

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 large window with a view of a city.

BIDDER'S CONFERENCE

FY 2023-2024

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

Summary of the FY23-24 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
 - ▶ Special Event Application
 - ▶ Special/Cultural Events

▶ Funding sources:



Financial Considerations

- ▶ Minimum grant request is \$10,000; average grants range from \$10K - \$38K
- ▶ 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%)
- ▶ Special Events will receive funds at contract execution/permit approval (90%) and acceptance of post event report (10%)
- ▶ Funds for this application process will be disbursed between July 2023 and June 2024

Funding Source	Funding Frequency	Reporting Frequency
Community Development Block Grant (CDBG)	Monthly Reimbursement Due within 15 days of month end	Quarterly 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 Due no later than 30 days following the Mid-Year point (January 30) and no later than 15 days following Year-end (July 15)
General Fund (Special Events)	Contract execution/permit or facility rental agreement approval (90%), acceptance of Post-Event Report (10%)	Due no later than 30 days following the event

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+

Must meet minimum contracting standards

Must serve low-income Hayward residents

CDBG applicants must meet a HUD National Objective

Special/Cultural Events must be free and open to the public

Special Events

- ▶ **Special Events:**
 - ▶ Any planned activity that requires the use of public property which is not within the normal and ordinary use of the property, or
 - ▶ Any planned activity that may have a greater impact on City services or resources, neighborhoods, businesses or the community as a whole than would have occurred had the activity not taken place
 - ▶ *E.g., parades, gatherings, arts and crafts shows/fairs, festivals, athletic events, car shows, musical or cultural events.*
- ▶ Required to obtain a Special Event Permit or fully executed Facilities Rental Agreement prior to receiving funding

Special Events Funding

- ▶ New Events-Up to \$10,000 Grant may be awarded to a new event
 - ▶ A new event may receive the new event amount for one year.
 - ▶ A “New Event” is defined as an event that has been newly established and had been initially developed within no more than three years of the date of the first grant request to the City. An event previously located outside the City of Hayward but moving to a location within the City for the first time is considered a new event.
- ▶ Signature Event-Up to \$5,000 cash Grant may be awarded to an event.
 - ▶ A “signature Event” is defined as an event that has taken place less than five years from the current year of grant request.
 - ▶ Upon the completion of the 5th consecutive year of an event taking place, a Signature event will be reclassified as a Classic Event.
- ▶ Classic Event-Up to \$7,500 cash Grant may be awarded to an event.
 - ▶ A “Classic Event” is defined as an event that has previously taken place at least five consecutive years from the current year of grant request.

Application Overview

Administration

- Current contact information, including SAM number
- Agency specific demographics required

Eligibility

- Confirmation of audit and non-profit status
- Agencies without an audit can apply for up to \$20,000

Budget

- Agency-wide operating budget
- Proposed FY 23-24 program budget
- Amount requested from COH

Program

- Funding category
- Demographics of those served in prior FY
- Service type
- Performance goals and measures

Narrative Questions (250-word limit)

- Demonstrate impact and capacity
- Reflect on any previous challenges, if relevant

CDBG Questions

- CDBG questions to meet federal requirements

Capital Projects

- Opportunity to describe a potential capital project, should City funds become available

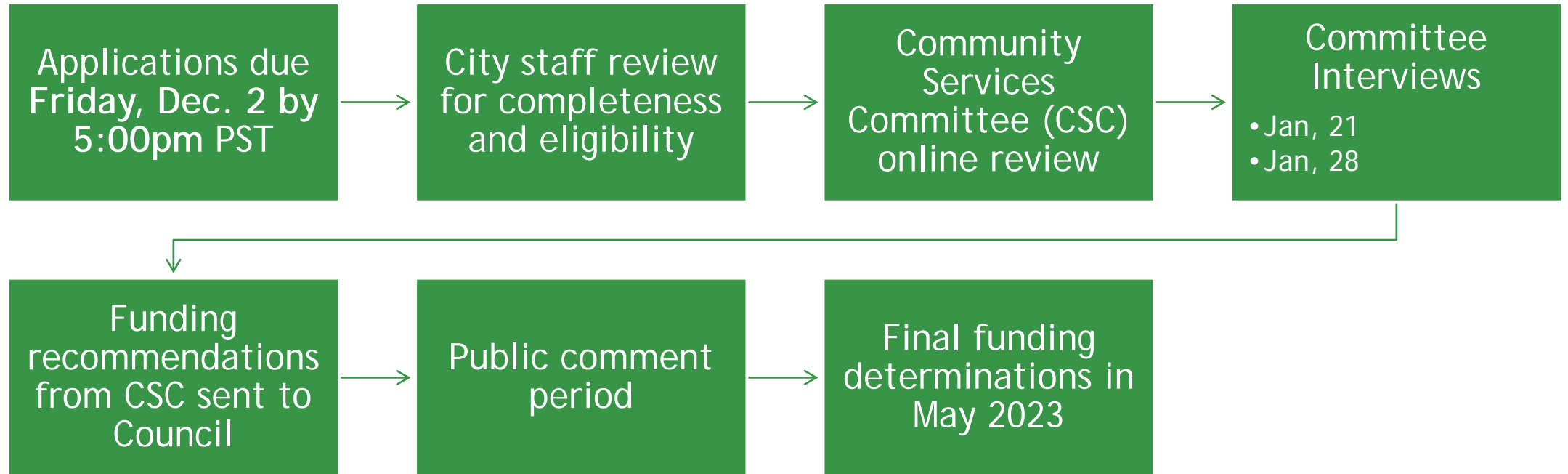
Request for Proposal Packet Information

- ▶ Funding Process Calendar
- ▶ Overview of the funding process
- ▶ Contracting and reporting standards
- ▶ 2023-2024 Blank Applications for Funding (for reference - all apps should be submitted online)
- ▶ Special Event Guidelines
- ▶ FY 2022 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 Template
- ▶ Scoring Rubric
- ▶ Glossary of Terms

Application Submission

- ▶ **Application Deadline: December 2, 2022, 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 HAY2023 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

For assistance, please contact the Community Services Division and your inquiry will be directed to the appropriate staff.

Community Services Division

communityservices@hayward-ca.gov

(510) 583-4250

Bidder's Conference Attendance

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

Survey Link

<https://arcg.is/vu4z>

Questions