

# **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, October 17, 2018**

**7:00 PM**

**City Hall, Conference Room 2A**

## **Community Services Commission**

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

**PUBLIC COMMENTS:**

*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.*

**APPROVAL: SUMMARY NOTES OF THE SEPTEMBER 19, 2018 MEETING**

1. [MIN 18-131](#) The Minutes of the September 19, 2018 Community Services Commission meeting.

**Attachments:** [Attachment 1 Minutes of the September 19, 2018 CSC meeting](#)

**DISCUSSION**

2. [RPT 18-173](#) FY 2018 - 2019 CSC Election of Officers

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

3. [RPT 18-174](#) FY 2018 Agency Performance Report

**Attachments:** [Attachment I - Staff Report](#)  
[Attachment II - FY 17-18 Annual Performance Report](#)

4. [RPT 18-175](#) Review and Discuss the Request for Proposal (RFP), Application Process and Timeline for the FY 2019-2020 Community Agency Funding

**Attachments:** [Attachment I - Staff Report](#)  
[Attachment II - FY 2020 Draft Request For Proposal \(RFP\)](#)

COMMISSIONER / STAFF ANNOUNCEMENTS

FUTURE AGENDA ITEMS

5.        [RPT 18-177](#)        Review the FY 2018-2019 Community Services Commission  
Agenda Planning Calendar

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

## **ADJOURNMENT**

### **NEXT MEETING – November 28, 2018**

*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 18-131

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**DATE:** October 17, 2018

**TO:** Community Service Commission

**FROM:** Community Services Manager

**SUBJECT**

The Minutes of the September 19, 2018 Community Services Commission meeting.

**RECOMMENDATION**

That the Community Service Commission review and approve the Minutes of the September 19, 2018 meeting.

**ATTACHMENTS**

Attachment 1 September 19, 2018 Community Services Commission Meeting Minutes.

## MINUTES

City of Hayward Community Services Commission  
September 19, 2018 @ 7:00 PM  
Hayward City Hall  
777 B Street, Hayward, CA 94541  
Conference Room 2A

CALL TO ORDER: Meeting called to order at 7:01 p.m. by Vice Chairperson Roche.

### ROLL CALL

#### Members:

- Elisha Crader, Commissioner
- Jose Lara Cruz, Commissioner
- Michael Francisco, Commissioner
- Saira Guzman, Commissioner
- Janet Kassouf, Commissioner
- Alicia Lawrence, Commissioner
- Arzo Mehdavi, Commissioner/Parliamentarian
- Linda Moore, Commissioner
- Zachariah Oquenda, Commissioner
- Afshan Qureshi, Commissioner
- Arvindra Reddy, Commissioner
- Julie Roche, Commissioner/Vice Chairperson
- Ernesto Sarmiento, Jr., Commissioner
- David Tsao, Commissioner
- Corina Vasaure, Commissioner

#### Members absent:

- Arti Garg, Commissioner
- Rachael Zargar, Commissioner

#### Staff:

- Dana Bailey, Community Services Division Manager
- Evelyn Olivera, Senior Secretary (Recorder)

#### Guests:

- Diane Fagalde
- Karen Norell

#### Public Comments:

Citizen Diane Fagalde announced Free Family Event, "Science in the Park" at Alden E. Oliver Sports Park, on October 6<sup>th</sup>.

Approval of Minutes of the Community Services Commission Meeting on July 18, 2018.

It was moved by Commissioner Kassouf to approve the Minutes with a second by Commissioner Guzman. The minutes were approved unanimously.

Staff Announcements

Vice Chairperson Roche introduced the new commissioners. Council Member Elisa Marquez, CSC Liaison, introduced herself and welcomed new commissioners. New Commissioners: Qureshi, Vasaure, Moore, Oquenda, Lawrence, Lara Cruz and Crader introduced themselves to the body.

Discussions:

Vice Chairperson Roche requested the Commission consider the electing of new officers of the CSC. Ms. Bailey recommended forming a nominating committee of three members to nominate new officer candidates for Chairperson, Vice Chairperson and Parliamentarian positions. Interested members were encouraged to submit a one-paragraph statement noting the position sought, their background and experience, by Friday, September 28. Commissioners: Mehdavi, Guzman and Oquenda volunteered to form the Nominating Committee for the October Officer elections.

Ms. Bailey discussed By-laws Subcommittee Update: Regarding the inquiry of whether the Commission has purview to change terms of length of service for each commissioner and as to size of the Commission, it was determined by the City Attorney's Office the Commission does not have purview to change these terms, it is Council's purview. The Commission does have the ability to request Council make changes via resolution or a change to the ordinance. It was suggested to the Commission, they can revisit the following amendments next year; Amendments to Article 4 Section 401, to read 1) that elected officers may serve no more than two consecutive years in one position, 2) requirement of CSC members to serve on at least one ARC, 3) each ARC have at least five participants; and 4) commissioners opt to serve on any one ARC, to maintain focus on item will be discussed at October CSC meeting.

Ms. Bailey reviewed the Community Agenda Funding Strategic Alignment Proposal, and the possibility of returning to council for review at a future date. The intent is to allow sufficient time to focus on more targeted funding for more of a community impact. Findings of the CSD's Community Needs Assessment Survey (expected in January or February) could also factor into future review, Council Member Marques supported this approach.

Ms. Bailey announced HUD's draft copy of the Consolidated Annual Performance Evaluation Report (CAPER) is available for review at County offices.

Ms. Bailey announced the City's 30-day Notice of Funding Availability for FY 2019-2020 will be published on September 28, 2018. The Mandatory Bidder's Conference will be held for interested applicants on Tuesday, October 30. All applications are required to be submitted online by 5pm, on December 13, 2018.



### Commissioner/Staff Announcements

Councilmember Marquez announced an opportunity to volunteer at the September 23<sup>rd</sup>, Keep Hayward Clean and Green event in the South Hayward area. Members were encouraged to attend. Councilmember Marquez reported the successful off-site council meeting in South Hayward on September 11, 2018 and that the Library's Grand Opening is planned for October 27, 2019.

Ms. Bailey mentioned a possible VIP tour of the new library to be announced closer to opening.

Commissioner Lawrence announced two events: 1) "Raise Your Voice" regarding the rights of Tenants, Immigrants and Voters at Glad Tidings Church on Saturday, October 6<sup>th</sup> from 10am to 2pm, and 2) "Spaghetti Feed and Silent Auction fundraising event to support: Feed the Hungry, Comfort the Homeless and Fight for Social Justice at The Outreach Center on Saturday, October 20<sup>th</sup> at 5:00pm.

Ms. Bailey informed Commission there are now opportunities to post events or volunteer opportunities on the City's website. The City's Public Information Officer is the primary contact.

Commissioner Vasaure announced the Eden United Church of Christ will be holding a community forum for the HUSD Candidates from 6pm to 8pm on October 17; free dinner, family event and Spanish translation provided.

Ms. Bailey announced two other funding opportunities: 1) Bank of American is reaching out to community non-profit organizations to apply for available funds, and 2) San Francisco Foundation is processing small funds for volunteer programs. Contact Community Services for more information.

### Future Agenda Items

- October CSC meeting: election of new commission officers;
- Discussion on proposed By-law amendments;
- Discussion of November CSC meeting.
- Community Agenda Funding Strategic Alignment.

### Adjournment at 8:02pm

Attendance	Present at 09/19/18 Meeting	Meetings Present to Date FY19	Excused to Date FY19	Absent to Date FY19
Elisha Crader	✓	1	0	0
Jose Lara Cruz	✓	1	0	0
Michael Francisco	✓	2	0	0
Arti Garg	0	0	0	1
Saira Guzman	✓	2	0	0
Janet Kassouf	✓	2	0	0
Alicia Lawrence	✓	1	0	0
Arzo Mehdavi ***	✓	1	1	1



Linda Moore	✓	1	0	0
Zachariah Oquenda	✓	1	0	0
Afshan Qureshi	✓	1	0	0
Arindra Reddy	✓	2	0	0
Julie Roche **	✓	2	0	0
Ernesto Sarmiento Jr.	✓	2	0	0
David Tsao	✓	1	0	1
Corina Vasaure	✓	1	0	0
Rachel Zargar	X	1	0	1

✓ = Present   0 = absent   X = excused

\* Chairperson

\*\* Vice Chairperson

\*\*\* Parliamentarian







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**File #:** RPT 18-173

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**DATE:** October 17, 2018

**TO:** Community Service Commission

**FROM:** Community Services Manager

**SUBJECT**

FY 2018 - 2019 CSC Election of Officers

**RECOMMENDATION**

That the Commission receives and comments on this report.

**SUMMARY**

The Community Services Commission shall elect the FY 2017-2018 Chairperson, Vice-Chairperson and Parliamentarian from a slate of candidates presented by the Nominating Subcommittee at the October 17<sup>th</sup> regular meeting. Officers begin their terms at this meeting and serve one-year.

**ATTACHMENTS**

Attachment I Staff Report



DATE: October 17, 2018

TO: Community Services Commission

FROM: Community Services Manager

SUBJECT: FY 2018 – 2019 CSC Election of Officers

#### RECOMMENDATION

That the Commission receives and comments on this report.

#### SUMMARY

The Community Services Commission will elect the FY 2017-2018 Chairperson, Vice-Chairperson and Parliamentarian from a slate of candidates presented by the Nominating Subcommittee at the October 17<sup>th</sup> regular meeting. Officers begin their terms at this meeting and serve one-year.

#### BACKGROUND

Per the Community Services Commission's By-Laws, Article IV, Section 401, the Commission shall elect from the CSC members, the Chairperson, Vice-Chairperson and Parliamentarian at the October regular meeting and install them to serve a term of one-year or until their successors have been elected. Elected Officers may succeed themselves one or more times, but generally not more than twice.

At the September 19, 2018 CSC meeting, the Commission discussed the election of Officers for the FY 2018-2019 program year. The specific role of Officers and a review of the election procedure was discussed. The Commission decided to follow its customary election process to elect and install a new slate of Officers at the October 17, 2018 CSC meeting.

#### DISCUSSION

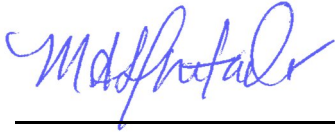
The acting CSC Chairperson requested member volunteers serve on a three-person nominating committee to identify potential candidates, review interest statements and create a slate of candidates for office. Members were encouraged to submit interest statements to staff by Friday, September 28<sup>th</sup> to be considered by the nominating committee for Officer positions.

## NEXT STEPS

The Commission will elect and install the FY 2017-2018 Slate of Officers, to begin terms of service October 17, 2018.

Prepared by: Dana Bailey, Community Services Manager

Approved by:



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Maria Hurtado, Assistant City Manager



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**File #:** RPT 18-174

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**DATE:** October 17, 2018

**TO:** Community Service Commission

**FROM:** Community Services Manager

**SUBJECT**

FY 2018 Agency Performance Report

**RECOMMENDATION**

That the Commission receives and comments on this report.

**SUMMARY**

The FY 2018 Agency Performance Report documents the performance of programs that were provided Community Development Block Grant (CDBG) and General Fund (City) funds during fiscal year 2017-2018. The data reflects funds awarded, agency performance against work goals and final budget expenditures. Data was extracted from City Data Services, the online grants management system utilized by funded agencies to submit reporting and request payment. Additional analysis is provided by city staff responsible for monitoring each program.

**ATTACHMENTS**

Attachment I	Staff Report
Attachment II	FY 17-18 Annual Performance Report



DATE: October 17, 2018

TO: Community Services Commission

FROM: Community Services Manager

SUBJECT: FY 2018 Agency Performance Report

#### RECOMMENDATION

That the Commission receives and comments on this report.

#### SUMMARY

The FY 2018 Agency Performance Report documents the performance of programs that were provided Community Development Block Grant (CDBG) and General Fund (City) funds during fiscal year 2017-2018. This annual report includes information regarding the various funding sources, funding process, presents demographic information on residents served, and includes performance detail of funded agencies.

#### BACKGROUND

In Fiscal Year 2017-2018, the City of Hayward awarded approximately 1.4 million dollars in grants to non-profit organizations, City administered programs, and neighborhood groups to address local priority needs. Funded activities included facilities improvements, social services, and economic development programs. Grants provided support to community-based organizations to minimize barriers and create opportunities for Hayward residents.

#### DISCUSSION

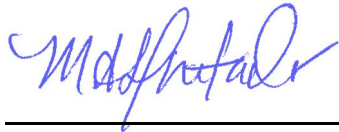
This Annual Performance Report evaluates the performance of City-funded programs that were provided with Community Development Block Grant (CDBG) and General Fund grants. The data presented reflects funding allocated to and the performance of facilities improvements, services, and economic development programs from July 2017 through June 2018. A total of twenty-six programs were evaluated this program year.

Projects approved through the agency funding process provided a wide range of social services to address urgent emerging needs in the Hayward community including homelessness and food insecurity. Local agencies provided services including emergency shelter for victims of domestic violence, fair housing and tenant/landlord mediation, services to abused and neglected children and employment services.

This annual report includes information regarding the various funding sources, funding process, presents demographic information on residents served, and includes performance detail of funded agencies. Of note, one construction project was postponed for completion in FY 2019 to secure additional funds. Another project was cancelled, and the funds reprogrammed to a larger project at the same site. All other projects were completed as anticipated and none exceeded budget. The attached annual report provides additional detail information on the twenty-six programs and funded agencies (Attachment II).

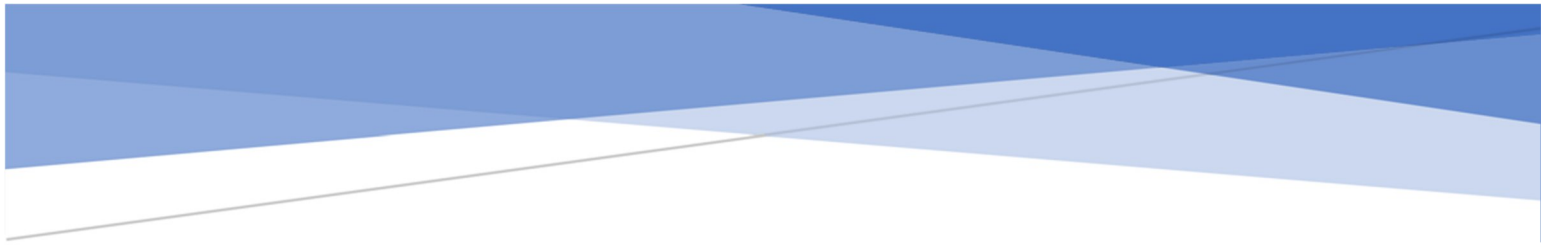
Prepared by: Dana Bailey, Community Services Manager

Approved by:



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Maria Hurtado, Assistant City Manager



# CITY OF HAYWARD

Annual Agency Funding Report  
FY 2017-2018

Community Services  
777 B Street, Hayward, CA 94541

## **INTRODUCTION**

In Fiscal Year 2017-2018, the City of Hayward awarded approximately 1.4 million dollars in grants to non-profit organizations, City administered programs, and neighborhood groups to address local priority needs. Funded activities included facilities improvements, social services, and economic development programs. Grants provided support to community-based organizations to minimize barriers and create opportunities for Hayward residents. During this reporting period, thousands of individuals and families directly benefited from services supported with City funding.

This Annual Performance Report evaluates the performance of City-funded programs that were provided with Community Development Block Grant (CDBG) and General Fund grants. The data presented reflects funding allocated to and the performance of facilities improvements, services, and economic development programs from July 2017 through June 2018. This report does not include individual participant information related to the six arts and events programs supported with City funding. A total of twenty-six programs were evaluated this program year.

Data was extracted from City Data Services (CDS), an online grants management system utilized by funded agencies to submit quarterly and annual reports. To ensure that funded programs were implemented according to applicable federal and local requirements, Community Services staff also conducted contract and performance monitoring. All funded agencies were monitored through monthly desk audits. Additionally, agencies with performance or expenditure issues received extensive technical assistance to help them come into compliance.



## FUNDING

### REVENUE SOURCES

The amount of funding available for grants each year is dependent upon multiple economic variables. This includes the size of the City's CDBG allocation, which is based on formula calculations, as well as the performance of General Fund revenues from property and sales taxes. The CDBG formula calculation can be found on HUD's technical assistance website, One CPD Resource Exchange.

Table 1 below illustrates the amount of CDBG and General Funds available for grants during FY 2017-2018.

**Table 1: Summary of Funding Sources and Allocations**

SUMMARY of FUNDING SOURCES and Allocations	
CATEGORY	AMOUNT
CDBG-Infrastructure & Economic Development grants	\$ 315,233
General Fund - Social Services grants	\$ 447,000
General Fund - Arts & Music grants	\$ 81,995
<b>Total Grants to Community Agencies</b>	<b>\$ 847,228</b>
CDBG - City operated programs	\$ 510,768
CDBG - HUD required fair housing activities	\$ 51,000
<b>Total City-operated and HUD mandated programs</b>	<b>\$ 561,768</b>
<b>GRAND TOTAL</b>	<b>\$ 1,408,996</b>

### FUNDING PROCESS

The City conducts a competitive funding process based upon a formally adopted Citizen Participation Plan (CPP). The CPP provided residents with information regarding the range of programs that may be undertaken through CDBG and General-Funded programs, types of programs previously funded in the community, and the amount of funding available.

The Community Services Commission (CSC) is the primary conduit for resident participation in all phases of the funding process. CSC members are Hayward residents appointed by City Council for four-year terms. In collaboration with City staff, the CSC establishes funding recommendations for City Council consideration. A proposal evaluation process is used to review, prioritize, and select programs to receive funding. Programs must meet all federal or local funding requirements, and support locally defined housing and community development goals to be award eligible. The following are examples of criteria considered during the proposal evaluation process:

- City Council Priorities;
- CDBG National Objectives;
- Program eligibility;
- Reasonableness of proposed costs;
- Grantee capacity to carry out the project (incl. fiscal/administrative controls); and
- Priority of needs to be addressed.

City Council ultimately determined the final grant allocations at the conclusion of the funding process. A summary of the fiscal year 2017-2018 funding process follows:

1. Notice of Funding Availability published in newspaper, on City's website and emailed to interested parties on October 4, 2016
2. Mandatory Bidder's Conference for prospective applicants held at Hayward City Hall on November 16, 2016
3. Proposals due Friday, December 16, 2016
4. Proposals reviewed by City staff and the Community Services Commission
5. Applicants interviewed by an Application Review Committee on Saturday, January 28, 2017 and Saturday, February 4, 2017.
6. The Community Services Commission established draft funding recommendations on February 15, 2017.
7. A 30-day Public Notice was published March 2, 2017 regarding upcoming Council Work Session and Public Hearing.
8. The Community Services Commission established final funding recommendations on March 15, 2017. The 30-day Public Comment Period closed March 15, 2017
9. CSC Final Funding Recommendations were presented to Council at a City Council Work Session on Tuesday, April 4, 2017.
10. Council established final grant allocations at the City Council Public Hearing on April 18, 2017.

