

THE SAGE PROJECT INC.Statement of Work – *The First Offender Prostitute Program*

5/27/2005

- STATEMENT OF WORK -

This document will provide a proposed scope of work and billing information for purposes of contract renewal between the SAGE Project, Inc., a 501 (c) (3) nonprofit organization, and the District Attorney's Office of the City and County of San Francisco, for services provided to the First Offender Prostitution Program for the fiscal year 2004-2005.

I. AGENCY INFORMATION

SAGE Project, Inc. (SAGE) is a nonprofit organization that provides a full continuum of services to individuals who have experienced sexual exploitation and violence, including sexual abuse, incest, rape, kidnapping, domestic violence, prostitution and pornography.

Contact Information:

Name: SAGE Project, Inc.
Address: 1385 Mission Street, Suite 300 San Francisco, CA 94103
Phone/Fax: (415) 554-9977 (415) 554-9981
Contact Name: Shannon Garcia, Chief Financial Officer (415) 554-9977
Richard Martin, Contracts Manager (415) 551-0492
Email: szathome1@comcast.net
richardm@sagesf.org

II. PROGRAM PURPOSE

The First Offender Prostitution Program (FOPP) is designed to reduce the negative impact of the sex industry on the City and County of San Francisco through four separate, but interrelated activities. These activities include: educating customers of prostitutes who have been arrested; providing custody-based services to survivors of prostitution as well as girls at risk of exploitation and entry into the sex industry; providing a continuum of services for prostitutes seeking to exit the sex industry and/or criminal justice system; and providing prevention and early intervention services to women, men, and transgender individuals who are participating in the District Attorney's Pre-Trial Diversion Program.

III. SCOPE OF WORK

As part of a collaborative effort between law enforcement, public health and private agencies, SAGE will provide the following four separate but interrelated services to the FOPP program:

1. **Saturday Men's Prostitution Program** – The District Attorney's office invites first-time offenders who have been arrested as customers of prostitutes to participate in an eight-hour seminar in lieu of prosecution. Prostitution survivors, and specialists in criminal justice, public health, domestic violence, and trafficking, give presentations regarding the risks and impacts of prostitution, which provide a unique, informative, and rehabilitative experience for participants. SAGE's scope of work will include: scheduling appropriate speakers for seminars; developing and updating curriculum for seminars; providing on-

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site facilitation of seminars; training of seminar speakers; and coordination with other FOPP partner agencies, media and other jurisdictions. It is anticipated that this service will reach a minimum of 225 customers of prostitution annually. An agenda for the aforementioned seminars is included as Attachment #1 to this document.

2. **Prevention** – (*In-custody Services*) - SAGE Peer Educators go into the San Francisco County Jail and Youth Guidance Center to conduct weekly in-custody support groups and educational seminars, and to meet individually with incarcerated women, men, girls, and transgendered individuals. Peer-led support groups provide information regarding the effects of violence and exploitation, and also instruction as to how participants can utilize community resources. Participants in both groups and individual counseling sessions are made aware of strategies to reduce harm to themselves and others, address personal issues that may contribute to self-destructive behavior patterns, and are also encouraged to access more comprehensive services through SAGE or other community-based housing, substance abuse treatment and vocational training providers upon their release. Under this contract, these services will reach a minimum of 140 individuals annually.
3. **Treatment** - (*Post-custody services*): Under this contract, men, transgendered individuals and girls under the age of 18 who elect to participate in comprehensive services after they are released from custody are assigned a case manager. Together, the client and case manager to develop an individualized treatment plan that takes inventory of clients' housing, vocational, and personal needs, and outlines a step-by-step process to overcome the effects of previous trauma, and achieve economic and personal independence. Because service plans are individualized, clients are able to access just those services they need to achieve their personal and professional goals. Post-custody clients meet with case managers at SAGE's facility at 1275 Mission Street, where they have access to SAGE's full continuum of medical, stabilization, and health services as they work towards the realization of the goals set forth in their individualized plan. Girls under the age of 18 are served on-site at SAGE's offices in Youth Guidance Center. Post-custody clients who are women over the age of 18 have access to the same services, but are served under a different contractual arrangement. Under this contract, SAGE will provide comprehensive treatment services to a minimum of 35 individuals annually.
4. **Early Intervention** - (*Services for Court-mandated Participants*): SAGE will provide case management, education and prevention services and access to SAGE's full continuum of ancillary services* to individuals referred from the District Attorney's Pre-trial Diversion Program, or Adult Probation Department. Participation in services at SAGE fulfills requirements for court-mandated "community service hours." Services are delivered onsite at 1275 Mission Street, with linkages to appropriate service providers. Under this contract, SAGE will provide case management to a minimum of 70 individuals annually.

IV. OBJECTIVES/DELIVERABLES

These measurable objectives will provide a standard by which to measure program progress. In the 04-05 fiscal year SAGE will:

- a. **Saturday Men's Program:** Coordinate and convene bi-monthly seminars for customers of prostitutes, for a total of six seminars annually, reaching an estimated 225 customers of prostitutes over the course of the fiscal year.

