REQUEST FOR PROPOSALS
FISCAL YEAR 2025-2026
COMMUNITY AGENCY FUNDING

This PDF version of the FY 2025-2026 applications materials is provided for informational purposes only, as applications for FY 2025-2026 funding must be submitted ONLINE at www.citydataservices.net.

All applicants will complete the Common Application, regardless of the category in which funding is sought.

Please be advised that Special/Cultural Event funding is available through a separate process. Special/Cultural Event funding will not be available as part of this funding process and is now available through an ongoing application process which can be found on the City's website (www.hayward-ca.gov/discover/special-events).

Applicants are strongly encouraged to read the instructions completely before starting the application.

<u>Application Deadline: Monday, December 2, 2024, 5:00PM</u>
Late applications will not be considered.

HOW TO ACCESS THE ONLINE APPLICATION

CURRENTLY-FUNDED AGENCIES
Agencies that are currently funded in FY 2024-2025 that wish to apply for FY 2025-2026 funding will find the application under the "Reports" tab when logged onto www.citydataservices.net.

NEW APPLICANTS
Agencies that are not currently funded should log onto www.citydataservices.net and use HAY2025 (case sensitive) as both their Username and Password. Applicants will be prompted for some basic information and then issued a unique Username and Password. By logging on with these new credentials, the FY 2025-2026 Common Application may be accessed.

This document can be made available in alternative accessible formats upon request, in accordance with the Americans with Disabilities Act of 1990. Please request the desired accommodation by calling:

City of Hayward
Community Services Division
Reception: (510) 583-4250
TDD: (510) 247-3340
FAX: (510) 583-3650

Electronic copies of these materials are available for download on the City of Hayward website: https://www.hayward-ca.gov/services/city-services/community-agency-funding.

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FY 2025-2026 FUNDING PROCESS CALENDAR

DATE	EVENT
September	
Fri., 9/27	30-Day Notice of Funding Availability (NOFA) Published in the Daily Review, posted to City of Hayward website, and emailed to Interested Parties list
November	
Mon., 10/28	Mandatory Bidder's Conference
December	
Mon., 12/2	**Application Deadline - Applications are ONLY accepted online through City Data Services** All categories are due 5:00PM
January	
Sat., 1/18	Application Review Committee (ARC) Interviews I
Sat., 1/25	Application Review Committee (ARC) Interviews II
February	
Wed., 2/19	Draft Funding Recommendations made by the Community Services Commission (CSC) Public Comment Period on funding recommendations begins
March	
Wed., 3/19	Public Comment Period on funding recommendations closes Final Funding Recommendations established by Community Services Commission (CSC)
April	
Tues., 4/1	City Council Work Session Public Comment Period on funding recommendations and 5-year Consolidated Plan begins
Tues., 4/22	City Council Public Hearing Final Funding Decisions made by Council

OVERVIEW OF THE CITY OF HAYWARD FUNDING PROCESS

In April 2025, the City of Hayward Community Agency Funding (CAF) Program will award federal Community Development Block Grant (CDBG) funds for eligible community and economic development activities in Hayward. Subject to available funding, the City may also allocate funds from its General Fund for the provision of eligible services for low-income Hayward residents, including individuals experiencing homelessness, seniors, people who have disabilities, and youth. The Community Agency Funding process is highly competitive and not guaranteed. All programs are to be implemented between July 1, 2025 and June 30, 2026. All Common Application Applicants must be non-profit organizations and/or government organizations.

Prior to preparing and applying, applicants should be aware of the following eligibility guidelines:

1. Common Application Applicants must be nonprofit entities or government organizations and meet the City of Hayward Minimum Contracting and Reporting Standards (page 4).

2. The Community Development Block Grant (CDBG) funds local community development activities with the goal of providing affordable housing, anti-poverty programs, and infrastructure development. CDBG is a federal funding source, and as such, has more complex reporting requirements and requires monthly invoices for expense reimbursement. To be eligible for CDBG funding, projects must meet <u>at least one</u> of the following HUD National Objectives: [1]
   A. Benefiting low- and moderate-income (LMI) persons (at or below 80% of the area median income);
   B. Preventing or eliminating slums or blight;
   C. Meeting other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community and other financial resources are not available to meet such needs.

3. CDBG-funded activities must also fall into one of the following Categories of Need:
   A. Affordable Housing (not construction costs)
   B. Economic Development
   C. Facilities Rehabilitation and Improvements
   D. Public Services

4. All projects must benefit exclusively low-income (80% AMI and below) Hayward residents, seniors, people who have disabilities, or youth.

