REQUEST FOR PROPOSALS:
COMMUNITY SAFETY PROGRAM GRANTS

INFORMATION PACKET #2014-03

Date Issued: March 24, 2014
Proposals Due: April 22, 2014
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I. OVERVIEW

This overview is intended to assist applicants with the Request for Proposal (RFP) process and the focus of the Community Safety Program Grants. Please read this section carefully, along with the RFP, to determine whether your organization and your proposed project align with the strategic goals and priorities of the program as outlined in this document. These goals and priorities, as well as the applicant’s demonstrated expertise to achieve outcomes will be the basis upon which all funding decisions are made.

COMMUNITY SAFETY PROGRAM PRIORITIES

The Office of Civic Engagement & Immigrant Affairs (OCEIA) is seeking proposals from non-profit, community-based organizations in San Francisco to assist with two projects for its Community Ambassadors Program, which was established in 2010. The purpose of the projects are to assess and support community-driven efforts for safety outreach, education and referrals in two specific areas of the City: 1) District 9 in the Mission neighborhood, in the immediate area surrounding the 16th & Mission Merchant/Transit Corridor, and 2) citywide in areas determined by OCEIA, including District 10 covering the Bayview and Visitacion Valley.

Selected applicants must demonstrate cultural and linguistic competence; a history of assisting and serving the community; extensive knowledge of neighborhood services, issues, and resources; and credibility and capacity to reach target populations, conduct violence prevention training and meet community and neighborhood needs. All program activities must be conducted in San Francisco and will be focused on, but not be limited to, high-need, high-crime areas of the city surrounding transit areas.

All questions submitted by 5:00 p.m. on April 11 2014, will be posted on OCEIA’s website www.sfgov.org/oceia, by 5:00 p.m. on April 15, 2014.

OCEIA will not respond to questions submitted after the above deadline. To ensure that all applicants have access to same information, OCEIA staff are not permitted to answer RFP content questions via telephone or in person.

All proposals must be submitted electronically in MSWORD or PDF format to civic.engagement@sfgov.org and received by OCEIA no later than 5:00 p.m. PST on Tuesday, April 22, 2014. An email response will be sent within 24 hours to confirm receipt of completed proposals submitted on time.

Applicants to this program bear the sole responsibility for ensuring that all submitted proposals, including attachments and application forms, are complete, accurate and received on time. Incomplete proposals or proposals sent after 5:00 p.m. on the due date or thereafter will not be accepted — no exceptions. Costs incurred by applicants in responding to this RFP are entirely the responsibility of the applicants and will not be reimbursed.
II. NOTICE OF AVAILABILITY OF REQUEST FOR PROPOSALS

NOTICE OF AVAILABILITY OF REQUEST FOR PROPOSALS:
COMMUNITY SAFETY PROGRAM GRANTS

RFP#2014-03

Date Issued: March 24, 2014
Proposals Due: April 22, 2014 by 5:00 p.m. PST

The Office of Civic Engagement & Immigrant Affairs (OCEIA) is pleased to announce the availability of a Request for Proposals (RFP) under the following general fund program: Community Safety Program Grants. The RFP will be available electronically on OCEIA’s website at www.sfgov.org/oceia on Monday, March 24, 2014 by 3:00 p.m. Alternative formats for persons with disabilities will be available upon request to Danielle Lam, at (415) 581.2357 or email civic.engagement@sfgov.org. All proposals must be submitted electronically and received by 5:00 p.m. PST on Tuesday, April 22, 2014.

COMMUNITY SAFETY PROGRAM PRIORITIES
The Office of Civic Engagement & Immigrant Affairs (OCEIA) is seeking proposals from non-profit, community-based organizations in San Francisco to assist with two projects for its Community Ambassadors Program, which was established in 2010. The purpose of the projects are to assess and support community-driven efforts for safety outreach, education and referral in two specific areas of the City: 1) District 9 in the Mission neighborhood, in the immediate area surrounding the 16th & Mission Merchant/Transit Corridor, and 2) citywide in areas determined by OCEIA, including District 10 covering the Bayview and Visitation Valley.

Selected applicants must demonstrate cultural and linguistic competence; a history of assisting and serving the community; extensive knowledge of neighborhood services, issues, and resources; and credibility and capacity to reach target populations, conduct violence prevention training and meet community and neighborhood needs. All program activities must be conducted in San Francisco and will be focused on, but not be limited to, high crime areas of the city surrounding transit areas.

