

REQUEST FOR PROPOSALS

FISCAL YEAR 2019-2020

COMMUNITY AGENCY FUNDING

This PDF version of the FY 2019-2020 application materials is provided for informational purposes only, as applications for FY 2019-2020 funding must be submitted ONLINE at www.citydataservices.net. All applicants will complete the Common Application, regardless of the Category in which funding is sought. Applicants are strongly encouraged to read the instructions completely before starting the application.

Application Deadline: Friday, December 13, 2018, 5PM

Late applications will not be considered.

HOW TO ACCESS THE ONLINE APPLICATION

CURRENTLY-FUNDED AGENCIES

Agencies that are currently funded in FY 2018-2019 that wish to apply for FY 2019-2020 funding will find the application under the "Reports" tab when logged onto www.citydataservices.net.

NEW APPLICANTS

Agencies that are not currently funded, should log onto www.citydataservices.net and use HAY2019 (case sensitive) as both their Username and Password. Applicants will be prompted for some basic information and then issued a unique Username and Password. By logging on with these new credentials, the FY 2019-2020 Common Application may be accessed.

This document can be made available in alternative accessible formats upon request, in accordance with the Americans with Disabilities Act of 1990. Please request the desired accommodation by calling:

City of Hayward
Community Services Division
Reception: (510) 583-4250
TDD: (510) 247-3340
FAX: (510) 583-3650

Electronic copies of these materials are available for download on the City of Hayward website:
www.hayward-ca.gov.

TABLE OF CONTENTS

1.	Funding Process Calendar	1
2.	Overview of the City of Hayward Funding Process	2
3.	Minimum Contracting and Reporting Standards	3
4.	FY 2019-2020 Blank Common Application	4
5.	Attachments	
5.1	CDBG Program Income Limits.....	9
5.2	Hayward HUD Low-Income Census Tracts Map	10
5.3	City Council Priorities	11
5.4	Tennyson Corridor Initiative Map.....	12
5.5	Sample Program Budget.....	13
5.6	Glossary of Terms.....	14

OVERVIEW OF THE CITY OF HAYWARD FUNDING PROCESS

In April 2019, the City of Hayward will award federal Community Development Block Grant (CDBG) funds for community and economic development programs for the City. Subject to available funding, the City may also allocate funds from its General Fund and for the provision of eligible services for low-income Hayward residents, including the homeless, seniors, people who have disabilities, and youth. All programs are to be implemented between July 1, 2019 and June 30, 2020. Applicants must be non-profit organizations.

Prior to preparing and applying, applicants should be aware of the following eligibility guidelines:

1. Applicants must be nonprofit entities and meet the City of Hayward Minimum Contracting and Reporting Standards (page 3).
2. To be eligible for CDBG funding, projects must meet at least one of the following HUD National Objectives: ** City staff will verify that a project meets a national objective before CDBG funds are recommended.*
 - A. Benefit people whose income is at or below 80% of the area median income; (See CDBG Program Income Limits, page 9);
 - B. Provide services in a predominantly low-income area; (See Hayward HUD Low-Income Census Tracts Map, page 10);
 - C. Eliminate slums and blight.
3. CDBG-funded activities must also fall into one of the following Categories of Need:
 - A. Affordable Housing (not construction costs)
 - B. Economic Development
 - C. Facilities Rehabilitation and Improvements
4. All projects must benefit exclusively low-income Hayward residents, seniors, people who have disabilities, or youth.
5. The City Council has four guiding priorities that guide City action: Safe, Clean, Green, and Thrive. These overarching priorities emphasize the City Council's vision for the Hayward community and have done so for several years. In November 2016, the City Council held a Council priority setting retreat where they identified three strategic initiatives for the next two years: [Complete Streets](#), [Complete Communities](#) and [Tennyson Corridor](#). Projects that support one or more of the City Council's Strategic Initiatives: Complete Communities, Complete Streets, and Tennyson Corridor will be considered highly competitive. Projects that support the reduction in homelessness and increase housing opportunities will be considered more competitive than those that do not.
6. To be eligible to apply for City funding, an applicant must have completed an independent fiscal audit for FY 2017-2018 (or calendar year 2017).

NOTE: All applicable federal and local regulations must be met before, during, and after a funded project is undertaken. Applicants that have not previously received an award are strongly encouraged to request a sample contract to become familiar with program requirements before applying.