5. Infrastructure projects that propose a change in use or expansion of use at an existing property are required to obtain a Zoning Verification Letter from the City of Hayward's Planning Division no later than January 14th, 2025. Please see the Common Application for more information.

6. In January 2020, the Hayward City Council adopted a [Strategic Roadmap](#) that defines a shared vision for the City. In June 2023, Council updated the Roadmap and it's six core priorities required to achieve the vision: Preserve, Protect & Produce Housing, Grow the Economy, Confront Climate Crisis & Champion Environmental Justice, Invest in Infrastructure, Strengthen Organizational Health, and Enhance Community Safety & Quality of Life. City Council's vision and priorities focus on both centering racial equity and improving educational outcomes. Agencies are encouraged to reflect the City Council's vision in their application responses.

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[1] City staff will verify that a project meets a national objective before CDBG fund allocations are recommended to City Council.

7. In June 2022, The [Hayward City Council affirmed the Community Services Commission's modifications](#) to the CAF program as shown in the table below:

Services Funding Caps (per program)	$100,000 for Housing and Homelessness related projects $50,000 for other services
Funding allocation for new and innovative programs	Priority for funding 20-30% of applications for new and innovative programs
Arts and Music Funding Guidelines	**New Agencies** may receive up to $30,000 in financial support for one year **Signature Agencies**, may receive up to $25,000 for programs that have been funded for 1-5 year(s) **Classic Agencies**, (+5 years) may receive up to $20,000 in grant funding, not to exceed 60% of the total estimated program budget
Audit Requirement	Increase audit requirement threshold to $20,000

NOTE: All applicable federal and local regulations must be met before, during, and after a funded project is undertaken. Applicants that have not previously received an award are strongly encouraged to request a sample contract to become familiar with program requirements before applying.

MINIMUM CONTRACTING AND REPORTING STANDARDS: COMMON APPLICATION

Should your agency receive funding, please be advised that to execute a contract and receive the funding, your agency will be required to meet these minimum standards:

1. All applicants are required to complete and submit a Common Application for City Funding, through City Data Services (www.citydataservices.net).

2. Complete agendas, minutes, attachments, and reports from your agency's six most recent board meetings (leading up to July 1, 2025) are required to be submitted. Throughout the year complete board packets, including reports and attachments, must be provided to the City via City Data Services.

3. A copy of the Board of Directors roster and meeting schedule for FY 2025-2026, and the location of where those meetings will be conducted, must be on file at the City via City Data Services.

   Board of Director's Requirements:

   Each funded agency is required to have at least three members of its Board of Directors residing in and/or working in the City of Hayward. As an alternative, the agency may choose to form an Advisory Committee separate from the Board of Directors. This Committee shall provide input and recommendations to the administration of the agency. The purpose of this requirement is to ensure that agency staff is aware of, and responsive to, the interests and needs of the Hayward residents they serve. It is required that the Committee meets at least quarterly.

   In order to verify that each agency meets this requirement, a list of its Board of Directors and/or Advisory Committee members must be submitted. The list must include each member's name, city of residence, city of employment, and term dates. Any membership changes must be submitted to the City within thirty calendar days of implementation.

4. A copy of the board-approved, balanced FY 2025-2026 agency-wide budget that includes sources and uses **- OR -** a budget and an allocation schedule for FY 2025-2026 must be on file at the City via City Data Services.

5. A copy of the organizational chart, with number of years with the organization, and the resumes of the Executive Director and other Program Manager level staff must be on file at the City via City Data Services.

6. To execute a FY 2025-2026 contract, each agency awarded more than $20,000 in funding must have completed an independent fiscal audit for FY 2023-2024 (or calendar year 2023). Submission of the management letters that accompanied the audits is also required. If there were any findings in the audits, a letter from the Board of Directors explaining the corrective measures taken to resolve the problem(s) must be provided.

   Agencies that do not have a current audit can apply for up to $20,000 OR can work with a sponsor to serve as a fiscal administrator. The fiscal administrator must apply for the funding, and if granted, the fiscal administrator may utilize up to 10% of the grant for its own expenses.

7. The City requires general liability insurance (usually a minimum of $1,000,000, but this depends on the funded activity) with an endorsement policy listing the City as additionally insured, in addition to other types of insurance policies that the proposed project may require.

8. Agencies with an allocation over $25,000 must follow Hayward Living Wage Ordinances, with current rate earnings provided at $16.30 per hour with health coverage or $18.85 per hour without health coverage. If an employee opts out of health coverage, the agency may offer the lower rate ($16.30) only if the employee can provide proof of third-

party coverage. The Living Wage Ordinance applies to regular, contract and temporary employees. The living wage determination may be subject to change effective July 1, 2025.

