

# **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

## **Revised Agenda - Revised Agenda**

**Wednesday, March 21, 2018**

**7:00 PM**

**City Hall, Conference Room 2A**

## **Community Services Commission**

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

APPROVAL: SUMMARY NOTES OF THE FEBRUARY 21, 2018 MEETING

[MIN 18-038](#) The Minutes of the February 21, 2018 Community Services Commission meeting are enclosed.

**Attachments:** [Attachment I. Minutes of the February 21, 2018 Community Services Commission meeting](#)

PUBLIC COMMENTS:

*The Public Comment section provides an opportunity to address the Oversight Board on items not listed on the agenda. The Board 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 Board or are within the jurisdiction of the Board as the Board is prohibited by State law from discussing items not listed on the agenda, your item will be taken under consideration and may be referred to staff.*

APPROVE: FY 2019 COMMUNITY AGENCY FUNDING RECOMMENDATIONS

[RPT 18-059](#) FY 2019 Community Services Commission Final Recommendations for Funding

**Attachments:** [Attachment I FY 2019 Community Services Commission Final Recommendations for Funding Report.docx](#)  
[Attachment II. FY 2019 Community Agency Funding Recommendations](#)

DISCUSSION: IDENTIFY SMALL COMMITTEE TO REPRESENT THE COMMISSION AT CITY COUNCIL WORK SESSION

DISCUSSION: FY 2019 COMMISSION QUARTERLY PROJECTS

BOARD MEMBER/STAFF ANNOUNCEMENTS AND REFERRALS

REVIEW COUNCIL STRATEGIC INITIATIVES

211 DISCUSSION

REVIEW COMMISSIONER BYLAWS

UPDATE ON LEAN INNOVATION

21ST CENTURY LIBRARY TOUR

**ADJOURNMENT**

*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 18-038

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**DATE:** March 21, 2018

**TO:** Community Service Commission

**FROM:** Community Services Division Manager

**SUBJECT**

The Minutes of the February 21, 2018 Community Services Commission meeting are enclosed.

## RECOMMENDATION

That the Community Services Commission review and approve the Minutes of the February 21, 2018 meeting.

## ATTACHMENTS

Attachment I. Minutes of the February 21, 2018 Community Services Commission meeting

## MINUTES

City of Hayward Community Services Commission  
February 21, 2018 @ 7:00 PM  
Hayward City Hall  
777 B Street, Hayward, CA 94541  
Conference Room 2A

CALL TO ORDER: Meeting called to order at 7:04 p.m. by Commissioner Chairperson Isais.

### ROLL CALL:

#### Members:

- Lisa Glover-Gardin, Commissioner
- Saira Guzman, Commissioner
- Antonio Isais, Commissioner/Chairperson
- Janet Kassouf, Commissioner
- Arindra Reddy, Commissioner
- Julie Roche, Commissioner/Vice Chairperson
- Ernesto Sarmiento Jr., Commissioner
- Rachel Zargar, Commissioner

#### Members absent:

- Michael Francisco, Commissioner
- Kingsley Macmadu, Commissioner
- Arzo Mehdavi, Commissioner
- David Tsao, Commissioner

#### Staff:

- Dana Bailey, Community Services Division Manager
- Rachael McNamara, Management Analyst II
- Lara Williams, Administrative Assistant III (Recorder)
- Elisa Marquéz, Council Member

#### Guests:

- Gay McDaniel, FESCO
- Beth Quirarde, Ruby's Place
- Pam Russo, HARD
- Barbara Quitero, Magnolia and MWRP
- Jillian Schafer, Spectrum Community Services
- Alison DeJung, Eden I&R/211

### Approval of Minutes of the Community Services Commission Meeting on January 17, 2018.

It was moved by Commissioner Kassouf to approve the Minutes and a second motion by Commissioner Guzman. All Commissioners in attendance moved to approve the Minutes.

### Public Comments:

Beth Quirarde of Ruby's Place introduced herself and announced their organization's new rapid rehousing program, providing rental subsidies.

Gay McDaniel of FESCO introduced herself and stated that she was disappointed with the commission's decision to cut their funding 2 years in a row.

