

December 4, 2023

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

Subject:       **Grant Subaward Application Approval**  
County Victim Services Program  
Grant Subaward #: XC23 06 0380

Dear Monifa Willis:

The California Governor's Office of Emergency Services (Cal OES) has approved your Grant Subaward application in the amount of \$364,146, subject to enactment of applicable State Budget Act. A copy of your approved Grant Subaward is enclosed for your records.

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

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

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

Sincerely,

Victim Services Grants Processing Unit

cc: Subrecipient's file  
Program Specialist

(Cal OES Use Only)

Cal OES #	075-00000-17	FIPS #	0750-00000	VS#		Subaward #	XC23 06 0380
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## CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES GRANT SUBAWARD FACE SHEET

MR MS

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

1. **Subrecipient:** San Francisco, City & County 1a. UEI#: JZ9BSV3GSJ54

2. **Implementing Agency:** San Francisco, City & County - District Attorney's Office 2a. UEI#: JZ9BSV3GSJ54

3. **Implementing Agency Address:** 350 Rhode Island Street, North Building, Suite 400N San Francisco 94103-5188  
(Street) (City) (Zip+4)

4. **Location of Project:** San Francisco San Francisco 94103-5188  
(City) (County) (Zip+4)

5. **Disaster/Program Title:** XC - County Victim Services Program 6. **Performance/** 1/1/2024 **to** 12/31/2024  
**Budget Period:** (Start Date) (End Date)

7. **Indirect Cost Rate:** 10% de minimis **Federally Approved ICR (if applicable):** \_\_\_\_\_ %

Item Number	Grant Year	Fund Source	A. State	B. Federal	C. Total	D. Cash Match	E. In-Kind Match	F. Total Match	G. Total Cost
8.	2023	VOCA		\$364,146		\$91,037		\$91,037	\$455,183
9.	Select	Select							
10.	Select	Select							
11.	Select	Select							
12.	Select	Select							
<b>Total</b>	<b>Project</b>	<b>Cost</b>		<b>\$364,146</b>	<b>\$364,146</b>	<b>\$91,037</b>		<b>\$91,037</b>	<b>\$455,183</b>

13. **Certification** - This Grant Subaward consists of this title page, the application for the grant, which is attached and made a part hereof, and the Assurances/Certifications. I hereby certify I am vested with the authority to enter into this Grant Subaward, and have the approval of the City/County Financial Officer, City Manager, County Administrator, Governing Board Chair, or other Approving Body. The Subrecipient certifies that all funds received pursuant to this agreement will be spent exclusively on the purposes specified in the Grant Subaward. The Subrecipient accepts this Grant Subaward and agrees to administer the grant project in accordance with the Grant Subaward as well as all applicable state and federal laws, audit requirements, federal program guidelines, and Cal OES policy and program guidance. The Subrecipient further agrees that the allocation of funds may be contingent on the enactment of the State Budget.

14. **CA Public Records Act** - Grant applications are subject to the California Public Records Act, Government Code section 6250 et seq. Do not put any personally identifiable information or private information on this application. If you believe that any of the information you are putting on this application is exempt from the Public Records Act, please attach a statement that indicates what portions of the application and the basis for the exemption. Your statement that the information is not subject to the Public Records Act will not guarantee that the information will not be disclosed.

15. **Official Authorized to Sign for Subrecipient:**

Name: Brooke Jenkins Title: District Attorney

Payment Mailing Address: 350 Rhode Island Street, North Building, Suite 400N City: San Francisco Zip Code+4: 94103-5188

Signature:  Date: 10/11/23

16. **Federal Employer ID Number:** 946000417

(FOR Cal OES USE ONLY)

I hereby certify on my personal knowledge that budgeted funds are available for the period and purposes of this expenditure stated above.

DocuSigned by:  
Mary Rucker  
9A3D0B00E24B485... (Date)

DocuSigned by:  
Heather Carlson  
F7B0D62C0BED440... (Date)

ENY: 2023-24 Chapter: 12 SL: 18403  
Item: 0690-102-0890 Pgm: 0385  
FAIN #: 15POVC-23-GG-00432-ASSI 10/01/22-09/30/26  
Fund: Federal Trust Fund AL#: 16.575  
Program: County Victim Services Program  
Match Req.: 20%, C/IK based on TPC  
Project ID: OES23VOCA000012  
SC: 2023-18403 Amount: \$364,146

DS  
JH

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

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

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

**2. Federal Awarding Agency Section:**

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

**3. Project Description Section:**

- Project Acronym (Please choose from drop down):  
County Victim Services Program (XC)
- Project Description (Please type the Project Description):

Provides one-time federal VOCA funding to each of California's 58 counties and City of Los Angeles to help fill self-identifies victim services gaps/needs.

**4. Research & Development Section:**

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



## Grant Subaward Contact Information

Grant Subaward #: XC23 06 0380

Subrecipient: San Francisco, City & County

1. **Grant Subaward Director:**

Name: Monifa Willis

Title: Chief, Victim Services Division

Telephone #: (628) 652-4114

Email Address: monifa.willis@sfgov.org

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

2. **Financial Officer:**

Name: Eugene Clendinen

Title: Chief, Administration & Finance

Telephone #: (628) 652-4030

Email Address: eugene.cleindinen@sfgov.org

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

3. **Programmatic Point of Contact:**

Name: Priscilla Portillo

Title: Deputy Director of Vulnerable Victims & Community Engagement

Telephone #: (628) 652-4124

Email Address: priscilla.portillo@sfgov.org

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

4. **Financial Point of Contact:**

Name: Sheila Arcelona

Title: Assistant Chief, Administration & Finance

Telephone #: (628) 652-4031

Email Address: sheila.arcelona@sfgov.org

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

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

Name: Brooke Jenkins

Title: District Attorney

Telephone #: (628) 652-4012

Email Address: brooke.jenkins@sfgov.org

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

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

Name: Brooke Jenkins

Title: District Attorney

Telephone #: (628) 652-4012

Email Address: brooke.jenkins@sfgov.org

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

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

Name: Aaron Peskin

Title: President, Board of Supervisors

Telephone #: (415) 554-7450

Email Address: Aaron.Peskin@sfgov.org

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





## Grant Subaward Signature Authorization

Grant Subaward #: XC23 06 0380

Subrecipient: San Francisco, City & County

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

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

### Grant Subaward Director:

Printed Name: Monifa Willis

Signature: Monifa Willis Digitally signed by Monifa Willis  
Date: 2023.10.05 17:15:46 -07'00'

Date: 10/05/2023

### Financial Officer:

Printed Name: Eugene Clendinen

Signature: Eugene Clendinen Digitally signed by Eugene Clendinen  
Date: 2023.08.21 08:11:07 -07'00'

Date: 08/21/2023

The following persons are authorized to sign for the **Grant Subaward Director**:

Signature: Karima Baptiste Digitally signed by Karima Baptiste  
Date: 2023.08.18 13:42:05 -07'00'

Printed Name: Karima Baptiste

Signature: Priscilla Portillo Digitally signed by Priscilla Portillo  
Date: 2023.10.05 17:24:05 -07'00'

Printed Name: Priscilla Portillo

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

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

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

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

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

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

The following persons are authorized to sign for the **Financial Officer**:

Signature: Sheila Arcelona Digitally signed by Sheila Arcelona  
Date: 2023.08.21 09:33:26 -07'00'

Printed Name: Sheila Arcelona

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

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

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

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

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

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

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

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



## Grant Subaward Certification of Assurance of Compliance

Subrecipient: SAN FRANCISCO, CITY & COUNTY

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

I, **BROOKE JENKINS** (Official Designee; same person as Section 1.5 of the Grant Subaward Face Sheet) hereby certify that the above Subrecipient is responsible for reviewing the Subrecipient Handbook (SRH) and adhering to all of the Grant Subaward requirements as directed by Cal OES including, but not limited to, the following areas:

**I. Proof of Authority – SRH 1.055**

The Subrecipient certifies they have written authority by the governing board (e.g., County Board of Supervisors, City Council, or Governing Board) granting authority for the Subrecipient/Official Designee (see Section 3.030) to enter into a specific Grant Subaward (indicated by the Cal OES Program name and initial Grant Subaward performance period) and applicable Grant Subaward Amendments with Cal OES. The authorization includes naming of an Official Designee (e.g., Executive Director, District Attorney, Police Chief) for the agency/organization who is granted permission to sign Grant Subaward documents on behalf of the Subrecipient. Written proof of authority includes one of the following: signed Board Resolution or approved Board Meeting minutes.

**II. Civil Rights Compliance – SRH Section 2.020**

The Subrecipient acknowledges awareness of, and the responsibility to comply with all state and federal civil rights laws. The Subrecipient certifies it will not discriminate in the delivery of services or benefits based on any protected class and will comply with all requirements of this section of the SRH.

**III. Equal Employment Opportunity – SRH Section 2.025**

The Subrecipient certifies it will promote Equal Employment Opportunity by prohibiting discrimination or harassment in employment because of any status protected by state or federal law and will comply with all requirements of this section of the SRH.





**IV. Drug-Free Workplace Act of 1990 – SRH Section 2.030**

The Subrecipient certifies it will comply with the Drug-Free Workplace Act of 1990 and all other requirements of this section of the SRH.

**V. California Environmental Quality Act (CEQA) – SRH Section 2.035**

The Subrecipient certifies that, if the activities of the Grant Subaward meet the definition of a "project" pursuant to the CEQA, Section 20165, it will comply with all requirements of CEQA and this section of the SRH.

**VI. Lobbying – SRH Sections 2.040 and 4.105**

The Subrecipient certifies it will not use Grant Subaward funds, property, or funded positions for any lobbying activities and will comply with all requirements of this section of the SRH.

**All appropriate documentation must be maintained on file by the Subrecipient and available for Cal OES upon request. Failure to comply with these requirements may result in suspension of payments under the Grant Subaward(s), termination of the Grant Subaward(s), and/or ineligibility for future Grant Subawards if Cal OES determines that any of the following has occurred: (1) the Subrecipient has made false certification, or (2) the Subrecipient violated the certification by failing to carry out the requirements as noted above.**

**CERTIFICATION**

I, the official named below, am the same individual authorized to sign the Grant Subaward [Section 15 on Grant Subaward Face Sheet], and hereby affirm that I am duly authorized legally to bind the Subrecipient to the above-described certification. I am fully aware that this certification, executed on the date, is made under penalty of perjury under the laws of the State of California.

Official Designee's Signature: Brooke Jenkins

Digitally signed by Brooke Jenkins  
Date: 2023.06.12 11:32:09 -07'00'

Official Designee's Typed Name: BROOKE JENKINS

Official Designee's Title: DISTRICT ATTORNEY

Date Executed: 06/12/2023

**AUTHORIZED BY:**

I grant authority for the Subrecipient/Official Designee to enter into the specific Grant Subaward(s) (indicated by the Cal OES Program name and initial Grant Subaward performance period identified above) and applicable Grant Subaward Amendments with Cal OES.

☒ City Financial Officer

☒ County Financial Officer

☐ City Manager

☐ County Manager

☐ Governing Board Chair

Signature: 

Typed Name: BEN ROSENFELD

Title: CONTROLLER

Date Executed: 6-13-23



## **Federal Fund Grant Subaward Assurances**

### **Victims of Crime Act (VOCA) Victim Assistance Formula Grant Program**

Subrecipient: SAN FRANCISCO, CITY & COUNTY

	Cal OES Program Name	Grant Subaward #	Grant Subaward Performance Period
1.	VICTIM WITNESS ASSISTANCE PROGRAM	VW23 42 0380	10/01/2023-09/30/2024
2.	INNOVATIVE RESPONSE TO MARGINALIZED VICTIMS PROGRAM		01/01/2024-12/31/2024
3.	UNSERVED/UNDERSERVED VICTIM ADVOCACY AND OUTREACH PROGRAM	UV23 02 0380	01/01/2024-12/31/2024
4.	COUNTY VICTIM SERVICES PROGRAM	XC23 06 0380	01/01/2024-12/31/2024
5.	ELDER ABUSE PROGRAM		01/01/2024-12/31/2024
6.	HUMAN TRAFFICKING ADVOCACY PROGRAM		01/01/2024-12/31/2024

Subrecipients agree to adhere to the following and ensure these assurances are passed down to Second-Tier Subrecipients.

#### **1. Required Audits and Financial Statements (SRH Section 14.005)**

Subrecipients expending \$750,000 or more in federal funds annually must comply with the single audit requirement established by the Federal Office of Management and Budget (OMB) Uniform Guidance 2 C.F.R. Part 200, Subpart F and arrange for a single audit by an independent Certified Public Accountant (CPA) firm annually. Audits conducted under this section will be performed using the guidelines established by the American Institute of Certified Public Accountants (AICPA) for such audits.

☒ Subrecipient expends \$750,000 or more in federal funds annually.

☐ Subrecipient does not expend \$750,000 or more in federal funds annually.

#### **2. Compliance with General Appropriations-law Restrictions on the use of Federal Funds**

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable restrictions on the use of federal funds set out in federal appropriations statutes. Pertinent restrictions, including from various "general provisions" in the Consolidated Appropriations Act, 2022, are set out at <https://ojp.gov/funding/Explore/FY22AppropriationsRestrictions.htm>.

Should a question arise as to whether a particular use of federal funds by Subrecipients (and any Second-Tier Subrecipients) would or might fall within the scope of an appropriations or law restriction, Subrecipients are to contact Cal OES



for guidance, and may not proceed without the express prior written approval of Cal OES.

### **3. Applicability of Part 200 Uniform Requirements**

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. Part 200, as adopted and supplemented by the DOJ in 2 C.F.R. Part 2800 (together, the "Part 200 Uniform Requirements") apply to this Grant Subaward.

