

File No. 101363

Committee Item No. 2

Board Item No. 10

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Committee PUBLIC SAFETY

Date 11/1/10

Board of Supervisors Meeting

Date 11/04/10

Cmte Board

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

OTHER

(Use back side if additional space is needed)

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

Completed by: Gail Johnson

Date 10/28/10

Completed by: [Signature]

Date 11/4/10

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

2001

1 [Accept and Expend Grant - No Violence Alliance One Family Reentry Initiative -
2 \$300,000]

3
4 **Resolution authorizing the Sheriff's Department to retroactively apply for,**
5 **accept, and expend \$300,000 in funds from the Bureau of Justice Assistance,**
6 **through the Second Chance Act Prisoner Reentry Initiative. The No Violence**
7 **Alliance One Family Reentry Initiative will provide a comprehensive, family-**
8 **focused continuum from in-custody to post-release for sentenced probationers**
9 **incarcerated in the San Francisco County Jail with a history of substance abuse**
10 **and minor children.**

11
12 WHEREAS, The Second Chance Act of 2007 (Pub. L. 110-199) provides a
13 comprehensive response to the increasing number of people who are released from
14 prison and jail and returning to communities, including resources to address the myriad
15 needs of these offenders to achieve a successful return to their communities. Section
16 213 of the Second Chance Act specifically addresses the treatment and needs of
17 offenders who have substance abuse disorders and who are parents of minors; and

18 WHEREAS, The Sheriff's Department proposes to maximize use of available grant
19 funds on program expenditures by not including indirect costs; now therefore, be it

20 RESOLVED, That the Board of Supervisors does hereby waive indirect costs;
21 and be it

22 FURTHER RESOLVED, That the funds received will target offenders from the
23 San Francisco County Jail with substance abuse disorders and who are parents of
24 minor children; and be it
25

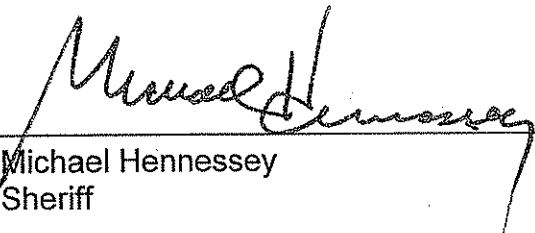
1 FURTHER RESOLVED, That the Sheriff's Department will provide a program
2 coordinator and two case manager totaling an in-kind amount of \$516,762; and be it

3 FURTHER RESOLVED, That the City and County of San Francisco will
4 participate in data collection on key variables related to client-level performance and
5 outcome data as required; and be it

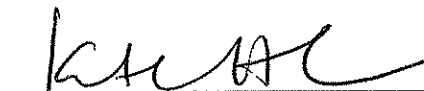
6 FURTHER RESOLVED, The Sheriff's Department is authorized to furnish
7 whatever additional information or assurances the funding agency may request in
8 connection with this grant, and execute any and all agreements necessary to complete
9 the transfer of funds. The grant period is from October 01, 2010 to September 30, 2012;
10 and be it

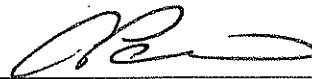
11 FURTHER RESOLVED, That the City and County of San Francisco assures that
12 it will abide by the statutes governing the Bureau of Justice Assistance as well as the
13 terms and conditions of the Grant Agreement as set forth by the U.S. Department of
14 Justice, Office of Justice Programs.

1 Recommended:

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4 
5
6 Michael Hennessey
7 Sheriff

8
9 Approved:

10
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12 
13
14 Mayor

15
16
17 
18
19 Controller



TO: Angela Calvillo, Clerk of the Board of Supervisors
FROM: ~~FOR~~ Mayor Gavin Newsom *g*
RE: Accept-Expend Federal Grant – Sheriff's Department Project to
Address the Needs of Offenders Who Have Substance Abuse
Disorders and Who Are Parents of Minor Children - \$300,000
DATE: October 26, 2010

Dear Madame Clerk:

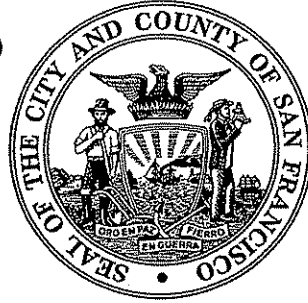
Attached for introduction to the Board of Supervisors is the resolution authorizing the Sheriff's Department to retroactively apply for, accept and expend \$300,000 in funds from the Bureau of Justice Assistance, through the Second Chance Act Prisoner Reentry Initiative. The No Violence Alliance One Family Reentry Initiative (NoVA-OFRI) will provide a comprehensive, family-focused continuum from in-custody to post-release for sentenced probationers incarcerated in the San Francisco County Jail with a history of substance abuse and minor children.

I request that this item be calendared in City Operations and Neighborhood Services Committee.

Should you have any questions, please contact Starr Terrell (415) 554-5262.

City and County of San Francisco

OFFICE OF THE SHERIFF



Michael Hennessey
SHERIFF

(415) 554-7225

October 20, 2010
Reference: 2010-095

Angela Calvillo, Clerk of the Board
Board of Supervisors
1 Dr. Carlton B. Goodlett Place, Room 244
San Francisco, CA 94102-4689

Dear Ms. Calvillo:

Attached please find an original and four copies of a proposed resolution for approval by the Board of Supervisors.

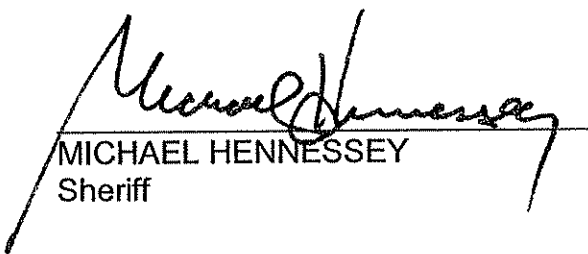
The resolution authorizes the Sheriff's Department to apply for, accept and expend the No Violence Alliance One Family Reentry Initiative (NoVA-OFRI) grant in the amount of \$300,000 from the Bureau of Justice, through the Second Chance Act Prisoner Reentry Initiative. The purpose of the grant is to provide a comprehensive, family-focused continuum from in-custody to post-release for sentenced probationers incarcerated in the San Francisco County Jail with a history of substance abuse and minor children,.

The following is a list of accompanying documents:

- Cover Memo
- Proposed Resolution
- Grant Information Form
- Grant Application & Budget
- Grant Award Notice

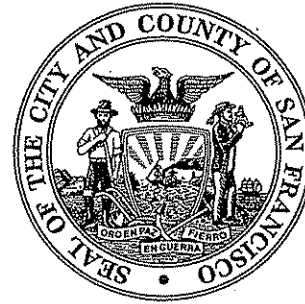
Please contact Maureen Gannon at (415) 554-4316 if you require more information. Thank you.

Sincerely,


MICHAEL HENNESSEY
Sheriff

City and County of San Francisco


OFFICE OF THE SHERIFF



Michael Hennessey
SHERIFF

(415) 554-7225

TO: Angela Calvillo, Clerk of the Board of Supervisors

FROM: Michael Hennessey, Sheriff 

DATE: October 20, 2010

SUBJECT: Accept and Expend Resolution for Subject Grant

GRANT TITLE: No Violence Alliance One Family Reentry Initiative (NoVA-OFRI)

Attached please find the original and 4 copies 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
- ☐ Other (Explain):

Special Timeline Requirements: None

Departmental representative to receive a copy of the adopted resolution:

Name: Maureen Gannon

Phone: (415) 554-4316

Interoffice Mail Address: Sheriff's Department, City Hall – Room 456

Certified copy required Yes ☐

No ☒

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

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

Grant Information Form
(Effective March 2005)

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

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

1. Grant Title: **No Violence Alliance One Family Reentry Initiative (NoVA-OFRI)**

2. Departments: **Sheriff's Department**

3. Contact Person: **Maureen Gannon** Telephone: **(415) 554-4316**

4. Grant Approval Status (check one):

☒ Approved by funding agency

☐ Not yet approved

5. Amount of Grant Funding Approved or Applied for: **Approved - \$300,000**

S.F. Sheriff's Department (DOJ Funds) - \$ 25,650

CBO- Community Works (DOJ Funds)- \$274,350

6a. Matching Funds Required: **\$516,762**

b. Source(s) of matching funds (if applicable): **In-Kind Salary Match from the San Francisco Sheriff's Department**

1.0 FTE Program Coordinator

2.0 FTE Case Managers

7a. Grant Source Agency: **Bureau of Justice Assistance
Second Chance Act Prisoner Reentry Initiative**

b. Grant Pass-Through Agency (if applicable): **N/A**

8. Proposed Grant Project Summary:

The No Violence Alliance One Family Reentry (NoVA-OFRI) will 1) Reduce recidivism among San Francisco's reentry population; 2) Break the cycle of substance abuse and criminality; 3) Support stable, healthy, unified families; 4) Build capacity towards institutionalization of a coordinated, family-centered system that links experience in custody with services post-release and is inclusive of the courts, probation, county jail and community based organizations. The program will enroll 50 families annually.

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

Start-Date: **10/01/2010**

End-Date: **9/30/2012**

10. Number of new positions created and funded: **0**

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

12a. Amount budgeted for contractual services: **\$274,350**

b. Will contractual services be put out to bid? **No; added to existing contracts.**

c. If so, will contract services help to further the goals of the department's MBE/WBE requirements? **Services provided by non-profit organizations.**

d. Is this likely to be a one-time or ongoing request for contracting out?
For duration of grant.

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):

c2. If no indirect costs are included, what would have been the indirect costs?
Indirect Costs may not exceed 10% of grant funds.

14. Any other significant grant requirements or comments:

The grant requires data collection and quarterly financial invoices. All grant recipients are subject to site visits and audits as needed.

****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 checked="" type="checkbox"/> Existing Program(s) or Service(s) |
| <input type="checkbox"/> Rehabilitated Site(s) | <input type="checkbox"/> Rehabilitated Structure(s) | <input 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 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: TERENCE DURKAN
(Name)

Date Reviewed: 10/20/10 TERENCE DURKAN
(Signature)

Department Approval: Michael Hennessey Sheriff
(Name) (Title)

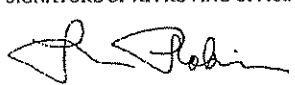
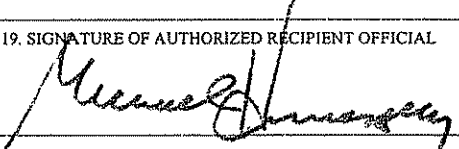
Michael Hennessey
(Signature)



Department of Justice
Office of Justice Programs
Bureau of Justice Assistance

Grant

PAGE 1 OF 4

| | | | |
|--|--|--|-----------------------|
| 1. RECIPIENT NAME AND ADDRESS (Including Zip Code) San Francisco City/County Police Department 850 Bryant Street Room 511 San Francisco, CA 94103 | | 4. AWARD NUMBER: 2010-RN-BX-0007 | |
| | | 5. PROJECT PERIOD: FROM 10/01/2010 TO 09/30/2012 BUDGET PERIOD: FROM 10/01/2010 TO 09/30/2012 | |
| | | 6. AWARD DATE 09/20/2010 | 7. ACTION Initial |
| 1A. GRANTEE IRS/VENDOR NO. 946000417 | | 8. SUPPLEMENT NUMBER 00 | |
| | | 9. PREVIOUS AWARD AMOUNT \$ 0 | |
| 3. PROJECT TITLE No Violence Alliance One Family Reentry Initiative (NoVA-OFRI) | | 10. AMOUNT OF THIS AWARD \$ 300,000 | |
| | | 11. TOTAL AWARD \$ 300,000 | |
| 12. SPECIAL CONDITIONS THE ABOVE GRANT PROJECT IS APPROVED SUBJECT TO SUCH CONDITIONS OR LIMITATIONS AS ARE SET FORTH ON THE ATTACHED PAGE(S). | | | |
| 13. STATUTORY AUTHORITY FOR GRANT This project is supported under FY10 (BJA - Offender Reentry Family-Based Treatment) 42 USC 3797s | | | |
| 15. METHOD OF PAYMENT GPRS | | | |
| AGENCY APPROVAL | | GRANTEE ACCEPTANCE | |
| 16. TYPED NAME AND TITLE OF APPROVING OFFICIAL Laurie Robinson Assistant Attorney General | | 18. TYPED NAME AND TITLE OF AUTHORIZED GRANTEE OFFICIAL Michael Hennessey Sheriff | |
| 17. SIGNATURE OF APPROVING OFFICIAL  | | 19. SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL  | 19A. DATE 10/17/10 |
| AGENCY USE ONLY | | | |
| 20. ACCOUNTING CLASSIFICATION CODES FISCAL YEAR FUND CODE BUD. ACT. OFC. DIV. REG. SUB. POMS AMOUNT X B RN 80 00 00 300000 | | 21. JRNUGT3574 | |

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

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



Department of Justice
Office of Justice Programs
Bureau of Justice Assistance

**AWARD CONTINUATION
SHEET**
Grant

PAGE 2 OF 4

PROJECT NUMBER 2010-RN-BX-0007

AWARD DATE 09/20/2010

SPECIAL CONDITIONS

1. The recipient agrees to comply with the financial and administrative requirements set forth in the current edition of the Office of Justice Programs (OJP) Financial Guide.
2. The recipient acknowledges that failure to submit an acceptable Equal Employment Opportunity Plan (if recipient is required to submit one pursuant to 28 C.F.R. Section 42.302), that is approved by the Office for Civil Rights, is a violation of its Certified Assurances and may result in suspension or termination of funding, until such time as the recipient is in compliance.
3. The recipient agrees to comply with the organizational audit requirements of OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations, and further understands and agrees that funds may be withheld, or other related requirements may be imposed, if outstanding audit issues (if any) from OMB Circular A-133 audits (and any other audits of OJP grant funds) are not satisfactorily and promptly addressed, as further described in the current edition of the OJP Financial Guide, Chapter 19.
4. Recipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government, without the express prior written approval of OJP.
5. The recipient must promptly refer to the DOJ OIG any credible evidence that a principal, employee, agent, contractor, subgrantee, subcontractor, or other person has either 1) submitted a false claim for grant funds under the False Claims Act; or 2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving grant funds. This condition also applies to any subrecipients. Potential fraud, waste, abuse, or misconduct should be reported to the OIG by -

mail:

Office of the Inspector General
U.S. Department of Justice
Investigations Division
950 Pennsylvania Avenue, N.W.
Room 4706
Washington, DC 20530

e-mail: oig.hotline@usdoj.gov

hotline: (contact information in English and Spanish): (800) 869-4499

or hotline fax: (202) 616-9881

Additional information is available from the DOJ OIG website at www.usdoj.gov/oig.

6. Recipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of any contract or subaward to either the Association of Community Organizations for Reform Now (ACORN) or its subsidiaries, without the express prior written approval of OJP.
7. The recipient agrees to comply with any additional requirements that may be imposed during the grant performance period if the agency determines that the recipient is a high-risk grantee. Cf. 28 C.F.R. parts 66, 70.



Department of Justice
Office of Justice Programs
Bureau of Justice Assistance

**AWARD CONTINUATION
SHEET**
Grant

PAGE 3 OF 4

PROJECT NUMBER 2010-RN-BX-0007

AWARD DATE 09/20/2010

SPECIAL CONDITIONS

8. The recipient agrees to cooperate with any assessments, national evaluation efforts, or information or data collection requests, including, but not limited to, the provision of any information required for the assessment or evaluation of any activities within this project.
9. Grantee agrees to comply with all confidentiality requirements of 42 U.S.C. section 3789g and 28 C.F.R. Part 22 that are applicable to collection, use, and revelation of data or information. Grantee further agrees, as a condition of grant approval, to submit a Privacy Certificate that is in accord with requirements of 28 C.F.R. Part 22 and, in particular, section 22.23.
10. The award recipient agrees to participate in a data collection process measuring program outputs and outcomes. The data elements for this process will be outlined by the Office of Justice Programs.
11. Recipient understands and agrees that it must submit quarterly Federal Financial Reports (SF-425) and semi-annual performance reports through GMS (<https://grants.ojp.usdoj.gov>), and that it must submit quarterly performance metrics reports through BJA's Performance Measurement Tool (PMT) website (www.bjaperformance tools.org). For more detailed information on reporting and other requirements, refer to BJA's website. Failure to submit required reports by established deadlines may result in the freezing of grant funds and High Risk designation.
12. 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.
13. Grantee agrees that assistance funds awarded under this grant will not be used to support any inherently religious activities, such as worship, religious instruction, or proselytization. If the grantee refers participants to, or provides, a non-Federally funded program or service that incorporates such religious activities, (1) any such activities must be voluntary for program participants, and (2) program participants may not be excluded from participation in a program or otherwise penalized or disadvantaged for any failure to accept a referral or services. If participation in a non-Federally funded program or service that incorporates inherently religious activities is deemed a critical treatment or support service for program participants, the grantee agrees to identify and refer participants who object to the inherently religious activities of such program or service to, or provide, a comparable secular alternative program or service.
14. Recipient agrees that funds provided under this award may not be used to operate a "pay-to-stay" program in any local jail. Recipient further agrees not to subaward funds to local jails which operate "pay-to-stay" programs.
15. All contracts under this award should be competitively awarded unless circumstances preclude competition. When a contract amount exceeds \$100,000 and there has been no competition for the award, the recipient must comply with rules governing sole source procurement found in the current edition of the OJP Financial Guide.
16. With respect to this award, federal funds may not be used to pay cash compensation (salary plus bonuses) to any employee of the award recipient at a rate that exceeds 110% of the maximum annual salary payable to a member of the federal government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. (An award recipient may compensate an employee at a higher rate, provided the amount in excess of this compensation limitation is paid with non-federal funds.)

This limitation on compensation rates allowable under this award may be waived on an individual basis at the discretion of the OJP official indicated in the program announcement under which this award is made.



Department of Justice
Office of Justice Programs
Bureau of Justice Assistance

**AWARD CONTINUATION
SHEET
Grant**

PAGE 4 OF 4

PROJECT NUMBER 2010-RN-BX-0007

AWARD DATE 09/20/2010

SPECIAL CONDITIONS

17. The recipient may not obligate, expend or draw down funds until the Office of the Chief Financial Officer (OCFO) has approved the budget and budget narrative and a Grant Adjustment Notice (GAN) has been issued to remove this special condition.
18. Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), the Department encourages recipients and sub recipients 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.

Grant Application Package

Opportunity Title: BJA FY 10 Family-Based Prisoner Substance Abuse Treatme
Offering Agency: Bureau of Justice Assistance
CFDA Number: 16.812
CFDA Description: Second Chance Act Prisoner Reentry Initiative
Opportunity Number: BJA-2010-2700
Competition ID: BJA-2010-2709
Opportunity Open Date: 04/19/2010
Opportunity Close Date: 06/03/2010
Agency Contact: Thurston Bryant
 BJA Policy Advisor
 202-514-8082
 Thurston.Bryant@usdoj.gov

This electronic grants application is intended to be used to apply for the specific Federal funding opportunity referenced here.

If the Federal funding opportunity listed is not the opportunity for which you want to apply, close this application package by clicking on the "Cancel" button at the top of this screen. You will then need to locate the correct Federal funding opportunity, download its application and then apply.

This opportunity is only open to organizations, applicants who are submitting grant applications on behalf of a company, state, local or tribal government, academia, or other type of organization.

* Application Filing Name: San Francisco Sheriff's Department

Mandatory Documents

Move Form to
Complete

Move Form to
Delete

Mandatory Documents for Submission

Other Attachments Form
 Project Narrative Attachment Form
 Budget Narrative Attachment Form
 Assurances for Non-Construction Programs (SF-42)
 Disclosure of Lobbying Activities (SF-LLL)

Optional Documents

Move Form to
Submission List

Move Form to
Delete

Optional Documents for Submission

Instructions

- 1** Enter a name for the application in the Application Filing Name field.
 - This application can be completed in its entirety offline; however, you will need to login to the Grants.gov website during the submission process.
 - You can save your application at any time by clicking the "Save" button at the top of your screen.
 - The "Save & Submit" button will not be functional until all required data fields in the application are completed and you clicked on the "Check Package for Errors" button and confirmed all data required data fields are completed.
- 2** Open and complete all of the documents listed in the "Mandatory Documents" box. Complete the SF-424 form first.
 - It is recommended that the SF-424 form be the first form completed for the application package. Data entered on the SF-424 will populate data fields in other mandatory and optional forms and the user cannot enter data in these fields.
 - The forms listed in the "Mandatory Documents" box and "Optional Documents" may be predefined forms, such as SF-424, forms where a document needs to be attached, such as the Project Narrative or a combination of both. "Mandatory Documents" are required for this application. "Optional Documents" can be used to provide additional support for this application or may be required for specific types of grant activity. Reference the application package instructions for more information regarding "Optional Documents".
 - To open and complete a form, simply click on the form's name to select the item and then click on the => button. This will move the document to the appropriate "Documents for Submission" box and the form will be automatically added to your application package. To view the form, scroll down the screen or select the form name and click on the "Open Form" button to begin completing the required data fields. To remove a form/document from the "Documents for Submission" box, click the document name to select it, and then click the <= button. This will return the form/document to the "Mandatory Documents" or "Optional Documents" box.
 - All documents listed in the "Mandatory Documents" box must be moved to the "Mandatory Documents for Submission" box. When you open a required form, the fields which must be completed are highlighted in yellow with a red border. Optional fields and completed fields are displayed in white. If you enter invalid or incomplete information in a field, you will receive an error message.
- 3** Click the "Save & Submit" button to submit your application to Grants.gov.
 - Once you have properly completed all required documents and attached any required or optional documentation, save the completed application by clicking on the "Save" button.
 - Click on the "Check Package for Errors" button to ensure that you have completed all required data fields. Correct any errors or if none are found, save the application package.
 - The "Save & Submit" button will become active; click on the "Save & Submit" button to begin the application submission process.
 - You will be taken to the applicant login page to enter your Grants.gov username and password. Follow all onscreen instructions for submission.

Application for Federal Assistance SF-424

Version 02

| | | | | | |
|--|--|--|---|--|--|
| *1. Type of Submission <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application | | *2. Type of Application <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision | | *If Revision, select appropriate letter(s): * Other (Specify) | |
| *3. Date Received: | | 4. Application Identifier: 1 H79 SM57364-01 | | | |
| 5a. Federal Entity Identifier: | | | *5b. Federal Award Identifier: | | |
| State Use Only: | | | | | |
| 6. Date Received by State: | | | 7. State Application Identifier: | | |
| 8. APPLICANT INFORMATION: | | | | | |
| *a. Legal Name: | | | | | |
| *b. Employer/Taxpayer Identification Number (EIN/TIN): 94-6000417 | | | *c. Organizational DUNS: 18-512-8246 | | |
| d. Address: | | | | | |
| *Street 1: 1 Dr. Carlton B. Goodlett, CityHall, Room 456 Street 2: *City: San Francisco (City and County of San Francisco) County: *State: California Province: Country: USA *Zip/ Postal Code: 94102 | | | | | |
| e. Organizational Unit: | | | | | |
| Department Name: SAN FRANCISCO SHERIFF'S DEPARTMENT | | | Division Name: Community Programs | | |
| f. Name and contact information of person to be contacted on matters involving this application: | | | | | |
| Prefix: Ms. Middle Name: *Last Name: Gannon Suffix: First Name: Maureen Title: Chief Financial Officer | | | | | |
| Organizational Affiliation: San Francisco Sheriff's Department | | | | | |
| *Telephone Number: 415-554-4316 | | | Fax Number: 415-554-7050 | | |
| >Email: maureen.gannon@sfgov.org | | | | | |

Application for Federal Assistance SF-424

Version 02

9. Type of Applicant 1: Select Applicant Type: B. County Government

Type of Applicant 2: Select Applicant Type:

C. City or Township Government

Type of Applicant 3: Select Applicant Type:

- Select One -

*Other (specify):

*10. Name of Federal Agency:

U.S. Department of Justice, Office of Justice Programs' Bureau of Justice Assistance

11. Catalog of Federal Domestic Assistance Number:

#16.812

CFDA Title:

Family-Based Prisoner Substance Abuse Treatment Program

*12. Funding Opportunity Number: BJA-2010-2700

*Title: Family-Based Prisoner Substance Abuse Treatment Program

13. Competition Identification Number: Category 1, BJA-2010-2709

Title:

Family-Based Prisoner Substance Abuse Treatment Program

14. Areas Affected by Project (Cities, Counties, States, etc.):

City and County of San Francisco

*15. Descriptive Title of Applicant's Project:

No Violence Alliance One Family Reentry Initiative (NoVA-OFRI)

Attach supporting documents as specified in agency instructions.

Application for Federal Assistance SF-424

Version 02

*Applicant Federal Debt Delinquency Explanation

The following field should contain an explanation if the Applicant organization is delinquent on any Federal Debt. Maximum number of characters that can be entered is 4,000. Try and avoid extra spaces and carriage returns to maximize the availability of space.

Does Not Apply

Application for Federal Assistance SF-424

Version 02

16. Congressional Districts Of:

*a. Applicant **California 8th**

*b. Program/Project:

Attach an additional list of Program/Project Congressional Districts if needed.

17. Proposed Project:

*a. Start Date: **9/30/2010**

*b. End Date: **9/29/2012**

18. Estimated Funding (\$):

*a. Federal **\$300,000.00**

*b. Applicant

*c. State

*d. Local

*e. Other

*f. Program Income

*g. TOTAL **\$300,000.00**

***19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

☐ a. This application was made available to the State under the Executive Order 12372 Process for review on

☒ b. Program is subject to E.O. 12372 but has not been selected by the State for review.

☐ c. Program is not covered by E.O. 12372

***20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation.)**

☐ Yes ☒ No

21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

☒ **I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: Mr.

*First Name: **Michael**

Middle Name:

*Last Name: **Hennessey**

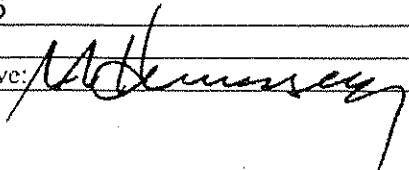
Suffix:

*Title: **Sheriff**

*Telephone Number: **415-554-7225**

Fax Number: **415-554-7050**

*Email:

*Signature of Authorized Representative:  Date Signed: **06/02/2010**

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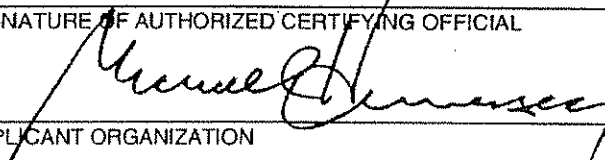
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As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

| | |
|--|------------------------------------|
| SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL  | TITLE SHERIFF |
| APPLICANT ORGANIZATION San Francisco Sheriff's Department | DATE SUBMITTED June 2, 2010 |

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Application Name: San Francisco Sheriff's Department

Opportunity Number: BJA-2010-2700

Opportunity Name: BJA FY 10 Family-Based Prisoner Substance Abuse Treatment

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A. Abstract

Applicant's Name: San Francisco Sheriff's Department

Title of the Project: No Violence Alliance One Family Reentry Initiative (NoVA-OFRI)

Dollar Amount Request: \$300,000

Category: Category 1: Units or components of state and local government agencies serving incarcerated adults.

Population Served:

Eligibility criteria for participation in NoVA-OFRI includes: (1) being a sentenced probationer incarcerated in SF County Jail with a history of substance abuse and a parent of a minor child(ren), (2) demonstrating motivation to engage in treatment and ancillary services, (3) having no allegations of sexual abuse or severe physical abuse of minors and (4) releasing to the City and County of San Francisco.

Program Goals:

1) Reduce recidivism among San Francisco's reentry population; 2) Break the cycle of substance abuse and criminality; 3) Support stable, healthy, unified families; 4) Build capacity towards institutionalization of a coordinated, family-centered system that links experience in custody with services post release and is inclusive of the courts, probation, county jail and community based organizations.

