

CITY OF HAYWARD
COMMUNITY SERVICES DIVISION

WEDNESDAY, MARCH 16, 2011
777 B STREET – ROOM 2-A
HAYWARD, CALIFORNIA

There will be three consecutive meetings this evening (all in Room 2-A):

- 6pm:** Citizens Advisory Commission Meeting
- 7pm:** Joint Meeting of the Citizens Advisory Commission
& Human Services Commission
- 8pm:** Human Services Commission

6pm: Citizens Advisory Commission Meeting

Agenda

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Attendance**
- IV. Public Comments:** *(The Public Comments section provides an opportunity to address the Commissions 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, your item will be taken into consideration, and may be referred to staff. Speakers will be limited to 5 minutes each.)*
- V. Approval of Summary Notes of the February 16, 2011 CAC Regular Meeting**
- VI. Funding Process**
 - A.** Funding Process Update – Staff
 - B.** CAC’s Final CDBG Funding Recommendations for FY 11-12
 - C.** Next Steps
- VII. “Annual Dinner Committee” Discussion**
- VIII. “Nominations Committee” Discussion**
- IX. Future Agenda Items**
- X. Adjournment**

(SEE OVER FOR JOINT COMMISSION MEETING AGENDA)

**7pm: Joint Meeting of the Citizens Advisory Commission
And Human Services Commission**

Strategic Planning Discussion Agenda

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Attendance**
- IV. Public Comments:** *(The Public Comments section provides an opportunity to address the Commissions 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, your item will be taken into consideration, and may be referred to staff. Speakers will be limited to 5 minutes each.)*
- V. Committee Updates**
 - A. Committee Recommendations**
 - B. Impact on Funding Processes – Discussion**
 - C. Impact on Commissions, Work Plans, Activities – Discussion**
 - D. Next Steps**
- VI. Adjournment**

(SEE NEXT PAGE FOR HUMAN SERVICES COMMISSION MEETING AGENDA)

8pm: Human Services Commission Meeting

Agenda

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Attendance**
- IV. Public Comments:** *(The Public Comments section provides an opportunity to address the Commissions 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, your item will be taken into consideration, and may be referred to staff. Speakers will be limited to 5 minutes each.)*
- V. “Annual Dinner Committee” Discussion**
- VI. “Nominations Committee” Discussion**
- VII. Future Agenda Items**
- VIII. 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 Commissions 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
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

Citizens Advisory Commission
Regular Meeting
6:30 p.m., February 16, 2011

Summary Notes

- I. **Call to Order:** Chairperson Linnen called the meeting to order at 6:34 p.m.
- II. **Pledge of Allegiance:** Members of the Commission recited the Pledge of Allegiance, led by Commissioner Willis.
- III. **Attendance:** Commissioners in attendance signed the Attendance Sheet.

Note: Record of attendance is kept from September 2010 through August 2011.

Commissioners	Present This Meeting	All Meetings ¹ Year to Date		Regular Meetings Year to Date	
		Present	Absent	Present	Absent
Donna Allen-Thomas	X	4	0	4	0
Ray Bonilla Jr. ²	O	2	1	2	1
Cynthia Chiasson	O	3	1	3	1
Rowena Gilmore ²	O	2	1	2	1
Peggy Guernsey	X	3	1	3	1
Tom Kersten	X	3	1	3	1
Robert Leppert ²	X	3	0	3	0
Lynnette Linnen (Chair)	X	4	0	4	0
Allison McManus ²	X	3	0	3	0
Linda Moore (Vice-Chair)	X	4	0	4	0
Liz Morales-Contreras	X	2	2	2	2
Beverly Reliford	X	3	1	3	1
Flo Samuels ²	X	2	1	2	1
Jim Todt ²	X	3	0	3	0
Julius Willis Jr. ²	X	2	1	2	1

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

² - Appointment effective September 2010.

Council Member Halliday was in attendance
Guests in attendance signed the Guest Sign-In sheet.

