



CITY OF DUBLIN
HUMAN SERVICES COMMISSION
MEETING AGENDA
THURSDAY, April 24, 2014, 7:00 PM
DUBLIN CIVIC CENTER, 100 CIVIC PLAZA, CITY COUNCIL CHAMBERS

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ORAL COMMUNICATIONS

3.1 Public Comments

At this time, the public is permitted to address the Human Services Commission on non-agendized items. The Commission must, however, comply with all State Laws in regard to items not appearing on the posted agenda. The Commission may respond to statements made or questions asked, or may request Staff to report back at a future meeting concerning the matter. Any member of the public may contact the Office of the Community Development Department related to the proper procedure to place an item on a future Human Services Commission agenda. The exceptions under which the Human Services Commission MAY discuss and/or take action on items not appearing on the agenda are contained in G.C. 54954.2(b)(1)(2)(3).

3.2 Presentation by Eden I&R, Inc. (Alameda County 2-1-1)

The Commission shall receive a report from Alison DeJung, Deputy Director of Eden I&R, Inc. regarding the organization's services.

STAFF RECOMMENDATION: Receive Presentation.

4. MINUTES OF PREVIOUS MEETINGS – January 23, 2014

STAFF RECOMMENDATION: Approve Minutes.

5. WRITTEN COMMUNICATIONS – None

6. PUBLIC HEARING – None

7. UNFINISHED BUSINESS – None

8. NEW BUSINESS

8.1 Review of City of Dublin Community Grants Program

Staff is seeking feedback from the Human Services Commission on the City of Dublin's annual Community Grants Program. Approved changes will be included in the Fiscal Year 2015-2016 program.

STAFF RECOMMENDATION: Receive staff report and public comment, and provide feedback on the annual Community Grants Program.

8.2 Human Services Commission Proposed Mission and Vision Statements

At the Human Services Commission meeting of November 4, 2013, Commissioners requested that staff develop draft mission and vision statements for the Commission's consideration. These statements are intended to help define the Commission's future work.

STAFF RECOMMENDATION: Receive report, receive public comment, provide feedback on the proposed mission and vision statements, and make a recommendation to the City Council to consider and adopt the proposed language.

8.3 City of Dublin Below Market Rate (BMR) Rental Monitoring Report

The Commission will be presented with an overview of the annual rental monitoring program and the results of this year's monitoring.

STAFF RECOMMENDATION: Receive the report.

9. OTHER BUSINESS

Brief INFORMATION ONLY reports from the Human Services Commission and / or Staff related to meetings attended at City Expense (AB 1234).

10. ADJOURNMENT

This AGENDA is posted in accordance with Government Code Section 54954.2(a)

If requested, pursuant to Government Code Section 54953.2, this agenda shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Section 12132), and the federal rules and regulations adopted in implementation thereof. To make a request for disability-related modification or accommodation, please contact the Office of the Community Development Department at (925) 833-6610 at least 72 hours in advance of the meeting.

A complete packet of information containing Staff Reports (Agenda Statements) and attachments related to each item is available for public review at least 72 hours prior to a Human Services Commission Meeting or, in the event that it is delivered to the Commission less than 72 hours prior to a Humans Services Commission Meeting, as soon as it is so delivered. The packet is available in the Community Development Department at the Civic Center.



**AGENDA STATEMENT
HUMAN SERVICES COMMISSION**

DATE: April 24, 2014

TO: Human Services Commission

SUBJECT: Presentation by Eden I&R, Inc.
Prepared by Amy Cunningham, Assistant to the City Manager

EXECUTIVE SUMMARY: The Commission shall receive a report from Alison DeJung, Deputy Director of Eden I&R, Inc. regarding the organization's services.

FINANCIAL STATEMENT: None.

RECOMMENDATION: Receive Presentation.

DESCRIPTION:

Alison DeJung, Deputy Director of Eden I&R, will make a presentation regarding the organization's services. Eden I&R, Inc. provides a free information and referral service to Alameda County residents seeking human services assistance. The service can be accessed toll-free 24 hours a day, 7 days a week by calling 2-1-1 from telephones in Alameda County. Eden I&R, Inc. is a Fiscal Year 2013-2014 Community Grants Program recipient and has been approved for funding in Fiscal Year 2014-2015.

NOTICING REQUIREMENTS / PUBLIC OUTREACH:

None.

ATTACHMENTS:

None.



**HUMAN SERVICES COMMISSION
REGULAR MEETING
Draft Minutes
CITY OF DUBLIN
January 23, 2014**

The January 23, 2014 Human Services Commission (HSC) was called to order at [6:03:06 PM](#) at the Dublin Civic Center, Dublin, California, by Chair Lockhart.

CALL TO ORDER/ROLL CALL

Commissioners (Cm.) Present: Brown, Lockhart, McCormick, Muetterties, Wakamoto-Lee
Commissioners Absent: None

PLEDGE OF ALLEGIANCE

Chair Lockhart led the Pledge of Allegiance.

ORAL COMMUNICATIONS

3.1 Public Comments – None

MINUTES OF PREVIOUS MEETINGS

4. November 4, 2013

On a motion by Cm. McCormick and seconded by Cm. Wakamoto-Lee, on a vote of 5-0, the HSC unanimously approved the minutes of the November 4, 2013 meeting.

WRITTEN COMMUNICATIONS – None

PUBLIC HEARING – None

UNFINISHED BUSINESS – None

NEW BUSINESS

8.1 City of Dublin Fiscal Year 2014-2015 Community Grants Program Funding

Recommendations

Chair Lockhart introduced Staff and organization presentations.

Lynette Darensburg, Administrative Analyst II, presented the Community Grants Program Funding Recommendations as outlined in the staff report.

Chair Lockhart thanked the organizations for participating in the grant presentation process and for services provided in the community, then gave a brief overview of the presentation process. Next, Chair Lockhart asked that the following statements be included in the minutes: I wanted to publicly state that I will recuse myself from making and participating in making any decisions involving grant funding to Dublin Partnerships in Education (DPIE), the School of Imagination, and Valley Children's Museum. I will do so because I currently serve as either staff or as a board member for these organizations. I understand that each of these organizations is seeking grant funding today and some of those applications may eventually make their way to the City Council. I will remove myself from the room when each of these organizations presents to the Commission and will again remove myself during Commission deliberation relating to these organizations.

Rafael Valle, representing Chabot-Las Positas Community College District/Tri-Valley One Stop Career Center (Chabot-Las Positas), presented program services and requested funding for support of the Tri-Valley One Stop Career Center.

Vice Chair (Vc.) Brown asked what type of outreach Chabot-Las Positas is conducting.

Mr. Valle stated that Chabot-Las Positas is collaborating with the City of Dublin's Economic Development Division, to explore outreach through the website and possible television exposure. Other outreach opportunities include job fairs at the senior center, Dublin library, Alameda County Sherriff's Office, federal correction institutions and companies involved in mass layoffs.

Linda McKeever, representing Open Heart Kitchen (OHK), presented program services and requested funding for support of the Hot Meal Program.

The HSC had no questions.

Zach Lupton, representing Easter Seals Bay Area (Easter Seals), presented program services and requested funding for support of Kaleidoscope Youth Group.

The HSC had no questions.

Mitch Reitman, representing Eden I & R, Inc. (Eden I & R), presented program services and requested funding for support of 2-1-1 Alameda County.

The HSC had no questions.

Michelle McDonald, representing Dublin High School Parent Faculty Student Organization (PFSO), presented program services and requested funding for support of Dublin High Safe and Sober Grad Night.

