

Proposal Cover Sheet

RFP PROCESS

HUMAN TRAFFICKING ADVOCACY PROGRAM

Submitted by:
George Gascón
District Attorney
City and County of San Francisco
850 Bryant Street, Room 322
San Francisco, CA 94103
415-553-1741

(Cal OES Use Only)

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PROJECT CONTACT INFORMATION

Recipient S	San Francisco District Attorney Grant Number
	ime, title, address, telephone number, and e-mail address for the project contacts named below. NOTE: If you address, a street address is also required for package delivery and site visit purposes.
1. The Proje	ect Director for the project:
Nam	ne: Sharon Woo Title: Chief Assistant District Attorney
•	#: 415-553-1368 Fax#: 415-575-8815 Email Address: sharon.woo@sfgov.org ip: 850 Bryant Street, Room 322, San Francisco, CA 94103
2. The Final	ncial Officer for the project:
Name	Eugene Clendinen Title: Chief Administrative & Fiscal Officer
•	#: 415-553-1895 Fax#: 415-553-9700 Email Address: eugene.clendinen@sfgov.org 850 Bryant Street, Room 322, San Francisco, CA 94103
3. The person	on having Routine Programmatic responsibility for the project:
Name	e: Jacqueline Ortiz Title: Deputy Chief of Victim Services
	#: 415-558-2408 Fax#: 415-553-9700 Email Address: jacqueline.ortiz@sfgov.org
	p: 850 Bryant Street, Room 322, San Francisco, CA 94103
•	on having Routine Fiscal Responsibility for the project:
	e: Sheila Arcelona Title: Assistant Chief, Finance & Administration
Telephone f	#: 415-734-3018 Fax#: 415-553-9700 Email Address: sheila.arcelona@sfgov.org
	p: 850 Bryant Street, Room 322, San Francisco, CA 94103
	cutive Director of a nonprofit organization or the Chief Executive Officer (i.e., chief of police, ndent of schools) of the implementing agency:
Name	e: George Gascón Title: District Attorney
Telephone #	#: 415-553-1741 Fax#: 415-575-8815 Email Address: district.attorney@sfgov.org
	850 Bryant Street, Room 322, San Francisco, CA 94103
	ial Designated by the Governing Board to enter into the Grant Award Agreement for the city/county unity-Based Organization, as stated in Block 14 of the Grant Award Face Sheet:
Name	George Gascón Title: District Attorney
Telephone #	#: 415-553-1741 Fax#: 415-575-8815 Email Address: district.attorney@sfgov.org
	850 Bryant Street, Room 322, San Francisco, CA 94103
7. The <u>chair</u>	of the Governing Body of the recipient:
Name	E David Chiu Title: President, Board of Supervisors
Telephone #	#: 415-554-7450 Fax#: 415-554-5227 Email Address: david.chiu@sfgov.org
	City Hall, 1 Dr. Carlton B. Goodlett Place, 2nd Floor, San Francisco, CA 94102

SIGNATURE AUTHORIZATION

	Grant	Award #:		
Grant Recipient:	City & County of San Francisc	00		
Implementing Agency:	District Attorney			
*The Pr	roject Director and Financial (Officer are REQUIRED to sign this form.		
*Project Director: Sharo	n Woo	*Financial Officer: Eugene Clendinen		
Signature:		Signature:		
Date:	2.14	Date: 10/7/14		
The following persons a	re authorized to sign for the	The following persons are authorized to sign for the		
1 10				
Signature		Signature		
David Merin		Sheila Arcelona		
Name		Name		
Signature		Signature		
Jacqueline Ortiz				
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CERTIFICATION OF ASSURANCE OF COMPLIANCE Victims of Crime Act (VOCA) Fund

The applicant must complete a Certification of Assurance of Compliance-VOCA (Cal OES 2-104f), which includes details regarding Federal Grant Funds, Equal Employment Opportunity Program (EEOP), Drug Free Workplace Compliance, California Environmental Quality Act, Lobbying, Debarment and Suspension requirements, Proof of Authority from City Council/Governing Board, and the special conditions under the Victims of Crime Act (VOCA). The applicant is required to submit the necessary assurances and documentation before finalization of the Grant Award Agreement. In signing the Grant Award Face Sheet, the applicant formally notifies Cal OES that the applicant will comply with all pertinent requirements.

Resolutions are no longer required as submission documents. Cal OES has incorporated the resolution into the Certification of Assurance of Compliance, Section VII, entitled, "Proof of Authority from City Council/Governing Board." The Applicant is required to obtain written authorization (original signature) from the City Council/Governing board that the official executing the agreement is, in fact, authorized to do so, and will maintain said written authorization on file and readily available upon demand. This requirement does not apply to state agencies.

CERTIFICATION OF ASSURANCE OF COMPLIANCE Victims of Crime Act (VOCA) Fund

١,	George Gascón	hereby certify that		
	(official authorized to	o sign grant av	ward; same person as Section 14 on Grant Award Face Sheet)	_
RE	ECIPIENT:	City & Count	y of San Francisco	
IM	PLEMENTING A	GENCY:	District Attorney	
PF	ROJECT TITLE:	Human	Trafficking Advocacy Program	
			Grant Recipient Handbook and adhering to all of the eral) as directed by Cal OES including, but not limited	
l.	Federal Gran	t Funds		
	pursuant to O	MB Circular	00,000 or more in federal grant funds annually are r A-133 and are allowed to utilize federal grant fund of the Recipient Handbook for more detail.	
	The a	above name	ed recipient receives \$500,000 or more in federal gr	ant funds annually.
	The a	above name	ed recipient does not receive \$500,000 or more in fe	ederal grant funds annually.
II.	Equal Employ	yment Opp	ortunity – (Recipient Handbook Section 2151)	
	discrimination ancestry, disal characteristics pregnancy disa	or harassm bility (menta b), marital st ability leave and federa	e State of California to promote equal employment of ent in employment because of race, religious creed al and physical) including HIV and AIDS, medical co- atus, sex, sexual orientation, denial of family medic , or age (over 40). Cal OES-funded projects cert I requirements regarding equal employment oppositivil rights.	, color, national origin, ndition (cancer and genetic al care leave, denial of ify that they will comply
	Please provide	the following	ng information:	
	Equal Empl	oyment Opp	portunity Officer: Evette Monachino-Taylor	
	Title:	Departme	ntal Personnel Officer	
	Address:	850 Bryan	t Street, Room 322, San Francisco, CA 94103	
	Phone:	415-553-1	009	
	Email:	Evette.Mo	nachino@sfgov.org	

III. Drug-Free Workplace Act of 1990 – (Recipient Handbook, Section 2152)

The State of California requires that every person or organization awarded a grant or contract shall certify it will provide a drug-free workplace.

IV. California Environmental Quality Act (CEQA) – (Recipient Handbook, Section 2153)

The California Environmental Quality Act (CEQA) (Public Resources Code, Section 21000 et seq.) requires all Cal OES funded projects to certify compliance with CEQA. Projects receiving funding must coordinate with their city or county planning agency to ensure that the project is compliance with CEQA requirements.

V. Lobbying – (Recipient Handbook Section 2154)

Cal OES grant funds, grant property, or grant funded positions shall not be used for any lobbying activities, including, but not limited to, being paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal grant or cooperative agreement.

VI. Debarment and Suspension – (Recipient Handbook Section 2155)

(This applies to federally funded grants only.)

Cal OES-funded projects must certify that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of federal benefits by a state or federal court, or voluntarily excluded from covered transactions by any federal department of agency.

VII. Proof of Authority from City Council/Governing Board

The above-named organization (applicant) accepts responsibility for and will comply with the requirement to obtain written authorization from the city council/governing board in support of this program. The applicant agrees to provide all matching funds required for said project (including any amendment thereof) under the Program and the funding terms and conditions of Cal OES, and that any cash match will be appropriated as required. It is agreed that any liability arising out of the performance of this Grant Award Agreement, including civil court actions for damages, shall be the responsibility of the grant recipient and the authorizing agency. The State of California and Cal OES disclaim responsibility of any such liability. Furthermore, it is also agreed that grant funds received from Cal OES shall not be used to supplant expenditures controlled by the city council/governing board.

The applicant is required to obtain written authorization from the city council/governing board that the official executing this agreement is, in fact, authorized to do so. The applicant is also required to maintain said written authorization on file and readily available upon demand.

