

REQUEST FOR PROPOSALS FISCAL YEAR 2020-2021 COMMUNITY AGENCY FUNDING

This PDF version of the FY 2020-2021 application materials is provided for informational purposes only, as applications for FY 2020-2021 funding must be submitted ONLINE at www.citydataservices.net. All applicants will complete the Common Application, regardless of the Category in which funding is sought. Applicants are strongly encouraged to read the instructions completely before starting the application.

Application Deadline: Friday, December 6, 2019, 5:00PM

Late applications will not be considered.

HOW TO ACCESS THE ONLINE APPLICATION

CURRENTLY-FUNDED AGENCIES

Agencies that are currently funded in FY 2019-2020 that wish to apply for FY 2020-2021 funding will find the application under the "Reports" tab when logged onto www.citydataservices.net.

NEW APPLICANTS

Agencies that are not currently funded, should log onto www.citydataservices.net and use HAY2020 (case sensitive) as both their Username and Password. Applicants will be prompted for some basic information and then issued a unique Username and Password. By logging on with these new credentials, the FY 2020-2021 Common Application may be accessed.

This document can be made available in alternative accessible formats upon request, in accordance with the Americans with Disabilities Act of 1990. Please request the desired accommodation by calling:

City of Hayward
Community Services Division
Reception: (510) 583-4250
TDD: (510) 247-3340
FAX: (510) 583-3650

Electronic copies of these materials are available for download on the City of Hayward website:
www.hayward-ca.gov.

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FY 2020-2021 FUNDING PROCESS CALENDAR

DATE	EVENT
September	
Fri., 9/27	30-Day Notice of Funding Availability Published in the Daily Review and City of Hayward website and emailed to Interested Parties
November	
Tues., 10/29	MANDATORY Bidder's Conference Hosted in Council Chambers
December	
Fri., 12/6	Application Deadline - Applications are ONLY accepted online through City Data Services Due 5:00PM, All Categories
January	
Sat., 1/25	Application Review Committee Interviews - I
February	
Sat., 2/1	Application Review Committee Interviews - II
Wed., Feb 20	Draft Funding Recommendations made by CSC Preliminary Public Comment Period Begins for All Categories
March	
Wed., 3/18	30-Day Public Notice of City Council Public Hearing
Wed., 3/18	Public Comment Period Closes for All Categories Final Funding Recommendations Established by Community Services Commission
April	
Tues., 4/7	City Council Work Session and Public Hearing
Tues., 4/28	City Council Public Hearing

OVERVIEW OF THE CITY OF HAYWARD FUNDING PROCESS

In April 2020, the City of Hayward will award federal Community Development Block Grant (CDBG) funds for community and economic development programs for the City. Subject to available funding, the City may also allocate funds from its General Fund and for the provision of eligible services for low-income Hayward residents, including the homeless, seniors, people who have disabilities, and youth. All programs are to be implemented between July 1, 2020 and June 30, 2021. Applicants must be non-profit organizations.

Prior to preparing and applying, applicants should be aware of the following eligibility guidelines:

1. Applicants must be nonprofit entities and meet the City of Hayward Minimum Contracting and Reporting Standards (page 3).
2. To be eligible for CDBG funding, projects must meet at least one of the following HUD National Objectives:¹
 - A. Benefit people whose income is at or below 80% of the area median income; (See CDBG Program Income Limits, page 7);
 - B. Provide services in a predominantly low-income area; (See Hayward HUD Low-Income Census Tracts Map, page 8);
 - C. Eliminate slums and blight.
3. CDBG-funded activities must also fall into one of the following Categories of Need:
 - A. Affordable Housing (not construction costs)
 - B. Economic Development
 - C. Facilities Rehabilitation and Improvements
4. All projects must benefit exclusively low-income Hayward residents, seniors, people who have disabilities, or youth.
5. The City Council has four guiding priorities that guide City action: Safe, Clean, Green, and Thrive. These overarching priorities emphasize the City Council's vision for the Hayward community and have done so for several years. Agencies are encouraged to reflect the City Council's vision in their application responses.

NOTE: All applicable federal and local regulations must be met before, during, and after a funded project is undertaken. Applicants that have not previously received an award are strongly encouraged to request a sample contract to become familiar with program requirements before applying.

¹ City staff will verify that a project meets a national objective before CDBG funds are recommended.

