



HOUSING DEPARTMENT

REQUEST FOR PROPOSALS

2018-2019

SAFE PARKING PILOT PROGRAM

2nd Addendum

RFP RESPONSE DUE DATE:

MONDAY, ~~APRIL 23, 2018~~ **MAY 21, 2018**

12:00 PM NOON (Pacific Time)

Only applications submitted through WebGrants will be accepted.

WebGrants can be found at: <http://grants.sanjoseca.gov>

All questions must be e-mailed to: Mark.Gerhardt@sanjoseca.gov

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GENERAL INFORMATION

Invitation

The City of San José Housing Department (“City”) invites qualified organizations to submit proposals to oversee a Safe Parking Pilot Program. Using the City’s Housing Trust Fund, this Request for Proposals (RFP) seeks to contract with one or two organizations to manage the Program. The Safe Parking Pilot Program will assist homeless people who are using their vehicle as their primary residence in San José.

All proposers must complete the proposal in the City’s Grants Management System (WebGrants). Competitive proposals will be those which are collaborative, creative, leverage existing organization and/or community resources, and propose realistic objectives and costs. The selected organization(s) is expected to have an outcome oriented approach with a strong emphasis on concrete, measurable results. The total annual amount for the Safe Parking Pilot Program will not exceed \$250,000 for the initial term.

Safe Parking Pilot Program Overview

Finding food, warmth and a place to clean up is a constant struggle for all homeless individuals and families. The 2017 biennial homeless census counted 4,350 homeless persons in San José. Out of the total 4,350 individuals, 74% were unsheltered (were living in vehicles, on the streets, in abandoned or storage structures, or in homeless encampments). From January 2017 to December 2017, there were 486 calls to the City of San José’s Homeless Concerns Hotline over concern about homeless persons residing in their vehicles (132 calls for people inhabiting their cars and 354 calls for people inhabiting recreation vehicles or RVs). Further, during the same timeframe, there were 125 occupied vehicles reported to the City of San José’s Vehicle Abatement Program.

To address these concerns, the City is proposing a Safe Parking Pilot Program. The Safe Parking Pilot Program is a parking program operated on City-owned property outside of the public right of way and managed by a non-profit homeless service provider (grantee). The City anticipates that a Safe Parking Pilot Program would create a safe and secure place for car and recreation vehicle dwellers to park and sleep, increase access to available services, reduce traffic and the number of people living illegally in their vehicles on the streets, decrease enforcement actions and resulting legal costs to homeless individuals, and provide resources to secure permanent housing and economic stability.

Scope of Services

The Safe Parking Pilot Program intends to serve low income homeless individuals and families using their cars and recreation vehicles as their primary residence. The grantee will be expected to develop program policies and procedures designed to offer eligible individuals residing in their vehicles a safe place to park overnight while working to transition to permanent housing. Additionally, the grantee will be responsible for developing operational plans that include site security, and other services offered to participants. These services must offer basic needs to

individuals and families, including restrooms, water and trash facilities. These may be in the form of portable and/or permanent facilities and should be budgeted accordingly (portable services must be considered). The City will work with the grantee(s) to identify City-owned site(s) for safe parking. ~~Proposers may propose and/or describe potential City-owned locations for consideration.~~ The City anticipates the program will be in operation seven (7) days/week, for at least 12 hours each day. The grantee will be expected to offer individualized professional case management and supportive services, including housing search and placement, and employment development and placement.

Geographic Area

The location of the services provided must be within the city of San José and serve residents of San José. The sites for each service may not be determined until after the proposals are selected.

Eligibility Requirements

All proposers must be a public entity or a non-profit organization 501(c)3. All non-profit organizations applying for funding must meet the following Organizational Requirements:

1) **Governing Body**

Governing of the organization should be vested in voluntary Board that meets at least quarterly.

2) **Personnel**

The organization must provide for adequate administration of the program to ensure the delivery of services. One person should be designated as the director of the organization. If the project is awarded funding, the organization must provide a copy of its Personnel Policies and Procedures, which must include policies prohibiting discrimination, conflict of interest, grievance procedures, and affirmative hiring practices.

