California and the Federal Government on account of project costs that may exceed the sum of the grant award.
- B. Under no circumstance will a budget item change be authorized that would cause the project to exceed the amount of the grant award identified in this Grant Agreement. In no event shall changes be authorized for the Administrative Costs line item that would result in that item exceeding five percent (5%) of the grant award.

**3. BUDGET CONTINGENCY CLAUSE**

- A. It is mutually agreed that if the Budget Act of the current year and/or any subsequent year covered under this Grant Agreement does not appropriate funds for the purposes of this program, this Grant Agreement shall be of no further force and effect. In this event, the BSCC shall have no liability to pay any funds whatsoever to Grantee or to furnish any other considerations under this Agreement and Grantee shall not be obligated to perform any provisions of this Grant Agreement.
- B. This Grant Agreement is valid and enforceable only if sufficient funds are made available by the United States Congress and California Legislature. Grantee agrees that the BSCC's obligation to pay any sum to the Grantee under any provision of this agreement is contingent upon the availability of sufficient funds.

**4. PROJECT COSTS**

- A. Grantee is responsible for ensuring that actual expenditures are for eligible project costs. "Eligible" and "ineligible" project costs are set forth in the most current version of the BSCC Grant Administration Guide, which can be found under Quick Links here:

[http://www.bscc.ca.gov/s\\_correctionsplanningandprograms.php](http://www.bscc.ca.gov/s_correctionsplanningandprograms.php)

The provisions of the BSCC Grant Administration Guide are incorporated by reference into this agreement and Grantee shall be responsible for adhering to the requirements set forth therein. To the extent any of the provisions of the BSCC Grant Administration Guide and this agreement conflict, the language in this agreement shall prevail.

- B. Grantee shall, upon demand, remit to the BSCC any grant funds not expended for eligible project costs or an amount equal to any grant funds expended by the Grantee in violation of the terms, provisions, conditions or commitments of this Grant Agreement.
- C. Grant funds must be used to supplement existing funds for program activities and may not replace (supplant) non-state/state grant funds that have been appropriated for the same purpose. Potential

**EXHIBIT B**  
**BUDGET DETAIL AND PAYMENT PROVISIONS**

supplanting will be the subject of grant monitoring. Violations can result in a range of penalties (e.g., recoupment of monies provided under this grant, suspension of future program funding through BSCC grants, and civil/criminal penalties).

**5. PROMPT PAYMENT CLAUSE**

Payment will be made in accordance with, and within the time specified in, Government Code Chapter 4.5, commencing with Section 927.

**6. WITHHOLDING OF GRANT DISBURSEMENTS**

- A. The BSCC may withhold all or any portion of the grant funds provided by this Grant Agreement in the event the Grantee has materially and substantially breached the terms and conditions of this Grant Agreement.
- B. At such time as the balance of federal funds allocated to the Grantee reaches five percent (5%), the BSCC may withhold that amount as security, to be released to the Grantee upon compliance with all grant provisions, including:
- 1) submittal and approval of the final invoice;
  - 2) submittal and approval of the final progress report;
  - 3) submittal and approval of any additional required reports; and
  - 4) submittal and approval of the final audit of expenditures.
- C. The BSCC will not reimburse Grantee for costs identified as ineligible for grant funding. If grant funds have been provided for costs subsequently deemed ineligible, the BSCC may either withhold an equal amount from future payments to the Grantee or require repayment of an equal amount to the State by the Grantee.
- D. In the event that grant funds are withheld from the Grantee, the BSCC's Executive Director or designee shall notify the Grantee of the reasons for withholding and advise the Grantee of the time within which the Grantee may remedy the failure or violation leading to the withholding.

**7. PROJECT BUDGET**

PROPOSED BUDGET LINE ITEMS	GRANT FUNDS	CASH MATCH	TOTAL
1. Services and Supplies	\$0	\$430	\$430
2. Professional Services	\$17,370	\$1,500	\$18,870
3. CBO Contracts	\$0	\$0	\$0
4. Administrative Overhead (may not exceed 5% of grant award)	\$0	\$0	\$0
5. Other	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$17,370</b>	<b>\$1,930</b>	<b>\$19,300</b>

**EXHIBIT C**  
**GENERAL TERMS AND CONDITIONS**

**GTC 610: GENERAL TERMS AND CONDITIONS**

1. **APPROVAL:** This Agreement is of no force or effect until signed by both parties and approved by the Department of General Services, if required. Contractor may not commence performance until such approval has been obtained.
2. **AMENDMENT:** No amendment or variation of the terms of this Agreement shall be valid unless made in writing, signed by the parties and approved as required. No oral understanding or Agreement not incorporated in the Agreement is binding on any of the parties.
3. **ASSIGNMENT:** This Agreement is not assignable by the Contractor, either in whole or in part, without the consent of the State in the form of a formal written amendment.
4. **AUDIT:** Contractor agrees that the awarding department, the Department of General Services, the Bureau of State Audits, or their designated representative shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Agreement. Contractor agrees to maintain such records for possible audit for a minimum of three (3) years after final payment, unless a longer period of records retention is stipulated. Contractor agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, Contractor agrees to include a similar right of the State to audit records and interview staff in any subcontract related to performance of this Agreement. (Gov. Code §8546.7, Pub. Contract Code §10115 et seq., CCR Title 2, Section 1896).
5. **INDEMNIFICATION:** Contractor agrees to indemnify, defend and save harmless the State, its officers, agents and employees from any and all claims and losses accruing or resulting to any and all contractors, subcontractors, suppliers, laborers, and any other person, firm or corporation furnishing or supplying work services, materials, or supplies in connection with the performance of this Agreement, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by Contractor in the performance of this Agreement.
6. **DISPUTES:** Contractor shall continue with the responsibilities under this Agreement during any dispute.
7. **TERMINATION FOR CAUSE:** The State may terminate this Agreement and be relieved of any payments should the Contractor fail to perform the requirements of this Agreement at the time and in the manner herein provided. In the event of such termination the State may proceed with the work in any manner deemed proper by the State. All costs to the State shall be deducted from any sum due the Contractor under this Agreement and the balance, if any, shall be paid to the Contractor upon demand.
8. **INDEPENDENT CONTRACTOR:** Contractor, and the agents and employees of Contractor, in the performance of this Agreement, shall act in an independent capacity and not as officers or employees or agents of the State.
9. **RECYCLING CERTIFICATION:** The Contractor shall certify in writing under penalty of perjury, the minimum, if not exact, percentage of post consumer material as defined in the Public Contract Code Section 12200, in products, materials, goods, or supplies offered or sold to the State regardless of whether the product meets the requirements of Public Contract Code Section 12209. With respect to printer or duplication cartridges that comply with the requirements of Section 12156(e), the certification required by this subdivision shall specify that the cartridges so comply (Pub. Contract Code §12205).
10. **NON-DISCRIMINATION CLAUSE:** During the performance of this Agreement, Contractor and its subcontractors shall not unlawfully discriminate, harass, or allow harassment against any employee or applicant for employment because of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation. Contractor and subcontractors shall insure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. Contractor and subcontractors shall comply with the provisions of the Fair Employment and Housing Act [Gov. Code