Summary of Service Strategies/Activities:

NoVA-OFRI's comprehensive, family-focused continuum consists of nine components that span from in-custody to post-release: 1) screening and assessment 2) intensive case management; 3) family mapping; 4) contact visitation; 5) parenting education; 6) family transition healing circles; 7) therapeutic services; 8) service coordination; 9) substance abuse treatment; and 10) evaluation.

Numerical Listing of Key/Major Deliverables:

1. Enroll 50 families annually into the NoVA-OFRI program.
2. Complete risk and need assessments with 100% of families enrolled into NoVA-OFRI.
3. Conduct weekly intensive case management meetings with 100% of the participants actively enrolled in NoVA-OFRI.
4. Link a minimum of 85% of individuals identified as having a drug abuse treatment need into in-custody drug treatment and/or community-based drug treatment upon release.
5. Facilitate a minimum of 20 Family Treatment Team meetings annually.
6. Complete all evaluation activities in a timely fashion including monthly submission of site-specific data submissions and quarterly data submissions to DOJ.

1. Statement of the Problem

“Drug abuse hurts many people, not just the addict. It hurts the grandmother whose grandchild steals from her. It hurts the wife whose husband beats her when he gets high. It hurts the child whose addicted parents cannot care for him.”¹ Focusing solely on the needs of substance abusing offenders leaves the family members-sometimes the people that can have the most impact on positive behavior change within the offender-with little support or opportunity to be involved in positive change. It also misses a rare opportunity for more systematic change that may lead to reduced risk of drug use and criminal behavior within not only the offender's life but that of multiple members of the family as well. For families of drug offenders, most especially low income families, the criminal justice system may be the best (and potentially only) chance to engage them in services they desperately need.

1. a. Inability to fund without federal assistance: The San Francisco County Jails currently offer a range of services for individuals while incarcerated including in-custody drug treatment, parenting classes, case management, reentry planning and educational programs. In addition, there are many support services for children and families within the city of San Francisco offered by county agencies and local community based organizations. Yet none of these programs currently provide *joint* services for incarcerated individuals *and their families* during incarceration and wrap-around services for *the full family* after reentry into the community. The proposed No Violence Alliance-One Family Reentry Initiative (NoVA-OFRI) –a family based treatment model–intends to fill this vital service gap in an effort to help target the specific criminogenic needs including anti-social attitudes and values, anti-social associates, family dysfunction, poor self-control and problem-solving skills, substance abuse and lack of

¹ Shapiro, C. *LaBodega de la Familia: Reaching Out to the Forgotten Victims of Substance Abuse*, Bureau of Justice Assistance Bulletin, NCJ 170595, April 1998.

employment/employment skills for the offender and his/her family that have been proven to most likely lead to successful reentry and decrease in recidivism.^{2,3} Given the current budget crisis for both the State of California and more locally the City and County of San Francisco, the San Francisco Sheriff's Department is in need of federal funding to implement this vital and innovative family-based approach to service delivery and offender rehabilitation. Thus, the San Francisco Sheriff's Department is seeking funding from the US Department of Justice under the Family-Based Prisoner Substance Abuse Treatment Program Grant Announcement.

1. b. Target population and their number of minor children: San Francisco County Jails house an average daily population of 2,000 individuals in six County Jails.⁴ While the Sheriff's Department is only just beginning to record the number of individuals who are parents of minor children, there is not yet formal data available. But using rates of incarcerated parents published by the Bureau of Justice Statistics, it can be estimated that on any given day, roughly 1,040 incarcerated individuals at SF County Jails are parents to over 2,080 minor children.⁵

1. c. Target population treatment needs and recidivism and substance use data: A report published by the Bureau of Justice Statistics in 2005 demonstrated that nationally, 68% of individuals incarcerated in our county jails report symptoms that met the substance dependence or abuse criteria in the year before their admission to jail, and over 85% of convicted jail inmates were found to be drug/alcohol involved. Of those who met the criteria for substance dependence or abuse, they were more likely than other inmates to have a criminal record, (70% compared to 46%), were twice as likely as other inmates to have been homeless in the year before their offences (16% compared to 9%), more likely to have grown up with a parent or guardian who

² Latessa, E., and Lowenkamp, C. *What are Criminogenic Needs and Why are They Important?* Community Corrections: Research to Practice, Ohio Judicial Conference, 2005.

³ Hannah-Moffat, K. *Criminogenic Needs and the Transformative Risk Subject: Hybridizations of Risk/Need in Penalty, Punishment and Society*, 7:29, 2005.

⁴ San Francisco Sheriff's Department found at <http://www.sfsheriff.com/jails.htm>

⁵ Glaze, L.E. and Maruschak, L.M., *Parents in Prison and Their Minor Children*, Bureau of Justice Statistics, NCJ 222984, August, 2008.

abused alcohol or drugs (37% compared to 17%) and more likely to have had a family member other than themselves that had been incarcerated (50% compared to 38%).⁶ Additionally, 20% of parents incarcerated in US prisons, reported a history of physical or sexual abuse, 41% had a current medical problem, and 57% had an identified mental health issue.⁷ Finally, BJS reported recidivism rates from 1994 (the last time BJS reported on this data) that documented a 68% rearrest rate for US prisoners and a 50% reincarceration rate back to prison within 3 years.⁸

San Francisco is no exception. A March 2008 San Francisco Reentry Needs Assessment conducted for the San Francisco Reentry Council showed that the vast majority of San Francisco parolees exhibit risk factors in the areas of housing (81%), education and employment (90%), mental health (27.5%), and substance abuse (67%).⁹ There are consistent social factors that impact reentry: (1) Unmet basic needs including homelessness, unemployment and lack of access to medication and other primary health services; (2) insufficient pre-release transition planning and insufficient resources for reentry services; (3) lack of community involvement; and (4) loss of family support and disruption of relationships while incarcerated.

1. d. Treatment needs of family: As Parke and Clarke-Stewart state in *Effects of Parental Incarceration on Young Children*, "Incarceration is not a single or discrete event, but a dynamic process that unfolds over time."¹⁰ Because the effects of incarceration are felt over time, support and services are needed throughout the incarceration process for the entire family: from arrest through reentry. Although individual family situations vary widely, losing a family member to incarceration often has significant impact on family members' development, especially young

⁶ Karberg J.C., & James, D. J., *Substance Dependence, Abuse and Treatment of Jail Inmates*, 2002. Bureau of Justice Statistics, NCJ 209588, July 2005.

⁷ Glaze, L.E., and Maruschak, L.M., August 2008.

⁸ Langan, P.A., Levig, D.J., *Recidivism of Prisoners Released in 1994*, Bureau of Justice Statistics, NCJ 193427, June 2002.

⁹ Allen, Joan E. Assessing Need for Reentry Services Among Probationers & Parolees in San Francisco (2008): 21.

¹⁰ Parke, R.D. and K.A. Clarke-Stewart, *Effects of Parental Incarceration on Young Children*, in *From Prison to Home: The Effects of Incarceration and Reentry on Children, Families and Communities*. 2001, U.S. Department of Health and Human Service: Washington D.C.

children, and overall financial well being.¹¹ A complicating reality is that incarceration is often preceded by a challenging period that may include familial instability, marital discord and conflict, child abuse or neglect, parental absence, and reduced access to support.^{12,13} Financial impacts before and during incarceration may include the costs of legal representation, maintaining contact through collect phone calls and visits, placing money in jail accounts for basic needs, and loss of income from the incarcerated family member.¹⁴ The financial impacts continue after the incarcerated family member is released and include difficulty with gainful employment due to stigma, employment restrictions, and often limited job skills. The social impact of stigma is not isolated to employment or to the individual who is or was incarcerated. The stigma of incarceration affects the entire family: children may lose friends, rental housing agreements may not be renewed, and friends and neighbors may withdraw from family members.^{15,16,17} The isolation and stigmatization experienced by family members of an incarcerated individual serve to increase the family's challenges as they lose community resources and social networks at a time when they most need support.¹⁸ Yet there are some protective factors for children and families impacted by incarceration that should be considered in a family-based treatment model. Factors that research suggests protect, buffer and/or modify the effects of parental or partner incarceration include: (1) the quality of the relationships with extended family and non-family social networks, (2) the nature and quality of the family's living arrangements, and (3) the opportunities to maintain contact with the incarcerated family

¹¹ Hanlon, T.E., S.B. Carswell, and M. Rose, *Research on the Caretaking of Children of Incarcerated Parents: Findings and Their Service Delivery Implications*. Children and Youth Service Review, 2007. 29: p. 348-362.

¹² Travis, J., M. Waul, and A. Solomon, *From Prison to Home: The Impact of Incarceration and Reentry on Children, Families and Low Income Communities*, in *From Prison to Home Program*. 2001, U.S. Department of Health and Human Services.

¹³ Travis, J., E.C. McBride, and A.L. Solomon, *Families Left Behind: The Hidden Costs of Incarceration and Reentry*, U. Institute, Editor. 2005 (revised): Washington D.C.

¹⁴ McDermott, K. and R.D. King, *Prison Rule 102: 'Stand by Your Man.' The Impact of Penal Policy on the Families of Prisoners*, in *Prisoners' Children: What are the Issues?*, R. Shaw, Editor. 1992, Routledge: London and New York.

¹⁵ *The Collateral Effects of Incarceration on Fathers, Families and Communities*. 2006, Council on Crime and Justice: Minneapolis, M.N.

¹⁶ Fishman, L.T., *Women at the Wall: A Study of Prisoners' Wives Doing Time on the Outside*. 1990, USA: State University of New York Press.

¹⁷ Girshick, L.B., *Soledad Women: Wives of Prisoners Speak Out*. 1996, Connecticut and London: Praeger Publishers.

¹⁸ Blake, J., *Sentenced by Association: the Needs of Prisoners' Families*. 1990, Save the Children: London.

member.¹⁹ Given, that research demonstrates that maintaining family connections is a strong buffer against recidivism (which closely tracks relapse), NoVA-OFRI's proposed strategies to maintain family connections before, during and after incarceration will have powerful implications for the effectiveness of substance abuse treatment and reentry services.

1. e. Process to id offender risk and offender and family needs: Upon entry into the SF Sheriff's Department and prior to sentencing, SF Probation administers, on a voluntary basis, an integrated package of assessment tools—including Correctional Assessment Intervention System (CAIS) and a family impact statement—to determine criminogenic risk and needs for all probationers to inform supervision level, clinical suitability and service needs.

1. f. Availability of drug and other treatment services: SFSD currently runs the following treatment services for individuals while incarcerated in SF County Jails: *Roads to Recovery*: An in-custody drug treatment program providing re-entry life skills and participation in recovery process groups. *Sisters Project*: In-custody substance abuse treatment and behavior management for women including intensive programming, case management, re-entry planning, and drug treatment referrals. For individuals in the community, San Francisco has a "treatment on demand" policy through which residents have access to a continuum of alcohol, drug, and other related treatment services through the Department of Public Health's network of treatment providers. Yet even with this rich treatment network, waitlists exist and in the event of a waiting period it is critical to have services in place to support sustained commitment to treatment.

1. g. Reentry planning for offenders; case management and linkages to community-based treatment providers; and aftercare and continuing case management upon reentry: The City and County of San Francisco is a national leader in coordinated reentry planning. The Board of Supervisors enacted legislation formalizing a single Reentry Council charged with identifying

¹⁹ Parke, R.D. and K.A. Clarke-Stewart, 2001.

the needs of the reentry population, developing programs based on evidence-based practice, seeking funding, and removing barriers to reintegration. The Reentry Council is evidence of the city's strong political will to reduce crime and recidivism by improving services for formerly incarcerated individuals. A key example, is the San Francisco Sheriff's Department *No Violence Alliance Project (NoVA)* launched in 2006 with support from the Public Defender. NoVA utilizes an intensive pre and post-release case management and coordinated support services model to support offenders in their re-entry. A December 2009 formal evaluation of the program noted the success of the NoVA case management model, highlighting the effectiveness of its professional network of community-based organizations for information sharing, ongoing learning and for ensuring that clients have access to the resources they need—including substance abuse treatment, job training programs, and housing services—for successful re-integration. The NoVA One Family Reentry Initiative (NoVA-OFRI) will enhance this successful case management model by incorporating family members into the program thereby filling a significant gap in the system of pre- and post-release treatment and services in San Francisco.

2. Project/Program Design and Implementation

NoVA-OFRI is model of family-based treatment and wraparound case management services that acknowledge the challenges to the family presented by substance abuse and criminal behavior, while promoting new insights about family strengths, productive behaviors and healthy coping mechanisms. NoVA-OFRI will enhance recovery and family supportive services, both in jail and post release, providing a holistic, family-centered approach to treatment and reintegration, creating opportunities for family healing, and emphasizing family potential. Led by the San Francisco Sheriff's Department, and integrated into its existing NoVA Project, NoVA-OFRI will provide a coordinated, comprehensive response to parents of minors who will be released from

the San Francisco jail back to the City and County of San Francisco including resources to address the myriad needs of offenders, their children and other family members and caregivers. NoVA-OFRI builds on the groundbreaking work of *San Francisco's One Family Working Group*, an interdisciplinary effort formed in 2007 to collaborate with the County Jail to ensure meaningful visitation for children with parents incarcerated in the six facilities that comprise the jail. Current policy, unprecedented in the nation, ensures that parents and children now enjoy contact visits, as opposed to the window (behind glass) visits that were previously the norm and that remain the norm at county jails across the nation. The Working Group supports both the ongoing implementation and the institutionalization of this policy. Several of the Working Group's members have been active in the development of NoVA-OFRI and the Initiative will continue to be supported by the vision and advocacy of the One Family Working Group while building upon the foundation of SFSD's NoVA case management model. Integration with these groundbreaking initiatives will support NoVA-OFRI's sustainability, institutionalization and leveraging of resources.

The goals of NoVA-OFRI are to: 1) Reduce recidivism among San Francisco's reentry population; 2) Break the cycle of substance abuse and criminality; 3) Support stable, healthy, unified families; and 4) Build capacity towards institutionalization of a coordinated, family-centered system that links experience in custody with services post release and is inclusive of the courts, probation, county jail and community based organizations. Specific objectives and activities associated with each of these goals can be found in the attached project timeline.

