

EDMUND G. BROWN JR.  
GOVERNOR

MARK S. GHILARDUCCI  
DIRECTOR



**Application Cover Sheet**

**RFA PROCESS**

**VICTIM/WITNESS ASSISTANCE (VW) 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



## GRANT SUBAWARD FACE SHEET INSTRUCTIONS

Cal OES Section: The top portion of the form contains blocks for four (4) important numbers.  
Please do not fill in these blocks. These numbers will be entered by Cal OES.

### 1. Subrecipient

The Subrecipient is the unit of government or community based organization (CBO) that will have legal responsibility for these grant funds (e.g. County of Alameda, City of Fresno or Women's Place of Merced). Enter the legal title of the Subrecipient.

### 1a. Federal DUNS Number (Subrecipient)

Enter the full 9-digit Federal Data Universal Numbering System (DUNS) ID number for the Subrecipient. If the Subrecipient does not yet have a DUNS number assigned, one may be obtained by contacting Dun & Bradstreet at 866-705-5711 or at [www.dnb.com](http://www.dnb.com). This requirement applies to federally funded grants only. Your DUNS # must be current and active in the System for Award Management (SAM) at the time of your Award.

### 2. Implementing Agency

Enter the complete name of the agency responsible for the day-to-day operation of the grant (e.g. Sheriff, Police Department, or Department of Public Works). If the Implementing Agency is the same as the Subrecipient, enter the same title again.

### 2a. Federal DUNS Number (Implementing Agency)

Enter the full 9-digit Federal Data Universal Numbering System (DUNS) ID number for the Implementing Agency. If the Implementing Agency does not yet have a DUNS number assigned, one may be obtained by contacting Dun & Bradstreet at 866-705-5711 or at [www.dnb.com](http://www.dnb.com). This requirement applies to federally funded grants only. Your DUNS # must be current and active in the System for Award Management (SAM) at the time of your Award.

### 3. Implementing Agency Address

Enter the address of the Implementing Agency. Provide the complete nine digit zip code (Zip+4).

### 4. Location of Project

Enter the City and County/Operational Area where the project is located. Provide the complete nine digit zip code (Zip+4).

### 5. Disaster/Program Title

Enter the name of the Disaster or Program providing the funds for this Grant Subaward. A disaster may be referred by the federal declaration number. Program titles should be complete without the use of acronyms.

### 6. Performance Period

Enter beginning and ending dates of the performance period for the Grant Subaward. (mm/dd/yy)

### 7. Indirect Cost Rate

Indicate whether you are using the 10% de minimis rate based on Modified Total Direct Costs (MTDC) or your cognizant agency approved indirect cost rate agreement. A copy of the approved ICR Negotiation Agreement must be enclosed with your application. Indicate N/A if you will not be claiming indirect costs under the award. *Indirect costs may or may not be allowable under all Federal fund sources.*

### 8A – 12G. Fund Allocations and Total Project Cost

For each fund source used in the program, select the correct grant year and acronym from the drop down lists, the amount of state or federal funds requested, the amount of cash *and/or* in-kind match contributed and the resulting totals. Please do not enter both state and federal on the same line. Block 12G should correspond to the total project cost specified in the budget.

### 13. Certification Paragraph

Please review the certification paragraph.

### 14. CA Public Records Act

Please review, and if applicable, provide the necessary documentation.

### 15. Official Authorized to sign for the Subrecipient

Enter the name, title, telephone number, and e-mail address of the official authorized to enter into the Grant Subaward for the Subrecipient as stated in Block 1 of the Grant Subaward Face Sheet (Cal OES 2-101). Enter the Payment Mailing Address where grant funds should be sent.

### 16. Federal Employer ID Number

Enter the 9-digit Federal Employer Identification Number for the Agency.

Provide an original signature of the authorized official. The use of white out or tape is prohibited and will invalidate the signature on the Grant Subaward Face Sheet.



## PROJECT CONTACT INSTRUCTIONS

1. Provide the name, title, address, telephone number, fax number and e-mail address for the **Project Director** for the project.
2. Provide the name, title, address, telephone number, fax number and e-mail address for the **Financial Officer** for the project.
3. Provide the name, title, address, telephone number, fax number and e-mail address for the **person** having **routine programmatic responsibility** for the project.
4. Provide the name, title, address, telephone number, fax number and e-mail address for the **person** having **routine fiscal responsibility** for the project.
5. Provide the name, title, address, telephone number, fax number and e-mail address for the **Executive Director** of a Community-Based Organization or the **Chief Executive Officer** (e.g. chief of police, superintendent of schools) for the implementing agency.
6. Provide the name, title, address, telephone number, fax number and e-mail address for the **person** who is the **Official Authorized** to enter into the Grant Subaward for the City/County or Community-Based Organization, as stated in Section 14 of the Grant Subaward Face Sheet (Cal OES 2-101).
7. Provide the name, title, address, telephone number, fax number and e-mail address for the **Chair** of the **governing body** of the subrecipient.

## PROJECT CONTACT INFORMATION

Subrecipient: City & County of San Francisco

Subaward #: VW 17 36 0380

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: Gena Castro-Rodriguez Title: Chief, Victim Services Division

Telephone #: 415-734-3359 Fax#: 415-575-8815 Email Address: gena.castrorodriguez@sfgov.org

Address/City/Zip: 850 Bryant Street, Room 322, San Francisco, CA 94103-4600

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

Name: Eugene Clendinen Title: Chief Administrative & Financial 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 94103-4600

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

Name: Jacqueline Ortiz Title: Deputy Chief, Victim Services

Telephone #: 415-558-2408 Fax#: 415-575-8815 Email Address: jacqueline.ortiz@sfgov.org

Address/City/Zip: 850 Bryant Street, Room 322, San Francisco, CA 94103-4600; after-hour emergency 415-308-4426

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 94103-4600

5. The **Executive Director** of a Community Based 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 94103-4600

6. The **Official Designated** by the Governing Board to enter into the Grant Subaward for the City/County or Community-Based Organization, as stated in Section 14 of the Grant Subaward 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 94103-4600

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

Name: London Breed Title: President, Board of Supervisors

Telephone #: 415-554-7630 Fax#: 415-554-7634 Email Address: london.breed@sfgov.org

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

## **SIGNATURE AUTHORIZATION INSTRUCTIONS**

The Project Director and Financial Officer are **REQUIRED** to sign this form and submit it with the Grant Subaward Forms package. The Subrecipient may request signature authority in addition to the designated Project Director and/or Financial Officer. Space is provided for the addition of up to five (5) additional authorizations for the Project Director or Financial Officer.

