

EDMUND G. BROWN JR.  
GOVERNOR

MARK S. GHILARDUCCI  
DIRECTOR



**Proposal Cover Sheet**  
**RFP PROCESS**  
**ELDER ABUSE PROGRAM**

Submitted by:

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San Francisco, CA 94103  
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# GRANT SUBAWARD FACE SHEET INSTRUCTIONS

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Cal OES Section: The top portion of the form contains blocks for four (4) important numbers.  
Please do not fill in these blocks. These numbers will be entered by Cal OES.

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## 1. Subrecipient

The Subrecipient is the unit of government or community based organization (CBO) that will have legal responsibility for these grant funds (e.g. County of Alameda, City of Fresno or Women's Place of Merced). Enter the legal title of the Subrecipient.

### 1a. Federal DUNS Number (Subrecipient)

Enter the full 9-digit Federal Data Universal Numbering System (DUNS) ID number for the Subrecipient. If the Subrecipient does not yet have a DUNS number assigned, one may be obtained by contacting Dun & Bradstreet at 866-705-5711 or at [www.dnb.com](http://www.dnb.com). This requirement applies to federally funded grants only. Your DUNS # must be current and active in the System for Award Management (SAM) at the time of your Award.

## 2. Implementing Agency

Enter the complete name of the agency responsible for the day-to-day operation of the grant (e.g. Sheriff, Police Department, or Department of Public Works). If the Implementing Agency is the same as the Subrecipient, enter the same title again.

### 2a. Federal DUNS Number (Implementing Agency)

Enter the full 9-digit Federal Data Universal Numbering System (DUNS) ID number for the Implementing Agency. If the Implementing Agency does not yet have a DUNS number assigned, one may be obtained by contacting Dun & Bradstreet at 866-705-5711 or at [www.dnb.com](http://www.dnb.com). This requirement applies to federally funded grants only. Your DUNS # must be current and active in the System for Award Management (SAM) at the time of your Award.

## 3. Implementing Agency Address

Enter the address of the Implementing Agency. Provide the complete nine digit zip code (Zip+4).

## 4. Location of Project

Enter the City and County/Operational Area where the project is located. Provide the complete nine digit zip code (Zip+4).

## 5. Disaster/Program Title

Enter the name of the Disaster or Program providing the funds for this Grant Subaward. A disaster may be referred by the federal declaration number. Program titles should be complete without the use of acronyms.

## 6. Performance Period

Enter beginning and ending dates of the performance period for the Grant Subaward. (mm/dd/yy)

## 7. Indirect Cost Rate

Indicate whether you are using the 10% de minimis rate based on Modified Total Direct Costs (MTDC) or your cognizant agency approved indirect cost rate agreement. A copy of the approved ICR Negotiation Agreement must be enclosed with your application. Indicate N/A if you will not be claiming indirect costs under the award. **Indirect costs may or may not be allowable under all Federal fund sources.**

## 8A – 12G. Fund Allocations and Total Project Cost

For each fund source used in the program, select the correct grant year and acronym from the drop down lists, the amount of state or federal funds requested, the amount of cash *and/or* in-kind match contributed and the resulting totals. Please do not enter both state and federal on the same line. Block 12G should correspond to the total project cost specified in the budget.

## 13. Certification Paragraph

Please review the certification paragraph.

## 14. Official Authorized to sign for the Subrecipient

Enter the name, title, telephone number, and e-mail address of the official authorized to enter into the Grant Subaward for the Subrecipient as stated in Block 1 of the Grant Subaward Face Sheet (Cal OES 2-101). Enter the Payment Mailing Address where grant funds should be sent.

## 15. Federal Employer ID Number

Enter the 9-digit Federal Employer Identification Number for the Agency.

**Provide an original signature of the authorized official. The use of white out or tape is prohibited and will invalidate the signature on the Grant Subaward Face Sheet.**

(Cal OES Use Only)

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

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

1. Subrecipient: \_\_\_\_\_ 1a. DUNS#: \_\_\_\_\_
2. Implementing Agency: \_\_\_\_\_ 2a. DUNS#: \_\_\_\_\_
3. Implementing Agency Address: \_\_\_\_\_
- Street City Zip+4
4. Location of Project: \_\_\_\_\_
- City County Zip+4
5. Disaster/Program Title: \_\_\_\_\_ 6. Performance Period: \_\_\_\_\_ to \_\_\_\_\_
7. Indirect Cost Rate:  N/A;  10% de minimis;  Federally Approved ICR \_\_\_\_\_%

Grant Year	Fund Source	A. State	B. Federal	C. Total	D. Cash Match	E. In-Kind Match	F. Total Match	G. Total Project Cost
8.								
9.								
10.								
11.								
12.								
	<b>TOTALS</b>							12. G Total Project Cost:

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

14. Official Authorized to Sign for Subrecipient: \_\_\_\_\_ 15. Federal Employer ID Number: \_\_\_\_\_
- Name: \_\_\_\_\_ Title: \_\_\_\_\_
- Telephone: \_\_\_\_\_ (area code) FAX: \_\_\_\_\_ (area code) Email: \_\_\_\_\_
- Payment Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip+4: \_\_\_\_\_
- Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**[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
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## PROJECT CONTACT INSTRUCTIONS

1. Provide the name, title, address, telephone number, fax number and e-mail address for the **Project Director** for the project.
2. Provide the name, title, address, telephone number, fax number and e-mail address for the **Financial Officer** for the project.
3. Provide the name, title, address, telephone number, fax number and e-mail address for the **person** having **routine programmatic responsibility** for the project.
4. Provide the name, title, address, telephone number, fax number and e-mail address for the **person** having **routine fiscal responsibility** for the project.
5. Provide the name, title, address, telephone number, fax number and e-mail address for the **Executive Director** of a Community-Based Organization or the **Chief Executive Officer** (e.g. chief of police, superintendent of schools) for the implementing agency.
6. Provide the name, title, address, telephone number, fax number and e-mail address for the **person** who is the **Official Authorized** to enter into the Grant Subaward for the City/County or Community-Based Organization, as stated in Section 14 of the Grant Subaward Face Sheet (Cal OES 2-101).
7. Provide the name, title, address, telephone number, fax number and e-mail address for the **Chair** of the **governing body** of the subrecipient.

**PROJECT CONTACT INFORMATION**

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

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: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Fax#: \_\_\_\_\_ Email Address: \_\_\_\_\_

Address/City/Zip: \_\_\_\_\_

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

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Fax#: \_\_\_\_\_ Email Address: \_\_\_\_\_

Address/City/Zip: \_\_\_\_\_

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

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Fax#: \_\_\_\_\_ Email Address: \_\_\_\_\_

Address/City/Zip: \_\_\_\_\_

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

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Fax#: \_\_\_\_\_ Email Address: \_\_\_\_\_

Address/City/Zip: \_\_\_\_\_

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

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Fax#: \_\_\_\_\_ Email Address: \_\_\_\_\_

Address/City/Zip: \_\_\_\_\_

6. The **Official Designated** by the Governing Board to enter into the Grant Subaward for the City/County or Community-Based Organization, as stated in Section 14 of the Grant Subaward Face Sheet:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Fax#: \_\_\_\_\_ Email Address: \_\_\_\_\_

Address/City/Zip: \_\_\_\_\_

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

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Fax#: \_\_\_\_\_ Email Address: \_\_\_\_\_

Address/City/Zip: \_\_\_\_\_

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

The applicant must complete a Certification of Assurance of Compliance-VOCA (Cal OES 2-104f), which includes details regarding Federal Grant Funds, Equal Employment Opportunity Program, Drug Free Workplace Compliance, California Environmental Quality Act, Lobbying, Debarment and Suspension requirements, Proof of Authority from City Council/Governing Board, Civil Rights Compliance, and the special conditions for Subaward with the above mentioned fund. The applicant is required to submit the necessary assurances and documentation before finalization of the Grant Subaward. In signing the Grant Subaward 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**  
**Victims of Crime Act (VOCA) Fund**

I, \_\_\_\_\_ hereby certify that  
(official authorized to sign Subaward; same person as Section 14 on Subaward Face Sheet)

SUBRECIPIENT: \_\_\_\_\_

IMPLEMENTING AGENCY: \_\_\_\_\_

PROJECT TITLE: \_\_\_\_\_

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

**I. Federal Grant Funds**

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

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

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

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

Please provide the following information:

Equal Employment Opportunity Officer: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

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

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

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

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

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

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

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

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

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

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

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

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

**VIII. Civil Rights Compliance**

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

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

The grant Subrecipient 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 Subrecipient may be ineligible for subaward of any future grants if the Cal OES determines that any of the following has occurred: (1) the Subrecipient has made false certification, or (2) violates the certification by failing to carry out the requirements as noted above.

**CERTIFICATION**

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

Authorized Official's Signature: \_\_\_\_\_

Authorized Official's Typed Name: \_\_\_\_\_

Authorized Official's Title: \_\_\_\_\_

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

Federal Employer ID #: \_\_\_\_\_ Federal DUNS # \_\_\_\_\_

Current Central Contractor Registration Expiration Date: \_\_\_\_\_

Executed in the City/County of: \_\_\_\_\_

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

- City Financial Officer
- City Manager
- Governing Board Chair

- County Financial Officer
- County Manager

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

Typed Name: \_\_\_\_\_

Title: \_\_\_\_\_

## 1. **Problem Statement**

San Francisco has one of the highest concentrations of seniors living independently, and is home to an increasingly aging population. In fact, according to the 2010 Census, 14% (or 112,833) of San Francisco's population is 65 or older and is expected to grow by 100% by the year 2020. These older adults include a high concentration of non-English speaking seniors (over half of reported San Francisco elder abuse victims are minorities and almost one-third are non-English speaking), LGBT seniors, and a higher than average percentage of individuals with disabilities, 44% of whom are non-institutionalized disabled. San Francisco has a diverse elder population, and this diversity means we have diverse needs that can poses challenges in service delivery. In 2015, the Elder Abuse Program (EAP) served 311 victims of crime over the age of 60.

The San Francisco District Attorney's Office Victim Services Division has a successful Elder Abuse Program (EAP) submitted for continued funding with Cal OES at this time. This program has been in existence for the last 5 years and has served hundreds of elder victims in San Francisco with a specialized team of advocates, an assistant district attorney and strong partnerships with elder service agencies including Adult Protective Services, San Francisco Consortium for Elder Abuse Prevention and the Institute on Aging Collaborative making up the Elder Forensic Program in San Francisco. The San Francisco District Attorney's Office was a key facilitator in launching this collaborative program. We continue to be active members with key staff members attending case review, subcommittee and steering committee meetings regularly. Although this group has been successful in coordinating services on elder abuse cases, we have identified new areas of need for elders and are working to expand this team's scope to target the growing population of elderly homeless in San Francisco.

**b. Unique challenges/needs**

Building on these comprehensive strategies discussed above, we have identified two important gaps in services and resources that directly affect our elder and dependent adult population: Financial Crime and Pedestrian Fatalities. Seniors affected by financial abuse, whether from scams, fraud or abuse from relatives and caregivers, have little support for immediate needs like money pay bills, purchase medication or pay rent. The California Victims Compensation program does not cover financial abuse, even though elderly and dependent adult are disproportionately victimized by this crime and often suffer significant effects, even from small monetary losses. In San Francisco Seniors are also at high risk for pedestrian deaths, as many seniors walk and take public transportation in San Francisco instead of drive.

**c. Prevalence of elder abuse in the proposed service area**

**Financial Abuse**

Financial Abuse for elders is a prevalent and growing problem. In 2015, the San Francisco District Attorney’s Victim Services Division worked on 12 cases involving elder financial abuse. Between 2008 and 2012, we worked with 110 elderly who were victims of a travel scam, in 2013 and 2014 we worked with 8 elderly Asian victims of Blessing Scams, and we are currently working with a new case of bank teller fraud which may yield dozens of victims as the case unfolds. Financial abuse can take many forms, financial exploitation, criminal fraud and care giver abuse.

**Financial exploitation is** defined as when misleading or confusing language is used, often combined with social pressure and tactics that take advantage of cognitive decline and memory loss in seniors, to obtain consent to take his or her money.

- Hidden shipping and handling or subscriptions
- Work-from-home schemes
- Quick weight loss or dietary products
- Excessive gifts
- Misleading financial advice

**Criminal fraud** is defined as scams or cons that target seniors and trick them into paying or giving money under false pretenses or use/steal identity.

### *Scams*

- Grandparent scam
- Nigerian prince emails
- Fake lottery winnings or government grants
- Sweetheart scam
- Mortgage scams
- Immigration scams
- IRS scams
- Travel scams

### *Identity Theft*

- Opening new credit cards, bank accounts, or payday loans
- Car title or home equity loans on your property
- Using card data gained by phishing, in data breach, or from the mail

**Caregiver Abuse** is defined as deceit or theft enabled by a trusting relationship, typically a family member but sometimes a paid helper, friend, lawyer, accountant, or financial manager.

- Theft by family members or caregivers
- Sometimes combined with physical abuse or neglect
- Rewritten wills or powers of attorney
- Taking/filling medication
- Borrowing money

### **Pedestrian Fatalities**

San Francisco is one nation's most walkable cities, but it ranked as one of the works for walking injuries. In 2015, there were twenty-four pedestrians deaths from accidents in San Francisco<sup>1</sup>, 14 of which (58%) were seniors over the age of 60. Seniors have a five times higher fatality rate

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<sup>1</sup>

Goebel, B. "In SF, 24 Pedestrians and 5 Cyclists Were Killed in 2015, Despite Safety Efforts", KQED News, January 1, 2016.

than younger adults<sup>2</sup>. More than 50% of traffic deaths in San Francisco are from walking, compared to just 14% nationally<sup>3</sup> Just 12% of San Francisco streets account for 70% of severe and fatal traffic injuries. Issues like low visibility, no cross walks, rapid traffic signal timing greatly affect the elderly and disabled.

Fatality numbers are so that the San Francisco Municipal Transportation Agency (SFMTA) developed the Vision Zero Coalition to try and eliminate all serious traffic injuries and fatalities in San Francisco by 2024. The project is working to improve streets and sidewalks, but does little to educate the public about traffic safety, particularly seniors who are at high risk. An additional challenge is that about ½ of the pedestrians killed were Asian elderly and many spoken only Cantonese or Mandarin, so public education has to be provided in multiple languages.

**d. Describe the need for services to elder and dependent adult victims**  
**Financial Abuse**

Financial abuse frequently results in reduced emotional and physical health for seniors. People often assume that those perceived as most vulnerable, widows, the very old, people with severe memory loss—are at greatest risk. In fact, risk equals vulnerability plus exposure. Seniors who are young, urban, and college-educated lose more money than those who are not. Financial abuse can be devastating for those living on a fixed income or low-income seniors.  
<sup>4</sup>Nationally more than 954,000 seniors are currently skipping meals as a result of financial abuse. Even small losses can be a sign of underlying vulnerability. What seems like an isolated incident is often the first step in a financial exploitation progression. A senior who lost as little as \$20 in a year to exploitation could be expected to lose \$2,000 a year to other types of fraud. A person who receives just one telemarketing phone call per day is likely to experience three times as much financial loss as someone who receives no or only occasional telemarketing

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<sup>2</sup> Goebel, B. "San Francisco to Focus on Most Danger Intersections for Pedestrians", KQED News, March 6, 2014.

<sup>3</sup> Vision Zero San Francisco Two Year Action Strategy for Eliminating Traffic Deaths by 2024. February 2015.

<sup>4</sup> The True Link Report on Elder Financial Abuse 2015

calls. Typically, victims do not know to whom they should report the fraud, feel that reporting is likely to be useless, or are ashamed about having been duped. Other victims may not report incidents because they hold onto hope that they'll get their money back (or what they were promised), or they fear retaliation.

### **Pedestrian Fatalities**

Many older pedestrians face physical challenges such as declining vision, decreased physical fitness and flexibility, decreased ability to focus attention and decreased reaction time. These limitations put seniors at greater risk. The higher fatality rates suffered by senior pedestrians can be attributed to four factors:

- Older pedestrians are less likely to survive a collision;
- Existing pedestrian infrastructure, such as the duration of crosswalk signals, ignores the needs of older walkers;
- A higher proportion of older residents are walking instead of driving; and,
- Older pedestrians are less able to quickly get out of the way of on coming vehicles<sup>5</sup>.

### **e. Mission and goals of your agency and how that aligns with the goals of the XE Program**

The mission of the San Francisco District Attorney's Office Victim Services division is to ensure safety; help victims of crime mitigate the trauma of crime, navigate the criminal justice system and rebuild their lives. The proposed programs to support Elderly and Dependent Victims of Crime are directly aligned with our goals and the goals of the XE program to 1) Funding an Elder Abuse Victim Specialist solely dedicated to serving elder and dependent adults, 2) Providing and coordinating direct services for elder and dependent adult victims and 3) Implementing an outreach awareness program for victims and mandated reporters of elder and dependent adult abuse and others who come into contact with victims.

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<sup>5</sup> Older Pedestrians at Risk And How States Can Make it Safer and Easier for Older Residents to Walk Tri-State Transportation Campaign August 2012.

**f. Best Practices**

For almost 40 years, the San Francisco Victim Services Division has been successfully helping victims begin healing and rebuilding their lives. We serve more than 6000 victims every year and have learned great lessons about how to best engage, assess and assist victims in challenging times. A key best practice has been to ensure that VSD approaches are tailored to the victim and the nature of the victimization. Every year, we distribute approximately \$150 thousand dollars a year in direct funds to victim who have financial loss, but cannot be compensated by California Victim Compensation or other sources as their losses, like elder financial abuse, are not covered. We know that even small losses can have a significant impact and sometime be the catalyst for decline if not addressed. For example, if an elder's medication is stolen by a family member and insurance will not refill those prescriptions until the next month, a senior must choose to pay for those often expensive prescription or pay for other important expenses like food or rent.

Prevention education and public education campaigns are key best practices employed by our office to reduce victimization and crime. Three years ago, the "Blessing Scam" hit San Francisco. The scam targets elderly Chinese women and has been known to scam elderly women for up to tens of thousands of dollars. In 2012, there were 47 reported cases with losses in total of well over a million dollars. In 2013-2015, thanks in large part to a public education campaign; we were able to significantly reduce the number of reported events, even though other cities are now falling victim to the scam. For our work to reduce pedestrian fatalities, we are able to bring our expertise and Chinese language capacity to the existing Vision Zero pedestrian safety campaign in San Francisco to help reduce fatalities.

## **2. Plan**

The plan to provide services to elderly victims of financial abuse is to leverage and build on the existing San Francisco District Attorney's (SFDP Victim Services Division (VSD) Elder Abuse Program (EAP), which includes dedicated victim advocates and an assistant district attorney and works collaborative with the Elder Abuse Prevention Coalition. The new proposed victim advocate will be assigned to this team and focus on the issues of Elder Financial Abuse and Pedestrian Fatalities, as well as all other cases of elder abuse.

### Financial Abuse

The Victim Advocate will be assigned all cases of suspected, charged and uncharged cases of Elder Financial Abuse that come to our office. The Advocate will work closely with the Elder Abuse Assistant District Attorney, Adult Protective Service, the Institute on Aging and the San Francisco Coalition for Elder Abuse Prevention to obtain referrals for cases. The Advocate will attend bi monthly San Francisco Forensic Center case review meetings and quarterly steering committee meetings to work collaboratively on cases with Adult Protective Services, Law Enforcement and the Institute on Aging. The advocate will also build on our strong relationship the San Francisco Police Department Special Victims Unit Elder Abuse investigator to work closely on cases as they are identified and assist the victims from the reporting period through the prosecution phases. Additionally, utilizing the proposed funds, advocates will assess the need for immediate funds to support Elder Victims of financial abuse. Assessment for distribution of funds will be based on need, financial need and the inability to be funded by any other sources within 48 hours of the crime.

### Pedestrian Fatalities

The Victim Advocate will be assigned all cases of pedestrian accidents and vehicular manslaughter, and be responsible for all outreach and public education efforts around these issues. The advocate will work closely with the felony assistant district attorney, the San Francisco Police Department (SFPD) and the Medical Examiner on these cases. The SFDA

Victim Services Division has an existing agreement with the SFPD to receive notification for all vehicular deaths and homicides within 24 hours of event so that we can outreach to the victims family for support right away. The Chief of Victim Services, Gena Castro Rodriguez receives these notifications and will make initial contact with the family before referring the case to the Victim Advocate. The advocate will work with the family to arrange funeral/burial, apply for any necessary medical or mental health services, apply to California Victims of Crime Compensation (CalVCP) and provide crisis intervention counseling and support. As the case progresses, the advocate will provide information about the criminal justice process, updates on the case, support through the court process and beyond.

With our public awareness campaign, the Victim Advocate will be responsible for working with partner agencies to educate and inform seniors, service providers and the community about the risks associated with pedestrian fatalities. He/she will target the areas of San Francisco that have the highest number of pedestrian accidents and fatalities as identified by the Vision Zero Committee. The advocate will also join the Vision Zero Committee and bring our office's expertise in working with victims of crime, deploying public information campaigns to decrease crime and victimization and bring our office's vast language capacity to the work. Our full advocacy team has language capacity for Spanish, Cantonese, Mandarin, Tagolag, and American Sign Language (ASL). The advocate will be responsible for organizing outreach and education events through out the events.

**a. Number to be served**

During the two-year grant period, we propose to serve 150 victims with direct services, and 3000 elders with the outreach campaigns. Below are the numbers per year.

Financial Abuse- We will serve approximately 100 victims with direct services and reach more than 1500 seniors with outreach and education in the community.

Pedestrian Fatalities- We will serve approximately 50 victims and family members through direct services and more than 1500 senior with the outreach and education in the community.

**b. Elder Abuse Victim Specialist**

We are requesting funding for an additional Elder Abuse Victim Advocate to add to the Elder Abuse Program Team. In addition to the information provided above for the work scope of the Victims Advocate, below is a detailed listing of his/her responsibilities.

- Provide case management for victims served under the XE Program
- Coordinate the multidisciplinary team that responds to elder and dependent adult abuse cases, including scheduling meetings and serving as the point of contact for the multidisciplinary team members
- Assist with the development of protocols for responding to elder and dependent adult victims
- Provide consultation and outreach materials for those that may come into contact with elder and dependent abuse victims
- Collect and report data for required Office for Victims of Crime (OVC) and Cal OES progress reports

**c. Building capacity of an existing multidisciplinary team.**

The San Francisco's District Attorney's Office is a founding member of the San Francisco Elder Abuse Prevention Coalition under the Institute on Aging. The work of the coalition is to work with Law Enforcement, District Attorney, Victim Services Division, Adult

Protective Services, and Community Based Agencies to prevent delays and gaps in service coordination, evidence collection and criminal investigation that could otherwise negatively affect the outcome for victims of abuse.

**d. Representation on the multidisciplinary team**

Our Chief of Victim Services Division and Managing Attorney of the Elder Abuse Prosecution Unit attend the quarterly steering committee meetings and advocates from the Elder Abuse Program Team and the Elder Abuse Assistant District Attorney attend the bi-monthly case review meetings.

**e. Timing of meetings**

Bi-Monthly Case Review Meetings- Attended by Police, City Attorney, District Attorney, Victim Advocates, Adult Protective Services, The Institute on Aging, Long Term Care Ombudsman and service providers. Agency updates and cases are discussed.

Quarterly Steering Committee Meetings.- Attended by Police, City Attorney, District Attorney, Victim Advocates, Adult Protective Services, and The Institute on Aging. Decision regarding vision, mission and Forensic Center activities are reported on, discussed and decision are made regarding work and needs.

**f. Public awareness and education/outreach**

Elder Financial Abuse- The Victim Advocate will take the lead on the proposed public education plan, in collaboration the SFDA Communication and Policy Teams. We will partner with 10 Senior Service providers to present information on financial abuse including prevention information. Last year, we were able to engage more than 300 seniors at 10 sites on one day of outreach. Advocates will hand out information in regular and large print, in Spanish, Cantonese and English regarding important crime prevention information. Additionally, we will hand out multi language screen-printed re-usable bags to seniors with important crime prevention information and contact information for law enforcement and victim's services. We have used

these bags for Blessing Scam campaigns in the past with great success. Elder continue to use the bags and have then information long after the campaign.

**Pedestrian Fatalities-** Our plan is to conduct a comprehensive public awareness campaign to address the high risk of pedestrian fatalities for elders. We will also specifically target the Elder, Monolingual, Asian community as they are disproportionately at risk in San Francisco. The campaign will include bill boards in the highest impact pedestrian fatality neighborhoods including Chinatown, front page weekend print ads with safety information and campaign messages, radio adds and public service announcements, and in person outreach. For the in person outreach, the Victim Advocate will be responsible for organizing presentations at community meeting, neighborhood associations, and community based service providers to reach elders and community members with this education campaign. We have worked successfully with SF SAFE safety awareness program to reach community in similar events over the past several years.

**g. Assessment of services**

The Victim Services Division has a one page assessment that gives us a brief look at service needs so that we can make referrals to community based service providers. For elder victims of crime, we then attend bi monthly case review with the Elder Abuse Prevention Coalition to coordinate services and review plans. We have an memorandum of understanding with the coalition that addresses each partner's roles and responsibilities.

**h. Plan for financial exploitation**

Our plan to implement services to help victims recover from financial exploitation includes direct services and emergency financial assistance. The Victim Advocate will take the lead on working directly with victims on financial abuse issues. He/she will be assigned all financial exploitation, fraud and caregiver abuse. Each client will receive comprehensive

services to assess their needs, receive referral to services and resources, support through the criminal justice system and crime prevention information. One area we have been very successful in with these victims is to help them decrease their future vulnerability by getting on the do not call or mail list, notifying the postal service or other entities about scams, reporting scams, fraud or abuse, and taking steps to protect identity and private information.

For those victims who have critical losses due their victimization, we will assess their needs, financial capacity and ability to access resources from other sources. If it is determined that the victim has direct crime related losses not covered by other sources within 48 hours of the crime, the Advocate will apply to for funds up to \$1,500 from the Emergency Assistance Fund to pay for items such as food, clothing, taxis, prophylactic and non prophylactic medication, medical equipment, health care items including glasses, dentures, hearing aids, and other items as need. If funds are provided directly to a victim, we follow the procedures outlined in the Subrecipient Handbook § 2235.2.

### **i. Evaluation**

Our office currently uses the DAMION case and data management system for all cases. This system allows us to track our daily work, collaborate with assistant district attorney's and law enforcement, and gather data on our cases. We use this data on a regular basis to manage caseloads, contract and grant outcomes and direct resources. We plan to add specific data points to our system to accommodate the proposed services in this grant and will be able to use the system to analyze data regarding the progress of our work. We will comply with all quantitative and qualitative data required for reporting. Additionally, we engage in monthly District Attorney Statistical Reviews (DA STAT) reporting to the District Attorney and produce and annual and semi annual report on status of all work in the Victim Services Division which will include the proposed XE program services and objectives.

## **j. Networking**

The Victims of Crime Division (VSD) receives referrals from multiple city agencies, community based services providers and law enforcement. We have more than twenty signed operational agreements with key partners throughout San Francisco. In addition, SFDA's VSD is an active participant in multiple local public social service networks to promote coordinated victim services efforts in the community including: Elder Abuse Prevention Coalition, Domestic Violence Coalition, Anti Human Trafficking Coalition and the Family Justice Council. The DA's office also leads multiple community based committees to inform our services including Women's, Latino, African America, Middle Eastern, and Formerly Incarcerated Committee. The most valuable partner in our Elder and Dependent Adult work is our partnership with the San Francisco Coalition to End Elder Abuse which includes members from the SF Police Department, District Attorney's Office, Victim Services Division, Adult Protective Services, The Institute on Aging and Community Services Providers. We are a founding members and active in both the bi monthly case review and quarterly steering committee meetings.

## **k. Direct victim services**

Direct Services: The Victim Advocates provide the following direct services to all victims of crime, on charged and uncharged cases.

1. Crisis Intervention and Counseling- in person or via telephone, includes referrals to mental health professionals.
2. Criminal Justice Support and Advocacy-provide assistance with:
3. Accompaniment to criminal justice offices and court
4. Transportation to criminal justice offices and court
5. Assist victims in obtaining child care to enable a victim to attend court
6. Assistance with victim impact statements

7. Crime Victim Compensation Benefits- Assistance filling out application, submitting application and form, and working with claim specialists to secure approval.
8. Emergency Assistance- financial intervention for victims related needs, provided directly to victims, and following the procedure outlined in the Recipient Handbook § 2235.2.
9. Referrals- Assessment of needs and referral to comprehensive medical care providers, mental health treatment facilities, county social services and child protective services agencies, other domestic violence centers, rape crisis centers, and victim/witness assistance centers.
10. Outreach- Conduct outreach and education activities to increase access to services and inform victims of their rights.

### **3. Capabilities**

#### **a. Expertise in serving elder and dependent adult victims**

San Francisco District Attorney's Office (SFDA) Victim Services Division (VSD) has had a specialized elder abuse unit for the last twelve years. This unit has an impressive track record of addressing the needs of senior victims of violent crime and working closely with public safety and community-based partners. Elder abuse victims receive streamlined services from initial referral through case adjudication, closure, and beyond; and benefit from the policy advocacy activities team.

#### **b. Capacity to implement each of the XE Program Components**

Elder Abuse Victim Advocate- The SFDA VSD has more almost forty years of providing victim services to the City and County of San Francisco and has had an Elder Victim Abuse Specialty team with expertise in elder and dependent adult cases, victim services and the criminal justice system for the last twelve years. Utilizing a vertical prosecution/service delivery model, we deliver uninterrupted service from the same advocate from the intake to case conclusion phase of the work. We have worked collaboratively with public and private entities on thousands of cases.

Elder Abuse Victim Advocates will:

- Provide case management for victims served under the XE Program
- Coordinate with the multidisciplinary team that responds to elder and dependent adult abuse cases
- Assist with the development of protocols for responding to elder and dependent adult victims
- Provide consultation and outreach materials for those that may come into contact with elder and dependent abuse victims

- Collect and report data for required Office for Victims of Crime (OVC) and Cal OES progress reports

Multidisciplinary Collaboration – The Elder Abuse Victim Advocate will work to expand the capacity of the San Francisco Coalition Against Elder Abuse multidisciplinary team to address the rights and services need of elder and dependent adult victims of crime in San Francisco. The Coalition includes members from the police department, district attorney’s office, victim services division, adult protective services, the Institute on Aging, the Ombudsman and community service providers. The Coalition meets 48 times per year for case review and 4 times per year for steering committee. The coalition

Works with elder service providers

Evaluates how the community is serving elders and dependent adult victims, identifies gaps in services and how to address gaps, coordinates communication, develops guidelines and confidentiality agreements, provide education and outreach to professionals and the public, assist in financial recovery for victims of exploitation and fraud. Operational Agreements from individual members and the coalition are included in the packet.

### **c. Access**

Elder abuse victims are referred in four ways: 1) law enforcement, 2) assistant district attorneys, 3) self-referred, and 4) referred by partner agencies. We have a close working relationship with the Special Victims Unit of the San Francisco Police Department (see signed operational agreement attached). When inspectors receive a report or are investigating a crime, they give victims our information and they notify us and give us the victims contact information. We follow up with the victim within 24 hours to begin services. We meet regularly with the Captain of the unit and inspectors to ensure we are meeting the needs of victims. We also work closely with the Elder Abuse Assistant District Attorneys. Our advocates are co-located in their unit so that they can work together and collaboratively on cases. In addition to all of the services

we provide from crisis intervention to court support and referrals, elder abuse advocates play a key role in translation as we have a diverse team of advocates. We also work closely with our DA White Collar Crime and Fraud Unit Investigation Team who often refer victims who have experience financial fraud and abuse. We work closely with these victims to help them access services, though there are few resources for this type of crime, which is the purpose of the capacity building in this proposal. Finally, many victims self-refer and just call walk into our offices for services, particularly following our outreach efforts. Many never reported their abuse out of fear or lack of information about who to report to, so they are coming to us with little information and many questions. These victims need significant time, patience and resources, and our staff are specifically trained to work and address their specific needs and challenges.

**d. Capacity to provide the required services in first six months**

As this proposal is to build on current capacity, we can begin services immediately. While hiring the additional dedicated staff member, we can begin the work with other advocates already assigned to the elder abuse team. Additionally, we have a communications team at the DA's office which will assist with the education and outreach campaign. We also have a full finance team that will take the lead on distribution of funds for the elder victims of financial fraud. Assistant Chief of Victim Services Jackie Ortiz will be responsible for ensuring we begin services immediately, hiring and training new staff, and ensuring outcomes are reported in a timely manner.

**e. Experience working with other agencies/organizations**

The San Francisco District Attorney's Office played a key role in developing the Elder Abuse Prevention Collaborative. The DA's office identified the need for collaboration of law enforcement, Adult Protective Services, District Attorney's Office and service providers. Our office understood that working with elderly victims is especially challenging if partners are not working together collaboratively. Physical, Cognitive, Psychological and Relational challenges of elders all contribute to the need for specialized services. We have had a dedicated team for the

approximately twelve years and we have been working with the Elder Abuse Prevention Collaborative since its inception more than ten years ago. We also have long standing partnerships with both the Special Victims Unit of the Police Department and Adult Protective Services. Additionally, last year we provided more than 30 presentations to elder services health, mental health and living facilities about victim services and financial crime prevention. We have partnerships with every major service provider for elder services in every neighborhood in San Francisco.

Elder abuse, particularly elder financial abuse has been an important issue for DA George Gascon and this office for the past the past six years of his term. Our office devotes resources from assist district attorney, investigators, victim services and our communications team to address the problem.

**f. Experience addressing barriers**

San Francisco is an extremely diverse community with dozens of ethnic, culture, and language groups in need of services. We have built our services and teams in response to this need and have developed training and protocols to reflect the clients we serve. To begin, our victim services unit has language capacity for Spanish, Cantonese, Mandarin, Tagalog, Vietnamese, and American Sign Language. We have translated our forms and letters into multiple languages to meet the needs of victims, and often serve as interpreters for law enforcement, assistant district attorney's and the courts. Additionally, all of our staff are trained in Cultural Humility, a framework for understanding our own unique identity and that of those we work with. The model takes special attention to understand implicit bias, microaggressions and power dynamics. We hire a diverse staff of advocates who reflect the community we serve, more than 90% of our people of color.

Staff also receive specialized training in working with elderly and dependent adults. They learn about the dynamics of power and abuse that come from victims who are often reliant on

others to care for them, and how this can contribute to dependence and fear of reporting. Staff are also trained in identifying potential cultural and language barriers that can prevent victims from coming forward. Our staff have office hours at multiple community based organizations throughout the city in order to meet victims in the spaces and neighborhoods they are most comfortable in. We have partnerships with agencies throughout the city who provide services in multiple languages. We also are currently developing extensive partnership with disabled service providers in the community to better serve disabled victims of crime.

**g. Existing protocols for responding to elder and dependent adult victims**

The SFDA Victim Service Division has extensive protocols for responding to elder and dependent victims. These protocols were developed in partnership with prosecutors, law enforcement and adult protective services. We all sit on the San Francisco Family Justice Committee for Domestic Violence and Elder Abuse, overseen by the Mayor's Office, and report monthly regarding our work, data and outcomes. We submit data annually for the Family Justice Report and participate in the Elder Abuse subcommittee, which works on protocols and policies affecting the every-day work of the members. Some examples of recent work of this committee include developing the protocols and policies for the Elder Death Review team and improving response and communication between police and adult protective services on abuse cases. The Elder Death Review team is fashioned after our long running Domestic Violence Review team and it allows us to closely and collaboratively examine a case that resulted in death for a victim so that the multiple system members at the table can improve their protocols for working with victims. The Elder Abuse Managing Attorney and Chief of Victim Services sit on this team.

**h. Qualifications**

The Victim Advocate assigned for this position will have fluent second language capacity (Spanish, Cantonese or Vietnamese), will have at least two years of experience working in elder services. At least a bachelor's degree in social work, psychology or other related field and advanced training in working with elders, dependent adults and disabled.

**Budget Narrative**

Budget Period: 7/1/2016 – 6/30/2018 (2 years)

**A. PERSONAL SERVICES****\$254,173**

Two victim advocates (8129 Victim Witness Investigator I) @ 1.4 FTE will be assigned to this grant and will be responsible for direct client services, day-to-day coordination with partner agencies, data tracking, trainings to community-based organizations, coordinating Division administrative functions and communications, and the completion of required program reporting. The victim advocates will also provide case management for victims served under the XE program, coordinate the multidisciplinary team that will respond to elder abuse cases, provide consultation and outreach to elders, and collect and report on data related to services provided.

The Deputy Chief of Victim Services (0923 Manager II) will be responsible for the supervision of the assigned Elder Abuse victim advocates, as well as the day-to-day oversight of the project. She is responsible for ensuring the goals and objectives of the grant are met, ongoing of training of all staff members and oversees all outreach and education programs. She is budgeted at 0.05 FTE as a cash match. In addition, volunteer hours of 2,063 hours will be used as an in-kind match.

Standard fringe benefits are allocated to the grant and include social security, Medicare, retirement, state unemployment compensation insurance, long-term disability, dependent coverage, and health and dental coverage for a total fringe cost of \$93,692, a portion of which will be a cash match.

**B. OPERATING EXPENSES****\$145,827**Public Awareness Campaigns

A large portion of the XE program will be to conduct outreach to the elder population regarding financial abuse and pedestrian safety. A mix of print, radio, billboards, and outreach materials will be used and is estimated at \$87,000 to include graphic designer and translation services. Brochures and re-usable bags will be used for outreach and education in the community at in person events to be held at elder service agencies, community events and information sessions. The goal is to decrease elder pedestrian risk and increase safety.

Description	Quantity	Per unit cost	Total
Sing Tao Weekly, full page ad	4	\$2,000	\$8,000
San Francisco Examiner, ad	4	\$3,500	\$14,000
FM 96.1 Mandarin Radio, ad	4	\$1,000	\$4,000
KGO Radio, ad	4	\$1,000	\$4,000
Billboard (3 billboards @ 3 locations x 4 times)	3	\$12,000	\$36,000
Bags	3,000	\$2	\$6,000
Brochures	1,500	\$2	\$3,000
Graphic Designer	1	\$10,000	\$10,000
Translation of materials	1	\$2,000	\$2,000

Emergency Financial Assistance

Critical losses due to crime victimization will be assessed along with financial need and ability to access resources from other sources. If determined that the victim has direct crime related losses not covered by other sources within 48 hours of the crime, the advocate will apply to for funds up to \$1,500 from the Emergency Assistance Fund to pay for items such as food, clothing, taxis, prophylactic and non-prophylactic medication, medical equipment, health care items including glasses, dentures, hearing aids, and other items as need. The

Emergency Financial Assistance fund is budgeted at \$1,500 per victim x 20 victims for a total cost of \$30,000.

Travel

The mandatory Project Director's meeting is budgeted for 4 staff @ \$1,000 and includes transportation, lodging, and per diem for a total travel cost of \$4,000.

Indirect

Indirect costs are budgeted at 10% of direct salaries. Total direct salary @ \$198,274 x 10% = \$19,827.

Audit

Audit costs are budgeted at 1% of the total project cost. Total project cost @ \$500,000 x 1% = \$5,000.

**C. EQUIPMENT**

No equipment is budgeted for the grant period.

## **SIGNATURE AUTHORIZATION INSTRUCTIONS**

The Project Director and Financial Officer are **REQUIRED** to sign this form and submit it with the Grant Subaward Forms package. The Subrecipient may request signature authority in addition to the designated Project Director and/or Financial Officer. Space is provided for the addition of up to five (5) additional authorizations for the Project Director or Financial Officer.

No single individual may be authorized to sign for both the Project Director and the Financial Officer. **The Project Director and/or Financial Officer authorize the person(s) identified on the form to sign on their behalf on all grant-related matters.**

**SIGNATURE AUTHORIZATION**

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

Subrecipient: \_\_\_\_\_

Implementing Agency: \_\_\_\_\_

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

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

\***Financial Officer:** \_\_\_\_\_

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

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

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

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

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

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

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**BUDGET CATEGORY AND LINE ITEM DETAIL**

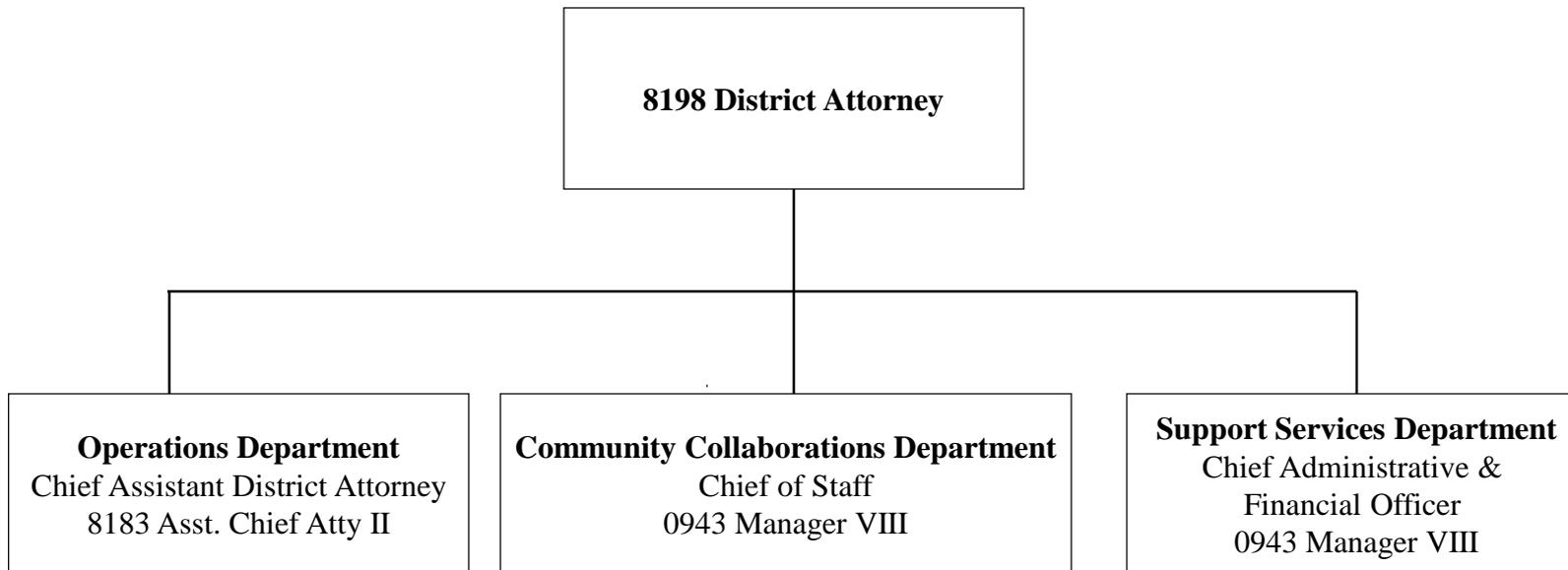
Subrecipient: San Francisco District Attorney					Subaward #:		
A. Personal Services – Salaries/Employee Benefits					VOCA 15	VOCA 15 Match	COST
	Biweekly	# of Pay Periods	FTE	TOTAL			
8129 Victim Witness Investigator I	\$2,534	52.10	1.4	\$184,830	\$184,830		\$184,830
Fringe Benefits (Mandatory & elective fringe benefits include social security, disability, retirement, health, dental, dependent coverage, unemployment, etc.)	48%			\$88,718	\$69,343	\$19,375	\$88,718
0923 Manager II	\$5,161	52.10	0.05	\$13,444		\$13,444	\$13,444
Fringe Benefits (Mandatory & elective fringe benefits include social security, disability, retirement, health, dental, dependent coverage, unemployment, etc.)	37%			\$4,974		\$4,974	\$4,974
Volunteer Hours Match @ 8129 Step 1	Hourly Rate \$30.15	# hours 2,063		\$62,207		\$62,207	\$62,207
<b>Personal Section Totals</b>					\$254,173	\$100,000	\$354,173
<b>PERSONAL SECTION TOTAL</b>							\$354,173

**BUDGET CATEGORY AND LINE ITEM DETAIL**

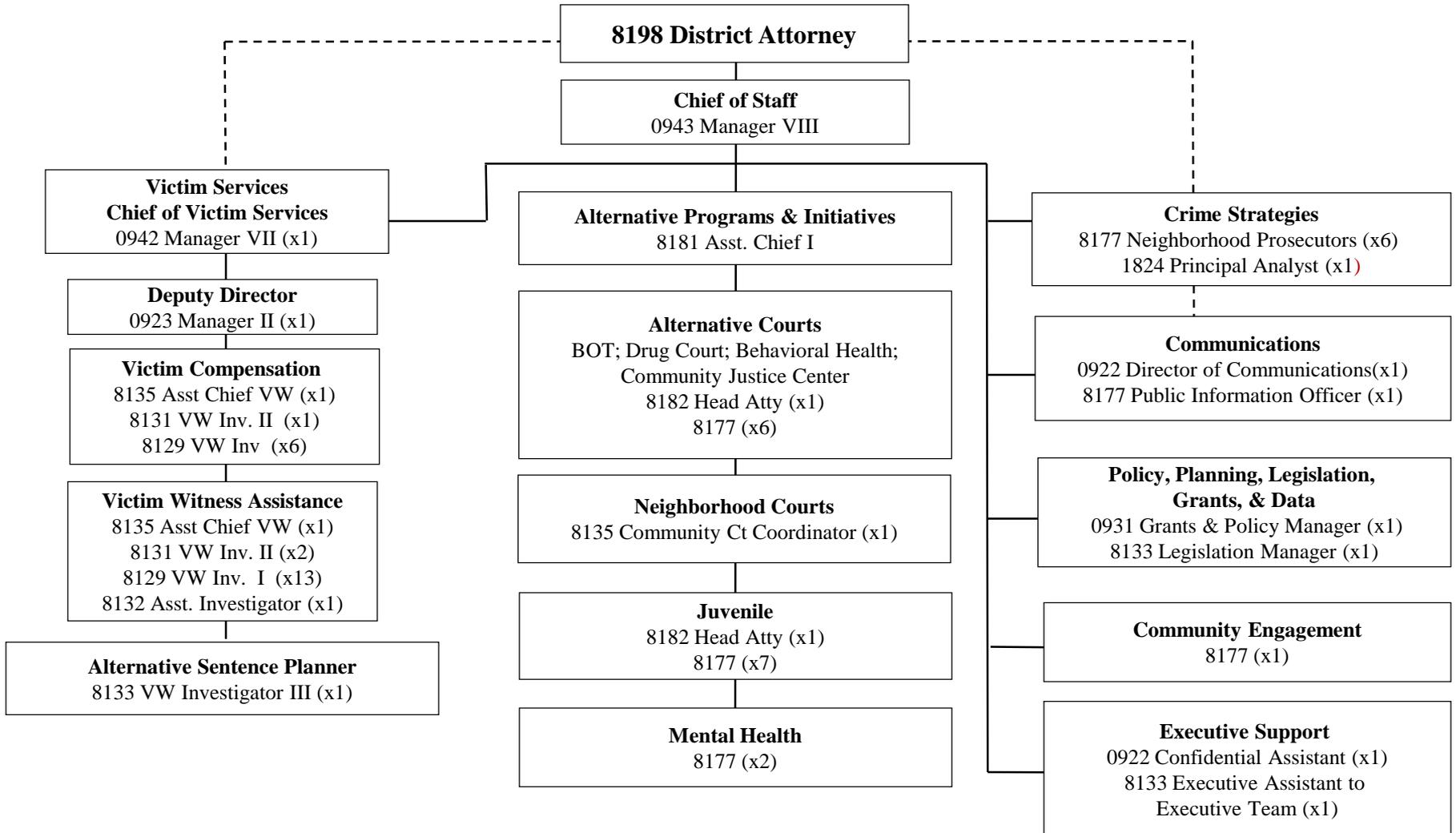
Subrecipient: San Francisco District Attorney				Subaward #:			
B. Operating Expenses				VOCA 15	VOCA 15 Match	COST	
	Quantity	Per unit cost	Total				
Public Awareness Campaigns:							
<i>Print</i>							
Sing Tao Weekly, full page ad	4	\$2,000	\$8,000	\$8,000		\$8,000	
San Francisco Examiner, ad	4	\$3,500	\$14,000	\$14,000		\$14,000	
<i>Radio</i>							
FM 96.1 Mandarin Radio, ad	4	\$1,000	\$4,000	\$4,000		\$4,000	
KGO Radio, ad	4	\$1,000	\$4,000	\$4,000		\$4,000	
<i>Billboard</i>							
Billboard (3 billboards @ 3 locations x 4 times)	3	\$12,000	\$36,000	\$36,000		\$36,000	
<i>Outreach Materials</i>							
Bags	3,000	\$2	\$6,000	\$6,000		\$6,000	
Brochures	1,500	\$2	\$3,000	\$3,000		\$3,000	
Graphic Designer	1	\$10,000	\$10,000	\$10,000		\$10,000	
Translation of Materials	1	\$2,000	\$2,000	\$2,000		\$2,000	
Emergency financial assistance for victims	20	\$1,500	\$30,000	\$30,000		\$30,000	
Project Director's Meeting (transportation, hotel, per diem)	4	\$1,000	\$4,000	\$4,000		\$4,000	
Indirect (10% of direct salaries)				\$19,827		\$19,827	
Audit (1% of project cost)				\$5,000		\$5,000	
<b>Operating Section Totals</b>				\$145,827	\$0	\$145,827	
<b>OPERATING SECTION TOTAL</b>						<b>\$145,827</b>	



# San Francisco District Attorney Executive Staff Organizational Structure

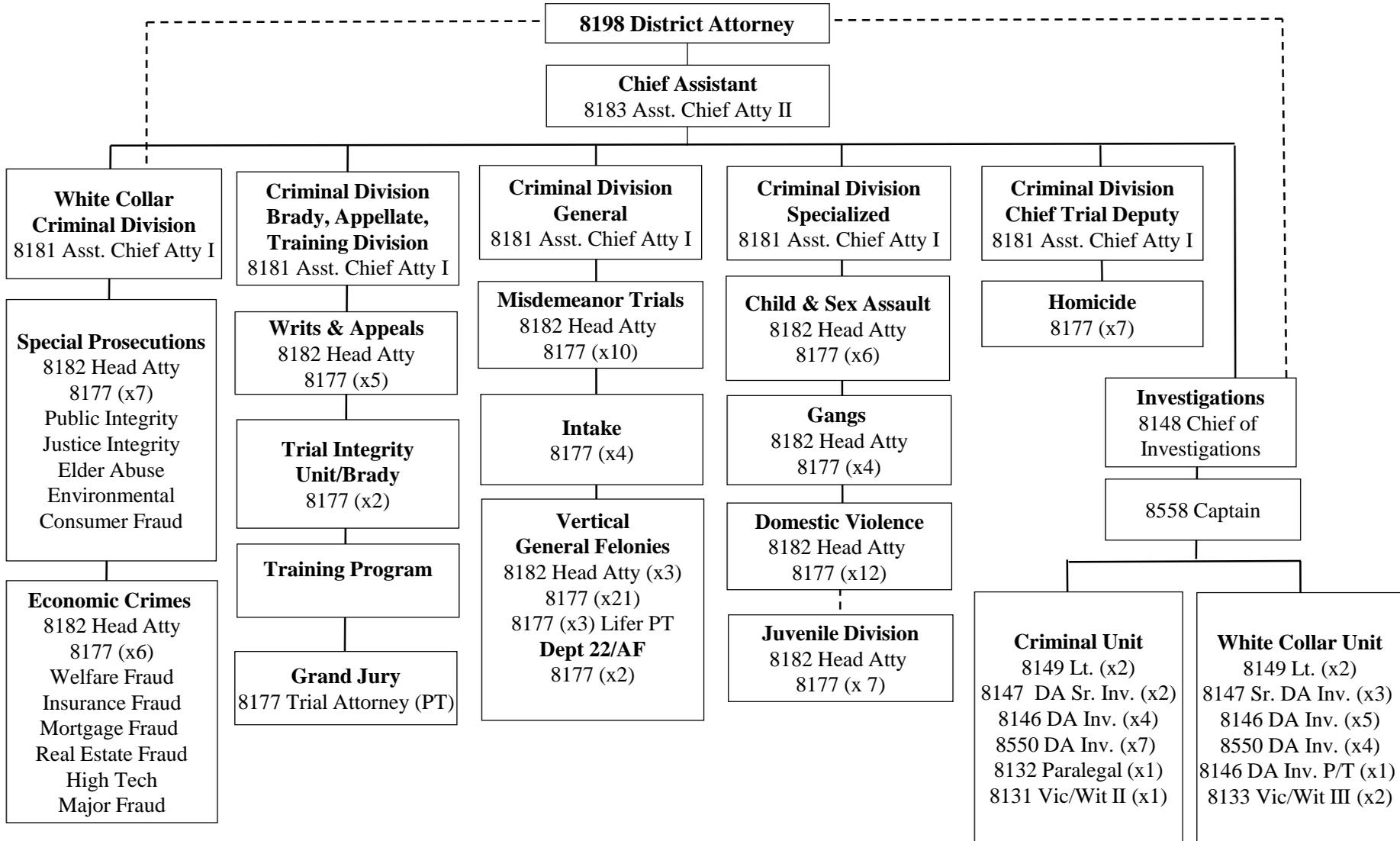


# San Francisco District Attorney Community Collaborations Organizational Structure

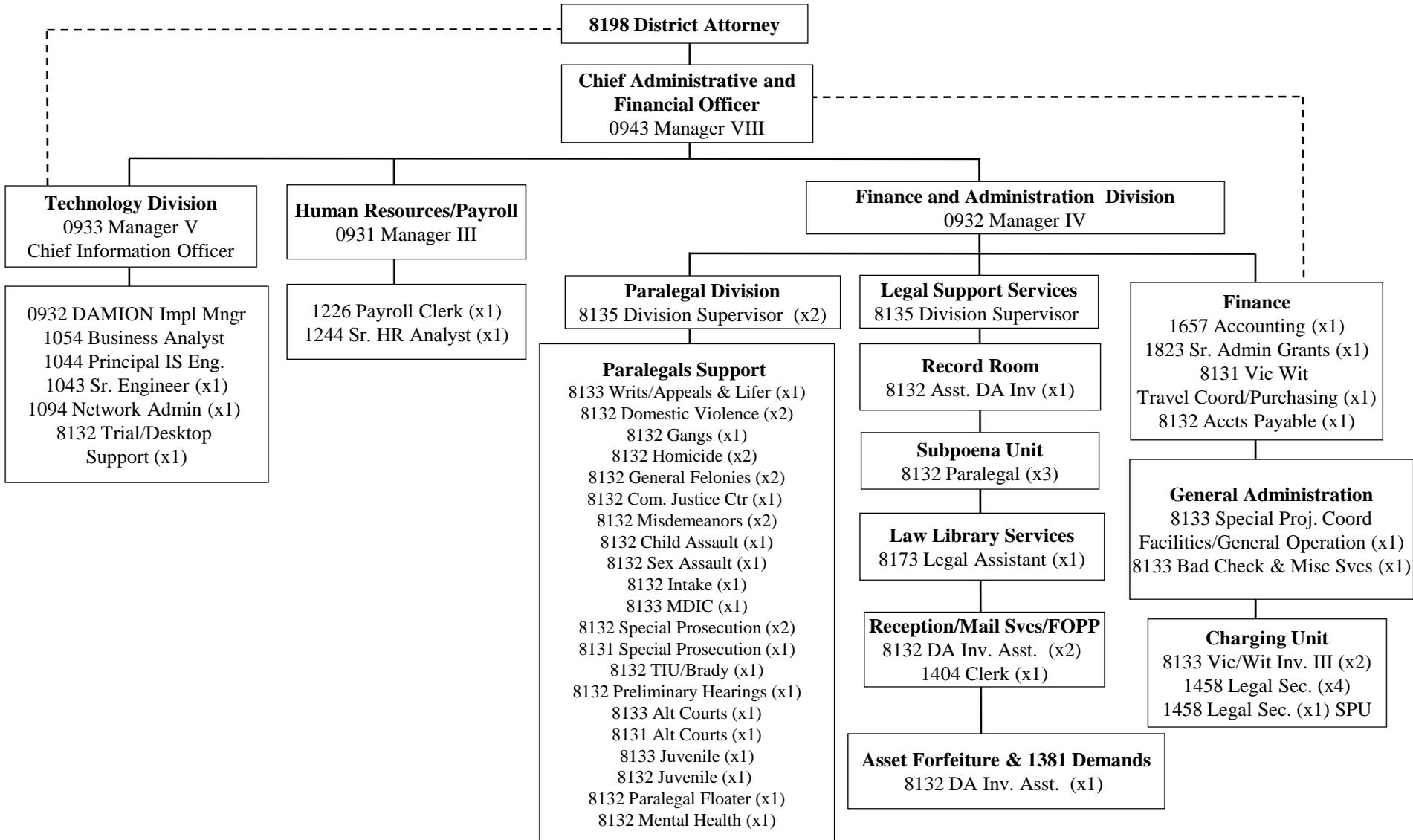


# San Francisco District Attorney

## Operations Department Organizational Structure



# District Attorney Support Services Organizational Chart



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

## OPERATIONAL AGREEMENT

The San Francisco District Attorney's Office has operational agreements with the following:

	<i>Agencies/Organizations</i>	<i>Date OA signed</i>	<i>Dates of OA FROM:</i>	<i>Dates of OA TO:</i>
1.	San Francisco Consortium for Elder Abuse Prevention	08/06/2015	07/01/2015	06/30/2018
2.	San Francisco Police Department Special Victims Unit	07/29/15	07/01/2015	06/30/2018
3.	Community United Against Violence	07/01/15	07/01/2015	06/30/2018
4.	Child and Adolescent Sexual Abuse Resource Center	04/23/2012	07/01/2015	06/30/2018
5.	San Francisco Suicide Prevention	06/04/2015	07/01/2015	06/30/2018
6.	Asian Women's Shelter	02/03/16	07/01/2015	06/30/2019
7.	San Francisco Adult Probation Department	08/06/15	07/01/2015	06/30/2018
8.	San Francisco Rape Treatment	08/04/15	07/01/2015	06/30/2018
9.	St. Vincent De Paul Society/Riley Center	06/05/15	07/01/2015	06/30/2018
10.	Department of Aging and Adult Services/ Adult Probation Services	06/31/2015	07/01/2015	06/30/2018
11.	Glide Foundation Women's Center	07/16/2015	06/05/2015	06/30/2018
12.	Safe Start	06/15/15	07/01/2015	06/30/2018
13.	San Francisco SAFE	06/15/16	09/01/2015	06/30/2018
14.	Chinese Newcomers Service Center	06/08/15	07/01/2015	06/30/2018
15.	La Casa de las Madres	06/13/2014	07/01/2014	06/30/2017
16.	Community Resource Room at the Women's Building	03/19/2014	03/17/2014	03/31/2016
17.	San Francisco Department of Child Support Services	07/18/2013	07/01/2013	N/A
18.	Federal Victim Witness Assistance Program	04/10/2014	02/01/2014	01/31/2017
19.	Mission Neighborhood Center	06/16/2014	07/01/2014	06/30/2016
20.	San Francisco Women Against Rape	05/06/14	07/01/2014	06/30/2017

# Operational Agreement

## PURPOSE

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

## PARTIES TO THIS AGREEMENT

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

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

## RIGHTS AND RESPONSIBILITIES

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

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

## DURATION

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

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

Date

8/6/15

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

Date

## Operational Agreement

### PURPOSE

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

### PARTIES TO THIS AGREEMENT

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

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

### RIGHTS AND RESPONSIBILITIES

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

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

### DURATION

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

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

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

# Operational Agreement

## PURPOSE

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

## PARTIES TO THIS AGREEMENT

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

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

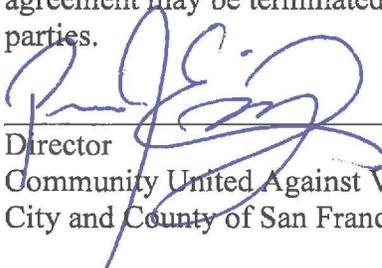
## RIGHTS AND RESPONSIBILITIES

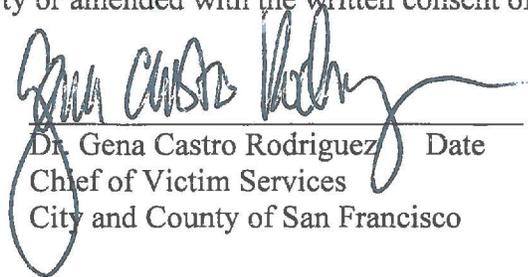
By signing this operational agreement, each party agrees to the following:

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

## DURATION

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

 7/1/15  
 Director Date  
 Community United Against Violence  
 City and County of San Francisco

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





# Operational Agreement

## PURPOSE

This operational agreement stands as evidence that **Asian Woman's Center** and **Victim Services of the San Francisco District Attorney's Office**, in the spirit of cooperation and collaboration, intend to work together towards the mutual goal of providing maximum available assistance for domestic violence survivors and their children. Both agencies believe the implementation of the **Asian Woman's Shelter** application, as described herein, will further this goal. To this end, each agency agrees to participate in the program, if selected for funding, by coordinate/provide the following Services:

- Victim Services and Asian Women's Shelter will work together to provide criminal justice advocacy to the Asian Women's Shelter clients in a timely manner.
- Victim Services and Asian Women's Shelter will continue to work cooperatively to coordinate services between the two agencies.
- Victim Services will have direct access to the Asian Women's Shelter staff over the phone for referral and consultation. The Asian Women's Shelter will coordinate language services as its appropriate, whenever possible

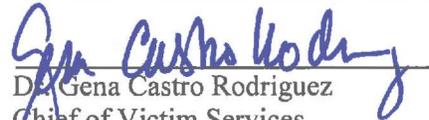
This agreement shall remain in effect from July 1, 2015 to June 30, 2018, unless ended by either party.

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

For Asian Women's Shelter

  
\_\_\_\_\_  
Elizabeth Kirton  
Executive Director  
6/18/15  
\_\_\_\_\_  
Date

For San Francisco District Attorney's Office

  
\_\_\_\_\_  
Dr. Gena Castro Rodriguez  
Chief of Victim Services  
6/1/15  
\_\_\_\_\_  
Date

# Operational Agreement

## PURPOSE

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

## PARTIES TO THIS AGREEMENT

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

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

## RIGHTS AND RESPONSIBILITIES

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

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

## DURATION

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

*Karen Fletcher* 8/10/2015  
 Karen Fletcher Date  
 Chief Adult Probation Officer  
 City and County of San Francisco

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

# Operational Agreement

## PURPOSE

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

## PARTIES TO THIS AGREEMENT

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

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

## RIGHTS AND RESPONSIBILITIES

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

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

## DURATION

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

Alicia Boccellari 8/4/15  
 Alicia Boccellari Date  
 Rape Treatment Center, Executive Director  
 City and County of San Francisco

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

# Operational Agreement

## PURPOSE

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

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

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

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

For Riley Center

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

*St. Vincent de Paul Society*

For San Francisco District Attorney's Office

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

# Operational Agreement

## PURPOSE

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

## PARTIES TO THIS AGREEMENT

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

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

## RIGHTS AND RESPONSIBILITIES

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

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

## DURATION

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

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

8/7/2015

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

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**Glide Foundation and the  
San Francisco District Attorney's Office**

**Operational Agreement**

**PURPOSE**

This operational agreement acknowledges the cooperative working relationship between Glide Foundation Women's Center (Glide) and the Office of District Attorney George Gascón – Victim Services Division (VSD).

**PARTIES TO THIS AGREEMENT**

**Glide Foundation - Women's Center**

The Glide Women's Center is a community of women committed to helping women takes small steps towards healthier choices and happier lifestyles. The Women's Center provides outreach, drop-in support groups, intensive healing programs and therapeutic social and recreational activities. Additional Glide will provide confidential meeting space Victim Services Clinic weekly on site at Glide

**The Office of District Attorney- Victim Services Division**

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

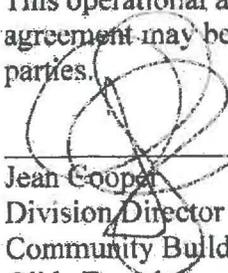
**RIGHTS AND RESPONSIBILITIES**

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

1. Glide will refer to the VSD, whenever appropriate, clients in need of court advocacy, victim compensation assistance and other services available from VSD.
2. VSD will refer clients to Glide for supportive services, whenever appropriate.
3. VSD will provide Victim Services Clinic weekly on site at Glide.
4. Both parties agree to cross-refer clients who may be appropriate for the other's services, coordinate services, and provide on-going consultation, collaboration and monthly trainings to clients.
5. Both parties agree to work together towards the larger goal of creating an accessible, coordinated system of comprehensive services for San Francisco crime victims.

**DURATION**

This operational agreement is effective from June 5, 2012 to June 30, 2015. This agreement may be terminated by either party or amended with the written consent of both parties.

  
\_\_\_\_\_  
Jean Cooper  
Division Director  
Community Building Division  
Glide Foundation

07/16/12  
Date 07/16/2012

  
\_\_\_\_\_  
Maria Bee  
Date  
Chief, Victim Services Division  
San Francisco District Attorney's Office

## Operational Agreement

### PURPOSE

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

### PARTIES TO THIS AGREEMENT

SafeStart is a city-wide program that seeks to reduce the incidence and impact of violence on young children. SafeStart delivers services, develops policies, and works to improve the systems which respond to families with young children exposed to violence.

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

### RIGHTS AND RESPONSIBILITIES

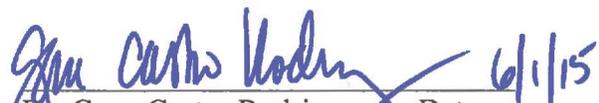
By signing this operational agreement, each party agrees to the following:

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

### DURATION

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

  
 Daniel Sapoznick Date 6/15/15  
 Program Director of SafeStart  
 City and County of San Francisco

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

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# Operational Agreement

## PURPOSE

This operational agreement acknowledges the cooperative working relationship between San Francisco SAFE (SAFE) and the Office of District Attorney George Gascón – Victim Services Division (VSD).

## PARTIES TO THIS AGREEMENT

SAFE provides crime prevention information in conjunction with the Police Department to help individuals protect themselves from crime. The services offered at SAFE include; encouraging neighborhood responsibility and public awareness in all phases of crime prevention, teaching common sense precautions, personal safety presentations and residential and commercial physical security surveys.

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

## RIGHTS AND RESPONSIBILITIES

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

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

## DURATION

This operation agreement is effective from September 1, 2012 to June 30, 2015. This agreement may be terminated by either party or amended with the written consent of both parties.

  
 \_\_\_\_\_  
 Jennifer Dhillon                      9/13/12  
 Executive Director                      Date  
 San Francisco SAFE

  
 \_\_\_\_\_  
 Maria Bee                                      9/13/12  
 Chief, Victim Services Division                      Date  
 San Francisco District Attorney's Office

# Operational Agreement

## PURPOSE

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

## PARTIES TO THIS AGREEMENT

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

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

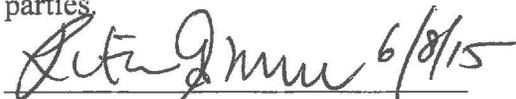
## RIGHTS AND RESPONSIBILITIES

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

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

## DURATION

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

  
 Rita Mah Date  
 Executive Director  
 City and County of San Francisco

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

# Operational Agreement

## PURPOSE

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

## PARTIES TO THIS AGREEMENT

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

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

## RIGHTS AND RESPONSIBILITIES

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

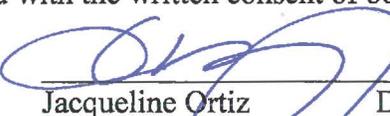
1. La Casa de las Madres will accept referrals from VWAP staff for eligible clients who are in need of assistance in accordance with the service provided by La Casa de las Madres.
2. VWAP will accept referrals from the La Casa de las Madres to assist those victims who need assistance in accordance with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

## DURATION

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

  
 \_\_\_\_\_  
 Kathy Black  
 Executive Director  
 La Casa de las Madres

6/13/14  
 Date

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

6/13/14  
 Date

# Operational Agreement

## PURPOSE

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

## PARTIES TO THIS AGREEMENT

The CRR's mission is to increase the economic security of individual women and girls through services for individuals, build community among women, girls and our allies through cultural arts activities and to promote social change to improve the status of women and girls through education, capacity building and collaboration.

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

## RIGHTS AND RESPONSIBILITIES

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

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

## DURATION

This operation agreement is effective from March 17, 2014 to March 31, 2016. This agreement may be terminated by either party or amended with the written consent of both parties.



Teresa Mejia  
Executive Director  
Women's Building

3/19/14  
Date



Maria Bee  
Chief of Victim Services  
City and County of San Francisco



MEMORANDUM OF UNDERSTANDING  
BETWEEN  
SAN FRANCISCO DISTRICT ATTORNEY'S  
VICTIM SERVICES DIVISION  
AND  
SAN FRANCISCO DEPARTMENT OF CHILD SUPPORT SERVICES

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**I. PURPOSE**

The purpose of this Memorandum of Understanding is to formalize the partnership between the San Francisco District Attorney's Victim Services Division ("VSD") and the San Francisco Department of Child Support Services ("DCSS") in order to develop and expand a framework of cooperation that will assist both agencies with their goals of providing services that improve and enhance the lives of victims of crime and witnesses to crime with respect to their child support matters.

The parties recognize that this partnership results in a number of mutual benefits to public safety and child welfare through increased resources for victims of violence and improved access to child support services. The VSD achieves these benefits by assisting victims who are seeking advocacy and support or are in need of crisis intervention.

**II. CONFIDENTIALITY**

DCSS shall comply with all federal, state and local laws and regulations regarding the sharing and safeguarding of the confidentiality of information necessary for the administration of the collaborations set forth in this Memorandum of Understanding. (See Cal Family Code Sec. 17212 and C.F. R. 653(b), (c) and C.F.R. 303.21 and Evidence Code Sec. 952, and Evidence Code Sec. 953, and Evidence Code Sec. 955, and Sixth Amendment, United States Constitution ).

**III. GOAL**

The goal of this collaboration is to provide a supportive resource to victims of crime that informs them of their right to secure financial support for their children.

**IV. SERVICE ELIGIBILITY TARGET POPULATION**

Recipients of services provided by the VSD who have children, whether or not there is an existing case on file with DCSS, are eligible for services as described in this Memorandum.

# MEMORANDUM OF UNDERSTANDING VSD and SFDCSS

July 1, 2013

## V. RESPONSIBILITIES

VSD shall have the following responsibilities:

1. Provide meeting space that is appropriate and conducive to confidential interviewing of referred victims and their needs;
2. Allow the posting and distribution of outreach notices, fliers, and case management materials provided by DCSS to service recipients of VSD;
3. Develop a method of referring victims receiving services through VSD to the DCSS liaison.

DCSS shall have the following responsibilities:

1. Provide enhanced child support services to victims receiving services through VSD by individually handling those cases, providing specialized attention and improved customer service through timely handling of child support tasks/services. Enhanced services include:
  - a. Provide victims with an explanation of their child support matters. This includes explaining:
    - i. Case opening procedures and child support case management workflows, specifically as they pertain to cases identified with the Family Violence Indicator;
    - ii. Rights and responsibilities regarding child support services;
    - iii. Rights and responsibilities for requesting Good Cause;
    - iv. Enforcement strategies for support obligations.
2. Review all victim's child support cases, including out-of-county orders, and take appropriate child support actions such as consolidating cases if needed and setting reasonable current orders and liquidation amounts with all existing child support obligations in mind.
3. Provide referrals, as requested, to the San Francisco Unified Family Court, Family Law Facilitators for assistance with custody and visitation matters.
4. Provide direct phone line accessibility to victims receiving services from VSD. The opportunity to make appointments will be available. These appointments can be conducted at the DCSS office but are not limited to that location.
5. Attend meetings, make presentations and hold workshops for victims receiving services through VSD and/or staff of VSD from time to time as requested by VSD;
6. Provide outreach materials and fliers for staff and victim service recipients of VSD regarding the services of DCSS and its outreach efforts, as requested by VSD;
7. Shall collaborate with the VSD to develop appropriate child support outreach materials that include public services messages, pamphlets, fliers, etc. in multiple languages to reach out to victims.

# MEMORANDUM OF UNDERSTANDING VSD and SFDCSS

July 1, 2013

## **VI. ADMINISTRATION – APPOINTMENT OF LIAISONS**

The Directors of VSD and DCSS shall designate liaisons from each department to administer this MOU. Authority of a designee to act hereunder shall not extend to amendment or modification of the terms of the MOU.

## **VII. COSTS**

(a) DCSS shall bear the cost of meeting with all victims and providing the assistance needed for the victim's child support matters.

(b) VSD shall bear any additional cost that may be incurred for identifying victims with child support issues.

## **VIII. AMENDMENTS**

The Directors of VSD and DCSS, by mutual assent, may amend or modify any or all of the terms of this MOU.

## **IX. DURATION OF MEMORANDUM OF UNDERSTANDING**

This Memorandum of Understanding shall be effective on July 1, 2013 and shall continue as long as the needs of each agency are feasible, including budgetary considerations, and neither party makes any promise or inference of funding to one another.

## **X. TERMINATION, REVISION, OR RENEWAL**

This Memorandum of Understanding may be terminated, revised, or renewed with the consent of Directors of VSD and DCSS.

## **XI. INTERPRETATION**

No provision of this agreement is to be interpreted for or against either party because that party's legal representative drafted such provision, but this agreement is to be construed as if it were drafted by both parties hereto.

July 1, 2013

**XII. ENTIRE AGREEMENT**

This Agreement constitutes the full and final understanding and agreement of the parties with respect to the matters provided for herein, and supersedes all previous understandings, representations, commitments or agreements, oral or written, pertaining to the services provided for herein. No other understanding, oral or otherwise, regarding the subject matter of this Agreement, shall be deemed to exist or to bind either party hereto.

**XIII. PARTIAL INVALIDITY**

If any part of this Agreement shall be finally declared invalid or unenforceable by a court of competent jurisdiction, either party shall have the option to terminate this Agreement upon written notice to the other.

**XIV. SEVERABILITY CLAUSE**

If any provision of this Agreement of the application thereof is held invalid, such invalidity shall not affect other provisions or applications of this Agreement which can be given effect without the invalid provision or application, and to this end, the provisions of this Agreement are severable.

**XV. APPLICABLE LAW**

This Agreement shall be governed by the laws of the State of California.

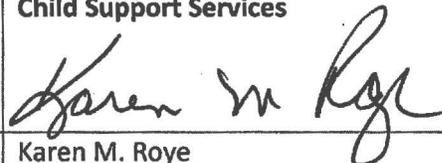
San Francisco District Attorney, Victim Services Division



Maria Bee  
Chief, Victim Services Division

Date: 7/18/13

San Francisco Department of Child Support Services



Karen M. Roye  
IVD Director, Department Head

Date: 7/18/13

## Operational Agreement

### PURPOSE

This operational agreement acknowledges the cooperative working relationship between the United States Attorney's Office, Victim Witness Assistance Program (FVWAP) and the Office of District Attorney George Gascón – Victim Services Division (VSD).

### PARTIES TO THIS AGREEMENT

The FVWAP is responsible for providing victim notification and coordinating a variety of victim/witness assistance services during the prosecution.

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

### RIGHTS AND RESPONSIBILITIES

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

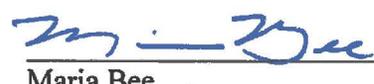
1. FVWAP will refer to the VSD, whenever appropriate, clients in need of court advocacy, victim compensation assistance and other services available from VSD.
2. VSD will refer clients to FVWAP for services, whenever appropriate.
3. Both parties agree to cross-refer clients who may be appropriate for the other's services, coordinate services, and provide on-going consultation, collaboration and training.
4. Both parties agree to work together towards the larger goal of creating an accessible, coordinated system of comprehensive services for San Francisco crime victims.

### DURATION

This operational agreement is effective from February 1, 2014 to January 31, 2017. This agreement may be terminated by either party or amended with the written consent of both parties.

 4/9/14  
 \_\_\_\_\_ Date

Maureen French  
 Program Director  
 Federal Victim Witness Assistance Program  
 United States Attorney's Office

 4/10/14  
 \_\_\_\_\_ Date

Maria Bee  
 Chief, Victim Services Division  
 San Francisco District Attorney's Office



# Operational Agreement

## PURPOSE

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

## PARTIES TO THIS AGREEMENT

San Francisco Women Against Rape provides resources, support, advocacy and education to strengthen the work of all individuals, and communities in San Francisco that are responding to, healing from, and struggling to end sexual violence.

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

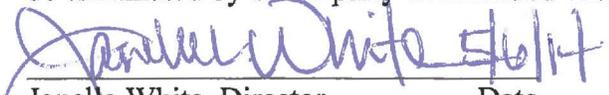
## RIGHTS AND RESPONSIBILITIES

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

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

## DURATION

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

  
 Janelle White, Director Date  
 San Francisco Women Against Rape  
 City and County of San Francisco

  
 Maria Bee Date  
 Chief of Victim Services  
 City and County of San Francisco