File No. 180334 Committee Item No. 1
Board Item No. 11

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Committee: Budget & Finance Committee **Date** April 26, 2018

Board of Supervisors Meeting **Date** May 8, 2018

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Completed by: Linda Wong **Date** April 20, 2018
Completed by: Linda Wong **Date** April 30, 2018

[Accept and Expend Grant - California Governor's Office of Emergency Services, Victim Witness Assistance Program - $984,876]

Resolution retroactively authorizing the Office of the District Attorney to accept and expend a grant in the amount of $984,876 from the California Governor's Office of Emergency Services for the Victim Witness Assistance Program for the grant period of October 1, 2017, through September 20, 2018.

WHEREAS, The Office of the District Attorney applied for funding from the California Governor's Office of Emergency Services (Cal OES) for the "Victim Witness Assistance Program" and was awarded $984,876; and

WHEREAS, The purpose of the grant is to provide comprehensive assistance programs for victims and witnesses of crime, and to handle the trauma experienced by victims and witnesses to allow for faster and more complete recovery from the effects of crime; and

WHEREAS, This recurring grant was budgeted in the FY2017-2018 and FY2018-2019 Annual Budget and Appropriation Ordinance, Ordinance No. 156-17; and

WHEREAS, On June 16, 2017, Cal OES adopted the Federal Fiscal Year for this recurring grant award by amending the grant end date from June 30th to September 30th and awarded additional FY2016-2017 funds of $432,670; and

WHEREAS, The amount of $432,670 from the FY2017-2018 appropriation was used to align funds with the change in grant end date and increased award amount; and

WHEREAS, The FY2017-2018 remaining appropriation is $549,678; and

WHEREAS, The amount of $435,198 is required to be appropriated to equal the total amount of $984,876 awarded to the Office of the District Attorney for the 2017-18 Federal Fiscal Year; and

WHEREAS, The increased appropriation does not require an amendment to the Annual Salary Ordinance (ASO); and

WHEREAS, The federal portion of the grant, VOCA, requires a match of $204,991; and the sources of match are paid by the grantor using State Penalty Assessment Fund and District Attorney's Office general fund; and

WHEREAS, The grant includes provision for indirect costs of $88,919; now, therefore, be it

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 of $984,876 from the California Governor's Office of Emergency Services for the Victim Witness Assistance Program for FY2017-2018 for the period October 1, 2017 through September 30, 2018.

Recommended:

Eugene Clendinen
Chief Administrative & Financial Officer
for George Gascón
District Attorney

Approved: _____
for Mark Farrell
Mayor

Approved: Carma LeFrance
for Ben Rosenfield
Controller

File Number: 180334
(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: **Victim Witness Assistance Program**
2. Department: **Office of the District Attorney**
3. Contact Person: **Lorna Garrido** Telephone: **(415) 553-9258**
4. Grant Approval Status (check one):

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

5. Amount of Grant Funding Approved or Applied for: **$984,876**

6. a. Matching Funds Required: **$204,991**
   b. Source(s) of matching funds: **State Penalty Assessment Funds (California Governor's Office of Emergency Services) = $164,911 and general funds (Project ID 10023081) = $40,080**

7. a. Grant Source Agency: **U.S. Department of Justice, Office of Justice Programs (VOCA funds); and California Governor's Office of Emergency Services (State Penalty Assessment Fund)**
   b. Grant Pass-Through Agency: **California Governor's Office of Emergency Services**

8. Proposed Grant Project Summary: **To provide comprehensive assistance programs for victims and witnesses of crime, and to handle the trauma experienced by victims and witnesses to allow for faster and more complete recovery from the effects of crime.**

9. Grant Project Schedule, as allowed in approval documents, or as proposed:
   Start-Date: **October 1, 2017** End-Date: **September 30, 2018**

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?
    [X] Yes [ ] No
    b. 1. If yes, how much? **$88,919**
    b. 2. How was the amount calculated? **10% of salaries and benefits**
    c. 1. If no, why are indirect costs not included?
    [ ] 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?

12. Any other significant grant requirements or comments:

We request for approval of the additional appropriation of $399,198 in FY17-18 to align funds with the change in grant term from fiscal year ending on June 30th to fiscal year ending September 30th.

****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)
[X] Existing Program(s) or Service(s)
[ ] 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)

Facilities Manager (Title)

Date Reviewed: 3/6/18

(Signature Required)

Department Head or Designee Approval of Grant Information Form:

Eugene Clendinen
(Name)

Chief Administrative & Financial Officer
(Title)

Date Reviewed: 3/6/18

(Signature Required)

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**
SALARY: 8135 Assistant Chief Victim Witness Investigator (0.64 FTE) Delia Montiel $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				$40,415		$28,225	$68,640
8132 DA Investigative Assistance/Victim Advocate (0.08 FTE) Anita Bonilla $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				$6,803			$6,803
8131 Victim/Witness Investigator 2 - Advocate (2.79 FTE) - Giles Feinberg, Patricia Barragan, TBD @ 0.79 FTE $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				$229,360			$229,360
8129 Victim/Witness Investigator 1 - Advocate (2.79 FTE) Kimberly Rodriguez, Abigail Cordova, Patricia Cuellar $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				$194,490			$194,490
9914 Public Service Aide - Administration (3 FTE) Amanda Esquivel, Jessica Zuasola, Chandni Chhagan $1,581 bi-weekly x 26 pay periods x 3 FTE = $123,318					$123,318		$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**
BENEFITS:							
8135 Assistant Chief Victim Witness Investigator				$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							
8132 DA Investigative Assistance/Victim Advocate				$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							
8131 Victim/Witness Investigator 2 - Advocate				$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							
8129 Victim/Witness Investigator 1 - Advocate				$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							
9914 Public Service Aide - Administration					$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							
Personal Section Totals				$691,194	$157,911	$40,080	$889,185
PERSONAL SECTION TOTAL							$889,185

Cal OES 2-106a (Revised 4/2016)

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 Indirect @ 10% x $889,185 total salaries & fringes = $88,919 Use for indirect - general administration, Finance, Payroll, Human Resources, Information Technology, and Executive Management				$88,919			$88,919
Rent - $21/ft^2 annually 125 square feet per FTE x $21 per square foot x 9.30 FTE = $24,413				$24,413			$24,413
Courthouse Dog Program Dog Expenses *- Monthly costs (food, grooming, vet, etc.) @ $300 per month x 12 months = $3,600*				$6,758			$6,758
Out-of-state travel to Bellevue (Seattle suburb), WA (Courthouse Dog Conference) = Total $3,158 *Registration @ $350 x 2 staff x 1 trip = $700* *Airfare @ $400 x 2 staff x 1 trip = $800* *Hotel @ $203 per night x 2 nights x 2 staff x 1 trip = $812* *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 1. Advocates Training (Sacramento, CA) = Total $5,600 *Registration @ $300 x 4 staff = $1,200* *Hotel @ $112 per night x 5 nights x 4 staff = $2,240* *Per diem (Sacramento County) @ $64 per day x 5 days x 4 staff = $1,280* *Mileage @ $0.54/mile x 200 miles x 4 staff = $432* *Toll @ $6 per bridge x 2 bridges x 4 staff = $48* *Parking @ $20 per day x 5 days x 4 staff = $400* 2. NOVA Conference (San Diego, CA) = Total $5,768 *Registration @ $375 x 4 staff = $1,500* *Airfare @ $230 x 4 staff x 1 trip = $920* *Hotel @ $149 per night x 3 nights x 4 staff = $1,788* *Per diem (San Diego County) @ $64 per day x 3 days x 4 staff = $768* *Ground Transportation (public transit/parking/shuttle/taxi) @ $198 x 4 staff x 1 trip = $792* 3. National Training Institute (Portland, OR) = Total $1,522 *Registration @ $620 x 1 staff = $620* *Airfare @ 230 x 1 staff x 1 trip = $230* *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*				$8,681	$4,209		$12,890
Outreach Materials *1,187 bags x $2 each = $2,374, plus sales tax & shipping = $417 = Total $2,791*					$2,791		$2,791
Operating Section Totals				$128,771	$7,000	$0	$135,771
OPERATING SECTION TOTAL							**$135,771**

Cal OES 2-106a (Revised 4/2016)

BUDGET CATEGORY AND LINE ITEM DETAIL

Subrecipient: City & County of San Francisco/District Attorney's Office				Subaward #: VW 17 36 0380			
C. Equipment				16 VOCA	17 VWAO	16 VOCA MATCH	**COST**
none requested							$0
							$0
							$0

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

(Cal OES Use Only)							
Cal OES#		FIPS#		VS #		Subaward #	

CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES
GRANT SUBAWARD FACE SHEET

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

1. Subrecipient: City & County of San Francisco **1a. DUNS#:** 143602105

2. Implementing Agency: District Attorney's Office **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: Victim/Witness Assistance Program **6. Performance Period:** 10/01/2017 to 09/30/2018

7. Indirect Cost Rate: ☐ N/A; ☑ 10% de minimis; ☐ Federally Approved ICR _____%

Grant Year	Fund Source	A. State	B. Federal	C. Total	D. Cash Match	E. In-Kind Match	F. Total Match	G. Total Project Cost
2016	8. VOCA		$ 819,965		$ 40,080		$ 40,080	$ 860,045
2017	9. VWA0	$ 164,911					$ 0	$ 164,911
Select	10. Select						$ 0	$ 0
Select	11. Select						$ 0	$ 0
Select	12. Select						$ 0	$ 0
	TOTALS	$ 164,911	$ 819,965	$ 984,876	$ 40,080	$ 0	$ 40,080	12. G Total Project Cost: $ 1,024,956

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

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

15. Official Authorized to Sign for Subrecipient: **16. 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: 11-2017

[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

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. 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. 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 Orgranization 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 <u>all</u> 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: Gena Castro Rodriguez

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

Signature Authorization - Cal OES 2-103 (Rev. 7/2015)

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;
- 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: George Gascón

Authorized Official's Title: District Attorney

Date Executed: 11-9-17

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)*

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

Signature: _____

Typed Name: Ben Rosenfield

Title: 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 canvasing 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 4th 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.

