



# **Community Development Block Grant (CDBG) & General Fund**

## **Request For Proposals for Human Services Funding Program Years 2025/26 and 2026/27**

Release Date:  
Dec. 11, 2024

Proposals Due on:  
Jan. 15, 2025, by 4:30 p.m.

Community Development Department, Housing Division  
408-730-7250 | [Sunnyvale.ca.gov](http://Sunnyvale.ca.gov)

456 West Olive Avenue, Sunnyvale, CA 94086-3707

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## REQUEST FOR PROPOSALS

### I. INTRODUCTION

The City of Sunnyvale hereby requests proposals for Human Services (Public Services) activities to be funded in fiscal years 2025-26 and 2026-27.

This Request for Proposals (RFP) is open to non-profit agencies seeking funding for human services that will meet priority or unmet community needs in Sunnyvale. Proposals must address one or more of the goals, policies, and priorities of the City's 2020-2025 HUD Consolidated Plan to be eligible for funding. Please refer to Attachment D and the funding priorities on the following page for a description of the types of services that are eligible. Applicants will be required to comply with the policies and procedures established by the City of Sunnyvale's Human Services Policy (Attachment A).

The City funds human services on a two-year funding cycle. Human services programs awarded funding for FY 2025/2026 will be automatically eligible for a grant of similar size in FY 2026/2027, subject to satisfactory performance in the first grant year, and funding availability for the second year. Funding in the second year may be greater or less depending on federal funding allocations announced in Spring 2026. A second application for FY 2026-27 is not required. This Request for Proposals (RFP) sets forth the types of Human (Public) Services Programs that are eligible for CDBG and General Fund grants for the next two years, and CDBG-CV programs that are eligible for funding for one year.

Proposals submitted in response to this RFP must demonstrate that the proposed service can be more cost-effectively operated by the proposer than by the City, or because of its unique role in the community, applicant is the most capable service provider. Proposer must demonstrate good faith efforts to secure matching funds for services from other sources.

### Available Funds and Grant Limits

#### Community Development Block Grant (CDBG) Funding

The Community Development Block Grant Program is authorized under Title I of the Housing and Community Development Act of 1974, as amended. The primary objective of the CDBG program is the development of viable urban communities through the provision of decent housing, a suitable living environment, and expanded economic opportunity, principally for lower income persons and neighborhoods.

The City of Sunnyvale anticipates receiving a CDBG allocation of approximately \$1.0 million from the Department of Housing and Urban Development (HUD) for Program Year 2025. Staff estimates that up to \$180,000 in CDBG funds will be available for human services grants next year. The final funding amount will be known in Spring 2025. The minimum grant request for applicants seeking CDBG funds is \$25,000.

#### Community Development Block Grant-Coronavirus (CDBG-CV)

In 2020 through the Community Development Block Grant CARES Act, Congress provided the CDBG-CV grant to states, insular areas, and local governments to prevent, prepare for, and respond to the spread of COVID-19

CDBG-CV funding is only intended for use during fiscal year 2025-2026; all funds must be

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expended within the fiscal year.

The City of Sunnyvale has up to \$150,000 in one-time CDBG-CV funding for eligible projects; the minimum grant request is \$25,000.

**General Fund**

The City of Sunnyvale offers general fund grants for human service programs and services that align with the City's HUD Consolidated Plan (refer to Section III).

The City of Sunnyvale has up to \$200,000 in general funds annually for human services grants for this two-year cycle. The maximum grant amount is \$24,999.

**All funding is subject to City budget approval.**

**FUNDING CHART BY GRANT TYPE**

Funding Type	Estimated Amount Available (FY2025-26)	Availability	Appropriate Funding Use (See Section III Eligibility for Funding)	Minimum Grant Amount	Maximum Grant Amount
CDBG	\$180,000	Ongoing (subject to budget approval)	<ul style="list-style-type: none"> <li>- New service or increase in existing service (unless currently funded)</li> <li>- Meets HUD national objective</li> <li>- Meets a Sunnyvale Con Plan priority need</li> </ul>	\$25,000	\$45,000 25% of estimated Entitlement
General Fund	\$200,000	Ongoing (subject to budget approval)	- Same as CDBG	\$10,000	\$24,999
CDBG-CV	\$150,000	One-time FY2025-26	<ul style="list-style-type: none"> <li>- Same as CDBG, and</li> <li>- Must prevent, prepare for, or respond to COVID.</li> </ul>	\$25,000	\$150,000

### **Application Process**

1. Complete and submit written application through the city's CDS grants management online database
2. Proposal eligibility determination, evaluation, and scoring by Sunnyvale Housing staff
3. Funding recommendations by Sunnyvale Housing staff
4. Housing and Human Services Commission review of proposals and funding recommendations
5. Final approval by City Council upon approval of the 2025 Action Plan

The following attachments are included for your use and reference in completing the online application form:

- A. Human Services Policy
- B. HUD Income Limits
- C. Compliance with National Objectives
- D. Excerpts from 2020-25 Consolidated Plan
- E. Timeline for the FY 2025-2026 Funding Cycle
- F. Organizational Requirements
- G. Insurance Requirements

### **Application Submittal**

1. The Fiscal Year 2025-2027 Request for Proposal process includes the elimination of hard-copy applications. Applications will be submitted online through City Data Services at: [www.citydataservices.net](http://www.citydataservices.net)
2. Each applicant will be issued a username and password to complete the application. Any technical questions related to the application should be addressed by City Data Services at [support@citydataservices.com](mailto:support@citydataservices.com)

City staff will provide written answers to written questions. Questions are to be submitted to Matt Hazel, Housing Programs Analyst, by 12/17/2024 via email to [mhazel@sunnyvale.ca.gov](mailto:mhazel@sunnyvale.ca.gov). All questions will be directly answered by 12/23/2024.

