

File No. 130091

Committee Item No. 1

Board Item No. 20

## COMMITTEE/BOARD OF SUPERVISORS

### AGENDA PACKET CONTENTS LIST

Committee: Budget and Finance Committee

Date 02/13/2013

Board of Supervisors Meeting

Date FEBRUARY 26, 2013

#### Cmte Board

- |                                     |                                     |  |
|-------------------------------------|-------------------------------------|--|
| <input type="checkbox"/>            | <input type="checkbox"/>            | Motion                                       |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Resolution                                   |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Ordinance                                    |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Legislative Digest                           |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Budget and Legislative Analyst Report        |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Legislative Analyst Report                   |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Youth Commission Report                      |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Introduction Form (for hearings)             |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Department/Agency Cover Letter and/or Report |
| <input type="checkbox"/>            | <input type="checkbox"/>            | MOU  |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Grant Information Form                       |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Grant Budget                                 |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Subcontract Budget                           |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Contract/Agreement                           |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Form 126 – Ethics Commission                 |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Award Letter                                 |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Application                                  |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Public Correspondence                        |

#### OTHER

(Use back side if additional space is needed)

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Completed by: Victor Young

Date February 8, 2013

Completed by: Victor Young

Date 2-15-13

1 [Accept and Expend Grant - Anti-Human Trafficking Task Force Program - \$200,000]

2  
3 **Resolution authorizing the Police Department to retroactively accept and expend a**  
4 **grant in the amount of \$200,000 from the California Emergency Management Agency**  
5 **for the Anti-Human Trafficking Task Force Program for the period of October 1, 2012,**  
6 **through September 30, 2013.**

7  
8 WHEREAS, The San Francisco Police Department applied for and was awarded  
9 \$200,000 in funding from the California Emergency Management Agency for the Anti-Human  
10 Trafficking Task Force (HF) Program; and

11 WHEREAS, The purpose of the grant is to support enforcement activities to expand our  
12 existing multi-disciplinary task forces to improve both the law enforcement response to all  
13 elements of human trafficking and the coordination between disciplines to ensure that a  
14 comprehensive continuum of care is provided to the victims of human trafficking; and

15 WHEREAS, The award period is from October 1, 2012 through September 30, 2013;  
16 and

17 WHEREAS, The grant does not include any provision for indirect costs; and

18 WHEREAS, The San Francisco Police Department is seeking retroactive approval  
19 because it did not receive the grant award until December 6, 2012; and

20 WHEREAS, This grant does not create any new positions, and will not require an  
21 amendment to the Annual Salary Ordinance; now, therefore, be it

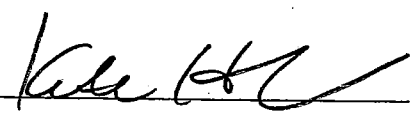
22 **RESOLVED, That the San Francisco Police Department is authorized to retroactively**  
23 **accept and expend a grant from the California Emergency Management Agency in the**  
24 **amount of \$200,000; and be it**

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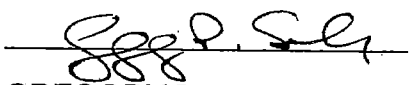
FURTHER RESOLVED, That the Chief of Police, or his designee, is authorized to enter into the agreement on behalf of the City and County of San Francisco.

Recommended:

Approved:

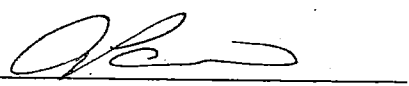


EDWIN M. LEE, Mayor



GREGORY P. SUHR, Chief of Police

Approved:



<sup>Per</sup> BEN ROSENFELD, Controller

**TO:** Angela Calvillo, Clerk of the Board of Supervisors  
**FROM:** San Francisco Police Department  
**DATE:** December 21, 2012  
**SUBJECT:** Accept and Expend Resolution for Subject Grant  
**GRANT TITLE:** ANTI-HUMAN TRAFFICKING TASK FORCE (HF)  
PROGRAM

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Attached please find the original and 4 copies 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) – Operational Agreements
- Other (Explain):

**Special Timeline Requirements:**

**Departmental representative to receive a copy of the adopted resolution:**

Name: Dana Lang Phone: 415-553-1120

Interoffice Mail Address: SFPD Fiscal Division, Hall of Justice,  
850 Bryant Street, #555, SF, CA 94103

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).

**File Number:** \_\_\_\_\_  
(Provided by Clerk of Board of Supervisors)

**Grant Resolution Information Form**  
(Effective July 2011)

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

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

- 1. Grant Title: Anti-Human Trafficking Task Force (HF) Program
- 2. Department: San Francisco Police Department
- 3. Contact Person: Dana Lang Telephone: 415-553-1120

- 4. Grant Approval Status (check one):  
 Approved by funding agency  Not yet approved

5. Amount of Grant Funding Approved or Applied for: \$200,000

- 6a. Matching Funds Required: \$0
- b. Source(s) of matching funds (if applicable):

- 7a. Grant Source Agency: California Emergency Management Agency
- b. Grant Pass-Through Agency (if applicable):

8. Proposed Grant Project Summary: The purpose of the grant is to support enforcement activities to expand our existing multi-disciplinary task forces to improve both the law enforcement response to all elements of human trafficking and the coordination between disciplines to ensure that a comprehensive continuum of care is provided to the victims of human trafficking.

- 9. Grant Project Schedule, as allowed in approval documents, or as proposed:  
Start-Date: October 1, 2012 End-Date: September 30, 2013

- 10a. Amount budgeted for contractual services: \$49,999
- 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? N/A

- 11a. Does the budget include indirect costs?  Yes  No

- b1. If yes, how much? \$
- b2. How was the amount calculated?
- c1. If no, why are indirect costs not included?  
 Not allowed by granting agency

To maximize use of grant funds on direct services

Other (please explain):

c2. If no indirect costs are included, what would have been the indirect costs? \$1,000

12. Any other significant grant requirements or comments: No

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

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

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Existing Site(s)      | <input type="checkbox"/> Existing Structure(s)      | <input checked="" type="checkbox"/> Existing Program(s) or Service(s) |
| <input type="checkbox"/> Rehabilitated Site(s) | <input type="checkbox"/> Rehabilitated Structure(s) | <input type="checkbox"/> New Program(s) or Service(s)                 |
| <input type="checkbox"/> New Site(s)           | <input type="checkbox"/> New Structure(s)           |   |

14. The Departmental ADA Coordinator or the Mayor's Office on Disability have reviewed the proposal and concluded that the project as proposed will be in compliance with the Americans with Disabilities Act and all other Federal, State and local disability rights laws and regulations and will allow the full inclusion of persons with disabilities. These requirements include, but are not limited to:

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

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

Comments:

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

Penny Si  
(Name)

Departmental ADA Coordinator  
(Title)

Date Reviewed: Dec. 12, 2012

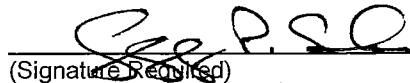
  
(Signature Required)

Department Head or Designee Approval of Grant Information Form:

Gregory P. Suhr  
(Name)

Chief of Police  
(Title)

Date Reviewed: 12/18/12

  
(Signature Required)

BUDGET CATEGORY AND LINE ITEM DETAIL

Adc

Grant Recipient: San Francisco Police Department	Grant Number: <i>HF 12010380</i>
A. Personal Services – Salaries/Employee Benefits	TAE COST II
1. Overtime for Outreach & Operations:	
a. Overtime for Outreach:	
18 hours per month x 12 months @ \$99.5063/hour	\$21,493
Fringes @1.7% (Medicare & Unemployment)	\$366
b. Overtime for Operations:	
474 hours @ \$93.34/hour	\$44,243
Fringes @1.7% (Medicare & Unemployment)	\$752
2. Salary & Fringes for Human Trafficking Investigator:	
Salary - 0.5 FTE x \$118,898/year	\$59,449
Fringes @ 34.82% (Health, Dental, Social Security, Unemployment, Retirement and Premium)	\$20,700
PERSONAL SECTION TOTAL	\$147,003

*Kell*

**BUDGET CATEGORY AND LINE ITEM DETAIL**

Grant Recipient:		Grant Number: <b>HF12010380</b>
<b>B. Operating Expenses</b>		<b>JAC COST //</b>
<b>1. Printing</b>		<del>299</del> \$2,997
<b>2. Contract with Non-Governmental Organization (APILO)</b>		
Project Coordinator (0.1 FTE * 22.12 * 200 hrs/yr)		\$4,424
Case Mgmt Coordinator (0.21 FTE * 21/hr * 420 hrs)		\$8,820
Subtotal, Salaries = \$13,244		
FICA (6.2%)	6.2%	\$821
FICA MEDI (1.45%)	1.45%	\$192
SUI (0.5%)	1.15%	\$152
Workers Comp (0.4%)	0.4%	\$53
Health Services (15.45%)	15.45%	\$2,046
Shelter and Social Services		\$30,000
Insurance		\$1,400
Office expenses		\$2,091
<b>OPERATING SECTION TOTAL</b>		<b>\$52,997</b>



BUDGET CATEGORY AND LINE ITEM DETAIL

100

Grant Recipient:	Grant Number: HF 12 01 0380
C. Equipment	JAG-COST 11
EQUIPMENT SECTION TOTAL	\$0.00
<b>Total Project Cost*</b>	<b>\$200,000</b>
*Same as Block 10G on the Grant Award Face Sheet	

Cal EMA 2-106b (Revised 1/2011) budget pages without match





**CALIFORNIA EMERGENCY MANAGEMENT AGENCY**

**Application Cover Sheet**

**RFA PROCESS**

**ANTI-HUMAN TRAFFICKING TASK FORCE (HF) PROGRAM**

Submitted by:  
City & County of San Francisco – Police Department  
850 Bryant Street, Room 555  
San Francisco, CA 94103  
(415) 553-1120

Cal EMA # \_\_\_\_\_ FIPS# \_\_\_\_\_ CFDA# \_\_\_\_\_ Grant # \_\_\_\_\_

### CALIFORNIA EMERGENCY MANAGEMENT AGENCY GRANT AWARD FACE SHEET (Cal EMA 2-101)

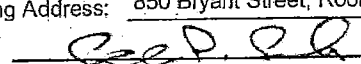
The California Emergency Management Agency, hereafter designated Cal EMA, hereby makes a Grant Award of funds to the following:

- 1. **Grant Recipient:** City and County of San Francisco  
in the amount and for the purpose and duration set forth in this Grant Award.
- 2. **Implementing Agency:** San Francisco Police Department      2a. **Congressional District:** 8th & 12th
- 2b. **State Senate District#:** 3rd & 8th      2c. **State Assembly District#:** 12th & 13th
- 2d. **Location of Project:** San Francisco      2e. **Congressional District(s):** 8th & 12th
- 3. **Disaster/Program Title** SF North Bay Area HF Program FY2012-13      4. **Performance Period** 10/01/2012 to 09/30/2013

Grant Year	Fund Source	A. State	B. Federal	C. Total	D. Cash Match	E. In-Kind Match	F. Total Match	G. Total Project Cost
2011	5. JAG		200,000				\$0	\$200,000
Select	6. Select						\$0	\$0
Select	7. Select						\$0	\$0
Select	8. Select						\$0	\$0
Select	9. Select						\$0	\$0
	10. TOTALS	\$0	\$200,000	\$200,000	\$0	\$0	\$0	100. Total Project Cost: \$200,000

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

12. Federal DUNS Number 120802983      13. Federal Employer ID Number 946000417

14. **Official Authorized to Sign for Applicant/Grant Recipient:**  
 Name: Gregory P. Suhr      Title: Chief of Police  
 Telephone: (415) 553-1551      FAX: (415) 553-1554      Email: Greg.Suhr@sfgov.org  
(area code)      (area code)  
 Payment Mailing Address: 850 Bryant Street, Room 555      City: San Francisco      Zip + 4: 94103-4603  
 Signature:       Date: 10/9/12

[FOR Cal EMA USE ONLY]

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

_____ Cal EMA Fiscal Officer	_____ Date	_____ Cal EMA Secretary(or designee)	_____ Date
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**PROJECT CONTACT INFORMATION**

Recipient City and County of San Francisco Grant Number \_\_\_\_\_

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

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

Name: Denise Flaherty Title: Captain

Telephone #: (415) 553-9826 Fax#: (415) 553-7965 Email Address: Denise.Flaherty@sfgov.org

Address/City/Zip + 4: 850 Bryant Street, Room 500, San Francisco, CA 94103

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

Name: Maureen Gannon Title: Chief Financial Officer

Telephone #: (415) 553-1425 Fax#: (415) 553-1114 Email Address: Maureen.Gannon@sfgov.org

Address/City/Zip + 4: 850 Bryant Street, Room 555, San Francisco, CA 94103

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

Name: Antonio Flores Title: Inspector

Telephone #: (415) 553-9132 Fax#: (415) 553-7965 Email Address: Antonio.Flores@sfgov.org

Address/City/Zip + 4: 850 Bryant Street, Room 500, San Francisco, CA 94103

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

Name: Dana Lang Title: Grants Unit Manager

Telephone #: (415) 553-1120 Fax#: (415) 553-1114 Email Address: Dana.Lang@sfgov.org

Address/City/Zip + 4: 850 Bryant Street, Room 555, San Francisco, CA 94103

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

Name: Gregory P. Suhr Title: Chief of Police

Telephone #: (415) 553-1551 Fax#: (415) 553-1554 Email Address: Greg.Suhr@sfgov.org

Address/City/Zip + 4: 850 Bryant Street, Room 525, San Francisco, CA 94103

6. The **Official Designated** by the Governing Board to enter into the Grant Award Agreement for the city/county or Community-Based Organization, as stated in Block 14 of the Grant Award Face Sheet:

Name: Gregory P. Suhr Title: Chief of Police

Telephone #: (415) 553-1551 Fax#: (415) 553-1554 Email Address: Greg.Suhr@sfgov.org

Address/City/Zip + 4: 850 Bryant Street, Room 525, San Francisco, CA 94103

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

Name: David Chiu Title: President, SF Board of Supervisors

Telephone #: (415) 554-7450 Fax#: (415) 554-7454 Email Address: David.Chiu@sfgov.org

Address/City/Zip + 4: #1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102

# SIGNATURE AUTHORIZATION

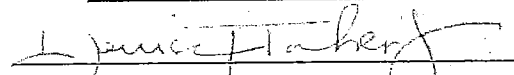
Grant Award #: \_\_\_\_\_

Grant Recipient: City and County of San Francisco

Implementing Agency: San Francisco Police Department

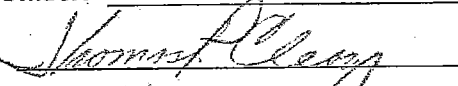
**\*The Project Director and Financial Officer are REQUIRED to sign this form.**

**\*Project Director:** Captain Denise Flaherty

Signature: 

Date: 10-12-12

**\*Financial Officer:** Captain Thomas Cleary

Signature: 

Date: 10/10/12

The following persons are authorized to sign for the  
**Project Director**

Signature

Lieutenant Michelle Jean

Name

Signature

Inspector Antonio Flores

Name

Signature

Sergeant Arlin Vanderbilt

Name

Signature

Name

Signature

Name

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

Signature

Dana Lang

Name

Signature

Li Wu

Name

Signature

Name

Signature

Name

Signature

Name

**CERTIFICATION OF ASSURANCE OF COMPLIANCE**  
**JAG**  
**METHAMPHETAMINE LABORATORY OPERATIONS**

I, Gregory P. Suhr hereby certify that  
(official authorized to sign grant award; same person as Section 14 on Grant Award Face Sheet)

RECIPIENT: City and County of San Francisco

IMPLEMENTING AGENCY: San Francisco Police Department

PROJECT TITLE: SF North Bay Area HF Program FY2012-13

is responsible for reviewing the *Grant Recipient Handbook* and adhering to all of the Grant Award Agreement requirements (state and/or federal) as directed by Cal EMA including, but not limited to, the following areas:

**I. Federal Grant Funds**

Recipients expending \$500,000 or more in federal grant funds annually are required to secure an audit pursuant to OMB Circular A-133 and are allowed to utilize federal grant funds to budget for the audit costs. See Section 8000 of the Recipient Handbook for more detail.

The above named recipient receives \$500,000 or more in federal grant funds annually.

The above named recipient does not receive \$500,000 or more in federal grant funds annually.

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

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

Please provide the following information:

Equal Employment Opportunity Officer: Linda Simon

Title: Equal Employment Opportunity Director

Address: 1 South Van Ness, 4th Floor, San Francisco, CA 94103

Phone: (415) 557-4982

Email: Linda.Simon@sfgov.org

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

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

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

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

**V. Lobbying – (Recipient Handbook Section 2154)**

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

**VI. Debarment and Suspension – (Recipient Handbook Section 2155)**

*(This applies to federally funded grants only.)*

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

**VII. Proof of Authority from City Council/Governing Board**

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

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

**SPECIAL CONDITIONS OF JAG PROJECTS  
METHAMPHETAMINE LABORATORY OPERATIONS**

*This special condition facilitates compliance with the provisions of the National Environmental Policy Act (NEPA) relating to clandestine methamphetamine laboratories, including the seizure and/or removal of clandestine methamphetamine laboratories [hereinafter, "meth lab operations"].*

*The United States Environmental Protection Agency (USEPA) has determined that, "law enforcement responsibilities terminate when the law enforcement official notifies the property*



**owner of record, the state, and the local environmental or public health agencies in writing of a possible site contamination at a clandestine lab."**

**Law enforcement personnel may seize as evidence and remove any bottles, cans, jugs and other containers, as well as contaminated apparatus and chemical samples from a clandestine drug site, however, law enforcement agencies are not responsible for the cleanup/remediation of any rooms, buildings or surrounding environments, including septic systems, rivers, streams or contaminated soils.**

*(Check one of the following four boxes)*

Will not accept the JAG funds for the period of \_\_\_\_\_.

OR

Will accept the JAG funds for the period of 10/1/2012 - 9/30/2013, but will not use them in the seizure or removal of clandestine methamphetamine laboratories.

OR

Will accept the JAG funds for the period of \_\_\_\_\_, and comply with Federal, State, and local environmental, health, and safety laws and regulations applicable to the seizure of clandestine methamphetamine laboratories. Said compliance will include the following mitigation measures:

1. Recipient will provide medical screening of personnel assigned or to be assigned by the recipient to the seizure of clandestine methamphetamine laboratories;
2. Recipient will provide Occupational Safety and Health Administration (OSHA) required initial and refresher training for law enforcement officials and all other personnel assigned to the seizure of clandestine methamphetamine laboratories;
3. Recipient will equip personnel, as determined by their specific duties, with OSHA required protective wear and other required safety equipment;
4. Recipient will notify the Department of Toxic Substances Control (DTSC), and send written notification to the property owner of record, and the local Environmental Management and/or Public Health Department whenever a clandestine methamphetamine laboratory is seized; and
5. Recipient will enter into a written agreement with the local Social Services Department to notify the local Social Services Department whenever a minor is found at a clandestine methamphetamine laboratory site, and, if determined to be necessary, require that qualified personnel be dispatched to the site and, if determined to be necessary:
  - (i) Respond to the minor's health needs that relate to methamphetamine toxicity;
  - (ii) Take the minor into protective custody unless the minor is criminally involved in the clandestine methamphetamine laboratory activities or is subject to arrest/detention for other criminal violations;
  - (iii) Arrange for medical testing for methamphetamine toxicity; and
  - (iv) Arrange for any follow-up medical tests, examinations, or health care made necessary as a result of methamphetamine toxicity.


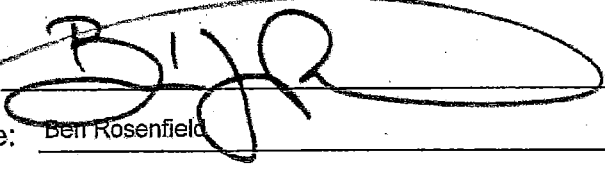
OR

Will accept the JAG funds for the period of \_\_\_\_\_, and comply with Federal, State, and local environmental, health, and safety laws and regulations applicable to the **seizure and/or removal** of clandestine methamphetamine laboratories. Said compliance will include the following mitigation measures:

1. Recipient will provide medical screening of personnel assigned or to be assigned by the recipient to the seizure and/or removal of clandestine methamphetamine laboratories;
2. Recipient will provide Occupational Safety and Health Administration (OSHA) required initial and refresher training for law enforcement officials and all other personnel assigned to the seizure and/or removal of clandestine methamphetamine laboratories;
3. Recipient will equip personnel, as determined by their specific duties, with OSHA required protective wear and other required safety equipment;
4. Recipient will send written notification to the property owner of record, and the local Environmental Management and/or Public Health Department whenever a clandestine methamphetamine laboratory is seized;
5. Recipient will enter into a written agreement with the local Social Services Department to notify the local Social Services Department whenever a minor is found at a clandestine methamphetamine laboratory site, and, if determined to be necessary, require that qualified personnel be dispatched to the site and, if determined to be necessary:
  - (v) Respond to the minor's health needs that relate to methamphetamine toxicity;
  - (vi) Take the minor into protective custody unless the minor is criminally involved in the clandestine methamphetamine laboratory activities or is subject to arrest/detention for other criminal violations;
  - (vii) Arrange for medical testing for methamphetamine toxicity; and
  - (viii) Arrange for any follow-up medical tests, examinations, or health care made necessary as a result of methamphetamine toxicity.
6. Recipient will assign properly trained personnel to prepare a Hazard Assessment and Recognition Plan (HARP) for the clandestine methamphetamine laboratory site;
7. Recipient or DTSC will utilize qualified disposal personnel to remove the chemicals, associated glassware, equipment, and contaminated materials and wastes from the clandestine methamphetamine laboratory site;
8. Recipient or DTSC will dispose of the chemicals, associated glassware, equipment, and contaminated materials and wastes at properly licensed disposal facilities or, when allowable, at properly licensed recycling facilities; and
9. Recipient or DTSC will monitor the records involving the transport, disposal and recycling components of subparagraphs numbered 7 and 8 immediately above in order to ensure proper compliance.

All appropriate documentation must be maintained on file by the project and available for Cal EMA or public scrutiny upon request. Failure to comply with these requirements may result in suspension of payments under the grant or termination of the grant or both and the Recipient may be ineligible for award of any future grants if the Cal EMA determines that any of the following has occurred:

(1) the Recipient has made false certification, or (2) violates the certification by failing to carry out the requirements as noted above.

CERTIFICATION	
<p>I, the official named below, am the same individual authorized to sign the Grant Award Agreement [Section 14 on Grant Award Face Sheet], and hereby swear that I am duly authorized legally to bind the contractor or grant recipient to the above described certification. I am fully aware that this certification, executed on the date and in the county below, is made under penalty of perjury under the laws of the State of California.</p>	
Authorized Official's Signature:	
Authorized Official's Typed Name:	Gregory P. Suhr
Authorized Official's Title:	Chief of Police
Date Executed:	10/9/12
Federal Employer ID #:	946000417
Federal DUNS #	120802983
Current Central Contractor Registration Expiration Date:	1/4/2013
Executed in the City/County of:	San Francisco
<b>AUTHORIZED BY:</b> <i>(not applicable to State agencies)</i>	
<input checked="" type="checkbox"/> City Financial Officer	<input type="checkbox"/> County Financial Officer
<input type="checkbox"/> City Manager	<input type="checkbox"/> County Manager
<input type="checkbox"/> Governing Board Chair	
Signature:	
Typed Name:	Ben Rosenfield
Title:	City Controller

## **Project Narrative**

### **1. Problem Statement**

Human trafficking—the subjugation of human beings for the profit of others—is a grim reality for millions of people throughout the world. This modern day form of slavery is predicated upon the desperation of the world’s poorest people and newfound means of transporting and exploiting victims on a global scale. Human trafficking in the U.S. occurs in a wide variety of modes and contexts including not only forced sex and commercial sexual exploitation of children but also agriculture, domestic servitude, health and elder care, and hair and nail salons.

Of the human trafficking destinations in the United States, California is often targeted by traffickers because of its extensive southern border, major harbors and airports and large immigrant population. San Francisco, in particular, is a major hub and destination for human trafficking. As then San Francisco Mayor Gavin Newsom stated in a January 2010 ceremony marking the launch of the San Francisco Collaborative Against Human Trafficking, “The city is a gateway for immigrants, a tourist destination and a place known for tolerance—all characteristics that feed and camouflage the problem.” According to a February 2005 report authored by the Human Rights Center at the University of California, Berkeley, “California is one of the top four states with the highest numbers of incidences of forced labor.” With three international airports, two major ports, easy access to two international borders, and a large immigrant population, the Bay Area is a major hub of trafficking activity in the United States. Not only do many cases originate in the San Francisco Bay Area, but many individuals who were victimized in other locations report the crimes only after arriving here due to the security afforded by large ethnic communities and the network of culturally competent service providers as well as law enforcement agencies that are comparatively knowledgeable in the identification and investigation of human trafficking crimes.

The scope of human trafficking in the United States has been estimated at 14,500 to 17,500 persons trafficked into the country per year, although any study of trafficking encounters challenges in accuracy and methodology.<sup>1</sup> Because of these challenges, recent research has focused more on areas that can be more reliably measured, such as prosecution, demand reduction, victim services, and detecting and investigating traffickers. The FY 2009 edition of the “Assessment of U.S. Government Efforts to Combat Trafficking in Persons” lists arrest, prosecution and conviction statistics regarding Human Trafficking related ICE investigations. In 2005 ICE conducted 274 investigations, 101 arrests and only 10 convictions. In 2009 there were 566 investigations, 388 arrests and 165 convictions. This indicates that not only have law enforcement efforts increased but that those efforts are producing more arrests and that those cases are being prosecuted more effectively. In other words, these investigations are worth the increased investment in resources.

SFPD and APILO's history of collaboration began in 2004 when our two organizations along with the Office of the United States Attorney of the Northern District of California (USA/NDC) first participated as key stakeholders in the North Bay Anti-Human Trafficking Task Force (NBAHTTF). This project was developed in response to evidence indicating that: 1) trafficking in the United States is a serious and growing problem; 2) the Northern District of California is a major point of entry for trafficking into the US; 3) there is a serious lack of understanding and awareness of the problem of human trafficking among groups, organizations, and law enforcement in the Greater San Francisco Bay Area; and 4) the complex needs of trafficking victims in the North Bay can be best addressed through a coordinated community response to the problem. The NBAHTTF was supported through a grant from the Department of Justice to conduct law

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<sup>1</sup> Ann Jordan, “Fact or Fiction: What Do We Really Know About Human Trafficking?” Center for Human Rights & Humanitarian Law, May 2011.

Applicant: City/County of San Francisco – Police Department Grant Number: \_\_\_\_\_

enforcement operations, strengthen regional coordination of support services, and develop regional protocols for identifying and responding to human trafficking. The NBAHTTF includes the District Attorney's Office, San Francisco Police Department, U.S. Attorney's Office, the FBI, ICE, and other enforcement agencies as well as victim support agencies.