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^2 x 125 ft^2/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

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**
SALARY: 8135 Assistant Chief Victim Witness Investigator (0.64 FTE) Delia Montiel $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				$40,415		$28,225	$68,640
8132 DA Investigative Assistance/Victim Advocate (0.08 FTE) Anita Bonilla $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				$6,803			$6,803
8131 Victim/Witness Investigator 2 - Advocate (2.79 FTE) - Giles Feinberg, Patricia Barragan, TBD @ 0.79 FTE $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				$229,360			$229,360
8129 Victim/Witness Investigator 1 - Advocate (2.79 FTE) Kimberly Rodriguez, Abigail Cordova, Patricia Cuellar $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				$194,490			$194,490
9914 Public Service Aide - Administration (3 FTE) Amanda Esquivel, Jessica Zuasola, Chandni Chhagan $1,581 bi-weekly x 26 pay periods x 3 FTE = $123,318					$123,318		$123,318

Cal OES 2-106a (Revised 4/2016)

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**
BENEFITS:							
8135 Assistant Chief Victim Witness Investigator 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				$16,811		$11,855	$28,666
8132 DA Investigative Assistance/Victim Advocate 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				$3,097			$3,097
8131 Victim/Witness Investigator 2 - Advocate 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				$105,073			$105,073
8129 Victim/Witness Investigator 1 - Advocate 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				$95,145			$95,145
9914 Public Service Aide - Administration 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					$34,593		$34,593
Personal Section Totals				$691,194	$157,911	$40,080	$889,185
PERSONAL SECTION TOTAL							$889,185

Cal OES 2-106a (Revised 4/2016)

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 Indirect @ 10% x $889,185 total salaries & fringes = $88,919 Use for indirect - general administration, Finance, Payroll, Human Resources, Information Technology, and Executive Management				$88,919			$88,919
Rent - $21/ft^2 annually 125 square feet per FTE x $21 per square foot x 9.30 FTE = $24,413				$24,413			$24,413
Courthouse Dog Program Dog Expenses *- Monthly costs (food, grooming, vet, etc.) @ $855.75 per month x 12 months = $10,269*			$10,269	$6,833	$7,000		$13,833
Out-of-state travel to Seattle, WA (Courthouse Dog Conference) *Registration @ $350 x 2 staff x 1 trip = $700* *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*			$3,564				
Travel/Training				$8,606			$8,606
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 (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*			$4,200				
2. NOVA Conference (San Diego, CA) *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*			$2,884				
3. National Training Institute (Portland, OR) *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*			$1,522				
Operating Section Totals				$128,771	$7,000	$0	$135,771
OPERATING SECTION TOTAL							**$135,771**

Cal OES 2-106a (Revised 4/2016)

BUDGET CATEGORY AND LINE ITEM DETAIL

Subrecipient: City & County of San Francisco/District Attorney's Office				Subaward #: VW 17 36 0380			
C. Equipment				16 VOCA	17 VWAO	16 VOCA MATCH	COST
none requested							$0
							$0
							$0

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

Subrecipient: City & County of San Francisco	**DUNS #:** 143602105	**FIPS #:** 075-00000
Grant Disaster/Program Title: Victim/Witness Assistance (VW) Program		
Performance Period: 10/01/2017 to 09/30/2018	**Subaward Amount Requested:** $ 1,024,956	
Type of Non-Federal Entity (Check Box)	☐State Gov. ☒Local Gov. ☐JPA ☐Non-Profit ☐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

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

San Francisco District Attorney
Community Collaborations Organizational Structure

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 VV Inv – 2
8177 Attorney – 15
8181 Asst. Chief Atty 1 – 1
8182 Head Atty – 2
9914 Public Svc Aide-Admin – 3
TOTAL – 66

8198 District Attorney

Chief of Staff
0943 Manager VIII

Victim Services
Chief of Victim Services
0942 Manager VII (x1)

Deputy Director
0923 Manager II (x1)

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

Victim Witness Assistance
8135 Asst Chief VW (x1)
8131 VW Inv. II (x4)
8129 VW Inv. I (x17)
8132 Asst. Investigator (x2)
9914 Public Srv Aide-Admin (x3)

Alternative Sentence Planner
8133 VW Investigator III (x2)

Alternative Programs & Initiatives
8181 Asst. Chief I (x1)

Alternative Courts
Young Adult Ct; Drug Ct; Behavioral Health Ct;
Community Justice Center; Veterans Ct;
Intensive Supervision Ct.
8182 Head Atty (x1)
8177 Attorney (Civil/Criminal) (x3)
8133 YAC Coordinator (x1)

Neighborhood Courts
0922 Neighborhood Court Director (x1)
8131 Neighborhood Court Assistant (x1)

Juvenile
8182 Head Atty (x1)
8177 Attorney (Civil/Criminal) (x6)

Mental Health
8177 Attorney (x4)

Communications
8177 Director of Comunications(x1)
0922 Communications & Leg. Affairs Mngr (x1)
8132 Asst. Investigator (x1)

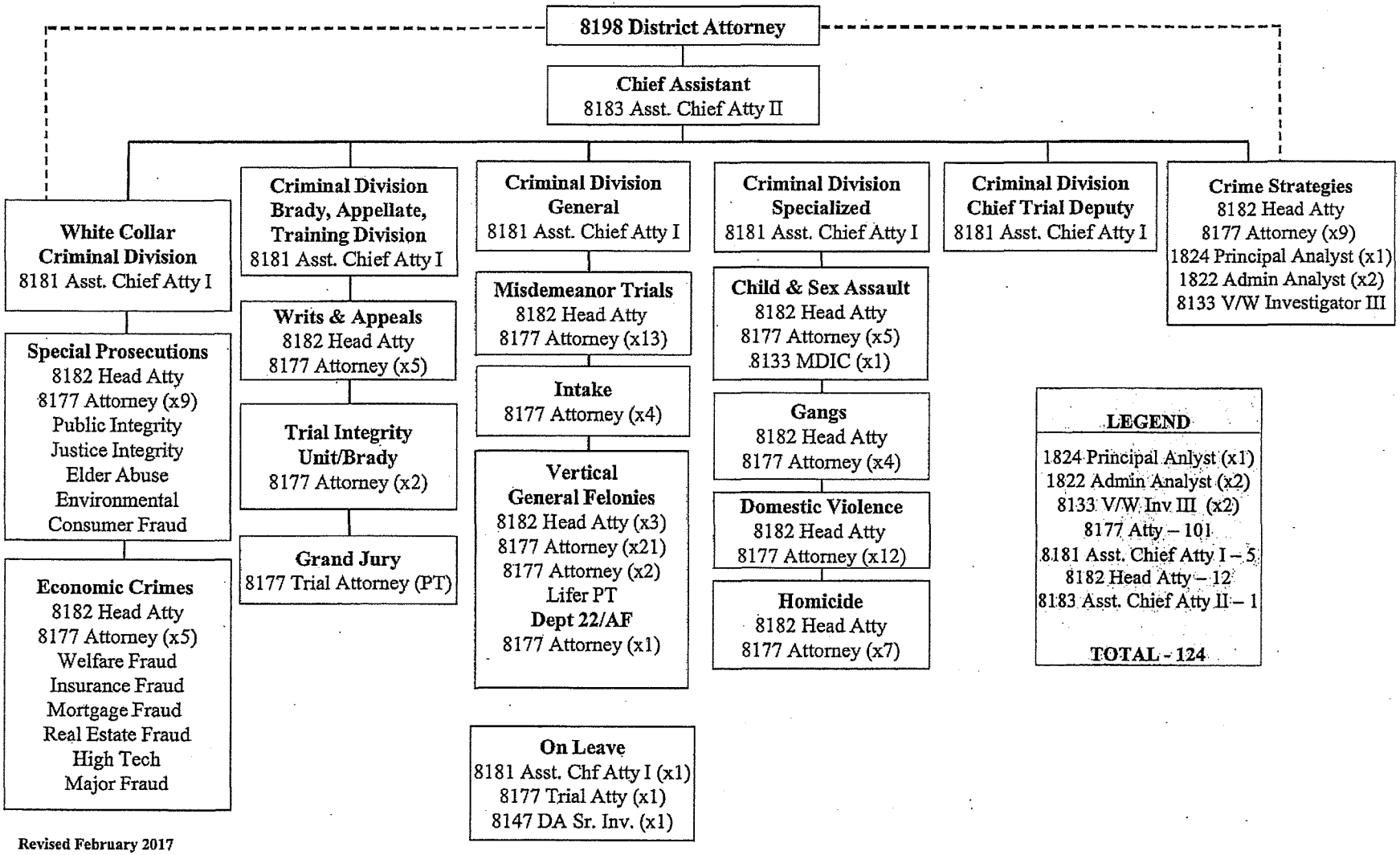
Policy, Planning, Grants, & Data
0931 Grants & Policy Manager (x1)

Community Engagement
8177 Attorney (x1)

Executive Support
0922 Confidential Assistant (x1)
8133 Exec. Support to Exec. Team (x1)

Revised June 2017

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)

EDMUND G. BROWN JR.
GOVERNOR

Cal OES
GOVERNOR'S OFFICE
OF EMERGENCY SERVICES

MARK S. GHILARDUCCI
DIRECTOR

January 19, 2018

Gena Castro-Rodriguez, Chief, Victim Services Division
San Francisco, City & County
850 Bryant Street, Room 322
San Francisco, CA 94103-4600

Subject: **NOTIFICATION OF APPLICATION APPROVAL**
Victim/Witness Assistance Program
Subaward #: VW17 36 0380, Cal OES ID: 075-00000

Dear Ms. Castro-Rodriguez:

Congratulations! The California Governor's Office of Emergency Services (Cal OES) has approved your application in the amount of $984,876, subject to Budget approval. A copy of your approved subaward is enclosed for your records.

Cal OES will make every effort to process payment requests within 45 days of receipt.

This subaward is subject to the Cal OES Subrecipient Handbook. You are encouraged to read and familiarize yourself with the Cal OES Subrecipient Handbook, which can be viewed on Cal OES website at www.caloes.ca.gov.

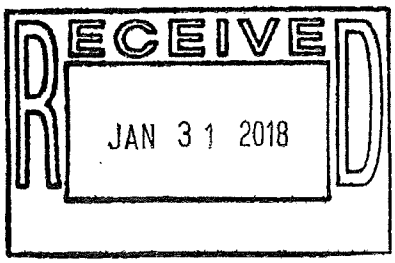
Any funds received in excess of current needs, approved amounts, or those found owed as a result of a close-out or audit, must be refunded to the State within 30 days upon receipt of an invoice from Cal OES.

Should you have questions on your subaward please contact your Program Specialist.

VSPS Grants Processing

Enclosure

c: Subrecipient's file



3650 SCHRIEVER AVENUE • MATHER, CALIFORNIA 95655
VICTIM SERVICES & PUBLIC SAFETY BRANCH
TELEPHONE: (916) 845-8301 • FAX: (916) 636-3770

(Cal OES Use Only)							
Cal OES#	075-00000-17	FIPS#	075-00000	VS #		Subaward #	VW17 36 0380

CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES
GRANT SUBAWARD FACE SHEET

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

1. Subrecipient: City & County of San Francisco **1a. DUNS#:** 143602105

2. Implementing Agency: District Attorney's Office **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: Victim/Witness Assistance Program **6. Performance Period:** 10/01/2017 to 09/30/2018

7. Indirect Cost Rate: ☐ N/A; ☑ 10% de minimis; ☐ Federally Approved ICR _____%

Grant Year	Fund Source	A. State	B. Federal	C. Total	D. Cash Match	E. In-Kind Match	F. Total Match	G. Total Project Cost
2016	8. VOCA		$ 819,965		$ 40,080		$ 40,080	$ 860,045
2017	9. VWA0	$ 164,911					$ 0	$ 164,911
Select	10. Select						$ 0	$ 0
Select	11. Select						$ 0	$ 0
Select	12. Select						$ 0	$ 0
	TOTALS	$ 164,911	$ 819,965	$ 984,876	$ 40,080	$ 0	$ 40,080	12. G Total Project Cost: $ 1,024,956

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

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

15. Official Authorized to Sign for Subrecipient: **16. 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: 11-20-17

[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.