**Proposals must be received in CDS by the Housing Division.  
Late or incomplete proposals will NOT be accepted.  
Application Deadline: 4:30 PM (PST) on Jan. 15, 2025**

## II. FUNDING OBJECTIVES

The City of Sunnyvale's Consolidated Plan, adopted in July 2020, is a 5-year plan that identifies housing and other community development needs, analyzes federal resources, and provides strategies for addressing the identified needs (Attachment D). The City provides human services grants for services which address identified priority needs and principally benefit lower-income people in Sunnyvale.

### Funding Priorities

The "Priority Needs" for the City of Sunnyvale's Community Development Block Grant Program were determined through a series of public community meetings and were adopted as part of the 2020 Consolidated Plan in accordance with regulations established by HUD, and additional public hearings held in October and November of 2020.

The following objectives in the Consolidated Plan are associated with human services:

1. Help people who are currently homeless or at imminent risk of homelessness to obtain housing, employment or other sources of income, and adequate support services/networks to achieve stability.
2. Support provision of essential human services, particularly for special needs populations (seniors, disabled, homeless people, children, youth, victims of domestic violence, etc.), including:
  - A. Basic needs (such as food, shelter, transportation, health & mental health care, employment assistance/training, childcare, etc).
  - B. After school or intervention programs to provide youth with positive alternatives to drugs, violence, and/or gangs (i.e., recreational, mentoring, educational, and career-building activities).
  - C. Mental health, addiction and substance abuse counseling, particularly for youth and those exiting institutions.
  - D. Other specialized supportive services, such as foreclosure assistance, legal assistance for seniors and others, and other specialized human services, such as those currently supported by the city, or those that may address a new or unmet priority need.

## III. ELIGIBILITY FOR HUMAN SERVICES FUNDING

Programs for which funding is requested must meet all of the requirements of Council Policy 5.1.3 (Attachment A) and CDBG requirements in Attachment B. Proposals that do not meet these requirements will not be considered for funding.

Agencies applying for funding must meet all of the following eligibility criteria:

- Agency must be incorporated as a California non-profit organization, and must be tax-exempt (under Section 501(c)(3) of the IRS Code and Section 23701(d) of the California Revenue and Taxation Code).
- Applicants must be ready to implement programs by July 1, 2025.
- Programs must serve Sunnyvale residents.
- Programs must address one or more priority or unmet needs listed in Section II above.
- Organization must meet all Organizational Requirements listed in Attachment F.
- If applicant received a human services grant award in the previous two-year cycle, applicant must be in good standing, as follows: successfully completed grant program objectives, submitted required reports and invoices on time each year, and complied with all administrative requirements in each program year, with no unresolved monitoring findings from the City or HUD regarding the City-funded program.

**CDBG Eligible Activities:**

- To use CDBG funds for a human service, the service must be:
  - A new service provided in the 12 calendar months before the submission of the Action Plan on May 15<sup>th</sup> 2025.
  - If a service is existing, the service may be funded by being provided on behalf of the City of Sunnyvale with local or state funding.
  - If it is not provided on behalf of the City of Sunnyvale with local or state funding, the service may be funded if it be a quantifiable increase in the level of service provided in the 12 calendar months before the submission of the Action Plan, or
  - It is allowable for a service to continue receiving CDBG public service funding at the same or decreased level in subsequent program years.
- Programs must meet a national objective and eligibility requirements (Attachment C) or they will not be considered for funding.
- Over 50% of grant funds must benefit persons of low-income (less than 80% AMI, provided in Attachment B).

**General Fund Eligible Activities:**

- To use General Fund funds for a human service, the service is subject to the same requirements as CDBG activities, listed in the section immediately above.

**CDBG-CV Eligible Activities:**

- To additionally use CDBG-CV funds alongside CDBG or General Fund funding, the service is subject to the same eligibility guidelines stated above for CDBG eligible activities. This includes the service being either a new service or an increase in the level of existing service (unless continuing existing funding), and meeting a national objective in Attachment C.
- Furthermore, CDBG-CV funds for a public service must adequately demonstrate they provide a service that prevents, prepares for, or responds to coronavirus.
  - This often includes, but is not limited to, services that were increased to support coronavirus-related declines in income.
- Over 70% of grant funds must benefit persons of low- and moderate-income (less than 120% AMI, provided in Attachment B).

**Ineligible Activities:**

The following list includes the types of activities that may NOT be funded with CDBG funds. The list is not all-inclusive.

- Buildings or portions thereof used predominantly for the conduct of general government.
- General government expenses.
- Political activities.
- The purchase of equipment, except equipment to be used in connection with eligible CDBG funded activities such as administration and public services and integral structural fixtures.
- Operating and maintenance expenses, except for program administration and eligible public services.
- New housing construction, except when carried out by certain eligible nonprofit organizations.
- Payments to individuals for their food, clothing, rent, utilities, or other ongoing income payments.

