

**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**



ITEM
3.56
(ID # 7366)

MEETING DATE:

Tuesday, June 26, 2018

FROM : SHERIFF-CORONER-PA:

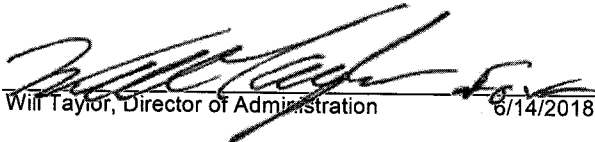
SUBJECT: SHERIFF-CORONER-PA: Approve Grant Application Documents to be Submitted in Support of the Grant Application for the Office for Victims of Crime for the FY 2018 Enhanced Collaborative Model Task Force To Combat Human Trafficking and Authorize Chairman of the Board, Sheriff, and Principal Investigator to Execute Documents in Support of Said Application. All Districts. [\$0].

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the Privacy Certificate, the Financial Management and System of Internal Controls Questionnaire, and the Disclosure of Lobbying Activities (SF-LLL) forms, as well as the Riverside County Anti-Human Trafficking Task Force (RCAHT) Memorandum of Understanding (MOU), as part of the grant application for the U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), Office of Victims of Crime (OVW) and Bureau of Justice Assistance (BJA) FY 2018 Enhanced Collaborative Model Task Force To Combat Human Trafficking;

BR 18-075

ACTION: A-30, Policy

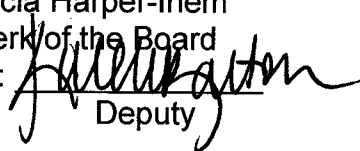

Will Taylor, Director of Administration 6/14/2018

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Perez, seconded by Supervisor Jeffries and duly carried, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Tavaglione, Washington and Perez
Nays: None
Absent: Ashley
Date: June 26, 2018
xc: Sheriff

Kecia Harper-Ihem
Clerk of the Board

By: 
Deputy

**SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,
STATE OF CALIFORNIA**

RECOMMENDED MOTION: That the Board of Supervisors:

2. Authorize the Chairman of the Board of Supervisors to execute two (2) sets of the Financial Management and System of Internal Controls Questionnaire, and the Disclosure of Lobbying Activities (SF-LLL) forms on behalf of the County of Riverside;
3. Authorize the Sheriff to execute the Task Force MOU on behalf of the County of Riverside, in substantially the same form as attached, and as approved by County Counsel; and
4. Authorize the Sheriff and Principal Investigator of the Riverside County Anti-Human Trafficking Task Force to execute the Privacy Certificate on behalf of the County of Riverside.

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$ 0	\$ 0	\$ 0	\$ 0
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0
SOURCE OF FUNDS: N/A			Budget Adjustment: No	
			For Fiscal Year: 18/19-21/22	

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

The Riverside County Sheriff's Department (RCSD) makes it a priority to leverage technology and information to improve efficiency and multiply effectiveness. On June 5, 2018 the U.S. Department of Justice Office, Office of Justice Programs, Office for Victims of Crime (OVC) and Bureau of Justice Assistance (BJA) announced a grant solicitation for FY 2018 Enhanced Collaborative Model Task Force To Combat Human Trafficking. The purpose of the Enhanced Collaborative Model Task Force To Combat Human Trafficking program is to assist communities in developing effective and sustainable multidisciplinary task forces that will implement victim-centered and coordinated approaches to identify victims of sex and labor trafficking, addressing the individualized needs of victims through services, and investigating and prosecuting sex and labor trafficking cases (as well as purchasers of commercial sex) at the local, state, tribal, and federal levels.

The OVC and BJA will make awards to support law enforcement and victim service provider efforts within human trafficking task forces. The total amount of funding that will be awarded for each task force will be between \$1.2 and \$1.5 million. The law enforcement agency and victim service provider applicants must submit separate but coordinated proposals that outline how this funding will be used over a 3-year project period to combat human trafficking within the specific geographic area, in coordination with other key members of the task force, including the U.S. Attorney's Office (USAO); District Attorney's Office, local, state, and federal law enforcement; and community-and system-based service providers. To this end, the County of Riverside, on behalf of its Sheriff's Department will enter into a Task Force Memorandum of Understanding (MOU) with the members of

**SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,
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the task force, in substantially the same form as the one attached here and as approved by County Counsel, on behalf of the Sheriff's Department.

The County, on behalf of the RCSD, will apply for grant funding through OVC/BJA for FY 2018 Enhanced Collaborative Model Task Force To Combat Human Trafficking. RCSD received grant funding in 2013 and 2015. Due to previous grant funding, RCSD will apply under Purpose Area 3-Task Force Sustainability Plan. Purpose Area 3 allows FY2015 task forces to compete for funding to expand their task force efforts, implement task force sustainability plans, and assist OVC and BJA in building the capacity of other task forces in the field by providing mentoring and peer support to newly established task forces.

The grant has a 25% match which will met through an in-kind match in personnel and operating categories. Award documents will be submitted to the Board for approval when the grant funds are awarded.

County Counsel, on behalf of the Sheriff's Department has reviewed and approved the grant application documents as to legal form.

Impact on Residents and Businesses

The Riverside County Anti-Human Trafficking Task Force (RCAHT) will expand community outreach to provide comprehensive, culturally competent services to victims of human trafficking.

Additional Fiscal Information

Grant funding from FY 2018 Enhanced Collaborative Model Task Force To Combat Human Trafficking will allow for the enhancement of RCAHT with minimal county costs.

ATTACHMENTS:

1. Privacy Certificate
2. Financial Management and System of Internal Controls Questionnaire
3. Disclosure of Lobbying Activities (SF-LLL)
4. Task Force MOU


Melissa Noone, Associate Management Analyst 6/19/2018



Gregory L. Priamos, Director County Counsel 6/14/2018

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

Approved by OMB
0348-0046

(See reverse for public burden disclosure.)

1. Type of Federal Action: <input checked="" type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	2. Status of Federal Action: <input checked="" type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	3. Report Type: <input checked="" type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change For Material Change Only: year _____ quarter _____ date of last report _____
4. Name and Address of Reporting Entity: <input checked="" type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known: County of Riverside 4080 Lemon Street Riverside, CA 92501-3600 Congressional District, if known: 41	5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime: Congressional District, if known:	
6. Federal Department/Agency: DOJ/OJP/OVC	7. Federal Program Name/Description: FY2018 Enhanced Collaborative Model Task Force To Combat Human Trafficking CFDA Number, if applicable: 16.320	
8. Federal Action Number, if known:	9. Award Amount, if known: \$	
10. a. Name and Address of Lobbying Registrant (if individual, last name, first name, MI): N/A	b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI): N/A	
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.	Signature: <u></u> Print Name: <u>CHUCK WASHINGTON</u> Title: <u>Chairman, Riverside Cnty Board of Supervisors</u> Telephone No.: <u>(951) 955-1030</u> Date: <u>6/26/18</u>	
Federal Use Only:		Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)

FORM APPROVED COUNTY COUNSEL

BY:  6/13/18
 SUSANNA N. OH DATE

ATTEST:

KECIA HARPER-IHEM, Clerk

By 
 DEPUTY

JUN 26 2018 3.02e

MT # 73166 Sheriff 6/26/18 #3

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity 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 a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.

(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503.



Background

Recipients' financial management systems and internal controls must meet certain requirements, including those set out in the "Part 200 Uniform Requirements" (2.C.F.R. Part 2800).

Including at a minimum, the financial management system of each OJP award recipient must provide for the following:

- (1) Identification, in its accounts, of all Federal awards received and expended and the Federal programs under which they were received. Federal program and Federal award identification must include, as applicable, the CFDA title and number, Federal award identification number and year, and the name of the Federal agency.
- (2) Accurate, current, and complete disclosure of the financial results of each Federal award or program.
- (3) Records that identify adequately the source and application of funds for Federally-funded activities. These records must contain information pertaining to Federal awards, authorizations, obligations, unobligated balances, assets, expenditures, income, and interest, and be supported by source documentation.
- (4) Effective control over, and accountability for, all funds, property, and other assets. The recipient must adequately safeguard all assets and assure that they are used solely for authorized purposes.
- (5) Comparison of expenditures with budget amounts for each Federal award.
- (6) Written procedures to document the receipt and disbursement of Federal funds including procedures to minimize the time elapsing between the transfer of funds from the United States Treasury and the disbursement by the OJP recipient.
- (7) Written procedures for determining the allowability of costs in accordance with both the terms and conditions of the Federal award and the cost principles to apply to the Federal award.
- (8) Other important requirements related to retention requirements for records, use of open and machine readable formats in records, and certain Federal rights of access to award-related records and recipient personnel.

