

A blurred background image of a conference or meeting. Several people's hands are raised in the air, suggesting an interactive session or a Q&A period. The background is out of focus, showing a person in a white shirt and a whiteboard in the distance. The overall tone is professional and collaborative.

BIDDER'S CONFERENCE

FY 2024-2025

Community Services Division | City Manager's Office



Agenda

Introductions

Community Agency Funding Process

Financial Considerations and Eligibility

Application Overview, Updates, and Submission

Application Submission and Timeline

Technical Assistance

Q & A



Meet the team!

Summary of the FY24-25 Funding Process

- ▶ City of Hayward annual competitive funding process for Community Development Block Grant (CDBG) and General Fund program funding
- ▶ Subject to availability of funding
- ▶ Categories for applicants
 - ▶ Common Application
 - ▶ Infrastructure and Economic Development
 - ▶ Services
 - ▶ Arts & Music

- ▶ Funding sources:



Financial Considerations

- ▶ Minimum grant request is \$10,000; does not apply for Arts & Music; average rewards range from 20-45K
- ▶ Program budgets must balance and applicants should list all outside funding sources
- ▶ CDBG (federally-funded) activities will receive funds on a monthly reimbursement basis
- ▶ General Fund (City-funded) activities will receive funds at contract execution (50%), acceptance of Mid-Year Report (30%), acceptance of Year-End Report (20%)
- ▶ Funds for this application process will be disbursed between July 2024 and June 2025

Funding Source	Funding Frequency	Reporting Frequency
Community Development Block Grant (CDBG)	Monthly Reimbursement Due within 15 days of month end	Quarterly Reports Due no later than 30 days following the end of the period, with the exception of the year-end report, which will be due no later than July 15
General Fund (Services and Arts & Music)	Contract execution (50%), acceptance of Mid-Year Report (30%), acceptance of Year-End Report (20%)	Semi-Annually Report Due no later than 30 days following the Mid-Year point (January 30) and no later than 15 days following Year-end (July 15)

Funding Eligibility

Common Application Applicants must be registered 501(c) 3 nonprofit (confirmation required) or a government entity

Must have an Independent Fiscal Audit in the last 12 months if applying for \$20k+; if not, must have a fiscal sponsor and receive no more than \$20k

Must meet minimum contracting standards

Must serve low-income Hayward residents

CDBG applicants must meet a HUD National Objective

Application Overview

Administration & Fiscal Information

- Current contact information, including SAM or EIN number
- Confirmation of audit and non-profit status
- Agencies without an audit can apply for up to \$20,000

Program Description

- Funding category
- CDBG specific questions

Agency Performance

- Organization's mission
- Years of experience

Funding & Sustainability

- Agency-wide operating budget
- Proposed FY 24-25 program budget
- Amount requested from COH

City and Community Priorities

- Alignment with City priorities
- Community need

Impact, Performance Measures & Goals

- Service Type
- Performance Measures and Goals

Racial Equity

- Agency specific demographics
- Client specific demographics

Interview Logistics

- Interpretation services

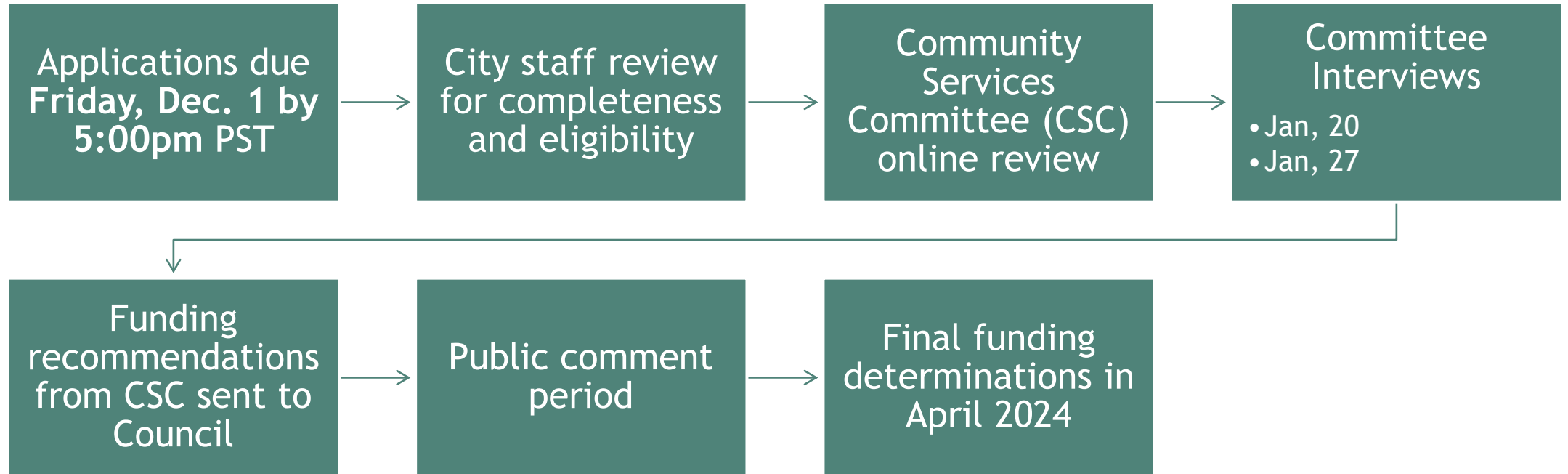
Request for Proposal Packet Information

- ▶ Funding Process Calendar
- ▶ Overview of the funding process
- ▶ Contracting and reporting standards
- ▶ FY 2024-2025 Blank Applications for Funding (for reference - all applications should be submitted online)
- ▶ FY 2023 Income Limits Summary (numbers provided by the Department of Housing and Urban Development - HUD)
- ▶ Low-Income Census Tracts Map (most recent map provided by HUD)
- ▶ Program Budget Sample
- ▶ Scoring Rubric
- ▶ Glossary of Terms

Application Submission

- ▶ **Application Deadline: December 1, 2023, at 5:00pm (PST)**
 - ▶ No late applications will be considered
- ▶ All application materials will be available after the bidders' conference
- ▶ All applications must be submitted online through City Data Services (www.citydataservices.net)
 - ▶ No paper applications will be considered
 - ▶ **Returning applicants: Use previous year's log-in ID/password**
 - ▶ **New applicants:** Use HAY2024 as both log-in ID and password, then you will be issued a unique log-in and password once you enter the system

Application Timeline



Technical Assistance



CDBG (Econ. Dev., Infrastructure/Facilities)

Carol Lee
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CDBG Public Services

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Paratransit

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Social Services/Arts & Music

Amy Cole-Bloom
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Community Services Division Main Line: **510-583-4250**

Bidder's Conference Attendance

To fulfil the attendance requirement, please complete the Bidder's Conference Sign In Sheet

Survey Link

[City of Hayward FY24-25 Bidder's Conference Sign In Sheet \(arcgis.com\)](#)

Questions