



COMMUNITY SERVICES DIVISION

COMMUNITY SERVICES COMMISSION

Hayward City Hall  
777 B Street, Hayward, CA  
Room 2-A

Regular Meeting Agenda

Wednesday, November 28, 2012 – 7PM

- I. **Call to Order**
- II. **Pledge of Allegiance**
- III. **Attendance**
- IV. **Public Comments:** *The Public Comments section provides an opportunity for members of the public 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 Summary Notes from the October 17, 2012 Regular Meeting**
- VI. **FY 13 -14 Funding Process Update**
  - A. Debrief of Applications Submitted
  - B. November 17, 2012 Application Review Committee Debrief
  - C. CDBG / General Fund Budget Outlook
  - D. Action Item: FY 13-14 DRAFT Funding Recommendations for Infrastructure Category
  - E. FY 12-13 Liaison Reports
  - F. Next Steps
- VII. **CSC Infrastructure**
  - A. Action Item: Adoption of Best Practices and Ground Rules (handout)
  - B. Review of Commission Activity Coordinator Positions
- VIII. **Minimum Contracting and Monitoring Standards**
- IX. **Discussion: FY 13-14 Fall Funded Agencies Tour**

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

- X. Non-Action Items**
  - A. Paratransit Report - Handout
  - B. Community Events – Update
  
- XI. Future Agenda Items (Nonrecurring)**
  
- XII. Commissioner Announcements**
  
- XIII. 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](http://hayward-ca.gov) subject to staff's ability to post the documents before the meeting.



CITY OF  
**HAYWARD**  
HEART OF THE BAY

**COMMUNITY SERVICES DIVISION**

**COMMUNITY SERVICES COMMISSION**

Wednesday, October 17, 2012 - 7PM

**Summary Notes**

**I. Call to Order**

Meeting called to order at 7:08PM.

**II. Pledge of Allegiance**

All in attendance recited the Pledge of Allegiance.

**III. Attendance**

Ms. (Darwin) Nischik called the attendance of the Community Services Commission (CSC).

Commissioners in attendance signed the Attendance Sheet.

Attendance Record In Alphabetical Order	This Meeting	All Meetings <sup>1</sup> Year to Date		Regular Year to Date	
		10/17	Present	Absent	Present
<b>Commissioners</b>					
1. Allen-Thomas, Donna	X	2	0	2	0
2. Bonilla, Jr Ray	X	2	0	2	0
3. Chiasson, Cynthia (Parliamentarian)	X	2	0	2	0
4. Davis, Todd	X	2	0	2	0
5. Enders, Heather	X	2	0	2	0
6. Fagalde, Diane	X	2	0	2	0
7. Guernsey, Peggy	O	0	2	0	2
8. Henderson, Ben	X	2	0	2	0
9. Lara, Robert	O	1	1	1	1
10. Leppert, Robert	X	2	0	2	0
11. Linnen, Lynnette	O	0	2	0	2
12. Manapragada, Sai	X	2	0	2	0
13. McManus, Allison	X	2	0	2	0
14. Moore, Linda (Vice-Chair)	X	2	0	2	0
15. Morales-Contreras, Liz	O	1	1	1	1
16. Samayoa, Elizabeth (Chair)	X	2	0	2	0
17. Willis Jr., Julius	X	2	0	2	0

<sup>1</sup>Includes Special Meetings and the Funded Agency Tour(s).

**Council Member in Attendance:**

Council Member Barbara Halliday was unable to attend due to a time conflict with the Oakland Airport Noise Committee meeting. This meeting will conflict with the CSC Regular meeting once a quarter.

**Staff in Attendance:**

Sean Reinhart, Library and Community Services Director  
Dana Bailey, Senior Property Rehabilitation Specialist  
Grace Kong, Administrative Analyst I  
Shauna (Darwin) Nischik, Administrative Analyst I

**Guests in Attendance:**

Guests signed the Guest Sign-In sheet.

**IV. Public Comments**

Vera Ciammetti representing the Emergency Shelter Program (ESP) announced two public events. ESP will be hosting a screening of the film *Miss Representation* Friday, October 19, 2012. ESP is also celebrating its 40<sup>th</sup> Year Anniversary on Thursday, October 25, 2012 at City Hall.

Mr. Reinhart acknowledged Anne Culver's retirement from the City of Hayward.

Ms. Bailey acknowledged Commissioner Linnen's absence from the CSC meeting. Commissioner Linnen has been unable to attend CSC meetings due to personal difficulties. Ms. Bailey invited CSC members to connect with Commissioner Linnen directly to express any concern or support.

**V. Approval of Summary Notes from the September 19, 2012 Regular Meeting**

Commissioner Bonilla Jr. made a motion to approve the September 19, 2012 Summary Notes. The motion was seconded by Commissioner Henderson, and the *CSC approved the September 19, 2012 Summary Notes by consensus.*

**VI. Election of Officers - Continuation**

Mr. Reinhart reviewed the current board slate. The appointment of Paratransit Advisory Committee Coordinator was tabled again due Commissioner Guernsey's absence. Mr. Reinhart reviewed the CSC Bylaws and provided a description of appointed officer positions, referencing the Hayward Municipal Code ordinance that formed the CSC. Commissioner Chiasson requested distribution of the ordinance, and *Mr. Reinhart agreed to distribute the Hayward Municipal Code that includes officer position descriptions at the next CSC regular meeting.*

**VII. FY 12-13 Application Review Committee (ARC) Interviews**

Mr. Reinhart explained that ARCs should not have more than eight members in order to respect agency confidentiality, and also so as not to reach a full CSC quorum. ARCs were formed with commissioners present at the regular meeting as follows:

ARC	Committee Members	Committee Alternates
<b>Infrastructure</b>  Saturday November 17, 2012	1. Julius Willis Jr., Chair 2. Ray Bonilla Jr. 3. Heather Enders 4. Ben Henderson 5. Robert Leppert 6. Linda Moore	Cynthia Chiasson Diane Fagalde Sai Manapragada
<b>Services</b>  Saturday December 15, 2012  Saturday January 12, 2013	1. Linda Moore, Chair 2. Cynthia Chiasson 3. Diane Fagalde 4. Allison McManus 5. Elizabeth Samayoa	Heather Enders Sai Manapragada
<b>Neighborhoods, Arts, and Events</b>  Saturday February 2, 2013	1. Ray Bonilla Jr., Chair 2. Donna Allen-Thomas 3. Sai Manapragada	Cynthia Chiasson Heather Enders Diane Fagalde Elizabeth Samayoa

Commissioner Leppert suggested sending an email to commissioners who were unable to attend the regular meeting to solicit their participation on an ARC. *Mr. Reinhart agreed that City staff would contact absent commissioners in regards to serving on an ARC.* Commissioner Manapragada inquired about the commitment level of alternate committee members. Ms. Bailey provided an overview of the role of the ARCs during the funding process, and confirmed that alternates would only serve if there were an inadequate number of committee members.

**VIII. FY 12-13 Liaison Visits – Report Back**

Ms. Kong and Ms. Bailey provided a review demonstration of how to utilize City Data Services (CDS) for liaison reports and application review. Mr. Reinhart offered Trudy Toll, Library staff, as a technical assistance provider.

There was discussion about how liaison visits and reports should be conducted. It was reaffirmed that funded agencies should complete the liaison report online in CDS prior to a visit from a commissioner. Commissioners may upload photos and their own narrative report to CDS after the liaison visit. *City staff will remind funded agencies to complete the online liaison report.*

Ms. (Darwin) Nischik requested volunteers to serve as a liaison for funded agencies that did not yet have an assigned commissioner. She also reassigned agencies that were designated to Commissioner Linnen. New liaison assignments were assigned to the following commissioners:

Hayward Band Festival	Commissioner Manapragada
Youth Orchestra	Commissioner Davis
Tri-City Health Center	Commissioner McManus
Women on the Way	Commissioner Enders
Chabot College	Commissioner Enders

Commissioner Henderson shared that he conducted his liaison visit to Alzheimer's Services of the East Bay. Commissioner Henderson also shared a hard copy of the liaison report, which he completed with the agency during his visit.

Commissioner Willis Jr. suggested a Buddy System for new commissioners. Commissioner Manapragada welcomed this suggestion. It was decided that commissioners may voluntarily choose to work with one another for liaison visits, and that a formalized process can be discussed at the next CSC Regular Meeting when the CSC Best Practices and Ground Rules are reviewed.

Mr. Reinhart reviewed the role of the Agency Liaison Coordinator, and *City staff will follow-up with Commissioner Lara to ask if he is willing to track liaison visits.*

Commissioner Samayoa suggested that liaison oral reports during the CSC Regular Meetings be limited to a few minutes of key highlights, and that the CSC could refer to the full narrative reports in CDS for detailed information. Mr. Reinhart reiterated that this process would allow for time to be dedicated to other CSC agenda items, and a thorough documented review of agencies during the funding process.

## **IX. Non-Action Items**

### **A. Paratransit Report**

Ms. Bailey distributed a Paratransit Report for the month of August. Ms. Bailey also gave an overview of the City's new Taxi Program, which will provide vouchers to Hayward residents who are elderly and/or have a disability for door-to-door taxi service.

**B. Community Events**

Mr. Reinhart shared that the City is collaborating with Hayward Area Recreation and Park District and Hayward Unified School District to create an online community calendar.

Mr. Reinhart reviewed the role of Event Coordinator, and asked Commissioner Henderson if he would be willing to additionally serve as the main point of contact for community events. Commissioner Henderson agreed, and *City staff would instruct funded agencies to send Commissioner Henderson their community events for announcement at CSC meetings.*

**C. Crime Mapping Demonstration**

Ms. Kong provided a demonstration on how to access crime reports through the crime mapping website [www.crimemapping.com](http://www.crimemapping.com), which is linked to the City's website. Commissioners may review crime reports and trends dating back six months through this website, in lieu of the previously distributed Hate Crimes Report.

**X. Future Agenda Items (Nonrecurring)**

The following items were added to the November 28, 2012 CSC Regular Meeting Agenda:

1. Minimum Contracting Standards
2. Funding Process Update  
(Applications, Infrastructure ARC Update, CDBG / GF Budget Outlook)
3. CSC Best Practices and Ground Rules
4. Funded Agencies Fall Tour

**XI. Commissioner Announcements**

Commissioner Willis Jr. announced that he is serving on the General Plan Update Task Force, and inquired as to whether or not this instituted a conflict of interest while serving on the CSC. *Mr. Reinhart will follow-up with the City Clerk's office to verify that there is no conflict of interest.*

Commissioner Chiasson announced the Women on the Way Annual Fundraiser.

Commissioner McManus reminded everyone to vote on November 6, 2012.

Commissioner Samayoa reminded everyone to encourage the younger population to vote.

Commissioner Enders announced the City Wide Garage Sale, October 20, 2012, 8:00AM-3:00PM.

**XII. Adjournment**

Meeting adjourned at 8:59PM.

**Ground Rules for Establishing  
Community Services Commission (CSC)  
Funding Recommendations**

These *Ground Rules* are intended to support assignment of the Commission's funding deliberations substantively to the CSC's Application Review Committees (ARCs).

1. Commissioners shall have equitable access to serve on ARCs. To achieve this, the CSC Chair shall appoint a mix of new and experienced Commissioners to the ARCs, and a record of ARC members is to be maintained so that Commissioners may be rotated on and off various ARCs to facilitate "taking turns."
2. Funding Recommendations shall be presented as percentages of amounts of funding estimated to be available.
3. Preliminary (unofficial) funding recommendations are established at the ARCs, following the applicant interviews and comprehensive deliberation.
4. Official, "Draft" Funding Recommendations are established at a publicly noticed, "Regular" Community Services Commission (CSC) Meeting.
5. To establish the Commission's "Draft" Funding Recommendations, the ARC will present specific rationale and a funding recommendation for each application. ARC rationale may consist of objective and/or subjective information and criteria.
6. Commissioners are encouraged to ask questions and to express their opinions regarding the ARC's funding recommendations, including perspectives that differ from the ARC's recommendations. These comments will all become part of the record.
7. When Commissioners have finished expressing their opinions, follow-up questions, and concerns, the Commission will review and, as appropriate, discuss the City staff's Funding Recommendations and rationale.
8. The Commission will vote on the ARC's funding recommendations. *In order to minimize redundancies in the process*, Commissioners are encouraged to support the ARC's recommendations except in instances in which:
  - a. The application is ineligible – or –
  - b. There is new or objective information that would render any of the ARC's recommendations to be outdated or factually incorrect.
9. It is the responsibility of the CSC Chair, in consultation with the appropriate ARC Chair, to facilitate discussion to prevent inappropriate revision of the ARC's preliminary funding recommendations. At the end of the Public Comment period, in consideration of Public Comments, if any, the CSC Chair will facilitate the finalization of the CSC's Funding Recommendations similarly.

**FY 2012-13 COMMUNITY LIAISON ASSIGNMENTS TO CITY-FUNDED AGENCIES**

Categories & Agency Name	FY 2013 Grant	Funding Source	Commissioner Liaison	Date of Visit	Report submitted by Agency and Approved by Staff	Date of CSC Meeting Summary Given
<b>Arts &amp; Music</b>						
COH: Mural Art Program (Graffiti Abatement)	\$50,000	CDBG	Linda Moore			
Hayward Arts Council - Hayward Band Festival	\$7,400	NAE	Sai Manapragada		Yes	
Hayward Arts Council - Operations	\$16,485	NAE	Allison McManus	11/10/2012	Yes	11/28/2012
Hayward Municipal Band	\$14,695	NAE	Robert Lara	unknown	Yes	9/19/2012
Pacific Chamber Symphony	\$4,705	NAE	Donna Allen-Thomas			
Sun Gallery, Hayward Area Forum of the Arts	\$27,450	NAE	Robert Leppert			
Youth Orchestra of Southern Alameda County	\$3,765	NAE	Todd Davis		Yes	
<b>Arts &amp; Music Sub-Total</b>	<b>\$129,661</b>					
<b>Community Facilities Improvements</b>						
COH: Acquisition of Matt Jimenez Community Ctr	\$133,330	CDBG	Diane Fagalde	unknown	no	9/19/2012
Hayward Area Recreation District - Sorensdale ADA kitch	\$100,000	CDBG	Julius Willis Jr.	unknown	no	9/19/2012
Emergency Shelter Program - Preschool security gate	\$20,000	CDBG	Allison McManus	11/14/2012	See Services	11/28/2012
<b>Community Facilities Sub-Total</b>	<b>\$253,330</b>					
<b>Community Promotions</b>						
Blues Festival	\$21,500	CP	Donna Allen-Thomas			
Zucchini Festival	\$4,000	CP	Julius Willis Jr.	unknown	Yes	9/19/2012
<b>Community Promotions Sub-Total</b>	<b>\$25,500</b>					
<b>General Services for Low-Income Residents</b>						
Alameda County Community Food Bank	\$20,750	SSP	Peggy Guernsey			
Davis Street Family Resource Center	\$12,450	SSP	Cynthia Chiasson			
Eden Information & Referral	\$50,000	CMO	Ben Henderson		Yes	
Imperial Star Empire, Inc.	\$500	NAE	Ray Bonilla			
International Institute of the Bay Area -	\$8,300	SSP	Robert Lara	unknown	no	9/19/2012
South Hayward Parish - Food pantry	\$12,201	SSP	Diane Fagalde	unknown	no	9/19/2012
Tri-City Health Center	\$20,667	SSP	Allison McManus			
<b>Services for Low-Income Residents Sub-Total</b>	<b>\$124,868</b>					
<b>Housing-Related Services</b>						
Centro Legal de la Raza	\$20,000	CDBG PSC	Elizabeth Samayoa	11/13/2012	Yes	11/28/2012
COH: Housing Rehabilitation Program	\$380,000	CDBG	Linda Moore			
ECHO: Fair Housing Assistance & Counseling	\$59,240	CDBG PSC	Robert Lara	unknown	no	9/19/2012
Emergency Shelter Program - Shelter operations	\$26,000	CDBG PSC	Allison McManus	11/14/2012	Yes	11/28/2012
Family Violence Law Center	\$47,260	CDBG PSC	Ray Bonilla			
FESCO	\$35,500	CDBG PSC	Peggy Guernsey			
So. Hayward Parish/CAN	\$12,000	CDBG PSC	Liz Morales-Contreras			
Women on the Way	\$20,000	CDBG PSC	Heather Enders		Yes	
<b>Housing-Related Services Sub-Total</b>	<b>\$600,000</b>					
<b>Jobs and Academic Support</b>						
4 C's of Alameda County - Childcare recruitment & training	\$30,000	CDBG PSC	Donna Allen-Thomas			
Chabot College - "Education Talent Search" tutoring	\$16,600	SSP	Heather Enders			
EBAC/ Child Assault Prevention Program	\$15,355	SSP	Robert Lara	ukn -	no	9/19/2012
Hayward Day Labor Center	\$39,342	SSP	Elizabeth Samayoa	10/26/2012	Yes	11/28/2012
Tiburcio Vasquez Health Center - Keepin' It Real	\$10,375	SSP	Liz Morales-Contreras			
<b>Jobs and Academic Support Sub-Total</b>	<b>\$111,672</b>					