## **ALLOCATIONS**

In FY 2018, grants were allocated to programs that fell into three general categories: Facilities Improvements, Services, and Economic Development. Facilities improvements included the rehabilitation of community-based health centers, homeless shelters and ADA restrooms. Service programs provided a wide array of services that ranged from homelessness prevention, legal aid,

emergency food, to counseling. Economic development programs offered employment training and job placements. All grants were targeted to support low-income residents.

CDBG regulations cap the amount of funding that the City can allocate to public services at fifteen percent. Accordingly, grants allocated to facilities improvements, the Housing Rehabilitation Program and Economic Development activities comprised approximately half of available funds. General Funds augmented CDBG public services funds, and increased the City's ability to provide grants to service programs, which totaled forty percent of available funds.

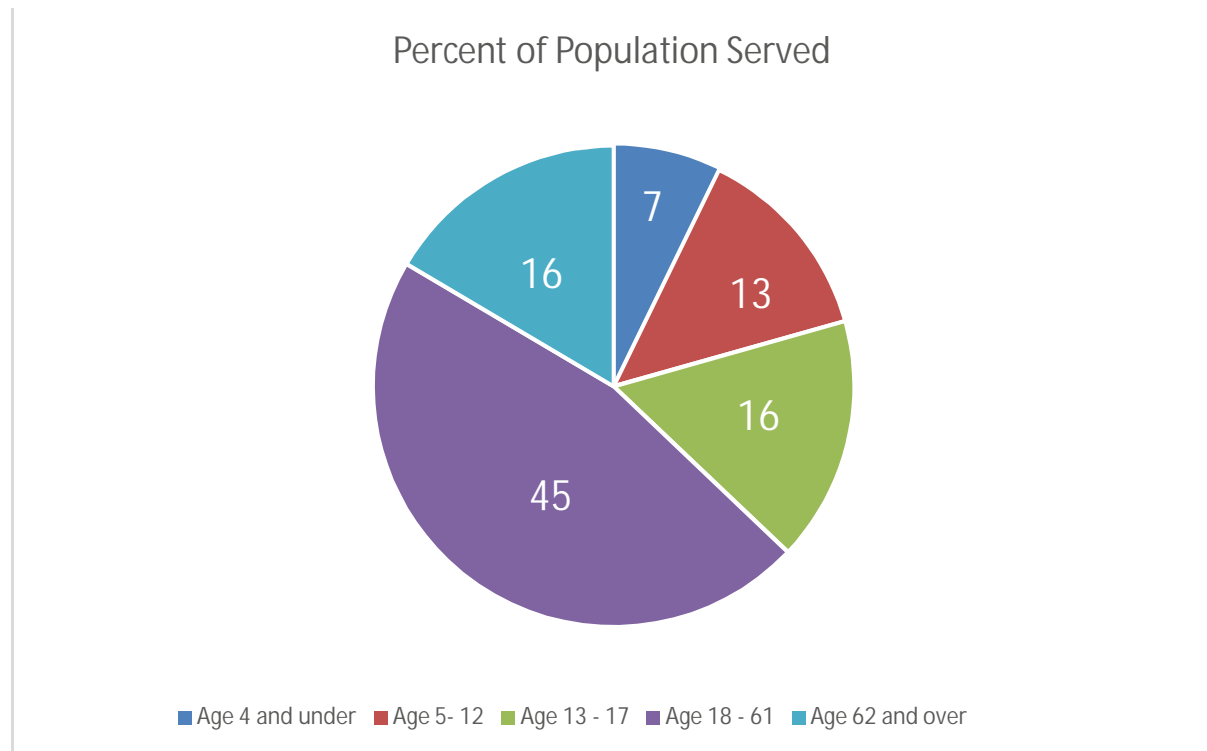
## DEMOGRAPHICS

The City targeted grant awards to programs and projects that served Hayward low-income residents and low-income census tract areas to maximize available funds and resources. During this reporting period 30,882 residents accessed services that were supported with City funding. The following section provides demographic data for the residents that received services.

### AGE

Over a third of Hayward residents that accessed services were under the age of eighteen. Alternatively, fifteen percent fell into the sixty-two years of age or older category. The high percentage of youth that accessed services is likely attributed to programs funded that regularly see large numbers of youth, such as the school-based counseling services and Homework Support Centers. Over forty-four percent of total residents served were of general adult age, between the ages of eighteen through sixty-one. Most of this age group accessed emergency food and information referral services. See Figure 1 below for a breakdown of age groups.

**Figure 1: Age of Hayward Residents Served**



## RACE AND ETHNICITY

The population of the City of Hayward, like communities across the nation has become increasingly diverse. Funded programs reported data based upon race and ethnicity categories established and mandated by HUD. The figures of services accessed in Hayward based upon race, ethnicity, and Hispanic or non-Hispanic identification, generally mirrors data found in comparison to the City's 2010 Census data. See Table 2 below for specific data related to the race and ethnicity of residents served during this reporting period.

**Table 2: Race and Ethnicity of Hayward Residents Served**

<b>Race and Ethnicity</b>	<b>Residents</b>	<b>Percentage</b>
White	7,515	24
Black	3,955	13
Asian	4,697	15
American Indian/Alaskan Native	264	1
Hawaiian/Pacific Islander	718	2
American Indian/White	9,867	32
Black/White	672	2
Asian/White	85	0
American Indian/Black	22	0
Other/Multi-Racial	3,087	10
<b>TOTAL</b>	<b>30,822</b>	<b>100</b>
Hispanic	14,148	48
Non-Hispanic	16,674	52
<b>TOTAL</b>	<b>30,822</b>	<b>100</b>