MINIMUM CONTRACTING AND REPORTING STANDARDS

Should your agency receive funding, please be advised that to execute a contract and receive the funding, your agency will be required to meet these minimum standards:

1. All applicants are required complete and submit a Common Application for City Funding, through City Data Services (www.citydataservices.net).
2. Complete agendas, minutes, attachments and reports from your agency's six most recent board meetings (leading up to July 1, 2020) are required to be submitted. Throughout the year complete board packets, including reports and attachments, must be provided to the City.
3. A copy of the Board of Directors roster and meeting schedule for FY 2020-2021, and the location of where those meetings will be conducted, must be on file at the City.
4. A copy of the board-approved, balanced FY 2020-2021 agency-wide budget that includes sources and uses - **OR** - a budget and an allocation schedule for FY 2020-2021 must be on file at the City.
5. A copy of the organizational chart, with number of years with the organization, and the resumes of the Executive Director and other Program Manager level staff must be on file at the City.
6. To execute a FY 2020-2021 contract, each agency awarded over \$15,000 in funding must have completed an independent fiscal audit for FY 2018-2019 (or calendar year 2018). Submission of the management letters that accompanied the audits is also required. If there were any findings in the audits, a letter from the board of directors explaining the corrective measures taken to resolve the problem(s) must be provided.

Agencies that do not have a current audit as described above who wish to apply for more than \$15,000 are eligible to apply for City funding only under the auspices of a fiscal administrator that can meet this standard. The fiscal administrator must apply for the funding, and if granted, the fiscal administrator may utilize up to 10% of the grant for its own expenses.

7. The City requires general liability insurance (usually a minimum of \$1,000,000, but this depends on the funded activity) with an endorsement policy listing the City as additionally insured, in addition to other types of insurance policies that the proposed project may require.
8. Agencies with an allocation over \$25,000 must follow Hayward Living Wage Ordinances, with current rate earnings provided at \$13.16 per hour with health coverage or \$15.21 per hour without health coverage. If an employee opts out of health coverage, the agency may offer the lower rate (\$13.61) only if the employee can provide proof of third-party coverage. The Living Wage Ordinance applies to regular, contract and temporary employees. The living wage determination may be subject to change for effective July 1, 2020.
9. If this would be the first time your agency received funding from the City, you will be required to submit a copy of the data collection tool you would use to meet City reporting requirements.

A sample contract is available upon request. Funds will be forfeited if a contract is not executed by September 30, 2020. Technical assistance is available upon request. Please call or email City staff as follows:

CDBG	Amy Cole	510-583-4252	amy.cole@hayward-ca.gov
Paratransit	Jessica Lobedan	510-583-4201	jessica.lobedan@hayward-ca.gov
Social Services	Alejandro Mora	510-583-4248	abel.mora@hayward-ca.gov

FY 2020-2021 COMMON APPLICATION FOR CITY FUNDING

SECTION I. ADMINISTRATION

- 1. Applicant Name _____
- 2. Program Name _____
- 3. Program Address _____
- 4. Contact Name _____
- 5. Contact Phone _____
- 6. Contact Email _____
- 7. EIN Number _____
- 8. DUNS Number _____

SECTION II. ELIGIBILITY

- 9. Is the Applicant a fiscal administrator for another organization? Yes No
 If YES, please provide the name of that organization. _____
- 10. Is Applicant currently an IRS-approved non-profit entity? Yes No
 If YES, what type? 501c(3), etc. _____
- 11. Is Applicant currently a State of CA-approved nonprofit entity? Yes No
- 12. Has Applicant completed a fiscal audit within the past 12 months?
 (Attach a FY 2018-2019 independent fiscal audit) Yes No

If you have not completed an audit in the past 12 months, you are only eligible for social services funding up to \$15,000.

SECTION III. BUDGET

- 13. What is the total organizational/agency budget?
 (Attach a board-approved, line-item, agency-wide budget) _____
- 14. What is the total cost of the proposed program or project?
 (Attach a DETAILED program budget to include expenditures and anticipated revenue sources.) _____
- 15. Of that total on line 14, what amount is being requested from the City of Hayward?
 (Minimum grant amount is \$10,000) _____

SECTION IV. PROGRAM

- 16. This application requests funding for an activity in the following category (check only one category). City staff may reassign the selected category to a different category should staff determine that such reassignment is needed and warranted.
 - Economic Development
 - Infrastructure
 - Services
 - Arts & Music
 - Youth & Education

FY 2020-2021 COMMON APPLICATION FOR CITY FUNDING

17. How many years has the service organization been providing services in Hayward? _____

18. How many years has the service organization been providing the *proposed* services in Hayward? _____

Demographics Data (data from FY 2018-2019)