**IV. AMOUNT OF FUNDING AVAILABLE**

- Estimated funds and maximum award amounts are referenced on Page 1.
- The amount of City funds requested shall not exceed the proposer's cost to serve Sunnyvale residents, based on the pro-rata share of Sunnyvale residents relative to the overall program cost.
- The amount requested shall be based on the proposer's actual costs, based on expenditure documentation, agency budgets and financial audits, to serve the number of clients proposed to be served with the type of service proposed.
- Agencies may not request additional City funds for the same program after the grant awards have been made for the same two-year period.
- Non-expendable equipment purchases are not eligible.
- Grantees must comply with all CDBG regulations applicable to public service activities, including low-income benefit, which requires that at least 51% of the program's clients are low-income (Attachment B).

**V. APPLICATION SCORING**

Applications deemed eligible by staff will be scored using the following point system. Staff scores are advisory to the Commission and Council, which may adjust, modify, or disregard scores if desired.



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Scoring Category	Maximum Points
<p><b>1. Organizational Capacity and Relevant Experience</b>  Organization's staff, board, and volunteers, if any, are well qualified to complete and operate project, considering:</p> <ul style="list-style-type: none"> <li>- Years of experience in program delivery completing the current program or similar projects and number of similar projects completed. One (1) point will be awarded for every two (2) years the current program or a similar project has been completed; up to five (5) points for ten (10) years.</li> <li>- A track record of consistent performance and compliance under prior CDBG or human services grants. One (1) point will be awarded for every successful CDBG grant funded program completed; up to five (5) points for five (5) program years. It is possible to receive credit for more than one program in a single year if received CDBG award from multiple funding agencies. Partial years will be rounded up after 6 months of operations. <ul style="list-style-type: none"> <li>- Up to two (2) extra points can be awarded for those programs provided by the City of Sunnyvale, if any.</li> </ul> </li> <li>- Up to three (3) points for Agency's language capabilities and cultural competency appropriate to the target clientele and entire Sunnyvale community will be evaluated in this category. Agency has a stable staff, board, and financial position.</li> <li>- Two (2) points awarded for over 75% of board positions having a tenure of three (3) years or more. One (1) point for over 50%.</li> <li>- Two (2) points awarded for over 66% of staff positions having prior relevant experience. One (1) point awarded for over 33%.</li> <li>- Up to four (4) points awarded for structured organizational chart and functionality between departments.</li> </ul>	23
<p><b>2. Need for Program</b></p> <ul style="list-style-type: none"> <li>- Program clearly addresses one or more priority or unmet needs identified in Consolidated Plan and RFP. Proposed program would address one or more of the four need categories identified in the Consolidated Plan: basic needs, counseling/substance abuse programs, youth intervention, or other supportive services.</li> <li>- Twenty (20) points awarded for those programs that address a priority or unmet need identified in the Consolidated Plan and RFP. No points are awarded to programs that do not address a priority or unmet need. NOTE: applications for programs that do not meet a priority or unmet need will not be considered.</li> <li>- An additional five (5) extra points can be awarded for those programs that meet more than one priority or unmet need.</li> </ul>	25
<p><b>3. Program Design and Readiness</b></p> <ul style="list-style-type: none"> <li>- Program design (operational and financial) is cost-effective, feasible, generates cost savings for the City, and is effective in meeting the stated needs and objectives of the program. <ul style="list-style-type: none"> <li>- Four (4) points awarded for apparent cost-effective program design, and cost savings for the City.</li> <li>- Four (4) points awarded for apparent feasibility of program delivery.</li> <li>- Four (4) points awarded for each prior year accomplishment data of the current program or a similar project exemplifying meeting the stated needs</li> </ul> </li> </ul>	25

*Request for Proposals for Human Services Funding in PY's 2025 & 2026*

<p>and objectives of the program. Up to twelve (12) points awarded for up to three prior years' data.</p> <ul style="list-style-type: none"> <li>- Applicant is ready and able to begin providing service no later than July 1, 2025. Five (5) points awarded for program adequately apparent to start on time. The City may provide fewer than 5 points for uncertainty.</li> </ul>	
<p><b>4. Budget and Financial Management</b></p> <ul style="list-style-type: none"> <li>- Budget scores based on realistic cost estimates and budget for various project cost items based on previous years' budgets. Up to five (5) points awarded based on calculation explanation.</li> <li>- Financial management points based on clean financial audits for prior years. Two (2) points awarded for each consecutive prior year financial audit with an Unqualified or Qualified audit opinion. Up to six (6) points awarded for up to three prior year audits.</li> <li>- A strong record of financial compliance with current or prior HUD/City projects, and strong and stable financial position of the agency in general. Two (2) points awarded for each consecutive financial statement or detailed support showing stable financial position. Up to six (6) points awarded for up to three prior year financial statements.</li> </ul>	17
<p><b>5. Percentage of Matching Funds for Sunnyvale Program</b></p> <ul style="list-style-type: none"> <li>- Points awarded based on a sliding scale beginning with 1 point for a 20% match, and 10 points for 200% match, i.e., each increase of 20% in matching funds equates to one additional point, up to 10 points. Matches of more than 200% will not receive additional points. Only those funds proposed to be used to serve Sunnyvale clients will be counted as match.</li> </ul>	10
<b>Total Points Available</b>	<b>100</b>

**Note:** There is no direct correlation between a proposal's score and the amount of funding recommended for that proposal. Scores are calculated simply for the purpose of evaluating a project's merit for any City funding and comparing the strengths and weaknesses of various proposals received. Projects with equal scores may be awarded different funding amounts, or a project with a lower score may receive a larger award than a project with a higher score. Funding recommendations and/or awards are based on a) amount requested by applicant; b) the City's determination of the project's need and/or eligibility for City funds; c) the minimum amount necessary to make the project feasible; and d) the amount of City funds available.

