

File No. 200224

Committee Item No. 4

Board Item No. _____

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Committee: Budget & Finance Committee

Date March 25, 2020

Board of Supervisors Meeting

Date _____

Cmte Board

- Motion
- Resolution
- Ordinance
- Legislative Digest
- Budget and Legislative Analyst Report
- Youth Commission Report
- Introduction Form
- Department/Agency Cover Letter and/or Report
- MOU
- Grant Information Form
- Grant Budget
- Subcontract Budget
- Contract/Agreement
- Form 126 – Ethics Commission
- Award Letter
- Application (grant)
- Public Correspondence

OTHER (Use back side if additional space is needed)

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Completed by: Linda Wong Date March 18, 2020
 Completed by: Linda Wong Date _____

1 [Accept and Expend Grant - Retroactive - County Victim Services Program - California
2 Governor's Office of Emergency Services - \$451,544]

3 **Resolution retroactively authorizing the Office of the District Attorney to accept and**
4 **expend a grant in the amount of \$451,544 from the California Governor's Office of**
5 **Emergency Services for the County Victim Services Program, for the grant period of**
6 **January 1, 2020, through December 31, 2020.**

7
8 WHEREAS, California Governor's Office of Emergency Services (Cal OES) awarded
9 \$451,544 to the Office of the District Attorney for the County Victim Services (XC) Program;
10 and

11 WHEREAS, The purpose of the grant is to support counties across California, and
12 the City of Los Angeles, in providing direct services to victims; and

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


15 WHEREAS, The grant includes a required match of 20% of the project budget or
16 \$112,886; the sources of matching funds are the District Attorney's Office general fund and
17 through volunteer hours; and

18 WHEREAS, The grant includes provision for indirect costs of \$50,276; now,
19 therefore, be it

20 RESOLVED, That the Board of Supervisors hereby authorizes the Office of the
21 District Attorney to retroactively accept and expend, on behalf of the City and County of
22 San Francisco, a grant from the California Governor's Office of Emergency Services for the
23 County Victim Services Program in the amount of \$451,544.

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Recommended:





Eugene Clendinen

Chief Administrative & Financial Officer

for Chesa Boudin

District Attorney

Approved: 
for London N. Breed
Mayor

Approved: 
for Ben Rosenfield
Controller

File Number: _____
(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: **County Victim Services Program**
2. Department: **Office of the District Attorney**
3. Contact Person: **Lorna Garrido** Telephone: **(628) 652-4035**
4. Grant Approval Status (check one):
 Approved by funding agency Not yet approved
5. Amount of Grant Funding Approved or Applied for: **\$451,544**
6. a. Matching Funds Required: **\$112,886**
b. Source(s) of matching funds (if applicable): **General Fund (Project ID 10023081) and volunteer hours**
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 support counties across California, and the City of Los Angeles, in providing direct services to victims.**
9. Grant Project Schedule, as allowed in approval documents, or as proposed:
Start-Date: **January 1, 2020** End-Date: **December 31, 2020**
10. a. Amount budgeted for contractual services: **\$0**
b. Will contractual services be put out to bid? **n/a**
c. If so, will contract services help to further the goals of the Department's Local Business Enterprise (LBE) requirements? **n/a**
d. Is this likely to be a one-time or ongoing request for contracting out? **n/a**
11. a. Does the budget include indirect costs?
 Yes No
b. 1. If yes, how much? **\$50,276**
b. 2. How was the amount calculated? **10% of modified total direct costs**
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: **none**

****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:

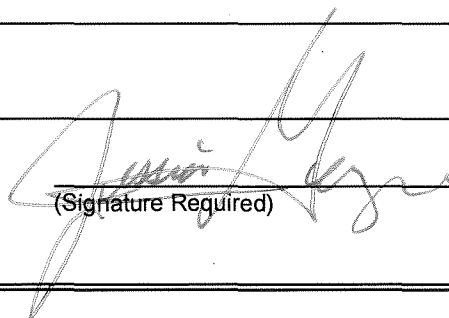
Comments:

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

Jessica Geiger
(Name)

Facilities Manager (Title)

Date Reviewed: 1/29/20

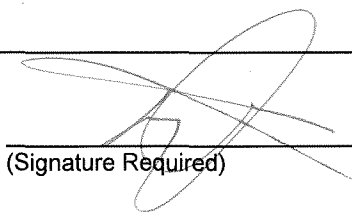

(Signature Required)

Department Head or Designee Approval of Grant Information Form:

Eugene Clendinen
(Name)

Chief Administrative & Financial Officer
(Title)

Date Reviewed: 1/29/20


(Signature Required)

BUDGET CATEGORY AND LINE ITEM DETAIL

Subrecipient: City and County of San Francisco					Subaward #: XC19 02 0380		
A. Personal Services – Salaries/Employee Benefits					18VOCA	18VOCA MATCH	COST
SALARIES:							
<u>8131 Victim/Witness Investigator II - Advocate (0.50 FTE) Maria Reynoso</u>							
\$3,221 bi-weekly x 4.80 pay periods x 0.50 FTE = \$7,730.40					\$7,730		\$7,730
\$3,382 bi-weekly x 8.20 pay periods x 0.50 FTE = \$13,866.20					\$13,866		\$13,866
\$3,483.46 bi-weekly x 12.8 pay periods x 0.50 FTE = \$22,294.14					\$22,294		\$22,294
\$3,500.88 bi-weekly x 0.4 pay periods x 0.50 FTE = \$700.18					\$700		\$700
Bi-lingual Pay: \$60 bi-weekly x 26.2 pay periods x 0.50 FTE = \$786.00					\$786		\$786
<u>8135 Assistant Chief Victim/Witness Investigator (1.00 FTE) Paige Allmendinger</u>							
\$4,597 bi-weekly x 13 pay periods x 1.0 FTE = \$59,761.00					\$59,761		\$59,761
\$4,734.91 bi-weekly x 12.8 pay periods x 1.0 FTE = \$60,606.85					\$60,607		\$60,607
\$4,758.58 bi-weekly x 0.4 pay periods x 1.0 FTE = \$1,903.43					\$1,903		\$1,903
<u>8129 Victim/Witness Investigator 1 - Advocate (0.25 FTE) Melissa McNair</u>							
\$3,237 bi-weekly x 13 pay periods x 0.25 FTE = \$10,520.25					\$10,520		\$10,520
\$3,334.11 bi-weekly x 12.8 pay periods x 0.25 FTE = \$10,669.15					\$10,669		\$10,669
\$3,350.78 bi-weekly x 0.4 pay periods x 0.25 FTE = \$335.08					\$335		\$335
Bi-lingual Pay: \$60 bi-weekly x 26.2 pay periods x 0.25 FTE = \$393					\$393		\$393
<u>8129 Victim/Witness Investigator 1 - Advocate (1.00 FTE) TBD - Front Desk Staff</u>							
\$2,662 bi-weekly x 13 pay periods x 1.0 FTE = \$34,606.00					\$34,606		\$34,606
\$2,741.86 bi-weekly x 12.8 pay periods x 1.0 FTE = \$35,095.81					\$35,096		\$35,096
\$2,755.57 bi-weekly x 0.4 pay periods x 1.0 FTE = \$1,102.23					\$1,102		\$1,102
<u>9914 Public Service Aide - (1.00 FTE) Alma Garcia</u>							
\$1,694 bi-weekly x 13 pay periods x 1.0 FTE = \$22,022.00					\$22,022		\$22,022
\$1,744.82 bi-weekly x 12.8 pay periods x 1.0 FTE = \$22,333.70					\$22,334		\$22,334
\$1,753.54 bi-weekly x 0.4 pay periods x 1.0 FTE = \$701.42					\$701		\$701
<u>Volunteer Match, 8129 Step 1</u>							
\$46.55 Hourly x 10 hours X 13 pay periods = \$6,051.50						\$6,052	\$6,052
\$47.95 Hourly x 9 hours X 12.8 pay periods = \$5,523.84						\$5,524	\$5,524
\$48.19 Hourly x 8 hours X 0.4 pay periods = \$154.21						\$154	\$154
EMPLOYEE BENEFITS:							
<u>8131 Victim/Witness Investigator II - Advocate</u>							
39.26% x \$45,377 = \$17,815.01						\$17,815	\$17,815
Benefits include 5.65% Social Security/Medicare, 0.95% Dental, 22.71% Retirement, 0.26% Unemployment							
<u>8135 Assistant Chief Victim/Witness Investigator</u>							
43.75% x \$122,271 = \$53,493.56					\$53,494		\$53,494
Medical/Dental, 6.37% Dependent coverage, 21.93% Retirement, 0.27% Long Term Disability, 0.26% Unemployment							
<u>8129 Victim/Witness Investigator 1 - Advocate</u>							
41.70% x \$92,721 = \$38,664.66					\$38,665		\$38,665
Benefits include 7.49% Social Security/Medicare, 11.66% Medical/Dental, 21.90% Retirement, 0.39% Long Term Disability, 0.26% Unemployment							
<u>9914 Public Service Aide</u>							
45.69% x \$45,057 = \$20,586.54					\$20,587		\$20,587
Benefits include 7.49% Social Security/Medicare, 12.24% Medical/Dental, 25.31% Retirement, 0.39% Long Term Disability, 0.26% Unemployment							
Personal Section Totals	\$0	\$0	\$0	\$0	\$372,795	\$74,921	\$447,716
PERSONAL SECTION TOTAL							\$447,716

BUDGET CATEGORY AND LINE ITEM DETAIL

Subrecipient: City and County of San Francisco					Subaward #: XC19 02 0380		
B. Operating Expenses					18VOCA	18VOCA MATCH	COST
Indirect - 10% de Minimis							
Indirect @ 10% x \$502,759 Modified Total Direct Costs = \$50,275.90, MTDC = \$447,716 salaries/benefits + \$55,043 operating expenses Use for indirect - general administration, Finance, Payroll, Human Resources, Information Technology, and Executive Management					\$37,311	\$12,965	\$50,276
Facility Cost - \$21/ft² annually							
125 square feet per FTE x \$21 per square foot x 3.8685 FTE = \$10,154.81					\$10,155		\$10,155
In-State Training = \$12,701							
2020 Leave No Victim Behind Conference, TBD California, Dates TBD = \$3,428							
Registration: \$369 x 3 participants=\$1,107					\$1,107		\$1,107
Airfare: \$154 x 3 participants=\$462					\$462		\$462
Per Diem: \$61/day x 3.5 days x 3 participants = \$641					\$641		\$641
Hotel: \$102/day x 3 days x 3 participants = \$918					\$918		\$918
Ground Transportation: \$100 x 3 participants = \$300					\$300		\$300
CDA and CCVAA meeting, Palm Springs, CA, Jan 12-13, 2020 = \$657							
Airfare: \$318 x 1 participant					\$318		\$318
Hotel: \$140/night x 1 night x 1 participant = \$140					\$140		\$140
Per Diem: \$66/day x 1.5 days x 1 participant = \$99					\$99		\$99
Ground Transportation: \$100 x 1 participant					\$100		\$100
CCVAA Victim Advocacy Institute, Orange County, CA, Feb 3-6, 2020 = \$4,160							
Airfare: \$166 x 4 participants= \$664					\$664		\$664
Per Diem: \$66 x 3.5 days x 4 participants = \$924					\$924		\$924
Hotel: \$181/night x 3 nights x 4 participants = \$2,172					\$2,172		\$2,172
Ground Transportation: \$100 x 4 participants = \$400					\$400		\$400
CCVAA Entry Level Victim Advocacy Training, Sacramento, CA, May 2020 (Dates TBD) = \$4,456							
Mileage: .58/mile x 87.9 miles x round trip x 4 participants					\$204		\$204
Per Diem: \$66/day x 5.5 days x 4 participants					\$1,452		\$1,452
Hotel: \$140/night x 5 nights x 4 participants					\$2,800		\$2,800
Out-of-State Training = \$4,602							
2020 International Conference on Sexual Assault, Domestic Violence, and Violence Across the Lifespan, Washington, DC, April 13-16, 2020 = \$4,602							
Airfare = \$672 x 2 staff = \$1,344					\$1,344		\$1,344
Registration = \$495 x 2 staff= \$990					\$990		\$990
Hotel = \$256/night x 3 nights x 2 staff= \$1,536					\$1,536		\$1,536
Per Diem = \$76 per day x 3.5 days x 2 staff = \$532					\$532		\$532
Ground Transportation = \$100 x 2 staff = \$200					\$200		\$200
Victim Emergency Fund					\$13,980		\$13,980
Subgrant to Community Agency						\$25,000	\$25,000
Operating Section Totals					\$0	\$0	\$0
					\$0	\$0	\$0
OPERATING SECTION TOTAL					\$78,749	\$37,965	\$116,714
							\$116,714

BUDGET CATEGORY AND LINE ITEM DETAIL

Subrecipient: City and County of San Francisco					Subaward #: XC19 02 0380		
C. Equipment					18VOCA	18VOCA Match	COST
none requested							
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>	\$0	\$0	\$0	\$0	\$451,544	\$112,886	
Total Project Cost							\$564,430



January 9, 2020

Gena Castro Rodriguez, Chief of Victim Services Division
San Francisco, City & County
350 Rhode Island Street, North Building, Suite 400N
San Francisco, CA 94103-5188

Subject: **NOTIFICATION OF APPLICATION APPROVAL**
County Victim Services Program
Subaward #: XC19 02 0380, Cal OES ID: 075-00000

Dear Ms. Rodriguez:

Congratulations! The California Governor's Office of Emergency Services (Cal OES) has approved your application in the amount of \$451,544, subject to Budget approval. A copy of your approved subaward is enclosed for your records.

Cal OES will make every effort to process payment requests within 45 days of receipt.

This subaward is subject to the Cal OES Subrecipient Handbook. You are encouraged to read and familiarize yourself with the Cal OES Subrecipient Handbook, which can be viewed on Cal OES website at www.caloes.ca.gov.

Any funds received in excess of current needs, approved amounts, or those found owed as a result of a close-out or audit, must be refunded to the State within 30 days upon receipt of an invoice from Cal OES.

Should you have questions on your subaward please contact your Program Specialist.

VSPS Grants Processing

Enclosure

c: Subrecipient's file

(Cal OES Use Only)



Cal OES #	075-00000-00	FIPS #	075-00000	VS#		Subaward #	1819020380 (6)
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**CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES
GRANT SUBAWARD FACE SHEET**

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

- 1. Subrecipient: City and County of San Francisco 1a. DUNS#: 143602105
- 2. Implementing Agency: City and County of San Francisco-District Attorney's Office 2a. DUNS#: 143602105
- 3. Implementing Agency Address: 350 Rhode Island Street, North Building, Suite 400N San Francisco 94103-5188
(Street) (City) (Zip+4)
- 4. Location of Project: San Francisco San Francisco 94103-5188
(City) (County) (Zip+4)
- 5. Disaster/Program Title: County Victim Services TPC Program 6. Performance Period: 01/01/20 to 12/31/20
(Start Date) (End Date)
- 7. Indirect Cost Rate: 10% de minimis Federally Approved ICR (if applicable): _____ %

Item Number	Grant Year	Fund Source	A. State	B. Federal	C. Total	D. Cash Match	E. In-Kind Match	F. Total Match	G. Total Cost
8.	2018	VOCA		\$451,544		\$101,156	\$11,730	\$112,886	\$564,430
9.	Select	Select							
10.	Select	Select							
11.	Select	Select							
12.	Select	Select							
Total Project Cost				\$451,544	\$451,544	\$101,156	\$11,730	\$112,886	\$564,430

13. **Certification** - 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. **CA Public Records Act** - Grant applications are subject to the California Public Records Act, Government Code section 6250 et seq. Do not put any personally identifiable information or private information on this application. If you believe that any of the information you are putting on this application is exempt from the Public Records Act, please attach a statement that indicates what portions of the application and the basis for the exemption. Your statement that the information is not subject to the Public Records Act will not guarantee that the information will not be disclosed.