Mary Bucker 1/18/18 — Cal OES Fiscal Officer — Date

Sara Stillwell 1/19/18 — Cal OES Director (or designee) — Date

Yr: 2017-18 / Chapter: 14/ PCA No: 18406
Item: 0690-102-0890 Component: 40.20.451
FAIN #: 2016-VA-GX-0057 CFDA#: 16.575
Federal Award Dates: 10-01-15 – 09-30-19
Fund: Federal Trust
Program: Victim/Witness Assistance Program
Match Req.: 20% C/IK on TPC-Met by VWA/Partial Local Match
Project No.: 16VOCA Amount: $ 819,965

Yr: 2017-18 / Chapter: 14/ PCA No: 14300
Item: 0690-101-0903 Component: 40.20.101
FAIN #: N/A CFDA#: N/A
Federal Award Dates: N/A
Fund: State Penalty Fund
Program: Victim/Witness Assistance Program
Match Req.: None
Project No.: 17VWA0 Amount: $ 164,911

RECEIVED NOV 28 2017 643521

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

1. **Cal OES Contact Information Section:**
   Governor's Office of Emergency Services
   Mark S. Ghilarducci, Director
   3650 Schriever Avenue
   Mather, CA 95655
   (916) 845-8506 phone • (916) 845-8511 fax

2. **Federal Awarding Agency Section:**

Fund Year	Federal Program Fund / CFDA #	Federal Awarding Agency	Total Federal Award Amount	Total Local Assistance Amount
2016	Victims of Crime Act (VOCA) / 16.575	Office for Victims of Crime	$264,297,285	$253,725,394
Choose an item.	Choose an item.	Choose an item.	$	$
Choose an item.	Choose an item.	Choose an item.	$	$
Choose an item.	Choose an item.	Choose an item.	$	$
Choose an item.	Choose an item.	Choose an item.	$	$

3. **Project Description Section:**

   - Project Acronym (Please choose from drop down):
     Victim/Witness Assistance Program (VW)

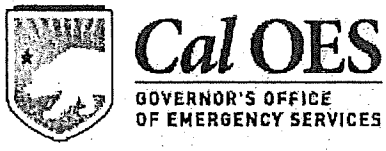
   - Project Description (Please type the Project Description):
     Provides funding for comprehensive services to assist victims/witnesses of all types of violent crime pursuant to California Penal Code §13835 in each of California's 58 counties.

4. **Research & Development Section:**

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

EDMUND G. BROWN JR.
GOVERNOR

MARK S. GHILARDUCCI
DIRECTOR



YOUR ATTENTION IS DRAWN TO THE CONDITION(S) PLACED ON THIS DOCUMENT

EEOP Grant Subaward Condition

Grant subaward #VW17 36 0380 is hereby approved with the following conditions:

One of the following must be submitted within 60 days of the Executive Director's signature on the Grant Subaward Face Sheet to the Governor's Office of Emergency Services, EEO Office.

1) A copy of a current Equal Employment Opportunity Plan (EEOP), a Letter of Compliance from the Office for Civil Rights (OCR), U.S. Department of Justice, and a copy of the Certification Form; or
2) A copy of the Certification of Exemption if you are exempt from having an EEOP.

Please send the above requested documents by mail or email to the following:

Governor's Office of Emergency Services
Attn: EEO Office
3650 Schriever Avenue
Mather, CA 95655

Email: granteecompliance@caloes.ca.gov

Failure to comply with these requirements may result in the withholding or disallowance of grant payments, the reduction or termination of the grant subaward and/or the denial of future grant subawards.

For instructions on complying with the EEOP requirement, please visit the U.S. Department of Justice, Office of Justice Programs website at:

https://ojp.gov/about/ocr/eeop.htm

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 (Jackie) 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 Orgranization 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

Project Contact Information Cal OES 2-102 (Revised 7/2015)

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: Gena Castro Rodriguez

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

Signature Authorization - Cal OES 2-103 (Rev. 7/2015)

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;
- 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: George Gascón

Authorized Official's Title: District Attorney

Date Executed: 11-9-17

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

Current System for Award Management (SAM) Expiration Date: ~~December 12, 2017~~ 11/8/18

Executed in the City/County of: San Francisco

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

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

Signature: _____

Typed Name: Ben Rosenfield

Title: Controller, City & County of San Francisco

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
SALARY: 8135 Assistant Chief Victim Witness Investigator (0.64 FTE) Delia Montiel				$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							
8132 DA Investigative Assistance/Victim Advocate (0.08 FTE) Anita Bonilla				$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							
8131 Victim/Witness Investigator 2 - Advocate (2.79 FTE) - Giles Feinberg, Patricia Barragan, TBD @ 0.79 FTE $3,314 bi-weekly x 26 pay periods x 2 FTE = $172,328				$229,360			$229,360
$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							
8129 Victim/Witness Investigator 1 - Advocate (2.79 FTE) Kimberly Rodriguez, Abigail Cordova, Patricia Cuellar $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				$194,490			$194,490
$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							
9914 Public Service Aide - Administration (3 FTE) Amanda Esquivel, Jessica Zuasola, Chandni Chhagan $1,581 bi-weekly x 26 pay periods x 3 FTE = $123,318					$123,318		$123,318

471,068

Cal OES 2-106a (Revised 4/2016)

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
BENEFITS:							
8135 Assistant Chief Victim Witness Investigator				$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							
8132 DA Investigative Assistance/Victim Advocate				$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							
8131 Victim/Witness Investigator 2 - Advocate				$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							
8129 Victim/Witness Investigator 1 - Advocate				$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							
9914 Public Service Aide - Administration					$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							
Personal Section Totals				$691,194	$157,911	$40,080	$889,185
PERSONAL SECTION TOTAL							$889,185

Cal OES 2-106a (Revised 4/2016)

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 Indirect @ 10% x $889,185 total salaries & fringes = $88,919 Use for indirect - general administration, Finance, Payroll, Human Resources, Information Technology, and Executive Management				$88,919			$88,919
Rent - $21/ft^2 annually 125 square feet per FTE x $21 per square foot x 9.30 FTE = $24,413				$24,413			$24,413
Courthouse Dog Program Dog Expenses *- Monthly costs (food, grooming, vet, etc.) @ $300 per month x 12 months = $3,600* Out-of-state travel to Bellevue (Seattle suburb), WA (Courthouse Dog Conference) = Total $3,158 *Registration @ $350 x 2 staff x 1 trip = $700* *Airfare @ $400 x 2 staff x 1 trip = $800* *Hotel @ $203 per night x 2 nights x 2 staff x 1 trip = $812* *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*				$6,758			$6,758
Travel/Training 1. Advocates Training (Sacramento, CA) = Total $5,600 *Registration @ $300 x 4 staff = $1,200* *Hotel @ $112 per night x 5 nights x 4 staff = $2,240* *Per diem (Sacramento County) @ $64 per day x 5 days x 4 staff = $1,280* *Mileage @ $0.54/mile x 200 miles x 4 staff = $432* *Toll @ $6 per bridge x 2 bridges x 4 staff = $48* *Parking @ $20 per day x 5 days x 4 staff = $400* 2. NOVA Conference (San Diego, CA) = Total $5,768 *Registration @ $375 x 4 staff = $1,500* *Airfare @ $230 x 4 staff x 1 trip = $920* *Hotel @ $149 per night x 3 nights x 4 staff = $1,788* *Per diem (San Diego County) @ $64 per day x 3 days x 4 staff = $768* *Ground Transportation (public transit/parking/shuttle/taxi) @ $198 x 4 staff x 1 trip = $792* 3. National Training Institute (Portland, OR) = Total $1,522 *Registration @ $620 x 1 staff = $620* *Airfare @ 230 x 1 staff x 1 trip = $230* *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*				$8,681	$4,209		$12,890
Outreach Materials *1,187 bags x $2 each = $2,374, plus sales tax & shipping = $417 = Total $2,791*					$2,791		$2,791
Operating Section Totals				$128,771	$7,000	$0	$135,771
OPERATING SECTION TOTAL							**$135,771**

Cal OES 2-106a (Revised 4/2016)

BUDGET CATEGORY AND LINE ITEM DETAIL

Subrecipient: City & County of San Francisco/District Attorney's Office				Subaward #: VW 17 36 0380			
C. Equipment				16 VOCA	17 VWAO	16 VOCA MATCH	COST
none requested							$0
							$0
							$0

VSPS Budget Summary Report

VW17 Victim/Witness Assistance Program	Subaward #: VW17 36 0380
San Francisco, City & County	Performance Period: 10/01/17 - 09/30/18
Victim/Witness Assistance Program	Latest Request: , Not Final 201

A. Personal Services - Salaries/Employee Benefits

F/S/L	Funding Source	Budget Amount	Paid/Expended	Balance	Pending	Pending Balance
F	16VOCA	691,194	0	691,194	0	691,194
L	16VOCA	40,080	0	40,080	0	40,080
S	17VWA0	157,911	0	157,911	0	157,911
Total A. Personal Services - Salaries/Employee Benefits:		***889,185***	***0***	***889,185***	***0***	***889,185***

B. Operating Expenses

F/S/L	Funding Source	Budget Amount	Paid/Expended	Balance	Pending	Pending Balance
F	16VOCA	128,771	0	128,771	0	128,771
L	16VOCA	0	0	0	0	0
S	17VWA0	7,000	0	7,000	0	7,000
Total B. Operating Expenses:		***135,771***	***0***	***135,771***	***0***	***135,771***

C. Equipment

F/S/L	Funding Source	Budget Amount	Paid/Expended	Balance	Pending	Pending Balance
F	16VOCA	0	0	0	0	0
L	16VOCA	0	0	0	0	0
S	17VWA0	0	0	0	0	0
Total C. Equipment:		***0***	***0***	***0***	***0***	***0***

	Budget Amount	Paid/Expended	Balance	Pending	Pending Balance
Total Local Match:	**40,080**	**0**	**40,080**	**0**	**40,080**
Total Funded:	**984,876**	**0**	**984,876**	**0**	**984,876**
Total Project Cost:	**1,024,956**	**0**	**1,024,956**	**0**	**1,024,956**

F/S/L (Funding Types): F=Federal, S=State, L=Local Match
Paid/Expended=posted in ledger w/Claim Schedule, Pending=Processed, but not yet in Claim Schedule

01/19/18

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 27-September 28, 2018

Destination (City/State) Bellevue (Seattle suburb), Washington

Description (Meeting/Conference/Other) 2018 International Courthouse Dogs 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		
☑	☐	Andrea Jackson Program Specialist	1/8/18 Date
☑	☐	Unit Chief	1/8/18 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 27-September 28, 2018

Destination: Belleue (Seattle suburb), Washington

Purpose: 2018 International Courthouse Dogs 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: 4	days @	$ 203	per day =	$ 812
Per diem: 6	days @	$ 74	per day =	$ 444

OTHER EXPENSES

Registration/Conference Fee: Registration	$ 700
	$
	$
	$
	$

TOTAL COSTS NOT TO EXCEED: $ 3158

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		
☑	☐	Andrea Jackson Program Specialist	12/6/17 Date
☑	☐	Rosean St Clair Unit Chief	1/24/18 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

2017 National Training Institute Agenda

Registration and Coffee

ies in Criminal Justice Reform-How to Engage Victims as Authentic Stakeholders in the Safety and Justice Challenge *Moderator: Mai Fernandez; Panelisits: Ronald Simpson-Bey, Meg Garvin, Vanessa Helms, Kim Moretz, Kevin Thom* (Grand Ballroom)

