

File No. 220290

Committee Item No. 5

Board Item No. _____

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Committee: Budget and Finance Committee Date May 11, 2022

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
- Public Correspondence

OTHER (Use back side if additional space is needed)

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Completed by: Brent Jalipa Date May 6, 2022

Completed by: Brent Jalipa Date _____

1 [Accept and Expend Grant - Retroactive - United States Department of Justice, Bureau of
2 Justice Assistance - California Board of State and Community Corrections - Coronavirus
Emergency Supplemental Funding Program - \$286,020.73]

3
4 **Resolution retroactively authorizing the Department of Children Youth and Their**
5 **Families to accept and expend a grant in the amount of \$286,020.73 from the United**
6 **States Department of Justice, Bureau of Justice Assistance and administered by the**
7 **California Board of State and Community Corrections, for the Coronavirus Emergency**
8 **Supplemental Funding program to support the Adult Probation Department, Juvenile**
9 **Probation Department, Public Defender’s Office, Police Department, District Attorney’s**
10 **Office, and Sheriff’s Office to meet coronavirus re-entry related equipment, services,**
11 **supplies and overtime needs for the project period of March 31, 2021, through January**
12 **31, 2023.**

13
14 WHEREAS, The Department of Children Youth and Their Families (DCYF) applied for
15 funding on behalf of the City and County of San Francisco for the Coronavirus Emergency
16 Supplemental Funding (CESF) Program, funded through the United States Department of
17 Justice, Bureau of Justice Assistance and administered by the California Board of State and
18 Community Corrections; and

19 WHEREAS, The Board of State and Community Corrections will allocate a grant of
20 \$286,020.73 for the City and County of San Francisco to prepare for and respond to the
21 coronavirus re-entry related equipment, services, supplies and overtime needs of the Adult
22 Probation Department, Juvenile Probation Department, Public Defender’s Office, Department,
23 District Attorney’s Office, and Sheriff’s Office for the project period beginning March 31, 2021,
24 and ending on January 31, 2023; and

25 WHEREAS, The grant does not require an Annual Salary Ordinance Amendment; and

1 WHEREAS, DCYF proposes to maximize use of available grant funds on program
2 expenditures by not including indirect costs in the grant budget; now, therefore, be it

3 RESOLVED, That the Board of Supervisors authorizes DCYF to retroactively accept
4 and expend the grant of \$286,020.73 from the Board of State and Community Corrections to
5 prepare and respond to coronavirus re-entry related equipment, services, supplies and
6 overtime needs of the Adult Probation Department, Juvenile Probation Department, Public
7 Defender's Office, Police Department, District Attorney's Office, and Sheriff's Office; and, be it

8 FURTHER RESOLVED, That the Mayor, or alternatively the Executive Director of
9 DCYF, is hereby authorized to act on behalf of the City and County of San Francisco in
10 connection with the CESF Program award, and to enter into, execute, and deliver any and all
11 documents required or deemed necessary or appropriate to be awarded the CESF Program
12 award, and all amendments thereto, including the grant proposal for this funding and the
13 Grant Agreement with the Board of State and Community Corrections; and, be it

14 FURTHER RESOLVED, That grant funds received hereunder shall not be used to
15 supplant expenditures controlled by this body; and, be it

16 FURTHER RESOLVED, That the City and County of San Francisco agrees to abide by
17 the terms and conditions of the CESF Program Grant Agreement as set forth by the Board of
18 State and Community Corrections; and, be it

19 FURTHER RESOLVED, That within thirty (30) days of the agreement being fully
20 executed by all parties, DCYF shall provide a copy to the Clerk of the Board for inclusion into
21 the official file.

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Recommended:

_____ /s/ _____

Department Head

Approved: _____ /s/ _____

Mayor

Approved: _____ /s/ _____

Controller

File Number: 220290
(Provided by Clerk of Board of Supervisors)

Grant Ordinance Information Form
(Effective July 2011)

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

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

1. Grant Title: **Board of State and Community Corrections - Coronavirus Emergency Supplemental Funding (CESF) Program**
2. Department: **The Department of Children Youth and Their Families**
3. Contact Person: **Jasmine Dawson** Telephone: **628-652-7124**
4. Grant Approval Status (check one):
 Approved by funding agency Not yet approved
5. Amount of Grant Funding Approved or Applied for: **\$286,020.73**
- 6a. Matching Funds Required: **N/A**
b. Source(s) of matching funds (if applicable): **N/A**
- 7a. Grant Source Agency: **United States Department of Justice, Bureau of Justice Assistance and administered by the California Board of State and Community Corrections**
b. Grant Pass-Through Agency (if applicable):
8. Proposed Grant Project Summary: **The San Francisco Coronavirus Emergency Supplemental Funding Program will use funds to support the San Francisco Adult Probation Department, Juvenile Probation Department, San Francisco Public Defender's Office, San Francisco Police Department, San Francisco District Attorney's Office, and San Francisco Sheriff's Office for re-entry related equipment, services, supplies and overtime needs in order to prepare for and respond to coronavirus.**
9. Grant Project Schedule, as allowed in approval documents, or as proposed:
Start-Date: **March 31, 2021** End-Date: **January 31, 2023**
10. Number of new positions created and funded: **Zero**
11. Explain the disposition of employees once the grant ends? **N/A**
- 12a. Amount budgeted for contractual services: **\$57,204.73**
b. Will contractual services be put out to bid? **No**
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? **One-time**

13a. Does the budget include indirect costs? Yes No

b1. If yes, how much? \$ **N/A**

b2. How was the amount calculated? **N/A**

c. If no, why are indirect costs not included? **COVID-response work proposed by each City Department will be operationalized by existing resources therefore no indirect costs required.**

- 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? **The administrative time spent by each City Department to plan and operationalize these COVID response efforts could be calculated as indirect costs, but is not included as such for the purposes of this grant since the costs will be absorbed by each department's existing operations budget.**

14. Any other significant grant requirements or comments: **Expenses must be incurred by the end of the grant project cycle, January 31, 2023 and included on the final statement of expenditures by March 15, 2023; must pass-through 20 percent of award to non-governmental community-based agency; Board must approve the resolution before final grant agreement can be executed.**

****Disability Access Checklist****

15. This Grant is intended for activities at (check all that apply):

- | | | |
|--|---|---|
| <input 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) | |

16. 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 access laws and regulations and will allow the full inclusion of persons with disabilities, or will require unreasonable hardship exceptions, as described in the comments section:

Comments: **The housing/hotel sites associated with this Board of State and Community Corrections - Coronavirus Emergency Supplemental Funding Program grant is ADA compliant.**

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

Anthony Tek
(Name)

Operations Assistant
(Title)

Date Reviewed: 1/11/2022

DocuSigned by:
Anthony Tek
4405E3FD09C04C5...
(Signature Required)

Overall Department Head or Designee Approval:

Maria Su, Psy.D.
(Name)

Executive Director, Department of Children, Youth & Their Families
(Title)

Date Reviewed: 1/11/2022

DocuSigned by:
Maria Su
71F0FD53D32A4DA...
(Signature Required)

STANDARD AGREEMENT
STD 213 (Rev 03/2019)AGREEMENT NUMBER
BSCC 119-20PURCHASING AUTHORITY NUMBER (If Applicable)
BSCC-5227**1. This Agreement is entered into between the Contracting Agency and the Contractor named below:**

CONTRACTING AGENCY NAME

BOARD OF STATE AND COMMUNITY CORRECTIONS

CONTRACTOR NAME

City and County of San Francisco**2. The term of this Agreement is:**

START DATE

MARCH 31, 2021

THROUGH END DATE

JANUARY 31, 2023**3. The maximum amount of this Agreement is:****\$286,020.73****4. The parties agree to comply with the terms and conditions of the following exhibits, attachments, and appendices which are by this reference made a part of the Agreement.**

EXHIBITS	TITLE	PAGES
Exhibit A	Scope of Work	4
Exhibit B	Budget Detail and Payment Provisions	2
Exhibit C	General Terms and Conditions (04/2017)	4
Exhibit D	Special Terms and Conditions	4
Exhibit E	Coronavirus Emergency Supplemental Funding (CESF) Federal Conditions	15
Attachment 1	2020 CESF Request for Applications (Proposal Instructions Packet & Application Package)	*
Attachment 2	2020 CESF Grant Application for Funding	17
Attachment 3	2020 CESF Federal Program Solicitation	*
Appendix C	Criteria for Non-Governmental Organizations Receiving CESF	2

Items shown with an asterisk (), are hereby incorporated by reference and made part of this agreement as if attached hereto. These documents can be viewed at: http://www.bscc.ca.gov/s_cesf/ and [2020 BJA CESF Program Solicitation](#).

IN WITNESS WHEREOF, THIS AGREEMENT HAS BEEN EXECUTED BY THE PARTIES HERETO.**CONTRACTOR**

CONTRACTOR NAME (if other than an individual, state whether a corporation, partnership, etc.)

City and County of San Francisco

CONTRACTOR BUSINESS ADDRESS

1 Dr. Carlton B. Goodlett Place, Ste 496

CITY

San Francisco

STATE

CA

ZIP

94102

PRINTED NAME OF PERSON SIGNING

London N. Breed

TITLE

Mayor

CONTRACTOR AUTHORIZED SIGNATURE



DATE SIGNED

STATE OF CALIFORNIA

CONTRACTING AGENCY NAME

BOARD OF STATE AND COMMUNITY CORRECTIONS

CONTRACTING AGENCY ADDRESS

2590 Venture Oaks Way, Suite 200

CITY

Sacramento

STATE

CA

ZIP

95833

PRINTED NAME OF PERSON SIGNING

RICARDO GOODRIDGE

TITLE

Deputy Director

CONTRACTING AGENCY AUTHORIZED SIGNATURE



DATE SIGNED

EXHIBIT A: SCOPE OF WORK

1. GRANT AGREEMENT – CORONAVIRUS EMERGENCY SUPPLEMENTAL FUNDING PROGRAM (CESF)

This Grant Agreement is between the State of California Board of State and Community Corrections, hereafter referred to as BSCC and City and County of San Francisco hereafter referred to as Grantee or Contractor.

2. PROJECT SUMMARY AND ADMINISTRATION

- A. The Coronavirus Emergency Supplemental Funding (CESF) program is administered by the U.S. Department of Justice, Bureau of Justice Assistance. CESF provides federal funding to states, local governments and tribes to prevent, prepare for and respond to the coronavirus. CESF uses include, but are not limited to, overtime, equipment (including law enforcement and medical personal protective equipment), hiring, supplies (such as gloves, masks, sanitizer), training, travel expenses (particularly related to the distribution of resources to the most impacted areas), and for addressing the medical needs of inmates in state, local, and tribal prisons, jails, and detention centers.
- B. Grantee agrees to administer the project in accordance with Attachment 1: 2020 CESF Request for Applications (incorporated by reference), Attachment 2: 2020 CESF Grant Application for Funding, and Attachment 3: 2020 CESF Program Solicitation.

3. PROJECT OFFICIALS

- A. The BSCC's Executive Director or designee shall be the BSCC's representative for administration of the Grant Agreement and shall have authority to make determinations relating to any controversies that may arise under or regarding the interpretation, performance, or payment for work performed under this Grant Agreement.
- B. The Grantee project officials shall be those identified as follows:

Authorized Officer with legal authority to sign:

Name: London N. Breed
Title: Mayor
Address: 1 Dr. Carlton B. Goodlett Place, Ste 496, San Francisco, CA 94102
Phone: 415-554-6564

Designated Financial Officer authorized to receive warrants:

Name: Denise Payton
Title: Chief Financial Officer
Phone: 628-652-7115
Email: Denise.payton@dcyf.org

Project Director authorized to administer the project:

Name: Tanita Jasmine Dawson
Title: Program & Planning Manager
Phone: 628-652-7124
Email: Jasmine.dawson@dcyf.org

- C. Either party may change its project representatives upon written notice to the other party.
- D. By signing this Grant Agreement, the Authorized Officer listed above warrants that he or she has full legal authority to bind the entity for which he or she signs.

EXHIBIT A: SCOPE OF WORK

4. DATA COLLECTION

Grantees will be required to comply with all data collection and reporting requirements as described in Attachment 1: 2020 CESF Program Solicitation.

5. REPORTING REQUIREMENTS

Grantees are required to submit semi-annual and quarterly progress reports as described below:

- A. Grantee will submit semi-annual progress reports in a format prescribed by the BSCC. These reports, which will describe progress made on program objectives and include required data, shall be submitted according to the following schedule:

Semi-Annual Progress Report Periods

1. March 31, 2021 to June 30, 2021
2. July 1, 2021 to December 31, 2021
3. January 1, 2022 to June 30, 2022
4. July 1, 2022 to December 31, 2022
5. January 1, 2023 to January 31, 2023

Due no later than:

- July 15, 2021
 January 15, 2022
 July 15, 2022
 January 15, 2023
 February 15, 2023

- B. Grantee will submit quarterly reports in a format prescribed by the BSCC. Pursuant to Section 15011(b)(2)-(3) of Division B of Public Law 116-136:

Not later than 10 days after the end of each calendar quarter, each covered recipient shall submit to the agency [and the Pandemic Accountability Response Committee] a report that contains:

- a) the total amount of large covered funds received from the agency;
- b) the amount of large covered funds received that were expended or obligated for each project or activity;
- c) a detailed list of all projects or activities for which large covered funds were expended or obligated, including—
 - i. the name of the project or activity;
 - ii. a description of the project or activity; and
 - iii. the estimated number of jobs created or retained by the project or activity, where applicable; and
- d) detailed information on any level of subcontracts or subgrants awarded by the covered recipient or its subcontractors or subgrantees, to include the data elements required to comply with the Federal Funding Accountability and Transparency Act of 2006 (31 U.S.C. 6101 note) allowing aggregate reporting on awards below \$50,000 or to individuals, as prescribed by the Director of the Office of Management and Budget.

The recipient also understands that the information in these reports will be made available to the public.

