



September 19, 2023

Monifa Willis
Chief, Victim Services Division
San Francisco, City & County of - District Attorney's Office
350 Rhode Island Street, North Building, Suite 400N
San Francisco, CA 94103-5188

Subject: **Grant Subaward Application Approval**
Victim/Witness Assistance Program
Grant Subaward #: VW23 42 0380

Dear Monifa Willis:

The California Governor's Office of Emergency Services (Cal OES) has approved your Grant Subaward application in the amount of \$1,385,540, subject to enactment of applicable State Budget Act. A copy of your approved Grant Subaward is enclosed for your records.

Cal OES will make every effort to process payment requests within 45 days of receipt of your Report of Expenditures & Request for Funds (Cal OES Form 2-201).

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

Please contact your Program Specialist Aaron Ching, at Aaron.Ching@caloes.ca.gov with questions.

Sincerely,

Victim Services Grants Processing Unit

cc: Subrecipient's file
Program Specialist

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AC
MS

Cal OES #	075-00000-00	FIPS #	075-00000	VS#		Subaward #	VW23 42 0380
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**CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES
GRANT SUBAWARD FACE SHEET**

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


- 1. **Subrecipient:** San Francisco, City & County 1a. **UEI#:** JZ9BSV3GSJ54
- 2. **Implementing Agency:** San Francisco, City & County - District Attorney's Office 2a. **UEI#:** JZ9BSV3GSJ54
- 3. **Implementing Agency Address:** 350 Rhode Island Street, North Building, Suite 400N San Francisco 94103-5188
(Street) (City) (Zip+4)
- 4. **Location of Project:** San Francisco San Francisco 94103-5188
(City) (County) (Zip+4) ✓
- 5. **Disaster/Program Title:** ~~VVA~~ Victim/Witness Assistance Program 6. **Performance/Budget Period:** 10/1/2023 to 9/30/2024
(Start Date) (End Date) AC
- 7. **Indirect Cost Rate:** N/A Federally Approved ICR (if applicable): _____ %

Item Number	Grant Year	Fund Source	A. State	B. Federal	C. Total	D. Cash Match	E. In-Kind Match	F. Total Match	G. Total Cost
8.	2022	VOCA		\$626,610		\$156,653		\$156,653	\$783,263
9.	2023	VOCA		\$626,611		\$156,653		\$156,653	\$783,264
10.	2023	VWA0	\$132,319						\$132,319
11.	Select	Select							
12.	Select	Select							
Total	Project	Cost	\$132,319	\$1,253,221	\$1,385,540	\$313,306		\$313,306	\$1,698,846

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

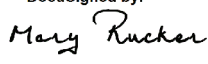
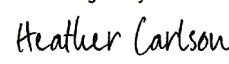
14. CA Public Records Act - Grant applications are subject to the California Public Records Act, Government Code section 6250 et seq. Do not put any personally identifiable information or private information on this application. If you believe that any of the information you are putting on this application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

15. Official Authorized to Sign for Subrecipient:

Name: Brooke Jenkins Title: District Attorney
 Payment Mailing Address: 350 Rhode Island Street, North Building, Suite 400N City: San Francisco Zip Code+4: 94103-5188
 Signature:  Date: 6/12/2023

16. Federal Employer ID Number: 946000417

(FOR Cal OES USE ONLY)

DocuSigned by:  9A3D0B66E24B485... (Cal OES Director)	Personal knowledge that budgeted funds are available for the project.	DocuSigned by:  F76AD62C0BED440... (Cal OES Director or Designee)	Endorsement stated above.
<u>9/18/2023</u>		<u>9/18/2023</u>	
(Date)		(Date)	

ENY: 2023-24 Chapter: 12 SL: 18403
 Item: 0690-102-0890 Pgm: 0385
 FAIN #: 15POVC-22-GG-00708-ASSI 10/01/21-09/30/25
 Fund: Federal Trust Fund AL#: 16.575
 Program: Victim/Witness Assistance Program
 Match Req.: 20%, C/IK based on TPC
 Project ID: OES22VOCA000012
 SC: 2023-18402 Amount: \$ 626,610

ENY: 2023-24 Chapter: 12 SL: 18403
 Item: 0690-102-0890 Pgm: 0385
 FAIN #: 15POVC-23-GG-00432-ASSI 10/1/22-09/30/26
 Fund: Federal Trust Fund AL#: 16.575
 Program: Victim/Witness Assistance Program
 Match Req.: 20%, C/IK based on TPC
 Project ID: OES23VOCA000012
 SC: 2023-18403 Amount: \$ 626,611

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ENY: 2023-24 Chapter: 12 SL: 14300
 Item: 0690-101-0903 Pgm: 0385
 Fund: Victim Witness Assistance Fund
 Program: Victim/Witness Assistance Program
 Match Req.: None
 Project ID: OES23VWA0000000
 SC: 2023-14300 Amount: \$ 132,319

Received by CalOES, Lorna Allen
 Mail log #: 221188, Thursday June 29, 2023

SPECIAL CONDITION

Grant Subaward No. VW23 42 0380 is hereby approved with the following condition:

- Operational Agreements (OAs) must cover the entire grant period and therefore those OAs that expire prior to the end of the Grant Subaward performance period must be renewed as soon as they expire. Renewed OAs must be kept on file at your agency and an updated Operational Agreement Summary Form must be sent to your program specialist upon completion.

Should the Federal award(s) be reduced, you will be notified and required to amend the Grant Subaward.

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

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

1. Cal OES Contact Information Section:

Governor's Office of Emergency Services
Nancy Ward, Director
3650 Schriever Avenue
Mather, CA 95655
(916) 845-8506 (phone)

2. Federal Awarding Agency Section:

Fund Year	Federal Program Fund / AL#	Federal Awarding Agency	Total Federal Award Amount	Total Local Assistance Amount	
2023	Victims of Crime Act (VOCA) / 16.575	Office for Victims of Crime	\$153,789,867	\$146,100,374	✓
2022	Victims of Crime Act (VOCA) / 16.575	Office for Victims of Crime	\$165,115,554	\$158,510,932	✓
Choose an item.	Choose an item.	Choose an item.	\$	\$	
Choose an item.	Choose an item.	Choose an item.	\$	\$	
Choose an item.	Choose an item.	Choose an item.	\$	\$	

3. Project Description Section:

- Project Acronym (Please choose from drop down):
Victim/Witness Assistance Program (VW)
- Project Description (Please type the Project Description):
Provides funding for comprehensive services to assist victims/witnesses of all types of violent crime pursuant to California Penal Code §13835 in each of California's 58 counties.

4. Research & Development Section:

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



Grant Subaward Contact Information

Grant Subaward #: VW23 42 0380

Subrecipient: San Francisco, City & County

1. **Grant Subaward Director:**

Name: Monifa Willis Title: Chief, Victim Services Division

Telephone #: (628) 652-4114 Email Address: monifa.willis@sfgov.org

Address/City/ Zip Code (9-digit): 350 Rhode Island Street, North Building, Suite 400N, San Francisco, CA 94103-5188

2. **Financial Officer:**

Name: Eugene Clendinen Title: Chief, Administration & Finance

Telephone #: (628) 652-4030 Email Address: eugene.cleindinen@sfgov.org

Address/City/ Zip Code (9-digit): 350 Rhode Island Street, North Building, Suite 400N, San Francisco, CA 94103-5188

3. **Programmatic Point of Contact:**

Name: Monifa Willis Title: Chief, Victim Services Division

Telephone #: (628) 652-4114 Email Address: monifa.willis@sfgov.org

Address/City/ Zip Code (9-digit): 350 Rhode Island Street, North Building, 3rd Floor, San Francisco, CA 94103-5188

4. **Financial Point of Contact:**

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

Telephone #: (628) 652-4031 Email Address: sheila.arcelona@sfgov.org

Address/City/ Zip Code (9-digit): 350 Rhode Island Street, North Building, Suite 400N, San Francisco, CA 94103-5188

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

Name: Brooke Jenkins Title: District Attorney

Telephone #: (628) 652-4012 Email Address: brooke.jenkins@sfgov.org

Address/City/ Zip Code (9-digit): 350 Rhode Island Street, North Building, Suite 400N, San Francisco, CA 94103-5188

