

# **CITY OF HAYWARD**

Hayward City Hall  
777 B Street  
Hayward, CA 94541  
[www.Hayward-CA.gov](http://www.Hayward-CA.gov)



CITY OF  
**HAYWARD**  
HEART OF THE BAY

## **Agenda**

**Wednesday, June 15, 2022**

**7:00 PM**

**Conference Room 2A**

## **Community Services Commission**

**COVID-19 Notice: Consistent with Assembly Bill 361/Gov Code 54953(e), the Community Services Commission meeting includes teleconference participation by all Community Services Commissioners and the public.**

**Zoom Webinar Access Information:**

<https://hayward.zoom.us/j/81365183317?pwd=SzJOSCs1aktKak1kOEtkQWFUeDhGZz09>

Password: K7+cijun (for link above)

Or join by phone: US: +1 669 900 6833 or +1 346 248 7799 or +1 253 215 8782 or +1 929 205 6099 or +1 301 715 8592 or +1 312 626 6799 or 888 788 0099

Webinar ID: 813 6518 3317

Password: 87289566 for "Dial-in Option"

**How to submit written Public Comment:**

*Send an email to [Monica.Davis@hayward-ca.gov](mailto:Monica.Davis@hayward-ca.gov) by 4:00 p.m. the day of the meeting. Please identify the Agenda Item Number in the subject line of your email. Emails will be compiled into one file, distributed to the Community Services Commission and City staff and published on the City's Meeting & Agenda Center under Documents Received After Published Agenda. <https://hayward.legistar.com/Calendar.aspx>*

*When submitting written comments, indicate in the email if you want your comment read into the record. Request will be allowed provided the reading will not exceed three (3) minutes consistent with the time limit for speakers at Community Services Commission meetings. Email comments will become part of the record of the Community Services Commission meeting.*

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

**PUBLIC COMMENTS:**

*The PUBLIC COMMENTS section provides an opportunity to address the Community Services Commission. The Commission welcomes your comments and requests that speakers present their remarks in a respectful manner, within established time limits and focus on issues which directly affect the City or are within the jurisdiction of the City. As the Commission is prohibited by State law from discussing items not listed on the agenda, your item may be taken under consideration and may be referred to staff for further action.*

**MINUTES**

[MIN 22-081](#)

Minutes of the March 16, 2022, Community Services Commission Meeting

**Attachments:**[Attachment I - CSC Minutes for 3/16/2022 meeting](#)**DISCUSSION**

1. [ACT 22-061](#)

Community Agency Funding Process Review

**Attachments:**[Attachment I Staff Report](#)[Attachment II May 2, 2022 Joint CAF Review Subcommittee PPT](#)[Attachment III May 23, 2022 Joint CAF Review Subcommittee PPT](#)[Attachment IV June 9, 2022 Joint CAF Review Subcommittee Draft PPT](#)

2. [RPT 22-067](#)

Standing Item - Background Information on CSC Recommendations Related to Policy Innovation Workshops and Community Public Safety Work

**Attachments:**[Attachment I - Staff Report](#)

3. [ACT 22-064](#)

Adoption of FY 2022/2023 Agenda Planning Calendar

**Attachments:**[Attachment I - Staff Report](#)**Councilmember / Commissioner / Staff Announcements****Future Agenda Items****ADJOURNMENT****NEXT MEETING – To be announced**

*Assistance will be provided to those requiring accommodations for disabilities in compliance with the Americans Disabilities Act of 1990. Interested persons must request the accommodation at least 48 hours in advance of the meeting by contacting the City Manager at (510) 583-4300 or TDD (510) 247-3340.*



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**File #:** MIN 22-081

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**DATE:** June 15, 2022

**TO:** Community Service Commission

**FROM:** Community Services Manager

**SUBJECT**

Minutes of the March 16, 2022, Community Services Commission Meeting

**RECOMMENDATION**

That the Community Services Commission review and approve the minutes of the March 16, 2022, meeting.

**ATTACHMENTS**

Attachment I - March 16, 2022, Community Services Commission Meeting Minutes



## MINUTES

### Community Services Commission Meeting

**March 16, 2022 @ 7:00 pm**

Hayward City Hall, 777 B Street, Hayward, CA 94541 – Remote Participation

**ANNOUNCEMENT OF MEETING AVAILABILITY:** Webinar ID: 840 2373 9234 - Passcode: 7^hbT1Mar – Passcode: 252471917 for "Dial-in Option"

CALL TO ORDER: Meeting called to order at 7:01 pm by Chairperson Artavia Berry

PLEDGE OF ALLEGIANCE: Led by Commissioner Collin Thormoto

ROLL CALL:

Members Present:

- Crystal Arrizon, Commissioner
- Artavia Berry, Commissioner / Chairperson
- Austin Bruckner, Commissioner
- Magdalena Cerna, Commissioner
- Emily Chow, Commissioner
- Hazel de Leon, Commissioner
- Pascal Garcia-Montpetit, Commissioner
- Arti Garg, Commissioner / Vice Chair
- Janet Kassouf, Commissioner
- Stan Long, Commissioner
- Linda Moore, Commissioner
- Lacei Ramirez-Amodei, Commissioner
- George Syrop, Commissioner
- Collin Thormoto, Commissioner

Members Absent:

- Mick Rubio, Commissioner / Parliamentarian
- Corina Vasaure, Commissioner

Council Liaison:

- Councilmember Sara Lamnin

Staff:

- Monica Davis, Community Services Manager
- Carol Lee, Management Analyst
- Evelyn R. Olivera, Senior Secretary

Public Comment:

- Becky Bruno, Senior Meals Program Manager with Spectrum Community Services announced the City of Hayward proclaimed March 2022 as celebrating the 50<sup>th</sup>

anniversary of the Older American's Act Nutrition Program to recognize SOS Meals and Spectrum Senior Meals. Ms. Bruno also announced the Community Champion Event at local meal sites on March 24 and March 25. On May 7, 2022, Share Your Love Fundraising event on May 7, 2022, more information available at [www.spectrumcs.org](http://www.spectrumcs.org).

#### Approval of Minutes of the Community Services Commission Meeting on February 16, 2021

- A motion to approve the minutes was moved by Commissioner Linda Moore with a second by Commissioner Pascal Garcia-Montpetit. The minutes were approved; twelve (12) Ayes and one (1) abstention.

#### Discussion:

##### *FY 2022-2023 Community Agency Funding Process CSC Final Funding Recommendations*

Ms. Carol Lee, Management Analyst, provided an overview of Community Agency Funding (CAF) Process and the ARC recommendations for Fiscal Year 2023 CAF Recommendations.

Ms. Monica Davis, Community Services Manager, discussed the identification of additional funding that will be used to provide to supplement the Arts and Music Agencies funding for the current fiscal year with potential of extending funding through to the next fiscal year. Agencies with summer performances will be funded with additional funding to assist in programming alignment with the funding cycle period.

Commissioners discussed the appointment of new commissioner to the City Council, Community Services Commission CAF Subcommittee to fill a vacated position. CSC Chair will appoint replacement in advance of the first CAF Subcommittee meeting.

#### Public Comment:

- Winda Shimizu, Executive Director for Hayward Arts Council (HAC) provided the Commission with an overview of the programs and services offered by the HAC.
- Ms. Carol Lee read an email comment into the record at the request from TJ of Hayward Concerned Citizens on behalf of the Sun Gallery.
- Bruce Roberts, Vice President of the HAC and 1<sup>st</sup> Poet Laureate, promoted the artistic opportunity in the City of Hayward and asked that the HAC be fully funded.
- Dorsi Diaz, Executive Director, Sun Gallery, thanked the Commission for all the work it performs and appreciated the comments by other advocates.

Public Comment Period officially closed.

A motion to approve the Social Services and Arts and Music portions of the Application Review Committees' Funding Recommendations and Recommend them to City Council for Review and Approval was moved by Commissioner Arti Garg with a second by

Commissioner Collin Thormoto. The motion was approved; eleven (11) Ayes and one (1) abstention.

A motion to approve the Economic Development and Infrastructure portions of the Application Review Committees' Funding Recommendations and Recommend them to City Council for Review and Approval was moved by Commissioner George Syrop with a second by Commissioner Stan Long. The motion was unanimously approved.

*FYI – END: Public Comment Period*

Ms. Davis announced the formal closing of the public comment period of the draft recommendations.

*FYI – 30-Day Notice: City Council Public Hearing FY 2022 – 2023 Funding Recommendations (April 5, 2022)*

Ms. Davis announced the noticing of public comment period for the City Council Public Hearing FY 2022 – 2023 Funding Recommendations.

*Standing Item – Background Information on CSC Recommendations Related to Policy Innovation Workshops and Community Public Safety Work*

Ms. Davis provided an overview of the CSC Recommendations Related to Policy Innovation Workshops and Community Public Safety Work in addition to various related updates.

*CSC Agenda Planning Calendar*

No changes to the agenda planning calendar were made.

*Council Liaison / Commissioner / Staff Announcements*

- Councilmember Lamnin announced Haywards' first LitCrawl scheduled for Saturday, April 30, 2022, at Hayward Heritage Plaza beginning at 3pm.

**Adjournment at 9:16 p.m.**



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**File #:** ACT 22-061

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**DATE:** June 15, 2022

**TO:** Community Service Commission

**FROM:** Community Services Manager

**SUBJECT**

Community Agency Funding Process Review

**RECOMMENDATION**

That the Community Services Commission: 1. Reviews and comments on this report; and 2. Recommends the Community Agency Funding modification recommendations to Council for approval.

**SUMMARY**

Annually, the City receives applications from community agencies requesting funding through the competitive Community Agency Funding (CAF) process. The Community Services Commission (CSC) serves as an advisory body to the Hayward City Council and is responsible for reviewing the applications, interviewing applicants, and making recommendations to the Council for how a portion of the City's General Fund and the City's Community Development Block Grant (CDBG) entitlement award should be allocated. As part of the CAF process, the CSC Chair appoints three Application Review Committees (ARCs) to conduct applicant interviews and make preliminary recommendations for full CSC consideration.

The amount of funding requested from community agencies through the CAF process has steadily increased with FY 2023 representing the largest disparity between agencies' funding requests and the amount of available funding. The CSC has expressed concern about how challenging the process has become to decide which agencies to fund. As a result, the CSC has requested support and direction from the Council to clarify Council's funding priorities and to receive feedback on the CAF process. On October 26, 2021, Council authorized the Mayor to appoint three members of Council to form a sub-group to work with a committee of the Community Services Commission to review and discuss the CAF process.

The joint subcommittee met on three occasions to discuss the CAF process and provide recommendations to the CSC and Council for further consideration.

**ATTACHMENTS**



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**File #:** ACT 22-061

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Attachment I	Staff Report
Attachment II	May 2, 2022 Joint CAF Review Subcommittee Presentation
Attachment III	May 23, 2022 Joint CAF Review Subcommittee Presentation
Attachment IV	June 15, 2022 Joint CAF Review Subcommittee Draft Presentation



**DATE:** June 15, 2022

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**FROM:** Community Services Manager

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The amount of funding requested from community agencies through the CAF process has steadily increased with FY 2023 representing the largest disparity between agencies' funding requests and the amount of available funding. The CSC has expressed concern about how challenging the process has become to decide which agencies to fund. As a result, the CSC has requested support and direction from the Council to clarify Council's funding priorities and to receive feedback on the CAF process. On October 26, 2021<sup>1</sup>, Council authorized the Mayor to appoint three members of Council to form a sub-group to work with a committee of the Community Services Commission to review and discuss the CAF process.

The joint subcommittee met on three occasions to discuss the CAF process and provide recommendations to the CSC and Council for further consideration.

## **BACKGROUND**

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<sup>1</sup> October 26, 2021, Staff Report and Attachments:

<https://hayward.legistar.com/LegislationDetail.aspx?ID=5192084&GUID=A2A6DA3D-E012-4AA3-BD19-F634B3A66DAD&Options=&Search=>

Each year, the City receives applications from community agencies requesting funding through the competitive CAF process. The CSC serves as an advisory body to the Council. The CSC makes recommendations to Council regarding the distribution of Infrastructure and Economic Development (CDBG), Public/Social Services (CDBG/General Fund), and Arts and Music (General Fund) program funding through the annual CAF process. The CSC reviews all eligible applications, and the CSC Chairperson appoints three ARCs by funding category (Infrastructure/Economic Development, Public/Social Services, and Arts and Music) to conduct applicant interviews prior to drafting funding recommendations for Council review and approval.

At the April 6, 2021<sup>2</sup> work session, Council discussed the Fiscal Year 2022 CAF recommendations and acknowledged the growing gap in funding requested compared to funding available. As part of that discussion, Council addressed the long-term impacts of the COVID-19 pandemic and emphasized the need to continue funding services that address issues deepened by the pandemic, such as housing instability, mental health, isolation, economic recovery, and food security. Council also expressed interest in continuing to examine the funding process and criteria in order to focus future funding in a manner that allows for innovation, promotes equity, and serves all people in Hayward.

Similarly to prior years, the amount of FY 2023 funding requested for both General Fund and CDBG allocations exceeded available funding. The increase in requested funds, even with the additional ARPA funding, resulted in a highly competitive funding allocation process for the FY 2023 cycle.

The increase in requested funds without an increase in available funds resulted in an even more competitive funding allocation process during the FY 2023 funding process. There have been previous CAF review processes both internal to the CSC and with Council. The CSC has also expressed concern about how challenging the process has become to decide which agencies to fund. As a result, the CSC has requested support and direction from Council to clarify Council's funding priorities and to receive feedback on the CAF process.

