

1 [Accept and Expend Grant - California Governor's Office of Emergency Services, Elder
2 Abuse Program - \$700,000]

3 **Resolution retroactively authorizing the Office of the District Attorney to accept and**
4 **expend a grant increase of \$300,000 for a total amount of \$700,000 from the**
5 **California Governor's Office of Emergency Services for the Elder Abuse Program for**
6 **the grant period of July 1, 2016, through December 31, 2019.**

7
8 WHEREAS, The initial amount awarded to the Office of the District Attorney from the
9 California Governor's Office of Emergency Services (Cal OES) for the Elder Abuse
10 Program was \$400,000, and which the Board of Supervisors accepted and expended
11 through Resolution No. 460-16; and

12 WHEREAS, On October 9, 2017, Cal OES awarded an additional \$300,000 to the
13 Office of the District Attorney for the Elder Abuse (XE) Program; and

14 WHEREAS, The total amount awarded to the Office of the District Attorney for the
15 XE Program is \$700,000; and

16 WHEREAS, The purpose of the grant is to enhance the safety of elder victims of
17 crime by providing direct services to victims, and bridge the gap between elder justice
18 service providers and victim service providers; and

19 WHEREAS, The grant does not require an amendment to the Annual Salary
20 Ordinance (ASO) Amendment; and

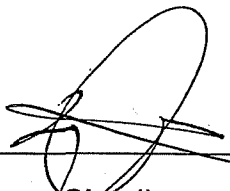
21 WHEREAS, The grant includes a required match of 20% of the project budget or
22 \$175,000; the source of match is through volunteer hours and general funds; and

23 WHEREAS, The grant includes provision for indirect costs of \$58,212; now,
24 therefore, be it

1 RESOLVED, That the Board of Supervisors hereby authorizes the Office of the
2 District Attorney to retroactively accept and expend, on behalf of the City and County of
3 San Francisco, a grant from the California Governor's Office of Emergency Services for the
4 Elder Abuse Program in the amount of \$700,000 to enhance elder services.
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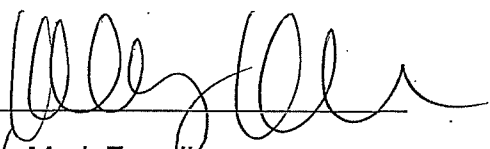
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Recommended:

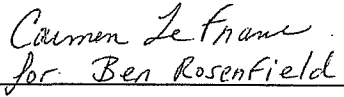


Eugene Glendinen
Chief Administrative & Financial Officer
for George Gascón
District Attorney

Approved:


for Mark Farrell
Mayor

Approved:


for Ben Rosenfield
Ben Rosenfield
Controller

File Number: 180343
(Provided by Clerk of Board of Supervisors)

Grant Resolution Information Form
(Effective July 2011)

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

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

1. Grant Title: **Elder Abuse Program**
2. Department: **Office of the District Attorney**
3. Contact Person: **Lorna Garrido** Telephone: **(415) 553-9258**
4. Grant Approval Status (check one):
 Approved by funding agency Not yet approved
5. Amount of Grant Funding Approved or Applied for: **\$700,000**
6. a. Matching Funds Required: **\$175,000**
b. Source(s) of matching funds (if applicable): **Volunteer hours & staff hours paid through general funds (Project ID 10023081)**
7. a. Grant Source Agency: **U.S. Department of Justice, Office of Justice Programs**
b. Grant Pass-Through Agency (if applicable): **California Governor's Office of Emergency Services**
8. Proposed Grant Project Summary: **To enhance the safety of elder victims of crime by providing direct services to victims and bridging the gap between elder justice service providers and victim service providers.**
9. Grant Project Schedule, as allowed in approval documents, or as proposed:
Start-Date: **July 1, 2016** End-Date: **December 31, 2019**
10. a. Amount budgeted for contractual services: **\$10,000**
b. Will contractual services be put out to bid? **Yes**
c. If so, will contract services help to further the goals of the Department's Local Business Enterprise (LBE) requirements? **No, we will not be able to use the contracting process to promote LBE goals as this is federal funding which prohibits regional preferences.**
d. Is this likely to be a one-time or ongoing request for contracting out? **One time**
11. a. Does the budget include indirect costs?
 Yes No
b. 1. If yes, how much? **\$58,212**
b. 2. How was the amount calculated? **10% of direct salaries and fringes**
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?

12. Any other significant grant requirements or comments:

We request for approval of the \$375,000 increase in funds awarded from \$500,000 to \$875,000 including match of \$175,000. In addition, the project period end date changed from June 30, 2018 to December 31, 2019.

****Disability Access Checklist***(Department must forward a copy of all completed Grant Information Forms to the Mayor's Office of Disability)**

13. 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 checked="" 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) | |

14. 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 disability rights laws and regulations and will allow the full inclusion of persons with disabilities. These requirements include, but are not limited to:

1. Having staff trained in how to provide reasonable modifications in policies, practices and procedures;
2. Having auxiliary aids and services available in a timely manner in order to ensure communication access;
3. Ensuring that any service areas and related facilities open to the public are architecturally accessible and have been inspected and approved by the DPW Access Compliance Officer or the Mayor's Office on Disability Compliance Officers.

If such access would be technically infeasible, this is described in the comments section below:

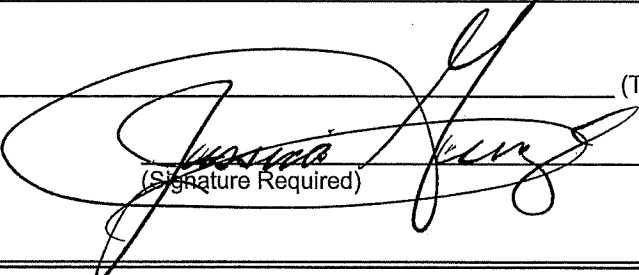
Comments:

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

Jessica Geiger
(Name)

Facilities Manager (Title)

Date Reviewed: 3/6/18

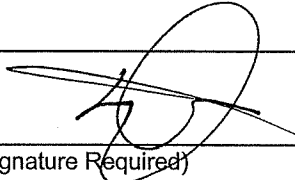

(Signature Required)

Department Head or Designee Approval of Grant Information Form:

Eugene Clendinen
(Name)

Chief Administrative & Financial Officer
(Title)

Date Reviewed: 3/6/18


(Signature Required)

BUDGET CATEGORY AND LINE ITEM DETAIL

Subrecipient: City & County of San Francisco				Subaward #: XE16 01 0380			
A. Personal Services – Salaries/Employee Benefits	15 VOCA	15 VOCA MATCH	16 VOCA	16 VOCA MATCH	17 VOCA	17 VOCA MATCH	COST
8129 VW Investigator/Victim Advocate - Peter Huynh Biweekly salary (01/01/17-6/30/17): \$2,800 x 13 pay periods x 1 FTE = \$36,400	\$36,400						\$36,400
Biweekly salary (07/01/17-08/31/18): \$3,021 x 30.5 pay periods x 1 FTE = \$92,140.5	\$92,141						\$92,141
Biweekly salary (09/01/18-08/31/19): \$3,021 x 26 pay periods x 1 FTE = \$78,546			\$78,546				\$78,546
Biweekly salary (09/01/19-12/31/19): \$3,021 x 8.7 pay periods x 1 FTE = \$26,283					\$26,283		\$26,283
Bilingual pay (01/01/17-08/31/18): \$40 x 43.5 pay periods x 1 FTE + \$1,740	\$1,740						\$1,740
Bilingual pay (09/01/18-08/31/19): \$40 x 26 pay periods x 1 FTE + \$1,040			\$1,040				\$1,040
Bilingual pay (09/01/19-12/31/19): \$40 x 8.7 pay periods x 1 FTE + \$348					\$348		\$348
8129 VW Investigator/Victim Advocate - Emily Burtch Biweekly salary (01/01/17-6/30/17): \$2,247 x 13 pay periods x 0.75 FTE = \$21,908	\$21,908						\$21,908
Biweekly salary (07/01/17-12/31/17): \$2,609 x 13 pay periods x 0.75 FTE = \$25,438	\$25,438						\$25,438
Biweekly salary (01/01/18-08/31/18): \$2,740 x 17.5 pay periods x 0.75 FTE = \$35,963	\$35,963						\$35,963
Biweekly salary (09/01/18-12/31/18): \$2,740 x 8.6 pay periods x 0.75 FTE = \$17,673			\$17,673				\$17,673
Biweekly salary (01/01/19-08/31/19): \$2,877 x 17.4 pay periods x 0.75 FTE = \$37,545			\$37,544				\$37,544
Biweekly salary (09/01/19-12/31/19): \$2,877 x 8.7 pay periods x 0.75 FTE = \$18,772					\$18,773		\$18,773
<i>Victim Advocate Fringe Benefits: 47.8237% for P. Huynh & E. Burtch</i>	\$59,750	\$26,932	\$72,023	\$7,909	\$13,811	\$7,903	\$188,328
Social Security: 6.2%							
Social Security Medicare: 1.45%							
Health Insurance: \$3,401							
Dependent Coverage: \$9,617							
Long Term Disability: 0.35%							
Retirement: 20.16%							
Unemployment Insurance: 0.27%							
Volunteer Match @ 8129 \$31.05 hourly rate x 1,552 hours = \$48,190		\$48,190					\$48,190
\$31.98 hourly rate x 1,552 hours = \$49,633				\$49,633			\$49,633
Personal Section Totals	\$273,340	\$75,122	\$206,826	\$57,542	\$59,215	\$7,903	\$679,948
PERSONAL SECTION TOTAL							\$679,948

BUDGET CATEGORY AND LINE ITEM DETAIL

Subrecipient: City & County of San Francisco				Subaward #: XE16 01 0380			
B. Operating Expenses	15 VOCA	15 VOCA MATCH	16 VOCA	16 VOCA MATCH	17 VOCA	17 VOCA MATCH	COST
Public Awareness Campaign	\$52,815	\$22,185	\$1,230			\$7,974	\$84,204
Sing Tao Weekly Newspaper							
4 full page ads x \$2,000 per ad = \$8,000							
San Francisco Examiner Newspaper							
4 full page ads x \$3,500 per ad = \$14,000							
FM 96.1 Mandarin Radio							
4 radio ads x \$1,000 per ad = \$4,000							
KGO Radio							
4 radio ads x \$1,000 per ad = \$4,000							
Billboard							
3 billboards x \$12,000 each = \$36,000							
Outreach Materials							
3,000 bags x \$2 per bag = \$6,000							
6,102 brochures x \$2 per brochure = \$12,204							
Contractors	\$12,000						\$12,000
Graphic Designer x \$10,000							
Material Translation x \$2,000							
Emergency financial assistance for victims	\$22,500						\$22,500
15 victims x \$1,500 maximum = \$22,500							
Travel for Project Director's Meetings	\$4,738						\$4,738
Airfare: \$300 x 2 staff x 2 trips = \$1,200							
Hotel: \$150 x 2 staff x 3 nights x 2 trips = \$1,800							
Per diem: \$73 x 2 staff x 3 days x 1 trip = \$438							
Ground transportation: \$200 x 2 staff x 2 trips = \$800							
Mileage: \$0.535 x 934 miles = \$500							
Rent							
Rent (01/01/17-8/30/18): 125 square feet x \$21/square foot x 1.75 FTE x 1.5833 yrs	\$7,273						\$7,273
Rent (09/01/18-8/30/19): 125 square feet x \$21/square foot x 1.75 FTE x 1 yr			\$4,594				\$4,594
Rent (09/01/19-12/31/19): 125 square feet x \$21/square foot x 1.75 FTE x 0.333 yr					\$1,531		\$1,531
Indirect - 10% di minimus	\$27,334	\$2,693	\$20,683	\$791	\$5,921	\$790	\$58,212
10% x \$582,125 salary & fringe = \$58,212							
Use for indirect - general administration, Finance, Payroll, Human Resources, Information Technology, and Executive Management							
Operating Section Totals	\$126,660	\$24,878	\$26,507	\$791	\$7,452	\$8,764	\$195,052
OPERATING SECTION TOTAL							\$195,052

BUDGET CATEGORY AND LINE ITEM DETAIL

Subrecipient: City & County of San Francisco				Subaward #: XE16 01 0380			
C. Equipment	15 VOCA	15 VOCA MATCH	16 VOCA	16 VOCA MATCH	17 VOCA	17 VOCA MATCH	COST
None requested.							\$0
Equipment Section Totals	\$0	\$0	\$0	\$0	\$0	\$0	\$0
EQUIPMENT SECTION TOTAL							\$0
Category Totals							
<i>Same as Section 12G on the Grant Subaward Face Sheet</i>	\$400,000	\$100,000	\$233,333	\$58,333	\$66,667	\$16,667	
Total Project Cost							\$875,000

CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES

GRANT SUBAWARD AMENDMENT SUBAWARD #: XE16010380

Federal Grant # _____ FIPS# 075-00000 Amendment# 1
 Project # N/A DUNS# _____ Performance Period 07/01/2016 to 12/31/2019

This amendment is between the California Governor's Office of Emergency Services, hereafter called Cal OES, and the Grant Subrecipient: San Francisco, City & County

Grant Subaward #XE16010130 between the parties here to is hereby amended to:
 To change the end of performance period of the Subaward from 06/30/2018 to 12/31/2019.

