File No. 230258 **Committee Item No.** 3
Board Item No. 9

COMMITTEE/BOARD OF SUPERVISORS

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Committee: Budget and Finance Committee **Date** April 12, 2023
Board of Supervisors Meeting **Date** April 18, 2023

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Completed by: Brent Jalipa **Date** April 6, 2023
Completed by: Brent Jalipa **Date** April 13, 2023

[Accept and Expend Grant and Annual Salary Ordinance Amendment - Retroactive - United States Department of Justice - STOP School Violence Program - $1,000,000]

Ordinance retroactively authorizing the Department of Children Youth and Their Families to accept and expend a grant in the amount of $1,000,000 from the United States Department of Justice, Office of Justice Programs, Bureau of Justice Assistance, for participation in a program, entitled "STOP School Violence Program," for the period of October 1, 2022, through September 30, 2024; and amending Ordinance No. 162-22 (Annual Salary Ordinance for Fiscal Years (FY) 2022-2023 and 2023-2024) to provide for the addition of one grant-funded full-time position in Class 1824 Principal Administrative Analyst (0.25 FTE in FY2022-2023, 1.0 FTE in FY2023-2024).

NOTE: **Unchanged Code text and uncodified text** are in plain Arial font.
Additions to Codes are in *single-underline italics Times New Roman font*.
Deletions to Codes are in ~~*strikethrough italics Times New Roman font*~~.
Board amendment additions are in double-underlined Arial font.
Board amendment deletions are in ~~strikethrough Arial font~~.
Asterisks (* * * *) indicate the omission of unchanged Code subsections or parts of tables.

Be it ordained by the People of the City and County of San Francisco:

Section 1. Findings

(a) The Department of Children Youth and Their Families (DCYF) was awarded a grant in the amount of $1,000,000 by the United States Department of Justice, Office of Justice Programs, Bureau of Justice Assistance for participation in a program, entitled "STOP School Violence Program."

(b) A request for retroactive approval is being sought because DCYF received the award on September 29, 2022, for a project start date of October 1, 2022.

Section 2. Authorization to Accept and Expend Grant Funds

(a) The Board of Supervisors hereby authorizes DCYF to retroactively accept and expend, on behalf of the City and County of San Francisco, the grant in the amount of $1,000,000, to expand prevention and intervention activities at current pilot school sites and add support for three additional school sites.

(b) The grant funds these activities for the period beginning October 1, 2022 to September 30, 2024, and will be used to provide services to San Franciscans, including but not limited to: (1) develop and implement multidisciplinary intervention teams; (2) train school personnel and educate students on preventing school violence; (3) specialized training for probation officers who work in schools and/or with school-age populations; and (4) hiring of school support personnel and school violence interrupters who directly support the prevention of school violence.

(c) The Board of Supervisors hereby authorizes DCYF to maximize use of available grant funds on program expenditures by not including indirect costs in the grant budget, and waiving indirect costs.

(d) The Board of Supervisors hereby authorizes the Executive Director of DCYF to enter into, execute, and deliver any and all documents required or deemed necessary or appropriate to be awarded the STOP School Violence Program award, and all amendments thereto, and the Grant Agreement with the Office of Justice Programs, Bureau of Justice Assistance.

Section 3. Grant funded positions; Amendment to Fiscal Years 2022-2023 and 2023-2024 Annual Salary Ordinance

Ordinance No. 162-22 (Annual Salary Ordinance, File No. 220670 for Fiscal Years 2022-2023 and 2023-2024) is hereby amended to add one full-time position (0.25 FTE in FY22-23, 1.0 FTE in FY23-24) in CHF as follows:

Department: CHF (229218) Department of Children, Youth & Their Families

Program: STOP School Violence Program

Fund: 13550

Project: 10039604

Amendment	No. of Positions	Class	Compensation Schedule	Department
Add in FY22-23	0.25 FTE	1824 Principal Administrative Analyst	$5,987 Biweekly	CHF
Add in FY23-24	1.0 FTE	1824 Principal Administrative Analyst	$5,987 Biweekly	CHF

APPROVED AS TO FORM:
DAVID CHIU, City Attorney

By: /s/_____
Valerie J. Lopez
Deputy City Attorney

APPROVED AS TO CLASSIFICATION
DEPARTMENT OF HUMAN RESOURCES

By: /s/_____
Carol Isen
Human Resources Director

APPROVED: /s/_____
Mayor's Office

APPROVED: /s/_____
Ben Rosenfield
Controller

Recommended:

/s/_____
Maria Su, Psy.D.
Executive Director

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SF DEPARTMENT OF CHILDREN YOUTH & THEIR FAMILIES

STOP School Violence Program

Funding Purpose

- The grant is to improve San Francisco Unified School District's school climate by providing students and teachers with the tools they need to recognize, respond quickly to, and help prevent acts of violence and support the infrastructure and expansion of the current pilot San Francisco School Crisis Support Coordination Project (SCSCP).

- Services include, but are not limited to:
  - Develop and implement multidisciplinary intervention teams
  - Train school personnel and educate students on preventing school violence
  - Specialized training for school staff, CBOs and probation officers who work in schools
  - Hiring of school support personnel and school violence interrupters who directly support the prevention of school violence

Grant Award

- Total Grant Award: $1,000,000
- Funding:
  - Salaries and Benefits for the Coordinator for the School Crisis Analyst Position
  - Travel for Required Grantee Meeting
  - Subawards to support crisis incidents across all SFUSD middle and high schools and to provide trainings for SFUSD, CBOs and School Violence Interrupters and Juvenile Probation Department

Questions?

DocuSign Envelope ID: 7AB2CFD2-7081-4FBE-A359-01DA5ADD5215

File Number: 230258
(Provided by Clerk of Board of Supervisors)

Grant Ordinance 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: **Bureau of Justice Assistance - STOP School Violence Program**

2. Department: **The Department of Children Youth and Their Families**

3. Contact Person: **Jasmine Dawson** Telephone: **628-652-7124**

4. Grant Approval Status (check one):

   [**X**] Approved by funding agency [ ] Not yet approved

5. Amount of Grant Funding Approved or Applied for: **$1,000,000**

6a. Matching Funds Required: **N/A**
b. Source(s) of matching funds (if applicable): **N/A**

7a. Grant Source Agency: **United States Department of Justice, Office of Justice Programs, Bureau of Justice Assistance**
b. Grant Pass-Through Agency (if applicable):

8. Proposed Grant Project Summary: **San Francisco's School Crisis Support Coordination Project (SCSCP) will partner with San Francisco Unified School District (SFUSD) and expand prevention and intervention activities at current pilot sites and add support for three additional school sites.**

9. Grant Project Schedule, as allowed in approval documents, or as proposed:

   Start-Date: **October 1, 2022** End-Date: **September 30, 2024**

10. Number of new positions created and funded: **One FTE of 1824 for the Coordinator for the School Crisis Analyst position**

11. Explain the disposition of employees once the grant ends? **The new position will be a PEX position. It will be terminated after the grant ends.**

12a. Amount budgeted for contractual services: **$645,500**

b. Will contractual services be put out to bid? **No**

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? **One-time**

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13a. Does the budget include indirect costs? [ ] Yes [**X**] No

b1. If yes, how much? $ **N/A**

b2. How was the amount calculated? **N/A**

c1. If no, why are indirect costs not included? **Work proposed by the Department will be operationalized by existing resources therefore no indirect costs required.**

[ ] Not allowed by granting agency [**X**] To maximize use of grant funds on direct services
[ ] Other (please explain):

c2. If no indirect costs are included, what would have been the indirect costs? **The administrative time spent by the Department to plan and operationalize the project could be calculated as indirect costs, but is not included as such for the purposes of this grant since the costs will be absorbed by the department's existing operations budget.**

14. Any other significant grant requirements or comments: **Expenses must be incurred by the end of the grant project cycle, September 30, 2024.**

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****Disability Access Checklist*****

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

[ ] Existing Site(s)	[ ] Existing Structure(s)	[**X**] Existing Program(s) or Service(s)
[ ] Rehabilitated Site(s)	[ ] Rehabilitated Structure(s)	[ ] New Program(s) or Service(s)
[ ] New Site(s)	[ ] New Structure(s)	

16. 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 access laws and regulations and will allow the full inclusion of persons with disabilities, or will require unreasonable hardship exceptions, as described in the comments section:

Comments: **The sites associated with this Bureau of Justice Assistance's STOP School Violence Program grant is ADA compliant.**

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

Anthony Tek
(Name)

Operations Assistant
(Title)

Date Reviewed: 11/14/2022

DocuSigned by:
Anthony Tek
4405E3FD09C04C5...
(Signature Required)

Overall Department Head or Designee Approval:

Maria Su, Psy.D.
(Name)

Executive Director, Department of Children, Youth & Their Families
(Title)

Date Reviewed: 11/14/2022

DocuSigned by:
Maria Su
71E0FD53D32A4DA...
(Signature Required)

Award Letter

September 29, 2022

Dear Jasmine Dawson,

On behalf of Attorney General Merrick B. Garland, it is my pleasure to inform you the Office of Justice Programs (OJP) has approved the application submitted by CITY AND COUNTY OF SAN FRANCISCO for an award under the funding opportunity entitled 2022 BJA FY 22 Preventing School Violence: BJA's STOP School Violence Program. The approved award amount is $1,000,000.

Review the Award Instrument below carefully and familiarize yourself with all conditions and requirements before accepting your award. The Award Instrument includes the Award Offer (Award Information, Project Information, Financial Information, and Award Conditions) and Award Acceptance. For COPS Office and OVW funding the Award Offer also includes any Other Award Documents.

Please note that award requirements include not only the conditions and limitations set forth in the Award Offer, but also compliance with assurances and certifications that relate to conduct during the period of performance for the award. These requirements encompass financial, administrative, and programmatic matters, as well as other important matters (e.g., specific restrictions on use of funds). Therefore, all key staff should receive the award conditions, the assurances and certifications, and the application as approved by OJP, so that they understand the award requirements. Information on all pertinent award requirements also must be provided to any subrecipient of the award.

Should you accept the award and then fail to comply with an award requirement, DOJ will pursue appropriate remedies for non-compliance, which may include termination of the award and/or a requirement to repay award funds.

Prior to accepting the award, your Entity Administrator must assign a Financial Manager, Grant Award Administrator, and Authorized Representative(s) in the Justice Grants System (JustGrants). The Entity Administrator will need to ensure the assigned Authorized Representative(s) is current and has the legal authority to accept awards and bind the entity to the award terms and conditions. To accept the award, the Authorized Representative(s) must accept all parts of the Award Offer in the Justice Grants System (JustGrants), including by executing the required declaration and certification, within 45 days from the award date.

To access your funds, you will need to enroll in the Automated Standard Application for Payments (ASAP) system, if you haven’t already completed the enrollment process in ASAP. The Entity Administrator should have already received an email from ASAP to initiate this process.

Congratulations, and we look forward to working with you.

Maureen Henneberg
Deputy Assistant Attorney General

Office for Civil Rights Notice for All Recipients

The Office for Civil Rights (OCR), Office of Justice Programs (OJP), U.S. Department of Justice (DOJ) has been delegated the responsibility for ensuring that recipients of federal financial assistance from the OJP, the Office of Community Oriented Policing Services (COPS), and the Office on Violence Against Women (OVW) are not engaged in discrimination prohibited by law. Several federal civil rights laws, such as Title VI of the Civil Rights Act of 1964 and Section 504 of the

Rehabilitation Act of 1973, require recipients of federal financial assistance to give assurances that they will comply with those laws. Taken together, these civil rights laws prohibit recipients of federal financial assistance from DOJ from discriminating in services and employment because of race, color, national origin, religion, disability, sex, and, for grants authorized under the Violence Against Women Act, sexual orientation and gender identity. Recipients are also prohibited from discriminating in services because of age. For a complete review of these civil rights laws and nondiscrimination requirements, in connection with DOJ awards, see https://ojp.gov/funding/Explore/LegalOverview/CivilRightsRequirements.htm.

Under the delegation of authority, the OCR investigates allegations of discrimination against recipients from individuals, entities, or groups. In addition, the OCR conducts limited compliance reviews and audits based on regulatory criteria. These reviews and audits permit the OCR to evaluate whether recipients of financial assistance from the Department are providing services in a nondiscriminatory manner to their service population or have employment practices that meet equal-opportunity standards.

If you are a recipient of grant awards under the Omnibus Crime Control and Safe Streets Act or the Juvenile Justice and Delinquency Prevention Act and your agency is part of a criminal justice system, there are two additional obligations that may apply in connection with the awards: (1) complying with the regulation relating to Equal Employment Opportunity Programs (EEOPs); and (2) submitting findings of discrimination to OCR. For additional information regarding the EEOP requirement, see 28 CFR Part 42, subpart E, and for additional information regarding requirements when there is an adverse finding, see 28 C.F.R. §§ 42.204(c), .205(c)(5).

The OCR is available to help you and your organization meet the civil rights requirements that are associated with DOJ grant funding. If you would like the OCR to assist you in fulfilling your organization's civil rights or nondiscrimination responsibilities as a recipient of federal financial assistance, please do not hesitate to contact the OCR at askOCR@ojp.usdoj.gov.

Memorandum Regarding NEPA

NEPA Letter Type

OJP - Categorical Exclusion

NEPA Letter

Awards made under this solicitation will be used to develop, implement, and support national, state, and local demonstration, training, and technical assistance programs. The programs will help local communities improve the capacity of local justice systems and provide for national criminal justice support efforts.

None of the following activities will be conducted whether under the Office of Justice Programs federal action or a related third party action:

(1) New construction

(2) Any renovation or remodeling of a property located in an environmentally or historically sensitive area, including property (a) listed on or eligible for listing on the National Register of Historic Places, or (b) located within a 100-year flood plain, a wetland, or habitat for an endangered species

(3) A renovation that will change the basic prior use of a facility or significantly change its size

(4) Research and technology whose anticipated and future application could be expected to have an effect on the environment

(5) Implementation of a program involving the use of chemicals (including the identification, seizure, or closure of clandestine methamphetamine laboratories)

Additionally, the proposed action is neither a phase nor a segment of a project that when reviewed in its entirety would not meet the criteria for a categorical exclusion.

Consequently, the subject federal action meets the Office of Justice Programs' criteria for a categorical exclusion as contained in paragraph 4(b) of Appendix D to Part 61 of Title 28 of the Code of Federal Regulations.

Questions about this determination may be directed to your grant manager Environmental Coordinator for the Bureau of Justice Assistance.

NEPA Coordinator

First Name	Middle Name	Last Name
Orbin	——	Terry

Award Information

This award is offered subject to the conditions or limitations set forth in the Award Information, Project Information, Financial Information, and Award Conditions.

Recipient Information

Recipient Name
SAN FRANCISCO, CITY & COUNTY OF

UEI
MYM4VNNBN6T9

Street 1	Street 2
1 CARLTON B GOODLETT PL	STE 396

City
SAN FRANCISCO

State/U.S. Territory
California

Zip/Postal Code
94102

Country
United States

County/Parish
____

Province
____

Award Details

Federal Award Date
9/29/22

Award Type
Initial

Award Number
15PBJA-22-GG-04629-STOP

Supplement Number
00

Federal Award Amount
$1,000,000.00

Funding Instrument Type
Grant

Assistance Listing Number	Assistance Listings Program Title
16.839	STOP School Violence

Statutory Authority

Department of Justice Appropriations Act, 2022 (Pub. L. No. 117-103, 136 Stat. 49, 127); Bipartisan Safer Communities Supplemental Appropriations Act, 2022 (Pub. L. No. 117-159, 136 Stat. 1313, 1339); 28 U.S.C. 530C

☑ *I have read and understand the information presented in this section of the Federal Award Instrument.*

Project Information

This award is offered subject to the conditions or limitations set forth in the Award Information, Project

Information, Financial Information, and Award Conditions.

