

**CERTIFICATION OF ASSURANCE OF COMPLIANCE**  
**Victims of Crime Act (VOCA) Fund**

I, George Gascón, District Attorney hereby certify that  
(official authorized to sign Subaward; same person as Section 14 on Subaward Face Sheet)

SUBRECIPIENT: City and County of San Francisco

IMPLEMENTING AGENCY: Office of the District Attorney

PROJECT TITLE: Victim/Witness Assistance Program

is responsible for reviewing the *Subrecipient Handbook* and adhering to all of the Subaward requirements (state and/or federal) as directed by Cal OES including, but not limited to, the following areas:

**I. Federal Grant Funds**

Subrecipients expending \$750,000 or more in federal grant funds annually are required to secure an audit pursuant to OMB Uniform Guidance 2 CFR Part 200, Subpart F and are allowed to utilize federal grant funds to budget for the audit costs. See Section 8000 of the Subrecipient Handbook for more detail.

- The above named Subrecipient receives \$750,000 or more in federal grant funds annually.
- The above named Subrecipient does not receive \$750,000 or more in federal grant funds annually.

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

It is the public policy of the State of California to promote equal employment opportunity 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 OES-funded projects certify that they will comply with all state and federal requirements regarding equal employment opportunity, nondiscrimination and civil rights.**

Please provide the following information:

Equal Employment Opportunity Officer: Shavaun Burse  
Title: Senior Personnel Analyst  
Address: 850 Bryant Street, Room 322, San Francisco, CA 94103-4600  
Phone: 415-553-9027  
Email: shavaun.burse@sfgov.org

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

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

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

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

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

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

**VI. Debarment and Suspension – (Subrecipient Handbook Section 2155)**  
*(This applies to federally funded grants only.)*

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

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

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

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

## VIII. Civil Rights Compliance

The Subrecipient complies with all laws that prohibit excluding, denying or discriminating against any person based on actual or perceived race, color, national origin, disability, religion, age, sex, gender identity, and sexual orientation in both the delivery of services and employment practices and does not use federal financial assistance to engage in explicitly religious activities.

## IX. Special Condition for Grant Subaward with Victims of Crime Act (VOCA) Funds

- **Computer Network Requirement:** The recipient understands and agrees that (a) No award funds may be used to maintain or establish a computer network unless such network blocks the viewing, downloading, and exchanging of pornography, and (b) Nothing in subsection (a) limits the use of funds necessary for any federal, state, tribal, or local law enforcement agency or any other entity carrying out criminal investigations, prosecution, or adjudication activities.
- **Prohibit use of funds for ACORN and its subsidiaries:** Recipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of any contract or subaward to either the Association of Community Organizations for Reform Now (ACORN) or its subsidiaries, without the express prior written approval of OJP.
- **Text Messaging Policy:** Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), the Department encourages recipients and subrecipients to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this grant, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.
- **Nondiscrimination in programs involving students:** The recipient understands and agrees that award funds may not be used to discriminate against or denigrate the religious or moral beliefs of students who participate in programs for which financial assistance is provided from those funds, or of the parents or legal guardians of such students.
- **Registration with the System for Award Management and Universal Identifier Requirements:** The recipient agrees to comply with applicable requirements regarding registration with the System for Award Management (SAM) (or with a successor government-wide system officially designated by OMB and OJP). The recipient also agrees to comply with applicable restrictions on subawards to first-tier subrecipients that do not acquire and provide a Data Universal Numbering System (DUNS) number. The details of recipient obligations are posted on the Office of Justice Programs web site at <http://www.ojp.gov/funding/sam.htm> (Award condition: Registration with the System for Award Management and Universal Identifier Requirements), and are incorporated by reference here. This special condition does not apply to an award to an individual who received the award as a natural

person (i.e., unrelated to any business or nonprofit organization that he or she may own or operate in his or her name).

- VA OCFO Access: The Grantee authorizes Office for Victims of Crime (OVC) and/or the Office of the Chief Financial Officer (OCFO), and its representatives, access to and the right to examine all records, books, paper or documents related to the VOCA grant. The State will further ensure that all VOCA subgrantees will authorize representatives of OVC and OCFO access to and the right to examine all records, books, paper or documents related to the VOCA grant.
- Reporting Potential Fraud, Waste, and Abuse, and Similar Misconduct: The recipient must promptly refer to the DOJ OIG any credible evidence that a principal, employee, agent, contractor, subgrantee, subcontractor, or other person has either 1) submitted a false claim for grant funds under the False Claims Act; or 2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving grant funds. This condition also applies to any subrecipients. Potential fraud, waste, abuse, or misconduct should be reported to the OIG by mail: Office of the Inspector General, U.S. Department of Justice Investigations Division, 950 Pennsylvania Avenue, N.W., Room 4706, Washington, DC 20530; email: [oig.hotline@usdoj.gov](mailto:oig.hotline@usdoj.gov); hotline: (contact information in English and Spanish): 800-869-4499; or hotline fax: 202-616-9881. Additional information is available from the DOJ OIG website at [www.usdoj.gov/oig](http://www.usdoj.gov/oig).

All appropriate documentation must be maintained on file by the project and available for Cal OES or public scrutiny upon request. Failure to comply with these requirements may result in suspension of payments under the grant or termination of the grant or both and the Subrecipient may be ineligible for subaward of any future grants if the Cal OES determines that any of the following has occurred: (1) the Subrecipient has made false certification, or (2) violates the certification by failing to carry out the requirements as noted above.

**CERTIFICATION**

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

Authorized Official's Signature: 

Authorized Official's Typed Name: George Gascon

Authorized Official's Title: District Attorney

Date Executed: 5/11/16

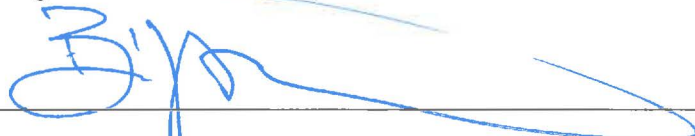
Federal Employer ID #: 94-6000417 Federal DUNS # 143602105

Current Central Contractor Registration Expiration Date: March 1, 2017

Executed in the City/County of: San Francisco

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

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> City Financial Officer | <input checked="" type="checkbox"/> County Financial Officer |
| <input type="checkbox"/> City Manager                      | <input type="checkbox"/> County Manager                      |
| <input type="checkbox"/> Governing Board Chair             |  |

Signature: 

Typed Name: Ben Rosenfield

Title: Controller, City & County of San Francisco

## Project Narrative

### **A. PROBLEM STATEMENT**

Since its inception, the San Francisco Victim Witness Assistance Program (Program) has worked with all types of crime victims and witnesses as well as victims with specialized needs (e.g., elderly victims, disabled, non-English speakers, etc.). Over the past quarter century, the office has developed a structure that allows for individualized support of victims with varied needs and backgrounds while still allowing for the provision of service to victims across the City. The Victim Services Division is organized into three units: Advocacy, Claims, and Restitution. Advocates and Claim Specialized are organized by crime type: intake, general litigation, homicide, elder abuse, domestic violence, sex abuse/assault/human trafficking, juvenile, and community. This structure allows our staff to receive specialized training, supervision and support to better respond to and serve our victims. Victim Services Division served 7,044 victims in 2015, representing a 30% increase over the last five years.

San Francisco's ethnic diversity includes approximately 54% White, 34% Asian/Pacific Islander, 15% Hispanic/Latino, and 6% African American residents. Amongst this ethnic diversity the low-income African Americans and Latinos disproportionately live in neighborhoods which are most impacted by violent crime. Furthermore, 35.6% of the city residents were born outside of the United States. Additionally, at 15%, San Francisco has the highest percentage of gay and lesbian individuals of any of the 50 largest U.S. cities. Finally, the City is believed to have the highest number of homeless inhabitants per capita of any major U.S. City. These demographics require a structure that meets individual needs across an extremely broad spectrum.

**Existing Resources and Growth in Services:** The Division has a very diverse staff 94% of the staff are people of color, and more than half speak another language including Spanish,

Cantonese, Mandarin, and Vietnamese, Tagalog and American Sign Language. In addition, we use the Language Line for languages we do not have internal capacity to serve.

The Division continues to grow its collaborative work with community-based service providers, other governmental agencies, and with vulnerable and hard to reach victims. Over the past two years, we have significantly increased and expanded our partnerships with service providers throughout San Francisco, particularly those with high concentrations of crime and victims of crime. CAC

The Division has developed important new collaborations with governmental agencies to address important issues for victims of crime. The Division is a member of the San Francisco Commercial Sexual Exploitation of Children (CSEC) collaborative and steering committee lead by the Department of Human services, in response to changes in mandated reporting for suspected cases of child exploitation. Participation in the steering committee allows the Division to influence local policies regarding victims of crime and the collaborative provides access to some of the most vulnerable child victims. The Division recently led the development of a multi city agency task force- the Victims Services Division Steering Committee- to identify gaps in victim services including the important issue of planning for mass casualty victim of crime events. This task force will allow for the development of comprehensive mass casualty plan, train multidisciplinary teams, and practice events to ensure the city is prepared to responds to victims and witness of crime.

Finally, the Division has increased outreach and engagement of vulnerable and hard to serve victims. In late 2015, a Community Advocate was assigned to the South East sector of the city, the Bayview, a district historically plagued by high crime, poverty and victimization. This advocate is locate out in the community and in addition to their traditional roles as a victim advocate, they are working to become a integral part of the life of the community including attending community meetings and events, responding to victim events in the district and working collaboratively with service providers, law enforcement and community groups.

**Service and Resource Limitations:** The program continues to provide all required activities mandated in Section 13835.4 through 13835.5 of the California Penal Code. As indicated above, bicultural/bilingual staff provides services in the Division. We continue to be challenged by the need to better assess the needs of clients, make more comprehensive referrals to resources and services, and follow-up with victims several months after their victimization to support them to rebuild their lives and prevent further victimization. Victims in trauma often are not ready to access all options offered to them in the time of crisis and need ongoing support and follow-up to recover. The Program has made changes to improve the process for assessing needs and doing follow-up work with victims, including bringing on additional staff, but resource limitations constrain our ability to provide as complete a continuum of services as we would like. We would like to move toward a case management model that would allow us to better ensure victims have the resources and supports they need to recover and rebuild following an incident.