Increase the 15VOCA funds by \$0 from \$400,000 to \$400,000.
 Increase the 15VOCA match by \$0 from \$100,000 to \$100,000.

Increase the 16VOCA funds by \$233,333 from \$0 to \$233,333.
 Increase the 16VOCA match by \$58,333 from \$0 to \$58,333.

Increase the 17VOCA funds by \$66,667 from \$0 to \$66,667.
 Increase the 17VOCA match by \$16,667 from \$0 to \$16,667.

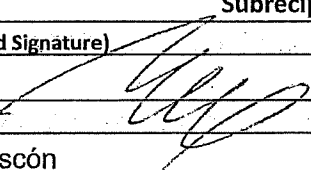
Increase the Total Project Cost by \$375,000 from \$500,000 to \$875,000.

SPECIAL CONDITIONS:

- 15VOCA funds in the amount of \$500,000 must be expended by 8/31/2018. The Final 2-201 for 15VOCA funds must be submitted by 8/31/2018.
- 16VOCA funds in the amount of \$291,666 must be expended by 8/31/2019. The Final 2-201 for 16VOCA funds must be submitted by 8/31/2019.
- The 2017 VOCA Funds in the amount of \$83,334 cannot be expended until the FY 2017/18 Federal VOCA Award is received by Cal OES. Should the Federal VOCA award be reduced, you will be notified and required to amend the Subaward.

Failure to comply with these requirements may result in the withholding and disallowance of grant payments, the reduction or termination of the Grant Subaward.

All other provisions of this agreement shall remain as previously agreed upon.

Subrecipient (Certification and Signature of Authorized Agent)				
By (Authorized Signature)			Date	
			9-25-17	
Printed Name			Title	
George Gascón			District Attorney	
Address				
850 Bryant Street, Room 322, San Francisco, CA 94103-4600				
Governor's Office of Emergency Services (For Cal OES use only)				
By Director or Designee			Date	
Printed Name			Title	
Amount Encumbered by this Document	Program/Component	Match	Item	
Prior Amount Encumbered	Fund Source	Chapter	Statute	Fiscal Year
Total Amount Encumbered to Date	PCA #	Project #	CFDA #	
I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purpose of the expenditure stated above.				
Signature of Cal OES Fiscal Officer			Date	

GRANT SUBAWARD MODIFICATION

MAIL TO: California Governor's Office Of Emergency Services
 3650 Schriever Ave
 Mather, CA 95655:

1. Subaward #: XE16 01 0380
 2. Modification # 1

3. Subrecipient/Implementing Agency: City & County of San Francisco
 4. Project Title: Elder Abuse (XE) Program
 5. Contact Person: Lorna Garrido Phone: (415) 553-9258 Fax: (415) 553-9700
 Email Address: lorna.garrido@sfgov.org 6. Performance Period: 07/01/2016 to 12/31/2019
 7. Payment Mailing Address: 850 Bryant Street, Room 322, San Francisco, CA 94103 Check here if new.

8. Revision to Budget

FISCAL YEAR	Current Allocation Select Acronym from list	Grant Funds				Required Match				Total
		A. Personal Services	B. Operating Expenses	C. Equipment	Fund Total	A. Personal Services	B. Operating Expenses	C. Equipment	Match Total	
15	VOCA	\$285,762	\$114,238		\$400,000	\$46,801	\$53,199		\$100,000	\$500,000
16	VOCA				\$0				\$0	\$0
17	VOCA				\$0				\$0	\$0
Yr	Fund				\$0				\$0	\$0
Yr	Fund				\$0				\$0	\$0
Proposed Change (add (+) or subtract (-) from budgeted amount)										
15	VOCA	(\$12,422)	\$12,422		\$0	\$28,321	(\$28,321)		\$0	\$0
16	VOCA	\$206,826	\$26,507		\$233,333	\$57,542	\$791		\$58,333	\$291,666
17	VOCA	\$59,215	\$7,452		\$66,667	\$7,903	\$8,764		\$16,667	\$83,334
Yr	Fund				\$0				\$0	\$0
Yr	Fund				\$0				\$0	\$0
Revised Allocation										
15	VOCA	\$273,340	\$126,660	\$0	\$400,000	\$75,122	\$24,878	\$0	\$100,000	\$500,000
16	VOCA	\$206,826	\$26,507	\$0	\$233,333	\$57,542	\$791	\$0	\$58,333	\$291,666
17	VOCA	\$59,215	\$7,452	\$0	\$66,667	\$7,903	\$8,764	\$0	\$16,667	\$83,334
Yr	Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Yr	Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

9. Justification for Modification: (If necessary, continue the justification on page 3.) Check to Total
 See page 3.

10. Subrecipient Approvals

Gena Castro-Rodriguez	Eugene Clendinen
Project Director (typed name)	Financial Officer (typed name)
Date <u>9/22/17</u>	Date <u>9/22/17</u>

Cal OES USE ONLY

Program Specialist	Date	Unit Chief	Date
Grants Processing	Date		

GRANT SUBAWARD MODIFICATION

Cal OES 2-223 INSTRUCTIONS

GENERAL INSTRUCTIONS – This form must be used for the following types of modification requests:

- Budget Revisions
- Increases/Decreases to Grant Funds*
- Reporting Project Income
- Change in Program Objectives
- Agency Name Change*
- Grant Extensions*
- Sole Source Requests
- Change of Project Director or Financial Officer
- Change in Mailing Address
- Change in physical address

*requires submission of a Grant Award Amendment form

- 1. SUBAWARD NUMBER:**
Enter the Subaward number as it appears at the top of the approved Grant Subaward Face Sheet.
- 2. MODIFICATION NUMBER:**
Enter the number of this request. Each modification must be consecutively numbered starting with #1.
- 3. SUBRECIPIENT/IMPLEMENTING AGENCY:**
Enter the Subrecipient and implementing agency names as they appear on lines 1 & 2 of the approved Grant Subaward Face Sheet.
- 4. PROJECT TITLE:**
Enter the project title of the program.
- 5. CONTACT PERSON:**
Enter the name, phone, fax, and email address of the person to contact regarding questions on this form.
- 6. PERFORMANCE PERIOD**
Enter the approved performance period giving the start and end dates for the grant award as shown on #6 of the Grant Subaward Face Sheet or subsequent approved Grant Subaward Amendment.
- 7. PAYMENT MAILING ADDRESS:**
Enter the payment mailing address where the Subrecipient payments are to be mailed as specified on the approved Grant Subaward Face Sheet or subsequent approved modification. Check the **NEW** box if there is a change in the payment mailing address.
- 8. REVISION TO BUDGET:**
If this modification affects the budget, select the Fiscal Year (FY) and fund acronym from the drop down lists under Current Allocation (if unsure what the fund acronym is, see the chart below) for the Federal grant OR State grant to which the modification applies in the column heading. Enter the current allocation amounts for each category and the corresponding match amount if any. Enter the proposed change amounts. (If your calculations are correct your totals will be 0). The revised allocation amounts should automatically populate. Check the "Total" box, for the form to finish calculating the "TOTAL" column correctly.
- 9. JUSTIFICATION FOR MODIFICATION:**
Explain the need for this modification. If requesting a revision to the budget, be specific of the funding source. Additional space is provided on page 3 to continue the justification if necessary.
- 10. SUBRECIPIENT APPROVALS NAME AND SIGNATURES:**
Please type the names of, and provide original signatures for; the Project Director and the Financial Officer as shown on the "Signature Authorization Form (Cal OES 2-103).

FEDERAL PROJECT ACRONYMS							
BVPP	Bulletproof Vest Partnership Program	CJAO	Child Justice Act Program	DNAE	California DNA Evidence Assistance Program	DNAP	Post-Conviction DNA Testing Assistance Program
FSIA	Forensic Science Improvement Program	FVPS	Family Violence Prevention Services Program	JAG0	Justice Assistance Grant Program	JAGX	Justice Assistance Grant Interest Program
PSNC	Project Safe Neighborhood Program	PSNE	Project Safe Neighborhood Program	PSNN	Project Safe Neighborhood Program	SASP	Sexual Assault Services Program
VADG	Victim Assistance Discretionary Grant Training Program	VAWA	Violence Against Women Act Program	VOCA	Victims of Crime Act Program		
STATE PROJECT ACRONYMS							
CASV	CA Sexual Violence Victim Services	CDVV	CA Domestic Violence Victims	CSAE	Child Abuse and Exploitation Program	CSAP	Child Sexual Abuse Treatment Program
CVHT	Child Victims of Human Trafficking	DVP0	Domestic Violence Program	EHAF	Emergency Housing and Assistance Funds	EPSP	Equality In Preventive Services Program
FV00	Family Violence Prevention Program	HTVA	Human Trafficking Victims Assistance	HY00	Homeless Youth Program	ICAC	Internet Crimes Against Children Program
PPPD	Local Prosecutor/Local Public Defender Program	RCP0	Rape Crisis Program	RCP5	Rape Crisis Program	VLRC	Victims Legal Resource Center Program
VWA0	Victim Witness Assistance Program	VWR0	Victim Witness Assistance Program (Restitution)	YET0	Youth Emergency Telephone Program		

GRANT SUBAWARD MODIFICATION JN
Cal OES 2-223 INSTRUCTIONS

9. Justification for Modification (cont.)

To change the end of performance period of the Subaward from 06/30/2018 to 12/31/2019.

Increase the 15VOCA funds by \$0 from \$400,000 to \$400,000.

Increase the 15VOCA match by \$0 from \$100,000 to \$100,000.

Increase the 16VOCA funds by \$233,333 from \$0 to \$233,333.

Increase the 16VOCA match by \$58,333 from \$0 to \$58,333.

Increase the 17VOCA funds by \$66,667 from \$0 to \$66,667.

Increase the 17VOCA match by \$16,667 from \$0 to \$16,667.

Increase the Total Project Cost by \$375,000 from \$500,000 to \$875,000.

