



CITY OF HAYWARD
AGENDA REPORT

AGENDA DATE 05/11/99
AGENDA ITEM 4
WORK SESSION ITEM _____

TO: Mayor and City Council
FROM: Director of Community and Economic Development
SUBJECT: FY 1999-2000 Annual Plan For Community Development Block Grant Funding
And Revised Citizen Participation Plan

RECOMMENDATION:

It is recommended that the City Council:

- ❖ Approve activities and appropriate funds for the City's FY 1999-2000 Community Development Block Grant (CDBG) Program and
- ❖ Approve the revised CDBG Citizen Participation Plan

BACKGROUND:

Approximately \$2,400,000 is available for funding eligible CDBG activities in Hayward during fiscal year (FY) 1999-2000.

HUD FY 1999-2000 Entitlement Grant	\$1,794,000
Program income	<u>606,000</u>
Available CDBG funds for FY 1999-2000	\$2,400,000

CDBG program administration costs for FY 1999-2000 are estimated at \$400,000 including funds for CDBG-target area economic development activities, HUD-required environmental reviews and fair labor standards construction wage monitoring. The balance of funds available for CDBG program activities is \$2,000,000. The amount available for funding public services is \$316,352 because of the formula used to calculate the HUD-required cap on the amount of CDBG funds that can be spent on public services. This is less than the amount of funds available last year to fund public services and has led to difficult decisions on the part of staff and the Commission.

Attachment A is a chart that lists both CAC and staff recommendations. Attachment B includes a brief description of each agency, the project, and previous CDBG funding awarded to the agency and describes the final recommendations of CAC and staff with any recommended conditions for each project.

Discussion of CAC and Staff Recommendations

Staff Process

Twenty-three complete proposals for CDBG funds were submitted totaling \$3,685,218. Staff conducted a site visit with each agency that had not applied previously for CDBG funds as well as site visits of projects that had not received funding recently or funding for the type of project.

Staff evaluated each proposal and made preliminary recommendations. After hearing the appeals, jointly with the CAC, final recommendations were made.

Citizens Advisory Commission Process

The Chair of the CAC appointed an Application Review Committee (ARC) to review each proposal and make recommendations to the Commission. After carefully reviewing each proposal, the ARC conducted interviews on Saturday, March 13, 1999 with each agency applying for funds. The ARC's recommendations were discussed by the entire Commission at its March 24th meeting and the CAC issued its preliminary recommendations.

Appeal of CAC and Staff Recommendations

There were three appeals:

- ❖ Salvation Army wanted to clarify that the reason they could not sign their FY 1996-1997 CDBG Agreement for handicap accessible bathrooms with the City was the prohibition on religious activities written in their contract. This prohibition is required for CDBG funded contracts.
- ❖ The Boys and Girls Club asked the Commission to change their recommendation not to provide funding this fiscal year since their timetable for construction shows the building will be completed before July 1, 2000.
- ❖ Southern Alameda County Legal Aid asked the Commission and staff to reconsider their decision not to recommend funds for the agency.

Final CAC Recommendations

At their regular meeting on April 28, 1998, the CAC discussed the appeals and voted unanimously in favor of their preliminary recommendations regarding the Salvation Army, the Boys and Girls Club and Southern Alameda County Legal Aid. The CAC voted unanimously to change their preliminary recommendations as follows:

- ❖ Homeowner Assistance Program from \$200,000 to \$230,000;
- ❖ Minor Home Repair Program from \$220,000 to \$256,614.

The CAC also voted to adopt as final the preliminary recommendations for the remaining agencies. The vote was eight in favor, none opposed, and two abstentions by CAC members (one who is a staff member and another who is a consultant to an agency recommended for CDBG funds as part of this motion).

Differences Between CAC and Staff Recommendations

Agency Name	CAC Recommendation	Staff Recommendation	Reasons For Difference
Homeownership Assistance Program	\$230,000	\$200,000	Due to the current rapid increase in housing prices, the CAC wanted to add more money to homeownership.
Housing Conservation Loan Program	\$470,000	\$400,000	CAC did not recommend funds for the Boys and Girls Club, therefore, there were funds available for other programs that the CAC thought were important
Minor Home Repair	\$256,614	\$245,000	The CAC is very supportive of this program, particularly grants (up to \$2,000) to assist elderly mobile home owners make needed repairs.
Boys and Girls Club	\$0	\$178,650	Since the Boys and Girls Club applied for building permits on 4/28/99, CAC members who work in the building industry felt that these funds for interior improvements would most likely not be utilized until July 2000. Therefore, the CAC suggested that the Boys and Girls Club reapply next fiscal year.
Hayward Community Gardens	\$28,684	\$21,648	The CAC included funds to replace the Gardens unusable trailer.

Agency Name	CAC Recommendation	Staff Recommendation	Reasons For Difference
Façade Improvement Loan Program	\$450,000	\$390,000	The CAC had funds available for this program due to not funding Boys and Girls Club this year.

Agencies Recommended for CDBG and Social Services Funding

The following agencies were recommended for both CDBG and Social Services funding. In general, CDBG funds are used for housing-related activities (e.g. placement into permanent housing, landlord/tenant mediation services, housing counseling) and acquisition, construction, or rehabilitation of nonprofit community service facilities that serve lower income Hayward residents. Social Services funds are used for non-housing program operations such as emergency food, mentoring programs, childcare, other social support services and for the life skills counseling component of homeless programs. When an agency applies for CDBG and Social Services funding of the same component, staff assigns the proposal to the most appropriate funding source. Below is a description of those agencies recommended for funding through CDBG and Social Services:

Community Resources for Independent Living (CRIL):

- CDBG: Housing services for the disabled
- Social Services: Non-housing related program operations

La Familia

- CDBG: Improvements to the Fuller Avenue Neighborhood Center
- Social Services: Counseling and social support services

SAVE/WINGS

- CDBG: Evening and weekend supervisor and a very limited amount of childcare
- Social Services: Children's counseling program

Next Steps

Allocations adopted by Council will be included in the City's Annual Plan and forwarded to HUD by May 15, 1999. Although the City has undertaken a two year budget process, because CDBG is an annual appropriation of the federal government, the City's CDBG allocation process will need to be conducted on an annual basis.

Revision of the City's Citizen Participation Plan

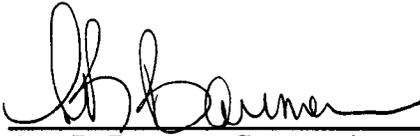
Federal regulations require the City of Hayward to develop a Citizen Participation Plan (CPP) that provides community members with an opportunity to participate in an advisory capacity in planning and assessing the Community Development Block Grant (CDBG) and HOME programs. In June 1996, the City Council amended the City's Plan to bring it into compliance with new federal regulations.

The Plan was revised to make it much easier for community residents to use and, now, includes a detailed calendar describing key events during the CDBG allocation process. It has also been updated to incorporate the latest HUD regulations concerning public notice periods. A draft Plan was made available for a 15 day public comment period. No comments were received. The draft Plan was also distributed to the Citizens Advisory Commission (CAC) at its meeting on April 28, 1999. If Council approves the revised Citizen Participation Plan, it will be forwarded to HUD with the City's Annual Plan.

May 4, 1999 Work Session

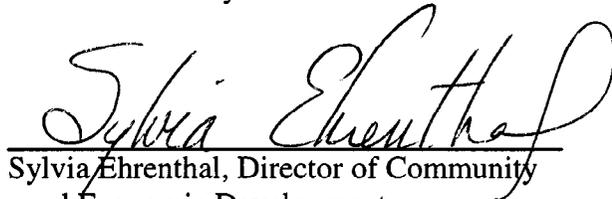
As per Council's request at Work Session, staff has included Exhibit D which lists the amount of Hayward CDBG funds invested in community facilities from 1975 through 1998.

Prepared by:



Ann R. Bauman, Community and Economic
Development Administrator

Recommended by:



Sylvia Ehrenthal, Director of Community
and Economic Development

Approved by:



Jesús Armas, City Manager

Attachments: Exhibit A – FY 1999-2000 Chart of Funding Recommendations
Exhibit B – FY 1999-2000 CAC and Staff Recommendations and Conditions
Exhibit C – Citizen Participation Plan
Exhibit D – CDBG Funds Invested In Community Facilities
Resolution

DRAFT

JB 5/6/99

HAYWARD CITY COUNCIL

RESOLUTION NO. _____

Introduced by Council Member _____

**RESOLUTION AUTHORIZING AN APPLICATION FOR
FEDERAL ASSISTANCE UNDER THE COMMUNITY
DEVELOPMENT BLOCK GRANT PROGRAM FOR FISCAL
YEAR 1999-2000 (TWENTY-FIFTH YEAR)**

WHEREAS, the Housing and Community Development Act of 1974 makes funds available to qualified cities for certain community development activities; and

WHEREAS, the City of Hayward is qualified to receive certain funds pursuant to said act; and

WHEREAS, the City Council has considered the Community Development Block Grant Program recommendations prepared by staff and the Citizens Advisory Commission as well as public testimony thereon, a copy of which is attached hereto as Attachment "A" and hereby referred to for further particulars; and

WHEREAS, the Council has considered the environmental impact of the program and hereby finds and determines that the program is composed of projects that are categorically excluded from the National Environmental Protection Act or will be subject to later environmental review and finds and determines that the activities funded by the program are either not subject to the California Environmental Quality Act or will be subject to later environmental review.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Hayward hereby approves the aforesaid Community Development Block Grant Program, and authorizes the City Manager on behalf of the City of Hayward to execute and submit the required application and all implementing documents in connection therewith.

IN COUNCIL, HAYWARD, CALIFORNIA _____, 1999

ADOPTED BY THE FOLLOWING VOTE:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST: _____
City Clerk of the City of Hayward

APPROVED AS TO FORM:

City Attorney of the City of Hayward

DRAFT JB 5/6/99

HAYWARD CITY COUNCIL

RESOLUTION NO. _____

Introduced by Council Member _____

**RESOLUTION APPROVES THE REVISED CITY OF
HAYWARD CITIZEN PARTICIPATION PLAN**

BE IT RESOLVED that the City Council of the City of Hayward hereby approves the revised Hayward Citizen Participation Plan attached hereto as Exhibit "A."