6. **Official Designee**, as stated in Section 15 of the Grant Subaward Face Sheet:

Name: Brooke Jenkins Title: District Attorney

Telephone #: (628) 652-4012 Email Address: brooke.jenkins@sfgov.org

Address/City/ Zip Code (9-digit): 350 Rhode Island Street, North Building, Suite 400N, San Francisco, CA 94103-5188

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

Name: Aaron Peskin Title: President, Board of Supervisors

Telephone #: (415) 554-7450 Email Address: Aaron.Peskin@sfgov.org

Address/City/ Zip Code (9-digit): 1 Dr. Carlton B. Goodlett Place, City Hall, Room 244, San Francisco, CA 94102-4689



Grant Subaward Signature Authorization

Grant Subaward #: VW23 42 0380

Subrecipient: San Francisco, City & County

Implementing Agency: San Francisco, City & County - District Attorney's Office

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

Grant Subaward Director:

Printed Name: Monifa Willis

Signature: Monifa Willis Digitally signed by Monifa Willis
Date: 2023.06.26 18:04:24 -07' 00'

Date: 06/26/2023

Financial Officer:

Printed Name: Eugene Clendinen

Signature: Eugene Clendinen Digitally signed by Eugene Clendinen
Date: 2023.06.27 08:05:38 -07'00'

Date: 06/27/2023

The following persons are authorized to sign for the **Grant Subaward Director**:

Signature: Karima Baptiste Digitally signed by Karima Baptiste
Date: 2023.06.27 10:13:59 -07'00'

Printed Name: Karima Baptiste

Signature: _____

Printed Name: _____

Signature: _____

Printed Name: _____

Signature: _____

Printed Name: _____

Signature: _____

Printed Name: _____

The following persons are authorized to sign for the **Financial Officer**:

Signature: Sheila Arcelona Digitally signed by Sheila Arcelona
Date: 2023.06.27 10:11:03 -07'00'

Printed Name: Sheila Arcelona

Signature: _____

Printed Name: _____

Signature: _____

Printed Name: _____

Signature: _____

Printed Name: _____

Signature: _____

Printed Name: _____



Grant Subaward Certification of Assurance of Compliance

Subrecipient: SAN FRANCISCO, CITY & COUNTY

	Cal OES Program Name	Grant Subaward #:	Grant Subaward Performance Period
1	VICTIM WITNESS ASSISTANCE PROGRAM	VW23 42 0380	10/01/2023-09/30/2024
2	INNOVATIVE RESPONSE TO MARGINALIZED VICTIMS PROGRAM		01/01/2024-12/31/2024
3	VIOLENCE AGAINST WOMEN VERTICAL PROSECUTION PROGRAM		01/01/2024-12/31/2024
4	UNSERVED/UNDERSERVED VICTIM ADVOCACY AND OUTREACH PROGRAM	UV23 02 0380	01/01/2024-12/31/2024
5	COUNTY VICTIM SERVICES PROGRAM		01/01/2024-12/31/2024
6	ELDER ABUSE PROGRAM		01/01/2024-12/31/2024
7	HUMAN TRAFFICKING ADVOCACY PROGRAM		01/01/2024-12/31/2024

I, BROOKE JENKINS (Official Designee; same person as Section 15 of the Grant Subaward Face Sheet) hereby certify that the above Subrecipient is responsible for reviewing the Subrecipient Handbook (SRH) and adhering to all of the Grant Subaward requirements as directed by Cal OES including, but not limited to, the following areas:

I. Proof of Authority – SRH 1.055

The Subrecipient certifies they have written authority by the governing board (e.g., County Board of Supervisors, City Council, or Governing Board) granting authority for the Subrecipient/Official Designee (see Section 3.030) to enter into a specific Grant Subaward (indicated by the Cal OES Program name and initial Grant Subaward performance period) and applicable Grant Subaward Amendments with Cal OES. The authorization includes naming of an Official Designee (e.g., Executive Director, District Attorney, Police Chief) for the agency/organization who is granted permission to sign Grant Subaward documents on behalf of the Subrecipient. Written proof of authority includes one of the following: signed Board Resolution or approved Board Meeting minutes.

II. Civil Rights Compliance – SRH Section 2.020

The Subrecipient acknowledges awareness of, and the responsibility to comply with all state and federal civil rights laws. The Subrecipient certifies it will not discriminate in the delivery of services or benefits based on any protected class and will comply with all requirements of this section of the SRH.

III. Equal Employment Opportunity – SRH Section 2.025

The Subrecipient certifies it will promote Equal Employment Opportunity by prohibiting discrimination or harassment in employment because of any status protected by state or federal law and will comply with all requirements of this section of the SRH.



IV. Drug-Free Workplace Act of 1990 – SRH Section 2.030

The Subrecipient certifies it will comply with the Drug-Free Workplace Act of 1990 and all other requirements of this section of the SRH.

V. California Environmental Quality Act (CEQA) – SRH Section 2.035

The Subrecipient certifies that, if the activities of the Grant Subaward meet the definition of a "project" pursuant to the CEQA, Section 20165, it will comply with all requirements of CEQA and this section of the SRH.

VI. Lobbying – SRH Sections 2.040 and 4.105

The Subrecipient certifies it will not use Grant Subaward funds, property, or funded positions for any lobbying activities and will comply with all requirements of this section of the SRH.

All appropriate documentation must be maintained on file by the Subrecipient and available for Cal OES upon request. Failure to comply with these requirements may result in suspension of payments under the Grant Subaward(s), termination of the Grant Subaward(s), and/or ineligibility for future Grant Subawards if Cal OES determines that any of the following has occurred: (1) the Subrecipient has made false certification, or (2) the Subrecipient violated the certification by failing to carry out the requirements as noted above.

CERTIFICATION	
I, the official named below, am the same individual authorized to sign the Grant Subaward [Section 15 on Grant Subaward Face Sheet], and hereby affirm that I am duly authorized legally to bind the Subrecipient to the above-described certification. I am fully aware that this certification, executed on the date, is made under penalty of perjury under the laws of the State of California.	
Official Designee's Signature:	Brooke Jenkins <small>Digitally signed by Brooke Jenkins DN: cn=Brooke Jenkins, o=Cal OES, ou=, email=brooke.jenkins@caloes.ca.gov</small>
Official Designee's Typed Name:	BROOKE JENKINS
Official Designee's Title:	DISTRICT ATTORNEY
Date Executed:	06/12/2023
AUTHORIZED BY:	
I grant authority for the Subrecipient/Official Designee to enter into the specific Grant Subaward(s) (indicated by the Cal OES Program name and initial Grant Subaward performance period identified above) and applicable Grant Subaward Amendments with Cal OES.	
<input checked="" type="checkbox"/> City Financial Officer	<input checked="" type="checkbox"/> County Financial Officer
<input type="checkbox"/> City Manager	<input type="checkbox"/> County Manager
<input type="checkbox"/> Governing Board Chair	
Signature:	
Typed Name:	BEN ROSENFELD
Title:	CONTROLLER
Date Executed:	6-13-23



**Federal Fund Grant Subaward Assurances
Victims of Crime Act (VOCA) Victim Assistance Formula Grant Program**

Subrecipient: SAN FRANCISCO, CITY & COUNTY

	Cal OES Program Name	Grant Subaward #	Grant Subaward Performance Period
1.	VICTIM WITNESS ASSISTANCE PROGRAM	VW23 42 0380	10/01/2023-09/30/2024
2.	INNOVATIVE RESPONSE TO MARGINALIZED VICTIMS PROGRAM		01/01/2024-12/31/2024
3.	UNSERVED/UNDERSERVED VICTIM ADVOCACY AND OUTREACH PROGRAM	UV23 02 0380	01/01/2024-12/31/2024
4.	COUNTY VICTIM SERVICES PROGRAM		01/01/2024-12/31/2024
5.	ELDER ABUSE PROGRAM		01/01/2024-12/31/2024
6.	HUMAN TRAFFICKING ADVOCACY PROGRAM		01/01/2024-12/31/2024

Subrecipients agree to adhere to the following and ensure these assurances are passed down to Second-Tier Subrecipients.