VIII. Special Condition for Grant Awards with Victims of Crime Act (VOCA) Fund

The grant recipient agrees to administer the grant in accordance with the VOCA, the VOCA Program Guidelines, and the Office of Justice Programs Financial Guide.

All appropriate documentation must be maintained on file by the project and available for Cal OES or public scrutiny upon request. Failure to comply with these requirements may result in suspension of payments under the grant or termination of the grant or both and the Recipient may be ineligible for award of any future grants if the Cal OES determines that any of the following has occurred: (1) the Recipient has made false certification, or (2) violates 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 Award Agreement [Section 14 on Grant Award Face Sheet], and hereby swear that I am duly authorized legally to bind the contractor or grant recipient to the above described certification. I am fully aware that this certification, executed on the date and in the county below, is made under penalty of perjury under the laws of the State of California.					
Authorized Official's Signature:					
Authorized Official's Typed Name: George Gascón					
Authorized Official's Title: District Attorney					
Date Executed: 10-10-14					
Federal Employer ID #: 94-6000417 Federal DUNS # 143602105					
Current Central Contractor Registration Expiration Date: February 15, 2015					
Executed in the City/County of: San Francisco					
AUTHORIZED BY: (not applicable to State agencies)					
 ✓ City Financial Officer ☐ County Financial Officer ☐ County Manager ☐ Governing Board Chair 					
Signature:					
Typed Name: Ben Resenfield					
Title: Controller, City & County of San Francisco					

FEDERAL GRANTS FUNDING LOG

List all federal grant funds awarded to the applicant during the current year. Include the fiscal year of operation, funding agency and the amount of funding.

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FISCAL YEAR	FUNDING AGENCY	GRANT AMOUNT
2014-2016	US Department of Justice/ Bureau of Justice Assistance	\$435,253
2011-2015	US Department of Justice/ Bureau of Justice Assistance	\$750,000
2014-2016	US Department of Justice/ Bureau of Justice Assistance	\$997,217
	Federal Grant Total:	\$2,182,470

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San	Francisc	o District	Attorney
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Grant Number:	
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Project Narrative

I. PROBLEM STATEMENT

Introduction. Evidence is mounting that the City and County of San Francisco is a hot spot for human trafficking. Since 2010, San Francisco government and community-based agencies have been collaborating to address this insidious crime through coordinated efforts, including the Mayor's Task Force on Anti-Human Trafficking and the San Francisco Collaborative Against Human Trafficking. The San Francisco District Attorney's Office (SFDA), which views human trafficking as a top law enforcement priority, is implementing new data driven approaches to uncover human trafficking networks and activity, particularly those related to sex trafficking and the commercial sexual exploitation of youth. Through this targeted prosecution strategy, SFDA will identify many new victims. The Victim Service Division of the San Francisco District Attorney's Office will be at the forefront of this work: even in the absence of criminal charges, the Victim Services Division can serve as a frontline human trafficking intervention.

Service Area: The City and County of San Francisco is the financial and cultural hub of a metropolitan area composed of nine Bay Area counties. San Francisco covers approximately 47 square miles and is home to approximately 827,442 people (2013 US Census Bureau), with a daytime population exceeding 1.5 million. San Francisco is a major international tourism and commuter destination. San Francisco is ethnically, linguistically, and socio-economically diverse. The ethnic diversity includes approximately 54% White, 6% Black or African American, 34% Asian, 15% Hispanic or Latino, and 4% people of two or more races. A disproportionally large number of Limited English Proficient (LEP) families and communities come to San Francisco seeking community based services and government systems that are more culturally and linguistically competent to meet their basic needs. About 283,000 immigrants live in San Francisco, which accounts for 35% of the San Francisco population. Lastly, about 13% of the population lives below the poverty line, with a majority being between the ages of 18 to 24. Of

the population, 4.6% are under the age of 5, 13.4% are under the age of 18, and 14.2% are over the age of 65.

Human trafficking in San Francisco: The San Francisco District Attorney's Office (SFDA) is committed to achieving justice for San Francisco's most vulnerable residents.

Assistant District Attorneys, Investigators and Victim Witness Advocates work tirelessly to hold offenders accountable, protect and support victims, and innovate to break the cycle of crime.

The proposed project for addressing human trafficking crimes will focus on sex trafficking, including the commercial exploitation of youth, and ways to prevent and intervene to help victims of this crime by providing comprehensive services to mitigate the myriad challenges they face. Unfortunately, San Francisco's position as a center of tourism, economic activity, and immigration has also led it to become a hot spot for human trafficking.

According to The Covering House, a nonprofit organization that provides refuge and restoration to female victims of sex exploitation and sex trafficking, San Francisco is one of the top 20 human trafficking jurisdictions in the entire country. A preliminary analysis of the connections across advertisements on Backpage, the most popular sex buyer website in the United States, found that San Francisco is likely to be a primary hub for the sex industry as well. SFDA is partnering with an independent research organization to further explore the relationship between online sex industry ads, international human trafficking and the commercial sexual exploitation of children. It appears likely that there is a strong intersection between international human trafficking and the sex industry in San Francisco, with hundreds of unidentified victims.

Tragically, many sex trafficking victims are children. In the state of California, between 2010 and 2012, approximately 1,277 victims were pulled into the sex trafficking industry, and 26% of all human trafficking victims are children. Researchers have determined that the high proportion of youth sex trafficking victims exist due to their vulnerability. Sixty percent of youth victims have spent time in the foster care system or in group homes, and 85% of youth victims have experienced child abuse or incest. Furthermore, a high proportion of gay, lesbian, and

transgender youth are forced to the streets due to homophobic living situations. About one in three young persons is drawn into prostitution within 48 hours of becoming homeless.

SFDA & The Victim Services Division. The San Francisco District Attorney's Office serves the dual jurisdiction of the City & County of San Francisco. The Victim Services Division is one of four divisions of the Office. SFDA is committed to the concept of parallel justice. whereby the needs and outcomes of victims are prioritized equally to criminal case processing outcomes. In 2013, the Victim Services Division served 5,825 victims and survivors of all crimes by providing the following counseling and support services: linking victims to trauma-informed community-based services to help them stabilize and recover; helping with claims for victim compensation; providing information about the criminal justice system; advising clients on claims status; helping with transportation; providing court support; assisting with property return; and helping write victim impact statements. In 2012, SFDA expanded the reach of the Victim Services Division by establishing office hours in four neighborhoods across the City, in partnership with community-based organizations. At all of these sites, residents are able to access culturally competent services with trained Victim/Witness Advocates from the District Attorney's Office. The Victim Services Division provides services in English, Cantonese, Mandarin, Spanish, and Vietnamese. In cases where the victim requires additional language assistance, advocates utilize the city's Language Line services. Meeting victims where they are both geographically and emotionally safe – in places of comfort that are close to home – is essential to best serve vulnerable victims, including victims of human trafficking.

Current efforts and barriers. All criminal cases involving human trafficking are handled by the SFDA Sex Assault Unit, a specialized vertical prosecution unit, staffed by five experienced attorneys. A dedicated prosecutor serves as the Office's human trafficking liaison. Along with the Chief of Victim Services, the Human Trafficking Attorney attends all interagency meetings on the issue, including the Mayor's Task Force on Anti-Human Trafficking.

In spite of evidence that San Francisco is a national hot spot for human trafficking, especially sex trafficking; most victims in San Francisco remain unidentified. In 2014, only 17 cases of human trafficking were presented by the police to SFDA, 9 of which have been prosecuted. There are currently seven active, pending cases involving co-defendants in the SFDA. The Victim Services Division is currently providing comprehensive, culturally competent services to 12 victims of human trafficking. The greatest gap in San Francisco is that between the incidence of human trafficking and its detection, and it is a priority of the District Attorney's Office to change this.

With the implementation of a new Crime Strategies Unit (CSU) this past summer, the Office is expanding its efforts to identify and prosecute human trafficking, especially sex trafficking and the commercial sexual exploitation of children. Using innovative data and information driven approaches, CSU is working closely with the Sex Assault Unit and the Victim Services Division to increase our Office's ability to detect and prevent human trafficking, and identify and connect victims to services.