**EXHIBIT C**  
**GENERAL TERMS AND CONDITIONS**

§12990 (a-f) et seq.] and the applicable regulations promulgated thereunder (California Code of Regulations, Title 2, Section 7285 et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code Section 12990 (a-f), set forth in Chapter 5 of Division 4 of Title 2 of the California Code of Regulations, are incorporated into this Agreement by reference and made a part hereof as if set forth in full. Contractor and its subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other Agreement.

Contractor shall include the nondiscrimination and compliance provisions of this clause in all subcontracts to perform work under the Agreement.

11. **CERTIFICATION CLAUSES:** The CONTRACTOR CERTIFICATION CLAUSES contained in the document CCC 307 are hereby incorporated by reference and made a part of this Agreement by this reference as if attached hereto.
12. **TIMELINESS:** Time is of the essence in this Agreement.
13. **COMPENSATION:** The consideration to be paid Contractor, as provided herein, shall be in compensation for all of Contractor's expenses incurred in the performance hereof, including travel, per diem, and taxes, unless otherwise expressly so provided.
14. **GOVERNING LAW:** This contract is governed by and shall be interpreted in accordance with the laws of the State of California.
15. **ANTITRUST CLAIMS:** The Contractor by signing this agreement hereby certifies that if these services or goods are obtained by means of a competitive bid, the Contractor shall comply with the requirements of the Government Codes Sections set out below.
  - A. The Government Code Chapter on Antitrust claims contains the following definitions:
    - 1) "Public purchase" means a purchase by means of competitive bids of goods, services, or materials by the State or any of its political subdivisions or public agencies on whose behalf the Attorney General may bring an action pursuant to subdivision (c) of Section 16750 of the Business and Professions Code.
    - 2) "Public purchasing body" means the State or the subdivision or agency making a public purchase. Government Code Section 4550.
  - B. In submitting a bid to a public purchasing body, the bidder offers and agrees that if the bid is accepted, it will assign to the purchasing body all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Sec. 15) or under the Cartwright Act [Chapter 2 (commencing with Section 16700) of Part 2 of Division 7 of the Business and Professions Code], arising from purchases of goods, materials, or services by the bidder for sale to the purchasing body pursuant to the bid. Such assignment shall be made and become effective at the time the purchasing body tenders final payment to the bidder. Government Code Section 4552.
  - C. If an awarding body or public purchasing body receives, either through judgment or settlement, a monetary recovery for a cause of action assigned under this chapter, the assignor shall be entitled to receive reimbursement for actual legal costs incurred and may, upon demand, recover from the public body any portion of the recovery, including treble damages, attributable to overcharges that were paid by the assignor but were not paid by the public body as part of the bid price, less the expenses incurred in obtaining that portion of the recovery. Government Code Section 4553.
  - D. Upon demand in writing by the assignor, the assignee shall, within one year from such demand, reassign the cause of action assigned under this part if the assignor has been or may have been injured by the violation of law for which the cause of action arose and (a) the assignee has not been injured thereby, or (b) the assignee declines to file a court action for the cause of action. See Government Code Section 4554.

**EXHIBIT C**  
**GENERAL TERMS AND CONDITIONS**

- 16. CHILD SUPPORT COMPLIANCE ACT:** For any Agreement in excess of \$100,000, the contractor acknowledges in accordance with Public Contract Code 7110, that:
- A. The contractor recognizes the importance of child and family support obligations and shall fully comply with all applicable state and federal laws relating to child and family support enforcement including, but not limited to, disclosure of information and compliance with earnings assignment orders, as provided in Chapter 8 (commencing with Section 5200) of Part 5 of Division 9 of the Family Code; and
  - B. The contractor, to the best of its knowledge is fully complying with the earnings assignment orders of all employees and is providing the names of all new employees to the New Hire Registry maintained by the California Employment Development Department.
- 17. UNENFORCEABLE PROVISION:** In the event that any provision of this Agreement is unenforceable or held to be unenforceable, then the parties agree that all other provisions of this Agreement have force and effect and shall not be affected thereby.
- 18. PRIORITY HIRING CONSIDERATIONS:** If this Contract includes services in excess of \$200,000, the Contractor shall give priority consideration in filling vacancies in positions funded by the Contract to qualified recipients of aid under Welfare and Institutions Code Section 11200 in accordance with Pub. Contract Code §10353.
- 19. SMALL BUSINESS PARTICIPATION AND DVBE PARTICIPATION REPORTING REQUIREMENTS:**
- A. If for this Contract Contractor made a commitment to achieve small business participation, then Contractor must within 60 days of receiving final payment under this Contract (or within such other time period as may be specified elsewhere in this Contract) report to the awarding department the actual percentage of small business participation that was achieved. (Govt. Code §14841.)
  - B. If for this Contract Contractor made a commitment to achieve disabled veteran business enterprise (DVBE) participation, then Contractor must within 60 days of receiving final payment under this Contract (or within such other time period as may be specified elsewhere in this Contract) certify in a report to the awarding department: (1) the total amount the prime Contractor received under the Contract; (2) the name and address of the DVBE(s) that participated in the performance of the Contract; (3) the amount each DVBE received from the prime Contractor; (4) that all payments under the Contract have been made to the DVBE; and (5) the actual percentage of DVBE participation that was achieved. A person or entity that knowingly provides false information shall be subject to a civil penalty for each violation. [Mil. & Vets. Code §999.5(d); Govt. Code §14841.]
- 20. LOSS LEADER:** If this contract involves the furnishing of equipment, materials, or supplies then the following statement is incorporated: It is unlawful for any person engaged in business within this state to sell or use any article or product as a "loss leader" as defined in Section 17030 of the Business and Professions Code. [PCC 10344(e).]



