



City Hall

3300 Capitol Ave, PO Box 5006, Fremont, CA 94537-5006
www.fremont.gov

Human Relations Commission Agenda

The Human Relations Commission (HRC) is a citizen commission appointed by the Fremont City Council. Human Relations Commission business is conducted in a public forum and operates within the provisions of the Brown Act. Information on the Brown Act may be obtained from the City Clerk's office at 3300 Capitol Avenue (phone 284-4060).

This meeting is being conducted utilizing teleconferencing and electronic means pursuant to Government Code Section 54953(e) (Assembly Bill 361). The Public may watch and/or participate in the meeting by joining the Zoom Videoconference link provided below. The public may also join the meeting by calling the below listed teleconference phone number. Further instructions on how to make public comments throughout the videoconference or teleconference will be provided at the meeting.

If you are an individual with a disability and need a reasonable modification or accommodation pursuant to the Americans with Disabilities Act (ADA), please contact the Recording Secretary at ntolentino@fremont.gov or 510-574-2088 at least 24 hours prior to this meeting for assistance.

HOW TO JOIN OR MAKE A PUBLIC COMMENT ONLINE OR BY PHONE: The meeting will begin at 7:00 pm PST. Whether you participate online or by phone, you may wish to "arrive" early so that you can address any technology questions prior to the start of the meeting.

ONLINE: <https://zoom.us/j/98745620649?pwd=L0t5UW9KekRMV2RCVWQrNEtQZkV5UT09>

Password: 395794

When prompted, download and run the Zoom software on your computer. If you have not used Zoom on your computer before, you may want to join the call 15 minutes early to test your configuration. Someone will be in the conference at that time to help you.

BY PHONE: US: +1 669 900 9128 Webinar ID: 987 4562 0649

Password: 395794

International numbers available: <https://zoom.us/u/ask9Ke1G>

General Order of Business

- | | | |
|-------------------------------|---------------------------|--------------------------|
| 1. Secretary Check for Quorum | 6. Written Communications | 11. Commission Referrals |
| 2. Call to order – 7:00 p.m. | 7. Announcements | 12. Committee Reports |
| 3. Roll call | 8. Consent Items | 13. Staff Reports |
| 4. Approval of Minutes | 9. Old Business | 14. Referral to Staff |
| 5. Oral Communications | 10. New Business | 15. Adjournment |

Order of Discussion

Generally, the order of discussion after introduction of an item by the Chair will include comments and information by staff followed by Human Relations Commissions questions, inquiries or discussion. The applicant, authorized representative, or interested citizens may then speak on the item. At the close of public discussion, the item will be considered by the Commission and action taken.

Oral Communications

Any person desiring to speak on a matter which is not scheduled on this agenda may do so under Oral Communications. The Human Relations Commission will take no action on an item which does not appear on the agenda. The item may be agendized for the next regular meeting or at a special meeting called in accordance with the terms of the Brown Act. The Human Relations Commission may establish time limits of presentations.

Information about the City or items scheduled on the Agenda may be referred to:



Suzanne Shenfil, Director
Human Services Department
3300 Capitol Ave
Fremont, CA 94538
(510) 574-2051

Arquimides Caldera, Deputy Director
Human Services Department
3300 Capitol Ave.
Fremont, CA 94538
(510) 574-2056

Your interest in the conduct of your City's business is appreciated.

Human Relations Commission

Dharminder Dewan - Chair
Tejinder Dhami
Dyesha Gardner
Dr. Sonia Khan
Martin H. Kludjian
Patricia Montejano – Vice-Chair
Julie Moore
Shobana Ramamurthi
Anna Wang

City Staff

Suzanne Shenfil, Human Services Director
Arquimides Caldera, Deputy Human Services
Director
Noelle Tolentino, Recording Secretary

Mission Statement

The City of Fremont’s Human Relations Commission (HRC) strives to prevent discrimination and ensure that the rights of all individuals and groups in Fremont are protected under the law. The HRC promotes, supports, and helps create a compassionate community environment where diversity is honored and respected, neighbors reach out and support each other, and the most vulnerable receive services; to allow all a high quality of life in a community where we live, learn, work, and play in peace and harmony.

AGENDA
HUMAN RELATIONS COMMISSION
REGULAR MEETING
MONDAY, NOVEMBER 15, 2021
7:00 PM

1. SECRETARY CALL FOR QUORUM

2. CALL TO ORDER

3. ROLL CALL

4. APPROVAL OF MINUTES

**4.1 Approval of October 18, 2021 Regular Meeting Minutes
(Enclosure 4.1.1)**

5. ORAL COMMUNICATIONS

6. WRITTEN COMMUNICATIONS

7. ANNOUNCEMENTS

**7.1 Proclamation for Transgender Day of Remembrance – November 20, 2021 will
be presented at the 11/16/2021 City Council Meeting**

8. CONSENT ITEMS

8.1 Attendance Summary (Enclosure 8.1.1)

8.2 Calendar of HRC regular/special meetings and events (Enclosure 8.2.1)

8.3 Cancellation of December 2021 HRC Meeting

BACKGROUND: The HRC traditionally cancels its December meetings unless urgent business requires convening the HRC.

RECOMMENDATION: Adopt a motion to cancel the December 2021 HRC meeting.

9. OLD BUSINESS

9.1 FY 2022-2025 Social Services Grant Process

BACKGROUND: One of the HRC’s primary responsibilities, along with the Senior Citizens Commission (SCC), is to review and recommend Social Service Grant (SSG) funding for local non-profit agencies to the City Council. The HRC recommends Human Services Grants, while the SCC recommends Senior Service Grants.

In June 2019, the HRC recommended fifteen agencies to receive approximately \$682,000 in Human Services Grants annually for three years. These agencies provide an array of human services programs serving low and moderate-income individuals and families. Fiscal year 2021/22 is the last year of the current three-year cycle, which ends June 30, 2022.

Staff will be releasing a Request for Proposal (RFP) in early December 2021 for FY 22/23, FY 23/24, and FY 24/25. The RFP will be used by both the HRC and SCC to review their respective pool of proposals.

At the September HRC meeting, staff provided drafts of the RFP impact categories, timeline, and scoring criteria for review. At the October HRC meeting, staff re-presented the impact categories and the scoring criteria, as well as the FY 19-22 RFP document and SSG Table B – Proposed Program Results and Outcomes. Staff was provided with additional items to include in the RFP documents. At tonight’s meeting, Staff is requesting Commissioners review and approve the RFP Summary and approve the additional and revised RFP questions. Staff will incorporate any additional revisions provided by both the HRC and SCC and prepare the documents to be available to applicants via ZoomGrants on December 10, 2021.

- Enclosures:**
- 9.1.1 - SSG FY 22-25 RFP Summary – Draft
 - 9.1.2 - SSG FY 19-22 RFP – ZoomGrants Template
 - 9.1.3 - SSG FY 22-25 RFP – Additional and Revised Questions
 - 9.1.4 - SSG FY 22-25 HRC Funding Timeline – Draft

RECOMMENDATION: Provide approval of the FY 22-25 Social Service Grant RFP documents.

