

File No. 231135

Committee Item No. 3

Board Item No. 10

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Committee: Budget and Finance Committee Date January 10, 2024

Board of Supervisors Meeting Date January 23, 2024

Cmte Board

- | | | |
|-------------------------------------|-------------------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Motion |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Resolution |
| <input type="checkbox"/> | <input type="checkbox"/> | Ordinance |
| <input type="checkbox"/> | <input type="checkbox"/> | Legislative Digest |
| <input type="checkbox"/> | <input type="checkbox"/> | Budget and Legislative Analyst Report |
| <input type="checkbox"/> | <input type="checkbox"/> | Youth Commission Report |
| <input type="checkbox"/> | <input type="checkbox"/> | Introduction Form |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Department/Agency Cover Letter and/or Report |
| <input type="checkbox"/> | <input type="checkbox"/> | MOU |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Grant Information Form |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Grant Budget |
| <input type="checkbox"/> | <input type="checkbox"/> | Subcontract Budget |
| <input type="checkbox"/> | <input type="checkbox"/> | Contract/Agreement |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Form 126 – Ethics Commission |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Award Letter |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Application |
| <input type="checkbox"/> | <input type="checkbox"/> | Public Correspondence |

OTHER (Use back side if additional space is needed)

- | | | |
|-------------------------------------|-------------------------------------|---|
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <u>DCYF Statement on Retroactivity 10/24/2023</u> |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <u>DCYF Presentation 1/10/2024</u> |
| <input type="checkbox"/> | <input type="checkbox"/> | _____ |
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Completed by: Brent Jalipa Date January 4, 2024

Completed by: Brent Jalipa Date January 11, 2024

1 [Accept and Expend Grant - Retroactive - United States Department of Justice - STOP School
2 Violence Program - \$1,000,000]

3 **Resolution retroactively authorizing the Department of Children, Youth and Their**
4 **Families to accept and expend a grant in the amount of \$1,000,000 from the United**
5 **States Department of Justice, Office of Justice Programs, Bureau of Justice**
6 **Assistance, for participation in a program, entitled “STOP School Violence Program,”**
7 **for the period of October 2, 2023, through October 1, 2026; the funds will enhance the**
8 **current San Francisco School Crisis Support Coordination Project to improve San**
9 **Francisco Unified School District’s school climate.**

10
11 WHEREAS, The Department of Children, Youth and Their Families (DCYF) was
12 awarded a grant in the amount of \$1,000,000 by the United States Department of Justice,
13 Office of Justice Programs, Bureau of Justice Assistance for participation in a program,
14 entitled “STOP School Violence Program;” and

15 WHEREAS, A request for retroactive approval is being sought because DCYF received
16 the award on September 28, 2023, for a project start date of October 2, 2023; and

17 WHEREAS, The grant funds these activities for the period beginning October 2, 2023,
18 through October 1, 2026, and will hire additional staff to be based in the San Francisco
19 Unified School District (SFUSD); purchase data collection software; develop a San Francisco
20 Youth Violence Prevention Public Service Announcement campaign; mobilize a Social Media
21 Task Force; and continue training and capacity building of school violence interrupters, school
22 personnel, and probation officers; and

23 WHEREAS, The grant does not require an Annual Salary Ordinance Amendment; and

24 WHEREAS, DCYF proposes to maximize use of available grant funds on program
25 expenditures by not including indirect costs in the grant budget; now, therefore, be it

1 RESOLVED, That the Board of Supervisors authorizes DCYF to accept and expend
2 the grant in the amount of \$1,000,000 from the United States Department of Justice, Office of
3 Justice Programs, Bureau of Justice Assistance to enhance the current San Francisco School
4 Crisis Support Coordination Project to improve SFUSD's school climate; and, be it

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

7 FURTHER RESOLVED, That the Board of Supervisors hereby authorizes the Mayor or
8 alternatively the Executive Director of DCYF to enter into, execute, and deliver any and all
9 documents required or deemed necessary or appropriate to be awarded the STOP School
10 Violence Program award, and all amendments thereto, and the Grant Agreement with the
11 Office of Justice Programs, Bureau of Justice Assistance; and, be it

12 FURTHER RESOLVED, That grant funds received hereunder shall not be used to
13 supplant expenditures controlled by this body; and, be it

14 FURTHER RESOLVED, That the City and County of San Francisco agrees to abide by
15 the terms and conditions of the Grant Agreement as set forth by the United States Department
16 of Justice, Office of Justice Programs, Bureau of Justice Assistance; and, be it

17 FURTHER RESOLVED, That within thirty (30) days of the agreement being fully
18 executed by all parties, DCYF shall provide a copy to the Clerk of the Board for inclusion into
19 the official file.

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Recommended:

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

Approved: /s/ _____
Mayor's Office

Approved: /s/ _____
Ben Rosenfield
Controller



STOP School Violence Program

BJA FY24 Preventing School Violence

Program Term: 10/2023 - 10/2026

Office of Justice Programs

Bureau of Justice Assistance Grant

The Department of Children Youth and Their Families

January 10, 2024





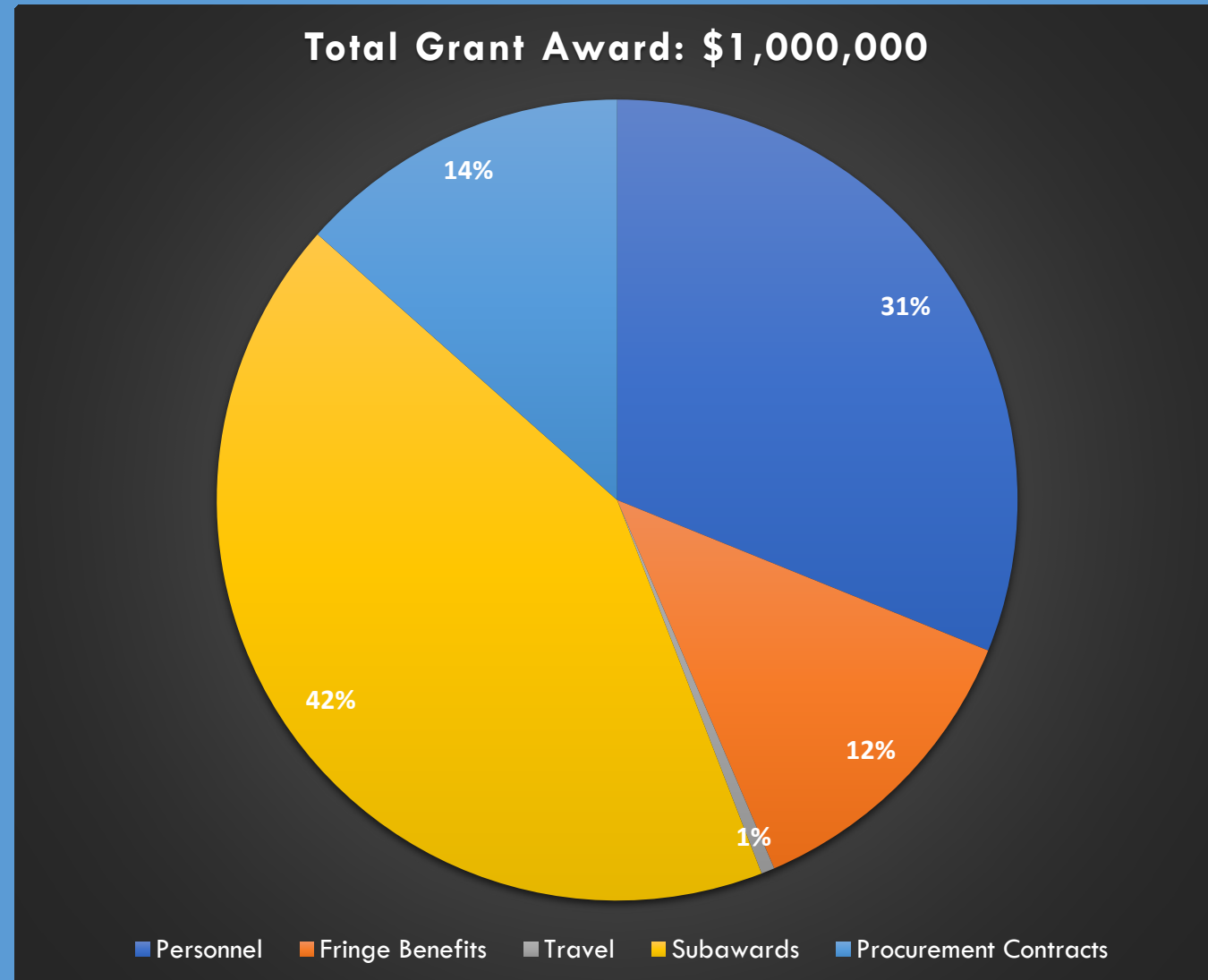
Purpose of Grant

- 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 School Crisis Support Initiative (SCSI).
- Scope of work includes, but is not limited to:
 - Develop and operate technology solutions.
 - 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

- **Salaries and Benefits:** 2 staff positions hired at SFUSD.
- **Travel:** BJA Required Grantee Meeting
- **Subawards:** Procurement for Social Media Campaign and development plan for a Task Force; training and professional development for SFUSD, CBOs, School Violence Interrupters, and Juvenile Probation Department.
- **Procurement Contract:** Data collection, case management and analytics tools and software that is both FERPA and HIPPA compliant.





Multidisciplinary Intervention Teams

- **SCSI Core Team:** SFUSD directors of HS, MS, Student Family Services, DCYF, TA: NICJR
 - Share context and updates on service responses related to youth involved in recent incidents
 - Develop working protocol for communication, mediation, incident responses
- **School Violence Interrupters, Violence Prevention Professionals, In-Field Case Managers:**
 - Share information on recent incidents, contexts of youth and families, strategize relationship development and service planning for impacted youth and families
- **UCSF Wraparound Project:**
 - Trauma clinic staff committed to sharing notice of youth admitted, align service response of clinical violence prevention professionals with DCYF/SFUSD Violence Interrupters
- **Juvenile Probation Department**
 - Regularly supports coordination efforts around release, relocation, and service connections
- **CBO Program Directors, DCYF Technical Assistance/Capacity Building:**
 - identify the knowledge, skills and ability needed to keep School Violence Interrupters effective and sustainable in their roles and develops training supports



SCSI Goals & Objectives

- Decrease conflicts involving students on or off campus
- Timely response to on campus school incidents upon notification, deploying appropriate staff and supportive resources to students and families impacted
- Increase students' connection to supportive resources and services
- Increase students' forming life-long bonds and trusted relationships with a caring adult/mentor
- Increase proportion of incidents with effectively coordinated responses
- Strengthen partnerships across DCYF, SFUSD, CBOs and Citywide communities



Current/Ongoing Priorities

- Expanding coverage of schools, prioritizing sites with elevated needs (3 to 18 schools)
→ Widened ability to identify incidents and swiftly respond as conflicts arise
- Ongoing and regular coordination meetings across layers of collaborative partnerships (2x weekly w/SFUSD, CBOs, DCYF)
- Planning partner convenings and technical assistance/capacity building workshops to strengthen foundational relationships and skills for coordinating responses and services (SFUSD, JPD, DPH, UCSF, CBOs)
- Increasing administrative capacity (0 to 2 full time SFUSD staff to oversee School Crisis and Violence Prevention Strategies)
- Social Media: Increasing public awareness of issues related to violence among youth; building trust between youth and trusted adults, and improving public perceptions of school and public safety (Fall 2024)
- Strengthening data infrastructure to track and relate incidents and School Violence Interrupter services, mediations, and referrals in response to incidents
- Designing and aligning policies and protocols to improve incident response coordination (e.g., notification procedure, mediation protocol, data entry regarding incidents, youth/families involved, follow-up services)

Here's what you shared about what makes you feel safe.



Questions?

File Number: 231135
(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):
 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: **The funds will enhance the current San Francisco School Crisis Support Coordination Project to improve San Francisco Unified School District's school climate.**
9. Grant Project Schedule, as allowed in approval documents, or as proposed:
Start-Date: **October 2, 2023** End-Date: **October 1, 2026**
10. Number of new positions created and funded: **None**
11. Explain the disposition of employees once the grant ends? **N/A**
- 12a. Amount budgeted for contractual services: **\$860,054**
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**
- 13a. Does the budget include indirect costs? Yes 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

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, 2025.**

****Disability Access Checklist****

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

- | | | |
|--|---|---|
| <input 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, 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: 10/19/2023

DocuSigned by:
Anthony Tek
4403E3FD03C04C3
(Signature Required)

Overall Department Head or Designee Approval:

Maria Su, Psy.D.
(Name)

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

Date Reviewed: 10/19/2023

DocuSigned by:
Maria Su
71FD053D32A4DA
(Signature Required)

Application for Federal Assistance SF-424

*** 1. Type of Submission:**

- Preapplication
- Application
- Changed/Corrected Application

*** 2. Type of Application:**

- New
- Continuation
- Revision

* If Revision, select appropriate letter(s):

* Other (Specify):

* 3. Date Received:

Completed by Grants.gov upon submission.

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:

7. State Application Identifier:

California

8. APPLICANT INFORMATION:

* a. Legal Name:

City and County of San Francisco

* b. Employer/Taxpayer Identification Number (EIN/TIN):

94-6000417

* c. UEI:

MYM4VNNBN6T9

d. Address:

* Street1:

1390 Market Street, Suite 900

Street2:

* City:

San Francisco

County/Parish:

* State:

California

Province:

* Country:

USA: UNITED STATES

* Zip / Postal Code:

94102-5402

e. Organizational Unit:

Department Name:

Children, Youth & Their Families

Division Name:

f. Name and contact information of person to be contacted on matters involving this application:

Prefix:

* First Name:

Tanita

Middle Name:

Jasmine

* Last Name:

Dawson

Suffix:

Title:

Deputy Director of City & Community Partnerships

Organizational Affiliation:

City and County of San Francisco

* Telephone Number:

628-652-7124

Fax Number:

* Email:

jasmine.dawson@dcyf.org

Application for Federal Assistance SF-424

*** 9. Type of Applicant 1: Select Applicant Type:**

County Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

*** 10. Name of Federal Agency:**

Bureau of Justice Assistance

11. Catalog of Federal Domestic Assistance Number:

16.839

CFDA Title:

STOP School Violence

*** 12. Funding Opportunity Number:**

O-BJA-2023-171666

* Title:

BJA FY 23 Preventing School Violence: BJA's STOP School Violence Program

13. Competition Identification Number:

C-BJA-2023-00067-PROD

Title:

Category 2: up to \$1,000,000

14. Areas Affected by Project (Cities, Counties, States, etc.):

Add Attachment

Delete Attachment

View Attachment

*** 15. Descriptive Title of Applicant's Project:**

San Francisco's School Crisis Support Coordination Project (SCSCP) 2023-24

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant **CA-012**

* b. Program/Project **CA-012**

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment

Delete Attachment

View Attachment

17. Proposed Project:

* a. Start Date: **10/01/2023**

* b. End Date: **10/01/2025**

18. Estimated Funding (\$):

* a. Federal	1,000,000.00
* b. Applicant	
* c. State	
* d. Local	
* e. Other	
* f. Program Income	
* g. TOTAL	1,000,000.00

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- a. This application was made available to the State under the Executive Order 12372 Process for review on .
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

- Yes
- No

If "Yes", provide explanation and attach

Add Attachment

Delete Attachment

View Attachment

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)**

**** I AGREE**

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: * First Name: **London**
Middle Name:
* Last Name: **Breed**
Suffix:

* Title: **Mayor**

* Telephone Number: **415-554-6564** Fax Number:

* Email: **london.breed@sfgov.org**

* Signature of Authorized Representative: Completed by Grants.gov upon submission.

