File No. 150536 Committee Item No. 6
Board Item No. 23

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Committee: Budget & Finance Sub-Committee **Date** June 10, 2015

Board of Supervisors Meeting **Date** 6/16/15

Cmte	Board	
☐	☐	Motion
☒	☒	Resolution
☐	☐	Ordinance
☐	☐	Legislative Digest
☐	☐	Budget and Legislative Analyst Report
☐	☐	Youth Commission Report
☒	☒	Introduction Form
☐	☐	Department/Agency Cover Letter and/or Report
☐	☐	MOU
☒	☒	Grant Information Form
☒	☒	Grant Budget
☐	☐	Subcontract Budget
☐	☐	Contract/Agreement
☐	☐	Form 126 – Ethics Commission
☒	☒	Award Letter
☐	☐	Application
☐	☐	Public Correspondence

OTHER **(Use back side if additional space is needed)**

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Completed by: Linda Wong **Date** June 5, 2015
Completed by: Linda Wong **Date** 6/11/15

FILE NO. 150536 RESOLUTION NO.

[Accept and Expend Grant - Human Trafficking Advocacy Program - $110,276]

Resolution retroactively authorizing the Office of the District Attorney to accept and expend a grant in the amount of $110,276 from the California Governor's Office of Emergency Services for the Human Trafficking Advocacy Program for the grant period October 1, 2014, through September 30, 2015, to ensure human trafficking victims receive comprehensive victim services and to enhance the collaboration with the Mayor's Task Force on Anti-Human Trafficking.

WHEREAS, The Office of the District Attorney (SFDA) applied for funding from the California Governor's Office of Emergency Services for the "Human Trafficking Advocacy Program" and was awarded One Hundred Ten Thousand and Two Hundred Seventy-Six dollars ($110,276); and

WHEREAS, The purpose of the Human Trafficking Advocacy Program is to provide funding for Victim/Witness Assistance Centers to provide services to victims of human trafficking; and

WHEREAS, SFDA will use grant funds to increase the identification of human trafficking victims, coordinate comprehensive services for those victims, and enhance the collaboration with the Mayor's Task Force on Anti-Human Trafficking; and

WHEREAS, The grant does not require an Annual Salary Ordinance (ASO) Amendment; and

WHEREAS, The grant terms prohibit including indirect costs in the grant budget; now, therefore, be it

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

FURTHER RESOLVED, That the Board of Supervisors hereby authorizes the Office of the District Attorney to retroactively accept and expend, on behalf of the City and County of San Francisco, a grant from the California Governor's Office of Emergency Services' Human Trafficking Advocacy Program in the amount of $110,276 to ensure human trafficking victims receive comprehensive services and to enhance the collaboration with the Mayor's Task Force on Anti-Human Trafficking.

Recommended:

For: George Gascón

District Attorney

Approved: _____

for Edwin M. Lee, Mayor

Approved: _____

for Ben Rosenfield

Controller

TO:	**Angela Calvillo, Clerk of the Board of Supervisors**
FROM:	**Stacey Hoang, Finance Division Analyst**
DATE:	**April 17, 2015**
SUBJECT:	**Accept and Expend Resolution for Subject Grant**
GRANT TITLE:	**Human Trafficking Advocacy Program**

Attached please find the original* and 1 copy of each of the following:

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

_X_ Grant information form, including disability checklist

_X_ Grant budget

_X_ Grant application

_X_ Grant award letter from funding agency

___ Ethics Form 126 (if applicable)

___ Contracts, Leases/Agreements (if applicable)

___ Other (Explain):

Special Timeline Requirements:
Please schedule for earliest available date.

Departmental representative to receive a copy of the adopted resolution:

Name: Sheila Arcelona Phone: 415-734-3018

Interoffice Mail Address: Hall of Justice, Room 322

Certified copy required Yes ☐ No ☒

(Note: certified copies have the seal of the City/County affixed and are occasionally required by funding agencies. In most cases ordinary copies without the seal are sufficient).

File Number: _____
(Provided by Clerk of Board of Supervisors)

Grant Resolution Information Form
(Effective July 2011)

Purpose: Accompanies proposed Board of Supervisors resolutions authorizing a Department to accept and expend grant funds.