The Part 200 Uniform Requirements were first adopted by DOJ on December 26, 2014. If this FY 2022 Grant Subaward supplements funds previously awarded by OJP under the same Grant Subaward number (e.g., funds awarded during or before December 2014), the Part 200 Uniform Requirements apply with respect to all funds under that award number (regardless of the award date, and regardless of whether derived from the initial Grant Subaward or a supplemental Grant Subaward) that are obligated on or after the acceptance date of this FY 2022 award.

For more information and resources on the Part 200 Uniform Requirements as they relate to OJP awards and subawards ("subgrants"), see the OJP website at <https://ojp.gov/funding/Part200UniformRequirements.htm>.

Record retention and access: Records pertinent to the Grant Subaward that the Subrecipient (and any Second-Tier Subrecipients) must be retained for a period of seven years after the Subrecipient makes final payments and all other pending matters are closed, unless a different retention period applies. Subrecipients (and any Second-Tier Subrecipients) must provide access to performance measurement information, financial records, supporting documents, statistical records, and other pertinent records indicated at 2 C.F.R. 200.334.

In the event that an Grant Subaward-related question arises from documents or other materials prepared or distributed by OJP that may appear to conflict with, or differ in some way from, the provisions of the Part 200 Uniform Requirements, the Subrecipient is to contact Cal OES promptly for clarification.

### **4. Requirement to Report Actual or Imminent Breach of Personally Identifiable Information**

Subrecipients (and any Second-Tier Subrecipients) must have written procedures in place to respond in the event of an actual or imminent "breach" (OMB M-17-12) if they:

- Create, collect, use, process, store, maintain, disseminate, disclose, or dispose of "Personally Identifiable Information (PII)" (2 C.F.R. 200.1) within the scope of an OJP grant-funded program or activity, or
- Use or operate a "Federal information system" (OMB Circular A-130).



Subrecipients (and any Second-Tier Subrecipients) must have breach procedures that must include a requirement to report actual or imminent breach of PII to Cal OES no later than 24 hours after an occurrence of an actual breach, or the detection of an imminent breach.

## **5. OJP Training Guiding Principles**

Subrecipients (and any Second-Tier Subrecipients) understand and agree that any training or training materials developed or delivered with funding under this Grant Subaward must adhere to the OJP Training Guiding Principle for Grantee and Subgrantees, available at <https://www.ojp.gov/funding/implement/training-guiding-principles-grantees-and-subgrantees>.

## **6. Compliance with DOJ Regulations Pertaining to Civil Rights and Nondiscrimination - 28 C.F.R. Part 38**

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable requirements of 28 C.F.R. Part 38 (as may be applicable from time to time), specifically including any applicable requirements regarding written notice to program beneficiaries and prospective program beneficiaries.

Among other things, 28 C.F.R. Part 38 includes rules that prohibit specific forms of discrimination on the basis of religion, a religious belief, a refusal to hold a religious belief, or refusal to attend or participate in a religious practice. Part 38 also sets out rules and requirements that pertain to Subrecipient organizations (and any Second-Tier Subrecipient organizations) that engage in or conduct explicitly religious activities, as well as rules and requirements that pertain to Subrecipients (and any Second-Tier Subrecipients) that are faith-based or religious organizations.

The text of 28 C.F.R. Part 38 is available via the Electronic Code of Federal Regulations (currently accessible at <https://www.ecfr.gov/cgi-bin/ECFR?page=browse>), by browsing to Title 28-Judicial Administration, Chapter 1, Part 38, under e-CFR "current" data.

## **7. Compliance with DOJ Regulations Pertaining to Civil Rights and Nondiscrimination - 28 C.F.R. Part 42**

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable requirements of 28 C.F.R. Part 42, specifically including any applicable requirements in Subpart E of 28 C.F.R. Part 42 that relate to an equal employment opportunity program.

**8. Compliance with DOJ Regulations Pertaining to Civil Rights and Nondiscrimination - 28 C.F.R. Part 54**

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable requirements of 28 C.F.R. Part 54, which relates to nondiscrimination on the basis of sex in certain "educational programs."

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

Subrecipients (and any Second-Tier Subrecipients) must comply with, and are subject to, all applicable provisions of 41 U.S.C. 4712, including all applicable provisions that prohibit, under specified circumstances, discrimination against an employee as reprisal for the employee's disclosure of information related to gross mismanagement of a federal grant, a gross waste of federal funds, an abuse of authority relating to a federal grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal grant.

Subrecipients (and any Second-Tier Subrecipients) also must inform their employees, in writing (and in the predominant native language of the workforce), of employee rights and remedies under 41 U.S.C. 4712.

**10. Compliance with Applicable Rules Regarding Approval, Planning, and Reporting of Conferences, Meetings, Trainings, and Other Events**

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable laws, regulations, policies, and official DOJ guidance (including specific cost limits, prior approval and reporting requirements, where applicable) governing the use of federal funds for expenses related to conferences (as that term is defined by DOJ), including the provision of food and/or beverages at such conferences, and costs of attendance at such conferences.

Information on the pertinent DOJ definition of conferences and the rules applicable to this Grant Subaward appears in the DOJ Grants Financial Guide (currently, as section 3.10 of "Postaward Requirements" in the "DOJ Grants Financial Guide").

**11. Requirement for Data on Performance and Effectiveness under the Grant Subaward**

Subrecipients (and any Second-Tier Subrecipients) must collect and maintain data that measure the performance and effectiveness of work under this Grant Subaward. Subrecipients (and any Second-Tier Subrecipients) must provide data (within the required timeframes) to OJP via the Performance Measurement Tool (PMT).

**8. Compliance with DOJ Regulations Pertaining to Civil Rights and Nondiscrimination - 28 C.F.R. Part 54**

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable requirements of 28 C.F.R. Part 54, which relates to nondiscrimination on the basis of sex in certain "educational programs."

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

Subrecipients (and any Second-Tier Subrecipients) must comply with, and are subject to, all applicable provisions of 41 U.S.C. 4712, including all applicable provisions that prohibit, under specified circumstances, discrimination against an employee as reprisal for the employee's disclosure of information related to gross mismanagement of a federal grant, a gross waste of federal funds, an abuse of authority relating to a federal grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal grant.

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**11. Requirement for Data on Performance and Effectiveness under the Grant Subaward**

Subrecipients (and any Second-Tier Subrecipients) must collect and maintain data that measure the performance and effectiveness of work under this Grant Subaward. Subrecipients (and any Second-Tier Subrecipients) must provide data (within the required timeframes) to OJP via the Performance Measurement Tool (PMT).

## **12. Determination of Suitability to Interact with Participating Minors**

This condition applies to the Grant Subaward (if it is indicated) when some or all of the activities to be carried out under the Grant Subaward (whether by Subrecipients, or Second-Tier Subrecipients) is to benefit a set of individuals under 18 years of age.

Subrecipients (and any Second-Tier Subrecipients) must make determinations of suitability before certain individuals may interact with participating minors. This requirement applies regardless of an individual's employment status.

The details of this requirement are posted on the OJP web site at <https://ojp.gov/funding/Explore/Interact-Minors.htm>. (Award condition: Determination of suitability required, in advance, for certain individuals who may interact with participating minors), and are incorporated by reference here.

## **13. Compliance with DOJ Grants Financial Guide**

Subrecipients (and any Second Tier Subrecipients) must comply with all applicable sections of the DOJ Financial Guide. References to the DOJ Grants Financial Guide are to the DOJ Grants Financial Guide as posted on the OJP website (currently, the "DOJ Grants Financial Guide" available at <https://ojp.gov/financialguide/DOJ/index.htm>), including any updated version that may be posted during the period of performance. Subrecipients agree to comply with the DOJ Grants Financial Guide.

## **14. Encouragement of Policies to Ban Text Messaging while Driving**

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

## **15. Potential Imposition of Additional Requirements**

Subrecipients (and any Second-Tier Subrecipients) agree to comply with any additional requirements that may be imposed by the DOJ awarding agency (OJP or OVW, as appropriate) during the period of performance for this Grant Subaward, if Subrecipients are designated as "high-risk" for purposes of the DOJ high-risk grantee list.

## 16. Employment Eligibility Verification for Hiring under the Grant Subaward

### a. Subrecipients (and any Second-Tier Subrecipients) must:

- 1) Ensure that, as part of the hiring process for any position within the United States that is or will be funded (in whole or in part) with Grant Subaward funds, Subrecipients (and any Second-Tier Subrecipients) properly verify the employment eligibility of the individual who is being hired, consistent with the provisions of 8 U.S.C. 1324a(a)(1).
- 2) Notify all persons associated with Subrecipients (or any Second-Tier Subrecipients) who are or will be involved in activities under this Grant Subaward of both:
  - a) This Grant Subaward requirement for verification of employment eligibility, and
  - b) The associated provisions in 8 U.S.C. 1324a(a)(1) that, generally speaking, make it unlawful, in the United States, to hire (or recruit for employment) certain aliens.
- 3) Provide training (to the extent necessary) to those persons required by this condition to be notified of the Grant Subaward requirement for employment eligibility verification and of the associated provisions of 8 U.S.C. 1324a(a)(1).
- 4) As part of the recordkeeping for the Grant Subaward (including pursuant to the Part 200 Uniform Requirements), maintain records of all employment eligibility verifications pertinent to compliance with this Grant Subaward condition in accordance with Form I-9 record retention requirements, as well as records of all pertinent notifications and trainings.

### b. Monitoring

Subrecipients' monitoring responsibilities include monitoring Second-Tier Subrecipients' compliance with this condition.

### c. Allowable costs

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

### d. Rules of construction

- 1) Staff involved in the hiring process



For purposes of this condition, persons "who are or will be involved in activities under this Grant Subaward" specifically includes (without limitation) any and all Subrecipient officials or other staff who are or will be involved in the hiring process with respect to a position that is or will be funded (in whole or in part) with Grant Subaward funds.

2) Employment eligibility confirmation with E-Verify

For purposes of satisfying the requirement of this condition regarding verification of employment eligibility, Subrecipients (and any Second-Tier Subrecipients) may choose to participate in, and use, E-Verify ([www.e-verify.gov](http://www.e-verify.gov)), provided an appropriate person authorized to act on behalf of the Subrecipient (and any Second-Tier Subrecipient) uses E-Verify (and follows the proper E-Verify procedures, including in the event of a "Tentative Nonconfirmation" or a "Final Nonconfirmation") to confirm employment eligibility for each hiring for a position in the United States that is or will be funded (in whole or in part) with Grant Subaward funds.

- 3) "United States" specifically includes the District of Columbia, Puerto Rico, Guam, the Virgin Islands of the United States, and the Commonwealth of the Northern Mariana Islands.
- 4) Nothing in this condition shall be understood to authorize or require Subrecipients (and any Second-Tier Subrecipients), or any person or other entity, to violate any federal law, including any applicable civil rights or nondiscrimination law.
- 5) Nothing in this condition, including in paragraph 4.B., shall be understood to relieve Subrecipients (and any Second-Tier Subrecipients) or any person or other entity, of any obligation otherwise imposed by law, including 8 U.S.C. 1324a(a)(1).

Questions about E-Verify should be directed to DHS. For more information about E-Verify visit the E-Verify website (<https://www.e-verify.gov/>).

## **17. Restrictions and Certifications Regarding Non-disclosure Agreements and Related Matters**

No Subrecipients (and any Second-Tier Subrecipients) under this Grant Subaward, or entity that receives a procurement contract or subcontract with any funds under this Grant Subaward, may require any employee or contractor to sign an internal confidentiality agreement or statement that prohibits or otherwise restricts, or purports to prohibit or restrict, the reporting (in accordance with law) of waste, fraud, or abuse to an investigative or law enforcement representative of a federal department or agency authorized to receive such information.

The foregoing is not intended, and shall not be understood by the agency making

this Grant Subaward, to contravene requirements applicable to Standard Form 312 (which relates to classified information), Form 4414 (which relates to sensitive compartmented information), or any other form issued by a federal department or agency governing the nondisclosure of classified information.

a. In accepting this Grant Subaward, Subrecipients (and any Second-Tier Subrecipients):

- 1) Represent that they neither require, nor have required, internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and
- 2) Certify that, if they learn, or are notified, that they have, or have been, requiring their employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, they will immediately stop any further obligations of Grant Subaward funds, will provide prompt written notification to Cal OES, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by Cal OES.

b. If Subrecipients are authorized under this award to make Second-Tier Subawards, procurement contracts, or both:

1) Subrecipients represent that:

- a) No other entity (whether through a Second-Tier Subaward ("subgrant"), procurement contract, or subcontract under a procurement contract) that they pass funds to either requires or has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and
- b) Appropriate inquiry has been made, or otherwise Subrecipients have an adequate factual basis, to support this representation; and

- 2) If learned or notified that any Second-Tier Subrecipient, contractor, or subcontractor entity that receives funds under this Grant Subaward is, or has been, requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, they will immediately stop any further obligations of Grant Subaward funds to or by that entity, will provide prompt written notification to Cal OES, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by Cal OES.

## **18. All Grant Subawards Must Have Specific Federal Authorization**

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable requirements for authorization of any Grant Subaward. This condition applies to agreements that -- for purposes of federal grants administrative requirements -- OJP considers a "Grant Subaward" (and therefore does not consider a procurement "contract").

The details of the requirement for authorization of any Grant Subaward are posted on the OJP web site at <https://ojp.gov/funding/Explore/SubawardAuthorization.htm>.

## **19. Requirements Related to System for Award Management and Universal Identifier Requirements**

Subrecipients (and any Second-Tier Subrecipients) must comply with applicable requirements regarding the System for Award Management (SAM), currently accessible at <https://www.sam.gov/>. This includes applicable requirements regarding registration with SAM, as well as maintaining the currency of information in SAM.

Subrecipients also must comply with applicable restrictions for Second-Tier Subawards, including restrictions on Grant Subawards to entities that do not acquire and provide (to Subrecipients) the unique entity identifier required for SAM registration.

