



George Gascón  
District Attorney

City and County of San Francisco  
Office of the District Attorney

## **2012 Request for Proposals:**

## **Neighborhood Justice Fund**

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

**November 14, 2012**  
**November 27, 2012, 10:00 AM**  
**December 14, 2012, 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 through the **Neighborhood Courts Initiative**. Neighborhood Courts have been established in all ten San Francisco police districts, case referral has been streamlined through five Neighborhood Prosecutors assigned to each district, and case eligibility has expanded to serve a wide range of misdemeanors and infractions.

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 and infraction 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 the 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 "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 have their criminal case dismissed. Neighborhood Court hearings are voluntary and confidential.

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

All restitution funds collected from Neighborhood Court directives are held by SFDA solely for disbursement through the **Neighborhood Justice Fund** grant program. At least once per year, 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 2012 disbursement are for projects to be completed between March 1, 2013 and December 31, 2013.

Neighborhood Justice Fund project options include, but are not limited to the following:

#### **Neighborhood Safety & Livability**

- Neighborhood watches
- Graffiti removal and painting
- Improving abandoned or neglected properties
- Citizen patrols
- Community clean-up efforts
- Park improvements
- Increasing neighborhood lighting
- Improving security/locks
- Street greening and beautification

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Neighborhood Cohesion

- Community mobilization and empowerment activities
- Service projects lead by former offenders
- Mentoring
- Tutoring
- Drug or alcohol abuse awareness activities
- Youth development activities
- Conflict resolution
- Parental training/family therapy
- Senior citizen outreach
- Public health and safety events

**C. Schedule**

The anticipated schedule for the 2012 Neighborhood Justice Fund disbursement is:

<b>Proposal/ Grant Phase</b>	<b>Date</b>
RFP Issued by SFDA	November 14, 2012
Pre-proposal Conference	November 27, 2012 (10:00 AM)
Proposals Due	December 14, 2012 (5:00 PM)
Technical Review	December 17, 2012 - January 18, 2013
Awards Announcement	January 22, 2013
Grant Period	March 1, 2013 - December 31, 2013
Final Report Due	January 31, 2014

**RFP Issued by SFDA:** This Request for Proposals (RFP) was released on November 14, 2012. Copies of this RFP are available at <http://www.sfdistrictattorney.org>.

**Pre-proposal Conference:** Organizations are encouraged to attend a pre-proposal conference on November 27, 2012 at 10:00 AM at the San Francisco District Attorney’s Office. This is not a required meeting.

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 Maria McKee, SFDA Grants & Policy Manager, at [maria.mckee@sfgov.org](mailto:maria.mckee@sfgov.org) no later than 5:00 PM on Wednesday, November 21, 2012.

All questions and answers addressed at or after the conference date will be posted at <http://www.sfdistrictattorney.org> on Friday, December 7, 2012. No questions or requests for interpretation will be accepted after this date.

To ensure that all applicants have access to 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, December 14, 2012 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 hand delivered or mailed. Proposals sent via fax or email will not be accepted.

**Technical Review:** Each proposal will be reviewed for technical compliance by SFDA from December 17, 2012 to January 18, 2013. A panel will review proposals and make recommendations for funding.

**Awards Announcement:** There will be no more than 11 Neighborhood Justice Fund Grants in the 2012 disbursement. Awards will be announced on January 22, 2013. SFDA will consider panel recommendations and the diversity of districts represented when making final decisions.

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 2012 disbursement are to be used for approved projects to be completed between March 1, 2013 and December 31, 2013.

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.

**Final Report:** All 2012 Neighborhood Justice Fund recipients must complete approved projects, and spend all project funds no later than December 31, 2013. A Final Report, detailing all project expenditures and including receipts for all expenditures, is due no later than January 31, 2014. 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 2012 Neighborhood Justice Fund RFP process is open to all non-profit 501(c)(3) organizations, and community groups working with non-profit 501(c)(3) organizations that wish to implement projects that will enhance public safety, livability and unity in San Francisco's neighborhoods.

Applicants 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.

Eligible organizations may submit one application for a maximum amount of \$3,500 for the 2012 RFP. 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.
- Demonstrate a long-term benefit to the identified San Francisco district.
- 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.

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

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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. The total costs for printing cannot exceed 20 percent of the total request.

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 December 14, 2012.

Proposers shall submit one (1) original and three (3) copies of the proposal in a sealed envelope addressed as follows:

Office of the District Attorney  
Re: Neighborhood Justice Fund  
Hall of Justice  
850 Bryant Street, Room 322  
San Francisco, CA 94103

Proposals may be hand delivered or mailed. Postmarks will not be considered in judging the timeliness of submissions. Proposals submitted by fax or email will not be considered. Late submissions 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).

Eligible organizations may submit one application for a maximum amount of \$3,500 for the 2012 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 must sign the letter.

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2. PROPOSAL (three page maximum)—Please answer the following:

- 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) What is the long-term benefit of the proposed project to the identified San Francisco district?
- f) Who will be the person responsible for this proposed project?
- g) How will you document and measure success?
- h) What is the total cost of the project?
- i) What is the amount of this request (up to \$3,500 maximum)?
- j) 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: Neighborhood Garden

Potted Plants, 400 plants (\$5 per plant):	\$2,000.00
Soil, 85 bags (\$10 per bag):	\$850.00
Printing Costs for Outreach Materials:	\$650.00
Total:	\$3,500.00

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

*Reminder:* All printing costs, including t-shirts, cannot exceed 20 percent of total budget or be for specific Neighborhood Courts. In addition, 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, 2014. 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.

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2. Describe how your organization implemented the project, including a specific timeline.
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 Maria McKee, SFDA Grants & Policy Manager, before November 21, 2012, and not later than December 6, 2012: [maria.mckee@sfgov.org](mailto:maria.mckee@sfgov.org).

Questions and answers will be posted at <http://www.sfdistrictattorney.org> on Friday, December 7, 2012. No questions or requests for interpretation will be accepted after this date.