* Date Signed: Completed by Grants.gov upon submission.

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C.1352

OMB Number: 4040-0013
Expiration Date: 02/28/2025

1. * Type of Federal Action: <input type="checkbox"/> a. contract <input checked="" type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	2. * Status of Federal Action: <input type="checkbox"/> a. bid/offer/application <input checked="" type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	3. * Report Type: <input checked="" type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change
--	--	--

4. Name and Address of Reporting Entity:
 Prime SubAwardee

* Name:

* Street 1: Street 2:

* City: State: Zip:

Congressional District, if known:

5. If Reporting Entity in No.4 is Subawardee, Enter Name and Address of Prime:

6. * Federal Department/Agency: <input type="text" value="Department of Children, Youth & Their Families"/>	7. * Federal Program Name/Description: <input type="text" value="STOP School Violence"/> CFDA Number, if applicable: <input type="text" value="16.839"/>
---	---

8. Federal Action Number, if known: <input type="text"/>	9. Award Amount, if known: \$ <input type="text" value="1,000,000.00"/>
--	---

10. a. Name and Address of Lobbying Registrant:

Prefix * First Name Middle Name

* Last Name Suffix

* Street 1 Street 2

* City State Zip

b. Individual Performing Services (including address if different from No. 10a)

Prefix * First Name Middle Name

* Last Name Suffix

* Street 1 Street 2

* City State Zip

11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when the transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

* Signature:

* Name: Prefix * First Name Middle Name
* Last Name Suffix

Title: Telephone No.: Date:

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

APPLICANT DISCLOSURE OF PROPOSED SUBRECIPIENTS

National Institute of Criminal Justice Reform (NICJR)

4900 SHATTUCK AVE UNIT 3817

Oakland CA 94609-7031

501(c)(3) nonprofit organization

Young Community Developers (YCD)

1715 Yosemite Ave

San Francisco, CA 94124

501(c)(3) nonprofit organization

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

ABSTRACT

The City and County of San Francisco proposes to enhance the current San Francisco School Crisis Support Coordination Project to improve San Francisco Unified School District's school climate. The purpose of the project is to intervene and prevent the escalation of violent incidents, by coordinating support on school campuses, in the four service areas: (1) Develop and operate technology solutions (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 who directly supporting the prevention of school violence. Project activities include hiring additional staff to be based in the San Francisco Unified School District; purchasing data collection software; developing a San Francisco Youth Violence Prevention Public Service Announcement campaign; mobilizing a Social Media Task Force; and continued training and capacity building of school violence interrupters, school personnel, and probation officers. Deliverables include enhanced coordination of the school violence interruption team and support in the delivery of school violence interrupter response services; installation of a data platform to centralize and secure data; launch of the public service announcement campaign to uplift the support available for San Francisco youth; implementation of the Social Media Task Force that actively monitors and tracks flagged social media accounts to prevent incidents of violence, and implementation of training on various topics aimed at preventing school violence.

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 enhance and expand San Francisco’s School Crisis Support Coordination Project (SCSCP) in partnership with San Francisco Unified School District (SFUSD). The SCSCP is currently serving seventeen of the SFUSD 114 public schools, with the specific goals of intervening and preventing the escalation of violent incidents and coordinating support and services on school campuses. Funds from this grant would be used to enhance and expand prevention and intervention activities at current school sites and add support for nine additional school sites.

Students and their families in San Francisco have been experiencing a very difficult time with the recent rise in violence on and off school campuses. Between March 2022 and April 2023, there were about 100 student conflicts on or off San Francisco school campuses¹. Media outlets have reported stabbings, incidents of youth bringing weapons to school, and surfaced recordings of large fights involving youth. It is reported that prior to the pandemic, physical fights at school were decreasing, but after the pandemic, 46% of schools saw a rise in fighting and threats between

¹Mojadad, Ida. “Youth Violence Rocks San Francisco. Where Does the City Go From Here? .” *The San Francisco Standard*, May 2023, <https://sfstandard.com/education/youth-violence-has-rocked-san-francisco-this-spring-where-does-the-city-go-from-here/>.

students. This nationwide data is consistent with the increase in violence that SFUSD is experiencing. The population at San Francisco’s juvenile hall has ticked up in the past year, with an average of 23 individuals held there in November, the most recent official data available, compared with a low of 12 in July².

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 children³. Nationwide, there has been an increase in gun violence since the start of the pandemic from 2019-2021. The 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, which correlates with recent nationwide study on the topic⁴. As previously noted, the rate of gun violence incidents in San Francisco increased 40% over the same time period. Chief concerns in San Francisco includes the surge in access to guns, increased social media conflicts, and an increased number of young people who are victimized by gun violence.

Data and information collected during the current project (which this proposal seeks to enhance and 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

² Tucker, Jill. “S.F. Leaders Share Action Plan for Youth Violence in Wake of Stabbings, Brawls and Weapons at Schools.” *San Francisco Chronicle*, Mar. 2023, <https://www.sfchronicle.com/bayarea/article/youth-crime-stabbings-brawls-schools-sf-17851868.php>.

³ Incidence of Victimization at School and Away From School, May 2022. Source: <https://bjs.ojp.gov/content/pub/pdf/ivsafs.pdf>

⁴ 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>

contributes to gun- related incidents. There have been multiple reports this school year of widespread bullying and physical violence occurring on social media (filming and uploading fights) and on school sites that have captured the attention of several media outlets, continuing to highlight the lack of resources and support faced by teachers and school staff to meaningfully address student conflict⁵.

Researchers at Columbia University have coined the term “internet banging.” Distinct from cyberbullying, internet banging involves taunts, disses, and arguments on social media between people in rival crews, cliques, or gangs. These exchanges can include comments, images, and videos that lead to physical fights, shootings, and, in the worst cases, death. There are four social media features in particular that escalate conflicts: comments, live streaming, picture/video sharing, and tagging⁶. After a recent incident, San Francisco’s District 7 Supervisor expressed, “What I saw from the video was the ten seconds before and after the incident, and what was clear is that the young bystanders came and took out their cellphones and started recording for social media before (the fight),” she said. “Social media is fueling (youth violence) and providing a tricky element to what is going on in their interactions⁷.”

San Francisco city officials, including the Mayor have expressed concerns regarding the increased violence amongst youth and have supported the current work of the School Crisis Support Coordination Project (SCSCP). As a result, DCYF will be leading the Citywide Youth

⁵Mission 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/>

⁶Elsaesser, Caitlin. “How Social Media Turns Online Arguments Between Teens Into Real-World Violence.” *UConn Today*, Apr. 2021, <https://today.uconn.edu/2021/04/how-social-media-turns-online-arguments-between-teens-into-real-world-violence-2/>.

⁷Aleksey, Allyson. “Why SF Leaders Want to Police Social Media, Not the Halls, to Curb Student Violence.” *San Francisco Examiner*, Apr. 2023, https://www.sfoxaminer.com/news/education/why-sf-leaders-want-to-police-social-media-not-school-halls/article_8f5bac5c-e5f5-11ed-88ab-8b6cbd92b071.html.

Violence Coordination Team to develop data and information-sharing policies and protocols with city departments.

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

The SCSCP multi-disciplinary team, under the leadership of the DCYF and SFUSD, includes several local community-based partners, juvenile and criminal justice partners, as well as consultants. The partners involved jointly adopted a collective intervention framework model created by NIJCR, with the goal of reducing high-risk incidents involving youth and actively reducing incidents by coordinating and working closely with School Violence Interrupters (SVIs).

School Violence Interrupters are a new creation, but not new in concept. Hired from the community with lived relevant experience, they serve as mentors for the youth and are trained in conflict mediation. They bring their knowledge and experience from the community to help intervene with on-campus conflicts. They visit SFUSD middle and high schools frequently to build connections with students and campus faculty fostering relationships with students over time.

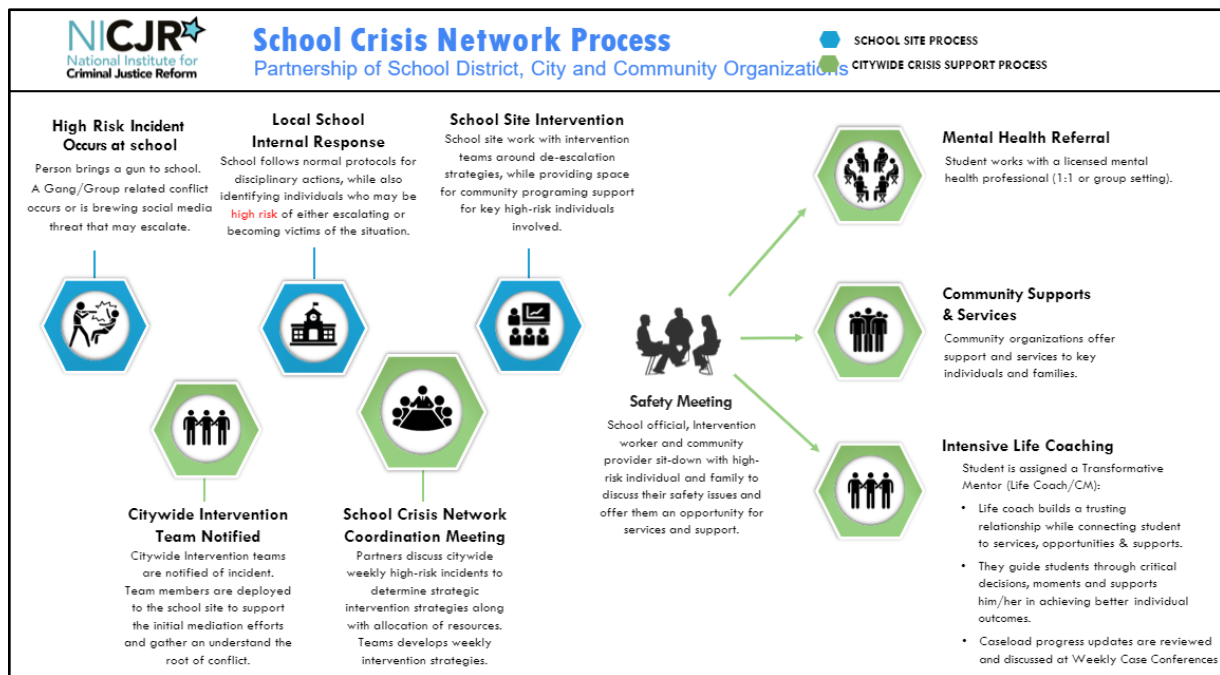
Current weekly coordination meetings entail quick discussions on incidents that have occurred during the week. Incidents involving high at-risk youth and/or that have the potential for further escalation are prioritized and in addition to determining risk levels, the team then works collectively to identify the proper intervention strategies. Intervention and prevention strategies are established to quickly support the youth, site leaders, and ultimately the families involved.

The need for the SCSCP and School Violence Interrupters is continuing to grow. The pilot program began during the second half of the 2021–2022 School Year at three schools. In September 2022, SCSCP won the Bureau of Justice Assistance (BJA) STOP School Violence Grant which allowed for the initial expansion of SCSCP to be able to work with more identified schools and more

partners. Grant funding for the fiscal year 2023 is sought to 1) expand the infrastructure needed to support the emerging needs of school sites and 2) implement sustainability practices.

B. Project Design and Implementation

Grant funding will support the hiring of a Lead In-Field SFUSD School Violence Interrupter and Administrative School Violence Interrupter to be based in the San Francisco Unified School District (Area #5); the purchase and implementation of advanced data software to centralize confidential data reporting and sharing (Area #1); the development of a Youth Violence Prevention Public Service Announcement (PSA) campaign (Area #1); the mobilization of a Social Media Task Force (Area #1); and the continued training and capacity building of SFUSD personnel and Juvenile Probation staff. (Areas #3 and #4). The diagram below includes the framework model of the SCSCP process that the multi-disciplinary team implements. Funding will help support the continued development of the model (timeline included as a separate attachment).



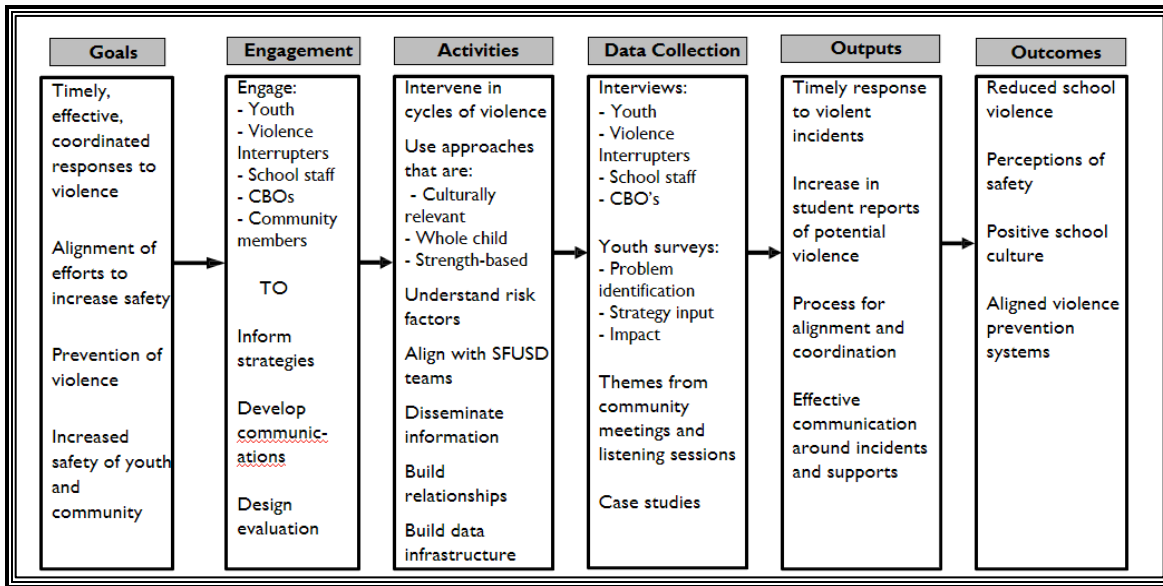
Area 1: Develop and Operate Technology Solutions

The project team is actively building out the data and technical infrastructure components of the San Francisco School Crisis Support Coordination Project (SCSCP). This is a top priority and by harnessing the power of data, the project team will be able to better identify patterns, trends, and risk factors associated with youth violence. Through comprehensive data collection and analysis, a deeper and more accurate understanding of the root causes and dynamics of violence in their communities will be uncovered and interventions can be delivered more surgically.

