

CITY OF HAYWARD

Hayward City Hall
777 B Street
Hayward, CA 94541
www.Hayward-CA.gov



CITY OF
HAYWARD
HEART OF THE BAY

Agenda

Tuesday, April 28, 2020

7:00 PM

Remote Participation

City Council

SPECIAL CITY COUNCIL MEETING

This meeting is being conducted utilizing teleconferencing and electronic means consistent with State of California Executive Order No. 29-20 dated March 17, 2020, and Alameda County Health Officer Order No. 20-04 dated March 31, 2020, regarding the COVID-19 pandemic.

How to observe the Meeting:

1. Comcast Channel 15
2. Live stream <https://hayward.legistar.com/Calendar.aspx>

How to submit written Public Comment:

1. Use eComment on the City's Meeting & Agenda Center webpage at <https://hayward.legistar.com/Calendar.aspx>. eComments are directly sent to the iLegislate application used by City Council and City staff. Comments received before 3:00 p.m. the day of the meeting will be exported into a report, distributed to the City Council and staff, and published on the City's Meeting & Agenda Center under Documents Received After Published Agenda. eComments received after 3:00 p.m. through the adjournment of the meeting will be included as a part of the meeting record and published the following day.

2. Send an email to List-Mayor-Council@hayward-ca.gov by 3:00 p.m. the day of the meeting. Please identify the Agenda Item Number in the subject line of your email. Emails will be compiled into one file, distributed to the City Council and staff, and published on the City's Meeting & Agenda Center under Documents Received After Published Agenda.

How to provide spoken Public Comment during the City Council Meeting:

1. Call the City Clerk at (510) 583-4400 prior to the close of public comment on an item as indicated by the Mayor.

CALL TO ORDER**ROLL CALL****CLOSED SESSION ANNOUNCEMENT****PRESENTATION**

Proclamation: Volunteer Recognition Week

PUBLIC COMMENTS

Limited only to items on the Agenda.

ACTION ITEMS

The Council will permit comment as each item is called for the Consent Calendar, Public Hearings, and Legislative Business. In the case of the Consent Calendar, a specific item will need to be pulled by a Council Member in order for the Council to discuss the item or to permit public comment on the item. Please notify the City Clerk any time before the Consent Calendar is voted on by Council if you wish to speak on a Consent Item.

CONSENT

1. [CONS 20-197](#) Adopt a Resolution Authorizing the City Manager to Amend the Construction Contract with Con-Quest Contractors, Inc., for Additional Administrative Change Order Authority in the Amount of \$150,000 for a Contract Not-to-Exceed \$1,976,600, for the Recycled Water Customer Onsite Conversions Project, Project No. 07507

Attachments: [Attachment I Staff Report](#)
 [Attachment II Resolution](#)

2. [CONS 20-204](#) Adopt a Resolution Approving Plans and Specifications and Call for Bids for the Water Pollution Control Facility (WPCF) Headworks Bar Screens Project, Project No. 07567

Attachments: [Attachment I Staff Report](#)
 [Attachment II Resolution](#)

PUBLIC HEARING

3. [PH 20-021](#) Community Development Block Grant (CDBG) COVID-19 Emergency-Related Funding: Adopt a Resolution Authorizing the City Manager to Implement a Contingency Plan for Allocation and Expenditure of Up to \$1.47 Million in Available CDBG Funds for COVID-19 Emergency Expenditures; and Approving a Substantial Amendment to the CDBG FY 2020 Annual Action Plan (Report from Deputy City Manager Ott)

Attachments: [Attachment I Staff Report](#)
 [Attachment II Resolution](#)
 [Attachment III Draft Action Plan Amendment](#)

LEGISLATIVE BUSINESS

4. [LB 20-020](#) Hayward Community Relief Fund: Approval of the Hayward Community Relief Fund Distribution Process (Report from City Manager McAdoo)

Attachments: [Attachment I Staff Report](#)

CITY MANAGER'S COMMENTS

An oral report from the City Manager on upcoming activities, events, or other items of general interest to Council and the Public.

COUNCIL REPORTS AND ANNOUNCEMENTS

Council Members can provide oral reports on attendance at intergovernmental agency meetings, conferences, seminars, or other Council events to comply with AB 1234 requirements (reimbursable expenses for official activities).

COUNCIL REFERRALS

Council Members may bring forward a Council Referral Memorandum (Memo) on any topic to be considered by the entire Council. The intent of this Council Referrals section of the agenda is to provide an orderly means through which an individual Council Member can raise an issue for discussion and possible direction by the Council to the appropriate Council Appointed Officers for action by the applicable City staff.

ADJOURNMENT

NEXT MEETING, May 5, 2020, 7:00 PM

PUBLIC COMMENT RULES

Any member of the public desiring to address the Council shall limit her/his address to three (3) minutes unless less or further time has been granted by the Presiding Officer or in accordance with the section under Public Hearings. The Presiding Officer has the discretion to shorten or lengthen the maximum time members may speak. Speakers will be asked for their name before speaking and are expected to honor the allotted time. Speaker Cards are available from the City Clerk at the meeting.

PLEASE TAKE NOTICE

That if you file a lawsuit challenging any final decision on any public hearing or legislative business item listed in this agenda, the issues in the lawsuit may be limited to the issues that were raised at the City's public hearing or presented in writing to the City Clerk at or before the public hearing.

PLEASE TAKE FURTHER NOTICE

That the City Council adopted Resolution No. 87-181 C.S., which imposes the 90-day deadline set forth in Code of Civil Procedure section 1094.6 for filing of any lawsuit challenging final action on an agenda item which is subject to Code of Civil Procedure section 1094.5.

****Materials related to an item on the agenda submitted to the Council after distribution of the agenda packet are available for public inspection in the City Clerk's Office, City Hall, 777 B Street, 4th Floor, Hayward, during normal business hours. An online version of this agenda and staff reports are available on the City's website. Written comments submitted to the Council in connection with agenda items will be posted on the City's website. All Council Meetings are broadcast simultaneously on the website and on Cable Channel 15, KHRT. ****

Assistance will be provided to those requiring accommodations for disabilities in compliance with the Americans with Disabilities Act of 1990. Interested persons must request the accommodation at least 48 hours in advance of the meeting by contacting the City Clerk at (510) 583-4400 or TDD (510) 247-3340.

Assistance will be provided to those requiring language assistance. To ensure that interpreters are available at the meeting, interested persons must request the accommodation at least 48 hours in advance of the meeting by contacting the City Clerk at (510) 583-4400.

CHILDCARE WILL NOT BE PROVIDED UNTIL FURTHER NOTICE DUE TO COUNTYWIDE SHELTER-IN-PLACE ORDER.



CITY OF HAYWARD

Hayward City Hall
777 B Street
Hayward, CA 94541
www.Hayward-CA.gov

File #: CONS 20-197

DATE: April 28, 2020

TO: Mayor and City Council

FROM: Director of Public Works

SUBJECT

Adopt a Resolution Authorizing the City Manager to Amend the Construction Contract with Con-Quest Contractors, Inc., for Additional Administrative Change Order Authority in the Amount of \$150,000 for a Contract Not-to-Exceed \$1,976,600, for the Recycled Water Customer Onsite Conversions Project, Project No. 07507

RECOMMENDATION

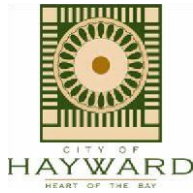
That Council adopts a resolution (Attachment II) authorizing the City Manager to amend the construction contract with Con-Quest Contractors, Inc., for additional administrative change order authority in the amount of \$150,000 for a total contract not-to-exceed amount of \$1,976,600.

SUMMARY

The City's Recycled Water Project consists of constructing a treatment facility, storage tank, and pump station at the City's Water Pollution Control Facility (WPCF) and installing distribution pipelines and customer connections to deliver recycled water to customers for irrigation and industrial uses. In September 2019, the City entered into a construction contract with Con-Quest Contractors, Inc., (Con-Quest) for the Recycled Water Customer Onsite Conversions Project. Staff is requesting Council approval to amend the construction contract amount with Con-Quest to increase the administrative change order amount by \$150,000 to a total of \$237,000, thereby raising the total contract not-to-exceed amount to \$1,976,600.

ATTACHMENTS

Attachment I	Staff Report
Attachment II	Resolution



DATE: April 28, 2020

TO: Mayor and City Council

FROM: Director of Public Works

SUBJECT: Adopt a Resolution Authorizing the City Manager to Amend the Construction Contract with Con-Quest Contractors, Inc., for Additional Administrative Change Order Authority in the Amount of \$150,000 for a Contract Not-to-Exceed \$1,976,600, for the Recycled Water Customer Onsite Conversions Project, Project No. 07507

RECOMMENDATION

That Council adopts a resolution (Attachment II) authorizing the City Manager to amend the construction contract with Con-Quest Contractors, Inc., for additional administrative change order authority in the amount of \$150,000 for a total contract not-to-exceed amount of \$1,976,600.

SUMMARY

The City's Recycled Water Project consists of constructing a treatment facility, storage tank, and pump station at the City's Water Pollution Control Facility (WPCF) and installing distribution pipelines and customer connections to deliver recycled water to customers for irrigation and industrial uses. In September 2019, the City entered into a construction contract with Con-Quest Contractors, Inc., (Con-Quest) for the Recycled Water Customer Onsite Conversions Project. Staff is requesting Council approval to amend the construction contract amount with Con-Quest to increase the administrative change order amount by \$150,000 to a total of \$237,000, thereby raising the total contract not-to-exceed amount to \$1,976,600.

BACKGROUND

The City is implementing the Recycled Water Project, which will provide a locally sustainable and drought-proof supply of recycled water to customers for irrigation and industrial uses. The Recycled Water Project consists of constructing a treatment facility, storage tank, and pump station at the WPCF and installing eight miles of distribution pipelines and customer connections to deliver recycled water to customers for irrigation and industrial uses. The City-owned recycled water treatment facility was added to the project in December 2017, after the City was unable to make progress with Russell City

Energy Corporation, LLC (RCEC) in finalizing an agreement for the City to obtain recycled water from RCEC's Recycled Water Facility, located adjacent to the WPCF.

Construction of the City's Recycled Water Project is well underway. The initial phase (Phase I) of the project is anticipated to deliver an estimated 290 acre-feet per year, or about 260,000 gallons per day (gpd), of disinfected tertiary treated recycled water to thirty-one customer sites within a three-mile radius of the WPCF. The Phase I customer sites include four parks, six schools, one college, nineteen private businesses, and City street landscaping.

The Recycled Water Project is being constructed under multiple contracts. The final contract for the Recycled Water Project involves construction of irrigation system retrofits necessary to convert customer sites from the City's potable drinking water system to the new recycled water system. On March 20, 2017, the City entered into an Agreement with HydroScience Engineers, Inc., to provide engineering, design, and construction support services for customer onsite retrofit conversions. On September 10, 2019, the City entered into an Agreement with Con-Quest to construct the Recycled Water Customer Onsite Conversions Project.

DISCUSSION

Construction of the distribution system pipelines, storage tank, and pump station have been completed. Construction of the recycled water treatment system is nearly complete; however, final completion and startup has been delayed due to shelter in place restrictions as a result of the COVID-19 pandemic. The City is currently in construction to retrofit thirty-one customer sites to use recycled water. Water deliveries to customers were originally anticipated to begin in late spring, with all customers connected to the recycled water system by late summer. However, due to the current COVID-19 pandemic, completion of the treatment system is currently delayed with the actual startup date unknown. Currently, staff does not anticipate any financial impacts associated with this delay due to the project being nearly complete, allowing the Contractor (TNT Industrial Contractors, Inc.) to temporarily demobilize and return to the site when startup activities resume. On March 31, 2020, Alameda County issued a shelter in place directive that restricted the kind of public works projects that could be called essential. On April 1, staff directed Con-Quest to stop work in compliance with the March 31 order until May 3 or when lifted by the County. The cost impacts for stopping the work, including demobilization, remobilization, and other impacts, are currently unknown.

Notice to Proceed on the customer retrofits project was issued on November 4, 2019 and the Contractor has been working on customer retrofits and installation of double check detector (DCDA) assemblies on the fire supply lines to customers primarily on Cabot Boulevard. During the construction of the customer onsite retrofit conversions and DCDAs, staff encountered unforeseen conditions related to unknown buried utilities and utility conflicts resulting in additional costs to the contract, which are typical in projects of this scope and complexity. In addition, due to the unexpected nature of the COVID-19 developments and resulting project delays as outlined above, staff anticipates additional costs will be forthcoming resulting from project delays. Furthermore, prior to the March 31 order, customers were increasingly difficult to contact and coordinate with due to shelter-

in-place restrictions on non-essential businesses imposed on March 16. The total impact of the COVID-19 situation including delays due to limiting contacts with the public due to shelter-in-place work restrictions, potential interruptions from construction material supply chains, reduced labor forces, travel restrictions, and the restrictions on public works construction projects imposed in the March 31 shelter-in-place restrictions are unknown.

