

REQUEST FOR PROPOSALS FISCAL YEAR 2016-2017 COMMUNITY AGENCY FUNDING

This PDF version of the FY 2016-2017 application materials is provided for informational purposes only, as applications for FY 2016-2017 funding must be submitted ONLINE at www.citydataservices.net. All applicants will complete the Common Application, regardless of the Category in which funding is sought. Applicants are strongly encouraged to read the instructions completely before starting the application.

Application Deadline: Friday, December 11, 2015, 5PM

Late applications will not be considered.

HOW TO ACCESS THE ONLINE APPLICATION

CURRENTLY-FUNDED AGENCIES

Agencies that are currently funded in FY 2015-2016 that wish to apply for FY 2016-2017 funding will find the application under the "Reports" tab when logged onto www.citydataservices.net.

NEW APPLICANTS

Agencies that are not currently funded, should log onto www.citydataservices.net and use HAY2016 (case sensitive) as both their Username and Password. Applicants will be prompted for some basic information and then issued a unique Username and Password. By logging on with these new credentials, the FY 2016-2017 Common Application may be accessed.

COMMON APPLICATION INSTRUCTIONS

Project Proposal Categories

- Services
 - Arts and Music
 - Crises Prevention and Intervention
 - Education and Youth Services
 - Health and Wellness
 - Housing Services
 - Services for Seniors and People with Disabilities
 - Transportation
- Infrastructure
 - Acquisition
 - Facilities Improvements
 - Housing Rehabilitation
 - Other
- Economic Development
 - Direct Financial Assistance to For-Profit Business
 - Entrepreneurial Incubator
 - Job Readiness and Job Training
 - Job Placement
 - Microenterprise Development
 - Technical Assistance to Businesses

Funding Sources

- CDBG (Infrastructure)
- CDBG (Housing-Related Services)
- General Fund (Social Services)
- General Fund (Arts & Events)
- Measure B and Measure BB– Paratransit

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

**City of Hayward
Community Services Division**

Reception: (510) 583-4250

TDD: (510) 247-3340

FAX: (510) 583-3650

Electronic copies of these materials are available for download on the City of Hayward website: www.hayward-ca.gov.



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FY 2016-2017 FUNDING PROCESS CALENDAR

DATE	EVENT
October	
Sat., 10/3	30-Day Notice of Funding Availability Published in the Daily Review and City of Hayward website
November	
Mon., 11/9 10:00AM	MANDATORY Funding Forum Hosted in Council Chambers
December	
Fri., 12/11	Application Deadline - Applications are ONLY accepted online through City Data Services Due 5:00PM, All Categories
Fri., 12/18	Community Services Commission (CSC) Begins Application Review
January	
Sat. 1/9 9:00AM – 5:00PM	Services Application Review Committee Interviews, Part 1 Arts and Music Application Review Committee Interviews
Wed., 1/20 7:00PM	Arts and Music Draft Funding Recommendations Established by CSC
February	
Sat., 2/6 9:00AM – 5:00PM	Infrastructure and Econ Development Application Committee Review Interviews Services Application Review Committee Interviews, Part 2
Wed., 2/17 7:00PM	Services (Part 1 and 2) Draft Funding Recommendations Established by CSC Infrastructure and Econ Development Draft Funding Recommendations Established by CSC Preliminary Public Comment Period Begins for All Categories
March	
Sat., 3/5	30-Day Public Notice of City Council Public Hearing
Wed., 3/16 7:00PM	Public Comment Period Closes for All Categories Final Funding Recommendations Established by Community Services Commission
April	
Tues., 4/5 7:00PM	City Council Work Session
Tues., 4/19 7:00PM	City Council Public Hearing

OVERVIEW OF THE CITY OF HAYWARD FUNDING PROCESS

In April 2016 the City of Hayward will award federal Community Development Block Grant (CDBG) funds for community and economic development programs for the City. Subject to available funding, the City may also allocate funds from its General Fund and local Measure B and Measure BB Paratransit funds for the provision of eligible services for low-income Hayward residents, including seniors, people who have disabilities, and youth. Funds may also be allocated to support Hayward-based activities that improve the quality of life in Hayward, such as arts and music programs. All programs are to be implemented between July 1, 2016 and June 30, 2017. Applicants must be non-profit organizations.

