

# **CITY OF HAYWARD**

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



CITY OF  
**HAYWARD**  
HEART OF THE BAY

## **Agenda**

**Wednesday, September 16, 2020**

**7:00 PM**

**Remote Participation**

**Community Services Commission**

**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 Office Order No. 20-04 dated April 29, 2020, regarding the COVID-19 pandemic.**

**Zoom Webinar Access Information:**

<https://hayward.zoom.us/j/96460513404?pwd=ZHIkd3ZwdUExZVQ1K2lKc3VJTUo5Zz09>

Passcode: cM6#7pr%

Or iPhone one-tap : US: +16699006833,,96460513404#,,,,,0#,,77824374# or +12532158782,,96460513404#,,,,,0#,,77824374#

Or Telephone: Dial (for higher quality, dial a number based on your current location): US: +1 669 900 6833 or +1 253 215 8782 or +1 346 248 7799 or +1 301 715 8592 or +1 312 626 6799 or +1 929 205 6099 or 833 548 0276 (Toll Free) or 833 548 0282 (Toll Free) or 877 853 5247 (Toll Free) or 888 788 0099 (Toll Free)

Webinar ID: 964 6051 3404

Passcode: 77824374

International numbers available: <https://hayward.zoom.us/j/ab3hl2iaqj>

**How to submit written Public Comment:**

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

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

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

**PUBLIC COMMENTS:**

*Limited Only to Items on the Agenda and Submitted in Writing Prior to the Meeting*

*The Public Comment section provides an opportunity to address the Oversight Board on items not listed on the agenda. The Board welcomes your comments and requests that speakers present their remarks in a respectful manner, within established time limits, and focus on issues which directly affect the Board or are within the jurisdiction of the Board as the Board is prohibited by State law from discussing items not listed on the agenda, your item will be taken under consideration and may be referred to staff.*

**Approval: Summary Notes of the July 15, 2020, Meeting****MINUTES**

1. [MIN 20-087](#) Minutes of the July 15, 2020, Community Services Commission meeting

**DISCUSSION**

- **Welcome New Commissioners**
- **Community Agency Funding Process Review**
- **2020 Census Update**
- 2. [RPT 20-093](#) Community Development Block Grant Timeliness Update
- **CAPER 30 Day Public Notice**
- **30 Day Notice of Funding Availability - September 28, 2020**
- 3. [RPT 20-092](#) FY 2020 / 2021 Agenda Planning Calendar

**Councilmember / Commissioner / Staff Announcements****Future Agenda Items****ADJOURNMENT****NEXT MEETING - Wednesday, October 21, 2020**

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



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**File #:** MIN 20-087

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**DATE:** September 16, 2020

**TO:** Community Service Commission

**FROM:** Community Services Manager

**SUBJECT**

Minutes of the July 15, 2020, Community Services Commission meeting

**RECOMMENDATION**

That the Community Services Commission review and approve the minutes of the July 15, 2020, meeting.

**ATTACHMENTS**

Attachment I - July 15, 2020, Community Services Commission Meeting Minutes



## **MINUTES**

### **Community Services Commission Meeting**

**July 15, 2020 @ 7:00 pm**

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

ANNOUNCEMENT OF MEETING AVAILABILITY: Phone No. 415.915.0612; Conference ID: 688 077 363#; Monica Davis Host – 24327

CALL TO ORDER: Meeting called to order at 7:05 p.m. by Chairperson Arzo Mehdavi

PLEDGE OF ALLEGIANCE: Led by Commissioner Jose Lara Cruz

ROLL CALL:

#### Members Present:

- Artavia Berry, Commissioner
- Varsha Chauhan, Commissioner
- Emily Chow, Commissioner
- Jose Lara Cruz, Commissioner
- Arti Garg, Commissioner
- Janet Kassouf, Commissioner
- Alicia Lawrence, Commissioner
- Arzo Mehdavi, Commissioner / Chairperson
- Linda Moore, Commissioner
- Zachariah Oquenda, Commissioner
- Afshan Qureshi, Commissioner / Parliamentarian
- David Tsao, Commissioner
- Corina Vasaure, Commissioner / Vice Chairperson
- Rachel Zargar, Commissioner