No single individual may be authorized to sign for both the Project Director and the Financial Officer. **The Project Director and/or Financial Officer authorize the person(s) identified on the form to sign on their behalf on all grant-related matters.**

## SIGNATURE AUTHORIZATION

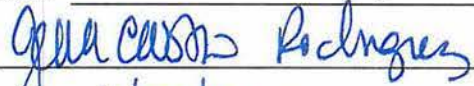
Subaward #: VW 17 36 0380

Subrecipient: City & County of San Francisco

Implementing Agency: District Attorney's Office

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

\*Project Director: Gena Castro-Rodriguez

Signature: 

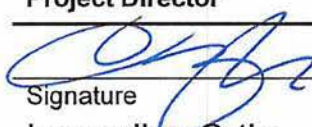
Date: 11/20/17

\*Financial Officer: Eugene Clendinen

Signature: 

Date: 11/8/17

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

Signature 

Jacqueline Ortiz

Print Name 

Signature

Delia Montiel

Print Name

Signature

Print Name


Signature

Print Name

Signature

Print Name

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

Signature 

Sheila Arcelona

Print Name

Signature

Print Name

Signature

Print Name

Signature

Print Name

Signature

Print 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, Drug Free Workplace Compliance, California Environmental Quality Act, Lobbying, Debarment and Suspension requirements, Proof of Authority from City Council/Governing Board, Civil Rights Compliance, and the special conditions for Subaward with the above mentioned fund. The applicant is required to submit the necessary assurances and documentation before finalization of the Grant Subaward. In signing the Grant Subaward 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 Subaward; same person as Section 15 on Subaward Face Sheet)

SUBRECIPIENT: City and County of San Francisco  
IMPLEMENTING AGENCY: Office of the District Attorney  
PROJECT TITLE: Victim/Witness Assistance Program

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

**I. Federal Grant Funds**

Subrecipients expending \$750,000 or more in federal grant funds annually are required to secure an audit pursuant to OMB Uniform Guidance 2 CFR Part 200, Subpart F and are allowed to utilize federal grant funds to budget for the audit costs. See Section 8000 of the Subrecipient Handbook for more detail.

- ☒ The above named Subrecipient receives \$750,000 or more in federal grant funds annually.  
☐ The above named Subrecipient does not receive \$750,000 or more in federal grant funds annually.

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

It is the public policy of the State of California to promote equal employment opportunity (EEO) by prohibiting discrimination or harassment in employment because of ancestry, age (over 40), color, disability (physical and mental, including HIV and AIDS), genetic information, gender, gender identity, gender expression, marital status, medical condition (genetic characteristics, cancer or a record or history of cancer), military, veteran status, national origin, race, religion (includes religious dress and grooming practices), sex (includes pregnancy, childbirth, breastfeeding and/or related medical conditions) sexual orientation, or request for family medical leave. **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: Shavaun Tolliver  
Title: Senior Personnel Analyst  
Address: 850 Bryant Street, Room 322, San Francisco, CA 94103-4600  
Phone: 415-553-9027  
Email: shavaun.tolliver@sfgov.org

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

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

### **IV. California Environmental Quality Act (CEQA) – (*Subrecipient 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 – (*Subrecipient 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 – (*Subrecipient 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 a signed resolution 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 Subaward, including civil court actions for damages, shall be the responsibility of the grant Subrecipient 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. Civil Rights Compliance**

The Subrecipient complies with all laws that prohibit excluding, denying or discriminating against any person based on actual or perceived race, color, national origin, disability, religion, age, sex, gender identity, and sexual orientation in both the delivery of services and employment practices and does not use federal financial assistance to engage in explicitly religious activities.



## **IX. Special Condition for Grant Subaward with Victims of Crime Act (VOCA) Funds**

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

The Subrecipient agrees to comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. Part 200, as adopted and supplemented by the Department of Justice (DOJ) in 2 C.F.R. Part 2800 (together, the "Part 200 Uniform Requirements").

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

The Subrecipient agrees to comply with the Department of Justice Grants Financial Guide as posted on the OJP website (currently, the "2015 DOJ Grants Financial Guide"), including any updated version that may be posted during the period of performance.

### **3. Requirements Pertaining to Prohibited Conduct Related to Trafficking in Persons (including reporting requirements and OJP authority to terminate award)**

The Subrecipient agrees to comply with all applicable requirements (including requirements to report allegations) pertaining to prohibited conduct related to the trafficking of persons, whether on the part of Subrecipient or individuals defined (for purposes of this condition) as "employees" of the Subrecipient.

The details of the Subrecipient's obligations regarding prohibited conduct related to trafficking in persons are posted on the OJP website at: <http://ojp.gov/funding/Explore/ProhibitedConduct-Trafficking.htm> (Award condition: Prohibited conduct by Subrecipients related to trafficking in persons (including reporting requirements and OJP authority to terminate award)), and are incorporated by reference here.

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

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

Information on the pertinent DOJ definition of conferences and the rules applicable to this award appears in the DOJ Grants Financial Guide (currently, as section 3.10 of "Postaward Requirements" in the "2015 DOJ Grants Financial Guide").

### **5. Effect of Failure to Address Audit Issues**

The Subrecipient understands and agrees that the DOJ awarding agency (OJP or OVW, as appropriate) may withhold award funds, or may impose other related requirements, if (as determined by the DOJ awarding agency) the Subrecipient does not satisfactorily and promptly address outstanding issues from audits required by the Part 200 Uniform Requirements (or by the terms of this award), or other outstanding issues that arise in connection with audits, investigations, or reviews of DOJ awards.

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

The Subrecipient agrees to promptly refer to the DOJ Office of the Inspector General (OIG) any credible evidence that a principal, employee, agent, contractor, subcontractor, or other person has, in connection with funds under this award (1) submitted a claim that violates the False Claims Act; or (2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct.



Potential fraud, waste, abuse, or misconduct involving or relating to funds under this award should be reported to the OIG by:

- Mail: Office of the Inspector General,  
U.S. Department of Justice, Investigations Division,  
950 Pennsylvania Avenue, N.W. Room 4706,  
Washington, DC 20530;
- E-mail: [oig.hotline@usdoj.gov](mailto:oig.hotline@usdoj.gov);
- DOJ OIG hotline (contact information in English and Spanish): (800) 869-4499; and/or
- DOJ OIG hotline fax: (202) 616-9881.

Additional information is available from the DOJ OIG website at <http://www.usdoj.gov/oig>.

7. Compliance with General Appropriations-Law Restrictions on the Use of Federal Funds

The Subrecipient agrees to comply with all applicable restrictions on the use of federal funds set out in federal appropriations statutes. Pertinent restrictions, including from various "general provisions" in the Consolidated Appropriations Act, 2016, are set out at <http://ojp.gov/funding/Explore/FY2016-AppropriationsLawRestrictions.htm>, and are incorporated by reference here.

8. Restrictions and Certifications Regarding Non-Disclosure Agreements and Related Matters

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

The foregoing is not intended, and shall not be understood by the agency making this award, to contravene requirements applicable to Standard Form 312 (which relates to classified information), Form 4414 (which relates to sensitive compartmented information), or any other form issued by a federal department or agency governing the nondisclosure of classified information.

a. In accepting this award, the Subrecipient:

- Represents that it neither requires nor has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and
- Certifies that, if it learns or is notified that it is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.

b. If the Subrecipient does or is authorized under this award to make subawards, procurement contracts, or both:

- It represents that (1) it has determined that no other entity that the Subrecipient's application proposes may or will receive award funds (whether through a subaward, procurement contract, or subcontract

under a procurement contract) either requires or has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and (2) it has made appropriate inquiry, or otherwise has an adequate factual basis, to support this representation; and

- It certifies that, if it learns or is notified that any Subrecipient, contractor, or subcontractor entity that receives funds under this award is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds to or by that entity, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.