HOW TO CONTACT OCEIA
If you have any questions regarding the RFP, please send an email to civic.engagement@sfgov.org with the subject line: Community Safety Program Grant, or call the OCEIA main number at 581.2360 and your call will be directed to the appropriate staff person.
### III. SCHEDULE

<table>
<thead>
<tr>
<th>SCHEDULE*</th>
<th>CITY-APPLICANT COMMUNICATIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Notice of Availability of Funds</td>
<td>March 24, 2014</td>
</tr>
<tr>
<td>RFP Available Online</td>
<td>March 24, 2014 3:00 p.m.</td>
</tr>
<tr>
<td>Answers to RFP Questions Posted Online</td>
<td>April 15, 2014 5:00 p.m.</td>
</tr>
<tr>
<td>Proposal Due Date</td>
<td>April 22, 2014 5:00 p.m.</td>
</tr>
<tr>
<td>Proposal Review Period</td>
<td>April 23-29, 2014</td>
</tr>
<tr>
<td>Contract Award Intent Notification</td>
<td>April 30, 2014</td>
</tr>
<tr>
<td>Final Contracts/Workplans Due</td>
<td>May 5, 2014</td>
</tr>
<tr>
<td>Service Implementation Begins</td>
<td>May 12, 2014</td>
</tr>
</tbody>
</table>

*All dates and information are subject to change at the discretion of OCEIA. Please check the OCEIA website for the latest updates at www.sfgov.org/oceia.
IV. REQUEST FOR PROPOSAL

General terms used in this RFP:

“Applicant” refers to any entity submitting a proposal to this Request for Proposals (“RFP”). “Grantee” refers to the applicant awarded an agreement for services under this RFP. “City” refers to the City and County of San Francisco. The Office of Civic Engagement & Immigrant Affairs (“OCEIA”), a division of the City Administrator’s Office/General Services Agency (“CAO/GSA”), is the authorized city department responsible for overseeing this grant program.

A. BACKGROUND AND PURPOSE OF GRANT

Background

The Community Ambassadors Program (CAP) was developed in 2010 as a response to escalating tensions and violence in the City’s southeastern neighborhoods. The program was designed to: 1) provide an immediate, visible, non-law enforcement safety presence to calm and reassure District 10 residents; 2) conduct safety outreach and community education on city programs and services in English and other languages spoken by residents; 3) determine baseline levels of needs and attitudes about safety in southeast neighborhoods; and 4) determine the feasibility of implementing an ongoing and broader safety program in other parts of the city. In August 2011, following the conclusion of the successful year-long pilot, Mayor Lee and Police Chief Greg Suhr announced the implementation of a permanent CAP in District 10.

In October 2011, OCEIA was asked to develop a new pilot, expanding CAP to District 6 along the mid-Market corridor between 5th and 12th Streets. The Central Market CAP began in November 2011, with staffing partially provided by the Human Services Agency’s Jobs Now! Program. The Central Market CAP was tailored to the unique needs of the area, with the Ambassador teams focusing on: 1) ensuring safe passage to public transportation for residents, visitors, travelers and workers along mid-Market; 2) providing directions and general assistance as needed; 3) reporting criminal or disruptive behavior to the SFPD and MTA; 4) alerting 311 and city departments of safety hazards or street cleanliness/maintenance issues affecting public safety or health; and 5) providing information and referral on existing city programs and social services as needed.

In order to better understand and meet social service priorities in other areas of the city, OCEIA is now seeking proposals for two community safety projects: 1) in District 9, around the 16th and Mission Street area, and 2) in designated areas in or near District 10 and other areas of the City. Both projects will operate in partnership with the CAP.
1. **Mission Neighborhood Community Safety Pilot Project**

Low-income, underemployed, and formerly/currently homeless neighborhood residents will be trained in peer outreach, conflict prevention and intervention, and informational and referrals assistance for the purpose of increasing public safety at 16th and Mission.

**Neighborhood Context**

The intersection of 16\textsuperscript{th} Street and Mission Street is a diverse, multilingual, highly active space in the Mission neighborhood. The intersection is a major transit hub for BART and several MUNI lines, and is also a busy thoroughfare for pedestrians, bicyclists, and vehicles. In addition to the neighborhood-wide issues of gentrification and affordability, the areas immediately surrounding 16\textsuperscript{th} and Mission have a high level of criminal activity, chronic problems with street cleanliness, and a large population of low-income and homeless individuals in need of services, care and resources.

The primary purpose of the Mission Neighborhood Homeless Engagement Project is to develop a short-term, pilot project to provide part time employment to homeless/formerly homeless individuals while also promoting street outreach and community safety in the immediate area around 16\textsuperscript{th} and Mission. A team of 4 - 5 Community Ambassadors and a team leader will provide a daily safety presence and general assistance to residents, visitors, travelers and workers for a three month window. The team will also monitor the area and work closely with existing programs, law enforcement, the MTA, and neighborhood and community-based organizations. The pilot program will be tailored to the unique needs of the area. Specifically, the team of Ambassadors will focus on:

- **Outreach to Homeless individuals and linkage to services**, in particular linking them to neighborhood resources for survival services, medical and behavioral health care, community support and appropriate referrals.
- **Escorting residents & workers**- Ensuring safe passage in and around the neighborhood for people who are homeless, residents, visitors, and employees.
- **Providing multilingual information and referrals** on existing city services and community based programs.
- **Reporting criminal or disruptive behavior** to assigned security personnel and SFPD.
- **Providing directions and general assistance** as needed.
- **Alerting 311, facility staff and city departments of safety hazards** or sanitation/maintenance issues that affect public safety or health.

The Mission Neighborhood Community Safety Pilot Project will be jointly administered by and coordinated with the Office of Civic Engagement & Immigrant Affairs (OCEIA). The selected grantee organization must:

1) Coordinate recruitment and selection of candidates;
2) Compensate ambassador participants in the form of stipends;
3) Conduct training regarding Mission neighborhood and citywide resources, social services, and conflict prevention and effective de-escalation strategies;
4) Provide a physical space for ambassadors to meet at and operate from; and
5) Jointly plan, implement and evaluate aspects of the pilot with OCEIA.

Applicants for this grant project must demonstrate cultural and linguistic competence in serving populations living in the immediate project area, particularly for Spanish speaking and homeless individuals. Applicants must have a minimum of five years experience working in the Mission district with the specific populations described in this RFP.

2. Citywide Community Safety Education & Training Pilot Project

Leveraging the success of existing CAP program, this project will focus on developing strategies to engage community members, youth and non-violent ex-offenders to participate in communitywide violence prevention and safety activities. The selected nonprofit partner will provide violence prevention training, safety tips, one-on-one counseling, opportunities for community service and other activities supporting the CAP program’s work in Visitacion Valley, Bayview and other designated areas, which may include Chinatown and Western Addition.

The Citywide Community Safety Education & Training Pilot Project will be jointly administered by and coordinated with the Office of Civic Engagement & Immigrant Affairs (OCEIA). The selected grantee organization must:
1) Assist with recruitment of candidates;
2) Process compensation of Ambassador participants;
3) Conduct comprehensive violence prevention training, and additional training regarding neighborhood resources, social services, and refresher courses;
4) Provide a physical space for Ambassadors to occasionally check-in and meet;
5) Jointly plan, implement and evaluate aspects of the pilot with OCEIA.

Applicants for this grant program must have a minimum of ten years experience working with the target audience and demonstrate a successful track record of delivering violence prevention programs and strategies in the southeastern sector and other San Francisco neighborhoods that are experiencing widespread demographic changes.

Organizations must be ready to begin implementing their activities by May 12, 2014, after notification of grant approval. Grantees are expected to coordinate their efforts with OCEIA, city departments, and other identified partners to leverage resources and address service or policy gaps.

Please note: this grant program includes two project categories. Applicants may apply for both projects but must submit a separate proposal for each project. Combined proposals will not be considered.
B. FUNDING PERIOD
A total of two grants, one for each pilot project, will be awarded for work performed over a period not to exceed 12 months, between May 2014 and May 2015. Based on the success of the pilots and available funding, OCEIA may elect to develop an ongoing safety program to coordinate with CAP through June 30, 2018.

C. FUNDING AVAILABILITY

A total of $50,000- $75,000 in city funding for the pilot year is available as follows:

1) Mission District Safety Pilot: $15,000 – $25,000
2) Citywide Community Safety Training & Education Pilot: $25,000 - $50,000

The City reserves the right to:
1. Not allocate the full amount of available funding, combine, or make adjustments in the number and amount of grants for this program if insufficient qualified proposals are received;
2. Modify applicant goals and deliverables as appropriate; and to,
3. Reject any and all proposals.
## D. ELIGIBILITY AND USE OF FUNDS

The 2014 RFP process is open to all San Francisco-based non-profit 501(c)(3) organizations that wish to implement the community safety projects outlined in this RFP.

All applicants for this grant must demonstrate prior experience, cultural and linguistic competency (as appropriate), and expertise in assessing the social service needs of the targeted population. Documented evidence in the form of published reports or studies, surveys and/or focus group sessions will be accepted.

Applicants representing a collaborative must have an existing written agreement or evidence of a prior coalition relationship with collaborative members, in addition to demonstrating a successful track record of organizing a broad-base, diverse citywide coalition effort, and experience working with targeted populations. A single application from the lead agency or fiscal sponsor must be submitted for each pilot program area. OCEIA may require additional documentation and forms from each of the collaborative members at a later time. The lead agency or fiscal sponsor will be responsible for collecting and providing any and all documents as requested by OCEIA.

All 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://sfgov.org/oca. To determine if an applicant organization or fiscal sponsor is compliant, contact the Controller’s Office at (415) 554-6702.

To be eligible for this grant, proposed projects must:
- Be located in San Francisco with all major activities taking place in San Francisco.
- Serve the targeted populations living or working in San Francisco.
- Demonstrate a long-term benefit to the identified population.
- Provide a time bound schedule of when activities will occur.
- Be within the demonstrated capacity of the applying organization.

All proposed activities must be directly related to the issues outlined in this RFP. Detailed guidelines as well as terms and conditions will be outlined in the final grant agreement. 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.

City departments are not eligible for funds. Funds may be used for printing, equipment or software costs related to the delivery or implementation of language services as outlined in this RFP but may not constitute the majority of the proposed budget.
V. EVALUATION CRITERIA

Proposals will be evaluated by a selection committee comprised of City representatives, grantmakers and/or program experts. Specifically, the committee will be responsible for the evaluation and rating of the proposals, for conducting reference checks, and for interviews, if desired by the City.

OCEIA will select the most qualified and responsive Applicant with whom its staff will commence contract negotiations. If a satisfactory contract cannot be negotiated in a reasonable time with the selected Applicant, then OCEIA in its sole discretion, may terminate negotiations and begin contract negotiations with the next highest scoring, qualified Applicant.

OCEIA may require the selected Applicant to provide written assurance that the key individuals listed and identified in the Proposal will be performing the work and will not be substituted with other personnel or reassigned to another project without the City’s prior approval. The selected Applicant will also be required to comply with City’s reasonable requests regarding assignment of other personnel. OCEIA reserves the right at any time to approve, disapprove, or modify proposed project plans, timelines and deliverables.

Minimum Qualifications
Any proposal that does not demonstrate that the Applicant meets the minimum qualifications described in Attachment A by the proposal deadline may be considered non-responsive and may not be evaluated or eligible for award of any subsequent contract(s).
# Proposal Evaluation Criteria (100 points)

Each proposal will be evaluated in accordance with the criteria below.