10. NEW BUSINESS (Items on which the Commission has not yet had an agendaized discussion or taken action)

10.1 2022 Point in Time/Homeless Count

BACKGROUND: Every two years in January, counties throughout the United States are required to count the number of unsheltered people, tents, or structures and vehicles used for habitation. Conducting a count is a requirement to receive federal funding for homeless programs. The information derived from these counts and subsequent surveys is instrumental to understanding homelessness in Alameda County, community education, and

data for funding to improve and increase homeless services. The next count is scheduled for January 25, 2022 at 5 am; this count is significant since the January 2021 count was postponed due to COVID-19. This upcoming count is different than in years past as it will rely more on technology for recruitment, training, deployment of volunteers, and reporting of data to minimize exposure to COVID. A successful count is dependent on community participation; however, volunteers will not be randomly placed together as in previous years. It is hoped that volunteers who know each other, workgroups, or family groups will volunteer together as “social pods”. To sign up for information or to indicate interest in volunteering for the count, go to <https://everyonehome.org/connect/>.

Enclosure: None

RECOMMENDATION: Receive presentation.

10.2 Appointment of Nominating Committee for 2022 HRC Chairperson and Vice-Chair

BACKGROUND: The HRC operates on a calendar year term of January 1 through December 30. The HRC’s current officers, Chairperson Dewan and Vice-Chairperson Montejano will soon complete their current term (January 2021 – December 2021) in their current positions.

Article II of the HRC’s rules and regulations state that no Chairperson or Vice-Chairperson shall be eligible for election as such for more than two consecutive full terms.

The rules also state that the Commission shall appoint three of its members as a Nominating Committee for new officers. The Nominating Committee shall contact all eligible Commissioners to assess their interest in being nominated as Chairperson or Vice-Chairperson. All eligible Commissioners may contact the Nominating Committee to express their interest in being nominated. The Nominating Committee shall recommend to the Commission persons to fill the office of Chairperson and Vice-Chairperson to the Commission. The Nominating Committee shall obtain consent of nominees and shall then notify staff of its recommendations. Staff will then include the recommendation on the agenda of the first regular meeting of the calendar year. Persons other than those recommended by the Nominating Committee may be nominated from the floor.

Chair

Chairperson Dewan is completing his first term in his current position. All current commissioners are eligible to be nominated and elected the HRC’s 2022 Chair.

Vice-Chair

Vice-Chairperson Montejano is completing her first term in her current position as Vice-Chair. All current commissioners are eligible to be nominated and elected the HRC’s 2022 Vice-Chair.

Enclosure: 10.2.1 – Rules & Regulations of HRC (with approved amendments)

RECOMMENDATION: Appoint three (3) members to the Nominating Committee to nominate 2022 officers.

10.3 LGBTQ+ and Promoting DEI Committees

BACKGROUND: During the 2021 HRC Strategic Planning Retreat, the Commission stated five main strategic targets for FY21-22 and FY22-23. At the October 18, 2021 meeting, four ad hoc committees were formed to work on the strategic goals. One of the ad hoc committees created was “Promoting DEI”. Chairperson Dewan would like to discuss the option of combining the LGBTQ+ and Promoting DEI committees to avoid overlapping work.

Chairperson Dewan is suggesting the following options:

1. Combine the two committees into one committee that would focus on LGBTQ+ and Promoting DEI tasks. If combined, the commissioners for this ad hoc committee will be Vice-Chair Montejano and Commissioners Dhami, Kludjian, and Gardner.
2. Keep the committees separate and decide what tasks each committee is responsible for.

Enclosure: None

RECOMMENDATION: Adopt a motion based on the choices stated.

11. COMMISSION REFERRALS (Referrals from the City Council to the Commission)

12. COMMITTEE REPORTS

12.1 LGBTQ+ Committee

COMMITTEE BACKGROUND: Chairperson Dewan, Commissioner Dhami, and Commissioner Kludjian sit on the LGBTQ+ Committee.

RECOMMENDATION: Receive updates and take action as needed.

12.2 Ad Hoc Committee Reports

12.2.1 Engaging and Empowering through Communication and Educational Outreach

COMMITTEE BACKGROUND: Chairperson Dewan and Commissioners Kludjian, Ramamurthi, and Wang sit on this committee. (Alternates – Vice-Chair Montejano and Commissioner Gardner)

RECOMMENDATION: Receive updates and take action as needed.

12.2.2 Increasing and Diversifying Resources and Partners

COMMITTEE BACKGROUND: Chairperson Dewan and Commissioner Wang sit on this committee.

RECOMMENDATION: Receive updates and take action as needed.

12.2.3 Promoting DEI

COMMITTEE BACKGROUND: Vice-Chair Montejano and Commissioners Dhami, Gardner, and Kludjian sit on this committee.

RECOMMENDATION: Receive updates and take action as needed.

12.2.4 Pursuing Continuous Improvement

COMMITTEE BACKGROUND: Commissioners Moore, Dhami, and Gardner sit on this committee.

Enclosure: 12.2.4.1 – HRC Project Checklist

RECOMMENDATION: Receive updates and take action as needed.

12.3 Liaison Reports

12.3.1 Union City HRC: Commissioner Moore is the HRC's liaison for the Union City HRC.

RECOMMENDATION: Receive update.

12.3.2 Family Resource Center Community Advisory and Engagement Board (FRC CAEB): Chairperson Dewan is the HRC's liaison for the FRC CAEB.

RECOMMENDATION: Receive update.

12.3.3 Fremont Unified School District (FUSD): Commissioner Khan is the HRC's liaison for FUSD.

RECOMMENDATION: Receive update.

13. STAFF REPORTS

13.1 Keep Fremont Housed updates

13.2 Afghan Refugee Fund updates

14. REFERRALS TO STAFF (a request to have items placed on a future Commission agenda as an item of new business. A vote against means it will be dropped without consideration).

15. ADJOURNMENT

MINUTES
HUMAN RELATIONS COMMISSION
REGULAR MEETING
MONDAY, OCTOBER 18, 2021
7:00 PM

1. **SECRETARY CALL FOR QUORUM**
2. **CALL TO ORDER**
3. **ROLL CALL:** Present: Chair Dewan (left meeting at 8:30 pm), Vice-Chair Montejano, Commissioners: Dhami (left meeting at 9pm) Gardner, Kludjian, Moore, and Wang
Absent: Commissioners Khan and Ramamurthi
Staff Present: Deputy Director Caldera, Secretary Tolentino
4. **APPROVAL OF MINUTES:** **On a motion by Commissioner Dhami, seconded by Commissioner Moore, the Commission approved the September 20, 2021 minutes.**

