



Brooke Jenkins  
District Attorney

November 28, 2023

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

Dear Chair Chan:

Attached please find a copy of the proposed Ordinance for the Board of Supervisors approval, which retroactively authorizes the Office of the District Attorney to accept and expend an Organized Retail Theft Vertical Prosecution Grant Program grant in the amount of \$2,050,000 from the State of California, Board of State and Community Corrections for the grant agreement period October 1, 2023, through June 1, 2027.

The purpose of the grant is 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. This grant is being submitted currently as it is the earliest the Department can submit due to the timeframe it takes to process this grant for Board submission. Below is the timeline of activities leading up to the point of submission:

**Timeline:**

- 09/19/2023 received standard agreement from grantor.
- 09/27/2023 completed internal administrative review;
- 09/27/2023 sent A&E documents to City Attorney for review;
- 09/28/2023 City Attorney review completed;
- 10/1/23 OFFICIAL GRANT START DATE
- 10/04/2023 sent ordinance to DHR for review;



Brooke Jenkins  
District Attorney

- 10/10/2023 DHR review completed;
- 10/12/2023 sent A&E documents to Controller for review;
- 10/24/2023 Controller review completed;
- 10/24/2023 forwarded A&E documents to MBO for review;
- 11/16/2023 received MBO approval.

The following is a list of accompanying documents:

- Grant Information Form
- Grant Budget
- Grant Application
- Grant Award Letter

We thank you for your consideration of this item. If you have any questions, please contact Eddie McCaffrey at [Edward.McCaffrey@sfgov.org](mailto:Edward.McCaffrey@sfgov.org).

Brooke Jenkins  
District Attorney

Eugene Clendinen  
Chief, Administration &  
Finance