1. Name of Organization and Address:

Organization Name: **County of Riverside**
 Street1: **4050 Lemon Street**
 Street2: **5th Floor**
 City: **Riverside**
 State: **CALIFORNIA**
 Zip Code: **92501-3600**

2. Authorized Representative's Name and Title:

Prefix: [redacted] First Name: **Chuck** Middle Name: [redacted]
 Last Name: **Washington** Suffix: [redacted]
 Title: **Chairman, Riverside Cnty Board of Supervisors**

3. Phone: **(951) 955-1030** 4. Fax: **9519552194**

5. Email: **d3email@rivco.org**

6. Year Established: 1893	7. Employer Identification Number (EIN): 956000930	8. DUNS Number: 6024108880000
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9. a) Is the applicant entity a nonprofit organization (including a nonprofit institution of higher education) as described in 26 U.S.C. 501(c)(3) and exempt from taxation under 26 U.S.C. 501(a)? Yes No

If "No" skip to Question 10.

If "Yes", complete Questions 9. b) and 9. c).

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MT # 7366 Sheriff 6/26/18 # 2



AUDIT INFORMATION

9. b) Does the applicant nonprofit organization maintain offshore accounts for the purpose of avoiding paying the tax described in 26 U.S.C. 511(a)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
9. c) With respect to the most recent year in which the applicant nonprofit organization was required to file a tax return, does the applicant nonprofit organization believe (or assert) that it satisfies the requirements of 26 C.F.R. 53.4958-6 (which relate to the reasonableness of compensation of certain individuals)? If "Yes", refer to "Additional Attachments" under "What An Application Should Include" in the OJP solicitation (or application guidance) under which the applicant is submitting its application. If the solicitation/guidance describes the "Disclosure of Process related to Executive Compensation," the applicant nonprofit organization must provide -- as an attachment to its application -- a disclosure that satisfies the minimum requirements as described by OJP.	<input type="checkbox"/> Yes <input type="checkbox"/> No

For purposes of this questionnaire, an "audit" is conducted by an independent, external auditor using generally accepted auditing standards (GAAS) or Generally Governmental Auditing Standards (GAGAS), and results in an audit report with an opinion.

10. Has the applicant entity undergone any of the following types of audit(s) (Please check all that apply):

- "Single Audit" under OMB A-133 or Subpart F of 2 C.F.R. Part 200
- Financial Statement Audit
- Defense Contract Agency Audit (DCAA)
- Other Audit & Agency (list type of audit):

None (if none, skip to question 13)

11. Most Recent Audit Report Issued: Within the last 12 months Within the last 2 years Over 2 years ago N/A

Name of Audit Agency/Firm: **Brown Armstrong Accountancy Corporation**

AUDITOR'S OPINION

12. On the most recent audit, what was the auditor's opinion?

Unqualified Opinion Qualified Opinion Disclaimer, Going Concern or Adverse Opinions N/A: No audits as described above

Enter the number of findings (if none, enter "0"): **1**

Enter the dollar amount of questioned costs (if none, enter "\$0"): **\$0**

Were material weaknesses noted in the report or opinion? Yes No

13. Which of the following best describes the applicant entity's accounting system:

Manual Automated Combination of manual and automated

14. Does the applicant entity's accounting system have the capability to identify the receipt and expenditure of award funds separately for each Federal award?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
15. Does the applicant entity's accounting system have the capability to record expenditures for each Federal award by the budget cost categories shown in the approved budget?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
16. Does the applicant entity's accounting system have the capability to record cost sharing ("match") separately for each Federal award, and maintain documentation to support recorded match or cost share?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure



17. Does the applicant entity's accounting system have the capability to accurately track employees actual time spent performing work for each federal award, and to accurately allocate charges for employee salaries and wages for each federal award, and maintain records to support the actual time spent and specific allocation of charges associated with each applicant employee?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
18. Does the applicant entity's accounting system include budgetary controls to preclude the applicant entity from incurring obligations or costs that exceed the amount of funds available under a federal award (the total amount of the award, as well as the amount available in each budget cost category)?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
19. Is applicant entity familiar with the "cost principles" that apply to recent and future federal awards, including the general and specific principles set out in 2 C.F.R Part 200?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
PROPERTY STANDARDS AND PROCUREMENT STANDARDS	
20. Does the applicant entity's property management system(s) maintain the following information on property purchased with federal award funds (1) a description of the property; (2) an identification number; (3) the source of funding for the property, including the award number; (4) who holds title; (5) acquisition date; (6) acquisition cost; (7) federal share of the acquisition cost; (8) location and condition of the property; (9) ultimate disposition information?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
21. Does the applicant entity maintain written policies and procedures for procurement transactions that -- (1) are designed to avoid unnecessary or duplicative purchases; (2) provide for analysis of lease versus purchase alternatives; (3) set out a process for soliciting goods and services, and (4) include standards of conduct that address conflicts of interest?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
22. a) Are the applicant entity's procurement policies and procedures designed to ensure that procurements are conducted in a manner that provides full and open competition to the extent practicable, and to avoid practices that restrict competition?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
22. b) Do the applicant entity's procurement policies and procedures require documentation of the history of a procurement, including the rationale for the method of procurement, selection of contract type, selection or rejection of contractors, and basis for the contract price?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
23. Does the applicant entity have written policies and procedures designed to prevent the applicant entity from entering into a procurement contract under a federal award with any entity or individual that is suspended or debarred from such contracts, including provisions for checking the "Excluded Parties List" system (www.sam.gov) for suspended or debarred sub-grantees and contractors, prior to award?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
TRAVEL POLICY	
24. Does the applicant entity: (a) maintain a standard travel policy? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (b) adhere to the Federal Travel Regulation (FTR)? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
SUBRECIPIENT MANAGEMENT AND MONITORING	
25. Does the applicant entity have written policies, procedures, and/or guidance designed to ensure that any subawards made by the applicant entity under a federal award -- (1) clearly document applicable federal requirements, (2) are appropriately monitored by the applicant, and (3) comply with the requirements in 2 CFR Part 200 (see 2 CFR 200.331)?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure <input type="checkbox"/> N/A - Applicant does not make subawards under any OJP awards



26. Is the applicant entity aware of the differences between subawards under federal awards and procurement contracts under federal awards, including the different roles and responsibilities associated with each?

- Yes No Not Sure
- N/A - Applicant does not make subawards under any OJP awards

27. Does the applicant entity have written policies and procedures designed to prevent the applicant entity from making a subaward under a federal award to any entity or individual is suspended or debarred from such subawards?

- Yes No Not Sure
- N/A - Applicant does not make subawards under any OJP awards

DESIGNATION AS 'HIGH-RISK' BY OTHER FEDERAL AGENCIES

28. Is the applicant entity designated "high risk" by a federal grant-making agency outside of DOJ? (High risk includes any status under which a federal awarding agency provides additional oversight due to the applicant's past performance, or other programmatic or financial concerns with the applicant.)

- Yes No Not Sure

If "Yes", provide the following:

(a) Name(s) of the federal awarding agency:

(b) Date(s) the agency notified the applicant entity of the "high risk" designation:

(c) Contact information for the "high risk" point of contact at the federal agency:

Name: [Redacted]
 Phone: [Redacted]
 Email: [Redacted]

(d) Reason for "high risk" status, as set out by the federal agency:

[Redacted]

CERTIFICATION ON BEHALF OF THE APPLICANT ENTITY

(Must be made by the chief executive, executive director, chief financial officer, designated authorized representative ("AOR"), or other official with the requisite knowledge and authority)

On behalf of the applicant entity, I certify to the U.S. Department of Justice that the information provided above is complete and correct to the best of my knowledge. I have the requisite authority and information to make this certification on behalf of the applicant entity.

Name: [Signature] Date: 6/26/18

Title: Executive Director Chief Financial Officer Chairman
 Other: [Redacted]

Phone: (954) 955-1030 [Redacted]

FORM APPROVED COUNTY COUNSEL
 BY: [Signature] 6/13/18
 SUSANNA N. OH DATE

ATTEST:
 KECIA HARPER-IHEM, Clerk
 By [Signature]
 DEPUTY

CLERK'S COPY

to Riverside County Clerk of the Board, Stop 1010
Post Office Box 1147, Riverside, Ca 92502-1147
Thank you.

Privacy Certificate

Grantee, the County of Riverside, on behalf of its Sheriff Department certifies that data *identifiable to a private person* will not be used or revealed, except as authorized in 28 CFR Part 22, Sections 22.21 & 22.22.

Brief Description of Project (required by 28 CFR §22.23(b):

Riverside County Anti-Human Trafficking Task Force will provide, improve, and expand comprehensive, culturally competent services to all foreign-born and domestic victims of human trafficking and increase the number of victims identified through outreach, training, public awareness, investigations, and technical assistance provided to organizational partners.