## **ATTACHMENT A – HUMAN SERVICES FUNDING**

### **Council Policy 5.1.3: Human Services**

#### **POLICY PURPOSE:**

The City of Sunnyvale recognizes that the supportive human services programs of the Federal, State, and County governments do not fully meet the needs of all its population. The City, therefore, shall make its best efforts to provide supplemental human services, which include but are not limited to the emergency services, senior services, disabled services, family services and youth services.

The City establishes this Human Services Policy to insure that Human Services are identified and provided in the most efficient and effective manner.

This policy establishes guidelines for funding programs/services that may be provided on behalf of the City by outside groups. The intent of this policy is to:

- A. Establish a process through which outside groups can be funded to provide needed human services cost-effectively.
- B. Establish a methodology by which programs/services proposed by outside groups can be assessed.
- C. Establish an evaluation system that assures equity in the process of funding considerations by Council.
- D. Establish the type and amount of funding commitment that the City will provide.

This policy does not apply to those outside groups with whom the City contracts to provide City services other than human services. Human Services Agencies are defined as those which provide supportive services to a specific group of people, at least 51% of whom are lower income (80% or less than of area median income).

#### **POLICY STATEMENT:**

- I. The City will bi-annually, prior to adoption of the two-year Resource Allocation Plan, review prevailing conditions of human needs within the City and give appropriate attention to Human Services Policies in the City. The Housing and Human Services Commission, following one or more public hearings, will recommend to City Council priority human service needs for the next two years. Following a public hearing, City Council will adopt a two-year priority of human service needs.
- II. The City seeks to meet as many Human Service needs as possible using its limited available resources. The primary resource utilized for funding human services is the Federal Community Development Block Grant (CDBG) which permits up to 15% of the annual grant entitlement to be utilized for such purposes. The City Council may choose to supplement CDBG funding of human services through the annual Operating Budget process.

- III. The City assumes an advocacy role to manage the use of its resources to meet human service needs in Sunnyvale in the following ways:
- Encourages and advocates coordination and cooperation among organizations providing Human Services in Sunnyvale
  - Advocates, encourages and wherever possible, facilitates the co-location of human service providers.
  - Actively pursues the cooperation of Federal, State, County and other agencies to enhance the quality and availability of human services to residents of Sunnyvale.

IV. The City *may directly provide* needed Human Services when:

- Specifically targeted intergovernmental funds (such as CDBG) are available. The City is the most cost-effective or logical provider of the service, AND
- Provision of such services by the City is compatible with the City's General Plan, policies and/or action plans.

V. The City *may fund service providers* of needed human services when:

- Specifically targeted intergovernmental funds (such as CDBG) are available,
- Another agency is the most cost-effective or logical provider of the service, AND
- Provision of such services by the City is compatible with the City's General Plan, policies and/or action plans.

#### VI. PROPOSAL FUNDING CATEGORIES:

Programs requesting funding must qualify under one of the categories below:

Operational: Funding of programs and services to address identified community needs or problems as specified in the City's General Plans or other policies through direct financial support and/or in-kind contributions.

- Programs/services funded under this category must represent a service that can be more cost-effectively operated by the proposer than by the City, or
- Must be such that the proposer because of its role in the community is the most logical service provider.
- Funding may be provided on a multi-year basis but is not guaranteed. Continued funding is contingent upon City budget limitations and proposer's previous program performance.
- Proposer must demonstrate good faith efforts to secure funding for programs/service from other sources.

Emergency: Funding of operational programs offered in the community that meet an existing need for which normal funding is no longer available.

Proposers and programs qualifying under this category must demonstrate:

- Good performance of current programs;
- Current financial difficulties will largely curtail the services currently provided to City residents;

- Future funding to continue the program can be obtained from other sources with reasonable probability;
- Funding for programs qualifying under this category shall be limited to one year.

Seed Program: Funding for start-up of new programs designed to meet a significant community need or problem.

- Proposers must demonstrate a high probability that funding can be sustained beyond the commitment of City funds;
- Initial funding for seed programs is limited to one year;
- Second year funding may be possible if the program demonstrated good performance or special factors related to the continued need for funding can be demonstrated;
- Prospect must demonstrate good faith efforts to secure funding for programs/services from other sources.

Project: Funding of capital or other one-time projects designed to address a significant community need or problem.

- Funding of such projects shall be limited to a specific time frame, usually not more than one year.

#### VII. APPLICATION POLICY STATEMENT:

The City wishes to consider funding of needed and appropriate services. In order to determine which agencies should be awarded funding, the Council has adopted a formalized human services funding application procedure. All groups desiring to act as service providers, and requesting City funds to do so, must submit a complete application by specific due dates. Public notice of the availability of requests for proposals and the specified dates will be provided in ample time for applications to be prepared.

All applicants desiring a grant from the City to provide human and social services will be required to comply with the application procedure and time schedule. All applications will have to meet the following three criteria:

1. Provide a service consistent with an existing recognized City priority need, policy, goal or objective;
2. Request funds for a program or project that qualifies under one of the four previously identified funding categories;
3. Have completed the application process and the application has been determined to be accurate and complete.