1. Required Audits and Financial Statements (SRH Section 14.005)

Subrecipients expending \$750,000 or more in federal funds annually must comply with the single audit requirement established by the Federal Office of Management and Budget (OMB) Uniform Guidance 2 C.F.R. Part 200, Subpart F and arrange for a single audit by an independent Certified Public Accountant (CPA) firm annually. Audits conducted under this section will be performed using the guidelines established by the American Institute of Certified Public Accountants (AICPA) for such audits.

- Subrecipient expends \$750,000 or more in federal funds annually.
- Subrecipient does not expend \$750,000 or more in federal funds annually.

2. Compliance with General Appropriations-law Restrictions on the use of Federal Funds

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable restrictions on the use of federal funds set out in federal appropriations statutes. Pertinent restrictions, including from various "general provisions" in the Consolidated Appropriations Act, 2022, are set out at <https://ojp.gov/funding/Explore/FY22AppropriationsRestrictions.htm>.

Should a question arise as to whether a particular use of federal funds by Subrecipients (and any Second-Tier Subrecipients) would or might fall within the scope of an appropriations or law restriction, Subrecipients are to contact Cal OES

for guidance, and may not proceed without the express prior written approval of Cal OES.

3. 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 the DOJ in 2 C.F.R. Part 2800 (together, the "Part 200 Uniform Requirements") apply to this Grant Subaward.

The Part 200 Uniform Requirements were first adopted by DOJ on December 26, 2014. If this FY 2022 Grant Subaward supplements funds previously awarded by OJP under the same Grant Subaward 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 Grant Subaward or a supplemental Grant Subaward) that are obligated on or after the acceptance date of this FY 2022 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>.

Record retention and access: Records pertinent to the Grant Subaward that the Subrecipient (and any Second-Tier Subrecipients) must be retained for a period of seven years after the Subrecipient makes final payments and all other pending matters are closed, unless a different retention period applies. Subrecipients (and any Second-Tier Subrecipients) must provide access to performance measurement information, financial records, supporting documents, statistical records, and other pertinent records indicated at 2 C.F.R. 200.334.

In the event that an Grant Subaward-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 Subrecipient is to contact Cal OES promptly for clarification.

4. Requirement to Report Actual or Imminent Breach of Personally Identifiable Information

Subrecipients (and any Second-Tier Subrecipients) must have written procedures in place to respond in the event of an actual or imminent "breach" (OMB M-17-12) if they:

- Create, collect, use, process, store, maintain, disseminate, disclose, or dispose of "Personally Identifiable Information (PII)" (2 C.F.R. 200.1) within the scope of an OJP grant-funded program or activity, or
- Use or operate a "Federal information system" (OMB Circular A-130).

Subrecipients (and any Second-Tier Subrecipients) must have breach procedures that must include a requirement to report actual or imminent breach of PII to Cal OES no later than 24 hours after an occurrence of an actual breach, or the detection of an imminent breach.

5. OJP Training Guiding Principles

Subrecipients (and any Second-Tier Subrecipients) understand and agree that any training or training materials developed or delivered with funding under this Grant Subaward must adhere to the OJP Training Guiding Principle for Grantee and Subgrantees, available at <https://www.ojp.gov/funding/implement/training-guiding-principles-grantees-and-subgrantees>.

6. Compliance with DOJ Regulations Pertaining to Civil Rights and Nondiscrimination - 28 C.F.R. Part 38

Subrecipients (and any Second-Tier Subrecipients) 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.

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 also sets out rules and requirements that pertain to Subrecipient organizations (and any Second-Tier Subrecipient organizations) that engage in or conduct explicitly religious activities, as well as rules and requirements that pertain to Subrecipients (and any Second-Tier 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.

7. Compliance with DOJ Regulations Pertaining to Civil Rights and Nondiscrimination - 28 C.F.R. Part 42

Subrecipients (and any Second-Tier Subrecipients) 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.

8. Compliance with DOJ Regulations Pertaining to Civil Rights and Nondiscrimination - 28 C.F.R. Part 54

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable requirements of 28 C.F.R. Part 54, which relates to nondiscrimination on the basis of sex in certain "educational programs."

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

Subrecipients (and any Second-Tier Subrecipients) must comply with, and are 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.

Subrecipients (and any Second-Tier Subrecipients) also must inform their employees, in writing (and in the predominant native language of the workforce), of employee rights and remedies under 41 U.S.C. 4712.

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

Subrecipients (and any Second-Tier Subrecipients) 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 Grant Subaward appears in the DOJ Grants Financial Guide (currently, as section 3.10 of "Postaward Requirements" in the "DOJ Grants Financial Guide").

11. Requirement for Data on Performance and Effectiveness under the Grant Subaward

Subrecipients (and any Second-Tier Subrecipients) must collect and maintain data that measure the performance and effectiveness of work under this Grant Subaward. Subrecipients (and any Second-Tier Subrecipients) must provide data (within the required timeframes) to OJP via the Performance Measurement Tool (PMT).

12. Determination of Suitability to Interact with Participating Minors

This condition applies to the Grant Subaward (if it is indicated) when some or all of the activities to be carried out under the Grant Subaward (whether by Subrecipients, or Second-Tier Subrecipients) is to benefit a set of individuals under 18 years of age.

Subrecipients (and any Second-Tier Subrecipients) 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.

13. Compliance with DOJ Grants Financial Guide

Subrecipients (and any Second Tier Subrecipients) must comply with all applicable sections of the DOJ 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. Subrecipients agree to comply with the DOJ Grants Financial Guide.

14. Encouragement of Policies to Ban Text Messaging while Driving

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

15. Potential Imposition of Additional Requirements

Subrecipients (and any Second-Tier Subrecipients) agree 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 Grant Subaward, if Subrecipients are designated as "high-risk" for purposes of the DOJ high-risk grantee list.

16. Employment Eligibility Verification for Hiring under the Grant Subaward

a. Subrecipients (and any Second-Tier Subrecipients) must:

- 1) 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 Grant Subaward funds, Subrecipients (and any Second-Tier Subrecipients) properly verify the employment eligibility of the individual who is being hired, consistent with the provisions of 8 U.S.C. 1324a(a)(1).
- 2) Notify all persons associated with Subrecipients (or any Second-Tier Subrecipients) who are or will be involved in activities under this Grant Subaward of both:
 - a) This Grant Subaward requirement for verification of employment eligibility, and
 - b) 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.
- 3) Provide training (to the extent necessary) to those persons required by this condition to be notified of the Grant Subaward requirement for employment eligibility verification and of the associated provisions of 8 U.S.C. 1324a(a)(1).
- 4) As part of the recordkeeping for the Grant Subaward (including pursuant to the Part 200 Uniform Requirements), maintain records of all employment eligibility verifications pertinent to compliance with this Grant Subaward condition in accordance with Form I-9 record retention requirements, as well as records of all pertinent notifications and trainings.

b. Monitoring

Subrecipients' monitoring responsibilities include monitoring Second-Tier Subrecipients' compliance with this condition.

c. Allowable costs

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

d. Rules of construction

- 1) Staff involved in the hiring process

For purposes of this condition, persons "who are or will be involved in activities under this Grant Subaward" specifically includes (without limitation) any and all 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 Grant Subaward funds.

2) Employment eligibility confirmation with E-Verify

For purposes of satisfying the requirement of this condition regarding verification of employment eligibility, Subrecipients (and any Second-Tier Subrecipients) may choose to participate in, and use, E-Verify (www.e-verify.gov), provided an appropriate person authorized to act on behalf of the Subrecipient (and any Second-Tier 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 Grant Subaward funds.

3) "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.

4) Nothing in this condition shall be understood to authorize or require Subrecipients (and any Second-Tier Subrecipients), or any person or other entity, to violate any federal law, including any applicable civil rights or nondiscrimination law.

5) Nothing in this condition, including in paragraph 4.B., shall be understood to relieve Subrecipients (and any Second-Tier Subrecipients) or any person or other entity, of any obligation otherwise imposed by law, including 8 U.S.C. 1324a(a)(1).

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/>).