9.   CDBG awardees must comply with federal requirements including the Build America Buy America Act (BABAA), which requires that materials for infrastructure projects over $250,000 be produced in the United States, and the Federal Funding Accountability and Transparency Act (FFATA), which requires agencies to register an account on SAM.gov and may require reporting their executive compensation data.

10. If this would be the first time your agency received funding from the City, you will be required to submit a copy of the data collection tool you would use to meet City reporting requirements.

A sample contract is available upon request. Funds may be forfeited if a contract is not executed by September 30, 2025. Technical assistance is available upon request. Please call or email City staff as follows:

CDBG ED/Infrastructure	Rick Rivera	510-583-4003	rick.rivera@hayward-ca.gov
CDBG Public Services	Emily Hwang	510-583-4252	emily.hwang@hayward-ca.gov
Paratransit	Kim Coulthurst	510-583-4248	kim.coulthurst@hayward-ca.gov
Social Services/Arts & Music	Kim Coulthurst	510-583-4248	kim.coulthurst@hayward-ca.gov
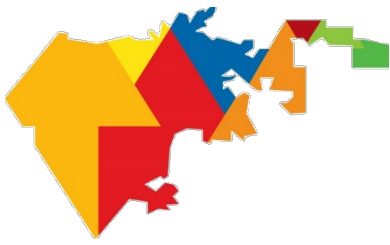
CITY OF HAYWARD

FY2025-2026 COMMON APPLICATION FOR CITY FUNDING

	SECTION I. ADMINISTRATION INFORMATION AND PROPOSAL FOR FUNDING	
1.	Applicant Name	*Provide Agency/Organization Name*
2.	Program Name	*Provide the name of the Program if different from the Applicant Agency name*
3.	Program Address	*Provide the local address where services are provided. This may be different than the Applicant mailing address.*
4.	Contact Name	*Provide the name of the person authorized to speak with City representatives regarding the proposal. The person identified as the authorized designee regarding the proposal should be able to speak knowledgeably and specifically about the application and organization.*
5.	Title/Position	*Provide title/position of authorized designee regarding the proposal in question 4.*
6.	Contact Phone	*Provide a phone number where the authorized designee regarding the proposal in question 4 may be reached.*
7.	Contact Email	*Provide the email address for the authorized designee regarding the proposal in question 4. Please double-check for typos; email is the most common way the City will contact Applicants.*
8.	EIN Number	*Provide the EIN (Employer Identification Number) of the Applicant Agency.*
9.	UEI Number	*Provide the Unique Entity ID (previously SAM) of the Applicant Organization. A SAM/UEI number is a unique nine-character number used to identify your organization. The federal government uses this number to track how federal money is allocated. Most large organizations, libraries, colleges, and research universities already have a UEI number. You should contact your grant administrator, financial department, chief financial officer, or authorizing official to identify your organization's UEI. For more information, or to obtain a UEI number, you can visit the sam.gov website [here](#).*

10. Is the Applicant a fiscal administrator for another organization? ☐ Yes   ☐ No

If YES, please provide the name of that organization.   _____

11. Is Applicant currently an IRS-approved nonprofit entity?   ☐ Yes   ☐ No

If YES, what type? 501c(3), 501c(6), 501c(7), etc.   *Check Yes if the Applicant is an IRS-approved nonprofit entity. Provide the type of nonprofit entity.*

_____

12. Is Applicant currently a State of CA-approved nonprofit entity?   ☐ Yes   ☐ No

Check Yes if the Applicant is a nonprofit entity registered with the Office of the Secretary of State.

13. Has Applicant completed a fiscal audit within the past 12 months? (Attach a FY 2023-2024 or 2023 calendar year independent fiscal audit)   ☐ Yes   ☐ No

Check Yes if the Applicant has completed a fiscal audit within the past 12 months.

All applications requesting more than $20,000 are required to submit a complete fiscal audit. Agencies that do not have a current audit can apply for up to $20,000 OR can work with a sponsor to serve as a fiscal administrator.. The fiscal administrator must apply for the funding, and if granted, the fiscal administrator may utilize up to 10% of the grant for its own expenses.

A.   PROPOSAL FOR COMMUNITY AGENCY FUNDING

14. What is the proposed program or service your organization seeks funding for? *Provide a clear description of your proposed program or service request for funding and the critical need that the program or service addresses. Describe if the program or service is preventative and/or responsive.* (250 words max.)

15. Does your organization provide:

Service Type	% of total services
Prevention Services: services intended to prevent something from happening. For example, health education to prevent spread of illness.	
Responsive Services: services intended to respond to something that has already happened. For example, medical treatment for persons with a medical condition.	

