

File No. 240811

Committee Item No. 8

Board Item No. _____

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Committee: Budget and Finance Committee Date September 11, 2024

Board of Supervisors Meeting Date _____

Cmte Board

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

OTHER (Use back side if additional space is needed)

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>DAT Statement on Retroactivity 6/18/2024</u>
<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____
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Completed by: Brent Jalipa Date September 5, 2024

Completed by: Brent Jalipa Date _____

1 [Accept and Expend Grant - Retroactive - California Governor's Office of Emergency
2 Services - Victim Witness Assistance Program - \$2,986,360]

3 **Resolution retroactively authorizing the Office of the District Attorney to accept**
4 **and expend a grant in the amount of \$1,385,540 for the term of October 1, 2023,**
5 **through September 30, 2024; \$800,410 for the term of October 1, 2024, through**
6 **September 30, 2025; \$800,410 for the term of October 1, 2025, through September**
7 **30, 2026; for a total not to exceed amount of \$2,986,360 from the California**
8 **Governor's Office of Emergency Services for recurring grants that fund the Victim**
9 **Witness Assistance Program for the grant term of October 1, 2023, through**
10 **September 30, 2026, should the parties agree to an amendment as allowed under**
11 **the provisions of the grant agreement.**

12
13 WHEREAS, The Administrative Code requires City departments to obtain Board
14 of Supervisors' approval to accept or expend any grant funds (Section 10.170 et seq.);
15 and

16 WHEREAS, The Board of Supervisors provided in Section 11.1 of the
17 administrative provisions of the Annual Appropriation Ordinance that approval of
18 recurring grant funds contained in departmental budget submissions and approved in
19 the budget are deemed to meet the requirements of the Administrative Code regarding
20 grant approvals; and

21 WHEREAS, The Board of Supervisors approved this recurring grant in the Fiscal
22 Year (FY) 2023-24 and FY 2024-25 as part of the Annual Appropriation Ordinance; and

23 WHEREAS, The department has met the City's requirements for appropriating
24 grant funds but the granting agency, the California Governor's Office of Emergency
25

1 Services (Cal OES) requires separate documentation of the Board's approval of their
2 specific grant funds; and

3 WHEREAS, The purpose of the Victim Witness Assistance Program is to
4 maintain Victim Witness Assistance Centers, in each California's 58 counties, to provide
5 comprehensive services to victims and witness of all types of violent crime, pursuant to
6 California Penal Code, Section 13835; and

7 WHEREAS, The grants do not require an amendment to the Annual Salary
8 Ordinance; and

9 WHEREAS, The grants include funds supported by the Victims of Crime Act
10 Victim Assistance Formula Grant Program that requires match equal to 20% of the total
11 project budget; the source of matching funds is the Office of the District Attorney's
12 Office general fund; and

13 WHEREAS, The grant budgets do not include provision for indirect costs to
14 maximize use of grant funds on direct services; and

15 WHEREAS, That the Board of Supervisors hereby waives inclusion of indirect
16 costs in the grant budgets; now, therefore, be it

17 RESOLVED, That should the Office of the District Attorney receive more or less
18 money than the awarded amount, that the Board of Supervisors hereby approves the
19 acceptance and expenditure by the Office of the District Attorney of the additional or
20 reduced money; and, be it

21 FURTHER RESOLVED, The Board of Supervisors designates the District
22 Attorney as the authorized signatory of the Office of the District Attorney to enter into
23 Grant Subaward Agreement for Cal OES Victim Witness Assistance Program and
24 extensions, this authorization applies to all applicable Grant Subaward Amendments
25 and extensions for the Cal OES Victim Witness Assistance Program.

1 Recommended: Approved: /s/_____

2 LONDON N. BREED

3 Mayor

4 /s/_____ Approved: /s/_____

5 BROOKE JENKINS GREG WAGNER

6 District Attorney Controller

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Item 8 File 21-0811	Department: Office of the District Attorney (DAT)
EXECUTIVE SUMMARY	
<p style="text-align: center;">Legislative Objectives</p> <ul style="list-style-type: none"> The proposed resolution (a) authorizes the District Attorney to accept and expend \$2,986,360 in grant funding from the California Office of Emergency Services Victim Witness Assistance Program, (b) allows the District Attorney to accept and expend additional Victim Witness Assistance Program grant funding, if awarded by the State and (c) authorizes the District Attorney to enter into any other grant agreements related to the Victim Witness Assistance Program without further Board of Supervisors approval. <p style="text-align: center;">Key Points</p> <ul style="list-style-type: none"> The California Governor's Office of Emergency Services (Cal OES) provides funding to counties for victim support services. This resolution would approve the acceptance and expenditure of grants for the Victim Services Program in San Francisco, which operates under the Office of the District Attorney (DAT). For the past three years, the grants have been included in the Budget & Appropriation Ordinance, which has been sufficient authority for the Department to expend recurring grant funds. However, Cal OES is now requiring separate local legislation authorizing the acceptance of its grants. The proposed resolution's not to exceed amount is based on a grant award of \$1,385,540 in grant year one and an assumed award of \$800,410 in grant years two and three. As noted above, the proposed resolution provides delegated authority for the District Attorney to accept and expend additional funds from this grant program without further Board of Supervisors approval. Year one of the grant funds will be used to fund 12.0 full-time equivalent (FTE) investigator positions. This grant accounts for approximately 30% of the DAT's total Victim Services Program budget. <p style="text-align: center;">Fiscal Impact</p> <ul style="list-style-type: none"> The proposed grants would provide \$2,986,360 in funding, requiring the City to contribute \$651,094 in matching funds. The FY 2024-25 – FY 2025-26 budget for the District Attorney includes General Fund appropriations to fund most of the rest of the DAT Victim Services Division, which is sufficient to meet the grant's matching funding requirement. <p style="text-align: center;">Recommendation</p> <ul style="list-style-type: none"> Approve the proposed resolution. 	

MANDATE STATEMENT

City Administrative Code Section 10.170-1 states that accepting or expending Federal, State, or third-party grant funds in the amount of \$100,000 or more, including any City matching funds required by the grant, is subject to Board of Supervisors approval.

City Charter Section 9.118(a) states that contracts entered into by a department, board, or commission that (i) have anticipated revenues of \$1 million or more, or (ii) have anticipated revenues of \$1 million or more and require modifications, are subject to Board of Supervisors approval.

Administrative Provision 11.1 of the FY 2024-25 – FY 2025-26 Budget & Appropriation Ordinance states that recurring grants that are included in the budget ordinance are deemed approved and meet the requirements of Administrative Code Section 10.170-1 and Charter Section 9.118(a).

BACKGROUND**Victim Witness Assistance Program**

The California Governor's Office of Emergency Services (Cal OES) provides funding to counties for victim support services. This resolution seeks to approve and authorize the acceptance and expenditure of a grant for the Victim Services Program in San Francisco, which operates under the Office of the District Attorney (DAT). For the past three years, the grants have been included in the Budget & Appropriation Ordinance, which has been sufficient authority for the Department to expend recurring grant funds. However, Cal OES is now requiring separate local legislation authorizing the acceptance of its grants.

The District Attorney's Victim Services Program helps victims rebuild their lives by providing essential services such as court support, crisis intervention, counseling, and food vouchers. The program also engages in public outreach through presentations, intern training, and participation in mass victimization event planning. During the fiscal year between July 2023 and June 2024, the program served 7,568 victims, meaning contact was established and a service was provided based on the victim's needs. For example, these services included over 5,000 instances of court support and case status updates, more than 5,000 instances of providing victims with information about their rights, 2,000 crisis interventions, 600 instances of translation services, 500 restitution claims, and delivering over 100 individual counseling sessions for victims in San Francisco.

DETAILS OF PROPOSED LEGISLATION

The proposed resolution (a) authorizes the District Attorney to accept and expend \$2,986,360 in grant funding from the California Office of Emergency Services Victim Witness Assistance Program, (b) allows the District Attorney to accept and expend additional Victim Witness Assistance Program grant funding, if awarded by the State and (c) authorizes the District Attorney to enter into any other grant agreements related to the Victim Witness Assistance Program without further Board of Supervisors approval.

Grant Amount

According to Eugene Clendinen, DAT Chief, Finance and Administration, the grant is funded by a mix of state and federal sources, which vary from year to year. Beginning in the 2023-2024 grant cycle, California's OES reduced funding for the Victim Witness Assistance Program due to cuts in federal Victims of Crime Act (VOCA) funding. Although the State budget partially offset this reduction in 2023-2024, this additional support is not guaranteed in future years. For this reason, the proposed resolution's not to exceed amount is based on a grant award of \$1,385,540 in grant year one and an assumed award of \$800,410 in grant years two and three.¹ As noted above, the proposed resolution provides delegated authority for the District Attorney to accept and expend additional funds from this grant program without further Board of Supervisors approval.

Year one of the grant funds will be used to fund 12.0 full-time equivalent (FTE) investigator positions. This grant accounts for approximately 30% of the DAT's total Victim Services Program budget.

FISCAL IMPACT

The proposed grants would provide \$2,986,360 in funding, requiring the City to contribute \$651,094 in matching funds. The FY 2024-25 – FY 2025-26 budget for the District Attorney includes General Fund appropriations to fund most of the rest of the DAT Victim Services Division, which is sufficient to meet the grant's matching funding requirement. To maximize the use of funds for direct services, no indirect costs are included in the grant budget.

Exhibit 1: Estimated Grant Funding October 2023 through September 2026

Grant Year	Cal OES Grant	City Match
Oct 2023 - Sep 2024	\$1,385,540	\$313,306
Oct 2024 - Sep 2025	\$800,410	\$168,889
Oct 2025 - Sep 2026	\$800,410	\$168,889
Totals	\$2,986,360	\$651,094

Source: Proposed Grant Agreement

RECOMMENDATION

Approve the proposed resolution.

¹ The original award for grant year one was \$800,410, which was increased to \$1,385,540.

File Number: 240811
(Provided by Clerk of Board of Supervisors)

Grant Resolution Information Form
(Effective July 2011)

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

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

1. Grant Title: **Victim Witness Assistance Program**
2. Department: **Office of the District Attorney**
3. Contact Person: **Lorna Garrido** Telephone: **(628) 652-4035**
4. Grant Approval Status (check one):
☐ Approved by funding agency ☒ Not yet approved
5. Amount of Grant Funding Approved or Applied for: **\$2,986,360**
6. a. Matching Funds Required: **\$651,094**
b. Source(s) of matching funds (if applicable): **General Fund (Project ID 10023081)**
7. a. Grant Source Agency: **CU.S. Department of Justice, Office of Justic Programs**
b. Grant Pass-Through Agency (if applicable): **California Governor's Office of Emergency**

Services

8. Proposed Grant Project Summary: **To maintain Victim Witness Assistance Centers, in each California's 58 counties, to provide comprehensive services to victims and witness of all types of violent crime, pursuant to California Penal code §13835.**

9. Grant Project Schedule, as allowed in approval documents, or as proposed:
Start-Date: **October 1, 2023** End-Date: **September 30, 2026**

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 grant funds on direct services
☐ Other (please explain):
c. 2. If no indirect costs are included, what would have been the indirect costs? **10% of total salaries & benefits.**

12. Any other significant grant requirements or comments:

We respectfully request an expedited Resolution. The City and County of San Francisco Budget and Appropriation Ordinance includes this recurring grant; however, it does not meet the California Governor's Office of Emergency Services resolution regulation. Thus, a separate resolution is necessary.

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

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

<input 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: Jun 18, 2024

Jessica Geiger

(Signature Required)

Department Head or Designee Approval of Grant Information Form:

Eugene Clendinen

(Name)

Chief, Administration and Finance

(Title)

Date Reviewed: Jun 18, 2024

Eugene Clendinen

(Signature Required)

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

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

1. **Subrecipient:** San Francisco, City & County **1a. UEI#:** JZ9BSV3GSJ54

2. **Implementing Agency:** San Francisco, City & County - District Attorney's Office **2a. UEI#:** JZ9BSV3GSJ54

3. **Implementing Agency Address:** 350 Rhode Island Street, North Building, Suite 400N San Francisco 94103-5188
(Street) (City) (Zip+4)

4. **Location of Project:** San Francisco San Francisco 94103-5188
(City) (County) (Zip+4)

5. **Disaster/Program Title:** VW - Victim/Witness Assistance Program **6. Performance/** 10/1/2023 **to** 9/30/2024
Budget Period: (Start Date) (End Date)

7. **Indirect Cost Rate:** N/A **Federally Approved ICR (if applicable):** _____ %

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


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

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

15. Official Authorized to Sign for Subrecipient:

Name: Brooke Jenkins Title: District Attorney

Payment Mailing Address: 350 Rhode Island Street, North Building, Suite 400N City: San Francisco Zip Code+4: 94103-5188

Signature:  Date: 6/12/2023

16. Federal Employer ID Number: 946000417

(FOR Cal OES USE ONLY)

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

(Cal OES Fiscal Officer) _____ (Date) _____ (Cal OES Director or Designee) _____ (Date) _____



Grant Subaward Contact Information

Grant Subaward #: VW23 42 0380

Subrecipient: San Francisco, City & County

1. **Grant Subaward Director:**

Name: Monifa Willis Title: Chief, Victim Services Division

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

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

2. **Financial Officer:**

Name: Eugene Clendinen Title: Chief, Administration & Finance

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

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

3. **Programmatic Point of Contact:**

Name: Monifa Willis Title: Chief, Victim Services Division

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

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

4. **Financial Point of Contact:**

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

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

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

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

Name: Brooke Jenkins Title: District Attorney

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

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

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

Name: Brooke Jenkins Title: District Attorney

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

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

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

Name: Aaron Peskin Title: President, Board of Supervisors

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

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



Grant Subaward Signature Authorization

Information and Instructions

This form identifies the signatures for the Grant Subaward Director (see Subrecipient Handbook (SRH) Section 3.010) and Financial Officer (see SRH Section 3.020) and allows Subrecipients to designate up to five additional signers for each. **The Grant Subaward Director and Financial Officer are authorizing the additional person(s) identified to sign on their behalf on all Grant Subaward-related matters.**

Complete all sections of the form. **No single individual may be authorized to sign for both the Grant Subaward Director and Financial Officer.** The individuals identified as the Grant Subaward Director and Financial Officer must match the individuals identified on the Grant Subaward Contact Information (Cal OES Form 2-102). **The Grant Subaward Director and Financial Officer must sign this form.**

This form must be submitted as part of the Grant Subaward Application and with a Grant Subaward Modification (Cal OES Form 2-223) if changes are requested during the Grant Subaward performance period.



Grant Subaward Signature Authorization

Grant Subaward #: VW23 42 0380

Subrecipient: San Francisco, City & County

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

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

Grant Subaward Director:

Printed Name: Monifa Willis

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

Date: 06/26/2023

Financial Officer:

Printed Name: Eugene Clendinen

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

Date: 06/27/2023

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

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

Printed Name: Karima Baptiste

Signature: _____

Printed Name: _____

Signature: _____

Printed Name: _____

Signature: _____

Printed Name: _____

Signature: _____

Printed Name: _____

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

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

Printed Name: Sheila Arcelona

Signature: _____

Printed Name: _____

Signature: _____

Printed Name: _____

Signature: _____

Printed Name: _____

Signature: _____

Printed Name: _____



Grant Subaward Certification of Assurance of Compliance

Information and Instructions

The Certification of Assurance of Compliance is a binding affirmation that the Subrecipient will comply with the requirements and restrictions outlined in the Subrecipient Handbook, including but not limited to:

- Proof of Authority,
- State and federal civil rights laws,
- Equal Employment Opportunity,
- Drug-Free Workplace,
- California Environmental Quality Act, and
- Lobbying.

The Official Designee (see SRH Section 3.030) and the individual granting that authority (i.e., City/County Financial Officer, City/County Manager, or Governing Board Chair) must sign this form. For State agencies, only the Official Designee must sign this form.

Complete all sections of this form and then submit:

- As part of the Grant Subaward Application,
- With a Grant Subaward Amendment (Cal OES Form 2-213) if a new fund source is being added to the Grant Subaward, (applicable Certification of Assurance of Compliance would be needed), or
- With a Grant Subaward Modification (Cal OES Form 2-223) if the Official Designee or Board Chair changes and the Resolution identifies them by name



Grant Subaward Certification of Assurance of Compliance

Subrecipient: SAN FRANCISCO, CITY & COUNTY

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

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

I. Proof of Authority – SRH 1.055

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

II. Civil Rights Compliance – SRH Section 2.020

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

III. Equal Employment Opportunity – SRH Section 2.025

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



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

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

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

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

VI. Lobbying – SRH Sections 2.040 and 4.105

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

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

CERTIFICATION

I, the official named below, am the same individual authorized to sign the Grant Subaward [Section 15 on Grant Subaward Face Sheet], and hereby affirm that I am duly authorized legally to bind the Subrecipient to the above-described certification. I am fully aware that this certification, executed on the date, is made under penalty of perjury under the laws of the State of California.

Official Designee's Signature: Brooke Jenkins

Digitally signed by Brooke Jenkins
Date: 2023.06.12 11:32:09 -07'00'

Official Designee's Typed Name: BROOKE JENKINS

Official Designee's Title: DISTRICT ATTORNEY

Date Executed: 06/12/2023

AUTHORIZED BY:

I grant authority for the Subrecipient/Official Designee to enter into the specific Grant Subaward(s) (indicated by the Cal OES Program name and initial Grant Subaward performance period identified above) and applicable Grant Subaward Amendments with Cal OES.


☒ City Financial Officer

☒ County Financial Officer

☐ City Manager

☐ County Manager

☐ Governing Board Chair

Signature: 

Typed Name: BEN ROSENFELD

Title: CONTROLLER

Date Executed: 6-13-23



Grant Subaward Budget Pages
Multiple Fund Sources

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



Grant Subaward Budget Pages
Multiple Fund Sources

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



Grant Subaward Budget Pages
Multiple Fund Sources

Subrecipient: San Francisco, City & County			Grant Subaward #:VW23 42 0380			
A. Personnel Costs - Line-item description and calculation	22 VOCA	22 VOCA Match	23 VOCA	23 VOCA Match	23 VWA0	Total Amount Allocated
8129 Victim/Witness Investigator 1 - Advocate (1.00 FTE) - MVA staff \$3,741.25 bi-weekly x 7 pay periods (10/01/2023-01/05/2024) x 1.00 FTE = \$26,189 \$3,825.43 bi-weekly x 12.5 pay periods (01/06/2024-06/30/2024) x 1.00 FTE = \$47,818 \$3,940.19 bi-weekly x 6.6 pay periods (07/01/2024-09/30/2024) x 1.00 FTE = \$26,005 BENEFITS: 8131 Victim/Witness Investigator 2 - Advocate 41.33% x \$330,784 = \$136,713 Benefits include Social Security/Medicare, Medical/Dental, Retirement, Long Term Disability, Unemployment, Life Insurance	\$25,048		\$1,141			\$26,189
			\$40,122		\$7,696	\$47,818
			\$26,005			\$26,005
8129 Victim/Witness Investigator 1 - Advocate 42.30% x \$767,657 = \$324,719 Benefits include Social Security/Medicare, Medical/Dental, Retirement, Long Term Disability, Unemployment, Life Insurance	\$141,311	\$34,492	\$112,296	\$12,538	\$24,082	\$324,719
8129 Victim/Witness Investigator 1 - Advocate (1.00 FTE) - MVA staff 38.96% x \$100,012 = \$38,965, only charging grant \$38,960 Benefits include Social Security/Medicare, Medical/Dental, Retirement, Long Term Disability, Unemployment, Life Insurance	\$9,761		\$26,203		\$2,997	\$38,961
Personnel Costs Fund Source Totals	\$626,610	\$156,653	\$626,611	\$156,653	\$132,319	\$1,698,846
PERSONNEL COSTS CATEGORY TOTAL						\$1,698,846



Grant Subaward Budget Pages

Multiple Fund Sources

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



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

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



Grant Subaward Budget Narrative

Grant Subaward #: VW23 42 0380

Subrecipient: City & County of San Francisco

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

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

Personnel assigned include the following job classifications:

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

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

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



Grant Subaward Budget Narrative

Grant Subaward #: VW23 42 0380

Subrecipient: City & County of San Francisco

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

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

B. Operating Expenses

None requested.

C. Equipment

None requested.



Grant Subaward Programmatic Narrative

Grant Subaward #: VW23 42 0380

Subrecipient: City & County of San Francisco

1. Background Information/programmatic description

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

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

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

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



Grant Subaward Programmatic Narrative

Grant Subaward #: VW23 42 0380

Subrecipient: City & County of San Francisco

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

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

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

2. Programmatic Components

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

a. Crisis intervention



Grant Subaward Programmatic Narrative

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Subrecipient: City & County of San Francisco

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

b. Emergency Assistance

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

c. Direct Counseling



Grant Subaward Programmatic Narrative

Grant Subaward #: VW23 42 0380

Subrecipient: City & County of San Francisco

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

d. California Victim Compensation Board

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

e. Property Return

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



Grant Subaward Programmatic Narrative

Grant Subaward #: VW23 42 0380

Subrecipient: City & County of San Francisco

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

f. Orientation to the Criminal Justice System

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

g. Court Escort

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



Grant Subaward Programmatic Narrative

Grant Subaward #: VW23 42 0380

Subrecipient: City & County of San Francisco

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

h. Presentation and Training for criminal justice agencies

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

i. Public Presentations and Publicity

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



Grant Subaward Programmatic Narrative

Grant Subaward #: VW23 42 0380

Subrecipient: City & County of San Francisco

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

j. Case Status

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

k. Family/Friend/Employer Notification

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

l. Employer Notification/Intervention

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



Grant Subaward Programmatic Narrative

Grant Subaward #: VW23 42 0380

Subrecipient: City & County of San Francisco

m. Restitution

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

n. Optional Services

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

o. Volunteers

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



Grant Subaward Programmatic Narrative

Grant Subaward #: VW23 42 0380

Subrecipient: City & County of San Francisco

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

p. Mass Victimization Response Plan

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



Federal Fund Grant Subaward Assurances

Information and Instructions

This document is a binding affirmation that, in addition to the requirements and restrictions outlined in the Subrecipient Handbook, Subrecipients will comply with the assurances required by the federal program/fund source.

The Official Designee (see SRH Section 3.030) must sign this form.

Complete all sections of this form as follows:

- As part of the Grant Subaward Application – include the Grant Subaward number(s) for the applicable Cal OES Program(s) that share this fund source,
- With a Grant Subaward Amendment (Cal OES Form 2-213) if a new federal fund source is being added to the Grant Subaward – include the current Grant Subaward number(s) for open Grant Subaward(s), and/or
- With a Grant Subaward Modification (Cal OES Form 2-223) if the assurances are received by Cal OES after the execution of the applicable Grant Subaward. Please note that Cal OES will notify Subrecipients when this is required.

Cal OES Program Table Instructions:

- Subrecipients may list up to six Cal OES Programs/Grant Subaward numbers with the same fund source in the table.
- If a Subrecipient has more than six Cal OES Programs, an additional Federal Fund Grant Subaward Assurances Form must be submitted.
- If the Cal OES Program has multiple federal fund sources a Federal Fund Grant Subaward Assurances will need to be submitted for each federal fund source.



Federal Fund Grant Subaward Assurances

Victims of Crime Act (VOCA) Victim Assistance Formula Grant Program

Subrecipient: SAN FRANCISCO, CITY & COUNTY

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

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

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

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

☒ Subrecipient expends \$750,000 or more in federal funds annually.

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

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

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

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

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

3. Applicability of Part 200 Uniform Requirements

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

The Part 200 Uniform Requirements were first adopted by DOJ on December 26, 2014. If this FY 2022 Grant Subaward supplements funds previously awarded by OJP under the same Grant Subaward number (e.g., funds awarded during or before December 2014), the Part 200 Uniform Requirements apply with respect to all funds under that award number (regardless of the award date, and regardless of whether derived from the initial Grant Subaward or a supplemental Grant Subaward) that are obligated on or after the acceptance date of this FY 2022 award.

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

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

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

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

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

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

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

5. OJP Training Guiding Principles

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

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

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable requirements of 28 C.F.R. Part 38 (as may be applicable from time to time), specifically including any applicable requirements regarding written notice to program beneficiaries and prospective program beneficiaries.

Among other things, 28 C.F.R. Part 38 includes rules that prohibit specific forms of discrimination on the basis of religion, a religious belief, a refusal to hold a religious belief, or refusal to attend or participate in a religious practice. Part 38 also sets out rules and requirements that pertain to Subrecipient organizations (and any Second-Tier Subrecipient organizations) that engage in or conduct explicitly religious activities, as well as rules and requirements that pertain to Subrecipients (and any Second-Tier Subrecipients) that are faith-based or religious organizations.

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

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

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable requirements of 28 C.F.R. Part 42, specifically including any applicable requirements in Subpart E of 28 C.F.R. Part 42 that relate to an equal employment opportunity program.

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

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

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

Subrecipients (and any Second-Tier Subrecipients) must comply with, and are subject to, all applicable provisions of 41 U.S.C. 4712, including all applicable provisions that prohibit, under specified circumstances, discrimination against an employee as reprisal for the employee's disclosure of information related to gross mismanagement of a federal grant, a gross waste of federal funds, an abuse of authority relating to a federal grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal grant.

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

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

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable laws, regulations, policies, and official DOJ guidance (including specific cost limits, prior approval and reporting requirements, where applicable) governing the use of federal funds for expenses related to conferences (as that term is defined by DOJ), including the provision of food and/or beverages at such conferences, and costs of attendance at such conferences.

Information on the pertinent DOJ definition of conferences and the rules applicable to this Grant Subaward appears in the DOJ Grants Financial Guide (currently, as section 3.10 of "Postaward Requirements" in the "DOJ Grants Financial Guide").

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

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

12. Determination of Suitability to Interact with Participating Minors

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

Subrecipients (and any Second-Tier Subrecipients) must make determinations of suitability before certain individuals may interact with participating minors. This requirement applies regardless of an individual's employment status.

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

13. Compliance with DOJ Grants Financial Guide

Subrecipients (and any Second Tier Subrecipients) must comply with all applicable sections of the DOJ Financial Guide. References to the DOJ Grants Financial Guide are to the DOJ Grants Financial Guide as posted on the OJP website (currently, the "DOJ Grants Financial Guide" available at <https://ojp.gov/financialguide/DOJ/index.htm>), including any updated version that may be posted during the period of performance. Subrecipients agree to comply with the DOJ Grants Financial Guide.

14. Encouragement of Policies to Ban Text Messaging while Driving

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

15. Potential Imposition of Additional Requirements

Subrecipients (and any Second-Tier Subrecipients) agree to comply with any additional requirements that may be imposed by the DOJ awarding agency (OJP or OVW, as appropriate) during the period of performance for this Grant Subaward, if Subrecipients are designated as "high-risk" for purposes of the DOJ high-risk grantee list.

16. Employment Eligibility Verification for Hiring under the Grant Subaward

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

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

b. Monitoring

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

c. Allowable costs

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

d. Rules of construction

- 1) Staff involved in the hiring process

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

2) Employment eligibility confirmation with E-Verify

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

- 3) "United States" specifically includes the District of Columbia, Puerto Rico, Guam, the Virgin Islands of the United States, and the Commonwealth of the Northern Mariana Islands.
- 4) Nothing in this condition shall be understood to authorize or require Subrecipients (and any Second-Tier Subrecipients), or any person or other entity, to violate any federal law, including any applicable civil rights or nondiscrimination law.
- 5) Nothing in this condition, including in paragraph 4.B., shall be understood to relieve Subrecipients (and any Second-Tier Subrecipients) or any person or other entity, of any obligation otherwise imposed by law, including 8 U.S.C. 1324a(a)(1).

Questions about E-Verify should be directed to DHS. For more information about E-Verify visit the E-Verify website (<https://www.e-verify.gov/>).

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

No Subrecipients (and any Second-Tier Subrecipients) under this Grant Subaward, or entity that receives a procurement contract or subcontract with any funds under this Grant Subaward, may require any employee or contractor to sign an internal confidentiality agreement or statement that prohibits or otherwise restricts, or purports to prohibit or restrict, the reporting (in accordance with law) of waste, fraud, or abuse to an investigative or law enforcement representative of a federal department or agency authorized to receive such information.

The foregoing is not intended, and shall not be understood by the agency making

this Grant Subaward, to contravene requirements applicable to Standard Form 312 (which relates to classified information), Form 4414 (which relates to sensitive compartmented information), or any other form issued by a federal department or agency governing the nondisclosure of classified information.

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

- 1) Represent that they neither require, nor have required, internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and
- 2) Certify that, if they learn, or are notified, that they have, or have been, requiring their employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, they will immediately stop any further obligations of Grant Subaward funds, will provide prompt written notification to Cal OES, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by Cal OES.

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

1) Subrecipients represent that:

- a) No other entity (whether through a Second-Tier Subaward ("subgrant"), procurement contract, or subcontract under a procurement contract) that they pass funds to either requires or has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and
- b) Appropriate inquiry has been made, or otherwise Subrecipients have an adequate factual basis, to support this representation; and

- 2) If learned or notified that any Second-Tier Subrecipient, contractor, or subcontractor entity that receives funds under this Grant Subaward is, or has been, requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, they will immediately stop any further obligations of Grant Subaward funds to or by that entity, will provide prompt written notification to Cal OES, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by Cal OES.

18. All Grant Subawards Must Have Specific Federal Authorization

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

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

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

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

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

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

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

20. Restrictions on "Lobbying"

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

Another federal law generally prohibits federal funds awarded by OJP from being used by Subrecipients (and any Second-Tier Subrecipients), to pay any person to influence (or attempt to influence) a federal agency, a Member of Congress, or Congress (or an official or employee of any of them) with respect to the awarding of

a federal grant or cooperative agreement, subgrant, contract, subcontract, or loan, or with respect to actions such as renewing, extending, or modifying any such award. See 31 U.S.C. 1352. Certain exceptions to this law apply, including an exception that applies to Indian tribes and tribal organizations.

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

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

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable requirements to obtain specific advance approval to use a noncompetitive approach in any procurement contract that would exceed the Simplified Acquisition Threshold (currently, \$250,000). This condition applies to agreements that -- for purposes of federal grants administrative requirements OJP considers a procurement "contract" (and therefore does not consider a subaward).

The details of the requirement for advance approval to use a noncompetitive approach in a procurement contract under an OJP award are posted on the OJP web site at <https://ojp.gov/funding/Explore/NoncompetitiveProcurement.htm>.

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

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable requirements (including requirements to report allegations) pertaining to prohibited conduct related to the trafficking of persons, whether on the part of Subrecipients (and any Second-Tier Subrecipients), or individuals defined (for purposes of this condition) as "employees" of Subrecipients (and any Second-Tier Subrecipients).

The details of the Subrecipients' obligations related to prohibited conduct related to trafficking in persons are posted on the OJP web site at <https://ojp.gov/funding/Explore/ProhibitedConduct-Trafficking.htm>.

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

Subrecipients (and any Second-Tier Subrecipients) must promptly refer to Cal OES any credible evidence that a principal, employee, agent, Subrecipient, contractor, subcontractor, or other person has, in connection with funds under this Grant Subaward-- (1) submitted a claim that violates the False Claims Act; or (2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct.

Potential fraud, waste, abuse, or misconduct involving or relating to funds under this Grant Subaward should must also be reported to Cal OES. Additional information is available from the DOJ OIG website at <https://oig.justice.gov/hotline>.

24. Discrimination Findings

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

25. VOCA Requirements

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

26. Federal Funding Accounting and Transparency Act (FFATA)


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

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

CERTIFICATION

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

Official Designee's Signature: Brooke Jenkins

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

Official Designee's Typed Name: BROOKE JENKINS

Official Designee's Title: DISTRICT ATTORNEY

Date Executed: 6/12/2023

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

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

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

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

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

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

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

Signature: (Authorized Agent)



Date:

06/12/23

Print Name and Title:

Brooke Jenkins, District Attorney

Phone Number:

628-652-4012

Cal OES Staff Only: SUBAWARD #



Grant Subaward Service Area Information

Information and Instructions

This form identifies the areas served by the Grant Subaward. Complete all sections of the form using the directions below. This form must be submitted as part of the Grant Subaward Application.

1. **County or Counties Served:** Enter the name or names of the counties served by the Grant Subaward and the county where the principal office for the Grant Subaward is located.
2. **U.S Congressional District(s) Served:** Enter the number(s) of the U.S. Congressional District(s) served by the Grant Subaward and the U.S. Congressional District number for where the principal office for the Grant Subaward is located.
3. **State Assembly District(s) Served:** Enter the number(s) of the State Assembly District(s) served by the Grant Subaward and the number for where the principal office for the Grant Subaward is located.
4. **State Senate District(s) Served:** Enter the number(s) of the State Senate District(s) served by the Grant Subaward and the number for where the principal office for the Grant Subaward is located.
5. **Population of Service Area:** Enter the total population of the area served by the Grant Subaward.



Grant Subaward Service Area Information

Grant Subaward #: VW23 42 0380

Subrecipient: City and County of San Francisco

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

County where principal office is located: San Francisco

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

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

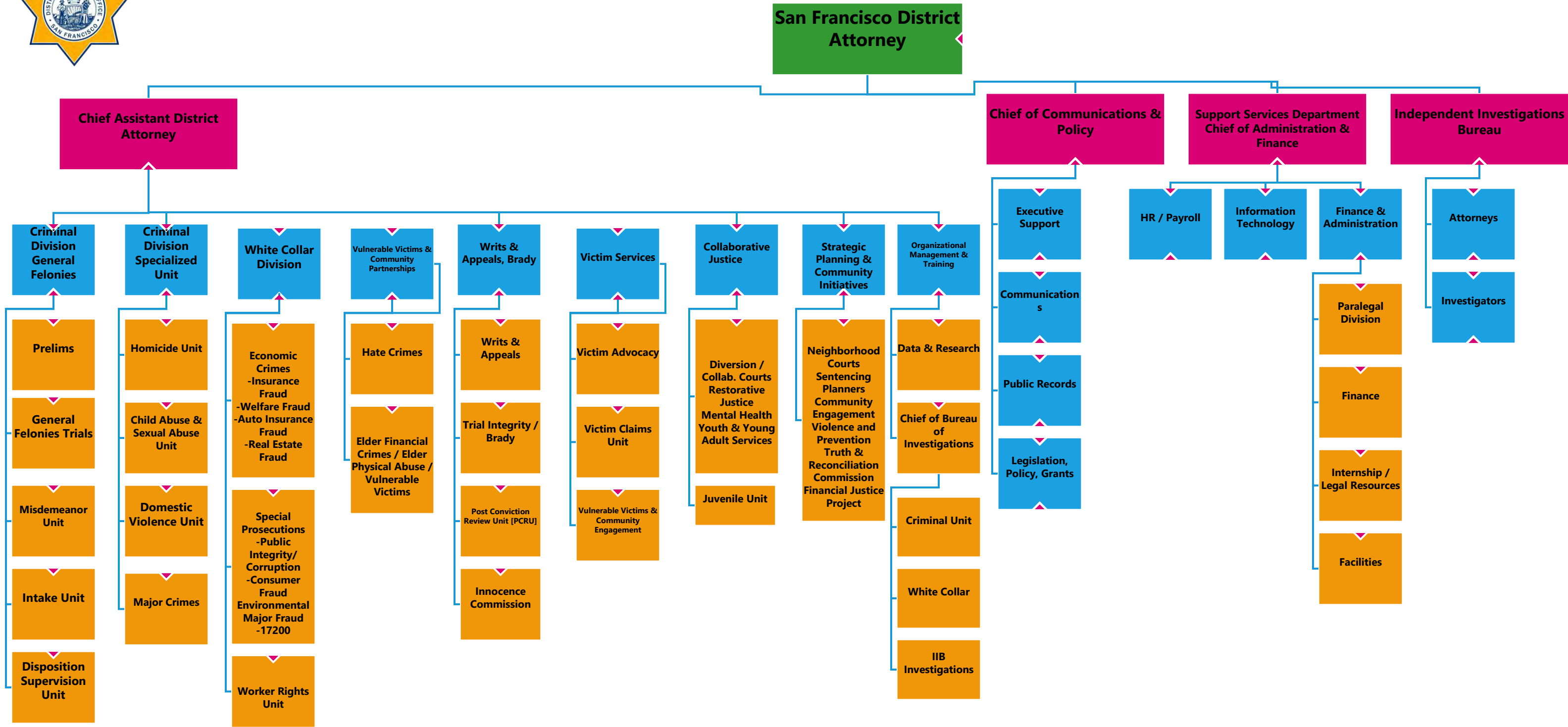
3. State Assembly District(s) Served:
State Assembly Districts 17 and 19

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

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

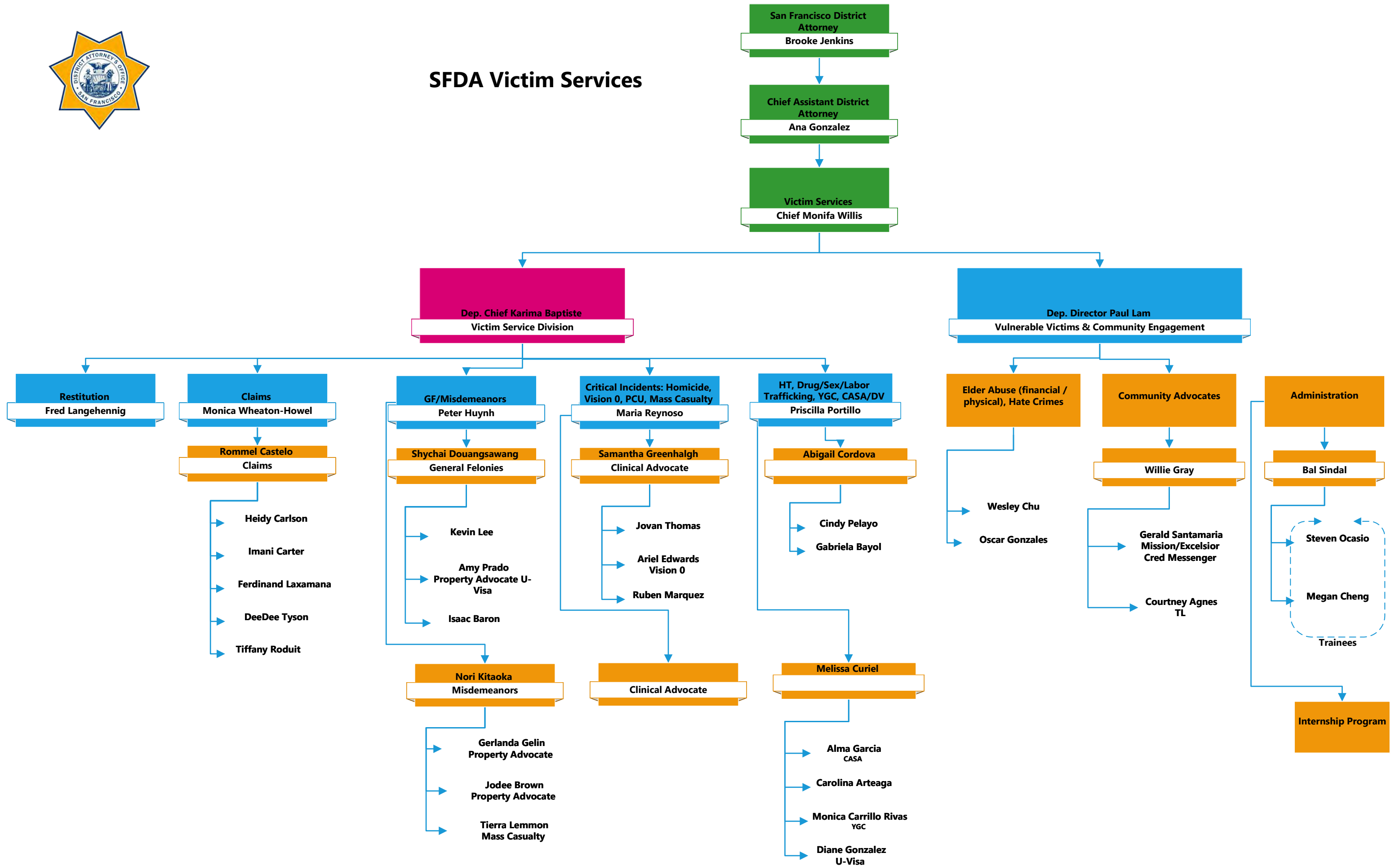
State Senate District where principal office is located: Senate District 11

5. Population of Service Area: 873,965





SFDA Victim Services





Operational Agreement Summary

Grant Subaward #: VW23 42 0380

Subrecipient: SAN FRANCISCO, CITY & COUNTY

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



Operational Agreement Summary

Grant Subaward #: VW23 42 0380

Subrecipient: SAN FRANCISCO, CITY & COUNTY

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

SAN FRANCISCO DISTRICT ATTORNEY'S OFFICE, VICTIM SERVICES DIVISION
OPERATIONAL AGREEMENT WITH THE CHRISTINA GRIMMIE FOUNDATION

August 1, 2022 through July 31, 2025

This Operational Agreement (OA) stands as evidence that the Christina Grimmie Foundation (CGF) intends to work together toward the mutual goal of providing maximum available assistance for victims impacted by gun violence and their families in San Francisco City & County and surrounding areas. Both agencies believe that implementation of the referral program as described herein will further this goal. CGF nor the San Francisco District Attorney's Office (SFDA) are obligated to accept any particular referral - that it is in the sole and exclusive discretion of CGF, its board of directors/officers, and the SFDA staff. To this end, each agency agrees to coordinate/provide the following services:

The Christina Grimmie Foundation will closely coordinate the following services with the San Francisco District Attorney's Office, Victim Services Division by providing:

- Housing/Rent expense assistance
- Medical care expense assistance
- Family care expense assistance
- Travel/Transportation expense assistance
- Memorial/Burial expense assistance
- Other expense assistance as determined on a case-by-case basis, and
- Serve as a resource and referral to provide the best possible services to gun violence victims residing in San Francisco and surrounding areas.

The San Francisco District Attorney's Office, Victim Services Division will coordinate the following services with the Christine Grimmie Foundation by:

- Utilizing the Christina Grimmie Foundation as a resource and referral for victims of gun violence and their families residing in San Francisco City & County and surrounding areas.
- Distributing applications provided by the Christina Grimmie Foundation to victims of gun violence and their families, who may qualify for assistance from the Christina Grimmie Foundation.
- Serving as a resource and referral to provide the best possible services to victims of gun violence and their families that may be referred by the Christina Grimmie Foundation and that qualify for services provided by the San Francisco District Attorney's Office, Victim Services Division.

We, the undersigned, as authorized representatives of the Christina Grimmie Foundation and the San Francisco District Attorney's Office, hereby approve this document.

Albert Grimmie Oct. 1
Signature Date

Albert Grimmie
Printed Name

Authorized Representative
Christina Grimmie Foundation

Monifa Willis 10/1/2022
Signature Date

Monifa Willis
Printed Name

Chief of Victim Services
City and County of San Francisco

Operational Agreement

Between

Samoan Community Development Center

And

Victim Services Division of the San Francisco District Attorney's Office

Purpose:

This Operational Agreement stands as evidence that **Samoan Community Development Center (SCDC)** and **Victim Services Division (VSD) of the San Francisco District Attorney's (SFDA) Office** intend to work together toward the mutual goal of maximizing available community resources to assist victims/survivors of violent crimes who reside in San Francisco.

To this end, each party agrees to the following:

1. SCDC will accept referrals from VSD for eligible clients who need resources and assistance in accordance with the services provided by SCDC.
2. VSD will accept referrals from SCDC to assist victims/survivors who need assistance in accordance with the services VSD provides.
3. SCDC and VSD will coordinate support for shared clients and provide consultation and cross-training to each other's staff whenever appropriate.
4. VSD will participate in community events hosted by SCDC whenever appropriate, and vice versa.
5. Both parties work together towards the larger goal of creating an accessible and coordinated system of comprehensive services for victims/survivors of crime.

Term of Operational Agreement: February 1st, 2023 – January 31st, 2026. This agreement may be terminated at any time by either party or amended with the written consent of both parties.

We, the undersigned, as authorized representatives of **Samoan Community Development Center** and **Victim Services Division of SFDA Office** do hereby approve this document.


Signature

2/2/2023
Date

Monifa Willis

Digitally signed by Monifa Willis
Date: 2023.02.06 15:36:26 -08'00'

Signature

Date

Tino Felise
Printed Name
Program Director, SCDC

Printed Name
Chief of Victim Services Division, SFDA

Operational Agreement

Between

The Women's Building

And

Victim Services Division of the San Francisco District Attorney's Office

Purpose:


This Operational Agreement stands as evidence that the **Women's Building and Victim Services Division (VSD) of the San Francisco District Attorney's (SFDA) Office** intend to work together toward the mutual goal of maximizing available community resources to assist victims/survivors of violent crimes who reside in San Francisco.

To this end, each party agrees to the following:

1. The Women's Building will accept referrals from VSD for eligible clients who need resources and assistance in accordance with the services provided by The Women's Building.
2. VSD will accept referrals from The Women's Building to assist victims/survivors who need assistance in accordance with the services VSD provides.
3. The Women's Building and VSD will coordinate support for shared clients and provide consultation and cross-training to each other's staff whenever appropriate.
4. VSD will participate in community events hosted by The Women's Building whenever appropriate, and vice versa.
5. Both parties work together towards the larger goal of creating an accessible and coordinated system of comprehensive services for victims/survivors of crime.

Term of Operational Agreement: February 1st, 2023 – January 31st, 2026. This agreement may be terminated at any time by either party or amended with the written consent of both parties.

We, the undersigned, as authorized representatives of **The Women's Building** and **VSD of SFDA Office** do hereby approve this document.



Signature Date

Jessica Gutierrez

Printed Name
Program Director, The Women's Building

Monifa Willis

Digitally signed by Monifa Willis
Date: 2023.02.08 16:33:28 -08'00'

Signature Date

Printed Name
Chief of Victim Services Division, SFDA

Operational Agreement

Between

Adult Protective Services of San Francisco

And

Victim Services Division of the San Francisco District Attorney's Office

Purpose:

This Operational Agreement stands as evidence that the **Victim Services Division of the San Francisco District Attorney's (SFDA) Office** and the **Adult Protective Services of San Francisco (APS)** intend to work together toward the mutual goal of providing maximum available services assistance for victims of violence. Both agencies believe that cross-training and referrals will further this goal. To this end, each party agrees to participate.

Parties to the Agreement:

APS prevents and mitigates abuse of older adults and adults with disabilities by serving as the centralized office in receiving and responding to reports of suspected abuse, including physical, sexual, financial, neglect, exploitation, and self-neglect, as well as other kinds of abuses.

Victim Services Division of SFDA works with victims and survivors in the aftermath of a crime incident. It provides linkage for victims to community-based and governmental agencies for services; assists with navigating through the criminal justice system; advocates for their rights and supports them in their recovery from the trauma due to the crime.

Rights and Responsibilities:

1. The Victim Service Division will check with APS to confirm a case is open and collaborate on the case. If a case is not open, Victim Service Division will make an APS report on a case when there is suspected elder or dependent adult abuse.
2. APS will check with Victim Service Division, when appropriate, to confirm a case is open and if not, consult if a referral should be made and to collaborate with Victim Service Division as needed.
3. Both parties will cross-train each other's staff to better our partnership whenever requested.
4. Both parties will collaborate, whenever appropriate, on participating in community events together to promote awareness about victim services and elder and dependent adult abuse prevention.
5. Both parties will meet when requested to discuss and revise partnership strategies and other topics as needed.

Term of Operational Agreement: January 1st, 2023 – December 31st, 2027. This agreement may be terminated at any time by either party or amended with the written consent of both parties.

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



Signature

12/22/2022

Date

Akiles Ceron
Program Director
SF Adult Protective Services

Monifa Willis

Signature

Digitally signed by Monifa Willis
Date: 2022.12.23 11:39:58 -08'00'

Date

Monifa Willis, PMHNP-BC
Chief of Victim Services Division, SFDA

CITY AND COUNTY OF SAN FRANCISCO



Brooke Jenkins
District Attorney

OFFICE OF THE DISTRICT ATTORNEY

VICTIM SERVICES DIVISION
350 RHODE ISLAND
SUITE 400N
SAN FRANCISCO CA 94103

DIRECT DIAL: (628) 652-4100

E-MAIL: VICTIMSERVICES@SFGOV.ORG

Operational Agreement

PURPOSE

This operational agreement stands as evidence that the Victim Services Division (VSD) division and Newcomers Health Program 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 a cross-referral system, as described herein, will further this goal. To this end, each party agrees to participate.

PARTIES TO THIS AGREEMENT

Newcomers Health Program is a program of the San Francisco Department of Public Health based at Family Health Center's Refugee Medical Clinic. Through a range of clinic- and community-based programs and services, it provides health services for newly documented refugees, asylees, and victims of trafficking.

The Victim Services Division (VSD) 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. Newcomers Health Program will accept referrals from VSD staff for eligible clients who need assistance in accordance with the service provided by Newcomers Health program. Referral form: <https://tinyurl.com/SF-Ref-Health> newcomers.health@sfdph.org or 628-206-8608.
2. VSD will accept referrals from Newcomers Health Program to assist those victims who need assistance in accordance with the services it provides, including the expert prosecution of crimes of violence against immigrant, asylee, and refugee victims in accordance with the mission of VSD. Referrals can be emailed to victimservices@sfgov.org, and can be made through the front desk at 628-652-4100.
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.

350 Rhode Island Street
North Building, Suite 400N
San Francisco, CA 94103
Phone Number: 628-652-4100

CITY AND COUNTY OF SAN FRANCISCO



Brooke Jenkins
District Attorney

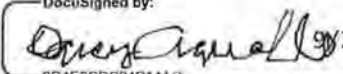
OFFICE OF THE DISTRICT ATTORNEY

VICTIM SERVICES DIVISION
350 RHODE ISLAND
SUITE 400N
SAN FRANCISCO CA 94103
DIRECT DIAL: (628) 652-4100
E-MAIL: VICTIMSERVICES@SFGOV.ORG

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 operational agreement is effective from September 26th, 2022 to September 25th, 2027. This agreement may be terminated by either party or amended with the written consent of both parties.
Electronic signatures are honored.

DocuSigned by:

9/29/2022 | 12:11:58 PDT
904EBCDC04B14AC
Signature Date

Daisy Aguillo

Printed Name

Authorized Representative
Newcomers Health Program, DPH


Signature Date

MONIFA WILLIS
Printed Name

Chief of Victim Services
San Francisco District Attorney's Office

350 Rhode Island Street
North Building, Suite 400N
San Francisco, CA 94103
Phone Number: 628-652-4100

CITY AND COUNTY OF SAN FRANCISCO

OFFICE OF THE DISTRICT ATTORNEY



Brooke Jenkins
District Attorney

Operational Agreement

Between

**Mothers Against Drunk Driving
San Francisco Bay Area Affiliate**

And

Victim Services Division of the San Francisco District Attorney's Office

Purpose:

The operational Agreement stands as evidence that **Mothers Against Drunk Driving (MADD)** and the **Victim Services Division of the San Francisco District Attorney's (SFDA) Office** intend to work together toward the mutual goal of providing maximum available services assistance for victims of violence. Both agencies believe that cross-training and referrals will further this goal. To this end, each party agrees to participate.

Parties to the Agreement:

The mission of MADD is to end drunk driving, help fight drugged driving, support the victims of these violent crimes, and prevent underage drinking.

Victim Services Division of SFDA works with victims and survivors in the aftermath of a crime incident. It provides linkage to community-based and governmental agencies, assists with navigating through the criminal justice system, advocates for their rights and supports them in becoming whole again.

Rights and Responsibilities:

1. The Victim Services Division will refer, whenever appropriate, victims or survivors to MADD for support and assistance.
2. MADD will refer, whenever appropriate, clients to the Victims Services Division for services.
3. Both parties will cross-train each other's staff to better our partnership and coordinate services and support to shared clients.
4. Both parties will collaborate on co-hosting or participating in community events together to promote awareness about victim services and crime prevention.
5. MADD and the Victim Services Division will meet periodically to review and discuss partnership strategies and other topics as needed.

350 Rhode Island Street
North Building, Suite 400N
San Francisco, CA 94103
RECEPTION: (628) 652-4000

CITY AND COUNTY OF SAN FRANCISCO

OFFICE OF THE DISTRICT ATTORNEY

Page 2

Term of Operational Agreement: November 1st, 2022 – October 31st, 2025. This agreement may be terminated at any time by either party or amended with the written consent of both parties.

We, the undersigned, as authorized representatives of **MADD, San Francisco Bay Area Affiliate** and the **Victim Services Division** of the **San Francisco District Attorney's Office** do hereby approve this document.

DocuSigned by:



B9F218A04E054E0...

November 15, 2022

Signature

Date

Natasha Thomas

Printed Name

Authorized Representative of MADD
San Francisco Bay Area Affiliate**Monifa Willis**Digitally signed by Monifa Willis
Date: 2022.11.17 16:23:40 -08'00'

Signature

Date

Printed Name

Chief of Victim Services Division, SFDA

Operational Agreement
Between
Centro Latino de San Francisco
And
Victim Services Division of San Francisco District Attorney's Office

Purpose:

This Operational Agreement stands as evidence that **Centro Latino de San Francisco (Centro Latino) and Victim Services Division (VSD) of the San Francisco District Attorney's (SFDA) Office** intend to work together toward the mutual goal of maximizing available community resources to assist victims/survivors of violent crimes who reside in San Francisco.

To this end, each party agrees to the following:

1. VSD will accept referrals from Centro Latino to assist victims/survivors who need assistance in accordance with the scope of services VSD provides.
2. Centro Latino will accept referrals of older adults and adults with disabilities from VSD for services that Centro Latino currently provides, including community group activities, among others, and would collaborate with VSD on supporting shared clients/victims or survivors.
3. Centro Latino and VSD will provide consultation and cross-training to each other whenever appropriate to enhance cultural knowledge and awareness of the scope of services each party provides.
4. Both parties will collaborate on hosting/co-hosting community outreach events whenever opportunities arise with the purpose of promoting awareness about victim services and crime prevention.
5. VSD and Centro Latino will collaborate on setting up a drop-in hub at Centro Latino for screening potential victims and survivors for services within the scope that VSD provides. These screenings would be by appointment only and set by Centro Latino in advance. VSD would then follow up with these potential referrals during pre-determined office hours at Centro Latino. VSD will be on site only during specified and agreed-upon time-frame at Centro Latino and will not hold Centro Latino liable for any equipment or belongings lost, damaged, or stolen as a result of being on site.
6. Both parties work together towards the larger goal of creating an accessible and coordinated system of comprehensive services for victims/survivors of crime.

Term of Operational Agreement: May 1st, 2023 – April 30th, 2025. This agreement may be terminated at any time by either party or amended or renewed with the written consent of both parties.


We, the undersigned, as authorized representatives of **Centro Latino de San Francisco** and **Victim Services Division of SFDA Office** do hereby approve this document.



Signature 5/10-2023
Date

Gloria Bonilla
Printed Name
Executive Director, Centro Latino

Monifa Willis

 Digitally signed by Monifa Willis
Date: 2023.05.15 16:54:53 -07'00'

Signature Date

Printed Name
Chief of Victim Services Division, SFDA

Operational Agreement

Between

Bay Area Legal Aid

And

Victim Services Division of the San Francisco District Attorney's Office

Term of Operational Agreement: September 22, 2022 – September 22, 2025

The Operational Agreement stands as evidence that **Bay Area Legal Aid** (BayLegal) 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 services and assistance for the underserved and underserved victims of violence.

To this end, each agency agrees:

1. The Victim Services Division will refer, whenever appropriate, victims of violence to BayLegal for legal assistance.
2. BayLegal will refer, whenever appropriate, clients to the Victims Services Division for their services.
3. BayLegal and the Victim Services Division will continue to work cooperatively to provide coordinated services and support to our shared clients.
4. BayLegal may serve as an outside meeting place for Victim Services Division to meet shared clients, if client prefers and upon arrangement with BayLegal.

We, the undersigned, as authorized representatives of the **Bay Area Legal Aid** and the **Victim Services Division** of the **San Francisco District Attorney's Office** do hereby approve this document.

 11/16/22
Signature Date

Genevieve Richardson

Printed Name

Director of Bay Area Legal Aid

grichardson@baylegal.org

Email

Monifa Willis Digitally signed by Monifa Willis
Date: 2022.11.15 12:31:51
-08'00'

Signature Date

Monifa Willis

Printed Name

Chief of Victim Services
City and County of San Francisco

monifa.willis@sfgov.org

Email

Operational Agreement

Between

**Tenderloin Community and Arab Families Program of Chinatown Community
Development Center**

And

Victim Services Division of San Francisco District Attorney's Office

Purpose:

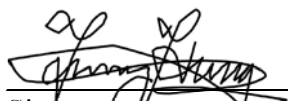
This Operational Agreement stands as evidence that the **Victim Services Division of the San Francisco District Attorney's (SFDA) Office** and the **Tenderloin Family Housing- Resident Services Team of Chinatown Community Development Center (CCDC)** intend to work together toward the mutual goal of providing maximum available services assistance for underserved and unserved victims of violence.

To this end, each party agrees to the following:

1. CCDC will refer, whenever appropriate, their clients to Victims Services Division for services.
2. The Victim Services Division and CCDC will work collaboratively to provide coordinated services and support for our shared clients, and do cross trainings if needed.
3. CCDC may serve as an outside meeting place for Victim Services Division to meet with shared clients, if clients prefer and upon arrangement with CCDC.
4. Both parties will participate jointly, whenever appropriate, in community events together to promote community safety and awareness about victim services.

Term of Operational Agreement: January 1st, 2023 – December 31st, 2025. This agreement may be terminated at any time by either party or amended with the written consent of both parties.

We, the undersigned, as authorized representatives of **Chinatown Community Development Center** and **Victim Services Division** of SFDA do hereby approve this document.




Signature

12/15/2022

Date

Monifa Willis

Signature

 Digitally signed by Monifa Willis
Date: 2022.12.19 13:48:08 -08'00'

Date

Tammy Hung

Printed Name
Deputy Director of Programs
Chinatown CDC

Printed Name
Chief of Victim Services Division
SFDA

Operational Agreement

Between

Balance

And

Victim Services Division of the San Francisco District Attorney's Office

Purpose:

The operational Agreement stands as evidence that **Balance** 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 services assistance for victims of violence, particularly the elderly, residing in San Francisco. Both agencies believe that cross-training and referrals will further this goal. To this end, each party agrees to participate.

Parties to the Agreement:

Balance offers San Francisco residents free service in debt and budget counseling, homeowners counseling, and rental counseling, and other services, and provide resources as needed.

Victim Services Division work with victims and survivors in the aftermath of a crime incident. It provides linkage to community-based and governmental agencies; assists with navigating through the criminal justice system; advocates for their rights and supports them in becoming whole again.

Rights and Responsibilities:

1. The Victim Services Division will refer, whenever appropriate, victims of violence to Balance for financial-related counseling and assistance.
2. Balance will refer, whenever appropriate, clients to the Victims Services Division for services.
3. Both parties will cross-train each other's staff to better our partnership and coordinate services and support to shared clients.
4. Balance and the Victim Services Division will meet to discuss partnership strategies and other discussion as needed.

Term of Operational Agreement: November 1st, 2022 – October 31st, 2025. This agreement may be terminated by either party or amended with the written consent of both parties.

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

Cynthia Campbell

Signature _____

12/20/22

Date _____

Monifa Willis

Signature

Digitally signed by Monifa Willis
Date: 2022.12.20 15:02:01 -08'00'

Date _____

Cynthia Campbell - CXO

Printed Name

Authorized Representative of Balance

Printed Name

Chief of Victim Services Division

Operational Agreement

Between

San Francisco Long Term Care Ombudsman Program

And

Victim Services Division of the San Francisco District Attorney's Office

Purpose:

This Operational Agreement stands as evidence that the **Victim Services Division of the San Francisco District Attorney's (SFDA) Office** and the **San Francisco Long Term Care (LTC) Ombudsman Program** intend to work together toward the mutual goal of providing maximum available services assistance for victims of violence. Both agencies believe that cross-training and referrals will further this goal. To this end, each party agrees to participate.

Parties to the Agreement:

The LTC Ombudsman Program is a federally mandated advocacy program that receives and investigates complaints regarding the health, safety, welfare, and rights of older adults and people with disabilities living in long term care facilities.

Victim Services Division of SFDA works with victims and survivors in the aftermath of a crime incident. It provides linkage for victims to community-based and governmental agencies for services; assists with navigating through the criminal justice system; advocates for their rights and supports them in their recovery from the trauma due to the crime.

Rights and Responsibilities:

1. The Victim Services Division and the Ombudsman Program will cross refer, whenever appropriate, victims or survivors for services.
2. Both parties will cross-train each other's staff to better our partnership at least once a year and coordinate services and support to shared clients.
3. Both parties will collaborate on co-hosting or participating in community events together, whenever appropriate, to promote awareness about victim services and advocacy for residents living in LTC facilities.
4. Both parties will meet at least every 6 months to review, discuss, and revise partnership strategies and other topics as needed.

Term of Operational Agreement: January 1st, 2023 – December 31st, 2025. This agreement may be terminated at any time by either party or amended with the written consent of both parties.

We, the undersigned, as authorized representatives of **San Francisco LTC Ombudsman Program** and **Victim Services Division of the San Francisco District Attorney's Office** do hereby approve this document.

Benson Nadell 12/20/22
Signature Date

Monifa Willis

Digitally signed by Monifa Willis
Date: 2022.12.21 15:04:02 -08'00'

Signature

Date

Benson Nadell Robert Manes (Co-Directors)

Printed Name

Authorized Representative

SF LTC Ombudsman Program

Printed Name

Chief of Victim Services Division, SFDA

Operational Agreement

Between

Elder Abuse Prevention Program of Institute on Aging

And

Victim Services Division of the San Francisco District Attorney's Office

Purpose:

This Operational Agreement stands as evidence that the **Victim Services Division (VSD) of the San Francisco District Attorney's (SFDA) Office** and the **Elder Abuse Prevention (EAP) Program of Institute on Aging (IOA)** intend to work together toward the mutual goal of providing maximum available services assistance for elder abuse victims.

To this end, each party agrees to the following:

1. The EAP will refer elder abuse victims to Victim Services Division, whenever appropriate, for services, and will work collaboratively to coordinate support to victims.
2. Both parties will cross-train each other's staff at least once a year or as appropriate. VSD staff will participate in trainings organized by EAP for continuing education purposes.
3. Both parties will collaborate on co-hosting or participating in community events together, whenever appropriate, to promote awareness about victim services, advocacy for victims of elder abuse, and abuse prevention.
4. Both parties will revise partnership strategies as needed to keep up with emerging community needs.

Term of Operational Agreement: January 1st, 2023 – December 31st, 2025. This agreement may be terminated at any time by either party or amended with the written consent of both parties.

We, the undersigned, as authorized representatives of **Elder Abuse Prevention Program of IOA** and **Victim Services Division of SFDA Office** do hereby approve this document.

● Alice Chiu 1/4/2023

Signature

Date

Alice Chiu

Printed Name

Authorized Representative

Elder Abuse Prevention Program of IOA

Signature

Date

Monifa Willis Monifa Willis

Digitally signed by Monifa Willis
Date: 2023.01.13 09:45:21 -0800

Printed Name

Chief of Victim Services Division, SFDA

Between
Community Youth Center of San Francisco
And

Purpose:

Rights and Responsibilities:

- Term of Operational Agreement:** January 1st, 2023 – December 31st, 2025. This agreement may be terminated at any time by either party or amended with the written consent of both parties.

We, the undersigned, as authorized representatives of **Community Youth Center of San Francisco** and **Victim Services Division** of the **San Francisco District Attorney's Office** do hereby approve this document.

Amal

Digitally signed by Monifa Willis
Date: 2023.01.25 12:55:35 -08'00

Date _____

Community Youth Center SF

Chief of Victim Services Division, SFDA

OPERATIONAL AGREEMENT

Tahirih Justice Center and San Francisco District Attorney, Victim Services Department

The purpose of this Operational Agreement (OA) is to express formal agreement, without the exchange of money, between **The Tahirih Justice Center (Tahirih)**, an implementing agency, and one participating agency, **The San Francisco District Attorney's Office (SFDA), Victim Services Department**.

The Tahirih Justice Center, San Francisco Bay Area Office (Tahirih) is a nonprofit service provider. Tahirih opened in San Bruno in 2017, building on 20+ years of experience of its parent organization's experience, to protect immigrant survivors seeking justice in the U.S. from gender-based harm, including multiple forms of crime, in the San Francisco Bay Area. Tahirih's San Bruno-based team of 10 provides immigration legal services and holistic social services to immigrant survivors in the region.

The San Francisco District Attorney's Office (SFDA), Victim Services Department strives to make the criminal justice system humane and accessible by providing support and assistance to victims and their families in the aftermath of a crime, during criminal prosecution, and after a verdict has been reached.

The partners have agreed to the following measures towards the goal of providing better services to immigrant victims of crime in the region who may otherwise face barriers to the services and support they need to meet their physical, emotional, spiritual, and financial needs after victimization. The procedures agreed to herein are intended to promote accessible services for immigrant survivors, and to mitigate factors such as race, ethnicity, geographic isolation, language barriers, cultural intolerance, disability, lack of knowledge of the criminal justice system and their rights, and/or lack of appropriate social support.

Tahirih agrees to the following:

- Tahirih Justice Center will continue its policy, so far as practical, of providing legal assistance, as well as holistic social services support to immigrant survivors of crime.
- Tahirih Justice Center will refer immigrant survivors of crime to SFDA for support and assistance, as needed.

SFDA agrees to the following:

- SFDA will refer immigrant survivors of crime to Tahirih for legal assistance, as needed.

Tahirih and SFDA will collaborate on community outreach & co-hosting events to bring awareness in the community. Additionally, the organization will host professional trainings as and when applicable to train professionals and their respective staff.

This agreement is effective as of the date executed below and will remain in force for the period of two years, or until any party terminates in writing. This agreement may be amended, modified, expanded, etc. as mutually agreed upon by the parties, in writing.



Monifa Willis Digitally signed by Monifa Willis
Date: 2022.11.22 12:55:43 -08'00'

Tahirih Justice Center
Morgan Weibel, Executive Director,
DATE

San Francisco District Attorney's Office
NAME, TITLE
DATE

Operational Agreement

Between
Rafiki Coalition
And

Victim Services Division of the San Francisco District Attorney's Office

Purpose:

This Operational Agreement stands as evidence that **Rafiki Coalition (Rafiki) and Victim Services Division (VSD) of the San Francisco District Attorney's (SFDA) Office** intend to work together toward the mutual goal of maximizing available community resources to assist victims/survivors of violent crimes who reside in San Francisco.

To this end, each party agrees to the following:

1. VSD will accept referrals from Rafiki to assist victims/survivors who need assistance in accordance with the services VSD provides.
2. Rafiki and VSD will coordinate support for shared clients and provide consultation and cross-training to each other whenever appropriate.
3. VSD will participate in community events/workshops hosted by Rafiki whenever appropriate, and vice versa.
4. Both parties work together towards the larger goal of creating an accessible and coordinated system of comprehensive services for victims/survivors of crime.

Term of Operational Agreement: February 1st, 2023 – January 31st, 2027. This agreement may be terminated at any time by either party or amended with the written consent of both parties.

We, the undersigned, as authorized representatives of **Rafiki Coalition** and **Victim Services Division of SFDA Office** do hereby approve this document.

Signature

Date

Monique LeSarre

Printed Name

Executive Director, Rafiki Coalition

Monifa Willis

Digitally signed by Monifa Willis
Date: 2023.02.13 15:04:24 -08'00'

Signature

Date

Monifa Willis

Printed Name

Chief of Victim Services Division, SFDA

Operational Agreement

Between

NICOS Chinese Health Coalition

And

Victim Services Division of the San Francisco District Attorney's Office

Purpose:

This Operational Agreement stands as evidence that **NICOS Chinese Health Coalition (NICOS) and Victim Services Division (VSD) of the San Francisco District Attorney's (SFDA) Office** intend to work together toward the mutual goal of maximizing available community resources to assist victims/survivors of violent crimes who reside in San Francisco.

To this end, each party agrees to the following:

1. VSD will accept direct referrals from NICOS and its affiliated agencies to assist victims/survivors who need assistance in accordance with the services VSD provides.
2. NICOS will partner with VSD to provide culturally appropriate trainings to communities and providers on relevant topics to be determined by NICOS and VSD.
3. NICOS and VSD will cross train each other and keep each other up to date on relevant topics impacting communities.
4. VSD will participate in community events/workshops hosted by NICOS for outreach to various communities.
5. NICOS and VSD will work together towards the larger goal of enhancing self-advocacy and creating trauma-informed and culturally congruent trainings for victims/survivors of crime.

Term of Operational Agreement: March 1st, 2023 – February 29th, 2028. This agreement may be terminated at any time by either party or amended with the written consent of both parties.

We, the undersigned, as authorized representatives of **NICOS and Victim Services Division of SFDA Office** do hereby approve this document.

Signature  Date 2/14/23

Kent Woo

Printed Name
Executive Director, NICOS

Monifa Willis Digitally signed by Monifa Willis
Date: 2023.02.24 13:32:14 -08'00'
Signature Date

Monifa Willis

Printed Name
Chief of Victim Services Division, SFDA

Operational Agreement
Between
SALT Pacific Islander Association
And

Victim Services Division of the San Francisco District Attorney's Office

Purpose:

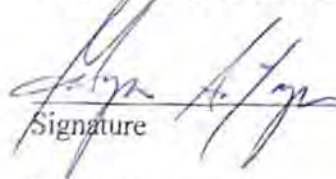
This Operational Agreement stands as evidence that **SALT Pacific Islander Association (SALT)** and **Victim Services Division (VSD) of the San Francisco District Attorney's (SFDA) Office** intend to work together toward the mutual goal of maximizing available community resources to assist victims/survivors of violent crimes who reside in San Francisco.

To this end, each party agrees to the following:

1. VSD will accept direct referrals from SALT to assist victims/survivors who need assistance in accordance with the services VSD provides.
2. Both parties will coordinate support for shared clients and provide consultation and cross-training to each other whenever appropriate.
3. VSD will participate in community events/workshops hosted by SALT to outreach to the Pacific Islander communities.
4. SALT may host VSD at their site for victims and survivors to facilitate community access to victim service provided by VSD, whenever appropriate for both parties.
5. Both parties will work together towards the larger goal of creating an accessible and coordinated system of comprehensive services for victims/survivors of crime.

Term of Operational Agreement: April 1st, 2023 – March 31st, 2028. This agreement may be terminated at any time by either party or amended with the written consent of both parties.

We, the undersigned, as authorized representatives of **SALT Pacific Islander Association** and **Victim Services Division of SFDA Office** do hereby approve this document.

 _____ Signature Gaynor Siataga _____ Printed Name Executive Director, SALT	04/07/2023 _____ Date	Monifa Willis _____ Signature Monifa Willis _____ Printed Name Chief of Victim Services Division, SFDA	Digitally signed by Monifa Willis Date: 2023.04.07 16:52:22 -07'00' _____ Date
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MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (the "MOU" or "Memorandum"), is entered into on January 1, 2023 (the "Effective Date"), by and between the Office of The District Attorney's Office of Victim Services Division, located at 350 Rhode Island Street, Ste. 400N, San Francisco, California 94103 (the "First Party"), and Black Women Revolt Against Domestic Violence, located at 30 Boardman Place, San Francisco, California 94103 (the "Second Party"). First Party and Second Party may be referred to individually as the "Party", or collectively, the "Parties".

1. MISSION

The partnership on which the Parties are intending to collaborate, has the following intended mission in mind: bringing to light the black narrative in domestic violence.

2. PURPOSE AND SCOPE

The Parties intend for this Memorandum to provide the cornerstone and structure for any and all future contracts being considered by the Parties and which may be related to the partnership.

- Both the Party and Parties will work collaboratively to help support survivors of domestic violence/intimate partner violence toward healing.
- The "Parties" will occupy office space in their own offices to provide community support.
- Whenever one Party hosts an event in the community, the other Party would co-host or participate whenever possible.

3. OBJECTIVES

The Parties shall endeavor to work together to develop and establish policies and procedures that will promote and sustain and advance the outreach of black women and families through the Black Women Revolt Against Domestic Violence.

4. RESPONSIBILITIES AND OBLIGATIONS OF THE PARTIES

Any Party may decide not to proceed with the partnership contemplated herein for any reason or no reason. A binding commitment with respect to the partnership described herein will result only from execution of definitive agreements, subject to the conditions contained therein. Notwithstanding the two

preceding sentences of this paragraph, the provisions under the headings Governing Law and Confidentiality are agreed to be fully binding on, and enforceable, against the Parties.

5. TERMS OF UNDERSTANDING

The term of this Memorandum shall be for a period of five years from the Effective Date and maybe extended upon written mutual agreement of both Parties.

6. CONFIDENTIALITY

The Parties will treat the terms of this MOU, and the documents submitted herewith, in the strictest of confidence, and that such terms will not be disclosed other than to those officers, representatives, advisors, directors and employees of any Party who need to know for the purpose of evaluating this MOU and who agree to keep such material confidential.

7. LEGAL COMPLIANCE

The Parties acknowledge and understand that they must be able to fulfill their responsibilities under this Memorandum in accordance with the provisions of the law and regulations that govern their activities. Nothing in the Memorandum is intended to negate or otherwise render ineffective any such provisions or operating procedures. The Parties assume full responsibility for their performance under the terms of this Memorandum.

If at any time either Party is unable to perform their duties or responsibilities under this Memorandum consistent with such Party's statutory and regulatory mandates, the affected Party shall immediately provide written notice to the other Party to establish a date for resolution of the matter.

8. LIMITATION OF LIABILITY

No rights or limitation of rights shall arise or be assumed between the Parties as a result of the terms of this Memorandum.

9. NOTICE

Any notice or communication required or permitted under this Memorandum shall be sufficiently given if delivered in person or by certified mail, return receipt requested, to the address set forth in the opening paragraph or to such address as one may have furnished to the other in writing.

10. GOVERNING LAW


This Memorandum shall be governed by and construed in accordance with the laws of the State of California.

11. AUTHORIZATION AND EXECUTION

The signing of this Memorandum does not constitute a formal undertaking, and as such it simply intends that the signatories shall strive to reach, to the best of their abilities, the goals and objectives stated in this MOU.

This Agreement shall be signed by the San Francisco Sheriff's Department and Black Women Revolt Against Domestic Violence and shall be effective as of the date first written above.

Monifa Willis

 Digitally signed by Monifa Willis
Date: 2023.03.06 17:50:59 -08'00'

(First Party Signature) Office of The District Attorney's Office of Victim Services Division

350 Rhode Island Street, Ste. 400N

San Francisco, California 94103

(Date)

Signature: *Pamela Tate*
Pamela Tate (Apr 10, 2023 18:52 PDT)

Email: pam@blackwomenrevolt.org

(Second Party Signature) Black Women Revolt Against Domestic Violence

30 Boardman Place

San Francisco, California 94103

(Date)

Operational Agreement

Between

Richmond Area Multi-Services Inc.

And

Victim Services Division of the San Francisco District Attorney's Office

Purpose:

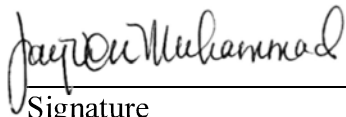
This Operational Agreement stands as evidence that **Richmond Area Multi-Services Inc. (RAMS) and Victim Services Division (VSD) of the San Francisco District Attorney's (SFDA) Office** intend to work together toward the mutual goal of maximizing available community resources to assist victims/survivors of violent crimes who reside in San Francisco.

To this end, each party agrees to the following:

1. VSD will accept referrals from RAMS to assist victims/survivors who need assistance in accordance with the services VSD provides.
2. RAMS will accept referrals directly from VSD into their "Healing for Asians" Department to provide mental health services specific for victims/survivors of crime.
3. RAMS and VSD will coordinate support for shared clients and provide consultation and cross-training to each other whenever appropriate.
4. VSD will participate in community outreach events hosted by RAMS whenever appropriate, and vice versa.
5. Both parties work together towards the larger goal of creating an accessible and coordinated system of comprehensive services for victims/survivors of crime.

Term of Operational Agreement: April 1st 2023 – March 31st, 2028. This agreement may be terminated at any time by either party or amended with the written consent of both parties.

We, the undersigned, as authorized representatives of **RAMS and Victim Services Division of SFDA Office** do hereby approve this document.



Signature

6/6/2023

Date

JayVon Muhammad

Printed Name

Chief Executive Officer, RAMS

Monifa Willis

Signature

Monifa Willis

Printed Name

Chief of Victim Services Division, SFDA

Digitally signed by Monifa Willis
Date: 2023.06.06 11:29:40 -07'00'

Operational Agreement

PURPOSE

This operational agreement stands as evidence that the Victim Services Division (VSD) division and San Francisco Special Victims 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 Services Division (VSD) 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 VSD staff for eligible clients who are in need of assistance in accordance with the service provided by SVU.
2. VSD 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 of VSD.
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 operational agreement is effective from March 1, 2022 to March 1, 2025. This agreement may be terminated by either party or amended with the written consent of both parties.

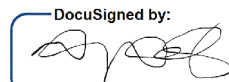
DocuSigned by:

E17D56D7B31740F...
Signature _____
Date 09/25/22

Timothy O'Connor

Printed Name

Authorized Representative
Special Victim Unit
City and County of San Francisco

DocuSigned by:

DA0D2F92DC5640C...
Signature _____
Date 9.26.2022

Monifa willis

Printed Name

Chief of Victim Services
City and County of San Francisco

Grant Subaward Budget Pages
Multiple Fund Sources

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



Grant Subaward Budget Pages
Multiple Fund Sources

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



Subrecipient: San Francisco, City & County			Grant Subaward #:VW23 42 0380			
A. Personnel Costs - Line-item description and calculation	22 VOCA	22 VOCA Match	23 VOCA	23 VOCA Match	23 VWA0	Total Amount Allocated
8129 Victim/Witness Investigator 1 - Advocate (1.00 FTE) - MVA staff \$3,741.25 bi-weekly x 7 pay periods (10/01/2023-01/05/2024) x 1.00 FTE = \$26,189 \$3,825.43 bi-weekly x 12.5 pay periods (01/06/2024-06/30/2024) x 1.00 FTE = \$47,818 \$3,940.19 bi-weekly x 6.6 pay periods (07/01/2024-09/30/2024) x 1.00 FTE = \$26,005 BENEFITS: 8131 Victim/Witness Investigator 2 - Advocate 41.33% x \$330,784 = \$136,713 Benefits include Social Security/Medicare, Medical/Dental,Retirement, Long Term Disability, Unemployment, Life Insurance	\$25,048		\$1,141			\$26,189
			\$40,122		\$7,696	\$47,818
			\$26,005			\$26,005
	\$34,044	\$11,877	\$45,436	\$33,479	\$11,877	\$136,713
8129 Victim/Witness Investigator 1 - Advocate 42.30% x \$767,657 = \$324,719 Benefits include Social Security/Medicare, Medical/Dental,Retirement, Long Term Disability, Unemployment, Life Insurance	\$141,311	\$34,492	\$112,296	\$12,538	\$24,082	\$324,719
8129 Victim/Witness Investigator 1 - Advocate (1.00 FTE) - MVA staff 38.96% x \$100,012 = \$38,965, only charging grant \$38,960 Benefits include Social Security/Medicare, Medical/Dental,Retirement, Long Term Disability, Unemployment, Life Insurance	\$9,761		\$26,203		\$2,997	\$38,961
Personnel Costs Fund Source Totals	\$626,610	\$156,653	\$626,611	\$156,653	\$132,319	\$1,698,846
PERSONNEL COSTS CATEGORY TOTAL						\$1,698,846



Grant Subaward Budget Pages

Multiple Fund Sources

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



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

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

September 19, 2023

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

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

Dear Monifa Willis:

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

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

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

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

Sincerely,

Victim Services Grants Processing Unit

cc: Subrecipient's file
Program Specialist

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

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

1. **Subrecipient:** San Francisco, City & County **1a. UEI#:** JZ9BSV3GSJ54

2. **Implementing Agency:** San Francisco, City & County - District Attorney's Office **2a. UEI#:** JZ9BSV3GSJ54

3. **Implementing Agency Address:** 350 Rhode Island Street, North Building, Suite 400N San Francisco 94103-5188
(Street) (City) (Zip+4)

4. **Location of Project:** San Francisco San Francisco 94103-5188
(City) (County) (Zip+4) ✓

5. **Disaster/Program Title:** Victim/Witness Assistance Program **6. Performance/Budget Period:** 10/1/2023 to 9/30/2024
(Start Date) (End Date)

7. **Indirect Cost Rate:** N/A **Federally Approved ICR (if applicable):** %

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


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

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

15. Official Authorized to Sign for Subrecipient:

Name: Brooke Jenkins Title: District Attorney

Payment Mailing Address: 350 Rhode Island Street, North Building, Suite 400N City: San Francisco Zip Code+4: 94103-5188

Signature:  Date: 6/12/2023

16. Federal Employer ID Number: 946000417

(FOR Cal OES USE ONLY)

I, Mary Rucker, 9/18/2023 **DocuSigned by:** Heather Carlson 9/18/2023
(Cal OES Director or Designee) (Date) (Cal OES Director or Designee) (Date)

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

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

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

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

SPECIAL CONDITION

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

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

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

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

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

1. Cal OES Contact Information Section:

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

2. Federal Awarding Agency Section:

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

3. Project Description Section:

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

4. Research & Development Section:

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



Grant Subaward Contact Information

Grant Subaward #: VW23 42 0380

Subrecipient: San Francisco, City & County

1. **Grant Subaward Director:**

Name: Monifa Willis

Title: Chief, Victim Services Division

Telephone #: (628) 652-4114

Email Address: monifa.willis@sfgov.org

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

2. **Financial Officer:**

Name: Eugene Clendinen

Title: Chief, Administration & Finance

Telephone #: (628) 652-4030

Email Address: eugene.clendinen@sfgov.org

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

3. **Programmatic Point of Contact:**

Name: Monifa Willis

Title: Chief, Victim Services Division

Telephone #: (628) 652-4114

Email Address: monifa.willis@sfgov.org

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

4. **Financial Point of Contact:**

Name: Sheila Arcelona

Title: Assistant Chief, Administration & Finance

Telephone #: (628) 652-4031

Email Address: sheila.arcelona@sfgov.org

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

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

Name: Brooke Jenkins

Title: District Attorney

Telephone #: (628) 652-4012

Email Address: brooke.jenkins@sfgov.org

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

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

Name: Brooke Jenkins

Title: District Attorney

Telephone #: (628) 652-4012

Email Address: brooke.jenkins@sfgov.org

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

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

Name: Aaron Peskin

Title: President, Board of Supervisors

Telephone #: (415) 554-7450

Email Address: Aaron.Peskin@sfgov.org

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



Grant Subaward Signature Authorization

Grant Subaward #: VW23 42 0380

Subrecipient: San Francisco, City & County

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

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

Grant Subaward Director:

Printed Name: Monifa Willis

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

Date: 06/26/2023

Financial Officer:

Printed Name: Eugene Clendinen

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

Date: 06/27/2023

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

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

Printed Name: Karima Baptiste

Signature: _____

Printed Name: _____

Signature: _____

Printed Name: _____

Signature: _____

Printed Name: _____

Signature: _____

Printed Name: _____

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

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

Printed Name: Sheila Arcelona

Signature: _____

Printed Name: _____

Signature: _____

Printed Name: _____

Signature: _____

Printed Name: _____

Signature: _____

Printed Name: _____



Grant Subaward Certification of Assurance of Compliance

Subrecipient: SAN FRANCISCO, CITY & COUNTY

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

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

I. Proof of Authority – SRH 1.055

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

II. Civil Rights Compliance – SRH Section 2.020

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

III. Equal Employment Opportunity – SRH Section 2.025

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



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

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

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

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

VI. Lobbying – SRH Sections 2.040 and 4.105

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

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

CERTIFICATION

I, the official named below, am the same individual authorized to sign the Grant Subaward [Section 15 on Grant Subaward Face Sheet], and hereby affirm that I am duly authorized legally to bind the Subrecipient to the above-described certification. I am fully aware that this certification, executed on the date, is made under penalty of perjury under the laws of the State of California.

Official Designee's Signature: Brooke Jenkins

Digitally signed by Brooke Jenkins
DN: cn=Brooke Jenkins, o=Cal OES, ou=GOVERNOR'S OFFICE OF EMERGENCY SERVICES, email=brooke.jenkins@caloes.ca.gov

Official Designee's Typed Name: BROOKE JENKINS

Official Designee's Title: DISTRICT ATTORNEY

Date Executed: 06/12/2023

AUTHORIZED BY:

I grant authority for the Subrecipient/Official Designee to enter into the specific Grant Subaward(s) (indicated by the Cal OES Program name and initial Grant Subaward performance period identified above) and applicable Grant Subaward Amendments with Cal OES.

☒ City Financial Officer

☒ County Financial Officer

☐ City Manager

☐ County Manager

☐ Governing Board Chair

Signature: [Signature]

Typed Name: BEN ROSENFELD

Title: CONTROLLER

Date Executed: 6-13-23



Federal Fund Grant Subaward Assurances

Victims of Crime Act (VOCA) Victim Assistance Formula Grant Program

Subrecipient: SAN FRANCISCO, CITY & COUNTY

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

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

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

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

☒ Subrecipient expends \$750,000 or more in federal funds annually.

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

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

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

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

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

3. Applicability of Part 200 Uniform Requirements

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

The Part 200 Uniform Requirements were first adopted by DOJ on December 26, 2014. If this FY 2022 Grant Subaward supplements funds previously awarded by OJP under the same Grant Subaward number (e.g., funds awarded during or before December 2014), the Part 200 Uniform Requirements apply with respect to all funds under that award number (regardless of the award date, and regardless of whether derived from the initial Grant Subaward or a supplemental Grant Subaward) that are obligated on or after the acceptance date of this FY 2022 award.

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

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

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

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

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

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

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

5. OJP Training Guiding Principles

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

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

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable requirements of 28 C.F.R. Part 38 (as may be applicable from time to time), specifically including any applicable requirements regarding written notice to program beneficiaries and prospective program beneficiaries.

Among other things, 28 C.F.R. Part 38 includes rules that prohibit specific forms of discrimination on the basis of religion, a religious belief, a refusal to hold a religious belief, or refusal to attend or participate in a religious practice. Part 38 also sets out rules and requirements that pertain to Subrecipient organizations (and any Second-Tier Subrecipient organizations) that engage in or conduct explicitly religious activities, as well as rules and requirements that pertain to Subrecipients (and any Second-Tier Subrecipients) that are faith-based or religious organizations.

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

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

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable requirements of 28 C.F.R. Part 42, specifically including any applicable requirements in Subpart E of 28 C.F.R. Part 42 that relate to an equal employment opportunity program.

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

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

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

Subrecipients (and any Second-Tier Subrecipients) must comply with, and are subject to, all applicable provisions of 41 U.S.C. 4712, including all applicable provisions that prohibit, under specified circumstances, discrimination against an employee as reprisal for the employee's disclosure of information related to gross mismanagement of a federal grant, a gross waste of federal funds, an abuse of authority relating to a federal grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal grant.

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

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

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable laws, regulations, policies, and official DOJ guidance (including specific cost limits, prior approval and reporting requirements, where applicable) governing the use of federal funds for expenses related to conferences (as that term is defined by DOJ), including the provision of food and/or beverages at such conferences, and costs of attendance at such conferences.

Information on the pertinent DOJ definition of conferences and the rules applicable to this Grant Subaward appears in the DOJ Grants Financial Guide (currently, as section 3.10 of "Postaward Requirements" in the "DOJ Grants Financial Guide").

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

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

12. Determination of Suitability to Interact with Participating Minors

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

Subrecipients (and any Second-Tier Subrecipients) must make determinations of suitability before certain individuals may interact with participating minors. This requirement applies regardless of an individual's employment status.

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

13. Compliance with DOJ Grants Financial Guide

Subrecipients (and any Second Tier Subrecipients) must comply with all applicable sections of the DOJ Financial Guide. References to the DOJ Grants Financial Guide are to the DOJ Grants Financial Guide as posted on the OJP website (currently, the "DOJ Grants Financial Guide" available at <https://ojp.gov/financialguide/DOJ/index.htm>), including any updated version that may be posted during the period of performance. Subrecipients agree to comply with the DOJ Grants Financial Guide.

14. Encouragement of Policies to Ban Text Messaging while Driving

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

15. Potential Imposition of Additional Requirements

Subrecipients (and any Second-Tier Subrecipients) agree to comply with any additional requirements that may be imposed by the DOJ awarding agency (OJP or OVW, as appropriate) during the period of performance for this Grant Subaward, if Subrecipients are designated as "high-risk" for purposes of the DOJ high-risk grantee list.

16. Employment Eligibility Verification for Hiring under the Grant Subaward

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

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

b. Monitoring

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

c. Allowable costs

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

d. Rules of construction

- 1) Staff involved in the hiring process

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

2) Employment eligibility confirmation with E-Verify

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

- 3) "United States" specifically includes the District of Columbia, Puerto Rico, Guam, the Virgin Islands of the United States, and the Commonwealth of the Northern Mariana Islands.
- 4) Nothing in this condition shall be understood to authorize or require Subrecipients (and any Second-Tier Subrecipients), or any person or other entity, to violate any federal law, including any applicable civil rights or nondiscrimination law.
- 5) Nothing in this condition, including in paragraph 4.B., shall be understood to relieve Subrecipients (and any Second-Tier Subrecipients) or any person or other entity, of any obligation otherwise imposed by law, including 8 U.S.C. 1324a(a)(1).

Questions about E-Verify should be directed to DHS. For more information about E-Verify visit the E-Verify website (<https://www.e-verify.gov/>).

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

No Subrecipients (and any Second-Tier Subrecipients) under this Grant Subaward, or entity that receives a procurement contract or subcontract with any funds under this Grant Subaward, may require any employee or contractor to sign an internal confidentiality agreement or statement that prohibits or otherwise restricts, or purports to prohibit or restrict, the reporting (in accordance with law) of waste, fraud, or abuse to an investigative or law enforcement representative of a federal department or agency authorized to receive such information.

The foregoing is not intended, and shall not be understood by the agency making

this Grant Subaward, to contravene requirements applicable to Standard Form 312 (which relates to classified information), Form 4414 (which relates to sensitive compartmented information), or any other form issued by a federal department or agency governing the nondisclosure of classified information.

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

- 1) Represent that they neither require, nor have required, internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and
- 2) Certify that, if they learn, or are notified, that they have, or have been, requiring their employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, they will immediately stop any further obligations of Grant Subaward funds, will provide prompt written notification to Cal OES, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by Cal OES.

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

1) Subrecipients represent that:

- a) No other entity (whether through a Second-Tier Subaward ("subgrant"), procurement contract, or subcontract under a procurement contract) that they pass funds to either requires or has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and
- b) Appropriate inquiry has been made, or otherwise Subrecipients have an adequate factual basis, to support this representation; and

- 2) If learned or notified that any Second-Tier Subrecipient, contractor, or subcontractor entity that receives funds under this Grant Subaward is, or has been, requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, they will immediately stop any further obligations of Grant Subaward funds to or by that entity, will provide prompt written notification to Cal OES, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by Cal OES.

18. All Grant Subawards Must Have Specific Federal Authorization

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

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

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

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

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

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

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

20. Restrictions on "Lobbying"

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

Another federal law generally prohibits federal funds awarded by OJP from being used by Subrecipients (and any Second-Tier Subrecipients), to pay any person to influence (or attempt to influence) a federal agency, a Member of Congress, or Congress (or an official or employee of any of them) with respect to the awarding of

a federal grant or cooperative agreement, subgrant, contract, subcontract, or loan, or with respect to actions such as renewing, extending, or modifying any such award. See 31 U.S.C. 1352. Certain exceptions to this law apply, including an exception that applies to Indian tribes and tribal organizations.

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

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

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable requirements to obtain specific advance approval to use a noncompetitive approach in any procurement contract that would exceed the Simplified Acquisition Threshold (currently, \$250,000). This condition applies to agreements that – for purposes of federal grants administrative requirements OJP considers a procurement "contract" (and therefore does not consider a subaward).

The details of the requirement for advance approval to use a noncompetitive approach in a procurement contract under an OJP award are posted on the OJP web site at <https://ojp.gov/funding/Explore/NoncompetitiveProcurement.htm>.

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

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable requirements (including requirements to report allegations) pertaining to prohibited conduct related to the trafficking of persons, whether on the part of Subrecipients (and any Second-Tier Subrecipients), or individuals defined (for purposes of this condition) as "employees" of Subrecipients (and any Second-Tier Subrecipients).

The details of the Subrecipients' obligations related to prohibited conduct related to trafficking in persons are posted on the OJP web site at <https://ojp.gov/funding/Explore/ProhibitedConduct-Trafficking.htm>.

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

Subrecipients (and any Second-Tier Subrecipients) must promptly refer to Cal OES any credible evidence that a principal, employee, agent, Subrecipient, contractor, subcontractor, or other person has, in connection with funds under this Grant Subaward-- (1) submitted a claim that violates the False Claims Act; or (2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct.

Potential fraud, waste, abuse, or misconduct involving or relating to funds under this Grant Subaward should must also be reported to Cal OES. Additional information is available from the DOJ OIG website at <https://oig.justice.gov/hotline>.

24. Discrimination Findings

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

25. VOCA Requirements

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

26. Federal Funding Accounting and Transparency Act (FFATA)

Yes No

- ☐ ☒ Has the Subrecipient received \$25,000,000 or more in federal funds in the preceding fiscal year?
- ☐ ☒ If the answer is yes, does the amount of federal funds received equal 80% or more of the Subrecipient's annual gross revenue?
- ☐ ☒ If the answer is yes to the above two questions, did the Subrecipient report to the U.S. Security and Exchange Commission?

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

CERTIFICATION

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

Official Designee's Signature: Brooke Jenkins

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

Official Designee's Typed Name: BROOKE JENKINS

Official Designee's Title: DISTRICT ATTORNEY

Date Executed: 6/12/2023



Grant Subaward Budget Pages
Multiple Fund Sources

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



Grant Subaward Budget Pages
Multiple Fund Sources

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



Grant Subaward Budget Pages
Multiple Fund Sources

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

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



Multiple Fund Sources

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



Grant Subaward Budget Pages
Multiple Fund Sources

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

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

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Budget Summary Report

VW23 Victim/Witness Assistance Program

Subaward#: VW23 42 0380

San Francisco, City & County

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

Victim/Witness Assistance Program

Latest Request:

A Personnel Services - Salaries/Employee Benefits

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

B. Operating Expenses

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

C. Equipment

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

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

F/S/L (Funding Types): F=Federal, S=State, L=Local Match

Paid/Expended=posted in Ledger w/Claim Schedule, Pending=Processsed, but not yet in Claim Schedule

09/19/2023

Budget Summary Report

VW23 Victim/Witness Assistance Program

San Francisco, City & County

Victim/Witness Assistance Program

Subaward#: VW23 42 0380

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

Latest Request:

Budget Summary Report

VW23 Victim/Witness Assistance Program

Subaward#: VW23 42 0380

San Francisco, City & County

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

Victim/Witness Assistance Program

Latest Request:

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



Grant Subaward Budget Narrative

Grant Subaward #: VW23 42 0380

Subrecipient: City & County of San Francisco

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

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

Personnel assigned include the following job classifications:

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

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

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



Grant Subaward Budget Narrative

Grant Subaward #: VW23 42 0380

Subrecipient: City & County of San Francisco

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

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

B. Operating Expenses

None requested.

C. Equipment

None requested.



Grant Subaward Programmatic Narrative

Grant Subaward #: VW23 42 0380

Subrecipient: City & County of San Francisco

1. Background Information/programmatic description

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

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

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

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



Grant Subaward Programmatic Narrative

Grant Subaward #: VW23 42 0380

Subrecipient: City & County of San Francisco

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

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

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

2. Programmatic Components

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

a. Crisis intervention



Grant Subaward Programmatic Narrative

Grant Subaward #: VW23 42 0380

Subrecipient: City & County of San Francisco

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

b. Emergency Assistance

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

c. Direct Counseling



Grant Subaward Programmatic Narrative

Grant Subaward #: VW23 42 0380

Subrecipient: City & County of San Francisco

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

d. California Victim Compensation Board

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

e. Property Return

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



Grant Subaward Programmatic Narrative

Grant Subaward #: VW23 42 0380

Subrecipient: City & County of San Francisco

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

f. Orientation to the Criminal Justice System

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

g. Court Escort

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



Grant Subaward Programmatic Narrative

Grant Subaward #: VW23 42 0380

Subrecipient: City & County of San Francisco

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

h. Presentation and Training for criminal justice agencies

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

i. Public Presentations and Publicity

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



Grant Subaward Programmatic Narrative

Grant Subaward #: VW23 42 0380

Subrecipient: City & County of San Francisco

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

j. Case Status

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

k. Family/Friend/Employer Notification

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

l. Employer Notification/Intervention

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



Grant Subaward Programmatic Narrative

Grant Subaward #: VW23 42 0380

Subrecipient: City & County of San Francisco

m. Restitution

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

n. Optional Services

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

o. Volunteers

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



Grant Subaward Programmatic Narrative

Grant Subaward #: VW23 42 0380

Subrecipient: City & County of San Francisco

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

p. Mass Victimization Response Plan

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

Operational Agreement Summary

Grant Subaward #: VW23 42 0380

Subrecipient: SAN FRANCISCO, CITY & COUNTY

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



Operational Agreement Summary

Grant Subaward #: VW23 42 0380

Subrecipient: SAN FRANCISCO, CITY & COUNTY

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



San Francisco District Attorney

Chief Assistant District Attorney

Chief of Communications & Policy

Support Services Department Chief of Administration & Finance

Independent Investigations Bureau

Criminal Division General Felonies

- Prelims
- General Felonies Trials
- Misdemeanor Unit
- Intake Unit
- Disposition Supervision Unit

Criminal Division Specialized Unit

- Homicide Unit
- Child Abuse & Sexual Abuse Unit
- Domestic Violence Unit
- Major Crimes

White Collar Division

- Economic Crimes
 - Insurance Fraud
 - Welfare Fraud
 - Auto Insurance Fraud
 - Real Estate Fraud
- Special Prosecutions
 - Public Integrity/Corruption
 - Consumer Fraud
 - Environmental Major Fraud -17200
- Worker Rights Unit

Vulnerable Victims & Community Partnerships

- Hate Crimes
- Elder Financial Crimes / Elder Physical Abuse / Vulnerable Victims

Writs & Appeals, Brady

- Writs & Appeals
- Trial Integrity / Brady
- Post Conviction Review Unit (PCRU)
- Innocence Commission

Victim Services

- Victim Advocacy
- Victim Claims Unit
- Vulnerable Victims & Community Engagement

Collaborative Justice

- Diversion / Collab. Courts
- Restorative Justice
- Mental Health
- Youth & Young Adult Services
- Juvenile Unit

Strategic Planning & Community Initiatives

- Neighborhood Courts
- Sentencing Planners
- Community Engagement
- Violence and Prevention
- Truth & Reconciliation Commission
- Financial Justice Project

Organizational Management & Training

- Data & Research
- Chief of Bureau of Investigations
- Criminal Unit
- White Collar
- IIB Investigations

- Executive Support
- Communications
- Public Records
- Legislation, Policy, Grants

HR / Payroll

Information Technology

Finance & Administration

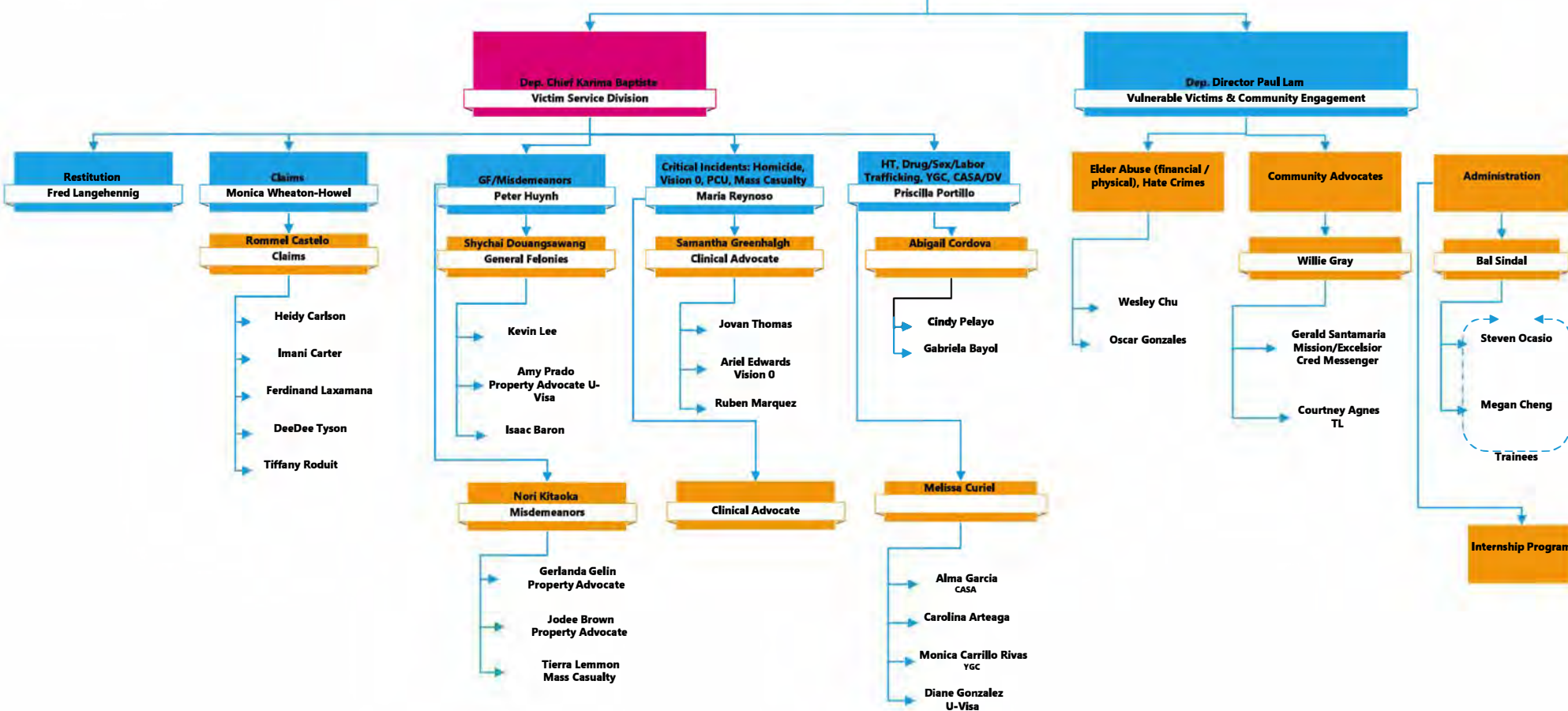
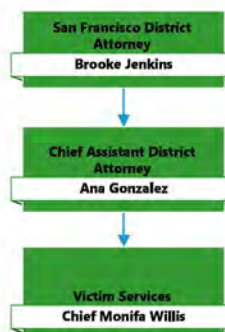
- Paralegal Division
- Finance
- Internship / Legal Resources
- Facilities

Attorneys

Investigators



SFDA Victim Services



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

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

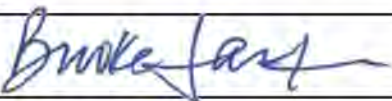
Per Title 2 CFR § 200.332, Cal OES is required to evaluate the risk of noncompliance with federal statutes, regulations and grant terms and conditions posed by each subrecipient of pass-through funding. This assessment is made in order to determine and provide an appropriate level of technical assistance,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

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

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

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

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

Signature: (Authorized Agent) 	Date: 06/12/23
Print Name and Title: Brooke Jenkins, District Attorney	Phone Number: 628-652-4012
Cal OES Staff Only: SUBAWARD # VW23 42 0380	



Grant Subaward Service Area Information

Grant Subaward #: VW23 42 0380

Subrecipient: San Francisco, City & County

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

County where principal office is located: San Francisco

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

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

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

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

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

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

5. Population of Service Area: 873,965



Brooke Jenkins
District Attorney

June 18, 2024

Connie Chan
Chair, Budget and Finance Committee Board
of Supervisors
1 Dr. Carlton B. Goodlett Place, Room 244
San Francisco, CA 94102

Dear Chair Chan:

Attached please find a copy of the proposed Resolution for the Board of Supervisors approval, which retroactively authorizes the Office of the District Attorney to accept and expend grants in the amount of \$2,986,360 from the California Governor's Office of Emergency Services for the Victim Witness Assistance Program for the purposes of maintaining Victim Witness Assistance Centers, in each California's 58 counties, providing comprehensive services to victims and witness of all types of violent crime, pursuant to California Penal code §13835 for the grant period October 1, 2024, through September 30, 2026.

The "retroactive" request is administrative in nature. The Department has met the City's requirement to appropriate grant funding prior to beginning any grant activities. The California Governor's Office of Emergency Services Victim Witness Assistance grant is a recurring grant with a start date of October 1st. This recurring grant was included in the annual department budget submission. The City and County of San Francisco's FY 2023-24 and FY 2024-2025 Budget and Appropriation Ordinance includes this recurring grant; however, that does not meet the California Governor's Office of Emergency Services resolution requirements, thus, a separate resolution is necessary.

We respectfully request review and approval of this resolution. If you have any questions, please contact Priscilla Portillo at priscilla.portillo@sfgov.org.

Brooke Jenkins
District Attorney

Eugene Clendinen
Chief, Administration &
Finance

TO: Angela Calvillo, Clerk of the Board of Supervisors
FROM: Lorna Garrido, Grants and Contracts Manager
DATE: June 26, 2024
SUBJECT: Accept and Expend Resolution for Subject Grant
GRANT TITLE: Victim Witness Assistance Program

Attached please find the following documents:

 X Proposed grant resolution; original* signed by Department, Mayor, Controller

 X Grant information form, including disability checklist

 X Grant budget

 X Grant application

 X Grant award letter from funding agency

 n/a Ethics Form 126 (if applicable)

 n/a Contracts, Leases/Agreements (if applicable)

 X Other (Explain): cover letter with retroactive explanation

Special Timeline Requirements:

Please schedule at the earliest available date.

Departmental representative to receive a copy of the adopted resolution:

Name: Lorna Garrido

Phone: (628) 652-4035

Interoffice Mail Address: DAT, 350 Rhode Island Street, North Building, Suite 400N

Certified copy required Yes ☐

No ☒

(Note: certified copies have the seal of the City/County affixed and are occasionally required by funding agencies. In most cases ordinary copies without the seal are sufficient).

From: [Trejo, Sara \(MYR\)](#)
To: [BOS Legislation, \(BOS\)](#)
Cc: [Paulino, Tom \(MYR\)](#); [Clendinen, Eugene \(DAT\)](#); [Arcelona, Sheila \(DAT\)](#); [Garrido, Lorna \(DAT\)](#)
Subject: Mayor -- Resolution -- Victim Witness Assistance Program
Date: Tuesday, July 30, 2024 2:38:09 PM
Attachments: [00 DAT Victim Witness Assistance Grant Checklist.pdf](#)
[01 DAT Victim Witness Assistance Resolution updated.doc](#)
[01 DAT Victim Witness Assistance Resolution updated .signed 7.23.24.pdf](#)
[02 DAT Victim Witness Assistance Grant Resolution Information Form updated.pdf](#)
[03 DAT Victim Witness Assistance Grant Budget.pdf](#)
[04 DAT Victim Witness Assistance Grant Application.pdf](#)
[05 DAT Victim Witness Assistance Grant Award Notice.pdf](#)
[06 DAT Victim Witness Assistance Grant Cover Letter.pdf](#)
[FW DAT Retro AE For Review - Victim Witness Assistance Grant.msg](#)

Hello Clerks,

Attached is a Resolution retroactively authorizing the Office of the District Attorney to accept and expend a grant in the amount of \$1,385,540 for the period of October 1, 2023, through September 30, 2024; \$800,410 for period October 1, 2024 through September 30, 2025; \$800,410 for period October 1, 2025 through September 30, 2026; for a total not to exceed amount of \$2,986,360 from the California Governor's Office of Emergency Services for recurring grants that fund the Victim Witness Assistance Program for the grant period October 1, 2023 through September 30, 2026 should the parties agree to an amendment as allowed under the provisions of the grant agreement.

Best regards,

Sara Trejo

Legislative Aide

Office of the Mayor

City and County of San Francisco