Reports shall be submitted according to the following schedule:

Quarterly Progress Report Periods

Due no later than:

EXHIBIT A: SCOPE OF WORK

- | | |
|---|-------------------|
| 1. March 31, 2021 to June 30, 2021 | July 10, 2021 |
| 2. July 1, 2021 to September 30, 2021 | October 10, 2021 |
| 3. October 1, 2021 to December 31, 2021 | January 10, 2022 |
| 4. January 1, 2022 to January 31, 2022 | February 10, 2022 |

6. PROJECT RECORDS

- A. The Grantee shall establish an official file for the project that contains adequate documentation of all actions taken with respect to the project, including copies of this Grant Agreement, financial records, and required reports.
- B. The Grantee shall establish separate accounting records and maintain documents and other evidence sufficient to properly reflect the amount, receipt, and disposition of all project funds, including grant funds, any matching funds by the Grantee, and the total cost of the project. Source documentation includes copies of all awards, applications, approved modifications, financial records, and narrative reports.
- C. Personnel and payroll records shall include the time and attendance reports for all individuals reimbursed under the grant, whether they are employed full-time or part-time. Time and effort reports are required for consultants (subcontractors).
- D. The grantee shall maintain documentation of donated goods and/or services, including the basis for valuation.
- E. Grantee agrees to protect records adequately from fire or other damage. When records are stored away from the Grantee's principal office, a written index of the location of records stored must be on hand and ready access must be assured.
- F. All Grantee records relevant to the project must be preserved a minimum of three (3) years after closeout of the grant project and shall be subject at all reasonable times to inspection, examination, monitoring, copying, excerpting, transcribing, and auditing by the BSCC or designees. If any litigation, claim, negotiation, audit, or other action involving the records has been started before the expiration of the three-year period, the records must be retained until the completion of the action and resolution of all issues which arise from it or until the end of the regular three-year period, whichever is later.

7. CONFLICT OF INTEREST

Each applicant should consider state and local conflict of interest laws when selecting members of the CESF Local Advisory Committee. Applicants are advised to check with local counsel about potential conflicts.

8. AUDIT

Grantee must submit an audit of expenditures within 120 days following the end of the grant period. Grantees may choose either a program-specific audit or a single federal audit. Federal guidelines allow grantees receiving \$750,000 or more in federal funds in a fiscal year to use their federal justice assistance grant funds to pay for the cost of the audit. Grantees falling below the \$750,000 threshold must use non-federal funds (i.e., match funds) to pay for audit costs. For purposes of this grant award, please check one of the boxes below to indicate the grantee's choice for meeting the audit requirement.

EXHIBIT A: SCOPE OF WORK

- In conformance with Federal Office of Management and Budget (OMB) CFR Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, and the California State Controller’s Accounting Standards and Procedures, Chapter 23, Grant Accounting Index, the identified grant will be included in the City/County Single Federal Audit Report, which will be submitted to the BSCC within the required timeframe of 120 days from the end of the grant period. NOTE: Should an extension be needed, please provide in advance of the deadline a written justification that indicates the reason(s) for the extension and the timeframe needed.

OR

- In conformance with Federal Office of Management and Budget (OMB) CFR Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, and the California State Controller’s Accounting Standards and Procedures Chapter 23, Grant Accounting Index, the grantee will provide a Program-Specific Final Audit Report to the BSCC within the required timeframe of 120 days from the end of the grant period.

OR

- In conformance with Federal Office of Management and Budget (OMB) CFR Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, the non-governmental entity grantee **does not expend \$750,000 or more** in total federal awards during the fiscal year and is therefore, exempt from Federal audit requirements for this grant contract period. However, the entity understands that it must keep and maintain the grant records and make them available for review or audit by appropriate officials of the Federal agency, pass-through agency (i.e., the Board of State and Community Corrections) and Governmental Accountability Office.

9. DATA UNIVERSAL NUMBERS SYSTEM (DUNS)

The Contractor/grantee (entity entering into contract with the BSCC) must maintain active registration of their Data Universal Numbers System (DUNS) number, used for this Grant Agreement, throughout the term of the contract. An active DUNS number is also required to remain in compliance with the Federal Funding Accountability and Transparency Act (FFATA), a reporting tool for Federal prime awardees (i.e. prime contractors and prime grants recipients) use to capture and report subaward and executive compensation.

EXHIBIT B: BUDGET AND PAYMENT DETAILS

1. STATEMENTS OF EXPENDITURES AND PAYMENT

- A. The Grantee shall be paid in one lump sum by submitting an invoice (Form 201) to the BSCC. Any interest earned on the account must be reported to the BSCC and may only be used for allowable expenses during the grant period. Grantee shall only use grant funds for allowable costs (see Exhibit B, "Project Costs") and shall provide statements of expenditures and supporting documentation to the BSCC upon request and on a quarterly basis as set forth in the schedule below.

Quarterly Invoicing Periods:

1. March 31, 2021 to June 30, 2021
2. July 1, 2021 to September 30, 2021
3. October 1, 2021 to December 31, 2021
4. January 1, 2022 to March 31, 2022
5. April 1, 2022 to June 30, 2022
6. July 1, 2022 to September 30, 2022
7. October 1, 2022 to December 31, 2022
8. January 1, 2023 to January 31, 2023

Due no later than:

- August 15, 2021
November 15, 2021
February 15, 2022
May 15, 2022
August 15, 2022
November 15, 2022
February 15, 2023
March 15, 2023

All grant project expenditures must be incurred by the end of the grant project cycle, January 31, 2022, and included on the final statement of expenditures due March 15, 2022. Project costs incurred after January 31, 2022 will not be reimbursed/eligible for contribution.

- B. A statement of expenditures is due to the BSCC even if grant funds are not expended during the reporting period. Supporting documentation must be submitted for expenditures upon BSCC's request. All supporting documentation must be maintained by the grantee on site and be readily available for review during BSCC site visits.
- C. Any unspent funds remaining at the end of the agreement term, must be returned to the BSCC within 30 days of the end of the grant agreement.

2. GRANT AMOUNT AND LIMITATION

- A. In no event shall the BSCC be obligated to pay any amount in excess of the grant award. Grantee waives any and all claims against the BSCC and the State of California and the Federal Government on account of project costs that may exceed the sum of the grant award.
- B. Under no circumstance will a budget item change be authorized that would cause the project to exceed the amount of the grant award identified in this Grant Agreement.

3. BUDGET CONTINGENCY CLAUSE

- A. It is mutually agreed that if the Budget Act of the current year and/or any subsequent year covered under this Grant Agreement does not appropriate funds for the purposes of this program, this Grant Agreement shall be of no further force and effect. In this event, the BSCC shall have no liability to pay any funds whatsoever to Grantee or to furnish any other considerations under this Agreement and Grantee shall not be obligated to perform any provisions of this Grant Agreement.
- B. This Grant Agreement is valid and enforceable only if sufficient funds are made available by the United States Congress and California Legislature. Grantee agrees that the BSCC's obligation to pay any sum to the Grantee under any provision of this agreement is contingent upon the availability of sufficient funds.

EXHIBIT B: BUDGET AND PAYMENT DETAILS**4. PROJECT COSTS**

- A. Grantee is responsible for ensuring that actual expenditures are for eligible project costs. “Eligible” and “ineligible” project costs are set forth in the most current version of the BSCC Grant Administration Guide (currently the BSCC Grant Administration Guide July 2020) including any updated version that may be posted during the term of the grant agreement, which can be found under Quick Links here:

http://www.bscc.ca.gov/s_correctionsplanningandprograms/

The provisions of the BSCC Grant Administration Guide are incorporated by reference into this agreement and Grantee shall be responsible for adhering to the requirements set forth therein. To the extent any of the provisions of the BSCC Grant Administration Guide and this agreement conflict, the language in this agreement shall prevail.

- B. Grantee shall, upon demand, remit to the BSCC any grant funds not expended for eligible project costs or an amount equal to any grant funds expended by the Grantee in violation of the terms, provisions, conditions or commitments of this Grant Agreement.
- C. Grantee is responsible for ensuring that statements of expenditures submitted to the BSCC claim actual expenditures for eligible project costs.
- D. Grant funds must be used to supplement existing funds for program activities and may not replace (supplant) non-state/state grant funds that have been appropriated for the same purpose. Potential supplanting will be the subject of grant monitoring. Violations can result in a range of penalties (e.g., recoupment of monies provided under this grant, suspension of future program funding through BSCC grants, and civil/criminal penalties).

5. PROMPT PAYMENT CLAUSE

Payment will be made in accordance with, and within the time specified in, Government Code Chapter 4.5, commencing with Section 927.

6. PROJECT BUDGET

LINE ITEM	GRANT FUNDS
1. Salaries and Benefits	\$69,251.00
2. Services and Supplies	\$105,043.00
3. Professional Services or Public Agency Subcontracts	\$0
4. Non-Governmental Organization (NGO) Subcontracts	\$57,204.73
5. Equipment/Fixed Assets	\$54,522.00
6. Other (Travel, Training, etc.)	\$0
7. Indirect Costs	\$0
TOTAL	\$286,020.73

EXHIBIT C: GENERAL TERMS AND CONDITIONS (GTC 04/2017)

1. **APPROVAL:** This Agreement is of no force or effect until signed by both parties and approved by the Department of General Services, if required. Contractor may not commence performance until such approval has been obtained.
2. **AMENDMENT:** No amendment or variation of the terms of this Agreement shall be valid unless made in writing, signed by the parties and approved as required. No oral understanding or Agreement not incorporated in the Agreement is binding on any of the parties.
3. **ASSIGNMENT:** This Agreement is not assignable by the Contractor, either in whole or in part, without the consent of the State in the form of a formal written amendment.
4. **AUDIT:** Contractor agrees that the awarding department, the Department of General Services, the Bureau of State Audits, or their designated representative shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Agreement. Contractor agrees to maintain such records for possible audit for a minimum of three (3) years after final payment, unless a longer period of records retention is stipulated. Contractor agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, Contractor agrees to include a similar right of the State to audit records and interview staff in any subcontract related to performance of this Agreement. (Gov. Code §8546.7, Pub. Contract Code §10115 et seq., CCR Title 2, Section 1896).
5. **INDEMNIFICATION:** Contractor agrees to indemnify, defend and save harmless the State, its officers, agents and employees from any and all claims and losses accruing or resulting to any and all contractors, subcontractors, suppliers, laborers, and any other person, firm or corporation furnishing or supplying work services, materials, or supplies in connection with the performance of this Agreement, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by Contractor in the performance of this Agreement.
6. **DISPUTES:** Contractor shall continue with the responsibilities under this Agreement during any dispute.
7. **TERMINATION FOR CAUSE:** The State may terminate this Agreement and be relieved of any payments should the Contractor fail to perform the requirements of this Agreement at the time and in the manner herein provided. In the event of such termination the State may proceed with the work in any manner deemed proper by the State. All costs to the State shall be deducted from any sum due the Contractor under this Agreement and the balance, if any, shall be paid to the Contractor upon demand.
8. **INDEPENDENT CONTRACTOR:** Contractor, and the agents and employees of Contractor, in the performance of this Agreement, shall act in an independent capacity and not as officers or employees or agents of the State.
9. **RECYCLING CERTIFICATION:** The Contractor shall certify in writing under penalty of perjury, the minimum, if not exact, percentage of post consumer material as defined in the Public Contract Code Section 12200, in products, materials, goods, or supplies offered or sold to the State regardless of whether the product meets the requirements of Public Contract Code Section 12209. With respect to printer or duplication cartridges that comply with the requirements of Section 12156(e), the certification required by this subdivision shall specify that the cartridges so comply (Pub. Contract Code §12205).
10. **NON-DISCRIMINATION CLAUSE:** During the performance of this Agreement, Contractor and its subcontractors shall not deny the contract's benefits to any person on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition,

EXHIBIT C: GENERAL TERMS AND CONDITIONS (GTC 04/2017)

genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status, nor shall they discriminate unlawfully against any employee or applicant for employment because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status. Contractor shall insure that the evaluation and treatment of employees and applicants for employment are free of such discrimination. Contractor and subcontractors shall comply with the provisions of the Fair Employment and Housing Act (Gov. Code §12900 et seq.), the regulations promulgated thereunder (Cal. Code Regs., tit. 2, §11000 et seq.), the provisions of Article 9.5, Chapter 1, Part 1, Division 3, Title 2 of the Government Code (Gov. Code §§11135-11139.5), and the regulations or standards adopted by the awarding state agency to implement such article. Contractor shall permit access by representatives of the Department of Fair Employment and Housing and the awarding state agency upon reasonable notice at any time during the normal business hours, but in no case less than 24 hours' notice, to such of its books, records, accounts, and all other sources of information and its facilities as said Department or Agency shall require to ascertain compliance with this clause. Contractor and its subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement. (See Cal. Code Regs., tit. 2, §11105.)

Contractor shall include the nondiscrimination and compliance provisions of this clause in all subcontracts to perform work under the Agreement.

- 11. CERTIFICATION CLAUSES:** The CONTRACTOR CERTIFICATION CLAUSES contained in the document [CCC 04/2017](#) are hereby incorporated by reference and made a part of this Agreement by this reference as if attached hereto.
- 12. TIMELINESS:** Time is of the essence in this Agreement.
- 13. COMPENSATION:** The consideration to be paid Contractor, as provided herein, shall be in compensation for all of Contractor's expenses incurred in the performance hereof, including travel, per diem, and taxes, unless otherwise expressly so provided.
- 14. GOVERNING LAW:** This contract is governed by and shall be interpreted in accordance with the laws of the State of California.
- 15. ANTITRUST CLAIMS:** The Contractor by signing this agreement hereby certifies that if these services or goods are obtained by means of a competitive bid, the Contractor shall comply with the requirements of the Government Codes Sections set out below.
 - A. The Government Code Chapter on Antitrust claims contains the following definitions:
 - 1) "Public purchase" means a purchase by means of competitive bids of goods, services, or materials by the State or any of its political subdivisions or public agencies on whose behalf the Attorney General may bring an action pursuant to subdivision (c) of Section 16750 of the Business and Professions Code.
 - 2) "Public purchasing body" means the State or the subdivision or agency making a public purchase. Government Code Section 4550.
 - B. In submitting a bid to a public purchasing body, the bidder offers and agrees that if the bid is accepted, it will assign to the purchasing body all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Sec. 15) or under the Cartwright Act (Chapter 2 (commencing with Section 16700) of Part 2 of Division 7 of the Business and Professions Code), arising from purchases of goods, materials, or services by the bidder for sale to the purchasing body pursuant to the bid. Such assignment shall be made

EXHIBIT C: GENERAL TERMS AND CONDITIONS (GTC 04/2017)

and become effective at the time the purchasing body tenders final payment to the bidder. Government Code Section 4552.