Prior to preparing and submitting an application, applicants should be aware of the following eligibility guidelines:

1. Applicants must be nonprofit entities and meet the City of Hayward Minimum Contracting and Reporting Standards (page 3).
2. To be eligible for CDBG funding, projects must meet at least one of the following HUD National Objectives:
** City staff will verify that a project meets a national objective before CDBG funds are recommended.*
 - A. Benefit people whose income is at or below 80% of the area median income;
(See CDBG Program Income Limits, page 10);
 - B. Provide services in a predominantly low-income area;
(See Hayward HUD Low-Income Census Tracts Map, page 11)
 - C. Eliminate slums and blight.
3. CDBG-funded activities must also fall into one of the following Categories of Need:
 - A. Affordable Housing (not construction costs)
 - B. Economic Development
 - C. Facilities Rehabilitation and Improvements
 - D. Public Services
4. All projects must benefit exclusively low-income Hayward residents, seniors, people who have disabilities, or youth.
5. Projects that support one or more of the City Council Priorities (page 13) will be more competitive than those that do not. Projects that produce ancillary benefits that support one or more of the City Council Priorities by serving the broader Hayward community will be more competitive than those that do not.

NOTE: A sample contract is available for review online on the City of Hayward website. All applicable federal and local regulations must be met before, during, and after a funded project is undertaken. Applicants that have not previously received an award are strongly encouraged to request a sample contract to become familiar with program requirements before submitting an application.

All Real Property improved or acquired with CDBG funds must comply with real property and disposition requirements per 24 CFR 570.505. When a property is no longer needed for the intended use or meeting a national objective, the City must be compensated at the percentage of its participation.

MINIMUM CONTRACTING AND REPORTING STANDARDS

Should your agency receive an allocation of City funds, please be advised that in order to execute a contract and receive the funding, your agency will be required to meet these minimum standards:

1. All applicants are required complete and submit a Common Application for City Funding.
2. Complete agendas, minutes, attachments and reports from your agency's six most recent board meetings (leading up to July 1, 2016) are required to be submitted. Throughout the year complete board packets, including reports and attachments, must be provided to the City.
3. A copy of the Board of Directors roster and meeting schedule for FY 2016-2017, and the location of where those meetings will be conducted, must be on file at the City.
4. A copy of the board-approved, balanced FY 2016-2017 agency-wide budget that includes sources and uses - **OR** - a budget and an allocation schedule for FY 2016-2017 must be on file at the City.
5. A copy of the organizational chart and the resumes of the Executive Director and other Program Manager level staff must be on file at the City.
6. In order to be eligible to apply for City funding, an applicant must have completed an independent fiscal audit for FY 2013-2014 (or calendar year 2014). If awarded funding, in order to execute a FY 2016-2017 contract, each agency must have completed an independent fiscal audit for FY 2014-2015 (or calendar year 2015). Submission of the management letters that accompanied the audits is also required. If there were any findings in the audits, a letter from the board of directors explaining the corrective measures taken to resolve the problem(s) must be provided.

Agencies that do not have a current audit as described above are eligible to apply for City funding only under the auspices of a fiscal administrator that can meet this standard. The fiscal administrator must apply for the funding, and if granted, the fiscal administrator may utilize up to 10% of the grant for its own expenses.

7. The City requires general liability insurance (usually a minimum of \$1,000,000, but this depends on the funded activity) with an endorsement policy listing the City as additionally insured, in addition to other types of insurance policies that the proposed project may require.
8. Agencies with an allocation over \$25,000 must be in compliance with Hayward Living Wage Ordinances, with current rate earnings provided at \$11.95 per hour with health coverage or \$13.82 per hour without health coverage. If an employee that opts out of health coverage, agency may offer the lower rate (\$11.95) only if the employee can provide proof of third-party coverage. The Living Wage Ordinance applies to regular, contract and temporary employees. The living determination may be subject to change for effective July, 1, 2016.
9. If this would be the first time your agency received funding from the City, you will be required to submit a copy of the data collection tool you would use to meet City reporting requirements.