Ayes:	Chair Dewan, Vice-Chair Montejano, Commissioners: Dhami, Gardner, Kludjian, Moore, and Wang
Noes:	None
Absent:	Commissioner Khan and Ramamurthi
Abstain:	None
5. **ORAL COMMUNICATIONS:** NONE
6. **WRITTEN COMMUNICATIONS:** NONE
7. **ANNOUNCEMENTS:** NONE
8. **CONSENT ITEMS**
 - 8.1 **Attendance Summary** (Enclosure 8.1.1)
 - 8.2 **Calendar of HRC regular/special meetings and events** (Enclosure 8.2.1)
 - 8.3 **United Against Hate Week**
United Against Hate Week is a call for local civic action by people in every Bay Area community to stop the hate and implicit biases that are a dangerous threat to the safety and civility of our neighborhoods, towns, and cities. Information may be found at: <https://unitedagainsthateweek.org/>. Compassionate Fremont, a local grassroots organization, is requesting the HRC co-sponsor (non-monetary) United Against Hate Week. They are also requesting a City Council resolution proclaiming November 14 - 20, 2021 as United Against Hate Week in the City of Fremont.
 - 8.4 **World Interfaith Harmony Week / Day**
World Interfaith Harmony Week was proclaimed by the United Nations (U.N.) General Assembly on October 20, 2010. World Interfaith Harmony Week is an annual event observed during the first week of February, which provides a platform where all

interfaith groups and other groups of goodwill can recognize that the common values they hold far outweigh the differences they have, and thus provide a strong catalyst for peace and harmony to their communities. The next World Interfaith Harmony Day in Fremont is scheduled for February 5, 2022, the first Saturday in February. The Tri-City Interfaith Council is requesting the HRC's support the event by co-sponsoring the event as well as providing \$200 in financial support.

On a motion by Vice Chair Montejano, seconded by Commissioner Kludjian, the Commission approved Consent Items 8.1, 8.2, 8.3, and 8.4.

Ayes:	Chair Dewan, Vice-Chair Montejano, Commissioners: Dhami, Gardner, Kludjian, Moore, and Wang
Noes:	None
Absent:	Commissioner Khan and Ramamurthi
Abstain:	None

9. OLD BUSINESS

9.1 FY 2022-2025 Social Services Grant Process: Staff re-presented drafts for RFP impact categories, grant process timeline, and scoring criteria. The FY 19-22 RFP document and the proposed program results and outcomes table were also shared. The Commission reviewed the documents and provided questions and comments to staff regarding the upcoming RFP. Staff will present the final RFP draft to the Commission at the November meeting.

10. NEW BUSINESS (Items on which the Commission has not yet had an agendaized discussion or taken action)

10.1 Police Chief Sean Washington: Chief Washington shared his vision for the Police Department moving forward. His vision and transition plan are centered around the following six main goals:

1. Enhance Community Relationships, Trust, and Police Legitimacy
2. Assess Organizational Effectiveness & Efficiency
3. Conduct a Comprehensive Review of Policies & Procedures
4. Provide Better Staffing, Professional Development, Training, and Education
5. Increase Internal Communication, Team Building, and Employee Wellness
6. Build City of Fremont Partnerships & Support City Initiatives

The Commission received the presentation and provided questions. They also shared their strategic goals and hope to partner with the Chief in achieving such targets.

A public attendee shared his view on previous actions taken by the City during COVID-19 and the adverse effects these actions had on the community. The attendee congratulated Chief Washington on his new position and expressed excitement for his transition plan.

10.2 New Ad Hoc Committees: Four ad hoc committees were created to work on strategic goals made during the 2021 HRC Strategic Planning Retreat. The ad hoc committee members are as follows:

Ad Hoc Committees	Commissioners
Engaging and Empowering through Communication and Educational Outreach	1. Chair Dewan 2. Commissioner Ramamurthi 3. Commissioner Wang 4. Commissioner Kludjian 5. <i>Alternate – Vice-Chair Montejano</i> 6. <i>Alternate 2 - Commissioner Gardner</i>
Increasing and Diversifying Resources and Partners	1. Chair Dewan 2. Commissioner Wang *2 open spots to join
Promoting DEI	1. Vice-Chair Montejano, 2. Commissioners Dhami 3. Commissioner Gardner 4. Commissioner Kludjian
Pursuing Continuous Improvement	1. Commissioner Moore - Lead 2. Commissioners Dhami 3. Commissioner Gardner *1 open spot to join

11. **COMMISSION REFERRALS** (Referrals from the City Council to the Commission): NONE

12. **COMMITTEE REPORTS**

12.1 **LGBTQ Committee:** October meeting was canceled due to lack of quorum. The meeting will be rescheduled to November.

12.2 **Ad Hoc Committee Reports:** NONE

12.3 **Liaison Reports**

12.3.1 **Union City HRC:** Commissioner Moore shared the HRC’s 2021 strategic goals but has not received a response from them yet.

12.3.2 **Family Resource Center Community Advisory and Engagement Board (FRC CAEB):** NONE

12.3.3 **Fremont Unified School District (FUSD):** NONE

13. **STAFF REPORTS**

13.1 **Keep Fremont Housed updates:** As of October 15, 2021, 584 tenant applications have been approved, with \$8.1M expended. An additional 66 applications are waiting for approval. Roughly 47% of the \$17M emergency rental assistance was spent. Approximately \$13,000 was given to each applicant.

13.2 **Afghan Refugee Fund updates:** As of October 18, 2021, there is over \$250,000 in the fund. The first grant of \$30,000 was given to PARS.

14. **REFERRALS TO STAFF** (a request to have items placed on a future Commission agenda as an item of new business. A vote against means it will be dropped without consideration):
NONE

15. **ADJOURNMENT**: On a motion by Commissioner Gardner, seconded by Commissioner Kludjian, the meeting adjourned at 9:15 pm.

Ayes: Vice-Chair Montejano, Commissioners: Gardner, Kludjian,
Moore, and Wang
Noes: None
Absent: Chair Dewan, Commissioners Dhami, Khan, and Ramamurthi
Abstain: None

HUMAN RELATIONS COMMISSION

Member	Meeting Dates					
	7/19/21	8/16/21	9/20/21	10/18/21	11/15/21	12/20/21
MEETING TYPE	R	R	R	R	R	R
Dharminder Dewan	P	Recess	P	P		
Tejinder "TJ" Dhani	P	Recess	P	P		
Dyasha Gardner	P	Recess	P	P		
Dr. Sonia Khan	A	Recess	P	A		
Martin H. Kludjian	P	Recess	P	P		
Patricia Montejano	P	Recess	P	P		
Julie Moore	A	Recess	P	P		
Shobana Ramamurthi	P	Recess	P	A		
Anna Wang	P	Recess	P	P		

Attendance Codes

P - Present **A** - Absent **E** - Excused Absence *Absences only count toward regular meetings

Meeting Codes

R - Regular Meeting **S** - Special Meeting **L** - Lack of Quorum
C - Cancelled Meeting for lack of business

*** Due to lack of Quorum, absence does not affect eligibility.**

Commissioners can not have two unexcused meetings in a row in a one year time frame AND
 Commissioners can not have three unexcused meetings in a 6 month time period.
 Jan - June and July - December