Break

avilion East	Forum	Galleria I	Galleria II	Galleria III	Captain Gray	Council	Broadway I/II	Broadway III/IV	Pavilion West
nced Safety ning for grant Survivors omestic and al Violence e *Berastain a, Heidi Notario*	From Client-Centered to Survivor Engagement: A Holistic Approach to Working with Survivors of Human Trafficking *Kristy Cho*	New York State's Collaborative Response to the Prison Rape Elimination Act *Christopher Bromson, Lindsey Crusan-Muse, Eirik Bjorkman*	Working with Interpreters: Enhancing Communications with Individuals with Limited English Proficiency or Individuals Who Are Deaf and Hard of Hearing *Alice Sykora, Wendy Lau, JD*	Stalking on Campus: New Regulations and the Implications for Campus Responders *Elaina Roberts*	Does History Matter? Is Victim Services a Movement or a Field? The Quest Continues *(SVAA Symposium Members Only) Connie Chapman, Janice Harris Lord, LCSW-ACSW, LPC, Janet E. Fine, MS*	Supporting Healthy Relationships for Young Adults with Autism Spectrum Disorder *Mary Worthington*	Bathrooms, Bullies, and Bystanders *michael munson*	Addressing Ageism: Increasing Older Victims' Access to Victim Services *Juanita Davis, Ann Turner*	10:15-11:00 a.m. High Profile Litigation: Celebrity Defendants *Brad Edwards* 11:00-11:45 a.m. Strategic Litigation in Advancement of Crime Victim Rights *Meg Garvin*

LUNCH

Plenary: The Zero Abuse Project *Jeff Anderson, Victor Vieth, Jeff Dion* (Grand Ballroom)

BREAK

avilion East	Forum	Galleria I	Galleria II	Galleria III	Captain Gray	Council	Broadway I/II	Broadway III/IV	Pavilion West
't Believe I'm Working with ns of Family nce, Including e in Later Life *Gregorie, ace J. Heisler*	The History of Crime Victims' Rights and Services Through the Perspective of Use of Technology *Steve Siegel*	Opening Doors: Alternative Reporting Options for Law Enforcement and VAWA Forensic Compliance *Joanne Archambault, Kimberly A. Lonsway, Ph.D.*	Resolving the Paradox: Working in Victim Services and being the Victim of a Workplace Bully *Karen Kalergis, Roi Holt*	Serving Male Domestic Violence Survivors in Shelter *Myra Ricard, Lawrence Wilson*	INCLUSION: Its relevance to your SVAA *(SVAA Symposium Members Only) Camille Coronel, Olivia Garcia, Ph.D., Katherine Manners*	Tribal Mapping Tool: Resources for Survivors of Crime and Abuse *Samanta Wauls, Kaylana Gates*	Drawing on DV and IPV Movement History to Create a Shared Vision of Support for Male Survivors of Color *Charlene Allen, Esq., Liz Roberts*	Access to Justice: Language Access for Victims with Limited English Proficiency *Wendy Lau, JD, Leo Martinez*	2:00-2:45 p.m. Innovative Approaches to Mediation *Jeff Anderson, Mike Finnegan* 2:45-3:30 p.m. Maximizing the Criminal Prosecutor & Victim Attorney Relationship *Donna Maddux*

Break

ndary Trauma, passion Fatigue, Suicide: Risks to Enforcement e Working in es Against ren *Stacy bet, Ph.D., Scott*	Critical Missing Links to Elder Justice: Coalitions of Faith and Community-Based Elder Abuse Programs & Shelters *Jacke Schroeder, Joy Solomon, Esq.*	Raped or "Seduced"? How Language Helps Shape Our Response to Sexual Violence *Claudia Bayliff, J.D.*	Defining Victims' Rights to Fairness, Dignity and Respect *Anne Seymour, Aaron Lyons, Matthew Hartman*	Using VOCA to Increase Safe Housing Options for Domestic and Sexual Violence Victims: Updates and Innovations *Larisa Kofman, Susan Williams, Cris Sullivan, Anne Menard*	KNOWING YOUR AUDIENCE: Guiding principles for effective learning *(SVAA Symposium Members Only) Linda Watts, Lisa Tieszen*	How to Develop a Working On-Going Collaborative with Law Enforcement *Jim McPike, Rosemary Creeden, LISW-S*	What Really Happens to Our Children? An Overview of Child Victimization in the United States *Chris Newlin, MS LPC*	Bringing the Margins of the Margins to the Center - Securing Collective Liberation for ALL *Zoë Flowers*	3:45-4:30 p.m. Do Governments Have Responsibility for the Bad Guys Under Their Watch? *Mike Haggard* 4:30-5:15 p.m. Holding Chowchilla Kidnappers Accountable 40 Years Later *Ray Boucher*

Film Screening: I AM Jane Doe (Grand Ballroom)

7

Registration and Coffee

ıit Against Backpage.com and the Battle Against Human Trafficking *Presenter: Mike Pfau, Jason Amala, Yiota Souras, JS"Trafficking Victim", Kabuki Pride "Mother of trafficking victim", Detective William Guyer (Grand Ballroom)*

avilion East	Forum	Galleria I	Galleria II	Galleria III	Captain Gray	Council	Broadway I/II	Broadway III/IV	Pavilion West
ing nizational ›onses to ·ious Trauma: Tools & egies for ›ess *Lisa ›en, Katherine ›ers*	Civil and Criminal Case Options for Elder Abuse *Keeley Frank, LSGW, Dana N. Goldberg, Esq.*	Creating Effective Support Groups for Male Survivors of Childhood Sexual Abuse *Joshua Beckett, Milena Lukic*	Innovative, Multi-Disciplinary Approaches to Identifying and Supporting Victims of Human Trafficking *Allison Newcombe, Michelle Guymon, Amber Davies, Dhananjay Manthripragada*	Increasing Access to Services for those Vulnerable to Human Trafficking *Jenna Novak, Caroline Diemar*	The Intimate Partner Violence Intervention: Victim Safety and Offender Accountability *Rachel Telcher, Shay Harger*	*AWARE®*: A Culturally-adaptable Gender-based Violence Prevention Program *Kira Doar, Cha'koya Smith*	Shifting the Underserved Populations Paradigm: Supporting VOCA Administrators to Enhance Efforts to Better Identify, Reach and Resource Un-served, Underserved and Inadequately Served Communities Rev. Dr. *Alease Moore- Orbih, Olga Trujillo*	Beyond the Letters: The ABC's of Working with LGBTQ Survivors *michael munson*	10:15-11:00 a.m. Costs and Consequences of Child Abuse *Dan Leonhardt, Kim Jacobowitz* 11:00-11:45 a.m. Proving What Cannot be Seen - Simple, Yet Compelling Ways to Prove the Full and Lasting Emotional and Developmental Impact of Child Abuse on Survivors *Michael Dolce*

LUNCH

›n on Trauma, Crime Trends, and Criminal Justice Reforms for Native American Populations *Moderator: Gayle Thom; Presenters: Marlys Big Eagle, Mark Mesteth, Erik Brings While, Kevin Thom (Grand Ballroom)*

ıe of Horrors: Mills and Akers ıtigation *ıslie Scott, Ethan ·s, Glenn ıgton*	Lessons Learned from the Military's Multidisciplinary Approach to Victim Support *Kimberly Dickman, Dominic Angiollo*	Partnering to Provide Accessible and Appropriate Services for LGBTQ+ Survivors of Sexual Violence *Katie Kondrat, Samaa Abdurraqib*	What's Next?: Innovations in Increasing Legal Assistance for Crime Victims *Kathrina S. Peterson, Meg Garvin, Gene Nelson, Kristen Uhler McKewn*	Accessing Justice: Are Your Services Available to Everyone? *Tuyet Duong*	Protecting Access to Safety and Justice for Immigrant Survivors of Domestic and Sexual Violence and Trafficking *Rosie Hidalgo, Cecelia Friedman-Levin*	Understanding the Types of Elder Abuse and Resources for Responding *Shelly Jackson, Laura Ivkovich*	Outreach that Works: Effective Strategies for Reaching Young Men of Color Survivors of Violence *Chris Scott, Michael Rowe, Richard Smith*	Hidden in Plain Sight: Women, Gender-Based Violence, and Jails *Anne Patterson, LMSW, Sharon Richardson, Kaitlin Kall*	1:30-2:15 p.m. Claiming PTSD Damages at Trial *Robert Glassman* 2:15-3:30 p.m. Consent in Civil Sexual Abuse Cases *Dave Ring*

BREAK

s NIBIN ram: Using ng Edge nology to Bring ce to Crime ns *Special t Michael hardt*	Blending of Victims' Rights *Nina Salarno Besselman*	Enhancing Victim Services for Boys and Young Men of Color Harmed by Crime *Paul Barrett, Lisa O'Connor*	Sexual Assault On Campus *TBA*	Who is at High Risk for Violent Victimization and Who is Most Likely to Access Services? Findings from the National Crime Victimization Survey for the Victim Assistance Field *Heather Warnken, J.D., Janet L. Lauritsen, Ph.D.*	Building a Compelling Case for Stronger Victim Compensation Programs *Grace Bell Call*	Enhancing and Evaluating the Impact of Community-Based Domestic Violence Services: Building Partnerships Colloquium *Michael Polenberg, James Meagher*	Introduction to Community-Centered Evidence-Based Practices *Josephine V. Serrala, Ph.D.*	Making Connections: Prisoner Reentry and Victim Services *Kenton Kirby, LMSW, Allison Haslings*	3:00-3:45 p.m. Creative Collections and Recovery Strategies *Laurie Koller, Erin Olson, Rebecca Roe* 4:00-5:30 p.m. Case Workshops

				Registration and Coffee					
East	Forum	Galleria I	Galleria II	Galleria III	Captain Gray	Council	Broadway I/II	Broadway III/IV	Pavilion West
temedies for ıs of Domestic ıce, Sexual lt and Stalking *a Dayton,Tulin* *'n, Lauren*	Perspectives of Victims and Survivors: Court and Community Challenges *Julia Weber*	Removing Barriers of Care and Transforming Services for Survivors of Violent Crime *Aswad Thomas, Robert Rooks, Shakyra Diaz, Aqeela Sherrits*	Restorative Practices for Grief and Healing *Catherine Willett, Nina Armstrong*	Women's Pathways to Crime and Prison: The Psychological, Social, and Legal Impact of Sexual Victimization *Mahri Irvine*	Evaluating the Impact of Your SVAA *(SVAA Symposium Members Only)* *Deb Stanley, Ph.D., Jennifer Yahner, M.A., Kevin Becker, PsyD*	Who's Your Trusted Contact? *Lauree Peterson-Sakai*	Understanding Dissociative Identity Disorder and What it means for your work: From VOCA Administrators to Service Providers *Olga Trujillo*	Abuse of Older Adults: Practical Strategies for Reaching and Serving Older Victims of Crime *Juanita Davis, Ann Turner*	8:30-9:15 a.m. Empowering Crime Victims, Even When We Can't Represent Them *(Ethics)* *Mike Finnegan* 9:15-10:00 a.m. Getting a Winning Verdict in Your Personal Life *(Ethics)* *Gary Gwilliam*
				BREAK					
ɔt Just Kids : Intrafamilair ile Sexual *der,* *Espondaburu,* *a Froehlke*	Oregon's Response to Sex Trafficking *Amanda Monaco*	Supporting Male Survivors of Violence *Adrian Sanchez, Kevin Stewart, Stefanie Wakeman, LSW, Tony Thompson*	When Your Offender is a Victim,"Identifying and Supervising Victims of Intimate Partner Violence" *James Henderson, Jr.*	Writing from the Heart: Poetry as a Resource for Healing *Richard Gold*		At the Center: Using the SART Model to Create Survivor-Centered Programs in Detention *Kathrina S. Peterson, Christina Presenti, Linda McFarlene*	How Safe are Americans with Disabilities? The Facts About Violent Crime and their Implications *Keith Jones, Anneliese Brown*	Leaving the Silo: Embracing the Concept of Polyvictimization and Evidence-Based Treatment *Chris Newlin, MS LPC*	10:15-11:00 a.m. Representing Survivors of K-12 School Sexual Violence *Monica Beck* 11:00-11:45 a.m. Lessons from the Pros *Mary Alexander, Phil Gerson*
Plenary: How Facebook is Working to Make Victims Safer Online *Presenters: Antigone Davis, Karuna Nain (Grand Ballroom)*									