The HSC had no questions.

Jim Schmidt, representing Livermore Valley Opera (LVO), presented program services and requested funding for support of the LVO Student Outreach Program.

Chair Lockhart asked if LVO has served any Dublin schools this year.

Mr. Schmidt replied that Frederickson Elementary School and Murray Elementary School have received program services from LVO and additional schools are anticipated to be scheduled this year.

Chair Lockhart asked if the schools are charged a fee for services.

Mr. Schmidt responded, not at this time and any future fees, if required, would be nominal.

Vickie Thompson, representing Tri-Valley Haven (the Haven), presented program services and requested funding for support of Tri-Valley Haven's Homeless Services Program.

Vc. Brown asked about expenses for a bilingual case manager in the amount of \$8,000.

Ms. Thompson answered that the request for \$8,000 represents a portion of the salary for a bilingual medical case manager.

Ms. Thompson presented an additional program representing the Haven and requested funding for support of the Haven's Domestic Violence Services Program.

Chair Lockhart stated that the biggest population growth in Dublin is in the Asian community and asked if calls from this group have increased, and if so how these needs are being addressed.

Ms. Thompson stated a slight increase has been noticed and through the assistance of other organizations, specific cultural needs are being addressed along with multilingual staff and the language line.

Laura Nachison, representing Kidango, Inc. (Kidango), presented program services and requested funding for support of Early Childhood Education: School and Family Partnership.

The HSC had no questions.

Roy Cook, representing Sandra J. Wing Healing Therapies Foundation (Sandra J. Wing), presented program services and requested funding for support of Sandra J. Wing Healing Therapies Foundation.

Chair Lockhart asked if the applicants' insurance would cover the services rendered.

Mr. Cook stated that to qualify for the therapies offered, service is required to fall outside insurance coverage.

Cm. McCormick asked who Sandra J. Wing is.

Mr. Cook stated that Sandra is a cancer survivor who benefited from holistic therapies while undergoing treatment and who wanted to give back to the community by making holistic services available to all.

Donnamarie Fuller, representing Child Care Links, presented program services and requested funding for support of Early Childhood Education.

Vc. Brown asked if this grant is the only source of revenue for Child Care Links.

Ms. Fuller responded that it is the only source of funding that would cover child restraint services and that other revenues are encumbered funding for specific programs.

Chair Lockhart asked if funding is being requested by the neighboring cities.

Ms. Fuller stated that funding is being requested in Pleasanton and possibly Livermore.

Jennifer Cullen, representing Senior Support Program of the Tri-Valley (Senior Support), presented program services and requested funding for support of Case Management.

Vc. Brown asked if all the seniors served are in independent living situations.

Ms. Cullen responded that most are, but when a senior is ready and no longer safe to live alone, a case manager can assist with the transition by providing information, emotional support, and guidance through the whole process.

Chair Lockhart asked if outreach is offered to families of seniors who have been seen by Senior Support.

Ms. Cullen stated yes, and that a caregivers support group is offered along with Spanish and Mandarin bilingual speaking staff.

Ms. Nachison presented an additional program representing Kidango and requested funding for support of Early Childhood Development Center Improvements.

Chair Lockhart verified that the HVAC systems will be put on the portable modular classrooms and not the school.

Ms. Nachison confirmed that the HVAC systems will be put on the portable modular classrooms.

Chair Lockhart asked if the school became unavailable, can the portable modular classrooms be moved still utilizing the HVAC units.

Ms. Nachison stated yes, the portable modular classrooms can be moved still utilizing the HVAC units.

Sue Compton, representing Axis Community Health (ACH), presented program services and requested funding for support of Clinic Capital Project.

Vc. Brown asked how services are communicated to the population it serves.

Ms. Compton responded that in the past there were no resources for outreach, so staff contributed as they could, but through the Affordable Care Act (ACA) a full time outreach staff member is available and provides outreach at the Dublin library, Wells Middle School health fair, churches, apartment communities, and BART.

Chair Lockhart was recused from hearing the DPIE presentation.

Chris Bennett, representing DPIE, presented program services and requested funding for support of the DPIE Operational Grant.

Vc. Brown asked if the payroll expenses in the planning budget include the Enhancement Administrator mentioned in the presentation.

Ms. Bennett stated that the total includes two part-time personnel, plus the addition of a Superintendent position.

The discussion for DPIE concluded and Chair Lockhart re-entered the dais.

Lawrence Kohl, representing Pacific Chamber Symphony (PCS), presented program services and requested funding for support of Music is Fun! Educational Assemblies for Elementary Schools.

Chair Lockhart asked if PCS is in communication with the visual and performing arts committee of the Dublin Unified School District regarding a visual and performing arts proposal for the next five years.

Mr. Kohl responded no, that all communication has been with teachers regarding feedback on the PCS program.

Victoria Gwiasda, representing CALICO, presented program services and requested funding for support of Child Abuse Intervention.

The HSC had no questions.

Ms. Compton presented an additional program representing ACH and requested funding for support of Access to Care for Uninsured Low-Income Dublin Residents.

Cm. Wakamoto-Lee asked if people who seek assistance through ACH are aware that the Affordable Care Act (ACA) requires all residents to have insurance.

Ms. Compton replied that many are confused and are fearful because they think having insurance will require them to pay monthly payments and copays, but Medicare covers this cost and the ACH

outreaching efforts have cleared up the misnomers that might prevent people from obtaining health care and receiving preventative care.

Cm. Wakamoto-Lee stated that she noted that ACH is a certified enrollment center with Covered California and asked if it is easier for people to apply online or through paper applications.

Ms. Compton responded that it is common for more than one agency to be involved and the online systems do not always communicate with each other, so many times paper applications are being used.

Cm. Wakamoto-Lee noted that ACH did not request an increase in funding although administrative costs must have increased due to the ACA.

Ms. Compton replied that enrollment is not a covered cost and since City funding is limited, no increase was requested.

Bill Ballas, representing Hope Hospice, Inc., (Hope Hospice) presented program services and requested funding for support of the Grief Support Center.

Chair Lockhart asked if Hope Hospice is requesting funding in the neighboring cities.

Mr. Ballas stated yes.

Chair Lockhart was recused from the Valley Children's Museum presentation.

Dawn Benson, representing Valley Children's Museum, presented program services and requested funding for support of Mobile Museum.

Cm. Mutterties asked what the plans are for the new facility.

Ms. Benson responded that the facility will be located in the Dublin Crossings Development, occupying a 25,000 square foot building and will be phased in as the development is built, in approximately two to three years.

The discussion for Valley Children's Museum concluded and Chair Lockhart re-entered the dais.

Mr. Kohl presented an additional program representing PCS and requested funding for support of the Matinee Concert for Students and Seniors; Clinics for Music Students.

The HSC had no questions.

Kelly O'Lague Dulka representing Tri-Valley YMCA (YMCA), presented program services and requested funding for support of Build Assets, Reduce Bullying.

Chair Lockhart noted a limit of 30 kids can be served per day and asked how many kids are waiting to be served.

Ms. O'Lague Dulka stated it is anticipated that if funding was available, 200-300 kids would be served per day.

Chair Lockhart asked if families and kids are interested in the program.

Ms. O'Lague Dulka responded yes and kids that are unable to be served wait outside the facility to get in. Aside from the meal at school, this program is often the only source of food they receive. YMCA is also looking for other resources to provide clothing and medical care for the kids in the program.

Chair Lockhart stated that perhaps organizations that provide these services would be able to provide specific assistance.