17. Restrictions and Certifications Regarding Non-disclosure Agreements and Related Matters

No Subrecipients (and any Second-Tier Subrecipients) under this Grant Subaward, or entity that receives a procurement contract or subcontract with any funds under this Grant Subaward, 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 Grant Subaward, to contravene requirements applicable to Standard Form 312 (which relates to classified information), Form 4414 (which relates to sensitive compartmented information), or any other form issued by a federal department or agency governing the nondisclosure of classified information.

a. In accepting this Grant Subaward, Subrecipients (and any Second-Tier Subrecipients):

- 1) Represent that they neither require, nor have 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) Certify that, if they learn, or are notified, that they have, or have been, requiring their 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, they will immediately stop any further obligations of Grant Subaward funds, will provide prompt written notification to Cal OES, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by Cal OES.

b. If Subrecipients are authorized under this award to make Second-Tier Subawards, procurement contracts, or both:

1) Subrecipients represent that:

- a) No other entity (whether through a Second-Tier Subaward ("subgrant"), procurement contract, or subcontract under a procurement contract) that they pass funds to 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
- b) Appropriate inquiry has been made, or otherwise Subrecipients have an adequate factual basis, to support this representation; and

2) If learned or notified that any Second-Tier Subrecipient, contractor, or subcontractor entity that receives funds under this Grant Subaward 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, they will immediately stop any further obligations of Grant Subaward funds to or by that entity, will provide prompt written notification to Cal OES, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by Cal OES.

18. All Grant Subawards Must Have Specific Federal Authorization

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable requirements for authorization of any Grant Subaward. This condition applies to agreements that – for purposes of federal grants administrative requirements – OJP considers a "Grant Subaward" (and therefore does not consider a procurement "contract").

The details of the requirement for authorization of any Grant Subaward are posted on the OJP web site at <https://ojp.gov/funding/Explore/SubawardAuthorization.htm>.

19. Requirements Related to System for Award Management and Universal Identifier Requirements

Subrecipients (and any Second-Tier Subrecipients) must comply with applicable requirements regarding the System for Award Management (SAM), currently accessible at <https://www.sam.gov/>. This includes applicable requirements regarding registration with SAM, as well as maintaining the currency of information in SAM.

Subrecipients also must comply with applicable restrictions for Second-Tier Subawards, including restrictions on Grant Subawards to entities that do not acquire and provide (to Subrecipients) the unique entity identifier required for SAM registration.

The details of the Subrecipients' obligations related to SAM and to unique entity identifiers are posted on the OJP web site at <https://ojp.gov/funding/Explore/SAM.htm>.

This condition does not apply to a Grant Subaward to an individual who received the Grant Subaward 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).

20. Restrictions on "Lobbying"

In general, as a matter of federal law, federal funds awarded by OJP may not be used by Subrecipients (and any Second-Tier Subrecipients), 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 Subrecipients (and any Second-Tier Subrecipients), 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.

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

21. Specific Post-award Approval Required to Use a Noncompetitive Approach in any Procurement Contract that would Exceed \$250,000

Subrecipients (and any Second-Tier Subrecipients) 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>.

22. Requirements Pertaining to Prohibited Conduct Related to Trafficking in Persons (including reporting requirements and OJP Authority to Terminate Grant Subaward)

Subrecipients (and any Second-Tier Subrecipients) 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 Subrecipients (and any Second-Tier Subrecipients), or individuals defined (for purposes of this condition) as "employees" of Subrecipients (and any Second-Tier Subrecipients).

The details of the Subrecipients' 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>.

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

Subrecipients (and any Second-Tier Subrecipients) must promptly refer to Cal OES any credible evidence that a principal, employee, agent, Subrecipient, contractor, subcontractor, or other person has, in connection with funds under this Grant Subaward-- (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 Grant Subaward should also be reported to Cal OES. Additional information is available from the DOJ OIG website at <https://oig.justice.gov/hotline>.

24. Discrimination Findings

Subrecipients (and any Second-Tier Subrecipients) assure that in the event that a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the ground of race, religion, national origin, sex, or disability against a recipient of victim assistance formula funds under this Grant Subaward, Subrecipients will forward a copy of the findings to the Office for Civil Rights of OJP.

25. VOCA Requirements

Subrecipients (and any Second-Tier Subrecipients) assure that they will comply with the conditions of the Victims of Crime Act (VOCA) of 1984, sections 1404(a)(2), and 1404(b)(1) and (2), 34 U.S.C. 20103(a)(2) and (b)(1) and (2) (and the applicable program guidelines and regulations), as required.

26. Federal Funding Accounting and Transparency Act (FFATA)

- | Yes | No | |
|--------------------------|-------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Has the Subrecipient received \$25,000,000 or more in federal funds in the preceding fiscal year? |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | If the answer is yes, does the amount of federal funds received equal 80% or more of the Subrecipient's annual gross revenue? |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | If the answer is yes to the above two questions, did the Subrecipient report to the U.S. Security and Exchange Commission? |

For additional information reference: [Award Condition: Reporting Subawards and Executive Compensation \(Updated as of September 2016\) | Office of Justice Programs \(ojp.gov\)](#).

CERTIFICATION

I certify the Subrecipient identified above will comply with the requirements of the Subrecipient Handbook and the federal fund Grant Subaward assurances outlined above.

Official Designee's Signature: Brooke Jenkins

Digitally signed by Brooke Jenkins
Date: 2023.06.12 11:33:01 -07'00'

Official Designee's Typed Name: BROOKE JENKINS

Official Designee's Title: DISTRICT ATTORNEY

Date Executed: 6/12/2023



Grant Subaward Budget Pages
Multiple Fund Sources

Subrecipient: San Francisco, City & County			Grant Subaward #:VW23 42 0380			
A. Personnel Costs - Line-item description and calculation	22 VOCA	22 VOCA Match	23 VOCA	23 VOCA Match	23 VWA0	Total Amount Allocated
SALARY:						
8131 Victim/Witness Investigator 2 - Advocate (3.0 FTE)						
\$4,105.13 bi-weekly x 7 pay periods (10/01/2023-01/05/2024) x 3.00 FTE = \$84,208	\$28,736	\$28,736			\$28,736	\$86,208
\$4,197.49 bi-weekly x 12.50 pay periods (01/06/2024-06/30/2024) x 3.00 FTE = \$157,406	\$52,468		\$52,469	\$52,469		\$157,406
\$4,323.42 bi-weekly x 6.60 pay periods (07/01/2024-09/30/2024) x 3.00 FTE = \$85,604			\$57,069	\$28,535		\$85,604
Bi-lingual Pay						
\$60 bi-weekly x 26.1 pay periods (10/01/2023-09/30/2024) x 1.00 FTE = \$1,566	\$1,170		\$396			\$1,566
8129 Victim/Witness Investigator 1 - Advocate (8.0 FTE)						
\$3,077.05 bi-weekly x 5.1 pay periods (10/01/2023-12/11/2023) x 1.00 FTE = \$15,693		\$15,693				\$15,693
\$3,231.83 bi-weekly x 7 pay periods (10/01/2023-01/05/2024) x 1.00 FTE = \$22,623	\$22,623					\$22,623
\$3,231.83 bi-weekly x 1.9 pay periods (12/12/2023-01/05/2024) x 1.00 FTE = \$6,140		\$6,140				\$6,140
\$3,304.54 bi-weekly x 12.5 pay periods (01/06/2024-06/30/2024) x 1.00 FTE = \$41,307	\$3,076	\$21,872		\$16,359		\$41,307
\$3,304.54 bi-weekly x 1.1 pay periods (01/06/2024-01/22/2024) x 1.00 FTE = \$3,635	\$3,635					\$3,635
\$3,403.68 bi-weekly x 6.6 pay periods (07/01/2024-09/30/2024) x 1.00 FTE = \$22,464			\$22,464			\$22,464
\$3,393.78 bi-weekly x 5.2 pay periods (10/01/2023-12/12/2023) x 1.00 FTE = \$17,648					\$17,648	\$17,648
\$3,393.78 bi-weekly x 7 pay periods (10/01/2023-01/05/2024) x 1.50 FTE = \$35,635	\$35,635					\$35,635
\$3,470.13 bi-weekly x 1 pay period (01/06/2024-01/21/2024) x 1.00 FTE = \$3,470	\$3,470					\$3,470
\$3,470.13 bi-weekly x 4.2 pay periods (01/06/2024-03/05/2024) x 0.50 FTE = \$7,287	\$7,287					\$7,287