Currently, under the SCSCP has over twenty-five (25) data fields that are completed on a weekly basis, however collection and reporting rely on manual entries in protected excel files making the process extremely inefficient. To that end, the project team has identified a technology solution to purchase, called Apricot 360 built by Bonterra formerly Social Solutions, which is budgeted in this proposal. This technology solution is both FERPA and HIPAA compliant and includes a range of features and capabilities designed to support various aspects of youth violence prevention initiatives. This advanced case management and analytics tool will help identify high-risk individuals and areas, enabling targeted interventions and resource allocation.

By centralizing this information in a secure and accessible platform, Apricot 360 will enable the project team to identify trends, patterns, and areas of concern, facilitating evidence-based decision-making and targeted interventions. Apricot 360 also offers comprehensive reporting and analytics features. It generates real-time reports and visualizations that provide insights into the effectiveness of prevention strategies and the impact of interventions. These insights will help the project team measure outcomes, identify successful approaches, and make data-driven adjustments to their programs. This enables continuous improvement and the ability to demonstrate the effectiveness

of interventions to funders, policymakers, and the community at large.



SFUSD seeks to collaborate with DCYF and other San Francisco city departments to launch and implement a multimedia, youth-focused public service announcement (PSA) campaign to uplift resiliency and support available for San Francisco youth (ages 11-18). SFUSD Communications team will convene a work group jointly with DCYF to provide input, leverage their networks and allocate resources towards a citywide PSA campaign. The campaign seeks to increase public awareness of issues related to violence among youth, build trust between youth and trusted adults, and improve public perception related to public and school safety.

Grant funds will be used to support the development of multimedia communications that are culturally relevant and linguistically accessible to target audiences and to center youth voices. After the launch of the campaign, the following outcomes will be achieved: youth ages will be more informed on topics of mental health, violence prevention, and community building; a broad network of cross-sector influencers would be engaged as subject matter experts and trusted messengers; and youth will have improved access to basic tools and resources to manage and de-escalate conflict, and

engage in restorative practices aimed at violence prevention.

The Social Media Taskforce is still in early stages of development, but the membership may include both youth and city leaders who will be guided by the National Center for School Safety's toolkit recommendation for social media monitoring and response⁸. Duties for the Taskforce may include reviewing and guiding analytics related to real-time monitoring, dashboards, key searches, and constant expansion of sites to monitor.

Area 3: Train School Personnel

NICJR strives to reduce incarceration and violence, improve the outcomes of system-involved youth and adults, and increase the capacity and expertise of the organizations serving these individuals, which makes them uniquely capable of providing services under Areas 3 and 4. Grant funding will be used to continue supporting the scope of work with NICJR and expand our technical assistance providers, to provide specialized training for school site leaders, school administrators, and law enforcement personnel.

DCYF recently conducted a half-day training for school personnel, probation, and community-based organizations on school violence interventions in November 2022 with over 60 attendees. We also delivered a full-day training for ten SVIs in February 2023 on violence intervention and prevention strategies, mental wellness, and data. In addition, we are planning for specialized summer training for school staff, community-based organizations, and Juvenile Probation. Demand has been high for these trainings and grant funding will allow us to hold additional trainings that will include new city partners such as Recreation and Parks, San Francisco Police Department,

⁸ Mason, Sarah, et al. "Considerations for Social Media Monitoring & Response." Nov. 2022, Accessed May 2023.

and the Municipal (Muni) Transportation Agency.

Our goal is to develop a training plan that offers comprehensive, customized training and technical assistance to the specific needs and priorities of our community-based organizations, school sites, and staff delivering support and services. Some topics identified will focus on best practices and protocols for crisis response; wellness, self-care, and mental health for school personnel and SVIs. These topics were identified as trainings needed to advance the work toward improving the school climate.

Area 4: Training for Juvenile Probation

Grant funding will be used to continue to support the training of Juvenile Probation Department officers. Currently, the Juvenile Probation Department leadership attends and participates in weekly coordination meetings, in addition to supporting the development of procedures and protocols. 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.

Area 5: Hire School-based Violence Interrupters and School Violence Interrupter Coordinator

Lastly, grant funding will support the hiring of a Lead In-Field SFUSD School Violence Interrupter and an Administrative School Violence Interrupter. Both positions will be based at an SFUSD school site to enhance the coordination of the school violence interruption team and support the delivery of school violence interrupter response services. The Lead In-Field SFUSD School Violence Interrupter will be hired from the community and will understand community and street

violence issues and have the ability to connect with community members to resolve conflicts that may have an impact on school campuses. They will work in collaboration with the multidisciplinary team to ensure that violence interruption objectives are achieved. The primary role of the Lead SVI will be to support in the delivery of school violence interrupter response to services.

The Administrative School Violence Interrupter will offer support to the School Violence Interrupters, including professional development. They will provide strategic leadership and support related to incidents that present a significant risk to youth and/or the community. The primary role of the Administrative SVI will be to lead and manage the delivery of a school violence interrupter response to services and coordinate administrative tasks and deliverables as identified by school administrators and city leadership.

The additional support these positions provide will also inform the development of information systems to support service delivery objectives; analyze, evaluate, and communicate information to support decision-making; and facilitate the assessment of the effectiveness and quality of violence interruption services.

The SCSCP will be administered year around so that staffing is in place for both the school year and summer school. DCYF will use current funds to hire administrative staff that will support both the Lead and Administrative School Violence Interrupter positions as well as the project team. In addition to hiring, trainings are being scheduled for summer and for 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 School Crisis Support Coordination Project's multidisciplinary team, DCYF 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 21 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 the Department of Children Youth and Their Families (DCYF) has 12 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 oversight and support of the program model.
- 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 SFUSD school site leaders, including 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, city partners, and community-based organizations.

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

The following describes the process for measuring project performance. The School Violence 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 School Violence Coordinator who will enter information into the data tracking system (Apricot 360 mentioned in Area 1) 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 overall goal of the San Francisco School Crisis Support Coordination Project (SCSCP) is to intervene and prevent the escalation of violent incidents and coordinate support and services on San Francisco Unified School District campuses. The objective is to increase school safety and prevent on-campus violence by quickly identifying escalating violent incidents and developing intervention and prevention strategies that support youth, families, and site leaders based on racial equity, trauma-informed practices, and positive youth development to improve school climate. The deliverables of this project include enhanced coordination of the school violence interruption team and support in the delivery of school violence interrupter response services; installation of a data platform to centralize and secure data; launch of the public service announcement campaign to uplift the support available for San Francisco youth; implementation of the Social Media Task Force that

actively monitors and tracks flagged social media accounts to prevent incidents of violence, and implementation of training on various topics aimed at preventing school violence.

E. Plan for Sustainability

The City and County of San Francisco and San Francisco Unified District are 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 training. Additionally, DCYF will integrate findings from this project to potentially create a new funding strategy to be included in the department's upcoming 2024- 2029 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.



Background

Recipients' financial management systems and internal controls must meet certain requirements, including those set out in the "Part 200 Uniform Requirements" (2.C.F.R. Part 2800).

Including at a minimum, the financial management system of each OJP award recipient must provide for the following:

- (1) Identification, in its accounts, of all Federal awards received and expended and the Federal programs under which they were received. Federal program and Federal award identification must include, as applicable, the CFDA title and number, Federal award identification number and year, and the name of the Federal agency.
- (2) Accurate, current, and complete disclosure of the financial results of each Federal award or program.
- (3) Records that identify adequately the source and application of funds for Federally-funded activities. These records must contain information pertaining to Federal awards, authorizations, obligations, unobligated balances, assets, expenditures, income, and interest, and be supported by source documentation.
- (4) Effective control over, and accountability for, all funds, property, and other assets. The recipient must adequately safeguard all assets and assure that they are used solely for authorized purposes.
- (5) Comparison of expenditures with budget amounts for each Federal award.
- (6) Written procedures to document the receipt and disbursement of Federal funds including procedures to minimize the time elapsing between the transfer of funds from the United States Treasury and the disbursement by the OJP recipient.
- (7) Written procedures for determining the allowability of costs in accordance with both the terms and conditions of the Federal award and the cost principles to apply to the Federal award.
- (8) Other important requirements related to retention requirements for records, use of open and machine readable formats in records, and certain Federal rights of access to award-related records and recipient personnel.

1. Name of Organization and Address:

Organization Name: **City and County of San Francisco**
 Street1: **1 Dr. Carlton B. Goodlett Place Suite 234**
 Street2:
 City: **San Francisco**
 State: **California**
 Zip Code: **94102**

2. Authorized Representative's Name and Title:

Prefix: First Name: **London** Middle Name: **N.**
 Last Name: **Breed** Suffix:
 Title: **Mayor**

3. Phone: **415-554-6141** 4. Fax: **415-554-6160**

5. Email: **MayorLondonBreed@sfgov.org**

6. Year Established: 1850	7. Employer Identification Number (EIN): 946000479	8. Unique Entity Identifier (UEI) Number: MYM4VNNBN6T9
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9. a) Is the applicant entity a nonprofit organization (including a nonprofit institution of higher education) as described in 26 U.S.C. 501(c)(3) and exempt from taxation under 26 U.S.C. 501(a)? Yes No

If "No" skip to Question 10.
If "Yes", complete Questions 9. b) and 9. c).



AUDIT INFORMATION

9. b) Does the applicant nonprofit organization maintain offshore accounts for the purpose of avoiding paying the tax described in 26 U.S.C. 511(a)?

Yes No

9. c) With respect to the most recent year in which the applicant nonprofit organization was required to file a tax return, does the applicant nonprofit organization believe (or assert) that it satisfies the requirements of 26 C.F.R. 53.4958-6 (which relate to the reasonableness of compensation of certain individuals)?

Yes No

If "Yes", refer to "Additional Attachments" under "What An Application Should Include" in the OJP solicitation (or application guidance) under which the applicant is submitting its application. If the solicitation/guidance describes the "Disclosure of Process related to Executive Compensation," the applicant nonprofit organization must provide -- as an attachment to its application -- a disclosure that satisfies the minimum requirements as described by OJP.

For purposes of this questionnaire, an "audit" is conducted by an independent, external auditor using generally accepted auditing standards (GAAS) or Generally Governmental Auditing Standards (GAGAS), and results in an audit report with an opinion.

10. Has the applicant entity undergone any of the following types of audit(s)(Please check all that apply):

"Single Audit" under OMB A-133 or Subpart F of 2 C.F.R. Part 200

Financial Statement Audit

Defense Contract Agency Audit (DCAA)

Other Audit & Agency (list type of audit):

None (if none, skip to question 13)

11. Most Recent Audit Report Issued: Within the last 12 months Within the last 2 years Over 2 years ago N/A

Name of Audit Agency/Firm: **Macias Gini & O'Connell LLP (MGO)**

AUDITOR'S OPINION

12. On the most recent audit, what was the auditor's opinion?

Unqualified Opinion Qualified Opinion Disclaimer, Going Concern or Adverse Opinions N/A: No audits as described above

Enter the number of findings (if none, enter "0"): **0**

Enter the dollar amount of questioned costs (if none, enter "\$0"): **\$0**

Were material weaknesses noted in the report or opinion? Yes No

13. Which of the following best describes the applicant entity's accounting system:

Manual Automated Combination of manual and automated

14. Does the applicant entity's accounting system have the capability to identify the receipt and expenditure of award funds separately for each Federal award?

Yes No Not Sure

15. Does the applicant entity's accounting system have the capability to record expenditures for each Federal award by the budget cost categories shown in the approved budget?

Yes No Not Sure

16. Does the applicant entity's accounting system have the capability to record cost sharing ("match") separately for each Federal award, and maintain documentation to support recorded match or cost share?

Yes No Not Sure



<p>17. Does the applicant entity's accounting system have the capability to accurately track employees actual time spent performing work for each federal award, and to accurately allocate charges for employee salaries and wages for each federal award, and maintain records to support the actual time spent and specific allocation of charges associated with each applicant employee?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure</p>
<p>18. Does the applicant entity's accounting system include budgetary controls to preclude the applicant entity from incurring obligations or costs that exceed the amount of funds available under a federal award (the total amount of the award, as well as the amount available in each budget cost category)?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure</p>
<p>19. Is applicant entity familiar with the "cost principles" that apply to recent and future federal awards, including the general and specific principles set out in 2 C.F.R Part 200?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure</p>
PROPERTY STANDARDS AND PROCUREMENT STANDARDS	
<p>20. Does the applicant entity's property management system(s) maintain the following information on property purchased with federal award funds (1) a description of the property; (2) an identification number; (3) the source of funding for the property, including the award number; (4) who holds title; (5) acquisition date; (6) acquisition cost; (7) federal share of the acquisition cost; (8) location and condition of the property; (9) ultimate disposition information?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure</p>
<p>21. Does the applicant entity maintain written policies and procedures for procurement transactions that -- (1) are designed to avoid unnecessary or duplicative purchases; (2) provide for analysis of lease versus purchase alternatives; (3) set out a process for soliciting goods and services, and (4) include standards of conduct that address conflicts of interest?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure</p>
<p>22. a) Are the applicant entity's procurement policies and procedures designed to ensure that procurements are conducted in a manner that provides full and open competition to the extent practicable, and to avoid practices that restrict competition?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure</p>
<p>22. b) Do the applicant entity's procurement policies and procedures require documentation of the history of a procurement, including the rationale for the method of procurement, selection of contract type, selection or rejection of contractors, and basis for the contract price?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure</p>
<p>23. Does the applicant entity have written policies and procedures designed to prevent the applicant entity from entering into a procurement contract under a federal award with any entity or individual that is suspended or debarred from such contracts, including provisions for checking the "Excluded Parties List" system (www.sam.gov) for suspended or debarred sub-grantees and contractors, prior to award?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure</p>
TRAVEL POLICY	
<p>24. Does the applicant entity:</p> <p>(a) maintain a standard travel policy? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>(b) adhere to the Federal Travel Regulation (FTR)? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	
SUBRECIPIENT MANAGEMENT AND MONITORING	
<p>25. Does the applicant entity have written policies, procedures, and/or guidance designed to ensure that any subawards made by the applicant entity under a federal award -- (1) clearly document applicable federal requirements, (2) are appropriately monitored by the applicant, and (3) comply with the requirements in 2 CFR Part 200 (see 2 CFR 200.331)?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure</p> <p><input type="checkbox"/> N/A - Applicant does not make subawards under any OJP awards</p>



26. Is the applicant entity aware of the differences between subawards under federal awards and procurement contracts under federal awards, including the different roles and responsibilities associated with each?

