



Parks, Recreation and  
Neighborhood Services

## 2009-2010 SAN JOSE AFTER SCHOOL HOMEWORK CENTER GRANT APPLICATION

### NON-PROFIT AGENCIES

The City of San José, Department of Parks, Recreation and Neighborhood Services (PRNS) is seeking well-qualified government agencies, private non-profit agencies with a current 501(c)(3), current registration with the California Secretary of State and license to do business in San José who agrees to abide by the City's grant agreement on behalf of the association to provide homework assistance and tutoring to children and youth enrolled in grades K-8 to provide homework center assistance and tutoring to children and youth in the hours before and after school.

Contact Person: Carla Holmes  
200 E. Santa Clara Street, 9<sup>th</sup> Floor  
San José, CA 95113  
(408) 793-5511  
[carla.holmes@sanjoseca.gov](mailto:carla.holmes@sanjoseca.gov)

Release date: Friday, May 26, 2009

Proposal due date: Friday, June 19, 2009 – 4:30 p.m.  
Parks, Recreation and Neighborhood Services  
200 E. Santa Clara Street, 9<sup>th</sup> Floor  
San José, CA 95113

Only hand delivered applications will be accepted. Late, postmarked, USPS or e-mailed applications will not be considered for funding.

For an electronic version of this application, PDF version of the contract and information updates: [www.sanjoseca.gov/prns/afterschool\\_programs/](http://www.sanjoseca.gov/prns/afterschool_programs/)

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## I. APPLICATION TIMELINE



APPLICATIONS ARE DUE no later than 4:30 p.m. on June 19, 2009. Only hand delivered applications will be accepted. Proposals received after 4:30 p.m. on June 19, 2009 will not be accepted. There are no exceptions to this timeline. There will be no grace period during which late components of the application will be accepted. Faxed, e-mailed, postmarked, or incomplete proposals will not be accepted.

**Final funding is contingent upon City Council final approval of the 2009-2010 Operating Budget in June 2009.**

Estimated Timeline (dates are subject to change)

ACTIVITY	DESCRIPTION	DATE
Applications released to the public	Applications will be available at the front desk of City of San José – Parks, Recreation and Neighborhood Services, 200 E. Santa Clara Street, 9 <sup>th</sup> Floor, San José, CA 95113. To receive an electronic version of the application packet: <a href="http://www.sanjoseca.gov/pms/afterschool_programs/">www.sanjoseca.gov/pms/afterschool_programs/</a>	Friday, May 26, 2009
2009-2010 Orientation	Roosevelt Community Center 901 E. Santa Clara Street San José CA 95116	Friday, May 29, 2009 8:30 a.m. – 10:30 a.m.
Application questions deadline	Deadline for submitting questions :  All questions must be submitted via e-mail to <a href="mailto:carla.holmes@sanjoseca.gov">carla.holmes@sanjoseca.gov</a> All questions and responses will be updated and forwarded to all applicants via e-mail within 72 hours. (Note: questions may be submitted anytime prior to this date).	Friday, June 12, 2009
Applications are due to PRNS	Completed application and one copy are to be hand-delivered to City of San José – Parks, Recreation and Neighborhood Services. <b>200 E. Santa Clara Street, 9<sup>th</sup> Floor, San José, CA 95113 by 4:30 p.m.</b>  All applications must be submitted to the appropriate City Staff person who will issue a submission receipt. This submission receipt is not a notice of funding/award, only that the application has been received. Late proposals will not be accepted.	On or before Friday, June 19, 2009 at 4:30 p.m.
Application Review	Applications reviewed and rated by City staff.	June 2009
Recommendations to City Council	Grant allocation recommendations forwarded to City Council for approval.	June 2009
Notification	Grant award notifications sent to applicants.	July 2009

## II. SAN JOSÉ AFTER SCHOOL –BACKGROUND AND GOALS

The City of San José Parks, Recreation and Neighborhood Services Department (PRNS) is seeking well-qualified government agencies, private non-profit agencies with a current 501(c) 3 status, current registration with the California Secretary of State and proof of status and license to do business in San José, and who agree to abide by the City's grant agreement on behalf of the association to provide homework assistance to students enrolled in grades K-8.

The SJAS Homework Center Program's intent is to provide children and youth in grades K-8 with homework assistance and tutoring, access to computers and related technology, education and/or targeted skills training and other related services in a safe, protected, clean environment in the hours before and after school.

SJAS Homework Center Program funding has been expanded to include weekend and/or summer programming providing the core service remains a safe place for homework completion support.