Ethnicity

Ethnicity	Annual Served	
	# Served	Hisp
White		
Black/African American		
Asian		
Chinese		
Filipino		
Asian Indian		
Vietnamese		
Korean		
Japanese		
Other Asian (e.g. Pakistani, Cambodian, Hmong, etc.)		
Amer. Indian/Alaskan Native		
Native Hawaiian/Pacific Isl.		
Native Hawaiian		
Samoan		
Chamorro		
Amer. Indian/White		
Asian/White		
Black/White		
Amer. Indian/Black		
Other Multi-Racial		
TOTAL		

Gender of Hayward Clients

Gender	Annual Served
Female	
Male	
Other	
Total Unduplicated Clients	

19. How many units of service did you provide in FY 2018-2019? (i.e., meals provided, classes taught, etc.).

20. Does your organization provide:

Service Type	% of total services
Prevention Services: services intended to prevent something from happening. For example, health education to prevent spread of illness.	
Responsive Services: services intended to respond to something that has already happened. For example, medical treatment for persons with a medical condition.	
Both: a combination of prevention and combination services/the service is both prevention and responsive	
Other: not applicable	

Performance Measures and Goals:

21. How many unduplicated low-income Hayward residents (individual) would directly benefit in FY 2020-2021 from the proposed program?

22. How many unduplicated low-income Hayward residents (households) would directly benefit in FY 2020-2021 from the proposed program?

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SECTION V. NARRATIVE QUESTIONS (Responses may not exceed 250 words)

- 23. **What is your organization’s mission?** Agencies should provide a clear and succinct mission. The mission should provide a clearly stated purpose of who the organization is, what they do, and how they benefit the Hayward community.
- 24. **What is the proposed program or service your organization seeks funding for?** Agencies should provide a clear description of the specific program or service they seek funding for. Describe if the program or service is preventative and/or responsive.
- 25. **Describe specific the goals, outcomes and impacts of the proposed program or service.** Describe the program goals, intended outcomes, and impacts on the Hayward community. What is this program or service intending to accomplish in Hayward?
- 26. **Describe how program performance is assessed and maintained.** The City is interested in learning how data driven outcomes are used in your program management and planning? How do you track outcomes? How do you use data to improve upon your service delivery?
- 27. **Describe how the proposed activities strengthen community collaboration to the benefits of clients served. List and organizations you partner with and the services provided.** The City is interested in how agencies work with other agencies to strengthen collaboration and impact in the community.
- 28. **Describe your efforts to diversify funding and other revenue sources you have sought.** The City of Hayward has limited funding to distribute through the Community Agency Funding process. City funding should not be an agency’s sole funding source. We are interested to hear how you leverage City funding through diversifying your funding stream.
- 29. **Describe the impact funding would have for your agency and program.** The City is interested to hear how this funding impacts your agency. What does funding allow you to accomplish? Should partial funding be awarded, how would this impact your organization and program?
- 30. **Use this space to share anything that the City should know.** Did you have any organizational changes in the past year that may have impacted your organization’s performance?

SECTION VI. CDBG QUESTIONS: If you are interested in applying for CDBG funding, please complete the following questions. If you are not interested in applying for CDBG funding, do not complete the following questions.

The Community Development Block Grant (CDBG) funds local community development activities with the goal of providing affordable housing, anti-poverty programs, and infrastructure development. CDBG is a federal funding source, and as such, has more complex reporting requirements and requires monthly invoices.

- 31. **Describe how the Applicant would verify, document and report that the clients benefiting from the City’s funding would be low-income Hayward individuals, households, or businesses.** The City requires that CDBG funded programs serve 100% low-income. How would your agency verify and document low-income status?
- 32. **Describe how the organization plans to expand or enhance services in comparison to existing services with proposed funds.** Will this funding allow you to provide a new service or expand your service delivery?

Section VII. Capital Projects

- 33. From time to time, the City has unexpected funds available for capital projects. Is there an important, but not urgent project not included in this application that you would like the city to consider if such funds become available? Projects must be greater than \$100,000. Answer limit to 100 words or less.

Signatures: _____
 Executive Director Date Board President Date

NOTE: A paper application will not be accepted. Agencies must apply through the City Data Services web portal.



FY 2019 INCOME LIMITS DOCUMENTATION SYSTEM

HUD.gov [HUD User Home](#) [Data Sets](#) [Fair Market Rents](#) [Section 8 Income Limits](#) [MTSP Income Limits](#) [HUD LIHTC Database](#)

FY 2019 Income Limits Summary

Selecting any of the buttons labeled "Explanation" will display detailed calculation steps for each of the various parameters.

