

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

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

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

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

1. Gift Title: **The Chris Larsen Fund**
2. Department: **Office of the District Attorney**
3. Contact Person: **Lorna Garrido** Telephone: **(628) 652-4035**
4. Gift Approval Status (check one):  
 Approved by funding agency                       Not yet approved
5. Amount of Gift Funding Approved or Applied for: **\$200,000**
6. a. Matching Funds Required: **\$0**  
b. Source(s) of matching funds (if applicable): **n/a**
7. a. Gift Source Agency: **The Chris Larsen Fund**  
b. Gift Pass-Through Agency (if applicable): **Five Keys**

8. Proposed Gift Project Summary: **To support a women’s initiative, Project Restore: Women’s Housing for victims of crime, geared towards servicing families of violent crime for the purpose of public safety prevention efforts. Funds will be used to cover an advocate position and victim needs.**

9. Gift Project Schedule, as allowed in approval documents, or as proposed:  
Start-Date: **n/a**    End-Date: **n/a**

10. a. Amount budgeted for contractual services: **\$0**  
b. Will contractual services be put out to bid? **n/a**  
c. If so, will contract services help to further the goals of the Department’s Local Business Enterprise (LBE) requirements? **n/a**  
d. Is this likely to be a one-time or ongoing request for contracting out? **n/a**

11. a. Does the budget include indirect costs?  
 Yes                       No
- b. 1. If yes, how much?  
b. 2. How was the amount calculated?
- c. 1. If no, why are indirect costs not included?  
 Not allowed by granting agency                       To maximize use of funds on direct services  
 Other (please explain):
- c. 2. If no indirect costs are included, what would have been the indirect costs? **If calculated at 10% of the advocate personnel costs, the indirect cost for this program would have been \$16,350.**

12. Any other significant grant requirements or comments: **None**

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

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

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

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

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

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

Comments:

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

Jessica Geiger  
(Name)

Facilities Manager  
(Title)

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

**Jessica Geiger** Digitally signed by Jessica Geiger  
Date: 2026.03.23 14:00:30 -07'00'  
\_\_\_\_\_  
(Signature Required)

**Department Head or Designee Approval of Grant Information Form:**

Eugene Clendinen  
(Name)

Chief, Administration and Finance  
(Title)

Date Reviewed: March 3, 2026

**Eugene Clendinen** Digitally signed by Eugene  
Clendinen  
Date: 2026.03.23 15:35:44 -07'00'  
\_\_\_\_\_  
(Signature Required)