BUDGET CATEGORY AND LINE ITEM DETAIL

Subrecipient: City & County of San Francisco				Subaward #: XE16 01 0380			
A. Personal Services – Salaries/Employee Benefits	15 VOCA	15 VOCA MATCH	16 VOCA	16 VOCA MATCH	17 VOCA	17 VOCA MATCH	COST
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Biweekly salary (07/01/17-08/31/18): \$3,021 x 30.5 pay periods x 1 FTE = \$92,140.5	\$92,141						\$92,141
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Bilingual pay (01/01/17-08/31/18): \$40 x 43.5 pay periods x 1 FTE + \$1,740	\$1,740						\$1,740
Bilingual pay (09/01/18-08/31/19): \$40 x 26 pay periods x 1 FTE + \$1,040			\$1,040				\$1,040
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Biweekly salary (01/01/19-08/31/19): \$2,877 x 17.4 pay periods x 0.75 FTE = \$37,544			\$37,544				\$37,544
Biweekly salary (09/01/19-12/31/19): \$2,877 x 8.7 pay periods x 0.75 FTE = \$18,772					\$18,773		\$18,773
<i>Victim Advocate Fringe Benefits: 47.8237% for P. Huynh & E. Burtch</i>	\$59,750	\$26,932	\$72,023	\$7,909	\$13,811	\$7,903	\$188,328
Social Security: 6.2%							
Social Security Medicare: 1.45%							
Health Insurance: \$3,401							
Dependent Coverage: \$9,617							
Long Term Disability: 0.35%							
Retirement: 20.16%							
Unemployment Insurance: 0.27%							
Volunteer Match @ 8129 \$31.05 hourly rate x 1,552 hours = \$48,190		\$48,190					\$48,190
\$31.98 hourly rate x 1,552 hours = \$49,633				\$49,633			\$49,633
Personal Section Totals	\$273,340	\$75,122	\$206,826	\$57,542	\$59,215	\$7,903	\$679,948
PERSONAL SECTION TOTAL							\$679,948

JDGET CATEGORY AND LINE ITEM DET.

Subrecipient: City & County of San Francisco				Subaward #: XE16 01 0380			
B. Operating Expenses	15 VOCA	15 VOCA MATCH	16 VOCA	16 VOCA MATCH	17 VOCA	17 VOCA MATCH	COST
Public Awareness Campaign Sing Tao Weekly Newspaper 4 full page ads x \$2,000 per ad = \$8,000 San Francisco Examiner Newspaper 4 full page ads x \$3,500 per ad = \$14,000 FM 96.1 Mandarin Radio 4 radio ads x \$1,000 per ad = \$4,000 KGO Radio 4 radio ads x \$1,000 per ad = \$4,000 Billboard 3 billboards x \$12,000 each = \$36,000 Outreach Materials 3,000 bags x \$2 per bag = \$6,000 6,102 brochures x \$2 per brochure = \$12,204	\$52,815	\$22,185	\$1,230			\$7,974	\$84,204
Contractors Graphic Designer x \$10,000 Material Translation x \$2,000	\$12,000						\$12,000
Emergency financial assistance for victims 15 victims x \$1,500 maximum = \$22,500	\$22,500						\$22,500
Travel for Project Director's Meetings Airfare: \$300 x 2 staff x 2 trips = \$1,200 Hotel: \$150 x 2 staff x 3 nights x 2 trips = \$1,800 Per diem: \$73 x 2 staff x 3 days x 1 trip = \$438 Ground transportation: \$200 x 2 staff x 2 trips = \$800 Mileage: \$0.535 x 934 miles = \$500	\$4,738						\$4,738
Rent Rent (01/01/17-8/30/18): 125 square feet x \$21/square foot x 1.75 FTE x 1.5833 yrs Rent (09/01/18-8/30/19): 125 square feet x \$21/square foot x 1.75 FTE x 1 yr Rent (09/01/19-12/31/19): 125 square feet x \$21/square foot x 1.75 FTE x 0.333 yr	\$7,273		\$4,594		\$1,531		\$7,273 \$4,594 \$1,531
Indirect - 10% di minimus 10% x \$582,125 salary & fringe = \$58,212 Use for indirect - general administration, Finance, Payroll, Human Resources, Information Technology, and Executive Management	\$27,334	\$2,693	\$20,683	\$791	\$5,921	\$790	\$58,212
Operating Section Totals	\$126,660	\$24,878	\$26,507	\$791	\$7,452	\$8,764	\$195,052
OPERATING SECTION TOTAL							\$195,052

BUDGET CATEGORY AND LINE ITEM DETAIL

Subrecipient: City & County of San Francisco				Subaward #: XE16 01 0380			
C. Equipment	15 VOCA	15 VOCA MATCH	16 VOCA	16 VOCA MATCH	17 VOCA	17 VOCA MATCH	COST
None requested.							\$0
Equipment Section Totals	\$0	\$0	\$0	\$0	\$0	\$0	\$0
EQUIPMENT SECTION TOTAL							\$0
Category Totals							
<i>Same as Section 12G on the Grant Subaward Face Sheet</i>	\$400,000	\$100,000	\$233,333	\$58,333	\$66,667	\$16,667	
Total Project Cost							\$875,000

Budget Narrative

Budget Period: 7/1/2016 – 12/31/2019 (3.5 years)

A. PERSONAL SERVICES \$679,948

Two victim advocates (8129 Victim Witness Investigator I) @ 1.75 FTE will be assigned to this grant and will be responsible for direct client services, day-to-day coordination with partner agencies, data tracking, trainings to community-based organizations, coordinating Division administrative functions and communications, and the completion of required program reporting. The victim advocates will also provide case management for victims served under the XE program, coordinate the multidisciplinary team that will respond to elder abuse cases, provide consultation and outreach to elders, and collect and report on data related to services provided.

Total volunteer hours of 3,104 hours will be used as an in-kind match. The total match of \$97,823 is calculated at the step 1 rate of an 8129 Victim Advocate.

Standard fringe benefits are allocated to the grant and include social security, Medicare, retirement, state unemployment compensation insurance, long-term disability, dependent coverage, and health and dental coverage for a total fringe cost of \$92,545.

B. OPERATING EXPENSES \$195,052**Public Awareness Campaigns**

A large portion of the XE program will be to conduct outreach to the elder population regarding financial abuse and pedestrian safety. A mix of print, radio, billboards, and outreach materials will be used and is estimated at \$96,204 to include graphic designer and translation services. Brochures and re-usable bags will be used for outreach and education in

the community at in person events to be held at elder service agencies, community events and information sessions. The goal is to decrease elder pedestrian risk and increase safety.

Description	Quantity	Per unit cost	Total
Sing Tao Weekly, full page ad	4	\$2,000	\$8,000
San Francisco Examiner, ad	4	\$3,500	\$14,000
FM 96.1 Mandarin Radio, ad	4	\$1,000	\$4,000
KGO Radio, ad	4	\$1,000	\$4,000
Billboard (3 billboards @ 3 locations x 4 times)	3	\$12,000	\$36,000
Bags	3,000	\$2	\$6,000
Brochures	6,102	\$2	\$12,204
Graphic Designer	1	\$10,000	\$10,000
Translation of materials	1	\$2,000	\$2,000

The office issued a Request for Qualifications (RFQ) for *As-Needed Communications Consultant for SFDA Public Awareness Campaigns* in October 2014 and it is through this RFQ that the Graphic Designer services will be obtained.

Emergency Financial Assistance

Critical losses due to crime victimization will be assessed along with financial need and ability to access resources from other sources. If determined that the victim has direct crime related losses not covered by other sources within 48 hours of the crime, the advocate will apply to for funds up to \$1,500 from the Emergency Assistance Fund to pay for items such as food, clothing, taxis, prophylactic and non-prophylactic medication, medical equipment, health care items including glasses, dentures, hearing aids, and other items as need. The Emergency Financial Assistance fund is budgeted at \$1,500 per victim x 15 victims for a total cost of \$22,500.

Travel

The mandatory Project Director's meeting and other travel and training is budgeted at \$4,738.

Airfare: $\$300 \times 2 \text{ staff} \times 2 \text{ trips} = \$1,200$

Hotel: $\$150 \times 2 \text{ staff} \times 3 \text{ nights} \times 2 \text{ trips} = \$1,800$

Per diem: $\$73 \times 2 \text{ staff} \times 3 \text{ days} \times 1 = \438

Ground transportation: $\$200 \times 2 \text{ staff} \times 2 \text{ trips} = \800

Mileage: $\$0.535 \times 934 \text{ miles} = \500

Rent

Total rent of \$13,398 is calculated on 125 square feet at \$21/square foot per FTE.

For 01/01/17-8/30/18: $125 \text{ square feet} \times \$21/\text{square foot} \times 1.75 \text{ FTE} \times 1.5833 \text{ yrs.} = \$7,273$

For 09/01/18-8/30/19: $125 \text{ square feet} \times \$21/\text{square foot} \times 1.75 \text{ FTE} \times 1 \text{ yr.} = \$4,594$

For 09/01/19-12/31/19: $125 \text{ square feet} \times \$21/\text{square foot} \times 1.75 \text{ FTE} \times 0.333 \text{ yr.} = \$1,531$

Indirect

Indirect costs are budgeted at 10% of salaries and fringe. Indirect costs are not directly attributable to any one program and include, but not limited to, general administration, Finance, Payroll, Human Resources, Information Technology, and Executive Management.

$10\% \text{ de Minimis} \times \$582,125 \text{ salary \& fringe} = \$58,212$

C. EQUIPMENT

No equipment is budgeted for the grant period.

**CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES
SUBRECIPIENT GRANTS MANAGEMENT ASSESSMENT**

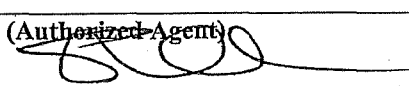
Subrecipient: City & County of San Francisco	DUNS #: 143602105	FIPS #: 075-00000
Grant Disaster/Program Title: Elder Abuse (XE) Program		
Performance Period: 07/01/2016 to 12/31/2019	Subaward Amount Requested: \$ 700,000	
Type of Non-Federal Entity (Check Box)	<input type="checkbox"/> State Gov. <input checked="" type="checkbox"/> Local Gov. <input type="checkbox"/> JPA <input type="checkbox"/> Non-Profit <input type="checkbox"/> Tribe	

Per Title 2 CFR § 200.331, Cal OES is required to evaluate the risk of noncompliance with federal statutes, regulations and grant terms and conditions posed by each subrecipient of pass-through funding. This assessment is made in order to determine and provide an appropriate level of technical assistance, training, and grant oversight to subrecipients for the award referenced above.

The following are questions related to your organization's experience in the management of grant awards. This questionnaire must be completed and returned with your grant application materials.

For purposes of completing this questionnaire, *grant manager* is the individual who has primary responsibility for day-to-day administration of the grant, *bookkeeper/accounting staff* means the individual who has responsibility for reviewing and determining expenditures to be charged to the grant award, and *organization* refers to the subrecipient applying for the award, or the governmental implementing agency, as applicable.