3) **Non-Discrimination**

Each organization receiving funds from the City is required to assure the City that it will conduct its business in compliance with the non-discrimination requirements of the City, State, and Federal governments, as applicable.

4) **Prohibition of Gifts**

City of San José officials are subject to several legal and policy limitations regarding receipt of gifts from persons, firms, or corporations either engaged in business with the City, or proposing to do business with the City. The offering of any illegal gift shall be grounds to disqualify a proposer. To avoid even the appearance of impropriety, proposers should not offer any gifts or souvenirs, even of minimal value, to City officers or employees. The proposer shall be subject to the City's prohibition. Said prohibition is found in Chapter 12.08 of the San José Municipal Code. Proposers agree not to offer any City officer or designated employee any gift prohibited by said Chapter. The offer or giving of any gift prohibited by Chapter 12.08 shall constitute a material breach of the Agreement by the successful proposer. In addition to other remedies the City may

have by law or equity, City may terminate the Agreement for such breach.

5) Conflict of Interest

Each proposer is expected to have read and understand Section 7 of Council Resolution 77135 (“Consolidated open government and ethics resolution”) (formerly, Council Policy 0-35 on Procurement and Contract Process Integrity and Conflict of Interest adopted on February 6, 2007). A complete copy of the policy can be found at:

<http://www.sanjoseca.gov/documentcenter/view/35087>

See Section 7, pg. 69, Procurement and Contract Process Integrity and Conflict of Interest. Any proposer who violates the Policy will be subject to disqualification.

Generally, the grounds for disqualification include:

- Contact regarding this RFP with any City official or employee or evaluation team other than communication with the identified contact, Mark Gerhardt, from the time of issuance of this solicitation until the end of the protest period.
- Evidence of collusion, directly or indirectly, among proposers in regard to the amount, terms, or conditions of this proposal.
- Influencing any City staff member or evaluation team member throughout the solicitation process, including the development of specifications.
- Evidence of submitting incorrect information in the response to a solicitation or misrepresent or fail to disclose material facts during the evaluation process.
- In addition to violations of the Process Integrity Guidelines, the following conduct may also result in disqualification:
 - Offering gifts or souvenirs, even of minimal value, to City officers or employees.
 - Existence of any lawsuit, unresolved contractual claim or dispute between proposer and the City.
 - Evidence of proposer's inability to successfully complete the responsibilities and obligations of the proposal.
 - Proposer's default under any City agreement, resulting in termination of such agreement.

Accordingly, each proposer shall avoid all conflict of interest, or appearance of conflict of interest, in performance under contract with the City. Any proposer that has any conflict or appearance of conflict, including serving as consultant, officer or staff to a borrower or Developer/Operator currently or previously conducting business in San José, shall report such a conflict in the response to this RFP. Any conflict or appearance of conflict after this contract is awarded, must be immediately reported to the City.

6) Accounting

Each organization shall maintain accounting records which are in accordance with generally accepted accounting practices, such as those described in 24 CFR Part 200, “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards,” or in the American Institute of Certified Public Accountants (AICPA) “Accounting and Financial Reporting for Voluntary Health and Welfare Organizations”.

24 CFR Part 200 is available online at: <http://www.ecfr.gov/cgi-bin/text-idx?SID=0ec29e527206139bd08d375ffdee1ac6&node=pt2.1.200&rgn=div5>

7) Audited Financial Statements

Funded projects, regardless of the size of the contract, will be required to have an independent audit performed. The organization annual audit will need to be submitted within 150 days of the end of the organization's fiscal year.

6) Insurance

Proposer must adhere to the insurance requirements as indicated in Section 11 of the RFP Instructions.