IN COUNCIL, HAYWARD, CALIFORNIA _____, 1999

ADOPTED BY THE FOLLOWING VOTE:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST: _____
City Clerk of the City of Hayward

APPROVED AS TO FORM:

City Attorney of the City of Hayward

**Community Development Block Grant
Recommendations
FY 1999 - 2000**

FY 1999-2000 CDBG FUNDING RECOMMENDATIONS

Proposal No.	Name of Agency	Amount Requested	FY 1998-99 Allocation	Staff Recommendations	CAC Recommendations
OWNERSHIP HOUSING					
1	Homeownership Assistance Program	\$ 200,000	\$200,000	\$ 200,000	\$ 230,000
	SUBTOTAL	200,000	200,000	200,000	230,000
HOUSING REHABILITATION					
2	Allied Housing	350,000	0	0	0
3	Eden Housing, Inc.	25,000	0	0	0
4	Housing Conservation Loan Program	550,000	400,000	400,000	470,000
5	Minor Home Repair Program	250,000	220,000	245,000	256,614
	SUBTOTAL	1,175,000	620,000	645,000	726,614
NEIGHBORHOOD FACILITIES AND IMPROVEMENTS					
6	Boys and Girls Club	469,851	0	178,650	0
7	Eden Youth Center	26,000	5,000	26,000	26,000
8	Emergency Shelter Program	28,188	0	28,188	28,188
9	Family Emergency Shelter Coalition	250,500	0	0	0
10	Hayward Community Gardens	13,648	15,000	21,648	28,684
11	Hayward Unified School District	190,000	112,225	85,000	85,000
12	La Familia	140,040	260,000	140,040	140,040
13	Salvation Army	200,000	0	0	0
	SUBTOTAL	1,318,227	392,225	479,526	307,912
PUBLIC SERVICES					
14	Alameda County Foodbank	15,000	0	15,000	15,000
15	Community Resources for Independent Living	33,495	33,495	33,495	33,495
16	Eden Council for Hope and Opportunity	141,556	137,428	141,556	141,556
17	Eden Information and Referral	25,000	23,000	25,000	25,000
18	Human Outreach Agency	40,000	38,524	40,000	40,000
19	Shelter Against Violent Environments - WINGS	50,000	69,000	50,000	50,000

Proposal No.	Name of Agency	Amount Requested	FY 1998-99 Allocation	Staff Recommendations	CAC Recommendations
20	South Hayward Neighborhood Collaborative	146,000	0	0	0
21	Southern Alameda County Legal Aid Project	40,980	23,190	0	0
	SUBTOTAL	492,031	324,637	305,051	305,051
ECONOMIC DEVELOPMENT					
22	Small Business Institute	50,000	0	50,000	50,000
	SUBTOTAL	50,000	0	50,000	50,000
COMMERCIAL REHABILITATION					
23	Façade Improvement Loan Program	450,000	500,000	390,000	450,000
	SUBTOTAL	450,000	500,000	390,000	450,000
	TOTAL	\$3,685,258	\$2,036,862	\$2,069,577	\$2,069,577

APPLICANT: CITY OF HAYWARD - DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT

PROJECT: Homeownership Assistance Program

CATEGORY OF NEED: Ownership Housing

AMOUNT REQUESTED: \$200,000

CITIZENS ADVISORY COMMISSION RECOMMENDATION: \$230,000

CED STAFF RECOMMENDATION: \$200,000

AGENCY DESCRIPTION

This program is operated by the City of Hayward.

SUMMARY OF PROJECT PROPOSED ACTIVITIES FOR FY 1999-00

The Homeownership Assistance Program helps low income households become homeowners throughout the City. These funds provide second mortgage loans for approximately six first time homebuyers whose incomes are at or below HUD low income limits (\$47,800 for a family of four). These funds fill the gap between the purchase price of a home and the first mortgage loan the family can afford. Previously the average loan amount was \$31,000.

PREVIOUS CDBG FUNDING AWARDED TO APPLICANT

<u>PROJECT</u>	<u>AMOUNT</u>	<u>FISCAL YEAR</u>
Homebuyer Assistance	\$200,000	1998-99
Homebuyer Assistance	\$300,000	1997-98
Homebuyer Assistance	\$500,000	1996-97

Explanation:

Citizen's Advisory Commission:

This is a very valuable program because it increases the number of homeowners in Hayward. It assists families who have the desire, but not the income to purchase a home at today's prices.

CED Staff:

This program directly addresses the City's goal to increase homeownership in Hayward.

APPLICANT: ALLIED HOUSING, INC.

PROJECT: Housing Alliance Supportive Housing and Shelter+ Care Project

CATEGORY OF NEED: Housing Rehabilitation

AMOUNT REQUESTED: \$350,000

CITIZENS ADVISORY COMMISSION RECOMMENDATION: \$0

CED STAFF RECOMMENDATION: \$0

AGENCY DESCRIPTION

Allied Housing, Inc. was incorporated in 1994 to raise the economic, educational and social levels of the residents of Alameda County and to construct, rehabilitate, and provide decent, safe and sanitary housing for low-income persons. Since its inception, Allied Housing has acquired and rehabilitated over 20 units and created a Lease-to-Own Homeownership program with ongoing management of these units. The Program provides rent subsidy and case management to individuals coming out of homeless situations as they begin their path to self-sufficiency.

SUMMARY OF PROJECT PROPOSED FOR FY 1999-00

Allied Housing proposes to acquire and rehabilitate 16 units of permanent housing with supportive services. Nine of the targeted units will be used for disabled homeless persons with serious mental illness, chronic alcohol and/or other drug abuse or AIDS and related diseases. The remaining units will be for homeless disabled persons with physical, mental or emotional impairments. Allied Housing will develop and own the project with cooperation and support from numerous agencies including: FESCO, SAVE and Tri-City Homeless Coalition (Fremont). Tri-City Homeless Coalition will oversee the service delivery. The service agencies identified will provide supportive services annually to approximately 35 clients and their families. There will be on-site services and case management including childcare, mental health, employment, recovery, mediations and transportation services.

PREVIOUS CDBG FUNDING AWARDED TO APPLICANT

None.

Explanation:*Citizen's Advisory Commission:*

The CAC is generally supportive of the concept contained in the proposal. However, the applicant does not have site control. The CAC is also concerned that this project does not have--

- ❖ a detailed plan and budget for service management and delivery; and
- ❖ a plan for continuing the services after the SHP grant is over to ensure that the project will not require long term funding from the City of Hayward to continue services originally provided through the SHP grant.

CED Staff:

Past experience has made staff cautious about recommending an investment of CDBG funds in acquiring and/or rehabilitating buildings to house projects that have extensive long-term service needs but short-term federal government contracts to pay for those needs. There are two issues of concern:

- ❖ **Lack of a Long-Term Financial Plan for Providing Services**

The current SHP grant obtained by Allied Housing's partners provides two years funding for services to serve the SHP and Shelter Plus Care clients. There is no certainty that the SHP funds will be renewed. At some point, when federal government funds disappear, the City could be asked to provide funding for program operations, creating a demand for long-term funding on the City's limited CDBG resources.

- ❖ **Lack of a Detailed Service Delivery, Management and Evaluation Plan**

Given City staff's experience with the service delivery, staffing and safety needs of similar projects, the long-term service delivery and management components of this project need to be well-designed and implementation and evaluation procedures described in detail before an investment of City funds could be recommended.

Proposal No. 3

APPLICANT: EDEN HOUSING

PROJECT: 742 Harris Court

CATEGORY OF NEED: Housing Rehabilitation

AMOUNT REQUESTED: \$25,000

CITIZENS ADVISORY COMMISSION RECOMMENDATION: \$0

CED STAFF RECOMMENDATION: \$0

AGENCY DESCRIPTION

Eden Housing, Inc. has a 30 year history of developing and managing affordable housing in Hayward. Eden has been working for several years with the City of Hayward Department of Community and Economic Development staff to identify properties in South Hayward that Eden could acquire, rehabilitate and manage as a part of a comprehensive effort to eliminate blighted areas and make an investment that would act as a catalyst for further change. Eden Housing was established by a concerned group of community activists and civic leaders who recognized the serious lack of housing for low income residents in southern Alameda County. Since its inception, Eden Housing has produced 614 units of affordable housing in 16 separate units in Hayward.

SUMMARY OF PROJECT PROPOSED FOR FY 1999-00

Eden Housing, Inc. (EHI) has acquired and is rehabilitating five fourplexes on Harris Court in Hayward for the purpose of providing permanently affordable housing for low and very low income families. The City/Redevelopment Agency provided EHI with \$1,100,000 loan for the acquisition and rehabilitation of these properties. Eden Housing would like to rehabilitate the sixth property on the cul-de-sac. The Hayward Redevelopment Agency provided a low interest loan of \$165,000 to acquire this property. EHI is requesting this additional assistance because SAMCO, the first mortgage lender, reduced their loan commitment by \$25,000. CDBG funding would provide gap funding for this project. An application will also be made to the Federal Home Loan Bank's Affordable Housing Program (AHP) for the maximum amount of \$16,000 to fill this gap.

PREVIOUS CDBG FUNDING AWARDED TO APPLICANT

Has not received funding in the past three years.

Explanation:

Citizen's Advisory Commission:

The CAC is supportive of the goals of Eden Housing, Inc. However, given the amount of money already invested by the City, and the competition for scarce resources, the CAC felt this project could be carried out without additional City funds, even if this property were to receive a lesser level of rehabilitation, in comparison with the other properties in the project.

CEC Staff:

Staff concurs with the CAC and notes that one of the reasons why the sales price of this particular property was higher than the other properties was that it was in better overall condition than the others.

APPLICANT: CITY OF HAYWARD - DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT

PROJECT: Housing Conservation Loan Program (HCLP)

CATEGORY OF NEED: Housing Rehabilitation

AMOUNT REQUESTED: \$550,000

CITIZENS ADVISORY COMMISSION RECOMMENDATION: \$470,000

CED STAFF RECOMMENDATION: \$400,000

AGENCY DESCRIPTION

HCLP is a program operated by the City of Hayward. It provides city-wide property rehabilitation assistance to eligible owners of residential property, with priority given to owners in designated CDBG target areas. The objective of the program is to help upgrade the lower-income housing stock.

SUMMARY OF PROJECT PROPOSED FOR FY 1999-00

The City of Hayward's Housing Conservation Loan Program (HCLP) provides property rehabilitation assistance on a citywide basis to eligible owners of residential property. Priority is given to owners of property in designated target areas. The program objectives are to upgrade the housing stock of lower income households and to increase the supply of decent, safe and affordable housing throughout the City. HCLP proposes to rehabilitate 20-30 homes by rehabilitating owner-occupied homes of seniors and low income Hayward residents; making loans to residents of mobile homes which need rehabilitation in excess of \$2,000; and providing grants and deferred loans to make homes and apartments accessible to disabled occupants.

PREVIOUS CDBG FUNDING AWARDED TO APPLICANT

<u>PROJECT</u>	<u>AMOUNT</u>	<u>FISCAL YEAR</u>
Housing Rehabilitation	\$400,000	1998-99
Housing Rehabilitation	\$469,300	1997-98
Housing Rehabilitation	\$469,300	1996-97

Explanation:*Citizen's Advisory Commission:*

This program increases the supply of safe, decent, and affordable housing for low income, elderly and disabled households through the renovation of existing housing stock. In FY 98-99, staff committed all of the allocated funds by March and residents requesting repairs had to be placed on a waiting list, therefore, the CAC is recommending an increase in allocation to the previous level of \$470,000.

CED Staff:

Given limited funds and the desire to fund additional projects, staff recommends that the allocation of funds remain at \$400,000.

Proposal No. 5

APPLICANT: CITY OF HAYWARD – COMMUNITY AND ECONOMIC DEVELOPMENT DEPARTMENT

PROJECT: MINOR HOME REPAIR PROGRAM (MHRP)

CATEGORY OF NEED: Housing Rehabilitation

AMOUNT REQUESTED: \$250,000

CITIZENS ADVISORY COMMISSION RECOMMENDATION: \$256,614

CED STAFF RECOMMENDATION: \$245,000

AGENCY DESCRIPTION

This program is operated by the City of Hayward.

