



CITY OF HAYWARD AGENDA REPORT

AGENDA DATE February 10, 1998

AGENDA ITEM 7

WORK SESSION ITEM _____

TO: Mayor and City Council

FROM: Director of Community and Economic Development

SUBJECT: REQUEST FOR A WAIVER OF THE SOCIAL SERVICES FUNDING APPLICATION DEADLINE BY NORTHERN CALIFORNIA COMMUNITY DEVELOPMENT, INC. AND THE KIDS' BREAKFAST CLUB, INC.

Recommendation

It is recommended that the City Council deny the request made by the both Northern California Community Development and The Kid's Breakfast Club to waive the social services funding application deadline requirement.

Background/Discussion

On December 4, 1997 the City of Hayward Notice of Fund Availability for Social Service Programs was published in the Daily Review (Attachment A). This same notice was mailed to over 390 social service organizations, including Northern California Community Development, Inc., and The Kids' Breakfast Club Inc. The notice indicated that all applications must be submitted to Hayward City Hall Community and Economic Development Department at 777 B Street in Hayward by 4:00 p.m. (P.S.T.) Monday, January 12, 1998. In addition to posting information about the deadline in the Daily Review, information was included in the Social Services Request for Proposals (RFP) and reiterated at both the December 8, 1997 Social Services Funding Forum and the December 16, 1997 Technical Assistance Workshop conducted by City staff.

Thirty-two (32) proposals were submitted to the City prior to the 4:00 p.m. deadline on Monday, January 12, 1998; these proposals represent a total of \$772,748 in requests for the \$453,000 available. Two applicants submitted their proposals late.

The two late applications were submitted by:

- **Northern California Community Development, Inc.** requesting \$103,000 (submitted 4:15 p.m., January 12, 1998); and
- **The Kids' Breakfast Club, Inc.** requesting \$6,000 (submitted 4:40 p.m., January 12, 1998).

Both applicants were notified when they submitted their respective proposals that they would not be considered eligible for funding because they missed the deadline. Subsequently, both applicants submitted letters to the City requesting that the City Council review the circumstances surrounding the late submittals and consider waiving the deadline requirements so that their applications can still be considered for funding (Attachments B and C).

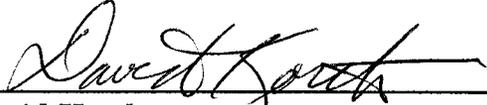
Both applicants indicated that they were knowledgeable of the deadline requirements at the time that they submitted their proposals. They both stated that they were faced with last minute technical difficulties associated with the assembly of the 15 required copies of their applications which caused them to be late.

The City Council was presented with a similar situation at its February 4, 1997 meeting when a request was made by the Afghan Support Center to waive the social services funding application after missing the deadline by ten minutes. While there were also two other applicants who also missed the deadline last year, the Afghan Support Center was the only one to request a waiver. Council voted 5 to 2 (with Council members Jimenez and Hulteen voting against the motion) to deny the request made by the Afghan Support Center. Consequently, the proposal submitted by this applicant was excluded from the proposal review process.

It is staff's desire to maintain a positive working relationship between the City and both of these organizations. We will continue to offer technical assistance with the delivery of needed services to Hayward residents to both of these agencies. However, both applicants were provided with the same information and opportunities that were afforded to all the other applicants who submitted their proposals before the deadline. Consequently, in order to maintain a fair funding process, it is staff's recommendation that both requests for a waiver be denied.

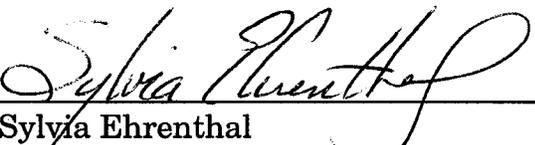
Mayor and City Council
February 10, 1998

Prepared by:



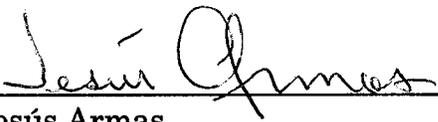
David Korth
Social Services Planning Manager

Recommended by:



Sylvia Ehrental
Director of Community and
Economic Development

Approved by:



Jesús Armas
City Manager

Attachments: A - Public Notice - City of Hayward Notice of Fund Availability
for Social Service Programs
B - Letter from Northern California Community Development
C - Letter from The Kids' Breakfast Club

**City of Hayward
Notice of Fund Availability
for Social Service Programs**

DR 12/4/97

The City of Hayward announces the availability of \$453,000 from the City's General Fund to help support non-profit organizations to provide needed social services to the Hayward community from July 1, 1998 through June 30, 1999. Available funds will be split into the following two categories:

CATEGORY A: \$350,000 will be used to address the broad spectrum of social service needs of the Hayward community.

CATEGORY B: \$103,000 will be used to address City Council's special priorities. The priority for FY 1998-99 will be to support services which foster the successful long-term transition from welfare to work by helping welfare recipients to obtain and maintain jobs, child care, and transportation.