Within a year of the formation of the North Bay Task force, SFPD and APILO participated in the largest and most complex human trafficking case in San Francisco Bay Area history, Operation Gilded Cage. This case involved a major Bay Area sex trafficking operation that preyed on Korean women brought into the country illegally. Dozens of human trafficking victims were identified and provided services. The ringleader of the brothel operation, Anthony Gar Lau, was sentenced to one year in prison and ordered to forfeit \$1 million. At the culmination of this investigation, over fifty brothels, residences and businesses were raided. As successful as this operation was there were lessons to be learned, including the importance of a victim-centered approach, the need for law enforcement first responders to provide their own interpreters, the importance of clarifying roles (L.E. and Services), and the need to understand from the outset the labor intensive nature of these investigations.

Through this history of collaboration and learning we have seen benefits in both the law enforcement and services fields, as collaboration not only ensures client security throughout the many legal processes, but through victim services, clients are educated and empowered to take their cases to the agencies. This increased collaboration has also created more demand for services and investigative resources. Through collaboration we have transitioned from a law enforcement/prosecution oriented approach to a culturally competent and trauma informed victim centered approach to trafficking investigations.

One of the most significant outcomes of Gilded Cage was the decision in 2005 to create the Mayor's Massage Parlor Task Force. This task force was created out of the realization that potentially hundreds of women were being exploited under deplorable conditions with little awareness by law enforcement. These inspections are conducted in a multidisciplinary fashion under the leadership of the Department of Public Health (DPH) which has inspection authority for all massage parlors and any other commercial venue that offers massages. Each inspection operation is conducted with representatives from DPH, SFPD, City Attorney's office, Fire Department, Planning Department and Building Inspections. SFPD's role is to interview employees on the premises in order to assess them for indicators of human trafficking. As part of this process police officers educate the women regarding their rights and provide them with referrals to service providers such as APILO and other Task Force services.

As a result of this program tremendous insights into the circumstances and backgrounds of these women were developed and utilized in investigations and social services. One trend that has developed as a consequence of these local efforts is that SFPD is seeing more and more establishments abandoning their massage permits and changing over to a spa or salon type business model in order to circumvent DPH inspection authority. News reports and anecdotes from colleagues in other jurisdictions also indicate that some businesses are relocating to neighboring jurisdictions with less robust regulatory programs; indicating a greater need for regional collaboration. These factors highlight the need for constant regulatory vigilance but also the importance of monitoring trends in order to adapt law enforcement methods to the reality of constantly evolving criminal tactics.

SFPD is firmly committed to a philosophy of proactive investigations that are relevant to prevalent conditions. To that end, the central theme of our investigative philosophy is increasing access. Traditional police tactics tend to focus on what has

Applicant: City/County of San Francisco –  
Police Department

Grant Number: \_\_\_\_\_

been successful in the past. Hence, law enforcement commonly emphasizes only sex trafficking investigations, especially in massage parlor, Internet and street investigations—all areas where law enforcement already has easy access. This approach is also consistent with our core value of using victim-centered approaches, as these techniques are less likely to put SFPD in the position of arresting potential victims.

SFPD's commitment to victim-centered investigations goes beyond our Anti-Human Trafficking efforts – In October 2011, Police Chief Greg Suhr implemented a radical reorganization of the SFPD Investigations Bureau. Investigative units such as Domestic Violence, Sex Crimes, Child Abuse, Financial Crimes and others that were previously operated in isolation were combined into one 'super unit' called the Special Victims Unit. This decision was based on the understanding that the investigative techniques and 'victimology' of the crimes they covered had far more in common than not. The SVU motto is 'to investigate crimes of abuse, in its various forms, committed against our most vulnerable.' Chief Suhr recognized that Human Trafficking had to be a key focus of the new SVU. In order to make this possible it was necessary to disband the SFPD Vice Crimes Unit (VCU). Vice enforcement responsibilities were shifted to our patrol force and the VCU HT Team was moved to SVU. All SVU personnel will receive human trafficking training as part of our unit-wide cross training program.

## **2. Plan**

### **Special Victims Unit Philosophy and Methods**

The Special Victims Unit's philosophy with regard to proactive investigations is to always ask the question 'what are we missing?' We intend to address this need for increased access in a variety of ways, including:



- Multidisciplinary, labor rights-focused inspections: SFPD has conducted joint labor inspections with the San Francisco Office of Labor Standards Enforcement and will work toward developing an ongoing labor inspection program comparable to the existing massage parlor program.
- Outreach and training focused on building awareness that is relevant and current: During our current award period SFPD has participated in a wide variety of one-time and ongoing training and outreach events, including the Stanford University Human Rights program, continuing professional training events for foster care, medical and legal professionals, the San Francisco Collaborative against Human Trafficking, and several philanthropic groups. Our two top objectives for outreach and training in the coming year are to 1) implement awareness training for educators and school personnel and to 2) work with our DPH partners at the Newcomers Health Program to implement a notification and referral protocol for medical personnel who encounter potential victims of human trafficking.
- Creative police tactics: We are currently engaged in an intensive internet and social media based undercover operation focused on identifying and arresting pimps who use these media to recruit and exploit children. As our primary targets are also heavily involved in criminal street gangs these investigations are yielding multi-layered benefits to public safety. In addition, grant funded proactive street operations will focus on identifying and arresting pimps and rescuing CSEC (commercial sexual exploitation of children) victims.
- Enhancing capacity and effectiveness in our community partners: In addition to our long standing relationship with Asian Pacific Islander Legal Outreach, or APILO, SFPD has strong ties to a number of community based organizations that

Applicant: City/County of San Francisco –  
Police Department

Grant Number: \_\_\_\_\_

are active in the fight against human trafficking including Standing Against Global Exploitation (SAGE), Asian Anti Trafficking Collaborative, Jewish Collaboration to End Human Trafficking, San Francisco Collaborative against Human Trafficking and Freedom House.

Under the direction of the Project Director, Captain Denise Flaherty, the Human Trafficking Project Manager, Sgt. Antonio Flores, will coordinate operations and focus investigative resources to target human trafficking. Sgt. Flores will coordinate inter-task force communications and will work closely with the non-governmental organizations (NGOs) providing support services to victims of human trafficking. The NGO participants in the NBAHTT will provide services such as referrals and placement of adult victims after hours, and work with the task force to develop written protocols for those who encounter victims. Sgt. Flores will meet with participants in the grant on a regular basis to ensure that grant funding is being used effectively to meet our goals for law enforcement, NGO, prosecutor, training, protocol, and inter-task force communications. Captain Flaherty and her staff will attend project director meetings.

### **Police Overtime**

SFPD will use the overtime provided by the grant as follows:

- Intensive investigations: few human trafficking cases will ever proceed to trial without a cooperative victim who trusts us, feels safe and is in a stable environment. Getting to that stage of trust and stability can be very time consuming and requires a great deal of coordination between the police, service providers and our various community partners. Proving these cases in court requires substantial independent corroboration of the victim's testimony. As most human trafficking cases occur within the domain of the

Applicant: City/County of San Francisco – Police Department Grant Number: \_\_\_\_\_

trafficker and out of public view getting that corroboration often entails many hours of surveillance, search warrant writing and interviews. This work can also be very technical, involving fields such as language interpretation, computer forensics, call detail records analysis and geolocation, and DNA analysis. The availability of police overtime funds to supplement our investigations has not only enabled us to spend the time on these cases that they need and deserve but also has given us great flexibility in terms of work hours and access to technical experts throughout the department who might not otherwise be available;

- Team operations and proactive investigations: as discussed above, SVU human trafficking investigators will continue to employ creative police tactics for the purpose of both rescuing victims of human trafficking and arresting the traffickers;
- Permit Investigations: as discussed above, police officers working with case workers from allied agencies such as the City's Department of Public Health (DPH) or task force NGOs enter commercial establishments to check for compliance with permitting standards;
- Outreach and training: given the reality of finite police resources, time spent on either outreach or investigations means less time spent on the other activities. Police overtime funds contribute greatly to our ability to serve both needs.

In all team operations and permit investigations, key personnel will be tasked with conducting assessments of all potential trafficking victims. These operations will assess victims for a variety of needs including language interpretation, official identification documents, medical care and legal support. In addition, for the purpose of

Applicant: City/County of San Francisco –  
Police Department

Grant Number: \_\_\_\_\_

data collection and intelligence, members will obtain information from interviewees regarding entry into the U.S., current and past residential locations, enticements offered by traffickers, any alleged debts secured by threats to person or family, evidence of being sold into the sex trade for money, and conditions of employment.

When there is a need for language interpretation services, SFPD uses its active sworn members' language skills for interpretation and translation whenever possible. At times, though, due to the need for timely language interpretation law enforcement will turn to its community and services partners for these needs. Unfortunately, this often places an unfair burden on these partners and may even put them in conflict with their missions or professional standards. Police overtime is a crucial resource here for SVU human trafficking (HT) investigators as it enables us to utilize the extensive linguistic resources of our department membership without the need to place unreasonable demands on our service and community partners. All efforts will be made to have appropriate police or civilian linguists available for interpretation whenever a team operation is conducted.

### **3. Implementation**

Law Enforcement: the SFPD Special Victims Unit, commanded by Captain Denise Flaherty is the primary unit tasked with investigating human trafficking crimes. The SVU Human Trafficking Team will be staffed at any time with a minimum of two investigators dedicated full time to the project. The HT Team is currently staffed full time with a team leader, Sgt. Antonio Flores, and three patrol officers. Sgt. Flores has taken over as team leader for Sgt. Arlin Vanderbilt who recently returned to patrol. Sgt. Vanderbilt will continue to provide expertise and assist in training and outreach activities. Sgt. Vanderbilt will also assist with the coordination of anti-human trafficking patrol-based activities.

Applicant: City/County of San Francisco – Grant Number:  
Police Department

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Direct Services and Case Management: API Legal Outreach provides case management and direct services for human trafficking survivors both directly and through their Asian Anti Trafficking Collaborative subgrantee partners. As Project Director, APILO staff Attorney Cindy Liou will provide overall oversight of these activities, as well as provide technical assistance and training and direct legal services. Ms. Liou will also be the primary point of contact for SFPD investigators when planning operations where case management or services needs are anticipated.

APILO partners in the AATC include Asian Women's Shelter, La Raza Community Resource Center, Narika, and Cameron House. APILO and SFPD both have informal partnerships with many more groups as well including, Standing Against Global Exploitation (SAGE), Newcomers Health Program, Freedom House, and La Casa de las Madres.

Task Force Activities: SFPD and APILO will continue in their role along with the U.S. Attorney's Office as key stakeholders in the North Bay Anti Human Trafficking Task Force. Task force activities will be conducted in close coordination with our law enforcement partners at the Federal Bureau of Investigations and Homeland Security Investigations.

Training and Outreach: SFPD HT Team members will continue our ongoing outreach and training activities which include participation in events sponsored by our partners at APILO, SAGE and Newcomers Health Program, weekly in-service trainings for SFPD personnel at the SFPD Police Academy, and regular attendance at regional law enforcement, task force and collaborative meetings. Additionally, the HT Team will make it a top priority to increase outreach in schools and medical settings.

Applicant: City/County of San Francisco –  
Police Department

Grant Number: \_\_\_\_\_

#### **4. Goals, Objectives, Activities, and Performance Measures**

**Grant Period: January 1, 2013 to December 31, 2013**

##### **LAW ENFORCEMENT COMPONENT**

Goal 1: To increase the number of investigations initiated.

Objective 1: Increase the number of investigations initiated through proactive law enforcement and other entities.

Activities:

- Use police overtime to fund proactive undercover and patrol based operations as described above
- Maintain a HT Hotline and participate in regional and national tip lines such as the NHTRC (Polaris Project) hotline. Initiate investigations based on those tips
- Conduct outreach and training at patrol lineups, schools, medical facilities, child welfare agencies, etc, with a focus on enabling training recipients to identify and refer potential cases
- Utilize intelligence acquired at regional task force and working group meetings

Outcome Measures:

- Total number of investigations initiated by the end of the reporting period.

Applicant: City/County of San Francisco –  
Police Department

Grant Number: \_\_\_\_\_

- Total number of human trafficking complaints received by the end of the reporting period.
- Total number of investigations initiated working in conjunction with other entities by the end of the reporting period.
- Total number of investigations conducted utilizing an interpreter
- Total number of different types of interpreters utilized by the end of the reporting period

### LAW ENFORCEMENT COMPONENT

Goal 2: To increase the number of individuals identified as victims of human trafficking.

Objective 1: Increase the identification of trafficking victims through proactive law enforcement tactics and cooperation with other entities.

Activities:

- Use police overtime to fund proactive undercover and patrol based operations as described above
- Maintain a HT Hotline and participate in regional and national tip lines such as the NHTRC (Polaris Project) hotline. Initiate investigations based on those tips
- Conduct outreach and training at patrol lineups, schools, medical facilities, child welfare agencies, etc, with a focus on enabling training recipients to identify and refer potential cases

Applicant: City/County of San Francisco –  
Police Department

Grant Number: \_\_\_\_\_

- Conduct outreach and training in key community settings with a focus on building trust and understanding
- Utilize intelligence acquired at regional task force and working group meetings

Outcome Measures:

- Total number of individuals indentified as being victims of human trafficking by the end of the reporting period.
- Total number of non-English speaking human trafficking victims identified by the end of the reporting period
- Total number of English speaking human trafficking victims identified by the end of the reporting period
- Total number of different languages spoken (other than English) by the human trafficking victims
- Total number of individuals identified as being victims of human trafficking working in conjunction with other entities by the end of the reporting period.
- Total number of complaints received by the end of the reporting period working in conjunction with other entities
- Maintain a list of all of the other agencies that worked in conjunction with the task force in the identification of individuals as victims of severe human trafficking



**LAW ENFORCEMENT COMPONENT**

Goal 3: To increase the number of individuals arrested for human trafficking.

Objective 1: Increase the number of individuals arrested for human trafficking through effective law enforcement tactics and cooperation with other entities.