The Victim Services Division is integral to this effort. Because these victims are often unlikely to self-identify or report the crimes against them, and because human trafficking is hidden so far underground, this issue warrants an intensive, focused approach that is coordinated across law enforcement and social service sectors. The Victim Services Division is seeking funding to implement this approach for San Francisco's human trafficking victims, most of whom are currently receiving no assistance.

II. PLAN

In order to address the identified gap between the incidence and the detection of human trafficking in San Francisco, the San Francisco District Attorney's Office Victim Services Division plans to implement a Human Trafficking Program. The Human Trafficking Program will include four major components: (1) Hire a full-time Human Trafficking Advocate, with expertise in social

work and human trafficking; (2) Ensure that all human trafficking victims receive comprehensive victim services; (3) Enhance the collaboration with the Mayor's Task Force on Anti-Human Trafficking and its member agencies to increase the identification of victims of human trafficking and coordinate services; and, (4) Implement a public awareness and outreach campaigns regarding human trafficking.

Strategy 1. The Victim Services Division will recruit and hire a full-time advocate, with experience in social work, who will respond specifically to victims of human trafficking and collaborate with institutions and community-based organizations that address human trafficking. Victims of human trafficking present areas of need that are often beyond the scope of traditional victim services, particularly in terms of mental health and trauma. Victims may need ongoing counseling, treatment and recovery services for post-traumatic stress disorder, depression, anxiety, self-blame, suicidal thoughts or attempts, or other mental trauma. The Human Trafficking Advocate's social work background will enable the Human Trafficking Program to meet these needs in-house by providing trauma-informed services, and/or by providing culturally competent, community-based referrals. Victims of trafficking often necessitate special supports, including shelter and permanent housing, to escape their captors and avoid retribution. The Human Trafficking Advocate will work closely with community-based organizations and the District Attorney Investigations Bureau to ensure that these victims are safe. Sexually exploited minors require age appropriate interventions and services; the Human Trafficking Advocate will have experience working with this population. Victims of international trafficking also need assistance regarding their immigration status, which the Human Trafficking Advocate will facilitate.

Lastly, successful identification, intervention, and prosecution of human trafficking requires a high level of coordination between Victims Services, the police and the prosecutor to adequately resolve the legal, physical, and emotional results of human trafficking. The Human

Trafficking Advocate will collaboratively triage human trafficking victimization situations and coordinate efficiently with other agencies to secure the best possible outcome for the victims.

Strategy 2, The Human Trafficking Program of the Victim Services Division will ensure that all victims of human trafficking receive the full range of intervention and supportive services that are provided to all victims of crime (as described on page 3).

The Victim Services Division receives referrals from the San Francisco District Attorney's Office, and other community-based organizations and the Special Victims Unit of the San Francisco Police Department (SFPD). Staff makes initial phone contact with a victim within one business day of case assignment. If a victim cannot be reached by phone, the advocate will follow up with letters and information on resources within 72 hours of the initial phone call attempt. Upon making contact with the victim, the advocate sets up a meeting of relevant partners including the police investigator and the assigned prosecutor. During the initial meeting, the Victim Services staff explains the criminal justice system, provides information about and referrals to specialized community based support and develops a uniquely tailored, trauma-informed case plan. Specific services include transportation to court or other appointments, in-court support and advocacy, victim compensation assistance, facilitating access to appropriate mental health services and filling out applications. The Victim Services Division ensures that victims of human trafficking get emergency, post-adjudication and long-term support. With the addition of the Human Trafficking Advocate, these services will be expanded to better meet the unique needs of trafficked persons.

Strategy 3. The Human Trafficking Program will enhance interagency collaboration to increase the identification of victims of human trafficking and coordinate services. As of January 2010, nearly 30 nongovernmental organizations and governmental agencies in the San Francisco Bay Area, including the SFDA's Victim Services Division, have come together to address human trafficking in San Francisco. The City of San Francisco currently has two efforts addressing this issue. The San Francisco Mayor's Task Force on Anti-Human Trafficking,

staffed by the Department on the Status of Woman, is working to improve policies and increase the city's responsiveness to human trafficking and to identify gaps in services. The San Francisco Collaboration Against Human Trafficking primarily focuses on public outreach, conferences, and workshops in San Francisco.

The Human Trafficking Advocate will continue to participate in both bodies. Additionally, the Human Trafficking Advocate, under the direction of the Victim Services Division Chief and the Managing Attorney of the Sex Assault Unit, will develop new strategies with member agencies to better serve identified victims and identify new victims, and serve as the point person for interagency collaboration. For example, the Human Trafficking Program is exploring the development of a protocol with the San Francisco Police Department (SFPD) to alert the Human Trafficking Advocate of all suspected victims, regardless of whether the incident is reported or presented to SFDA. Additionally, SFDA and SFPD are looking into protocols to include the Human Trafficking Advocate on human trafficking operations. In this way, the advocate can interact with potential victims immediately, potentially reducing their likelihood to leave the scene, and increase service uptake.

In regards to commercially sexually exploited youth, enhanced partnerships between the Victim Services Division and the Juvenile Probation Department could significantly improve the identification of these youth, who may be arrested for other criminal activity. The Human Trafficking Advocate will work with justice-involved juveniles who have been trafficked to address trauma and develop skills to develop meaningful relationships. Additionally, the Human Trafficking Advocate will partner with Family & Children Services (child protective services) to identify foster youth who may be exhibiting signs of trafficking, or may be vulnerable to trafficking.

Finally, the Human Trafficking Advocate will provide one point of contact for community based organizations serving vulnerable populations, facilitating reporting of criminal activity that

may be trafficking related, the protection of human trafficking victims' safety, and effective coordination of services for victims of trafficking.

Strategy 4. The Human Trafficking Program will work with the District Attorney's Public Outreach Coordinator and Task Force member agencies to implement a multi-pronged public awareness campaign against trafficking. Combating human trafficking is particularly challenging because victims often do not admit to their victimization or exhibit obvious signs of being trafficked. SFDA will implement a public outreach strategy that targets victims and potential victims, as well as those who interact with victims, including the community at large. As a first step, the San Francisco Unified School District is partnering with Love Never Fails, an organization that provides anti-trafficking training in middle schools in Oakland to pilot the curriculum in San Francisco high schools this fall. The Human Trafficking Advocate will support this effort, which is targeting those youth most likely to be vulnerable to sexual exploitation.

SFDA will also pursue training and outreach opportunities for a wide range of potential first responders, including victim advocates, law enforcement and health care professionals, as well as less traditional responders, such as hotel/motel staff, restaurant associations, faith based organizations, educational organizations and taxi drives. The training will include information about indicators of human trafficking, as well as information regarding the safest way to report suspicious activity.

Lastly, SFDA has embarked on a process to update the curriculum of its longstanding First Offender Prostitution Program, a sex buyer intervention diversion program, to ensure that it is evidence based. Information about human trafficking has always been part of the curriculum, and this area will be enhanced to ensure that sex buyers know how to identify human trafficking and understand the consequences of purchasing sex from trafficked persons.

III. CAPABILITIES

Roles & Responsibilities of Program Staff: Under the leadership of the Chief of Victim Services, the Human Trafficking Victim Advocate will be focused on achieving all grant objectives. The newly hired Chief of Victim Services is a leader in the field of trauma informed care, and has extensive experience working on the issue of human trafficking, particularly that of young people.

Human Trafficking Victim Advocate Training and Qualifications: The Victim Services

Division will hire a full-time victim advocate to work exclusively with victims of all forms of human trafficking, providing comprehensive victim services. The Human Trafficking Advocate will work directly with community-based organizations that respond to symptoms of human trafficking in San Francisco, and will focus on referring victims to the Victim Services Division. Given the complexity of human trafficking, the Advocate will bring a background in commercial sexual exploitation, as well as social work, to enable the Human Trafficking Program to meet these needs in-house or provide effective referrals. Additionally, the human trafficking advocate will ensure that the victim receives all relevant information regarding the criminal case.

Volunteers: Given resource limitations, the Victim Services Division makes full use of volunteers through a formal internship program that includes extensive training. Interns are recruited from local universities and colleges. Once accepted, interns make a minimum ninemonth commitment to the Program through a contractual agreement. These volunteer interns, supervised by a victim advocate, follow up with client requests, support victim advocates in their assistance of victims, provide information and referrals to drop-in clients, update resource and referral materials to be distributed to the public, and provide various administrative functions. Volunteers use timesheets to keep track of their time. The Program expands its use of interns during the summer months to augment its ability to provide services to victims. All interns must pass a background check before acceptance into the Program.