## **DISCUSSION**

The increasing disparity between agencies' funding requests and the amount of available funding coupled with the ongoing impacts of the COVID-19 pandemic has raised the need for further discussions around the CAF process and priorities. Specifically, during the May 2021<sup>3</sup>

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<sup>2</sup> April 6, 2021, Staff Report and Attachments:

<https://hayward.legistar.com/LegislationDetail.aspx?ID=4900848&GUID=0756954E-CDD8-42B5-A710-8E4297DE0140&Options=&Search=>

<sup>3</sup> May 19, 2021, Staff Report and Attachments:

<https://hayward.legistar.com/MeetingDetail.aspx?ID=861278&GUID=9EBDE9B2-2B3C-4793-9930-72EDA7F71813&Options=info&Search=>

and July 2021<sup>4</sup> CSC meetings, commissioners outlined the following questions for Council feedback:

- Are there priority categories that Council would like to see funding allocated towards as part of the CAF process? For example, are food insecurity and homelessness still key areas of focus?
- Is the CAF process through the CSC a piece of the broader City Goals (such as Let's House Hayward and the City's Strategic Roadmap)?
- Are programs that serve a large number of Hayward residents, but are able to secure funding from other sources, a priority over programs that have fewer funders, but meet a specific need not met by other providers?
- Similarly, do Hayward-based organizations have priority over organizations from other areas that may provide a unique service?
- Are there services that must be part of every funding allocation due to Council priority, political will, historical success, etc.?
- Should CAF be a sustainable funding source for agencies, or should CAF be funding for new programs in the community?
- What impact does the CSC's deliberative funding process and recommendations have on Council's decision on funding allocations?
- Does Council desire to review of the CAF priorities with the CSC annually?

At the July 2021 meeting, the CSC appointed five Commissioners to convene a CSC CAF Review Committee (Committee) to discuss options for potential revisions to the CAF process. Additionally, the CSC has requested support and direction from Council to discuss the questions outlined above, clarify Council's funding priorities and receive further feedback on the CAF process.

On October 26, 2021, Council authorized the Mayor to Appoint Three Members of Council to Form a Sub-Group to Work with a Committee of the Community Services Commission to Review and Discuss the Community Agency Funding Process.

#### The CAF Process Review Joint Subcommittee

The joint subcommittee consisted of three Councilmembers (Councilmember Lamnin, Councilmember Márquez, and Councilmember Salinas) and four Community Services

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<sup>4</sup>July 21, 2021, Staff Report and Attachments:

<https://hayward.legistar.com/LegislationDetail.aspx?ID=5033739&GUID=2D6BF062-974E-4E32-BAC6-0FE7E3AAD1AE&Options=&Search=>

Commissioners (Commissioner Arrizon, Commissioner Bruckner, Commissioner Garg, and Commissioner Moore), with Commissioner Berry as ex officio. The Councilmembers and Commissioners served as representatives of their colleagues for purposes of providing feedback on the Community Agency Funding process. The subcommittee convened on three occasions to discuss the current CAF process and the CSC's questions with the purpose of preparing recommendations for the full CSC review and subsequent Council review and approval.

**Services Funding Recommendations for CSC Consideration:**

*For CSC review and consideration on June 15, 2022.*

Key Identified Improvements for Council's Consideration on June 28

- Utilize a cap for Services funding
  - \$100,000 for housing and homelessness, and
  - \$50,000 for other services
- Include a priority for 20-30% of applications to for new and innovative programs

**Upcoming CSC Subcommittee Discussion:**

*For CSC subcommittee to continue discussions in the summer*

Key Identified Improvements the Commission Subcommittee to refine in advance of FY 2024 CAF process

- Increase integration of equity lens in CAF process
- Refinement of NOFA process, application review, and interview process
  - Provide preference for Hayward based organizations during ARC deliberations
  - Identify appropriate scoring rubric

**Future Council Engagement:**

*For Council discussion on items that impact the CAF process moving forward, and staff implementation to inform CAF process.*

Key Identified Improvements for the Council to Provide Feedback on Later

- Identify alternative sources of permanent funding, including exploration of using Community Foundation funding

Key Identified Improvements for Staff to Implement

- Staff to provide additional support on City's Strategic Roadmap in advance of ARC meetings to help identify how priorities from that plan inform the CSC's deliberation process
- Ensuring well-rounded funding of safety net programming, though no single agency should receive guaranteed funding
  - Staff will identify programs that support safety net services during the CAF process

### **Revised Application Review Committee for Arts, Music, and Cultural Events**

In order to streamline the City's engagement with the Arts, Music and Cultural Events providers, for the FY 2024 funding process, it is planned that the CSC's ARC for Arts and Music will also review Cultural Events applications. While the funding for Arts and Music will remain separate from Cultural Events, the same ARC will review and interview applicants of both application categories. The subcommittee reviewed the Special Event Support and Grant Program established by Council<sup>5</sup> to determine if the program guidelines could inform new Arts and Music guidelines.

#### Special Events Funding Guidelines Summary:

- **New events** may receive up to \$10,000 in financial support for one year.
- **Signature Events**, \$5,000 for events that have taken place 1-5 year(s). Upon completion of the 5th consecutive year of an event, the event will then be classified as a Classic Event.
- **Classic events**, (+5 years) up to \$7,500 in grant funds to support growing the event into a larger, regional event.
- Money granted to either a new or existing event cannot be more than 20% of the total estimated budget for the event

#### Proposed Arts and Music Guidelines:

Category	Funding Cap	City Grant Allocation
New Agencies	Up to \$30,000 in financial support for one year	Grant should not be more than 90% total estimated program budget
Signature Agencies (1-5 years)	Up to \$25,000	Grant should not be more than 60-75% total estimated program budget
Classic Agencies (+5 years)	Up to \$20,000	Grant should not be more than 50-60% total estimated program budget

Based on the CSC's feedback, Council has agreed to increase the FY 2024 funding allocation towards Arts and Music programs, with the estimated available funding at \$132,000. This dedicated funding for Arts and Music programming is separate from special event funding and applicants in the Arts and Music category will not be competing against Cultural Events for funding.

### **Audit Discussion**

Current funding policies require each agency awarded over \$15,000 in funding to provide a completed independent fiscal audit. Agencies that do not have a current audit as described above who wish to apply for more than \$15,000 are eligible to apply for City funding only in partnership with another agency that can meet this standard serving as fiscal administrator.

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<sup>5</sup> December 17, 2019, Staff Report and Attachments:

<https://hayward.legistar.com/LegislationDetail.aspx?ID=4281863&GUID=F67B2968-D186-4128-96D1-87C842FAAB61&Options=&Search=>

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.

Historically, fiscal partners are often only paired with Arts and Music applicants. In recent years, at the CSC's request, Council approved raising the audit requirement threshold from the previous \$10,000 to now \$15,000 funding award limit to lessen the burden that a fiscal audit could have on an agency. While staff recommends maintaining current funding requirements for all other categories, at the request of some members of the subcommittee, staff will explore alternatives for Arts and Music applicants in an effort to further remove barriers to accessing funding while maintaining prudent fiscal policy in the use of public funds.

One potential option may include working with an auditor to obtain a financial letter of support for Arts and Music applicants that apply for more than \$20,000. While this would not produce a complete fiscal audit, it may satisfy the City's requirement to demonstrate fiscal responsibility at a fraction of the cost of a traditional fiscal audit by an independent auditor. Only a small number of currently funded agencies would be impacted by such proposed changes. In the most recent CAF cycle for FY 2023 funding, only three Arts and Music agencies partnered with a fiscal administrator. Staff is currently monitoring agencies and can reassess this proposal for the future.

## **ECONOMIC IMPACT**

The resulting allocation of funding towards CDBG and the General Fund's Social Services programs have a collective positive economic impact on the community, as they will increase food security; provide vital support services to help individuals and families maintain and obtain housing, such as legal aid, fair housing services, shelter, and home rehabilitation; and infuse capital and provide training for local small business.

## **FISCAL IMPACT**

There is no fiscal impact associated with this report.

## **STRATEGIC ROADMAP**

CAF allocation recommendations have supported several of the City's Strategic Roadmap priority areas, including Preserve, Protect, & Produce Housing; Grow the Economy; and Support Quality of Life.

## **PUBLIC CONTACT**

Members of the public are invited to review the materials presented and recordings of the subcommittee meetings which are available on the [City's website](#). Interested parties can make public comment at the CSC meeting of June 15, 2022, and the Council meeting of June 28, 2022.

## **NEXT STEPS**

The CSC's proposed CAF modifications are scheduled for Council review on June 28, 2022.

*Prepared by:* Carol Lee, Management Analyst

*Recommended by:* Monica Davis, Community Services Manager

*Approved by:*

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Dustin Claussen, Acting Assistant City Manager





# Community Agency Funding Process Review

## Joint City Council and Community Services Commission Subcommittee

May 2, 2022

Kelly McAdoo, City Manager  
Monica Davis, Community Services Manager  
Carol Lee, Management Analyst



# Presentation Outline

- Background
- Overview of Subcommittee
  - Scope
  - Roles
  - Framework
- Review of current funding process
- Historical review of funding
- Commission and Council Survey question responses
- Feedback from Subcommittee

# Background

- The CSC serves as an advisory body to the City Council
- Community Agency Funding Process
- Review the applications
- Interview applicants
- Make recommendations to the Council for how a portion of the City's General Fund and the City's CDBG entitlement award should be allocated

# Overview of Subcommittee

On October 26, 2021 Council adopted a resolution authorizing the Mayor to select and appoint three (3) members of Council to form a sub-group to work with a committee of the Community Services Commission (CSC) to review and discuss the Community Agency Funding process and provide recommendations to the CSC and Council for further consideration

# Overview of Subcommittee *Scope*

- Joint Committee to convene and discuss current CAF process and CSC's questions
- Propose recommendations for full CSC review and Council review

# Overview of Subcommittee *Role*

- The Councilmembers and Commissioners serve as representatives of their colleagues for purposes of providing feedback on the Community Agency Funding process
- To ensure that Subcommittee members can fully participate, staff will prepare materials and facilitate

# Overview of Subcommittee *Framework*



- Understanding the Why – Priorities - Tonight
- Understanding the What – Specific Details - May 21<sup>st</sup>
- Developing the How – Implementation – June 9<sup>th</sup>

# Community Agency Funding Current Process

## Overview





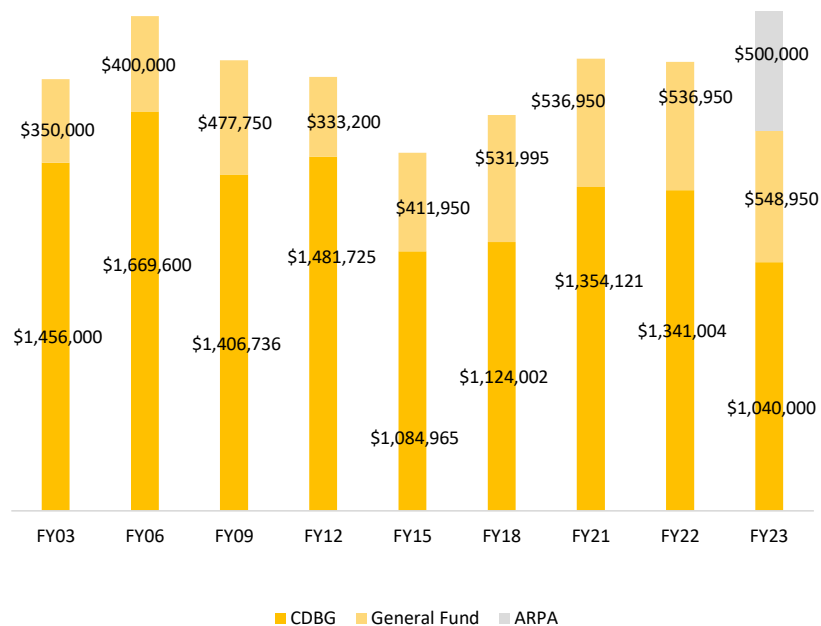
Funding Source	Categories	Descriptions
<p>Community Development Block Grant (CDBG)</p> 	<ul style="list-style-type: none"> <li>• Infrastructure &amp; Economic Development</li> <li>• Services</li> </ul>	<ul style="list-style-type: none"> <li>• Infrastructure &amp; Economic Development (~ 65%): Affordable housing (not including new construction); housing rehabilitation; nonprofit facility improvements; microenterprise business support; and capacity building</li> <li>• Public Services (maximum 15%)*: Benefit low-moderate income Hayward residents through programs to provide food security, health services, homelessness and anti-displacement services, including job training; legal services; youth and education services.</li> <li>• 20% of the annual entitlement is set aside for administration and planning activities</li> </ul>
<p>General Fund</p> 	<ul style="list-style-type: none"> <li>• Services</li> <li>• Arts &amp; Music</li> </ul>	<ul style="list-style-type: none"> <li>• Social Services</li> <li>• Arts &amp; Music: Arts and music programs that benefit Hayward residents, with an emphasis on activities that support youth education.</li> </ul>

