



DATE: November 28, 2018

TO: Community Services Commission

FROM: Community Services Manager

SUBJECT De-brief of FY 2019 Bidder's Conference and Application Review Committee Selection

RECOMMENDATION

That the Commission receives and comments on this report.

SUMMARY

This staff report provides a debrief summary of the FY 2019 Bidder's Conference held Tuesday, October 30, 2018 and outlines the Commission's Application Review Committee (ARC) formation process for applicant interviews.

BACKGROUND

Each year, the City receives an entitlement allocation of CDBG funding from the U.S. Department of Housing and Urban Development (HUD). Along with the CDBG funds, the City also authorizes an allocation from the City's General Fund to social services programs. These funds provide monies for many local and regional nonprofit organizations' public programs.

On September 28, 2018, the City issued a Notice of Funding Availability to the public and other interested parties announcing the opening of the FY 2019-2020 Community Agency Funding Process. Nonprofit agencies were encouraged to apply for potential funding of eligible projects and services to benefit low-income Hayward residents. Applicants must be registered nonprofit organizations and attend a mandatory pre-application Bidder's Conference for consideration. Approximately 305 potential applicants were notified via mail and email of the availability of funds and invited to the Bidder's Conference.

DISCUSSION

The mandatory Bidder's Conference was conducted Tuesday, October 30, 2018 at Hayward City Hall. Thirty-three agencies attended, nine of which were new to the application process. Staff provided an overview of the funding process, eligibility, financial considerations and the RFP. Attendants were told how to access the application, request technical assistance and

submit the completed application through City Data Services. Applications are due Thursday, December 13, 2018 by 5pm.

After a preliminary eligibility review by staff, Commissioner access to the FY 2019 applications will open on December 17, 2018 through City Data Services. The applications sort into three categories; Infrastructure / Economic Development; Services; and Arts & Music. At tonight's meeting, Commissioners will voluntarily select participation on one of three ARCs. The purpose of the ARCs is to conduct in-person interviews of each agency applicant in order to develop preliminary funding recommendations. ARC interviews are scheduled for Saturday, January 26, 2018. Each ARC chair will present their committee's preliminary recommendation to the full CSC for review and deliberation at the February 20, 2018 CSC meeting. Funding recommendations are finalized at the March 20, 2018 CSC meeting and presented to Council at an April Work Session.

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Recommended by: Jennifer Ott, Deputy City Manager

Approved by:

Kelly McAdoo, City Manager