Solicitation Title
2022 BJA FY 22 Preventing School Violence: BJA's STOP School Violence Program

Awarding Agency
OJP

Program Office
BJA

Application Number
GRANT13657467

Grant Manager Name	Phone Number
Lesley Walker	202-307-0863

E-mail Address
Lesley.Walker@usdoj.gov

Project Title
San Francisco's School Crisis Support Coordination Project (SCSCP) 2022/23

Performance Period Start Date	Performance Period End Date
10/01/2022	09/30/2024

Budget Period Start Date	Budget Period End Date
10/01/2022	09/30/2024

Project Description
The City and County of San Francisco will use BJA's STOP funds to improve San Francisco Unified School District's school climate by providing students and teachers with the tools they need to recognize, respond quickly to, and help prevent acts of violence and support the infrastructure and expansion of the current pilot San Francisco School Crisis Support Coordination Project (SCSCP). The greatest proportion of funds will be used to increase support for school sites by hiring more staff to expand the current violence interruption team to improve regular coordination and communication with schools, including youth and site leaders, extend supports to families involved in incidents, targeted programming and one-on-one support for high-risk youth, and use knowledge of neighborhood ties and family connections to prevent incidents before they happen. Funds will be used within the four STOP program areas: *(2) Develop and implement multidisciplinary intervention teams, (3) Train school personnel and educate students on preventing school violence (4) Specialized training for probation officers who work in schools and/or with school-age populations, (5) Hiring of school support personnel, school violence interrupters, who directly supporting the prevention of school violence.* STOP funds will support the expansion of San Francisco's multidisciplinary partnership, the School Crisis Support Coordination (SCSC) team which diffuses and prevents escalation of violent incidents at

public school campuses through a streamlined San Francisco team consisting of the Department of Children, Youth, and Their Families, the San Francisco Unified School District, the Street Violence Intervention Program, Juvenile Probation Department, the National Institute of Criminal Justice Reform, and community-based nonprofit organizations Street Violence Intervention Program, Young Community Developers and Samoan Community Development Center. The goal of the SCSCP is to intervene and prevent the escalation of violent incidents and increase coordinating supports and services on school campuses. Grant award funds would be used to expand prevention/intervention activities at current pilot sites and add support for three additional school sites. The Department of Children, Youth, and Their Families oversees backbone coordination for these partners and a small portion of this grant would also fund eligible coordination activities.

☑ *I have read and understand the information presented in this section of the Federal Award Instrument.*

Financial Information

This award is offered subject to the conditions or limitations set forth in the Award Information, Project Information, Financial Information, and Award Conditions.

The recipient budget is currently under review.

☑ *I have read and understand the information presented in this section of the Federal Award Instrument.*

Award Conditions

This award is offered subject to the conditions or limitations set forth in the Award Information, Project Information, Financial Information, and Award Conditions.

1

Compliance with general appropriations-law restrictions on the use of federal funds (FY 2022)

The recipient, and any subrecipient ("subgrantee") at any tier, 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://www.ojp.gov/funding/Explore/FY22AppropriationsRestrictions.htm, and are incorporated by reference here.

Should a question arise as to whether a particular use of federal funds by a recipient (or a subrecipient) would or might fall within the scope of an appropriations-law restriction, the recipient is to contact OJP for guidance, and may not proceed without the express prior written approval of OJP.

2

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 DOJ in 2 C.F.R. Part 2800 (together, the "Part 200 Uniform Requirements") apply to this FY 2022 award from OJP.

The Part 200 Uniform Requirements were first adopted by DOJ on December 26, 2014. If this FY 2022 award supplements funds previously awarded by OJP under the same award 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 award or a supplemental award) 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 award that the recipient (and any subrecipient ("subgrantee") at any tier) must retain -- typically for a period of 3 years from the date of submission of the final expenditure report (SF 425), unless a different retention period applies -- and to which the recipient (and any subrecipient ("subgrantee") at any tier) must provide access, include performance measurement information, in addition to the financial records, supporting documents, statistical records, and other pertinent records indicated at 2 C.F.R. 200.334.

In the event that an award-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 recipient is to contact OJP promptly for clarification.

3

Requirement to report actual or imminent breach of personally identifiable information (PII)

The recipient (and any "subrecipient" at any tier) must have written procedures in place to respond in the event of an actual or imminent "breach" (OMB M-17-12) if it (or a subrecipient) -- (1) creates, collects, uses, processes, stores, maintains, disseminates, discloses, or disposes of "Personally Identifiable Information (PII)" (2 CFR 200.1) within the scope of an OJP grant-funded program or activity, or (2) uses or operates a "Federal information system" (OMB Circular A-130). The recipient's breach procedures must include a requirement to report actual or imminent breach of PII to an OJP Program Manager no later than 24 hours after an occurrence of an actual breach, or the detection of an imminent breach.

4

OJP Training Guiding Principles

Any training or training materials that the recipient -- or any subrecipient ("subgrantee") at any tier -- develops or delivers with OJP award funds must adhere to the OJP Training Guiding Principles for Grantees and Subgrantees, available at https://www.ojp.gov/funding/implement/training-guiding-principles-grantees-and-subgrantees.

5

Required training for Grant Award Administrator and Financial Manager

The Grant Award Administrator and all Financial Managers for this award must have successfully completed an "OJP financial management and grant administration training" by 120 days after the date of the recipient's acceptance of the award. Successful completion of such a training on or after October 15, 2020, will satisfy this condition.

In the event that either the Grant Award Administrator or a Financial Manager for this award changes during the period of performance, the new Grant Award Administrator or Financial Manager must have successfully completed an "OJP financial management and grant administration training" by 120 calendar days after the date the Entity Administrator enters updated Grant Award Administrator or Financial Manager information in JustGrants. Successful completion of such a training on or after January 1, 2020, will satisfy this condition.

A list of OJP trainings that OJP will consider "OJP financial management and grant administration training" for purposes of this condition is available at https://www.ojp.gov/training/fmts.htm. All trainings that satisfy this condition include a session on grant fraud prevention and detection.

The recipient should anticipate that OJP will immediately withhold ("freeze") award funds if the recipient fails to comply with this condition. The recipient's failure to comply also may lead OJP to impose additional appropriate conditions on this award.

6

Effect of failure to address audit issues

The recipient understands and agrees that the DOJ awarding agency (OJP or OVW, as appropriate) may withhold award funds, or may impose other related requirements, if (as determined by the DOJ awarding agency) the recipient does not satisfactorily and promptly address outstanding issues from audits required by the Part 200 Uniform Requirements (or by the terms of this award), or other outstanding issues that arise in connection with audits, investigations, or reviews of DOJ awards.

7

Requirements of the award; remedies for non-compliance or for materially false statements

The conditions of this award are material requirements of the award. Compliance with any assurances or certifications submitted by or on behalf of the recipient that relate to conduct during the period of performance also is a material requirement of this award.

Limited Exceptions. In certain special circumstances, the U.S. Department of Justice ("DOJ") may determine that it will not enforce, or enforce only in part, one or more requirements otherwise applicable to the award. Any such exceptions regarding enforcement, including any such exceptions made during the period of performance, are (or will be during the period of performance) set out through the Office of Justice Programs ("OJP") webpage entitled "Legal Notices: Special circumstances as to particular award conditions" (ojp.gov/funding/Explore/LegalNotices-AwardReqts.htm), and incorporated by reference into the award.

By signing and accepting this award on behalf of the recipient, the authorized recipient official accepts all material requirements of the award, and specifically adopts, as if personally executed by the authorized recipient official, all assurances or certifications submitted by or on behalf of the recipient that relate to conduct during the period of performance.

Failure to comply with one or more award requirements -- whether a condition set out in full below, a condition incorporated by reference below, or an assurance or certification related to conduct during the award period -- may result in OJP taking appropriate action with respect to the recipient and the award. Among other things, the OJP may withhold award funds, disallow costs, or suspend or terminate the award. DOJ, including OJP, also may take other legal action as appropriate.

Any materially false, fictitious, or fraudulent statement to the federal government related to this award (or concealment or omission of a material fact) may be the subject of criminal prosecution (including under 18 U.S.C. 1001 and/or 1621, and/or 34 U.S.C. 10271-10273), and also may lead to imposition of civil penalties and administrative remedies for false claims or otherwise (including under 31 U.S.C. 3729-3730 and 3801-3812).

Should any provision of a requirement of this award be held to be invalid or unenforceable by its terms, that provision shall first be applied with a limited construction so as to give it the maximum effect permitted by law. Should it be held, instead, that the provision is utterly invalid or -unenforceable, such provision shall be deemed severable from this award.

8

Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 38

The recipient, and any subrecipient ("subgrantee") at any tier, 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.

Currently, 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, currently, also sets out rules and requirements that pertain to recipient and subrecipient ("subgrantee") organizations that engage in or conduct explicitly religious activities, as well as rules and requirements that pertain to recipients and 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.

9

Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 42

The recipient, and any subrecipient ("subgrantee") at any tier, 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.

10

Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 54

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 54, which relates to nondiscrimination on the basis of sex in certain "education programs."

11

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

The recipient (and any subrecipient at any tier) must comply with, and is 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.

The recipient also must inform its employees, in writing (and in the predominant native language of the workforce), of employee rights and remedies under 41 U.S.C. 4712.

Should a question arise as to the applicability of the provisions of 41 U.S.C. 4712 to this award, the recipient is to contact the DOJ awarding agency (OJP or OVW, as appropriate) for guidance.

12

Compliance with applicable rules regarding approval, planning, and reporting of conferences, meetings, trainings, and other events

The recipient, and any subrecipient ("subgrantee") at any tier, 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 award appears in the DOJ Grants Financial Guide (currently, as section 3.10 of "Postaward Requirements" in the "DOJ Grants Financial Guide").

13

Requirement for data on performance and effectiveness under the award

The recipient must collect and maintain data that measure the performance and effectiveness of work under this award. The data must be provided to OJP in the manner (including within the timeframes) specified by OJP in the program solicitation or other applicable written guidance. Data collection supports compliance with the Government Performance and Results Act (GPRA) and the GPRA Modernization Act of 2010, and other applicable laws.

14

Requirements related to "de minimis" indirect cost rate

A recipient that is eligible under the Part 200 Uniform Requirements and other applicable law to use the "de minimis" indirect cost rate described in 2 C.F.R. 200.414(f), and that elects to use the "de minimis" indirect cost rate, must advise OJP in writing of both its eligibility and its election, and must comply with all associated requirements in the Part 200 Uniform Requirements. The "de minimis" rate may be applied only to modified total direct costs (MTDC) as defined by the Part 200 Uniform Requirements.

15

Determination of suitability to interact with participating minors

SCOPE. This condition applies to this award if it is indicated -- in the application for the award (as approved by DOJ)(or in the application for any subaward, at any tier), the DOJ funding announcement (solicitation), or an associated federal statute -- that a purpose of some or all of the activities to be carried out under the award (whether by the recipient, or a subrecipient at any tier) is to benefit a set of individuals under 18 years of age.

The recipient, and any subrecipient at any tier, 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.

16

Requirement to disclose whether recipient is designated "high risk" by a federal grant-making agency outside of DOJ

If the recipient is designated "high risk" by a federal grant-making agency outside of DOJ, currently or at any time during the course of the period of performance under this award, the recipient must disclose that fact and certain related information to OJP by email at OJP.ComplianceReporting@ojp.usdoj.gov. For purposes of this disclosure, high risk includes any status under which a federal awarding agency provides additional oversight due to the recipient's past performance, or other programmatic or financial concerns with the recipient. The recipient's disclosure must include the following: 1. The federal awarding agency that currently designates the recipient high risk, 2. The date the recipient was designated high risk, 3. The high-risk point of contact at that federal awarding agency (name, phone number, and email address), and 4. The reasons for the high-risk status, as set out by the federal awarding agency.

17

Compliance with DOJ Grants 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. The recipient agrees to comply with the DOJ Grants Financial Guide.

18

Encouragement of policies to ban text messaging while driving

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

19

Potential imposition of additional requirements

The recipient agrees 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 award, if the recipient is designated as "high-risk" for purposes of the DOJ high-risk grantee list.

20

Employment eligibility verification for hiring under the award

1. The recipient (and any subrecipient at any tier) must--

A. 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 award funds, the recipient (or any subrecipient) properly verifies the employment eligibility of the individual who is being hired, consistent with the provisions of 8 U.S.C. 1324a(a)(1).

B. Notify all persons associated with the recipient (or any subrecipient) who are or will be involved in activities under this award of both--

(1) this award requirement for verification of employment eligibility, and

(2) 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.

C. Provide training (to the extent necessary) to those persons required by this condition to be notified of the award requirement for employment eligibility verification and of the associated provisions of 8 U.S.C. 1324a(a)(1).

D. As part of the recordkeeping for the award (including pursuant to the Part 200 Uniform Requirements), maintain records of all employment eligibility verifications pertinent to compliance with this award condition in accordance with Form I-9 record retention requirements, as well as records of all pertinent notifications and trainings.

2. Monitoring

The recipient's monitoring responsibilities include monitoring of subrecipient compliance with this condition.

3. Allowable costs

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

4. Rules of construction

A. Staff involved in the hiring process

For purposes of this condition, persons "who are or will be involved in activities under this award" specifically includes (without limitation) any and all recipient (or any 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 award funds.

B. Employment eligibility confirmation with E-Verify

For purposes of satisfying the requirement of this condition regarding verification of employment eligibility, the recipient (or any subrecipient) may choose to participate in, and use, E-Verify (www.e-verify.gov), provided an appropriate person authorized to act on behalf of the recipient (or 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 award funds.

C. "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.

D. Nothing in this condition shall be understood to authorize or require any recipient, any subrecipient at any tier, or any person or other entity, to violate any federal law, including any applicable civil rights or nondiscrimination law.

E. Nothing in this condition, including in paragraph 4.B., shall be understood to relieve any recipient, any subrecipient at any tier, 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/) or email E-Verify at E-Verify@dhs.gov. E-Verify employer agents can email E-Verify at E-VerifyEmployerAgent@dhs.gov.

Questions about the meaning or scope of this condition should be directed to OJP, before award acceptance.

21

Restrictions and certifications regarding non-disclosure agreements and related matters

No recipient or subrecipient ("subgrantee") under this award, or entity that receives a procurement contract

or subcontract with any funds under this award, 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 award, 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.

1. In accepting this award, the recipient--

a. represents that it neither requires nor 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. certifies that, if it learns or is notified that it 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, it will immediately stop any further obligations of award funds, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.

2. If the recipient does or is authorized under this award to make subawards ("subgrants"), procurement contracts, or both--

a. it represents that--

(1) it has determined that no other entity that the recipient's application proposes may or will receive award funds (whether through a subaward ("subgrant"), procurement contract, or subcontract under a procurement contract) 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

(2) it has made appropriate inquiry, or otherwise has an adequate factual basis, to support this representation; and

b. it certifies that, if it learns or is notified that any subrecipient, contractor, or subcontractor entity that receives funds under this award 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, it will immediately stop any further obligations of award funds to or by that entity, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.

22

Reclassification of various statutory provisions to a new Title 34 of the United States Code

On September 1, 2017, various statutory provisions previously codified elsewhere in the U.S. Code were editorially reclassified (that is, moved and renumbered) to a new Title 34, entitled "Crime Control and Law Enforcement." The reclassification encompassed a number of statutory provisions pertinent to OJP awards (that is, OJP grants and cooperative agreements), including many provisions previously codified in Title 42 of the U.S. Code.

Effective as of September 1, 2017, any reference in this award document to a statutory provision that has been reclassified to the new Title 34 of the U.S. Code is to be read as a reference to that statutory provision as reclassified to Title 34. This rule of construction specifically includes references set out in award conditions, references set out in material incorporated by reference through award conditions, and references set out in other award requirements.

23

All subawards ("subgrants") must have specific federal authorization

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements for authorization of any subaward. This condition applies to agreements that -- for purposes of federal grants administrative requirements -- OJP considers a "subaward" (and therefore does not consider a procurement "contract").

The details of the requirement for authorization of any subaward are posted on the OJP web site at https://ojp.gov/funding/Explore/SubawardAuthorization.htm (Award condition: All subawards ("subgrants") must have specific federal authorization), and are incorporated by reference here.

24

Requirements related to System for Award Management and Universal Identifier Requirements

The recipient 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.

The recipient also must comply with applicable restrictions on subawards ("subgrants") to first-tier subrecipients (first-tier "subgrantees"), including restrictions on subawards to entities that do not acquire and provide (to the recipient) the unique entity identifier required for SAM registration.

The details of the recipient's obligations related to SAM and to unique entity identifiers are posted on the OJP web site at https://ojp.gov/funding/Explore/SAM.htm (Award condition: System for Award Management (SAM) and Universal Identifier Requirements), and are incorporated by reference here.

This condition does not apply to an award to an individual who received the award 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).