SUMMARY OF PROJECT PROPOSED ACTIVITIES FOR FY 1999-00

The Minor Home Repair Program (MHRP) will provide repair services to lower income households headed by the elderly or disabled. Service provided includes a complete home inspection, developing a scope of work, monitoring construction and processing payments. Grants for repairs will be provided to eligible homeowners. The program objectives are to upgrade the housing stock of lower income owners and to increase the supply of decent, safe and affordable housing. The MHRP will provide grants to make approximately 100 minor home repairs. Approximately, 10 to 20 grants of up to \$2,000 will be to conventional homes and 70-80 grants of up to \$2,000 will be made to repair mobile homes.

PREVIOUS CDBG FUNDING AWARDED TO APPLICANT

<u>PROJECT</u>	<u>AMOUNT</u>	<u>FISCAL YEAR</u>
MHRP	\$220,000	1998-99
MHRP	\$214,000	1997-98

Explanation:

Citizen's Advisory Commission:

There is a great need for this program to assist elderly and disabled Hayward residents, particularly those in mobile homes.

CED Staff:

There is a high demand for services in this program. Approximately 25% more requests for service are made than can be provided, given current funding. Most conventional lenders will not provide financing for repair of mobile homes. Therefore, this program is an opportunity for those who cannot afford to pay for repairs to bring their homes up to health and safety standards.

Proposal No. 6

APPLICANT: BOYS AND GIRLS CLUB OF HAYWARD

PROJECT: New Facility: Tenant Improvements

CATEGORY OF NEED: Neighborhood Facilities and Improvements

AMOUNT REQUESTED: \$469,851

CITIZENS ADVISORY COMMISSION RECOMMENDATION: \$ 0

CED STAFF RECOMMENDATION: \$178,650

AGENCY DESCRIPTION

Organized in 1966, the Boys & Girls Club of Hayward is a member of the Boys & Girls Club of America. The Boys & Girls Club of Hayward is separately incorporated with its own federal tax exemption designation. The Club's mission is to improve the quality of life of young people by providing a friendly, safe place with social, cultural and educational services. The Club is open every day, after school and on weekends. Club staff and volunteers provide positive role models and mentoring. The Club reaches out to kids who cannot afford, may lack access to, other community programs. In 1992, the Boys & Girls Club sold its run-down facility. The new Club will be located in South Hayward. Since the sale, the Club has operated out of temporary outreach centers while the fund raising for the new Club takes place. City funds were used to purchase the land for the new site. The Club offered a summer recreation program for Hayward youth in 1998.

SUMMARY OF PROPOSED PROJECT FOR FY 1999-00

Requested funding for the Boys & Girls Club of Hayward will pay for tenant improvements at the new facility. Improvements include: 1) Gymnasium – installation of gym floor, basketball backboards, scoreboards, bleachers; 2) Computer Technology – purchase and installation of a computer network, computer work stations, printers, computer furniture, and projection cameras; 3) Kitchen – outfit with industrial equipment, including steam table, walk-in refrigerator, ranges, oven, dishwasher, etc.; and 4) purchase and install signage, outdoor benches, office furniture, activity game room tables, and art room/woodshop equipment/furniture.

PREVIOUS CDBG FUNDING AWARDED TO APPLICANT

<u>PROJECT</u>	<u>AMOUNT</u>	<u>FISCAL YEAR</u>
Site Acquisition	\$200,000	1996-97

Explanation:*Citizen's Advisory Commission:*

The CAC supports the goals of the Boys and Girls Club. However, the Commission is concerned that the funds might not be used this fiscal year due to changes in the construction schedule and weather conditions during the late fall through spring of 2000. Due to the demand for funds this year, the Commission encourages the Boys and Girls Club to reapply for funding next fiscal year.

CED Staff:

The Boys and Girls Club has requested funding for a number of projects: the gymnasium; the kitchen; computer equipment; shop, art and activity room equipment and furnishings; and office furnishings. Staff is recommending that the City provide funds for the gymnasium floor and bleachers only. CDBG regulations do not allow the purchase of equipment that is not permanently attached to the facility under this category. Computer equipment can be obtained through in-kind donations by Bay Area corporations. Furnishings can be obtained as a portion of the capital campaign fundraising. The kitchen equipment does not appear to have a direct ongoing benefit to youth participants. The request indicates that the kitchen will be used primarily to attract potential rental income through rental for parties.

APPLICANT: EDEN YOUTH CENTER (EYC)
PROJECT: Sewer Improvement Project
CATEGORY OF NEED: Neighborhood Facilities and Improvements
AMOUNT REQUESTED: \$26,000
CITIZENS ADVISORY COMMISSION RECOMMENDATION: \$26,000
CED STAFF RECOMMENDATION: \$26,000

AGENCY DESCRIPTION

The mission of the Eden Youth Center is to improve the quality of life for children, youth and families. EYC operates tutoring, mentoring, and child care programs and manages a large South Hayward campus to provide a low-cost cooperative setting for local youth-serving organizations. Two dozen programs are offered at the Center including counseling, special education, child care, pregnant teen support and employment/training.

SUMMARY OF PROJECT PROPOSED FOR FY 1999-00

Replace and enlarge major sewer connection from Eden Youth Center (Silva Clinic) to the street to allow for the expansion of the Silva Health Clinic and development of a Dental Clinic.

PREVIOUS CDBG FUNDING AWARDED TO APPLICANT

<u>PROJECT</u>	<u>AMOUNT</u>	<u>FISCAL YEAR</u>
Roof Repair	\$5,000	1998-99
Asbestos floor tile removal	\$52,100	1997-98
Heating System	\$280,000	1996-97

Explanation:

Citizen's Advisory Commission:

This project will allow additional health services and new dental services to serve this low income neighborhood.

CED Staff:

The demand for treatment at the clinic exceeds that which can be provided in the current physical space. Hayward Rotary and St. Rose Hospital are partnering with Eden Youth Center to expand the clinic to provide health and dental care for the children of the community. The addition of the dental clinic and expansion of the Silva Clinic creates increased water usage that requires an increase in sewer capacity.

APPLICANT: EMERGENCY SHELTER PROGRAM
PROJECT: Facilities Improvement
CATEGORY OF NEED: Neighborhood Facilities and Improvement

AMOUNT REQUESTED: \$28,188
CITIZENS ADVISORY COMMISSION RECOMMENDATION: \$28,188
CED STAFF RECOMMENDATION: \$28,188

AGENCY DESCRIPTION

Emergency Shelter Program (ESP) has been providing shelter, food and other support services to homeless and abused women and children since 1972. ESP is one of California's oldest and largest shelters for victims of domestic violence, and has been a participant of a network of emergency shelter providers in Alameda County for over twenty-five years. The shelter currently accommodates 35 women and children in a safe, comfortable and supportive environment. In 1985 our agency also established a licensed child care center for 41 infants and preschool children. In 1992, ESP constructed an infant care facility. ESP's mission is to provide a temporary home and supportive services for women and their children in crisis, helping them achieve self-sufficiency and independence; and to work with clients and the community to help break the cycle of violence and prevent homelessness. Program services at the shelter include a 24-hour crisis hotline for abused/homeless women, intake and assessment, individual and group counseling, life skills classes, and community referrals for mental health counseling, job readiness, and housing. The child care center compliments the shelter by providing a free, safe place for mothers to leave their children while in the community to meet program objectives. ESP staff provide bilingual counseling services, parent training classes, and are involved in linkages with a host of local community support services and resources.

SUMMARY OF PROJECT PROPOSED FOR FY 1999-00

ESP is requesting funds to improve the physical plant of the existing shelter. The scope of the project includes the replacement of a damaged fence, the replacement of a section of the driveway, enhancement of lighting and ventilation for the dining room and staff office, the replacement of the dining room floor, the replacement of an entry ramp and the installation of handrails to provide wheelchair accessibility, and general improvements to client living quarters.

PREVIOUS CDBG FUNDING AWARDED TO APPLICANT

None within past five years.

Explanation:

Citizen's Advisory Commission:

Concur with staff.

CED Staff:

ESP provides shelter, food, and related support systems to homeless and battered women and children within the mid- and south County area. City staff and the Human Service Commission cited deteriorating conditions at the shelter as a significant program concern during last year's funding cycle. The specified improvements will improve the quality of life at the shelter, bringing it up to satisfactory condition.

Proposal No. 9

APPLICANT: FAMILY EMERGENCY SHELTER COALITION (FESCO)

PROJECT: FESCO Transitional Housing & Program Services Center

CATEGORY OF NEED: Neighborhood Facilities and Improvement

AMOUNT REQUESTED: Application Withdrawn
Property Sold

CITIZENS ADVISORY COMMISSION RECOMMENDATION: \$0

CED STAFF RECOMMENDATION: \$0

AGENCY DESCRIPTION

Incorporated in 1986 by eighteen local churches, FESCO is a 24-bed, round-the-clock emergency shelter serving families of all configurations. In addition to basic shelter services, FESCO also provides case management, individual and family counseling, and assistance in finding affordable housing. Approximately 30% of the families FESCO serves report having become homeless in Hayward. Currently the agency is developing a transitional housing program for four families.

SUMMARY OF PROJECT PROPOSED FOR FY 1999-00

Application Withdrawn

Explanation:

A private individual purchased the proposed property; FESCO was second in line to purchase property.

APPLICANT: HAYWARD COMMUNITY GARDENS (HCG)

PROJECT: Community Garden for Low- to Moderate-income Persons

CATEGORY OF NEED: Neighborhood Facilities and Improvements

AMOUNT REQUESTED: \$13,648

CITIZENS ADVISORY COMMISSION RECOMMENDATION: \$28,684

CED STAFF RECOMMENDATION: \$21,648

AGENCY DESCRIPTION

Hayward Community Gardens is operated solely by volunteers, serving 105 low- to moderate-income families in Hayward by providing the land necessary for those families to grow their own fresh produce, thereby helping to improve diets and supplement food budgets. Currently, there are 205 individual garden plots. Members provide hand tools, as well as technical and physical assistance, to help maintain the garden site and the individual plots.

SUMMARY OF PROJECT PROPOSED FOR FY 1999-00

Hayward Community Gardens' continuing goals are to improve the appearance of the Gardens and also to improve the quality and quantity of the produce grown in the plots. Speakers from U.C. Extension will give demonstrations on composting and organic pest control. Gardeners are encouraged to socialize and exchange ideas.

PREVIOUS CDBG FUNDING AWARDED TO APPLICANT

<u>PROJECT</u>	<u>AMOUNT</u>	<u>FISCAL YEAR</u>
Community Garden	\$15,000	1998-99
Community Garden	\$12,686	1997-98
Community Garden	\$11,834	1996-97

Explanation:

Citizen's Advisory Commission:

In their presentation, the HCG Board requested that they have a new trailer in which to keep tools and maintain program records (now being kept at the home of a Board member). The current trailer has been broken into a number of times and no longer can be used. The CAC agreed and also thought that obtaining technical assistance to improve water usage and inter-cultural communications through contracting with a specialist in urban gardens to work with the Board and other gardeners was an excellent idea.