2021 HRC Calendar

Date	Meeting Type	Time & Location
Monday, January 25, 2021	Regular Meeting	7:00pm on Zoom
Monday, February 22, 2021	Regular Meeting	7:00pm on Zoom
Monday, March 15, 2021	Regular Meeting	7:00pm on Zoom
Thursday, April 1, 2021	LGBTQ subcommittee Meeting	6:00pm on Zoom
Monday, April 19, 2021	Regular Meeting	7:00pm on Zoom
Monday, May 17, 2021	Regular Meeting	7:00pm on Zoom
Thursday, June 3, 2021	LGBTQ subcommittee Meeting	6:00pm on Zoom
Monday, June 21, 2021	Regular Meeting	7:00pm on Zoom
Saturday, July 17, 2021	Strategic Planning Retreat (Part I)	8:30AM – 3PM at Age Well Center
Monday, July 19, 2021	Regular Meeting	7:00pm on Zoom
Monday, July 26, 2021	Strategic Planning Retreat (Part II)	6:00pm on Zoom
Thursday, August 5, 2021	LGBTQ subcommittee Meeting	6:00pm on Zoom
AUGUST RECESS – NO REGULAR MEETING		
Monday, September 20, 2021	Regular Meeting	7:00pm on Zoom
Thursday, October 7, 2021 Rescheduled to 11/8/2021	LGBTQ subcommittee Meeting	6:00pm on Zoom
Monday, October 18, 2021	Regular Meeting	7:00pm on Zoom
Monday, November 8, 2021	LGBTQ subcommittee Meeting	6:00pm on Zoom
Monday, November 15, 2021	Regular Meeting	7:00pm on Zoom
Thursday, December 2, 2021	LGBTQ subcommittee Meeting	6:00pm on Zoom
Monday, December 20, 2021	Regular Meeting	7:00pm on Zoom

**2022-2025 SOCIAL SERVICE GRANT PROGRAM
REQUEST FOR PROPOSAL SUMMARY**

The City of Fremont will award approximately \$783,000 in Social Service grant funds to non-profit organizations in FY 2022-2025 (July 1, 2022 – June 30, 2025). The grants are awarded on a three-year funding cycle. Agencies funded through this Request for Proposals (RFP) process will receive funding for FY 2022-2023. These agencies will also receive funding in FY 2023-2024 and FY 2024-2025, pending availability of funds, satisfactory mid-year evaluations, Senior Citizen Commission or Human Relations Commission recommendations and City Council approval.

The City of Fremont supports social services designed to foster the independence of service recipients/clients and prevent the need for services in the future, while also supporting those organizations that assist persons in crisis and those who lack the basic necessities of life. This support is reflected in the Scope of Services matrix below. Each category represents a service the City has recognized as a priority for funding.

Crises Intervention Services	Basic Needs Services	Strengthening Services
Services that help people who are in crises and in immediate risk of losing their independence.	Services that help people with the fewest resources and who are most in need.	Services that are designed to foster independence and/or prevent people from needing services in the future.
<p>Service Examples: Counseling, family mental health, domestic violence, sexual assault, youth criminal justice, substance abuse treatment</p>	<p>Service Examples: Food, housing, preventative health care</p>	<p>Service Examples: Health monitoring, child care, citizenship/refugee assistance, job training, legal assistance, transportation</p>

Note: The service types shown under each category are only examples and are not exclusive or limiting.

SECTION 1: FUND CATEGORIES AND CRITERIA

A. Human Service Grant Category

The Human Relations Commission (HRC) is a City Council-appointed advisory body that is charged with promoting the creation of a community environment in which all men, women and children, regardless of race, religion, national origin, sex or disability, may live, learn, work and play in harmony and community.

One facet of the HRC’s role is to encourage coordination of, and be an advocate for, human services, and work to improve the quality and availability of those services. It is the Commission's responsibility to review and recommend grant funding of Human Service Grant proposals to the Fremont City Council.

Target Population

Human Service grants are targeted to children, youth, and adults who may benefit from services offered. Examples of Human Service grants include but are not limited to childcare; education and training; programs for homeless and hungry; programs for persons with disabilities; and programs for abused children and adults.

Criteria

For FY 22-25, the HRC has determined that the following criteria will be used to evaluate funding proposals:

1. The agency program will produce outcomes that meet a priority community need
2. The agency demonstrates effective service and management capability
3. The agency or parent organization demonstrates good fiscal strength
4. The agency successfully leverages City funding to bring funding to Fremont
5. The agency or program has a substantial presence in the Fremont community
6. The agency has local support and community ownership
7. Agency collaborates with the City and other social service agencies to improve service delivery

B. Senior Service Grant Category

The Senior Citizens Commission (SCC) is a City Council-appointed advisory body charged with promoting the creation of a social environment in which all senior citizens can live independent, healthful and productive lives. It is the SCC's responsibility to review and recommend grant funding for Senior Service Grant proposals to the Fremont City Council.

Target Population

Senior Service grants are targeted to persons 55 years and older who may benefit from the services. Examples of Senior Services include but are not limited to meal delivery to homebound seniors; respite and day care services; and health services.

Criteria

For FY 22-25, the SCC has determined that following criteria will be used to evaluate funding proposals:

1. The agency program will produce outcomes that promote or maintain senior independence
2. The agency demonstrates effective service and management capability
3. The agency or parent organization demonstrates good fiscal strength
4. The agency successfully leverages City funding to bring funding to Fremont
5. The agency or program has a substantial presence in the Fremont community
6. The agency has local support and community ownership
7. Agency collaborates with the City and other social service agencies to improve service delivery

SECTION 2: GRANT PROVISIONS

A. Grant Awards Amounts

Staff estimates that approximately \$783,000 in Social Service funds will be available in FY 22-23. Monies are made available from the City's General Fund and Community Development Block Grant (CDBG) funds from the Department of Housing and Urban Development (HUD). Approximately \$682,000 will be available for Human Service Grants and approximately \$101,000 will be available for Senior Service Grants. Because of the uncertainty in Federal, State and City budgets, these estimates may change. The minimum grant amount that agencies may apply for is **\$15,000**. Grant awards for FY 21-22 Human Services grants ranged

from \$6,294 to \$150,000 with an average award of approximately \$45,519. Grant awards for FY 21-22 Senior Service grants ranged from \$15,000 to \$40,000 with an average award of approximately \$25,383.

Applicants may apply for **one** grant to the Human Relations Commission and for **one** grant to the Senior Citizens Commission.

B. Applicant Eligibility

Grants will be awarded to public entities such as a county department, organizations that qualify for tax exemption under Section 501(c)(3) of the Internal Revenue Code *or* to secular service programs or ministries that are covered by the insurance of a tax exempt non-profit religious organization.

C. Shelter Requirements

Shelter providers who are approved for funding under this RFP will be required to comply with the Alameda County Emergency Shelter Standards for Year-Round Shelters adopted July 2017. All shelter providers are strongly encouraged to apply for CDBG funding to address any deficiencies their facility may have in complying with the Standards.

Shelters will also be required to participate in the County-wide Homeless Management Information System (HMIS) developed by the Continuum of Care Council for the Coordinated Entry System.