As indicated above, we lack adequate resources to conduct more extensive outreach into underserved communities and provide technical assistance and presentation to our numerous community partners. We also struggled with building trusting relationships with the immigrant community because of the fear of deportation through Secure Communities. Although the practice has been discontinued, we are still working to overcome the obstacles it created and rebuild the trust between us and the community. The fear of reporting crime, especially domestic violence, makes our efforts to reach the community even more critical.

**Unique Problems:** San Francisco is one of the most diverse cities in the nation and has the highest per capita immigration rate in the country. Many residents rely almost exclusively on the resources within their immediate community to meet their needs. Minorities and low-income populations face special and acute problems. These realities pose a great challenge to providing services and to meeting each neighborhood's unique blend of languages and cultures. All too often residents who are most in need of assistance are faced with numerous barriers to access services, including access to services in their neighborhood. While we have made



significant inroads into some of these communities, staff resources are not sufficient to bring as many services as we would like directly into neighborhoods in greatest need.

Serving San Francisco's significant LGBTQQ population has challenges. The LGBTQQ community is not homogenous and the transgender population often faces different challenges than lesbian and gay individuals. The transgender community is more vulnerable to violence and hate crimes, than other populations, and has a greater distrust of the system. Accordingly, outreach to this community requires a culturally competent and sustained focus.

In addition, many local program clients are homeless or low income with needs extending far beyond the criminal justice system. Our collaboration with Glide Memorial Church in the Tenderloin district has demonstrated the depth of need in this population. Housing, economic support, civil legal assistance and mental health needs far surpass our program capacity. As the safety net for vulnerable populations continues to unravel, we will see our advocates daily challenged to find time to provide much more "case management" than we traditionally offered. We recently secured funding for one advocate to work primarily with the homeless populations, but it is estimated that San Francisco has more than 6,000 people who are homeless and or living on the streets. The need far surpasses our capacity.

## **B. PLAN**

The Program is designed to provide services to meet each client's needs. The advocates perform a needs assessment for each victim so that each victim gets the individual services s/he requires to heal and recover. For the many victims we serve who do not feel comfortable coming to the Hall of Justice either because they may run into someone they know, they have had numerous prior negative interactions with law enforcement, or simply because it is out of their neighborhood safety zone, we are trying to reach them by reaching out to the communities in which they live. Due to resource limitations, we currently only the capacity to have one full time staff at a satellite offices, but we are working to grow our presence in the community including adding an additional staff at the Child Advocacy Center, out stationing a staff member

Applicant: San Francisco District Attorney Grant Number: \_\_\_\_\_

to our level one trauma center, and co-locating our homeless advocate with service providers in the community. We continue to address barriers to use of services including culture, language, distrust of service providers, lack of familiarity with bureaucratic process and perceived attitudes of service professionals when dealing with minority and special population of vulnerable victims.

The Division has always prided itself on being a diverse and inclusive office. This diversity has allowed the Division to respond to victim needs in regards to language, cultural responsiveness and community identification. Of the 36 staff members in the Victim Services Division, 11 are bilingual Spanish-speaking, 3 speak Mandarin and Cantonese, 1 speak Vietnamese, 2 speak Tagalog and 1 speaks American Sign Language. Additionally, the program has dual handset phones that access the Language Line, a service that provides a translator in 170 languages. The District Attorney's office also keeps a database of languages spoken by all staff. Finally, partner agencies are able to provide translation services in numerous languages.

In addition to neighborhood-based service provision, we have created a comprehensive central Victim Services Center at the Hall of Justice. This allows our main office to be housed with other criminal justice system entities placing us on site for other system-based activities. In addition, having our main office at the Hall of Justice provides the opportunity for advocates to have daily interaction with other criminal justice based departments and cuts down on the amount of time spent trying to reach police, probation and other staff within the system. Our Hall of Justice center includes: intake/waiting rooms that are equipped with a computer for job and housing searches, resource literature, and telephones for contacting community-based resources for support not offered by the program, and comfortable furniture for victims and witnesses waiting for court hearings and other appointments. We will continue to ensure that this facility is accessible and victim-responsive.

Effective multi-disciplinary collaboration with other public and community-based agencies is critical to ensuring that victims of violence in San Francisco have resources available to them

that are meaningful to their needs. While San Francisco is extremely fortunate to have many service providers who serve specific populations or specific needs, this diversity can also be a barrier to ensuring effective and seamless access to resources for those in need. While there are many coalitions and collaborations that have been formed to meet the needs of particular populations of victims, these groupings do not consistently interact with one another. The Division continues to take a leadership role in addressing this fragmentation of anti-violence service providers in order to form a more cohesive and comprehensive continuum of services for victims and witnesses in San Francisco. We participate in the weekly Mayor's Office Street Violence Response Team meetings during which police, public health and community partners round table recent violent incidents to ensure families and communities are receiving necessary support. The Division is recognized as a critical component of this crisis response protocol.

**Referral Process:** The referral process in place between the Program and law enforcement, other city departments and community-based service providers is designed to ensure that all individuals eligible for the program are aware of all available services. Police – By far the greatest referral source is law enforcement, primarily through police reports routed to the Program on a daily basis. We receive virtually all reports in which police disburses a Victim notification card. Staff is also able to readily obtain police reports and supplemental reports for those victims being helped by the program. In addition, all officers provide referral phone numbers, including the Division's, to victims at the time of the crime and then often directly refer victims in need to us. Further, the Program has strong relationships with many of the investigative units that deal with especially vulnerable populations. The police department's Special Victims Unit, which investigates domestic violence, sexual assault, elder abuse, and child assault cases regularly, walks victims to our office for services. This year we also developed a 24-hour notification process with homicide investigators to ensure that we receive important victim and next of kin information early in the process to facilitate better service and coordination for victims of crime. Prosecutors – Currently, prosecutors notify us as soon as a

case is charged so we can assign it to an advocate. This system promotes a closer working relationship with the assistant district attorneys (ADA) and leads to more successful prosecutions. Advocates work cooperatively with the ADA and the victim to orient and assist him or her through the various steps of the criminal justice process and help them with such things as restitution calculation, victim impact statements, etc. This year we successfully worked with our case management database developers to automate the referral of cases from the prosecution units to the advocacy staff. Department of Public Health-We also formally collaborated with the Department of Public Health's Crisis Response Team to reach more victims more quickly and ensure our services are coordinated and aligned. The Crisis Response Team, which often goes to crime scenes to contact victims of violent, accompanies victims to our offices for services. We are then notified to join the team to assist with Victims of Crime compensation applications and other services our Division provides. This close collaboration results in more seamless and effective services for our most serious and violent cases. Probation Department – Whenever a case is approaching disposition, the Adult Probation Department mails the victim a letter requesting input on restitution and victim impact statements. In that letter, the Probation Department refers the victim to our Division. This is in addition to the referrals we get from individual Probation Officers who are in contact with victims. From the Juvenile Probation Department, the Program's advocate stationed at the Juvenile Justice Center receives referrals from those cases where a Probation Officer is making a case recommendation. Our partnership with the probation department around services for domestic violence has further strengthened this collaboration. This year the Division trained the probation officers on restitution and working closely with them to develop new protocols and procedures to better serve victims. Other service providers – Advocates who are part of collaborative teams, (e.g. Multi-disciplinary Interview Teams) receive immediate referrals from Child Advocacy Center, and other agency staff. In addition our community-based partners and many other

service providers refer their clients to our program for services specifically related to violent crime victims.

**Use of Volunteer Interns.** Given the Division's resource limitations, we makes full use of volunteers through a formal internship program. Interns are recruited from local universities and colleges through a formal application process. Once accepted, interns make a minimum 9-month commitment to the Division through a contractual agreement. They are trained in court intervention, assisting victim advocates with clients, confidentiality and the institutions and processes of the criminal justice system. These volunteer interns are assigned to the intake unit and supervised by the Team Lead for that unit. Additional responsibilities include following-up with client requests, supporting victim advocates in their assistance of victims, providing information and referrals to drop-in clients, updating resource and referral materials to be distributed to the public, and other administrative functions. Volunteers use timesheets to keep track of their time. The Division expands its use of interns during the summer months to augment its ability to provide uninterrupted services to victims. All interns must pass a background check before acceptance into the Division.

**Project design to provide special services:** Hearing impaired: The Program has access to all the resources available to the rest of the District Attorney's Office and is able, when necessary, including the ability to arrange for the services of interpreters for those persons who are hearing impaired. We also have an advocate who is fluent in American Sign Language who be assigned cases with victims who are hearing impaired and serve as a translator for other team members. Sight impaired: The Program has access to all the resources available to the rest of the District Attorney's Office and is able, when necessary, including the ability to arrange for transportation and accompaniment. Disabled: All offices where services are provided are accessible to the disabled including ramps, elevators and accessible restrooms. In those instances when victims using wheelchairs require transportation to and from court, arrangements with a local service provider, Ambuvan, which serves clients who are non-

ambulatory. Victims presenting other ambulatory difficulties are accorded court escort by project staff to ensure their safety. Additionally, the Division just received funding to translate, enlarge and make more accessible all victim services printed materials, out reach to the disabled/dependent adult community, and upgrade our facility with signage and accessible tools to better serve victims. Elderly: Services to the frail and elderly have been prioritized particularly in the areas of court escort and home/field visits. The Division recognizes the impact of crime, particularly violent and financial crime, on the elderly and makes every effort to accommodate their special needs by being more accessible to these victims. The Division is fortunate to have received Cal EMA funding for an Underserved Victim Advocacy and Outreach Program grant addressing the needs of elderly and homeless victims. The advocate has office hours in the community and conducts extensive outreach and regular presentations to elder specific service providers and centers. Field Visits: Experience has taught us that, in addition to making services accessible within targeted populations' local neighborhoods, we also need to house services within trusted community organizations and engage community institutions in encouraging victims and witnesses of crime to seek support. The staff makes use of community partners in various areas of the City to assist victims of crime who are reluctant to have contact with the criminal justice system or unable to come to the Hall of Justice. Because fear prevents some victims from traveling even as far as neighborhood service centers, staff make home visits when necessary, or to workplaces or other sites that are more accessible and comfortable to the victim. The project prioritizes field visits for the most vulnerable populations e.g., frail elderly, disabled, women with infants. Advocates also attend Multi-Disciplinary Interviews to meet with parents and children before interviews and provide support and information

**Working Relationships:** For over two decades, the Division has established itself as the City's primary service provider for victims and witnesses participating in the criminal justice system. The Division is structured to provide support beginning from the time a crime is reported to the police or our office and continuing through and beyond the prosecution of the criminal

case and subsequent activities within the criminal justice system. Services continue for as long as each victim needs them. All services are provided based upon individual assessments and what the victim and advocate jointly determine is needed and desired. The philosophical underpinning of the program is one of empowerment, focused on assisting the victim of crime as soon as possible after the incident occurs to reduce the severity traumatic impact of victimization and begin building a relationship. The Division improves victims' willingness to cooperate with the process and helps them begin the process of rebuilding their lives.