- C. If an awarding body or public purchasing body receives, either through judgment or settlement, a monetary recovery for a cause of action assigned under this chapter, the assignor shall be entitled to receive reimbursement for actual legal costs incurred and may, upon demand, recover from the public body any portion of the recovery, including treble damages, attributable to overcharges that were paid by the assignor but were not paid by the public body as part of the bid price, less the expenses incurred in obtaining that portion of the recovery. Government Code Section 4553.
- D. Upon demand in writing by the assignor, the assignee shall, within one year from such demand, reassign the cause of action assigned under this part if the assignor has been or may have been injured by the violation of law for which the cause of action arose and (a) the assignee has not been injured thereby, or (b) the assignee declines to file a court action for the cause of action. See Government Code Section 4554.

16. CHILD SUPPORT COMPLIANCE ACT: For any Agreement in excess of \$100,000, the contractor acknowledges in accordance with Public Contract Code 7110, that:

- A. The contractor recognizes the importance of child and family support obligations and shall fully comply with all applicable state and federal laws relating to child and family support enforcement, including, but not limited to, disclosure of information and compliance with earnings assignment orders, as provided in Chapter 8 (commencing with section 5200) of Part 5 of Division 9 of the Family Code; and
- B. The contractor, to the best of its knowledge is fully complying with the earnings assignment orders of all employees and is providing the names of all new employees to the New Hire Registry maintained by the California Employment Development Department.

17. UNENFORCEABLE PROVISION: In the event that any provision of this Agreement is unenforceable or held to be unenforceable, then the parties agree that all other provisions of this Agreement have force and effect and shall not be affected thereby.

18. PRIORITY HIRING CONSIDERATIONS: If this Contract includes services in excess of \$200,000, the Contractor shall give priority consideration in filling vacancies in positions funded by the Contract to qualified recipients of aid under Welfare and Institutions Code Section 11200 in accordance with Pub. Contract Code §10353.

19. SMALL BUSINESS PARTICIPATION AND DVBE PARTICIPATION REPORTING REQUIREMENTS:

- A. If for this Contract Contractor made a commitment to achieve small business participation, then Contractor must within 60 days of receiving final payment under this Contract (or within such other time period as may be specified elsewhere in this Contract) report to the awarding department the actual percentage of small business participation that was achieved. (Govt. Code § 14841.)
- B. If for this Contract Contractor made a commitment to achieve disabled veteran business enterprise (DVBE) participation, then Contractor must within 60 days of receiving final payment under this Contract (or within such other time period as may be specified elsewhere in this Contract) certify in a report to the awarding department: (1) the total amount the prime Contractor received under the Contract; (2) the name and address of the DVBE(s) that participated in the performance of the Contract; (3) the amount each DVBE received from the prime Contractor; (4) that all payments under the Contract have been made to the DVBE; and

EXHIBIT C: GENERAL TERMS AND CONDITIONS (GTC 04/2017)

(5) the actual percentage of DVBE participation that was achieved. A person or entity that knowingly provides false information shall be subject to a civil penalty for each violation. (Mil. & Vets. Code § 999.5(d); Govt. Code § 14841.)

20. LOSS LEADER: If this contract involves the furnishing of equipment, materials, or supplies then the following statement is incorporated: It is unlawful for any person engaged in business within this state to sell or use any article or product as a “loss leader” as defined in Section 17030 of the Business and Professions Code. (PCC 10344(e).)

EXHIBIT D: SPECIAL TERMS AND CONDITIONS

1. GRANTEE'S GENERAL RESPONSIBILITY

- A. Grantee agrees to comply with all terms and conditions of this Grant Agreement. Review and approval by the BSCC are solely for the purpose of proper administration of grant funds and shall not be deemed to relieve or restrict the Grantee's responsibility.
- B. Grantee is responsible for the performance of all project activities identified in Attachment 2: 2020 CESF Grant Application for Funding.
- C. Grantee shall immediately advise the BSCC of any significant problems or changes that arise during the course of the project.

2. GRANTEE ASSURANCES AND COMMITMENTS

- A. Compliance with Laws and Regulations
This Grant Agreement is governed by and shall be interpreted in accordance with the laws of the State of California. Grantee shall at all times comply with all applicable state laws, rules and regulations, and all applicable local ordinances
- B. Compliance with Federal Laws and Regulations
The Grantee hereby assures and certifies compliance with all federal statutes, regulations, policies, guidelines and requirements, including the Federal Award Conditions, which are included in this Grant Agreement as Exhibit E.
- C. Permits and Licenses
Grantee agrees to procure all permits and licenses necessary to complete the project, pay all charges and fees, and give all notices necessary or incidental to the due and lawful proceeding of the project work.

3. POTENTIAL SUBCONTRACTORS

- A. In accordance with the provisions of this Grant Agreement, the Grantee may subcontract with providers for services needed to implement and/or support program activities. Grantee agrees that in the event of any inconsistency between this Grant Agreement and Grantee's agreement with a subcontractor, the language of this Grant Agreement will prevail.
- B. Nothing contained in this Grant Agreement, or otherwise, shall create any contractual relation between the BSCC and any subcontractors, and no subcontract shall relieve the Grantee of its responsibilities and obligations hereunder. The Grantee agrees to be as fully responsible to the BSCC for the acts and omissions of its subcontractors and of persons either directly or indirectly employed by any of them as it is for the acts and omissions of persons directly employed by the Grantee. The Grantee's obligation to pay its subcontractors is an independent obligation from the BSCC's obligation to make payments to the Grantee. As a result, the BSCC shall have no obligation to pay or to enforce the payment of any monies to any subcontractor.
- C. Grantee shall ensure that all subcontractors comply with all requirements of this Grant Agreement.
- D. Grantee assures that for any subcontract awarded by the Grantee, such as insurance and fidelity bonds, as is customary and appropriate, will be obtained.
- E. Grantee agrees to place appropriate language in all subcontracts for work on the project requiring the Grantee's subcontractors to:

EXHIBIT D: SPECIAL TERMS AND CONDITIONS

1) Books and Records

Maintain adequate fiscal and project books, records, documents, and other evidence pertinent to the subcontractor's work on the project in accordance with generally accepted accounting principles. Adequate supporting documentation shall be maintained in such detail so as to permit tracing transactions from the invoices, to the accounting records, to the supporting documentation. These records shall be maintained for a minimum of three (3) years after the acceptance of the project's final audit of expenditures under the Grant Agreement, and shall be subject to examination and/or audit by the BSCC or designees, state government auditors or designees.

2) Access to Books and Records

Make such books, records, supporting documentations, and other evidence available to the BSCC or designee, the Department of General Services, the Department of Finance, the California State Auditor and their designated representatives during the course of the project and for a minimum of three (3) years after acceptance of the project's final audit of expenditures. The Subcontractor shall provide suitable facilities for access, monitoring, inspection, and copying of books and records related to the grant-funded project.

4. PROJECT ACCESS

Grantee shall ensure that the BSCC, or any authorized representative, will have suitable access to project activities, sites, staff and documents at all reasonable times during the grant period including those maintained by subcontractors. Access to program records will be made available by both the grantee and the subcontractors for a period of 3 years following the end of the project period.

5. ACCOUNTING AND AUDIT REQUIREMENTS

- A. All funds received by the Grantee shall be deposited into separate fund accounts which identify the funds and clearly show the manner of their disposition. Grantee agrees that accounting procedures for grant funds received pursuant to this Grant Agreement shall be in accordance with generally accepted government accounting principles and practices, and adequate supporting documentation shall be maintained in such detail as to provide an audit trail. Supporting documentation shall permit the tracing of transactions from such documents to relevant accounting records, financial reports and invoices.
- B. Federal Audit Requirement: Grantee is required to complete an audit annually for each fiscal year/audit period, or fraction thereof, for the entire three-year grant cycle. See Exhibit A: Scope of Work, Section 7. Audit, for federal audit requirements.
- C. The BSCC reserves the right to call for a program or financial audit at any time between the execution of this Grant Agreement and three years following the end of the grant period. At any time, the BSCC may disallow all or part of the cost of the activity or action determined to not be in compliance with the terms and conditions of this Grant Agreement or take other remedies legally available.

6. DEBARMENT, FRAUD, THEFT OR EMBEZZLEMENT

It is the policy of the BSCC to protect grant funds from unreasonable risks of fraudulent, criminal, or other improper use. As such, the Board will not enter into contracts or provide reimbursement to grantees that have been:

EXHIBIT D: SPECIAL TERMS AND CONDITIONS

- 1) debarred by any federal, state, or local government entities during the period of debarment; or
- 2) convicted of fraud, theft, or embezzlement of federal, state, or local government grant funds for a period of three years following conviction.

Furthermore, the BSCC requires grant recipients to provide an assurance that there has been no applicable debarment, disqualification, suspension, or removal from a federal, state or local grant program on the part of the grantee at the time of application and that the grantee will immediately notify the BSCC should such debarment or conviction occur during the term of the Grant contract.

BSCC also requires that all grant recipients include, as a condition of award to a subgrantee or subcontractor, a requirement that the subgrantee or subcontractor will provide the same assurances to the grant recipient. If a grant recipient wishes to consider a subgrantee or subcontractor that has been debarred or convicted, the grant recipient must submit a written request for exception to the BSCC along with supporting documentation.

All Grantees must have on file with the BSCC a completed and signed Certification of Compliance with BSCC Policies on Debarment, Fraud, Theft and Embezzlement.

7. MODIFICATIONS

No change or modification in the project will be permitted without prior written approval from the BSCC. Changes may include modification to project scope, changes to performance measures, compliance with collection of data elements, and other significant changes in the budget or program components contained in the 2020 CESF Request for Applications. Changes shall not be implemented by the project until authorized by the BSCC.

8. TERMINATION

- A. This Grant Agreement may be terminated by the BSCC at any time after grant award and prior to completion of project upon action or inaction by the Grantee that constitutes a material and substantial breach of this Grant Agreement. Such action or inaction includes, but is not limited to:
 - 1) substantial alteration of the scope of the grant project without prior written approval of the BSCC;
 - 2) refusal or inability to complete the grant project in a manner consistent with Attachment 1: 2020 CESF Request for Applications, Attachment 2: 2020 CESF Grant Application for Funding, Attachment 3: 2020 CESF Program Solicitation; and
 - 3) failure to meet prescribed assurances, commitments, recording, accounting, auditing, and reporting requirements of the Grant Agreement.
- B. Prior to terminating the Grant Agreement under this provision, the BSCC shall provide the Grantee at least 30 calendar days written notice stating the reasons for termination and effective date thereof. The Grantee may appeal the termination decision in accordance with the instructions listed in Exhibit D: Special Terms and Conditions, Number 9. Settlement of Disputes.

9. SETTLEMENT OF DISPUTES

- A. The parties shall deal in good faith and attempt to resolve potential disputes informally. If the dispute persists, the Grantee shall submit to the BSCC Corrections Planning and Programs Division Deputy Director a written demand for a final decision regarding the disposition of any

EXHIBIT D: SPECIAL TERMS AND CONDITIONS

dispute between the parties arising under, related to, or involving this Grant Agreement. Grantee's written demand shall be fully supported by factual information. The BSCC Corrections Planning and Programs Division Deputy Director shall have 30 days after receipt of Grantee's written demand invoking this Section "Disputes" to render a written decision. If a written decision is not rendered within 30 days after receipt of the Grantee's demand, it shall be deemed a decision adverse to the Grantee's contention. If the Grantee is not satisfied with the decision of the BSCC Corrections Planning and Programs Division Deputy Director, the Grantee may appeal the decision, in writing, within 15 days of its issuance (or the expiration of the 30 day period in the event no decision is rendered), to the BSCC Executive Director, who shall have 45 days to render a final decision. If the Grantee does not appeal the decision of the BSCC Corrections Planning and Programs Division Deputy Director, the decision shall be conclusive and binding regarding the dispute and the Contractor shall be barred from commencing an action in court, or with the Victims Compensation Government Claims Board, for failure to exhaust Grantee's administrative remedies.

- B. Pending the final resolution of any dispute arising under, related to or involving this Grant Agreement, Grantee agrees to diligently proceed with the performance of this Grant Agreement, including the providing of services in accordance with the Grant Agreement. Grantee's failure to diligently proceed in accordance with the State's instructions regarding this Grant Agreement shall be considered a material breach of this Grant Agreement.
- C. Any final decision of the State shall be expressly identified as such, shall be in writing, and shall be signed by the Executive Director, if an appeal was made. If the Executive Director fails to render a final decision within 45 days after receipt of the Grantee's appeal for a final decision, it shall be deemed a final decision adverse to the Grantee's contentions. The State's final decision shall be conclusive and binding regarding the dispute unless the Grantee commences an action in a court of competent jurisdiction to contest such decision within 90 days following the date of the final decision or one (1) year following the accrual of the cause of action, whichever is later.
- D. The dates of decision and appeal in this section may be modified by mutual consent, as applicable, excepting the time to commence an action in a court of competent jurisdiction.

10. WAIVER

The parties hereto may waive any of their rights under this Grant Agreement unless such waiver is contrary to law, provided that any such waiver shall be in writing and signed by the party making such waiver.

EXHIBIT E: CORONAVIRUS EMERGENCY SUPPLEMENTAL FUNDING SPECIAL CONDITIONS

1. Requirements of the award; remedies for non-compliance or for materially false statements

The conditions of this award are material requirements of the award. Compliance with any assurances or certifications submitted by or on behalf of the recipient that relate to conduct during the period of performance also is a material requirement of this award.

Limited Exceptions. In certain special circumstances, the U.S. Department of Justice ("DOJ") may determine that it will not enforce, or enforce only in part, one or more requirements otherwise applicable to the award. Any such exceptions regarding enforcement, including any such exceptions made during the period of performance, are (or will be during the period of performance) set out through the Office of Justice Programs ("OJP") webpage entitled "Legal Notices: Special circumstances as to particular award conditions" (<https://ojp.gov/funding/Explore/LegalNotices-AwardReqs.htm>), and incorporated by reference into the award.

By signing and accepting this award on behalf of the recipient, the authorized recipient official accepts all material requirements of the award, and specifically adopts, as if personally executed by the authorized recipient official, all assurances or certifications submitted by or on behalf of the recipient that relate to conduct during the period of performance.