15. **Official Authorized to Sign for Subrecipient:**
 Name: Suzy Loftus Title: Interim District Attorney
 Payment Mailing Address: 350 Rhode Island Street, North Building, Suite 400N City: San Francisco Zip Code+4: 94103-5188
 Signature: [Signature] Date: 12.19.19

16. **Federal Employer ID Number:** 946000417 (FOR Cal OES USE ONLY)

I hereby certify upon my personal knowledge that budgeted funds are available for the period and purposes of this expenditure stated above.
Sara Stillwell 1/7/2020 [Signature] 12/30/2019
 (Cal OES Fiscal Officer) (Date) (Cal OES Director or Designee) (Date)

ENY: 2019-20 Chapter: 23 SL: 18408
 Item: 0690-102-0890 Pgm: 0385
 FAIN #: 2018-V2-GX-0029 10/01/17-09/30/21
 Fund: Federal Trust AL#: 16.575
 Program: County Victim Services Program
 Match Req.: 20% C/IK based on TPC
 Project ID: OES18VOCA000012
 SC: 2019-18408 Amount: \$ 451,544

RECEIVED
 DEC 30 2019
 BY: 691712

**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
2018	Victims of Crime Act (VOCA) / 16.575	Office for Victims of Crime	\$396,642,274	\$380,776,583
Choose an item.	Choose an item.	Choose an item.	\$	\$
Choose an item.	Choose an item.	Choose an item.	\$	\$
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):
County Victim Services Program (XC)
- Project Description (Please type the Project Description):
Provide federal VOCA funding to each of California's 58 counties and the City of Los Angeles to help fill self-identified victim services gaps/needs.

4. Research & Development Section:

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

PROJECT CONTACT INFORMATION

Subrecipient: City and County of San Francisco Subaward #: XC19 02 0380

Provide the name, title, address, telephone number, and e-mail address for the project contacts named below.

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

Name: Gena Castro Rodriguez Title: Chief of Victim Services Division
Telephone #: 628-652-4102 Email Address: gena.castrorodriguez@sfgov.org
Address/City/Zip + 4: 350 Rhode Island Street, North Building, Suite 400N, San Francisco CA 94103-5188

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

Name: Eugene Clendinen Title: Chief Administrative & Financial Officer
Telephone #: 628-652-4030 Email Address: eugene.cleindinen@sfgov.org
Address/City/Zip + 4: 350 Rhode Island Street, North Building, Suite 400N, San Francisco CA 94103-5188

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

Name: Jacqueline Ortiz Title: Deputy Chief of Victim Services Division
Telephone #: 628-652-4103 Email Address: jacqueline.ortiz@sfgov.org
Address/City/Zip + 4: 350 Rhode Island Street, North Building, Suite 400N, San Francisco CA 94103-5188

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

Name: Sheila Arcelona Title: Assistant Chief, Finance and Administration
Telephone #: 628-652-4031 Email Address: sheila.arcelona@sfgov.org
Address/City/Zip + 4: 350 Rhode Island Street, North Building, Suite 400N, San Francisco CA 94103-5188

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: Suzy Loftus Title: Interim District Attorney
Telephone #: 628-652-4012 Email Address: district.attorney@sfgov.org
Address/City/Zip + 4: 350 Rhode Island Street, North Building, Suite 400N, San Francisco CA 94103-5188

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 15 of the Grant Subaward Face Sheet:

Name: Suzy Loftus Title: Interim District Attorney
Telephone #: 628-652-4012 Email Address: district.attorney@sfgov.org
Address/City/Zip + 4: 350 Rhode Island Street, North Building, Suite 400N, San Francisco CA 94103-5188

7. The **Chair** of the **Governing Body** of the Subrecipient:

Name: Norman Yee Title: President, Board of Supervisors
Telephone #: 415-554-6516 Email Address: norman.yee@sfgov.org
Address/City/Zip + 4: City Hall, 1 Dr. Carlton B. Goodlett Place, 2nd Floor, San Francisco, CA 94102-4689

SIGNATURE AUTHORIZATION

Subaward #:

XC19 02 0380

Subrecipient:

City and County of San Francisco

Implementing Agency:

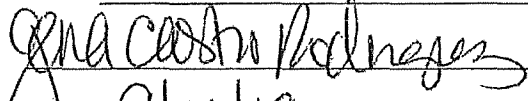
District Attorney's Office

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

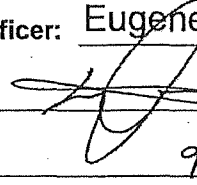
*Project Director: Gena Castro Rodriguez

*Financial Officer: Eugene Clendinen

Signature:


9/26/19

Signature:



Date:

9/25/19

The following persons are authorized to sign for the
Project Director

The following persons are authorized to sign for the
Financial Officer

Signature

Jacqueline Ortiz

Print Name

Signature

Delia Montiel

Print Name

Signature

Print Name

Signature

Print Name

Signature

Print Name

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, Suzy Loftus, Interim District Attorney hereby certify that
(official authorized to sign Subaward; same person as Section 15 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 (EEO) by prohibiting discrimination or harassment in employment because of race, color, religion, religious creed (including religious dress and grooming practices), national origin, ancestry, citizenship, physical or mental disability, medical condition (including cancer and genetic characteristics), genetic information, marital status, sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender, gender identity, gender expression, age, sexual orientation, veteran and/or military status, protected medical leaves (requesting or approved for leave under the Family and Medical Leave Act or the California Family Rights Act), domestic violence victim status, political affiliation, and any other status protected by state or federal law. **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 Tolliver

Title: Senior Personnel Analyst

Address: 350 Rhode Island Street, North Building, Suite 400N, San Francisco, CA 94103-5188

Phone: 628-652-4040

Email: shavaun.tolliver@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 – (Subrecipient Handbook Section 1350)

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

1. Applicability of Part 200 Uniform Requirements

The Subrecipient agrees to comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. Part 200, as adopted and supplemented by the Department of Justice (DOJ) in 2 C.F.R. Part 2800 (together, the "Part 200 Uniform Requirements").

2. Compliance with DOJ Grants Financial Guide

The Subrecipient agrees to comply with the Department of Justice Grants Financial Guide as posted on the OJP website (currently, the "2015 DOJ Grants Financial Guide"), including any updated version that may be posted during the period of performance.

3. Requirements Pertaining to Prohibited Conduct Related to Trafficking in Persons (including reporting requirements and OJP authority to terminate award)

The Subrecipient agrees to comply with all applicable requirements (including requirements to report allegations) pertaining to prohibited conduct related to the trafficking of persons, whether on the part of Subrecipient or individuals defined (for purposes of this condition) as "employees" of the Subrecipient.

The details of the Subrecipient's obligations regarding prohibited conduct related to trafficking in persons are posted on the OJP website at: <http://ojp.gov/funding/Explore/ProhibitedConduct-Trafficking.htm> (Award condition: Prohibited conduct by Subrecipients related to trafficking in persons (including reporting requirements and OJP authority to terminate award)), and are incorporated by reference here.

4. Civil Rights and Nondiscrimination

The Subrecipient understands that the federal statutes and regulations pertaining to civil rights and nondiscrimination and, in addition:

- a. the Subrecipient understands that the applicable statutes pertaining to civil rights will include section 601 of the Civil Rights Act of 1964 (42 U.S.C. § 2000d); section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794); section 901 of the Education Amendments of 1972 (20 U.S.C. § 1681); and section 303 of the Age Discrimination Act of 1975 (42 U.S.C. § 6102);
- b. the Subrecipient understands that the applicable statutes pertaining to nondiscrimination may include section 809(c) of Title I of the Omnibus Crime Control and Safe Streets Act of 1968 (34 U.S.C. § 10228(c)); section 1407(e) of the Victims of Crime Act of 1984 (34 U.S.C. § 20110 (e)) ; section 299A(b) of the Juvenile Justice and Delinquency Prevention Act of 2002 (34 U.S.C. § 11182(b)); and the grant condition set out at section 40002(b)(13) of the Violence Against Women Act (34 U.S.C. § 12291(b)(13), which will apply to all awards made by the Office of Violence Against Women, also may apply to an award made otherwise; and
- c. the Subrecipient understands they must comply with the specific assurances set out in 29 C.F.R. §§ 42.105 and 42.204.

5. Compliance with Applicable Rules Regarding Approval, Planning, and Reporting of Conferences, Meetings, Trainings, and Other Events

The Subrecipient agrees to comply with all applicable laws, regulations, policies, and official DOJ guidance (including specific cost limits, prior approval and reporting requirements, where applicable) governing the use of federal funds for expenses related to conferences (as that term is defined by DOJ); including the provision of food and/or beverages at such conferences, and costs of attendance at such conferences.

Information on the pertinent DOJ definition of conferences and the rules applicable to this award appears in the DOJ Grants Financial Guide (currently, as section 3.10 of "Postaward Requirements" in the "2015 DOJ Grants Financial Guide").

6. Effect of Failure to Address Audit Issues

The Subrecipient understands and agrees that the DOJ awarding agency (OJP or OVW, as appropriate) may withhold award funds, or may impose other related requirements, if (as determined by the DOJ awarding agency) the Subrecipient does not satisfactorily and promptly address outstanding issues

from audits required by the Part 200 Uniform Requirements (or by the terms of this award), or other outstanding issues that arise in connection with audits, investigations, or reviews of DOJ awards.

7. Reporting Potential Fraud, Waste, Abuse, and Similar Misconduct

The Subrecipient agrees to promptly refer to the DOJ Office of the Inspector General (OIG) any credible evidence that a principal, employee, agent, contractor, subcontractor, or other person has, in connection with funds under this award (1) submitted a claim that violates 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.

Potential fraud, waste, abuse, or misconduct involving or relating to funds under this award should be reported to the OIG by:

- o Mail: Office of the Inspector General,
U.S. Department of Justice, Investigations Division,
950 Pennsylvania Avenue, N.W. Room 4706,
Washington, DC 20530;
- o E-mail: oig.hotline@usdoj.gov;
- o DOJ OIG hotline (contact information in English and Spanish): (800) 869-4499;
and/or
- o DOJ OIG hotline fax: (202) 616-9881.

Additional information is available from the DOJ OIG website at <http://www.usdoj.gov/oig>.

8. Compliance with General Appropriations-Law Restrictions on the Use of Federal Funds

The Subrecipient agrees to comply with all applicable restrictions on the use of federal funds set out in federal appropriations statutes. Pertinent restrictions, including from various "general provisions" in the Consolidated Appropriations Act, 2016, are set out at <http://ojp.gov/funding/Explore/FY2016-AppropriationsLawRestrictions.htm>, and are incorporated by reference here.

9. Restrictions and Certifications Regarding Non-Disclosure Agreements and Related Matters

The Subrecipient understands and agrees that no Subrecipient under this award, or entity that receives a procurement contract or subcontract with any funds under this award, may require any employee or contractor to sign an internal confidentiality agreement or statement that prohibits or otherwise restricts, or purports to prohibit or restrict, the reporting (in accordance with law) of waste,

fraud, or abuse to an investigative or law enforcement representative of a federal department or agency authorized to receive such information.

The foregoing is not intended, and shall not be understood by the agency making this award, to contravene requirements applicable to Standard Form 312 (which relates to classified information), Form 4414 (which relates to sensitive compartmented information), or any other form issued by a federal department or agency governing the nondisclosure of classified information.

a. In accepting this award, the Subrecipient:

- o Represents that it neither requires nor has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and
- o Certifies that, if it learns or is notified that it is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.

b. If the Subrecipient does or is authorized under this award to make subawards, procurement contracts, or both:

- o It represents that (1) it has determined that no other entity that the Subrecipient's application proposes may or will receive award funds (whether through a subaward, procurement contract, or subcontract under a procurement contract) either requires or has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and (2) it has made appropriate inquiry, or otherwise has an adequate factual basis, to support this representation; and
- o It certifies that, if it learns or is notified that any Subrecipient, contractor, or subcontractor entity that receives funds under this award is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds to or by that

entity, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.

10. Encouragement of Policies to Ban Text Messaging while Driving

Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), the Subrecipient understands that DOJ encourages Subrecipients to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this award, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.

11. Additional DOJ Awarding Agency Requirements

The Subrecipient agrees to comply with any additional requirements that may be imposed by the DOJ awarding agency (OJP or OVW, as appropriate) during the period of performance for this award, if the Subrecipient is designated as "high-risk" for purposes of the DOJ high-risk grantee list.

12. OJP Training Guiding Principles

The Subrecipient understands and agrees that any training or training materials developed or delivered with OJP award funds must adhere to the OJP Training Guiding Principles for Grantees and Subgrantees, available at <http://ojp.gov/funding/ojptrainingguidingprinciples.htm>.

13. Requirement to report actual or imminent breach of personally identifiable information (PII)

The recipient (and any "subrecipient" at any tier) must have written procedures in place to respond in the event of an actual or imminent "breach" (OMB M-17-12) if it (or a subrecipient)--1) creates, collects, uses, processes, stores, maintains, disseminates, discloses, or disposes of "personally identifiable information (PII)" (2 CFR 200.79) within the scope of an OJP grant-funded program or activity, or 2) uses or operates a "Federal information system" (OMB Circular A-130). The recipient's breach procedures must include a requirement to report actual or imminent breach of PII to an OJP Program Manager no later than 24 hours after an occurrence of an actual breach, or the detection of an imminent breach.

14. Specific Post-Award Approval Required to Use a Non-Competitive Approach in any Procurement Contract that Would Exceed \$150,000

The Subrecipient agrees to comply with all applicable requirements to obtain specific advance approval to use a non-competitive approach in any

procurement contract that would exceed the Simplified Acquisition Threshold (currently, \$150,000). This condition applies to agreements that, for purposes of federal grants administrative requirement, OJP considers a procurement "contract" (and therefore does not consider a subaward).

The details of the requirement for advance approval to use a noncompetitive approach in a procurement contract under an OJP award are posted on the OJP web site at <http://ojp.gov/funding/Explore/NoncompetitiveProcurement.htm> [Award condition: Specific post-award approval required to use a noncompetitive approach in a procurement contract (if contract would exceed \$150,000)] and are incorporated by reference here.

15. Requirement for Data on Performance and Effectiveness Under the Award

The Subrecipient agrees to collect and maintain data that measure the performance and effectiveness of activities under this award. The data must be provided to OJP in the manner (including within the timeframes) specified by OJP in the program solicitation or other applicable written guidance. Data collection supports compliance with the Government Performance and Results Act (GPRA) and the GPRA Modernization Act, and other applicable laws.

16. Compliance with 41 U.S.C. 4712 (including prohibitions on reprisal; notice to employees)

The Subrecipient agrees to comply with, and is subject to, all applicable provisions of 41 U.S.C. 4712, including all applicable provisions that prohibit, under specified circumstances, discrimination against an employee as reprisal for the employee's disclosure of information related to gross mismanagement of a federal grant, a gross waste of federal funds, an abuse of authority relating to a federal grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal grant.

The Subrecipient also must inform its employees, in writing (and in the predominant native language of the workforce), of employee rights and remedies under 41 U.S.C. 4712.

Should a question arise as to the applicability of the provisions of 41 U.S.C. 4712 to this award, the Subrecipient is to contact the DOJ awarding agency (OJP or OVW, as appropriate) for guidance.

17. VOCA Requirements

The recipient assures that the State and its subrecipients will comply with the conditions of the Victims of Crime Act (VOCA) of 1984, sections 1404(a)(2), and 1404(b)(1) and (2), 34 U.S.C. 20103(a)(2) and (b)(1) and (2) (and the applicable

program guidelines and regulations), as required. Specifically, the State certifies that funds under this award will:

- a. be awarded only to eligible victim assistance organizations, 34 U.S.C. 20103(a)(2);
- b. not be used to supplant State and local public funds that would otherwise be available for crime victim assistance, 34 U.S.C. 20103(a)(2); and
- c. be allocated in accordance with program guidelines or regulations implementing 34 U.S.C. 20103(a)(2)(A) and 34 U.S.C. 20103(a)(2)(B) to, at a minimum, assist victims in the following categories: sexual assault, child abuse, domestic violence, and underserved victims of violent crimes as identified by the State.

18. Demographic Data

The Subrecipient agrees to collect and maintain information on race, sex, national origin, age, and disability of victims receiving assistance, where such information is voluntarily furnished by the victim.

19. Performance Reports

The Subrecipient agrees to submit (and, as necessary, require sub-Subrecipients to submit) quarterly performance reports on the performance metrics identified by OVC, and in the manner required by OVC. This information on the activities supported by the award funding will assist in assessing the effects that VOCA Victim Assistance funds have had on services to crime victims within the jurisdiction.

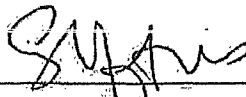
20. Access to Records

The Subrecipient authorizes the 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.

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.