#### Members Absent:

- Michael Francisco, Commissioner
- Saira Guzman, Commissioner
- Isabel Pimentel, Commissioner

#### Council Liaison:

- Council Member Sara Lamnin

#### Staff:

- Monica Davis, Community Services Manager
- Jennifer Ott, Deputy City Manager

#### Public Comments:

- Ronnie Stewart, Executive Director, West Coast Blues Society (WCBS), expressed disappointment that it appears the application submitted by the WCBS was not

reviewed and there was no mention of the organization at the City Council meeting. He continued to express the importance to continue the cultural aspect of the Black and Latin communities within Hayward and its historical ties to Russell City and its cultural contributions to the Hayward community. Mr. Stewart also requested information from the Community Services Commission as to why the funding was not granted to WCBS this funding period. Deputy City Manager shared that no special events funding was offered this year due to COVID-19 and that staff would follow up with Mr. Stewart.

#### Approval of Minutes of the Community Services Commission Meeting on June 17, 2020

- A motion to approve the minutes was moved by Commissioner Linda Moore with a second by Commissioner Janet Kassouf. The minutes were approved unanimously.

#### Discussion:

##### *Commissioner Letter of Support*

During the June 17, 2020 CSC meeting the Commissioners requested to write a letter of support of Black Lives for review and approval by the full CSC of which a subcommittee was formed with Commissioner Berry, Commissioner Chauhan, Commissioner Garg, Commissioner Guzman, Commissioner Lawrence, Commissioner Moore and Commissioner Vasaure to draft a letter of support for the full CSC to review. Commissioner Lawrence presented an overview of the letter and the corresponding attachments.

Motion No. 1: Commissioner Garg made a motion with a second by Commissioner Zargar for the Commission to adopt the Letter of Support that would include all three (3) attachments in the submission of the letter to the City Council for review. The motion passed unanimously.

Motion No. 2: Commissioner Linda Moore made a motion with a second by Commissioner Mehdavi to adjust the recommendation for the 6 to 9-month period to be inclusive of all Boards and Commissions to reflect the diversity of Hayward. The motion passed unanimously.

After approval, Ms. Davis agreed to make the approved updates to the Letter of Support and attachments and transmit these documents to the City Councilmembers in advance of the July 21st City Council meeting.

##### *CSC Agenda Planning Calendar*

Fiscal Year 2020 – 2021 Agenda Planning Calendar was updated as follows:

- Update: Welcome of New Commissioners

## Council Liaison / Commissioner / Staff Announcements

- Councilmember Lamnin provided the following information: Council Presentation of Juneteenth Proclamation at the June 16, 2020 Council Meeting. On July 14, 2020, the Council put forth a ballot measure for the November ballot to amend the City Charter to eliminate the qualified electorate requirement for Boards and Commissions, so that there will not be a citizenship requirement. At the July 21, 2020 City Council meeting will include a discussion on community engagement.
- Commissioner Mehdavi announced Commissioner Guzman's departure from the Community Services Commission to continue her education in pursuit of her master's degree. Her service to the CSC is appreciated.
- Commissioner Oquenda announced his pride for the CSC creating the Letter of Support statement. He also announced more opportunity to be involved in the promotion of anti-racism within the HUSD. Please contact Commissioner Oquenda, should there be any interest in becoming involved.
- Commissioner Zargar announced this was her last meeting and thanked the CSC for the amazing experience. It has been a privilege to serve on the Commission.
- Commissioner Garg announced on July 30, 2020, the Alameda County Community Food Bank will be conducting a Virtual Townhall Meeting regarding the response to the COVID Emergency and meeting the needs of the community. Commissioner Garg also discussed that the Oakland Zoo was struggling to feed the animals and was in danger of closing. Councilmember Lamnin updated with a mention that the Oakland Zoo received a waiver to remain functioning.
- Commissioner Berry announced her organization, Multiplying Good, along with KPIX, is running a special national campaign called "The One in A Million Awards Program". The program runs through August 31, 2020, its intention is to highlight everyday people working within community services aspects, working hard around issues with the pandemic and racial equity. Nominations are currently being accepted with a goal of receiving one million nominations across the country for doing good. Commissioner Berry encouraged the Commissioners to nominate people they may know that are doing good in their communities.
- Commissioner Chauhan requested a link to the Virtual Townhall meeting being conducted by the Alameda County Community Food Bank, previously mentioned by Commissioner Garg.

