

EDMUND G. BROWN JR.
GOVERNOR

MARK S. GHILARDUCCI
DIRECTOR



Application Cover Sheet

RFA PROCESS

COUNTY VICTIM SERVICES PROGRAM

Submitted by:
George Gascón
District Attorney
City and County of San Francisco
850 Bryant Street, Room 322
San Francisco, CA 94103
415-553-1741

(Cal OES Use Only)						
Cal OES#		FIPS#		VS #		Subaward #


CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES GRANT SUBAWARD FACE SHEET

The California Governor's Office of Emergency Services (Cal OES), makes a Grant Subaward of funds set forth to the following:

1. Subrecipient: City & County of San Francisco **1a. DUNS#:** 143602105
2. Implementing Agency: District Attorney's Office **2a. DUNS#:** 143602105
3. Implementing Agency Address: 850 Bryant Street, Room 322 San Francisco 94103-4600
Street City Zip+4
4. Location of Project: San Francisco San Francisco 94103-4600
City County Zip+4
5. Disaster/Program Title: County Victim Services Program **6. Performance Period:** 07/01/2016 to 06/30/2018
7. Indirect Cost Rate: N/A; 10% de minimis; Federally Approved ICR _____%

Grant Year	Fund Source	A. State	B. Federal	C. Total	D. Cash Match	E. In-Kind Match	F. Total Match	G. Total Project Cost
2015	8. VOCA		\$ 771,298			\$ 192,825	\$ 192,825	\$ 964,123
Select	9. Select						\$ 0	\$ 0
Select	10. Select						\$ 0	\$ 0
Select	11. Select						\$ 0	\$ 0
Select	12. Select						\$ 0	\$ 0
	TOTALS	\$ 0	\$ 771,298	\$ 771,298	\$ 0	\$ 192,825	\$ 192,825	12. G Total Project Cost: \$ 964,123

13. This Grant Subaward consists of this title page, the application for the grant, which is attached and made a part hereof, and the Assurances/Certifications. I hereby certify I am vested with the authority to enter into this Grant Subaward, and have the approval of the City/County Financial Officer, City Manager, County Administrator, Governing Board Chair, or other Approving Body. The Subrecipient certifies that all funds received pursuant to this agreement will be spent exclusively on the purposes specified in the Grant Subaward. The Subrecipient accepts this Grant Subaward and agrees to administer the grant project in accordance with the Grant Subaward as well as all applicable state and federal laws, audit requirements, federal program guidelines, and Cal OES policy and program guidance. The Subrecipient further agrees that the allocation of funds may be contingent on the enactment of the State Budget.

14. Official Authorized to Sign for Subrecipient: **15. Federal Employer ID Number:** 946000417
Name: George Gascón Title: District Attorney
Telephone: (415) 553-1741 FAX: (415) 575-8815 Email: District.Attorney@sfgov.org
(area code) (area code)
Payment Mailing Address: 850 Bryant Street, Room 322 City: San Francisco Zip+4: 94103-4600
Signature:  Date: MAY-23-16

[FOR Cal OES USE ONLY]

I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purposes of this expenditure stated above.

Cal OES Fiscal Officer	Date	Cal OES Director (or designee)	Date
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PROJECT CONTACT INFORMATION

Subrecipient: San Francisco District Attorney Subaward #: _____

Provide the name, title, address, telephone number, and e-mail address for the project contacts named below. **NOTE: If you use a PO Box address, a street address is also required for package delivery and site visit purposes.**

1. The **Project Director** for the project:

Name: Gena Castro-Rodriguez Title: Chief, Victim Services Division

Telephone #: 415-734-3359 Fax#: 415-575-8815 Email Address: gena.castrorodriguez@sfgov.org

Address/City/Zip: 850 Bryant Street, Room 322, San Francisco, CA 94103-4600

2. The **Financial Officer** for the project:

Name: Eugene Clendinen Title: Chief Administrative & Financial Officer

Telephone #: 415-553-1895 Fax#: 415-553-9700 Email Address: eugene.clendinen@sfgov.org

Address/City/Zip: 850 Bryant Street, Room 322, San Francisco, CA 94103-4600

3. The **person** having **Routine Programmatic** responsibility for the project:

Name: Jacqueline Ortiz Title: Deputy Chief, Victim Services

Telephone #: 415-558-2408 Fax#: 415-575-8815 Email Address: jacqueline.ortiz@sfgov.org

Address/City/Zip: 850 Bryant Street, Room 322, San Francisco, CA 94103-4600; after-hour emergency 415-308-4426

4. The **person** having **Routine Fiscal Responsibility** for the project:

Name: Sheila Arcelona Title: Assistant Chief, Finance & Administration

Telephone #: 415-734-3018 Fax#: 415-553-9700 Email Address: sheila.arcelona@sfgov.org

Address/City/Zip: 850 Bryant Street, Room 322, San Francisco, CA 94103-4600

5. The **Executive Director** of a Community Based Organization or the **Chief Executive Officer** (i.e., chief of police, superintendent of schools) of the implementing agency:

Name: George Gascón Title: District Attorney

Telephone #: 415-553-1741 Fax#: 415-575-8815 Email Address: District.Attorney@sfgov.org

Address/City/Zip: 850 Bryant Street, Room 322, San Francisco, CA 94103-4600

6. The **Official Designated** by the Governing Board to enter into the Grant Subaward for the City/County or Community-Based Organization, as stated in Section 14 of the Grant Subaward Face Sheet:

Name: George Gascón Title: District Attorney

Telephone #: 415-553-1741 Fax#: 415-575-8815 Email Address: District.Attorney@sfgov.org

Address/City/Zip: 850 Bryant Street, Room 322, San Francisco, CA 94103-4600

7. The **chair** of the **Governing Body** of the subrecipient:

Name: London Breed Title: President, Board of Supervisors

Telephone #: 415-554-7630 Fax#: 415-554-7634 Email Address: london.breed@sfgov.org

Address/City/Zip: City Hall, 1 Dr. Carlton B. Goodlett Place, 2nd Floor, San Francisco, CA 94102

SIGNATURE AUTHORIZATION

Subaward #: _____

Subrecipient: City & County of San Francisco

Implementing Agency: District Attorney

*The Project Director and Financial Officer are **REQUIRED** to sign this form.