25

Restrictions on "lobbying"

In general, as a matter of federal law, federal funds awarded by OJP may not be used by the recipient, or any subrecipient ("subgrantee") at any tier, 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 the recipient, or any subrecipient at any tier, 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 recipient (or subrecipient) would or might fall within the scope of these prohibitions, the recipient is to contact OJP for guidance, and may not proceed without the express prior written approval of OJP.

26

Specific post-award approval required to use a noncompetitive approach in any procurement contract that would exceed $250,000

The recipient, and any subrecipient ("subgrantee") at any tier, 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 (Award condition: Specific post-award approval required to use a noncompetitive approach in a procurement contract (if contract would exceed $250,000)), and are incorporated by reference here.

27

Requirements pertaining to prohibited conduct related to trafficking in persons (including reporting requirements and OJP authority to terminate award)

The recipient, and any subrecipient ("subgrantee") at any tier, 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 recipients, subrecipients ("subgrantees"), or individuals defined (for purposes of this condition) as "employees" of the recipient or of any subrecipient.

The details of the recipient's 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 (Award condition: Prohibited conduct by recipients and subrecipients related to trafficking in persons (including reporting requirements and OJP authority to terminate award)), and are incorporated by reference here.

28

Requirement to report potentially duplicative funding

If the recipient currently has other active awards of federal funds, or if the recipient receives any other award of federal funds during the period of performance for this award, the recipient promptly must determine whether funds from any of those other federal awards have been, are being, or are to be used (in whole or in part) for one or more of the identical cost items for which funds are provided under this award. If so, the recipient must promptly notify the DOJ awarding agency (OJP or OVW, as appropriate) in writing of the potential duplication, and, if so requested by the DOJ awarding agency, must seek a budget-modification or change-of-project-scope Grant Award Modification (GAM) to eliminate any inappropriate duplication of funding.

29

Reporting potential fraud, waste, and abuse, and similar misconduct

The recipient, and any subrecipients ("subgrantees") at any tier, must promptly refer to the DOJ Office of the Inspector General (OIG) any credible evidence that a principal, employee, agent, subrecipient, contractor, subcontractor, or other person has, in connection with funds under this award-- (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 award should be reported to the OIG by--(1) online submission accessible via the OIG webpage at https://oig.justice.gov/hotline/contact-grants.htm (select "Submit Report Online"); (2) mail directed to: U.S. Department of Justice, Office of the Inspector General, Investigations Division, ATTN: Grantee Reporting, 950 Pennsylvania Ave., NW, Washington, DC 20530; and/or (3) by facsimile directed to the DOJ OIG Investigations Division (Attn: Grantee Reporting) at (202) 616-9881 (fax).

Additional information is available from the DOJ OIG website at https://oig.justice.gov/hotline.

30

The recipient understands that, in accepting this award, the Authorized Representative declares and certifies, among other things, that he or she possesses the requisite legal authority to accept the award on behalf of the recipient entity and, in so doing, accepts (or adopts) all material requirements that relate to conduct throughout the period of performance under this award. The recipient further understands, and agrees, that it will not assign anyone to the role of Authorized Representative during the period of performance under the award without first ensuring that the individual has the requisite legal authority.

31

FFATA reporting: Subawards and executive compensation

The recipient must comply with applicable requirements to report first-tier subawards ("subgrants") of $30,000 or more and, in certain circumstances, to report the names and total compensation of the five most highly compensated executives of the recipient and first-tier subrecipients (first-tier "subgrantees") of award funds. The details of recipient obligations, which derive from the Federal Funding Accountability and Transparency Act of 2006 (FFATA), are posted on the OJP web site at https://ojp.gov/funding/Explore/FFATA.htm (Award condition: Reporting Subawards and Executive Compensation), and are incorporated by reference here.

This condition, including its reporting requirement, does not apply to-- (1) an award of less than $30,000, or (2) an award made to an individual who received the award 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).

32

The recipient agrees to comply with OJP grant monitoring guidelines, protocols, and procedures, and to cooperate with BJA and OCFO on all grant monitoring requests, including requests related to desk reviews, enhanced programmatic desk reviews, and/or site visits. The recipient agrees to provide to BJA and OCFO all documentation necessary to complete monitoring tasks, including documentation related to any subawards made under this award. Further, the recipient agrees to abide by reasonable deadlines set by BJA and OCFO for providing the requested documents. Failure to cooperate with BJA's/OCFO's grant monitoring activities may result in sanctions affecting the recipient's DOJ awards, including, but not limited to: withholdings and/or other restrictions on the recipient's access to grant funds; referral to the Office of the Inspector General for audit review; designation of the recipient as a DOJ High Risk grantee; or termination of an award(s).

33

Required monitoring of subawards

The recipient must monitor subawards under this award in accordance with all applicable statutes, regulations, award conditions, and the DOJ Grants Financial Guide, and must include the applicable conditions of this award in any subaward. Among other things, the recipient is responsible for oversight of subrecipient spending and monitoring of specific outcomes and benefits attributable to use of award funds by subrecipients. The recipient agrees to submit, upon request, documentation of its policies and procedures for monitoring of subawards under this award.

34

Use of program income

Program income (as defined in the Part 200 Uniform Requirements) must be used in accordance with the provisions of the Part 200 Uniform Requirements. Program income earnings and expenditures both must be reported on the quarterly Federal Financial Report, SF 425.

35

The recipient agrees to cooperate with any assessments, national evaluation efforts, or information or data collection requests, including, but not limited to, the provision of any information required for the assessment or evaluation of any activities within this project.

36

Justification of consultant rate

Approval of this award does not indicate approval of any consultant rate in excess of $650 per day. A detailed justification must be submitted to and approved by the OJP program office prior to obligation or expenditure of such funds.

37

Applicants must ensure that Limited English Proficiency persons have meaningful access to the services under this program(s). National origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI and the Safe Streets Act, recipients are required to take reasonable steps to ensure that LEP persons have meaningful access to their programs. Meaningful access may entail providing language assistance services, including oral and written translation when necessary. The U.S. Department of Justice has issued guidance for grantees to help them comply with Title VI requirements. The guidance document can be accessed on the Internet at www.lep.gov.

38

Verification and updating of recipient contact information

The recipient must verify its Grant Award Administrator, Financial Manager, and Authorized Representative contact information in JustGrants, including telephone number and e-mail address. If any information is incorrect or has changed, the award recipient’s Entity Administrator must make changes to contact information through DIAMD. Instructions on how to update contact information in JustGrants can be found at https://justicegrants.usdoj.gov/training/training-entity-management.

39

Copyright; Data rights

The recipient acknowledges that OJP reserves a royalty-free, non-exclusive, and irrevocable license to reproduce, publish, or otherwise use, and authorize others to use (in whole or in part, including in connection with derivative works), for Federal purposes: (1) any work subject to copyright developed under an award or subaward (at any tier); and (2) any rights of copyright to which a recipient or subrecipient (at any tier) purchases ownership with Federal support.

The recipient acknowledges that OJP has the right to (1) obtain, reproduce, publish, or otherwise use the data first produced under any such award or subaward; and (2) authorize others to receive, reproduce, publish, or otherwise use such data for Federal purposes. "Data" includes data as defined in Federal Acquisition Regulation (FAR) provision 52.227-14 (Rights in Data - General).

It is the responsibility of the recipient (and of each subrecipient (at any tier), if applicable) to ensure that the provisions of this condition are included in any subaward (at any tier) under this award.

The recipient has the responsibility to obtain from subrecipients, contractors, and subcontractors (if any) all rights and data necessary to fulfill the recipient's obligations to the Government under this award. If a proposed subrecipient, contractor, or subcontractor refuses to accept terms affording the Government such rights, the recipient shall promptly bring such refusal to the attention of the OJP program manager for the award and not proceed with the agreement in question without further authorization from the OJP program office.

40

Any Web site that is funded in whole or in part under this award must include the following statement on the home page, on all major entry pages (i.e., pages (exclusive of documents) whose primary purpose is to navigate the user to interior content), and on any pages from which a visitor may access or use a Web-based service, including any pages that provide results or outputs from the service: "This Web site is funded in whole or in part through a grant from the Bureau of Justice Assistance, Office of Justice Programs, U.S. Department of Justice. Neither the U.S. Department of Justice nor any of its components operate, control, are responsible for, or necessarily endorse, this Web site (including, without limitation, its content, technical infrastructure, and policies, and any services or tools provided)." The full text of the foregoing statement must be clearly visible on the home page. On other pages, the statement may be included through a link, entitled "Notice of Federal Funding and Federal Disclaimer," to the full text of the statement.

41

Limit on use of grant funds for grantees' employees' salaries

With respect to this award, federal funds may not be used to pay cash compensation (salary plus bonuses) to any employee of the award recipient at a rate that exceeds 110% of the maximum annual salary payable to a member of the federal government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. (An award recipient may compensate an employee at a higher rate, provided the amount in excess of this compensation limitation is paid with non-federal funds.)

This limitation on compensation rates allowable under this award may be waived on an individual basis at the discretion of the OJP official indicated in the program announcement under which this award is made.

42

The recipient agrees that no funds under this grant award (including via subcontract or subaward, at any tier) may be used for unmanned aircraft systems (UAS), which includes unmanned aircraft vehicles (UAV), or for any accompanying accessories to support UAS.

43

The recipient agrees that it will submit quarterly financial status reports (the SF 425 Federal Financial Report) to OJP in JustGrants, no later than the deadlines set out in the DOJ Financial Guide and the JustGrants guidance (typically 30 days after the end of each calendar quarter). Delinquent reports may lead to funds being frozen and other remedies.

44

The recipient shall submit semiannual performance reports. Performance reports shall be submitted within 30 days after the end of the reporting periods, which are June 30 and December 31, for the life of the award. These reports will be submitted to the Office of Justice Programs, on-line through the Internet at https://justgrants.usdoj.gov

45

The recipient agrees to submit to BJA for review and approval any curricula, training materials, proposed publications, reports, or any other written materials that will be published, including web-based materials and web site content, through funds from this grant at least thirty (30) working days prior to the targeted dissemination date. Any written, visual, or audio publications, with the exception of press releases, whether published at the grantee's or government's expense, shall contain the following statements: "This project was supported by Grant No. <AWARD_NUMBER> awarded by the Bureau of Justice Assistance. The

Bureau of Justice Assistance is a component of the Department of Justice's Office of Justice Programs, which also includes the Bureau of Justice Statistics, the National Institute of Justice, the Office of Juvenile Justice and Delinquency Prevention, the Office for Victims of Crime, and the SMART Office. Points of view or opinions in this document are those of the author and do not necessarily represent the official position or policies of the U.S. Department of Justice." The current edition of the DOJ Grants Financial Guide provides guidance on allowable printing and publication activities.

46

Conditional Clearance

The recipient may not obligate, expend or draw down funds until the Office of the Chief Financial Officer (OCFO) has approved the budget and budget narrative and an Award Condition Modification (ACM) has been issued to remove this award condition.

47

Recipient integrity and performance matters: Requirement to report information on certain civil, criminal, and administrative proceedings to SAM and FAPIIS

The recipient must comply with any and all applicable requirements regarding reporting of information on civil, criminal, and administrative proceedings connected with (or connected to the performance of) either this OJP award or any other grant, cooperative agreement, or procurement contract from the federal government. Under certain circumstances, recipients of OJP awards are required to report information about such proceedings, through the federal System for Award Management (known as "SAM"), to the designated federal integrity and performance system (currently, "FAPIIS").

The details of recipient obligations regarding the required reporting (and updating) of information on certain civil, criminal, and administrative proceedings to the federal designated integrity and performance system (currently, "FAPIIS") within SAM are posted on the OJP web site at https://ojp.gov/funding/FAPIIS.htm (Award condition: Recipient Integrity and Performance Matters, including Recipient Reporting to FAPIIS), and are incorporated by reference here.

☑ *I have read and understand the information presented in this section of the Federal Award Instrument.*

Award Acceptance

Declaration and Certification to the U.S. Department of Justice as to Acceptance

By checking the declaration and certification box below, I--

A. Declare to the U.S. Department of Justice (DOJ), under penalty of perjury, that I have authority to make this declaration and certification on behalf of the applicant.

B. Certify to DOJ, under penalty of perjury, on behalf of myself and the applicant, to the best of my knowledge and belief, that the following are true as of the date of this award acceptance: (1) I have conducted or there was conducted (including by applicant's legal counsel as appropriate and made available to me) a diligent review of all terms and conditions of, and all supporting materials submitted in connection with, this award, including any assurances and certifications (including anything submitted in connection therewith by a person on behalf of the applicant

before, after, or at the time of the application submission and any materials that accompany this acceptance and certification); and (2) I have the legal authority to accept this award on behalf of the applicant.

C. Accept this award on behalf of the applicant.

D. Declare the following to DOJ, under penalty of perjury, on behalf of myself and the applicant: (1) I understand that, in taking (or not taking) any action pursuant to this declaration and certification, DOJ will rely upon this declaration and certification as a material representation; and (2) I understand that any materially false, fictitious, or fraudulent information or statement in this declaration and certification (or concealment or omission of a material fact as to either) may be the subject of criminal prosecution (including under 18 U.S.C. §§ 1001 and/or 1621, and/or 34 U.S.C. §§ 10271-10273), and also may subject me and the applicant to civil penalties and administrative remedies under the federal False Claims Act (including under 31 U.S.C. §§ 3729-3730 and/or §§ 3801-3812) or otherwise.

Agency Approval

Title of Approving Official	Name of Approving Official	Signed Date And Time
Deputy Assistant Attorney General	Maureen Henneberg	9/28/22 8:49 AM

Authorized Representative

☑ Declaration and Certification

Entity Acceptance

Title of Authorized Entity Official

Manager

Name of Authorized Entity Official

Jasmine Dawson

Signed Date And Time

10/17/2022 11:15 AM

Applicant: City and County of San Francisco
Department of Children, Youth and Their Families
Title: The CCSF's STOP School Violence Program – San Francisco School Crisis Support Coordination Project
PROGRAM NARRATIVE

A. Description of the Issue: On behalf of San Francisco City and County, The Department of Children, Youth and Their Families (DCYF) is proposing to support San Francisco's School Crisis Support Coordination Project (SCSCP) in partnership with San Francisco Unified School District (SFUSD). The SCSCP is currently being piloted at three of the SFUSD 114 public schools and was developed with the explicit goals of intervening and preventing escalation of violent incidents and coordinating supports and services on school campuses. Grant funds would be used to expand prevention and intervention activities at current pilot sites and add support for three additional school sites.

While San Francisco is a popular tourist destination known for its technology industries, cultural richness, and wealth, this is not the San Francisco that all children know. Children and families living below 300% Federal Poverty Level in San Francisco are more likely to be African American/Black, Hispanic/Latinx, Asian American/Pacific Islander, and American Indian.[1] Increased levels of unemployment, poverty, and transiency; decreased levels of economic opportunity and community participation; poor housing conditions; emotional distress and a lack of access to services[2] in these communities all significantly increase risks of violence.

Existing issues have been exacerbated by the pandemic and fraught social and political climates and families consistently indicated safety as a major concern in recent community input sessions. Over half of parents and caregivers reported that they do not feel safe from violence in

[1] U.S. Census Bureau (2020). San Francisco County QuickFacts. Retrieved from https://www.census.gov/quickfacts/fact/table/sanfranciscocountycalifornia/POP010220
[2] Chen, Voisin, & Jacobson, 2016; McMahon et al., 2013; Voisin & Neilands, 2010

their communities. Notably, the homicide rate in San Francisco skyrocketed between 2019 and 2021 increasing 40% according to San Francisco Police Department crime data.[3] [4] One local youth summed up this feeling, "*Seeing things on the news, things get scary. So, every time when there's people behind us or a car coming kind of close, I get kind of anxious because I'm wondering am I going to get hurt."* [5]

The following paragraphs include a range of data on San Francisco's children and youth and are meant to articulate the urgency and necessity of expanding San Francisco's existing school violence prevention pilot to improve safety for the entire school community. In accordance with DCYF values and practices, the following data points are also disaggregated by race/ethnicity as much as possible.