Activities:

- Use police overtime to fund proactive undercover and patrol based operations as described above
- Maintain a HT Hotline and participate in regional and national tip lines such as the NHTRC (Polaris Project) hotline. Initiate investigations based on those tips
- Conduct outreach and training at patrol lineups, schools, medical facilities, child welfare agencies, etc, with a focus on enabling training recipients to identify and refer potential cases
- Utilize intelligence acquired at regional task force and working group meetings

Outcome Measures:

- Total number of individuals arrested for a human trafficking related misdemeanor by the end of the reporting period.

Applicant: City/County of San Francisco –  
Police Department

Grant Number: \_\_\_\_\_

- Total number of individuals arrested for a human trafficking related felony by the end of the reporting period.
- Total number of individuals arrested for a felony or misdemeanor working in conjunction with other entities by the end of the reporting period.
- Total number of individuals belonging to a human trafficking organization arrested for a misdemeanor by the end of the reporting period
- Total number of individuals belonging to a human trafficking organization arrested for a felony by the end of the reporting period.
- Total number of individuals belonging to a human trafficking organization arrested for a felony or misdemeanor working in conjunction with other entities by the end of the reporting period.
- Total number of human trafficking organizations disrupted by the end of the reporting period.
- Total number of human trafficking organizations dismantled by the end of the reporting period.

#### **LAW ENFORCEMENT COMPONENT**

Goal 4: To decrease the demand for human trafficking.

Objective 1: To decrease the demand for human trafficking by focusing on identifying, arresting and educating human trafficking offenders.

Activities:

Applicant: City/County of San Francisco –  
Police Department

Grant Number: \_\_\_\_\_

- Conduct decoy operations focused on arresting purchasers of prostitution utilizing the SFPD First Offender Prostitution Program (FOPP)
- Operate a 'John School' through FOPP in collaboration with services partner SAGE

Outcome Measures:

- Total number of "operations" conducted in an effort to end the demand for human trafficking by the end of the reporting period.
- Total number of human trafficking offenders identified by the end of the reporting period.
- Total number of human trafficking offenders referred to the district attorney's office for prosecution.
- Total number of human trafficking offenders referred to training as a result of a probation condition

**LAW ENFORCEMENT COMPONENT**

Goal 5: To decrease the number of victims of human trafficking transported into California.

Objective 1: Develop and implement a system by which to gather, maintain and disseminate information identifying the victims of human trafficking communities and countries of origin, the communities and countries of origin of the individual human traffickers and human trafficking

Applicant:

City/County of San Francisco –  
Police Department

Grant Number: \_\_\_\_\_

organizations, and the points of entry, routes and means (i.e., marine vessels, land vehicles, air transport, teleportation, etc.) utilized to do so.

Activities:

- Develop and implement a system by which to gather, maintain and disseminate information identifying the victims of human trafficking communities and countries of origin, the communities and countries of origin of the individual human traffickers and human trafficking organizations, and the points of entry, routes and means (i.e., marine vessels, land vehicles, air transport, teleportation, etc.) utilized to do so.
- Track and report each quarter the total number of offenders:
  - Identified
  - Arrested
  - Referred to the district attorney's office for prosecution
  - Referred to training as a result of probation condition.

Outcome Measures:

- Total number of systems developed and implemented to gather, maintain and disseminate human trafficking information by the end of the reporting period.
- Total number of human trafficking victims' community and/or country of origin identified by the end of the reporting period.
- Total number of *individual* human traffickers' community and/or country of origin identified by the end of the reporting period.
- Total number of human trafficking organizations' community and/or country of origin identified by the end of the reporting period.

Applicant: City/County of San Francisco –  
Police Department

Grant Number: \_\_\_\_\_

- Total number of (a) points of entry, (b) different routes of transportation, and (c) different means of transportation in the trafficking of victims of human trafficking by the end of the reporting period.
- Provide a list of all (a) means of transportation, (b) points of entry and routes of transportation, and (c) communities and/or countries of origin identified and involved in the trafficking of humans.

### **LAW ENFORCEMENT COMPONENT**

Goal 6: Work toward the development of a centralized database for systematic collection of human trafficking data to increase resource and information sharing between all Federal and State human trafficking task forces and related NGOs.

Objective 1: Coordinate with the other existing Human Trafficking Task Forces in the State of California and related NGOs in an effort to develop a centralized database.

#### Activities:

- Communicate with the other Human Trafficking Task Forces in the State of California and related NGOs to determine how best to create a centralized database of human trafficking data for decentralized access.
- Mutually determine what information the centralized database will hold.
- Contribute in developing the database in order for it to be functional by Year 2 of the grant.

Applicant: City/County of San Francisco –  
Police Department

Grant Number: \_\_\_\_\_

Outcome Measures:

- Personnel in the North Bay Area Human Trafficking Task Force (NBAHTTF) will meet with the existing State of California Human Trafficking Task Forces at least once to consider the best manner in which to develop a centralized database of human trafficking information.
- The NBAHTTF will participate in creating the centralized human trafficking database during the first year of the grant period.
- The NBAHTTF will contribute data to the centralized human trafficking database as determined by mutual agreements with the other existing Human Trafficking Task Forces in the State of California from the time the database is created throughout the grant period.

## TRAINING COMPONENT

Goal 1: To facilitate the development of service protocols and to increase awareness of human trafficking by developing and implementing training that will lead to the identification of more victims and the conviction of individuals and organizations engaged in human trafficking.

Objective 1: Facilitate the development of service protocols and to increase awareness of human trafficking by developing and implementing training that will lead to the identification of more victims and the conviction of individuals and human trafficking organizations engaged in human trafficking through activities related to training, public awareness, and coalition building.

Objective 2: Measure the effectiveness of the training provided.

### Activities:

- Develop service protocols for the North Bay Area Human Trafficking Task Force (NBAHTTF).
- Develop human trafficking training to be used to:
  - Increase public awareness of human trafficking
  - Lead to increased numbers of identified victims
  - Lead to increased prosecutions for individuals and criminal enterprises engaged in human trafficking activities

Applicant: City/County of San Francisco –  
Police Department

Grant Number: \_\_\_\_\_

- Develop community outreach and awareness efforts in order to develop more sustainable anti-human trafficking coalitions
- Identify and serve key venues that receive inadequate training or outreach.  
Top priority areas for 2013 San Francisco schools, emergency rooms and child welfare agencies

Outcome Measures:

- Total number of individuals who received training by the end of the reporting period, including—but not limited to—the following types of individuals (Objective 1):
  - Task force members; NGOs, Law Enforcement officers not on the task force; other officials (i.e., prosecutors, judicial personnel, and public defenders); health and social service providers; domestic violence and sexual assault service providers; immigrant rights and labor groups; the public; ethnic communities; faith based organizations; human traffickers (convicted); human trafficking victims' offenders (those convicted of exploiting victims, e.g., "johns").
- Total number of training events, training conferences, training manuals, and other types of training conducted by the end of the reporting period (Objective 1).
- Total number of training requests received by the end of the reporting period (Objective 1).
- Total number of task force staff trained by the end of the reporting period (Objective 1).



Applicant: City/County of San Francisco –  
Police Department

Grant Number: \_\_\_\_\_

- Total number of NGO staff trained by the end of the reporting period (Objective 1).
- Total number of training evaluation tools created and/or utilized by the end of the reporting period (Objective 2).

**NON GOVERNMENT ORGANIZATION (NGO) COMPONENT**

Goal 1: To reduce the number of human trafficking victims that return to the human trafficking life style.

Objective 1: Provide comprehensive services (as defined in the RFA, p. 30) to human trafficking to prevent them from returning to the human trafficking lifestyle.

Objective 2: Collect and report data to be utilized in the reduction of the number of human trafficking victims.

Activities:

- Provide intensive, culturally-competent and restorative services and case management
- Conduct victim-centered investigations that are respectful of the individual needs of each victim
- The Crime Analyst will collect the data related to the NGOs comprehensive services and any other type of service provided per human trafficking victim.
- The Crime Analyst will forward this information each reporting period to the San Francisco Police Department for recording and submission each reporting period.

Outcome Measures:

Applicant: City/County of San Francisco – Police Department Grant Number: \_\_\_\_\_

- Total number of human trafficking victims who received any of the comprehensive services, and/or any other type of service, by the end of the reporting period and the type of service received (Objective 1).
- Total number of male & female victims of human trafficking (i.e., sex trafficking, domestic servitude, agricultural, garment, or restaurant labor, or any other type of human trafficking) who received services by the end of the reporting period, listed individually (Objective 2).
- Total number of human trafficking victims who received services by the end of the reporting period (Objective 2).
- Maintain a list of the country of origin of each of the human trafficking victims who received services (Objective 2).

Applicant: City/County of San Francisco –  
Police Department

Grant Number: \_\_\_\_\_

## PROSECUTION COMPONENT

Goal 1: To decrease the number of individuals and organizations participating in the trafficking of humans.

Objective 1: Increase the prosecution of individuals and organizations participating in the trafficking of humans.

### Activities:

- Identify state and federal prosecutors responsible for human trafficking investigations.
- Actively engage state and federal prosecutors during the course of human trafficking investigations.

### Outcome Measures:

- Total number of search warrants served by the end of the reporting period, both federal and state.
- Total number of individual human traffickers and human trafficking organizations accepted for federal prosecution for felony and/or misdemeanor charges by the end of the reporting period.
- Total number of individual human traffickers and human trafficking organizations accepted for state prosecution for felony and/or misdemeanor charges by the end of the reporting period.
- Maintain a list of the communities and country of origin of the individual human traffickers and human trafficking organizations who were prosecuted.

**PROTOCOL COMPONENT**

Goal 1: Increase the number of collaborative agreements entered into between the task force and other entities in order to increase cooperation and the effectiveness of the Anti-Human Trafficking Task Force Recovery Act Program.

Objective 1: Identify and create collaborative agreements between other entities.

Activities:

- Create Memorandum of Understandings for law enforcement agencies with the task force.
- Create Memorandum of Understandings for NGOs with the task force.
- Actively solicit other law enforcement agencies and NGOs to sign their respective Memorandum of Understanding in order to gain greater cooperation with and participation in human trafficking awareness, outreach, protection, investigation, and prosecution efforts.

Outcome Measures:

- Total number of collaborative agreements entered into by the end of the reporting period.
- Total number of collaborative agreements entered into with other related Anti Human Trafficking Task Forces, including but not limited to: The Internet Crimes Against Children (ICAC) Task Forces, Sexual Assault Felony

Applicant: City/County of San Francisco –  
Police Department

Grant Number: \_\_\_\_\_

Enforcement (SAFE) Teams; and/or any other initiatives that may be operating within the same geographic area by the end of the reporting period.

- Total number of collaborative agreements entered into with all other types of entities, including but not limited to: district attorney's offices, NGOs, community education groups, and health service providers, by the end of the reporting period.

**Budget Narrative**

**Overtime for Outreach & Training, Operations, Investigations** – One Sergeant (Programs Officer) will be exclusively assigned to the project and paid from the SFPD general funds. He will coordinate intensive investigations as well as team and undercover operations (criminal investigations) and permit investigations. Intensive Investigations will be conducted during regular work hours by the Programs Officer, full-time investigators assigned to the HT team as well as other members of the Special Victims Unit. Overtime will allow these officers to work extra hours on cases as needed. Overtime will also be used to obtain technical and language support by department members outside of SVU.

**Outreach and Training** always involves trade-offs in terms of time spent on investigations. Overtime will allow much greater flexibility in the coordination of time spent on investigations as well as outreach and training. Investigators will conduct outreach and training to build awareness among program partners, community groups, and medical and legal professionals. Outreach and Training is planned at 18 hours per month for 12 months, at \$99.5063/hour (\$21,493) plus fringe of 1.7% for Medicare and Unemployment (\$366).

**Undercover Investigations, Team Operations and other Proactive Policing activities:**

Staffing for most operations will consist of one Sergeant and 3 – 5 Inspectors, Sergeants or Officers. Large scale operations will sometimes involve the addition of a Lieutenant of police as operational commander. Some situations may also require substantial amounts of surveillance which will also be accomplished on the basis of mixed on-duty and overtime work. Most operations will be conducted with a combination of on-duty hours (police department funded) and overtime hours (grant funded). Permit Investigations will typically involve two investigators (Sergeants, Inspectors or Patrol Officers). Participants are selected on the basis of language skills or expertise in human trafficking investigations. The cost of Overtime for investigations

Applicant: City/County of San Francisco – Police Dept Grant Number: \_\_\_\_\_

and operations is estimated at 474 hours times \$93.34/hour (\$44,243), plus fringe of 1.7% for Medicare and Unemployment (\$752).

**Human Trafficking Investigator – 50% of Investigator’s salary (Q4 Patrol Officer - \$59,449 and fringe of \$20,700)**

All on-duty work hours for this member will be dedicated to human trafficking investigations, however, the grant will pay for .5 FTE of the salary (50% of \$118,898, or \$59,449) plus fringe of \$20,700 (salary times 34.82% (includes health, dental, social security, unemployment, retirement, premium).

**Contract with Non-Governmental Organization (\$50,000)** – The San Francisco Police Department has entered into an Operational Agreement (OA) with Asian Pacific Islander Legal Outreach (APILO) to provide comprehensive services to trafficking victims. APILO will be the lead agency and will subcontract with allied community based organizations for those services which they are not able to provide directly.

**Materials and Supplies to assist with investigations (\$2,997)** – Printing of pamphlets and cards to provide to potential victims of human trafficking, and to those attending outreach and training classes.