CED Staff:

The garden assists low income Hayward families by augmenting their food supply of fresh fruit and vegetables. In recent years, there have been a number of problems at the gardens regarding water usage, obeying rules, sales of crops, and intercultural communications. Resolving these issues is beyond the capability of CED staff or the HCG Board, therefore, staff is recommending that an additional \$8,000 be used for a technical assistance contract with an organization specializing in urban gardens to improve the garden's management and facilities. The staff recommendation was finalized prior to the CAC's recommendation and does not include funds for a new office trailer.

APPLICANT: HAYWARD UNIFIED SCHOOL DISTRICT (HUSD)

PROJECT: Hayward Unified Latchkey Program

CATEGORY OF NEED: Neighborhood Facilities and Improvement

AMOUNT REQUESTED: \$190,000

CITIZENS ADVISORY COMMISSION RECOMMENDATION: \$85,000

CED STAFF RECOMMENDATION: \$85,000

AGENCY DESCRIPTION

HUSD's Child Development Programs have provided developmentally appropriate childcare and preschool and after-school programs for hundreds of Hayward children for twenty-seven years. Programs include School-Age Parenting and Infant Development, State Preschool, Children's Centers, and the Latchkey Program. The Latchkey program provides before and after school childcare to children from kindergarten through sixth grade.

SUMMARY OF PROJECT PROPOSED FOR FY 1999-00

This request would fund two portables to expand the Hayward Latchkey services to Park School and to open a new program at Treeview School. Treeview school is one of the few remaining elementary schools that does not have a program on site. Park school needs a second portable due to the high demand for care at this large school. This program provides additional permanent housing for School Age Childcare Programs.

PREVIOUS CDBG FUNDING AWARDED TO APPLICANT

<u>PROJECT</u>	<u>AMOUNT</u>	<u>FISCAL YEAR</u>
Portable acquisition	\$112,225	1998-99
Portable acquisition	\$112,450	1997-98

Explanation:

Citizen's Advisory Commission:

The need for latchkey programs continue to grow as more families re-enter the workforce through welfare-to-work. However, the CAC is recommending a portable for Park school only, since Treeview does not appear to be eligible.

CED Staff:

The Treeview site is located in an area which is undergoing considerable change, such as the 343 unit Twin Bridges development, which can substantially increase the number of middle income households in the area that have children which would attend Treeview. Thus making Treeview ineligible for CDBG funds.

APPLICANT: LA FAMILIA

PROJECT: Fuller Street Neighborhood Center

CATEGORY OF NEED: Neighborhood Facilities and Improvement

AMOUNT REQUESTED: \$140,040

CITIZENS ADVISORY COMMISSION RECOMMENDATION: \$140,040

CED STAFF RECOMMENDATION: \$140,040

AGENCY DESCRIPTION

In 1975 La Familia Counseling Service was founded, and since that time has provided social and mental health services to low-income Hayward residents, with a focus on Latino Spanish-speaking and bilingual (English-Spanish) people. These individuals may access the following services: outpatient mental health and social services, day treatment for children, language interpretation, ESL classes, Youth Prevention/Leadership programs, AIDS education, and case management for people with developmental disabilities, and those who are severely emotionally disturbed.

SUMMARY OF PROJECT PROPOSED FOR FY 1999-00

The proposed project implements a series of repairs and site modifications so as to be in compliance with City of Hayward Ordinance Number 98-160-17 for a use permit at the Fuller Avenue site. Once the center is operational it is estimated that 650 individuals will receive social service support that will allow them to live more productive lives. Services will include outpatient mental health, English language proficiency, a Senior Club and youth leadership training.

PREVIOUS CDBG FUNDING AWARDED TO APPLICANT

<u>PROJECT</u>	<u>AMOUNT</u>	<u>FISCAL YEAR</u>
Building Acquisition	\$260,000	1998-99
Partial re-roof & repair of Fuller Avenue site	\$35,000	1996-97

Explanation:

Citizen's Advisory Commission:

The CAC is very supportive of this project. Social Services will be available within walking distance for many low income neighborhood residents. Neighborhood youth will have local programs that would stimulate healthy growth and development and provide alternatives to gang activities.

CED Staff:

The agency needs to make these improvements to obtain its use permit and repair the building so that services can be provided to neighborhood residents .

APPLICANT: SALVATION ARMY – HAYWARD CORPS,
PROJECT: Construction of Family and Community Services Building
CATEGORY OF NEED: Neighborhood Facilities and Improvements
AMOUNT REQUESTED: \$200,000
CITIZENS ADVISORY COMMISSION RECOMMENDATION: \$0
CED RECOMMENDATION: \$0

AGENCY DESCRIPTION

For nearly seventy-five years the Hayward Corps has been called upon to meet a variety of human service needs. Last year, the Hayward Corps provided lodging for over 1,000 people seeking shelter, and assisted 806 families facing a cut-off of their PG&E service. During Christmas, 705 families and 2,397 individuals received baskets filled with food and toys. Over 25,000 meals were served to hungry people last year. Last year, more than 5,500 youngsters and teens participated in activities especially designed for them. The Salvation Army's League of Mercy visitation provide hope and joy to those who are lonely and sick and at local rest homes.

SUMMARY OF PROJECT PROPOSED FOR FY 1999-00

The Salvation Army – Hayward Corps proposes to construct a new “Family and Community” building on three adjacent lots that will enable the Corps to enhance and expand its social services programs to the community. The new facility will include: 1) A state licensed childcare center to provide up to sixty children and their families with daily childcare; 2) A youth activities center that will provide services to 6,000 children annually; and 3) A senior center that will be equipped with a full-service kitchen. One hundred seniors per day will be served. The Corps also proposes to remodel the existing facility to expand and enhance service delivery of programs to the homeless and needy. The Corps is currently in negotiation for the site immediately to the west of their 430 “A” street location.

PREVIOUS CDBG FUNDING AWARDED TO APPLICANT

Not Previously Funded

Explanation:

Citizen's Advisory Commission:

Although the project is worthwhile, the CAC concurs with staff's recommendation.

CED Staff:

In the context of this application, there are relocation and replacement housing issues. On the proposed sites, there are five units of housing affordable to lower income households. HUD regulations require that substantial relocation payments be made (which may be as much as \$50,000) to each household displaced. In addition, other HUD regulations require that any units removed from the housing stock must be replaced within four years. The cost to the City of carrying out these HUD regulations could be approximately \$750,000. Due to these factors, staff is not recommending funding this project.

APPLICANT: ALAMEDA COUNTY COMMUNITY FOOD BANK

PROJECT: Shared Maintenance Scholarships

CATEGORY OF NEED: Public Services

AMOUNT REQUESTED: \$15,000

CITIZENS ADVISORY COMMISSION RECOMMENDATION: \$15,000

CED STAFF RECOMMENDATION: \$15,000

AGENCY DESCRIPTION

Founded in 1985 by a coalition of 24 emergency food providers, the Alameda County Community Food Bank serves as Alameda County's central clearinghouse for donated food. By salvaging food that would otherwise be wasted by food producers, brokers and retailers, the Food Bank mobilizes and distributes vitally needed food to human service agencies serving Alameda County's low income residents. The Food Bank also seeks to develop more effective responses and greater understanding to hunger in our community through educational outreach programs and involving the wider community in our efforts through food drives and volunteer opportunities.

SUMMARY OF PROJECT PROPOSED FOR FY 1999-00

The Food Bank proposes to provide "Shared Maintenance Scholarships" to our 27 member agencies in Hayward to ensure that these agencies will continue providing nutritious food to Hayward's low-income families as they transition from dependence on public assistance toward self-sufficiency. Approximately 63,236 meals are currently provided every month to an estimated 3,758 low-income Hayward residents. For many low income families, maintaining adequate housing has often meant making the difficult decision between paying rent and purchasing food.

PREVIOUS CDBG FUNDING AWARDED TO APPLICANT

Not Previously Funded

Explanation:

Citizen's Advisory Commission:

By structuring this program in accordance with the condition listed below, a long term problem -- that food is not delivered to some smaller food pantries and other sites in Hayward because of insufficient tonnage requested by those sites -- would be resolved.

CED Staff:

This program fills the gaps left by inadequate household incomes so that low income Hayward residents do not have to decide between paying the rent and purchasing food at the end of the month.

Condition: The contract would be structured to deliver, in bulk, items specifically requested by small food pantries in Hayward to a central Hayward distribution site.

Proposal No. 15

APPLICANT: COMMUNITY RESOURCES FOR INDEPENDENT LIVING, INC. (CRIL)

PROJECT: Housing Counseling Services So That Persons with Disabilities Will Be Able to Live More Independently

CATEGORY OF NEED: Public Services

AMOUNT REQUESTED: \$33,495

CITIZENS ADVISORY COMMISSION RECOMMENDATION: \$33,495

CED STAFF RECOMMENDATION: \$33,495

AGENCY DESCRIPTION

CRIL is an independent living center serving the needs of disabled residents of Southern Alameda County. The agency's mission is to support, empower and teach skills to persons with disabilities so that they may more fully participate in community and daily life activities. CRIL's services include housing counseling, operation of a personal assistant registry, benefits counseling, independent living skills training, peer support, information and referral, and advocacy.

SUMMARY OF PROJECT PROPOSED FOR FY 1999-00

CRIL is requesting CDBG funds to provide housing services to persons with disabilities who are Hayward residents or relocating to Hayward. The program will provide peer support, workshops, independent living skills training, self-advocacy training, systems advocacy, housing modification information, and information and referral. This project is designed to assist consumers in finding creative solutions to finding accessible and affordable housing.

PREVIOUS CDBG FUNDING AWARDED TO APPLICANT

<u>PROJECT</u>	<u>AMOUNT</u>	<u>FISCAL YEAR</u>
Housing Counseling Services	\$33,495	1998-99
Housing Counseling Services	\$33,495	1997-98
Housing Counseling Services	\$35,000	1996-97

Explanation:

Citizen's Advisory Commission:

The CAC is very supportive of this program. The need for accessible and affordable housing has increased greatly from past years (from 247 to 343 persons per year requesting assistance from CRIL).

CED Staff:

CRIL is the only agency in Hayward addressing independent living needs for disabled residents. Accessible and affordable housing is identified as the most sought after service for persons with disabilities.

APPLICANT: EDEN COUNCIL FOR HOPE AND OPPORTUNITY (ECHO)

PROJECT: Landlord-Tenant Counseling, Rental Assistance, and Fair Housing Programs

CATEGORY OF NEED: Public Services

AMOUNT REQUESTED: \$141,556

CITIZENS ADVISORY COMMISSION RECOMMENDATION: \$141,556

CED STAFF RECOMMENDATION: \$141,556

AGENCY DESCRIPTION

The Eden Council for Hope and Opportunity, or ECHO Housing, was founded in 1964 as a fair housing agency. Their services focus on ensuring equal access to housing, and intervention, mediation, and counseling services to prevent homelessness. ECHO assists approximately 7,000 low-to-moderate income households in Alameda County annually. Last year over 1,500 Hayward families and individuals were helped by ECHO's Fair Housing, Tenant-Landlord and Rental Assistance programs.