Failure to comply with one or more award requirements -- whether a condition set out in full below, a condition incorporated by reference below, or an assurance or certification related to conduct during the award period -- may result in OJP taking appropriate action with respect to the recipient and the award. Among other things, the OJP may withhold award funds, disallow costs, or suspend or terminate the award. DOJ, including OJP, also may take other legal action as appropriate.

Any materially false, fictitious, or fraudulent statement to the federal government related to this award (or concealment or omission of a material fact) may be the subject of criminal prosecution (including under 18 U.S.C. 1001 and/or 1621, and/or 34 U.S.C. 10271-10273), and also may lead to imposition of civil penalties and administrative remedies for false claims or otherwise (including under 31 U.S.C. 3729-3730 and 3801-3812).

Should any provision of a requirement of this award be held to be invalid or unenforceable by its terms, that provision shall first be applied with a limited construction so as to give it the maximum effect permitted by law. Should it be held, instead, that the provision is utterly invalid or - unenforceable, such provision shall be deemed severable from this award.

2. Applicability of Part 200 Uniform Requirements

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. Part 200, as adopted and supplemented by DOJ in 2 C.F.R. Part 2800 (together, the "Part 200 Uniform Requirements") apply to this FY 2020 award from OJP.

The Part 200 Uniform Requirements were first adopted by DOJ on December 26, 2014. If this FY 2020 award supplements funds previously awarded by OJP under the same award number (e.g., funds awarded during or before December 2014), the Part 200 Uniform Requirements apply with respect to all funds under that award number (regardless of the award date, and regardless of whether derived from the initial award or a supplemental award) that are obligated on or after the acceptance date of this FY 2020 award.

For more information and resources on the Part 200 Uniform Requirements as they relate to OJP awards and subawards ("subgrants"), see the OJP website at <https://ojp.gov/funding/Part200UniformRequirements.htm>.

EXHIBIT E: CORONAVIRUS EMERGENCY SUPPLEMENTAL FUNDING SPECIAL CONDITIONS

Record retention and access: Records pertinent to the award that the recipient (and any subrecipient ("subgrantee") at any tier) must retain -- typically for a period of 3 years from the date of submission of the final expenditure report (SF 425), unless a different retention period applies -- and to which the recipient (and any subrecipient ("subgrantee") at any tier) must provide access, include performance measurement information, in addition to the financial records, supporting documents, statistical records, and other pertinent records indicated at 2 C.F.R. 200.333.

In the event that an award-related question arises from documents or other materials prepared or distributed by OJP that may appear to conflict with, or differ in some way from, the provisions of the Part 200 Uniform Requirements, the recipient is to contact OJP promptly for clarification.

3. Compliance with DOJ Grants Financial Guide

References to the DOJ Grants Financial Guide are to the DOJ Grants Financial Guide as posted on the OJP website (currently, the "DOJ Grants Financial Guide" available at <https://ojp.gov/financialguide/DOJ/index.htm>), including any updated version that may be posted during the period of performance. The recipient agrees to comply with the DOJ Grants Financial Guide.

4. Reclassification of various statutory provisions to a new Title 34 of the United States Code

On September 1, 2017, various statutory provisions previously codified elsewhere in the U.S. Code were editorially reclassified (that is, moved and renumbered) to a new Title 34, entitled "Crime Control and Law Enforcement." The reclassification encompassed a number of statutory provisions pertinent to OJP awards (that is, OJP grants and cooperative agreements), including many provisions previously codified in Title 42 of the U.S. Code.

Effective as of September 1, 2017, any reference in this award document to a statutory provision that has been reclassified to the new Title 34 of the U.S. Code is to be read as a reference to that statutory provision as reclassified to Title 34. This rule of construction specifically includes references set out in award conditions, references set out in material incorporated by reference through award conditions, and references set out in other award requirements.

5. Required training for Point of Contact and all Financial Points of Contact

Both the Point of Contact (POC) and all Financial Points of Contact (FPOCs) for this award must have successfully completed an "OJP financial management and grant administration training" by 120 days after the date of the recipient's acceptance of the award. Successful completion of such a training on or after January 1, 2018, will satisfy this condition.

In the event that either the POC or an FPOC for this award changes during the period of performance, the new POC or FPOC must have successfully completed an "OJP financial management and grant administration training" by 120 calendar days after -- (1) the date of OJP's approval of the "Change Grantee Contact" GAN (in the case of a new POC), or (2) the date the POC enters information on the new FPOC in GMS (in the case of a new FPOC). Successful completion of such a training on or after January 1, 2018, will satisfy this condition.

A list of OJP trainings that OJP will consider "OJP financial management and grant administration training" for [purposes of this condition is available at https://www.ojp.gov/training/fmts.htm](https://www.ojp.gov/training/fmts.htm). All trainings that satisfy this condition include a session on grant fraud prevention and detection.

The recipient should anticipate that OJP will immediately withhold ("freeze") award funds if the recipient fails to comply with this condition. The recipient's failure to comply also may lead OJP to impose additional appropriate conditions on this award.

EXHIBIT E: CORONAVIRUS EMERGENCY SUPPLEMENTAL FUNDING SPECIAL CONDITIONS

6. Requirements related to "de minimis" indirect cost rate

A recipient that is eligible under the Part 200 Uniform Requirements and other applicable law to use the "de minimis" indirect cost rate described in 2 C.F.R. 200.414(f), and that elects to use the "de minimis" indirect cost rate, must advise OJP in writing of both its eligibility and its election, and must comply with all associated requirements in the Part 200 Uniform Requirements. The "de minimis" rate may be applied only to modified total direct costs (MTDC) as defined by the Part 200 Uniform Requirements.

7. Requirement to report potentially duplicative funding

If the recipient currently has other active awards of federal funds, or if the recipient receives any other award of federal funds during the period of performance for this award, the recipient promptly must determine whether funds from any of those other federal awards have been, are being, or are to be used (in whole or in part) for one or more of the identical cost items for which funds are provided under this award. If so, the recipient must promptly notify the DOJ awarding agency (OJP or OVW, as appropriate) in writing of the potential duplication, and, if so requested by the DOJ awarding agency, must seek a budget-modification or change-of-project-scope grant adjustment notice (GAN) to eliminate any inappropriate duplication of funding.

8. Requirements related to System for Award Management and Universal Identifier Requirements

The recipient must comply with applicable requirements regarding the System for Award Management (SAM), [currently accessible at https://www.sam.gov/](https://www.sam.gov/). This includes applicable requirements regarding registration with SAM, as well as maintaining the currency of information in SAM.

The recipient also must comply with applicable restrictions on subawards ("subgrants") to first-tier subrecipients (first-tier "subgrantees"), including restrictions on subawards to entities that do not acquire and provide (to the recipient) the unique entity identifier required for SAM registration.

The details of the recipient's obligations related to SAM and to unique entity identifiers are posted on the [OJP web site at https://ojp.gov/funding/Explore/SAM.htm](https://ojp.gov/funding/Explore/SAM.htm) (Award condition: System for Award Management (SAM) and Universal Identifier Requirements), and are incorporated by reference here.

This condition does not apply to an award to an individual who received the award as a natural person (i.e., unrelated to any business or non-profit organization that he or she may own or operate in his or her name).

9. Employment eligibility verification for hiring under the award

1. The recipient (and any subrecipient at any tier) must--

A. Ensure that, as part of the hiring process for any position within the United States that is or will be funded (in whole or in part) with award funds, the recipient (or any subrecipient) properly verifies the employment eligibility of the individual who is being hired, consistent with the provisions of 8 U.S.C. 1324a(a)(1).

B. Notify all persons associated with the recipient (or any subrecipient) who are or will be involved in activities under this award of both—

(1) this award requirement for verification of employment eligibility, and

(2) the associated provisions in 8 U.S.C. 1324a(a)(1) that, generally speaking, make it unlawful, in the United States, to hire (or recruit for employment) certain aliens.

EXHIBIT E: CORONAVIRUS EMERGENCY SUPPLEMENTAL FUNDING SPECIAL CONDITIONS

C. Provide training (to the extent necessary) to those persons required by this condition to be notified of the award requirement for employment eligibility verification and of the associated provisions of 8 U.S.C. 1324a(a)(1).

D. As part of the recordkeeping for the award (including pursuant to the Part 200 Uniform Requirements), maintain records of all employment eligibility verifications pertinent to compliance with this award condition in accordance with Form I-9 record retention requirements, as well as records of all pertinent notifications and trainings.

2. Monitoring

The recipient's monitoring responsibilities include monitoring of subrecipient compliance with this condition.

3. Allowable costs

To the extent that such costs are not reimbursed under any other federal program, award funds may be obligated for the reasonable, necessary, and allocable costs (if any) of actions designed to ensure compliance with this condition.

4. Rules of construction

A. Staff involved in the hiring process

For purposes of this condition, persons "who are or will be involved in activities under this award" specifically includes (without limitation) any and all recipient (or any subrecipient) officials or other staff who are or will be involved in the hiring process with respect to a position that is or will be funded (in whole or in part) with award funds.

B. Employment eligibility confirmation with E-Verify

For purposes of satisfying the requirement of this condition regarding verification of employment eligibility, the recipient (or any subrecipient) may choose to participate in, and use, E-Verify (www.e-verify.gov), provided an appropriate person authorized to act on behalf of the recipient (or subrecipient) uses E-Verify (and follows the proper E-Verify procedures, including in the event of a "Tentative Nonconfirmation" or a "Final Nonconfirmation") to confirm employment eligibility for each hiring for a position in the United States that is or will be funded (in whole or in part) with award funds.

C. "United States" specifically includes the District of Columbia, Puerto Rico, Guam, the Virgin Islands of the United States, and the Commonwealth of the Northern Mariana Islands.

D. Nothing in this condition shall be understood to authorize or require any recipient, any subrecipient at any tier, or any person or other entity, to violate any federal law, including any applicable civil rights or nondiscrimination law.

E. Nothing in this condition, including in paragraph 4.B., shall be understood to relieve any recipient, any subrecipient at any tier, or any person or other entity, of any obligation otherwise imposed by law, including 8 U.S.C. 1324a(a)(1) and (2).

Questions about E-Verify should be directed to DHS. For more information about E-Verify visit the E-Verify [website \(https://www.e-verify.gov/\)](https://www.e-verify.gov/) or email E-Verify at E-Verify@dhs.gov. E-Verify employer agents can email E-Verify at E-VerifyEmployerAgent@dhs.gov.

Questions about the meaning or scope of this condition should be directed to OJP, before award acceptance.

**EXHIBIT E: CORONAVIRUS EMERGENCY SUPPLEMENTAL FUNDING
SPECIAL CONDITIONS****10. 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.

11. All subawards ("subgrants") must have specific federal authorization

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements for authorization of any subaward. This condition applies to agreements that -- for purposes of federal grants administrative requirements -- OJP considers a "subaward" (and therefore does not consider a procurement "contract").

The details of the requirement for authorization of any subaward are posted on the OJP web site at <https://ojp.gov/funding/Explore/SubawardAuthorization.htm> (Award condition: All subawards ("subgrants") must have specific federal authorization), and are incorporated by reference here.

12. Specific post-award approval required to use a noncompetitive approach in any procurement contract that would exceed \$250,000

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements to obtain specific advance approval to use a noncompetitive approach in any procurement contract that would exceed the Simplified Acquisition Threshold (currently, \$250,000). This condition applies to agreements that -- for purposes of federal grants administrative requirements -- 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 <https://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 \$250,000)), and are incorporated by reference here.

13. Unreasonable restrictions on competition under the award; association with federal government

SCOPE. This condition applies with respect to any procurement of property or services that is funded (in whole or in part) by this award, whether by the recipient or by any subrecipient at any tier, and regardless of the dollar amount of the purchase or acquisition, the method of procurement, or the nature of any legal instrument used. The provisions of this condition must be among those included in any subaward (at any tier).

1. No discrimination, in procurement transactions, against associates of the federal government

Consistent with the (DOJ) Part 200 Uniform Requirements -- including as set out at 2 C.F.R. 200.300 (requiring awards to be "manage[d] and administer[ed] in a manner so as to ensure that Federal funding is expended and associated programs are implemented in full accordance with U.S. statutory and public policy requirements") and 200.319(a) (generally requiring "[a]ll procurement transactions [to] be conducted in a manner providing full and open

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competition" and forbidding practices "restrictive of competition," such as "[p]lacing unreasonable requirements on firms in order for them to qualify to do business" and taking "[a]ny arbitrary action in the procurement process") -- no recipient (or subrecipient, at any tier) may (in any procurement transaction) discriminate against any person or entity on the basis of such person or entity's status as an "associate of the federal government" (or on the basis of such person or entity's status as a parent, affiliate, or subsidiary of such an associate), except as expressly set out in 2 C.F.R.

200.319(a) or as specifically authorized by USDOJ.

2. Monitoring

The recipient's monitoring responsibilities include monitoring of subrecipient compliance with this condition.

3. Allowable costs

To the extent that such costs are not reimbursed under any other federal program, award funds may be obligated for the reasonable, necessary, and allocable costs (if any) of actions designed to ensure compliance with this condition.

4. Rules of construction

A. The term "associate of the federal government" means any person or entity engaged or employed (in the past or at present) by or on behalf of the federal government -- as an employee, contractor or subcontractor (at any tier), grant recipient or -subrecipient (at any tier), agent, or otherwise -- in undertaking any work, project, or activity for or on behalf of (or in providing goods or services to or on behalf of) the federal government, and includes any applicant for such employment or engagement, and any person or entity committed by legal instrument to undertake any such work, project, or activity (or to provide such goods or services) in future.

B. Nothing in this condition shall be understood to authorize or require any recipient, any subrecipient at any tier, or any person or other entity, to violate any federal law, including any applicable civil rights or nondiscrimination law.

14. Requirements pertaining to prohibited conduct related to trafficking in persons (including reporting requirements and OJP authority to terminate award)

The recipient, and any subrecipient ("subgrantee") at any tier, must 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 recipients, subrecipients ("subgrantees"), or individuals defined (for purposes of this condition) as "employees" of the recipient or of any subrecipient.

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

15. Determination of suitability to interact with participating minors

SCOPE. This condition applies to this award if it is indicated -- in the application for the award (as approved by DOJ)(or in the application for any subaward, at any tier), the DOJ funding

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announcement (solicitation), or an associated federal statute -- that a purpose of some or all of the activities to be carried out under the award (whether by the recipient, or a subrecipient at any tier) is to benefit a set of individuals under 18 years of age.