**FY 2012-13 COMMUNITY LIAISON ASSIGNMENTS TO CITY-FUNDED AGENCIES**

Categories & Agency Name	FY 2013 Grant	Funding Source	Commissioner Liaison	Date of Visit	Report submitted by Agency and Approved by Staff	Date of CSC Meeting Summary Given
<b>Miscellaneous Civic Programs &amp; Events</b>						
Cinco de Mayo Celebration	\$2,524	CMO	Julius Willis Jr.			
Martin Luther King Celebration	\$1,910	CMO	Ben Henderson			
Memorial Day Observance	\$800	CMO	Cynthia Chiasson			
Veteran's Day Observance	\$350	CMO	Ben Henderson			
<b>Misc. Civic Programs &amp; Events Sub-Total</b>	<b>\$5,584</b>					
<b>Services for Seniors and People Who Have Disabilities</b>						
Alzheimer's Services of the East Bay	\$75,000	Paratransi	Ben Henderson			
Bay Area Community Services - Friendly Visitors	\$10,375	SSP	Linda Moore			
Bay Area Community Services - Hedco House	\$14,110	SSP	Cynthia Chiasson		Yes	
CRIL - Independent living activities & support	\$20,750	SSP	Robert Leppert			
CRIL - Travel training	\$50,000	Paratransi	Peggy Guernsey			
Legal Assistance for Seniors (LAS)	\$18,260	SSP	Linda Moore			
Service Opportunities for Seniors	\$32,000	Paratransi	Allison McManus	11/15/2012	Yes	11/28/2012
Spectrum Community Services	\$20,750	SSP	Robert Leppert			
<b>Services for Seniors &amp; PWHD Sub-Total</b>	<b>\$241,245</b>					
<b>Youth Services</b>						
CALICO	\$14,525	SSP	Donna Allen-Thomas			
Horizon Services, Inc.	\$20,750	SSP	Elizabeth Samayoa	10/26/2012	Yes	11/28/2012
Lighthouse Community Center	\$1,500	NAE	Ray Bonilla			
<b>Youth Services Sub-Total</b>	<b>\$36,775</b>					
<b>TOTAL</b>	<b>\$1,528,635</b>					

\*\* N/A; not all FY 2012 funded agencies are included in table

CDBG = Community Development Block Grant  
PSC = CDBG (Public Services Category)  
SSP = Social Services Program Category  
NAE = Neighborhoods Arts & Events Category  
CP = Community Promotions Category  
CMO = City Manager's Office

REPORT(S)

GIVEN ON 9/19/12,  
BUT SUBMITTED LATER



REPORT(S)

FOR 11/28/12

**City of Hayward  
FY 12-13 Liaison Report Form**

**Agency Name:** Hayward Arts Council  
**Program Name:** Hayward Arts Council  
**Source of Funding:** Neighborhoods Arts & Events      **Year funded program was founded:** 1983

**Project Description:**

Our purpose is to stimulate community interest in the arts. Our goal is to expand the image of Hayward as a cultural center. We coordinate with other organizations and serve as fiscal sponsor for the Hayward Band and Orchestra Festival. We often have musicians at our events and we coordinate with events by other entities. We maintain five galleries in Hayward—Foothill Arts of the Bay, Cinema Place Gallery, John O'Lague Galleria, Hayward Chamber of Commerce, and Hayward Senior Center.

**Total FY 12-13 program budget:** \$35,020  
**Amount of City funding:** \$16,485

**1. Please fill in the following fields:**

	<b>FY 11-12</b>	<b>FY 12-13 YTD</b>
Number of Hayward residents served:	31,175	10,392
Number of volunteers:	645	215
Number of volunteer hours provided:	2,776	925
Number of paid employees assigned to this project:	3	2
Number of hours employees spent on the project:	1,200	1,200
Percentage of employee hours paid for with this funding:	55%	60%

**2. Please provide three recent agency accomplishments:**

- a. Collaborated with CSUEB to provide an art exhibit at Cinema Place Gallery.
- b. Held an art and craft sale for local artists in Cinema Place Gallery, with some artists demonstrating their craft for the public.
- c. Held an exhibit for new members and non-members (emerging artists) at Foothill Arts of the Bay Gallery.

**Uploaded Documents:**

**Report modified by:**

**Submitted By** Carol Markos  
**Date Submitted** 11/02/2012

**Approved By** Shauna Nischik  
**Date Signed** 11/14/2012

**City of Hayward  
FY 12-13 Liaison Report Form**

**Agency Name:** Hayward Zucchini Fest  
**Program Name:** Hayward Zucchini Fest  
**Source of Funding:** Community Promotions    **Year funded program was founded:** 1983

**Project Description:**

The annual Zucchini Festival brings between 15,000 and 20,000 people to the Kennedy Park each year, resulting in a 2-day boost in local business sales within ½ mile of the area while providing an important weekend family destination. Proceeds from the Festival go to local non-profits.

**Total FY 12-13 program budget:** \$130,000  
**Amount of City funding:** 4000

**1. Please fill in the following fields:**

	FY 11-12	FY 12-13 YTD
Number of Hayward residents served:	13,000	12,000
Number of volunteers:	700	700
Number of volunteer hours provided:	3,500	3,500
Number of paid employees assigned to this project:	1	1
Number of hours employees spent on the project:	0	0
Percentage of employee hours paid for with this funding:		

**2. Please provide three recent agency accomplishments:**

- a. Awarded a Merit Resolution by the California State Assembly, via state senator Ellen Corbett.
- b. Received letters of commendation from state Governor Jerry Brown.
- c. Received letters of commendation from Alameda county supervisors and Union City Mayor Mark Green.

**Uploaded Documents:**

**Report modified by:**

**Submitted By** GK info drawn from submitted PDF report  
**Date Submitted** 10/25/2012

**Approved By** Shauna Darwin  
**Date Signed** 10/25/2012

**City of Hayward  
FY 12-13 Liaison Report Form**

**Agency Name:** Centro Legal de la Raza  
**Program Name:** Tenant Rights Consultation & Assistance  
**Source of Funding:** CDBG **Year funded program was founded:** 2009

**Project Description:**

Centro Legal de la Raza is a comprehensive legal services agency. Their mission is to protect and advance the rights of immigrant, low-income and Latino communities through bilingual legal representation, education, community organizing and advocacy throughout the East Bay region.

CDBG funds will be used to provide free legal aid and tenants' rights education to low-income Hayward residents facing eviction, including those Hayward residents referred by the mid-County Homeless Assistance Center.

**Total FY 12-13 program budget:** \$43,041  
**Amount of City funding:** \$20,000

**1. Please fill in the following fields:**

	FY 11-12	FY 12-13 YTD
Number of Hayward residents served:	48	30
Number of volunteers:	5	1
Number of volunteer hours provided:	230	24
Number of paid FTEs assigned to this program:	2.00	4.00
Number of paid FTEs paid for with this funding:	0.20	0.39

**2. Please provide three recent agency accomplishments:**

- a. Centro Legal continues to respond to the foreclosure crisis by educating tenants living at foreclosed properties about their legal rights during the foreclosure process and their ability to stay in their homes. In 2011-12, we provided legal services for a least eight Hayward tenants impacted by foreclosures. To date, we have served three Hayward tenants impacted by foreclosures. In particular, we are helping Spanish-speaking clients navigate the foreclosure process. Many of our clients are Spanish-speakers (88% of our Hayward clients are Latino) and face language and/or cultural barriers to navigating the foreclosure process.
  
- b. Centro legal offers comprehensive legal services through offering personalized support to clients, connecting clients to resources, and emphasizing legal education. For example, Centro Legal refers clients with disabilities to services such as the Center for Independent Living; refers clients with habitability issues to the City of Hayward code compliance department; and connects clients seeking information about public benefits to the Homeless Action Center.  
 During the first quarter of 2012, Centro Legal helped a Hayward tenant who has a physical disability successfully avoid eviction and also advocate for her rights. Centro Legal helped this client understand laws that protect her from eviction and provided ongoing support to avoid an adversarial process with the landlord. This tenant uses a wheelchair and the landlord refused to provide accommodations for the wheelchair. After the unlawful detainer was dismissed, this tenant has had time to seek new housing with proper accommodations. Centro Legal's attorney also helped her find solutions to other ongoing accessibility issues.
  
- c. During 2011-12, Centro Legal worked to increase awareness about its services in Hayward through conducting outreach at community events, local elementary schools, and at a naturalization fair. Centro Legal has also conducted outreach to other local service providers so that they can refer Hayward clients as needed. Centro Legal is planning to continue to educate the community about its services in Hayward and help more Hayward tenants obtain free housing services. Centro Legal is currently planning a workers' and tenants' rights workshop in partnership with the Center for Independent Living.

**Uploaded Documents:**

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**Report modified by:**

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Submitted By Jennifer Miller  
 Date Submitted 11/13/2012

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Approved By Shauna Darwin  
 Date Signed 11/13/2012

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**City of Hayward  
FY 12-13 Liaison Report Form**

**Agency Name:** Emergency Shelter Program (ESP)  
**Program Name:** Shelter Services  
**Source of Funding:** CDBG **Year funded program was founded:** 1972

**Project Description:**

The mission of Emergency Shelter Program is to provide a safe and life directing experience for women and children who make the choice to leave a life of domestic violence, human trafficking and homelessness. The vision of Emergency Shelter Program is to foster a wellness based and culturally responsive community providing emergency shelter and supportive services to women and children who experience domestic violence, human trafficking and homelessness.

**Total FY 12-13 program budget:** \$839,575  
**Amount of City funding:** \$26,000

**1. Please fill in the following fields:**

	FY 11-12	FY 12-13 YTD
Number of Hayward residents served:	91	12
Number of volunteers:	20	12
Number of volunteer hours provided:	1,040	260
Number of paid FTEs assigned to this program:	13.50	13.50
Number of paid FTEs paid for with this funding:	1.00	1.00

**2. Please provide three recent agency accomplishments:**

- a. We celebrated our 40th Anniversary with a gala event at City Hall on October 25, 2012 and used the event, along with events leading up to to gala, to increase community awareness about our services. Many dignitaries were present and ESP received Commendations from several government officials for our long time work. Billboards were posted throughout the City of Hayward during October in conjunction with National Domestic Violence Awareness Month.
- b. A Film Screening of Miss Representation was held at Hayward City Hall on October 19 including Hayward Police Departments' Spoken Word performers. This film speaks to the way the media's portrayal of women on screen aids in societies vision of how women should be treated. A round table discussion following the screening helped viewers to process the information.
- c. Interior and Exterior of the Shelter were painted through donations by volunteers. Nutritional information guides were added to the dining room.

**Uploaded Documents:**

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**Report modified by:**

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**Submitted By** christine vinciguerra  
**Date Submitted** 11/08/2012

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**Approved By** Shauna Darwin  
**Date Signed** 11/08/2012

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Initially submitted: Nov 8, 2012 - 8:18:26

Returned to Draft 11-07-2012:  
Reason: Returned to Draft 11-07-2012 by  
Reason: The FY 11-12 Data is not what was submitted to the City (e.g. 91 residents were reported as served, not 321). It's important that these numbers match. Also, the contract was for 1 FTE shelter monitor. There was never a revision to the contract. These numbers should have automatically carried forward into the report for you. Also, there is no data for the current fiscal year reported.

Thank you,  
Shauna

**City of Hayward  
FY 12-13 Liaison Report Form**

**Agency Name:** Community Initiatives-Day Labor Center  
**Program Name:** Job Referral and Education  
**Source of Funding:** Social Services      **Year funded program was founded:** FY2012-13

**Project Description:**

The Day Labor Center (DLC) will provide job referrals to low-income unemployed and underemployed Hayward residents (HUD definition). These clients will be unduplicated Hayward residents registered at the DLC.

**Total FY 12-13 program budget:** \$470,691  
**Amount of City funding:** \$39,342

**1. Please fill in the following fields:**

	FY 11-12	FY 12-13 YTD
Number of Hayward residents served:	360	260
Number of volunteers:	57	114
Number of volunteer hours provided:	1,257	766
Number of paid FTEs assigned to this program:	3	4
Number of paid FTEs paid for with this funding:	0.00	0

**2. Please provide three recent agency accomplishments:**

- a. Because of the increase in women participation at the DLC, we offer services that address women's needs including, but not limited to, daily Zumba dance exercise class to address obesity, diabetes, and other physical and mental ailments; monthly meetings to address domestic violence issues and concerns; and, the development of a Cleaning Collective group of women to help market their skills and educate and train the women about use of safe and 'green' cleaning products.
- b. We have doubled our regular work schedule for our Yard Maintenance Program that provides more than 25 jobs for workers on a bi-weekly basis (year-round).
- c. Our Health Program has been recognized as a model 'portal' program within Alameda County and, recently, Carego International has donated a container to the DLC that contains medical offices inside for our use to provide services to our clients.