16. Describe the community need(s) that gave rise to the proposed program or service and how the proposed program or service meets an identified community need. *The City is interested in learning how the specific program or service addresses needs within the Hayward community. Provide data to support the basis for the proposed program or service.* (250 words max.)

17. Describe how the proposed activities strengthen community collaboration to the benefits of clients served. *List organizations you partner with and the services provided. The City is interested in how applicants work with other agencies to strengthen collaboration and impact in the community.* (250 words max.)

18. This application requests funding for an activity in the following category (<u>check only one category</u>). City staff may reassign the selected category to a different category should staff determine that such reassignment is needed and warranted.

☐ Economic Development
☐ Infrastructure
☐ Services
☐ Arts & Music

Check only ONE category box that best represents the funds requested in your application. If your agency is submitting more than one application (e.g., one for Services, and one for an Infrastructure Improvement),

each application must be submitted separately. Consult with City staff if you are unsure to which Category you should apply.

Services: Check this box if the application requests funds to provide the following types of services: food pantries, information and referral systems, or case management for vulnerable populations, after-school programs, adult literacy, or tutoring, services that promote health and wellness, mental health counseling, or other therapeutic services, rental assistance, fair housing services, legal services, landlord and tenant mediation, information workshops, rapid rehousing, homelessness prevention, street outreach, or shelter services, services to seniors or people with disabilities, including transportation related services to eligible low-income seniors or people who have disabilities.

Infrastructure: Check this box if the application requests funds to provide the following types of projects: acquisition of real property to be used for services to low-income Hayward residents, demolition of real property in preparation for construction of affordable housing, rehabilitation or repair of an existing local public neighborhood facility. This includes but is not limited to the rehabilitation of nonprofit facilities.

Economic Development: Check this box if the application requests funds to support the following types of local economic development and/or job creation: skill building activities for employees or potential employees (requires placement in employment); placing individuals into paid full-time, stable employment; activities designed to foster the development, support, and expansion of a microenterprise (defined as a business that has five or fewer employees, one or more of whom owns the enterprise).

Arts and Music: Check this box if the application requests operational/programmatic funds to support art, music, or cultural programs or activities including but not limited to educational assemblies, curriculum development and distribution, and art galleries.

19. The Community Development Block Grant (CDBG) funds local community development activities with the goal of providing affordable housing, anti-poverty programs, and infrastructure development. CDBG is a federal funding source, and as such, has more complex reporting requirements and requires monthly invoices. Are you applying for CDBG funding?

☐ Yes   ☐ No

In order to be eligible for funding, every CDBG-funded activity must qualify as meeting <u>one of the three</u> national objectives of the program.
- *Benefiting low- and moderate-income persons,*
- *Preventing or eliminating slums or blight, or*
- *Meeting other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community and other financial resources are not available to meet such needs.*

20. CDBG APPLICANTS ONLY: Which National Objective does your program support?

☐ Benefits to low- and moderate- income (LMI) persons
☐ Aid in the prevention or elimination of slums or blight
☐ Meet a need having a particular urgency (referred to as urgent need)

21. CDBG APPLICANTS ONLY: Describe how your program supports the National Objective selected above.

22. CDBG INFRASTRUCTURE APPLICANTS ONLY:

   22a. Does the proposed project involve a change of use to an existing property? Examples may include but are not limited to adding shelter beds, expanding services and offerings on the site, increasing the number of individuals served at a site, etc.

   ☐ Yes   ☐ No   ☐ Don't Know

   22b. Does the proposed project involve expanding the size or footprint of an existing property or interior modifications to allow for an expansion of use? Examples may include but are not limited to construction of an addition to an existing building, construction, or installation of new structures on a site, installation of interior tenant improvements within an existing building to expand useable space, etc.

   ☐ Yes   ☐ No   ☐ Don't Know

   If you answered "Yes" to any of the above, your agency is required to obtain a Zoning Verification Letter from the Planning Division no later than January 14, 2025. If you answered "Don't Know" to any of the above questions you are required to consult the Planning Division and provide documentation of your consultation no later than January 14, 2025. Please visit their website or contact Leigha Schmidt (leigha.schmidt@hayward-ca.gov) for more information.