TIMELINE AND PROCESS

Dates and/or the process in this timeline may be changed by the City if deemed necessary. Any changes to the dates above will be posted to the [Housing Department’s Funding Opportunities](#) page and as an addendum to the RFP in WebGrants. The City will make every effort to adhere to following anticipated schedule:

ITEM	DATE
1	RFP Release 3/15/18
2	Optional RFP Workshop 3/21/18
3	Deadline to Submit RFP Questions 4/4/18 5/7/18
4	Responses to Questions 4/6/18 5/9/18
5	RFP GRANT PROPOSALS DUE 4/23/18 5/21/18 12:00PM Noon
6	Proposal Evaluation 4/2018 5/2018
7	Notice of Intent to Award 4/2018 5/2018
8	Appeal Period 10 days after Notice of Intent to Award is sent
9	Contract Start Date 7/1/18 By 9/1/2018

RFP Release

This RFP is being issued by the City of San José Housing Department. This RFP, including supporting documents, may be obtained through the City’s WebGrants System, which can be accessed at: <http://grants.sanjoseca.gov>.

It is the City’s goal to assist proposers in preparing applications. The Housing Department Grants Program will provide technical assistance to proposers through email only. Proposers should e-mail questions to: Mark.Gerhardt@sanjoseca.gov. In person and telephone consultations will not be accepted.

Optional RFP Workshop

It is the City’s goal to assist proposers in preparing proposals. The City’s Housing staff will conduct a NON-MANDATORY RFP workshop at the following date and time to assist all RFP respondents in completing the proposal and required forms, and enhance their understanding of applicable requirements and project evaluation criteria:

Wednesday, March 21, 2018
11:00 A.M. – 12:00 P.M.
San José City Hall, Room 1254
200 E. Santa Clara St.
San José, CA 95113

Parking is available in the City Hall garage located on Sixth Street.
Bring parking ticket for validation.

Deadline to Submit RFP Questions

Proposers may submit written questions to this RFP via email until 12pm noon on Wednesday, April 4, 2018. Proposers should e-mail questions to Mark Gerhardt at Mark.Gerhardt@sanjoseca.gov. Each question must reference the RFP title in the subject line of the email. The City will not respond to questions submitted in any other manner or format.

PER THE ADDENDUM, DEADLINE TO SUBMIT QUESTIONS HAS BEEN EXTENDED TO 12PM NOON ON MONDAY, MAY 7, 2018.

Responses to RFP Questions

Written responses to emailed questions regarding RFP substance will be issued as an Addendum. The Addendum will be posted in WebGrants and on the Housing Department's Funding Opportunities website at www.sanjoseca.gov/index.aspx?nid=1343 on or before Friday, April 6, 2018. **PER THE ADDENDUM, DEADLINE TO ANSWER QUESTIONS HAS BEEN EXTENDED TO 12PM NOON ON WEDNESDAY, MAY 9, 2018.**

RFP Grant Proposals Due

Proposals must be submitted in WebGrants by 12:00 PM Noon on ~~Monday, April 23, 2018~~ **MONDAY, MAY 21, 2018**. WebGrants can be accessed at <http://grants.sanjoseca.gov>. The City will not accept proposals submitted in any other manner or format. Prior to submission, respondents should carefully check their applications to ensure that all of the responses to questions are complete and all attachments are included. Refer to the Checklist in Section 1 to ensure that all required documents are included in the proposal. NOTE: Supplemental information necessary for clarification will only be accepted if it is requested by staff.

No grace period will be allowed for missing components to be submitted. No additional submissions will be accepted after the ~~April 23, 2018~~ **MAY 21, 2018, 12:00PM proposal deadline. Any application that is late will not be considered for funding.**

Proposal Evaluation

A non-conflicted Evaluation Panel will review and rank the proposals in ~~April~~ **MAY** 2018 and make a recommendation for award(s). The Evaluation Panel will evaluate proposals in accordance with the following scoring criteria. The proposal should give clear, concise information in sufficient detail. Proposers may be invited to meet with the panel to provide a brief presentation and clarify panelist questions. Proposers that do not score a minimum of 70 points (on a 100-point scale) shall not move forward in the selection process.