**Uploaded Documents:**

- [25oct12\\_dlc\\_zumba\\_pic\\_1.JPG](#)
- [25oct12\\_dlc\\_container\\_clinic\\_pic\\_1.JPG](#)
- [25oct12\\_dlc\\_container\\_clinic\\_pic\\_2.JPG](#)

**Report modified by:** |

**Submitted By** Gabriel Hernandez  
**Date Submitted** 11/16/2012

**Approved By** Shauna Nischik  
**Date Signed** 11/19/2012

**City of Hayward  
FY 12-13 Liaison Report Form**

**Agency Name:** Services Opportunities for Seniors (SOS)  
**Program Name:** Meals on Wheels  
**Source of Funding:** Paratransit      **Year funded program was founded:** 1966

**Project Description:**  
 Provide Paratransit services to 234 people

**Total FY 12-13 program budget:** \$808,541  
**Amount of City funding:** \$24,500

**1. Please fill in the following fields:**

	FY 11-12	FY 12-13 YTD
Number of Hayward residents served:	234	234
Number of volunteers:	39	39
Number of volunteer hours provided:	3,000	1,000
Number of paid FTEs assigned to this program:	4.00	4.00
Number of paid FTEs paid for with this funding:	2.00	2.00

**2. Please provide three recent agency accomplishments:**

- a. We mailed our Fall news letter in September and our annual Holiday appeal letter went out November 9th.
- b. We have no waiting list and have been able to serve all eligible seniors who need our service
- c. May 1st 2012 we added 200 more meals to our program. Oakland Meals on Wheels was no longer able to continue there home delivered program so we stepped up to help. We took on 94603 and 94605 Zip codes. We were able to do this with no interruption in service. We are now delivering 750 meals per day.

**Uploaded Documents:**

**Report modified by:**

**Submitted By** Connie McCabe  
**Date Submitted** 11/15/2012

**Approved By** Shauna Nischik  
**Date Signed** 11/15/2012

**City of Hayward  
FY 12-13 Liaison Report Form**

**Agency Name:** Horizon Services, Inc.  
**Program Name:** Lambda Project  
**Source of Funding:** Social Services      **Year funded program was founded:** 1994

**Project Description:**

The Project Edens Lambda Youth Project, which is a program of HorizonServices, Inc. (PE/LYP/HSI), is designed to provide support for 35 high-risk, youth/young adults ages 20 and under that reside in Hayward. PE/LYP/HSI will work toward the reduction of suicide, drug use, and sexual/physical abuse that lesbian, gay, bisexual, transgender, and questioning (LGBTQ) youth experience. The project will provide the following services: crisis intervention, group sessions, outreach contacts and healthy lifestyle activities.

**Total FY 12-13 program budget:** \$92,000  
**Amount of City funding:** \$20,750

**1. Please fill in the following fields:**

	FY 11-12	FY 12-13 YTD
Number of Hayward residents served:	619	315
Number of volunteers:	0	0
Number of volunteer hours provided:	0	0
Number of paid FTEs assigned to this program:	0.30	0.45
Number of paid FTEs paid for with this funding:	0.30	0.45

**2. Please provide three recent agency accomplishments:**

- a. HSI/LP began collaborating with South Hayward Neighborhood Collaborative and South Hayward Parish to provide LGBTQ counseling services in South Hayward at West Minister Church. HSI/LP will facilitate individual and group counseling services Wednesday evening to LGBTQ youth from Mt. Eden, Tennyson, MLK Jr., Ochoa, LPS, Impact Academy, and other youth from central and south Hayward. HSI/LP will continue it's long running Tuesday counseling group in North Hayward. We will also working collaboratively with South Hayward Parish to re-start PFLAG(Parents, Families of Lesbians and Gays Youth) parent support group in South Hayward. The parent support group will be open to all families from Hayward. The group will be held in South Hayward.
- b. HSI/LP has begun participating in HUSD's Restorative Justice Project in middle and high schools in Hayward. HUSD's Restorative Justice Project goals are to create safer schools; repair harm caused by criminal behaviors between students; and reduce the number of suspensions and expulsion through alternative interventions. HSI/LP will assist with issues of bullying, alcohol and other drugs, violent behaviors through providing counseling services on school campuses in HUSD. We will be working closely with school officials and teachers to create a sense of belonging and community amongst the students in an effort to reduce violence on school campuses. HSI/LP's focus will be LGBTQ students. We will be providing services at Mt. Eden High to start and extending our services to other schools in HUSD.
- c. Another success and accomplishment for LYP, was hosting our annual Gay Prom for the 18th year. There were over 200 LGBTQ and straight-ally youth ages 12 to 20 and over 100 adult volunteers attended the dance. This year's dance continued the legacy of being one of the best events LYP has hosted. Numerous youth emailed, called, and told LYP staff in personal that this was their first time attending our dance and that they were grateful for the experience. The youth reported that they felt inclusive, supportive, validated and free to be who they are without judgments from adults and society. They also reported that they felt safe from the protestors and unruly supporters compared to last years Gay Prom. LYP youth did an excellent job promoting the dance and local places to eat in the City of Hayward for visitors to the dance, as well as performing the singing the crowning of the Kings and Queens at the dance. The Gay Prom would not have been a success without over 100 adult chaperones/volunteers supporters cheering the youth on, when the youth came down the red carpet to enter Gay Prom. Gay Prom was also a success due to the presence of Hayward Police Department and Chabot College Campus Security. Gay Prom is a Hayward community collaborative event with support of HUSD, local business, families, individuals, churches, etc.

**Uploaded Documents:**

- [Banner.JPG](#)
- [Photo Booth.JPG](#)
- [Receiving Line.JPG](#)
- [Youth Volunteering.JPG](#)
- [Stage.JPG](#)
- [LYP\\_Group\\_1.JPG](#)
- [LYP\\_Group\\_3.JPG](#)
- [LYP\\_Group\\_5.JPG](#)

Report modified by:

Date Submitted 11/15/2012

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Approved By Shauna Nischik  
Date Signed 11/15/2012

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Initially submitted: Nov 15, 2012 - 12:16:39

Returned to Draft 11-15-2012:  
Reason: city funding was used to pay for staff last year, can you please include that data?

**City of Hayward**  
**FY 13-14 Funding Process Calendar**

<u>Month</u>	<u>Day / Date</u>	<u>Activity /Events</u>
Aug. 2012	Wed., Aug. 15	30-Day Notice of Funding Availability published in <i>The Daily Review</i> and posted to the City's website.
Sept. 2012	Wed., Sept. 19	<b>7pm: Funding Forum in Council Chambers</b>
Nov. 2012	Fri., Nov. 2	<b>5pm: Application DEADLINE - ALL Categories</b>
	Fri., Nov. 9	Community Services Commission (CSC) begins review of applications
	Sat., Nov. 17	"Infrastructure" Category Application Review Committee (ARC) Interviews: <ul style="list-style-type: none"> <li>✓ <i>Housing and Housing Rehabilitation Applications</i></li> <li>✓ <i>Nonprofit Facilities Applications</i></li> <li>✓ <i>Economic Development Applications</i></li> </ul>
	Wed., Nov. 28	<b>CSC establishes its DRAFT Funding Recommendations for "Infrastructure" Category Applications: <i>Housing and Housing Rehabilitation, Nonprofit Facilities, Commercial Rehabilitation, and Economic Development Applications.</i> PUBLIC COMMENT PERIOD BEGINS.</b>
Dec. 2012	Sat., Dec. 15 (all day)	"Services" Category Application Review Committee (ARC) Interviews: <ul style="list-style-type: none"> <li>✓ <i>Sub-Category A: Housing-Related and Job Placement Services</i></li> <li>✓ <i>Sub-Category D: General Services for Low-Income Residents</i></li> </ul>
	Jan. 2013	Sat., Jan. 12 (all day)
	Wed., Jan. 16	<b>CSC establishes its DRAFT Funding Recommendations for "Services" Category Applications: <i>Sub-Categories A through E.</i> PUBLIC COMMENT PERIOD BEGINS.</b>
Feb. 2013	Sat., Feb. 2 (all day)	Application Review Committee (ARC) Interviews: <ul style="list-style-type: none"> <li>✓ <i>Neighborhoods, Arts and Events Category Applications</i></li> <li>✓ <i>Community Promotions Category Applications</i></li> </ul>
	Wed., Feb. 20	<b>PUBLIC COMMENT PERIOD ENDS for DRAFT Funding Recommendations in the "Infrastructure" and "Services" Categories. <u>CSC finalizes its Funding Recommendations in these Categories.</u></b>  <b>CSC establishes its DRAFT Funding Recommendations in the "Neighborhoods, Arts, and Events," and "Community Promotions" Categories. PUBLIC COMMENT PERIOD BEGINS.</b>
Mar. 2013	Fri., Mar. 1	30-Day Public Notice of City Council Public Hearing (in April)
	Wed. Mar. 20	<b>PUBLIC COMMENT PERIOD ENDS for DRAFT Funding Recommendations in the "Neighborhoods, Arts, and Events," and "Community Promotions" Categories. <u>CSC finalizes its Funding Recommendations in these Categories.</u></b>
Apr. 2013	Tues., Apr. 2	Tentative: City Council Work Session: CDBG and Social Services
	Tues., Apr. 16	Tentative: City Council FY 13-14 CDBG and Social Services Public Hearing
May-June 2013	TBD	City Council FY 13-14 Budget Hearings: <i>Neighborhoods, Arts, and Events and Community Promotions Categories</i>

# Community Services Commission Best Practices & Ground Rules

[Adapted from CAC Best Practices document | Draft 3/21/12]

This document provides a “best practices” guide for the City of Hayward’s Community Services Commission (CSC). It may not be complete or comprehensive; nor is it a set of hard-and-fast rules for future Commissions. Rather, the purpose of this document is to record some of the practices which CSC members have found effective.

The recommended “best practices” are presented in chronological order of Commission activities, beginning of the fiscal year in July.

## **Mentoring New Commissioners**

At the beginning of each year, new Commissioners are appointed and go through an orientation session with the staff before the commission’s first meeting. Each new Commissioner can also be assigned a “mentor” or “buddy” by the Commission. A “mentor/buddy” is a veteran Commissioner who helps the new Commissioner become familiar with his new responsibilities and the commission’s operation. The mentor/buddy is available to the new Commissioner to answer questions before, during, and after meetings.

## **Liaison Assignments**

Assign agency liaisons early in the year so that Commissioners have plenty of time to schedule visits. The July meeting is a good time to make assignments because it is the first one after new members have been added to the Commission.

Liaison assignments should be rotated regularly among commissioners, i. e., a Commissioner should not be assigned the same applicant agency two years in succession.

Liaison reports should be scheduled at a rate of four per month, beginning in September. Leave some slots empty in the last month to accommodate late reports. This schedule allows the CSC to complete the liaison reports before the busiest portion of the funding cycle. It also gives new Commissioners a chance to become familiar with most of the agencies before they begin reading proposals.

## **Annual Tour**

Hold two tours each year. This provides Commissioners a greater opportunity to be introduced to the funded agencies. Two short tours (as

Community Services Commission  
**Best Practices & Ground Rules**  
[Adapted from CAC Best Practices document | Draft 3/21/12]

opposed to one long tour) would make it more likely that each Commissioner will be able to attend a tour; and would make for a shorter and less tiring day.

The annual tours should not count as regular meeting dates for attendance purposes.

## **Sample Application Review**

The CSC should schedule a “practice review” of at least one funding application from a previous year before receiving the current year’s batch of proposals. This practice proposal can be distributed in a regular monthly meeting packet with instructions to review it as though it were a real application. At the following monthly meeting, Commissioners can share their review techniques, insights, questions and remarks about the proposal.

This exercise is valuable to new Commissioners -- it gives them an opportunity to absorb ideas from the veteran members. It is also of value to veteran commissioners who can get new insight from new Commissioners.

## **Funding Forum**

The Commission should appoint a few of its members to a “Funding Forum Committee” which would attend the annual Funding Forum that staff stages each fall for potential applicants. This Funding Forum Committee will attend staff’s Funding Forum, and should be prepared to answer questions from applicants about the Commission’s role in the funding process. The Funding Forum Committee will report back to the full Commission at its next regular meeting.

New commissioners may want to join the Funding Forum Committee to help them better understand the application process. Veteran commissioners should be part of the Funding Forum Committee so they could properly field questions from applicants during the Funding Forum.

## **Collecting Proposal Questions**

After reviewing all the proposals, the Commissioners should meet and submit their follow-up questions for applicants to the staff verbally, rather than in writing. Reviewing the proposals one at a time and listening to other Commissioners’ questions is valuable for the following reasons:

**Community Services Commission**  
**Best Practices & Ground Rules**  
[Adapted from CAC Best Practices document | Draft 3/21/12]

1. Hearing others' questions may cause some Commissioners to see things they had overlooked when reviewing the applications on their own. This results in a more meaningful dialogue – and would enable staff to compile a clearer and more concise list of questions with less duplication.
2. Because ARC (Applications Review Committee) members hear all of the questions and concerns of the full CSC, they are better able to follow up on those issues when meeting with the applicants.
3. It gives ARC members a chance to identify which applications cause the greatest concern to the CSC as a whole versus those which were clearly understood by all. This enables ARC members to identify applicants who may need to be questioned in more detail during the ARC interviews.

### **Application Review Committee (ARC)**

Each year the CSC chairperson appoints a panel of five Commissioners (plus two alternates) for the purpose of conducting CDBG applicant interviews. This panel is called the Application Review Committee (ARC).

Applicant interviews with the ARC are scheduled to take place in March at an all-day Saturday meeting. During the interviews, each applicant is given the opportunity to briefly respond to ARC members' follow-up questions pertaining to that applicant's proposal for CDBG funding. After the interviews, the ARC develops initial recommendations to be presented to the CSC. The CSC is responsible for developing the CSC's Final Recommendations for CDBG Funding.

### **ARC Selection Process**

The ARC process is considered an excellent way for Commissioners to gain insight into the variety of programs funded through the CDBG program.

The CSC chairperson will give first priority for ARC positions to newly-appointed Commissioners. Second priority will be given to Commissioners who did not serve on the ARC during the previous funding cycle. Commissioners that have served on the ARC during the previous funding cycle are third priority.

The CSC Vice Chairperson will serve as the ARC Chairperson of the committee.

**Community Services Commission**  
**Best Practices & Ground Rules**  
[Adapted from CAC Best Practices document | Draft 3/21/12]

**ARC All-Day Session**

The following suggestions apply to the ARC's all-day session.

1. Prior to the meeting, the ARC should identify applicants for which the CSC had an unusually long list of questions and consider scheduling extra time for these applicants. This will help to keep the session on schedule.
2. On the day of the ARC, each ARC member should come to the meeting with at least one question written down for each applicant. Having a few questions ready can help get the conversation started and help get to the heart of what needs to be addressed in the shortest amount of time. It also eliminates the awkward silence following introductions.
3. It should be made clear to the applicants (before the meeting) that they will not be making a presentation to the ARC. The applicants need only be ready to answer questions about their proposals.
4. The ARC Chairperson must keep the meeting running on time. The ARC is a long day for everyone. Keeping to the schedule, while challenging, will make it much more likely that ARC members and staff will have a little bit of brain power left when it is time to formulate the recommendations. At the same time, the Chairperson should use his/her discretion to allow extra time for some applicants if needed.
5. After meeting with all applicants, the ARC and staff should formulate their preliminary recommendations before leaving for the day.
6. The City Council is best served by two sets of recommendations reflecting the views of the commission and staff. The recommendations do not have to be the same, but it is best to eliminate minor differences so that the Council can focus on the major differences. With that in mind, consider following these steps when developing the preliminary funding recommendations:
  - a. The staff, while refraining from sharing their recommendations with the ARC, should do their best to share any late-breaking information they have regarding the applicants. The goal is for both groups to formulate their recommendations based, to the extent possible, on the same information.
  - b. The ARC and the staff then formulate their Public Services funding recommendations independently of each other. Start with Public Services because the amount allocated for this category is capped.