*Project Director: Gena Castro-Rodriguez

*Financial Officer: Eugene Clendinen

Signature: 

Signature: _____

Date: 3/18/16

Date: _____

The following persons are authorized to sign for the
Project Director

Signature


Jacqueline Ortiz

Print Name

Signature


Delia Montiel

Print Name

Signature

Print Name

Signature

Print Name

Signature

Print Name

The following persons are authorized to sign for the
Financial Officer

Signature


Sheila Arcelona

Print Name

Signature

Print Name

Signature

Print Name

Signature

Print Name

Signature

Print Name

CERTIFICATION OF ASSURANCE OF COMPLIANCE
Victims of Crime Act (VOCA) Fund

I, George Gascón, District Attorney hereby certify that
(official authorized to sign Subaward; same person as Section 14 on Subaward Face Sheet)

SUBRECIPIENT: City and County of San Francisco

IMPLEMENTING AGENCY: Office of the District Attorney

PROJECT TITLE: County Victim Services Program

is responsible for reviewing the *Subrecipient Handbook* and adhering to all of the Subaward requirements (state and/or federal) as directed by Cal OES including, but not limited to, the following areas:

I. Federal Grant Funds

Subrecipients expending \$750,000 or more in federal grant funds annually are required to secure an audit pursuant to OMB Uniform Guidance 2 CFR Part 200, Subpart F and are allowed to utilize federal grant funds to budget for the audit costs. See Section 8000 of the Subrecipient Handbook for more detail.

- The above named Subrecipient receives \$750,000 or more in federal grant funds annually.
- The above named Subrecipient does not receive \$750,000 or more in federal grant funds annually.

II. Equal Employment Opportunity – (*Subrecipient Handbook Section 2151*)

It is the public policy of the State of California to promote equal employment opportunity by prohibiting discrimination or harassment in employment because of race, religious creed, color, national origin, ancestry, disability (mental and physical) including HIV and AIDS, medical condition (cancer and genetic characteristics), marital status, sex, sexual orientation, denial of family medical care leave, denial of pregnancy disability leave, or age (over 40). **Cal OES-funded projects certify that they will comply with all state and federal requirements regarding equal employment opportunity, nondiscrimination and civil rights.**

Please provide the following information:

Equal Employment Opportunity Officer: Shavaun Burse
Title: Senior Personnel Analyst
Address: 850 Bryant Street, Room 322, San Francisco, CA 94103-4600
Phone: 415-553-9027
Email: shavaun.burse@sfgov.org

III. Drug-Free Workplace Act of 1990 – (Subrecipient Handbook, Section 2152)

The State of California requires that every person or organization subawarded a grant or contract shall certify it will provide a drug-free workplace.

IV. California Environmental Quality Act (CEQA) – (Subrecipient Handbook, Section 2153)

The California Environmental Quality Act (CEQA) (*Public Resources Code, Section 21000 et seq.*) requires all Cal OES funded projects to certify compliance with CEQA. Projects receiving funding must coordinate with their city or county planning agency to ensure that the project is compliance with CEQA requirements.

V. Lobbying – (Subrecipient Handbook Section 2154)

Cal OES grant funds, grant property, or grant funded positions shall not be used for any lobbying activities, including, but not limited to, being paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal grant or cooperative agreement.

VI. Debarment and Suspension – (Subrecipient Handbook Section 2155)
(This applies to federally funded grants only.)

Cal OES-funded projects must certify that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of federal benefits by a state or federal court, or voluntarily excluded from covered transactions by any federal department of agency.

VII. Proof of Authority from City Council/Governing Board

The above-named organization (Applicant) accepts responsibility for and will comply with the requirement to obtain a signed resolution from the city council/governing board in support of this program. The applicant agrees to provide all matching funds required for said project (including any amendment thereof) under the Program and the funding terms and conditions of Cal OES, and that any cash match will be appropriated as required. It is agreed that any liability arising out of the performance of this Subaward, including civil court actions for damages, shall be the responsibility of the grant Subrecipient and the authorizing agency. The State of California and Cal OES disclaim responsibility of any such liability. Furthermore, it is also agreed that grant funds received from Cal OES shall not be used to supplant expenditures controlled by the city council/governing board.

The applicant is required to obtain written authorization from the city council/governing board that the official executing this agreement is, in fact, authorized to do so. The applicant is also required to maintain said written authorization on file and readily available upon demand.

VIII. Civil Rights Compliance

The Subrecipient complies with all laws that prohibit excluding, denying or discriminating against any person based on actual or perceived race, color, national origin, disability, religion, age, sex, gender identity, and sexual orientation in both the delivery of services and employment practices and does not use federal financial assistance to engage in explicitly religious activities.