Applicant:	San Francisco District Attorney	Grant Number:	

IV. GOALS AND OBJECTIVES

Goal #1: Address the emergency and long-term needs of victims of human trafficking.

Objectives:

- o The Human Trafficking Advocate will contact all referred human trafficking victims.
- Human trafficking victims will understand their legal rights, services available to them
 and develop a clearer understanding of the criminal justice system.
- Human Trafficking Advocate will contact referring agencies within 24 hours after the initial referral.
- A clear comprehensive trauma-informed service plan that meets each individual's needs
 will be implemented for all victims of human trafficking.
- Human trafficking victims will be calmed by the clarity and quality of support provided.

Activities

- Recruit and hire a Human Trafficking Advocate with experience working successfully with victims of human trafficking, and a background in social work, to provide comprehensive trauma-informed services and service referrals.
- Hold one-on-one meetings with partner agencies' case managers, probation officers,
 and peer counselors to obtain a complete assessment of each victim's circumstances.
- Streamline service delivery, including eliminating the use of nonessential documentation and consolidating information from multiple forms into a single document.
- Provide opportunities for ongoing training in the provision of trauma-informed services
 and human trafficking to the Human Trafficking Advocate.

Outcomes:

- Victims will receive a more streamlined advocacy process.
- 100% of human trafficking victims will have a comprehensive trauma-informed service
 plan that addresses short and long-term needs.

 100% of human trafficking victims will be referred to culturally and linguistically appropriate services.

Goal #2: Strengthen collaboration with law enforcement and community-based organizations.

Objectives:

- Increase the identification and protection of victims of human trafficking through interagency collaboration.
- Effectively coordinate services across agencies and community-based organizations for victims of human trafficking.

Activities:

- Human Trafficking Advocate will continue to participate in the Mayor's Task Force on
 Anti-Human Trafficking and the San Francisco Collaborative Against Human Trafficking.
- Establish protocol with the Juvenile Probation Department to receive referrals for any youth suspected of being trafficked.
- Work with law enforcement to obtain all police reports that exhibit indicators of human trafficking, regardless of the whether or not the incidents have been charged.
- Develop a protocol with law enforcement to participate in human trafficking criminal operations enabling the Human Trafficking Advocate to serve as a first responder for victims of human trafficking.
- Partner with the Family & Children Services Agency to identify foster youth who have been trafficked or are vulnerable to trafficking.
- Establish the Human Trafficking Advocate as the primary point of contact in the District Attorney's Office for all partner agencies and community-based organizations in addressing trafficking victimization.

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Outcomes:

- The number of interagency protocols for identifying, protecting and serving victims of human trafficking will increase.
- The proportion of victims of human trafficking that are identified as such will increase.
- o The number of identified victims receiving victim services will increase.

Goal #3: Enhance knowledge and awareness of human trafficking in the District Attorney's Office, throughout the City, and among current and potential victims.

Objectives:

- All Victim Services Advocates and Prosecutors will learn to effectively identify and address victims of human trafficking.
- A broad range of first responders, from law enforcement, community based
 organizations and hospitals to hotel workers, cab drivers and others, will learn to identify
 signs of human trafficking and how to report suspicious activity.
- The community at large will gain an increased understanding of the issue of human trafficking and how to report suspicious activity.
- Vulnerable populations, including youth, will receive educational opportunities to increase awareness of trafficking and how to seek support and services.
- Victims of human trafficking will be exposed to increased information about where to receive services and report criminal activity.

Activities:

- Conduct trainings for advocates and prosecutors regarding cultural sensitivity, trauma informed services, and human trafficking.
- Conduct human trafficking trainings for criminal justice partners, community based
 organization, hospitals, health workers, hotels, and cab and transportation agencies.

- Create compelling public awareness campaigns to educate the public on human trafficking, reporting and service availability.
- Support the School District's development of an anti-trafficking curriculum for school children.
- Implement a public outreach strategy that targets victims and potential victims, and provides information about how to obtain help.

Outcomes

- All Victim Advocates and Prosecutors at the San Francisco District Attorney's Office will receive training on the issue of human trafficking.
- o A broad swath of first responders will receive human trafficking training.
- A public awareness campaign including billboards, bus and bus-shelter ads, posters and pamphlets will increase awareness of this issue across our community, for the public, potential victims and victims alike.
- Due to these efforts, additional victims will seek services from the Victim Services
 Division.



JOB ANNOUNCEMENT

District Attorney's Office

Class & Title:

8129 Victim Witness Advocate - Human Trafficking Program

One (1) Full Time Position

Salary:

\$ 71,827

Filing deadline: Ongoing. However, applicants are encouraged to apply immediately. The announcement may be closed at such time that a significant, suitable pool has been achieved.

<u>Appointment type</u>: This position is an Exempt Appointment. Pursuant to the City & County of San Francisco Charter, Section 10.104, any person occupying a position under exempt appointment shall not be subject to civil service selection, appointment and removal procedures. Exempt employees shall serve at the pleasure of the appointing officer.

<u>Duties:</u> The District Attorney's Victim Services Division makes the criminal justice system more humane and accessible to victims of crime by providing comprehensive advocacy and support.

The Human Trafficking Victim Witness Advocate will respond specifically to victims of human trafficking and collaborate with institutions and community-based organizations that address human trafficking. The Human Trafficking Advocate will provide trauma informed victim services to trafficked persons and make culturally competent referrals to community-based organizations working with this population. The Human Trafficking Advocate will develop interagency partnerships and protocols to increase the identification of trafficked persons.

Victim Services is a comprehensive program. It was established to assist victims of crime overcome physical, financial and emotional trauma experienced as a result of the crime. Victim services provides comprehensive services to victims and their families; develops and conducts training for service agencies, community based programs, and criminal justice personnel. The Victim Services staff works in collaboration with other victim service providers.

Examples of duties include, but are not limited to:

- Provides victim advocacy and support services for victims of crime seeking assistance
- Assists crime victims with their participation in the criminal justice system, including case status, court support/escort and other related activities
- Offers information and makes appropriate, needs based referrals to hospitals, clinics, mental health facilities, welfare offices, emergency resources and community based organizations
- Assists criminal justice personnel in fulfilling their duties to victims of crime through advocacy, case consultations and training
- Works with assistant district attorneys, investigators and police inspectors in case development consultations and training
- Provides educational presentations to community, public and neighborhood groups for the purpose of educating, developing collaborations, building inter-community relationships and advocating for the prevention and treatment of criminal acts
- Responsible for data collection (including monthly service reports), case management, and manual and computerized file maintenance

- Accepts and makes referrals from and to hospitals, clinics, mental health facilities, welfare offices, emergency resources and community based organizations
- Other duties as required by management to guarantee the successful operation of the Division and meeting the needs of crime victims

Minimum qualifications

<u>Training & Experience</u>: This position requires completion of a four-year college or university, with a baccalaureate degree, with major course work in social service. Requires one year of experience as a social worker in a recognized social service agency working with victims of human trafficking.

Experience working in the criminal justice system or with social service providers and advocacy groups particularly in the area of violent crimes, including homicide, sexual assault, domestic violence, child abuse or other specialized areas desirable. This position requires experience providing direct services to individuals.

Desirable qualifications

The demonstrated ability and experience to

- Assess and address traumatic events and provide support to crime victims, with a particular focus on low-income and ethnic communities
- Gather information relevant to claims, record and organize data and information
- Work effectively with relevant parties including by not limited to witnesses, victims, prosecutors, law enforcement personnel court personnel, within the criminal justice system
- Apply crisis intervention dynamics and techniques
- Use written and verbal communication, data collection, computer skills, report writing, computer skills and accurate record keeping to the benefit of the program and clients served
- Interpret and make decisions in accordance with applicable laws, regulations and policies
- Interview individuals, record and organize data and information, deliver presentations, make referrals to services available to victims of crime and work cooperatively and effectively with individual members of the criminal justice system, the general public, community groups, service providers and other governmental personnel
- Work with diverse groups of people, sensitive to issues of race, gender, sexuality and disabilities
- Serve as a liaison between the Victim Services Division and victims, witnesses, other law enforcement agencies, community agencies, service providers and other governmental personnel as related to advocacy, claims or restitution
- Bilingual skills highly desirable. Language skills may be reviewed and considered based on assessment of the department's needs of clients served and/or in relation to current staffing.

