

CITY OF HAYWARD
COMMUNITY SERVICES DIVISION

**Joint Meeting of the
Human Services Commission and
Citizens Advisory Commission**

Regular Meeting - 7pm, Room 2-A

**777 B Street, Hayward, California
Wednesday, October 19, 2011**

- I. **Call to Order**
- II. **Pledge of Allegiance**
- III. **Attendance**
- IV. **Public Comments:** *(The Public Comments section provides an opportunity to address the Commission on items not listed on the agenda. The Commission welcomes your comments and requests that speakers present their remarks in a respectful manner, within established time limits, and focus on issues which directly affect the City or are within the jurisdiction of the City. As the Commission is prohibited by State law from discussing items not listed on the agenda, each item will be taken into consideration, and may be referred to staff. Speakers will be limited to 5 minutes each.)*
- V. **Approval of September 21, 2011 Summary Notes for the Joint Regular Meeting of the Citizens Advisory Commission and Human Services Commission**
- VI. **Review and Discussion of By-Laws**
- VII. **FY 12-13 Funding Process Update**
 - A. Summary / Review of Process and Updates
 - B. Review and Eligibility of Projects Proposed for FY 12-13 Funding
 - C. Procedure for Posing Follow-Up Questions to Applicants
 - D. Application Review Committees – Discussion
 - E. Next Steps

777 "B" STREET, 2ND FLOOR
HAYWARD, CALIFORNIA, 94541
CSD RECEPTION: 510-583-4250
WWW.HAYWARD-CA.GOV

VIII. Discussion of Liaison Assignments

IX. Future Agenda Items

- A. Funding Process Updates**
- B. Liaison Reports**
- C. Conflict of Interest/ Brown Act Orientation**

X. Announcements

XI. Adjournment

Please do not wear scented products, as persons with environmental sensitivities may be in attendance. Assistance will be provided to those requiring accommodations for disabilities in compliance with the Americans with Disabilities Act of 1990. Please request the accommodation at least 72 hours in advance of the meeting by calling (510) 583-4250, or by calling the TDD line for those with speech and hearing disabilities at (510) 247-3340.



Materials related to an item on this Agenda, submitted to members of the Commission after distribution of the Agenda packet, are available for public inspection in the Community Services Division Office of the Library and Community Services Department, 777 B Street, Hayward CA 94541, during normal business hours. Such documents are also available on the City of Hayward's website at hayward-ca.gov subject to staff's ability to post the documents before the meeting.

CITY OF HAYWARD
COMMUNITY SERVICES DIVISION

**CITIZENS ADVISORY COMMISSION AND
HUMAN SERVICES COMMISSION**

September 21, 2011 – 7pm

Summary Notes

- I. **Call to Order:** The meeting was called to order at 7:12pm.
- II. **Pledge of Allegiance:** Members of the Commission recited the Pledge of Allegiance.
- III. **Attendance:** Commissioners in attendance signed the Attendance Sheet.

Note: Record of attendance is kept from September 2011 through August 2012.

Commissioners	Present This Meeting	All Meetings ¹ Year to Date		Regular Meetings Year to Date	
		Present	Absent	Present	Absent
Elisa Alarcon	X	1	0	1	0
Donna Allen-Thomas	X	1	0	1	0
Ray Bonilla Jr	X	1	0	1	0
Cynthia Chiasson	X	1	0	1	0
Todd Davis	O	0	1	0	1
Diane Fagalde	X	1	0	1	0
Peggy Guernsey	X	1	0	1	0
Ben Henderson	X	1	0	1	0
Tom Kersten	X	1	0	1	0
Robert Lara	X	1	0	1	0
Robert Leppert	X	1	0	1	0
Lynnette Linnen	X	1	0	1	0
Allison McManus	X	1	0	1	0
James Millet III	X	1	0	1	0
Linda Moore	X	1	0	1	0
Liz Morales-Contreras	X	1	0	1	0
Beverly Reliford	O	0	1	0	1
Elizabeth Samayoa	X	1	0	1	0
Flo Samuels	X	1	0	1	0
Julius Willis Jr.	X	1	0	1	0
Elizabeth Samayoa	O	7	3	5	3
Jossda Yip	O	4	6	4	4

¹ - *Includes Special Meetings and the Funded Agency Tour(s).*

Staff in Attendance: Sean Reinhart, Library and Community Services Director
Anne Culver, Social Services Planning Manager
Dana Bailey, Sr. Property Rehabilitation Specialist
Shauna Darwin, Interim Community Programs Specialist/ Secretary

Guests in attendance signed the Guest Sign-In sheet.