IX. Special Condition for Grant Subaward with Victims of Crime Act (VOCA) Funds

- **Computer Network Requirement:** The recipient understands and agrees that (a) No award funds may be used to maintain or establish a computer network unless such network blocks the viewing, downloading, and exchanging of pornography, and (b) Nothing in subsection (a) limits the use of funds necessary for any federal, state, tribal, or local law enforcement agency or any other entity carrying out criminal investigations, prosecution, or adjudication activities.
- **Prohibit use of funds for ACORN and its subsidiaries:** 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.
- **Text Messaging Policy:** 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 subrecipients 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.
- **Nondiscrimination in programs involving students:** The recipient understands and agrees that award funds may not be used to discriminate against or denigrate the religious or moral beliefs of students who participate in programs for which financial assistance is provided from those funds, or of the parents or legal guardians of such students.
- **Registration with the System for Award Management and Universal Identifier Requirements:** The recipient agrees to comply with applicable requirements regarding registration with the System for Award Management (SAM) (or with a successor government-wide system officially designated by OMB and OJP). The recipient also agrees to comply with applicable restrictions on subawards to first-tier subrecipients that do not acquire and provide a Data Universal Numbering System (DUNS) number. The details of recipient obligations are posted on the Office of Justice Programs web site at <http://www.ojp.gov/funding/sam.htm> (Award condition: Registration with the System for Award Management and Universal Identifier Requirements), and are incorporated by reference here. This special condition does not apply to an award to an individual who received the award as a natural

person (i.e., unrelated to any business or nonprofit organization that he or she may own or operate in his or her name).

- VA OCFO Access: The Grantee authorizes Office for Victims of Crime (OVC) and/or the Office of the Chief Financial Officer (OCFO), and its representatives, access to and the right to examine all records, books, paper or documents related to the VOCA grant. The State will further ensure that all VOCA subgrantees will authorize representatives of OVC and OCFO access to and the right to examine all records, books, paper or documents related to the VOCA grant.
- Reporting Potential Fraud, Waste, and Abuse, and Similar Misconduct: 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; email: 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.

All appropriate documentation must be maintained on file by the project and available for Cal OES or public scrutiny upon request. Failure to comply with these requirements may result in suspension of payments under the grant or termination of the grant or both and the Subrecipient may be ineligible for subaward of any future grants if the Cal OES determines that any of the following has occurred: (1) the Subrecipient has made false certification, or (2) violates the certification by failing to carry out the requirements as noted above.

CERTIFICATION

I, the official named below, am the same individual authorized to sign the Subaward [Section 14 on Grant Subaward Face Sheet], and hereby swear that I am duly authorized legally to bind the contractor or grant Subrecipient to the above described certification. I am fully aware that this certification, executed on the date and in the county below, is made under penalty of perjury under the laws of the State of California.

Authorized Official's Signature: 

Authorized Official's Typed Name: George Gascon

Authorized Official's Title: District Attorney

Date Executed: 5/11/16


Federal Employer ID #: 94-6000417 Federal DUNS # 143602105

Current Central Contractor Registration Expiration Date: March 1, 2017

Executed in the City/County of: San Francisco

AUTHORIZED BY: *(not applicable to State agencies)*

- | | |
|--|--|
| <input checked="" type="checkbox"/> City Financial Officer | <input checked="" type="checkbox"/> County Financial Officer |
| <input type="checkbox"/> City Manager | <input type="checkbox"/> County Manager |
| <input type="checkbox"/> Governing Board Chair | |

Signature: 

Typed Name: Ben Rosenfield

Title: Controller, City & County of San Francisco

PROJECT SUMMARY

1. Subaward #:		3. PERFORMANCE PERIOD	
2. PROJECT TITLE County Victim Services Program		07/01/2016 to 06/30/2018	
4. SUBRECIPIENT		5. GRANT AMOUNT	
Name:	City & County of San Francisco	Phone:	415-734-3359
Address:	850 Bryant Street, Room 322	Fax #:	415-553-1034
City:	San Francisco	Zip:	94103
(this is the same amount as 12G of the Grant Subaward Face Sheet)			
\$ 964,123			
6. IMPLEMENTING AGENCY			
Name:	Office of the District Attorney	Phone:	415-734-3359
		Fax #:	415-553-1034
Address:	850 Bryant Street, Room 322	City:	San Francisco
		Zip:	94103
7. PROGRAM DESCRIPTION			
<p>Our steering committee members have identified mass crime victim casualty planning, training and preparedness as the greatest need in the City and County of San Francisco. The committee has met two times prior to submitting this proposal and have committed to participating in meeting the outcomes outlined in this proposal (see attached MOUs). Members include representatives from the Department of Human Services (CPS/APS), Public Health, Law Enforcement(Police, Sheriff, Probation), Medical Examiner, Emergency Services, the Courts and Community Based Agencies. Each agency has designated a staff member to represent them on the Steering Committee and anticipated work groups to carry out the goals and objective proposed in the grant.</p>			
8. PROBLEM STATEMENT			
<p>The City and County of San Francisco is the financial and cultural core of a metropolitan area composed of nine Bay Area and is the only city-county dual jurisdiction government in California, covers approximately 46 square miles and is home to an estimated 852,469 people (U.S. Census Bureau Quickfacts). San Francisco's risk of natural disasters like earthquakes, tsunamis and severe storms is well documented and planned for, but more uncommon emergencies like terrorism or mass casualty events unfortunately a growing concern for the city. Events like those in Boston, Paris, Brussels and San Bernardino are a reminder of both the need to plan and prepare and impact these terrible incidents can have on our communities. San Francisco is at greater risk of terrorist incidents than other small urban areas due to its high profile, national image and the large number of tourist who visit the city each day.</p>			
9. OBJECTIVES			
<p>Our office has identified and prioritized the goal to collaborate, plan and practice for responding to mass casualty crime events. Our objectives are to 1) develop a plan for multiple scenarios of mass crime victim incidents, 2) determine effective responses and the resources needed, and 3) practice and prepare for the response, and 4) Develop a protocol for accessing, updating and implementing plan on an annual basis.</p>			

10. ACTIVITIES

Plan: 1) work with multi-agency steering committee to review existing disaster/crisis plans, 2) integrate victim services into existing plan when appropriate, and 3) develop city wide plan to respond to victims of mass crime casualties.