### GOALS AND OUTCOMES

The SJAS goal is to provide opportunities for personal and academic growth through safe, fun and enriching out-of-school-time to San José children and youth. Homework center programs are to provide tutoring and homework assistance to San José children and youth in grades K-8 for a minimum of one hour a day, two to five times per week. Each project must have a spending plan with clear, quantifiable outcomes, performance measures, leveraging of funds and must provide a central point of contact for the agency to ensure accountability.

The outcomes for Fiscal Year 2009-2010 are as follows:

- 80% of youth participating in the program will indicate that their ability to complete their homework has increased.
- 80% of youth participants, their parents will indicate their program provides a safe place to be after school.

The funding allocation for the 2009-2010 fiscal year has not been set. Proceeding with the grant application process at this time does not guarantee funding. Funding availability is contingent on City Council Budget approval in June 2009.

The City of San José may rescind this grant process at anytime.

### EMPLOYEE/VOLUNTEER BACKGROUND CHECKS

To be considered for funding, all applicants must describe a process on how criminal background checks will be conducted on each of its employees and volunteers (over the age of 18 years) who will directly supervise minors or mentally impaired in the performance of homework center services. Criminal background checks must be conducted prior to commencing services.

### III. NEW AND/OR CHANGES IN 2009-2010

The following items are new to this year's After School Homework Center Program:

- It is no longer required for school districts to submit an application for each homework center site. Applicants are required to submit only one (1) over-arching application for their district. The application will provide a narrative that includes; days, times and locations of proposed homework center sites, performance, demographic and budget for the entire district. The school district will determine funding for each site as appropriate.
- If any of the proposed programs are offered at a local Public School, there must be an accompanying letter of support signed by the corresponding District Superintendent.
- Eligible use of funds has been expanded to include weekend and/or summer programming provided the core service remains a safe place for homework center support.
- Compensation will be made in three payments:
  - An initial payment of 50% upon execution of the 2009-2010 contract.
  - Mid-year payment of 25% upon submission and acceptance of mid-year reports.
  - Year-end payment of 25% upon submission and acceptance of final reports.
- Applicants must show a minimum 20% of the total program costs as matching cash funds.
- The contract term will begin October 1, 2009 and end September 30, 2010.
- Reports submitted late or incomplete may result in forfeiture of funding. Budget reports submitted with incorrect calculations or illegible will not be accepted.
- Grantees will no longer be provided an original, signed copy of the fully executed contract. Beginning in November 2008, the City Clerk began providing an electronic version of the fully executed contract to all grantees.
- Applicants must direct questions to [carla.holmes@sanjoseca.gov](mailto:carla.holmes@sanjoseca.gov). All questions and responses will be placed in an Information Update document and e-mailed to all applicants within 72 hours or sooner. City reforms require all questions and responses and updates be disseminated to all applicants at the same time. Phone calls requesting information will not be accepted and applicants will be directed to the above e-mail address. In addition to e-mail, information updates will also be posted at [www.sanjoseca.gov/prns/afterschool\\_programs/](http://www.sanjoseca.gov/prns/afterschool_programs/)

#### IV. PROPOSAL SUBMISSION

Applicants must submit all materials prior to the application deadline:

**Deadline: Friday, June 19, 2009, 4:30 p.m.**  
**City Hall, 9<sup>th</sup> Floor**  
**200 E. Santa Clara Street**  
**San José CA 95113**

- Late applications will not be accepted.
- The official time of submission will be determined by the clock utilized by the City staff during the intake process. No other time devices will be utilized to determine submission time.
- There is no appeal process for late applications.

Applicants should carefully check their proposals prior to submission to ensure that answers to all of the questions are complete and all attachments are included.

Applicants may not submit missing items, supplemental information, or supporting documentation after the submission deadline.

## V. GENERAL INFORMATION

### A. Term of Contract

- It is the intent of the City of San José to contract with selected grantees for a term beginning October 1, 2009 through September 30, 2010. A PDF copy of a contract is available at [www.sanjoseca.gov/prns/afterschool.asp](http://www.sanjoseca.gov/prns/afterschool.asp)

### B. Grant Awards

- Grant awards will be contingent upon all of the following conditions being satisfied:
  - The HNVF funds are available and included in the City of San José Budget.
  - Satisfactory performance under prior and existing contracts with the City.
  - Submission and acceptance of required application forms.
  - Acceptable rating of application proposal.

### C. Use of Funds

- No 2009-2010 SJAS Homework Center Program funds can be spent for expenses incurred prior to the approval by the San José City Council.
- Payments can be made only upon full execution of the contract between the City and the funded agency for the San José After School Homework Center Program.
- Funds cannot be used for Facility Rentals, Overhead, Utilities, or Maintenance costs.

### D. PUBLIC NATURE OF PROPOSAL MATERIAL

All correspondence with the City including responses to this application will become the exclusive property of the City and will become public records under the California Public Records Act (Cal. Government Code section 6250 et seq.) All documents that you send to the City will be subject to disclosure if requested by a member of the public. There are a very limited number of narrow exceptions to this disclosure requirement.