The details of the Subrecipients' obligations related to SAM and to unique entity identifiers are posted on the OJP web site at <https://ojp.gov/funding/Explore/SAM.htm>.

This condition does not apply to a Grant Subaward to an individual who received the Grant Subaward as a natural person (i.e., unrelated to any business or non-profit organization that he or she may own or operate in his or her name).

## **20. Restrictions on "Lobbying"**

In general, as a matter of federal law, federal funds awarded by OJP may not be used by Subrecipients (and any Second-Tier Subrecipients), either directly or indirectly, to support or oppose the enactment, repeal, modification, or adoption of any law, regulation, or policy, at any level of government. See 18 U.S.C. 1913. (There may be exceptions if an applicable federal statute specifically authorizes certain activities that otherwise would be barred by law.)

Another federal law generally prohibits federal funds awarded by OJP from being used by Subrecipients (and any Second-Tier Subrecipients), to pay any person to influence (or attempt to influence) a federal agency, a Member of Congress, or Congress (or an official or employee of any of them) with respect to the awarding of

a federal grant or cooperative agreement, subgrant, contract, subcontract, or loan, or with respect to actions such as renewing, extending, or modifying any such award. See 31 U.S.C. 1352. Certain exceptions to this law apply, including an exception that applies to Indian tribes and tribal organizations.

Should any question arise as to whether a particular use of federal funds by a Subrecipient (or any Second-Tier Subrecipient) would or might fall within the scope of these prohibitions, the Subrecipient is to contact Cal OES for guidance, and may not proceed without the express prior written approval of Cal OES.

## **21. Specific Post-award Approval Required to Use a Noncompetitive Approach in any Procurement Contract that would Exceed \$250,000**

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable requirements to obtain specific advance approval to use a noncompetitive approach in any procurement contract that would exceed the Simplified Acquisition Threshold (currently, \$250,000). This condition applies to agreements that -- for purposes of federal grants administrative requirements OJP considers a procurement "contract" (and therefore does not consider a subaward).

The details of the requirement for advance approval to use a noncompetitive approach in a procurement contract under an OJP award are posted on the OJP web site at <https://ojp.gov/funding/Explore/NoncompetitiveProcurement.htm>.

## **22. Requirements Pertaining to Prohibited Conduct Related to Trafficking in Persons (including reporting requirements and OJP Authority to Terminate Grant Subaward)**

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable requirements (including requirements to report allegations) pertaining to prohibited conduct related to the trafficking of persons, whether on the part of Subrecipients (and any Second-Tier Subrecipients), or individuals defined (for purposes of this condition) as "employees" of Subrecipients (and any Second-Tier Subrecipients).

The details of the Subrecipients' obligations related to prohibited conduct related to trafficking in persons are posted on the OJP web site at <https://ojp.gov/funding/Explore/ProhibitedConduct-Trafficking.htm>.

## **23. Reporting Potential Fraud, Waste, and Abuse, and Similar Misconduct**

Subrecipients (and any Second-Tier Subrecipients) must promptly refer to Cal OES any credible evidence that a principal, employee, agent, Subrecipient, contractor, subcontractor, or other person has, in connection with funds under this Grant Subaward-- (1) submitted a claim that violates the False Claims Act; or (2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct.

Potential fraud, waste, abuse, or misconduct involving or relating to funds under this Grant Subaward should must also be reported to Cal OES. Additional information is available from the DOJ OIG website at <https://oig.justice.gov/hotline>.

## 24. Discrimination Findings

Subrecipients (and any Second-Tier Subrecipients) assure that in the event that a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the ground of race, religion, national origin, sex, or disability against a recipient of victim assistance formula funds under this Grant Subaward, Subrecipients will forward a copy of the findings to the Office for Civil Rights of OJP.

## 25. VOCA Requirements

Subrecipients (and any Second-Tier Subrecipients) assure that they will comply with the conditions of the Victims of Crime Act (VOCA) of 1984, sections 1404(a)(2), and 1404(b)(1) and (2), 34 U.S.C. 20103(a)(2) and (b)(1) and (2) (and the applicable program guidelines and regulations), as required.

## 26. Federal Funding Accounting and Transparency Act (FFATA)


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

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

### CERTIFICATION

I certify the Subrecipient identified above will comply with the requirements of the Subrecipient Handbook and the federal fund Grant Subaward assurances outlined above.

Official Designee's Signature: Brooke Jenkins

 Digitally signed by Brooke Jenkins  
Date: 2023.06.12 11:33:01 -07'00'

Official Designee's Typed Name: BROOKE JENKINS

Official Designee's Title: DISTRICT ATTORNEY

Date Executed: 6/12/2023





**Grant Subaward Budget Pages**  
Multiple Fund Sources

Subrecipient: San Francisco, City and County		Grant Subaward #:XC23 06 0380	
A. Personnel Costs - Line-item description and calculation	23VOCA	23VOCA MATCH	Total Amount Allocated
SALARY:			
0923 Deputy Chief			
\$6,603 x 0.50 pay period x 1 FTE = \$3,302	\$3,302		\$3,302
\$6,752 x 24.70 pay periods x 1 FTE = \$166,774	\$166,774		\$166,774
8135 Victim/Witness Supervisor I			
\$5,315 x 0.50 pay period x 1 FTE = \$2,658	\$2,658		\$2,658
\$5,435 x 24.70 pay periods x 1 FTE = \$134,245	\$91,158	\$43,087	\$134,245
Bi-lingual Pay			
\$60 x 25.20 pay periods x 1 FTE = \$1,512	\$1,043	\$469	\$1,512
BENEFITS:			
0923 Deputy Chief			
40.51% x \$170,076 = \$68,898	\$68,898		\$68,898
Benefits include Social Security/Medicare, Medical/Dental, Retirement, Flexible Benefit Package, Unemployment, Life Insurance			
8135 Victim/Witness Supervisor I			
31.97% x \$138,415 = \$44,251, only charging grant \$44,238	\$30,313	\$13,925	\$44,238
Benefits include Social Security/Medicare, Medical/Dental, Retirement, Long Term Disability, Unemployment, Life Insurance			
Personnel Costs Fund Source Totals	\$364,146	\$57,481	\$421,627
<b>PERSONNEL COSTS CATEGORY TOTAL</b>			\$421,627

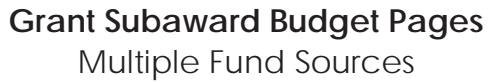
MS



**Grant Subaward Budget Pages**  
Multiple Fund Sources

Subrecipient: San Francisco, City and County		Grant Subaward #: XC23 06 0380	
B. Operating Costs - Line-item description and calculation	23VOCA	23VOCA MATCH	Total Amount Allocated
Indirect - 10% de Minimis Indirect @ 10% x \$421,627 salaries/benefits = \$42,163, only charging grant \$29,529 Use for indirect - general administration, Finance, Payroll, Human Resources, Information Technology, and Executive Management		\$29,529	\$29,529
Facility Cost 125 ft <sup>2</sup> /FTE x \$24 per ft <sup>2</sup> annually x 1.92 FTE = \$5,760, only charging grant \$4,027		\$4,027	\$4,027
Operating Costs Fund Source Totals		\$33,556	\$33,556
<b>OPERATING COSTS CATEGORY TOTAL</b>			\$33,556

MS



<b>Grant Subaward Totals</b> - Totals must match the Grant Subaward Face Sheet	<b>23VOCA</b>	<b>23VOCA MATCH</b>	<b>Total Project Cost</b>
<b>Fund Source Totals</b>	<b>\$364,146</b>	<b>\$91,037</b>	<b>\$455,183</b>

Grant Subaward Budget Pages Multiple Fund Sources - Cal OES 2-106a (Revised 10/2020)

# Budget Summary Report

**XC23 County Victim Services Program**

**Subaward#: XC23 06 0380**

**San Francisco, City & County**

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

County Victim Services Program

**Latest Request:**

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

<u>F/S/L</u>	<u>Funding Source</u>	Budget Amount	Paid/Expended	Balance	Pending	Pending Balance
F	23VOCA	364,146	0	364,146	0	364,146
L	23VOCA	57,481	0	57,481	0	57,481
<b>Total A Personnel Services - Salaries/Employee Benefits</b>		<b>421,627</b>	<b>0</b>	<b>421,627</b>	<b>0</b>	<b>421,627</b>

## **B. Operating Expenses**

<u>F/S/L</u>	<u>Funding Source</u>	Budget Amount	Paid/Expended	Balance	Pending	Pending Balance
F	23VOCA	0	0	0	0	0
L	23VOCA	33,556	0	33,556	0	33,556
<b>Total B. Operating Expenses</b>		<b>33,556</b>	<b>0</b>	<b>33,556</b>	<b>0</b>	<b>33,556</b>

## **C. Equipment**

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

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

## Budget Summary Report

**XC23 County Victim Services Program**

**Subaward#: XC23 06 0380**

**San Francisco, City & County**

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

County Victim Services Program

**Latest Request:**

	<u>Budget Amount</u>	<u>Paid/Expended</u>	<u>Balance</u>	<u>Pending</u>	<u>Pending Balance</u>
<b>Total Local Match:</b>	<b>91,037</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>91,037</b>
<b>Total Funded:</b>	<b>364,146</b>	<b>0</b>	<b>364,146</b>	<b>0</b>	<b>364,146</b>
<b>Total Project Cost:</b>	<b>455,183</b>	<b>0</b>	<b>455,183</b>	<b>0</b>	<b>455,183</b>





## Grant Subaward Budget Narrative

Grant Subaward #: XC23 06 0380

Subrecipient: San Francisco, City & County

### A. PERSONNEL COSTS

**\$421,627**

There are two individuals assigned full-time to the XC Grant for a project total of 2.0 FTE and salary of \$308,491. Personnel assigned to the XC program include:

- 0923 x 1 Victim/Witness Manager II, 1.0 FTE
- 8135 X 1 Victim Advocate Supervisor, 1.00 FTE

0923 - Victim/Witness Manager II oversees the operations of victim service division to ensure victim advocates are appropriately trained and providing culturally responsive service to victims of crime. This position requires a minimum of 4 years of training, education, and/or experience in social welfare, behavioral science, criminology, psychology or closely related field and responsible social service, criminal justice, or equivalent advocacy experience. This Supervisor has 18 years of direct advocacy experience, particularly servicing victims of domestic violence, sexual assaults, child abuse and elderly abuse. This position is also responsible for grant deliverables, reporting and statistics.

8135 - Victim Advocate Supervisor manages a caseload of charged homicide cases while overseeing the Critical Incidents team who responds to homicides,



## Grant Subaward Budget Narrative

Grant Subaward #: XC23 06 0380

Subrecipient: San Francisco, City & County

vehicular incidents, post-conviction unit cases and mass casualty. This Supervisor has experience developing and providing training to victim advocates regarding strategies and practices for responding to the needs of family members of homicide victims, building partnerships with government and community-based partners who serve family members of homicide victims, and providing cross-training with the goal of addressing the needs of survivors of violence and homicide team and the community team.

Standard fringe benefits are allocated to the grant and include social security, Medicare, retirement, state unemployment compensation insurance, flexible benefit package, long-term disability, life insurance, dependent coverage, and health and dental coverage for a total fringe cost of \$113,136.

Match Funding – The match will be from the salaries & fringes of the 8135-Victim Advocate Supervisor, indirect cost, and facility cost.

<b>B. OPERATING EXPENSES</b>	<b>\$33,556</b>
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Indirect Costs	\$29,529
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A de Minimis rate is calculated at 10% of salary and fringe costs. The use for the indirect includes finance, payroll, human resources, information technology, and Executive Management.



## Grant Subaward Budget Narrative

Grant Subaward #: XC23 06 0380

Subrecipient: San Francisco, City & County

Total salary and fringe @ \$421,627 x 10% = \$42,163, only charging grant \$29,529.

Facility Cost \$4,027

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

Facility cost @ \$24per square foot annually x 125 ft<sup>2</sup>/FTE x 1.92 FTE = \$5,760, only charging grant \$4,027

**C. EQUIPMENT \$0**

None requested.



## Grant Subaward Programmatic Narrative

Grant Subaward #: XC23 06 0380

Subrecipient: San Francisco, City & County

### 1. The Problem

The City and County of San Francisco is the financial and cultural core of a metropolitan area composed of nine Bay Area counties with a combined population that exceeds 7 million people. The City and County of San Francisco, the only city-county dual jurisdiction government in California, covers approximately 46 square miles and is home to an estimated 815, 201 people (U.S. Census Bureau, July 2021). It is the 4th largest and most populous city in California and the 17th largest city in the United States. In addition to the permanent residents of San Francisco, the city is home to 25 colleges and universities, with thousands of students from all over the world. It is also the center of international tourism and a major commuter destination; its daytime population exceeds 1.5 million.

Social factors that influence life in San Francisco are the cultural, racial, and linguistic diversity of residents and the density of the population with approximately 18,500 residents per square mile, 44% of which are family households. A disproportionately large number of Limited English Proficient (LEP) families and communities come to the City and County of San Francisco in search of community-based services and government systems that are more culturally and linguistically competent to meet their basic needs than those in



## Grant Subaward Programmatic Narrative

Grant Subaward #: XC23 06 0380

Subrecipient: San Francisco, City & County

other areas of the state. Regarding racial diversity, the city is approximately 51.1% White, 34.7% Asian/Pacific Islander, 15.2% Latino, 5.1% African American residents, 0.4% Native Americans. According to US Census 2016-2020, approximately 42.6% individuals speak a language other than English at home. Amongst this racial and ethnic diversity, low-income African Americans, Asian, and Latino individuals, and families are disproportionately concentrated in neighborhoods which are most impacted by violent crime.