No data identifiable to a private person will be collected here.

Grantee certifies that any private person from whom identifiable information is collected or obtained shall be notified, in accordance with 28 CFR §22.27, that such data will only be used or revealed for research or statistical purposes and that compliance with the request for information is not mandatory and participation in the project maybe terminated at any time. In addition, grantee certifies that where findings in a project cannot, by virtue of sample size or uniqueness of subject, be expected to totally conceal the identity of an individual, such individual shall be so advised.

Procedures to notify subjects that such data will only be used or revealed for research or statistical purposes and that compliance with the request for information is not mandatory and participation in the project maybe terminated at any time as required by 28 CFR §22.23(b)(4):

Not applicable since this study is not collecting identifiable data.

If notification of subjects is to be waived, pursuant to 28 CFR §22.27(c), please provide a justification:

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Not applicable since this study is not collecting identifiable data.

Grantee certifies that project plans will be designed to preserve the confidentiality of private persons to whom information relates, including where appropriate, name-stripping, coding of data, or other similar procedures.

Procedures developed to preserve the confidentiality of personally identifiable information, as required by 28 CFR §22.23(b)(7):

Not applicable since this study is not collecting identifiable data.

Grantee certifies that, if applicable, a log will be maintained indicating that (1) identifiable data have been transferred to persons other than employees of NIJ, BJA, BJS, OJJDP, OVC, OJP, or grantee/contractor/subcontractor staff; and (2) such data have been returned or that alternative arrangements have been agreed upon for future maintenance of such data, in accordance with 28 CFR §22.23(b)(6).

Justification for the collection and/or maintenance of any data in identifiable form, if applicable:

Not applicable since this study is not collecting identifiable data.

Procedures for data storage, as required by 28 CFR §22.23(b)(5):

Not applicable since this study is not collecting identifiable data.

Grantee certifies that all contractors, subcontractors, and consultants requiring access to identifiable data will agree, through conditions in their subcontract or consultant agreement, to comply with the requirements of 28 CFR §22.24, regarding information transfer agreements. Grantee also certifies that NIJ will be provided with copies of any and all transfer agreements before they are executed as well as the name and title of the individual(s) with the authority to transfer data..

Description of any institutional limitations or restrictions on the transfer of data in identifiable form, if applicable:

Not applicable since this study is not collecting identifiable data.

Name and title of individual with the authority to transfer data:

Not applicable since this study is not collecting identifiable data.

Grantee certifies that access to the data will be limited to those employees having a need for such data and that such employees shall be advised of and agree in writing to comply with the regulations in 28 CFR Part 22.

Grantee certifies that all project personnel, including subcontractors, have been advised of and have agreed, in writing, to comply with all procedures to protect privacy and the confidentiality of personally identifiable information.

Access to data is restricted to the following individuals, as required by 28 CFR §22.23(b)(2):

Principal Investigator(s)

Project Staff

Contractors, Subcontractors, and/or consultants

Grantee certifies that adequate precautions will be taken to ensure administrative and physical

security of identifiable data and to preserve the confidentiality of the personally identifiable information.

Procedures to insure the physical and administrative security of data, as required by 28 CFR §22.25(b), including, if applicable, a description of those procedures used to secure a name index :

Procedures for the final disposition of data, as required by 28 CFR §22.25:

Name and title of individual authorized to determine the final disposition of data:

Grantee certifies that copies of all questionnaires, informed consent forms and informed consent procedures designed for use in the project are attached to this Privacy Certificate.

Grantee certifies that project findings and reports prepared for dissemination will not contain information which can reasonably be expected to be identifiable to a private person, except as authorized by 28 CFR §22.22.

Grantee certifies that the procedures described above are correct and shall be carried out.

Grantee certifies that the project will be conducted in accordance with all the requirements of the Omnibus Crime Control and Safe Streets Act of 1968 as amended and the regulations contained in 28 CFR Part 22.

Grantee certifies that NIJ shall be notified of any material change in any of the information provided in this Privacy Certificate.

Signature (s):

_____ (Principal Investigator)

_____ (Sheriff)

FORM APPROVED COUNTY COUNSEL
BY: SUSANNA N. OH 6/13/18
DATE

Date: _____

Notes:



RIVERSIDE COUNTY ANTI-HUMAN TRAFFICKING TASK FORCE

MEMORANDUM OF UNDERSTANDING

WHEN DOCUMENT IS FULLY EXECUTED RETURN

CLERK'S COPY

to Riverside County Clerk of the Board, Stop 1010
Post Office Box 1147, Riverside, Ca 92502-1147

Thank you

1.0 Mission Statement:

The Riverside County Anti-Human Trafficking Task Force is a collaboration of agencies working together to: 1) identify and rescue victims of human trafficking, 2) proactively investigate, identify, apprehend, and prosecute those engaged in human trafficking, 3) and promote greater public awareness through marketing, trainings, and understanding of the nature and scope of human trafficking within the County of Riverside.