Kenny Altenburg and Ms. O'Lague Dulka, presented an additional program representing YMCA and requested funding for support of Family Engagement at Emerald Vista.

Chair Lockhart asked if there is any overlap between the parents being served at Kidango and Family Engagement at Emerald Vista.

Ms. O'Lague Dulka responded that the requirements between the programs are different. Through the Family Engagement at Emerald Vista, kids can sign themselves in and out, so many of the working parents are not seen, whereas the parents with significant mental health issues and substance abuse issues tend to be more present.

Tara Marino, representing Spectrum Community Services (Spectrum), presented program services and requested funding for support of Meals on Wheels.

Chair Lockhart asked if services are spread across the community or concentrated in one area.

Ms. Marino explained that services are provided to Dublin, Pleasanton, and Livermore.

Chair Lockhart asked if clients are located in a particular area in Dublin.

Ms. Marino stated there are clusters where senior apartments are located, but in general the services are spread out.

Gloria Gregory, representing CityServe of the Tri-Valley (CityServe), presented program services and requested funding for support of CityServe of the Tri-Valley.

Cm. Wakamoto-Lee asked for the percentage of volunteer hours provided in Dublin.

Ms. Gregory explained that volunteer hours are not tracked in that way, but estimated sixty percent of volunteer hours are in Dublin.

Chair Lockhart was recused from the meeting for the School of Imagination presentation.

Mitch Sigman, representing School of Imagination, presented program services and requested funding for support of the School of Imagination Grant.

Cm. McCormick confirmed that funds are being requested to provide scholarships for six children, with three children in need of all services and the three in need of partial services.

Mr. Sigman clarified that three children require 100% coverage for services and the other three require 50-60% coverage for services, based on the family's income limits.

The discussion for School of Imagination concluded and Chair Lockhart re-entered the dais.

Michael Galvan, representing Community Resource for Independent Living (CRIL), presented program services and requested funding for support of Independent Living Housing & Employment Services for People with Disabilities.

The HSC had no questions.

Chair Lockhart recessed the meeting for a five minute break.

Chair Lockhart called the meeting back to order at 8:14:48 PM.

Chair Lockhart opened the floor for public comments. There were no public comments.

Chair Lockhart was recused from the following funding recommendations: Dublin Partnerships in Education, the School of Imagination, and Valley Children's Museum.

Amy Cunningham, Assistant to the City Manager (ATTCM) initiated the discussions for funding recommendations.

The HSC agreed on recommending \$10,000 in Community Support Grant funding during Fiscal Year (FY) 2014-2015 to DPIE for an Operation Grant.

Upon discussion, the HSC agreed on recommending \$6,625 in Community Support Grant funding during FY 2014-2015 to School of Imagination for the School of Imagination Grant.

Upon discussion, the HSC agreed on recommending \$6,625 in Community Support Grant funding during FY 2014-2015 to Valley Children's Museum for the Mobile Museum.

Discussions for Dublin Partnerships in Education, the School of Imagination, and Valley Children's Museum concluded. Chair Lockhart re-entered the dais.

Ms. Cunningham reminded the commissioners of the 15% service cap with the Community Development Block Grant (CDBG) and advised that adjustments may need to be made at a later time, as was the case during the current FY. The final grant numbers will be known in May 2014 or later.

The HSC agreed on recommending \$10,000 in CDBG funding during FY 2014-2015 to ACH for Access to Care.

The HSC agreed on recommending \$10,000 in CDBG funding during FY 2014-2015 to OHK for the Hot Meal Program.

The HSC agreed on recommending \$9,500 in CDBG funding during FY 2014-2015 to Senior Support for Case Management.

The HSC agreed on recommending \$7,902 in CDBG funding during FY 2014-2015 to Spectrum for Meals on Wheels.

The HSC agreed on recommending \$10,000 in CDBG funding during FY 2014-2015 to the Haven for the Homeless Services Program.

Upon discussion, the HSC agreed on recommending \$13,500 in CDBG funding during FY 2014-2015 to ACH for Clinic Capital Project.

Upon discussion, the HSC agreed on recommending \$6,500 in CDBG funding during FY 2014-2015 to CALICO for Child Abuse Intervention.

Ms. Cunningham pointed out that staff is recommending 100% funding for the Haven's Domestic Violence Program with a portion of the housing services funded through the Housing In-Lieu Fund and the additional funding through Community Support Grant Funds, General Fund.

The HSC agreed on recommending \$3,500 in Housing In-Lieu funding during FY 2014-2015 to the Haven for the Domestic Violence Program.

The HSC agreed on recommending \$3,500 in Housing In-Lieu funding during FY 2014-2015 to CRIL for Independent Living Housing & Employment Services for People with Disabilities.

The HSC agreed on recommending \$4,500 in Community Support Grant funding during FY 2014-2015 to the Haven for the Domestic Violence Program.

The HSC agreed on recommending \$10,000 in Community Support Grant funding during FY 2014-2015 to Chabot-Las Positas for Tri-Valley One Stop Career Center.

The HSC agreed on recommending \$10,000 in Community Support Grant funding during FY 2014-2015 to Child Care Links for Early Child Education.

The HSC agreed on recommending \$4,000 in Community Support Grant funding during FY 2014-2015 to PFSO for Dublin High Safe and Sober Grad Night.

The HSC agreed on recommending \$4,000 in Community Support Grant funding during FY 2014-2015 to Easter Seals for Kaleidoscope Youth Group.

The HSC agreed on recommending \$10,000 in Community Support Grant funding during FY 2014-2015 to Eden I & R for 2-1-1 Alameda County.

Upon discussion, the HSC agreed on recommending \$11,400 in Community Support Grant funding during FY 2014-2015 to Hope Hospice for the Grief Support Center.

Upon discussion, the majority of the commissioners were in agreement not to fund Kidango's capital project HVAC system. They expressed concerns about Kidango not remaining on site long term.

The HSC agreed not to recommend Community Support Grant funding during FY 2014-2015 to Kidango for Childhood Development Center Improvements.

The HSC agreed on recommending \$10,000 in Community Support Grant funding during FY 2014-2015 to Kidango for Early Childhood Education: School and Family partnership.

Upon discussion, the HSC agreed on recommending \$4,659 in Community Support Grant funding during FY 2014-2015 to YMCA for Build Assets, Reduce Bullying.

The HSC agreed on recommending \$10,000 in Community Support Grant funding during FY 2014-2015 to YMCA for Family Engagement at Emerald Vista.

Chair Lockhart recognized LVO and PCS for providing valuable programs, but encouraged the HSC to make a recommendation that the City of Dublin, Heritage and Cultural Arts Commission assume responsibility for establishing a budget recommendation and advising the City Council on funding for cultural art programs.

Ms. Cunningham acknowledged that the City Council Sub Committee did recommend this to the City Council last year and that Parks and Community Services is looking into funding such programs. That analysis has not been completed and at this time no funding has been identified.

Chair Lockhart encouraged the arts groups to connect with the school districts and collaborate on the best way to serve the visual and performing arts in the schools. She suggested that the HSC focus should be on funding the physical needs and mental health services in the community.

Upon discussion, the HSC agreed not to recommend Community Support Grant funding during FY 2014-2015 to LVO for the LVO Student Outreach Program.

Upon discussion, the HSC agreed not to recommend Community Support Grant funding during FY 2014-2015 to PCS for the Matinee Concert for Students and Seniors; Clinics for Music Students.

Upon discussion, the HSC agreed not to recommend Community Support Grant funding during FY 2014-2015 to PCS for Music is Fun! Educational Assemblies for Elementary Schools.