The 2020 pandemic had an ongoing impact into 2022, affecting unemployment, public transit systems, and businesses. These factors have driven the San Francisco economy to an all-time low further impacting the homelessness crisis. Such a combination of individuals unable to meet basic needs is bound to result in crime levels rising. In 2021 and 2022, there has not been a decline in the number of homicides cases, San Francisco had 56 homicides each year. Aggravated assaults increased from 2,396 in 2021 to 2,606 in 2022. According to SF crime statistics crimes like rape, robberies and auto thefts have decreased in 2021.

San Francisco District Attorney's Victim Service Division (VSD) remained resilient through the pandemic. Retaining approximately 35 diverse staff that continued to provide dedicated direct service to victims of San Francisco. In the year 2022,



## Grant Subaward Programmatic Narrative

Grant Subaward #: XC23 06 0380

Subrecipient: San Francisco, City & County

victim advocates provided service to 9,026 victims, that is an increase from the 8,702 victims served in 2021. Victims served ranged from Asian (16%), Black (19%), Latino (25%), White (25%), and other/unknown (15%). Services were provided in linguistically appropriate ways, either through direct advocate language interpretation or using the language line. Languages currently spoke by SF victim advocate staff are, Spanish, Cantonese, Mandarin, Tagalog, French, Swahili, Lao.

Services provided by Victim Services Division in 2021 included: providing needs assessment, linkage and consultation to city and community-based resources, crisis intervention, navigation and support in legal cases related to crime, application of victim compensation, court accompaniment and in-court advocacy which may include assistance with writing victim impact statements. In addition to relocation assistance, financial support for funeral and burial expenses and assistance with restitution requests.

In 2022, the Victim Services Division provided direct advocacy service for victims of sexual assault (308), arson (32), assault (1,482), burglary (509), child sexual/physical assaults (307), domestic violence (1,407), DUI/DWI incidents (19), Elder abuse (311), homicides (330), human trafficking (29), kidnapping (15), other vehicular crimes (319), robbery (1,164), stalking/harassment (42), and other violent crimes (2,390).



## Grant Subaward Programmatic Narrative

Grant Subaward #: XC23 06 0380

Subrecipient: San Francisco, City & County

In 2021 and 2022, the homicide rate rose 36% since 2019, when there were 41 homicides. A crime survey by the US Dept. of Justice found that approximately 1 out of 10 adults in the U.S. has lost a family member, other relative or close friend to homicide. In addition, surveyors report feeling “extremely dissatisfied” with the criminal justice system, viewed as treating defendants significantly better than victim families. Moreover, expressing no support for symptoms of post-traumatic stress and basic needs following such a life-changing event.

Homicides have a ripple effect on communities, research states 1 homicide impacts 7 to 10 close relatives, friends, neighbors, and co-workers. Therefore, the number of individuals impacted is far greater than the number of direct homicide victims. These survivors of homicides are commonly defined as “co-victims.” Co-victims suffer from economic stressors, fear of retaliation, anxiety, depression, and stigmatization.

### **2. Plan**

Based on crime statistics and qualitative data gathered from San Francisco collaborative tasks groups, service gaps to be addressed this subaward period are: (1) lack of mental health support for co-victims in homicide cases, (2) lack of support groups for co-victims in charged and uncharged homicide cases and (3)





## Grant Subaward Programmatic Narrative

Grant Subaward #: XC23 06 0380

Subrecipient: San Francisco, City & County

a coordinated response focused on healing the community post a critical incident.

**Component 1.** Lack of mental health support for co-victims in homicide cases. Impacted access to mental health services is a national issue exacerbated by the pandemic. In SF Bay area the average wait for a first appointment is five to six weeks. Delayed mental health response following an acute incident can lead to worsened mental health outcomes. Moreover, 35% of patients stopped their therapy after just one session for a multitude of reasons ranging from financial and personal barriers. Lastly, following a critical life event, most victims are experiencing shock and more likely to deny mental health services. However, evidence shows symptoms of Post-Traumatic Stress Disorder typically become more salient 3 months post a traumatic event. Having a “warm handoff” between advocates and mental health service providers will improve access, engagement, and subsequent mental health outcomes of co-victims.

Objective #1: To decrease barriers, VSD will establish a collaborative agreement with three new community based mental health service providers in zip codes identified with high homicide rates. These service providers will ensure cross-referral with VSD and participate in mitigating financial barriers through participation in CalVCB funding procedures.



## Grant Subaward Programmatic Narrative

Grant Subaward #: XC23 06 0380

Subrecipient: San Francisco, City & County

Objective #2: To increase access and engagement with mental health referrals, Victim advocates will follow-up on success of mental health referrals and assess for barriers to care at the 3-month and 6-month marker post a homicide.

**Component 2.** Lack of support groups for co-victims in charged homicide cases.

After the dust settles co-victims are often left with managing lengthy criminal case proceedings and emotional traumas from the critical incident. Although victim advocates work closely with co-victims following a critical incident, the peer support provided by other co-victims can offer support from others who have or may still be experiencing similar feelings. Such groups may assist co-victims of homicides to realize they are not alone. Moreover, being able to share court experiences may make the court process less daunting.

Objective #1: Meet with city and community-based organizations to identify two support groups for co-victims of homicide.

Objective #2: Upon identification of support groups, victim advocacy team will meet with support group facilitators four times by end of grant period, with goals of measuring qualitative feedback on support group efficacy and quantitative data regarding attendance and engagement.

**Component 3.** Develop a coordinated response focused on community healing post a critical incident. The ripple effect of homicides on a community can be felt



## Grant Subaward Programmatic Narrative

Grant Subaward #: XC23 06 0380

Subrecipient: San Francisco, City & County

by way of retaliatory violence, heightened emotional insecurity and hopelessness. Through meetings with community members, it has been learned that communities feel the need to gather for collective support following homicides in the community.

Objective #1: Establish a community led steering work group that focuses on development of a post homicide protocol that will focus on violence prevention and community led healing following a homicide. The steering work group will be comprised of 2 community-based organizations located in zip codes with highest homicide rate, where crime occurred, city crisis responders (Department of Public Health, Crisis Response team), 1 city official, SFDA victim advocate and select community members.

Objective #2: Steering work group will meet 2x/quarter for a total of 6 meets by end of the grant award period. SFDA victim advocate role will be to participate in work group meetings, gather qualitative feedback on efficacy of work group and quantitative feedback on engagement and attendance.

### **Integration and sustainability**

VSD will continue to provide direct victim services to co-victims of homicide victims and ensure adherence to Marsy's law. In addition, all services will be provided in a linguistically congruent manner, either through co-advocacy efforts



## Grant Subaward Programmatic Narrative

Grant Subaward #: XC23 06 0380

Subrecipient: San Francisco, City & County

and/or language line translation services. Victim advocacy services include needs assessment, crisis intervention, education and linkage to services and resources, restraining order assistance, information, and support about the criminal justice system, CalVCB application assistance, case status updates, court accompaniment and in-court support if requested by co-victims. In addition, VSD will support victims by writing victim impact statements, relocation assistance and funeral arrangements. This grant will staff one full-time advocate manager and supervisor along with partial staffing of a victim advocate who will take the lead on the above-mentioned objectives. In addition to leading training current victim advocate staff in the nuances of responding and supporting co-victims of homicides to ensure efforts can be sustained and expanded beyond the grant funded positions.

VSD advocates possess at least a bachelor's degree in criminology, social work, or psychology. We prioritize candidates that are bilingual such as Chinese and Spanish, so that we can be linguistically and culturally congruent with the population impacted by violence in San Francisco. With respect to ongoing training plans, we keep track of specialized training and certifications that our staff advocates receive. All advocates are trained in trauma informed principles and culturally responsive practices.



## Grant Subaward Programmatic Narrative

Grant Subaward #: XC23 06 0380

Subrecipient: San Francisco, City & County

### **Volunteerism/Internship program**

The Victim Services Division will be expanding a year-round internship program that will be comprised of law, social work, and psychology students. The interns will serve as volunteers to VSD. The students will be integral in establishing contact with targeted community-based organizations, coordinating meeting efforts and participating in the follow up of referrals to mental health services. Under the supervision of the staff associated with this grant, interns may provide criminal justice education when appropriate to co-victims.

### **Capabilities**

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





## Grant Subaward Programmatic Narrative

Grant Subaward #: XC23 06 0380

Subrecipient: San Francisco, City & County

achieving those objectives. The grant funded staff collectively have more than 27 years of experience developing and providing training to staff advocates regarding best strategies and practices for responding to the needs of victims. The staff have received certifications/training on victim advocacy work and will continue to receive ongoing training to update their knowledge and skills.

The management team of the Victim Services Division has a combined more than 50 years of experience in the field of mental health and victim advocacy work. The Chief is a faculty member of the School of Nursing at the University of California, San Francisco, and possesses a background in mental health and nursing, with many years of direct services and management. She is going to leverage her knowledge and network to develop partnerships with organizations. The Deputy Chief has 18 years of experience providing direct victim advocacy services and supervising advocates under the District Attorney's Office, and therefore already a breadth of knowledge and close ties with local agencies that have a history of providing relevant services in the local community. The Deputy Director has 13 years of experience working in various direct service settings, she has been a part of the Victim Services Division for the past 7 years and has held various roles from advocate to supervisor. She has been working closely with the Chief on grants and she understands the importance of



## Grant Subaward Programmatic Narrative

Grant Subaward #: XC23 06 0380

Subrecipient: San Francisco, City & County

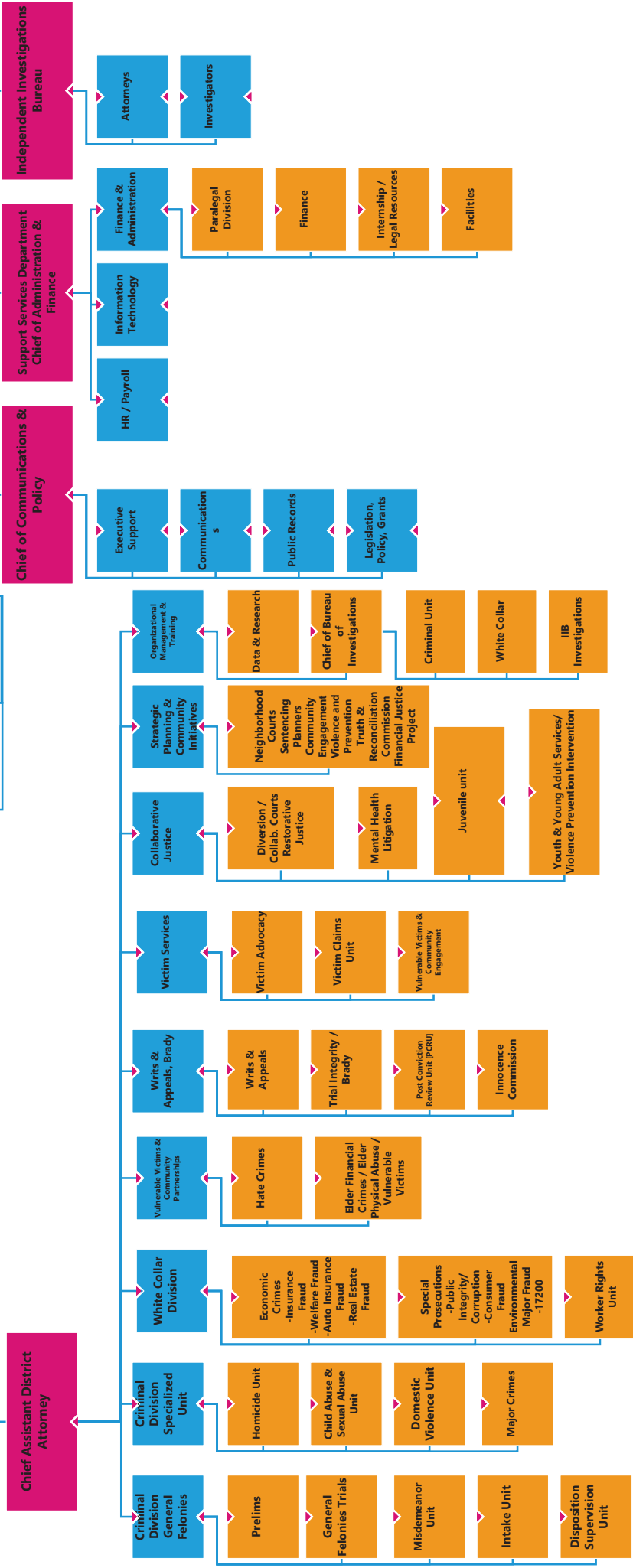
ensuring deliverables are achieved and that the relationships with partner organizations are mutually meaningful, transparent, and collaborative.