Domestic violence shelters are excluded from these requirements.

D. Audit and Internal Control Questionnaire Requirement

Agencies that receive City funds totaling \$25,000 must submit an audit to the City on a yearly basis. IRS rules also require any agency receiving more than \$750,000 in Federal funds from any combination of sources to submit to special audit requirements. If additional expenses are incurred related to audit requirements, the contractor may charge some or all of those expenses to the grant. Agencies that receive less than \$25,000 in funding from the City of Fremont are required to submit an Internal Control Questionnaire detailing agency financial accountability systems on a yearly basis. In cases where an agency receives less than \$25,000 in City funding, but must submit to audit requirements from another funding source, an audit will be accepted in place of the Internal Control Questionnaire.

E. Insurance Requirement

Funded agencies must submit current Certificates of General Liability Insurance (\$2,000,000 single limit) with the City of Fremont named as an additional insured. Agencies must also submit automobile insurance (single limit of \$1,000,000) and current Worker's Compensation insurance. Agencies providing professional legal or counseling services as part of their service delivery must also submit proof of Professional Liability Insurance.

F. Reporting Requirements

The Successful agency will be required to submit monthly or quarterly client and service information including:

1. Number of clients served
2. Detailed client racial and ethnic information
3. Detailed client household income information based on HUD income levels of 30%, 50% and 80% Annual Median Income.
4. Client female head of household information

G. Contract Dates

Subject to City Council approval, contracts will be funded beginning July 1, 2019, and ending June 30, 2022. Contract extensions for each of the two subsequent years may be authorized by the City Council, based on satisfactory performance and fund availability.

H. Contract Monitoring and Evaluation

Fully executed contracts will be monitored by the City of Fremont to ensure compliance. Funded agencies will be required to submit fiscal and program reports, along with minutes of agency board meetings.

SECTION 3. RFP AVAILABILITY AND SELECTION PROCESS

A. RFP Availability

Request for Proposal materials will be available on ZoomGrants at <https://fremont.gov/255/City-Funded-Grants> starting Friday, December 10th, 2021.

While the City will make every reasonable effort to inform the community of this RFP, the City assumes no responsibility for failure to inform all interested parties of its availability. The City reserves the right to reject non-responsive proposals. This RFP is a solicitation of proposals only; no offer of contract is implied. Costs incurred by respondent in the preparation and completion of this RFP are not the City's responsibility and may not be reimbursed through grant funds.

B. Social Service Grant Virtual Orientation

On December 15, 2021, the City of Fremont will hold a Virtual Orientation for all agencies and interested parties via Zoom. City Staff will review the RFP, the proposal timeline, criteria used to evaluate proposals and answer questions. Please RSVP for the Orientation by Monday, December 13, 2021 to Shanti Jeyakumar at sjeyakumar@fremont.gov. The orientation is not mandatory.

Virtual Orientation:

Date: Wednesday, December 15, 2021
Time: 6:00PM – 7:00PM

C. Proposal Submission

- 1. Agencies should submit the pre-application via ZoomGrants by Wednesday, January 19, 2022 (5PM PST).*
- 2. Agencies must submit completed proposals via ZoomGrants by Friday, January 28, 2022 (5:00PM PST). Proposals must include complete and accurate responses to all sections. No changes or additions will be accepted after the submission deadline. No faxes or emails will be accepted.*

D. Proposal Review

Either the Human Relations Commission or the Senior Citizen Commission will review proposals in February and March 2022, depending on target population. After review of the proposals, Commissioners and Staff may develop questions for the applicant. Agencies should expect to receive questions by February 25, 2022. The City of Fremont must receive responses to questions via ZoomGrant by March 4th, 2022.

Responses to questions will be evaluated as part of the selection process. Applicants will be informed if there are any date changes.

E. Proposal Interviews VIRTUAL OR IN PERSON

Interviews are tentatively scheduled for the second and third weeks of March 2022. Applicants will be scheduled for an interview to be conducted by one of the Commissions. Interviews are limited to author(s) of the proposal, with no more than **three** people from the applicant agency participating.

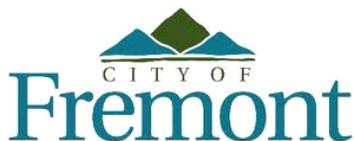
C. Commission Recommendations

Each Commissioner will independently evaluate and score the proposal using the attached rating criteria. Rating scores are guidelines for use by Commissioners. They will not, on their own, determine which agencies the Commissions will recommend for funding to the City Council. The appropriate Commission will also consider the breadth and diversity of services that will be provided by the entire group of recommended projects.

- *The Human Relations Commission is scheduled to finalize its recommendations on Monday, April 18, 2022.*
- *The Senior Commission is scheduled to finalize its recommendations on Friday, April 15, 2022.*

D. City Council Funding Decision

The City Council is scheduled to review these recommendations and make its final funding decisions in May 2022.



Powered by [ZoomGrants™](#)

City of Fremont
 City of Fremont - Human Services Dept
FY 2019-2022 Social Service Grant
 Deadline: 1/25/2019

Print Preview Prop

Jump to: [Pre-Application](#) [Application Questions](#) [Budget](#) [Documents](#)

\$ 0.00 Requested

Additional Contacts
none entered

printpreview@printpreview.com
 Tel: 888-867-5309

Pre-Application [top](#)

1. Type of grant you are applying for:

You may apply for 1 grant per each commission. Each grant must be submitted separately.

- Human Services
- Senior Services

2. Please select one or more of the following impact categories that your proposal will address.

- Crises Intervention Services: Services that help people who are in crisis and in immediate risk of losing their independence.
- Basic Needs Services: Services that help people with the fewest resources and who are most in need.
- Strengthening Services: Services that are designed to foster independence and/or prevent people from needing services in the future.

3. Please provide a short summary of the proposed program. The summary should clearly and briefly state the problem or need addressed by the proposal, objectives, and operation of the proposed program, including the number of Fremont residents served.

-no answer-

4. Amount requested:

-no answer-

Application Questions [top](#)

1. PROPOSED PROGRAM: Based on the Impact Categories for the RFP please describe the community need your agency is proposing to address.

-no answer-

2. Please provide us with evidence of need for the program you are proposing.

-no answer-

3. In order to address the community need you stated above what are the activities your agency is proposing to conduct.

-no answer-

4. Location(s) of services and operating hours

-no answer-

5. Please describe your target population and the projected number of clients to be served.

-no answer-

6. Please describe the number or percentage of clients who will be low income and number or percentage who will be moderate income. Refer to Table A, HUD Income Guidelines for a definition of low and moderate income.

Low income

Moderate income

TOTAL

7. PROPOSED PROGRAM RESULTS AND OUTCOMES: Using Table B, please describe the efforts, effects, quantity and quality of your program.

- Completed

8. Which of the following do you currently document and verify?

- Household income of clients served
- Female head of household
- Racial and ethnic breakdown of clients

9. If you do not document and verify any of the selections above, please tell us how you propose to do so if this program is funded.