# Community Services Commission Best Practices & Ground Rules

[Adapted from CAC Best Practices document | Draft 3/21/12]

- c. The ARC and staff then share their recommendations with each other. They discuss the differences and the reasoning behind those differences.
- d. Both the ARC and staff should consider adjusting their recommendations if they find the other group's arguments more compelling. Both groups should work together to attempt to eliminate minor differences so that only the major differences remain.
- e. Repeat steps "a" through "d" for all of the non-Public Services applications.

Following these steps allows both the staff and the ARC to have their own unfiltered input into the final recommendations (which is, after all, the point of having both staff and commission recommendations). Simultaneously, this process will eliminate most of the minor differences between the two sets of recommendations, thus allowing the full CSC and the City Council to focus on the major differences.

7. ARC members who disagree with any of the preliminary recommendations should come to the full CSC ready to present their case. The full CSC will get the most value from the recommendations if they are informed of any dissent.

## **Funding Recommendations - City Council**

The following recommendations have proven effective in fully informing the City Council of the thinking behind the Commission's recommendations. The staff is extremely knowledgeable and always does a superb job of presenting their recommendations. And it is incumbent upon the Commission to demonstrate a command of the details in order for their recommendations to be given the weight they deserve.

### **At the City Council Work Session**

1. Commissioners may wish to speak to members of the City Council before the City Council Work Session to emphasize key points and answer questions.
2. All Commissioners should attempt to attend the City Council Work Session at which the CSC and staff recommendations are presented. A strong attendance by the Commissioners helps to demonstrate how seriously the CSC takes its responsibilities.

# Community Services Commission Best Practices & Ground Rules

[Adapted from CAC Best Practices document | Draft 3/21/12]

3. At the City Council Work Session, the ARC Chairperson serves as spokesperson for the CSC regarding its funding recommendations. The ARC Chairperson should briefly present the Commission's case for the most controversial items during public comments. The ARC Chairperson should also inform the Council (either before the meeting or during public comments) that s/he would like to be given a chance to respond (briefly) to any questions that are raised by the Council during the work session.

## **At the City Council Public Hearing**

1. Commissioners may wish to speak to members of the City Council before the City Council Public Hearing to emphasize key points and answer questions.
2. All Commissioners should attempt to attend the Public Hearing.
3. At the City Council Public Hearing, the CSC Chairperson will serve as the CSC's spokesperson. Like the work session, the Chair should summarize the Commission's argument for the more controversial items. The Chair should then invite questions from the City Council and offer to come back up to the podium if they have questions later.

Following these suggestions ensures that the Commission's viewpoint will be conveyed to the council. Whether the Council ultimately agrees with the CSC or not, the Commission will have given the City Council the information it needs to make a final decision.

## **End-of-Year Debrief**

At the end of each year (in the spring after the funding process), the Commission should hold a "debrief" – a discussion of the past year's process. The purpose is to talk about what worked well and what could be improved. It is an opportunity to introduce new ideas and make suggestions for modifying existing processes.

That discussion should include, but should not be limited to, the following topics:

## **Encouraging New Applicants**

- What can be done in the coming years to encourage new applicants?

**Community Services Commission**  
**Best Practices & Ground Rules**  
[Adapted from CAC Best Practices document | Draft 3/21/12]

- How can the City reach out to groups that have never applied for CDBG funding?
- What can the City do to encourage more applications in the categories that have been underutilized?

**Improving the Application Process**

- What can be done to improve the application process?
- Should changes be made to the funding forum?
- Should the funding calendar be modified?
- Could documents provided to applicants be improved?

**Update the “Best Practices”**

Review this CSC Best Practices document to discuss potential revisions. Are the items that should be added, removed, and/or revised?

**Other**

Conversations focused on the specific topics listed above are probably a good idea as they are recurring themes that should be reviewed each year. But also allow some time for general brainstorming. As Commissioners, we learn new things every year. Try to discuss those lessons and consider whether any of them suggest changes that should be made.

END OF DOCUMENT  
Draft 3/21/12

## **CITY OF HAYWARD**

### **COMMUNITY SERVICES COMMISSION**

#### **COMMISSION ACTIVITY COORDINATOR DEFINITIONS**

**First introduced at the July, 2011 Joint Commission Retreat and Defined in September 13, 2011 Staff Report Introducing Ordinance to Amend the Municipal Code to Consolidate the Human Services Commission and the Citizens Advisory Commission into a Single Unified Commission:\***

***Agency Liaison Coordinator:*** Maintains the Liaison Report Calendar to ensure timely reporting by Commissioner Liaisons, and mentors newly appointed Commissioners in their liaison roles.

***Events Coordinator:*** Monitors community trends and events, and proposes/coordinates Commission representation as authorized by the Commission.

***Paratransit Advisory Committee Liaison:*** Serves as Commission Liaison to the Paratransit Advisory Committee and program.

*\*The full report can be accessed online.*

**The Community Services Commission adopted its bylaws on March 22, 2012. The following section discusses, but does not define, the Commission Activity Coordinators:**

**SECTION 402.** The Chairperson shall appoint the Commission Activity Coordinators (Agency Liaison Coordinator; Events Coordinator; and Paratransit Advisory Committee Liaison, respectively) at the August regular meeting and install them at the September meeting of every year to serve a term of one year or until their successors have been appointed. Appointed Coordinators may succeed themselves one or more times, but generally not more than twice.



CITY OF  
**HAYWARD**

HEART OF THE BAY

**FISCAL YEAR 2011-2012  
PERFORMANCE REPORT**



**City of Hayward Funded CDBG and Social Services Programs**

**November 2012**

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# 1. INTRODUCTION



## 1.1 SUMMARY

The Fiscal Year 2011-2012 Performance Report evaluates outcomes for agencies funded through the City of Hayward Community Development Block Grant (CDBG) and Social Services programs. The data presented in this report reflects the performance of funded agencies from July 2011 through June 2012. The measures discussed examine progress towards addressing priority needs in the City of Hayward, targeted to specific high-need populations. Local measures are aligned with U.S. Housing and Urban Development (HUD) Department National Objectives, City Council Priorities, and the CDBG Priorities and Categories of Need. Key information presented includes funding allocation, demographics of participant population, type of services provided, performance outcomes, and a summary of each agency. Data is extracted from City Data Services (CDS), the online system funded agencies use to submit quarterly and annual reports. Data is also collected with efforts from City staff through contract monitoring practices.

## 1.2 BACKGROUND

Each year, the City of Hayward awards an average total of approximately 1.5 million dollars in grants to non-profit organizations and neighborhood groups to address priority needs and solve local issues in the community. This includes but is not limited to housing, economic development, safety, and support services initiatives for low-income Hayward residents. Through these grants, residents are provided integral services that minimize barriers and create opportunities for safer and healthier living. Every day, hundreds of individuals and families in our city directly benefit from the services provided by City funded programming, which include shelter and food programs, transportation, health education, legal assistance, substance abuse treatment, housing support and rehabilitation, along with many other services. These services are targeted to vulnerable populations such as the elderly, youth, and those with disabilities, the majority of whom fall within the low-income household bracket using HUD guidelines for income threshold. Without such services, many Hayward individuals and families would experience even greater disproportionate housing and economic challenges.

### 1.3 RESOURCES AND PRIORITIES

Funding is made available to non-profit organizations and neighborhood groups through federal and local funding resources. Specifically, allocations are available through the CDBG program and the City of Hayward General Fund – Social Services. In order to address priority needs and local interests of Hayward communities, a variety of agencies are awarded grants each year to implement programs. These agencies provide a wide array of services, matching the diversity found in Hayward. For the purposes of budget and performance monitoring, grant allocations were broadly divided into two categories: Infrastructure and Services.

Hayward has streamlined its funding process, and agencies now submit a Common Application, once a year, to be considered for either CDBG or Social Services grants. As the annual City funding process becomes more competitive each year, to qualify as a grant applicant and prior to receiving funding, agencies must meet the Minimum Contracting Standards. This consists of adequate Board of Directors oversight, current insurance policies, a sound fiscal audit, and demonstrated use of data collection tools.

Hayward is considered a CDBG “Entitlement” grantee. This means the City automatically receives an annual allocation of CDBG funds, with the total amount dependent on formulas. These formulas are based on the housing, population, and poverty data of our community, as well as funding availability as approved annually by Congress. During fiscal year year 2011-2012, CDBG funds comprised a significant portion of the total amount the City of Hayward was able to make available for grants, over three quarters. Eligibility for funding requires that agencies meet at least one of three HUD National Objectives:

1. Benefit low and moderate income (LMI) persons;
2. Aid in the prevention or elimination of slums or blight; and
3. Meet a need having a particular urgency (referred to as urgent need).

Agencies that are not necessarily CDBG eligible may qualify for Social Services funding if they align with City Council Priorities. These priorities may or may not change each year, dependent on City Council evaluation of current community needs and trends. Agencies that apply for Social Services funding still must meet the Minimum Contracting Standards. There typically is a degree of similarity between that of local priorities and national objectives. In fiscal year 2011-2012, City Council Priorities were:

1. Cleanliness;
2. Crime and Public Safety;
3. Fiscal Stability;
4. Land Use and Sustainability; and
5. Organizational Health.

These priorities encompass a wide array of initiatives and services, including but not limited to keeping residents housed, reducing gang violence, developing school partnerships, graffiti abatement, and reducing homeless encampments. HUD National Objectives and City Council Priorities provide a framework to understand both the needs of our community, and where to focus and maximize resources.

The CDBG Priorities and Categories of Need were:

1. Housing and Housing Rehabilitation;
2. Affordable Housing and Home Ownership;
3. Economic Development and Commercial Rehabilitation; and
4. Public Services

Of the total CDBG award and Program Income that the City receives, there is a fifteen percent cap that can be allocated to the Public Services category. This cap does impact how funding is distributed among agencies each fiscal year.

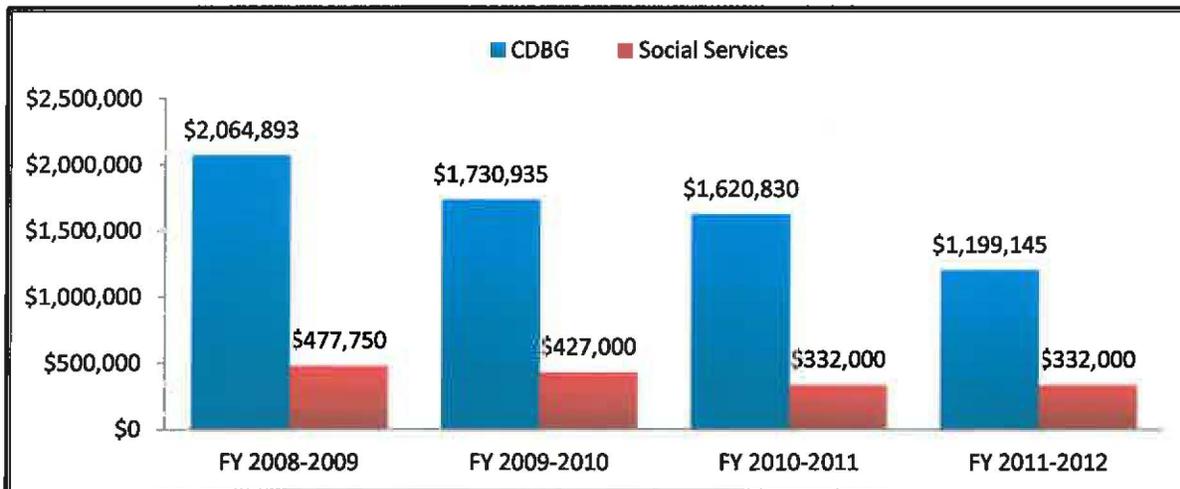
## 2. FUNDING



### 2.1 SOURCES

The amount of available funding for grants each year is dependent on multiple economic variables. This includes the size of CDBG allocation based on formula calculations, as well as the performance of General Fund revenue sources such as property and sales taxes. These factors, among a multitude of others, are constantly changing and evolving. The trend in funding availability in recent years however, has been on a steady decline, with reductions averaging eighteen percent over the last few years. This is reflective of the overall national economic downturn. Budget reductions notwithstanding, in fiscal year 2011-2012 the City awarded a total of approximately 1.5 million dollars in grants.

**Figure 2.1 Total Amounts of CDBG and Social Services Funds**

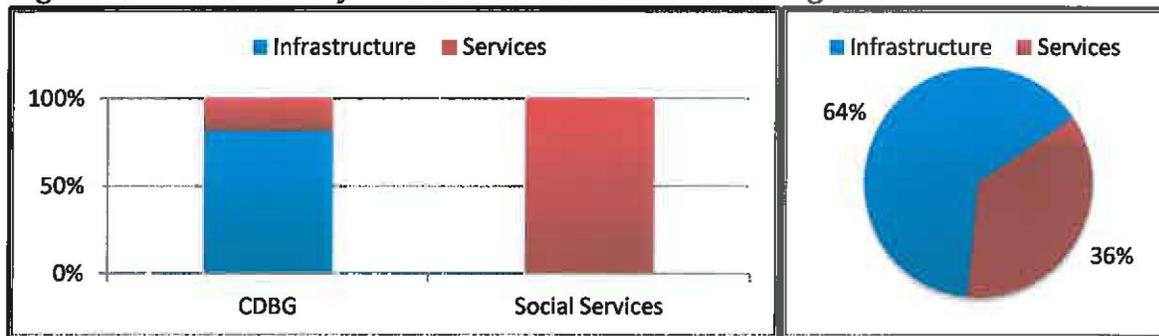


### 2.2 ALLOCATIONS

Due to eligibility requirements and focus of CDBG priorities towards housing, the majority of CDBG funds, over eighty percent, supported agencies that fall into the Infrastructure category. This amount is driven by need, as well as the CDBG Public Services cap, which restricts the City to allocate fifteen percent maximum towards services. Infrastructure type agencies are those that support housing rehabilitation,

neighborhood improvements, affordable housing, and economic development. Services type agencies are those that provide critical services, ranging from health education, legal counseling, emergency food support, and programs targeted specifically to people with disabilities, elderly and youth residents of Hayward. There are also Services agencies that provide housing-specific services. In fiscal year 2011-2012 over half of the total funding availability was allocated to Infrastructure programs. This is reflective of the availability from each source, with CDBG funds comprising over three quarters of the total budget.