Jackson, Andrea@CalOES

From: Garrido, Lorna (DAT) <lorna.garrido@sfgov.org>
Sent: Thursday, January 04, 2018 3:47 PM
To: Jackson, Andrea@CalOES
Subject: FW: Save the Date: 2018 International Courthouse Dogs Conference for VW 17 36.0380 out-of-state travel

From: Castrorodriguez, Gena (DAT)
Sent: Thursday, January 04, 2018 3:03 PM
To: Garrido, Lorna (DAT) <lorna.garrido@sfgov.org>
Subject: FW: Save the Date: 2018 International Courthouse Dogs Conference

From: Courthouse Dogs Foundation [mailto:conference@courthousedogs.org]
Sent: Monday, December 04, 2017 1:26 PM
To: Castrorodriguez, Gena (DAT) <gena.castrorodriguez@sfgov.org>
Subject: Save the Date: 2018 International Courthouse Dogs Conference

Save the Date!

2018 International Courthouse Dogs Conference

Thursday, September 27th
and
Friday, September 28th

Preconference workshops on Wednesday, Sept. 26th

Promoting the use of courthouse facility dogs in the legal system

Meet old friends and make new ones at our 2018 conference! Join us and enjoy our inspirational speakers, learn more about utilizing courthouse facility dogs, and cuddle up with the best dogs on the planet. Courthouse facility dogs and assistance dogs in training are welcome, of course!

Registration will open in April, 2018.

Venue for Conference

Hyatt Regency Bellevue
900 Bellevue Way NE
Bellevue, WA 98004

We look forward to seeing you there!

COURTHOUSE DOGS®
FOUNDATION

Promoting justice with compassion
by providing caring support with professionally trained courthouse facility dogs

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 canvasing 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.

Use of Volunteer Interns. Given the Division's resource limitations, we make full use of volunteers through a formal internship program. Interns are recruited from local universities and colleges through a formal application process. Once accepted, interns make a minimum 9-month commitment to the Division through a contractual agreement. They are trained in court intervention, assisting victim advocates with clients, confidentiality and the institutions and processes of the criminal justice system. These volunteer interns are assigned to the intake unit and supervised by the Team Lead for that unit. Additional responsibilities include following-up with client requests, supporting victim advocates in their assistance of victims, providing information and referrals to drop-in clients, updating resource and referral materials to be

distributed to the public, and other administrative functions. Volunteers use timesheets to keep track of their time. The Division expands its use of interns during the summer months to augment its ability to provide uninterrupted services to victims. All interns must pass a background check before acceptance into the Division.

Operational Agreements (OA) Summary Form

	List of Agencies/Organizations/Individuals	Date OA Signed (xx/xx/xxxx)	Dates of OA From:		To:
1.	Community United Against Violence	07/01/15	07/01/15	to	06/30/18
2.	Asian Pacific Islander Legal Outreach	02/16/16	04/01/16	to	03/31/18
3.	Asian Women's Shelter	02/09/16	07/01/16	to	06/30/19
4.	SF Consortium for Elder Abuse Prevention	08/06/15	07/01/15	to	06/30/18
5.	SF Police Department, Special Victim Unit (SVU)	07/29/15	07/01/15	to	06/30/18
6.	Child and Adolescent Sexual Abuse Resource Center (C	08/12/15	07/01/15	to	06/30/18
7.	SF Suicide Prevention	06/04/15	07/01/15	to	06/30/18
8.	Larkin Street Youth, Huckleberry Youth Programs	05/18/15	07/01/15	to	06/30/18
9.	SF Adult Probation Department	08/16/15	07/01/15	to	06/30/18
10.	SF Rape Treatment Center (RTC)	08/04/15	07/01/15	to	06/30/18
11.	Riely Center (St. Vincent de Paul Society)	06/05/15	07/01/15	to	06/30/18
12	Department of Aging and Adult Services' Adult Probation	08/07/15	07/01/15	to	06/30/18
13.	Chinese Newcomers Service Center	06/08/15	07/01/15	to	06/30/18
14.	La Casa de Las Madres	11/21/17	12/01/17	to	12/31/20
15.				to	
16.				to	
17.				to	
18.				to	
19.				to	
20.				to	

Use additional pages if necessary.

Operational Agreement

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

PARTIES TO THIS AGREEMENT
Community United Against Violence provides a continuum of services victims of hate crimes and same sex domestic violence. CUAV services include counseling, referrals, assault prevention education, and sensitivity training.

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

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

1. CUAV will accept referrals from VWAP staff for eligible clients who are in need of assistance in accordance with the service provided by CUAV.
2. VWAP will accept referrals from CUAV to assist those victims who need assistance in accordance with the services it provides, including the expert prosecution of crimes of violence against elderly victims and disabled victims in accordance with the mission VWAP.
3. Both parties agree to cross-refer clients who may be appropriate for the other's services, coordinate services, and provide on-going consultation, collaboration and training.
4. Both parties agree to work together towards the larger goal of creating an accessible, coordinated system of comprehensive services for San Francisco victims.

DURATION
This operation agreement is effective from July 1, 2015 to June 30, 2018. This agreement may be terminated by either party or amended with the written consent of both parties.

7/1/15	
Director Date	Dr. Gena Castro Rodriguez Date
Community United Against Violence	Chief of Victim Services
City and County of San Francisco	City and County of San Francisco

OPERATIONAL AGREEMENT
Between
Asian Pacific Islander Legal Outreach
And
Victim Services Division of the
San Francisco District Attorney's Office

Term of Operational Agreement: April 1, 2016 – March 31, 2018

This Operational Agreement stands as evidence that **Asian Pacific Islander Legal Outreach** (APILO) and the **Victim Services Division of the San Francisco District Attorney's Office** intend to work together toward the mutual goal of providing maximum available assistance for unserved and underserved victims of violence.

Both agencies believe that the continuation of APILO programs will further this goal. To this end, each agency agrees to participate in the program, if APILO is selected for funding, by coordinating/providing the following services:

1. The Victim Services Division will refer, whenever appropriate, victims of violence to APILO for legal assistance.

2. APILO will refer, whenever appropriate, clients to the Victim Services Division for their services.

3. APILO and the Victim Services Division will continue to work cooperatively to provide coordinated services and support for our shared clients.

4. APILO will serve as an outside meeting place for Victim Services Division to meet clients, upon arrangement with APILO.

5. APILO and the Victim Services Division will meet regularly to discuss strategies, timetables and implementation of services through project. Both agencies will meet for cross-agency staff reporting, updates, and discussion as needed.

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

2/16/16

Dean Ito Taylor DATE
Executive Director
Asian Pacific Islander Legal Outreach
dit@apilegaloutreach.org
(415) 567-6255

Gena Castro Rodriguez DATE
Chief of Victim Services Division
San Francisco District Attorney's Office
gena.castrorodriguez@sfgov.org
(415) 734-335

Asian Women's Shelter
3543 18th Street, #19
San Francisco, CA 94110
(415) 751-7110 Office
(415) 751-0880 Crisis
(415) 751-0806 Fax

OPERATIONAL AGREEMENT
July 1, 2016-June 30, 2019

This Operational Agreement stands as evidence that the **Asian Women's Shelter** and **Victim Services Division of the San Francisco District Attorney's Office** intend to work together toward the mutual goal of providing maximum available assistance for domestic violence survivors and their children. Both agencies believe that continuation of the **Asian Women's Shelter** programs will further this goal. To this end, each agency agrees to participate in the program, if selected for funding, by coordinating/providing the following services:

(1) Victim Services will refer, whenever appropriate, battered women, especially monolingual/limited English speaking Asian battered women, to the Asian Women's Shelter for assistance and shelter.

(2) Victim Services and the Asian Women's Shelter will continue to work cooperatively to coordinate services between two agencies.

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

For Victim Services

Signature

Date: 2/9/16

Name: Jackie Ortiz

Title: Deputy Chief

For the Asian Women's Shelter

Signature

Date: 2/3/16

Elizabeth Kirton

Executive Director

Operational Agreement

PURPOSE

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

PARTIES TO THIS AGREEMENT

The San Francisco Consortium for Elder Abuse Prevention is a network of over 40 public and private agencies which was formed in 1981 to address the needs of abused and vulnerable seniors in San Francisco. It provides training, outreach, advocacy and case consultation, and referrals on elder abuse issues and developments and resources in the field of elder abuse.

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

RIGHTS AND RESPONSIBILITIES

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

1. The Consortium will accept referrals from VWAP staff for eligible clients who are in need of assistance in accordance with the service provided by The Consortium.
2. VWAP will accept referrals from The Consortium to assist those victims who need assistance in accordance with the services it provides, including the expert prosecution of crimes of violence against elderly victims and disabled victims in accordance with the mission VWAP.
3. Both parties agree to cross-refer clients who may be appropriate for the other's services, coordinate services, and provide on-going consultation, collaboration and training.
4. Both parties agree to work together towards the larger goal of creating an accessible, coordinated system of comprehensive services for San Francisco victims.

DURATION

This operation agreement is effective from July 1, 2015 to June 30, 2018. This agreement may be terminated by either party or amended with the written consent of both parties.

8/6/15

Shawna Reeves Date	Dr. Gena Castro Rodriguez Date
Director of The Consortium	Chief of Victim Services
City and County of San Francisco	City and County of San Francisco

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Operational Agreement

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

PARTIES TO THIS AGREEMENT
SVU investigates all incidents of sexual assaults of adults and minors in San Francisco. These investigations include cases involving cold-hit identification of suspects through DNA.

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

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

1. SVU will accept referrals from VWAP staff for eligible clients who are in need of assistance in accordance with the service provided by SVU.
2. VWAP will accept referrals from SVU to assist those victims who need assistance in accordance with the services it provides, including the expert prosecution of crimes of violence against elderly victims and disabled victims in accordance with the mission VWAP.
3. Both parties agree to cross-refer clients who may be appropriate for the other's services, coordinate services, and provide on-going consultation, collaboration and training.
4. Both parties agree to work together towards the larger goal of creating an accessible, coordinated system of comprehensive services for San Francisco victims.

DURATION
This operation agreement is effective from July 1, 2015 to June 30, 2018. This agreement may be terminated by either party or amended with the written consent of both parties.