SUMMARY OF PROJECT PROPOSED FOR FY 1999-00

ECHO proposes to provide: 1) Fair Housing Counseling that will investigate 48 discrimination complaints; conciliate 15 investigated cases and audit 20 Hayward properties; 2) Tenant/Landlord Counseling that will provide mediation to 80 households, prevent 60 evictions and conduct four workshops; 3) Rental Assistance Program that will provide 600 families with screening for move-in or stay-in costs, provide information and referral to 400 families, place 48 families in long-term affordable housing, follow-up on 48 families placed, and provide collection on defaulted loans.

PREVIOUS CDBG FUNDING AWARDED TO APPLICANT

<u>PROJECT</u>	<u>AMOUNT</u>	<u>FISCAL YEAR</u>
Housing Counseling	\$137,428	1998-99
Housing Counseling	\$137,428	1997-98
Housing Counseling	\$143,603	1996-97

Explanation:

Citizen's Advisory Commission:

The CAC is very supportive of the work that ECHO does in the Hayward community. As rents rise throughout the area, there will be an even greater need for ECHO's services.

CED Staff:

This is the only agency in Hayward that provides comprehensive fair housing law information; counseling for discrimination complaints and landlord/tenant disputes (from the tenant perspective). In addition, the Rental Assistance Program provides low income families with loans for move-in costs.

APPLICANT: EDEN INFORMATION AND REFERRAL, INC. (Eden I & R)

PROJECT: Roving Housing Resource Project

CATEGORY OF NEED: Public Services

AMOUNT REQUESTED: \$25,000

CITIZENS ADVISORY COMMISSION RECOMMENDATION: \$25,000

CED STAFF RECOMMENDATION: \$25,000

AGENCY DESCRIPTION

Established in Hayward in 1976 to provide information and referral about available services to residents in the Hayward and Castro Valley Areas, Eden I&R's mission is to link people with resources. Currently, the agency provides a wide range of information services which expand the capacity of service systems locally and statewide. In addition, to providing these referrals directly to clients and/or service providers, Eden I&R also provides translation services for the State of California's 9-1-1 system, after-hours emergency phone service for the Alameda County Child Protection Division and an information service for Calworks participants.

SUMMARY OF PROJECT PROPOSED FOR FY 1999-00

Eden I & R proposes to continue its Roving Housing Resource Program (RHRP). In collaboration with local shelters and transitional housing programs, the Roving Housing Resource Specialist provides on-site housing and housing-related referrals to homeless shelter and transitional housing residents within the City of Hayward. Specific services are customized based upon the individual needs of shelter clients. The primary objectives are to find permanent housing for 33% of the clients the Specialist meets with in a one-on-one setting and that 40% of the one-on-one clients will accomplish one objective on their case management plan.

PREVIOUS CDBG FUNDING AWARDED TO APPLICANT

<u>PROJECT</u>	<u>AMOUNT</u>	<u>FISCAL YEAR</u>
CHAIN Line	\$23,000	1998-99
RHRP/CHAIN	\$56,897	1997-98
CHAIN Line	\$20,000	1996-97

Explanation:

Citizen's Advisory Commission:

This is the only program providing housing referral and placement services has the capacity to maintain contact with clients as they move from shelter to shelter and/or into temporary housing until permanent housing is obtained.

CED Staff:

The program has been very successful in helping clients at the shelters (FESCO, WINGS, and ESP) utilize currently available housing opportunities. The agency was able to leverage county funds (ACAP) to provide the major part of funding for this program. Hayward funds will assist in keeping the same level of services to the Hayward area family shelters as provided last year.

APPLICANT: HUMAN OUTREACH AGENCY (HOA)

PROJECT: Direct Client Services for Homeless Men

CATEGORY OF NEED: Public Services

AMOUNT REQUESTED: \$40,000

CITIZENS ADVISORY COMMISSION RECOMMENDATION: \$40,000

CED STAFF RECOMMENDATION: \$40,000

AGENCY DESCRIPTION

The Human Outreach Agency (HOA) provides basic shelter services for up to eighteen men, for up to 90 days each. Basic services include safe and clean housing and hot meals. Support services offered include case management, assistance in budgeting, and assistance finding affordable, stable independent housing. Recently the agency has emphasized the development of vocational services to its clients.

SUMMARY OF PROJECT PROPOSED FOR FY 1999-00

HOA Proposes to provide services to approximately 135 homeless men. Services will include: case management, housing workshops and referrals, money management, substance abuse and HIV education, computer training, job referrals, and job preparedness. These funds will partially support the Night Manager and Case Worker salary costs.

PREVIOUS CDBG FUNDING AWARDED TO APPLICANT

<u>PROJECT</u>	<u>AMOUNT</u>	<u>FISCAL YEAR</u>
Counseling Services	\$38,524	1998-99
Counseling Services	\$38,524	1997-98
Counseling Services	\$40,255	1996-97

Explanation:

Citizen's Advisory Commission:

For the past several years, this program has provided excellent services to assist homeless single men.

CED Staff:

HOA is the only shelter in Hayward that serves single men. Funding is necessary to ensure that there will be staff on the premises 24 –hours a day, 7 days a week.

APPLICANT: SHELTER AGAINST VIOLENT ENVIRONMENTS (SAVE)

PROJECT: WINGS Transitional Housing

CATEGORY OF NEED: Public Services

AMOUNT REQUESTED: \$50,000

CITIZENS ADVISORY COMMISSION RECOMMENDATION: \$50,000

CED STAFF RECOMMENDATION: \$50,000

AGENCY DESCRIPTION

SAVE provides shelter and support services to female survivors of domestic violence and their children. The agency also operates a separate 15-unit transitional housing program (WINGS) in Hayward. The WINGS program is intended for women who have successfully completed programs like the SAVE shelter program, which emphasizes safe choices, self-sufficiency and responsible parenting. WINGS is located in the Harder-Tennyson area of Hayward, and provides low-cost housing in a clean and sober environment, as well as counseling and support services, for up to 18 months. WINGS is the only transitional housing program for low income, homeless battered women and their children in Alameda County.

SUMMARY OF PROJECT PROPOSED FOR FY 1999-00

WINGS, Shelter Against Violent Environment's (SAVE) transitional housing program proposes to provide housing and support services to 14 families (42 women and children) who are residents of Hayward and are low income victims of domestic violence. WINGS provides 14 apartment units of low cost housing in a substance-free environment, as well as counseling, case management, and supportive services for the women and children for up to 18 months. SAVE works actively with other community agencies and individuals to enhance the services provided. Support services include counseling, housing placement assistance, budgeting workshops, parenting classes and childcare.

PREVIOUS CDBG FUNDING AWARDED TO APPLICANT

<u>PROJECT</u>	<u>AMOUNT</u>	<u>FISCAL YEAR</u>
Housing & Program Support	\$48,756	1998-99
Housing & Program Support	\$40,195	1997-98
Housing & Program Support	\$42,000	1996-97

Explanation:

Citizen's Advisory Commission:

CAC concurs with staff's recommendation.

CED Staff:

WINGS is the only transitional housing program for low income, homeless battered women and their children in Alameda County. WINGS provides a critical step in assisting these families in making the transition to violence-free and self-sufficient lives. Funding is necessary to ensure that there will be staff on the premises 24-hours a day, 7 days a week.

APPLICANT: SOUTH HAYWARD NEIGHBORHOOD COLLABORATIVE

PROJECT: Economic Development/Employment Journey

CATEGORY OF NEED: Public Services

AMOUNT REQUESTED: \$146,000

CITIZENS ADVISORY COMMISSION RECOMMENDATION: \$0

CED STAFF RECOMMENDATION: \$0

AGENCY DESCRIPTION

The South Hayward Neighborhood Collaborative is made up of 31 churches, social service organizations, public agencies, school district, community based organizations, local residents and family support program providers serving the Harder/Tennyson area. These programs and organizations have joined to create an integrated service delivery system to serve the families of this South Hayward community. Eden Youth Center is the fiscal agent for the Economic Development/Employment Journey Project. The collaborative has ongoing input into the planning, operation, and maintenance of the project/program. The members of the collaborative can and will pool resources to deliver high quality services to the South Hayward community.

SUMMARY OF PROJECT PROPOSED FOR FY 1999-00

The South Hayward Neighborhood Collaborative's Economic Development/Employment Journey Project provides an integrated service system for family services and employment services for the community of South Hayward. The South Hayward Neighborhood Collaborative has already secured funds that provide for program staffing. City of Hayward funds will be utilized to provide office rent for programs in the Employment Journey Project.

PREVIOUS CDBG FUNDING AWARDED TO APPLICANT

Not Previously Funded

Explanation:

Citizen's Advisory Commission:

The CAC recognizes the importance of the Employment Journey Project, however, given the competition for funds this year, the case was not made for paying rent for classroom space in church facilities.

CED Staff:

Several years ago, Council limited the Public Services category to housing-related services to differentiate it from the City's social service program. Although CDBG funds can be used in support of a program providing employment-related services to lower income individuals, such services are not specifically housing-related. Therefore, this project cannot be recommended for funding.

Proposal No. 21

APPLICANT: LEGAL AID SOCIETY OF ALAMEDA COUNTY

PROJECT: Southern Alameda County Legal AID Project

CATEGORY OF NEED: Public Services

AMOUNT REQUESTED: \$40,980

CITIZENS ADVISORY COMMISSION RECOMMENDATION: \$0

CED STAFF RECOMMENDATION: \$0

AGENCY DESCRIPTION

The Legal Aid Society of Alameda County (LASAC) is a non-profit agency who's mission is to provide free legal services to the poor. LASAC's Southern Alameda County office has been a long standing member of the Hayward community providing legal advice, education and representation to low income Hayward residents. In September of 1998, Legal Aid went through a major reorganization due to the loss of funding from the Legal Services Corporation (LSC). Funding from LSC was a primary contributor to the provision of legal services to the Hayward area. LSC services are currently being provided through San Francisco Neighborhood Legal Assistance Foundation and have been more limited in the Southern Alameda County area since funds have been transferred away from LASAC. Legal Services Corporation has announced that in the year 2000, it will be soliciting funding proposals only from agencies who intend to form one "Bay Area Wide: Legal Services Agency which would included services for all six counties in the Bay Area. It is difficult to determine the impact for Hayward at this time.

SUMMARY OF PROJECT PROPOSED FOR FY 1999-00

This project provides free legal advice and assistance on housing issues to low income residents of Hayward. Housing-related issues include eviction defense, tenant's rights counseling (including code enforcement, fair housing, and other issues), limited representation at administrative hearings and court proceedings, homeowner advice and legal assistance regarding foreclosure. Clinics will be provided to help clients deal with unlawful detainers and obtain stays of evictions.