A sample contract is available for review online on the City of Hayward website. Funds will be forfeited if a contract is not executed by September 30, 2016. Technical assistance is available upon request. Please call or email City staff as follows:

Dawn Jaeger	510-583-4238	dawn.jaeger@hayward-ca.gov
Dana Bailey	510-583-4252	dana.bailey@hayward-ca.gov
Rachael McNamara	510-583-4228	rachael.mcnamara@hayward-ca.gov
Monica Davis	510-583-4237	monica.davis@hayward-ca.gov



FY 2016-2017 COMMON APPLICATION FOR CITY FUNDING

SECTION I. ADMINISTRATION

1. Applicant Name _____

2. Program Name _____

3. Program Address _____

4. Contact Name _____

5. Contact Phone _____

6. Contact Email _____

7. EIN Number _____

8. DUNS Number _____

SECTION II. ELIGIBILITY

9. Is the Applicant a fiscal administrator for another organization? Yes No
 If YES, please provide the name of that organization. _____

10. Is Applicant currently an IRS-approved non-profit entity? Yes No
 If YES, what type? 501c(3), etc. _____

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

12. Has Applicant completed a fiscal audit within the past 12 months? Yes No
 (Attach a FY 2013-2014 independent fiscal audit)

SECTION III. BUDGET

13. What is the total organizational/agency budget? _____
 (Attach a board-approved, line-item, agency-wide budget)

14. What is the total cost of the proposed program or project? _____
 (Attach a DETAILED program budget to include expenditures and anticipated revenue sources.)

15. Of that total on line 14, what amount is being requested from the City of Hayward? _____
 (Minimum grant amount is \$10,000)

SECTION IV. PROGRAM

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

Economic Development

Infrastructure

Services

Arts & Music

FY 2016-2017 COMMON APPLICATION FOR CITY FUNDING

SECTION IV. PROGRAM CONTINUED

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

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

19. Since 2010, how many years have this organization received funding from the City of Hayward, if any? _____

20. Since 2010, how much funding has the organization received from the City of Hayward, if any? _____

21. Performance Measures and Goals (see instructions):

A. How many unduplicated low-income Hayward residents (individual) would directly benefit in FY 2016-2017 from the proposed program? _____

B. How many unduplicated low-income Hayward residents (households) would directly benefit in FY 2016-2017 from the proposed program? _____

C. How many permanent full-time jobs for low-income individuals would be created by the proposed program? _____

D. How many businesses would be assisted by the proposed program? _____

SECTION V. NARRATIVE QUESTIONS Responses may not exceed 500 words

22. Describe the mission of the organization and specifically the goals, outcomes and impacts of proposed program.

23. Describe how the organization plans to expand or enhance services in comparison to existing services with proposed funds.

24. Describe the proposed activities and how they support City Council Priorities.

25. Describe efforts the applicant agency has made to diversify sources of revenue (i.e., match funding, private investment, etc). How have these efforts been successful, or if unsuccessful, what steps is the organization taking to improve?

26. Describe how the proposed activities strengthen community collaboration to the benefits of clients served. Attach letters of collaboration if applicable.

27. Describe how the Applicant would verify, document and report that the clients benefiting from the City's funding would be low-income Hayward residents or businesses.

28. Describe how program performance is assessed and maintained. How is outcome data used in planning, program management and budget development? What changes or improvements has the organization made to the program as a result of outcome data?

Signatures: _____
 Executive Director Date

 Board President Date



FY 2016-2017 COMMON APPLICATION INSTRUCTIONS

SECTION I. ADMINISTRATION

1. Provide the name of the Applicant agency. If the Applicant is a fiscal administrator, there will be an opportunity later, in question 7, to name the sub-recipient.
2. Provide the name of the Program if different from the Applicant Name.
3. Provide the local address where services are provided. This may be different than the Applicant mailing address. If the Applicant is a fiscal administrator, provide the service delivery address of the sub-recipient.
4. Provide the name of the person authorized to speak with City representatives regarding the proposal. The person identified as the authorized designee regarding the proposal should be able to speak knowledgeably and specifically about the application and organization. If the applicant is a fiscal administrator, it is expected that the fiscal administrator should be familiar enough with the proposal to respond to most questions.
5. Provide a phone number where the authorized designee regarding the proposal in question 4 may be reached.
6. Provide the email address for the authorized designee regarding the proposal in question 4. Please double-check for typos; email is the most common way the City will make contact with Applicants.
7. Provide the EIN (Employer Identification Number) of the Applicant Agency.
8. Provide the DUNS (Data Universal Number System) Number of the Applicant Agency. A DUNS number is a unique nine-character number used to identify your organization. The federal government uses this number to track how federal money is allocated. Most large organizations, libraries, colleges, and research universities already have a DUNS number. You should contact your grant administrator, financial department, chief financial officer, or authorizing official to identify your organization's DUNS number. For more information, or to obtain a DUNS number, you can visit the Dun & Bradstreet Website [here](#).