23. CDBG APPLICANTS ONLY: Describe how the Applicant would verify, document and report that the clients benefiting from the City's funding would be low-income Hayward individuals, households, or businesses. *The City requires that CDBG funded programs serve 100% low-income individuals or households, or businesses employing low-income individuals. What tools and procedures does your agency use to collect client and key performance indicator data?*

24. CDBG APPLICANTS ONLY: Describe how the organization plans to expand or enhance services in comparison to existing services with proposed funds. *Will this funding allow you to provide a new service or expand your service delivery?*

B.   AGENCY BACKGROUND

25. What is your organization's mission? *Agencies should provide a clear and succinct mission statement. The mission should provide a clearly stated purpose of who the organization is, what they do, and how they benefit the Hayward community.*

26. How many years has the service organization been providing services in Hayward? _____

27. How many years has the service organization been providing the *proposed* services in Hayward? _____

SECTION II. CITY PRIORITIES ALIGNMENT, PERFORMANCE, AND DEMOGRAPHICS
A. CITY STRATEGIC ROADMAP ALIGNMENT

28. Describe how the proposed program or service aligns with greater City priorities. *The City is interested in learning how the specific program or service aligns with the priorities identified in the City's strategic plans. Priorities identified in the City's Strategic Roadmap include:*
   - *Preserve, Protect, and Produce Housing for All*
   - *Grow the Economy*
   - *Invest in Infrastructure*
   - *Champion Climate Resilience and Environmental Justice*
   - *Enhance Community Safety & Quality of Life*

B. IMPACT

29. How many units of service did you provide in FY 2023-2024? (i.e., meals provided, classes taught, etc.)

   _____

30. Describe specific goals, intended outcomes and impacts of the proposed program or service. *Describe the program goals, intended outcomes, and impacts on the Hayward community. What is this program or service intending to accomplish in Hayward?*

31. Describe how program performance is assessed and maintained. *The City is interested in learning how data driven outcomes are used in your program management and planning? How do you track outcomes? How do you use data to improve your service delivery?*

C. PERFORMANCE MEASURES AND GOALS:

Performance Measures and Goals: Answer questions 32 and 33 as it relates to the below Category of Funds requested for the proposed project.

A. FOR SERVICES AND INFRASTRUCTURE PROJECTS: Indicate the estimated number of unduplicated low-income Hayward individuals the proposed program would directly benefit during FY 2024-2025 from the proposed program. Please do not provide the number of households assisted as the response to this question.

B. FOR HOUSING SERVICES PROJECTS: Indicate the estimated number of unduplicated low-income Hayward households the proposed program would directly benefit during FY 2024-2025 from the proposed program (for projects focused on housing related services).

C. FOR ECONOMIC DEVELOPMENT PROJECTS ONLY: Estimate the number of permanent, full-time jobs for low-income individuals that would be created by the proposed program OR estimate the number of businesses that would be assisted.

32. How many unduplicated low-income **individuals** living in Hayward would directly benefit in FY 2025-2026 from the proposed program? _____

33. How many unduplicated low-income **households** living in Hayward would directly benefit in FY 2025-2026 from the proposed program? _____

D. RACIAL EQUITY DATA

34. Describe efforts your organization is undertaking to address racial equity, including any integration of racial equity into strategic planning and implementation processes. *The City is interested in learning how your agency uses a racial equity lens in program delivery. If your agency has a racial equity plan, please upload a copy.*

35. In alignment with the City's Racial Equity Action Plan, we are collecting the demographic make-up of applicant agencies. *Please enter the demographic make-up of your agency leadership and staff.*

Ethnicity	Agency Race and Ethnicity Demographics *Provide agency specific demographics.*			
	Leadership *Indicate the number of individuals in leadership roles within the appropriate ethnicity.*	Hispanic *The number of leaders within each ethnicity, indicate the number of individuals in leadership who identify as Hispanic. This number should not be greater than the total in the leadership column.*	Total Employees *Indicate the number of total individuals (including those in leadership roles) within the appropriate ethnicity. This number should be greater than the totals in the leadership column.*	Hispanic *Of the number of employees within each ethnicity, indicate the number of individuals who identify as Hispanic.*
White				
Black/African American				
Asian				
Chinese				
Filipino				
Asian Indian				
Vietnamese				
Korean				
Japanese				
Other Asian (e.g. Pakistani, Cambodian, Hmong, etc.)				
Amer. Indian/Alaskan Native				
Native Hawaiian/Pacific Isl.				
Native Hawaiian				
Samoan				
Chamorro				
Amer. Indian/White				
Asian/White				
Black/White				
Amer. Indian/Black				
Other Multi-Racial				
Total				

35a. Gender Demographics of Employees

Gender	Leadership	Total Employees (including leadership)
Female		
Male		
Other		
Total		

36. **Client** Race and Ethnicity Demographics Data (data from FY 2023-2024)
Provide client specific demographics.