**Figure 2.2 Allocations by Infrastructure and Services Categories**



The broad categories of Infrastructure and Services are parceled into subcategories which provide further specificity as to what types of programs and services are being supported. The Infrastructure categories mirror four of the CDBG Categories of Need and consist of:

1. Housing Rehabilitation;
2. Affordable Housing and Home Ownership;
3. Neighborhood Facilities and Improvements; and
4. Economic Development and Commercial Rehabilitation.

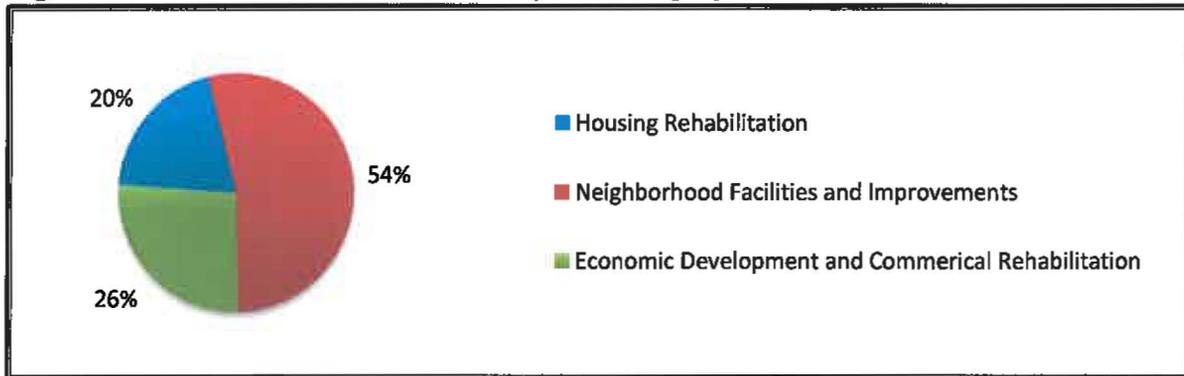
The Services category is subcategorized into:

1. General Services for Low-Income Residents
2. Housing-Related
3. Services for Seniors and People Who Have Disabilities
4. Youth Services

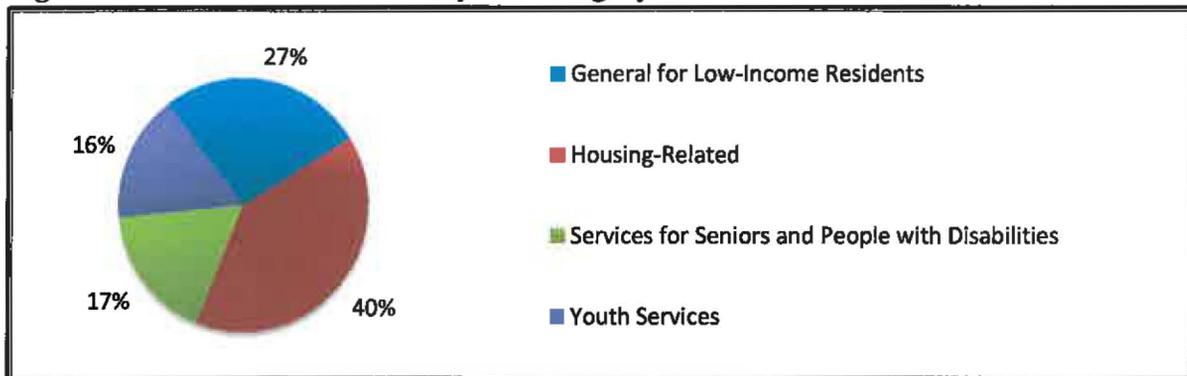
Regardless of funding source or category, most grants are awarded to programs and services designed to keep Hayward residents in their homes and improve living conditions. This is illustrative with the majority of Infrastructure grants allocated to

both Neighborhood Facilities and Improvements and Housing Rehabilitation, and a significant portion, over one third, of Services grants allocated to Housing-Related services. This is in response to need, as well as considering the CDBG Public Services cap. Historically, City Council has directed staff to fund up to the full allowable fifteen percent cap, provided that the funded services are housing-related. This provides funding for essential needs such as home repairs, legal counseling to prevent foreclosure, and homeless shelter operations. There were no agencies funded under the Affordable Housing and Home Ownership category during this reporting period.

**Figure 2.3 Infrastructure Allocations by Subcategory**



**Figure 2.4 Services Allocations by Subcategory**



### 3. DEMOGRAPHICS

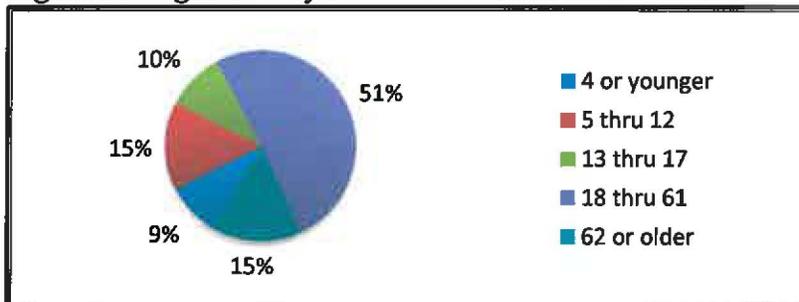


Despite rigorous efforts, many communities in Hayward continue to experience a greater need for services than our capacity and resources allow. For this reason, the City targets grant awards to agencies that serve Hayward residents to maximize the limited funds and resources available. The following information provides a demographic overview of Hayward service recipients.

#### 3.1 AGE AND GENDER

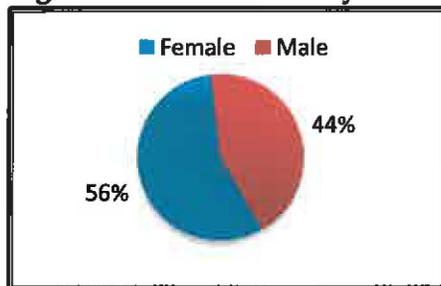
Grant funding is targeted to meet the needs of the most at-risk and economically-challenged individuals and families. To that end, in fiscal year 2011-2012 a third of total Hayward residents served were under the age of eighteen, and fifteen percent was sixty-two years of age or older.

**Figure 3.1 Ages of Hayward Residents Served**



There was a notable twelve percent difference between the number of female and male program participants, with females making up fifty-six percent of the total. This is no doubt attributed to the agencies that provide essential women-specific services such as domestic violence shelters and support services for single mothers

**Figure 3.2 Gender of Hayward Residents Served**



### 3.2 RACE AND ETHNICITY

The population of the City of Hayward, like communities across the nation has become increasingly diverse. In fiscal year 2011-2012, significant portions of minority populations were served, with Hispanic residents reaching almost half of the total. Among individuals that identified as non-Hispanic, both White and Asian persons self-reported at sixteen percent, and Black persons at twelve percent.

**Table 3.1 Race and Ethnicity of Hayward Residents Served**

Race and Ethnicity	Residents	Percent of Total
Non-Hispanic		
White	8,661	16%
Black	6,074	12%
Asian	8,389	16%
American Indian/Alaskan Native	397	1%
Hawaiian/Pacific Islander	1,014	2%
American Indian/White	68	0%
Asian/White	707	1%
Black/White	782	1%
American/Indian Black	3	0%
Other	1,446	3%
Total Non-Hispanic	27,541	52%
Hispanic	25,025	48%
<b>Total</b>	<b>52,566</b>	<b>100%</b>

### 3.3 HOUSEHOLD INCOME, SIZE, AND CHARACTERISTICS

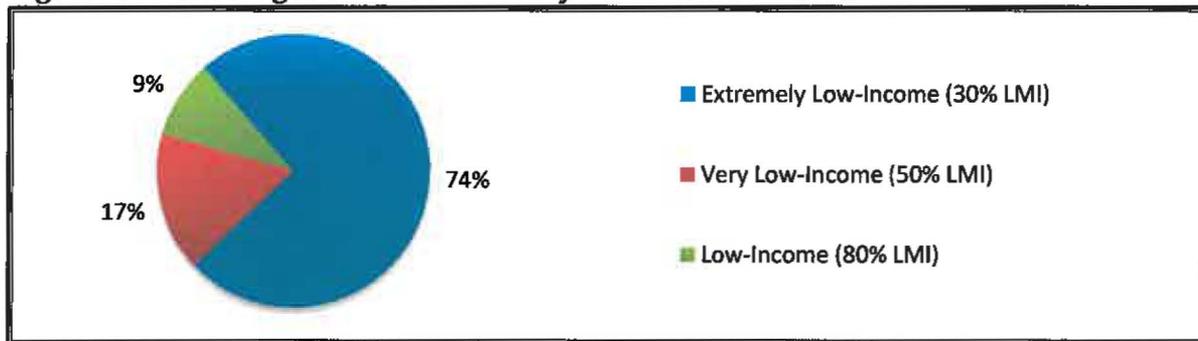
Household income status is calculated in relationship to the estimated City of Hayward median family income, with limits set by HUD guidelines. In fiscal year 2011-2012, a total of 26,184 Hayward households that received services held low-income status. During this reporting period, an overwhelming number of these households, almost three quarters specifically, placed into the category of Extremely Low-Income. As an example and as illustrated in Table 3.3, a family of four earning an annual income of \$27,700 would fall into the Extremely Low-Income status. It becomes critical to

maximize resources and continue to target services to households in this income bracket to support self-sustainability and improve quality of living.

**Table 3.3 FY 2011-2012 Income Limits**

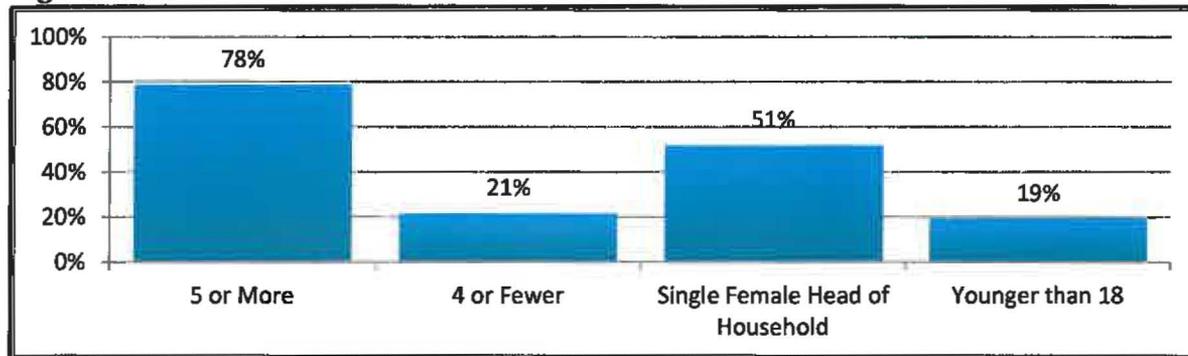
Household Size	1	2	3	4	5	6	7	8
Extremely Low (30% LMI)	\$19,400	\$22,200	\$24,950	\$27,700	\$29,950	\$32,150	\$34,350	\$36,600
Very-Low (50% LMI)	\$32,350	\$36,950	\$41,550	\$46,150	\$49,850	\$53,550	\$57,250	\$60,950
Low (80% LMI)	\$46,050	\$52,600	\$59,200	\$65,750	\$71,050	\$76,300	\$81,550	\$86,800

**Figure 3.4 Percentages of Households by Low-Income Status**



Of the households that fell into one of the low-income brackets, many were larger households with five or more residents, and over half were single female head of households, seventy-eight and fifty-one percent, respectively.

**Figure 3.5 Household Characteristics: Size and Head of Household**



## 4. PERFORMANCE MEASURES AND OUTCOMES



### 4.1 INFRASTRUCTURE

The City of Hayward provides funding for non-profit and public agencies to purchase and rehabilitate buildings. This includes minor home repairs for low-income Hayward residents, building acquisitions to sustain community centers, shelter maintenance and upgrades, as well as neighborhood revitalization efforts. Infrastructure type projects are typically funded solely with CDBG resources, and are separated into four subcategories:

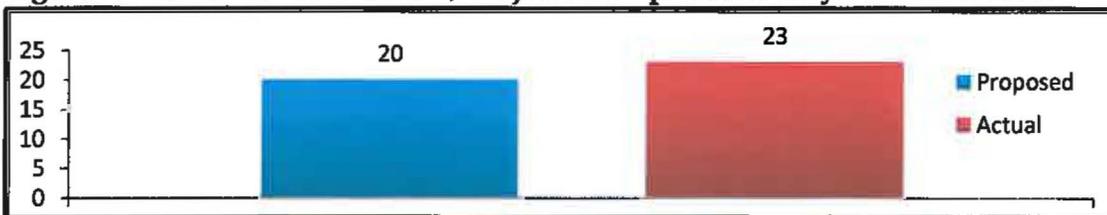
1. Housing Rehabilitation;
2. Affordable Housing and Home Ownership;
3. Neighborhood Facilities and Improvements; and
4. Economic Development and Commercial Rehabilitation.

Each Infrastructure subcategory serves a different primary focus and therefore, success is measured with varying goals and outcomes. During this reporting period, there were no agencies categorized into the Affordable Housing and Home Ownership category, therefore we will focus this report on the categories of Housing Rehabilitation, Neighborhood Facilities and Improvements, and Economic Development and Commercial Rehabilitation.

#### 4.1.1 HOUSING REHABILITATION

In fiscal year 2011-2012, the City of Hayward's Housing Rehabilitation program provided grants and loans for minor home repairs, corrects code violations, and makes accessibility modifications to homes owned by low-income Hayward residents, including seniors and people who have disabilities. During this reporting period, twenty-three projects were completed.

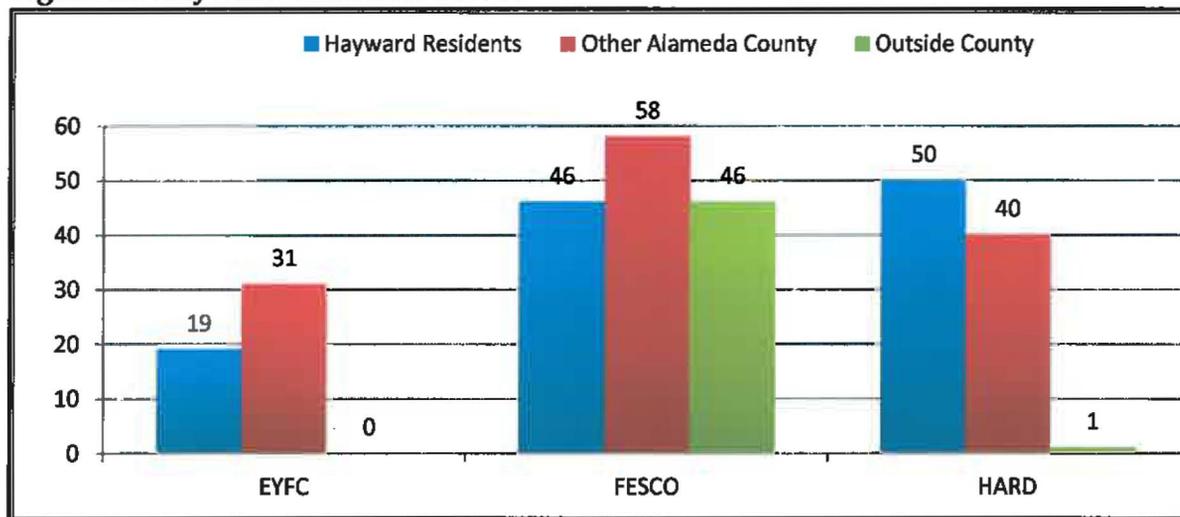
**Figure 4.1 Performance Measure, Projects Completed to Hayward Residents**



#### 4.1.2 NEIGHBORHOOD FACILITIES AND IMPROVEMENTS

Neighborhood Facilities and Improvement grants allow non-profit and public agencies to upgrade and revitalize the community which includes public facilities repairs, graffiti abatement and property acquisition. No specific performance measures are required with these types of grants, as proposals for funds are not associated to direct client services but instead, facility improvements. We do however, track how many Hayward residents use a facility during the project year, plus an additional five years or as long as the City holds real property interest. Figure 4.2 below provides data on the number of residents served when information was collected. Eden Youth and Family Center (EYFC), Family Emergency Shelter Coalition (FESCO), and Hayward Area Recreation District (HARD) served a combined total 129 residents in the upgraded facilities. It is not possible to track usage of the Mural Art Program.