SFUSD is a district of 49,000 students and has a diverse student population with 34% Asian American, 30% Hispanic/Latinx, 14% White, 7% two or more races, 6% African American/Black, 4% Filipino, 5% race not reported and less than 1% Pacific Islander and American Indian. The population of San Francisco overall, however, is 40% White, 36% Asian American, 15% Hispanic/Latinx and nearly 6% African American/Black, according to U.S. census data.[6]

While rich in ethnic and cultural diversity, SFUSD currently faces several major challenges, including declining enrollment, a significant budget crisis, with an initial $125

[3] NBC Bay Area (2022). "Police Crime Data for 2021 Show Homicides, Gun Violence Saw Significant Increases." Retrieved from https://www.nbcbayarea.com/news/local/san-francisco/sf-mayor-police-chief-discuss-citys-crime-over-the-last-year/2790381/
[4] San Francisco Police Department (2019-2022). Crime Reports. https://www.sanfranciscopolice.org/stay-safe/crime-data/crime-reports
[5] San Francisco Department of Children, Youth, and Families (2022). San Francisco Mayor's Children and Family Recovery Plan. Retrieved from https://static1.squarespace.com/static/5c01d13ab98a788a7a0cfd93/t/620e8ebb87e78b16e34025c2/1645121228484/MayorsCFRecoveryPlan.pdf
[6] U.S. Census Bureau (2020). San Francisco County QuickFacts. Retrieved from https://www.census.gov/quickfacts/fact/table/sanfranciscocountycalifornia/POP010220

million shortfall projected for the upcoming school year and a $140 million deficit the year after, and a new incoming Superintendent. Three Board of Education members were also recently recalled and replaced with new members who will be up for election in this coming November. Given this confluence of factors, winning a federal grant to support the improvement and expansion of the SCSCP will significantly bolster local level buy-in and will also support the project team's justification for prioritizing violence prevention in San Francisco's public schools.

Recent San Francisco Department of Public Health (SFDPH) data shows that disruptions in caregiving and attachment losses are the most prevalent traumatic experiences among youth clients (ages 6 to 20) with 28% reporting these experiences before the COVID-19 crisis and 30% during. Disruptions in caregiving are characterized by a child receiving substitute care when a mother is unable to care for her infant due to neglect/abuse, incarceration, continued drug abuse, or homelessness. Attachment is a specific aspect of the relationship between a child and a parent which makes a feel child safe, secure, and protected and its loss can cause emotional and behavioral problems and poor social and emotional outcomes in children.[7] In San Francisco, such disruptions were especially prominent among African American/Black children and youth (48% before and 50.2% during the COVID-19 crisis, respectively). [8]

While disparities certainly exist, SFDPH also reported that all groups saw significant increases in disruptions in caregiving/attachment losses and emotional abuse (about 7%) during the COVID-19 crisis). Traumatic experiences such as witnessing family violence, emotional abuse, and neglect increased by a greater proportion among White children and youth during the COVID-19 crisis compared with children in other racial/ethnic groups. Increases in sexual abuse

[7] Benoit D. (2004). Infant-parent attachment: Definition, types, antecedents, measurement and outcome. Pediatrics & child health, 9(8), 541–545. https://doi.org/10.1093/pch/9.8.541

[8] San Francisco Department of Public Health (2021). CYF CANS Data Stories on the Impact of the COVID 19 Crisis. https://docs.google.com/presentation/d/1FNJ2SHw0n7uzg66zo4QikyUOtOznCnA0/edit#slide=id.p1

and being a victim/witness to criminal activity were highest among Asian/NHOPI children and youth during the COVID-19 crisis, while these experiences either decreased or remained constant among children and youth in other racial/ethnic groups. Again, data shows that youth belonging to nearly every group face behavioral challenges.

SFDPH also reported that even before the COVID-19 crisis, a main concern among parents/caregivers was about their children internalizing problems, and parents continued to report these concerns during the pandemic. Internalizing behaviors carry serious implications for a child's educational performance, development of behavioral problems, vulnerability to psychopathology and even risk of suicide.[9] San Francisco currently invests in mental health treatments directed at children but more school and community approaches utilizing social and cultural factors and norms are needed. Grant funding will support the expansion of San Francisco's SCSCP project which focuses on leveraging community and school partnerships to reduce violence and is already being implemented as a pilot.

According to the *OJP Incidence of Victimization at School and Away From School Report* published in May 2022, students nationwide ages 12 to 18 experienced 285,400 victimizations at school and 380,900 victimizations away from school or about 11 to 15 incidents per 1,000 children[10]. Nationwide, there has been an increase in gun violence since the start of the pandemic from 2019-2021. National Institute of Criminal Justice Reform's (NICJR) gun violence research has shown there has been a 30% increase in gun violence in the United States overall, and a 31% increase in California, and 25% increase in the Bay Area during this time,

[9] Liu, J., Chen, X., & Lewis, G. (2011). Childhood internalizing behavior: analysis and implications. Journal of psychiatric and mental health nursing, 18(10), 884–894. https://doi.org/10.1111/j.1365-2850.2011.01743.x

[10] Incidence of Victimization at School and Away From School, May 2022. Source: https://bjs.ojp.gov/content/pub/pdf/ivsafs.pdf

which correlates with recent nationwide study on the topic.[11] As previously noted, the rate of gun violence incidents in San Francisco increased 40% over the same time period. Chief concerns in San Francisco include the surge in access to guns, increased social media conflicts and increased number of young people who are victimized by gun violence. Data and information collected during the current pilot project (which this proposal seeks to expand) revealed that community conflicts often spill onto school sites and there is not enough support to properly address these issues. In addition, school sites typically are not aware of the social dynamics fueling the conflicts, or learn of dynamics too late, which contributes to gun related incidents.

In San Francisco, most high-risk incidents and fights on campus involve students of color. Grief and trauma are rampant and an average of 5 to 6 gun-related incidents per month have taken place on school campuses. There are multiple reports this school year of widespread bullying and physical violence and one current pilot site generated repeated media publicity, highlighting the lack of resources and support faced by teachers and school staff to meaningfully address student conflict.[12]

Findings from a Youth Participatory Action Research Project conducted with 874 middle school students across the San Francisco Unified School District during the 2021/2022 school year show only 27% (238) students reported feeling safe in specific places on campus while 21% (187) reported worrying about bullying and 16% (138) reported experiencing violence.[13] When students were asked what they felt was the biggest problem affecting their school

[11] Tanne J. H. (2021). Covid-19: Gun violence in US increased 30% during pandemic. BMJ (Clinical research ed.), 375, n2580. https://doi.org/10.1136/bmj.n2580

[12] Mission Local (2022). "Total meltdown at Everett Middle School: Teachers out, principal resigning, claims of violent beatings. Retrieved from https://missionlocal.org/2022/04/total-meltdown-at-everett-middle-school/

[13] Beacon Leadership Team Youth Participatory Action Research Project 21/22. Slides 15 and 18. https://docs.google.com/presentation/d/1Zv2Y67P9tPeKL4jn1WiZIEYxw5C8Qnctw8ycWqi5Rlo/edit#slide=id.g125306cb88b_10_3839

community, 15% expressed violence and 23% expressed bullying.[14] Students asked that schools understand how to address bullying and involve student voice and leadership.

Description of Current Pilot Project: San Francisco's School Crisis Support Coordination Project (SCSCP)

Unfortunately, many of the issues described above are not new and San Francisco currently invests in community safety, healing, and violence prevention efforts. Recognizing the urgent need to provide on campus resources from community-based organizations trained in conflict mediation, San Francisco leadership began organizing last year to bring more violence prevention support to public school campuses. In September 2021, DCYF and SFUSD partnered to develop a plan for improving school safety, working with prevention expert, the National Institute of Criminal Justice Reform (NICJR), San Francisco's Street Violence Intervention Program (SVIP), local community-based organizations Young Community Developers (YCD) and the Samoan Community Development Center (SCDC), UCSF Hospital Wraparound Project and the San Francisco Juvenile Probation Department (JPD). These partners formed a multidisciplinary team and jointly adopted a collective intervention framework model created by NICJR, officially launching the SCSCP pilot in February 2022 to provide prevention and intervention services and safety support at three schools. This pilot is currently funded solely by DCYF, and grant funding is sought 1) to expand the current work and 2) generate local buy-in to promote the institutionalization and gain long term sustainability for school violence prevention work.

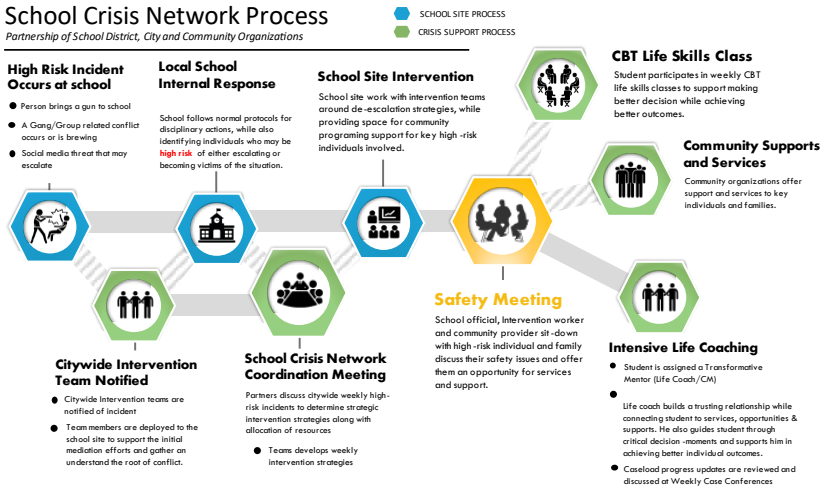
Under the direction of DCYF and NICJR, weekly coordination meetings were launched with school administrators, school violence interrupters/ SVIP, Juvenile Probation Department

[14] Beacon Initiative Youth Participatory Action Research Presentation, Ibid. Slide 25

and UCSF Wraparound Project. Current weekly coordination meetings entail quick discussions on incidents that have occurred during the week. Incidents involving high at-risk youth and/or that have the potential for further escalation are prioritized and in addition to determining risk levels, the team then works collectively to identify the proper intervention strategies. Intervention and prevention strategies are established to quickly support the youth, site leaders, and ultimately the families involved. The multidisciplinary team works swiftly to target programming and one-on-one supports for high at-risk youth and apply knowledge and intelligence of neighborhood and family dynamics to keep the peace. See the following sections for more information on how the pilot is currently implemented.

B. Project Design and Implementation

Grant funding will support the infrastructure and expansion of the current multidisciplinary team (area #2) with trainings for school personnel on preventing school violence (area #3); specialized training with probation officers (area #4); and the hiring of administrative staff and school violence interrupters (area #5). The diagram below includes the framework model of the SCSCP process that the project team implements Funding will help support the continued development of the model. Timeline included as separate attachment.



#2 Develop and Implement Multidisciplinary Intervention Team

This pilot was established during the second half of the 2021-2022 School Year and began with three schools that were identified by school district leadership who demonstrated a willingness to partner and work with onsite community-based organizations and School Violence Interrupters. The schools were considered priority campuses due to the frequency of incidents involving students on those campuses. With DCYF's support community-based organizations (CBOs) were identified and they currently provide effective programming for high-risk youth. Programming includes mentorship, job training, homework help, and one-on-one support. Partner CBOs are also current DCYF grantees, and which has allowed the project to team to leverage grant funds to support both in-school and after school programming for students and families. Thurgood Marshall High School, Philip and Sala Burton High School and Everett Middle School are currently the three pilot school sites. Funding would allow the program to expand and serve three additional school sites.

Supporting the infrastructure and expansion of the multidisciplinary team described in this proposal is important because it allows partners to work collaboratively to discuss high-risk incidents on a weekly basis, identify potential escalating events, establish all individuals involved and ultimately interrupt any further escalations. These facilitated meetings are critical and allow the various partners to act as a team and work quickly together to understand the incident, determine the strategic intervention strategies that are needed to support youth, and direct allocations of resources. On a weekly basis intervention strategies are put in place and are followed-up on until the incidents have reached a lowered temperature, lesser threat, or are ultimately resolved. Incidents are tracked in a live tracking document, a protected google

document, that allows the team easy access to brief and critical information, determines clear roles of accountability and ultimately next steps for each incident being monitored.

Grant funding will support the hiring of one (1) 1.0 FTE Coordinator to fully implement the model. The School Violence Interrupter Coordinator will directly support the prevention of school violence and will be hired to lead in the facilitation of the weekly coordination meetings, assist in the management of the partnership, and lead the coordination of services and resources, and lead in the tracking and analysis of the program outcomes. The Coordinator will lead in the development of tracking policies and protocols, will take into account critical issues related to student privacy, data security, race, national origin, disability, religion, and sex-based discrimination and bias and will include the multidisciplinary team which includes community-based organizations. The coordination meetings have been critical and informed the school's safety strategies and have been successful in preventing future escalations. Hiring a full-time staff dedicated to supporting the infrastructure of the multidisciplinary team will add consistency and sustainability to the model and ensure compliance with all applicable privacy and civil rights. Currently school administrators participate in the weekly coordination meetings, and they work feverishly and compassionately with onsite school leaders to ensure the confidentiality and privacy of each youth.

While funding the infrastructure of this model is critical there are additional key areas that need funding and support to maintain this pilot's success. The three additional proposed areas and activities listed below are connected to this model and are required for its successful implementation.

#3 Train School Personnel

DCYF will lead in the contract administration for the National Institute for Criminal Justice and Reform (NICJR). NICJR is a non-profit organization providing technical assistance, consulting, research, and organizational development in the fields of juvenile and criminal justice, youth development, and violence prevention. Grant funding will be used to support an expanded scope of work with NICJR to provide specialized trainings for school site leaders, school administrators and law enforcement personnel. Specialized trainings will be based in racial equity and trauma-informed practices and positive youth development. School staff, including Counselors, Social Workers, staff of SFUSD's Wellness Initiative, and community-based organization staff working on school sites will be jointly trained on effective ways to identify and address students' needs when high risk incidents or escalations occur. Over the course of this pilot there have already been joint trainings, both very well attended, with the multidisciplinary team and pilot school sites. Trainings provided level setting and established roles and responsibilities, common language, group agreements and deepened trust between school staff, community-based organizations and law enforcement so that these partners can collectively work to improve students' lives both on and off campus.

Intervention strategies will be identified, documented, and implemented and ultimately instituted as part of an instructional manual. Technical Assistance will also include curriculum development, as well as training and support on cognitive behavioral therapy. The Coordinator will work with NICJR and school leadership to ensure training strategies are effective and work towards improving school climate.

#4 Training for Juvenile Probation

Grant funding will also support the training of Juvenile Probation Department officers. Currently Juvenile Probation Department leadership attend and participate in the pilot weekly

coordination meetings. NICJR has experience designing trainings for law enforcement and probation and will ensure positive youth development practices are engrained in the model. NICJR offers a range of research and training workshops including but not limited to Positive Youth Development & Positive Youth Justice, Strength-Based Probation/Parole Services, Intensive Life Coaching/Credible Messenger Training, Healthy, Wealthy & Wise Train the Trainer, Emotional Intelligence Training, and Gun Violence Reduction Strategy Training. Additional non-training activities will include supporting the development of procedures and protocols.

#5 Hire School-based Violence Interrupters and School Violence Interrupter Coordinator

Lastly, grant funding will support the hiring of four (4) additional school-based School Violence Interrupters. The School Violence Interrupters operate independent of school resource officers and are a critical component of this model. They work in close partnership with on-site school security officers. Currently there are three full time school-based School Violence Interrupters positions, including one Manager, staffed by community-based organizations. Funding to hire four additional staff will support the expansion at three additional school sites and provide greater district wide coverage. New School Violence Interrupters will be hired from the community and will have lived experience, have the ability to model strong ethical behaviors, and have 2-3 years of experience in one or more of the following areas: youth mentoring/counseling, conflict resolution, street outreach. They will also be fingerprinted, background checked, and receive tuberculosis clearances. The primary role for the School Violence Interrupters will be to scale up school mediation support; expand conflict resolution support for students, family, and school personnel; do one-on-one and group sessions, classroom and school setting observations; attend and support IEP meetings, expulsion hearings, re-entry

planning, student and guardian check-ins; and support with safety planning and training with school security officers. They will also play a key role in monitoring high risk incidents, participating in weekly multidisciplinary coordination meetings, and in school violence prevention trainings for community-based partners. The additional support these positions provide will also ensure seamless safety coverage is in place during large school gatherings such as graduations and summer school. School Violence Interrupters will work closely with onsite school staff and administrators as well as community-based organization programs, law enforcement, students, and families and will also attend weekly coordination meetings.