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- b. **Prevention:** Provide prevention/education and support groups to a minimum of 140 unduplicated individuals: (women, men, girls and transgendered individuals), according to the following schedule:

Target Group	Location	Frequency
Women	SISTERS Program, County Jail #7	Two groups monthly
Women	Pod E, County Jail #7	Three groups monthly
Men & Transgender	LGBT Center, A Man's Place, New Life Treatment Program	Four groups monthly
Girls aged 14-24	Youth Guidance Center/STAR Center	Four groups monthly

- c. **Treatment:** Provide case management, and access to ancillary services to for 35 male and transgender sex industry workers at SAGE's facility at 1275 Mission Street.
- d. **Early Intervention:** Provide case management and access to ancillary services to 70 individuals who are referred from the Pre-Trial Diversion Program or Adult Probation Department.

*** Ancillary Services**

For purposes of this Statement of Work, "ancillary services" are defined as those ongoing services offered at SAGE that may be accessed by out-of-custody participants who are receiving case management and outpatient treatment. Participation in these services is driven by each participant's individual treatment plan. Clients may access any combination of the services listed below according to their individual needs.

1. **Health services** including: gynecology exams, sexually transmitted disease and HIV testing, wound care, pregnancy testing, TB testing, Hepatitis A, B, C testing, inoculations for Hepatitis A and B, acupuncture and herbs, exercise, healing touch and nutrition classes.
2. **Eye Movement Desensitization Reprocessing (EMDR)/Psychotherapy:** the most thoroughly studied method of treating Posttraumatic Stress Disorder (PTSD), showing an extremely high rate of success.
3. **Movement and Art Therapy:** using body awareness techniques, breath work, movement therapy, expressive arts therapy, storytelling, etc. to teach specific skills and process the experiences and issues faced by participants.
4. **Acupuncture:** alleviates withdrawal symptoms and improves mental and physical well being, allowing involvement in recovery.
5. **Sexual Health and Somatic Healing:** course focusing on sexual health for survivors of sexual abuse and/or women who have been involved in the sex industry.
6. **Substance Abuse workshops,** discussions, individual and group counseling, didactic and experiential, includes 12-step programs.
7. **Gender Specific Health Education:** women will participate in weekly interactive workshops stressing the need to establish regular primary care and preventive health practices.

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V. UNITS OF SERVICE/BILLING

For purposes of this agreement, a "unit of service" is defined as face-to-face contact of 30-minute duration between SAGE staff and targeted consumers as defined in this Statement of Work. Units of service may be delivered in a group or individual setting or through the delivery of ancillary services as defined above. Services will be delivered at: in-custody settings in the San Francisco County Jail system; onsite at SAGE's facility at 1275 Mission Street; in Youth Guidance Center; and at bi-monthly seminars for customers of prostitution.

Service units vary in cost dependent on the type of service provided. Under this proposal, a SAGE has the capacity to provide a maximum of 2,252 units of prevention, early intervention, education and treatment services, with a combined cost of \$94,102, which will be the maximum dollar amount available to SAGE under this contract. A listing of services provided and cost per unit is included as Attachment #2, and a program budget is included as Attachment #3 to this Statement of Work.

SAGE will invoice San Francisco District Attorney on a monthly basis for services provided under this Agreement. SAGE will not invoice for any services not covered by this Agreement.

VI. REPORTING/AUDIT -

Monthly billings/reports will contain pertinent program data including: the number of units of service provided and numbers of individuals served. SAGE will complement these monthly reports with a semi-annual narrative report after six months of program operation, and a final report at the culmination of the contract period. These narrative reports will summarize the monthly billings to provide cumulative, "year-to-date" program data and also provide and relevant information about SAGE as an agency, and/or the progress of the FOPP program.

At the request of the District Attorney's Office we have included a line item of \$2,000 in this program's budget for a program audit.

Attachment #2 - Units of Service

Document Date: 05/26/05

**SUMMARY OF CLIENT SERVICE BY DEFINITION
AND BY FUNDING SOURCE**

Program FIRST OFFENDER'S PROSTITUTION PROGRAM

TERM: 7/1/2005 to 6/30/2006

Funding: OFFICE OF THE DISTRICT ATTORNEY

Mode & Service Function	Total Cost	Unduplicated Clients	No. of Units	Cost Per Unit
PREVENTION	\$34,000	140	1,436	\$ 23.67
TREATMENT	\$32,000	35	410	\$ 83.62
SATURDAY MEN'S PROSTITUTION PRGM	\$4,500	225	six classes	\$ 750.00
EARLY INTERVENTION SERVICES	\$23,602	40	400	\$ 59.00
	\$94,102	440	2,252	