## HOUSEHOLD INCOME, SIZE and CHARACTERISTICS

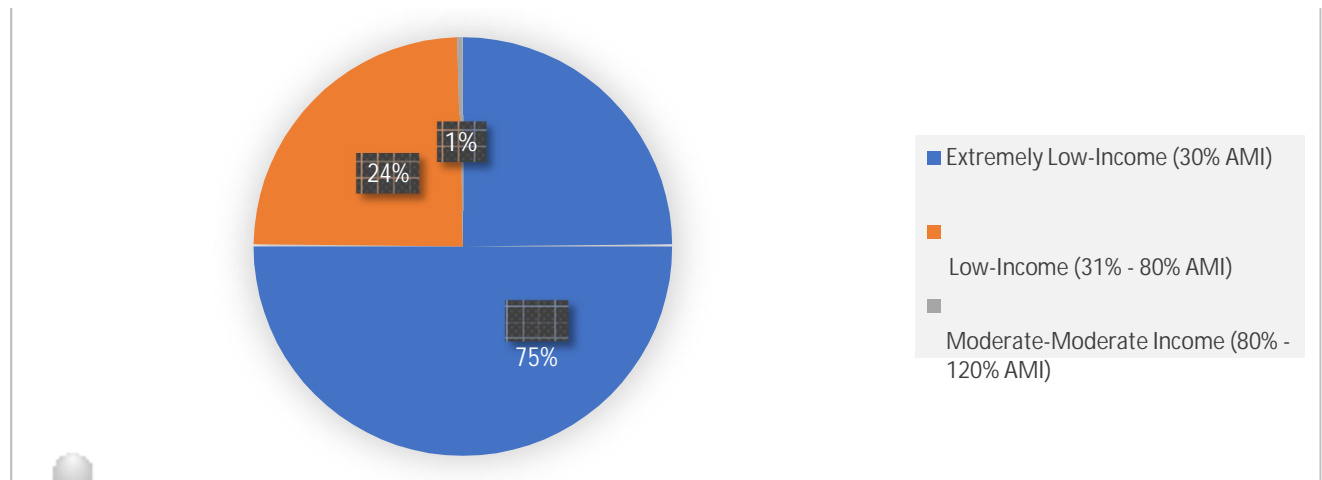
Household income status is calculated in relationship to the estimated City of Hayward area median family income (AMI), with limits set by HUD guidelines and based upon census data. Programs provided with City funding must exclusively use their funding to serve low-moderate income Hayward residents. See Table 3 below for qualifying income brackets based on household size.

**Table 3: FY 2017-2018 INCOME LIMITS**

Household Size								
FY 17-18 Income Category	1	2	3	4	5	6	7	8
Extremely Low (30% AMI)	\$ 21,950	\$ 25,050	\$ 28,200	\$ 31,300	\$ 33,850	\$ 36,350	\$ 38,850	\$ 41,350
Very Low (50%)	\$ 36,550	\$ 41,750	\$ 49,950	\$ 52,150	\$ 56,350	\$ 60,500	\$ 64,700	\$ 68,850
Low (80%)	\$ 56,300	\$ 64,350	\$ 72,400	\$ 80,400	\$ 86,850	\$ 93,300	\$ 99,700	\$ 106,150

During this reporting period, a total of 30,750 low-income Hayward households received services supported with City funding. Of this total, an overwhelming number of households (75%) fell into the Extremely Low-Income bracket of families that earned less than thirty percent of the local median income. Indicative of both national and local poverty levels, these figures demonstrate the level of need for resources. Figure 2 below provides a breakdown of households by FY 2017-2018 income limits.

**Figure 2: Percentages of Households by Income Limits**



The City also required funded programs report on other household characteristics, which included the number of households with children under the age of eighteen (32%) and households with individuals living with a disability (8%). These household characteristics did have some correlation with accessed services. Most households with minor children accessed services related to school-based counseling and emergency food services. Emergency food services were accessed by the majority of households with an individual living with disability.

## **FUNDED AGENCIES**

City of Hayward staff worked with the funded agencies to develop goals based upon past performance, funding allocations, and proposed objectives in their applications. Goals set were ambitious in the current climate, and almost all agencies met or exceed these goals. Staff worked with funded agencies throughout the year and, receiving mid-year or quarterly reports depending upon funding source, and provided technical assistance when necessary.

### **CDBG: \$891,925.03 to fund 27 projects**

- \$193,881.74 to five (5) public services programs:
  - Everyone Home - Point in Time Count
  - Eden Council for Hope and Opportunity (ECHO) - Fair Housing Activities
  - Family Education Program – Afterschool Tutoring Program
  - Elevating Soulciety – Job Training Program
  - Downtown Streets Team – Homeless Employment Program / Tennyson Expansion

- \$263,379.25 to two (2) facilities programs:
  - Abode Services – Cronin House site acquisition
  - Abode Services – Pre-development costs related to site acquisition

The CRIL roof replacement project was postponed to FY 18-19 as additional funds for the project were secured (City of Fremont providing \$15,000).

The St. Rose Fence Replacement project funds were re-programmed to FY 18-19 equipment purchase as St. Rose was able to complete the fence replacement with their own funds.

- \$119,938.15 to fund two (2) Economic Development projects:
  - Community Child Care Coordinating Council (4C's) – home-based daycare provider licensing
  - Downtown Streets Team – Homeless Employment Program
- \$314,725.89 to fund Housing Rehabilitation Program projects:
  - Habitat for Humanity – Eleven (11) mobile homes rehabilitated
  - Rebuilding Together – Twenty-three (23) single family homes with minor home repairs
  - City of Hayward – Two (2) single family homes rehabilitated
  - City of Hayward – Fourteen (14) single family homes earthquake retrofitted

### **Social Services General Fund: \$450,000 to fund 18 projects**

- \$93,000 to fund for at-risk youth programs
- \$55,000 to fund to address food insecurity
- \$20,000 to fund to address health/mental health
- \$152,000 to address housing and homelessness issues
- \$38,000 to fund information and referral services
- \$50,000 to fund legal services to victims of domestic violence and immigrants
- \$42,000 to senior programs

## PERFORMANCE DETAIL BY AGENCY

PROGRAM	PROPOSED ACCOMPLISHMENTS	ACTUAL ACCOMPLISHMENTS
Facilities Improvements		
Abode Services	Acquisition costs	\$200,000 disbursed
Abode Services	Pre-development costs	\$63,000 disbursed
St. Rose Hospital Rehabilitation	Fence replacement	Activity cancelled – funds reprogrammed
CRIL	Roof replacement	Postponed to FY 18-19
Economic Development		
4Cs Childcare10	12 low-income business owners will receive one-on-one technical assistance	12 business owners provided assistance
Downtown Streets Team	19 participants	46 participants