### FY 2019 Community agency funding recommendations

Economic Development & Infrastructure and Arts & Music ARC – Commissioner Glover-Gardin, the ARC chair, provided an overview of the ARC applications. She provided a detailed report of each agency that requested funding, along with the reasons for each award.

Services ARC – Commissioner Roche, the ARC chair, provided an overview of the ARC applications. She stated there was a significant funding gap due to the ask from the agencies far exceeding the available funds. Commissioner Roche provided a detailed report of each agency that requested funding, along with the reasons for each award.

Commissioner Sarmiento added that he was struck by seeing what the ARC could do, given that available funds have decreased from last year. He stated that deliberations were difficult, trying to decide how to award the funds.

Commissioner Kassouf asked a question about St. Rose. She wanted to confirm that they are employing Hayward residents. Commissioner Chairperson Isais confirmed that St. Rose's program is in fact for Hayward youth only. Ms. Bailey confirmed staff monitoring of the program verified the reported metrics.

Commissioner Chairperson Isais thanked City of Hayward staff for all their work in organizing the ARCs.

Ms. Bailey and Ms. McNamara thanked the commissioners for all their hard work.

Commissioner Isais had a question about the difference listed under Economic Development that looks positive, like there are still funds available. Ms. Bailey explained that any funds that are unspent, stay in the City of Hayward's line of credit. It is not required that all funds be spent at once.

Commissioner Sarmiento inquired where Mia's dream playground will be. Ms. Bailey stated that it will be located adjacent to the Matt Jimenez Community Center park in the Tennyson neighborhood.



Commissioner Chairperson Isais requested a motion to approve the FY2019 Draft Community Services Commission funding recommendations. Commissioner Zargar provided a motion and Commissioner Glover-Gardin provided a second motion. All commissioners in attendance approved the funding recommendations.

Ms. McNamara detailed the next steps. Tomorrow, all interested parties will receive an email letting them know that the recommendations are now the draft CSC recommendations, not just the draft ARC recommendations. A public comment period will be open for 4 weeks. The commissioners will receive all these comments at the March Community Services Commission meeting, before bringing the final recommendations to council. There will then be an additional public comment period until April 3<sup>rd</sup> when the draft CSC recommendations are brought to the City Council during a work session. The CSC usually attends the April work session with the City Council in lieu of an April commission meeting. Two weeks after that, on April 17<sup>th</sup>, the public hearing will be held where council will adopt the recommendations. The recommendations are approved as a percentage. We must review the general fund budget to confirm the actual amount and are reliant on CDBG funds coming down the pipeline from the federal government. If there are any changes, they will be reflected in a percentage across the board.

Commissioner Chairperson Isais encouraged all commissioners to attend the work session with City Council on April 3<sup>rd</sup> and to voice any comments during the public comments.

Ms. Bailey voiced confidence CDBG funding would remain available as it is a long-standing program that provides a lot of good to the community. If reductions are required as has happened in the past, the commission will be notified and asked to reduce all funding by the percentage mandated by HUD.

Commissioner Sarmiento inquired about the April 3<sup>rd</sup> City Council work session. Ms. Bailey advised that it will be in council chambers at 7PM.

#### Commissioner Announcements

Ms. McNamara announced that Commissioner Macmadu will be submitting his resignation. He is currently employed in San Francisco, and it has become too difficult for him to attend the commission meetings by 7P.

Councilmember Marquéz announced that there will be a meeting on Monday, February 26<sup>th</sup> at the Matt Jimenez Community Center from 6-8PM regarding housing. It is a follow up to the rental housing strategy meeting. There will be childcare on site and Spanish translation services. The discussion will come back to council on March 20<sup>th</sup>.