AREA	POINTS
Program Description	Maximum 35 points
Organizational Capacity & Experience	Maximum 30 points
Goals & Outcomes	Maximum 20 points
Budget	Maximum 15 points
	TOTAL POINTS: 100

Current/Past Performance with City Contracts*	Maximum 5 points deducted from score. Does not apply to organizations without City contracts.
Audit Review**	Pass/Fail

*The Housing Department Grants Program will conduct an evaluation of the past performance of organizations that apply for funding. The goal is to determine whether organization performance was satisfactory. The results of these evaluations will be scored on a scale from 0 to -5, with organizations that have not been previously funded receiving a score of 0. Based on their status as of June 30, 2017, organizations will have zero to one point deducted to their final score for their performance on each of the following grant activities:

- Timeliness of draw requests
- Quality of draw requests (adequate paperwork, etc.)
- Quarterly performance reports
- Cooperation in clearing/participating in audits
- Responsiveness to staff questions and information requests

**A proposer with a “Fail” rating for the Audit Review will not be recommended for funding.

The proposal(s) with the highest score(s) will not automatically be awarded a contract. In making the final selection of organizations and funding levels, the Director of Housing will consider the evaluation panel’s ranking, proposers’ past performance, and the City’s overall needs. The funding level for the selected proposal(s) will be determined based on funding availability and the needs of the City. The final selection and contract award(s) will be within the sole judgment and discretion of the City.

Notice of Intent to Award

The Housing Department will provide email notification letters to proposers in ~~April~~ **MAY** 2018 advising of the Director’s decision of selected finalist with intent to award.

Appeals Process

RFP proposers will be advised in writing if their application is not eligible for funding, including the reason(s) the proposed project is ineligible. All proposers will be notified of the amount of funding being recommended for awarded projects. Proposers may appeal either of these decisions, in writing, to the Director of the Housing Department at:

Attn: Jacky Morales-Ferrand, Director
City of San José, Housing Department
200 East Santa Clara Street, 12th Floor Tower
San José, CA 95113

The deadline for submitting an appeal letter is ten days after the Notice of Intent to Award letter is released. The appeal letter must contain the name, street address, email address, and signature of the person submitting the appeal. The appeal letter must state the grounds, factual basis, and provide all information supporting the appeal. The grounds for the appeal may only be based on one or more of the following:

- A belief that there was abuse of process by City officials or evaluation panel members.
- A belief that there was misconduct or impropriety by City officials or evaluation panel members.
- A belief that there was abuse of discretion by City officials or evaluation panel members.

The Director will respond to all appeals within five working days of the close of the appeals process. The Director's decision is final, and there is no further appeal process concerning his/her decision after it is rendered.

Audit Review Process

In conjunction with the proposal evaluation, the Housing Department staff will perform a review and analysis of the responding organizations audited financial statements. Proposers may be disqualified from funding consideration if major concerns are raised through a review of the organization's financial capacity. Justification for disqualification includes:

- Failure to submit the organization's two most recent audits
- Incomplete Audit Report
- Federal Disbarment
- Evidence of financial irregularities or malfeasance

The Director of Housing may approve exceptions to this policy under warranted circumstances when it is determined that the service provided meets a critical community need. If an exception is warranted, the organization may be required to:

- 1) Submit a detailed explanation of the identified deficiency or deficiencies and a realistic plan to resolve them;
- 2) Provide complete documentation with each reimbursement request; and
- 3) Agree to additional monitoring visits.

The Housing Department staff will conduct a more detailed financial review as part of the Organizational and Financial Capacity assessment. A detailed explanation of the financial audit review process is described in Section 11.

RFP INSTRUCTIONS

Introduction

This document contains the requirements that all proposers must satisfy and/or complete. Many Sections contain Reference Documents. The City is charged to move quickly on this RFP to initiate these services by ~~July 1, 2018~~ **SEPTEMBER 1, 2018**. This RFP will result in the award of one or two contracts to one or two organizations. The estimated term of the contract(s) will be ~~July 1, 2018~~ **SEPTEMBER 1, 2018** through June 30, 2019 with the option to extend for up to three additional years, at the City's sole discretion and contingent upon funding availability. The selected proposer(s) will be required to enter into an agreement with the City containing the terms and conditions set forth in Attachment A: Proposed Grant Agreement. Any exceptions to the standard terms and conditions must be noted in the proposal cover sheet; otherwise, no changes will be considered or granted.

