

Cal OES #		FIPS #		VS#		Subaward #	
-----------	--	--------	--	-----	--	------------	--

## CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES GRANT SUBAWARD FACE SHEET

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

1. **Subrecipient:** San Francisco, City & County 1a. **UEI#:** JZ9BSV3GSJ54
2. **Implementing Agency:** San Francisco, City & County - District Attorney's Office 2a. **UEI#:** JZ9BSV3GSJ54
3. **Implementing Agency Address:** 350 Rhode Island Street, North Building, Suite 400N San Francisco 94103-5188  
(Street) (City) (Zip+4)
4. **Location of Project:** San Francisco San Francisco 94103-5188  
(City) (County) (Zip+4)
5. **Disaster/Program Title:** XE - Elder Abuse Program 6. **Performance/**  
**Budget Period:** 1/1/2024 **to** 12/31/2024  
(Start Date) (End Date)
7. **Indirect Cost Rate:** 10% de minimis **Federally Approved ICR** (if applicable): \_\_\_\_\_ %

Item Number	Grant Year	Fund Source	A. State	B. Federal	C. Total	D. Cash Match	E. In-Kind Match	F. Total Match	G. Total Cost
8.	2022	VOCA		\$217,444		\$54,361		\$54,361	\$271,805
9.	Select	Select							
10.	Select	Select							
11.	Select	Select							
12.	Select	Select							
<b>Total</b>	<b>Project</b>	<b>Cost</b>		\$217,444	\$217,444	\$54,361		\$54,361	\$271,805


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

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

**15. Official Authorized to Sign for Subrecipient:**

Name: Brooke Jenkins Title: District Attorney

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

Signature:  Date: 10/27/2023

16. **Federal Employer ID Number:** 946000417

**(FOR Cal OES USE ONLY)**

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

\_\_\_\_\_  
 (Cal OES Fiscal Officer) (Date) (Cal OES Director or Designee) (Date)



## Grant Subaward Contact Information

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

Subrecipient: San Francisco, City & County

1. **Grant Subaward Director:**

Name: Monifa Willis Title: Chief, Victim Services Division

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

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

2. **Financial Officer:**

Name: Eugene Clendinen Title: Chief, Administration & Finance

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

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

3. **Programmatic Point of Contact:**

Name: Priscilla Portillo Title: Deputy Director of Vulnerable Victims & Community Engagement

Telephone #: (628) 652-4124 Email Address: priscilla.portillo@sfgov.org

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

4. **Financial Point of Contact:**

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

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

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

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

Name: Brooke Jenkins Title: District Attorney

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

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

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

Name: Brooke Jenkins Title: District Attorney

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

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

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

Name: Aaron Peskin Title: President, Board of Supervisors

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

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



## Grant Subaward Signature Authorization

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

Subrecipient: San Francisco, City & County

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

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

### Grant Subaward Director:

Printed Name: Monifa Willis

Signature: Monifa Willis Digitally signed by Monifa Willis  
Date: 2023.10.05 17:15:46 -0700'

Date: 10/05/2023

### Financial Officer:

Printed Name: Eugene Clendinen

Signature: Eugene Clendinen Digitally signed by Eugene Clendinen  
Date: 2023.08.21 08:11:07 -0700'

Date: 08/21/2023

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

Signature: Karima Baptiste Digitally signed by Karima Baptiste  
Date: 2023.08.18 13:42:05 -0700'

Printed Name: Karima Baptiste

Signature: Priscilla Portillo Digitally signed by Priscilla Portillo  
Date: 2023.10.05 17:24:05 -0700'

Printed Name: Priscilla Portillo

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

Printed Name: \_\_\_\_\_

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

Printed Name: \_\_\_\_\_

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

Printed Name: \_\_\_\_\_

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

Signature: Sheila Arcelona Digitally signed by Sheila Arcelona  
Date: 2023.08.21 09:33:26 -0700'

Printed Name: Sheila Arcelona

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

Printed Name: \_\_\_\_\_

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

Printed Name: \_\_\_\_\_

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

Printed Name: \_\_\_\_\_

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

Printed Name: \_\_\_\_\_



## **Grant Subaward Certification of Assurance of Compliance** Information and Instructions

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

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

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

Complete all sections of this form and then submit:

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



## Grant Subaward Certification of Assurance of Compliance

Subrecipient: SAN FRANCISCO, CITY & COUNTY

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

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

**I. Proof of Authority – SRH 1.055**

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

**II. Civil Rights Compliance – SRH Section 2.020**

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

**III. Equal Employment Opportunity – SRH Section 2.025**

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



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

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

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

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

**VI. Lobbying – SRH Sections 2.040 and 4.105**

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

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

<b>CERTIFICATION</b>	
I, the official named below, am the same individual authorized to sign the Grant Subaward [Section 15 on Grant Subaward Face Sheet], and hereby affirm that I am duly authorized legally to bind the Subrecipient to the above-described certification. I am fully aware that this certification, executed on the date, is made under penalty of perjury under the laws of the State of California.	
Official Designee's Signature:	<u>Brooke Jenkins</u> <span style="float: right; font-size: small;">Digitally signed by Brooke Jenkins Date: 2023.06.12 11:32:09 -07'00'</span>
Official Designee's Typed Name:	<u>BROOKE JENKINS</u>
Official Designee's Title:	<u>DISTRICT ATTORNEY</u>
Date Executed:	<u>06/12/2023</u>
<b>AUTHORIZED BY:</b>	
I grant authority for the Subrecipient/Official Designee to enter into the specific Grant Subaward(s) (indicated by the Cal OES Program name and initial Grant Subaward performance period identified above) and applicable Grant Subaward Amendments with Cal OES.	
<input checked="" type="checkbox"/> City Financial Officer	<input checked="" type="checkbox"/> County Financial Officer
<input type="checkbox"/> City Manager	<input type="checkbox"/> County Manager
<input type="checkbox"/> Governing Board Chair	
Signature:	
Typed Name:	<u>BEN ROSENFELD</u>
Title:	<u>CONTROLLER</u>
Date Executed:	<u>6-13-23</u>



**Grant Subaward Budget Pages**  
Multiple Fund Sources

Subrecipient: San Francisco, City & County			Grant Subaward #:			
A. Personnel Costs - Line-item description and calculation	2022 VOA	2022 VOCA Match	Fund Source 3	Fund Source 4	Fund Source 5	Total Amount Allocated
SALARY:						
8129 Victim/Witness Investigator 1 - Advocate						
\$3,232 x 0.5 pay period x 1.0 FTE = \$1,616	\$1,616					\$1,616
\$3,305 x 3.2 pay periods x 1.00 FTE = \$10,576	\$10,576					\$10,576
\$3,470 x 22.50 pay periods x 1.00 FTE = \$78,075	\$78,075					\$78,075
\$3,741 x 0.5 pay period x 0.50 FTE = \$935	\$935					\$935
\$3,825 x 25.70 pay periods x 0.50 FTE = \$49,151	\$42,595	\$6,556				\$49,151
Bi-lingual Pay						
\$60 x 26.20 pay periods x 1.50 FTE = \$2,358	\$2,209	\$149				\$2,358
0922 Deputy Director						
\$4,932 x 0.5 pay period x 0.10 FTE = \$247	\$247					\$247
\$5,043 x 25.70 pay periods x 0.10 FTE = \$12,961	\$12,961					\$12,961



**Grant Subaward Budget Pages**  
Multiple Fund Sources

Subrecipient: San Francisco, City & County			Grant Subaward #:			
A. Personnel Costs - Line-item description and calculation	2022 VOA	2022 VOCA Match	Fund Source 3	Fund Source 4	Fund Source 5	Total Amount Allocated
<b>BENEFITS:</b> 8129 Victim/Witness Investigator 1 - Advocate 46.20% x \$142,711 = \$65,932 Benefits include Social Security/Medicare, Medical/Dental, Retirement, Long Term Disability, Unemployment, Life Insurance	\$62,835	\$3,098				\$65,933
0922 Deputy Director 40.85% x \$13,208 = \$5,395 Benefits include Social Security/Medicare, Medical/Dental, Retirement, Flexible Benefit Package, Unemployment, Life Insurance	\$5,395					\$5,395
<b>Personnel Costs Fund Source Totals</b>	<b>\$217,444</b>	<b>\$9,803</b>				<b>\$227,247</b>
<b>PERSONNEL COSTS CATEGORY TOTAL</b>						<b>\$227,247</b>





**Grant Subaward Budget Pages**  
Multiple Fund Sources

<b>Subrecipient: San Francisco, City &amp; County</b>		<b>Grant Subaward #:</b>				
<b>B. Operating Costs</b> - Line-item description and calculation	<b>2022 VOA</b>	<b>2022 VOCA Match</b>	<b>Fund Source 3</b>	<b>Fund Source 4</b>	<b>Fund Source 5</b>	<b>Total Amount Allocated</b>
Indirect - 10% de Minimis Indirect @ 10% x \$227,246 salaries/benefits = \$22,725 Use for indirect - general administration, Finance, Payroll, Human Resources, Information Technology, and Executive Management		\$22,725				\$22,725
Facility Cost 125 ft2/FTE x \$24 per ft2 annually x 1.60 FTE = \$4,800		\$4,800				\$4,800
<u>District Attorney Relocation and Assistance Proaram</u> Food/groceries = \$4,258.50 Personal needs = \$4,258.50 To support elderly and dependent adult victims/survivors who are not able to access funding through other resources. Funds to purchase food/groceries and personal needs such as clothing, toiletries, etc.		\$8,517				\$8,517



**Grant Subaward Budget Pages**  
Multiple Fund Sources

Subrecipient: San Francisco, City & County		Grant Subaward #:				
B. Operating Costs - Line-item description and calculation	2022 VOA	2022 VOCA Match	Fund Source 3	Fund Source 4	Fund Source 5	Total Amount Allocated
Promotional items \$4,258 x 2 (biannual orders) = \$8,516  To provide useful and beneficial items for the elderly and dependent adults during outreach events, presentations, and other community engagement opportunities. Funds to purchase items including but not limited to blue ink pens for clarity and distinctness, whistles for safety purposes in a various situation, stress balls for anxiety and to build strength in the hands, jar openers for individuals who may not have the physical capacity to grip and open jars, etc.		\$8,516				\$8,516
Operating Costs Fund Source Totals		\$44,558				\$44,558
<b>OPERATING COSTS CATEGORY TOTAL</b>						<b>\$44,558</b>



**Grant Subaward Budget Pages**  
Multiple Fund Sources

Subrecipient: San Francisco, City & County			Grant Subaward #:			
C. Equipment Costs - Line-item description and calculation	2022 VOA	2022 VOCA Match	Fund Source 3	Fund Source 4	Fund Source 5	Total Amount Allocated
none requested						
Equipment Costs Fund Source Totals						
<b>EQUIPMENT COSTS CATEGORY TOTAL</b>						

Grant Subaward Totals - Totals must match the Grant Subaward Face Sheet	2022 VOA	2022 VOCA Match	Fund Source 3	Fund Source 4	Fund Source 5	Total Project Cost
<b>Fund Source Totals</b>	<b>\$217,444</b>	<b>\$54,361</b>				<b>\$271,805</b>



## Grant Subaward Budget Narrative

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

Subrecipient: San Francisco, City & County

### **A. Personnel Services**

**\$227,247**

Two victim advocates (job classification 8129 Victim Witness Investigator I) at 1.5 FTE total will be funded by this grant. They have over 6 years of experience serving elderly and dependent adult victims in San Francisco. They will continue to provide direct services including but not limited to crisis intervention and linkages to community-based organization (CBO) partners who specifically work with the elderly population/communities, documentation of services rendered, providing consultations and trainings to CBOs, and collecting and reporting on data related to service activities. In addition to their salary, the bilingual pay is an additional compensation allowance for using a language other than English in their job duty. This is necessary to work with the target population in this RFP because a large portion are non-native English speakers.

This grant will also fund one Manager I (job classification 0922) at 0.10 FTE. The manager role supports the two advocates who work with the populations included in this RFP. The manager has over 6 years of experience working on a variety of crime types including elder abuse. The manager can provide case consultation, case coverage, attend multidisciplinary team meetings



## Grant Subaward Budget Narrative

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

Subrecipient: San Francisco, City & County

and community meetings, and provide training to new staff on working with elderly and dependent adult victims/survivors.

Standard fringe benefits associated with these job classifications include social security, Medicare, medical and dental coverage, long term disability, flexible benefit package, unemployment, and life insurance. The total fringe cost is \$71,328.

**B. Operating Expenses** **\$44,558**

Indirect \$22,725

Indirect costs are budgeted at 10% of salaries and fringe. Indirect costs are used for general administration, finance, payroll, human resources, information technology, and executive management.

10% de Minimis x \$227,246 total salary & fringe = \$22,725

Facility Cost \$4,800

The facility cost charged to the grant is at \$24 per square foot annually x 125 square feet per FTE x 1.60 FTE totaling to \$4,800.

District Attorney Relocation and Assistance Program \$8,517



## Grant Subaward Budget Narrative

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

Subrecipient: San Francisco, City & County

This program provides support to elderly and dependent adult victims/survivors who are not able to access funding through other resources such as community-based organizations and city agencies. These funds will be available throughout the year to support in dire situations where victims/survivors need support with food/groceries and personal needs such as clothing, toiletries, etc.

$\$4,258.50$  for food/groceries +  $\$4,258.50$  for personal needs =  $\$8,517$

Promotional Items **\$8,516**

Promotional items are used for outreach events, presentations, and other opportunities where we engage with community members. The items requested under this RFP are useful and beneficial for the elderly and dependent adults. Some examples of these items are blue ink pens for clarity and distinctness, whistles for safety purposes in a various situation, stress balls for anxiety and to build strength in the hands, and jar openers for individuals who may not have the physical capacity to grip and open jars.

Purchase promotional items biannually  $\$4,258 \times 2$  orders =  $\$8,516$

**C. Equipment** **\$0**

No equipment is budgeted for this grant.



## Grant Subaward Programmatic Narrative

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

Subrecipient: San Francisco, City & County

### A. Problem Statement

The City and County of San Francisco is the financial and cultural core of a metropolitan area composed of nine Bay Area counties with a combined population that exceeds 7 million people. The City and County of San Francisco, the only city-county dual jurisdiction government in California, covers approximately 46 square miles and is home to an estimated 815, 201 people (U.S. Census Bureau, July 2021). It is estimated that by 2030, one-quarter of California's population will be older adults. San Francisco is a diversity city with people of various backgrounds and experiences, it is also home to an aging population. Based on the most recent Census, San Francisco's population includes 18% of adults over the age of 65 and 6% are adults under 65 years of age with a disability. It is estimated that nearly 30% of San Francisco residents will be 60 or older by 2030.

The San Francisco District Attorney's Office (SFDA) Victim Services Division (VSD) is committed and dedicated to continuing to provide support to elderly and dependent adult crime victims/survivors through our Elder Abuse Program (EAP). Our elder abuse advocates are trained to provide services through a trauma-informed lens and incorporate strategies to support elderly and dependent adult crime victims/survivors. These populations can be considered



## Grant Subaward Programmatic Narrative

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

Subrecipient: San Francisco, City & County

vulnerable groups that face barriers and may need additional support for a variety of reasons. Some of the barriers to accessing services and participating in the criminal justice system are cultural and language barriers, a lack of a support system, fear of retaliation, isolation, feelings of shame, dependency on the suspected abuser, denial, cognitive impairments, and lack of knowledge of services and systems. With this population, there are individuals who experience polyvictimization at the hands of their support system or strangers. EAP advocates work closely with elderly and dependent adults to establish understanding on our services and criminal process, recognition of any red flags, and to establish linkages to the appropriate community resources.

Crimes against the elderly and dependent adults continue to be underreported due to several reasons including the barriers listed above. Due to this challenge, our office realized the importance of educating communities on crimes against the elderly and dependent adults and continues its efforts to participate in outreach opportunities. In San Francisco, elderly and dependent adults who have been victimized can be categorized into various crime types. At the end of October 2023, our division identified and supported 1,176 elderly victims/survivors. The most common victimization types were assault (11%), neglect by a caregiver or loved one (9%), and robbery (6%).





## Grant Subaward Programmatic Narrative

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

Subrecipient: San Francisco, City & County

In San Francisco, there are various organizations that provide services to elderly and dependent adults such as elder justice service providers, long-term care programs, legal assistance providers, and victim/survivor service providers. Through the collaboration of city departments and community-based organizations, there are three gaps in services that have been identified: 1) social support systems, 2) navigation of services, and 3) use of technology.

Based on data from the Department of Aging and Adult Services (DAAS) in San Francisco, 30% of older adults are socially isolated, living alone. While working with these populations, we've identified a lack of social support systems (family, friends, etc.) which can impact the ability for these victims/survivors to access resources and seek out support. As providers, we need to collaborate with one another to connect socially isolated victims/survivors to the appropriate services to ensure their needs are met. Through collaboration, agencies can partner and take a wraparound approach when assessing and providing services.

Another gap is the navigation of services due to the various challenges that these populations face. One of the barriers in accessing and understanding services is due to language needs. In San Francisco, over the past two decades, the older adult population has shifted to be a population of immigrants, with over 50% speaking a primary language other than English. Another barrier is the lack of



## Grant Subaward Programmatic Narrative

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

Subrecipient: San Francisco, City & County

knowledge on resources that these populations may be eligible for. Older and dependent adults have fixed incomes that limit their options, and they may be hesitant to seek out services. As of 2016, the U.S. Social Security Administration found that the average social security benefits are \$15,214 per year with the average cost for a single older renter to meet basic needs in San Francisco is \$31,488. As organizations work with victims/survivors, they should assess and connect them to other resources, establishing a network of providers.

With the Covid-19 pandemic, there was an increase in the use of technology. With the shift to remote work, many organizations shifted their programming and services to reflect this societal change. Even though, in-person services have slowly started to be offered, there is a need to support elders and dependent adults with the technology by providing information on technology, assisting in the usage of technology, and meeting the demands for hardware to use technology.

Our division promotes the physical and mental well-being of victim survivors by prioritizing their safety. Our elder abuse advocates focus on providing services and educating these populations. Through presentations, advocates educate victim survivors on staying safe in the community, how to file report police reports, and considerations during daylight savings changes.



## Grant Subaward Programmatic Narrative

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

Subrecipient: San Francisco, City & County

### **B. Plan**

The Victim Services Division (VSD) under the San Francisco District Attorney's (SFDA) Office plans to continue to strengthen our elder abuse program by identifying and serving elderly and dependent adult victim survivors.

Advocates will continue to provide direct services to all crime victims/survivors. These services include crisis intervention, such as safety planning and relocation, comprehensive assessment of needs, assistance in applying to the California Compensation Board (CalVCB) for compensation and working with VSD in-house Claims Unit to secure approval of those applications, assessment of and getting approval for any immediate/emergency financial need through internal emergency funding, linkage to CBOs for medical, dental, mental health treatment, and case management services. Specifically for the elderly population, the advocates will continue to assess and provide referrals for in-home care, advanced care directive, housing, legal and financial management services when needed. For those cases that are charged, advocates will continue to provide victims/survivors with information on the criminal justice system, court accompaniment, and arranging for special accommodations such as language interpreter and transportation to and from court. Advocates also coordinate with prosecutors and inspectors on challenges such as physical



## Grant Subaward Programmatic Narrative

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

Subrecipient: San Francisco, City & County

disabilities, vision loss, and/or hearing loss that may require additional time and support during court proceedings. During this grant subaward performance, we plan to identify and support at least 1,000 elderly and dependent adult crime victims/survivors.

This grant will fund 1.5 FTE victim advocates dedicated to providing direct services to the elderly and dependent adult crime victim population in San Francisco. The advocates hold bachelor's degrees and demonstrate language fluency in Chinese (Cantonese and Mandarin) and Spanish that reflect the need of the communities in San Francisco. Advocates work on uncharged and charged cases involving elder abuse. Our division receives referrals via various avenues such as from SFDA office staff, law enforcement agencies, city departments, community-based organizations (CBOs), and victims/survivors themselves. To further support advocates as they do the work, they participate in training opportunities via national and local organizations to learn about trends and new strategies to support these populations.

VSD recognizes that elder abuse issues intersect across many sectors which includes service providers from many disciplines. Advocates collaborate with government agencies such as Adult Protective Services, Department of Public Health, law enforcement agencies, and community-based organizations such as



## Grant Subaward Programmatic Narrative

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

Subrecipient: San Francisco, City & County

Institute on Aging and Self-Help for the Elderly, to coordinate and problem-solve on cases that are shared. VSD continues to be a part of the San Francisco Elder Abuse Forensic Center meetings, that are biweekly case conferences to share best practices and streamline service planning for victims/survivors and the Elder Abuse Multidisciplinary Team Meetings, where advocates can provide an overview of our services while emphasizing our trauma-informed approach and the rights of victim survivors. The meetings are attended by the following agencies/organizations in San Francisco: Adult Protective Services, the Public Guardian's Office, Long-Term Care Ombudsman, the District Attorney's Office, and the Police Department. Cumulatively, we meet over 10 times a year.

Education and outreach to community members and other organizations will continue to be a focus for our division. VSD, we will continue our outreach efforts by hosting/cohosting one event per quarter in the community. Our efforts include presentations on our services or other topics related to public safety and the criminal justice system, tabling at community events such as National Night Out and San Francisco's Sunday Streets, and honoring elders on World Elder Abuse Awareness Day. VSD plans on launching campaigns to outreach to the elderly population at large, educating them on the importance of making police reports, on our services, and sharing crime prevention strategies. VSD has



## Grant Subaward Programmatic Narrative

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

Subrecipient: San Francisco, City & County

translated its brochure into eight languages, including Spanish, Chinese, Tagalog, and other Asian languages. The brochures in various languages will be one part of VSD's outreach effort to establish connections with different communities. The other part is to partner with CBOs that could serve as a cultural navigator for VSD advocates to truly provide culturally congruent services. With the Covid-19 pandemic there was an increase in the use of technology, our division would like to expand our education efforts to provide internet safety and internet navigation presentations to the elder population at various settings throughout the city.

As a part of VSD's intake process, advocates work with victim survivors to assess needs and support in prioritizing needs based on the victim's perspective. Advocates then coordinate with the victims/survivors, their support system, and other organizations to support their needs. VSD's advocates can coordinate communication by phone, email, text messages, letters, and in-person meetings in our offices or in a safe community space. Due to our operational agreements, there are several organizations where we have a direct referral process. While working with these populations, it is common that the victim survivor requests for a support person or a provider to be a part of the process and communicate with the advocate. In these cases, we have releases of information that the victims/



## Grant Subaward Programmatic Narrative

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

Subrecipient: San Francisco, City & County

survivors can complete that give advocates permission to be in communication with certain parties.

Advocates will continue to participate in case review opportunities through their team meetings. Advocates take turns presenting cases to one another and sharing the following: case background, case status, services needed, successes, challenges, and an opportunity to problem solve with the team. Through these opportunities, advocates can share their work and experiences, while also learning from one another and getting suggestions on how to further provide support to elderly and dependent adult victims/survivors.

As a part of our coordination of services, we plan to continue to build and maintain partnerships with city departments and community-based organizations who are experts in providing support to the elderly and dependent adults. VSD intends to establish a wider referral network to support these populations. The VSD leadership team has begun to establish connections and work out referral protocols with various providers such as RAMS, Department of Homelessness and Supportive Housing, Balance, and the Coalition of Agencies Serving the Elderly, to develop best culturally congruent and trauma-informed practices in case referrals and coordination for elderly and dependent adult crime victims/survivors. Our partnerships are memorialized through operational



## Grant Subaward Programmatic Narrative

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

Subrecipient: San Francisco, City & County

agreements that range from 2- 5 years. A component of our partnerships is to establish cross training opportunities and identify ways to maintain our partnerships such as cohosting events and establishing direct referral processes between our organizations.

Advocates would provide the following direct support services to elderly and dependent adult victims/survivors that align with the program components of this RFP:

1. Provide information on the California Victim Compensation Board (CalVCB) including eligibility requirements and restrictions. Assist in completing and submitting CalVCB applications while helping victims/survivors over the phone, in-person, or via a video conferencing platform. Staff will support in gathering the proper documentation, monitor the claim, and follow up with the victims/survivors as needed.
2. Provide an overview of Marsy's Rights to ensure that victims/survivors are aware of their rights and are empowered to determine how they would like to participate. This information can be discussed in-person, advocates also offer electronic and hard copies for future reference. On charged cases, offer case updates, victims/survivors can determine how they would like to receive them and how often. Conduct referrals to city agencies and





## Grant Subaward Programmatic Narrative

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

Subrecipient: San Francisco, City & County

community-based organizations to support with employment, legal assistance, mental health services, childcare services, support groups, case management, daily management programs, address confidentiality programs, etc. We plan on updating our resources list annually to confirm services are still available and that we have up-to-date contact information. We plan on continuing to have monthly in-service meetings that include presentations from other organizations to provide a refresher to staff.

3. Support victims/survivors through crisis intervention in-person and over the phone to assess safety, establish safety plans, and identify appropriate referrals for immediate, short-term emotional, and/or physical care.

Advocates will provide information and referrals for the following crisis lines, friendship lines, individual counseling, support groups, and other forms of activities that can support the healing process for victim survivors. Currently, we work with the Trauma Recovery Center and the Institute of Aging for support with emotional needs. These organizations and many others are experts on resources, and we value their willingness to collaborate with our division.

4. Connect and refer victims/survivors to organizations that support housing needs such as landlord tenant issues, eviction notices, transitional housing,



## Grant Subaward Programmatic Narrative

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

Subrecipient: San Francisco, City & County

shelters, etc. Staff partner with the Department of Aging and Adult Services to identify short-term in-home care, supervision services, and residential care facilities. As a division, we will continue to support with applying for the CalVCB and in cases where victim survivors are not eligible or do not qualify for CalVCB, advocates will identify community resources and internal emergency funding. Advocates will offer resources to victim survivors that they can access 24 hours a day, seven days a week.

5. Support with the navigation and understanding of the criminal justice system, victims' rights, court updates, and referrals to victims/survivors in-person and via other forms of communication, determined by what is best for the victim survivor. Orientation of the criminal justice system will include the stages of the criminal process, the criminal justice agencies involved, and terminology. We strive for staff to support with court updates, attending meetings for emotional support with law enforcement or prosecution, court hearings, coordinate transportation, provide information on requesting restitution, and assist with victim impact statements. Staff will support victims/survivors with civil (such as civil restraining orders, family law issues, etc.), immigration, housing (evictions, landlord tenant issues, etc.) and other types of legal needs by linking victim survivors to the appropriate resources. Our office



## Grant Subaward Programmatic Narrative

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

Subrecipient: San Francisco, City & County

strives to establish more OAs with legal organizations to create more partnerships and a wider network to refer victim survivors.

6. Refer to appropriate organizations that can provide financial management support and health insurance counseling such as Balance and HICAP.

Balance is an outside referral agency that provides the following programs: debt and budget counseling, credit report review, student loan counseling, homeownership counseling, and rental counseling. HICAP offers health insurance counseling, information, and assistance with Medicare programs.

Our division will continue to use internal emergency funding as needed for support with the expenses of medical bills, mental health services, food, personal needs, and gift cards.

7. Actively engaging in advocacy based on the victim's needs and requests.

Staff will assess the needs of victims/survivors to determine the most appropriate referrals based on needs. Victim survivors can be connected to social services through city departments, informed of the U-Visa process and agencies that can support with next steps, interviews with prosecution and/or law enforcement agencies, financial management organizations, and offered interpreter services for VSD communications, court communications, and any additional settings.



## Grant Subaward Programmatic Narrative

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

Subrecipient: San Francisco, City & County

8. Brainstorm and identify transportation options for victims/survivors. Advocates will continue to use the following modes of transportation: our partnership with a local taxi company, paratransit options, public transportation, and other providers. These forms of transportation can be used for various reasons such as personal needs, safety concerns, and participation in the prosecution of cases.

VSD will continue to have an internship program that actively recruits from local colleges and universities. These interns are volunteers, and they typically can volunteer for the summer period or nine months. Interns go through an interview and background check before acceptance into this program and receive appropriate orientation before starting. These volunteer interns assist the VSD elder abuse advocates in working with victims/survivors, including but not limited to in-court advocacy, linking to community resources and compensation benefits, in addition to outreach events in the community. They are supervised by the Unit Supervisor that they are assigned to while the overall operation of the program is overseen by the Deputy Director of VSD. The interns track their volunteer hours on a monthly timesheet.



## Grant Subaward Programmatic Narrative

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

Subrecipient: San Francisco, City & County

### **C. Capabilities**

1) The San Francisco District Attorney's Office, Victim Services Division (SFDA VSD) has been serving victim/survivors for over 40 years. The mission of the VSD is to support victims/survivors in mitigating the trauma of crime, navigation of the criminal justice system, and assisting in rebuilding their lives by upholding transparency, offering options, and connecting victims/survivors to resources. Advocates provide services to marginalized victims/survivors through a trauma-informed lens while collaborating with victims/survivors to establish understanding, assess safety and security, make appropriate referrals, and complete state compensation claims.

Currently, the division has 24 Advocates, 3 Associate Advocates, and 7 Claims Staff. As of the end of October 2023, VSD has served 8,393 victims/survivors. Our division has a diverse staff who speak a variety of languages such as Cantonese, Mandarin, French, Spanish, and Tagalog. All advocates participate in onboarding and training opportunities to fulfill responsibilities and serve victims/survivors through a trauma-informed lens. Our division launched a 40-hour internal training for new staff in the beginning of 2023 which includes a deep dive into the role of the advocate, special populations, soft skills, and services. Staff participate in other 40-hour trainings such as the entry level and



## Grant Subaward Programmatic Narrative

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

Subrecipient: San Francisco, City & County

advanced advocate training. Advocates receive additional training based on the needs of the target population they serve such as the Adult Protective Services mandated reporter training.

2) Our team has advocates that work with the elderly and dependent adult population and provide a variety of services such as case management support, attending community meetings such as multidisciplinary team meetings, identifying challenges and developing protocols to better serve these populations, educate victims/survivors and the community on elder and dependent adult abuse, present information on CalVCB and support with CalVCB needs, and participate in the collection of data and case narratives to demonstrate VSD's work to the Office for Victims of Crime (OVC) and Cal OES. Through the various services provided by staff, we ensure to provide the described mandatory services for direct victims/survivors as well as the optional services for victims such as support attending restorative justice conferences and assistance with funeral/burial arrangements via CalVCB, other city agencies, or VSD's emergency internal funding.

Advocates consider external resources to further support victims/survivors. Staff provide information to victims/survivors on the California Victims Legal Resource Center (VLRC) who are seeking information on rights and resource referrals and



## Grant Subaward Programmatic Narrative

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

Subrecipient: San Francisco, City & County

on the State of California Department of Justice Victims' Services Unit who are seeking support with capital and non-capital cases. As a part of expanding our network of services, VSD has established operational agreements with various city agencies and community-based organizations. We hope to continue expanding the number of agreements to better serve these populations. VSD will continue providing services to elderly and dependent adult crime victims/survivors with the hope to expand this portion of our program.

3) Our division has experience collaborating and partnering with other city agencies and nonprofit organizations to expand the scope of services. As mentioned above, we strive to establish more operational agreements to maintain our engagement and partnerships with other agencies. Advocates assess the needs of the victim/survivor and with the victim's/survivor's consent will make referrals for a variety of needs. Our division participates in cross-training opportunities with organizations to learn and share about new trends, services, and any changes. Staff also attend community meetings that are attended by other providers, these meetings are an opportunity to network, share any updates regarding our division, and learn about new resources. We will continue to attend these meetings and look for additional opportunities to engage with providers.



## Grant Subaward Programmatic Narrative

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

Subrecipient: San Francisco, City & County

4) Our division is experienced in working with victims/survivors who experience systemic and personal barriers. Some of the barriers are lack of trust in the criminal justice system, mobility challenges, language barriers, and social and cultural challenges. Advocates incorporate a holistic, trauma-informed approach to support victims/survivors by incorporating flexibility, convenience, and creativity to meet their needs. This can include but is not limited to meeting in safe community spaces, providing written information for future reference, offering reminders, assisting with coordinating transportation, considering language needs, incorporating support systems and providers, and identifying the best ways to communicate.

5) The division's existing protocol for responding to elder and dependent adult victims/survivors is through our referral process. We receive referrals from law enforcement agencies, hospitals, city agencies, community-based organizations, therapists, and victims/survivors themselves. Once we receive a referral, the case is reviewed by our administrative team and supervisors for the case to be assigned to the appropriate team. When an advocate receives an assignment, they have 24 hours to input the case into our management system and conduct the first outreach attempt. Once connected with the victim/survivor, advocates can communicate by phone, in-person, or via video conferencing calls.





## Grant Subaward Programmatic Narrative

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

Subrecipient: San Francisco, City & County

Advocates can meet victims/survivors in our office or safe community spaces if a victim/survivor is not able to get to our office or has a preference on a meeting space. Advocates are expected to work with victims/survivors to assess their needs and determine next steps. Advocates can provide information on community resources and direct referrals for a variety of resources. When linking victims/survivors to resources, advocates can conduct three-way calls with the victim or reach out to the provider directly if the victim/survivor has signed a release of information.

6) The advocates that support the elderly and dependent adult victims/survivors are required to meet the qualifications set by San Francisco's Department of Human Resources. The minimum qualifications for the 8129 positions with SFDA VSD are a minimum of one year of training, education, and/or experience in social welfare, behavioral science, criminology, or a closely related field. The desired qualifications are a bachelor's degree in social work, psychology, sociology or a related field, experience with trauma recovery, advocacy, the criminal justice system, or a related field, and the ability to speak another language is preferred.



## Federal Fund Grant Subaward Assurances

### Information and Instructions

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

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

Complete all sections of this form as follows:

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

Cal OES Program Table Instructions:

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



**Federal Fund Grant Subaward Assurances**  
**Victims of Crime Act (VOCA) Victim Assistance Formula Grant Program**

Subrecipient: SAN FRANCISCO, CITY & COUNTY

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

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

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

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

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

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

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

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

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

### **3. Applicability of Part 200 Uniform Requirements**

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

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

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

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

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

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

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

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

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

## **5. OJP Training Guiding Principles**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## **12. Determination of Suitability to Interact with Participating Minors**

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

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

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

## **13. Compliance with DOJ Grants Financial Guide**

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

## **14. Encouragement of Policies to Ban Text Messaging while Driving**

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

## **15. Potential Imposition of Additional Requirements**

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

## 16. Employment Eligibility Verification for Hiring under the Grant Subaward

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

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

### b. Monitoring

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

### c. Allowable costs

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

### d. Rules of construction

- 1) Staff involved in the hiring process



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

2) Employment eligibility confirmation with E-Verify

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

3) "United States" specifically includes the District of Columbia, Puerto Rico, Guam, the Virgin Islands of the United States, and the Commonwealth of the Northern Mariana Islands.

4) Nothing in this condition shall be understood to authorize or require Subrecipients (and any Second-Tier Subrecipients), or any person or other entity, to violate any federal law, including any applicable civil rights or nondiscrimination law.

5) Nothing in this condition, including in paragraph 4.B., shall be understood to relieve Subrecipients (and any Second-Tier Subrecipients) or any person or other entity, of any obligation otherwise imposed by law, including 8 U.S.C. 1324a(a)(1).

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

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

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

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

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

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

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

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

1) Subrecipients represent that:

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

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

## **18. All Grant Subawards Must Have Specific Federal Authorization**

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

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

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

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

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

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

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

## **20. Restrictions on "Lobbying"**

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

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

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

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

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

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

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

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

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

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

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

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

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

## 24. Discrimination Findings

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

## 25. VOCA Requirements

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

## 26. Federal Funding Accounting and Transparency Act (FFATA)

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

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

### CERTIFICATION

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

Official Designee's Signature: Brooke Jenkins

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

Official Designee's Typed Name: BROOKE JENKINS

Official Designee's Title: DISTRICT ATTORNEY

Date Executed: 6/12/2023



## Grant Subaward Service Area Information

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

Subrecipient: San Francisco, City & County

1. County or Counties Served:  
San Francisco

County where principal office is located: San Francisco

2. U.S. Congressional District(s) Served:  
12

U.S. Congressional District where principal office is located: 12

3. State Assembly District(s) Served:  
17

State Assembly District where principal office is located: 17

4. State Senate District(s) Served:  
11

State Senate District where principal office is located: 11

5. Population of Service Area: 815,201 (2021)



# San Francisco District Attorney

## Chief Assistant District Attorney

## Chief of Communications & Policy

## Support Services Department Chief of Administration & Finance

## Independent Investigations Bureau

### Criminal Division General Felonies

Prelims

General Felonies Trials

Misdemeanor Unit

Intake Unit

Disposition Supervision Unit

### Criminal Division Specialized Unit

Homicide Unit

Child Abuse & Sexual Abuse Unit

Domestic Violence Unit

Major Crimes

Diversion / Collab. Courts Restorative Justice / Mental Health Litigation

### White Collar Division

Economic Crimes  
-Insurance Fraud  
-Welfare Fraud  
-Auto Insurance Fraud  
-Real Estate Fraud

Special Prosecutions  
-Public Integrity/Corruption  
-Consumer Fraud  
-Environmental Major Fraud -17200

Worker Rights Unit

### Vulnerable Victims & Community Partnerships

Hate Crimes

Elder Financial Crimes / Elder Physical Abuse / Vulnerable Victims

### Writs & Appeals, Brady

Writs & Appeals

Trial Integrity / Brady

Post Conviction Review Unit [PCRU]

Innocence Commission

### Victim Services

Victim Advocacy

Victim Claims Unit

Vulnerable Victims & Community Engagement

### Collaborative Justice

Juvenile unit

Youth & Young Adult Services/ Violence Prevention Intervention

### Strategic Planning & Community Initiatives

Neighborhood Courts  
Sentencing Planners  
Community Engagement  
Violence and Prevention  
Truth & Reconciliation  
Commission  
Financial Justice Project  
Diversity, Equity, & Inclusion

### Organizational Management & Training

Data & Research

Chief of Bureau of Investigations

Criminal Unit

White Collar

IIB Investigations

Executive Support

Communications

Public Records

Legislation, Policy, Grants

HR / Payroll

Information Technology

Finance & Administration

Paralegal Division

Finance

Internship / Legal Resources

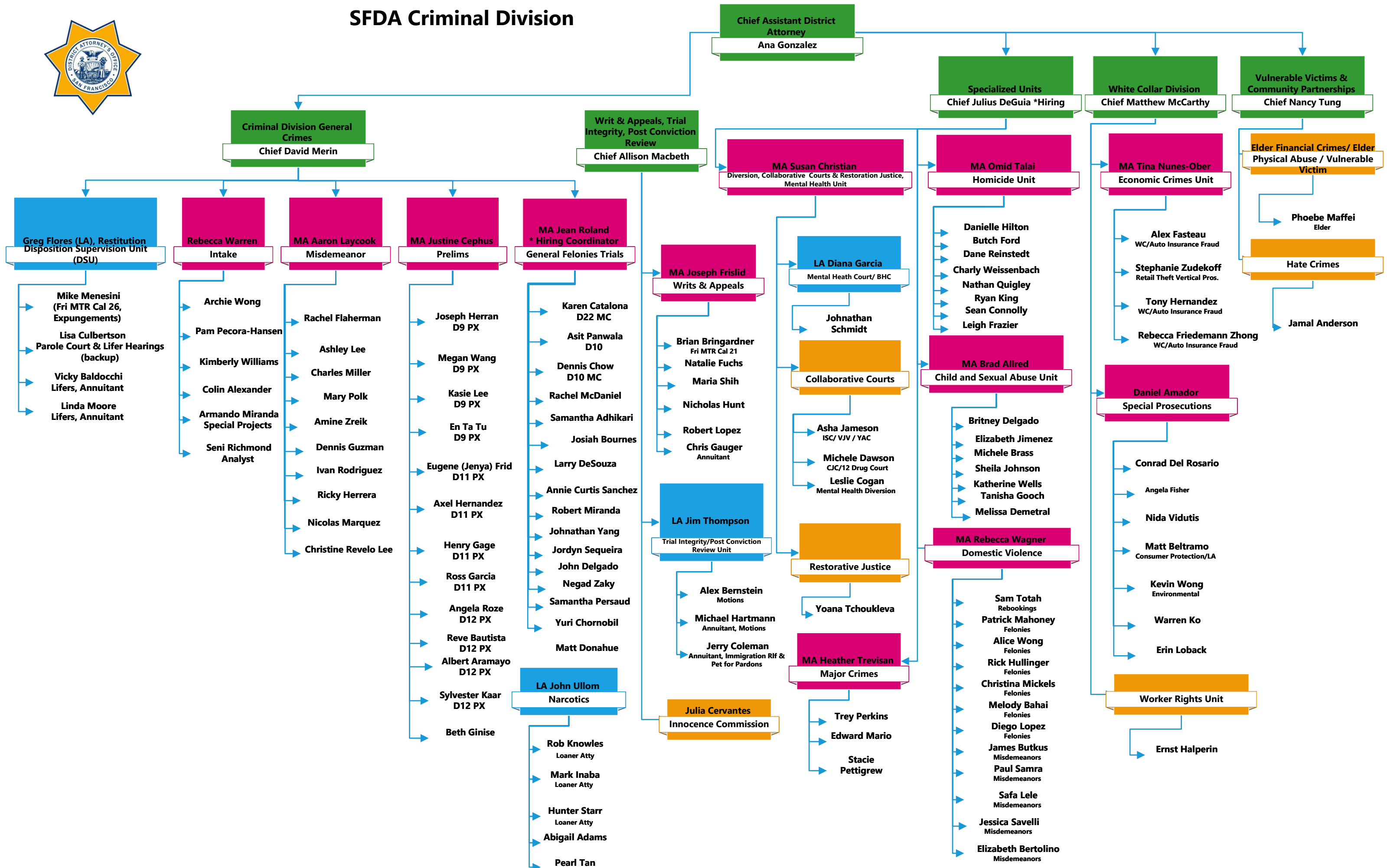
Facilities

Attorneys

Investigators



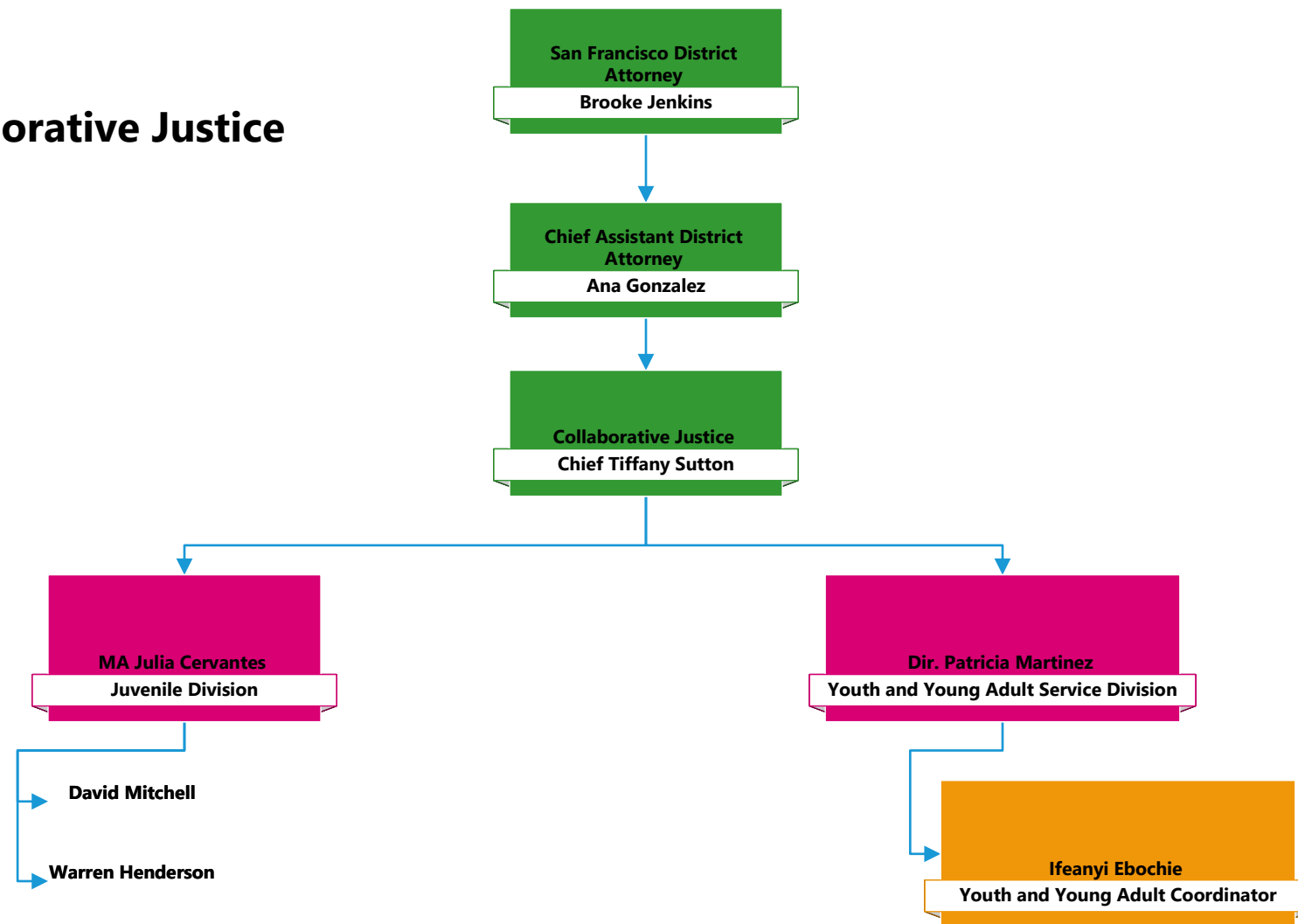
# SFDA Criminal Division





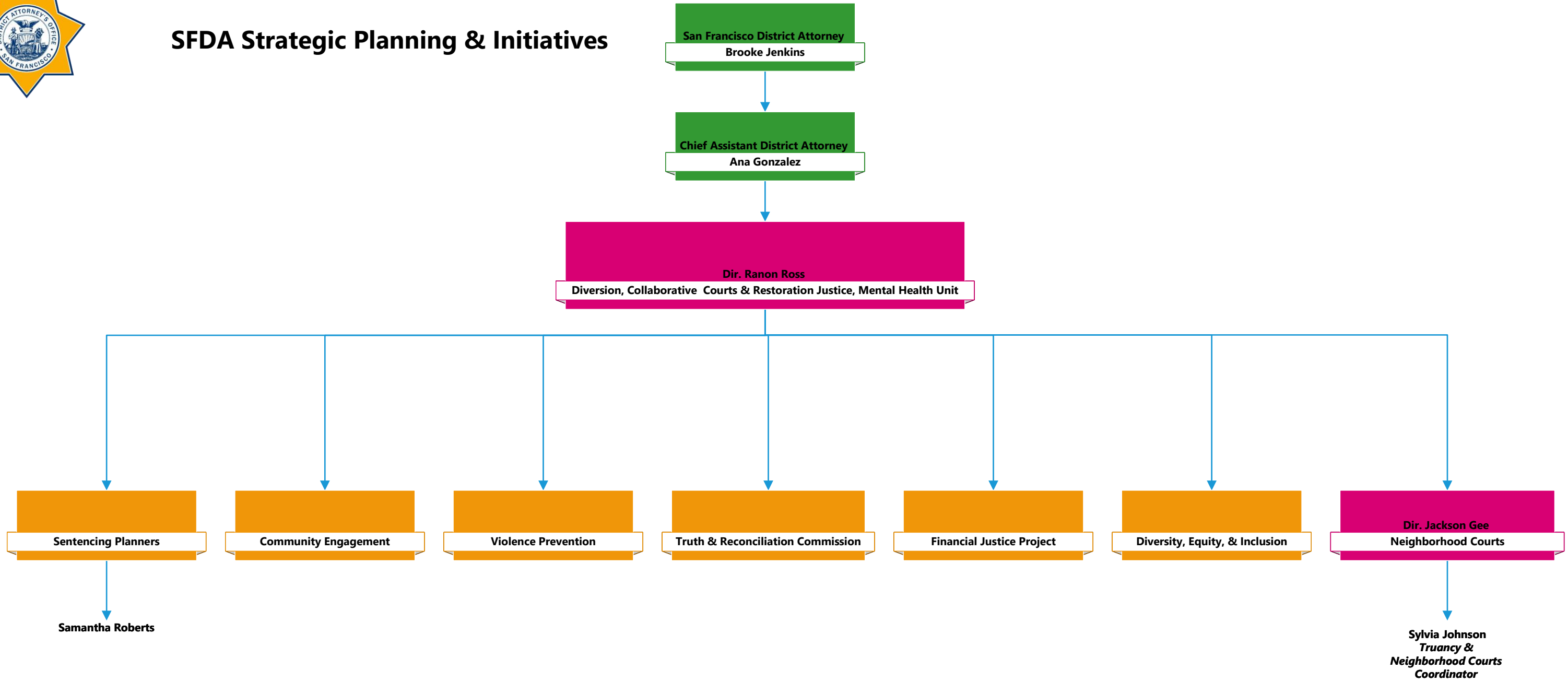


# SFDA Collaborative Justice



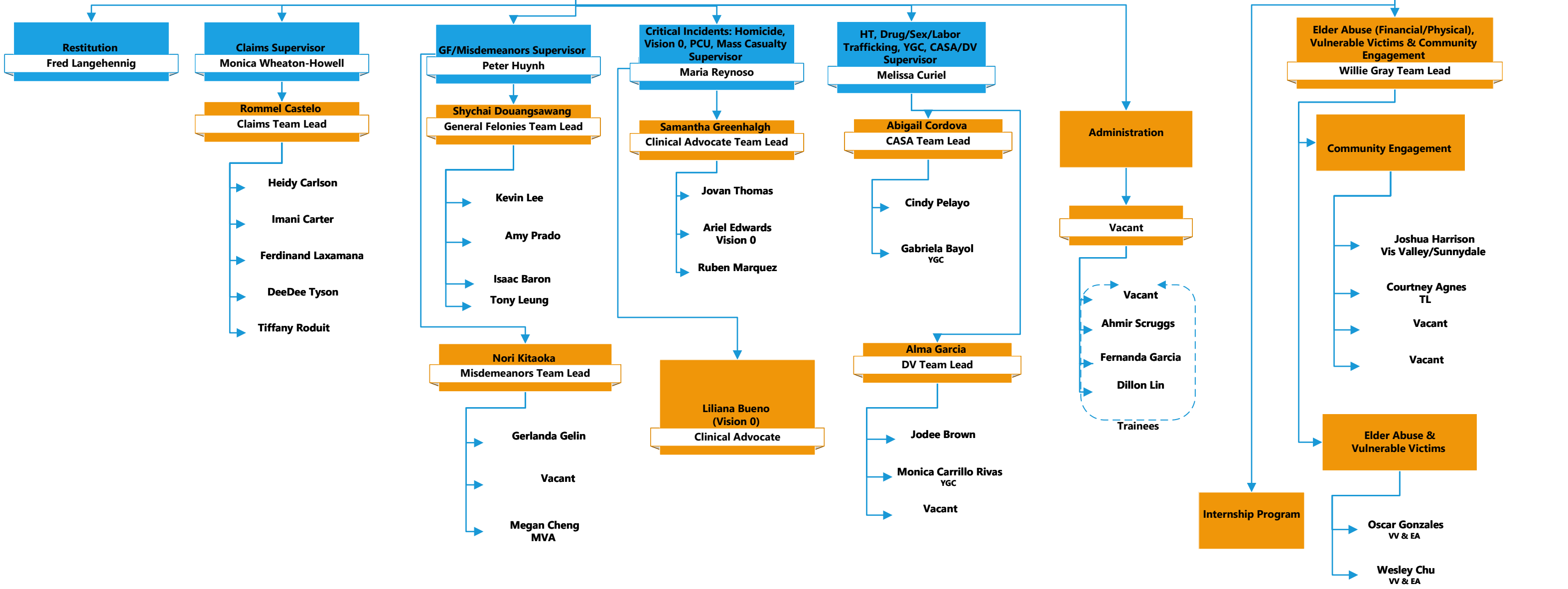
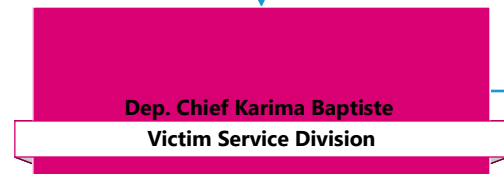
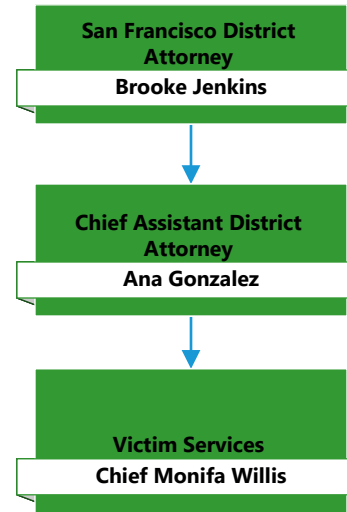


# SFDA Strategic Planning & Initiatives



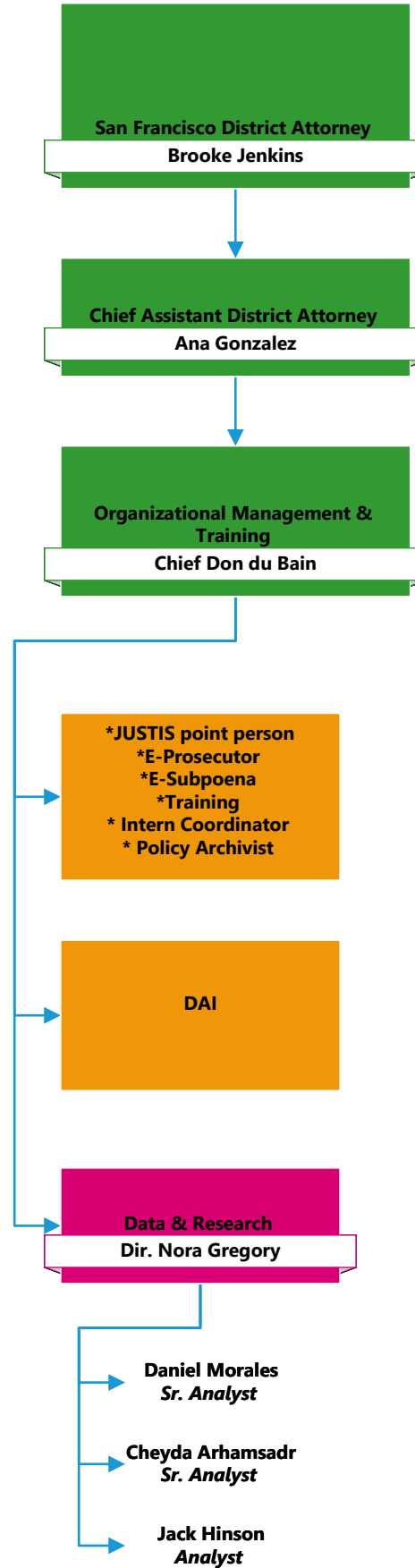


# SFDA Victim Services





# SFDA Organizational Management & Training





# SFDA Support Services

**San Francisco District Attorney**  
Brooke Jenkins

**Finance & Administration**  
Chief Eugene Clendinen

**Asst. Chief Sheila Arcelona**  
Finance & Administration

**Paralegal Division**

**HR / Payroll**

**Chief Herman Brown**  
Information & Technology

**Finance & Administration**

**Sally Xie**  
Finance Division Supervisor

**Internship / Legal Resources**

Jessica Geiger temp.

**David Ma**  
Paralegal Supervisor

**Sam Hadwan**  
Acting Paralegal Supervisor

**Nina Stellini**  
Paralegal Supervisor

**Tessa King**  
Chief Payroll/ Personnel Officer

Leland Chan

**Lorna Garrido**  
Grants

**Lorraine Gi**  
CWRAP / DA Relo / AP

**Jenny Qiao**  
Accounts Payable

**Samir Sakkal**  
annuitant

**Kathy Luo**  
1822

**Jessica Geiger**  
Facilities Manager

**Araceli Williams**  
Sr. Clerk

**Andrew Ong**  
*Child Assault & Sex Assault*

**Melissa Cruz**  
*Major Crimes*

**Cynthia Tran**  
*Aareona Miles*

**Jen Java**  
Sr. Paralegal

**Sara Wong**  
*Rayna Bryan*

**Andres Hernandez**  
*Joshua Nickchen*

**Rodney Elliot**  
*Front Desk*

**Lena Ku**  
*Loretta Luu*

**Alex La Mar**  
*Domestic Violence*

**Dakota Daranykone**  
*Brian Conwell*

**Paralegal Trainees**

**Tresie Matthies**  
MHU

**Christina King**  
CJC

**Erica Brooks**  
BHC

**Celeste Chairio**  
*Master Calendar / Dept. 22*

**Ramon Alvarez**  
*Records Room*

**Tammie Eggers**  
*Disposition Unit*

**Kendall Slade**  
Sr. Paralegal

**Peggy O'Brien**  
Sr. Paralegal

**Thao Phan**  
*Juvenile*

**Katrina Baptiste**  
Sr. Paralegal

**Julio Flores-Guzman**  
*Jessica Diamond*

**Mari Alvarez**  
*Daniel La*

**Daniel La**  
IIB

**Tony Yu**  
Sr. Paralegal

**Vertical Team Litigation**

**Raquel Paz Aleman**  
*Nohemi Torres*

**Paralegal Trainees**

**Jeannie Gonzalez**  
*Asset Forfeiture*

**Tracy Sacca**  
Sr. Paralegal

**Kayla Harris**  
Sr. Paralegal

**Cindy Farmer**  
Annuitant

**Monica Martinez**  
Sr. Paralegal, 1381 Demands

**Brie Reddick**  
*Joey Gallardo*

**Elisandro Mena Casanova**  
*Lenora Hamilton*

**Hang Ngo**  
*Saras Larkin*

**Anamarie Lucas**  
IPP

**Yessenia Oropeza**  
*Valerie Blasi*

**Patricia Hernandez**  
*Chloe Mosqueda*

**White Collar Crime**

**Melissa Guzman**  
*Paralegal Trainees*

**Clarence Brindle**  
*Writs & Appeals*

**Richard Ng**  
Principal HR Analyst

**Shavaun Tolliver**  
Principal HR Analyst

**Julietta Teran-Lehmann**  
Workforce Development Coordinator

Luis Mendez

Eleanor (Beth) Munger

Morris Moore

Robert Venegas

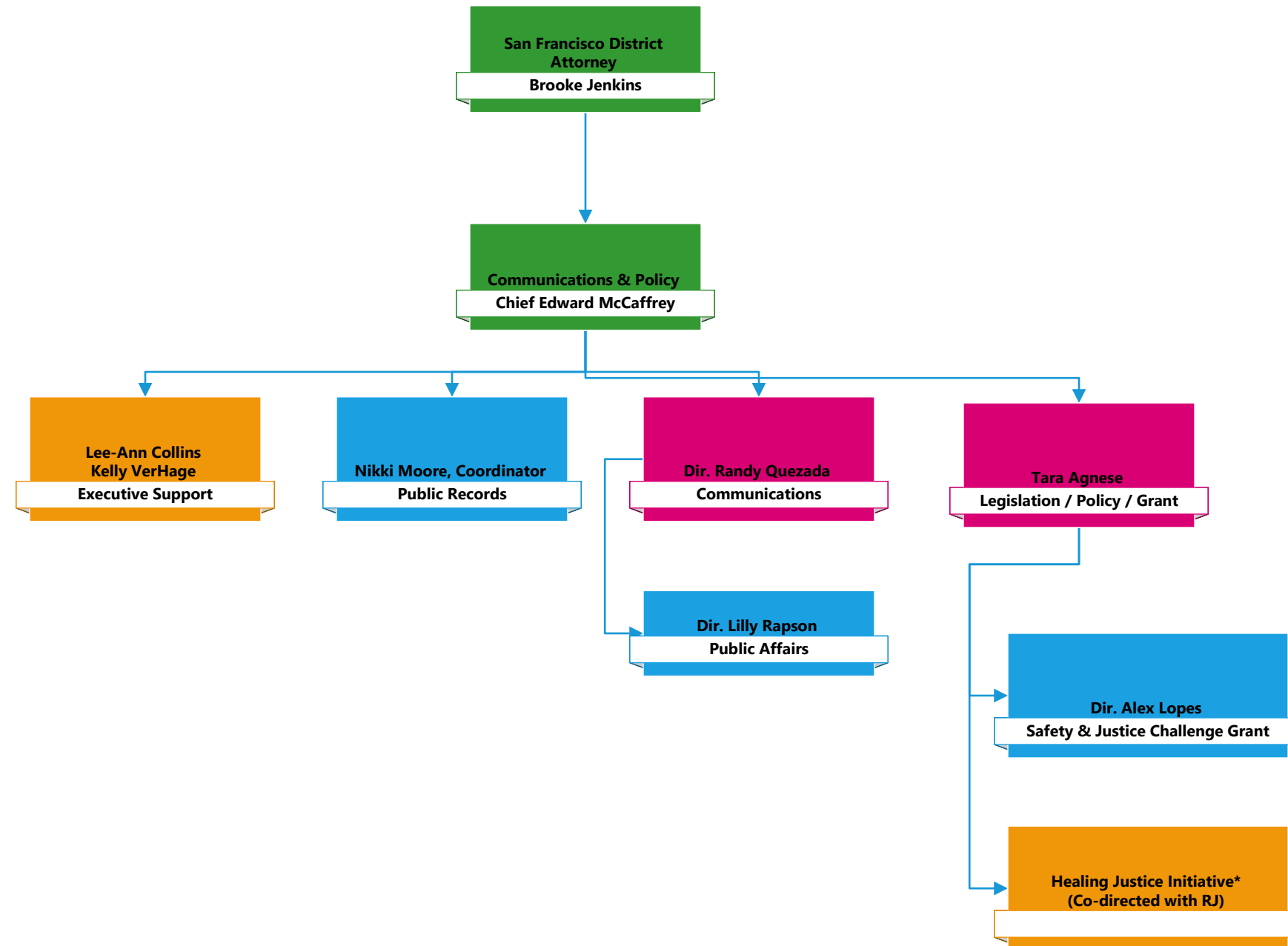
Vacant

Ada Yu

Noah Pinaire

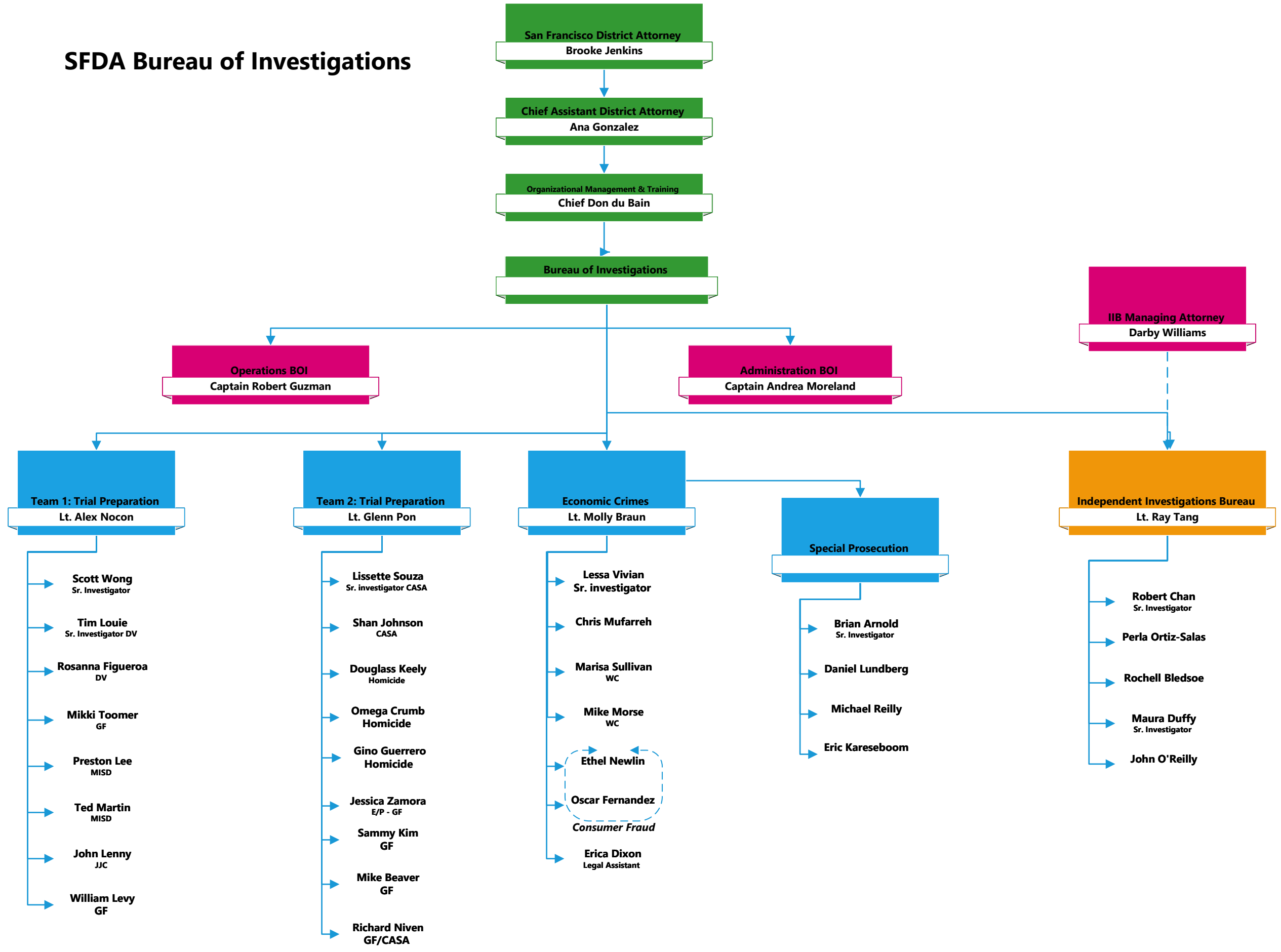


## SFDA Communications & Policy



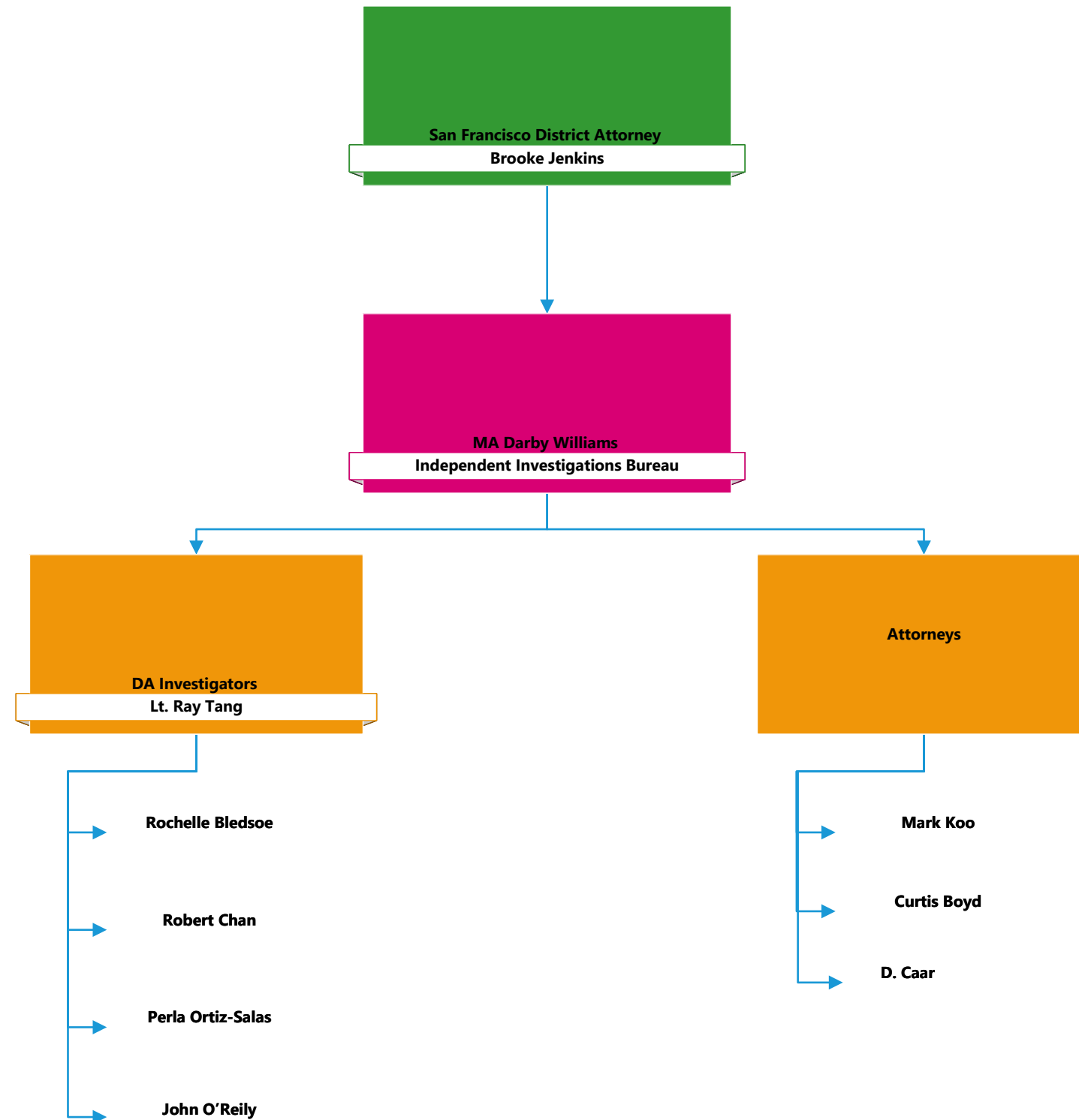


# SFDA Bureau of Investigations





# SFDA Independent Investigations Bureau





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

<b>Subrecipient:</b> San Francisco, City & County	<b>UEI #</b> JZ9BSV3GSJ54	<b>FIPS #:</b>
<b>Grant Disaster/Program Title:</b> Elder Abuse Program		
<b>Performance Period:</b> 01/01/24	<b>to</b> 12/31/24	<b>Subaward Amount Requested:</b> \$ 217,444
<b>Type of Non-Federal Entity</b> (Check Applicable Box)	<input type="checkbox"/> State Govt <input checked="" type="checkbox"/> Local Govt <input type="checkbox"/> JPA <input type="checkbox"/> Non-Profit <input type="checkbox"/> Tribe	


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

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

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

Assessment Factors	Response
1. How many years of experience does your current grant manager have managing grants?	>5 years
2. How many years of experience does your current bookkeeper/accounting staff have managing grants?	>5 years
3. How many grants does your organization currently receive?	>10 grant
4. What is the approximate total dollar amount of all grants your organization receives?	\$ 16,562,439
5. Are individual staff members assigned to work on multiple grants?	Yes
6. Do you use timesheets to track the time staff spend working on specific activities/projects?	Yes
7. How often does your organization have a financial audit?	Annually
8. Has your organization received any audit findings in the last three years?	No
9. Do you have a written plan to charge costs to grants?	Yes
10. Do you have written procurement policies?	Yes
11. Do you get multiple quotes or bids when buying items or services?	Always
12. How many years do you maintain receipts, deposits, cancelled checks, invoices?	>5 years
13. Do you have procedures to monitor grant funds passed through to other entities?	Yes

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

<b>Signature: (Authorized Agent)</b> 	<b>Date:</b> 10/27/23
<b>Print Name and Title:</b> Brooke Jenkins, District Attorney	<b>Phone Number:</b> (628) 652-4012
<i>Cal OES Staff Only: SUBAWARD #</i>	



## Operational Agreement Summary

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

Subrecipient: San Francisco, City and County

Participating Agency/Organization/Individual	Date Signed	Time Frame of OA
1. SAN FRANCISCO SAFE	02/16/2021	04/01/21 to 03/31/24
2. COMMUNITY UNITED AGAINST VIOLENCE	02/17/2021	03/01/21 to 02/29/24
3. CHINESE NEWCOMERS SERVICE CENTER	04/08/2021	03/01/21 to 02/29/24
4. SAN FRANCISCO ADULT PROBATION DEPT	02/18/2021	04/01/21 to 03/31/24
5. GLIDE FOUNDATION WOMEN'S CENTER	03/08/2021	04/01/21 to 03/31/24
6. TAHIRIH JUSTICE CENTER	11/22/2022	11/22/22 to 11/22/24
7. CENTRO LATINO DE SAN FRANCISCO	05/15/2023	05/01/23 to 04/30/25
8. GRIMMIE FOUNDATION	10/01/2022	08/01/22 to 07/31/25
9. BAY AREA LEGAL AID	11/16/2022	09/22/22 to 09/22/25
10. CHINATOWN COMMUNITY DEVELOPMENT CENTER	12/19/2022	01/01/23 to 12/31/25
11. BALANCE	12/20/2022	11/01/22 to 10/31/25
12. SAN FRANCISCO LONG TERM CARE OMBUDSMAN	12/21/2022	01/01/23 to 12/31/25
13. INSTITUTE OF AGING- ELDER ABUSE PREVENTION PROGRAM	01/13/2023	01/01/23 to 12/31/25
14. COMMUNITY YOUTH CENTER	01/25/2023	01/01/23 to 12/31/25
15. SAMOAN COMMUNITY DEVELOPMENT CENTER	02/06/2023	02/01/23 to 01/31/26
16. DEPARTMENT OF PUBLIC HEALTH-CRISIS RESPONSE TEAM	02/16/2023	04/01/23 to 03/31/26
17. NEWCOMERS HEALTH PROGRAM	09/29/2022	09/26/22 to 09/25/27
18. ADULT PROTECTIVE SERVICES	12/23/2022	01/01/23 to 12/31/27
19. TENDERLOIN HOUSING CLINIC	09/27/2023	02/01/23 to 01/31/27
20. RICHMOND AREA MULTISERVICES INC.	06/06/2023	04/01/23 to 03/31/28

# Operational Agreement

## PURPOSE

This operational agreement stands as evidence that the Victim Witness Assistance Program (VWAP) division and San Francisco SAFE 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 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, and providing residential and commercial physical security surveys.

The Victim Witness Assistance Program provides or arranges services to victims of all types of crime, including crisis intervention and emergency assistance, information and referrals, 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 VWAP staff for eligible clients who are in need of assistance in accordance with the service provided by SAFE.
2. VWAP will accept referrals from SAFE to assist those victims who need assistance in accordance with the services and mission of 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 April 1, 2021 to March 31, 2024. This agreement may be terminated by either party or amended with the written consent of both parties.

**Kyra Worthy**  
Digitally signed by Kyra Worthy  
Date: 2021.02.16 12:15:37 -08'00'

Kyra Worthy \_\_\_\_\_ Date  
Executive Director of SAFE

**Gena Castro Rodriguez**  
Digitally signed by Gena Castro Rodriguez  
Date: 2021.02.11 10:07:16 -08'00'

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 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

CUAV provides a continuum of services to victims of domestic violence, hate crimes, hate violence and bias-motivated sexual assault. 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 referrals, assistance in filing for crime victim compensation and restitution, and orientation and support through the criminal justice system.

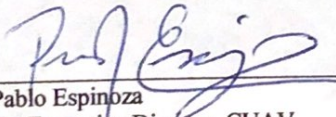
### RIGHTS AND RESPONSIBILITIES

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 LGBTQ victims who need assistance in accordance with the services and mission of 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 LGBTQ victims.

### DURATION

This operation agreement is effective from March 1, 2021 to February 29, 2024. This agreement may be terminated by either party or amended with the written consent of both parties.

  
Pablo Espinoza  
Co-Executive Director, CUAV

2/17/2021  
Date

Gena Castro  
Rodriguez

Digitally signed by  
Gena Castro Rodriguez  
Date: 2021.02.17  
09:59:02 -08'00'

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 the Chinese Newcomers Service Center (NCSC) 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 immigrants and refugees by providing multiple services, including bilingual information and referrals, adjustment counseling, translation and interpretation, job 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 referrals, 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 and mission of 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 March 1, 2021 to February 29, 2024. This agreement may be terminated by either party or amended with the written consent of both parties.

Digitally signed by George Chan  
Date: 2021.04.08 13:47:29 -07'00'

George Chan  
Executive Director of CNSC

---

Date

Digitally signed by Gena Castro Rodriguez  
Date: 2021.02.11 09:57:18 -08'00'

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 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 probationers to successfully end supervision by completing 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 referrals, 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 by 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 and mission of 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 April 1, 2021 to March 31, 2024. This agreement may be terminated by either party or amended with the written consent of both parties.



02/18/2021

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

Date

Gena Castro  
Rodriguez

Digitally signed by Gena  
Castro Rodriguez  
Date: 2021.02.11  
10:57:51 -08'00'

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 the Glide Foundation Women's Center (Glide) 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 Glide Foundation Women's Center is a community of women committed to helping women take 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.

The Victim Witness Assistance Program provides or arranges services to victims of all types of crime, including crisis intervention and emergency assistance, information and referrals, 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 accept referrals from VWAP staff for eligible clients who are in need of assistance in accordance with the service provided by Glide.
2. VWAP will accept referrals from Glide Department to assist those victims who need assistance in accordance with the services and mission of 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 April 1, 2021 to March 31, 2024. This agreement may be terminated by either party or amended with the written consent of both parties.

  
\_\_\_\_\_  
The Glide Foundation Women's Center

Date

**Gena Castro Rodriguez**  
Digitally signed by Gena Castro Rodriguez  
Date: 2021.02.11 11:22:15 -08'00'

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

Date

## OPERATIONAL AGREEMENT

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

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

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

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

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

**Tahirih** agrees to the following:

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

**SFDA** agrees to the following:

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

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

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





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

---

Tahirih Justice Center  
Morgan Weibel, Executive Director,  
DATE

---

San Francisco District Attorney's Office  
NAME, TITLE  
DATE

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

**Purpose:**

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

To this end, each party agrees to the following:

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

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

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



\_\_\_\_\_  
Signature    5/10-2023    Date

\_\_\_\_\_  
Printed Name  
Executive Director, Centro Latino

**Monifa Willis**

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

\_\_\_\_\_  
Signature    Date

\_\_\_\_\_  
Printed Name  
Chief of Victim Services Division, SFDA

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

August 1, 2022 through July 31, 2025

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

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

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

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

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

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

Albert Grimmie Oct. 1  
Signature Date

Monifa Willis 10/1/2022  
Signature Date

Albert Grimmie  
Printed Name

Monifa Willis  
Printed Name

Authorized Representative  
Christina Grimmie Foundation

Chief of Victim Services  
City and County of San Francisco

# Operational Agreement

Between

**Bay Area Legal Aid**

And

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

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

The Operational Agreement stands as evidence that **Bay Area Legal Aid** (BayLegal) and the **Victim Services Division of the San Francisco District Attorney's Office** intend to work together toward the mutual goal of providing maximum available services and assistance for the underserved and underserved victims of violence.

To this end, each agency agrees:

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

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

 11/16/22  
Signature Date

**Genevieve Richardson**

Printed Name

Director of Bay Area Legal Aid

**grichardson@baylegal.org**

Email

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

Signature Date

**Monifa Willis**

Printed Name

Chief of Victim Services  
City and County of San Francisco

**monifa.willis@sfgov.org**

Email

# Operational Agreement

Between

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

And

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

## Purpose:

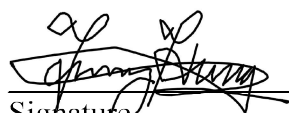
This Operational Agreement stands as evidence that the **Victim Services Division of the San Francisco District Attorney's (SFDA) Office** and the **Tenderloin Family Housing- Resident Services Team of Chinatown Community Development Center (CCDC)** intend to work together toward the mutual goal of providing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

To this end, each party agrees to the following:

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

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

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

  
\_\_\_\_\_  
Signature

12/15/2022  
\_\_\_\_\_  
Date

Monifa Willis  
\_\_\_\_\_  
Signature

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

\_\_\_\_\_  
Date

Tammy Hung  
\_\_\_\_\_  
Printed Name  
Deputy Director of Programs  
Chinatown CDC

\_\_\_\_\_  
Printed Name  
Chief of Victim Services Division  
SFDA

# Operational Agreement

Between  
**Balance**  
And

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

### Purpose:

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

### Parties to the Agreement:

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

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

### Rights and Responsibilities:

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

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

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

*Cynthia Campbell*  
Signature

12/20/22

Date

Monifa Willis

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

Signature

Date

Cynthia Campbell - CXO

Printed Name

Authorized Representative of Balance

Printed Name

Chief of Victim Services Division

# Operational Agreement

Between

**San Francisco Long Term Care Ombudsman Program**

And

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

## **Purpose:**

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

## **Parties to the Agreement:**

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

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

## **Rights and Responsibilities:**

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

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

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



Benson Nadell      12/20/22  
Signature                      Date

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

Benson Nadell Robert Manes ( Co-Directors) \_\_\_\_\_  
Printed Name    Printed Name  
Authorized Representative                      Chief of Victim Services Division, SFDA  
**SF LTC Ombudsman Program**

# Operational Agreement

Between

**Elder Abuse Prevention Program of Institute on Aging**

And

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

## Purpose:

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

To this end, each party agrees to the following:

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

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

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

● Alice Chiu \_\_\_\_\_ 1/4/2023 \_\_\_\_\_

Signature

Date

Alice Chiu

Printed Name

Authorized Representative

**Elder Abuse Prevention Program of IOA**

Signature

Date

Monifa Willis **Monifa Willis** Digitally signed by Monifa Willis  
Date: 2023.01.13 09:45:21 -08'00'

Printed Name

Chief of Victim Services Division, SFDA



# Operational Agreement

Between

**Community Youth Center of San Francisco**

And

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

## Purpose:

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

## Rights and Responsibilities:

1. VSD will refer, whenever appropriate, to CYC and work with CYC to coordinate services and support for shared clients/victims or survivors.
2. CYC will refer, whenever appropriate, their clients to VSD for services and collaborate on supporting shared clients/victims or survivors.
3. Both parties will cross-train each other's staff to better our partnership at least once a year.
2. Both parties will collaborate, whenever appropriate, on participating in community events together to promote awareness about victim services and crime prevention.
3. Both parties will meet at least once a year to review, discuss, and revise partnership strategies and other topics as needed.

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

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



1/12/2023

Monifa Willis

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

Signature

Date

Signature

Date

Sarah Wan

Printed Name

Executive Director

**Community Youth Center SF**

Printed Name

Chief of Victim Services Division, SFDA

# Operational Agreement

Between

**Samoan Community Development Center**

And

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

## Purpose:


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

To this end, each party agrees to the following:

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

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

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

  
\_\_\_\_\_  
Signature

2/2/2023  
\_\_\_\_\_  
Date

**Monifa Willis** Digitally signed by Monifa Willis  
Date: 2023.02.06 15:36:26 -08'00'  
\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*Tino Felise*  
\_\_\_\_\_  
Printed Name  
Program Director, SCDC

\_\_\_\_\_  
Printed Name  
Chief of Victim Services Division, SFDA

# Operational Agreement

Between

**Crisis Response Team of Department of Public Health**

And

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

**Purpose:**

This Operational Agreement stands as evidence that the **Crisis Response Team (CRT) of the Department of Public Health (DPH) and Victim Services Division (VSD) of the San Francisco District Attorney's (SFDA) Office** intend to work together toward the mutual goal of providing maximum available services assistance for crime victims/survivors who reside in San Francisco.

To this end, each party agrees to the following:

1. CRT will accept referrals from VSD for eligible clients who need assistance in accordance with the services provided by CRT.
2. VSD will accept referrals from CRT to assist victims/survivors who need assistance in accordance with the services VSD provides.
3. CRT and VSD will coordinate support for shared clients and provide consultation and cross-training whenever appropriate.
4. Both parties work together towards the larger goal of creating an accessible and coordinated system of comprehensive services for victims/survivors of crime.

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

We, the undersigned, as authorized representatives of **CRT of DPH** and **VSD of SFDA Office** do hereby approve this document.

<p>DocuSigned by: <i>Stephanie Felder</i> 1AC0E81FC429440...</p>	<p>02/15/2023   12:40 PM PST</p>	<p>DocuSigned by: <i>Monifa Willis</i> DA0D2F92DC5640C...</p>	<p>02/16/2023   9:57 AM PST</p>
Signature	Date	Signature	Date
Stephanie Felder		Monifa Willis	
Printed Name		Printed Name	
Director of Comprehensive Crisis Services		Chief of Victim Services Division, SFDA	

CITY AND COUNTY OF SAN FRANCISCO

OFFICE OF THE DISTRICT ATTORNEY



Brooke Jenkins  
District Attorney

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

**Operational Agreement**

**PURPOSE**

This operational agreement stands as evidence that the Victim Services Division (VSD) division and Newcomers Health Program intend to work together toward the mutual goal of providing maximum available assistance for crime victims residing in San Francisco. Both agencies believe that implementation of a cross-referral system, as described herein, will further this goal. To this end, each party agrees to participate.

**PARTIES TO THIS AGREEMENT**

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

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

**RIGHTS AND RESPONSIBILITIES**

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

1. Newcomers Health Program will accept referrals from VSD staff for eligible clients who need assistance in accordance with the service provided by Newcomers Health program. Referral form: <https://tinyurl.com/SF-Ref-Health> [newcomers.health@sfdph.org](mailto:newcomers.health@sfdph.org) or 628-206-8608.
2. VSD will accept referrals from Newcomers Health Program to assist those victims who need assistance in accordance with the services it provides, including the expert prosecution of crimes of violence against immigrant, asylee, and refugee victims in accordance with the mission of VSD. Referrals can be emailed to [victimservices@sfgov.org](mailto:victimservices@sfgov.org), and can be made through the front desk at 628-652-4100.
3. Both parties agree to cross-refer clients who may be appropriate for the other's services, coordinate services, and provide on-going consultation, collaboration, and training.

---

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

CITY AND COUNTY OF SAN FRANCISCO

OFFICE OF THE DISTRICT ATTORNEY



Brooke Jenkins  
District Attorney

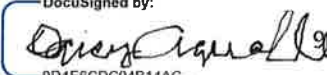
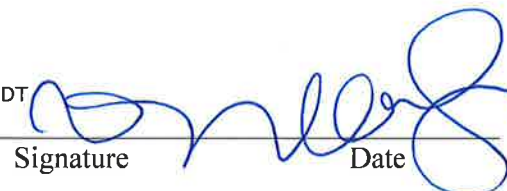
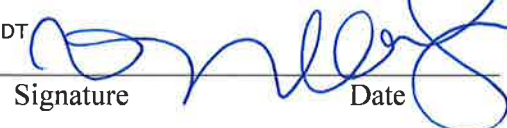

VICTIM SERVICES DIVISION  
350 RHODE ISLAND  
SUITE 400N  
SAN FRANCISCO CA 94103  
DIRECT DIAL: (628) 652-4100  
E-MAIL: VICTIMSERVICES@SFGOV.ORG

4. Both parties agree to work together towards the larger goal of creating an accessible coordinated system of comprehensive services for San Francisco victims.

**DURATION**

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

Electronic signatures are honored.

<small>DocuSigned by:</small>		<small>9/29/2022   12:11:58 PDT</small>	
			
<small>9D4E6CDC04B14AC</small>			
Signature	Date	Signature	Date

Daisy Aguallo  
\_\_\_\_\_  
Printed Name

MONIFA WILLIS  
\_\_\_\_\_  
Printed Name

Authorized Representative  
Newcomers Health Program, DPH

Chief of Victim Services  
San Francisco District Attorney's Office

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



# Operational Agreement

Between

**Adult Protective Services of San Francisco**

And

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

## **Purpose:**

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

## **Parties to the Agreement:**

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

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

## **Rights and Responsibilities:**

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

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

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



12/22/2022

Signature

Date

Monifa Willis

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

Signature

Date

Akiles Ceron  
Program Director  
SF Adult Protective Services

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

# **Operational Agreement**

Between

**Tenderloin Housing Clinic**

And

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

## **Purpose:**

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

To this end, each party agrees to the following:

1. VSD will accept referrals from THC to assist victims/survivors who need assistance in accordance with the services VSD provides.
2. THC and VSD will coordinate support for shared clients and provide consultation and cross-training to each other whenever appropriate.
3. THC and VSD will collaborate on setting up a satellite hub in THC's La Voz Latina office (456 Ellis Street) for victims and survivors of violent crimes in the Tenderloin neighborhood to access VSD services for those who qualify. VSD staff agree to use the La Voz Latina only during business hours (Monday – Friday, 9am – 5pm) and only when THC staff are present.
4. THC takes no responsibility for VSD equipment or belongings lost, damaged, or stolen as a result of VSD's usage of THC's La Voz Latina office. VSD assumes full responsibility for all VSD items used and/or stored in THC's La Voz Latina office.
5. VSD may participate in community events/workshop hosted by THC.
6. Both parties will work together towards the larger goal of creating an accessible and coordinated system of comprehensive services for victims/survivors of crime.

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

## **ACKNOWLEDGEMENT:**

We acknowledge that THC has made clear that its standard requirement for all vendors and partner organizations with which THC enters a MOU is to carry adequate general liability and workers compensation insurance. The SFDA is a Government entity and is self-insured. . In CONSIDERATION of, THC is waiving their standard requirement for vendors and partner organizations to carry general liability insurance and workers compensation insurance.

## **Self-Insurance.**

Notwithstanding the foregoing, VSD may self-insure to meet the minimum insurance requirements of this Section to the extent it maintains a self-insurance program; provided that

VSD's secured debt is rated at investment grade or better by Standard & Poor's and its self-insurance program meets the minimum insurance requirements of this Section.

**WAIVER OR SUBROGATION:**

VSD agrees to waive all rights of subrogation it may have for the payment of any claim.

**IDEMNIFICATION:**

THC agrees to defend, indemnify and hold harmless the VSD, SFDA, the City and County of San Francisco, its officers, employees and agents, from any and all acts, claims, liabilities and losses by whomever asserted, arising out of acts or omissions of THC in the performance of this Operational Agreement except those arising by reason of the negligence of the VSD, SFDA, the City and County of San Francisco, its officers, employees and agents.

VSD, SFDA, the City and County of San Francisco agrees to defend, indemnify and hold harmless THC, its officers, employees and agents, from any and all acts, claims, liabilities and losses by whomever asserted arising out of acts or omissions of the VSD, SFDA, the City and County of San Francisco in its obligations under this agreement except those arising by reason of the negligence of THC, its officers, employees and agents.

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



Signature

9/27/23

Date

Monifa Willis

Signature

Digitally signed by Monifa Willis  
Date: 2023.09.01 14:13:09 -0700

Date

Tabitha Allen

Printed Name

Authorized Representative, THC

Monifa Willis

Printed Name

Chief of Victim Services Division, SFDA

# Operational Agreement

Between

**Richmond Area Multi-Services Inc.**

And

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

## Purpose:

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

To this end, each party agrees to the following:

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

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

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



6/6/2023

Signature

Date

Monifa Willis

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

Signature

Date

JayVon Muhammad

Printed Name

Chief Executive Officer, RAMS

Monifa Willis

Printed Name

Chief of Victim Services Division, SFDA