**EXHIBIT D**  
**SPECIAL TERMS AND CONDITIONS**

**1. GRANTEE'S GENERAL RESPONSIBILITY**

- A. Grantee agrees to comply with all terms and conditions of this Grant Agreement. Review and approval by the BSCC is solely for the purpose of proper administration of grant funds, and shall not be deemed to relieve or restrict the Grantee's responsibility.
- B. Grantee is responsible for the performance of all project activities identified in Attachment 1: Application for Funding/Grant Proposal.
- C. Grantee shall immediately advise the BSCC of any significant problems or changes that arise during the course of the project.

**2. GRANTEE ASSURANCES AND COMMITMENTS**

**A. Compliance with Laws and Regulations**

This Grant Agreement is governed by and shall be interpreted in accordance with the laws of the State of California. Grantee shall at all times comply with all applicable state laws, rules and regulations, and all applicable local ordinances.

**B. Compliance with Federal Laws and Regulations**

The Grantee hereby assures and certifies compliance with all federal statutes, regulations, policies, guidelines and requirements, including the JABG Federal Award Special Conditions, which are included in this Grant Agreement as Exhibit E.

**C. Fulfillment of Assurances and Declarations**

Grantee shall fulfill all assurances, declarations, representations, and statements made by the Grantee in Attachment 1: Application for Funding/Grant Proposal, documents, amendments, approved modifications, and communications filed in support of its request for grant funds.

**D. Permits and Licenses**

Grantee agrees to procure all permits and licenses necessary to complete the project, pay all charges and fees, and give all notices necessary or incidental to the due and lawful proceeding of the project work.

**3. POTENTIAL SUBCONTRACTORS**

- A. In accordance with the provisions of this Grant Agreement, the Grantee may subcontract with consultants for services needed to implement and/or support program activities. Grantee agrees that in the event of any inconsistency between this Grant Agreement and Grantee's agreement with a subcontractor, the language of this Grant Agreement will prevail.
- B. Nothing contained in this Grant Agreement, or otherwise, shall create any contractual relation between the BSCC and any subcontractors, and no subcontract shall relieve the Grantee of its responsibilities and obligations hereunder. The Grantee agrees to be as fully responsible to the BSCC for the acts and omissions of its subcontractors and of persons either directly or indirectly employed by any of them as it is for the acts and omissions of persons directly employed by the Grantee. The Grantee's obligation to pay its subcontractors is an independent obligation from the BSCC's obligation to make payments to the Grantee. As a result, the BSCC shall have no obligation to pay or to enforce the payment of any monies to any subcontractor.
- C. Grantee shall ensure that all subcontractors comply with all requirements of this Grant Agreement.
- D. Grantee assures that for any subcontract awarded by the Grantee, such as insurance and fidelity bonds, as is customary and appropriate, will be obtained.
- E. Grantee agrees to place appropriate language in all subcontracts for work on the project requiring the Grantee's subcontractors to:

**EXHIBIT D**  
**SPECIAL TERMS AND CONDITIONS**

1) Books and Records

Maintain adequate fiscal and project books, records, documents, and other evidence pertinent to the subcontractor's work on the project in accordance with generally accepted accounting principles. Adequate supporting documentation shall be maintained in such detail so as to permit tracing transactions from the invoices, to the accounting records, to the supporting documentation. These records shall be maintained for a minimum of three (3) years after the acceptance of the project's final audit of expenditures under the Grant Agreement, and shall be subject to examination and/or audit by the BSCC or designees, state government auditors or designees, or by federal government auditors or designees.

2) Access to Books and Records

Make such books, records, supporting documentations, and other evidence available to the BSCC or designee, Federal Audit staff, the Department of General Services, the Department of Finance, the California State Auditor and their designated representatives during the course of the project and for a minimum of three (3) years after acceptance of the project's final audit of expenditures. The Subcontractor shall provide suitable facilities for access, monitoring, inspection, and copying of books and records related to the grant-funded project.

**4. PROJECT ACCESS**

Grantee shall ensure that the BSCC, or any authorized representative, will have suitable access to project activities, sites, staff and documents at all reasonable times during the grant period including those maintained by subcontractors. Access to program records will be made available by both the grantee and the subcontractor for a period of 3 years following the end of the project period.

**5. ACCOUNTING AND AUDIT REQUIREMENTS**

All funds received by the Grantee shall be deposited into separate fund accounts which identify the funds and clearly show the manner of their disposition. Grantee agrees that the audit and accounting procedures shall be in accordance with generally accepted government accounting principles and practices (see Accounting Standards and Procedures for Counties, California State Controller, Division of Local Government Fiscal Affairs) and adequate supporting documentation shall be maintained in such detail so as to provide an audit trail which will permit tracing transactions from support documentation to the accounting records to the financial reports and invoices. The Grantee further agrees to the following audit requirements:

A. Federal Single Audit Act

If the Grantee expends \$750,000 or more in a year in federal funds, Grantee agrees to comply with the provisions pursuant to the Federal Office of Management and Budget (OMB) CFR Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. CFR Part 200 requires non-federal entities that meet the expenditure criteria to have either a single or program-specific audit conducted for that expenditure year.

