

**Bidder's Conference Questions and Answers  
October 28, 2024**

Q: For the audit requirement, can we submit before the awards are announced next year? We are in the process of getting ready for our audit.

A: Please submit the most recent completed audit with your application. You can update your CDS Uploads tab with your new audit when it is complete.

Q: Can you submit more than one application?

A: Yes, however you may only apply for one program/project per application. Each proposed program requires its own application.

Q: Where can we find the exact dates of the CSC meetings?

A: You can find the exact dates of the CSC meetings related to agency funding in the RFP. Meetings for the CSC can be found on the City's meeting and agenda webpage: <https://hayward.legistar.com/Calendar.aspx>.

Q: How may I receive a copy of the RFP?

A: A copy of the RFP will be available on the City's website at <https://www.hayward-ca.gov/services/city-services/apply-for-community-agency-funding> and emailed to Bidder's Conference attendees.

Q: Must General Fund (Arts & Culture) applicants be registered with SAM?

A: No, it is only required of CDBG applicants. However, we recommend it as a general practice if your agency receives any federal funding.

Q: If we haven't been awarded for funding in the past, would we leave the client demographic section blank?

A: If you are requesting funding for an existing program, please include demographic information to the best of your ability. This will make your application more competitive.

Q: Will all types of services/grants require demographic information on all household members, and not just clients served?

A: Demographic information is requested from individual clients served for all proposed projects. If all members of a household were provided services, we request for the demographic information from all of them.

Q: Will CDS require that the numbers of clients served match from section to section? If so, the household vs client info will be especially confusing/difficult.

A: While there are multiple questions asking for client/household information, none of the questions will ask you to match from section to section as they will be asking for different information. For example, questions 32 and 33 asks for an estimated number of clients/households that would directly benefit from the proposed program. Whereas question 36 asks for client specific demographics from your previous year's program.

Q: Is it ok to reach out to you after this conference for questions?

A: Yes. Please email [emily.hwang@hayward-ca.gov](mailto:emily.hwang@hayward-ca.gov) or call 510.583.4252 with questions and you will be directed to the appropriate staff member.

Q: Please share login and password please for City Data Services page?

A: When first logging into City Data Services, you will use HAY2025 as both your username and password.

Q: Is the complex overview of the funding application only for the CDBG request, or is this also required for the City funding?

A: The application will specify questions that are just for CDBG. Otherwise please provide answers to all other questions.

Q: Who do we contact for if we run into any issues or questions?

A: For questions regarding technical support for the City Data Services website, please reach out to [support@citydataservices.com](mailto:support@citydataservices.com). For all other questions, please email [emily.hwang@hayward-ca.gov](mailto:emily.hwang@hayward-ca.gov) or call 510.583.4252.

Q: How should we complete the Race and Ethnicity table in the application?

A: For both the Agency Race and Ethnicity Demographics and the prior year Client Race and Ethnicity Demographics Data, please enter the number of individuals identifying as each race in the first column and, of those individuals, how many identify as Hispanic/Latino in the second column.

For example, if you have five White individuals, of which two identify as Hispanic/Latino, on the White row you would enter “5” in the first column and “2” in the second column. Another example could be if you have seven Black/African American individuals, of which one identifies as Hispanic/Latino, and on the Black/African American row you would enter “7” in the first column and “1” in the second column.

Q: On the demographics table in the application, how do you enter the Hispanic/Latino population that does not identify with any racial category?

A: The demographics table follows the Department for Housing and Urban Development’s (HUD) standards for tracking race and ethnicity. You can find instructions for race and ethnicity data reporting here: <https://www.hud.gov/sites/dfiles/OCHCO/documents/27061.pdf>. Agencies will need to report to their best ability.

Q: Is there a cutoff date for questions?

A: There is no cutoff date for questions, however it’s best to seek clarification early in the application process.

Q: How do you know if you should apply for CDBG or City of Hayward funding?

A: You can find descriptions of each category on page 8 of the RFP. If you need assistance deciding which type of funding to apply for, please contact Staff at [emily.hwang@hayward-ca.gov](mailto:emily.hwang@hayward-ca.gov) or 510.583.4252.

Q: For the interview dates mentioned earlier, on what specific date will the CDBG economic development project interviews happen?

A: Interviews for each category have not yet been determined. Dates should be confirmed by the first week of December. Staff recommends that agencies hold January 18 and 25 on their calendars and let staff know of any scheduling conflicts in advanced.

Q: Our agency has not previously applied for funding. Is there any reason that we would not qualify for any category?

A: Being a new agency does not disqualify you from applying for any category. For questions about which funding your program may qualify for, please contact Staff at [emily.hwang@hayward-ca.gov](mailto:emily.hwang@hayward-ca.gov) or 510.583.4252.

Q: If my agency has applied previously and our funding category was General Fund, who should we follow up with or apply under?

A: If your program hasn’t changed, you can apply under the same funding category. If you are still unsure of what category of funding to apply for, you can reach out to [emily.hwang@hayward-ca.gov](mailto:emily.hwang@hayward-ca.gov).

Q: Do we enter the board meeting documents monthly or at the reporting period?

A: This is not a requirement to apply for funding, but rather a minimum contracting requirement. If your agency is awarded funds, you will need up to upload your board documents from the 6 most recent board meetings (leading up to July 1, 2025). More information of minimum contracting requirements can be found on page 4 of the RFP.

Q: Can the project name be listed as TBA in the attendance survey if it does not yet have a title?

A: Yes, please be sure to provide your agency's name when signing-in.

Q: Is the \$20K limit for organizations without audit or fiscal sponsor per program application or total of all programs?

A: Agencies without an audit or fiscal sponsor will be limited to \$20,000 across all programs receiving awards.

Q: Is there a general info on what percentage of applicants are granted?

A: In the last funding cycle, 45 out of 50 project proposals received either full or partial funding.

Q: Is a board resolution required for this application?

A: No. If your agency is awarded funds, your agency is required to meet minimum contract requirements in order to accept the funding which includes uploading board documents, your board's schedule and roster, and other required documentation. More information on minimum contracting requirements can be found on page 4 of the RFP.