Application procedure:

Applications for City & County of San Francisco jobs are being accepted through an online process. Visit www.jobaps.com/sf to begin the application process by registering an account.

- Click and select the desired job announcement
- Click on "Apply" and read and acknowledge the information
- Click on "I am a New User" if you have not previously registered, or on "I have Registered Previously"
- Follow instructions given on the screen

If you have any questions regarding this recruitment or application process, please contact the exam analyst Evette Taylor-Monachino at (415) 553-1009 or Evette.Monachino@sfgov.org.

Computer kiosks are located in the lobby of the Department of Human Resources, 1 South Van Ness Avenue, 4th Floor, San Francisco, CA 94103 for use by the public. The hours of operation are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

Selection Process:

The selection process will include an evaluation of applications in relation to minimum requirements. Depending on the number of applicants, the Department may establish and implement additional screening mechanisms to evaluate candidates. If so, only those applicants whose qualifications most closely meet the needs of the Department will be invited for an interview. All applicants meeting the minimum qualifications may not be invited to participate in the interview process.

The District Attorney's office is an Equal Opportunity employer and encourages women, people with disabilities and members of racial, ethnic, religious and sexual minorities to apply.

Posted: October 19, 2012

DR. GENA CASTRO RODRIGUEZ, M.A. LMFT

Phone: (415) 420-4851 | Email: gena@castrorodriguez.com Address: 1801 Bush Street, Suite 233 San Francisco, CA 94109

SUMMARY OF QUALIFICATIONS

Highly qualified and detail-oriented Higher Education Professional with in-depth understanding of the learning process and project-based teaching experience. Strong ability to apply theory to practice through ongoing research on Clinical and Counseling Psychology. Energetic and goal-oriented with a genuine passion for teaching and a well-rounded background in supporting a progressive organization in optimizing student performance. Possesses advanced expertise in community mental health, working with diverse and marginalized communities, and working in public health, mental health, and criminal justice systems. Currently seeking a position which will effectively utilize all acquired skills, abilities, and areas of knowledge as follows:

- Higher Education Teaching
- Mental Health/Trauma
- Juvenile Justice
- Gender Responsiveness
- Cultural Humility
- Program Development
- Instructional Design
- Marriage and Family Therapy
- Differentiated Instruction
- Project Management
- Clinical/Counseling Psychology
- Curriculum Development
- ◆ Academic Support
- Clinical/Trauma Evaluation

CORE COMPETENCIES

- ✓ Assessing student learning styles, academic needs, and strengths to help students develop skills.
- ✓ Coaching and teaching in best practices while collaborating with administrators for professional development opportunities and researching innovative ways to deliver instruction.
- ✓ Continually facilitating a consistent, predictable, and fun learning environment in which students are motivated and driven by their own successes and accomplishments.
- ✓ Utilizing a variety of teaching strategies, such as whole/small group instruction, team teaching, cooperative learning, inquiry-based learning, cross-curricular teaching, literacy-based instruction, reading and writing workshops, and project-based learning.
- ✓ Incorporating key principles of cultural humility/competency, addressing disparities in issues of race, class and gender, working in under-resourced, marginalized and under represented children, youth, families and communities.

EDUCATION & DEVELOPMENT

- Psy.D., Clinical Psychology Doctorial Program (Psy.D), California Institute for Integral Studies, 2008-Graduation Date- Spring 2014
- M.A. Clinical Psychology, California Institute for Integral Studies, 2011
- M.A., Counseling Psychology, University of San Francisco, 2005
- Licensed Marriage and Family Therapist BBS #49717 2011
- B.A., Psychology, Sacramento State University 1992

TEACHING EXPERIENCE

University of San Francisco, CA

2012 - Present

Adjunct Professor, Counseling Psychology Graduate Program

Counseling Across Cultures Course: content includes helping students to develop awareness, knowledge
and skills for working with culturally different clients; introduction to theory of multicultural counseling,
and clinical application of skills.

Holy Names University · Oakland, CA

2013 - Present

Adjunct Professor, Counseling Psychology Graduate Program

 Life Span Development Course: content include individual psychological development throughout the lifespan, including theory, and research concerning physical, cognitive, affective, and social growth, with special attention to diversity, gender, and sexual orientation aspects.

California Institute for Integral Studies · San Francisco, CA

2008

Associate Professor, Community Mental Health Graduate Program

• Life Span Development Course: content include individual psychological development throughout the lifespan, including theory, and research concerning physical, cognitive, affective, and social growth, with provide the diversity conden and coursel orientation concern.

March 2008

WORKSHOPS & PRESENTATIONS Feb 2014 Presenter, Psychophysiology of Trauma, SF Mental Health Board, Oakland, CA Ian 2014 Presenter, Attachment Theory and Trauma, SF Mental Health Board, Oakland, CA Nov 2013 Presenter, Vicarious Trauma, SF Mental Health Board, Oakland, CA Oct 2013 Presenter, Race, Class and Gender SF Mental Health Board, San Francisco, CA Sept 2013 Presenter, Trauma Informed Care SF Mental Health Board, Oakland, CA Aug 2013 Presenter, Assessment, Diagnosis, Treatment Trauma, SF Mental Health Board, San Francisco, CA May 2013 Presenter, Psychophysiology of Trauma, SF Mental Health Board, San Francisco, CA April 2013 Presenter, Gender Responsive Theory and Trauma, SF Mental Health Board, Oakland, CA Mar 2013 Presenter, Understanding Trauma for Lawyers, SF Mental Health Board and Youth Justice Institute, San Francisco, CA Feb 2013 Presenter, Understanding Trauma, SF Mental Health Board and Youth Justice Institute, San Francisco, CA Oct 2012 Presenter, Understanding Trauma, SF Mental Health Board and Youth Justice Institute, San Francisco, CA June 2012 Presenter, Race, Class and Gender, SF Mental Health Board and Youth Justice Institute, San Francisco, CA April 2012 Presenter, Adolescent Brain Development, SF Mental Health Board and Youth Justice Institute, San Francisco, CA Feb 2012 Presenter, Two Day Gender Responsive Training, SF Mental Health Board and Youth Justice Institute, San Francisco, CA Nov 2011 Presenter, Adolescent Brain Development, UCSF Child and Adolescent Services at SF General Hospital for Interns and Psychiatric Department staff Nov 2011 Presenter, Adolescent Brain Development for Youth and Probation Officers, Eureka, CA. Oct 2011 Presenter, Adolescent Brain Development, TAY Transition Age Youth Collaborative, San Francisco, CA Oct 2011 Presenter, Grief and Loss for Frontline Crisis Intervention Staff, Youth Alive!, Oakland, CA. Oct 2011 Presenter, Gender Competency Model for Working with Juvenile Justice System Involved Girls, Modesto, CA. Sept 2011 Presenter, Developing a Mentoring Program for Girls in the Juvenile Justice system, Modesto, CA. July 2011 Co- Presenter, Girls Matter: Gender Responsiveness for Girls in the Juvenile Justice System. Stanislaus County Juvenile Probation Department, Modesto, CA. Mar 2011 Guest Speaker, Women and Girls in Prison class. Boalt School of Law, UC Berkley, Berkley, CA. Feb 2011 Presenter, Hidden Injustice: LGBT Youth and the Juvenile Justice System. Davis School of Law Journal of Juvenile Law and Policy and the UC Davis Lambda Law Students Association. Davis, CA. Aug 2010 Co-Presenter, Boys Court in Dependency, Orange County, CA Mar 2010 Co-Presenter, Study of 100 Girls in the Juvenile Justice System. CMHS National GAINS Center Conference. Orlando, Florida Jan 2010 Presenter, Trauma and Grief and Loss for Young Women involved in the Dependency System. Orange County Superior Court, Orange County, CA Sept 2009 Presenter, Gender Responsive Strategies for Orange County Dependency Girls' Court Team. Orange County, CA May 2009 Presenter, The Adolescent Brain. Center for Young Women's Development, San Francisco, CA March 2009 Presenter, Gender Responsive Strategies for Young Women. Juvenile Dependency Court, Orange County, CA Dec 2008 Panel Member, LH vs. Shwarzengegger: DOI and Young Women of Color Beyond the Bench Conference. Administrative Offices of the Courts, San Francisco, CA Dec 2008 Panel Member, Girls in The California Juvenile Justice System. Beyond the Bench