2.0 Purpose:

The Riverside County Anti-Human Trafficking Task Force, hereinafter referred to as "RCAHT," currently receives grant funding from the Bureau of Justice Assistance (BJA), the Office of Victims of Crime (OVC), and the California Office of Emergency Services (CAL-OES). This grant funding is used to help the task force in furtherance of its mission. Key stakeholders for the RCAHT task force consist of the following member agencies: the Riverside County Sheriff's Department, the Federal Bureau of Investigation, the United States Immigration and Customs Enforcement Homeland Security Investigations, the Riverside Police Department, the Hemet Police Department, the United States Attorney's Office, the Riverside County District Attorney's Office, Operation SafeHouse and Million Kids. Other agencies will be included as identified.

This memorandum of understanding stands as evidence to show the above mentioned agencies intend to work together within the framework of the RCAHT task force toward the mutual goal of locating, identifying, and rescuing victims of human trafficking, successfully prosecuting cases, and providing culturally sensitive assistance to victims in an attempt to re-integrate them back into our society.

3.0 Parties and Terms:

This MOU shall be effective upon execution by signatures of the agency head or respective designee for each of the following participatory agencies/organizations:

- The County of Riverside, on behalf of its Sheriff's Department
- Federal Bureau of Investigation
- United States Immigration and Customs Enforcement, Homeland Security Investigations
- Riverside Police Department
- Hemet Police Department
- United States Attorney's Office
- Riverside County District Attorney's Office
- Operation SafeHouse
- Million Kids

This MOU will expire on September 30, 2021, and may be terminated with or without cause at any time prior to the above listed date upon written notification of the respective agency to the RCAHT Task Force.

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This document is the property of the Riverside County Anti-Human Trafficking Task Force and neither it nor its contents are to be released without authorization of the RCAHT task force.

JUN 26 2018 3.50

MT # 7366 Sheriff 6/26/18 # 4



RIVERSIDE COUNTY ANTI-HUMAN TRAFFICKING TASK FORCE
MEMORANDUM OF UNDERSTANDING

4.0 Modifications:

This MOU, along with any incorporated attachments, fully expresses all understandings of the parties concerning all matters covered and shall constitute the total MOU. No addition to, or alteration of, the terms of this MOU whether by written or verbal understanding of the parties, their officers, agents or employees, shall be valid unless made in the form of a written amendment to this MOU formally approved and executed by all parties.

5.0 Roles and Responsibilities:

Each member agrees to support the mission of the RCAHT task force. In order to facilitate the goals set forth in the RCAHT Mission Statement, each of the following agencies agrees to and including, but not limited to, the following participation:

The Riverside County Sheriff's Department will:

- Co-facilitate task force meetings to discuss strategies, timetables and implementation of mandated collaborative agreement objectives and reporting requirements;
- Develop mutually agreed upon methods to assure quality of services provided;
- Work together to accomplish the objectives of the training component of the task force;
- Conduct joint operations and investigations to locate potential victims of human trafficking;
- Endeavor to increase the number of human trafficking victims identified as well as increase the number of traffickers arrested through substantially increased investigations;
- Work to improve methods of communication between local and federal law enforcement, prosecutors, and victim service providers in Riverside County, to ensure a coordinated community response to human trafficking is met;
- Facilitate the training of law enforcement officers in both the identification of human trafficking victims and procedures for referral of victims to service provider organizations and to task force officers;
- Serve as the fiscal agent/administrator of funds provided by CAL-OES and BJA, coordinate required progress and financial reports as required by both CAL-OES and BJA;
- Provide management level support for task force membership and meeting attendance;
- Develop and maintain a county-wide tip reporting system for human trafficking leads;
- Provide investigative assistance to other law enforcement agencies when requested, for investigations specific to human trafficking;
- Provide a Sheriff's Sergeant, a Sheriff's Investigator, two Sheriff's Deputies, and a Sheriff's Crime Analyst to conduct criminal investigations and obtain evidence for prosecution of human trafficking offenses;