As part of the DA's Office, the Division has established strong ties with all of the criminal justice system agencies. We provide all mandatory services, including, but not limited to: crisis intervention, resource and referral assistance, assistance with victims of crime claims, property return, orientation to the criminal justice system, court escort/support, case status/disposition, presentation and training for law enforcement agencies and public, and restitution assistance. These services are delivered more effectively because the Division is an integral part of the criminal justice system. In addition, Division staff is in daily contact with staff of the Police Department, DA's Office, Probation and the Courts. Program staff continually trains these departments in the rights of victims within the system and the dynamics of victimization, helping create a more responsive environment for victims and witnesses.

The Division is also acknowledged as being an important social services provider in San Francisco. The Division staff meets regularly with members of community-based agencies to maintain and improve information-sharing, planning and case coordination. Collaborative relationships with other agencies are key to the Division's approach to victim services and our main referral relationships are reflected in our attached Operational Agreements.

As discuss earlier in this proposal, we are also active in many city-wide coordination efforts working to fill the gaps in victim services needs, and to create, implement and provide training for standardized protocols for victim response and cross-referral. Additional examples include our participation as a member agency of the San Francisco Domestic Violence

Applicant: San Francisco District Attorney Grant Number: \_\_\_\_\_

Consortium (DVC) and participates in every level of this consortium. The DVC includes the primary 18 domestic violence providers in the county, including shelters, counseling and crisis lines, legal assistance and batterer intervention programs. The DVC's goal is to coordinate services, identify gaps and reduce duplication. Additionally, working with the Mayor's Child Sexual Trauma Advisory Council (MCSTAC), we created the City's first multi-disciplinary child victim interviewing team and center. The Program advocates staff the multi-disciplinary interviews conducted at the Child Advocacy Center. We are active in the Consortium for Elder Abuse Prevention, which includes City Departments, service providers and advocacy groups who conduct monthly case conferencing. This Consortium is also a clearinghouse coordinating senior service needs. We are also active participates in the Mayor's Task Force Against Human Trafficking and various subcommittees of that group. Finally, we also actively participate in the California Partnership to End Domestic Violence, the Mayor's Street Violence Response Team and the Family Violence Council.

Lastly, the Program maintains an after-hours emergency contact is Jackie Ortiz, 415-308-4426.



### Budget Narrative

July 1, 2016 – June 30, 2017

#### **A. PERSONAL SERVICES**

**\$739,128**

There are seven individuals assigned full-time or part-time to the Victim Witness Assistant Program (VWAP) for a project total of 7.0 FTE and \$505,440. Personnel assigned to the VWAP include:

- 1 Assistant Victim Witness Chief (8135)
- 2 District Attorney Investigative Assistant/Victim Advocate (8132) (1 new)
- 3 Victim/Witness Investigator I – Advocate (8129)
- 1 Public Service Aide-Administration (9914)

8135 Assistant Victim Witness Chief. This position is filled by supervisor Delia Montiel. The Assistant Victim Witness Chief also reports directly to the Division Head and assists the Chief to coordinate services and programs with other agencies, organize intra-agency and inter-agency trainings, maintain statistical data, evaluate staff, evaluate project progress in meeting goals and objectives, and other management functions. This position is funded at 100% time, representing 1.0 FTE.

8132 District Attorney Investigative Assistant. One of these positions is filled by Anita Bonilla and is responsible for front-line client contact and for coordinating unit administrative functions and communications. The 8132 classification encompasses a broad range of assignments and activities which vary according to the unit where the 8132 is assigned. The duties that Ms. Bonilla performs in the Victim Services Unit include paraprofessional activities in support of victims and witnesses, but do not include any investigative activities described in the standard 8132 classification job description. The second 8132 is a new position needed as we open a second victim lounge on the 4<sup>th</sup> floor of our facility (anticipated August 2016) to accommodate growing number of victims serviced. These positions are funded full time by VWAP.

8129 Victim Witness Investigator I - Advocate. The victim advocate positions are responsible for direct client services and day-to-day coordination with partner agency staff. These 3 positions are funded full time by VWAP.

9914 Public Service Aide-Administration. The Public Service Aide position is a new position for the victim services program. This is a training position that meets minimum qualifications for the position, but requires additional training, supervision and experiences to meet the qualifications of the 8129 positions. Staff members in this position will receive training in advocacy, claims, and restitution. These positions will be feeders for any upcoming 8129 positions, so that we can transition trained, prepared staff members into the division in a more seamless and effective process.

Standard fringe benefits are allocated to the grant and include social security, Medicare, retirement, state unemployment compensation insurance, long-term disability, dependent coverage, and health and dental coverage for a total fringe cost of \$233,688.

**B. OPERATING EXPENSES****\$68,755**Courthouse Dog Program

Through Assistance Dogs of the West (based in Santa Fe, New Mexico), we are in the process of obtaining a facility dog to provide emotional support and reduce stress and trauma experienced by victims and witnesses of crime. Costs include fees and travel.

Client Placement Fee	\$8,975
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Assistance Dogs of the West Travel- (Saturday-Friday, 7days/6 nights) for 2 dog trainers to transport dog and provide staff and facility training.

Airfare @ \$500 x 2 people	\$1,000
Hotel @ \$250/night x 6 nights x 2 people	\$3,000
Per diem @ \$74/day x 7 days x 2 people	\$1,036
Ground Transportation @ \$300 x 2 people	\$600
ADW travel subtotal	\$5,636

Out-of-State travel for the Chief and Deputy Chief of Victim Services to travel to ADW (Santa Fe, New Mexico) to interview and for dog selection and training. 3 days/2 nights travel.

Airfare @ \$450 x 2 staff	\$900
Hotel @ \$125/night x 2 nights x 2 staff	\$500
Per diem @ \$64 per day x 3 days x 2 staff	\$384
Ground Transportation @ \$200 x 2 staff	\$400
Out-of-state travel subtotal	\$2,184

Travel & Training

Travel & training costs for the Project staff to attend the required Cal OES training conferences related to the project.

Registration @ \$280 x 7 staff	\$1,960
Per diem @ \$74 per day x 3 days x 7 staff	\$1,554
Hotel @ \$129/night x 2 nights x 7 staff	\$1,806
Airfare & ground transportation	\$2,292
Travel/Training subtotal	\$7,612

Indirect Costs

Indirect costs are budgeted at 6% of total salary and fringe costs.

Total salary and fringe @ \$739,158 x 6%	\$44,348
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**C. EQUIPMENT****\$0**

None Requested

**BUDGET CATEGORY AND LINE ITEM DETAIL**

Subrecipient: City & County of San Francisco			Subaward #:			
A. Personal Services – Salaries/Employee Benefits			VOCA 16	VOCA 16 Match	VWAO 16	COST
<b>SALARY:</b>						
<u>8135 Assistant Chief Victim Witness Investigator (1 staff)</u> \$3,599 bi-weekly x 3.3 pay periods (Jul - Aug 2016) = \$11,878 \$3,780 bi-weekly x 22.8 pay periods (Aug 2016 - Jul 2017) = \$86,184 Bi-lingual Supplement \$40 bi-weekly x 26.1 pay periods x 1 FTE (Jul 2016 - Jun 2017) = \$1,044			\$99,106			\$99,106
<u>8132 DA Investigative Assistance/Victim Advocate (2 staff)</u> \$3,140 bi-weekly x 26.1 pay periods (Jul 2016 - Jul 2017) = \$81,950 \$2,460 bi-weekly x 26.1 pay periods (Jul 2016 - Jul 2017) = \$64,218 Bi-lingual Supplement \$40 bi-weekly x 26.1 pay periods x 1 FTE (Jul 2016 - Jun 2017) = \$1,044			\$147,212			\$147,212
<u>8129 Victim/Witness Investigator 1 - Advocate (3 staff)</u> \$2,933 bi-weekly x 26.1 pay periods (Jul 2016 - Jul 2017) = \$76,560 x 2 FTE = \$153,120 \$2,413 bi-weekly x 10.3 pay periods (Jul - Nov 2016) = \$24,853 \$2,534 bi-weekly x 15.8 pay periods (Nov 2016 - Jun 2017) = \$40,033 Bi-lingual Supplement \$40 bi-weekly x 26.1 pay periods x 1 FTE (Jul 2016 - Jun 2017) = \$1,044			\$219,050			\$219,050
<u>9914 Public Service Aide - Administration (1 staff)</u> \$1,535 bi-weekly x 26.1 pay periods (Jul 2016 - Jul 2017) = \$40,072			\$37,270	\$2,802		\$40,072
<b>BENEFITS:</b> Fringe benefits include social security, Medicare, disability, retirement, health, dental, dependent coverage, and unemployment						
<u>8135 Assistant Chief Victim Witness Investigator (1 staff)</u> 41.01% fringe rate x \$99,106 salary = \$40,643				\$40,643		\$40,643
<u>8132 DA Investigative Assistance/Victim Advocate (2 staff)</u> 46.09% fringe rate x \$147,212 salary = \$67,850				\$67,850		\$67,850
<u>8129 Victim/Witness Investigator 1 - Advocate (3 staff)</u> 45.96% fringe rate x \$219,050 salary = \$100,675				\$14,365	\$86,310	\$100,675
<u>9914 Public Service Aide - Administration (1 staff)</u> 61.19% fringe rate x \$40,072 salary = \$24,520					\$24,520	\$24,520
<b>Personal Section Totals</b>			\$502,638	\$125,660	\$110,830	\$739,128
<b>PERSONAL SECTION TOTAL</b>						\$739,128