The following describes the grant referred to in the accompanying resolution:

1. Grant Title: **Human Trafficking Advocacy Program**

2. Department: **Office of the District Attorney**

3. Contact Person: **Tara Anderson** Telephone: **415-553-1203**

4. Grant Approval Status (check one):

   [X] Approved by funding agency [ ] Not yet approved

5. Amount of Grant Funding Approved or Applied for: **$110,276**

6. a. Matching Funds Required: **$27,569**
   b. Source(s) of matching funds (if applicable): **Victim advocate volunteer/intern hours are used as matching funds calculated at Step 1 of the 8129 classification**

7. a. Grant Source Agency: **California Governor's Office of Emergency Services**
   b. Grant Pass-Through Agency (if applicable): **N/A**

8. Proposed Grant Project Summary: **To provide comprehensive victim services to human trafficking victims and to enhance the collaboration with the Mayor's Task Force on Anti-Human Trafficking.**

9. Grant Project Schedule, as allowed in approval documents, or as proposed:

   Start-Date: **October 1, 2014** End-Date: **September 30, 2015**

10. a. Amount budgeted for contractual services: **$0**
    b. Will contractual services be put out to bid? **N/A**
    c. If so, will contract services help to further the goals of the Department's Local Business Enterprise (LBE) requirements? **N/A**
    d. Is this likely to be a one-time or ongoing request for contracting out? **N/A**

11. a. Does the budget include indirect costs?
    [ ] Yes [X] No
    b. 1. If yes, how much? **N/A**
    b. 2. How was the amount calculated? **N/A**
    c. 1. If no, why are indirect costs not included? **N/A**
    [X] Not allowed by granting agency [ ] To maximize use of grant funds on direct services
    [ ] Other (please explain):
    c. 2. If no indirect costs are included, what would have been the indirect costs? **If calculated at 10% of salaries, the indirect cost for this program would have been $7,183.**

12. Any other significant grant requirements or comments: **None**

Disability Access Checklist*(Department must forward a copy of all completed Grant Information Forms to the Mayor's Office of Disability)**

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

[X] Existing Site(s)
[ ] Rehabilitated Site(s)
[ ] New Site(s)
[ ] Existing Structure(s)
[ ] Rehabilitated Structure(s)
[ ] New Structure(s)
[ ] Existing Program(s) or Service(s)
[X] New Program(s) or Service(s)

14. The Departmental ADA Coordinator or the Mayor's Office on Disability have reviewed the proposal and concluded that the project as proposed will be in compliance with the Americans with Disabilities Act and all other Federal, State and local disability rights laws and regulations and will allow the full inclusion of persons with disabilities. These requirements include, but are not limited to:

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

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

Comments:

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

Jessica Geiger
(Name)

Finance Division Analyst
(Title)

Date Reviewed: 3/31/15

(Signature Required)

Department Head or Designee Approval of Grant Information Form:

Eugene Clendinen
(Name)

Chief Administrative & Financial Officer
(Title)

Date Reviewed: 3/31/15

(Signature Required)

BUDGET CATEGORY AND LINE ITEM DETAIL

Grant Recipient: San Francisco District Attorney				Grant Number:			
A. Personal Services – Salaries/Employee Benefits					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		$71,827
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		$36,098
Volunteer/Intern: 8129 Victim Witness Investigator I $28.30 hourly + 50.26% fringe benefits	$42.52 per hour x 648 hours			$27,569		$27,569	$27,569
Personal Section Totals					$107,925	$27,569	$135,494
PERSONAL SECTION TOTAL							$135,494

BUDGET CATEGORY AND LINE ITEM DETAIL

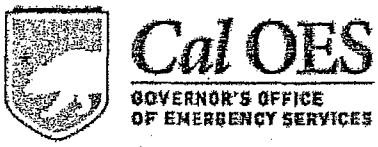
Grant Recipient: San Francisco District Attorney				Grant Number:			
B. Operating Expenses					VOCA 14	VOCA 14 Match	**COST**
Description	**Calculation**						
Travel Cost for Training	Air & Ground Transportation ($250 x 3 trips)				$750		$750
	Hotel ($129/night x 2 nights x 3 trips)				$774		$774
	Per diem ($71 x 2.5 days x 3 trips)				$533		$533
	Registration fees				$200		$200
	Mileage (164 miles x $0.575)				$94		$94
OPERATING SECTION TOTAL	$0	$0	$0	$0	$2,351	$0	$2,351
OPERATING SECTION TOTAL							**$2,351**