A/CAPT. ED SANTOS JR. #2 7/24/15
Capt. Ed Santos Date
Special Victims Unit
City and County of San Francisco

6/1/15
Dr. Gena Castro Rodriguez Date
Chief of Victim Services
City and County of San Francisco

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Operational Agreement

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

PARTIES TO THIS AGREEMENT
CASARC provides sensitive medical and psychological crisis services to child victims of sexual abuse, assault, and incest. Services include immediate crisis counseling, medical examination and treatment, medical evidence collection, referrals, psychological assessment, and counseling for victims and their families.

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

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

1. CASARC will accept referrals from VWAP staff for eligible clients who are in need of assistance in accordance with the service provided by CASARC.
2. VWAP will accept referrals from CASARC to assist those victims who need assistance in accordance with the services it provides, including the expert prosecution of crimes of violence against elderly victims and disabled victims in accordance with the mission VWAP.
3. Both parties agree to cross-refer clients who may be appropriate for the other's services, coordinate services, and provide on-going consultation, collaboration and training.
4. Both parties agree to work together towards the larger goal of creating an accessible, coordinated system of comprehensive services for San Francisco victims.

DURATION
This operation agreement is effective from July 1, 2015 to June 30, 2018. This agreement may be terminated by either party or amended with the written consent of both parties.

8/12/15
Janet Hines Date
Director of CASARC
City and County of San Francisco

6/1/15
Dr. Gena Castro Rodriguez Date
Chief of Victim Services
City and County of San Francisco

Operational Agreement

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

PARTIES TO THIS AGREEMENT
San Francisco Suicide Prevention is a 24-hour crisis intervention hotline providing emotional support, intervention, and referrals as required by the caller.

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

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

1. San Francisco Suicide Prevention will accept referrals from VWAP staff for eligible clients who are in need of assistance in accordance with the service provided by San Francisco Suicide Prevention.
2. VWAP will accept referrals from San Francisco Suicide Prevention to assist those victims who need assistance in accordance with the services it provides, including the expert prosecution of crimes of violence against elderly victims and disabled victims in accordance with the mission VWAP.
3. Both parties agree to cross-refer clients who may be appropriate for the other's services, coordinate services, and provide on-going consultation, collaboration and training.
4. Both parties agree to work together towards the larger goal of creating an accessible, coordinated system of comprehensive services for San Francisco victims.

DURATION
This operation agreement is effective from July 1, 2015 to June 30, 2018. This agreement may be terminated by either party or amended with the written consent of both parties.

Eve R. Meyer 6/24/15
Eve Meyer Date
Executive Director
City and County of San Francisco

Gena Castro Rodriguez 6/1/15
Dr. Gena Castro Rodriguez Date
Chief of Victim Services
City and County of San Francisco

OPERATIONAL AGREEMENT/MEMORANDUM OF UNDERSTANDING
between Larkin Street Youth Services, Huckleberry Youth Programs, and the San Francisco District Attorney's Office

This Operational Agreement stands as evidence that Larkin Street Youth Services, Huckleberry Youth Programs, and the San Francisco District Attorney's Office intend to work together toward the mutual goal of providing maximum available support/assistance for homeless youth, including those who are victims of or highly at risk for trafficking and commercial sexual exploitation in San Francisco. Toward that end, each agency agrees to the following.

Larkin Street Youth Services and Huckleberry Youth Programs agree to:

- Provide outreach, shelter, and supportive services to homeless youth, including survivors of trafficking and commercial sexual exploitation
- Serve as a source of information and training on topics related to the issues of homeless youth, trafficking, and commercial sexual exploitation
- Maintain a working relationship with the District Attorney's Office through meetings and cross training, as possible and mutually agreed upon

The San Francisco District Attorney's Office agrees to:

- Operate in partnership and consultation with Larkin Street Youth Services and Huckleberry Youth Programs to ensure that perpetrators rather than victims of trafficking and commercial sexual exploitation are identified and prosecuted
- Maintain a working relationship with Larkin Street Youth Services and Huckleberry Youth Programs through meetings and cross training, as possible and mutually agreed upon

This operational agreement is in effect as of the signing date, and will continue through June 30, 2018 or until either party terminates the agreement in writing. We, the undersigned, as authorized representatives of the included agencies do hereby approve this document.

Signature	Signature	Signature
Date	Date:	Date: 5/18/2015
Name	Douglas Styles	Sherilyn Adams, LCSW
Title	Executive Director	Executive Director
San Francisco District Attorney's Office	Huckleberry Youth Programs	Larkin Street Youth Services

Operational Agreement

PURPOSE

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

PARTIES TO THIS AGREEMENT

The San Francisco Adult Probation Department assists the probationers to successfully end supervision by completing the mandates of probation. Helping offenders to be accountable to the terms of their probation will improve the lives of offenders and add to public safety.

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

RIGHTS AND RESPONSIBILITIES

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

1. SF Adult Probation Department will accept referrals from VWAP staff for eligible clients who are in need of assistance in accordance with the service provided SF Adult Probation Department.
2. VWAP will accept referrals from SF Adult Probation Department to assist those victims who need assistance in accordance with the services it provides, including the expert prosecution of crimes of violence against elderly victims and disabled victims in accordance with the mission VWAP.
3. Both parties agree to cross-refer clients who may be appropriate for the other's services, coordinate services, and provide on-going consultation, collaboration and training.
4. Both parties agree to work together towards the larger goal of creating an accessible, coordinated system of comprehensive services for San Francisco victims.

DURATION

This operation agreement is effective from July 1, 2015 to June 30, 2018. This agreement may be terminated by either party or amended with the written consent of both parties.

Karen Fletcher 8/10/2015

Karen Fletcher Date
Chief Adult Probation Officer
City and County of San Francisco

6/1/15

Dr. Gena Castro Rodriguez Date
Chief of Victim Services
City and County of San Francisco

Operational Agreement

PURPOSE

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

PARTIES TO THIS AGREEMENT

RTC provides 24 hour emergency medical care, crisis counseling, legal evidence collection, and follow up medical and psychological services for adult victims of rape and sexual violence. Other services include information and referrals regarding rape issues and community resources and rape education, prevention, and training programs for service agencies, health and mental health providers, law enforcement personnel, and community faith groups.

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

RIGHTS AND RESPONSIBILITIES

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

1. RTC will accept referrals from VWAP staff for eligible clients who are in need of assistance in accordance with the service provided by RTC.
2. VWAP will accept referrals from RTC to assist those victims who need assistance in accordance with the services it provides, including the expert prosecution of crimes of violence against elderly victims and disabled victims in accordance with the mission VWAP.
3. Both parties agree to cross-refer clients who may be appropriate for the other's services, coordinate services, and provide on-going consultation, collaboration and training.
4. Both parties agree to work together towards the larger goal of creating an accessible, coordinated system of comprehensive services for San Francisco victims.

DURATION

This operation agreement is effective from July 1. 2015 to June 30, 2018. This agreement may be terminated by either party or amended with the written consent of both parties.

Alicia Boccellari 8/4/15

Alicia Boccellari Date
Rape Treatment Center, Executive Director
City and County of San Francisco

Dr. Gena Castro Rodriguez Date
Chief of Victim Services
City and County of San Francisco

Operational Agreement

PURPOSE

This operational agreement stands as evidence that **Riley Center** and **Victim Services of the San Francisco District Attorney's Office**, in the spirit of cooperation and collaboration, intend to work together towards the mutual goal of providing maximum available assistance to battered women and their children residing in San Francisco Bay Area. This assistance shall consist of culturally competent direct services and prevention education, working within a public health framework to the greatest extend possible. To this end, each agency agrees to coordinate/provide the following:

- Riley Center and San Francisco District Attorney's Office will provide mutual referrals of their clients when appropriate.
- Riley Center and San Francisco District Attorney's Office will work together to provide mutual training to each other's staff in areas of respective expertise.
- Consultation will be held as needed between representatives of Riley Center and representatives of San Francisco District Attorney's Office to discuss strategies, the referral process, case management issues, and implementation of services.

This agreement shall remain in effect from July 1, 2015 to June 30, 2018, unless ended by either party.

We, the undersigned, as authorized representatives of Riley Center and San Francisco District Attorney's Office, do hereby approve this document.

For Riley Center

Liz Ryfle, Executive Director St. Vincent de Paul Society

Becki Hively
Program Director

6/5/15
Date

For San Francisco District Attorney's Office

Gena Castro Rodriguez

Gena Castro Rodriguez
Chief of Victim Services

6/1/15
Date

Operational Agreement

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

PARTIES TO THIS AGREEMENT
APS accept referrals from all sources and investigates reports of abuse/neglect in seniors 65 years and older, as well as dependent adults 18-64. APS provides short term case management services and referrals to community services. Services are available to all San Francisco residents.

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

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

1. APS will accept referrals from VWAP staff for eligible clients who are in need of assistance in accordance with the service provided by APS.
2. VWAP will accept referrals from APS to assist those victims who need assistance in accordance with the services it provides, including the expert prosecution of crimes of violence against elderly victims and disabled victims in accordance with the mission VWAP.
3. Both parties agree to cross-refer clients who may be appropriate for the other's services, coordinate services, and provide on-going consultation, collaboration and training.
4. Both parties agree to work together towards the larger goal of creating an accessible, coordinated system of comprehensive services for San Francisco victims.

DURATION
This operation agreement is effective from July 1, 2015 to June 30, 2018. This agreement may be terminated by either party or amended with the written consent of both parties.

8/7/2015 — Date
Shireen McSpadden
Adult Protective Services, Director
City and County of San Francisco

8/7/2015 — Date
Dr. Gena Castro Rodriguez
Chief of Victim Services
City and County of San Francisco

Operational Agreement

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

PARTIES TO THIS AGREEMENT
CNSC is a non-profit, community based agency that facilitates the adjustment process of Chinese immigration and refugees by providing multiple services, including bilingual information and referral, adjustment counseling, translation and interpretation, jobs placement, immigration and forms assistance, public education workshops, ESL/citizenship classes, and volunteer income tax assistance.

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

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

1. CNSC will accept referrals from VWAP staff for eligible clients who are in need of assistance in accordance with the service provided by CNSC
2. VWAP will accept referrals from CNSC to assist those victims who need assistance in accordance with the services it provides, including the expert prosecution of crimes of violence against elderly victims and disabled victims in accordance with the mission VWAP.
3. Both parties agree to cross-refer clients who may be appropriate for the other's services, coordinate services, and provide on-going consultation, collaboration and training.
4. Both parties agree to work together towards the larger goal of creating an accessible, coordinated system of comprehensive services for San Francisco victims.

DURATION
This operation agreement is effective from July 1, 2015 to June 30, 2018. This agreement may be terminated by either party or amended with the written consent of both parties.

6/8/15 — Rita Mah, Date
Executive Director
City and County of San Francisco

6/1/15 — Dr. Gena Castro Rodriguez, Date
Chief of Victim Services
City and County of San Francisco

Operational Agreement

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

PARTIES TO THIS AGREEMENT
La Casa de Las Madres offers domestic violence victims of all ages access to free, multilingual and confidential emergency residential and community-based, domestic violence-specific program services – from 24-hour crisis response, restraining order assistance and basic needs support to counseling, trauma and family-based interventions, resources advocacy and referrals.