-no answer-

10. What is your client database and how will it help you measure your proposed program results and outcomes?

If you do not have a database, how do you propose to track client outcomes if this program is funded?

-no answer-

11. Describe your program evaluation process. Please include how often evaluations are conducted and what is done with the information gathered.

Describe client involvement or input in your evaluation process.

-no answer-

12. ORGANIZATIONAL CAPACITY: Provide us with a brief history of your organization, including years providing services to the community.

-no answer-

13. Staff qualifications: Complete Table C

- Completed

14. The City of Fremont may enter in a grant contract with a public agency, an organization with 501(c)(3) tax exempt status or a secular program or ministry of a religious organization.

Please check of from the list below those that pertain to your organization.

- Incorporated
- Non-profit
- Tax-exempt

15. ALL ORGANIZATION FUNDING SOURCES: Complete Budget Section

Please list organization's funding sources. If your organization received \$25,000 or more from the City of Fremont or more than \$300,000 in Federal funds this fiscal year (FY 15-16), please attach a copy of your most recent audit

- Completed
- Audit Attached
- Not applicable

16. Were there any findings or recommendations in your most recent, and in the previous year's audit? If yes, what were they and please describe steps taken to correct them.

-no answer-

17. What are the regulatory and/or accreditation agency(ies)? If applicable, when were you most recently accredited (or renewed) and for what term (length of time)?

Were there any filings regarding your agency with these entities, or findings from agency reviews in the past 18 months? If yes, please explain and describe steps taken to correct them.

-no answer-

18. Proposed Program Operating Budget: Complete Budget Section

Please list all of the costs of the proposed program. Include the percentage of program funding that will be allocated for administrative costs (salary and overhead or administering the program).

Completed

19. Does the program you are seeking funding for serve residents from cities other than Fremont? Please provide a breakdown of clients (%) by jurisdiction.

Fremont

Newark

Union City

Hayward

Other

TOTAL

20. Using your budget as a reference, please describe how you intend to leverage City of Fremont funding for this program with other sources such as county, state, federal, foundation and other cities.

-no answer-

21. COMMUNITY ENGAGEMENT: Describe efforts to serve culturally and linguistically diverse clients or to serve a traditionally underserved population.

-no answer-

22. Who are the critical partners your organization engages with or are planning to engage with to increase the effectiveness of your proposed program? Please describe the contribution each partner will make.

-no answer-

23. Discuss the role of volunteers, including their role in meeting proposed program outcomes.

-no answer-

24. Composition of Policy Making Board: Complete Table D

Describe your organizational structure, including information about your Board of Directors involvement in the program and any financial oversight they may have. Describe any local resident or client involvement on the board.

-no answer-

25. Please click on the "Documents" tab to review and complete the following documents.

- Table A - HUD Income Guidelines
- Table B - Proposed Program Results and Outcomes
- Table C - Staff Qualifications
- Table D - Composition of Policy Making Board
- Conflict of Interest Statement
- Equal Opportunity Statement
- Most Recent Audit
- By-Laws
- Articles of Incorporation
- Internal Revenue Tax-Exempt Certificate
- California Tax-Exempt Certificate
- Agency Intake Form(s)
- Agency Program Evaluation Form(s)

Agency Funding Sources/Revenue	Funds Received Current Accounting Year	Amount of Funds Approved or Applied for FY 19-20	
-none-	\$ 0.00	\$ 0.00	
Proposed Program Operating Budget/Expenses	City of Fremont Funds	Other Sources (list)	In-Kind Funds
-none-	\$ 0.00	\$ 0.00	\$ 0.00

Documents [top](#)

Documents Requested *

Required? **Attached Documents ***

Table A - HUD Income Guidelines download template	
Table B - Proposed Program Results and Outcomes download template	✓
Table C - Staff Qualifications download template	✓
Table D - Composition of Policy Making Board download template	✓
Conflict of Interest Statement download template	✓
Equal Opportunity Statement download template	✓
One (1) Copy of Most Recent Audit	✓
One (1) Copy of By-Laws	✓
One (1) Copy of Agency Articles of Incorporation	✓
One (1) Copy of Agency Internal Revenue Tax-Exempt Certificate	✓
One (1) Copy of Agency California Tax-Exempt Certificate	
Agency Intake Form(s)	✓
Agency Program Evaluation Form(s)	✓
Other Documents (Use only if requested by City of Fremont Staff)	
MID-YEAR: Appendix A-Accomplishments to Date download template	✓
MID-YEAR: Appendix B-Service Data download template	✓
MID-YEAR: Appendix C-Program Results and Outcomes download template	✓
MID-YEAR: Appendix D-FY 19-20 and FY 20-21 Budgets download template	✓

* ZoomGrants™ is not responsible for the content of uploaded documents.

Application ID: 124545

Social Service Grant RFP**FY 2022-2025****Additional and Revised Questions****Pre-Application:****NEW**

- Do you plan on partnering with other agencies or organizations to provide the services being provided? If so, you will be asked to provide a current and signed agreement of Memorandum of Understanding (MOU) with your proposal.

Application:**REVISED**

- 5. Please describe your target population and the projected number of clients to be served. What methods do you plan to use to outreach to diverse populations?

NEW

- Does your agency have a Diversity Statement? If so, is this statement geared towards both your staff and the population you serve. Please upload a copy of your Diversity Statement.
- Are you aware of any services provided by another agency that are similar to the services you are proposing to provide? How are your proposed services different?
- Please provide recent data specific to the program you are requesting funds for. Data should include unduplicated and duplicated clients served, basic demographic data, type of services provided (direct and indirect) and other pertinent information that will show the success of your program.
- Please specify how you bring other money and services to the City of Fremont (leverage):
- Please describe the positive and negative impacts that COVID has had on your program/agency. Please describe any actions taken to minimize the negative impacts.

Attachments**NEW**

- Please upload copies of any Memorandums of Understanding (MOUs) that you have with agencies/organizations who you plan on partnering with in order to provide the proposed services.
- Please upload a copy of you Diversity Statement
- Budget Example (available for downloading as example of how to complete the budget)

**FY 2022/2025
SOCIAL SERVICE FUNDING TIMELINE
HUMAN RELATIONS COMMISSION**

Friday December 10, 2021	All RFPs Available to Public
Tuesday December 15, 2021	RFP Orientation All agencies are encouraged to attend
	2022
Wednesday January 19, 2022 (5:00 PM PST)	Agency Deadlines: FY 22-25 Social Service Pre-Application due in ZoomGrants
Friday January 28, 2022 (5:00 PM PST)	FY 22-25 Social Service funding applications due to City of Fremont via Zoomgrants
Week of January 10 th (PM)	Zoomgrants Training (Virtual)
Week of January 17 th (AM)	Zoomgrants Training (Virtual)
February 14th	Staff questions will be sent to HRC via email for review and to add additional questions
February 22nd	HRC sends additional questions to staff via email
February 25th	Staff and Commissioner Questions sent to Agencies
March 4th	Agency Deadline: Applicant responses to SCC, HRC and staff questions due to the City of Fremont via Zoomgrants
March -TBD	Special Meeting: HRC <ul style="list-style-type: none"> • Interview applicants regarding proposals;
March - TBD	Special Meeting: HRC <ul style="list-style-type: none"> • Interview applicants regarding proposals;
March 25th	Scores from Commissioners are due in ZoomGrants
April 18th	Regular Meeting: HRC <ul style="list-style-type: none"> • Develop FY 22-25 funding recommendations for May XX, 2022 City Council meeting
May - TBD	City Council Public Hearing: <ul style="list-style-type: none"> • Consider HRC and SCC FY 22-25 Social Service funding recommendations