Therefore, any proposal which contains language purporting to render all or significant portions of their proposal "Confidential", "Trade Secret", or "Proprietary", or fails to provide the exemption information required as described below will be considered a public record in its entirety.

Do not mark your entire proposal as "confidential".

The City will not disclose any part of any proposal before it announces a recommendation for award, on the ground that there is a substantial public interest in not disclosing proposals during the evaluation process. After the announcement of a recommended award, all proposals received in response to this RFP will be subject to public disclosure. If you believe that there are portion(s) of your proposal which are exempt from disclosure under the Public Records Act, you must mark it as such and state the specific provision in the Public Records Act which provides the exemption as well as the factual basis for claiming the exemption. For example, if you submit trade secret information, you must plainly mark the information as "Trade Secret" and refer to the appropriate section of the Public Records Act which provides the exemption as well as the factual basis for claiming the exemption.

Although the California Public Records Act recognizes that certain confidential trade secret information may be protected from disclosure, the City of San José may not be in a position to establish that the information that an applicant submits is a trade secret. If a request is made for information marked "Confidential", "Trade Secret" or "Proprietary", the City will provide applicants who submitted the information with reasonable notice to seek protection from disclosure by a court of competent jurisdiction.

**VI. PROPOSAL CONTENT AND INSTRUCTIONS (1 of 3)**



To apply for funds, please hand deliver one (1) stapled original and one (1) stapled copy of the proposal to Parks, Recreation and Neighborhood Services, 200 East Santa Clara Street, **9<sup>th</sup> Floor on or before Friday, June 19, 2009 4:30 P.M.** Any proposal that is late, incomplete, fails to meet eligibility requirements, or fails to follow submission instructions will not be considered for funding.

**Proposal Format**

All proposals must be:

- Typed and single spaced.
- Labeled on each page (except for the Cover Sheet) with a header in the upper right margin (include the agency name on the first line and the title of the program on the second line).

**Proposal Components**

Proposals must include the following Forms A through F:	
Submission Checklist (For proposal to be considered for funding, Forms A-F must be completed, signed and included with proposal submission.)	
<b>FORMS:</b>	
<input type="checkbox"/> Form A-	Cover Sheet/ Contact Information
<input type="checkbox"/> Form B-	Program Narrative
<input type="checkbox"/> Form C-	Site Information
<input type="checkbox"/> Form D-	Proposed Budget
<input type="checkbox"/> Form D-1	Source of Funds
<input type="checkbox"/> Form E-	SJAS Assurances
<input type="checkbox"/> Form F-	Certification
<input type="checkbox"/>	Letter of Support from School District Superintendent (If Applicable)
<b>EXHIBITS:</b>	
Exhibit I	Insurance Requirements
Exhibit II	California Public Resources Code Section 5164
Exhibit III	California Public Resources Code Section 5163
Exhibit IV	Application Evaluation and Rating Criteria

## VI. PROPOSAL CONTENT AND INSTRUCTIONS (2 of 3)

### Instructions

#### Form A – Cover Sheet/ Contact Information

The Cover Sheet/ Contact Information form must be completed accurately and signed by the authorized applicant representative. SJAS staff will use e-mail only to correspond with applicants.

#### Form B – Program Narrative

Respond to all questions on Form B.

1. Within each section, number the response to each question.
2. Number the pages in the footer.
3. Do not exceed the page limits for each section.
4. Use only 8-½ x 11 letter size paper.

#### Form C – Site Information

A complete Site Information form includes: All site names and addresses where homework assistance will be provided, days of the week, hours of operation, total number of weeks, total number of unduplicated youth served per year.

#### Form D – Proposed Budget

The Proposed Budget Form D summarizes the San José After School Homework Center budget allocation at the agency level and shows the distribution by line item. This form should reflect the total program costs for the period 10/1/2009-9/30/2010 detailing the amount requested to operate the proposed program.

#### Form D-1 – Source of Funds

The Source of Funds Form D-1 should provide a detailed explanation in each column of all funds that will contribute to the homework center program.

#### Description:

Column A:	The total funds requested from San José After School for 2009-2010
Column B:	The total funds from sources other than City of San José. Column B must represent a cash match amount of <b><u>20% of the total program cost.</u></b>
Column C:	Other City of San José funds such as HNVF or B.E.S.T.
Total Program Cost:	Total of columns A, B and C

## VI. PROPOSAL CONTENT AND INSTRUCTIONS (3 of 3)

### **Form E – SJAS Assurances**

A completed Form E - SJAS Assurances is required from each applicant before the City of San José can execute a contractual agreement.