<table>
<thead>
<tr>
<th>A. Quality of Proposal</th>
<th>10 points</th>
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<tbody>
<tr>
<td>1. Conformance with and applicability of information to RFP requirements;</td>
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<tr>
<td>2. Clarify of organization and exposition; and,</td>
<td></td>
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<tr>
<td>3. Overall quality of presentation including completeness and accuracy of information.</td>
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<tr>
<th>B. Qualifications</th>
<th>40 points</th>
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<tr>
<td>Does the proposal clearly and specifically demonstrate and/or include:</td>
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<tr>
<td>1. Demonstrated ability and experience working cooperatively and respectfully with target population, city departments and other partners.</td>
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<td>2. Demonstrated ability and experience providing services with cultural and linguistic competency to targeted populations.</td>
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<td>3. Quality, comparability, and applicability of recently completed projects including scope, level of effort, costs, timelines, deliverables and outcomes.</td>
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<td>4. Proposed staff’s direct experience providing day labor/day laborer services. Key staff must demonstrate cultural and linguistic competency.</td>
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<tr>
<th>C. Approach and Methodology</th>
<th>50 points</th>
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<tr>
<td>Does the proposal include sufficient details to demonstrate the Applicant’s:</td>
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<tr>
<td>a. Understanding of the project, the tasks to be performed and the deliverables and outcomes desired by the City.</td>
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<td>b. Clarity of staff roles and responsibilities.</td>
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<td>c. Clarity of costs, work efforts, and timeframes for the services described in this RFP.</td>
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<td>d. Ability to effectively use project management, analytical, interpersonal, oral, written and presentation skills to successfully complete the project and communicate effectively with people of diverse backgrounds, abilities and expectations.</td>
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<td>e. Use of mechanisms and metrics to track, monitor and evaluate progress in achieving outcomes and objectives.</td>
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<tr>
<td>f. Ability to demonstrate time and resource commitment for this project or to work on several projects with several clients.</td>
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# TOTAL POINTS POSSIBLE | 100 points |
VI. APPLICATION FORM

Applicants must use the attached form (Attachment A) which has been prepared to streamline the process and make the application process as easy as possible. Applicants are encouraged to be concise and include only essential and specific information as requested.

Applicants are directed not to alter, delete or otherwise change any section in the form. All sections in the form must be completed with the required information. Additional information related to the proposal may be included in an attachment. OCEIA reserves the right to request additional information or documents after the due date if needed.

Completed applicants forms should be scanned and prepared as either a single file in MSWORD or PDF (or in a ZIP file) and emailed to civic.engagement@sfgov.org with the subject line: RFP#2014-03 Community Safety Grants. All proposals must be received by 5:00 p.m. on Tuesday, April 22, 2014 to be considered.

A confirmation and Grant Applicant Identification number will be sent via email within 24 hours of receipt of the proposal by OCEIA.

Applicants may apply for both projects but must submit a separate proposal for each project category. Combined proposals will not be accepted.
OFFICE OF CIVIC ENGAGEMENT & IMMIGRANT AFFAIRS
COMMUNITY GRANTS PROPOSAL COVER SHEET

Date:

__________________________

Applicant
Registration No:

Agency:

______________________________

Phone:

__________________________

Address:

______________________________

Fax:

__________________________

______________________________

Email:

______________________________

Web:

______________________________

Title:

______________________________

Project Contact:

______________________________

GRANT REQUEST

Community Safety Projects:

☐ Mission Neighborhood Community Safety Project

☐ Citywide Community Safety Education & Training

Applicants may apply for both projects but must submit a separate proposal for each project category. Combined proposals will not be accepted.

Amount Being Requested: $ 

______________________________
RFP CHECKLIST

Use the following checklist to ensure that all papers and forms necessary to respond to this RFP have been included. Submit a copy of this checklist as the second page of your application as indicated in the required format. All documents, unless otherwise specified, are required for a proposal to be considered complete. Incomplete proposals will not be accepted.

1. Cover Sheet
2. RFP Checklist (this page)
3. Application Form
4. Proposal Narrative
   With all sections accurately and fully completed.
5. Budget & Budget Narrative
6. Financial Statement
   Each applicant must submit a scanned copy of the most recent and complete audited annual financial statement (within past 12 months).
7. Insurance Certificate and Endorsement Letters
   Applicants must provide proof of insurance coverage that meets the City and County of San Francisco’s insurance requirements, including general, professional, automobile and workers compensation liability coverage. This proof must be demonstrated through the following documents:
   • Certificate of Liability Insurance listing OCEIA as the certificate holder
   • Endorsement Letters that designate OCEIA as an additional insured party. The name of the additional insured on the endorsement should read: “City and County of San Francisco, its officers, agents and employees”
8. Proof of 501(c)(3) Status
9. Proof of Legal Business Status from the California Secretary of State
10. Articles of Incorporation & Bylaws
11. List of Current Board Members
12. Organizational Capability
   Each application must include the following information about the organization:
   • Description of the organization
   • Number of years the agency has been in business under present or prior names
   • Number of years of experience the agency has in working and/or performing outreach in defined target community
   • Description of experience and qualifications of proposed project team
   • Reference information for at least three (3) institutions or agencies other than the City & County of San Francisco for which the applicant provides or has provided comparable services
OFFICE OF CIVIC ENGAGEMENT & IMMIGRANT AFFAIRS
COMMUNITY SAFETY GRANTS PROPOSAL