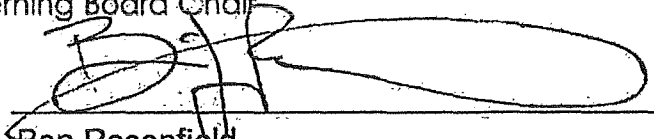
CERTIFICATION

I, the official named below, am the same individual authorized to sign the Grant Subaward [Section 15 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: Suzy Loftus
Authorized Official's Title: Interim District Attorney
Date Executed: 12.23.19
Federal Employer ID #: 94-6000417 Federal DUNS #: 143602105
Current System for Award Management (SAM) Expiration Date: 09/09/2020
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

BUDGET CATEGORY AND LINE ITEM DETAIL

Subrecipient: City and County of San Francisco				Subaward #: XC19 02 0380			
A. Personal Services – Salaries/Employee Benefits				18VOCA	18VOCA MATCH	COST	
SALARIES:							
<u>8131 Victim/Witness Investigator II - Advocate (0.50 FTE) Maria Reynoso</u>							
\$3,221 bi-weekly x 4.80 pay periods x 0.50 FTE = \$7,730.40					\$7,730	\$7,730	
\$3,382 bi-weekly x 8.20 pay periods x 0.50 FTE = \$13,866.20					\$13,866	\$13,866	
\$3,483.46 bi-weekly x 12.8 pay periods x 0.50 FTE = \$22,294.14					\$22,294	\$22,294	
\$3,500.88 bi-weekly x 0.4 pay periods x 0.50 FTE = \$700.18					\$700	\$700	
Bi-lingual Pay: \$60 bi-weekly x 26.2 pay periods x 0.50 FTE = \$786.00					\$786	\$786	
<u>8135 Assistant Chief Victim/Witness Investigator (1.00 FTE) Paige Allmendinger</u>							
\$4,597 bi-weekly x 13 pay periods x 1.0 FTE = \$59,761.00				\$59,761		\$59,761	
\$4,734.91 bi-weekly x 12.8 pay periods x 1.0 FTE = \$60,606.85				\$60,607		\$60,607	
\$4,758.58 bi-weekly x 0.4 pay periods x 1.0 FTE = \$1,903.43				\$1,903		\$1,903	
<u>8129 Victim/Witness Investigator 1 - Advocate (0.25 FTE) Melissa McNair</u>							
\$3,237 bi-weekly x 13 pay periods x 0.25 FTE = \$10,520.25				\$10,520		\$10,520	
\$3,334.11 bi-weekly x 12.8 pay periods x 0.25 FTE = \$10,669.15				\$10,669		\$10,669	
\$3,350.78 bi-weekly x 0.4 pay periods x 0.25 FTE = \$335.08				\$335		\$335	
Bi-lingual Pay: \$60 bi-weekly x 26.2 pay periods x 0.25 FTE = \$393				\$393		\$393	
<u>8129 Victim/Witness Investigator 1 - Advocate (1.00 FTE) TBD - Front Desk Staff</u>							
\$2,662 bi-weekly x 13 pay periods x 1.0 FTE = \$34,606.00				\$34,606		\$34,606	
\$2,741.86 bi-weekly x 12.8 pay periods x 1.0 FTE = \$35,095.81				\$35,096		\$35,096	
\$2,755.57 bi-weekly x 0.4 pay periods x 1.0 FTE = \$1,102.23				\$1,102		\$1,102	
<u>9914 Public Service Aide - (1.00 FTE) Alma Garcia</u>							
\$1,694 bi-weekly x 13 pay periods x 1.0 FTE = \$22,022.00				\$22,022		\$22,022	
\$1,744.82 bi-weekly x 12.8 pay periods x 1.0 FTE = \$22,333.70				\$22,334		\$22,334	
\$1,753.54 bi-weekly x 0.4 pay periods x 1.0 FTE = \$701.42				\$701		\$701	
<u>Volunteer Match, 8129 Step 1</u>							
\$46.55 Hourly x 10 hours X 13 pay periods = \$6,051.50					\$6,052	\$6,052	
\$47.95 Hourly x 9 hours X 12.8 pay periods = \$5,523.84					\$5,524	\$5,524	
\$48.19 Hourly x 8 hours X 0.4 pay periods = \$154.21					\$154	\$154	
EMPLOYEE BENEFITS:							
<u>8131 Victim/Witness Investigator II - Advocate</u>							
39.26% x \$45,377 = \$17,815.01					\$17,815	\$17,815	
Benefits include 5.65% Social Security/Medicare, 0.95% Dental, 22.71% Retirement, 0.26% Unemployment							
<u>8135 Assistant Chief Victim/Witness Investigator</u>							
43.75% x \$122,271 = \$53,493.56				\$53,494		\$53,494	
Medical/Dental, 6.37% Dependent coverage, 21.93% Retirement, 0.27% Long Term Disability, 0.26% Unemployment							
<u>8129 Victim/Witness Investigator 1 - Advocate</u>							
41.70% x \$92,721 = \$38,664.66				\$38,665		\$38,665	
Benefits include 7.49% Social Security/Medicare, 11.66% Medical/Dental, 21.90% Retirement, 0.39% Long Term Disability, 0.26% Unemployment							
<u>9914 Public Service Aide</u>							
45.69% x \$45,057 = \$20,586.54				\$20,587		\$20,587	
Benefits include 7.49% Social Security/Medicare, 12.24% Medical/Dental, 25.31% Retirement, 0.39% Long Term Disability, 0.26% Unemployment							
Personal Section Totals	\$0	\$0	\$0	\$0	\$372,795	\$74,921	\$447,716 ✓
PERSONAL SECTION TOTAL							\$447,716 ✓

VH

BUDGET CATEGORY AND LINE ITEM DETAIL

Subrecipient: City and County of San Francisco					Subaward #: XC19 02 0380						
					18VOCA	18VOCA MATCH	COST				
B. Operating Expenses											
✓ Indirect - 10% de Minimis Indirect @ 10% x \$502,759 Modified Total Direct Costs = \$50,275.90, MTDC = \$447,716 salaries/benefits + \$55,043 operating expenses Use for indirect - general administration, Finance, Payroll, Human Resources, Information Technology, and Executive Management					\$37,311	\$12,965	\$50,276				
Facility Cost - \$21/ft ² annually 125 square feet per FTE x \$21 per square foot x 3.8685 FTE = \$10,154.81					\$10,155		\$10,155				
In-State Training = \$12,701											
2020 Leave No Victim Behind Conference, TBD California, Dates TBD = \$3,428 Registration: \$369 x 3 participants=\$1,107 Airfare: \$154 x 3 participants=\$462 Per Diem: \$61/day x 3.5 days x 3 participants = \$641 Hotel: \$102/day x 3 days x 3 participants = \$918 Ground Transportation: \$100 x 3 participants = \$300					\$1,107 \$462 \$641 \$918 \$300		\$1,107 \$462 \$641 \$918 \$300				
CDAA and CCVAA meeting, Palm Springs, CA, Jan 12-13, 2020 = \$657 Airfare: \$318 x 1 participant Hotel: \$140/night x 1 night x 1 participant = \$140 Per Diem: \$66/day x 1.5 days x 1 participant = \$99 Ground Transportation: \$100 x 1 participant					\$318 \$140 \$99 \$100		\$318 \$140 \$99 \$100				
CCVAA Victim Advocacy Institute, Orange County, CA, Feb 3-6, 2020 = \$4,160 Airfare: \$166 x 4 participants=\$664 Per Diem: \$66 x 3.5 days x 4 participants = \$924 Hotel: \$181/night x 3 nights x 4 participants = \$2,172 Ground Transportation: \$100 x 4 participants = \$400					\$664 \$924 \$2,172 \$400		\$664 \$924 \$2,172 \$400				
✓ CCVAA Entry Level Victim Advocacy Training, Sacramento, CA, May 2020 (Dates TBD) = \$4,456 Mileage: .58/mile x 87.9 miles x round trip x 4 participants Per Diem: \$66/day x 5.5 days x 4 participants Hotel: \$140/night x 5 nights x 4 participants					\$204 \$1,452 \$2,800		\$204 \$1,452 \$2,800				
Out-of-State Training = \$4,602											
2020 International Conference on Sexual Assault, Domestic Violence, and Violence Across the Lifespan, Washington, DC, April 13-16, 2020 = \$4,602 Airfare = \$672 x 2 staff = \$1,344 Registration = \$495 x 2 staff= \$990 Hotel = \$256/night x 3 nights x 2 staff= \$1,536 Per Diem = \$76 per day x 3.5 days x 2 staff = \$532 Ground Transportation = \$100 x 2 staff = \$200					\$1,344 \$990 \$1,536 \$532 \$200		\$1,344 \$990 \$1,536 \$532 \$200				
Victim Emergency Fund \$11,280 cash & \$2,700 gift cards (H) Subgrant to Community Agency					\$13,980		\$13,980				
						\$25,000	\$25,000				
Operating Section Totals					\$0	\$0	\$0	\$0	\$78,749	\$37,965	\$116,714
OPERATING SECTION TOTAL										\$116,714	

BUDGET CATEGORY AND LINE ITEM DETAIL

Subrecipient: City and County of San Francisco					Subaward #: XC19 02 0380		
C. Equipment					18VOCA	18VOCA Match	COST
none requested							
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>	\$0	\$0	\$0	\$0	\$451,544	\$112,886	
Total Project Cost							\$564,430

VSPS Budget Summary Report

XC19 County Victim Services Program San Francisco, City & County County Victim Services Program	Subaward #: XC19 02 0380 Performance Period: 01/01/20 - 12/31/20 Latest Request: , Not Final 201
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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	18VOCA	372,795	0	372,795	0	372,795
L	18VOCA	74,921	0	74,921	0	74,921
Total A. Personal Services - Salaries/Employee Benefits:		447,716	0	447,716	0	447,716

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	18VOCA	78,749	0	78,749	0	78,749
L	18VOCA	37,965	0	37,965	0	37,965
Total B. Operating Expenses:		116,714	0	116,714	0	116,714

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>
F	18VOCA	0	0	0	0	0
L	18VOCA	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:	112,886	0	112,886	0	112,886
Total Funded:	451,544	0	451,544	0	451,544
Total Project Cost:	564,430	0	564,430	0	564,430

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

01/09/20

Budget Narrative

January 1, 2020 – December 31, 2020

A. PERSONAL SERVICES \$447,716

There are five individuals assigned full-time or part-time to the XC Grant for a project total of 3.75 FTE and \$305,427. Personnel assigned to the XC program include:

- 2 Victim/Witness Investigators 1 – Advocate (8129)
- 1 Victim/Witness Investigator 1 -Advocate (8131)
- 1 Public Service Aide – Associate Advocate (9914)
- 1 Assistant Chief Victim/Witness Investigator (8135)

8129 Victim Witness Investigator 1 - Advocate. Victim Advocates from the 8129 job class are responsible for direct client services, developing and managing partnerships with other government and community based services. They will work with charged and uncharged criminal cases, participate on the Mass Casualty Crimes Team, and will conduct community outreach events.

9914 Public Service Aide – An Associate Advocate will work with the homicide, mass casualty crimes team, and community team. This position is a trainee position. This position will be supervised by the Assistant Chief Victim/Witness

Subrecipient: City & County of San Francisco Subaward #: XC19 02 0380

Investigator. They will work with uncharged criminal cases, participate on the Mass Casualty Crimes Team, and will conduct community outreach events.

8135 Assistant Chief Victim/Witness Investigator – The Assistant Chief of Victim/Witness Investigator manages the mass casualty crimes team, the homicide team, and the community team. This position requires a minimum of 4 years of training, education, and/or experience in social welfare, behavioral science, criminology, psychology or closely related field and responsible social service, criminal justice or advocacy experience. This position is responsible for the grant deliverables, reporting and statistics.

8131 Victim/Witness Investigator II – The Victim/Witness Investigator II supervises and performs a wide variety of investigative and legal support duties; interviews victims and witnesses; prepares reports on investigations of average difficulty or complexity; collects, compiles and assists in preparation of data in the area of criminal justice services; evaluates and prepares criminal cases; implements crime victims criminal justice policy; maintains informational sources; participates in meetings, presentations, and workshops; supervises and trains investigators, technicians, interns and volunteers engaged in routine work.

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 \$130,560.

Match Funding – The match will be through volunteer hours calculated at Step 1 of the 8129 victim advocate classification, a portion of the salaries & fringes from the Victim/Witness Investigator II, and funds subgranted to community agencies to provide services to victims of crime that may be hesitant to receive services from our office.

B. OPERATING EXPENSES **\$116,714**

Indirect Costs

A de Minimis rate is calculated at 10% of Modified Total Direct Cost (MTDC). $10\% \times \$502,759 = \$447,716$ salaries/benefits + \$55,043 operating expenses. The use for the indirect includes salaries and fringe for general administration, finance, payroll, human resources, information technology, and executive management.

MTDC @ \$502,759 x 10% \$50,276

Facility Cost

The Office of the District Attorney is requesting \$21 per square foot x 125 square feet per FTE.

Facility Cost @ \$21/ft² x 125 ft²/FTE x 3.8685 FTE \$10,155

In-State Training

1. 2020 Leave No Victim Behind Conference: The conference focuses on how law enforcement and victim services can effectively work together when responding to victims of a mass violence event. Conference panels and speakers included subject matter experts who have responded to incidents in the past, resource providers, and others with expertise on this topic.

Training will be held in Southern CA, dates TBD. Potential training expenses include the following:

2020 Leave No Victim Behind Conference, Southern CA TBD = \$3,428

Registration: $\$369 \times 3$ participants = \$1,107

Airfare: $\$154 \times 3$ participants = \$462

Per Diem: $\$61/\text{day} \times 3.5$ days $\times 3$ participants = \$641

Hotel: $\$102/\text{day} \times 3$ days $\times 3$ participants = \$918

Ground Transportation: $\$100 \times 3$ participants = \$300

2. CDAA and CVAA Winter Conference: The conference brings together District Attorney Offices from around the state for committee meetings, general sessions, and roundtables. There are sessions specifically for Victim/Witness Departments.

CDAA and CCVAA Winter Conference, Palm Springs, CA, Jan 12-13, 2020
= \$657

Airfare: $\$318 \times 1$ participant = \$318

Hotel: \$140/night x 1-night x 1 participant = \$140

Per Diem: \$66/day x 1.5 days x 1 participant = \$99

Ground Transportation: \$100 x 1 participant = \$100

2. The CCVAA Victim Advocacy Institute will provide advanced training on all topics related to victim services for advocates who have been in their roles for at least two years. The training will offer tracks and workshops for a variety of experience levels. Four advocates will be attending the CCVAA Victim Advocacy Institute in Orange County, CA, February 2-6, 2020.

CCVAA Victim Advocacy Institute, Orange County, CA, Feb 3-6,

2020 = \$4,160

Airfare: \$166 x 4 participants = \$664

Per Diem: \$66 x 3.5 days x 4 participants = \$924

Hotel: \$181/night x 3 nights x 4 participants = \$2,172

Ground Transportation: \$100 x 4 participants = \$400

3. CCVAA Entry Level Victim Witness Advocate Academy – The Entry Level Victim Witness Advocate Academy is required for all staff members who will be working as Victim Advocates. Four new victim advocates will be attending the CCVAA Entry Level Victim Witness Academy in Sacramento in May 2020 (dates TBD).

CCVAA Entry Level Victim Witness Advocate Academy = \$4,456

Mileage: .58/mile x 87.9 miles x round trip x 4 participants = \$204

Per Diem: \$66/day x 5.5 days x 4 participants = \$1,452

Hotel: \$140/night x 5 nights x 4 participants= \$2,800

Out-of-State Training

2020 International Conference on Sexual Assault, Domestic Violence, and
Violence Across the Lifespan, Washington, DC April 13-16, 2020

The EVAWI annual conference focuses on sexual assault, intimate partner violence, stalking, human trafficking, and elder abuse. They bring together law enforcement personnel, prosecutors, victim advocates, judges, parole and probation officers, rape crisis workers, health care professionals, faith community members, educators, researchers and others in this three-day conference highlighting promising practices and emerging issues to effectively respond to these crimes in all our communities.

2020 International Conference on Sexual Assault, Domestic Violence, and
Violence Across the Lifespan = \$4,602

Airfare = \$672 x 2 staff = \$1,344

Registration = \$495 x 2 staff= \$990

Hotel = \$256/night x 3 nights x 2 staff= \$1,536

Per Diem = \$76 per day x 3.5 days x 2 staff = \$532

Ground Transportation = \$100 x 2 staff= \$200

Victim Emergency Fund

- a. Victim Services Division Emergency Fund : In the event of an emergency, victims of crime may require immediate financial assistance to ensure their safety and basic needs. The application

process for state victim compensation funds does not provide immediate relief to victims of crime. Additionally, not all resources needed by victims after emergencies are allowable under the guidelines of the state victim compensation program. This fund will provide resources to meet victims' basic needs such as temporary emergency shelter, food, transportation, clothing and medical care, including prescription medicine, eyeglasses, or dentures.