**BUDGET CATEGORY AND LINE ITEM DETAIL**

Grant Recipient: San Francisco Police Department	Grant Number:
<b>A. Personal Services – Salaries/Employee Benefits</b>	<b>COST</b>
<b>1. Overtime for Outreach &amp; Operations:</b>	
a. Overtime for Outreach:	
18 hours per month x 12 months @ \$99.5063/hour	\$21,493
Fringes @1.7% (Medicare & Unemployment)	\$366
b. Overtime for Operations:	
474 hours @ \$93.34/hour	\$44,243
Fringes @1.7% (Medicare & Unemployment)	\$752
<b>2. Salary &amp; Fringes for Human Trafficking Investigator:</b>	
Salary - 0.5 FTE x \$118,898/year	\$59,449
Fringes @ 34.82% (Health, Dental, Social Security, Unemployment, Retirement and Premium)	\$20,700
<b>3. Contract with Non-Governmental Organization (APILO)</b>	
	\$50,000
<b>PERSONAL SECTION TOTAL</b>	<b>\$197,003</b>

**BUDGET CATEGORY AND LINE ITEM DETAIL**

<b>Grant Recipient:</b>		<b>Grant Number:</b>
<b>B. Operating Expenses</b>		<b>COST</b>
Printing		\$2,997
<b>OPERATING SECTION TOTAL</b>		<b>\$2,997</b>



## PROJECT SUMMARY

1. GRANT AWARD NO.

3. GRANT PERIOD

2. PROJECT TITLE

SF North Bay Area HF Program FY2012-13

10/1/2012 to 9/30/13

4. APPLICANT

Name: City and County of San Francisco Phone: 415-553-1120

Address: 1 Dr. Carlton B. Goodlett Place Fax #: 415-553-1114

City: San Francisco Zip: 94103

5. GRANT AMOUNT

(this is the same amount as 10G of the Grant Award Face Sheet)

\$ 200,000

6. IMPLEMENTING AGENCY

Name: San Francisco Police Department Phone: 415-553-1120 Fax #: 415-553-1114

Address: 850 Bryant Street, Room 555 City: San Francisco Zip: 94103

7. PROGRAM DESCRIPTION

This project will use police to conduct undercover investigations, team operations, and proactive policing activities to rescue human trafficking victims. Investigators will also conduct outreach and training to build awareness among task force members, community groups, and medical and legal professionals, and work with them to develop notification protocols when encountering human trafficking victims.

8. PROBLEM STATEMENT

The San Francisco Bay Area is a main port of entry for victims of human trafficking. Many of San Francisco's licensed business establishments draw workers who many be human trafficking victims, including massage parlors (man of whose workers have recently entered the U.S., waiters, hotel workers, and other service workers. These workers are often transported here through fraud and coercion for the purpose of involuntary servitude, peonage, debt bondage, or slavery.

9. OBJECTIVES

The goal of the Anti-Human Trafficking project is to raise awareness about human trafficking and increase the capacity of task force members, community based organizations, and other professionals, to identify victims of human trafficking, increase the successful prosecution of traffickers, and ensure victim safety and access.

**10. ACTIVITIES**

The Project Manager (Sergeant), will be exclusively assigned to the project and paid from SFPD general funds. He will plan and oversee investigations and undercover operations. Investigations will be conducted during regular work hours by the Programs Officer, assigned exclusively to this project. Other investigators assigned to Human Trafficking Team and to the Special Victims Unit will conduct HT investigations during regular hours as well as on overtime. Overtime will also be used to obtain technical and language support from department members outside of SVU. APILO, the NGO, will serve as the lead agency to provide comprehensive services to trafficking victims. The Task Force will meet regularly to improve coordination between law enforcement, District Attorney, and CBOs involved in HT initiatives.

**11. EVALUATION** (if applicable)

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

**13. PROJECT BUDGET**

(these are the same amounts as on Budget Pages)

	<b>Personal Services</b>	<b>Operating Expenses</b>	<b>Equipment</b>	<b>TOTAL</b>
Investigations & Ops (Overtime)	\$44,995			\$44,995
Outreach & Training (Overtime)	\$21,859			\$21,859
Programs Officer (.5 FTE)	\$80,149			\$80,149
NGO Contract for Support Services	\$50,000			\$50,000
Printing		\$2,997		\$2,997
				\$0
<b>Totals:</b>	\$197,003	\$2,997	\$0	\$200,000

## Operational Agreements (OA) Summary Form

List of Agencies/Organizations/Individuals		Date OA Signed (xx/xx/xxxx)	Dates of OA	
			From:	To:
1.	Asian Pacific Islander Legal Outreach (APILO)	10/12/2012	10/01/2012	to 09/30/2013
2.	San Francisco District Attorney's Office	10/12/2012	10/01/2012	to 09/30/2013
3.	SFDPH - Newcomers Health Program	10/12/2012	10/01/2012	to 09/30/2013
4.				to
5.				to
6.				to
7.				to
8.				to
9.				to
10.				to
11.				to
12.				to
13.				to
14.				to
15.				to
16.				to
17.				to
18.				to
19.				to
20.				to

Use additional pages if necessary.

## OPERATIONAL AGREEMENT

### The San Francisco North Bay Area Anti-Trafficking Task Force

Mission Statement: The San Francisco North Bay Area Anti-Trafficking Task Force (Task Force) is a collaboration of local, state and federal law enforcement agencies working together with organizations providing comprehensive services to trafficking victims to 1) identify and rescue victims of human trafficking and 2) to proactively investigate, identify, apprehend and prosecute those engaged in human trafficking.

This Operational Agreement stands as evidence that the **San Francisco Police Department** and **Asian Pacific Islander Legal Outreach (APILO)** intend to work together toward the mutual goal of providing available assistance for crime victims of human trafficking residing in San Francisco. We believe that implementation of the **San Francisco North Bay Area Anti Human Trafficking Project** will further this goal. To this end we agree to participate in the program by providing the following services:

The SFPD role will be as follows:

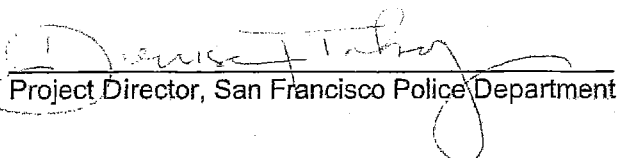
- Provide management level support for Task Force membership and meeting attendance;
- Improve methods of communication between local and federal law enforcement, prosecutors, and victim service providers in the San Francisco Bay Area, to ensure a coordinated community response to human trafficking;
- Facilitate the training of officers in both the identification of human trafficking victims and procedures for referral of victims to service provider organizations;
- Coordinate the expansion of services to human trafficking victims;
- Serve as administrator of grant funds and coordinate required progress and financial reports;
- Facilitate the certification of human trafficking victims, and assist in establishing data on victims a data base, which are essential for expanding support services;

The APILO role will be as follows:

- Work to increase outreach to local communities, particularly those susceptible to victims of trafficking such as minors and immigrant communities;
- Have project staff readily available to the SFPD for the provision of comprehensive services;
- Serve as the lead agency in the coordination of victim services and the disbursement of grant funds for comprehensive services;
- Develop a budget for the disbursement of grant funds, with the understanding that Recovery Act grant funds are one time awards;
- Comply with all tracking and reporting requirements as delineated in the RFA;
- Submit invoices for victim services specific to this project to the Department on the Status of Women through the existing Asian Anti Trafficking Collaborative (AATC) contract.
- Attend and actively participate in regularly scheduled task force meetings;

Operational Agreement – SF North Bay Area Anti-Trafficking Task Force  
Anti-Human Trafficking Task Force (HF) Program  
Page 2

We, the undersigned, as authorized representatives of the San Francisco Police Department and Asian Pacific Islander Legal Outreach, do hereby approve this document.

  
Project Director, San Francisco Police Department

10-12-12  
Date

  
Executive Director, APILO

10/9/12  
Date



## OPERATIONAL AGREEMENT

### The San Francisco North Bay Area Anti-Trafficking Task Force

Mission Statement: The San Francisco North Bay Area Anti-Trafficking Task Force (Task Force) is a collaboration of local, state and federal law enforcement agencies working together with organizations providing comprehensive services to trafficking victims to 1) identify and rescue victims of human trafficking and 2) to proactively investigate, identify, apprehend and prosecute those engaged in human trafficking.

This Operational Agreement stands as evidence that the **San Francisco Police Department (SFPD)** and the **San Francisco District Attorney's Office (SFDA)** intend to work together toward the mutual goal of providing available assistance for crime victims of human trafficking in San Francisco. We believe that implementation of the San Francisco North Bay Human Trafficking Project will further this goal. To this end we agree to participate in the program by providing the following services:

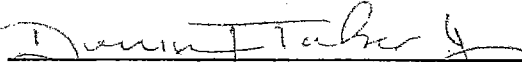
The SFPD will:

- Provide management level support for Task Force membership and meeting attendance;
- Improve methods of communication between local and federal law enforcement, prosecutors and victim service providers in the San Francisco Bay Area to ensure a coordinated community response to human trafficking;
- Facilitate the training of officers in both the identification of human trafficking victims and procedures for referral of victims to service provider organizations;
- Coordinate the expansion of services to human trafficking victims;
- Refer to the SFDA Victim Services Division, whenever appropriate, clients in need of court advocacy, victim compensation assistance and other services available from the Victim Services Division.


The San Francisco District Attorney's Office will:

- Designate a lead prosecutor contact for human trafficking cases;
- Help task force members to form collaborative relationships with each other, law enforcement agencies and other NGOs and community based organizations;
- Lend support to and assistance in the development of proactive investigative and prosecutorial strategies to combat human trafficking;
- Participate in regularly scheduled task force meetings;
- SFDA Victim Services Division will refer clients to SFPD whenever appropriate.

We, the undersigned, as authorized representatives of the San Francisco Police Department and the San Francisco District Attorney's Office do hereby approve this document.

  
\_\_\_\_\_  
Project Director, SFPD

10-12-12  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Managing Attorney Sexual Assault,  
Mental Health  
City and County of San Francisco

10/12/2012  
\_\_\_\_\_  
Date

**OPERATIONAL AGREEMENT**  
**October 1, 2012- September 30, 2013**

The San Francisco North Bay Area Anti-Trafficking Task Force

Mission Statement: The San Francisco North Bay Area Anti-Trafficking Task Force (Task Force) is a collaboration of local, state and federal law enforcement agencies working together with organizations providing comprehensive services to trafficking victims to 1) identify and rescue victims of human trafficking and 2) to proactively investigate, identify, apprehend and prosecute those engaged in human trafficking.

This Operational Agreement stands as evidence that the **San Francisco Police Department (SFPD)** and the **SFDPH- Community Health Promotion & Prevention/ Newcomers Health Program** intend to work together toward the mutual goal of providing trainings on identification and available resources for victims of human trafficking in San Francisco. We believe that implementation of the San Francisco North Bay Human Trafficking Project will further this goal. To this end we agree to participate in the program by providing the following services:

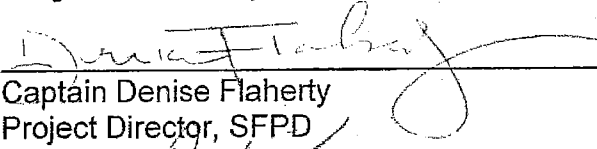
The SFPD will:

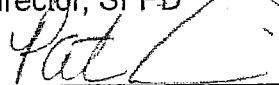
- Provide management level support for Task Force membership and meeting attendance;
- Improve methods of communication between local and federal law enforcement, prosecutors and victim service providers in the San Francisco Bay Area to ensure a coordinated community response to human trafficking;
- Facilitate the training of officers in both the identification of human trafficking victims and procedures for referral of victims to service provider organizations;
- Coordinate the expansion of services to human trafficking victims;
- Refer potential victims to Newcomers Health Program for health services;
- Collaborate and participate with Newcomers Health Program on medical and social service provider trainings on human trafficking;
- Provide "palm cards" to Newcomers Health Program for distribution to clinical and social service providers, and community members

SFDPH's- Newcomers Health Program will:

- Inform SFPD about upcoming medical and social service provider trainings on human trafficking;
- Lend support in the development of training curriculum to combat human trafficking;
- Participate in regularly scheduled task force meetings;

We, the undersigned, as authorized representatives of the San Francisco Police Department and San Francisco Department of Public Health's Newcomers Health Program do hereby approve this document.