#### VIII. EVALUATION PROCESS:

To assure all applications for City funding of human services receive due consideration and to ensure Council is provided with the information it needs to make its funding decisions, the following evaluation process will be applied to requests received:

1. Applications not received by the due date will be rejected. Applicants submitting applications, which are materially incomplete, will have five working days from notification by staff to correct any deficiencies, or their applications will not receive further evaluation.
2. Staff will determine proposal eligibility based on guidelines provided in this policy. Proposals not qualifying will not be recommended to Council for funding and will not receive further evaluation.
3. Staff will prepare a technical evaluation of the applications and make recommendations to the Housing and Human Services Commission based upon the priorities adopted by City Council and upon its evaluation of the applicant's ability to effectively deliver such services.
4. The Housing and Human Services Commission will conduct formal evaluations of the applications, including the opportunity for each group to present its program in public hearing for evaluation. The Commission will make recommendations to the City Manager and Council for allocation of available CDBG funds to outside groups to provide human services. The Commission may also notify the City Manager and City Council of applications where a significant need will remain unmet even if Council allocates CDBG funds as recommended. The City Manager may recommend, and the City Council may provide supplemental funding from the annual Operating Budget.
5. The City Manager will forward the Commission recommendation to Council with a staff recommendation thereon.

The Housing and Human Services Commission shall develop evaluation criteria, which criteria must be consistent with adopted Council policy. Staff and the Commission will apply these criteria uniformly to all applications reviewed. The following guidelines for general evaluation criteria include (but are not limited to):

Critical Evaluation Factors. Each of these factors must be met for the program to receive a recommendation for City funding.

- The organization must meet minimum eligibility standards to receive funding.
- The organization and its program must have demonstrated good performance and capability to effectively provide the program.
- The organization and its program must deliver services in a cost-effective manner.
- The organization must be an appropriate agency to deliver this program.
- The program must not be a duplication of services provided in the same service area.
- The organization and its programs must demonstrate strong financial management *and effective management controls*.
- The proposed program must have a contingency plan for funding if City support is limited or eliminated in the future.

Favorable Evaluation Factors. The proposed program must address one or more of the following factors to receive a positive recommendation.

- The proposed program addresses a priority adopted by the City Council and is related directly to a general plan policy.

- The proposed program is a needed enhancement of any existing City program, and can be better performed by an outside group than by the City directly.
- The program has a diverse funding base and is not heavily reliant upon City funds to support its operation.
- The program has leveraged City funds with other funding sources to maximize service provision.

(Adopted: RTC 81-617 (10/13/1981); Amended: RTC 99-430 (10/19/1999); Amended: RTC 06-112 (4/11/2006))

Lead Department: Community Development Department



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## ATTACHMENT B – HUD INCOME LIMITS

### 2024 INCOME LIMITS for CDBG and HOME FUNDED PROGRAMS Santa Clara County

Area median income as determined by HUD: \$184,300

To qualify for one of the Housing Division's CDBG or HOME funded programs, your household's combined gross annual income cannot exceed the maximum low-income limit (80%) for your household size established by HUD.

Maximum Income by Household Size:

Income Category	Number of Persons in Household							
	1	2	3	4	5	6	7	8
<b>Extremely Low (30%)</b>	\$38,750	\$44,250	\$49,800	\$55,300	\$59,750	\$64,150	\$68,600	\$73,000
<b>Very Low (50%)</b>	\$64,550	\$73,750	\$82,950	\$92,150	\$99,550	\$106,900	\$114,300	\$121,650
<b>Low (80%)</b>	\$102,300	\$116,900	\$131,500	\$146,100	\$157,800	\$169,500	\$181,200	\$192,900

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## ATTACHMENT C – CDBG NATIONAL OBJECTIVES

The primary objective of the CDBG program is *“the development of viable urban communities, by providing decent housing and a suitable living environment and expanding economic opportunities, principally for lower-income persons.”* All projects or programs funded with CDBG funds must meet the following national program objective:

1. Principally benefit lower income persons: At least 51 percent of the program’s beneficiaries must be of lower income as defined by HUD, or the activity must serve a geographic area where at least 51 percent of the residents are lower income, or the activity must serve a “limited clientele group” as defined by HUD.

HUD defines low- and lower-income persons as those whose total household incomes do not exceed the HUD Section 8 Rental Income Limits based on roughly 80% of Area Median Income (AMI). Please refer to Attachment B for the current HUD Income Limits.

### **National Objective Sub-categories:**

Your agency must select one of the two methods for compliance with the national objective of principally benefiting lower-income persons.

**Area Benefit Activity:** If activities addressing the needs of residents of a specific geographic area within the City where at least 51% of the residents are lower-income.

**Limited Clientele Activity:** If your activity benefits a specific group of people, who are presumed to be lower-income (see below for a listing of groups presumed to be lower income); or if you will be verifying client income to demonstrate that at least 51% of your clients are lower-income persons, or if your program only serves lower-income persons.

You must be able to document that 51% of your program’s clients are lower-income, consistent with applicable HUD requirements.

Specific groups **presumed** by HUD to be lower income are:

- Abused Children
- Homeless persons
- Battered persons
- Elderly persons
- Adults meeting the Bureau of Census’ Current Population Reports definition of “Severely Disabled”
- Illiterate adults
- Persons living with HIV/AIDS, and
- Migrant farmworkers

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## ATTACHMENT D – CONSOLIDATED PLAN

### Selected Excerpts from 2020-25 Consolidated Plan (Pages 138 thru 139)

#### Goal 2: Alleviation of Homelessness

**Strategy:** Under the Housing First model promulgated by local, state, and national policy analysts, it is much more cost-effective for the public and private sectors to move chronically homeless people into stable housing as soon as possible, to minimize costly and often repetitive utilization of emergency medical care, public safety services, courts, incarceration, hospitalization, and other costly interventions. It is also much more cost-effective to prevent people from becoming homeless in the first place and getting them into housing as soon as possible if they do become homeless, through prevention and rapid re-housing programs.