This project will be administered year around so that staffing is in place for both the School Year 2022-23 and Summer 2023. DCYF is proposing to hire administrative staff by Fall 2022 and School Violence Interrupters will also be hired by the community-based organization partner during this time. The first series of trainings will begin during the beginning of the school year with subsequent training and coaching support offered throughout the full project period.

C. Capabilities and Competencies

The core leaders of the San Francisco's School Crisis Support Coordination Project's multidisciplinary team, DCYF, NICJR and SFUSD, have extensive years of experience in their fields. They will be responsible for supporting the design and program innovation, problem-solving, and other community, and district-wide responsibilities in support of this project. Resumes included as separate as attachments.

- Jasmine Dawson, Deputy Director of City and Community Partnerships for the Department of Children Youth and Their Families (DCYF) has 20 years of experience in government and will be the grant's Program Director. She will also manage staff and

oversee all program components including directing the coordination of the School Violence Interrupters.

- Simone Combs, Principal Analyst in City and Community Partnerships for Department of Children Youth and Their Families (DCYF) has 11 years of experience in program administration and will provide high quality administrative, logistical, and managerial support to the Deputy Director, support in the hiring of new staff and provide oversite and support of the program model.
- TBD Hire, School Violence Interrupter Coordinator, Department of Children Youth and Their Families (DCYF) will facilitate weekly multidisciplinary coordination meetings and prepare agendas and collateral, and coordinate data collection for performance measures and work in collaboration with the project team. The Coordinator will also oversee the coordination of and provide technical assistance to the School Violence Interrupters. The Coordinator will work with NICJR to coordinate trainings and workshops and direct support for services and resources for youth and families.
- Daniel Muhammad, violence expert for the National Institute of Criminal Justice Reform (NICJR) has experience in the field and has led in the development and design of the entire pilot model. He will lead in the transition and formal development of the program model with the new hires and support in the hiring of School Violence Interrupters and lead safety workshops and trainings.
- Eric Guthertz, Director of Principal Leadership and Support for High Schools for the San Francisco Unified School District (SFUSD) has experience in the field and will drive implementation and innovation for schools as part of SFUSD's instructional leadership team. He will also provide strategic leadership and coaching capacity to SFUSD school

site leaders and be responsible for overseeing school staff development activities and supporting in the coordination and communication with the School Violence Interrupters. The additional supportive members of the multidisciplinary San Francisco's School Crisis Support Coordination Project include staff of the Juvenile Probation Department, UCSF Wraparound Project, the San Francisco Department of Public Health and SFUSD Wellness Centers as well as community-based organizations Street Violence Intervention Program, Young Community Developers and Samoan Community Development Center.

D. Plan for Collecting the Data Required for this Solicitation's Performance Measures

The following describes the process for measuring project performance. The TBD Hire School Coordinator will manage and collect the data and will be responsible for performance measurements along with support from Simone Combs, Principal Analyst for DCYF, in conjunction with NICJR. This information will be used to guide and elevate the impact of the project by monthly review sessions that will be scheduled within the multidisciplinary team meetings. The process to report data will be led by the TBD School Violence Coordinator who will enter information into the data tracking system and data review will be led by Simone Combs to ensure there is no disparate impact based on race, ethnicity, immigration, disability, or any other protected class. This work will also be done in collaboration with the multidisciplinary team named above. Using a tracking spreadsheet, the Coordinator will collect, aggregate, and report data in accordance with the relevant BJA STOP Performance Measure Questionnaire questions. They will also provide guidance on how best to evaluate the impact of the project in accordance with reporting requirements. Ultimately, data will support the team in ensuring the correct processes are being used and desired outcomes are being achieved.

The goal of the San Francisco School Crisis Support Coordination Project (SCSCP) is to intervene and prevent the escalation of violent incidents and coordinating supports and services on San Francisco Unified School District campuses. The objective of the SCSCP is to increase school safety and prevent on campus violence by quickly identifying escalating gun-related incidents and by developing intervention and prevention strategies that support youth, families and site leaders that is based on racial equity, trauma-informed practices and positive youth development in order to improve school climate. Deliverables include implementation of training to multidisciplinary intervention team (area #2) which will include school personnel and community-based organizations (area #3); implementation of training for law enforcement and probation officers who work with school-based populations (area #4); and hiring of personnel to improve school climate and school violence interrupters (area #5)

E. Plan for Sustainability

The City and County of San Francisco and San Francisco Unified District is committed to establishing and maintaining safe school sites. Plans for sustainability will be identified through DCYF and they will work closely with community-based grantees to begin embedding School Violence Interrupters in their staffing models. DCYF will also work closely with San Francisco Unified School District to continue supporting the TBD Coordinator position as well as maintaining ongoing trainings. Additionally, DCYF will integrate findings from this project to potentially create a new funding strategy to be included in the department's upcoming 2023-2024 Request for Proposals (RFP) which administers millions of dollars over a 5-year funding cycle to address the needs and disparities of San Francisco youth and families, prioritizing funding for culturally competent community-based organizations.

This application will not include research and development.

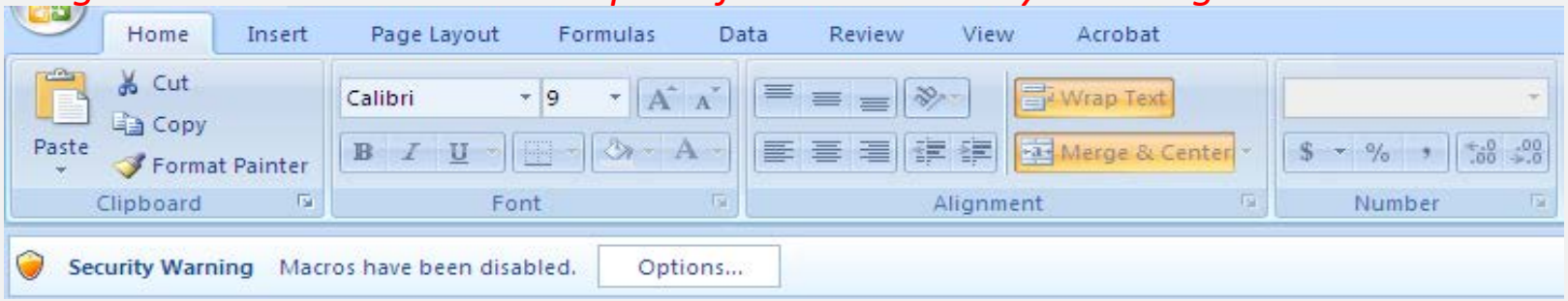
Budget Detail Worksheet

OMB Approval NO.: 1121-0329
Expires 11/30/2020

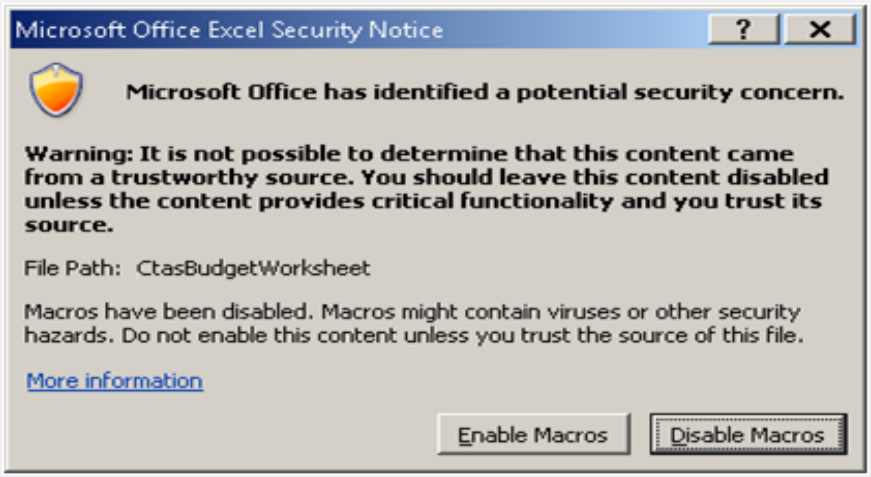
For a 508 compliant, accessible version of the Budget Detail Worksheet, use the following link:
https://ojp.gov/funding/Apply/Forms/BudgetDetailWorksheet/BDW508.pdf

Worksheet Instructions

Note: This document requires macros be enabled to work properly. Please ensure that macros are enabled before entering any data. You may be able to enable macros by choosing the "Enable this content" option from the Security Warning Ribbon above.



If the ribbon is not visible you may have been prompted to enable macros when you opened the document as pictured here. If you elected to disable macros,



please close the document and reopen it with macros enabled.

Purpose:

The Budget Detail Worksheet is provided for your use in the preparation of the budget and budget narrative. All required information (including the budget narrative) must be provided. Any category of expense not applicable to your budget may be left blank. Indicate any non-federal (match) amount in the appropriate category, if applicable.

How to use this Workbook:

The workbook includes several different worksheets. The first worksheet (this one) is an instruction sheet; the next worksheet includes the budget detail worksheet and narrative for year 1. There are duplicates of this worksheet for years 2-5 that can be completed as necessary. The last worksheet is a Budget Summary. It compiles all of the relevant budget information into a single location and should be reviewed for correctness before the workbook is uploaded to the GMS application.

Step by Step Usage:

1. Please read and print this instruction page. It can be used as a reference while completing the rest of the document.
2. For each budget category, you can see a sample by viewing the 'Budget Detail Example Sheet'.
3. The 'Definitions' tab explains terms used in the instructions for the various budget categories.
4. **Record Retention:** In accordance with the requirements set forth in **2 CFR Part 200.333**, all financial records, supporting documents, statistical records, and all other records pertinent to the award shall be retained by each organization for at least three years following the closure of the audit report covering the grant period.
5. The information disclosed in this form is subject to the Freedom of Information Act under U.S.C. 55.2.

Budget Point of Contact Information:

Contact Name:	**Last:**		**First:**		**Middle:**		
Contact Phone:		**Contact Fax:**		**Contact Email:**			

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Example - Budget Detail Sheet	
Definitions	
Budget Category Descriptions:	
Personnel	List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization. In the budget narrative, include a description of the responsibilities and duties of each position in relationship to fulfilling the project goals and objectives. All requested information must be included in the budget detail worksheet and budget narrative.
Fringe Benefits	Fringe benefits should be based on actual known costs or an approved negotiated rate by a Federal agency. If not based on an approved negotiated rate, list the composition of the fringe benefit package. Fringe benefits are for the personnel listed in the budget category (A) and only for the percentage of time devoted to the project. All requested information must be included in the budget detail worksheet and budget narrative.
Travel	Itemize travel expenses of staff personnel (e.g. staff to training, field interviews, advisory group meeting, etc.). Describe the purpose of each travel expenditure in reference to the project objectives. Show the basis of computation (e.g., six people to 3-day training at $X airfare, $X lodging, $X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and the unit costs involved. Identify the location of travel, if known; or if unknown, indicate "location to be determined." Indicate whether applicant's formal written travel policy or the Federal Travel Regulations are followed. Note: Travel expenses for consultants should be included in the “Consultant Travel” data fields under the “Subawards (Subgrants)/Procurement Contracts” category.
Equipment	List non-expendable items that are to be purchased (Note: Organization's own capitalization policy for classification of equipment should be used). Expendable items should be included in the "Supplies" category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technological advances. Rented or leased equipment costs should be listed in the “Contracts” data fields under the “Subawards (Subgrants)/Procurement Contracts" category. In the budget narrative, explain how the equipment is necessary for the success of the project, and describe the procurement method to be used. All requested information must be included in the budget detail worksheet and budget narrative.
Supplies	List items by type (office supplies, postage, training materials, copy paper, and expendable equipment items costing less than $5,000, such as books, hand held tape recorders) and show the basis for computation. Generally, supplies include any materials that are expendable or consumed during the course of the project. All requested information must be included in the budget detail worksheet and budget narrative.
Construction	Provide a description of the construction project and an estimate of the costs. Minor repairs or renovations may be allowable and should be classified in the “Other” category. OJP does not currenly fund construction programs. Consult with the program office before budgeting funds in this category. All requested information must be included in the budget detail worksheet and budget narrative.

Subawards (Subgrants), Procurement Contracts, & Consultant Fees	**Subawards (see "Subaward" definition at 2 CFR 200.92):** Provide a description of the Federal award activities proposed to be carried out by any subrecipient and an estimate of the cost (include the cost per subrecipient, to the extent known prior to application submission). For each subrecipient, enter the subrecipient entity name, if known. Please indicate any subaward information included under budget category G. Subawards (Subgrants)/Procurement Contracts by including the label "(subaward)" with each subaward entry. **Procurement contracts (see "Contract" definition at 2 CFR 200.22):** Provide a description of the product or service to be procured by contract and an estimate of the cost. Indicate whether the applicant's formal, written Procurement Policy or the Federal Acquisition Regulation is followed. Applicants are encouraged to promote free and open competition in awarding procurement contracts. A separate justification must be provided for sole source procurements in excess of the Simplified Acquisition Threshold set in accordance with 41 U.S.C. 1908 (currently set at $150,000). **Consultant Fees:** For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of the DOJ grant-making component's maximum rate for an 8-hour day (currently $650) require additional justification and prior approval from the respective DOJ grant-making component. All requested information must be included in the budget detail worksheet and budget narrative.
Other Costs	List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, or provide a monthly rental cost and how many months to rent. All requested information must be included in the budget detail worksheet and budget narrative.
Indirect Costs	Indirect costs are allowed only if: a) the applicant has a current, federally approved indirect cost rate; or b) the applicant is eligible to use and elects to use the "de minimis" indirect cost rate described in 2 C.F.R. 200.414(f). (See paragraph D.1.b. in Appendix VII to Part 200—States and Local Government and Indian Tribe Indirect Cost Proposals for a description of entities that may not elect to use the "de minimis" rate.) An applicant with a current, federally approved indirect cost rate must attach a copy of the rate approval, (a fully-executed, negotiated agreement. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant Federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant's accounting system permits, costs may be allocated in the direct costs categories. (Applicant Indian tribal governments, in particular, should review Appendix VII to Part 200—States and Local Government and Indian Tribe Indirect Cost Proposals regarding submission and documentation of indirect cost proposals.) Narrative for any indirect costs should clearly state which direct costs the indirect cost agreement is being applied to. All requested information must be included in the budget detail worksheet and budget narrative. In order to use the "de minimis" indirect rate an applicant would need to attach written documentation to the application that advises DOJ of both the applicant's eligibility (to use the "de minimis" rate) and its election. If the applicant elects the de minimis method, costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. In addition, if this method is chosen then it must be used consistently for all federal awards until such time as the applicant entity chooses to negotiate a federally approved indirect cost rate.

Budget Detail - Year 1

Does this budget contain conference costs which is defined broadly to include meetings, retreats, seminars, symposia, and training activities? - Y/N [(DOJ Financial Guide, Section 3.10)]	

A. Personnel

Name *List each name, if known.*	**Position** *List each position, if known.*	**Computation** *Show annual salary rate & amount of time devoted to the project for each name/position.*						
		Salary	***Rate***	***Time Worked (# of hours, days, months, years)***	***Percentage of Time***	***Total Cost***	***Non-Federal Contribution***	***Federal Request***
TBD	Coordinator	$126,811.00	yearly	1	100%	$126,811	$0	$126,811
					Total(s)	**$126,811**	**$0**	**$126,811**

Narrative

The Coordinator for the School Crisis Analyst position will be dedicated to DCYF to support systems coordination, meeting facilitation and day-to-day program oversite.

B. Fringe Benefits

Name *List each grant-supported position receiving fringe benefits.*	**Computation** *Show the basis for computation.*				
	Base	***Rate***	***Total Cost***	***Non-Federal Contribution***	***Federal Request***
Coordinator	$126,811.00	38.00%	$48,189		$48,189
		Total(s)	**$48,189**	**$0**	**$48,189**

Narrative

The fringe benefits rate is 38% and covers Retirement, Social Security, Health Service, Retiree Health, Dental, Unemployment Insurance, Long Term Disability Insurance.

