

**File Number:** 231222  
(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: **Organized Retail Theft Vertical Prosecution Program**
2. Department: **Office of the District Attorney**
3. Contact Person: **Lorna Garrido** Telephone: **(628) 652-4035**
4. Grant Approval Status (check one):  
 Approved by funding agency                       Not yet approved
5. Amount of Grant Funding Approved or Applied for: **\$2,050,000**
6. a. Matching Funds Required: **n/a**  
b. Source(s) of matching funds (if applicable): **n/a**
7. a. Grant Source Agency: **State of California Board of State and Community Corrections**  
b. Grant Pass-Through Agency (if applicable): **n/a**

8. Proposed Grant Project Summary:

**To support the Organized Retail Theft Vertical Prosecution Program to address the increased levels of retail theft property crimes by using a vertical prosecution model. The San Francisco District Attorney's Office (SFDA) proposes a vertical prosecution program for the investigation, charging and prosecution of retail theft by repeat and group offenders in its primary shopping district - Union Square and the mid-Market area of San Francisco. SFDA will have one fully dedicated prosecutor and one investigator assigned to prosecute repeat and group offenders in San Francisco who prey on retail businesses in the city. The goals are to hold offenders appropriately accountable for their conduct, to reduce incidences of retail theft, and to increase public confidence in the safety of in-person shopping in the target area.**

9. Grant Project Schedule, as allowed in approval documents, or as proposed:  
Start-Date: **October 1, 2023**                      End-Date: **June 1, 2027**

10. Number of new positions created and funded: **Two (2) new positions**

11. Explain the disposition of employees once the grant ends? **Positions shall be coded "G" for grant funded and only exist during the duration of this grant program.**

12. a. Amount budgeted for contractual services: **\$150,000 for data collection and evaluation contract.**  
b. Will contractual services be put out to bid? **Yes**  
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**
13. a. Does the budget include indirect costs?

Yes       No

b. 1. If yes, how much? **\$57,628**

b. 2. How was the amount calculated? **10% of salaries and benefits, \$1,782,147 x 10% = \$178,215, only charging grant \$57,628 to maximize use of grant funds on direct services.**

c. 1. If no, why are indirect costs not included? **N/A**

Not allowed by granting agency       To maximize use of grant funds on direct services

Other (please explain):

c. 2. If no indirect costs are included, what would have been the indirect costs? **N/A**

**14. Any other significant grant requirements or comments:**

A Board Resolution is required to fully execute the grant Standard Agreement.

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

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

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

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. These requirements include, but are not limited to:

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

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

Comments:

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

Jessica Geiger

(Name)

Facilities Manager

(Title)

Date Reviewed: Oct 10, 2023

Jessica Geiger

Jessica Geiger (Oct 10, 2023 14:12 PDT)

(Signature Required)

Overall Department Head or Designee Approval:

Eugene Clendinen

(Name)

Chief Administrative & Financial Officer

(Title)

Date Reviewed: Oct 10, 2023

Eugene Clendinen

(Signature Required)










# DAT - Organized Retail Theft Vertical Prosecution Program Ordinance Information Form

Final Audit Report

2023-10-10

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