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

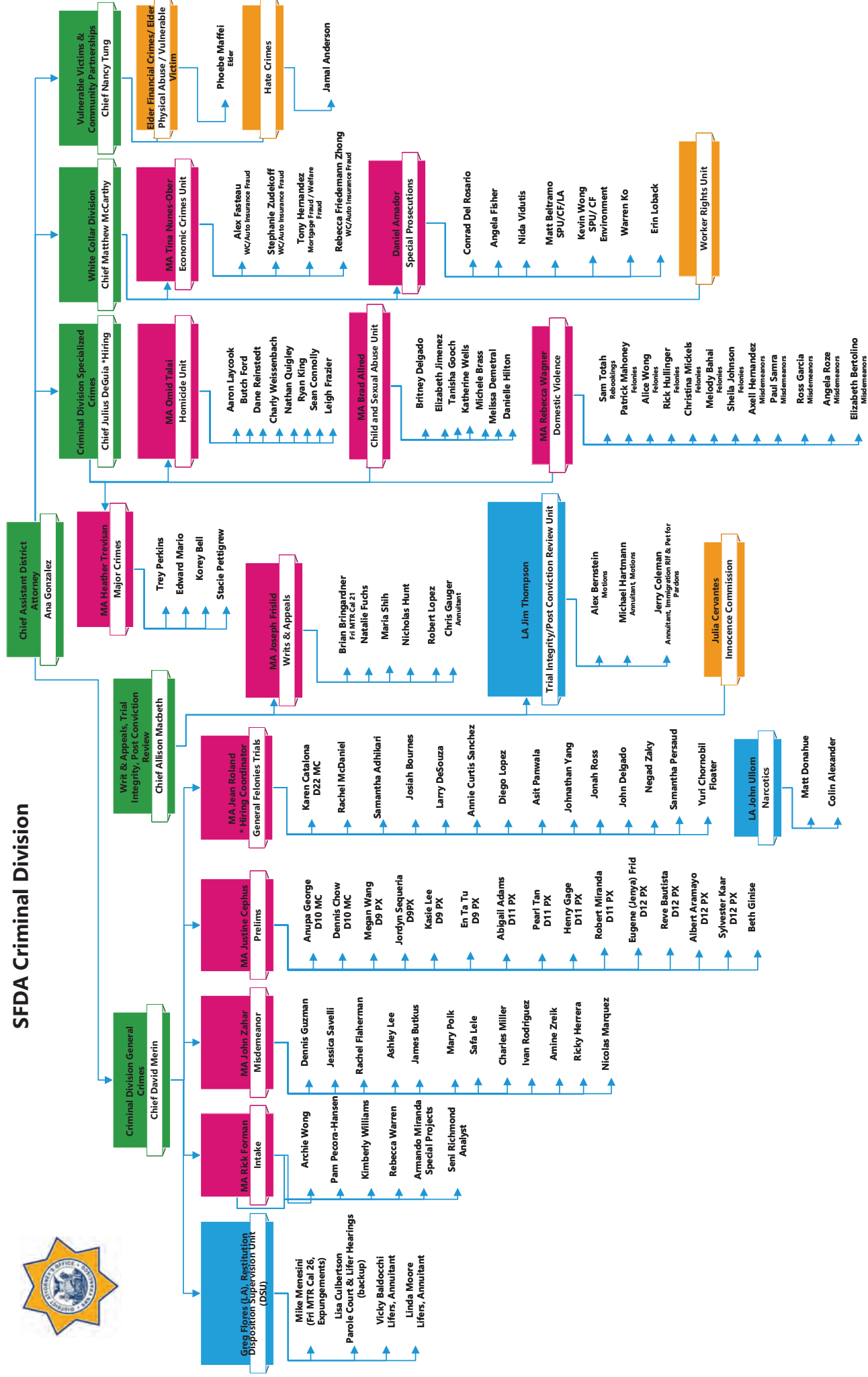
The Chief of Victim Services oversees the pre- and post- award grant administration and ensures regulatory compliance as well as the grant-funded programs. She works closely with the Chief of Finance and Administration of the San Francisco District Attorney's Office, and the fiscal team for grant-related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



# San Francisco District Attorney

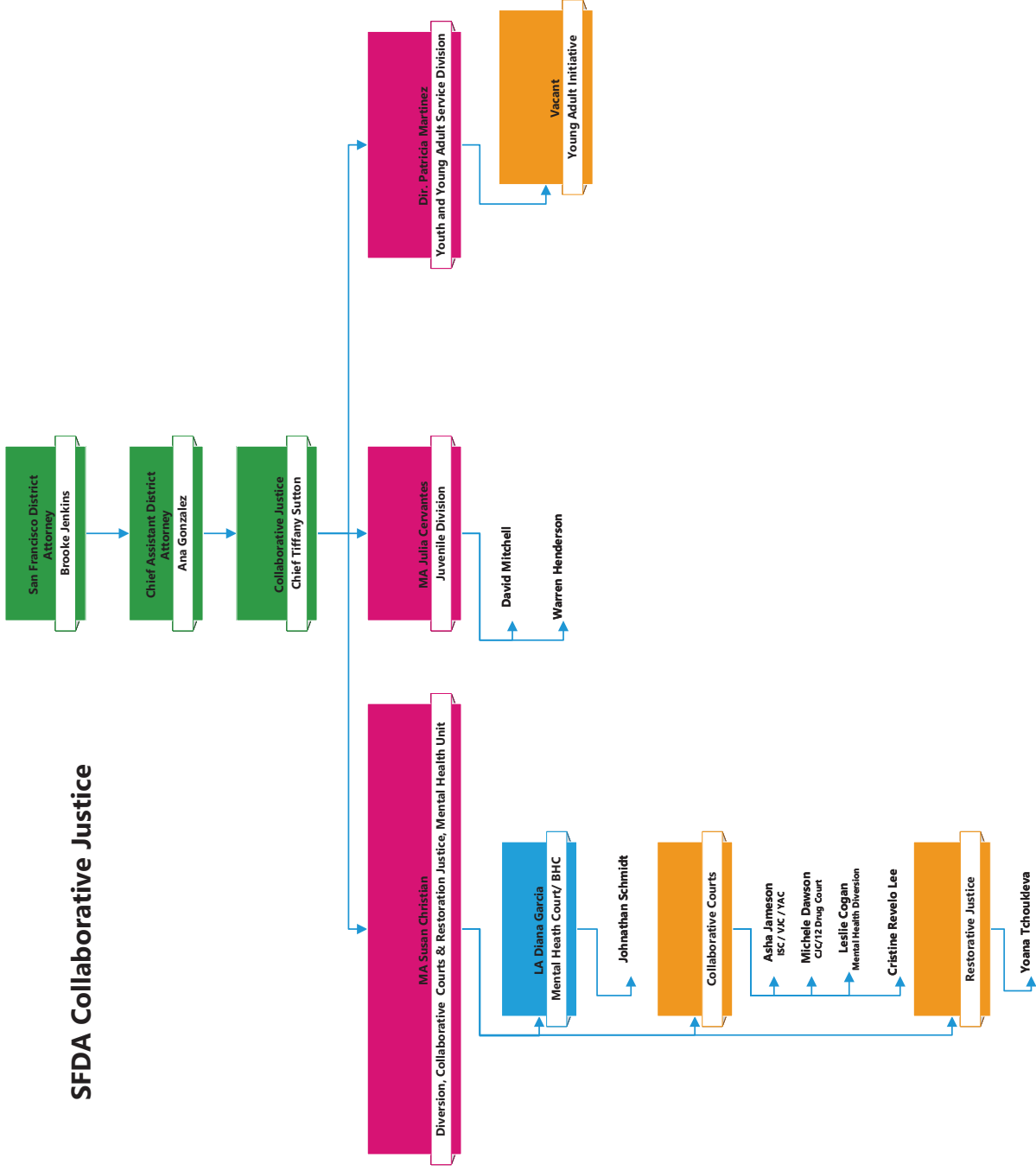


# SFDA Criminal Division





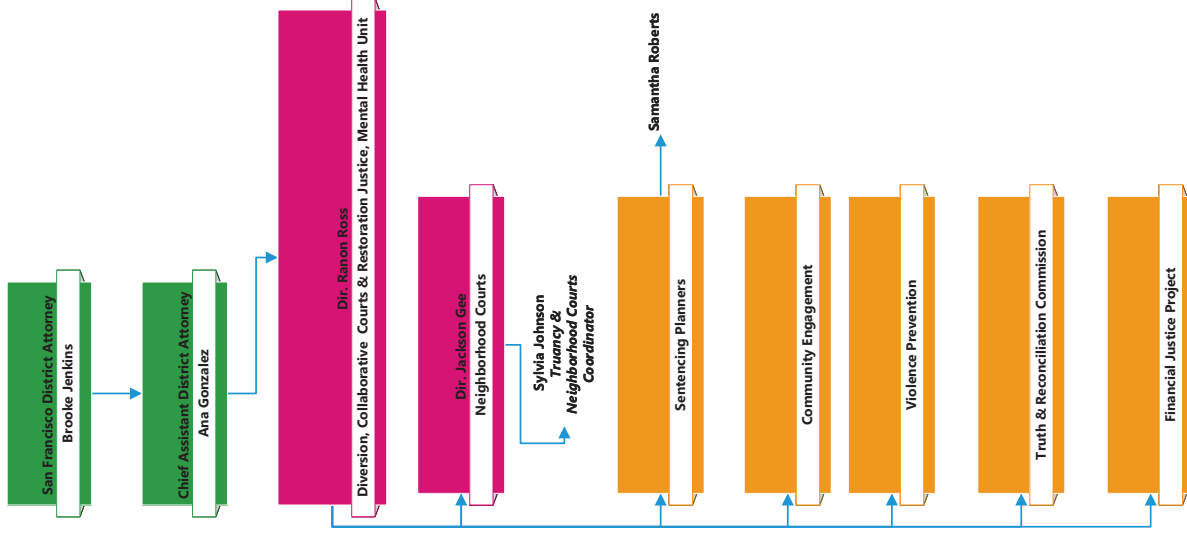
## SFDA Collaborative Justice

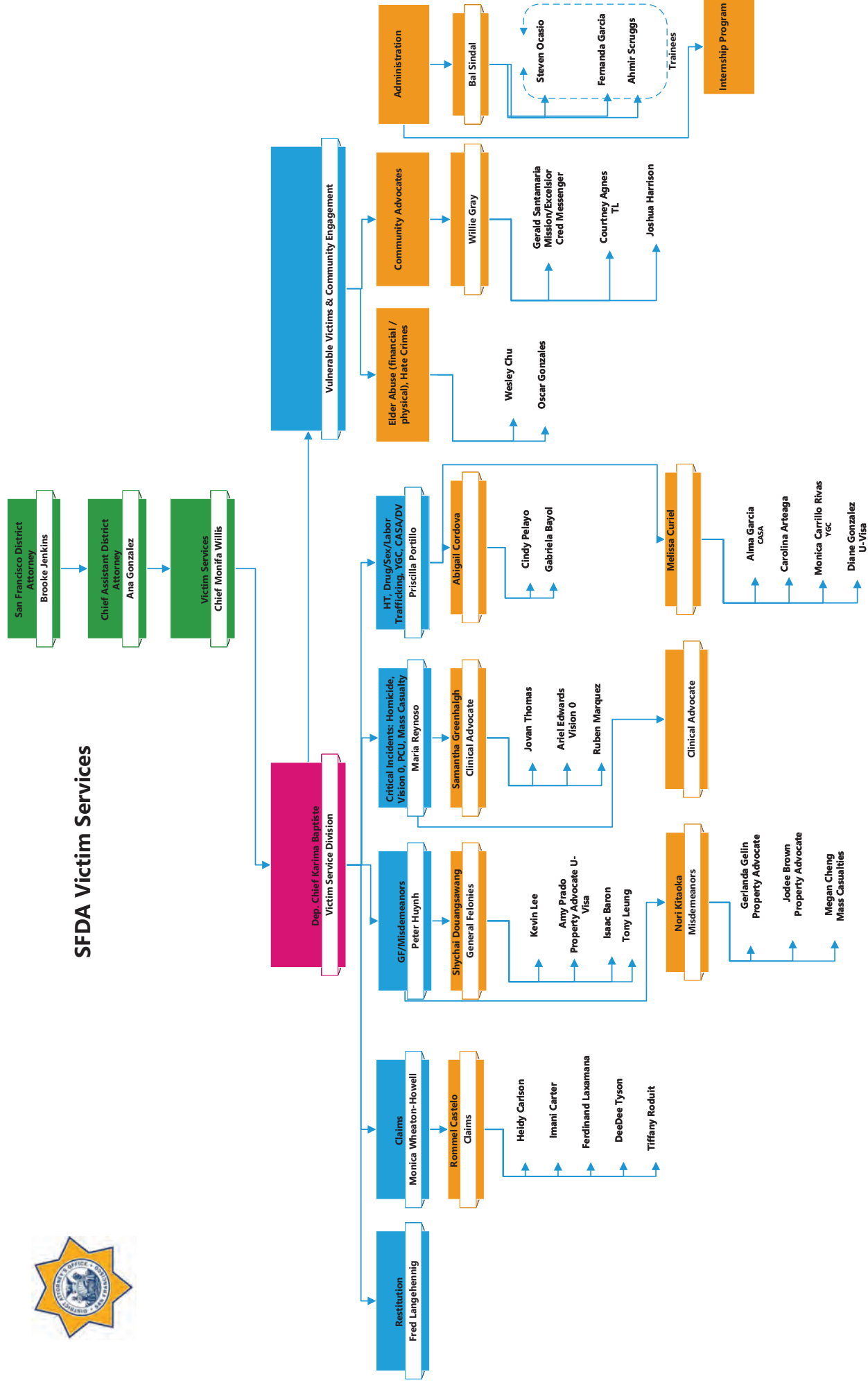






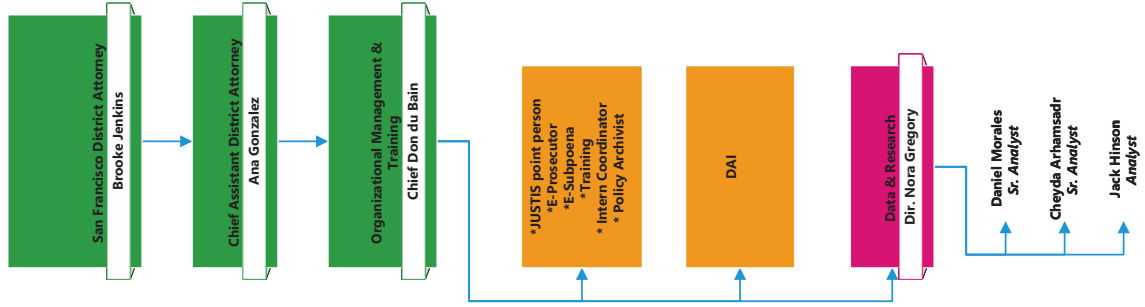
## SFDA Strategic Planning & Initiatives





