

FY 2024-2025 Community Agency Funding Bidder's Conference

Questions and Answers

ATTENTION: The RFP Packet for FY 2024-2025 Community Agency Funding process has been amended as of November 6, 2023, to reflect changes to the fiscal sponsorship and audit requirements. Answers to questions related to fiscal sponsorship and audits below have been revised to reflect the most recent changes.

Application and Interview Logistics Questions

Q. Will the PowerPoint slides and Bidder's Conference recording be available to us?

A. Yes. They will be available on the City's website.

Q. When will the application be available on the Hayward NOFA website?

A. The RFP Packet is currently available on the [NOFA website](#). Agencies can begin their application at www.citydataservices.net.

Q. When are applications due?

A. Applications are due online in City Data Services by Friday, Dec. 1, by 5pm. No late applications will be accepted.

Q. Can you apply for multiple programs?

A. Yes. An applicant can submit multiple applications for different programs across different funding categories. If you plan to apply for multiple programs, you'll need to create multiple applications in City Data Services and will be expected to perform multiple interviews.

Q. Can a government agency submit a common application?

A. Yes. Nonprofits and government entities are eligible to apply for funding through the Community Agency Funding process.

Q. Who should we list as the agency contact in the application?

A. Please list the staff member who will be reviewing email communications.

Q. Is there flexibility with the interview schedule timing?

A. There is some flexibility depending on the category for which you plan to apply. If you are a services applicant, the interviews will be on both January 20 and January 27. If you are concerned about the schedule, please let the Community Services Division know so we can take it into consideration when scheduling.

Q. Will the interview be remote or in person?

A. Interviews will be conducted virtually via Microsoft Teams.

Funding Amount and Budget Questions

Q. Are matching funds required?

A. No, matching funds are not required. However, you will have the opportunity to list other funding sources you are leveraging.

Q. Can you apply for both funding sources (CDBG and City General Fund)?

A. Yes. Staff use discretion to appropriately categorize applications.

Q. What is the allowable indirect (administrative overhead) cost rate?

A. Typically, we do a 10% indirect cost rate, but we do not cap other administrative expenses like salaries.

Q. What is the total funding for the Arts & Music agencies?

A. For FY 2024, Council approved a budget of \$132,000 for Arts and Music programming. Staff does not anticipate changes in FY 2025.

Q. Is there a cap on the amount of funds we can request? This question was answered incorrectly in the Zoom recording. See the revised answer below.

A. There are specific funding caps for, depending on the category. This information is can also be found on page 3 of the RFP Packet.

The following caps are in place for *Services* funding:

- Housing and Homelessness related projects can receive up to \$100,000
- All other services can receive up to \$50,000

For *Arts and Music* funding, new agencies may receive up to:

- \$30,000 in financial support for one year
- Signature agencies may receive up to \$25,000 for programs that have been funded for 1-5 year(s)
- Classic agencies, (5+ years) may receive up to \$20,000 in grant funding, not to exceed 60% of the total estimated program budget

The average award for services projects ranges from \$20-45K and economic and infrastructure projects awards range from \$50-200K depending on the activity.

Fiscal Sponsor Questions

Q. Can agencies apply for \$20,000 without a fiscal sponsor? The answer to this question has been updated based on the amended RFP.

A. Yes, agencies can apply for up to \$20,000 without a fiscal sponsor. Any amount requested over \$20,000 will require the agency to provide their own independent fiscal audit or obtain a fiscal sponsor that can provide a fiscal audit.

Q. Can a new organization apply for funding, or do they apply with a fiscal sponsor?

A. New agencies/organizations are eligible to apply. Please review the funding eligibility and fiscal sponsor options to see if this is a good option for your organization and reach out to staff with follow-up questions.

Q. Does the fiscal sponsor apply for funding through City Data Services?

A. Yes, they will submit the application on the sponsored agency's behalf and the sponsored agency should work with the fiscal sponsor to provide programmatic details required in the application.