MINIMUM CONTRACTING AND REPORTING STANDARDS

Should your agency receive funding, please be advised that to execute a contract and receive the funding, your agency will be required to meet these minimum standards:

1. All applicants are required complete and submit a Common Application for City Funding, through City Data Services.
2. Complete agendas, minutes, attachments and reports from your agency's six most recent board meetings (leading up to July 1, 2019) are required to be submitted. Throughout the year complete board packets, including reports and attachments, must be provided to the City.
3. A copy of the Board of Directors roster and meeting schedule for FY 2019-2020, and the location of where those meetings will be conducted, must be on file at the City.
4. A copy of the board-approved, balanced FY 2019-2020 agency-wide budget that includes sources and uses - **OR** - a budget and an allocation schedule for FY 2019-2020 must be on file at the City.
5. A copy of the organizational chart, with number of years with the organization, and the resumes of the Executive Director and other Program Manager level staff must be on file at the City.
6. If awarded funding, to execute a FY 2019-2020 contract, each agency must have completed an independent fiscal audit for FY 2017-2018 (or calendar year 2017). Submission of the management letters that accompanied the audits is also required. If there were any findings in the audits, a letter from the board of directors explaining the corrective measures taken to resolve the problem(s) must be provided.

Agencies that do not have a current audit as described above are eligible to apply for City funding only under the auspices of a fiscal administrator that can meet this standard. The fiscal administrator must apply for the funding, and if granted, the fiscal administrator may utilize up to 10% of the grant for its own expenses.

7. The City requires general liability insurance (usually a minimum of \$1,000,000, but this depends on the funded activity) with an endorsement policy listing the City as additionally insured, in addition to other types of insurance policies that the proposed project may require.
8. Agencies with an allocation over \$25,000 must follow Hayward Living Wage Ordinances, with current rate earnings provided at \$13.16 per hour with health coverage or \$15.21 per hour without health coverage. If an employee that opts out of health coverage, agency may offer the lower rate (\$13.61) only if the employee can provide proof of third-party coverage. The Living Wage Ordinance applies to regular, contract and temporary employees. The living determination may be subject to change for effective July 1, 2019.
9. If this would be the first time your agency received funding from the City, you will be required to submit a copy of the data collection tool you would use to meet City reporting requirements.

A sample contract is available upon request. Funds will be forfeited if a contract is not executed by September 30, 2019. Technical assistance is available upon request. Please call or email City staff as follows:

Dana Bailey	510-583-4252	dana.bailey@hayward-ca.gov
Jessica Lobedan	510-583-4201	jessica.lobedan@hayward-ca.gov

FY 2018-2019 FUNDING PROCESS CALENDAR

DATE	EVENT
September	
Fri., 9/28	30-Day Notice of Funding Availability Published in the Daily Review and City of Hayward website and emailed to Interested Parties
November	
Thurs., 10/30	MANDATORY Bidder's Conference Hosted in Council Chambers
December	
Thur., 12/13	Application Deadline - Applications are ONLY accepted online through City Data Services Due 5:00PM, All Categories
January	
Sat., 1/26	Application Review Committee Interviews - I
February	
Sat., 2/2	Application Review Committee Interviews - II
Wed., Feb 20	Draft Funding Recommendations made by CSC Preliminary Public Comment Period Begins for All Categories
March	
Wed., 3/20	30-Day Public Notice of City Council Public Hearing
Wed., 3/20	Public Comment Period Closes for All Categories Final Funding Recommendations Established by Community Services Commission
April	
Tues., 4/16	City Council Work Session and Public Hearing
Mon., 4/30	City Council Public Hearing

FY 2019-2020 COMMON APPLICATION

SECTION I. ADMINISTRATION

1. Provide the name of the Applicant agency. If the Applicant is a fiscal administrator, there will be an opportunity later, in question 9, to name the sub-recipient.

Applicant Agency: _____

2. Provide the name of the Program if different from the Applicant Agency name.

Program Name: _____

3. Provide the local address where services are provided. This may be different than the Applicant mailing address. If the Applicant is a fiscal administrator, provide the service delivery address of the sub-recipient.

Program Address: _____

4. Provide the name of the person authorized to speak with City representatives regarding the proposal. The person identified as the authorized designee regarding the proposal should be able to speak knowledgeably and specifically about the application and organization. If the applicant is a fiscal administrator, it is expected that the fiscal administrator should be familiar enough with the proposal to respond to most questions.

Contact Name: _____

5. Provide a phone number where the authorized designee regarding the proposal in question 4 may be reached.

Contact Phone: _____

6. Provide the email address for the authorized designee regarding the proposal in question 4. Please double-check for typos; email is the most common way the City will contact Applicants.

Contact Email: _____

7. Provide the EIN (Employer Identification Number) of the Applicant Agency.

EIN Number: _____

8. Provide the DUNS (Data Universal Number System) Number of the Applicant Agency. A DUNS number is a unique nine-character number used to identify your organization. The federal government uses this number to track how federal money is allocated. Most large organizations, libraries, colleges, and research universities already have a DUNS number. You should contact your grant administrator, financial department, chief financial officer, or authorizing official to identify your organization's DUNS number. For more information, or to obtain a DUNS number, you can visit the Dun & Bradstreet Website [here](#).