C. Travel

Purpose of Travel *Indicate the purpose of each trip or type of trip (training, advisory group meeting)*	**Location** *Indicate the travel destination.*	**Type of Expense** *Lodging, Meals, Etc.*	**Basis** *Per day, mile, trip, Etc.*	**Computation** *Compute the cost of each type of expense X the number of people traveling.*						
				Cost	***Quantity***	***# of Staff***	***# of Trips***	***Total Cost***	***Non-Federal Contribution***	***Federal Request***
Grantee meeting	Washington, D.C.	Transportation	Round-trip	$1,500.00	1	3	1	$4,500	$0	$4,500
							Total(s)	**$4,500**	**$0**	**$4,500**

Narrative

D. Equipment

Item *List and describe each item of equipment that will be purchased*	**Computation** *Compute the cost (e.g., the number of each item to be purchased X the cost per item)*				
	# of Items	***Unit Cost***	***Total Cost***	***Non-Federal Contribution***	***Federal Request***
			$0		$0
		Total(s)	**$0**	**$0**	**$0**
Narrative					

E. Supplies

Supply Items *Provide a list of the types of items to be purchased with grant funds.*	**Computation** *Describe the item and the compute the costs. Computation: The number of each item to be purchased X the cost per item.*				
	# of Items	***Unit Cost***	***Total Cost***	***Non-Federal Contribution***	***Federal Request***
			$0		$0
		Total(s)	**$0**	**$0**	**$0**
Narrative					

F. Construction						
Purpose *Provide the purpose of the construction*	**Description of Work** *Describe the construction project(s)*	**Computation** *Compute the costs (e.g., the number of each item to be purchased X the cost per item)*				
		# of Items	***Cost***	***Total Cost***	***Non-Federal Contribution***	***Federal Request***
				$0		$0
			Total(s)	**$0**	**$0**	**$0**
Narrative						
G. Subawards (Subgrants)						
Description		**Purpose**		**Consultant?**		

Provide a description of the activities to be carried out by subrecipients.	*Describe the purpose of the subaward (subgrant)*	*Is the subaward for a consultant? If yes, use the section below to explain associated travel expenses included in the cost.*			
			Total Cost	***Non-Federal Contribution***	***Federal Request***
YCD School Violence Interrupters	To support crisis incidents across all SFUSD middle and high schools	No	$400,000	$0	$400,000
NICJR specialized training	Trainings for SFUSD, CBOs and SOS SVIPs Interrupters and Juvenile Probation Department	No	$245,500	$0	$245,500
		Total(s)	**$645,500**	**$0**	**$645,500**

Consultant Travel (if necessary)

Purpose of Travel *Indicate the purpose of each trip or type of trip (training, advisory group meeting)*	**Location** *Indicate the travel destination.*	**Type of Expense** *Hotel, airfare, per diem*	**Computation** *Compute the cost of each type of expense X the number of people traveling.*					
			Cost	***Duration or Distance***	***# of Staff***	***Total Cost***	***Non-Federal Contribution***	***Federal Request***
						$0		$0
					Total	$0	$0	$0

Narrative	

H. Procurement Contracts

Description	**Purpose**	**Consultant?**	

Provide a description of the products or services to be procured by contract and an estimate of the costs. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source procurements in excess of the Simplified Acquisition Threshold (currently $150,000).	*Describe the purpose of the contract*	*Is the subaward for a consultant? If yes, use the section below to explain associated travel expenses included in the cost.*			
			Total Cost	***Non-Federal Contribution***	***Federal Request***
					$0
		Total(s)	**$0**	**$0**	**$0**

Consultant Travel (if necessary)

Purpose of Travel *Indicate the purpose of each trip or type of trip (training, advisory group meeting)*	**Location** *Indicate the travel destination.*	**Type of Expense** *Hotel, airfare, per diem*	**Computation** *Compute the cost of each type of expense X the number of people traveling.*					
			Cost	***Duration or Distance***	***# of Staff***	***Total Cost***	***Non-Federal Contribution***	***Federal Request***
						$0		$0
					Total	$0	$0	$0

Narrative	

I. Other Costs

Description *List and describe items that will be paid with grants funds (e.g. rent, reproduction, telephone, janitorial, or security services, and investigative or confidential funds).*	**Computation** *Show the basis for computation*

	Quantity	Basis	Cost	Length of Time	Total Cost	Non-Federal Contribution	Federal Request
					$0		$0
				Total(s)	$0	$0	$0

Narrative	

J. Indirect Costs

Description *Describe what the approved rate is and how it is applied.*	Computation *Compute the indirect costs for those portions of the program which allow such costs.*				
	Base	Indirect Cost Rate	Total Cost	Non-Federal Contribution	Federal Request
			$0		$0
		Total(s)	$0	$0	$0

Narrative	

Purpose Area #4

Budget Detail - Year 2

Does this budget contain conference costs which is defined broadly to include meetings, retreats, seminars, symposia, and training activities? - Y/N [(DOJ Financial Guide, Section 3.10)]	

A. Personnel

Name *List each name, if known.*	**Position** *List each position, if known.*	**Computation** *Show annual salary rate & amount of time devoted to the project for each name/position.*						
		Salary	***Rate***	***Time Worked*** ***(# of hours, days, months, years)***	***Percentage of Time***	***Total Cost***	***Non-Federal Contribution***	***Federal Request***
TBD	Coordinator	$126,811.00	yearly	1	100%	$126,811	$0	$126,811
					Total(s)	**$126,811**	**$0**	**$126,811**

Narrative	
The Coordinator for the School Crisis Analyst position will be dedicated to DCYF to support systems coordination, meeting facilitation and day-to-day program oversite.	

B. Fringe Benefits

Name *List each grant-supported position receiving fringe benefits.*	**Computation** *Show the basis for computation.*				
	Base	***Rate***	***Total Cost***	***Non-Federal Contribution***	***Federal Request***
Coordinator	$126,811.00	38.00%	$48,189		$48,189
		Total(s)	**$48,189**	**$0**	**$48,189**

Narrative	

The fringe benefits rate is 38% and covers Retirement, Social Security, Health Service, Retiree Health, Dental, Unemployment Insurance, Long Term Disability Insurance.

C. Travel

Purpose of Travel *Indicate the purpose of each trip or type of trip (training, advisory group meeting)*	**Location** *Indicate the travel destination.*	**Type of Expense** *Lodging, Meals, Etc.*	**Basis** *Per day, mile, trip, Etc.*	**Computation** *Compute the cost of each type of expense X the number of people traveling.*						
				Cost	***Quantity***	***# of Staff***	***# of Trips***	***Total Cost***	***Non-Federal Contribution***	***Federal Request***
			N/A					$0		$0
							Total(s)	**$0**	**$0**	**$0**

Narrative	

D. Equipment

Item *List and describe each item of equipment that will be purchased*	**Computation** *Compute the cost (e.g., the number of each item to be purchased X the cost per item)*				
	# of Items	***Unit Cost***	***Total Cost***	***Non-Federal Contribution***	***Federal Request***
			$0		$0
		Total(s)	**$0**	**$0**	**$0**
Narrative					

E. Supplies

Supply Items *Provide a list of the types of items to be purchased with grant funds.*	**Computation** *Describe the item and the compute the costs. Computation: The number of each item to be purchased X the cost per item.*				
	# of Items	***Unit Cost***	***Total Cost***	***Non-Federal Contribution***	***Federal Request***
			$0		$0
		Total(s)	**$0**	**$0**	**$0**
Narrative					

F. Construction						
Purpose *Provide the purpose of the construction*	**Description of Work** *Describe the construction project(s)*	**Computation** *Compute the costs (e.g., the number of each item to be purchased X the cost per item)*				
		# of Items	***Cost***	***Total Cost***	***Non-Federal Contribution***	***Federal Request***
				$0		$0
			Total(s)	**$0**	**$0**	**$0**
Narrative						

G. Subawards (Subgrants)			
Description	**Purpose**	**Consultant?**	

Provide a description of the activities to be carried out by subrecipients.	*Describe the purpose of the subaward (subgrant)*	*Is the subaward for a consultant? If yes, use the section below to explain associated travel expenses included in the cost.*			
			Total Cost	***Non-Federal Contribution***	***Federal Request***
					$0
		Total(s)	**$0**	**$0**	**$0**

Consultant Travel (if necessary)

Purpose of Travel *Indicate the purpose of each trip or type of trip (training, advisory group meeting)*	**Location** *Indicate the travel destination.*	**Type of Expense** *Hotel, airfare, per diem*	**Computation** *Compute the cost of each type of expense X the number of people traveling.*					
			Cost	***Duration or Distance***	***# of Staff***	***Total Cost***	***Non-Federal Contribution***	***Federal Request***
						$0		$0
					Total	$0	$0	$0

Narrative	

H. Procurement Contracts

Description	**Purpose**	**Consultant?**	

Provide a description of the products or services to be procured by contract and an estimate of the costs. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source procurements in excess of the Simplified Acquisition Threshold (currently $150,000).	*Describe the purpose of the contract*	*Is the subaward for a consultant? If yes, use the section below to explain associated travel expenses included in the cost.*			
			Total Cost	***Non-Federal Contribution***	***Federal Request***
					$0
		Total(s)	**$0**	**$0**	**$0**

Consultant Travel (if necessary)

Purpose of Travel *Indicate the purpose of each trip or type of trip (training, advisory group meeting)*	**Location** *Indicate the travel destination.*	**Type of Expense** *Hotel, airfare, per diem*	**Computation** *Compute the cost of each type of expense X the number of people traveling.*					
			Cost	***Duration or Distance***	***# of Staff***	***Total Cost***	***Non-Federal Contribution***	***Federal Request***
						$0		$0
					Total	$0	$0	$0

Narrative	

I. Other Costs

Description *List and describe items that will be paid with grants funds (e.g. rent, reproduction, telephone, janitorial, or security services, and investigative or confidential funds).*	**Computation** *Show the basis for computation*

	Quantity	Basis	Cost	Length of Time	Total Cost	Non-Federal Contribution	Federal Request
					$0		$0
				Total(s)	**$0**	**$0**	**$0**

Narrative	

J. Indirect Costs

Description *Describe what the approved rate is and how it is applied.*	Computation *Compute the indirect costs for those portions of the program which allow such costs.*				
	Base	Indirect Cost Rate	Total Cost	Non-Federal Contribution	Federal Request
			$0		$0
		Total(s)	**$0**	**$0**	**$0**

Narrative	

Purpose Area #4

Budget Detail - Year 3

Does this budget contain conference costs which is defined broadly to include meetings, retreats, seminars, symposia, and training activities? - Y/N [(DOJ Financial Guide, Section 3.10)]	

A. Personnel

Name *List each name, if known.*	**Position** *List each position, if known.*	**Computation** *Show annual salary rate & amount of time devoted to the project for each name/position.*						
		Salary	***Rate***	***Time Worked*** *(# of hours, days, months, years)*	***Percentage of Time***	***Total Cost***	***Non-Federal Contribution***	***Federal Request***
						$0		$0
					Total(s)	**$0**	**$0**	**$0**

Narrative	

B. Fringe Benefits

Name *List each grant-supported position receiving fringe benefits.*	**Computation** *Show the basis for computation.*				
	Base	***Rate***	***Total Cost***	***Non-Federal Contribution***	***Federal Request***
			$0		$0
		Total(s)	**$0**	**$0**	**$0**

Narrative	

C. Travel

Purpose of Travel *Indicate the purpose of each trip or type of trip (training, advisory group meeting)*	**Location** *Indicate the travel destination.*	**Type of Expense** *Lodging, Meals, Etc.*	**Basis** *Per day, mile, trip, Etc.*	**Computation** *Compute the cost of each type of expense X the number of people traveling.*						
				Cost	***Quantity***	***# of Staff***	***# of Trips***	***Total Cost***	***Non-Federal Contribution***	***Federal Request***
			N/A					$0		$0
							Total(s)	**$0**	**$0**	**$0**

Narrative	

D. Equipment

Item *List and describe each item of equipment that will be purchased*	**Computation** *Compute the cost (e.g., the number of each item to be purchased X the cost per item)*				
	# of Items	***Unit Cost***	***Total Cost***	***Non-Federal Contribution***	***Federal Request***
			$0		$0
		Total(s)	**$0**	**$0**	**$0**
Narrative					

E. Supplies

Supply Items *Provide a list of the types of items to be purchased with grant funds.*	**Computation** *Describe the item and the compute the costs. Computation: The number of each item to be purchased X the cost per item.*				
	# of Items	***Unit Cost***	***Total Cost***	***Non-Federal Contribution***	***Federal Request***
			$0		$0
		Total(s)	**$0**	**$0**	**$0**
Narrative					

F. Construction						
Purpose *Provide the purpose of the construction*	**Description of Work** *Describe the construction project(s)*	**Computation** *Compute the costs (e.g., the number of each item to be purchased X the cost per item)*				
		# of Items	***Cost***	***Total Cost***	***Non-Federal Contribution***	***Federal Request***
				$0		$0
			Total(s)	**$0**	**$0**	**$0**
Narrative						

G. Subawards (Subgrants)			
Description	**Purpose**	**Consultant?**	

Provide a description of the activities to be carried out by subrecipients.	*Describe the purpose of the subaward (subgrant)*	*Is the subaward for a consultant? If yes, use the section below to explain associated travel expenses included in the cost.*			
			Total Cost	***Non-Federal Contribution***	***Federal Request***
					$0
		Total(s)	**$0**	**$0**	**$0**

Consultant Travel (if necessary)

Purpose of Travel *Indicate the purpose of each trip or type of trip (training, advisory group meeting)*	**Location** *Indicate the travel destination.*	**Type of Expense** *Hotel, airfare, per diem*	**Computation** *Compute the cost of each type of expense X the number of people traveling.*					
			Cost	***Duration or Distance***	***# of Staff***	***Total Cost***	***Non-Federal Contribution***	***Federal Request***
						$0		$0
					Total	$0	$0	$0

Narrative	

H. Procurement Contracts

Description	**Purpose**	**Consultant?**	

Provide a description of the products or services to be procured by contract and an estimate of the costs. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source procurements in excess of the Simplified Acquisition Threshold (currently $150,000).	*Describe the purpose of the contract*	*Is the subaward for a consultant? If yes, use the section below to explain associated travel expenses included in the cost.*			
			Total Cost	***Non-Federal Contribution***	***Federal Request***
					$0
		Total(s)	**$0**	**$0**	**$0**

Consultant Travel (if necessary)

Purpose of Travel *Indicate the purpose of each trip or type of trip (training, advisory group meeting)*	**Location** *Indicate the travel destination.*	**Type of Expense** *Hotel, airfare, per diem*	**Computation** *Compute the cost of each type of expense X the number of people traveling.*					
			Cost	***Duration or Distance***	***# of Staff***	***Total Cost***	***Non-Federal Contribution***	***Federal Request***
						$0		$0
					Total	$0	$0	$0

Narrative	

I. Other Costs

Description *List and describe items that will be paid with grants funds (e.g. rent, reproduction, telephone, janitorial, or security services, and investigative or confidential funds).*	**Computation** *Show the basis for computation*

	Quantity	Basis	Cost	Length of Time	Total Cost	Non-Federal Contribution	Federal Request
					$0		$0
				Total(s)	**$0**	**$0**	**$0**

Narrative	

J. Indirect Costs

Description *Describe what the approved rate is and how it is applied.*	Computation *Compute the indirect costs for those portions of the program which allow such costs.*				
	Base	Indirect Cost Rate	Total Cost	Non-Federal Contribution	Federal Request
			$0		$0
		Total(s)	**$0**	**$0**	**$0**

Narrative	

Purpose Area #4

Budget Detail - Year 4

Does this budget contain conference costs which is defined broadly to include meetings, retreats, seminars, symposia, and training activities? - Y/N [(DOJ Financial Guide, Section 3.10)]	

A. Personnel

Name *List each name, if known.*	**Position** *List each position, if known.*	**Computation** *Show annual salary rate & amount of time devoted to the project for each name/position.*						
		Salary	***Rate***	***Time Worked*** ***(# of hours, days, months, years)***	***Percentage of Time***	***Total Cost***	***Non-Federal Contribution***	***Federal Request***
						$0		$0
					Total(s)	**$0**	**$0**	**$0**

Narrative	

B. Fringe Benefits

Name *List each grant-supported position receiving fringe benefits.*	**Computation** *Show the basis for computation.*				
	Base	***Rate***	***Total Cost***	***Non-Federal Contribution***	***Federal Request***
			$0		$0
		Total(s)	**$0**	**$0**	**$0**