B. Interim Audit

The BSCC reserves the right to call for a program audit or a system audit at any time between the execution of this Grant Agreement and the completion or termination of the project. At any time, the BSCC may disallow all or part of the cost of the activity or action determined to not be in compliance with the terms and conditions of this Grant Agreement, or take other remedies legally available.

C. Annual Audit

1) Within 120 calendar days of this Grant Agreement end date, all Grantees must obtain and submit an annual program audit to the BSCC. Only Grantees expending \$750,000 or more in a year are authorized to use federal funds to pay the costs associated with performing the audit. Should the federal single audit report include this grant project, the Grantee may submit the federal single audit

**EXHIBIT D**  
**SPECIAL TERMS AND CONDITIONS**

to satisfy the annual audit requirement. The audit shall be prepared in accordance with generally accepted auditing standards and government auditing standards for financial and compliance audits.

- 2) Since the audit function must maintain organizational independence, the Grantee's financial officer for this project shall not perform the annual audit. If the Grantee's internal auditor performs the audit, the auditor must be organizationally independent from the Grantee's accounting and project management functions. Additionally, Grantee's internal auditors who report to the financial officer, or to whom the financial officer reports, shall not perform the audit. The person conducting the audit shall be a certified public accountant, unless a Grantee auditor completes the audit.

**6. MODIFICATIONS**

No change or modification in the project will be permitted without prior written approval from the BSCC. Changes may include modification to project scope, changes to performance measures, compliance with collection of data elements, and other significant changes in the budget or program components contained in the Application for Funding/Grant Proposal. Changes shall not be implemented by the project until authorized by the BSCC.

**7. TERMINATION**

- A. This Grant Agreement may be terminated by the BSCC at any time after grant award and prior to completion of project upon action or inaction by the Grantee that constitutes a material and substantial breach of this Grant Agreement. Such action or inaction includes, but is not limited to:
  - 1) substantial alteration of the scope of the grant project without prior written approval of the BSCC;
  - 2) refusal or inability to complete the grant project in a manner consistent with Attachment 1: Application for Funding/Grant Proposal, or approved modifications;
  - 3) failure to provide the required local match share of the total project costs; and
  - 4) failure to meet prescribed assurances, commitments, recording, accounting, auditing, and reporting requirements of the Grant Agreement.
- B. Prior to terminating the Grant Agreement under this provision, the BSCC shall provide the Grantee at least 30 calendar days written notice stating the reasons for termination and effective date thereof. The Grantee may appeal the termination decision in accordance with the instructions listed in Exhibit D: Special Terms and Conditions, Number 8. Settlement of Disputes.

**8. SETTLEMENT OF DISPUTES**

- A. The parties shall deal in good faith and attempt to resolve potential disputes informally. If the dispute persists, the Grantee shall submit to the BSCC Corrections Planning and Programs Division Deputy Director a written demand for a final decision regarding the disposition of any dispute between the parties arising under, related to, or involving this Grant Agreement. Grantee's written demand shall be fully supported by factual information. The BSCC Corrections Planning and Programs Division Deputy Director shall have 30 days after receipt of Grantee's written demand invoking this Section "Disputes" to render a written decision. If a written decision is not rendered within 30 days after receipt of the Grantee's demand, it shall be deemed a decision adverse to the Grantee's contention. If the Grantee is not satisfied with the decision of the BSCC Corrections Planning and Programs Division Deputy Director, the Grantee may appeal the decision, in writing, within 15 days of its issuance (or the expiration of the 30 day period in the event no decision is rendered), to the BSCC Executive Director, who shall have 45 days to render a final decision. If the Grantee does not appeal the decision of the BSCC Corrections Planning and Programs Division Deputy Director, the decision shall be conclusive and binding regarding the dispute and the Contractor shall be barred from commencing an action in court, or with the Victims Compensation Government Claims Board, for failure to exhaust Grantee's administrative remedies.

**EXHIBIT D**  
**SPECIAL TERMS AND CONDITIONS**

- B. Pending the final resolution of any dispute arising under, related to or involving this Grant Agreement, Grantee agrees to diligently proceed with the performance of this Grant Agreement, including the providing of services in accordance with the Grant Agreement. Grantee's failure to diligently proceed in accordance with the State's instructions regarding this Grant Agreement shall be considered a material breach of this Grant Agreement.
- C. Any final decision of the State shall be expressly identified as such, shall be in writing, and shall be signed by the Executive Director, if an appeal was made. If the Executive Director fails to render a final decision within 45 days after receipt of the Grantee's appeal for a final decision, it shall be deemed a final decision adverse to the Grantee's contentions. The State's final decision shall be conclusive and binding regarding the dispute unless the Grantee commences an action in a court of competent jurisdiction to contest such decision within 90 days following the date of the final decision or one (1) year following the accrual of the cause of action, whichever is later.
- D. The dates of decision and appeal in this section may be modified by mutual consent, as applicable, excepting the time to commence an action in a court of competent jurisdiction.

**9. WAIVER**

The parties hereto may waive any of their rights under this Grant Agreement unless such waiver is contrary to law, provided that any such waiver shall be in writing and signed by the party making such waiver.

**EXHIBIT E**  
**JABG FEDERAL AWARD SPECIAL CONDITIONS**

**1. Applicability of Part 200 Uniform Requirements**

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. Part 200, as adopted and supplemented by the Department of Justice (DOJ) in 2 C.F.R. Part 2800 (together, the "Part 200 Uniform Requirements") apply to this award from the Office of Justice Programs (OJP).

The Part 200 Uniform Requirements were first adopted by DOJ on December 26, 2014. If this award supplements funds previously awarded by OJP under the same award number (e.g., funds awarded in 2014 or earlier years), the Part 200 Uniform Requirements apply with respect to all funds under that award number (regardless of the award date, and regardless of whether derived from the initial award or a supplemental award) that are obligated on or after the acceptance date of this award.

For more information and resources on the Part 200 Uniform Requirements as they relate to OJP awards and subawards ("subgrants"), see the Office of Justice Programs (OJP) website at: <http://ojp.gov/funding/UniformGuidance.htm>.

In the event that an award-related question arises from documents or other materials prepared or distributed by OJP that may appear to conflict with, or differ in some way from, the provisions of the Part 200 Uniform Requirements, the recipient is to contact OJP promptly for clarification.

2. The Grantee agrees to comply with the financial and administrative requirements set forth in the current edition of the Office of Justice Programs (OJP) Financial Guide.
3. The Grantee acknowledges that failure to submit an acceptable Equal Employment Opportunity Plan (if 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 Grantee is in compliance.
4. The Grantee acknowledges and agrees to comply with any request related to the following: the DOJ awarding agency (OJP or OVW, as appropriate) may withhold award funds, or may impose other related requirements on the BSCC, if (as determined by the DOJ awarding agency) the BSCC does not satisfactorily and promptly address outstanding issues from audits required by the Part 200 Uniform Requirements (or by the terms of this award), or other outstanding issues that arise in connection with audits, investigations, or reviews of DOJ awards.
5. Grantee 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 OJP.
6. The Grantee must promptly refer to the DOJ OIG any credible evidence that a principal, employee, agent, contractor, 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 subcontractors. 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; by email: [oig.hotline@usdoj.gov](mailto:oig.hotline@usdoj.gov); by 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](http://www.usdoj.gov/oig).
7. Grantee understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of any contract or subcontract to either the Association of Community Organizations for Reform Now (ACORN) or its subsidiaries, without the express prior written approval of OJP.
8. The Grantee 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.
9. The Grantee acknowledges and agrees to comply with any request related to BSCC's requirement to comply with applicable requirements regarding registration with the System for Award Management (SAM)

**EXHIBIT E**  
**JABG FEDERAL AWARD SPECIAL CONDITIONS**

(or with a successor government-wide system officially designated by OMB and OJP) and to BSCC's requirement to comply with applicable restrictions on subawards to first-tier subrecipients that do not acquire and provide a Data Universal Numbering System (DUNS) number. The details of BSCC's obligations are posted on the Office of Justice Programs web site at <http://www.ojp.gov/funding/sam.htm> (Award condition: Registration with the System for Award Management and Universal Identifier Requirements).

10. Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), the Department encourages Grantees and sub contractors 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.
11. The Grantee agrees to comply with all applicable laws, regulations, policies, and guidance (including specific cost limits, prior approval and reporting requirements, where applicable) governing the use of federal funds for expenses related to conferences, meetings, trainings, and other events, including the provision of food and/or beverages at such events, and costs of attendance at such events. Information on pertinent laws, regulations, policies, and guidance is available at [www.ojp.gov/funding/confcost.htm](http://www.ojp.gov/funding/confcost.htm).
12. The Grantee understands and agrees that any training or training materials developed or delivered with funding provided under this award must adhere to the OJP Training Guiding Principles for Grantees, available at <http://www.ojp.usdoj.gov/funding/ojptrainingguidingprinciples.htm>.
13. The Grantee agrees that if it currently has an open award of federal funds or if it receives an award of federal funds other than this OJP award, and those award funds have been, are being, or are to be used, in whole or in part, for one or more of the identical cost items for which funds are being provided under this OJP award, the recipient will promptly notify the BSCC in writing.
14. The Grantee understands and agrees that award funds may not be used to discriminate against or denigrate the religious or moral beliefs of students who participate in programs for which financial assistance is provided from those funds, or of the parents or legal guardians of such students.
15. The Grantee understands and agrees that - (a) No award funds may be used to maintain or establish a computer network unless such network blocks the viewing, downloading, and exchanging of pornography, and (b) Nothing in subsection (a) limits the use of funds necessary for any Federal, State, tribal, or local law enforcement agency or any other entity carrying out criminal investigations, prosecution, or adjudication activities.
16. The Grantee agrees to monitor all subcontractors for performance and fiscal integrity, including cash match. In addition, the recipient will monitor all subcontractors to assure that required audits are performed.
17. The Grantee agrees to comply with all Juvenile Accountability Block Grants (JABG) program requirements as outlined in the JABG Program Guidance Manual, Version 3.0 (September 2000) or future JABG Program Guidance Manuals, and JABG program regulations (28 C.F.R. Part 31).
18. The Grantee agrees that all income generated as a direct result of this award shall be deemed program income. All program income earned must be accounted for and used for the purposes of funds provided under this award, including such use being consistent with the conditions of the award, the effective edition of the OJP Financial Guide and, as applicable, either (1) 28 C.F.R. Part 66 or (2) 28 C.F.R Part 70 and 2 C.F.R. Part 215 (OMB Circular A-110). Further, the use of program income must be reported on the quarterly Federal Financial Report, SF 425.
19. The Grantee acknowledges that the Office of Justice Programs (OJP) reserves a royalty-free, non-exclusive, and irrevocable license to reproduce, publish, or otherwise use, and authorize others to use (in whole or in part, including in connection with derivative works), for Federal purposes: (1) any work subject to copyright developed under an award or subaward; and (2) any rights of copyright to which the Grantee or subcontractor purchases ownership with Federal support.

**EXHIBIT E**

**JABG FEDERAL AWARD SPECIAL CONDITIONS**

20. The Grantee acknowledges that the Office of Justice Programs (OJP) reserves a royalty-free, non-exclusive, and irrevocable license to reproduce, publish, or otherwise use, and authorize others to use (in whole or in part, including in connection with derivative works), for Federal purposes: (1) any work subject to copyright developed under an award or subaward; and (2) any rights of copyright to which a recipient or subrecipient purchases ownership with Federal support.

The Grantee acknowledges that OJP has the right to (1) obtain, reproduce, publish, or otherwise use the data first produced under an award or subaward; and (2) authorize others to receive, reproduce, publish, or otherwise use such data for Federal purposes. "Data" includes data as defined in Federal Acquisition Regulation (FAR) provision 52.227-14 (Rights in Data - General).

It is the responsibility of the Grantee (and of each subrecipient, if applicable) to ensure that this condition is included in any subaward under this award.

The Grantee has the responsibility to obtain from subrecipients, contractors, and subcontractors (if any) all rights and data necessary to fulfill the recipient's obligations to the Government under this award. If a proposed subrecipient, contractor, or subcontractor refuses to accept terms affording the Government such rights, the recipient shall promptly bring such refusal to the attention of the OJP program manager for the award and not proceed with the agreement in question without further authorization.

21. The Grantee acknowledges and agrees to comply with any request related to the BSCC's requirement to comply with applicable requirements to report first-tier subawards of \$25,000 or more and, in certain circumstances, to report the names and total compensation of the five most highly compensated executives of the recipient and first-tier subrecipients of award funds. Such data will be submitted to the FFATA Subaward Reporting System (FSRS). The details of recipient obligations, which derive from the Federal Funding Accountability and Transparency Act of 2006 (FFATA), are posted on the Office of Justice Programs web site at <http://ojp.gov/funding/Explore/FFATA.htm> (Award condition: Reporting Subawards and Executive Compensation), and are incorporated by reference here. This condition, and its reporting requirement, does not apply to grant awards made to an individual who received the award as a natural person (i.e., unrelated to any business or non-profit organization that he or she may own or operate in his or her name).
22. Grantee agrees to comply with the requirements of 28 C.F.R. Part 46 and all Office of Justice Programs policies and procedures regarding the protection of human research subjects, including obtainment of Institutional Review Board approval, if appropriate, and subject informed consent.
23. Any Web site that is funded in whole or in part under this award must include the following statement on the home page, on all major entry pages (i.e., pages (exclusive of documents) whose primary purpose is to navigate the user to interior content), and on any pages from which a visitor may access or use a Web-based service, including any pages that provide results or outputs from the service:
- "This Web site is funded [insert "in part," if applicable] through a grant from the [insert name of OJP component], Office of Justice Programs, U.S. Department of Justice. Neither the U.S. Department of Justice nor any of its components operate, control, are responsible for, or necessarily endorse, this Web site (including, without limitation, its content, technical infrastructure, and policies, and any services or tools provided)."
- The full text of the foregoing statement must be clearly visible on the home page. On other pages, the statement may be included through a link, entitled "Notice of Federal Funding and Federal Disclaimer," to the full text of the statement.
23. The Grantee acknowledges and agrees to comply with any request related to the BSCC's requirement to monitor its subrecipients' compliance with applicable federal civil rights laws. The BSCC has submitted written Methods of Administration (MOA) for ensuring subrecipients' compliance to the OJP's Office for Civil Rights at [CivilRightsMOA@usdoj.gov](mailto:CivilRightsMOA@usdoj.gov). The required elements of the MOA are set forth at [http://www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm), under the heading, "Civil Rights Compliance Specific to State Administering Agencies."

**SECTION I: APPLICANT INFORMATION  
EVIDENCE BASED PRACTICES (EBP) TRAINING PROJECT  
2016/18**

**A. COUNTY PROBATION DEPARTMENT IMPLEMENTING THE GRANT**

FEDERAL EMPLOYER IDENTIFICATION NUMBER 946000417		DUN AND BRADSTREET NUMBER 131602294	
NAME OF DEPARTMENT San Francisco Juvenile Probation Department		TELEPHONE NUMBER (415) 753-7500	
STREET ADDRESS 375 Woodside Avenue	CITY San Francisco	STATE CA	ZIP CODE 94127
MAILING ADDRESS 375 Woodside Avenue	CITY San Francisco	STATE CA	ZIP CODE 94127
COUNTY SIZE (check one): <input type="checkbox"/> SMALL <input type="checkbox"/> MEDUIM <input checked="" type="checkbox"/> LARGE			
TYPE OF SUBMISSION (check one): <input checked="" type="checkbox"/> INDIVIDUAL APPLICATION <input type="checkbox"/> JOINT/REGIONAL APPLICATION			

**B. SUMMARY OF TRAINING REQUESTED (brief 3 or 4 sentences describing the project)**

**C. TOTAL GRANT AMOUNT REQUESTED**

The requested funding will be used to continue our previous evidence-based trainings. This will be achieved by training three Probation Officers to be YLC/CMI 2.0 (risk assessment) Instructors for sustainability. The Department will also train staff at the Log Cabin Ranch facility on Thinking for a Change in order to do a pilot program. Finally, remaining funds will be used to convene quarterly or bi-annual EBP meetings where JPD can provide additional information and training to our Juvenile Justice Partners.

**\$17,370**

**D. APPLICANT PROJECT FINANCIAL OFFICER**

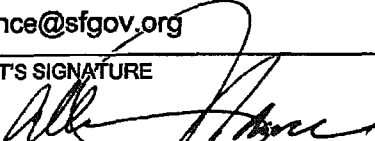
NAME AND TITLE Eric Ugalde, Director of Finance			TELEPHONE NUMBER (415) 753-7560
STREET ADDRESS 375 Woodside Avenue			FAX NUMBER (415) 753-7566
CITY San Francisco	STATE CA	ZIP CODE 94127	E-MAIL ADDRESS eric.ugalde@sfgov.org

**E. APPLICANT DAY-TO-DAY CONTACT PERSON RESPONSIBLE FOR GRANT OVERSIGHT**

NAME AND TITLE James Baird, Probation Services Policy Analyst	TELEPHONE NUMBER (415) 753-7545
EMAIL ADDRESS james.baird@sfgov.org	

**F. APPLICANT'S AGREEMENT**

By signing this application, the applicant assures that the grantee will abide by the laws, policies and procedures governing this funding.

NAME AND TITLE OF PERSON AUTHORIZED TO SIGN AGREEMENT Chief Probation Officer Allen Nance	
E-MAIL ADDRESS allen.nance@sfgov.org	TELEPHONE NUMBER (415) 753-7558
APPLICANT'S SIGNATURE 	DATE 10/12/2016



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## NARRATIVE SECTIONS

Note: Sections II, III, and IV are to be completed in a narrative format (see instructions on page 8). Applications will be reviewed to determine the extent to which they adequately address the topics listed under the section titles below. If a sub-element doesn't apply, the Applicant should say so and state the reason.

### SECTION II: PROJECT NEED AND DESCRIPTION

The San Francisco Juvenile Probation Department (JPD) operates the Juvenile Justice Center (Juvenile Hall), Log Cabin Ranch, and Probation Services. During the previous EBP grant period, JPD embarked on a self-designed *Renew and Enhance Evidence-based Practices (REEP)* program that trained staff and partners on EBP, Trauma-Informed Care, the Missouri Model, and the YLS/CMI 2.0 risk assessment. These trainings were successful in continuing the EBP work that had already been accomplished at JPD over the last decade.

The Department hopes to build upon the previous grant in order to continue and improve upon the goals from the first grant. This would include hosting a YLS/CMI 2.0 "Train-the-Trainer" workshop here at JPD so that we could add continuity and sustainability to our risk assessment training. In addition, the Department would like to pilot a "Thinking for a Change" (T4C) program at Log Cabin Ranch as described in the original application for Round 1 of funding. Finally, JPD would convene quarterly EBP-themed workshops and put together a local EBP Conference in order to continue to lead the Juvenile Justice System towards a shared understanding of EBP language and goals.

#### ***YLS/CMI 2.0 Train-the-Trainer***

After completing the previous grant, the Department realized the need for continuity and sustainability of risk assessment trainings for staff. JPD decided to build internal training capacity for the YLS/CMI 2.0 risk assessment so that those staff members could train other staff who were unavailable for the first round of training and for future staff who will need training in order to conduct the YLS/CMI 2.0 risk assessment. While Multi Health Systems (MHS) owns the rights to the proprietary YLS/CMI 2.0 risk assessment, they do not provide training. Instead, there is a list of MHS approved trainers. The lone California trainer is Anthony Flores. Mr. Flores is an Assistant Professor of Criminal Justice at Cal State

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University, Bakersfield and is a Master Trainer for the YLS/CMI 2.0. The cost for a three-day "Train-the-Trainer" workshop for up to ten Probation Officers would be a flat fee of \$8,000.

***Thinking for a Change (T4C) Pilot***

The Department seeks to train staff and run a pilot T4C program at Log Cabin Ranch. Youth spend an average of 6-9 months at Log Cabin Ranch and the time and location would be ideal to pilot a cognitive behavioral training program. JPD chose "Thinking for a Change" because it has been shown to be a Promising Practice by OJJDP and has reduced recidivism in numerous locations. The pilot would consist of training ten juvenile counselors and two Department of Public Health Special Programs for Youth (SPY) staff located at Log Cabin Ranch. This would be presented by Custom Training during a 4-day training. At \$130 per student, per day, the cost would be \$6,240.

***Quarterly EBP Workshops***

Finally, the Department will convene three EBP Workshops with its Juvenile Justice partners. Each workshop would focus on different topics and speakers would be invited to update the Juvenile Justice System on the latest in Evidence Based Programs, Best Practices, and Innovation. Speakers would be given up to \$1000 in speaking fees to provide education and training on a variety of topics. The total budget for these workshops would be \$3,130. These workshops would be designed in order to put together a culminating EBP Conference in January of 2018.

***Culminating EBP Conference***

The Department would set aside a cash match of at least \$1,930 for speaker fees, rental space, and materials and supplies necessary to develop and put on an EBP Conference in San Francisco. JPD firmly believes that by leading all Juvenile Justice Partners towards a common language and common goals, the system will be better poised to create an environment that will allow for better outcomes.

**SECTION III: HOW THE TRAINING PROJECT SUPPORTS EVIDENCE-BASED PRACTICES**

The second round of funding would allow the Department to take the next step in sustainability for the risk assessment training. By building our own training capacity, JPD will ensure timely training for new staff so that we can continue to conduct accurate assessments of risk.

By moving forward with CBT programming (T4C), we add an evidence-based intervention for youth who need to cognitive behavioral therapy and related skills.

The workshops and conference provide an opportunity to share knowledge, clarify common terminology, and work towards a system that is more aligned, more cooperative, and better at providing services for youth who need it the most. It is also an opportunity for JPD to lead the Juvenile Justice System towards a more evidence based model that will provide better outcomes for youth.

## SECTION IV: COLLABORATION

In order to continue systemic change toward more data driven, evidence-based strategies and programs, JPD will partner with Department of Public Health Special Programs for Youth (SPY) for the T4C pilot program. By using ten detention staff and two public health staff, youth will receive a CBT program that affords them the best chance for success. JPD will also utilize the workshops and conference to educate dozens of local Juvenile Justice Partners and lead discussions on how to proceed towards a more evidence based system.

## SECTION V: PROPOSED BUDGET

### A. TOTAL GRANT AMOUNT REQUESTED: \$17,370

### B. TYPE OF APPLICATION (Check one):

Individual Application     Joint/Regional Application (Humboldt County Only)

For Joint / Regional Application Only: In the table below, please list the participating probation departments and designate the size of each department (see Attachment A for County Population Index).

### C. BUDGET LINE ITEM TOTALS: Complete the following table, using whole numbers, for the grant funds being requested. While recognizing agencies may use different line items in the budget process, the line items below represent how the BSCC will require grantees to report expenditures via its invoicing system. Please verify total grant funds requested as columns and rows do not auto-calculate.

Applicants must provide a **10 percent (10%) cash match** of the grant funds requested.

