

File No. 240812

Committee Item No. 9

Board Item No. \_\_\_\_\_

## COMMITTEE/BOARD OF SUPERVISORS

### AGENDA PACKET CONTENTS LIST

Committee: Budget and Finance Committee Date September 11, 2024

Board of Supervisors Meeting Date \_\_\_\_\_

#### Cmte Board

- 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)

- DAT Statement on Retroactivity 6/18/2024
- \_\_\_\_\_
- \_\_\_\_\_
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Completed by: Brent Jalipa Date September 5, 2024

Completed by: Brent Jalipa Date \_\_\_\_\_

1 [Accept and Expend Grant - Retroactive - California Governor's Office of Emergency  
2 Services - Unserved/Underserved Victim Advocacy and Outreach Program - \$590,718]

3 **Resolution retroactively authorizing the Office of the District Attorney to accept**  
4 **and expend a grant in the amount of \$196,906 for the term of January 1, 2024,**  
5 **through December 31, 2024; \$196,906 for the term of January 1, 2025, through**  
6 **December 31, 2025; \$196,906 for the term of January 1, 2026, through December**  
7 **31, 2026; for a total not to exceed amount of \$590,718 from the California**  
8 **Governor's Office of Emergency Services for recurring grants that fund the**  
9 **Unserved/Underserved Victim Advocacy and Outreach Program for the grant term**  
10 **of January 1, 2024, through December 31, 2026, should the parties agree to an**  
11 **amendment as allowed under the provisions of the grant agreement.**

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

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

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

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

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

3 WHEREAS, The purpose of the Unserved/Underserved Victim Advocacy and  
4 Outreach Program is to increase access to culturally appropriate victim services for  
5 unserved/underserved victims/survivors of crime; and

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

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

12 WHEREAS, The grant budgets include provision for indirect costs; now,  
13 therefore, be it

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

18 FURTHER RESOLVED, The Board of Supervisors designates the District  
19 Attorney as the authorized signatory of the Office of the District Attorney to enter into  
20 Grant Subaward Agreement for Cal OES Unserved/Underserved Victim Advocacy and  
21 Outreach Program and extensions, this authorization applies to all applicable Grant  
22 Subaward Amendments and extensions for the Cal OES Unserved/Underserved Victim  
23 Advocacy and Outreach Program.

24  
25

1 Recommended:  
2  
3  
4 \_\_\_\_\_ /s/  
5 BROOKE JENKINS  
6 District Attorney

Approved: \_\_\_\_\_ /s/  
LONDON N. BREED  
Mayor  
Approved: \_\_\_\_\_ /s/  
GREG WAGNER  
Controller

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**File Number:** 240812  
(Provided by Clerk of Board of Supervisors)

**Grant Resolution Information Form**  
(Effective July 2011)

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

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

1. Grant Title: **Unserved/Underserved Victim Advocacy and Outreach Program**
2. Department: **Office of the District Attorney**
3. Contact Person: **Lorna Garrido** Telephone: **(628) 652-4035**
4. Grant Approval Status (check one):  
 Approved by funding agency  Not yet approved
5. Amount of Grant Funding Approved or Applied for: **\$590,718**
6. a. Matching Funds Required: **\$147,681**  
b. Source(s) of matching funds (if applicable): **General Fund (Project ID 10023081)**
7. a. Grant Source Agency: **U.S. Department of Justice, Office of Justic Programs**  
b. Grant Pass-Through Agency (if applicable): **California Governor's Office of Emergency Services**
8. Proposed Grant Project Summary: **To increase access to culturally appropriate victim services for unserved/underserved victims/survivors of crime.**
9. Grant Project Schedule, as allowed in approval documents, or as proposed:  
Start-Date: **January 1, 2024** End-Date: **December 31, 2026**
10. a. Amount budgeted for contractual services: **\$0**  
b. Will contractual services be put out to bid? **n/a**  
c. If so, will contract services help to further the goals of the Department's Local Business Enterprise (LBE) requirements? **n/a**  
d. Is this likely to be a one-time or ongoing request for contracting out? **n/a**
11. a. Does the budget include indirect costs?  
 Yes  No  
b. 1. If yes, how much? **\$61,254**  
b. 2. How was the amount calculated? **10% of total salaries & benefits.**  
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?

12. Any other significant grant requirements or comments:

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

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

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

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

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

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

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

Comments:

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

Jessica Geiger  
(Name)

Facilities Manager  
(Title)

Date Reviewed: Jun 18, 2024

*Jessica Geiger*  
(Signature Required)

**Department Head or Designee Approval of Grant Information Form:**

Eugene Clendinen  
(Name)

Chief, Administration and Finance  
(Title)

Date Reviewed: Jun 18, 2024

*Eugene Clendinen*  
(Signature Required)



**Grant Subaward Budget Pages**  
Multiple Fund Sources

Subrecipient: San Francisco, City and County		Grant Subaward #: UV23 02 0380	
A. Personnel Costs - Line-item description and calculation	23VOCA	23VOCA MATCH	Total Amount Allocated
SALARY:			
8129 Victim/Witness Investigator 1 - Advocate			
\$3,563 x 0.50 pay period x 1.00 FTE = \$1,782	\$1,782		\$1,782
\$3,643.17 x 25.70 pay periods x 1.00 FTE = \$93,629	\$93,629		\$93,629
\$3,741 x 0.50 pay period x 0.50 FTE = \$935	\$608	\$327	\$935
\$3,825.17 x 25.70 pay periods x 0.50 FTE = \$49,153	\$31,949	\$17,204	\$49,153
Bi-lingual Pay			
\$60 x 26.20 pay periods x 0.50 FTE = \$786	\$511	\$275	\$786
0922 Deputy Director			
\$4,932.33 x 0.50 pay period x 0.06 FTE = \$148	\$104	\$44	\$148
\$5,043.31 x 25.70 pay periods x 0.06 FTE = \$7,777	\$5,444	\$2,333	\$7,777
BENEFITS:			
8129 Victim/Witness Investigator 1 - Advocate			
43.72% x \$146,285 = \$63,956, only charging grant \$63,952	\$55,411	\$8,541	\$63,952
Benefits include Social Security/Medicare, Medical/Dental, Retirement, Long Term Disability, Unemployment, Life Insurance			
0922 Deputy Director			
40.85% x \$7,925 = \$3,237	\$2,266	\$971	\$3,237
Benefits include Social Security/Medicare, Medical/Dental, Retirement, Flexible Benefit Package, Unemployment, Life Insurance			
<b>Personnel Costs Fund Source Totals</b>	<b>\$191,704</b>	<b>\$29,695</b>	<b>\$221,399</b>
<b>PERSONNEL COSTS CATEGORY TOTAL</b>			<b>\$221,399</b>



**Grant Subaward Budget Pages**  
Multiple Fund Sources

<b>Subrecipient: San Francisco, City and Grant Subaward #: UV23 02 0380</b>			
<b>B. Operating Costs - Line-item description and calculation</b>	<b>23VOCA</b>	<b>23VOCA MATCH</b>	<b>Total Amount Allocated</b>
Indirect - 10% de Minimis Indirect @ 10% x \$221,399 salaries/benefits = \$22,140, only charging grant \$20,418  Use for indirect - general administration, Finance, Payroll, Human Resources, Information Technology, and Executive Management	\$4,294	\$16,124	\$20,418
Facility Cost 125 ft <sup>2</sup> /FTE x \$24 per square foot annually x 1.56 FTE = \$4,680, only charging grant \$4,316	\$908	\$3,408	\$4,316
<b>Operating Costs Fund Source Totals</b>	\$5,202	\$19,532	\$24,734
<b>OPERATING COSTS CATEGORY TOTAL</b>			\$24,734



**Grant Subaward Budget Pages**  
Multiple Fund Sources

<b>Subrecipient: San Francisco, City and Grant Subaward #: UV23 02 0380</b>			
<b>C. Equipment Costs - Line-item description and calculation</b>	<b>23VOCA</b>	<b>23VOCA MATCH</b>	<b>Total Amount Allocated</b>
none requested			
<b>Equipment Costs Fund Source Totals</b>			
<b>EQUIPMENT COSTS CATEGORY TOTAL</b>			

<b>Grant Subaward Totals - Totals must match the Grant Subaward Face Sheet</b>	<b>23VOCA</b>	<b>23VOCA MATCH</b>	<b>Total Project Cost</b>
<b>Fund Source Totals</b>	<b>\$196,906</b>	<b>\$49,227</b>	<b>\$246,133</b>

Cal OES #	FIPS #	VS#	Subaward #	UV23 02 0380
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**CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES  
GRANT SUBAWARD FACE SHEET**

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

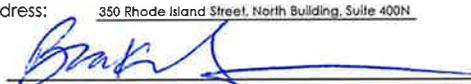
- 1. **Subrecipient:** San Francisco, City & County 1a. **UEI#:** JZ9BSV3GSJ54
- 2. **Implementing Agency:** San Francisco, City & County - District Attorney's Office 2a. **UEI#:** JZ9BSV3GSJ54
- 3. **Implementing Agency Address:** 350 Rhode Island Street, North Building, Suite 400N San Francisco 94103-5188  
(Street) (City) (Zip+4)
- 4. **Location of Project:** San Francisco San Francisco 94103-5188  
(City) (County) (Zip+4)
- 5. **Disaster/Program Title:** UV - Unserved/Underserved Victim Advocacy and Outreach 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.	2023	VOCA		\$196,906		\$49,227		\$49,227	\$246,133
9.	Select	Select							
10.	Select	Select							
11.	Select	Select							
12.	Select	Select							
<b>Total</b>	<b>Project</b>	<b>Cost</b>		\$196,906	\$196,906	\$49,227		\$49,227	\$246,133

**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: 8/29/23

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 #: UV23 02 0380

Subrecipient: San Francisco, City & County

1. **Grant Subaward Director:**

Name: Monifa Willis

Title: Chief, Victim Services Division

Telephone #: (628) 652-4114

Email Address: monifa.willis@sfgov.org

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

2. **Financial Officer:**

Name: Eugene Clendinen

Title: Chief, Administration & Finance

Telephone #: (628) 652-4030

Email Address: eugene.clendinen@sfgov.org

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

3. **Programmatic Point of Contact:**

Name: Monifa Willis

Title: Chief, Victim Services Division

Telephone #: (628) 652-4114

Email Address: monifa.willis@sfgov.org

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

4. **Financial Point of Contact:**

Name: Sheila Arcelona

Title: Assistant Chief, Administration & Finance

Telephone #: (628) 652-4031

Email Address: sheila.arcelona@sfgov.org

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

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

Name: Brooke Jenkins

Title: District Attorney

Telephone #: (628) 652-4012

Email Address: brooke.jenkins@sfgov.org

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

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

Name: Brooke Jenkins

Title: District Attorney

Telephone #: (628) 652-4012

Email Address: brooke.jenkins@sfgov.org

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

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

Name: Aaron Peskin

Title: President, Board of Supervisors

Telephone #: (415) 554-7450

Email Address: Aaron.Peskin@sfgov.org

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



## Grant Subaward Signature Authorization

Grant Subaward #: UV23 02 0380

Subrecipient: San Francisco, City & County

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

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

### Grant Subaward Director:

Printed Name: Monifa Willis

Signature: Monifa Willis Digitally signed by Monifa Willis  
Date: 2023.08.28 14:08:53 -07'00'

Date: 08/28/2023

### Financial Officer:

Printed Name: Eugene Clendinen

Signature: Eugene Clendinen Digitally signed by Eugene Clendinen  
Date: 2023.08.21 08:10:08 -07'00'

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 13:45:24 -07'00'

Printed Name: Karima Baptiste

Signature: Priscilla Portillo Digitally signed by Priscilla Portillo  
Date: 2023.08.28 14:14:36 -07'00'

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 09:33:52 -07'00'

Printed Name: Sheila Arcelona

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> <small>Digitally signed by Brooke Jenkins Date: 2023.06.12 11:32:09 -07'00'</small>
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 and County		Grant Subaward #: UV23 02 0380	
A. Personnel Costs - Line-item description and calculation	23VOCA	23VOCA MATCH	Total Amount Allocated
SALARY:			
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Bi-lingual Pay			
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0922 Deputy Director			
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BENEFITS:			
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Benefits include Social Security/Medicare, Medical/Dental, Retirement, Long Term Disability, Unemployment, Life Insurance			
0922 Deputy Director			
40.85% x \$7,925 = \$3,237	\$2,266	\$971	\$3,237
Benefits include Social Security/Medicare, Medical/Dental, Retirement, Flexible Benefit Package, Unemployment, Life Insurance			
<b>Personnel Costs Fund Source Totals</b>	\$191,704	\$29,695	\$221,399
<b>PERSONNEL COSTS CATEGORY TOTAL</b>			\$221,399



**Grant Subaward Budget Pages**  
Multiple Fund Sources

<b>Subrecipient: San Francisco, City and Grant Subaward #: UV23 02 0380</b>			
<b>B. Operating Costs - Line-item description and calculation</b>	<b>23VOCA</b>	<b>23VOCA MATCH</b>	<b>Total Amount Allocated</b>
Indirect - 10% de Minimis Indirect @ 10% x \$221,399 salaries/benefits = \$22,140, only charging grant \$20,418  Use for indirect - general administration, Finance, Payroll, Human Resources, Information Technology, and Executive Management	\$4,294	\$16,124	\$20,418
Facility Cost 125 ft <sup>2</sup> /FTE x \$24 per square foot annually x 1.56 FTE = \$4,680, only charging grant \$4,316	\$908	\$3,408	\$4,316
<b>Operating Costs Fund Source Totals</b>	\$5,202	\$19,532	\$24,734
<b>OPERATING COSTS CATEGORY TOTAL</b>			\$24,734



**Grant Subaward Budget Pages**  
Multiple Fund Sources

<b>Subrecipient: San Francisco, City and Grant Subaward #: UV23 02 0380</b>			
<b>C. Equipment Costs - Line-item description and calculation</b>	<b>23VOCA</b>	<b>23VOCA MATCH</b>	<b>Total Amount Allocated</b>
none requested			
<b>Equipment Costs Fund Source Totals</b>			
<b>EQUIPMENT COSTS CATEGORY TOTAL</b>			

<b>Grant Subaward Totals - Totals must match the Grant Subaward Face Sheet</b>	<b>23VOCA</b>	<b>23VOCA MATCH</b>	<b>Total Project Cost</b>
<b>Fund Source Totals</b>	<b>\$196,906</b>	<b>\$49,227</b>	<b>\$246,133</b>



## Grant Subaward Budget Narrative

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### **A. Personnel Services**

**\$221,399**

Two victim advocates (job classification 8129 Victim Witness Investigator I) at 1.5 FTE total and one Deputy Director (job classification 0922 Manager I) at 0.06 FTE total will be assigned to this grant. Advocates will be responsible for direct services to victims who are identified as immigrants, day-to-day coordination, or referrals with community-based organization (CBO) partners who specifically work with immigrant communities, documentation of services rendered, and collecting and reporting on data related to service activities and community activities.

The Deputy Director and advocates will focus on community engagement by providing consultations and trainings to CBOs and public agencies. They will collaborate with CBOs and other service providers to do outreach in the community, engage with victims and community members, and host/co-host community events to increase awareness of our services and to understand unique needs of the communities. Staff will host in-house culturally sensitive trainings on working with immigrant populations to establish an understanding of barriers, needs, and cultural considerations.

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



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necessary to work with the target population who are most likely non-native English speakers.

As a division, we are striving to hire staff that reflect the various communities in San Francisco. Two of the largest immigrant populations in San Francisco are Chinese speaking (Cantonese & Mandarin) and Spanish speaking. Both advocates assigned to this grant are fluent in Cantonese and Mandarin, which will support our goal of expanding our services to immigrant populations throughout the city. One of the advocates is a certified Cantonese and Mandarin translator with a variety of experience supporting AAPI communities, from relocating households during the renovation of buildings in Chinatown to supporting community members in navigating disability public benefit claims. The second advocate has over 8 years of experience working with victims of crime in different capacities, is experienced in working with AAPI communities and has native fluency in both Cantonese and Mandarin. Lastly, Deputy Director, has over 10 years of experience working with the Spanish speaking population throughout the San Francisco Bay Area in various settings, and will use her knowledge and experiences to further engage with communities throughout San Francisco to strength partnerships with CBOs that serve immigrant populations.



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Standard fringe benefits associated with the job classification include social security, Medicare, medical and dental coverage, long term disability, unemployment, and life insurance.

### **B. Operating Expenses** **\$24,734**

Indirect Costs \$20,418

A de Minimis rate is calculated at 10% of salary and fringe costs. The use for the indirect includes finance, payroll, human resources, information technology, and Executive Management.

Total salary and fringe @ \$221,399 x 10% = \$22,140, only charging grant \$20,418.

Facility Cost \$4,316

The Office of the District Attorney is requesting \$24 per square foot annually x 125 square feet per FTE.

Facility cost @ \$24per square foot annually x 125 ft<sup>2</sup>/FTE x 1.56 FTE = \$4,680, only charging grant \$4,316.

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

None requested.



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### **a. Problem Statement**

San Francisco is a well-known mecca for diverse ethnic groups from all over the world to settle down and make it as their new home away from home. Not only is it appealing with its mild climate throughout the year, its inclusive and immigrant-friendly policies have welcomed tens of thousands of peoples over the years. Our specific focus of this grant is on the unserved/underserved immigrant victim population in this city.

According to the latest census, about 14% of the population in the United States are immigrants. In San Francisco, its immigrant population is around 37%, with the largest group coming from China, making up about 28%.

In terms of crime rates, the odds of being a victim of a violent crime in San Francisco is 1 in 178 whereas for the state of California, it is 1 in 227. Since the Covid-19 pandemic, there has been a 567% increase in hate crimes targeting the Asian community, as indicated by the 2020-2021 data from the San Francisco Police Department. These crimes particularly affected the Asian immigrant elderly disproportionately as they were most vulnerable, less likely to retaliate, and not likely to report.

Our own data within Victim Services Division of the San Francisco District Attorney's Office also supported this trend. While there has been an increase in



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crimes against immigrant victims, particularly of Asian descent, over the past two years, there is no corresponding increase in services provided to them.

Immigrant victims historically have been unserved or underserved because of several reasons. The first is that they mostly are more fluent in their native language which puts them at a disadvantage when interfacing with mainstream society and very likely prevented access to resources that may have been readily available to the broader English-speaking communities. Secondly, victimization due to a crime can often be a very traumatizing experience, and the response or recovery process is very much a culturally dependent path. Seeking a culturally congruent way of healing may not be condoned or accessible in the mainstream culture, not to mention the stigma that is often attached to being a victim and seeking help. Lastly, the immigrant population in the city consists of a number of different ethnic groups and it would be important to be equitable in our approach with each of them, and work with them equally. We have historically lacked a concerted effort in reaching out to different immigrant groups in identifying unique needs of each group and tracking progress for each. Therefore, the unserved or underserved remains unserved or underserved over time.

San Francisco's immigrant population comprises mainly of Asian descent,



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with Chinese being the majority, as well as peoples from Spanish speaking countries. Quite a few of their countries of origin have been through civil wars and political upheaval, not to mention socio-economic deterioration in the recent decades, causing many people, old and young alike, to flee and migrate to the US. They carry with them historical trauma which makes them even more vulnerable when they get re-traumatized and re-triggered by being victimized in a crime in San Francisco. Moreover, they may not readily accept or trust authorities or the justice system because of their past experience, not to mention being unfamiliar with a new justice system. Hence it may be challenging for them to cooperate or seek out help from legal or governmental authorities.

Furthermore, for some immigrants, their concern about exposing or jeopardizing their legal status often hampers their reaching out for help in many situations, and at times this very concern is used against them to prevent them from reporting criminal activities. They may also be more inclined to seek out help and support within their ethnic circles and use traditional healing methods rather than western ones, making them more challenging to serve.

### **b. Plan**

The Victim Service Division (VSD) of the San Francisco District Attorney's



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Office plans to continue to focus on the following three programmatic components: 1) Increase victim services to immigrant population in San Francisco through culturally responsive outreach, 2) Recruit and train VSD victim advocates on complexities of victim advocacy among immigrant communities, 3) Bolster relationships with community-based organizations (CBOs) to ensure immigrant victims have access to crisis intervention and culturally congruent counseling services.

Component 1. Given the challenges facing the immigrant population, if we are to better serve them in the context of being victims of crime, there needs to be assertive outreach into the various communities. Immigrant victims are often not aware of community resources that are available to them, and we want consistent presence in their communities to bring information to them, instead of passively waiting for them to come seek help from us. This would help build the trust with each community, break down the possible misconceptions about the criminal justice system, and the barrier of accessing necessary services to help in their recovery from being victims of crime. In addition, strategic partnerships with community-based agencies would need to be strengthened. These agencies know their communities well and may provide a unique niche of services that would be particularly useful for victims. Leveraging their expertise



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while coupling with a consistent and coordinated effort of outreach would increase the level of service for the immigrant population in this city. VSD will continue working on partnering with CBOs to co-host community events to increase exposure to VSD through familiar CBOs. We have begun this work through presentations with Japanese Cultural and Community Center of Northern California, Community Youth Center, Vietnamese Community Development Center, Lao Seri Association, and Chinatown YMCA. Moreover, we have hosted victim education presentations at La Casa, CUAV and Chinese Newcomer's for Victim's Rights Week. We look to co-host three events with CBOs that support immigrant population. VSD has begun relationship building with UCSF Center of Excellence for Immigrant Child Health and Wellbeing, and API Legal Outreach amongst other CBO's.

Our specific goals will continue as follows:

1. We will host and/or co-host community events by partnering with community agencies in neighborhoods around the cities outreaching to the immigrant audience at least twice per quarter to increase awareness of our services.
2. We will participate in listening sessions and/or Town Halls in the communities with high immigration population at least bimonthly to deepen our understanding



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of what they need, and to obtain qualitative feedback from them on how we can serve them better. We will use this data and create a mapping of community needs for continuous follow-up purposes. We currently have assigned advocates to attend neighborhood townhall meetings. This had led to increased victim engagement with VSD.

3. We will create a protocol for easy community access points and referral to victim services unique to the needs of the communities. We have advocates assigned to community based organizations who have set up "office hours," making access to our services more obtainable.

Component 2. VSD currently provides victim advocacy and outreach according to the principles of trauma-informed care, and plans to continue this practice. First and foremost, we want to ensure the physical and psychological safety of the victims we serve. We focus on developing trust with each victim while making sure our work is conducted in a transparent manner. Furthermore, we value a collaborative approach in our work, and seek to empower victims to express themselves and let their voices be heard in the process. Evidence shows that cultural concordance improves service outcomes as it often strengthens rapport building and increases trust. We would strive to provide culturally responsive and congruent services that match with the victims' cultural



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connections, values, and any historical trauma that was brought to bear on their experience. Whenever possible, we match the victims with staff that speak the same language and use the language line as backup. VSD leverages the language skills of other victim advocates when needed. VSD has secured a contract with a live video language translation service that offers 41 languages. VSD currently has staff language capacity of, Cantonese, Mandarin, Spanish, Punjabi, Hindi, French, Swahili, Laotian and American Sign Language. In addition, VSD has started internal language workshops for advocates to practice their language skills among peers.

Per the Victim Service Division standard, our dedicated victim service advocates will continue to reach out to the immigrant victims within 24 hours after receiving the referral, and the initial conversation will be focused on assessing the immediate needs to provide timely responses. VSD has also created a community based collaboration protocol with organizations that provide 24/7 response to ensure all victims are being responded to no matter what day or time the crime occurs.

We provide crisis intervention and emergency assistance when needed, and when victims require professional attention, for instance longer term mental



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health support, we immediately link them to crisis services and/or mental health counseling services, and other

appropriate community resources. It has been our ongoing practice to provide support and advocacy to any crime victims, whether the crime is involved with the criminal court proceedings or not.

We have been and will continue to assist victims with seeking crime victim compensation benefits. Not only are our staff advocates trained by the California Victim Compensation Board (CalVCB) to guide and support victims in the application process, but we also have an in-house claims unit that is dedicated to follow up on any claims submitted by victims to ensure they are served and compensated as promptly as possible. We update our trainings with CalVCB at least semi-annually. We have also initiated an in-service CalVCB training series to increase derivative applications filed by our advocates.

For cases that are involved in the justice system, our dedicated victim service advocates will ensure immigrants are well informed of their Marsy's rights, provided copies of such rights in a linguistically congruent document and ensure immigrant victims are kept apprised of all court proceedings and/or dispositions. VSD has already begun translating many of our informational materials into the languages that reflect San Francisco's immigrant population.



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Moreover, our dedicated advocates will ensure immigrant victims' rights are protected in the court process, accompany victims to court hearings to provide support, particularly when the victim is subpoenaed to testify, facilitate victims' voice be heard in the courtroom which may include assisting with writing victim impact statements. When the victim is non-English speaking, we will ensure that court interpreters are available to allow for meaningful participation in court proceedings.

Our advocates possess at least a bachelor's degree in criminology, social work, or psychology. We prioritize candidates that are bilingual such as Chinese and Spanish, so that we can be linguistically and culturally congruent with the population we intend to serve. With respect to ongoing training plans, we keep track of specialized trainings and certifications that our staff advocates receive.

We will ensure that all trainings they receive include components that address best practices in working with the culturally diverse immigrant populations.

The District Attorney's Office, under which our Victim Services Division is housed, has a well-established internship program that runs year-round, with cohorts every fall, spring, and summer. We recruit volunteer interns from local and national colleges and law schools. All of them must pass a background



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check during the application process. They would be tasked to assist our staff advocates in direct services and community outreach events.

Component 3. We have established ourselves as an active participant in the local and public non-profit/community-based organizations network and will continue to develop new strategic partnerships and deepen our involvement with community agencies that provide vital resources for our target population. Currently we have already set up formal and informal operational agreements with organizations including Community Youth Center, Self Help for the Elderly, Richmond Area Multi-Services Inc, La Casa de las Madres, Chinese Newcomers Service Center, Mission Neighborhood Center, Institute on Aging, and we intend to build on this list.

To be specific in our collaborative efforts, we propose the following goals:

1. We will expand our current partnership network by adding at least two community-based organizations and/or governmental agencies per quarter to our list of collaborators. To date, we have successfully met this goal and believe more work should be done in this area. Moreso, we would like to deepen our relationship with the organizations through collaborative procedures and engagement activities.
2. We will enter into operational agreements with each of the agencies that we



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partner with to ensure referrals flowing in both directions, and engage in cross trainings with them no fewer than once per quarter,

3. We will develop data tracking system to closely monitor the number of referrals and use the data to inform possible enhancement of the community partnerships.

### c. Capabilities

The Chief of Victim Services Division will bear primary responsibility for the oversight of this grant, including management of programmatic and fiscal requirements. Our current Chief holds over 20 years of direct service and program development and will be responsible for ensuring the outcomes and objectives of the grant are met during the term of the grant, and that all reports are submitted in a timely manner. In addition to forging relationships with governmental agencies to address systemic barriers that may hinder the advocacy work. The Deputy Director along with the Deputy Chief of VSD will supervise the staff executing the objectives of the contract and make sure appropriate fiscal resources are adequately utilized to support the staff in achieving those objectives. In addition, the Deputy Director has experience building partnerships with government and community-based agencies working with the immigrant populations, providing cross-training with the goal of



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addressing the needs of immigrant crime victims, and outreaching to communities for furthering engagement and assessment of needs. The supervisor and team-leads of the Vulnerable Victims Unit have collectively more than 15 years of experience developing and providing training to staff advocates regarding best strategies and practices for responding to the needs of victims. The staff have received certifications/trainings on victim advocacy work and will continue to receive ongoing trainings to update their knowledge and skills. Interns who are volunteers will assist with supporting the above described efforts including coordinating meetings, events, and other projects.

The management team of the Victim Services Division has a combined more than 50 years of experience in the field of mental health and victim advocacy work. The Chief is a faculty member of the School of Nursing at the University of California, San Francisco, and possesses a background in mental health and nursing, with many years of direct services and management. She is going to leverage her knowledge and network to develop partnerships with many organizations. The Deputy Chief has 18 years of experience providing direct victim advocacy services and supervising advocates under the District Attorney's Office, and therefore already a breadth of knowledge and close ties with local agencies that have a history of providing relevant services in the local



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community. The Deputy Director has seven years of direct advocacy service. In addition to previous career working with one the Bay Area's largest mental health crisis programs and has worked specifically with immigrant populations.

The victim advocates on this grant are fully certified in victim advocacy work through training programs offered by the California Crime Victim Assistance Association. They will also participate in cross-training with CBOs that serve the immigrant population to deepen their skills in cultural humility, trauma informed approaches, and any other best practices for specific immigrant communities.

The Chief of Victim Services oversees the pre- and post- award grant administration and ensures regulatory compliance as well as the grant-funded programs. She works closely with the Chief of Finance and Administration of the San Francisco District Attorney's Office, and the fiscal team for grant-related budgetary responsibilities. This team is involved in the pre-award budget development and day-to-day fiscal management of the grant, including the approval of the Board of Supervisors, tracking expenditures, invoicing, charging personnel time, and cost reimbursement, making sure the grants stay within budget and staying true to the goal and intention of the grant funding. The finance team has over 25 years of experience with fiscal administration of



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grants.



## 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

**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> Unserved/Underserved Victim Advocacy and Outreach Program		
<b>Performance Period:</b> 01/01/24	<b>to</b> 12/31/24	<b>Subaward Amount Requested:</b> \$ 196,906
<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

<b>Certification:</b> 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> 8/29/23
<b>Print Name and Title:</b> Brooke Jenkins, District Attorney	<b>Phone Number:</b> (628) 652-4012
Cal OES Staff Only: SUBAWARD #	



## Grant Subaward Service Area Information

Grant Subaward #: UV23 02 0380

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)



## Operational Agreement Summary

Grant Subaward #: UV23 02 0380

Subrecipient: SAN FRANCISCO, CITY & COUNTY

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

## 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

3/13/21

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  
BETWEEN  
THE SAN FRANCISCO DEPARTMENT ON THE STATUS OF WOMEN  
AND  
THE SAN FRANCISCO DISTRICT ATTORNEY'S OFFICE VICTIM SERVICES DIVISION**

**PURPOSE**

This operational agreement stands as evidence that the San Francisco District Attorney's Office Victim Services Division and the San Francisco Department on the Status of Women intend to work together toward the mutual goal of coordinating services for victims of domestic violence, sexual assault, and human trafficking who are impacted by a mass casualty crime in San Francisco. Both Agencies believe that coordination between the agencies, as described herein, will further this goal. To this end, each party agrees to participate.

**PARTIES TO THIS AGREEMENT**

San Francisco Department on the Status of Women develops innovative programs and tools to advance women's human rights. One of their flagship grants programs, the Gender-Based Violence Prevention and Intervention Grants Program, funds community-based agencies to address domestic violence, sexual assault, and human trafficking.

The San Francisco District Attorney's Office Victim Services Division provides or arranges services to victims of all types of crime including, crisis intervention and emergency assistance, on-Scene response to Family Resource Centers/Family Assistance Centers, 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:

- In the case of a mass casualty crime incident where survivors of domestic violence, sexual assault, and/or human trafficking needed additional services, the San Francisco District Attorney's Office would contact the San Francisco Department on the Status of Women.
1. If contacted after a mass casualty crime incident regarding needs of domestic violence, sexual assault, and/or human trafficking survivors, the San Francisco Department on the Status of Women would reach out to their grantees that provide direct client services regarding the stated needs.
  2. Both parties agree to coordinate services for on-going consultation, collaboration, and training. Both parties agree to work together towards the larger goal of creating an accessible, coordinated system of comprehensive services for San Francisco victims after a mass casualty crime incident.

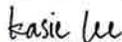
**DURATION**

This operational agreement is effective from May 31, 2021 to June 1, 2024. This agreement may be terminated by either party or amended with the written consent of both parties.

DocuSigned by:  
  
A7C043D019324CA

Kimberly Ellis  
Director, Department on the Status of Women  
City and County of San Francisco

Date

DocuSigned by:  
  
AA2575AC189F48B

Kasie Lee  
Interim Chief, Victim Services Division  
City and County of San Francisco

Date

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

**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  
\_\_\_\_\_  
Signature

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

\_\_\_\_\_  
Date

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

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



# **Operational Agreement**

Between

**Adult Protective Services of San Francisco**

And

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

## **Purpose:**

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

## **Parties to the Agreement:**

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

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

## **Rights and Responsibilities:**

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

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

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



12/22/2022

Signature

Date

Akiles Ceron  
Program Director  
SF Adult Protective Services

Monifa Willis

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

Signature

Date

Monifa Willis, PMHNP-BC  
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

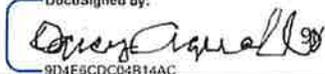
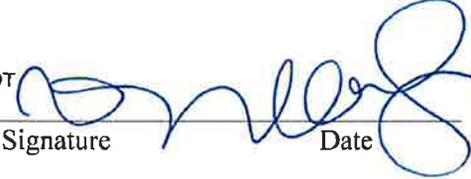
VICTIM SERVICES DIVISION  
350 RHODE ISLAND  
SUITE 400N  
SAN FRANCISCO CA 94103  
DIRECT DIAL: (628) 652-4100  
E-MAIL: VICTIMSERVICES@SFGOV.ORG

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.

<p>DocuSigned by:  904E6CDD04B14AC</p>	<p>9/29/2022   12:11:58 PDT</p>	<p> 9/29/2022</p>
Signature	Date	Signature

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

CITY AND COUNTY OF SAN FRANCISCO

OFFICE OF THE DISTRICT ATTORNEY



Brooke Jenkins  
District Attorney

## **Operational Agreement**

Between

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

And

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

### **Purpose:**

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

### **Parties to the Agreement:**

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

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

### **Rights and Responsibilities:**

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

---

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

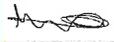
CITY AND COUNTY OF SAN FRANCISCO

OFFICE OF THE DISTRICT ATTORNEY

Page 2

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

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

DocuSigned by:  
  
November 15, 2022  
B9F218A84E054E6...

Signature Date

Natasha Thomas

Printed Name  
Authorized Representative of MADD  
San Francisco Bay Area Affiliate

**Monifa Willis** Digitally signed by Monifa Willis  
Date: 2022.11.17 16:23:40 -08'00'

Signature Date

Printed Name  
Chief of Victim Services Division, SFDA

# Operational Agreement

## PURPOSE

This operational agreement stands as evidence that the Victim Services Division (VSD) and the Child and Adolescent Support, Advocacy and Resource Center (CASARC) 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 Victim Witness Assistance Program (VWAP) (as described herein), will further this goal. To this end, each party agrees to participate.

## PARTIES TO THIS AGREEMENT

CASARC provides sensitive medical and psychological crisis services to child victims of sexual abuse, physical abuse and severe neglect. Services include immediate crisis counseling, medical examination and treatment, medical forensic evidence collection, referrals, psychological assessment and counseling for victims and their families.

VSD provides or links 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. CASARC will accept referrals from VSD advocates for eligible crime victims who need assistance with the service in accordance with the service provided by CASARC.
2. VSD will accept referrals from CASARC to assist those crime victims who need assistance in accordance with the scope of services provided by VSD.
3. Both agencies agree to cross-refer individuals and crime victims who may be appropriate for the other's services, coordinate services, and provide ongoing consultation, collaboration and training.
4. CASARC agrees, where appropriate, to offer patients the option to have VSD present for support while services are provided at CASARC facilities or ZSFG campus.
5. Crime victims may request or to decline services of the VSD support dog. VSD is responsible for ensuring that the dog has all required and recommended vaccinations and will be responsible for handling the dog while at CASARC facilities or the ZSFG campus.
6. Both parties agree to work together toward the larger goal of creating an accessible coordinated system of comprehensive services for crime victims in San Francisco.

## DURATION

This operation agreement is effective from June 1, 2022 to June 1, 2025. This agreement may be terminated by either agency or amended with the written consent of both agencies.

DocuSigned by:  
  
148176AEAADE4A8  
05/11/2022 | 8:19 AM PDT  
Jessica Marques MSN, FNP-BC  
Nurse Practitioner, Clinical Forensic Manager  
Child & Adolescent Support, Advocacy & Resource Center

**Kasie Lee**  
Digitally signed by Kasie Lee  
Date: 2022.05.11 12:02:22 -07'00'  
Kasie Lee, Assistant District Attorney  
Chief, Victim Services Division  
San Francisco District Attorney's Office

# Operational Agreement

## PURPOSE

This operational agreement stands as evidence that the Victim Services Division (VSD) and the Safe & Sound 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 Victim Witness Assistance Program (VWAP), as described herein, will further this goal. To this end, each party agrees to participate.

## PARTIES TO THIS AGREEMENT

Safe & Sound is a nonprofit community-based organization that provides city-wide programming that seeks to prevent child abuse and reduce its devastating impact. Safe & Sound delivers services, develops policies, and works to improve the systems which respond to families with young children.

VSD provides or links 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:

Safe & Sound will accept referrals from VSD for eligible clients who need assistance in accordance with the service provided by Safe & Sound.

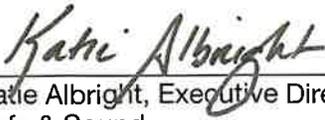
VSD will accept referrals from Safe & Sound to assist those crime victims who need assistance in accordance with the scope of services provided by VSD.

Both agencies agree to cross-refer individuals and crime victims who may be appropriate for the other's services, coordinate services, and provide ongoing consultation, collaboration and training.

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

## DURATION

This operation agreement is effective from June 30, 2022 to June 30, 2025. This agreement may be terminated by either agency or amended with the written consent of both agencies.

  
Katie Albright, Executive Director      6/30/2022      Date  
Safe & Sound

**Kasie Lee**      Digitally signed by Kasie Lee  
Date: 2022.06.30 10:38:29 -07'00'  
Kasie W. Lee, Chief      Date  
Victim Services Division

**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.



# 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:

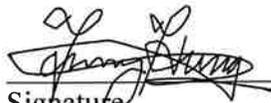
This Operational Agreement stands as evidence that the **Victim Services Division of the San Francisco District Attorney's (SFDA) Office** and the **Tenderloin Family Housing- Resident Services Team of Chinatown Community Development Center (CCDC)** intend to work together toward the mutual goal of providing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

  
Signature

12/20/22  
Date

Monifa Willis

Signature

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

Date

Cynthia Campbell - CXO

Printed Name

Authorized Representative of Balance

Printed Name

Chief of Victim Services Division

# **Operational Agreement**

Between

**San Francisco Long Term Care Ombudsman Program**

And

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

## **Purpose:**

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

## **Parties to the Agreement:**

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

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

## **Rights and Responsibilities:**

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

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

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



# Operational Agreement

Between

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

And

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

## Purpose:

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

To this end, each party agrees to the following:

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

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

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

● Alice Chiu 1/4/2023

Signature

Date

Alice Chiu

Printed Name

Authorized Representative

**Elder Abuse Prevention Program of IOA**

Signature

Date

Monifa Willis Monifa Willis

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

Printed Name

Chief of Victim Services Division, SFDA

# 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.



Signature	Date	Signature	Date
	1/12/2023	Monifa Willis	Digitally signed by Monifa Willis Date: 2023.01.25 12:55:35 -08'00'

Sarah Wan  
Printed Name  
Executive Director  
Community Youth Center SF

Printed Name  
Chief of Victim Services Division, SFDA

## Operational Agreement

### PURPOSE

This operational agreement stands as evidence that the Victim Witness Assistance Program (VWAP) division and Larkin Street Youth Services and Huckleberry Youth Programs intend to work together toward the mutual goal of providing maximum available support/assistance for homeless youth, including those who are victims of or highly at risk for trafficking and commercial sexual exploitation in San Francisco. To this end, each party agrees to participate,

Larkin Street Youth Services and Huckleberry Youth Programs agree to:

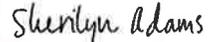
1. Provide outreach, shelter, and supportive services to homeless youth, including survivors of trafficking and commercial sexual exploitation.
2. Serve as a source of information and training on topics related to the issues of homeless youth, trafficking, and commercial sexual exploitation.
3. Maintain a working relationship with the District Attorney's Office through meetings and cross-training, as possible and mutually agreed upon.

The San Francisco District Attorney's Office agrees to:

1. Operate in partnership and consultation with Larkin Street Youth Services and Huckleberry Youth Programs to ensure that perpetrators rather than victims of trafficking and commercial sexual exploitation are identified and prosecuted.
2. Maintain a working relationship with Larkin Street Youth Services and Huckleberry Youth Programs through meetings and cross-trainings, as possible and mutually agreed upon.

### 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.

DocuSigned by:  
  
Sherilyn Adams  
Executive Director  
Larkin Street Youth Services

  
Doug Styles  
Executive Director  
Huckleberry Youth Programs

  
Gena Castro Rodriguez  
Chief of Victim Services Division  
City & County of San Francisco

## 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'

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Tahirih Justice Center  
Morgan Weibel, Executive Director,  
DATE

San Francisco District Attorney's Office  
NAME, TITLE  
DATE

# Operational Agreement

Between

**Rafiki Coalition**

And

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

## Purpose:

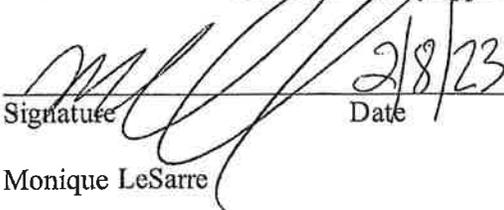
This Operational Agreement stands as evidence that **Rafiki Coalition (Rafiki) and Victim Services Division (VSD) of the San Francisco District Attorney's (SFDA) Office** intend to work together toward the mutual goal of maximizing available community resources to assist victims/survivors of violent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

To this end, each party agrees to the following:

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

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

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

  
\_\_\_\_\_  
Signature                      Date      2/8/23

Monique LeSarre

\_\_\_\_\_  
Printed Name  
Executive Director, Rafiki Coalition

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

\_\_\_\_\_  
Signature                      Date

Monifa Willis

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



# San Francisco District Attorney

## Chief Assistant District Attorney

## Chief of Communications & Policy

## Support Services Department Chief of Administration & Finance

## Independent Investigations Bureau

### Criminal Division General Felonies

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

### Criminal Division Specialized Unit

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

### White Collar Division

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

### Vulnerable Victims & Community Partnerships

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

### Writs & Appeals, Brady

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

### Victim Services

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

### Collaborative Justice

- Diversion / Collab. Courts Restorative Justice
- Mental Health Litigation
- 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

### 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

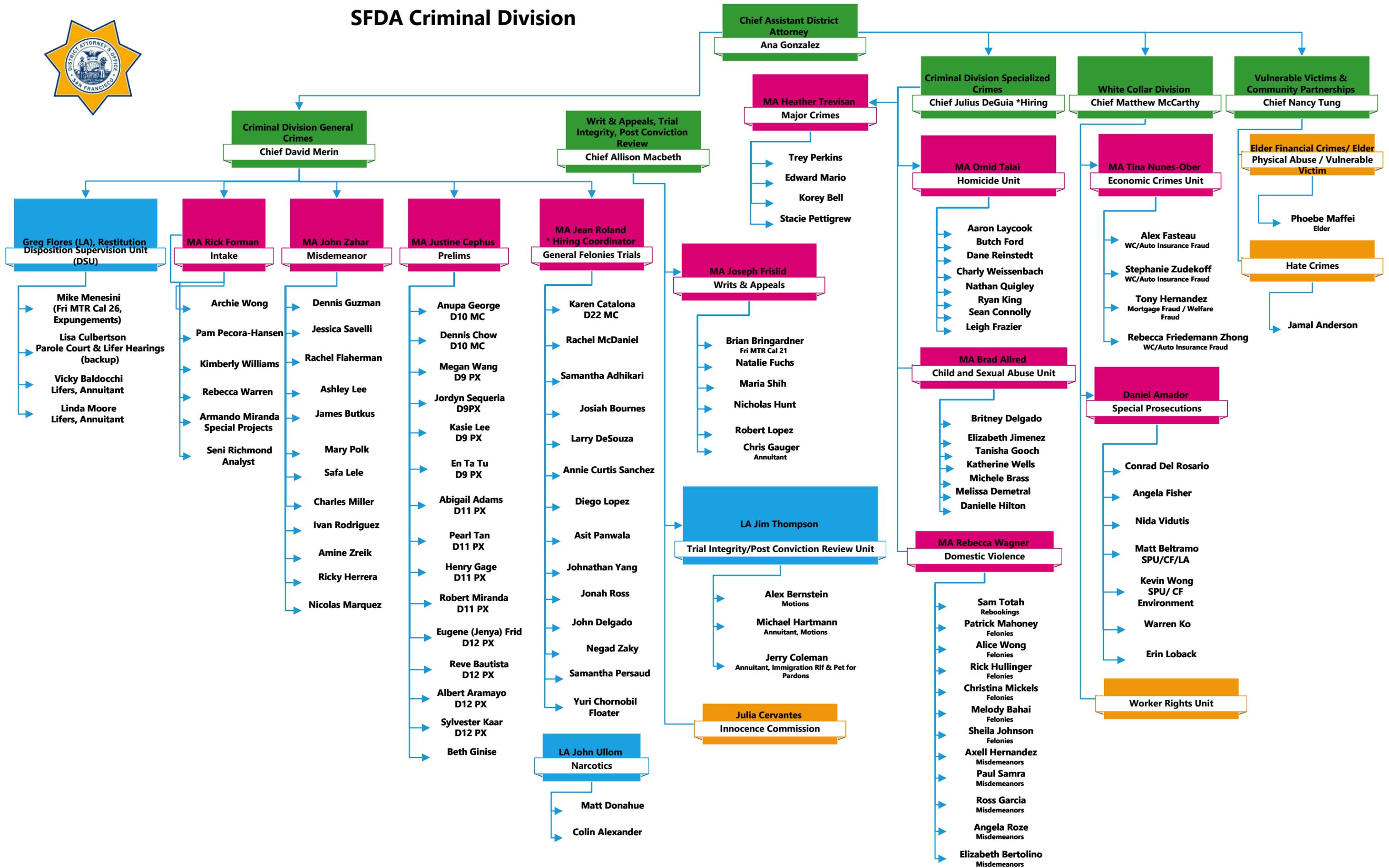
### Facilities

### Attorneys

### Investigators

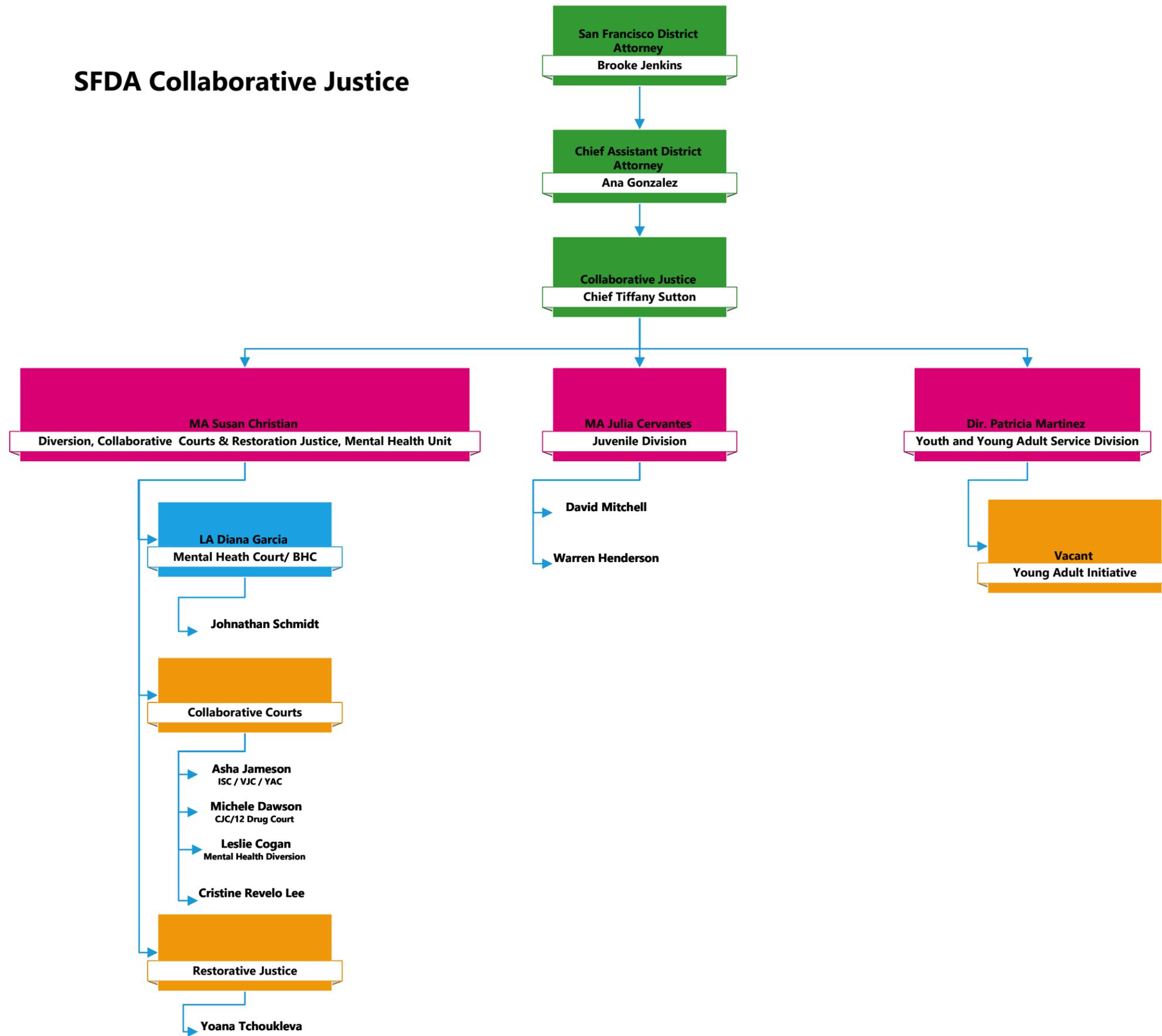


# SFDA Criminal Division



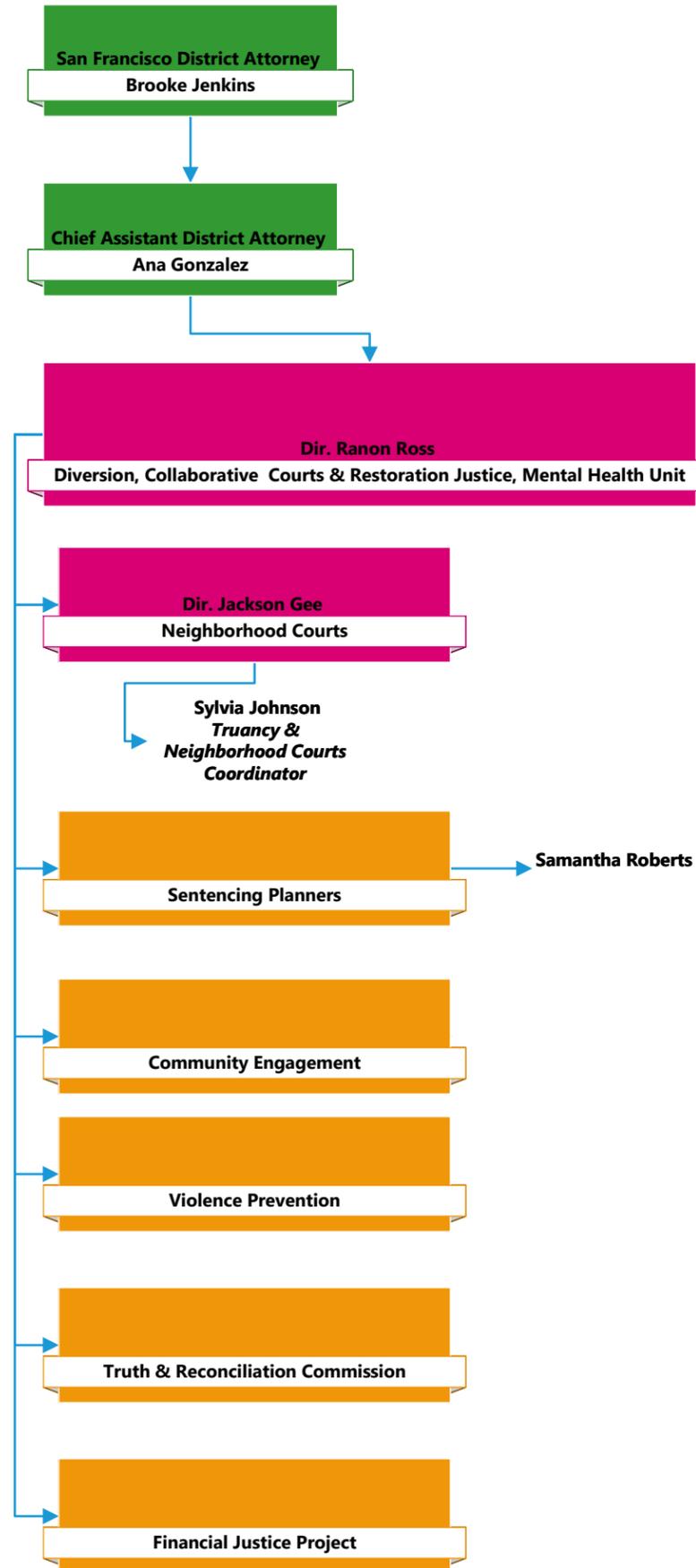


# SFDA Collaborative Justice



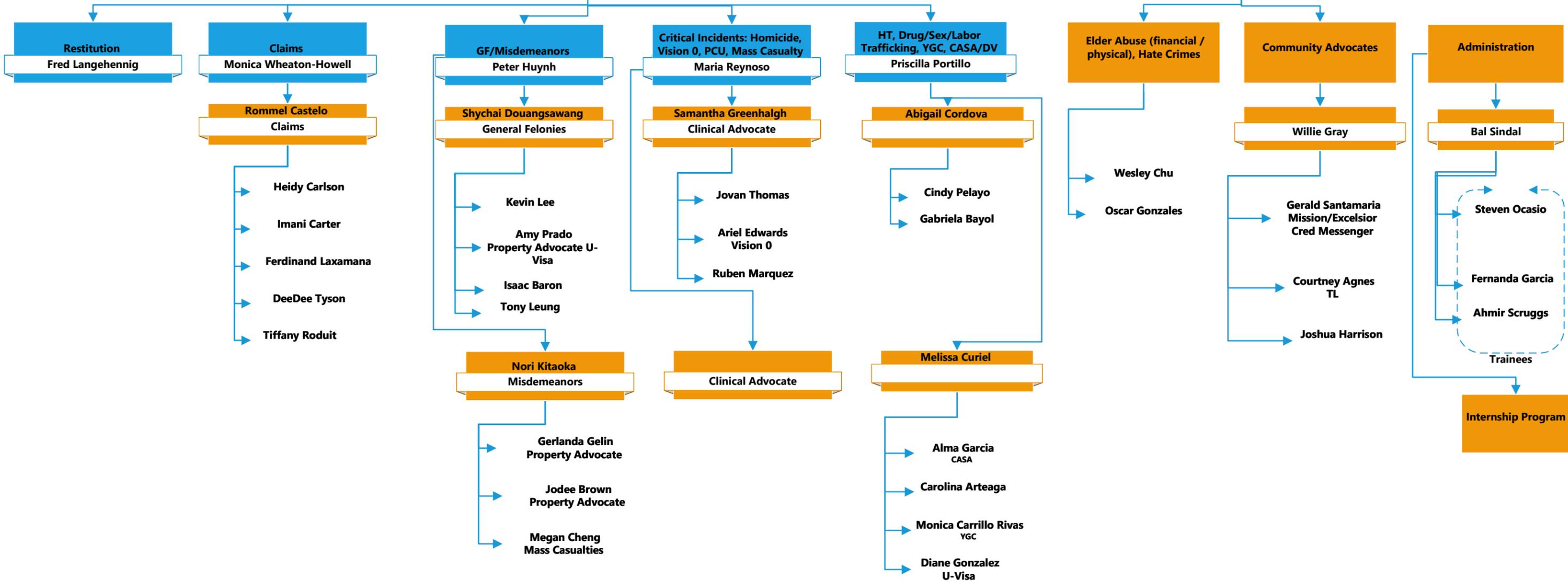
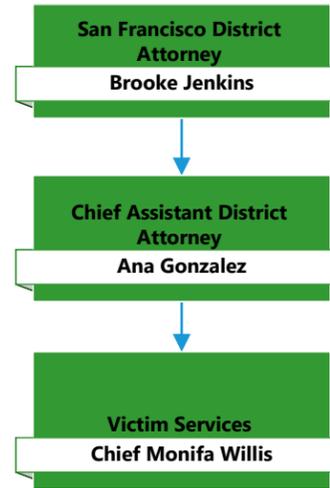


# SFDA Strategic Planning & Initiatives



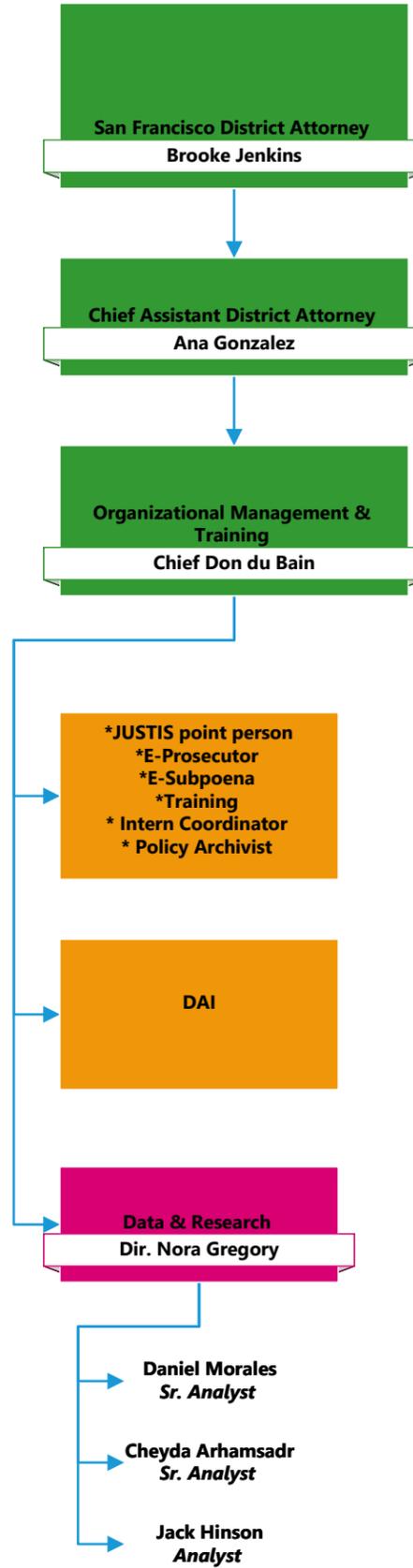


# SFDA Victim Services



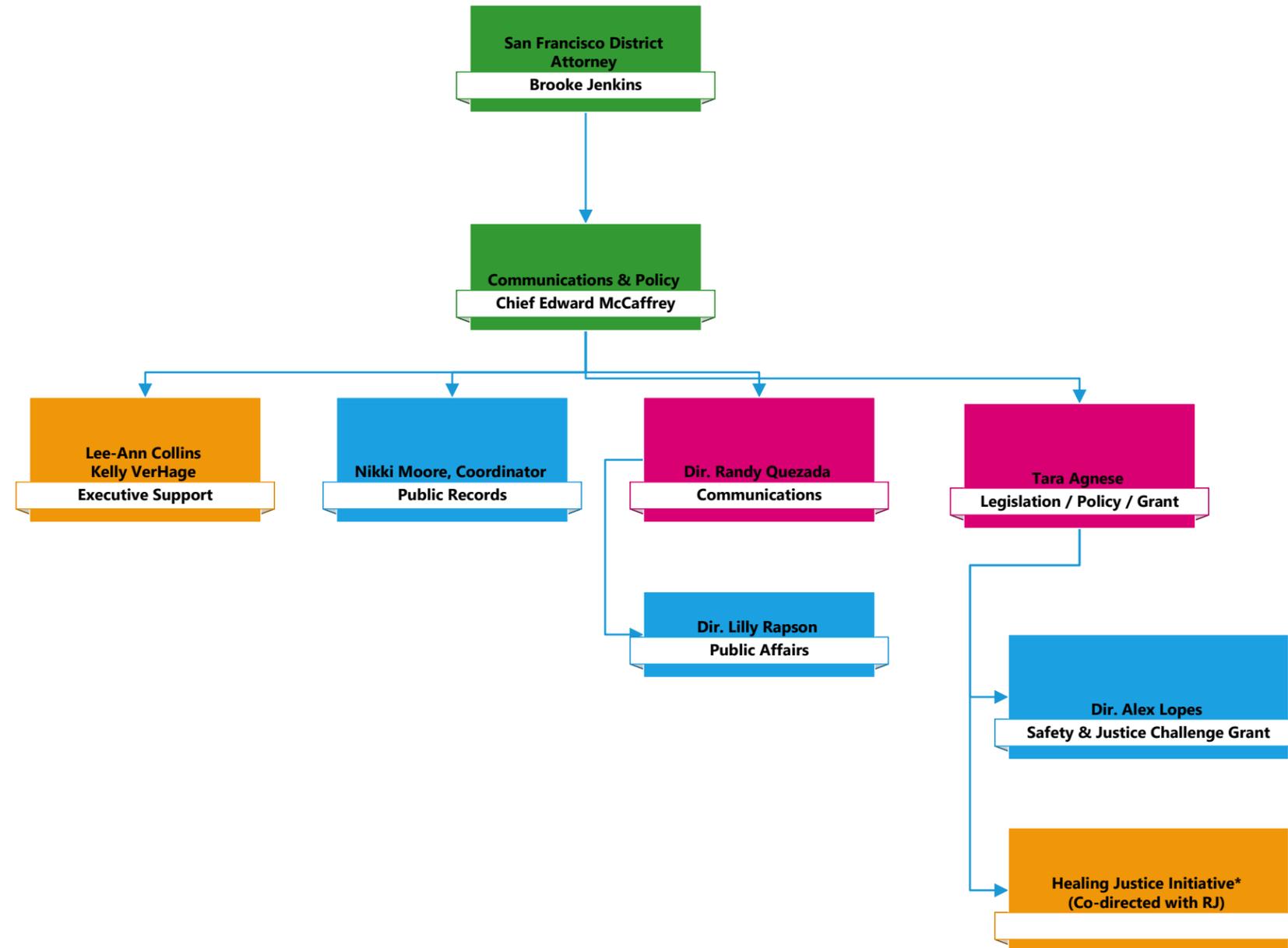


# SFDA Organizational Management & Training





## SFDA Communications & Policy





# 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**

Jacqueline Cao

**David Ma**  
Paralegal Supervisor

**San Hadwan**  
Acting Paralegal Supervisor

**Nina Stellini**  
Paralegal Supervisor

**Richard Ng**  
Principal HR Analyst

Leland Chan

Luis Mendez

Eleanor (Beth) Munger

Morris Moore

Robert Venegas

Allen Woo

Ada Yu

Noah Pinaire

**Lorna Garrido**  
Grants

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

**Jenny Qiao**  
Accounts Payable

**Samir Sakkal**  
annuitant

**Jessica Geiger**  
Facilities Manager

**Araceli Williams**  
Sr. Clerk

**Sam Hadwan**  
Sr. Paralegal/ Acting Supervisor

**Tony Yu**  
Sr. Paralegal

**Vertical Team Litigation**

**Julio Flores-Guzman**

**Jessica Diamond**  
Homicide

**Andrew Ong**  
Child Assault & Sex Assault

**Mari Alvarez**

**Daniel La**  
IIB

**Tressie Matthies**  
MHU

**Christina King**  
CJC

**Erica Brooks**  
BHC

**Alternative Courts**

**Ramon Alvarez**  
Records Room

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

**Clarence Brindle**  
Writs & Appeals

**Lena Ku**

**Loretta Luu**  
Domestic Violence

**Rayna Bryan**  
Post Conviction

**Tammie Eggers**  
Disposition Unit

**Rodney Elliot**  
Front Desk

**Melissa Cruz**

**Jen Java**  
Sr. Paralegal

**Cynthia Tran**

**Aareona Miles**

**General Felonies**

**Andres Hernandez**

**Vacant**

**Misdemeanors**

**Kendall Slade**  
Sr. Paralegal

**Peggy O'Brien**  
Sr. Paralegal

**Juvenile**

**Katrina Baptiste**  
Sr. Paralegal

**Trial Integrity / Brady / Grand Jury / Training Div.**

**Sara Wong**  
Paralegal Floater

**Alex La Mar**

**Dakota Daranykone**

**Ifeanyi Ebochie**

**Brian Conwell**  
Paralegal Trainees

**Jeannie Gonzalez**  
Asset Forfeiture

**Tracy Sacca**  
Sr. Paralegal

**Kayla Harris**  
Sr. Paralegal

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

**Brie Reddick**

**Joey Gallardo**

**Elisandro Mena Casanova**

**Lenora Hamilton**  
Charging / Intake

**Hang Ngo**

**Saras Larkin**

**Anamarie Lucas**  
IPP

**Yesenia Oropeza**

**Valerie Blasi**

**Patricia Hernandez**

**Chloe Mosqueda**  
Sr. Paralegal

**White Collar Crime**

**Melanie Lais**

**Thao Phan**

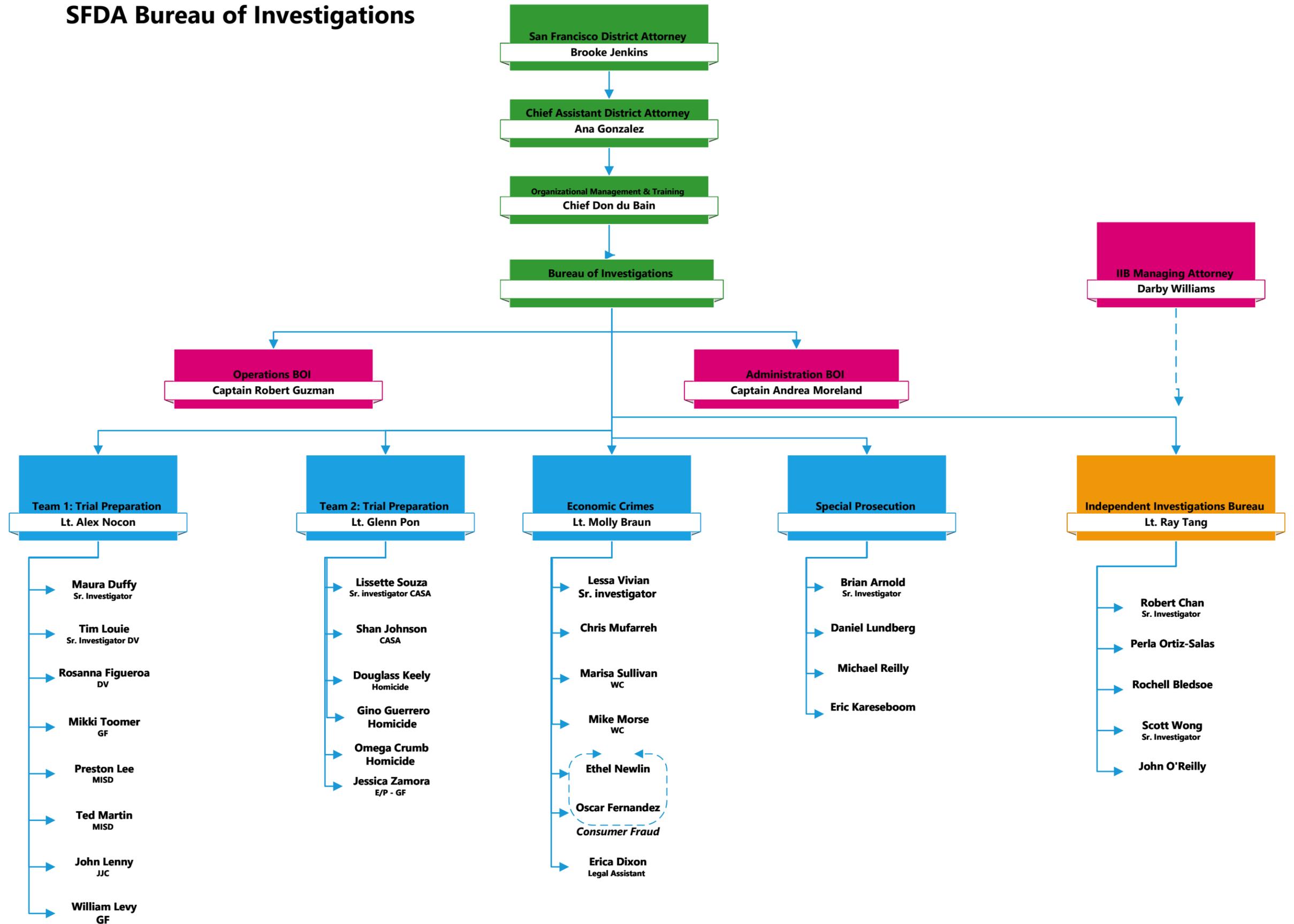
**Mellissa Guzman**  
Paralegal Trainees

**Shavaun Tolliver**  
Principal HR Analyst

**Tessa King**  
Chief Payroll/ Personnel Officer

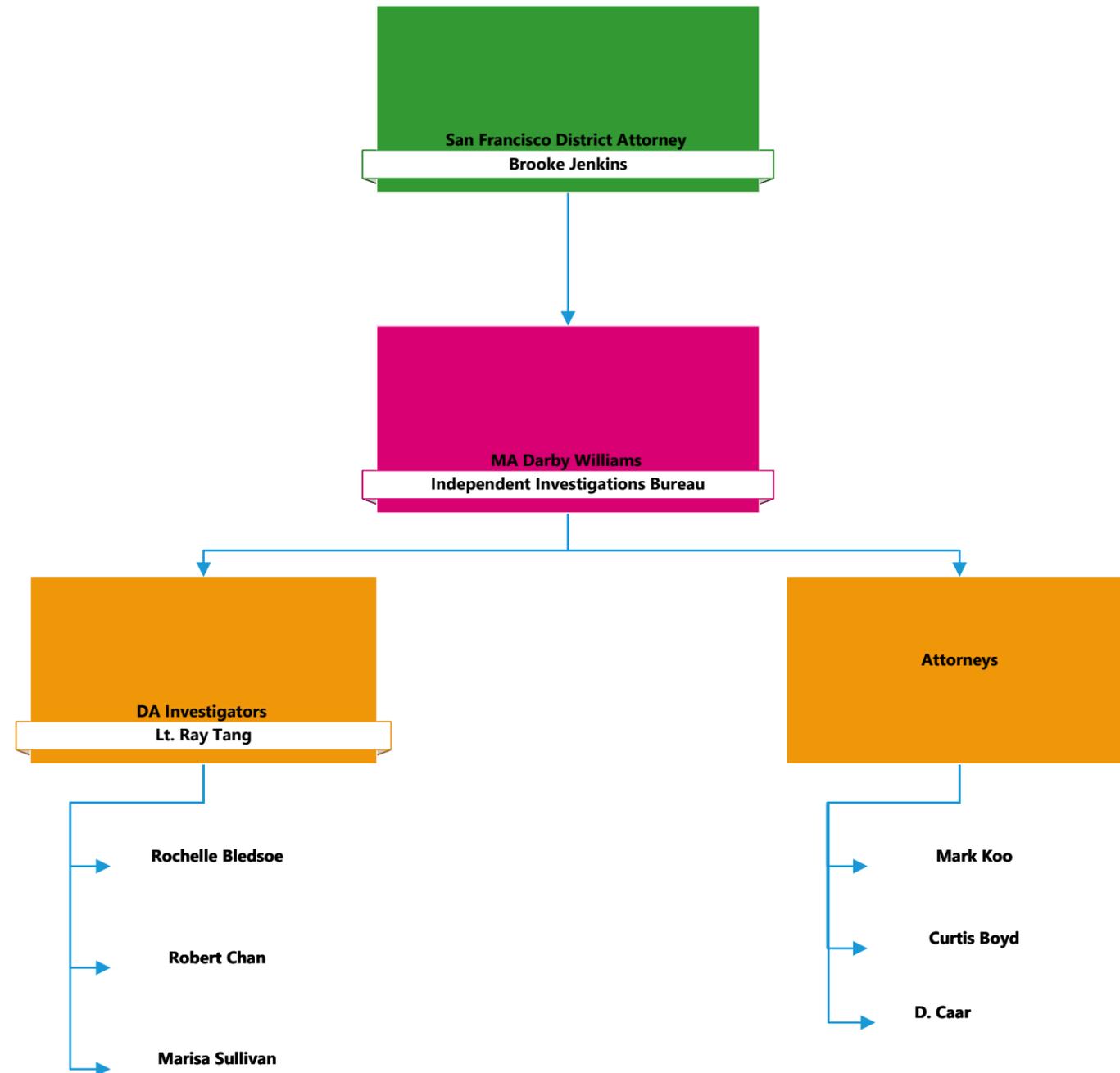


# SFDA Bureau of Investigations





# SFDA Independent Investigations Bureau





January 16, 2024

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

Subject: **Grant Subaward Application Approval**  
Unserved/Underserved Victim Advocacy and Outreach Program  
Grant Subaward #: UV23 02 0380

Dear Monifa Willis:

The California Governor's Office of Emergency Services (Cal OES) has approved your Grant Subaward application in the amount of \$196,906, subject to enactment of applicable State Budget Act. A copy of your approved Grant Subaward is enclosed for your records.

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

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

Please contact your Program Specialist Amanda Xiong, at [Amanda.Xiong@caloes.ca.gov](mailto:Amanda.Xiong@caloes.ca.gov) with questions.

Sincerely,

Victim Services Grants Processing Unit

cc: Subrecipient's file  
Program Specialist

(Cal OES Use Only)

Cal OES #	075-00000-17	FIPS #	075-00000	VS#		Subaward #	UV23 02 0380
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**CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES  
GRANT SUBAWARD FACE SHEET**

SMC MR

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

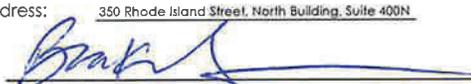
- 1. **Subrecipient:** San Francisco, City & County 1a. UEI#: JZ9BSV3GSJ54 ✓
- 2. **Implementing Agency:** San Francisco, City & County - District Attorney's Office 2a. UEI#: JZ9BSV3GSJ54
- 3. **Implementing Agency Address:** 350 Rhode Island Street, North Building, Suite 400N San Francisco 94103-5188  
(Street) (City) (Zip+4)
- 4. **Location of Project:** San Francisco San Francisco 94103-5188  
(City) (County) (Zip+4)
- 5. **Disaster/Program Title:** UV - Unserved/Underserved Victim Advocacy and Outreach 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.	2023	VOCA		\$196,906		\$49,227		\$49,227	\$246,133
9.	Select	Select							
10.	Select	Select							
11.	Select	Select							
12.	Select	Select							
<b>Total Project Cost</b>				\$196,906	\$196,906	\$49,227		\$49,227	\$246,133

**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: 8/29/23

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.

1/12/2024  
(Cal OES Fiscal Officer) (Date)
1/12/2024  
(Cal OES Director or Designee) (Date)

ENY: 2023-24 Chapter: 12 SL: 18403  
 Item: 0690-102-0890 Pgm: 0385  
 FAIN #: 15POVC-23-GG-00432-ASSI 10/01/22-09/30/26  
 Fund: Federal Trust Fund AL#: 16.575  
 Program: Unserved/Underserved Victim Advocacy and Outreach Program  
 Match Req.: 20%, C/IK based on TPC  
 Project ID: OES23VOCA000012  
 SC: 2023-18403 Amount: \$196,906

Received by CalOES, Lorna Allen  
 Mail log #: 225792, Tuesday, September 5, 2023  
 Grant Subaward Face Sheet Cal OES 2-101 (Revised 8/2023)



## SPECIAL CONDITION

Grant Subaward No. UV23 02 0380 is hereby approved with the following condition:

- An executed Memorandum of Understanding (MOU) for a Cal OES-funded Domestic Violence Assistance Program, and a Cal OES-funded Rape Crisis Program must be submitted to Cal OES within 60 days of receipt of executed Grant Subaward Agreement.
- Operational Agreements (OAs) must cover the entire grant period and therefore those OAs that expire prior to the end of the Grant Subaward performance period must be renewed as soon as they expire. Renewed OAs must be kept on file at your agency and an updated Operational Agreement Summary Form must be sent to your program specialist upon completion.

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



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

**1. Cal OES Contact Information Section:**

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

**2. Federal Awarding Agency Section:**

<b>Fund Year</b>	<b>Federal Program Fund / AL#</b>	<b>Federal Awarding Agency</b>	<b>Total Federal Award Amount</b>	<b>Total Local Assistance Amount</b>
2023	Victims of Crime Act (VOCA) / 16.575	Office for Victims of Crime	\$153,789,867	\$147,638,272
Choose an item.	Choose an item.	Choose an item.	\$	\$
Choose an item.	Choose an item.	Choose an item.	\$	\$
Choose an item.	Choose an item.	Choose an item.	\$	\$

**3. Project Description Section:**

- Project Acronym (Please choose from drop down):  
Unserved/Underserved Victim Advocacy and Outreach Program (UV)
- Project Description (Please type the Project Description):  
The purpose of the UV Program is to increase access to culturally appropriate victim services for unserved/underserved victims/survivors of crime.

**4. Research & Development Section:**

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



## Grant Subaward Contact Information

Grant Subaward #: UV23 02 0380

Subrecipient: San Francisco, City & County

1. **Grant Subaward Director:**

Name: Monifa Willis Title: Chief, Victim Services Division

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

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

2. **Financial Officer:**

Name: Eugene Clendinen Title: Chief, Administration & Finance

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

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

3. **Programmatic Point of Contact:**

Name: 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 #: UV23 02 0380

Subrecipient: San Francisco, City & County

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

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

### Grant Subaward Director:

Printed Name: Monifa Willis

Signature: Monifa Willis Digitally signed by Monifa Willis  
Date: 2023.08.28 14:08:53 -0700'

Date: 08/28/2023

### Financial Officer:

Printed Name: Eugene Clendinen

Signature: Eugene Clendinen Digitally signed by Eugene Clendinen  
Date: 2023.08.21 08:10:08 -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 13:45:24 -0700'

Printed Name: Karima Baptiste

Signature: Priscilla Portillo Digitally signed by Priscilla Portillo  
Date: 2023.08.28 14:14:36 -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 09:33:52 -0700'

Printed Name: Sheila Arcelona

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

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



## Grant Subaward Certification of Assurance of Compliance

Subrecipient: SAN FRANCISCO, CITY & COUNTY

	Cal OES Program Name	Grant Subaward #:	Grant Subaward Performance Period
1	VICTIM WITNESS ASSISTANCE PROGRAM	VW23 42 0380	10/01/2023-09/30/2024
2	INNOVATIVE RESPONSE TO MARGINALIZED VICTIMS PROGRAM		01/01/2024-12/31/2024
3	VIOLENCE AGAINST WOMEN VERTICAL PROSECUTION PROGRAM		01/01/2024-12/31/2024
4	UNSERVED/UNDERSERVED VICTIM ADVOCACY AND OUTREACH PROGRAM	UV23 02 0380	01/01/2024-12/31/2024
5	COUNTY VICTIM SERVICES PROGRAM	XC23 06 0380 <i>AK</i>	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>	
<p>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.</p>	
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>	
<p>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.</p>	
<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>



**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	XC23 06 0380 AX	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)**

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

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

<b>CERTIFICATION</b>	
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: <u>Brooke Jenkins</u>	Digitally signed by Brooke Jenkins Date: 2023.06.12 11:33:01 -07'00'
Official Designee's Typed Name: <u>BROOKE JENKINS</u>	
Official Designee's Title: <u>DISTRICT ATTORNEY</u>	
Date Executed: <u>6/12/2023</u>	



**Grant Subaward Budget Pages**  
Multiple Fund Sources

Subrecipient: San Francisco, City and County		Grant Subaward #: UV23 02 0380	
A. Personnel Costs - Line-item description and calculation	23VOCA	23VOCA MATCH	Total Amount Allocated
SALARY:			
8129 Victim/Witness Investigator 1 - Advocate			
\$3,563 x 0.50 pay period x 1.00 FTE = \$1,782	\$1,782		\$1,782
\$3,643.17 x 25.70 pay periods x 1.00 FTE = \$93,629	\$93,629		\$93,629
\$3,741 x 0.50 pay period x 0.50 FTE = \$935	\$608	\$327	\$935
\$3,825.17 x 25.70 pay periods x 0.50 FTE = \$49,153	\$31,949	\$17,204	\$49,153
Bi-lingual Pay			
\$60 x 26.20 pay periods x 0.50 FTE = \$786	\$511	\$275	\$786
0922 Deputy Director			
\$4,932.33 x 0.50 pay period x 0.06 FTE = \$148	\$104	\$44	\$148
\$5,043.31 x 25.70 pay periods x 0.06 FTE = \$7,777	\$5,444	\$2,333	\$7,777
BENEFITS:			
8129 Victim/Witness Investigator 1 - Advocate			
43.72% x \$146,285 = \$63,956, only charging grant \$63,952	\$55,411	\$8,541	\$63,952
Benefits include Social Security/Medicare, Medical/Dental, Retirement, Long Term Disability, Unemployment, Life Insurance			
0922 Deputy Director			
40.85% x \$7,925 = \$3,237	\$2,266	\$971	\$3,237
Benefits include Social Security/Medicare, Medical/Dental, Retirement, Flexible Benefit Package, Unemployment, Life Insurance			
<b>Personnel Costs Fund Source Totals</b>	✓ \$191,704	✓ \$29,695	\$221,399 ✓
<b>PERSONNEL COSTS CATEGORY TOTAL</b>	*	*	\$221,399

MR



**Grant Subaward Budget Pages**  
Multiple Fund Sources

Subrecipient: San Francisco, City and County and Grant Subaward #: UV23 02 0380			
B. Operating Costs - Line-item description and calculation	23VOCA	23VOCA MATCH	Total Amount Allocated
✓ Indirect - 10% de Minimis Indirect @ 10% x \$221,399 salaries/benefits = \$22,140, only charging grant \$20,418 Use for indirect - general administration, Finance, Payroll, Human Resources, Information Technology, and Executive Management	\$4,294	\$16,124	\$20,418
Facility Cost 125 ft <sup>2</sup> /FTE x \$24 per square foot annually x 1.56 FTE = \$4,680, only charging grant \$4,316	\$908	\$3,408	\$4,316
<b>Operating Costs Fund Source Totals</b>	\$5,202	\$19,532	\$24,734
<b>OPERATING COSTS CATEGORY TOTAL</b>			\$24,734

MR



**Grant Subaward Budget Pages**  
Multiple Fund Sources

Subrecipient: San Francisco, City and County and Grant Subaward #: UV23 02 0380			
C. Equipment Costs - Line-item description and calculation	23VOCA	23VOCA MATCH	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	23VOCA	23VOCA MATCH	Total Project Cost
Fund Source Totals	\$196,906	\$49,227	\$246,133

MR

## Budget Summary Report

**UV23 Unserved/Underserved Victim Advocacy and Outreach Program**

**Subaward#: UV23 02 0380**

**San Francisco, City & County**

**Subaward Period: 01/01/24 - 12/31/24**

Unserved/Underserved Victim Advocacy and Outreach Program

**Latest Request:**

**A Personnel Services - Salaries/Employee Benefits**

<u>F/S/L</u>	<u>Funding Source</u>	<u>Budget Amount</u>	<u>Paid/Expended</u>	<u>Balance</u>	<u>Pending</u>	<u>Pending Balance</u>
F	23VOCA	191,704	0	191,704	0	191,704
L	23VOCA	29,695	0	29,695	0	29,695
<b>Total A Personnel Services - Salaries/Employee Benefits</b>		<b>221,399</b>	<b>0</b>	<b>221,399</b>	<b>0</b>	<b>221,399</b>

**B. Operating Expenses**

<u>F/S/L</u>	<u>Funding Source</u>	<u>Budget Amount</u>	<u>Paid/Expended</u>	<u>Balance</u>	<u>Pending</u>	<u>Pending Balance</u>
F	23VOCA	5,202	0	5,202	0	5,202
L	23VOCA	19,532	0	19,532	0	19,532
<b>Total B. Operating Expenses</b>		<b>24,734</b>	<b>0</b>	<b>24,734</b>	<b>0</b>	<b>24,734</b>

**C. Equipment**

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

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

## Budget Summary Report

**UV23 Unserved/Underserved Victim Advocacy and Outreach Program**

**Subaward#: UV23 02 0380**

**San Francisco, City & County**

**Subaward Period: 01/01/24 - 12/31/24**

Unserved/Underserved Victim Advocacy and Outreach Program

**Latest Request:**

	<u>Budget Amount</u>	<u>Paid/Expended</u>	<u>Balance</u>	<u>Pending</u>	<u>Pending Balance</u>
<b>Total Local Match:</b>	49,227	0	0	0	49,227
<b>Total Funded:</b>	196,906	0	196,906	0	196,906
<b>Total Project Cost:</b>	246,133	0	246,133	0	246,133



## Grant Subaward Budget Narrative

Grant Subaward #: UV23 02 0380

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Subrecipient: San Francisco, City & County

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### **A. Personnel Services**

**\$221,399**

Two victim advocates (job classification 8129 Victim Witness Investigator I) at 1.5 FTE total and one Deputy Director (job classification 0922 Manager I) at 0.06 FTE total will be assigned to this grant. Advocates will be responsible for direct services to victims who are identified as immigrants, day-to-day coordination, or referrals with community-based organization (CBO) partners who specifically work with immigrant communities, documentation of services rendered, and collecting and reporting on data related to service activities and community activities.

The Deputy Director and advocates will focus on community engagement by providing consultations and trainings to CBOs and public agencies. They will collaborate with CBOs and other service providers to do outreach in the community, engage with victims and community members, and host/co-host community events to increase awareness of our services and to understand unique needs of the communities. Staff will host in-house culturally sensitive trainings on working with immigrant populations to establish an understanding of barriers, needs, and cultural considerations.

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



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necessary to work with the target population who are most likely non-native English speakers.

As a division, we are striving to hire staff that reflect the various communities in San Francisco. Two of the largest immigrant populations in San Francisco are Chinese speaking (Cantonese & Mandarin) and Spanish speaking. Both advocates assigned to this grant are fluent in Cantonese and Mandarin, which will support our goal of expanding our services to immigrant populations throughout the city. One of the advocates is a certified Cantonese and Mandarin translator with a variety of experience supporting AAPI communities, from relocating households during the renovation of buildings in Chinatown to supporting community members in navigating disability public benefit claims. The second advocate has over 8 years of experience working with victims of crime in different capacities, is experienced in working with AAPI communities and has native fluency in both Cantonese and Mandarin. Lastly, Deputy Director, has over 10 years of experience working with the Spanish speaking population throughout the San Francisco Bay Area in various settings, and will use her knowledge and experiences to further engage with communities throughout San Francisco to strength partnerships with CBOs that serve immigrant populations.



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Standard fringe benefits associated with the job classification include social security, Medicare, medical and dental coverage, long term disability, unemployment, and life insurance.

### **B. Operating Expenses** **\$24,734**

Indirect Costs \$20,418

A de Minimis rate is calculated at 10% of salary and fringe costs. The use for the indirect includes finance, payroll, human resources, information technology, and Executive Management.

Total salary and fringe @ \$221,399 x 10% = \$22,140, only charging grant \$20,418.

Facility Cost \$4,316

The Office of the District Attorney is requesting \$24 per square foot annually x 125 square feet per FTE.

Facility cost @ \$24per square foot annually x 125 ft<sup>2</sup>/FTE x 1.56 FTE = \$4,680, only charging grant \$4,316.

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

None requested.



## Grant Subaward Programmatic Narrative

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### **a. Problem Statement**

San Francisco is a well-known mecca for diverse ethnic groups from all over the world to settle down and make it as their new home away from home. Not only is it appealing with its mild climate throughout the year, its inclusive and immigrant-friendly policies have welcomed tens of thousands of peoples over the years. Our specific focus of this grant is on the unserved/underserved immigrant victim population in this city.

According to the latest census, about 14% of the population in the United States are immigrants. In San Francisco, its immigrant population is around 37%, with the largest group coming from China, making up about 28%.

In terms of crime rates, the odds of being a victim of a violent crime in San Francisco is 1 in 178 whereas for the state of California, it is 1 in 227. Since the Covid-19 pandemic, there has been a 567% increase in hate crimes targeting the Asian community, as indicated by the 2020-2021 data from the San Francisco Police Department. These crimes particularly affected the Asian immigrant elderly disproportionately as they were most vulnerable, less likely to retaliate, and not likely to report.

Our own data within Victim Services Division of the San Francisco District Attorney's Office also supported this trend. While there has been an increase in



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crimes against immigrant victims, particularly of Asian descent, over the past two years, there is no corresponding increase in services provided to them.

Immigrant victims historically have been unserved or underserved because of several reasons. The first is that they mostly are more fluent in their native language which puts them at a disadvantage when interfacing with mainstream society and very likely prevented access to resources that may have been readily available to the broader English-speaking communities. Secondly, victimization due to a crime can often be a very traumatizing experience, and the response or recovery process is very much a culturally dependent path. Seeking a culturally congruent way of healing may not be condoned or accessible in the mainstream culture, not to mention the stigma that is often attached to being a victim and seeking help. Lastly, the immigrant population in the city consists of a number of different ethnic groups and it would be important to be equitable in our approach with each of them, and work with them equally. We have historically lacked a concerted effort in reaching out to different immigrant groups in identifying unique needs of each group and tracking progress for each. Therefore, the unserved or underserved remains unserved or underserved over time.

San Francisco's immigrant population comprises mainly of Asian descent,



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with Chinese being the majority, as well as peoples from Spanish speaking countries. Quite a few of their countries of origin have been through civil wars and political upheaval, not to mention socio-economic deterioration in the recent decades, causing many people, old and young alike, to flee and migrate to the US. They carry with them historical trauma which makes them even more vulnerable when they get re-traumatized and re-triggered by being victimized in a crime in San Francisco. Moreover, they may not readily accept or trust authorities or the justice system because of their past experience, not to mention being unfamiliar with a new justice system. Hence it may be challenging for them to cooperate or seek out help from legal or governmental authorities.

Furthermore, for some immigrants, their concern about exposing or jeopardizing their legal status often hampers their reaching out for help in many situations, and at times this very concern is used against them to prevent them from reporting criminal activities. They may also be more inclined to seek out help and support within their ethnic circles and use traditional healing methods rather than western ones, making them more challenging to serve.

### **b. Plan**

The Victim Service Division (VSD) of the San Francisco District Attorney's



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Office plans to continue to focus on the following three programmatic components: 1) Increase victim services to immigrant population in San Francisco through culturally responsive outreach, 2) Recruit and train VSD victim advocates on complexities of victim advocacy among immigrant communities, 3) Bolster relationships with community-based organizations (CBOs) to ensure immigrant victims have access to crisis intervention and culturally congruent counseling services.

Component 1. Given the challenges facing the immigrant population, if we are to better serve them in the context of being victims of crime, there needs to be assertive outreach into the various communities. Immigrant victims are often not aware of community resources that are available to them, and we want consistent presence in their communities to bring information to them, instead of passively waiting for them to come seek help from us. This would help build the trust with each community, break down the possible misconceptions about the criminal justice system, and the barrier of accessing necessary services to help in their recovery from being victims of crime. In addition, strategic partnerships with community-based agencies would need to be strengthened. These agencies know their communities well and may provide a unique niche of services that would be particularly useful for victims. Leveraging their expertise



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while coupling with a consistent and coordinated effort of outreach would increase the level of service for the immigrant population in this city. VSD will continue working on partnering with CBOs to co-host community events to increase exposure to VSD through familiar CBOs. We have begun this work through presentations with Japanese Cultural and Community Center of Northern California, Community Youth Center, Vietnamese Community Development Center, Lao Seri Association, and Chinatown YMCA. Moreover, we have hosted victim education presentations at La Casa, CUAV and Chinese Newcomer's for Victim's Rights Week. We look to co-host three events with CBOs that support immigrant population. VSD has begun relationship building with UCSF Center of Excellence for Immigrant Child Health and Wellbeing, and API Legal Outreach amongst other CBO's.

Our specific goals will continue as follows:

1. We will host and/or co-host community events by partnering with community agencies in neighborhoods around the cities outreaching to the immigrant audience at least twice per quarter to increase awareness of our services.
2. We will participate in listening sessions and/or Town Halls in the communities with high immigration population at least bimonthly to deepen our understanding



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of what they need, and to obtain qualitative feedback from them on how we can serve them better. We will use this data and create a mapping of community needs for continuous follow-up purposes. We currently have assigned advocates to attend neighborhood townhall meetings. This had led to increased victim engagement with VSD.

3. We will create a protocol for easy community access points and referral to victim services unique to the needs of the communities. We have advocates assigned to community based organizations who have set up "office hours," making access to our services more obtainable.

Component 2. VSD currently provides victim advocacy and outreach according to the principles of trauma-informed care, and plans to continue this practice. First and foremost, we want to ensure the physical and psychological safety of the victims we serve. We focus on developing trust with each victim while making sure our work is conducted in a transparent manner. Furthermore, we value a collaborative approach in our work, and seek to empower victims to express themselves and let their voices be heard in the process. Evidence shows that cultural concordance improves service outcomes as it often strengthens rapport building and increases trust. We would strive to provide culturally responsive and congruent services that match with the victims' cultural



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connections, values, and any historical trauma that was brought to bear on their experience. Whenever possible, we match the victims with staff that speak the same language and use the language line as backup. VSD leverages the language skills of other victim advocates when needed. VSD has secured a contract with a live video language translation service that offers 41 languages. VSD currently has staff language capacity of, Cantonese, Mandarin, Spanish, Punjabi, Hindi, French, Swahili, Laotian and American Sign Language. In addition, VSD has started internal language workshops for advocates to practice their language skills among peers.

Per the Victim Service Division standard, our dedicated victim service advocates will continue to reach out to the immigrant victims within 24 hours after receiving the referral, and the initial conversation will be focused on assessing the immediate needs to provide timely responses. VSD has also created a community based collaboration protocol with organizations that provide 24/7 response to ensure all victims are being responded to no matter what day or time the crime occurs.

We provide crisis intervention and emergency assistance when needed, and when victims require professional attention, for instance longer term mental



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health support, we immediately link them to crisis services and/or mental health counseling services, and other

appropriate community resources. It has been our ongoing practice to provide support and advocacy to any crime victims, whether the crime is involved with the criminal court proceedings or not.

We have been and will continue to assist victims with seeking crime victim compensation benefits. Not only are our staff advocates trained by the California Victim Compensation Board (CalVCB) to guide and support victims in the application process, but we also have an in-house claims unit that is dedicated to follow up on any claims submitted by victims to ensure they are served and compensated as promptly as possible. We update our trainings with CalVCB at least semi-annually. We have also initiated an in-service CalVCB training series to increase derivative applications filed by our advocates.

For cases that are involved in the justice system, our dedicated victim service advocates will ensure immigrants are well informed of their Marsy's rights, provided copies of such rights in a linguistically congruent document and ensure immigrant victims are kept apprised of all court proceedings and/or dispositions. VSD has already begun translating many of our informational materials into the languages that reflect San Francisco's immigrant population.



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Moreover, our dedicated advocates will ensure immigrant victims' rights are protected in the court process, accompany victims to court hearings to provide support, particularly when the victim is subpoenaed to testify, facilitate victims' voice be heard in the courtroom which may include assisting with writing victim impact statements. When the victim is non-English speaking, we will ensure that court interpreters are available to allow for meaningful participation in court proceedings.

Our advocates possess at least a bachelor's degree in criminology, social work, or psychology. We prioritize candidates that are bilingual such as Chinese and Spanish, so that we can be linguistically and culturally congruent with the population we intend to serve. With respect to ongoing training plans, we keep track of specialized trainings and certifications that our staff advocates receive.

We will ensure that all trainings they receive include components that address best practices in working with the culturally diverse immigrant populations.

The District Attorney's Office, under which our Victim Services Division is housed, has a well-established internship program that runs year-round, with cohorts every fall, spring, and summer. We recruit volunteer interns from local and national colleges and law schools. All of them must pass a background



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check during the application process. They would be tasked to assist our staff advocates in direct services and community outreach events.

Component 3. We have established ourselves as an active participant in the local and public non-profit/community-based organizations network and will continue to develop new strategic partnerships and deepen our involvement with community agencies that provide vital resources for our target population. Currently we have already set up formal and informal operational agreements with organizations including Community Youth Center, Self Help for the Elderly, Richmond Area Multi-Services Inc, La Casa de las Madres, Chinese Newcomers Service Center, Mission Neighborhood Center, Institute on Aging, and we intend to build on this list.

To be specific in our collaborative efforts, we propose the following goals:

1. We will expand our current partnership network by adding at least two community-based organizations and/or governmental agencies per quarter to our list of collaborators. To date, we have successfully met this goal and believe more work should be done in this area. Moreso, we would like to deepen our relationship with the organizations through collaborative procedures and engagement activities.
2. We will enter into operational agreements with each of the agencies that we



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partner with to ensure referrals flowing in both directions, and engage in cross trainings with them no fewer than once per quarter,

3. We will develop data tracking system to closely monitor the number of referrals and use the data to inform possible enhancement of the community partnerships.

### c. Capabilities

The Chief of Victim Services Division will bear primary responsibility for the oversight of this grant, including management of programmatic and fiscal requirements. Our current Chief holds over 20 years of direct service and program development and will be responsible for ensuring the outcomes and objectives of the grant are met during the term of the grant, and that all reports are submitted in a timely manner. In addition to forging relationships with governmental agencies to address systemic barriers that may hinder the advocacy work. The Deputy Director along with the Deputy Chief of VSD will supervise the staff executing the objectives of the contract and make sure appropriate fiscal resources are adequately utilized to support the staff in achieving those objectives. In addition, the Deputy Director has experience building partnerships with government and community-based agencies working with the immigrant populations, providing cross-training with the goal of



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addressing the needs of immigrant crime victims, and outreaching to communities for furthering engagement and assessment of needs. The supervisor and team-leads of the Vulnerable Victims Unit have collectively more than 15 years of experience developing and providing training to staff advocates regarding best strategies and practices for responding to the needs of victims. The staff have received certifications/trainings on victim advocacy work and will continue to receive ongoing trainings to update their knowledge and skills. Interns who are volunteers will assist with supporting the above described efforts including coordinating meetings, events, and other projects.

The management team of the Victim Services Division has a combined more than 50 years of experience in the field of mental health and victim advocacy work. The Chief is a faculty member of the School of Nursing at the University of California, San Francisco, and possesses a background in mental health and nursing, with many years of direct services and management. She is going to leverage her knowledge and network to develop partnerships with many organizations. The Deputy Chief has 18 years of experience providing direct victim advocacy services and supervising advocates under the District Attorney's Office, and therefore already a breadth of knowledge and close ties with local agencies that have a history of providing relevant services in the local



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community. The Deputy Director has seven years of direct advocacy service. In addition to previous career working with one the Bay Area's largest mental health crisis programs and has worked specifically with immigrant populations.

The victim advocates on this grant are fully certified in victim advocacy work through training programs offered by the California Crime Victim Assistance Association. They will also participate in cross-training with CBOs that serve the immigrant population to deepen their skills in cultural humility, trauma informed approaches, and any other best practices for specific immigrant communities.

The Chief of Victim Services oversees the pre- and post- award grant administration and ensures regulatory compliance as well as the grant-funded programs. She works closely with the Chief of Finance and Administration of the San Francisco District Attorney's Office, and the fiscal team for grant-related budgetary responsibilities. This team is involved in the pre-award budget development and day-to-day fiscal management of the grant, including the approval of the Board of Supervisors, tracking expenditures, invoicing, charging personnel time, and cost reimbursement, making sure the grants stay within budget and staying true to the goal and intention of the grant funding. The finance team has over 25 years of experience with fiscal administration of



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grants.



## Operational Agreement Summary

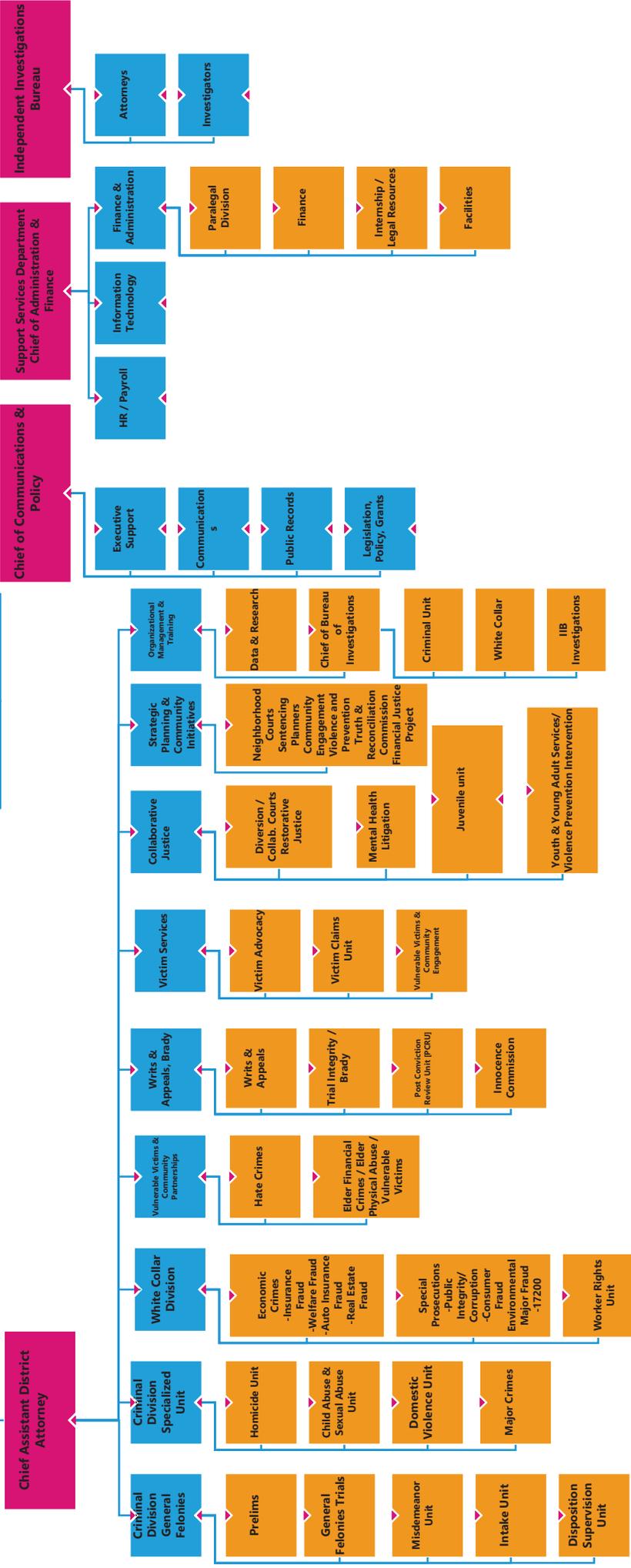
Grant Subaward #: UV23 02 0380

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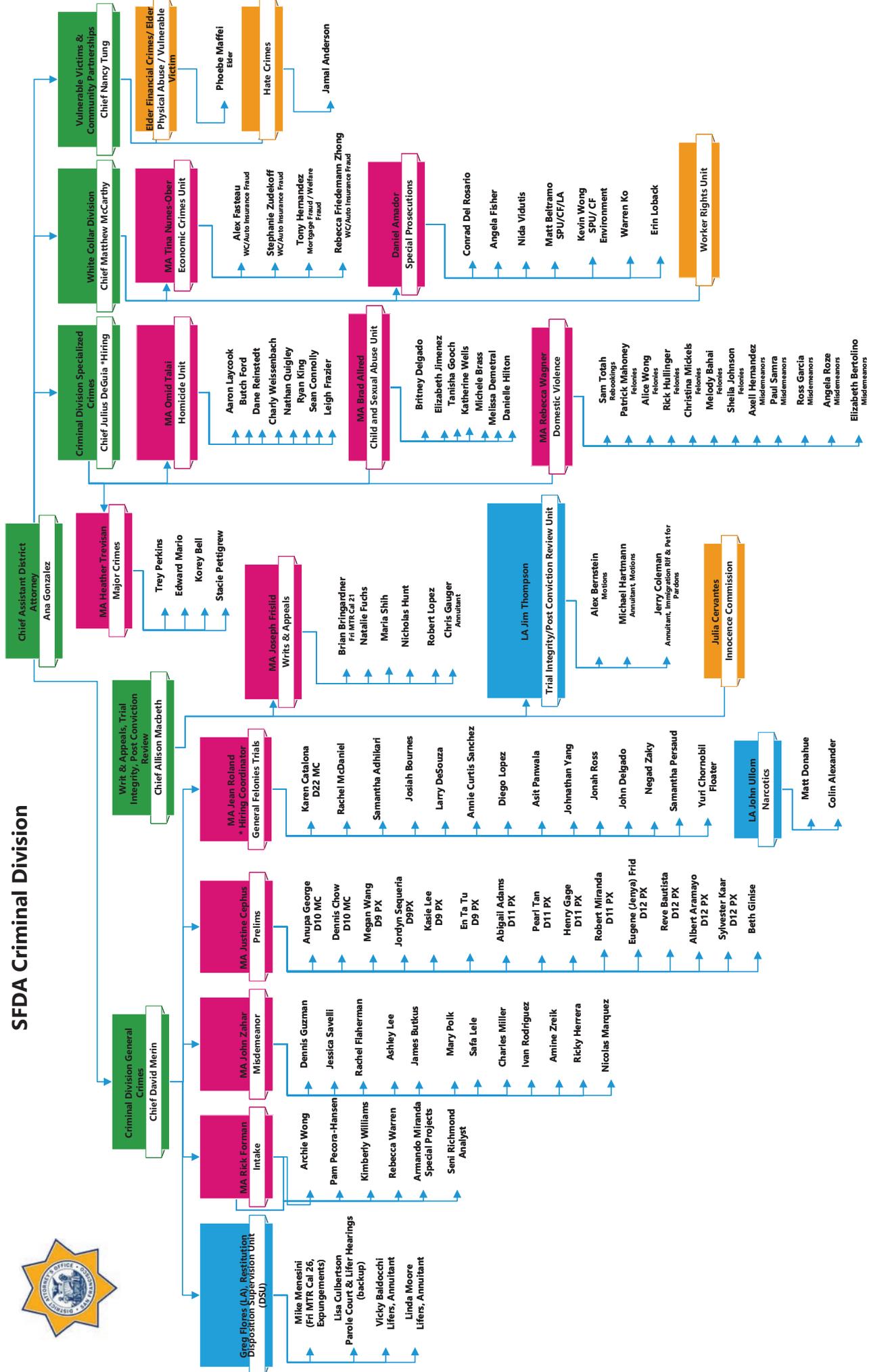
Participating Agency/Organization/Individual	Date Signed	Time Frame of OA
1. GLIDE	03/08/2021	04/01/21 to 03/31/24
2. DPT ON STATUS OF WOMEN	05/31/2021	05/31/21 to 06/01/24
3. GRIMMIE	10/01/2022	08/01/22 to 07/31/25
4. SAMOAN COMMUNITY DEVELOPMENT CENTER	02/02/2023	02/01/23 to 01/31/26
5. WOMEN'S BUILDING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



# San Francisco District Attorney

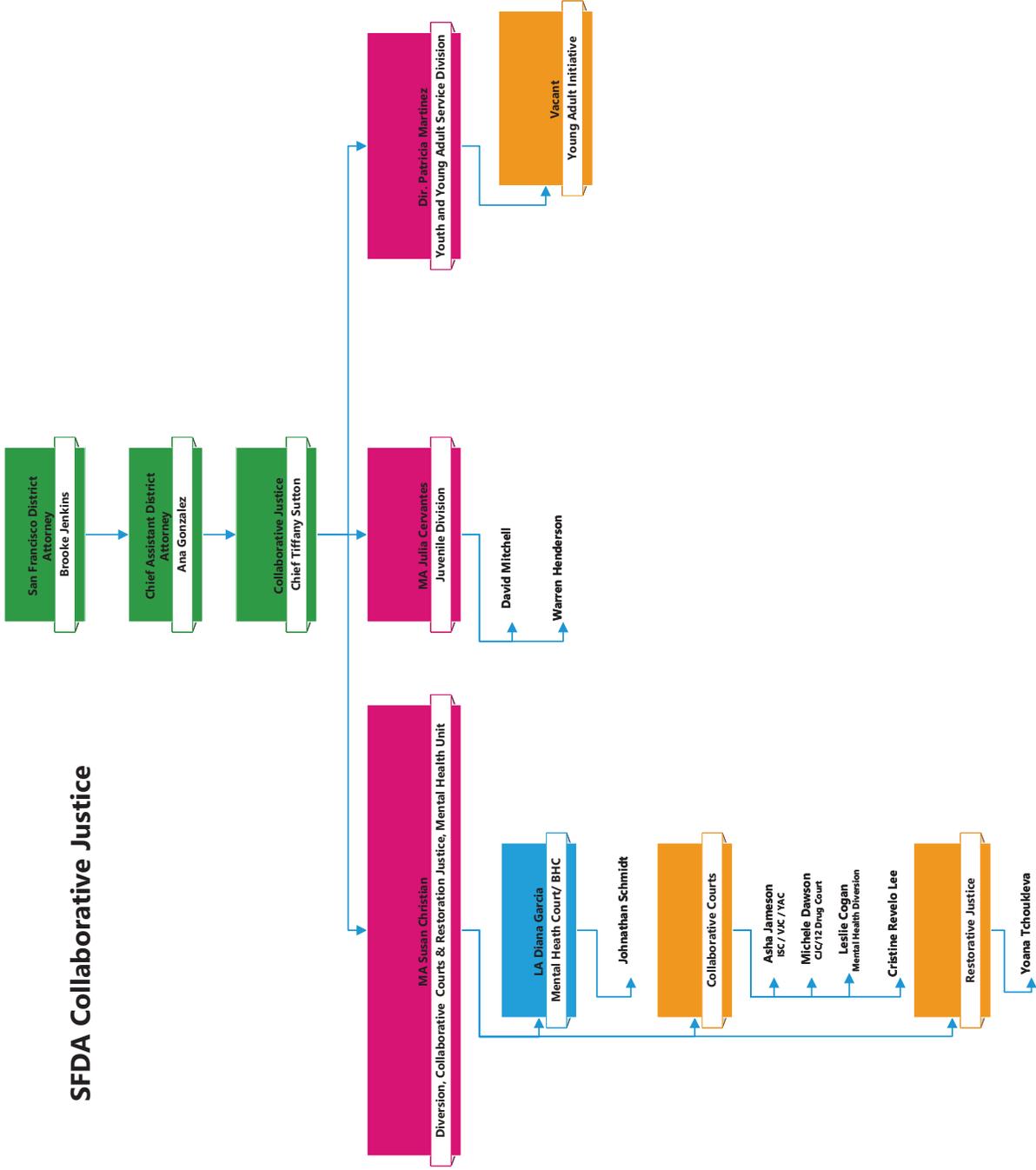


# SFDA Criminal Division



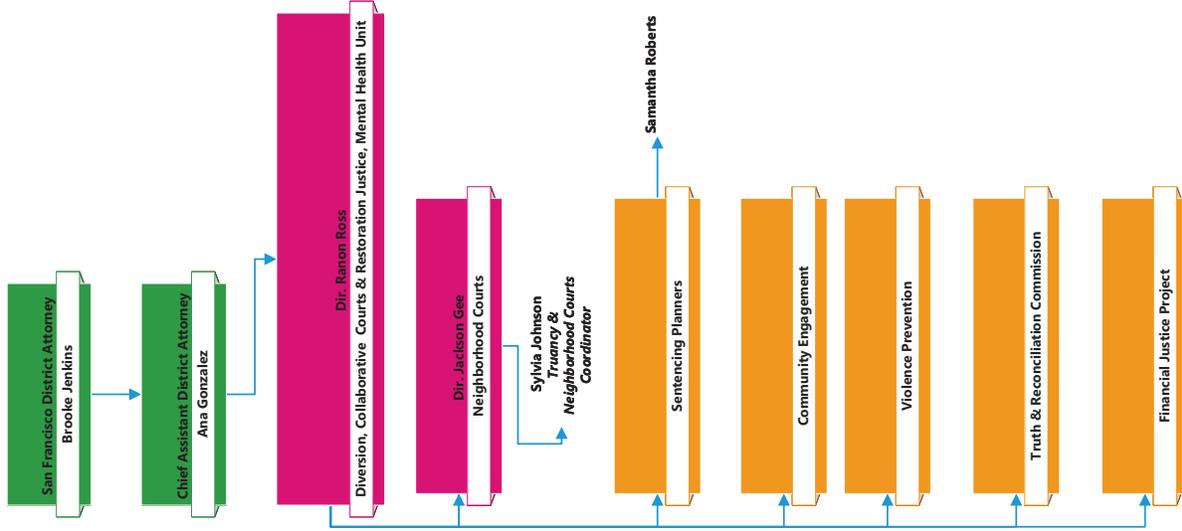


# SFDA Collaborative Justice



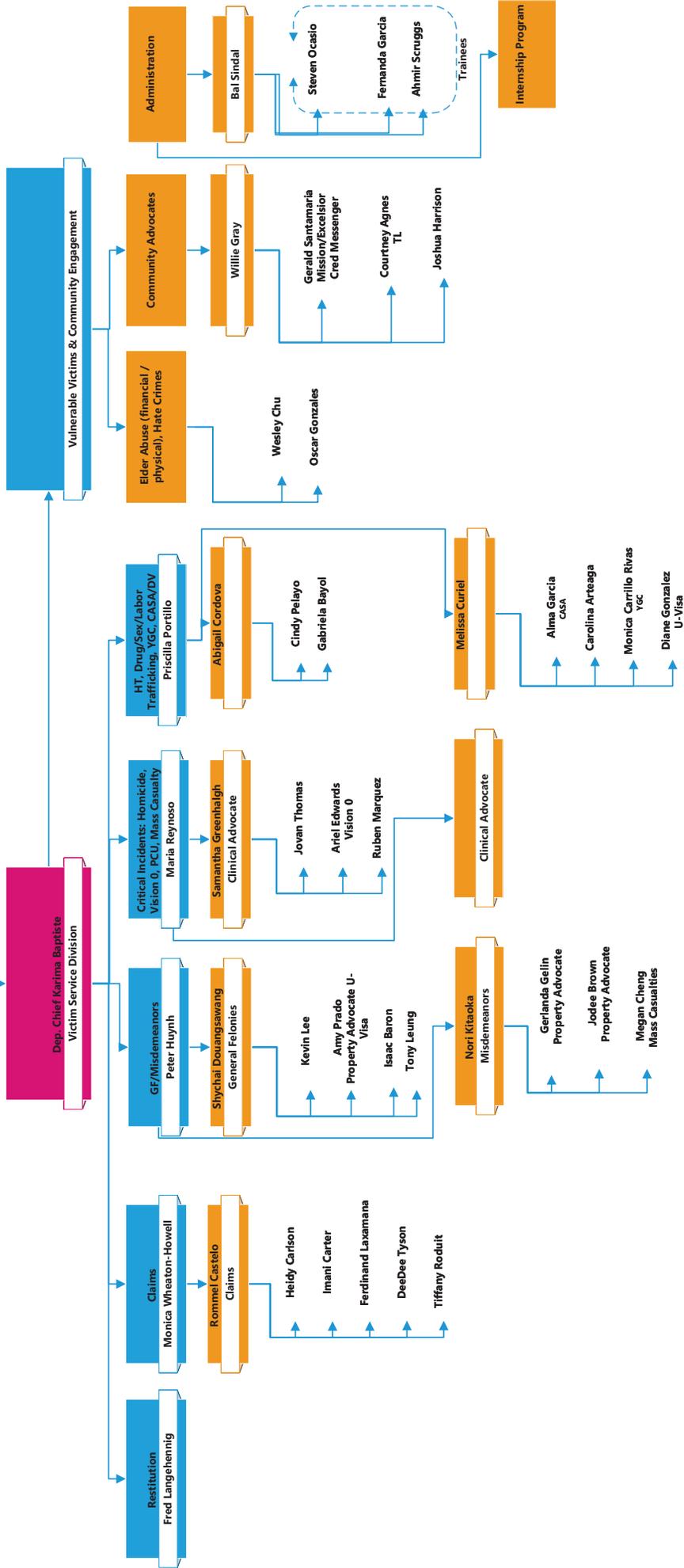
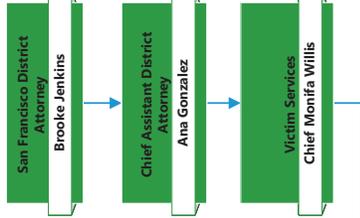


