

File No. 151193

Committee Item No. 15

Board Item No. 10

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Committee: Budget & Finance Committee

Date January 20, 2016

Board of Supervisors Meeting

Date January 26, 2016

Cmte Board

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

OTHER (Use back side if additional space is needed)

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Completed by: Linda Wong Date January 15, 2016
Completed by: Linda Wong Date January 21, 2016

1 [Accept and Expend Grant - California Governor's Office of Emergency Services, Human
2 Trafficking Advocacy Program - \$110,276]

3 **Resolution retroactively authorizing the Office of the District Attorney to accept and**
4 **expend a grant in the amount of \$110,276 from the California Governor's Office of**
5 **Emergency Services for the Human Trafficking Advocacy Program for the grant**
6 **period October 1, 2015, through September 30, 2016, to ensure human trafficking**
7 **victims receive comprehensive victim services and to enhance the collaboration with**
8 **the Mayor's Task Force on Anti-Human Trafficking.**

9
10 WHEREAS, The Office of the District Attorney (SFDA) applied for funding from the
11 California Governor's Office of Emergency Services for the "Human Trafficking Advocacy
12 Program" and was awarded One Hundred Ten Thousand and Two Hundred Seventy-Six
13 dollars (\$110,276); and

14 WHEREAS, The purpose of the Human Trafficking Advocacy Program is to provide
15 funding for Victim/Witness Assistance Centers to provide services to victims of human
16 trafficking; and

17 WHEREAS, SFDA will use grant funds to increase the identification of human
18 trafficking victims, coordinate comprehensive services for those victims, and enhance the
19 collaboration with the Mayor's Task Force on Anti-Human Trafficking; and

20 WHEREAS, The grant requires a 20% cash or in-kind match valued at \$27,569
21 which will be provided with volunteer and intern hours; and

22 WHEREAS, The grant does not require an Annual Salary Ordinance (ASO)
23 Amendment; and

24 WHEREAS, The grant terms prohibit including indirect costs in the grant budget;
25 now, therefore, be it

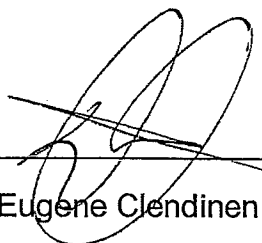
1 RESOLVED, That the Board of Supervisors hereby waives inclusion of indirect costs
2 in the grant budget; and, be it

3 FURTHER RESOLVED, That the Board of Supervisors hereby authorizes the Office
4 of the District Attorney to retroactively accept and expend, on behalf of the City and County
5 of San Francisco, a grant from the California Governor's Office of Emergency Services'
6 Human Trafficking Advocacy Program in the amount of \$110,276 to ensure human
7 trafficking victims receive comprehensive services and to enhance the collaboration with
8 the Mayor's Task Force on Anti-Human Trafficking.

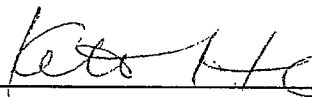
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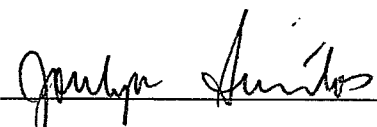
Recommended:



Eugene Clendinen
Chief Administrative & Financial Officer
for George Gascón
District Attorney

Approved: 

for Edwin M. Lee, Mayor

Approved: 

for Ben Rosenfield
Controller

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

Grant Resolution Information Form
(Effective July 2011)

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

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

1. Grant Title: **Human Trafficking Advocacy Program**
2. Department: **Office of the District Attorney**
3. Contact Person: **Tara Anderson** Telephone: **415-553-1203**
4. Grant Approval Status (check one):
 Approved by funding agency Not yet approved
5. Amount of Grant Funding Approved or Applied for: **\$110,276**
6. a. Matching Funds Required: **\$27,569**
b. Source(s) of matching funds (if applicable): **Victim advocate volunteer/intern hours are used as matching funds calculated at Step 1 of the 8129 classification**
7. a. Grant Source Agency: **California Governor's Office of Emergency Services**
b. Grant Pass-Through Agency (if applicable): **N/A**
8. Proposed Grant Project Summary: **To provide comprehensive victim services to human trafficking victims and to enhance the collaboration with the Mayor's Task Force on Anti-Human Trafficking.**
9. Grant Project Schedule, as allowed in approval documents, or as proposed:
Start-Date: **October 1, 2015** End-Date: **September 30, 2016**
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? **N/A**
b. 2. How was the amount calculated? **N/A**
c. 1. If no, why are indirect costs not included? **N/A**
 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? **If calculated at 10% of salaries, the indirect cost for this program would have been \$7,403.**

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

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

13. This 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.

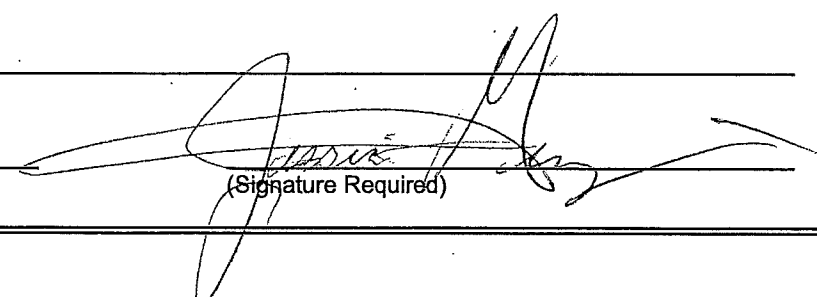
If such access would be technically infeasible, this is described in the comments section below:

Comments:

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

Jessica Geiger
(Name)

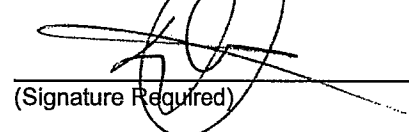
Finance Division Analyst
(Title)

Date Reviewed: 11/4/15 
(Signature Required)

Department Head or Designee Approval of Grant Information Form:

Eugene Clendinen
(Name)

Chief Administrative & Financial Officer
(Title)

Date Reviewed: 11/5/15 
(Signature Required)

BUDGET CATEGORY AND LINE ITEM DETAIL

Grant Recipient: San Francisco District Attorney					Grant Number: HA 15 02 0380		
A. Personal Services – Salaries/Employee Benefits					VOCA 15	VOCA 15 Match	COST
	Biweekly	#PPS	FTE	TOTAL			
8129 Victim Witness Investigator I	\$2,338	26.1	1.00	\$61,022	\$61,022		\$61,022
Fringe Benefits: Up to <i>Social Security: 6.2%</i> <i>Social Security Medicare: 1.45%</i> <i>Health Insurance: \$3,441</i> <i>Dependent Coverage: \$8,106</i> <i>Long Term Disability: 0.39%</i> <i>Retirement: 18.51%</i> <i>Unemployment Insurance: 0.27%</i> <i>Dental Insurance: \$1,334</i>	47.90%			\$29,229	\$29,229		\$29,229
8135 Assistant Chief Victim Witness Investigator	\$3,322	26.1	0.15	\$13,006	\$13,006		\$13,006
Fringe Benefits: Up to <i>Social Security: 6.2%</i> <i>Social Security Medicare: 1.45%</i> <i>Health Insurance: \$3,441</i> <i>Dependent Coverage: \$8,106</i> <i>Long Term Disability: 0.39%</i> <i>Retirement: 18.51%</i> <i>Unemployment Insurance: 0.27%</i> <i>Dental Insurance: \$1,334</i>	47.90%			\$6,230	\$6,230		\$6,230
Volunteer/Intern: 8129 Victim Witness Investigator I \$29.22 hourly + 47.9% fringe benefits	\$43.22 per hour x 638 hours			\$27,569		\$27,569	\$27,569
Total Grant Salary	\$74,028						
Total Grant Fringe	\$35,459						
	\$109,487						
Personal Section Totals					\$109,487	\$27,569	\$137,056
PERSONAL SECTION TOTAL							\$137,056

BUDGET CATEGORY AND LINE ITEM DETAIL

Grant Recipient: San Francisco District Attorney					Grant Number: HA 15 02 0380		
B. Operating Expenses					VOCA 15	VOCA 15 Match	COST
Description	Calculation						
Travel Cost for Training	Air & Ground Transportation \$250				\$250		\$250
	Hotel \$129/night				\$129		\$129
	Per diem \$71 x 2 days				\$142		\$142
	Registration fees				\$200		\$200
	Mileage (118 miles x \$0.575)				\$68		\$68
OPERATING SECTION TOTAL		\$0	\$0	\$0	\$789	\$0	\$789
OPERATING SECTION TOTAL							\$789

BUDGET CATEGORY AND LINE ITEM DETAIL

Grant Recipient: San Francisco District Attorney					Grant Number: HA 15 02 0380		
C. Equipment					VOCA 15	VOCA 15 Match	COST
None Requested							\$0
Equipment Section Totals	\$0	\$0	\$0	\$0	\$0	\$0	\$0
EQUIPMENT SECTION TOTAL							\$0
Category Totals							
<i>Same as Section 12G on the Grant Award Face Sheet</i>	\$0	\$0	\$0	\$0	\$110,276	\$27,569	
Total Project Cost*							\$137,845

Sheet

EDMUND G. BROWN JR.
GOVERNOR

MARK S. GHILARUCCI
DIRECTOR



Cal OES
GOVERNOR'S OFFICE
OF EMERGENCY SERVICES

Application Cover Sheet

RFA PROCESS

HUMAN TRAFFICKING ADVOCACY (HA) PROGRAM

Submitted by:
George Gascón
District Attorney
City and County of San Francisco
850 Bryant Street, Rm 322
San Francisco, CA 94103
415-553-1741

(Cal OES Use Only)

Cal OES# _____ FIPS# _____ VS _____ CFDA# _____ Grant# _____

CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES GRANT AWARD FACE SHEET (Cal OES 2-101)

The California Governor's Office of Emergency Services hereafter designated Cal OES, hereby makes a Grant Award of funds to the following:

1. Grant Recipient: City & County of San Francisco 1a. DUNS# 143602105

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

2. Implementing Agency: District Attorney's Office 2a. DUNS# 143602105

3. Implementing Agency Address: 850 Bryant Street, Rm 322 San Francisco 94103-4600
Street City Zip+4

4. Location of Project: San Francisco San Francisco 94103-4600
City County Zip+4

5. Disaster/Program Title: Human Trafficking Advocacy Program 6. Performance Period: 10/01/15 to 09/30/16

Grant Year	Fund Source	A. State	B. Federal	C. Total	D. Cash Match	E. In-Kind Match	F. Total Match	G. Total Project Cost
2015	7. VOCA		\$110,276			\$27,569	\$27,569	\$137,845
Select	8. Select						\$0	\$0
Select	9. Select						\$0	\$0
Select	10. Select						\$0	\$0
Select	11. Select						\$0	\$0
	12. TOTALS	\$0	\$110,276	\$110,276	\$0	\$27,569	\$27,569	12g. Total Project Cost: \$137,845

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

14. Official Authorized to Sign for Applicant/Grant Recipient: _____ 15. Federal Employer ID Number: 946000417

Name: George Gascón Title: District Attorney

Telephone: (415) 553-1741 FAX: (415) 575-8815 Email: District.Attorney@sfgov.org
(area code) (area code)

Payment Mailing Address: 850 Bryant Street, Room 322 City: San Francisco Zip+4: 94103-4600

Signature: [Signature] Date: 6/24/15

[FOR Cal OES USE ONLY]

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

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

PROJECT CONTACT INFORMATION

Recipient San Francisco District Attorney Grant Number _____

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

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

Name: Gena Castro-Rodriguez Title: Chief Victim Services Division

Telephone #: 415-734-3359 Fax#: 415-575-8815 Email Address: gena.castrorodriguez@sfgov.org
Address/City/Zip: 850 Bryant St. Rm. 322, San Francisco, CA 94103

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

Name: Eugene Clendinen Title: Chief Fiscal & Administrative Officer

Telephone #: 415-553-1895 Fax#: 415-553-9700 Email Address: Eugene.Clendinen@sfgov.org
Address/City/Zip: 850 Bryant St. Rm. 322, San Francisco, CA 94103

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

Name: Tara Regan Anderson Title: Policy and Grants Manager

Telephone #: 415-553-1203 Fax#: 415-575-8815 Email Address: tara.anderson@sfgov.org
Address/City/Zip: 850 Bryant St. Rm. 322, San Francisco, CA 94103

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

Name: Sheila Arcelona Title: Assistant Chief Finance and Administration

Telephone #: 415-734-3018 Fax#: 415-575-8815 Email Address: sheila.arcelona@sfgov.org
Address/City/Zip: 850 Bryant St. Rm. 322, San Francisco, CA 94103

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

Name: George Gascón Title: District Attorney

Telephone #: 415-553-1751 Fax#: 415-575-8815 Email Address: District.Attorney@sfgov.org
Address/City/Zip: 850 Bryant St. Rm. 322, San Francisco, CA 94103

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

Name: George Gascón Title: District Attorney

Telephone #: 415-553-1751 Fax#: 415-575-8815 Email Address: District.Attorney@sfgov.org
Address/City/Zip: 850 Bryant St. Rm. 322, San Francisco, CA 94103

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

Name: London Breed Title: President, Board of Supervisors

Telephone #: 415-554-763 Fax#: (415) 554-7634 Email Address: london.breed@sfgov.org
Address/City/Zip: City Hall, 1 Dr. Carlton B. Goodlett Plaza, 2nd Floor, San Francisco, CA 94102

SIGNATURE AUTHORIZATION

Grant Award #: _____

Grant Recipient: City & County of San Francisco

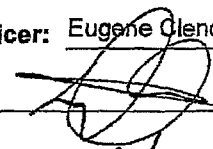
Implementing Agency: District Attorney

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

***Project Director:** Gena Castro-Rodriguez

***Financial Officer:** Eugene Glendinen

Signature: _____

Signature:  _____

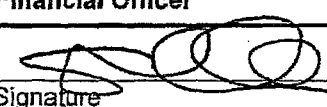
Date: _____

Date: 6/12/15

The following persons are authorized to sign for the
Project Director

The following persons are authorized to sign for the
Financial Officer

Signature _____
Jackie Ortiz
Name _____

Signature  _____
Sheila Arcelona
Name _____

Signature _____
Name _____

Signature _____
Name _____

Signature _____
Name _____

Signature _____
Name _____

Signature _____
Name _____

Signature _____
Name _____

Signature _____
Name _____

Signature _____
Name _____

CERTIFICATION OF ASSURANCE OF COMPLIANCE

With Statutory Requirements of the Violence Against Women Act (VAWA) As Amended, Services*Training*Officers*Prosecutors (STOP) Formula Grant Program

The applicant must complete a Certification of Assurance of Compliance-VAWA (Cal OES 2-104g), which includes details regarding Federal Grant Funds, Equal Employment Opportunity Program (EEO), Drug Free Workplace Compliance, California Environmental Quality Act, Lobbying, Debarment and Suspension requirements, Proof of Authority from City Council/Governing Board and the statutory requirements of the VAWA S*T*O*P Formula Grant Program. The applicant is required to submit the necessary assurances and documentation before finalization of the Grant Award Agreement. In signing the Grant Award Face Sheet, the applicant formally notifies Cal OES that the applicant will comply with all pertinent requirements.

Resolutions are no longer required as submission documents. Cal OES has incorporated the resolution into the Certification of Assurance of Compliance, Section VII, entitled, "Proof of Authority from City Council/Governing Board." The Applicant is required to obtain written authorization (original signature) from the City Council/Governing board that the official executing the agreement is, in fact, authorized to do so, and will maintain said written authorization on file and readily available upon demand. This requirement does not apply to state agencies.

CERTIFICATION OF ASSURANCE OF COMPLIANCE
With Statutory Requirements of the Violence Against Women Act (VAWA) As Amended,
Services*Training*Officers*Prosecutors (STOP) Formula Grant Program

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

RECIPIENT: City and County of San Francisco

IMPLEMENTING AGENCY: Office of the District Attorney

PROJECT TITLE: Violence Against Women Vertical Prosecution

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

I. Federal Grant Funds

Recipients expending \$750,000 or more in federal grant funds annually are required to secure an audit pursuant to OMB Circular A-133 and are allowed to utilize federal grant funds to budget for the audit costs. See Section 8000 of the Recipient Handbook for more detail.

The above named recipient receives \$750,000 or more in federal grant funds annually.

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

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

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

Please provide the following information:

Equal Employment Opportunity Officer: Evette Taylor- Monachino

Title: Departmental Personnel Officer

Address: 850 Bryant Street, Room 322, San Francisco, CA 94103

Phone: 415-553-1009

Email: Evette.Monachino@sfgov.org

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

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

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

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

V. Lobbying – (Recipient Handbook Section 2154)

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

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

(This applies to federally funded grants only.)

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

VII. Proof of Authority from City Council/Governing Board

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

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

VIII. Special Condition for Violence Against Women Act (VAWA)

• **Filing Costs for Criminal Charges and Protection**

Its laws, policies, and practices do not require, in connection with the prosecution of any misdemeanor or felony domestic violence offense, or in connection with the filing, issuance, registration, or service of a protection order, or a petition for a protection order, to protect a victim of

domestic violence, stalking, or sexual assault, that the victim bear the costs associated with the filing of criminal charges against the offender, or the costs associated with the filing, issuance, registration, or service of a warrant, protection order, petition for a protection order, or witness subpoena, whether issued inside or outside the state, tribal, or local jurisdiction.

- **Forensic Medical Examination Payment Requirement for Victims of Sexual Assault**

The state or territory, Indian tribal government, unit of local government, or another governmental entity incurs the full out-of-pocket cost of forensic medical exams for victims of sexual assault. The state or territory, Indian tribal government, unit of local government, or another governmental entity does not require a victim of sexual assault to participate in the criminal justice system or cooperate with law enforcement in order to be provided with a forensic medical exam, or to be reimbursed for charges incurred on account of such an exam.

- **Judicial Notification**

The state's judicial administrative policies and practices include notification to domestic violence offenders of the requirements delineated in section 922(g)(8) and (g)(9) of title 18, United States Code, and any applicable related Federal, State, or local laws.

- **Polygraph Testing Prohibition**

The state or local unit of government's laws, policies, or practices ensure that no law enforcement officer, prosecuting officer or other government official shall ask or require an adult, youth, or child victim of an alleged sex offense as defined under Federal, tribal, state, territorial, or local law to submit to a polygraph examination or other truth telling device as a condition for proceeding with the investigation of such an offense.

- Under 42 U.S.C. 3796gg-8(b), the refusal of a victim to submit to a polygraph or other truth telling examination shall not prevent the investigation, charging, or prosecution of an alleged sex offense by a state, Indian tribal government, territorial government, or unit of local government.

- **Nondisclosure of Confidential or Private Information Regarding Services for Victims**

Recipients and subrecipients may not disclose personally identifying information about victims served with Violence Against Women funds without a written release, unless the disclosure of the information is required by a statute or court order. "Personally identifying information" means individually identifying information for or about an individual including information likely to disclose the location of a victim of domestic violence, dating violence, sexual assault, or stalking. Releases must be written, informed and reasonably time-limited and signed by the victim unless the victim is an un-emancipated minor or a person with disabilities.

- **Consultation and Documentation with Local Victim Services Programs**
(Applies only to law enforcement, prosecution and the courts)

Tribal, territorial, State, or local prosecution, law enforcement, and courts must consult with tribal, territorial, State or local victim service programs during the course of developing their grant applications. This will ensure that proposed activities and equipment acquisitions are designed to promote the safety, confidentiality, and economic independence of victims of domestic violence, sexual assault, stalking and dating violence.

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

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

CERTIFICATION

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

Authorized Official's Signature: _____
Authorized Official's Typed Name: George Gascon
Authorized Official's Title: District Attorney
Date Executed: 6-5-15
Federal Employer ID #: 94-6000417 Federal DUNS # 143602105
Current Central Contractor Registration Expiration Date: April 12, 2016
Executed in the City/County of: San Francisco

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

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

Signature: _____
Typed Name: Ben Rosenfield
Title: Controller, City & County of San Francisco

Project Narrative

I. PROBLEM STATEMENT

Introduction. Evidence is mounting that the City and County of San Francisco is a hot spot for human trafficking. Since 2010, San Francisco government and community-based agencies have been collaborating to address this insidious crime through coordinated efforts, including the Mayor's Task Force on Anti-Human Trafficking and the San Francisco Collaborative Against Human Trafficking. The San Francisco District Attorney's Office (SFDA), which views human trafficking as a top law enforcement priority, is implementing new data driven approaches to uncover human trafficking networks and activity, particularly those related to sex trafficking and the commercial sexual exploitation of youth. Through this targeted prosecution strategy, SFDA will identify many new victims. The Victim Service Division of the San Francisco District Attorney's Office will be at the forefront of this work: even in the absence of criminal charges, the Victim Services Division can serve as a frontline human trafficking intervention.

Service Area: The City and County of San Francisco is the financial and cultural hub of a metropolitan area composed of nine Bay Area counties. San Francisco covers approximately 47 square miles and is home to approximately 827,442 people (2013 US Census Bureau), with a daytime population exceeding 1.5 million. San Francisco is a major international tourism and commuter destination. San Francisco is ethnically, linguistically, and socio-economically diverse. The ethnic diversity includes approximately 54% White, 6% Black or African American, 34% Asian, 15% Hispanic or Latino, and 4% people of two or more races. A disproportionately large number of Limited English Proficient (LEP) families and communities come to San Francisco seeking community based services and government systems that are more culturally and linguistically competent to meet their basic needs. About 283,000 immigrants live in San Francisco, which accounts for 35% of the San Francisco population. Lastly, about 13% of the population lives below the poverty line, with a majority being between the ages of 18 to 24. Of

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the population, 4.6% are under the age of 5, 13.4% are under the age of 18, and 14.2% are over the age of 65.

Human trafficking in San Francisco: The San Francisco District Attorney's Office (SFDA) is committed to achieving justice for San Francisco's most vulnerable residents.

Assistant District Attorneys, Investigators and Victim Witness Advocates work tirelessly to hold offenders accountable, protect and support victims, and innovate to break the cycle of crime.

The proposed project for addressing human trafficking crimes will focus on sex trafficking, including the commercial exploitation of youth, and ways to prevent and intervene to help victims of this crime by providing comprehensive services to mitigate the myriad challenges they face. Unfortunately, San Francisco's position as a center of tourism, economic activity, and immigration has also led it to become a hot spot for human trafficking.

According to The Covering House, a nonprofit organization that provides refuge and restoration to female victims of sex exploitation and sex trafficking, San Francisco is one of the top 20 human trafficking jurisdictions in the entire country. A preliminary analysis of the connections across advertisements on Backpage, the most popular sex buyer website in the United States, found that San Francisco is likely to be a primary hub for the sex industry as well. SFDA is partnering with an independent research organization to further explore the relationship between online sex industry ads, international human trafficking and the commercial sexual exploitation of children. It appears likely that there is a strong intersection between international human trafficking and the sex industry in San Francisco, with hundreds of unidentified victims.

Tragically, many sex trafficking victims are children. In the state of California, between 2010 and 2012, approximately 1,277 victims were pulled into the sex trafficking industry, and 26% of all human trafficking victims are children. Researchers have determined that the high proportion of youth sex trafficking victims exist due to their vulnerability. Sixty percent of youth victims have spent time in the foster care system or in group homes, and 85% of youth victims have experienced child abuse or incest. Furthermore, a high proportion of gay, lesbian, and

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transgender youth are forced to the streets due to homophobic living situations. About one in three young persons is drawn into prostitution within 48 hours of becoming homeless.

SFDA & The Victim Services Division. The San Francisco District Attorney's Office serves the dual jurisdiction of the City & County of San Francisco. The Victim Services Division is one of four divisions of the Office. SFDA is committed to the concept of parallel justice, whereby the needs and outcomes of victims are prioritized equally to criminal case processing outcomes. In 2011, the Victim Services Division served 6,300 victims and survivors of all crimes by providing the following counseling and support services: linking victims to trauma-informed community-based services to help them stabilize and recover; helping with claims for victim compensation; providing information about the criminal justice system; advising clients on claims status; helping with transportation; providing court support; court accompaniment and helping write victim impact statements. In 2012, SFDA expanded the reach of the Victim Services Division by establishing office hours in four neighborhoods across the City, in partnership with community-based organizations. At all of these sites, residents are able to access culturally and linguistically competent services with trained Victim/Witness Advocates from the District Attorney's Office. The Victim Services Division provides services in English, Cantonese, Mandarin, and Spanish. In cases where the victim requires additional language assistance, advocates utilize the city's Language Line services. Meeting victims where they are both geographically and emotionally safe – in places of comfort that are close to home – is essential to best serve vulnerable victims, including victims of human trafficking.

Current efforts and barriers. All criminal cases involving human trafficking are handled by the SFDA Sex Assault Unit, a specialized vertical prosecution unit, staffed by five experienced attorneys. A dedicated prosecutor serves as the Office's human trafficking liaison. Along with the Chief of Victim Services, the Human Trafficking Attorney attends all interagency meetings on the issue, including the Mayor's Task Force on Anti-Human Trafficking.

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In spite of evidence that San Francisco is a national hot spot for human trafficking, especially sex trafficking; most victims in San Francisco remain unidentified. In 2014, 21 cases of human trafficking were presented by the police to SFDA, 14 of which have been prosecuted. There are currently seven active, pending cases involving co-defendants in the SFDA. The Victim Services Division is currently providing comprehensive, culturally competent services to 12 victims of human trafficking. The greatest gap in San Francisco is that between the incidence of human trafficking and its detection, and it is a priority of the District Attorney's Office to change this.

With the implementation of a new Crime Strategies Unit (CSU) this past summer, the Office is expanding its efforts to identify and prosecute human trafficking, especially sex trafficking and the commercial sexual exploitation of children. Using innovative data and information driven approaches, CSU is working closely with the Sex Assault Unit and the Victim Services Division to increase our Office's ability to detect and prevent human trafficking, and identify and connect victims to services.

The Victim Services Division is integral to this effort. Because these victims are often unlikely to self-identify or report the crimes against them, and because human trafficking is hidden so far underground, this issue warrants an intensive, focused approach that is coordinated across law enforcement and social service sectors. The Victim Services Division is seeking funding to implement this approach for San Francisco's human trafficking victims, most of whom are currently receiving no assistance.

II. PLAN

In order to address the identified gap between the incidence and the detection of human trafficking in San Francisco, the San Francisco District Attorney's Office Victim Services Division plans to implement a Human Trafficking Program. The Human Trafficking Program will include four major components: (1) Hire a full-time Human Trafficking Advocate, with expertise in social

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work and human trafficking; (2) Ensure that all human trafficking victims receive comprehensive victim services; (3) Enhance the collaboration with the Mayor's Task Force on Anti-Human Trafficking and its member agencies to increase the identification of victims of human trafficking and coordinate services; and, (4) Implement a public awareness and outreach campaigns regarding human trafficking.

Strategy 1. The Victim Services Division will recruit and hire a full-time advocate, with experience in social work, who will respond specifically to victims of human trafficking and collaborate with institutions and community-based organizations that address human trafficking. Victims of human trafficking present areas of need that are often beyond the scope of traditional victim services, particularly in terms of mental health and trauma. Victims may need ongoing counseling, treatment and recovery services for post-traumatic stress disorder, depression, anxiety, self-blame, suicidal thoughts or attempts, or other mental trauma. The Human Trafficking Advocate's social work background will enable the Human Trafficking Program to meet these needs in-house by providing trauma-informed services, and/or by providing culturally competent, community-based referrals. Victims of trafficking often necessitate special supports, including shelter and permanent housing, to escape their captors and avoid retribution. The Human Trafficking Advocate will work closely with community-based organizations and the District Attorney Investigations Bureau to ensure that these victims are safe. Sexually exploited minors require age appropriate interventions and services; the Human Trafficking Advocate will have experience working with this population. Victims of international trafficking also need assistance regarding their immigration status, which the Human Trafficking Advocate will facilitate.

Lastly, successful identification, intervention, and prosecution of human trafficking requires a high level of coordination between Victims Services, the police and the prosecutor to adequately resolve the legal, physical, and emotional results of human trafficking. The Human

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Trafficking Advocate will collaboratively triage human trafficking victimization situations and coordinate efficiently with other agencies to secure the best possible outcome for the victims.

Strategy 2. The Human Trafficking Program of the Victim Services Division will ensure that all victims of human trafficking receive the full range of intervention and supportive services that are provided to all victims of crime (as described on page 3).

The Victim Services Division receives referrals from the San Francisco District Attorney's Office, and other community-based organizations and the Special Victims Unit of the San Francisco Police Department (SFPD). Staff makes initial phone contact with a victim within one business day of case assignment. If a victim cannot be reached by phone, the advocate will follow up with letters and information on resources within 72 hours of the initial phone call attempt. Upon making contact with the victim, the advocate sets up a meeting of relevant partners including the police investigator and the assigned prosecutor. During the initial meeting, the Victim Services staff explains the criminal justice system, assesses the victim's immediate needs, provides information about and referrals to specialized community based support and services; and develops a uniquely tailored, trauma-informed case plan. Specific services include transportation to court or other appointments, in-court support and advocacy, victim compensation assistance, facilitating access to appropriate mental health services and filling out applications. The Victim Services Division ensures that victims of human trafficking get emergency, post-adjudication and long-term support. With the addition of the Human Trafficking Advocate, these services will be expanded to better meet the unique needs of trafficked persons.

Strategy 3. The Human Trafficking Program will enhance interagency collaboration to increase the identification of victims of human trafficking and coordinate services. As of January 2010, nearly 30 nongovernmental organizations and governmental agencies in the San Francisco Bay Area, including the SFDA's Victim Services Division, have come together to address human trafficking in San Francisco. The City of San Francisco currently has two efforts

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addressing this issue. The San Francisco Mayor's Task Force on Anti-Human Trafficking, staffed by the Department on the Status of Woman, is working to improve policies and increase the city's responsiveness to human trafficking and to identify gaps in services. The San Francisco Collaboration Against Human Trafficking primarily focuses on public outreach, conferences, and workshops in San Francisco.

The Human Trafficking Advocate will continue to participate in both bodies. Additionally, the Human Trafficking Advocate, under the direction of the Victim Services Division Chief and the Managing Attorney of the Sex Assault Unit, will develop new strategies with member agencies to better serve identified victims and identify new victims, and serve as the point person for interagency collaboration. For example, the Human Trafficking Program is developing a protocol with the San Francisco Police Department (SFPD) to alert the Human Trafficking Advocate of all suspected victims, regardless of whether the incident is reported or presented to SFDA. Additionally, SFDA and SFPD are developing protocols to include the Human Trafficking Advocate on human trafficking operations. In this way, the advocate can interact with potential victims immediately, potentially reducing their likelihood to leave the scene, and increase service uptake.

In regards to commercially sexually exploited youth, enhanced partnerships between the Victim Services Division and the Juvenile Probation Department will significantly improve the identification of these youth, who may be arrested for other criminal activity. The Human Trafficking Advocate will work with justice-involved juveniles who have been trafficked to address trauma and develop skills to develop meaningful relationships. Additionally, the Human Trafficking Advocate will partner with Family & Children Services (child protective services) to identify foster youth who may be exhibiting signs of trafficking, or may be vulnerable to trafficking as part of the city wide FCS Commercial Sexual Exploitation Child Protocol.

Finally, the Human Trafficking Advocate will provide one point of contact for community based organizations serving vulnerable populations, facilitating reporting of criminal activity that

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may be trafficking related, the protection of human trafficking victims' safety, and effective coordination of services for victims of trafficking.

Strategy 4. The Human Trafficking Program will work with the District Attorney's Public Outreach Coordinator and Task Force member agencies to implement a multi-pronged public awareness campaign against trafficking. Combating human trafficking is particularly challenging because victims often do not admit to their victimization or exhibit obvious signs of being trafficked. SFDA will implement a public outreach strategy that targets victims and potential victims, as well as those who interact with victims, including the community at large. As a first step, the San Francisco Unified School District is partnering with Love Never Fails, an organization that provides anti-trafficking training in middle schools in Oakland to pilot the curriculum in San Francisco high schools this fall. The Human Trafficking Advocate will support this effort, which is targeting those youth most likely to be vulnerable to sexual exploitation.

SFDA will also pursue training and outreach opportunities for a wide range of potential first responders, including victim advocates, law enforcement and health care professionals, as well as less traditional responders, such as hotel/motel staff, restaurant associations, faith based organizations, educational organizations and taxi drivers. The training will include information about indicators of human trafficking, as well as information regarding the safest way to report suspicious activity.

Lastly, SFDA has embarked on a process to update the curriculum of its longstanding First Offender Prostitution Program, a sex buyer intervention diversion program, to ensure that it is evidence based. Information about human trafficking has always been part of the curriculum, and this area will be enhanced to ensure that sex buyers know how to identify human trafficking and understand the consequences of purchasing sex from trafficked persons.

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III. CAPABILITIES

Roles & Responsibilities of Program Staff: Under the leadership of the Chief of Victim Services, the Human Trafficking Victim Advocate will be focused on achieving all grant objectives. The newly hired Chief of Victim Services is a leader in the field of trauma informed care, and has extensive experience working on the issue of human trafficking, particularly that of young people.

Human Trafficking Victim Advocate Training and Qualifications: The Victim Services Division will hire a full-time victim advocate to work exclusively with victims of all forms of human trafficking, providing comprehensive victim services. The Human Trafficking Advocate will work directly with community-based organizations that respond to symptoms of human trafficking in San Francisco, and will focus on referring victims to the Victim Services Division. Given the complexity of human trafficking, the Advocate will bring a background in commercial sexual exploitation, as well as social work, to enable the Human Trafficking Program to meet these needs in-house or provide effective referrals. Additionally, the human trafficking advocate will ensure that the victim receives all relevant information regarding the criminal case.

Volunteers: Given resource limitations, the Victim Services Division makes full use of volunteers through a formal internship program that includes extensive training. Interns are recruited from local universities and colleges. Once accepted, interns make a minimum nine-month commitment to the Program through a contractual agreement. These volunteer interns, supervised by a victim advocate, follow up with client requests, support victim advocates in their assistance of victims, provide information and referrals to drop-in clients, update resource and referral materials to be distributed to the public, and provide various administrative functions. Volunteers use timesheets to keep track of their time. The Program expands its use of interns during the summer months to augment its ability to provide services to victims. All interns must pass a background check before acceptance into the Program.

IV. GOALS AND OBJECTIVES

Goal #1: Address the emergency and long-term needs of victims of human trafficking.

Objectives:

- The Human Trafficking Advocate will contact all referred human trafficking victims.
- Human trafficking victims will understand their legal rights, services available to them and develop a clearer understanding of the criminal justice system.
- Human Trafficking Advocate will contact referring agencies within 24 hours after the initial referral.
- A clear comprehensive trauma-informed service plan that meets each individual's needs will be implemented for all victims of human trafficking.
- Human trafficking victims will be calmed by the clarity and quality of support provided.

Activities

- Recruit and hire a Human Trafficking Advocate with experience working successfully with victims of human trafficking, and a background in social work, to provide comprehensive trauma-informed services and service referrals.
- Hold one-on-one meetings with partner agencies' case managers, probation officers, and peer counselors to obtain a complete assessment of each victim's circumstances.
- Streamline service delivery, including eliminating the use of nonessential documentation and consolidating information from multiple forms into a single document.
- Provide opportunities for ongoing training in the provision of trauma-informed services and human trafficking to the Human Trafficking Advocate.

Outcomes:

- Victims will receive a more streamlined advocacy process.
- 100% of human trafficking victims will have a comprehensive trauma-informed service plan that addresses short and long-term needs.

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- o 100% of human trafficking victims will be referred to culturally and linguistically appropriate services.

Goal #2: Strengthen collaboration with law enforcement and community-based organizations.

Objectives:

- o Increase the identification and protection of victims of human trafficking through interagency collaboration.
- o Effectively coordinate services across agencies and community-based organizations for victims of human trafficking.

Activities:

- o Human Trafficking Advocate will continue to participate in the Mayor's Task Force on Anti-Human Trafficking and the San Francisco Collaborative Against Human Trafficking.
- o Establish protocol with the Juvenile Probation Department to receive referrals for any youth suspected of being trafficked.
- o Work with law enforcement to obtain all police reports that exhibit indicators of human trafficking, regardless of the whether or not the incidents have been charged.
- o Develop a protocol with law enforcement to participate in human trafficking criminal operations enabling the Human Trafficking Advocate to serve as a first responder for victims of human trafficking.
- o Partner with the Family & Children Services Agency to identify foster youth who have been trafficked or are vulnerable to trafficking.
- o Establish the Human Trafficking Advocate as the primary point of contact in the District Attorney's Office for all partner agencies and community-based organizations in addressing trafficking victimization.

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Outcomes:

- The number of interagency protocols for identifying, protecting and serving victims of human trafficking will increase.
- The proportion of victims of human trafficking that are identified as such will increase.
- The number of identified victims receiving victim services will increase.

Goal #3: Enhance knowledge and awareness of human trafficking in the District Attorney's Office, throughout the City, and among current and potential victims.

Objectives:

- All Victim Services Advocates and Prosecutors will learn to effectively identify and address victims of human trafficking.
- A broad range of first responders, from law enforcement, community based organizations and hospitals to hotel workers, cab drivers and others, will learn to identify signs of human trafficking and how to report suspicious activity.
- The community at large will gain an increased understanding of the issue of human trafficking and how to report suspicious activity.
- Vulnerable populations, including youth, will receive educational opportunities to increase awareness of trafficking and how to seek support and services.
- Victims of human trafficking will be exposed to increased information about where to receive services and report criminal activity.

Activities:

- Conduct trainings for advocates and prosecutors regarding cultural sensitivity, trauma informed services, and human trafficking.
- Conduct human trafficking trainings for criminal justice partners, community based organization, hospitals, health workers, hotels, and cab and transportation agencies.

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- o Create compelling public awareness campaigns to educate the public on human trafficking, reporting and service availability.
- o Support the School District's development of an anti-trafficking curriculum for school children.
- o Implement a public outreach strategy that targets victims and potential victims, and provides information about how to obtain help.

Outcomes

- o All Victim Advocates and Prosecutors at the San Francisco District Attorney's Office will receive training on the issue of human trafficking.
- o A broad swath of first responders will receive human trafficking training.
- o A public awareness campaign including billboards, bus and bus-shelter ads, posters and pamphlets will increase awareness of this issue across our community, for the public, potential victims and victims alike.
- o Due to these efforts, additional victims will seek services from the Victim Services Division.

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Budget Narrative

A. PERSONAL SERVICES

Total personnel costs for the 2016 grant cycle (10/1/2015 – 9/30/2016) is \$137,056. Of that, \$109,487 comes from grant funds and \$27,569 is provided as an in-kind match. The budgeted 8129 Victim/Witness Investigator I classification (job description is attached with original application), 1.0 FTE Human Trafficking Advocate, is fully supported with grant funds and the in-kind match of a 0.31 FTE Volunteer Intern Human Trafficking Advocate.

The Victim Services Division of the San Francisco District Attorney's Office seeks to recruit and hire a full-time Human Trafficking Advocate (8129 Victim/Witness Investigator I) to achieve the goals of this RFP. Under supervision, the Human Trafficking Advocate will perform a wide variety of victim/witness assistive and support duties; interview victims and witnesses about criminal case; collect and compile information pertinent to cases; explain criminal justice system to victims and witnesses and develop supportive and cooperative relationship with individual; may provide support to victims and witnesses in court; and assist other public and private agencies in criminal justice functions.

The Human Trafficking Advocate will respond specifically to victims of human trafficking and collaborate with institutions and community-based organizations that address human trafficking. The Human Trafficking Advocate will provide trauma informed victim services to trafficked persons and make culturally competent referrals to community-based organizations working with this population. The Human Trafficking Advocate will develop interagency partnerships and protocols to increase the identification of trafficked persons.

This position requires completion of a four-year college or university, with a baccalaureate degree, with major course work in social service. Requires one year of experience as a social worker in a recognized social service agency working with victims of human trafficking.

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The work of the Human Trafficking Advocate is supervised by the 8135 Assistant Chief Victim Witness Investigator at 0.15 FTE. The Assistant Chief will oversee day to day activities related to the grant and ensure successful implementation of the Human Trafficking Program (1) Hire a full-time Human Trafficking Advocate, with expertise in social work and human trafficking; (2) Ensure that all human trafficking victims receive comprehensive victim services; (3) Enhance the collaboration with the Mayor's Task Force on Anti-Human Trafficking and its member agencies to increase the identification of victims of human trafficking and coordinate services; and, (4) Implement a public awareness and outreach campaigns regarding human trafficking.

B. OPERATING EXPENSES

Travel costs for the Human Trafficking Advocate (8129 Victim/Witness Investigator I) to attend the required Cal OES training conferences and/or regional human trafficking trainings within California.

Airfare & Ground Transportation @ \$250	\$250
Hotel @ \$129 per night	\$129
Per diem @ \$71 per day x 2 days	\$142
Registration fees	\$200
Mileage @ 118 miles x \$0.575	\$68
TOTAL Travel Costs	\$789

C. EQUIPMENT

No equipment is budgeted for the grant period.

BUDGET CATEGORY AND LINE ITEM DETAIL

Grant Recipient: San Francisco District Attorney				Grant Number: HA 15 02 0380			
A. Personal Services – Salaries/Employee Benefits					VOCA 15	VOCA 15 Match	COST
	Biweekly	#PPS	FTE	TOTAL			
8129 Victim Witness Investigator I	\$2,338	26.1	1.00	\$61,022	\$61,022		\$61,022
Fringe Benefits: Up to Social Security: 6.2% Social Security Medicare: 1.45% Health Insurance: \$3,441 Dependent Coverage: \$8,106 Long Term Disability: 0.39% Retirement: 18.51% Unemployment Insurance: 0.27% Dental Insurance: \$1,334	47.90%			\$29,229	\$29,229		\$29,229
8135 Assistant Chief Victim Witness Investigator	\$3,322	26.1	0.15	\$13,006	\$13,006		\$13,006
Fringe Benefits: Up to Social Security: 6.2% Social Security Medicare: 1.45% Health Insurance: \$3,441 Dependent Coverage: \$8,106 Long Term Disability: 0.39% Retirement: 18.51% Unemployment Insurance: 0.27% Dental Insurance: \$1,334	47.90%			\$6,230	\$6,230		\$6,230
Volunteer/Intern: 8129 Victim Witness Investigator I \$29.22 hourly + 47.9% fringe benefits	\$43.22 per hour x 638 hours			\$27,569		\$27,569	\$27,569
Total Grant Salary	\$74,028						
Total Grant Fringe	\$35,459						
	\$109,487						
Personal Section Totals					\$109,487	\$27,569	\$137,056
PERSONAL SECTION TOTAL							\$137,056

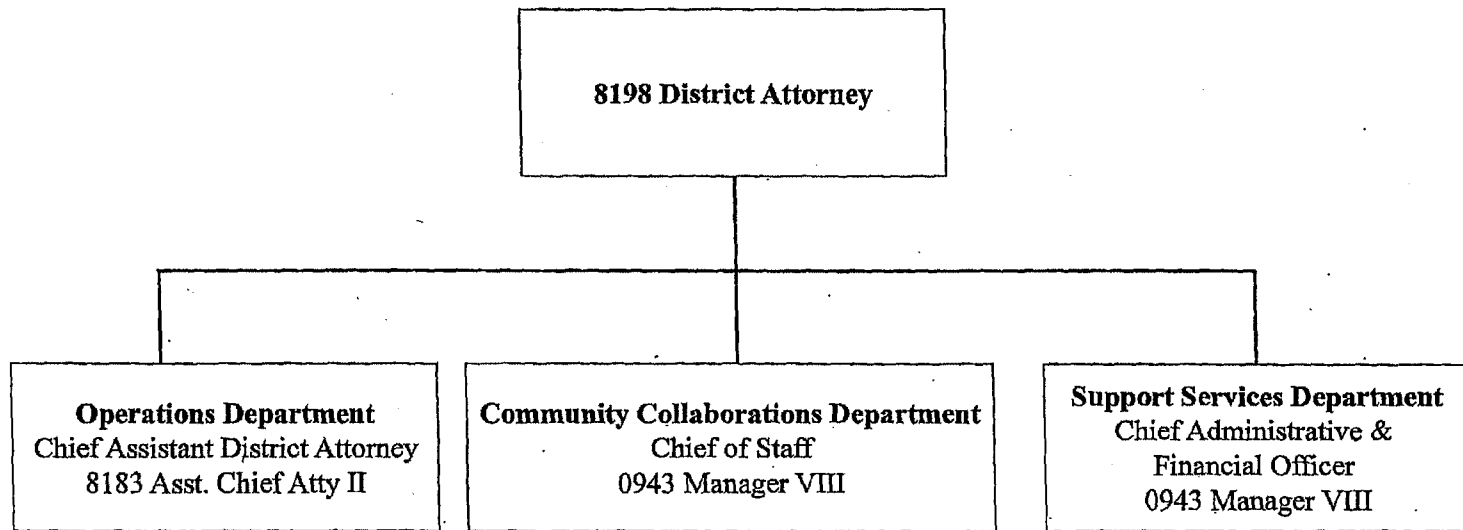
BUDGET CATEGORY AND LINE ITEM DETAIL

Grant Recipient: San Francisco District Attorney					Grant Number: HA 15 02 0380			
B. Operating Expenses					VOCA 15	VOCA 15 Match	COST	
Description	Calculation							
Travel Cost for Training	Air & Ground Transportation \$250				\$250		\$250	
	Hotel \$129/night				\$129		\$129	
	Per diem \$71 x 2 days				\$142		\$142	
	Registration fees				\$200		\$200	
	Mileage (118 miles x \$0.575)				\$68		\$68	
OPERATING SECTION TOTAL		\$0	\$0	\$0	\$0	\$789	\$0	\$789
OPERATING SECTION TOTAL							\$789	

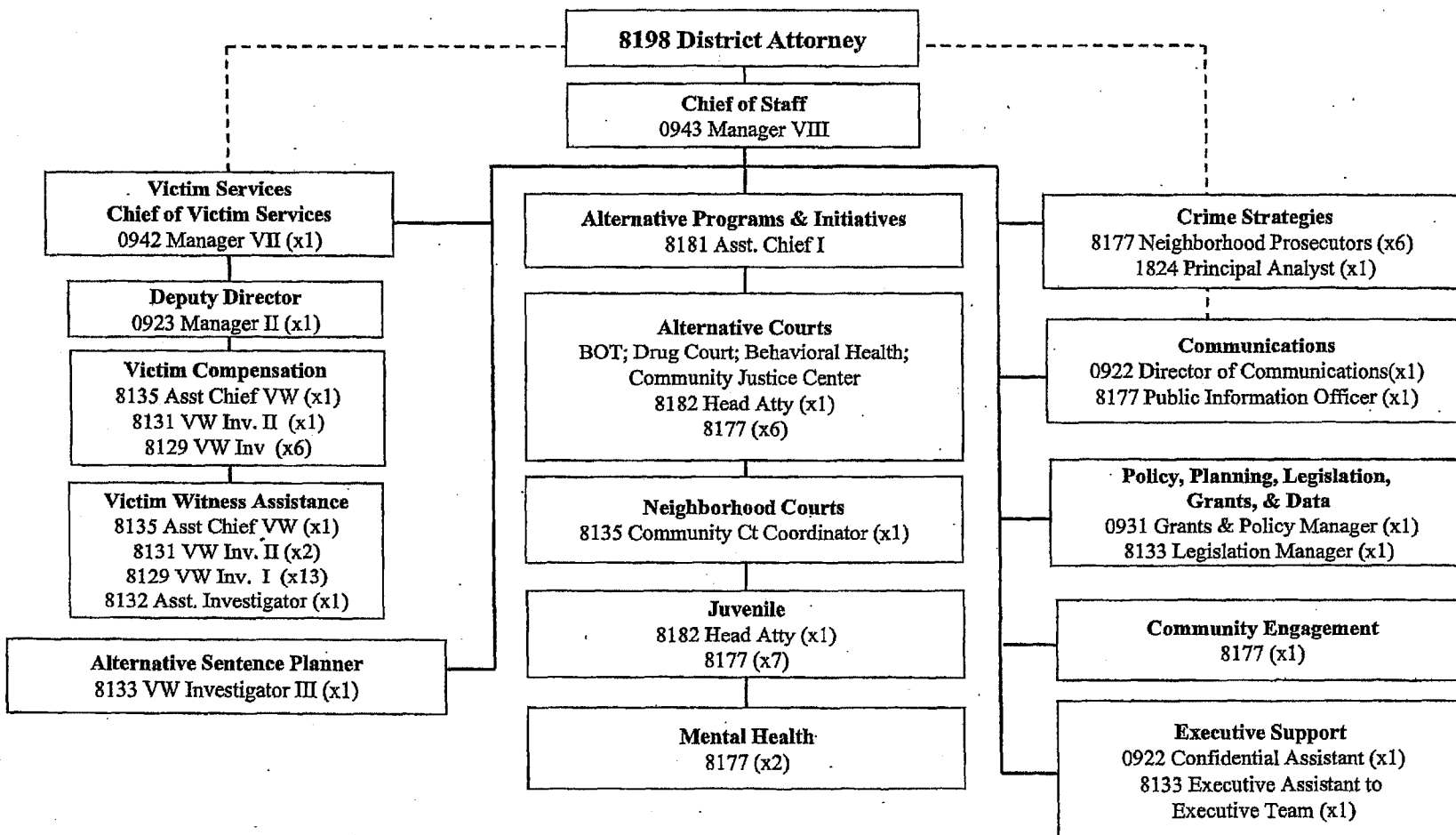
BUDGET CATEGORY AND LINE ITEM DETAIL

Grant Recipient: San Francisco District Attorney					Grant Number: HA 15 02 0380		
C. Equipment					VOCA 15	VOCA 15 Match	COST
None Requested							\$0
Equipment Section Totals	\$0	\$0	\$0	\$0	\$0	\$0	\$0
EQUIPMENT SECTION TOTAL							\$0
Category Totals							
Same as Section 12G on the Grant Award Face Sheet	\$0	\$0	\$0	\$0	\$110,276	\$27,569	
Total Project Cost*							\$137,845
Sheet							

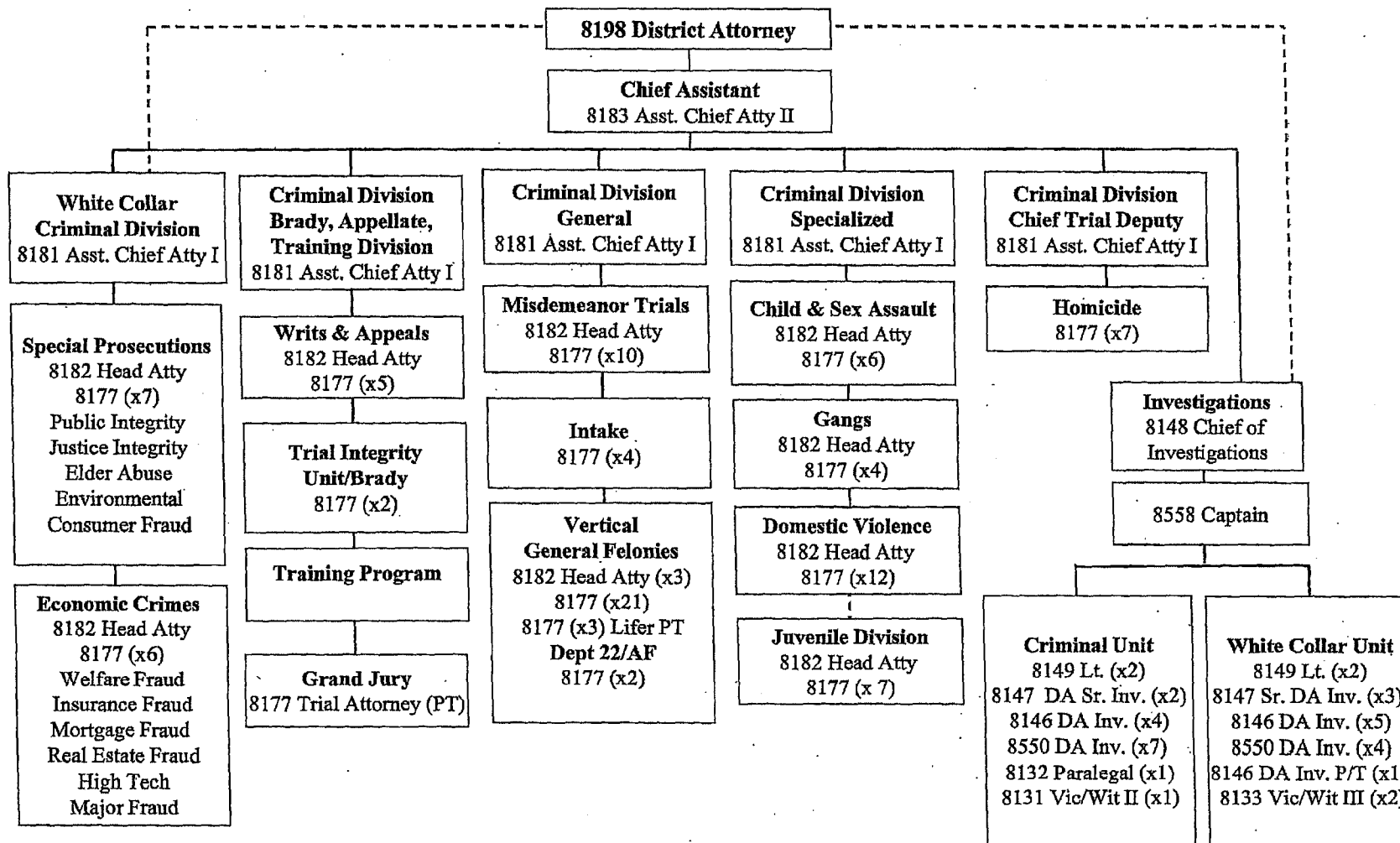
**San Francisco District Attorney
Executive Staff Organizational Structure**



San Francisco District Attorney Community Collaborations Organizational Structure

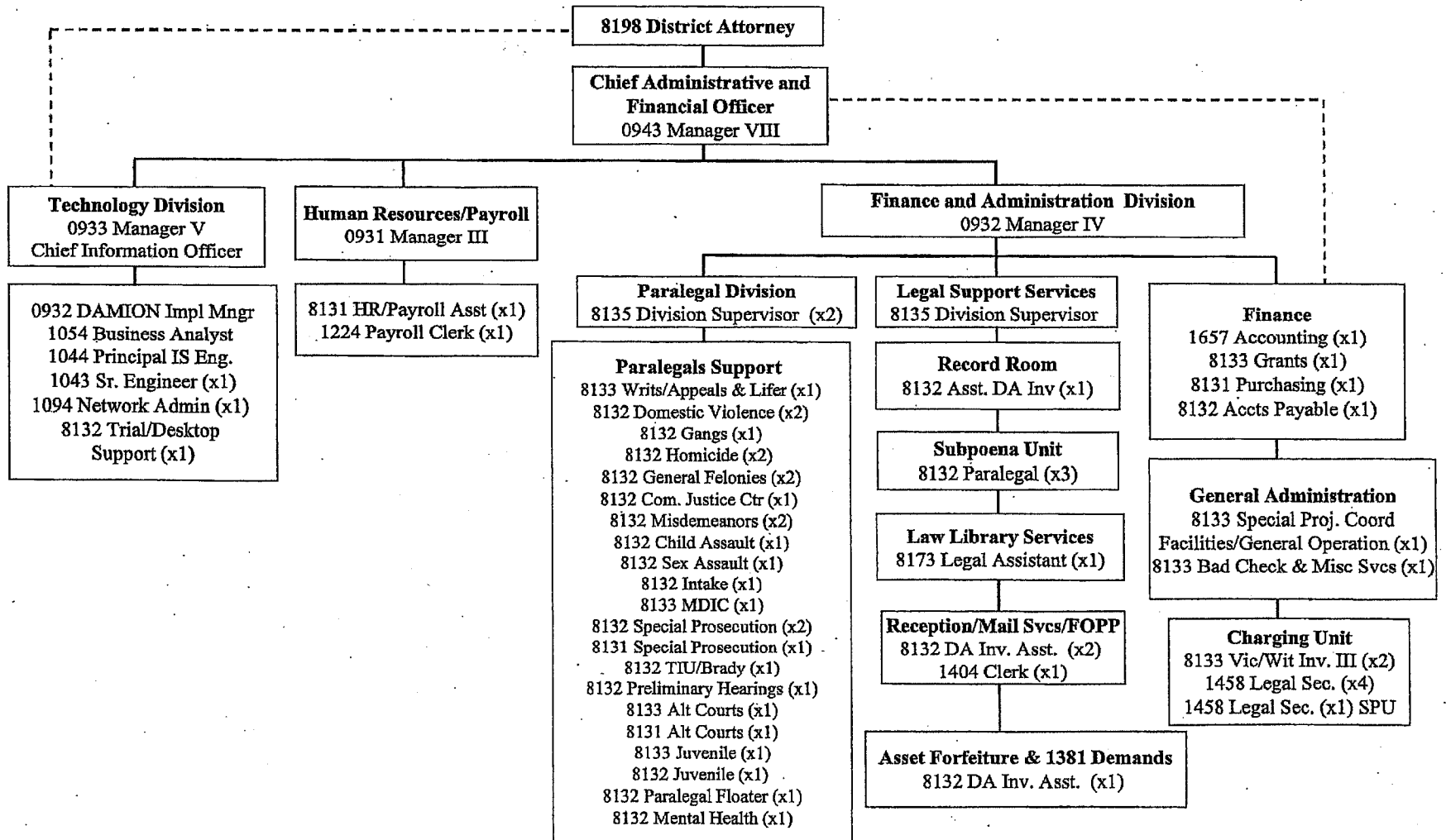


San Francisco District Attorney Operations Department Organizational Structure



Revised May 2015

District Attorney Support Services Organizational Chart



Revised May 2015



Office of the District Attorney, George Gascón
City and County of San Francisco

OPERATIONAL AGREEMENT

This operational agreement stands as evidence that the District Attorney's Office and the Mayor's Task Force on Anti-Human Trafficking, staffed by the Department on the Status of Women of the City and County of San Francisco, intend to work together toward the mutual goal improving policies and increasing the city's responsiveness to the issue of human trafficking and identifying gaps in services. Both agencies believe that implementation of the District Attorney's Office Victim Services Human Trafficking Program will further this goal, if funded by the Human Trafficking Advocacy Program. To this end, each agency agrees to support the program.

The District Attorney's Victim Services Division Human Trafficking Program will coordinate human trafficking services with the Mayor's Task Force on Anti-Human Trafficking through:

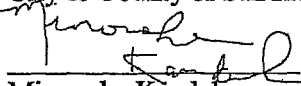
Project staff participating in all meetings of the Mayor's Task Force on Anti-Human Trafficking.

Project staff collaborating with member agencies of the Mayor's Task Force on Anti-Human Trafficking to develop policies and procedures that effectively support victims of human trafficking and the development of trauma-informed services for these victims.

DURATION

This operational agreement is effective from October 1, 2014 to September 30, 2017. This agreement may be terminated by either party or amended with the express written consent of both parties.

George Gascón
District Attorney
City & County of San Francisco


Minouche Kandel
Director of Women's Policy
Department on the Status of Women
City & County of San Francisco

October 1, 2014

PROJECT SUMMARY

1. GRANT AWARD NO.		3. GRANT PERIOD	
2. PROJECT TITLE Human Trafficking Advocacy Program		10/1/2015 to 9/30/2016	
4. APPLICANT		5. GRANT AMOUNT (this is the same amount as 12G of the Grant Award Face Sheet)	
Name:	City & County of San Francisco	Phone:	415-553-1751
Address:	850 Bryant Street Rm 322	Fax #:	415-575-8815
City:	San Francisco	Zip:	94103-4600
6. IMPLEMENTING AGENCY			
Name:	San Francisco District Attorney	Phone:	415-553-1751
Address:	850 Bryant Street Rm 322	Fax #:	415-575-8815
		City:	San Francisco
		Zip:	94103-4600
7. PROGRAM DESCRIPTION			
<p>In order to address the identified gap between the incidence and the detection of human trafficking in San Francisco; the San Francisco District Attorney's Office Victim Services Division plans to implement a Human Trafficking Program. The Human Trafficking Program will include four major components: (1) Hire a full-time Human Trafficking Advocate, with expertise in social work and human trafficking; (2) Ensure that all human trafficking victims receive comprehensive victim services; (3) Enhance the collaboration with the Mayor's Task Force on Anti-Human Trafficking and its member agencies to increase the identification of victims of human trafficking and coordinate services; and, (4) Implement a public awareness and outreach campaigns regarding human trafficking.</p>			
8. PROBLEM STATEMENT			
<p>The City and County of San Francisco, the only city-county dual jurisdiction government in California, covers approximately 46 square miles and is home to approximately 805,235 people (2010 U.S. Census Bureau). San Francisco is the center of international tourism and a major commuter destination; its daytime population exceeds 1.5 million. San Francisco is extremely dense and ethnically, linguistically and socio-economically diverse. Unfortunately, San Francisco's position as a center of tourism, economic activity, and immigration has also led it to become a hot spot for human trafficking. San Francisco is one of the top 20 human trafficking jurisdictions in the entire country. A preliminary analysis of the connections across advertisements on backpage, the most popular sex buyer website in the United States, found that San Francisco is likely to be a primary hub for the sex industry as well.</p>			
9. OBJECTIVES			
<p>#1: Address the emergency and long-term needs of victims of human trafficking. #2: Strengthen collaboration with law enforcement and community-based organizations. #3: Enhance knowledge and awareness of human trafficking in the District Attorney's Office, throughout the City, and among current and potential victims.</p>			

10. ACTIVITIES

Recruit and hire a Human Trafficking Advocate with experience working successfully with victims of human trafficking, and a background in social work, to provide comprehensive trauma-informed services and service referrals. Hold one-on-one meetings with partner agencies' case managers, probation officers, and peer counselors to obtain a complete assessment of each victim's circumstances. Streamline service delivery, including eliminating the use of nonessential documentation and consolidating information from multiple forms into a single document. Provide opportunities for ongoing training in the provision of trauma-informed services and human trafficking to the Human Trafficking Advocate. Conduct trainings for advocates and prosecutors regarding cultural sensitivity, trauma informed services, and human trafficking. Establish the Human Trafficking Advocate as the primary point of contact in the District Attorney's Office for all partner agencies and community-based organizations in addressing trafficking victimization.

11. EVALUATION (if applicable)

N/A

12. NUMBER OF CLIENTS

(if applicable)

13. PROJECT BUDGET

(these are the same amounts as on Budget Pages)

	Personal Services	Operating Expenses	Equipment	TOTAL
	\$137,056	\$789	\$0	\$137,845
				\$0
				\$0
				\$0
				\$0
				\$0
Totals:	\$137,056	\$789	\$0	\$137,845

PROJECT SERVICE AREA INFORMATION

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

City and County of San Francisco

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

08*, 12

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

13*, 12

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

03*, 08

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

852,469 (US Census 2014 estimate)



October 8, 2015

Gena Castro-Rodriguez, Chief Victim Services Division
San Francisco, City & County
850 Bryan Street, Room 322
San Francisco, CA 94103

Subject: **NOTIFICATION OF APPLICATION APPROVAL**
Human Trafficking Advocacy Program
Subaward #: HA15 02 0380, Cal OES ID: 075-00000

Dear Ms. Castro-Rodriguez:

Congratulations! The California Governor's Office of Emergency Services (Cal OES) has approved your application in the amount of \$110,276, subject to Budget approval. A copy of your approved subaward is enclosed for your records.

Cal OES will make every effort to process payment requests within 45 days of receipt.

This 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 Cal OES website at www.caloes.ca.gov.

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

Should you have questions on your subaward please contact your Program Specialist.

CJVS Grants Processing

Enclosure

c: Subrecipient's file

Cal OES# 015-2000000 FIPS# 01500000 VS _____ CFDA# _____ Grant# HA15020380

(Cal OES Use Only)

Mail Log # 607109 Rec'd 12/1/15

**CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES
GRANT AWARD FACE SHEET (Cal OES 2-101)**

The California Governor's Office of Emergency Services hereafter designated Cal OES, hereby makes a Grant Award of funds to the following:

- 1. Grant Recipient: City & County of San Francisco 1a. DUNS# 143602105
In the amount and for the purpose and duration set forth in this Grant Award.
- 2. Implementing Agency: District Attorney's Office 2a. DUNS# 143602105
- 3. Implementing Agency Address: 850 Bryant Street, Rm 322 San Francisco 94103-4600
Street City Zip+4
- 4. Location of Project: San Francisco San Francisco 94103-4600
City County Zip+4
- 5. Disaster/Program Title: Human Trafficking Advocacy Program 6. Performance Period: 10/01/15 to 09/30/16

Grant Year	Fund Source	A. State	B. Federal	C. Total	D. Cash Match	E. In-Kind Match	F. Total Match	G. Total Project Cost
2015	7. VOCA		\$110,276			\$27,569	\$27,569	\$137,845
Select	8. Select						\$0	\$0
Select	9. Select						\$0	\$0
Select	10. Select						\$0	\$0
Select	11. Select						\$0	\$0
	12. TOTALS	\$0	\$110,276	\$110,276	\$0	\$27,569	\$27,569	12a. Total Project Cost: \$137,845

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

14. Official Authorized to Sign for Applicant/Grant Recipient: George Gascón Title: District Attorney
 Name: _____ Title: _____
 Telephone: (415) 553-1741 (area code) FAX: (415) 575-8815 (area code) Email: District.Attorney@sfgov.org
 Payment Mailing Address: 850 Bryant Street, Room 322 City: San Francisco Zip+4: 94103-4600
 Signature: _____ Date: 6/24/15

(FOR Cal OES USE ONLY)

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

Anaquel Smith 10/7/15 [Signature] 10/7/15
 Cal OES Fiscal Officer Date Cal OES Director (or designee) Date

Yr: 2015-16 / Chapter: 10 / PICA No: 18205
 Item: 0690-101-0890 Component: 40.20.451
 FAIN #: FB 2015.VA.14 CFDA#: 16.575
 Federal Award Dates: 10/01/14 to 09/30/18
 Fund: Federal Trust
 Program: Human Trafficking Advocacy Program
 Match Req.: 20%, C/IK based on TPC
 Project No.: 15VOCA Amount: \$ 110,276

gg

15 OCT - 1 P 3 11
 ACCOUNTING RECEIVED

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

1. Cal OES Contact Information Section:

Governor's Office of Emergency Services
 Mark S. Ghilarducci, Director
 3650 Schriever Avenue
 Mather, CA 95655
 (916) 845-8506 phone • (916) 845-8511 fax

2. Federal Awarding Agency Section:

Fund Year	Federal Program Fund / CFDA #	Federal Awarding Agency	Total Federal Award Amount	Total Local Assistance Amount
2015	Victims of Crime Act (VOCA) / 16.575	Office for Victims of Crime	\$ 232,722,931	\$ 221,598,852
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.	\$	\$
Choose an item.	Choose an item.	Choose an item.	\$	\$

3. Project Description Section:

- Project Acronym (Please choose from drop down):
Human Trafficking Advocacy Program (HA)
- Project Description (Please type the Project Description):
Funds an advocate to provide services to victims of human trafficking in prosecutorial arena.

4. Research & Development Section:

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

PROJECT CONTACT INFORMATION

Recipient San Francisco District Attorney

Grant Number

HA15020380

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

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

Name: Gena Castro-Rodriguez Title: Chief Victim Services Division

Telephone #: 415-734-3359 Fax#: 415-575-8815 Email Address: gena.castrorodriguez@sfgov.org

Address/City/Zip: 850 Bryant St. Rm. 322, San Francisco, CA 94103

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

Name: Eugene Clendinen Title: Chief Fiscal & Administrative Officer

Telephone #: 415-553-1895 Fax#: 415-553-9700 Email Address: Eugene.Clendinen@sfgov.org

Address/City/Zip: 850 Bryant St. Rm. 322, San Francisco, CA 94103

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

Name: Tara Regan Anderson Title: Policy and Grants Manager

Telephone #: 415-553-1203 Fax#: 415-575-8815 Email Address: tara.anderson@sfgov.org

Address/City/Zip: 850 Bryant St. Rm. 322, San Francisco, CA 94103

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

Name: Sheila Arcelona Title: Assistant Chief Finance and Administration

Telephone #: 415-734-3018 Fax#: 415-575-8815 Email Address: sheila.arcelona@sfgov.org

Address/City/Zip: 850 Bryant St. Rm. 322, San Francisco, CA 94103

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

Name: George Gascón Title: District Attorney

Telephone #: 415-553-1751 Fax#: 415-575-8815 Email Address: District.Attorney@sfgov.org

Address/City/Zip: 850 Bryant St. Rm. 322, San Francisco, CA 94103

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

Name: George Gascón Title: District Attorney

Telephone #: 415-553-1751 Fax#: 415-575-8815 Email Address: District.Attorney@sfgov.org

Address/City/Zip: 850 Bryant St. Rm. 322, San Francisco, CA 94103

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

Name: London Breed Title: President, Board of Supervisors

Telephone #: 415-554-7631 Fax#: (415) 554-7634 Email Address: london.breed@sfgov.org

Address/City/Zip: City Hall, 1 Dr. Carlton B. Goodlett Plaza, 2nd Floor, San Francisco, CA 94102

SIGNATURE AUTHORIZATION

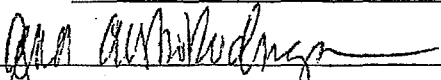
Grant Award #: HA150203110

Grant Recipient: City & County of San Francisco

Implementing Agency: District Attorney

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

***Project Director:** Gena Castro-Rodriguez

Signature: 

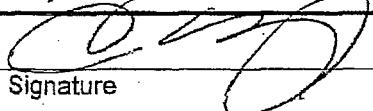
Date: 7/24/15

***Financial Officer:** Eugene Clendinen

Signature: 

Date: _____

The following persons are authorized to sign for the
Project Director



Signature
Jackie Ortiz

Name

Signature

Name

Signature

Name

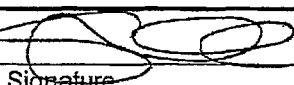
Signature

Name

Signature

Name

The following persons are authorized to sign for the
Financial Officer



Signature
Sheila Arcelona

Name

Signature

Name

Signature

Name

Signature

Name

Signature

Name

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

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

RECIPIENT: City and County of San Francisco

IMPLEMENTING AGENCY: Office of the District Attorney

PROJECT TITLE: HUMAN TRAFFICKING ADVOCACY PROGRAM

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

I. Federal Grant Funds

Recipients expending \$750,000 or more in federal grant funds annually are required to secure an audit pursuant to OMB Circular A-133 and are allowed to utilize federal grant funds to budget for the audit costs. See Section 8000 of the Recipient Handbook for more detail.

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

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

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

Please provide the following information:

Equal Employment Opportunity Officer: Evette Taylor-Monachino
Title: Departmental Personnel Officer
Address: 850 Bryant Street, Room 322, San Francisco, CA 94103
Phone: 415-553-1009
Email: Evette.Monachino@sfgov.org

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

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

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

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

V. Lobbying – (Recipient Handbook Section 2154)

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

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

(This applies to federally funded grants only.)

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

VII. Proof of Authority from City Council/Governing Board

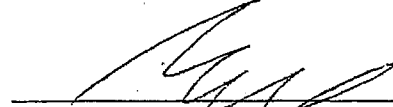
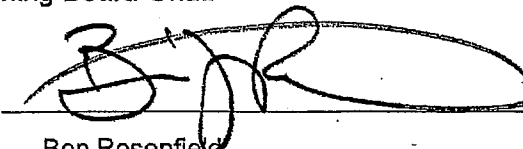
The above-named organization (applicant) accepts responsibility for and will comply with the requirement to obtain written authorization from the city council/governing board in support of this program. The applicant agrees to provide all matching funds required for said project (including any amendment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

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

VIII. Special Condition for Grant Awards with Victims of Crime Act (VOCA) Fund

- The grant recipient agrees to administer the grant in accordance with the VOCA, the VOCA Program Guidelines, and the Office of Justice Programs Financial Guide.

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

CERTIFICATION	
<p>I, the official named below, am the same individual authorized to sign the Grant Award Agreement [Section 14 on Grant Award Face Sheet], and hereby swear that I am duly authorized legally to bind the contractor or grant recipient to the above described certification. I am fully aware that this certification, executed on the date and in the county below, is made under penalty of perjury under the laws of the State of California.</p>	
Authorized Official's Signature:	
Authorized Official's Typed Name:	<u>George Gascon</u>
Authorized Official's Title:	<u>District Attorney</u>
Date Executed:	<u>7/29/15</u>
Federal Employer ID #:	<u>94-6000417</u> ✓
Federal DUNS #	<u>143602105</u> ✓
Current Central Contractor Registration Expiration Date:	<u>April 12, 2016</u> ✓
Executed in the City/County of:	<u>San Francisco</u>
AUTHORIZED BY: <i>(not applicable to State agencies)</i>	
<input checked="" type="checkbox"/> City Financial Officer	<input type="checkbox"/> County Financial Officer
<input type="checkbox"/> City Manager	<input type="checkbox"/> County Manager
<input type="checkbox"/> Governing Board Chair	
Signature:	
Typed Name:	<u>Ben Rosenfield</u>
Title:	<u>Controller, City & County of San Francisco</u>

BUDGET CATEGORY AND LINE ITEM DETAIL

Grant Recipient: San Francisco District Attorney				Grant Number: HA 15 02 0380			
A. Personal Services – Salaries/Employee Benefits					VOCA 15	VOCA 15 Match	COST
	Biweekly	#PPS	FTE	TOTAL			
8129 Victim Witness Investigator I	\$2,338	26.1	1.00	\$61,022	\$61,022		\$61,022
Fringe Benefits: Up to Social Security: 6.2% Social Security Medicare: 1.45% Health Insurance: \$3,441 Dependent Coverage: \$8,106 Long Term Disability: 0.39% Retirement: 18.51% Unemployment Insurance: 0.27% Dental Insurance: \$1,334	47.90%			\$29,229	\$29,229		\$29,229
8135 Assistant Chief Victim Witness Investigator	\$3,322	26.1	0.15	\$13,006	\$13,006		\$13,006
Fringe Benefits: Up to Social Security: 6.2% Social Security Medicare: 1.45% Health Insurance: \$3,441 Dependent Coverage: \$8,106 Long Term Disability: 0.39% Retirement: 18.51% Unemployment Insurance: 0.27% Dental Insurance: \$1,334	47.90%			\$6,230	\$6,230		\$6,230
Volunteer/Intern: 8129 Victim Witness Investigator I \$29.22 hourly + 47.9% fringe benefits	\$43.22 per hour x 638 hours			\$27,569		\$27,569	\$27,569
Total Grant Salary	\$74,028						
Total Grant Fringe	\$35,459						
	\$109,487						
Personal Section Totals					\$109,487	\$27,569	\$137,056
PERSONAL SECTION TOTAL					✓	✓	\$137,056

OK

BUDGET CATEGORY AND LINE ITEM DETAIL

Grant Recipient: San Francisco District Attorney					Grant Number: HA 15 02 0380			
B. Operating Expenses					VOCA 15	VOCA 15 Match	COST	
Description	Calculation							
Travel Cost for Training	Air & Ground Transportation \$250				\$250		\$250	
	Hotel \$129/night				\$129		\$129	
	Per diem \$71 x 2 days				\$142		\$142	
	Registration fees				\$200		\$200	
	Mileage (118 miles x \$0.575)				\$68		\$68	
OPERATING SECTION TOTAL		\$0	\$0	\$0	\$0	\$789	\$0	\$789
OPERATING SECTION TOTAL								\$789

URP

CJVS Budget Summary Report

HA15 Human Trafficking Advocacy Program
 San Francisco, City & County
 Human Trafficking Advocacy Program

Subaward #: HA15 02 0380
 Performance Period: 10/01/15 - 09/30/16
 Latest Request: , Not Final 201

A. Personal Services - Salaries/Employee Benefits

<u>F/S/L</u>	<u>Funding Source</u>	<u>Budget Amount</u>	<u>Paid/Expended</u>	<u>Balance</u>	<u>Pending</u>	<u>Pending Balance</u>
F	15VOCA	109,487	0	109,487	0	109,487
L	15VOCA	27,569	0	27,569	0	27,569
Total A. Personal Services - Salaries/Employee Benefits:		137,056	0	137,056	0	137,056

B. Operating Expenses

<u>F/S/L</u>	<u>Funding Source</u>	<u>Budget Amount</u>	<u>Paid/Expended</u>	<u>Balance</u>	<u>Pending</u>	<u>Pending Balance</u>
F	15VOCA	789	0	789	0	789
L	15VOCA	0	0	0	0	0
Total B. Operating Expenses:		789	0	789	0	789

1740

C. Equipment

<u>F/S/L</u>	<u>Funding Source</u>	<u>Budget Amount</u>	<u>Paid/Expended</u>	<u>Balance</u>	<u>Pending</u>	<u>Pending Balance</u>
F	15VOCA	0	0	0	0	0
L	15VOCA	0	0	0	0	0
Total C. Equipment:		0	0	0	0	0

	<u>Budget Amount</u>	<u>Paid/Expended</u>	<u>Balance</u>	<u>Pending</u>	<u>Pending Balance</u>
Total Local Match:	27,569	0	27,569	0	27,569
Total Funded:	110,276	0	110,276	0	110,276
Total Project Cost:	137,845	0	137,845	0	137,845

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

Paid/Expended=posted in ledger w/Claim Schedule. Pending=Processed, but not yet in Claim Schedule

10/28/15

TO: Angela Calvillo, Clerk of the Board of Supervisors

FROM: Stacey Hoang, Finance Division Analyst

DATE: November 5, 2015

SUBJECT: Accept and Expend Resolution for Subject Grant

GRANT TITLE: Human Trafficking Advocacy Program

Attached please find the original* and 1 copy of each of the following:

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

Grant information form, including disability checklist

Grant budget

Grant application

Grant award letter from funding agency

Ethics Form 126 (if applicable)

Contracts, Leases/Agreements (if applicable)

Other (Explain):

Special Timeline Requirements:

Please schedule for earliest available date.

Departmental representative to receive a copy of the adopted resolution:

Name: Sheila Arcelona

Phone: 415-734-3018

Interoffice Mail Address: Hall of Justice, Room 322

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).

Introduction Form

By a Member of the Board of Supervisors or the Mayor

Time stamp
or meeting date

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

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

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

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

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

Sponsor(s):

Tang

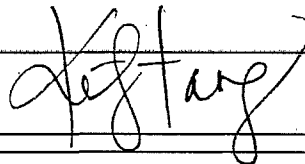
Subject:

Accept and Expend Grant - California Governor's Office of Emergency Services, Human Trafficking Advocacy Program - \$110,276

The text is listed below or attached:

[Empty box for text listing]

Signature of Sponsoring Supervisor: _____



For Clerk's Use Only: