



# City of Sunnyvale

## Notice and Agenda - Final Housing and Human Services Commission

---

Tuesday, January 6, 2026

7:00 PM

Online and Redwood Conference Room  
(Room 140), City Hall, 456 W. Olive Ave.,  
Sunnyvale, CA 94086

---

Special Meeting online link: <https://sunnyvale-ca-gov.zoom.us/j/92867949471>

### Public Participation

View the end of the agenda for information on:

- Public participation options
- Request language translation
- Accessibility/Americans with Disabilities Act (ADA) Notice
- Legal notices

### **7 P.M. HOUSING AND HUMAN SERVICES COMMISSION MEETING**

#### **CALL TO ORDER**

Call to Order in the Redwood Conference Room.

#### **SALUTE TO THE FLAG**

#### **ROLL CALL**

#### **ORAL COMMUNICATIONS**

Prior to opening public comment on Oral Communications, the Chair may determine it would be impractical to include remote public comment for the purpose of timeliness of the meeting or conducting an orderly meeting.

Oral Communications is the opportunity for the public to address the Housing and Human Services Commission on items not listed on the agenda and is limited to 15 minutes with a maximum of up to three minutes per speaker (one appearance per speaker). Note the Brown Act does not allow the Commission to take action on an item not listed on the agenda. To address the Commission, refer to the notice at the end of this agenda.

#### **CONSENT CALENDAR**

All matters listed on the consent calendar will be acted upon by one motion unless

discussion is requested by a Commissioner or the public. To address the Commission, refer to the notice at the end of this agenda.

- 1.A [26-0209](#) Approve the Housing and Human Services Commission Meeting Minutes of November 24, 2025

**Recommendation:** Approve the Housing and Human Services Commission Minutes of November 24, 2025 as submitted.

### **PUBLIC HEARINGS/GENERAL BUSINESS**

To speak on a public hearing/general business item, refer to notice at the end of this agenda. Each speaker is limited to three minutes.

- [26-0127](#) Review Two Draft Requests for Proposals: FY 2026/27 CDBG Capital Projects and FY 2026/27 and FY 2027/28 HOME Tenant-Based Rental Assistance

**Recommendation:** Review the Two Draft Requests for Proposals for FY 2026/27 CDBG Capital Projects and FY 2026/27 and FY 2027/28 HOME Tenant-Based Rental Assistance

### **NON-AGENDA ITEMS AND COMMENTS**

-Commissioner Comments

-Staff Comments

### **ADJOURNMENT**

#### **Public Participation Options**

##### **In person public comment:**

You may provide public comment by filling out a speaker card (optional) and giving it to the Recording Secretary.

##### **Online participation:**

Members of the public may also attend online. However, the City cannot guarantee uninterrupted access to online technology. Technical difficulties may occur from time to time. Unless required by the Ralph M. Brown Act, the meeting will continue even if technical difficulties prevent online participation.

The Chair may determine it would be impractical to include remote public comment during Oral Communications.

**Online public comment:**

To provide audio public comment, connect to the meeting online or by telephone. Use the Raise Hand feature to request to speak (\*9 on a telephone):

Meeting online link: <https://sunnyvale-ca-gov.zoom.us/j/92867949471>

Meeting call in telephone number: 833 548 0276 | Meeting ID: 928 6794 9471  
(\*9 to request to speak | \*6 to unmute/mute)

Watch the Housing and Human Services Commission meeting at  
<http://youtube.com/SunnyvaleMeetings>

**Written public comment:**

Email comments to the Housing and Human Services Commission no later than 4 hours before the meeting at [HousingHumanServices@sunnyvale.ca.gov](mailto:HousingHumanServices@sunnyvale.ca.gov). You can also mail or deliver comments to:

City Clerk, 456 W. Olive Ave., Sunnyvale, CA 94086

**Public review of items:**

You can view reports to commission on the City's website at [sunnyvale.ca.gov](http://sunnyvale.ca.gov). You can also review reports in person at the City Hall reception desk, 456 W. Olive Avenue, during normal business hours. Any other documents distributed to members of the Housing and Human Services Commission regarding any item on this agenda are available in the Redwood Conference Room on the evening of the Commission Meeting. Otherwise, contact Housing staff at 408-730-7250 or [housing@sunnyvale.ca.gov](mailto:housing@sunnyvale.ca.gov) for questions.

**Planning a presentation for a Housing and Human Services Commission meeting?**

Visit: <http://Sunnyvale.ca.gov/PublicComments>

**Planning to provide materials to the Commission?**

Please provide the Housing and Human Services Commission with 12 copies of your materials.

**Request Language Translation**

If you need language translation, please contact the City at least 48 hours prior to the meeting. Reach the City at: 408-730-7483 or [cityclerk@sunnyvale.ca.gov](mailto:cityclerk@sunnyvale.ca.gov)

**Spanish and Chinese, Simplified**

**Solicitud de Traducción al Español**

Si necesita servicios de traducción al español, comuníquese con la ciudad al menos 48 horas antes de la reunión. Puede contactar a la ciudad al:

408-730-7483 o [cityclerk@sunnyvale.ca.gov](mailto:cityclerk@sunnyvale.ca.gov)

**请求语言翻译**

如果您需要语言翻译，请至少在会议开始前 48 小时联系市政府。联系电话：

408-730-7483 或发送电子邮件至 [cityclerk@sunnyvale.ca.gov](mailto:cityclerk@sunnyvale.ca.gov)

**Accessibility/Americans with Disabilities Act (ADA) Notice**

Pursuant to the Americans with Disabilities Act (ADA), the City will make reasonable arrangements to ensure accessibility to this meeting. If you need special assistance, please contact the City at least 48 hours prior to the meeting. Reach Housing staff at 408-730-7250 or [housing@sunnyvale.ca.gov](mailto:housing@sunnyvale.ca.gov) (28 CFR 35.160 (b) (1)).

**LEGAL NOTICES**

PLEASE TAKE NOTICE that if you file a lawsuit challenging any final decision on any public hearing item listed in this agenda, the issues in the lawsuit may be limited to the issues which were raised at the public hearing or presented in writing to the City at or before the public hearing.



Sunnyvale

# City of Sunnyvale

## Agenda Item

---

**26-0209**

**Agenda Date: 1/6/2026**

---

**SUBJECT**

Approve the Housing and Human Services Commission Meeting Minutes of November 24, 2025

**RECOMMENDATION**

Approve the Housing and Human Services Commission Minutes of November 24, 2025 as submitted.



**City of Sunnyvale**  
**Meeting Minutes - Draft**  
**Housing and Human Services**  
**Commission**

---

Monday, November 24, 2025

7:00 PM

Online and Redwood Conference Room  
140, City Hall, 456 W. Olive Ave.,  
Sunnyvale, CA 94086

---

**CALL TO ORDER**

Chair Friedlander called the special meeting to order at 7:00 p.m.

**SALUTE TO THE FLAG**

Chair Friedlander led the salute to the United States flag.

**ROLL CALL**

**Present:** 5 - Chair Morgan Friedlander  
Vice Chair Leesa Riviere  
Commissioner Scott Duncan  
Commissioner Rao Shen  
Commissioner Steward  
**Absent:** 2 - Commissioner Jim Davis  
Commissioner Carol Weiss

Commissioner Weiss and Commissioner Davis' absence is excused.

Council Liaison Sell (present)

**ORAL COMMUNICATIONS**

None.

**CONSENT CALENDAR**

Chair Friedlander opened and closed the public hearing at 7:04 p.m.

MOTION: Commissioner Duncan moved and Vice Chair Riviere seconded the motion to approve the Consent Calendar.

The motion carried by the following vote:

**Yes:** 5 - Chair Friedlander  
Vice Chair Riviere  
Commissioner Duncan  
Commissioner Shen  
Commissioner Steward

**No:** 0

**Absent:** 2 - Commissioner Davis  
Commissioner Weiss

**1.A**     [25-1080](#)     Approve the Housing and Human Services Commission  
Meeting Minutes of October 22, 2025

**PUBLIC HEARINGS/GENERAL BUSINESS**

**2**        [25-1081](#)     Approve the Draft 2026 Housing and Human Services  
Commission Annual Work Plan

Housing Officer, Amanda Sztoltz, provided the staff report and presentation. Ms. Sztoltz presented the Annual Draft Work Plan, noting recurring agenda items and several meetings listed as “To be determined (TBD),” which may be canceled if no agenda items are identified.

Chair Friedlander opened and closed the public hearing at 7:08 p.m.

Chair Friedlander asked for a motion or advocacy from the commissioners.

MOTION: Commissioner Steward moved and Vice Chair Riviere seconded the motion to approve the Draft 2026 Housing and Human Services Commission Annual Work Plan.

The motion carried by the following vote:

**Yes:** 5 - Chair Friedlander  
Vice Chair Riviere  
Commissioner Duncan  
Commissioner Shen  
Commissioner Steward

**No:** 0

**Absent:** 2 - Commissioner Davis  
Commissioner Weiss

**3**      [25-1067](#)      Discussion and Possible Recommendation of One Council  
Priority Project Idea to the City Council

Housing Officer, Amanda Szoltz, provided an overview of the newly adopted Council Priority Projects process, which replaces the former study issue process. The process allows each board or commission to forward one idea annually for Council consideration, without staff reports or rankings, to reduce staff workload and improve efficiency.

Commissioners discussed potential ideas for consideration, including:

- Establishment of a citywide rental registry or database to improve tenant awareness of rights, landlord compliance with tenant protection ordinances, prevention of displacement, and enumeration of the City's rental housing stock.
- Storage options for individuals experiencing homelessness.
- Shelter models, including non-congregate shelter programs, safe parking, and partnerships with faith-based organizations, volunteers, and educational institutions.

Housing Officer, Amanda Szoltz, provided background on prior studies, feasibility considerations, costs, and current homelessness-related programs.

Chair Friedlander opened the public hearing 8:07 p.m.

Sunnyvale Community Services Executive Director, Marie Bernard, spoke in support of a rental registry/database as a homelessness prevention tool and emphasized the importance of tenant education, service coordination, and preparation for increasing community need.

Chair Friedlander closed the public hearing at 8:11 p.m.

Commissioners and staff provided additional clarifications and reflections related to the Council Priority Projects discussion, including:

- The importance of focusing proposals on a clearly defined core concept suitable for Council consideration.
- Recognition that the rental registry/database concept could serve as a homelessness prevention and tenant education tool.
- Clarification that prior and ongoing programs addressing homelessness, warming centers, and shelter options should be considered to avoid duplication of efforts.

After a lengthy discussion, Chair Friedlander asked for a motion or advocacy from his colleagues.

MOTION: Commissioner Duncan moved and Vice Chair Rivere seconded the motion to recommend one Council Strategic Priority Project Idea:

Proposal for a study of accessible rental registry, modeled on resources available in other cities

- a. to support tenants to better understand their rights.
- b. to support landlord compliance and education to better understand their obligations.
- c. for the City to better enumerate on its rental stock.

The motion carried by the following vote:

### **NON-AGENDA ITEMS AND COMMENTS**

#### **-Commissioner Comments**

Commissioner Steward asked procedural questions regarding the Dec. 2 joint meeting with the City Council, including whether the Commission would be voting or providing public comment only.

#### **-Staff Comments**

Amanda Sztoltz, Housing Officer, made the following announcements:

- confirmed details about the Dec. 2 meeting, Commissioners will be seated on the dais and the item will be a formal public hearing, during which both the Commission and City Council will be asked to consider approval of the homelessness strategy.

- introduced Jocelyn Vidales, the City's new housing specialist, noting she will be working on homelessness-related efforts, including safe parking, and will present to the Commission in the future.

- provided advance notice of a special meeting on January 6, 2026, during which the Commission will consider a substantial amendment to the HUD Action Plan to close out the WorkFirst program and review federally funded RFPs for approval.

### **ADJOURNMENT**

Chair Friedlander adjourned the meeting at 8:53 p.m.



# City of Sunnyvale

## Agenda Item

---

26-0127

Agenda Date: 1/6/2026

---

### REPORT TO HOUSING AND HUMAN SERVICES COMMISSION

#### SUBJECT

Review Two Draft Requests for Proposals: FY 2026/27 CDBG Capital Projects and FY 2026/27 and FY 2027/28 HOME Tenant-Based Rental Assistance

#### BACKGROUND

The City of Sunnyvale receives annual entitlement grants of Community Development Block Grant (CDBG) and Home Investment Partnerships Program (HOME) funds from the U.S. Department of Housing and Urban Development (HUD), as well as “program income” from loan repayments. As such, the City solicits proposals from local organizations to use a portion of these funds to provide eligible housing and community development services or projects to the Sunnyvale community.

The Requests for Proposals (RFP) describe the types of projects that are eligible for CDBG or HOME funding from the City and explains the City’s process for evaluating and scoring proposals, determining award amounts, and approval of the awards.

The City releases the CDBG Capital Projects and Economic Development Activities RFP every year.

The City releases the HOME tenant based rental assistance (TBRA) RFP every two years. Any existing or new rental assistance program operator is welcome to apply.

#### EXISTING POLICY

##### HOUSING ELEMENT

**Goal H-5: EQUAL HOUSING OPPORTUNITIES AND SPECIAL NEEDS** - Promote equal housing opportunities for all residents, including Sunnyvale’s special needs populations, so that residents can reside in the housing of their choice.

**Policy H-5.6. Emergency Rental Assistance.** Provide emergency rental assistance for residents in greatest need as a strategy for preventing homelessness.

**Policy H-5.11. Housing for Persons with Disabilities.** Continue to address the special needs of persons with disabilities through the provision of supportive housing, accessibility grants, and procedures for reasonable accommodation.

**Policy H-5.13. Housing and Services to Address Homelessness.** Participate in the County Collaborative on Affordable Housing and Homeless Issues to support its efforts to prevent and end homelessness. Facilitate and sponsor the provision of permanent supportive housing for homeless people. Support local service providers that offer facilities and support services to homeless individuals and families, and persons at risk of homelessness.

**Council Strategic Goal #4:** A model to prevent homelessness, prioritize new housing and support the unhoused community.

**Council Policy Manual:**

**Policy 2.3.3** Strategies for Affordable Housing and the Use of Housing Mitigation Fees

**5.0 Long-term Advocacy Positions - Socio-Economic**

- 5.4 Health and Social Services  
(3) Support the Food Stamp Program, the School Breakfast and Lunch Program, the WIC Program, senior nutrition programs, and support services for homeless families.
- 5.6 Affordable Housing and Homelessness

**2025 Priority Advocacy Issues:**

- 5. Affordable Housing, Homelessness, and Land Use

**ENVIRONMENTAL REVIEW**

N/A

**DISCUSSION**

The City anticipates receiving a CDBG grant of approximately \$1.0 million and a HOME grant of approximately \$350,000 from HUD, subject to federal appropriations for Program Year 2026, which are not expected to be shared with the City until mid-May 2026.

The RFPs that the City will issue in January are as follows:

- FY 2026/27 CDBG Capital Projects & Economic Development Activities, in the amount of approximately \$700,000
- FY 2026/27 and FY 2027/28 HOME Tenant Based Rental Assistance (TBRA) administrator in the amount \$2,000,000 (\$1,000,000 each year in tenant subsidies). These funds represent a collection of Program Income, and the Entitlement Grant, and are paired with an additional \$700,000 (\$350,000 each year) of Housing Successor Agency funds and Housing Mitigation Funds for program administration costs.

The actual funding available for FY 2026 may be higher or lower than current estimates, depending on federal appropriations and the amount of program income the City receives during the rest of the year. Staff will have a more accurate estimate in Spring 2026.

**CDBG Eligible Activities**

Applications related to the 2026/27 CDBG Capital Projects & Economic Development Activities RFP include various acceptable program types eligible for CDBG funding. The most common types of capital project applications include, but are not limited to, the acquisition, pre-development, rehabilitation, or construction of affordable housing properties. The City has funded several affordable

housing development projects in the past, but with the rising cost of development and the slow decrease in CDBG funding, this type of application has become rare because the amount of funds available contribute to only a small fraction of the total costs needed.

Economic development activities contain common and special activity types. Common economic development activities include, but are not limited to:

- providing credit for establishment/stabilization/expansion of microenterprises,
- providing technical assistance or business support to owners of microenterprises, or
- providing general support to owners of microenterprises including counseling, childcare, transportation, or other services.

Additionally, eligible special economic development activities come in three forms:

- Acquisition, construction, reconstruction, rehab or installation of commercial or industrial buildings, by recipient, or public or private nonprofit subrecipients
- Assistance to a private for-profit business including but not limited to grants, loan guarantees, interest supplements, technical assistance, and other forms of support
- Economic development services including but not limited to outreach efforts to market assistance, screening of applicants, reviewing and underwriting applications, preparation of agreements, management of activities, and the screening, referral, and placement of applicants for employment opportunities generated by CDBG-eligible activities, including costs of providing training

Lastly, eligible Community Based Development Organizations (CBDO), typically certified by HUD or the state, can apply for a special activity:

- Community economic development activities that increase economic opportunity or that stimulate or retain businesses or permanent jobs

### HOME Eligible Activities

Unlike CDBG applications, the available HOME funding is for only one type of program, a Tenant Based Rental Assistance program. This type of program must use all HOME funding for the rental assistance, security deposit, and utility allowance of a program participant, who must be at risk of or experiencing homelessness, have a verified household income of less than 50% Area Median Income (AMI), and can show proof of Sunnyvale affiliation by living, working, or attending school in the City.

