



**DATE:** October 17, 2018

**TO:** Community Services Commission

**FROM:** Community Services Manager

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

## **RECOMMENDATION**

That the Commission receives and comments on this report.

## **SUMMARY**

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

## **BACKGROUND**

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

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

## DISCUSSION

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

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

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

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

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Approved by:



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Maria Hurtado, Assistant City Manager