APPLICATION FORM

Date: ___________________  Applicant ID No: [for staff only]
Applicant: ___________________  City Vendor No:
Phone: ___________________  Applicant ID No: [for staff only]
Address: ___________________  City Vendor No:
Fax: ___________________  Phone: ___________________
Email: ___________________  City Vendor No:
Web: ___________________  Email: ___________________
Project Contact: ___________________  Web: ___________________
Title: ___________________

<table>
<thead>
<tr>
<th>Fed EIN</th>
<th>IRS Code</th>
<th>Year Incorporated</th>
<th>Date of Last Annual Audit</th>
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<tr>
<td></td>
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<td>[501(c)(3) or 501(c)(4)]</td>
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<tr>
<th>Operating Budget: $</th>
<th>Total Project Budget: $</th>
<th>Amount Being Requested: $</th>
<th>Duration of Grant: $</th>
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<th>Duration of Grant: $</th>
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GRANT CATEGORY
- [ ] Mission Neighborhood Safety Project
- [ ] Citywide Community Safety Education & Training

TARGET POPULATIONS:
- [ ] Children (K-8)
- [ ] Disabled
- [ ] Homeless
- [ ] Immigrants/Refugees
- [ ] Formerly Incarcerated
- [ ] Low Income
- [ ] Monolingual/Limited English Speaking
- [ ] Public Housing Residents
- [ ] Seniors
- [ ] Young Adults (18-25)
- [ ] Youth (13-17)
- [ ] Other ___________________

NEIGHBORHOOD
- [ ] Bayview/HP
- [ ] Chinatown
- [ ] Excelsior
- [ ] Mission
- [ ] SOMA
- [ ] Tenderloin
- [ ] Western Addition
- [ ] Visitation Valley
- [ ] Other ___________________

Project Summary (one paragraph - not to exceed four sentences):

...
If you are not independently incorporated, who will be the Payee (Fiscal Sponsor)?

Agency: ___________________________ Phone: ___________________________
Address: ___________________________ Fax: ___________________________
Email: ___________________________

Contact: ___________________________ Fed EIN: ___________________________
Title: ___________________________ IRS Code: ___________________________

Is any member of the Board of Supervisors, Mayor’s Office, City Administrator, or Office of Civic Engagement & Immigrant Affairs affiliated with your organization or project? If so, list name and affiliation:

________________________________________________________________________
________________________________________________________________________

Any applicant with an annual operating budget over $250,000 is required to have an independent financial audit to be eligible for funding. Government agencies are exempt from audit requirements.

In response to the Annual Budget question, government agencies, colleges and universities may state their annual program, department or division budget instead of the entire budget of the organization.

All grant applications or materials submitted to the city shall not be returned to the applicant, but shall remain a permanent part of the city’s files.
Proposal Narrative

A. Please provide a one-page description of the entire project being proposed. Indicate how this will achieve the overall outcomes outlined in the RFP.
B. Services and Activities - Describe the specific services and activities to be conducted in the proposed program to demonstrate how these will achieve the primary intent of the RFP. Also designate one contact person to communicate with the City.

SERVICES:

ACTIVITIES:

KEY PROJECT CONTACT (name, email, telephone number, address)
C. **Target Population** - Clearly describe the community that will be served in the proposed program. Describe how the program will serve this population and its proximity and relation to the target community. What are the issues facing this population and what are their critical needs to be addressed.

D. **Cultural Competency and Proficiency** - Describe how the proposed program will be designed to meet the needs of the target community. Describe how the agency will ensure that elements of culture, such as language, values, and traditions will be incorporated into the services provided. Describe staff skills and language ability that will be required in order to provide culturally specific services and information.
E. **Program Collaboration** - Describe how the proposed program will collaborate with other non-profit organizations in developing and delivering these services. Describe your agency's previous experience with collaboration.