Program participants are assisted with their housing search, and their rent is structured so that a participant's share of rent equals 30% of their most recent income certification. Participants have their income recertified after one year in the program and whenever their income changes.

The program will assist 35-40 participants at a time, providing rental assistance for two years. Programs are most successful when case management services are provided, consisting of career counseling and barrier removal to the workforce so that participants become self-sufficient by the end of the program.

The City expects to release the RFP on January 7, 2026. All dates are subject to change.

### FISCAL IMPACT

There is no cost or financial impact related to approving these documents, however, the release of annual funding allows these federal funds to be expended, necessary to meet HUD timeliness requirements.

**PUBLIC CONTACT**

Public contact was made by posting the meeting agenda on the City's official-notice bulletin board at City Hall. In addition, the agenda and this report are available at the City Hall reception desk located on the first floor of City Hall at 456 W. Olive Avenue (during normal business hours), and on the City's website.

**RECOMMENDATION**

Review the Two Draft Requests for Proposals for FY 2026/27 CDBG Capital Projects and FY 2026/27 and FY 2027/28 HOME Tenant-Based Rental Assistance

A formal vote on any suggested changes is not required, as these are administrative documents. This RFP review is the final opportunity for the HHSC to make recommended changes to staff prior to it being released.

**LEVINE ACT**

The Levine Act (Gov. Code Section 84308) prohibits city officials from participating in certain decisions regarding licenses, permits, and other entitlements for use if the official has received a campaign contribution of more than \$500 from a party, participant, or agent of a party or participant in the previous 12 months. The Levine Act is intended to prevent financial influence on decisions that affect specific, identifiable persons or participants. For more information see the Fair Political Practices Commission website: [www.fppc.ca.gov/learn/pay-to-play-limits-and-prohibitions.html](http://www.fppc.ca.gov/learn/pay-to-play-limits-and-prohibitions.html)

An "X" in the checklist below indicates that the action being considered falls under a Levine Act category or exemption:

**SUBJECT TO THE LEVINE ACT**

- Land development entitlements
- Other permit, license, or entitlement for use
- Contract or franchise

**EXEMPT FROM THE LEVINE ACT**

- Competitively bid contract\*
- Labor or personal employment contract
- Contract under \$50,000 or non-fiscal
- Contract between public agencies
- General policy and legislative actions

\* "Competitively bid" means a contract that must be awarded to the lowest responsive and responsible bidder.

Prepared by: Matthew Hazel, Housing Programs Analyst  
Reviewed by: Amanda Sztoltz, Housing Officer  
Approved by: Trudi Ryan, Director of Community Development

**ATTACHMENTS**

1. CDBG FY 2026/27 Capital Projects RFP
2. HOME FY 2026/27 and 2027/28 Tenant Based Rental Assistance



Sunnyvale

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

# **Request for Proposals for Capital and Affordable Housing Projects for Program Year 2026**

Release Date:  
January 7, 2026

Proposals Due on:  
February 9, 2026 by  
4:30 p.m.

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

456 West Olive Avenue, P.O. Box 3707, Sunnyvale, CA 94088-3707

The City of Sunnyvale (“City”) is requesting proposals from eligible applicants (see Section II) (“applicants” or “proposers”) that align with the City’s identified community development needs and priorities outlined in the five-year Consolidated Plan. These funds must primarily benefit low- and moderate-income (LMI) residents of Sunnyvale. Qualified respondents of this RFP will be considered for a CDBG funding award as a Subrecipient to the City.

At this time, the City is seeking to prioritize applications that support INFRASTRUCTURE, PUBLIC FACILITIES and ECONOMIC DEVELOPMENT activities. See Section II below for more details. All completed applications received **by February 9, 2026 at 4:30PM**, will be reviewed and considered for funding.

The City’s CDBG allocation from the U.S. Department of Housing and Urban Development (HUD) fluctuates according to federal budget availability and a formula established by HUD, which considers various factors. As a result, awards may vary depending on the final allocation of CDBG funds the City receives from HUD for FY27, which has not yet been released.

RFP information will be available on the City’s [website](#). Questions must be submitted by **January 12, 2026 at 5:00PM** and will be posted on this webpage along with responses by January 15, 2026.

#### **I. Introduction and Community Background**

The Community Development Block Grant (CDBG) 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.

Each CDBG project must demonstrate compliance with meeting the National Objective of benefitting LMI persons residing in Sunnyvale by doing one of the following:

- a. Creating or improving housing for LMI households;
- b. Creating or retaining jobs for LMI individuals;
- c. Providing a specific service to definite LMI individuals

Sunnyvale is an Entitlement Community, as defined by HUD, that receives an annual formula allocation of CDBG funds. The City directs these funds to housing, economic development, infrastructure improvements, public facilities, and public service projects designed to meet the needs of LMI persons. Current income limits for 2025 are in Exhibit A, and they are anticipated to be updated by HUD around May of 2026. Successful applicants will be required to document income verification of clients assisted by the CDBG funding award.

## **II. Eligibility and Funding**

### **A. Budget and Funding**

The City of Sunnyvale anticipates receiving a CDBG grant from HUD for Program Year 2026 and expects to award \$700,000 in funding for new Capital Projects & Economic Development through this RFP. Final funding awards will be based on the City's allocation from HUD and City Council approval in Spring 2026.

Proposals should include an itemized budget that reflects staffing, operations, and all other program expenses.

### **B. Eligible Applicants**

For real property improvements, applicants must be non-profit organizations with current, IRS-recognized non-profit status, including public agencies, and must provide current documentation of such status in applications.

