



DATE: May 15, 2019

TO: Community Services Commission

FROM: Community Services Manager

SUBJECT: Formation of a Community Agency Funding Review Committee

RECOMMENDATION

That the Community Services Commission form a Community Agency Funding Review Committee to discuss options for potential revisions to the Community Agency Funding Process.

SUMMARY

The City Council, Community Services Commission (Commission), and community agencies have all expressed a desire for the Community Agency Funding Process to be transparent around funding decision making, to see clearly articulated shared goals for the funding, and to utilize data for funding decision making and performance management.

Staff recommends that a Community Agency Funding Review Committee (Committee) be formed from a subgroup of the Commission to review the current funding process, best practices, and provide options to make the process more efficient and effective. This Committee would report back to the full Commission for discussion and approval, and substantive changes to the Community Agency Funding Process would then be recommended to the City Council for their feedback.

BACKGROUND

In June 2016, the Commission formed a Funding Parameters Committee to discuss options for potential revisions to the Community Agency Funding Process. The Committee convened on four occasions in July and August of 2016 and developed options for apportioning the available Community Agency Funding. At the September 21, 2016 Commission meeting, the Funding Parameters Committee shared their work with the full Commission. The Commission unanimously voted to recommend an option to Council that apportioned the available funding as follows:

- 27% to general applications in all categories

- 40% to targeted Areas of Need, on a rotating basis over three years
- 33% to be used toward programs and projects in the Infrastructure and Economic Development category as required by HUD

Members of the Funding Parameters Committee, in conjunction with the Library and Community Services Director, presented the Commission's recommendation to City Council.¹ During that work session, Council provided feedback that modifications to the funding process were premature because the community agencies were not yet prepared for the proposed changes and that staff should return at a future date to discuss possible modifications to the Community Agency Funding Process.

DISCUSSION

To be responsive to the requested revisions from the City Council, the Commission, and community agencies, the proposed Committee would focus their review of the Community Agency Funding Process on the following:

1. Creating transparency around funding decision making, which can include updating the Notice of Funding Availability to be explicit about the criteria used by the Commissioners in their funding recommendations and to match funding priorities; and
2. Developing clearly articulated shared goals for the funding; and
3. Using data for funding decision-making and performance management.

NEXT STEPS

1. The Commission selects a subgroup of its members to form the Committee; and
2. Staff works with the Committee to develop recommendations to share back with the full Commission in September for discussion and adoption; and
3. Substantive changes to the Community Agency Funding process will be recommended to the Council for their feedback.

Prepared and Recommended by: Monica Davis, Community Services Manager

Approved by:

Jennifer Ott, Deputy City Manager

¹ October 18, 2016 City Council Meeting,
<https://hayward.legistar.com/LegislationDetail.aspx?ID=2860800&GUID=DF2392EA-7844-457B-AEBB-521F39496515&Options=&Search=>