PREVIOUS CDBG FUNDING AWARDED TO APPLICANT

<u>PROJECT</u>	<u>AMOUNT</u>	<u>FISCAL YEAR</u>
Legal Services	\$23,190	1998-99
Legal Services	\$23,190	1997-98
Legal Services	\$24,232	1996-97

Explanation:

Citizen's Advisory Commission:

Although the CAC is supportive of Legal Aid's desires to provide services in FY 1999-2000, the agency has not demonstrated the capacity to fulfill its current contract.

CED Staff:

This organization is not on track to fulfill its current contract. The organization has not taken corrective action as previously requested (in early December) to submit a plan as to how services would be provided for the rest of the contract year.

APPLICANT: CITY OF HAYWARD - DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT

PROJECT: Small Business Institute

CATEGORY OF NEED: Economic Development

AMOUNT REQUESTED: \$50,000

CITIZENS ADVISORY COMMISSION RECOMMENDATION: \$50,000

CED STAFF RECOMMENDATION: \$50,000

AGENCY DESCRIPTION

This program is operated by the City of Hayward.

SUMMARY OF PROJECT PROPOSED FOR FY 1999-00

The purpose of the Small Business Institute (SBI) is to define and develop the organizational plan, structure, financial resources and organizational roles to create a "Small Business Institute." The institute will provide technical assistance to small businesses in Hayward. The institute's lead organizations will be the City of Hayward, Chabot College and California State University, Hayward. During the year, the City's Community Planning and Economic Development Division will work with Chabot and Cal State to refine the concept, create the material and curriculum, develop a funding program and develop the outreach strategy to established businesses and entrepreneurs in need of technical assistance to improve or initiate their own businesses. It is currently envisioned that the SBI, when operational, will have an entrepreneurial track, a small business growth track (including marketing, personnel, accounting, business planning, etc.), and a workforce development track (training for employees in basic English, math, computer and other specialized skills). The SBI would start operating in FY 2000.

PREVIOUS CDBG FUNDING AWARDED TO APPLICANT

Not Previously Funded

Explanation:

Citizen's Advisory Commission:

The CAC is very supportive of this new program. It has the potential to increase and help expand the number of small businesses located in Hayward. These businesses create a wealth of entry level jobs for Hayward residents and have the potential to lead to higher paying jobs.

CED Staff:

Program will be able to leverage funds (in-kind) from Chabot Collage and California State University Hayward. It will augment the services currently being provided by the Small Business Revolving Loan Fund by providing training in business management and technology.

Proposal No. 23

APPLICANT: CITY OF HAYWARD - DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT

PROJECT: Facade Improvement Loan Program

CATEGORY OF NEED: Commercial Rehabilitation

AMOUNT REQUESTED: \$450,000

CITIZENS ADVISORY COMMISSION RECOMMENDATION: \$450,000

CED STAFF RECOMMENDATION: \$390,000

AGENCY DESCRIPTION

This program is operated by the City of Hayward.

SUMMARY OF PROJECT PROPOSED FOR FY 1999-00

The Façade Improvement Program provides funds to upgrade the deteriorated exteriors of commercial buildings in the downtown redevelopment area. Four to five buildings will be under construction by the end of the 1998-99 fiscal year. Funds for FY 99-00 will be used to rehabilitate the facades of at least five additional buildings in downtown Hayward's Central-City-Pedestrian district.

PREVIOUS CDBG FUNDING AWARDED TO APPLICANT

<u>PROJECT</u>	<u>AMOUNT</u>	<u>FISCAL YEAR</u>
Façade Improvements	\$500,000	1998-99
Façade Improvements	\$600,000	1997-98

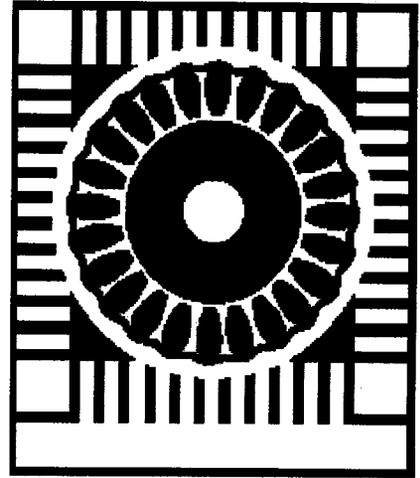
Explanation:

Citizen's Advisory Commission:

The CAC is very supportive of this program and believes that it can make a substantial difference for business development in downtown Hayward.

CED Staff:

It has taken longer for buildings to get under construction than expected; therefore, funds allocated in previous years will be used to pay for the buildings that commence construction in the spring, summer and fall of 1999. As a result, the amount of funds needed in FY 1999-2000 can be reduced.



City of Hayward Citizen Participation Plan

Prepared By
The Community and Economic Development Department
777 B Street, Hayward, California 94541
(510) 583-4250

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Introduction

Each year, the City of Hayward receives funding for housing and community development activities from the federal government through the US department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG) and HOME Investment Partnership programs. Federal regulations require the City of Hayward to develop a Citizen Participation Plan (CPP) that provides community members with an opportunity to participate in an advisory capacity in planning and assessing the CDBG and HOME programs. The City of Hayward's CPP seeks to involve all City residents including; low and moderate-income persons, persons living in blighted areas, members of minority groups, members of non-English speaking groups, residents of areas where a significant amount of federally-funded activity is proposed or ongoing, the elderly, the disabled, the business community, and civic groups interested in the CDBG and HOME programs.

Citizen Participation Goals

The goals of the City of Hayward's citizen participation process are:

1. Providing residents with adequate and timely information about the range of activities that may be undertaken through its Block Grant program, the kinds of activities previously funded in the community, the level of funding available to carry out these activities, and an estimate of the amount of funds that will benefit low- and moderate-income persons;
2. Providing an appropriate means to ensure the involvement of low- and moderate-income residents most likely to be affected by the Block Grant Program and to provide reasonable efforts to ensure continuity of involvement of residents or resident organizations throughout all stages of the program;
3. Providing residents with an adequate opportunity to articulate needs, express preferences about proposed activities, assist in the selection of priorities, and the development of the plans, applications and reports; and
4. Providing residents with the opportunity to assess and submit comments on all aspects of the community development performance.

Overview of the Citizen Participation Plan

This plan helps residents understand and participate in the development of the CDBG and HOME programs. Using this plan a resident can determine what planning, administration or reporting activities are occurring throughout the year. This plan describes HUD-funded programs in Hayward and citizen participation opportunities related to; the CDBG Program, the HOME Program, Annual Performance Reports, other Citizen Participation Issues, and managing the Citizen Participation Plan. For more information please call the City of Hayward Department of Community and Economic Development at (510) 583-4250.

Federal Programs in Hayward

The following program descriptions are provided to aid residents in understanding the type and scope of HUD-funded housing and community development programs conducted in the City of Hayward.

Community Development Block Grant – This program provides the City with a flexible source of funding for programs and projects ranging from infrastructure improvements to social service activities. Federal regulations stipulate that CDBG-funded activities must address at least one of the following federally-defined national objectives:

- Directly benefit lower-income persons;
- Be conducted in an area where more than 51 percent of the population is lower income; or
- Eliminate slum and blighting conditions.

CDBG programs and projects may address urban blight by making physical improvements in predominantly low-income neighborhoods, or by providing direct services to either low-income individuals or families or persons living in low-income neighborhoods. Definitions of low and moderate-income are provided later in this Plan.

The City of Hayward has identified the following areas of community need that may be addressed by CDBG-funded activities:

- **Ownership Housing** – Programs and projects to increase the percentage of homeowners including new housing development that is affordable to lower-income households. Eligible activities include the purchase and improvement of land to build homeowner units, rentals, and condominiums; the development of housing for the disabled and elderly; and the development of emergency housing.
- **Housing Rehabilitation** – The conservation and improvement of dwellings occupied by lower-income households. These activities include rehabilitation and minor home repairs.
- **Neighborhood Facilities and Improvements** - Acquisition, construction, reconstruction, rehabilitation or installation of eligible public facilities and improvements. Projects may include senior centers, centers for the disabled, curb ramps, removal of architectural barriers, parks, community gardens, playgrounds, and recreational facilities. The City Council has established a priority for facilities providing childcare or other youth services.
- **Public Services** - Fair housing, housing counseling services, the investigation of housing discrimination complaints, housing placement assistance to lower-income households and other housing-related social services. HUD regulations limit the allocation of funds to public service activities to no more than 15 percent of each annual CDBG award.

- Economic Development - Acquisition of real property, construction or rehabilitation of commercial, or industrial facilities and assistance to nonprofit organizations and small businesses.
- Commercial Rehabilitation - Activities include facade improvements, emergency health and safety repairs, and handicap accessibility repairs when caused by facade improvements for commercial properties in the downtown redevelopment area.

HOME Investment Partnership –The City of Hayward receives funding from the HOME Investment Partnership through its participation in the Alameda County HOME Consortium. HOME funds can be used to acquire, rehabilitate, finance and construct affordable housing. The Alameda County Department of Housing and Community Development is responsible for preparing plans and reports required by HOME program regulations. Therefore, this Citizen Participation Plan will only provide a brief description of the citizen participation requirements for the HOME program. For more information regarding the HOME program, please contact the Alameda County Department of Housing and Community Development at (510) 670-5398.

The CDBG Program

Introduction

The City of Hayward uses its annual CDBG allocation each year to fund a variety of housing and community development activities. The CDBG program operates on an annual basis; typically programs and projects are implemented during a 12-month period - the "program year." The program year coincides with the City of Hayward's fiscal year that begins July 1 and ends June 30 of the following calendar year. HUD planning and application regulations require that the City of Hayward begin preparing for a new program year in the Fall of the preceding year. The City begins preparations in November for the allocation of funds that will be used during the program year that begins the following July.

The Citizen Advisory Commission

The City of Hayward's Citizen Advisory Commission (CAC) is the primary conduit for resident participation in all phases of the CDBG program. The CAC advises and makes recommendations to the City Council on the CDBG program including the identification of housing and community development needs, setting priorities, making recommendations regarding the annual allocation of CDBG funds, and amending Annual Action Plans. CAC members must be Hayward residents and are appointed by the City Council for a four-year term. The CAC includes low and moderate-income residents, representatives from non-English speaking groups, minority groups, and target neighborhoods. For more information about CAC membership, please contact the Hayward City Clerks office at (510) 583-4400.

The CAC holds regular meetings in the evening that are open to the public. At these meetings, the CAC discusses the progress of CDBG-funded housing and community development activities and makes recommendations to the City Council, as necessary. CAC meetings also provide an opportunity for community residents to participate in the assessment of current activities. The City of Hayward's Community and Economic Development Department staff supports the CAC and maintains records (agenda minutes, resolutions, etc.) for public review. Quarterly fiscal reports and annual performance reports on CDBG-funded projects are prepared by City staff and reviewed by the CAC.

Allocation Development Schedule

The activities receiving CDBG funds must meet federal funding eligibility requirements and support locally defined housing and community development goals and objectives. While the CDBG program is a federal program, the City is responsible for the allocation of these funds to specific programs and projects. The allocation process is designed to include resident participation at meetings, work sessions and public hearings.