# Process Overview

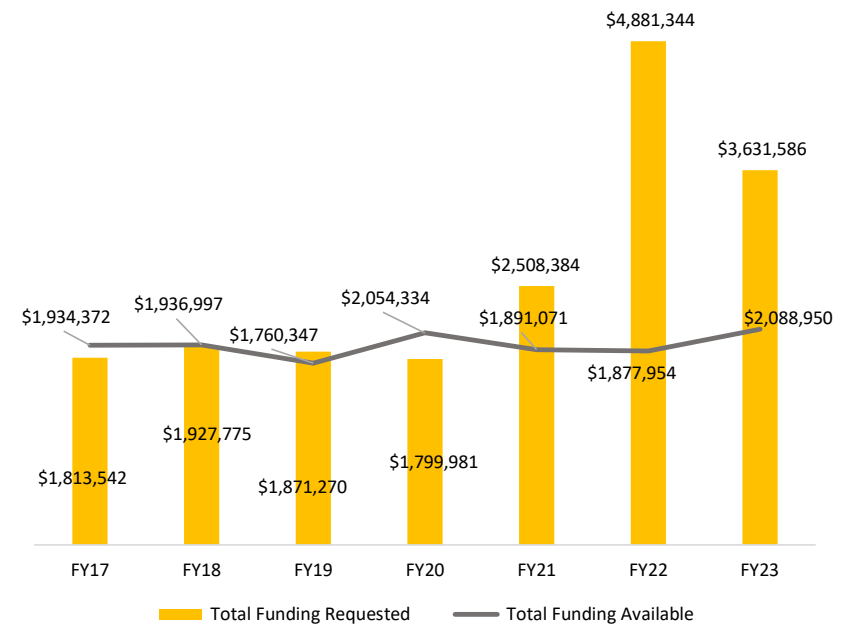


# Challenge

## Availability of Community Agency Funding Over Time



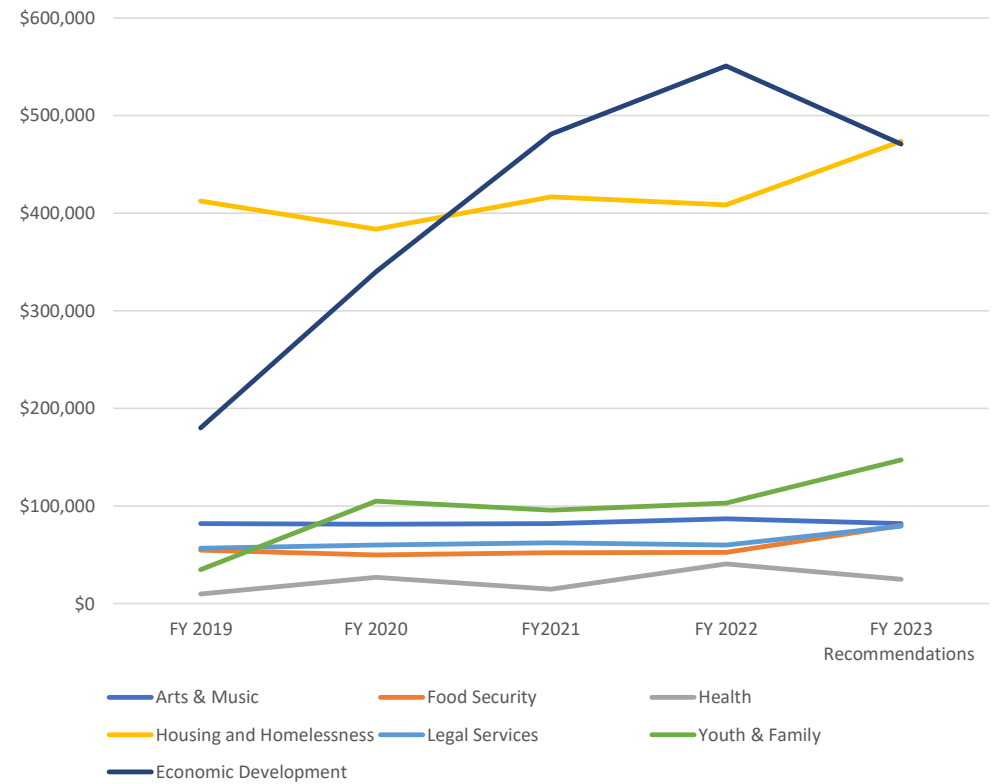
## Funding Requests and Availability since FY 2017





# Past Funding Priorities

	FY 2019	FY 2020	FY2021	FY 2022	FY 2023
Housing and Homelessness	\$412,320	\$383,552	\$416,605	\$408,394	\$473,737
Food Security	\$55,000	\$50,000	\$52,200	\$52,500	\$80,000
Health	\$10,000	\$27,137	\$15,000	\$40,655	\$25,000
Economic Development	\$179,999	\$339,999	\$480,784	\$550,838	\$470,890
Youth & Family	\$35,000	\$105,000	\$95,880	\$103,180	\$147,500
Arts & Music	\$82,000	\$81,400	\$82,000	\$87,000	\$82,000
Legal Services	\$57,000	\$60,000	\$62,350	\$60,000	\$79,450



# Questions

- **City Goals:** Is the CAF process through the CSC a piece of the broader City Goals (such as Let's House Hayward and the City's Strategic Roadmap)?
- **CSC's Role:** What impact does the CSC's deliberative funding process and recommendations have on Council's decision on funding allocations?
- **Prioritization Frequency:** Does Council desire to review the CAF priorities with the CSC annually?

# Questions Cont.

- **Priority Categories:** Are there priority categories that Council would like to see funding allocated toward as part of the CAF process? For example, are food insecurity and homelessness still key areas of focus?
- **Hayward Based:** Do Hayward-based organizations have priority over organizations from other areas that may provide a unique service?
- **Sustainable vs. Seed Funding:** Should CAF be a sustainable funding source for agencies, or should CAF provide funding for new programs in the community?
- **Large vs. Small:** Are programs that serve a large number of Hayward residents, but are able to secure funding from other sources, a priority over programs that have fewer funders, but meet a specific need not met by other providers?

## Next Meeting's Discussion

- **Mandatory Funding:** Are there services that must be part of every funding allocation due to Council priority, political will, historical success, etc.?

# Survey Question Responses: CSC's Role in Funding Recommendations

## City Council

The deliberations are key to and invaluable knowing that our community members have vetted all applicants. I take their recommendations seriously and from my own experience I know how much time and energy is put into their recommendation.

The Council has historically respected the CSC recommendations and approved them.

The CSC's recommendations are central to the funding process. The only thing that will occasionally override that recommendation is pressure from community groups.

CSC's recommendation is generally the substance of the Council decision.



# Survey Question Responses: CSC's Interest in Reviewing Priorities

## Community Services Commission

6 of 10 Responses: Annually

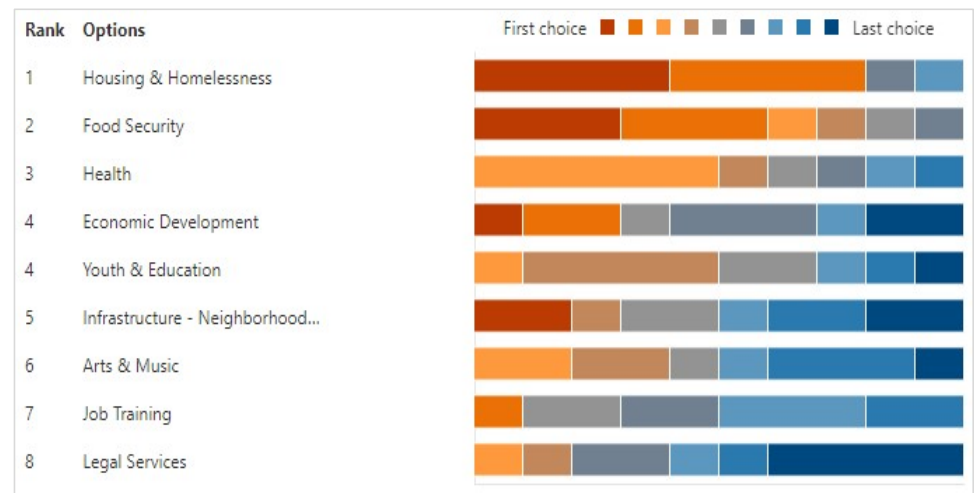
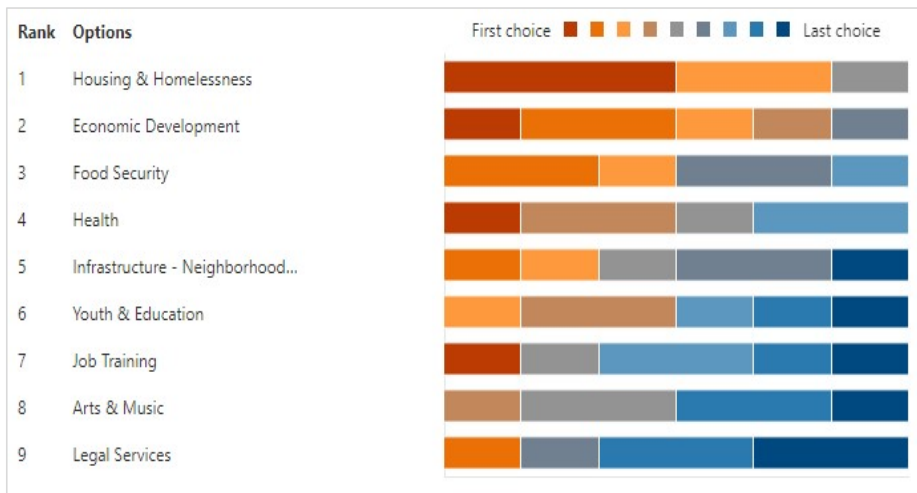
Every 4 years

Bi-annual (every 2 years) might make more sense as priorities do change and although the CSC, as an advisory body, should feel empowered to make their own decisions, Council may have a broader understanding of where needs are, especially on a budgetary basis. It also provides another formal place for CSC to make their positions and priorities known to Council.

# Survey Question Responses: Priority Categories

## City Council

## Community Services Commission



# Survey Question Responses: Priorities

## City Council

1. Housing & Homelessness
2. Economic Development
3. Food Security
4. Health
5. Youth & Education
6. Job Training
7. Arts & Music
8. Legal Services

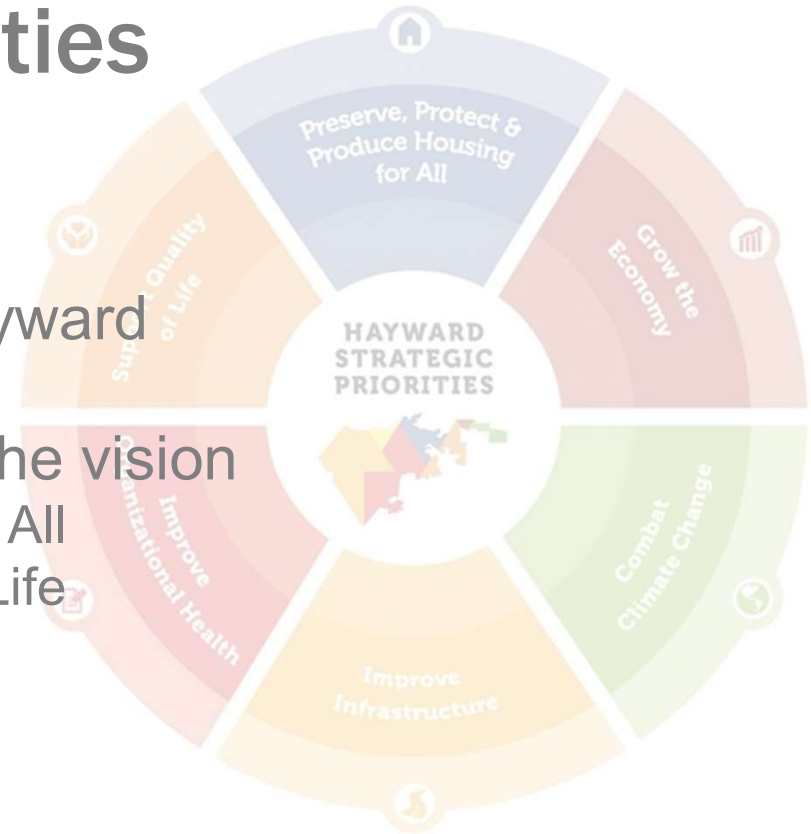
## Community Services Commission

1. Housing & Homelessness
2. Food Security
3. Health
4. Economic Development
5. Youth & Education
6. Arts & Music
7. Job Training
8. Legal Services

# Council Priorities

## Strategic Road Map

- The Roadmap starts with a shared Hayward vision for 2024
- Six core priorities required to achieve the vision
  - Preserve, Protect & Produce Housing For All
  - Enhance Community Safety & Quality of Life
  - Grow the Economy
  - Invest in Infrastructure
  - Confront Climate Crisis
  - Strengthen Organizational Health
- Developed key projects, named responsible departments, and created a timeline



# Priority Alignment

## Strategic Road Map

Six core priorities required to achieve the vision

- Preserve, Protect & Produce Housing For All
- Enhance Community Safety & Quality of Life
- Grow the Economy
- Invest in Infrastructure
- Confront Climate Crisis
- Strengthen Organizational Health



## Council Survey

1. Housing & Homelessness
2. Economic Development
3. Food Security
4. Health
5. Youth & Education
6. Job Training
7. Arts & Music
8. Legal Services

## CSC Survey

1. Housing & Homelessness
2. Food Security
3. Health
4. Economic Development
5. Youth & Education
6. Arts & Music
7. Job Training
8. Legal Services

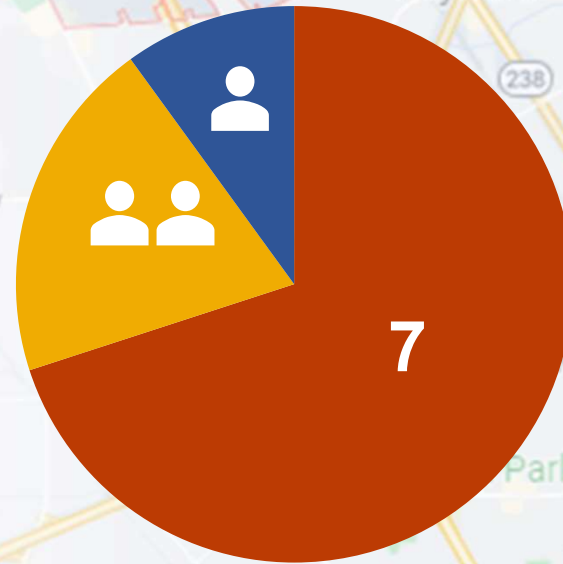
# Survey Question Responses: Hayward Based Priority

City Council



■ Hayward-Based ■ Both ■ Not Location Based

Community Services Commission



■ Hayward-Based ■ Both ■ Not Location Based

# Survey Question Responses: Hayward Based Priority

## City Council

“Yes. Start in Hayward and if Hayward does not have the CBO then look outside of the city”

“Generally, yes. Unless it is a service we do not or cannot develop in Hayward”

“The money we disburse ought to go straight to Hayward-based organizations with all operations in Hayward”

“Not necessary. Whom every is best equipped to provide the service...”