The City reserves the right to accept or reject any item or group(s) of items of a response/proposal. The City also reserves the right to waive any informality or irregularity in any proposal. Additionally, the City may, for any reason, decide not to award an agreement as a result of this RFP or cancel the RFP. The City shall not be obligated to respond to any proposal submitted, nor be legally bound in any manner by submission of this proposal.

The City reserves the right to verify any information provided during the RFP process and may contact references listed or any other persons known to have contracted with the proposer.

The City reserves the right, without limitation to execute an agreement with one or more proposers based solely on the proposal and any approved additions and to enter into an agreement with another organization in the event that the originally selected proposer defaults or fails to execute an agreement with the City.

The following sections should be completed and submitted online in WebGrants. You can access WebGrants at <http://grants.sanjoseca.gov>. Any proposal that is late, fails to meet eligibility requirements, or fails to follow submission instructions will not be considered for funding.

Scope of Work

Finding food, warmth and a place to clean up is a constant struggle for all homeless individuals and families. For those who live in their cars or recreation vehicles remaining inconspicuous is its own challenge. A Safe Parking Pilot Program would create a safe and secure place for car and recreation vehicle dwellers to park and sleep, increase access to available services, reduce traffic and the number of people living illegally in their vehicles on the streets, decrease enforcement actions and resulting legal costs to homeless individuals, and provide resources to secure permanent housing and economic stability.

The population that the Safe Parking Pilot Program intends to serve low income individuals and families using their cars and recreation vehicles as their primary residence. The grantee will be expected to develop program policies and procedures for the services offered and operational

plans that include site security. Safe Parking services must offer basic needs to individuals and families, including restrooms, water and trash facilities. These may be in the form of portable and/or permanent facilities and should be budgeted accordingly (portable services must be considered). The City will work with the grantee(s) to identify City-owned site(s) for safe parking. ~~Proposers may propose and/or describe potential City-owned locations for consideration.~~ The City anticipates the program will be in operation seven (7) days/week, for at least 12 hours each day. The grantee will be expected to offer individualized professional case management and supportive services, including housing search and placement and employment development and placement.

Section 1: Application Checklist

Please check each box in WebGrants as appropriate to indicate that the items are attached in your RFP response.

Section 2: Cover Sheet

Please provide the legal name of the organization, organization details, the program name, the amount requested, and the name, title, address, telephone number, and email of the program contact person. The Housing Department staff will use email to correspond with proposers.

Section 3: Executive Summary

(Limit 5,000 characters)

Provide a summary containing highlights of the proposal's approach. Please describe briefly the need your program will address and the structure of your program, including the roles and responsibilities of each partner, if applicable. Summarize the goals and outcomes of the program.

Section 4: Narrative: Program Description

(Limit 20,000 characters)

Please provide detailed responses to the following questions.

1. Describe in detail how your organization will design, structure, implement and operate a Safe Parking Pilot Program. Please identify any partners or collaborative plans and the role of each partner.
2. Describe any additional, new or existing resources within or outside your organization to leverage in order to enhance the proposed service and increase the likelihood of its success.
3. Describe how many individuals and households your organization plans to serve and what services they will receive. How will clients be identified, selected and engaged? Describe the eligibility criteria. Describe how clients will be connected to any resources needed to obtain and maintain permanent housing.
4. Describe the levels of case management, housing search and employment development that will be provided to the clients served. Describe how you will connect clients to all of the services they need to obtain and maintain permanent housing.

Section 5: Organizational Capacity and Experience

(Limit 20,000 characters)

Please provide detailed responses to the following questions.