- b. Emergency Gift Cards: Gift cards are provided to victims to allow for purchase of emergency needs like food, clothing, toiletries and medication. The Advocate working with the client can request the cards for their victims when an immediate and specific need is determined. Gift cards are logged, dated and inventoried to ensure they are used only for current clients and that approval has been secured for distribution. Benefit is also noted in case file.

The fund will include \$11,280 in petty cash and \$2,700 in gift cards for a total of \$13,980.

Attached is the completed Cal OES 2-153 Petty Cash Victim Fund Procedures.

Subrecipient: City & County of San Francisco Subaward #: XC19 02 0380

Subgrant to Community Agency

\$25,000

The community agency subgranted using general funds is 3rd Street Youth Center & Clinic/Larkin Street Youth Services. They serve youth (ages 12-24) from Bayview Hunters Point, a community that is disproportionately impacted by violence, but whose members don't often access services offered through our office. 3rd Street Youth Center & Clinic/Larkin Street Youth Services will provide individual and group therapy and clinical case management. They also provide low-barrier, flexible rapid re-housing and case management to homeless young people that are living among violence on the streets.

C. EQUIPMENT

\$0

None requested.

PETTY CASH VICTIM FUND PROCEDURE

City and County of San Francisco

XC19 02 0380

SUBRECIPIENT NAME

SUBAWARD #

In order for a project to develop a Petty Cash Victim Fund with grant funds, certain criteria must be maintained. Petty Cash Victim Fund can be utilized for unforeseen financial intervention paid directly to the victim.

Due to the nature of this Petty Cash Victim Fund, they need to be easily accessible. Safeguards and accountability of the funds must be maintained. For effective management and audit purposes, the following procedures must be followed:

1. The Petty Cash Victim Fund and regular grant allocation funds must be kept separate, each with its own account within the general ledger.
2. The authority to disburse funds to victims from the Petty Cash Victim Fund rests with the Project Director, Financial Officer, and/or those identified on the Signature Authorization Form (Cal OES 2-103).
3. The name and signature of the victim and the employee disbursing the funds must be maintained, as well as the date, amount, and reason for the request.
4. Direct cash disbursements will be limited to no more than \$200 per individual. Victims are not eligible to draw on the Petty Cash Victim Fund for more than \$200 per year.

Subaward #: XC19 02 0380

CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES
OUT-OF-STATE TRAVEL REQUEST

SUBRECIPIENT

Agency: San Francisco District Attorney's Office, Victim Services Division
Project Director: Jackie Ortiz Phone #: 628-652-4103
Address: 350 Rhode Island Street, North Building 400N
City: San Francisco Zip: 94103

ATTENDEE(S)

Name: Paige Allmendinger
Title: Supervisor Phone #: 628-652-4100
Name: Gena Castro Rodriguez
Title: Chief of Victim Services Phone #: 628-652-4100

TRIP DETAILS

Trip Date [Month/Day(s)/Year] April 13-16, 202
Destination (City/State) Washington, DC
Description (Meeting/Conference/Other) International Conference on Sexual Assault, Intimate Partner Violence, and Increasing Awareness

Justification (indicate the need for the trip and the benefits to the State. Use additional pages if necessary. Attach brochure if available.)

The conference is one of few opportunities to learn from experts around the world to ensure that we use best practices for working with survivors.

Subrecipient must attach Cost Worksheet to the Out-of-State Travel Request.

FOR CAL OES USE ONLY

Recommendation:

Approve



Disapprove



[Signature]
Program Specialist

12/30/19
Date



[Signature]
Unit Chief

12/31/19
Date

OUT-OF-STATE TRAVEL REQUEST COST WORKSHEET

Travel Policy – are the rates based on internal policy or the state’s travel policy? Please specify:

Internal Travel Policy State Travel Policy

Date of Trip: April 13-16, 2020
 Destination: Washington, DC
 Purpose: Sexual Assault and Intimate Partner Violence Conference

ESTIMATED COSTS

TRANSPORTATION:	AMOUNT
Airfare:	\$ 1344
Additional Airport Expenses	
Mileage: (54.5 cents per mile)	\$
Taxi/Shuttle:	\$ 200
Parking:	\$
Auto Expenses:	
Private Car:	\$
Rental Car:	\$
State/Agency Car:	\$
 HOTEL/PER DIEM	
Hotel:	
<u>6</u> days @ <u>\$ 256</u> per day =	\$ 1536
Per diem:	
<u>7</u> days @ <u>\$ 76</u> per day =	\$ 532
 OTHER EXPENSES	
Registration/Conference Fee:	\$ 990
_____	\$
_____	\$
_____	\$
_____	\$
TOTAL COSTS NOT TO EXCEED:	\$ 4602

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 more than 8,600 victims and survivors of all crimes in 2018; 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 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 that involve victims of crime are

unfortunately a growing concern for the city. Events like those in Boston, Paris, Brussels, San Bernardino and throughout the country 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 tourists who visit the city each day (SFDEM.org).

Over the past five 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 victim events. Terrorism, active shooters, and other mass casualty crime events (defined by USC Title 18 as 3 or more victims in a single incident). Our office has identified and prioritized the goal to collaborate, plan and practice for responding to mass casualty crime victim 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 to assist crime victims, 3) practice and prepare for the responses with other first responders and 4) build capacity and resiliency in the community by serving victims of community and mass casualty crime.

Impact of Addressing Gaps/Needs

In 2016, we took the first step of planning for responding to a mass casualty crime event by convening the Victim Services Steering Committee (VSSC). The committee has worked diligently the past two years on evaluating and holding stakeholder meetings with the goal of producing and implementing 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 committee has researched existing plans, consulted with experts in the field, and has drafted a proposed plan. The draft plan is currently in the editing and review process.

The proposal is to continue the work that has been started by coordinating ongoing planning, training and practice for critical events involving victims of mass crime, which will help minimize loss of life, organize and facilitate timely effective responses, plan for maximizing supports and resources for victims, witnesses, families and the community members affected by crime events. In addition, this implementation process will help us build resiliency in the San Francisco community by strengthening partnerships with disaster response stakeholders so in the event we have to respond to a mass crime casualty incident our response will be coordinated, organized, and effectively meet the needs of victims, witnesses, and community members impacted by the mass crime incident.

This process will also allow us to address the complex issues of 'at risk', vulnerable and special need victim populations in the city of San Francisco. During the first two years of this process we worked closely with domestic violence and sexual assault providers to address gaps in disaster planning for these vulnerable populations. This process will allow us to continue to examine how disaster response policies and protocols disproportionately impact 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.

Finally, this proposal will allow us to serve victims of community and mass casualty crime in San Francisco and the surrounding Bay Area. While mass violence incidents are infrequent, acts of public violence that impact neighborhoods and communities in San Francisco happen more frequently. These acts of public violence we refer to as community violence since they not only impact those directly involved but have a broader impact on the neighborhood at-large. In San Francisco, the agencies that plan to respond to incidents of mass casualty crime are the same agencies that respond to incidences of community violence. By responding to victims of community violence incidents, we will be better prepared to scale up the response with the same partner agencies in the event of a mass casualty crime.

2. Plan

Our steering committee members have identified continued mass crime victim casualty planning, training and preparedness as the greatest need in the City and County of San Francisco. The committee has committed to participating in meeting the outcomes outlined in this proposal). Members of the current San Francisco Victim Services Steering Committee (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

During the planning process over the past two years, we worked closely with additional stakeholders 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), the San Francisco International Airport, and other community-based organizations. We will continue to work closely with these stakeholders and invite them to participate in the SFVSSC.

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

Objective 1: Review existing department and agency plans regarding mass crime victim events and develop new plans, protocols or policies as needed or identified.

Activities:

- a. Review current city and county department plans and draft mass casualty crime event plans
- b. Document Victim Services Division's roles, responsibilities and deployment guidelines in these plans.
- c. Integrate into systems and/or develop new plan(s) as needed
- d. Obtain final sign-off of report by end grant term
- e. Publish report (hard and electronic copies) and distribute to all partners serving victims of crime
- f. Meet as a steering committee on a quarterly basis

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

Activities:

- a. Continue to recruit and train San Francisco Victim Services Division staff members that will be part of the response team from multiple agencies. We currently have xx trained volunteer team members.
- b. Collaborate with Bay Area Mass Casualty Crime Planning Committee (BAMCPC) to practice mutual aid response for mass casualty crime. We currently have formal MOUs with 8 Bay Area counties, plan to add 2 more.
- c. Potential trainings include, but not limited to:
 - Staff Preparedness
 - Family Resource Centers
 - Family Assistance Centers
 - Communication and Command Centers
 - Ongoing Training for Crime Victims

Objective 3: Develop a protocol for accessing, updating and implementing plan on an annual basis.

Activities:

- a. Plan for updates and maintenance – Annual meeting to review
- b. Easily accessible information
 - Plans

- Documents
- Contact information
- New lessons learned or new directions
- Staff lists
- Supply/Resources lists

Objective 4: Serve 150 victims of community violence, including mass violence, during the year.

Activities:

- a. Develop strong referral relationships with partner agencies that work with victims of community and mass violence
- b. Provide crisis intervention counseling, referral to services and resources, 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 information to victims of community and mass violence.

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 Chief of Victim Services and Parallel Justice Programs, Gena Castro Rodriguez is lead representative for the office on programmatic grant responsibilities for the Victim Services Division. Her position oversees pre- and post-award grant administration and ensures regulatory compliance and may manage grant-funded programs. In addition to grant

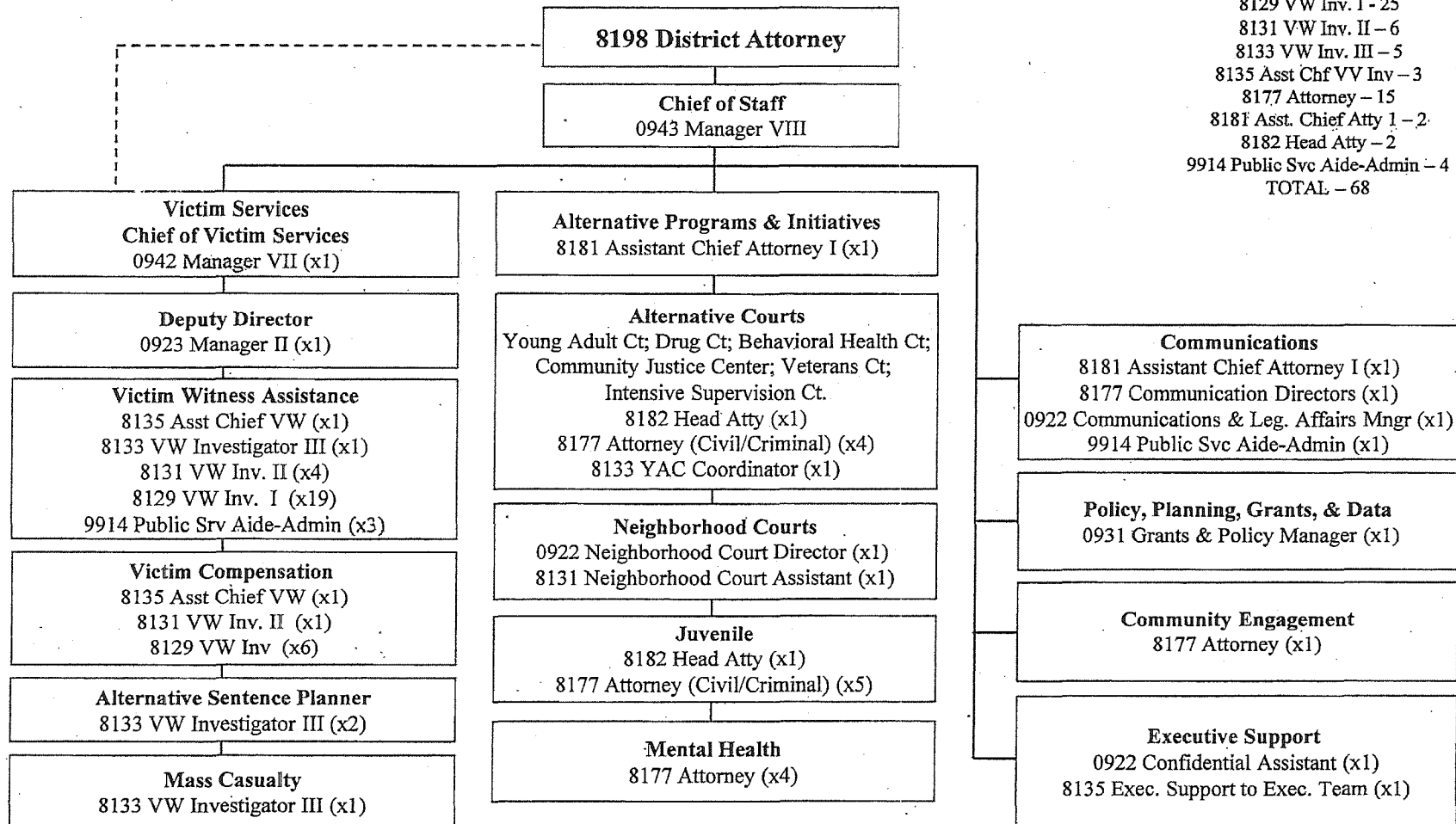
administration, the Chief of Victim Services and Parallel Justice Programs may serve as the liaison with the funding agency and submit reports and modifications to the funding agency. Gena Castro Rodriguez, Chief of Victim Services and Parallel Justice Programs, has more than 20 years of grant administration experience.

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.

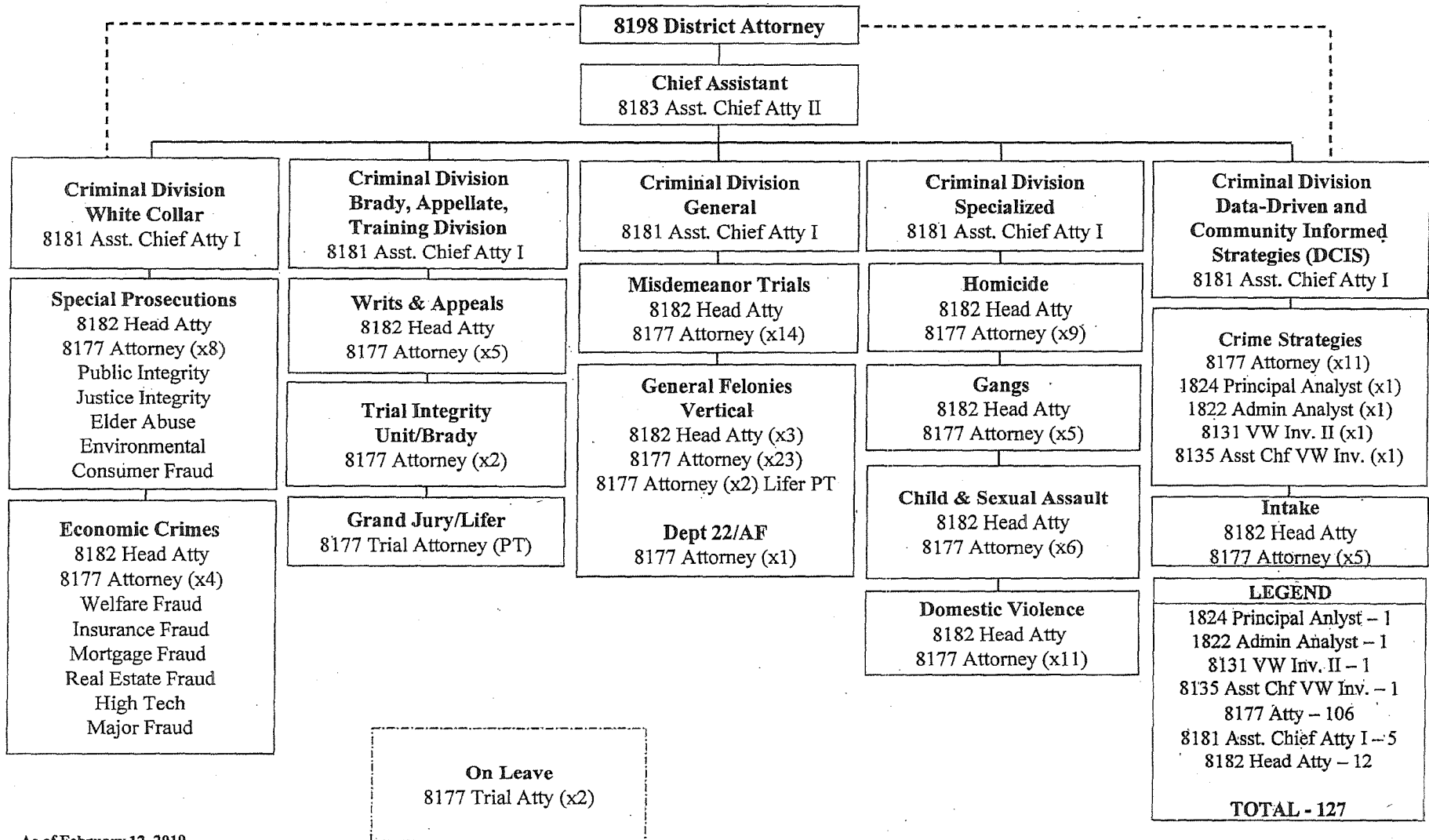
San Francisco District Attorney Justice Innovations and Policy Department Organizational Structure