## Community Services Commission

“It all depends on the unique service. If there is no Hayward-based organization meeting a very important need, then I would be in favor of an organization from other areas”

“Not necessarily, although I have a preference to support orgs in Hayward”

“While it is preferable that Hayward centric orgs receive funding, the reasons for exclusively supporting them over orgs that may provide more niche services or serve underserved groups are few”

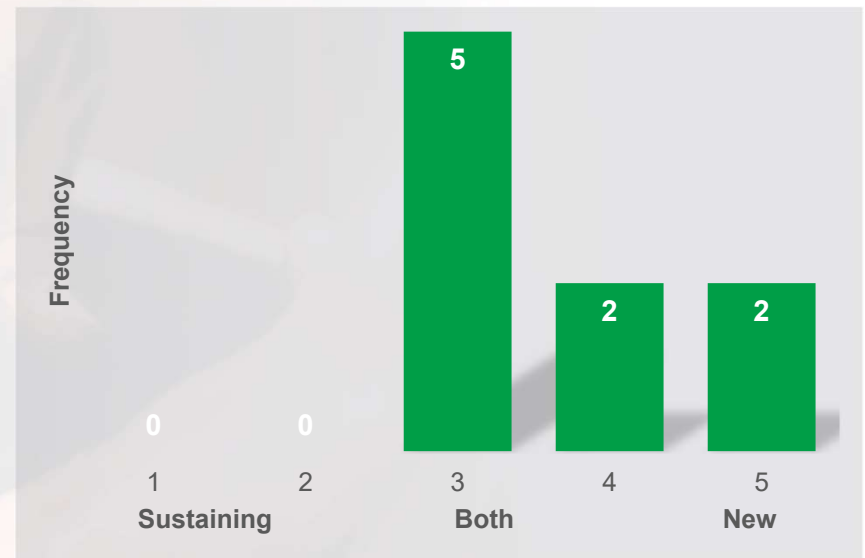
“Hayward-based priority”

# Survey Question Responses: Sustaining vs. Seed Funding

City Council



Community Services Commission





# Survey Question Responses: Sustaining vs. Seed Funding

## City Council

"Moving away from supporting programs that are simply caretaking, may be a way to facilitate lasting impact"

"CAF ought to provide funding for new and/or innovative ideas and ways to connect and engage neighbors"

"I would like to see a break down of 80-90% funding to existing recipients as long as they continue to qualify and meet their program objectives and 10-20% for new agencies"

"Some programs have little opportunity to get funding in other ways. If this can be proven by an agency, there should be some room for ongoing funding if the service makes a substantive impact on Hayward"

## Community Services Commission

"CAF is a grant. Grants are never stable, nor should they be expected to be"

"Seed funding to diversify"

"There should be a good balance - weighted slightly towards programs that have a track record of doing good work in Hayward"

"Both. This can be viewed as start up funds for some newer agencies/orgs but some may provide niche services where other funders may be limited"

# Survey Question Responses: Large vs. Small

**City Council**



**Community Services Commission**



# Survey Question Responses: Large vs. Small

## City Council

“Fewer funders but meet a specific need not met by other providers”

“We need to work on both.”

“As long as a program is providing a needed service to our community they should still be able to compete for funding”

“No. I would like for us to figure out ways to fund micro ideas that could potentially grow into a larger effort”

## Community Services Commission

“If programs are able to find funding from other sources, I believe they should work to do so”

“I lean towards prioritizing local programs that can't sustain themselves without our help”

“No, I think we need to prioritize issues facing our most vulnerable populations”

## QUESTIONS AND COMMENTS

**1. How does the CAF fit within the Strategic Roadmap?**  
CAF and alignment with City goals, including the Strategic Roadmap  
CSC's role  
Frequency of prioritization setting

**2. Feedback on Prioritization**  
Priority Categories  
Hayward Based  
Sustainable vs. Seed Funding  
Large vs. Small Organizations

- **City Goals:** Is the CAF process through the CSC a piece of the broader City Goals (such as Let's House Hayward and the City's Strategic Roadmap)?
- **CSC's Role:** What impact does the CSC's deliberative funding process and recommendations have on Council's decision on funding allocations?
- **Prioritization Frequency:** Does Council desire to review the CAF priorities with the CSC annually?
- **Priority Categories:** Are there priority categories that Council would like to see funding allocated toward as part of the CAF process? For example, are food insecurity and homelessness still key areas of focus?
- **Hayward Based:** Do Hayward-based organizations have priority over organizations from other areas that may provide a unique service?
- **Sustainable vs. Seed Funding:** Should CAF be a sustainable funding source for agencies, or should CAF provide funding for new programs in the community?
- **Large vs. Small:** Are programs that serve a large number of Hayward residents, but are able to secure funding from other sources, a priority over programs that have fewer funders, but meet a specific need not met by other providers?

## NEXT STEPS

**May 21: Understanding the What - Details**  
Summary of Prioritization Discussion  
Discussion about Mandatory Funding

**June 9: Developing the How - Implementation**  
Finalize feedback heard  
Presentation of proposed revisions

**June 15: CSC Meeting**

**June 28: City Council Meeting**



# Community Agency Funding Process Review

## Joint City Council and Community Services Commission Subcommittee

May 23, 2022

Monica Davis, Community Services Manager  
Carol Lee, Management Analyst



## OVERVIEW OF SCHEDULE

### **June 9: Pending Today's Discussion**

Arts, Music, and Cultural Events Essential Funding  
Finalize Feedback Heard

### **June 15: CSC Meeting**

CSC to Provide Feedback on Proposed Modifications  
and Additional Identified Improvements

### **June 28: City Council Meeting**

Council to Provide Feedback on Proposed Modifications  
and Additional Identified Improvements



# Agenda

## PART ONE: Refinement on Feedback from First Meeting

- Summary of Key Points from First Meeting
- Feedback on:
  - Proposed Services Caps
  - Proposed Allocation for New and Innovative Funding

## PART TWO: Essential Funding Discussion

- Services - Funding Essential Safety Net Services
- Arts, Music, and Cultural Events ARC framework

## **Key Identified Improvements – To be discussed with full CSC**

- Top funding priorities are generally in alignment with Strategic Roadmap
- Preference for Hayward based organizations when possible
- Refinement around NOFA process, application review, and interview process
- Increased integration of equity

## **Key Identified Improvements – To be discussed with CBFC / Council**

- Direction to staff to identify additional funding or alternative sources of permanent funding when possible, including exploring using 1% of the Cannabis Tax Revenue through the Community Foundation

# **PART ONE:**

## **Tonight's Subcommittee Discussion**

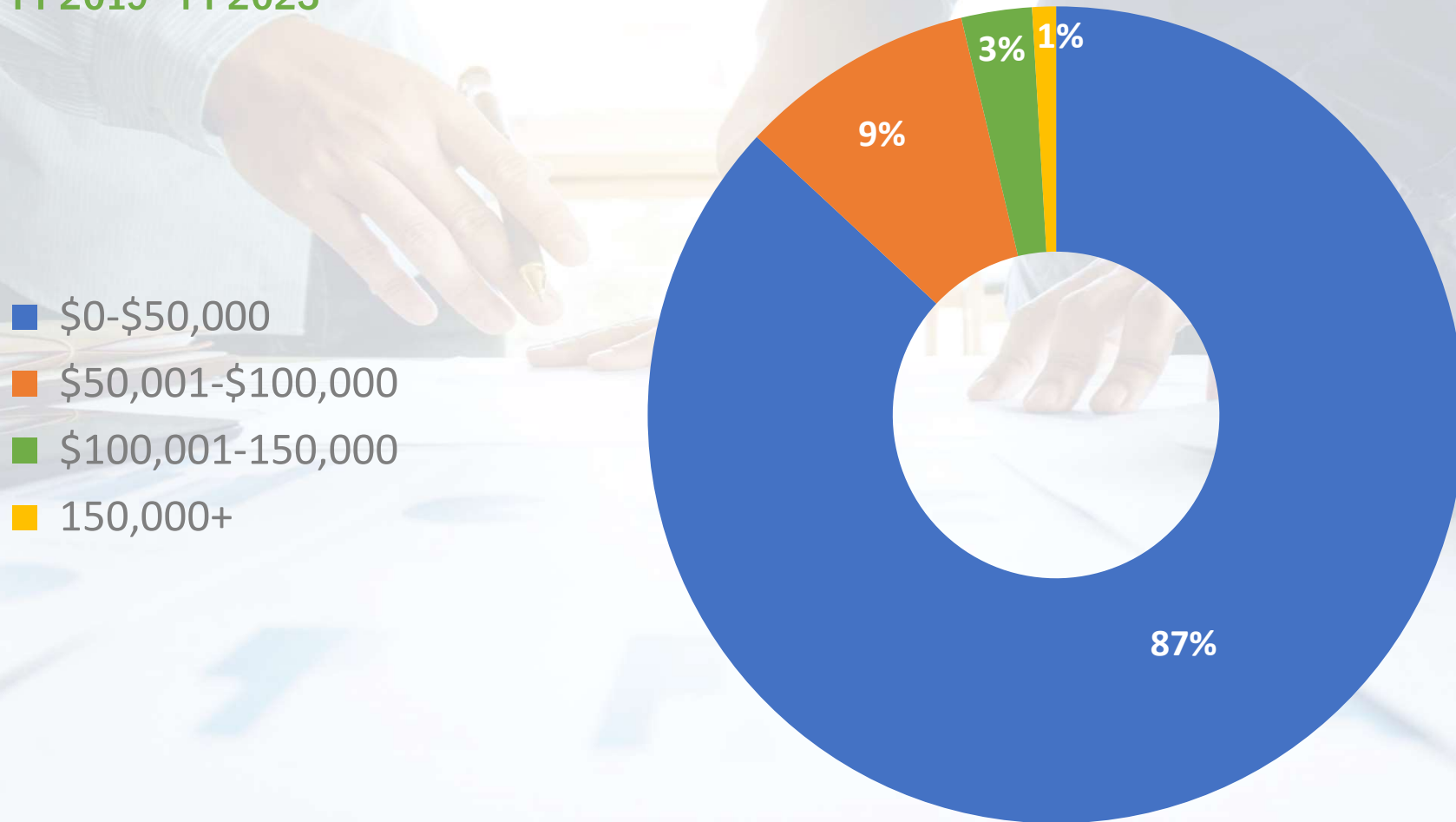
- There needs to be a focus on safety net services, with flexibility to address emerging needs
- Interest around the following modifications:
  - Cap on funding requests
  - Set aside for new and innovative programs