For Economic Development projects, for profit organizations may apply

### **C. Eligible Projects**

The following types of CDBG eligible projects may be funded through this RFP. CDBG projects must also meet one of the National Objectives described above. Detailed federal regulations apply to each type of project or activity:

1. Acquisition of real property for an eligible community facility or affordable housing use;
2. Construction of public facilities and improvements (e.g., community centers, neighborhood centers, shelters, and the conversion of school buildings for eligible purposes);
3. Assistance to for-profit businesses to carry out economic development and job creation activities
4. Job training *and* placement by an eligible Community Based Development Organization (CBDO)

### **D. Ineligible Activities**

The following activities may NOT be funded with CDBG or HOME funds. This list is not all-inclusive:

1. Political activities;
2. Religious activities;
3. Purchase of equipment, including furnishings, personal property, vehicles, and fire protection equipment.
4. Job training, unless part of a CDBG-eligible economic development activity that will create or retain permanent jobs. Such other training may be eligible under categories of Public Services.

In addition, projects that would permanently displace (as defined by the Uniform Relocation Act) residents or businesses from their existing housing or place of business **are not eligible for funding through this RFP.**

**E. Description of Sunnyvale Priority Need(s) Addressed by Project**

Applicants must clearly describe the following in their applications: why the proposed project is needed in Sunnyvale at this time; how it would benefit the Sunnyvale clients/residents it proposes to serve; which priority need(s) and objectives from the City's Consolidated Plan it is designed to meet; and quantify these benefits in terms of standard units (i.e., housing units improved, eligible Sunnyvale clients served by project/facility, etc.) for HUD reporting purposes.

Applications should also clearly explain why their proposal should be funded before others received in response to this RFP, assuming that available CDBG funding is not adequate to fund all proposals received.

**F. Compliance with Federal, State, and City Requirements**

Applicants must review all federal regulations applicable to CDBG funded projects of the type for which the funding is requested (i.e., housing rehabilitation, construction, etc.). **Submittal of an application in response to this RFP shall be construed as applicant's thorough understanding of, and commitment to comply with: all applicable CDBG requirements, relevant state or federal laws (such as fair housing, prevailing wage, and relocation laws), City funding policies and municipal codes and federal audit requirements,** may result in various enforcement actions by City and/or HUD staff, including possible requirements for the applicant to repay the CDBG funds to the federal Treasury.

### III. Application Submittal and Review Process

Please follow the instructions carefully; **incomplete applications will be rejected**. All proposals will become part of City of Sunnyvale's official public records and will be available for public review.

#### A. Application Submittal

1. Applications will be submitted online through City Data Services at: [www.citydataservices.net](http://www.citydataservices.net)
2. Each new applicant will be issued a username and password to complete the application
  - a. If you are already a City of Sunnyvale grantee, you can use your existing login information to apply to this RFP
  - b. Email [support@citydataservices.com](mailto:support@citydataservices.com) for technical assistance with the database including login assistance
3. Late applications will not be accepted.

**Application Deadline: 4:30 PM (PST) on February 9, 2026**

Contact Matt Hazel, Housing Programs Analyst, for questions [mhazel@sunnyvale.ca.gov](mailto:mhazel@sunnyvale.ca.gov)

## **A. Application Review and Selection Process**

All proposals submitted by the deadline and meeting the threshold requirements will first undergo a technical review by City staff to confirm completion and compliance with the submission instructions outlined in this RFP. Applications that do not meet the basic content requirements may be deemed non-responsive and disqualified from further review

Proposals that pass the technical review will be evaluated and scored by a proposal evaluation committee comprised of City staff. The purpose of the evaluation is to determine which applicants demonstrate the strongest alignment with the goals and scope of this RFP. Each applicant will be scored using a standardized scoring tool that reflects the priorities and requirements of this RFP.

Each evaluation category includes specific scoring criteria. Applicants are encouraged to ensure that their written responses, attachments, and budgets are fully aligned with the priority needs, limited funding, and implementation expectations described in this RFP.

- The review panel may request additional information from applicants, such as interviews or clarifications, to inform scoring or resolve outstanding questions. Final award recommendations will be submitted to the Housing and Human Services Commission (HHSC) for consideration; the Commission will hold a public hearing on the proposed projects, and will evaluate both the merits of the proposals staff recommend and agency presentations during the March 25, 2026 Commission meeting.
- All applicants are expected to attend this meeting to present their proposal to the Commission, either virtually or in person.
- The HHSC will finalize their recommendations for City Council approval at the May 5, 2026 Council meeting.
- All applicants will be notified via email of the City's Notice of Intent to Award once final decisions have been made.

Project Scoring: Proposals will be evaluated by staff using the following criteria, with points awarded up to the following maximum points per criteria (on the following page):

<b>Scoring Category</b>	<b>Maximum Points</b>
<p><b>1. Organizational Capacity and Collaboration</b></p> <ul style="list-style-type: none"><li>• Strong track record with similar programs; proven grant management capacity</li><li>• Demonstrates fiscal oversight, subcontract management, and timely fund distribution</li><li>• Has systems in place for documentation, reporting, and contract compliance</li><li>• Clearly defines any partner roles, communication structures, and coordination plans</li></ul>	15
<p><b>2. Project Need, Program Experience, and Delivery Approach</b></p> <ul style="list-style-type: none"><li>• Project clearly meets one or more priority needs identified in the Consolidated Plan.</li><li>• The need for the project in Sunnyvale is clearly outlined in the project proposal through recent and relevant statistical data.</li><li>• Demonstrated experience and proven delivery of the services described</li></ul>	25