The recipient, and any subrecipient at any tier, must make determinations of suitability before certain individuals may interact with participating minors. This requirement applies regardless of an individual's employment status.

The details of this requirement are posted on the OJP web site at <https://ojp.gov/funding/Explore/Interact-Minors.htm> (Award condition: Determination of suitability required, in advance, for certain individuals who may interact with participating minors), and are incorporated by reference here.

16. Compliance with applicable rules regarding approval, planning, and reporting of conferences, meetings, trainings, and other events

The recipient, and any subrecipient ("subgrantee") at any tier, must 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 "DOJ Grants Financial Guide").

17. Requirement for data on performance and effectiveness under the award

The recipient must collect and maintain data that measure the performance and effectiveness of work 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 of 2010, and other applicable laws.

18. OJP Training Guiding Principles

Any training or training materials that the recipient -- or any subrecipient ("subgrantee") at any tier -- develops or delivers with OJP award funds must adhere to the OJP Training Guiding Principles for Grantees and Subgrantees, available at <https://ojp.gov/funding/Implement/TrainingPrinciplesForGrantees-Subgrantees.htm>.

19. Effect of failure to address audit issues

The recipient 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 recipient 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.

20. Potential imposition of additional requirements

The recipient 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 recipient is designated as "high- risk" for purposes of the DOJ high-risk grantee list.

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21. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 42

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28

C.F.R. Part 42, specifically including any applicable requirements in Subpart E of 28 C.F.R. Part 42 that relate to an equal employment opportunity program.

22. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 54

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28

C.F.R. Part 54, which relates to nondiscrimination on the basis of sex in certain "education programs."

23. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 38

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28

C.F.R. Part 38 (as may be applicable from time to time), specifically including any applicable requirements regarding written notice to program beneficiaries and prospective program beneficiaries.

Currently, among other things, 28 C.F.R. Part 38 includes rules that prohibit specific forms of discrimination on the basis of religion, a religious belief, a refusal to hold a religious belief, or refusal to attend or participate in a religious practice. Part 38, currently, also sets out rules and requirements that pertain to recipient and subrecipient ("subgrantee") organizations that engage in or conduct explicitly religious activities, as well as rules and requirements that pertain to recipients and subrecipients that are faith-based or religious organizations.

The text of 28 C.F.R. Part 38 is available via the Electronic Code of Federal Regulations (currently accessible at <https://www.ecfr.gov/cgi-bin/ECFR?page=browse>), by browsing to Title 28-Judicial Administration, Chapter 1, Part 38, under e-CFR "current" data.

24. Restrictions on "lobbying"

In general, as a matter of federal law, federal funds awarded by OJP may not be used by the recipient, or any subrecipient ("subgrantee") at any tier, either directly or indirectly, to support or oppose the enactment, repeal, modification, or adoption of any law, regulation, or policy, at any level of government. See 18 U.S.C. 1913. (There may be exceptions if an applicable federal statute specifically authorizes certain activities that otherwise would be barred by law.)

Another federal law generally prohibits federal funds awarded by OJP from being used by the recipient, or any subrecipient at any tier, to pay any person to influence (or attempt to influence) a federal agency, a Member of Congress, or Congress (or an official or employee of any of them) with respect to the awarding of a federal grant or cooperative agreement, subgrant, contract, subcontract, or loan, or with respect to actions such as renewing, extending, or modifying any such award. See 31 U.S.C. 1352. Certain exceptions to this law apply, including an exception that applies to Indian tribes and tribal organizations.

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Should any question arise as to whether a particular use of federal funds by a recipient (or subrecipient) would or might fall within the scope of these prohibitions, the recipient is to contact OJP for guidance, and may not proceed without the express prior written approval of OJP.

25. Compliance with general appropriations-law restrictions on the use of federal funds (FY 2020) The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable restrictions on the use of federal funds set out in federal appropriations statutes. Pertinent restrictions that may be set out in applicable appropriations acts are indicated at <https://ojp.gov/funding/Explore/FY20AppropriationsRestrictions.htm>, and are incorporated by reference here. Should a question arise as to whether a particular use of federal funds by a recipient (or a subrecipient) would or might fall within the scope of an appropriations-law restriction, the recipient is to contact OJP for guidance, and may not proceed without the express prior written approval of OJP.

26. Reporting potential fraud, waste, and abuse, and similar misconduct

The recipient, and any subrecipients ("subgrantees") at any tier, must promptly refer to the DOJ Office of the Inspector General (OIG) any credible evidence that a principal, employee, agent, subrecipient, 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--(1) online submission accessible via the OIG webpage at <https://oig.justice.gov/hotline/contact-grants.htm> (select "Submit Report Online"); (2) mail directed to: U.S. Department of Justice, Office of the Inspector General, Investigations Division, ATTN: Grantee Reporting, 950 Pennsylvania Ave., NW, Washington, DC 20530; and/or (3) by facsimile directed to the DOJ OIG Investigations Division (Attn: Grantee Reporting) at (202) 616-9881 (fax).

Additional information is available from the DOJ OIG website at <https://oig.justice.gov/hotline>.

27. Restrictions and certifications regarding non-disclosure agreements and related matters

No recipient or subrecipient ("subgrantee") 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.

1. In accepting this award, the recipient--

- a. 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

- b. certifies that, if it learns or is notified that it is or has been requiring its employees or

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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.

2. If the recipient does or is authorized under this award to make subawards ("subgrants"), procurement contracts, or both--

a. it represents that--

(1) it has determined that no other entity that the recipient's application proposes may or will receive award funds (whether through a subaward ("subgrant"), 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

b. 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.

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

The recipient (and any subrecipient at any tier) must 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 recipient 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 recipient is to contact the DOJ awarding agency (OJP or OVW, as appropriate) for guidance.

29. 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), DOJ encourages recipients and subrecipients ("subgrantees") 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.

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30. Requirement to disclose whether recipient is designated "high risk" by a federal grant-making agency outside of DOJ.

If the recipient is designated "high risk" by a federal grant-making agency outside of DOJ, currently or at any time during the course of the period of performance under this award, the recipient must disclose that fact and certain related information to OJP by email at OJP.ComplianceReporting@ojp.usdoj.gov. For purposes of this disclosure, high risk includes any status under which a federal awarding agency provides additional oversight due to the recipient's past performance, or other programmatic or financial concerns with the recipient. The recipient's disclosure must include the following: 1. The federal awarding agency that currently designates the recipient high risk, 2. The date the recipient was designated high risk, 3. The high-risk point of contact at that federal awarding agency (name, phone number, and email address), and 4. The reasons for the high-risk status, as set out by the federal awarding agency.

31. Signing Authority

This award must be signed by an authorized official of the applicant State, local, or tribal government, on behalf of that applicant State, unit of local government, or Tribe, unless the applicant designates an organizational unit to apply on its behalf. For example, if designated by a unit of local government, a Police Department or Sheriff's Office (or similar agency) may apply on behalf of the applicant jurisdiction, as long as the department, office, or agency is listed as the organizational unit on the SF-424. In that case, the head of the designated organizational unit (such as a Police Chief or Sheriff) may sign the award. Documentation of the designation by the appropriate governing body must be retained by the grant recipient.

32. The "Emergency Appropriations for Coronavirus Health Response and Agency Operations" law (Public Law 116-136) includes definitions, reporting requirements, and certain other provisions that apply (whether in whole or in part) to this award. In addition, consistent with the CESF Program's purposes, which involve preparing for, preventing, and responding to the coronavirus national emergency, OJP will provide notice of any additional CESF program-specific grants administrative requirements on an award page, accessible at <https://www.ojp.gov/funding/explore/CESF-program-specific-condition>, that is incorporated by reference here.

33. The recipient agrees to comply with OJP grant monitoring guidelines, protocols, and procedures, and to cooperate with BJA and OCFO on all grant monitoring requests, including requests related to desk reviews, enhanced programmatic desk reviews, and/or site visits. The recipient agrees to provide to BJA and OCFO all documentation necessary to complete monitoring tasks, including documentation related to any subawards made under this award. Further, the recipient agrees to abide by reasonable deadlines set by BJA and OCFO for providing the requested documents. Failure to cooperate with BJA's/OCFO's grant monitoring activities may result in sanctions affecting the recipient's DOJ awards, including, but not limited to: withholdings and/or other restrictions on the recipient's access to grant funds; referral to the Office of the Inspector General for audit review; designation of the recipient as a DOJ High Risk grantee; or termination of an award(s).

34. FFATA reporting: Subawards and executive compensation

The recipient must comply with applicable requirements to report first-tier subawards ("subgrants") of \$25,000 or more and, in certain circumstances, to report the names and total compensation of the five most highly compensated executives of the recipient and first-tier subrecipients (first-tier "subgrantees") of award funds. The details of recipient obligations, which

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derive from the Federal Funding Accountability and Transparency Act of 2006 (FFATA), are posted on the OJP web site at <https://ojp.gov/funding/Explore/FFATA.htm> (Award condition: Reporting Subawards and Executive Compensation), and are incorporated by reference here.

This condition, including its reporting requirement, does not apply to-- (1) an award of less than \$25,000, or (2) an award made to an individual who received the award as a natural person (i.e., unrelated to any business or non-profit organization that he or she may own or operate in his or her name).

35. Required monitoring of subawards

The recipient must monitor subawards under this award in accordance with all applicable statutes, regulations, award conditions, and the DOJ Grants Financial Guide, and must include the applicable conditions of this award in any subaward. Among other things, the recipient is responsible for oversight of subrecipient spending and monitoring of specific outcomes and benefits attributable to use of award funds by subrecipients. The recipient agrees to submit, upon request, documentation of its policies and procedures for monitoring of subawards under this award.

36. Use of program income

Program income (as defined in the Part 200 Uniform Requirements) must be used in accordance with the provisions of the Part 200 Uniform Requirements. Program income earnings and expenditures both must be reported on the quarterly Federal Financial Report, SF 425.

37. Justice Information Sharing

Recipients are encouraged to comply any information-sharing projects funded under this award with DOJ's Global Justice Information Sharing Initiative (Global) guidelines. The recipient (and any subrecipient at any tier) is encouraged to conform to the Global Standards Package (GSP) and all constituent elements, where applicable, as described at: https://it.ojp.gov/gsp_grantcondition. The recipient (and any subrecipient at any tier) must document planned approaches to information sharing and describe compliance with the GSP and appropriate privacy policy that protects shared information.

38. Avoidance of duplication of networks

To avoid duplicating existing networks or IT systems in any initiatives funded by BJA for law enforcement information sharing systems which involve interstate connectivity between jurisdictions, such systems shall employ, to the extent possible, existing networks as the communication backbone to achieve interstate connectivity.

39. Compliance with National Environmental Policy Act and related statutes

Upon request, the recipient (and any subrecipient at any tier) must assist BJA in complying with the National Environmental Policy Act (NEPA), the National Historic Preservation Act, and other related federal environmental impact analyses requirements in the use of these award funds, either directly by the recipient or by a subrecipient. Accordingly, the recipient agrees to first determine if any of the following activities will be funded by the grant, prior to obligating funds for any of these purposes. If it is determined that any of the following activities will be funded by the award, the recipient agrees to contact BJA. The recipient understands that this condition applies to new activities as set out below, whether or not they are being specifically funded with these award funds. That is, as long as the activity is being conducted by the recipient, a subrecipient, or any third party, and the activity needs to be undertaken in order to use these award funds, this

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condition must first be met. The activities covered by this condition are: a. New construction; b. Minor renovation or remodeling of a property located in an environmentally or historically sensitive area, including properties located within a 100-year flood plain, a wetland, or habitat for endangered species, or a property listed on or eligible for listing on the National Register of Historic Places; c. A renovation, lease, or any proposed use of a building or facility that will either (a) result in a change in its basic prior use or (b) significantly change its size; d. Implementation of a new program involving the use of chemicals other than chemicals that are (a) purchased as an incidental component of a funded activity and (b) traditionally used, for example, in office, household, recreational, or education environments; and e. Implementation of a program relating to clandestine methamphetamine laboratory operations, including the identification, seizure, or closure of clandestine methamphetamine laboratories.

The recipient understands and agrees that complying with NEPA may require the preparation of an Environmental Assessment and/ or an Environmental Impact Statement, as directed by BJA. The recipient further understands and agrees to the requirements for implementation of a Mitigation Plan, as detailed at <https://bja.gov/Funding/nepa.html>, for programs relating to methamphetamine laboratory operations. Application of This Condition to Recipient's Existing Programs or Activities: For any of the recipient's or its subrecipients' existing programs or activities that will be funded by these award funds, the recipient, upon specific request from BJA, agrees to cooperate with BJA in any preparation by BJA of a national or program environmental assessment of that funded program or activity.

40. Establishment of interest-bearing account

If award funds are being drawn down in advance, the recipient (or a subrecipient, with respect to a subaward) is required to establish an interest-bearing account dedicated specifically to this award. Recipients (and subrecipients) must maintain advance payments of federal awards in interest-bearing accounts, unless regulatory exclusions apply (2

C.F.R. 200.305(b)(8)). The award funds, including any interest, may not be used to pay debts or expenses incurred by other activities beyond the scope of the Coronavirus Emergency Supplemental Funding (CESF) program. The recipient also agrees to obligate the award funds in the account (including any interest earned) during the period of performance for the award and expend within 90 days thereafter. Any unobligated or unexpended funds, including interest earned, must be returned to OJP at the time of closeout.

41. Expenditures requiring prior approval

No funds under this award may be expended on individual items costing \$500,000 or more, or to purchase Unmanned Aerial Systems (UAS), Unmanned Aircraft (UA), and/or Unmanned Aerial Vehicles (UAV) without prior written approval from BJA. Prior approval must be obtained post-award, through the submission and approval of a Grant Adjustment Notice (GAN) through OJP's Grant Management System (GMS).

42. Authorization to obligate (federal) award funds to reimburse certain project costs incurred on or after January 20, 2020

The recipient may obligate (federal) award funds only after the recipient makes a valid acceptance of the award. As of the first day of the period of performance for the award (January 20, 2020), however, the recipient may choose to incur project costs using non-federal funds, but any such project costs are incurred at the recipient's risk until, at a minimum-- (1) the recipient makes a valid acceptance of the award, and (2) all applicable withholding conditions are removed by OJP (via a Grant Adjustment Notice). (A withholding condition is a condition in the award document

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that precludes the recipient from obligating, expending, or drawing down all or a portion of the award funds until the condition is removed.)