*Geographic Targeting:* City-wide or outside of the City, as long as Sunnyvale clients can be served. Many facilities and housing projects that serve homeless people are funded jointly by multiple agencies and jurisdictions and serve a county-wide clientele. Sunnyvale has traditionally participated in these regional efforts, as homeless people often move frequently between jurisdictions. Sunnyvale has funded a number of these projects with either operational (services) funding or capital funding, such as: the two new permanent supportive housing developments in Sunnyvale (Parkside Studios and Onizuka Commons), which will provide 47 units for homeless clients; three group homes in Sunnyvale (two for tenants with mental disabilities and one for youth aging out of foster care); Peacock Commons and the Jackson Street maternity group homes in Santa Clara; Maitri House in Cupertino for domestic violence victims and their children, and several other facilities elsewhere in the county.

*Priorities:* Homeless families with children, elderly individuals, single women, domestic violence victims, unaccompanied youth, chronically homeless individuals, those with disabilities, and other vulnerable or at-risk clients.

#### Actions:

1. Help people who are currently homeless or at imminent risk of homelessness to obtain housing, employment or other sources of income, and adequate support services/networks to achieve stability.
  - a) Continue to implement the WorkFirst Sunnyvale Program, which provides employment development, job search assistance, training and supportive services to Sunnyvale homeless clients, to help them obtain paid employment and permanent housing.
  - b) Continue to implement the TBRA program for homeless and at-risk clients, many of whom have obtained employment through the WorkFirst Sunnyvale Program. The TBRA program provides transitional rental assistance for a term of up to two years, which may include security deposit and/or monthly rental assistance.
  - c) Continue to assist regional homeless service providers to provide interim shelter, supportive services, outreach, case management, credit counseling, and/or housing search assistance (through Goal C, Action 1, below).
  - d) Continue to participate in county-wide policy, planning and coordination efforts such as the Continuum of Care and Destination:Home's Community Plan to End Homelessness.

- e) Provide financing and/or technical assistance to developers of emergency shelter, transitional and/or permanent supportive housing projects.
- f) To the extent that local (non-HUD) funding is available for this purpose, provide funding for a Sunnyvale homelessness prevention and rapid re-housing program.

### **Goal 3: Other Community Development Efforts**

**Strategy:** Use CDBG funding, as needed and as available, for other eligible activities, which may include public services, public facilities and/or improvements, and accessibility improvements.

*Geographic Targeting:* City-wide if possible, or elsewhere in the County or within reasonable proximity, as long as it can be demonstrated that Sunnyvale clients can be served effectively and as conveniently as possible.

*Priorities:* Services or facilities that primarily serve lower-income and/or special needs clientele (very low income, extremely low income, and/or special needs households (seniors, disabled, homeless people, children, youth, victims of domestic violence, etc.).

### **Actions**

1. Support provision of essential human services, particularly for special needs populations:
  - a) Basic needs (such as food, shelter, transportation, health & mental health care, employment assistance/training, child care, etc.).
  - b) After school or intervention programs to provide youth with positive alternatives to drugs, violence, and/or gangs (i.e., recreational, mentoring, educational, and career-building activities).
  - c) Mental health, addiction and substance abuse counseling, particularly for youth and those exiting institutions.
  - d) Other specialized supportive services as may be requested by the community, such as foreclosure assistance, legal assistance for seniors and others, and other specialized human services, such as those currently supported by the city, or those that may address a new or unmet priority need.
2. Maintain/Expand Community Facilities and Infrastructure in neighborhoods that meet the “area benefit”, “limited clientele,” or “presumed benefit” criteria to qualify for CDBG assistance.
  - a) Support expansion, accessibility retrofits and/or rehabilitation of community facilities (parks, senior/community centers, childcare centers, health clinics, etc.).
  - b) Continue the curb retrofit program to improve accessibility of city sidewalks and crosswalks.
  - c) Support other public infrastructure projects (streetscape projects, sidewalk/utility improvements, traffic calming, removal of architectural barriers etc.) in locations identified by community members, stakeholders, or City staff as in need of improvement.

#### **Goal 4: Expanding Economic Opportunities for Lower-Income People**

1. Support economic development activities that promote employment growth and help lower-income people secure and maintain jobs

- a) Support employment development, training and vocational programs for Sunnyvale youth, homeless and at-risk clients, and/or other eligible clients seeking employment or retraining (such as disabled or re-entry workers) to the extent funding may be available.

Complete text of the 2020-2025 Consolidated Plan is available online at:

<https://sunnyvale.ca.gov/civicax/filebank/blobdload.aspx?BlobID=23237>



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## ATTACHMENT E - TIMELINE

### FY 2025-26 FUNDING CYCLE

(Subject to Change: Please check the Housing Division website frequently for updates)

RFP Issuance	December 11, 2024
Deadline to Submit Questions	December 17, 2024
<b>Deadline for submission of applications (4:30 p.m.)</b>	<b>January 15, 2025</b>
Presentations to Housing & Human Services Commission [Applicant participation mandatory]	February 26, 2025
Housing & Human Services Commission Meeting: Public Hearing; Commission recommendations on public services and capital project funding	March 26, 2025
Draft 2025/26 Action Plan available. 30-Day Public Comment Period Opens.	March 31, 2025
Housing & Human Services Commission Meeting: Public Hearing on FY 2025/26 Action Plan 30-day citizen comment period	April 23, 2025
City Council approval of Action Plan	May 6, 2025 (tentative)
Applicants notified of awards	May 2025
HUD approval	June 2025
Contract Term begins	July 1, 2025

All meetings will be held virtually. For meeting details, or to receive email updates, please contact to [Housing@Sunnyvale.ca.gov](mailto:Housing@Sunnyvale.ca.gov) with subject: Human Services Funding.

