Ordinance retroactively authorizing the San Francisco Public Defender's Office (PDR) to accept and expend a grant in the amount of $395,231 from the Department of Justice, Office of Justice Programs, Bureau of Justice Assistance to create the first local and nationally applicable checklist system to better guide attorneys through key moments in cases, ensuring competent representation and avoiding costly errors; and amending Ordinance No. 160-13 (Annual Salary Ordinance, FY2013-2014) to reflect the addition of one Class 8173 Legal Assistant grant-funded position (0.50 FTE) at the PDR for the period of October 1, 2013, through September 30, 2016.

NOTE: Additions are single-underline italics Times New Roman; deletions are strike-through italics Times New Roman. Board amendment additions are double-underlined; Board amendment deletions are strikethrough normal.

Be it ordained by the People of the City and County of San Francisco:

Section 1. Findings

(a) The San Francisco Public Defender's Office (PDR) applied to the Department of Justice, Office of Justice Programs, Bureau of Justice Assistance for a grant to create the first local and nationally applicable checklist system to better guide attorneys through key moments in cases, ensuring competent representation and avoiding costly errors, and PDR was awarded $395,231 on September 30, 2013.

(b) These grants from the Office of Justice Programs are part of the Justice Department's continuing efforts to improve indigent defense, which is often underfunded and understaffed, and to support training, mentoring, technical assistance, leadership
development and research to enhance the effectiveness of indigent defense practices. This
grant would allow the Public Defender to launch a training initiative aimed at developing
practitioner checklists to better guide attorneys through key moments in a case that are both
substantive and user-friendly.

(c) The public defender would work in planned partnership with the Center on Court
Innovation to research and create a local and national model. The proposed checklist system
would be adaptable by Public Defender offices and bar associations overseeing private court-
appointed attorneys. It would set a series of benchmarks detailing what is minimally required
on an annual basis and provide resources so that each jurisdiction could ensure its attorneys
are able to competently represent their clients. The grant would also monitor and evaluate
use of checklists by attorneys in public defender offices, create a toolkit for implementation,
provide training, create a practitioner guide, and prepare summary report findings.

(d) The award period for the grant is from October 1, 2013 – September 30, 2016;

Section 2. Authorization to Accept and Expend Grant Funds.

(a) The Board of Supervisors hereby authorizes the San Francisco Public
Defender’s Office to accept and expend $395,231 in grant funds from the Department of
Justice, Office of Justice Programs, Bureau of Justice Programs; for the purpose of creating

(b) In addition, in accordance with the Public Defender’s proposal to maximize use
of available grant funding on direct services by not including indirect costs in the grant budget,
the Board of Supervisors hereby waives inclusion of indirect costs in the grant budget.

Section 3. Grant Funded Position; Amendment to FY 2013-2014 Salary Ordinance.
The hereinafter designated section of Ordinance No. 160-13 (Annual Salary Ordinance, FY 2013 - 2014) is hereby amended to add one position to the Office of the Public Defender, as follows:

Department: PDR
Program: AKI
Subfund: 2SPPFGNC
Index Code: 055210

<table>
<thead>
<tr>
<th>Amendment</th>
<th># of Positions</th>
<th>Class and Item No.</th>
<th>Compensation Schedule</th>
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</thead>
<tbody>
<tr>
<td>Add</td>
<td>0.5 FTE</td>
<td>8173 Legal Assistant</td>
<td>$2,527 - $3,072</td>
</tr>
</tbody>
</table>

APPROVED AS TO FORM:
By: Jana Clark
Deputy City Attorney

Recommended:
Jeff Adachi, Public Defender

APPROVED:
Edwin Lee
Mayor

APPROVED:
Ben Rosenfield
Controller

Micki Callahan, Director
Department of Human Resources

Supervisor Jane Kim
BOARD OF SUPERVISORS

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Ordinance retroactively authorizing the San Francisco Public Defender's Office (PDR) to accept and expend a grant in the amount of $395,231 from the Department of Justice, Office of Justice Programs, Bureau of Justice Assistance to create the first local and nationally applicable checklist system to better guide attorneys through key moments in cases, ensuring competent representation and avoiding costly errors; and amending Ordinance No. 160-13 (Annual Salary Ordinance, FY2013-2014) to reflect the addition of one Class 8173 Legal Assistant grant-funded position (0.50 FTE) at the PDR for the period of October 1, 2013, through September 30, 2016.

April 30, 2014 Budget and Finance Sub-Committee - RECOMMENDED

May 06, 2014 Board of Supervisors - PASSED, ON FIRST READING

Ayes: 11 - Avalos, Breed, Campos, Chiu, Cohen, Farrell, Kim, Mar, Tang, Wiener and Yee

May 13, 2014 Board of Supervisors - FINALLY PASSED

Ayes: 11 - Avalos, Breed, Campos, Chiu, Cohen, Farrell, Kim, Mar, Tang, Wiener and Yee

I hereby certify that the foregoing Ordinance was FINALLY PASSED on 5/13/2014 by the Board of Supervisors of the City and County of San Francisco.

Angela Calvillo
Clerk of the Board

Date Approved 05/23/2014