



# CITY OF HAYWARD

Hayward City Hall  
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## Cover Memo

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**DATE:** September 18, 2019

**TO:** Community Service Commission

**FROM:** Community Services Manager

### **SUBJECT**

Review of [Adopt](#) Proposed Changes to the Community Agency Funding Process: [Based on](#) Recommendations from the Community Agency Funding Review Committee

### **RECOMMENDATION**

That the Community Services Commission adopt the recommended changes to the Community Agency Funding Process.

### **SUMMARY**

The Community Agency Funding process is an annual, competitive funding process for Community Development Block Grant (CDBG) and General Fund/Social Services program funding. The Community Services Commission (Commission) serves as an advisory body to the Hayward City Council, wherein the Commission makes recommendations to Council regarding the distribution of these funds.

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

In May 2019, the Commission formed a subgroup, the Community Agency Funding Review Committee (Committee), to review the current funding process, identify best practices, and provide recommendations to make the funding process more efficient and effective. Comprised of five members of the Community Services Commission, the Committee convened on four occasions in June and July of 2019. Across these meetings, members of the Committee conducted a comprehensive review and assessment of the current funding process and recommended several administrative changes to the application for funding. These changes include requiring demographic data, identifying service type based on prevention or responsive, removing the [certain](#) audit requirements for social service applicants, providing an opportunity for agencies to discuss any challenges from the past year that may have affected their performance, as well as formatting changes.

### **ATTACHMENTS**

Attachment I            Staff Report  
Attachment II          Community Agency Funding Review  
Attachment III         Funding Breakdown  
Attachment IV            Application for Funding