Upon discussion, the HSC agreed on recommending \$12,360 in Community Support Grant funding during FY 2014-2015 to CityServe of the Tri-Valley for CityServe of the Tri-Valley.

Upon discussion, the HSC agreed on recommending \$5,831 in Community Support Grant funding during FY 2014-2015 to Sandra J. Wing for the Sandra J. Wing Healing Therapies Foundation.

On a motion by Cm. Wakamoto-Lee and seconded by Vc. Brown, on a vote of 5-0, the HSC unanimously approved funding recommendations for the Community Grants Program.

On a motion by Vc. Brown and seconded by Cm. Wakamoto-Lee, on a vote of 5-0, the HSC recommended Parks and Community Services establish a budget and grant process recommendation to provide funding for cultural arts programs.

OTHER BUSINESS

9. Brief INFORMATION ONLY reports from the Human Services Commission and / or Staff related to meetings attended at City Expense (AB 1234).

Ms. Cunningham announced the next HSC meeting to be held on April 24, 2014, with a focus on the mission, vision, and needs assessment. Ms. Cunningham also stated that if the HSC would like to see a more in depth presentation of one or two of the organizations that presented tonight, to let her know.

Vc. Brown asked about visiting some of the facilities of the organizations that presented.

Ms. Cunningham responded that there has been discussion about visiting the ACH facility jointly, with Livermore and Pleasanton Commissions.

Chair Lockhart thanked all the organizations for presenting and for the hard work and contributions made to the community.

ADJOURNMENT

Being no further business, the meeting adjourned at 9:04:57 PM.

Respectfully Submitted,

Anastasia Nelson, Recording Secretary

APPROVED:

Chair Chairperson, Janet Lockhart



AGENDA STATEMENT HUMAN SERVICES COMMISSION

DATE: April 24, 2014

TO: Human Services Commission

SUBJECT: Review of City of Dublin Community Grants Program
Prepared by Lynette Darensburg, Administrative Analyst II & Amy Cunningham, Assistant to the City Manager

EXECUTIVE SUMMARY: Staff is seeking feedback from the Human Services Commission on the City of Dublin's annual Community Grants Program. Approved changes will be included in the Fiscal Year 2015-2016 program.

FINANCIAL STATEMENT: None.

RECOMMENDATION: Receive staff report and public comment, and provide feedback on the annual Community Grants Program.

DESCRIPTION:

In January 2014, the newly formed Human Services Commission (HSC) participated in the annual City of Dublin Community Grants Program for the first time. Commissioners reviewed grant applications, received presentations from grant applicants, and made joint Fiscal Year 2014-2015 funding recommendations for the City Council's consideration and approval. Prior to the formation of the HSC, these grant responsibilities were completed by a City Council Subcommittee. As the HSC's participation in this year's grant process has concluded, staff is seeking feedback from Commissioners in four areas of the program: (1) grant guidelines, (2) application questions, (3) rating criteria, and (4) recommendation process. The intent of the feedback is to enhance the HSC's review and funding recommendation process in future years.

Minor administrative changes to the grant program, such as clarifying application questions or changing the emphasis of grant applicant presentations to the HSC, can be accomplished at the staff/commission level. Material program changes, such as modifying the grant rating criteria or significantly restructuring the grant application for clarity, will require review and approval from the City Council and County of Alameda (as required). Approved changes will be incorporated into the Fiscal Year 2015-2016 Community Grants Program which will kick-off in the fall of 2014.

NOTICING REQUIREMENTS / PUBLIC OUTREACH:

None.

ATTACHMENTS:

1. City of Dublin Community Grants Program - Grant guidelines (instructions)
2. City of Dublin Community Grants Program - Grant application questions
3. City of Dublin Community Grants Program - Rating criteria

COPIES TO:

ITEM NO: 8.1

Instructions

City of Dublin

Community Development Department
2014-15 Community Grant Program

Deadline 12/12/2013

Description

The City of Dublin Community Grants Program provides financial support to local not-for-profit organizations serving Dublin residents through designated funding sources. Each year the Dublin City Council awards funding to organizations that best meet the community's needs in keeping with program guidelines. The Community Grants Program includes a competitive application process, mandatory participation in meetings and presentations, and strict financial and other reporting requirements.

TYPICAL FUNDING SOURCES

- General Fund
- Housing In-Lieu Fund
- CDBG

Recipients receiving General Fund and Housing In-Lieu Fund grants are required to report activity on an annual basis.

CDBG fund recipients are responsible for reporting activity quarterly and verifying income of those benefitting from funding. More specifically, CDBG requires that residents benefitting from funding must be at or below 80% of Area Median Income (AMI).

Income requirements can be found at the City of Dublin website at www.dublin.ca.gov/housing/incomelimits.

Specific reporting requirements and any additional responsibilities will be included in the contracts that accompany all grant awards. In addition, recipients must register with agency with 2-1-1, as appropriate.

GRANT FUNDING AMOUNTS

The Dublin City Council has established the following funding criteria:

Minimum application amount: \$3,500

Maximum application amount: \$25,000

Community Support Grants: The City of Dublin allocates up to \$120,000 annually for this grant program. The City of Dublin's funding for this program is not guaranteed and ultimately subject to City Council approval.

CDBG: The City of Dublin may receive Federal CDBG funds from Alameda County as part of a coalition of cities. Available funding for this funding cycle is estimated to be approximately \$71,400. Funds are not guaranteed and usually decrease from the initial estimate due to

ATTACHMENT 1

adjusted federal funding allocations.

CDBG REQUIREMENTS

An organization receiving CDBG funding must collect the necessary income and household data from participants that receive services. At least 75% of participants must be at or below 80% AMI. All CDBG subrecipients must obtain a DUNS number and register with System for Award Management (SAM). If your organization or agency has questions as to whether or not they may be eligible to receive CDBG funds, please call the Housing Division at (925) 833-6610.

The United States Housing and Urban Development Department (HUD) is requiring that all CDBG grantees develop a Limited English Proficiency/Language Access Plan (LEP/LAP) to determine language translation needs for limited English speaking residents to encourage access to services and housing. As a result, agencies must now provide detailed information in the narrative section on Limited-English populations served and language access accommodations and outreach for Limited English speaking clients.

INSTRUCTIONS TO COMPLETE THIS APPLICATION:

1. The City will only accept applications submitted on-line through the ZoomGrants system. The City will not accept hardcopy, fax, or emailed applications.
2. COMPLETE APPLICATIONS MUST BE SUBMITTED BEFORE 5:00 PM, THURSDAY, DECEMBER 12, 2013. At exactly 5:00 p.m. the system will no longer allow you to save or submit your application. It is the responsibility of each applying agency to allow ample time to submit your application before the cutoff deadline.
3. If your agency is requesting funding for more than one project or program, a separate electronic application must be submitted for each project/program. Question 45 on the application will ask you to RANK the priority of funding for each program or project. For example, if an agency has different programs/projects within it, which may or may not be administered by the same person, those programs within an Agency must communicate with each other and RANK the priority of funding within the same organization or agency. There should be only one #1, #2 etc.
4. You must indicate if you are requesting funding for Capital Improvements or Public Service. If you are requesting funds for both you must submit separate applications for each funding category. The City of Dublin will determine which funding source best fits your project and provide that recommendation first to the City Human Services Commission and then to the full City Council.
5. You are required to answer each question. If a question does not apply, please answer with "N/A" or check the Not Applicable box.
6. Please visit the City's website (www.dublin.ca.gov/grants) to download additional grant application supporting documents including the Rating Criteria, Dublin's Mission, Vision, Values, Critical Dates, the 2011 Eastern Alameda County Needs Assessment Report and CDBG Income Limits.