Staff in Attendance: Anne Culver, Social Services Planning Manager
Dana Bailey, Senior Property Rehabilitation Specialist
Shauna Darwin, Secretary

- IV. Public Comments:** Commissioner Guernsey announced that the American Cancer Society – 2011 Relay for Life will be held on Saturday, June 4, 2011 10:00 AM at Moreau Catholic Church in Hayward. For more information, please visit the website at: www.relayforlife.org/haywardca.
- V. Approval of Summary Notes from the December 15, 2010 CAC Regular Meeting:** The Summary Notes will be corrected to reflect that the FY 11-12 CDBG City Council Public Hearing is scheduled to take place on April 19, 2011 (not 2010, as recorded in the Summary Notes). With this correction, Commissioner Moore made a motion to approve the December 15, 2010 CAC Summary Notes. Commissioner Kersten seconded the motion, which was approved unanimously.
- VI. Eden Housing Proposal: B & Grand Senior Apartments:** Jeff McLaughlin, Housing Manager for the City of Hayward, and Woody Karp, representing Eden Housing, presented the plan for a twenty-two unit senior housing complex to be located at the corner of B and Grand Streets. After the presentation, questions, comments, and concerns were solicited from Commissioners and guests in the audience. For more information on this and/or other housing projects in the City of Hayward, please contact Jeff McLaughlin, Housing Manager at 510-583-4258 or Jeff.McLaughlin@hayward-ca.gov.
- VII. FY 2011-12 CDBG Funding Process Overview and Update:** At this evening’s meeting, the Commission established its FY 2011-12 “draft” CDBG Funding Recommendations, as described below.

This evening’s meeting also marked the beginning of a 30-day Public Comment Period, during which members of the public may submit comments pertaining to the funding process, community issues, the funding recommendations, or any related topic, for the Commission’s consideration. Comments may be mailed in, or emailed to City staff at anne.culver@hayward-ca.gov, cdbginfo@hayward-ca.gov, or faxed to 510-583-3650, or presented in person at the Commission’s March 16, 2011 meeting. Applicants are welcome to submit comments, although this is not required, and applicants are advised that comments pertaining to their respective applications will not be considered, as the time for submitting information about proposed projects has concluded.

Next month, at the CAC’s Regular March 16, 2011 meeting, the Commission will finalize its CDBG Funding Recommendations, and forward those recommendations to City Council. City Council will discuss CDBG Funding Recommendations at a Work Session on Tuesday, April 5, 2011, and the CDBG Public Hearing is scheduled to take place on Tuesday, April 19, 2011.

The CAC established its Funding Recommendations as follows:

Declaration of Conflicts: Conflict of Interest Law requires that Commissioners who have a potential (real or perceived) personal or professional connection with an applicant must recuse themselves from discussing or voting on that application. The following Commissioners announced potential conflicts of interest:

Commissioner Linnen:	Women on the Way
Commissioner Guernsey:	4 C's of Alameda County

Application Review Committee (ARC) Debrief: Commissioner Moore, who served as this year's ARC Chairperson, provided a summary report on the application interviews procedure. The other Commissioners who served on the ARC were Commissioners Kersten, Leppert, McManus, Samuels, and Bonilla Jr. In addition, there were three staff members at the interviews.

All eight new applicants for funding were interviewed on the evening of February 8, 2011. The other twenty-two applicants for FY 11-12 CDBG funding were interviewed during the FY 10-11 CDBG Funding Process, during which the CAC and staff identified the projects that would receive funding consideration in FY 11-12, subject to available funding.

There were a number of comments regarding what aspects of the interview process went particularly well, as well as suggestions for improvements. The topic of applicant interviews will be included in this year's Strategic Planning Discussions, undertaken jointly with the Human Services Commission. Commissioners commended and thanked the Commissioners who served on the ARC.

FY 10-11 CAC Funding Recommendations: The federal budget for next year has not yet been approved, and therefore Funding Recommendations established this evening were based on estimated amounts of CDBG funding available overall and in the Public Services category. At the CAC's March 16, 2011 Regular Meeting, updated financial information will be provided.

After discussion, the Citizen's Advisory Commission established its "draft" 2011-12 CDBG Funding Recommendations (attached). Commissioners who had previously disclosed potential conflicts of interest left the room during the deliberations and votes pertaining to the agencies with which they were affiliated.

