

File No. 200209

Committee Item No. 3
Board Item No. _____

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Committee: Budget & Finance Committee

Date March 25, 2020

Board of Supervisors Meeting

Date _____

Cmte Board

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

OTHER (Use back side if additional space is needed)

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Completed by: Linda Wong Date March 18, 2020
Completed by: Linda Wong Date _____

1 [Accept and Expend Grant] - Retroactive - Board of State and Community Corrections (BSCC)
2 - Recruitment and Training - \$365,700]

3 **Resolution retroactively authorizing the Sheriff's Department of the City and**
4 **County of San Francisco to accept and expend \$365,700 from the Board of State**
5 **and Community Corrections (BSCC) to assist local agencies for recruitment and**
6 **training of corrections and probations personnel adherence to standards**
7 **established by BSCC from July 1, 2019, through June 30, 2020.**

8
9 WHEREAS, The Standards and Training for Corrections (STC) Program operates
10 under BSCC (formally the Corrections Standards Authority) was established on July 1,
11 1980, under the California Penal Code (Part 3, Title 7, Chapter 5, Sections 6024 through
12 6036); the STC Program provides a standardized, state-coordinated local corrections
13 selection and training program; the intent of the program is to improve the skills and raise
14 the level of competency of local corrections and probations officers; and

15 WHEREAS, The grant does not require an ASO amendment; and

16 WHEREAS, The grant does not require matching fund; and

17 WHEREAS, The terms of the legislation establishing the program do not allow
18 indirect or administrative costs; now, therefore, be it

19 RESOLVED, That the Sheriff's Department is hereby directed to accept and
20 expend in the amount of \$365,700 from BSCC for criminal justice purposes; and, be it

21 FURTHER RESOLVED, That the funds received hereunder shall be used to
22 reimburse training expenditures not reimbursed by the Peace Officers Standards and
23 Training Program (POST); and, be it

24 FURTHER RESOLVED, That the Board of Supervisors does hereby waive
25 inclusion of indirect costs in the grant budget; and, be it

1 FURTHER RESOLVED, That the Sheriff of the San Francisco Sheriff Office is here
2 by authorized and empowered to execute, deliver and perform, in the name of City and
3 County of San Francisco, all applications, agreements, amendments and payment
4 requests necessary to secure the STC grant funds and implement and carry out the
5 purposes specified in the applicable grant application.

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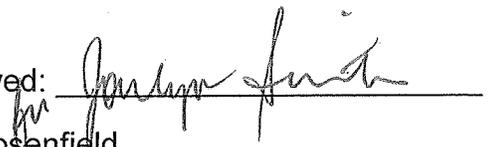
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Recommended:



Paul Miyamoto
San Francisco Sheriff

Approved: 
for London N. Breed
Mayor

Approved: 
Ben Rosenfield
Controller

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

Grant Ordinance Information Form
(Effective July 2011)

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

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

1. Grant Title: **Standards and Training for Corrections (STC) Program**
2. Department: **Sheriff's Department**
3. Contact Person: **Crispin Hollings** 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: **\$365,700**
6. a. Matching Funds Required: **\$0**
b. Source(s) of matching funds (if applicable): **N/A**
7. a. Grant Source Agency: **Board of State and Community Corrections (BSCC)**
b. Grant Pass-Through Agency (if applicable): **N/A**
8. Proposed Grant Project Summary: **Program provides funding for Law Enforcement Training**
9. Grant Project Schedule, as allowed in approval documents, or as proposed:
Start-Date: **7/1/2019** End-Date: **6/30/2020**
10. Number of new positions created and funded: **None**
11. Explain the disposition of employees once the grant ends? **N/A**
12. a. Amount budgeted for contractual services: **None**
b. Will contractual services be put out to bid? **N/A**
c. If so, will contract services help to further the goals of the Department's Local Business Enterprise (LBE) requirements? **N/A**
d. Is this likely to be a one-time or ongoing request for contracting out? **N/A**
13. a. Does the budget include indirect costs?
 Yes No
b. 1. If yes, how much? \$
b. 2. How was the amount calculated?
c. 1. If no, why are indirect costs not included?
 Not allowed by granting agency To maximize use of grant funds on direct services
 Other (please explain):
c. 2. If no indirect costs are included, what would have been the indirect costs?
14. Any other significant grant requirements or comments:

****Disability Access Checklist****

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

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

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

Comments:

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

TERENCE DURKAN

(Name)

SERGEANT - PERSONNEL MANAGER

(Title)

Date Reviewed: 2-25-2020

Terence Durkan
(Signature Required)

Overall Department Head or Designee Approval:

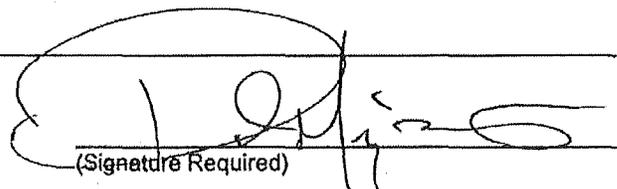
Paul Miyamoto

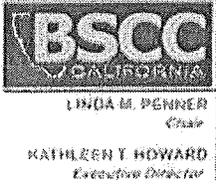
(Name)

Sheriff

(Title)

Date Reviewed: 2-10-2020


(Signature Required)



10/29/2019

Vicki Hennessy
Sheriff
San Francisco Sheriff
1 Carlton B. Goodlett Pl., Rm. 456
San Francisco, CA 94102

Annual Financial Statement 2018-2019
Modified Annual Training Plan 2019-2020
Adjusted Allocation and Disbursement 2019-2020
For San Francisco Sheriff Department

Your 2019-2020 STC allocation and disbursement schedule have been recalculated to adjust for:

- 1. Your approved Annual Training Plan (including the latest modification, if any) in which you reported total STC-eligible budgeted positions and projected core training events for the 2019-2020; and
2. Unexpended funds (if any) reported on your 2018-2019 Annual Financial Statement; and/or,
3. Required overpayment recovery (if any) from the 2018-2019 fiscal year if your STC allocation exceeded your funding entitlement based upon total budgeted positions and completed core training events as confirmed by your assigned STC Field Representative during the end-of-fiscal year compliance monitoring process.

Pursuant to Title 15, Division 1, Chapter 1, Subchapter 1, Article 7, Section 304, California Code of Regulations, your department's revised ATP allocation for fiscal year 2019-2020 is \$365,700.00. Your actual disbursements (quarterly checks) for 2019-2020 may be less than your total allocation due to adjustments referred to in items 2 and 3 above. Your revised disbursement for the 2019-2020 fiscal year is:

Table with 5 columns: 1st Quarter, 2nd Quarter, 3rd Quarter, 4th Quarter, Approved. Values: \$54,855.00, \$127,995.00, \$127,995.00, \$54,855.00, \$365,700.00

The State Controller has been notified regarding the approval for disbursement of funds. The funds will be sent to:

Crispin Hollings
Financial Officer
#1 Dr. Carlton B. Goodlett Pl. Rm 456
San Francisco, CA 94102

If you have any questions please contact:

Sukie K Dhillon
Field Representative
Standards and Training for Corrections

cc: Raymond Winters, Lieutenant
Crispin Hollings, Financial Officer



Standards and Training for Corrections (STC) Program
Annual Training Plan (ATP) Application - Agency View

Fiscal Year: 2019 - 2020

Department: San Francisco Sheriff

[View Annual Training Plan](#) [Edit Annual Training Plan](#) [Return to Main Menu](#)

JOB CLASSIFICATION CATEGORY	NUMBER OF POSITIONS	SCHEDULED NUMBER OF TRAINING HOURS PER POSITION *	TOTAL TRAINING HOURS PER CATEGORY
Administrator Core	0	0	0
Administrator Annual	1	24	24
Manager Core	4	80	320
Manager Annual	20	24	480
Supervisor Core	16	80	1,280
Supervisor (Probation & Juvenile Institutions) Annual	0	0	0
Supervisor (Adult Institutions) Annual	41	24	984
Adult Corrections Officer Core	0	0	0
Adult CO Officer Supplemental Core	65	56	3,640
Adult Corrections Officer Annual	420	24	10,080
Juvenile Corrections Officer Core	0	0	0
Juvenile Corrections Officer Annual	0	0	0
Probation Officer Core	0	0	0
Probation Officer Annual	0	0	0
Total Positions	567	* Must meet or exceed Title 15, CCR Minimum	

TOTAL ORIGINAL ALLOCATION			TOTAL ELIGIBLE STC SUBVENTION
		STC SUBVENTION AMOUNT PER PERSON	
Total Core Positions	85	X \$630.00 =	\$53,550.00
Total Annual Positions	482	X \$420.00 =	\$202,440.00
Total Scheduled Training Hours	16,808		\$255,990.00