#### Future Agenda Items

- Review Council Strategic Initiatives
- 211 Discussion
- Review Commissioner Bylaws
- Update on Lean Innovation
- 21<sup>st</sup> Century Library tour



Adjournment at 7:43pm

Attendance	Present at 02/21/18 Meeting	Meetings Present to Date This Fiscal Year	Excused to Date This Fiscal Year	Absent to Date This Fiscal Year
Michael Francisco		3	0	2
Lisa Glover-Gardin	✓	2	0	3
Saira Guzman	✓	5	0	0
Antonio Isais *	✓	5	0	0
Janet Kassouf	✓	4	0	1
Kingsley Macmadu		0	0	5
Arzo Mehdavi ***		3	1	1
Arvindra Reddy	✓	4	0	1
Julie Roche **	✓	5	0	0
Ernesto Sarmiento Jr.	✓	4	0	1
David Tsao		2	0	3
Rachel Zargar	✓	5	0	0

✓ = Present    0 = absent    X = excused

\* Chairperson

\*\* Vice Chairperson

\*\*\* Parliamentarian

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**File #:** RPT 18-059

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**DATE:** March 21, 2018

**TO:** Community Service Commission

**FROM:** Community Services Division Manager

**SUBJECT**

FY 2019 Community Services Commission Final Recommendations for Funding

**RECOMMENDATION**

That the Community Services Commission review and approve the FY 2019 Community Services Commission Final Recommendations for Funding

**SUMMARY**

This report provides a brief review of the FY 2019 Community Agency Funding process, Draft Funding Recommendations and Next Steps.

**ATTACHMENTS**

Attachment I. FY 2019 Community Services Commission Final Recommendations for Funding Report

Attachment II. FY 2019 Community Agency Funding Recommendations



**DATE:** March 21, 2018  
**TO:** Community Services Commission  
**FROM:** Dana Bailey, Community Services Manager  
**SUBJECT:** FY 2019 Community Services Commission Final Recommendations for Funding

### RECOMMENDATION

That the Commission:

1. Review and comment on this report; and
2. Accept the ARC's funding recommendations and advance the FY 2019 Community Agency Funding Recommendations to Council.

### SUMMARY

This report provides a brief review of the FY 2019 Community Agency Funding process, presents the Community Services Commission's proposed Draft Funding Recommendations for Council consideration and outlines next steps. The draft recommendations are summarized below and itemized in Attachment II:

#### Summary of FY 2019 Recommended Funding (All sources)

<b>CATEGORY</b>	<b>AMOUNT</b>
CDBG – Infrastructure, Jobs & Econ. Dev. grants to community agencies	345,999
General Fund - Social Services grants to community agencies	450,000
General Fund - Arts & Music grants to community agencies	82,000
<b>Total Grants to Community Agencies</b>	<b>877,999</b>
CDBG – City-operated programs and services	530,934
CDBG – HUD-mandated fair housing activities	57,000
<b>Total City-Operated Services and HUD-Required Fair Housing</b>	<b>587,934</b>
<b>TOTAL FY 2019 Recommended Funding (All Sources)</b>	<b>\$ 1,465,933</b>

## **BACKGROUND**

The Community Services Commission (CSC) serves as an advisory body to the Hayward City Council. The CSC makes recommendations to Council regarding the distribution of Community Development Block Grant (CDBG) and General Fund (Social Services program) allocations through the annual Community Agency Funding process.

### ***FY 2019 City of Hayward and HUD-Required Fair Housing Monitoring Allocation:***

The Department of Housing and Urban Development (HUD) monitored the City's CDBG program in 2014 and recommended that City-operated programs be removed from the competitive funding process. HUD considered city-operated programs a more efficient and stable method to ensure continuity of service delivery of the specifically identified objectives. This resulted in the development of a CDBG Compliance Policy Manual to reflect this practice. [Per the City of Hayward CDBG Compliance Policy Manual adopted by Council on October 21, 2014](#), in each CDBG program year, the costs of program administration, HUD-required fair housing activities, and City of Hayward operated CDBG projects are subtracted from the annual entitlement award amount and therefore are not reviewed by the Community Services Commission during their annual community agency application review process.

### ***FY 2019 Community Services Commission Community Agency Application Review Process:***

The CSC funding recommendations are guided in part by feedback received during the [May 23, 2017 joint work session with Council](#). Through this lens, the Community Services Commission evaluated FY 2019 applicants for maximum community impact, results-based accountability. Applicants were considered competitive if they met the following funding criteria: supported reduction of homelessness and increased housing opportunities; aligned with Council Strategic Initiatives; documented community need and agency capacity to meet the need; demonstrated previous government grants experience; secured agreements with collaborative partners; and articulated sustainability and succession plans.