Commissioner Todt voiced his opinion regarding the inefficiency of the CDBG program, specifically the proportion of the federal allocation that is retained by HUD for its own administration, and then the percentage the City retains for administration of the CDBG program. As this topic was not on this meeting's Agenda, Commissioner Todt's comments and concerns could not be fully explored and discussed. In order to allow for a more complete discussion, this topic will be placed on a future CAC meeting Agenda so that questions and concerns such as these may be explored more completely.

CAC Representation at City Council Work Session & Public Hearing: At a Work Session tentatively scheduled to take place on Tuesday, April 5, 2011, City Council will review and discuss the CAC's and the staff's FY 11-12 CDBG Funding Recommendations. Commissioners are encouraged to attend, especially ARC Chairperson Moore, so that if there are any questions regarding the Commission's Funding Recommendations, the Commission's perspective may be provided. Staff will also be in attendance to provide information and response, if requested.

At a properly noticed Public Hearing that is scheduled to take place on April 19, 2011, City Council will make its FY 11-12 CDBG Allocations. This will be a public meeting and all are welcome to attend.

VIII. Adjournment: The meeting was adjourned at 9:41pm.

FY 2011-12 Community Development Block Grant (CDBG) Brief Application Summaries
 (These Recommendations are "DRAFT" during the 30-day Public Comment Period: 2/16 - 3/16/11)

App. #:	CATEGORY	Amount Requested	FY 11-12 CDBG Funding Recommendations		App. #:
			CAC Recommendations	Staff Recommendations	
HOUSING & HOUSING REHABILITATION					
1	COH: Housing Rehab Loan Program	180,000	0	0	1
2	COH: Minor Home Repair Program	268,000	268,000	268,000	2
3	NCCD: Faith Manor Apartments	250,000	0	0	3
		698,000	268,000	268,000	
NEIGHBORHOOD FACILITIES & IMPROVEMENTS					
	Acquisition of Matt Jimenez Community Center	133,330	133,330	133,330	
4	COH: Animal Shelter	200,000	Recommendation Pending	Recommendation Pending	4
5	COH: Eden Youth and Family Center	300,000	125,000	125,000	5
6	FESCO	12,000	12,000	12,000	6
7	HARD	120,000	100,000	100,000	7
8	Hope for the Heart	50,000	50,000	50,000	8
		815,330	420,330	420,330	
PUBLIC SERVICES					
9	AIRSS & BAIRS	35,000	Ineligible	Ineligible	9
10	Alameda County Community Food Bank	35,000	35,000	35,000	10
11	BOSS/South County Homeless Shelter	15,000	15,000	15,000	11
12	Centro Legal de la Raza	17,000	17,000	17,000	12
13	ECHO:Fair Housing Counseling	20,000	20,000	20,000	13
14	ECHO: Foreclosure Counseling	25,000	25,000	25,000	14
15	ECHO: Landlord-Tenant Counseling	20,000	20,000	20,000	15
16	ECHO: Rental Assistance Program	5,525	5,525	5,525	16
17	Emergency Shelter Program	26,000	26,000	26,000	17
18	FESCO	40,000	40,000	40,000	18
19	Family Violence Law Center	50,000	50,000	50,000	19
20	Hope for the Heart	32,000	Ineligible	Ineligible	20
21	Kidango	25,000	Ineligible	Ineligible	21
22	Seventh Step Foundation-Job Developer	16,975	16,975	16,975	22
23	So. Hayward Parish/CAN	15,000	15,000	15,000	23
24	Women on the Way	15,000	15,000	15,000	24
		392,500	300,500	300,500	
ECONOMIC DEVELOPMENT & COMMERCIAL REHABILITATION					
25	4 C's of Alameda County	25,000	25,000	25,000	25
26	COH: Mural Program/Code Corrections	50,000	50,000	50,000	26
27	COH: Small Business Revolving Loan Program	150,000	150,000	150,000	27
28	Young Entrepreneurs Program	51,250	0	0	28
29	Hayward Day Laborer Center	120,000	120,000	120,000	29
		396,250	345,000	345,000	
GRAND TOTALS:		2,302,080	1,333,830	1,333,830	

Hightlight = NEW applications.