Q. Is the application judged by the experience of the fiscal sponsor or the organization performing the program?

A. The application will be scored based on the scoring rubric and the sponsored organization's ability to provide the proposed services or program. The fiscal sponsor's role in the application process is to submit the online application (the sponsored organization must provide all the content to the sponsor) and provide a recent fiscal audit in the application to show in the application that there is an agency that has the capacity to provide administrative assistance to manage funds, submit invoices, and complete reporting requirements. If funding is awarded, the sponsor executes the contract with the City, which includes providing requisite insurance documentation, then receives payments from the City and then pays the sponsored organization.

Q. Does the City have a list of potential fiscal sponsors?

A. If you need a fiscal sponsor, please reach out to staff and they can try to connect you with a fiscal sponsor.

Q. Who can be a fiscal sponsor?

A. Nonprofits and government entities can be fiscal sponsors.

Q. When you use a fiscal sponsor, how does the reimbursement process work?

A. The fiscal sponsor completes the requests for reimbursement in City Data Services. The City will reimburse the fiscal sponsor and the fiscal sponsor disburses the funds directly to the agency that is sponsored. Your agency will still be required to support any reporting and reimbursement requirements.

Fiscal Audit Questions

Q. Can you apply for up to \$20,000 without a fiscal audit? The answer to this question has been updated based on the amended RFP.

A. Agencies may apply for up to \$20,000 without a fiscal audit.

Q. Can an agency apply for over \$20,000 with a fiscal sponsor and not have an audit? The answer to this question has been updated based on the amended RFP.

A. If you are applying for more than \$20,000 your agency must either have a fiscal audit OR your agency must have a fiscal sponsor that can provide an audit.

Q. Is there an audit letter or something similar that can be used for smaller grant requests, in place of the full audit?

A. The City requires a full independent audit from either the agency applying or a fiscal sponsor. Staff performed an assessment of an audit letter versus a full audit and found that it was still costly and difficult to acquire.

Q. For the audited financials, can we submit it later than December 1 deadline?

A. You can submit your audit later than December 1st with the expectation that you will notify your respective staff contact. For the application, attach your most recently completed audit from the prior year and staff will communicate with the Community Services Commission that you are in the process of completing the audit for FY22-23/calendar year 2022.

**Q. Can a board member who is a tax preparer do an
for us?**

A. The audit should be done by an independent, outside evaluator and thus, cannot be performed by a board member associated with your organization.

Eligibility and Additional Application Questions

Q. HUD allows for-profit organizations to provide Special Economic Development services. Did Hayward Council pass a resolution that does not allow for-profit agencies to participate in this funding allocation?

A. There is no resolution from Council that states this. Council has given guidance that they want to see the funding from this process prioritized for nonprofit agencies.

Typically, when for-profit businesses receive assistance from the City, they work with the City's Economic Development Division.

Q. Can I add attachments to add more context?

A. Narrative questions have a 250-word limit. Unless specified, attachments will not be considered.

Q. What annual income qualifies as low income in Hayward?

A. Low income for a family of four in the Hayward area is considered \$112,150 for fiscal year 2023. You can find more information in the RFP Packet which provides the Income Limits Summary for 2023.

Q. Can you elaborate on the review process? Is there a point system? And do minority-owned or minority-led organizations get priority?

A. There is a scoring rubric which is included in the RFP packet. Minority-owned or minority-led organizations do not get additional points.

Q. If an entity has an existing City Data Service Log-in and Password previously used for funding received by City of Hayward, but not actively receiving funding, should the entity use that username/password to access the application?

A. Yes. If you need help getting access, please reach out to staff.

Q. Does the RFP include list of eligible expenses for CDBG?

A. The RFP includes eligible activities. For information about specific expenses, applicants can review HUD resources such as the [Playing by the Rules Handbook](#) for CDBG subrecipients.

Q. Is it allowable to utilize CDBG funding to lease office space and/or mobile clinic space to provide services?

A. Long term lease is an eligible use and would be subject to the public services cap.