Conference, Administrative Offices of the Courts California. San Francisco, CA

Symposium on Juvenile Justice. Pittsburgh, Pennsylvania

Presenter, Gender Responsive Strategies for Working with System Involved Girls. National

Oct 2007	Panel Moderator and Presenter, System-Involved Girls. Centerforce Conference, San Francisco, CA
May 2006	Presenter, "Strategies for Decreasing Recidivism Rates of Girls in the Juvenile Justice System" Child Welfare League of America Annual Conference. San Francisco, CA
April 2006	Presenter, Judicial Training on Dispositional Alternatives for Juvenile Girls. Administrative Office of the Courts, Los Angeles, CA

CLINICAL EXPERIENCE

2013- Pres.	Expert Clinical Consultant in Trauma, Annie E. Casey Family Programs, Oakland, CA
2013- Pres.	Clinical Supervisor, Community Works West, San Francisco, CA
2012-Pres	Licensed Marriage and Family Therapist, Private Practice San Francisco, CA
	Private practice for individual, couples and family therapy.
2012- 2014	Pre-Doctoral Intern, San Francisco Psychotherapy Research Group and
	Training Clinic-
	Provide individual therapy to children, youth, adults and couples utilizing
	Control Mastery Theory
2013	Clinical Director, Youth Justice Institute, San Francisco, CA
2005-2012	Licensed Marriage and Family Therapist (Intern 05-11), Youth Justice Institute, San Francisco, CA
	Provide individual, group and family therapy for youth at risk for and involved in the
	juvenile justice system, victims or witnesses of crime through California Victims of Crime
	(VOC)services, provide clinical screening, intake and assessment for incarcerated youth
	entering clinical services, and provide technical assistance and trainings to community mental
	health and violence prevention agency providers throughout California.
2010-2011	Psychology Trainee, CIIS Psychological Services Center, San Francisco, CA
	Provided individual and couples therapy for adults at sliding scale community mental health
	clinic associated with the California Institute for Integral Studies. Other experience included
	individual and group supervision, weekly didactics and trainings, weekly phone intake shifts,
	and screening/intake of clients for clinic.
2005-2009	Marriage and Family Therapy Intern, Youth Justice Institute, San Francisco, CA
	Provided individual, group and family therapy for youth at risk for and involved in the
	juvenile justice system and provided technical assistance and trainings to community mental
	health and violence prevention providers.
2004-2005	Marriage and Family Therapy Trainee, San Francisco Juvenile Probation Department, San
	Francisco, CA
	Provided individual, group, family and couples therapy for youth detained in the San
	Francisco Juvenile Justice Center and for youth returning home in community based agency-
1004 1005	The Center for Young Women's Development.
1994-1995	Senior Counselor, Palamares Treatment Homes for Youth, Santa Cruz, CA
	Senior Counselor and lead supervisor of level 14 residential group home for post disposition
	probation wards and sexual offender boys ages 11-19 in out of home placement. Lead
1991-1994	weekly group sessions with youth and supervised treatment plans in treatment milieu setting. Counselor, Sacramento Children's Receiving Home, Sacramento, CA
1771-1774	Provided direct supervision in residential treatment milieu setting of dependency system
	male and female youth ages 2-17 years. Responsible for daily care of youth, coordination of
	individual treatment and family reunification plans, and recreational activities.
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RESEARCH EXPERIENCE/PUBLICATIONS

- Castro Rodriguez, G. (2014). Trauma and Delinquency: A Qualitative Study of the Relationship Between Sexual Trauma and Juvenile Delinquency for African American and Latina Girls. (Unpublished Doctoral Dissertation). California Institute of Integral Studies, San Francisco, CA.
- Castro Rodriguez, G. (2011). LGBTQ Girls in the Juvenile Justice System-Discrimination, Alienation and Marginalization. UC Davis Journal of Law & Policy. Vol.15:2. P. 427-434. Spring 2011.
- Brown, E. Castro Rodriguez, G. Smith, A. (2011). 100 Girls: A Look at the Strengths, Challenges and Outcomes for Young Women in the System. Youth Justice Institute, San Francisco, CA.
- Castro Rodriguez, Gena & Feinstein, Maggie (2009). Strength, Empowerment and Collaboration, A call to action for system involved young men. Youth Justice Institute, San Francisco, CA.

- Castro Rodriguez, G. & Feinstein, M. (2008). Addressing the Needs of Detained Young Women. IMPACT, vol. 2, number 2, Fall 2008.
- Castro, G. (2003). Girls on the Edge: An Overview of Girls in the Juvenile Justice System. United Way of the Bay Area, San Francisco, CA.

PAID EMPLOYMENT

Founder, Executive Director Youth Justice Institute San Francisco, CA: July 2002 to September 2012 Operations: Responsible for carrying out the policies of the organization and for the overall operations of Youth Justice Institute (YJI). Ensured the achievement of the organization's strategic and operational goals, serves as the steward of the organization's resources – both human and financial, and promotes the organization's interests to its internal and external customers, funders and stakeholders. Supervised management team, line staff and more than eighty volunteers per year. Fund Development and Fiscal Oversight: Ensured the organization is fiscally sound and sustainable, principal grant writer for foundation, state and federal grants; oversees annual budget of \$750,000. Policy and Technical Assistance: Ensured YJI is a leader in the areas of violence prevention and juvenile justice reform by teaching, writing, presenting and representing the organization at service and policy forums. Program Development and Implementation: Ensured that YJI is YJI is a data driven organization that develops and implements direct services and policies based on our experience and knowledge of the needs and strengths of young people involved in the juvenile justice system. Directly oversaw services in San Francisco and Alameda Counties that serves more than 300 youth per year.

Girls' Program Director, Team Up for Youth, Oakland, CA: 2001 to 2002

Grant Administration: Created grant guidelines, request for proposals, and grant application process for sports grants; supervised 3 pilot funded programs; developed Learning Network of grantees. **Technical Assistance:** Developed gender specific technical assistance for grantees, coaches, programs and community; developed best practices of working with girls in programs. **Research and Program Development:** Researched gender specific programs and projects, analyzed research and studies of adolescent girls, created tools for assessment of girls programs.

Education Coordinator, Saba Soft Company, Redwood Shore, CA: 2000-2001

Administration: Provide administrative support for departments of Global Education, Customer Support, New Ventures and Marketing. Project Management: Create weekly customer data metrics, weekly revenue metrics, department rosters and organization charts, expense reports and travel expenses. Training Coordination: Frontline interactions with partners, customers, and clients; analysis of customer training needs; create service training agreements; register customers on Saba system for global trainings and offerings; update and maintain customer training database; manage e-mail and voicemail for customer based website.

Youth Services Director, Mission Neighborhood Center, San Francisco, CA: 1997-2000

Administration: Created policies and procedures for the department; created and implemented evaluations for programs and staff; prepared monthly, quarterly and yearly reports for funding sources, Executive Director and Board of Directors. Fiscal Accountability: Development and fiscal oversight of department and program budgets including funding from private/government grants and contracts. Fundraising: Developed annual fundraising plan; developed all foundation, City, State and Federal grants, and coordinated all fundraiser and corporate fundraising events. Program Development: Developed, implemented and managed social service and recreation programs for youth including: youth employment, after school child care, education, case management, female focused services and HIV, STD and pregnancy prevention programs. Supervision: Supervised Department of Youth Services at three sites; direct supervision of twenty-three staff members, including four management team members.

Recreation Coordinator, City of Watsonville, Watsonville, CA: 1995-1997

Administration: Oversaw all administrative functions; prepared all monthly, quarterly and yearly reports for funding sources and City Departments. Fiscal Accountability: Developed and monitored program budgets and monitored government grants and contracts. Fundraising: Planned and implemented fundraising activities including foundation grants, direct mail campaigns, special events, major gifts, and corporate fundraising. Program Development: Developed and implemented after school program for 'high risk' immigrant youth, develop-and implement city wide prevention programs including: PRIDE Mentor Program, PRIDE

Clubs, and PRIDE anti-gang curriculum; planned and coordinated festivals and special events for the City of Watsonville. **Supervision:** Supervised and trained employees and volunteers.