1. Describe your organization's strengths and experience, including length of time, providing similar services. Provide information about your organization's relevant accomplishments and outcomes.
2. Explain management and staff experience that qualifies your organization for the administration and implementation of the Safe Parking Pilot Program. How does your organization's staffing plan support the proposed service(s)? Explain how oversight and supervision will occur. For any of the staff members who will provide services under this proposal, please provide resumes and/or job descriptions and **attach them as stated in Section 11.**
3. Included proposed changes (if any) you would need to make in order to fulfill your duties administering the program, and when your organization will be ready to commence services.
4. Explain the efforts that are in place to ensure that the proposed project will provide culturally competent and linguistically accessible services to persons from diverse backgrounds, including non-English speaking communities.

Section 6: Goals and Outcomes

Please discuss the goals and objectives for the Safe Parking Pilot Program. (Corresponds to Appendix C)

- ~~1~~ Total Number of Unduplicated Participants: Provide the total number of unduplicated participants that will be served by each proposed service, regardless of the number of activities in which they participate. Each participant should be counted only once for the year.
 1. Explain how you determined how many prospective program participants may be recruited and relate the estimated number to the number your agency will be capable of serving during the contract period.
- ~~2~~ Activities: This component should address a specific activity or set of activities that affect a specific group to accomplish project outcomes. An activity is what a program does with the services it provides to fulfill its mission. Examples include number of case management sessions conducted or number of shelter nights provided.
 2. Of the service activities you described, how many distinct activities are you proposing as needed versus how many you are requesting funding to provide?
 3. How many other activities may be needed to accomplish the goals set forth for this project that your agency is not able to provide?

3. Number of Participants: Detail the number of participants served by each activity.
4. Number of Units of Service: Define a unit of service for each service provided and list the number of units of service to be provided. Be as specific and detailed as possible when defining the unit of service. For example, if your organization proposed to track the number of case management sessions, provide the average length of the sessions.
5. Outcome Measures: Outcome measures are ways to measure program outcomes. Please detail at least one outcome measure that will be used for each program outcome chosen. Express your outcome measure as a percentage of clients who participated in the activity that exhibit the desired change in behavior or desired result. Examples include 75% of households who participate in case management will be permanently housed within 90 days of intake as measured in HMIS or 85% of OWL participants will indicate that their basic needs were met, as measured by quarterly participant satisfaction surveys.
 4. How will the outcome measurements demonstrate the desired impact as described in your response to the questions in the program narrative section of the application?
 5. Describe how you plan to assess customer or user satisfaction with your services? How do you plan to assess any changes the customers or users experience that may occur during or after the period when services are delivered?
 6. Indicate what changes in operations your agency will experience in order to provide the services and how you plan to measure whether the changes occur or not (adding staff, adding service locations, adding data tracking capabilities, etc).
6. Data Collection Method or Measurement Methodology: Specify the method and calculation to be used to measure the organization's objective. Data collection methods include HMIS, surveys, focus groups, interviews, report cards, and pre- and post-tests. (If a survey, questionnaire, pre- or post-test will be used for outcomes, attach the applicable document to this application and discuss the frequency of collection). The funded organization will be expected to provide quarterly reports on each program's activities and unduplicated participants and semi-annual reports on each program's outcomes.
 7. Describe the measurement methodology and calculation that will be used or has been used to evaluate outcomes: (If a survey, questionnaire, pre-or-post test will be used for outcomes, attach the applicable document to this application).

Section 7: Budget

Complete the attached budget spreadsheet and provide a budget narrative to explain or justify the amount entered for each budget item in the budget worksheet, including methodology for determining the budgeted amounts and the reasoning behind the amounts allocated.

(Corresponds with Attachment D)

1. How does each budget item relate to the implementation of the proposed project and the achievement of the proposed performance goals? Include your methodology for determining the budgeted amounts including the reasoning behind the amounts allocated for service or cost.

The contract will be on a monthly cost-reimbursable basis. Reimbursements will be based on the actual expenditure of costs listed in the project's budget. The funded organization will be expected to produce receipts, cancelled checks, and supporting documents as necessary to verify expenditures.