LEGEND
 0922 Manager I - 3
 0923 Manager II - 1
 0931 Manager III - 1
 0942 Manager VII - 1
 8129 VW Inv. I - 25
 8131 VW Inv. II - 6
 8133 VW Inv. III - 5
 8135 Asst Chf VV Inv - 3
 8177 Attorney - 15
 8181 Asst. Chief Atty I - 2
 8182 Head Atty - 2
 9914 Public Svc Aide-Admin - 4
TOTAL - 68



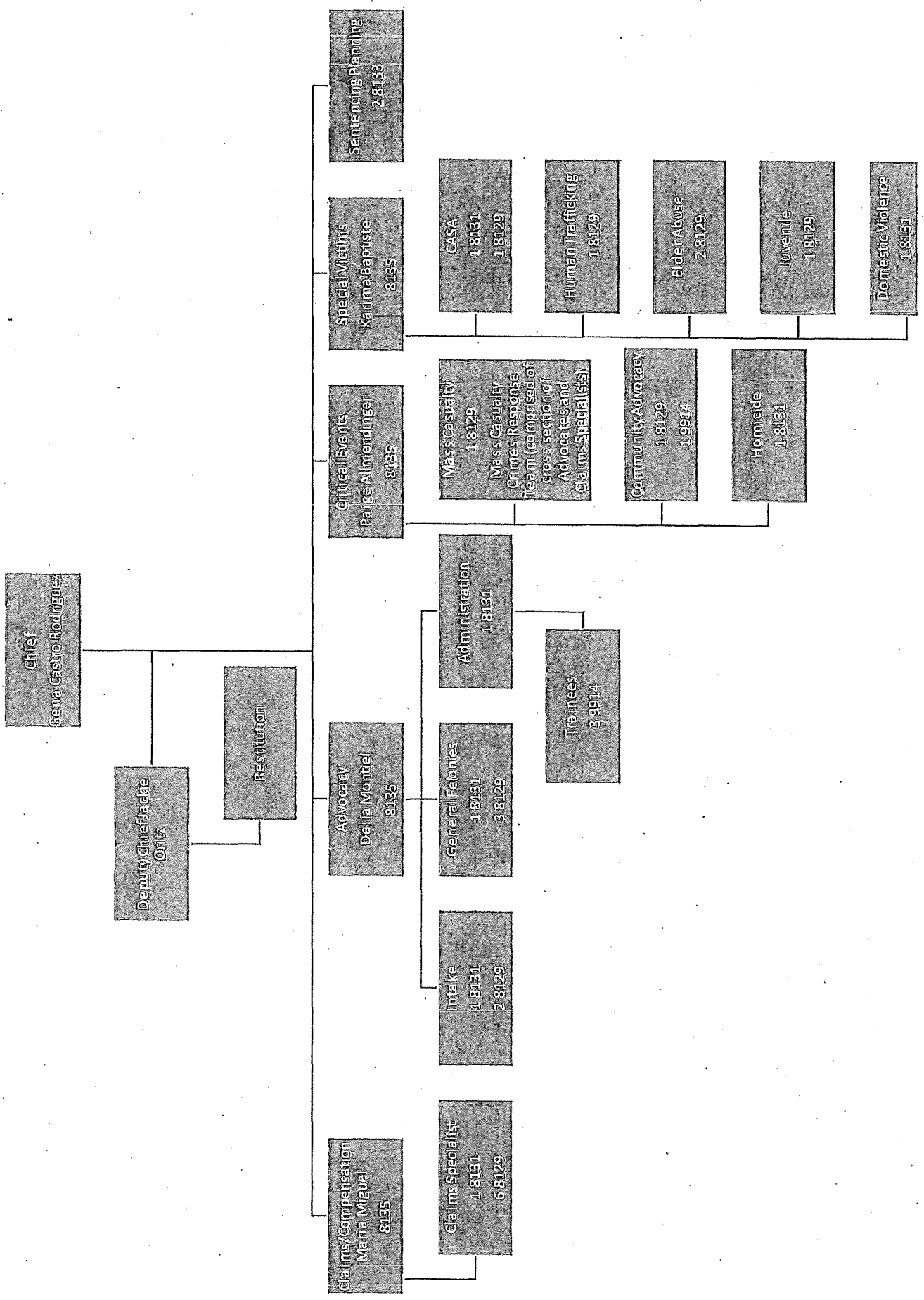
As of February 12, 2019

San Francisco District Attorney Operations Department Organizational Structure



As of February 12, 2019

San Francisco District Attorney
Victim Services Division



Operational Agreements (OA) Summary Form

	List of Agencies/Organizations/Individuals	Date OA Signed (xx/xx/xxxx)	Dates of OA	
			From:	To:
1.	San Francisco Dept on Status of Women	06/11/18	06/01/18	to 05/31/21
2.	Bernal Heights Neighborhood Center	12/01/17	12/01/17	to 12/31/20
3.	Chinese Newcomers Service Center	03/21/18	03/01/18	to 03/01/21
4.	Community United Against Violence	03/19/18	03/01/18	to 03/01/21
5.	Riley Center	05/17/18	05/01/18	to 06/30/20
6.	SF Dept. of Public Health, Crisis Response Team	11/15/17	11/05/17	to 11/30/20
7.	US Attorney's Office, Victim Witness Assistance Program	01/18/18	12/01/17	to 12/31/20
8.	Glide Foundation Women's Center	03/21/18	03/01/18	to 03/31/21
9.	Larkin St. Youth Svcs and Huckleberry Youth Programs	03/18/18	03/01/18	to 03/31/21
10.	La Casa de Las Madres	11/21/17	12/01/17	to 12/31/20
11.	Mission Neighborhood Center, Capp St. Senior Center	12/01/17	12/01/17	to 12/31/20
12.	Safe & Sound	04/19/19	04/01/19	to 04/01/22
13.	San Francisco Adult Probation Department	03/23/18	03/01/18	to 03/31/21
14.	San Francisco Department of Child Support Services	07/18/13	07/01/13	to
15.	San Francisco Special Victim Unit	04/08/19	04/01/19	to 04/01/22
16.	San Francisco Rape Treatment Center	03/30/18	03/01/18	to 03/31/21
17.	San Francisco SAFE	04/24/18	03/01/18	to 03/31/21
18.	San Francisco Suicide Prevention	03/14/18	03/01/18	to 03/31/21
19.	SF Violence Prevention: The Wraparound Project	03/27/18	03/01/18	to 03/31/21
20.	San Francisco Women Against Rape	01/26/18	12/01/17	to 12/31/20

Use additional pages if necessary.

Operational Agreements (OA) Summary Form

	List of Agencies/Organizations/Individuals	Date OA Signed (xx/xx/xxxx)	From:	To:
1.	Child and Adolescent Support, Advocacy and Resource	05/23/19	06/01/19	to 06/01/22
2.				to
3.				to
4.				to
5.				to
6.				to
7.				to
8.				to
9.				to
10.				to
11.				to
12.				to
13.				to
14.				to
15.				to
16.				to
17.				to
18.				to
19.				to
20.				to

Use additional pages if necessary.

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

Subrecipient City and County of San Francisco **Duns#** 143602105 **FIPS#** 075-00000
Disaster/Program Title: County Victim Services (XC) Program
Performance Period: 01/01/20 to 12/31/20 **Subaward Amount Requested:** \$ 451,544
Type of Non-Federal Entity (Check Box): State Gov. Local Gov. JPA Non-Profit 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 federal 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, and/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 receives?	\$ 10,301,662
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 to 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: *This is to certify that, to the best of our knowledge and belief, the data furnished above is accurate, complete and current.*

Signature: (Authorized Agent) 	Date: <u>12.23.19</u>
Print Name and Title: <u>Suzy Loftus, Interim District Attorney</u>	Phone Number: <u>(628) 652-4012</u>
Cal OES Staff Only: SUBAWARD # <u>XC 19 02 0380</u>	

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.
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.
*17

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.
11

5. POPULATION OF SERVICE AREA: Enter the total population of the area served by the project.
870,887 (US Census 2016 estimates)

Application Cover Sheet

RFA PROCESS

COUNTY VICTIM SERVICES (XC) PROGRAM

Submitted by:

George Gascón

District Attorney

City and County of San Francisco

350 Rhode Island Street, North Building, Suite 400N

San Francisco, CA 94103-5188

628-652-4012

(Cal OES Use Only)

Cal OES#	FIPS#	VS #	Subaward #	XC19 02 0380
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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:

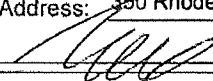
1. Subrecipient: City and County of San Francisco 1a. DUNS#: 143602105
2. Implementing Agency: District Attorney's Office 2a. DUNS#: 143602105
3. Implementing Agency Address: 350 Rhode Island Street, North Building, Suite 400N San Francisco 94103-5188
Street City Zip+4
4. Location of Project: San Francisco San Francisco 94103-5188
City County Zip+4
5. Disaster/Program Title: County Victim Services (XC) Program 6. Performance Period: 01/01/2020 to 12/31/2020

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
2018	8. VOCA		\$ 451,544		\$ 101,156	\$ 11,730	\$ 112,886	\$ 564,430
Select	9. Select						\$ 0	\$ 0
Select	10. Select						\$ 0	\$ 0
Select	11. Select						\$ 0	\$ 0
Select	12. Select						\$ 0	\$ 0
	TOTALS	\$ 0	\$ 451,544	\$ 451,544	\$ 101,156	\$ 11,730	\$ 112,886	12. G Total Project Cost: \$ 564,430

13. Certification - 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. CA Public Records Act - Grant applications are subject to the California Public Records Act, Government Code section 6250 et seq. Do not put any personally identifiable information or private information on this application. If you believe that any of the information you are putting on this application is exempt from the Public Records Act, please attach a statement that indicates what portions of the application and the basis for the exemption. Your statement that the information is not subject to the Public Records Act will not guarantee that the information will not be disclosed.

15. Official Authorized to Sign for Subrecipient: George Gascón Title: District Attorney
- Telephone: (628) 652-4012 (area code) FAX: (628) 652-4001 (area code) Email: district.attorney@sfgov.org
- Payment Mailing Address: 350 Rhode Island Street, North Building, Suite 400N City: San Francisco Zip+4: 94103-5188
- Signature:  Date: 10/16/19

[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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BUDGET CATEGORY AND LINE ITEM DETAIL

Subrecipient: City and County of San Francisco					Subaward #: XC19 02 0380								
A. Personal Services – Salaries/Employee Benefits					18VOCA	18VOCA MATCH	COST						
SALARIES:													
<u>8131 Victim/Witness Investigator II - Advocate (0.50 FTE) Maria Reynoso</u>													
\$3,221 bi-weekly x 4.80 pay periods x 0.50 FTE = \$7,730.40						\$7,730	\$7,730						
\$3,382 bi-weekly x 8.20 pay periods x 0.50 FTE = \$13,866.20						\$13,866	\$13,866						
\$3,483.46 bi-weekly x 12.8 pay periods x 0.50 FTE = \$22,294.14						\$22,294	\$22,294						
\$3,500.88 bi-weekly x 0.4 pay periods x 0.50 FTE = \$1,400.35						\$1,400	\$1,400						
Bi-lingual Pay: \$60 bi-weekly x 26.2 pay periods x 0.50 FTE = \$1,572.00						\$1,572	\$1,572						
<u>8135 Assistant Chief Victim/Witness Investigator (1.00 FTE) Paige Allmendinger</u>													
\$4,597 bi-weekly x 13 pay periods x 1.0 FTE = \$59,761.00					\$59,761		\$59,761						
\$4,734.91 bi-weekly x 12.8 pay periods x 1.0 FTE = \$60,606.85					\$60,607		\$60,607						
\$4,758.58 bi-weekly x 0.4 pay periods x 1.0 FTE = \$1,903.43					\$1,903		\$1,903						
<u>8129 Victim/Witness Investigator 1 - Advocate (0.25 FTE) Melissa McNair</u>													
\$3,237 bi-weekly x 13 pay periods x 0.25 FTE = \$10,520.25					\$10,520		\$10,520						
\$3,334.11 bi-weekly x 12.8 pay periods x 0.25 FTE = \$10,669.15					\$10,669		\$10,669						
\$3,350.78 bi-weekly x 0.4 pay periods x 0.25 FTE = \$335.08					\$335		\$335						
Bi-lingual Pay: \$60 bi-weekly x 26.2 pay periods x 0.25 FTE = \$393					\$393		\$393						
<u>8129 Victim/Witness Investigator 1 - Advocate (1.00 FTE) TBD - Front Desk Staff</u>													
\$2,662 bi-weekly x 13 pay periods x 1.0 FTE = \$34,606.00					\$34,606		\$34,606						
\$2,741.86 bi-weekly x 12.8 pay periods x 1.0 FTE = \$35,095.81					\$35,096		\$35,096						
\$2,755.57 bi-weekly x 0.4 pay periods x 1.0 FTE = \$1,102.23					\$1,102		\$1,102						
<u>9914 Public Service Aide - (1.00 FTE) Alma Garcia</u>													
\$1,694 bi-weekly x 13 pay periods x 1.0 FTE = \$22,022.00					\$22,022		\$22,022						
\$1,744.82 bi-weekly x 12.8 pay periods x 1.0 FTE = \$22,333.70					\$22,334		\$22,334						
\$1,753.54 bi-weekly x 0.4 pay periods x 1.0 FTE = \$701.42					\$701		\$701						
<u>Volunteer Match, 8129 Step 1</u>													
\$46.55 Hourly x 10 hours X 13 pay periods = \$6,051.50						\$6,052	\$6,052						
\$47.95 Hourly x 9 hours X 13.2 pay periods = \$5,523.84						\$5,524	\$5,524						
\$48,19 Hourly x 8 hours X 0.4 pay periods = \$154.21						\$154	\$154						
EMPLOYEE BENEFITS:													
<u>8131 Victim/Witness Investigator II - Advocate</u>													
39.26% x \$46,862 = \$18,398.02						\$18,398	\$18,398						
Benefits include 5.65% Social Security/Medicare, 0.95% Dental, 22.71% Retirement, 0.26% Unemployment													
<u>8135 Assistant Chief Victim/Witness Investigator</u>													
43.75% x \$122,271 = \$53,493.56					\$53,494		\$53,494						
Medical/Dental, 6.37% Dependent coverage, 21.93% Retirement, 0.27% Long Term Disability, 0.26% Unemployment													
<u>8129 Victim/Witness Investigator 1 - Advocate</u>													
41.70% x \$92,721 = \$38,664.66					\$38,665		\$38,665						
Benefits include 7.49% Social Security/Medicare, 11.66% Medical/Dental, 21.90% Retirement, 0.39% Long Term Disability, 0.26% Unemployment													
<u>9914 Public Service Aide</u>													
45.69% x \$45,057 = \$20,586.54					\$20,587		\$20,587						
Benefits include 7.49% Social Security/Medicare, 12.24% Medical/Dental, 25.31% Retirement, 0.39% Long Term Disability, 0.26% Unemployment													
Personal Section Totals					\$0	\$0	\$0	\$0	\$372,795	\$76,990	\$449,785		
PERSONAL SECTION TOTAL													\$449,785

PROJECT CONTACT INFORMATION

Subrecipient: City and County of San Francisco Subaward #: XC19 02 0380

Provide the name, title, address, telephone number, and e-mail address for the project contacts named below.