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

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

1. La Casa de Las Madres will accept referrals from VWAP staff for eligible clients who are in need of assistance in accordance with the service provided by La Casa de Las Madres.
2. VWAP will accept referrals from the La Casa de Las Madres to assist those victims who need assistance in accordance with the services it provides, including the expert prosecution of crimes of violence against elderly victims and disabled victims in accordance with the mission VWAP.
3. Both parties agree to cross-refer clients who may be appropriate for the other's services, coordinate services, and provide on-going consultation, collaboration and training.
4. Both parties agree to work together towards the larger goal of creating an accessible, coordinated system of comprehensive services for San Francisco victims.

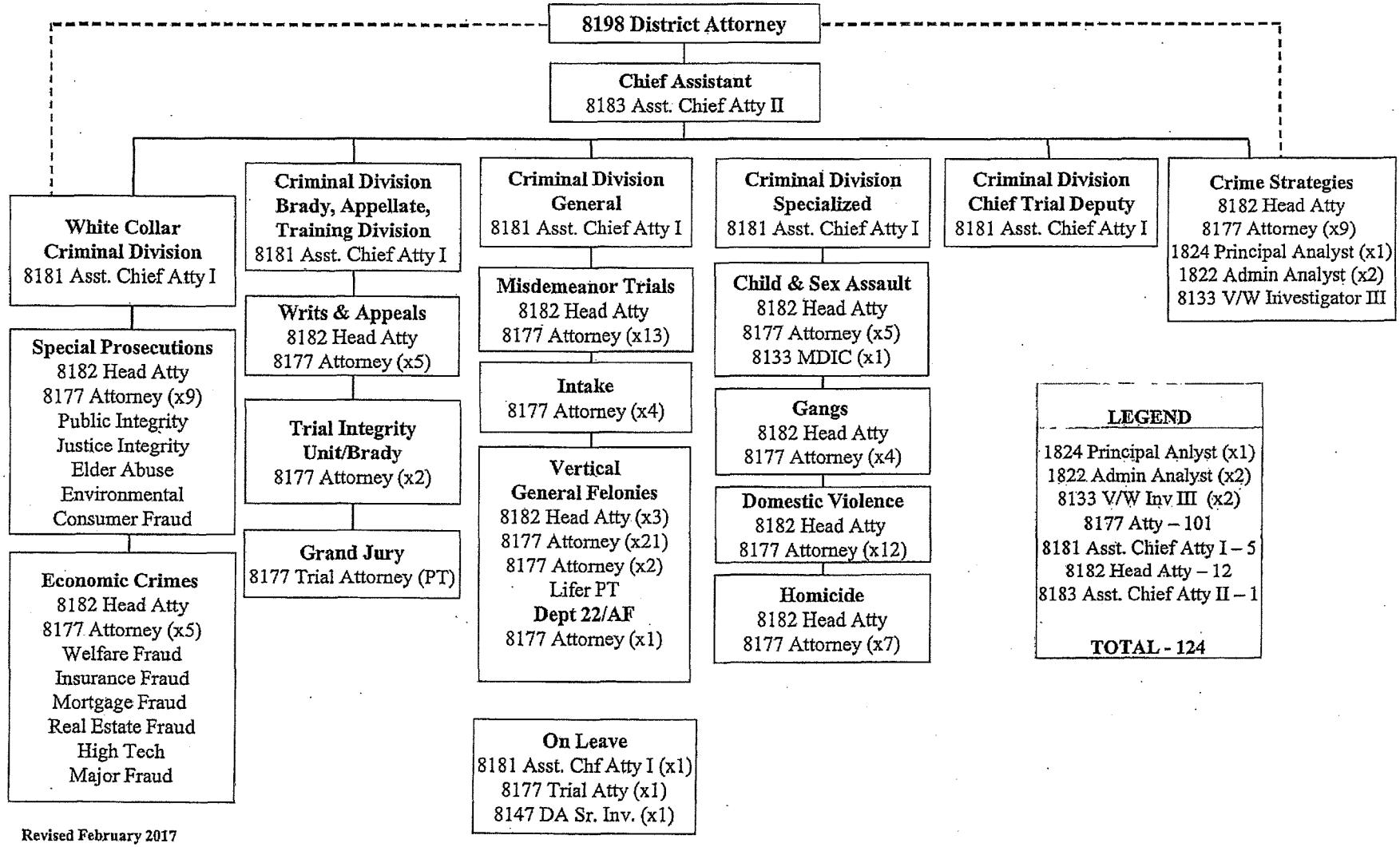
DURATION
This operation agreement is effective from December 1, 2017 to December 31, 2020. This agreement may be terminated by either party or amended with the written consent of both parties.

11/21/17 — 11/15/17

Kathy Black — Date
Executive Director
La Casa de Las Madres

Gena Castro Rodriguez — Date
Chief of Victim Services
City and County of San Francisco

San Francisco District Attorney
Operations Department Organizational Structure



Revised February 2017

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)

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

Subrecipient: City & County of San Francisco	**DUNS #:** 143602105	**FIPS #:** 075-00000
Grant Disaster/Program Title: Victim/Witness Assistance (VW) Program		
Performance Period: 10/01/2017 to 09/30/2018	**Subaward Amount Requested:** ~~$1,024,956~~ $984,876	
Type of Non-Federal Entity (Check Box)	☐State Gov. ☒Local Gov. ☐JPA ☐Non-Profit ☐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

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

TO:	**Angela Calvillo, Clerk of the Board of Supervisors**
FROM:	**Lorna Garrido, Grants and Contracts Manager**
DATE:	**March 6, 2018**
SUBJECT:	**Accept and Expend Resolution for Subject Grant**
GRANT TITLE:	**Victim Witness Assistance (VW) 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 at the earliest available date.

Departmental representative to receive a copy of the adopted resolution:

Name: Lorna Garrido Phone: (415) 553-9258

Interoffice Mail Address: DAT, 850 Bryant Street, 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).

Print Form

Introduction Form

By a Member of the Board of Supervisors or the Mayor

RECEIVED
BOARD OF SUPERVISORS
SAN FRANCISCO
2018 APR -3 PM 4:46
BY

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. Reactivate File No. _____

☐ 10. 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 Form.

Sponsor(s):

Tang

Subject:

Accept and Expend Grant - California Governor's Office of Emergency Services Victim Witness Assistance Program - $984,876

The text is listed below or attached:

Signature of Sponsoring Supervisor: Katy Tang

For Clerk's Use Only:

Wong, Linda (BOS)

From: Board of Supervisors, (BOS)
Sent: Tuesday, April 24, 2018 9:20 AM
To: Wong, Linda (BOS); Cohen, Malia (BOS); Fewer, Sandra (BOS); Stefani, Catherine (BOS)
Subject: FW: File Nos. 180334, 180343, 180344

From: Marvis Phillips [mailto:marvisphillips@gmail.com]
Sent: Tuesday, April 24, 2018 12:49 AM
To: Board of Supervisors, (BOS) <board.of.supervisors@sfgov.org>
Cc: Tang, Katy (BOS) <katy.tang@sfgov.org>
Subject: File Nos. 180334, 180343, 180344

Dear Budget/Finance Sub-Committee Clerk Linda Wong,

I'm writing you because my IPad won't cc: to a group of people like the Board. So if you could forward this to the three members of the Budget/Finance Sub-Committee I would appreciate it, thank you.

I'm writing in support of the following three items (File No's. 180334, 180343, 180344)
180334- Accept and Expend Grant-California Governor's Office of Emergency Services, Victim/Witness Assistance Program - $984,876; 180343- Elder Abuse Program -$700,000; 180344- Innovative Response to Marginalized Victims Program.

All three of these vital to our communities programs help in establishing stability within our neighborhood communities victimized by those who want to harm our seniors, disabled and family populations, living in the Tenderloin and having in the 80's, worked as a community first responder "Block Captain" I have seen and been a victim of the criminal element within our district. My wife (now passed), has been a victim several times of crinimals taking advantage of her disabled/senior person, both here in the Tenderloin (Eddy/Jones) & Polk Gultch (1524 Polk-Walgreens sidewalk).

So I understand really well this issue. And it with this knowledge that I fully support this issue and hope both this committee and the full board supports these important issues.

Sincerely,

Marvis J. Phillips
Resident and Community Activist/Block Captain 40+yrs Tenderloin
--
Thank you for your time and consideration. Please contact me if you have
any questions or concerns.

Sincerely,
Marvis J. Phillips
President, ABD6
http://abd6.cfsites.org/

File Nos. 180334
180343
180344
Received in Committee
4/26/18
fm

SFDA Victim Services Division

San Francisco Board of Supervisors

April 26, 2018

491

California Governor's Office of Emergency Services-Victim Witness Assistance Program (VW)

$984,876

10 Staff positions:

- 8129 3 advocates
- 8131 3 team leads
- 9914 3 advocate trainees
- 8135 1 Supervisor

Provides direct services to victims, witnesses

Victim Services dogs

Staff training

8,626 Victims served in 2017

85,821 services provided

California Governor's Office of Emergency Services, Elder Abuse Program (XE)

$700,000

2 positions

- 8129 2 advocates

Provides direct services to victim of elder abuse

Provides specialized services for elder victims of financial fraud and pedestrian fatality

Provides extensive outreach and community awareness campaigns to prevent financial fraud and pedestrian fatality

553 Victims served in 2017

4653 services provided to victims

DRIVE SLOW

George Gascón
San Francisco District Attorney's Office

VISION ZERO SF

GIVE SENIORS A BRAKE

George Gascón
San Francisco District Attorney's Office

VISION ZERO SF

DRIVE SLOW

George Gascón
San Francisco District Attorney's Office

VZ SF VISION ZERO SF

SENIORS CROSSING

George Gascón
San Francisco District Attorney's Office

VZ SF VISION ZERO SF

California Governor's Office of Emergency Services-Innovative Response to Marginalized Victims (KI)

$ 306,666

1.5 positions

- 8129 1.5 advocates

Provides community based advocates out-stationed in 4 neighborhoods: Bayview, Visitation Valley, Outer Mission and Mission

San Francisco District Attorney's Office

VICTIM SERVICES DIVISION

2017 End of Year Report

San Francisco District Attorney's Office

VICTIM SERVICES DIVISION

Our goal is to help victims of crime mitigate their trauma, navigate the criminal justice system and rebuild their lives. The following is a summary of the outcomes for the Victim Services Division (VSD) for the calendar year 2017. This report includes the following four units: advocacy, claims, mass casualty, and sentence planning.

OVERALL DIVISION ACCOMPLISHMENTS

RESOURCES

Staff Size

75% increase in the number of staff from 2014 to 2017.

Finance

- KI grant: $306,666
- XC extended to 12/19: $1,664,446
- XE extended to 12/19: $700,000
- VW grant renewed 17/18: $984,876
- Victims of Crime Week grant: $5,000
- ***Total Funding: $3,660,988***

Equipment

Purchased two new vehicles.

The Victim Services Division team poses for the camera.

COMMUNITY OUTREACH

Sunday Streets

March-October

Staff participated in seven Sunday Streets community outreach events throughout San Francisco between March and October, handing out information about victim services. These events were held in the Bayview/Dogpatch, Excelsior, Mission, Sunset, Tenderloin, and Western Addition districts.