7. IMPORTANT NOTE: The Zoom Grants System will allow you to submit your application without attaching the REQUIRED documents; however, if you fail to download the required documents, your application will be deemed "INCOMPLETE" and WILL NOT BE CONSIDERED FOR FUNDING.

APPLICATION REVIEW AND FUNDING RECOMMENDATION PROCESS:

1. The City of Dublin Human Service Commission will review all funding proposals (tentatively) January 23, 2014. All applicants must be present at that time to complete a brief 3 minute presentation on their funding request. Dublin Staff will evaluate all applications based on a set of Rating Criteria which is posted on the City's web site at www.dublin.ca.gov/grants.
2. All agencies submitting an application are required to send a representative to this meeting who is knowledgeable about the application, organization, and program and is able to answer questions from commission members. Responses will be evaluated as part of the funding recommendation process.
3. Tentatively, Staff will present funding recommendations to the full City Council on February 18, 2014, at 7:00 pm in the City Council Chambers (100 Civic Plaza, Dublin). Funding recommendations for all other grants will be presented to the Dublin City Council at the first Budget Study Session for the upcoming Fiscal Year, date to be determined.
4. If your agency is awarded Grant funding, you will receive an Agreement that must be executed prior to encumbering funds on July 1, 2013.

If you require assistance to complete the application, for General Fund / Community Support Grants, please contact Lynette Darensburg or Amy Cunningham at 925-833-6610.

Restrictions

In order to qualify for CDBG funding, at least 75% of the program's clients must have a household income of less than 80% of area median income.

If you are funded with CDBG funds, you must register your agency with 2-1-1

Eligible projects funded through CDBG funding will be limited to those that will accomplish HUD priorities including the following:

- A) Support and develop a continuum of housing resources that will increase access to low-income, seniors, disabled and homeless persons;
- B) Improve community health and access to basic and specialty care including dental and optometry care, behavioral and mental health care services, especially for low-income, uninsured and under-insured residents;
- C) Increase and maintain affordable and accessible wellness and development opportunities for youth that are age appropriate;
- D) Support and expand programs and opportunities that keep seniors engaged and involved in their community; and,
- E) Foster and encourage innovative programs that meet emerging community needs with emphasis on low-income and underserved populations.

Additionally, at a minimum, CDBG funded projects must meet one of the following three objectives:

1. Creating a Suitable Living Environment
2. Providing Decent Affordable Housing
3. Creating Economic Opportunities

If you are applying for a Capital Improvement Project, additional criteria may apply. Please contact the City for more information.

Grant Application Questions

City of Dublin Community Grants Program Fiscal Year 2014-2015

1. Please describe your organization category (select one of the following):
 - Private Non-Profit
 - Public Agency
 - Other
2. Please describe your agency's mission (no more than 3 sentences or 250 characters).
3. For what type of Dublin Grant is your agency applying?
 - Capital Project
 - Public Service/Program/Project
4. Is this a "new" service, program, project or activity? "New" is identified as not yet started, implemented or in operation.
5. Please indicate below if this application is a request for one-time funding and/or "seed" funding.
 - One-time funding
 - Seed funding
 - One-time and Seed funding
 - Neither / not applicable
6. If your agency has NEVER received grant funding from the City of Dublin, please describe any other City/County funding received within the last three years (jurisdiction, year, amount, purpose, etc.). Enter "N/A" if you HAVE received Dublin Grants.
7. Please provide information to justify your agency's capacity to conduct this project (type of management or governing body, fiscal staff resources, skills and experience, etc.).
8. Provide a brief summary of the project for which your agency is seeking funding (no more than three sentences or 250 characters). This text will be used widely during the review and implementation process to describe your project.
9. Estimate the total number of UNDUPLICATED Dublin residents to be served by this project.
10. Which of the 14 Areas of Concern identified in the Eastern County 2011 Needs Assessment Report does your project identify with?
(List of 14 Areas of Concern omitted.)

11. Explain how this project will be implemented, administered, and operated.
12. Describe in detail the role of Dublin Grant funds in this project (e.g., what specifically will the grant funds be used for?).
13. Please list and briefly describe the outcome measures that are crucial to the success of this project. What strategies or objectives will your agency use to track the progress of meeting the outcome(s)?
14. Describe the population your agency anticipates serving with these funds and how they will benefit from the implementation of this project, i.e. seniors, youth, low-income, etc.
15. How is this project culturally appropriate (i.e., describe how it is specifically tailored to the client/customer population served)?
16. Explain how your agency will outreach to low-income, limited English speakers, and/or disabled persons. How will each of these groups access the project for which your agency is requesting funding?
17. Identify the organizations that your agency partners with and describe their relevant capabilities that result in greater service integration.
18. Describe marketing and outreach your organization has done, particularly to Dublin residents. In addition, outline specific collaboration with other service organizations in the City of Dublin or Tri-Valley.
19. Referring to questions 28, 29 and 30, describe the project for which your agency is requesting funding and how this project serves Dublin residents by meeting at least one of the City of Dublin's Mission, Vision, Values, and Strategies.
20. BUDGET NARRATIVE Describe how this project is cost effective and how the budget is reasonable for the anticipated result.
21. If this application does not receive funding, what will be the effect on the project?
22. Does your agency anticipate having any unspent grants funds at the end of the fiscal year?
 - Yes
 - No
23. If you answered yes to the preceding question please explain. Enter "N/A" if not applicable.
24. CAPITAL EXPENDITURE NARRATIVE Is your agency requesting funds for a Capital project (e.g. construction, equipment, furniture, fixtures)?
 - Yes

- No. If no, enter N/A for questions 25 & 26, and check Not applicable for question 27

25. If your agency is requesting Capital funding, describe the detailed scope of work for the project. [You will also be asked to attach a budget, photos, designs, site plans, specs, etc. later in the "Documents" tab.] Enter "N/A" if not applicable.

26. If your agency is requesting Capital funding please describe any land tenure issues (e.g. does your agency own or lease the property, lease terms, plans for future relocation or expansion, etc.). Enter "N/A" if not applicable.

27. If your agency is requesting Capital funding, will this project require implementation of Davis-Bacon/Fair Labor Standards Act requirements?

- Not Applicable
- Yes
- No
- Not known (please contact staff immediately if you have any questions regarding Davis-Bacon requirements)

28. PERFORMANCE MEASURES Identify AT LEAST ONE of the City of Dublin's Mission or Vision Statements: (you may choose more than one)

- Promotes and supports a high quality of life which ensures a safe and secure environment that fosters new opportunities.
- Balance history with progress, to sustain an enlightened, economically balanced and diverse community.
- Encourages innovation of City life, including programs to strengthen our economic vitality, supports environmental stewardship and sustainability through the preservation of our natural surroundings.
- Promotes active and healthy lifestyle through the creation of first-class recreational opportunities, facilities and programs.

29. Identify AT LEAST ONE of the City of Dublin's Values: (you may choose more than one)

- Building community by promoting locations and events that brings people of all ages together; providing more venues for family-based activities and fostering heritage and cultural development.
- Ensuring a safe community by providing high quality police and fire services to insure the safety of the citizens living in the community and providing education and training to residents and businesses that would promote public safety.
- Guiding development to assure that development contributes positively to the City's fiscal health; supports pedestrian-friendly development, transit-oriented development, green building and environmental responsiveness; promotes high quality design and architectural standards in private development and in all public facilities and develops transportation systems that facilitate ease of movement throughout the City.