# SFDA Strategic Planning & Initiatives



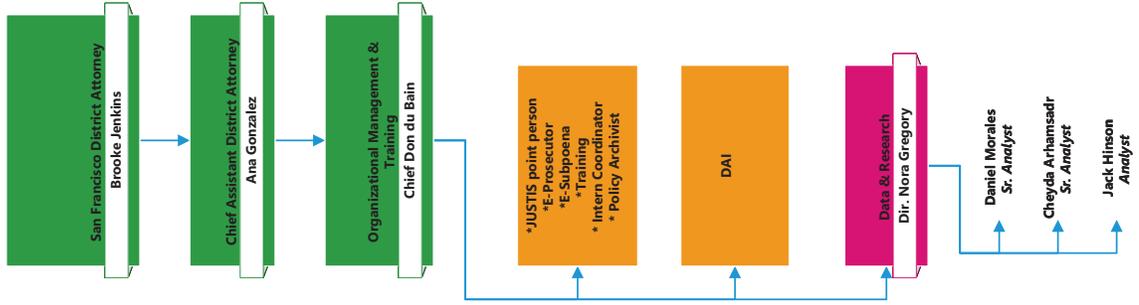


# SFDA Victim Services



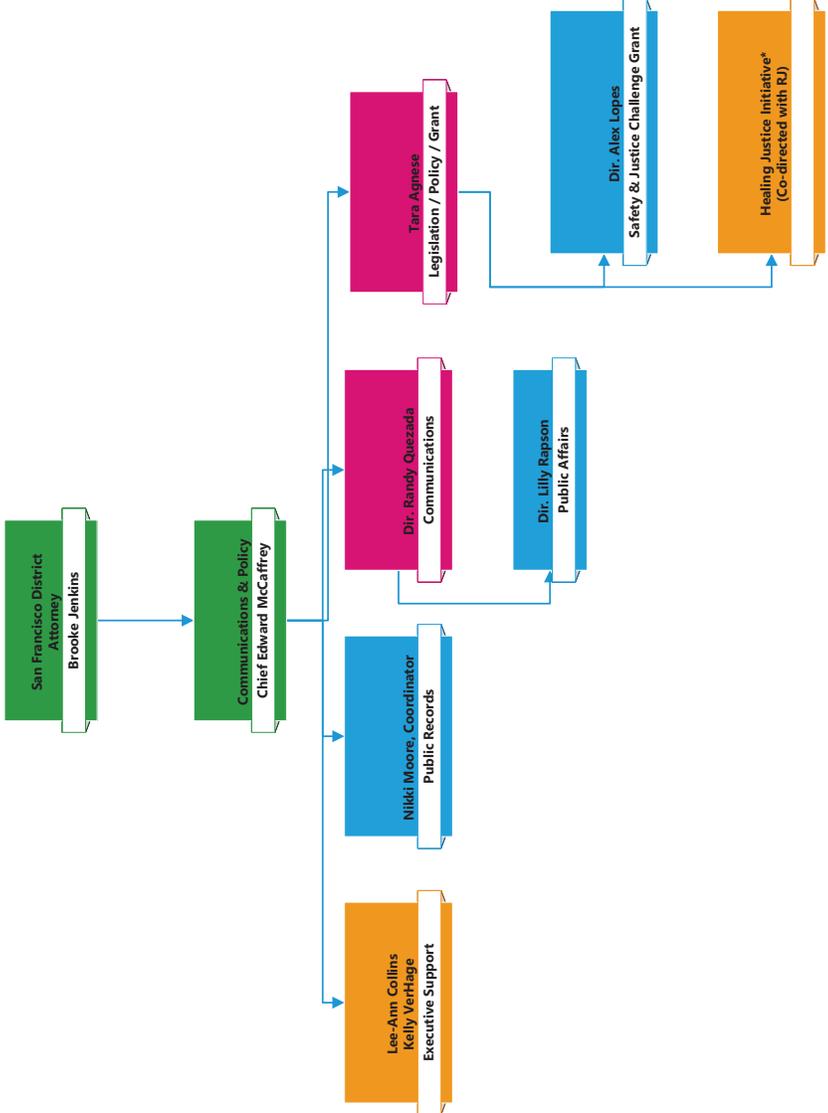


# SFDA Organizational Management & Training



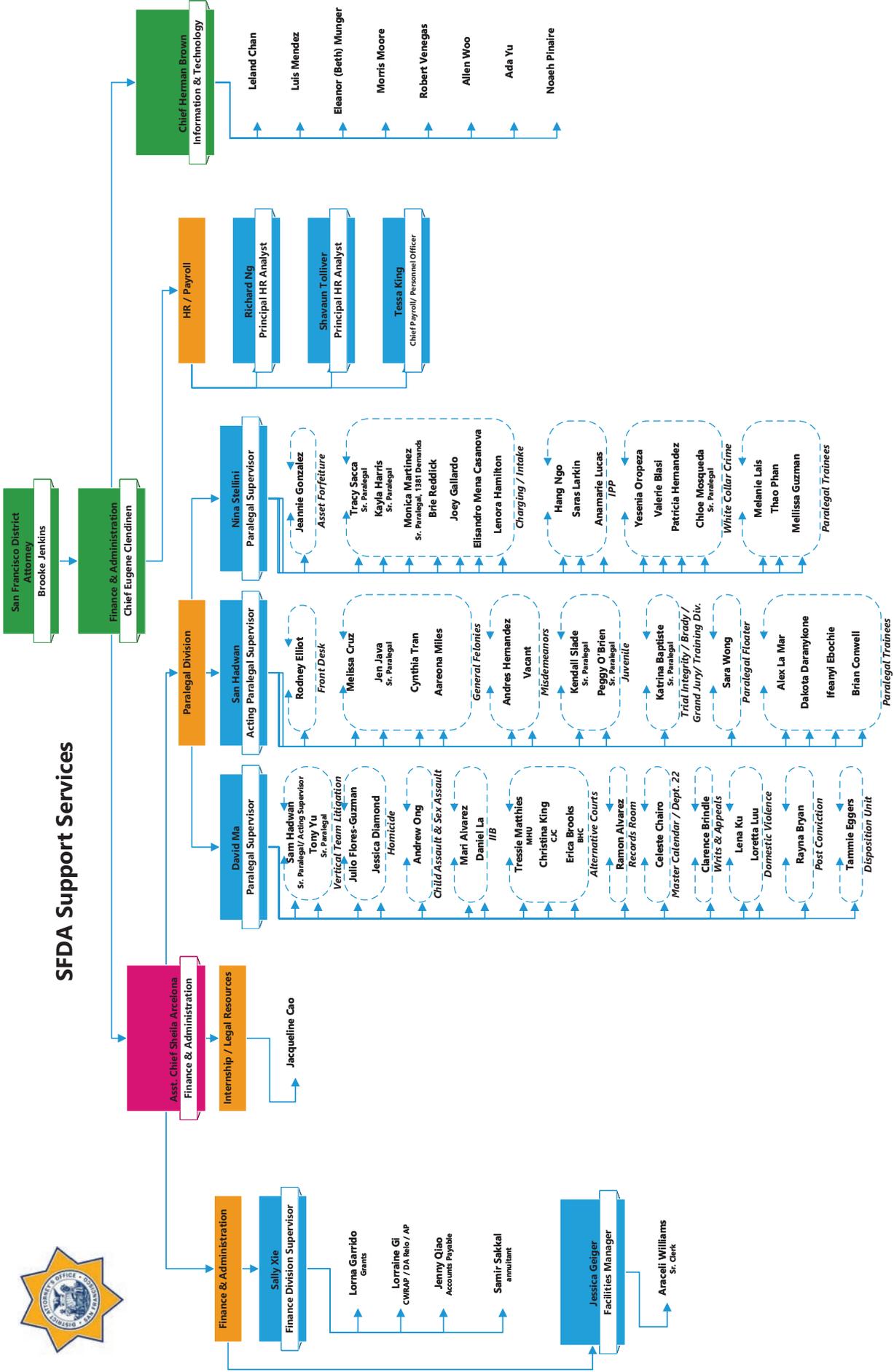


# SFDA Communications & Policy



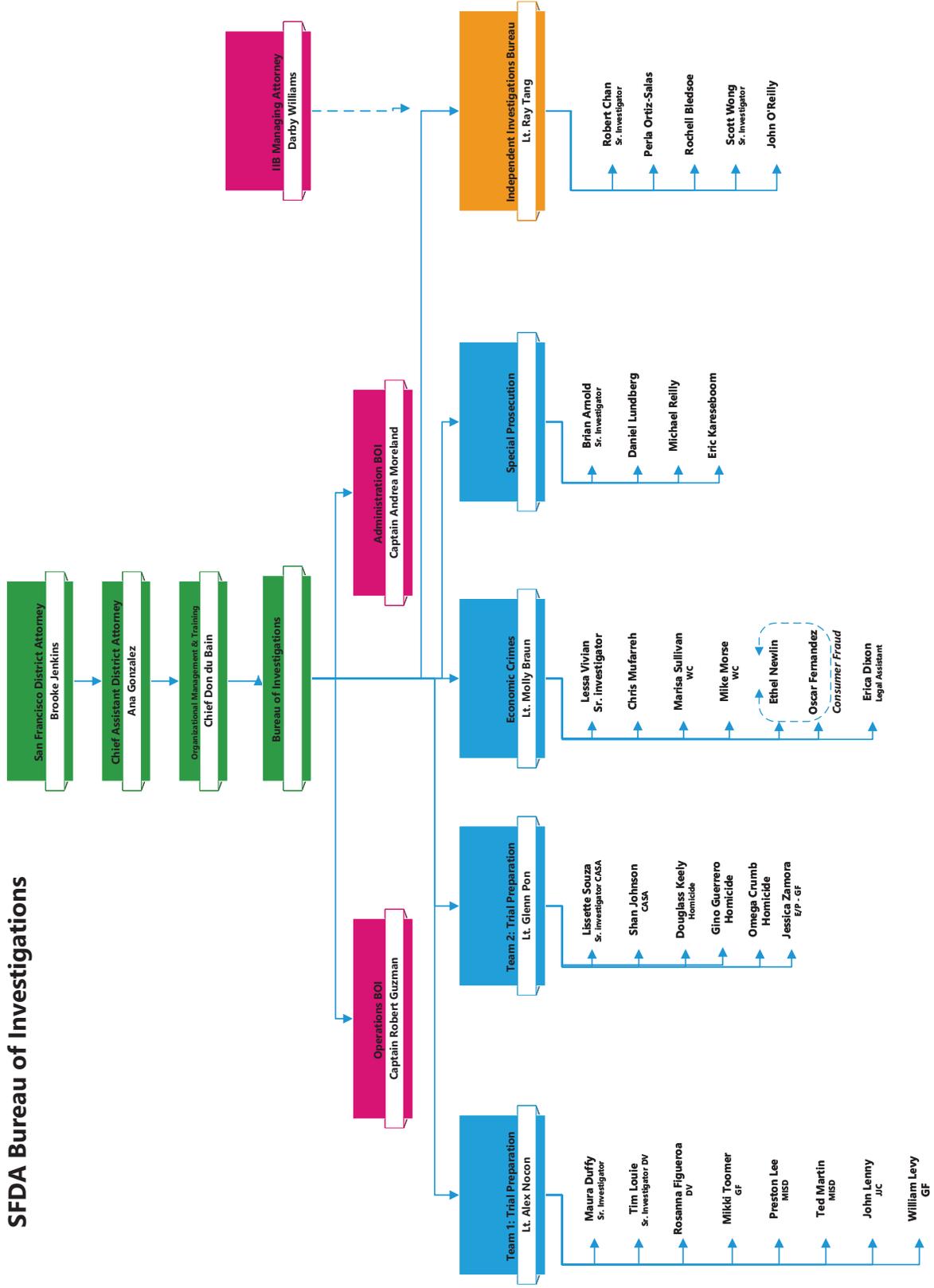


# SFDA Support Services



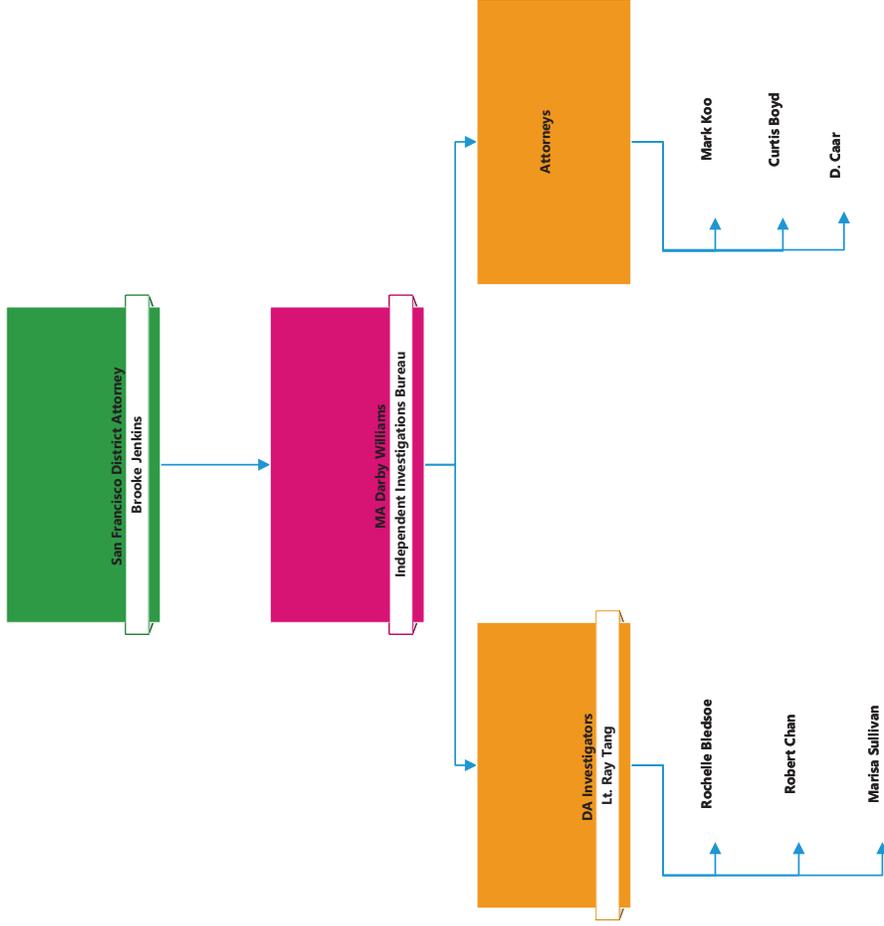


# SFDA Bureau of Investigations





# SFDA Independent Investigations Bureau



## 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

3/13/21

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  
BETWEEN  
THE SAN FRANCISCO DEPARTMENT ON THE STATUS OF WOMEN  
AND  
THE SAN FRANCISCO DISTRICT ATTORNEY'S OFFICE VICTIM SERVICES DIVISION**

**PURPOSE**

This operational agreement stands as evidence that the San Francisco District Attorney's Office Victim Services Division and the San Francisco Department on the Status of Women intend to work together toward the mutual goal of coordinating services for victims of domestic violence, sexual assault, and human trafficking who are impacted by a mass casualty crime in San Francisco. Both Agencies believe that coordination between the agencies, as described herein, will further this goal. To this end, each party agrees to participate.

**PARTIES TO THIS AGREEMENT**

San Francisco Department on the Status of Women develops innovative programs and tools to advance women's human rights. One of their flagship grants programs, the Gender-Based Violence Prevention and Intervention Grants Program, funds community-based agencies to address domestic violence, sexual assault, and human trafficking.

The San Francisco District Attorney's Office Victim Services Division provides or arranges services to victims of all types of crime including, crisis intervention and emergency assistance, on-Scene response to Family Resource Centers/Family Assistance Centers, 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:

- In the case of a mass casualty crime incident where survivors of domestic violence, sexual assault, and/or human trafficking needed additional services, the San Francisco District Attorney's Office would contact the San Francisco Department on the Status of Women.
1. If contacted after a mass casualty crime incident regarding needs of domestic violence, sexual assault, and/or human trafficking survivors, the San Francisco Department on the Status of Women would reach out to their grantees that provide direct client services regarding the stated needs.
  2. Both parties agree to coordinate services for on-going consultation, collaboration, and training. Both parties agree to work together towards the larger goal of creating an accessible, coordinated system of comprehensive services for San Francisco victims after a mass casualty crime incident.

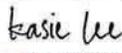
**DURATION**

This operational agreement is effective from May 31, 2021 to June 1, 2024. This agreement may be terminated by either party or amended with the written consent of both parties.

DocuSigned by:  
  
A7C043D019324CA

Kimberly Ellis  
Director, Department on the Status of Women  
City and County of San Francisco

Date

DocuSigned by:  
  
AA2575AC189F48B

Kasie Lee  
Interim Chief, Victim Services Division  
City and County of San Francisco

Date

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

**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  
\_\_\_\_\_  
Signature

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

\_\_\_\_\_  
Date

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

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

# Operational Agreement

Between

**The Women's Building**

And

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

## Purpose:

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

To this end, each party agrees to the following:

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

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

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

  
\_\_\_\_\_  
Signature

2/8/23

\_\_\_\_\_  
Date

**Monifa Willis**

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Jessica Cruz  
\_\_\_\_\_  
Printed Name  
Program Director, The Women's Building

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

# **Operational Agreement**

Between

**Adult Protective Services of San Francisco**

And

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

## **Purpose:**

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

## **Parties to the Agreement:**

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

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

## **Rights and Responsibilities:**

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

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

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



12/22/2022

Signature

Date

Akiles Ceron  
Program Director  
SF Adult Protective Services

Monifa Willis

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

Signature

Date

Monifa Willis, PMHNP-BC  
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

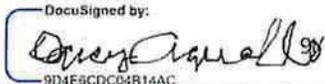
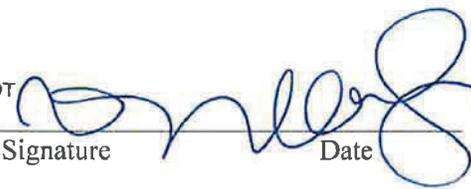
VICTIM SERVICES DIVISION  
350 RHODE ISLAND  
SUITE 400N  
SAN FRANCISCO CA 94103  
DIRECT DIAL: (628) 652-4100  
E-MAIL: VICTIMSERVICES@SFGOV.ORG

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.

<p><small>DocuSigned by:</small>    <small>9D4E9CDD04B14AC</small></p>	<p>9/29/2022   12:11:58 PDT</p>	<p>  <small>9/29/2022</small></p>
Signature	Date	Signature

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

CITY AND COUNTY OF SAN FRANCISCO

OFFICE OF THE DISTRICT ATTORNEY



Brooke Jenkins  
District Attorney

## **Operational Agreement**

Between

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

And

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

### **Purpose:**

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

### **Parties to the Agreement:**

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

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

### **Rights and Responsibilities:**

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

---

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

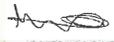
CITY AND COUNTY OF SAN FRANCISCO

OFFICE OF THE DISTRICT ATTORNEY

Page 2

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

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

DocuSigned by:  
  
November 15, 2022  
B9F21BA84E054E6...

Signature Date

Natasha Thomas

Printed Name  
Authorized Representative of MADD  
San Francisco Bay Area Affiliate

**Monifa Willis** Digitally signed by Monifa Willis  
Date: 2022.11.17 16:23:40 -08'00'

Signature Date

Printed Name  
Chief of Victim Services Division, SFDA

# Operational Agreement

## PURPOSE

This operational agreement stands as evidence that the Victim Services Division (VSD) and the Child and Adolescent Support, Advocacy and Resource Center (CASARC) 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 Victim Witness Assistance Program (VWAP) (as described herein), will further this goal. To this end, each party agrees to participate.

## PARTIES TO THIS AGREEMENT

CASARC provides sensitive medical and psychological crisis services to child victims of sexual abuse, physical abuse and severe neglect. Services include immediate crisis counseling, medical examination and treatment, medical forensic evidence collection, referrals, psychological assessment and counseling for victims and their families.

VSD provides or links 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. CASARC will accept referrals from VSD advocates for eligible crime victims who need assistance with the service in accordance with the service provided by CASARC.
2. VSD will accept referrals from CASARC to assist those crime victims who need assistance in accordance with the scope of services provided by VSD.
3. Both agencies agree to cross-refer individuals and crime victims who may be appropriate for the other's services, coordinate services, and provide ongoing consultation, collaboration and training.
4. CASARC agrees, where appropriate, to offer patients the option to have VSD present for support while services are provided at CASARC facilities or ZSFG campus.
5. Crime victims may request or to decline services of the VSD support dog. VSD is responsible for ensuring that the dog has all required and recommended vaccinations and will be responsible for handling the dog while at CASARC facilities or the ZSFG campus.
6. Both parties agree to work together toward the larger goal of creating an accessible coordinated system of comprehensive services for crime victims in San Francisco.

## DURATION

This operation agreement is effective from June 1, 2022 to June 1, 2025. This agreement may be terminated by either agency or amended with the written consent of both agencies.

DocuSigned by:  
  
148176AEAADE4A8  
05/11/2022 | 8:19 AM PDT  
Jessica Marques MSN, FNP-BC  
Nurse Practitioner, Clinical Forensic Manager  
Child & Adolescent Support, Advocacy & Resource Center

**Kasie Lee**  
Digitally signed by Kasie Lee  
Date: 2022.05.11 12:02:22 -07'00'  
Kasie Lee, Assistant District Attorney  
Chief, Victim Services Division  
San Francisco District Attorney's Office

# Operational Agreement

## PURPOSE

This operational agreement stands as evidence that the Victim Services Division (VSD) and the Safe & Sound 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 Victim Witness Assistance Program (VWAP), as described herein, will further this goal. To this end, each party agrees to participate.

## PARTIES TO THIS AGREEMENT

Safe & Sound is a nonprofit community-based organization that provides city-wide programming that seeks to prevent child abuse and reduce its devastating impact. Safe & Sound delivers services, develops policies, and works to improve the systems which respond to families with young children.

VSD provides or links 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:

Safe & Sound will accept referrals from VSD for eligible clients who need assistance in accordance with the service provided by Safe & Sound.

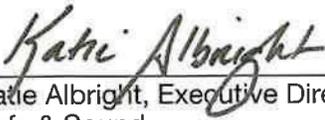
VSD will accept referrals from Safe & Sound to assist those crime victims who need assistance in accordance with the scope of services provided by VSD.

Both agencies agree to cross-refer individuals and crime victims who may be appropriate for the other's services, coordinate services, and provide ongoing consultation, collaboration and training.

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

## DURATION

This operation agreement is effective from June 30, 2022 to June 30, 2025. This agreement may be terminated by either agency or amended with the written consent of both agencies.

  
Katie Albright, Executive Director      6/30/2022      Date  
Safe & Sound

**Kasie Lee**      Digitally signed by Kasie Lee  
Date: 2022.06.30 10:38:29 -07'00'  
Kasie W. Lee, Chief      Date  
Victim Services Division

**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.



# 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  
-0800

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:

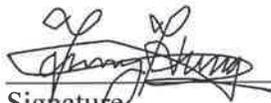
This Operational Agreement stands as evidence that the **Victim Services Division of the San Francisco District Attorney's (SFDA) Office** and the **Tenderloin Family Housing- Resident Services Team of Chinatown Community Development Center (CCDC)** intend to work together toward the mutual goal of providing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

  
Signature

12/20/22  
Date

Monifa Willis

Signature

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

Date

Cynthia Campbell - CXO

Printed Name

Authorized Representative of Balance

Printed Name

Chief of Victim Services Division

# **Operational Agreement**

Between

**San Francisco Long Term Care Ombudsman Program**

And

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

## **Purpose:**

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

## **Parties to the Agreement:**

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

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

## **Rights and Responsibilities:**

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

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

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

Benson Nadell      12/20/22      Monifa Willis      Digitally signed by Monifa Willis  
Signature                      Date                      Signature                      Date  
Date: 2022.12.21 15:04:02 -08'00'

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 -0800

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.



<hr/>	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

### PURPOSE

This operational agreement stands as evidence that the Victim Witness Assistance Program (VWAP) division and Larkin Street Youth Services and Huckleberry Youth Programs intend to work together toward the mutual goal of providing maximum available support/assistance for homeless youth, including those who are victims of or highly at risk for trafficking and commercial sexual exploitation in San Francisco. To this end, each party agrees to participate,

Larkin Street Youth Services and Huckleberry Youth Programs agree to:

1. Provide outreach, shelter, and supportive services to homeless youth, including survivors of trafficking and commercial sexual exploitation.
2. Serve as a source of information and training on topics related to the issues of homeless youth, trafficking, and commercial sexual exploitation.
3. Maintain a working relationship with the District Attorney's Office through meetings and cross-training, as possible and mutually agreed upon.

The San Francisco District Attorney's Office agrees to:

1. Operate in partnership and consultation with Larkin Street Youth Services and Huckleberry Youth Programs to ensure that perpetrators rather than victims of trafficking and commercial sexual exploitation are identified and prosecuted.
2. Maintain a working relationship with Larkin Street Youth Services and Huckleberry Youth Programs through meetings and cross-trainings, as possible and mutually agreed upon.

### 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.

DocuSigned by:  
  
Sherilyn Adams  
Executive Director  
Larkin Street Youth Services

  
Doug Styles  
Executive Director  
Huckleberry Youth Programs

  
Gena Castro Rodriguez  
Chief of Victim Services Division  
City & County of San Francisco

## 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'

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Tahirih Justice Center  
Morgan Weibel, Executive Director,  
DATE

San Francisco District Attorney's Office  
NAME, TITLE  
DATE

# Operational Agreement

Between

**Rafiki Coalition**

And

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

## Purpose:

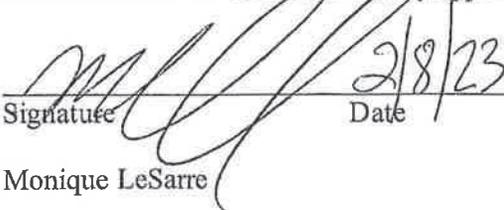
This Operational Agreement stands as evidence that **Rafiki Coalition (Rafiki) and Victim Services Division (VSD) of the San Francisco District Attorney's (SFDA) Office** intend to work together toward the mutual goal of maximizing available community resources to assist victims/survivors of violent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

To this end, each party agrees to the following:

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

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

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

  
\_\_\_\_\_  
Signature                      Date      2/8/23

Monique LeSarre

\_\_\_\_\_  
Printed Name  
Executive Director, Rafiki Coalition

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

\_\_\_\_\_  
Signature                      Date

Monifa Willis

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

✓

**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> 075-00000
<b>Grant Disaster/Program Title:</b> Unserved/Underserved Victim Advocacy and Outreach Program		
<b>Performance Period:</b> 01/01/24	<b>to</b> 12/31/24	<b>Subaward Amount Requested:</b> \$ 196,906
<b>Type of Non-Federal Entity (Check Applicable Box)</b>	<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

<b>Certification:</b> 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> 8/29/23
<b>Print Name and Title:</b> Brooke Jenkins, District Attorney	<b>Phone Number:</b> (628) 652-4012
<i>Cal OES Staff Only: SUBAWARD # UV23 02 0380</i>	



## Grant Subaward Service Area Information

Grant Subaward #: UV23 02 0380

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)



Brooke Jenkins  
District Attorney

June 18, 2024

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

Dear Chair Chan:

Attached please find a copy of the proposed Resolution for the Board of Supervisors approval, which retroactively authorizes the Office of the District Attorney to accept and expend grants in the amount of \$590,718 from the California Governor's Office of Emergency Services for the Unserved/Underserved Victim Advocacy and Outreach Program for the purpose of increasing access to culturally appropriate victim services for unserved/underserved victims/survivors of crime for the grant period January 1, 2024, through December 31, 2026.

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

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

Brooke Jenkins  
District Attorney

Eugene Clendinen  
Chief, Administration &  
Finance

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

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Attached please find the following documents:

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

Grant information form, including disability checklist

Grant budget

Grant application

Grant award letter from funding agency

n/a Ethics Form 126 (if applicable)

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

Other (Explain): cover letter with retroactive explanation

**Special Timeline Requirements:**

Please schedule at the earliest available date.

**Departmental representative to receive a copy of the adopted resolution:**

Name: Lorna Garrido

Phone: (628) 652-4035

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

**Certified copy required Yes**

No

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

**From:** [Trejo, Sara \(MYR\)](#)  
**To:** [BOS Legislation, \(BOS\)](#)  
**Cc:** [Paulino, Tom \(MYR\)](#); [Clendinen, Eugene \(DAT\)](#); [Arcelona, Sheila \(DAT\)](#); [Garrido, Lorna \(DAT\)](#)  
**Subject:** Mayor -- Resolution -- Unserved/Underserved Victim Advocacy and Outreach Program  
**Date:** Tuesday, July 30, 2024 2:39:11 PM  
**Attachments:** [00 DAT Unserved Underserved Victim Advocacy Grant Checklist.pdf](#)  
[01 DAT Unserved Underserved Victim Advocacy Resolution.doc](#)  
[01 DAT Unserved Underserved Victim Advocacy Resolution\\_signed 7.23.24.pdf](#)  
[02 DAT Unserved Underserved Victim Advocacy Grant Resolution Information Form.pdf](#)  
[03 DAT Unserved Underserved Victim Advocacy Grant Budget.pdf](#)  
[04 DAT Unserved Underserved Victim Advocacy Grant Application.pdf](#)  
[05 DAT Unserved Underserved Victim Advocacy Grant Award Notice.pdf](#)  
[06 DAT Unserved Underserved Victim Advocacy Grant Cover Letter.pdf](#)  
[FW DAT Retro AE For Review - Underserved Victim Advocacy.msg](#)

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Hello Clerks,

Attached is a Resolution retroactively authorizing the Office of the District Attorney to accept and expend a grant in the amount of \$196,906 for the period of January 1, 2024, through December 31, 2024; \$196,906 for period January 1, 2025 through December 31, 2025; \$196,906 for period January 1, 2026 through December 31, 2026; for a total not to exceed amount of \$590,718 from the California Governor's Office of Emergency Services for recurring grants that fund the Unserved/Underserved Victim Advocacy and Outreach Program for the grant period January 1, 2024 through December 31, 2026 should the parties agree to an amendment as allowed under the provisions of the grant agreement.

Best regards,

**Sara Trejo**

Legislative Aide

Office of the Mayor

City and County of San Francisco