Council Members Halliday and Salinas were in attendance.

IV. Public Comments: There were no public comments.

V. FY 12-13 Funding Forum: The Funding Forum is the annual start to the City's funding processes. The PowerPoint presentation from this year's Funding Forum is attached.

VI. Loan of HOME Funds to Eden Housing, Inc., for Rehabilitation of Leidig Court Apartments: Omar Cortez, Housing Development Specialist for the City of Hayward, introduced Faye Blackmon and Andrea Papanastassiou, who were in attendance representing Eden Housing, a Hayward-based affordable housing developer. Mr. Cortez apprised the Commission of the City's intention to utilize a portion of its HOME funds to assist Eden Housing in acquiring the Leidig Court property from Shelter Against Violent Environments (SAVE) in order to convert the units from seventeen 1 – 3 bedroom units of transitional housing, to permanently affordable units, rented to low-income households.

The reason for the transfer of ownership is that the SAVE agency has been unable to sustain the project as transitional housing, and the property is currently vacant. After discussion, it was requested that Mr. Cortez submit quarterly reports to the Commission, detailing the project's progress through the spring of 2012, when the transaction and lease-up of the apartments is projected to conclude.

VII. September 13, 2011 City Council decision to create the Community Services Commission: Staff provided review of the process leading up City Council's decision on September 13, 2011 to approve an ordinance that revises the Hayward Municipal Code to create a Community Services Commission. The new Commission will take the place of the Citizens Advisory Commission and the Human Services Commission, and would initially be comprised of the Commissioners who had been appointed to those Commissions.

A 30-day public comment period for the ordinance began on Tuesday, September 20, 2011. The ordinance goes into effect on October 20, 2011. After discussion, it was decided that staff would prepare draft by-laws for the Commission's review at its October 19, 2011 Regular Meeting.

- VIII. FY 12-13 Funding Process Update:** The Funding Forum conducted earlier in the meeting (Item V.) was the launch of the FY 12-13 Funding Process. The PowerPoint presentation from the Funding Forum is attached. The updated funding process calendar was distributed.
- IX. FY 11-12 Officer Elections:** The Commission elected the following FY 11-12 Officers:

Chairperson – Lynn Linnen
Vice- Chairperson – Elizabeth Samoyoa
Parliamentarian - Peggy Guernsey
Infrastructure Committee Chairperson - Linda Moore
Services Committee Chairperson – Vice-Chairperson Elizabeth Samayoa
Neighborhood Arts & Events Committee - Ray Bonilla, Jr.

Chairperson Linnen appointed the following Commissioners to serve in the following Coordinator capacities:

Agency Liaison Coordinator – Ben Henderson
Events Coordinator – Donna Allen-Thomas
Paratransit Advisory Committee Liaison – Allison McManus

- X. Application Review Committee (ARC) Assignments:** Each Commissioner in attendance volunteered to serve on at least one of the three Application Review Committees (ARCs).
- XI. Funded-Agency Liaison Assignments:** A revised format for liaison reports was presented and paper copies of the new format were distributed to Commissioners. This year, Commissioners' reports will be compiled to create a mid-year report on currently funded agencies, which will be published on the City's website and used to assist in making Funding Recommendations to City Council. Commissioners selected the agencies they would visit; a chart summarizing the assignments and due dates is attached.
- XII. Future Agenda Items**
- A. Conflict of Interest/ Brown Act Orientation**
 - B. Discussion: Agency Monitoring**

XIII. Announcements

- Commissioner Millet announced his resignation from the Commission so that he is able to devote more time to supporting the City's Disaster Preparedness activities. Commissioners extended their thanks to Commissioner Millet and wished him well in his endeavors.
- Council Member Salinas and Commissioner Fagalde announced that on October 1, 2011, there will be a free "Science in the Park" event, at Alden E. Oliver Sports Park, in Hayward, from 1 – 4pm.

XIV. Adjourn: The meeting was adjourned in recognition of Commissioner's Millet service to the Human Services Commission.



CITY OF
HAYWARD
HEART OF THE BAY

**WELCOME TO THE
FY 12-13 FUNDING FORUM**

OVERVIEW

1. This year there is a single application to complete whether funding is requested from the City's General Fund or the Community Development Block Grant (CDBG) program. We refer to the application as the City's "Common Application."
2. Applications are to be submitted electronically. No paper applications will be accepted.