Assessment Factors	Response
1. How many years of experience does your current grant manager have managing grants?	>5 years
2. How many years of experience does your current bookkeeper/accounting staff have managing grants?	>5 years
3. How many grants does your organization currently receive?	>10 grants
4. What is the approximate total dollar amount of all grants your organization receive?	\$ 8,310,785
5. Are individual staff members assigned to work on multiple grants?	Yes
6. Do you use timesheets to track the time staff spend working on specific activities/projects?	Yes
7. How often does your organization have a financial audit?	Annually
8. Has your organization received any audit findings in the last three years?	No
9. Do you have a written plan on how you charge costs to grants?	Yes
10. Do you have written procurement policies?	Yes
11. Do you get multiple quotes or bids when buying items or services?	Always
12. How many years do you maintain receipts, deposits, cancelled checks, invoices, etc.?	>5 years
13. Do you have procedures to monitor grant funds passed through to other entities?	Yes

Certification: <i>This is to certify that, to the best of our knowledge and belief, the data furnished above is accurate, complete and current.</i>	
Signature: 	Date: 9-7-17
Print Name: Sheila Arcelona	Print Title: Assistant Chief Administrative and Financial Officer

PROJECT SUMMARY INSTRUCTIONS

All of the necessary project information must be placed on the form in the space allowed. **Additional pages may not be added.** This is a summary of the project narrative:

1. **SUBAWARD NUMBER:**
Enter the Subaward # as it appears on the approved Grant Subaward Face Sheet.
2. **PROGRAM TITLE:**
Enter the program, title as it appears on the approved Grant Subaward Face Sheet
3. **PERFORMANCE PERIOD:**
Enter beginning and ending dates of the performance period for the Grant Subaward.
4. **SUBRECIPIENT:**
Enter the Subrecipient name as it appears on the approved Grant Subaward Face Sheet.
5. **GRANT AMOUNT:**
Enter the amount of grant funds requested. This must be the same amount used on the budget pages and block 12G on the Grant Award Face Sheet.
6. **IMPLEMENTING AGENCY:**
Enter the implementing agency as it appears on the approved Grant Subaward Face Sheet.
7. **PROGRAM DESCRIPTION:**
Provide a description of the specific area of service Cal OES is authorized to fund based upon state or federal legislation.
8. **PROBLEM STATEMENT:**
Describe the problem the project will address. Support the problem with data such as number of offenses, description of the target area, and local needs.
9. **OBJECTIVES:**
Include the quantifiable measurements which define a course of action in order to accomplish the program goals.
10. **ACTIVITIES:**
Describe activities you will perform to accomplish each objective (quantify where possible).
11. **EVALUATION:**
Describe how project performance will be measured, if applicable. Note who will conduct the evaluation, (e.g., project staff, government personnel, or outside consultants).
12. **NUMBER OF CLIENTS TO BE SERVED:**
Enter the number of clients, if applicable.
13. **PROJECT BUDGET:**
Amounts in each category must be the same as the Budget Pages amounts. The total must be the same as the total in box 12G on the Grant Award Face Sheet.

PROJECT SUMMARY

1. Subaward #: XE16 01 0380	3. PERFORMANCE PERIOD 07/01/2016 to 12/31/2019
2. PROJECT TITLE Elder Abuse (XE) Program	
4. SUBRECIPIENT Name: City & County of San Francisco Phone: 415-734-3359 Address: 850 Bryant Street, Room 322 Fax #: 415-553-1034 City: San Francisco Zip: 94103-4600	5. GRANT AMOUNT (this is the same amount as 12G of the Grant Subaward Face Sheet) \$ 875,000

6. IMPLEMENTING AGENCY					
Name:	District Attorney's Office/Victim Services Div.	Phone:	415-553-9044	Fax #:	415-553-1034
Address:	850 Bryant Street, Room 320	City:	San Francisco	Zip:	94103

7. PROGRAM DESCRIPTION

The Elder Abuse Program (EAP) is housed within the San Francisco District Attorney's Office (SFDA), Victim Services Division. The EAP staff has an impressive track record of addressing the needs of senior victims of violent crime and working closely with public safety and community-based partners. Elder abuse victims receive streamlined services from initial referral through case adjudication, closure, and beyond; and benefit from the policy advocacy activities of the EAP.

8. PROBLEM STATEMENT

Francisco has one of the highest concentrations of seniors living independently, and is home to an increasingly aging population. In fact, according to the 2010 Census, 14% (or 112,833) of San Francisco's population is 65 or older and is expected to grow by 100% by the year 2020. These older adults include a high concentration of non-English speaking seniors (over half of reported San Francisco elder abuse victims are minorities and almost one-third are non-English speaking), LGBT seniors, and a higher than average percentage of individuals with disabilities, 44% of whom are non-institutionalized disabled. San Francisco has a diverse elder population, and this diversity means we have diverse needs that can pose challenges in service delivery. In 2015, the Elder Abuse Program (EAP) served 311 victims of crime over the age of 60.

9. OBJECTIVES

1. Direct Services.
2. Outreach and Public Awareness Campaign
3. Training: Elder abuse and criminal justice system education. Cr
4. Community Coordination: Strategic Collaboration and Coordination with Public Safety and other Partners.

10. ACTIVITIES

Crisis Intervention Counseling, Criminal Justice Advocacy, Assistance Impact Statements, Crime Victim Compensation Benefits, Emergency Assistance, Referrals, Outreach to Seniors, Training to Providers, Community Events, Public Awareness Campaigns About Pedestrian Safety

11. EVALUATION (if applicable)**12. NUMBER OF CLIENTS**

(if applicable)

75 per year with direct services
and 1,500 per year with outreach
campaigns

13. PROJECT BUDGET

(these are the same amounts as on
Budget Pages)

	Personal Services	Operating Expenses	Equipment	TOTAL
	\$679,948	\$195,052		\$875,000
				\$0
				\$0
				\$0
				\$0
				\$0
Totals:	\$679,948	\$195,052	\$0	\$875,000

EDMUND G. BROWN, JR.
GOVERNOR



Cal OES
GOVERNOR'S OFFICE
OF EMERGENCY SERVICES

Danielle N.
MARK S. GHILARDUCCI
DIRECTOR

October 9, 2017

Gena Castro-Rodriguez
Chief, Victim Services Division
San Francisco, City & County of - District Attorney's Office
850 Bryant Street, Room 322
San Francisco, CA 94103-4600

Subject: **Approval of Subaward Amendment #1**
Elder Abuse Program
Subaward #: **XE16 01 0380**

Dear Ms. Castro-Rodriguez:

The California Governor's Office of Emergency Services (Cal OES) has received and approved the enclosed subaward amendment request, for the subject grant.

All other agreements shall remain as previously agreed upon.

Please contact your Program Specialist if you have any questions about this amendment.

VSPS GRANTS PROCESSING

Enclosure

c: Subrecipient file
Program Specialist

3650 SCHRIEVER AVENUE • MATHER, CA 95655
VICTIM SERVICES & PUBLIC SAFETY GRANTS PROCESSING UNIT
TELEPHONE: (916) 845-8301 • FAX: (916) 636-3770

MP

CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES

GRANT SUBAWARD AMENDMENT SUBAWARD #: XE16010380

Federal Grant # 2015-VA-64-0058 / 2016-VA-64-0051/none FIPS# 075-00000 Amendment# 1

Project # N/A DUNS# 143602105 Performance Period 07/01/2016 to 12/31/2019

This amendment is between the California Governor's Office of Emergency Services, hereafter called Cal OES, and the Grant Subrecipient: San Francisco, City & County

Grant Subaward #XE16010130 between the parties here to is hereby amended to:
To change the end of performance period of the Subaward from 06/30/2018 to 12/31/2019.

Increase the 15VOCA funds by \$0 from \$400,000 to \$400,000.
Increase the 15VOCA match by \$0 from \$100,000 to \$100,000.

Increase the 16VOCA funds by \$233,333 from \$0 to \$233,333.
Increase the 16VOCA match by \$58,333 from \$0 to \$58,333.

Increase the 17VOCA funds by \$66,667 from \$0 to \$66,667.
Increase the 17VOCA match by \$16,667 from \$0 to \$16,667.

Increase the Total Project Cost by \$375,000 from \$500,000 to \$875,000.

SPECIAL CONDITIONS:

- 15VOCA funds in the amount of \$400,000 must be expended by 8/31/2018. The Final 2-201 for 15VOCA funds must be submitted by 8/31/2018.
- 16VOCA funds in the amount of \$291,667 must be expended by 8/31/2019. The Final 2-201 for 16VOCA funds must be submitted by 8/31/2019.
- The 2017 VOCA Funds in the amount of \$83,334 cannot be expended until the FY 2017/18 Federal VOCA Award is received by Cal OES. Should the Federal VOCA award be reduced, you will be notified and required to amend the Subaward.
- FINAL LIQUIDATION PERIOD IS REDUCED FROM 90 TO 60 CALENDAR DAYS FOLLOWING THE END OF THE GRANT PERIOD.

Failure to comply with these requirements may result in the withholding and disallowance of grant payments, the reduction or termination of the Grant Subaward.

All other provisions of this agreement shall remain as previously agreed upon.

Subrecipient (Certification and Signature of Authorized Agent)				
By (Authorized Signature)		Date		
		9-25-17		
Printed Name		Title		
George Gascón		District Attorney		
Address				
850 Bryant Street, Room 322, San Francisco, CA 94103-4600				
Governor's Office of Emergency Services (For Cal OES use only)				
By Director or Designee		Date		
		10.5.17		
Printed Name		Title		
Tawatha Stout		Assistant Director		
Amount Encumbered by this Document	Program/Component	Match	Item	
300,000	40.20.451	20% CTR based on FPC	0690.102.0890	
Prior Amount Encumbered	Fund Source	Chapter	Statute	Fiscal Year
400,000	Federal Trust	23.114	2016/2017	2016/17 2017/18
Total Amount Encumbered to Date	PCA #	Project #	CFDA #	
700,000	18405/18406 18407	15VOCA/16VOCA/17VOCA	16.576	
I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purpose of the expenditure stated above.				
Signature of Cal OES Fiscal Officer		Date		
		10/4/17		

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GRANT SUBAWARD MODIFICATION

MAIL TO: California Governor's Office Of Emergency Services
 3650 Schriever Ave
 Mather, CA 95655:

1. Subaward #: XE16 01 0380

2. Modification # 1

3. Subrecipient/Implementing Agency: San Francisco, City & County of - District Attorney's Office (DW)
~~City & County of San Francisco, DISTRICT ATTORNEY'S OFFICE~~ (P)

4. Project Title: Elder Abuse (XE) Program

5. Contact Person: Lorna Garrido Phone: (415) 553-9258 Fax: (415) 553-9700

Email Address: lorna.garrido@sfgov.org 6. Performance Period: 07/01/2016 to 12/31/2019

7. Payment Mailing Address: 850 Bryant Street, Room 322, San Francisco, CA 94103 Check here if new.

8. Revision to Budget

FISCAL YEAR	Current Allocation (Select Acronym from list)	Grant Funds				Required Match				Total
		A. Personal Services	B. Operating Expenses	C. Equipment	Fund Total	A. Personal Services	B. Operating Expenses	C. Equipment	Match Total	
15	VOCA	\$285,762	\$114,238		\$400,000	\$46,801	\$53,199		\$100,000	\$500,000
16	VOCA				\$0				\$0	\$0
17	VOCA				\$0				\$0	\$0
Yr	Fund				\$0				\$0	\$0
Yr	Fund				\$0				\$0	\$0
Proposed Change (add (+) or subtract (-) from budgeted amount)										
15	VOCA	(\$12,422)	\$12,422		\$0	\$28,321	(\$28,321)		\$0	\$0
16	VOCA	\$206,826	\$26,507		\$233,333	\$57,542	\$791		\$58,333	\$291,666
17	VOCA	\$59,215	\$7,452		\$66,667	\$7,903	\$8,764		\$16,667	\$83,334
Yr	Fund				\$0				\$0	\$0
Yr	Fund				\$0				\$0	\$0
Revised Allocation										
15	VOCA	\$273,340	\$126,660	\$0	\$400,000	\$75,122	\$24,878	\$0	\$100,000	\$500,000
16	VOCA	\$206,826	\$26,507	\$0	\$233,333	\$57,542	\$791	\$0	\$58,333	\$291,666
17	VOCA	\$59,215	\$7,452	\$0	\$66,667	\$7,903	\$8,764	\$0	\$16,667	\$83,334
Yr	Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Yr	Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

9. Justification for Modification: (If necessary, continue the justification on page 3.) Check to Total

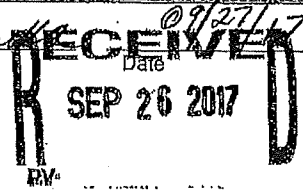
See page 3.

