



DATE: November 20, 2024

TO: Community Services Commission

FROM: Community Services Manager

SUBJECT Fiscal Year 2025-2026 Community Agency Funding Bidders' Conference Update

RECOMMENDATION

That the Commission reviews and receives this update on the Bidders' Conference for the Fiscal Year 2025-2026 Community Agency Funding process.

SUMMARY

This report provides an overview of the Bidders' Conference held on Monday, October 28, 2024, and next steps for the Community Agency Funding process.

BACKGROUND

Annually, the City of Hayward's Community Services Division facilitates the Community Agency Funding (CAF) Process which funds approximately \$1.7 million in programs that provide free or low-cost services to the low-moderate income Hayward residents. As the advisory body to the Hayward City Council, the Community Services Commission (CSC) reviews agency applications, conducts interviews, and makes recommendations to Council for the distribution of Community Development Block Grant (CDBG) and General Fund allocations to programs in the following categories: Infrastructure and Economic Development (CDBG), Public/Social Services (CDBG/General Fund), and Arts and Music (General Fund).

On September 27, 2024, the CAF process opened with the publication of a [Notice of Funding Availability](#) (NOFA) which provided the dates and details of the mandatory Bidders' Conference.¹ The announcement was offered in English and Spanish and posted in the Daily Review and the City's website, emailed to the Community Services Division's interested parties mailing list and agency contact lists, and shared on the City's social media channels and newsletter.

¹ For more information on the Notice of Funding Availability visit <https://www.hayward-ca.gov/business/doing-business-with-hayward/notice-funding-availability-nofa>

On October 28, 2024, staff hosted the Bidders' Conference where staff reviewed application details and the funding process timeline with agencies. Application materials discussed along with the request for proposals (RFP), presentation, re-recording, and Q&As have been posted to the [City's Website](#).²

DISCUSSION

The Bidders' Conference was designed to acquaint the public, including applicants, with the application and decision-making process for the CAF process, including details on eligibility, contracting and reporting requirements, and staff contact information. Staff incorporated improvements to the Bidders' Conference this year which included inviting City Data Services to show new agencies how to create accounts and access the application for returning agencies. Staff also added a demonstration to review the contents of the application and walked through specific sections based on applicants' feedback on the previous year's process.

This year, the Bidders' Conference had 91 attendees representing 64 agencies. Staff experienced initial technical difficulties this year. The published Zoom link was inaccurate. Staff members immediately sent out the corrected link to all funded agencies and the Interested Parties email list once the issue was identified. Additionally, the recording of the Bidders' Conference was lost despite staff's efforts to recover it with support from IT staff. Fortunately, staff had a record of all the questions asked during the Bidders' Conference and compiled them into the Q&A document (Attachment II) and staff re-recorded the Bidders' Conference. Staff emailed the link to the recording and the Q&A document to all Bidders' Conference attendees and to all agencies who reached out saying they were not able to attend the live Bidders' Conference.

While the Bidders' Conference is mandatory, staff understand that agencies may not have accessed it due to technical difficulties or if they had a competing conflict. Both the City's [NOFA](#) and [Apply for Community Agency Funding](#) webpages communicate to the public that if they missed the Bidders' Conference, they can still reach out to staff for directions to review the application materials including the Bidders' Conference recording and Q&A document.

NEXT STEPS

Applications for funding are due on Monday, December 2, 2024. No late applications will be accepted. Staff will send reminders to agencies and reach out to any currently funded agencies with missing or incomplete applications prior to the due date.

Following the application due date, staff will review all applications for completeness and evaluate if their proposal fits the appropriate category and funding source before sending them to the CSC Application Review Committees (ARC) to review on December 13, 2024. The CSC will have one month to read and score all applications, especially for the applications for which they are making recommendations. All applications should be reviewed and scored by January 10, 2024.

² For more information on the RFP and Bidders' Conference materials, visit <https://www.hayward-ca.gov/services/city-services/apply-for-community-agency-funding>

Agency interviews will take place on Saturday, January 18, and Saturday, January 25 where the ARCs will decide on their initial funding recommendations. At the CSC's February 19 meeting, each ARC will present their draft funding recommendations to the entire CSC for discussion and the public comment period will take place for one month. On March 19, the CSC will finalize their draft funding recommendations to Council.

Prepared by: Emily Hwang, Management Analyst

Recommended by: Amy Cole-Bloom, Community Services Manager

Approved by:

A handwritten signature in cursive script that reads "Regina Youngblood".

Regina Youngblood, Assistant City Manager