<p><b>3. Project Design and Implementation</b></p> <ul style="list-style-type: none"> <li>• Logical, feasible and clear program design and implementation</li> <li>• Realistic timeline with clear deliverables and implementation phases</li> <li>• Identifies risks and outlines realistic mitigation strategies</li> <li>• Qualified staffing team with clear roles aligned to program needs</li> <li>• Strong, relevant partnerships that enhance program impact and sustainability</li> </ul>	25
<p><b>4. Budget and Financial Management</b></p> <ul style="list-style-type: none"> <li>• Budget is detailed, appropriate, and fiscally responsible</li> <li>• Budget is itemized, aligned with funding guidelines, covers staff, administration, and related costs</li> <li>• Budget form and narrative align; expenses are justified and tied to program</li> <li>• Costs are proportional to services proposed and number of clients served</li> </ul>	20
<p><b>5. Data, Evaluation, and Learning</b></p> <ul style="list-style-type: none"> <li>• Data collection is described and plan includes HMIS, CDS, and disaggregated data entry</li> <li>• Project describes how outcomes will be tracked and monitored</li> <li>• Project indicates how program evaluation and continuous improvements will occur</li> </ul>	15
<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 HUD entitlement funds available.

The City Council will make the final local decision regarding use of its available CDBG and HOME funds in May 2026. Approved 2026 project funding awards will be included in the City's Action Plan to be submitted to HUD for final approval. Once HUD approval is received, staff will prepare project loan or grant agreements for review and execution by the applicant agency. If the approved funding level is different than the amount requested in the original application, a revised project budget must be submitted before agreements can be prepared. If for any reason a project applicant is unable to execute project agreements by Dec. 30, 2026, and begin to expend project funds shortly thereafter, the project award will be cancelled and those funds will be reallocated by the City, in order to maintain compliance with CDBG and HOME expenditure deadlines. Applicants with disencumbered projects may apply through a subsequent RFP but are not guaranteed another funding award, and "organizational capacity" points may be deducted for not meeting deadlines under a prior award.

**NOTICE and DISCLAIMER:**

- **Issuance of this RFP does not commit the City to award funds to any applicant for any project or activity.**
- **The City will not reimburse applicants for any costs incurred in the preparation of applications or other responses to this RFP.**
- **The City reserves the right to accept or reject any or all applications received in response to this RFP and to amend, modify, or cancel this RFP in part or in its entirety at any time and in its sole discretion.**

**SCHEDULE FOR FY 2026/27 CDBG FUNDING PROCESS**

RFP Issuance	January 7, 2026
Deadline to Submit Questions	January 12, 2026
<b>Deadline to Submit Applications (4:30 p.m.)</b>	<b>February 9, 2026</b>
Presentations to Housing & Human Services Commission [Applicant participation mandatory]	March 25, 2026
Housing & Human Services Commission Meeting: Public Hearing; Commission recommendations on projects funding.	March 25, 2026
Draft 2026-27 Action Plan Ready. 30-Day Public Comment Period Opens.	March 31, 2026
Housing & Human Services Commission Meeting: Public Hearing on FY 2026-27 Action Plan	April 14, 2026
City Council Approval of Action Plan	May 5, 2026 (tentative)
Applicants Notified Regarding Awards	May 2026
HUD Review and Approval (estimated date)	June 2026
Contract Term begins	July 1, 2026

**NOTE:** This schedule is subject to change.



Sunnyvale

## **HOME Investment Partnerships (HOME)**

# **Request for Proposals for A Tenant Based Rental Assistance Program Administrator for Program Years 2026 and 2027**

Release Date:  
January 7, 2026

Proposals Due on:  
February 9, 2026, by 4:30 p.m.

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

456 West Olive Avenue, P.O. Box 3707, Sunnyvale, CA 94088-3707

## **I. Background**

### **What is HOME?**

The HOME Investments Partnership Program (“HOME”) was established by Title II of the Cranston-Gonzalez National Affordable Housing Act, as amended. The HOME program provides funding for construction, rehabilitation, and/or acquisition of housing affordable to lower income persons, as well as certain other activities in support of affordable housing (i.e., Tenant Based Rental Assistance).

The City of Sunnyvale receives annual entitlement grants of HOME funds from the U.S. Department of Housing and Urban Development (HUD), as well as occasional “program income” from funds recycled from previous projects.

### **Sunnyvale TBRA Program Overview**

The Sunnyvale TBRA Program provides rental assistance, for an initial term of twelve months and a total term of assistance of 24 months, to very low-income households meeting the eligibility criteria described herein.

1. The program is intended to serve households who are experiencing homelessness or at risk of homelessness and who live or work in Sunnyvale or have a child in a school located in Sunnyvale and have a verified household income of less than 50% Area Median Income (AMI).
2. Program Applicants who are at risk of or experiencing homelessness, have a verified income of less than 50% AMI, and can show proof of a work or school obligation that will start in the City of Sunnyvale within the 30 days of their approved application may also be eligible for the program.

TBRA recipients may participate in job training, including (but not limited to) work experience training, career counseling, or job placement assistance, which could enable them to increase their income so they will be able to pay 100% of their rent at the TBRA-assisted unit upon completion of the two-year TBRA program.

TBRA recipients may also participate in self-sufficiency programs that support job seekers NOVA Works or CalWORKS, as well as participation in retraining, vocational training, pursuing a degree in higher education or professional certification, and/or securing of benefits or other income source(s).

Supportive services will be provided by the Contractor and may include (but is not limited to) case management, housing navigation, connection to benefits, healthcare, medical care, clinical case management, employment services, or other services or referrals to services that may benefit the household's goal of self-sufficiency.

## **II. RFP Objectives**

### **A. Available Funds**

This RFP seeks to award available Low-Moderate Housing and HOME funds to one eligible proposal/applicant, as described below. The amount of funding available for the two-year period is approximately \$600,000 in local funds (\$300,000 per year) and up to \$1.6 million in HOME funds (\$800,000 per year). The Low-Moderate Housing funds are intended to cover the program

City of Sunnyvale  
Request for Proposals for a Tenant Based Rental Assistance Administrator

management and operations – while HOME funds will be set-aside to pay for rental assistance, utility allowances, and security deposits for program participants.