### ***Announcement of Funding Availability:***

The funding application process opened with the publication (in English and Spanish) of a Notice of Funding Availability (NOFA) on September 22, 2017. The announcement was posted at the Hayward Public Library and City Hall, published in the Daily Review, emailed to currently and previously funded agencies and applicants from previous years, as well as other interested parties on the Community Agency mailing list. Several email reminders were also sent in advance of the Mandatory Bidder's Conference, which was held on October 26, 2017.

Applications were grouped into three major categories and evaluated in three Application Review Committee (ARC) cohorts as follows:

*Community Agency Funding Categories and Sub-Categories*

- *Infrastructure, Jobs & Economic Development: Funding Source - CDBG.*  
Description: Affordable housing; housing rehabilitation; nonprofit facility improvements; job creation; and capacity building. Funds must meet one of three national objectives: benefit low-moderate income Hayward residents; prevent or eliminate slum blight; or meet an urgent need (i.e. disaster).
- *Services category: Funding source -General Fund.*  
Description: Benefit low – moderate income Hayward residents through programs to provide food security; health services, homelessness and anti-displacement services; legal services, youth and family services.
- *Arts & Music category: Funding Source - General Fund.*  
Description: Arts and music programs that benefit Hayward residents, with an emphasis on activities that support youth education.

## DISCUSSION

***FY 2019 City of Hayward and HUD-Required Fair Housing Monitoring Allocation:***

For FY 2019, a total of \$1,465,933 is available for funding. Of this amount total, \$587,934 is recommended for City-operated and HUD mandated programming. [Per the City of Hayward CDBG Compliance Policy Manual adopted by Council on October 21, 2014](#), in each CDBG program year, the costs of program administration, HUD-required fair housing activities, and City of Hayward operated CDBG projects are subtracted from the annual entitlement award amount and therefore are not reviewed by the Community Services Commission during their annual community agency application review process. ECHO Housing operates as the City of Hayward's mandated Fair Housing Compliance provider and has been recommended for funding in the amount of \$57,000 for the services outlined further below. Two City-operated programs, the Family Education Program and Housing Rehabilitation Program, are recommended for a total of \$530,934. The following are HUD mandated or City-administered projects:

- *ECHO Housing – HUD mandated Fair Housing Compliance -* *\$57,000*
  - a) Fair housing investigations;
  - b) Housing counseling;
  - c) Landlord/tenant mediation
- *City of Hayward Housing Rehabilitation Program -* *\$350,000*
  - a) City-managed rehabilitation activities;
  - b) Habitat for Humanity mobile-home rehabilitation;
  - c) Rebuilding Together accessibility and minor repairs;
  - d) Seismic Brace and Bolt program

- *Family Education Program (FEP) – literacy and academic support in collaboration with Chabot College and Hayward Unified School District -* **\$180,934**
  - a) Academic support services in grades K-12;
  - b) English as a Second Language (ESL) literacy tutoring

**Total** **\$587,934**

The remaining \$877,999 of the \$1,465,933 total available funding, is awarded to community agencies via the application process led by the Community Services Commission. All CDBG funding allocations including internal allocations and external grants are subject to final approval at the discretion of Council.

***Community Services Commission Review of Community Agency Applications:***

Thirty-two applications totaling \$1,272,270 in requests were received by the December 8, 2017 deadline with one organization withdrawing their application and no late applications. Of the \$1,465,933 total available funding, \$877,999 is recommended for community agency funding under the four categories listed in Table 1 below.