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

Name: Gena Castro Rodriguez Title: Chief of Victim Services Division
Telephone #: 628-652-4102 Email Address: gena.castrorodriguez@sfgov.org
Address/City/Zip + 4: 350 Rhode Island Street, North Building, Suite 400N, San Francisco CA 94103-5188

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

Name: Eugene Clendinen Title: Chief Administrative & Financial Officer
Telephone #: 628-652-4030 Email Address: eugene.clendinen@sfgov.org
Address/City/Zip + 4: 350 Rhode Island Street, North Building, Suite 400N, San Francisco CA 94103-5188

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

Name: Jacqueline Ortiz Title: Deputy Chief of Victim Services Division
Telephone #: 628-652-4103 Email Address: jacqueline.ortiz@sfgov.org
Address/City/Zip + 4: 350 Rhode Island Street, North Building, Suite 400N, San Francisco CA 94103-5188

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

Name: Sheila Arcelona Title: Assistant Chief, Finance and Administration
Telephone #: 628-652-4031 Email Address: sheila.arcelona@sfgov.org
Address/City/Zip + 4: 350 Rhode Island Street, North Building, Suite 400N, San Francisco CA 94103-5188

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 #: 628-652-4012 Email Address: district.attorney@sfgov.org
Address/City/Zip + 4: 350 Rhode Island Street, North Building, Suite 400N, San Francisco CA 94103-5188

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 15 of the Grant Subaward Face Sheet:

Name: George Gascón Title: District Attorney
Telephone #: 628-652-4012 Email Address: district.attorney@sfgov.org
Address/City/Zip + 4: 350 Rhode Island Street, North Building, Suite 400N, San Francisco CA 94103-5188

7. The **Chair** of the **Governing Body** of the Subrecipient:

Name: Norman Yee Title: President, Board of Supervisors
Telephone #: 415-554-6516 Email Address: norman.yee@sfgov.org
Address/City/Zip + 4: City Hall, 1 Dr. Carlton B. Goodlett Place, 2nd Floor, San Francisco, CA 94102-4689

SIGNATURE AUTHORIZATION

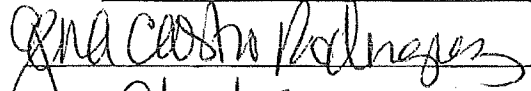
Subaward #: XC19 02 0380

Subrecipient: City and County of San Francisco

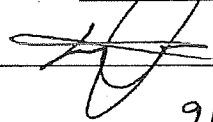
Implementing Agency: District Attorney's Office

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

*Project Director: Gena Castro Rodriguez

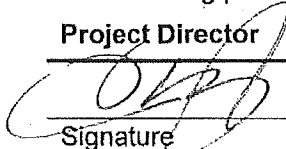
Signature: 
Date: 9/26/19

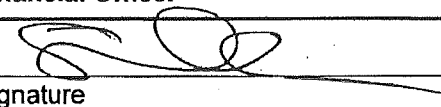
*Financial Officer: Eugene Clendinen

Signature: 
Date: 9/25/19

The following persons are authorized to sign for the
Project Director

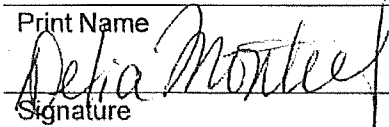
The following persons are authorized to sign for the
Financial Officer


Signature


Signature

Jacqueline Ortiz
Print Name

Sheila Arcelona
Print Name


Signature

Delia Montiel
Print Name

Print Name

Signature

Print Name

Signature

Print Name

Signature

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 15 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 (EEO) by prohibiting discrimination or harassment in employment because of race; color, religion, religious creed (including religious dress and grooming practices), national origin, ancestry, citizenship, physical or mental disability, medical condition (including cancer and genetic characteristics), genetic information, marital status, sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender, gender identity, gender expression, age, sexual orientation, veteran and/or military status, protected medical leaves (requesting or approved for leave under the Family and Medical Leave Act or the California Family Rights Act), domestic violence victim status, political affiliation, and any other status protected by state or federal law. **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 Tolliver

Title: Senior Personnel Analyst

Address: 350 Rhode Island Street, North Building, Suite 400N, San Francisco, CA 94103-5188

Phone: 628-652-4040

Email: shavaun.tolliver@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 – (Subrecipient Handbook Section 1350)

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

1. Applicability of Part 200 Uniform Requirements

The Subrecipient agrees to comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. Part 200, as adopted and supplemented by the Department of Justice (DOJ) in 2 C.F.R. Part 2800 (together, the "Part 200 Uniform Requirements").

2. Compliance with DOJ Grants Financial Guide

The Subrecipient agrees to comply with the Department of Justice Grants Financial Guide as posted on the OJP website (currently, the "2015 DOJ Grants Financial Guide"), including any updated version that may be posted during the period of performance.

3. Requirements Pertaining to Prohibited Conduct Related to Trafficking in Persons (including reporting requirements and OJP authority to terminate award)

The Subrecipient agrees to comply with all applicable requirements (including requirements to report allegations) pertaining to prohibited conduct related to the trafficking of persons, whether on the part of Subrecipient or individuals defined (for purposes of this condition) as "employees" of the Subrecipient.

The details of the Subrecipient's obligations regarding prohibited conduct related to trafficking in persons are posted on the OJP website at: <http://ojp.gov/funding/Explore/ProhibitedConduct-Trafficking.htm> (Award condition: Prohibited conduct by Subrecipients related to trafficking in persons (including reporting requirements and OJP authority to terminate award)), and are incorporated by reference here.

4. Civil Rights and Nondiscrimination

The Subrecipient understands that the federal statutes and regulations pertaining to civil rights and nondiscrimination and, in addition:

- a. the Subrecipient understands that the applicable statutes pertaining to civil rights will include section 601 of the Civil Rights Act of 1964 (42 U.S.C. § 2000d); section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794); section 901 of the Education Amendments of 1972 (20 U.S.C. § 1681); and section 303 of the Age Discrimination Act of 1975 (42 U.S.C. § 6102);
- b. the Subrecipient understands that the applicable statutes pertaining to nondiscrimination may include section 809(c) of Title I of the Omnibus Crime Control and Safe Streets Act of 1968 (34 U.S.C. § 10228(c)); section 1407(e) of the Victims of Crime Act of 1984 (34 U.S.C. § 20110 (e)) ; section 299A(b) of the Juvenile Justice and Delinquency Prevention Act of 2002 (34 U.S.C. § 11182(b)); and the grant condition set out at section 40002(b)(13) of the Violence Against Women Act (34 U.S.C. § 12291(b)(13), which will apply to all awards made by the Office of Violence Against Women, also may apply to an award made otherwise; and
- c. the Subrecipient understands they must comply with the specific assurances set out in 29 C.F.R. §§ 42.105 and 42.204.

5. Compliance with Applicable Rules Regarding Approval, Planning, and Reporting of Conferences, Meetings, Trainings, and Other Events

The Subrecipient agrees to comply with all applicable laws, regulations, policies, and official DOJ guidance (including specific cost limits, prior approval and reporting requirements, where applicable) governing the use of federal funds for expenses related to conferences (as that term is defined by DOJ), including the provision of food and/or beverages at such conferences, and costs of attendance at such conferences.

Information on the pertinent DOJ definition of conferences and the rules applicable to this award appears in the DOJ Grants Financial Guide (currently, as section 3.10 of "Postaward Requirements" in the "2015 DOJ Grants Financial Guide").

6. Effect of Failure to Address Audit Issues

The Subrecipient understands and agrees that the DOJ awarding agency (OJP or OVW, as appropriate) may withhold award funds, or may impose other related requirements, if (as determined by the DOJ awarding agency) the Subrecipient does not satisfactorily and promptly address outstanding issues

from audits required by the Part 200 Uniform Requirements (or by the terms of this award), or other outstanding issues that arise in connection with audits, investigations, or reviews of DOJ awards.

7. Reporting Potential Fraud, Waste, Abuse, and Similar Misconduct

The Subrecipient agrees to promptly refer to the DOJ Office of the Inspector General (OIG) any credible evidence that a principal, employee, agent, contractor, subcontractor, or other person has, in connection with funds under this award (1) submitted a claim that violates 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.

Potential fraud, waste, abuse, or misconduct involving or relating to funds under this award should be reported to the OIG by:

- o Mail: Office of the Inspector General,
U.S. Department of Justice, Investigations Division,
950 Pennsylvania Avenue, N.W. Room 4706,
Washington, DC 20530;
- o E-mail: oig.hotline@usdoj.gov;
- o DOJ OIG hotline (contact information in English and Spanish): (800) 869-4499;
and/or
- o DOJ OIG hotline fax: (202) 616-9881.

Additional information is available from the [DOJ OIG website](http://www.usdoj.gov/oig) at <http://www.usdoj.gov/oig>.

8. Compliance with General Appropriations-Law Restrictions on the Use of Federal Funds

The Subrecipient agrees to comply with all applicable restrictions on the use of federal funds set out in federal appropriations statutes. Pertinent restrictions, including from various "general provisions" in the Consolidated Appropriations Act, 2016, are set out at <http://ojp.gov/funding/Explore/FY2016-AppropriationsLawRestrictions.htm>, and are incorporated by reference here.

9. Restrictions and Certifications Regarding Non-Disclosure Agreements and Related Matters

The Subrecipient understands and agrees that no Subrecipient under this award, or entity that receives a procurement contract or subcontract with any funds under this award, may require any employee or contractor to sign an internal confidentiality agreement or statement that prohibits or otherwise restricts, or purports to prohibit or restrict, the reporting (in accordance with law) of waste,

fraud, or abuse to an investigative or law enforcement representative of a federal department or agency authorized to receive such information.

The foregoing is not intended, and shall not be understood by the agency making this award, to contravene requirements applicable to Standard Form 312 (which relates to classified information), Form 4414 (which relates to sensitive compartmented information), or any other form issued by a federal department or agency governing the nondisclosure of classified information.

a. In accepting this award, the Subrecipient:

- o Represents that it neither requires nor has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and
- o Certifies that, if it learns or is notified that it is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.

b. If the Subrecipient does or is authorized under this award to make subawards, procurement contracts, or both:

- o It represents that (1) it has determined that no other entity that the Subrecipient's application proposes may or will receive award funds (whether through a subaward, procurement contract, or subcontract under a procurement contract) either requires or has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and (2) it has made appropriate inquiry, or otherwise has an adequate factual basis, to support this representation; and
- o It certifies that, if it learns or is notified that any Subrecipient, contractor, or subcontractor entity that receives funds under this award is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds to or by that

entity, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.

10. Encouragement of Policies to Ban Text Messaging while Driving

Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), the Subrecipient understands that DOJ encourages Subrecipients to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this award, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.

11. Additional DOJ Awarding Agency Requirements

The Subrecipient agrees to comply with any additional requirements that may be imposed by the DOJ awarding agency (OJP or OVW, as appropriate) during the period of performance for this award, if the Subrecipient is designated as "high-risk" for purposes of the DOJ high-risk grantee list.

12. OJP Training Guiding Principles

The Subrecipient understands and agrees that any training or training materials developed or delivered with OJP award funds must adhere to the OJP Training Guiding Principles for Grantees and Subgrantees, available at <http://ojp.gov/funding/ojptrainingguidingprinciples.htm>.

13. Requirement to report actual or imminent breach of personally identifiable information (PII)

The recipient (and any "subrecipient" at any tier) must have written procedures in place to respond in the event of an actual or imminent "breach" (OMB M-17-12) if it (or a subrecipient)--1) creates, collects, uses, processes, stores, maintains, disseminates, discloses, or disposes of "personally identifiable information (PII)" (2 CFR 200.79) within the scope of an OJP grant-funded program or activity, or 2) uses or operates a "Federal information system" (OMB Circular A-130). The recipient's breach procedures must include a requirement to report actual or imminent breach of PII to an OJP Program Manager no later than 24 hours after an occurrence of an actual breach, or the detection of an imminent breach.

14. Specific Post-Award Approval Required to Use a Non-Competitive Approach in any Procurement Contract that Would Exceed \$150,000

The Subrecipient agrees to comply with all applicable requirements to obtain specific advance approval to use a non-competitive approach in any

procurement contract that would exceed the Simplified Acquisition Threshold (currently, \$150,000). This condition applies to agreements that, for purposes of federal grants administrative requirement, OJP considers a procurement "contract" (and therefore does not consider a subaward).

The details of the requirement for advance approval to use a noncompetitive approach in a procurement contract under an OJP award are posted on the OJP web site at <http://ojp.gov/funding/Explore/NoncompetitiveProcurement.htm> [Award condition: Specific post-award approval required to use a noncompetitive approach in a procurement contract (if contract would exceed \$150,000)] and are incorporated by reference here.

15. Requirement for Data on Performance and Effectiveness Under the Award

The Subrecipient agrees to collect and maintain data that measure the performance and effectiveness of activities under this award. The data must be provided to OJP in the manner (including within the timeframes) specified by OJP in the program solicitation or other applicable written guidance. Data collection supports compliance with the Government Performance and Results Act (GPRA) and the GPRA Modernization Act, and other applicable laws.

16. Compliance with 41 U.S.C. 4712 (including prohibitions on reprisal; notice to employees)

The Subrecipient agrees to comply with, and is subject to, all applicable provisions of 41 U.S.C. 4712, including all applicable provisions that prohibit, under specified circumstances, discrimination against an employee as reprisal for the employee's disclosure of information related to gross mismanagement of a federal grant, a gross waste of federal funds, an abuse of authority relating to a federal grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal grant.

The Subrecipient also must inform its employees, in writing (and in the predominant native language of the workforce), of employee rights and remedies under 41 U.S.C. 4712.

Should a question arise as to the applicability of the provisions of 41 U.S.C. 4712 to this award, the Subrecipient is to contact the DOJ awarding agency (OJP or OVW, as appropriate) for guidance.

17. VOCA Requirements

The recipient assures that the State and its subrecipients will comply with the conditions of the Victims of Crime Act (VOCA) of 1984, sections 1404(a)(2), and 1404(b)(1) and (2), 34 U.S.C. 20103(a)(2) and (b)(1) and (2) (and the applicable

program guidelines and regulations), as required. Specifically, the State certifies that funds under this award will:

- a. be awarded only to eligible victim assistance organizations, 34 U.S.C. 20103(a)(2);
- b. not be used to supplant State and local public funds that would otherwise be available for crime victim assistance, 34 U.S.C. 20103(a)(2); and
- c. be allocated in accordance with program guidelines or regulations implementing 34 U.S.C. 20103(a)(2)(A) and 34 U.S.C. 20103(a)(2)(B) to, at a minimum, assist victims in the following categories: sexual assault, child abuse, domestic violence, and underserved victims of violent crimes as identified by the State.

18. Demographic Data

The Subrecipient agrees to collect and maintain information on race, sex, national origin, age, and disability of victims receiving assistance, where such information is voluntarily furnished by the victim.

19. Performance Reports

The Subrecipient agrees to submit (and, as necessary, require sub-Subrecipients to submit) quarterly performance reports on the performance metrics identified by OVC, and in the manner required by OVC. This information on the activities supported by the award funding will assist in assessing the effects that VOCA Victim Assistance funds have had on services to crime victims within the jurisdiction.


20. Access to Records

The Subrecipient authorizes the 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.