**B. Eligible Applicants**

Applicants must be non-profit organizations with current, IRS-recognized non-profit status, including public agencies, and must provide current documentation of such status in applications. Additionally, the City is searching for a TBRA Administrator that can make a two-year commitment to administering the program.

**C. Eligible Activities**

The City is seeking an Administrator for its TBRA program; the administrator will provide a time-limited (up to two years) rental assistance program to support households who are at risk of or experiencing homelessness as they work toward self-sufficiency.

HOME Specific Eligible Activities (\$1.6 million over two-years):

- Rental Assistance (HOME)
- Utility Allowances (HOME)
- Security Deposit Assistance (HOME)

Low-Moderate Housing Fund Specific Eligible Activities (\$600,000 over two-years):

**D. Program management and operations (including indirect costs) Ineligible Activities**

The following activities may NOT be funded with HOME funds. This list is not all inclusive:

1. Political activities;
2. Religious activities;
3. Purchase of equipment, including furnishings, personal property, vehicles, and fire protection equipment.

### E. TBRA Program Objective

The City of Sunnyvale's TBRA program is intended to assist low-income households experiencing or at-risk of homelessness in obtaining safe, sanitary, and affordable housing by providing rental and security deposit assistance, coupled with supportive services for the duration of the program (up to two-years). Low-income is defined by HUD for the metro area by number of individuals in a household, provided at [HUD Income Limits](#). Below in Exhibit A are income limits from FY 2025.

Since TBRA is a time-limited subsidy program – the main objective is to provide adequate supportive services to assist the household in becoming self-sufficient during their term in the program in order to stay housed or find other appropriate housing during their program stay.

### F. Applicants

To help Sunnyvale meet this objective, the City is seeking proposals from experienced agencies/subsidy administrators that: 1) have a detailed assessment process 2) include a detailed supportive services plan 3) demonstrate a full understanding of the HOME federal guidelines and regulations AND 4) prepare a sufficient staffing plan to meet the needs of the proposed program Compliance with Federal, State, and City Requirements

Applicants must review all federal regulations applicable to HOME-funded projects (TBRA – 24 CFR 92.209) prior to project submittal. **Submittal of an application in response to this RFP shall be construed as applicant's thorough understanding of, and commitment to comply with: all applicable HOME requirements, relevant state or federal laws (such as fair housing, prevailing wage, and relocation laws), City funding policies and municipal codes and federal audit requirements.** Compliance also includes submittal of quarterly progress reports, final project reports, timely and accurate expenditure invoices, annual City audits/monitoring's and timely completion of the project, including occupancy reporting. These requirements are not negotiable. Failure to comply with these requirements, which are described more particularly in project funding agreements, may result in various enforcement actions by City and/or HUD staff, including possible requirements for the applicant to repay the HOME funds to the federal Treasury.

**Additionally, the federal government may make changes to the HOME program at any time throughout the program contract. All federal requirements must be adhered to by the selected subrecipient.**

### III. Application Submittal and Review Process

The City of Sunnyvale invites qualified non-profit organizations to submit applications for a proposed TBRA program in response to this RFP. Applicants must demonstrate that their proposed projects, if funded, shall:

- be completed within approximately two-years of funding award date
- comply with all City and HOME contracting requirements

Please follow the application instructions carefully, check all calculations and data, and ensure that items on the application checklist are attached to the application in the order listed and labeled correctly. **Incomplete applications and/or application forms from previous years will be rejected.** All proposals will become part of City of Sunnyvale's official public records and will be available for public review.

### A. Application Submittal

City of Sunnyvale  
Request for Proposals for a Tenant Based Rental Assistance Administrator

1. Applications will be submitted online through City Data Services at: [www.citydataservices.net](http://www.citydataservices.net)
2. Any previous City of Sunnyvale grantee or applicant can use their existing login information to enter in the CDS portal.
  - Any new applicant will be issued a username and password to complete the application
3. All technical questions about the application portal should be addressed by City Data Services support@cds.com.
4. **Late applications will not be accepted.**

**Application Deadline: 4:30 PM (PST) on February 9, 2026**

Contact Matthew Hazel for any technical questions related to  
the RFP- [mhazel@sunnyvale.ca.gov](mailto:mhazel@sunnyvale.ca.gov)

## **B. Application Review Process**

Applications received in response to this RFP will be reviewed and scored by City staff and presented to the Sunnyvale Housing & Human Services and the Sunnyvale City Council for final funding approval in Spring 2026.

1. Staff will review all applications received to verify that:
  - a) The applicant is eligible to submit a proposal through this RFP;
  - b) The application is complete;
  - c) The project is eligible for the requested type of funds (HOME), as determined by HUD guidelines and regulations; and
  - d) The proposed project meets the City requirements, project types, and objectives set forth in this RFP.
  - e) The project has the ability to be completed with all funds spent by June 30, 2028.

Staff will notify applicants if their application has been determined ineligible or incomplete, and the proposal will be withdrawn from consideration. If it is unclear whether a proposed project and/or applicant is eligible for HOME funds, staff will seek a determination from the City's HUD representative, which shall be final. Those applications deemed complete and eligible will be reviewed and scored by staff based on information provided in the application. Staff scores are based on the proposal's technical and programmatic merits, and are advisory to the Commission and City Council, which may score or rank projects independently.

The Housing and Human Services Commission (HHSC) will review the eligible applications received, as well as staff scores and recommended funding amounts. The Commission will hold public hearings on the proposed projects and will evaluate the merits of the proposals for each proposed TBRA project, considering public comments received, staff recommendations,

City of Sunnyvale  
Request for Proposals for a Tenant Based Rental Assistance Administrator

and related information.