RULES AND REGULATIONS OF THE HUMAN RELATIONS COMMISSION OF THE CITY OF
FREMONT

ARTICLE I - GENERAL

The Commission is established pursuant to Article 1 (Sections 2—3100 - 2-3104) and Article 5 (Sections 2-3500 et seq.), Chapter 3, Title II of the Fremont Municipal Code, and reference is made thereto for statements of policies and purposes of the Commission, and for provisions relating to Functions and Powers of the Commission, appointments, qualifications and terms of office of Commissioners, removal and termination of membership of Commissioners, and terms of office and times of election of the Chairperson and Vice-Chairperson of the Commission.

ARTICLE II ELECTION OF OFFICERS

A. CHAIRPERSON

No chairperson who has served terms comprising two consecutive years as Chairperson shall be qualified for further service in that office until they have a break in service in that office of at least one year. At the last regular meeting of each calendar year, the Commission shall appoint three (3) of its members as a Nominating Committee. The incumbent Chair and Vice-Chair may be members of the Nominating Committee. The Nominating Committee shall contact all eligible Commissioners to assess their interest in being nominated as Chairperson. All eligible Commissioners may contact the Nominating Committee to express their interest in being nominated as Chairperson. The Nominating Committee shall recommend to the Commission persons to fill the office of Chairperson to the Commission. The Nominating Committee shall obtain consent of nominee(s) and shall then notify staff of its recommendations. Staff will then include the recommendation on the agenda of the first regular meeting of the calendar year. Persons other than those recommended by the Nominating Committee may be nominated from the floor.

B. VICE CHAIRPERSON

No Vice-Chairperson who has served terms comprising two consecutive years as Vice-Chairperson shall be qualified for further service in that office until they have a break in service in that office of at least one year. At the last regular meeting of each calendar year, the Commission shall appoint three (3) of its members as a Nominating Committee. The incumbent Chair and Vice-Chair may be members of the Nominating Committee. The Nominating Committee shall contact all eligible Commissioners to assess their interest in being nominated as Chairperson. All eligible Commissioners may contact the Nominating Committee to express their interest in being nominated as Chairperson. The Nominating Committee shall recommend to the Commission persons to fill the office of Chairperson to the Commission. The Nominating Committee shall obtain consent of nominee(s) and shall then notify staff of its recommendations. Staff will then include the recommendation on the agenda of the first regular meeting of the calendar year. Persons other than those recommended by the Nominating Committee may be nominated from the floor. A random, neutral method of a coin flip will resolve ties involving two candidates and drawing lots to resolve ties involving three or more candidates.

ARTICLE III — DUTIES OF OFFICERS

A. CHAIRPERSON

1. It shall be the duty of the Chairperson to preside at all meetings of the Commission.
2. The Chairperson shall decide all points of order and, unless a majority of votes dissent therefrom, that decision shall stand.
3. The Chairperson shall appoint the Chairperson of all committees, except the Chairperson of the Nominating Committee. Appointments to every committee shall be ratified by the Commission. The Chairperson shall be an ex-officio member of all committees, except the Nominating Committee.
4. The Chairperson, or that person's designated appointee, shall represent the Commission at appropriate public functions.

B. VICE CHAIRPERSON

The Vice Chairperson shall perform all duties that may be assigned to that office. The Vice Chairperson shall perform the duties of the Chairperson in the absence of that officer.

ARTICLE IV

INDIVIDUAL AUTHORITY AND ATTENDANCE OBLIGATIONS OF COMMISSIONERS

- A. No action shall be taken by any Commission member on behalf of or in the name of the Commission unless that member is specifically authorized by the Commission so to do.
- B. Attendance rules are found in the Fremont Municipal Code Section 2-3102.

ARTICLE V - COMMITTEES

The Commission may, at its discretion, establish standing and ad hoc committees composed of less than a majority of the members of the Commission. The purpose of said committees may be to investigate, study, consider, and report back to the Commission at a regular or special meeting with respect to a particular matter of concern. The reports and recommendations of a committee shall be made publicly to the Commission at a regular or special meeting and discussion and deliberation with respect thereto shall be held publicly by the Commission before final action thereon is taken.

ARTICLE VI - MEETINGS

Meetings of the Commission are governed by the Brown Act (Govt. §§ 54950 et seq). To the extent that these rules are consistent with the Brown Act, the latter shall govern.

A. REGULAR MEETINGS

Regular meetings of the Commission shall be held monthly on the third Monday of each month at 7:15 P.M. If a regular meeting falls on a holiday, it shall be deemed canceled unless the Commission has, at a prior meeting rescheduled it to a date which is not a holiday.

Agendas of all Commission regular meetings shall be published a minimum of 72 hours in advance of the meeting and posted for public viewing.

B. SPECIAL MEETINGS

1. Special meetings of the Commission may be held on call of the Chairperson, or by a quorum of the members of the Commission. The call shall be by written notice delivered to each Commission member and to each local newspaper of general circulation, radio or television station which has in writing requested notice of such meetings. Any such call and notice must be delivered personally or by mail at least twenty-four (24) hours prior to the time set for such meeting.
2. The call for a special meeting shall specify the time, date and place of such meeting and the business to be transacted at such meeting. The notice provided for herein may be dispensed with as to any member who is actually present at the meeting at the time it convenes or who, at or prior to the time the meeting convenes files with the Secretary a written waiver of notice.

C. ADJOURNED MEETINGS

The Commission may adjourn any regular, adjourned regular, special or adjourned special meeting to a time and place specified in the order of adjournment. Less than a quorum may so adjourn from time to time. If all members are absent from any regular or adjourned regular meeting, the Secretary may declare the meeting adjourned to a stated time and place and shall cause a written notice of the adjournment to be given in the same manner as provided in B above for special meetings, unless such notice is waived as provided for special meetings. A copy of the order or notice of adjournment shall be conspicuously posted on or near the door of the place where the regular, adjourned regular, special or adjourned special meeting was held within 24 hours after the time of the adjournment. When a regular or adjourned regular meeting is adjourned as provided in this section, the resulting adjourned regular meeting is a regular meeting for all purposes. When an order of adjournment of any meeting fails to state the hour at which the adjourned meeting is to be held, it shall be held at the hour specified for regular meetings herein.

D. QUORUM

A quorum of the Commission at any given time shall be deemed to be a majority of the number of members at that time duly and currently holding active appointment to and membership on the Commission.

E. OPEN MEETINGS

All meetings of the Commission shall be open to the public.