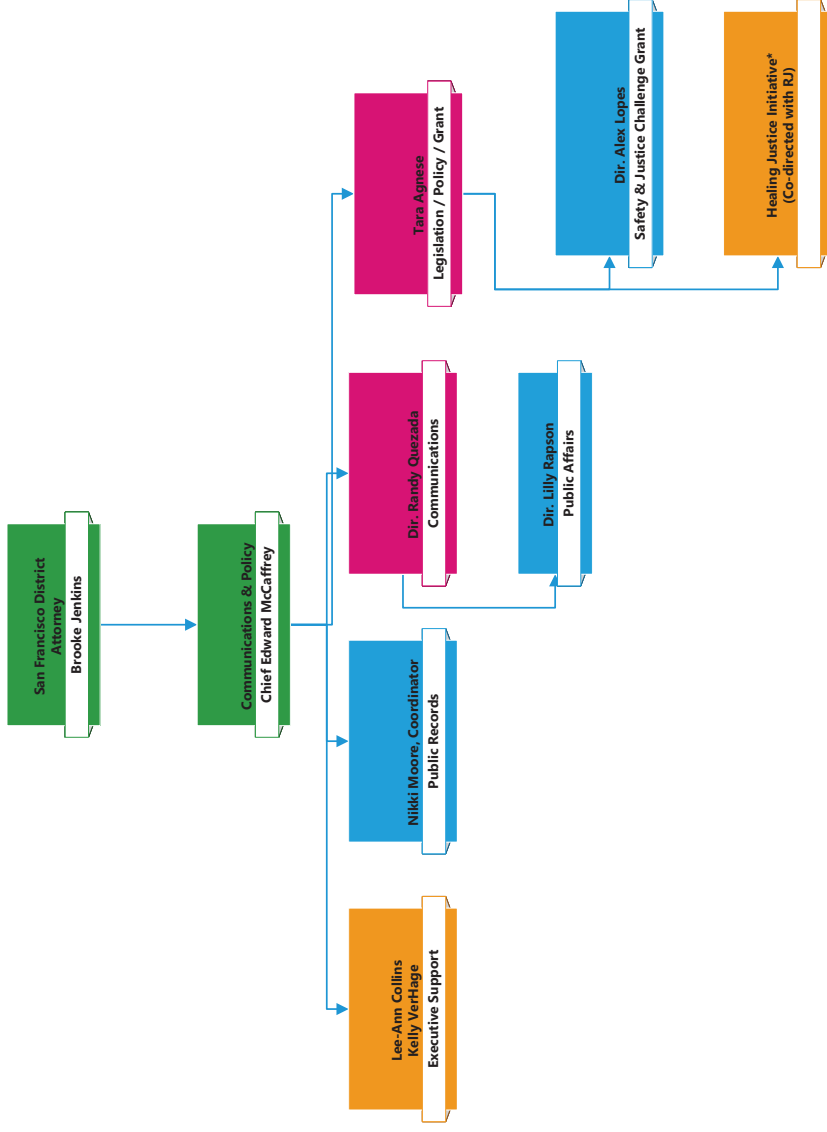


## SFDA Organizational Management & Training



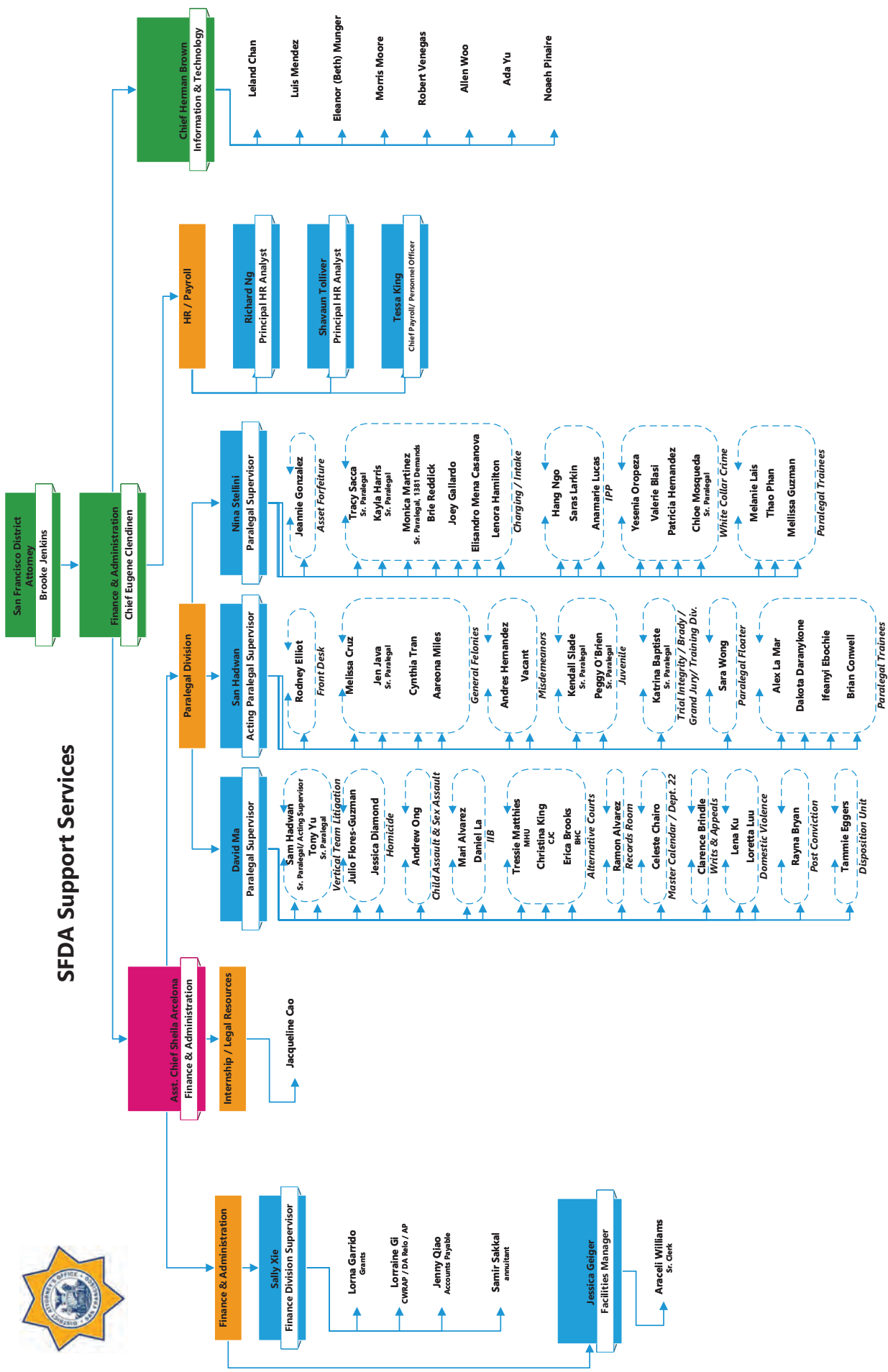


## SFDA Communications & Policy

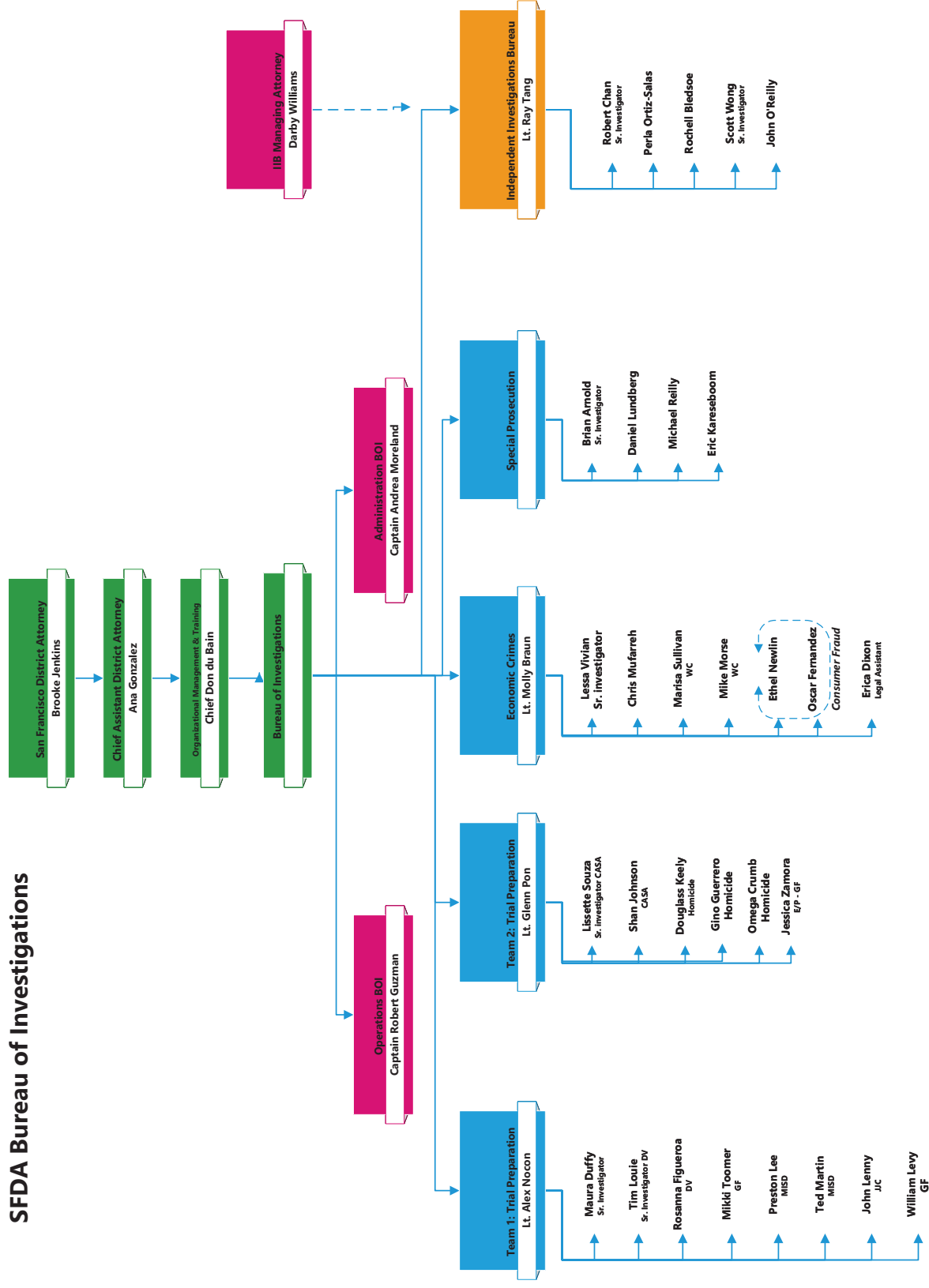




## SFDA Support Services

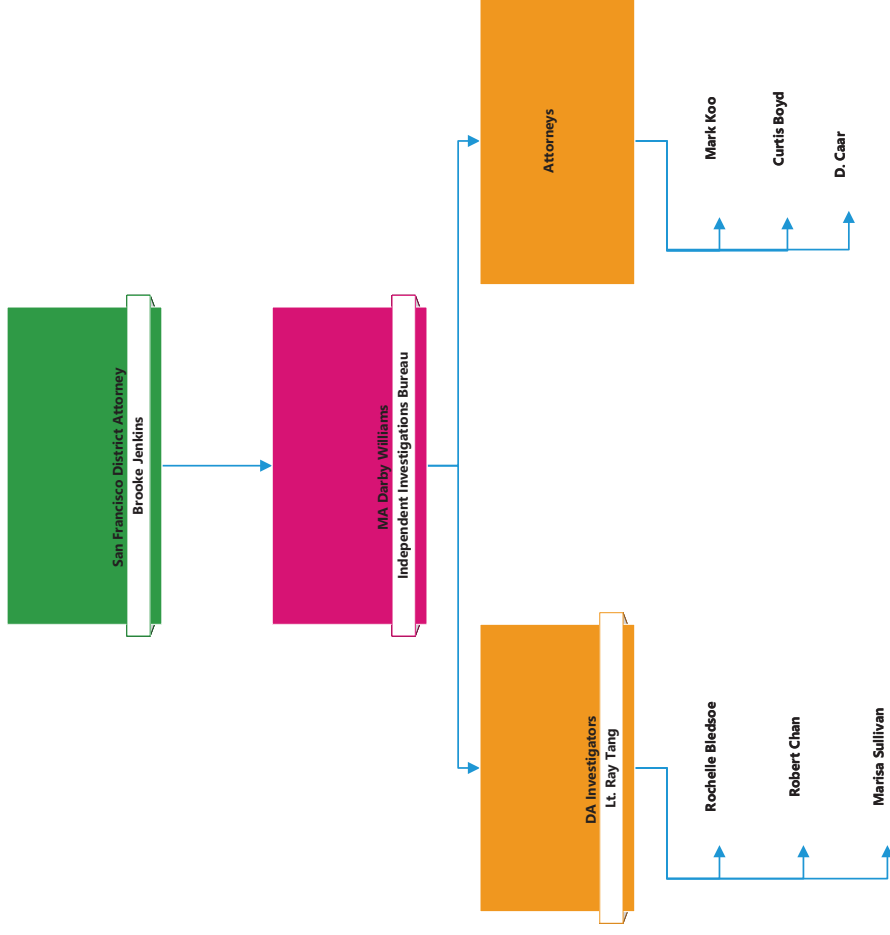








## SFDA Independent Investigations Bureau





## Operational Agreement Summary

Grant Subaward #: XC23 06 0380

Subrecipient: SAN FRANCISCO, CITY & COUNTY

Participating Agency/Organization/Individual	Date Signed	Time Frame of OA	
1. NICOS Chinese Health Coalition	02/14/2023	<u>03/01/23</u>	to <u>02/29/28</u>
2. SALT Pacific Islander Association	04/07/2023	04/01/23	to <u>03/31/28</u>
3. GRIMMIE	10/01/2022	08/01/22	to <u>07/31/25</u>
4. SAMOAN COMMUNITY DEVELOPMENT CENTER	02/02/2023	02/01/23	to <u>01/31/26</u>
5. WOMEN'S BUILDING	02/08/2023	02/01/23	to <u>01/31/26</u>
6. ADULT PROTECTION SERVICES	12/22/2022	01/01/23	to <u>12/31/27</u>
7. NEWCOMERS HEALTH	09/29/2022	09/26/22	to <u>09/25/27</u>
8. MADD OA	11/15/2022	11/01/20	to <u>10/31/25</u>
9. CASARC	05/11/2022	06/01/22	to <u>06/01/25</u>
10. VSD SAFE SOUND OA	06/30/2022	06/30/22	to <u>06/30/25</u>
11. CENTRO LATINO DE SF OA	05/10/2023	05/01/23	to <u>04/30/25</u>
12. BAY AREA LEGAL AID	11/16/2022	09/22/22	to <u>09/22/25</u>
13. CHINATOWN COMMUNITY DEVELOPMENT	12/15/2022	01/01/23	to <u>12/31/25</u>
14. BALANCE OA	12/20/2022	11/01/22	to <u>10/31/25</u>
15. SF LTC OMBUDSMAN PROGRAM OA	12/20/2022	01/01/23	to <u>12/31/25</u>
16. IOA ELDER ABUSE PREVENTION PROGRAM OA	01/04/2023	01/01/23	to <u>12/31/25</u>
17. COMMUNITY YOUTH CENTER OA	01/12/2023	01/01/23	to <u>12/31/25</u>
18. Crisis Response Team of Department of Public Health	02/16/2023	04/01/23	to <u>03/31/26</u>
19. Richmond Area Multi-Services Inc.	06/06/2023	04/01/23	to <u>03/31/28</u>
20. RAFIKI COALITION	02/08/2023	02/01/23	to <u>01/31/27</u>