Narrative	

C. Travel

Purpose of Travel *Indicate the purpose of each trip or type of trip (training, advisory group meeting)*	**Location** *Indicate the travel destination.*	**Type of Expense** *Lodging, Meals, Etc.*	**Basis** *Per day, mile, trip, Etc.*	**Computation** *Compute the cost of each type of expense X the number of people traveling.*						
				Cost	***Quantity***	***# of Staff***	***# of Trips***	***Total Cost***	***Non-Federal Contribution***	***Federal Request***
			N/A					$0		$0
							Total(s)	**$0**	**$0**	**$0**

Narrative	

D. Equipment

Item *List and describe each item of equipment that will be purchased*	**Computation** *Compute the cost (e.g., the number of each item to be purchased X the cost per item)*				
	# of Items	***Unit Cost***	***Total Cost***	***Non-Federal Contribution***	***Federal Request***
			$0		$0
		Total(s)	**$0**	**$0**	**$0**
Narrative					

E. Supplies

Supply Items *Provide a list of the types of items to be purchased with grant funds.*	**Computation** *Describe the item and the compute the costs. Computation: The number of each item to be purchased X the cost per item.*				
	# of Items	***Unit Cost***	***Total Cost***	***Non-Federal Contribution***	***Federal Request***
			$0		$0
		Total(s)	**$0**	**$0**	**$0**
Narrative					

F. Construction						
Purpose *Provide the purpose of the construction*	**Description of Work** *Describe the construction project(s)*	**Computation** *Compute the costs (e.g., the number of each item to be purchased X the cost per item)*				
		# of Items	***Cost***	***Total Cost***	***Non-Federal Contribution***	***Federal Request***
				$0		$0
			Total(s)	**$0**	**$0**	**$0**
Narrative						

G. Subawards (Subgrants)			
Description	**Purpose**	**Consultant?**	

Provide a description of the activities to be carried out by subrecipients.	*Describe the purpose of the subaward (subgrant)*	*Is the subaward for a consultant? If yes, use the section below to explain associated travel expenses included in the cost.*			
			Total Cost	***Non-Federal Contribution***	***Federal Request***
					$0
		Total(s)	**$0**	**$0**	**$0**

Consultant Travel (if necessary)

Purpose of Travel *Indicate the purpose of each trip or type of trip (training, advisory group meeting)*	**Location** *Indicate the travel destination.*	**Type of Expense** *Hotel, airfare, per diem*	**Computation** *Compute the cost of each type of expense X the number of people traveling.*					
			Cost	***Duration or Distance***	***# of Staff***	***Total Cost***	***Non-Federal Contribution***	***Federal Request***
						$0		$0
					Total	$0	$0	$0

Narrative	

H. Procurement Contracts

Description	**Purpose**	**Consultant?**	

Provide a description of the products or services to be procured by contract and an estimate of the costs. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source procurements in excess of the Simplified Acquisition Threshold (currently $150,000).	*Describe the purpose of the contract*	*Is the subaward for a consultant? If yes, use the section below to explain associated travel expenses included in the cost.*			
			Total Cost	***Non-Federal Contribution***	***Federal Request***
					$0
		Total(s)	**$0**	**$0**	**$0**

Consultant Travel (if necessary)

Purpose of Travel *Indicate the purpose of each trip or type of trip (training, advisory group meeting)*	**Location** *Indicate the travel destination.*	**Type of Expense** *Hotel, airfare, per diem*	**Computation** *Compute the cost of each type of expense X the number of people traveling.*					
			Cost	***Duration or Distance***	***# of Staff***	***Total Cost***	***Non-Federal Contribution***	***Federal Request***
						$0		$0
					Total	$0	$0	$0

Narrative	

I. Other Costs

Description *List and describe items that will be paid with grants funds (e.g. rent, reproduction, telephone, janitorial, or security services, and investigative or confidential funds).*	**Computation** *Show the basis for computation*

	Quantity	Basis	Cost	Length of Time	Total Cost	Non-Federal Contribution	Federal Request
					$0		$0
				Total(s)	**$0**	**$0**	**$0**

Narrative	

J. Indirect Costs

Description *Describe what the approved rate is and how it is applied.*	Computation *Compute the indirect costs for those portions of the program which allow such costs.*				
	Base	Indirect Cost Rate	Total Cost	Non-Federal Contribution	Federal Request
			$0		$0
		Total(s)	**$0**	**$0**	**$0**

Narrative	

Purpose Area #4

Budget Detail - Year 5

Does this budget contain conference costs which is defined broadly to include meetings, retreats, seminars, symposia, and training activities? - Y/N [(DOJ Financial Guide, Section 3.10)]	

A. Personnel

Name *List each name, if known.*	**Position** *List each position, if known.*	**Computation** *Show annual salary rate & amount of time devoted to the project for each name/position.*						
		Salary	***Rate***	***Time Worked*** ***(# of hours, days, months, years)***	***Percentage of Time***	***Total Cost***	***Non-Federal Contribution***	***Federal Request***
						$0		$0
					Total(s)	**$0**	**$0**	**$0**

Narrative	

B. Fringe Benefits

Name *List each grant-supported position receiving fringe benefits.*	**Computation** *Show the basis for computation.*				
	Base	***Rate***	***Total Cost***	***Non-Federal Contribution***	***Federal Request***
			$0		$0
		Total(s)	**$0**	**$0**	**$0**

Narrative	

C. Travel

Purpose of Travel *Indicate the purpose of each trip or type of trip (training, advisory group meeting)*	**Location** *Indicate the travel destination.*	**Type of Expense** *Lodging, Meals, Etc.*	**Basis** *Per day, mile, trip, Etc.*	**Computation** *Compute the cost of each type of expense X the number of people traveling.*						
				Cost	***Quantity***	***# of Staff***	***# of Trips***	***Total Cost***	***Non-Federal Contribution***	***Federal Request***
			N/A					$0		$0
							Total(s)	**$0**	**$0**	**$0**

Narrative	

D. Equipment

Item *List and describe each item of equipment that will be purchased*	**Computation** *Compute the cost (e.g., the number of each item to be purchased X the cost per item)*				
	# of Items	***Unit Cost***	***Total Cost***	***Non-Federal Contribution***	***Federal Request***
			$0		$0
		Total(s)	**$0**	**$0**	**$0**
Narrative					

E. Supplies

Supply Items *Provide a list of the types of items to be purchased with grant funds.*	**Computation** *Describe the item and the compute the costs. Computation: The number of each item to be purchased X the cost per item.*				
	# of Items	***Unit Cost***	***Total Cost***	***Non-Federal Contribution***	***Federal Request***
			$0		$0
		Total(s)	**$0**	**$0**	**$0**
Narrative					

F. Construction						
Purpose *Provide the purpose of the construction*	**Description of Work** *Describe the construction project(s)*	**Computation** *Compute the costs (e.g., the number of each item to be purchased X the cost per item)*				
		# of Items	***Cost***	***Total Cost***	***Non-Federal Contribution***	***Federal Request***
				$0		$0
			Total(s)	**$0**	**$0**	**$0**
Narrative						

G. Subawards (Subgrants)			
Description	**Purpose**	**Consultant?**	

Provide a description of the activities to be carried out by subrecipients.	*Describe the purpose of the subaward (subgrant)*	*Is the subaward for a consultant? If yes, use the section below to explain associated travel expenses included in the cost.*			
			Total Cost	***Non-Federal Contribution***	***Federal Request***
					$0
		Total(s)	**$0**	**$0**	**$0**

Consultant Travel (if necessary)

Purpose of Travel *Indicate the purpose of each trip or type of trip (training, advisory group meeting)*	**Location** *Indicate the travel destination.*	**Type of Expense** *Hotel, airfare, per diem*	**Computation** *Compute the cost of each type of expense X the number of people traveling.*					
			Cost	***Duration or Distance***	***# of Staff***	***Total Cost***	***Non-Federal Contribution***	***Federal Request***
						$0		$0
					Total	$0	$0	$0

Narrative	

H. Procurement Contracts

Description	**Purpose**	**Consultant?**	

Provide a description of the products or services to be procured by contract and an estimate of the costs. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source procurements in excess of the Simplified Acquisition Threshold (currently $150,000).	*Describe the purpose of the contract*	*Is the subaward for a consultant? If yes, use the section below to explain associated travel expenses included in the cost.*			
			Total Cost	***Non-Federal Contribution***	***Federal Request***
					$0
		Total(s)	**$0**	**$0**	**$0**

Consultant Travel (if necessary)

Purpose of Travel *Indicate the purpose of each trip or type of trip (training, advisory group meeting)*	**Location** *Indicate the travel destination.*	**Type of Expense** *Hotel, airfare, per diem*	**Computation** *Compute the cost of each type of expense X the number of people traveling.*					
			Cost	***Duration or Distance***	***# of Staff***	***Total Cost***	***Non-Federal Contribution***	***Federal Request***
						$0		$0
					Total	$0	$0	$0

Narrative	

I. Other Costs

Description *List and describe items that will be paid with grants funds (e.g. rent, reproduction, telephone, janitorial, or security services, and investigative or confidential funds).*	**Computation** *Show the basis for computation*

	Quantity	Basis	Cost	Length of Time	Total Cost	Non-Federal Contribution	Federal Request
					$0		$0
				Total(s)	**$0**	**$0**	**$0**

Narrative	

J. Indirect Costs

Description *Describe what the approved rate is and how it is applied.*	Computation *Compute the indirect costs for those portions of the program which allow such costs.*				
	Base	Indirect Cost Rate	Total Cost	Non-Federal Contribution	Federal Request
			$0		$0
		Total(s)	**$0**	**$0**	**$0**

Narrative	

Purpose Area #4

Budget Summary

Note: Any errors detected on this page should be fixed on the corresponding Budget Detail tab.

	Year 1		*Year 2 (if needed)*		*Year 3 (if needed)*		*Year 4 (if needed)*		*Year 5 (if needed)*		
Budget Category	Federal Request	Non-Federal Request	Federal Request	Non-Federal Request	Federal Request	Non-Federal Request	Federal Request	Non-Federal Request	Federal Request	Non-Federal Request	Total(s)
A. Personnel	$126,811	$0	$126,811	$0	$0	$0	$0	$0	$0	$0	$253,622
B. Fringe Benefits	$48,189	$0	$48,189	$0	$0	$0	$0	$0	$0	$0	$96,378
C. Travel	$4,500	$0	$0	$0	$0	$0	$0	$0	$0	$0	$4,500
D. Equipment	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
E. Supplies	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
F. Construction	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
G. Subawards (Subgrants)	$645,500	$0	$0	$0	$0	$0	$0	$0	$0	$0	$645,500
H. Procurement Contracts	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
I. Other	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Total Direct Costs	$825,000	$0	$175,000	$0	$0	$0	$0	$0	$0	$0	$1,000,000
J. Indirect Costs	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Total Project Costs	$825,000	$0	$175,000	$0	$0	$0	$0	$0	$0	$0	$1,000,000
Does this budget contain conference costs which is defined broadly to include meetings, retreats, seminars, symposia, and training activities? - Y/N										No	

Budget Detail
EXAMPLE

Does this budget contain conference costs which is defined broadly to include meetings, retreats, seminars, symposia, and training activities? - Y/N [(DOJ Financial Guide, Section 3.10)]	

A. Personnel

Name *List each name, if known.*	**Position** *List each position, if known.*	**Computation** *Show annual salary rate & amount of time devoted to the project for each name/position.*						
		Salary	***Rate***	***Time Worked*** *(# of hours, days, months, years)*	***Percentage of Time***	***Total Cost***	***Non-Federal Contribution***	***Federal Request***
John Smith	Executive Director	$140,000	yearly	1	5%	$7,000	$0	$7,000
Jane Doe	Project Manager	$90,000	yearly	1	75%	$67,500	$0	$67,500
Alex Jones	Program Assistant	$22	hourly	1,040	100%	$22,880	$0	$22,880
					Total(s)	$97,380	$0	$97,380

Narrative

John Smith, Executive Director, will provide oversight on the entire award providing 5% of this time to the project.
Jane Doe, Project Manager, will manage the project, complete reports, and submit deliverables spending 75% of her time on the project.
Alex Jones, Program Assistant, will provide the project manager assistance where needed spending 1,040 hours on the project.

B. Fringe Benefits

Name *List each grant-supported position receiving fringe benefits.*	**Computation** *Show the basis for computation.*				
	Base	***Rate***	***Total Cost***	***Non-Federal Contribution***	***Federal Request***
John Smith	$7,000	25.00%	$1,750	$0	$1,750

Jane Doe	$67,500	25.00%	$16,875	$0	$16,875
Alex Jones	$22,880	25.00%	$5,720	$0	$5,720
		Total(s)	$24,345	$0	$24,345

Narrative

Our fringe benefits rate is 25% and covers the following items: FICA (7.65%), Worker's comp (1.35%), Health Insurance (11%), Retirement (5%)

C. Travel

Purpose of Travel *Indicate the purpose of each trip or type of trip (training, advisory group meeting)*	**Location** *Indicate the travel destination.*	**Type of Expense** *Lodging, Meals, Etc.*	**Basis** *Per day, mile, trip, Etc.*	**Computation** *Compute the cost of each type of expense X the number of people traveling.*						
				Cost	***Quantity***	***# of Staff***	***# of Trips***	***Total Cost***	***Non-Federal Contribution***	***Federal Request***
Project Manager Training	Reno, NV	Other	N/A	$50.00	1	1	1	$50	$0	$50
Project Manager Training	Reno, NV	Local Travel	N/A	$50.00	1	1	1	$50	$0	$50
Project Manager Training	Reno, NV	Transportation	Round-trip	$600.00	1	1	1	$600	$0	$600
Project Manager Training	Reno, NV	Mileage	Mile	$0.51	100	1	1	$51	$0	$51

Project Manager Training	Reno, NV	Meals	Day	$51.00	5.5	1	1	$281	$0	$281
Project Manager Training	Reno, NV	Lodging	Night	$94.00	5	1	1	$470	$0	$470
Project Manager Field Travel	Various	Mileage	Mile	$0.51	250	1	20	$2,550	$0	$2,550
Mandatory Orientation Training	Washington, DC	Local Travel	N/A	$25.00	1	3	1	$75	$0	$75
Mandatory Orientation Training	Washington, DC	Other	N/A	$50.00	1	3	1	$150	$0	$150
Mandatory Orientation Training	Washington, DC	Transportation	Round-trip	$500.00	1	3	1	$1,500	$0	$1,500
Mandatory Orientation Training	Washington, DC	Mileage	Mile	$0.51	100	1	1	$51	$0	$51
Mandatory Orientation Training	Washington, DC	Meals	Day	$71.00	3.5	3	1	$746	$0	$746
Mandatory Orientation Training	Washington, DC	Lodging	Night	$224.00	3	3	1	$2,016	$0	$2,016
							Total(s)	$8,590	$0	$8,590

Narrative

Per award guidelines, key memebers must attend orientation training in Washington, DC. WE are following our own written travel policy. Lodging is for 3 nights and meals are budgeted at 3.5 days as the two travel days are computed at .75 days. Mileage to get to the airport and local travel is for taxi to and from the airport. Also baggage fees of $50 is $25 each way.

The project manager will attend trainin in REno, NV. We are following our own written travel policy. Lodging is for 5 nights and meals are budgeted at 5.5 days as the two travel days are computed at .75 days. Mileage to get to the airport and local travel is for taxi to and from the airport. Also, baggage fees of $50 is for $25 each way.

The project manager will use her own vehicle to travel to complete field work with the average trip around 250 miles and an anticipated 20 trips.

D. Equipment

Item *List and describe each item of equipment that will be purchased*	**Computation** *Compute the cost (e.g., the number of each item to be purchased X the cost per item)*				
	# of Items	***Cost***	***Total Cost***	***Non-Federal Contribution***	***Federal Request***
Dell Laptop Computer	1	$2,547	$2,547	$0	$2,547
		Total(s)	$2,547	$0	$2,547

Narrative

The project manager will need a laptop computer while out in the field and while away at training. We are following our agency's capitalization policy.

E. Supplies

Supply Items *Provide a list of the types of items to be purchased with grant funds.*	**Computation** *Describe the item and the compute the costs. Computation: The number of each item to be purchased X the cost per item.*				
	# of Items	***Cost***	***Total Cost***	***Non-Federal Contribution***	***Federal Request***
Printer	1	$500.00	$500	$0	$500
Locking file cabinet	2	$1,000.00	$2,000	$0	$2,000
Flatbed scanner	1	$400.00	$400	$0	$400
General office supplies	12	$150.00	$1,800	$0	$1,800
		Total(s)	$4,700	$0	$4,700

Narrative

The project manager will need a printer to print reports. A locking file cabinet is needed to keep client information secure. A flatbed scanner is needed to scan various documents collected in the field. General office supplies will be used bt all personnel on this project and include: pens, pencils, paper, binder clips, and other basic supplies. The office supplies are based on 12 months at $150 per month. This amount was determined based upon other projects of this size that we have completed in the past.