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 Grant Subaward [Section 15 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 Gascón

Authorized Official's Title: District Attorney

Date Executed: 9/18/19

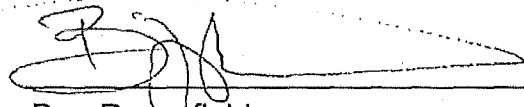
Federal Employer ID #: 94-6000417 Federal DUNS #: 143602105

Current System for Award Management (SAM) Expiration Date: 09/09/2020

Executed in the City/County of: San Francisco

AUTHORIZED BY: (not applicable to State agencies)

- City Financial Officer
- County Financial Officer
- City Manager
- County Manager
- Governing Board Chair

Signature: 

Typed Name: Ben Rosenfield

Title: Controller, City & County of San Francisco

BUDGET CATEGORY AND LINE ITEM DETAIL

Subrecipient: City and County of San Francisco					Subaward #: XC19 02 0380		
					18VOCA	18VOCA MATCH	COST
B. Operating Expenses							
Indirect - 10% de Minimis Indirect @ 10% x \$496,198 Modified Total Direct Costs = \$49,619.80, only charging grant \$46,908 MTDC = \$449,785 salaries/benefits + \$46,413 operating expenses Use for indirect - general administration, Finance, Payroll, Human Resources, Information Technology, and Executive Management					\$36,012	\$10,896	\$46,908
Facility Cost - \$21/ft² annually 125 square feet per FTE x \$21 per square foot x 4.8685 FTE = \$12,779.84					\$12,780	\$0	\$12,780
2020 Leave No Victim Behind Conference, California = \$9,140							
Registration: \$369 x 8 participants					\$2,952		\$2,952
Airfare: \$154 x 8 participants					\$1,232		\$1,232
Per Diem: \$61/day x 3.5 days x 8 participants					\$1,708		\$1,708
Hotel: \$102/day x 3 days x 8 participants					\$2,448		\$2,448
Ground Transportation: \$100 x 8 participants					\$800		\$800
Tabletops = \$20,817							
Family Assistance Center Planning Tabletop/Exercise, Dates TBD, San Francisco, CA \$13,414							
Tabletop Trainer							
Preparation: \$650/day x 3 days					\$1,950		\$1,950
Trainer Travel Days= 2 facilitators x 2 days x \$225/day					\$900		\$900
Exercise Facilitation = \$2000/day x 2 days					\$4,000		\$4,000
Per Diem= \$76/day x 3.5 days x 2 trainers					\$532		\$532
Hotel= \$302/night x 2 trainers x 3 nights					\$1,812		\$1,812
Ground Transportation= \$100 x 2 trainers					\$200		\$200
Airfare (Buffalo NY to San Francisco)					\$594		\$594
Airfare (Hartford CT to San Francisco)					\$550		\$550
After-Action Report (prep and writing)					\$750		\$750
Facility Rental = \$1,000/day x 2 days					\$2,000		\$2,000
Printing					\$126		\$126
California Victim Services Summit, Dates TBD, San Francisco, CA \$7,403							
Printing					\$859		\$859
Facility Rental					\$6,544		\$6,544
Subgrant to Community Agency						\$25,000	\$25,000
Operating Section Totals					\$0	\$0	\$0
					\$0	\$0	\$0
					\$78,749	\$35,896	\$114,645
OPERATING SECTION TOTAL							\$114,645

BUDGET CATEGORY AND LINE ITEM DETAIL

Subrecipient: City and County of San Francisco					Subaward #: XC19 02 0380		
C. Equipment					18VOCA	18VOCA Match	COST
none requested							
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>	\$0	\$0	\$0	\$0	\$451,544	\$112,886	
Total Project Cost							\$564,430

Budget Narrative

January 1, 2020 – December 31, 2020

A. PERSONAL SERVICES \$449,785

There are five individuals assigned full-time or part-time to the XC Grant for a project total of 3.75 FTE and \$306,911. Personnel assigned to the XC program include:

- 2 Victim/Witness Investigator 1 – Advocate (8129)
- 1 Victim/Witness Investigator 1 -Advocate (8131)
- 1 Public Service Aide – Associate Advocate (9914)
- 1 Assistant Chief Victim/Witness Investigator (8135)

8129 Victim Witness Investigator 1 - Advocate. Victim Advocates from the 8129 job class are responsible for direct client services, developing and managing partnerships with other government and community based services. They will work with charged and uncharged criminal cases, participate on the Mass Casualty Crimes Team, and will conduct community outreach events.

9914 Public Service Aide – An Associate Advocate will work with the homicide, mass casualty crimes team, and community team. This position is a trainee position. This position will be supervised by the Assistant Chief Victim/Witness

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Investigator. They will work with uncharged criminal cases, participate on the Mass Casualty Crimes Team, and will conduct community outreach events.

8135 Assistant Chief Victim/Witness Investigator – The Assistant Chief of Victim/Witness Investigator manages the mass casualty crimes team, the homicide team, and the community team. This position requires a minimum of 4 years of training, education, and/or experience in social welfare, behavioral science, criminology, psychology or closely related field and responsible social service, criminal justice or advocacy experience. This position is responsible for the grant deliverables, reporting and statistics.

8131 Victim/Witness Investigator II – The Victim/Witness Investigator II supervises and performs a wide variety of investigative and legal support duties; interviews victims and witnesses; prepares reports on investigations of average difficulty or complexity; collects, compiles and assists in preparation of data in the area of criminal justice services; evaluates and prepares criminal cases; implements crime victims criminal justice policy; maintains informational sources; participates in meetings, presentations, and workshops; supervises and trains investigators, technicians, interns and volunteers engaged in routine work.

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 \$131,144.

Match Funding – The match will be through volunteer hours calculated at Step 1 of the 8129 victim advocate classification, a portion of the indirect cost, the salaries & fringes from the Victim/Witness Investigator II, and funds subgranted to community agency to provide services to victims of crime that may be hesitant to receive services from our office.

B. OPERATING EXPENSES **\$114,645**

Indirect Costs

A de Minimis rate is calculated at 10% of salary and fringe costs. The use for the indirect includes salaries and fringe for general administration, finance, payroll, human resources, information technology, and executive management.

Total salary and fringe @ \$496,198 x 10% = \$49,619.80,

only charging grant \$46,908

Rent

The Office of the District Attorney is requesting \$21 per square foot x 125 square feet per FTE.

Rent @ \$21/ft² x 125 ft²/FTE x 4.8685 FTE \$12,780

Travel & Training

2020 Leave No Victim Behind Conference: The conference focuses on how law enforcement and victim services can effectively work together when responding to victims of a mass violence event. Conference panels and speakers included subject matter experts who have responded to incidents in the past, resource providers, and others with expertise on this topic. Training will be held in Southern CA, dates TBD. Potential training expenses include the following:

1. 2020 Leave No Victim Behind Conference, Southern CA TBD = \$9,140

Registration: $\$369 \times 8$ participants = \$2,952

Airfare: $\$154 \times 8$ participants = \$1,232

Per Diem: $\$61/\text{day} \times 3.5$ days $\times 8$ participants = \$1,708

Hotel: $\$102/\text{day} \times 3$ days $\times 8$ participants = \$2,448

Ground Transportation: $\$100 \times 8$ participants = \$800

Tabletops

Tabletops: A tabletop exercise is a meeting to practice a simulated emergency.

Participants identify their roles and responsibilities during and after a critical incident, testing their emergency plan in an unofficial, low-stress environment.

Tabletop exercises are used to clarify roles and responsibilities and to identify mitigation and preparedness needs. The result of the exercise is an action plan for continued improvement of the emergency planning. In order to prepare our community for a mass casualty crime, we will host the following tabletop activities.

Family Assistance Center Planning Tabletop/Exercise: This tabletop exercise will bring together agencies that will respond to establish a Family Assistance Center if a mass casualty crime incident happens in San Francisco City & County. This two-day tabletop and exercise will be facilitated by a nationally recognized experts in establishing and implementing a Family Assistance Centers. The tabletop and exercise will be attended by partner agencies including the SF Department of Emergency Management, Department of Public Health, SF Police Department, and American Red Cross. Potential costs include:

1. Family Assistance Center Planning Tabletop/Exercise, Dates TBD, San Francisco, CA \$13,414

a. Tabletop Trainer

- i. Preparation: $\$650/\text{day} \times 3 \text{ days} = \1950
- ii. Trainer Travel Days= $2 \text{ facilitators} \times 2 \text{ days} \times \$225/\text{day}$
- iii. Exercise Facilitation = $\$2000/\text{day} \times 2 \text{ days} = \4000
- iv. Per Diem= $\$76/\text{day} \times 3.5 \text{ days} \times 2 \text{ trainers} = \532
- v. Hotel= $\$302/\text{night} \times 2 \text{ trainers} \times 3 \text{ nights} = \1812
- vi. Ground Transportation= $\$100 \times 2 \text{ trainers} = \200
- vii. Airfare (Buffalo NY to San Francisco) = \$594
- viii. Airfare (Hartford CT to San Francisco) = \$550
- ix. After-Action Report (prep and writing) = \$750

b. Facility Rental = $\$1000/\text{day} \times 2 \text{ days} = \2000

- c. Printing= \$126

2nd Annual California Victim Services Summit: The Summit is a forum for victim service providers, disaster responders, and other allied professionals to share training and resources to build new collaborations and discuss mutual aid policies and protocols. This summit is a great opportunity for Victim Witness providers to learn more about disaster planning, and for disaster planners to learn more about how Victim Witness Programs can enhance their local mass crime response plans.

Potential costs include:

- 2. California Victim Services Summit, Dates TBD, San Francisco, CA \$7,403
 - a. Printing = \$859
 - b. Facility Rental = \$6544

Subgrant to Community Agency \$25,000

The community agency subgranted using general funds is 3rd Street Youth Center & Clinic/Larkin Street Youth Services. They serve youth (ages 12-24) from Bayview Hunters Point, a community that is disproportionately impacted by violence, but whose members don't often access services offered through our office. 3rd Street Youth Center & Clinic/Larkin Street Youth Services will provide individual and group therapy and clinical case management. They also provide low-barrier, flexible rapid re-housing and case management to homeless young people that are living among violence on the streets.

Subrecipient: City & County of San Francisco Subaward #: XC19 02 0380

C. EQUIPMENT

Bu

\$0

None requested.

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 more than 8,600 victims and survivors of all crimes in 2018; 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 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 that involve victims of crime are

unfortunately a growing concern for the city. Events like those in Boston, Paris, Brussels, San Bernardino and throughout the country 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 tourists who visit the city each day (SFDEM.org).

Over the past five 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 victim events. Terrorism, active shooters, and other mass casualty crime events (defined by USC Title 18 as 3 or more victims in a single incident). Our office has identified and prioritized the goal to collaborate, plan and practice for responding to mass casualty crime victim 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 to assist crime victims, 3) practice and prepare for the responses with other first responders and 4) build capacity and resiliency in the community by serving victims of community and mass casualty crime.

Impact of Addressing Gaps/Needs

In 2016, we took the first step of planning for responding to a mass casualty crime event by convening the Victim Services Steering Committee (VSSC). The committee has worked diligently the past two years on evaluating and holding stakeholder meetings with the goal of producing and implementing 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 committee has researched existing plans, consulted with experts in the field, and has drafted a proposed plan. The draft plan is currently in the editing and review process.

The proposal is to continue the work that has been started by coordinating ongoing planning, training and practice for critical events involving victims of mass crime, which will help minimize loss of life, organize and facilitate timely effective responses, plan for maximizing supports and resources for victims, witnesses, families and the community members affected by crime events. In addition, this implementation process will help us build resiliency in the San Francisco community by strengthening partnerships with disaster response stakeholders so in the event we have to respond to a mass crime casualty incident our response will be coordinated, organized, and effectively meet the needs of victims, witnesses, and community members impacted by the mass crime incident.

This process will also allow us to address the complex issues of 'at risk', vulnerable and special need victim populations in the city of San Francisco. During the first two years of this process we worked closely with domestic violence and sexual assault providers to address gaps in disaster planning for these vulnerable populations. This process will allow us to continue to examine how disaster response policies and protocols disproportionately impact 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.

Finally, this proposal will allow us to serve 500 victims of crime in San Francisco. Recently, our office location moved. We now have offices in two locations where our staff will meet with clients: The Hall of Justice (850 Bryant Street) where victims will come to check in and get a briefing from their advocate before their court hearings and our main Victim Services Office (350 Rhode Island Street) where victims will come to have meetings with their advocate or walk in for appointments or services. This proposal will allow us to hire another Victim Advocate (8129) to serve as the first point of contact when victims come to our offices. This Advocate will provide immediate crisis services, connection to their specialized advocate, assistance with victims' compensation, and referrals to resource and services for victims. This proposal will also allow us to serve victims of domestic violence and elder abuse.

While mass violence incidents are infrequent, acts of public violence that impact neighborhoods and communities in San Francisco happen more frequently. These acts of public violence we refer to as community violence since they not only impact those directly involved but have a broader impact on the neighborhood at-large. In San Francisco, the agencies that plan to respond to incidents of mass casualty crime are the same agencies that respond to incidences of community violence. By responding to victims of community violence incidents, we will be better prepared to scale up the response with the same partner agencies in the event of a mass casualty crime.

In addition to the work being done by our advocates, this proposal will allow us to partner and expand our reach and leverage general fund dollars to support a local community-based agency that serves victims of crime that are hesitant to engage with law enforcement services directly. The 3rd Street Youth Center & Clinic/Larkin Street Youth Services serves youth (ages 12-24) from Bayview Hunters Point (BVHP) through a full-service behavioral health clinic that provide individual and group therapy and clinical case management to youth and their families. They also provide low-barrier, flexible rapid re-housing and case management to homeless young people that are experiencing violence on the streets. This partnership will allow this agency to screen and provide appropriate services and referrals to 100 Bay View Hunters Point residents for their mental

health needs as a result of experiencing or witnessing a crime or violence.

Finally, additional staff members on this grant as direct personnel and in-kind match will provide direct victim advocacy services of crisis intervention, juvenile justice system information, referral to resources and services, safety planning and victim of crime compensation for victims of domestic violence, elder abuse and sexual assault.

2. Plan

Our steering committee members have identified continued mass crime victim casualty planning, training and preparedness as the greatest need in the City and County of San Francisco. The committee has committed to participating in meeting the outcomes outlined in this proposal). Members of the current San Francisco Victim Services Steering Committee (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

During the planning process over the past two years, we worked closely with additional stakeholders 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), the San Francisco International Airport, and other community-based organizations. We will continue to work closely with these stakeholders and invite them to participate in the SFVSSC.

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

Objective 1: Serve 500 victims of violence, including victims of mass and community violence, domestic and elder abuse during the year.

Activities:

- a. Develop strong referral relationships with partner agencies that work with victims of community and mass violence.
- b. Provide crisis intervention counseling, referral to services and resources, 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 information to victims of community and mass violence for 500 victims.

- c. Expand our reach to victims of crime by providing general fund resources to 3rd Street Youth Center & Clinic/Larkin Street Youth Services to provide services to 100 Bay View Hunters Point youth, including screening for needs, referrals, mental health services, and wrap-around support services.
- d. Provide direct advocacy services for victims of domestic violence, sexual assault and elder abuse including advocacy services of crisis intervention, juvenile justice system information, referral to resources and services, safety planning and victim of crime compensation for 100 victims.

Objective 2: Review existing department and agency plans regarding mass crime victim events and develop new plans, protocols or policies as needed or identified.

Activities:

- a. Review current city and county department plans and draft mass casualty crime event plans
- b. Document Victim Services Division's roles, responsibilities and deployment guidelines in these plans.

- c. Integrate into systems and/or develop new plan(s) as needed
- d. Obtain final sign-off of report by end grant term
- e. Publish report (hard and electronic copies) and distribute to all partners serving victims of crime
- f. Meet as a steering committee on a quarterly basis

Objective 3: Train with multiagency teams to respond to mass casualty crime victim incidents.

Activities:

- a. Continue to recruit and train San Francisco Victim Services Division staff members that will be part of the response team from multiple agencies. We currently have 23 trained volunteer team members.
- b. Collaborate with Bay Area Mass Casualty Crime Planning Committee (BAMCPC) to practice mutual aid response for mass casualty crime. We currently have formal MOUs with 7 Bay Area counties and plan to add 2 more.
- c. Potential trainings include, but not limited to:
 - Staff Preparedness
 - Family Resource Centers
 - Family Assistance Centers
 - Communication and Command Centers
 - Ongoing Training for Crime Victims

Objective 4: Lead and participate in practice drills to test, evaluate and refine performance.

Activities

a. Discussion Based/Tabletop Practice

All SF VSSC members will participate in a daylong crisis preparation exercise with Victims Services Division staff members 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

All SF VSSC members and Victim Services Division staff will participate in a day-long large-scale crisis response drill consisting on a mass crime casualty event scenario and the establishment of a Family Assistance Center. Volunteers will be used as actors to role play as victims, friends, and family members impacted by a mass casualty crime. 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

Objective 5: Develop a protocol for accessing, updating and implementing plan on an annual basis.

Activities:

- a. Plan for updates and maintenance – Annual meeting to review
- b. 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 Chief of Victim Services and Parallel Justice Programs, Gena Castro Rodriguez is lead representative for the office on programmatic grant responsibilities for the Victim Services Division. Her position oversees pre- and post-award grant administration and ensures regulatory compliance and may manage grant-funded programs. In addition to grant administration, the Chief of Victim Services and Parallel Justice Programs may serve as the liaison with the funding agency and submit reports and

Subrecipient: City & County of San Francisco Subaward #: XC19 02 0380

modifications to the funding agency. Gena Castro Rodriguez, Chief of Victim Services and Parallel Justice Programs, has more than 20 years of grant administration experience.

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.