SECTION II. ELIGIBILITY

9. If the Applicant named in question 1 is a fiscal administrator, please check Yes, and provide the name of the sub-recipient agency as the response to this question. If the Applicant is not a fiscal administrator, please check No.
10. Check Yes if the Applicant is an IRS-approved non-profit entity and provide the type of nonprofit entity (501c3, 501c6, 501c7, etc). If the answer to this question is No, then a fiscal administrator must be used. *The fiscal administrator must apply for the funding.*
11. Check Yes if the Applicant is a non-profit entity registered with the Office of the Secretary of State. If the answer to this question is No, then a fiscal administrator must be used. *The fiscal administrator must apply for the funding.*

12. Check Yes if the Applicant has completed a fiscal audit within the past 12 months. Attach a FY 2013-2014 independent fiscal audit. If the Applicant has not completed a fiscal audit within the past 12 months, then a fiscal administrator must be used. *The fiscal administrator must apply for the funding.*

SECTION III. BUDGET

13. Please indicate the amount of the entire agency budget. Attach a board-approved, line-item, agency-wide budget. The budget should include both revenues and expenditures. If the board has not yet approved a budget for the fiscal year, attach the most recent board-approved agency-wide budget.

14. Please indicate the amount of the proposed program or project (not agency-wide) budget. Attach a line-item budget for the proposed program or project. The budget should include both revenues and expenditures. *Applicants must use the template provided and clearly lay out how funding will be utilized – staffing, supplies, etc.* A sample program budget has also been provided on Page 14.

15. Please indicate the amount of funding that is being requested from the City of Hayward. The minimum grant amount is \$10,000.

SECTION IV. PROGRAM

16. Check only ONE category box that best represents the funds requested in your application. If your agency is submitting more than one application (e.g., one for Services, and one for a Facilities Improvement), each application must be submitted separately. ***Consult with City staff if you are unsure of which Category you should apply.***

- **Services,** Check this box if the application requests funds to provide the following types of services:
 - food pantries, information and referral systems, or case management for vulnerable populations,
 - after-school programs, adult literacy, or tutoring,
 - events and services that promote health and wellness, mental health counseling, or other therapeutic services,
 - rental assistance, fair housing services, legal services, landlord and tenant mediation, information workshops, rapid rehousing, homelessness prevention, street outreach, or shelter services,
 - Services to seniors or people with disabilities, including transportation related services to eligible low income seniors or people who have disabilities
- **Infrastructure:** Check this box if the application requests funds to provide the following types of projects:
 - acquisition of real property to be used for services to low-income Hayward residents,
 - rehabilitate or repair an existing local facility. This includes but is not limited to the rehabilitation of and non-profit facilities,
- **Economic Development:** Check this box if the application requests funds to support the following types of local economic development and/or the job creation:
 - assist a private, for-profit business with direct finances. Assistance may include grants, loans, and loan guarantees,
 - skill building activities for employees or potential employees,
 - placing individuals into paid full-time, stable employment,

- activities designed to foster the development, support, and expansion of a microenterprise (defined as a business that has five or fewer employees, one or more of whom owns the enterprise),
 - training and assistance to businesses on topics such as business planning or accounting.
- **Arts and Music:** Check this box if the application request funds to support artist or cultural programs, series, or activities including but not limited to concerts, cultural assemblies, and art galleries.

17. Please indicate the number of years of experience the Applicant (or service organization, if using a fiscal administrator) has provided services to Hayward residents.

18. Please indicate the number of years of experience the Applicant (or service organization, if using a fiscal administrator) has provided the *proposed* services to Hayward residents. If the activities proposed are a new type of service to augment an existing service, please indicate the number of years operating the existing service.

19. Please indicate the number of fiscal years the organization has received funding from the City of Hayward, beginning in FY 2010-2011 (effective date July 1, 2010). This includes funding received in all categories.