- Governing that commits to openness and responsiveness to the public and community; operates at all times with honesty and integrity; exercises fairness in consideration of issues and provides a high level of customer service; responsiveness from City staff to citizens; embraces technology to improve effectiveness and efficiency and strives to build an informed community through communication.
- Relating to others and entities by encouraging collaboration and communication with other communities on issues of mutual concern.

30. Identify AT LEAST ONE of the City of Dublin's Strategies: (you may choose more than one)

- Pursue economic development initiatives that attract new businesses while strengthening existing businesses.
- Continue to strengthen the identity and aesthetic appeal of the downtown.
- Create a community that supports environmental sustainability and provides an open space network that ensures environmental protection and provides public access where appropriate.
- Develop dynamic and unique community recreational and cultural opportunities in the region.
- Develop city-wide communication and outreach programs that provide connectivity with our residents and businesses across several media outlets.

***** The following questions cannot be altered per HUD / CDBG Guidelines. *****

31. QUESTIONS 32 THROUGH 44 ARE FOR THOSE AGENCIES INTERESTED IN APPLYING FOR COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDING. Are you are interested in applying for CDBG funds?

- Yes. If so, answer questions 32-44.
- No. If no, check box here, and check the not applicable box at the end of each question.
- Don't know. If you are unsure, please call the City at (925) 833-6610 and speak to a staff person that can answer your questions.

32. CDBG ONLY- Explain your Limited English Proficiency/Language Access Plan(LEP/LAP). How does your agency outreach to limited English speaking residents to encourage access to services & housing? What access accommodations are used? Provide detail.

33. CDBG ONLY - Identify AT LEAST ONE U.S. Department of Housing and Urban Development (HUD) Consolidated Plan Guiding Principle that relates to your project:

- Be culturally accessible, appropriate and inclusive.
- Encourage community engagement and involvement.
- Promote energy and resource efficiency.
- Encourage networking and information sharing across service providers.
- Encourage process streamlining.

- Consolidate service delivery.
- Not Applicable. I am not interested in qualifying for CDBG funding.

34. CDBG ONLY - Identify AT LEAST ONE U.S. Department of Housing and Urban Development (HUD) Consolidated Plan Goals that relates to your project:

- A) Support and develop a continuum of housing resources that will increase access to low-income, seniors, disabled and homeless persons with emphasis on activities that:
 - Increase and maintain transitional housing opportunities with supportive services to increase positive outcomes and stability into permanent housing.
 - Preserve and increase affordable rental housing opportunities for low and moderate income households.
 - Assist with homeownership opportunities for first-time homebuyers and ensure existing homeowners have safe housing that maintains affordability.
 - Promote fair housing and reduce housing discrimination.
- B) Improve community health and access to basic and specialty care including dental and optometry care, behavioral and mental health care services especially for low-income, uninsured and under-insured residents with emphasis on activities that:
 - Support the maintenance and expansion of services and programs aimed at wellness and preventative care services.
 - Increase outreach and access for underserved populations including limited English speaking persons, youth, disabled, seniors and homeless persons.
- C) Increase and maintain affordable and accessible wellness and development opportunities for youth that are age appropriate.
- D) Support and expand programs and opportunities that keep seniors engaged and involved in their community.
- E) Foster and encourage innovative programs that meet emerging community needs with emphasis on low-income and underserved populations.
- F) Not Applicable. I am not interested in qualifying for CDBG funding.

35. CDBG ONLY - Identify AT LEAST ONE U.S. Department of HUD Strategic Goal that relates to your project:

- Increase homeownership
- Promote decent affordable housing
- Strengthen communities
- Ensure equal opportunity in housing
- Promote participation of grass-roots, faith-based, and other community-based organizations
- Not Applicable. I am not interested in qualifying for CDBG funding.

36. Identify AT LEAST ONE U.S. Department of HUD Policy Priority that relates to your project: Provide increased homeownership and rental opportunities for low and moderate-income persons, persons with disabilities, the elderly, minorities, and families with limited English proficiency.

- Improving the quality of life for our Nation's communities.
- Encouraging accessible design features.
- Participation of minority-serving institutions in HUD programs.
- End chronic homelessness within ten years.
- Removal of barriers to affordable housing.
- Not Applicable. I am not interested in qualifying for CDBG funding.

37. CDBG ONLY - Identify AT LEAST ONE Consolidated Plan objective that relates to your project:

- Increase the availability of affordable rental housing for extremely low income (30%), very low income (50%) and low income (80%) households.
- Preserve existing affordable rental housing and ownership for households at or below 80% of Area Median Income (AMI).
- Assist low and moderate income first-time homebuyers.
- Reduce housing discrimination.
- Maintain, improve and expand (as needed) the capacity of housing, shelter and services for homeless individuals and families including integrated healthcare, employment services and other supportive services.
- Maintain and expand activities designed to prevent those currently housed from becoming homeless.
- Build on inter-jurisdictional cooperation to achieve housing and homeless needs.
- Increase the availability of service-enriched housing for persons with special needs.
- Not Applicable. I am not interested in qualifying for CDBG funding.

38. CDBG ONLY - Select ONE Objective that relates to your project (TIP: When selecting an objective ask yourself, "What is the purpose of the activity? What is the larger community need that I am seeking to address?"):

- Creating a suitable living environment
- Providing decent affordable housing
- Creating economic opportunities
- Not Applicable. I am not interested in qualifying for CDBG funding.

39. CDBG ONLY - Select ONE Outcome that relates to your project (TIP: When selecting an outcome ask yourself, "What type of change or result am I seeking?"):

- Availability/Accessibility
- Affordability
- Sustainability
- Not Applicable. I am not interested in qualifying for CDBG funding.

40. CDBG ONLY - Select ONE Specific Indicator that relates to your project:

- Public facility or infrastructure: This indicator shows the number of persons that have been assisted by public facility or infrastructure activities that provide individuals with new or improved access to the facility or infrastructure. If the activity was used to meet a

quality standard or to measurably improve quality, then this indicator will report the number of household units that no longer have access to a substandard service.

- Public Service: This indicator shows the number of persons that have been assisted with new or improved access to a service. If the activity was used to meet a quality standard or to measurably improve quality, then this indicator will report the number of persons that no longer have access to a substandard service.
- Targeted revitalization: This indicator shows a range of outcomes such as jobs created and retained, businesses assisted, low- and moderate-income persons and households served, slum/blight demolition, number of acres of brownfields remediated, etc. in a targeted area.
- Commercial facade treatments or business building rehabilitation: This indicator shows the number of commercial facade treatments undertaken and the number of business buildings that were rehabilitated.
- Brownfields remediated: This indicator shows the number of acres of brownfields that were remediated.
- Rental units constructed: This indicator shows the number of affordable rental units created, as well as the number of years of affordability, number of units occupied by the elderly, and those units designated for chronically homeless persons and persons with HIV/AIDS.
- Rental units rehabilitated: This indicator shows the number of affordable rental units rehabilitated as well as the number of years of affordability, units for chronically homeless persons, elderly persons, and persons with HIV/AIDS.
- Homeownership units constructed or acquired with rehabilitation: This indicator shows the total number of homeownership units constructed, acquired, and/or acquired with rehabilitation per activity. This includes total number of affordable units, number of years of affordability, Energy Star qualified units, section 504 accessible units, and number of households previously living in subsidized housing. In addition, data will be collected on the number of units occupied by the elderly, number of units designated for persons with HIV/AIDS, and number of units for the chronically homeless.
- Owner occupied units rehabilitated: This indicator shows the total number of owner occupied units rehabilitated, including the number of these units occupied by the elderly, number of units designated for persons with HIV/AIDS, and number of units for the chronically homeless.
- Direct financial assistance to homebuyers: This indicator shows the number of homebuyers receiving direct financial assistance, housing counseling, and down payment assistance/closing costs.
- Tenant Based Rental Assistance (TBRA): This indicator shows the total number of households receiving TBRA as well as the number with short-term rental assistance (less than 12 months) and the number of homeless and chronically homeless households assisted.
- Homeless shelters: This indicator shows the number of homeless persons given overnight shelter.