  
\_\_\_\_\_  
Captain Denise Flaherty  
Project Director, SFPD

  
\_\_\_\_\_  
Patricia Erwin, Acting Director  
SFDPH- Community Health Promotion & Prevention  
Newcomers Health Program

10-12-12  
\_\_\_\_\_  
Date

10/1/12  
\_\_\_\_\_  
Date

**San Francisco  
North Bay Human Trafficking  
Task Force**

**San Francisco Police  
Department**  
Special Victims Unit  
Overall Task Force Coordination

**San Francisco District  
Attorney's Office**  
Prosecution  
Investigative Support

**Asian Pacific Islander Legal  
Outreach**  
Comprehensive Services  
NGO coordination

Community Partners /  
Subcontractors

**Asian Women's  
Shelter**

**Narika**

**S.A.G.E.**  
(Standing against global  
exploitation)

**U.S. Attorney,  
Office of**

**Department of Public  
Health**

**Federal  
Bureau of Investigation  
(FBI)**

**Newcomers Health  
Program**

**Homeland Security  
Investigations (HSI)**

**Cal EMA  
ANTI HUMAN TRAFFICKING TASK FORCE  
PROGRAM**

**City and County of  
San Francisco**

**San Francisco Police  
Department  
Applicant Agency**  
(San Francisco North Bay Anti Human Trafficking  
Task Force)

**Department on the Status of  
Women**  
Holds existing human trafficking  
Contract with APILO

**Special Victims  
Unit**

Captain Denise Flaherty  
Project Director

Inspector Antonio Flores  
Programs Officer

Officer Brian Peagler  
Investigator

**Asian Pacific Islander Legal  
Outreach**  
Comprehensive Services  
NGO coordination

Dean Taylor  
Executive Director

Cindy Liou  
Staff Attorney

N/A

### NONCOMPETITIVE BID REQUEST CHECKLIST

Has the applicant/recipient met the following requirements of the *Recipient Handbook*:

	Check appropriate box:	<u>Yes</u>	<u>No</u>
<b><u>Section 3511</u></b>			
Do conditions exist that require a sole/single-source contract?		<input type="radio"/>	<input type="radio"/>
<b><u>Section 3521.1</u></b>			
Is a brief description of the program or project included?		<input type="radio"/>	<input type="radio"/>
<b><u>Section 3521.2</u></b>			
Was it necessary to contract noncompetitively?		<input type="radio"/>	<input type="radio"/>
Did the contractor submit his/her qualifications?		<input type="radio"/>	<input type="radio"/>
Is the reasonableness of the cost justified?		<input type="radio"/>	<input type="radio"/>
Were cost comparisons made with differences noted for similar services?		<input type="radio"/>	<input type="radio"/>
Is a justification provided regarding the need for contract?		<input type="radio"/>	<input type="radio"/>
<b><u>Section 3521.3</u></b>			
Is an explanation provided for the uniqueness of the contract?		<input type="radio"/>	<input type="radio"/>
<b><u>Section 3521.4</u></b>			
Are there time constraints impacting the project?		<input type="radio"/>	<input type="radio"/>
Were comparisons made to identify the time required for another contractor to reach the same level of competence?		<input type="radio"/>	<input type="radio"/>

Grant Award #: \_\_\_\_\_

N/A

CALIFORNIA EMERGENCY MANAGEMENT AGENCY  
**OUT-OF-STATE TRAVEL REQUEST**  
Cal EMA 2-158

**RECIPIENT**

Agency: \_\_\_\_\_  
Project Director: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ Zip: \_\_\_\_\_

**ATTENDEE(S)**

Name: \_\_\_\_\_  
Title: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_ Phone #: \_\_\_\_\_

**TRIP DETAILS**

Trip Date [Month/Day(s)/Year] \_\_\_\_\_  
Destination (City/State) \_\_\_\_\_  
Description  
(Meeting/Conference/Other) \_\_\_\_\_

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

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

**FOR Cal EMA USE ONLY**

Recommendation:

Approve

Disapprove

\_\_\_\_\_  
Program Specialist

\_\_\_\_\_  
Date

\_\_\_\_\_  
Section Chief

\_\_\_\_\_  
Date

## OUT-OF-STATE TRAVEL REQUEST COST WORKSHEET

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

Internal Travel Policy        State Travel Policy   

Date of Trip: \_\_\_\_\_  
 Destination: \_\_\_\_\_  
 Purpose: \_\_\_\_\_

### ESTIMATED COSTS

TRANSPORTATION:	AMOUNT
Airfare:	\$ _____
Additional Airport Expenses	
Mileage: (.51 cents per mile as of 1/1/11)	\$ _____
Taxi/Shuttle:	\$ _____
Parking:	\$ _____
Auto Expenses:	
Private Car:	\$ _____
Rental Car:	\$ _____
State/Agency Car:	\$ _____
 <b>HOTEL/PER DIEM</b>	
Hotel:	
_____ days @ \$ _____ per day =	\$ 0
Per diem:	
_____ days @ \$ _____ per day =	\$ 0
 <b>OTHER EXPENSES</b>	
Registration/Conference Fee:	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
 <b>TOTAL COSTS NOT TO EXCEED:</b>	 \$ 0

N/A

## EMERGENCY FUND PROCEDURES

\_\_\_\_\_  
RECIPIENT NAME

\_\_\_\_\_  
GRANT NUMBER

In order for a project to develop an emergency fund with grant funds, certain criteria must be maintained. "Emergency" is defined as any immediate financial intervention in response to a victim's basic needs such as: temporary emergency shelter, food, transportation, clothing, and medical care.

Due to the nature of these Emergency funds, they need to be easily accessible. Some safeguards are necessary and accountability of these funds be maintained. For effective management and audit purposes, the following procedures must be maintained:

1. The emergency fund and regular grant allocation must be kept in separate accounts.
2. Vouchers, receipts, and canceled checks must be maintained for audit purposes.
3. The authority to make payments from the emergency fund rests with the Chief Executive of the agency. Authority to draw on the emergency fund has been delegated by the Chief Executive to \_\_\_\_\_  
Checks require a counter signature in order to be valid. CalEMA must be notified in writing of any changes in responsibility within ten days of the change.
4. If an imprest cash fund is used, the name, address and signature of the recipient will be maintained, as well as the date, amount and reason for the request.
5. Grant funds will not be commingled with other emergency monies.
6. As checks are drawn against the fund, a copy will be sent to the person in charge of the project's accounting.
7. This fund will be used only in the absence of another community resource, and only in the case of an emergency.
8. Verification of the crime, if applicable, will be made with local law enforcement. A copy of the crime report or verification slip will be kept on file.
9. Payments will be limited to payment for goods or services. A credit system, in lieu of cash payment, will be explored with local merchants. Direct cash allotments will be limited to no more than \_\_\_\_\_ individual. Victims are not eligible to draw on the emergency fund for more than \_\_\_\_\_ crime incidents per year.
10. Records will reflect whether the emergency money is considered a loan and full or partial repayment is expected, or whether the money is an outright gift. Any repayments will be considered project income and must be used to reimburse the emergency fund.



N/A

### OTHER FUNDING SOURCES

Complete this form to report the total funds available to support the activities related to accomplishing the goals and objectives of the Grant Award Agreement. In the "Grant Funds" column, report the CalEMA funds requested by category. In the "Other Funds" column, report all other funds available to support the project by category and then calculate the totals by category in the "Program Total" column. Total each column to arrive at the total program funds available.

<b>OTHER FUNDING SOURCES</b>			
<small>(Enter numbers without \$ or decimal points.)</small>			
<b>BUDGET CATEGORY</b>	<b>GRANT FUNDS</b> <i>(Use only the grant funds identified in the preceding budget pages.)</i>	<b>OTHER FUNDS</b>	<b>PROGRAM TOTAL</b>
Personal Services			\$0
Operating Expenses			\$0
Equipment			\$0
<b>TOTAL</b>	\$0	\$0	\$0

This form does not become part of the grant award.

### PRIOR, CURRENT AND PROPOSED Cal EMA FUNDING

List all currently funded Cal EMA projects and all Cal EMA grants awarded to the applicant during the last five fiscal years. Include the fiscal year of operation, the grant number and the amount of Cal EMA funding. For current and proposed grants that include positions funded by more than one Cal EMA grant, list these personnel by title and the percentage of the position funded by Cal EMA. The percentage of funding must not exceed 100 percent for any one individual.

Example				
FISCAL YEAR	GRANT NUMBER	GRANT AMOUNT	PERSONNEL BY TITLE	PERCENTAGE PAID BY OES
2005-06	DC05160010	\$50,000	Project Director	25%
2005-06	CE05089504	\$67,000	Project Director	25%
2005-06	MS05040550	\$68,000	Project Director	50%

PRIOR, CURRENT AND PROPOSED Cal EMA FUNDING				
FISCAL YEAR	GRANT NUMBER	GRANT AMOUNT	PERSONNEL BY TITLE	% OF Cal EMA FUNDING
2011-2012	GR11010380	\$250,000		
2010-2011	CQ10070380	\$49,570		
2009-2010	ZM09010380	\$52,685		
2009-2010	ZH09010380	\$375,000		
2009-2010	GR09020380	\$382,639		
2008-2009	2009EOMX0004	\$1,000,000		
2008-2009	MH08030380	\$462,317		
2008-2009	CQ08060380	\$107,184		
2007-2008	MH07020380	\$315,564		

**PRIOR, CURRENT AND PROPOSED Cal EMA FUNDING**

List all currently funded Cal EMA projects and all Cal EMA grants awarded to the applicant during the last five fiscal years. Include the fiscal year of operation, the grant number and the amount of Cal EMA funding. For current and proposed grants that include positions funded by more than one Cal EMA grant, list these personnel by title and the percentage of the position funded by Cal EMA. The percentage of funding must not exceed 100 percent for any one individual.

<b>Example</b>				
<b>FISCAL YEAR</b>	<b>GRANT NUMBER</b>	<b>GRANT AMOUNT</b>	<b>PERSONNEL BY TITLE</b>	<b>PERCENTAGE PAID BY OES</b>
2005-06	DC05160010	\$50,000	Project Director	25%
2005-06	CE05089504	\$67,000	Project Director	25%
2005-06	MS05040550	\$68,000	Project Director	50%

<b>PRIOR, CURRENT AND PROPOSED Cal EMA FUNDING</b>				
<b>FISCAL YEAR</b>	<b>GRANT NUMBER</b>	<b>GRANT AMOUNT</b>	<b>PERSONNEL BY TITLE</b>	<b>% OF Cal EMA FUNDING</b>
2007-2008	AG07020380	\$220,000		
2007-2008	CQ07050380	\$59,661		
2007-2008	LE07050380	\$99,862	Inspector	100%

## PROJECT SERVICE AREA INFORMATION

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

San Francisco

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

8th and 12th Congressional Districts

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

12th and 13th Assembly Districts

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

3rd and 8th State Senate Districts

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

812,826

N/A

**CALIFORNIA EMERGENCY MANAGEMENT AGENCY  
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION**

**COMPUTERS AND AUTOMATED SYSTEMS  
PURCHASE JUSTIFICATION GUIDELINES**

As stated in the *Recipient Handbook*, approval for purchases of computers and automated equipment is contingent on the project's ability to demonstrate cost effective, project-related need. This is best demonstrated by clearly relating each computer system or component to the grant objectives and activities.

Please answer the following questions. Attach as many pages as necessary to fully answer each question.

1. What is your agency's purpose for the proposed system? Include a description of the items to be purchased and how they will be used. Also, explain how the proposed equipment and/or software will enhance the project's ability to achieve the objectives/activities of the project as specified in the Grant Award Agreement.
2. If the request is for hardware and software in which the total costs exceed \$25,000, describe the proposed design of your system and indicate whether this is a new system or an addition/enhancement of an existing one, and whether it will be integrated with other systems. In your description please, be specific as to type and location of hardware/software and how the system will be operated and maintained.

## REPORTING ALIEN CONVICTIONS TO THE U.S. CITIZENSHIP AND IMMIGRATION SERVICES (USCIS)

This is to certify that I have read, understand, and agree to abide by the California's Plan to Report Alien Convictions to USCIS. Specifically, I ensure that criminal justice agencies in the city/county will perform the following functions:

- Notify USCIS, at the time of booking, when a suspected alien is arrested, and
- Notify USCIS within 30 days of a felony or deportable misdemeanor conviction of an alien.

Noncompliance with the above mandate may result in the following:

- Temporary withholding of cash payments to the project pending corrections or more severe enforcement action by the California Emergency Management Agency;
- Disallowance of use of funds for all or part of the cost of the project;
- Suspension or termination of the current award for the recipient's program;
- Withholding further awards to California's Anti-Drug Abuse Enforcement Program; or
- Other legal remedies

Project Director: \_\_\_\_\_

*Captain Denise Flaherty*

Signature: \_\_\_\_\_

*Denise Flaherty*

Date: \_\_\_\_\_

*10-9-12*



December 6, 2012

Denise Flaherty, Captain  
San Francisco, City & County  
850 Bryant Street, Room 500  
San Francisco, CA 94103

**Subject: NOTIFICATION OF APPLICATION APPROVAL**  
Anti-Human Trafficking Task Force Program  
Award #: HF12 01 0380, Cal EMA ID: 075-00000

Dear Captain Flaherty:

Congratulations! The California Emergency Management Agency (Cal EMA) has approved your application in the amount of \$200,000, subject to Budget approval. A copy of your approved subgrant is enclosed for your records.

Cal EMA will make every effort to process payment requests within 60 days of receipt.

This subgrant is subject to the Cal EMA Recipient Handbook. You are encouraged to read and familiarize yourself with the Cal EMA Recipient Handbook, which can be viewed on Cal EMA's website at [www.calema.ca.gov](http://www.calema.ca.gov).

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

Should you have questions on your subgrant, please contact your Program Specialist.

PSVS Grant Processing

Enclosure

c: Recipient's file

(Cal EMA Use Only)

Cal EMA # 075-00000-04 FIPS# 075-00000 CFDA# \_\_\_\_\_

Grant # 12010380

### CALIFORNIA EMERGENCY MANAGEMENT AGENCY GRANT AWARD FACE SHEET (Cal EMA 2-101)

**RECEIVED**  
OCT 15 2012  
By MA # 576580

The California Emergency Management Agency, hereafter designated Cal EMA, hereby makes a Grant Award of funds to the following:

1. Grant Recipient: City and County of San Francisco

in the amount and for the purpose and duration set forth in this Grant Award.