10. Subrecipient Approvals

Gena Castro-Rodriguez Eugene Clendinen
 Project Director (typed name) Financial Officer (typed name)
Gena Castro-Rodriguez [Signature]
 Project Director Signature Financial Officer Signature
9/22/17 9/22/17
 Date Date

Cal OES USE ONLY

Daniell Nieto Diana Magallon
 Program Specialist Unit Chief
[Signature] [Signature]
9/26/17 9/27/17
 Date Date
Melissa Riedel
 Grants Processing
10/3/17
 Date



GRANT SUBAWARD MODIFICATION
Cal OES 2-223 INSTRUCTIONS

9. Justification for Modification (cont.)

To change the end of performance period of the Subaward from 06/30/2018 to 12/31/2019.

Increase the 15VOCA funds by \$0 from \$400,000 to \$400,000.

Increase the 15VOCA match by \$0 from \$100,000 to \$100,000.

Increase the 16VOCA funds by \$233,333 from \$0 to \$233,333.

Increase the 16VOCA match by \$58,333 from \$0 to \$58,333.

Increase the 17VOCA funds by \$66,667 from \$0 to \$66,667.

Increase the 17VOCA match by \$16,667 from \$0 to \$16,667.

Increase the Total Project Cost by \$375,000 from \$500,000 to \$875,000.

**CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES
SUPPLEMENTAL GRANT SUBAWARD INFORMATION**

1. Cal OES Contact Information Section:

Governor's Office of Emergency Services
Mark S. Ghilarducci, Director
3650 Schriever Avenue
Mather, CA 95655
(916) 845-8506 phone • (916) 845-8511 fax

2. Federal Awarding Agency Section:

Fund Year	Federal Program Fund / CFDA #	Federal Awarding Agency	Total Federal Award Amount	Total Local Assistance Amount
2015	Victims of Crime Act (VOCA) / 16.575	Office for Victims of Crime	\$232,722,931	\$223,414,013
2016	Victims of Crime Act (VOCA) / 16.575	Office for Victims of Crime	\$264,297,285	\$253,725,394
2017	Victims of Crime Act (VOCA) / 16.575	Office for Victims of Crime	\$218,943,281	\$210,185,550
Choose an item.	Choose an item.	Choose an item.	\$	\$
Choose an item.	Choose an item.	Choose an item.	\$	\$

3. Project Description Section:

- Project Acronym (Please choose from drop down):
Elder Abuse Program (XE)
- Project Description (Please type the Project Description):
To expand the multidisciplinary community response to elder and dependent adult abuse.

4. Research & Development Section:

- Is this Subaward a Research & Development grant? Yes No

BUDGET CATEGORY AND LINE ITEM DETAIL

Subrecipient: City & County of San Francisco					Subaward #: XE16 01 0380		
A. Personal Services – Salaries/Employee Benefits	15 VOCA	15 VOCA MATCH	16 VOCA	16 VOCA MATCH	17 VOCA	17 VOCA MATCH	COST
8129 VW Investigator/Victim Advocate - Peter Huynh Biweekly salary (01/01/17-6/30/17): \$2,800 x 13 pay periods x 1 FTE = \$36,400	\$36,400						\$36,400
Biweekly salary (07/01/17-08/31/18): \$3,021 x 30.5 pay periods x 1 FTE = \$92,140.5	\$92,141						\$92,141
Biweekly salary (09/01/18-08/31/19): \$3,021 x 26 pay periods x 1 FTE = \$78,546			\$78,546				\$78,546
Biweekly salary (09/01/19-12/31/19): \$3,021 x 8.7 pay periods x 1 FTE = \$26,283					\$26,283		\$26,283
Bilingual pay (01/01/17-08/31/18): \$40 x 43.5 pay periods x 1 FTE + \$1,740	\$1,740						\$1,740
Bilingual pay (09/01/18-08/31/19): \$40 x 26 pay periods x 1 FTE + \$1,040			\$1,040				\$1,040
Bilingual pay (09/01/19-12/31/19): \$40 x 8.7 pay periods x 1 FTE + \$348					\$348		\$348
8129 VW Investigator/Victim Advocate - Emily Burch Biweekly salary (01/01/17-6/30/17): \$2,247 x 13 pay periods x 0.75 FTE = \$21,908	\$21,908						\$21,908
Biweekly salary (07/01/17-12/31/17): \$2,609 x 13 pay periods x 0.75 FTE = \$25,438	\$25,438						\$25,438
Biweekly salary (01/01/18-08/31/18): \$2,740 x 17.5 pay periods x 0.75 FTE = \$35,963	\$35,963						\$35,963
Biweekly salary (09/01/18-12/31/18): \$2,740 x 8.6 pay periods x 0.75 FTE = \$17,673			\$17,673				\$17,673
Biweekly salary (01/01/19-08/31/19): \$2,877 x 17.4 pay periods x 0.75 FTE = \$37,545			\$37,544				\$37,544
Biweekly salary (09/01/19-12/31/19): \$2,877 x 8.7 pay periods x 0.75 FTE = \$18,772					\$18,773		\$18,773
<i>Victim Advocate Fringe Benefits: 47.8237% for P. Huynh & E. Burch</i>	\$59,750	\$26,932	\$72,023	\$7,909	\$13,811	\$7,903	\$188,328
Social Security: 6.2%							
Social Security Medicare: 1.45%							
Health Insurance: \$3,401							
Dependent Coverage: \$9,617							
Long Term Disability: 0.35%							
Retirement: 20.16%							
Unemployment Insurance: 0.27%							
Volunteer Match @ 8129 \$31.05 hourly rate x 1,552 hours = \$48,190		\$48,190					\$48,190
\$31.98 hourly rate x 1,552 hours = \$49,633				\$49,633			\$49,633
Personal Section Totals	\$273,340	\$75,122	\$206,826	\$57,542	\$59,215	\$7,903	\$679,948
PERSONAL SECTION TOTAL							\$679,948

702

BUDGET CATEGORY AND LINE ITEM DATA

Subrecipient: City & County of San Francisco				Subaward #: XE16 01 0380			
B. Operating Expenses	15 VOCA	15 VOCA MATCH	16 VOCA	16 VOCA MATCH	17 VOCA	17 VOCA MATCH	COST
Public Awareness Campaign	\$52,815	\$22,185	\$1,230			\$7,974	\$84,204
Sing Tao Weekly Newspaper							
4 full page ads x \$2,000 per ad = \$8,000							
San Francisco Examiner Newspaper							
4 full page ads x \$3,500 per ad = \$14,000							
FM 96.1 Mandarin Radio							
4 radio ads x \$1,000 per ad = \$4,000							
KGO Radio							
4 radio ads x \$1,000 per ad = \$4,000							
Billboard							
3 billboards x \$12,000 each = \$36,000							
Outreach Materials							
3,000 bags x \$2 per bag = \$6,000							
6,102 brochures x \$2 per brochure = \$12,204							
Contractors	\$12,000						\$12,000
Graphic Designer x \$10,000							
Material Translation x \$2,000							
Emergency financial assistance for victims	\$22,500						\$22,500
15 victims x \$1,500 maximum = \$22,500							
Travel for Project Director's Meetings	\$4,738						\$4,738
Airfare: \$300 x 2 staff x 2 trips = \$1,200							
Hotel: \$150 x 2 staff x 3 nights x 2 trips = \$1,800							
Per diem: \$73 x 2 staff x 3 days x 1 trip = \$438							
Ground transportation: \$200 x 2 staff x 2 trips = \$800							
Mileage: \$0.535 x 934 miles = \$500							
Rent							
Rent (01/01/17-8/30/18): 125 square feet x \$21/square foot x 1.75 FTE x 1.5833 yrs	\$7,273						\$7,273
Rent (09/01/18-8/30/19): 125 square feet x \$21/square foot x 1.75 FTE x 1 yr			\$4,594				\$4,594
Rent (09/01/19-12/31/19): 125 square feet x \$21/square foot x 1.75 FTE x 0.3333 yr					\$1,531		\$1,531
Indirect - 10% di minimus	\$27,334	\$2,693	\$20,683	\$791	\$5,921	\$790	\$58,212
10% x \$582,125 salary & fringe = \$58,212							
Use for indirect - general administration, Finance, Payroll, Human Resources, Information Technology, and Executive Management							
Operating Section Totals	\$126,660	\$24,878	\$26,507	-\$791	\$7,452	\$8,764	\$195,052
OPERATING SECTION TOTAL							\$195,052

DN

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BUDGET CATEGORY AND LINE ITEM DETAIL

Subrecipient: City & County of San Francisco				Subaward #: XE16 01 0380			
C. Equipment	15 VOCA	15 VOCA MATCH	16 VOCA	16 VOCA MATCH	17 VOCA	17 VOCA MATCH	COST
None requested.							\$0
Equipment Section Totals	\$0	\$0	\$0	\$0	\$0	\$0	\$0
EQUIPMENT SECTION TOTAL							\$0
Category Totals							
<i>Same as Section 12G on the Grant Subaward Face Sheet</i>	\$400,000	\$100,000	\$233,333	\$58,333	\$66,667	\$16,667	
Total Project Cost							\$875,000

7/12

VSPS Budget Summary Report

XE16 Elder Abuse Program	Subaward #: XE16 01 0380
San Francisco, City & County	Performance Period: 07/01/16 - 12/31/19
Elder Abuse Program	Latest Request: June 2017, Not Final 201

A. Personal Services - Salaries/Employee Benefits

<u>F/S/L</u>	<u>Funding Source</u>	<u>Budget Amount</u>	<u>Paid/Expended</u>	<u>Balance</u>	<u>Pending</u>	<u>Pending Balance</u>
F	15VOCA	273,340	78,861	194,479	0	194,479
L	15VOCA	75,122	10,153	64,969	0	64,969
F	16VOCA	206,826	0	206,826	0	206,826
L	16VOCA	57,542	0	57,542	0	57,542
F	17VOCA	59,215	0	59,215	0	59,215
L	17VOCA	7,903	0	7,903	0	7,903
Total A. Personal Services - Salaries/Employee Benefits:		679,948	89,014	590,934	0	590,934

B. Operating Expenses

<u>F/S/L</u>	<u>Funding Source</u>	<u>Budget Amount</u>	<u>Paid/Expended</u>	<u>Balance</u>	<u>Pending</u>	<u>Pending Balance</u>
F	15VOCA	126,660	7,919	118,741	0	118,741
L	15VOCA	24,878	11,542	13,336	0	13,336
F	16VOCA	26,507	0	26,507	0	26,507
L	16VOCA	791	0	791	0	791
F	17VOCA	7,452	0	7,452	0	7,452
L	17VOCA	8,764	0	8,764	0	8,764
Total B. Operating Expenses:		195,052	19,461	175,591	0	175,591

C. Equipment

<u>F/S/L</u>	<u>Funding Source</u>	<u>Budget Amount</u>	<u>Paid/Expended</u>	<u>Balance</u>	<u>Pending</u>	<u>Pending Balance</u>
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544