Ethnicity	Client Demographics	
	# Served *Indicate the number of individuals served in FY 2023-2024 within the appropriate ethnicity.*	Hispanic *Of the number of clients within each ethnicity, indicate the number of individuals who identify as Hispanic. This number should not be greater than the total in the # Served column.*
White		
Black/African American		
Asian		
Chinese		
Filipino		
Asian Indian		
Vietnamese		
Korean		
Japanese		
Other Asian (e.g. Pakistani, Cambodian, Hmong, etc.)		
Amer. Indian/Alaskan Native		
Native Hawaiian/Pacific Isl.		
Native Hawaiian		
Samoan		
Chamorro		
Amer. Indian/White		
Asian/White		
Black/White		
Amer. Indian/Black		
Other Multi-Racial		
Total		

36a. Gender Demographics of Clients

Gender	Clients Served
Female	
Male	
Other	
Total	

SECTION III: FUNDING, SUSTAINABILITY, AND PROGRAM BUDGET

A.   FUNDING

37. What is the total organizational/agency budget? (A board-approved, line-item, agency-wide budget is required and can be uploaded below)

38. What is the total cost of the proposed program or project? (Attach a detailed program budget to include expenditures and all anticipated revenue sources including outside funding sources.)

39. Of the total cost from question 38, what amount is being requested from the City of Hayward? (Minimum grant amount is $10,000 for all categories except for Arts & Music.) *All Services and Arts & Music category requests have funding caps described on page 3 of the RFP.*

B.   FUNDING SUSTAINABILITY

40. Describe your efforts to diversify funding and other sought-out revenue sources. *The City of Hayward has limited funding to distribute through the Community Agency Funding process. The City wants to hear how you currently or plan to diversify your funding stream while leveraging City funding as part of your total revenues.*

41. Describe the impact funding would have for your agency and program. *What does this funding allow you to accomplish? If partial funding is awarded, how would this impact your organization and program? The City is interested to hear how your organization would adapt should you receive less funding than in previous years.*

C.   FY 2025-2026 BUDGET

Budget Table can be found on CDS and a sample budget can be found in the RFP
All agencies administering funds are allowed a 15% indirect costs/administrative overhead rate.

FY 2024 Income Limits Documentation System

FY 2024 Income Limits Summary

FY 2024 Income Limit Area	Median Family Income Click for More Detail	FY 2024 Income Limit Category	Persons in Family						
			1	2	3	4	5	6	7
Oakland-Fremont, CA HUD Metro FMR Area	$155,700	Very Low (50%) Income Limits ($) Click for More Detail	54,500	62,300	70,100	**77,850**	84,100	90,350	96,550
		Extremely Low Income Limits ($)* Click for More Detail	32,700	37,400	42,050	**46,700**	50,450	54,200	57,950
		Low (80%) Income Limits ($) Click for More Detail	84,600	96,650	108,750	**120,800**	130,500	140,150	149,800

NOTE: HUD generally uses the Office of Management and Budget (OMB) area definitions in the calculation of income limit program parameters. However, to ensure that program parameters do not vary significantly due to area definition changes, HUD has used custom geographic definitions for the **Oakland-Fremont, CA HUD Metro FMR Area**.

The **Oakland-Fremont, CA HUD Metro FMR Area** contains the following areas: Alameda County, CA; and Contra Costa County, CA.

* The FY 2014 Consolidated Appropriations Act changed the definition of extremely low-income to be the greater of 30/50ths (60 percent) of the Section 8 very low-income limit or the poverty guideline as established by the Department of Health and Human Services (HHS), provided that this amount is not greater than the Section 8 50% very low-income limit. Consequently, the extremely low income limits may equal the very low (50%) income limits.

Income Limit areas are based on FY 2024 Fair Market Rent (FMR) areas. For information on FMRs, please see our associated FY 2024 Fair Market Rent documentation system.

For last year's Median Family Income and Income Limits, please see here:

FY2023 Median Family Income and Income Limits for Oakland-Fremont, CA HUD Metro FMR Area

Select another FY 2024 HMFA Income Limit area that is a part of the

San Francisco, CA HUD Metro FMR Area ▼

Select HMFA Income Limits Area

Select any FY2024 HUD Metropolitan FMR Area's Income Limits:

Oakland-Fremont, CA HUD Metro FMR Area ▼

Select HMFA Income Limits Area

Or press below to start over and select a different state:

Select a new state

2024 Hayward HUD Low-Income Census Tracts Map
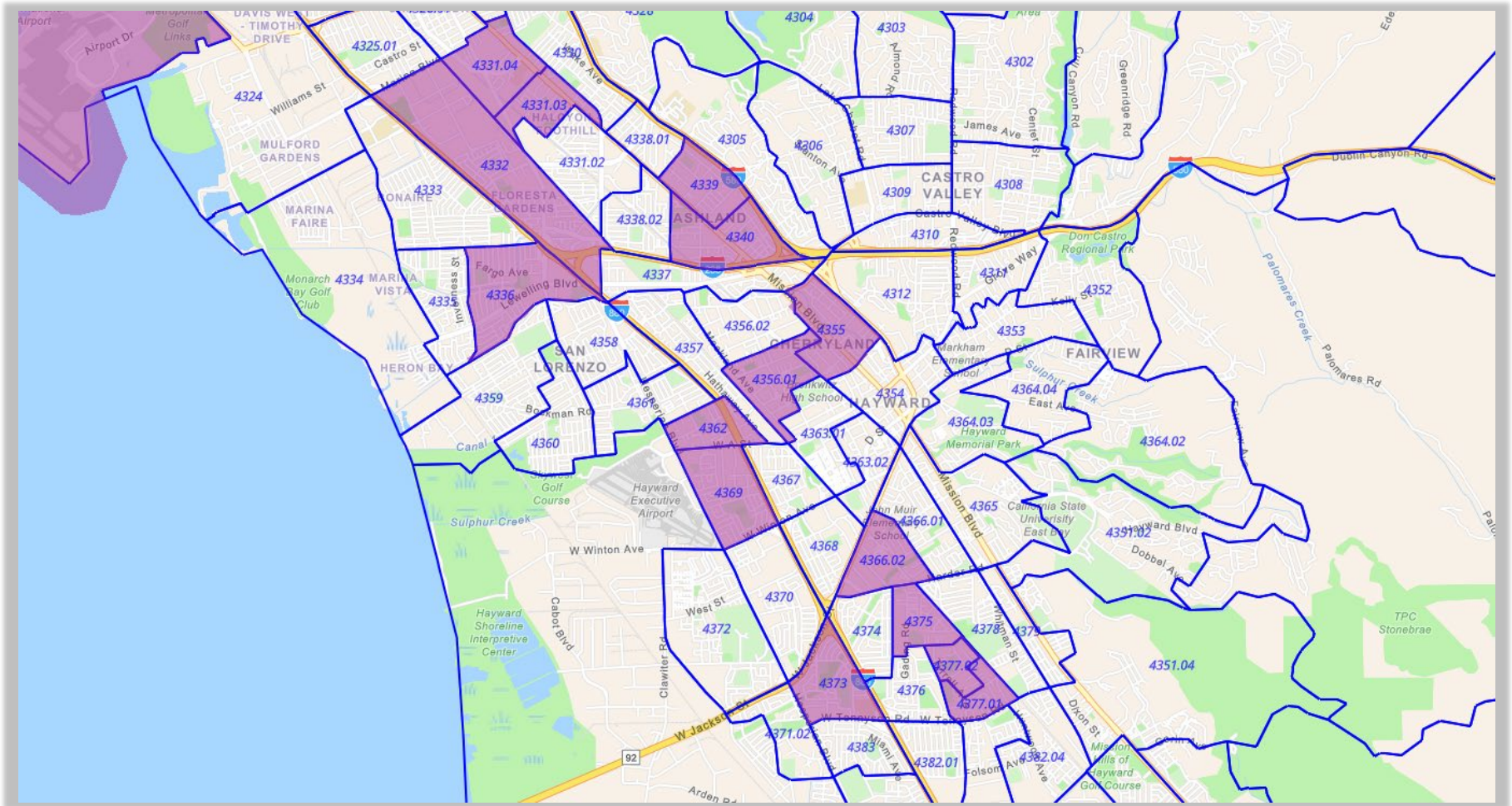
SAMPLE Program Budget - Period of July 2025 through June 2026

*Insert additional rows as necessary	Hayward Request	Total Funding Other Sources	Total Program Budget
City of Hayward Funding Request	$45,000.00		$45,000.00
Other Government Revenue Sources (please list individual sources)*			
Other Grants e.g., foundation, corporate (please list individual grants)*		$40,000.00	$40,000.00
Private Donations			
Total Revenue	$ 45,000.00	$40,000.00	$85,000.00
Staff Salaries (for .65 full-time employees)	$ 27,100.00	$27,000.00	
Staff Benefits (Social Security, Medical, Workers Comp, State Unemployement)*	$ 7,800.00	$8,000.00	
Maintenance			
Service Contracts			
Utilities			
Services and Supplies		$2,000.00	
Consumable Office Supplies	$ 430.00		
Field Supplies	$ 700.00		
Rent	$ 3,000.00		
Special Services			
Organizational Dues and Publications			
Insurance	$ 100.00		
Mileage			
Staff Training (Must be Specific to Program Delivery)			
Communications			
Professional Services			
Administrative Overhead at 15% (Cost Allocation Plan Required)*	$ 5,870.00	$3,000.00	
Total Expenditures	$45,000.00	$40,000.00	$85,000.00