**Table 1: Summary of Funding Applications by Category and Funding Source**

CATEGORY	FUNDING SOURCE	NUMBER OF APPLICANTS	AMOUNT REQUESTED	AMOUNT RECOMMENDED
Arts	General Fund	7	\$ 105,752	\$82,0000
Economic	CDBG	3	\$ 229,999	\$224,999
Infrastructure	CDBG	3	\$148,000	\$121,000
Social Services	General Fund	18	<u>\$791,519</u>	<u>\$450,000</u>
		<b>Total Funding</b>	<u><b>\$1,272,270</b></u>	<u><b>\$877,999</b></u>

As in previous years, the CSC Chairperson appointed three ARC's to conduct applicant interviews and make preliminary funding recommendations for full Commission deliberation.

The three ARC's reviewed applications, interviewed applicants and developed preliminary recommendations for the Commission's consideration. The preliminary draft recommendations of the Infrastructure/Economic Development and Arts & Music ARC were developed on January 27, 2018 and the Social Services ARC on February 3, 2018. These recommendations were reviewed by the CSC at the February 21, 2018 CSC meeting. Following deliberation, preliminary funding recommendations for all categories were finalized which commenced a Preliminary Public Comment period to end on March 21, 2018.

## **ECONOMIC IMPACT**

Nonprofit providers of services are experiencing both dramatic increases in client demand related to the ongoing housing crisis and volatility in public and private funding. Any proposed reduction in available federal or local funds would have a detrimental impact to the provision of services to low-income residents of Hayward.

## **FISCAL IMPACT**

The CDBG Program has a neutral impact on the City's General Fund, as a portion of CDBG funds (up to 20%) may be used to pay for eligible Planning and Administration of the Program. Historic reductions to the City's CDBG grant size and diminishing program income have resulted in equivalent reductions to available funds and to the administrative cap. The CDBG program remains an administratively complex undertaking requiring enhanced dedication of resources from recipients and subrecipients to meet federal reporting standards.

Social Services and Arts & Music funds are General Fund based and subject to Council discretion. If other General Fund obligations require reductions to Social Services or Arts & Music funding, individual grants would be adjusted on a percentage basis accordingly. Historically Council has acknowledged Social Services grants support "safety net" services (i.e., food, housing, support services for low-income people, and information and referral) and has refrained from reducing or eliminating funding based on fiscal impact.

## **PUBLIC CONTACT**

Staff will ensure compliance with public noticing requirements, if any, pending the recommendation of Council.

## **NEXT STEPS**

With the Community Services Commission recommendations to Council, the next steps include the following:

- On Wednesday, March 21, 2018, the Community Services will review the ARC's funding recommendations that will be presented to Council at the April 3, 2018 Work Session.
- On Tuesday, April 3, 2018, a City Council Work Session will be held to present the FY 2019 funding recommendations in the CDBG, Social Services and Arts & Music categories.
- On Tuesday, April 17, 2018 a Public hearing will be held regarding the FY 2019 funding recommendations at the City Council meeting.

*Prepared by:* Rachael McNamara, Management Analyst

*Recommended by:* Dana Bailey, Community Services Manager  
Maria A. Hurtado, Assistant City Manager

Approved by:

A handwritten signature in black ink, appearing to read 'K. McAdoo', written over a horizontal line.