F/S/L (Funding Types): F=Federal, S=State, L=Local Match
 Paid/Expended=posted in ledger w/Claim Schedule, Pending=Processed, but not yet in Claim Schedule

VSPS Budget Summary Report

XE16 Elder Abuse Program	Subaward #: XE16 01 0380
San Francisco, City & County	Performance Period: 07/01/16 - 12/31/19
Elder Abuse Program	Latest Request: June 2017, Not Final 201

F	15VOCA	0	0	0	0	0
L	15VOCA	0	0	0	0	0
F	16VOCA	0	0	0	0	0
L	16VOCA	0	0	0	0	0
F	17VOCA	0	0	0	0	0
L	17VOCA	0	0	0	0	0
Total C. Equipment:		0	0	0	0	0

	<u>Budget Amount</u>	<u>Paid/Expended</u>	<u>Balance</u>	<u>Pending</u>	<u>Pending Balance</u>
Total Local Match:	175,000	21,695	153,305	0	153,305
Total Funded:	700,000	86,780	613,220	0	613,220
Total Project Cost:	875,000	108,475	766,525	0	766,525

545

F/S/L (Funding Types): F=Federal, S=State, L=Local Match
 Paid/Expended=posted in ledger w/Claim Schedule. Pending=Processed, but not vet in Claim Schedule

Budget Narrative

Budget Period: 7/1/2016 – 12/31/2019 (3.5 years)

A. PERSONAL SERVICES**\$679,948**

Two victim advocates (8129 Victim Witness Investigator I) @ 1.75 FTE will be assigned to this grant and will be responsible for direct client services, day-to-day coordination with partner agencies, data tracking, trainings to community-based organizations, coordinating Division administrative functions and communications, and the completion of required program reporting. The victim advocates will also provide case management for victims served under the XE program, coordinate the multidisciplinary team that will respond to elder abuse cases, provide consultation and outreach to elders, and collect and report on data related to services provided.

Total volunteer hours of 3,104 hours will be used as an in-kind match. The total match of \$97,823 is calculated at the step 1 rate of an 8129 Victim Advocate.

Standard fringe benefits are allocated to the grant and include social security, Medicare, retirement, state unemployment compensation insurance, long-term disability, dependent coverage, and health and dental coverage for a total fringe cost of \$92,545.

B. OPERATING EXPENSES**\$195,052****Public Awareness Campaigns**

A large portion of the XE program will be to conduct outreach to the elder population regarding financial abuse and pedestrian safety. A mix of print, radio, billboards, and outreach materials will be used and is estimated at \$96,204 to include graphic designer and translation services. Brochures and re-usable bags will be used for outreach and education in

the community at in person events to be held at elder service agencies, community events and information sessions. The goal is to decrease elder pedestrian risk and increase safety.

Description	Quantity	Per unit cost	Total
Sing Tao Weekly, full page ad	4	\$2,000	\$8,000
San Francisco Examiner, ad	4	\$3,500	\$14,000
FM 96.1 Mandarin Radio, ad	4	\$1,000	\$4,000
KGO Radio, ad	4	\$1,000	\$4,000
Billboard (3 billboards @ 3 locations x 4 times)	3	\$12,000	\$36,000
Bags	3,000	\$2	\$6,000
Brochures	6,102	\$2	\$12,204
Graphic Designer	1	\$10,000	\$10,000
Translation of materials	1	\$2,000	\$2,000

The office issued a Request for Qualifications (RFQ) for *As-Needed Communications Consultant for SFDA Public Awareness Campaigns* in October 2014 and it is through this RFQ that the Graphic Designer services will be obtained.

Emergency Financial Assistance

Critical losses due to crime victimization will be assessed along with financial need and ability to access resources from other sources. If determined that the victim has direct crime-related losses not covered by other sources within 48 hours of the crime, the advocate will apply to for funds up to \$1,500 from the Emergency Assistance Fund to pay for items such as food, clothing, taxis, prophylactic and non-prophylactic medication, medical equipment, health care items including glasses, dentures, hearing aids, and other items as need. The Emergency Financial Assistance fund is budgeted at \$1,500 per victim x 15 victims for a total cost of \$22,500.

Travel

The mandatory Project Director's meeting and other travel and training is budgeted at \$4,738.

Airfare: $\$300 \times 2 \text{ staff} \times 2 \text{ trips} = \$1,200$

Hotel: $\$150 \times 2 \text{ staff} \times 3 \text{ nights} \times 2 \text{ trips} = \$1,800$

Per diem: $\$73 \times 2 \text{ staff} \times 3 \text{ days} \times 1 = \438

Ground transportation: $\$200 \times 2 \text{ staff} \times 2 \text{ trips} = \800

Mileage: $\$0.535 \times 934 \text{ miles} = \500

Rent

Total rent of \$13,398 is calculated on 125 square feet at \$21/square foot per FTE.

For 01/01/17-8/30/18: $125 \text{ square feet} \times \$21/\text{square foot} \times 1.75 \text{ FTE} \times 1.5833 \text{ yrs.} = \$7,273$

For 09/01/18-8/30/19: $125 \text{ square feet} \times \$21/\text{square foot} \times 1.75 \text{ FTE} \times 1 \text{ yr.} = \$4,594$

For 09/01/19-12/31/19: $125 \text{ square feet} \times \$21/\text{square foot} \times 1.75 \text{ FTE} \times 0.333 \text{ yr.} = \$1,531$

Indirect

Indirect costs are budgeted at 10% of salaries and fringe. Indirect costs are not directly attributable to any one program and include, but not limited to, general administration, Finance, Payroll, Human Resources, Information Technology, and Executive Management.

$10\% \text{ de Minimis} \times \$582,125 \text{ salary \& fringe} = \$58,212$

C. EQUIPMENT

No equipment is budgeted for the grant period.

PROJECT SUMMARY

1. Subaward #: XE16-01 0380	3. PERFORMANCE PERIOD
2. PROJECT TITLE Elder Abuse (XE) Program	07/01/2016 to 12/31/2019
4. SUBRECIPIENT	5. GRANT AMOUNT
Name: City & County of San Francisco Phone: 415-734-3359	(this is the same amount as 12G of the Grant Subaward Face Sheet)
Address: 850 Bryant Street, Room 322 Fax #: 415-553-1034	\$ 875,000
City: San Francisco Zip: 94103-4600	

6. IMPLEMENTING AGENCY

DN Name: District Attorney's Office/Victim Services Div. Phone: 415-553-9044 Fax #: 415-553-1034
Address: 850 Bryant Street, Room 320 City: San Francisco Zip: 94103

7. PROGRAM DESCRIPTION

The Elder Abuse Program (EAP) is housed within the San Francisco District Attorney's Office (SFDA), Victim Services Division. The EAP staff has an impressive track record of addressing the needs of senior victims of violent crime and working closely with public safety and community-based partners. Elder abuse victims receive streamlined services from initial referral through case adjudication, closure, and beyond; and benefit from the policy advocacy activities of the EAP.

8. PROBLEM STATEMENT

Francisco has one of the highest concentrations of seniors living independently, and is home to an increasingly aging population. In fact, according to the 2010 Census, 14% (or 112,833) of San Francisco's population is 65 or older and is expected to grow by 100% by the year 2020. These older adults include a high concentration of non-English speaking seniors (over half of reported San Francisco elder abuse victims are minorities and almost one-third are non-English speaking), LGBT seniors, and a higher than average percentage of individuals with disabilities, 44% of whom are non-institutionalized disabled. San Francisco has a diverse elder population, and this diversity means we have diverse needs that can pose challenges in service delivery. In 2015, the Elder Abuse Program (EAP) served 311 victims of crime over the age of 60.

9. OBJECTIVES

1. Direct Services.
2. Outreach and Public Awareness Campaign
3. Training: Elder abuse and criminal justice system education. Cr
4. Community Coordination: Strategic Collaboration and Coordination with Public Safety and other Partners.

10. ACTIVITIES

Crisis Intervention Counseling, Criminal Justice Advocacy, Assistance Impact Statements, Crime Victim Compensation Benefits, Emergency Assistance, Referrals, Outreach to Seniors, Training to Providers, Community Events, Public Awareness Campaigns About Pedestrian Safety

11. EVALUATION (if applicable)

12. NUMBER OF CLIENTS

(if applicable)
75 per year with direct services and 1,500 per year with outreach campaigns

13. PROJECT BUDGET

(these are the same amounts as on Budget Pages)

	Personal Services	Operating Expenses	Equipment	TOTAL
15 VOCA	\$273,340 \$679,948	\$126,660 \$195,052	Ø	\$400,000 \$875,000
15 VOCA MATCH	\$75,122	\$24,878	Ø	\$100,000 \$0
16 VOCA	\$206,826	\$26,507	Ø	\$233,333 \$0
16 VOCA MATCH	\$57,542	\$791	Ø	\$58,333 \$0
17 VOCA	\$59,215	\$7,452	Ø	\$66,667 \$0
17 VOCA MATCH	\$7,903	\$8,764	Ø	\$16,667 \$0
Totals:	\$679,948	\$195,052	\$0	\$875,000

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TO: Angela Calvillo, Clerk of the Board of Supervisors
FROM: Lorna Garrido, Grants and Contracts Manager
DATE: March 6, 2018
SUBJECT: Accept and Expend Resolution for Subject Grant
GRANT TITLE: Elder Abuse Program

Attached please find the original* and 1 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
- Grant award letter from funding agency
- Ethics Form 126 (if applicable)
- Contracts, Leases/Agreements (if applicable)
- Other (Explain):

Special Timeline Requirements:
Please schedule at the earliest available date.

Departmental representative to receive a copy of the adopted resolution:

Name: Lorna Garrido Phone: (415) 553-9258

Interoffice Mail Address: DAT, 850 Bryant Street, Room 322

Certified copy required Yes No

(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).

Print Form

Introduction Form

RECEIVED
BOARD OF SUPERVISORS
SAN FRANCISCO

By a Member of the Board of Supervisors or the Mayor

2019 APR -3 PM 4:46

Time stamp
or meeting date

I hereby submit the following item for introduction (select only one):

BY _____

- 1. For reference to Committee. (An Ordinance, Resolution, Motion, or Charter Amendment)
- 2. Request for next printed agenda Without Reference to Committee.
- 3. Request for hearing on a subject matter at Committee.
- 4. Request for letter beginning "Supervisor [] inquires"
- 5. City Attorney request.
- 6. Call File No. [] from Committee.
- 7. Budget Analyst request (attach written motion).
- 8. Substitute Legislation File No. []
- 9. Reactivate File No. []
- 10. Question(s) submitted for Mayoral Appearance before the BOS on []

Please check the appropriate boxes. The proposed legislation should be forwarded to the following:

- Small Business Commission Youth Commission Ethics Commission
- Planning Commission Building Inspection Commission

Note: For the Imperative Agenda (a resolution not on the printed agenda), use a Imperative Form.

Sponsor(s):

Tang

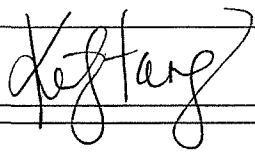
Subject:

Accept and Expend Grant - California Governor's Office of Emergency Services, Elder Abuse Program - \$700,000

The text is listed below or attached:

[]

Signature of Sponsoring Supervisor: _____



For Clerk's Use Only:

Wong, Linda (BOS)

From: Board of Supervisors, (BOS)
Sent: Tuesday, April 24, 2018 9:20 AM
To: Wong, Linda (BOS); Cohen, Malia (BOS); Fewer, Sandra (BOS); Stefani, Catherine (BOS)
Subject: FW: File Nos. 180334, 180343, 180344

From: Marvis Phillips [mailto:marvisphillips@gmail.com]
Sent: Tuesday, April 24, 2018 12:49 AM
To: Board of Supervisors, (BOS) <board.of.supervisors@sfgov.org>
Cc: Tang, Katy (BOS) <katy.tang@sfgov.org>
Subject: File Nos. 180334, 180343, 180344

Dear Budget/Finance Sub-Committee Clerk Linda Wong,

I'm writing you because my iPad won't cc: to a group of people like the Board. So if you could forward this to the three members of the Budget/Finance Sub-Committee I would appreciate it, thank you.