**PART ONE**  
**Proposed Modification #1:**  
**Implementing a Cap**

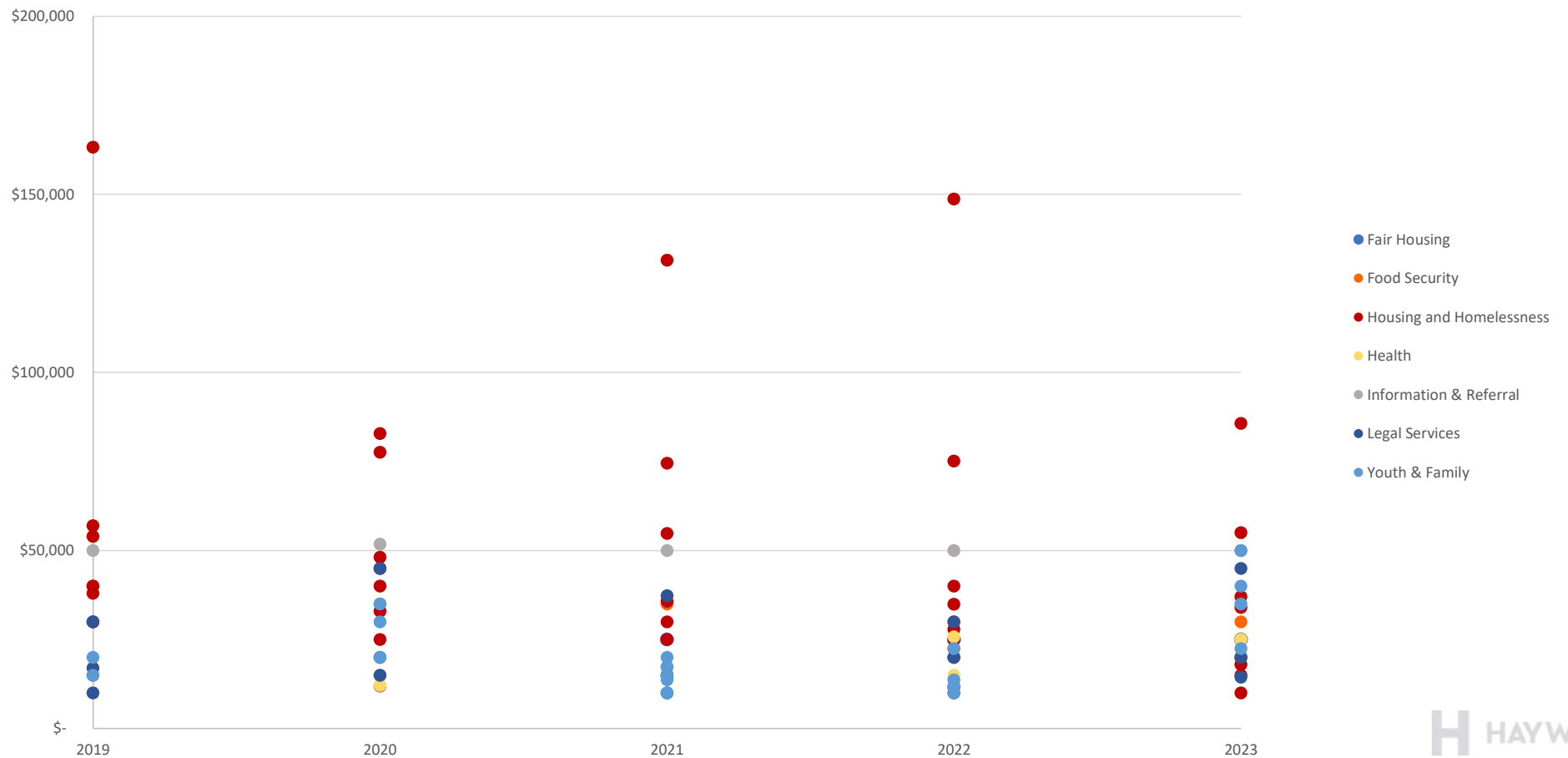


# Services Grant Awards by Amount

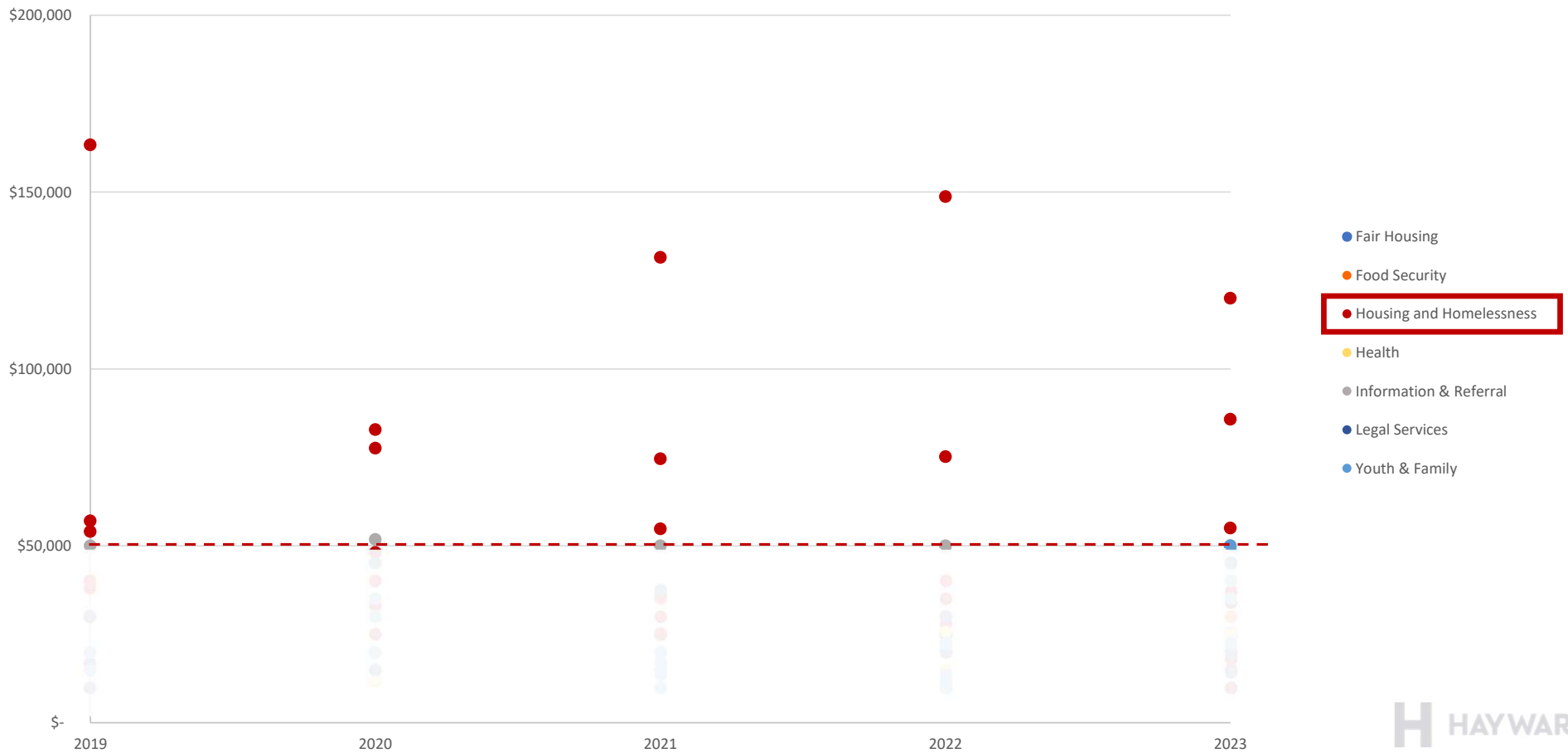
FY 2019 - FY 2023



# Services Grant Awards by Category

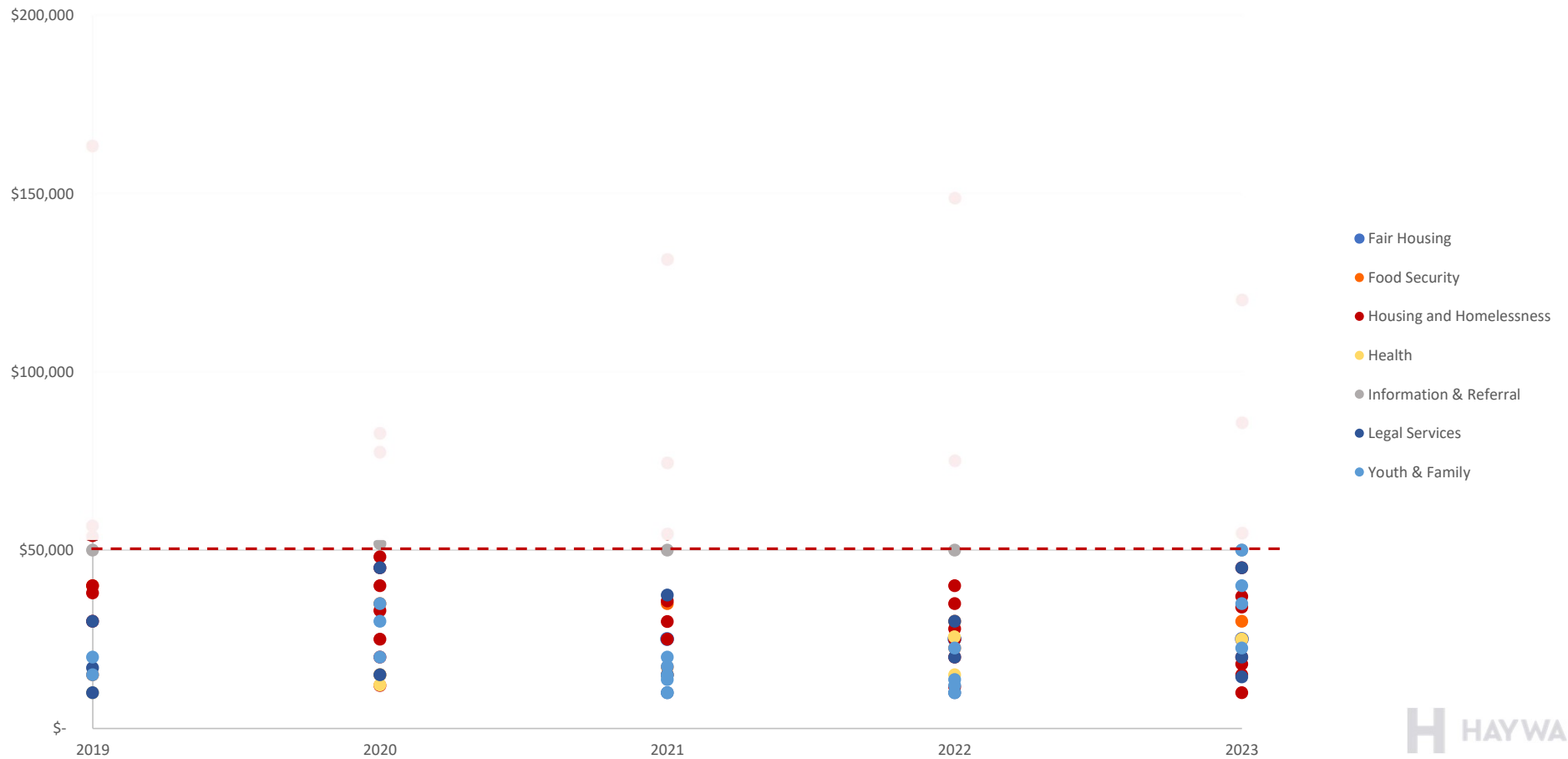


# Services Grant Awards by Category





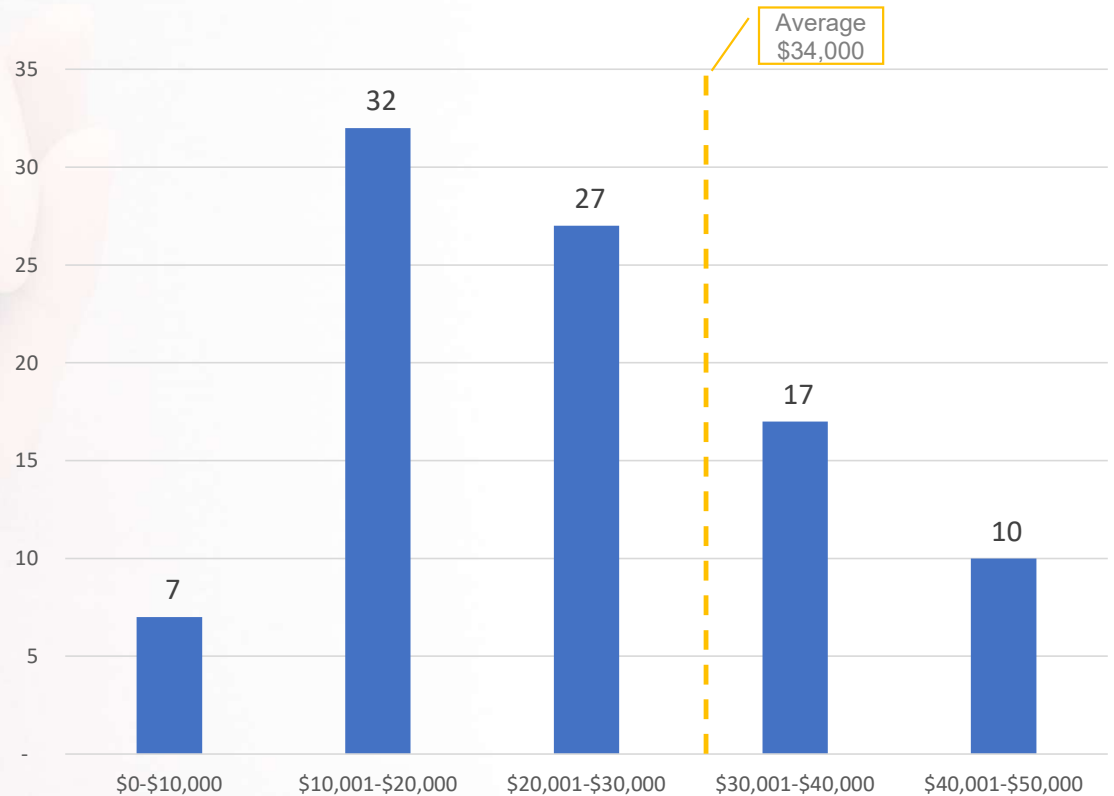
# Services Grant Awards by Category



# Services Grant Awards \$50,000 or less

FY 2019 - FY 2023

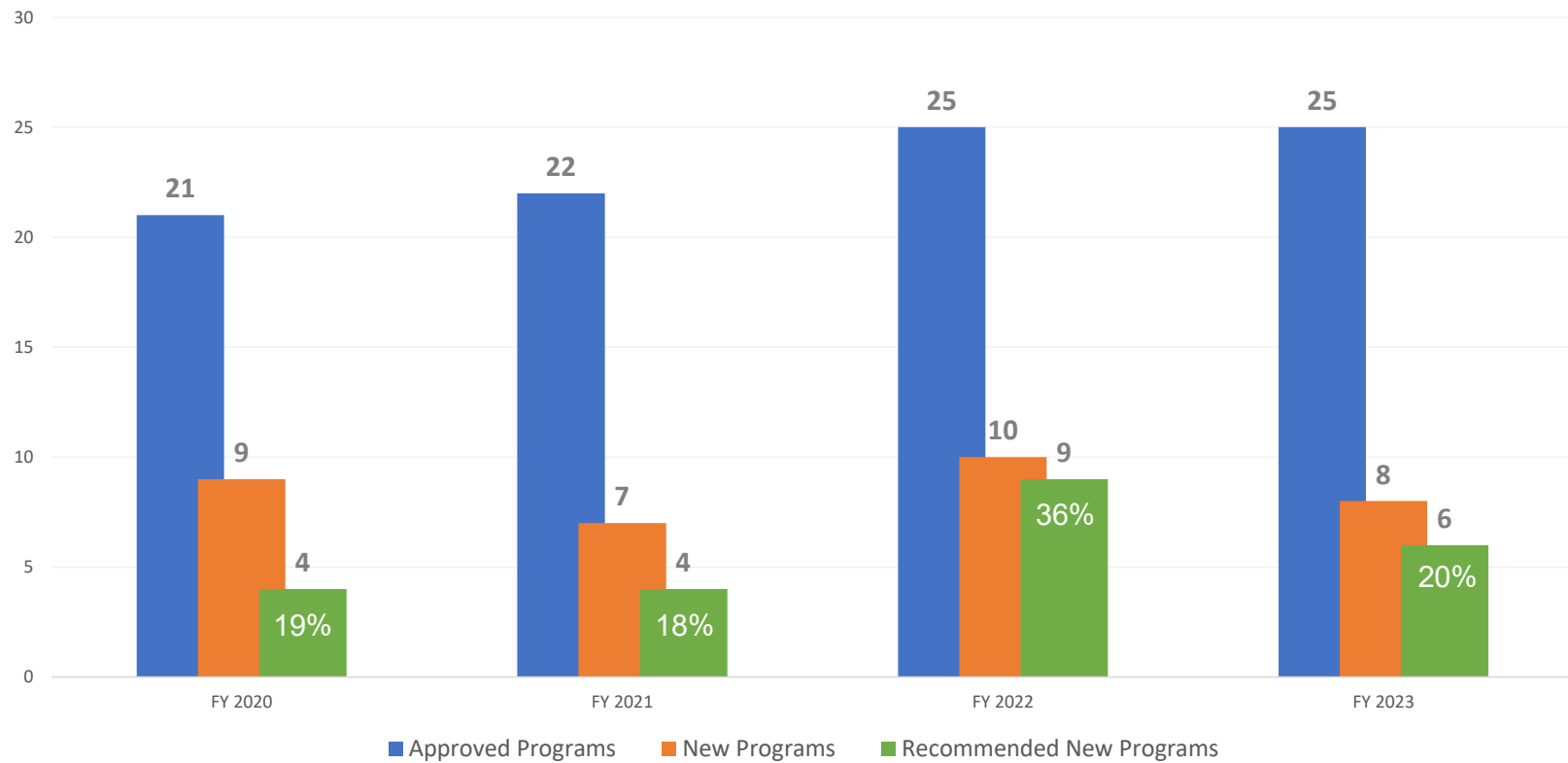
- 87% are \$50,000 or less
- 74% are \$45,000 or less
- 5-year Average Award Amount is \$34,000
- 5-year Median Award Amount is \$25,000



**PART ONE**  
**Proposed Modification #2:**  
**Funding Allocation**  
**for New and Innovative Programs**



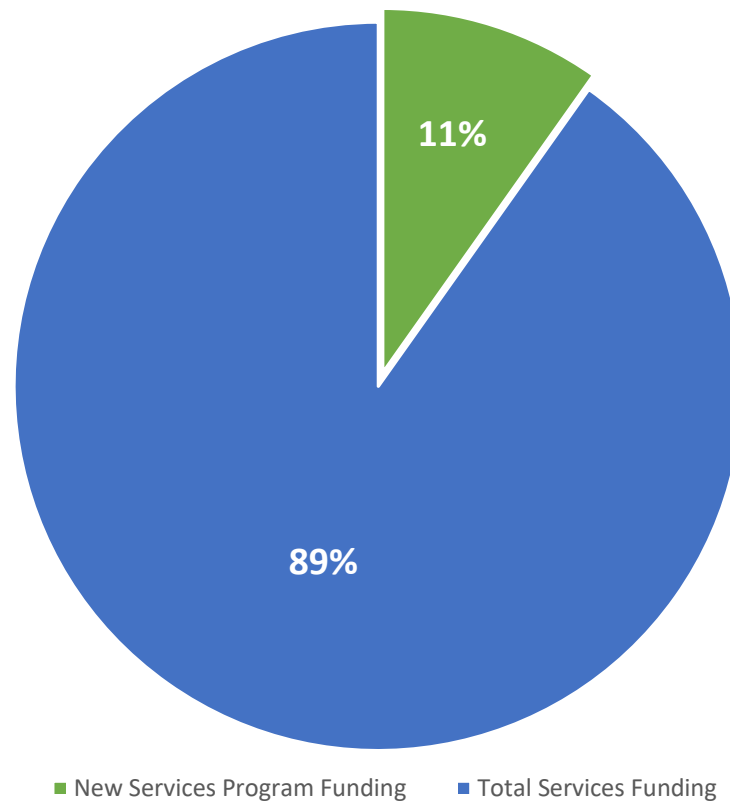
# Services Programs Recommended for Funding FY 2020 - FY 2023



# Recommended Funding for New Services Programs FY 2020 - FY 2023

	FY 2020	FY 2021	FY 2022	FY 2023
<b>New Services</b>	\$33,788	\$69,411	\$97,655	\$90,000
<b>Total Services*</b>	\$652,689	\$652,035	\$716,729	\$652,687
<b>% of Funding toward New Services</b>	5%	11%	14%	14%

\*Competitive Funding (CDBG and GF)



# Proposed Modifications

1. Grant Award Cap
  - a) \$100,000 maximum grant for homelessness and housing; AND
  - b) \$50,000 maximum grant for all other services
  
2. Set Aside for New and Innovative Programs
  - a) 20-30% of applications for new and innovative programs OR
  - b) 10-20% of funds set aside for new and innovative programs

**PART TWO**  
**Essential Funding Discussion:**  
**Safety Net Programs**



# Safety Net Programs that Receive Funding Every Year

- Abode Services
- Alameda County Community Food Bank
- Centro Legal de la Raza
- Family Violence Law Center
- First Presbyterian dba South Hayward Parish
- La Familia / FESCO
- Ruby's Place



# Safety Net Programs that Receive Funding Every Year

Agency	Program	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year Average
Abode Services	AC Impact Program - permanent supportive housing	\$ 40,000	\$ 48,108	\$ 54,786	\$ 27,899	\$ 37,000	\$ 41,559
Alameda County Community Food Bank	Food scholarships for pantries and shelters	\$ 40,000	\$ 35,000	\$ 35,000	\$ 30,000	\$ 30,000	\$ 34,000
Centro Legal de la Raza	Tenants Rights / Housing Counseling	\$ 54,000	\$ 82,836	\$ 74,570	\$ 75,164	\$ 85,737	\$ 74,461
Family Violence Law Center	Violence and homelessness prevention	\$ 30,000	\$ 45,000	\$ 37,350	\$ 30,000	\$ 45,000	\$ 37,470
First Presbyterian dba South Hayward Parish	Case Management	\$ 38,000	\$ 33,000	\$ 29,950	\$ 34,950	\$ 55,000	\$ 38,180
La Familia	FESCO Family Shelter/Les Marquis House	\$ 30,000	\$ 45,000	\$ 25,000	\$ 25,000	\$ 34,000	\$ 31,800
Ruby's Place	Shelter and children's programs	\$ 30,000	\$ 40,000	\$ 25,000	\$ 25,000	\$ 34,000	\$ 30,800
Total		\$262,000	\$328,944	\$281,656	\$248,013	\$320,737	\$288,270

# Safety Net Programs Grant Awards

FY 2019 - FY 2023

- Safety Net Programs received **40%** of the services grant funding in the last 5 years
- Majority are Housing & Homelessness programs
- 5-year Average Award Amount\* of \$41,181
- 5-year Median Award Amount\* of \$35,000
- 5-Year Minimum Award Amount\* of \$25,000

Category	Agency	Program
Housing & Homelessness	Abode Services	AC Impact Program - permanent supportive housing
Food Security	Alameda County Community Food Bank	Food scholarships for pantries and shelters
Housing & Homelessness	Centro Legal de la Raza	Tenants Rights / Housing Counseling
Housing & Homelessness	Family Violence Law Center	Violence and homelessness prevention
Housing & Homelessness	First Presbyterian dba South Hayward Parish	Case Management