Downtown Streets Team (Tennyson expansion)	22 participants placed into employment lasting 90 days or more	17 participants placed
Elevating Soulciety	24 youth participants in program	7 program participants
Housing and Homelessness Prevention		
ECHO Housing	415 unduplicated clients	421 unduplicated clients
ECHO Housing	60 landlords, property managers and tenants will receive Fair Housing education and training at formal training events	29 individuals received training
ECHO Housing	17 investigations into discrimination complaints from residents	32 investigations conducted
ECHO Housing	5 Fair Housing audits	5 Fair Housing audits conducted
ECHO Housing	4 Fair Housing conciliations	5 Fair Housing conciliations conducted
ECHO Housing	4 cases referred to DFEH, HUD or attorneys if tenant so desires	1 Referral provided
ECHO Housing	398 tenant/landlord counseling for residents	389 households received tenant/landlord counseling
ECHO Housing	15 tenant/landlord conciliations	16 tenant/landlord conciliations conducted
ECHO Housing	7 evictions prevented	3 evictions prevented
City of Hayward (COH) Housing Rehab Program	8 low-income residents assisted	8 low-income residents assisted
Habitat for Humanity - COH	2 Hayward contractors utilized	6 Hayward contractors utilized
Habitat for Humanity - COH	25 volunteers recruited to assist clients	25 volunteers recruited

Habitat for Humanity - COH	20 unduplicated low-income residents assisted	11 unduplicated low-income residents assisted
Rebuilding Together - COH	25 low-income residents assisted	15 low-income residents assisted
Eden I&R	1,900 clients served	2,155 clients served
Eden I&R	5,320 calls from Hayward	6,973 calls received from Hayward
Homeless Services		
Abode Services	7 chronically homeless individuals enrolled in AC Impact Permanent Supportive Housing Program	8 chronically homeless individuals enrolled
Abode Services	150 outreach contacts to homeless individuals	150 outreach contacts conducted
Abode Services	7 participants will meet with their Service Coordinator at least once a month	8 participants engaged
Abode Services	6 participants will retain housing for more than 12 months	6 participants retained housing for more than 12 months
Abode Services	5 participants will retain housing for more than 24 months	3 participants retained housing for more than 24 months
Abode Services	4 participants will retain housing for more than 36 months	3 participants retained housing for more than 36 months
Abode Services	7 participants will exit to known destinations	1 participant exited to known destinations
FESCO Family Shelter	34 unduplicated residents	33 unduplicated residents
FESCO Family Shelter	10 permanent housing exits	4 permanent housing exits
FESCO Family Shelter	7 transitional housing exits	25 transitional housing exits
FESCO Family Shelter	10 exits to the street or other shelter	0 exits to street or shelter

FESCO Family Shelter	3 earned income exit	5 earned income exits
FESCO Family Shelter	3 increased income exits	0 increased income exits
Ruby's Place	60 unduplicated clients	77 unduplicated clients
Ruby's Place	100 children served	205 children served
Food Security		
Alameda Co Food Bank	15,500 unduplicated clients	11,290 unduplicated Clients
Alameda Co Food Bank	4 scholarships for pantries	4 scholarships for pantries
Alameda Co Food Bank	2 scholarships for shelters	2 scholarships for shelters
Spectrum Community Services	5 meal sites operated in Hayward	5 meal sites operated in Hayward
Spectrum Community Services	700 low-income seniors	700 low-income seniors served
Spectrum Community Services	16,000 meals served	15,527 meals served
South Hayward Parish Food Pantry	400 families provided two days of groceries/week	2,142 families assisted
South Hayward Parish Food Pantry	6,030 residents provided two days of groceries/week	6,926 residents assisted
Legal Services		
International Institute of the Bay Area	200 individuals educated regarding rights and citizenship process	291 individuals educated
International Institute of the Bay Area	60 individuals will receive employment authorization	267 individuals assisted

International Institute of the Bay Area	180 individual consultations	321 individuals received consultations
International Institute of the Bay Area	350 unduplicated individuals	318 individuals received services overall
Legal Assistance for Seniors	20 elder abuse consultations	38 elder abuse consultations provided
Legal Assistance for Seniors	6 elder abuse representations	21 elder abuse representations provided
Legal Assistance for Seniors	5 guardianship consultations	12 guardianship consultations provided
Legal Assistance for Seniors	2 guardianship representations	6 guardianships representations provided
Legal Assistance for Seniors	5 public benefit consultations	7 public benefit consultations provided
Legal Assistance for Seniors	5 public benefit resolutions	7 public benefit resolutions
Legal Assistance for Seniors	55 unduplicated seniors	110 unduplicated seniors serviced
Centro Legal de la Raza	65 unduplicated residents	124 unduplicated residents serviced
Centro Legal de la Raza	64 consultations with an attorney	119 consultations with an attorney
Centro Legal de la Raza	66 advice and counsel to clients	119 advice and counsel to clients
Centro Legal de la Raza	34 service activities	14 service activities
Centro Legal de la Raza	10 full legal representations	15 full legal representations
Family Violence Law Center	43 unduplicated residents	160 residents serviced
Family Violence Law Center	43 free legal services	106 free legal services

Family Violence Law Center	8 restraining orders	48 restraining orders obtained
Family Violence Law Center	7 residents will receive homelessness prevention services	14 residents received services
Family Violence Law Center	25 residents will receive legal clinic appointments	50 residents received appointments
Family Violence Law Center	66 residents will receive crisis intervention services	103 residents received services
Children, Youth, Families & Health		
Eden Area YMCA	240 unduplicated children will have access to childcare in the summer months	335 children were served
Horizon Services	100 students will increase attendance by at least 10%	1,174 students increased attendance
Horizon Services	100 students will reduce substance use by at least 50%	550 students reduced substance abuse
Horizon Services	100 students will report feeling more connected to family	200 students felt more connected to their family
Horizon Services	1,000 unduplicated students	1,659 unduplicated students serviced overall
St. Rose FACES for the Future	20 students participating in the program	60 students participated in the program
St. Rose FACES for the Future	100 students will participate in career workshops	120 students participated in career workshops
St. Rose FACES for the Future	90 internship rotations for participants	132 internship rotations for participants