Grant Subaward Budget Pages
Multiple Fund Sources

Subrecipient: San Francisco, City & County		Grant Subaward #:VW23 42 0380				
A. Personnel Costs - Line-item description and calculation	22 VOCA	22 VOCA Match	23 VOCA	23 VOCA Match	23 VWA0	Total Amount Allocated
\$3,470.13 bi-weekly x 11.4 pay periods (01/23/2024-06/30/2024) x 1.00 FTE = \$39,559	\$39,559					\$39,559
\$3,574.24 bi-weekly x 6.6 pay periods (07/01/2024-09/30/2024) x 1.00 FTE = \$23,590			\$23,590			\$23,590
\$3,562.90 bi-weekly x 5.2 pay periods (10/01/2023-12/12/2023) x 1.00 FTE = \$18,527	\$18,527					\$18,527
\$3,562.90 bi-weekly x 1.8 pay periods (12/13/2023-01/05/2024) x 1.00 FTE = \$6,413	\$6,413					\$6,413
\$3,643.07 bi-weekly x 12.5 pay periods (01/06/2024-06/30/2024) x 1.00 FTE = \$45,538	\$45,538					\$45,538
\$3,643.07 bi-weekly x 11.5 pay periods (01/22/2024-06/30/2024) x 1.00 FTE = \$41,895	\$41,895					\$41,895
\$3,643.07 bi-weekly x 8.3 pay periods (03/06/2024-06/30/2024) x 0.50 FTE = \$15,119	\$15,119					\$15,119
\$3,752.36 bi-weekly x 6.6 pay periods (07/01/2024-06/30/2024) x 2.50 FTE = \$61,914			\$61,914			\$61,914
\$3,741.25 bi-weekly x 7 pay periods (10/01/2023-01/05/2024) x 2.50 FTE = \$65,472	\$13,095	\$13,094			\$39,283	\$65,472
\$3,741.25 bi-weekly x 1.8 pay periods (12/13/2023-01/05/2024) x 1.00 FTE = \$6,734	\$6,734					\$6,734
\$3,825.43 bi-weekly x 12.5 pay periods (01/06/2024-06/30/2024) x 3.50 FTE = \$167,363	\$66,945	\$23,909	\$76,509			\$167,363
\$3,940.19 bi-weekly x 6.6 pay periods (07/01/2024-09/30/2024) x 3.50 FTE = \$91,018			\$78,015	\$13,003		\$91,018
Bi-lingual Pay \$60 bi-weekly x 26.1 pay periods (10/01/2023-09/30/2024) x 5.50 FTE = \$8,613	\$4,521	\$840	\$2,982	\$270		\$8,613



Grant Subaward Budget Pages
Multiple Fund Sources

Subrecipient: San Francisco, City & County			Grant Subaward #:VW23 42 0380			
A. Personnel Costs - Line-item description and calculation	22 VOCA	22 VOCA Match	23 VOCA	23 VOCA Match	23 VWA0	Total Amount Allocated
8129 Victim/Witness Investigator 1 - Advocate (1.00 FTE) - MVA staff \$3,741.25 bi-weekly x 7 pay periods (10/01/2023-01/05/2024) x 1.00 FTE = \$26,189 \$3,825.43 bi-weekly x 12.5 pay periods (01/06/2024-06/30/2024) x 1.00 FTE = \$47,818 \$3,940.19 bi-weekly x 6.6 pay periods (07/01/2024-09/30/2024) x 1.00 FTE = \$26,005 <u>BENEFITS:</u> 8131 Victim/Witness Investigator 2 - Advocate 41.33% x \$330,784 = \$136,713 Benefits include Social Security/Medicare, Medical/Dental, Retirement, Long Term Disability, Unemployment, Life Insurance 8129 Victim/Witness Investigator 1 - Advocate 42.30% x \$767,657 = \$324,719 Benefits include Social Security/Medicare, Medical/Dental, Retirement, Long Term Disability, Unemployment, Life Insurance 8129 Victim/Witness Investigator 1 - Advocate (1.00 FTE) - MVA staff 38.96% x \$100,012 = \$38,965, only charaina arant \$38,965 38,961 Benefits include Social Security/Medicare, Medical/Dental, Retirement, Long Term Disability, Unemployment, Life Insurance	\$25,048		\$1,141			\$26,189
			\$40,122		\$7,696	\$47,818
			\$26,005			\$26,005
	\$34,044	\$11,877	\$45,436	\$33,479	\$11,877	\$136,713
	\$141,311	\$34,492	\$112,296	\$12,538	\$24,082	\$324,719
	\$9,761		\$26,203		\$2,997	\$38,961
Personnel Costs Fund Source Totals	\$626,610	\$156,653	\$626,611	\$156,653	\$132,319	\$1,698,846
PERSONNEL COSTS CATEGORY TOTAL						\$1,698,846

39 ✓
39 ✓
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39 ✓

Victim/Witness Investigator Advocates exclusively perform direct services to victims and their families. See budget narrative. 39



Grant Subaward Budget Pages
Multiple Fund Sources

Subrecipient: San Francisco, City & County			Grant Subaward #:VW23 42 0380			
B. Operating Costs - Line-item description and calculation	22 VOCA	22 VOCA Match	23 VOCA	23 VOCA Match	23 VWA0	Total Amount Allocated
none requested						
Operating Costs Fund Source Totals						
OPERATING COSTS CATEGORY TOTAL						



Grant Subaward Budget Pages
Multiple Fund Sources

Subrecipient: San Francisco, City & County			Grant Subaward #:VW23 42 0380			
C. Equipment Costs - Line-item description and calculation	22 VOCA	22 VOCA Match	23 VOCA	23 VOCA Match	23 VWA0	Total Amount Allocated
none requested						
Equipment Costs Fund Source Totals						
EQUIPMENT COSTS CATEGORY TOTAL						

Grant Subaward Totals - Totals must match the Grant Subaward Face Sheet	22 VOCA	22 VOCA Match	23 VOCA	23 VOCA Match	23 VWA0	Total Project Cost
Fund Source Totals	\$626,610	\$156,653	\$626,611	\$156,653	\$132,319	\$1,698,846

✓ ✓ ✓ ✓ ✓

✓
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Budget Summary Report

VW23 Victim/Witness Assistance Program

Subaward#: VW23 42 0380

San Francisco, City & County

Subaward Period: 10/01/23 - 09/30/24

Victim/Witness Assistance Program

Latest Request:

A Personnel Services - Salaries/Employee Benefits

<u>F/S/L</u>	<u>Funding Source</u>	<u>Budget Amount</u>	<u>Paid/Expended</u>	<u>Balance</u>	<u>Pending</u>	<u>Pending Balance</u>
F	22VOCA	626,610	0	626,610	0	626,610
L	22VOCA	156,653	0	156,653	0	156,653
F	23VOCA	626,611	0	626,611	0	626,611
L	23VOCA	156,653	0	156,653	0	156,653
S	23VWA0	132,319	0	132,319	0	132,319
Total A Personnel Services - Salaries/Employee Benefits		1,698,846	0	1,698,846	0	1,698,846

B. Operating Expenses

<u>F/S/L</u>	<u>Funding Source</u>	<u>Budget Amount</u>	<u>Paid/Expended</u>	<u>Balance</u>	<u>Pending</u>	<u>Pending Balance</u>
F	22VOCA	0	0	0	0	0
L	22VOCA	0	0	0	0	0
F	23VOCA	0	0	0	0	0
L	23VOCA	0	0	0	0	0
S	23VWA0	0	0	0	0	0
Total B. Operating Expenses		0	0	0	0	0

C. Equipment

<u>F/S/L</u>	<u>Funding Source</u>	<u>Budget Amount</u>	<u>Paid/Expended</u>	<u>Balance</u>	<u>Pending</u>	<u>Pending Balance</u>
F	22VOCA	0	0	0	0	0
L	22VOCA	0	0	0	0	0
F	23VOCA	0	0	0	0	0
L	23VOCA	0	0	0	0	0
S	23VWA0	0	0	0	0	0
Total C. Equipment		0	0	0	0	0