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

Subrecipient <u>City and County of San Francisco</u>	Duns# <u>143602105</u>	FIPS# _____
Disaster/Program Title: <u>County Victim Services (XC) Program</u>		
Performance Period: <u>01/01/20</u> to <u>12/31/20</u>		Subaward Amount Requested: <u>\$ 451,544</u>
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 federal 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, and/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 receives?	\$ 10,301,662
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 to 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: *This is to certify that, to the best of our knowledge and belief, the data furnished above is accurate, complete and current.*

Signature: (Authorized Agent) 	Date: <u>10/2/19</u>
Print Name and Title: <u>George Gascón, District Attorney</u>	Phone Number: <u>(628) 652-4012</u>
Cal OES Staff Only: SUBAWARD #	

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.
12

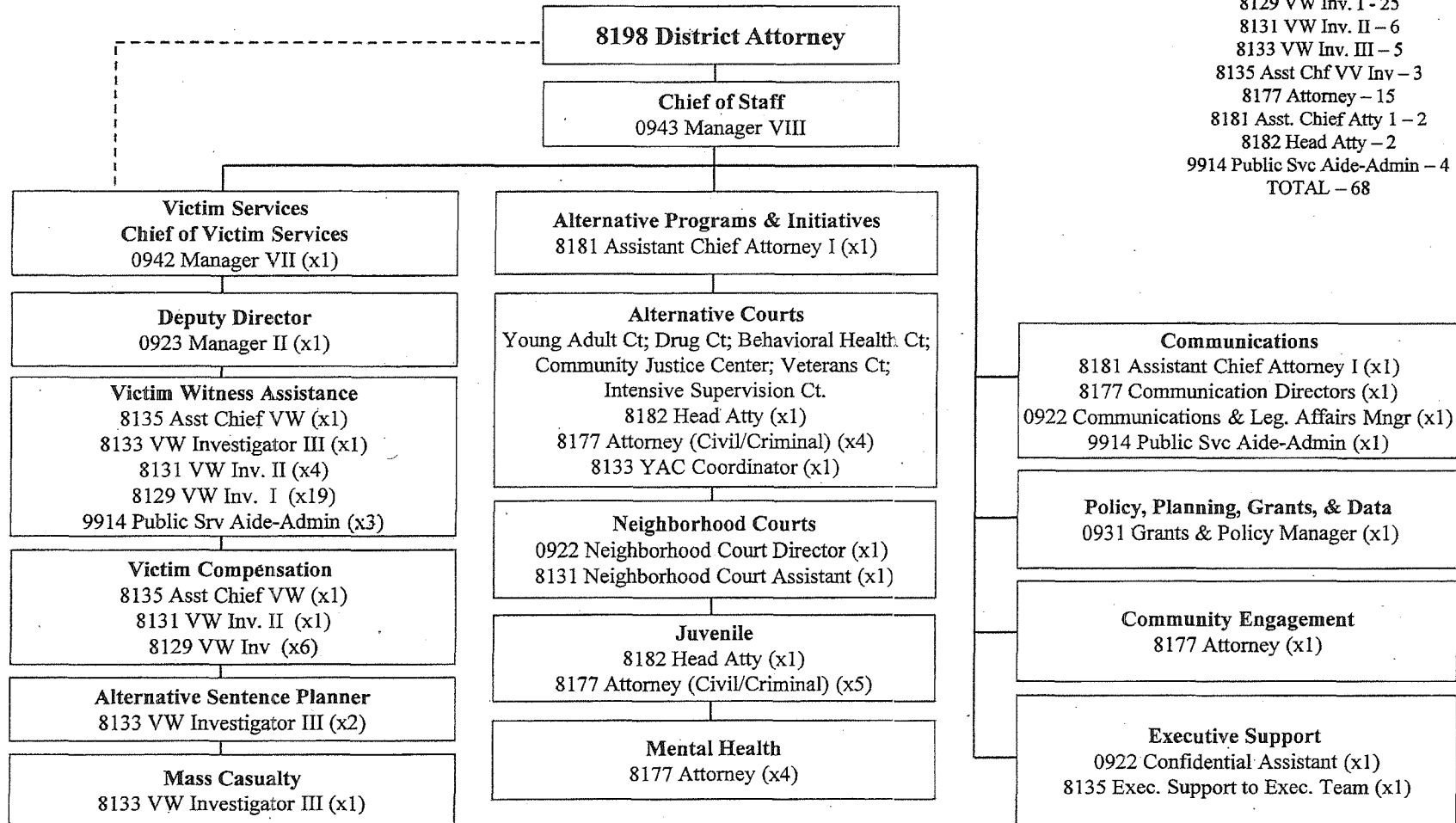
3. STATE ASSEMBLY DISTRICT(S): Enter the number(s) of the State Assembly District(s) which the project serves. Put an asterisk for the district where the project's principal office is located.
17

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.
11

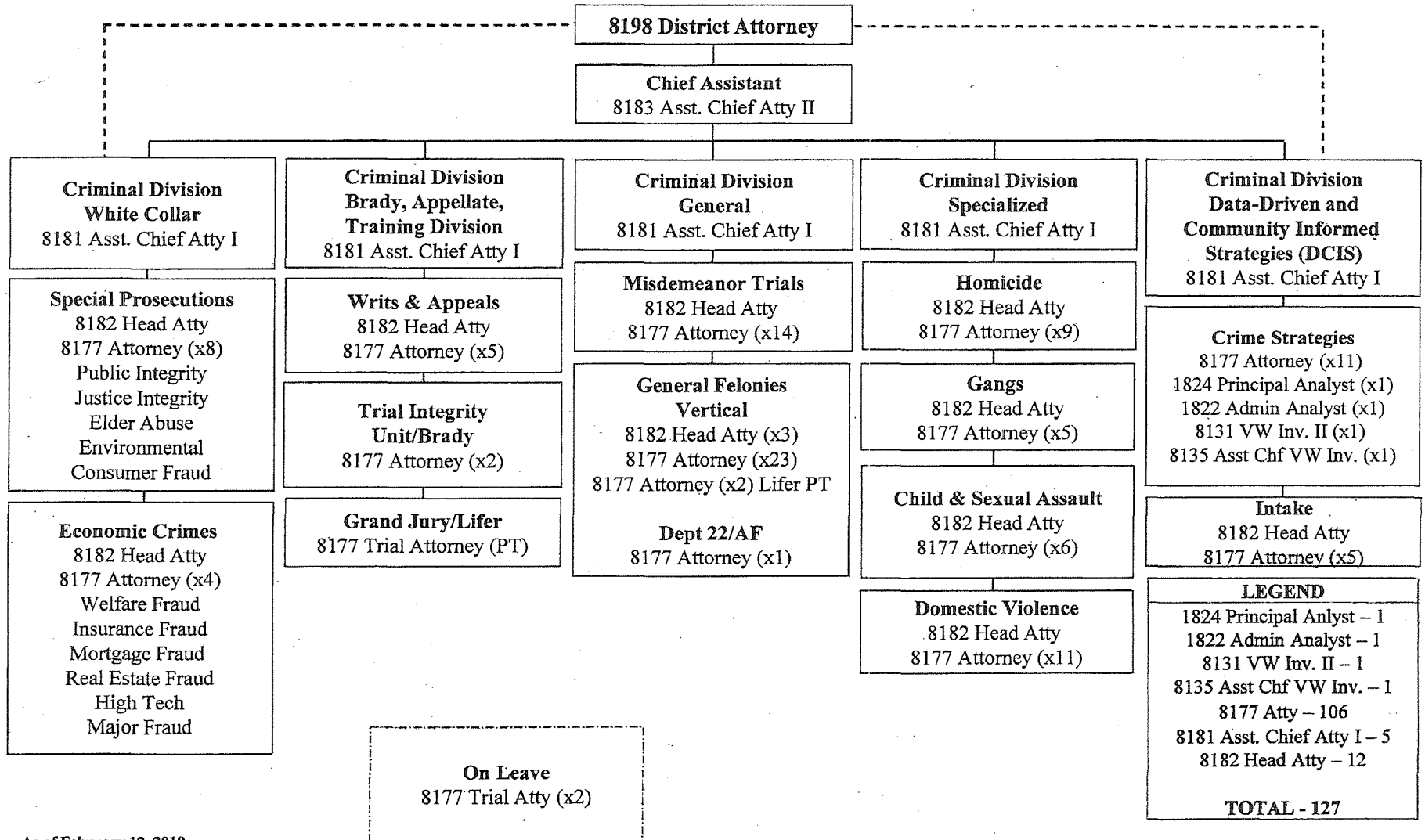
5. POPULATION OF SERVICE AREA: Enter the total population of the area served by the project.
870,887 (US Census 2016 estimates)

San Francisco District Attorney Justice Innovations and Policy Department Organizational Structure

LEGEND
 0922 Manager I - 3
 0923 Manager II - 1
 0931 Manager III - 1
 0942 Manager VII - 1
 8129 VW Inv. I - 25
 8131 VW Inv. II - 6
 8133 VW Inv. III - 5
 8135 Asst Chf VV Inv - 3
 8177 Attorney - 15
 8181 Asst. Chief Atty 1 - 2
 8182 Head Atty - 2
 9914 Public Svc Aide-Admin - 4
TOTAL - 68

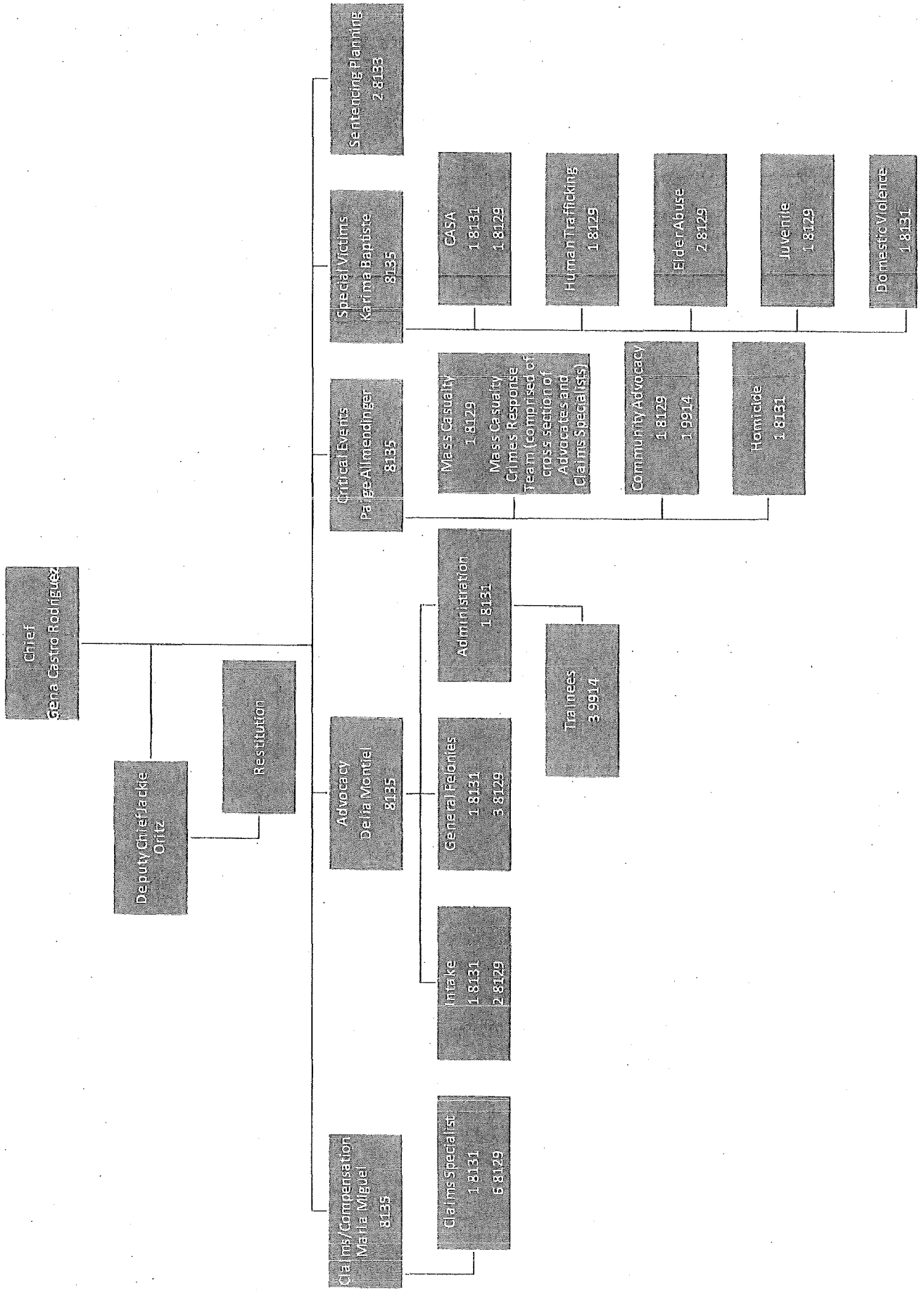


San Francisco District Attorney Operations Department Organizational Structure



As of February 12, 2019

San Francisco District Attorney
Victim Services Division



Operational Agreements (OA) Summary Form

List of Agencies/Organizations/Individuals	Date OA Signed (xx/xx/xxxx)	Dates of OA	
		From:	To:
1. San Francisco Dept on Status of Women	06/11/18	06/01/18	to 05/31/21
2. Bernal Heights Neighborhood Center	12/01/17	12/01/17	to 12/31/20
3. Chinese Newcomers Service Center	03/21/18	03/01/18	to 03/01/21
4. Community United Against Violence	03/19/18	03/01/18	to 03/01/21
5. Riley Center	05/17/18	05/01/18	to 06/30/20
6. SF Dept. of Public Health, Crisis Response Team	11/15/17	11/05/17	to 11/30/20
7. US Attorney's Office, Victim Witness Assistance Program	01/18/18	12/01/17	to 12/31/20
8. Glide Foundation Women's Center	03/21/18	03/01/18	to 03/31/21
9. Larkin St. Youth Svcs and Huckleberry Youth Programs	03/18/18	03/01/18	to 03/31/21
10. La Casa de Las Madres	11/21/17	12/01/17	to 12/31/20
11. Mission Neighborhood Center, Capp St. Senior Center	12/01/17	12/01/17	to 12/31/20
12. Safe & Sound	04/19/19	04/01/19	to 04/01/22
13. San Francisco Adult Probation Department	03/23/18	03/01/18	to 03/31/21
14. San Francisco Department of Child Support Services	07/18/13	07/01/13	to
15. San Francisco Special Victim Unit	04/08/19	04/01/19	to 04/01/22
16. San Francisco Rape Treatment Center	03/30/18	03/01/18	to 03/31/21
17. San Francisco SAFE	04/24/18	03/01/18	to 03/31/21
18. San Francisco Suicide Prevention	03/14/18	03/01/18	to 03/31/21
19. SF Violence Prevention: The Wraparound Project	03/27/18	03/01/18	to 03/31/21
20. San Francisco Women Against Rape	01/26/18	12/01/17	to 12/31/20

Use additional pages if necessary.

Operational Agreements (OA) Summary Form

List of Agencies/Organizations/Individuals	Date OA Signed (xx/xx/xxxx)	Dates of OA	
		From:	To:
1. Child and Adolescent Support, Advocacy and Resource	05/23/19	06/01/19	to 06/01/22
2.			to
3.			to
4.			to
5.			to
6.			to
7.			to
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13.			to
14.			to
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18.			to
19.			to
20.			to

Use additional pages if necessary.

TO: Angela Calvillo, Clerk of the Board of Supervisors
FROM: Lorna Garrido, Grants and Contracts Manager
DATE: January 29, 2020
SUBJECT: Accept and Expend Resolution for Subject Grant
GRANT TITLE: County Victim Services 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
- n/a Ethics Form 126 (if applicable)
- n/a Contracts, Leases/Agreements (if applicable)
- n/a Other (Explain):

RECEIVED
BOARD OF SUPERVISORS
SAN FRANCISCO
2020 FEB 25 PM 2:08
BY _____ AK

Special Timeline Requirements:

Please schedule at the earliest available date.

Departmental representative to receive a copy of the adopted resolution:

Name: Lorna Garrido

Phone: (628) 652-4035

Interoffice Mail Address: DAT, 350 Rhode Island Street, North Building, Suite 400N

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

By a Member of the Board of Supervisors or Mayor

RECEIVED
BOARD OF SUPERVISORS
SAN FRANCISCO

2020 FEB 25 PM 2:08

Time stamp
or meeting date AK

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 [] inquiries"
- 5. City Attorney Request.
- 6. Call File No. [] from Committee.
- 7. Budget Analyst request (attached written motion).
- 8. Substitute Legislation File No. []
- 9. Reactivate File No. []
- 10. Topic 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 the Imperative Form.

Sponsor(s):

Supervisor Dean Preston

Subject:

Accept and Expend Grant – Retroactive - California Governor’s Office of Emergency Services, County Victim Services Program – \$451,544

The text is listed:

Resolution retroactively authorizing the Office of the District Attorney to accept and expend a grant in the amount of \$451,544 from the California Governor’s Office of Emergency Services for the County Victim Services Program for the grant period January 1, 2020 through December 31, 2020

Signature of Sponsoring Supervisor:



For Clerk's Use Only