Approval Status: Submitted

[Go To Face Sheet and Assurance Statement](#)

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**City and County of San Francisco
Standards and Training for Corrections (STC) Program
Sheriff's Department Budget**

# of Positions		STC Subvention Amount per Person	Total Eligible STC Subvention	FY 2019-2020 Salaries- Overtime (90%)	FY 2019-2020 Fringe (10%)
Total Core Positions	85	\$ 900.00	\$ 76,500		
Total Annual Positions	482	\$ 600.00	\$ 289,200		
	567				
FY 2019-2020 Total Award Amount			\$ 365,700	\$ 329,130	\$ 36,570



OFFICE OF THE SHERIFF
CITY AND COUNTY OF SAN FRANCISCO

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



PAUL MIYAMOTO
SHERIFF

TO: Angela Calvillo, Clerk of the Board of Supervisors
FROM: Paul Miyamoto, Sheriff
DATE: February 5, 2020
SUBJECT: Accept and Expend Resolution for Subject Grant
GRANT TITLE: Standards and Training for Corrections (STC) Program

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

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

Special Timeline Requirements: None

Departmental representative to receive a copy of the adopted ordinance:

Name: Crispin Hollings Phone: 415-554-4316

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

Certified copy required Yes No X

(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).

LEGISLATION RECEIVED CHECKLIST

Date 4/21/20

File Number (if applicable) _____

RECEIVED
BOARD OF SUPERVISORS
SAN FRANCISCO
2020 APR 21 10:05 AM
Legislative Clerk
Committee Clerk
Deputy Clerk

- Legislation for Introduction (**NEW**)
- Legislation Pending in Committee (**AMENDED**)
- Legislation for Board Agenda (**AMENDED**)

Supervisor, Mayor, and Departmental Submittals

BY [Signature]

Grant Ordinance

- Legislation:** Original, 1 hard copy, and 1 electronic copy in **Word** format
- Signature:** Department Head, Mayor or the Mayor's designee, plus the Controller
- Supporting documents:** 1 full set, and separate **pdf** copies of each in email
 - Cover letter (original)
 - Grant budget/application
 - Grant information form, including signed disability checklist
 - Letter of Intent or grant award letter from funding agency
 - Contract, Leases/Agreements (if applicable)
 - Ethics Form 126 (*if applicable*) in **Word** format
 - Other support documents *as identified in the cover letter and legislation*
- E-Copy of legislation/supporting documents: Sent to BOS.Legislation@sfgov.org**

Ordinance

- Legislation:** Original, 1 hard copy, and 1 electronic copy in **Word** format
- Signature:** City Attorney (For Settlement of Lawsuits - City Attorney, Department Head, Controller, Commission Secretary)
- Supporting documents:** 1 full set, and separate **pdf** copies of each in email
 - Cover letter (original)
 - Settlement Report/Agreement (for settlements)
 - Other support documents *as identified in the cover letter and legislation*
- E-Copy of legislation/supporting documents: Sent to BOS.Legislation@sfgov.org**

Grant Resolution

- Legislation:** Original, 1 hard copy, and 1 electronic copy in **Word** format
- Signature:** Department Head, Mayor or the Mayor's designee, plus the Controller
- Supporting documents:** 1 full set, and separate **pdf** copies of each in email
 - Cover letter (original)
 - Grant budget/application
 - Grant information form, including signed disability checklist
 - Letter of Intent or grant award letter from funding agency
 - Contract, Leases/Agreements (if applicable)
 - Ethics Form 126 (*if applicable*) in **Word** format
 - Other support documents *as identified in the cover letter and legislation*
- E-Copy of legislation/supporting documents: Sent to BOS.Legislation@sfgov.org**

Resolution

- Legislation:** Original, 1 hard copy, and 1 electronic copy in **Word** format
- Signature:** None (Note: Required for Settlement of Claims - City Attorney, Department Head, Controller, Commission Secretary)
- Supporting documents:** 1 full set, and separate **pdf** copies of each in email
 - Cover letter (original)
 - Settlement Report/Agreement (for settlements)
 - Other support documents *as identified in the cover letter and legislation*
- E-Copy of legislation/supporting documents: Sent to BOS.Legislation@sfgov.org**

Crispin Holling (415) 554-4314 Sheniff
Name and Telephone Number Department