9. Encouragement of Policies to Ban Text Messaging while Driving

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

10. Additional DOJ Awarding Agency Requirements

The Subrecipient agrees to comply with any additional requirements that may be imposed by the DOJ awarding agency (OJP or OVW, as appropriate) during the period of performance for this award, if the Subrecipient is designated as "high-risk" for purposes of the DOJ high-risk grantee list.

11. OJP Training Guiding Principles

The Subrecipient understands and agrees that any training or training materials developed or delivered with OJP award funds must adhere to the OJP Training Guiding Principles for Grantees and Subgrantees, available at <http://ojp.gov/funding/ojptrainingguidingprinciples.htm>.

12. Specific Post-Award Approval Required to Use a Non-Competitive Approach in any Procurement Contract that Would Exceed \$150,000

The Subrecipient agrees to comply with all applicable requirements to obtain specific advance approval to use a non-competitive approach in any procurement contract that would exceed the Simplified Acquisition Threshold (currently, \$150,000). This condition applies to agreements that, for purposes of federal grants administrative requirement, OJP considers a procurement "contract" (and therefore does not consider a subaward).

The details of the requirement for advance approval to use a noncompetitive approach in a procurement contract under an OJP award are posted on the OJP web site at <http://ojp.gov/funding/Explore/NoncompetitiveProcurement.htm> [Award condition: Specific post-award approval required to use a noncompetitive approach in a procurement contract (if contract would exceed \$150,000)] and are incorporated by reference here.



13. Requirement for Data on Performance and Effectiveness Under the Award

The Subrecipient agrees to collect and maintain data that measure the performance and effectiveness of activities under this award. The data must be provided to OJP in the manner (including within the timeframes) specified by OJP in the program solicitation or other applicable written guidance. Data collection supports compliance with the Government Performance and Results Act (GPRA) and the GPRA Modernization Act, and other applicable laws.

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

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

The Subrecipient also must inform its employees, in writing (and in the predominant native language of the workforce), of employee rights and remedies under 41 U.S.C. 4712.

Should a question arise as to the applicability of the provisions of 41 U.S.C. 4712 to this award, the Subrecipient is to contact the DOJ awarding agency (OJP or OVW, as appropriate) for guidance.

15. Demographic Data

The Subrecipient agrees to collect and maintain information on race, sex, national origin, age, and disability of victims receiving assistance, where such information is voluntarily furnished by the victim.

16. Performance Reports

The Subrecipient agrees to submit (and, as necessary, require sub-Subrecipients to submit) quarterly performance reports on the performance metrics identified by OVC, and in the manner required by OVC. This information on the activities supported by the award funding will assist in assessing the effects that VOCA Victim Assistance funds have had on services to crime victims within the jurisdiction.

17. Computer Network Requirements

The Subrecipient understands and agrees that:

- a. No award funds may be used to maintain or establish a computer network unless such network blocks the viewing, downloading, and exchanging of pornography; and
- b. Nothing in the previous subsection limits the use of funds necessary for any federal, state, tribal, or local law enforcement agency or any other entity carrying out criminal investigations, prosecutions, or adjudication activities.

18. Prohibit Use of Funds for Association of Community Organizations for Reform Now (ACORN) and its Subsidiaries

The Subrecipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of any contract of subaward to either the ACORN or its subsidiaries, without the expressed prior written approval of OJP.



19. Access to Records

The Subrecipient authorizes the Office for Victims of Crime (OVC) and/or the Office of the Chief Financial Officer (OCFO), and its representatives, access to and the right to examine all records, books, paper or documents related to the VOCA grant.

20. Nondiscrimination in Programs Involving Students

The Subrecipient understands and agrees that award funds may not be used to discriminate against or denigrate the religious or moral beliefs or students who participate in programs for which financial assistance is provided from those funds, or of the parents or legal guardians of such students.

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 Subrecipient may be ineligible for subaward of any future grants if the Cal OES determines that any of the following has occurred: (1) the Subrecipient 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 Subaward [Section 15 on Grant Subaward Face Sheet], and hereby swear that I am duly authorized legally to bind the contractor or grant Subrecipient 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: \_\_\_\_\_

Authorized Official's Title: \_\_\_\_\_

Date Executed: \_\_\_\_\_

Federal Employer ID #: 94-6000417 Federal DUNS # 143602105

Current System for Award Management (SAM) Expiration Date: December 12, 2017

Executed in the City/County of: San Francisco

### AUTHORIZED BY: *(not applicable to State agencies)*

- ☒ City Financial Officer  
☐ City Manager  
☐ Governing Board Chair

- ☒ County Financial Officer  
☐ County Manager

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

Typed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Ben Rosenfield

Controller, City & County of San Francisco

## **Project Narrative**

### **1. Problem Statement**

The San Francisco District Attorney's Office Victim Services Division (VSD) has worked with victims and witnesses of violent crime for more than 30 years. The VSD = has developed a structure that allows for individualized support of victims with varied needs and backgrounds while still allowing for the provision of service across the City. The Division has four units: Advocacy, Claims, Restitution and Mass Casualty. The Division served 8500 victims of crime in 2016, representing a dramatic 74% increase since 2010.

Current unmet victim service needs for our Division include the ability to provide long term follow up with victims, to have access to children who witness community violence, and ensuring follow through of mental health services available to victims. We have drastically increased our contact with each victim, but due to the large case load our advocates carry (600-700 cases), we do not have adequate time and resources to provide long term engagement on most cases or in-depth follow up. This year we have instituted the practice of going door to door and canvassing a neighborhood after a shooting or homicide in the community in order to engage parents of children who may have been affected by the event. We attempt to assist them in accessing services for their children, but we have had very little success in having those families follow through on applying for victim's compensation or accessing resources. Finally, we have instituted a "warm hand off" policy to assist victims with accessing mental health services. This protocol requires advocates to call three mental health professionals, to ensure they are accepting new clients before assisting the client in making an appointment. Even with this process, we have many victims of crime who do not



follow through on mental health resources and their trauma endures, interrupting their daily lives and preventing their recovery.

One other global issue we are facing is the impact of recent immigration policies on our victims. Advocates, particularly on the domestic violence team, have heard concerns and fears from victims who worry that reporting victimization, accessing services, securing restraining orders and attending court could make them and their families vulnerable to immigration officials. Our great concern in this area is that victims will stay in dangerous and violent situations due to fear and intimidation of Immigration Services. We have instituted two new policies to begin to address this issue. The first, is that we have included information about U Visas in the information packet all victims of crime receive when we make contact. This allows victims to access the information without having to ask or divulge sensitive information. Second, we have created a court escort policy wherein if a victim identifies fear or concern about interaction with ICE agents the advocate will escort them in and out of the building and to court, ensuring they have support and assistance if needed. Advocates are advised not to interfere with any law enforcement issues, but to call the Bay Area Rapid Response Immigrant Services on behalf of the client if needed. The Rapid Response team will then provide free legal services for the victim including representation at hearings.