**Figure 4.2 Hayward Residents Served**

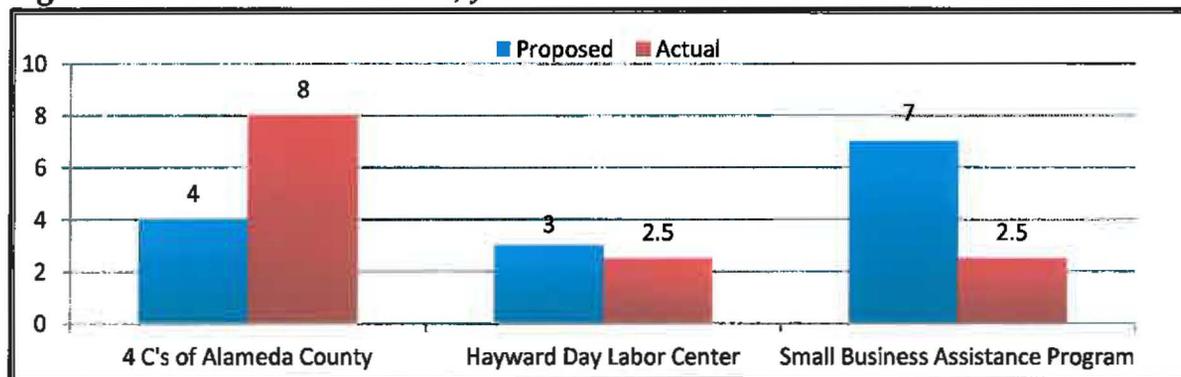


#### 4.1.3 ECONOMIC DEVELOPMENT AND COMMERCIAL REHABILITATION

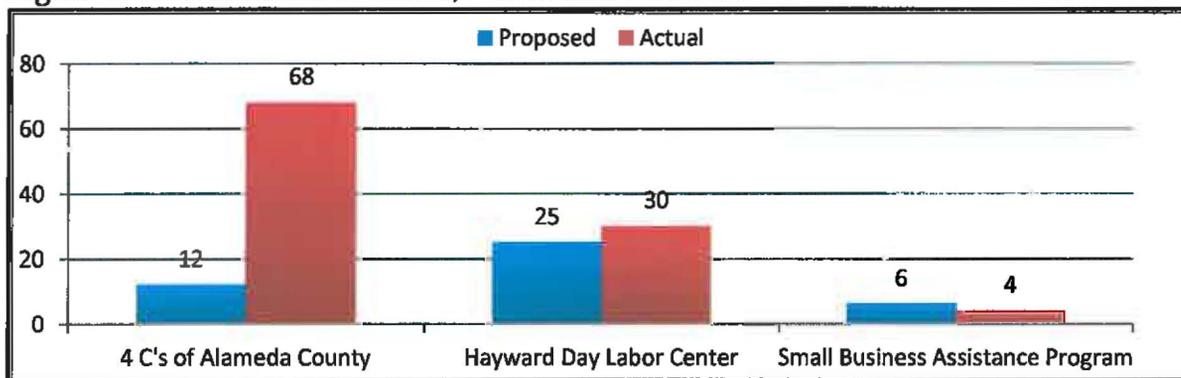
Agencies that provide economic development and commercial rehabilitation services are meant to create jobs for Hayward residents, as well as engage and support local businesses. Between the 4 C's of Alameda County, Hayward Day Labor Center, and Small Business Assistance Program, thirteen full-time employment positions were created with the placement of Hayward residents, and fifty-two businesses were supported. Supports provided to businesses primarily include training and placement opportunities. The Small Business Assistance Program provides loans, which may be

used for equipment acquisition, expansion purposes, working capital, and real estate acquisition for owner-occupant businesses. Eligibility criteria include at least two years of operations and business sound credit history. Although we saw some success in providing business assistance in fiscal year 2011-2012, job creation presented a challenge in the given economic state.

**Figure 4.3 Performance Measure, Jobs Created**



**Figure 4.4 Performance Measure, Businesses Assisted**



## 4.2 SERVICES

Grant allocations to Services type agencies provide a wide array of services. These services are parceled into subcategories:

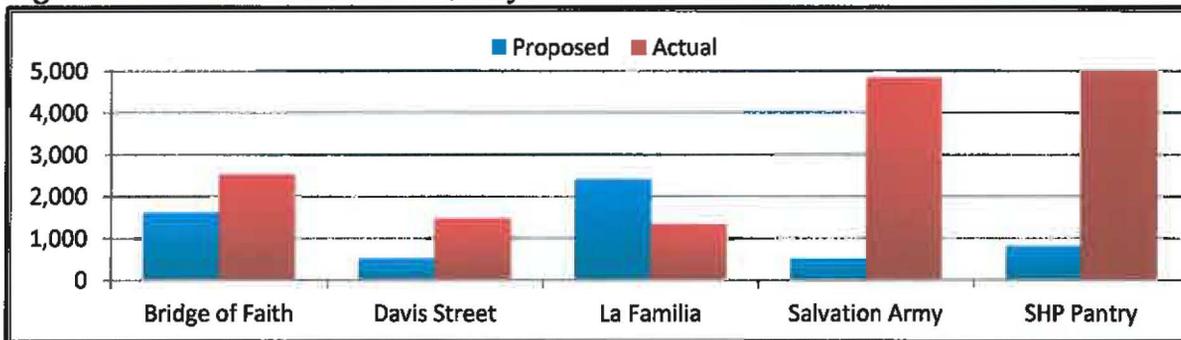
1. General Services for Low-Income Residents;
2. Housing-Related;
3. Services for Seniors and People Who Have Disabilities; and
4. Youth Services

Each subcategory has the common performance measure of serving Hayward clients, taking into consideration the size and resources of each agency. In addition to this common measure, other measures are assigned based on service industry. Measures are negotiated prior to contract execution by City staff and funded agency representatives.

#### 4.2.1 GENERAL SERVICES FOR LOW-INCOME RESIDENTS

General Services for Low-Income Residents includes mostly emergency food and housing options; and it also includes services that are not housing or demographic specific. Allocations provide support for homeless shelters and food banks that can be classified as Immediate Need services. Other Services include literacy and ESL classes, domestic violence and crises interventions, legal counseling, and child abuse prevention services. The types of services change each year, dependent on community needs and funding proposals submitted. All Immediate Need type agencies exceeded goals during this reporting period, with the exception of La Familia, which ceased operations and services mid-program year. All Other Services type agencies exceeded program goals for the year.

**Figure 4.5 Performance Measure, Hayward Residents Served (Immediate Need)**



**Figure 4.6 Performance Measure, Hayward Residents Served (Other Services)**

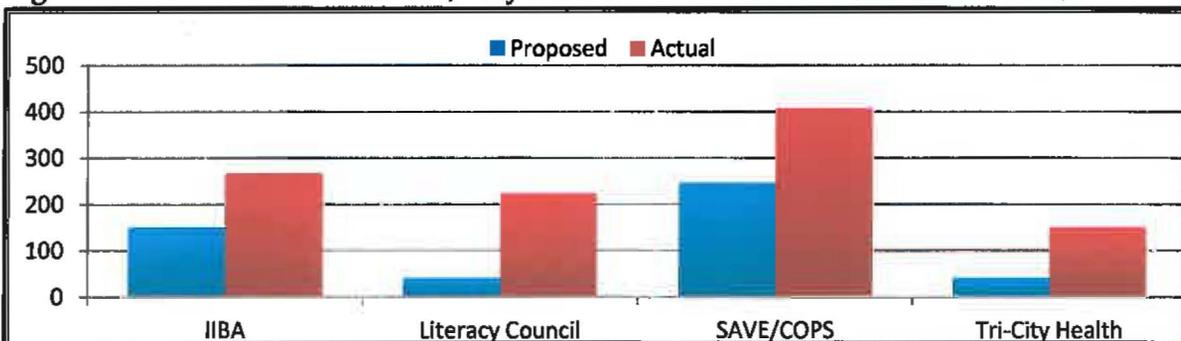
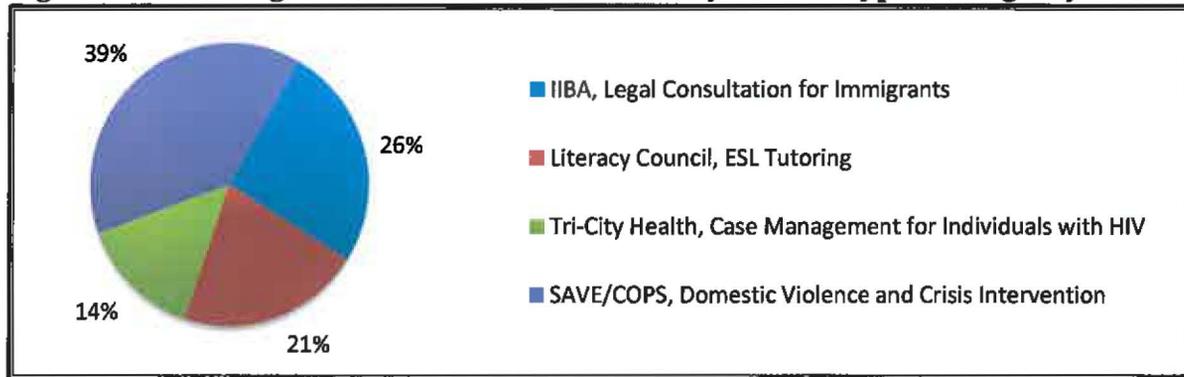


Figure 4.7 illustrates the type of services offered specific to each funded agency. Almost forty percent of services were provided to women struggling with domestic violence and over twenty-five percent towards English as a Second Language (ESL) residents.

**Figure 4.7 Percentages of Other General Services by Service Type and Agency**

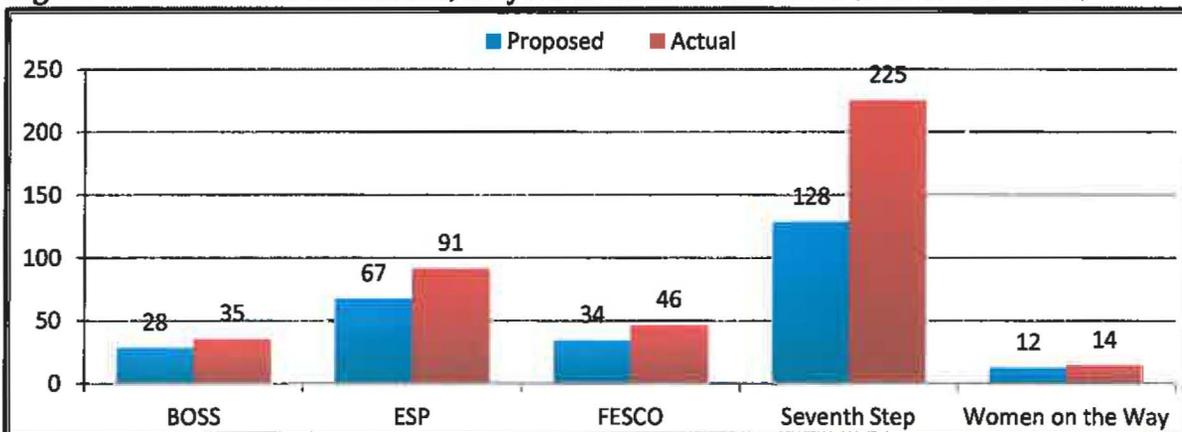


#### 4.2.2 HOUSING-RELATED SERVICES

Housing-Related Services include shelter operations, as well as other housing-related supports such as legal counseling, rental assistance, mediation between landlords and tenants. All services are designed to keep Hayward residents housed. Housing-Related funded agencies have the common performance measure of number of unduplicated residents accessing services, in addition to shelter and other specific measures.

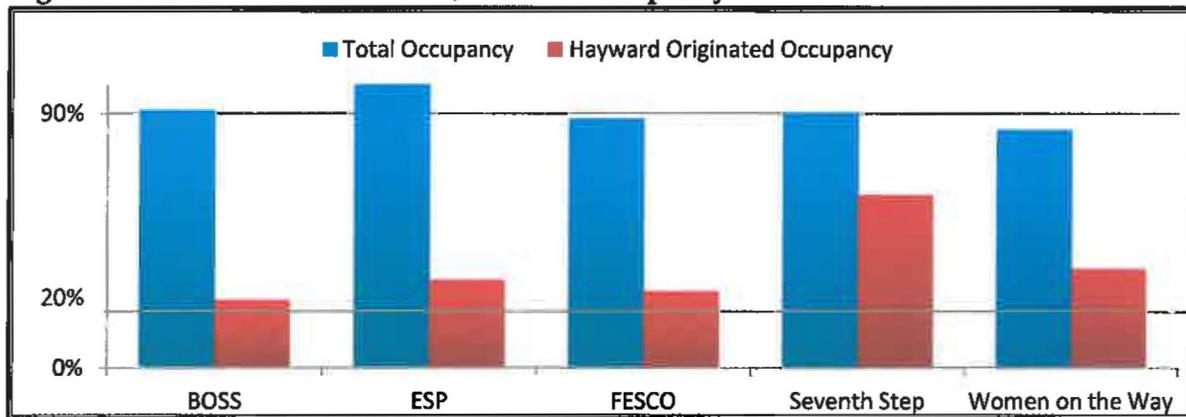
In fiscal year 2011-2012 funded shelters exceeded the performance goal of number of Hayward residents served. A combined total of 411 unduplicated Hayward residents accessed shelter services, far exceeding the proposed number of 269.