- Emergency housing: This indicator shows the number of beds created in an overnight shelter or other emergency housing.
- Homeless prevention: This indicator shows the number of households that received emergency financial assistance to prevent homelessness and emergency legal assistance to prevent homelessness.
- Jobs created: Of the total number of jobs created, this indicator shows the number of jobs that have employee-sponsored health care, the types of jobs created (using Economic Development Administration (EDA) classifications) and the number of persons unemployed before taking the job.
- Jobs retained: Of the total number of jobs retained, this indicator shows the number of jobs retained, the number of jobs with employer-sponsored health care benefits, and the types of jobs retained (using EDA classifications)
- Business assistance: This indicator shows the total number of businesses assisted. Specifically, it shows the number of new businesses, existing businesses, and the DUNS number of each business so that HUD can track the number of new businesses that remain operational for three years after assistance.
- Businesses providing goods or services: This indicator shows whether an assisted business provides goods or services to meet the needs of the service area, neighborhood, or community, as determined by the grantee.
- Not Applicable. I am not interested in qualifying for CDBG funding.

41. CDBG ONLY - Please choose a common indicator that your agency will use to track clients (select only ONE):

- Persons
- Households
- Not Applicable. I am not interested in qualifying for CDBG funding.

42. CDBG ONLY - For the category you selected above, provide the total number of unduplicated Dublin clients (EITHER Persons OR Households) your agency anticipates serving through this project:

43. CDBG ONLY - Based on the common indicator you selected above, please list the number of unduplicated Dublin clients your agency anticipates serving in each category. "If none, please enter "0".

- Low Income (50% - 80% AMI; please refer to the Income Limits chart at www.dublin.ca.gov/housing/incomelimits)
- Extremely Low Income (<30% AMI; please refer to the Income Limits chart at www.dublin.ca.gov/housing/incomelimits)
- Disabled
- Female Headed Household
- Senior
- Youth
- Homeless

- Not Applicable. I am not interested in qualifying for CDG funding. (Type N/A)

44. CDBG ONLY - List the number of clients your agency anticipates serving in race/ethnicity categories. The sum entered below must match the total clients entered in #42 above. Per HUD "Hispanic" is an ethnicity, not a race. "If none, please enter "0"

- White
- White + HISPANIC
- Black/African American + Hispanic
- Asian
- Asian + HISPANIC
- American Indian / Alaskan Native
- American Indian / Alaskan Native + HISPANIC
- Native Hawaiian / Other Pacific Islander
- Native Hawaiian / Other Pacific Islander + HISPANIC
- American Indian / Alaskan Native and White
- American Indian / Alaskan Native and White + HISPANIC
- Asian and White
- Asian and White + HISPANIC
- Black / African American and White
- Black / African American and White + HISPANIC
- American Indian/Alaskan Native and Black / African American
- American Indian/Alaskan Native and Black / African American + HISPANIC
- Multi Racial + HISPANIC OR other Multi Racial
- Not Applicable. I am not interested in qualifying for CDBG funding. (Type N/A)

45. If your agency is submitting more than one application or the same agency has different programs within it, please RANK the priority of this application, with number 1 being the highest priority for funding. There should only be one #1 PER AGENCY

- #1 – This program/project has the highest priority for funding within the organization, agency district or entity.
- #2 – This program/project has the 2nd highest priority for funding within the organization, agency district or entity.
- #3 – This program/project has the 3rd highest priority for funding within the organization, agency district or entity.
- #4 – This program/project has the 4th highest priority for funding within the organization, agency district or entity.
- #5 – This program/project has the 5th highest priority for funding within the organization, agency district or entity.
- #6 – This program/project has the 6th highest priority for funding within the organization, agency district or entity.
- If you have more than 6 applications per organization, agency, district or entity, check here.



City of Dublin
Universal Grant Rating Sheet
TO BE FILLED OUT BY CITY STAFF

Organization: _____ **Program:** _____

PROPOSAL SCORE		
<i>Maximum of 15 points</i>		
RECOMMEND FUNDING	Yes <input type="checkbox"/>	No <input type="checkbox"/>
FUNDING SOURCE	CDBG <input type="checkbox"/>	Comm. Grant <input type="checkbox"/> Incl. Fund <input type="checkbox"/>
Total Requested	Total Recommended	

IF RECOMMENDING CDBG FUNDING, NOTE THAT CDBG FUNDS MAY ONLY BE USED FOR THE FOLLOWING ACTIVITIES AS DEFINED BY THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (CHECK ONE).

CAPITAL PROJECTS PUBLIC SERVICE HOUSING ECONOMIC DEVELOPMENT

THE WORD "PROGRAM" IS USED BELOW ON THIS FORM TO INCLUDE SERVICES, ACTIVITIES OR IMPROVEMENTS.

1. Organization/Management

- ♦ The organization previously received funding from Dublin, **and** has fully complied with the City's management procedures, including invoice and report deadlines.
- ♦ The organization, as presented in the application, is able to achieve the stated goals and outcomes.
- ♦ The organization and their staff are qualified and have the capacity to provide for the program. (i.e. non-profit status, resumes for staff, a Board of Directors, information on clients served).
- ♦ The organization has completed all required aspects of the application process.
- ♦ The proposed program has a successful proven track record (not a new program).

(Maximum of 5) _____

2. Needs/Benefit

- ♦ The beneficiaries are an appropriate target group (lower income residents, handicapped, elderly, youth, etc.)
- ♦ The organization provides an activity to Dublin residents that other organizations do not provide.
- ♦ **Applicant's activity: (choose a or b)**
 - a. **benefits a majority of Dublin residents by meeting the City's Mission, Vision and Values OR**
 - b. **meets at least one of the U.S. Department of Housing and Urban Development's Strategic Goals or Policy Priorities.**
- ♦ The organization's program meets one of the 14 Areas of Concern as identified in the 2011 Eastern Alameda County Needs Assessment Report
- ♦ The organization collaborates with other agencies to enhance services.

(Maximum of 5) _____

3. Funding/ Budget

- ♦ The amount of funding requested compared to the number of Dublin residents served is reasonable.
- ♦ Fiscal responsibility - evaluation of the most current audit does not reveal one or more *material weaknesses* (or equivalent) that could jeopardize other funding.
- ♦ Program and administrative budget covers the cost to provide for the program.
- ♦ The organization leverages other funding sources to provide activities/services/improvements.
- ♦ The organization charges a fee and/or produces other income that may be used to support this program (review submitted fee schedule if applicable).

(Maximum of 5) _____

*Standardized accounting audit statements

1. A “Control Deficiency”, which is the lowest of the three deficiencies, exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis.
2. A “Significant Deficiency” is a control deficiency or a combination of control deficiencies, that adversely effects the organization’s ability to initiate, authorize, record, process or report financial data in accordance with the Generally Accepted Accounting Principles, and that the likelihood of a misstatement of the organization’s financial statement that is more than inconsequential which will not be prevented or detected by the organization’s established internal controls.
3. A “Material Weakness”, is a significant deficiency or a combination of significant deficiencies, that results in more than a remote likelihood that a material misstatement of the financial statements which will not be prevented or detected by the organization’s established internal controls.