BUDGET CATEGORY AND LINE ITEM DETAIL

Grant Recipient: San Francisco District Attorney				Grant Number:			
C. Equipment					VOCA 14	VOCA 14 Match	**COST**
None Requested							$0
Equipment Section Totals	$0	$0	$0	$0	$0	$0	$0
EQUIPMENT SECTION TOTAL							$0
Category Totals	*0*	$0		$0	$2,351	2351	
Same as Section 12G on the Grant Award Face Sheet	**$0**	**$0**	**$0**	**$0**	**$110,276**	**$27,569**	
Total Project Cost* *Sheet*							**$137,845**

EDMUND G. BROWN JR.
GOVERNOR

MARK S. GHILARDUCCI
DIRECTOR



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)

Cal OES# _____ FIPS# _____ VS _____ CFDA# _____ Grant# _____

CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES
GRANT AWARD FACE SHEET (Cal OES 2-101)

The California Governor's Office of Emergency Services hereafter designated Cal OES, hereby makes a Grant Award of funds to the following:

1. Grant Recipient: City and County of San Francisco **1a. DUNS#** 143602105

In the amount and for the purpose and duration set forth in this Grant Award.

2. Implementing Agency: District Attorney **2a. DUNS#** 143602105

3. Implementing Agency Address: 850 Bryant Street, Room 322 (Street) San Francisco (City) 94103-4600 (Zip+4)

4. Location of Project: San Francisco (City) San Francisco (County) 94103-4600 (Zip+4)

5. Disaster/Program Title: Human Trafficking Advocacy Program **6. Performance Period:** 10/01/14 to 09/30/15

Grant Year	Fund Source	A. State	B. Federal	C. Total	D. Cash Match	E. In-Kind Match	F. Total Match	G. Total Project Cost
2014	7. VOCA		$150,000			$37,500	$37,500	$187,500
Select	8. Select						$0	$0
Select	9. Select						$0	$0
Select	10. Select						$0	$0
Select	11. Select						$0	$0
	12. TOTALS	$0	$150,000	$150,000	$0	$37,500	$37,500	12G. Total Project Cost: $187,500

13. This Grant Award 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 Award Agreement, and have the approval of the City/County Financial Officer, City Manager, County Administrator, Governing Board Chair, or other Approving Body. The Grant Recipient certifies that all funds received pursuant to this agreement will be spent exclusively on the purposes specified in the Grant Award. The Grant Recipient accepts this Grant Award and agrees to administer the grant project in accordance with the Grant Award as well as all applicable state and federal laws, audit requirements, federal program guidelines, and Cal OES policy and program guidance. The Grant Recipient further agrees that the allocation of funds may be contingent on the enactment of the State Budget.

14. Official Authorized to Sign for Applicant/Grant Recipient: **15. Federal Employer ID Number:** 946000417

Name: George Gascón Title: District Attorney

Telephone: (415) 553-1741 (area code) FAX: (415) 575-8815 (area code) Email: District.Attorney@sfgov.org

Payment Mailing Address: 850 Bryant Street, Room 322 City: San Francisco Zip+4: 94103-4600

Signature: _____ Date: 10-10-14

[FOR Cal OES USE ONLY]

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

Cal OES Fiscal Officer _____ Date _____ Cal OES Director (or designee) _____ Date _____

PROJECT CONTACT INFORMATION

Recipient San Francisco District Attorney Grant Number

Provide the name, title, address, telephone number, and e-mail address for the project contacts named below. **NOTE: If you use a PO Box address, a street address is also required for package delivery and site visit purposes.**

1. The **Project Director** for the project:

Name: Sharon Woo Title: Chief Assistant District Attorney

Telephone #: 415-553-1368 Fax#: 415-575-8815 Email Address: sharon.woo@sfgov.org

Address/City/Zip: 850 Bryant Street, Room 322, San Francisco, CA 94103

2. The **Financial Officer** for the project:

Name: Eugene Clendinen Title: Chief Administrative & Fiscal Officer

Telephone #: 415-553-1895 Fax#: 415-553-9700 Email Address: eugene.clendinen@sfgov.org

Address/City/Zip: 850 Bryant Street, Room 322, San Francisco, CA 94103

3. The **person** having **Routine Programmatic** responsibility for the project:

Name: Jacqueline Ortiz Title: Deputy Chief of Victim Services

Telephone #: 415-558-2408 Fax#: 415-553-9700 Email Address: jacqueline.ortiz@sfgov.org