### **Form F– Certification**

A completed Form F - Certification is required from each applicant before the City of San José can execute a contractual agreement.

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2009-2010  
San José After School Homework  
Center  
Grant Application

**FORMS AND EXHIBITS**

**FORM A – Cover Sheet/ Contact Information**

Agency Name:		
Address:		
Telephone:		
FAX:		
Contact e-mail address:		
Contact person name and title:		

Council District(s) where proposed services will be provided \_\_\_\_\_

Agency Executive Director Signature \_\_\_\_\_

Print Name: \_\_\_\_\_  
 Your signature certifies your support for the submittal of this grant application

Date: \_\_\_\_\_

I hereby certify that I am the authorized Representative of the above agency and to the best of my knowledge and belief, all data in this application is true and correct, the governing body of this applicant has duly authorized the document, and the applicant will comply with the necessary certifications and assurances if a contract is awarded

Agency Representative Name and Title: \_\_\_\_\_

Agency Representative Signature and Date: \_\_\_\_\_

Agency Representative e-mail: \_\_\_\_\_

Agency Representative phone: \_\_\_\_\_

NOTE: If any of the proposed programs are offered at a local Public School, there must be an accompanying letter of support signed by the corresponding District Superintendent.

**Section 1: Program Needs** (Maximum 2 pages) 30 points

1. Explain the need for this after school homework program and the process by which you determined the need. For example, did you survey the students or parents, reference last year's test scores, consult with teachers, etc.?
  2. Describe how the homework center will meet the developmental needs of the participants such as building confidence, study skills and working independently.
  3. Describe how the homework center will provide participants with a safe, clean and well protected environment in the hours before and after school.
- 

**Section 2: Program Design** (Maximum 2 pages) 30 points

1. Describe the implementation plan for the homework center program. On Form C, page 16 of this application list all sites, time, days and total hours that the homework center will operate.
  2. Describe the significant activities to be accomplished by the homework center program and how the program will work toward improvement in youth's attitude towards school, cooperation with others, pride in their school work and attendance at school.
  3. The Goals and Outcomes (page 3 of this application) state that 80% of youth participating in the program will indicate their ability to complete their homework has increased. Describe the method the program will have in place to monitor and track participant homework completion.
- 

**Section 3: Service Capacity** (Maximum 2 pages) 15 points

1. Describe the experience, expertise and organization resources that will be dedicated or leveraged to support the homework center activities including the student to teacher ratio.
2. Describe the agency's experience in collaborating with community partners.
3. The After School Homework Center grant requires a minimum 20% cash match of the total program cost. Will your agency have the resources to provide the cash match? Please provide details on Form D-1 Source of Funds.

**Section 4: Skills and Competencies** (Maximum 2 pages) 15 points

1. Describe your agency's experience in offering high quality after school programs. Please identify key outcomes your past programs have achieved.
2. Explain how the homework center activities will encourage building social connection; building developmental assets; and, developing positive relationships with caring adults such as parents, tutors and teachers.



**FORM D – PROPOSED BUDGET – 2009-2010**

**NOTE: Minimum 20% of Total Program costs must come from matching funds.**

<b>PERSONNEL SERVICES</b>				
Agency Name: _____  (Category Examples)	A Requested SJAS Level One Funds	B Agency Matching Funds (i.e., ASES, Categorical or District Funds	C Other City Funds (HNVF, B.E.S.T) Other City Funds	A + B + C Total Funds by Line Item
Classified Staff				
Certificated Staff				
Bi-lingual Teachers				
Instructional Aids				
Bi-lingual Tutors				
Tutors (Adult)				
Tutors (Student/Peer)				
Volunteers (unpaid)				
Benefits				
Staff Development and Training				
Others (Specify):				
<b>PERSONNEL SERVICES SUBTOTALS</b>				

<b>NON-PERSONNEL SERVICES (Operating costs)</b>				
(Rent, utilities and maintenance are not allowable expenditures for this grant)	A Requested SJAS Level One Funds	B Agency Matching Funds	C Other City Funds	A + B + C Total Funds by Line Item
Telephone (Includes Fax lines)				
Office Supplies (paper, pens, etc.)				
Equipment (Computers hardware, etc.)				
Program Supplies (books, videos, etc.)				
Incentives (prizes, rewards, awards, etc.)				
Transportation (Specify type _____)				
Insurance Coverage Costs				
Other Program Costs (Specify type):				
<b>NON-PERSONNEL SERVICES SUBTOTALS</b>				
<b>GRAND TOTALS: Personnel Services and Non-Personnel Services</b>				

**FORM D-1 2009-2010 PROGRAM SOURCE OF FUNDS**

AGENCY NAME:	CODE NUMBER	USE OF FUNDS	AMOUNT (\$)
	Enter Key Code listed below*	The reason the grant was received	Amount of the grant

