Bidder’s Conference
Victim of Crime Survivor Services
Grants, 2019
Victim Services Division

- Advocacy
- Victims of Crime Compensation
- Restitution
- Critical Events and Community Advocacy

Our goal is to help victims of crime mitigate the trauma, navigate the criminal justice system, and rebuild their lives

*See VSD brochure for more details*
Important Information

- Due Date: March 15, 2019
- Total amount of funding available is $750,000
- Grants will be made for a two-year period: June 1, 2019 - June 30, 2021
- Awards will range between $50,000-$100,000 per year
Victims/Survivors

- Victim of Crime: Defined as a person who has been directly harmed by or threatened with physical injury or death by another person and has suffered physical or emotional harm as a result of that crime.

- For the purposes of this RFP, survivors or their family members, including parents or caregivers, siblings, grandparents, or other close relationships, are eligible for services.

- The crime affecting the survivor does not have to have been reported, investigated, or charged to qualify.
Direct Services and Other Important Details

- **Direct Services** - services directly to, with and for the benefit of those who have been victims of crime from the areas of priority detailed in this RFP.

- **Funding cannot be used for** prevention of crime victimization, public information campaigns, events, direct payment to individuals, scholarships or grants.

- **Strong partnership with Victim Services Division required**
  - Referrals to and from
  - Cross training
  - Grant reporting
Funding Priorities

- **Domestic Violence**
  - Services for special populations: LGBTQ, Elderly, Disabled, Immigrants, Men
  - Teen dating violence
  - Victim-centered restorative justice models
  - Group, peer support or other support services
  - Mental health, crisis response or other immediate services

- **Sexual Assault**
  - Crisis response services for survivors
  - Victim centered restorative justice models
  - Services for children survivors of sexual abuse

- **Human Trafficking**
  - Mental health services
  - Crisis response services
  - Case management
  - Resources and referrals
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>January 29th</td>
<td>RFP issued by the city - available at <a href="https://sfdistrictattorney.org">https://sfdistrictattorney.org</a></td>
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<tr>
<td>February 1st</td>
<td>Pre-proposal conference 10am to 12pm 850 Bryant Street, Room 450 San Francisco, CA 94103</td>
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<tr>
<td>February 8th</td>
<td>Deadline for submission of written questions – <a href="mailto:info@victimservices.org">info@victimservices.org</a> answers posted online by February 15, 2019</td>
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<tr>
<td>March 15th</td>
<td>Proposal Due: email submissions to <a href="mailto:victimservices@sfgov.org">victimservices@sfgov.org</a> by 5pm.</td>
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<tr>
<td>April 15th</td>
<td>Oral Interview with firms selected for further consideration</td>
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<tr>
<td>June 1, 2019</td>
<td>Grant Period Begins</td>
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Terms of Qualifications

- Eligibility: SF residents or victimized in SF
- Tax Exempt organization
- Not Allowed: event sponsorships, funding for campaigns, scholarships, research, or grants/funds to individuals.
- Does not cover payment for property, loss of money or another expenses otherwise covered by VOC* compensation

https://victims.ca.gov/victims/coverage.aspx

* Also see Cal VCB brochure
Collaborations

- Collaborative consortia, joint ventures, or a team of agencies with complementary skills and experience are permitted and encouraged to respond to this RFP.

- Lead Agencies: Proposals from collaborative consortia, joint ventures, or teams must designate a lead agency which will serve as the fiscal sponsor for the partners.

- Subcontracting: Applicants may include sub-granting arrangements with other agencies; however, these arrangements must be made prior to submission of the proposal. Must have signed MOU.
Requirements- Qualifications

- Minimum Qualifications:
  - Selected applicants will have a proven track record of providing relevant services for minimum of 3 years.
  - Partnership with the SFDA and the Victims Services Division.
  - Three years of experience providing services to San Francisco residents who have been impacted by crime and exposure to violence.
  - Expertise in trauma-informed, strengths-based, results-driven, service delivery.
  - Knowledge about and experience delivering trauma-informed approaches.
Requirements – Vendors Status

Applicants, or their fiscal sponsors, funded via this RFP must be a City-approved vendor at the time that RFP results are announced on April 15, 2019, and not be on the City Vendor Debarred list before receiving funds. Organizations that are not yet City-approved vendors should begin the certification process as soon as possible in order to ensure that they are able to meet this requirement if awarded a grant. Vendor application packets can be obtained from the Office of Contract Administration at City Hall, 1 Dr. Carlton B. Goodlett Place, Room 430, San Francisco, CA 94102 or downloaded from their website at www.sfgov.org/oca.
SFDA Eligibility Requirements

- All applicants must meet all eligibility requirements in order to be considered for SFDA funding.
- *Non-Eligible Entities*: No City agencies or departments may apply. Not for profit organizations are eligible to participate.
- Any proposal that does not demonstrate that the applicant meets these minimum requirements by the deadline for submittal of proposals will be considered non-responsive and will not be eligible for award of the grant.
Grant Requirements

- Quarterly Grant Reports: quarterly data on client numbers and demographics, progress toward goals and objectives and collaboration with Victim Services Division.
- SF Grant Requirements: Office of Contract Administration website at www.sfgov.org/oca. The contract requirements include general liability and auto insurances, compliance with equal benefits ordinance, and current San Francisco business tax certificate, if applicable.
- Fiscal and Organizational Practices: site visits and reviews
- Sunshine: Under 12L of the San Francisco administrative code, non-profits that receive in excess of $250,000 in city funds must comply with specific open government requirements and respond to requests for financial and meeting information from members of the public. This is commonly called the “Sunshine Act.”
- Accessibility: Programs and services must be accessible to persons with disabilities. Program access can be achieved in many cases without having to alter the existing facility.
Grant Requirements - cont.

- Non-Discrimination: Organizations must comply with SF Human Rights Commission (HRC) prohibitions against discrimination in fair housing and equal employment opportunity, and in awarding grants. Organizations must also comply with the Equal Benefits Ordinance for domestic partners. Additional information concerning these items can be found on the HRC website at http://sf-hrc.org.

- Religious Activity: Funds may not be used for religious purposes or for the improvements of property owned by religious entities except where the grant recipient is a secular non-profit organization with a long-term lease.

- Political Activity: 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 S.F. Campaign and Governmental Conduct Code. Find details at: http://www.sfethics.org/ethics/2011/06/-regulations-to-campaign-finance-reform-ordinance-san-francisco-campaign-and-governmental-conduct-co.html
Grant Award

There is $750,000 available for award over a two-year period. The total maximum award for the 2-year period, June 1, 2019 – June 30, 2021 (24 months) will not exceed $200,000. It is anticipated that no more than 4 awards will be made. The City and County of San Francisco may commence the grant agreement on June 1, 2019 or after the day that the grant agreement is finalized, whichever date occurs first.
Grant Award-cont.

Scope of Work
1) experience serving victim of crime survivors,
2) knowledge of trauma-informed, evidence-based practices, and
3) understanding of unmet needs.

Examples:
- Providing special emphasis on hard to reach and vulnerable populations;
- Improving access and utilization of services for hard-to-serve populations;
- Creating new direct services, including direct, peer, group, case management and
- Therapeutic interventions; and
- Increasing and enhancing service capacity, both within agencies and across collaboratives.
Objective: to develop and implement a program that effectively provides trauma-informed services to victim of crime survivors who have been impacted by crime and exposure to violence.

- **Trauma-informed**: Realizes the widespread impact of trauma and understands potential paths for recovery; recognizes the signs and symptoms of trauma in clients, families, staff, and others involved with the system; responds by fully integrating knowledge about trauma into policies, procedures and practices; and seeks to actively resist re-traumatization.

- **Evidence-based**: Applying the best available research results (evidence) when making decisions about program design and implementation.

- **Culturally competent**: A set of congruent behaviors, attitudes and policies that come together in a system, agency or among professionals that enables effective work in cross-cultural situations.

- **Developmentally appropriate**: The proposed program, curriculum, services, etc. are based on what participants can do cognitively, physically and emotionally at a certain age.

- **Effectively staffed**: The staffing pattern is matched to complete proposed activities.
Program Reports, Planning and Evaluation

- These will include but not be limited to number of participants, participant demographics, measurable objectives and participant program status.
- Participate in annual coordination and technical assistance meetings with SFDA staff and fellow grantees.
- Work collaboratively with SFDA Victim Services Division to refer clients who are or have been victims of crime for services and resources.
- Partner with other community-based services to provide comprehensive resources to clients.
- Submit timely fiscal and program reports, as required, to SFDA.
Evaluation and Selection Criteria

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<tr>
<th>Proposal Section</th>
<th>Total Points Possible</th>
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<tr>
<td>Mission, History &amp; Accomplishments</td>
<td>20</td>
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<tr>
<td>Relevant Experience &amp; Trauma-Informed Approaches</td>
<td>20</td>
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<tr>
<td>Proposed Program</td>
<td>30</td>
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<tr>
<td>Proposed Staffing</td>
<td>15</td>
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<tr>
<td>Proposed Budget Detail and Narrative</td>
<td>15</td>
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Please see RFP for more details.
Submission Requirements

▪ Cover Page
▪ Overview/Summary- available at www.sfdistrictattorney.org
▪ Mission, History & Accomplishments (1 pg. limit)
▪ Qualifications (2 pg. limit)
▪ Project Approach (3 pg. limit)
▪ Proposed Staffing (1 pg. limit)
▪ Proposed Budget (3 pg. limit) www.sfdistrictattorney.org
▪ Certification of Headquarters in Accordance with Administrative Code Chapter 12X.

Proposals should contain the following statement: “I certify that my company is headquartered at the following address ____________________________________. I will notify the City if my company's headquarters moves.”
Terms and Conditions

- Errors and Omissions in RFP
- Objections to RFP Terms
- Change Notices
- Terms of Proposal
- Revision of Proposal
- Errors and Omissions to Proposal
- Financial Responsibility
- Proposer’s Obligations under the Campaign Reform Ordinance
- Sunshine Ordinance
- Public Access to Meeting and Records
- Reservations of Rights by the City
- No Waiver

Please see RFP for more details
Provide a suggested two (2) year budget for the project, for the period June 1, 2019 – June 30, 2021. Please note that the total amount awarded will not exceed $200,000 and that anticipated grant amounts will be between $50,000 and $100,000 for each 12-month grant period. The Budget Detail and Narrative should include descriptions of the line items and the justification for the calculation.

Direct Costs- Should include all costs associated with developing and implementing a successful program in response to this RFP including but not limited to: personnel expenses, program related supplies, travel directly related to the provision of services, and other expenses.

Indirect Costs- We are aware that agencies have administrative costs and will allow up to 10% toward indirect cost as part of your program expenses.
Appendix and Forms

See RFP @ www.sfdistrictattorney.org

For further guidance, refer to the City’s supplier training videos that are located online at: https://sfcitypartner.sfgov.org/
For more information
SFDA Victim Services Division

www.sfdistrictattorney.org

victimservices@sfgov.org