**Adjournment at 9:01 pm**



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**File #:** RPT 20-093

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**DATE:** September 16, 2020

**TO:** Community Service Commission

**FROM:** Community Services Manager

**SUBJECT**

Community Development Block Grant Timeliness Update

**RECOMMENDATION**

That the Community Services Commission reviews the Division's progress in meeting timeliness standards for Community Development Block Grant (CDBG) entitlement and CARES Act (CDBG-CV) funding.

**SUMMARY**

The CDBG program annually provides formula entitlement grants to states and local governments with populations greater than 50,000. Annually on May 2, HUD conducts a point-in-time measure to assess an entitlement community's timely use of CDBG funds. To meet this "timeliness ratio," communities must have no more than 1.49 times their current program year entitlement in fund reserves.

In December 2018, staff sought guidance from Council and approval of a contingency plan to re-allocate up to \$1.75M in available CDBG funds to eligible projects. After successfully spending down the City's CDBG fund balance through 2018 and 2019, the City's current projected timeliness ratio is 1.08, once pending draws are completed. This report provides a status update on FY 2020 funded projects and an overview of how the addition of CDBG funds from the CARES Act influences timeliness.

**ATTACHMENTS**

Attachment I Staff Report





**DATE:** September 16, 2020

**TO:** Community Services Commission

**FROM:** Community Services Manager

**SUBJECT:** Community Development Block Grant Timeliness Update

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### **BACKGROUND**

In December 2018, with a timeliness ratio of over 3.5, staff sought guidance from Council<sup>1</sup> and approval of a contingency plan to re-allocate up to \$1.75M in available CDBG funds to eligible projects in order to reach timeliness. Under Council direction, several projects were funded, bringing the City's current timeliness ratio down to 1.27 in June 2019, when the Commission last received an update. As of August 2020, the timeliness ratio is projected to be 1.08, following HUD approval of pending draws.

On April 28, 2020, Council authorized allocation of \$1.47 million in CDBG funds to respond

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<sup>1</sup> December 18, 2018 Hayward City Council meeting materials:  
<https://hayward.legistar.com/LegislationDetail.aspx?ID=3784503&GUID=EB7476E1-71C0-4A22-805C-FF6BFFEC3484&Options=&Search=>

to COVID-19. Of that, \$902,238 were from the City's CDBG CARES Act (CDBG-CV) allocation and \$571,365 were previously uncommitted CDBG funds from the City's entitlement grant.

## DISCUSSION

### FY 2020 Timeliness

Throughout the conclusion of 2018 and into 2019, staff implemented a contingency plan to re-allocate up to \$1.75M in available CDBG funds to eligible projects in order to reach timeliness. These projects included the Mia's Dream Come True Playground, Matsya Family Villas, Depot Road Micro Apartments, and the 2019 EveryOne Home Point-in-Time Homeless Count. Through this plan, the City's timeliness ratio was brought down to 1.27 in June 2019.

For Fiscal Year 2020, Council authorized the following CDBG allocations:

Category	Agency	Project	Funding
Housing & Homelessness*	Abode Services	Homeless Services	\$48,108
Housing & Homelessness*	Centro Legal de la Raza	Tenant Rights/ Housing Counseling	\$82,836
Housing & Homelessness*	CRIL	Housing Counseling	\$20,000
Housing & Homelessness*	ECHO	Tenant/Landlord Services	\$25,000
Youth & Family*	COH Library	Family Education Program	\$77,608
Economic Development	4Cs of Alameda County	Microenterprise Childcare Provider Training	\$30,000
Economic Development	Downtown Streets, Inc.	Homeless Services/Job Training	\$234,999
Infrastructure	La Familia/ FESCO House	Fencing, Paint, and Electrical Upgrades	\$40,000
Infrastructure	COH Housing Rehab. Program	Habitat for Humanity & Rebuilding Together	\$300,000
Homelessness & Housing**	ECHO	Fair Housing Services	\$25,000
<b>Total</b>			<b>\$883,551</b>

\* = Funds go towards City's Public Services Funding cap

\*\* = Funds go towards City's admin and planning cap

As of August 26, 2020, 78% of those FY 2020 funds have been expended and drawn from HUD, with the City projected to be at a 1.08 ratio upon approval of outstanding draws.

Staff are working closely with agencies that have not spent down all their funds and, in five cases, have extended the agreements to account for COVID-related delays in order to give agencies who needed to shift their service delivery models additional time.

### **CDBG-CV Timeliness**

On August 7, 2020, HUD released the Federal Register Notice for CDBG-CV funds.<sup>2</sup> The notice summarizes program rules, waivers of CDBG regulations, and alternative requirements of the supplemental emergency funding allocated under the CARES Act. According to the notice, timeliness standards will be different for these funds. Specifically, instead of needing to meet the timeliness ratio of less than 1.50, the CDBG-CV funds are subject to a Period of Performance. They must be spent within a six-year period of their allocation and 80% must be spent by the end of the third year of that period.

Staff have no concerns about meeting this alternate requirement for the timely expenditure of CDBG-CV funds, as the City's \$902,238 CDBG-CV allocation has already been authorized by Council and the City has entered into 12 agreements for public services intended to prevent, prepare for, and respond to COVID-19. For more information about the allocation of these funds, please refer to the April 28, 2020, City Council meeting.<sup>3</sup>

### **NEXT STEPS**

Staff will continue working with FY 2020 funded agencies who have not spent all their funds due to COVID-19. Additionally, staff is working with FY 2021 funded agencies to finalize contract agreements in order to begin reimbursing and drawing funds for 2020-2021.

### **STRATEGIC ROADMAP**

This item is a routine operational item that does not directly relate to any of the Strategic Priorities outlined in City Council's Strategic Roadmap.

*Prepared by:* Amy Cole-Bloom, Management Analyst II

*Recommended by:* Monica Davis, Community Services Manager

*Approved by:*

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Jennifer Ott, Deputy City Manager

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<sup>2</sup> The notice is available on HUD Exchange: [https://www.hudexchange.info/resource/6113/fr-6218-n-01-notice-of-program-rules-waivers-alt-requirements-under-cares-act-cdbg/?utm\\_source=HUD+Exchange+Mailing+List&utm\\_campaign=c2ca07a8bb-CDBG-CV-Notice-Published+2020+08+11&utm\\_medium=email&utm\\_term=0\\_f32b935a5f-c2ca07a8bb-19544745](https://www.hudexchange.info/resource/6113/fr-6218-n-01-notice-of-program-rules-waivers-alt-requirements-under-cares-act-cdbg/?utm_source=HUD+Exchange+Mailing+List&utm_campaign=c2ca07a8bb-CDBG-CV-Notice-Published+2020+08+11&utm_medium=email&utm_term=0_f32b935a5f-c2ca07a8bb-19544745)

<sup>3</sup> April 28, 2020, City Council meeting materials: <https://hayward.legistar.com/LegislationDetail.aspx?ID=4427306&GUID=C0CAA4D0-EB75-475A-B2B0-A167DB2B2CE9&Options=&Search=>



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**File #:** RPT 20-092

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**DATE:** September 16, 2020

**TO:** Community Service Commission

**FROM:** Community Services Manager

**SUBJECT**

FY 2020 / 2021 Agenda Planning Calendar

**RECOMMENDATION**

That the Community Services Commission reviews and adopts the 2020 / 2021 Agenda Planning Calendar and provides comments.

**DISCUSSION**

For the Community Services Commission (CSC) consideration, staff has revised the proposed Meeting Schedule Calendar for FY 2020/2021 with Agenda topics and dates listed below. The agenda topics were compiled based on comments at previous CSC meetings. This calendar will be on each CSC meeting agenda for review and to ensure any updates are incorporated.



**DATE:** September 16, 2020

**TO:** Community Services Commission

**FROM:** Community Services Manager

**SUBJECT:** FY 2020/2021 Agenda Planning Calendar

**RECOMMENDATION**

That the Community Services Commission reviews and adopts the 2020/2021 Agenda Planning Calendar and provides comments.

**DISCUSSION**

For the Community Services Commission (CSC) consideration, staff has revised the proposed Meeting Schedule Calendar for FY 2020/2021 with Agenda topics and dates listed below. The agenda topics were compiled based on comments at previous CSC meetings. This calendar will be on each CSC meeting agenda for review and to ensure any updates are incorporated.

<b>FY 2020-2021</b>	
<b>COMMUNITY SERVICES COMMISSION AGENDA PLANNING CALENDAR</b>	
<b>JULY 15, 2020</b>	
Commission Letter of Support	
<b>AUGUST 2020 – NO MEETING</b>	
Recess	
<b>SEPTEMBER 16, 2020</b>	
Welcome New Commissioners	
Community Agency Funding Process Review	
2020 Census Update	
Annual Timeliness Review	
Performance Review for Fiscal Year 2019-2020	
CAPER 30 Day Public Notice	
30 Day Notice of Funding Availability - September 25, 2020	
CSC Agenda Planning Calendar	
<b>OCTOBER 21, 2020</b>	
Commissioner Training	
October 27 Bidder's Conference	
<b>NOVEMBER 18, 2020</b>	
Review of CSC By-laws for FY 2020-2021	
Hayward Housing Navigation Center Update	
Bidder's Conference De-brief and ARC Selection	
Strategic Planning Updates	
<b>DECEMBER 16, 2020</b>	
FYI: No Meeting 3 <sup>rd</sup> Wednesday in January (ARCs)	
<b>JANUARY 2021 – No Meeting</b>	
FYI: ARC Interviews Scheduled for Saturday, January 30 <sup>th</sup>	
<b>FEBRUARY 17, 2021</b>	
Government Alliance for Race and Equity (GARE) Update	
Hayward Housing Navigation Center Update	
FY 2020 – 2021 Community Agency Funding Process CSC Draft Funding Recommendations	
FYI: OPEN: Public Comment Period	
FYI: ARC Interviews Scheduled for Saturday, February 6 <sup>th</sup>	
<b>MARCH 17, 2021</b>	
FY 2021 – 2022 Community Agency Funding Process CSC Final Funding Recommendations	
FYI: END: Public Comment Period	
FYI: 30-Day Notice: City Council Public Hearing FY 2021-2022 Funding Recommendations	
<b>APRIL 21, 2021 – No Meeting</b>	
FYI: April 6: City Council Work Session	
FYI: April 27: City Council Public Hearing and Adoption of Funding Recommendations	
<b>MAY 19, 2021</b>	
Debrief FY 2021 – 2022 Community Agency Funding Process	
Review of CSC By-laws for FY 2021-2022	
<b>JUNE 16, 2021</b>	
Adoption of FY 2021-2022 Agenda Calendar	

## NEXT STEPS

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

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

Approved by:

Jennifer Ott, Deputy City Manager