**Section 1: SJAS HOMEWORK CENTER 2009-2010 FUNDING REQUEST (Total of Column A, Form D)**

		<b>Total:</b>	

**Section 2: ALL OTHER FUNDING REQUEST (Total of Column B, Form E) (Minimum 20% cash match of the Total Program Budget is required)**

		<b>Total:</b>	

**Section 3: OTHER CITY OF SAN JOSE FUNDING REQUEST (i.e., BEST, CDBG, other funds) (Total of Column C, Form D)**

		<b>Total:</b>	
<b>GRAND TOTAL (Section 1, 2, 3) must match Column C Grand Total on Form D)</b>		<b>GRANT TOTAL:</b>	

**\* Key Codes:**

1. Firm commitment: Requires an agreement or letter confirming funding.
2. Anticipated renewal of existing grant: continuation of a grant that was received in the current year and is expected to be continued.
3. Anticipated Revenue: A realistic projection of fees or donations including in-kind donation for space and equipment based on current level.
4. Application Pending: Applications submitted and expected to be received. Include application date.
5. In-kind: Do not assign a monetary value.

**I hereby certify that the above information is complete and accurate.**

**Authorized District Signature** \_\_\_\_\_

**Name of Authorized Representative (printed)** \_\_\_\_\_

## FORM E – SJAS ASSURANCES

The following assurances are required from each applicant before the City of San José can execute a contractual agreement.

If funded, applicant makes the following assurances:

- Be in compliance with all local laws, ordinances, codes, regulations and decrees;
- Practice non-discrimination in providing services, hiring personnel, and recruiting volunteers, and shall provide a personnel practices plan if funded;
- Submit in a timely manner such program and financial reports as are required by the City to monitor performance of the program;
- Appoint one director of the program who will be responsible for the administration and all financial and accounting activities of the program;
- Specify defined areas of service, measurable outputs, and client objectives;
- Administrative charges must be directly related to the supervision and/or implementation of the proposed direct services;
- Participate in technical assistance training workshops, assist in program design and administer survey collection;
- Provide an agency board resolution or a letter on agency letterhead giving signature authority to a district representative to enter into agreements with the City of San José on behalf of the district;
- Submit an Insurance Certificate to City's Risk Management office, before and during the contract negotiation period which satisfies all requirements identified in Exhibit G of the Grant Agreement;
- Comply with requirements on Background Check/Fingerprinting for Employees/Volunteers as outlined in Exhibit II of the application.

**FORM F- CERTIFICATION (1 of 2)**

Proposing District Name:		
Address:		
Telephone:		
FAX:		
Contact e-mail address:		
Contact person name and title:		

**APPLICANT REPRESENTATIONS**

1. Applicant did not, in any way, collude, conspire or agree, directly or indirectly, with any person, firm, corporation or other applicant in regard to the amount, terms, or conditions of this proposal.
2. Applicant additionally certifies that neither applicant nor its principals are presently disbarred, suspended, proposed for disbarment, declared ineligible or voluntarily excluded from participation in this transaction by any federal department or agency, any California State agency, or any local governmental agency.
3. Applicant acknowledges that all requests for deviations, exceptions, and approved equals are enclosed herein and that only those deviations, exceptions, and approved equals included in the application document or permitted by formal addenda are accepted by the City.
4. Applicant did not receive unauthorized information from any City staff member or City Consultant during the Proposal period except as provided for in the application package, formal addenda issued by the City.
5. Applicant hereby certifies that the information contained in the proposal and all accompanying documents is true and correct.

## FORM F – CERTIFICATION (2 of 2)

By signing below, the submission of a proposal with all accompanying documents shall be deemed a representation and certification by the Applicant that they have investigated all aspects of the application, that they are aware of the applicable facts pertaining to the application process, its procedures and requirements, and that they have read and understand the application.

Authorized Representative Name (print name):	
Authorized Representative Signature	
Authorized Representative Title (print title):	
Complete additional signatures below as required per # 5 above	
Authorized Representative Name (print name):	
Authorized Representative Signature:	
Authorized Representative Title (print title):	
Authorized Representative Name (print name):	
Authorized Representative Signature:	
Authorized Representative Title (print title):	

## EXHIBIT I - INSURANCE REQUIREMENTS (1 of 3)

The GRANTEE, at his sole cost and expense, shall procure and maintain for the duration of this AGREEMENT, insurance against claims for injuries to persons or damages to property which may arise from, or in connection with, the performance of the services hereunder by the GRANTEE, its agents, representatives, employees or subcontractors.