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Kelly McAdoo, City Manager

COMMUNITY SERVICES COMMISSION COMMUNITY AGENCY FUNDING PROCESS DRAFT RECOMMENDATIONS FY2019*					
SOURCE	CATEGORY	AGENCY NAME	PROJECT	FY 2019 REQUESTS	FY 2019 RECOMMENDATIONS
CDBG	Econ Dev	4Cs of Alameda County	Training in-home childcare providers	\$30,000	\$30,000
CDBG	Econ Dev	Downtown Streets Team	Jobs placement for individuals experiencing homelessness	\$149,000	\$149,999
CDBG	Econ Dev	Elevating Soulciety	Job training and placement	\$50,000	\$45,000
CDBG	Infrastructure	East Bay Community Recovery Project	HVAC Replacement	\$37,000	\$0
CDBG	Infrastructure	Hayward Area Recreation	Mia's Dream Playground soil grading	\$96,000	\$96,000
CDBG	Infrastructure	Magnolia Women's Recovery	Bathroom Renovation at shelter	\$25,000	\$25,000
Gen Fund	Arts & Music	Hayward Area Historical Society	Fiscal Administrator	\$9,614	\$7,450
Gen Fund	Arts & Music	Hayward Arts Council	Galleries and Education Program	\$27,000	\$16,500
Gen Fund	Arts & Music	Hayward Arts Council	Band & Orchestra Festival	\$7,550	\$7,550
Gen Fund	Arts & Music	Hayward Municipal Band	Summer Performances at parks	\$15,688	\$9,600
Gen Fund	Arts & Music	Pacific Chamber Symphony	Music is Fun! School program	\$8,800	\$8,800
Gen Fund	Arts & Music	Sun Gallery	Art Gallery and Education	\$33,000	\$28,000
Gen Fund	Arts & Music	Youth Orchestra of So. Alameda County	Scholarships for advance instruction	\$4,100	\$4,100
Gen Fund	Services - Housing	Abode Services	AC Impact Program - permanent supportive housing	\$51,822	\$40,000
Gen Fund	Services - Food Security	Alameda County Community Food Bank	Food scholarships for pantries and shelters	\$40,000	\$40,000
Gen Fund	Services - Youth & Family	CALICO	Interviewing and case management	\$35,000	\$18,000
Gen Fund	Services - Housing	Centro Legal de la Raza	Anti-Displacement Affirmative Litigation program	\$135,000	\$54,000
Gen Fund	Services - Youth & Family	East Bay Agency for Children (EBAC)	Hayward HUB services coordination	\$55,197	\$0
Gen Fund	Services - Housing	Eden I&R	211 System	\$50,000	\$50,000
Gen Fund	Services - Youth & Family	Eden Youth and Family Center	EYFC/HPD Gang prevention project	\$50,000	\$20,000
Gen Fund	Services - Housing	FESCO Family Shelter	Shelter services	\$50,000	\$30,000
Gen Fund	Services - Housing	Family Violence Law Center	Violence and homelessness prevention	\$50,000	\$30,000
Gen Fund	Services - Youth & Family	Horizon Services	School based LGBTQ programming	\$65,000	\$15,000
Gen Fund	Services - Legal	International Institute of the Bay Area	Legal services for immigrants	\$20,000	\$15,000
Gen Fund	Services - Legal	Legal Assistance for Seniors	Legal services for seniors	\$22,000	\$17,000
Gen Fund	Services - Housing	Ruby's Place	Shelter and children's programs	\$40,000	\$30,000
Gen Fund	Services - Youth & Family	SAVE/COPS	Domestic violence counseling	\$10,000	\$10,000
Gen Fund	Services - Housing	South Hayward Parish	Case manager for clientele	\$38,000	\$38,000
Gen Fund	Services - Food Security	Spectrum Community Services	Meal program for seniors	\$30,000	\$15,000
Gen Fund	Services - Youth & Family	St. Rose Hospital Foundation	Healthcare internships	\$29,000	\$18,000
Gen Fund	Services - Health	Tri-City Health	HIV early intervention services	\$20,000	\$10,000
CDBG	** City-Operated Services	COH – Community Services – Housing Rehabilitation Program	Housing Rehabilitation, ADA upgrades and Brace and Bolt Program	\$350,000	\$350,000
CDBG	** City-Operated Services	COH – Library Services Family Education Program	Literacy and academic support for low-income Hayward Families	\$185,000	\$180,934
CDBG	** HUD-Required Fair Housing	Eden Council for Hope and Opportunity (ECHO)	Fair-housing audits, tenant/landlord counseling	\$57,000	\$57,000
			<b>TOTAL RECOMMENDATIONS FY 2019</b>	<b>\$1,860,204</b>	<b>\$1,465,999</b>

\* All amounts are preliminary and subject to change. Final award amounts will be authorized by Hayward Council in April 2018. CDBG awards are dependent upon FY 2019 Federal funding allocations.

\*\* These allocations were subtracted from the annual entitlement award amount and therefore were not reviewed by the Community Services Commission during their annual community agency application review process.

2/21/2018 – CSC reviewed ARC recommendations and developed draft CSC recommendations to Council

<sup>1</sup> Only agency that provides Fair Housing Investigation /Audit Services