**BUDGET CATEGORY AND LINE ITEM DETAIL**

Subrecipient: City & County of San Francisco				Subaward #:			
				VOCA 16	VOCA 16 Match	VWAO 16	COST
<b>B. Operating Expenses</b>							
Indirect cost @ 6%							
6% indirect cost rate x \$739,128 salary and fringe = \$44,348				\$44,348		\$44,348	\$44,348
<u>Courthouse Dog Program</u>							
Client Placement Fee @ \$8,975				\$8,975		\$8,975	\$8,975
Assistant Dog of the West staff travel to San Francisco				\$5,636		\$5,636	\$5,636
Airfare @ \$500 x 2 staff = \$1,000							
Hotel @ \$250 per night x 6 night x 2 staff = \$3,000							
Per diem @ \$74 per day x 7 days x 2 staff = \$1,036							
Ground Transportation @ \$300 x 2 staff = \$600							
Out-of-state travel to Santa Fe, New Mexico				\$2,184		\$2,184	\$2,184
Airfare @ \$450 x 2 staff = \$900							
Hotel @ \$125 per day x 2 days x 2 staff = \$500							
Per diem @ \$64 per day x 3 days x 2 staff = \$384							
Ground Transportation @ \$200 x 2 staff = \$400							
<u>Travel/Training</u>				\$7,612		\$7,612	\$7,612
Registration @ \$280 x 7 staff = \$1,960							
Hotel @ \$129 per night x 2 nights x 7 staff = \$1,806							
Per diem @ \$74 per day x 3 days x 7 staff = \$1,554							
Airfare, ground transportation & mileage = \$2,292							
Operating Section Totals				\$0	\$0	\$68,755	\$68,755
<b>OPERATING SECTION TOTAL</b>							<b>\$68,755</b>

**BUDGET CATEGORY AND LINE ITEM DETAIL**

Subrecipient: City & County of San Francisco				Subaward #:			
C. Equipment				VOCA 16	VOCA 16 Match	VWAO 16	COST
None Requested							\$0
Equipment Section Totals				\$0	\$0	\$0	\$0
<b>EQUIPMENT SECTION TOTAL</b>							\$0
<b>Category Totals</b>							
<i>Same as Section 12G on the Grant Subaward Face Sheet</i>				\$0	\$0	\$0	\$502,638
<b>Total Project Cost</b>				<b>\$807,883</b>			

## PROJECT SUMMARY

1. Subaward #:

2. PROJECT TITLE

Victim Witness Assistance Program

3. PERFORMANCE PERIOD

07/01/2016 to 06/30/2017

4. SUBRECIPIENT

Name: City & County of San Francisco Phone: 415-553-1741

Address: 850 Bryant Street, Rm 322 Fax #: 415-575-8815

City: San Francisco Zip: 94103-4600

5. GRANT AMOUNT

(this is the same amount as 12G of the Grant Subaward Face Sheet)

\$ 807, 883

6. IMPLEMENTING AGENCY

Name: San Francisco District Attorney Phone: 415-553-1741 Fax #: 415-575-8815

Address: 850 Bryant Street, Rm 322 City: San Francisco Zip: 94103-4600

7. PROGRAM DESCRIPTION

The San Francisco Victim Witness Assistance Division makes the criminal justice system more humane and accessible to victims of violent crime by providing comprehensive advocacy and support. The Division works with all types of crime victims and witnesses as well as victims with specialized needs (e.g., elderly victims, disabled, non-English speakers, homeless, etc.). Over time, the office has worked to develop a diversified operational structure in order to seek additional resources to serve specific crime victims while keeping all advocacy services for victims offered through the San Francisco District Attorney's Office under one structure.

8. PROBLEM STATEMENT

The demographics of San Francisco require the Division to be flexible, culturally competent, and conduct focused outreach. San Francisco's diverse ethnic and cultural population is approximately 6% African American, 34% Asian and 15% Latino. Furthermore, more than one-third of city residents were born outside the United States. Additionally, at 15% San Francisco has the highest percentage of gay and lesbian individuals of any of the 50 largest U.S. cities. Finally, the City is believed to have the highest number of homeless inhabitants per capita of any major U.S. city.

9. OBJECTIVES

Serving over 7,000 victims and witnesses annually, in collaboration with other agencies and providers, VWAP will:

1. Provide immediate response to victim needs
2. Assist victims to understand the dynamics of victimization and stabilize and rebuild their lives
3. Provide criminal justice system support
4. Offer information and referrals to address practical problems created by the victimization
5. Conduct outreach to target communities to inform victims, providers and the community at large about available services
6. Secure, train and utilize volunteers to provide services to the target victim population

**10. ACTIVITIES**

Objectives will be met by providing all of the mandatory services and many of the optional services outlined in the RFA directly to and through collaborative response in coordination with program partner agencies. Services will be delivered at the Hall of Justice and, as appropriate, on-site in the target, under-served neighborhoods. Activities include: crisis response; assessment of immediate needs; advocacy and emotional support; referrals to crisis intervention, culturally appropriate group support; criminal justice system orientation, support, accompaniment and transportation assistance; referrals to myriad sources of assistance to address practical problems, stabilize and rebuild lives; outreach and information to target communities and to the provider network, and; recruitment and training of volunteers, especially from target communities.

**11. EVALUATION (if applicable)**

N/A

**12. NUMBER OF CLIENTS**

(if applicable)

N/A

**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>
VOCA 16	\$502,638	\$0	\$0	\$502,638
VOCA 16 Match	\$125,660	\$0	\$0	\$125,660
VWAO 16	\$110,830	\$68,755	\$0	\$179,585
				\$0
				\$0
				\$0
<b>Totals:</b>	\$739,128	\$68,755	\$0	\$807,883

City & County of San Francisco  
Office of the District Attorney

**OPERATIONAL AGREEMENTS**

<b>Agency</b>	<b>End Date</b>
Community United Against Violence	6/30/2018
Asian Pacific Islander Legal Outreach	3/31/2018
Asian Women's Shelter	6/30/2019
SF Consortium for Elder Abuse Prevention	6/30/2018
SF Police Department, Special Victim Unit (SVU)	6/30/2018
Child and Adolescent Sexual Abuse Resource Center (CASARC)	6/30/2018
SF Suicide Prevention	6/30/2018
Larkin Street Youth, Huckleberry Youth Programs	6/30/2018
SF Adult Probation Department	6/30/2018
SF Rape Treatment Center (RTC)	6/30/2018
Riely Center (St. Vincent de Paul Society)	6/30/2018
Department of Aging and Adult Services' Adult Probation Services (APS)	6/30/2018
Chinese Newcomers Service Center	6/30/2018
La Casa de Las Madres	6/30/2017



# Operational Agreement

## PURPOSE

This operational agreement stands as evidence that the Victim Witness Assistance Program (VWAP) division and the Community United Against Violence (CUAV) intend to work together toward the mutual goal of providing maximum available assistance for crime victims residing in San Francisco. Both agencies believe that implementation of VWAP, as described herein, will further this goal. To this end, each party agrees to participate.

## PARTIES TO THIS AGREEMENT

Community United Against Violence provides a continuum of services victims of hate crimes and same sex domestic violence. CUAV services include counseling, referrals, assault prevention education, and sensitivity training.

The Victim Witness Assistance Program provides or arranges services to victims of all types of crime, including: crisis intervention and emergency assistance, information and referral, assistance in filing for crime victim compensation and restitution, and orientation and support through the criminal justice system.

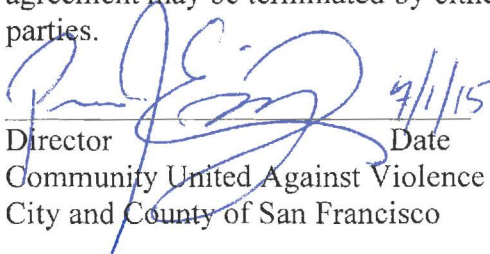
## RIGHTS AND RESPONSIBILITIES

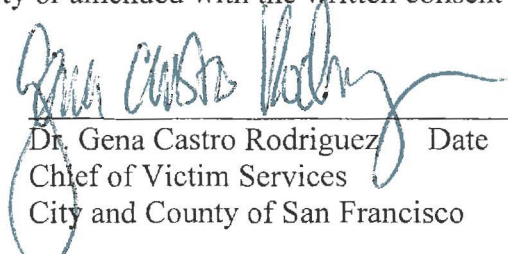
By signing this operational agreement, each party agrees to the following:

1. CUAV will accept referrals from VWAP staff for eligible clients who are in need of assistance in accordance with the service provided by CUAV.
2. VWAP will accept referrals from CUAV to assist those victims who need assistance in accordance with the services it provides, including the expert prosecution of crimes of violence against elderly victims and disabled victims in accordance with the mission VWAP.
3. Both parties agree to cross-refer clients who may be appropriate for the other's services, coordinate services, and provide on-going consultation, collaboration and training.
4. Both parties agree to work together towards the larger goal of creating an accessible, coordinated system of comprehensive services for San Francisco victims.

## DURATION

This operation agreement is effective from July 1, 2015 to June 30, 2018. This agreement may be terminated by either party or amended with the written consent of both parties.

  
\_\_\_\_\_  
Director Date  
Community United Against Violence  
City and County of San Francisco

  
\_\_\_\_\_  
Dr. Gena Castro Rodriguez Date  
Chief of Victim Services  
City and County of San Francisco

**OPERATIONAL AGREEMENT**  
Between  
**Asian Pacific Islander Legal Outreach**  
And  
**Victim Services Division of the  
San Francisco District Attorney's Office**

Term of Operational Agreement: April 1, 2016 – March 31, 2018

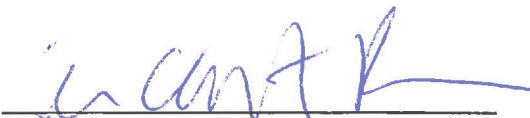
This Operational Agreement stands as evidence that **Asian Pacific Islander Legal Outreach (APILO)** and the **Victim Services Division of the San Francisco District Attorney's Office** intend to work together toward the mutual goal of providing maximum available assistance for unserved and underserved victims of violence.

Both agencies believe that the continuation of APILO programs will further this goal. To this end, each agency agrees to participate in the program, if APILO is selected for funding, by coordinating/providing the following services:

1. The Victim Services Division will refer, whenever appropriate, victims of violence to APILO for legal assistance.
2. APILO will refer, whenever appropriate, clients to the Victim Services Division for their services.
3. APILO and the Victim Services Division will continue to work cooperatively to provide coordinated services and support for our shared clients.
4. APILO will serve as an outside meeting place for Victim Services Division to meet clients, upon arrangement with APILO.
5. APILO and the Victim Services Division will meet regularly to discuss strategies, timetables and implementation of services through project. Both agencies will meet for cross-agency staff reporting, updates, and discussion as needed.

We, the undersigned, as authorized representatives of **Asian Pacific Islander Legal Outreach** and the **Victim Services Division of the San Francisco District Attorney's Office** do hereby approve this document.

  
\_\_\_\_\_  
Dean Ito Taylor                      2/16/16  
Executive Director                      DATE  
Asian Pacific Islander Legal Outreach  
[dit@apilegaloutreach.org](mailto:dit@apilegaloutreach.org)  
(415) 567-6255

  
\_\_\_\_\_  
Gena Castro Rodriguez                      DATE  
Chief of Victim Services Division  
San Francisco District Attorney's Office  
[gena.castrorodriguez@sfgov.org](mailto:gena.castrorodriguez@sfgov.org)  
(415) 734-335



**Asian Women's Shelter**  
 3543 18th Street, #19  
 San Francisco, CA 94110

(415) 751-7110 OFFICE  
 (415) 751-0880 CRISIS  
 (415) 751-0806 FAX

**OPERATIONAL AGREEMENT**

July 1, 2016-June 30, 2019

This Operational Agreement stands as evidence that the **Asian Women's Shelter** and **Victim Services Division of the San Francisco District Attorney's Office** intend to work together toward the mutual goal of providing maximum available assistance for domestic violence survivors and their children. Both agencies believe that continuation of the **Asian Women's Shelter** programs will further this goal. To this end, each agency agrees to participate in the program, if selected for funding, by coordinating/providing the following services:

- (1) Victim Services will refer, whenever appropriate, battered women, especially monolingual/limited English speaking Asian battered women, to the Asian Women's Shelter for assistance and shelter.
- (2) Victim Services and the Asian Women's Shelter will continue to work cooperatively to coordinate services between two agencies.

We, the undersigned, as authorized representatives of the **Asian Women's Shelter** and **Victim Services of the San Francisco District Attorney's Office** do hereby approve this document.

For Victim Services

  
 Signature

Date: 2/9/16

Name: Jackie Ortiz

Title: Deputy Chief

For the Asian Women's Shelter

  
 Signature

Date: 2/3/16

Elizabeth Kirton

Executive Director

# Operational Agreement

## PURPOSE

This operational agreement stands as evidence that the Victim Witness Assistance Program (VWAP) division and the San Francisco Consortium for Elder Abuse Prevention intend to work together toward the mutual goal of providing maximum available assistance for crime victims residing in San Francisco. Both agencies believe that implementation of VWAP, as described herein, will further this goal. To this end, each party agrees to participate.

## PARTIES TO THIS AGREEMENT

The San Francisco Consortium for Elder Abuse Prevention is a network of over 40 public and private agencies which was formed in 1981 to address the needs of abused and vulnerable seniors in San Francisco. It provides training, outreach, advocacy and case consultation, and referrals on elder abuse issues and developments and resources in the field of elder abuse.

The Victim Witness Assistance Program provides or arranges services to victims of all types of crime, including: crisis intervention and emergency assistance, information and referral, assistance in filing for crime victim compensation and restitution, and orientation and support through the criminal justice system.


## RIGHTS AND RESPONSIBILITIES

By signing this operational agreement, each party agrees to the following:

1. The Consortium will accept referrals from VWAP staff for eligible clients who are in need of assistance in accordance with the service provided by The Consortium.
2. VWAP will accept referrals from The Consortium to assist those victims who need assistance in accordance with the services it provides, including the expert prosecution of crimes of violence against elderly victims and disabled victims in accordance with the mission VWAP.
3. Both parties agree to cross-refer clients who may be appropriate for the other's services, coordinate services, and provide on-going consultation, collaboration and training.
4. Both parties agree to work together towards the larger goal of creating an accessible, coordinated system of comprehensive services for San Francisco victims.

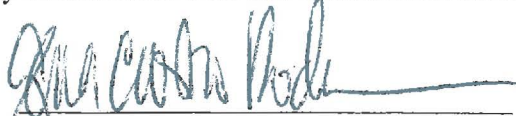
## DURATION

This operation agreement is effective from July 1, 2015 to June 30, 2018. This agreement may be terminated by either party or amended with the written consent of both parties.

  
Shawna Reeves  
Director of The Consortium  
City and County of San Francisco

Date

8/6/15

  
Dr. Gena Castro Rodriguez  
Chief of Victim Services  
City and County of San Francisco

Date

# Operational Agreement

## PURPOSE

This operational agreement stands as evidence that the Victim Witness Assistance Program (VWAP) division and San Francisco Special Victim Unit (SVU) intend to work together toward the mutual goal of providing maximum available assistance for crime victims residing in San Francisco. Both agencies believe that implementation of VWAP, as described herein, will further this goal. To this end, each party agrees to participate.

## PARTIES TO THIS AGREEMENT

SVU investigates all incidents of sexual assaults of adults and minors in San Francisco. These investigations include cases involving cold-hit identification of suspects through DNA.

The Victim Witness Assistance Program provides or arranges services to victims of all types of crime, including: crisis intervention and emergency assistance, information and referral, assistance in filing for crime victim compensation and restitution, and orientation and support through the criminal justice system.

## RIGHTS AND RESPONSIBILITIES

By signing this operational agreement, each party agrees to the following:

1. SVU will accept referrals from VWAP staff for eligible clients who are in need of assistance in accordance with the service provided by SVU.
2. VWAP will accept referrals from SVU to assist those victims who need assistance in accordance with the services it provides, including the expert prosecution of crimes of violence against elderly victims and disabled victims in accordance with the mission VWAP.
3. Both parties agree to cross-refer clients who may be appropriate for the other's services, coordinate services, and provide on-going consultation, collaboration and training.
4. Both parties agree to work together towards the larger goal of creating an accessible, coordinated system of comprehensive services for San Francisco victims.

## DURATION

This operation agreement is effective from July 1, 2015 to June 30, 2018. This agreement may be terminated by either party or amended with the written consent of both parties.

~~A/CAPT. ED SANTOS JR. #2~~ 7/29/15  
 Capt. Ed Santos Date  
 Special Victims Unit  
 City and County of San Francisco

*Gena Castro Rodriguez* 6/1/15  
 Dr. Gena Castro Rodriguez Date  
 Chief of Victim Services  
 City and County of San Francisco

# Operational Agreement

## PURPOSE

This operational agreement stands as evidence that the Victim Witness Assistance Program (VWAP) division and Child and Adolescent Sexual Abuse Resource Center (CASARC) intend to work together toward the mutual goal of providing maximum available assistance for crime victims residing in San Francisco. Both agencies believe that implementation of VWAP, as described herein, will further this goal. To this end, each party agrees to participate.

## PARTIES TO THIS AGREEMENT

CASARC provides sensitive medical and psychological crisis services to child victims of sexual abuse, assault, and incest. Services include immediate crisis counseling, medical examination and treatment, medical evidence collection, referrals, psychological assessment, and counseling for victims and their families.

The Victim Witness Assistance Program provides or arranges services to victims of all types of crime, including: crisis intervention and emergency assistance, information and referral, assistance in filing for crime victim compensation and restitution, and orientation and support through the criminal justice system.


## RIGHTS AND RESPONSIBILITIES

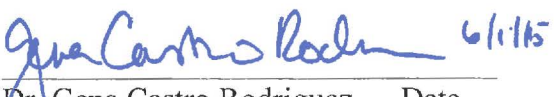
By signing this operational agreement, each party agrees to the following:

1. CASARC will accept referrals from VWAP staff for eligible clients who are in need of assistance in accordance with the service provided by CASARC.
2. VWAP will accept referrals from CASARC to assist those victims who need assistance in accordance with the services it provides, including the expert prosecution of crimes of violence against elderly victims and disabled victims in accordance with the mission VWAP.
3. Both parties agree to cross-refer clients who may be appropriate for the other's services, coordinate services, and provide on-going consultation, collaboration and training.
4. Both parties agree to work together towards the larger goal of creating an accessible, coordinated system of comprehensive services for San Francisco victims.

## DURATION

This operation agreement is effective from July 1, 2015 to June 30, 2018. This agreement may be terminated by either party or amended with the written consent of both parties.

  
 \_\_\_\_\_  
 Janet Hines Date  
 Director of CASARC  
 City and County of San Francisco

  
 \_\_\_\_\_  
 Dr. Gena Castro Rodriguez Date  
 Chief of Victim Services  
 City and County of San Francisco

## Operational Agreement

### PURPOSE

This operational agreement stands as evidence that the Victim Witness Assistance Program (VWAP) division and San Francisco Suicide Prevention intend to work together toward the mutual goal of providing maximum available assistance for crime victims residing in San Francisco. Both agencies believe that implementation of VWAP, as described herein, will further this goal. To this end, each party agrees to participate.

### PARTIES TO THIS AGREEMENT

San Francisco Suicide Prevention is a 24-hour crisis intervention hotline providing emotional support, intervention, and referrals as required by the caller.

The Victim Witness Assistance Program provides or arranges services to victims of all types of crime, including: crisis intervention and emergency assistance, information and referral, assistance in filing for crime victim compensation and restitution, and orientation and support through the criminal justice system.

### RIGHTS AND RESPONSIBILITIES

By signing this operational agreement, each party agrees to the following:

- 1. San Francisco Suicide Prevention will accept referrals from VWAP staff for eligible clients who are in need of assistance in accordance with the service provided by San Francisco Suicide Prevention.
- 2. VWAP will accept referrals from San Francisco Suicide Prevention to assist those victims who need assistance in accordance with the services it provides, including the expert prosecution of crimes of violence against elderly victims and disabled victims in accordance with the mission VWAP.
- 3. Both parties agree to cross-refer clients who may be appropriate for the other’s services, coordinate services, and provide on-going consultation, collaboration and training.
- 4. Both parties agree to work together towards the larger goal of creating an accessible, coordinated system of comprehensive services for San Francisco victims.

### DURATION

This operation agreement is effective from July 1, 2015 to June 30, 2018. This agreement may be terminated by either party or amended with the written consent of both parties.

*Eve Meyer* *12/04/15*  
 \_\_\_\_\_  
 Eve Meyer                      Date  
 Executive Director  
 City and County of San Francisco

*Gena Castro Rodriguez* *6/1/15*  
 \_\_\_\_\_  
 Dr. Gena Castro Rodriguez              Date  
 Chief of Victim Services  
 City and County of San Francisco

**OPERATIONAL AGREEMENT/MEMORANDUM OF UNDERSTANDING  
between Larkin Street Youth Services, Huckleberry Youth Programs, and  
the San Francisco District Attorney's Office**

This Operational Agreement stands as evidence that Larkin Street Youth Services, Huckleberry Youth Programs, and the San Francisco District Attorney's Office intend to work together toward the mutual goal of providing maximum available support/assistance for homeless youth, including those who are victims of or highly at risk for trafficking and commercial sexual exploitation in San Francisco. Toward that end, each agency agrees to the following.

Larkin Street Youth Services and Huckleberry Youth Programs agree to:

- Provide outreach, shelter, and supportive services to homeless youth, including survivors of trafficking and commercial sexual exploitation
- Serve as a source of information and training on topics related to the issues of homeless youth, trafficking, and commercial sexual exploitation
- Maintain a working relationship with the District Attorney's Office through meetings and cross training, as possible and mutually agreed upon

The San Francisco District Attorney's Office agrees to:

- Operate in partnership and consultation with Larkin Street Youth Services and Huckleberry Youth Programs to ensure that perpetrators rather than victims of trafficking and commercial sexual exploitation are identified and prosecuted
- Maintain a working relationship with Larkin Street Youth Services and Huckleberry Youth Programs through meetings and cross training, as possible and mutually agreed upon

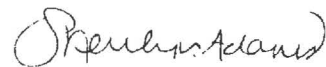
This operational agreement is in effect as of the signing date, and will continue through June 30, 2018 or until either party terminates the agreement in writing. We, the undersigned, as authorized representatives of the included agencies do hereby approve this document.



Signature  
Date  
Name  
Title  
San Francisco District  
Attorney's Office



Signature  
Date:  
Douglas Styles  
Executive Director  
Huckleberry Youth Programs



Signature  
Date: 5/18/2015  
Sherilyn Adams, LCSW  
Executive Director  
Larkin Street Youth Services



# Operational Agreement

## PURPOSE

This operational agreement stands as evidence that the Victim Witness Assistance Program (VWAP) division and San Francisco Adult Probation Department intend to work together toward the mutual goal of providing maximum available assistance for crime victims residing in San Francisco. Both agencies believe that implementation of VWAP, as described herein, will further this goal. To this end, each party agrees to participate.

## PARTIES TO THIS AGREEMENT

The San Francisco Adult Probation Department assists the probationers to successfully end supervision by completing the mandates of probation. Helping offenders to be accountable to the terms of their probation will improve the lives of offenders and add to public safety.

The Victim Witness Assistance Program provides or arranges services to victims of all types of crime, including: crisis intervention and emergency assistance, information and referral, assistance in filing for crime victim compensation and restitution, and orientation and support through the criminal justice system.

## RIGHTS AND RESPONSIBILITIES

By signing this operational agreement, each party agrees to the following:

1. SF Adult Probation Department will accept referrals from VWAP staff for eligible clients who are in need of assistance in accordance with the service provided SF Adult Probation Department.
2. VWAP will accept referrals from SF Adult Probation Department to assist those victims who need assistance in accordance with the services it provides, including the expert prosecution of crimes of violence against elderly victims and disabled victims in accordance with the mission VWAP.
3. Both parties agree to cross-refer clients who may be appropriate for the other's services, coordinate services, and provide on-going consultation, collaboration and training.
4. Both parties agree to work together towards the larger goal of creating an accessible, coordinated system of comprehensive services for San Francisco victims.

## DURATION

This operation agreement is effective from July 1, 2015 to June 30, 2018. This agreement may be terminated by either party or amended with the written consent of both parties.

*Karen Fletcher* 8/6/2015

Karen Fletcher Date  
Chief Adult Probation Officer  
City and County of San Francisco

*Gena Castro Rodriguez* 6/1/15

Dr. Gena Castro Rodriguez Date  
Chief of Victim Services  
City and County of San Francisco

# Operational Agreement

## PURPOSE

This operational agreement stands as evidence that the Victim Witness Assistance Program (VWAP) division and San Francisco Rape Treatment Center (RTC) intend to work together toward the mutual goal of providing maximum available assistance for crime victims residing in San Francisco. Both agencies believe that implementation of VWAP, as described herein, will further this goal. To this end, each party agrees to participate.

## PARTIES TO THIS AGREEMENT

RTC provides 24 hour emergency medical care, crisis counseling, legal evidence collection, and follow up medical and psychological services for adult victims of rape and sexual violence. Other services include information and referrals regarding rape issues and community resources and rape education, prevention, and training programs for service agencies, health and mental health providers, law enforcement personnel, and community faith groups.

The Victim Witness Assistance Program provides or arranges services to victims of all types of crime, including: crisis intervention and emergency assistance, information and referral, assistance in filing for crime victim compensation and restitution, and orientation and support through the criminal justice system.


## RIGHTS AND RESPONSIBILITIES


By signing this operational agreement, each party agrees to the following:

1. RTC will accept referrals from VWAP staff for eligible clients who are in need of assistance in accordance with the service provided by RTC.
2. VWAP will accept referrals from RTC to assist those victims who need assistance in accordance with the services it provides, including the expert prosecution of crimes of violence against elderly victims and disabled victims in accordance with the mission VWAP.
3. Both parties agree to cross-refer clients who may be appropriate for the other's services, coordinate services, and provide on-going consultation, collaboration and training.
4. Both parties agree to work together towards the larger goal of creating an accessible, coordinated system of comprehensive services for San Francisco victims.

## DURATION

This operation agreement is effective from July 1, 2015 to June 30, 2018. This agreement may be terminated by either party or amended with the written consent of both parties.

  
Alicia Boccellari                      Date  
Rape Treatment Center, Executive Director  
City and County of San Francisco

  
Dr. Gena Castro Rodriguez                      Date  
Chief of Victim Services  
City and County of San Francisco

## Operational Agreement

### PURPOSE

This operational agreement stands as evidence that Riley Center and Victim Services of the San Francisco District Attorney's Office, in the spirit of cooperation and collaboration, intend to work together towards the mutual goal of providing maximum available assistance to battered women and their children residing in San Francisco Bay Area. This assistance shall consist of culturally competent direct services and prevention education, working within a public health framework to the greatest extent possible. To this end, each agency agrees to coordinate/provide the following:

- Riley Center and San Francisco District Attorney's Office will provide mutual referrals of their clients when appropriate.
- Riley Center and San Francisco District Attorney's Office will work together to provide mutual training to each other's staff in areas of respective expertise.
- Consultation will be held as needed between representatives of Riley Center and representatives of San Francisco District Attorney's Office to discuss strategies, the referral process, case management issues, and implementation of services.

This agreement shall remain in effect from July 1, 2015 to June 30, 2018, unless ended by either party.

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

For Riley Center

*Becki Hively*, Executive Director  
 Becki Hively  
 Program Director  
 6/5/15  
 Date

*St. Vincent de Paul Society*

For San Francisco District Attorney's Office

*Gena Castro Rodriguez*  
 Gena Castro Rodriguez  
 Chief of Victim Services  
 6/1/15  
 Date

# Operational Agreement

## PURPOSE

This operational agreement stands as evidence that the Victim Witness Assistance Program (VWAP) division and the Department of Aging and Adult Services' Adult Probation Services (APS) intend to work together toward the mutual goal of providing maximum available assistance for crime victims residing in San Francisco. Both agencies believe that implementation of VWAP, as described herein, will further this goal. To this end, each party agrees to participate.

## PARTIES TO THIS AGREEMENT

APS accept referrals from all sources and investigates reports of abuse/neglect in seniors 65 years and older, as well as dependent adults 18-64. APS provides short term case management services and referrals to community services. Services are available to all San Francisco residents.

The Victim Witness Assistance Program provides or arranges services to victims of all types of crime, including: crisis intervention and emergency assistance, information and referral, assistance in filing for crime victim compensation and restitution, and orientation and support through the criminal justice system.


## RIGHTS AND RESPONSIBILITIES

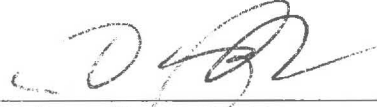
By signing this operational agreement, each party agrees to the following:

1. APS will accept referrals from VWAP staff for eligible clients who are in need of assistance in accordance with the service provided by APS.
2. VWAP will accept referrals from APS to assist those victims who need assistance in accordance with the services it provides, including the expert prosecution of crimes of violence against elderly victims and disabled victims in accordance with the mission VWAP.
3. Both parties agree to cross-refer clients who may be appropriate for the other's services, coordinate services, and provide on-going consultation, collaboration and training.
4. Both parties agree to work together towards the larger goal of creating an accessible, coordinated system of comprehensive services for San Francisco victims.

## DURATION

This operation agreement is effective from July 1, 2015 to June 30, 2018. This agreement may be terminated by either party or amended with the written consent of both parties.

  
\_\_\_\_\_  
Shireen McSpadden      Date  
Adult Protective Services, Director  
City and County of San Francisco

  
\_\_\_\_\_  
Dr. Gena Castro-Rodriguez      Date  
Chief of Victim Services  
City and County of San Francisco

# Operational Agreement

## PURPOSE

This operational agreement stands as evidence that the Victim Witness Assistance Program (VWAP) division and Chinese Newcomers Service Center (CNSC) intend to work together toward the mutual goal of providing maximum available assistance for crime victims residing in San Francisco. Both agencies believe that implementation of VWAP, as described herein, will further this goal. To this end, each party agrees to participate.

## PARTIES TO THIS AGREEMENT

CNSC is a non-profit, community based agency that facilitates the adjustment process of Chinese immigration and refugees by providing multiple services, including bilingual information and referral, adjustment counseling, translation and interpretation, jobs placement, immigration and forms assistance, public education workshops, ESL/citizenship classes, and volunteer income tax assistance.

The Victim Witness Assistance Program provides or arranges services to victims of all types of crime, including: crisis intervention and emergency assistance, information and referral, assistance in filing for crime victim compensation and restitution, and orientation and support through the criminal justice system.

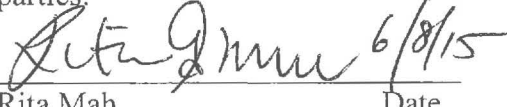
## RIGHTS AND RESPONSIBILITIES

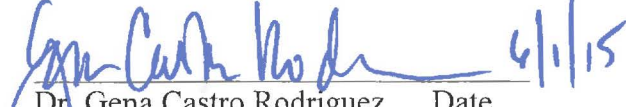
By signing this operational agreement, each party agrees to the following:

1. CNSC will accept referrals from VWAP staff for eligible clients who are in need of assistance in accordance with the service provided by CNSC
2. VWAP will accept referrals from CNSC to assist those victims who need assistance in accordance with the services it provides, including the expert prosecution of crimes of violence against elderly victims and disabled victims in accordance with the mission VWAP.
3. Both parties agree to cross-refer clients who may be appropriate for the other's services, coordinate services, and provide on-going consultation, collaboration and training.
4. Both parties agree to work together towards the larger goal of creating an accessible, coordinated system of comprehensive services for San Francisco victims.

## DURATION

This operation agreement is effective from July 1, 2015 to June 30, 2018. This agreement may be terminated by either party or amended with the written consent of both parties.

  
 Rita Mah Date  
 Executive Director  
 City and County of San Francisco

  
 Dr. Gena Castro Rodriguez Date  
 Chief of Victim Services  
 City and County of San Francisco

# Operational Agreement

## PURPOSE

This operational agreement stands as evidence that the Victim Witness Assistance Program (VWAP) division and the La Casa de Las Madres intend to work together toward the mutual goal of providing maximum available assistance for crime victims residing in San Francisco. Both agencies believe that implementation of VWAP, as described herein, will further this goal. To this end, each party agrees to participate.

## PARTIES TO THIS AGREEMENT

La Casa de las Madres offers domestic violence victims of all ages access to free, multilingual and confidential emergency residential and community-based, domestic violence-specific program services – from 24-hour crisis response, restraining order assistance and basic needs support to counseling, trauma and family-based interventions, resources advocacy and referrals.

The Victim Witness Assistance Program provides or arranges services to victims of all types of crime, including: crisis intervention and emergency assistance, information and referral, assistance in filing for crime victim compensation and restitution, and orientation and support through the criminal justice system.


## RIGHTS AND RESPONSIBILITIES

By signing this operational agreement, each party agrees to the following:


1. La Casa de las Madres will accept referrals from VWAP staff for eligible clients who are in need of assistance in accordance with the service provided by La Casa de las Madres.
2. VWAP will accept referrals from the La Casa de las Madres to assist those victims who need assistance in accordance with the services it provides, including the expert prosecution of crimes of violence against elderly victims and disabled victims in accordance with the mission VWAP.
3. Both parties agree to cross-refer clients who may be appropriate for the other's services, coordinate services, and provide on-going consultation, collaboration and training.
4. Both parties agree to work together towards the larger goal of creating an accessible, coordinated system of comprehensive services for San Francisco victims.

## DURATION

This operation agreement is effective from July 1, 2014 to June 30, 2017. This agreement may be terminated by either party or amended with the written consent of both parties.

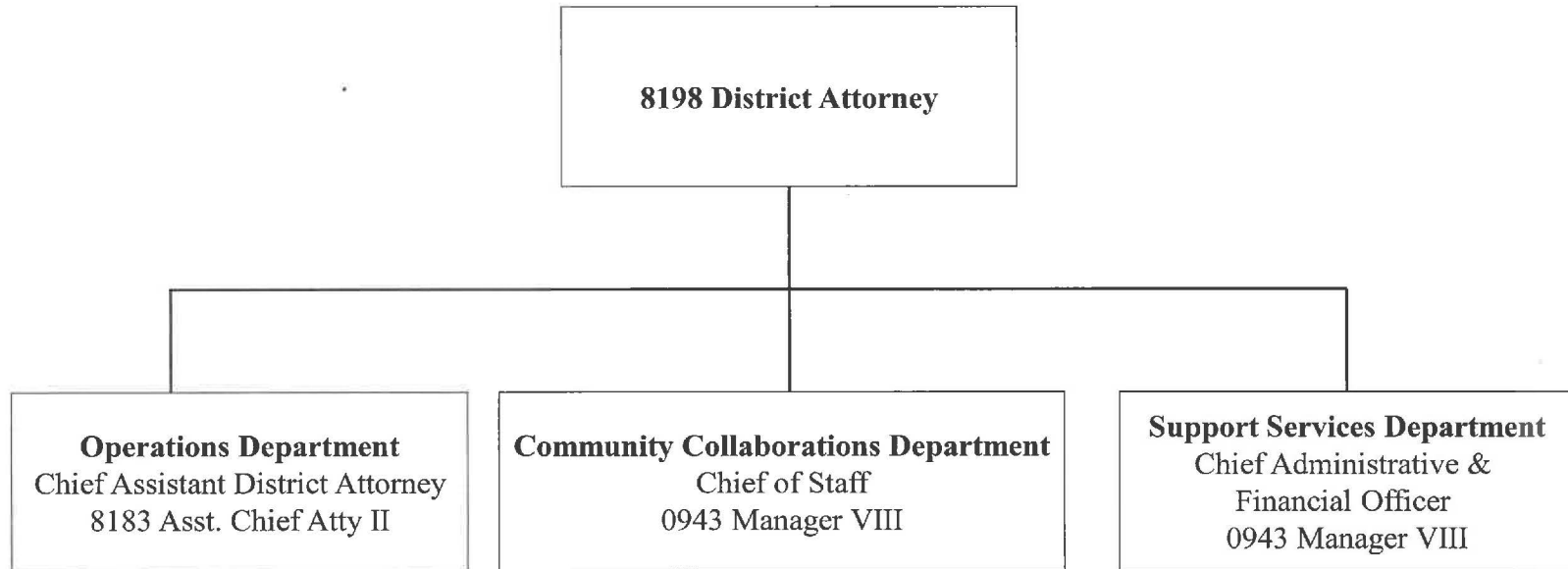
  
Kathy Black  
Executive Director  
La Casa de las Madres

6/13/14  
Date

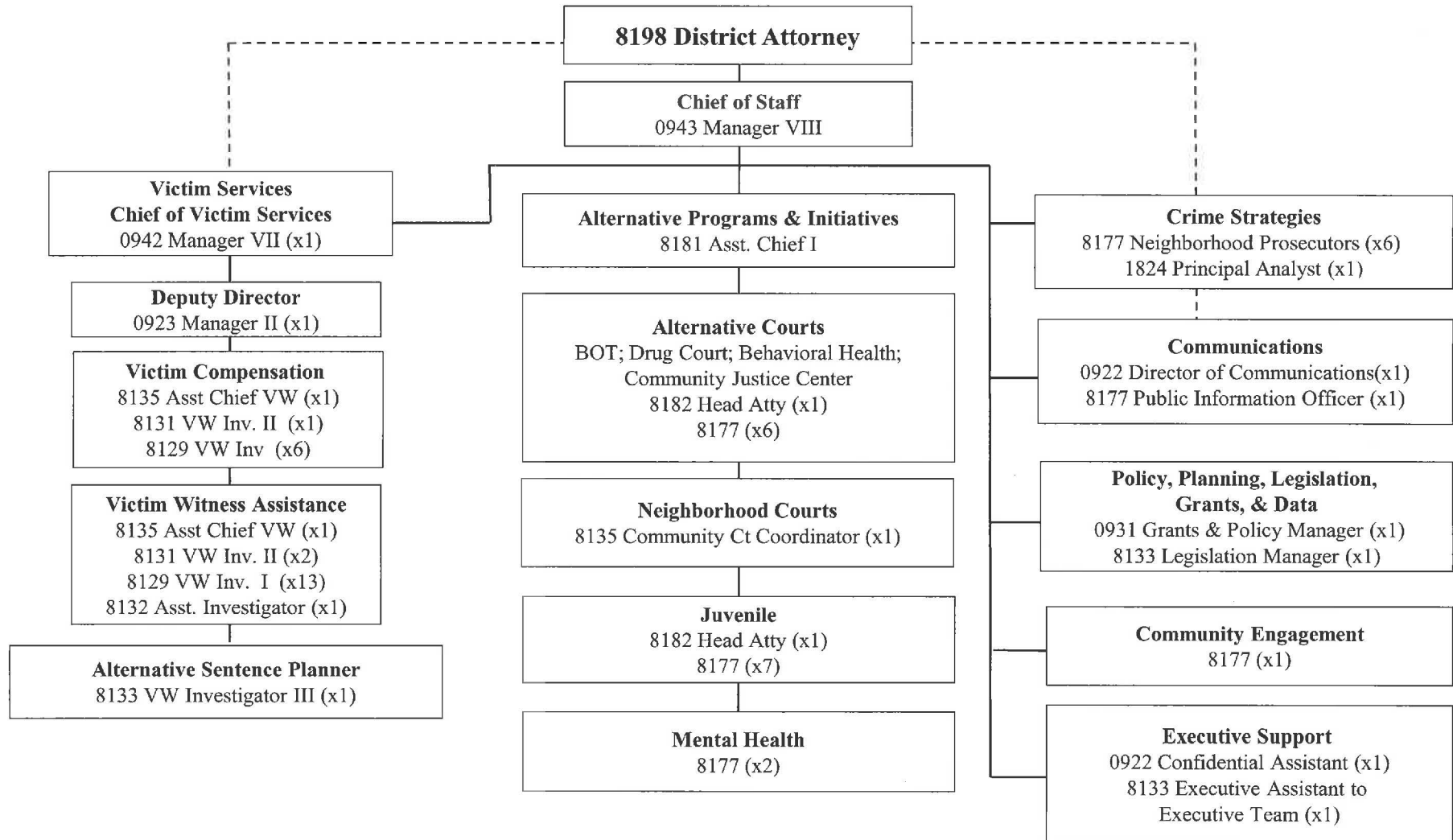
  
Jacqueline Ortiz  
Deputy Chief of Victim Services  
City and County of San Francisco

6/13/14  
Date

# San Francisco District Attorney Executive Staff Organizational Structure

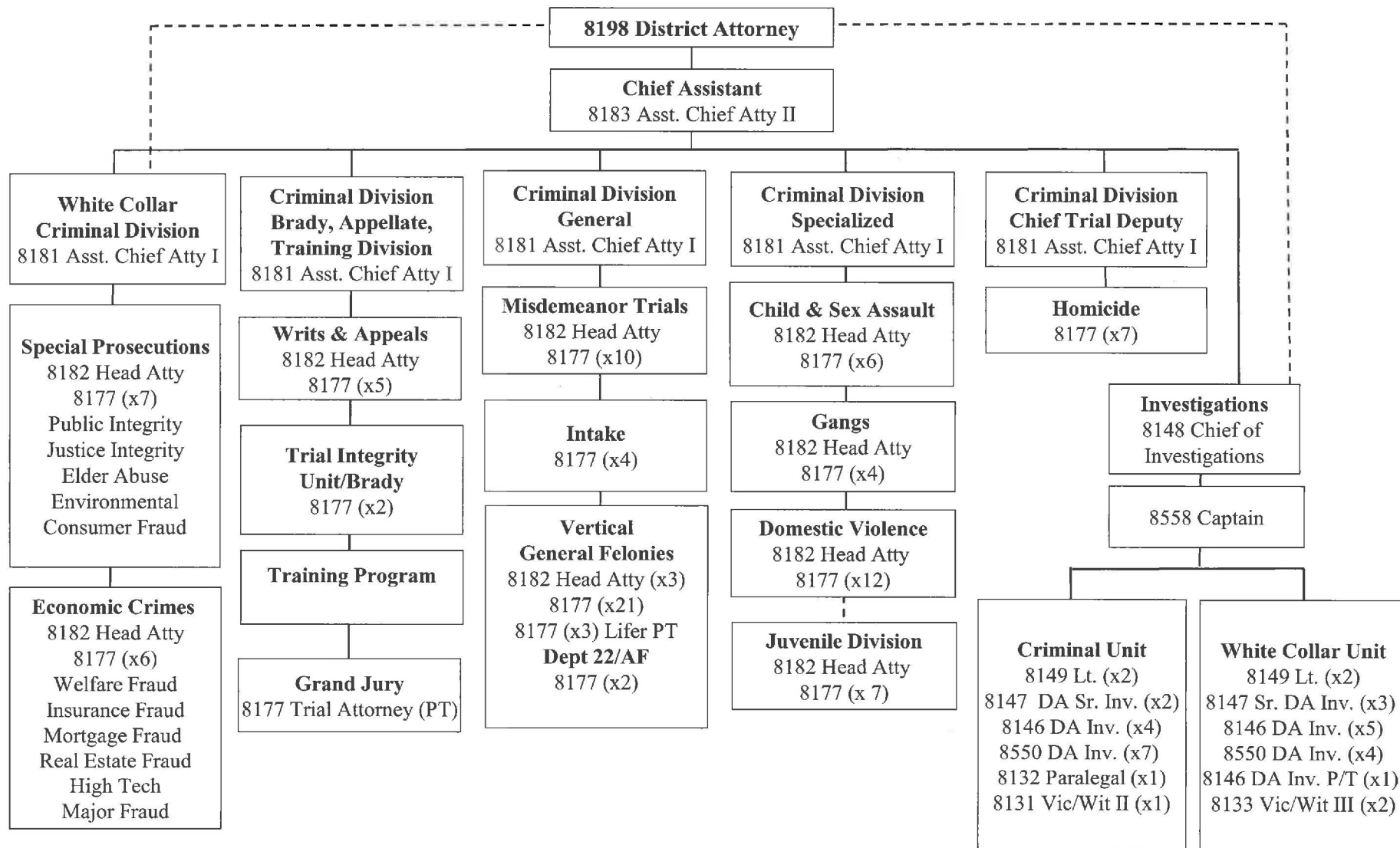


# San Francisco District Attorney Community Collaborations Organizational Structure

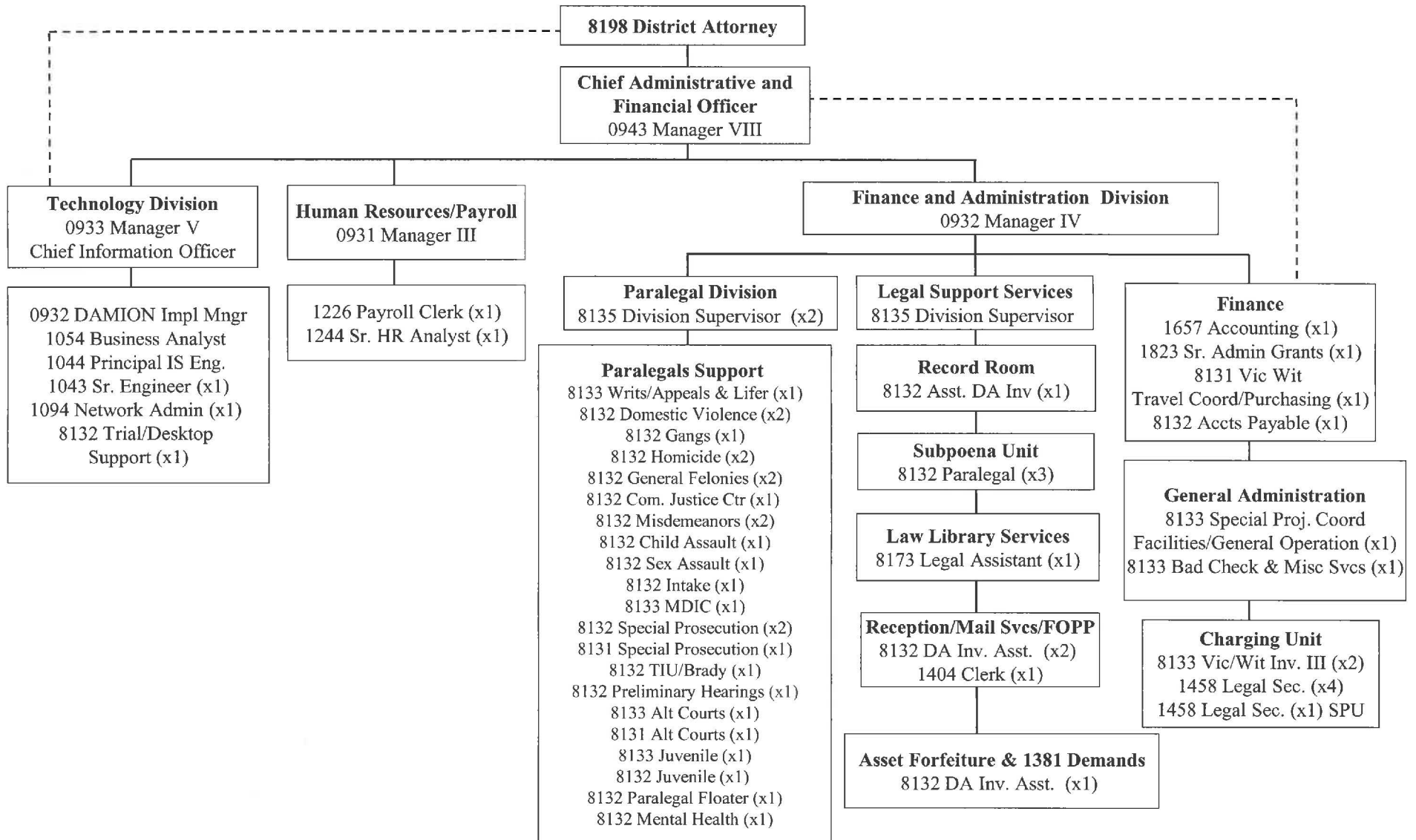




# San Francisco District Attorney Operations Department Organizational Structure



# District Attorney Support Services Organizational Chart



**PRINT**

**RESET**

Subaward #: \_\_\_\_\_

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

**SUBRECIPIENT**

Agency: SFDA Victim Services Division

Project Director: Gena Castro Rodriguez Phone #: 415-734-3359

Address: 850 Bryant Street, Room 320

City: San Francisco Zip: 94103

**ATTENDEE(S)**

Name: Gena Castro Rodriguez

Title: Chief of Victim Services and Parallel Justice Programs Phone #: 415-734-3359

Name: Jacqueline Ortiz

Title: Deputy Chief of Victim Services Phone #: 415-558-2408

**TRIP DETAILS**

Trip Date [Month/Day(s)/Year] September 6-8, 2016

Destination (City/State) Santa Fe, New Mexico

Description (Meeting/Conference/Other) Training with Court House Dogs at Assistance Dogs of the West (ADW)

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

We are in the process of securing a court house dog to serve our child and elderly victims of crime and need to attend required two days of training with the dogs at ADW in Santa Fe, New Mexico.

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

**FOR CAL OES USE ONLY**

Recommendation:

**Approve**

**Disapprove**

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Unit 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: September 6-8, 2016

Destination: Santa Fe, New Mexico

Purpose: Training with court house dogs at Assistance Dogs of the West

### ESTIMATED COSTS

TRANSPORTATION:	AMOUNT
<b>Airfare:</b>	\$ 900
Additional Airport Expenses	
Mileage: (57.5 cents per mile)	\$
Taxi/Shuttle:	\$ 400
Parking:	\$
Auto Expenses:	
Private Car:	\$
Rental Car:	\$
State/Agency Car:	\$
 <b>HOTEL/PER DIEM</b>	
Hotel:	
<u>4</u> days @ <u>\$ 125</u> per day =	\$ 500
Per diem:	
<u>6</u> days @ <u>\$ 64</u> per day =	\$ 384
 <b>OTHER EXPENSES</b>	
Registration/Conference Fee:	\$
_____	\$
_____	\$
_____	\$
_____	\$
<b>TOTAL COSTS NOT TO EXCEED:</b>	<b>\$ 2184</b>

## PROJECT SERVICE AREA INFORMATION

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

City and County of San Francisco

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

08\*, 12

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

13\*, 12

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.

03\*, 08

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

864,816 (US Census 2015 estimate)