Definitions

Personnel Services: The sum of staff salary expense to be paid by the City.

Fringe/Benefits: Included in this line item are payroll-related costs such as FICA, health insurance and retirement benefits, Workers' Compensation, and other payments made on behalf of the employee.

NOTE: Grantees must submit time distribution reports and payroll registers of all staff members whose cost will be fully or partially reimbursed by the grant funds. Time distribution reports must identify the actual number of hours spent on the grant activities. Reimbursement on percentages is not an approved method of determining personnel cost reimbursement.

Program Supplies: The materials needed to operate the programs.

Office Supplies: The materials, such as ink, pens, or paper, that are consumed within an office setting during normal business operations which render services essential to the operation of the program.

Communication: Costs for telephone, postage, and other communication costs that are essential to the operation of the program.

Printing and Advertising: Costs for printing and duplicating services, newspaper printing by contract; and newspaper advertising which is essential to the operation of the program. Supplies such as paper or fluids for a copy machine owned or leased by the organization for project use may be charged to this category.

Travel: Cost for automobile mileage, transportation, and all necessary and ordinary travel expenses while on official program business within and outside of Santa Clara County. All out-

of-state travel must be approved in writing, by City, prior to any expenditure for such travel. Such travel not previously approved will NOT be reimbursed.

Occupancy: The prorated costs for water, gas, electric, garbage and trash collection, and similar shared expenses for the organization offices.

Insurance: Prorated cost of insurance and other related services for the program.

Equipment Rental/Maintenance: Rental of equipment, such as portable toilets, that is essential for the operation of the program. Equipment is defined as tangible property other than land and buildings.

Audit Fees: Audit fees are reimbursable.

Management and General: Allocable portion of necessary and reasonable costs that are not related to direct provision of workforce services, including but not limited to accounting, budgeting, financial and cash management, payroll, audit and general legal services, oversight and monitoring of administrative activities or the development of information systems and procedures related to administrative functions.

Section 8: References

Please provide three references that can speak to your organization's ability to successfully implement and administer the proposed program.

Section 9: Certifications and Assurances

The authorized organization representative's name must be listed in the Certifications and Assurances Form.

Section 10: Certification Regarding Non-Suspension or Debarment

The Debarment and Suspension Certification must list authorized organization representative's name. This certifies that neither the organization nor any of its principals have been suspended or debarred from receiving any federal assistance due to contract violations. A search on the federal Excluded Parties List System will be performed prior to contract execution.

Section 11: Required Attachments

Please provide required supportive documents described below. Convert all of the following documents to PDF format and upload them in this section. **ONLY PDF documents will be reviewed.**

- **Staff Resumes and Job Descriptions Attachments**

Please submit resumes for all relevant and filled positions for the program. The resumes must be updated on an annual basis. Please submit all job descriptions for relevant program staff, including senior staff.

- **Organizational Chart Attachment**
Please submit the most recent Organizational Chart for the organization. The organizational chart must be updated on an annual basis.
- **Goals and Outcomes Measurement Methodology Attachment**
Please attach the measurement methodology document(s) referenced in Section 6, such as pre and post-program surveys.
- **Budget Worksheet**
Please download the budget worksheet attachment, complete the spreadsheet, and upload it here. The budget narrative, detailing the expenses in the budget, must be entered in Section 7.
- **Letter from IRS for 501(C)(3) Tax Exempt Status Attachment**
Please provide a copy of the letter from the IRS confirming the organization's 501(C)3 Tax Exempt Status.
- **Letter from the Franchise Tax Board for Tax Exempt Status Attachment**
Please provide a copy of the letter from the Franchise Tax Board confirming the organization's Tax Exempt Status.
- **List of Board of Directors Attachment**
Please provide a list of the organization's Board of Directors. Please include each member's occupation & years of service as board member.
- **Board Approval Attachment**
Please provide a letter from the Board of Directors, on organization letterhead, that confirms approval to submit this proposal.
- **Articles of Incorporation Attachment**
Please submit the articles of incorporation for the organization.
- **By-Laws Attachment**
Please submit the By-Laws that govern the organization.
- **Audit Review Attachment**
In conjunction with the application evaluation, proposers are required to submit their organization's two most recent Annual Agency Financial Audits and Management Letters. The Housing Department staff will perform a review and analysis of the proposers' audited financial statements. Proposers may be disqualified from funding consideration if major concerns are raised through a review of the organization's financial capacity. The financial review will include an evaluation of:

- The organization’s Audit Report to ensure it was prepared by a certified accounting firm and according to generally accepted accounting principles;
 - Completeness of the Audit Report;
 - Liquidity, Safety and Efficiency Ratios;
 - Ability to Service Long Term Debt;
 - Auditor Opinion (Qualified, Unqualified, Threat of a Going Concern);
 - Any “Reportable Conditions” or “Material Weaknesses” in the organization’s audits; and
 - The organization’s response to any Management Letters and/or Reportable Conditions.
- **Liability Insurance Requirements Attachment**
 The selected organization, at their sole cost and expense, and for the full term of this grant or any renewal thereof, shall obtain and maintain at least all of the following minimum insurance requirements prior to receiving any monies under the grant:
 - A. A COMMERCIAL GENERAL LIABILITY: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage, products and completed operations, including non-owned and hired automobile if not insured separately.
 - B. A WORKERS' COMPENSATION AND EMPLOYERS' LIABILITY: Workers' Compensation limits as required by the Labor Code of the State of California and Employers' Liability limits of \$1,000,000 per accident; coverage shall be endorsed to state carrier waives its rights of subrogation against the City and its officials, employees, agents and contractors.
 - C. AUTOMOBILE LIABILITY: \$500,000 combined single limit 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 “no owned autos”; and Coverage’s shall be applicable to any and all leased, owned, hired or non-owned vehicles used in pursuit of any of the activities associated with this AGREEMENT. NOTE: This Section C applies only if an owned or leased vehicle is used in conjunction with the operation of this project.
 - D. SOCIAL SERVICE AGENCIES AND CLINICS PROFESSIONAL LIABILITY: \$1,000,000 limit of liability (if applicable). ¹
 - E. LAWYERS’ PROFESSIONAL LIABILITY: \$1,000,000 limit of liability (if applicable). ²

ENDORSEMENTS

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

1. General Liability and Automobile Liability Coverages

¹ Only if providing family or group therapy, interview or counseling or services. Also required if providing limited medical or psychiatric services, family therapy, domestic counseling, child guidance, etc.

² Only if providing legal services

- a. The City, its officials, employees, agents and contractors are to be covered as additional insured as respects: liability arising out of activities performed by, or on behalf of, the selected organization; products and completed operations of the selected organization; premises owned, leased or used by the selected organization; or automobiles owned, leased, hired or borrowed by the selected organization. The coverage shall contain no special limitations on the scope of protection afforded to the City, its officials, employees, agents and contractors.
- b. The selected organization's insurance coverage shall be primary insurance as respects the City, its officials, employees, agents and contractors. Any insurance or self-insurance maintained by the City, its officials, employees, agents or contractors shall be excess of the selected organization's insurance and shall not contribute with it.
- c. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the City, its officials, employees, agents, or contractors.
- d. Coverage shall state that the selected organization'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.
- e. Coverage shall contain a waiver of subrogation in favor of its officials, employees, agents and contractors.

PROOF OF COVERAGE

of all the required ENDORSEMENTS above shall be attached to the CERTIFICATE OF INSURANCE, which shall be provided by the selected organization's insurance company as evidence of the stipulated coverage's. This Proof of Insurance shall then be mailed to the City of San José – Finance Department Attn: Risk Management at 200 East Santa Clara Street, 14th Floor in San José, CA 95113 AND City of San José – Housing Department Grant Management Attn: Eric Calleja at 200 East Santa Clara Street, 12th Floor in San José, CA 95113.