Housing & Homelessness	La Familia	FESCO Family Shelter/Les Marquis House
Housing & Homelessness	Ruby's Place	Shelter and children's programs

\*Pertaining to programs reflected on this slide

# Proposed Modification

A minimum of \$25,000 to each of these agencies and not to exceed their requested amount.

- Abode Services
- Alameda County Community Food Bank
- Centro Legal de la Raza
- Family Violence Law Center
- First Presbyterian dba South Hayward Parish
- La Familia / FESCO
- Ruby's Place

# Example of Proposal

24% of funding for  
Safety Net Services

FY 2023 Total Available Services Funding	\$727,687
Minimum Allocation to Safety Net Services \$25,000 each to:	\$175,000
Abode Services Alameda County Community Food Bank Centro Legal de la Raza Family Violence Law Center First Presbyterian dba South Hayward Parish La Familia / FESCO Ruby's Place	
Remaining Balance Available	\$552,687

**PART TWO**  
**Essential Funding Discussion:**  
**Arts, Music, and Cultural Events**





## Revised ARC: Arts, Music, and Cultural Events

- Staff is working to streamline our engagement with the Arts, Music and Cultural Events providers
- For the FY 2024 funding process, it is planned that the Community Services Commission's Application Review Committee (ARC) for Arts and Music will also review Cultural Events applications
- The available funding for the Arts and Music (~ \$132k) **will not be competing** for funding for Cultural Events
  - Simply using the same ARC to interview both sets of applications



# Cultural Events Program Established by Council

- On December 17, 2019, Council Adopted a resolution approving a new Special Event Support and Grant Program.
- To encourage special events in the City that provide cultural enrichment, promote economic vitality, and enhance community identity
  - Parades, gatherings, arts and crafts shows/fairs, festivals, and athletic events, car shows, musical or cultural events.
- Special events may also provide funding opportunities for service organizations
- Program Guidelines outlines eligibility criteria, funding guidelines, and other requirements

# Cultural Events Guidelines Summary

- **New events** may receive up to \$10,000 in financial support for one year.
- **Signature Events**, \$5,000 for events that have taken place 1-5 year(s). Upon completion of the 5th consecutive year of an event, the event will then be classified as a Classic Event.
- **Classic events**, (+5 years) up to \$7,500 in grant funds to support growing the event into a larger, regional event.
- Money granted to either a new or existing event cannot be more than 20% of the total estimated budget for the event
- Waived Street Event Permit fee
- Additional staff time required for an event are not eligible for the fee waiver



# Arts & Music Funding FY 2019 – Present Grant Recipients

Hayward Area Historical Society

Hayward Area Historical Society\*\*\*

Hayward Area Historical Society\*\*\*

Love Never Fails

Pacific Chamber Orchestra

Ruby's Place\*\*\*

West Coast Blues Society

Youth Orchestra of Southern Alameda County  
(EBYO)

Discovery Kits

Hayward Municipal Band

Hayward Arts Council / Band & Orchestra Festival

Healing Arts

Discover Music educational assemblies for the HUSD  
Elementary Schools

Sun Gallery Programs

Russell City Blues Series & Juneteenth Holiday We Celebration

Hayward Scholarships/Stipends

# Arts & Music Funding: Moving to Cultural Events

Hayward Area Historical Society

Hayward Area Historical Society\*\*\*

Hayward Area Historical Society\*\*\*

Love Never Fails

Pacific Chamber Orchestra

Ruby's Place\*\*\*

West Coast Blues Society

Youth Orchestra of Southern Alameda County  
(EBYO)