**The City expects that each applicant will attend the HHSC meeting held on March 25<sup>th</sup>, 2026 (date to be confirmed by staff early 2026) to present on their proposal and be available for questions and comments.**

The Commission will make a funding recommendation on each proposal which will be presented to the City Council for final approval as part of the draft 2026-2027 Action Plan. City Council will then hold a public hearing on the Action Plan, including proposed project awards, before adopting the Action Plan in May 2026. Project funding awards will also be included in the City's 2026 Projects Budget, to be adopted in June 2026. Please refer to the approximate program schedule on page 10.

2. Public input on the Action Plan is obtained through the public hearing process and acceptance of written comments during the comment period. Notices are published in accordance with the City's Citizen Participation Plan. The City Council approves the Annual Action Plan by resolution following the citizen comment period. Each applicant will be notified in writing regarding their funding application. Final approval of the Action Plan is made by HUD, usually in July.
3. Project Scoring: Proposals will be evaluated by staff using the following criteria, with points awarded up to the following maximum points per criteria (on the following page):

Scoring Category	Maximum Points
<p><b>1. Organizational Capacity and Relevant Experience</b> Organization’s staff, board and/or volunteers are well qualified and experienced to complete and operate a rental assistance program, considering experience in securing housing, providing case management, and managing grant funds. Relevant appropriate skill sets, professional certifications, local collaboration, and type of similar projects completed. Any prior federal program experience (<i>HOME/CDBG: TBRA, Capital Projects, Human Services</i>) have been successfully completed, with funds drawn and no outstanding compliance findings.</p>	22
<p><b>2. Service Approach</b> Applicant currently has or proposed methodologies for securing permanent housing units, address service needs, measure client progress, complying with federal and City requirements, and efficient intake procedures (i.e. initial/ongoing eligibility, Housing Quality Standards, rent reasonableness, rent calculations, etc.). Applicant has knowledge of measuring effectiveness of case management and participant progress. Applicant is ready and able to begin project no later than July 1, 2026.</p>	20
<p><b>3. Financial and Organization Management</b> Project design is cost-effective, feasible, and effective in meeting the stated needs and objectives. Financial management points based on clean financial audits and a strong record of financial compliance with current or prior HUD/City projects. Budget scores based on realistic cost estimates of detailed staffing plan to support program, payment processes and other financial management practices, and adequate budget for various project cost items.</p>	18
<b>Total Points Available</b>	<b>60</b>

The Commission may elect to score projects independently of staff and then make funding decisions, or simply make funding recommendations with consideration of staff scores, without issuing independent scores to the projects. All scores and recommendations will be forwarded to City Council for their consideration and final approval.

**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.

The City Council will make the final local decision regarding use of its HOME funds in May 2026. Approved 2026 project funding awards will be included in the City's Action Plan to be submitted to HUD for final approval. Once HUD approval is received (generally in July), staff will prepare project loan or grant agreements for review and execution by the applicant agency. If the approved funding level is different than the amount requested in the original application, a revised project budget must be submitted before agreements can be prepared. If for any reason a project applicant is unable to execute project agreements by September 30, 2026 and begin to expend project funds shortly thereafter, the project award will be cancelled and those funds will be reallocated by the City, in order to maintain compliance HOME expenditure deadlines. Applicants with disencumbered projects may apply through a subsequent RFP but are not guaranteed another funding award, and "organizational capacity" points may be deducted for not meeting deadlines under a prior award.

**NOTICE and DISCLAIMER:**

- **Issuance of this RFP does not commit the City to award funds to any applicant for any project or activity.**
- **The City will not reimburse applicants for any costs incurred in the preparation of applications or other responses to this RFP.**
- **The City reserves the right to accept or reject any or all applications received in response to this RFP and to amend, modify, or cancel this RFP in part or in its entirety at any time and in its sole discretion.**

**SCHEDULE FOR FY 2026/27 HOME TBRA FUNDING PROCESS**

Tentative RFP Issuance	January 7, 2026
Deadline to Submit Questions	January 12, 2026
<b>Deadline to Submit Applications (4:30 p.m.)</b>	<b>February 9, 2026</b>
Housing & Human Services Commission Meeting: Public Hearing- Commission review and recommendations on project funding. <i>*Grantees must present their proposed project during this meeting, up to three minutes per grantee will be allowed.</i>	March 25, 2026
Draft 2026-27 Action Plan Ready. 30-Day Public Comment Period Opens.	March 31, 2026
Housing & Human Services Commission Meeting: Public Hearing on FY 2026-27 Action Plan	April 14, 2026
Tentative City Council Approval of Action Plan	May 5, 2026
Applicants Notified Regarding Awards	June 2026
HUD Review and Approval (estimated date)	July 2026

***NOTE: This schedule is subject to change. All updates will be shared on the City's [website](#)***

City of Sunnyvale  
Request for Proposals for a Tenant Based Rental Assistance Administrator

**Exhibit A: FY 2025 Income Limits**

San Jose-Sunnyvale-Santa Clara, CA HUD Metro FMR Area

FY 2025 Income Limit Area	Median Family Income	FY 2025 Income Limit Category	Persons in Family							
			1	2	3	4	5	6	7	8
San Jose-Sunnyvale-Santa Clara, CA HUD Metro FMR Area	\$195,200	<b>Very Low (50%) Income Limits (\$)</b>	70,350	80,400	90,450	<b>100,450</b>	108,500	116,550	124,600	132,600
		<b>Extremely Low (30%) Income Limits (\$)</b>	42,200	48,200	54,250	<b>60,250</b>	65,100	69,900	74,750	79,550
		<b>Low (80%) Income Limits (\$)</b>	111,700	127,650	143,600	<b>159,550</b>	172,350	185,100	197,850	210,650

[FY 2025 Income Limits Documentation System -- Summary for San Jose-Sunnyvale-Santa Clara, CA HUD Metro FMR Area](#)