FY 2019 Income Limit Area	Median Family Income <input type="button" value="Explanation"/>	FY 2019 Income Limit Category	Persons in Family							
			1	2	3	4	5	6	7	8
Oakland-Fremont, CA HUD Metro FMR Area	\$111,700	Very Low (50%) Income Limits (\$) <input type="button" value="Explanation"/>	43,400	49,600	55,800	61,950	66,950	71,900	76,850	81,800
		Extremely Low Income Limits (\$)* <input type="button" value="Explanation"/>	26,050	29,750	33,450	37,150	40,150	43,100	46,100	49,050
		Low (80%) Income Limits (\$) <input type="button" value="Explanation"/>	69,000	78,850	88,700	98,550	106,450	114,350	122,250	130,100

NOTE: Alameda County is part of the **Oakland-Fremont, CA HUD Metro FMR Area**, so all information presented here applies to all of the **Oakland-Fremont, CA HUD Metro FMR Area**. HUD generally uses the Office of Management and Budget (OMB) area definitions in the calculation of income limit program parameters. However, to ensure that program parameters do not vary significantly due to area definition changes, HUD has used custom geographic definitions for the **Oakland-Fremont, CA HUD Metro FMR Area**.

The **Oakland-Fremont, CA HUD Metro FMR Area** contains the following areas: Alameda County, CA; and Contra Costa County, CA.

* The FY 2014 Consolidated Appropriations Act changed the definition of extremely low-income to be the greater of 30/50ths (60 percent) of the Section 8 very low-income limit or the poverty guideline as [established by the Department of Health and Human Services \(HHS\)](#), provided that this amount is not greater than the Section 8 50% very low-income limit. Consequently, the extremely low income limits may equal the very low (50%) income limits.

Income Limit areas are based on FY 2019 Fair Market Rent (FMR) areas. For information on FMRs, please see our associated FY 2019 [Fair Market Rent documentation system](#).

For last year's Median Family Income and Income Limits, please see here:

FY2018 Median Family Income and Income Limits for Oakland-Fremont, CA HUD Metro FMR Area

Select a different county or county equivalent in California:

- Alameda County
- Alpine County
- Amador County
- Butte County
- Calaveras County
- Colusa County

Select county or county equivalent

Select any FY2019 HUD Metropolitan FMR Area's Income Limits:

Oakland-Fremont, CA HUD Metro FMR Area

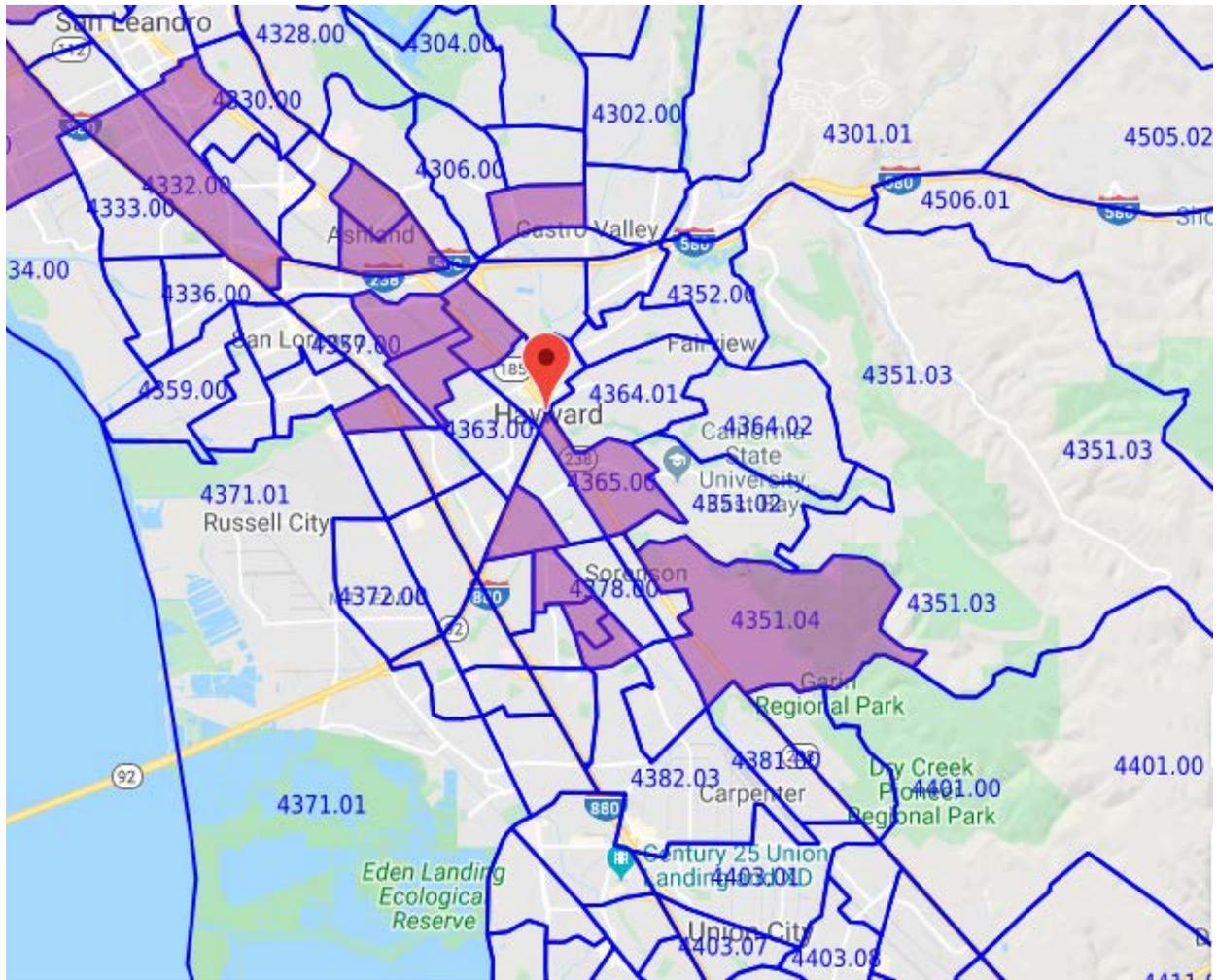
Select HMFA Income Limits Area

Or press below to start over and select a different state:

Select a new state

Update URL For bookmarking or E-Mailing

Prepared by the [Program Parameters and Research Division](#), HUD.



Program Budget - Period of July 2020 through June 2021

*Insert additional rows as necessary	Hayward Request	Total Funding Other Sources	Total Program Budget
City of Hayward Funding Request			
Other Government Revenue Sources (please list individual sources)*			
Other Grants e.g., foundation, corporate (please list individual grants)*			
Private Donations			
Total Revenue	0.00	\$0.00	\$0.00
Staff Salaries (List Each Position)*			
Staff Benefits (Social Security, Medical, Workers Comp, State Unemployment)*			
Maintenance			
Service Contracts			
Utilities			
Services and Supplies			
Consumable Office Supplies			
Field Supplies			
Rent			
Special Services			
Organizational Dues and Publications			
Insurance			
Mileage			
Staff Training (Must be Specific to Program Delivery)			
Communications			
Professional Services			
Administrative Overhead (Cost Allocation Plan Required)			
Total Expenditures	\$0.00	\$0.00	\$0.00

GLOSSARY OF TERMS

Agency-wide Budget

Budget showing the agency's income and expenses for the entire organization for a fiscal or calendar year.

Organizational Budget

Same as Agency-wide Budget. Budget showing the agency's income and expenses for the entire organization for a fiscal or calendar year.

Fiscal Administrator

A non-profit organization that applies on behalf of an organization or group. The fiscal administrator accepts responsibility to serve as a fiscal conduit for a City of Hayward-funded project, receiving and disbursing funds related to the grant, and administering the requirements throughout the City of Hayward grant process. The sponsored organization or group completes the project activity.

Fiscal Administrator

The verification of the financial statements provided by an objective and independent accountant, with a view to express a financial audit opinion. The audit opinion is intended to provide reasonable assurance, but not absolute assurance, that the agency's financial statements are presented fairly, in all material respects, and/or give a true and fair view in accordance within generally accepted accounting principles.

Low-Income Residents

Residents that fall within the City of Hayward's most recently published income limits, specifically earning 80% or below the local median income. See Page 7 for FY 2019 income limits.

Program/Project Budget

A budget showing income and expenses of a specific project within an organization. This is different from the Agency-wide or Organizational Budget.

Unduplicated Clients

A participant who is counted only once during the funding year, no matter how many direct services the client receives during a funding year. A participant who receives services throughout the year should be counted and reported no more than one time.

Please consult City staff if there is a term in the Request for Proposal in which you are unfamiliar.