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## ATTACHMENT F – ORGANIZATIONAL REQUIREMENTS

All agencies applying for funding must have all of the following:

- A. Bylaws - The group must have Bylaws which clearly define the organization's purposes and functions, its organization and the duties, authority and responsibilities of its governing body and officers.
- B. Governing Body - Governance of the organization should be vested in a responsible and active board which meets at least quarterly and establishes and enforces policies. The board should be large enough and so structured to be representative of the community it serves. It should have a specific written plan for rotation or other arrangements to provide for new members.
- C. Personnel - The organization must provide for adequate administration of the program to insure delivery of the services. The organization must provide that it has a written job description for each staff position and an organizational chart approved by the board. Normally one individual should be designated as the full time director of the organization. Organizations must have a written Affirmative Action Plan. This plan would cover employment of staff members, volunteers and board members and delivery of service to clients.
- D. Non-Discrimination - Every organization receiving funds from the City is required to assure that it will not discriminate in employment, exclude any person from participating or subject any person to discrimination under any part of the program on the basis of race, color, religious creed, national origin, ancestry, disability, medical conditions, marital status, sex, age of a person forty (40) years of age or older, or any other basis as to which discrimination is prohibited by state or federal law. Programs designed to meet specific needs may be targeted to specific groups (e.g., seniors, handicapped, youth).
5. Service Designed for Those With Disabilities - Every organization receiving funds from the City must comply with the Americans with Disabilities Act which requires that no otherwise qualified individual shall solely, by reason of his/her disability, be subjected to discrimination or be excluded from participation in or be denied the benefits of the organization. All organizations are required to make reasonable accommodation to ensure that individuals with disabilities are able to participate. This includes a barrier-free environment and, where reasonable, may even include the provision of assistive devices and/or staff accommodations.
6. Accounting - Each organization shall maintain accounting records which are in accordance with generally accepted accounting practices, such as that described in OMB Circular A-122, "Cost Principles for Non-profit Organizations," or A-21, "Cost Principles for Educational Institutions", as applicable, or in the American Institute of Certified Public Accountants (AICPA) "Accounting and Financial Reporting for Voluntary Health and Welfare Organizations". If they receive sufficient federal funds (currently \$300,000) some organizations must also comply with the administrative requirements of OMB Circular A-133, "Audits of Institutions of Higher Education and Other Non-Profit Organizations." OMB CIRCULARS A-133 AND A-122 ARE AVAILABLE FOR REVIEW IN THE COMMUNITY

DEVELOPMENT DEPARTMENT HOUSING DIVISION, 456 West Olive Avenue, Sunnyvale, CA 94086.

7. Auditing - Applicants must submit their latest Independent Audit and Management letter. An organization must have a bi-annual audit conducted and the auditor's report and financial statements prepared in accordance with generally accepted auditing standards as set forth in Standards for Audit of Governmental Organizations, Programs, Activities and Functions. In no event will an audit for a period ending prior to December 31, 2015 be deemed acceptable.

Funded programs will be required to have an independent audit performed. The audit will need to be submitted to the City within 150 days of the end of the organization's fiscal year. For CDBG, audit fees may not be charged to the CDBG grant unless a project is required to conform to OMB Circular A-133. If an agency prefers to have another agency act as the fiscal agent for the project, it may do so if the fiscal agent meets the entry criteria for the program(s), and a signed Statement of Fiscal Agent Responsibilities Form and an Independent Audit and Management Letter of the designated agency is also provided along with the application by the submittal deadline.

The City will require at least a bi-annual audit conducted and the auditor's report and financial statements prepared in accordance with generally accepted auditing standards as set forth in Standards for Audit of Governmental Organizations, Programs, Activities and Functions.

Organizations applying for funding will be required to submit documentation of the above, where applicable.

## ATTACHMENT G – INSURANCE REQUIREMENTS

Agency shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from, or in connection with, the performance of the work hereunder by the Agency, their agents, representatives, employees or subcontractors. The cost of such insurance shall be included in the Contractor's bid.

### A. Minimum Scope and Limits of Insurance

Agency shall maintain limits no less than:

1. **Commercial General Liability**: coverage written on an occurrence basis with limits not less than \$1,000,000 per occurrence and \$2,000,000 aggregate for bodily injury, personal injury, and property damage. ISO Occurrence Form shall be at least as broad as CG 0001.
2. **Automobile Liability**: \$1,000,000 coverage with a combined single limit of not less than \$1,000,000 per occurrence applying to all owned, non-owned, or hired vehicles used in conjunction with this contract for bodily injury and property damage. ISO Form shall be at least as broad as CA 0001.
3. **Workers' Compensation**: Statutory Limits and **Employers Liability**: \$1,000,000 per accident for bodily injury or disease.