2. Implementing Agency: San Francisco Police Department 2a. Congressional District: 8th & 12th

2b. State Senate District#: 3rd & 8th 2c. State Assembly District#: 12th & 13th

2d. Location of Project: San Francisco 2e. Congressional District(s): 8th & 12th

3. Disaster/Program Title: ANTI-HUMAN TRAFFICKING TASK FORCE (HTF) PROGRAM 4. Performance Period: 10/01/2012 to 09/30/2013  
SF North Bay Area HE Program FY2012-13

Grant Year	Fund Source	A. State	B. Federal	C. Total	D. Cash Match	E. In-Kind Match	F. Total Match	G. Total Project Cost
2011	5. JAGD		200,000				\$0	\$200,000
Select	6. Select						\$0	\$0
Select	7. Select						\$0	\$0
Select	8. Select						\$0	\$0
Select	9. Select						\$0	\$0
	10. TOTALS	\$0	\$200,000	\$200,000	\$0	\$0	\$0	10c. Total Project Cost: \$200,000

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

12. Federal DUNS Number 120802983 13. Federal Employer ID Number 946000417

14. Official Authorized to Sign for Applicant/Grant Recipient:

Name: Gregory P. Suhr Title: Chief of Police

Telephone: (415) 553-1551 (area code) FAX: (415) 553-1554 (area code) Email: Greg.Suhr@sfgov.org

Payment Mailing Address: 850 Bryant Street, Room 555 City: San Francisco Zip + 4: 94103-4603

Signature: [Signature] Date: 10/9/12

(FOR Cal EMA USE ONLY)

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

Sara Stillwell 12/5/12 [Signature] 12/6/12  
Cal EMA Fiscal Officer Date Cal EMA Secretary (or designee) Date

Yr / Chapter: 2012-13 / 21/ PCA No: 18301  
Item: 0690-102-0890 Fed Cat. #: 16.738  
Component: 40.30.560  
Program: Anti-Human Trafficking Task Force Program  
Fund: Federal Trust  
Match Req.: None  
Project No.: 11 JAG0 Amount: \$200,000



PROJECT CONTACT INFORMATION



Recipient City and County of San Francisco Grant Number HF 12017928

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

1. The Project Director for the project:

Name: Denise Flaherty Title: Captain

Telephone #: (415) 553-9826 Fax#: (415) 553-7965 Email Address: Denise.Flaherty@sfgov.org

Address/City/Zip + 4: 850 Bryant Street, Room 500, San Francisco, CA 94103

2. The Financial Officer for the project:

Name: Thomas Cleary Title: Captain

Telephone #: (415) 553-1005 Fax#: (415) 553-1114 Email Address: Thomas.Cleary@sfgov.org

Address/City/Zip + 4: 850 Bryant Street, Room 555, San Francisco, CA 94103

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

Name: Antonio Flores Title: Inspector

Telephone #: (415) 553-9132 Fax#: (415) 553-7965 Email Address: Antonio.Flores@sfgov.org

Address/City/Zip + 4: 850 Bryant Street, Room 500, San Francisco, CA 94103

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

Name: Dana Lang Title: Grants Unit Manager

Telephone #: (415) 553-1120 Fax#: (415) 553-1114 Email Address: Dana.Lang@sfgov.org

Address/City/Zip + 4: 850 Bryant Street, Room 555, San Francisco, CA 94103

5. The Executive Director of a nonprofit organization or the Chief Executive Officer (i.e., chief of police, superintendent of schools) of the implementing agency:

Name: Gregory P. Suhr Title: Chief of Police

Telephone #: (415) 553-1551 Fax#: (415) 553-1554 Email Address: Greg.Suhr@sfgov.org

Address/City/Zip + 4: 850 Bryant Street, Room 525, San Francisco, CA 94103

6. The Official Designated by the Governing Board to enter into the Grant Award Agreement for the city/county or Community-Based Organization, as stated in Block 14 of the Grant Award Face Sheet:

Name: Gregory P. Suhr Title: Chief of Police

Telephone #: (415) 553-1551 Fax#: (415) 553-1554 Email Address: Greg.Suhr@sfgov.org

Address/City/Zip + 4: 850 Bryant Street, Room 525, San Francisco, CA 94103

7. The chair of the Governing Body of the recipient:


Name: David Chiu Title: President, SF Board of Supervisors

Telephone #: (415) 554-7450 Fax#: (415) 554-7454 Email Address: David.Chiu@sfgov.org

Address/City/Zip + 4: #1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102

**SIGNATURE AUTHORIZATION**

Grant Award #:

HF 12 017928 

Grant Recipient:

City and County of San Francisco

Implementing Agency:

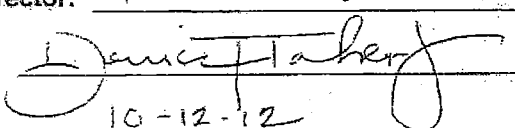
San Francisco Police Department

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

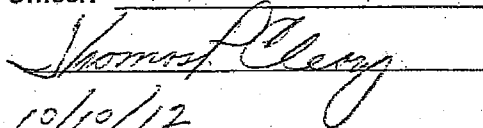
\*Project Director: Captain Denise Flaherty

\*Financial Officer: Captain Thomas Cleary

Signature:



Signature:



Date:

10-12-12

Date:

10/10/12

The following persons are authorized to sign for the  
**Project Director**

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

Signature

Lieutenant Michelle Jean

Name



Signature

Inspector Antonio Flores

Name

Signature

Sergeant Arlin Vanderbilt

Name

Signature

Name

Signature

Name

Signature

Dana Lang

Name

Signature

Li Wu

Name

Signature

Name

Signature

Name

Signature

Name

**CERTIFICATION OF ASSURANCE OF COMPLIANCE**  
**JAG**  
**METHAMPHETAMINE LABORATORY OPERATIONS**

I, Gregory P. Suhr hereby certify that  
(official authorized to sign grant award; same person as Section 14 on Grant Award Face Sheet)

RECIPIENT: City and County of San Francisco

IMPLEMENTING AGENCY: San Francisco Police Department

PROJECT TITLE: SF North Bay Area HF Program FY2012-13

is responsible for reviewing the *Grant Recipient Handbook* and adhering to all of the Grant Award Agreement requirements (state and/or federal) as directed by Cal EMA including, but not limited to, the following areas:

**I. Federal Grant Funds**

Recipients expending \$500,000 or more in federal grant funds annually are required to secure an audit pursuant to OMB Circular A-133 and are allowed to utilize federal grant funds to budget for the audit costs. See Section 8000 of the Recipient Handbook for more detail.

- The above named recipient receives \$500,000 or more in federal grant funds annually.
- The above named recipient does not receive \$500,000 or more in federal grant funds annually.

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

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

Please provide the following information:

Equal Employment Opportunity Officer: Linda Simon  
Title: Equal Employment Opportunity Director  
Address: 1 South Van Ness, 4th Floor, San Francisco, CA 94103  
Phone: (415) 557-4982  
Email: Linda.Simon@sfgov.org

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

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

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

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

**V. Lobbying – (Recipient Handbook Section 2154)**

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

**VI. Debarment and Suspension – (Recipient Handbook Section 2155)**

*(This applies to federally funded grants only.)*

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

**VII. Proof of Authority from City Council/Governing Board**

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

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

**SPECIAL CONDITIONS OF JAG PROJECTS  
METHAMPHETAMINE LABORATORY OPERATIONS**

***This special condition facilitates compliance with the provisions of the National Environmental Policy Act (NEPA) relating to clandestine methamphetamine laboratories, including the seizure and/or removal of clandestine methamphetamine laboratories [hereinafter, "meth lab operations"].***

***The United States Environmental Protection Agency (USEPA) has determined that, "law enforcement responsibilities terminate when the law enforcement official notifies the property***

**owner of record, the state, and the local environmental or public health agencies in writing of a possible site contamination at a clandestine lab."**

**Law enforcement personnel may seize as evidence and remove any bottles, cans, jugs and other containers, as well as contaminated apparatus and chemical samples from a clandestine drug site, however, law enforcement agencies are not responsible for the cleanup/remediation of any rooms, buildings or surrounding environments, including septic systems, rivers, streams or contaminated soils.**

*(Check one of the following four boxes)*

Will not accept the JAG funds for the period of \_\_\_\_\_

OR

Will accept the JAG funds for the period of 10/1/2012 - 9/30/2013, but will not use them in the seizure or removal of clandestine methamphetamine laboratories.

OR

Will accept the JAG funds for the period of \_\_\_\_\_, and comply with Federal, State, and local environmental, health, and safety laws and regulations applicable to the seizure of clandestine methamphetamine laboratories. Said compliance will include the following mitigation measures:

1. Recipient will provide medical screening of personnel assigned or to be assigned by the recipient to the seizure of clandestine methamphetamine laboratories;
2. Recipient will provide Occupational Safety and Health Administration (OSHA) required initial and refresher training for law enforcement officials and all other personnel assigned to the seizure of clandestine methamphetamine laboratories;
3. Recipient will equip personnel, as determined by their specific duties, with OSHA required protective wear and other required safety equipment;
4. Recipient will notify the Department of Toxic Substances Control (DTSC), and send written notification to the property owner of record, and the local Environmental Management and/or Public Health Department whenever a clandestine methamphetamine laboratory is seized; and
5. Recipient will enter into a written agreement with the local Social Services Department to notify the local Social Services Department whenever a minor is found at a clandestine methamphetamine laboratory site, and, if determined to be necessary, require that qualified personnel be dispatched to the site and, if determined to be necessary:
  - (i) Respond to the minor's health needs that relate to methamphetamine toxicity;
  - (ii) Take the minor into protective custody unless the minor is criminally involved in the clandestine methamphetamine laboratory activities or is subject to arrest/detention for other criminal violations;
  - (iii) Arrange for medical testing for methamphetamine toxicity; and
  - (iv) Arrange for any follow-up medical tests, examinations, or health care made necessary as a result of methamphetamine toxicity.

OR

Will accept the JAG funds for the period of \_\_\_\_\_, and comply with Federal, State, and local environmental, health, and safety laws and regulations applicable to the **seizure and/or removal** of clandestine methamphetamine laboratories. Said compliance will include the following mitigation measures:

1. Recipient will provide medical screening of personnel assigned or to be assigned by the recipient to the seizure and/or removal of clandestine methamphetamine laboratories;
2. Recipient will provide Occupational Safety and Health Administration (OSHA) required initial and refresher training for law enforcement officials and all other personnel assigned to the seizure and/or removal of clandestine methamphetamine laboratories;
3. Recipient will equip personnel, as determined by their specific duties, with OSHA required protective wear and other required safety equipment;
4. Recipient will send written notification to the property owner of record, and the local Environmental Management and/or Public Health Department whenever a clandestine methamphetamine laboratory is seized;
5. Recipient will enter into a written agreement with the local Social Services Department to notify the local Social Services Department whenever a minor is found at a clandestine methamphetamine laboratory site, and, if determined to be necessary, require that qualified personnel be dispatched to the site and, if determined to be necessary:
  - (v) Respond to the minor's health needs that relate to methamphetamine toxicity;
  - (vi) Take the minor into protective custody unless the minor is criminally involved in the clandestine methamphetamine laboratory activities or is subject to arrest/detention for other criminal violations;
  - (vii) Arrange for medical testing for methamphetamine toxicity; and
  - (viii) Arrange for any follow-up medical tests, examinations, or health care made necessary as a result of methamphetamine toxicity.
6. Recipient will assign properly trained personnel to prepare a Hazard Assessment and Recognition Plan (HARP) for the clandestine methamphetamine laboratory site;
7. Recipient or DTSC will utilize qualified disposal personnel to remove the chemicals, associated glassware, equipment, and contaminated materials and wastes from the clandestine methamphetamine laboratory site;
8. Recipient or DTSC will dispose of the chemicals, associated glassware, equipment, and contaminated materials and wastes at properly licensed disposal facilities or, when allowable, at properly licensed recycling facilities; and
9. Recipient or DTSC will monitor the records involving the transport, disposal and recycling components of subparagraphs numbered 7 and 8 immediately above in order to ensure proper compliance.

All appropriate documentation must be maintained on file by the project and available for Cal EMA or public scrutiny upon request. Failure to comply with these requirements may result in suspension of payments under the grant or termination of the grant or both and the Recipient may be ineligible for award of any future grants if the Cal EMA determines that any of the following has occurred:

(1) the Recipient has made false certification, or (2) violates the certification by failing to carry out the requirements as noted above.

**CERTIFICATION**

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

Authorized Official's Signature: 

Authorized Official's Typed Name: Gregory P. Suhr

Authorized Official's Title: Chief of Police

Date Executed: 10/9/12

Federal Employer ID #: 946000417 Federal DUNS #: 120802983

Current Central Contractor Registration Expiration Date: ~~1/4/2013~~ 4.4.13 per CCL

Executed in the City/County of: San Francisco

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

- City Financial Officer
- City Manager
- Governing Board Chair

- County Financial Officer
- County Manager

Signature: 

Typed Name: Ben Rosenfield

Title: City Controller

**BUDGET CATEGORY AND LINE ITEM DETAIL**

100

Grant Recipient: San Francisco Police Department	Grant Number: <i>HF 12 010380</i>
<b>A. Personal Services -- Salaries/Employee Benefits</b>	<b>TAE COST II</b>
<b>1. Overtime for Outreach &amp; Operations:</b>	
<b>a. Overtime for Outreach:</b>	
18 hours per month x 12 months @ \$99.5063/hour	\$21,493
Fringes @ 1.7% (Medicare & Unemployment)	\$366
<b>b. Overtime for Operations:</b>	
474 hours @ \$93.34/hour	\$44,243
Fringes @ 1.7% (Medicare & Unemployment)	\$752
<b>2. Salary &amp; Fringes for Human Trafficking Investigator:</b>	
Salary - 0.5 FTE x \$118,898/year	\$59,449
Fringes @ 34.82% (Health, Dental, Social Security, Unemployment, Retirement and Premium)	\$20,700
<b>PERSONAL SECTION TOTAL</b>	<b>\$147,003</b>