I'm writing in support of the following three items (File No's. 180334, 180343, 180344)
180334- Accept and Expend Grant-California Governor's Office of Emergency Services, Victim/Witness Assistance Program - \$984,876; 180343- Elder Abuse Program -\$700,000; 180344- Innovative Response to Marginalized Victims Program.

All three of these vital to our communities programs help in establishing stability within our neighborhood communities victimized by those who want to harm our seniors, disabled and family populations, living in the Tenderloin and having in the 80's, worked as a community first responder "Block Captain" I have seen and been a victim of the criminal element within our district. My wife (now passed), has been a victim several times of criminals taking advantage of her disabled/senior person, both here in the Tenderloin (Eddy/Jones) & Polk Gultch (1524 Polk-Walgreens sidewalk).

So I understand really well this issue. And it with this knowledge that I fully support this issue and hope both this committee and the full board supports these important issues.

Sincerely,

Marvis J. Phillips
Resident and Community Activist/Block Captain 40+yrs Tenderloin

--
Thank you for your time and consideration. Please contact me if you have any questions or concerns.

Sincerely,
Marvis J. Phillips
President, ABD6
<http://abd6.cfsites.org/>

File Nos. 180334
180343
180344
Received in Committee
4/26/18
fw

SFDA Victim Services Division

San Francisco Board of Supervisors

April 26, 2018

California Governor's Office of Emergency Services- Victim Witness Assistance Program (VW)

\$984,876

10 Staff positions:

- 8129 3 advocates
- 8131 3 team leads
- 9914 3 advocate trainees
- 8135 1 Supervisor

Provides direct services to victims, witnesses

Victim Services dogs

Staff training

8,626 Victims served in 2017

85,821 services provided

California Governor's Office of Emergency Services, Elder Abuse Program (XE)

\$700,000

2 positions

- 8129 2 advocates

Provides direct services to victim of elder abuse

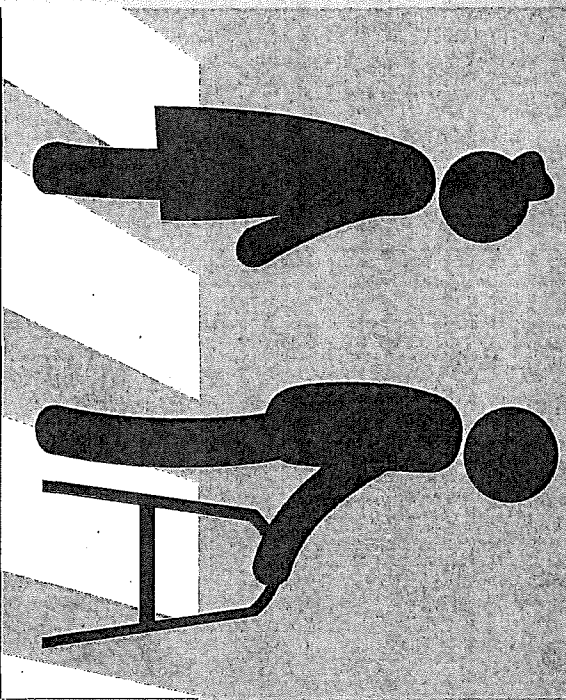
Provides specialized services for elder victims of financial fraud and pedestrian fatality

Provides extensive outreach and community awareness campaigns to prevent financial fraud and pedestrian fatality

553 Victims served in 2017

4653 services provided to victims

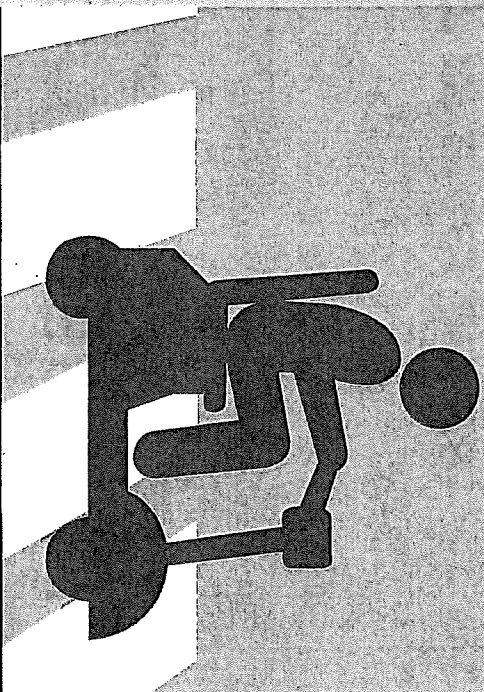
DRIVE SLOW



George Gascón
San Francisco District Attorney's Office



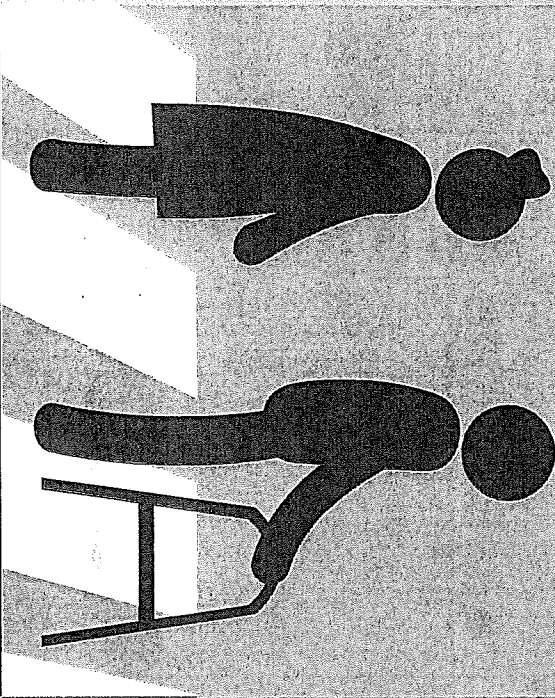
GIVE SENIORS A BRAKE



George Gascón
San Francisco District Attorney's Office



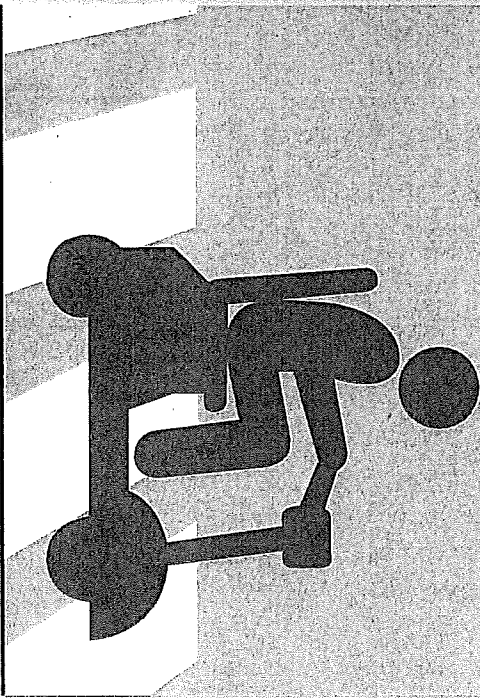
DRIVE SLOW



George Gascón
San Francisco District Attorney's Office



SENIORS CROSSING



George Gascón
San Francisco District Attorney's Office



California Governor's Office of Emergency Services-Innovative Response to Marginalized Victims (KI)

\$ 306,666

1.5 positions

- 8129 1.5 advocates

Provides community based advocates out-stationed in 4 neighborhoods: Bayview, Visitation Valley, Outer Mission and Mission

San Francisco District Attorney's Office
VICTIM SERVICES DIVISION



2017 End of Year Report

San Francisco District Attorney's Office
VICTIM SERVICES DIVISION

Our goal is to help victims of crime mitigate their trauma, navigate the criminal justice system and rebuild their lives. The following is a summary of the outcomes for the Victim Services Division (VSD) for the calendar year 2017. This report includes the following four units: advocacy, claims, mass casualty, and sentence planning.

**OVERALL DIVISION
ACCOMPLISHMENTS**

RESOURCES

Staff Size

75% increase in the number of staff from 2014 to 2017.

Finance

- KI grant: \$306,666
- XC extended to 12/19: \$1,664,446
- XE extended to 12/19: \$700,000
- VW grant renewed 17/18: \$984,876
- Victims of Crime Week grant: \$5,000
- **Total Funding: \$3,660,988**

Equipment

Purchased two new vehicles.



The Victim Services Division team poses for the camera.

COMMUNITY OUTREACH

Sunday Streets

March-October

Staff participated in seven Sunday Streets community outreach events throughout San Francisco between March and October, handing out information about victim services. These events were held in the Bayview/Dogpatch, Excelsior, Mission, Sunset, Tenderloin, and Western Addition districts.

Victims of Crime Week

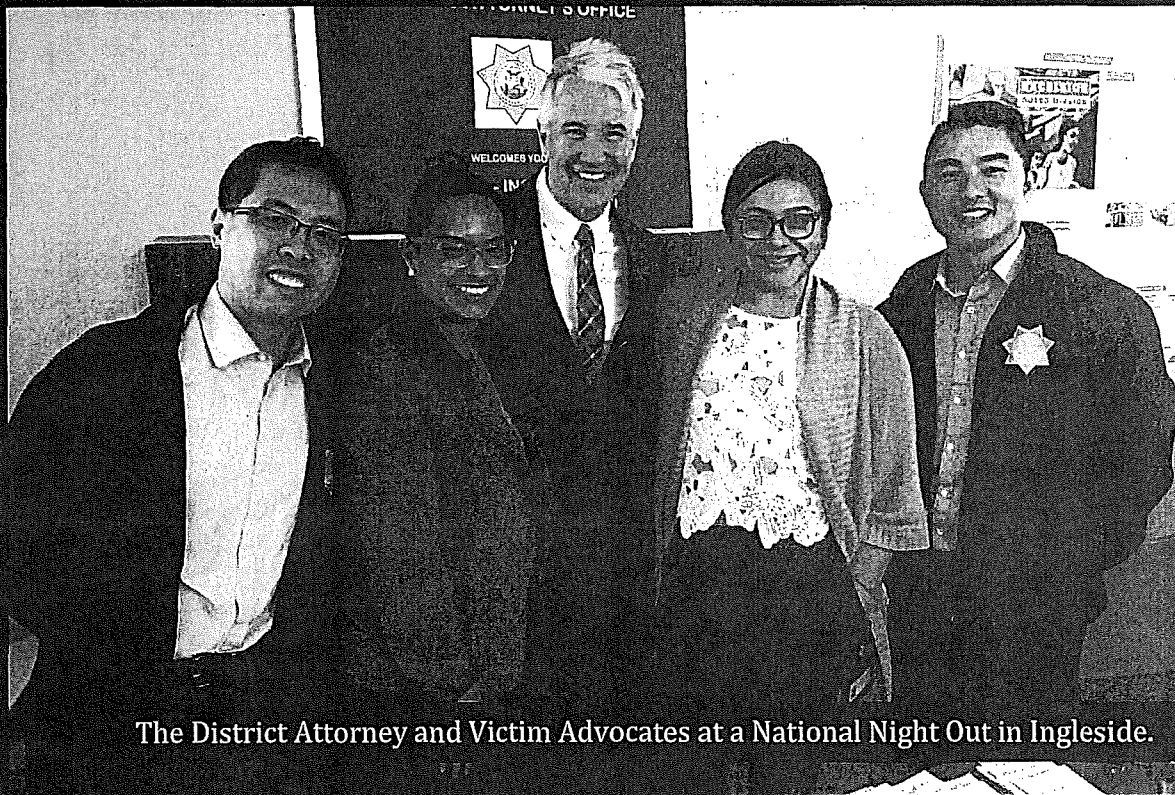
April

This event was held at City Hall with a theme of Strength, Resilience and Justice. Three awards were given to victims of attempted car-jacking and kidnapping, and our partner agency La Raza Centro Legal.