DUNS Number: _____

SECTION II. ELIGIBILITY

9. If the Applicant named in question 1 is a fiscal administrator, please check Yes, and provide the name of the sub-recipient agency as the response to this question. If the Applicant is not a fiscal administrator, please check No. ____ Yes ____ No

If YES, please provide the name of that organization: _____

10. Check Yes if the Applicant is an IRS-approved non-profit entity and provide the type of nonprofit entity (501c3, 501c6, 501c7, etc.). If the answer to this question is No, then a fiscal administrator must be used. ***The fiscal administrator must apply for the funding.*** ____ Yes ____ No

If YES, what type? 501c(3), etc. _____

11. Check Yes if the Applicant is a non-profit entity registered with the Office of the Secretary of State. If the answer to this question is No, then a fiscal administrator must be used. ***The fiscal administrator must apply for the funding.*** ____ Yes ____ No

12. Check Yes if the Applicant has completed a fiscal audit within the past 12 months. Attach a FY 2017-2018 independent fiscal audit. If the Applicant has not completed a fiscal audit within the past 12 months, then a fiscal administrator must be used. ***The fiscal administrator must apply for the funding.***

SECTION III. BUDGET

13. Please indicate the amount of the entire agency budget. Attach a board-approved, line-item, agency-wide budget. The budget should include both revenues and expenditures. If the board has not yet approved a budget for the fiscal year, attach the most recent board-approved agency-wide budget.

Agency Wide 2019-2020 Operating Budget: _____

14. Please indicate the amount of the proposed program or project (**not agency-wide**) budget. Attach a line-item budget for the proposed program or project. The budget should include both revenues and expenditures. *Applicants must use the template provided and clearly lay out how funding will be utilized – staffing, supplies, etc.* A sample program budget has also been provided on Page 13. Please indicate which amounts are secured funding, and which amounts have not yet been awarded.

Program 2019-2020 Operating Budget: _____

15. Please indicate the amount of funding that is being requested from the City of Hayward. The minimum grant amount is \$10,000.

City of Hayward Grant Request: _____

SECTION IV. PROGRAM

16. Check only ONE category box that best represents the funds requested in your application. If your agency is submitting more than one application (e.g., one for Services, and one for a Facilities Improvement), each application must be submitted separately. ***Consult with City staff if you are unsure of which Category you should apply.***

- **Services,** Check this box if the application requests funds to provide the following types of services:
 - food pantries, information and referral systems, or case management for vulnerable populations,
 - after-school programs, adult literacy, or tutoring,
 - events and services that promote health and wellness, mental health counseling, or other therapeutic services,
 - rental assistance, fair housing services, legal services, landlord and tenant mediation, information workshops, rapid rehousing, homelessness prevention, street outreach, or shelter services,
 - Services to seniors or people with disabilities, including transportation related services to eligible low-income seniors or people who have disabilities
- **Infrastructure:** Check this box if the application requests funds to provide the following types of projects:
 - acquisition of real property to be used for services to low-income Hayward residents,
 - rehabilitate or repair an existing local facility. This includes but is not limited to the rehabilitation of and non-profit facilities,
- **Economic Development:** Check this box if the application requests funds to support the following types of local economic development and/or the job creation:

- o skill building activities for employees or potential employees (requires placement in employment),
 - o placing individuals into paid full-time, stable employment,
 - o activities designed to foster the development, support, and expansion of a microenterprise (defined as a business that has five or fewer employees, one or more of whom owns the enterprise),
 - **Arts and Music:** Check this box if the application request funds to support artist or cultural programs, series, or activities including but not limited to concerts, cultural assemblies, and art galleries.
17. Please indicate the organizations level of prior government grant management experience. Detail the type of grant (local, federal, etc.), number of years, and average grant size. Information must be verifiable, and letters outlining grant management experience may be requested from past funders.
18. Please indicate the number of years of experience the Applicant (or service organization, if using a fiscal administrator) has provided the *proposed* services to Hayward residents. If the activities proposed are a new type of service to augment an existing service, please indicate the number of years operating the existing service.
19. Please indicate the *total* amount of funding and number of Fiscal Years that the organization has received from the City of Hayward, beginning in FY 2010-2011 (effective date July 1, 2010). This includes funding amounts received in ALL CATEGORIES (for example for services AND repairs to agency owned facilities).
20. Please indicate if the program applying for funded will be targeting core neighborhoods within Hayward. These may include low income census tracts (see map on page 11), the Tennyson Corridor Strategic Initiative area (see map on page 12) or any other locations of high need. Please explain why, or why not, the program will be targeted to specific locations.
21. Performance Measures and Goals: Answer the criterion/criteria for the Category of funds requested in the application.
- A. FOR SERVICES AND INFRASTRUCTURE PROJECTS: Indicate the number of unduplicated low-income Hayward individuals the proposed program would directly benefit during FY 2019-2020 from the proposed program. Please do not provide the number of households assisted as the response to this question (use EITHER household or individuals).
 - B. FOR HOUSING SERVICES PROJECTS: Indicate the number of unduplicated low-income Hayward households the proposed program would directly benefit during FY 2019-2020 from the proposed program (for projects focused on housing related services).