While applicants are encouraged to suggest which category their proposal should be considered under, all final funding decisions will be made by the City. More than one proposal may be submitted by a single organization.

In order to be eligible to receive City social services funding under either category, applicants must:

- Utilize City of Hayward funds to provide services to low-moderate income level Hayward residents only.
- Show evidence that the agency qualifies as a public or private nonprofit organization under the laws of California, and has a Federal IRS Tax Exemption Status either pending or approved.
- Meet "local advisory component" requirements of the City.
- Be willing and able to satisfy all of the provisions of the City of Hayward Social Services contract.

NOTE: Strong preference will be given to proposals which demonstrate effective partnerships between two or more organizations.

The City will conduct a SOCIAL SERVICES FUNDING FORUM designed to acquaint the public with the City's funding requirements and process. All prospective applicants are encouraged to attend. The forum will be held: **10:00 a.m. to 12:00 Noon, Monday, DECEMBER 8, 1997, CENTENNIAL HALL, ROOM 2, 22292 FOOTHILL BOULEVARD, HAYWARD, CALIFORNIA 94541.**

Application packets will be distributed at this event.

Accommodations will be provided to those with disabilities in compliance with the Americans with Disabilities Act of 1990. Please request needed accommodations at least 72 hours in advance of the meeting by calling 510/293-5543, or by calling the TDD line for those with speech or hearing disabilities at 510/293-1590.

Please do not wear scented products. Persons with environmental sensitivities may be in attendance.

Completed applications must be submitted to: Hayward City Hall, Community and Economic Development Department, 777 B Street, Hayward, CA 94541-5007 no later than

4:00 p.m. (P.S.T.) Monday, January 12, 1998

For more information, call Hayward City Hall - Community and Economic Development Department at (510) 293-5543. _____

NCCD

NORTHERN CALIFORNIA COMMUNITY DEVELOPMENT
1027 TENNYSON ROAD
HAYWARD, CA. 94544
510 783-9377

RECEIVED
JAN 20 1998
Community & Economic Development

JANUARY 16, 1998,

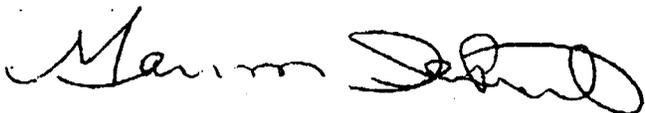
CITY OF HAYWARD
TO WHOM IT MAY CONCERN:

On January 12, 1998 NCCD submitted to the City of Hayward an RFP for the funding of a NCCD project, BRIDGES. Due to unforeseen circumstances this proposal arrived late for submission.

We would like an opportunity to request that the City Council review these circumstances and allow the proposal be considered for funding.

Your deliberation of this matter is greatly appreciated.

Yours truly,



Marion DePuit, Program Director

The Kids' Breakfast Club21455 Birch Street, Hayward, CA 94541
(510) 728-9688**RECEIVED**

JAN 20 1998

REDEVELOPMENT AGENCY

RECEIVED

JAN 20 1998

COMMUNITY & ECONOMIC DEVELOPMENT

January 16, 1998

City of Hayward

To Whom It May Concern,

On behalf of the children and families in Hayward, who have or will be served by The Kids' Breakfast Club, (TKBC), I am requesting that the Proposal (FY 1998-99) be accepted for review. I understand that the deadline policy for turning in the proposal was clearly stated in the RFP. It was, of course my intention to submit the proposal on time as I have in the past two years.

Due to technical difficulties with the photocopy machine (which was donated to TKBC and repaired in September 1997), the proposal was late. When I realized that the machine was fouling up on the production of sixteen copies of the proposal, I had to make a choice regarding the deadline. While I know I could have started the copying process earlier, I did not. I had no reason to believe that I would be experiencing technical difficulty with the machine. I tried to think of what choices I had. At the time, it seemed that going to another copying machine would take too much time and may not be immediately accessible, I kept thinking my machine would miraculously come through.

When I did realize that the proposal might not get in on time, I called to talk to David Korth. I received his voice mail and forwarded to an assistant. At approximately 3:40 PM, I talked to Lee Vorobyoff and explained my circumstances. Ms. Vorobyoff said to bring the document in. The document was hand delivered and stamped at 4:40 PM. (Please see enclosure).

I therefore request going before the City Council to request a reconsideration

Thank you for your time and consideration.

Sincerely,

Marlena E. Uhrik, M.A.
Executive Director

PS Please note that last year The Kids' Breakfast Club served 2,000, or 524 unduplicated, breakfasts for all Hayward clients. Please see document dated June 4, 1997.

The Kids' Breakfast Club Board Members

Mack Lovett, President
Judy Huie, Treasurer

Dr. Marion Sanchez, Vice President
Mary Haro, Secretary

Griffen Tully, Esquire, Legal Advisor
Marlena E. Uhrik, M.A., Executive Director