Discovery Kits

Hayward Municipal Band

Hayward Arts Council / Band & Orchestra Festival

Healing Arts

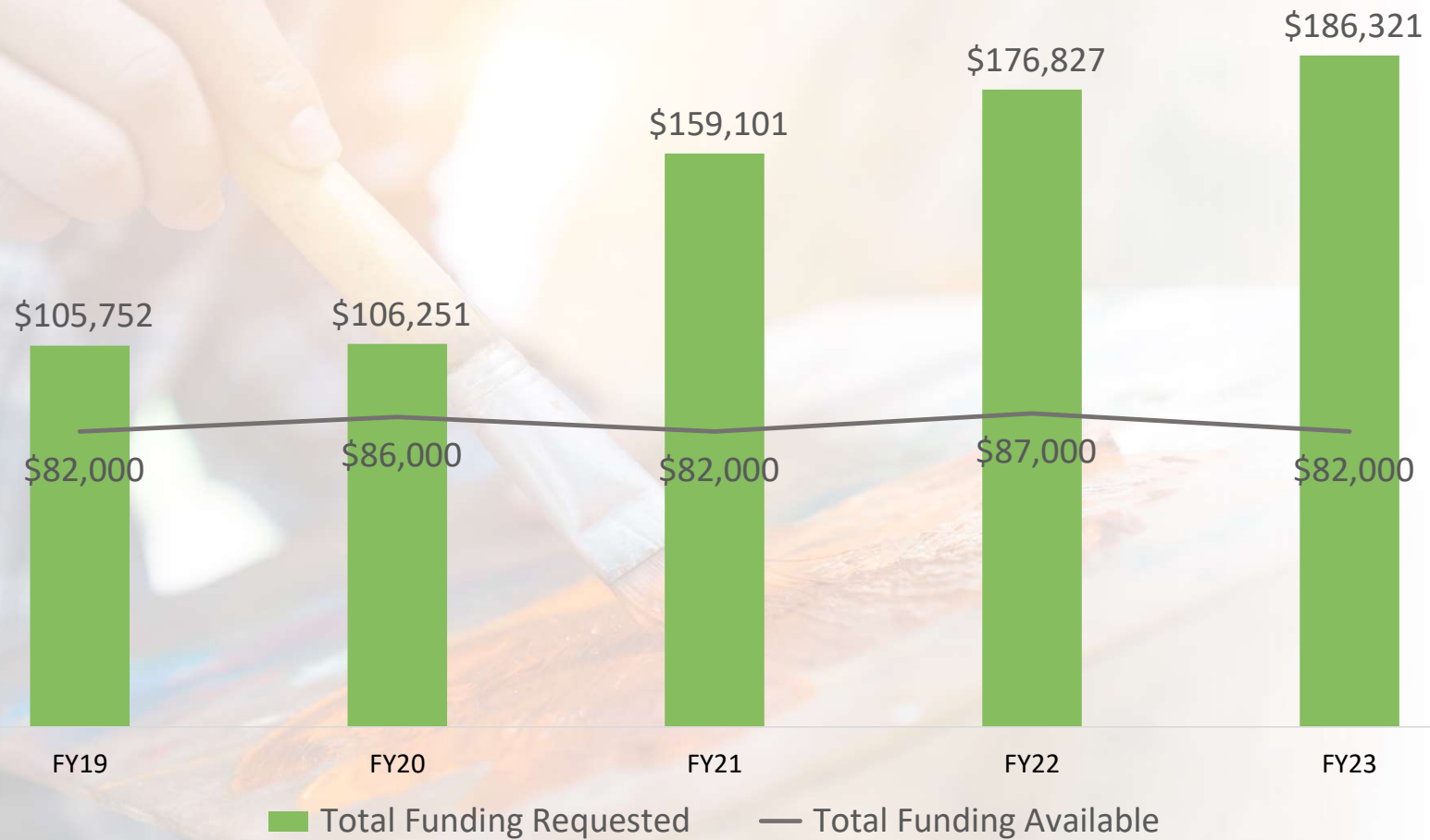
Discover Music educational assemblies for the HUSD  
Elementary Schools

Sun Gallery Programs

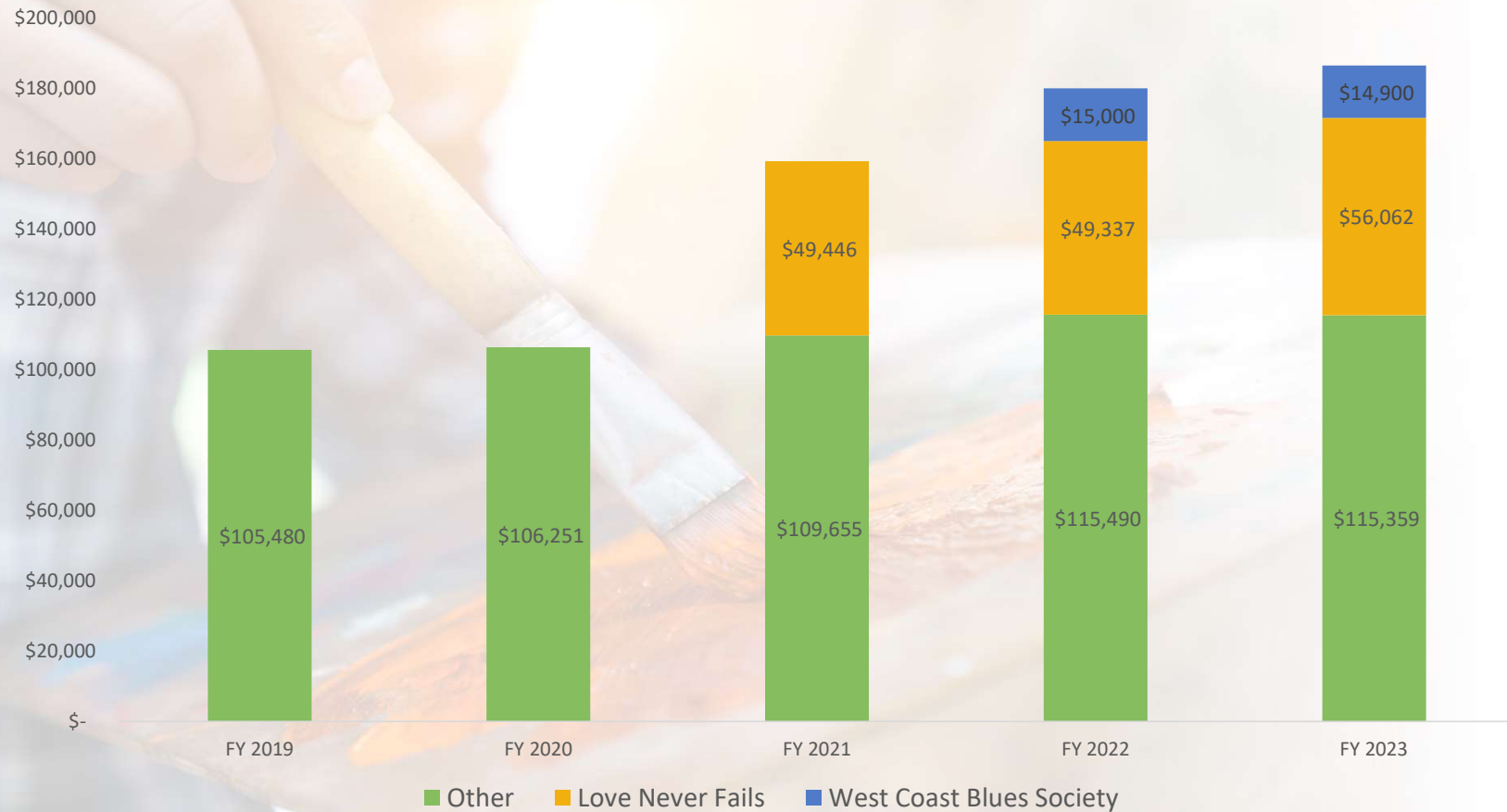
Russell City Blues Series & Juneteenth Holiday We Celebration

Hayward Scholarships/Stipends

## Arts & Music Funding Requests and Availability



## Arts & Music Funding Requests by New Agencies



# Proposed Arts & Music Guidelines

- **New Agencies**
  - Up to \$20,000 in financial support for one year
- **Signature Agencies (1-5 years)**
  - Up to \$25,000
- **Classic Agencies (+5 years)**
  - Up to \$30,000
- Grant should not be more than 75% total estimated program budget

# Example of Proposal

General Fund - Arts & Music					
AGENCY	PROJECT	FY 2022 FUNDING	FY 2023 REQUESTS	FY 2023 FUNDING	PROPOSAL
Hayward Area Historical Society	Discovery Kits	\$13,160	\$16,820	\$12,444	\$13,365
Hayward Area Historical Society*	Hayward Municipal Band	\$0	\$17,000	\$6,886	\$12,750
Hayward Area Historical Society*	Hayward Arts Council / Band & Orchestra Festival	\$20,750	\$33,344	\$13,500	\$30,000
Love Never Fails	Healing Arts	\$11,795	\$56,062	\$10,615	\$25,000
Pacific Chamber Orchestra	Discover Music educational assemblies for the HUSD Elementary Schools	\$7,500	\$12,500	\$6,750	\$12,500
Ruby's Place*	Sun Gallery Programs	\$15,000	\$31,900	\$14,000	\$30,000
West Coast Blues Society	Russell City Blues Series & Juneteenth Holiday We Celebration	\$15,000	\$14,900	\$14,010	Move to Special Events
Youth Orchestra of Southern Alameda County (EBYO)	Hayward Scholarships/Stipends	\$3,795	\$3,795	\$3,795	\$3,795
Totals		\$87,000	\$186,321	\$82,000	\$127,410

Projected Available \$132,000

# Proposed Arts & Music Guidelines

- **New Agencies**
  - Up to \$20,000 in financial support for one year
- **Signature Agencies (1-5 years)**
  - Up to \$25,000
- **Classic Agencies (+5 years)**
  - Up to \$30,000
- Grant should not be more than 75% total estimated program budget

## NEXT STEPS

### **June 9: Pending Today's Discussion**

**Arts, Music, and Cultural Events Essential Funding**  
**Finalize Feedback Heard**

### **June 15: CSC Meeting**

**CSC to Provide Feedback on Proposed Modifications**  
**and Additional Identified Improvements**

### **June 28: City Council Meeting**

**Council to Provide Feedback on Proposed Modifications**  
**and Additional Identified Improvements**





# Community Agency Funding Process Review

## Joint City Council and Community Services Commission Subcommittee

June 9, 2022

Monica Davis, Community Services Manager  
Carol Lee, Management Analyst



## OVERVIEW OF SCHEDULE

### **June 9: Today's Discussion**

Finalize Feedback Heard

Arts, Music, and Cultural Events Essential Funding

Discussion About Audit

### **June 15: CSC Meeting**

CSC to Provide Feedback on Proposed Modifications  
and Additional Identified Improvements

### **June 28: City Council Meeting**

Council to Provide Feedback on Proposed Modifications  
and Additional Identified Improvements

# Agenda

## PART ONE: Refinement on Feedback from Second Meeting

- Summary of Key Points from Second Meeting
  - Proposed Services Caps
  - Proposed Allocation for New and Innovative Funding
  - Services - Funding Essential Safety Net Services
- CSC Subcommittee - Refine administrative processes
- Future Council Engagement

## PART TWO: Essential Funding Discussion

- Arts, Music, and Cultural Events ARC framework

# **PART ONE**

## **Proposed Modification Recap**



# Proposed Modifications

- Cap on Services Funding
  - \$100,000 for housing and homelessness
  - \$50,000 for other services
- Allocation for New and Innovative Funding
  - Include a priority for 20-30% of applications to for new and innovative programs
- Services - Funding Essential Safety Net Services

## Key Identified Improvements – To be discussed with CSC

- Top funding priorities are generally in alignment with Strategic Roadmap
- Preference for Hayward based organizations when possible
- Refinement around NOFA process, application review, and interview process
- Increased integration of equity

## **Key Identified Improvements – To be discussed with CBFC / Council**

- Direction to staff to identify additional funding or alternative sources of permanent funding when possible, including exploring using 1% of the Cannabis Tax Revenue through the Community Foundation

# **PART TWO**

## **Arts, Music, and Cultural Events**







## Revised ARC: Arts, Music, and Cultural Events

- Staff is working to streamline our engagement with the Arts, Music and Cultural Events providers
- For the FY 2024 funding process, it is planned that the Community Services Commission's Application Review Committee (ARC) for Arts and Music will also review Cultural Events applications
- The available funding for the Arts and Music (~ \$132k) **will not be competing** for funding for Cultural Events
  - Simply using the same ARC to interview both sets of applications

# Arts, Music, and Cultural Events



## Arts & Music Funding

- Hayward Area Historical Society-Discovery Kits
- Hayward Arts Council / Band & Orchestra Festival
- Love Never Fails-Healing Arts
- Pacific Chamber Orchestra-Discover Music Educational Assemblies/HUSD Elementary Schools
- Sun Gallery Programs
- Youth Orchestra of Southern Alameda County (EBYO)-Hayward Scholarships/Stipends

## Cultural Events Program

- Parades, gatherings, arts and crafts shows/fairs, festivals, and athletic events, car shows, musical or cultural events
- Including
  - Hayward Municipal Band
  - West Coast Blues Society



# Arts, Music, and Cultural Events

## Arts & Music Funding

- **New Agencies**
  - Up to \$30,000 in financial support for one year
  - Grant should not be more than 90% total estimated program budget
- **Signature Agencies (1-5 years)**
  - Up to \$25,000
  - Grant should not be more than 60-75% total estimated program budget
- **Classic Agencies (+5 years)**
  - Up to \$20,000
  - Grant should not be more than 50-60% total estimated program budget

## Cultural Events Program

- **New Events**
  - Up to \$10,000 in financial support for one year
- **Signature Events (1-5 years)**
  - Up to \$5,000
- **Classic Events (+5 years)**
  - Up to \$7,500
- Money granted to either a new or existing event cannot be more than 20% of the total estimated budget for the event



# Arts and Music Audit Current Requirements

- Current funding policies require each agency awarded over \$15,000 in funding to provide a completed independent fiscal audit
- Agencies that do not have a current audit who wish to apply for more than \$15,000 are eligible to apply for City funding only in partnership with a fiscal administrator
  - Fiscal administrator is able to charge up to 10% of grant for services



# Arts and Music Audit Proposed Requirements

- Agencies that do not have a current audit who wish to apply for \$20,000 or more can apply and seek a financial letter of good standing from an auditor.
  - The cost for this type of letter is \$500 - \$1,000
  - Provides financial assurances to City at limited cost to agency
- Staff will explore alternatives for Arts and Music applicants to further remove barriers to accessing funding while maintaining prudent fiscal policy

## NEXT STEPS

### **June 15: CSC Meeting**

**CSC to Provide Feedback on Proposed Modifications  
and Additional Identified Improvements**

### **June 28: City Council Meeting**

**Council to Provide Feedback on Proposed Modifications  
and Additional Identified Improvements**



# CITY OF HAYWARD

Hayward City Hall  
777 B Street  
Hayward, CA 94541  
[www.Hayward-CA.gov](http://www.Hayward-CA.gov)

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**File #:** RPT 22-067

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**DATE:** June 15, 2022

**TO:** Community Service Commission

**FROM:** Community Services Manager

**SUBJECT**

Standing Item - Background Information on CSC Recommendations Related to Policy Innovation Workshops and Community Public Safety Work

**RECOMMENDATION**

That the Community Services Commission reviews the report and provides comments.