To receive CDBG funding, organizations must attend an applicant workshop and complete and submit an application packet. City staff and the CAC review these materials and interview applicants. Both the CAC and City staff make advisory funding recommendations to the City Council. The City Council makes the final funding allocations. The following is the allocation development schedule for a typical program year.

Month	Activity
July	CAC establishes the allocation development schedule
September	CAC new member orientation Brown Act and Commission Procedures orientation
October	Preparation for Annual Forum City Council work session on categories of need for the next program year
November	Annual Forum presenting information about the CDBG program CDBG applications made available
December	CDBG Application Technical Assistance Workshop Appointment of application review committee Confirmation of application review process and dates
January/ February	CDBG funding applications due Staff analysis of CDBG funding applications
February	CAC training
March	Application Review Committee meeting Preliminary CAC funding recommendations
April	Appeals hearing for preliminary CAC funding recommendations Final CAC funding recommendations
May	City Council work session on CDBG funding recommendations City Council public hearing on the final allocation of CDBG funds Final Annual Action Plan submitted to HUD
June	Annual CAC dinner and wrap-up of CDBG allocation process

Annual Forum

Planning for a new program year begins with an annual forum – typically scheduled for mid November. This meeting is designed to encourage low and moderate-income persons, members of minority groups, members of non-English speaking groups, and residents of targeted neighborhoods to express their views and ideas regarding community development and housing needs. The forum, sponsored by the CAC, presents the following information to Hayward residents and nonprofit organizations:

- CDBG program requirements and the annual application processes;
- The amount of anticipated CDBG funds available for housing and community development activities;
- The range of activities which may be undertaken with these funds; and
- The projects funded during prior program years.

Forum participants are invited to discuss City needs in the areas of housing, economic development, and neighborhood revitalization. The discussion is structured to identify the needs of low and moderate- income households that can be addressed through the CDBG program and to identify activities to meet those needs. The project proposal submission, evaluation, and approval process and a timeline are also presented to facilitate resident participation.

Proposal Evaluation and Funding Allocation Process

The City of Hayward uses a formal proposal evaluation process to guide the evaluation, prioritization, and selection of activities to receive funding. The CAC and City staff use this process to evaluate and rank each proposed project according to the following criteria:

- Eligibility in terms of HUD CDBG program requirements;
- Implementation feasibility;
- Comprehensiveness of planning and treatment;
- Benefit to persons of low- and moderate-income or eliminate slum and blighting conditions; and
- Priority of need to be addressed.

Based on the review of the funding proposals, and interviews with applicants, the CAC and City staff prepare initial funding recommendations that are subsequently forwarded to the City Council. These preliminary funding recommendations of both the CAC and City staff are made available to all applicants prior to the proposal of final allocation recommendations to the City Council. If applicants wish, they may appeal the recommendations.

Following any appeals, final allocation recommendations are made and forwarded to the City Council. The City Council considers these recommendations at a work session held on the first

Tuesday in May and at a public hearing held on the second Tuesday in May. The public hearing will be held at a regular evening meeting of the City Council and will accommodate persons with disabilities. The City Council makes the final allocation of CDBG funds at the public hearing.

The City Council's allocation of CDBG funds is presented to HUD in the Annual Action Plan for Non-HOME Funds. The list of activities receiving an allocation is the substantive portion of the Annual Action Plan. This plan is developed each year to address the housing and community development goals and objectives presented in the five-year Consolidated Plan. The City addresses these objectives through the allocation of CDBG funds to programs and projects. The City of Hayward works with the Alameda County Department of Housing and Community Development to prepare the Annual Action Plan each year to:

- Identify the activities to receive an allocation of CDBG funds;
- Serve as an application for HUD funding; and
- Certify the City of Hayward's compliance with a variety of federal regulations.

A draft Annual Action Plan is prepared by the City of Hayward and published by the Alameda County Department of Housing and Community Development. For more information about the development of the Annual Action Plan please contact the Alameda County Department of Housing and Community Development at (510) 670-5398.

A notice for the public hearing on the draft Annual Action Plan is published in the *Daily Review* a local newspaper of general circulation. The notice will include a summary of the draft Annual Action Plan that includes the CDBG allocation recommendations. Copies of the complete draft Plan will be made available at the City of Hayward Department of Community and Economic Development. The Hayward City Council will consider any comments or complaints received in writing or at public hearings. A summary of the comments or complaints will be included with any documents submitted to HUD.

Amending the Annual Action Plan

As noted above, the primary purpose of the Annual Action Plan is the presentation of activities to receive CDBG funding. However, from time to time the City of Hayward may need to modify the Annual Action Plan. Changing the use of CDBG funds from one eligible activity to another will constitute a substantial amendment to the Annual Action Plan. An amended Annual Action Plan will be developed and published through a citizen participation process similar to that of developing the initial Annual Action Plan.

The HOME Program

Introduction

The City of Hayward is a participant in the Alameda County HOME Consortium. The HOME Consortium was established in 1991 to obtain an allocation of funds under the Affordable Housing Act of 1990 for the development or rehabilitation of affordable housing. The HOME Consortium includes the cities of Alameda, Fremont, Hayward, Livermore, Pleasanton, San Leandro, and Union City, and the Urban County jurisdictions of Albany, Dublin, Emeryville, Newark, Piedmont, and the unincorporated areas.

Developing the Alameda County HOME Consortium Five Year Consolidated Plan

The Alameda County HOME Consortium Five Year Consolidated Plan is the primary long-range planning document for both the HOME and CDBG programs. It consists of:

- A housing and community development needs assessment;
- An inventory of resources (including HOME and CDBG funds) available to address those needs;
- A five-year strategy with goals and objectives, and
- A one-year Annual Action Plan that identifies the specific activities to be implemented and presents the allocation of the City's HOME and CDBG funds for one fiscal year. Each year following the adoption of the Five Year Consolidated Plan, the City adopts a new Annual Action Plan.

As lead agency of the Alameda County HOME Consortium, the Alameda County Housing and Community Development is responsible for coordinating the development of the Alameda County Consortium Five Year Consolidated Plan, and certain aspects of the development of the City of Hayward's Annual Action Plan. The Plan presents both county-wide information and information specific to each participating jurisdiction. City of Hayward staff prepares the section relevant to Hayward and its development will include citizen participation by Hayward residents.

The development of the Five Year Consolidated Plan occurs once every five years and will include community workshops and other related activities. The specific citizen participation process will be established by the County prior to preparing the Plan and will comply with the latest HUD regulations. For more information about the development of the Alameda County HOME Consortium Five Year Consolidated Plan please contact the Alameda County Department of Housing and Community Development at (510) 670-5398.

The HOME Consortium Annual Action Plan

The Alameda County Department of Housing and Community Development coordinates the development of the HOME Consortium's Annual Action Plan with the cooperation of each participating jurisdiction. Due to the collaborative nature of the Consortium, The City of Hayward may not use its annual allocation of HOME funds each year. In the years that the City of Hayward elects to use its HOME allocation, HOME funded activities will be described in the HOME Consortium's Annual Action Plan. This plan will be developed by the City of Hayward in conjunction with the Alameda County Department of Housing and Community Development Department and will follow similar citizen participation procedures used in the development of the Annual Action Plan for Non-HOME funds. For more information about the development of the HOME Consortium Annual Action Plan please contact the Alameda County Department of Housing and Community Development at (510) 670-5398.

Amending the HOME Consortium Annual Action Plan

From time to time the City of Hayward, as a participant in the Alameda County HOME Consortium may wish to change its allocation of HOME funds. This action will require amending the HOME Consortium Annual Action Plan which originally presented the allocation to be modified. The Alameda County Housing and Community Development Department will issue a public notice on behalf of the City of Hayward announcing the amendments to the City's portion of the Alameda County HOME Consortium Annual Action Plan. Summaries of the draft version of the Amended HOME Annual Action Plan will be available in formats accessible to persons with disabilities, upon request. There will be a public review period of thirty days during which comments on the draft amended Plan may be made before the amendment is finalized. Comments may be registered in writing or orally at public hearings. The Alameda County HOME Consortium shall consider any comments or views of citizens received in writing or orally. A summary of the comments or views, and a summary of any comments or views not accepted and the reasons therefore, will be attached to the substantial amendment upon submission to HUD.

Annual Performance Reports

Introduction

HUD regulations require the City of Hayward to prepare an Annual Performance Report on the activities funded through the CDBG program. The Annual Performance Report requirements typically include the preparation of narrative descriptions of each activity and quantitative analysis of the funds expended and services provided during the program year. Due to the variety of CDBG funded activities, the performance statistics for a given activity may include the number of households served along with other characteristics such as income and demographics or the number of public improvements completed during the program year. HUD frequently updates the regulations regarding the annual performance report. Therefore, this Citizen Participation Plan will focus on the citizen participation process for developing the Annual Performance Report rather than the contents of the report itself.

Developing Annual Performance Reports

A draft version of the Annual Performance Report developed by City staff and made available for a fifteen-day public review period. A notice for the public review period will be published in the *Daily Review* a local newspaper of general circulation. A summary of the draft Annual Performance Report will be made available in formats accessible to persons with disabilities, upon request. The complete draft Annual Performance Report will be made available at the City of Hayward Department of Community and Economic Development. A reasonable number of free copies of the Annual Performance Report will be provided to residents and groups that request them. A summary of the comments or complaints will be included with any documents submitted to HUD. Following the public comment period the final version of the Annual Performance Report will be submitted to HUD.

General Citizen Participation Issues and Federal Requirements

City Council Work Sessions

City Council work sessions are held in October to determine housing and community development needs and priorities and also held on the first Tuesday in May to review CDBG allocations for the Annual Action Plan. The public will be notified 7 days in advance of each Council meeting through a published notice in the *Daily Review*, a newspaper of general circulation. All notices will also be published in Spanish, which is the most prevalent language spoken in Hayward after English.

Public Hearings and City Council Work Sessions

Public hearings on the CDBG program will be held at various points throughout the program year. At least one public hearing will be held during the development of the Five Year Consolidated Plan or Annual Action Plan, and at least one public hearing will be held during the development of the Annual Performance Report. Two City Council work sessions are held during the program year. One is conducted in the Fall to provide information and for resident input at the initial stages of the development of housing and community development and housing needs and priorities. A second work session is held in May, or prior to the submission of the Annual Action Plan.

Meetings are scheduled at times and locations which permit broad participation by low- and moderate-income persons. When needed, translators are made available for non-English speaking attendees and the hearing-impaired. City staff can provide translation services upon request in at least eight languages. In addition, American Sign Language (ASL) interpreters are available upon request. The public will be notified 7 days in advance of each Council meeting through a published notice in the *Daily Review*, a newspaper of general circulation. All notices will also be published in Spanish, which is the most prevalent language spoken in Hayward after English. The City will also publish a notice when the final version of any draft document has been submitted to HUD and is available upon request.

Technical Assistance

To facilitate the continued involvement of low and moderate-income persons, non-English speaking persons, and residents in areas most likely to be affected by the CDBG program, staff provides information and technical assistance to community organizations so they may adequately participate in planning, implementing, and assessing the CDBG program. If needed, City staff also provides technical assistance to groups developing project proposals.