St. Rose FACES for the Future	60 HEADSS interviews of participant students	90 HEADSS interviews conducted
St. Rose FACES for the Future	30 Psychosocial progress monitoring of participant students	10 progress monitoring conducted
St. Rose FACES for the Future	90 resiliency scale assessments for participant students	45 assessments conducted
St. Rose FACES for the Future	20 students will have a GPA increase of 0.2 or higher	20 Students increased GPA
St. Rose FACES for the Future	100% of participating seniors will graduate from HS with a diploma	100% of seniors graduated
St. Rose FACES for the Future	90% of participating seniors will enroll in higher education programs	90% of participating seniors were enrolled
St. Rose FACES for the Future	10 participants will receive their Basic Cardiac Life Support Certification	17 participants received certification
St. Rose FACES for the Future	20 educational workshops will be presented in HUSD schools by participants	23 workshops were presented
Tiburcio Vasquez Health Center, Inc. – Self-Expression Through Art Appreciation	40 unduplicated Hayward Students will benefit from the program	28 students

Tiburcio Vasquez Health Center, Inc. – Self-Expression Through Art Appreciation	5 Hayward schools will participate	5 schools
Tiburcio Vasquez Health Center, Inc. – Self-Expression Through Art Appreciation	60 sessions will be held as part of the program	56 sessions
Tiburcio Vasquez Health Center, Inc. – Self-Expression Through Art Appreciation	75% of students will demonstrate an increased knowledge of art modalities	100% of students
Tiburcio Vasquez Health Center, Inc. – Self-Expression Through Art Appreciation	50% of students will demonstrate a better understanding of self-expression	100% of students
CALICO - Child Abuse Listening, Interviewing and Coordination	185 unduplicated residents	220 unduplicated residents
CALICO - Child Abuse Listening, Interviewing and Coordination	110 forensic interviews	132 forensic interviews conducted
CALICO - Child Abuse Listening, Interviewing and Coordination	75 caregivers supported	88 caregivers supported
CALICO - Child Abuse Listening, Interviewing and Coordination	75% of children interviewed will feel positive about their experience at CALICO	77% of children felt positive
CALICO - Child Abuse Listening, Interviewing and Coordination	75% of caregivers will indicate a favorable response to their family's treatment at CALICO	79% of caregivers felt positive
CALICO - Child Abuse Listening, Interviewing and Coordination	75% of interviews will be observed by a multi-disciplinary team	93% of interviews
CALICO - Child Abuse Listening, Interviewing and Coordination	70% of children eligible or a forensic medical exam will receive one	72% of children eligible received exam

CALICO - Child Abuse Listening, Interviewing and Coordination	50% of caregivers will have a California victim Compensation Program (CalVCP) application initiated on their behalf	93% of caregivers
CALICO - Child Abuse Listening, Interviewing and Coordination	75% of child-victims (or adult victims with developmental disabilities) will have a CalVCP application initiated on their behalf	76% of victims
CALICO - Child Abuse Listening, Interviewing and Coordination	75% of caregivers will be contacted by a Family Resources Specialist after leaving CALICO	87% of caregivers
CALICO - Child Abuse Listening, Interviewing and Coordination	50% of caregivers will be enrolled or on waitlist for counseling by second follow-up call	17% of caregivers
CALICO - Child Abuse Listening, Interviewing and Coordination	75% of families will receive an onsite crisis assessment from a Family Resource Specialist	89% of families
CALICO - Child Abuse Listening, Interviewing and Coordination	75% of caregivers will receive psycho-education on the effects of trauma on children from Family Resources Specialists	76% of caregivers
CALICO - Child Abuse Listening, Interviewing and Coordination	50% of caregivers will report that their child is enrolled in counseling or on a waitlist	70% of caregivers
Tri-City Health Center: HIV Program – Early Intervention Services	5 unduplicated persons living with HIV (PLWH) in Hayward who are newly diagnosed or out-of-care for over six months served by program	13 persons served
Tri-City Health Center: HIV Program – Early Intervention Services	3 newly diagnosed individuals tested at or referred to TCHC will enter into HIV primary medical care within 30 days	5 individuals
Tri-City Health Center: HIV Program – Early Intervention Services	3 clients will participate in HIV risk reduction counseling	13 clients participated
Arts and Music		



Hayward Band and Orchestra Festival	4 concerts performed	4 concerts performed
Hayward Band and Orchestra Festival	1 festival performed	1 festival performed
Pacific Chamber Symphony	6 assemblies in schools	6 assemblies
Hayward Arts Council	6 exhibitions	22 exhibitions
Sun Gallery	6 exhibitions	14 exhibitions
Youth Orchestra of So. Alameda County	2 benefit concerts	4 benefit concerts



# 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 18-175

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**DATE:** October 17, 2018

**TO:** Community Service Commission

**FROM:** Community Services Manager

**SUBJECT**

Review and Discuss the Request for Proposal (RFP), Application Process and Timeline for the FY 2019-2020 Community Agency Funding

**RECOMMENDATION**

That the Commission receives and comments on this report.

**SUMMARY**

The purpose of this staff report is to review the Request for Proposal (RFP) prior to its release, obtain Commissioner feedback, and review the application process and timeline for the FY 2019-2020 Community Agency Funding.

**ATTACHMENTS**

Attachment I	Staff Report
Attachment II	Draft Request for Proposals (RFP) for FY 2019-2020 Community Agency Funding



DATE: October 17, 2018

TO: Community Services Commission

FROM: Community Services Manager

SUBJECT: Review and Discuss the Request for Proposal (RFP), Application Process and Timeline for the FY 2019-2020 Community Agency Funding

#### RECOMMENDATION

That the Commission receives and comments on this report.

#### SUMMARY

The purpose of this staff report is to review the Request for Proposal (RFP) prior to its release, obtain Commissioner feedback, and review the application process and timeline for the FY 2019-2020 Community Agency Funding.

#### BACKGROUND

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

The City Council has four guiding priorities that guide City action: Safe, Clean, Green and Thrive. These overarching priorities emphasize the Council's vision for the Hayward community and have done so for several years. In November 2016, Council participated in a retreat to review priorities and identified three strategic initiatives through 2018: Complete Streets, Complete Communities and the Tennyson Corridor. Projects that support one or more of these Council initiatives will be considered highly competitive.

## DISCUSSION

The purpose of this staff report is to review the Request for Proposal (RFP) prior to its release, obtain Commissioner feedback, and review the application process and timeline.

Attached is the draft RFP which outlines the application process and timeline (Attachment II).

After staff obtains CSC feedback, the final RFP will be released on October 30<sup>th</sup> at the bidder's conference. Attendance at the Bidder's Conference is mandatory for all agencies seeking to apply for Community Development Block Grant (CDBG) and General Fund (City social services) funding. The deadline for application submission is Thursday, December 13, 2018 at 5pm. Applications must be submitted using the City's online grant management system, City Data Services. Late applications will not be considered.