- Yes No Not Sure
 N/A - Applicant does not make subawards under any OJP awards

27. Does the applicant entity have written policies and procedures designed to prevent the applicant entity from making a subaward under a federal award to any entity or individual is suspended or debarred from such subawards?

- Yes No Not Sure
 N/A - Applicant does not make subawards under any OJP awards

DESIGNATION AS 'HIGH-RISK' BY OTHER FEDERAL AGENCIES

28. Is the applicant entity designated "high risk" by a federal grant-making agency outside of DOJ? (High risk includes any status under which a federal awarding agency provides additional oversight due to the applicant's past performance, or other programmatic or financial concerns with the applicant.)

- Yes No Not Sure

If "Yes", provide the following:

(a) Name(s) of the federal awarding agency:

[Redacted]

(b) Date(s) the agency notified the applicant entity of the "high risk" designation:

[Redacted]

(c) Contact information for the "high risk" point of contact at the federal agency:

Name:

[Redacted]

Phone:

[Redacted]

Email:

[Redacted]

(d) Reason for "high risk" status, as set out by the federal agency:

[Redacted]

CERTIFICATION ON BEHALF OF THE APPLICANT ENTITY

(Must be made by the chief executive, executive director, chief financial officer, designated authorized representative ("AOR"), or other official with the requisite knowledge and authority)

On behalf of the applicant entity, I certify to the U.S. Department of Justice that the information provided above is complete and correct to the best of my knowledge. I have the requisite authority and information to make this certification on behalf of the applicant entity.

Name: **Heidi Burbage**

Date: **5/10/2023**

Title: Executive Director Chief Financial Officer Chairman

Other:

[Redacted]

Phone: **628-652-7115**

CCSF's STOP School Violence Program: San Francisco School Crisis Support Coordination Project FY 23-26 PROJECT TIMELINE





CONTACT

✉ Daniel.Muhammad@icloud.com
☎ 510.967.7788

EDUCATION

University of California, Berkeley 1989 -1993
Undergraduate School of Architecture & Urban Planning

University of California, Berkeley 1995 -1997
Masters Program of Environmental Design & Architecture

EXPERIENCE

Citywide Gun-Violence Reduction Consultant: National Institute for Criminal Justice Reform 2021 - 2022

Assisting local governments, law enforcement agencies and community service providers in developing city-wide gun violence reduction models. Providing technical assistance, research, trainings and project implementations for various cities attempting to lower gun related shooting and homicides

- **Technical assistance & implementation:** Memphis Tn., City of Indianapolis In., San Francisco Ca., Stockton Ca., San Bernardino Ca., and Atlanta Ga.
- **Research Analysis (Cost of Gun Violence Report):** Developed comprehensive reports analysing the direct fiscal impact of homicides and shootings on the local, county and state budgets. Projects included over 15 major cities including Detroit Mi, Stockton Ca., Dallas Tx, Mobile Al., Indianapolis In., Orlando Fl., Portland Or., St Louis Mo., Montgomery Al. and more.

Director of the Office of Violence Prevention: City of Stockton Ca. 2019 - 2021

Servicing as department head for the City of Stockton's Office of Violence Prevention, I managed and help developed a citywide data-driven violence-reduction model involving strategic coordination with law enforcement agencies, local hospitals, intervention workers, and community service providers. While managing several departmental initiatives, our main goal is to reduce gang/group-related homicides and shootings, reduce high-risk recidivism rates, while improving the outcomes for those individuals who are the at highest risk of involvement with gun violence. We have realized a **three-year 20% reduction** in homicides and shootings and was **endorsed by the California Attorney General's Office** as the ideal model for other cities to replicate.

Ceasefire Consultant: City of Stockton Office 2017 - 2019

Ceasefire is a data-driven violence-reduction strategy coordinating law enforcement, social services, and the community. The major goal is to reduce gang/group-related homicides and shootings, reduce recidivism among high-risk populations, while improving police-community trust. As a Ceasefire consultant, I worked directly with the Office of Violence Prevention, the Stockton Police Department, and the City of Stockton in the redesign and implementation of a city-wide gun violence reduction model referred to as Ceasefire. Responsible for building out the capacity and management infrastructure of OVP, along with developing better coordination practices between SPD and Ceasefire partners. Helped to establish a performance management system, along with overseeing both short-term and long-term Ceasefire strategies, **resulting in a 40% annual reduction of homicides.**

Organizational Consultant: Community & Youth Outreach (CYO), Oakland Ca. 2016 - 2019

CYO serves as the City of Oakland's main service contractor for the citywide violence reduction strategy called Ceasefire. It services the highest risk individuals involved with the criminal justice system. I served as an organizational consultant in the rebuilding of CYO's capacity and infrastructure to serve the overall Ceasefire model. I built and implemented a data-dashboard performance management system that allowed us management and deployment efficiencies. I provided professional development trainings to staff, along with technical assistance around the violence reduction strategies. Additional, I was acting Program Manager over both the East Oakland and Central Oakland Street teams. Our combined efforts resulted in a **300% improvement in our organizational capacity**, along with **reducing our recidivism from 60% to just 9%**, among the highest risk individuals.

Construction Program Manager: Department of General Services, Peralta Colleges 2009 - 2017

Served as Program Manager over all Design/Construction project implementations for Peralta College's Measure A & E Capital Improvement Bond Programs. Established all departmental Project Controls protocols within the Construction division of the Department of General Services. This included the development of design protocols, master planning, contract management processes, software implementations and project management trainings. Received an "A" rating by both Measure A & E oversight committees. This resulted in **reducing overall change-orders by 55%** and **project scheduling time by an average of 25%**.

PROFILE

I have over 20 years experience in program development and social justice policy reform. I've worked on projects in the areas of juvenile justice reform, healthcare, social equity, and gun-violence reduction models.

I also have a parallel career history, with over 20 years experience in Design-Development, Construction Management and Program Management. I have managed the design and construction of projects in the areas of transportation, schools, and public utilities.



Healthcare Policy Director: *Roots Healthcare Alliance 2012 - 2014*

Key partner in the building of a healthcare consortium of African American medical practitioners. The Consortium was created to collectively address policy issues around healthcare access and treatment methodologies for lower income residents and those involved with the justice system.

- **Healthcare Access Evaluation:** Managed a ten-person evaluation team that assessed the quality, accessibility, workforce & sustainability needs of each African American medical practice within the east bay network. We concluded with a Report to the Alameda County Health Department and Board of Supervisors called “*Realities of Medical Practices Servicing East Oakland*”.
- **Social Services General Assistance Redesign:** Worked with the Executive Team of the Social Services Department to perform a full evaluation of Alameda County’s General Assistance Program. The project consisted of interviews, surveys and stakeholder focus groups, which included all levels of SSA staff, GA clients, community organisations, County Board of Supervisors, and service contractors. The project scope also included a detailed demographic data-analysis of 33,000 clients, a program cost/benefit analysis, a client outcome analysis, and a full needs assessment. After evaluating all data, research and information, we developed concrete recommendations that resulted in a General Assistance program redesign.

Juvenile Justice Policy Director: *Safe Passages, Oakland Ca. 2006 - 2008*

Built collaborations between School Districts, Juvenile Courts, Oakland Police, Probation, Sheriff’s Department and service providers to reduce Disproportionate Minority Contact (DMC) with law enforcement and lowering recidivism among juvenile offenders. Researched, analysed and shared cross agency data to identify intersections between youth offenders and high school drop-out rates. Developed jurisdictional strategies to divert youth from the criminal justice system, while improving school retention rates. One such project was called the OPD Juvenile Intake desk. I worked directly with Oakland Police leadership to create new workflows and organizational structures. This allowed first-time non-violent offenders to be diverted to Measure Y service programs rather than being processed and given a criminal record. The program diverted over 300 youth each year, which lead to a reduction in Juvenile crime and improving school retention rates.

Program Director: *AfterCare Program, Alameda County. 2003 - 2005*

Designed and developed an intensive-mentoring program for young men transitioning from Camp Sweeney Juvenile Detention Center, in Alameda County, back into the community. Chosen by the OJJDP (Office of Juvenile Justice and Delinquency Prevention) as a demonstration site out of 200 programs nationwide. Recognised for the effectiveness of the program and the strong collaboration between Alameda County Probation, Oakland Police, and a network of community service providers. Managed a team of four case managers that provided wrap-around services and life planning to over 60 high risk youth per year.

Project Manager: *Vanir Construction Management 2001 - 2004*

Vanir CM specialises in the program management of constructions projects in the areas of education, healthcare, justice, public buildings and transportation. I served as project manager for the new construction and modernisation of K-12 schools within Palo Alto Unified, San Leandro Unified and Tamalpais Unified school districts. I was responsible managing the planning, design, value engineering and construction of each project. I worked with a wide range of stakeholders including teachers, school district officials, board members, architects, engineers, contractors and city departments. I served on Vanir’s Constructibility Review Team. The review team analysed construction documents for inconsistencies that may have lead to change orders.

Western Regional Project Manager: *Stanley Access Technologies 1997 - 2001*

Stanley Access Technologies specialises in the commercial architectural design, fabrication and implementation of electronic door systems, technical clean rooms, hospital operating rooms, glass building exteriors, and electrical hardware. I managed all operations from Fresno California to Washington state. This included 10 construction teams, 7 sales representatives, 5 service departments and a local staff consisting of designers and project managers. We contracted with several technology companies, hospitals, grocery stores, large retail businesses and major hotel chains.

Project Controls Engineer: *Bechtel Engineering 1993 - 1996*

The City of San Francisco engaged in a \$200 million extension of its underground subway system call the Muni-Metro. The project name was called the “Muni-Metro Turn-back Project”, located at the Embarcadero. I worked as a Project Engineer within the Project Controls Division of Bechtel Engineering, who was the main construction management firm overseeing this project. My duties included project cost estimating, scheduling, site inspections and contract management.

ERIC GUTHERTZ

SUPERVISOR,
TRANSFORMATIVE
LEADERSHIP FOR EQUITY
AND EXCELLENCE,
SFUSD

✉ guthertze@sfusd.edu

☎ 415-250-4376

📍 447 17th St. #901,
Oakland, CA, 94612

AWARDS

San Francisco Board of Supervisors
-
2019
Commendation for a career in service of the youth and families of San Francisco

Peer Resources - Changemaker, Awardee
2019

Meritus 10,000 Degrees Foundation - Inspiration Award
2017

Aim High - Educator of the Year
2016

Association of California School Administrator
-
2015
Secondary Principal of the Year

San Francisco Mayor's Office
-
2014
Mayor's Principal of the Year Award

San Francisco Unified School District Arts Festival Committee
-
2013
Dream Catcher Award For Support of Arts Education

Education Foundation
-
2002
Northern California Outstanding Teacher of the Year

Santa Clara County Department of Education
-
1994
Teacher of the Year

California Independent Studies Teacher of the Year
1994

Bill Wilson Center - Roberto Navarro Community Service Award
1993

PROFESSIONAL EXPERIENCE

San Francisco Unified School District, High School LEAD
Director of High Schools SFUSD
July 2021 to Current

Member of the SFUSD LEAD division in the role of Director of High Schools. This role includes direct supervision of six SFUSD high schools, ongoing supervision, coaching, and support of school site leaders including principals and assistant principals. In addition, there are multiple departments that this position collaborates with including district Special Education Department, the Budget Office, and ongoing partnership with outside agencies including DCYF and the Mayor's Office.

San Francisco Unified School District, Transformative Leadership for Equity and Excellence (TLEE)
Supervisor/Administrator SFUSD
July 2019 to June 2021

Member of the TLEE team, which is made up of six former site principals and assistant principals; job duties include coaching and support of 16 new principals and assistant principals; development and delivery of monthly, equity-centered professional development for all new SFUSD administrators; coaching and professional development are aligned to SFUSD's Eleven Essential Leadership Priorities and follow a rich social justice-focused Scope and Sequence developed by the TLEE team; TLEE is a newly developed and innovative team with the express purpose of developing and retaining student-centered, equity-minded site leaders and to interrupt both the academic gaps that persist in SFUSD and increase the retention of highly qualified and highly trained site leaders.