## **2. Plan**

### Mandatory Services

The San Francisco District Attorney's Office Victim Services Division provides a comprehensive range of trauma informed services to victims and witness of crime. Our goal

is to help victims of crime mitigate the trauma, navigate the criminal justice system, and rebuild their lives. Our advocates, compensation specialist, restitution staff, and mass casualty team respond to the needs of victims, their families and others in the community affected by violent crime. This work supports the larger goal of the District Attorney's Office to provide parallel justice for victims of crime and ensure public safety for the entire community. Below is a detailed account of the specific services provided.

- a. Crisis Intervention: Victims of crime are identified by referrals from police, assistant district attorneys, partner agencies or self-referred. Cases are assigned throughout the day to an advocate in the intake team or one of the crime specific teams. The advocate attempts to make contact with the victim by phone within 24 hours and follows up with a letter in the mail if contact cannot be made. Advocates then schedule an in person appointment with the victim to assess their needs, provide crisis counseling and referral to services. We partner with the San Francisco Department of Public Health Crisis Intervention Team (CIT), the 24 hour responders for violent crime in the city. CIT staff notify us when they have made contact with a victim and provide contact information so we can follow up the next business day. In addition to these resources, we work with other 24 hour crisis service providers for mental health, suicide prevention and assessment services for victims. Our VSD advocates served 8,500 victims of violent crime in 2016.
- b. Emergency Assistance: VSD provides emergency assistance to victims of crime as needed, including temporary housing, food, clothing and medical/mental health care. We can provide gift cards, vouchers for resources or connection to free services to meet the immediate needs of a victim in crisis.

- c. Resource and Referral Assistance: After initial crisis intervention and resources are offered, advocates engage in an assessment of the victims' short and long term needs. We have operational agreements with 30 local organizations who provide shelter/housing, employment, medical care, mental health care, child care, restraining orders, and other social services needed for those affected by crime victimization. These operation agreements are renewed every three years.
- d. Direct Counseling/Therapy: Advocates make contact (phone, email, text or in person) with victims an average of 5 times per month. They provide emotional support, empathetic listening, check on victims' progress and re-assess needs when necessary.
- e. Victim of Crime Claim Assistance: Advocates inform victims of the California Victim's Compensation Program at first contact. Advocates assist victims will filling out the application, checking to ensure it is complete and submitting it to the SF Joint Power (JP) Claims Unit, also housed under the Victim Services Division. The advocate then works with the claim specialist to ensure the application is complete and assist in obtaining any further documentation needed from the victim. This process has led to an 83% reduction in denials of compensation claims for victims. Our JP Claims Unit paid out 1.6 million dollars in compensation in 2016.
- f. Property Return: Advocates assist victims in securing property, either their own or a deceased loved ones, by helping them secure the necessary release of information and obtaining the items either from the various police stations or from the investigating officer. In the event that the property cannot be returned, the advocate will assist the victim (family) in learning the reason why.



- g. Orientation to the Criminal Justice System: Advocates provide victims with information on the location, procedures and functions of the criminal justice system as it pertains to their specific case.
- h. Court Escort: Advocates can accompany victims to arraignment, pretrial, prelim, bail hearings, jury selection, trial, sentencing and civil restraining order hearings.
- i. Presentations and Training for Criminal Justice Agencies: SF VSD conducts informational presentations and trainings on available victim services to criminal justice agencies, community based partners and other law enforcement agencies throughout the year. In 2016, the VSD provided 375 hours of presentations.
- j. Public Presentations and Publicity: SF VSD participates in multiple public awareness activities to promote victim services. We hold annual events for Human Trafficking Awareness month in January, Victims of Crime week events in April, Elder Abuse Awareness month in June, National Night Out in August, Campus Sex Assault "Red Zone" event in September, and Domestic Violence Awareness month in October. In addition to these events, we participate in the San Francisco Sunday Streets, a monthly neighborhood event from March to October held in 10 neighborhoods in San Francisco. Staff provide brochures, give aways and other information about victim of crime services.
- k. Case Status/Case Disposition: Advocates advise client of the progress and disposition of their cases on a weekly/monthly basis by phone, email, mail and in person as the case progresses through the criminal justice system. Our DA also offers face to face meetings with the family members of homicide victims accompanied by their advocates.

- l. Notification of Family/Friends: Advocates contact next of kin, relatives or friends of victims of crime within 24 hours on homicide cases and within 24 hours of next business day on all other cases.
- m. Employer Notification/Intervention: On an as needed basis with the consent of the client, advocates notify the clients' employer(s) that the client was a victim or witness to a crime. Additionally, they advocate, on behalf of the victim, for minimal loss of pay or benefits due to their victimization or participation in the criminal justice system.
- n. Restitution: In addition to other services provided by our office, advocates assist victims with restitution. Our office has a designated advocate to assist with restitution fillings.

Additional Optional Services: In addition to the previously listed services, advocates can assist with funeral arrangements, crime prevention information, temporary restraining orders and court waiting area.

**Budget Narrative**

October 1, 2017 – September 30, 2018

**A. PERSONAL SERVICES****\$889,185**

There are eleven individuals assigned full-time or part-time to the Victim Witness Assistant Program (VWAP) for a project total of 9.30 FTE and \$622,611. Personnel assigned to the VWAP include:

- 1 Assistant Victim Witness Supervisor (8135)
- 1 District Attorney Investigative Assistant/Victim Advocate (8132)
- 3 Victim/Witness Investigator 2 – Advocate (8131)
- 3 Victim/Witness Investigator 1 – Advocate (8129)
- 3 Public Service Aide-Administration (9914)

8135 Assistant Victim Witness Supervisor. This position is filled by supervisor Delia Montiel (0.64 FTE). The Assistant Victim Witness Supervisor also reports directly to the Deputy Chief and assists the Chief to coordinate services and programs with other agencies, organize intra-agency and inter-agency trainings, maintain statistical data, evaluate staff, evaluate project progress in meeting goals and objectives, and other management functions.

8132 District Attorney Investigative Assistant. This position is filled by Anita Bonilla and is responsible for front-line client contact and for coordinating unit administrative functions and communications. The 8132 classification encompasses a broad range of assignments and activities which vary according to the unit where the 8132 is assigned. The duties that Ms. Bonilla performs in the Victim Services Unit include paraprofessional activities in support of victims and witnesses, but do not include any investigative activities described in the standard



8132 classification job description. This position is funded full time by VWAP. This 8132 position will transition to a 8131 position.

8131 Victim Witness Investigator 2 - Advocate. The 8131 staff that will be needed when we open a second victim lounge on the 4<sup>th</sup> floor of our facility to accommodate the growing number of victims serviced. These positions will be funded full time by VWAP. They will report to the Deputy Chief of Staff.

8129 Victim Witness Investigator 1 - Advocate. The victim advocate positions are responsible for direct client services and day-to-day coordination with partner agency staff. These 3 positions are funded full time by VWAP.

9914 Public Service Aide-Administration. The Public Service Aide positions are new positions for the victim services program. These are training positions that meet minimum qualifications for the 8129 position, but require additional training and supervision. Staff members in this position will receive training in advocacy, claims, and restitution. These positions will be feeders for any upcoming 8129 positions, so that we can transition trained, prepared staff members into the division in a more seamless and effective process.

Standard fringe benefits are allocated to the grant and include social security, Medicare, retirement, state unemployment compensation insurance, long-term disability, dependent coverage, and health and dental coverage for a total fringe cost of \$266,574.