Nothing in this condition shall be understood to authorize the recipient (or any subrecipient at any tier) to use award funds to "supplant" State or local funds.

43. Use of funds for DNA testing; upload of DNA profiles

If award funds are used for DNA testing of evidentiary materials, any resulting eligible DNA profiles must be uploaded to the Combined DNA Index System ("CODIS," the DNA database operated by the FBI) by a government DNA laboratory with access to CODIS. No profiles generated under this award may be entered or uploaded into any non- governmental DNA database without prior express written approval from BJA. Award funds may not be used for the purchase of DNA equipment and supplies unless the resulting DNA profiles may be accepted for entry into CODIS.

44. Body armor - compliance with NIJ standards and other requirements

Ballistic-resistant and stab-resistant body armor purchased with award funds may be purchased at any threat level, make or model, from any distributor or manufacturer, as long as the body armor has been tested and found to comply with applicable National Institute of Justice ballistic or stab standards and is listed on the NIJ Compliant Body Armor Model List (<https://nij.gov/topics/technology/body-armor/Pages/compliant-ballistic-armor.aspx>). In addition, ballistic-resistant and stab-resistant body armor purchased must be made in the United States and must be uniquely fitted, as set forth in 34 U.S.C. 10202(c)(1)(A). The latest NIJ standard information can be found here: <https://nij.ojp.gov/topics/articles/body-armor-safety-initiative>.

45. Recipient integrity and performance matters: Requirement to report information on certain civil, criminal, and administrative proceedings to SAM and FAPIIS

The recipient must comply with any and all applicable requirements regarding reporting of information on civil, criminal, and administrative proceedings connected with (or connected to the performance of) either this OJP award or any other grant, cooperative agreement, or procurement contract from the federal government. Under certain circumstances, recipients of OJP awards are required to report information about such proceedings, through the federal System for Award Management (known as "SAM"), to the designated federal integrity and performance system (currently, "FAPIIS").

The details of recipient obligations regarding the required reporting (and updating) of information on certain civil, criminal, and administrative proceedings to the federal designated integrity and performance system (currently, "FAPIIS") within SAM are posted on the OJP web site at <https://ojp.gov/funding/FAPIIS.htm> (Award condition: Recipient Integrity and Performance Matters, including Recipient Reporting to FAPIIS), and are incorporated by reference here.

46. Methods of Administration" - monitoring compliance with civil rights laws and nondiscrimination provisions

The recipient's monitoring responsibilities include monitoring of subrecipient compliance with applicable federal civil rights laws and nondiscrimination provisions. Within 90 days of the date of award acceptance, the recipient must submit to OJP's Office for Civil Rights (at CivilRightsMOA@usdoj.gov) written Methods of Administration ("MOA") for subrecipient monitoring with respect to civil rights requirements. In addition, upon request by OJP (or by another authorized federal agency), the recipient must make associated documentation available for review.

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The details of the recipient's obligations related to Methods of Administration are posted on the OJP web site at <https://ojp.gov/funding/Explore/StateMethodsAdmin-FY2017update.htm> (Award condition: "Methods of Administration" - Requirements applicable to States (FY 2017 Update)), and are incorporated by reference here.

Appendix C: Criteria for Non-Governmental Organizations Receiving CESF

The Coronavirus Emergency Supplemental Funding (CESF) Program Request for Proposals (RFP) includes requirements that apply to non-governmental organizations that receive funds under this grant. All grantees are responsible for ensuring that any contracted third parties continually meet these requirements as a condition of receiving CESF. The RFP describes these requirements as follows.

Any non-governmental organization that receives CESF (as either subgrantee or subcontractor) must:

- Have been duly organized, in existence, and in good standing for at least six months prior to the effective date of its fiscal agreement with the BSCC or with the CESF grantee.
- In either instance (applicant or subgrantee), non-governmental entities that have recently reorganized or have merged with other qualified non-governmental entities that were in existence prior to the six-month date are also eligible, provided all necessary agreements have been executed and filed with the California Secretary of State prior to the start date of the grant agreement with the BSCC or the start date of the grantee-subcontractor fiscal agreement.
- Be registered with the California Secretary of State's Office, if applicable;
- Have a valid business license, Employer Identification Number (EIN), and/or Taxpayer ID (if sole proprietorship);
- Have any other state or local licenses or certifications necessary to provide the services requested (e.g., facility licensing by the Department of Health Care Services), if applicable; and
- Have a physical address.

In the table below, provide the name of the Grantee and list all contracted parties.

Grantee Name:

Name of Contracted Party	Address	Email / Phone	Meets All Requirements
			Yes <input type="checkbox"/> No <input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>

Grantees are required to update this list and submit it to the BSCC any time a new third-party contract is executed after the initial assurance date. Grantees shall retain (on-site) applicable source documentation for each contracted party that verifies compliance with the requirements listed in the CESF RFP. These records will be subject to the records and retention language found in Appendices A and C of the Standard Agreement.

Unless prior approval is obtained, the BSCC prohibits disbursement or reimbursement to any NGO that does not meet the requirements listed above and for which the BSCC does not have a signed grantee assurance on file.

A signature below is an assurance that all requirements listed above have been met.

AUTHORIZED SIGNATURE (This document must be signed by the person who is authorized to sign the Grant Agreement.)			
NAME OF AUTHORIZED OFFICER	TITLE		TELEPHONE
STREET ADDRESS	CITY	STATE	ZIP CODE
EMAIL ADDRESS			
SIGNATURE (This document must be signed by the person who is authorized to sign the Grant Agreement. The authorized signatory may sign with a digital signature <u>OR</u> a wet blue ink signature) X			DATE

JPD-Ubiquiti Access Point In-Wall HD (Model: UAP-IW-HD) with mount and Skin (Juvenile Hall WiFi project equipment)	(10 units of Ubiquiti Access Point In Wall * \$220/unit) = \$2,200	\$2,200.00
JPD a. Laptops for Juvenile Probation staff and for youth in Juvenile Hall b. Amazon Fire tablets for youth in Juvenile Hall	a. (10 units of laptop to Juvenile Probation staff + 7 units of laptop for youth in Juvenile Hall) * \$900/unit = \$15,300 b. (10 units of Amazon Fire tablets * \$250/unit) = \$2500	\$17,800.00
SFPDR a. Visa Gift Cards for Clients b. Document Management Software c. Remote Interview Setup d. Document Scanners	a. (70 gift cards for clients * Unit cost of \$50) + \$163.20 Operating fees = \$3,664 b. (60 document management software * \$35/unit) = \$2,100 c. (10 remote interview setup * \$1,050/set up) = \$10,500 d. (3 document scanners * \$3,500/unit) = \$10,500	\$26,764.00
JPD-Gift cards for youth and families+A38:B42	(460 gift cards * \$55/unit including card fees) = \$25,300 less JUV contribution of \$2,297 = \$23,003	\$23,003.00
SFPDR-Portable Restroom Rental	(18 weeks of restroom rental * \$1,237.50 cost/week) = \$22,275	\$22,275.00
TOTAL		\$105,043.00

2b. Services and Supplies Narrative:

District Attorney (DAT)

1. Back-up software manages the schedule of when and what data gets backed.
2. The back-up appliance is the target location where the back-ups are stored. This appliance not only stores a copy of the back-ups but is also used to recover lost data from the servers.
3. 1-yr. Support is the annual cost of support and maintenance for the back-up appliance (line item #2 and 3); should a part fail within the unit or it has some type of malfunction, the manufacturer will provide support to resolve the issue whether that means replacing a part or assistance with trouble shooting software issues.

Juvenile Probation Department (JPD)

Juvenile Hall WiFi Project: The Wi-Fi will allow us to provide more virtual services to the youths and the TAY population on the living unit. Currently, we have one laptop we use for virtual activities (court hearings, visits with attorneys/family/community and community programming). The Wi-Fi will enhance our capabilities by implementing Mobile Carts (tv stands with 55" tv and virtual equipment) which we can move from living unit to living unit to meet programming needs in a much more sufficient way. The Wi-Fi is important in every unit as a single location on a selected area will affect frequency as the facility has a lot of concrete which affects the frequency even on our cell phones. Lately, SFUSD has been having technical issues with their Wi-Fi in some of the units which affects educational services for our youth. Our Wi-Fi can be used as a back-up if the SFUSD Wi-Fi is down.

Purchase of Laptops and Tablets: The facility would benefit from additional laptops to accommodate services for youths such as virtual visits with attorneys/families/community partners. Currently, we have one laptop in each living unit so it limits usage. Additional tablets would benefit providing incentives to additional youths throughout the facility. Currently, we use a limited amount of tablets to share with the entire population of JJC. The additional tablets will allow youths to access the tablets.

Emergency Stabilization Program: The Juvenile Probation Department will provide support to youth and families who are unable to meet their basic needs, particularly during the current crisis, which has disproportionately affected those neighborhoods with higher levels of juvenile justice involvement.

San Francisco Public Defender (SFPDR)

SFPDR will apply CESF to obtain industrial document scanners and software to convert the high volume of paper in its practice to digital format. With cameras and computers obtained through CESF, SFPDR will provide its personnel and indigent clients with the ability to "zoom" into court and "meet" with each other over video contact.

The public defender serves indigent clients—they are extremely low income- many are homeless, and many are coming out of jail or prison with nothing. We plan to purchase \$50 Visa gift cards for our clients and their families who are experiencing deep food insecurity right now. Our managing social worker will be in charge of distribution. There will be operating cost charged by Visa gift cards.

San Francisco Police Department (SFPD)

Rental of portable restrooms at Police Academy building

3a. Professional Services

Description of Professional Service(s)	Calculation for Expenditure	Total
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
TOTAL		\$0.00

3b. Professional Services Narrative

N/A

4a. Non-Governmental Organizations (NGO) Subcontracts

Description of Subcontract	Calculation for Expenditure	Total
ADP - Provide emergency housing to individuals released from jail prior to adjudication with their partner, Recovery Survival Network	Type of Unit - Monthly Cost per Unit x Number of Units x Six Months Cost Single Room Occupancy Without bathroom - \$1,230 x 7 x 6 = \$51,660 Other Costs Utilities - included in monthly cost per unit Maintenance - included in monthly cost per unit Indirect at 10% + \$5,541.14 Total Cost of Six-Month Block Rental = \$57,201.14 Federal Request (budget adjusted) = \$57,204.73	\$57,204.73
		\$0.00

N/A

Before submission, please verify that you have requested the full amount of funding your county is eligible to receive.

Ma, Mendy (CHF)

From: BSCC CESF <CESF@bscc.ca.gov>
Sent: Friday, April 2, 2021 2:28 PM
To: Mayor London Breed; Adao, Prince (CHF); Dawson, Jasmine (CHF); Payton, Denise (CHF)
Cc: Pargas, Rosa@BSCC; McDaniel, Daryle@BSCC
Subject: 2020 CESF Grant Agreement – City and County of San Francisco
Attachments: 2020 CESF Grant Agreement- City and County of San Francisco 119-20.pdf; Appendix C.docx; Audit Selection.docx

Follow Up Flag: Follow up
Flag Status: Flagged

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

IMPORTANT

Good afternoon,

Attached please find the 2020 Coronavirus Emergency Supplemental Funding grant agreement package, which includes a Standard Agreement (Form STD 213) and the Grant Agreement Contract (including Exhibits A-E, Attachments 1-3, and Appendix C). Please make special note of the following:

- **Budgets.** BSCC is using the budget table provided within your application for the grant agreement. Be advised that your Field Representative may be contacting you in the near future to request additional detail and/or discuss minor modifications that need to be made to your budget line items. Although expenditures/items are listed in your application's budget narrative, there may be circumstances where those expenditures/items are ineligible or may need prior approval from the BSCC prior to purchase.
- **Authorized Officer.** Regarding the individual that will sign the grant agreement:
 - **For Governmental Grantees:** Please note that before grant funds can be awarded, governmental agencies must submit either (1) a resolution from the County Board of Supervisors that delegates authority to the individual authorized to execute the grant agreement or (2) documentation to indicate that the individual signing the grant agreement has been vested with plenary authority to execute grant agreements (e.g., a municipal ordinance or charter, etc.).

Once you have reviewed the Coronavirus Emergency Supplemental Funding grant agreement package, please complete the following:

- **Carefully review** the entire Grant Agreement (*2020 CESF Grant Agreement – City and County of San Francisco 119-20.pdf*). Retain a copy for your records. Upon grant agreement execution, the attached Grant Agreement becomes your contractually obligated scope of work.
- **Sign** the Standard Agreement (*2020 CESF Grant Agreement – City and County of San Francisco 119-20.pdf*). Grant agreements can be either signed electronically or printed, signed, and then scanned. The grant agreement must be signed and dated by the Authorized Officer, London Breed.

- **Sign**, either electronically or print, sign, and scan, one (1) copy of the Appendix C (Criteria for Non-Governmental Organizations Receiving CESF.pdf). The copy must be signed and dated by the Authorized Officer listed above.
 - If your subcontracted NGOs (including your evaluator, if applicable) have been selected and contracts are in place, please complete the form and **email** in the original signed form along with your original signed grant agreement documents. Provide the name, address, email, and phone number of all third-party contractors and identify if all non-governmental criteria are met.
 - If you are still in the process of selecting your subcontracted NGOs and/or finalizing those contracts, please **email** a signed Appendix C and list the “Name of Contracted Party” as TBD. This will serve as a reminder that we will need to follow up with you in the future to obtain an updated Appendix C.
 - If you are not going to subcontract with any outside NGOs, please reply to this email with a statement indicating such.
- **Select** your county’s choice for the audit requirement. There are three options to fulfil the audit requirement: Single Federal Audit, Program Specific Audit, or Exempt. Select the box for the audit choice for your county.
- **On or before April 9, 2020, email** the Standard Agreement, Appendix C, and audit selection to me at this email address CESF@bscc.ca.gov

Your grant agreement becomes fully executed only when the Standard Agreement has been signed by both you and the BSCC.

We are aware that some grantees will experience delays in obtaining the required resolution. However, we cannot fully execute the grant agreement or issue payment until the resolution is received.