San Francisco Unified School District, Mission High School
Principal 2008 to July 2019

Develop and lead curriculum changes which allowed the school to significantly increased gains in student achievement and dramatically improve graduation and college acceptance rates, especially for first-generation students; Monitor and allocate all local, state, and federal funds including the QEIA and SIG grants; Administer school budget in excess of 7 million dollars; Lead the Balanced Scorecard accountability system; Design and implement school-wide post-secondary success program; Recruit, hire, and train all faculty and staff; Involve all stakeholders on a regular basis in developing a comprehensive anti-racist vision for student equity and access; Proposed and launched dual enrollment community college courses for Mission students and led the AP-for all students program; Co-developed Community Schools program; Served on the Superintendent's Leadership Development team; Created and led sessions on culturally relevant and equity driven leadership at the all administrator learning academies professional development from 2015-2019; Featured in the book *Mission High: One School, How Experts Tried To Fail It, And The Students And Teachers Who Made It Triumph*

Assistant Principal 2007 to 2008
Managed the master schedule process for 1000 students; Created and led teacher induction program, Oversaw multi-million dollar construction project; Co-facilitated ongoing professional development focused on anti-racist education

Instructional Reform Facilitator 2005 to 2007
Guided curriculum reform and implementation of district and state standards; Coordinated WASC report and accreditation visit; Oversaw pupil services and counseling teams; Facilitated Small School Redesign initiative; mentored and coached all new teachers; Organized all school-wide testing; Designed and facilitated weekly all staff professional development; Advised administration on teacher hiring

English Department Head 2003 to 2005
Planned and facilitated weekly department meetings; Collaborated with administrators on school-wide and departmental issues including master schedules, Managed a \$5,000 department budget

English Teacher 2001 to 2005
Created a literature and composition curriculum for grades nine through eleven, including analysis of multicultural fiction, poetry, and nonfiction; Designed multiple assessment tools for student learning; Created and taught a series of cross-curricular units of study with Social Studies department; Built multi-disciplinary advisory elective courses; Co-designed and taught Reading Advancement Course

Aim High

Director, Summer Programs, Gateway Summer Middle School

Administered daily operations for summer school program with 25 employees and 110 middle school students; Conceptualized the master schedule; Evaluated all teachers, Oversaw program budget; Recruited and hired staff and teachers

San Francisco, CA
2005 to 2008

University of California, Berkeley & San Francisco State University

Supervising Teacher, New Teacher Induction

Mentored and supervised student teachers of the 10th grade English Literature courses at Mission High School.

2002 to 2005

Bill Wilson School for Homeless and Runaway Teens

Teacher-In-Charge

Created, conceived, and implemented a comprehensive junior/senior high school for homeless and runaway youth; Supervised school staff and volunteer tutors

Santa Clara, CA
1992 to 2001

Belvedere Junior High School

Teacher

Developed curriculum and taught multi-cultural literature for grades 7-9; Differentiated instruction for ESL and Reading Remediation courses; Served as teaching team leader for Language Arts, Social Studies, Math and Science core teams

Los Angeles, CA
1988 to 1991

EDUCATION

MA Education 1988

BA English and American Literature 1986

University of California, Los Angeles

CERTIFICATIONS

California Administrative Services Credential

California Single Subject Secondary Clear Teaching Credential, Language Arts

PROJECTS, PUBLICATIONS, AND CONFERENCE PRESENTATIONS

Peer Resources Executive Board Member

Aug. 2020 to Current

Enterprise for Youth

2019 to 2020

Board Member

Mission High School Foundation, Founding Board Member

2013 to 2020

Deloitte Principal Leadership Program, Cohort Member

2015

Stanford University, Principal Fellowship Cohort Member

2011 to 2013

California Writing Project, Fellow

2002

Small School Redesign Initiative Team Leader, Mission High School

2002 to 2003

Team Leader

Published Works:

"Drama Education for At-Risk Teens," Teaching Tolerance Journal, Southern Poverty Law Center, August 2001

T. Jasmine Dawson
1050 Monfredo Drive, CA 94565
Tel. (510) 393.7736
Email. jasmine1707@yahoo.com

1999 - BA Sociology – San Francisco State University, San Francisco, CA
2005 - MFA English and Creative Writing - Mills College, Oakland, CA

Department of Children, Youth and Families (DCYF) 10/2013 – Present

Deputy Director of City and Community Partnerships

- Provide strategic coordination and collaboration with partners across the City, including establishing relationships with agency and community partners that serve as DCYF's bridge to strengthen the City's commitment to advancing education outcomes for TK-12, the secondary education system through Free City College, and enhancing access to career pathways for teens and transitional age youth across workforce readiness opportunities.
- Lead the Our Children Our Families Council and Students and Families Recovery with Inclusive and Successful Enrichment (SF RISE) Workgroups, including providing coordination support with City leaders and philanthropic partners to resource and fund programs serving children, youth, and their families across the City.
- Provide leadership and expertise on Citywide mental health initiatives, including supporting Trauma Informed Systems and multifocal systems of care for at-risk and systemically marginalized populations.
- Plan, develop and administer complex intra-agency programs and initiatives related to Justice Services, providing subject matter expertise and building a network of services to prevent youth from becoming involved in the justice system and mitigating recidivism rates by collecting and analyzing data to address systemic issues.

Programs and Planning Manager

- Manage Funding Team which includes supervising, coordinating and deploying Funding Team to support service goals, policy efforts, etc. Supervise a Senior Program and Planning Specialist, multiple (Senior) Program Specialists, a Senior Program Specialist focused on Youth Empowerment, a Senior Youth Services Analyst and an Administrative Coordinator.
- Plan and Implement Team Meetings and co-create agendas and co-lead regular Cross Team meetings.
- Check in Regularly with Staff meet regularly with all staff members under supervision to ensure ongoing oversight of their work, communication of key information and regular performance related feedback.
- DCYF's Planning Process: in coordination with other Programs & Planning Managers lead Funding team's participation in DCYF's three-part planning process that includes the Community Needs Assessment (CNA), Services Allocation Plan (SAP) and RFP:
 - Community Needs Assessment: guide and oversee Funding Teams in the collection of qualitative data such as grantee feedback, focus groups and community meetings; lead the process of incorporating collected information into funding priorities and focuses
 - Services Allocation Plan: guide and oversee Funding Teams in developing allocation plan including utilizing the CNA, current investments, best practices and current priorities to generate investment areas, priorities and allocations
 - Request for Proposals: guide and oversee Funding Teams in developing RFP's including for the 5 year funding cycle as well as other investments. Guide and oversee Funding Teams in writing funding requirements and application elements, reviewing and scoring proposals and developing funding recommendations
- Programmatic & Policy Investments:
 - Grant Monitoring: in coordination with other Programs & Planning Managers guide and oversee Funding Team in the monitoring of DCYF's grants, initiatives and other investments including developing and

communicating policies and procedures, monitoring team members' performance and troubleshooting grantee and partner issues

- Quality Improvement and Technical Assistance: in coordination with other Programs & Planning Managers guide and oversee Funding Team in engaging grantees in the quality improvement process including developing program assessments and other site visit protocol and assisting with the planning of technical assistance and capacity building resources
- Develop and Foster Partnerships: Represent DCYF by serving as liaison with partners such as City Departments, SFUSD and external funders. Participate in external meetings and gatherings, build and maintain solid working relationships, identify areas of connection or collaboration with partners and systems and deploy team members as needed to assist with these efforts
- Coordination with Other Managers: work closely with managers from the Funding Teams, Data & Evaluation, Contracts & Compliance, Community Engagement & Communications, Fiscal, IT and Operations teams as well as Senior Staff to ensure coordination and adherence to departmental goals. Participate in Manager and Planning meetings to discuss department strategy, projects and planning efforts, surface collaborative opportunities and work overlaps and ensure that other managers remain abreast of relevant information.

Office of Mayor Edwin M. Lee 10/2012 – 10/2013

Senior Analyst –Violence Prevention Services

- Program Development and Implementation. Managed design and developed implementation of citywide 2-year public safety plan and summer plan.
- Led citywide pilot employment program for at-risk and in-risk youth and young adults. Oversaw educational forum for transitional age youth with multiple citywide agencies.
- Supervised large portfolio of federal and state, law enforcement and criminal/juvenile justice grants. Implemented reporting protocols, grants management activities, and provided oversight of multi-agency partnerships and extensive grant-related performance measures and outcomes tracking.

Department of Children, Youth and Families 11/2011 – 10/2012

Senior Planner & Policy Analyst

- Planned, organized, led and participated in complex sensitive and detailed analytical work in the areas of contract administration, legislative and administrative policy related to violence prevention.
- Supervised large portfolio of federal and state, law enforcement and criminal/juvenile justice grants.
- Supported development of grant opportunities for local viability and alignment with DCYF/CCSF criminal justice/violence prevention priorities. Convened stakeholders as appropriate to vet fundable ideas, write and submit proposals.
- Identified, evaluated, and analyzed issues and problems relating to criminal justice/violence prevention programs and procedures. Presented informed recommendations, and developed and implemented solutions.
- Analyzed legislative, funding, and policy threats, challenges, and opportunities.
- Represented or led on behalf of the department at key policy-making bodies on criminal justice related work.
- Assisted in the creation of program and project evaluation efforts including the development and refinement of program quality standards, outcome indicators, performance measures, and other continuous improvement tools.
- Liaison with relevant regional, state, and national coalitions, research entities, funding networks, and other associations as needed to inform local efforts.

Oakland Fund for Children and Youth (OFCY) - Oakland, CA 11/2007 - 11/2011

- Program Analyst II
- Managed online contract management system (Youthservices.net/CitySpan). Reviewed, tracked and provided analysis for OFCY grant funded programs across various strategy areas including youth workforce development. Created multilevel online scope of work forms in partnership with online database management staff, provided data reporting and liaise with independent evaluators.

- Worked collaboratively with community based organizations, youth services agencies and Oakland Unified School District to determine contract needs, monitored activities, made adjustments, and provided analysis for budget and financial review.
- Directed Request for Funding Proposals (RFP) process including working closely with the Planning and Oversight Commission (POC)
- Conducted program, data and site analysis on citywide youth programs including developing documentation and presentation materials.
- Worked collaboratively with City Council and Aides to screen POC candidates.
- Provided analysis and support to POC subcommittee members for Strategic Plan design and development.
- Provided program evaluation support and supplemental analysis.
- Worked collaboratively with various city departments on special projects and management.

West Bay Community Housing Development Corp. – San Francisco, CA 6/2006 -11/2007

Program Director

- Led team in identifying nonprofit housing development funding opportunities. Represented organization as a member of numerous affordable housing coalition advocacy groups throughout San Francisco, Marin and San Mateo counties.
- Sought grant opportunities throughout local and national networks and identified grant funding opportunities for the agency.
- Monitored consultant contract for website redesign, newsletter and other marketing materials.

Oakland Public Library – Oakland, CA 11/2002 -06/2006

Program Analyst I

- Managed foundation and state grants for citywide libraries. Wrote, provided analysis, and monitored foundation and state grant and reports. Provided analysis and supporting reports for City Council agenda reports and resolutions.
- Managed payment requests and personnel paperwork for vendors and graduate library student tuition reimbursements. Provided financial reporting and budget review and analysis.
- Developed and created citywide calendar of events. Collected and distributed multiple library program announcements for events and activities citywide.

LeaderSpring – Oakland, CA 11/2001-3/2003

Program Associate

- Balanced agency budget and monitored financial records. Processed vendor and consultant payments for all contractors, managed personnel paperwork, and worked closely with the Chief Financial Officer for monthly budget reporting and reconciliation.
- Processed study trips for agency's fellows. Arranged flights and processed administrative paperwork and reimbursement receipts. Confirmed travel arrangements with hosting agency for weeklong visits. Collected study plans and provided analysis and managed support staff and volunteers.

SIMONE COMBS

2120 HAVENSCOURT BLVD OAKLAND, CA 94612 • CELL (510) 504-0547-7279 • EMAIL SIMONECOMBS6@GMAIL.COM

OBJECTIVE

To obtain a challenging leadership position where I can apply my experience in systems change, creative problem solving, cross sector collaboration, high quality and strategic communication, project management, contract development and administration, budget development and negotiation, policy execution, marketing campaigns, and mentorship.

EDUCATION

- University of San Francisco, San Francisco, CA, Masters of Public Administration, *Class of 2015*
- Spelman College, Atlanta, GA, Bachelor of Arts in Political Science, *Class of 2011*

EXPERIENCE

Our Children Our Families Council *San Francisco, CA, Promoted to Principal Analyst (February 2020 - present) Senior Analyst (November 2016 - February 2020), Council Co-Chaired by SF Mayor and SFUSD Superintendent*

- Successfully led baselining, benchmarking, and target setting for 19 quantifiable data metrics that were unanimously approved by the Our Children Our Families Council (city department heads, SFUSD Chiefs, and community based organization and non-profit executives) for improving child and family serving systems. Led complex population, programmatic, legislative, and fiscal analysis to develop, communicate, and implement strategies to improve outcomes for the most marginalized children, youth, and families.
- Regularly manages contracts, grants, and project teams including OCOF's Service Inventory Strategy, Data Outcomes Monitoring and Reporting, Youth Participatory Action Research and Transitional Age Youth Fellowship projects. Regularly leads plans, and directs complex technical projects and analytical work requiring sensitive and strategic communication.
- Engages leadership and key stakeholders to establish and implement a common vision and strategies to improve systems impacting children, youth, and families. Serves as principal in drafting reports, memos, and presentations (such as the OCOF Equity Benchmark Report and UNICEF San Francisco Child Friendly Child Friendly Cities Initiative Report).

San Francisco Human Services Agency (HSA) *San Francisco, CA, San Francisco Benefits Network Analyst, April 2016 - November 2016*

- Applied strong collaborative, quantitative analysis, and written/oral communications skills to support the rapid and successful front-end integration of two separate public benefits programs, increasing uptake of social services CalFresh and Medi-Cal. Represented team to various leadership and stakeholder bodies such as the SF Food Task Force, HSA Commission, the Southeast Community Facility Commission, non profit groups, and other city departments. Joined and networked with relevant groups and individuals to increase access to knowledge and thought partnership.
- Coordinated six (6) frontline staff communication trainings and two (2) internal competitions resulting in a 15% increase in program applications. Led a marketing campaign reaching roughly 6,000 San Franciscans. Oversaw strategic installation of marketing materials at ten (10) community based organizations. Managed consultants and four (4) public service trainees who provided customer service and clerical support.

San Francisco Public Utilities Commission (SFPUC) *San Francisco, CA, External Affairs Contract & Budget Analyst, April 2014- April 2016, Public Service Associate (May 2011- April 2014)*

- Managed the competitive bidding process for over thirty (30) highly visible SFPUC External Affairs contracts and grants having scopes related to construction, communication, strategic planning, business services, workforce, education, youth, and low impact design (LID).
- Developed annual and biannual External Affairs Operating Budget proposals. Balanced divisional operating budgets and add-back funds by recommending expenditure plans, distributing quarterly reports, and performing proactive budget fixes in compliance with all relevant ordinances and laws.

U.S. Environmental Protection Agency (EPA) *San Francisco, CA, Office of Civil Rights & Tribal Program Office Paid Intern (May 2009- August 2009 and May 2008 - August 2008)*

- Regularly turned high volumes of data into easy to understand charts and graphs showing workforce diversity at EPA for senior staff; drafted memos for departmental supervisors on the resource status of federally recognized tribes.