20. Please indicate the *total* amount of funding that the organization has received from the City of Hayward, beginning in FY 2010-2011 (effective date July 1, 2010). This includes funding amounts received in all categories.

21. Performance Measures and Goals: Answer the criterion/criteria for the Category of funds requested in the application.

A. Indicate the number of unduplicated low-income Hayward individuals the proposed program would directly benefit during FY 2016-2017 from the proposed program. Please do not provide the number of households assisted as the response to this question.

B. Indicate the number of unduplicated low-income Hayward households the proposed program would directly benefit during FY 2016-2017 from the proposed program.

C. Estimate the number of permanent, full-time jobs for low-income individuals that would be created by the proposed program. Temporary jobs should be estimated as unduplicated low-income Hayward residents above (Criterion A.)

D. Estimate the number of businesses that would be assisted.

SECTION V. NARRATIVE QUESTIONS

The online Common Application will not allow you to exceed the word limits that apply to each of the narrative questions. The most competitive responses will be concise, within the framework provided, and articulate logical connections between proposed activities and one or more of the City Council Priorities. Review page 2 of this application packet, which summarizes the CDBG Program eligibility guidelines, as well as the City Council Priorities (page 13).

22. Describe the overall mission of the organization, and specifically the proposed activities for funding. Explain how the proposed activities outcomes and impacts will benefit low-income Hayward residents, households or businesses.

23. Please describe how your organization plans to enhance or expand services in FY 2016-2017. City of Hayward Community Agency Funding is not intended for sustaining or maintaining operations of organizations, and instead is for the expansion and enhancement of services to low-income clientele. New programs are considered an expansion of services.
24. Identify the City Council Priority(s) the Application proposal most clearly supports. The “Top Priorities,” Clean, Safe, and Green, pertain to the efforts by City programs to beautify and improve the quality of life in our neighborhoods.
25. Outline and describe specific steps the agency has taken within the last two years to seek revenue sources other than City funding. Highlight new revenue sources that have been secured. Explain how these efforts have been successful. Describe any efforts the organization has made in response to unsuccessful efforts.
26. Outline and describe how the agency collaborates with other local service providers to the benefit of clients served.
27. Explain how the Applicant would verify, document, and report that 100% of the clients benefiting from the City’s funding are low-income Hayward residents. For infrastructure related projects, please explain how the applicant would verify, document and report the number of low income Hayward residents that would benefit from the project. For economic development activities explain how the Applicant would verify, document, and report that 100% of the clients benefiting from the City’s funding are low-income Hayward residents AND/OR how would the proposed activity create jobs, and what system(s) would be put in place to ensure the jobs would be filled by low-income individuals – AND/OR – how would the applicant measure and report the effectiveness of assistance provided to business owners, and explain the type of business owners served (e.g. low income, microenterprise)?
28. Explain how the performance of the organization and program will be assessed, in terms of client impact. Describe any specific evidence based practices the organization utilizes to incorporate impact data into strategic planning, program management and budget development.

PLEASE NOTE: The application requires the authorization of the Applicant’s Board of Directors. Upon request, a copy of the Board Resolution authorizing its submission must be provided.

FY 2015 Income Limits Summary

FY 2015 Income Limit Area	Median Income	FY 2015 Income Limit Category	Persons in Family							
			1	2	3	4	5	6	7	8
Alameda County	\$92,900	Very Low (50%) Income Limits (\$)	32,550	37,200	41,850	46,450	50,200	53,900	57,600	61,350
		Extremely Low Income Limits (\$)	19,500	22,300	25,100	27,850	30,100	32,570	36,730	40,890
		Low (80%) Income Limits (\$)	50,150	57,300	64,450	71,600	77,350	83,100	88,800	94,550



SAFE

TOP PRIORITY

- Reduce all types of crime throughout the community; improve the Hayward experience in neighborhoods, retail areas, and public spaces, including significantly reducing unacceptable social behaviors such as aggressive panhandling, public intoxication, and related behaviors. Improve safety of school campuses and routes to and from schools
- Reduce gang violence in Hayward through aggressive and strategic law enforcement, use of all applicable legal initiatives (including gang injunctions), and implementation of prevention and intervention programs
- Eliminate sources of problems in neighborhoods, including the continued, consistent use of the SMASH Program
- Improve disaster preparedness in the community; and the ability of the municipal organization to manage disaster response and recovery (HLAC)
- Assure a safe infrastructure for the City including safe drinking water; properly collected and disposed garbage and refuse; properly collected, treated, and discharged wastewater and sewage; and safe travel ways for all travelers, including implementing the Complete Streets policy