Address/City/Zip: 850 Bryant Street, Room 322, San Francisco, CA 94103

4. The **person** having **Routine Fiscal Responsibility** for the project:

Name: Sheila Arcelona Title: Assistant Chief, Finance & Administration

Telephone #: 415-734-3018 Fax#: 415-553-9700 Email Address: sheila.arcelona@sfgov.org

Address/City/Zip: 850 Bryant Street, Room 322, San Francisco, CA 94103

5. The **Executive Director** of a nonprofit organization or the **Chief Executive Officer** (i.e., chief of police, superintendent of schools) of the implementing agency:

Name: George Gascón Title: District Attorney

Telephone #: 415-553-1741 Fax#: 415-575-8815 Email Address: district.attorney@sfgov.org

Address/City/Zip: 850 Bryant Street, Room 322, San Francisco, CA 94103

6. The **Official Designated** by the Governing Board to enter into the Grant Award Agreement for the city/county or Community-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

Address/City/Zip: 850 Bryant Street, Room 322, San Francisco, CA 94103

7. The **chair** of the **Governing Body** of the recipient:

Name: David Chiu Title: President, Board of Supervisors

Telephone #: 415-554-7450 Fax#: 415-554-5227 Email Address: david.chiu@sfgov.org

Address/City/Zip: City Hall, 1 Dr. Carlton B. Goodlett Place, 2nd Floor, San Francisco, CA 94102

SIGNATURE AUTHORIZATION

Grant Award #: _____

Grant Recipient: City & County of San Francisco

Implementing Agency: District Attorney

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

***Project Director:** Sharon Woo

Signature: _____

Date: 10.7.14

***Financial Officer:** Eugene Clendinen

Signature: _____

Date: 10/7/14

The following persons are authorized to sign for the **Project Director**

Signature

David Merin

Name

Signature

Jacqueline Ortiz

Name

Signature

Name

Signature

Name

Signature

Name

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

Signature

Sheila Arcelona

Name

Signature

Name

Signature

Name

Signature

Name

Signature

Name

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

I, George Gascón, District Attorney hereby certify that
(official authorized to sign grant award; same person as Section 14 on Grant Award Face Sheet)

RECIPIENT: City & County of San Francisco

IMPLEMENTING AGENCY: District Attorney

PROJECT TITLE: Human Trafficking Advocacy Program

is responsible for reviewing the *Grant Recipient Handbook* and adhering to all of the Grant Award Agreement requirements (state and/or federal) as directed by Cal OES including, but not limited to, the following areas:

I. Federal Grant Funds

Recipients expending $500,000 or more in federal grant funds annually are required to secure an audit pursuant to OMB Circular A-133 and are allowed to utilize federal grant funds to budget for the audit costs. See Section 8000 of the Recipient Handbook for more detail.

☑ The above named recipient receives $500,000 or more in federal grant funds annually.

☐ The above named recipient does not receive $500,000 or more in federal grant funds annually.

II. Equal Employment Opportunity – (*Recipient Handbook Section 2151*)

It is the public policy of the State of California to promote equal employment opportunity by prohibiting discrimination or harassment in employment because of race, religious creed, color, national origin, ancestry, disability (mental and physical) including HIV and AIDS, medical condition (cancer and genetic characteristics), marital status, sex, sexual orientation, denial of family medical care leave, denial of pregnancy disability leave, or age (over 40). **Cal OES-funded projects certify that they will comply with all state and federal requirements regarding equal employment opportunity, nondiscrimination and civil rights.**

Please provide the following information:

Equal Employment Opportunity Officer: Evette Monachino-Taylor

Title: Departmental Personnel Officer

Address: 850 Bryant Street, Room 322, San Francisco, CA 94103

Phone: 415-553-1009

Email: Evette.Monachino@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)*

- [x] City Financial Officer
- [ ] City Manager
- [ ] Governing Board Chair
- [ ] County Financial Officer
- [ ] County Manager

Signature: _____

Typed Name: Ben Rosenfield

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.

If your agency receives no federal grant funds check this box: ☐

	FISCAL YEAR	FUNDING AGENCY	GRANT AMOUNT
1	2014-2016	US Department of Justice/ Bureau of Justice Assistance	$435,253
2	2011-2015	US Department of Justice/ Bureau of Justice Assistance	$750,000
3	2014-2016	US Department of Justice/ Bureau of Justice Assistance	$997,217
4			
5			
6			
7			
8			
9			
10			
		Federal Grant Total:	**$2,182,470**

Applicant: San Francisco District Attorney Grant Number: _____

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 nine-month 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.