**Operational Agreement**  
Between  
**NICOS Chinese Health Coalition**  
And

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

**Purpose:**

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

To this end, each party agrees to the following:

1. VSD will accept direct referrals from NICOS and its affiliated agencies to assist victims/survivors who need assistance in accordance with the services VSD provides.
2. NICOS will partner with VSD to provide culturally appropriate trainings to communities and providers on relevant topics to be determined by NICOS and VSD.
3. NICOS and VSD will cross train each other and keep each other up to date on relevant topics impacting communities.
4. VSD will participate in community events/workshops hosted by NICOS for outreach to various communities.
5. NICOS and VSD will work together towards the larger goal of enhancing self-advocacy and creating trauma-informed and culturally congruent trainings for victims/survivors of crime.

**Term of Operational Agreement:** March 1st, 2023 – February 29th, 2028. This agreement may be terminated at any time by either party or amended with the written consent of both parties.

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

Signature  Date 2/14/23

Kent Woo

Printed Name  
Executive Director, NICOS

**Monifa Willis** Digitally signed by Monifa Willis  
Date: 2023.02.24 13:32:14 -08'00'  
Signature Date

Monifa Willis

Printed Name  
Chief of Victim Services Division, SFDA



## Operational Agreement

Between

SALT Pacific Islander Association

And

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

### Purpose:

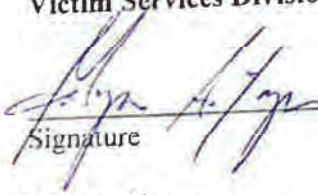
This Operational Agreement stands as evidence that SALT Pacific Islander Association (SALT) and Victim Services Division (VSD) of the San Francisco District Attorney's (SFDA) Office intend to work together toward the mutual goal of maximizing available community resources to assist victims/survivors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

To this end, each party agrees to the following:

1. VSD will accept direct referrals from SALT to assist victims/survivors who need assistance in accordance with the services VSD provides.
2. Both parties will coordinate support for shared clients and provide consultation and cross-training to each other whenever appropriate.
3. VSD will participate in community events/workshops hosted by SALT to outreach to the Pacific Islander communities.
4. SALT may host VSD at their site for victims and survivors to facilitate community access to victim service provided by VSD, whenever appropriate for both parties.
5. Both parties will work together towards the larger goal of creating an accessible and coordinated system of comprehensive services for victims/survivors of crime.

**Term of Operational Agreement:** April 1st, 2023 – March 31st, 2028. This agreement may be terminated at any time by either party or amended with the written consent of both parties.

We, the undersigned, as authorized representatives of SALT Pacific Islander Association and Victim Services Division of SFDA Office do hereby approve this document.



Gaynor Siataga

Printed Name  
Executive Director, SALT

Date

04/07/2023

Monifa Willis

Signature

Monifa Willis

Printed Name  
Chief of Victim Services Division, SFDA

Digitally signed by Monifa Willis  
Date: 2023.04.07 16:52:22 -07'00'

Date

SAN FRANCISCO DISTRICT ATTORNEY'S OFFICE, VICTIM SERVICES DIVISION  
OPERATIONAL AGREEMENT WITH THE CHRISTINA GRIMMIE FOUNDATION

August 1, 2022 through July 31, 2025

This Operational Agreement (OA) stands as evidence that the Christina Grimmie Foundation (CGF) intends to work together toward the mutual goal of providing maximum available assistance for victims impacted by gun violence and their families in San Francisco City & County and surrounding areas. Both agencies believe that implementation of the referral program as described herein will further this goal. CGF nor the San Francisco District Attorney's Office (SFDA) are obligated to accept any particular referral - that it is in the sole and exclusive discretion of CGF, its board of directors/officers, and the SFDA staff. To this end, each agency agrees to coordinate/provide the following services:

The Christina Grimmie Foundation will closely coordinate the following services with the San Francisco District Attorney's Office, Victim Services Division by providing:

- Housing/Rent expense assistance
- Medical care expense assistance
- Family care expense assistance
- Travel/Transportation expense assistance
- Memorial/Burial expense assistance
- Other expense assistance as determined on a case-by-case basis, and
- Serve as a resource and referral to provide the best possible services to gun violence victims residing in San Francisco and surrounding areas.

The San Francisco District Attorney's Office, Victim Services Division will coordinate the following services with the Christina Grimmie Foundation by:

- Utilizing the Christina Grimmie Foundation as a resource and referral for victims of gun violence and their families residing in San Francisco City & County and surrounding areas.
- Distributing applications provided by the Christina Grimmie Foundation to victims of gun violence and their families, who may qualify for assistance from the Christina Grimmie Foundation.
- Serving as a resource and referral to provide the best possible services to victims of gun violence and their families that may be referred by the Christina Grimmie Foundation and that qualify for services provided by the San Francisco District Attorney's Office, Victim Services Division.

We, the undersigned, as authorized representatives of the Christina Grimmie Foundation and the San Francisco District Attorney's Office, hereby approve this document.

Albert Grimmie Oct. 1  
Signature Date

Albert Grimmie  
Printed Name

Authorized Representative  
Christina Grimmie Foundation

Monifa Willis 10/1/2022  
Signature Date

Monifa Willis  
Printed Name

Chief of Victim Services  
City and County of San Francisco



## Operational Agreement

Between

**Samoan Community Development Center**

And

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

### Purpose:


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

To this end, each party agrees to the following:

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

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

We, the undersigned, as authorized representatives of **Samoan Community Development Center** and **Victim Services Division of SFDA Office** do hereby approve this document.

 2/2/2023  
\_\_\_\_\_  
Signature Date

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

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

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

## Operational Agreement

Between

**The Women's Building**

And

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

### Purpose:

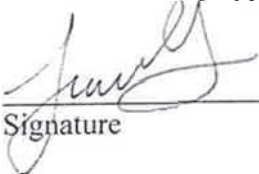
This Operational Agreement stands as evidence that the **Women's Building and Victim Services Division (VSD) of the San Francisco District Attorney's (SFDA) Office** intend to work together toward the mutual goal of maximizing available community resources to assist victims/survivors of violent crimes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

To this end, each party agrees to the following:

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

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

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

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

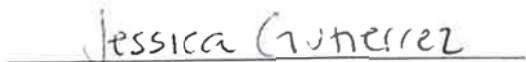
2/8/23

**Monifa Willis**

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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

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

**Operational Agreement**  
Between  
**Adult Protective Services of San Francisco**  
And  
**Victim Services Division of the San Francisco District Attorney's Office**

**Purpose:**

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

**Parties to the Agreement:**

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

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

**Rights and Responsibilities:**

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

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

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



12/22/2022

Signature

Date

Monifa Willis

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

Signature

Date

Akiles Ceron  
Program Director  
SF Adult Protective Services

Monifa Willis, PMHNP-BC  
Chief of Victim Services Division, SFDA

CITY AND COUNTY OF SAN FRANCISCO



Brooke Jenkins  
District Attorney

OFFICE OF THE DISTRICT ATTORNEY

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

**Operational Agreement**

**PURPOSE**

This operational agreement stands as evidence that the Victim Services Division (VSD) division and Newcomers Health Program intend to work together toward the mutual goal of providing maximum available assistance for crime victims residing in San Francisco. Both agencies believe that implementation of a cross-referral system, as described herein, will further this goal. To this end, each party agrees to participate.

**PARTIES TO THIS AGREEMENT**

Newcomers Health Program is a program of the San Francisco Department of Public Health based at Family Health Center's Refugee Medical Clinic. Through a range of clinic- and community-based programs and services, it provides health services for newly documented refugees, asylees, and victims of trafficking.

The Victim Services Division (VSD) provides or arranges services to victims of all types of crime, including crisis intervention and emergency assistance information and referral, assistance in filing for crime victim compensation and restitution, and orientation and support through the criminal justice system.

**RIGHTS AND RESPONSIBILITIES**

By signing this operational agreement, each party agrees to the following:

1. Newcomers Health Program will accept referrals from VSD staff for eligible clients who need assistance in accordance with the service provided by Newcomers Health program. Referral form: <https://tinyurl.com/SF-Ref-Health> [newcomers.health@sfdph.org](mailto:newcomers.health@sfdph.org) or 628-206-8608.
2. VSD will accept referrals from Newcomers Health Program to assist those victims who need assistance in accordance with the services it provides, including the expert prosecution of crimes of violence against immigrant, asylee, and refugee victims in accordance with the mission of VSD. Referrals can be emailed to [victimservices@sfgov.org](mailto:victimservices@sfgov.org), and can be made through the front desk at 628-652-4100.
3. Both parties agree to cross-refer clients who may be appropriate for the other's services, coordinate services, and provide on-going consultation, collaboration, and training.

---

350 Rhode Island Street  
North Building, Suite 400N  
San Francisco, CA 94103  
Phone Number: 628-652-4100



CITY AND COUNTY OF SAN FRANCISCO



Brooke Jenkins  
District Attorney

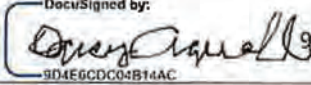
OFFICE OF THE DISTRICT ATTORNEY

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

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

**DURATION**

This operational agreement is effective from September 26th, 2022 to September 25th, 2027.  
This agreement may be terminated by either party or amended with the written consent of both parties.  
Electronic signatures are honored.

DocuSigned by:  
  
9/29/2022 | 12:11:58 PDT  
9D4E6CDDC04B14AC  
Signature Date


Daisy Aguillo

Printed Name

Authorized Representative  
Newcomers Health Program, DPH

Signature

Date

  
9/29/2022  
MONIFA WILLIS  
Printed Name

Chief of Victim Services  
San Francisco District Attorney's Office

350 Rhode Island Street  
North Building, Suite 400N  
San Francisco, CA 94103  
Phone Number: 628-652-4100

CITY AND COUNTY OF SAN FRANCISCO

OFFICE OF THE DISTRICT ATTORNEY



Brooke Jenkins  
District Attorney

**Operational Agreement**

Between

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

And

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

**Purpose:**

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

**Parties to the Agreement:**

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

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

**Rights and Responsibilities:**

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

---

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



CITY AND COUNTY OF SAN FRANCISCO

OFFICE OF THE DISTRICT ATTORNEY

Page 2

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

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

DocuSigned by:  
  
89F218A84E054E6...

November 15, 2022

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

Signature

Date

Signature

Date

Natasha Thomas

Printed Name

Authorized Representative of MADD  
San Francisco Bay Area Affiliate

Printed Name

Chief of Victim Services Division, SFDA

# Operational Agreement

## PURPOSE

This operational agreement stands as evidence that the Victim Services Division (VSD) and the Child and Adolescent Support, Advocacy and Resource Center (CASARC) intend to work together toward the mutual goal of providing maximum available assistance for crime victims residing in San Francisco. Both agencies believe that implementation of Victim Witness Assistance Program (VWAP) (as described herein), will further this goal. To this end, each party agrees to participate.

## PARTIES TO THIS AGREEMENT

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

VSD provides or links services to victims of all types of crime, including: crisis intervention and emergency assistance information and referral, assistance in filing for crime victim compensation and restitution, and orientation and support through the criminal justice system.

## RIGHTS AND RESPONSIBILITIES

By signing this operational agreement, each party agrees to the following:

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

## DURATION

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

DocuSigned by:



05/11/2022 | 8:19 AM PDT

143175AE6ADE4AB

Jessica Marques MSN, FNP-BC  
Nurse Practitioner, Clinical Forensic Manager  
Child & Adolescent Support, Advocacy & Resource Center

Kasie Lee

Digitally signed by Kasie Lee  
Date: 2022.05.11 12:02:22 -07'00'

Kasie Lee, Assistant District Attorney  
Chief, Victim Services Division  
San Francisco District Attorney's Office

## Operational Agreement

### PURPOSE

This operational agreement stands as evidence that the Victim Services Division (VSD) and the Safe & Sound intend to work together toward the mutual goal of providing maximum available assistance for crime victims residing in San Francisco. Both agencies believe that implementation of Victim Witness Assistance Program (VWAP), as described herein, will further this goal. To this end, each party agrees to participate.