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The Federal Bureau of Investigation will:

- Provide support for RCAHT membership by attendance at task force meetings to discuss strategies, timetables and implementation of mandated collaborative agreement objectives and reporting requirements;
- Provide one Special Agent as needed from the Riverside Resident Agency (RA) Violent Crimes Squad to investigate federal human trafficking cases involving the domestic sexual exploitation of children;
- Provide one Special Agent as needed from the Riverside RA White Collar Crime Squad to investigate labor trafficking, international based human trafficking, and/or adult sex trafficking investigations;
- See attached and incorporated Addendum #1 for additional participation details;

United States Immigration and Customs Enforcement, Homeland Security Investigations will:

- Provide support for RCAHT membership by attendance at task force meetings to discuss strategies, timetables and implementation of mandated collaborative agreement objectives and reporting requirements;
- Provide a Special Agent as a point of contact to assist with investigating both domestic and international human trafficking cases involving labor and commercial sexual exploitation;

The Riverside Police Department will:

- Provide support for RCAHT membership by attendance at task force meetings to discuss strategies, timetables and implementation of mandated collaborative agreement objectives and reporting requirements;
- Provide an Officer or Detective as a point of contact to assist with investigating both domestic and international human trafficking cases involving labor and commercial sexual exploitation;

The Hemet Police Department will:

- Provide support for RCAHT membership by attendance at task force meetings to discuss strategies, timetables and implementation of mandated collaborative agreement objectives and reporting requirements;
- Provide an Officer or Detective as a point of contact to assist with investigating both domestic and international human trafficking cases involving labor and commercial sexual exploitation;

The United States Attorney's Office will:

- Provide support for RCAHT membership by attendance at task force meetings to discuss strategies, timetables and implementation of mandated collaborative agreement objectives and reporting requirements;



RIVERSIDE COUNTY ANTI-HUMAN TRAFFICKING TASK FORCE
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- Provide Assistant United States Attorneys for case investigative direction and guidance toward the prosecution of human trafficking cases; other prosecution support will be assigned as needed;
- Provide oversight and coordination along with the various member agencies of RCAHT to ensure that all human trafficking referrals and complaints are fully investigated by the appropriate investigative agency;
- Provide victims and witnesses with notification and services or referrals in all human trafficking cases brought forth for federal prosecution;

The Riverside County District Attorney's Office will:

- Provide support for RCAHT membership by attendance at task force meetings to discuss strategies, timetables and implementation of mandated collaborative agreement objectives and reporting requirements;
- Provide Deputy District Attorneys for case investigative direction and guidance toward the prosecution of human trafficking cases; other prosecution support will be assigned as needed;
- Provide oversight and coordination along with the various member agencies of RCAHT to ensure that all human trafficking referrals and complaints are fully investigated by the appropriate investigative agency;
- Provide victims and witnesses with notification and services or referrals in all human trafficking cases brought forth for state prosecution;

Operation SafeHouse will:

- Co-facilitate task force meetings to discuss strategies, timetable and implementation of mandated collaborative agreement objectives and reporting requirements;
- Provide project staff who will be readily available to ensure the timely provision of victim services;
- Provide comprehensive services to victims of human trafficking, either in-house or through referrals to other community based organizations;
- Develop and follow mutually agreed upon protocols for responding to victims of human trafficking;
- Develop mutually agreed upon methods to assure quality of services provided;
- Provide cross-training and work together to accomplish the objectives of the training goals of the task force;
- Serve as the lead agency in the coordination of victim services and the disbursement of funds for comprehensive services;
- Assist in the development and the presentation of human trafficking training/awareness programs to communities within the County of Riverside;
- Serve as the administrator of funds provided by OVC, complete required progress and financial reports as required for both CAL-OES and OVC funding;
- Provide victims of human trafficking with information about their rights and options so that victims can make informed decisions;
- Facilitate the communication of victims' needs during investigation and prosecution;



RIVERSIDE COUNTY ANTI-HUMAN TRAFFICKING TASK FORCE
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Million Kids will:

- Co-facilitate task force meetings to discuss strategies, timetable and implementation of mandated collaborative agreement objectives and reporting requirements;
- Provide project staff who will be readily available to ensure the timely provision of training services;
- Develop and follow mutually agreed upon protocols for educating governmental and non-governmental agencies regarding the crime of human trafficking in Riverside County;
- Provide comprehensive human trafficking training and awareness presentations to community based organizations or other entities interested in learning more about the Trafficking Victims' Protection Act or the crime of human trafficking;
- Serve as the lead agency in the marketing of the RCAHT task force;

6.0 Signatories:

IN WITNESS WHEREOF, this MOU has been executed by and on behalf of the RCAHT participatory agencies by the signatures of the duly authorized respective agents, and the day and year written herein below.