F. Construction ***As a rule, construction costs are not allowable. Consult with the program office before budgeting funds in this category.***

Purpose *Provide the purpose of the construction*	**Description of Work** *Describe the construction project(s)*	**Computation** *Compute the costs (e.g., the number of each item to be purchased X the cost per item)*				
		# of Items	***Cost***	***Total Cost***	***Non-Federal Contribution***	***Federal Request***
				$0		$0
			Total(s)	$0	$0	$0

Narrative

G. Subawards (Subgrants)

Description *Provide a description of the activities to be carried out by subrecipients.*	**Purpose** *Describe the purpose of the subaward (subgrant)*	**Consultant** *Is the subaward for a consultant?*			
			Total Cost	***Non-Federal***	***Federal***

			Total Cost	Contribution	Request
Conduct field activities in a remote area	Provide services and conduct field work in a remote area included in the project	No	$25,000	$0	$25,000
		Total(s)	$25,000	$0	$25,000

Consultant Travel (if necessary)

Purpose of Travel *Indicate the purpose of each trip or type of trip (training, advisory group meeting)*	**Location** *Indicate the travel destination.*	**Type of Expense** *Hotel, airfare, per diem*	**Computation** *Compute the cost of each type of expense X the number of people traveling.*					
			Cost	***Duration or Distance***	***# of Staff***	***Total Cost***	***Non-Federal Contribution***	***Federal Request***
						$0		$0
					Total	$0	$0	$0

Narrative

The agency will make a subaward to provide services and conduct field work in a remote area. The $25,000 was calculated based upon a similar size project completed in the same area.

H. Procurement Contracts

Description *Provide a description of the products or services to be procured by contract and an estimate of the costs. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source procurements in excess of the Simplified Acquisition Threshold (currently $150,000).*	**Purpose** *Describe the purpose of the contract*	**Consultant** *Is the contract for a consultant?*			
			Total Cost	***Non-Federal Contribution***	***Federal Request***
William Penn, CPA	Accounting Assistance	Yes	$9,400	$0	$9,400

ABC Company	Survey creation and data entry services from submitted surveys.	No	$40,000	$0	$40,000
		Total(s)	$49,400	$0	$49,400

Consultant Travel (if necessary)

Purpose of Travel *Indicate the purpose of each trip or type of trip (training, advisory group meeting)*	**Location** *Indicate the travel destination.*	**Type of Expense** *Hotel, airfare, per diem*	**Computation** *Compute the cost of each type of expense X the number of people traveling.*					
			Cost	***Duration or Distance***	***# of Staff***	***Total Cost***	***Non-Federal Contribution***	***Federal Request***
						$0		$0
					Total	$0	$0	$0

Narrative

ABC Company will put together online an online survey at the direction of the project manager to reach out to the various sites to determine the needs. In addition a hard copy survey will also be available for thos unable to use the online survey. ABC Company will key in the hard copy surveys. Once the surveys are completed, ABC Company will compile the data for the project manager.

William Penn will assist in completing financial reports as well as tracking award expenditures. Mr. Penn's rate is $47 per hour, and we estimate that Mr. Penn will provide 200 hours of services.

I. Other Costs

Description *List and describe items that will be paid with grants funds (e.g. rent, reproduction, telephone, janitorial, or security services, and investigative or confidential funds).*	**Computation** *Show the basis for computation*						
	Quantity	***Basis***	***Cost***	***Length of Time***	***Total Cost***	***Non-Federal Contribution***	***Federal Request***
Rent	500	sq feet	2.51	12	$15,060	$0	$15,060
Telephone	1	monthly rate	50	12	$600	$0	$600
Reproduction	500	per copy	0.05	12	$300	$0	$300
Postage	1000	quarterly newsletter	0.5	4	$2,000	$0	$2,000
				Total(s)	$17,960	$0	$17,960

Narrative

Rent is charged at $2.51 per square foot per month.
Telephone is based upon $50 per month for 12 months.
Reproduction is based on 500 copies per month for 12 moths.
Postage for mailing a quarterly newsletter for 1,000 recipients.

J. Indirect Costs

Description *Describe what the approved rate is and how it is applied.*	**Computation** *Compute the indirect costs for those portions of the program which allow such costs.*				
	Base	***Indirect Cost Rate***	***Total Cost***	***Non-Federal Contribution***	***Federal Request***
Indirect Costs	$121,725	12.54%	$15,265	$0	$15,265
Total(s)			$15,265	$0	$15,265

Narrative

Indirect costs are based on Federally approved rate of 12.54% on Total Direct Labor (Personnel + Fringe).

Definitions

Additional information can be found in the DOJ Financial Guide
DOJ Financial Guide

Term	Definition
Match	Match is the recipient share of the project costs. Match may either be "in-kind" or "cash." In-kind match includes the value of donated services. Cash match includes actual cash spent by the recipient and must have a cost relationship to the Federal award that is being matched. (Example: Match on administrative costs should be other administrative costs, not other matching on program costs). Sample Non-Federal Match Calculation: Match Calculation: If the match is 25%, the calculation is as follows: Federal Request: **$350,000** Divided by .75 or 75%: **$466,667** Multiplied by match amount .25 or 25% equal required match amount: **$116,667**
Approved Negotiated Rate	Approved Negotiated Rate is any current fringe benefits rate approved for the grant recipient by their cognizant Federal agency.
Expendable	An expendable item is any materials that are consumed during the course of the project such as office supplies, program supplies etc. Expendable items are usually considered to be consumed when issued and are not recorded as returnable inventory.
Non-Expendable	A non-expendable item is tangible property having a useful life of more than two years and an acquisition cost of $5,000 or more per unit. (Note: Organization's own capitalization policy may be used for items costing less than $5,000).
Renovations	Costs incurred for ordinary rearrangements, alterations and restoration of facilities are considered allowable. Special arrangement and alteration costs incurred specifically for the project are allowable with the prior approval of the awarding agency.
Federal Acquisition Regulations	The Federal Acquisition Regulations are established for the codification and publication of uniform policies and procedures for acquisition by all executive agencies. The Federal Acquisition Regulations System consists of the Federal Acquisition Regulation (FAR), which is the primary document, and agency acquisition regulations that implement or supplement the FAR.
Sole Source	Procurement by noncompetitive proposals is procurement through the solicitation from only one source, or after solicitation of a number of sources, competition is determined inadequate. Grant recipients may make the initial determination that competition is not feasible if one of the following circumstances exists: *1. The item of service is available only from a single source.* *2. The public exigency or emergency for the requirement will not permit a delay resulting from a competitive solicitation.* *3. After solicitation of a number of sources, competitions is considered inadequate.*

Arm-Length Transaction	A transaction in which the buyers and sellers of a product act independently and have no relationship to each other. The concept of an arm's length transaction is to ensure that both parties in the deal are acting in their own self interest and are not subject to any pressure or duress from the other party. Generally, costs of renting facilities are not allowable where one party to the rental agreement is able to control or substantially influence the actions of the other (e.g. organizations under common control through common officers. Directors or members).
Confidential Funds	Confidential funds are those monies allocated to: **Purchase of Services (P/S).** This category includes travel or transportation of a non- Federal officer or an informant; the lease of an apartment, business front, luxury-type automobiles, aircraft or boat, or similar effects to create or establish the appearance of affluence; and/or meals, beverages, entertainment, and similar expenses (including buy money and flash rolls, etc.) for undercover purposes, within reasonable limits. **Purchase of Evidence (P/E).** This category is for P/E and/or contraband, such as narcotics and dangerous drugs, firearms, stolen property, counterfeit tax stamps, and so forth, required to determine the existence of a crime or to establish the identity of a participant in a crime. **Purchase of Specific Information (P/I).** This category includes the payment of monies to an informant for specific information. All other informant expenses would be classified under P/S and charged accordingly.
Fully Executed Negotiated Agreement	Fully Executed Negotiated Agreement is a signed, approved indirect cost rate agreement which reflects an understanding reached between the grant recipient and the cognizant Federal agency.
Cognizant Federal Agency	The cognizant Federal agency is the Federal agency that generally provides the most Federal financial assistance to t he recipient of funds. Cognizance is assigned by the Office of Management and Budget (OMB). Cognizant agency assignments for the largest cities and counties are published in the Federal Register.

Maria Su, Psy.D.
Executive Director

London Breed
Mayor

MEMO

Date: March 6, 2023

To: Board of Supervisors

From: The Department of Children, Youth and Their Families

Re: **Explaining the Retroactive Need for the Accept and Expend Ordinance for the STOP School Violence Program**

The Department of Children Youth and Their Families (DCYF) was awarded a grant for the STOP School Violence Program on September 29, 2022, only two days before the grant start date. Due to all the necessary review processes for this A&E, the Department is requesting for this ordinance to be retroactive to cover the full grant period. Thank you for your consideration!

DocuSign Envelope ID: D53A2AFA-B283-4D93-9980-AD3696B9AD02

Incomplete - Pending Signature

San Francisco Ethics Commission
25 Van Ness Avenue, Suite 220, San Francisco, CA 94102
Phone: 415.252.3100 . Fax: 415.252.3112
ethics.commission@sfgov.org . www.sfethics.org

Received On:

File #: 230258

Bid/RFP #:

Notification of Contract Approval

SFEC Form 126(f)4
(S.F. Campaign and Governmental Conduct Code § 1.126(f)4)
A Public Document

Each City elective officer who approves a contract that has a total anticipated or actual value of $100,000 or more must file this form with the Ethics Commission within five business days of approval by: (a) the City elective officer, (b) any board on which the City elective officer serves, or (c) the board of any state agency on which an appointee of the City elective officer serves. For more information, see: https://sfethics.org/compliance/city-officers/contract-approval-city-officers

1. FILING INFORMATION

TYPE OF FILING	DATE OF ORIGINAL FILING (*for amendment only*)
Original	
AMENDMENT DESCRIPTION – Explain reason for amendment	

2. CITY ELECTIVE OFFICE OR BOARD

OFFICE OR BOARD	NAME OF CITY ELECTIVE OFFICER
Board of Supervisors	Members

3. FILER'S CONTACT

NAME OF FILER'S CONTACT	TELEPHONE NUMBER
Angela Calvillo	415-554-5184
FULL DEPARTMENT NAME	**EMAIL**
Office of the Clerk of the Board	Board.of.Supervisors@sfgov.org

4. CONTRACTING DEPARTMENT CONTACT

NAME OF DEPARTMENTAL CONTACT	DEPARTMENT CONTACT TELEPHONE NUMBER
Mendy Ma	628-652-7143
FULL DEPARTMENT NAME	**DEPARTMENT CONTACT EMAIL**
CHF Dept of Children Youth & Their Families	mendy.ma@dcyf.org

DocuSign Envelope ID: D53A2AFA-B283-4D93-9980-AD3696B9AD02

Incomplete - Pending Signature

5. CONTRACTOR	
NAME OF CONTRACTOR YCD & NICJR	**TELEPHONE NUMBER** (415) 822-3491 & (510) 746-6111
STREET ADDRESS (including City, State and Zip Code) See 7. Comments	**EMAIL**

6. CONTRACT		
DATE CONTRACT WAS APPROVED BY THE CITY ELECTIVE OFFICER(S)	**ORIGINAL BID/RFP NUMBER**	**FILE NUMBER (*If applicable*)** 230258
DESCRIPTION OF AMOUNT OF CONTRACT $400,000 & $245,500		
NATURE OF THE CONTRACT *(Please describe)* This form is for the STOP School Violence Program grant from United States Department of Justice, Office of Justice Programs, Bureau of Justice Assistance. The total grant amount is $1,000,000 over two years. Two subcontractors were proposed in the application to provide support and training for project. Young Community Developer (YCD)'s School Violence Interrupters will support crisis incidents across all SFUSD middle and high schools. National Institute for Criminal Justice Reform (NICJR) will provide specialized training for SFUSD, CBOs and SOS SVIPs Interrupters and Juvenile Probation Department.		

7. COMMENTS
Young Community Developer (YCD): Street Address: 1715 Yosemite Ave, SF, CA 94124; Email: learn@ycdjobs.org. National Institute for Criminal Justice Reform (NICJR): Street Address: 4900 Shattuck Ave, 3817, Oakland, CA 94609; Email: info@nicjr.org.

8. CONTRACT APPROVAL	
This contract was approved by:	
☐	**THE CITY ELECTIVE OFFICER(S) IDENTIFIED ON THIS FORM**
☒	**A BOARD ON WHICH THE CITY ELECTIVE OFFICER(S) SERVES** Board of Supervisors
☐	**THE BOARD OF A STATE AGENCY ON WHICH AN APPOINTEE OF THE CITY ELECTIVE OFFICER(S) IDENTIFIED ON THIS FORM SITS**

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Incomplete - pending signature

9. AFFILIATES AND SUBCONTRACTORS

List the names of (A) members of the contractor's board of directors; (B) the contractor's principal officers, including chief executive officer, chief financial officer, chief operating officer, or other persons with similar titles; (C) any individual or entity who has an ownership interest of 10 percent or more in the contractor; and (D) any subcontractor listed in the bid or contract.

#	LAST NAME/ENTITY/SUBCONTRACTOR	FIRST NAME	TYPE
1	Brookter/YCD	Dion-Jay	CEO
2	Sencer/YCD	Sedrick	Board of Directors
3	Parikh/YCD	Mitesh	Board of Directors
4	Smith/YCD	Cheryl	Board of Directors
5	Andrew/YCD	Rhonda	Board of Directors
6	Everhart/YCD	Claude	Board of Directors
7	Moses/YCD	Toye	Board of Directors
8	Potashner/YCD	Eric	Board of Directors
9	Tatum/YCD	Carol	Board of Directors
10	Jones/YCD	Shirley	Board of Directors
11	Turner/YCD	Charles	Board of Directors
12	Muhammad/NICJR	David	CEO
13	Cunningham/NICJR	Brian	COO
14	Marshall/NICJR	Alise	Board of Directors
15	Baranco/NICJR	Gordon	Board of Directors
16	Bell/NICJR	James	Board of Directors
17	Perkins/NICJR	Arnold	Board of Directors
18	Stauring/NICJR	Javier	Board of Directors
19			

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9. AFFILIATES AND SUBCONTRACTORS			
List the names of (A) members of the contractor's board of directors; (B) the contractor's principal officers, including chief executive officer, chief financial officer, chief operating officer, or other persons with similar titles; (C) any individual or entity who has an ownership interest of 10 percent or more in the contractor; and (D) any subcontractor listed in the bid or contract.			
#	**LAST NAME/ENTITY/SUBCONTRACTOR**	**FIRST NAME**	**TYPE**
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#	**LAST NAME/ENTITY/SUBCONTRACTOR**	**FIRST NAME**	**TYPE**
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☐	Check this box if you need to include additional names. Please submit a separate form with complete information. Select "Supplemental" for filing type.		

10. VERIFICATION	
I have used all reasonable diligence in preparing this statement. I have reviewed this statement and to the best of my knowledge the information I have provided here is true and complete. **I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.**	
SIGNATURE OF CITY ELECTIVE OFFICER OR BOARD SECRETARY OR CLERK BOS Clerk of the Board	**DATE SIGNED**

TO: **Angela Calvillo, Clerk of the Board of Supervisors**

FROM: **The Department of Children Youth and Their Families**

DATE: **November 2, 2022**

SUBJECT: **Accept and Expend Ordinance for Subject Grant**

GRANT TITLE: **STOP School Violence Program**

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

_x_ Proposed grant ordinance; original* signed by Department, Mayor, Controller

_x_ Grant information form, including disability checklist

_x_ Grant budget

_x_ Grant application

_x_ Grant award letter from funding agency

_x_ Ethics Form 126 (if applicable)

___ Contracts, Leases/Agreements (if applicable)

___ Other (Explain):

Special Timeline Requirements:

Departmental representative to receive a copy of the adopted resolution:

Name: Jasmine Dawson Phone: 628-652-7124

Interoffice Mail Address: **DCYF**
1390 Market Street, Suite 900, 9th floor, SF CA 94102

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).