



City of Sunnyvale

Meeting Minutes - 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

CALL TO ORDER

Chair Friedlander called the 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 Carol Weiss
- Absent:** 2 - Commissioner Jim Davis
Commissioner Commissioner Steward

Commissioner Steward absence is excused.

Commissioner Davis' absence is unexcused.

Council Liaison Sell (present)

ORAL COMMUNICATIONS

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

Alpana Agarwal, Co-Founder of Helping Hands Silicon Valley, addressed the Commission and shared her overall concerns about the unhoused community in Sunnyvale, including limited inclement weather shelter capacity and the need for additional safe parking and shelter options.

In response to questions, Ms. Agarwal explained that Helping Hands is primarily

community-funded and has not previously applied for City funding due to audited financial statement requirements. Housing Officer, Amanda Sztoltz, provided an update on the status of the Safe Parking Program, including ongoing efforts to identify viable sites, existing City funding for safe parking capital grants, and outreach efforts to community-based and faith-based organizations.

CONSENT CALENDAR

Chair Friedlander opened and closed the public hearing at 7:19 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: 4 - Chair Friedlander
Vice Chair Riviere
Commissioner Duncan
Commissioner Shen

No: 0

Absent: 2 - Commissioner Davis
Commissioner Steward

Abstain: 1 - Commissioner Weiss

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

PUBLIC HEARINGS/GENERAL BUSINESS

2 [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

Housing Programs Analyst, Matt Hazel, presented two draft Requests for Proposals (RFPs):

1. Community Development Block Grant (CDBG) Capital Projects and Economic Development Programs for FY 2026–27
2. HOME Tenant-Based Rental Assistance (TBRA) Program for FY 2026–27 and FY 2027–28.

Matt Hazel reported that the City anticipates receiving approximately \$1 million in

CDBG funds and \$350,000 annually in HOME funds, subject to federal appropriations and City budget adoption. An estimated \$700,000 in CDBG funds would be available for capital projects and economic development activities. Approximately \$1.35 million per year in HOME and City funds, totaling \$2.7 million for two years.

Staff also reviewed the TBRA program, which provides rental assistance, security deposit assistance, utility allowances, and case management services to households at risk of or experiencing homelessness. Participants contribute approximately 30 percent of their income toward rent and may receive assistance for up to two years.

Staff stated the RFPs were scheduled for release on January 7, 2026, and that Commission feedback at this meeting represented the final opportunity for suggested modifications prior to release. No formal action was required.

Commission Discussion:

Commissioners asked questions regarding eligible CDBG activities and how proposed projects ensure compliance with HUD requirements to benefit low- and moderate-income (LMI) households. Staff clarified that HUD requires at least 70 percent of total CDBG funds to benefit LMI households overall and that LMI benefit is emphasized and scored in the RFP evaluation process.

Commissioners discussed economic development activities, including microenterprise assistance, and requested clarification on how funding would prioritize community-serving and small businesses. Staff stated that allowable activities are defined by HUD and that the RFP scoring criteria prioritize LMI benefit and community impact.

Additional discussion included:

- Distribution of CDBG funds among one or multiple projects, which staff stated would depend on the strength and quality of applications received.
- Prioritization of infrastructure, public facilities, and economic development activities for this funding cycle, with staff explaining that limited funding levels reduce feasibility for housing development projects.
- Outreach strategies for the RFP, including direct outreach to partner agencies, listserv distribution, and countywide provider networks.

Commissioners asked questions regarding:

- Program outcomes and long-term housing stability
- The use of HOME funds for TBRA compared to alternative housing strategies
- Reasonable accommodation policies for persons with disabilities, with staff confirming the program follows HUD definitions and aligns with the City's Housing Element policies.

Staff explained that HOME funding has limited flexibility and that TBRA was selected as a cost-effective approach to homelessness prevention given funding constraints.

After a lengthy discussion, Chair Friedlander opened the public hearing at 7:45 p.m.

Marie Bernard, Executive Director at Sunnyvale Community Services, spoke in support of the TBRA program. She described the organization's role administering the program, its focus on homelessness prevention, and reported positive housing stability outcomes for participating households.

Chair Friedlander closed the public hearing at 7:57 p.m.

NON-AGENDA ITEMS AND COMMENTS

-Commissioner Comments

None.

-Staff Comments

Housing Officer, Amanda Sztoltz, provided the following staff comments:

- information-only item regarding the Family Shelter Study would be presented to City Council on January 27, 2026, and that related materials would be shared with the Commission once available.
- an update on tenant protections and a HUD Substantial Amendment related to the closure of the Workforce Program would be brought to the Commission at the February 25, 2026 meeting.
- announced the upcoming release of the City's biannual Notice of Funding Availability (NOFA) for affordable housing funds, with recommended awards anticipated to be presented to the Commission in March.

- internal planning had begun for community outreach efforts associated with the City's homelessness strategic planning process. Outreach activities are anticipated to occur during February and March and will include community meetings, surveys, and engagement at community locations.

ADJOURNMENT

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