U.S. Congresswoman Barbara Lee *Oakland, CA, Ninth Congressional District Intern, May 2008- August 2008*

- Frequently greeted special guests, assisted in organizing local congressional events, participated in official appearances.

SKILLS *Salesforce/CRM, AdobePro, Tableau, presentations/memos/factsheets, learned nine electronic systems in five years.*



Department of Justice (DOJ)

Office of Justice Programs

Bureau of Justice Assistance

Washington, D.C. 20531

Name and Address of Recipient:		CITY AND COUNTY OF SAN FRANCISCO 1 CARLTON B GOODLETT PL STE 316	
City, State and Zip:		SAN FRANCISCO, CA 94102	
Recipient UEI:		MYM4VNNBN6T9	
Project Title: San Francisco's School Crisis Support Coordination Project (SCSCP) 2023-24		Award Number: 15PBJA-23-GG-04382-STOP	
Solicitation Title: BJA FY 23 Preventing School Violence: BJA's STOP School Violence Program			
Federal Award Amount: \$1,000,000.00		Federal Award Date: 9/28/23	
Awarding Agency:		Office of Justice Programs Bureau of Justice Assistance	
Funding Instrument Type:		Grant	
Opportunity Category: D			
Assistance Listing: 16.839 - STOP School Violence			
Project Period Start Date: 10/2/23		Project Period End Date: 10/1/26	
Budget Period Start Date: 10/2/23		Budget Period End Date: 10/1/26	
Project Description: The City and County of San Francisco will enhance the current San Francisco School Crisis Support Coordination Project to improve San Francisco Unified School District's school climate. Project activities include hiring additional staff to be based in the San Francisco Unified School District; purchasing data collection software; developing a San Francisco Youth Violence Prevention Public Service Announcement campaign; mobilizing a Social Media Task Force; and continued training and capacity building of school violence interrupters, school personnel, and probation officers. Deliverables include enhanced coordination of the school violence interruption team and support in the delivery of school violence interrupter response services, installation of a data platform to centralize and secure data, launch of the public service announcement campaign to uplift the support available for San Francisco youth, implementation of the social media task force that actively monitors and tracks flagged social media accounts to prevent incidents of violence, and implementation of training on various topics aimed at preventing school violence.			

Award Letter

September 28, 2023

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 2023 BJA FY 23 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 (EEOs); and (2) submitting findings of discrimination to OCR. For additional information regarding the EEO 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**

Orbin

Middle Name**Last Name**

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**

CITY AND COUNTY OF SAN FRANCISCO

UEI

MYM4VNNBN6T9

Street 1

1 CARLTON B GOODLETT PL STE 316

Street 2**City**

SAN FRANCISCO

State/U.S. Territory

California

Zip/Postal Code

94102

Country

United States

County/Parish**Province****Award Details****Federal Award Date**

9/28/23

Award Type

Initial

Award Number

15PBJA-23-GG-04382-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

Any awards under this solicitation would be made under statutory authority provided by the Department of Justice Consolidated appropriations Act, 2023 (P.L. 117-328, 136 Stat 4459, 4537). Additionally, funds provided to the program under the Bipartisan Safer Communities Supplemental Appropriations Act (Pub. L. No. 117-159, 136 Stat. 1313, 1339), 28 U.S.C. 530C, are included in this solicitation.

[X]

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

2023 BJA FY 23 Preventing School Violence: BJA's
STOP School Violence Program

Awarding Agency

OJP

Application Number

GRANT13877868

Program Office

BJA

Grant Manager Name

Lesley Walker

Phone Number

[202-307-0863](tel:202-307-0863)

E-mail Address

Lesley.Walker@usdoj.gov

Project Title

San Francisco's School Crisis Support Coordination Project (SCSCP) 2023-24

Performance Period Start

Date

10/02/2023

Performance Period End Date

10/01/2026

Budget Period Start Date

10/02/2023

Budget Period End Date

10/01/2026

Project Description

The City and County of San Francisco will enhance the current San Francisco School Crisis Support Coordination Project to improve San Francisco Unified School District's school climate. Project activities include hiring additional staff to be based in the San Francisco Unified School District; purchasing data collection software; developing a San Francisco Youth Violence Prevention Public Service Announcement campaign; mobilizing a Social Media Task Force; and continued training and capacity building of school violence interrupters, school personnel, and probation officers. Deliverables include enhanced coordination of the school violence interruption team and support in the delivery of school violence interrupter response services, installation of a data platform to centralize and secure data, launch of the public service announcement campaign to uplift the support available for San Francisco youth, implementation of the social media task force that actively monitors and tracks flagged social media accounts to prevent incidents of violence, and implementation of training on various topics aimed at preventing school violence.

[X]

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.

[X]

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 restrictions on the use of federal funds--prohibited and controlled equipment under OJP awards

Consistent with Executive Order 14074, "Advancing Effective, Accountable Policing and Criminal Justice Practices To Enhance Public Trust and Public Safety," OJP has prohibited the use of federal funds under this award for purchases or transfers of specified equipment by law enforcement agencies. In addition, OJP requires the recipient, and any subrecipient ("subgrantee") at any tier, to put in place specified controls prior to using federal funds under this award to acquire or transfer any property identified on the "controlled equipment" list. The details of the requirement are posted on the OJP web site at <https://www.ojp.gov/funding/explore/prohibited-and-controlled-equipment> (Award condition: Compliance with restrictions on the use of federal funds--prohibited and controlled equipment under OJP awards), and are incorporated by reference here.

2

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."

3

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.

4

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.

5

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").

6

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.

7

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.

8

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.

9

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.

10

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.

11

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-AwardReqs.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.

12

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.

13

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.

14

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.

15

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>.

16

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.

17

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.

18

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 October 15, 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://onlinegfmt.training.ojp.gov/>. 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.

19

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.

20

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.

21

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.

22

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.

23

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.

24

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.

25

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.

26

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.

27

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.

28

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>.

29

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).

30

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.

31

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.

32

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).

33

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).

34

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.

35

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.

36

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.

37

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.

38

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.

39

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>.

40

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.

41

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.

42

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.

43

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.

44

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.

45

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>

46

The recipient agrees to submit to BJA for review and approval any product (e.g., curricula, training materials, publications, reports, videos, or any other written, web-based, or audio-visual, or other materials) that will be developed and published under this award at least thirty (30) working days prior to the targeted dissemination date. The current edition of the DOJ Grants Financial Guide provides guidance on allowable printing and publication activities. Any products developed under this award, (with the exception of press releases, web sites, and mobile applications), shall contain the following statements: "This project was supported by Grant No. <Award_Number> awarded by the Bureau of Justice Assistance, Office of Justice Programs, U.S. Department of Justice. 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." (Note: A separate disclaimer has been developed and is required for web sites and mobile applications. No disclaimer is required for press releases.)

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.

48

The recipient's budget (and budget narrative) is pending clearance by OJP.

Prior to budget clearance (and unless there is a more restrictive condition on this award, in which case the terms of that more restrictive condition apply): The recipient may not drawdown more than 10% of the award. Pre-clearance obligations, expenditures, and drawdowns may be disallowed if not in compliance with program requirements.

The recipient should be judicious in using award funds prior to budget clearance. Generally, OJP expects that recipients (depending on the specific project scope) may need to advertise for award-funded positions, pay personnel and fringe benefits for positions budgeted under the award, plan for project activities, attend training and pay training-related travel needed to begin the project, and engage in other limited activities conducted by recipient staff (i.e., generally not requiring a subaward or procurement contract under an award).

OJP will issue an Award Condition Modification upon budget clearance.

49

Recipient may not obligate, expend or drawdown funds until the Bureau of Justice Assistance, Office of Justice Programs has received and approved the required application attachment(s) and has issued an Award Condition Modification (ACM) releasing this award condition.

[X]

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	9/26/23 8:51 PM

Authorized Representative

Declaration and Certification

Entity Acceptance

Title of Authorized Entity Official

Manager

Name of Authorized Entity Official

Jasmine Dawson

Signed Date And Time

10/3/2023 1:06 PM

Budget Detail Worksheet

OMB Approval NO.: 1121-0329

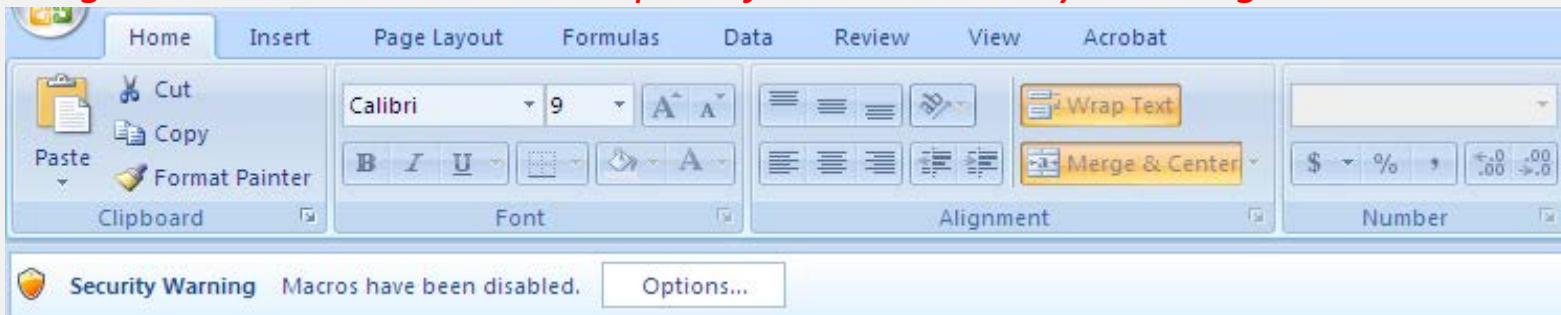
Expires 11/30/2020

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,

Budget Sheet Instructions



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: Burbage	First: Heidi	Middle:
Contact Phone:	628-652-7115	Contact Fax: N/A	Contact Email: heidi.burbage@dcyf.org

Worksheet Index:

Tab

[Budget Detail - Year 1](#)

[Budget Detail - Year 2](#)

[Budget Detail - Year 3](#)

Budget Sheet Instructions

Budget Detail - Year 4	
Budget Detail - Year 5	
Budget Summary	
Example - Budget Detail Sheet	
Definitions	
Budget Category Descriptions:	
<i>Personnel</i>	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.
<i>Fringe Benefits</i>	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.
<i>Travel</i>	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.
<i>Equipment</i>	List non-expendable items that are to be purchased (Note: Organization's own capitalization policy for classification of equipment should be used). <u>Expendable</u> 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.
<i>Supplies</i>	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.

Budget Sheet Instructions

<p><i>Construction</i></p>	<p>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 currently 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.</p>
<p><i>Subawards (Subgrants), Procurement Contracts, & Consultant Fees</i></p>	<p>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.</p> <p>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).</p> <p>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.</p>
<p><i>Other Costs</i></p>	<p>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.</p>
<p><i>Indirect Costs</i></p>	<p>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.</p>

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 <i>List each name, if known.</i>	Position <i>List each position, if known.</i>	Computation <i>Show annual salary rate & amount of time devoted to the project for each name/position.</i>						
		Salary	Rate	Time Worked <i>(# of hours, days, months, years)</i>	Percentage of Time	Total Cost	Non-Federal Contribution	Federal Request
TBD	In-Field Lead School Violence Interrupter	\$155,662.00	yearly	1	100%	\$155,662		\$155,662
TBD	Admin Lead School Violence Interrupter	\$155,662.00	yearly	1	100%	\$155,662	\$0	\$155,662
Total(s)						\$311,324	\$0	\$311,324

Narrative

Admin Lead SVI will provide strategic leadership and support related to incidents that present a significant risk to youth and/or the community. The primary role of the Administrative SVI will be to lead and manage the delivery of a school violence interrupter response to services and coordinate administrative tasks and deliverables as identified by school administrators and city leadership. In-Field Lead will work in collaboration with the multidisciplinary team to ensure that violence interruption objectives are achieved. The primary role of the Lead SVI will be to support the delivery of school violence interrupter response to services.

B. Fringe Benefits

Name <i>List each grant-supported position receiving fringe benefits.</i>	Computation <i>Show the basis for computation.</i>			
	Base	Rate	Total Cost	Non-Federal Contribution

Purpose Area #4

In-Field Lead School Violence Interrupter	\$155,662.00	40.00%	\$62,265		\$62,265					
Admin Lead School Violence Interrupter	\$155,662.00	40.00%	\$62,265		\$62,265					
Total(s)			\$124,530	\$0	\$124,530					
Narrative										
The fringe benefits rate is 40% and covers Retirement, Social Security, Health Service, Retiree Health, Dental, Unemployment Insurance, Long Term Disability Insurance.										
C. Travel										
Purpose of Travel	Location	Type of Expense	Basis	Computation						
<i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>	<i>Indicate the travel destination.</i>	<i>Lodging, Meals, Etc.</i>	<i>Per day, mile, trip, Etc.</i>	<i>Compute the cost of each type of expense X the number of people traveling.</i>						
				Cost	Quantity	# of Staff	# of Trips	Total Cost	Non-Federal Contribution	Federal Request
Grantee meeting	Washington, D.C.	Transportation	Round-trip	\$1,800.00	1	3	1	\$5,400	\$0	\$5,400
Total(s)								\$5,400	\$0	\$5,400
Narrative										

Purpose Area #4

Travel lodging expenses for one visit to the Washington D.C. area to meet with federal officials and/or take part in a BJA sponsored grantee meeting referenced as directed. Includes costs for three partners, for a minimum of two days and two nights. \$1,800 per person.