ARTICLE VII — CONDUCT OF BUSINESS

A, ORDER OF BUSINESS

The business of each meeting of the Commission shall be transacted as far as possible in the following order:

1. Check for quorum by Secretary
2. Call to Order
3. Roll Call
4. Approval or correction of minutes
5. Oral Communications 6. Written Communications
7. Old business.
8. New business
9. Reports of Commission members
10. Committee reports
11. Reports from Staff
12. Commission Referrals
13. Adjournment

B. ROLL CALL NOT REQUIRED

The roll call need not be called in voting upon a motion except when requested by a member. If the roll is not called, in the absence of objection, the Chairperson may declare the motion unanimously approved.

C. AGENDA PROCESS

Items may be placed on the Commission agenda in the following manner:

- 1) Referrals to the Commission from the City Council
- 2) Requests from individual Commissioners (these items will be handled as Commission referrals, so the entire Commission can determine whether the item should be an action item at a subsequent meeting)
- 3) Annual items requiring Commission action/input, for example social service grants
- 4) Items that in staff's and Chair's judgment require timely consideration by the Commission (e.g. complaints of discriminatory actions)
- 5) Staff will consult with the Chair prior to finalizing the agenda regarding the inclusion of other items that in their judgment are consistent with the Commission's mission and/or provide important information that assists the Commission in fulfilling its role.
- 6)

REQUEST TO BE HEARD

Requirements for persons wishing to appear and be heard at regular meetings on matters germane to the jurisdiction of the Commission, and at special meetings on matters germane to the special business to be transacted at such meetings are as follows:

1. Regular Meetings. Interested parties may approach the Chair or staff at least ten (10) days before a scheduled meeting requesting that an item be placed on the agenda. Requests will be evaluated in accordance with the “Agenda Process” described above. Persons wishing to speak on any topic not scheduled on the Agenda may do so during oral Communications.
2. Special Meetings. At special meetings, no communications shall be received except as the same are germane to items specified in the call for the special meeting. As to such items, the Chairperson may allow communications from parties having made formal request to be heard, prior to the time the meeting convened.

Other Ground Rules. At all times, the Chairperson shall decide the order of appearance, time limits, and other ground rules for hearing persons wishing to be heard, subject to action by a majority of the Commission. In making such decisions, the Chair shall take into consideration the number of speakers and the number of other items on the agenda.

E. RULES OF DEBATE

The following shall be used by the Chairperson and members of the Commission as the general rules of debate. However, the Chairperson may at any time declare that the said rules are suspended, until such time as the Chairperson declares them in effect once again. Such declaration may be made upon the Chairperson's own volition, or at the suggestion of any member of the Commission. Such declaration, however, is subject to action by a majority of the Commission.

1. Chairperson May Debate and Vote, etc. The Chairperson may move, second and debate from the chair, subject only to such limitations of debate as are by these rules imposed on all members and shall not be deprived of any of the rights and privileges of a Commissioner by reason of that member's acting as the Chairperson.
2. Getting the Floor - Decorum. Every member desiring to speak shall address the chair, and, upon recognition by the Chairperson, shall confine remarks to the question under debate. Commissioners shall accord the utmost courtesy to each other, City employees and the public appearing before the Human Relations Commission, and shall refrain at all times from rude and derogatory remarks, public criticism of staff, remarks as to integrity, abusive comments and statements as to motives and personalities.
3. Interruptions. A member, once recognized, shall not be interrupted when speaking unless it be to call him to order, or as herein otherwise provided. If a member, while speaking, be called to order, that member shall cease speaking until the question of order be determined, and, if in order, that member shall be permitted to proceed.
4. Privilege of Closing Debate. The Commissioner moving the adoption of any motion shall have the privilege of closing the debate.

5. Motion to Reconsider. A motion to reconsider any action taken by the Commission may be made only on the day such actions was taken. It may be made either immediately during the same session, or at a recessed or adjourned session thereof, Such motion must be made by one of the prevailing side, but may be seconded by any member, and may be made at any time and have precedence over all other motions or while a member has the floor; it shall be debatable. Nothing herein shall be construed to prevent any member of the Commission from making or remaking the same or any other motion at a subsequent meeting of the Commission,
6. Remarks of Commissioner When Entered in Minutes. A Commissioner may request, through the Presiding Officer, the privilege of having an abstract of that Commissioner's statement on any subject under consideration by the Commission entered in the minutes. If the Commission consents thereto, such statement shall be entered in the minutes,
7. Summary Minutes. The Secretary will prepare summary minutes, which represent the Secretary's best effort to give a brief summary of the discussion on each agenda item, and which also record all motions and votes. Commissioners will generally defer to staff's discretion regarding the summary, unless the summary contains incorrect information.
8. Rules of Order. Except as otherwise provided in these rules, the most current edition of "Robert's Rules of Order, shall be used as a guide to the conduct of the meetings of the Commission, provided, however, that the failure of the Commission to conform to any rule of order shall not, in any instance, be deemed to invalidate the action taken.

ARTICLE VIII - COMPLAINTS

A. COMPLAINTS, DEFINITION OF

The word complaint, as used in these rules and regulations, means any letter, petition, referral, or other communication regardless of form, concerning any alleged or reported situation involving group tensions, prejudice or disorder occasioned thereby in the City of Fremont, and any problem in inter-personal relations or situation involving discrimination based on race, color, ethnicity, religion/creed, national origin, ancestry, sex, including sexual identity, sexual orientation, age, familial status, disability, medical condition, political beliefs and income, against any person, group of persons, organization or business entity in the City of Fremont.

B. AGENDIZING

Upon receipt of a complaint (as defined above), the Secretary shall include the complaint as an agenda item at the next regular Commission meeting, in accordance with the "Agenda Process" described above.

I. COMPLAINTS, ACTION BY COMMISSION

Upon receipt of a complaint, the Commission may take such action as necessary to fulfill its human relations role as defined in the Fremont Municipal Code. Such actions might include consultation with groups and individuals, using persuasion and conference to arrive at voluntary solutions, and providing advice and recommendations to the City Council.

ARTICLE IX - AMENDMENTS

Subject to Section 2-3102 of the Fremont Municipal Code concerning City Council approval, these Rules and Regulations may be amended by a majority vote of the total membership of the Commission at any regular meeting of the Commission, provided, however, that no amendment shall be adopted by the Commission unless a notice of intention to consider the particular amendment, with a copy of the proposed amendment or a reasonably accurate summary thereof, has been sent to all members of the Commission not less than five (5) days prior to the meeting at which any such amendment is considered.

City of Fremont Human Relations Commission Project Checklist

All major projects have a stated intended and realistic impact that is measured and evaluated at a minimum of 3 checkpoints, including project completion, and reported out to the full commission.

Project Name:

Lead Commissioner:

Meeting times/dates:

- Plan/draft presented to HRC for review/input
 - Including goals (intended and realistic impact)

- City staff/legal/City Council review (as appropriate)

- HRC Approval

- Recap at HRC Meeting upon project completion
 - Including success toward goals