## **B. OPERATING EXPENSES**

**\$135,771**

### Indirect Costs

A de Minimis rate is calculated at 10% of salary and fringe costs. The use for the indirect includes salaries and fringe for general administration, finance, payroll, human resources, information technology, and executive management.

Subrecipient: City and County of San Francisco Subaward #: VW17 36 0380

Total salary and fringe @ \$889,185 x 10% \$88,919

Rent

The Office of the District Attorney is requesting \$21 per square foot x 125 square feet per FTE.

Rent @ \$21/ft<sup>2</sup> x 125 ft<sup>2</sup>/FTE x 9.30 FTE \$24,413

Courthouse Dog Program

Costs include dog expenses for food, grooming, vet, etc.

Dog Expenses (food, grooming, etc.)

- Monthly costs (food, grooming, vet) @

\$855.75 per month x 12 months \$10,269

Out-of-State travel for the Chief and Deputy Chief of Victim Services to travel to the Courthouse

Dogs Conference in Seattle, Washington.

Registration @ \$350 x 2 staff x 1 trip \$700

Airfare @ \$400 x 2 staff x 1 trip \$800

Hotel @ \$203/night x 3 nights x 2 staff x 1 trip \$1,218

Per diem @ \$74 per day x 3 days x 2 staff x 1 trip \$444

Ground Transportation @ \$201 x 2 staff x 1 trip \$402

Out-of-state travel subtotal \$3,564

Courthouse Dog Program subtotal \$13,833

Travel & Training

Travel and training costs for project staff to attend trainings and conferences related to the project. Due to the uncertainty in staff mode of transportation to and from the airports, ground transportation encompasses public transit, parking, mileage, shuttle, and/or car service. Potential trainings include the following:

## 1. Advocates Training (Sacramento, CA)

Registration @ \$300 x 3 staff	\$900
Hotel @ \$112 per night x 5 nights x 3 staff	\$1,680
Per diem @ \$64 per day x 5 days x 3 staff	\$960
Mileage @ \$0.54/mile x 200 miles x 3 staff	\$324
Toll @ \$6 per bridge x 2 bridges x 3 staff	\$36
Parking @ \$20 per day x 5 days x 3 staff	\$300
Advocates Training subtotal	\$4,200

## 2. NOVA Conference (San Diego, CA)

Registration @ \$375 x 2 staff x 1 trip	\$750
Airfare @ \$230 x 2 staff x 1 trip	\$460
Hotel @ \$149/night x 3 nights x 2 staff x 1 trip	\$894
Per diem @ \$64 per day x 3 days x 2 staff x 1 trip	\$384
Ground Transportation @ \$198 x 2 staff x 1 trip	\$396
NOVA Training subtotal	\$2,884



Subrecipient: City and County of San Francisco

Subaward #: VW17 36 0380

3. National Training Institute (Portland, OR)

Registration @ \$620 x 1 staff x 1 trip	\$620
Airfare @ \$230 x 1 staff x 1 trip	\$230
Hotel @ \$172/night x 2 nights x 1 staff x 1 trip	\$344
Per diem @ \$64 per day x 2 days x 1 staff x 1 trip	\$128
Ground Transportation @ \$200 x 1 staff x 1 trip	\$200
National Training Institute subtotal	\$1,522
Travel/Training subtotal	\$8,606

**C. EQUIPMENT**

**\$0**

None requested.

**BUDGET CATEGORY AND LINE ITEM DETAIL**

Subrecipient: City & County of San Francisco/District Attorney's Office				Subaward #: VW 17 36 0380			
A. Personal Services – Salaries/Employee Benefits				16 VOCA	17 VWAO	16 VOCA MATCH	COST
<b>SALARY:</b>							
<u>8135 Assistant Chief Victim Witness Investigator (0.64 FTE) Delia Montiel</u>				\$40,415		\$28,225	\$68,640
\$4,085 bi-weekly x 26 pay periods x 0.64 FTE = \$67,974							
Bi-lingual Pay							
\$40 bi-weekly x 26 pay periods x 0.64 FTE = \$666							
<u>8132 DA Investigative Assistance/Victim Advocate (0.08 FTE) Anita Bonilla</u>				\$6,803			\$6,803
\$3,232 bi-weekly x 26 pay periods x 0.08 FTE (10/01/17-10/24/17) = \$6,723							
Bi-lingual Pay							
\$40 bi-weekly x 2 pay periods x 1 FTE = \$80							
<u>8131 Victim/Witness Investigator 2 - Advocate (2.79 FTE) - Giles Feinberg, Patricia Barragan, TBD @ 0.79 FTE</u>				\$229,360			\$229,360
\$3,314 bi-weekly x 26 pay periods x 2 FTE = \$172,328							
\$2,726 bi-weekly x 26 pay periods x 0.79 FTE (12/18/17-09/30/18) = \$55,992							
Bi-lingual Pay							
\$40 bi-weekly x 26 pay periods x 1 FTE = \$1,040							
<u>8129 Victim/Witness Investigator 1 - Advocate (2.79 FTE) Kimberly Rodriguez, Abigail Cordova, Patricia Cuellar</u>				\$194,490			\$194,490
\$2,484 bi-weekly x 11.50 pay periods (10/01/17-03/09/18) x 1.00 FTE = \$28,566							
\$2,609 bi-weekly x 14.50 pay periods (03/10/18-09/30/18) x 1.00 FTE = \$37,831							
\$2,484 bi-weekly x 21.70 pay periods (10/01/17-07/31/18) x 1.00 FTE = \$53,903							
\$2,609 bi-weekly x 4.30 pay periods (08/01/18-09/30/18) x 1.00 FTE = \$11,219							
\$3,021 bi-weekly x 26 pay periods x 0.79 FTE (12/18/17-09/30/18)= \$61,931							
Bi-lingual Pay							
\$40 bi-weekly x 26 pay periods x 1 FTE = \$1,040							
<u>9914 Public Service Aide - Administration (3 FTE) Amanda Esquivel, Jessica Zuasola, Chandni Chhagan</u>					\$123,318		\$123,318
\$1,581 bi-weekly x 26 pay periods x 3 FTE = \$123,318							