2. a. Eligibility and selection of program participants: Eligibility criteria for participation in NoVA-OFRI includes: (1) being a sentenced probationer incarcerated in SF County Jail with a history of substance abuse and a parent of a minor child(ren), (2) demonstrating motivation to

engage in treatment and ancillary services, (3) having no allegations of sexual abuse or severe physical abuse of minors and (4) releasing to the City and County of San Francisco. Outreach for participation will be conducted within the jail through program marketing in parenting classes and by identification of eligible participants by probation officers.

2. b. Proposed activities that address program goals: NoVA-OFRI's comprehensive, family-focused continuum will consist of ten components that span from in-custody to post-release: 1) screening and assessment 2) intensive case management; 3) family mapping; 4) contact visitation; 5) parenting education; 6) family transition healing circles; 7) therapeutic services; 8) service coordination; 9) substance abuse treatment; and 10) evaluation. The following is a brief overview of each service component.

1. *Screening and Assessment.* The SF Probation Department conducts a pre-sentencing risk assessment using the Correctional Assessment and Intervention System (CAIS) tool to determine criminogenic risk (low, medium and high), needs factors and determine supervision levels and services needed. Probation also conducts a pre-sentencing family impact screening that assesses the impact of incarceration on the family including information on the number of minor children, their current living situation, and identification of children's caretakers. To initiate the substance abuse treatment process, the Addiction Severity Index (ASI) will be administered in jail by a NoVA community service partner. The ASI covers seven areas of a client's life including medical, employment/support, drug and alcohol use, legal, family history, family/social relationships and mental health issues. A summary of the CAIS, Family Impact Screening and ASI will be provided to the NoVA-OFRI Case Manager once assigned.

2. *Intensive Case Management.* Dedicated NoVA-OFRI case managers—who will be consistently present pre and post release—will engage incarcerated parents to set family goals as

well as personal goals for reentry, and make and track referrals to jail-based as well as community-based services and programs in support of their goals. Goals will be individualized and may relate specifically to completing substance abuse treatment and other probation mandates or meeting other institutional requirements. Through the provision of new family-centered services that promote safe, healthy and responsible parent-child relationships NoVA-OFRI will bring a family-centered perspective to existing NoVA case management practices. NoVA-OFRI case managers will meet face to face with participants at least weekly (and in initial months up to three times per week) and while there is no time limit for participation, the average expected length of involvement based on NoVA's experience is 16 months.

3. *Family Mapping.* Using the Family Impact Screening as a foundation, the NoVA-OFRI case managers will work with the incarcerated parent, their children and immediate family members to identify other family members and social networks that may be able to provide additional support. Efforts will be made to learn more about the role of social networks in the family's life, with the intention of helping them uncover strengths and understand how to tap into additional support to enhance supervision outcomes and facilitate behavioral change.

4. *Contact Visitation.* Incarcerated parents and their minor children participate in contact visits in child-friendly visiting rooms in the County Jails. Contact visits are supported by institutional protocols and procedures, created in by Community Works collaboration with SFSD, which include an orientation curriculum as well as a system for debriefing parents after visits. The application process for participation in visitation will be supported by NoVA-OFRI case managers. A requirement for parents to engage in contact visitation is participation in the Parenting Inside Out groups (see below). In recognition of the rehabilitative impact of contact visitation, in April 2010, SFSD launched a pilot program to provide visiting van shuttle service

from San Francisco's public transportation hub to jail facilities for visiting children, their caregivers and other family.

5. *Parenting Education.* Parenting Inside Out (PIO) is an evidenced-based cognitive-behavioral parenting curriculum, developed by Children's Justice Alliance that is designed specifically for justice involved parents to help them break the cycle of intergenerational criminality. In 2009, the SFSD began mandating PIO parent education classes, taught by Community Works staff, for parents participating in contact visits. Since inception, PIO has been implemented with 650 incarcerated parents in San Francisco County Jails. At the core of PIO is the Parent Management Training (PMT) curriculum, which appears on the "best practice" lists of the American Psychological Association, the US Department of Health and Human Services, and the Office of Victims of Crime, US Department of Justice. PMT includes communications, problem solving, monitoring, positive reinforcement and non-violent discipline techniques. With PIO, researchers built upon the PMT curriculum to make it effective within the context and restrictions of parents involved in the justice system. PIO consists of learner-centered interactive activities that include facilitated role-play practice, individualized plans for child visits, coaching and guidance at child-centered events, and feedback or problem solving after child visits or phone calls. PIO was recently the subject of a five year, longitudinal, randomized control study funded by the National Institute of Mental Health and was shown to have a positive impact on adjustment to prison and enhancement of parent-child communication and family ties during incarceration. It was also found to have a significant positive impact on re-arrest rates, substance use rates, self-reported criminal behavior rates and employment rates post release. NoVA-OFRI will insure that PIO is available for parents post release so that they can complete the program and continue to build skills to re-establish and maintain healthy bonds within their children.

6. *Family Transition Healing Circles.* This program works to heal some of the harm that is done when a family experiences disconnection due to incarceration. Facilitated by Community Works, these circles provide a restorative response to incarceration by facilitating a context in which an incarcerated or formerly incarcerated parent, his/her children, the children's caretaker(s) and other family members, friends and/or mentors meet together to discuss: 1) the harm that was created because of the behaviors that led to incarceration, and of the incarceration itself; 2) the physical, emotional, psychological, and spiritual needs that have arisen because of that harm; 3) what needs to be done to help heal the harm; 4) how to plan for a future in which parents are present in the lives of their children including how they will handle communication, conflict, the tasks of daily living, and meeting each other's needs for closeness, affection, and attention. The circle process includes two to three sessions, each about two hours. When possible the first circle will be held inside the jail; the second and third circles will take place on the outside. After the initial 2-3 meetings, the circle-keeper will be available, on an as-needed basis, to help reconvene the family and caregiver for follow-up meetings.

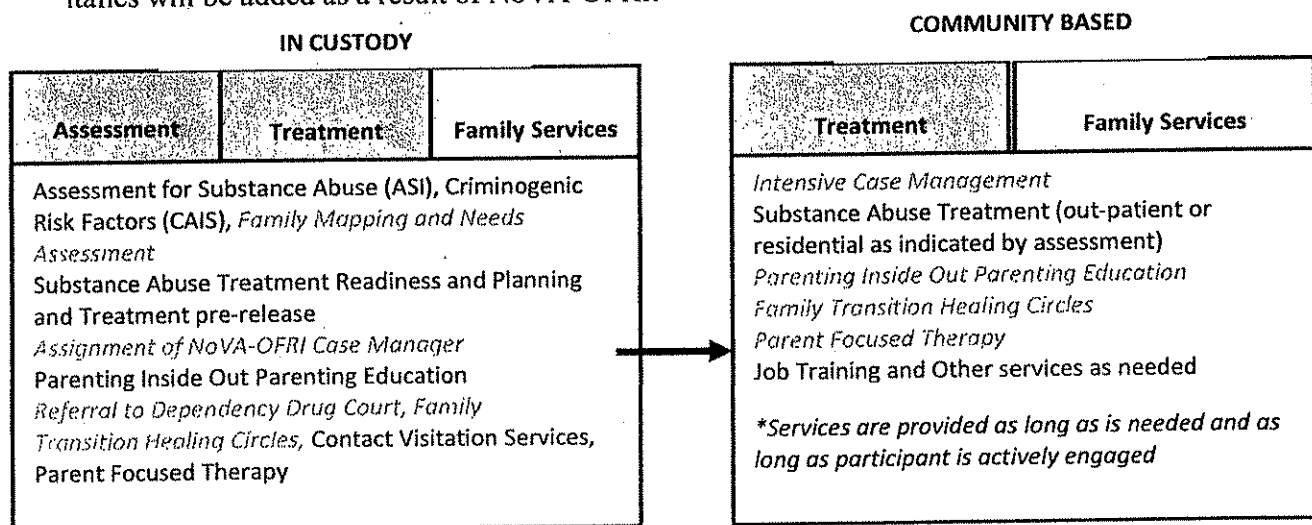
7. *Therapeutic Services.* Community Works partners with Jail Psychiatric Services and the California Institute of Integral Studies to provide therapeutic services for parents who are identified through PIO as both needing and amenable to therapeutic intervention. Services offered in custody include parent-focused expressive arts group therapy as well as individual therapy. Individual therapy may also continue post release.

8. *Service Coordination.* Intervention plans for the family and the incarcerated parent will be designed and coordinated as a wraparound system of care, using in jail and post release community-based resources through the creation of Family Treatment Teams (FTT). FTT will be comprised of the NoVA-OFRI Case Managers, Parent Coaches, Family Transition Healing

Circle Facilitator, Probation Officers and others as relevant. To strengthen communication and service coordination across systems of care, NoVA-OFRI will facilitate bi-monthly case consultation meetings with FFT. Parents with open child welfare cases in San Francisco will also be referred to the Dependency Drug Court for a full complement of wrap-around services.

9. *Substance Abuse Treatment.* The jail administered ASI will be used to inform an appropriate substance abuse treatment referral. Given the reality of wait lists, referrals will be made while the client is still in custody and when possible jail release will be coordinated with a treatment opening. Walden House, a state licensed treatment provider well-experienced in re-entry treatment, will accept participants into comprehensive substance abuse treatment and place them following their release into available treatment beds in the following programs located in San Francisco: The Women's Residential Treatment Program, The Men's Residential Treatment Program, Women's Perinatal Treatment at Pomaroy House, Men's and Women's Outpatient Treatment. If it is not possible to coordinate release with immediate treatment, the released participant will have access to supervised interim NoVA designated housing.

2. c. **Overview of existing and new family services:** The following chart illustrates the spectrum of services that are available to families involved in NoVA-OFRI. Programs in *italics* will be added as a result of NoVA-OFRI.



2.d. Aspects of the NoVA-OFRI that fall under priority considerations:

- 1. High degree of collaboration:* NoVA-OFRI demonstrates a high degree of collaboration among a variety of public and private organizations. Collaborating partners include SFSD, SF Dept of Public Health, SF Human Services Agency, SF Probation Dept, Community Works, San Francisco Children of Incarcerated Parents Partnership, Walden House and The Bridging Group.
 - 2. Coordination with families of offenders:* The very design of NoVA-OFRI is to emphasize and institutionalize coordination with families of offenders in-custody and post release. Family-focused strategies include: contact visitation, family mapping, parenting education, family-focused therapy and family transition healing circles.
 - 3. Use of certain graduated and proportionate responses to violations of parole, probation or supervision and effectively incorporates use of community based sanctions:* NoVA-OFRI will offer a community-based system of progressive, intensive responses and services that correspond to the severity of offense and treatment needs. This system includes services such as community service, restitution, house arrest, intensive supervision, electronic monitoring, family counseling and treatment, day treatment, aftercare, and other residential and nonresidential programs. Comprehensive case strategy and risk assessment tools will be employed to determine the most appropriate response for each person based on the risk the offender poses to society, the nature of the offense, nature of prior offenses, and the presence of other risk factors.
- Provide for an independent evaluation of reentry programs:* SFSD will subcontract with The Bridging Group (TBG) to conduct an independent evaluation of No-VA OFRI. This evaluation will include the development of provider-friendly tools to collect and report on all of the DOJ performance measures. In addition, TBG, in collaboration with key NoVA-OFRI stakeholders, will explore the feasibility of following a no-treatment control group who will receive Parenting

Inside Out classes while incarcerated at SF County Jail but will not be involved in wrap-around family treatment services through NoVA-OFRI (due to non-residence in San Francisco) to further assess the effectiveness of the program.

2. e. How legal requirements will be adhered to within the context of the proposed project

Techniques to assess strengths and needs: NoVA-OFRI integrates a number of techniques to assess the strengths and needs of immediate and extended family of the incarcerated parent and to support a treatment plan for the incarcerated parent while insuring well-coordinated and seamless support in-custody through post-release.

Access to consistent and uninterrupted care: NoVA-OFRI will be implemented solely with participants who have been sentenced to SF County Jail and who will be on probation in SF County once released. In the event that a participant is transferred to another jail within the SF County Jail system, all available services will be continued.

Program located in separate area: NoVA-OFRI services will be offered to inmates in San Francisco's program jail—San Bruno—a facility designed for incarcerated men who are participating in rehabilitative programs; and in the Women's Jail in which an NoVA-OFRI program pod will be created to separate participants from the general population.

3. Capabilities and Competencies

3.a. Management structure and staffing of the project: NoVA-OFRI will be coordinated by an SFSD Project Coordinator who will determine program eligibility, facilitate family treatment team meetings, convene jail and community-based partners and strategize resource gaps. Three NoVA case managers will be assigned to NoVA-OFRI and carry small caseloads of up to 17 families annually. A Community Works' (CW) Parent Coach (1 FTE) will offer Parenting Inside

Out classes both in-custody and post release; and a CW Family Transition Healing Circle Facilitator (1 FTE) will conduct family transition healing circles.

3. b. Organization proposed to provide substance abuse and other treatment services:

Walden House has been a pioneer in the field of behavioral health since the non-profit's beginnings in San Francisco's Haight/Ashbury District in 1969. Since that time, the organization has grown to become one of the most respected substance abuse treatment providers for underserved populations throughout California. During 40 years of operation, Walden House has developed a wide spectrum of services to help its clients meet the challenge of rebuilding their lives. With a recovery focus, the organization offers comprehensive adult and family services including: client outreach; individual and group counseling; linkages to primary medical care and other community based human services; HIV/AIDS specific treatment services; professional mental health services; job skills training, career counseling, and educational services; transitional housing and aftercare support; and in-prison and parolee re-entry programs.