D. Equipment					
Item		Computation			
<i>List and describe each item of equipment that will be purchased</i>		<i>Compute the cost (e.g., the number of each item to be purchased X the cost per item)</i>			
	# of Items	Unit Cost	Total Cost	Non-Federal Contribution	Federal Request
			\$0		\$0
Total(s)			\$0	\$0	\$0
Narrative					
E. Supplies					
Supply Items		Computation			

Purpose Area #4

<i>Provide a list of the types of items to be purchased with grant funds.</i>		<i>Describe the item and the compute the costs. Computation: The number of each item to be purchased X the cost per item.</i>				
		# of Items	Unit Cost	Total Cost	Non-Federal Contribution	Federal Request
				\$0		\$0
Total(s)				\$0	\$0	\$0
Narrative						
F. Construction						
Purpose	Description of Work	Computation				
<i>Provide the purpose of the construction</i>	<i>Describe the construction project(s)</i>	<i>Compute the costs (e.g., the number of each item to be purchased X the cost per item)</i>				
		# of Items	Cost	Total Cost	Non-Federal Contribution	Federal Request
				\$0		\$0
Total(s)				\$0	\$0	\$0
Narrative						

Purpose Area #4

G. Subawards (Subgrants)								
Description <i>Provide a description of the activities to be carried out by subrecipients.</i>	Purpose <i>Describe the purpose of the subaward (subgrant)</i>	Consultant? <i>Is the subaward for a consultant? If yes, use the section below to explain associated travel expenses included in the cost.</i>						
			Total Cost	Non-Federal Contribution	Federal Request			
TBD Multimedia Campaign (Social Media Campaign and Task Force)	Plan to hire a consulting firm to assist with the development and launch of campaign activities and task force	Yes	\$224,200	\$0	\$224,200			
NICJR Specialized Training	Trainings for SFUSD, CBO's and SOS SVIPs Interrupters and Juvenile Probation Department	Yes	\$100,000	\$0	\$100,000			
TBD Technical Assistance and Capacity Building Providers	Trainings for SFUSD, CBO's and SOS SVIPs Interrupters and Juvenile Probation Department	Yes	\$100,000	\$0	\$100,000			
Total(s)			\$424,200	\$0	\$424,200			
Consultant Travel (if necessary)								
Purpose of Travel <i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>	Location <i>Indicate the travel destination.</i>	Type of Expense <i>Hotel, airfare, per diem</i>	Computation <i>Compute the cost of each type of expense X the number of people traveling.</i>					
			Cost	Duration or Distance	# of Staff	Total Cost	Non-Federal Contribution	Federal Request
						\$0		\$0

Purpose Area #4

			Total	\$0	\$0	\$0
Narrative						
No consultants listed above have no associated travel expenses.						
H. Procurement Contracts						
Description	Purpose	Consultant?				
<i>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).</i>	<i>Describe the purpose of the contract</i>	<i>Is the subaward for a consultant? If yes, use the section below to explain associated travel expenses included in the cost.</i>				
			Total Cost	Non-Federal Contribution	Federal Request	
Apricot 360	Advanced case management and analytics tool both FERPA and HIPAA-compliant that includes a range of features and capabilities designed to support various aspects of youth violence prevention initiatives.	No	\$134,546		\$134,546	
					\$0	
			Total(s)	\$134,546	\$0	\$134,546
Consultant Travel (if necessary)						
Purpose of Travel	Location	Type of Expense	Computation			
<i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>	<i>Indicate the travel destination.</i>	<i>Hotel, airfare, per diem</i>	<i>Compute the cost of each type of expense X the number of people traveling.</i>			
			Duration			

Purpose Area #4

			<i>Cost</i>	<i>or Distance</i>	<i># of Staff</i>	<i>Total Cost</i>	<i>Non-Federal Contribution</i>	<i>Federal Request</i>
						\$0		\$0
Total						\$0	\$0	\$0
Narrative								
I. Other Costs								
Description <i>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).</i>			Computation <i>Show the basis for computation</i>					
	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 <i>Describe what the approved rate is and how it is applied.</i>	Computation <i>Compute the indirect costs for those portions of the program which allow such costs.</i>				
	<i>Base</i>	<i>Indirect Cost Rate</i>	<i>Total Cost</i>	<i>Non-Federal Contribution</i>	<i>Federal Request</i>
			\$0		\$0
		Total(s)	\$0	\$0	\$0
Narrative					

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

Narrative

B. Fringe Benefits

Name	Computation					
<i>List each grant-supported position receiving fringe benefits.</i>	<i>Show the basis for computation.</i>					
		Base	Rate	Total Cost	Non-Federal Contribution	Federal Request

Purpose Area #4

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

D. Equipment						
Item		Computation				
<i>List and describe each item of equipment that will be purchased</i>		<i>Compute the cost (e.g., the number of each item to be purchased X the cost per item)</i>				
		# of Items	Unit Cost	Total Cost	Non-Federal Contribution	Federal Request
				\$0		\$0
Total(s)				\$0	\$0	\$0
Narrative						
E. Supplies						
Supply Items		Computation				

Purpose Area #4

<i>Provide a list of the types of items to be purchased with grant funds.</i>		<i>Describe the item and the compute the costs. Computation: The number of each item to be purchased X the cost per item.</i>				
		# of Items	Unit Cost	Total Cost	Non-Federal Contribution	Federal Request
				\$0		\$0
Total(s)				\$0	\$0	\$0
Narrative						
F. Construction						
Purpose	Description of Work	Computation				
<i>Provide the purpose of the construction</i>	<i>Describe the construction project(s)</i>	<i>Compute the costs (e.g., the number of each item to be purchased X the cost per item)</i>				
		# of Items	Cost	Total Cost	Non-Federal Contribution	Federal Request
				\$0		\$0
Total(s)				\$0	\$0	\$0
Narrative						

Purpose Area #4

G. Subawards (Subgrants)										
Description		Purpose			Consultant?					
<i>Provide a description of the activities to be carried out by subrecipients.</i>		<i>Describe the purpose of the subaward (subgrant)</i>			<i>Is the subaward for a consultant? If yes, use the section below to explain associated travel expenses included in the cost.</i>					
							Total Cost	Non-Federal Contribution	Federal Request	
									\$0	
Total(s)							\$0	\$0	\$0	
Consultant Travel (if necessary)										
Purpose of Travel		Location		Type of Expense		Computation				
<i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>		<i>Indicate the travel destination.</i>		<i>Hotel, airfare, per diem</i>		<i>Compute the cost of each type of expense X the number of people traveling.</i>				
					Cost	Duration or Distance	# of Staff	Total Cost	Non-Federal Contribution	Federal Request
								\$0		\$0
Total							\$0	\$0	\$0	
Narrative										

Purpose Area #4

H. Procurement Contracts										
Description		Purpose			Consultant?					
<i>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).</i>		<i>Describe the purpose of the contract</i>			<i>Is the subaward for a consultant? If yes, use the section below to explain associated travel expenses included in the cost.</i>					
							Total Cost	Non-Federal Contribution	Federal Request	
									\$0	
Total(s)							\$0	\$0	\$0	
Consultant Travel (if necessary)										
Purpose of Travel	Location		Type of Expense		Computation					
<i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>	<i>Indicate the travel destination.</i>		<i>Hotel, airfare, per diem</i>		<i>Compute the cost of each type of expense X the number of people traveling.</i>					
					Cost	Duration or Distance	# of Staff	Total Cost	Non-Federal Contribution	Federal Request
								\$0		\$0
Total							\$0	\$0	\$0	

Purpose Area #4

Narrative							
I. Other Costs							
Description <i>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).</i>	Computation <i>Show the basis for computation</i>						
	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 <i>Describe what the approved rate is and how it is applied.</i>	Computation <i>Compute the indirect costs for those portions of the program which allow such costs.</i>				
	<i>Base</i>	<i>Indirect Cost Rate</i>	<i>Total Cost</i>	<i>Non-Federal Contribution</i>	<i>Federal Request</i>
			\$0		\$0
		<i>Total(s)</i>	\$0	\$0	\$0
Narrative					

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	Position	Computation						
<i>List each name, if known.</i>	<i>List each position, if known.</i>	<i>Show annual salary rate & amount of time devoted to the project for each name/position.</i>						
		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	Computation					
<i>List each grant-supported position receiving fringe benefits.</i>	<i>Show the basis for computation.</i>					
		Base	Rate	Total Cost	Non-Federal Contribution	Federal Request
				\$0		\$0
Total(s)				\$0	\$0	\$0

Purpose Area #4

Narrative										
C. Travel										
Purpose of Travel		Location	Type of Expense	Basis	Computation					
<i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>		<i>Indicate the travel destination.</i>	<i>Lodging, Meals, Etc.</i>	<i>Per day, mile, trip, Etc.</i>	<i>Compute the cost of each type of expense X the number of people traveling.</i>					
				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		Computation				
<i>List and describe each item of equipment that will be purchased</i>		<i>Compute the cost (e.g., the number of each item to be purchased X the cost per item)</i>				
		# of Items	Unit Cost	Total Cost	Non-Federal Contribution	Federal Request
				\$0		\$0
Total(s)				\$0	\$0	\$0
Narrative						
E. Supplies						
Supply Items		Computation				

Purpose Area #4

<i>Provide a list of the types of items to be purchased with grant funds.</i>		<i>Describe the item and the compute the costs. Computation: The number of each item to be purchased X the cost per item.</i>				
		# of Items	Unit Cost	Total Cost	Non-Federal Contribution	Federal Request
				\$0		\$0
Total(s)				\$0	\$0	\$0
Narrative						
F. Construction						
Purpose	Description of Work	Computation				
<i>Provide the purpose of the construction</i>	<i>Describe the construction project(s)</i>	<i>Compute the costs (e.g., the number of each item to be purchased X the cost per item)</i>				
		# of Items	Cost	Total Cost	Non-Federal Contribution	Federal Request
				\$0		\$0
Total(s)				\$0	\$0	\$0
Narrative						

Purpose Area #4

G. Subawards (Subgrants)										
Description		Purpose			Consultant?					
<i>Provide a description of the activities to be carried out by subrecipients.</i>		<i>Describe the purpose of the subaward (subgrant)</i>			<i>Is the subaward for a consultant? If yes, use the section below to explain associated travel expenses included in the cost.</i>					
							Total Cost	Non-Federal Contribution	Federal Request	
									\$0	
Total(s)							\$0	\$0	\$0	
Consultant Travel (if necessary)										
Purpose of Travel		Location		Type of Expense		Computation				
<i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>		<i>Indicate the travel destination.</i>		<i>Hotel, airfare, per diem</i>		<i>Compute the cost of each type of expense X the number of people traveling.</i>				
					Cost	Duration or Distance	# of Staff	Total Cost	Non-Federal Contribution	Federal Request
								\$0		\$0
Total							\$0	\$0	\$0	
Narrative										

Purpose Area #4

H. Procurement Contracts								
Description		Purpose	Consultant?					
<i>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).</i>		<i>Describe the purpose of the contract</i>	<i>Is the subaward for a consultant? If yes, use the section below to explain associated travel expenses included in the cost.</i>					
				Total Cost	Non-Federal Contribution	Federal Request		
						\$0		
Total(s)				\$0	\$0	\$0		
Consultant Travel (if necessary)								
Purpose of Travel	Location	Type of Expense	Computation					
<i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>	<i>Indicate the travel destination.</i>	<i>Hotel, airfare, per diem</i>	<i>Compute the cost of each type of expense X the number of people traveling.</i>					
			Cost	Duration or Distance	# of Staff	Total Cost	Non-Federal Contribution	Federal Request
						\$0		\$0
Total				\$0	\$0	\$0		

Purpose Area #4

Narrative							
I. Other Costs							
Description <i>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).</i>	Computation <i>Show the basis for computation</i>						
	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 <i>Describe what the approved rate is and how it is applied.</i>	Computation <i>Compute the indirect costs for those portions of the program which allow such costs.</i>				
	<i>Base</i>	<i>Indirect Cost Rate</i>	<i>Total Cost</i>	<i>Non-Federal Contribution</i>	<i>Federal Request</i>
			\$0		\$0
		<i>Total(s)</i>	\$0	\$0	\$0
Narrative					

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	Position	Computation						
<i>List each name, if known.</i>	<i>List each position, if known.</i>	<i>Show annual salary rate & amount of time devoted to the project for each name/position.</i>						
		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	Computation					
<i>List each grant-supported position receiving fringe benefits.</i>	<i>Show the basis for computation.</i>					
		Base	Rate	Total Cost	Non-Federal Contribution	Federal Request
				\$0		\$0
Total(s)				\$0	\$0	\$0

Purpose Area #4

Narrative										
C. Travel										
Purpose of Travel	Location		Type of Expense	Basis	Computation					
<i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>	<i>Indicate the travel destination.</i>		<i>Lodging, Meals, Etc.</i>	<i>Per day, mile, trip, Etc.</i>	<i>Compute the cost of each type of expense X the number of people traveling.</i>					
				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		Computation				
<i>List and describe each item of equipment that will be purchased</i>		<i>Compute the cost (e.g., the number of each item to be purchased X the cost per item)</i>				
		# of Items	Unit Cost	Total Cost	Non-Federal Contribution	Federal Request
				\$0		\$0
Total(s)				\$0	\$0	\$0
Narrative						
E. Supplies						
Supply Items		Computation				

Purpose Area #4

<i>Provide a list of the types of items to be purchased with grant funds.</i>		<i>Describe the item and the compute the costs. Computation: The number of each item to be purchased X the cost per item.</i>				
		# of Items	Unit Cost	Total Cost	Non-Federal Contribution	Federal Request
				\$0		\$0
Total(s)				\$0	\$0	\$0
Narrative						
F. Construction						
Purpose	Description of Work	Computation				
<i>Provide the purpose of the construction</i>	<i>Describe the construction project(s)</i>	<i>Compute the costs (e.g., the number of each item to be purchased X the cost per item)</i>				
		# of Items	Cost	Total Cost	Non-Federal Contribution	Federal Request
				\$0		\$0
Total(s)				\$0	\$0	\$0
Narrative						

Purpose Area #4

G. Subawards (Subgrants)										
Description		Purpose			Consultant?					
<i>Provide a description of the activities to be carried out by subrecipients.</i>		<i>Describe the purpose of the subaward (subgrant)</i>			<i>Is the subaward for a consultant? If yes, use the section below to explain associated travel expenses included in the cost.</i>					
							Total Cost	Non-Federal Contribution	Federal Request	
									\$0	
Total(s)							\$0	\$0	\$0	
Consultant Travel (if necessary)										
Purpose of Travel	Location		Type of Expense		Computation					
<i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>	<i>Indicate the travel destination.</i>		<i>Hotel, airfare, per diem</i>		<i>Compute the cost of each type of expense X the number of people traveling.</i>					
					Cost	Duration or Distance	# of Staff	Total Cost	Non-Federal Contribution	Federal Request
								\$0		\$0
Total							\$0	\$0	\$0	
Narrative										