Train: 1) Identify and train multi-agency crisis response team (approximately 100 people) to be cross trained in crisis response for a mass crime casualty event, 2) Coordinate 4 trainings for multidisciplinary team including staff preparedness, crisis counseling and services, family assistance center and communication centers.

Practice: 1) Lead a discussion/based/table top practice in year one, 2) lead a city wide practice drill with multi-agency collaboration in year two.

Ongoing: 1) Develop a system for storing information and plan updates, 2) annual meeting to review and update plan, 3) develop information and tools that are relevant and accessible.

11. EVALUATION (if applicable)

Documentation for a process evaluation and other data will be collected during the two year period.

12. NUMBER OF CLIENTS

(if applicable)

13. PROJECT BUDGET

(these are the same amounts as on Budget Pages)

	Personal Services	Operating Expenses	Equipment	TOTAL
VOCA 15	\$281,550	\$489,748	\$0	\$771,298
VOCA 15 Match	\$192,825	\$0	\$0	\$192,825
				\$0
				\$0
				\$0
				\$0
Totals:	\$474,375	\$489,748	\$0	\$964,123

Project Narrative

1. Problem Statement

Demographics

The City and County of San Francisco is the financial and cultural core of a metropolitan area composed of nine Bay Area counties with a combined population that exceeds 7 million people. The City and County of San Francisco, the only city-county dual jurisdiction government in California, covers approximately 46 square miles and is home to an estimated 852,469 people (U.S. Census Bureau Quickfacts).

San Francisco is the center of international tourism and a major commuter destination; its daytime population exceeds 1.5 million. San Francisco is extremely dense and ethnically, linguistically and socio-economically diverse. A disproportionately large number of Limited English Proficient (LEP) families and communities come to the City and County of San Francisco in search of community based services and government systems that are more culturally and linguistically competent to meet their basic needs than those in other areas of the state. The primary social factors that influence life in San Francisco are the cultural, ethnic, and linguistic diversity of residents and the density of the population with approximately 18,500 residents per square mile, 44% of which are family households. San Francisco's ethnic diversity includes approximately 54% White, 34% Asian/Pacific Islander, 15% Hispanic/Latino, and 6% African American residents. Amongst this ethnic diversity the low-income African Americans and Latinos disproportionately live in neighborhoods which are most impacted by violent crime. In addition to the permanent residents of San Francisco, the City is home to 25 colleges and universities, with thousands of students from all over the world.

Crime types

The Victim Services Division served 7,044 victims and survivors of all crimes in 2015; providing crisis intervention, restraining order assistance, information about the criminal justice system, victims of crime compensation assistance, advising on case status, court escort and waiting, assistance with writing victim impact statements, relocation assistance, funeral arrangements, and restitution. Crime types of victims served included domestic violence, 24%;

assault, 23%; robbery, 17%, survivors of homicide and domestic violence of a child, both 4%; child sex assault and elder abuse and threats, each 3%; sex assault, child physical abuse, hit and run all 2% and 13% were crime that fell outside of these categories. Analysis of new victims served in 2015 show ethnic identification of victims as 14% Asian, 21% African American, 25% White, 34% Latino and 6% other ethnicities.

Gaps/Needs

San Francisco's risk of natural disasters like earthquakes, tsunamis and severe storms is well documented and planned for, but more uncommon emergencies like terrorism or mass casualty events unfortunately a growing concern for the city.

Events like those in Boston, Paris, Brussels and San Bernardino are a reminder of both the need to plan and prepare, and the impact these terrible incidents can have on our communities. San Francisco is at greater risk of terrorist incidents than other small urban areas due to its high profile, national image and the large number of tourist who visit the city each day (SFDEM.org).

Over the past two years, the San Francisco District Attorney's Office Victim Services Division has been identifying, assessing and responding to gaps and needs in services. Many of those issues have been addressed, but one glaring challenge that has the potential to impact large numbers of victims, witnesses and the entire community is mass casualty crime events.

Terrorism, active shooters, and other mass casualty crime events (defined by USC Title 18 as 3 or more victims in a single incident) can have significant impact on large numbers of people in short amount of time. The Federal Bureau of Investigations estimates each victim and witness of a mass crime casualty effects at least four other people, making this type of event a challenging crisis to manage under any circumstance. **Our office has identified and prioritized the goal to collaborate, plan and practice for responding to mass casualty crime events. Our objectives are to 1) develop a plan for multiple scenarios of mass crime victim incidents, 2) determine effective responses and the resources needed, and 3) practice and prepare for the response.**

Impact of Addressing Gaps/Needs

By developing and convening the Victim Services Steering Committee (VSSC) that will evaluate and develop a multiagency plan for responding to victims of mass casualty crime incidents that

could affect hundreds, or even thousands of residents in the event of a crisis. The proposal to coordinate, plan, train and practice for critical events involving victims of mass crime casualties will help minimize loss of life, organize and facilitate timely effective responses, plan for maximizing supports and resources for victims, witnesses, their families and the community. In addition, this planning process will help us identify gaps in services, resources and knowledge that can facilitate better coordinated and more effective response in the even that we have to respond to a mass casualty incident.

This process will also allow us to address the complex issues of ‘at risk’, vulnerable and special need populations in the city of San Francisco. People who due to age; physical, mental, or cognitive challenges; culture, religion, language or citizenship; or socioeconomic status may have unique barriers or challenges in the event of a mass crime victim event. When we are better able to anticipate and plan for needs, we can better serve victims in the time of a crisis event.

2. Plan

The following is our comprehensive plan for identifying gaps and needs, addressing identified victim services gaps/needs, administering the XC Grant Sub-award from Cal OES and acting as the single point of contact for the grant. We have included measurable objectives and detailed activities. Our budget narrative outlines our proposal to provide the required match through leadership staff and 4,160 volunteer hours. Signed Memorandums of Understanding by all San Francisco Victim Services Steering Committee Members are attached.

The San Francisco District Attorney’s Office Victim Services Division will lead and manage the San Francisco Victim Services Steering Committee (SFVSSC). Our steering committee members have identified mass crime victim casualty planning, training and preparedness as the greatest need in the City and County of San Francisco. The committee has met two times prior to submitting this proposal and all have signed MOU committing to participating in meeting the outcomes outlined in this proposal (see attached MOUs).

Members of the current SFVSSC include:

- Human Services Agency of San Francisco, which includes
 - Adult Protective Services

- Child Protective Services
- San Francisco Superior Courts
- San Francisco Department of Public Health, which includes
 - Trauma Recovery Center
- San Francisco Police Department
- San Francisco Adult Probation Department
- San Francisco Sheriff's Department
- San Francisco Medical Examiner
- San Francisco Department of Emergency Management
- La Casa De Las Madres- Domestic Violence and Sexual Assault Services

As the planning process proceeds we anticipate inviting members from our Level One Trauma Treatment Center- San Francisco General Hospital (also under the Dept. of Public Health), the Salvation Army, the Red Cross, San Francisco Fire Department (including the Neighborhood Response Team), Emergency Services, the Port of San Francisco, and other community based organizations.

Our proposal is to develop a Victim Services Steering Committee including the following objectives and activities.

Objective 1: Review existing department and agency plans and develop new plans, protocols or policies as needed or identified.

Activities:

- a. Identify specific people from each department by title or team as responsible for steering committee participation and responsible for updating and maintaining plan (see elements of plan attached)
- b. Review current city and county department disaster and mass casualty event plans
- c. Find appropriate nexus for Victim Services Division
- d. Integrate integration into system and/or develop new plan(s)
- e. Obtain final sign off of report by end of two year grant term
- f. Publish report (hard and electronic)copy and distribute to all partners

- g. Meet as a steering committee on a quarterly basis

Objective 2: Train multiagency teams to respond to mass casualty crime victim incidents.

Activities:

- a. Identify and Train staff members that will be part of the response team from multiple agencies (estimate 100 staff members)
- b. Potential trainings include, but not limited to:
 - Staff Preparedness
 - Crisis Counseling and Services
 - Family Assistance Centers
 - Communication Centers
 - Ongoing Training

Objective 3: Lead and participate in practice drills to test, evaluate and refine performance.

Activities

- a. Discussion Based/Table Top Practice- year 1

All SF VSSC members will participate in a daylong crisis preparation exercise consisting on a mass crime casualty event scenario. The goals of the exercise include:

- Providing an opportunity to evaluate plans and operations
- Reinforce team work and relationship building
- Identify gaps and problems

- b. Operations Based Exercise year 2

All SF VSSC members and designated staff from their designated staff members will participate in a day-long large scale crisis response drill consisting on a mass crime casualty event scenario in a large public venue (e.g. ATT Park). The goals of the exercise include:

- Practice deployment, multiagency coordination and logistics
- Test performance of people, equipment and resources

- Identify gaps in resources
- Clarify roles and responsibilities
- Improve individual and team performance
- Evaluate- observe and collect data, analyze data, determine if goals or objectives were met
- Feedback – After Action Report
- Refine Plan- After Action Improvement Plan

Elements of Mass Casualty Crime Incident Plan proposed to be developed by the San Francisco Victims Services Steering Committee (SFVSSC)

- I. Title Page/Preface/Table of Contents
- II. Letter of Approval/Signature Page
- III. Mission Statement and Purpose
- IV. Plan Objectives
- V. Authorities, Codes, Policies
- VI. Communication Plans
 - a. Internal
 - b. External
- VII. Pre-Arranged Agreements
- VIII. Mutual Aid Agreements
- IX. MOUs
- X. Data Management and Protection
- XI. Departmental Activity Prioritization
- XII. Leadership Succession
- XIII. Staff Responsibilities
- XIV. Department Operations Center
- XV. Check In/Out Procedures
- XVI. Emergency Operations Center
- XVII. Disaster Recovery
- XVIII. Debrief
- XIX. Glossary of Terms
- XX. References
- XXI. Appendices

Objective 4: Develop a protocol for accessing, updating and implementing plan on an annual basis.

Activities:

- a. Develop a system for storing relevant information between plan updates
- b. Plan for updates and maintenance – Annual meeting to review and update plan

- c. Easily accessible information
- Plans
 - Documents
 - Contact information
 - New lessons learned or new directions
 - Staff lists
 - Supply/Resources lists

3. Capabilities

The purpose of this section is to further outline the capacity and commitment of the San Francisco District Attorney's Office to implement and manage the proposed grant program. The enclosed organizational chart presents a graphic depiction of the management hierarchy and service delivery plan.

Capacity to Implement Plan: The Chief of Victim Services and Parallel Justice Programs, Gena Castro Rodriguez, will bear primary responsibility for the oversight of the grant, including management of programmatic and fiscal requirements. She will be responsible for ensuring the outcomes and objectives of the grant are met during the term of the grant, that all reporting is submitted in timely manner, and supervise the staff and volunteers managing the objectives of the contract. The proposed full time program specialist (Victim Witness Investigator 8133) for the position will be responsible convening and managing the steering committee, coordinating and staffing workgroups, reviewing existing plan and developing new plans and documents, coordinating all trainings, managing practice drills, contributing to reporting and evaluation process, managing all documents, and work products as result of the grant and steering committee work.

Capacity to Manage Grant Programs: The SFDA Grants Manager is lead representative for the office on programmatic grant responsibilities. This position oversees pre- and post-award grant administration and ensures regulatory compliance and may manage grant-funded programs. In addition to grant administration, the Grants Manager may serve as the liaison with the funding

Subrecipient: City & County of San Francisco Subaward #: _____

agency and submit reports and modifications to the funding agency. Policy and Grants Manager, Tara Anderson, has over 14 years of experience in grants administration and will support this grant project under the direction of the Chief of Victim Services and Parallel Justice Programs.

The SFDA Assistant Chief of Finance and Administration and the Fiscal Analyst serve as lead for grant related budgetary responsibilities. The finance team is involved in pre-award budget development and the day-to-day fiscal management of the grant, including approval from the Board of Supervisors, tracking expenditures, invoicing, charging personnel time, and cost reimbursement. Only fiscal management staff can draw down federal funds, and coordinate and respond to audits with input from staff with programmatic responsibilities. The finance team under the leadership of Assistant Chief Sheila Arcelona has over 25 years of experience with fiscal administration of grants.

This team works together on multiple grants in our department and is in complete compliance with all requirements for city, state, and federal grants.

BUDGET CATEGORY AND LINE ITEM DETAIL

Subrecipient: City and County of San Francisco		Subaward #:		
C. Equipment		VOCA 15	VOCA 15 Match	COST
None Requested				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
	Equipment Section Totals	\$0	\$0	\$0
EQUIPMENT SECTION TOTAL				\$0
Category Totals				
<i>Same as Section 12G on the Grant Subaward Face Sheet</i>	\$0	\$771,298	\$192,825	
Total Project Cost				\$964,123

Budget Narrative

The following section outlines the project's proposed budget and how it supports the objectives and activities of the grant. We have developed our proposed budget to focus on these outcomes and minimize administrative costs and maximizing matching funds of leadership staff and volunteers.

A. Personal Services- Salaries/Employee Benefits-

- a. Proposal to hire one full time Victim Witness Investigator III for 2 years to lead the Victim Services Steering Committee Mass Casualty Crime Victim Planning Process. This new staff position will be responsible for coordinating and managing the multiagency steering committee; convening members of the committee and subcommittees; working with partner agencies to review and analyze existing plans, protocols and policies; assist in the writing of a final plan or planning documents; coordinate and manage all division and multi-agency trainings including two large scale drills; evaluate, analyze and report on practice drills, and update plans and protocols as needed; facilitate printing, publication and distribution of report; coordinate all community outreach, engagement and public information campaigns related to work outlined in the proposal and associated with serving victims of crime. Qualification for the position will include: BA in organizational development, social sciences, public health or other related field; experience managing large multiagency steering committees; experience working on disaster or mass casualty events; experience working with victims of crime; experience writing, editing and publishing citywide policy and planning publications.
- b. Match Funding- 10% FTE Chief of Victim Services and Parallel Justice Programs. This position leads the division of victim services and will be responsible for ensuring the objectives and activities of the proposal are met, will supervise the direct service staff and will chair the steering committee. Additionally we will utilize 4,160 volunteer hours with part time victim services program interns.
- c. Benefits for designated full time staff member include social security, medicare, health insurance. dependent coverage, retirement, unemployment insurance and dental insurance.

B. Operating Expenses- Supplies

- a. Laptop computers for Victim Services Staff members to use for training, practice and in the event of an actual mass casualty crime victim incident. Laptops will be equipped to allow advocates and claim staff to provide direct services to victim in the field including at a command center or family resource center.
- b. Pre-paid cell phones for use by staff and victims in the field in the event of a mass casualty crime victim incident.

- c. Personal protective gear including hard hats, gloves, identifying vest for trained staff members on response team.
 - d. Canopies, folding tables and chairs to be used for practice exercises and mass casualty victim of crime events to facilitate providing services.
 - e. Gift cards for victim expenses in the event of a mass casualty victim crime event including: food, medication, transportation, clothing, and other urgent and immediate needs as a result of the event).
- C. Mass Casualty Trainings for victim services staff members and designated staff from the multiagency steering committee (estimated 100) in areas associated with responding to victims of mass casualty crime events, crisis counseling, managing family resource centers, communications and media, girls and loss support and self-care for first responders. We will refine expense including consultants, registration fees, and materials as we identify needs and gaps in training as well as the number of team members in need of training.
- D. Mass Casualty Drills for steering committee members, additional key partners and designated staff members to prepare for responding to mass casualty crime events. Two drill are proposed: a discussion based/desk top drill in year 1 and a city wide large scale drill at a venue to be determined. Expenses could include materials, rental fee for venue & equipment, consultants. We will refine this expense as we explore the scope and partners for the drill.
- E. Printing of materials for the action steps of the steering committee, drills and practice exercises; publication of reports; public information materials.
- F. Travel/Training: Travel expenses for victim services staff including mileage, toll, parking; registration for trainings, other training related expenses.
- G. Indirect expenses including administrative overhead.

PROJECT SERVICE AREA INFORMATION

1. COUNTY OR COUNTIES SERVED: Enter the name(s) of the county or counties served by the project. Put an asterisk where the project's principal office is located.

City and County of San Francisco

2. U.S. CONGRESSIONAL DISTRICT(S): Enter the number(s) of the U.S. Congressional District(s) which the project serves. Put an asterisk for the district where the project's principal office is located.