F. **Timeline** - Outline the timeline for proposed project implementation.
## BUDGET WORKSHEET

<table>
<thead>
<tr>
<th></th>
<th>Agency Budget Last Year</th>
<th>Agency Budget This Year</th>
<th>Total Project Budget</th>
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<tbody>
<tr>
<td><strong>INCOME</strong></td>
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<tr>
<td>Previous Year Carry Over</td>
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<tr>
<td>Committed Revenue – Other Foundations</td>
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<tr>
<td>Committed Revenue – Government</td>
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<td>Committed Revenue – Individual Donors</td>
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</tr>
<tr>
<td>Committed Revenue – Fees/Earnings</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Committed Revenue – Endowment</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Projected Revenue – Other Foundations</td>
<td></td>
<td></td>
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<tr>
<td>Projected Revenue – Government</td>
<td></td>
<td></td>
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<tr>
<td>Projected Revenue – Individual Donors</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Projected Revenue – Fees/Earnings</td>
<td></td>
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</tr>
<tr>
<td><strong>Amount Requested from OCEIA</strong></td>
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</tbody>
</table>

**TOTAL INCOME**

$ 0 $ 0 $ 0

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<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td><strong>EXPENSE</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Salaries</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Total Benefits</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Consultant &amp; Professional Fees</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Occupancy Expenses</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supplies/Equipment/Maintenance</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employee Expenses Including Travel</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Conferences, Conventions, and Meetings</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Outreach and Promotion</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Printing and Publications</td>
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<td></td>
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<tr>
<td>Other (specify)</td>
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</table>

**TOTAL EXPENSE**

$ 0 $ 0 $ 0

<p>| | | | |</p>
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<tr>
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</thead>
<tbody>
<tr>
<td><strong>NET INCOME/EXPENSE</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(budget gain/loss)</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

**Attachment A** - 9
Please provide a budget narrative that includes:

1. The total cost of the project and how much you are requesting from the City.

2. A description of how grant funds will be used and a line-item explanation of how the amounts were arrived at or why they are justified. This should correlate with the line-items on the Budget Form.

3. For salaried positions, please indicate the full-time equivalent in relation to percentage of time which that person will actually devote to the requested grant budget. (For example, .25 FTE x $40,000 = $10,000)

A. Total Salaries: List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization. Describe the duties and supervision of each position:

<table>
<thead>
<tr>
<th>Position</th>
<th>Title</th>
<th>Name</th>
<th>Salary Rate</th>
<th>Time Devoted</th>
<th>Duties and Supervision</th>
</tr>
</thead>
</table>

TOTAL SALARIES COSTS: $________

B. Total Benefits: Benefits should be based on actual known costs or an established formula. Benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project.

<table>
<thead>
<tr>
<th>Position</th>
<th>Title</th>
<th>Name</th>
<th>Benefits Cost</th>
</tr>
</thead>
</table>

TOTAL BENEFITS: $________
TOTAL SALARY AND BENEFITS COSTS (A & B): $________

C. Consultant & Professional Fees

<table>
<thead>
<tr>
<th>Consultant</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
</table>

TOTAL COSTS: $________
TOTAL CONSULTANT & PROFESSIONAL FEES: $ _________

D. Occupancy Expenses: Provide a detailed description of an occupancy expenses you may incur. List the location, time and duration of any occupancy.

TOTAL OCCUPANCY COST: $ _________

E. Supplies/Equipment/Maintenance: List all items that will be purchased. Explain how the equipment is necessary for the success of the project.

TOTAL SUPPLIES/EQUIPMENT COST: $ _________

F. Employee Expenses Including Travel: Itemize employee expenses of project personnel by purpose (e.g., staff to training, advisory group meeting, etc.). Show the basis of computation (e.g., six people to 3-day training at $X airfare, $X lodging, $X subsistence).

TOTAL EMPLOYEE EXPENSES: $ _________

G. Conferences, Conventions, and Meetings: Itemize meeting costs and describe specific costs incurred.
TOTAL CONFERENCES AND MEETINGS COSTS: $  

H. Outreach and Promotion: Please list specific promotion activities and related costs:

TOTAL OUTREACH AND PROMOTION COSTS: $  

I. Printing and Publications: Please list and describe printing and publication costs associated with the project.

TOTAL PRINTING AND PUBLICATION COSTS: $  

J. Other (specify): Please describe and itemize other costs that have not been mentioned in previous categories:

TOTAL OTHER COSTS: $  

GRAND TOTAL: $