OVERVIEW - CONTINUED

3. 100% of City funding must be used to benefit low-income Hayward residents.
4. All allocations will be made subject to funding availability.
5. Applications are due by 5pm on Wednesday, October 12, 2011.
6. City Council allocations will be made at meetings in April and June 2012, for projects to be implemented between July 1, 2012 and June 30, 2013.

OVERVIEW - CONTINUED

7. A paper copy of the application materials has been provided to you.
8. Agencies that receive allocations of City funding will be required to meet the City's Minimum Contracting Standards, which may be found on page 4 of the application materials. Note the Contracting Standards require a FY 10-11 audit to be completed and submitted to the City prior to July 1, 2012.

OVERVIEW - CONTINUED

9. This paper version of the City's FY 12-13 application materials is provided for informational purposes **ONLY**, as applications for FY 12-13 funding **MUST** be submitted **ONLINE** at www.citydataservices.net

10. **Currently-Funded Agencies:** Agencies that are currently funded (in FY 11-12) that wish to apply for FY 12-13 funding will find the FY 12-13 application under their "Reports" tab when they log onto www.citydataservices.net.

CURRENTLY-FUNDED AGENCIES

City Data Services - Hayward, CA - Windows Internet Explorer

http://www.citydataservices.net/cities/haywca/programs.pl

File Edit View Favorites Tools Help

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Apply for a New, Different Program for FY12/13

NOTE: To reapply for your existing program application column, below. To apply for a program for your agency, use the button

You are working in FY 2011/12

To view your reports, click on the link in the "Reports" column.

Agency	Program	Reimburs. Request	Next Report	Applications	Last A Upc
Alameda County Community Food Bank	Food Distribution Program		Mid Year QPR	Apply for FY2012/13	09/15
Alameda County Community Food Bank	Planned Purchase Food Program		1 Qtr QPR	Apply for FY2012/13	7/22/

2 total Programs

City Data Services - San Mateo, CA
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OVERVIEW – CONTINUED:

- ii. **New Applicants:** Agencies that are NOT currently funded, should log onto www.citydataservices.net and use **HAY2012** (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 12-13 Application for Funding may be accessed.

NEW APPLICANTS

City Data Services - Windows Internet Explorer

http://citydataservices.net/

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City Data Services

www.citydataservices.net

LOG IN: USER PWD

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To view a demo of our data management system, [Click here.](#)

See what our service will do for you!

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NEW APPLICANTS

City Data Services - Hayward, CA - Windows Internet Explorer

http://www.citydataservices.net/cities/haywca/programs.pl

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If you want to apply for FY2012 CDBG funding from the City of Hayward, use the form below to create an account.
DO NOT use this form if you are already funded by the City of Hayward.
Use your City Data Services login to apply for FY2012.

Agency Name: <input type="text"/>	
Agency Address: <input type="text"/>	
Agency City: <input type="text"/>	Agency Zip: <input type="text"/>
Agency Contact: <input type="text"/>	Contact Telephone: <input type="text"/>
Contact Email: <input type="text"/>	NOTE: Email correspondence about this application will be sent to this address
<input type="checkbox"/> Copy Agency Information to Program	
Program Name: <input type="text"/>	
Program Address: <input type="text"/>	
Program City: <input type="text"/>	Program Zip: <input type="text"/>
Program Contact: <input type="text"/>	Contact Telephone: <input type="text"/>
Program Email: <input type="text"/>	

After completing this form, click the submit button below. The subsequent screen will display your login information. Follow the link shown to log in and begin your application. Please record your login information. Login information will also be emailed to the email address given.

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OVERVIEW – CONTINUED:

12. Commissioners: will be able to review and evaluate applications online, however a complete set of printed applications will be provided in a binder for each Commissioner, as in previous years. Commissioners' log-on instructions will be included in their binders.
13. For the first time, an evaluation tool will average together Commissioners' scores for each application. This score will assist in formulating Funding Recommendations, but will not be used exclusively, as Applicant interviews, Liaison Reports, ability to meet the City's Contracting Standards, and previous performance will also factor into the Funding Recommendations.