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

Budget Summary Report

VW23 Victim/Witness Assistance Program

San Francisco, City & County

Victim/Witness Assistance Program

Subaward#: VW23 42 0380

Subaward Period: 10/01/23 - 09/30/24

Latest Request:

Budget Summary Report

VW23 Victim/Witness Assistance Program	Subaward#: VW23 42 0380
San Francisco, City & County	Subaward Period: 10/01/23 - 09/30/24
Victim/Witness Assistance Program	Latest Request:

	<u>Budget Amount</u>	<u>Paid/Expended</u>	<u>Balance</u>	<u>Pending</u>	<u>Pending Balance</u>
Total Local Match:	313,306	0	0	0	313,306
Total Funded:	1,385,540	0	1,385,540	0	1,385,540
Total Project Cost:	1,698,846	0	1,698,846	0	1,698,846



Grant Subaward Budget Narrative

Grant Subaward #: VW23 42 0380

Subrecipient: City & County of San Francisco

A. Personnel Costs – salaries and employee benefits \$1,698,846

There are twelve individuals assigned to the Victim Witness Assistance Program for a project total of 12.0 FTE and \$1,198,453 total salaries.

Personnel assigned include the following job classifications:

- 3 Victim/Witness Investigator II – Advocate (8131)
- 8 Victim/Witness Investigator I – Advocate (8129)
- 1 Victim/Witness Investigator I – Advocate (8129) – MVA staff

Victim/Witness Investigator II – Advocate (8131) – Advocates in this job class serve as team lead advocates. They possess advanced experience, training, and skills in direct advocacy work. They lead a team of advocates within a unit of one crime type (e.g., domestic violence, child abuse/sexual assault, homicide) and participate in mentoring/leadership activities with fellow advocates within that unit, in addition to providing direct services to a caseload of victims.

Victim/Witness Investigator I – Advocate (8129) – Advocates in this job class solely provide direct services to victims and/or their families, including all those components mentioned in the program narrative section.



Grant Subaward Budget Narrative

Grant Subaward #: VW23 42 0380

Subrecipient: City & County of San Francisco

Victim/Witness Investigator I – Advocate (8129) – MVA staff – Advocate assigned to this job duty typically has a clinical background in social work/psychology. They are specifically trained to manage Crisis Response, field responses. Coordinate VSD response protocols with surrounding city departments, agencies, and counties. Moreover, they ensure the VSD advocate staff are trained on response protocol and prepared should their team be called to respond to a mass casualty event.

Standard fringe benefits are allocated to the grant and include social security, Medicare, retirement, state unemployment compensation insurance, long-term disability, life insurance, dependent coverage, and health and dental coverage for a total fringe cost of \$500,393.

B. Operating Expenses

None requested.

C. Equipment

None requested.



Grant Subaward Programmatic Narrative

Grant Subaward #: VW23 42 0380

Subrecipient: City & County of San Francisco

1. Background Information/programmatic description

For more than 38 years, the Victim Services Division (VSD) of the San Francisco District Attorney's Office (SFDA) has served victims/survivors of all types of violent crimes, independent of whether the crime is charged or not. VSD's mission is to provide trauma-informed, victim-centered services to victims/survivors and their families in the aftermath of a crime, striving to make their experience with the criminal justice system as humane and as accessible as possible.

The operating structure of VSD is aligned in such a way to best respond to victims and their families in the City and County of San Francisco that is both culturally and linguistically diverse. Victim advocates are organized under different units by crime types: general felony, misdemeanor, domestic violence, child and sexual abuse, trafficking, elderly and dependent adult, and homicide. There is also a community team whose advocates are native to and respond specifically to five neighborhoods that are undeserved and highly impacted by violent crime, and that require targeted outreach efforts.

In the year 2022, VSD served 9028 victims of crime, of which 25% are White, 25% are Latino/a/x, 19% are Black/African Americans, and 16% are Asian.

Working with this diverse population in a cultural humility framework, VSD advocates comes from a variety of ethnic/racial background, and speak



Grant Subaward Programmatic Narrative

Grant Subaward #: VW23 42 0380

Subrecipient: City & County of San Francisco

languages such as Spanish, Cantonese, Mandarin, Hindi, and can leverage other language competencies from within the larger District Attorney's office if needed.

VSD would also utilize language lines with both audio and video functions to respect the victims' language preference and enhance engagement.

As the COVID-19 pandemic receded and social distancing restriction relaxed, VSD has shifted back to providing in-person services. The victim lounges at both the Hall of Justice and the main office are open for meeting with victims and their families, and in-person court support for hearings and trials has also been fully restored.

2. Programmatic Components

VSD provides comprehensive services to victims of all types of crime. Our goal is to support victims in mitigating the trauma due to the crime, help them navigate the criminal justice system, and rebuild their lives. We are achieving this goal through our dedicated team of advocates, compensation claims specialists, restitution specialist, and mass casualty response staff. VSD works in tandem with the prosecution teams within the District Attorney's Office to seek justice for victims while ensuring public safety for the City and County of San Francisco. The following is a detailed description of VSD's service components.

a. Crisis intervention



Grant Subaward Programmatic Narrative

Grant Subaward #: VW23 42 0380

Subrecipient: City & County of San Francisco

VSD receives referrals from law enforcement agencies, assistant district attorneys, partner agencies from the community, or victims themselves. Once referrals are received, a case advocate is assigned, and this advocate will reach out within 24 hours (business days) and will reach out with an email and/or letter by mail if contact cannot be made. At the time of initial contact, the advocate will assess what the victim's needs are, provide crisis counseling, and link him/her to appropriate services locally. If a victim presents to VSD's office in-person for the first time, an advocate will meet with this victim on the spot to assess his/her needs and provide any support and linkages needed based on the assessment. VSD partners with 24-hour crisis service providers for mental health, suicide prevention, and in situations that may be too acute due to physical safety, VSD may leverage law enforcement partners for an emergency response.

b. Emergency Assistance

VSD provides emergency assistance such as temporary housing, food, clothing, transportation, and access to medical/mental health services by using internal funds, including the use of cash, to meet the immediate needs of victims and their families in crisis.

c. Direct Counseling



Grant Subaward Programmatic Narrative

Grant Subaward #: VW23 42 0380

Subrecipient: City & County of San Francisco

VSD advocates are available in-person and/or telephone contact to victims during business hours. They provide emotional support via empathic listening and connecting them to the appropriate community resources for further professional support when needed. They will check in with victims on their progress on an ongoing basis and develop and/or adjust safety plans as the need arises.

d. California Victim Compensation Board

Advocates inform all victims of the availability of compensation benefits through the California Victim Compensation Board upon first contact. They would advise victims on eligibility criteria and assist them in completing applications and understanding the compensation process. Since there is a Claims Unit housed within the Victim Services Division, advocates would always be working in tandem with the claims specialists on making sure applications are complete, that necessary paperwork are gathered to support the claim, and that any missing documentations are followed up on with the victims to minimize delays in the whole process. Application status will be monitored by the advocates and any updates will be communicated to the victims promptly.

e. Property Return

Assistance is provided to victims and/or their family by advocates in securing personal property that was stolen and later recovered or used as evidence by



Grant Subaward Programmatic Narrative

Grant Subaward #: VW23 42 0380

Subrecipient: City & County of San Francisco

the criminal justice system. If the property cannot be returned, the advocates will assist them in finding out the reasons and providing an explanation.

f. Orientation to the Criminal Justice System

Victims are provided with information on the location, procedures, and functions of the criminal justice system. If in-person, they receive a packet that contains an overview of the criminal justice system, Marsy's Rights, CalVCB compensation benefits, and a list of resources and referrals during initial contact in their preferred language. This packet can also be mailed or emailed to them at no cost to them if they so choose. Because the criminal can be overwhelming and difficult to comprehend, VSD advocates would be supporting the victims and their family members by explaining legal terminologies to ensure the court process is as humane and understandable as possible in their preferred language.