- C. FOR ECONOMIC DEVELOPMENT PROJECTS ONLY: Estimate the number of permanent, full-time jobs for low-income individuals that would be created by the proposed program. Please only fill out C or D if you are applying under the economic development category.
- D. FOR ECONOMIC DEVELOPMENT PROJECTS ONLY: Estimate the number of businesses that would be assisted. Please only fill out C or D if you are applying under the economic development category.

SECTION V. NARRATIVE QUESTIONS

The online Common Application will not allow you to exceed the word limits that apply to each of the narrative questions. The most competitive responses will be concise, within the framework provided, and articulate logical connections between proposed activities and one or more of the City Council Priorities and particularly Council's Strategic Initiatives. Review page 2 of this application packet, which summarizes the CDBG Program eligibility guidelines, as well as the City Council Priorities (page 11).

22. Describe the overall mission of the organization.
23. Describe specifically the proposed activities for funding. Explain how the proposed activities outcomes and impacts will benefit low-income Hayward residents, households or businesses.
24. Explain how the performance of the organization and program will be assessed, in terms of client impact. Describe any specific evidence based practices the organization utilizes to incorporate impact data into strategic planning, program management and budget development.
25. Explain how the Applicant would verify, document, and report that 100% of the clients benefiting from the City's funding are low-income Hayward residents. For infrastructure related projects, please explain how the applicant would verify, document and report the number of low income Hayward residents that would benefit from the project. For economic development activities explain how the Applicant would verify, document, and report that 100% of the clients benefiting from the City's funding are low-income Hayward residents AND/OR how would the proposed activity create jobs, and what system(s) would be put in place to ensure the jobs would be filled by low-income individuals – AND/OR – how would the applicant measure and report the effectiveness of assistance provided to business owners, and explain the type of business owners served (e.g. low income, microenterprise)?
26. Please estimate the percentage of clientele served by the program will fall under the following income categories. Area Median Income (AMI) is found on page 10 of this application under the FY 2018 Income Limits.
- ____ above 80% AMI, ____ 80% to 50% AMI, ____ 50 to 31% AMI, ____ Below 30% AMI, ____ not sure

27. Outline and describe how the agency collaborates with other local service providers to the benefit of clients served.
28. Please describe how your organization plans to enhance or expand services in FY 2019-2020. City of Hayward Community Agency Funding is NOT intended for sustaining or maintaining operations of organizations, and instead is for the expansion and enhancement of services to low-income clientele. New programs are considered an expansion of services.
29. Please describe the timeline for the proposed activity's implementation and the organization's ability to complete the project by June 30, 2020.
30. Identify the specific City Council Priority(s) the Application proposal most clearly supports. Applications for programs that can demonstrate they will measurably reduce homelessness, or increase access to affordable and safe housing will be considered highly competitive.
31. Identify the specific City Council Strategic Initiative that Application proposal most clearly supports. Applications for programs that can demonstrate they will measurably further these Initiatives goals will be considered **highly** competitive.
32. Outline and describe specific steps the agency has taken within the last two years to seek revenue sources other than City funding both as an organization and specifically for this project. Highlight new revenue sources that have been secured. Explain how these efforts have been successful. Describe any efforts the organization has made in response to unsuccessful efforts.

PLEASE NOTE: The application requires the authorization of the Applicant's Board of Directors. Upon request, a copy of the Board Resolution authorizing its submission must be provided.

Program Budget - Period of July 2019 through June 2020 DRAFT

*Insert additional rows as necessary	Hayward Request	Total Funding Other Sources	Total Program Budget
City of Hayward Funding Request			
Other Government Revenue Sources (please list individual sources)*			
Other Grants e.g., foundation, corporate (please list individual grants)*			
Private Donations			
Total Revenue	0.00	\$0.00	\$0.00
Staff Salaries (List Each Position)*			
Staff Benefits (Social Security, Medical, Workers Comp, State Unemployment)*			
Maintenance			
Service Contracts			
Utilities			
Services and Supplies			
Consumable Office Supplies			
Field Supplies			
Rent			
Special Services			
Organizational Dues and Publications			
Insurance			
Mileage			
Staff Training (Must be Specific to Program Delivery)			
Communications			
Professional Services			
Administrative Overhead (Cost Allocation Plan Required)			
Total Expenditures	\$0.00	\$0.00	\$0.00

CITY OF HAYWARD COUNCIL PRIORITIES

FY2016

