



George Gascón  
District Attorney

City and County of San Francisco  
Office of the District Attorney

## **2017 Request for Proposals:**

## **Neighborhood Justice Fund**

**Date Issued**  
**Pre-proposal Conference**  
**Proposals Due**

**April 3, 2017**  
**April 21, 2017, 1:00 PM**  
**May 12, 2017, 5:00 PM**

## I. Introduction & Schedule

### **A. Neighborhood Courts**

In early 2012, District Attorney George Gascón expanded the scope of San Francisco’s Community Courts Program to create the **Neighborhood Courts Initiative**. Neighborhood Courts are a community-based approach to improving the quality, safety and cohesion of each district through restorative justice methods. Rather than pursuing traditional criminal case processing, the District Attorney’s Office (SFDA) refers appropriate misdemeanor cases to one of ten Neighborhood Courts throughout San Francisco. Common case types include, but are not limited to, shoplifting, vandalism and disorderly conduct.

At Neighborhood Court, a panel of volunteer adjudicators, trained in restorative justice and problem-solving, hear each case. Neighborhood Court panels are composed of residents who live and work in the community where the incident occurred; there are no judges, defense attorneys or prosecutors. To resolve the case, adjudicators issue individually-tailored “directives,” including community service, restitution, apology letters, training and treatment, to repair the harm caused by the incident. Participants who successfully complete Neighborhood Court directives are not prosecuted in criminal court. Neighborhood Court hearings are voluntary and confidential.

### **B. Neighborhood Justice Fund**

In some Neighborhood Court cases, participants are directed to pay “community restitution.” These funds are held by SFDA solely for disbursement through the **Neighborhood Justice Fund** grant program. On an annual basis, SFDA awards restitution funds as grants to community-based organizations for projects that will enhance the safety, livability and neighborhood cohesion of San Francisco’s districts. Grants awarded during the 2017 disbursement are for projects to be completed between **July 1, 2017** and **December 31, 2017**.

In 2017, the Neighborhood Justice Fund will give priority to projects dedicated to auto burglary prevention and education, citizenship and immigration rights education, and community mobilization events. SFDA strives to fund at least one project in each police district. Neighborhood Justice Fund project options include, but are not limited to the following

#### Neighborhood Safety & Livability

- **Auto burglary prevention and education**
- **Citizenship and Immigration rights education**
- Human trafficking prevention and education
- Improving security/locks, and/or increasing neighborhood lighting
- Pedestrian safety
- Neighborhood watches
- Graffiti removal and painting
- Improving abandoned or neglected properties
- Citizen patrols
- Community clean-up efforts
- Park improvements

- Street greening and beautification

Neighborhood Cohesion

- **Community mobilization events**
- Bullying prevention and education
- Youth development activities
- Service projects
- Mentoring
- Tutoring
- Drug or alcohol abuse awareness activities
- Conflict resolution
- Parental training/family support
- Senior citizen outreach
- Public health and safety events

**C. Previous Grantees**

During the last Neighborhood Justice Fund grant cycle, grants were awarded to the following projects:

Organization: Boys and Girls Club of San Francisco  
Project: Community 5k Fun Run and Health Fair  
Districts: Bayview, Ingleside

Organization: Central American Resource Center  
Project: Second Chance Youth Program  
District: Mission

Organization: CommunityGrows  
Project: Plaza East Patio & Community Garden Project  
District: Northern

Organization: Fisherman's Wharf Community Benefit District  
Project: PARK SMART! Auto Burglary Prevention and Education  
District: Central

Organization: Glide  
Project: Photovoice Workshop on Human Trafficking  
Districts: Tenderloin

Organization: Gum Moon Women's Residence  
Project: Human Trafficking Awareness and Education Campaign  
District: Richmond, Central and Ingleside

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Organization: Livable City/Sunday Streets  
Project: Sunday Streets  
District: Tenderloin and Northern

Organization: Middle Polk Neighborhood Association  
Project: Auto Burglary Prevention  
District: Northern

Organization: Treasure Island YMCA  
Project: Security Lighting  
Districts: Park, Southern

Organization: Urban Ed Academy  
Project: Transition Camp  
District: Bayview

**D. Schedule**

The anticipated schedule for the 2017 Neighborhood Justice Fund disbursement is:

<b>Proposal/ Grant Phase</b>	<b>Date</b>
RFP Issued by SFDA	April 3, 2017
Pre-proposal Conference	April 21, 2017 (1:00 PM)
<b>Proposals Due</b>	<b>May 12, 2017 (5:00 PM)</b>
Technical Review	May 15- May 26, 2017
Awards Announcement	June 2, 2017
Grant Period	July 1-December 31, 2017
Final Report Due	January 31, 2018

**RFP Issued by SFDA:** This Request for Proposals (RFP) was released on April 3, 2017. Copies of this RFP are available at <http://www.sfdistrictattorney.org>.

**Pre-proposal Conference:** Organizations are encouraged to attend a pre-proposal conference on April 21, 2017 at 1:00PM at the San Francisco District Attorney’s Office. This is not a required meeting. The conference will be held at the address listed below.

Office of the District Attorney  
Hall of Justice  
850 Bryant Street, Room 322 (3<sup>rd</sup> Floor), San Francisco, CA 94103

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This conference is held in order to:

- Describe the services sought through this RFP.
- Respond to questions from applicants.
- Review the requirements and application process for this RFP.
- Explain the City vendor compliance process that all funded organizations must complete.

Applicants are strongly encouraged to submit questions via email in advance of the pre-proposal conference. Questions will not be answered prior to the conference. Please email RFP related questions to Jackson Gee, Director of Neighborhood Courts, at [jackson.gee@sfgov.org](mailto:jackson.gee@sfgov.org) no later than 5:00 PM on Monday, April 17, 2017.

All questions and answers addressed at or after the conference date will be posted at <http://www.sfdistrictattorney.org> on Friday, April 28, 2017. No questions or requests for interpretation will be accepted after this date.

To ensure that all applicants have access to the same information, District Attorney staff are not permitted to answer RFP content questions via telephone or in person.

**Proposals Due:** Proposals must be received by 5:00 PM on Friday, May 12, 2017 in order to be considered for an award. Proposals submitted after 5:00 PM on the due date will not be accepted. Proposals must be emailed to Jackson Gee, Director of Neighborhood Courts, at [jackson.gee@sfgov.org](mailto:jackson.gee@sfgov.org).

**Technical Review:** Each proposal will be reviewed for technical compliance by SFDA from May 15, 2017 to May 26, 2017. A panel will review proposals and make recommendations for funding.

**Awards Announcement:** There will be up to 11 Neighborhood Justice Fund Grants awarded in the 2017 disbursement. Awards will be announced on June 2, 2017. SFDA will consider panel recommendations and the diversity of districts represented when making final decisions. Additionally, in 2017, the Neighborhood Justice Fund will give priority to projects dedicated to **auto burglary prevention and education, citizenship and immigration rights education and community mobilization events.**

The selection of any proposal shall not imply acceptance by the City of all terms of the proposal, which may be subject to further negotiations and approvals before the City may be legally bound thereby. If a satisfactory contract cannot be negotiated in a reasonable time, SFDA, in its sole discretion, may terminate negotiations with originally selected awardee(s).

**Grant Period:** Funds for the 2017 disbursement are to be used for approved projects to be completed between July 1, 2017 and December 31, 2017.

SFDA will distribute funds to awardees in two payments:

- Half (50%) of the grant funds will be distributed within 30 days of signing the grant agreement to support project implementation.

- The remaining funds will be distributed after project completion, once SFDA has reviewed the Final Report, and certified that the project accomplished the public safety, livability, and/or unity objectives described in the original proposal.

Grantees are expected to provide the SFDA with advance notice of Neighborhood Justice Fund-funded events occurring during the grant period.

**Final Report:** All 2017 Neighborhood Justice Fund recipients must complete approved projects, and spend all project funds no later than December 31, 2017. A Final Report, detailing all project expenditures and including receipts for all expenditures, is due no later than January 31, 2018. Recipients may complete the project and submit the Final Report prior to this date. See Section IV for Final Report instructions.

## **II. Eligibility & Use of Funds**

### **A. Eligibility**

The 2017 Neighborhood Justice Fund RFP process is open to all non-profit 501(c)(3) organizations that wish to implement projects that will enhance public safety, livability and unity in San Francisco's neighborhoods. Organizations or community groups seeking to apply that do not have 501(c)(3) status may partner with an eligible organization to serve as their "fiscal agent" for grant purposes.

Applicants, or their fiscal sponsor, must be compliant City Vendors prior to submitting proposals to be eligible for funding. All proposals will be screened before the review process begins, and non-compliant organizations will not be considered. Applicants can obtain the necessary forms from the Office of Contract Administration, Room 430 or online: <http://sfgsa.org/index.aspx?page=4762>. To determine if your organization or fiscal sponsor is compliant, contact the Controller's Office at (415) 554-6702.

Organizations/community groups may submit one application for a maximum amount of \$3,000 for the 2017 RFP. However, eligible organizations may serve as fiscal sponsor for multiple grant applications. There will be no more than 11 awards for this RFP.

### **B. Use of Funds**

To be eligible for a Neighborhood Justice Fund grant, proposed projects must:

- Be located in San Francisco.
- Enhance the safety, livability and/or neighborhood cohesion of a San Francisco district.
- Be a discrete project entirely funded by this grant, or a distinct project component entirely funded by this grant.
- Provide a time bound schedule of when activities will occur.
- Be within the demonstrated capacity of the applying organization.

No funds are to be used for overhead costs of any organization. The project or event cannot be a part of the core services or program of the organization. The applicant may not use funds to supplant ongoing efforts. However, organizations/community groups applying with a fiscal sponsor may allocate up to 10% of their grant budget as a fiscal sponsorship fee.

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City departments are not eligible for funds. Neighborhood Courts and organizations affiliated with Neighborhood Courts panelists are not eligible for funds.

Funds can be used for printing costs related to the activity or event being proposed, or for materials to be handed out at the activity or event if it is related to public safety, livability, and/or neighborhood cohesion issues. Funds cannot be used for printing any materials related to specific Neighborhood Courts.

All printed materials (brochures, handouts, t-shirts, etc.) must be approved by SFDA before they are distributed. In addition, all printed materials are required to include an acknowledgement indicating that the event/activity/project was funded with SFDA Neighborhood Justice Fund monies.

No funds received through this RFP shall be used to provide financial assistance for any program that involves political activities. Applicants must comply with Section 1.126 of the San Francisco Campaign and Governmental Code.

### **III. Submission Requirements & Proposal Instructions**

#### **A. Submission Requirements**

Proposals must be received by 5:00 PM on May 12, 2017.

Proposers shall submit the proposal by email to: [jackson.gee@sfgov.org](mailto:jackson.gee@sfgov.org)

Any submission received after the deadline will not be considered.

#### **B. Proposal Instructions**

The proposal must be no more than three pages on 8½ by 11 inch paper, one inch margins, one-sided, 12 point Times Roman, single-spaced, plus cover page and budget (maximum five pages total). PDF format is preferred.

Eligible organizations may submit one application for a maximum amount of \$3,000 for the 2017 RFP. There will be no more than 11 awards for this RFP.

*All of the following elements must be included to be eligible for an award.*

1. COVER PAGE (one page maximum): With your proposal, submit a cover page on your organizational letterhead. Include the name of the contact person, email address, telephone number, and fax number. Your organization's Executive Director or leader must sign the letter.
  - a. If you are partnering with a fiscal sponsor, please also include a letter from the fiscal sponsor on that organization's letterhead. Include the name of the contact person, email address, telephone number, and fax number. The organization's Executive Director or leader must sign the letter.
2. PROPOSAL (three page maximum)—Please answer the following:

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- a) What is your organization’s primary mission?
- b) In which San Francisco Neighborhood Court district will your proposed project or event take place? (*Bayview, Central, Ingleside, Mission, Northern, Park, Richmond, Southern, Taraval, Tenderloin*)
  - o For a map of districts, please visit: <http://sf-police.org/index.aspx?page=796>
- c) What are you proposing to do with these funds (be as specific as possible)?
- d) How does the proposed project enhance public safety, livability and/or unity in the identified Neighborhood Court district?
- e) Who will be the person (name and role) responsible for this proposed project?
- f) How will you document and measure success?
- g) What is the total cost of the project?
- h) What is the amount of this request (up to \$3,000 maximum)?
- i) What is the timeline for the project (be as specific as possible)?

3. BUDGET (one page maximum)—Provide a detailed budget for your project.

Sample Budget:

Activity: Intersection Safety Improvement

Safety Vests, 20 vests (\$5 per vest):	\$100
Safety T-shirts, 100 t-shirts (\$10 per shirt):	\$1,000
Volunteer Training Consultant:	\$1,500
Training Event Space Rental:	\$400
Total:	\$3,000.00

Budget Narrative: Provide a narrative describing each line item of the budget and the calculation used to reach the total.

**Reminder.** All printed items are required to include an acknowledgement indicating that the event/project was funded with assistance from the SFDA Neighborhood Justice Fund and must be approved by SFDA staff before publication.

**IV. Final Report**

A Final Report, including detailed project expenditures, is due no later than January 31, 2018. Recipients may complete the project and submit the Final Report prior to this date. The Final Report must address the following.

- 1. Provide a detailed list of all project-related expenses (including expenses covered by both grant payments), as well as original receipts for all project expenses.
- 2. Describe how your organization implemented the project, including a specific timeline.

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3. Explain to what extent the project accomplished the public safety, livability, and/or unity objectives described in the original proposal.
4. Explain to what extent the project fulfilled the success measures defined in the original proposal and grant agreement.

The second payment of grant funds will be distributed only to organizations that submit a Final Report, and complete the approved Neighborhood Justice Fund project, as certified by SFDA.

**Questions:** Please direct all questions to Jackson Gee, Director of Neighborhood Courts, before April 17, 2017: [jackson.gee@sfgov.org](mailto:jackson.gee@sfgov.org).

Questions and answers will be posted at <http://www.sfdistrictattorney.org> on April 28, 2017. No questions or requests for interpretation will be accepted after this date.