08*, 12

3. STATE ASSEMBLY DISTRICT(S): Enter the number(s) of the State Assembly District(s) which the project serves. Put an asterisk for the district where the project's principal office is located.

13*, 12

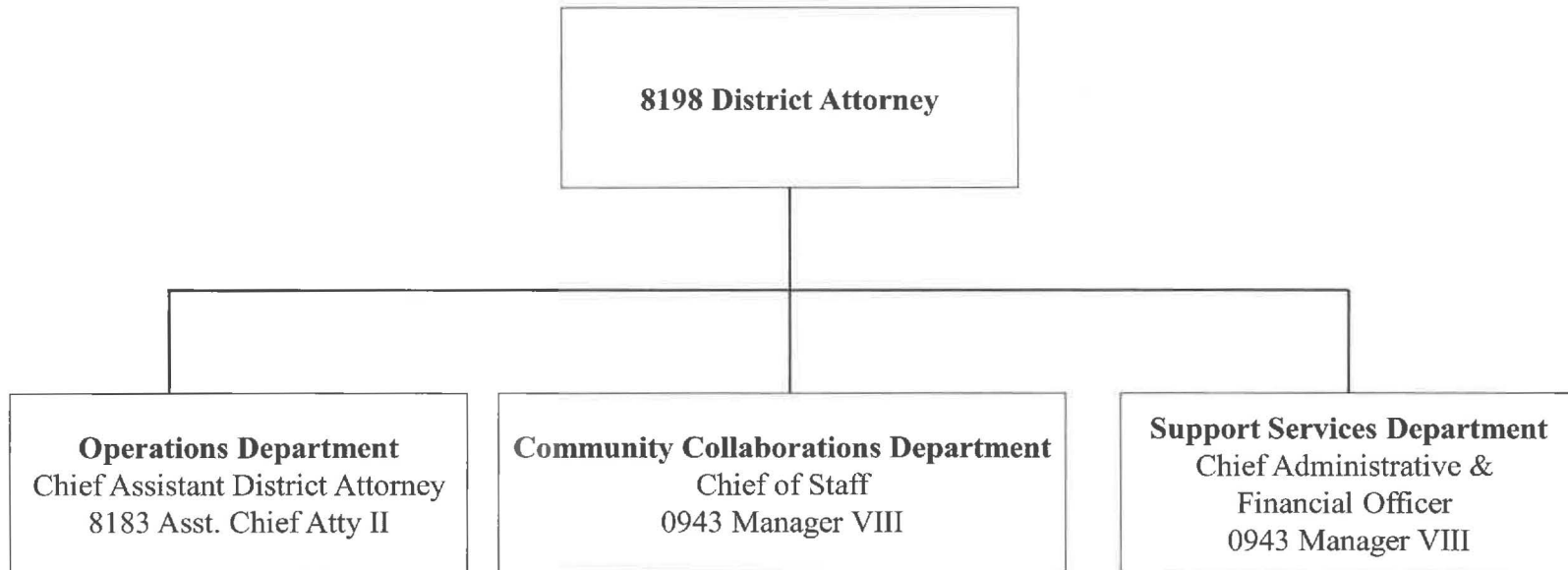
4. STATE SENATE DISTRICT(S): Enter the number(s) of the State Senate District(s) that the project serves. Put an asterisk for the district where the project's principal office is located.

03*, 08

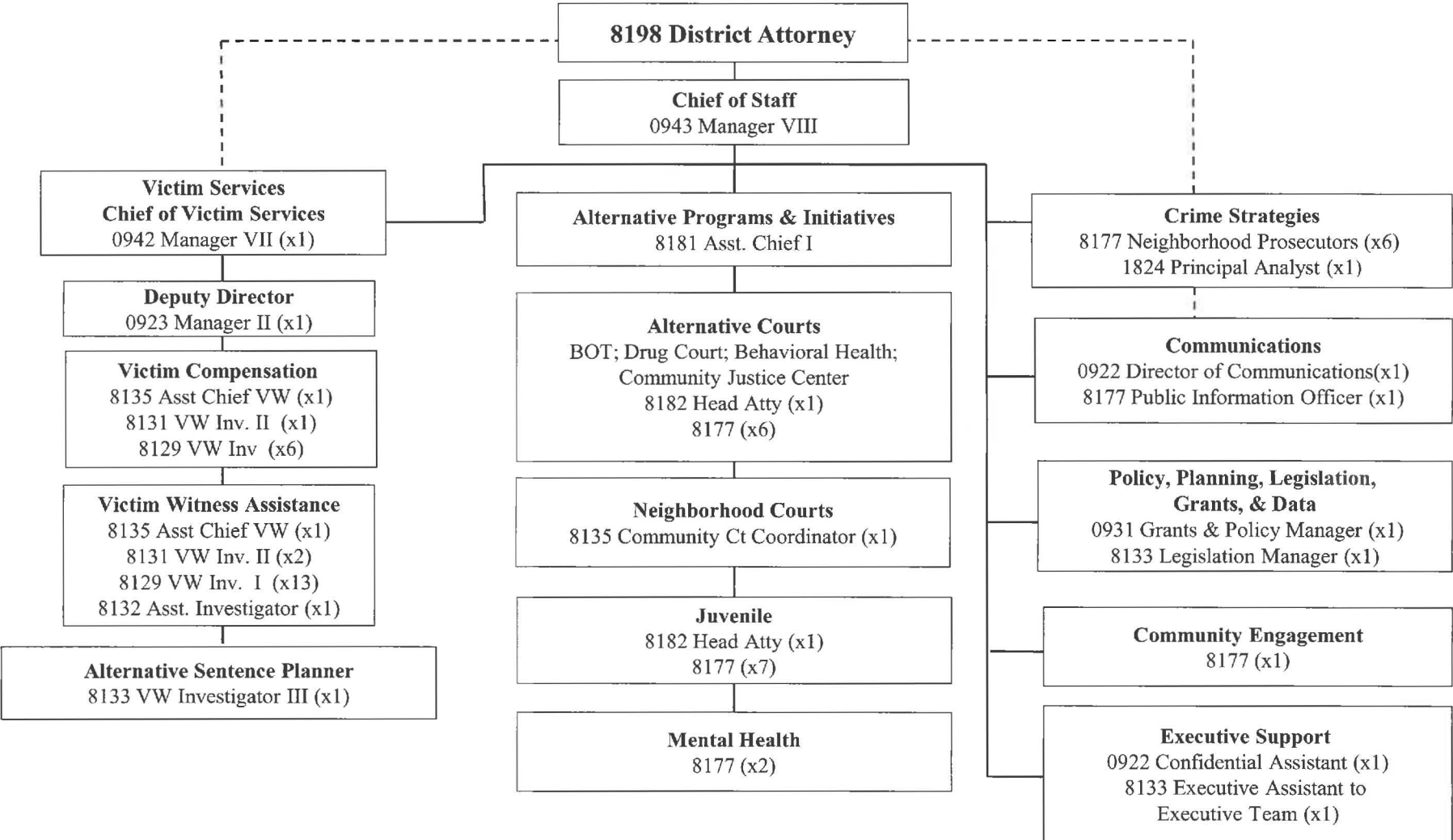
5. POPULATION OF SERVICE AREA: Enter the total population of the area served by the project.