3. c. Demonstrate capability of implementing agencies and collaborative partners: The

San Francisco Sheriff's Department (SFSFSD), the lead agency of NoVA-OFRI, has a long history of successfully implementing and managing grant funded programs. Both the U.S. Department of Education and the U.S. Department of Health and Human Services have awarded multiple grants to the Sheriff's Department, reflecting the fact that initial efforts were successful in terms of both process and outcomes. Most recently the Department began its second year of a three-year \$1.1 million grant from SAMHSA to provide jail diversion opportunities involving integrated mental health and substance abuse treatment for incarcerated women. SFSFSD has received significant funding for both in-custody and out-of-custody programs from local public entities such as the Mayor's Office of Criminal Justice, the San Francisco Private Industry

Council and from private foundations including the Zellerbach Family Fund, the Richard and Rhoda Goldman Fund and the Open Society of the Soros Foundation. In addition, the Department was a 2004 recipient of an Innovations in American Government Award and grant from the Ash Institute and the John F. Kennedy School of Government at Harvard University.

Community Works (CW), is a leader in serving children and families affected by parental incarceration. For 15 years, Community Works has partnered strategically with San Francisco's criminal justice system to develop services that meet the needs of the city's most vulnerable families. Community Works oversees a program that offers supervised visitation at the jail in a family-centered, child-friendly environment. This "contact visitation" program virtually eliminated "window visiting," the traumatizing glass-and-telephone visiting that was previously the norm for most children of incarcerated parents. An active member of the One Family Work Group, CW also facilitates Parenting Inside Out classes in the County Jail.

The Bridging Group (TBG), team has been evaluating and researching behavioral interventions and programs in the prison and jail setting for over 25 years. TBG evaluation expertise includes both qualitative and quantitative methods that have been tailored to measure the specific needs, issues, assets and challenges unique to incarcerated individuals and their families. The principals of TBG have published extensively on effective interventions in correctional settings and are currently the Principal Investigators of a translation of an evidenced based intervention, from research to practice. In addition, TBG has worked with a number of federal agencies to conduct evaluation and research programs (Department of Justice, Centers for Disease Control & Prevention, National Institute of Drug Abuse, National Institute of Mental Health, National Institute of Nursing Research, Substance Abuse Mental Health Services Administration CSAP/CSAT). These collaborative projects have included GPRA, formative, process and

outcome data collection. Most relevant to NoVA-OFRI, TBG will be working with SFSD, where TBG has a collaborative research history stretching back over 10 years.

3. d. Demonstrate partnership with community based providers: Through its NoVA Project the San Francisco Sheriff's Department has built an effective stakeholder partnership with community based organizations that plan, develop and provide successful transitions from incarceration to community-based substance abuse treatment and related reentry services. Case managers are drawn from multiple agencies and although case managers work out of their home agency, they are accountable to the SFSD. Current community partners include but are not limited to Mission Council on Alcohol Abuse (substance abuse treatment), Northern California Services League, Positive Directions Equals Change, Inc (outpatient treatment services), Recovery Survival Network (recovery support services), UCSF Citywide Case Management Forensic Program (intensive case management), and Community Works (victim services and family transition circles). In addition a wide range of community partners serve as referral sources for the NoVA case managers and provide support services including vocational training and placement, mental health services, and supportive and transitional housing.

4. Budget: See attachment 3 for proposed budget and budget justification.

5. Evaluation, Aftercare, Sustainment, and Data Collection for Performance Measures

5. a. Current ability to collect and analyze client-level performance and outcome data:

Staff from the subcontracted independent evaluators, The Bridging Group (TBG), has over 20 years experience in designing and evaluating prevention and reentry programs for incarcerated individuals. Additionally, TBG has extensive experience collecting, analyzing, and reporting required data to federal funders through electronic submissions including GPRA data to the

Substance Abuse and Mental Health Services Administration, OLDC data for the Administration of Children and Families, and PEMS data to the Centers for Disease Control and Prevention.

5. b. Unit cost of project: Based on the formula given in the DOJ grant application, we anticipate the unit cost of the NoVA-OFRI = \$2,400 per-family cost.²⁰

5. c. Collection and reporting of required performance metrics data: In collaboration with the SFSD and NoVA-OFRI staff, TBG will develop a data monitoring system to track the progress of performance measure data points requested by DOJ. TBG will develop a Monthly Monitoring Report (MMR) to be completed by NoVA-OFRI case managers that will capture all data points relevant to new monthly data; this report will also provide cumulative data from beginning of the initiative such as: number of TP who found employment and number of TP enrolled in substance abuse services. In addition, NoVA-OFRI staff will be asked to confidentiality report client-level behavioral outcomes related to substance and alcohol use as identified in standardized substance abuse assessments and reassessments conducted each month. Finally, TBG will utilize aggregate crime reports available from SFSD to calculate quarterly crime rates. TBG is aware that the Office of Justice Programs is reviewing performance measures specific to the Family-Based Substance Treatment Program. TBG will revise the MMR and/or identify other data sources as these measures are provided. The following table illustrates performance measures, data points and data source for monthly data collection.

Table 1: Documentation of Performance Measures

| Performance Measure | Grantee Data Points | Data Source |
|--|---|---|
| Percent decrease in recidivism rates for the target population (TP) since the beginning of the initiative. | <ul style="list-style-type: none"> • # of new offenders added to the TP this qtr. • Total # of TP in initiative. • # of TP released this qtr. • Total # of TP released since beginning. • # of TP resentenced to prison with a new conviction this qtr. • Total # of TP resentenced to prison with a new conviction | Monthly Monitoring Report (MMR) SFSD |

²⁰ \$240,000 (total cost of project - 20% eval & admin) / 100 unduplicated families = \$2,400 per-family cost

| | | |
|--|--|--|
| Percent reduction in the crime rate in the target area. | <ul style="list-style-type: none"> • Total # of crimes reported during this qtr. • Total population for the area that the TP is returning to. | SFSD |
| Percent increase in employment among TP. | <ul style="list-style-type: none"> • # of TP who found employment this qtr. • Total # of TP who are employed. | MMR |
| Percent increase in TP enrolled in educational programs. | <ul style="list-style-type: none"> • # of TP who have enrolled in an ed program this qtr. • Total # of TP who are currently enrolled in an ed program. | MMR |
| Percent reduction in the number of violations of conditions of supervised release. | <ul style="list-style-type: none"> • # of TP violated the conditions of their release this qtr. • Total # of TP violated the conditions of their release since beginning. | MMR SFSD |
| Percent of TP who fulfilled their child support obligations. | <ul style="list-style-type: none"> • Total # of TP that is required to pay child support. • # of TP who paid their child support this qtr. | MMR |
| Percent increase in the number of TP who obtained housing. | <ul style="list-style-type: none"> • # of TP who found housing this qtr. • Total # of TP who have found housing since the beginning. | MMR |
| Percent increase in TP assessed as needing substance abuse (SA) health services who participate in those services. | <ul style="list-style-type: none"> • # of TP who were assessed as needing SA services this qtr. • Total # of TP who have been assessed as needing SA services since the beginning. • # of TP who enrolled in a SA program this qtr. • Total # of TP enrolled in SA program since beginning. | SA/MH Assessment MMR |
| Percent increase in TP assessed as needing mental health (MH) services who participate in those services. | <ul style="list-style-type: none"> • # of TP who were assessed as needing MH services this qtr. • Total # of TP who have been assessed as needing MH services since the beginning. • # of TP who enrolled in a MH program this qtr. • Total # of TP enrolled in MH program since beginning. | SA/MH Assessment MMR |
| Percent reduction in drug usage among TP. | <ul style="list-style-type: none"> • Total # of TP re-assessed re: substance use during this qtr. • Total # of TP re-assessed re: <i>reduced</i> substance use this qtr. | SA/MH Assessment |
| Percent reduction in alcohol abuse and consumption in TP. | <ul style="list-style-type: none"> • Total # of TP re-assessed re: alcohol use during this qtr. • Total # of TP re-assessed re: <i>reduced</i> alcohol use this qtr. | SA/MH Assessment |
| Percent increase in visits between TP and family members | <ul style="list-style-type: none"> • # of visits between TP and family this qtr. • Total # of visits between TP and family since beginning. | MMR |
| Percent increase of parenting skills and sense of responsibility reported by TP | <ul style="list-style-type: none"> • # of TP participating in parenting classes this qtr. • Total # of TP participating in parenting classes since beginning. • # of TP demonstrating an increase in parenting skills this qtr. • # of TP demonstrating an increase in parenting skills since beginning. | Class Sign-Sheets Class Pre-Post Test |
| Percent increase in identified family support for TP. | <ul style="list-style-type: none"> • # of support members identified through family mapping by TP this qtr. • Total # of support members identified through family mapping by TP since beginning. | MMR |
| Percent increase in TP who reunify with family after release (when appropriate). | <ul style="list-style-type: none"> • # of TP who have reunified with family this qtr. • Total # of TP who have reunified with family since beginning. | MMR |

5. d. Goals and objectives for program development, implementation and outcomes: In an effort to facilitate ongoing process evaluation and monitoring of facilitators and barriers toward

achieving goals and objectives, TBG will conduct quarterly focus groups with key stakeholders including NOVA-OFRI staff, correctional staff and other community partners. Examples of domains to be covered in focus groups include: (1) *development goals and objectives* associated with staff hiring and training and incorporation of community partners, (2) *implementation goals and objectives* associated with recruitment and retention of TP, service utilization, and facilitation of bi-monthly client-centered case consultation meetings, (3) *outcome goals and objectives* associated with collection and submission of performance measure data. TBG staff will also periodically conduct focus groups with program participants to gather their input on strengths of the program and identification of areas for improvement.

5. e. Documentation, monitoring & evaluation: TBG is committed to cooperate with SFSD to support all DOJ-supported documentation, monitoring, and evaluation efforts. On a monthly basis, Monthly Monitoring Reports will be completed by NoVA-OFRI staff, reviewed by supervisors and SFSD, and sent to TBG by the 10th day of the following month. TBG will input data into a SPSS program to allow for ongoing monitoring and evaluation and timely completion of quarterly monitoring reports to DOJ. Within thirty days after the conclusion of each quarter, TBG staff will electronically submit Performance Measure Monitoring Reports to DOJ.

5. f. Use of evaluation and collaborative partnerships to leverage long-term support, resources, and funding: SFSD has been successful at partnering with various other county agencies as well as with multiple community service providers (as is evident in the number of partners involved in NOVA-OFRI.) As the program further develops and produces meaningful outcomes, data will be shared with all the community partners and stakeholders involved in this project. With this shared data, SFSD anticipates being able to secure long term support, resources, and continuation of funding through various sources.

San Francisco Sheriff's Department NoVA-OFRI Budget Justification
10/10-09/12**Personnel: Salary**

Community Works Parenting Inside Out Parenting Coach
(1 FTE x \$3813/month @ 23 months) **\$87,699**
(DOJ Funding Request)

Parenting Coaches facilitate role-play practice, work individually with parents to create plans for child visits, are available to offer immediate coaching and guidance at child-centered visits and events, and provide inmates and re-entering feedback and problem solving after their visits or phone calls with the child or the child's caregiver.

Community Works Family Transition Healing Circle Facilitator
(1 FTE x \$3813/month @ 23 months) **\$87,699**
(DOJ Funding Request)

The Family Transition Healing Circle Facilitator meets with each family for two to three sessions for about two hours in-custody and continues to work with the family upon the prisoner's release.

Contract Manager
(.10 FTE x \$9500/month @24 months) **\$19,000**
(DOJ Funding Request)

Responsible for financial and program reporting

NoVA-OFRI Program Coordinator
(1 FTE x \$4160/month @ 23 months) **\$95,680**
(Provided by San Francisco Sheriff's Department)

The program coordinator will have oversight of the program and provide supervision, recruitment and training of the program case managers. The program coordinator also facilitates applicable meetings, both within the Sheriff's Department and with the larger community of treatment providers, to determine roles and responsibilities and channels of communication; coordinates the efforts of all organizations and participants for an effective outcome to their participation, and does other duties as required

NoVA OFRI Family Case Managers
(3 FTE x \$4160/month @ 23 months) **\$287,040**
(Provided by San Francisco Sheriff's Department)

Three case managers to provide intensive case management and services coordination to NoVA-OFRI participants and their families. Average case load is 17 families

Fringe

Community Works' fringe is calculated at 24% of annual salary. The San Francisco Sheriff's Department pays 100% medical, dental, vision, life and disability for full-time employees, and is calculated at 35% of annual salary. The calculations are as follows:

DOJ Funding Request

| | |
|--|-----------------|
| Parent Coach (\$87699 x .24) | \$21,048 |
| Family Transition Healing Circle Facilitator (\$87699 x .24) | \$21,048 |
| Contract Manager (\$19,000 x .35) | \$6,650 |
| Total | \$48,476 |

Provide by Sheriff's Department

| | |
|---------------------------------------|------------------|
| Program Coordinator (\$95,680 x .35) | \$33,488 |
| Case Managers (\$287,040 x .35) | \$100,464 |
| Total | \$133,952 |

| | |
|---|------------------|
| Total Salary + Fringe DOJ Request | \$243,144 |
| <i>Total Salary + Fringe Sheriff's Department</i> | <i>\$516,672</i> |

Evaluation**The Bridging Group****\$36,000***(DOJ Funding Request)*

TBG will oversee all program evaluation activities including developing appropriate instruments, conducting focus groups and interviews with students, staff, and agencies, and preparing the required evaluation reports. The evaluation team will also work extensively with project staff to develop a relational database to ensure accurate data collection for program monitoring and reporting purposes.

Other Program Costs*(All DOJ Funding Request)***Supplies and toy/games for In-Jail Contact Visitations Rooms** **\$1,356**

Toys and games will be purchased for structure play which are used as an intervention to promote positive parent-child interactions

Incentives and Incidentals for Families **\$2,000**

Funds will be used to assist with transportation of families, basic needs such as food, emergency housing, respite care and other incidentals which may be necessary to stabilize the family before and after the incarcerated parents' release. These funds can be used by the case managers to incentivize the parent or family to go the distance and to reward those making progress.

Addiction Severity Index Software and Training**\$2,500**

The Addiction Severity Index (ASI) is a semi-structured interview designed to address seven potential problem areas in substance abusing patients. The ASI software will be coordinated with the current automated case management system to provide for automated generation of treatment plans that are assessment driven and allow for the creation of individualized, client-specific goals and objectives as well as timeframes for completion of goals and objectives. Case Managers will be trained in the administration of the computerized version of the ASI.