Once your grant agreement has been executed, you may submit invoices for eligible expenses according to the schedule outlined in the Grant Agreement, but please note the following:

- Invoices submitted in the absence of the required documentation noted above will be processed, but the advance payment will be held until the appropriate documentation is received at the BSCC and the grant agreement is fully executed.
- Any expenses incurred prior to the start date of the grant agreement cannot be reimbursed.

If you have any questions, please do not hesitate to contact me or your Field Representative, Daryle McDaniel, at daryle.mcdaniel@bscc.ca.gov.

Sincerely,

Johnny Sanchez

Associate Governmental Program Analyst, Corrections Planning and Grant Programs

BOARD OF STATE AND COMMUNITY CORRECTIONS

2590 Venture Oaks Way, Suite 200, Sacramento, CA 95833

Phone: (916) 322-1427

Email: johnny.sanchez@bscc.ca.gov

<http://www.bscc.ca.gov>

LEADERSHIP ★ EXCELLENCE ★ SUPPORT

**Coronavirus Emergency Supplemental Funding
(CESF) Program**

**PROPOSAL PACKAGE
COVER SHEET**

Submitted by:

City and County of San Francisco

Date Submitted:

January 26, 2021

CESF Program Proposal Checklist

A complete proposal package for funding under the Coronavirus Emergency Supplemental Funding (CESF) Program must contain the following items:

	Required Items:	
		✓
1	Cover Sheet (previous page) <ul style="list-style-type: none"> • Insert Applicant Name and Date of Submission 	✓
2	CESF Proposal Checklist <ul style="list-style-type: none"> • Signed by the authorized signatory with a digital signature OR a wet signature in blue ink. 	✓
3	Applicant Information Form <ul style="list-style-type: none"> • Signed by the authorized signatory with a digital signature OR a wet signature in blue ink. 	✓
4	Proposal Narrative <ul style="list-style-type: none"> • 6 pages or less 	✓
5	Criteria for Non-Governmental Organizations (Appendix C) <ul style="list-style-type: none"> • Signed by the authorized signatory with a digital signature OR a wet signature in blue ink. 	✓
6	CESF Local Advisory Committee Membership Roster (Appendix D)	✓
7	Project Work Plan (Appendix E)	✓
8	Certification of Compliance with BSCC Policies on Debarment, Fraud, Theft and Embezzlement (Appendix J) <ul style="list-style-type: none"> • Signed by the authorized signatory with a digital signature OR a wet signature in blue ink. 	✓
9	Budget Information (Budget Table & Narrative) <ul style="list-style-type: none"> • Use the BSCC provided template 	✓
	Optional:	
	Governing Board Resolution (Appendix I) <i>Note: The Governing Board Resolution is due prior to contract execution but is not required at the time of proposal submission.</i>	Pending

I have reviewed this checklist and verified that all required items are included in this proposal packet.


X 

 Applicant Authorized Signature (see Applicant Information Form, Part L, next page)

CESF Applicant Information Form

A. APPLICANT < Name> County		B. TAX IDENTIFICATION NUMBER			
NAME OF APPLICANT City and County of San Francisco		TAX IDENTIFICATION #: 94-6000417			
STREET ADDRESS 1 Dr. Carlton B. Goodlett Place, Ste 234		CITY San Francisco	STATE CA	ZIP CODE 94102	
MAILING ADDRESS (if different) same as above		CITY	STATE	ZIP CODE	
C. PROJECT TITLE:		San Francisco Coronavirus Emergency Supplemental Funding Program			
D. PROJECT SUMMARY (100-150 words):					
The San Francisco Coronavirus Emergency Supplemental Funding Program will use funds to support the San Francisco Adult Probation Department, Juvenile Probation Department, San Francisco Public Defender's Office, San Francisco Police Department, San Francisco District Attorney's Office, and San Francisco Sheriff's Office for re-entry related equipment, services, supplies and overtime needs in order to prepare for and respond to coronavirus.					
E. GRANT FUNDS REQUESTED: See page 3 for funding by County			F. PASS-THROUGH FUNDS: Applicants must pass through a minimum of 20%		
\$286,020			\$ 57,204 (20%)		
G. LEAD PUBLIC AGENCY:		Department of Children Youth and Their Families			
H. PROJECT DIRECTOR:					
NAME Tanita Jasmine Dawson		TITLE Program & Planning Manager		TELEPHONE NUMBER 628-652-7124	
STREET ADDRESS 1390 Market Street, Suite 900				FAX NUMBER 415-554-8965	
CITY San Francisco		STATE CA	ZIP CODE 94102	EMAIL ADDRESS Jasmine.dawson@dcyf.org	
I. FINANCIAL OFFICER:					
NAME Denise Payton		TITLE Chief Financial Officer		TELEPHONE NUMBER 628-652-7115	
STREET ADDRESS 1390 Market Street, Suite 900				FAX NUMBER 415-554-8965	
CITY San Francisco		STATE CA	ZIP CODE 94102	EMAIL ADDRESS Denise.payton@dcyf.org	
PAYMENT MAILING ADDRESS (if different) Same as above		CITY	STATE	ZIP CODE	
J. DAY-TO-DAY PROGRAM CONTACT:					
NAME Tanita Jasmine Dawson		TITLE Program & Planner Manager		TELEPHONE NUMBER 628-652-7124	
STREET ADDRESS 1390 Market Street, Suite 900				FAX NUMBER 415-554-8965	
CITY San Francisco		STATE CA	ZIP CODE 94102	EMAIL ADDRESS Jasmine.dawson@dcyf.org	

K. DAY-TO-DAY FISCAL CONTACT:			
NAME	TITLE	TELEPHONE NUMBER	
Prince Loirenz Adao	Senior Accountant	415-487-2845	
STREET ADDRESS		FAX NUMBER	
1390 Market Street, Suite 900		415-554-8965	
CITY	STATE	ZIP CODE	EMAIL ADDRESS
San Francisco	CA	94102	Prince.adao@dcyf.org

L. AUTHORIZED SIGNATURE			
By signing this application, I hereby certify that I am vested by the Applicant with the authority to enter into contract with the BSCC, and that the grantee and any subcontractors will abide by the laws, policies and procedures governing this funding.			
NAME OF AUTHORIZED OFFICER	TITLE	TELEPHONE NUMBER	EMAIL ADDRESS
London N. Breed	Mayor	415-554-6564	london.breed@dcyf.org
STREET ADDRESS	CITY	STATE	ZIP CODE
1 Dr. Carlton B. Goodlett Place, Ste 496	San Francisco	CA	94102
EMAIL ADDRESS london.breed@sfgov.org			
APPLICANT'S SIGNATURE (Signed by the authorized signatory with a digital signature OR a wet signature in blue ink.)			DATE
X 			2/1/2021

Authorized Signature: Must be a representative with the authority to sign documents and obligate the applicant

CONFIDENTIALITY NOTICE

All documents submitted as a part of the Coronavirus Emergency Supplemental Funding (CESF) Program are public documents and may be subject to a request pursuant to the California Public Records Act. The BSCC, as a state agency, may have to disclose these documents to the public. The BSCC cannot ensure the confidentiality of any information submitted in or with this proposal. (Gov. Code, §§ 6250 et seq.)

CESF Proposal Narrative

1. Project Need

1.1 COVID-19 has infected over 3 million residents in California, including over 28,000 in San Francisco. COVID-19 pandemic has had substantial impacts to the City, resulting in reduced revenues, increased operating costs, major changes to City operations, limitations to operating businesses, and an ongoing recession that threatens the health, stability, and well-being of many San Francisco residents, workers, businesses, community organizations, and City agencies.

After Mayor London N. Breed issued an emergency declaration to strengthen the City's response to COVID-19 in late February, the City quickly mobilized our resources, accelerated emergency planning, streamlined staffing, and coordinated agencies across the city. While this allowed for future reimbursement by state and federal governments and raised awareness, it has still been incredibly challenging meeting the needs of staff, reentry clients and their families.

While the City is under a shelter in place order, the City's staff continue to be fully operational. Workers across the City are taking extra precautions to stay well and healthy and many are essential workers and working to ensure they are not risking infecting others. All stakeholder departments in this partnership are essential workers and while some are able to work from home and work remotely, meeting the needs of reentry clients remains challenging.

1.2 Stakeholder departments include the San Francisco Adult Probation (APD), Juvenile Probation (JPD), San Francisco Public Defender's Office (SFPDR), San Francisco Police Department (SFPD), San Francisco District Attorney's Office (SFDA), and San Francisco Sheriff's Office (SFSO). Coronavirus Emergency Supplemental Funding (CESF) Program funds will support these department's immediate needs which were identified in discussions during our existing justice partners meeting. CESF grant funds will support staffing needs by supporting the costs of overtime due to sick leaves from staff exposed to coronavirus or those that received positive test cases. Funds will be used to meet technology and equipment needs by departments who have needed to

turn to remote services in order to meet reentry client's needs. Funds will also be used to meet critical basic needs with support by Visa gift cards to prevent food insecurity.

Lastly in response to the coronavirus pandemic and the shelter in place order San Francisco passed an emergency ordinance in April 2020 requiring the City to secure 8250 hotel rooms. APD developed a viable funded option to help address the requirements under this emergency ordinance as they relate to asymptomatic and vulnerable persons experiencing homelessness. The program launched in May 2020 as a pilot and included two nonprofits in San Francisco: Recovery Survival Network (RSN), a provider of case management and housing support services for justice involved people and marginalized populations; and the San Francisco Pretrial Diversion Project (SF PDP), a provider of pretrial services that is under contract with the SFSO. This collaborative partnership is designed to both support the safe and effective transition of the target population from jail to private hotel rooms and provide the Court with an additional option as it navigates the new landscape of release decisions brought on by the COVID-19 pandemic. In November 2020 the program was extended six months. CESF funds will allow this program to expand and continue by extending the current contract at a reduced capacity.

1.3 The needs above are not met by existing resources. While this pandemic is taking a devastating toll on our vulnerable populations, community and city workers, it has taken an even greater toll on our City's budget. Since the start of the COVID-19 pandemic, the City has spent \$1.1 billion COVID-19 response, with \$571 million sourced from the General Fund. Funds from this grant will go towards the immediate relief to several City stakeholder departments currently experiencing depleted reserves as we work to support our staff, clients and continue the operations of the City. Unfortunately, many partners and staff were not prepared to address the immediate needs of working remotely for an extended period of time or working from home, helping clients and client families meet basic needs and were not prepared to support with emergency housing units for those released from jail prior to adjudication due to emergency bail schedule implemented by the California Judicial Council to safely reduce jail populations during the COVID-19 emergency.

1.4 Data from the Prison Policy Initiative suggests that with the efforts to depopulate prisons and jails to reduce and control the rates of COVID-19 infections, formerly incarcerated individuals face extreme challenges with homelessness,

transportation, barriers to healthcare, gainful employment and income, and a lack of supportive services.¹ Formerly incarcerated individuals are nearly ten times more likely to be homeless than the general public, are excluded from Federal COVID-19 Relief, are ineligible for food stamps and Medicaid, and are returning to their communities without the resources to be self-sufficient.²

COVID-19 has also presented staffing challenges to the City's law enforcement agencies, whose workers perform functions that cannot be performed remotely and whose activities involve many face-to-face encounters. As of January 2021, 147 employees of the SFPD have tested positive for COVID-19 and presently, 42 employees are on quarantine. In August 2020, the Department experienced an outbreak of positive COVID-19 cases, with a sizable number of infections occurring at the Academy. To date, 50 SFSO employees have tested positive, 37 SFSO staff were forced to quarantine due to a COVID positive person at home, 14 employees were mandated to stay home after a workplace exposure, and SFSO staff have taken 296 COVID-related leaves in the past 10 months. Since April of 2020, 107 persons in custody have tested positive for COVID-19 and most of these cases had positive tests at booking. SFSO, in concert with colleagues in the San Francisco Department of Public Health, has worked diligently to keep staff safe and to prevent the transmission of the coronavirus within our jails. However, these efforts have come at a cost; employee sick leave has doubled over the past year due to COVID-19.

2. Project Description

2.1 Our proposal below reflects each department's immediate needs and associated activities and plans for use of CESF funds. The proposed program, services, and activities will be utilized to prepare and respond to the coronavirus with a focus on meeting CESF re-entry related needs by addressing staffing, services and supplies, and equipment needs.

¹ Prison Policy Initiative (2020). *Returning from prison and jail is hard during normal times — it's even more difficult during COVID-19.* <https://www.prisonpolicy.org/blog/2020/09/02/covidreentry/>

² The Appeal (2020). *Formerly Incarcerated Americans Were Excluded from Federal COVID-19 Relief.* <https://theappeal.org/coronavirus-formerly-incarcerated-americans-excluded-from-federal-relief/>

Salaries. The SFSO will use CESF funds to address personnel needs by supporting overtime hours. All of SFSO jails and most of the SFSO field operation units have mandatory staffing minimums, so that when one person is on a leave, a co-worker is drafted to fill that position, usually utilizing overtime. The CESF funds will help to alleviate a portion of this deficit as we move forward to a time when all of staff and persons in SFSO care have received vaccines.

The SFPD will also use CESF funds to address immediate personnel needs. CESF funds will provide for overtime hours to supplement staffing and allow for the backfill of hours for members who are placed on leave or quarantine due to COVID-19.

Services and Supplies. The JPD will use funding to purchase Visa gift cards for youth and families. The Juvenile Probation Department: Emergency Stabilization Program will provide support to youth and families who are unable to meet their basic needs, particularly during the current crisis, which has disproportionately affected those neighborhoods with higher levels of juvenile justice involvement.

The SFPDR will use funding to support indigent clients, mostly, who are extremely low income and homeless, and many that are coming out of jail or prison with nothing. SFPDR will purchase Visa gift cards for their clients and their families who are experiencing deep food insecurity.

The SFPD will use funding to provide support for additional restroom facilities at its Academy to limit the risk of COVID-19 exposure and to ensure adherence to social distancing requirements.

Non-Governmental Organization (NGO). The APD will extend their current partnership with Recovery Survival Network. The collaborative program targets the needs of those experiencing homelessness who are involved in the criminal justice system by providing safe, alternative housing with critical support services designed to ensure public safety and address client needs and support client success. Additionally, this plan is responsive to the [emergency bail schedule](#) implemented by the Judicial Council of California, which is designed to safely reduce jail populations during the COVID-19 pandemic. CESF funds will be used to provide safe emergency housing through a hotel block rental to both unhoused individuals released from jail prior to case

adjudication and other unhoused, justice-involved adult residents of San Francisco.