# BUDGET CATEGORY AND LINE ITEM DETAIL

Subrecipient: City & County of San Francisco/District Attorney's Office				Subaward #: VW 17 36 0380			
A. Personal Services – Salaries/Employee Benefits				16 VOCA	17 VWAO	16 VOCA MATCH	COST
<b>BENEFITS:</b>							
<u>8135 Assistant Chief Victim Witness Investigator</u>				\$16,811		\$11,855	\$28,666
Social Security: 6.2% annual rate x \$68,640 = \$4,256							
Social Security - Medicare: 1.45% annual rate x \$68,640 = \$995							
Health Insurance: \$3,946 annual rate x 0.64 FTE = \$2,525							
Dependent Coverage: \$8,851 annual rate x 0.64 FTE = \$5,665							
Long Term Disability: 0.39% annual rate x \$68,640 = \$268							
Retirement: 20.16% annual rate x \$68,640 = \$13,838							
Unemployment Insurance: 0.27% annual rate x \$68,640 = \$185							
Dental Rate: \$1,459 annual rate x 0.64 FTE = \$934							
<u>8132 DA Investigative Assistance/Victim Advocate</u>				\$3,097			\$3,097
Social Security: 6.2% annual rate x \$6,803 = \$422							
Social Security - Medicare: 1.45% annual rate x \$6,803 = \$99							
Health Insurance: \$3,401 annual rate x 0.08 FTE = \$272							
Dependent Coverage: \$9,617 annual rate x 0.08 FTE = \$769							
Long Term Disability: 0.35% annual rate x \$6,803 = \$24							
Retirement: 20.16% annual rate x \$6,803 = \$1,371							
Unemployment Insurance: 0.27% annual rate x \$6,803 = \$18							
Dental Rate: \$1,529 annual rate x 0.08 FTE = \$122							
<u>8131 Victim/Witness Investigator 2 - Advocate</u>				\$105,073			\$105,073
Social Security: 6.2% annual rate x \$229,360 = \$14,220							
Social Security - Medicare: 1.45% annual rate x \$229,360 = \$3,326							
Health Insurance: \$3,946 annual rate x 2.79 FTE = \$11,009							
Dependent Coverage: \$8,851 annual rate x 2.79 FTE = \$24,694							
Long Term Disability: 0.39% annual rate x \$229,360 = \$895							
Retirement: 20.16% annual rate x \$229,360 = \$46,239							
Unemployment Insurance: 0.27% annual rate x \$229,360 = \$619							
Dental Rate: \$1,459 annual rate x 2.79 FTE = \$4,071							
<u>8129 Victim/Witness Investigator 1 - Advocate</u>				\$95,145			\$95,145
Social Security: 6.2% annual rate x \$194,490 = \$12,058							
Social Security - Medicare: 1.45% annual rate x \$194,490 = \$2,820							
Health Insurance: \$3,946 annual rate x 2.79 FTE = \$11,009							
Dependent Coverage: \$8,851 annual rate x 2.79 FTE = \$24,694							
Long Term Disability: 0.39% annual rate x \$194,490 = \$759							
Retirement: 20.16% annual rate x \$194,490 = \$39,209							
Unemployment Insurance: 0.27% annual rate x \$194,490 = \$525							
Dental Rate: \$1,459 annual rate x 2.79 FTE = \$4,071							
<u>9914 Public Service Aide - Administration</u>					\$34,593		\$34,593
Social Security: 6.2% annual rate x \$123,318 = \$7,646							
Social Security - Medicare: 1.45% annual rate x \$123,318 = \$1,788							
Health Insurance: \$6,990 annual rate x 3 FTE = \$20,970							
Long Term Disability: 0.39% annual rate x \$123,318 = \$481							
Retirement: 1% annual rate x \$123,318 = \$1,233							
Unemployment Insurance: 0.27% annual rate x \$123,318 = \$333							
Dental Rate: \$714 annual rate x 3 FTE = \$2,142							
<b>Personal Section Totals</b>				\$691,194	\$157,911	\$40,080	\$889,185
<b>PERSONAL SECTION TOTAL</b>							\$889,185



**BUDGET CATEGORY AND LINE ITEM DETAIL**

Subrecipient: City & County of San Francisco/District Attorney's Office				Subaward #: VW 17 36 0380			
B. Operating Expenses				16 VOCA	17 VWAO	16 VOCA MATCH	COST
Indirect - 10% de Minimis				\$88,919			\$88,919
Indirect @ 10% x \$889,185 total salaries & fringes = \$88,919							
Use for indirect - general administration, Finance, Payroll, Human Resources, Information Technology, and Executive Management							
Rent - \$21/ft <sup>2</sup> annually				\$24,413			\$24,413
125 square feet per FTE x \$21 per square foot x 9.30 FTE = \$24,413							
Courthouse Dog Program				\$6,833	\$7,000		\$13,833
Dog Expenses							
- Monthly costs (food, grooming, vet, etc.) @ \$855.75 per month x 12 months = \$10,269			\$10,269				
Out-of-state travel to Seattle, WA (Courthouse Dog Conference)							
Registration @ \$350 x 2 staff x 1 trip = \$700			\$3,564				
Airfare @ \$400 x 2 staff x 1 trip = \$800							
Hotel @ \$203 per night x 3 nights x 2 staff x 1 trip = \$1,218							
Per diem (King County) @ \$74 per day x 3 days x 2 staff x 1 trip = \$444							
Ground Transportation (public transit/parking/shuttle/taxi) @ \$201 x 2 staff x 1 trip = \$402							
Travel/Training				\$8,606			\$8,606
1. Advocates Training (Sacramento, CA)			\$4,200				
Registration @ \$300 x 3 staff = \$900							
Hotel @ \$112 per night x 5 nights x 3 staff = \$1,680							
Per diem (Sacramento County) @ \$64 per day x 5 days x 3 staff = \$960							
Mileage @ \$0.54/mile x 200 miles x 3 staff = \$324							
Toll @ \$6 per bridge x 2 bridges x 3 staff = \$36							
Parking @ \$20 per day x 5 days x 3 staff = \$300							
2. NOVA Conference (San Diego, CA)			\$2,884				
Airfare @ 230 x 2 staff x 1 trip = \$460							
Registration @ \$375 x 2 staff = \$750							
Hotel @ \$149 per night x 3 nights x 2 staff = \$894							
Per diem (San Diego County) @ \$64 per day x 3 days x 2 staff = \$384							
Ground Transportation (public transit/parking/shuttle/taxi) @ \$198 x 2 staff x 1 trip = \$396							
3. National Training Institute (Portland, OR)			\$1,522				
Airfare @ 230 x 1 staff x 1 trip = \$230							
Registration @ \$620 x 1 staff = \$620							
Hotel @ \$172 per night x 2 nights x 1 staff = \$344							
Per diem (Multnomah County) @ \$64 per day x 2 days x 1 staff = \$128							
Ground Transportation (public transit/parking/shuttle/taxi) @ \$200 x 1 staff x 1 trip = \$200							
Operating Section Totals				\$128,771	\$7,000	\$0	\$135,771
<b>OPERATING SECTION TOTAL</b>							<b>\$135,771</b>

### BUDGET CATEGORY AND LINE ITEM DETAIL

[illegible]



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

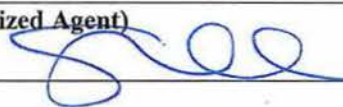
<b>Subrecipient:</b> City & County of San Francisco	<b>DUNS #:</b> 143602105	<b>FIPS #:</b> 075-00000
<b>Grant Disaster/Program Title:</b> Victim/Witness Assistance (VW) Program		
<b>Performance Period:</b> 10/01/2017 to 09/30/2018	<b>Subaward Amount Requested:</b> \$ 1,024,956	
<b>Type of Non-Federal Entity (Check Box)</b>	<input type="checkbox"/> State Gov. <input checked="" type="checkbox"/> Local Gov. <input type="checkbox"/> JPA <input type="checkbox"/> Non-Profit <input type="checkbox"/> Tribe	

Per Title 2 CFR § 200.331, Cal OES is required to evaluate the risk of noncompliance with federal statutes, regulations and grant terms and conditions posed by each subrecipient of pass-through funding. This assessment is made in order to determine and provide an appropriate level of technical assistance, training, and grant oversight to subrecipients for the award referenced above.