IV. GOALS AND OBJECTIVES

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

Objectives:

- 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.

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.
- 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.
- 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.

Appointment type: 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.

Duties: 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

Training & Experience: 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 · 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 special attention to diversity, gender, and sexual orientation aspects.

WORKSHOPS & PRESENTATIONS

Feb 2014	Presenter, Psychophysiology of Trauma, SF Mental Health Board, Oakland, CA
Jan 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 Alivel, 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: DOJ 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
March 2008	Presenter, Gender Responsive Strategies for Working with System Involved Girls. National Symposium on Juvenile Justice. Pittsburgh, Pennsylvania

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- 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 weekly group sessions with youth and supervised treatment plans in treatment milieu setting.
1991-1994	Counselor, Sacramento Children's Receiving Home, Sacramento, CA 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.

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 fund-raising. **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

Applicant: San Francisco District Attorney Grant Number: _____

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.

BUDGET CATEGORY AND LINE ITEM DETAIL

Grant Recipient:				Grant Number:			
A. Personal Services – Salaries/Employee Benefits					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		$71,827
							$0
Fringe Benefits	50.26%			$36,098	$36,098		$36,098
Social Security: 6.2%							$0
Social Security Medicare: 1.45%							$0
Health Insurance: $3,221							$0
Dependent Coverage: $8,289							$0
Long Term Disability: 0.39%							$0
Retirement: 23.95%							$0
Unemployment Insurance: 0.25%							$0
Dental Insurance: $1,386							$0
							$0
							$0
							$0
							$0
							$0
							$0
Volunteer/Intern: 8129 Victim Witness Investigator I	$42.52 per hour x 882 hours			$37,500		$37,500	$37,500
$28.30 hourly + 50.26% fringe benefits							$0
							$0
							$0
							$0
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							$0
							$0
Personal Section Totals					$107,925	$37,500	$145,425
PERSONAL SECTION TOTAL							$145,425

BUDGET CATEGORY AND LINE ITEM DETAIL

Grant Recipient:				Grant Number:			
B. Operating Expenses					VOCA 14	VOCA 14 Match	**COST**
Description	**Calculation**						
Travel Cost for Training	Air & Ground Transportation @ $200 x 2 trips				$400		$400
	Hotel @ $129/night x 2 nights x 2 trips				$516		$516
	Per diem @ $71 x 2 days x 2 trips				$284		$284
Outreach	Graphic Designer @ $1,735 each x 5 designs				$8,675		$8,675
	Multilingual Bus Interior Ads @ $1.30 each x 2,000 ads				$2,600		$2,600
	Billboards @ $1,000/each x 10 billboards				$10,000		$10,000
	Bus Shelter Ads @ $250 each x 32 bus shelters				$8,000		$8,000
	Bus Exterior Ads @ $1,000 each x 7 ads				$7,000		$7,000
	Pamphlets (English only) @ $2 each x 1,000 pamphlets				$2,000		$2,000
	Pamphlets (English/Spanish) @ $2 each x 500 pamphlets				$1,000		$1,000
	Pamphlets (English/Chinese) @ $2 each x 500 pamphlets				$1,000		$1,000
	Translation @ $200 per item x 3 items				$600		$600
OPERATING SECTION TOTAL	$0	$0	$0	$0	$42,075	$0	$42,075
OPERATING SECTION TOTAL							**$42,075**

BUDGET CATEGORY AND LINE ITEM DETAIL

Grant Recipient:				Grant Number:			
C. Equipment					VOCA 14	VOCA 14 Match	COST
							$0
None Requested							$0
							$0
							$0
							$0
							$0
							$0
							$0
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Equipment Section Totals	$0	$0	$0	$0	$0	$0	$0
EQUIPMENT SECTION TOTAL							$0
Category Totals							
Same as Section 12G on the Grant Award Face Sheet	$0	$0	$0	$0	$150,000	$37,500	
Total Project Cost* *Sheet*							**$187,500**

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

<u>This form does not become part of the grant award.</u>

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

8198 District Attorney

Chief of Staff
0943 Manager VIII

Victim Services
8182 Head Atty (x1)

Victim Compensation
8135 Asst Chief VW (x1)
8131 VW Inv. II (x1)
8129 VW Inv (x6)