Equipment. CESF funds will also be used to address equipment needs. The SFDA will use funds to support the significant expansion of their office's remote work. Early in the COVID-19 pandemic, SFDA staff receiving work product from law enforcement were exposed to COVID-19 and under seemingly avoidable circumstances. SFDA determined that files and case information could be shared digitally and pivoted from largely paper based case processing to digital case files in record time. This has allowed for efficient and fully informed decision making, while keeping our community safe. To maintain both the reduced in-person staffing and a secure remote work environment the office is digitizing all case information. This case information is data which needs to be backed up on servers using a specific back-up software and a target appliance. The creation of digital case files includes increased video media putting an additional strain on our current back-up solution. Unfortunately, existing resources are not able to support the increased demands on the IT infrastructure. This must be replaced to support the additional capacity of the environment. Without proper back-ups if there was an issue where data was deleted SFDA would not be able to recover the lost data. These funds will allow the SFDA to continue to support efforts to digitize records, and back them up to meet legal records retention requirements- all without compromising the office COVID-19 response.

The JPD will use CESF funds to address immediate technology needs and the basic needs of youth and clients. Funds will be used to support youth detained in Juvenile Hall and will allow for the purchase of much needed Wireless Access Points, tablets, and laptops. Funds will also support laptops for staff to support working remotely.

The SFPDR will use CESF funds to obtain software, equipment and programming expertise to digitize the documents in its practice, convert in-person and in-office work into remote collaboration, and minimize its clients' exposure to the jails and the operations of the criminal justice system. SFPDR requires computers and server space to transfer and store the contents of physical disks to remote-accessible storage. SFPDR will also obtain industrial document scanners and software to convert the high volume of paper in its practice to digital format. With cameras and computers obtained through CESF, SFPDR will provide its personnel and indigent clients with the ability to "zoom" into court and "meet" with each other over video contact.

2.2 These approaches above will meet re-entry related needs in numerous ways. First by preventing further exposure to COVID-19 for adult and juvenile criminal justice clients. Additionally, the CESF grant will allow the City to collectively prepare and respond to the immediate staffing needs addressed by all stakeholder departments.

3. CESF Local Advisory Committee

3.1 The process used to determine who would serve on the CESF Local Advisory Committee Criteria included a series of meetings from the existing body of stakeholders who have experience and expertise in the proposed program and services to be implemented by this proposal. Existing stakeholders include San Francisco District Attorney's Office, San Francisco Public Defender's Office, Juvenile Probation Department, San Francisco Adult Probation Department, San Francisco Police Department, San Francisco Sheriff's Office and the Department of Children Youth and Their Families (DCYF). A collective decision was made to add one non-governmental community-based organization (CBO) provider who works closely with several stakeholder departments and is impacted by the proposal and who will provide housing support. The CBO, Recovery Survival Network, is a 501(c) (3) non-profit foundation serving the greater Bay Area since 1996. They have been assisting ex-offenders, the homeless, veterans, adults, young adults, at-risk-youth, and people re-entering society from residential drug / alcohol treatment programs, and the criminal justice system. Their main purpose is to connect ex-offenders seeking survival skills training programs and providers combined with our peer-to-peer recovery and support services. The DCYF will serve as the Lead Public Agency.

3.2 The CESF Local Advisory Committee Roster is included as Appendix D.

3.3 The Project Work Plan is included as Appendix E.

Governing Board Resolution, Appendix I, is pending.

Appendix C: Criteria for Non-Governmental Organizations Receiving CESF

(Page 1 of 2)

The Coronavirus Emergency Supplemental Funding (CESF) Program Request for Proposals (RFP) includes requirements that apply to non-governmental organizations that receive funds under this grant. All grantees are responsible for ensuring that any contracted third parties continually meet these requirements as a condition of receiving CESF. The RFP describes these requirements as follows.

Any non-governmental organization that receives CESF (as either subgrantee or subcontractor) must:

- Have been duly organized, in existence, and in good standing for at least six months prior to the effective date of its fiscal agreement with the BSCC or with the CESF grantee.
- In either instance (applicant or subgrantee), non-governmental entities that have recently reorganized or have merged with other qualified non-governmental entities that were in existence prior to the six-month date are also eligible, provided all necessary agreements have been executed and filed with the California Secretary of State prior to the start date of the grant agreement with the BSCC or the start date of the grantee-subcontractor fiscal agreement.
- Be registered with the California Secretary of State's Office, if applicable;
- Have a valid business license, Employer Identification Number (EIN), and/or Taxpayer ID (if sole proprietorship);
- Have any other state or local licenses or certifications necessary to provide the services requested (e.g., facility licensing by the Department of Health Care Services), if applicable; and
- Have a physical address.

In the table below, provide the name of the Grantee and list all contracted parties.


Grantee Name: City and County of San Francisco

Name of Contracted Party	Address	Email / Phone	Meets All Requirements
Recovery Survival Network	3012 16 th Street, Suite #201, San Francisco, CA 94103	rsn.sheenia@gmail.com 415-552-1111	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>

Grantees are required to update this list and submit it to the BSCC any time a new third-party contract is executed after the initial assurance date. Grantees shall retain (on-site) applicable source documentation for each contracted party that verifies compliance with the requirements listed in the CESF RFP. These records will be subject to the records and retention language found in Appendices A and C of the Standard Agreement.

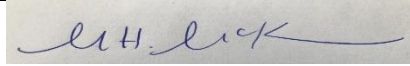
Unless prior approval is obtained, the BSCC prohibits disbursement or reimbursement to any NGO that does not meet the requirements listed above and for which the BSCC does not have a signed grantee assurance on file.

A signature below is an assurance that all requirements listed above have been met.

AUTHORIZED SIGNATURE (This document must be signed by the person who is authorized to sign the Grant Agreement.)			
NAME OF AUTHORIZED OFFICER London N. Breed	TITLE Mayor	TELEPHONE 415-554-6564	
STREET ADDRESS 1 Dr. Carlton B. Goodlett Place, Ste 496	CITY San Francisco	STATE CA	ZIP CODE 94102-4603
EMAIL ADDRESS London.breed@sfgov.org			
SIGNATURE (This document must be signed by the person who is authorized to sign the Grant Agreement. The authorized signatory may sign with a digital signature <u>OR</u> a wet blue ink signature.) x 			DATE 2/1/2021

Appendix D: CESF Local Advisory Committee Membership Roster

At a minimum the CESF Local Advisory Committee should include representatives from non-governmental community-based organizations, Tribes, and cities within the county that are impacted by the proposal (Page 5). Please list the members of the CESF Local Advisory Committee that are responsible for the development, implementation, and oversight of the proposed project in the below table. Include a name, title, organization, email address and signature (e-signatures are acceptable). This document shall be considered public record, do not include confidential information.

*	Name	Title	Business Email Address	Signature
		Organization		
1	Tara Reagan Anderson	Director of Policy	Tara.Anderson@sfgov.org	<i>Tara R. Anderson</i>
		District Attorney's Office		
2	Carolyn Goossen	Director of Policy	carolyn.goossen@sfgov.org	<i>Carolyn Goossen</i>
		Public Defender's Office		
3	Maria McKee	Director of Research & Planning	maria.mckee@sfgov.org	
		Juvenile Probation Department		
4	Veronica Martinez	Acting Director of Finance	veronica.martinez@sfgov.org	<i>Verónica Martínez</i>
		Adult Probation Department		
5	Patrick Leung	Chief Financial Officer	patrick.n.leung@sfgov.org	<i>Patrick Leung</i>
		San Francisco Police Department		
6	Alissa Riker	Director of Programs	alissa.riker@sfgov.org	<i>Alissa Riker</i>
		Sheriff's Office		
7	Sheenia Branner	Program Manager	rsn.sheenia@gmail.com	<i>Sheenia Branner</i>
		Recovery Survival Network		
8	Jasmine Dawson	Program and Planning Manager	Jasmine.dawson@dcyf.org	<i>J. Jasmine Dawson</i>
		Department of Children Youth & Their Families		

*If needed, add additional rows to reflect the full CESF Local Advisory Committee

Appendix I: Certification of Compliance with BSCC Policies on Debarment, Fraud, Theft and Embezzlement

(Page 1 of 2)

It is the policy of the BSCC to protect grant funds from unreasonable risks of fraudulent, criminal, or other improper use. As such, the Board will not enter into contracts or provide reimbursement to applicants that have been:

1. debarred by any federal, state, or local government entities during the period of debarment; or
2. convicted of fraud, theft, or embezzlement of federal, state, or local government grant funds for a period of three years following conviction.


Furthermore, the BSCC requires grant recipients to provide an assurance that there has been no applicable debarment, disqualification, suspension, or removal from a federal, state or local grant program on the part of the grantee at the time of application and that the grantee will immediately notify the BSCC should such debarment or conviction occur during the term of the Grant contract.

BSCC also requires that all grant recipients include, as a condition of award to a subgrantee or subcontractor, a requirement that the subgrantee or subcontractor will provide the same assurances to the grant recipient. If a grant recipient wishes to consider a subgrantee or subcontractor that has been debarred or convicted, the grant recipient must submit a written request for exception to the BSCC along with supporting documentation.

By checking the following boxes and signing below, applicant affirms that:

- I/We are not currently debarred by any federal, state, or local entity from applying for or receiving federal, state, or local grant funds.
- I/We have not been convicted of any crime involving theft, fraud, or embezzlement of federal, state, or local grant funds within the last three years. We will notify the BSCC should such debarment or conviction occur during the term of the Grant contract.
- I/We will hold subgrantees and subcontractors to these same requirements.

A grantee may make a request in writing to the Executive Director of the BSCC for an exception to the debarment policy. Any determination made by the Executive Director shall be made in writing.

AUTHORIZED SIGNATURE (This document must be signed by the person who is authorized to sign the Grant Agreement.)			
NAME OF AUTHORIZED OFFICER London N. Breed	TITLE Mayor	TELEPHONE NUMBER 415-554-6564	
STREET ADDRESS 1 Dr. Carlton B. Goodlett Place, Ste 496	CITY San Francisco	STATE CA	ZIP CODE 94102-4603
EMAIL ADDRESS London.breed@sfgov.org			
AUTHORIZED OFFICER SIGNATURE (This document must be signed by the person who is authorized to sign the Grant Agreement. The authorized signatory may sign with a digital signature <u>OR</u> a wet blue ink signature.) X 			DATE 2/1/2021

Appendix E: Project Work Plan

This Project Work Plan identifies measurable goals and objectives, activities and services, the responsible parties and a timeline. Completed plans should (1) identify the project's **top goals and objectives** (minimum of two); (2) identify how the top goals will be achieved in terms of the activities, responsible staff/partners, and start and end dates; and (3) provide goals and objectives with a clear relationship to the need and intent of the grant.

(1) Goal:	To increase the amount of available personnel to meet department's needs in response to COVID-19		
Objectives (A., B., etc.)	A. By the end of the grant term, increase staffing needs in response to COVID-19 positive cases that have impacted the department's ability to meet mandatory staffing minimums.		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date
1. San Francisco Sheriff's Office will use grant funds to support staff overtime 2. San Francisco Police Department will use grant funds to support staff overtime	1. The San Francisco Sheriff's Office 2. The San Francisco Police Department	03/31/2021	01/31/2022

(2) Goal:	To reduce the number of juvenile and adult offenders negatively impacted by COVID-19		
Objectives (A., B., etc.)	A. By the end of the grant term, increase support to juvenile and adult client's basic needs by providing gift cards to prevent food insecurity. B. By the end of the grant term, increase support to adult clients experiencing homelessness to prepare them for re-entry. C. By the end of the grant term, decrease the limit of risk to COVID-19 exposure and ensure social distancing		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date
1. The Juvenile Probation Department's Emergency Stabilization Program will distribute Visa gift cards to juvenile clients and families.	1. The Juvenile Probation Department 2. The San Francisco Public Defender's Office 3. The Adult Probation Department 4. The San Francisco Police Department	03/31/2021	01/31/2022

<p>2. The San Francisco Public Defender's Office's Managing Social Worker will distribute Visa gift cards to adult clients experiencing deep food insecurity.</p> <p>3. The Adult Probation will work with partner non-governmental organization, Recovery Survival Network, to place hotel block rentals to unhoused individuals released from jail.</p> <p>4. The San Francisco Police Department will rent portable restrooms at the San Francisco Police Academy for department staff.</p>		
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(3) Goal:	To increase mitigation efforts and support the expansion of remote work in response to COVID-19		
Objectives (A., B., etc.)	<p>A. By the end of the grant term, maintain reduced in person staffing patterns and meet daily department obligations to prevent exposure to coronavirus.</p> <p>B. By the end of the grant term, increase support to detained juveniles in response to the loss of in-person services and support in juvenile hall.</p>		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date
<p>1. San Francisco District Attorney's Office will digitize case information for criminal case processing and back them up to meet records retention requirements.</p> <p>2. Public Defender's Office will obtain software and related equipment to support staff remote work.</p> <p>3. The Juvenile Probation Department will obtain laptops and tablets to support staff working from home and to support detained youth.</p>	<p>1. The San Francisco District Attorney's Office</p> <p>2. The San Francisco Public Defender's Office</p> <p>3. The Juvenile Probation Department</p>	03/31/2021	01/31/2022

TO: Angela Calvillo, Clerk of the Board of Supervisors
FROM: The Department of Children Youth and Their Families
DATE: December 2, 2021
SUBJECT: Accept and Expend Resolution for Subject Grant

GRANT TITLE: Coronavirus Emergency Supplemental Funding (CESF)
Program

Attached please find the original* and 1 copy of each of the following:

- Proposed grant resolution; original* signed by Department, Mayor, Controller
- Grant information form, including disability checklist
- Grant budget
- Grant application
- Grant award letter from funding agency
- Ethics Form 126 (if applicable)
- Contracts, Leases/Agreements (if applicable)
- Other (Explain):

Special Timeline Requirements:

A certified board resolution is required to fully execute the grant agreement. Grant activities may not begin until grant agreement is fully executed. Deadline to complete project is January 31, 2023.

Departmental representative to receive a copy of the adopted resolution:

Name: Jasmine Dawson Phone: 628-652-7124

Interoffice Mail Address: **DCYF**
1390 Market Street, Suite 900, 9th floor, SF CA
94102

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).