CLEAN

TOP PRIORITY

- Assure that Hayward is a community with minimum graffiti, litter, illegal dumping, and blight; and that the City provides and maintains attractive municipal spaces and buildings
- Continue, strengthen, and expand the Neighborhood Partnership Program
- Continue, strengthen, and expand the KHCG Task Force

GREEN (SUSTAINABLE)

TOP PRIORITY

- Continue implementation of the Climate Action Plan
- Increase Hayward's sustainability as a community in all aspects of urban life
- Continue to implement the "Healthy City" program and to gain national and state recognition; focus on reducing childhood obesity in Hayward; strengthen the City's urban agriculture program
- Work to eliminate long-term homelessness in Hayward and identify housing for individuals when and where appropriate

Organizational Health

- Assure that the City of Hayward maintains an organization that delivers high-quality services to the community by attracting, employing, and retaining quality employees
 - Hayward is viewed a a highly desirable place to work by people employed in the public sector throughout the Bay Area
 - Hayward is able to retain and attract quality employees as vacancies and need arise. The organization has good succession strategies into the future for all key positions
- Assure that the organization employs quality strategic, long-range planning for a healthy and strong future

Land Use

- Support a safe, clean, and green community as defined by Council
- Support development of safe housing
- Assure a thriving business community, strong retail base, and healthy industrial sector
- Assure quality development and building projects in the City in all sectors and neighborhoods
- Assure continued development and expansion of Hayward's parks and open spaces

Fiscal Stability

- Maintain a municipal corporation that is transparent to the public, and which operates annually within its revenue/income; assure that the organization is financially sustainable based on a rolling ten-year financial plan, with appropriate funding of all identifiable liabilities and areas of responsibility
- In the wake of the demise of redevelopment, develop and implement a strategy to assure successful economic development and the development of quality housing in Hayward; protect and grow quality private sector jobs, particularly in the industrial sector
- Maintain a healthy and growing tax base in all major revenues, particularly property tax and sales tax
- Develop and support the necessary elements to provide high-quality educational opportunities for all, throughout the community; improve the academic performance of all K-12 students
- Assure maximum efficiency in the use of organizational resources and physical assets, particularly as it relates to beneficial resource sharing among Hayward local agencies

**THIS BUDGET IS A SAMPLE PROGRAM BUDGET.
 APPLICANTS MUST USE THE SEPARATE BUDGET TEMPLATE FOR SUBMISSION**

Sample Agency Program Budget

	Hayward Request	Total Funding Other Sources	Sample Agency Budget
City of Hayward Funding Request	\$147,864.00	\$0.00	\$147,864.00
State of California Entitlement Funding		\$50,595.00	\$50,595.00
Other grants (e.g., foundation, corporate)			
Kaiser Foundation Grant		\$3,000.00	\$3,000.00
Safeway Grant		\$3,000.00	\$3,000.00
Private Donations		\$241,848.50	\$241,848.50
Total Revenue	147,864.00	\$298,443.50	\$446,307.50
Staff Salaries & Benefits		\$228,648.50	\$228,648.50
Consultants	\$130,660.00	\$56,595.00	\$187,255.00
Supplies/Printing	\$17,204.00	\$0.00	\$17,204.00
IT, Database and Web Services		\$13,200.00	\$13,200.00
Total Expenditures	\$147,864.00	\$298,443.50	\$446,307.50
Indicate time period covered by budget: July 2016 - June 2017			

GLOSSARY OF TERMS

Agency-wide Budget

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

Organizational Budget

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

Fiscal Administrator

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

Fiscal Audit

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

Low-Income Residents

Residents that fall within the City of Hayward's most recently published income limits, specifically earning 80% or below the local median income. See Attachment 1 for FY 2014-2015 income limits.

Permanent Full-Time Equivalent Jobs

Jobs created that do not expire after a term or date and the employee is on the employer's payroll with a W-4.

Program/Project Budget

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

Unduplicated Clients

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

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