ACORD CERTIFICATE OF LIABILITY INSURANCE		OP ID BE SAGEP-1	DATE (MM/DD/YYYY) 11/04/04
PRODUCER Chapman & Associates License #0522024 P. O. Box 5455 Pasadena CA 91117-0455 Phone: 626-405-8031 Fax: 626-405-0585		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW	
INSURED		INSURERS AFFORDING COVERAGE	NAIC #
SAGE Project, Inc. 1385 Mission St., Suite 300 San Francisco CA 94103		INSURER A: Riverport Insurance Company	
		INSURER B:	
		INSURER C:	
		INSURER D:	
		INSURER E:	

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

FORM NO./LTR INSDR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A	GENERAL LIABILITY	RIC0005480	10/29/04	10/29/05	EACH OCCURRENCE \$ 1000000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY				DAMAGE TO RENTED PREMISES (EA OCCURRENCE) \$ 100000
	CLAIMS MADE <input checked="" type="checkbox"/> OCCUR				MED EXP (Any one person) \$ 5000
	<input checked="" type="checkbox"/> Incidental Malp				PERSONAL & ADV INJURY \$ 1000000
GEN'L AGGREGATE LIMIT APPLIES PER:					GENERAL AGGREGATE \$ 3000000
<input checked="" type="checkbox"/> POLICY	<input type="checkbox"/> PBC	<input type="checkbox"/> LOC			PRODUCTS - COMPOF AGG \$ 1000000
A	AUTOMOBILE LIABILITY	RIC0005480	10/29/04	10/25/05	COMBINED SINGLE LIMIT (EA ACCIDENT) \$ 1000000
	ANY AUTO				BODILY INJURY (Per person) \$
	ALL OWNED AUTOS				BODILY INJURY (Per accident) \$
	SCHEDULED AUTOS				PROPERTY DAMAGE (Per accident) \$
<input checked="" type="checkbox"/> HIRED AUTOS					
<input checked="" type="checkbox"/> NON-OWNED AUTOS					
	GARAGE LIABILITY				AUTO ONLY - EA ACCIDENT \$
	ANY AUTO				OTHER THAN AUTO ONLY EA ACC \$
					AGG \$
	EXCESS/UMBRELLA LIABILITY				EACH OCCURRENCE \$
	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE				AGGREGATE \$
	DEDUCTIBLE				\$
	RETENTION \$				\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY				WC STATUTORY LIMITS OTHER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED?				E.L. EACH ACCIDENT \$
	If yes, describe under SPECIAL PROVISIONS below				E.L. DISEASE - EA EMPLOYEE \$
	OTHER				E.L. DISEASE - POLICY LIMIT \$
A	Fidelity Bond	RIC0005480	10/29/04	10/29/05	Employee \$ 125,000 Dishonest \$ 500 ded

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS
 The City & County of San Francisco, its officers, agents, employees & members of Boards & Commissions are named as Additional Insureds/Funding Source with respects to the operations of the Named Insured.

CERTIFICATE HOLDER

CANCELLATION

San Francisco District
 Attorney's Office
 850 Bryant St 3rd Flr
 San Francisco CA 94103

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE


CERTHOLDER COPY

STATE
COMPENSATION
INSURANCE
FUND

P.O. BOX 807, SAN FRANCISCO, CA 94142-0807

CERTIFICATE OF WORKERS' COMPENSATION INSURANCE

ISSUE DATE: 07-03-2005

GROUP:
POLICY NUMBER: 1484577-2005
CERTIFICATE ID: 23
CERTIFICATE EXPIRES: 07-03-2006
07-03-2005/07-03-2005

CITY & COUNTY OF SAN FRANCISCO NA
C O SAN FRANCISCO DISTRICT ATTORNEY'S OFFICE
850 BRYANT #320
SAN FRANCISCO CA 94103

This is to certify that we have issued a valid Workers' Compensation insurance policy in a form approved by the California Insurance Commissioner to the employer named below for the policy period indicated.

This policy is not subject to cancellation by the Fund except upon 30 days' advance written notice to the employer.

We will also give you 30 days' advance notice should this policy be cancelled prior to its normal expiration.

This certificate of insurance is not an insurance policy and does not amend, extend, or alter the coverage afforded by the policies listed herein. Notwithstanding any requirement, term, or condition of any contract or other document with respect to which this certificate of insurance may be issued or may pertain, the insurance afforded by the policies described herein is subject to all the terms, exclusions and conditions of such policies.

J. Andor

AUTHORIZED REPRESENTATIVE

Dianne C. Oki

PRESIDENT

EMPLOYER'S LIABILITY LIMIT INCLUDING DEFENSE COSTS: \$1,000,000.00 PER OCCURRENCE.

ENDORSEMENT #2005 ENTITLED CERTIFICATE HOLDERS' NOTICE EFFECTIVE 07-03-2005 IS ATTACHED TO AND FORMS A PART OF THIS POLICY.

EMPLOYER

LEGAL NAME

SAGE PROJECT INC.
AUTUMN BURRIS
1385 MISSION ST STE 300
SAN FRANCISCO CA 94103

SAGE PROJECT INC.
(A NON PROFIT CORPORATION)