

## **FY 2023-2024 Community Agency Funding Bidder's Conference**

### **Questions and Answers**

**Q. Will the PowerPoint slides be available to us?**

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

**Q. When are applications due?**

A. Applications are due in City Data Services by Friday, Dec. 2, by 5pm.

**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. Can you apply for multiple programs?**

A. Yes. An applicant can submit multiple applications for different programs across different funding categories.

**Q. If applying for more than one grant, is there a threshold for maximum amount across the multiple grants?**

A. There are maximum amounts by grant type (e.g., \$10,000 for a new Special Event), however there is not a cumulative maximum.

**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. DUNS numbers got phased out, will you be requiring the SAM unique identifier instead?**

A. Yes. There is a typo on the PowerPoint slide which will be corrected before it is posted on the City's website. The application will ask for a SAM number.

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

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

**Q. Are any of the requirements for the Common Application negotiable?**

A. Please reach out to staff if you have specific questions or concerns.

**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. Can I add attachments to add more context?**

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

**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. Do the new Arts and Music funding limits apply to the number of years an agency has received funding or the number of years a program has been funded?**

A. The new Arts and Music funding limits apply based on the number of years a program has been funded.

**Q. Can I submit two applications for events that happen at different times of the year?**

A. If the events are part of an event series with collective goals, they can be included together in one application. If the events are separate events, you can submit two different applications.

**Q. Are art receptions considered special events?**

A. Events that are free and open to the public are eligible to apply.

**Q. We have been holding an event in Hayward for the past 4 years, does this event qualify?**

A. Events that are free and open to the public are eligible to apply.

**Q. If applying for special events, do we need to fill out the common application?**

A. No. There is an application specific to Special/Cultural events.

**Q. Do special event applicants have to be a nonprofit or government entity?**

A. No. The event must be free and open to the public.

**Q. Does the City have a list of facilities available to host special events?**

A. Information about City Facilities Rentals can be found on the City's website (<https://www.hayward-ca.gov/services/city-services/rent-city-hall-rooms-or-outdoor-plaza>)

**Q. COVID-19 interrupted events – is that an exception for the number of years calculating the events?**

A. Funding categories for Special Events are outlined in the Special Event Guidelines. Events that meet the specified requirements may receive funding up to the identified category amount.

**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.