### I. Minimum Scope of Insurance.

Coverage shall be at least as broad as:

- A. The coverage described in Insurance Services Office Form Commercial General Liability coverage ("occurrence") Form Number CG 0001, products and completed operations; and
- B. The coverage described in Insurance Services Office Form Number CA 0001 covering Automobile Liability, Code 1 "any auto", or Code 2 "owned autos" and Endorsement CA 0025. Coverage shall also include Code 8 "hired autos" and Code 9 "non-owned autos"; and
- C. Workers' Compensation insurance as required by the California Labor Code and Employers Liability insurance.

### II. Minimum Limits of Insurance.

The GRANTEE shall maintain limits no less than:

- A. Commercial General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage. If Commercial Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this program/location or the general aggregate limit shall be twice the required occurrence limit; and
- B. Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury and property damage; and
- C. Workers' Compensation and Employers Liability: Workers' Compensation limits as required by the California Labor Code and Employers Liability limits of \$1,000,000 per accident.

### III. Deductibles and Self-Insured Retentions.

Any deductibles or self-insured retentions must be declared to, and approved by the City's Risk Manager. At the option of the City, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the City, its officers, employees, agents and contractors; or the GRANTEE shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses in an amount specified by the City's Risk Manager.

## EXHIBIT I - INSURANCE REQUIREMENTS (2 of 3)

### IV. Other Insurance Provisions

The policies are to contain, or be endorsed to contain, the following provisions:

#### A. Commercial General Liability and Automobile Liability Coverages.

1. Insured. The CITY OF SAN JOSÉ, its officers, employees, agents and contractors are to be covered as additional insureds as respects: Liability arising out of activities performed by or on behalf of, the CONSULTANT; products and completed operations of the GRANTEE; premises owned, leased or used by the GRANTEE; and automobiles owned, leased, hired or borrowed by the GRANTEE. The coverage shall contain no special limitations on the scope of protection afforded to the CITY, its officers, employees, agents and contractors.
2. Contribution Not Required. The GRANTEE's insurance coverage shall be primary insurance as respects the City, its officers, employees, agents and contractors. Any insurance or self-insurance maintained by the City, its officers, employees, agents or contractors shall be excess of the GRANTEE's insurance and shall not contribute with it.
3. Provisions Regarding the Insured's Duties After Accident or Loss. Any failure to comply with reporting provisions of the policies by the GRANTEE shall not affect coverage provided the CITY, its officers, employees, agents, or contractors.
4. Coverage. Coverage shall state that the GRANTEE's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

#### B. All Coverages.

Each insurance policy required by this AGREEMENT shall be endorsed to state that coverage shall not be suspended, voided, cancelled, or reduced in limits except after thirty (30) days prior written notice has been given to the City's Risk Manager.

#### V. Acceptability of Insurers.

Insurance is to be placed with insurers acceptable to the City's Risk Manager.

#### VI. Verification of Coverage.

The GRANTEE shall furnish the CITY with certificates of insurance and with original endorsements affecting coverage required by this AGREEMENT. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf.

## EXHIBIT I – INSURANCE REQUIREMENTS (3 of 3)

Proof of insurance shall be mailed to the following address or any subsequent address as may be directed in writing by the Risk Manager:

City of San José – Human Resources  
Risk Management Division  
200 E Santa Clara Street, 3rd Floor Wing  
San José, CA 95113-1903 (send directly to Risk)

### VII. Subcontractors.

The GRANTEE shall include all subcontractors as insured under its policies or shall obtain separate certificates and endorsements for each subcontract.

#### A. Coverage shall be at least as broad as:

1. The coverage described in Insurance Services Office Form Commercial General Liability coverage (“occurrence”) Form Number CG 0001, including products and completed operations, and X, C, U where applicable; and
2. The coverage described in Insurance Services Office Form Number CA 0001 covering Automobile Liability, Code 1 “any auto”, or Code 2 “owned autos” and Endorsement CA 0025. Coverage shall also include Code 8 “hired autos” and Code 9 “nonowned autos”; and
3. Worker’s Compensation insurance as required by the California Labor Code and Employers Liability insurance; and

#### B. Minimum Limits of Insurance.

GRANTEE shall maintain limits no less than:

1. Commercial General Liability: \$1,000,000 per occurrence for bodily injury, personal injury and property damage. If Commercial Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this program/location or the general aggregate limit shall be twice the required occurrence limit; and
2. Automobile Liability: \$1,000,000 combined single limit per accident for injury and property damage; and
3. Worker’s Compensation and Employers Liability: Worker’s Compensation limits as required by the California Labor Code and Employers Liability limits of \$1,000,000 per accident.

## EXHIBIT II - CALIFORNIA PUBLIC RESOURCES CODE SECTION 5164

5164. (a) (1) A county or city or city and county or special district shall not hire a person for employment, or hire a volunteer to perform services, at a county or city or city and county or special district operated park, playground, recreational center, or beach used for recreational purposes, in a position having supervisory or disciplinary authority over any minor, if that person has been convicted of any offense specified in paragraph (2).