**BACKGROUND**

This report provides additional background information related to the CSC's Letter of Support for Black Lives Matter and Recommendations, the Policy Innovation Workshops and Pilot Projects, and the Apology Resolution and Recommended Workplan.

**ATTACHMENTS**

Attachment I - Staff Report





**DATE:** June 15, 2022

**TO:** Community Services Commission

**FROM:** Community Services Manager

**SUBJECT:** Standing Item – Background Information on CSC Recommendations Related to Policy Innovation Workshops and Community Public Safety Work

## **RECOMMENDATION**

That the Community Services Commission reviews the report and provides comments.

## **BACKGROUND**

### ***Letter of Support and Recommendations***

At the June 17, 2020, Community Services Commission (CSC) meeting, staff presented on the City's Racial Equity Action Plan and the Government Alliance for Racial Equity (GARE) cohort details. At this meeting, the CSC provided feedback on the plan and a subset of the CSC requested to write a letter of support for the Racial Equity Action Plan and call for further action by the City of Hayward in its commitment to anti-racism. In July 2020, the Community Services Commission reviewed and unanimously approved a letter of support affirming Black Lives Matter, which also included short-term, near-term, and long-term recommendations for the Hayward City Council's consideration.<sup>1</sup> This letter was reviewed and discussed at the July 2020 Council and Budget Finance Committee.<sup>2</sup> Additionally, around the same time frame, as a result of community concerns about policing services, policies, programs, and procedures brought forth amid increased national conversation about policing and racial equity, as well as several officer-involved shootings in Hayward, the City Council directed staff to implement a public safety community engagement project designed to elicit further information and experiences throughout the Hayward community to inform future policy discussions. Staff undertook a robust community engagement effort about public safety issues in the Hayward community between August and October 2020 and an update was provided to Council at the end of October 2020.<sup>3</sup> Staff utilized the collective community input to develop the Policy Innovation Workshop concept.

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<sup>1</sup> Community Services Commission Meeting, July 15, 2020,  
<https://hayward.legistar.com/LegislationDetail.aspx?ID=4590492&GUID=B0148C0F-740C-4D0A-BC0B-14EECDE77EFD&Options=&Search=>

<sup>2</sup> Council and Budget Finance Committee Meeting, July 29, 2020,  
<https://hayward.legistar.com/LegislationDetail.aspx?ID=4600482&GUID=8F86DDDF-DB21-4479-8DC8-E287D2216533>

<sup>3</sup> City Council Meeting, October 27, 2020,  
<https://hayward.legistar.com/LegislationDetail.aspx?ID=4677304&GUID=52E170E7-7C7A-4B62-AEA8-32BB683AC71D&Options=&Search=>



### ***Policy Innovation Workshops and Pilot Projects***

At the December 2020 Council Budget and Finance Committee, staff presented an outlined proposal for a policy innovation workshop during Spring 2021 to help staff and the City Council develop recommendations and/or pilot programs that could be funded as a part of the FY 2022 budget.<sup>4</sup> At the January 2021 Council Budget and Finance Committee meeting, staff presented a revised proposal for the policy innovation workshops that included utilizing community participants from existing City Boards and Commissions; the roster for the policy innovation workshops included six Community Services Commissioners.<sup>5</sup> The findings and recommendations from the Policy Innovation Workshops and an update on public safety work was provided to the Council Budget and Finance Committee on April 26, 2021<sup>6</sup>. Shortly thereafter, in May 2021, the City Council approved a resolution to authorize funding for the Policy Innovation Workshop Projects.<sup>7</sup> The CSC then received an update on the Policy Innovation Workshop work at the June 16, 2021 meeting.<sup>8</sup>

Staff provided a six-month status update on the projects to Council on February 15, 2022.<sup>9</sup> Staff provided a further update on May 14, 2022 as part of Council's budget work session.<sup>10</sup> Ongoing updates for the Public Safety Community Outreach Projects can be found here: [www.Hayward-ca.gov/HaywardSafeProjects](http://www.Hayward-ca.gov/HaywardSafeProjects).

### ***Apology Resolution and Recommended Workplan***

In its July 2020 CSC Letter of Support, the CSC recommended the City Council issue an apology to the Black Community on behalf of the City for its complicity in institutional racism in the City of Hayward. At the September 2021 CSC meeting, the CSC recommended that Council adopt a resolution apologizing to Black, Indigenous, and People of Color (BIPOC) on behalf of the City of Hayward for its implicit and explicit role in perpetuating historical institutional racism in the City of Hayward and to review the associated 11-point

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<sup>4</sup> Council Budget and Finance Committee Meeting, December 16, 2020, <https://hayward.legistar.com/LegislationDetail.aspx?ID=4730803&GUID=B7016A74-469D-4B54-A400-B830088097E7&Options=&Search=>

<sup>5</sup> Council Budget and Finance Committee Meeting, January 25, 2021, <https://hayward.legistar.com/LegislationDetail.aspx?ID=4763551&GUID=D83DF95A-3DDF-4F10-9714-51A7ED81326E&Options=ID|Text|&Search=policy+innovation+workshop>

<sup>6</sup> Council and Budget Finance Committee meeting, April 26, 2021, <https://hayward.legistar.com/LegislationDetail.aspx?ID=4600482&GUID=8F86DDDF-DB21-4479-8DC8-E287D2216533>

<sup>7</sup> City Council Meeting, May 18, 2021, <https://hayward.legistar.com/LegislationDetail.aspx?ID=4955272&GUID=F899B470-2D3E-4373-9CE0-EF2552EB821D>

<sup>8</sup> Community Services Commission Meeting, June 16, 2021, <https://hayward.legistar.com/LegislationDetail.aspx?ID=4955272&GUID=F899B470-2D3E-4373-9CE0-EF2552EB821D>

<sup>9</sup> City Council Meeting, February 15, 2022, <https://hayward.legistar.com/LegislationDetail.aspx?ID=5452691&GUID=0ACF8AB4-D962-49C5-9AC7-1782DCE2FB0F&Options=&Search=>

<sup>10</sup> City Council Meeting, May 14, 2022, Attachment II <https://hayward.legistar.com/LegislationDetail.aspx?ID=5647813&GUID=F977E5DC-685A-42CD-8B39-12E2E9C94EFA&Options=&Search=>

workplan to address the City's historical wrongdoings.<sup>11</sup> The City Council then adopted the recommend resolution and reviewed the associated workplan at the November 2021 City Council meeting.<sup>12</sup> At the December 2021 CSC meeting, the CSC prioritized the 11 recommendations for addressing racial equity<sup>13</sup> to then inform the Council's Strategic Roadmap discussion.<sup>14</sup> In May 2022, the City Council adopted the updated Strategic Roadmap that integrated the prioritized recommendations for the FY 2023 budget.<sup>15</sup>

## NEXT STEPS

Staff will update the CSC on subsequent actions related to the items in this report.

*Prepared and Recommended By:* Monica Davis, Community Services Manager

Approved by:

Dustin Claussen, Acting Assistant City Manager

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<sup>11</sup> Community Services Commission Meeting, September 15, 2021,  
<https://hayward.legistar.com/LegislationDetail.aspx?ID=5134393&GUID=F9E12BE6-7847-433C-8682-EA47F224909E&Options=&Search=>

<sup>12</sup> City Council Meeting, November 16, 2021,  
<https://hayward.legistar.com/LegislationDetail.aspx?ID=5213904&GUID=FD8EB2CB-F75B-4F98-849F-046FD5945066&Options=ID|Text|&Search=racism>

<sup>13</sup> City Council Meeting, December 15, 2021,  
<https://hayward.legistar.com/LegislationDetail.aspx?ID=5357324&GUID=BE032359-5F5E-4509-A463-F0F9B39C371C&Options=ID|Text|&Search=racism>

<sup>14</sup> City Council meeting, January 29, 2022,  
<https://hayward.legistar.com/LegislationDetail.aspx?ID=5393313&GUID=12247277-54D4-42FA-B0D1-1DB3ADCC23D7&Options=ID|Text|&Search=roadmap>

<sup>15</sup> City Council Meeting, May 3, 2022,  
<https://hayward.legistar.com/LegislationDetail.aspx?ID=5565349&GUID=459912E5-E1C0-4580-BE80-3DFEFBC33C72&Options=&Search=>



# CITY OF HAYWARD

Hayward City Hall  
777 B Street  
Hayward, CA 94541  
[www.Hayward-CA.gov](http://www.Hayward-CA.gov)

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**File #:** ACT 22-064

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**DATE:** June 15, 2022

**TO:** Community Service Commission

**FROM:** Community Services Manager

**SUBJECT**

Adoption of FY 2022/2023 Agenda Planning Calendar

**RECOMMENDATION**

That the Community Services Commission reviews and adopts the 2022/2023 Agenda Planning Calendar and provides comments.

**DISCUSSION**

For the Community Services Commission (CSC) consideration, staff has revised the proposed Meeting Schedule Calendar for FY 2022/2023 with Agenda topics and dates listed below. The agenda topics were compiled based on comments at previous CSC meetings. This calendar will be on each CSC meeting agenda for review and to ensure any updates are incorporated.

**ATTACHMENTS**

Attachment I - Staff Report



**DATE:** June 15, 2022  
**TO:** Community Services Commission  
**FROM:** Community Services Manager  
**SUBJECT:** Adoption of FY 2022/2023 Agenda Planning Calendar

**RECOMMENDATION**

That the Community Services Commission reviews and adopts the 2022/2023 Agenda Planning Calendar and provides comments.

**DISCUSSION**

For the Community Services Commission (CSC) consideration, staff has revised the proposed Meeting Schedule Calendar for FY 2022/2023 with Agenda topics and dates listed below. The agenda topics were compiled based on comments at previous CSC meetings. This calendar will be on each CSC meeting agenda for review and to ensure any updates are incorporated.

<b>FY 2022 - 2023</b>
<b>COMMUNITY SERVICES COMMISSION AGENDA PLANNING CALENDAR</b>
<b>JULY 20, 2022 – Recess / No Meeting</b>
No Meeting – Summer Recess
<b>AUGUST 2022 – Recess / No Meeting</b>
No Meeting – Summer Recess
<b>SEPTEMBER 21, 2022</b>
FYI - CAPER: 30-Day Public Notice
FYI - NOFA: 30-Day Notice - September 16, 2022
CSC Elections
Bylaws Amendment
Standing Item – Background Information on CSC Recommendations Related to Policy Innovation Workshops and Community Public Safety Work
<b>OCTOBER 19, 2022</b>
FYI - Bidder's Conference – October 18, 2022
Standing Item – Background Information on CSC Recommendations Related to Policy Innovation Workshops and Community Public Safety Work
<b>NOVEMBER 16, 2022</b>
Bidder's Conference De-brief and ARC Selection
FY 2022 Community Agency Performance Report
Strategic Roadmap Report
Standing Item – Background Information on CSC Recommendations Related to Policy Innovation Workshops and Community Public Safety Work
<b>DECEMBER 21, 2022</b>
No Meeting
<b>JANUARY 2023 – No Meeting</b>
FYI: ARC Interviews Scheduled for Saturday, January 21 <sup>st</sup> & January 28 <sup>th</sup>
<b>FEBRUARY 15, 2023</b>
FY 2023 – 2024 Community Agency Funding Process CSC Draft Funding Recommendations
Standing Item – Background Information on CSC Recommendations Related to Policy Innovation Workshops and Community Public Safety Work
FYI: OPEN: Public Comment Period
<b>MARCH 15, 2023</b>
FY 2023 – 2024 Community Agency Funding Process CSC Final Funding Recommendations
Standing Item – Background Information on CSC Recommendations Related to Policy Innovation Workshops and Community Public Safety Work
FYI: END: Public Comment Period
FYI: 30-Day Notice: City Council Public Hearing FY 2022-2023 Funding Recommendations
<b>APRIL 2023 – No Meeting</b>
FYI: April 4: City Council Work Session
FYI: April 25: City Council Public Hearing and Adoption of Funding Recommendations
<b>MAY 17, 2023</b>
Debrief FY 2023 – 2024 Community Agency Funding Process
Standing Item – Background Information on CSC Recommendations Related to Policy Innovation Workshops and Community Public Safety Work
<b>JUNE 21, 2023</b>
Adoption of FY 2023-2024 Agenda Calendar

## NEXT STEPS

Upon consideration and approval by the Commission, staff will schedule items accordingly for future CSC meetings.

*Prepared and Recommended By:* Monica Davis, Community Services Manager

Approved by:

Dustin Claussen, Acting Assistant City Manager