### SUMMARY OF CONTRACT REQUEST TO THE HEALTH COMMISSION

**Contractor:** Felton Institute  
**Division/Section:** Central Admin  
**Address:** 1500 Franklin Street, San Francisco, CA 94109  
**Contact:** Al Gilbert, Chief Executive Officer  
**Program Administrator:** Angelica Almeida  
**Contract Analyst:** Ada Ling  
**DPH Dep. Director:** Collen Chawla  
**DPH Administrator:** Patrick Chang  
**Phone:** 255-3722

Request for approval of a new contract with the Felton Institute, in the amount of $1,035,007, for outreach, transportation, and case management services in support of the Law Enforcement Assisted Diversion San Francisco (LEAD SF) program, for the period July 1, 2017 through June 30, 2019 (2 years).

<table>
<thead>
<tr>
<th>Sole Owner</th>
<th>Non-Profit</th>
<th>LBE</th>
<th>RFQ– Number:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Number of years DPH has been doing business with this organization: **years**

### CONTRACT INFORMATION:

<table>
<thead>
<tr>
<th>Funding Sources</th>
<th>Prior Transaction (new)</th>
<th>Proposed Transaction 7/1/2017-6/30/2019</th>
<th>Annualized Difference*</th>
</tr>
</thead>
<tbody>
<tr>
<td>State LEAD Grant: Year 1</td>
<td>$0</td>
<td>$508,719</td>
<td>$508,719</td>
</tr>
<tr>
<td>State LEAD Grant: Year 2</td>
<td>$0</td>
<td>$415,394</td>
<td>$415,394</td>
</tr>
<tr>
<td>TOTAL DPH REVENUES</td>
<td>$0</td>
<td>$924,113</td>
<td>$924,113</td>
</tr>
<tr>
<td>12% Contingency Amount</td>
<td>$0</td>
<td>$110,894</td>
<td>$110,894</td>
</tr>
<tr>
<td>CONTRACT TOTAL</td>
<td>$0</td>
<td>$1,035,007</td>
<td>$1,035,007</td>
</tr>
<tr>
<td>ANNUAL AMOUNT OF CONTRACT (estimate)</td>
<td>$0</td>
<td>$415,394</td>
<td>$415,394</td>
</tr>
<tr>
<td>Agency Funds</td>
<td>$0</td>
<td>-$0-</td>
<td>-$0-</td>
</tr>
<tr>
<td>Contract FTE</td>
<td>5.3</td>
<td>5.3</td>
<td></td>
</tr>
</tbody>
</table>

### PROPOSED:

**Mode(s) of Service & Unit of Service Definition**

<table>
<thead>
<tr>
<th>Cost per participant (1 UOS = 1 participant)</th>
<th>No. Of Clients</th>
<th>Number Of Units</th>
<th>Unit Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>X Duplicated</td>
<td>100</td>
<td>100</td>
<td>$4,154</td>
</tr>
<tr>
<td>___ Unduplicated</td>
<td>200</td>
<td>200 (incl.)</td>
<td></td>
</tr>
<tr>
<td>Pre-booking LEAD contacts (1 UOS = 1 contact)</td>
<td>50</td>
<td>50 (incl.)</td>
<td></td>
</tr>
<tr>
<td>Social service network LEAD contacts (1 UOS = 1 contact)</td>
<td>100</td>
<td>100 (incl.)</td>
<td></td>
</tr>
</tbody>
</table>

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### Notes:

- New contract
- Funding sources for State LEAD Grant for Year 1 and Year 2.
- Annualized costs calculated for different service categories.
- Cost per participant and mode(s) of service clearly defined.
Explanation of Service: This is a new service.

Monitoring Report/Program Review & Follow-Up: The contract services will be monitored by the Department as required. The SFDPH Program Administrator will be responsible for assessing and tracking all information related to the accomplishment of the project.

Nondiscrimination and Cultural Competency: The Department will work closely with the contractor to ensure that their cultural competency plan is current and in compliance with Departmental procedures.

Other Significant Issues: The Law Enforcement Assisted Diversion San Francisco (LEAD SF) program is an innovative pre-booking diversion program that will refer repeat, low-level drug offenders, at the earliest contact with law enforcement, to community-based health and social services as an alternative to jail and prosecution. LEAD SF participants will have access to the City’s extensive system of care that includes comprehensive behavioral health services (substance use disorder and mental health treatment), physical health services, transitional housing, employment, and other relevant services.

LEAD SF is a multi-agency collaborative partnership between the San Francisco Mayor’s Office (applicant agency), San Francisco Department of Public Health (designated by the Mayor’s Office as the lead agency), San Francisco Police Department, San Francisco Sheriff’s Department, Bay Area Rapid Transit Police Department, San Francisco Adult Probation Department, San Francisco District Attorney’s Office, San Francisco Public Defender’s Office, and the nonprofit Drug Policy Alliance. LEAD SF will also include community-based organizations and a broad network of health and social service providers that represent and serve the individuals most impacted by drug/alcohol abuse and the resulting effects on community health and safety.

The goals of LEAD SF are to:

1. Reduce the recidivism rate for low-level drug and alcohol offenders in San Francisco’s Tenderloin and Mission districts;
2. Strengthen collaboration across city departments and with community-based organizations to better meet the needs of individuals with a history of substance abuse and low-level drug trafficking offenses by diverting them from the justice system and into harm reduction based social services; and
3. Improve LEAD participants’ health and housing status.

Over the 24-month grant period, police officers will refer 250 individuals to LEAD SF, including 200 pre-booking referrals and 50 social contact referrals. At least 100 of these individuals will work with a case manager from the Glide Harm Reduction Services or the Felton Institute to develop an Individual Intervention Plan (IIP) and receive access to the City’s network of evidence-based social and mental health services. These services are all based in harm reduction principles, and participants will receive ongoing case management to support them on their path to recovery, stable housing and economic stability.

The Felton Institute will provide outreach, transportation, and case management to LEAD participants in the Mission. The three Case Managers under this contract will develop IIPs with each LEAD participant, monitor progress toward meeting the goals and objectives in their IIP, enter system data to ensure appropriate tracking, and regularly communicate with intake clinicians as needed. Staff will receive detailed procedural training on case management, service referral procedures, and data entry for tracking LEAD participants through the social service network, for evaluation purposes.

Listing of Board of Directors, Owners of 10% or More of the Firm, and Executive Director:

- Michael Hofman, Chair
- Amy Solliday, Vice Chair
- Elisabeth Madden, Secretary
- Terry Limpert, Chairperson
- Emeritus
- Paul Adams
- Dale Butler
- Dr. Michelle Clark
- Dr. H. Westley Clark
- Veronica Garcia
- Lisa Loughney
- Grace Nadolny
- Eric Severson
- Will Smiley
- Matt Snyder
- Chris Thiele
- Amelia Morris

Recommendations:
The Department recommends approval of this contract.