Training for NoVA OFRI Family Case Managers**\$1,500**

This funding will pay training on the family support approach to case management. Training includes how to help individuals identify their family (mapping) and social networks of support; motivational interviewing; supportive inquiry techniques; developing family case plans; appropriate use of incentives and sanctions; confidentiality and privacy concerns.

Parenting Inside Out Costs (License, Materials and Training)**\$7,500**

Parenting Inside Out Pricing as quoted by Children's Justice Alliance and the Oregon Social Learning Center

- First site license: \$4,000
- Class Materials \$1,000
- Onsite training for a flat fee of \$2,500 per trainees.

Travel**\$6,000**

Travel to DOJ BJA Meetings/Conferences once annually for up to 3 NoVA-OFRI participants to 2 meetings over 24 months (\$1000 per person per trip x 3 people x two conferences)

Total DOJ Funding Request:**\$300,000****Total Non-Federal Funds Provided by Sheriff's Department****\$516,672****Total Project****\$816,672**

NoVA One Family Re-entry Initiative Budget

| Personnel Salary | Monthly Rate | FTE | # of months | Fringe Benefits | Total | In-Kind Match SFSD Request | Federal |
|---|--------------|-----|-------------|-----------------|------------------|----------------------------|------------------|
| Parenting Coach | \$3,813.00 | 1 | 23 | \$21,048 | \$108,747 | \$0 | \$108,747 |
| Family Transition Coordinator | \$3,813.00 | 1 | 23 | \$21,048 | \$108,747 | \$0 | \$108,747 |
| Contracts Manager | \$7,917.00 | 0.1 | 24 | \$6,650 | \$25,650 | | \$25,650.00 |
| Program Coordinator | \$4,160.00 | 1 | 23 | \$33,488 | \$129,168 | \$129,168 | |
| Case Managers x 3.0 (FTE) | \$4,160.00 | 3 | 23 | \$100,464 | \$387,504 | \$387,504 | |
| | | | | total: | \$759,816 | \$516,672 | \$243,144 |
| Consultants | | | | | | | |
| The Bridging Group - Evaluation | | | | | \$36,000 | | 36,000 |
| | | | | total: | \$36,000 | | \$36,000 |
| Other Costs | | | | | | | |
| Supplies and toys/games for visiting rooms (3 facilities) | | | | | | | \$1,356.0 |
| Incentives and Incidentals for families | | | | | | | \$2,000.0 |
| Addiction Severity Index Software and training | | | | | | | \$2,500.0 |
| NoVA Training for Family Case Managers | | | | | | | \$1,500.0 |
| Site License for Parenting Inside Out | | | | | | | \$4,000.0 |
| Parenting Class materials | | | | | | | \$1,000.0 |
| Training for Parenting Coache | | | | | | | \$2,500.0 |
| Travel DOJ BJA conferences | | | | | | | \$6,000 |
| | | | | total: | \$20,856 | | \$20,856 |
| TOTAL COST: | | | | | \$816,672 | \$516,672 | \$300,000 |

Other In-kind Services Provided
 Probation Department - Risk Assessments
 Department of Public Health - Behavioral Health Services
 Walden House - Family Substance Abuse Treatment
 San Francisco Family Court - Dependency Drug Court

San Francisco NoVA-OFRI Project Timeline (24 months)

| | |
|--|--|
| Activity: By month 3 hire, recruit and train all new NoVA-OFRI staff | |
| Project Goal One: Reduce recidivism among San Francisco's reentry population. | |
| Objective: To decrease the number of new convictions of individuals who remain involved in NoVA-OFRI for a minimum of six months post their release | |
| Activity: 100% of NoVA-OFRI participants will engage in intensive case management through face-to-face case management sessions held at least one time weekly. | |
| Activity: NoVA-OFRI case managers will coordinate with Probation Officers and other relevant parties through bi-monthly Family Transition Team Meetings. | |
| Objective: To improve participant's and their family's knowledge of their specific conditions of probation | |
| Activity: By project month 24, NoVA-OFRI case managers will confirm that 100% of participants are knowledgeable about conditions of their probation prior to release. | |
| Activity: Conditions of probation will be discussed with family members during Community Works' Family Transition Healing Circle sessions. | |
| Responsible Parties: San Francisco Sheriff's Department, Community Works, Probation Department | |
| Project Goal Two: Break the cycle of substance abuse and criminality | |
| Objective: To increase the number of NoVA-OFRI participants that engage in substance abuse treatment services. | |
| Activity: By project month 24, 85% of NoVA-OFRI participants will be referred to in-jail and/or post-release substance abuse treatment services. | |
| Activity: By project month 24, 85% of NoVA-OFRI participants will be re-assessed upon re-entry for ongoing need for substance abuse treatment services. | |
| Objective: To increase the number of families that have dialogued about the relationship between substance abuse and criminality and how both impact entire family. | |
| Activity: By project month 24, 100% of families participating in Family Transition Healing Circles will have discussed the interrelationship between substance abuse and criminality. | |
| Responsible Party: San Francisco Sheriff's Department, Community Works, Walden House | |

| | |
|--|--|
| Project Goal Three: Support stable, healthy, unified families. | |
| Objective: To increase communication and strengthen family ties during incarceration. | |
| Activity: By project month 24, efforts will have been made to coordinate at least one contact visit with 100% of NoVA-OFRI participants and their children. | |
| Objective: To increase knowledge of identified family support by NoVA-OFRI participants | |
| Activity: By project month 24, 100% of NoVA-OFRI participants will have identified at least one family member to engage in re-entry planning as a result of family mapping, family transition healing circles and case management dialogue. | |
| Objective: To increase parenting skills and sense of parental responsibility in 100% reported by NoVA-OFRI participants. | |
| Activity: By project month 24, 85% of NoVA-OFRI participants will have participated in Parenting Inside Out classes either in custody or post release. | |
| Responsible Party: San Francisco Sheriff's Department, Community Works | |
| Project Goal Four: Build capacity towards institutionalization of a coordinated, family-centered system that links experience in custody with services post release and is inclusive of the courts, probation, county jail and community based organizations. | |
| Objective: Increase communication among and between community-based and public sector organizations within NoVA-OFRI's wrap around services network. | |
| Activity: By project month 24, a minimum of 40 Family Treatment Team Meetings will have been held with NoVA-OFRI direct service partners. | |
| Activity: By project 24, a minimum of 20 steering committee meetings will have been held with NoVA-OFRI partners. | |
| Objective: Increase and strengthen linkages for reentry population to community based services and systems. | |
| Activity: By project month 24, 100% of NoVA OFRI participants will be provided with at least one referral to a community based organization engaged in SFSD's community based services referral network that provides employment, housing, behavioral health services, childcare or other related services. | |
| Activity: By month 24, 100% of NoVA-OFRI participants involved in child welfare will be referred to the Superior Court's Dependency Drug Court. | |
| Responsible Parties: San Francisco Sheriff's Department, Community Works, Department of Public Health, Probation Department, Human Services Agency, Dependency Drug Court, Walden House and NoVA service network. | |

SFSD No Violence Alliance One Family Reentry Initiative

NoVA-OFRI Case Manager

Purpose of Position: provide case management and follow-up services to incarcerated individuals and their families in custody through release back into the local community.

Maintain a case load of 12-18 families at any given time. Develop, implement and monitor a comprehensive treatment plan.

NoVA-OFRI case managers have significant expertise in working with ex-offenders and are experienced in connecting to existing resources for services. They serve as counselors and mentors and use an individualized approach to helping ex-offenders stabilize their life situation, heal relationships with their children and other family members and become productive members of society. Family case managers are responsible for monitoring, identifying and referring participants to necessary resources including substance abuse treatment, job training programs, private employers, housing services and other needed services from other community and faith based organizations.

Case managers have the final responsibility for ensuring the suitability of a participant. However, once a participant is accepted into a program, the case manager will use a variety of tools to understand the client's motivator's, stressors and triggers.

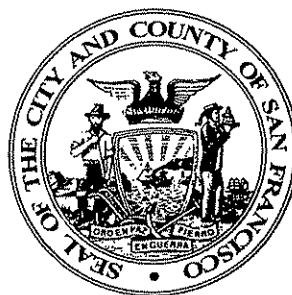
Case managers will participate in NoVA-OFRI's bimonthly Family Treatment Team Meetings.

NoVA-OFRI Case Managers must have the following qualifications and skills:

- Knowledge of ex-offender resources in San Francisco.
- Ability to work independently, good organizational skills, and excellent documentation and communication skills.
- Knowledge of substance abuse and mental health treatment.
- Knowledge of family systems
- Initiative and demonstrated ability to work independently.
- Ability to work effectively with individuals and groups from various ethnic and economic backgrounds.
- Experience as a community case manager.
- Knowledge of computer software, and databases.
- Be able to obtain security clearance (for a County Jail).

City and County of San Francisco

OFFICE OF THE SHERIFF



Michael Hennessey
SHERIFF

(415) 554-7225

No Violence Alliance One Family Reentry Initiative (NoVA-OFRI) Program Coordinator

The No Violence Alliance One Family Reentry Initiative (NoVA-OFRI) provides participants recovery and family support services, both in jail and post release, to ensure a holistic, family-centered approach to treatment and reintegration. NoVA-OFRI offers a comprehensive, family-focused continuum of services that span from in-custody to post-release including: 1) screening and assessment 2) intensive case management; 3) family mapping; 4) contact visitation; 5) parenting education; 6) family transition healing circles; 7) therapeutic services; 8) service coordination; 9) substance abuse treatment; and 10) evaluation.

Reports to: Sheriff's NoVA Lieutenant

The NoVA-OFRI Program Coordinator will be responsible for oversight of program implementation including recruitment of participants, assignment of case managers, coordination with initiative partners and development of policies and protocols to support institutionalization of initiative within SFSD.

Specific responsibilities include the following:

- Develop materials and oversee program recruitment within San Francisco County Jails;
- Determine program eligibility by obtaining criminal history and reviewing referral form for other program criteria;
- Assign eligible clients to case managers ensuring case load balance;
- Regularly review case managers field notes and progress reports;
- Periodically check (in the client's case notes) that the frequency of face to face meetings between clients and case managers are at least once a week;
- Coordinate jail clearance for case managers and others;
- Assess resource gaps, search out and develop city-wide resources to fill gaps;
- Develop protocols to ensure that program components are well-integrated and initiative partners (both in-jail and community-based) are well coordinated;
- Coordinate training opportunities for NoVA-OFRI case managers;
- Facilitate bi-monthly Family Treatment Team Meetings with NoVA-OFRI case managers, CW Parent Coaches, CW Family Transition Healing Circle Facilitators and others as needed;

ROOM 456, CITY HALL • 1 DR. CARLTON B. GOODLETT PLACE • SAN FRANCISCO, CA. 94102

EMAIL: sheriff@ci.sf.ca.us • FAX: (415) 554-7050

- Co-facilitate monthly NoVA-OFRI Steering Committee meetings with Initiative Partners including San Francisco Probation, San Francisco Department of Public Health, San Francisco Human Services Agency, Walden House, Community Works, San Francisco Children of Incarcerated Parents Partnership and others;
- Coordinate annual partner's summit;
- Monitor NoVA-OFRI budget;
- Monitor and manage subcontracts;
- Provide data for evaluation process;
- Represent NoVA-OFRI at local, state, federal and other conferences/meetings and events;
- Provide monthly reports (via the NoVA Lieutenant) to the Sheriff



COMMUNITY WORKS

BUILDING COMMUNITY THROUGH ART AND EDUCATION

Family Transition Healing Circles Facilitator Job Description

About Community Works

Community Works (CW) engages youth and adults in arts, education and restorative justice programs that interrupt and heal the far-reaching impact of incarceration and violence by empowering individuals, families and communities.

About Family Transition Circles

Family Transition Circles provide a restorative response to incarceration by facilitating a context in which an incarcerated or formerly incarcerated parent, his/her children, and the children's caretaker(s) meet together to discuss:

- the harm that was created by the behaviors that led to incarceration, and by the incarceration itself
- the physical, emotional, psychological, and spiritual needs that have arisen because of that harm
- what needs to be done to help heal the harm
- how to plan for a future in which the parent may be more present in the lives of their children

About the Position

The Family Transition Circles Coordinator will be responsible for coordinating and facilitating a space in which an incarcerated or formerly incarcerated parent, their child(ren) and the children's caretakers can openly discuss the impact of the parents incarceration on the family. The coordinator will also be responsible for all accompanying administrative work.

Responsibilities

- Receive referrals from NoVA-OFRI
- Track all data and maintain confidential client data and information
- Meet with all parties individually to prepare them for circle meetings
- Coordinate and facilitate all circle meetings
- Maintain reliable and consistent communication with families
- Be available for follow-up support for families, as necessary
- Provide monthly reports and updates to NoVA-OFRI, One Family, Community Works and other supporting agencies as necessary
- Provide a supportive environment for clients and families
- Attend regular meetings with the NoVA-OFRI Family Treatment Team team
- Uphold the mission of Community works
- Perform administrative functions
- Administer and analyze evaluation data
- Maintain accurate and organized records
- Correspond/communicate with partners

Qualifications

- Possession of a BA or higher
- At least 2 years of facilitation experience
- Have working knowledge of restorative justice principles
- Have conflict resolution/restorative justice facilitation experience
- Demonstrates commitment to achieving social justice and/or criminal justice reform.
- Proficient in Word, Excel and PowerPoint
- Able to obtain jail clearance
- Strong organizational and communication skills
- Understanding of program evaluation frameworks
- Must have strong initiative and vision for development
- Experience working with families impacted by incarceration, substance/alcohol abuse issues, and/or domestic violence
- Capacity to ensure culturally appropriate services
- Ability to work with deputized and civilian staff in a jail setting
- Must have a positive attitude
- Must be flexible and dedicated



Job Description for One Family Parenting Inside Out Parenting Coach

The One Family Program provides high quality, family friendly parent child contact visiting in the San Francisco County Jails in conjunction with the implementation and delivery of a state-of-the-art parenting class called Parenting Inside Out.