Senior Counselor, Palomares Treatment Home for Youth, Santa Cruz, CA: 1994-1995

Administration: Monitored and maintained all licensing requirements; developed individual treatment plans for youth in treatment milieu; **Fiscal:** Developed and monitored program budgets. **Program Development:** Coordinated services for severely emotionally disturbed (SED) and sexual offender youth in residential care facility; created volunteer and internship program for agency. **Supervision:** Supervised full time staff of seven.

Child Care Worker, Children's Receiving Home, Sacramento, CA: 1991-1994

Direct Service: Counselor for children ages 2 to 18 years old in treatment milieu residential care facility; planned daily recreational activities and events for children; planned and supervised field trips; supervised staff members and volunteers.

CONSULTING

- ◆ 2013 Expert Witness, Kristin Erikson, Attorney at Law, Orange, CA
- ◆ 2013 Expert Witness, Sacramento Public Defender's Office, Sacramento, CA
- 2013 Expert Consultant Prison Law Office Gender Responsive Assessment, Sacramento, CA
- ◆ 2012 Expert Witness, San Francisco Public Defender's Office, San Francisco, CA
- ◆ 2012 Consultant for the National Girls Institute, National Center for Criminal Justice

PROFESSIONAL AFFILIATIONS & MEMBERSHIPS

- ◆ 2014 Board Member, Legal Services for Children, San Francisco, CA
- ◆ 2011-2012 California Endowment, State Juvenile Justice Policy Board Executive Committee Member
- 2009- 2013 Prison Law Center, California Girls Justice Project Expert Consultant
- ◆ 2008 2012 Gender Responsive Strategies Committee for California Committee Member, California Department of Corrections and Rehabilitation
- ◆ 2008- 2010 Advisory Board Member, U.C. Berkeley Center for Criminal Justice Statewide Juvenile Justice Committee Advisory Board Member
- ◆ 2003- 2005 Juvenile Delinquency Alternatives Initiative Executive Committee Member, San Francisco Juvenile Probation Department
- 2002- 2003 Delinquency Prevention Commission Girls Task Force Member, City of San Francisco, Office of Willie Brown
- ◆ 1999-2003 National Parks Conservation Association San Francisco Partners Diversity Program Committee Member, San Francisco National Parks
- 1998-2003 Center for Young Women's Development Board Member, San Francisco
- ◆ 2010-Present California Association of Latina/o Psychologist- Member
- ◆ 2008- Present American Psychological Association Student Affiliate
- 2006 Certified Court Appointed Special Advocate, San Francisco, CA
- ◆ 2003-2012 California Association of Marriage and Family Therapist Member

AWARDS & HONORS

- 2012 Mental Health Services Act Community Mental Health Scholarship
- ◆ 2012 Baumann Foundation Research Scholarship
- 2012 Gender Justice Award, University of San Francisco President's Advisory Committee on Women

REFERENCES

Barbara Garcia, Director of Health San Francisco City and County

101 Grove Street, Room 308 SF, CA 94102 Tel: 415-554-2526 Barbara.Garcia@sfdph.org

Dr. Elena Flores, Associate Dean for Academic Affairs, Professor of Counseling Psychology USF 2130 Fulton Street, San Francisco, CA 94117 Tel: 415-422-9601 florese@usfca.edu

Dr. Benjamin Tong, Professor of Clinical Psychology, California Institute of Integral Studies 1453 Mission Street, San Francisco, CA 94103 Tel: 415-575-6217 btong@ciis.edu

Budget Narrative

A. PERSONAL SERVICES

Total personnel costs for the 2015 grant cycle (10/1/2014 – 9/30/2015) is \$145,425. Of that, \$107,925 comes from grant funds and \$37,500 is provided as an in-kind match. Both positions are budgeted in the 8129 Victim/Witness Investigator I classification (job description is attached) with grant funds paying for a 1.0 FTE Human Trafficking Advocate and the in-kind match of a 0.42 FTE Volunteer Intern Human Trafficking Advocate.

The Victim Services Division of the San Francisco District Attorney's Office seeks to recruit and hire a full-time Human Trafficking Advocate (8129 Victim/Witness Investigator I) to achieve the goals of this RFP. Under supervision, the Human Trafficking Advocate will perform a wide variety of victim/witness assistive and support duties; interview victims and witnesses about criminal case; collect and compile information pertinent to cases; explain criminal justice system to victims and witnesses and develop supportive and cooperative relationship with individual; may provide support to victims and witnesses in court; and assist other public and private agencies in criminal justice functions.

The Human Trafficking Advocate will respond specifically to victims of human trafficking and collaborate with institutions and community-based organizations that address human trafficking. The Human Trafficking Advocate will provide trauma informed victim services to trafficked persons and make culturally competent referrals to community-based organizations working with this population. The Human Trafficking Advocate will develop interagency partnerships and protocols to increase the identification of trafficked persons.

This position requires completion of a four-year college or university, with a baccalaureate degree, with major course work in social service. Requires one year of experience as a social worker in a recognized social service agency working with victims of human trafficking.

B. OPERATING EXPENSES

Travel costs for the Human Trafficking Advocate (8129 Victim/Witness Investigator I) to attend the required Cal OES training conferences and/or regional human trafficking trainings within California.

Airfare & Ground Transportation @ \$200 x 2 trips	\$400
Hotel @ \$129 per night x 2 nights x 2 trips	\$516
Per diem @ \$71 per day x 2 days x 2 trips	\$284
TOTAL Travel Costs	\$1.200

Outreach costs for the Human Trafficking Advocacy Program is necessary to provide a platform to educate the public about human trafficking and how people can help and/or seek help. The proposed costs includes the graphic design, translation services, and the printing of billboards, posters, and pamphlets to be distributed to the most heavily concentrated areas in San Francisco. The costs are as follows:

Graphic Designer @ \$1,735 per project x 5 designs	\$8,675
Multilingual Bus Interior Ads @ \$1.30 each x 2,000 ads	\$2,600
Billboards @ \$1,000 each x 10 billboards	\$10,000
Bus Shelter Ads @ \$250 each x 32 bus shelters	\$8,000
Bus Exterior Ads @ \$1,000 each x 7 ads	\$7,000
Pamphlets (English only) @ \$2 each x 1,000 pamphlets	\$2,000
Pamphlets (English/Spanish) @ \$2 each x 500 pamphlets	\$1,000
Pamphlets (English/Chinese) @ \$2 each x 500 pamphlets	\$1,000
Translation @ \$200 per item x 3 items	\$600
TOTAL Outreach Cost	\$40,875

C. EQUIPMENT

No equipment is budgeted for the grant period.

nt Recipient:				Grant Numb	er:		
Personal Services – Salaries/Employee refits					VOCA 14	VOCA 14 Match	COST
	Biweekly	#PPS	FTE	TOTAL			
8129 Victim Witness Investigator I	\$2,752	26.1	1.00	\$71,827	\$71,827		\$71
Fringe Benefits Social Security: 6.2% Social Security Medicare: 1.45% Health Insurance: \$3,221 Dependent Coverage: \$8,289 Long Term Disability: 0.39% Retirement: 23.95% Unemployment Insurance: 0.25% Dental Insurance: \$1,386	50.26%			\$36,098	\$36,098		\$36
blunteer/Intern: 8129 Victim Witness Investigator I \$28.30 hourly + 50.26% fringe benefits	\$42.52 per ho	ur x 882 hour	S	\$37,500		\$37,500	\$37,
	Opposition and a second	and the second s	inipelina		1		