The CSC application review committee will hold interviews on January 26, 2019 and February 2, 2019. Commissioners' will be encouraged to read each application and maintain notes for potential questions of each applicant. The Commission will make its final funding recommendation at the March 20, 2019 CSC meeting and Council will review the recommendations at the April 16, 2019 Work Session. Council will adopt final funding recommendations at the public hearing scheduled for April 30, 2019.

Prepared by: Dana Bailey, Community Services Manager

Approved by:



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Maria Hurtado, Assistant City Manager

# REQUEST FOR PROPOSALS

## FISCAL YEAR 2019-2020

### COMMUNITY AGENCY FUNDING

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

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

Late applications will not be considered.

#### HOW TO ACCESS THE ONLINE APPLICATION

##### **CURRENTLY-FUNDED AGENCIES**

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

##### **NEW APPLICANTS**

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

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

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

Electronic copies of these materials are available for download on the City of Hayward website:  
[www.hayward-ca.gov](http://www.hayward-ca.gov).

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## OVERVIEW OF THE CITY OF HAYWARD FUNDING PROCESS

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

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

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

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

## MINIMUM CONTRACTING AND REPORTING STANDARDS

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

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

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

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

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

Dana Bailey	510-583-4252	<a href="mailto:dana.bailey@hayward-ca.gov">dana.bailey@hayward-ca.gov</a>
Jessica Lobedan	510-583-4201	<a href="mailto:jessica.lobedan@hayward-ca.gov">jessica.lobedan@hayward-ca.gov</a>



FY 2018-2019 FUNDING PROCESS CALENDAR

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

## FY 2019-2020 COMMON APPLICATION

### **SECTION I. ADMINISTRATION**

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

Applicant Agency: \_\_\_\_\_

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

Program Name: \_\_\_\_\_

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

Program Address: \_\_\_\_\_

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

Contact Name: \_\_\_\_\_

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

Contact Phone: \_\_\_\_\_

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

Contact Email: \_\_\_\_\_

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

EIN Number: \_\_\_\_\_

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

DUNS Number: \_\_\_\_\_

## **SECTION II. ELIGIBILITY**

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

If YES, please provide the name of that organization: \_\_\_\_\_

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

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

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

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

## **SECTION III. BUDGET**

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

Agency Wide 2019-2020 Operating Budget: \_\_\_\_\_

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

Program 2019-2020 Operating Budget: \_\_\_\_\_

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

City of Hayward Grant Request: \_\_\_\_\_

#### **SECTION IV. PROGRAM**

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

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

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

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

## **SECTION V. NARRATIVE QUESTIONS**

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

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

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

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

**Program Budget - Period of July 2019 through June 2020 DRAFT**

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



# CITY OF HAYWARD COUNCIL PRIORITIES

FY2016





# 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 18-177

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**DATE:** October 17, 2018

**TO:** Community Service Commission

**FROM:** Community Services Manager

**SUBJECT**

Review the FY 2018-2019 Community Services Commission Agenda Planning Calendar

**RECOMMENDATION**

That the Community Services Commission review and approve the FY 2018-2019 Agenda Planning Calendar.

**ATTACHMENTS**

Attachment I      FY 2018-2019 CSC Agenda Planning Calendar



DATE: October 17, 2018

TO: Community Services Commission

FROM: Community Services Manager

SUBJECT: FY 2018/2019 Agenda Planning Calendar

#### RECOMMENDATION

That the Community Services Commission reviews the FY 2018/2019 Agenda Planning Calendar and provides comments.

#### DISCUSSION

For the Community Services Commission (CSC) consideration, staff has revised the proposed Meeting Schedule Calendar for FY 2018/2019 with Agenda topics and dates listed below. The agenda topics were compiled based on comments at previous CSC meetings. This calendar will be agendaized at each CSC meeting for review and to ensure any updates are incorporated.

FY 2018-2019 COMMUNITY SERVICES COMMISSION AGENDA PLANNING CALENDAR	
OCTOBER 17, 2018	
Overview of Final RFP for FY 2019-2020	
Brief – Upcoming Bidder's Conference	
Annual Agency Performance Report to CSC	
Update: Community Needs Assessment	
October 30, 2018 – Bidder's Conference	
NOVEMBER 21, 2018	
Overview of FY 2019-2020 Funding Process	
De-brief: Bidder's Conference	
ARC selection	
Update: Hayward Promise Neighborhoods	

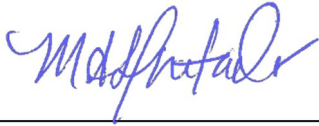
<p style="text-align: center;"><b>FY 2018-2019</b>  <b>COMMUNITY SERVICES COMMISSION AGENDA PLANNING CALENDAR</b></p>	
<p style="text-align: center;"><b>DECEMBER 2018 – NO MEETING</b></p>	
FYI: December 14: Agency Funding Application Deadline	
FYI: Boards and Commissions Holiday Party (Date TBD)	
<p style="text-align: center;"><b>JANUARY 2018 – NO MEETING</b></p>	
FYI: ARC Interviews Scheduled for Saturday, January 26 <sup>th</sup>	
<p style="text-align: center;"><b>FEBRUARY 20, 2019</b></p>	
Draft Funding Recommendations	
FYI: OPEN: Public Comment Period	
FYI: ARC Interviews scheduled for Saturday, February 2 <sup>nd</sup>	
<p style="text-align: center;"><b>MARCH 20, 2019</b></p>	
Final Funding Recommendations	
FYI: END: Public Comment Period	
Update: CIECC Activities	
FYI: 30-Day Notice: City Council Public Hearing FY 2019-2020 Funding Recommendations	
<p style="text-align: center;"><b>APRIL 2019 – NO MEETING</b></p>	
FYI: April 16: City Council Work Session	
FYI: April 40: City Council Public Hearing and Adoption of Funding Recommendations	
<p style="text-align: center;"><b>MAY 15, 2019</b></p>	
Review of CSC By-laws for FY 2020-2021	
Adoption of FY 2020-2021 Agenda Calendar	
Update: Tennyson Corridor Initiative	
<p style="text-align: center;"><b>JUNE 2019 – NO MEETING</b></p>	

## NEXT STEPS

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

Prepared and Recommended by: Dana Bailey, Community Services Manager

Approved by:



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Maria A. Hurtado, Assistant City Manager