Program Information

The following information will be available to the public from the City of Hayward Department of Community and Economic Development:

- All CDBG program mailings and promotional materials.
- Records of hearings and CAC meetings, a summary of the proposal evaluation process, and by-laws of the CAC
- All program documentation, including applications from prior program years, letters of approval, performance reports, quarterly evaluation reports, other reports required by HUD, and the proposed and approved application for the current program year.
- Copies of the HUD CDBG regulations governing the program.
- Explanation of program requirements, including contracting and operations procedures, environmental review policies, fair housing, and other equal opportunity requirements, relocation provisions, and the State Executive Order 12372 review process.
- The Citizen Participation Plan.
- Copies of written comments or complaints about the City's CDBG-funded housing and community development activities, the City's assessment of these comments or complaints, and a description of any actions taken.
- Copies of the Consolidated Plan and the Action Plan are available at the Department of Community and Economic Development.
- All documents are available in Braille by written request. Please allow 5 working days for preparation.

City staff will provide translation services for Spanish speaking residents upon request. Assistance in other non-English languages is available as well. For hearing-impaired residents ASL interpreters will be provided with at least 24 hours of advance notice.

Public Comments

Citizens can submit comments or complaints by letter, facsimile, telephone or in person regarding any aspect of the CDBG program by calling (510) 583-4236, or by faxing (510) 583-3650. Written comments should be sent to the following address. All written complaints will be answered in writing within 15 working days.

Department of Community and Economic Development
777 B Street
Hayward, California 94541
Attention: CDBG Program Administrator

Consultation with Other Organizations

When preparing the Annual Action Plan, the City of Hayward will consult with other public and private agencies that provide assisted housing, health services, and social services. The City of Hayward will also consult with adjacent units of general local government, including local government agencies with metropolitan-wide planning responsibilities where they exist, particularly for problems and solutions that go beyond a single jurisdiction.

Lead-Based Paint Hazards

The Alameda County Department of Housing and Community Development, Lead Poisoning Prevention Program is the lead agency responsible for addressing lead-based paint hazards. The Program's mission is to prevent childhood lead poisoning. Their offices are located in Oakland but their jurisdiction includes the City of Hayward. Information and home test kits are available free of charge. The Program's general information line is (510) 567-8280.

Administering the Citizen Participation Plan

The Citizen Participation Plan (CPP) is subject to federal regulations that require resident participation during its initial development and any subsequent revisions. From time to time the City of Hayward may revise the CPP to reflect changes in HUD regulations or the citizen participation process.

A draft version of the revised CPP developed by City staff and made available for a fifteen-day public review period. A notice for the public review period will be published in the *Daily Review* a newspaper of general circulation. A summary of the draft revised CPP will be made available in formats accessible to persons with disabilities, upon request. The complete draft revised CPP will be made available at the City of Hayward Department of Community and Economic during the public review period. A reasonable number of free copies of the draft revised CPP will be provided to residents and groups that request them.

Following the public comment period, a public hearing will be held on the draft revised CPP at a time and location convenient to potential and current program beneficiaries and will accommodate persons with disabilities. A notice for the hearing will be published in the *Daily Review* a newspaper of general circulation. The notice will include a list of the locations where complete copies may be reviewed. The Hayward City Council shall consider any comments or complaints received in writing or at public hearings.

Anti-Displacement Plan

The City of Hayward seeks to avoid temporary or permanent displacement of Hayward residents by City action whenever feasible. When displacement occurs as a result of federally-funded activities, The City of Hayward will act in compliance with Section (104) of the Housing and Community Development Act of 1974, as amended, to mitigate any negative impacts of federally-funded activities. Mitigating actions may include providing replacement low- and moderate-income housing and appropriate relocation benefits to all households displaced.

If relocation services are required, displaced persons will be given a written description of the City's Relocation Program. These materials include:

- Descriptions of replacement housing and relocation payments;
- Eligibility conditions;
- Procedures for obtaining payment;
- Advisory services;
- Explanation of the ninety-day advance notice; and
- Assurance that the displaced cannot be required to move permanently unless at least one comparable replacement dwelling has been made available.

Benefits include a choice of three or more comparable replacement dwellings (if available) or replacement housing payments, transportation to inspect housing, payment for moving and related expenses, and counseling to minimize adjustment hardships. Real property will be acquired by the and by negotiation only after a written appraisal. Owners will be offered just compensation and will be paid before surrendering possession of their property.

Glossary

Action Plan – A plan submitted to HUD annual which specifically describes the allocation of CDBG funds to activities to be conducted in support of the priorities presented in the Consolidated Plan.

CDBG – The US Department of Housing and Urban Development's Community Development Block Grant program.

Consolidated Plan – A plan that includes a housing and community development needs analysis, a survey of resources available to address those needs, and a five-year strategy that includes goals and priorities for the use of CDBG funds. The Consolidated Plan must be updated every five years and serves as the strategic foundation for subsequent one-year Action Plans.

Consortium - An organization of geographically contiguous units of general local government that are acting as a single unit of general local government for purposes of the HOME program.

HOME – The US Department of Housing and Urban Development's HOME Investment Partnership Program. This program provides funds for affordable housing programs and projects.

HUD - The US Department of Housing and Urban Development.

Income: Please refer to the following HUD-defined¹ income categories:

- Extremely Low-Income – Total household income is between 0 and 30 percent of the median income for the area, as determined by HUD adjusted for household size.
- Very Low-Income – Total household income does not exceed 50 percent of the median income for the area, as determined by HUD adjusted for household size.
- Low-Income – Total household income does not exceed 80 percent of the median income for the area, as determined by HUD adjusted for household size.
- Moderate-Income – Total household income does not exceed 120 percent of the median income for the area, as determined by HUD adjusted for household size.

Program Year – The City of Hayward receives HUD funding and must complete several HUD-mandated tasks on an annual basis. The CDBG program operates according to a 12-month schedule that corresponds with the City's fiscal year - July 1 through June 30.

¹ HUD may establish income ceilings higher or lower than 30 percent of the median for the area on the basis of HUD's findings that such variations are necessary because of prevailing levels of construction costs or fair market rents, or unusually high or low family incomes.

The CDBG Program Year Schedule

Month	CAC Activities	Annual Allocation of CDBG Funds	Performance Report Preparation
July	CAC meeting	CAC establishes allocation development schedule for upcoming program year	New program year begins
September	CAC meeting New member orientation		Annual Performance Report due to HUD
October	CAC meeting	Preparation for Annual CDBG Forum City Council work session on housing and community development needs	
November	CAC meeting	Annual CDBG Forum Funding applications made available	
December	CAC meeting	Technical Assistance Workshop Application Review Committee appointed and review schedule finalized	
January	CAC meeting		
January/ February		CDBG applications due Staff analysis of applications Applicant Interviews	
February	CAC meeting	Preliminary staff recommendations distributed Applicants may appeal recommendations Final staff recommendations distributed	
March	CAC meeting	Application Review Committee interviews applicants for CDBG funds Preliminary CAC recommendations finalized and distributed	
April	CAC meeting	Applicant appeals to CAC Final CAC recommendations made	
May	CAC meeting	CDBG funding City Council work session Final CDBG allocation public hearing	
June	CAC meeting		Program year ends

Other Housing and Community Development Resources

The following agencies and organizations provide housing and community development services to Hayward citizens. Please contact them if you have questions about any of their activities.

Alameda County Housing Authority – General housing services (510) 538-8876

ECHO Housing – Fair housing and landlord-tenant dispute mediation (510) 581-9380

Eden Information and Referral – General housing services (510) 537-2552

EXHIBIT D

**CDBG Funds Invested In Community Facilities
(1975-1998)**

Program Name/ Funding Period	Purpose of Project	Other Funding Sources	Amount of Hayward Funds In Project
Bay Area Community Services (1976, 1989)	Rehabilitation of 1 st Hayward Center, acquisition and rehabilitation of HEDCO House site (day center);	Alameda County and Fremont	111,200
BOSS (1992,1996)	Rehabilitation of transitional housing for mentally challenged homeless households serving Hayward households located in San Lorenzo	Alameda County, Fremont, San Leandro	148,375
Boys and Girls Club (1996)	Acquisition of site	None	192,000
Buenas Vidas Youth Ranch (1992)	Rehabilitation of group homes in Livermore serving Hayward youth	Livermore, Fremont, Alameda County	10,000
Community Resources for Independent Living (CRIL) (1979, 1993)	Construction of CRIL offices on A Street; electronic front door	Alameda County, San Leandro, State of California	151,471
Eden Area YMCA (1993-1998)	Handicap accessible bathrooms, security system, roof repairs	None	151,600
Eden Council for Hope and Opportunity (ECHO) (1993)	Rehabilitation of existing bathroom to make it handicap accessible	None	2,000
Eden Express, Inc. (1982-1987)	Facilities rehabilitation and purchase of kitchen equipment	None	24,437
Eden Youth Center (1982-1998)	Repairs to Tennyson School	None	615,155
Emergency Shelter Program (1980-1998)	Shelter acquisition and rehabilitation; acquisition of site and portable building for childcare	Alameda County and the cities of Fremont, and	321,731

Program Name/ Funding Period	Purpose of Project	Other Funding Sources	Amount of Hayward Funds In Project
	center; construction of infant care center	San Leandro	
Family Emergency Shelter Coalition (FESCO) (1997)	Rehabilitation of transitional housing	Alameda County	200,000
Hayward Area Recreation District (HARD) (1982-1998)	Hayward Plunge Project; accessible restrooms; site acquisition and construction of Senior Center, purchase and installation Ruus Park and Palma Ceia East and West Parks' portable buildings; replacement of Ruus Park portable building	None	432,880
Hayward Community Gardens (1978-1998)	Garden maintenance and water	None	248,355
Hayward Unified School District (1990-1998)	Purchase and installation of Latch-Key portables	None	485,675
Horizon Services, Inc. (1992-	Development of architectural and engineering drawings to rehabilitate the Mohr House to use a community center	Fremont	144,010
Human Outreach Agency (1994)	Rehabilitation of men's shelter	Fremont	69,400
La Familia (1996-1998)	Purchase, rehabilitation, and improvements related to Fuller Avenue Center	None	295,000
Planned Parenthood (1990)	Rehabilitation of examining room to make it handicap accessible	None	8,131
San Leandro Shelter for Women and Children (1994)	Shelter repairs	San Leandro, Alameda County	1,821
SAVE/WINGS (1985-1998)	Acquire transitional housing site; rehabilitate units and provide security system	Alameda County and the cities of Fremont, Union City and San Leandro	312,500

Program Name/ Funding Period	Purpose of Project	Other Funding Sources	Amount of Hayward Funds In Project
Spanish-Speaking Unity Council (1984-1989)	Fuller Ave Center	State of CA.; National Co-op Bank	325,000
Supporting Future Growth Child Care Center (1997)	Playground equipment and new handicap accessible playground surface	None	42,732
Tri-Cities Children's Center (1996)	Kitchen expansion, playground equipment, infant care portable	Fremont	59,017
Walpert Association (1981, 1998)	Rehabilitation of work activity center and rehabilitation of existing bathrooms to make them handicap accessible	None	90,590
TOTAL			4,443,080