(2) (A) Violations or attempted violations of SECTION 220, 261.5, 262, 273a, 273d, or 273.5 of the Penal Code, or any sex offense listed in SECTION 290 of the Penal Code, except for the offense specified in subdivision (d) of SECTION 243.4 of the Penal Code.

(B) Any felony or misdemeanor conviction specified in subparagraph(C) within ten (10) years of the date of the employer's request.

(C) Any felony conviction that is over ten (10) years old, if the subject of the request was incarcerated within ten (10) years of the employer's request, for a violation or attempted violation of any of the offenses specified in Chapter 3 (commencing with SECTION 207) of Title 8 of Part 1 of the Penal Code, SECTION 211 or 215 of the Penal Code, wherein it is charged and proved that the defendant personally used a deadly or dangerous weapon, as provided in subdivision (b) of SECTION 12022 of the Penal Code, in the commission of that offense, SECTION 217.1 of the Penal Code, SECTION 236 of the Penal Code, any of the offenses specified in Chapter 9 (commencing with SECTION 240) of Title 8 of Part 1 of the Penal Code, or any of the offenses specified in subdivision (c) of SECTION 667.5 of the Penal Code, provided that no record of a misdemeanor conviction shall be transmitted to the requester unless the subject of the request has a total of three (3) or more misdemeanor convictions, or a combined total of three (3) or more misdemeanor and felony convictions, for violations listed in this SECTION within the ten (10) year period immediately preceding the employer's request or has been incarcerated for any of those convictions within the preceding ten (10) years.

(b) (1) To give effect to this SECTION, a county or city or city and county or special district shall require each such prospective employee or volunteer to complete an application that inquires as to whether or not that individual has been convicted of any offense specified in subdivision (a). The county or city or city and county or special district shall screen, pursuant to SECTION 11105.3 of the Penal Code, any such prospective employee or volunteer, having supervisory or disciplinary authority over any minor, for that person's criminal background.

(2) Any local agency requests for Department of Justice records pursuant to this subdivision shall include the prospective employee's or volunteer's fingerprints, which may be taken by the local agency, and any other data specified by the Department of Justice. The request shall be made on a form approved by the Department of Justice. No fee shall be charged to the local agency for requesting the records of a prospective volunteer pursuant to this subdivision.

## EXHIBIT III - CALIFORNIA PUBLIC RESOURCES CODE SECTION 5163

5163. (a) No person shall initially be employed in connection with a park, playground, recreational center, or beach used for recreational purposes by a city or county in a position requiring contact with children, or as a food concessionaire or other licensed concessionaire in that area, unless the person produces or has on file with the city or county a certificate showing that within the last two (2) years the person has been examined and has been found to be free of communicable tuberculosis.

(b) Thereafter, those employees who are skin test negative shall be required to undergo the foregoing examination at least once each four (4) years for so long as the employee remains skin test negative. Once an employee has a documented positive skin test which has been followed by an X-ray, the foregoing examination is no longer required and a referral shall be made within thirty (30) days of the examination to the local health officer to determine the need for follow-up care.

"Certificate" means a document signed by the examining physician and surgeon who is licensed under Chapter 5 (commencing with SECTION 2000) of Division 2 of the Business and Professions Code, or a notice from a public health agency or unit of the tuberculosis association which indicates freedom from active tuberculosis.

5163.1. The examination shall consist of an approved intradermal tuberculosis test, which, if positive, shall be followed by an X-ray of the lungs.

Nothing in SECTIONS 5163 to 5163.2, inclusive, shall prevent the governing body of any city or county, upon recommendation of the local health officer, from establishing a rule requiring a more extensive or more frequent examination than required by SECTION 5163 and this SECTION.

5163.2. The X-ray film may be taken by a competent and qualified X-ray technician if the X-ray film is subsequently interpreted by a licensed physician and surgeon.

5163.3. The city or county shall maintain a file containing an up-to-date certificate for each person covered by SECTION 5163.

5163.4. Nothing in SECTIONS 5163 to 5163.3, inclusive, shall prevent the city or county from requiring more extensive or more frequent examinations

## EXHIBIT IV. APPLICATION EVALUATION AND RATING CRITERIA (1 of 3)

San José After School staff will be rating the application narratives based upon the criteria below. Applications, ratings and recommendations will be given to the NSE Committee for funding to be allocated.