Grant Recipient:				Grant Numb	er:		
B. Operating Expenses					VOCA 14	VOCA 14 Match	COST
Description	Calculation	يا					
Travel Cost for Training		sportation @ \$200 x t x 2 nights x 2 trips 2 days x 2 trips	2 trips	,	\$400 \$516 \$284		\$40 \$51 \$28
Outreach	Multilingual Bus In Billboards @ \$1,00 Bus Shelter Ads @ Bus Exterior Ads @ Pamphlets (Englisl Pamphlets (Englisl Pamphlets (Englisl	@ \$1,735 each x 5 derior Ads @ \$1.30 e 00/each x 10 billboard 0 \$250 each x 32 bus 0 \$1,000 each x 7 ac n only) @ \$2 each x n/Spanish) @ \$2 eac n/Chinese) @ \$2 eac 0 per item x 3 items	ach x 2,000 ad ds s shelters ds 1,000 pamphle th x 500 pamph	ts lets	\$8,675 \$2,600 \$10,000 \$8,000 \$7,000 \$1,000 \$1,000 \$600		\$8,67 \$2,60 \$10,00 \$8,00 \$7,00 \$1,00 \$1,00 \$60
			OCAL AND STREET, CO.	-	delica communicación del commu	not in the control of	
PERATING SECTION TOTAL	\$0	\$0	\$0	\$0	\$42,075	\$0	\$42,075
PERATING SECTION TOTAL							\$42,075

Grant Recipient:				Grant Num	ber:		
C. Equipment					VOCA 14	VOCA 14 Match	COST
None Requested	\$0	\$0	\$0	\$0	\$0	\$0	
	\$0	\$0	\$0	\$0	\$0	\$0	
QUIPMENT SECTION TOTAL Category Totals							\$0
		C17656.F274.E627	\$0	\$0	\$150,000	\$37,500	

OTHER FUNDING SOURCES

Complete this form to report the total funds available to support the activities related to accomplishing the goals and objectives of the Grant Award Agreement. In the "Grant Funds" column, report the Cal OES funds requested by category. In the "Other Funds" column, report all other funds available to support the project by category and then calculate the totals by category in the "Program Total" column. Total each column to arrive at the total program funds available.

OTHER FUNDING SOURCES (Enter numbers without \$ or decimal points.)							
BUDGET CATEGORY	GRANT FUNDS (Use only the grant funds identified in the preceding budget pages.)	OTHER FUNDS	PROGRAM TOTAL				
Personal Services	107,925	37,500	\$145,425				
Operating Expenses	42,075	0	\$42,075				
Equipment	0	0	\$0				
TOTAL	\$150,000	\$37,500	\$187,500				

This form does not become part of the grant award.

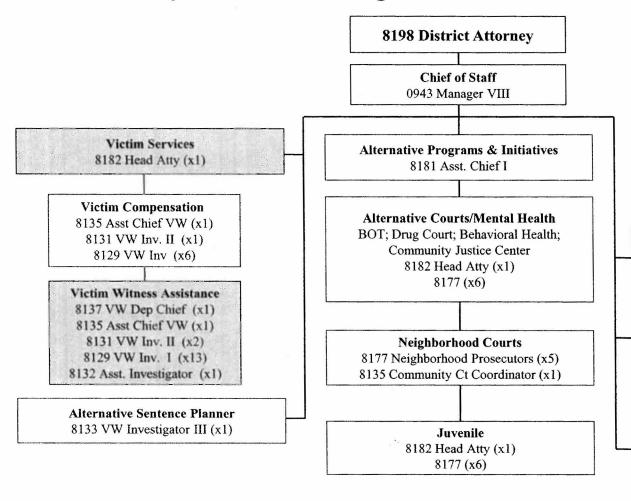
Applicant:	San	Francisco	District	Attorney

Grant Number:	

Application Appendix

- A. Organizational Chart
- B. Operational Agreements
- Noncompetitive Bid Request Checklist (Cal OES 2-156) not applicable
- Emergency Fund Procedures (Cal OES 2-153) *not applicable*
- C. Project Service Area Information (Cal OES 2-154)
- Computer and Automated Systems Purchase Justification (Cal OES 2-157) not applicable

San Francisco District Attorney Community Collaborations Organizational Structure



Legend

0943 Manager VIII - 1
0922 Manager I - 2
0931 Manager III - 1
1824 Principal Analyst - 1
8129 Vic/Wit Investigator - 19
8131 Vic/Wit Investigator III - 3
8132 Asst. Investigator - 1
8133 Vic/Wit Investigator III - 3
8135 Asst. Chief Vic/Wit Inv - 3
8137 Chief Vic/Wit Inv - 1
8177 Attorney - 20
8181 Asst. Chief Atty - 1
8182 Head Atty - 3

Communications

0922 Director of Communications (x1) 8177 Public Information Officer (x1)

Executive Support

0922 Confidential Assistant (x1) 8133 Executive Assistant to Executive Team (x1)

Policy, Planning, Legislation, Grants, & Data

8177 Director of Policy & Programs (x1) 0931 Grants & Policy Manager (x1) 8177 Director of Community Initiatives (x1) 1824 Principal Analyst (x1) 8133 Legislation Manager (x1)



Office of the District Attorney, George Gascón City and County of San Francisco

OPERATIONAL AGREEMENT

This operational agreement stands as evidence that the District Attorney's Office and the Mayor's Task Force on Anti-Human Trafficking, staffed by the Department on the Status of Women of the City and County of San Francisco, intend to work together toward the mutual goal improving policies and increasing the city's responsiveness to the issue of human trafficking and identifying gaps in services. Both agencies believe that implementation of the District Attorney's Office Victim Services Human Trafficking Program will further this goal, if funded by the Human Trafficking Advocacy Program. To this end, each agency agrees to support the program.

The District Attorney's Victim Services Division Human Trafficking Program will coordinate human trafficking services with the Mayor's Task Force on Anti-Human Trafficking through:

Project staff participating in all meetings of the Mayor's Task Force on Anti-Human Trafficking.

Project staff collaborating with member agencies of the Mayor's Task Force on Anti-Human Trafficking to develop policies and procedures that effectively support victims of human trafficking and the development of trauma-informed services for these victims.

DURATION

This operational agreement is effective from October 1, 2014 to September 30, 2017. This agreement may be terminated by either party or amended with the express written consent of both parties.

George Gascón District Attorney

City & County of San Francisco

Minouche Kandel

Director of Women's Policy

Department on the Status of Women

City & County of San Francisco

October 1, 2014



City and County of San Francisco Department on the Status of Women



October 10, 2014

Re: California Office of Emergency Services Human Trafficking Advocacy Program I

To Whom It May Concern:

The Department on the Status of Women (Department) is pleased to support the Victim Services Division of the San Francisco District Attorney's Office on their mission to provide services and support to victims of human trafficking. The Department staffs the San Francisco Mayor's Task Force on Anti-Human Trafficking, which is an interagency task force that works to improve San Francisco's response to human trafficking. One of the main goals of the Task Force is to create an accessible, coordinated system of comprehensive services for victims of human trafficking in the city and county of San Francisco. The Victim Services Division has a long history of collaborating with the Task Force on Anti-Human Trafficking and with other coalitions in San Francisco around human trafficking.

Adding a full-time Human Trafficking Advocate to Victim Services will provide important support to survivors of human trafficking. San Francisco has scarce resources for survivors of trafficking, and in particular labor trafficking, so another advocate at Victim Services will improve our network of services. The San Francisco Bay Area is gearing up its outreach efforts in advance of the 2016 Super Bowl, and anticipates an increased need for persons able to assist with human trafficking trainings and service provision. A Human Trafficking Advocate at Victim Services would be a welcome addition to these efforts.

We look forward to further collaboration with the Victim Services Division on this important and life-changing work. If you have any questions, you can reach me at (415) 252-3203 or minouche.kandel@sfgov.org.

Sincerely,

Minouche Kandel

Director of Women's Policy

PROJECT SERVICE AREA INFORMATION

1.	<u>COUNTY OR COUNTIES SERVED</u> : Enter the name(s) of the county or counties served by the project. Put an asterisk where the project's principal office is located.
	City and County of San Francisco
2.	<u>U.S. CONGRESSIONAL DISTRICT(S)</u> : Enter the number(s) of the U.S. Congressional District(s) which the project serves. Put an asterisk for the district where the project's principal office is located.
	Company Comp
3.	STATE ASSEMBLY DISTRICT(S): Enter the number(s) of the State Assembly District(s) which the project serves. Put an asterisk for the district where the project's principal office is located.
	13*, 12
4	4. <u>STATE SENATE DISTRICT(S)</u> : Enter the number(s) of the State Senate District(s) that the project serves. Put an asterisk for the district where the project's principal office is located.
	03*, 08 ·
5	 POPULATION OF SERVICE AREA: Enter the total population of the area served by the project.
	837,442 (US Census 2013 estimate)