Victim Witness Assistance
8137 VW Dep Chief (x1)
8135 Asst Chief VW (x1)
8131 VW Inv. II (x2)
8129 VW Inv. I (x13)
8132 Asst. Investigator (x1)

Alternative Sentence Planner
8133 VW Investigator III (x1)

Alternative Programs & Initiatives
8181 Asst. Chief I

Alternative Courts/Mental Health
BOT; Drug Court; Behavioral Health;
Community Justice Center
8182 Head Atty (x1)
8177 (x6)

Neighborhood Courts
8177 Neighborhood Prosecutors (x5)
8135 Community Ct Coordinator (x1)

Juvenile
8182 Head Atty (x1)
8177 (x6)

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)

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 II – 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

Revised February 2014

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

Emily M. Murase, PhD
Executive Director

Edwin M. Lee
Mayor

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

25 Van Ness Avenue, Suite 240 | San Francisco, CA 94102 | sfgov.org/dosw | dosw@sfgov.org | 415.252.2570

PROJECT SERVICE AREA INFORMATION

1. COUNTY OR COUNTIES SERVED: 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.S. CONGRESSIONAL DISTRICT(S): 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.

08*, 12

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. STATE SENATE DISTRICT(S): 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.

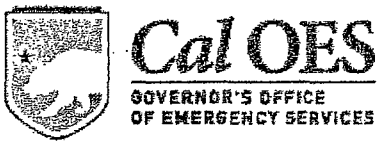
03*, 08

5. POPULATION OF SERVICE AREA: Enter the total population of the area served by the project.

837,442 (US Census 2013 estimate)

EDMUND G. BROWN JR.
GOVERNOR

MARK S. GHILARDUCCI
DIRECTOR



February 13, 2015

George Gascon
District Attorney
City and County of San Francisco
850 Bryant Street, Room 322
San Francisco, CA 94103

Dear Mr. Gascon:

Congratulations! Your project has been selected to receive funding through the Human Trafficking Advocate (HA) Program of the California Governor's Office of Emergency Services (Cal OES). Provided that there are no successful appeals, and pending completion and/or revision of all required application forms, your agency will be awarded $110,276 for the grant award period beginning on October 1, 2014, and ending on September 30, 2015. This will be the first year of a three-year grant cycle.

Claire Wimbley-Brown, Program Specialist, is assigned to your grant and will be contacting you within the next few weeks to assist you in finalizing this process. Please refer to the Recipient Handbook available on the Cal OES website at www.caloes.ca.gov for information on grant policy and procedures.

We look forward to the successful implementation of this project. If you have any questions concerning this process, please contact Claire Wimbley-Brown, at (916) 845-8210 or via e-mail at claire.wimbley-brown@caloes.ca.gov.

Sincerely,

MARK S. GHILARDUCCI
Director

3650 SCHRIEVER AVENUE, MATHER, CA 95655
916-845-8506 TELEPHONE 916-845-8511 FAX

Print Form

Introduction Form

By a Member of the Board of Supervisors or the Mayor

RCVD IN BOARD 5.19

Time stamp or meeting date

I hereby submit the following item for introduction (select only one):

☒ 1. For reference to Committee.
An ordinance, resolution, motion, or charter amendment.

☐ 2. Request for next printed agenda without reference to Committee.

☐ 3. Request for hearing on a subject matter at Committee.

☐ 4. Request for letter beginning "Supervisor _____ inquires"

☐ 5. City Attorney request.

☐ 6. Call File No. _____ from Committee.

☐ 7. Budget Analyst request (attach written motion).

☐ 8. Substitute Legislation File No. _____

☐ 9. Request for Closed Session (attach written motion).

☐ 10. Board to Sit as A Committee of the Whole.

☐ 11. Question(s) submitted for Mayoral Appearance before the BOS on _____

Please check the appropriate boxes. The proposed legislation should be forwarded to the following:

☐ Small Business Commission ☐ Youth Commission ☐ Ethics Commission

☐ Planning Commission ☐ Building Inspection Commission

Note: For the Imperative Agenda (a resolution not on the printed agenda), use a Imperative

Sponsor(s):

Supervisor Katy Tang

Subject:

Accept and Expend Grant - California Governor's Office of Emergency Services, Human Trafficking Advocacy Program - $110,276

The text is listed below or attached:

Signature of Sponsoring Supervisor: Tang

For Clerk's Use Only:

150536