**Figure 4.8 Performance Measure, Hayward Residents Served (Shelter Services)**



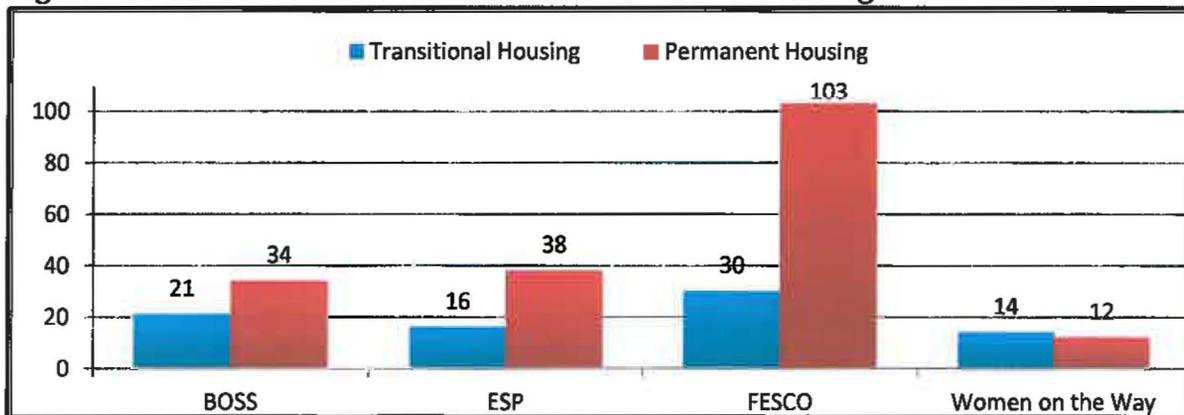
The common performance goals related to occupancy include Total Occupancy, with a benchmark of ninety percent, and Hayward Originated Occupancy, with a benchmark of twenty percent. This means that shelters are providing bed space to homeless individuals and families, with no more than ten percent of total available beds empty each evening. Within the total number of individuals and families accessing shelter services, at least twenty percent are those that were originally Hayward residents. Shelters were generally successful in maintaining occupancy. Family Shelter Emergency Coalition and Women on the Way came in just under the benchmark, at eighty-eight percent and eighty-four percent total occupancy, respectively. All shelters exceeded the twenty percent Hayward Originated Occupancy benchmark.

**Figure 4.9 Performance Measure, Shelter Occupancy Rate**



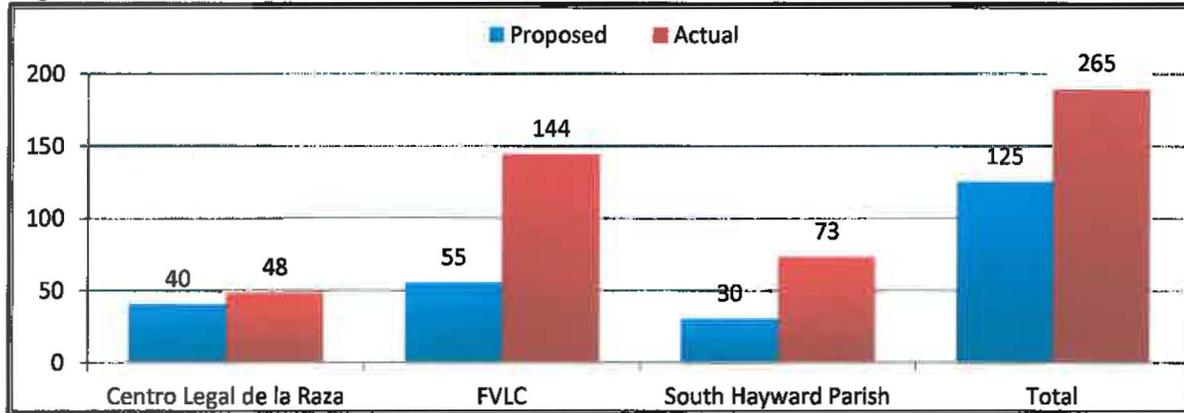
Exits from shelters into permanent or transitional housing was tracked, however was not adopted as a targeted performance measure during this reporting period. A combined total of 268 individuals were placed into either transitional or permanent housing upon exit. No placement data was available for Seventh Step Foundation.

**Figure 4.10 Shelter Exits to Transitional or Permanent Housing**



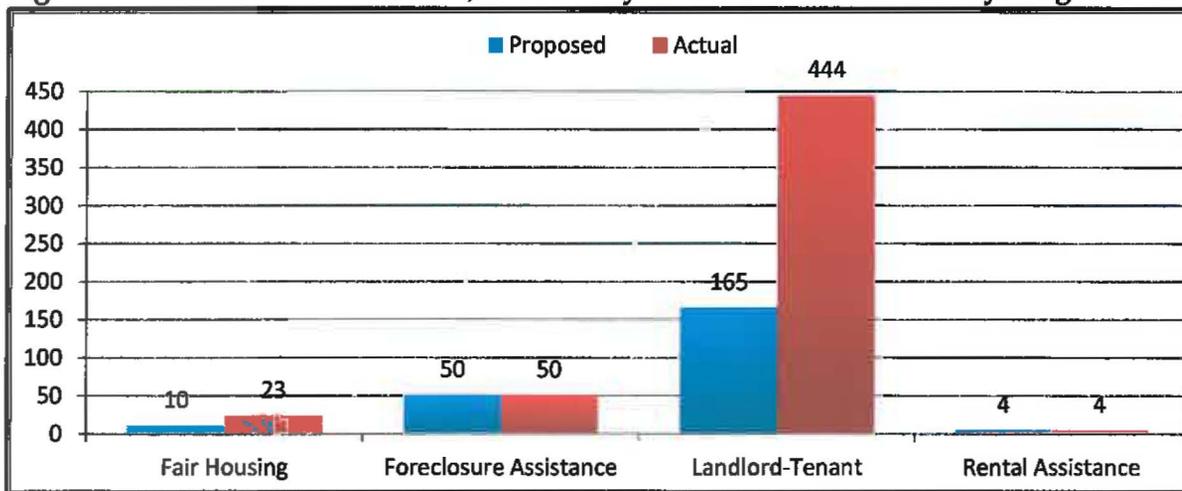
Agencies that provided other types of housing-related services also exceeded the goal of number of Hayward residents served, with combined total of 265 residents. Services offered are primarily legal counseling and case management for those who are chronically homeless.

**Figure 4.11 Performance Measure, Hayward Residents Served**



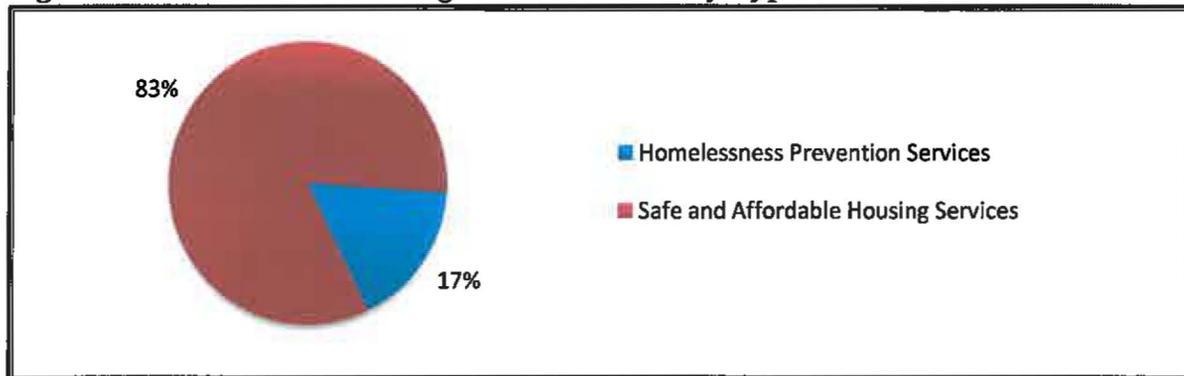
In fiscal year 2011-2012, Eden Council for Hope and Opportunity (ECHO) was allocated funding to support a few different programs which include Fair Housing, Foreclosure Assistance, Landlord-Tenant, and Rental Assistance. This data is presented in the number of households served rather than individual. During this reporting period, ECHO provided 521 families and households with housing-related services, the majority of which were landlord and tenant mediation in which they far exceeded the outlined performance goal.

**Figure 4.12 Performance Measure, ECHO Hayward Residents Served by Program**

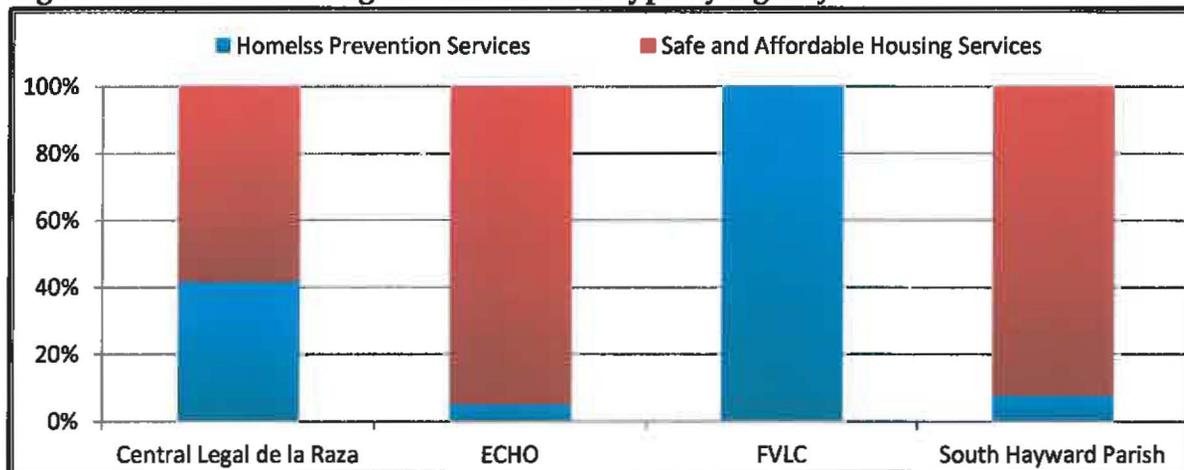


If we break down the type of services offered, it is illustrated in Figure 4.13 that the majority of housing-related services that fall outside of shelter operations go towards safe and affordable housing. This includes case management, training on fair housing rights for tenants and landlords, as well as mediation services when fair housing practices are in question. Homelessness prevention services include anything that supports families close to losing their homes, such as foreclosure and rental assistance, as well legal counseling. Figure 4.14 provides information on what type of services are offered by each funded agency. Family Violence Law Center solely provides prevention services, while others provide a combination of services, however are primarily focused on safe and affordable housing.

**Figure 4.13 Total Other Housing-Related Service by Type**



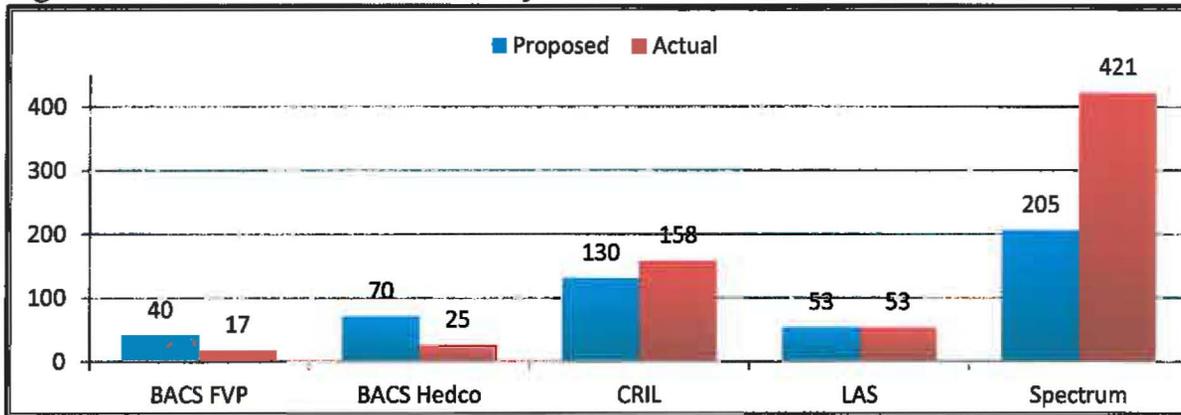
**Figure 4.14 Other Housing-Related Service Type by Agency**



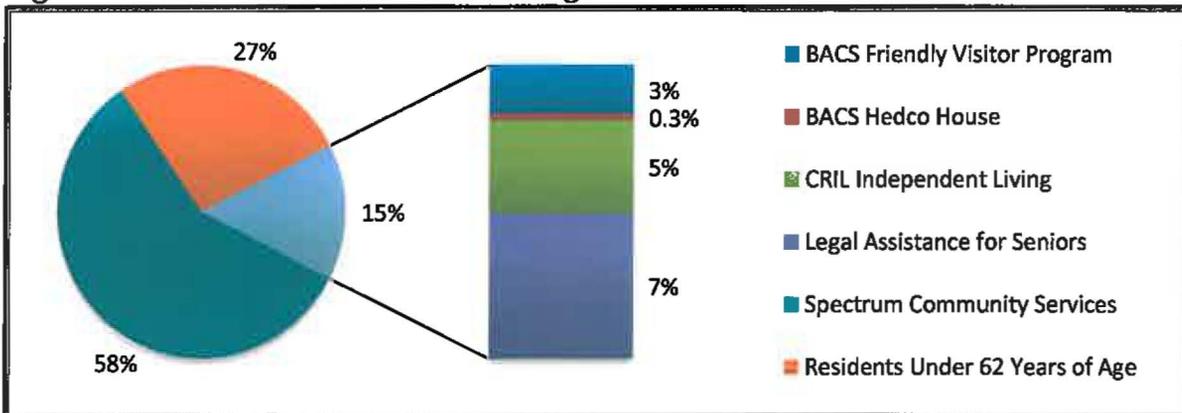
### 4.2.3 SENIORS AND PEOPLE WHO HAVE DISABILITIES

Agencies in this subcategory provide Hayward residents over the age of sixty-two years of age (some serve fifty-five years and older) or those who have a documented disability with food, mental wellness, volunteer companionship, case management and other support services. During this reporting period, funded agencies in this subcategory worked with over 674 residents, with Bay Area Community Services (BACS) Friendly Visitors Program (FVP) and BACS Hedco House being the only programs not meeting performance goals. As illustrated in Figure 4.16 and 4.17, Spectrum Community Services provided a significant amount of services to residents in both categories, and Community Resources for Independent Living (CRIL) for those who have disabilities.