FUNDING PROCESS CALENDAR (PAGE 2 OF THE APPLICATION)

This year, all applicants in the following categories will be interviewed in October-November (actual date TBD), and draft Funding Recommendations will be established by the Commission at its Regular Meeting on Wednesday, November 16, 2011:

- Housing and Housing Rehabilitation
- Nonprofit Facilities
- Economic Development and Commercial Rehabilitation

FUNDING PROCESS CALENDAR (PAGE 2 OF THE APPLICATION)

All applicants for social services (housing-related or general), will be interviewed in December and January 2011 (actual dates TBD), with draft Funding Recommendations scheduled to be established by the Commission at its Regular Meeting on Wednesday, February 15, 2012.

DISTINCTIONS IN FUNDING SOURCES

The following types of projects are *generally* eligible for CDBG funding:

- ✓ Housing and housing rehabilitation
- ✓ Nonprofit facilities projects
- ✓ Economic development (job creation and commercial rehabilitation)
- ✓ Housing -related social services (e.g., fair housing counseling, homeless services, etc.)

DISTINCTIONS IN FUNDING SOURCES

All other, non-housing-related social services may be eligible for funding from the City's General Fund (subject to availability).

NEW FUNDING CATEGORIES - *ALMOST*

This year, the Common Application includes two new categories of funding:

- ✓ Neighborhoods, Arts, and Events
- ✓ Paratransit (Travel Training and Volunteer Driver Programs)

However, the “Rules” and guidelines for funding in these categories have not been finalized, so these categories will NOT be included in this funding process. By next year, we will have this resolved.

FINAL ADVISORIES

- ✘ Allocations of Community Development Block Grant (CDBG) funding will be conditioned on grantees' ability to meet all the federal regulations that apply to CDBG projects.
- ✘ Information regarding the CDBG program may be found at www.hud.gov
- ✘ A sample CDBG contract may be requested at CDBGinfo@hayward-ca.gov

Q & A:

✘ Questions?

✘ Thank you!!!

Community Services Commission

FY 2011-2012 Liaison Assignment Chart

	Agency	Commissioner
<p>NOVEMBER</p> <p>Due Nov. 9th for the Nov. 16th meeting</p> <p>INFRASTRUCTURE</p>	<ol style="list-style-type: none"> 1. 4 C's 2. Animal Shelter 3. Eden Youth and Family Center 4. FESCO 5. HARD 6. Hayward Day Labor Center 7. Hope for the Heart 8. COH: Minor Home Repair Program 9. COH: Mural Program/Code Corrections 10. COH: Small Business Revolving Loan 	<ol style="list-style-type: none"> 1. Kersten 2. Reliford 3. Willis 4. Samuels 5. Henderson 6. Fagalde 7. Linnen 8. Moore 9. Moore 10. Davis
<p>JANUARY</p> <p>Due Jan. 18th for Feb. 15th meeting</p> <p>SERVICES</p>	<ol style="list-style-type: none"> 1. ACCFB (SS & CDBG) 2. Bay Area Community Services 3. BOSS/ S. County Homeless Shelter 4. Bridge of Faith 5. Calico 6. Centro Legal de la Raza 7. Community Alliance for Special Ed. 8. CRIL 9. Davis Street Family Resource Center 10. EBAC/ Child Assault Prevention 11. ECHO 12. EYFC -Tattoo Removal 13. Emergency Shelter Program 14. FESCO 15. Family Violence Law Center 16. Horizon Services 17. International Institute 18. La Familia – Family Resource Center 19. Legal Assistance for Seniors 20. Lincoln Child Center 21. Lions Center for the Blind 22. Literacy Council 23. Reality Mentor 24. Salvation Army 25. SAVE – COPS Program 26. (Sr. Svs – BACS) Friendly Visiting Program 27. Seventh Step Foundation 28. S. Hayward Parish – CAN 29. S. Hayward Parish – Food Pantry 30. Spectrum Community Services 31. St. Rose/ FACES Program 32. Tiburcio Vasquez “Keepin’ it Real” 33. Tri-City Health Center 34. Women on the Way 	<ol style="list-style-type: none"> 1. Samuels 2. Davis 3. Alarcon 4. McManus 5. Henderson 6. Morales-Contreras 7. Samayoa 8. Bonilla 9. Kersten 10. Linnen 11. Bonilla 12. Fagalde 13. Leppert 14. Lara 15. Chiasson 16. Toor 17. Allen-Thomas 18. Reliford 19. Lara 20. Guernsey 21. Declined Funding 22. Yip 23. Toor 24. Willis 25. Chiasson 26. Yip 27. McManus 28. Alarcon 29. Alarcon 30. Morales-Contreras 31. Allen – Thomas 32. Guernsey 33. Leppert 34. Samayoa