Victims of Crime Week

April

This event was held at City Hall with a theme of Strength, Resilience and Justice. Three awards were given to victims of attempted car-jacking and kidnapping, and our partner agency La Raza Centro Legal.

National Night Out

August

Staff participated in events at 10 districts across the city, providing information about victim services: Bayview, Central, Mission, Northern, Park, Richmond, Southern, Taraval, Tenderloin, and Treasure Island. Service dogs Pink and Red visited 5 of 10 sites.

The District Attorney and Victim Advocates at a National Night Out in Ingleside.

Red Zone Event

September

This event was held at UCSF with 110 participants. Key Note Speaker Jennifer Thompson opened the event and framed the importance of effective interaction between law enforcement and first responders when working with victims of campus sexual assault. The breakout groups included: Title IX, law enforcement, and service provider sessions.

Domestic Violence Awareness Event

October

This event at the Hall of Justice highlighted the work of the Bayview Domestic Violence High Lethality Team with 80 participants. Awards were given to Cpt. Una Bailey, SFPD Special Victims Unit; Tinetta Thompson, Assistant District Attorney; Marylyn Murcia, Sr. Case Manager, Bayview YMCA; and Elise Hansell, Department on the Status of Women.

Bark in the Park

October

Staff participated in the Department of Emergency Management's annual event during Fleet Week and provided treats for dogs as well as information about victim services.

1642 total volunteer hours served at community events.

POLICY

Campus Sexual Assault Task Force

Report attached Appendix 1

Participated in year-long Mayor's task force addressing campus sex assault. Recommendations and data collected in final report.

Vision Zero

Protocol attached Appendix 2

Worked with task force of city agencies to develop a coordinated protocol for responding to traffic fatalities.

UVisa and Court Accompaniment

Policy attached Appendix 3

Updated our UVisa information distribution and victim safety policy in response to growing concerns of immigration raids and detainment.

Homicide Victims/DA Meetings

Policy attached Appendix 4

Updated policy pertaining to family meeting of homicide victims with DA to more effectively provide proactive information and resources.

Sex Worker Safety Policy

Policy attached Appendix 5

Adoption of policy with SFDA and SFPD to protect sex workers who have been a victim of a crime without fear of arrest or prosecution of offenses related to prostitution or drug use/possession.

Child Advocacy Center (CAC) Victim Service Dogs

Protocol attached Appendix 6

Policies and Procedures were created to effectively utilized VSD service dogs at the CAC for victim of crime in multidisciplinary Interviews (MDI) and other interviews.

Chief of Victim Services Gena Castro Rodriguez and Assistant District Attorney Liz Aguilar-Tarchi speak at a Crime Victims' Rights Conference in Pristina, Kosovo.

TRAINING

107 presentations.
1901 hours of staff training.
6 trainings with SFPD's Critical Response Team.

Special Events

- National Organization for Victim Advocacy Conference
- Central Valley Latino Foundation Health Conference
- Delegation to Pristina, Kosovo regarding domestic violence

PROGRAM DEVELOPMENT

Team Leads

- 3 retreats
- Trainings: How to Supervise
- Bi-Weekly Meetings
- Developed Core Values and Code of Conduct (*Appendix 7*)

Speaker's Bureau

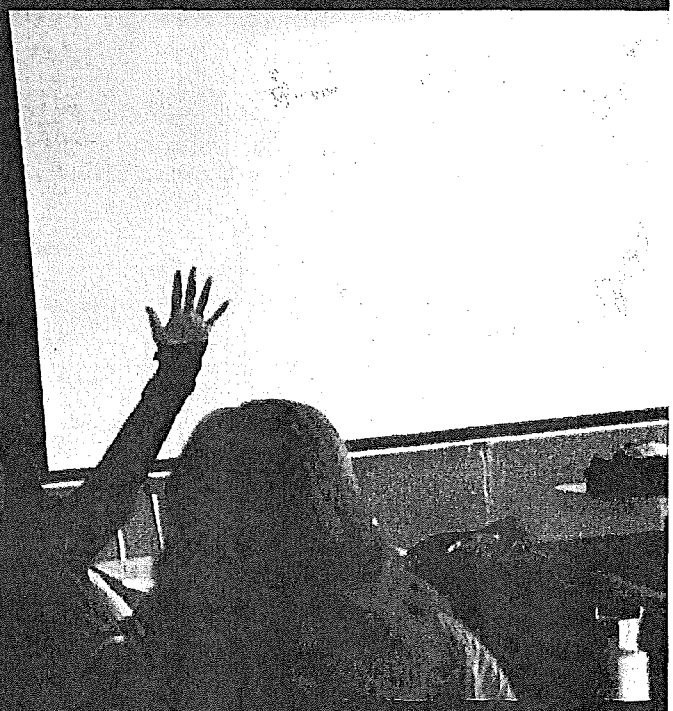
Curriculum attached Appendix 8

Six-week training curriculum for staff of VSD to provide professional development in presentations. The goal is to prepare staff members to effectively represent VSD in outreach and education.

Advocacy Boot Camp

Agenda attached Appendix 9

40-hour introductory training; 7 new staff trained.



Victim services staff attend a training presentation.

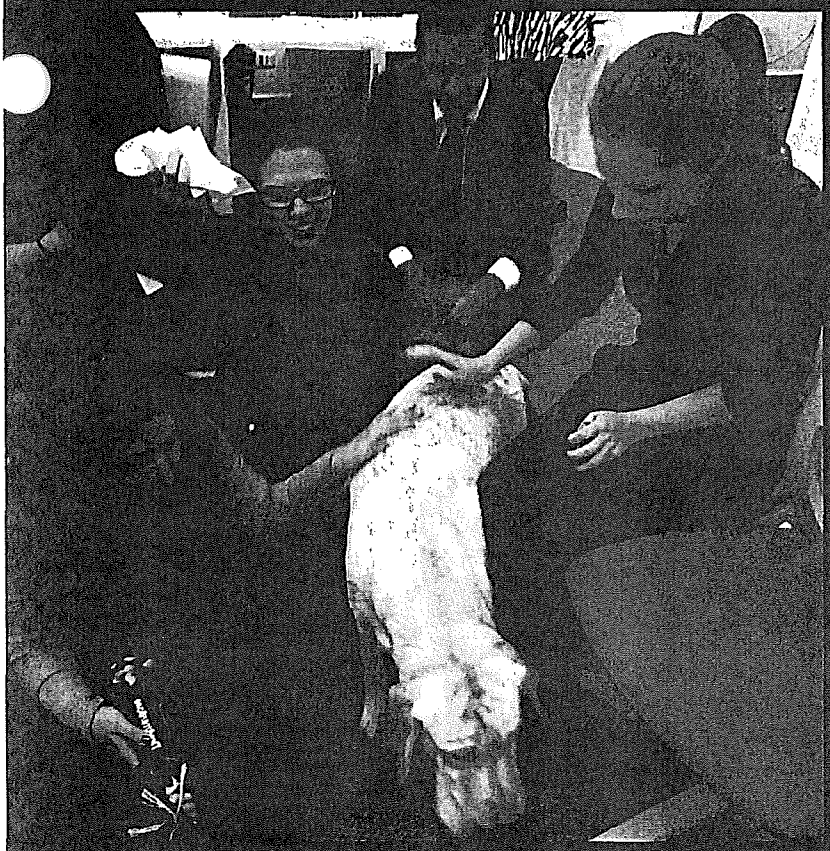
ACCOMPLISHMENTS BY UNIT

ADVOCACY UNIT

The Advocacy Unit is dedicated to meeting the needs of victims and witnesses across numerous crime types and special populations. Advocates are trained to provide crisis support services and counseling, guidance in navigating the criminal justice system, referrals to employment and health resources, crime prevention information, funeral arrangements, and witness assistance.

8620 clients served.

- 380 clients served with **victim services dogs**
- 320 clients served in **Las Vegas**
- 10 new staff on-boarded
- 4 events held at 3 sites
- 75 students ages 3-8 outreached by our **Child Advocacy Team**



Pink in action, bringing joy to the office.

Victim services dogs Red (L) and Pink (R).

The Victim Services Team in Las Vegas.

CLAIMS UNIT

The Claims Unit processes claims for the California Victim Compensation Board, which provides financial support to victims or witnesses for expenses resulting from certain violent crimes. Its staff collaborates with advocacy teams to assist victims with preparing, submitting, and securing approval for compensation.

1481 claims processed.
2,613 total bills processed.

- 370 income loss bills processed
- 3.7% denial rate (55/1481)
- $1,450,277 dollars paid out
- 14 claims issues meetings
- 75 cases discussed
- 1 new staff on-boarded
- Co-located claims staff on rotating basis.
- All staff trained in revolving fund for handling emergency relocation, funeral/burial and emergency applications.

MASS CASUALTY UNIT

The Mass Casualty Critical Response Team is comprised of trained and multilingual advocates who work with other San Francisco departments and agencies to fill gaps in victim support following mass casualty incidents. It aims to provide a unified response to victims of mass violence for both the short-term and long-term trauma they will face.

932 hours of training for 30 staff members.

Training Events

- NOVA Training
- Mental Health First Aid Training
- Leave No Victim Behind Conference
- Death Notification Training
- Incident Command Training 101
- EOS 101 Training
- Active Shooter: What Can You Do Training
- ESF #6: Mass Care, Emergency Assistance, Housing and Human Services
- Mass Violence Communications Webinar
- EOC 101 Course at SFO Airport
- School Violence and the Active Shooter

2 deployments to UPS and Las Vegas.
325 victims served.

- Hired two new staff members for the unit: one Program Coordinator and one Advocate.
- Secured a California Office of Emergency Services Grant in the amount of $1.664,446 to engage in planning, training, and practice, as well as develop a formal protocol for local and regional responses.
- Developed BAMCP Memorandum of Understanding (MOU) (*Appendix 10*) for Nine Bay Area District Attorney's Office Victim/Witness Service programs to collaborate on planning, training and mutual aid for mass crime victim casualty events.

SENTENCING PLANNING UNIT

In 2012, the SFDA launched our Sentencing Planning (SP) program, becoming the first office in the State of California to hire a Sentencing Planner. Since then, the program has doubled its capacity with two Sentencing Planners. The program fundamentally transforms the way that prosecutors approach cases by developing individualized sentences that address the needs and risks of justice-involved individuals. It redefines success from the traditional metrics of conviction rates and prison terms to recidivism and community safety.

815 cases assigned.

- Open cases as of December 31, 2017: 281
- Closed cases as of December 31, 2017: 487

64 plans submitted.

- 29 plans adopted
- 3 plans not adopted
- 32 plans pending

APPENDIX

I. Campus Sexual Assault Task Force-Report
II. Vision Zero Pedestrian Fatality Response Protocol
III. UVisa and Court Accompaniment Policy
IV. Homicide Victims/DA Meetings Policy
V. Sex Worker Safety Policy
VI. Child Advocacy Center (CAC) Victim Service Dog Protocol
VII. Core Values and Code of Conduct
VIII. Speaker's Bureau Curriculum
IX. Advocacy Boot Camp 40-hour Introductory Training Agenda
X. BAMCP Memorandum of Understanding (MOU)

San Francisco District Attorney's Office
Victim Services Division
850 Bryant St., Room 320
San Francisco, CA 94103

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victimservices@sfgov.org
sfdistrictattorney.org/victim-services