❖ Rating Criteria is subject to change from time to time to reflect the current industry or to address the type of applications received.❖



AGENDA STATEMENT HUMAN SERVICES COMMISSION

DATE: April 24, 2014

TO: Human Services Commission

SUBJECT: Human Services Commission Proposed Mission and Vision Statements
Prepared by Amy Cunningham, Assistant to the City Manager

EXECUTIVE SUMMARY: At the Human Service Commission meeting of November 4, 2013, Commissioners requested that staff develop draft mission and vision statements for the Commission's consideration. These statements are intended to help define the Commission's future work.

FINANCIAL STATEMENT: None.

RECOMMENDATION: Receive report, receive public comment, provide feedback on the proposed mission and vision statements, and make a recommendation to the City Council to consider and adopt the proposed language.

DESCRIPTION:

At the Human Service Commission's (HSC) inaugural meeting on November 4, 2013, the HSC requested that staff develop draft mission and vision statements for the Commission's consideration and agreement. The HSC's desire was to identify mission and vision statements that help to define the future work of the Commission. The HSC specifically requested that the mission statement specify the objective of the Commission and the vision statement define the goals of the HSC.

Staff has reviewed the following documents to craft proposed mission and vision statements consistent with the Commission's parameters (as adopted by the City Council):

- City Council adopted bylaws for the HSC (Attachment 1)
- City Council adopted mission and vision statements (Attachment 2)
- Eastern Alameda County Human Services Needs Assessment – Findings by Area of Concern (Attachment 3)

Mission

A useful mission statement should describe the commission's overarching values, what the commission does, and who the commission serves. It should also simply represent the purpose of the commission and guide the commission's recommendation-making and strategy.

COPIES TO:

ITEM NO: 8.2

Proposed HSC Mission:

The City of Dublin Human Services Commission is dedicated to outreach, education, and collaboration with others to address the community's human service needs.

Vision

A vision statement should define the path to achieve the desired outcome of the commission's work. It should state what the City Council wants the Commission to achieve, how to approach achieving that goal, and how it will benefit the community.

Proposed HSC Vision:

The Human Services Commission seeks solutions to the human services needs identified in the Eastern Alameda County Human Services Needs Assessment. The Commission will make recommendations to the City Council on priorities for the City's human services efforts that are consistent with the City Council's adopted mission, vision and values.

The Commission evaluates and encourages the provision of human services in the community by making recommendations for organizational grant funding, educating residents on human services needs and promoting available services, supporting citizen engagement and volunteerism in addressing human service needs, and by collaborating with neighboring cities on regional human services solutions.

Recommendation

Staff is recommending that the HSC discuss the proposed statements, provide feedback on the language, and make a recommendation for mission and vision statements to be considered and adopted by the City Council.

NOTICING REQUIREMENTS / PUBLIC OUTREACH:

None.

ATTACHMENTS:

None.

COPIES TO:

City of Dublin
Human Services Commission

Bylaws / Responsibilities of the Commission:

The Commission shall consider and make recommendations as it deems necessary to the City Council and to City Staff in all matters pertaining to human service needs in the Tri-Valley. Such recommendations would include, but are not limited to the Community Grants Program, the 2011 Tri-Valley Needs Assessment, and the federal Community Development Block Grant Program.

Adopted August 20, 2013

City of Dublin

City Council Adopted Mission / Vision:

Mission

The City of Dublin promotes and supports a high quality of life which ensures a safe and secure environment that fosters new opportunities.

Vision

Dublin is a vibrant city committed to its citizens, natural resources and cultural heritage. As Dublin grows, it will balance history with progress, to sustain an enlightened economically balanced and diverse community.

Dublin is unified in its belief that an engaged and educated community encourages innovation in all aspects of City life, including programs to strengthen our economic vitality, and support environmental stewardship and sustainability through the preservation of our natural surroundings. Dublin is dedicated to promoting an active and healthy lifestyle through the creation of first-class recreational opportunities, facilities and programs.

Adopted June 4, 2013

**Eastern Alameda County
2011 Human Services Needs Assessment: Findings Report
Findings by Area of Concern**

1.	Behavioral health	8.	Disabilities
2.	Affordable housing	9.	Food and nutrition
3.	Health care	10.	Senior services
4.	Workforce development	11.	Youth services
5.	Homelessness	12.	Child care, early childhood development and education
6.	Transportation services and access	13.	Changing demographics and growing diversity
7.	Domestic violence and child abuse	14.	Financial assistance

Final – June 2012

COPIES TO:



AGENDA STATEMENT HUMAN SERVICES COMMISSION

DATE: April 24, 2014

TO: Human Services Commission

SUBJECT: City of Dublin Below Market Rate (BMR) Rental Monitoring Program
Prepared by Lynette Darensburg, Administrative Analyst II

EXECUTIVE SUMMARY: The Commission will be presented with an overview of the annual rental monitoring program and the results of this year's monitoring.

FINANCIAL STATEMENT: None.

RECOMMENDATION: Receive the report.

DESCRIPTION:

As a provision of the Inclusionary Zoning Regulations, the City of Dublin has partnered with the development community to provide BMR rental units to individuals that meet certain income limits. Before the construction of a new rental project, the City and the developer complete an Affordable Housing Agreement ("Housing Agreement"). The housing agreement details the number of affordable units, level of affordability (very low, low, and moderate, as defined by the State), and occupancy requirements. Units are typically income restricted for a term of no less than 55 years to ensure that there is a stock of affordable rental housing available into the future. The housing agreement also authorizes staff to monitor each development for compliance on an annual basis.

The annual monitoring includes a review of the rental files to certify that the units are rented in compliance with the zoning regulations and the affordable housing agreement. Housing staff reviews the income and asset information for residents in each income restricted unit to certify that the occupants meet all eligibility requirements. Once the monitoring is complete, staff prepares a letter to the property management company indicating the outcome of the review. If no compliance issues are identified, the development is provided a letter indicating such. If compliance issues are identified, the letter identifies the concern(s) and a detailed plan of action to cure the concern(s) within a specified time frame.

In calendar year 2013, nine developments were monitored for rental compliance. There were two developments with minor administrative compliance issues that were quickly resolved. Overall, the housing developments are compliant with the terms of the agreements and the inclusionary zoning regulations. The below table identifies the developments that qualified for monitoring in calendar year 2013:

COPIES TO:

ITEM NO: 8.3

Rental Complex	Total Units	Total Affordable Units
Eclipse at Dublin Station 5300 Iron Horse Prkwy.	305	30
Camellia Place 5450 DeMarcus Blvd.	112	111
Carlow Court 6880 Mariposa Cir.	50	49
Ironhorse Trail 6233 Dougherty Rd.	177	2
Oak Grove Family 4161 Keegan St.	304	243
Park Sierra Apartments 6450 Dougherty Rd.	283	57
The Groves at Dublin Ranch 3115 Finnian Way	322	292
Wexford Way Apartments 6900 Mariposa Cir	130	129
Wicklow Square Apartments 7606 Amador Valley Blvd	53	52
Total Affordable Rental Units		965

NOTICING REQUIREMENTS / PUBLIC OUTREACH:

None.

ATTACHMENTS:

None.

COPIES TO:

ITEM NO: 8.3