g. Court Escort

Advocates provide accompaniment to victims and family members to all in-person court proceedings, starting with arraignment, preliminary hearings, pre-trial hearings, jury selection, trial, restitution hearings, sentencing and restraining order hearings. Victims are notified and updated on case status and if they choose to attend, advocates will greet them at the courthouse and escort them to the



Grant Subaward Programmatic Narrative

Grant Subaward #: VW23 42 0380

Subrecipient: City & County of San Francisco

courtroom. For an extended and/or unforeseen waiting time, VSD has a lounge area for victims to be comfortable, relaxed, and away from the courtroom.

h. Presentation and Training for criminal justice agencies

VSD conducts regular presentations and trainings regarding victim services to criminal justice agencies, community-based partners, and educational agencies throughout the year. These presentations and trainings highlight the available services that VSD provides to victims as well as rights that VSD upholds for victims.

i. Public Presentations and Publicity

VSD participates and hosts many public awareness events throughout the year to promote victim services and to raise awareness of VSD's presence in the various communities within San Francisco. Annual events and activities include Human Trafficking Awareness month in January, National Crime Victims' Rights Week in April, Elder Abuse Awareness Month in June, National Night Out in August, Domestic Violence Awareness month in October, as well as Sunday Streets in five San Francisco neighborhoods. In addition, we present to community-based organizations, local groups and associations, and schools, all with the purpose of increasing public awareness about victim services and broadening visibility of VSD in underserved communities. The SFDA's Office has an active presence in



Grant Subaward Programmatic Narrative

Grant Subaward #: VW23 42 0380

Subrecipient: City & County of San Francisco

social media platforms such as Instagram and Facebook and would post VSD events to widen the reach to communities.

j. Case Status

Advocates advise victims of the progress and outcome of their cases on a regular basis by phone, text message, email, and in-person. Victims have a choice as to how often they are notified of the progress of their cases. The District Attorney and Chief of VSD would also meet in-person with family members of homicide victims accompanied by their advocates for charging and declination of cases.

k. Family/Friend/Employer Notification

Upon receiving the request or consent from victims, VSD advocates would notify relatives and friends of the occurrence of a crime and the victim's condition due to the crime. They would also contact next of kin, relatives, or friends of victims within 24 hours on homicide cases.

l. Employer Notification/Intervention

With the consent of victims and on an as-needed basis, advocates notify the victim's employer(s) that their employee was a victim of a crime and would advocate on behalf of the victim for minimal loss of pay or benefits due to the victimization and/or participation in the criminal justice system, such as attending hearings/trial and testifying in court.



Grant Subaward Programmatic Narrative

Grant Subaward #: VW23 42 0380

Subrecipient: City & County of San Francisco

m. Restitution

Victims are assigned an advocate to receive a full range of services, and not just for restitution recovery. VSD's restitution specialist works alongside the advocate to determine economic loss, to assist with restitution filings through CalVCB, and to provide the probation department, district attorney, and the court with relevant information regarding the loss prior to the sentencing hearing.

n. Optional Services

In addition to the mandatory services detailed above, advocates assist with the following : notifying their assigned victims of cancellations or continuances for calendared court appearances, assisting family members of a deceased victim with funeral and burial arrangements, providing crime prevention information or best practices, arranging for law enforcement protection when testifying in cases where the victim's safety is of concern, assisting in applying for temporary restraining order, arranging transportation to and from court for testifying purposes, and providing a lounge area designated for victims only when they attend court, separate from defendants and others.

o. Volunteers

VSD recruits volunteers through our division's internship program. We currently support and train five interns for a 9-month internship and an additional three



Grant Subaward Programmatic Narrative

Grant Subaward #: VW23 42 0380

Subrecipient: City & County of San Francisco

interns for a 3-month summer internship. Interns assist with documentation preparation, shadow court proceedings, assist with VSD special projects and attend community events to promote Victim Services throughout the San Francisco community.

p. Mass Victimization Response Plan

All advocates in VSD will play a role in the Mass Victimization response plan. However, we specifically have 1 FTE advocate dedicated to the coordination of our Mass Victimization response. This individual ensures that training is completed for responders, regular meets occur with surrounding counties, and the advocate attends city emergency management meetings. VSD currently has a three-tiered advocate response system in place and MOU signed with nine surrounding counties. Our Chief, Deputy Chief and Critical Incident Supervisor oversee the work of the mass victimization response advocate and all three of completed the CCVAA Mass Casualty response training as recently as April 2023.



Operational Agreement Summary

Grant Subaward #: VW23 42 0380

Subrecipient: SAN FRANCISCO, CITY & COUNTY

Participating Agency/Organization/Individual	Date Signed	Time Frame of OA
1. GLIDE	03/08/2021	04/01/21 to 03/31/24
2. DPT ON STATUS OF WOMEN	05/31/2021	05/31/21 to 06/01/24
3. GRIMMIE	04/01/2022	04/01/22 to 07/31/25
4. SAMOAN COMMUNITY DEVELOPMENT CENTER	02/02/2023	02/02/23 to 01/31/26
5. WOMEN'S BUILDING	02/08/2023	02/08/23 to 01/31/26
6. ADULT PROTECTION SERVICES	12/22/2022	12/22/22 to 12/31/27
7. NEWCOMERS HEALTH	09/29/2022	09/29/22 to 09/25/27
8. MADD OA	11/15/2022	11/01/20 to 10/31/25
9. CASARC	05/11/2022	06/01/22 to 06/01/25
10. VSD SAFE SOUND OA	06/30/2022	06/30/22 to 06/30/25
11. CENTRO LATINO DE SF OA	05/10/2023	05/01/23 to 04/30/25
12. BAY AREA LEGAL AID	11/16/2022	09/22/22 to 09/22/25
13. CHINATOWN COMMUNITY DEVELOPMENT	12/15/2022	01/01/23 to 12/31/25
14. BALANCE OA	12/20/2022	11/01/22 to 10/31/25
15. SF LTC OMBUDSMAN PROGRAM OA	12/20/2022	01/01/23 to 12/31/25
16. IOA ELDER ABUSE PREVENTION PROGRAM OA	01/04/2023	01/01/23 to 12/31/25
17. COMMUNITY YOUTH CENTER OA	01/12/2023	01/01/23 to 12/31/25
18. LARKIN STREET AND HUCKLEBERRY OA	04/01/2021	04/01/21 to 03/31/24
19. TAHIRIH JUSTICE CENTER	11/22/2022	11/22/22 to 11/22/24
20. RAFIKI COALITION	02/08/2023	02/08/23 to 01/31/27



Operational Agreement Summary

Grant Subaward #: VW23 42 0380

Subrecipient: SAN FRANCISCO, CITY & COUNTY

Participating Agency/Organization/Individual	Date Signed	Time Frame of OA	
1. NICOS CHINESE HEALTH COALITION	02/14/2023	02/14/23	to 02/29/28
2. SALT PACIFIC ISLANDER ASSOCIATION	04/07/2023	04/07/23	to 03/31/28
3. BLACK WOMEN REVOLT	04/10/2023	04/10/23	to 04/10/28
4. RAMS	06/06/2023	06/06/23	to 03/31/28
5. SF POLICE DEPARTMENT-SVU	03/01/2022	03/01/22	to 03/01/25
6. SF RAPE TREATMENT CENTER	03/04/2021	04/01/21	to 03/31/24
7. SF SUICIDE PREVENTION	04/01/2021	04/01/21	to 03/31/24
8. SFDPH CRISIS RESPONSE TEAM	02/15/2023	02/15/23	to 03/31/26
9. LA CASA DE LAS MADRES	10/06/2020	01/01/21	to 12/31/23
10. US ATTORNEY VICTIM WITNESS	10/26/2020	01/01/21	to 12/31/23
11. BERNAL HEIGHTS NEIGHBORHOOD	10/01/2020	01/01/21	to 12/31/23
12. SF WAR	02/11/2021	01/01/21	to 12/31/23
13. MNC HEALTHY AGING DISABILITY	04/21/2021	01/01/21	to 12/31/23
14. SF SAFE	02/16/2021	04/01/21	to 03/31/24
15. COMM AGAINST VIOLENCE (CUAV)	02/17/2021	03/01/21	to 02/29/24
16. CHINES NEWCOMERS SERVICE CNTR	04/08/2021	03/01/21	to 02/29/24
17. THE WRAPAROUND PROJECT	02/21/2021	04/01/21	to 03/31/24
18. SF ADULT PROBATION DPT	02/18/2021	04/01/21	to 03/31/24
19. _____			to _____
20. _____			to _____