Purpose Area #4

H. Procurement Contracts											
Description			Purpose			Consultant?					
<i>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).</i>			<i>Describe the purpose of the contract</i>			<i>Is the subaward for a consultant? If yes, use the section below to explain associated travel expenses included in the cost.</i>					
								Total Cost	Non-Federal Contribution	Federal Request	
										\$0	
						Total(s)		\$0	\$0	\$0	
Consultant Travel (if necessary)											
Purpose of Travel		Location		Type of Expense		Computation					
<i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>		<i>Indicate the travel destination.</i>		<i>Hotel, airfare, per diem</i>		<i>Compute the cost of each type of expense X the number of people traveling.</i>					
						Cost	Duration or Distance	# of Staff	Total Cost	Non-Federal Contribution	Federal Request
									\$0		\$0
						Total		\$0	\$0	\$0	

Purpose Area #4

Narrative							
I. Other Costs							
Description <i>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).</i>	Computation <i>Show the basis for computation</i>						
	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 <i>Describe what the approved rate is and how it is applied.</i>	Computation <i>Compute the indirect costs for those portions of the program which allow such costs.</i>				
	<i>Base</i>	<i>Indirect Cost Rate</i>	<i>Total Cost</i>	<i>Non-Federal Contribution</i>	<i>Federal Request</i>
			\$0		\$0
		<i>Total(s)</i>	\$0	\$0	\$0
Narrative					

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	Position	Computation						
<i>List each name, if known.</i>	<i>List each position, if known.</i>	<i>Show annual salary rate & amount of time devoted to the project for each name/position.</i>						
		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	Computation				
<i>List each grant-supported position receiving fringe benefits.</i>	<i>Show the basis for computation.</i>				
	Base	Rate	Total Cost	Non-Federal Contribution	Federal Request
			\$0		\$0
Total(s)			\$0	\$0	\$0

Purpose Area #4

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

D. Equipment						
Item		Computation				
<i>List and describe each item of equipment that will be purchased</i>		<i>Compute the cost (e.g., the number of each item to be purchased X the cost per item)</i>				
		# of Items	Unit Cost	Total Cost	Non-Federal Contribution	Federal Request
				\$0		\$0
Total(s)				\$0	\$0	\$0
Narrative						
E. Supplies						
Supply Items		Computation				

Purpose Area #4

<i>Provide a list of the types of items to be purchased with grant funds.</i>		<i>Describe the item and the compute the costs. Computation: The number of each item to be purchased X the cost per item.</i>				
		# of Items	Unit Cost	Total Cost	Non-Federal Contribution	Federal Request
				\$0		\$0
Total(s)				\$0	\$0	\$0
Narrative						
F. Construction						
Purpose <i>Provide the purpose of the construction</i>	Description of Work <i>Describe the construction project(s)</i>	Computation <i>Compute the costs (e.g., the number of each item to be purchased X the cost per item)</i>				
		# of Items	Cost	Total Cost	Non-Federal Contribution	Federal Request
				\$0		\$0
Total(s)				\$0	\$0	\$0
Narrative						

Purpose Area #4

G. Subawards (Subgrants)										
Description		Purpose			Consultant?					
<i>Provide a description of the activities to be carried out by subrecipients.</i>		<i>Describe the purpose of the subaward (subgrant)</i>			<i>Is the subaward for a consultant? If yes, use the section below to explain associated travel expenses included in the cost.</i>					
							Total Cost	Non-Federal Contribution	Federal Request	
									\$0	
					Total(s)		\$0	\$0	\$0	
Consultant Travel (if necessary)										
Purpose of Travel		Location		Type of Expense		Computation				
<i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>		<i>Indicate the travel destination.</i>		<i>Hotel, airfare, per diem</i>		<i>Compute the cost of each type of expense X the number of people traveling.</i>				
					Cost	Duration or Distance	# of Staff	Total Cost	Non-Federal Contribution	Federal Request
								\$0		\$0
					Total		\$0	\$0	\$0	
Narrative										

Purpose Area #4

H. Procurement Contracts										
Description		Purpose			Consultant?					
<i>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).</i>		<i>Describe the purpose of the contract</i>			<i>Is the subaward for a consultant? If yes, use the section below to explain associated travel expenses included in the cost.</i>					
							Total Cost	Non-Federal Contribution	Federal Request	
									\$0	
Total(s)							\$0	\$0	\$0	
Consultant Travel (if necessary)										
Purpose of Travel	Location		Type of Expense		Computation					
<i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>	<i>Indicate the travel destination.</i>		<i>Hotel, airfare, per diem</i>		<i>Compute the cost of each type of expense X the number of people traveling.</i>					
					Cost	Duration or Distance	# of Staff	Total Cost	Non-Federal Contribution	Federal Request
								\$0		\$0
Total							\$0	\$0	\$0	

Purpose Area #4

Narrative							
I. Other Costs							
Description <i>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).</i>	Computation <i>Show the basis for computation</i>						
	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 <i>Describe what the approved rate is and how it is applied.</i>	Computation <i>Compute the indirect costs for those portions of the program which allow such costs.</i>				
	<i>Base</i>	<i>Indirect Cost Rate</i>	<i>Total Cost</i>	<i>Non-Federal Contribution</i>	<i>Federal Request</i>
			\$0		\$0
		<i>Total(s)</i>	\$0	\$0	\$0
Narrative					

Budget Summary

Budget Summary											
<i>Note: Any errors detected on this page should be fixed on the corresponding Budget Detail tab.</i>											
	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	\$311,324	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$311,324
B. Fringe Benefits	\$124,530	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$124,530
C. Travel	\$5,400	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,400
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)	\$424,200	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$424,200
H. Procurement Contracts	\$134,546	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$134,546
I. Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Direct Costs	\$1,000,000	\$0	\$0	\$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	\$1,000,000	\$0	\$0	\$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 <i>List each name, if known.</i>	Position <i>List each position, if known.</i>	Computation <i>Show annual salary rate & amount of time devoted to the project for each name/position.</i>						
		Salary	Rate	Time Worked <i>(# of hours, days, months, years)</i>	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 <i>List each grant-supported position receiving fringe benefits.</i>	Computation <i>Show the basis for computation.</i>				
	Base	Rate	Total Cost	Non-Federal Contribution	Federal Request

Purpose Area #4

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	Location	Type of Expense	Basis	Computation						
<i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>	<i>Indicate the travel destination.</i>	<i>Lodging, Meals, Etc.</i>	<i>Per day, mile, trip, Etc.</i>	<i>Compute the cost of each type of expense X the number of people traveling.</i>						
				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

Purpose Area #4

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										

Purpose Area #4

Per award guidelines, key members 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	Computation				
<i>List and describe each item of equipment that will be purchased</i>	<i>Compute the cost (e.g., the number of each item to be purchased X the cost per item)</i>				
	# 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	Computation				
<i>Provide a list of the types of items to be purchased with grant funds.</i>	<i>Describe the item and the compute the costs. Computation: The number of each item to be purchased X the cost per item.</i>				

Purpose Area #4

	# 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					
<p>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 by 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.</p>					
F. Construction					
<i>As a rule, construction costs are not allowable. Consult with the program office before budgeting funds in this category.</i>					
Purpose <i>Provide the purpose of the construction</i>	Description of Work <i>Describe the construction project(s)</i>	Computation <i>Compute the costs (e.g., the number of each item to be purchased X the cost per item)</i>			
		# of Items	Cost	Total Cost	Non-Federal Contribution
				\$0	\$0
Total(s)				\$0	\$0
Narrative					

Purpose Area #4

G. Subawards (Subgrants)									
Description <i>Provide a description of the activities to be carried out by subrecipients.</i>		Purpose <i>Describe the purpose of the subaward (subgrant)</i>		Consultant <i>Is the subaward for a consultant?</i>					
				Total Cost	Non-Federal Contribution	Federal 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 <i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>	Location <i>Indicate the travel destination.</i>	Type of Expense <i>Hotel, airfare, per diem</i>		Computation <i>Compute the cost of each type of expense X the number of people traveling.</i>					
				Cost	Duration or Distance	# of Staff	Total Cost	Non-Federal Contribution	Federal Request
							\$0		\$0
Total				\$0			\$0	\$0	\$0
Narrative									

Purpose Area #4

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 <i>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).</i>	Purpose <i>Describe the purpose of the contract</i>	Consultant <i>Is the contract for a consultant?</i>						
			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 <i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>	Location <i>Indicate the travel destination.</i>	Type of Expense <i>Hotel, airfare, per diem</i>	Computation <i>Compute the cost of each type of expense X the number of people traveling.</i>					
			Cost	Duration or Distance	# of Staff	Total Cost	Non-Federal Contribution	Federal Request
						\$0		\$0
Total			\$0			\$0	\$0	\$0

Purpose Area #4

Narrative	
<p>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.</p> <p>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.</p>	

I. Other Costs							
Description <i>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).</i>	Computation <i>Show the basis for computation</i>						
	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	
<p>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.</p>	

Purpose Area #4

J. Indirect Costs						
Description <i>Describe what the approved rate is and how it is applied.</i>		Computation <i>Compute the indirect costs for those portions of the program which allow such costs.</i>				
		<i>Base</i>	<i>Indirect Cost Rate</i>	<i>Total Cost</i>	<i>Non-Federal Contribution</i>	<i>Federal Request</i>
Indirect Costs		\$121,725	12.54%	\$15,265	\$0	\$15,265
Total(s)				\$15,265	\$0	\$15,265
Narrative						
<p>Indirect costs are based on Federally approved rate of 12.54% on Total Direct Labor (Personnel + Fringe).</p>						

Definitions

Additional information can be found in the DOJ Financial Guide

[DOJ Financial Guide](#)

Term	Definition
Match	<p>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).</p> <p>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</p>
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	<p>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.</p> <p>Grant recipients may make the initial determination that competition is not feasible if one of the following circumstances exists:</p> <ol style="list-style-type: none"> 1. <i>The item of service is available only from a single source.</i> 2. <i>The public exigency or emergency for the requirement will not permit a delay resulting from a competitive solicitation.</i> 3. <i>After solicitation of a number of sources, competitions is considered inadequate.</i>

Arm-Length Transaction	<p>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.</p> <p>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).</p>
Confidential Funds	<p>Confidential funds are those monies allocated to:</p> <p>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.</p> <p>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.</p> <p>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.</p>
Fully Executed Negotiated Agreement	<p>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.</p>
Cognizant Federal Agency	<p>The cognizant Federal agency is the Federal agency that generally provides the most Federal financial assistance to the 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.</p>



Maria Su, Psy.D.
Executive Director



London Breed
Mayor

MEMO

Date: October 24, 2023

To: Budget and Finance Committee

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 28, 2023, only four days before the grant start date, October 2, 2023. Due to all the necessary review processes for this A&E, the Department is requesting for this resolution to be retroactive to cover the full grant period. Thank you for your consideration!

TO: Angela Calvillo, Clerk of the Board of Supervisors
FROM: The Department of Children Youth and Their Families
DATE: **October 6, 2023**
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:

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

Grant information form, including disability checklist

Grant budget

Grant application

Grant award letter from funding agency

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).



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 #: 231135

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 Childre Youth & Their Families	mendy.ma@dcyf.org

5. CONTRACTOR	
NAME OF CONTRACTOR SFUSD & NICJR	TELEPHONE NUMBER (415) 340-1716 & (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) 231135
DESCRIPTION OF AMOUNT OF CONTRACT \$435,854 & \$100,000		
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 three years. Two subcontractors were proposed in the application to provide support and training for project. San Francisco Unified School District will hire two positions, one Administrative Lead School Violence Interrupter to provide strategic leadership and support related to incidents that present a significant risk to youth and/or the community, and one In-Field Lead School Violence Interrupter to work in collaboration with the multidisciplinary team to ensure that violence interruption objectives are achieved. National Institute for Criminal Justice Reform (NICJR) will provide specialized training for SFUSD, CBO's and SOS SVIPs Interrupters and Juvenile Probation Department.		

7. COMMENTS
SFUSD (Eric Guthertz): Street Address: 555 Franklin Street, San Francisco, CA 94102; Email: guthertze@sfusd.edu. 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:	
<input type="checkbox"/>	THE CITY ELECTIVE OFFICER(S) IDENTIFIED ON THIS FORM
<input checked="" type="checkbox"/>	A BOARD ON WHICH THE CITY ELECTIVE OFFICER(S) SERVES Board of Supervisors
<input type="checkbox"/>	THE BOARD OF A STATE AGENCY ON WHICH AN APPOINTEE OF THE CITY ELECTIVE OFFICER(S) IDENTIFIED ON THIS FORM SITS

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	Boggess (SFUSD)	Kevine	Board of Directors
2	Weissman-Ward (SFUSD)	Lisa	Board of Directors
3	Alexander (SFUSD)	Matt	Board of Directors
4	Fisher (SFUSD)	Alida	Board of Directors
5	Lam (SFUSD)	Jenny	Board of Directors
6	Motamedi (SFUSD)	Lainie	Board of Directors
7	Sanchez (SFUSD)	Mark	Board of Directors
8	Wayne (SFUSD)	Matt	CEO
9	Chen (SFUSD)	Jackie	CFO
10	Kamalanathan (SFUSD)	Dawn	COO
11	Marshall (NICJR)	Alise	Board of Directors
12	Baranco (NICJR)	Gordon	Board of Directors
13	Bell (NICJR)	James	Board of Directors
14	Perkins (NICJR)	Arnold	Board of Directors
15	Stauring (NICJR)	Javier	Board of Directors
16	Muhammad (NICJR)	David	CEO
17	Picard (NICJR)	Nicole	CFO
18	Dahl (NICJR)	Diana	COO
19			

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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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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50			

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.

<p>SIGNATURE OF CITY ELECTIVE OFFICER OR BOARD SECRETARY OR CLERK</p> <p>BOS Clerk of the Board</p>	<p>DATE SIGNED</p>
---	---------------------------

From: [Conine-Nakano, Susanna \(MYR\)](#)
To: [BOS Legislation, \(BOS\)](#)
Cc: [Paulino, Tom \(MYR\)](#); [Ma, Mendy \(CHF\)](#); [Herrera, Ana \(BOS\)](#)
Subject: Mayor -- Resolution-- STOP School Violence Program
Date: Tuesday, October 31, 2023 3:55:21 PM
Attachments: [Mayor -- Resolution-- STOP School Violence Program.zip](#)

Hello Clerks,

Attached for introduction to the Board of Supervisors is a Resolution retroactively authorizing the Department of Children Youth and Their Families (DCYF) 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 2, 2023, through October 1, 2026. The funds will enhance the current San Francisco School Crisis Support Coordination Project to improve San Francisco Unified School District’s school climate.

Please note that Supervisor Ronen is a co-sponsor of this legislation.

Best,
Susanna

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