The key role for this position is to facilitate the Parenting Inside Out Curriculum classes at the San Francisco Sheriff's Department. Additional roles will include tracking and monitoring clients' progress and involvement with NOVA- One Family Reentry Initiative, (NOVA-OFRI) collaborating with the Family Case Managers and other team members.

Duties:

- Attend an intensive training for Parenting Inside Out
- Recruit Clients for Parenting Inside Out
- Prepare all worksheets, handouts, and props for all classes
- Facilitate ongoing PIO classes
- Maintain classroom rules and regulations in compliance with all Sheriff's Department protocol
- Provide a supportive environment for clients
- Review all homework completed by clients
- Track all attendance and participation including hours for Graduation
- Meet regularly with One Family Program Manager to ensure program integrity and monthly with NOVA- OFRI
- Uphold the mission of One Family, Parenting Inside Out, and NOVA-OFRI
- Maintain a collaborative working relationship the Deputized Staff
- participate in evaluation efforts

Desired Qualifications:

- Be experienced working with families impacted by incarceration, substance/alcohol abuse issues, and/or domestic violence
- Capacity to ensure culturally appropriate services
- Have professional communication skills
- Have a flexible work schedule (possible evening and weekend hours)
- Must be able to obtain jail clearance
- If in recovery, 2+ years of sobriety
- Ability to work with deputized and civilian staff in a jail setting
- Must have own, reliable transportation
- Must have a positive attitude
- Must be flexible and dedicated

City and County of San Francisco

OFFICE OF THE SHERIFF



Michael Hennessey
SHERIFF

(415) 554-7225

May 27, 2010

Ref: 10-053

Mr. James H Burch, II
Acting Director
U.S. Department of Justice
Office of Justice Programs' Bureau of Justice Assistance
Bureau of Justice Assistance
810 Seventh Street NW,
Washington, DC 20531

Re: Department of Justice (BJA-2010-2700)

Dear Mr. Burch:

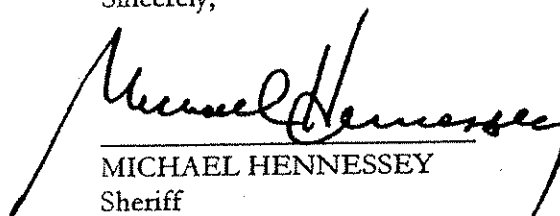
I write to urge your favorable consideration of the San Francisco Sheriff's Department's application for funding of the under the Second Chance Act Family-Based Prisoner Substance Abuse Treatment Program for the One Family Reentry Initiative, a family-based substance abuse treatment and family strengthening program designed to provide comprehensive services for incarcerated parents in the San Francisco County jail and their families before and after release into the community.

The One Family Reentry Initiative was developed in collaboration with the San Francisco Children of Incarcerated Parents Partnership, Community Works, Walden House and San Francisco's Department of Public Health, Adult Probation Department, Superior Court's Dependency Drug Court, and Human Services Agency. It is designed to strengthen San Francisco's jail and community-based family treatment programs and enhance coordination between our agencies on behalf of families served. Collectively we recognize that strong parent-child relationships aid in children's adjustment to their parents' incarceration, help to mitigate many of the negative outcomes for children of incarcerated parents, improve the parents' reentry process, and reduce recidivism.

The Sheriff's Department is pleased to be the lead agency for this effort and will be primarily responsible for the operational aspects of the program for the duration of the grant period. In addition, we agree to provide individual criminal history information as needed to evaluators, to the extent allowable by law.

The One Family Reentry Initiative builds on parenting and child visitation programs already in place and represents the next, and much needed, step in supporting families after incarceration. Thank you for your consideration of our proposal.

Sincerely,



MICHAEL HENNESSEY
Sheriff

**San Francisco Department of Public Health**

Barbara A. Garcia, Deputy Director of Health,
Director of Community Programs

Gavin Newsom, Mayor

May 25, 2010

Michael Hennessey, Sheriff
San Francisco Sheriff's Department
1 Dr. Carlton B. Goodlett Place
San Francisco, CA. 94102

Re: Letter of Support for San Francisco's Sheriff's Department's application to Department of Justice (BJA-2010-2700)

Dear Sheriff Hennessey:

The Department of Public Health is committed to working with the San Francisco Sheriff's Department to promote and implement the NoVA One Family Reentry Initiative – a treatment and family strengthening program designed to provide comprehensive services for incarcerated parents with substance abuse issues and their families before and after release into the community.

We look forward to active participation in the NoVA One Family Reentry Initiative collaboration comprised of the San Francisco Sheriff Department, San Francisco Children of Incarcerated Parents Partnership, San Francisco Department of Public Health, San Francisco Probation Department, Walden House, San Francisco Superior Court's Dependency Drug Court, San Francisco Human Services Agency and Community Works. Our proposed program design will bring a family focus to San Francisco's jail and community-based reentry programs and enhance coordination between collaborative partners on behalf of families served. Collectively we recognize that strong parent-child relationships aid in children's adjustment to their parents' incarceration, help to mitigate many of the negative outcomes for children associated with parental incarceration, improve the parent's reentry process, and reduce recidivism.

Specifically the Department of Public Health agrees to:

- Coordinate access to reentry, outpatient and residential substance abuse treatment and other behavioral health services through its Behavioral Health Access Center;
- Attend monthly steering committee meetings with representatives from all participating organizations to make policy and program decisions affecting NoVA One Family Reentry Initiative;


email address: barbara_garcia@dph.sf.ca.us

1380 Howard St., 5th Floor, San Francisco, CA 94103 Phone: (415) 255-3525 Fax: (415) 252-3005

- Participate in evaluation efforts.

The Department of Public Health fully supports the Sheriff's Department 2010 application to the Department of Justice, Office of Justice Programs' Bureau of Justice Assistance for funding under the Second Chance Act Family-Based Prisoner Substance Abuse Treatment Program. We are committed to actively sustaining our above defined role throughout the duration of the grant period, which is up to twenty-four months.

Sincerely,



Barbara A. Garcia, MPA
Deputy Director of Health
Director of Community Programs



May 25, 2010

Michael Hennessey
San Francisco Sheriff's Department
1 Dr. Carlton B. Goodlett Place
San Francisco, CA. 94102

Re: Letter of Support for San Francisco's Sheriff's Department's application to Department of Justice
(BJA-2010-2700)

Dear Sheriff Michael Hennessey,

Community Works is committed to working with the San Francisco Sheriff's Department (SFSD) to promote and implement the NOVA- One Family Reentry Initiative – a family-based substance abuse treatment and family strengthening program designed to provide comprehensive services for incarcerated parents and their families before and after release into the community.

We look forward to active participation in the NOVA- One Family Reentry Initiative collaboration comprised of the SFSD, the San Francisco Children of Incarcerated Parents Partnership, San Francisco Department of Public Health, San Francisco Probation Department, Walden House, the San Francisco Superior Court's Dependency Drug Court, San Francisco Human Services Agency and Community Works. Our proposed program design will expand San Francisco's jail and community-based family treatment programs and enhances coordination between collaborative partners on behalf of families served. Collectively we recognize that strong parent-child relationships aid in children's adjustment to their parents' incarceration, help to mitigate many of the negative outcomes for children associated with parental incarceration, improve the parent's reentry process, and reduce recidivism.

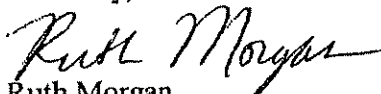
As you know Community Works' One Family program launched in the jails in 2009 and already provides meaningful, frequent, and consistent opportunities for children to remain connected to their parents while incarcerated and addresses the structural and cultural barriers that limit family reintegration for incarcerated parents. We have successfully implemented an expanded contact visiting program, have created child friendly visiting rooms and are providing a mandatory evidenced-based curriculum, Parenting Inside/Out, (PIO) for incarcerated parents. We look forward to being able to enhance family services and expand PIO to reach men and women post-release, to provide Family Transition Circles to help create a bridge to support parents' transition back into their families, and in collaboration with California Institute of Integral Studies and Jail Psychiatric services to support therapeutic interventions in custody.

Specifically Community Works agrees to:

- Hire 1 FTE to implement the evidenced based Parenting Inside Out curriculum with parents after reentry;
- Hire 1 FTE to facilitate Healing Circles with parents and caregivers—in custody and after reentry
- Attend monthly steering committee meetings with representatives from all participating organizations to make policy and program decisions affecting NOVA-One Family Reentry Initiative
- Participate in evaluation efforts.

Community Works fully supports the Sherriff's Department 2010 application to the Department of Justice, Office of Justice Programs' Bureau of Justice Assistance for funding under the Second Chance Act Family-Based Prisoner Substance Abuse Treatment Program. We are committed to actively sustaining our above-defined role throughout the duration of the grant period, which is up to twenty-four months.

Sincerely,



Ruth Morgan
Executive Director,
Community Works

DEPARTMENT OF ALCOHOL AND DRUG PROGRAMS

1700 K STREET
SACRAMENTO, CA 95811-4037
TTY/TDD (800) 735-2929



May 25, 2010

James H. Burch, II Acting Director
U.S. Department of Justice
Office of Justice Programs' Bureau of Justice Assistance
Bureau of Justice Assistance
810 Seventh Street N.W.
Washington, DC 20531

Re: BJA-2010-2700 U.S. Department of Justice and Office of Justice Program' Bureau of
Justice Assistance Family-Based Prisoner Substance Abuse Treatment Program

Dear Mr. Burch:

I am submitting this letter on behalf of the California Department of Alcohol and Drug Programs (Department) to express a strong support for the prison-based and re-entry substance abuse treatment programs in California.

The Department currently provides funding for the San Francisco Superior Court's Dependency Drug Court, a program serving adults with substance abuse issues who have lost custody of their children or who are at risk of losing of their children. The Dependency Drug Court, San Francisco Department of Public Health, Sheriff's Department, Community Works, and Walden House – a licensed substance abuse treatment provider – are partners in the proposed collaboration to provide treatment and other services for incarcerated parents and their families that are designed to reduce drug use and recidivism, promote long-term recovery and family preservation, and reduce social cost. The Department works with the San Francisco Superior Court, San Francisco Department of Public Health, Walden House and other organizations statewide to ensure the correct administration of grant funded programs.

The Department supports the San Francisco Sheriff Department's application to the Department of Justice for grant funding to improve the provision of substance abuse treatment and family strengthening services both in jail and after reentry for inmates with minor children, the children and their caregivers.

Sincerely,

MILLCENT GOMES
Deputy Director
Office of Criminal Justice Collaboration



DO YOUR PART TO HELP CALIFORNIA SAVE ENERGY
For energy saving tips, visit the Flex Your Power website at
<http://www.fypower.org>

City and County of San Francisco



Gavin Newsom, Mayor

Human Services Agency

Department of Human Services
Department of Aging and Adult Services

Trent Rhorer, Executive Director

May 25, 2010

Michael Hennessey
San Francisco Sheriff's Department
1 Dr. Carlton B. Goodlett Place
San Francisco, CA. 94102

**Re: Letter of Support for San Francisco's Sheriff's Department's Application to
Department of Justice (BJA-2010-2700)**

Dear Sheriff Hennessey,

The Human Services Agency (HSA) is committed to working with the San Francisco Sheriff's Department (SFSD) to promote and implement the One Family Reentry Initiative – a family-based substance abuse treatment and family strengthening program designed to provide comprehensive services for incarcerated parents in the San Francisco County Jail and their families before and after release into the community.

We look forward to active participation in the One Family Reentry Initiative collaboration comprised of our department and the SFSD, the San Francisco Children of Incarcerated Parents Partnership, San Francisco Department of Public Health, San Francisco Probation Department, Walden House, the San Francisco Superior Court's Dependency Drug Court and Community Works. Our proposed program design will expand San Francisco's prison and community-based family treatment programs and enhance coordination between collaborative partners on behalf of families served. Collectively we recognize that strong parent-child relationships aid in children's adjustment to their parents' incarceration, help to mitigate many of the negative outcomes for children associated with parental incarceration, improve the parent's reentry process, and reduce recidivism.

Specifically HSA agrees to:

- Share information between social worker and the One Family Re-entry team about the progress of the released parent, as pertinent and as possible.
- Make referrals and designate a liaison to the Dependency Drug Court
- Attend monthly steering committee meetings with representatives from all participating organizations to make policy and program decisions affecting One Family Reentry Initiative
- Participate in evaluation efforts.

HSA fully supports the Sheriff's Department 2010 application to the Department of Justice, Office of Justice Programs' Bureau of Justice Assistance for funding under the Second Chance Act Family-Based Prisoner Substance Abuse Treatment Program. We are committed to actively sustaining our above defined role throughout the duration of the grant period, which is up to twenty-four months.

Sincerely,

A handwritten signature in black ink, appearing to read "Debby Jeter".

DEBBY JETER

Deputy Director
Family & Children's Services

THE BRIDGING GROUP

May 25, 2010

Michael Hennessey
San Francisco Sheriff's Department
1 Dr. Carlton B. Goodlett Place
San Francisco, CA. 94102

Re: Letter of Support for San Francisco's Sheriff's Department's application to Department of Justice (BJA-2010-2700)

Dear Sheriff Michael Hennessey,

The Bridging Group is committed to working with the San Francisco Sheriff's Department (SFSD) to promote and implement the One Family Reentry Initiative – a family-based substance abuse treatment and family strengthening program designed to provide comprehensive services for incarcerated parents and their families before and after release into the community.

We look forward to active participation in the One Family Reentry Initiative collaboration comprised of the SFSD, the San Francisco Children of Incarcerated Parents Partnership, San Francisco Department of Public Health, San Francisco Probation Department, Walden House, the San Francisco Superior Court's Dependency Drug Court, San Francisco Human Services Agency, Community Works and The Bridging Group. Our proposed program design will expand San Francisco's prison and community-based family treatment programs and enhance coordination between collaborative partners on behalf of families served. Collectively we recognize that strong parent-child relationships aid in children's adjustment to their parents' incarceration, help to mitigate many of the negative outcomes for children associated with parental incarceration, improve the parent's reentry process, and reduce recidivism.

Specifically The Bridging Group agrees to:

- Coordinate all activities related to evaluation including but not limited to collection of data for performance measures;
- Attend monthly steering committee meetings with representatives from all participating organizations to make policy and program decisions affecting One Family Reentry Initiative;
- Participate in evaluation efforts.

The Bridging Group fully supports the Sheriff's Department 2010 application to the Department of Justice, Office of Justice Programs' Bureau of Justice Assistance for funding under the Second Chance Act Family-Based Prisoner Substance Abuse Treatment Program. We are committed to actively sustaining our above defined role throughout the duration of the grant period, which is up to twenty-four months.

Sincerely,



Katie Kramer
CEO, Corrections, Communities and Families

4096 Piedmont Ave. Suite 710 Oakland, CA 94611-5221

www.thebridginggroup.com



*Protecting the Community, Serving Justice and
Changing Lives*

WENDY S. STILL
Chief Adult Probation Officer

May 25, 2010

Michael Hennessey
San Francisco Sheriff's Department
1 Dr. Carlton B. Goodlett Place
San Francisco, CA. 94102

Re: Letter of Support for San Francisco's Sheriff's Department's application to Department of Justice (BJA-2010-2700)

Dear Sheriff Michael Hennessey,

The San Francisco Adult Probation Department is committed to working with the San Francisco Sheriff's Department (SFSD) to promote and implement the One Family Reentry Initiative – a family-based substance abuse treatment and family strengthening program designed to provide comprehensive services for incarcerated parents and their families before and after release into the community.

We look forward to active participation in the One Family Reentry Initiative collaboration comprised of the SFSD, the San Francisco Children of Incarcerated Parents Partnership, San Francisco Department of Public Health, San Francisco Probation Department, Walden House, the San Francisco Superior Court's Dependency Drug Court, San Francisco Human Services Agency and Community Works. Our proposed program design will expand San Francisco's prison and community-based family treatment programs and enhance coordination between collaborative partners on behalf of families served. Collectively we recognize that strong parent-child relationships aid in children's adjustment to their parents' incarceration, help to mitigate many of the negative outcomes for children associated with parental incarceration, improve the parent's reentry process, and reduce recidivism.

Specifically the San Francisco Adult Probation Department agrees to:

- Provide the risk assessment for reentry planning using an actuarial based assessment instrument (name the instrument)
- Participate in the pre-release planning;
- Deputy Probation Officer to communicate with the One Family Re-entry team about the progress of the released parent.

880 Bryant Street, Room 200
Phone (415) 553-1706

San Francisco

California 94103
Fax (415) 553-1771

- Sheriff Liaison probation officer to attend monthly steering committee meetings with representatives from all participating organizations to make policy and program decisions affecting One Family Reentry Initiative
- Participate in evaluation efforts.

The San Francisco Adult Probation Department fully supports the Sherriff's Department 2010 application to the Department of Justice, Office of Justice Programs' Bureau of Justice Assistance for funding under the Second Chance Act Family-Based Prisoner Substance Abuse Treatment Program. We are committed to actively sustaining our above defined role throughout the duration of the grant period, which is up to twenty-four months.

Sincerely,



Wendy S. Still, M.A.S.
Chief Adult Probation Officer

May 26, 2010
Michael Hennessey
San Francisco Sheriff's Department
1 Dr. Carlton B. Goodlett Place
San Francisco, CA. 94102

Re: Letter of Support for San Francisco's Sheriff's Department's application to Department of Justice
(BJA-2010-2700)

Dear Sheriff Michael Hennessey,

Walden House is committed to working with the San Francisco Sheriff's Department (SFSFSD) to promote and implement the One Family Reentry Initiative – a family-based substance abuse treatment and family strengthening program designed to provide comprehensive services for incarcerated parents and their families before and after release into the community.

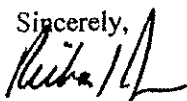
Walden House looks forward to active participation in the One Family Reentry Initiative collaboration comprised of the SFSFSD, the San Francisco Children of Incarcerated Parents Partnership, San Francisco Department of Public Health, San Francisco Probation Department, Walden House, the San Francisco Superior Court's Dependency Drug Court, San Francisco Human Services Agency and Community Works. The proposed program design will expand San Francisco's prison and community-based family treatment programs and enhance coordination between collaborative partners on behalf of families served. Collectively we recognize that strong parent-child relationships aid in children's adjustment to their parents' incarceration, help to mitigate many of the negative outcomes for children associated with parental incarceration, improve the parent's reentry process, and reduce recidivism. It has been our experience that addressing substance abuse with a multi disciplinary approach and family involvement is paramount to success of the family member receiving substance abuse treatment services.

Specifically Walden House agrees to:

- Attend monthly steering committee meetings with representatives from all participating organizations to make policy and program decisions affecting One Family Reentry Initiative
- Walden House will accept participants into Comprehensive Substance Abuse Treatment through the normal referral process and place them into available beds/slots in the following programs located in San Francisco:
 - o The Women's Residential Treatment Program at 815 Buena Vista West
 - o The Men's Residential Treatment Program at 890 Hayes Street
 - o Women's Perinatal Treatment at Pomeroy House
 - o Men's and Women's Outpatient Treatment at 1550 Evans Ave
- Participate in evaluation efforts.

Walden House fully supports the Sheriff's Department 2010 application to the Department of Justice, Office of Justice Programs' Bureau of Justice Assistance for funding under the Second Chance Act Family-Based Prisoner Substance Abuse Treatment Program. We are committed to actively sustaining our above defined role throughout the duration of the grant period, which is up to twenty-four months.

Sincerely,



Richard Jimenez, M.A.
Vice President Development

State of California

Department of Alcohol and Drug Programs

License and Certification

In accordance with applicable provisions of the Health and Safety Code of California and its rules, regulations, and standards, the Department of Alcohol and Drug Programs hereby licenses and certifies:

WALDEN HOUSE, INC.

to operate and maintain an adult residential alcohol and/or drug abuse recovery or treatment facility using the following name and location:

WALDEN HOUSE ADULT RESIDENTIAL PROGRAM

214 HAIGHT STREET

SAN FRANCISCO, CALIFORNIA 94102

(Facility Relocation Effective 04/02/2009)

This license and certification extends to the following services:

**INDIVIDUAL SESSIONS; RECOVERY OR TREATMENT PLANNING;
GROUP SESSIONS; AND EDUCATIONAL SESSIONS**

Limitations or conditions are listed as follows:

Treatment/Recovery Capacity: 54

Total Occupancy for location is limited to: 54

(Increase in Treatment/Recovery Capacity and Total Occupancy from 26 Effective 04/02/2009)

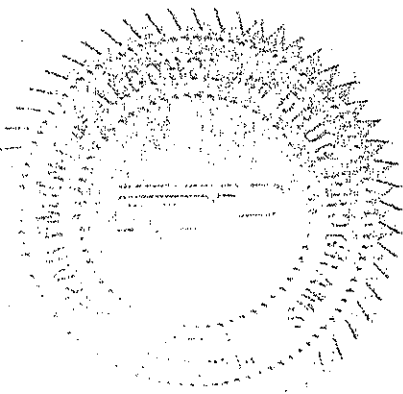
MALES AND FEMALES

License/Certification Number:

380019GN

Effective Date: **04/01/2009**

Expiration Date: **03/31/2011**




Authorized Representative

Complaints regarding services provided in this facility should be directed to:
Complaint Coordinator, Program Compliance Branch
1700 K Street, Sacramento, California 95811-4037
(916) 322-2911 FAX: (916) 324-4505 E-mail: LCBcomp@adp.state.ca.us

Post in a prominent location. This License and Certification is not transferable.

State of California

Department of Alcohol and Drug Programs
License

In accordance with applicable provisions of the Health and Safety Code of California and its rules and regulations, the Department of Alcohol and Drug Programs hereby licenses:

WALDEN HOUSE, INC.

to operate and maintain an adult residential alcohol and/or drug abuse/ recovery or treatment facility using the following name and location:

**WALDEN HOUSE ADULT RESIDENTIAL PROGRAM
815 BUENA VISTA WEST
SAN FRANCISCO, CALIFORNIA 94117**

This license extends to the following services:

**INDIVIDUAL SESSIONS; RECOVERY OR TREATMENT PLANNING;
GROUP SESSIONS; AND EDUCATIONAL SESSIONS**

Limitations or conditions are listed as follows:

Treatment/Recovery Capacity: 108

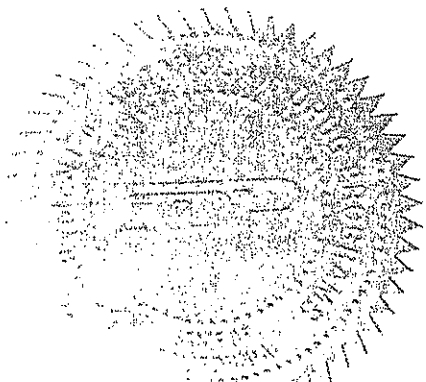
Total Occupancy for location is limited to: 108

MALES AND FEMALES

**License Number:
380019LN**

Effective Date: 07/03/2008

Expiration Date: 06/30/2010



A handwritten signature in cursive script, reading "Ann MacSaville".

Authorized Representative

Complaints regarding services provided in this facility should be directed to:

Complaint Coordinator, Program Compliance Branch

1700 K Street, Sacramento, California 95811-4037

(916) 322-2911 FAX: (916) 324-4505 E-mail: LCBcomp@adp.state.ca.us

Post in a prominent location. This License is not transferable.

DEPARTMENT OF ALCOHOL AND DRUG PROGRAMS

1700 K STREET
SACRAMENTO, CA 95814-4037
TDD (916) 322-2911



May 11, 2010

Mr. Bruce Patrick, Licensing Manager
Walden House
Walden House
1550 Evans Street
San Francisco, California 94124

Dear Mr. Patrick:

NOTICE OF CLEARED DEFICIENCIES -- 380019AN

The corrections you submitted as a result of the notice of deficiency and certification report dated March 30, 2010 for Walden House, located at 890 Hayes Street, San Francisco, California 94117, has been received. Your corrections have been reviewed and approved as submitted.

Thank you for your cooperation in this matter. If you have any questions, please contact me at (916) 445-3425 or email me at rmoyer@adp.ca.gov

Sincerely,

RAY MOYER
Licensing and Certification Analyst
Field Operations Branch

cc: James Stillwell, Administrator
San Francisco County Department of Public Health
Community Behavioral Health Services

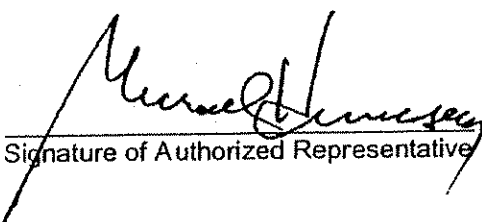


DO YOUR PART TO HELP CALIFORNIA SAVE ENERGY
For energy saving tips, visit the Flex Your Power website at
<http://www.flexyourpower.ca.gov>

Appendix 1
Statement of Assurance
(Submit with the application as an attachment)

As the authorized representative of [insert name of applicant organization]
Sheriff Michael Hennessey, I assure BJA that all
collaborating service provider organizations listed in this application meet applicable licensing,
accreditation, and certification requirements.

- A letter of commitment that specifies the nature of the participation and what service(s) will be provided from every service provider organization listed in Attachment 4 of the application, that has agreed to participate in the project;
- Official documentation that all service provider organizations collaborating in the project have been providing relevant services for a minimum of 2 years prior to the date of the application in the area(s) in which services are to be provided. Official documents must definitively establish that the organization has provided relevant services for the last 2 years; and
- Official documentation that all collaborating service provider organizations are in compliance with all local (city, county) and state/tribal requirements for licensing, accreditation, and certification or official documentation from the appropriate agency of the applicable state/tribal, county, or other governmental unit that licensing, accreditation, and certification requirements do not exist. (Official documentation is a copy of each service provider organization's license, accreditation, and certification. Documentation of accreditation will not be accepted in lieu of an organization's license. A statement by, or letter from, the applicant organization or from a provider organization attesting to compliance with licensing, accreditation and certification or that no licensing, accreditation, certification requirements exist does not constitute adequate documentation.)


Signature of Authorized Representative

6-2-10
Date

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

| | |
|--|--|
| City Elective Officer Information <i>(Please print clearly.)</i> | |
| Name of City elective officer(s): San Francisco Board of Supervisors | City elective office(s) held: Members, San Francisco Board of Supervisors |
| Contractor Information <i>(Please print clearly.)</i> | |
| Name of contractor: Community Works West | |
| <i>Please list the names of (1) members of the contractor's board of directors; (2) the contractor's chief executive officer, chief financial officer and chief operating officer; (3) any person who has an ownership of 20 percent or more in the contractor; (4) any subcontractor listed in the bid or contract; and (5) any political committee sponsored or controlled by the contractor. Use additional pages as necessary.</i> | |
| Please see the attached list of Community Work's Board of Directors | |
| Contractor address: 1605 Bonita Avenue Berkeley, CA 94103 | |
| Date that contract was approved: | Amount of contract: \$274,350.00 |
| Describe the nature of the contract that was approved: Comprehensive program to address treatment needs of offenders who have substance abuse disorders and are parents of minor children. | |
| Comments: | |

This contract was approved by (check applicable):

☐ the City elective officer(s) identified on this form

☒ a board on which the City elective officer(s) serves San Francisco Board of Supervisors
 Print Name of Board

☐ the board of a state agency (Health Authority, Housing Authority Commission, Industrial Development Authority Board, Parking Authority, Redevelopment Agency Commission, Relocation Appeals Board, Treasure Island Development Authority) on which an appointee of the City elective officer(s) identified on this form sits

Print Name of Board

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

Signature of City Elective Officer (if submitted by City elective officer)

Date Signed

Signature of Board Secretary or Clerk (if submitted by Board Secretary or Clerk)

Date Signed

**Community Works West
Board of Directors**

| | |
|------------------|-------------------------|
| Kim Anno | President |
| Barbara Horowitz | Chief Financial Officer |
| Janet Clinger | Secretary |
| Joann McAllister | Member |
| Ruth Morgan | Member |

Management Team

| | |
|-------------|--------------------|
| Ruth Morgan | Executive Director |
|-------------|--------------------|