Therefore, due to changes in the project scope and complexity, and the unknown nature of COVID-19 and its impacts on the schedule and subsequent construction delays, staff is requesting that the administrative change order budget be increased by \$150,000 to a total of \$237,000. The original change order budget of \$87,000 was 5% of the contract amount, whereas the revised total change order budget of \$237,000 is 14% of the contract amount. The revised contract not-to-exceed amount for Con-Quest is revised from \$1,739,600 to \$1,976,600.

ECONOMIC IMPACT

The community, as a whole, will benefit from the Recycled Water Project through greater diversity and reliability of water supplies, especially during periods of drought. The economic impact of the project on customers will, to some extent, depend on the total costs to implement the City's Recycled Water Project, which includes the capital and operating costs for the storage and distribution system and recycled water treatment facility. On July 2, 2019, Council adopted a recycled water rate structure that provides a balance between recovering costs over the life the project and offering an incentive to customers who can receive recycled water.

FISCAL IMPACT

The proposed amendment would authorize an additional \$150,000 towards the existing construction contract to cover the increased project costs, to a not-to-exceed total of \$1,976,600. Sufficient funds are available in the fund balance. There will be no impact to the General Fund.

STRATEGIC ROADMAP

This agenda item supports the Strategic Priority of Improve Infrastructure. Specifically, this item relates to the implementation of the following project:

Project 18, Part 18a: Expand recycled water facilities; Complete RW project construction (initial phase).

SUSTAINABILITY FEATURES

The use of recycled water will reduce the demand for drinking water and improve the reliability and availability of drinking water, while providing a sustainable and drought-proof water supply for some irrigation uses. It will also reduce the volume of wastewater and associated nutrients and residual pollutants discharged to San Francisco Bay, which is required to meet increasingly stringent discharge regulations.

PUBLIC CONTACT

The Recycled Water Ordinance, which includes provisions for mandatory use of recycled water for appropriate irrigation and industrial uses, was introduced at a public hearing of the City Council on December 1, 2015 and adopted on December 15, 2015. Prior to the adoption of the Ordinance, a customer meeting was held on November 20, 2015 at City Hall to inform the customers about the City's proposed Recycled Water Project.

In addition, staff and the City's consultant, HydroScience Engineers, have worked closely with the customers to design, schedule, test, and train site supervisors for the onsite piping modifications that are required to connect a customer to the new recycled water distribution system. This close coordination with customers will continue throughout the construction, testing, and permitting phases. HydroScience will also be implementing educational efforts to train site supervisors, including City staff, on the use of recycled water to ensure a smooth transition. Informational materials on the Recycled Water Project can be viewed at the following website.¹

NEXT STEPS

If Council approves the \$150,000 increase in the contract amount, staff will increase the budget with Con-Quest Contractors, Inc., to a not-to-exceed amount of \$1,976,600.

Prepared by: Mariza Sibal, Assistant Civil Engineer
Suzan England, Senior Utilities Engineer

Recommended by: Alex Ameri, Director of Public Works

Approved by:



Kelly McAdoo, City Manager

¹ Recycled Water Website Link <https://www.hayward-ca.gov/your-government/departments/utilities-environmental-services/recycled-water>

HAYWARD CITY COUNCIL

RESOLUTION NO. 20-

Introduced by Council Member _____

RESOLUTION AUTHORIZING THE CITY MANAGER TO AMEND THE CONSTRUCTION CONTRACT WITH CON-QUEST CONTRACTORS, INC., TO INCREASE THE CONTRACT AMOUNT BY \$150,000 TO A NOT-TO-EXCEED AMOUNT OF \$1,976,600 FOR THE RECYCLED WATER CUSTOMER ONSITE CONVERSIONS PROJECT, PROJECT NO. 07507

BE IT RESOLVED by the City Council of the City of Hayward as follows:

WHEREAS, the City entered into an Agreement with Con-Quest Contractors, Inc., on September 10, 2019, for the Recycled Water Customer Onsite Conversions Project, Project No. 07507, in an amount not to exceed \$1,826,600; and

WHEREAS, additional administrative change order budget is anticipated to be needed due to the nature of underground construction and the number of unforeseen underground utilities and conflicts; and

WHEREAS, the unforeseen COVID-19 pandemic has resulted in delays due to lack of access to customers and has resulted in a work stoppage due to additional shelter in place restrictions imposed by the March 31 Alameda County Shelter in Place orders; and

WHEREAS, the Capital Improvement Project Sewer Improvement Fund includes sufficient funding for Con-Quest Contractors, Inc., to perform the additional construction services required by the City; and

WHEREAS, the increased contract amount of \$150,000 will provide for a contingency for these unforeseen circumstances.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Hayward that the City Manager is hereby authorized to amend the construction contract to increase the administrative change order budget by \$150,000 for the Recycled Water Customer Onsite Conversions Project, Project No. 07507, and to revise the construction contract with Con-Quest Contractors, Inc. in a not-to-exceed amount of \$1,976,600.

IN COUNCIL, HAYWARD, CALIFORNIA _____, 2020

ADOPTED BY THE FOLLOWING VOTE:

AYES: COUNCIL MEMBERS:
 MAYOR:

NOES: COUNCIL MEMBERS:

ABSTAIN: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

ATTEST: _____
 City Clerk of the City of Hayward

APPROVED AS TO FORM:

City Attorney of the City of Hayward



CITY OF HAYWARD

Hayward City Hall
777 B Street
Hayward, CA 94541
www.Hayward-CA.gov

File #: CONS 20-204

DATE: April 28, 2020

TO: Mayor and City Council

FROM: Director of Public Works

SUBJECT

Adopt a Resolution Approving Plans and Specifications and Call for Bids for the Water Pollution Control Facility (WPCF) Headworks Bar Screens Project, Project No. 07567

RECOMMENDATION

That Council adopts a resolution (Attachment II) approving the plans and specifications for the WPCF Headworks Bar Screens Project and call for bids to be received on June 2, 2020.

SUMMARY

The Water Pollution Control Facility (WPCF) collects and treats wastewater from the City's residents and businesses. The WPCF headworks facility is the first treatment process in the plant and is responsible for removing large debris that can harm downstream pumps and other equipment. Currently, the headworks relies on grinders to protect downstream equipment. In recent years with the increasing popularity of "disposable" wipes, downstream processes have been impacted by the inability of the grinders to remove these wipes that cause pumps and pipes to clog. In addition, wipes collect in the digesters reducing their capacity, which causes them to be removed from service more frequently for cleaning. This project includes installing new bar screens to replace the grinders. Bar screens are much more effective at removing wipes and are typically employed throughout the industry in headworks designs. This project also includes screenings conveyance, screenings washer compactor to consolidate the screenings for disposal, ventilation system improvements, lighting improvements, a new ferric chloride storage and feed facility, and odor control facilities.

ATTACHMENTS

Attachment I	Staff Report
Attachment II	Resolution



DATE: April 28, 2020

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BACKGROUND

The WPCF treats an annual average flow of twelve million gallons per day (MGD) prior to discharge into the deep waters of the San Francisco Bay. All flow coming to the WPCF passes through the Headworks facility where it is conveyed through influent channels that contain grinders designed to break down large debris prior to pumping. The headworks was constructed in 1996 and is essential to plant operations. In 2016, a project was completed that rehabilitated interior concrete surfaces that had deteriorated from corrosion.

In 2018, Council authorized a professional services agreement with Black and Veatch to perform the WPCF Phase II Facilities Plan that is to serve as a comprehensive planning document that will serve the WPCF infrastructure needs for the next twenty-five years. A headworks evaluation was performed as part of the planning effort. The evaluation recommended replacing the existing grinders with new bar screens to address operational issues at the WPCF.

In April 2019, Council authorized a professional services agreement with Carollo Engineers to perform final design services for the Headworks Bar Screens Project. The scope of work included preliminary and final design services of the bar screens and other related improvements.

The project includes the following components:

Bar Screens: The recommendation from the Phase II Facilities Plan is to replace the plant's existing grinders with new bar screens and related equipment (screenings conveyance, and screenings washer/compactor). The grinders are designed to protect influent pumps from large debris; however, they do little to prevent rags and other stringy material from passing through to downstream processes. This has been further exacerbated by the proliferation of "disposable" wipes that are flushed down toilets and end up at the WPCF. These wipes cause significant problems because they do not break down in the collection system like toilet paper, creating solids that build up in tanks and piping systems. The impact of disposable wipes to the wastewater industry is well documented and is reflected in the significant mechanical hardships and maintenance time at the WPCF in downstream processes. In addition, rags and disposable wipes end up in the plant's digesters reducing the space available for organic matter, which can produce beneficial bio-gas and causing the units to be taken out of service more frequently for cleaning. Bar screens are more efficient at removing rags and wipes from the flow stream and are employed at many water pollution control facilities.

Screenings Conveyance and Screenings Washer Compactor: The design includes a conveyor and a screenings washer compactor located on the upper level of the Headworks. The bar screens capture rags and other debris from the influent flow stream and lift the debris with rake arms to the upper level where the screenings are then discharged onto a conveyor. The conveyor sends the screenings to a washer compactor where the solids are compressed, washed of organics, and discharged to a bin for hauling and disposal. The screenings are washed to reduce the organic component of the material that causes odor prior to disposal.

Motorized Inlet and Outlet Gates for Bar Screen Channels: The headworks has three influent channels: two that will be equipped with bar screens and one with a manual bar rack that will be employed during extreme wet weather events or in the event of a bar screen being out of service for maintenance. Water level is monitored in the influent channels which control the number of screens in service. In the event of high level, the manual bar rack channel is placed into service to prevent wastewater from inundating the lower level of the Headworks. Currently, the gates are manually operated and due to their size, opening and closing the gates

requires significant effort and time. Electrically operated gates will greatly simplify the operations of the facility by allowing channels to be placed into service automatically based on water level in the channels. During wet weather flows, when flows increase to the plant, rising water levels will trigger the influent gates to open automatically without Operator intervention, allowing Operators to attend to more pressing matters which frequently occur during wet weather.

Ferric Chloride Facility: The WPCF has a ferric chloride storage and feed facility located just south of the existing Headworks Building. The chemical is currently used for odor control in the Headworks by reducing the concentration of hydrogen sulfide gas which is toxic to personnel and causes odors. An added benefit of hydrogen sulfide control is the reduction in sulfides in the digester gas resulting in longer media life in the iron sponge treatment vessels that treat the gas prior to use in the cogeneration engine. The existing ferric chloride facility is old, and in need of upgrading. Access to the facility is difficult for chemical deliveries, and the facility is not fully contained against accidental spills from leaking pipes and appurtenances. The design includes replacing the facility with a fully code compliant facility for storage of hazardous chemicals.

Ventilation System and Odor Control Improvements: The 2016 Headworks Rehabilitation Project upgraded the ventilation system in the bottom level of the Headworks to draw foul air from the channels and to supply air directly to the lower level where most of the odors are generated. With the addition of bar screens and screenings handling/washing equipment, improvements are required to improve the air flow in the upper and lower levels and increase exhaust air from the influent box to reduce odors inside the headworks. In addition, the existing biofilter which was installed in the original project in 1996 to reduce odors, has wood chip media that has degraded and is no longer functioning effectively. This type of odor control technology has a limited lifespan, typically ten to fifteen years. The project includes a new biofilter to replace the existing biofilter.

Bypass Pumping: Because the project will include extensive modifications to the influent channels to install new motorized gates and the bar screens, the preference is to perform the channel modifications and installation of the screens during dry weather when the flow through the Headworks can be bypassed. The project includes bypass pumping of all the influent flows around the Headworks during the dry season in summer of 2021. Removing the Headworks from service reduces the construction duration that would otherwise require constructing improvements one channel at a time, and associated risks in constructing improvements both while the facility is in operation, and during wet weather when influent flows can be unpredictable.

ECONOMIC IMPACT

Replacing the grinders with bar screens is part of an effort to modernize and upgrade existing facilities. The project will reduce operations and maintenance costs associated with repairing grinders and cleaning digesters. In addition, unplanned outages and staff time attending to issues related to accumulations of rags and wipes in the piping and pumping systems will be reduced. The community will enjoy the benefits of the project, including maintaining effective

treatment that provides environmental protection of the San Francisco Bay. In addition, the construction project will create some local economic activities, including the hiring of Hayward local residents as required in the Community Workforce Agreement.