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

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

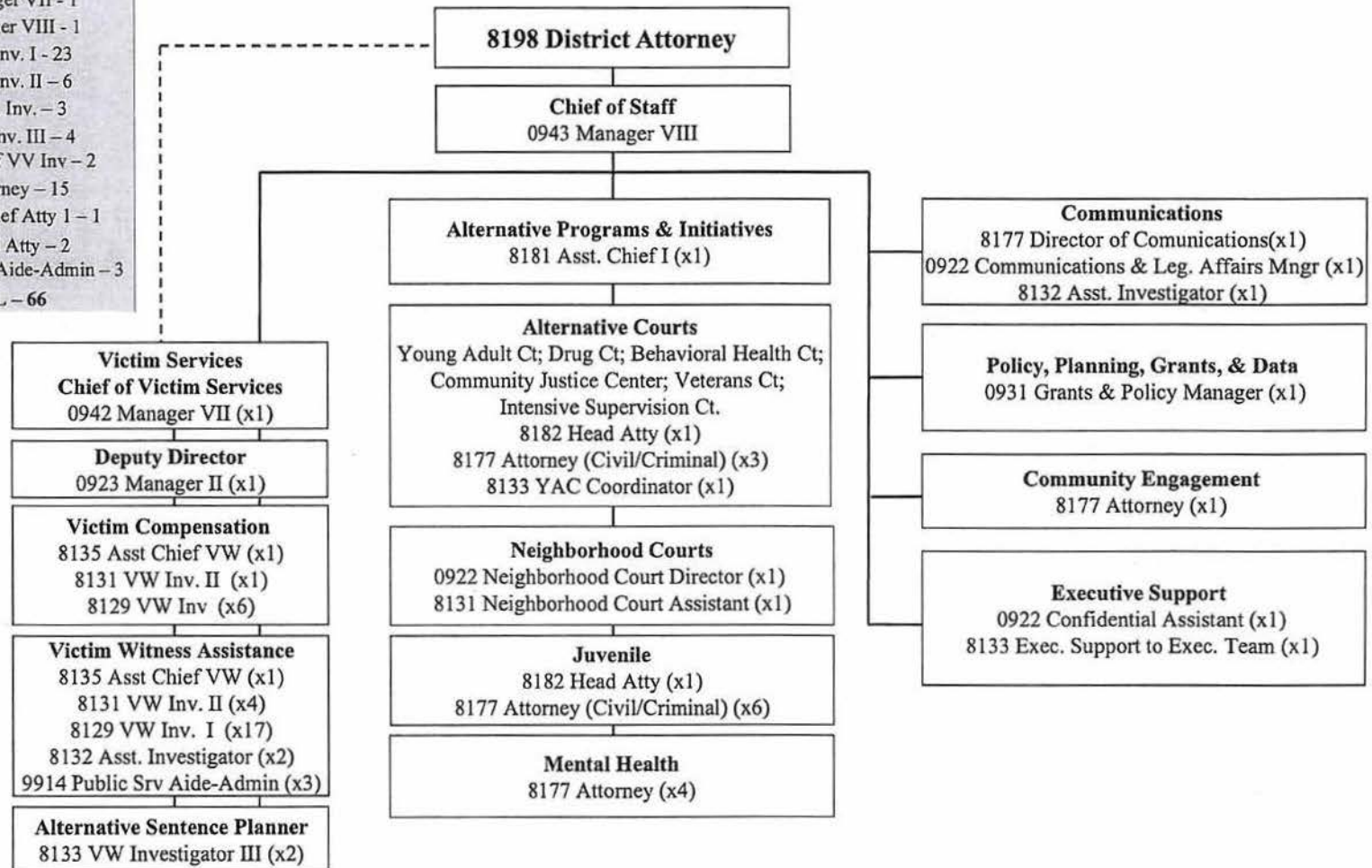
Assessment Factors	Response
1. How many years of experience does your current grant manager have managing grants?	>5 years
2. How many years of experience does your current bookkeeper/accounting staff have managing grants?	>5 years
3. How many grants does your organization currently receive?	>10 grants
4. What is the approximate total dollar amount of all grants your organization receive?	\$ 8,310,785
5. Are individual staff members assigned to work on multiple grants?	Yes
6. Do you use timesheets to track the time staff spend working on specific activities/projects?	Yes
7. How often does your organization have a financial audit?	Annually
8. Has your organization received any audit findings in the last three years?	No
9. Do you have a written plan on how you charge costs to grants?	Yes
10. Do you have written procurement policies?	Yes
11. Do you get multiple quotes or bids when buying items or services?	Always
12. How many years do you maintain receipts, deposits, cancelled checks, invoices, etc.?	>5 years
13. Do you have procedures to monitor grant funds passed through to other entities?	Yes

<b>Certification:</b> <i>This is to certify that, to the best of our knowledge and belief, the data furnished above is accurate, complete and current.</i>	
<b>Signature: (Authorized Agent)</b> 	<b>Date:</b> 11-20-17
<b>Print Name:</b> Sheila Arcelona	<b>Print Title:</b> Assistant Chief, Finance and Administration