### PARTIES TO THIS AGREEMENT

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

VSD provides or links services to victims of all types of crime, including: crisis intervention and emergency assistance information and referral, assistance in filing for crime victim compensation and restitution, and orientation and support through the criminal justice system.

### RIGHTS AND RESPONSIBILITIES

By signing this operational agreement, each party agrees to the following:

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

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

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

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

### DURATION

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

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

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

**Operational Agreement**  
Between  
**Centro Latino de San Francisco**  
And  
**Victim Services Division of San Francisco District Attorney's Office**

**Purpose:**

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

To this end, each party agrees to the following:

1. VSD will accept referrals from Centro Latino to assist victims/survivors who need assistance in accordance with the scope of services VSD provides.
2. Centro Latino will accept referrals of older adults and adults with disabilities from VSD for services that Centro Latino currently provides, including community group activities, among others, and would collaborate with VSD on supporting shared clients/victims or survivors.
3. Centro Latino and VSD will provide consultation and cross-training to each other whenever appropriate to enhance cultural knowledge and awareness of the scope of services each party provides.
4. Both parties will collaborate on hosting/co-hosting community outreach events whenever opportunities arise with the purpose of promoting awareness about victim services and crime prevention.
5. VSD and Centro Latino will collaborate on setting up a drop-in hub at Centro Latino for screening potential victims and survivors for services within the scope that VSD provides. These screenings would be by appointment only and set by Centro Latino in advance. VSD would then follow up with these potential referrals during pre-determined office hours at Centro Latino. VSD will be on site only during specified and agreed-upon time-frame at Centro Latino and will not hold Centro Latino liable for any equipment or belongings lost, damaged, or stolen as a result of being on site.
6. Both parties work together towards the larger goal of creating an accessible and coordinated system of comprehensive services for victims/survivors of crime.

**Term of Operational Agreement:** May 1st, 2023 – April 30th, 2025. This agreement may be terminated at any time by either party or amended or renewed with the written consent of both parties.

We, the undersigned, as authorized representatives of **Centro Latino de San Francisco** and **Victim Services Division of SFDA Office** do hereby approve this document.



\_\_\_\_\_  
Signature

5/10-2023  
Date

\_\_\_\_\_  
Gloria Bonilla  
Printed Name  
Executive Director, Centro Latino

Monifa Willis

Digitally signed by Monifa Willis  
Date: 2023.05.15 16:54:53 -07'00'

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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



# Operational Agreement

Between

**Bay Area Legal Aid**

And

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

Term of Operational Agreement: September 22, 2022 – September 22, 2025

The Operational Agreement stands as evidence that **Bay Area Legal Aid** (BayLegal) and the **Victim Services Division of the San Francisco District Attorney's Office** intend to work together toward the mutual goal of providing maximum available services and assistance for the underserved and underserved victims of violence.

To this end, each agency agrees:

1. The Victim Services Division will refer, whenever appropriate, victims of violence to BayLegal for legal assistance.
2. BayLegal will refer, whenever appropriate, clients to the Victims Services Division for their services.
3. BayLegal and the Victim Services Division will continue to work cooperatively to provide coordinated services and support to our shared clients.
4. BayLegal may serve as an outside meeting place for Victim Services Division to meet shared clients, if client prefers and upon arrangement with BayLegal.

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

  
Signature

11/16/22

Date

**Genevieve Richardson**

Printed Name

Director of Bay Area Legal Aid

**grichardson@baylegal.org**

Email

**Monifa Willis**

Digitally signed by Monifa Willis  
Date: 2022.11.15 12:31:51  
+0800

Signature

Date

**Monifa Willis**

Printed Name

Chief of Victim Services  
City and County of San Francisco

**monifa.willis@sfgov.org**

Email

## Operational Agreement

Between

**Tenderloin Community and Arab Families Program of Chinatown Community  
Development Center**

And

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

### Purpose:

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

To this end, each party agrees to the following:

1. CCDC will refer, whenever appropriate, their clients to Victims Services Division for services.
2. The Victim Services Division and CCDC will work collaboratively to provide coordinated services and support for our shared clients, and do cross trainings if needed.
3. CCDC may serve as an outside meeting place for Victim Services Division to meet with shared clients, if clients prefer and upon arrangement with CCDC.
4. Both parties will participate jointly, whenever appropriate, in community events together to promote community safety and awareness about victim services.

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

We, the undersigned, as authorized representatives of **Chinatown Community Development Center** and **Victim Services Division** of SFDA do hereby approve this document.

  
Signature

12/15/2022  
Date

Monifa Willis

Signature

Digitally signed by Monifa Willis  
Date: 2022.12.19 13:48:08 -08'00'

Date

Tammy Hung

Printed Name

Deputy Director of Programs  
Chinatown CDC

Printed Name

Chief of Victim Services Division  
SFDA



# Operational Agreement

Between

**Balance**

And

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

## Purpose:

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

## Parties to the Agreement:

Balance offers San Francisco residents free service in debt and budget counseling, homeowners counseling, and rental counseling, and other services, and provide resources as needed.

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

## Rights and Responsibilities:

1. The Victim Services Division will refer, whenever appropriate, victims of violence to Balance for financial-related counseling and assistance.
2. Balance will refer, whenever appropriate, clients to the Victims Services Division for services.
3. Both parties will cross-train each other's staff to better our partnership and coordinate services and support to shared clients.
4. Balance and the Victim Services Division will meet to discuss partnership strategies and other discussion as needed.

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

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

  
Signature

12/20/22

Date

Monifa Willis

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

Signature

Date

Cynthia Campbell - CXO

Printed Name

Authorized Representative of Balance

Printed Name

Chief of Victim Services Division

**Operational Agreement**  
Between  
**San Francisco Long Term Care Ombudsman Program**  
And  
**Victim Services Division of the San Francisco District Attorney's Office**

**Purpose:**

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

**Parties to the Agreement:**

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

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

**Rights and Responsibilities:**

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

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

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

Benson Nadell 12/20/22  
Signature Date

Monifa Willis  
Signature

Digitally signed by Monifa Willis  
Date: 2022.12.21 15:04:02 -08'00'

Date

Benson Nadell Robert Manes ( Co-Directors)

Printed Name

Authorized Representative

**SF LTC Ombudsman Program**

Printed Name

Chief of Victim Services Division, SFDA

## Operational Agreement

Between

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

And

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

### Purpose:

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

To this end, each party agrees to the following:

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

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

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

Alice Chiu \_\_\_\_\_ 1/4/2023 \_\_\_\_\_

Signature

Date

Alice Chiu

Printed Name

Authorized Representative

**Elder Abuse Prevention Program of IOA**

Signature

Date

Monifa Willis Monifa Willis

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

Printed Name

Chief of Victim Services Division, SFDA

# Operational Agreement

Between

**Community Youth Center of San Francisco**

And

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

## Purpose:

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

## Rights and Responsibilities:

1. VSD will refer, whenever appropriate, to CYC and work with CYC to coordinate services and support for shared clients/victims or survivors.
2. CYC will refer, whenever appropriate, their clients to VSD for services and collaborate on supporting shared clients/victims or survivors.
3. Both parties will cross-train each other's staff to better our partnership at least once a year.
2. Both parties will collaborate, whenever appropriate, on participating in community events together to promote awareness about victim services and crime prevention.
3. Both parties will meet at least once a year to review, discuss, and revise partnership strategies and other topics as needed.

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

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



1/12/2023

Monifa Willis

Digitally signed by Monifa Willis  
Date: 2023.01.25 12:55:35 -08'00'

Signature

Date

Signature

Date

Sarah Wan

Printed Name

Executive Director

**Community Youth Center SF**

Printed Name

Chief of Victim Services Division, SFDA



## Operational Agreement

Between

**Crisis Response Team of Department of Public Health**

And

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

### Purpose:

This Operational Agreement stands as evidence that the **Crisis Response Team (CRT) of the Department of Public Health (DPH) and Victim Services Division (VSD) of the San Francisco District Attorney's (SFDA) Office** intend to work together toward the mutual goal of providing maximum available services assistance for crime victims/survivors who reside in San Francisco.

To this end, each party agrees to the following:

1. CRT will accept referrals from VSD for eligible clients who need assistance in accordance with the services provided by CRT.
2. VSD will accept referrals from CRT to assist victims/survivors who need assistance in accordance with the services VSD provides.
3. CRT and VSD will coordinate support for shared clients and provide consultation and cross-training whenever appropriate.
4. Both parties work together towards the larger goal of creating an accessible and coordinated system of comprehensive services for victims/survivors of crime.

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

We, the undersigned, as authorized representatives of **CRT of DPH** and **VSD of SFDA Office** do hereby approve this document.

DocuSigned by:  
*Stephanie Felder*  
JAC6E81FC429440  
Signature

02/15/2023 | 12:40 PM PST

Date

Stephanie Felder

Printed Name

Director of Comprehensive Crisis Services

DocuSigned by:  
*Monifa Willis*  
DA002F92DC3640C  
Signature

02/16/2023 | 9:57 AM PST

Date

Monifa Willis

Printed Name

Chief of Victim Services Division, SFDA

# Operational Agreement

Between

**Richmond Area Multi-Services Inc.**

And

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

## Purpose:

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

To this end, each party agrees to the following:

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

**Term of Operational Agreement:** April 1st 2023 – March 31st, 2028. This agreement may be terminated at any time by either party or amended with the written consent of both parties.

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

  
Signature

6/6/2023  
Date

JayVon Muhammad  
Printed Name  
Chief Executive Officer, RAMS

Monifa Willis  
Signature

Digitally signed by Monifa Willis  
Date: 2023.06.06 11:29:40 -07'00'

Monifa Willis  
Printed Name  
Chief of Victim Services Division, SFDA



## Operational Agreement

Between

**Rafiki Coalition**

And

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

### Purpose:

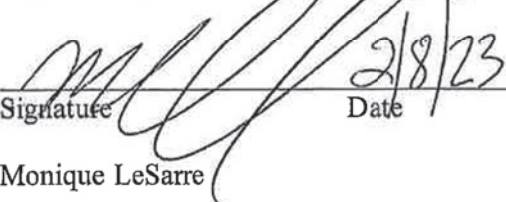
This Operational Agreement stands as evidence that **Rafiki Coalition (Rafiki) and Victim Services Division (VSD) of the San Francisco District Attorney's (SFDA) Office** intend to work together toward the mutual goal of maximizing available community resources to assist victims/survivors of violent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

To this end, each party agrees to the following:

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

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

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

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

Monique LeSarre

Printed Name  
Executive Director, Rafiki Coalition

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

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

Monifa Willis

Printed Name  
Chief of Victim Services Division, SFDA

**CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES  
SUBRECIPIENT GRANTS MANAGEMENT ASSESSMENT**

<b>Subrecipient:</b> San Francisco, City & County	<b>UEI #</b> JZ9BSV3GSJ54	<b>FIPS #:</b> 075-00000
<b>Grant Disaster/Program Title:</b> County Victim Services Program		
<b>Performance Period:</b> 01/01/24	<b>to</b> 12/31/24	<b>Subaward Amount Requested:</b> \$ 364,146
<b>Type of Non-Federal Entity</b> (Check Applicable Box)	<input type="checkbox"/> State Govt <input checked="" type="checkbox"/> Local Govt <input type="checkbox"/> JPA <input type="checkbox"/> Non-Profit <input type="checkbox"/> Tribe	


Per Title 2 CFR § 200.332, Cal OES is required to evaluate the risk of noncompliance with federal statutes, regulations and grant terms and conditions posed by each subrecipient of pass-through funding. This assessment is made in order to determine and provide an appropriate level of technical assistance, training, and grant oversight to subrecipients for the award referenced above.

The following are questions related to your organization's experience in the management of federal grant awards. This questionnaire must be completed and returned with your grant application materials.

For purposes of completing this questionnaire, *grant manager* is the individual who has primary responsibility for day-to-day administration of the grant, *bookkeeper/accounting staff* means the individual who has responsibility for reviewing and determining expenditures to be charged to the grant award, and *organization* refers to the subrecipient applying for the award, and/or the governmental implementing agency, as applicable.

Assessment Factors	Response
1. How many years of experience does your current grant manager have managing grants?	>5 years
2. How many years of experience does your current bookkeeper/accounting staff have managing grants?	>5 years
3. How many grants does your organization currently receive?	>10 grant
4. What is the approximate total dollar amount of all grants your organization receives?	\$ 16,562,439
5. Are individual staff members assigned to work on multiple grants?	Yes
6. Do you use timesheets to track the time staff spend working on specific activities/projects?	Yes
7. How often does your organization have a financial audit?	Annually
8. Has your organization received any audit findings in the last three years?	No
9. Do you have a written plan to charge costs to grants?	Yes
10. Do you have written procurement policies?	Yes
11. Do you get multiple quotes or bids when buying items or services?	Always
12. How many years do you maintain receipts, deposits, cancelled checks, invoices?	>5 years
13. Do you have procedures to monitor grant funds passed through to other entities?	Yes

**Certification:** This is to certify that, to the best of our knowledge and belief, the data furnished above is accurate, complete and current.

<b>Signature: (Authorized Agent)</b> 	<b>Date:</b> 10/11/23
<b>Print Name and Title:</b> Brooke Jenkins, District Attorney	<b>Phone Number:</b> (628) 652-4012
<b>Cal OES Staff Only: SUBAWARD #</b> XC23 06 0380	

*CS*



## Grant Subaward Service Area Information

Grant Subaward #: XC23 06 0380

Subrecipient: San Francisco, City & County

1. County or Counties Served:  
San Francisco

County where principal office is located: San Francisco

2. U.S. Congressional District(s) Served:  
12

U.S. Congressional District where principal office is located: 12

3. State Assembly District(s) Served:  
17

State Assembly District where principal office is located: 17

4. State Senate District(s) Served:  
11

State Senate District where principal office is located: 11

5. Population of Service Area: 815,201 (2021)