National Night Out

August

Staff participated in events at 10 districts across the city, providing information about victim services: Bayview, Central, Mission, Northern, Park, Richmond, Southern, Taraval, Tenderloin, and Treasure Island. Service dogs Pink and Red visited 5 of 10 sites.



The District Attorney and Victim Advocates at a National Night Out in Ingleside.

Red Zone Event

September

This event was held at UCSF with 110 participants. Key Note Speaker Jennifer Thompson opened the event and framed the importance of effective interaction between law enforcement and first responders when working with victims of campus sexual assault. The breakout groups included: Title IX, law enforcement, and service provider sessions.

Domestic Violence Awareness Event

October

This event at the Hall of Justice highlighted the work of the Bayview Domestic Violence High Lethality Team with 80 participants. Awards were given to Cpt. Una Bailey, SFPD Special Victims Unit; Tinetta Thompson, Assistant District Attorney; Marylyn Murcia, Sr. Case Manager, Bayview YMCA; and Elise Hansell, Department on the Status of Women.

Bark in the Park

October

Staff participated in the Department of Emergency Management's annual event during Fleet Week and provided treats for dogs as well as information about victim services.

1642 total volunteer hours served at community events.

POLICY

Campus Sexual Assault Task Force

Report attached Appendix 1

Participated in year-long Mayor's task force addressing campus sex assault. Recommendations and data collected in final report.

Vision Zero

Protocol attached Appendix 2

Worked with task force of city agencies to develop a coordinated protocol for responding to traffic fatalities.

UVisa and Court Accompaniment

Policy attached Appendix 3

Updated our UVisa information distribution and victim safety policy in response to growing concerns of immigration raids and detainment.

Homicide Victims/DA Meetings

Policy attached Appendix 4

Updated policy pertaining to family meeting of homicide victims with DA to more effectively provide proactive information and resources.

Sex Worker Safety Policy

Policy attached Appendix 5

Adoption of policy with SFDA and SFPD to protect sex workers who have been a victim of a crime without fear of arrest or prosecution of offenses related to prostitution or drug use/possession.

Child Advocacy Center (CAC) Victim Service Dogs

Protocol attached Appendix 6

Policies and Procedures were created to effectively utilized VSD service dogs at the CAC for victim of crime in multidisciplinary Interviews (MDI) and other interviews.



Chief of Victim Services Gena Castro Rodriguez and Assistant District Attorney Liz Aguilar-Tarchi speak at a Crime Victims' Rights Conference in Pristina, Kosovo.

TRAINING

107 presentations.

1901 hours of staff training.

6 trainings with SFPD's Critical Response Team.

Special Events

- National Organization for Victim Advocacy Conference
- Central Valley Latino Foundation Health Conference
- Delegation to Pristina, Kosovo regarding domestic violence

PROGRAM DEVELOPMENT

Team Leads

- 3 retreats
- Trainings: How to Supervise
- Bi-Weekly Meetings
- Developed Core Values and Code of Conduct (*Appendix 7*)

Speaker's Bureau

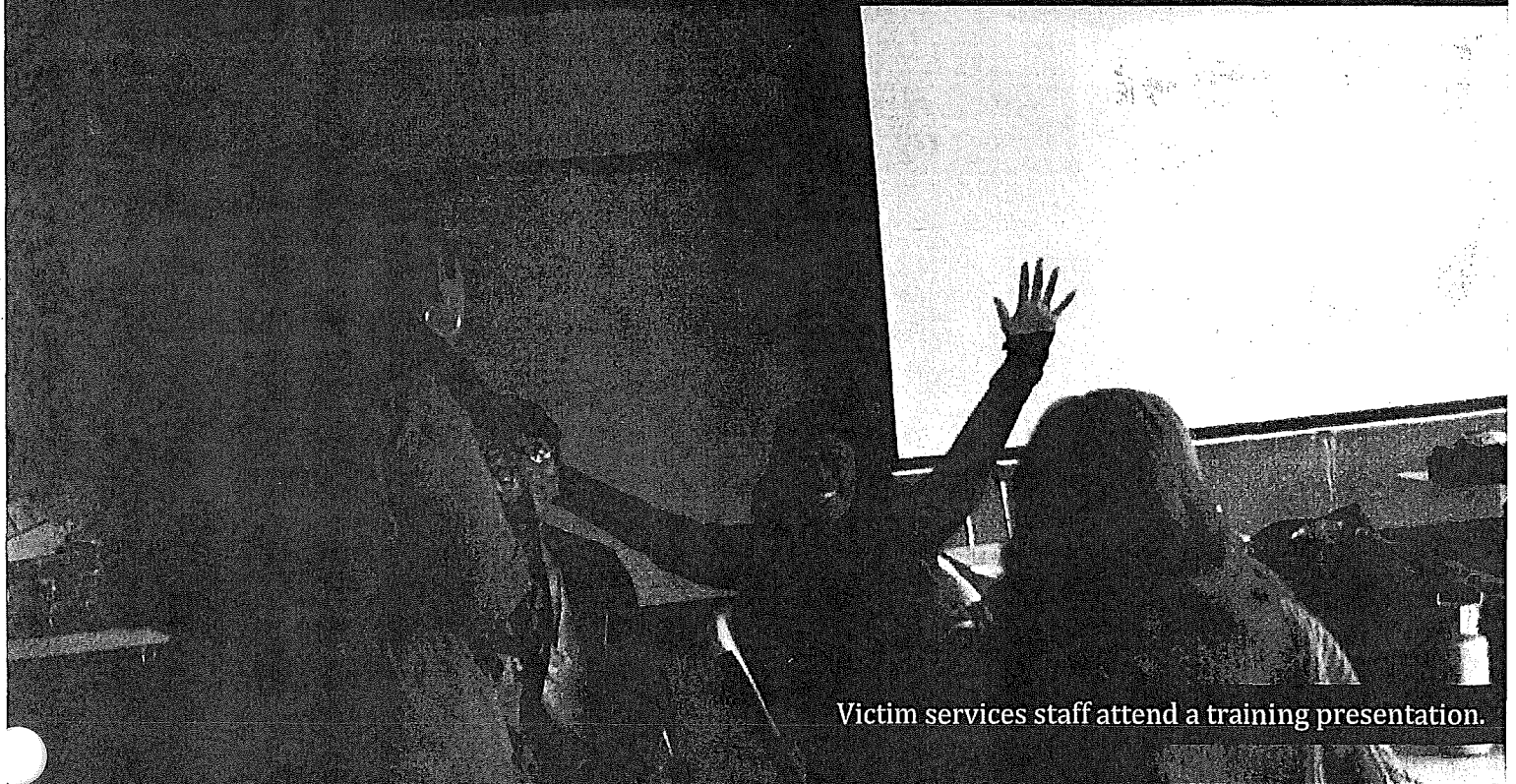
Curriculum attached Appendix 8

Six-week training curriculum for staff of VSD to provide professional development in presentations. The goal is to prepare staff members to effectively represent VSD in outreach and education.

Advocacy Boot Camp

Agenda attached Appendix 9

40-hour introductory training; 7 new staff trained.



Victim services staff attend a training presentation.

**ACCOMPLISHMENTS
BY UNIT**

ADVOCACY UNIT

The Advocacy Unit is dedicated to meeting the needs of victims and witnesses across numerous crime types and special populations. Advocates are trained to provide crisis support services and counseling, guidance in navigating the criminal justice system, referrals to employment and health resources, crime prevention information, funeral arrangements, and witness assistance.

8620 clients served.

- 380 clients served with **victim services dogs**
- 320 clients served in **Las Vegas**
- 10 new staff on-boarded
- 4 events held at 3 sites
- 75 students ages 3-8 outreached by our **Child Advocacy Team**



Pink in action, bringing joy to the office.



Victim services dogs Red (L) and Pink (R).



The Victim Services Team in Las Vegas.

CLAIMS UNIT

The Claims Unit processes claims for the California Victim Compensation Board, which provides financial support to victims or witnesses for expenses resulting from certain violent crimes. Its staff collaborates with advocacy teams to assist victims with preparing, submitting, and securing approval for compensation.

1481 claims processed.

2,613 total bills processed.

- 370 income loss bills processed
- 3.7% denial rate (55/1481)
- \$1,450,277 dollars paid out
- 14 claims issues meetings
- 75 cases discussed
- 1 new staff on-boarded
- Co-located claims staff on rotating basis.
- All staff trained in revolving fund for handling emergency relocation, funeral/burial and emergency applications.

MASS CASUALTY UNIT

The Mass Casualty Critical Response Team is comprised of trained and multilingual advocates who work with other San Francisco departments and agencies to fill gaps in victim support following mass casualty incidents. It aims to provide a unified response to victims of mass violence for both the short-term and long-term trauma they will face.

932 hours of training for 30 staff members.

Training Events

- NOVA Training
- Mental Health First Aid Training
- Leave No Victim Behind Conference
- Death Notification Training
- Incident Command Training 101
- EOS 101 Training
- Active Shooter: What Can You Do Training
- ESF #6: Mass Care, Emergency Assistance, Housing and Human Services
- Mass Violence Communications Webinar
- EOC 101 Course at SFO Airport
- School Violence and the Active Shooter

*2 deployments to UPS and Las Vegas.
325 victims served.*

- Hired two new staff members for the unit: one Program Coordinator and one Advocate.
- Secured a California Office of Emergency Services Grant in the amount of \$1,664,446 to engage in planning, training, and practice, as well as develop a formal protocol for local and regional responses.
- Developed BAMCP Memorandum of Understanding (MOU) (*Appendix 10*) for Nine Bay Area District Attorney's Office Victim/Witness Service programs to collaborate on planning, training and mutual aid for mass crime victim casualty events.

SENTENCING PLANNING UNIT

In 2012, the SFDA launched our Sentencing Planning (SP) program, becoming the first office in the State of California to hire a Sentencing Planner. Since then, the program has doubled its capacity with two Sentencing Planners. The program fundamentally transforms the way that prosecutors approach cases by developing individualized sentences that address the needs and risks of justice-involved individuals. It redefines success from the traditional metrics of conviction rates and prison terms to recidivism and community safety.

815 cases assigned.

- Open cases as of December 31, 2017: 281
- Closed cases as of December 31, 2017: 487

64 plans submitted.

- 29 plans adopted
- 3 plans not adopted
- 32 plans pending

APPENDIX

- I. Campus Sexual Assault Task Force-Report
- II. Vision Zero Pedestrian Fatality Response Protocol
- III. UVisa and Court Accompaniment Policy
- IV. Homicide Victims/DA Meetings Policy
- V. Sex Worker Safety Policy
- VI. Child Advocacy Center (CAC) Victim Service Dog Protocol
- VII. Core Values and Code of Conduct
- VIII. Speaker's Bureau Curriculum
- IX. Advocacy Boot Camp 40-hour Introductory Training Agenda
- X. BAMCP Memorandum of Understanding (MOU)

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