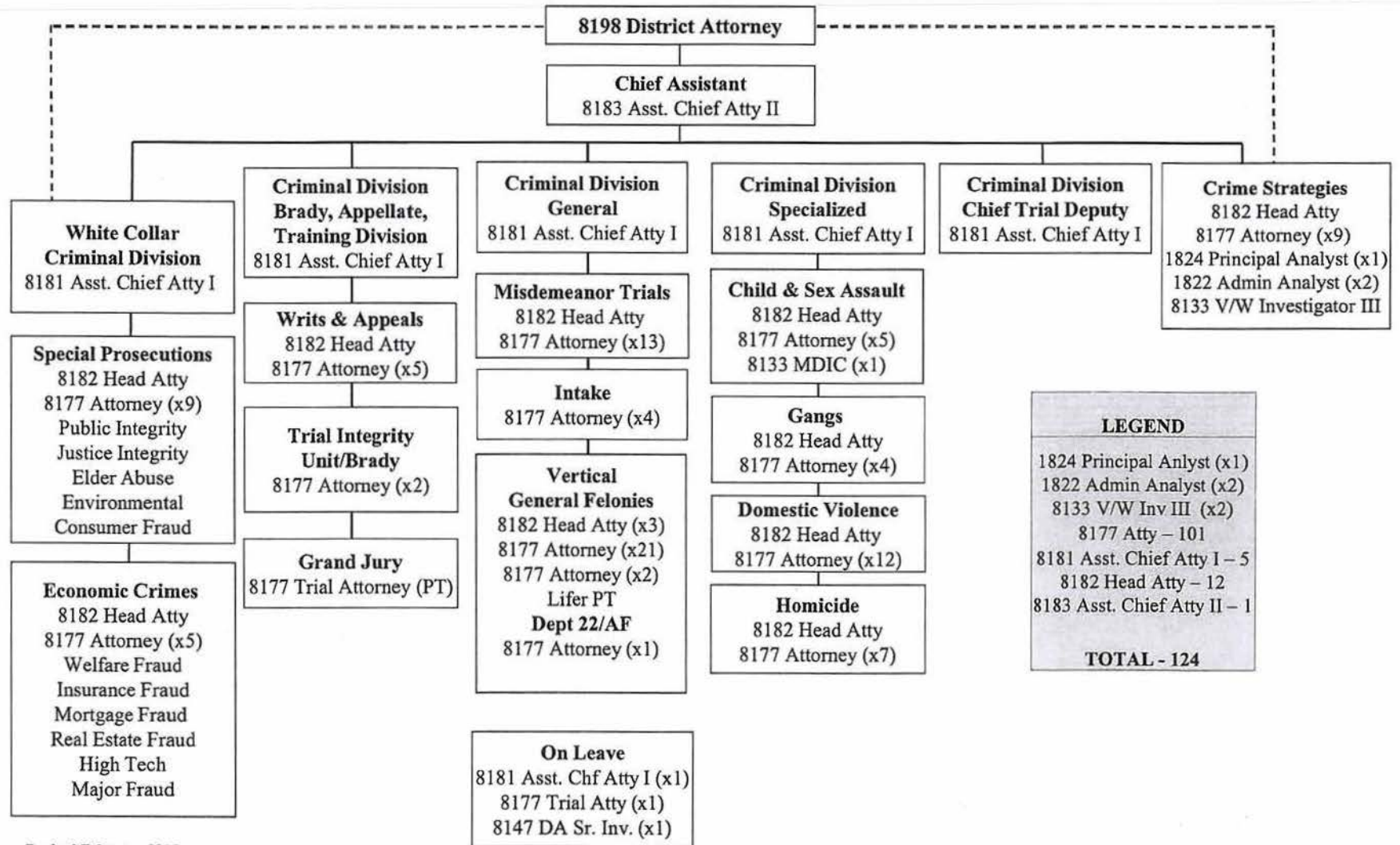
LEGEND	
0922 Manager I - 3	
0923 Manager II - 1	
0931 Manager III - 1	
0942 Manager VII - 1	
0943 Manager VIII - 1	
8129 VW Inv. I - 23	
8131 VW Inv. II - 6	
8132 Asst. Inv. - 3	
8133 VW Inv. III - 4	
8135 Asst Chf VW Inv - 2	
8177 Attorney - 15	
8181 Asst. Chief Atty I - 1	
8182 Head Atty - 2	
9914 Public Svc Aide-Admin - 3	
<b>TOTAL - 66</b>	

## San Francisco District Attorney Community Collaborations Organizational Structure



# San Francisco District Attorney

## Operations Department Organizational Structure



Revised February 2017

Subaward #: VW 17 36 0380

CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES  
**OUT-OF-STATE TRAVEL REQUEST**

**SUBRECIPIENT**

Agency: San Francisco District Attorney's Office/Victim Services Division  
Project Director: Gena Castro Rodriguez Phone #: 415-734-3359  
Address: 850 Bryant Street, Room 320  
City: San Francisco Zip: 94103

**ATTENDEE(S)**

Name: Gena Castro Rodriguez  
Title: Chief of Victim Services Phone #: 415-734-3359  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_ Phone #: \_\_\_\_\_

**TRIP DETAILS**

Trip Date [Month/Day(s)/Year] December 5-7, 2017  
Destination (City/State) Portland, OR  
Description (Meeting/Conference/Other) National Victim of Crime Training Institute

Justification (indicate the need for the trip and the benefits to the State. Use additional pages if necessary. Attach brochure if available.)

This conference is for victim advocacy organizations to learn about new programs, policies, legislation and collaborations for working with victims of crime.

**Subrecipient must attach Cost Worksheet to the Out-of-State Travel Request.**

**FOR CAL OES USE ONLY**

Recommendation:

**Approve**

☐

**Disapprove**

☐

Program Specialist

Date

☐☐

Unit Chief

Date



## OUT-OF-STATE TRAVEL REQUEST COST WORKSHEET

Travel Policy – are the rates based on internal policy or the state's travel policy? Please specify:

Internal Travel Policy



State Travel Policy



Date of Trip: December 5-7, 2017

Destination: Portland, OR

Purpose: National Training Institute

### ESTIMATED COSTS

#### TRANSPORTATION:

#### AMOUNT

##### Airfare:

\$ 230

Additional Airport Expenses

Mileage: (53.5 cents per mile)

\$

Taxi/Shuttle:

\$ 200

Parking:

\$

Auto Expenses:

Private Car:

\$

Rental Car:

\$

State/Agency Car:

\$

#### HOTEL/PER DIEM

Hotel:

2 days @ \$ 172 per day =

\$ 344

Per diem:

2 days @ \$ 64 per day =

\$ 128

#### OTHER EXPENSES

Registration/Conference Fee: Registration

\$ 620

\$

\$

\$

\$

**TOTAL COSTS NOT TO EXCEED:**

\$ 1522

Subaward #: VW 17 36 0380

CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES  
**OUT-OF-STATE TRAVEL REQUEST**

**SUBRECIPIENT**

Agency: San Francisco District Attorney's Office/Victim Services Division  
Project Director: Gena Castro Rodriguez Phone #: 415-734-3359  
Address: 850 Bryant Street, Room 320  
City: San Francisco Zip: 94103

**ATTENDEE(S)**

Name: Gena Castro Rodriguez  
Title: Chief of Victim Services Phone #: 415-734-3359  
Name: Jacqueline Ortiz  
Title: Deputy Chief of Victim Services Division Phone #: 415-553-9044

**TRIP DETAILS**

Trip Date [Month/Day(s)/Year] September 29-October 1, 2018  
Destination (City/State) Seattle, Washington  
Description  
(Meeting/Conference/Other) International Courthouse Dog Foundation Conference

Justification (indicate the need for the trip and the benefits to the State. Use additional pages if necessary. Attach brochure if available.)

This conference is for all Victim Service Dogs working in Victim Service Division throughout the country and internationally. The conference allow us to learn about new case law, training and services to utilize our dogs.

**Subrecipient must attach Cost Worksheet to the Out-of-State Travel Request.**

**FOR CAL OES USE ONLY**

Recommendation:

**Approve**

☐

**Disapprove**

☐

Program Specialist

Date

☐☐

Unit Chief

Date

## OUT-OF-STATE TRAVEL REQUEST COST WORKSHEET

Travel Policy – are the rates based on internal policy or the state's travel policy? Please specify:

Internal Travel Policy



State Travel Policy



Date of Trip: September 29-October 1, 2018

Destination: Seattle, Washington

Purpose: International Courthouse Dog Conference

### ESTIMATED COSTS

#### TRANSPORTATION:

#### AMOUNT

##### Airfare:

\$ 800

Additional Airport Expenses

Mileage: (53.5 cents per mile)

\$

Taxi/Shuttle:

\$

Parking:

\$

Auto Expenses:

Private Car:

\$

Rental Car:

\$ 402

State/Agency Car:

\$

#### HOTEL/PER DIEM

Hotel:

6 days @ \$ 203 per day =

\$ 1218

Per diem:

6 days @ \$ 74 per day =

\$ 444

#### OTHER EXPENSES

Registration/Conference Fee: Registration

\$ 700

\$

\$

\$

\$

**TOTAL COSTS NOT TO EXCEED:**

\$ 3564



## 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.

864,816 (US Census 2015 estimate)