Criteria	Points	Measurement
<b>Needs (Maximum Score 30 Points)</b>	25-30	Proposal provided EXCELLENT documentation of need for homework center activities. Proposal provided an EXCELLENT description of the how the homework center will meet the developmental needs such as building confidence, study skills development and working independently. Proposal provided an EXCELLENT plan to provide participants with a safe, clean and well protected environment for children and youth in the hours before and after school.
	15-24	Proposal provided GOOD documentation of need for homework center activities. Proposal provided a GOOD description of the how the homework center will meet the developmental needs such as building confidence, study skills development and working independently. Proposal provided a GOOD plan to provide participants with a safe, clean and well protected environment for children and youth in the hours before and after school.
	5-14	Proposal provided a FAIR documentation of need for homework center activities. Proposal provided a FAIR description of the how the homework center will meet the developmental needs such as building confidence, study skills development and working independently. Proposal provided a FAIR plan to provide participants with a safe, clean and well protected environment for children and youth in the hours before and after school.
	0-4	Proposal provided POOR or NO documentation of need for homework center activities. Proposal provided POOR or NO description of the how the homework center will meet the developmental needs such as building confidence, study skills development and working independently. Proposal provided POOR or NO plan to provide participants with a safe, clean and well protected environment for children and youth in the hours before and after school.

**EXHIBIT IV. APPLICATION EVALUATION AND RATING (2 of 3)**

<b>Criteria</b>	<b>Points</b>	<b>Measurement</b>
<b>Design (Maximum Score 30 Points)</b>	25-30	Proposal provided an EXCELLENT description of the implementation plan for the homework center and provides the maximum number of hours of homework assistance. Proposal provided an EXCELLENT description of the homework center activities. Proposal provided an EXCELLENT mechanism in place for tracking participant's homework completion.
	15-24	Proposal provided a GOOD description of the implementation plan for the homework center and provides the maximum number of hours of homework assistance. Proposal provided a GOOD description of the homework center activities. Proposal provided a GOOD mechanism in place for tracking participant's homework completion.
	5-14	Proposal provided a FAIR description of the implementation plan for the homework center and provides the maximum number of hours of homework assistance. Proposal provided a FAIR description of the homework center activities. Proposal provided a FAIR mechanism in place for tracking participant homework completion.
	0-4	Proposal provided POOR or NO description of the implementation plan for the homework center and provides the maximum number of hours of homework assistance. Proposal provided POOR or NO description of the homework center activities. Proposal provided POOR or NO mechanism in place for tracking participant homework completion.
<b>Service Capacity (Maximum Score 15 Points)</b>	14-15	Proposal provided EXCELLENT documentation of expertise, experience and an EXCEPTIONAL level of staffing to support the activities. Proposal described EXCELLENT collaboration efforts with community partners. Budget summary demonstrated SIGNIFICANT sources of funding for the services provided. Proposal EXCEEDS the minimum 20% cash match requirement.
	10-13	Proposal provided GOOD documentation of expertise, experience and a GOOD level of staffing to support the activities. Proposal described GOOD collaboration efforts with community partners. Budget summary demonstrated ADEQUATE sources of funding for the services provided. Proposal MEETS the minimum 20% cash match requirement.
	5-9	Proposal provided FAIR documentation of expertise, experience and an FAIR level of staffing to support the activities. Proposal described FAIR collaboration efforts with community partners. Budget summary demonstrated FAIR sources of funding for the services provided. Proposal shows LESS THAN the minimum 20% cash match requirement.
	0-4	Proposal provided POOR or NO documentation of expertise, experience and a POOR or NO level of staffing to support the activities. Proposal described POOR or NO collaboration efforts with community partners. Budget summary demonstrated POOR or NO sources of funding for the services provided. Proposal provided NO minimum 20% cash match requirement.

**EXHIBIT IV. APPLICATION EVALUATION AND RATING (3 of 3)**

Criteria	Points	Measurement
<p align="center"><b>Skills and Competency (Maximum Score 15 Points)</b></p>	14-15	The proposal described that the agency has over 5 years of experience in providing after school programs and has provided EXCELLENT outcome data and results in areas such as homework completion, building social connections; building developmental assets; and, developing positive relationships with caring adults such as parents, tutors and teachers.
	10-13	The proposal described that the agency has between 3-4 years of experience in providing after school programs and has provided GOOD outcome data and results in areas such as homework completion, building social connections; building developmental assets; and, developing positive relationships with caring adults such as parents, tutors and teachers.
	5-9	The proposal described that the agency has between 1-2 years of experience in providing after school programs and has provided FAIR outcome data and results in areas such as homework completion, building social connections; building developmental assets; and, developing positive relationships with caring adults such as parents, tutors and teachers.
	0-4	The proposal described that the agency has between no experience in providing after school programs and has provided POOR or NO outcome data and results in areas such as homework completion, building social connections; building developmental assets; and, developing positive relationships with caring adults such as parents, tutors and teachers.