FISCAL IMPACT

The FY 2019 through FY 2028 Capital Improvement Program (CIP) includes funding for the projects described in the Sewer Replacement Fund (Fund 611). The projects are described in the approved CIP as follows:

Fund	Project No.	Description	Budget
612	07567	WPCF Sludge Screening	\$ 4,030,000
611	07677	WPCF Biobeds Media Replacement	\$224,000
611	07619	WPCF Motorized Valve Actuators for Influent Gates	\$105,000
		Total	\$4,359,000

The breakdown for project costs is as follows:

Total Project Cost

Design and Engineering Services During Construction (Consultant)	\$ 1,071,028
Design Administration – City Staff	100,000
Construction Contract (Estimated)	6,830,000
Administrative Change Orders (Estimated)	550,000
Inspection and Testing (Estimated)	100,000
Total	\$8,651,028

The construction cost is an estimate. Should the construction cost exceed the funds currently allocated in the CIP, staff will request that additional funds be appropriated to cover the additional cost. Given that the project is scheduled to be awarded in June, ahead of FY 2021, staff will request that funds be appropriated from the fund balance at the time of the request, to award the construction project.

STRATEGIC ROADMAP

This agenda item does not relate to one of the Council’s Strategic Roadmap Initiatives.

SUSTAINABILITY FEATURES

This agenda item does not incorporate any sustainability features.

PUBLIC CONTACT

All project work will be within the WPCF boundary; therefore, no public contact is necessary for this project.

NEXT STEPS

The following schedule has been developed for this project:

Open Bids	June 2, 2020
Award of Construction Contract	June 23, 2020
Issue Notice to Proceed	July 20, 2020
Construction Completion	December 2021

The plans and specifications are ready now for call for bids. The estimated construction cost for the project is over \$1 million and therefore the construction contract will be subject to the Community Workforce Agreement. If the Covid-19 economic stimulus funds are available by the time the project is awarded, it would be an excellent candidate to apply for such funding.

Prepared by: Suzan England, Senior Utilities Engineer

Recommended by: Alex Ameri, Director of Public Works

Approved by:



Kelly McAdoo, City Manager

HAYWARD CITY COUNCIL

RESOLUTION NO. 20-

Introduced by Council Member _____

RESOLUTION APPROVING PLANS AND SPECIFICATIONS FOR THE WATER
POLLUTION CONTROL FACILITY (WPCF) HEADWORKS REHABILITATION
PROJECT, PROJECT NO. 07567 AND CALL FOR BIDS

WHEREAS, those certain plans and specifications for the Water Pollution Control Facility (WPCF) Headworks Bar Screens Project, Project No. 07567, on file in the office of the City Clerk, are hereby adopted as the plans and specifications for the project; and

WHEREAS, the City Clerk is hereby directed to cause a notice calling for bids for the required work and material to be made in the form and manner provided by law; and

WHEREAS, sealed bids therefor will be received by the City Clerk's office at City Hall, 777 B Street, Hayward, California 94541, up to the hour of 2:00 p.m. on Tuesday, June 02, 2020, and immediately thereafter publicly opened and declared by the City Clerk in Conference Room 2A, City Hall, Hayward, California.

NOW, THEREFORE, BE IT RESOLVED, that the City Council will consider a report on the bids at a regular meeting following the aforesaid opening and declaration of same.

IN COUNCIL, HAYWARD, CALIFORNIA _____, 2020

ADOPTED BY THE FOLLOWING VOTE:

AYES: COUNCIL MEMBERS:
MAYOR:

NOES: COUNCIL MEMBERS:

ABSTAIN: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

ATTEST: _____
City Clerk of the City of Hayward

APPROVED AS TO FORM:

City Attorney of the City of Hayward



CITY OF HAYWARD

Hayward City Hall
777 B Street
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File #: PH 20-021

DATE: April 28, 2020

TO: Mayor and City Council

FROM: Deputy City Manager

SUBJECT

Community Development Block Grant (CDBG) COVID-19 Emergency-Related Funding: Adopt a Resolution Authorizing the City Manager to Implement a Contingency Plan for Allocation and Expenditure of Up to \$1.47 Million in Available CDBG Funds for COVID-19 Emergency Expenditures; and Approving a Substantial Amendment to the CDBG FY 2020 Annual Action Plan

RECOMMENDATION

That the City Council adopts a resolution (Attachment II):

1. Authorizing the City Manager to implement a plan to allocate and expend up to \$1.47 million in available CDBG funds for COVID-19 emergency expenditures; and
2. Approving a Substantial Amendment to the CDBG FY 2020 Annual Action Plan.

SUMMARY

Since 1975, the City of Hayward has administered Community Development Block Grant (CDBG) funds received from the U.S. Department of Housing and Urban Development (HUD). The City submits an Annual Action Plan to HUD to detail the City's funding strategy for the CDBG Program. The City's Citizenship Participation Plan specifies that any changes to the year's funding allocations requires a Substantial Amendment.

The Coronavirus Aid, Relief, and Economic Security Act (CARES Act) allocates over two trillion in funds to respond to the COVID-19 pandemic at the federal, state, and local levels. In doing so, it makes available \$5 billion in supplemental CDBG funding for grants to prevent, prepare for, and respond to coronavirus (i.e. CDBG-CV). Additionally, the CARES Act provides CDBG grantees with flexibilities that make it easier to use CDBG-CV grants as well as FY 2020 and FY 2021 CDBG funds for coronavirus response and authorizes HUD to grant waivers and alternative requirements. Through the CARES Act, the City of Hayward is receiving an additional \$902,238 to address the COVID-19 crisis. Additionally, staff is proposing to amend the FY 2020 Action Plan to reallocate \$570,000 in non-committed funds from FY 2020, along with allocating the additional \$900,000 in CARES Act CDBG-CV funds for a total of \$1.47 million to address the COVID-19 crisis. The proposed allocations are as follows:

Table 1: Summary of CDBG funds

CDBG Project Category	Current Funding	Proposed CDBG COVID-19 Funding	Total Substantial Amendment Funding Amount
Administration & Planning	\$300,427		\$300,427
Acquisition, Disposition, Clearance & Relocation	\$571,365		\$0
Economic Development	\$339,999	\$50,000	\$389,999
Housing	\$300,000		\$300,000
Public Facilities & Infrastructure Improvements	\$440,000		\$440,000
Public Services	\$253,551		\$1,677,154
<i>CDBG-CV CARES Act funds</i>	<i>N/A</i>	\$902,238	\$902,238
<i>Uncommitted CDBG funds</i>	<i>N/A</i>	\$521,365	\$521,365
Total	\$2,205,342	\$1,473,603	\$3,107,580

Staff is not proposing to remove funding from any existing activities funded through the FY 2020 community agency funding process, or any proposed activities through the FY 2021 community agency funding process. Staff will be returning to Council on May 26, 2020 for a work session to discuss the FY 2021 community agency funding process.

ATTACHMENTS

Attachment I	Staff Report
Attachment II	Resolution
Attachment III	Draft Action Plan Amendment



DATE: April 28, 2020

TO: Mayor and City Council

FROM: Deputy City Manager

SUBJECT: Community Development Block Grant (CDBG) COVID-19 Emergency-Related Funding: Adopt a Resolution Authorizing the City Manager to Implement a Contingency Plan for Allocation and Expenditure of Up to \$1.47 Million in Available CDBG Funds for COVID-19 Emergency Expenditures; and Approving a Substantial Amendment to the CDBG FY 2020 Annual Action Plan

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Staff is not proposing to remove funding from any existing activities funded through the FY 2020 community agency funding process, or any proposed activities through the FY 2021 community agency funding process. Staff will be returning to Council on May 26, 2020 for a work session to discuss the FY 2021 community agency funding process.

BACKGROUND

Since 1975, the City of Hayward has administered CDBG funds received from HUD. The CDBG program annually provides formula “entitlement” grants to states and local governments with populations greater than 50,000, including Hayward.

On March 27, 2020, the President signed into law the CARES Act, allocating over \$2 trillion in relief to respond to the COVID-19 pandemic at the federal, state, and local levels. The CARES Act included additional CDBG-CV funds for CDBG entitlement communities and waived the 15% Public Services spending cap for FY 2020 and FY 2021 CDBG awards. Through the CARES Act, the City of Hayward is receiving an additional \$902,238 to address the COVID-19 crisis.

On March 31, 2020, HUD’s Office of Community Planning and Development (CPD) released a memorandum detailing the availability of waivers of CPD grant program and Consolidated Plan requirements to prevent the spread of COVID-19 and to mitigate the economic impacts of COVID-19. Through this guidance, HUD waived the 30-day public comment requirement for comments on substantial amendments to the Consolidated Plan, allowing jurisdictions to implement a five-day public comment period. HUD also waived the requirement that jurisdictions follow their Citizen Participation Plan and any extended comment periods they may contain.

Given the guidance from HUD and the waiver of public comment and participation requirements, the City of Hayward will notice a public comment period of two weeks, with a remote public hearing occurring in the middle of the comment period to access the additional CARES Act funds.

In light of the waived 15% spending cap on Public Services, staff is proposing to re-organize the projects as reported in the FY 2020 Annual Action Plan to allocate non-committed funds from the FY 2020 Acquisition, Disposition, Clearance, and Relocation project into the Public Services project. Re-organizing in this way creates a larger pool of funds to allocate toward Public Services, which will increase the City's ability to address the substantial need for supportive services, such as additional resources for homeless outreach and shelter providers, increased local pop-up food banks, and counseling and financial assistance for renters and homeowners hit the hardest by COVID-19. To further support these efforts, staff is proposing to allocate all the additional CDBG-CV funds made available in the CARES Act to the Public Services and Economic Development projects. Thus, in total, \$1.5 million will be allocated to local community agencies, City-operated shelters, and small businesses to respond to the COVID-19 crisis in a thoughtful, coordinated, and timely manner.

FY 2021 Community Agency Funding Process and Annual Action Plan

Annually, the City funds approximately \$1.5 million in social programs that serve the most vulnerable populations within the City through a combination of federally awarded CDBG funds and allocations from the City's General Fund. As the advisory body to the Hayward City Council on community service issues, the Community Services Commissions (CSC) makes recommendations to Council regarding the distribution of CDBG and General Fund social services.

In January, the Chair of the CSC appointed CSC members to three Application Review Committees (ARCs) that reviewed and interviewed applicants for CDBG and General Fund funds. The ARCs reviewed the following three funding categories: Infrastructure and Economic Development (CDBG); Arts & Music (General Fund); and Public/Social Services (CDBG/General Fund).

On February 19, 2020¹, the CSC met and reviewed the preliminary draft recommendations made by each ARC. The CSC heard public comment and initiated a 30-day public comment period for community members to submit feedback on the recommendations to the City and CSC. The CSC met again on March 18, 2020², two days after the Governor's first shelter in place order for six Bay Area counties, including Alameda County. Through their teleconference, the CSC discussed the need to ensure that agencies serving those who are most at-risk of contracting COVID-19, particularly homeless individuals and families, are

¹ February 19, 2020, Staff Report and Attachments:

<https://hayward.legistar.com/MeetingDetail.aspx?ID=763056&GUID=915D9BA1-DB7A-4F6B-96CA-3F2E473FEDBA&Options=info&Search=>

² March 18, 2020, Staff Report and Attachments:

<https://hayward.legistar.com/MeetingDetail.aspx?ID=769058&GUID=27E7F955-2F92-4C1D-A32C-BD460460FA55&Options=&Search=>

given adequate funds to meet increased service demand. They directed staff to focus any additional allocation of funds beyond their existing recommendations on services that promote food security and support those who are unstably housed or homeless, which is reflected in staff's recommended allocation of the CDBG-CV funds.

Each year, staff aligns the Community Agency Funding Process with the Annual Action Plan development process. This year, the City is required to create a five-year Consolidated Plan for FY 2021-2025 in addition to the Annual Action Plan, which will be the first action plan of the new five-year period. As the City is also part of the Alameda County HOME Consortium, staff mirrors the development of the City's plans with the County's plans and timeline. The County has opted to apply the CPD waiver of the 30-day public comment period and will be implementing the minimum five-day comment period; therefore, the originally scheduled agenda items in April were adjusted to the following dates:

- Work Session: May 26, 2020
- Public Hearing: June 23, 2020

At those sessions, staff will bring more information on the updated five-year plan and the CSC's recommended funding allocations as part of the regular Community Agency Funding process. The current item addresses the allocation of the separate emergency relief funding, which staff recommends allocating in line with recommendations made by the CSC on March 18, 2020.

DISCUSSION

Available CDBG Funds for Responding to COVID-19

This item focuses on allocating the following available funds:

1. **FY 2020 Uncommitted CDBG funds:** The FY 2020 Annual Action Plan includes \$571,365 for the Acquisition, Disposition, Clearance, and Relocation project. As of April 1, 2020, these funds are not yet committed to any specific activities. As the recent CPD guidance has waived the 15% spending cap on public services, these funds can now be reallocated to the Public Services project for new activities in response to the COVID-19 pandemic.
2. **CARES Act CDBG-CV funds:** The CARES Act allocates \$5 billion to states and CDBG grantees. Of those \$5 billion, \$2 billion have been allocated to current recipients. Hayward received \$902,238 to allocate to new activities. These funds are also exempt from the 15% spending cap on public services. Staff recommends spending these funds on the Public Services and Economic Development projects.

New Public Services and Economic Development activities will include: increasing the capacity of local food banks; providing counseling and financial assistance to renters and homeowners; increasing homeless outreach and shelter services; providing childcare services for essential employees whose children are not in school; increasing referral and

information services; providing legal assistance for vulnerable residents; and providing grants to micro-enterprises to help recover from the economic impacts of COVID-19.

TABLE 2: PROPOSED ALLOCATION OF AVAILABLE CDBG FUNDS

CDBG PROJECT CATEGORY	CURRENT FUNDING	PROPOSED CDBG COVID-19 FUNDING	TOTAL SUBSTANTIAL AMENDMENT FUNDING AMOUNT
Administration & Planning	\$300,427		\$300,427
Acquisition, Disposition, Clearance & Relocation	\$571,365		\$0
Economic Development	\$339,999	\$50,000	\$389,999
Housing	\$300,000		\$300,000
Public Facilities & Infrastructure Improvements	\$440,000		\$440,000
Public Services	\$253,551		\$1,677,154
<i>CDBG-CV CARES Act funds</i>	<i>N/A</i>	<i>\$902,238</i>	<i>\$902,238</i>
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Total	\$2,205,342	\$1,473,603	\$3,107,580

Community Services Commission Input

Using the CSC's guidance to emphasize services that provide resources for homeless and unstably housed residents and promote food security, staff recommends allocating up to \$1.5 million in available unobligated CDBG funds toward a number of potentially CDBG-eligible projects, broadly described in Table 3.

The proposed activities align with CSC guidance to focus on services that support individuals and families who are homeless or unstably housed and promote food security. Planned activities include: a \$50,000 allocation to a local non-profit to provide meals to home bound seniors; \$600,000 to another local non-profit to provide up to \$2,500 in one-time rental assistance to low-income residents through direct payments to landlords on behalf of the City for its Rental Relief Program; and \$135,000 to local shelters and/or the City of Hayward-operated shelter services for increased outreach and service provision. Staff are in the process of evaluating ways to expend the remaining flexible funds, including support to the City's Navigation Center, and providing additional support to the Winter Warming Shelter.

TABLE 3: PROPOSED CDBG FUNDING ALLOCATION BY PLANNED ACTIVITY

No.	PROJECT	PLANNED ACTIVITIES	SUBSTANTIAL AMENDMENT FUNDING
1	Public Services	Local food banks for low-income and senior Hayward residents	\$180,000
2	Public Services	Counseling and financial assistance to renters and homeowners	\$675,000
3	Public Services	Homeless outreach and shelter services	\$475,000
4	Public Services	Childcare services for essential employees	\$40,000
5	Public Services	Referral and information services	\$25,000
6	Public Services	Legal assistance for vulnerable residents	\$25,000
7	Economic Development	Grants to micro-enterprises to promote economic recovery from COVID-19	\$50,000
Total			\$1,470,00

Timeliness

On an annual basis, CDBG grantees must demonstrate that they are carrying out their funded programs in a timely manner. Sixty days prior to the end of the program year, the grantee must have a CDBG credit balance no greater than one and one-half (1.5) the grantee's remaining line of credit. The City of Hayward's program year aligns with the City's fiscal year; therefore, Hayward's timeliness test occurs on May 2, 2020. As of April 1, 2020, Hayward's timeliness ratio is 1.37, meeting the criterion for timely expenditure of funds. While the increased allocation from the CARES Act will increase this ratio, staff expects the funds to arrive after the 60-day timeliness test mark so the test will not be impacted.

ECONOMIC IMPACT

There will be positive economic impacts on the low-income communities served by the planned activities specified above.

STRATEGIC ROADMAP

This agenda item supports the Strategic Priorities of Preserve, Protect, and Produce Housing; Grow the Economy; and Support Quality of Life. It is not specifically related to a project identified in the Strategic Roadmap. Staff is bringing forth this item in response to the federal government's recent allocation of additional CDBG funds through the CARES Act in response to the COVID-19 pandemic. Staff will include this item in the next bi-annual update to Council on the Strategic Roadmap.

FISCAL IMPACT

The City has contacted HUD and is making an effort to have funds advanced for this program. If HUD is unwilling to advance the funds, the City plans to advance \$250,000 from the General Fund that will be reimbursed once the CDBG funds are received from HUD. Either option will have no negative impact on the General Fund.

PUBLIC CONTACT

Staff published a draft Substantial Amendment on April 21, 2020 and opened a fourteen-day public comment period lasting through May 5, 2020. Staff received direction on how to allocate additional community agency funding at the Community Services Commission held on March 18, 2020. Staff welcomes additional public comment by May 5, 2020 and will incorporate any comments received into the final draft of the Substantial Amendment.

NEXT STEPS

Staff will incorporate any comments received from the public hearing as well as from the public comment period into the final draft of the Substantial Amendment and will submit the amendment to HUD no later than May 11, 2020. Staff will report back to City Council in June 2020 on the status of the City's CDBG funds.

Prepared by: Amy Cole-Bloom, Management Analyst
Monica Davis, Community Services Manager

Recommended by: Jennifer Ott, Deputy City Manager

Approved by:



Kelly McAdoo, City Manager

HAYWARD CITY COUNCIL

RESOLUTION NO. 20-_____

Introduced by Council Member _____

RESOLUTION AUTHORIZING THE CITY MANAGER TO AMEND THE FISCAL
YEAR 2020 ANNUAL ACTION PLAN TO ALLOCATE \$1.47 MILLION IN
UNEXPENDED COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDS

WHEREAS, the Housing and Community Development Act of 1974 makes funds available to qualified cities for certain community development activities, and the City of Hayward is a qualified by entitlement to receive such funds pursuant to said act; and

WHEREAS, the City Council has considered public testimony and the FY 2020 CDBG Program and previously approved the Annual Action Plan; and

WHEREAS, the federal government has allocated an additional \$902,238 of CDBG funds to the City of Hayward through the Coronavirus Aid, Relief and Economic Security (CARES) Act; and

WHEREAS, the City Council has considered a Plan for Allocation and Expenditure of Available CDBG Funds in the amount of up to \$1,470,000 to implement grants for Public Facilities and Infrastructure Improvements projects; Acquisition, Disposition, Clearance, and Relocation projects; Administrative and Planning projects; and Public Services projects.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Hayward hereby approves the aforesaid Contingency Plan for Allocation and Expenditure of Available CDBG Funds.

BE IT FURTHER RESOLVED that the City Council of the City of Hayward authorizes the City Manager to be specifically authorized to approve final CDBG funding allocations.

IN COUNCIL, HAYWARD, CALIFORNIA _____, 2020

ADOPTED BY THE FOLLOWING VOTE:

AYES: COUNCIL MEMBERS:
 MAYOR:

NOES: COUNCIL MEMBERS:

ABSTAIN: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

ATTEST: _____
 City Clerk of the City of Hayward

APPROVED AS TO FORM:

City Attorney of the City of Hayward



AMENDED ANNUAL ACTION PLAN

City of Hayward, Program Year 2019

Public Information Summary

City of Hayward Substantial Amendment to the FY 19-20 Action Plan

BACKGROUND

The Community Development Block Grant (CDBG) Program is funded through entitlement funds the City receives from the U.S. Department of Housing and Urban Development (HUD). The City submits an Annual Action Plan to HUD to detail the City's funding strategy for the CDBG Program. These Annual Action Plans constitute the City's Five-Year Consolidated Plan and are developed through significant public input and evaluation.

The City's Citizen Participation Plan describes the efforts that the city will take to encourage its residents to participate in developing these plans. It also provides for public process when a "substantial amendment" to the Annual Action Plan is proposed. The following changes constitute a substantial amendment and require public notice as described in the Citizen Participation Plan:

- Funding of a new activity not previously described in the Action Plan
- Changes are proposed in the use of CDBG funds from one activity to another
- Changes are proposed in the use of unallocated CDBG funds to an existing or new activity

On March 31, 2020, HUD's Office of Community Planning and Development (CPD) released a memorandum detailing the availability of waivers of CPD grant program and Consolidated Plan requirements to prevent the spread of COVID-19 and to mitigate the economic impacts of COVID-19. Through this guidance, HUD waived the 30-day public comment requirement for comments on substantial amendments to the Consolidated Plan, allowing jurisdictions to implement a five-day public comment period. HUD also waived the requirement that jurisdictions follow their Citizen Participation Plan and any extended comment periods they may contain.

Given the guidance from HUD and the waiver of public comment and participation requirements, the City of Hayward will notice a public comment period of two weeks, with a remote public hearing occurring in the middle of the comment period.

PROPOSED SUBSTANTIAL AMENDMENT

On March 27, 2020, the President signed into law the CARES Act, allocating over two trillion funds in relief to respond to the COVID-19 pandemic at federal, state, and local levels. The CARES Act included additional funds for CDBG entitlement communities and waived the 15% Public Services spending cap for the current and subsequent program year. Through the CARES Act, the City of Hayward received an additional \$902,238 to address the COVID-19 crisis.

The City is proposing to amend the FY 19-20 Action Plan to a) reallocate non-committed funds and b) allocate additional CARES Act funds to address the COVID-19 as follows:

Table 1: Anticipated Resources

Anticipated Resources	Annual Action Plan Funding Amount	Substantial Amendment Funding Amount
Annual Allocation	\$1,502,138	\$1,502,138
Program Income	\$188,205	\$188,205
CARES Act Allocation	N/A	\$902,238
Prior Year Resources	\$515,000	\$515,000
Total:	\$2,205,343	\$3,107,580

Given the waived 15% spending cap on Public Services, the City is proposing to re-organize the projects as reported in the 2019 Annual Action Plan to allocate non-committed funds from the PY19 Acquisition, Disposition, Clearance, and Relocation project into the Public Services project. Additionally, the City is proposing to allocate all the additional CDBG funds made available in the CARES Act to the Public Services and Economic Development projects. The City is not proposing to remove funding from any existing activities.

The City is proposing to use the anticipated resources listed (**Table 1.1**) for the following project categories:

Table 2.1

No.	Anticipated Resources by Project Category	2019 Annual Plan Funding	Substantial Amendment Funding Amount
1.	Administration & Planning	\$300,427	\$300,427
2.	Acquisition, Disposition, Clearance & Relocation	\$571,365	\$0
3.	Economic Development	\$339,999	\$389,999
4.	Housing	\$300,000	\$300,000
5.	Public Facilities & Infrastructure Improvements	\$440,000	\$440,000
6.	Public Services	\$253,551	\$1,677,154
	Total	\$2,205,342	\$3,107,580

The following planned activities are proposed under the project categories (Table 2.2).

Table 2.2: Planned Activities

No.	Project	Planned Activities (including but not limited to)	Substantial Amendment Funding Amount
1.	Administration & Planning	Administration for CDBG program delivery including planning costs.	\$300,427
2.	Acquisition, Disposition, Clearance & Relocation	No activities planned for this project, as all funds were not committed and, through the amendment process, will be moved to the Public Services project.	\$0
3.	Economic Development	Micro-enterprise assistance.	\$389,999
4.	Housing	Housing rehabilitation work, targeted code correction activities, and seismic retrofit program.	\$300,000
5.	Public Facilities & Infrastructure Improvements	Facility and infrastructure improvements for health facilities and parks and recreation facilities	\$440,000
6.	Public Services	Housing navigation services to unsheltered residents, academic support for low-income residents, job training programs, fair-housing services, and services intended to support those most vulnerable to the effects and impacts of COVID-19.	\$1,677,154
	Total		\$3,107,580

PUBLIC COMMENT PROCESS

The 14-day public comment period was initiated on Wednesday, April 21, 2020. A Public Hearing will take place beginning at 7 p.m. on Tuesday, April 28, 2020 in the City Council Chamber, Hayward City Hall, and attendance online is available at <https://hayward.legistar.com/Calendar.aspx>. Citizens may also provide comments to the City's Community Services Division via e-mail at amy.cole@hayward-ca.gov or in writing to:

City of Hayward
Office of the City Manager, Community Services Division
Attn: Amy Cole
777 B Street, 4th Floor
Hayward, CA 94541

Executive Summary

AP-05 Executive Summary - 91.200(c), 91.220(b)

1. Introduction

The FY 2019-2020 Annual Action Plan outlines proposed housing and community development objectives, activities, and budget in the City of Hayward. The plan includes information regarding federal, state, and local funding resources, a description of each activity to be implemented, and other actions that the City will take to address barriers to affordable housing, support anti-poverty strategies, and facilitate fair housing. **This Plan represents covers the period of July 1, 2019 through June 30, 2020.**

The FY 2015-2019 Consolidated Plan is a comprehensive review of the City's housing and community development characteristics and needs, an inventory of resources available to meet those needs, a five-year strategy for the use of those resources, and a one-year Action Plan (updated annually) that presents specific activities in which to implement the strategy.

The City's FY 2019-2020 Community Development Block Grant (CDBG) entitlement grant from the US Department of Housing and Urban Development (HUD) is \$1,502,138.

In preparing the proposed CDBG program budget, the following were considered: housing and community development priorities, the FY 2015-2019 Consolidated Plan, and CDBG eligibility criteria. The City is proposing to allocate CDBG funds towards the following eligible activities:

- Program Administration (20%)
- Acquisition, Disposition, Clearance, and Relocation
- Public Facilities and Infrastructure Improvements
- Housing
- Economic Development
- Public Services (15%)

Activities will benefit low and moderate-income individuals and households.

On March 27, 2020, the President signed into law the CARES Act, allocating over two trillion funds in relief to respond to the COVID-19 pandemic at federal, state, and local levels. The CARES Act included additional funds for CDBG entitlement communities and waived the 15% Public Services spending cap for the current and subsequent program year. Through the CARES Act, the City of Hayward received an additional \$902,238 to address the COVID-19 crisis.

2. Summarize the objectives and outcomes identified in the Plan

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis, or the strategic plan.

CDBG-funded activities are proposed to address the following priorities in FY 2019-2020: Affordable Housing, Homelessness Prevention, Public Facilities and Improvements, and Community and Economic Development. Affordable Housing programs will preserve existing affordable rental and ownership housing for low and moderate-income households and reduce housing discrimination. Homelessness Prevention activities funded with CDBG, HOME and general funds will support countywide strategies to end homelessness by funding the coordination and operations of permanent supportive housing, emergency shelters, transitional housing, and housing-related support services programs. Public Facilities and Improvements include the rehabilitation of sites or properties located in low-income census tracts and that serve low-income individuals and families. Economic Development programs will increase the number of permanent jobs available to low-income residents by offering training opportunities and job placement, as well as support businesses located in low-income census tracts.

3. Evaluation of past performance

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

The City regularly monitors progress on activities carried out in the Annual Action Plan to ensure compliance with program requirements. Evaluation takes place during the application and funding process, and after sub-grantee contracting has been executed. Agreements with sub-recipients and Memoranda of Understandings (MOUs) with other public agencies or internal departments set clear performance measures, reporting procedures, timeliness, and budgets against which goals are measured. City staff regularly monitor compliance with contracting requirements and performance goals through the implementation and review of quarterly performance reports, monthly reimbursement requests, and annual desk and on-site monitoring. City staff provide feedback to sub-grantees regarding areas of concern, and findings where corrective action or improvements are required. The City publishes an Annual Performance Report, aggregating data to analyze progress towards goals, cost effectiveness, community impact, and compliance with regulations. Additional Monitoring Standards and Procedures are outlined in the Alameda County HOME Consortium-wide Consolidated Plan. Contracting standards and policies and procedures can also be found in the City's CDBG Policies and Procedures Manual. Information obtained from all the evaluation and monitoring efforts is used to assist in the determination of which projects to allocate CDBG funds.

4. Summary of Citizen Participation Process and consultation process

Summary from citizen participation section of plan.

City staff lead the preparation, implementation, and evaluation of the Consolidated and Action Plans, related reports, and citizen participation and consultation processes. City staff coordinate housing and community development activities, which includes administration of the CDBG, Social Services, Paratransit, and the Housing Rehabilitation Program. All programs are administered through one competitive grant application process. City staff review grant applications to ensure that CDBG eligibility and national objective criteria are addressed and to categorize proposals into the appropriate funding source category.

The City's Community Services Commission (CSC) further reviews each grant proposal for merit, impact, and cost-effectiveness. The CSC is a seventeen-member entity appointed by City Council, with the primary responsibilities of reviewing proposals and establishing funding recommendations for consideration by council. The CSC represents the larger Hayward community, with the only eligibility requirement to serve being residency within Hayward city limits. The CSC, therefore, serves a key role in the CDBG Citizen Participation Plan process. All CSC meetings are open to the public and other stakeholders are welcome to offer public comments for consideration during the City's grant funding cycle. A formal public hearing is held in front of City Council regarding the funding recommendations and the Annual Action Plan.

City Council receives funding recommendations from the CSC, with additional in-depth information from staff, and discusses the proposal at a public Work Session. A formal Public Hearing is conducted two weeks to four weeks later, in which members of the public can address City Council regarding the CDBG funding recommendations. Ultimately, City Council has the final determination in authorizing CDBG grant awards at the local level.

The City consults with neighboring jurisdictions, public agencies, members of the public, and aligns with other strategic planning efforts when establishing local priorities. Finally, as a member of the Alameda County HOME Consortium, the City also participates in the Consortium's Citizen Participation Plan process.

5. Summary of public comments

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

Each public meeting convened by City Council or the CSC opens with an agendaized Public Comments section to provide an opportunity for members of the public to address the Commission and City Council, and to comment on the funding process and recommendations.

From February 20, 2019 through March 20, 2019, the Public Comment period for CDBG funding recommendations was in effect. During this public comment period, public comments were submitted to the CSC and/or City staff via e-mail, phone, or at the February 20, 2019 and the March 20, 2019 CSC meetings. During this time, the following comments were made:

The following organizations submitted a statement of thanks:

- Jayanti Addleman, City of Hayward Library

A representative of A-1 Housing had follow-up questions regarding non-funding of A-1 Housing during the funding process. A representative of the Eden Youth and Family Center had follow-up questions about the general funding process.

A second 30-day public comment period was initiated on Friday, May 10, 2019 and closed on June 10, 2019. A Public Hearing was held on Tuesday, May 14, 2019 in the City Council Chamber, Hayward City Hall. Citizens were invited to provide comments to the City's Community Services Division via email or in writing. During this time, the following comments were made:

The following organizations submitted a statement of thanks:

- Davida Scott, Hayward Adult School
- Amanda Olson, Downtown Streets, Inc.
- Angie Watson-Hajjem, ECHO Housing

Suzanne Luther, Claire Dugan, and Ron Myers expressed dissatisfaction at funding Abode Services Depot Road Micro Apartments with CDBG funds.

Public comments received at the April 28th City Council Meeting will be included in this report later, if they are made at that meeting.

6. Summary of comments or views not accepted and the reasons for not accepting them

During the FY 2019-2020 funding process no comments have been rejected.

7. Summary

This Annual Action Plan and FY 2019-2020 proposed projects are consistent with the City of Hayward Council Priorities and meets HUD National Objectives.

PR-05 Lead & Responsible Agencies - 91.200(b)**1. Agency/entity responsible for preparing/administering the Consolidated Plan**

The following are the agencies/entities responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
Lead Agency	HAYWARD	
CDBG Administrator	HAYWARD	Community Services Division
HOPWA Administrator		
HOME Administrator	HAYWARD	Department of Housing and Community Development
HOPWA-C Administrator		

Table 2 – Responsible Agencies**Narrative**

The City of Hayward is an entitlement jurisdiction which receives CDBG funds directly from HUD. To be eligible for HOME funds, Hayward is also a member of the Alameda County HOME Consortium, which is led by the Alameda County Department of Housing and Community Development. The Consolidated Plan is prepared by City staff utilizing local engagement efforts and community feedback. The local process is conducted in collaboration with the County and other partner jurisdictions within the HOME Consortium. While the local process identifies needs specific to Hayward, regional input is considered to share resources and collectively identify gaps in service delivery. City staff is responsible for the administration and implementation of CDBG funds, while the County is responsible for the administration of HOME funds.

Consolidated Plan Public Contact Information

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AP-10 Consultation - 91.100, 91.200(b), 91.215(l)**1. Introduction**

The City of Hayward is active in the Alameda County HOME Consortium. Alameda County has a history of collaborative efforts focused at the consumer or provider level; the EveryOne Home Plan also looks at coordination at the systems level. The creation of this integrated, regional response offers several measurable, outcome-oriented alternatives, including:

1. Increased efficiency and effectiveness of local and regional housing and supportive service programs through sharing of information, planning, clients, resources, and responsibility across the multiple systems that must work together to address common issues.
2. More coordination of government and philanthropic funding. National research has demonstrated that an integrated approach to long-term homelessness can significantly reduce overall expenditures. An example of the collaborative efforts undergone in Alameda County was the Homelessness Prevention and Rapid Re-Housing Program (HPRP) county-wide collaborative.
3. Increased local capacity to attract competitive grants from federal, state, and philanthropic sources that can augment existing housing and service systems and support the replication of emerging promising practice models.
4. Increased public interest and support for creative solutions to homelessness, excitement about and involvement in regional efforts, and willingness to support the creation of a new local or regional revenue stream. For more detailed information please refer to the Alameda County EveryOne Home Plan at www.everyonehome.org.

Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health, and service agencies (91.215(l)).

The City of Hayward works with several housing providers and health service agencies. We fund several housing and health providers through subrecipient grants, including St. Rose Hospital, Tri-Valley Health Center and Tiburcio Vasquez Health Center. The City is in partnership with Tiburcio Vasquez Health Center for a one-of-a-kind collaboration Fire House Clinic in the underserved area of South Hayward. Over the next few years we will be working with La Familia Counseling services to construct and develop programming for the South Hayward Family Center.

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.

In December 2006, City Council adopted the Alameda Countywide Homeless and Special Needs Housing Plan, also known as the EveryOne Home Plan. This is a long-term special needs housing plan which seeks to address the housing-related needs of persons with serious mental illness, those living with HIV/AIDS, and those who are homeless. The EveryOne Home Plan reflects an increased recognition among healthcare and services agencies throughout Alameda County that affordable housing is crucial to the achievement of public and mental health program outcomes. Without stable, decent, and affordable housing, efforts to promote mental health and the physical wellbeing of low-income populations in the County are compromised. In January 2008, EveryOne Home became the backbone organization of the Alameda Countywide Continuum of Care, with governmental entities collectively funding operations and serving on its strategic Leadership Board.

The City of Hayward is well represented within the EveryOne Home leadership committee and City of Hayward Community Services staff serve on several Continuum of Care (CoC) subcommittees. The CSC, which make funding recommendations to Council, regularly received updates and reports regarding CoC activities and successes, and utilizes this information and best practices to make their recommendations. City of Hayward staff and leadership assist in the coordination, planning, and participate in the biennial Point-In-Time (PIT) Count which provides data necessary to formulate strategies to address homelessness. For the 2019 PIT, Hayward provided additional funding to EveryOne Home to receive enhanced, in-depth data regarding homeless populations.

Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS

The City is not an entitlement Emergency Solutions Grant (ESG) grantee. The City works in collaboration with the local CoC to determine the need for local funds and offers Certifications of Local Need for ESG applicants within City limits. The City consults with the Continuum of Care to develop performance standards and evaluate the outcomes of projects and activities funded with CDBG in alignment with ESG goals. The City of Hayward utilizes the Alameda County Priority Home Partnership ESG Policies and Procedures Manual, which covers policies and procedures for all ESG recipients and sub-recipients operating programs within Alameda County.

The City also works with EveryOne Home regarding the operation and administration of HMIS. City staff, in their roles as committee members, have assisted in the development of an RFP for new HMIS software to better serve our continuum and enhance the roll out of Coordinated Entry. The new HMIS system will be a comprehensive health and housing data solutions and an integral part component of a collective impact effort to ensure all individuals living in Hayward have safe, healthy, and affordable housing.

2. Agencies, groups, organizations, and others who participated in the process and consultations

Table 3 – Agencies, groups, organizations who participated

1	Agency/Group/Organization	ALAMEDA COUNTY HOUSING & COMMUNITY DEVELOPMENT
	Agency/Group/Organization Type	Other government - County
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	On site visits and meetings. Anticipated improved coordination of financial resources and alignment of goals. Improved understanding of housing and homeless needs and overall needs of the county. Partnered with Alameda County to implement a winter warming shelter in Hayward using General Fund local dollars
2	Agency/Group/Organization	Alameda County Everyone HOME
	Agency/Group/Organization Type	Regional organization
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	On site meetings. Anticipated improved coordination of financial resources and alignment of goals. Improved understanding of homelessness issues and resources across Alameda County. Development of local policy and practices
3	Agency/Group/Organization	COMMUNITY RESOURCES FOR INDEPENDENT LIVING
	Agency/Group/Organization Type	Housing Services-Elderly Persons Services-Persons with Disabilities Services-Employment Service-Fair Housing
	What section of the Plan was addressed by Consultation?	Public Housing Needs Non-Homeless Special Needs Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	On site meetings. Anticipated improved coordination of financial resources and alignment of goals. Improved understanding of issues and immediate needs of individuals living with disabilities.
4	Agency/Group/Organization	Abode Services
	Agency/Group/Organization Type	Housing Services-homeless

	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	On site visits and meetings. Anticipated improved coordination of financial resources and alignment of goals. Improved understanding of issues and immediate needs of chronically homeless individuals. Assist in the development of policies and practices. Development of affordable housing opportunities.
5	Agency/Group/Organization	FAMILY EMERGENCY SHELTER COALITION
	Agency/Group/Organization Type	Housing Services - Housing Services-Children Services-Victims of Domestic Violence Services-homeless Services-Employment Services - Victims
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Families with children Homelessness Needs - Unaccompanied youth Homelessness Strategy Anti-poverty Strategy

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	On site visits and meetings. Anticipated improved coordination of financial resources and alignment of goals. Improved understanding of issues and immediate needs domestic violence victims and homeless families.
6	Agency/Group/Organization	Ruby's Place
	Agency/Group/Organization Type	Housing Services - Housing Services-Victims of Domestic Violence Services-homeless Services-Employment Services - Victims
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Families with children Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	On site visits and meetings. Anticipated improved coordination of financial resources and alignment of goals. Improved understanding of issues and immediate needs domestic violence victims and homeless families.
7	Agency/Group/Organization	Economic Development Division - City of hayward
	Agency/Group/Organization Type	Other government - Local Business Leaders Civic Leaders Grantee Department

	What section of the Plan was addressed by Consultation?	Housing Need Assessment Market Analysis Economic Development Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Meetings with Economic Development staff and meetings between Economic Development and business leaders. Anticipated improved coordination of financial resources and alignment of goals. Improved understanding of issues and immediate needs of the business community. Coordination on the development of a cohesive ED plan that considers low-income residents and creates economic opportunities for all.
8	Agency/Group/Organization	Hayward Library & Community Services
	Agency/Group/Organization Type	Services-Children Services-Education Other government - Local Grantee Department
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Meetings between Education Services staff and Community Services staff. Work with the Hayward Library based Family education program for anticipated improved coordination of financial resources and alignment of goals towards full adult literacy and educational support of Hayward youth.
9	Agency/Group/Organization	Community Child Care Council (4-Cs) of Alameda County
	Agency/Group/Organization Type	Services-Children Services-Employment

	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs Economic Development Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Meetings and site visits between staff. Anticipated improved coordination of financial resources and alignment of goals. Improved understanding of issues and immediate needs low-income residents working towards developing their own micro-enterprise, as well as childcare needs of local families seeking to improve their economic opportunities.
10	Agency/Group/Organization	Development Services Dept- City of Hayward
	Agency/Group/Organization Type	Housing Services - Housing Services-homeless Other government - Local Planning organization Grantee Department
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Market Analysis Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Meeting between staffers in each department. Anticipated improved coordination of financial resources and alignment of goals. Improved understanding of issues and needs surrounding housing development and planning. Coordination on development and implementation of Accessory Dwelling Unit program, and well as coordination between Housing Rehabilitation Program and the Codes Enforcement Division

11	Agency/Group/Organization	EDEN COUNCIL FOR HOPE AND OPPORTUNITY
	Agency/Group/Organization Type	Housing Services - Housing Services-Persons with Disabilities Services-homeless Service-Fair Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Non-Homeless Special Needs Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Meetings and on-site visits. Anticipated improved coordination of financial resources and alignment of goals. Improved understanding of issues and immediate needs of low-income renters in Hayward. Assistance in development of policies and Fair Housing practices.
12	Agency/Group/Organization	HAYWARD UNIFIED SCHOOL DISTRICT
	Agency/Group/Organization Type	Services-Education Other government - Local
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs Anti-poverty Strategy

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Regular meetings with staff regarding programming and development of educational opportunities that can create economic opportunities. Anticipated improved coordination of financial resources and alignment of goals. Improved understanding of issues and immediate needs of Hayward students and their families.
13	Agency/Group/Organization	St. Rose Hospital Foundation
	Agency/Group/Organization Type	Services-Health Services-Education Services-Employment Health Agency Publicly Funded Institution/System of Care Business Leaders Civic Leaders Foundation
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs Economic Development Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	St Rose Hospital is unique in that not only is a health organization providing medical services, but educational and economic opportunities through their foundation-based programs for students. Regular meetings, calls and visits by staff will lead to anticipated improved coordination of financial resources and alignment of goals. Improved understanding of issues and immediate needs of Hayward residents accessing healthcare, as well as local students seeking to enter the healthcare industry.

14	Agency/Group/Organization	LA FAMILIA COUNSELING CENTER
	Agency/Group/Organization Type	Services-Children Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-Victims of Domestic Violence Services-Health Health Agency
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Meetings with staff with anticipated improved coordination of financial resources and alignment of goals. Improved understanding of issues and immediate needs of residents as it relates to mental health counseling services, as well as other medical services. Coordination regarding the development of the South Hayward Family Center which will include comprehensive, low-cost counselling services in a culturally sensitive manner.

Identify any Agency Types not consulted and provide rationale for not consulting

None

Other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	EveryOne Home	Homeless services, homelessness prevention, and homeless special needs.

Table 4 - Other local / regional / federal planning efforts

AP-12 Participation - 91.401, 91.105, 91.200(c)

1. Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting

The City's Citizen Participation Plan seeks to involve all City residents including low and moderate-income persons, persons living in blighted areas, minority populations, non-English speakers, residents of areas where a significant amount of federally-funded activity is proposed, seniors, people with disabilities, the business community, and civic groups. The Citizen Participation Plan provides opportunities for citizen engagement related to CDBG, HOME, and other HUD funded programs. The plan also provides information regarding annual performance reports and HUD-related issues. Goals of the plan are to:

- Provide residents with adequate and timely information about the range of activities that may be undertaken through HUD-funded programs, the kinds of activities previously funded in the community, the level of funding available to carry out these activities, and an estimate of the amount of funds that will benefit low and moderate-income persons;
- Provide an appropriate means to ensure the involvement of low and moderate-income residents most likely to be affected by HUD-funded programs, and to provide reasonable efforts to ensure continuity of involvement of residents or resident organizations throughout all stages of the program;
- Provide residents with an adequate opportunity to articulate needs, express preferences about proposed activities, assist in the selection of priorities, and the development of the plans, applications, and reports; and
- Provide residents with the opportunity to assess and submit comments on all aspects of the HUD funded programs and their performance.

The Community Services Commission (CSC) is the primary conduit for resident participation in all phases of the CDBG program and other HUD-funded programs. The CSC advises City Council regarding the identification of housing and community development needs, setting priorities, making recommendations concerning the annual allocation of CDBG and other HUD funds, and amending Annual Action Plans as necessary. CSC members must be Hayward residents and are appointed by City Council. Citizens may submit comments, complaints, suggestions, or questions by letter, facsimile, telephone, email, or in person regarding any aspect of any HUD-funded program. Written comments should be sent to the following address: Community Services Division, 777 B Street, Hayward, CA 94541. All written complaints will be answered in writing within 15 working days.

Notices regarding all public meetings and hearings are sent out to an "Interested Parties" email list at least 72 hours prior to the meeting, and at least 15 days prior to Public Hearings. The interested parties list incorporates civic and business leaders, nonprofits, members of the community, elected officials,

applicants for funding, and commissioners among others. Interpretive and adaptive services and accommodations are available upon request for all meetings and hearings.

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Public Meeting	Non-English Speaking - Specify other language: Spanish Non-targeted/broad community	CSC Commissioners, City Staff, Members of the Public	NA	None	https://hayward.legistar.com/LegislationDetail.aspx?ID=3677710&GUID=62E6177D-D4D6-4B56-B901-1D19A386F364&Options=&Search=
2	Newspaper Ad	Non-English Speaking - Specify other language: Spanish Non-targeted/broad community Also emailed to Interested Parties and commissioners	NA - newspaper legal notice	None	None	https://www.capublicnotice.com/Details.aspx?SID=sqpfr3dky5nsisp1zmt4hf&ID=494

3	Public Meeting	Non-targeted/broad community	CSC Commissioners , City Staff, Members of the Public	None	None	https://hayward.legistar.com/MeetingDetail.aspx?ID=593203&GUID=A9B31725-BE05-4112-A728-3B051EDC9B5D&Options=&Search=
4	Bidder's Conference	Non-English Speaking - Specify other language: Spanish Residents of Public and Assisted Housing	Representatives from organizations interested in receiving funding in FY 19-20, City Staff	NA	None	
5	Public Meeting	Non-targeted/broad community	CSC Commissioners , City Staff, Members of the Public	None	None	https://hayward.legistar.com/MeetingDetail.aspx?ID=593204&GUID=F3F2E603-A10B-4E45-A364-7A4197E7E9B5&Options=&Search=
6	Public Meeting	Non-targeted/broad community	CSC Commissioners , City Staff, Members of the Public	6 comments	None	https://hayward.legistar.com/MeetingDetail.aspx?ID=646336&GUID=8219619B-06E8-421C-844C-973ACA5BD448&Options=&Search=
7	Public Meeting	Non-targeted/broad community	CSC Commissioners , City Staff, Members of the Public	2 comments	None	https://hayward.legistar.com/MeetingDetail.aspx?ID=684792&GUID=4824D5C1-6BCE-438E-A7C8-7A3132F800CD&Options=&Search=

8	Public Meeting	Non-targeted/broad community	City Council, CSC Commissioners, City Staff, Members of the Public	5 comments	None	https://hayward.legistar.com/LegislationDetail.aspx?ID=3906527&GUID=D2128B57-CE33-4736-A0F5-D14A618BE0B7&Options=&Search=
9	Newspaper Ad	Non-English Speaking - Specify other language: Spanish Non-targeted/broad community	NA	None	None	
10	Public Meeting	Non-English Speaking - Specify other language: Spanish Non-targeted/broad community	City Council, CSC Commissioners, City Staff, Members of the Public	5 comments	None	https://hayward.legistar.com/LegislationDetail.aspx?ID=3945376&GUID=7091BC05-2FCC-42E6-925A-BE596BF127B3&Options=&Search=

Table 5 – Citizen Participation Outreach

Expected Resources

AP-15 Expected Resources - 91.420(b), 91.220(c)(1,2)

Introduction

This section of the Action Plan identifies funding resources that will be utilized in Program Year 2019 to address the City's community development priorities.

In addition to funds provided by the CDBG entitlement and HOME programs, the City of Hayward will utilize local, county and state resources to facilitate Community Development Block Grant goals of providing decent housing, a suitable living environment, and opportunities to expand economic opportunities, principally for low- and moderate-income persons.

CDBG resources will be allocated towards projects that meet HUD national objectives and are able to comply with federal reporting and financial management regulations.

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	1,502,138	188,205	515,000	2,205,343	0	In FY 19-20, the City will utilize approximately \$1.5 million in annual entitlement allocation and assign available prior year CDBG allocation and program income to projects identified through consultant with the community and Hayward City Council.
CARES Act	Public-federal	Economic Development Public Services	902,238	0	0	902,238	0	The City will use the CDBG relief funds from the federal government to fund community agencies to respond to the COVID-19 pandemic.

Table 6 - Expected Resources – Priority Table

Explain how federal funds will leverage those additional resources (private, state, and local funds), including a description of how matching requirements will be satisfied

In addition to funds provided by HUD, the City will utilize local resources to address community and economic development needs. The City can match federal funds with its General Fund dollars, as well as with its Measure B/BB allocation from the Alameda County Transportation Commission (ACTC). CDBG and HOME resources will be allocated towards projects that meet HUD national objectives and can comply with federal reporting and financial management regulations. The General Fund will support local providers that provide support services to under-served populations, which include low-income seniors, non-English speaking communities, youth, and people with disabilities. These projects must align with Council Priorities. Finally, the Measure B/BB allocation will allow the City to address the transportation needs of seniors and residents with disabilities.

If appropriate, describe publicly owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

Not Applicable.

Discussion

In December 2018 Hayward City Council provided direction to staff regarding allocating funding to the creation of permanent affordable housing, strengthening of homelessness support services, and public facilities and improvements to address low-income resident needs. The identified projects provide the City flexibility and capability to rapidly respond to trending issues and critical community needs beyond the annual agency funding process.

The City anticipates having \$515,000 in prior year resources and estimates receiving \$188,205.00 in Program Income. Combined with an Entitlement of \$1,502,138, the City estimates \$2,205,343.00 in CDBG funds for PY 2019. In addition to these funds, the City received \$902,238 additional CDBG funds from the 2020 CARES Act to respond to the COVID-19 pandemic. Based on guidance from Council and the City's Community Services Commission (CSC), the additional CARES Act funds and all non-committed 2019 entitlement funds will be allocated toward public services to help individuals and families remain housed, meet basic needs, and reduce exposure to the virus. The funds will also be allocated toward economic development activities to help micro-enterprises recover from economic impacts of the virus.

Annual Goals and Objectives

AP-20 Annual Goals and Objectives - 91.420, 91.220(c)(3)&(e)

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Administration	2015	2019	Affordable Housing Public Housing Homeless Non-Homeless Special Needs Non-Housing Community Development Administration & Reporting			CDBG: \$300,427	
2	Neighborhood Facilities	2015	2019	Non-Housing Community Development	CT 4366.01 Jackson Triangle CT 4355 Burbank CT 4367 Santa Clara CT 4369 & CT 4362 Longwood-Winton Grove CT 4355 North Hayward CT 4379 Mission-Garin CT 4354 Downtown	Community Development - Public Facilities	CDBG: \$440,000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 500 Persons Assisted

					CT 4375 & CT4377 Harder-Tennyson			
3	Economic Development	2015	2019	Homeless Non-Homeless Special Needs Non-Housing Community Development			CDBG: \$389,999	Jobs created/retained: 5 Jobs Businesses assisted: 24 Businesses Assisted
4	Sustainable Housing	2015	2019	Affordable Housing Homeless			CDBG: \$300,000	Homeowner Housing Rehabilitated: 40 Household Housing Unit
5	Homelessness Prevention	2015	2019	Homeless Non-Homeless Special Needs Homelessness Prevention	CT 4366.01 Jackson Triangle CT 4355 Burbank CT 4367 Santa Clara CT 4369 & CT 4362 Longwood-Winton Grove CT 4355 North Hayward CT 4354 Downtown	Affordable Housing Community Development - Homelessness Community Development - Permanent Support Housing Community Development - Public Services	CDBG: \$1,282,865	Public service activities for Low/Moderate Income Housing Benefit: 2400 Households Assisted Homelessness Prevention: 1120 Persons Assisted Public service activities for Low/Moderate Income Clientele Benefit: 180 individuals assisted
6	Non-Homeless Special Needs	2015	2019	Non-Homeless Special Needs Non-Housing	CT 4366.01 Jackson Triangle CT 4355 Burbank CT 4367 Santa Clara CT 4369 & CT 4362	Community Development - Elderly Services Community Development -	CDBG: \$394,287	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 1000

				Community Development	Longwood-Winton Grove CT 4355 North Hayward CT 4379 Mission-Garin CT 4354 Downtown CT 4375 & CT4377 Harder-Tennyson Tennyson - Tyrell	Family Education Community Development - Homelessness Community Development - Public Services Community Development - Youth Services		Persons Assisted Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit: 500 Households Assisted Public service activities for Low/Moderate Income Clientele Benefit: 1000 Individuals Assisted
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Table 7 – Goals Summary

Goal Descriptions

1	Goal Name	Administration
	Goal Description	Staff salaries, planning, and general administration activities
2	Goal Name	Neighborhood Facilities
	Goal Description	Improvements to neighborhood public facilities and infrastructure
3	Goal Name	Economic Development
	Goal Description	Small business financial assistance and technical assistance
4	Goal Name	Sustainable Housing
	Goal Description	Housing rehabilitation
5	Goal Name	Homelessness Prevention
	Goal Description	Public services to prevent homelessness
6	Goal Name	Non-Homeless Special Needs
	Goal Description	Public services to support vulnerable low-income residents

AP-35 Projects - 91.420, 91.220(d)

Introduction

The following projects are CDBG eligible activities that will meet a HUD national objective. All applicants participated in the City's competitive funding process, in alignment with the City's Citizen Participation Plan. Final allocation amounts were authorized by City Council.

Recipients of the CARES Act allocation participated in the initial entitlement award competitive funding process and received additional CARES Act emergency relief funding through a subsequent non-competitive allocation.

Identified sub-grantees must comply with the local contracting standards and federal rules and regulations.

#	Project Name
1	PY19 Administration
2	PY19 Acquisition, Disposition, Clearance, Relocation
3	PY19 Economic Development
4	PY19 Housing
5	PY19 Public Facilities and Infrastructure Improvements
6	PY19 Public Services

Table 8 – Project Information

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

Addressing the needs of the low-moderate income population, the City of Hayward's 2015-2019 Consolidated Plan lists six goals for the CDBG Program, regarding sustainable housing, economic development, non-homeless special needs, homelessness prevention, neighborhood facilities, and CDBG administration.

As directed by Council, CDBG Public Services will be focused on housing/homelessness and the creation of economic and educational opportunity for poverty-level families. To remain in compliance with the CDBG Public Services cap, the City limited Public Services to no more than 15% of projected funding availability; however, as the CARES Act removed the 15% public services spending cap for Program Year 2019, additional emergency relief funds were allocated to support public services in excess of the 15% available funding to ensure those most vulnerable to COVID-19 receive needed support.

The City acknowledges the data supporting the national move toward permanent supportive housing for the chronically homeless and rapid rehousing for families as best practice strategies. The shift of federal funds from emergency shelter and transitional housing projects have proven challenging for local service providers seek and required them to out alternative sources of funding. The City continues to work with

its local homeless service providers and Continuum of Care to identify alternative mainstream resources as well as provide technical assistance and capacity building to encourage efficiency changes to the local homeless systems of care.

These goals are broad in nature and capture a range of community impacts that occur as a result of CDBG funded activities. There are always more funding requests than actual funding dollars available. The City makes every attempt to follow these goals when distributing the annual allocation of CDBG funds from HUD. Funding allocations for the 2019 program year focus on increasing economic development opportunities for those in need, providing public services, improving public infrastructure and public facilities, and increasing and maintaining the affordable housing supply in Hayward. The major obstacle to addressing the underserved needs is the lack of available funding and other resources to further improve and expand services to meet the ever-growing needs of the community.

This substantial amendment does not change any of the initial projects or the challenges experienced in the initial allocation. The substantial amendment does reflect a shift in priorities to respond to the COVID-19 crisis by allocating additional CDBG relief funds to public services and economic development projects to support individuals, families, and micro-enterprises respond to and recover from the crisis.

AP-38 Project Summary**Project Summary Information**

1	Project Name	PY19 Administration
	Target Area	
	Goals Supported	Administration
	Needs Addressed	
	Funding	CDBG: \$300,427
	Description	Administration of the 2019 CDBG Program for the City of Hayward, CA. This will include consulting and technical assistance services as well as program planning efforts. There is no corresponding National Objective for Administration though these efforts support the successful completion of all other projects and activities. IDIS matrix codes will include but are not limited to 20, 21A, 21C, 21D.
	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	N/A
	Location Description	Hayward City Hall, 777 B Street Hayward CA 94541
	Planned Activities	City wide administration of the CDBG program.
2	Project Name	PY19 Acquisition, Disposition, Clearance, Relocation
	Target Area	
	Goals Supported	Sustainable Housing Homelessness Prevention

	Needs Addressed	Affordable Housing Community Development - Homelessness Community Development - Permanent Support Housing
	Funding	CDBG: \$0
	Description	The City initially planned to utilize CDBG funds, including entitlement funds and program income, to fund this project. This project was designed to increase the supply of affordable housing for low income households through acquisition of land and real property IDIS Matrix Code will include but is not limited to 01. However, in response to the COVID-19 pandemic, these funds (none of which had been committed as of April 1, 2020) will be reallocated to the Public Services and Economic Development projects.
	Target Date	7/31/2019
	Estimate the number and type of families that will benefit from the proposed activities	0 individuals.
	Location Description	City-wide based on participant eligibility
	Planned Activities	Acquisition of real property to create low-income housing.
3	Project Name	PY19 Economic Development
	Target Area	
	Goals Supported	Economic Development
	Needs Addressed	Community Development - Economic Development
	Funding	CDBG: \$389,999
	Description	Economic Development Activities for 2019 program year. IDIS Matrix Codes will include but are not limited to 14E, 18A, 18B, and 18C.
	Target Date	12/31/2020

	Estimate the number and type of families that will benefit from the proposed activities	5 low-income individuals and families. 24 micro-enterprise businesses.
	Location Description	City wide based on participant eligibility.
	Planned Activities	Micro-enterprise assistance (18c) and Technical Assistance (18b)
4	Project Name	PY19 Housing
	Target Area	
	Goals Supported	Sustainable Housing
	Needs Addressed	Community Development - Housing Preservation Community Development - Elderly Services
	Funding	CDBG: \$300,000
	Description	The City will utilize CDBG funds, including entitlement funds and program income, to fund housing project activities, including housing rehabilitation work, affordable housing rehabilitation, targeted code correction activities, and seismic retrofit program. IDIS Matrix Codes may include but are not limited to 14A. Given the COVID-19 pandemic, this project's benefit has been amended to reflect a reduced number of households, as construction timelines will be delayed.
	Target Date	12/31/2020
	Estimate the number and type of families that will benefit from the proposed activities	30 low-income, senior and/or disabled households.
	Location Description	City wide based on participant eligibility.
	Planned Activities	Housing rehabilitation of single-unit residential homes, including seismic retrofit (14A)
5	Project Name	PY19 Public Facilities and Infrastructure Improvements
	Target Area	

	Goals Supported	Non-Homeless Special Needs Neighborhood Facilities
	Needs Addressed	Community Development - Public Facilities
	Funding	CDBG: \$440,000
	Description	The City will utilize CDBG funds, including entitlement funds and program income, to improve public facilities and public infrastructure to meet the demands of citizens in LMI areas, or to meet the needs of LMC in specific areas. IDIS Matrix Codes may include but are not limited to 03C and 03P. Given the COVID-19 pandemic, this project's benefit has been amended to reflect a reduced number of households, as construction timelines will be delayed.
	Target Date	12/31/2020
	Estimate the number and type of families that will benefit from the proposed activities	450 low/moderate income individuals and 175 families
	Location Description	Citywide public facilities improvements based on feasibility and eligibility. For public infrastructure improvements, eligible census tracts within the City Hayward.
	Planned Activities	Infrastructure improvements health facilities (03P) and homeless programs (03B).
	6	
	Project Name	PY19 Public Services
	Target Area	
	Goals Supported	Non-Homeless Special Needs Homelessness Prevention
	Needs Addressed	Community Development - Public Services Community Development - Homelessness Community Development - Elderly Services Community Development - Youth Services Community Development - Family Education

Funding	CDBG: \$1,677,154
Description	Public services for the City will target low- and moderate-income citizens with a focus on special needs populations. These services will include: housing navigation services to unsheltered residents through Abode Services, an academic support program for low-income residents through the Hayward Public Library, and housing assistance and homelessness preventing services through area nonprofits. Additional funds allocated through the CARES Act and the redistribution of funds from the Acquisition, Disposition, Clearance, and Relocation project will be used to provide food security and housing and homelessness-related services for individuals most vulnerable to the COVID-19 outbreak. IDIS Matrix Codes may include but are limited to 03T, 05, 05K.
Target Date	12/31/2020
Estimate the number and type of families that will benefit from the proposed activities	3,200 low/moderate individuals and 1,500 families will benefit from public services.
Location Description	City wide based on beneficiary eligibility as well as LMI areas.
Planned Activities	Housing navigation services to unsheltered residents - (03T) Academic support services (05) Tenant/Landlord Counseling (05K)

AP-50 Geographic Distribution - 91.420, 91.220(f)

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

The City of Hayward will be targeting low to moderate income identified census tract areas in need of CDBG eligible activities. Additionally, the Tennyson Corridor has been identified by City Council as an area with priority need. For this reason, many activities are targeted toward the Tennyson Corridor. Agencies located outside the City of Hayward's boundaries that serve low income Hayward residents are also eligible to apply for and receive an allocation of CDBG funds, though they must restrict the use of Hayward allocated funds for Hayward resident services.

Geographic Distribution

Target Area	Percentage of Funds
CT 4366.01 Jackson Triangle	10
CT 4355 Burbank	10
CT 4367 Santa Clara	10
CT 4369 & CT 4362 Longwood-Winton Grove	10
CT 4355 North Hayward	20
CT 4379 Mission-Garin	10
CT 4354 Downtown	20
CT 4375 & CT4377 Harder-Tennyson	10
Tennyson - Tyrell	10

Table 9 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

The City of Hayward does not allocate funding based solely on geographic requirements. When the project or planned activities are intended to serve individuals or households directly, those individuals or households must meet income qualifications, as well as residency requirements, in order to receive assistance from the program. In these instances, City staff and/or one of its partner agencies shall complete an in-take and eligibility status review of the applicant individual, or household, before the project/activity is initiated.

AP-75 Barriers to affordable housing -91.420, 91.220(j)

Introduction

Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

AP-85 Other Actions - 91.420, 91.220(k)

Introduction

The City of Hayward will be undertaking and funding several programs throughout FY 2019-2020 to meet the needs of underserved communities, foster and maintain affordable housing, reduce lead-based paint hazards, reduce the number of poverty-level families, foster public private partnerships, and increase institutional structure.

Actions planned to address obstacles to meeting underserved needs

Providing services for populations with underserved needs is a high priority for the City of Hayward, understanding that increased access to services can prevent these individuals from becoming homeless, increases quality of life and opportunity, and supports the City's anti-poverty strategy. In FY 2019-2020, the City will utilize its General Fund to provide direct resources while participating with other jurisdictions to jointly fund non-housing service-enriched projects that benefit Hayward residents with special needs. The City will also work to leverage all available local, state, federal, and private funds to respond to the increased need of Hayward residents as a result of the COVID-19 pandemic.

Actions planned to foster and maintain affordable housing

The City will preserve existing affordable rental and ownership housing for low and moderate-income households. Existing single-family housing stock occupied by lower-income households will be preserved by rehabilitating single-family owner-occupied homes and mobile homes. The City will also fund services to address housing discrimination. Sub-recipient housing counselors will investigate then intervene or mediate fair housing complaints and conduct a fair housing audit to determine where future local efforts and strategies should be focused. The City will foster the current relationships with non-profit housing development organizations such as Eden Housing and Allied Housing to leverage those relationships into new affordable housing opportunities. Additionally, in response to the significant economic impact of COVID-19 and the increased risk of displacement among individuals and families unable to pay rent, Hayward will provide temporary rental assistance to individuals at or below 80% AMI with significant rent burden in the form of one-time payments made by Centro Legal de la Raza directly to landlords on behalf of qualifying tenants.

Actions planned to reduce lead-based paint hazards

Per the Alameda County Lead Abatement Program, Hayward has approximately 34,700 pre-1978 housing units. These units may contain lead-based paint. In accordance with the HUD/EPA regulations, City rehabilitation staff receives certification as Lead Supervisors. These staff members implement the lead regulations affecting property rehabilitation with CDBG funds. The EPA's Renovation, Repair, and Painting (RRP) Rule, which affects HUD-funded residential rehabilitation, went into effect on April 22, 2010, and the City has modified its contracting and rehabilitation procedures to

comply with the regulations.

Actions planned to reduce the number of poverty-level families

A key component of the City of Hayward's anti-poverty strategy is to collaborate with other agencies whose focus is improving opportunities for low-income families, youth, single adults, and persons with disabilities who need shelter, prevention, and intervention activities to improve their lives. The City will collaborate with number of these public partners and fund non-profit organizations in implementing innovative programs to meet these needs.

A key example of this strategy is the Family Education Program (FEP) which will provide wrap-around literacy and academic support services to low-income Hayward families. A unique collaboration of HPL's successful Literacy Plus and Homework Support Center programs, FEP will provide after-school academic support to youth in grades K-12, four days a week, as well as ESL literacy services to the parents of the children attending the Homework Support Centers. The FEP directly addresses the cities priorities by providing high-quality educational opportunities for and improving K-12 academic performance in poverty-level families.

The City of Hayward is a strong partner and participant in the Hayward Promise Neighborhood Program which is a Cradle-to-Career continuum of partners and services. Recently Hayward was awarded a second Promise Neighborhood grant through the Department of Education. This \$30 million grant will assist Hayward families in the Jackson Triangle and South Hayward/Tennyson Area over the next five-years.

Further, Hayward's targeted efforts at responding to the COVID-19 will focus on increasing food security and providing public services to prevent and address homelessness for those at the greatest risk of displacement and contracting the disease.

Actions planned to develop institutional structure

The City of Hayward implements housing and community development programs within a structure that includes various public and private agencies and organizations. Additionally, the City regularly monitors progress on activities to be carried out in the Action Plan to ensure compliance with program requirements. The overall process begins with the identification of needs, soliciting and evaluating applications for CDBG funding, and allocating resources. Through Agreements with sub-recipients and Memoranda of Understanding (MOUs) with other public agencies, the City sets a benchmark by incorporating goal requirements and reporting procedures, timelines, and budgets against which performance is measured.

The executive leadership of the City of Hayward is committed to a well-trained and cross-trained workforce that provides opportunity for succession planning and talent development. Cross department working groups and initiatives allow for a greater understanding of available resources and

skill sets, as well as breaking down silos that are often an issue in government accountability. Staff has undergone Results Based Accountability training, and are well versed in the Lean Innovation methodology.

Actions planned to enhance coordination between public and private housing and social service agencies

The City works closely with many private and nonprofit organizations on housing and community development activities. The City's grant funding process promotes collaboration and coordination between these organizations in the delivery of housing, community development and other public and social services to reduce duplication of effort and to maximize the use of limited public resources. The City extends its efforts to the primary health care institutions that serve Hayward residents on the delivery of, and access to, health care services. The City works in coordination with the Hayward Chamber of Commerce and many local and regional business representatives to address the economic and workforce development needs of the Hayward community.

Discussion

In addition to the agencies and programs funded through HUD-based grants, the City of Hayward funds several non-profit organizations and programs General Funds for social services. These funds will supplement the FY 2019-2020 CDBG entitlement, allowing the City to support shelters for families and victims of domestic violence, after school programs, healthy meal programs for low-income seniors, and coordinated information and referral services among many others. Additionally, the CARES Act emergency relief allocation funds will be used to supplement the City's entitlement grant to promote food security and provide public services to prevent and address homelessness for those at greatest risk during the pandemic.

Alameda County Measure B and Measure BB sales tax funds of approximately \$860,000 will be utilized to provide specialized transportation services to seniors and disabled individuals. Services are restricted to the sole provision of transportation services for the above referenced populations. While these funds are restricted, they provide an important tool in improving the lives our senior and disabled Hayward residents outside of federal dollars.

Program Specific Requirements

AP-90 Program Specific Requirements - 91.420, 91.220(I)(1,2,4)

Introduction

Community Development Block Grant Program (CDBG) Reference 24 CFR 91.220(I)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	\$188,205
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
Total Program Income:	\$188,205

Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income.	100.00%
Specify the years covered that include this Annual Action Plan.	Program Year 2019



CITY OF HAYWARD

Hayward City Hall
777 B Street
Hayward, CA 94541
www.Hayward-CA.gov

File #: LB 20-020

DATE: April 28, 2020

TO: Mayor and City Council

FROM: City Manager

SUBJECT

Hayward Community Relief Fund: Approval of the Hayward Community Relief Fund Distribution Process

RECOMMENDATION

That Council approves the process for distributing funds from the Hayward Community Relief Fund as described in this report.

SUMMARY

The City of Hayward launched the Community Relief Fund on April 2, 2020 in partnership with the East Bay Community Foundation (EBCF) to sustain and protect local residents and businesses during the COVID19 health emergency. The EBCF receives the donations and distributes them to local nonprofits upon direction from the City. As of April 20, donors had contributed or pledged to contribute a total of \$453,500. Staff is recommending distributing an initial \$400,000 as soon as all pledged amounts are received, with a preliminary focus on economically vulnerable residents. The funds will be distributed by EBCF per City direction to local nonprofit partners, who will then distribute the funds as small grants.

ATTACHMENTS

Attachment I Staff Report



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BACKGROUND

The City of Hayward launched the Community Relief Fund on April 2, 2020 in partnership with the East Bay Community Foundation. The purpose of the Fund is to receive and direct charitable donations to sustain and protect Hayward residents and businesses during the COVID-19 health emergency.

Donations to the Fund go directly to EBCF and are fully tax deductible. EBCF will then distribute funds to local nonprofit partners based on advisory direction from the City. The nonprofit partners will then subgrant the funds to community members and businesses. Staff has been working on the details of these partnerships and is recommending partnering with La Familia, Hayward Rotary, and the Firefighters Charitable Organization to distribute funds at this time.

DISCUSSION

As of April 20, donors had contributed or pledged to contribute a total of \$453,500 to the Relief Fund. This amount includes \$300,000 from the Stupski Foundation, \$126,500 from East Bay Community Energy, and donations from 127 additional individuals and groups.

The City launched a website with the Relief Fund that allows donors to specify four purposes for their donation. Eighty-two donors specified the following amounts to the following purposes:

- General relief for the highest need areas, which could include the categories below (gives the most flexibility to direct funds to those most in need): \$6,995
- Assistance to vulnerable populations, such as residents without access to sick days or unemployment benefits: \$5,480
- Resources to keep free COVID-19 testing available: \$3,415
- Assistance for Hayward small businesses: \$2,990

Staff is recommending distributing an initial \$400,000 as soon as all pledged amounts are received by EBCF, hopefully within the next three weeks. Staff is recommending the initial focus of the relief funds primarily target Hayward's most economically vulnerable residents, especially those experiencing loss of earnings without paid sick leave or access to unemployment benefits. Staff recommends this focus in the context of existing or potential funding sources for other high need areas like the testing site, small businesses, and social service nonprofits.

Staff is recommending the initial \$400,000 be distributed in the following amounts and purposes.

- **\$350,000** for relief grants to vulnerable populations using the below process and criteria:
 - The relief grants will provide \$500 to Hayward residents who have lost their jobs or had their hours cut as a result of the Coronavirus and are ineligible for unemployment insurance and federal relief programs. The grants will be provided as checks or prepaid cards for those who do not have access to checking accounts.
 - Staff reached out to three nonprofits that have experience working with economically vulnerable populations in Hayward and have the financial infrastructure to oversee this type of program. Of the three, La Familia is the only organization that currently has capacity to run this program. Staff is working with La Familia to draft an MOU. In order to recoup their expenses for

vetting potential recipients and distributing checks/pre-paid cards, La Familia is requesting an administrative fee of 7%, which is reasonable and in line with administrative overhead charges assessed for similar program administrations.

- As the administrator, La Familia will accept and screen applications. The application will include confidential questions to assess the need for legal services related to employment. The application and all information therein will be kept strictly confidential.
- Staff anticipates that there will not be enough funding for all applicants. The first round of applications will be accepted through a cutoff date or at 1,200 applications, whichever comes first. Grants will be awarded through a lottery. Qualifying applicants who do not receive grants through the lottery will be added to a waitlist for future rounds of funding.
- **\$40,000** to support Hayward small businesses, in partnership with Hayward Rotary. These funds will be distributed using the same criteria as the City's existing Small Business Resiliency Grants. There will be no administrative fees for this amount.
- **\$10,000** for supplies for the testing center, in partnership with the Firefighters Charitable Organization. There will be no administrative fees for this amount.

Moving forward, staff recommends distributing money after every \$100,000 is collected, in amounts based on the highest need areas at that time. Staff will return to Council for approval on the consent calendar before each distribution.

FISCAL AND ECONOMIC IMPACT

This action does not have a fiscal impact to the City's finances. Donations go directly to the East Bay Community Foundation and are released by the Foundation to nonprofits per the City's direction. Staff time on this effort is being absorbed within the City Manager's existing operating budget.

This action will initiate small grants to Hayward's most vulnerable community members, which will have a positive impact on sustaining Hayward's economy.

Prepared by: Mary Thomas, Management Analyst

Approved by:



Kelly McAdoo, City Manager