Industry Specific Coverages. If checked below, the following insurance is also required:

- Liquor Liability coverage** written on an occurrence basis with limits not less than \$1,000,000 per occurrence.
- Professional Liability / Errors and Omissions Liability coverage** with limits not less than \$2,000,000 per occurrence or claim.
- Valuable Papers and Electronic Data Processing** with limits not less than \$10,000 each.
- Cyber & Tech Liability coverage** with limits not less than of \$1,000,000 per occurrence or claim.
- Crime coverage** with limits not less than \$500,000 to include third party premises endorsement.
- If working directly with minors, the Certificate of Insurance must include coverage for **molestation and sexual abuse** with limits not less than \$1,000,000 per occurrence and \$2,000,000 aggregate.
- Pollution Liability coverage** with limits not less than \$1,000,000 per occurrence.
- MCS-90 Endorsement** to Business Automobile insurance for transportation of hazardous materials and pollutants.
- Garage Liability coverage** written on an occurrence basis with limits not less than \$1,000,000 per occurrence.

- Garage Keepers Liability coverage** with limits not less than \$100,000 per location.
- On-Hook coverage** with limits not less than \$100,000 per vehicle

**B. Deductibles, Self-Insured Retentions and Other Coverages**

Any deductibles or self-insured retentions must be declared and approved by the City's Risk Manager. The Agency shall guarantee payment of any losses and related investigations, claim administration and defense expenses within the deductible or self-insured retention.

The aforementioned insurance requirements can be met through any combination of self-insured, primary and excess/umbrella policies that fulfill the stipulated coverage as cited above.

**C. Other Insurance Provisions**

1. During the term of the contract, the City of Sunnyvale, its officers, officials, employees, agents, and volunteers are to be covered as an additional insured in the Agency's commercial general liability policy (and if industry specific coverage box is checked above, liquor liability, valuable papers and electronic data processing, cyber & tech liability, pollution liability, and sexual abuse and molestation policies) with respects to liability arising out of activities performed by or on behalf of the Agency; products and completed operations of the Agency; premises owned, occupied or used by the Agency. The coverage shall contain no special limitations on the scope of protection afforded to the City, its officers, officials, employees, agents, or volunteers. Additional Insured Endorsement for ongoing operations at least as broad as ISO CG 20 10 Scheduled, or automatic CG 20 38 and completed operations shall be at least as broad as ISO CG 20 37 scheduled or automatic ISO CG 20 40.
2. During the term of the contract, the Agency's Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of the City of Sunnyvale.
3. For all Architects, Engineers and Design Professionals - If Industry Specific Coverage box is check above and if the Contractor's/Consultant's Professional Liability/Errors and Omissions coverage is written on a claims made basis:
  - a) The Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work.
  - b) Insurance must be maintained and evidence of insurance must be provided for at least three (3) years after completion of the contract of work.
  - c) If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, the Contractor/Consultant must purchase "extended reporting" coverage for a minimum of three (3) years after completion of contract work.
4. For any claims related to this project, the Agency's insurance shall be primary. Any insurance or self-insurance maintained by the City, its officers, officials, employees, agents, and volunteers shall be excess of the Agency's insurance and shall not contribute with it and shall be at least as broad as ISO CG 20 01 04 13.
5. Any failure to comply with reporting or other provisions of the policies including breaches of warranties shall not affect coverage provided to the City, its officers, officials, employees, agents, or volunteers.

*Request for Proposals for Human Services Funding in PY's 2025 & 2026  
Attachment G – Insurance Requirements*

6. The Agency's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
7. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, cancelled by either party, reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the City.
8. Any umbrella or excess insurance liability policies shall be true "following form" of the underlying policy coverage, terms, conditions, and provisions and shall meet all of the insurance requirements stated in this document, including the additional insured, SIR, and primary and non-contributory insurance requirements for the benefit of City (if agreed to in a written contract or agreement) until all coverage carried by or available to the Agency's primary and excess liability policies are exhausted and before the City's own insurance or self-insurance shall be called upon to contribute to a loss.
9. The policy limits of coverage shall be made available to the full limits of the policy. The minimum limits stated above shall not serve to reduce the Agency's policy limits of coverage. Therefore, the requirements for coverage and limits shall be (1) the minimum coverage and limits specified in this agreement, or (2) the broader coverage and maximum limits of coverage of any insurance policy or proceeds available to the named insured, whichever is greater.

**D. Acceptability of Insurers**

Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A: VII, and who are admitted and authorized to do business and in good standing in California unless otherwise acceptable to the City's Risk Manager.

**E. Verification of Coverage**

City utilizes PINSAdvantage.com (PINS) to track and verify all insurance related documents. City is no longer accepting Certificates of Insurance by mail and requires the use of PINS. City will email the Agency requesting proof of insurance for this contract through the PINS platform ([no-reply@pinsadvantage.com](mailto:no-reply@pinsadvantage.com)), which include instructions on how to upload insurance documents electronically.

Agency shall furnish the City with an original Certificate of Insurance effecting the coverage required. The certificates are to be signed by a person authorized by that insurer to bind coverage on its behalf. All certificates are to be received and approved by the City, Risk Manager prior to commencement of work.

The Agency shall provide certificate(s) evidencing renewals of all insurance required herein prior to the expiration date of any such insurance. Agency shall submit insurance certificates reflecting the policy renewals through PINS. City reserves the right to require complete, certified copies of all required insurance policies, at any time.

**F. Subcontractors**

Agency shall require all subcontractors to procure and maintain insurance policies subject to these requirements. Minimum insurance coverage limits and endorsements required herein, do not preclude the Agency from requiring higher limits or additional insurance coverages as it deems necessary. Failure of Agency to verify existence of sub-contractor's insurance shall not relieve Agency from any claim arising from sub-contractors work on behalf of Agency.