The federal formula for calculating the match is:

Award Amount divided by 0.9%; multiplied by 10%

**Example:** For an award amount of 20,000, match would be calculated as follows:

$\$20,000 / 0.9 \text{ percent} = \$22,222$  (Total Project Cost)

$10 \text{ percent} \times \$22,222 = \$2,222$  match

All funds shall be used consistent with the requirements of the most current version of the BSCC Grant Administration Guide available under Quick Links on the CPP homepage:

Proposed Budget Line Items	Grant Funds	Cash Match	Total
Services and Supplies		\$430	
Professional Services	\$17,370	\$1,500	
CBO Contracts			
Administrative Costs (may not exceed 5% of grant award)			
Other			
<b>TOTAL</b>	<b>\$17,370</b>	<b>\$1,930</b>	<b>\$19,300</b>

**D. BUDGET LINE ITEM DETAILS:** Provide narrative detail in each category below to sufficiently explain how the grant and local cash match funds will be used based on the requested funds in the above table. Use the fields provided to submit your responses. Match funds may be expended in any line item, and are to be identified as to their respective dollar amounts and source of the match. The 'other' category funds should be budgeted for travel purposes.

**1. SERVICES AND SUPPLIES:** (e.g., office supplies related to training costs)

The Department will budget at least \$430 in matching funds for posters, flyers, handouts, or other supplies necessary to put on the Workshops and/or the Conference.

**2. PROFESSIONAL SERVICES:** (e.g., consultative services - include name of consultants or providers, hours/days of training, and number of participants to be served)

Consultant / Training Services:

1. Anthony Flores - YLS/CMI 2.0 "Train-the-Trainer" training for up to 12 staff members.
2. Custom Training, *Thinking for a Change* for 12 people trained during a 4-day class.
3. Workshops and Conference – Presenters TBD, Workshops would include up to 20 participants per session and the Conference could include up to 250 participants.

**3. COMMUNITY-BASED ORGANIZATIONS:** (e.g., detail of services - provide name of CBO, hours/days of training, and number of participants to be served)

None Requested, may be included in speakers for workshops and conference, TBD.

**4. ADMINISTRATIVE OVERHEAD:** Indicate percentage and methodology for calculation. In the "Grant Funds" column of the previous table, this total may not exceed 5% of the total funds requested. In the "Match Funds" column of the previous table, agencies may expend up to their Indirect Cost Rate (over and above 5%) for match funds supported by state or local dollars.

None Requested

**5. OTHER** (e.g., travel expenses)

None Requested

**SECTION VI: PROPOSED TIMELINE**

Provide a timeline for the major activities to be accomplished and obstacles to be cleared in order to complete the project (e.g., contracting with an expert provider, conducting training sessions, etc.).

Activity	Timeframe
YLS/CMI 2.0 "Train-the-Trainer" training	February 2017
Thinking for a Change training	August 2017
Workshops	January/February 2017 May/June 2017 August/September 2017
Conference	January 2018

**APPENDIX A**

**2013 JABG EBP TRAINING PROJECT EXECUTIVE STEERING COMMITTEE ROSTER**

**2013 JABG EBP Training Project ESC Roster**

Sandra McBrayer, Chief Executive Officer, The Children's Initiative, San Diego

Michelle Scray Brown, Chief Probation Officer, San Bernardino County

Matt Cervantes, Senior Program Officer, Sierra Health Foundation, Sacramento

Sheralynn Freitas, Deputy Chief Probation Officer, Sonoma County

Paula Hernandez, Chief Deputy Probation Officer, San Francisco Juvenile Probation

Christie Myer, Chief Probation Officer, Tulare County

Steven J. Sentman, Chief Probation Officer, Orange County

**TO:** Angela Calvillo, Clerk of the Board of Supervisors  
**FROM:** Paula Hernandez, Assistant Chief Probation Officer  
**DATE:** November 18, 2016  
**SUBJECT:** Accept and Expend Resolution for Subject Grant  
**GRANT TITLE:** Evidence Based Practices Training Grant

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

- Proposed grant resolution; original\* signed by Department, Mayor, Controller
- Grant information form, including disability checklist
- Grant budget
- Grant application
- Grant award letter from funding agency
- Ethics Form 126 (if applicable)
- Contracts, Leases/Agreements (if applicable)
- Other (Explain):

**Special Timeline Requirements:**

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

Name: Paula Hernandez Phone: 415-753-7558

Interoffice Mail Address: 375 Woodside Avenue, San Francisco, CA 94127

Certified copy required Yes  No

(Note: certified copies have the seal of the City/County affixed and are occasionally required by funding agencies. In most cases ordinary copies without the seal are sufficient).

# Introduction Form

By a Member of the Board of Supervisors or the Mayor

RECEIVED  
BOARD OF SUPERVISORS  
SAN FRANCISCO

2017 APR 11 PM 3

Time stamp  
for meeting date

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

- 1. For reference to Committee. (An Ordinance, Resolution, Motion, or Charter Amendment)
- 2. Request for next printed agenda Without Reference to Committee.
- 3. Request for hearing on a subject matter at Committee.
- 4. Request for letter beginning "Supervisor [ ] inquires"
- 5. City Attorney request.
- 6. Call File No. [ ] from Committee.
- 7. Budget Analyst request (attach written motion).
- 8. Substitute Legislation File No. [ ]
- 9. Reactivate File No. [ ]
- 10. Question(s) submitted for Mayoral Appearance before the BOS on [ ]

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

- Small Business Commission
- Youth Commission
- Ethics Commission
- Planning Commission
- Building Inspection Commission

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

**Sponsor(s):**

Supervisor Ahsha Safai

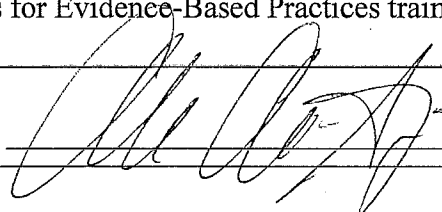
**Subject:**

Accept and Expend Grant -- Evidence-Based Practices Training Grant - (\$17,370), Grant to train staff, and other juvenile justice partners in Evidence-Based Practices

**The text is listed below or attached:**

Resolution authorizing the Juvenile Probation Department to retroactively accept and expend a grant in the amount of \$17,370 from the Board of State and Community Corrections for Evidence-Based Practices training with the term of November 1, 2016 to February 28, 2018.

Signature of Sponsoring Supervisor:



For Clerk's Use Only: