

File No. 230938

Committee Item No. 7

Board Item No. _____

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Committee: Budget and Finance Committee

Date September 27, 2023

Board of Supervisors Meeting

Date _____

Cmte Board

- Motion
- Resolution
- Ordinance
- Legislative Digest
- Budget and Legislative Analyst Report
- Youth Commission Report
- Introduction Form
- Department/Agency Cover Letter and/or Report
- MOU
- Grant Information Form
- Grant Budget
- Subcontract Budget
- Contract/Agreement
- Form 126 – Ethics Commission
- Award Letter
- Application
- Public Correspondence

OTHER (Use back side if additional space is needed)

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<input type="checkbox"/>	<input type="checkbox"/>	_____
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<input type="checkbox"/>	<input type="checkbox"/>	_____

Completed by: Brent Jalipa

Date September 21, 2023

Completed by: Brent Jalipa

Date _____

1 [Accept and Expend Grant - California Emergency Management Agency - Probation
Specialized Supervision Program - \$100,000]

2
3 **Resolution authorizing the Department of Adult Probation to accept and expend a**
4 **grant in the amount of \$100,000 from the California Emergency Management Agency**
5 **for Probation Specialized Supervision Program federally funded through the Violence**
6 **Against Women Act, for the period of October 1, 2023, through September 30, 2024.**
7

8 WHEREAS, The purpose of the Probation Specialized Supervision Program (PSSP) is
9 to enhance or create specialized units within probation departments in California to
10 intensively supervise small caseloads of probationers of crimes involving domestic violence,
11 sexual assault, dating violence and stalking; and

12 WHEREAS, California Emergency Management Agency (Cal EMA) grant funding
13 for the PSSP would enhance the Department's existing Domestic Violence (DV) Program in
14 several ways; and

15 WHEREAS, The current DV Program protocols and supervision strategies will be
16 revised to increase field supervision and enhance the outreach services to DV victims; and

17 WHEREAS, The PSSP would reduce violence of DV probationers in that it will:
18 exercise principles of Evidence-Based Practices; apply the principles of effective reentry
19 practices; adopt a victim-centered approach; revise the certification process for the 52
20 weeks Batterers Intervention Programs (BIP); and implement performance measures; and

21 WHEREAS, The grant does not require an amendment to the Annual Salary
22 Ordinance; and

23 WHEREAS, The Department of Adult Probation will provide \$33,333 in matching funds
24 to meet the matching requirement; and
25

1 WHEREAS, The Department of Adult Probation proposes to maximize use of available
2 grant funds on program expenditures by not including indirect costs in the grant budget;
3 now, therefore, be it

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

6 FURTHER RESOLVED, That the Board of Supervisors hereby authorizes the
7 Department of Adult Probation to accept and expend grant funds in the amount of \$100,000
8 from Cal EMA for the period of October 1, 2023, through September 30, 2024.

9
10
11 Recommended:

Approved: _____ /s/ _____

LONDON BREED

Mayor

12
13
14
15 _____ /s/ _____

Approved: _____ /s/ _____

16
17 CRISTEL TULLOCK

BEN ROSENFELD

18 Department Head

Controller

File Number: 230938
(Provided by Clerk of Board of Supervisors)

Grant Resolution Information Form
(Effective July 2011)

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

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

1. Grant Title: Probation Specialized Supervision Program – Violence Against Women Act
2. Department: San Francisco Adult Probation Department
3. Contact Person: Tonya Jones Telephone: 628-652-2348
4. Grant Approval Status (check one):
 Approved by funding agency Not yet approved
5. Amount of Grant Funding Approved or Applied for: \$100,000
6. a. Matching Funds Required: \$33,333
b. Source(s) of matching funds (if applicable): Adult Probation General Fund Project ID 10001628
7. a. Grant Source Agency: California Emergency Management Agency (Cal EMA)
b. Grant Pass-Through Agency (if applicable):
8. Proposed Grant Project Summary: The San Francisco Adult Probation Department (SFAPD) will continue to enhance the Domestic Violence Unit by utilizing a victim centered approach that is guided by evidence based practices to supervise probationers who reside in the Bayview/Hunters Point district of San Francisco. The Bayview/Hunters Point district represents 25% of domestic violence cases in the DV unit.
9. Grant Project Schedule, as allowed in approval documents, or as proposed:
Start-Date: 10/01/2023 End-Date: 09/30/2024
10. a. Amount budgeted for contractual services: \$0
b. Will contractual services be put out to bid? N/A
c. If so, will contract services help to further the goals of the Department's Local Business Enterprise (LBE) requirements? N/A
d. Is this likely to be a one-time or ongoing request for contracting out? N/A
11. a. Does the budget include indirect costs?
 Yes No
b. 1. If yes, how much? \$ 0.00
b. 2. How was the amount calculated? N/A
c. 1. If no, why are indirect costs not included?
 Not allowed by granting agency To maximize use of grant funds on direct services
 Other (please explain):
c. 2. If no indirect costs are included, what would have been the indirect costs? \$44,884

12. Any other significant grant requirements or comments:

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

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

- | | | |
|--|---|--|
| <input checked="" type="checkbox"/> Existing Site(s) | <input type="checkbox"/> Existing Structure(s) | <input type="checkbox"/> Existing Program(s) or Service(s) |
| <input type="checkbox"/> Rehabilitated Site(s) | <input type="checkbox"/> Rehabilitated Structure(s) | <input type="checkbox"/> New Program(s) or Service(s) |
| <input type="checkbox"/> New Site(s) | <input type="checkbox"/> New Structure(s) | |

14. The Departmental ADA Coordinator or the Mayor's Office on Disability have reviewed the proposal and concluded that the project as proposed will be in compliance with the Americans with Disabilities Act and all other Federal, State and local disability rights laws and regulations and will allow the full inclusion of persons with disabilities. These requirements include, but are not limited to:

1. Having staff trained in how to provide reasonable modifications in policies, practices and procedures;
2. Having auxiliary aids and services available in a timely manner in order to ensure communication access;
3. Ensuring that any service areas and related facilities open to the public are architecturally accessible and have been inspected and approved by the DPW Access Compliance Officer or the Mayor's Office on Disability Compliance Officers.

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

Comments:

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

(Name) Michele Nieve

(Title) Manager, Human Resources & Payroll Division

Date Reviewed: 7/20/2023

Michele Nieve
(Signature Required)

Department Head or Designee Approval of Grant Information Form:

(Name) Cristel M. Tullock

(Title) Chief Adult Probation Officer

Date Reviewed: 7/21/23

Cristel M. Tullock
(Signature Required)



Grant Subaward Budget Pages
Multiple Fund Sources

Subrecipient: City and County of San Francisco Adult Probation		Grant Subaward #: PU22	
A. Personnel Costs - Line-item description and calculation	Fund Source 1 VAWA Grant Funds	Fund Source 2 VAWA Match	Total Amount Allocated
<p>10/1/2023- 9/30/2024</p> <p>Deputy Probation Officer (8444) at step 11 @.37 FTE. Salary: \$ 5,053 x 26 pay periods = \$ 131,378 Remaining FTE cost covered by City and County of San Francisco Adult Probation Benefits: Medical (Health & Dental): \$279 x 26 pay periods=\$7,254 @.37 FTE = \$2,683 Remaining benefits costs will be covered by City and County of San Francisco Adult Probation</p> <p>Public Svc. Aide- Asst to Prof will dedicate 100% of his/her time to caseload. Annual salary for Prof: \$49,842</p> <p>Salary: \$ 1,917 x 26 pay periods = \$ 49,842 Remaining FTE cost covered by City and County of San Francisco Adult Probation</p> <p>Benefits: All Benefits will be covered by City and County of San Francisco, Adult Probation. Benefits: Retire City Misc is calculated at 0.78% of \$49,842 (annual salary) =\$ 586 per pay period. (586*26 pay periods= \$15,236). Retirement/Prop B is calculated at 0.04% of \$49,842 (annual salary) =\$29.07 per pay period. (\$29.07*26 pay periods= \$755.82). Social Security (OASDI & HI) is calculated at 0.23% of \$49,842 (annual salary) =\$176.49 per pay period. (\$176.49*26 pay periods= \$4,588.74). Social Sec-Medicare(HI Only) is calculated at 0.05% of \$49,842 (annual salary) =\$41.27 per pay period. (\$41.27*26 pay periods= \$1,073.02). Health Service-City Match is calculated at 0.44% of \$49,842 (annual salary) =\$330.45 per pay period. (\$330.45*26 pay periods= \$8,591.70). Dental Coverage is calculated at 0.03% of \$49,842 (annual salary) =\$20.46 per pay period. (\$20.46*26 pay periods= \$531.96). Unemployment Insurance is calculated at 0.0038% of \$49,842 (annual salary) =\$2.84 per pay period. (\$2.84*26 pay periods= \$73.84). Life Insurance is calculated at 0.0032% of \$75,218 (annual salary) =\$2.42 per pay period. (\$2.42*26 pay periods= \$62.92).</p>	 \$49,808 \$49,842	 \$33,333 	 \$49,808 \$33,333 \$49,842
Personnel Costs Fund Source Totals	\$99,650	\$33,333	\$132,983
PERSONNEL COSTS CATEGORY TOTAL			\$132,983



Grant Subaward Budget Pages
Multiple Fund Sources

Subrecipient: City and County of San Francisco Adult Probation			
B. Operating Costs - Line-item description and calculation	23 STOP Fund Source 1	23 STOP Match Fund Source	Total Amount Allocated
Training	\$350	\$ -	\$350
Operating Costs Fund Source Totals	\$350	\$ -	\$350
OPERATING COSTS CATEGORY TOTAL			\$350



Grant Subaward Budget Pages
Multiple Fund Sources

Subrecipient: City and County of San Francisco Adult Probation			Grant Subaward #: PU22
C. Equipment Costs - Line-item description and calculation	Fund Source 1	Fund Source 2	Total Amount Allocated
N/A			
Equipment Costs Fund Source Totals			
EQUIPMENT COSTS CATEGORY TOTAL			

Grant Subaward Totals - Totals must match the Grant Subaward Face Sheet	Fund Source 1	Fund Source 2 VAWA Match	Total Project Cost
Fund Source Totals	\$100,000	\$33,333	\$133,333

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

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

- 1. **Subrecipient:** San Francisco, City and County **1a. UEI#:** 024241502000
- 2. **Implementing Agency:** San Francisco, City and County, Adult Probation Department **2a. UEI#:** 024241502000
- 3. **Implementing Agency Address:** 945 Bryant Street San Francisco 94103-4673
(Street) (City) (Zip+4)
- 4. **Location of Project:** San Francisco, City and County, Adult Probation Department San Francisco 94103-4673
(City) (County) (Zip+4)
- 5. **Disaster/Program Title:** PU - Probation Specialized Units Program **6. Performance/
Budget Period:** 10/1/2023 **to** 9/30/2024
(Start Date) (End Date)
- 7. **Indirect Cost Rate:** N/A **Federally Approved ICR (if applicable):** _____ %

Item Number	Grant Year	Fund Source	A. State	B. Federal	C. Total	D. Cash Match	E. In-Kind Match	F. Total Match	G. Total Cost
8.	2024	VAWA		\$100,000					\$100,000
9.	Select	Select				\$33,333		\$33,333	\$33,333
10.	Select	Select							
11.	Select	Select							
12.	Select	Select							
Total	Project	Cost		\$100,000	\$100,000	\$33,333		\$33,333	\$133,333

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: Cristel M. Tullock Title: Chief Adult Probation Officer
 Payment Mailing Address: 945 Bryant Street City: San Francisco Zip Code+4: 94103-4673
 Signature: *Cristel M. Tullock* Date: May 31, 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

Information and Instructions

Key personnel are the official points of contact for the Grant Subaward, including the individuals identified on this form (per Subrecipient Handbook (SRH) Section 3.005).

Complete all sections of this form using the instructions below. Each individual must have a unique email address specific to them.

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

1. Provide the name, title, address (including **9-digit** Zip Code), telephone number, and e-mail address for the **Grant Subaward Director** (per SRH Section 3.010).
2. Provide the name, title, address (including **9-digit** Zip Code), telephone number, and e-mail address for the **Financial Officer** (per SRH Section 3.020).
3. Provide the name, title, address (including **9-digit** Zip Code), telephone number, and e-mail address for the **Programmatic Point of Contact** (per SRH Section 3.015).
4. Provide the name, title, address (including **9-digit** Zip Code), telephone number, and e-mail address for the **Financial Point of Contact** (per SRH Section 3.025).
5. Provide the name, title, address (including **9-digit** Zip Code), telephone number, and e-mail address for the **Executive Director** of a Non-Governmental Organization or the **Chief Executive Officer** (e.g. chief of police, superintendent of schools) for the Implementing Agency (per SRH Section 1.020).
6. Provide the name, title, address (including **9-digit** Zip Code), telephone number, and e-mail address for the **Official Designee** (per SRH Section 3.030) as stated in Section 15 of the Grant Subaward Face Sheet (Cal OES Form 2-101).
7. Provide the name, title, address (including **9-digit** Zip Code), telephone number, and e-mail address for the **Chair** of the **Governing Body** of the Subrecipient, if applicable. This must be direct contact information.



Grant Subaward Contact Information

Grant Subaward #: PU 22 01 0380

Subrecipient: San Francisco, City and County

1. **Grant Subaward Director:**

Name: Chauncey Robinson

Title: Division Director

Telephone #: 628-652-2215

Email Address: Chauncey.Robinson@sfgov.org

Address/City/ Zip Code (9-digit): 945 Bryant Street, San Francisco, CA 94103-4673

2. **Financial Officer:**

Name: Tonya Jones

Title: Senior Financial Analyst

Telephone #: 628-652-2348

Email Address: Tonya.Jones@sfgov.org

Address/City/ Zip Code (9-digit): 945 Bryant Street, San Francisco, CA 94103-4673

3. **Programmatic Point of Contact:**

Name: Arturo Faro

Title: Supervising Deputy Probation Officer

Telephone #: 628-652-2217

Email Address: Arturo.Faro@sfgov.org

Address/City/ Zip Code (9-digit): 945 Bryant Street, San Francisco, CA 94103-4673

4. **Financial Point of Contact:**

Name: Tonya Jones

Title: Senior Financial Analyst

Telephone #: 628-652-2348

Email Address: Tonya.Jones@sfgov.org

Address/City/ Zip Code (9-digit): 945 Bryant Street, San Francisco, CA 94103-4673

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: Cristel Tullock

Title: Chief Adult Probation Officer

Telephone #: 628-652-2335

Email Address: Cristel.Tullock@sfgov.org

Address/City/ Zip Code (9-digit): _____

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

Name: Cristel Tullock

Title: Chief Adult Probation Officer

Telephone #: 628-652-2335

Email Address: Cristel.Tullock@sfgov.org

Address/City/ Zip Code (9-digit): 945 Bryant Street, San Francisco, CA 94103-4673

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, Room 282, San Francisco, CA 94102-468



Grant Subaward Signature Authorization

Information and Instructions

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

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

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



Grant Subaward Signature Authorization

Grant Subaward #: 01 0380

Subrecipient: _____

Implementing Agency: _____

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

Grant Subaward Director:

Printed Name: _____

Signature: Chauncey Robinson

Date: _____

Financial Officer:

Printed Name: _____

Signature: Tonya Jones

Date: 05/31/2023

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

Signature: Cristel M. Tullock

Printed Name: _____

Signature: _____

Printed Name: _____

Signature: _____

Printed Name: _____

Signature: _____

Printed Name: _____

Signature: _____

Printed Name: _____

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

Signature: Taras Madison

Printed Name: _____

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: _____

	Cal OES Program Name	Grant Subaward #:	Grant Subaward Performance Period
1	Probation Specialized Units Program	PU 22 01 0380	10/01/2023-09/30/2024
2			
3			
4			
5			
6			

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

I. Proof of Authority – SRH 1.055

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

II. Civil Rights Compliance – SRH Section 2.020

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

III. Equal Employment Opportunity – SRH Section 2.025

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



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

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

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

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

VI. Lobbying – SRH Sections 2.040 and 4.105

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

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

CERTIFICATION	
I, the official named below, am the same individual authorized to sign the Grant Subaward [Section 15 on Grant Subaward Face Sheet], and hereby affirm that I am duly authorized legally to bind the Subrecipient to the above-described certification. I am fully aware that this certification, executed on the date, is made under penalty of perjury under the laws of the State of California	
Official Designee's Signature:	<u>Cristal M. Tullock</u>
Official Designee's Typed Name:	<u>Cristel Tullock</u>
Official Designee's Title:	<u>Chief Adult Probation Officer</u>
Date Executed:	<u>05/31/2023</u>
AUTHORIZED BY:	
I grant authority for the Subrecipient/Official Designee to enter into the specific Grant Subaward(s) (indicated by the Cal OES Program name and initial Grant Subaward performance period identified above) and applicable Grant Subaward Amendments with Cal OES.	
<input checked="" type="checkbox"/> City Financial Officer	<input type="checkbox"/> County Financial Officer
<input type="checkbox"/> City Manager	<input type="checkbox"/> County Manager
<input type="checkbox"/> Governing Board Chair	
Signature:	<u>[Signature]</u>
Typed Name:	<u>Ben Rosenfield</u>
Title:	<u>City Controller</u>
Date Executed:	_____



Grant Subaward Budget Pages
Multiple Fund Sources

Subrecipient: City and County of San Francisco Adult Probation			Grant Subaward #: PU22 01 0380
A. Personnel Costs - Line-item description and calculation	Fund Source 1 VAWA Grant Funds	Fund Source 2 VAWA Match	Total Amount Allocated
10/1/2023- 9/30/2024			
Deputy Probation Officer (8444) at step 11 @.37 FTE.			
Salary: \$ 5,053 x 26 pay periods = \$ 131,378 Remaining FTE cost covered by City and County of San Francisco Adult Probation	\$49,808		\$49,808
Benefits: Medical (Health & Dental): \$279 x 26 pay periods=\$7,254 @.37 FTE = \$2,683 Remaining benefits costs will be covered by City and County of San Francisco Adult Probation		\$33,333	\$33,333
Public Svc. Aide- Asst to Prof will dedicate 100% of his/her time to caseload. Annual salary for Prof: \$49,842			
Salary: \$ 1,917 x 26 pay periods = \$ 49,842 Remaining FTE cost covered by City and County of San Francisco Adult Probation	\$49,842		\$49,842
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Personnel Costs Fund Source Totals	\$99,650	\$33,333	\$132,983
PERSONNEL COSTS CATEGORY TOTAL			\$132,983



Grant Subaward Budget Pages
Multiple Fund Sources

Subrecipient: City and County of San Francisco Adult Probation			
B. Operating Costs - Line-item description and calculation	23 STOP Fund Source 1	23 STOP Match Fund Source	Total Amount Allocated
Training	\$350	\$ -	\$350
Operating Costs Fund Source Totals	\$350	\$ -	\$350
OPERATING COSTS CATEGORY TOTAL			\$350



Grant Subaward Budget Pages
Multiple Fund Sources

Subrecipient: City and County of San Francisco Adult Probation			Grant Subaward #: PU22
C. Equipment Costs - Line-item description and calculation	Fund Source 1	Fund Source 2	Total Amount Allocated
N/A			
Equipment Costs Fund Source Totals			
EQUIPMENT COSTS CATEGORY TOTAL			

Grant Subaward Totals - Totals must match the Grant Subaward Face Sheet	Fund Source 1	Fund Source 2 VAWA Match	Total Project Cost
Fund Source Totals	\$100,000	\$33,333	\$133,333



Grant Subaward Budget Narrative

Grant Subaward #: PU 22 010380

Subrecipient: City and County of San Francisco Adult Probation

How the project's proposed budget supports the objectives and activities.

The proposed budget for the Probation Specialized Unit (PU) Program will be used exclusively for staffing. It will dedicate one Deputy Probation Officer (DPO) 0.37 FTE and one full time Public Service Aide (1 FTE). Training and travel related to these positions will be paid for by the grant.

How funds are allocated to minimize administrative costs and support direct services.

The Public Service Aide position will minimize administrative costs and will add value to the Program by supporting the DPO in preparing and distributing educational materials to victims, record contact with victims during the offender's term of probation, schedule contacts with clients on behalf of the Probation Officer, and logging all activities related to the PU.

How shared costs are allocated.

Cost allocations are based on a percentage of the total actual time each employee works on the assigned program.

How program-funded staff duties and time commitments support the proposed objectives and activities.

The San Francisco Adult Probation Department (SFAPD) proposes to develop a caseload of high needs/high risk clients who have been involved in crimes of



Grant Subaward Budget Narrative

Grant Subaward #: PU 22 010380

Subrecipient: City and County of San Francisco Adult Probation

domestic violence. This caseload will have a reduced size of 40 active clients, focusing on clients who require a higher level of supervision, services, and oversight through the Domestic Violence Court and through their assigned DPO. The focus of this caseload is to implement evidence-based practices to address the criminogenic needs of clients who reside in the following San Francisco neighborhoods: Potrero Hill in Districts 9 and Bayview, Hunters Point, Dogpatch, Central Waterfront, Sunnydale, Potrero Hill in District 10 the Bayview Hunters' Point District and adjacent areas. The goal is to deliver rehabilitation programs to diminish risk factors and provide effective supervision in the form of case management and case planning, that will ultimately reduce recidivism on SFAPD's clients and enhance victims' safety.

Similarly, the assigned PU team will offer support and resources to victims of domestic violence, when allowed by the victims.

The necessity for subcontracts and unusual expenditures.

None for this submission.

Need for mid-year salary range adjustments.

None for this submission.



Grant Subaward Programmatic Narrative

Grant Subaward #: PU 22 01 0380

Subrecipient: City and County of San Francisco Adult Probation

Project Narrative

Problem Statement

This proposal is consistent with the Violence Against Women Act (VAWA) committee's recommendation to enhance specialized units within the California Probation Departments to intensively supervise small caseloads of probationers with a higher emphasis on domestic violence crimes.

Focus on Domestic Violence Cases

The SFAPD prioritizes the supervision of domestic violence clients. There are two Domestic Violence (DV) Units devoted to supervising clients with domestic violence cases. The two DV Units consist of two Supervising Deputy Probation Officers, nine Deputy Probation Officers and one Public Service Aide. One of these DPOs is a Domestic Violence Court Officer, assisting with all matters related to the Domestic Violence Court, which aims to hold individuals accountable to change behavior through effective interventions. A Deputy Probation Officer and a Public Service Aide is assigned to the Domestic Violence Probation Specialized Unit (PU) Program currently funded under this grant. This PU has a reduced caseload dedicated to supervise the most serious



Grant Subaward Programmatic Narrative

Grant Subaward #: PU 22 01 0380

Subrecipient: City and County of San Francisco Adult Probation

domestic violence cases in San Francisco's predetermined geographic area most afflicted by domestic violence cases (i.e., Districts 9 and 10). This funding will allow the SFAPD to maintain an enhanced level of supervision provided by this Specialized Probation Unit Program, which includes:

1. Implementing Principles of Evidence Based Practices (EBP): EBP have been implemented by the SFAPD domestic violence probation specialized unit program and DV Units in general to improve services to clients and victims.
2. Risk and Needs Assessment: Individuals awaiting sentencing for whom the Superior Court requests a presentence investigation are assessed using a validated risk and needs assessment tool. In November, 2017 the SFAPD began implementing a secondary risk assessment tool for clients convicted of DV offenses. As part of this project, deputy probation officers in the DV Units are administering the Ontario Domestic Assault Risk Assessment (ODARA) tool. The ODARA is a validated domestic violence risk assessment tool designed to assess the risk of future intimate partner assault, as well as the frequency and severity of these assaults. The project, which has now turned into a mandated function, has informed our supervision practices and has provided additional DV-specific risk information to the court and deputy probation officers.



Grant Subaward Programmatic Narrative

Grant Subaward #: PU 22 01 0380

Subrecipient: City and County of San Francisco Adult Probation

3. Individual Treatment and Rehabilitation Plan (ITRP): DPOs develop an ITRP for each client under their supervision based on the criminogenic needs identified in their risk and needs assessments. The ITRP defines the treatment needs, expectations, successful completion of program elements, as well as the consequences for non-participation.
4. Evidence-Based Response to Conditions Violations: The San Francisco DV Court has adopted an evidence-based progressive sanction and incentive program model. The SF DV Court's response to violations consists of a graduated continuum of both sanctions and services. Our goal is to implement the sanctions swiftly, fairly and consistent with the level of the violation.
5. Develop Multi-Model Strategies: The multi-models approach includes cognitively based batterers intervention programming in combination with substance abuse programs (when needed). This is consistent with EBP of targeting multi-criminogenic factors to improve treatment outcomes.
6. Apply the Principles of Effective Reentry Practices: The SFAPD ensures a seamless continuum of management, supervision and intervention; we identify and collaborate with our community and law enforcement partners to establish a collaborative case management approach.



Grant Subaward Programmatic Narrative

Grant Subaward #: PU 22 01 0380

Subrecipient: City and County of San Francisco Adult Probation

7. Adopt a Victim-Centered Approach: The SFAPD takes very seriously the safety of victims of domestic violence crimes. In the same way, we strive to honor the wishes of victims with regards to contacts with law enforcement, including deputy probation officers. Upon cases being assigned to domestic violence probation specialized unit program and DV Units in general, DPOs make an initial contact with victims to:

- Notifying them of the case assignment;
- Deliver the SFAPD's victim safety and resource guide and restitution rights information;
- Explain the role of the probation officer;
- Discuss the terms and conditions of the offender supervision;
- Assure them of their rights as victims.

During this initial contact, DPOs offer services to victims should they so desire.

DPOs respectfully request the victim's permission to be contacted on a regular basis by the SFAPD during the supervision term of the offender in order to serve as a conduit for resources and support systems. Only when victims agree to such contacts and level of support does the DPO follow through accordingly. An analysis of the geographic distribution of the department's DV clients, shows



Grant Subaward Programmatic Narrative

Grant Subaward #: PU 22 01 0380

Subrecipient: City and County of San Francisco Adult Probation

that 30% of clients reside in Districts 9 (Mission) and 10 (Bayview Hunters Point); specifically the following neighborhoods seem to be the most impacted: Potrero Hill in District 9 and Bayview, Hunters Point, Dogpatch, Central Waterfront and Sunnydale in District 10. Based on this geographic distribution and the department's current resources (office space on the border of Districts 9 and 10), the existing DV specific program receives only clients from these two geographic areas.

DPO Qualification/Training for Probation Specialized Unit (PU) Program Caseload

The minimum qualification for the PU DPO is at least two years' experience supervising high risk cases. The DPO assigned to this caseload is required to attend 40 hours of annual training, which includes 12 hours of specific DV training. The SFAPD's Training Manager maintains all training records and ensures the DPO completes these hours. The DV Units receive training in preparing assessment tools, how to develop an ITRP, re-assessment processes, use of sanctions and incentives/rewards and motivational interviewing. In addition, every year the DPO assigned to the PU attends at least one educational conference on subjects related to the effective supervision of domestic violence



Grant Subaward Programmatic Narrative

Grant Subaward #: PU 22 01 0380

Subrecipient: City and County of San Francisco Adult Probation

offenders and supporting victims of such crimes. Every effort is always made to have the DPO attend these conferences in state.

Protocol for Case Assignment to the PU Program Caseload and Determination of Serious Violent Crimes

All new cases are screened and reviewed by the Community Services Division and Specialized Services Division Directors for assignment. The DV Unit supervisors then assign cases to the PU caseload on the following priority order:

- 1) DV probationers from the Bayview Hunters Point and Mission Districts;
- 2) violent felony crimes;
- 3) violent misdemeanors (reduced from felonies) and
- 4) misdemeanors with an established DV pattern.

The SFAPD considers all domestic violence convictions as serious. All serious violent crimes are listed under sections 1192.7 and 667.5 of the California Penal. Although domestic violence is not listed as a serious or violent felony, intimidation of a witness, criminal threats, inflicting great bodily injury, assault with a deadly weapon are listed and our clients may have these charges or convictions related to domestic violence cases. The risks assessments completed can also identify the most serious and violent crimes (DV Crimes against person and spousal violence) and probationers that have the highest propensity for dangerousness and lethal behavior. By focusing on these



Grant Subaward Programmatic Narrative

Grant Subaward #: PU 22 01 0380

Subrecipient: City and County of San Francisco Adult Probation

two districts and using these targeted approaches, the SFAPD can ensure that the program's caseload is limited to a small and manageable number of clients.

Projected Statistics during the Performing Period

The SFAPD projects that the DPO assigned to the DV PU caseload will complete the following:

a) Number of Supervised Cases: During the grant period, the SFAPD will provide intensive probation services to a caseload of no more than 40 clients convicted of domestic violence crimes that are ordered to complete 52 weeks of Batterers Intervention Program treatment. The probation specialized unit program will allow the SFAPD to continue to deliver intensive services to the 40 highest priority active clients. No more than 20% of the clients will be inactive according to the grant's definition for inactive cases (the client is in custody or warrant status for longer than 30 days and remains assigned to the unit). At a minimum, the DPO will document all attempts to complete 40 field visits, 80 office visits, 40 telephone contacts and 40 substance abuse tests on a monthly basis on the specialized caseload. The DPO will document all contacts and attempted contacts with clients and/or collateral contacts (e.g., attorneys, the court, family members, and service providers –including batterers' intervention



Grant Subaward Programmatic Narrative

Grant Subaward #: PU 22 01 0380

Subrecipient: City and County of San Francisco Adult Probation

programs, among others). The first face-to-face contact with the client will be made by the DPO within 7 working days from the date the case is assigned.

Within 14 days from the date the case is assigned, the DPO will make a face-to-face contact at the client's residence. All office contacts will include an electronic review of police records and tests for substance use (at least once per month). The DPO will conduct field visits during normal business hours, nights and/or weekends. When a case is reassessed to less intensive supervision, the supervisor will transfer the case to a general DV caseload. The DPO will continue to conduct periodic court reviews of active clients and their files.

b) Number of Contacts Made with Victims: During the grant period, the DV PU Program will make an initial contact with all victims of clients assigned to the caseload. If granted permission from the victim the DV PU deputy probation officer will contact victims on a regular basis (weekly or monthly) as requested by the victim and using each victim's preferred mode of contact (in-person: house, community, office, or by telephone, email or mail). Either way, the PU DPO or Public Service Aide will maintain a thorough victim contacts log clearly indicating whether the victim desires to be contacted or not, and the victim's name and contact information, date, time, and method of contact or attempt to contact, a brief description of successful contacts, and any assistance



Grant Subaward Programmatic Narrative

Grant Subaward #: PU 22 01 0380

Subrecipient: City and County of San Francisco Adult Probation

provided to the victim. Based on completed and reported total contacts to victims on in previous years, the SFAPD projects that at least 104 total contacts will be made to victims.

The SFAPD PU team also provides packets of educational information to victims of the clients assigned to the PU caseload. The DPO or Public Service Aide will log the dates the materials were distributed for tracking purposes. The SFAPD has developed a safety guide that includes resources for victims. The guide contains information about the San Francisco District's Attorney's Victim Services, Victims' Bill of Rights, DV resources, a Safety Plan questionnaire, stay away orders information, victim restitution rights, and a victim satisfaction survey. This guide and SFAPD's restitution brochure is sent to each victim of a client on the PU caseload.

Approach to Compliance with Firearms Prohibition

The San Francisco Adult Probation Department Proposition 63 Unit provides a defendant with the Prohibited Persons Relinquishment Form (PPRF), and along with the form, informs the defendant about his or her obligation to comply with the law. The Prop 63 Unit investigates if the defendant owns firearms and if those firearms have been relinquished. The Prop 63 Unit accesses various automated



Grant Subaward Programmatic Narrative

Grant Subaward #: PU 22 01 0380

Subrecipient: City and County of San Francisco Adult Probation

systems that include the Department of Justice (DOJ) Automated Firearm System (AFS) to determine if the defendant has complied with the law. Also, the Prop 63 Deputy Probation Officers collect the PPRF form from the defendant and any records showing the relinquishment of firearms. The Prop 63 Unit informs the Court if the defendant owns, has surrendered firearms to law enforcement, sold to a licensed firearms dealer, transferred to a firearms dealer, or if the defendant has complied with the law. Further, the PPRF form informs the defendant pursuant to Penal Code Section 25135 that cohabitants must store all firearms in accordance with the law. Before a final disposition or sentencing in the case, the Court must make findings concerning whether the probation officer's report indicates that the defendant relinquished all firearms as required, and whether the Court received the completed California Department of Justice documents, along with accompanying receipts, if appropriate.

The PU DPO will also conduct records checks of in the AFS on all 40 clients on in the DV probation specialized unit caseload, each quarter, after the person is sentenced and placed on probation to determine if a client is in possession of a firearm. An AFS log will be maintained to track queries in the AFS. In the event that a records check of the Automated Firearms Systems (AFS) determines a



Grant Subaward Programmatic Narrative

Grant Subaward #: PU 22 01 0380

Subrecipient: City and County of San Francisco Adult Probation

client is in possession of a firearm, the matter will be referred to the San Francisco Police Department to recover the firearm.

The SFAPD routinely works with the District Attorney's Office' Victims Services Unit and the San Francisco Police Department to distribute materials on regarding the firearm prohibition and confiscations laws regarding persons convicted of domestic violence charges. The DPO or Public Service Aide will keep a log of location and dates of materials distributed for tracking purposes.

Capabilities

Administrative and Physical Infrastructures

The SFAPD has the administrative infrastructure necessary to track multiple grants to ensure that the funds are used appropriately and that the goals and objectives for the respective grant programs are monitored to achieve desired outcomes.

The current DV Units operations and staffing protocols have been revised to reflect Evidence Based Practices and to establish DPO contact specifications for clients and victims.

Collaboration with Other Law Enforcement Partner and Victim Services



Grant Subaward Programmatic Narrative

Grant Subaward #: PU 22 01 0380

Subrecipient: City and County of San Francisco Adult Probation

The SFAPD will continue to collaborate with the San Francisco Police Department (SFPD) the San Francisco Sheriff's Department (SFSD), the San Francisco District Attorney's Office (SFDA,) and the San Francisco Public Defender's Office on a number of grants. Deputy Probation Court Officers and Sheriff's and other Criminal Justice Partners' Liaison Officers provide support to five Collaborative Courts, including the Domestic Violence Court.

The SFAPD collaborates with the SFDA Victims Services Unit, the SFSD Victim Restoration Project, the Domestic Violence Consortium, La Casa Shelter, SF's Family Violence Council, Department of Public Health, Child Protective Services, the San Francisco Department of Children, Youth and their Families, the San Francisco Department on the Status of Women, Bay Area Legal Aid, and other agencies to aid in the development of domestic violence protocols and to address system-wide issues and concerns.

The SFAPD respectfully requested that this grant funding be sustained in order for the department to continue to strengthen the services available to clients and victims and to fully measure the impact of this program of public and family safety as well as the wellbeing of victims of domestic violence in the targeted areas.



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
STOP Violence Against Women Formula Grant Program**

Subrecipient: _____

	Cal OES Program Name	Grant Subaward #	Grant Subaward Performance Period
1.			
2.			
3.			
4.			
5.			
6.			

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. Applicability of Part 200 Uniform Requirements and DOJ Grants Financial Guide

The Subrecipient (and any Second-Tier Subrecipient) agrees to comply with 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") and the current edition of the DOJ Grants Financial Guide as posted on the OVW website, including any updated version that may be posted during the period of performance apply to this Grant Subaward.

The Subrecipient (and any Second-Tier Subrecipient) also agrees that all financial records pertinent to this Grant Subaward, including the general accounting ledger and all supporting documents, are subject to Cal OES's review throughout the life of

the Grant Subaward, during the close-out process, and for 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 any other pertinent records indicated at 2 C.F.R. 200.334.

3. Requirements Related to System for Award Management and Unique Entity Identifiers

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 current 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 assigned by SAM.

The details of the Subrecipients' obligations related to SAM and to unique entity identifiers are posted on the OVW website at <https://www.justice.gov/ovw/award-conditions> (Award Condition: Requirements related to System for Award Management (SAM) and unique entity identifiers) and are incorporated by reference here.

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" (as defined in OMB M-17-12) if they:

- Create, collect, use, process, store, maintain, disseminate, disclose, or dispose of "Personally Identifiable Information (PII)" (as defined in 2 C.F.R. 200.1) within the scope of an OVW grant-funded program or activity, or
- Use or operate a "Federal information system" (as defined in 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. Requirements Pertaining to Prohibited Conduct Related to Trafficking in Persons (including reporting requirements and OVW 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 OVW website at <https://www.justice.gov/ovw/award-conditions> (Award Condition: Prohibited conduct by Subrecipients related to trafficking in persons (including reporting requirements and OVW authority to terminate award)), and are incorporated by reference here.

6. 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 OVW website at <https://www.justice.gov/ovw/award-conditions> (Award condition: Determination of suitability required, in advance, for certain individuals who may interact with participating minors), and are incorporated by reference here.

7. 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 on the OVW website at <https://www.justice.gov/ovw/conference-planning>.

8. OVW 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 OVW Training Guiding Principle for Grantee and Subgrantees, available at <https://www.justice.gov/ovw/resources-and-faqs-grantees#Discretionary>.

9. Potential Imposition of Additional Requirements

Subrecipients (and any Second-Tier Subrecipients) agree to comply with any additional requirements that may be imposed by OVW 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.

10. 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.

11. 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.

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.

12. 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."

13. Restrictions on "Lobbying" and Policy Development

In general, as a matter of federal law, federal funds may not be used by Subrecipients (and any Second-Tier Subrecipients), either directly or indirectly, to support the enactment, repeal, modification, or adoption of any law, regulation, or policy, at any level of government, in order to avoid violation of 18 U.S.C. 1913. Subrecipients (or any Second-Tier Subrecipients) may, however, use federal funds to collaborate with and provide information to federal, state, local, tribal and territorial public officials and agencies to develop and implement policies and develop and promote state, local, or tribal legislation or model codes designed to reduce or eliminate domestic violence, dating violence, sexual assault, and stalking (as those terms are defined in 34 U.S.C. 12291(a)) when such collaboration and provision of information is consistent with the activities otherwise authorized under this grant program.

Another federal law generally prohibits federal funds awarded by OVW 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.

14. 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, for each fiscal year, are set out at <https://www.justice.gov/ovw/award-conditions> (Award Condition: General appropriations-law restrictions on use of federal award funds), and are incorporated by reference here.

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.

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

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

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

16. 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.

17. 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.

18. 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.

19. Compliance with Statutory and Regulatory Requirements

Subrecipients (and any Second-Tier Subrecipients) agree to comply with all relevant statutory and regulatory requirements, which may include, among other relevant authorities, the Violence Against Women Act of 1994, P.L. 103-322, the Violence Against Women Act of 2000, P.L. 106-386, the Violence Against Women and Department of Justice Reauthorization Act of 2005, P.L. 109-162, the Violence Against Women Reauthorization Act of 2013, P.L. 113-4, the Omnibus Crime Control and Safe Streets Act of 1968, 34 U.S.C. 10101 et seq., and OVW's implementing regulations at 28 C.F.R. Part 90.

20. VAWA 2013 Nondiscrimination Condition

Subrecipients (and any Second-Tier Subrecipients) acknowledge that 34 U.S.C. 12291(b)(13) prohibits Subrecipients of OVW awards from excluding, denying benefits to, or discriminating against any person on the basis of actual or perceived race, color, religion, national origin, sex, gender identity, sexual orientation, or disability in any program or activity funded in whole or in part by OVW. Subrecipients may provide sex-segregated or sex-specific programming if doing so is necessary to the essential operations of the program, so long as the Subrecipient provides comparable services to those who cannot be provided with the sex-segregated or sex-specific programming. The Subrecipient (and any Second-Tier Subrecipient) agrees that it will comply with this provision.

21. Misuse of Award Funds

Subrecipients (and any Second-Tier Subrecipients) understand and agree that misuse of award funds may result in a range of penalties, including suspension of current and future funds, suspension or debarment from federal grants, recoupment of monies provided under an award, and civil and/or criminal penalties.

22. Confidentiality and Information Sharing

Subrecipients (and any Second-Tier Subrecipients) agrees to comply with the provisions of 34 U.S.C. 12291(b)(2), nondisclosure of confidential or private information, which includes creating and maintaining documentation of

compliance, such as policies and procedures for release of victim information. Subrecipients (and any Second-Tier Subrecipients) also agree to comply with the regulations implementing this provision at 28 CFR 90.4(b) and "Frequently Asked Questions (FAQs) on the VAWA Confidentiality Provision (34 U.S.C. 12291 (b)(2))" on the OVW website at <https://www.justice.gov/ovw/resources-and-faqs-grantees>.

23. Activities that Compromise Victim Safety and Recovery or Undermine Offender Accountability

Subrecipients (and any Second-Tier Subrecipients) agree that Grant Subaward funds will not support activities that compromise victim safety and recovery or undermine offender accountability, such as: procedures or policies that exclude victims from receiving safe shelter, advocacy services, counseling, and other assistance based on their actual or perceived sex, age, immigration status, race, religion, sexual orientation, gender identity, mental health condition, physical health condition, criminal record, work in the sex industry, or the age and/or sex of their children; procedures or policies that compromise the confidentiality of information and privacy of persons receiving OVW-funded services; procedures or policies that impose requirements on victims in order to receive services (e.g., seek an order of protection, receive counseling, participate in couples' counseling or mediation, report to law enforcement, seek civil or criminal remedies, etc.); procedures or policies that fail to ensure service providers conduct safety planning with victims; project design and budgets that fail to account for the access needs of participants with disabilities and participants who have limited English proficiency or are Deaf or hard of hearing; or any other activities outlined in the solicitation or companion guide under which the application was submitted.

24. Policy for Response to Workplace-related Incidents of Sexual Misconduct, Domestic Violence, and Dating Violence

Subrecipients (and any Second-Tier Subrecipients) must have a policy, or issue a policy within 270 days of the award date, to address workplace-related incidents of sexual misconduct, domestic violence, and dating violence involving an employee, volunteer, consultant, or contractor. The details of this requirement are posted on the OVW website at <https://www.justice.gov/ovw/award-conditions> (Award Condition: Policy for response to workplace-related sexual misconduct, domestic violence, and dating violence), and are incorporated by reference here.

25. Performance Progress Reports and Final Report Submission

Subrecipients agree to provide Cal OES with specific information regarding Grant Subawards. Subrecipients agree to submit an annual report that includes: a) an assessment of whether stated goals and objectives were achieved; b) information on the effectiveness of activities carried out with grant funds, including the number of persons served and the number of persons seeking services who could not be served; c) information on each Grant Subaward made; and d) such other

information as OVW may prescribe. Subrecipients must use the designated forms and/or systems made available by OVW for performance reporting, which identify the information that Subrecipients must collect and report as a condition of receiving funding under this award.

26. Publications Disclaimer for STOP Formula Subrecipients

Subrecipients (and any Second-Tier Subrecipients) agree that all materials and publications (written, web-based, audio-visual, or any other format) resulting from subaward activities shall contain the following statement: "This project was supported by Subgrant No. 01 0380 awarded by the state administering office for the Office on Violence Against Women, U.S. Department of Justice's STOP Formula Grant Program. The opinions, findings, conclusions, and recommendations expressed in this publication/program/exhibition are those of the author(s) and do not necessarily reflect the views of the state or the U.S. Department of Justice."

27. Copyrighted Works

Pursuant to 2 C.F.R. 200.315(b), Subrecipients (and any Second-Tier Subrecipients) may copyright any work that is subject to copyright and was developed, or for which ownership was acquired, under this Grant Subaward. OVW reserves a royalty-free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use the work, in whole or in part (including in the creation of derivative works), for federal purposes, and to authorize others to do so.

OVW also reserves a royalty-free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use, in whole or in part (including in the creation of derivative works), any work developed by a Subrecipient (and any Second-Tier Subrecipient), of this Grant Subaward, for federal purposes, and to authorize others to do so.

In addition, Subrecipients (and any Second-Tier Subrecipients or contractors) must obtain advance written approval from Cal OES, and must comply with all conditions specified by Cal OES in connection with that approval, before: 1) using Grant Subaward funds to purchase ownership of, or a license to use, a copyrighted work; or 2) incorporating any copyrighted work, or portion thereof, into a new work developed under this Grant Subaward.

It is the responsibility of Subrecipients (and any Second-Tier Subrecipients, contractors, or subcontractors as applicable) to ensure that this condition is included in any subaward, contract, or subcontract under this award.

28. Ongoing Compliance with Statutory Certifications

Subrecipients (and any Second-Tier Subrecipients) agree that compliance with the statutory certification requirements is an ongoing responsibility during the Grant Subaward period and that, at a minimum, a hold may be placed on the

Subrecipient's funds for noncompliance with any of the requirements of 34 U.S.C. 10449 (regarding rape exam payments), 34 U.S.C. 10449(e) (regarding judicial notification), 34 U.S.C. 10450 (regarding certain fees and costs), and 34 U.S.C. 10451 (regarding polygraphing of sexual assault victims). Non-compliance with any of the foregoing may also result in termination or suspension of the grant or other remedial measures, in accordance with applicable laws and regulations.

29. Requirements for Subrecipients Providing Legal Assistance

Subrecipients (and any Second-Tier Subrecipients) agree that the legal assistance eligibility requirements, as set forth below, are a continuing obligation on the part of Subrecipients (and any Second-Tier Subrecipients).

a. The legal assistance eligibility requirements are:

- 1) any person providing legal assistance through a program funded under this grant program
 - a) has demonstrated expertise in providing legal assistance to victims of domestic violence, dating violence, sexual assault, or stalking in the targeted population; or
 - b) is partnered with an entity or person that has demonstrated expertise described in subparagraph (a); and
 - c) has completed or will complete training in connection with domestic violence, dating violence, stalking, or sexual assault and related legal issues, including training on evidence-based risk factors for domestic and dating violence homicide;
- 2) any training program conducted in satisfaction of the requirement of paragraph (1) has been or will be developed with input from and in collaboration with a state, local, territorial, or tribal domestic violence, dating violence, sexual assault, or stalking victim service provider or coalition, as well as appropriate state, local, territorial, and tribal law enforcement officials;
- 3) any person or organization providing legal assistance through this grant program has informed and will continue to inform state, local, territorial, or tribal domestic violence, dating violence, stalking, or sexual assault programs and coalitions, as well as appropriate state and local law enforcement officials of their work; and
- 4) Subrecipients' (and any Second-Tier Subrecipients') organizational policies do not require mediation or counseling involving offenders and victims physically together, in cases where sexual assault, dating violence, domestic violence, or

child sexual abuse is an issue. Subrecipients also agree to ensure that any Second-Tier Subrecipient will comply with this condition.

30. Federal Funding Accounting and Transparency Act (FFATA)

Yes No

Has the Subrecipient received \$25,000,000 or more in federal funds in the preceding fiscal year?

If the answer is yes, does the amount of federal funds received equal 80% or more of the Subrecipient's annual gross revenue?

If the answer is yes to the above two questions, did the Subrecipient report to the U.S. Security and Exchange Commission?

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

CERTIFICATION

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

Official Designee's Signature: *Cristel M. Tullock*

Official Designee's Typed Name: _____

Official Designee's Title: _____

Date Executed: 05/31/2023

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

Subrecipient:	UEI #	FIPS #:
Grant Disaster/Program Title:		
Performance Period:	to	Subaward Amount Requested:
Type of Non-Federal Entity (Check Applicable Box)	<input type="checkbox"/> State Govt <input 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?	
2. How many years of experience does your current bookkeeper/accounting staff have managing grants?	
3. How many grants does your organization currently receive?	
4. What is the approximate total dollar amount of all grants your organization receives?	
5. Are individual staff members assigned to work on multiple grants?	
6. Do you use timesheets to track the time staff spend working on specific activities/projects?	
7. How often does your organization have a financial audit?	
8. Has your organization received any audit findings in the last three years?	
9. Do you have a written plan to charge costs to grants?	
10. Do you have written procurement policies?	
11. Do you get multiple quotes or bids when buying items or services?	
12. How many years do you maintain receipts, deposits, cancelled checks, invoices?	
13. Do you have procedures to monitor grant funds passed through to other entities?	

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

Signature: (Authorized Agent) <i>Cristel M. Tullock</i>	Date: 05/31/2023
Print Name and Title:	Phone Number:

<i>Cal OES Staff Only: SUBAWARD #</i>



Grant Subaward Service Area Information

Information and Instructions

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

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



Grant Subaward Service Area Information

Grant Subaward #: 01 0380

Subrecipient: _____

1. County or Counties Served:

County where principal office is located: _____

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

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

3. State Assembly District(s) Served:

State Assembly District where principal office is located: _____

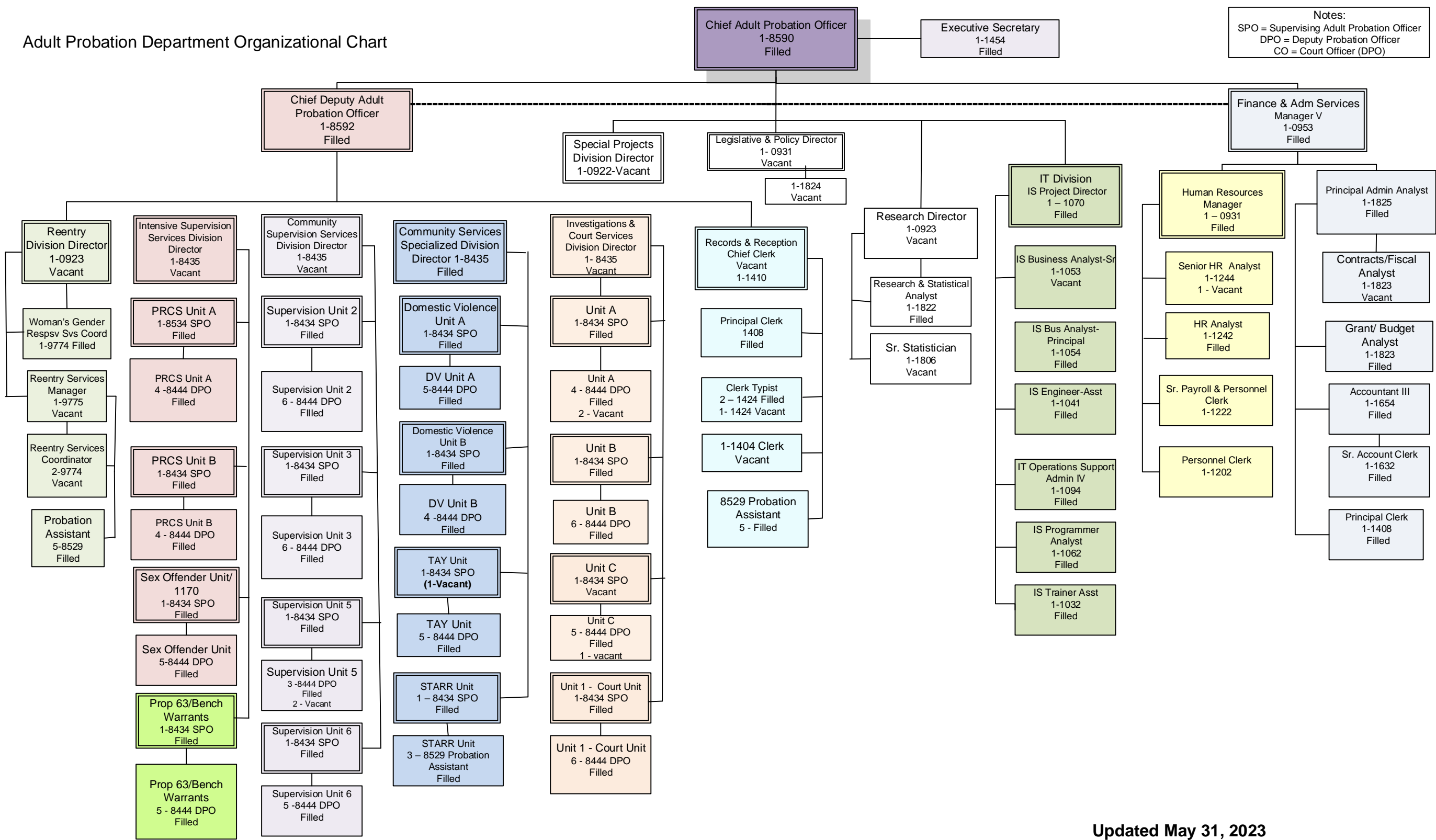
4. State Senate District(s) Served:

State Senate District where principal office is located: _____

5. Population of Service Area: _____

Adult Probation Department Organizational Chart

Notes:
 SPO = Supervising Adult Probation Officer
 DPO = Deputy Probation Officer
 CO = Court Officer (DPO)



Updated May 31, 2023
 DRAFT

From: [Conine-Nakano, Susanna \(MYR\)](#)
To: [BOS Legislation, \(BOS\)](#)
Cc: [Paulino, Tom \(MYR\)](#); [Jones, Tonya \(ADP\)](#)
Subject: Mayor -- Resolution -- Probation Specialized Supervision Program
Date: Tuesday, September 5, 2023 4:46:49 PM
Attachments: [Mayor -- Resolution -- Probation Specialized Supervision Program.zip](#)

Hello Clerks,

Attached for introduction to the Board of Supervisors is a Resolution authorizing the Department of Adult Probation to accept and expend a grant in the amount of \$100,000 from the California Emergency Management Agency for Probation Specialized Supervision Program federally funded through the Violence Against Women Act, for the period of October 1, 2023, through September 30, 2024.

Best,
Susanna

Susanna Conine-Nakano
Office of Mayor London N. Breed
City & County of San Francisco
1 Dr. Carlton B. Goodlett Place, Room 200
San Francisco, CA 94102
415-554-6147