*Agencies administering funds are allowed a 15% indirect cost/admin overhead rate

City of Hayward			
Community Agency Funding			
Common Application Scoring Rubric			
Category	0-2 pts	3-5 pts	6-10 pts
ADMINISTRATIVE AND FINANCIAL ASSESSMENT			
Agency Performance (capacity, efficacy, ability to provide quality services)	Applicant submitted an incomplete application, set unrealistic goals, lack the necessary staffing, experience, and organizational capacity to ensure Program success, and/or has historically been unable to meet goals or requirements	Applicant has submitted a complete application with realistic goals, but lack the necessary staffing, partnerships, and/or experience with similar types of grants to make the Program successful.	Applicant has submitted a complete application that sets achievable goals and demonstrates that they have the staffing, partnerships, and track record of strong grant performance to ensure Program success.
Funding	Program budget is unrealistic and is not an appropriate use of City Funds	Funding Request is reasonable but will not reduce demands on other City resources and/or there are other types of funding sources that would be a better fit for this Program/Service	Funding Request is a reasonable amount and Program budget is feasible and balanced
Funding Sustainability	Grant request is the only source of funds for applicant's proposed Program/Service. Applicant does not demonstrate ability to leverage funds	Applicant has identified more than one funding source to support the proposed activity/service but this grant request would be the main source of funds and the long-term sustainability of the Program/Service is questionable	Applicant has identified multiple funding sources to support the proposed activity/service and ensure sustainability or is leveraging funds to increase impact
CITY STRATEGIC ROADMAP & COMMUNITY ALIGNMENT, INCLUDING RACIAL EQUITY			
City Priority Alignment	Program/Service does not align with City Priorities (identified in Strategic Roadmap, LHH, etc.)	Program/Service generally aligns with at least one City Priority (identified in Strategic Roadmap, LHH, etc.)	Program/Service aligns with one or more City Priorities (identified in Strategic Roadmap, LHH, etc.)
Community Need	Applicant does not articulate a clear need for the Program/Service in their application and is unlikely to address that need	Applicant identifies a clear need but it is not a critical service need and/or the applicant does not demonstrate a high likelihood of addressing that need	Applicant identifies a critical need in Hayward and demonstrates a high likelihood of effectively addressing that need
Impact	Funding Request is unreasonably high; Applicant demonstrates a low number of low-income Hayward clientele/households served per dollar requested, and/or the application fails to identify any outcomes or quantitative goals	Applicant demonstrates a moderate number of low-income Hayward clientele/households served per dollar requested, and/or application identifies outcomes, but they are unclear or unlikely to demonstrate Program/Service impact	Applicant demonstrates a high number of low-income Hayward clientele/households served per dollar requested, and the application identifies clear and quantifiable outcomes to demonstrate Program/Service impact
Racial Equity	Program does not provide equitable services and agency demographic do not reflect the Hayward community and no steps are being taken to address it	Program does provide equitable services	Program provides equitable services and agency is taking additional steps to build a culture of equity to meet the needs of all residents

Additional Considerations:
Safety Net Service
Hayward based (Operates in Hayward)
New and Innovative

GLOSSARY OF TERMS

Agency-wide Budget
Budget showing the agency's income and expenses for the entire organization for a fiscal or calendar year.

Organizational Budget
Same as Agency-wide Budget. Budget showing the agency's income and expenses for the entire organization for a fiscal or calendar year.

Fiscal Administrator
A non-profit organization that applies on behalf of an organization or group. The fiscal administrator accepts responsibility to serve as a fiscal conduit for a City of Hayward-funded project, receiving and disbursing funds related to the grant, and administering the requirements throughout the City of Hayward grant process. The sponsored organization or group completes the project activity.

Fiscal Audit
The verification of the financial statements provided by an objective and independent accountant, with a view to express a financial audit opinion. The audit opinion is intended to provide reasonable assurance, but not absolute assurance, that the agency's financial statements are presented fairly, in all material respects, and/or give a true and fair view in accordance within generally accepted accounting principles.

Low-Income Residents
Residents that fall within the City of Hayward's most recently published income limits, specifically earning 80% or below the local median income. See Page 15 for FY 2024 income limits.

Program/Project Budget
A budget showing income and expenses of a specific project within an organization. This is different from the Agency-wide or Organizational Budget.

Unduplicated Clients
A participant who is counted only once during the funding year, no matter how many direct services the client receives during a funding year. A participant who receives services throughout the year should be counted and reported no more than one time.

Please consult City staff if there is a term in the Request for Proposal in which you are unfamiliar.

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