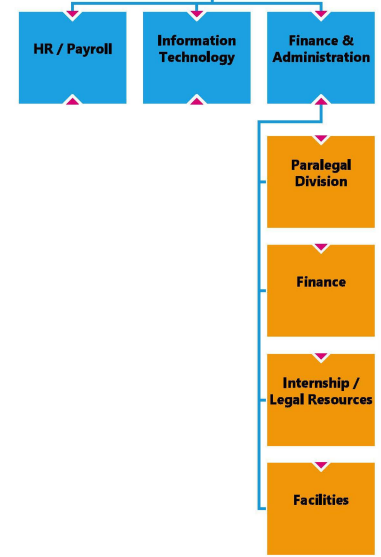
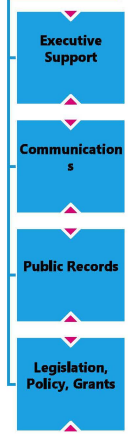
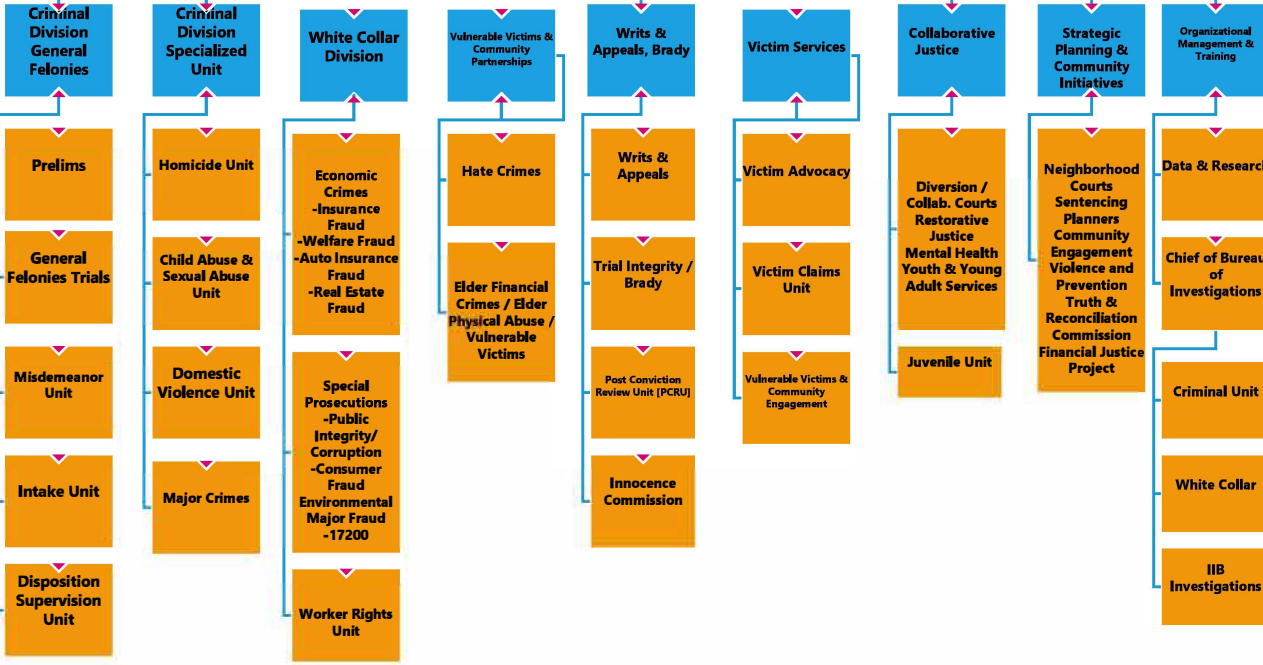
San Francisco District Attorney

Chief Assistant District Attorney

Chief of Communications & Policy

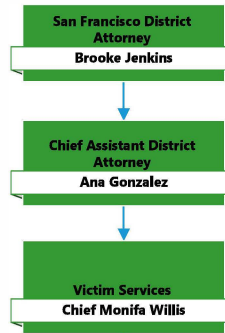
Support Services Department Chief of Administration & Finance

Independent Investigations Bureau





SFDA Victim Services



- Heidy Carlson
- Imani Carter
- Ferdinand Laxamana
- DeeDee Tyson
- Tiffany Roduit



- Kevin Lee
- Amy Prado
Property Advocate U-
Visa
- Isaac Baron



- Gerlanda Gelin
Property Advocate
- Jodee Brown
Property Advocate
- Tierra Lemmon
Mass Casualty



- Jovan Thomas
- Ariel Edwards
Vision 0
- Ruben Marquez



- Cindy Pelayo
- Gabriela Bayol



- Alma Garcia
CASA
- Carolina Arteaga
- Monica Carrillo Rivas
YGC
- Diane Gonzalez
U-Visa

- Wesley Chu
- Oscar Gonzales



- Gerald Santamaria
Mission/Excelsior
Cred Messenger
- Courtney Agnes
TL



- Steven Ocasio
- Megan Cheng
Trainees



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

Subrecipient: San Francisco, City & County	UEI # JZ9BSV3GSJ54	FIPS #: 075-00000
Grant Disaster/Program Title: Victim Witness Assistance Program		
Performance Period: 10/01/23	to 09/30/24	Subaward Amount Requested: \$ 1,385,540
Type of Non-Federal Entity (Check Applicable Box)	<input type="checkbox"/> State Govt <input checked="" type="checkbox"/> Local Govt <input type="checkbox"/> JPA <input type="checkbox"/> Non-Profit <input type="checkbox"/> Tribe	

Per Title 2 CFR § 200.332, Cal OES is required to evaluate the risk of noncompliance with federal statutes, regulations and grant terms and conditions posed by each subrecipient of pass-through funding. This assessment is made in order to determine and provide an appropriate level of technical assistance, training, and grant oversight to subrecipients for the award referenced above.

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

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

Assessment Factors	Response
1. How many years of experience does your current grant manager have managing grants?	>5 years
2. How many years of experience does your current bookkeeper/accounting staff have managing grants?	>5 years
3. How many grants does your organization currently receive?	>10 grant
4. What is the approximate total dollar amount of all grants your organization receives?	\$ 16,425,930
5. Are individual staff members assigned to work on multiple grants?	Yes
6. Do you use timesheets to track the time staff spend working on specific activities/projects?	Yes
7. How often does your organization have a financial audit?	Annually
8. Has your organization received any audit findings in the last three years?	No
9. Do you have a written plan to charge costs to grants?	Yes
10. Do you have written procurement policies?	Yes
11. Do you get multiple quotes or bids when buying items or services?	Always
12. How many years do you maintain receipts, deposits, cancelled checks, invoices?	>5 years
13. Do you have procedures to monitor grant funds passed through to other entities?	Yes

Certification: This is to certify that, to the best of our knowledge and belief, the data furnished above is accurate, complete and current.

Signature: (Authorized Agent) 	Date: 06/12/23
Print Name and Title: Brooke Jenkins, District Attorney	Phone Number: 628-652-4012

Cal OES Staff Only: SUBAWARD # VW23 42 0380



Grant Subaward Service Area Information

Grant Subaward #: VW23 42 0380

Subrecipient: San Francisco, City & County

1. County or Counties Served:
City and County of San Francisco

County where principal office is located: San Francisco

2. U.S. Congressional District(s) Served:
US Congressional District 12 and a portion of District 14

U.S. Congressional District where principal office is located: California's 12th District

3. State Assembly District(s) Served:
State Assembly Districts 17 and 19

State Assembly District where principal office is located: State Assembly District 17

4. State Senate District(s) Served:
Senate District 11

State Senate District where principal office is located: Senate District 11

5. Population of Service Area: 873,965