RIVERSIDE COUNTY ANTI-HUMAN TRAFFICKING TASK FORCE
MEMORANDUM OF UNDERSTANDING

Riverside County Sheriff's Department
4095 Lemon Street
Riverside, CA 92501

I, the undersigned, as an authorized representative for the County of Riverside, on behalf of its Sheriff's Department, do hereby approve this document and freely and voluntarily agree to all of the above terms.

Stanley Sniff
Sheriff, Riverside County Sheriff's Department

Date

FORM APPROVED COUNTY COUNSEL
BY: *[Signature]* 6/13/18
SUSANNA N. OH DATE



RIVERSIDE COUNTY ANTI-HUMAN TRAFFICKING TASK FORCE
MEMORANDUM OF UNDERSTANDING

Federal Bureau of Investigation
11000 Wilshire Boulevard
Suite 1700
Los Angeles, Ca 90024

I, the undersigned, as an authorized representative for the Federal Bureau of Investigation, do hereby approve this document and freely and voluntarily agree to all of the above terms.

Bill Lewis
Assistant Director in Charge
Federal Bureau of Investigation
Los Angeles Division

Date



RIVERSIDE COUNTY ANTI-HUMAN TRAFFICKING TASK FORCE
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United States Immigration and Customs Enforcement
Homeland Security Investigations
501 West Ocean Boulevard Suite 7200
Long Beach, Ca, 90802-4213

I, the undersigned, as an authorized representative for United States Immigration and Customs Enforcement, Homeland Security Investigations, do hereby approve this document and freely and voluntarily agree to all of the above terms.

Claude Arnold
Special Agent in Charge
United States Immigration and Customs Enforcement
Homeland Security Investigations

Date



RIVERSIDE COUNTY ANTI-HUMAN TRAFFICKING TASK FORCE
MEMORANDUM OF UNDERSTANDING

Riverside Police Department
4102 Orange Street
Riverside, California 92501

I, the undersigned, as an authorized representative for the Riverside Police Department, do hereby approve this document and freely and voluntarily agree to all of the above terms.

Sergio G. Diaz
Chief of Police
Riverside Police Department

Date



RIVERSIDE COUNTY ANTI-HUMAN TRAFFICKING TASK FORCE
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Hemet Police Department
450 E. Latham Ave.
Hemet, CA 92543

I, the undersigned, as an authorized representative for the Hemet Police Department, do hereby approve this document and freely and voluntarily agree to all of the above terms.

David M. Brown
Chief of Police
Hemet Police Department

Date



RIVERSIDE COUNTY ANTI-HUMAN TRAFFICKING TASK FORCE
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United States Attorney's Office
Central District of California
312 North Spring Street
Suite 1200
Los Angeles, Ca 90012

I, the undersigned, as an authorized representative for the United States Attorney's Office for the Central District of California, do hereby approve this document and freely and voluntarily agree to all of the above terms.

Andre Birotte Jr.
United States Attorney
Central District of California

Date



RIVERSIDE COUNTY ANTI-HUMAN TRAFFICKING TASK FORCE
MEMORANDUM OF UNDERSTANDING

Riverside County District Attorney's Office
3960 Orange Street
Riverside, Ca 92501

I, the undersigned, as an authorized representative for the Riverside County District Attorney's Office, do hereby approve this document and freely and voluntarily agree to all of the above terms.

Michael Hestrin
Riverside County District Attorney

Date



RIVERSIDE COUNTY ANTI-HUMAN TRAFFICKING TASK FORCE
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Operation SafeHouse
9685 Hayes Street
Riverside, Ca 92503

I, the undersigned, as an authorized representative for Operation SafeHouse, do hereby approve this document and freely and voluntarily agree to all of the above terms.

Kathy McAdara
Executive Director
Operation SafeHouse

Date



RIVERSIDE COUNTY ANTI-HUMAN TRAFFICKING TASK FORCE
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Million Kids
PO BOX 7295
Riverside, Ca 92513

I, the undersigned, as an authorized representative for Million Kids, do hereby approve this document and freely and voluntarily agree to all of the above terms.

Opal Singleton
President
Million Kids

Date