*kel*



**BUDGET CATEGORY AND LINE ITEM DETAIL**

Grant Recipient:		Grant Number: <i>HF 12 010380</i>
<b>B. Operating Expenses</b>		<i>JACOST/1</i>
1. Printing		<del>\$2,997</del> <i>2997</i>
2. Contract with Non-Governmental Organization (APILO)		
Project Coordinator (0.1 FTE * 22.12 * 200 hrs/yr)		\$4,424
Case Mgmt Coordinator (0.21 FTE * 21/hr * 420 hrs)		\$8,820
Subtotal, Salaries = \$13,244		
FICA (6.2%)	6.2%	\$821
FICA MEDI (1.45%)	1.45%	\$192
SUI (0.5%)	1.15%	\$152
Workers Comp (0.4%)	0.4%	\$53
Health Services (15.45%)	15.45%	\$2,046
Shelter and Social Services -		\$30,000
Insurance		\$1,400
Office expenses		\$2,091
<b>OPERATING SECTION TOTAL</b>		<b>\$52,997</b>

BUDGET CATEGORY AND LINE ITEM DETAIL

100

Grant Recipient:	Grant Number: <i>HF 12 01 03 80</i>
C. Equipment	<i>JAG COST //</i>
EQUIPMENT SECTION TOTAL	\$0.00
<b>Total Project Cost*</b>	<b>\$200,000</b>
*Same as Block 10G on the Grant Award Face Sheet	

**LEVS Budget Summary Report**

HF12 Anti-Human Trafficking Task Force Program  
 San Francisco, City & County  
 Anti-Human Trafficking Task Force (HF) Program

Award #: HF12.01 0380  
 Award Period: 10/01/12 - 09/30/13  
 Latest Request: , Not Final 201

A. Personal Services - Salaries/Employee Benefits

F/S/L	Funding Source	Budget Amount	Paid/Expended	Balance	Pending	Pending Balance
F	11JAGO	147,003	0	147,003	0	147,003
<b>Total A. Personal Services - Salaries/Employee Benefits:</b>		<b>147,003</b>	<b>0</b>	<b>147,003</b>	<b>0</b>	<b>147,003</b>

B. Operating Expenses

F/S/L	Funding Source	Budget Amount	Paid/Expended	Balance	Pending	Pending Balance
F	11JAGO	52,997	0	52,997	0	52,997
<b>Total B. Operating Expenses:</b>		<b>52,997</b>	<b>0</b>	<b>52,997</b>	<b>0</b>	<b>52,997</b>

C. Equipment

F/S/L	Funding Source	Budget Amount	Paid/Expended	Balance	Pending	Pending Balance
F	11JAGO	0	0	0	0	0
<b>Total C. Equipment:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

	Budget Amount	Paid/Expended	Balance	Pending	Pending Balance
<b>Total Local Match:</b>	0	0	0	0	0
<b>Total Funded:</b>	200,000	0	200,000	0	200,000
<b>Total Project Cost:</b>	200,000	0	200,000	0	200,000



## OPERATIONAL AGREEMENT

### The San Francisco North Bay Area Anti-Trafficking Task Force

**Mission Statement:** The San Francisco North Bay Area Anti-Trafficking Task Force (Task Force) is a collaboration of local, state and federal law enforcement agencies working together with organizations providing comprehensive services to trafficking victims to 1) identify and rescue victims of human trafficking and 2) to proactively investigate, identify, apprehend and prosecute those engaged in human trafficking.

This Operational Agreement stands as evidence that the **San Francisco Police Department** and **Asian Pacific Islander Legal Outreach (APILO)** intend to work together toward the mutual goal of providing available assistance for crime victims of human trafficking residing in San Francisco. We believe that implementation of the **San Francisco North Bay Area Anti Human Trafficking Project** will further this goal. To this end we agree to participate in the program by providing the following services:

#### The SFPD role will be as follows:

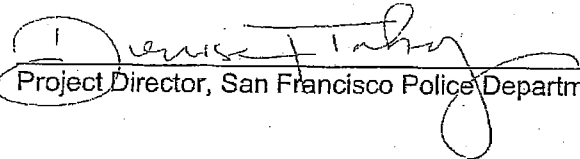
- Provide management level support for Task Force membership and meeting attendance;
- Improve methods of communication between local and federal law enforcement, prosecutors, and victim service providers in the San Francisco Bay Area, to ensure a coordinated community response to human trafficking;
- Facilitate the training of officers in both the identification of human trafficking victims and procedures for referral of victims to service provider organizations;
- Coordinate the expansion of services to human trafficking victims;
- Serve as administrator of grant funds and coordinate required progress and financial reports;
- Facilitate the certification of human trafficking victims, and assist in establishing data on victims a data base, which are essential for expanding support services;

#### The APILO role will be as follows:

- Work to increase outreach to local communities, particularly those susceptible to victims of trafficking such as minors and immigrant communities;
- Have project staff readily available to the SFPD for the provision of comprehensive services;
- Serve as the lead agency in the coordination of victim services and the disbursement of grant funds for comprehensive services;
- Develop a budget for the disbursement of grant funds, with the understanding that Recovery Act grant funds are one time awards;
- Comply with all tracking and reporting requirements as delineated in the RFA;
- Submit invoices for victim services specific to this project to the Department on the Status of Women through the existing Asian Anti Trafficking Collaborative (AATC) contract.
- Attend and actively participate in regularly scheduled task force meetings;

Operational Agreement – SF North Bay Area Anti-Trafficking Task Force  
Anti-Human Trafficking Task Force (HF) Program  
Page 2

We, the undersigned, as authorized representatives of the San Francisco Police Department and Asian Pacific Islander Legal Outreach, do hereby approve this document.

  
Project Director, San Francisco Police Department

10-12-12  
Date

  
Executive Director, APILO

10/9/12  
Date

## OPERATIONAL AGREEMENT

### The San Francisco North Bay Area Anti-Trafficking Task Force

Mission Statement: The San Francisco North Bay Area Anti-Trafficking Task Force (Task Force) is a collaboration of local, state and federal law enforcement agencies working together with organizations providing comprehensive services to trafficking victims to 1) identify and rescue victims of human trafficking and 2) to proactively investigate, identify, apprehend and prosecute those engaged in human trafficking.

This Operational Agreement stands as evidence that the **San Francisco Police Department (SFPD)** and the **San Francisco District Attorney's Office (SFDA)** intend to work together toward the mutual goal of providing available assistance for crime victims of human trafficking in San Francisco. We believe that implementation of the San Francisco North Bay Human Trafficking Project will further this goal. To this end we agree to participate in the program by providing the following services:

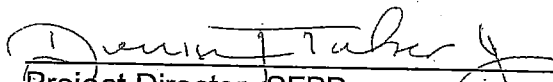
The SFPD will:

- Provide management level support for Task Force membership and meeting attendance;
- Improve methods of communication between local and federal law enforcement, prosecutors and victim service providers in the San Francisco Bay Area to ensure a coordinated community response to human trafficking;
- Facilitate the training of officers in both the identification of human trafficking victims and procedures for referral of victims to service provider organizations;
- Coordinate the expansion of services to human trafficking victims;
- Refer to the SFDA Victim Services Division, whenever appropriate, clients in need of court advocacy, victim compensation assistance and other services available from the Victim Services Division.

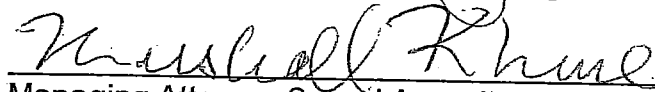
The San Francisco District Attorney's Office will:

- Designate a lead prosecutor contact for human trafficking cases;
- Help task force members to form collaborative relationships with each other, law enforcement agencies and other NGOs and community based organizations;
- Lend support to and assistance in the development of proactive investigative and prosecutorial strategies to combat human trafficking;
- Participate in regularly scheduled task force meetings;
- SFDA Victim Services Division will refer clients to SFPD whenever appropriate.

We, the undersigned, as authorized representatives of the San Francisco Police Department and the San Francisco District Attorney's Office do hereby approve this document.

  
Project Director, SFPD

10-12-12  
Date

  
Managing Attorney Sexual Assault,  
Mental Health  
City and County of San Francisco

10/12/2012  
Date

**OPERATIONAL AGREEMENT**  
**October 1, 2012- September 30, 2013**

The San Francisco North Bay Area Anti-Trafficking Task Force

Mission Statement: The San Francisco North Bay Area Anti-Trafficking Task Force (Task Force) is a collaboration of local, state and federal law enforcement agencies working together with organizations providing comprehensive services to trafficking victims to 1) identify and rescue victims of human trafficking and 2) to proactively investigate, identify, apprehend and prosecute those engaged in human trafficking.

This Operational Agreement stands as evidence that the **San Francisco Police Department (SFPD)** and the **SFDPH- Community Health Promotion & Prevention/ Newcomers Health Program** intend to work together toward the mutual goal of providing trainings on identification and available resources for victims of human trafficking in San Francisco. We believe that implementation of the San Francisco North Bay Human Trafficking Project will further this goal. To this end we agree to participate in the program by providing the following services:

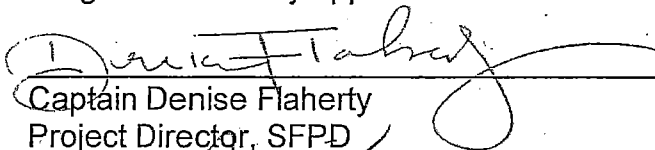
The SFPD will:


- Provide management level support for Task Force membership and meeting attendance;
- Improve methods of communication between local and federal law enforcement, prosecutors and victim service providers in the San Francisco Bay Area to ensure a coordinated community response to human trafficking;
- Facilitate the training of officers in both the identification of human trafficking victims and procedures for referral of victims to service provider organizations;
- Coordinate the expansion of services to human trafficking victims;
- Refer potential victims to Newcomers Health Program for health services;
- Collaborate and participate with Newcomers Health Program on medical and social service provider trainings on human trafficking;
- Provide "palm cards" to Newcomers Health Program for distribution to clinical and social service providers, and community members

SFDPH's- Newcomers Health Program will:

- Inform SFPD about upcoming medical and social service provider trainings on human trafficking;
- Lend support in the development of training curriculum to combat human trafficking;
- Participate in regularly scheduled task force meetings;

We, the undersigned, as authorized representatives of the San Francisco Police Department and San Francisco Department of Public Health's Newcomers Health Program do hereby approve this document.

  
\_\_\_\_\_  
Captain Denise Flaherty  
Project Director, SFPD

  
\_\_\_\_\_  
Patricia Erwin, Acting Director  
SFDPH- Community Health Promotion & Prevention  
Newcomers Health Program

10-12-12  
\_\_\_\_\_  
Date

10/1/12  
\_\_\_\_\_  
Date



# Introduction Form

By a Member of the Board of Supervisors or the Mayor

Time stamp  
or meeting date

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

- 1. For reference to Committee:
- An ordinance, resolution, motion, or charter amendment.
- 2. Request for next printed agenda without reference to Committee.
- 3. Request for hearing on a subject matter at Committee:
- 4. Request for letter beginning "Supervisor  inquires"
- 5. City Attorney request.
- 6. Call File No.  from Committee.
- 7. Budget Analyst request (attach written motion).
- 8. Substitute Legislation File No.
- 9. Request for Closed Session (attach written motion).
- 10. Board to Sit as A Committee of the Whole.
- 11. Question(s) submitted for Mayoral Appearance before the BOS on

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


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

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

**Sponsor(s):**

**Subject:**

**The text is listed below or attached:**

Signature of Sponsoring Supervisor: 

For Clerk's Use Only:

**FORM SFEC-126:  
NOTIFICATION OF CONTRACT APPROVAL  
(S.F. Campaign and Governmental Conduct Code § 1.126)**

<b>City Elective Officer Information</b> <i>(Please print clearly.)</i>	
Name of City elective officer(s): Members, Board of Supervisors	City elective office(s) held: Members, Board of Supervisors
<b>Contractor Information</b> <i>(Please print clearly.)</i>	
Name of contractor: <b>Asian Pacific Islander Legal Outreach (dba of Nihonmachi Legal Outreach)</b>	
<i>Please list the names of (1) members of the contractor's board of directors; (2) the contractor's chief executive officer, chief financial officer and chief operating officer; (3) any person who has an ownership of 20 percent or more in the contractor; (4) any subcontractor listed in the bid or contract; and (5) any political committee sponsored or controlled by the contractor. Use additional pages as necessary.</i>	
(1) Jesiros Bautista (chair), Shaamini Babu, Brian Budds, Komal Chaddha Chokshi, Claire Choo, Charles Jung, Donna Kotake, Minette Kwok, Deanna Kwong, C. Koji Oka, Myron Okada, Janel Thamkul (2) Dean Ito Taylor, Executive Director; Laura Takeuchi, Finance Coordinator; Esther Leong, Administrative Manager (3) N/A (4) Asian Women's Shelter, Narika, SAGE (5) N/A	
Contractor address: 1121 Mission Street, San Francisco, CA 94103	
Date that contract was approved: <i>(By the SF Board of Supervisors)</i>	Amount of contracts: \$ 50,000
Describe the nature of the contract that was approved: Anti-Human Trafficking Task Force	
Comments:	

This contract was approved by (check applicable):

the City elective officer(s) identified on this form

a board on which the City elective officer(s) serves: San Francisco Board of Supervisors  
Print Name of Board

the board of a state agency (Health Authority, Housing Authority Commission, Industrial Development Authority Board, Parking Authority, Redevelopment Agency Commission, Relocation Appeals Board, Treasure Island Development Authority) on which an appointee of the City elective officer(s) identified on this form sits

Print Name of Board

<b>Filer Information</b> <i>(Please print clearly.)</i>	
Name of filer: Angela Calvillo, Clerk of the Board	Contact telephone number: (415) 554-5184
Address: City Hall, Room 244, 1 Dr. Carlton B. Goodlett Pl., San Francisco, CA 94102	E-mail: Board.of.Supervisors@sfgov.org

\_\_\_\_\_  
Signature of City Elective Officer (if submitted by City elective officer)

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Signature of Board Secretary or Clerk (if submitted by Board Secretary or Clerk)

\_\_\_\_\_  
Date Signed