852,469 (US Census 2014 estimate)

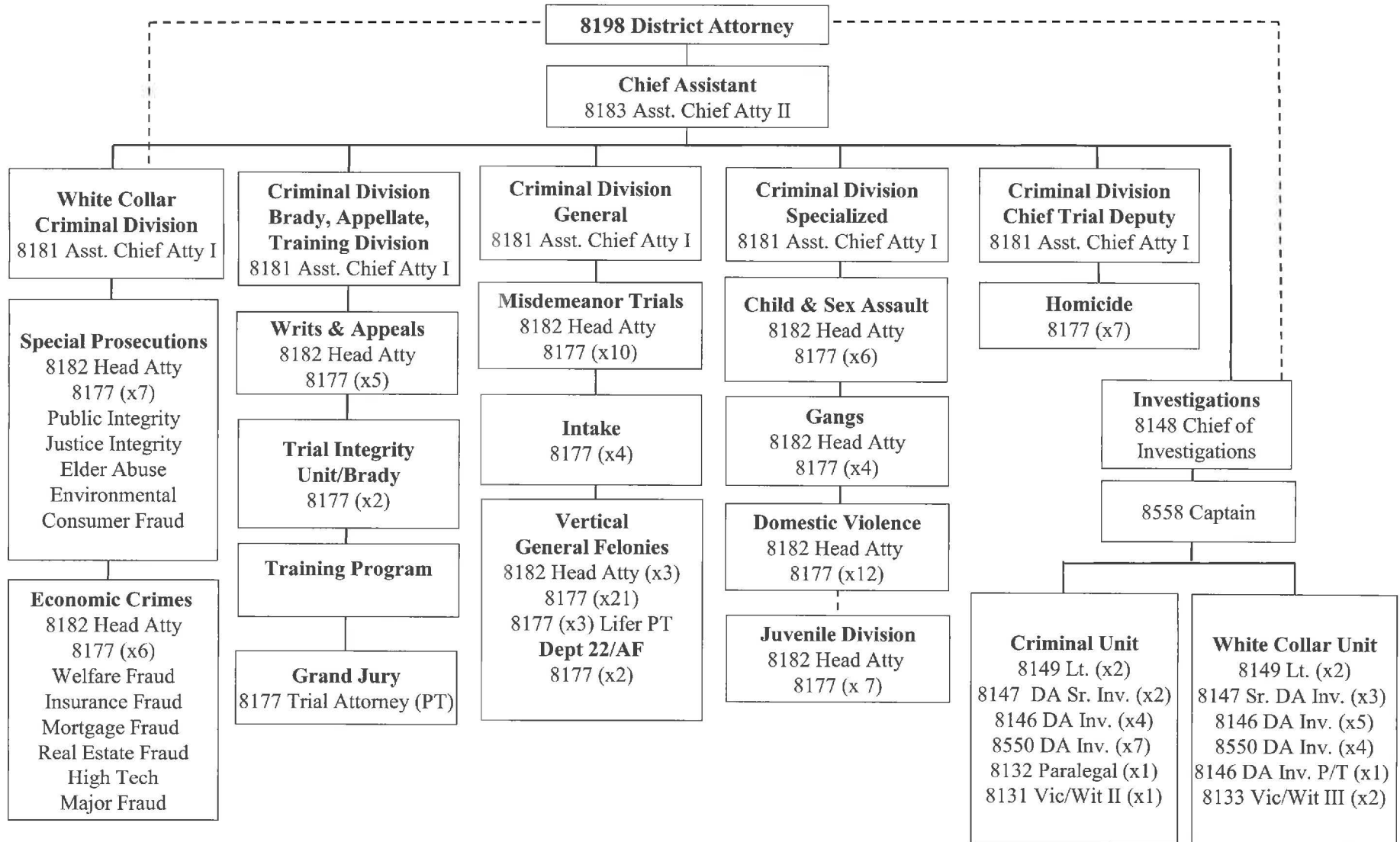
San Francisco District Attorney Executive Staff Organizational Structure



San Francisco District Attorney Community Collaborations Organizational Structure



San Francisco District Attorney Operations Department Organizational Structure



District Attorney Support Services Organizational Chart