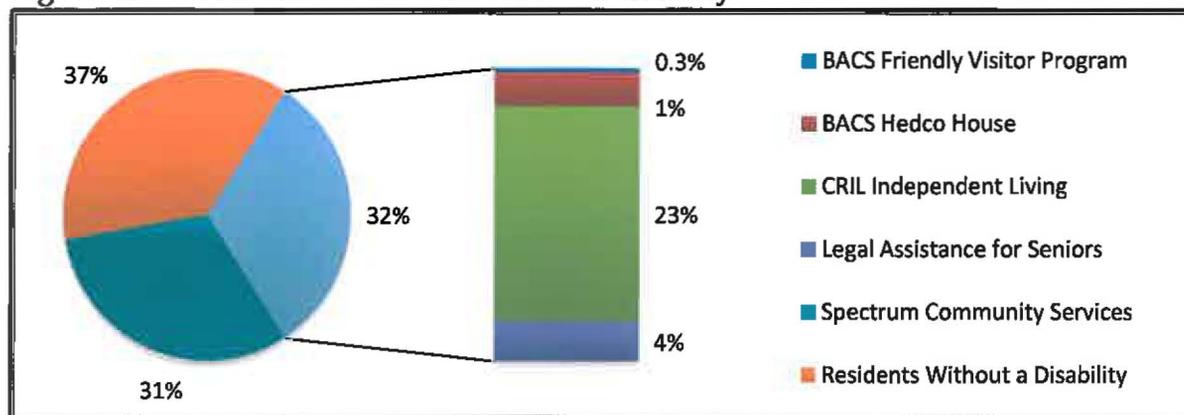
**Figure 4.15 Performance Measure, Hayward Residents Served**



**Figure 4.16 Residents Served Over the Age of 62 Years**



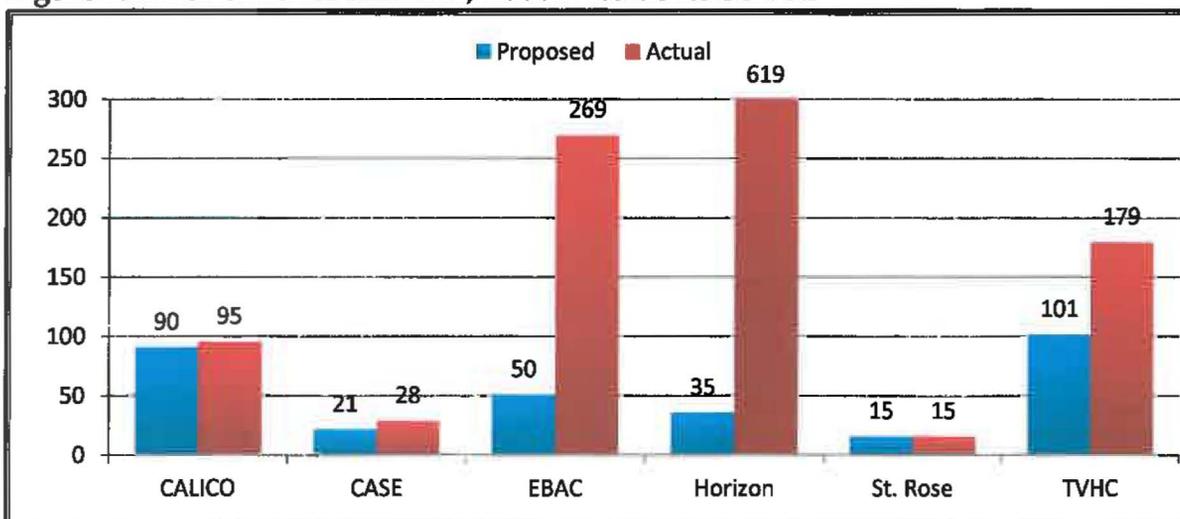
**Figure 4.17 Residents Served Who Have a Disability**



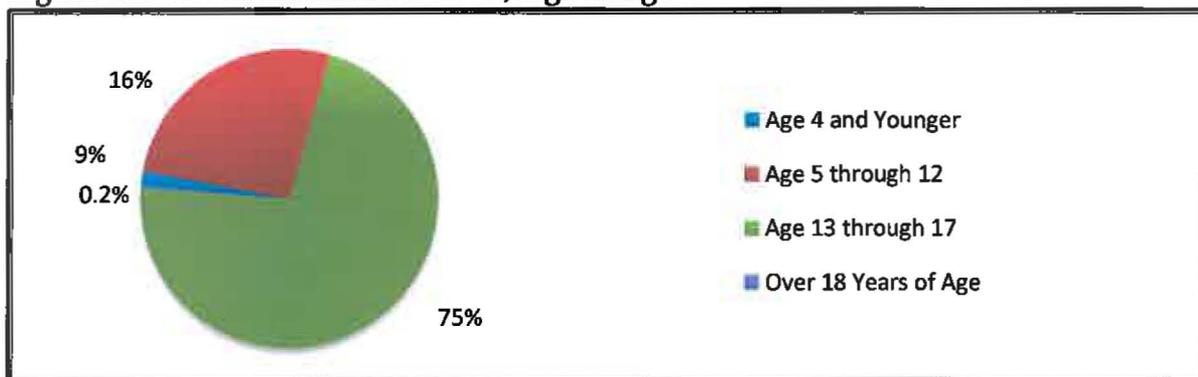
#### 4.2.4 YOUTH

Funded Youth agencies offer Hayward residents generally under the age of eighteen years of age (some serve up to twenty-four years of age) services such as abuse prevention and intervention, academic support, group activities, healthy life skills classes, and case management services. A combined total of 1,205 youth participated in program during this reporting period, with Horizon Services carrying almost half of that number. The majority of youth, seventy-five percent specifically, fell into between the ages of thirteen through seventeen as shown in Figure 4.19. A large number of youth received either LGBTQ specific or academic support services, as illustrated in Figure 4.20.

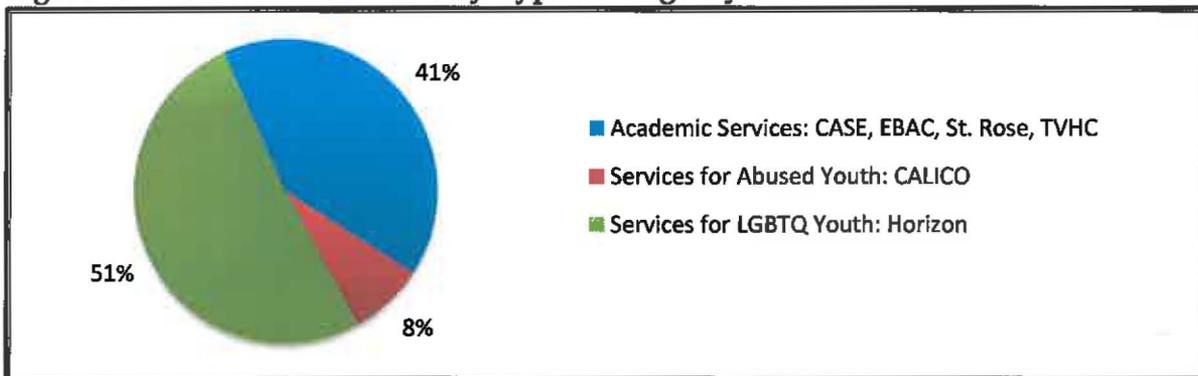
**Figure 4.18 Performance Measure, Youth Residents Served**



**Figure 4.19 Youth Residents Served, Age Range**



**Figure 4.20 Total Youth Service by Type and Agency**



## 5. AGENCY LIST SUMMARY



Below is a list of funded agencies. Information includes grant award amount and type, expenditures, and summary of services offered. Note that for some agencies not all allocated funds were spent. There are three main reasons why some agencies had unspent funds: a suspension of services by the agency\*; a contract not executed because of inability to meet minimum contracting standards\*\*; or a contract was not executed because the agency declined funding after allocations were granted\*\*\*. Agencies with small balances of unspent are CDBG Public Services, who were not able to use all funds as appropriated.

1. 4 C's of Alameda County  
\$25,550 CDBG, Expended \$25,550, Balance \$0  
Provides training to family child care providers.
2. Alameda County Community Food Bank  
\$16,600 Social Services, Expended \$16,600, Balance \$0  
Scholarships for agencies to buy food to supplement resources for emergency food.
3. Alameda County Community Food Bank, Food Delivery Program:  
\$25,550 CDBG, Expended \$25,550, Balance \$0  
Provides nutritional food delivered to Hayward homeless shelters.
4. Bay Area Community Services, Friendly Visitor Program  
\$12,450 Social Services, Expended \$12,450, Balance \$0  
Organizes volunteers to visit home-bound seniors.
5. Bay Area Community Services, Hedco House  
\$16,600 Social Services, Expended \$16,600, Balance \$0  
Provides community based services to adults with psychiatric disabilities.
6. Building Opportunities for Self-Sufficiency (BOSS)  
\$10,950 CDBG, Expended \$10,553, Balance \$397  
Homeless shelter that serves people who have mental disabilities.
7. Bridge of Faith, Meals of Love  
\$4,150 Social Services, Expended \$4,150, Balance \$0  
Provides food pantry services to homeless, seniors, and people with disabilities.

8. Centro Legal de la Raza  
\$12,410 CDBG, Expended \$12,402, Balance \$8  
Free legal aid and tenant rights education to those at-risk of becoming homeless.
9. Child Abuse Listening, Interviewing and Coordination  
\$14,525 Social Services, Expended \$14,525, Balance \$0  
Aids children who were sexually or physically abused and neglected.
10. City of Hayward, Acquisition of Matt Jimenez Community Center  
\$133,330 CDBG, Expended \$133,330, Balance \$0  
Building acquisition, services are primarily after school and summer programs.
11. City of Hayward, Animal Shelter  
\$146,000 CDBG, Expended \$146,000, Balance \$0  
Repairs and upgrades to animal shelter.
12. City of Hayward, Eden Youth and Family Center  
\$91,250 CDBG, Expended \$91,250, Balance \$0  
Repairs and upgrades to Eden Youth and Family Center.
13. City of Hayward, Housing Rehabilitation Program  
\$195,640 CDBG, Expended \$195,640, Balance \$0  
Offers grants to low-income residents for minor home repairs.
14. City of Hayward, Mural Art Program  
\$36,500 CDBG, Expended \$36,500, Balance \$0  
Graffiti abatement and mural installation in Hayward low-income census tract areas.
15. City of Hayward, Small Business Assistance Program  
\$146,000 CDBG, Expended \$146,000, Balance \$0  
Offers loans to Hayward small businesses for equipment purchase, expansion, etc.
16. Community Alliance for Special Education  
\$9,960 Social Services, Expended \$9,960, Balance \$0  
Representation of children with disabilities who need special education services.
17. Community Resources for Independent Living  
\$24,900 Social Services, Expended \$24,900, Balance \$0  
Peer-based disability agency that provides advocacy, services and resources.

18. Davis Street Family Resource Center  
\$12,450 Social Services, Expended \$12,450, Balance \$0  
Basic needs services to low-income families and individuals
19. East Bay Agency for Children  
\$15,355 Social Services, Expended \$15,355, Balance \$0  
Provides clinical mental health services to uninsured elementary school children.
20. Eden Council for Hope and Opportunity, Fair Housing Counseling  
\$14,600 CDBG, Expended \$14,509, Balance \$91  
Counseling and investigations to assist low-income persons with fair housing.
21. Eden Council for Hope and Opportunity, Foreclosure Counseling  
\$18,250 CDBG, Expended \$18,179, Balance \$71  
Assists home-owners who are in danger of pre-foreclosure or foreclosure.
22. Eden Council for Hope and Opportunity, Landlord-Tenant  
\$14,600 CDBG, Expended \$14,600, Balance \$0  
Resolve disputes between tenants and landlords to prevent evictions.
23. Eden Council for Hope and Opportunity, Rental Assistance Program  
\$4,033 CDBG, Expended \$3,790, Balance \$0  
Emergency rents and deposits for low-income residents.
24. Eden Youth and Family Center, New Start Tattoo Removal\*\*  
\$8,300 Social Services, Expended \$0, Balance \$8,300  
Provides laser treatments to remove visible gang and drug related tattoos.
25. Emergency Shelter Program  
\$18,980 CDBG, Expended \$18,980, Balance \$0  
Shelter for women and children who are the victims of domestic violence.
26. Family Emergency Shelter Coalition  
\$8,760 CDBG (Infrastructure), Expended \$8,760, Balance \$0  
Shelter repair and upgrades.
27. Family Emergency Shelter Coalition  
\$29,200 CDBG (Services), Expended \$29,200, Balance \$0  
Basic emergency shelter and supportive services for homeless families.

28. Family Violence Law Center  
\$36,500 CDBG, Expended \$36,500, Balance \$0  
Free legal services, such as assistance with restraining orders, child custody, etc.
29. Hayward Day Labor Center  
\$87,600 CDBG, Expended \$87,600, Balance \$0  
Training to businesses and job creation for low-income Hayward residents.
30. Hayward Area Recreation District (HARD)  
\$73,000 CDBG, Expended \$73,000, Balance \$0  
Kitchen upgrade for compliance with new health and safety regulations.
31. Hope for the Heart\*\*  
\$36,500 CDBG, Expended \$0, Balance \$36,500  
Shelter repairs and upgrades.
32. Horizon Services, Lambda Youth Project  
\$12,450 Social Services, Expended \$12,450, Balance \$0  
Support for LGBTQ youth, reducing suicide, drug use, and sexual/physical abuse.
33. International Institute of the Bay Area  
\$5,810 Social Services, Expended \$5,810, Balance \$0  
Immigration law services to low income families.
34. La Familia\*  
\$12,865 Social Services, Expended \$6,433, Balance \$6,432  
Resource center for low-income residents offering life skills training.
35. Legal Assistance for Seniors  
\$18,260 Social Services, Expended \$18,260, Balance \$0  
Legal assistance regarding elder abuse, guardianship, public benefits, etc.
36. Lincoln Child Center\*\*\*  
\$8,300 Social Services, Expended \$0, Balance \$8,300  
Youth support services and group activities.
37. Lions Center for the Blind\*\*\*  
\$9,213, Expended \$0, Balance \$9,213  
Services for those with blindness.

38. Literacy Council  
\$8,300 Social Services, Expended \$8,300, Balance \$0  
Trains volunteer tutors and match them one-on-one with ESL adults.
39. Reality Mentor\*\*  
\$4,150 Social Services, Expended \$0, Balance \$4,150  
Mentorship program.
40. Salvation Army  
\$4,150 Social Services, Expended \$4,150, Balance \$0  
Food program and social services for low-income residents.
41. SAVE/Community Oriented Prevention Services  
\$16,600 Social Services, Expended \$16,600, Balance \$0  
Direct services to domestic violence victims in collaboration with law enforcement.
42. Senior Services Foundation\*\*  
\$12,450 Social Services, Expended \$0, Balance \$12,450  
Support services for senior residents.
43. Seventh Step Foundation  
\$12,392 CDBG, Expended \$12,392, Balance \$0  
Shelter for adult male parolees dealing with substance and alcohol abuse issues.
44. South Hayward Parish, Community Action Network  
\$10,950 CDBG, Expended \$10,950, Balance \$0  
Case management for homeless to coordinate housing, recovery, and healthcare.
45. South Hayward Parish, Food Pantry  
\$14,442 Social Services, Expended \$14,442, Balance \$0  
Emergency food services for Hayward residents.
46. Spectrum Community Services  
\$24,070 Social Services, Expended \$24,070, Balance \$0  
Meal services for low-income senior residents.

47. St. Rose, FACES

\$20,750 Social Services, Expended \$20,750, Balance \$0

Leadership program for low-income youth interested in healthcare careers.

48. Tiburcio Vasquez, Keepin' it Real

\$12,450 Social Services, Expended \$12,450, Balance \$0

Primary care clinic offering peer education and training for youth health issues.

49. Tri-City Health Center

\$24,900 Social Services, Expended \$24,900, Balance \$0

Case management, mental health, and benefits counseling to residents with HIV.

50. Women on the Way

\$10,950 CDBG, Expended \$10,950, Balance \$0

Residential treatment and transitional housing for women.