



# City of Sunnyvale

## Notice and Agenda Housing and Human Services Commission

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Wednesday, January 17, 2018

7:00 PM

West Conference Room, City Hall, 456 W.  
Olive Ave., Sunnyvale, CA 94086

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### Special Meeting

#### **CALL TO ORDER**

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

#### **ROLL CALL**

#### **ORAL COMMUNICATIONS**

*This category provides an opportunity for members of the public to address the commission on items not listed on the agenda and is limited to 15 minutes (may be extended or continued after the public hearings/general business section of the agenda at the discretion of the Chair) with a maximum of up to three minutes per speaker. Please note the Brown Act (Open Meeting Law) does not allow commissioners to take action on an item not listed on the agenda. If you wish to address the commission, please complete a speaker card and give it to the Recording Secretary. Individuals are limited to one appearance during this section.*

#### **CONSENT CALENDAR**

- 1.A [17-1182](#) Approve the Housing and Human Services Commission Meeting Minutes of November 15, 2017

**Recommendation:** Approve the Housing and Human Services Commission Minutes of November 15, 2017 as submitted.

- 1.B [17-1183](#) Approve 2018 Draft Master Work Plan

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

- 2      [17-1184](#)      Review Draft Request for Proposals for FY 2018 Capital and Housing Projects

**Recommendation:** Review draft RFP and provide staff with any comments or suggestions for any changes to the final RFP. A formal vote on any suggested changes is not required, as this is an administrative document.

**STANDING ITEM: CONSIDERATION OF POTENTIAL STUDY ISSUES**

**NON-AGENDA ITEMS & COMMENTS**

-Commissioner Comments

-Staff Comments

**ADJOURNMENT**

*Notice to the Public:*

*Any agenda related writings or documents distributed to members of this meeting body regarding any item on this agenda will be made available for public inspection in the originating department or can be accessed through the Office of the City Clerk located at 603 All America Way, Sunnyvale, CA. during normal business hours and at the meeting location on the evening of the board or commission meeting, pursuant to Government Code §54957.5.*

*Agenda information is available by contacting Edith Alanis at (408) 730-7254. Agendas and associated reports are also available on the City's website at [sunnyvale.ca.gov](http://sunnyvale.ca.gov) or at the Sunnyvale Public Library, 665 W. Olive Ave., Sunnyvale, 72 hours before the meeting.*

*Pursuant to the Americans with Disabilities Act, if you need special assistance in this meeting, please contact Edith Alanis at (408) 730-7254. Notification of 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. (28 CFR 35.160 (b) (1))*



# City of Sunnyvale

## Agenda Item

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**17-1182**

**Agenda Date:** 1/17/2018

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**SUBJECT**

Approve the Housing and Human Services Commission Meeting Minutes of November 15, 2017

**RECOMMENDATION**

Approve the Housing and Human Services Commission Minutes of November 15, 2017 as submitted.



# City of Sunnyvale

## Meeting Minutes - Draft

### Housing and Human Services Commission

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Wednesday, November 15, 2017

7:00 PM

West Conference Room, City Hall, 456 W.  
Olive Ave., Sunnyvale, CA 94086

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#### Special Meeting

#### **CALL TO ORDER**

Vice Chair Singh called the meeting to order at 7:01 p.m.

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

Vice Chair Singh led the salute to the flag.

#### **ROLL CALL**

**Present:** 5 - Vice Chair Avaninder Singh  
Commissioner Patti Evans  
Commissioner Diana Gilbert  
Commissioner Ken Hiremath  
Commissioner Minjung Kwok  
**Absent:** 2 - Chair Joshua Grossman  
Commissioner Elinor Stetson

**Chair Joshua Grossman (excused)**  
**Commissioner Elinor Stetson (excused)**  
**Council Liaison Gustav Larsson (absent)**

#### **ORAL COMMUNICATIONS**

None.

#### **CONSENT CALENDAR**

**1.A**     [17-0637](#)     Approve the Housing and Human Services Commission  
Meeting Minutes of November 1, 2017

Vice Chair Singh asked for a motion on the consent calendar if there were no questions or comments.

MOTION: Commissioner Gilbert moved and Commissioner Evans seconded the

motion to Approve the Housing and Human Services Commission Minutes of November 1, 2017 as submitted.

The motion carried by the following vote:

**Yes:** 5 - Vice Chair Singh  
Commissioner Evans  
Commissioner Gilbert  
Commissioner Hiremath  
Commissioner Kwok

**No:** 0

**Absent:** 2 - Chair Grossman  
Commissioner Stetson

## **PUBLIC HEARINGS/GENERAL BUSINESS**

### **2      [17-1011](#)      Review and Rank Study Issues**

Housing Officer Suzanne Isé gave a general overview of the study issues process and the two study issues before the commission for ranking:

- 1) CDD 17-03: Rent Stabilization for Mobile Home Parks (CDD 17-03)
- 2) CDD 18-05: Increase Opportunities for more Accessory Dwelling Units (CDD 18-05)

She also noted that the study issue that the commissioners had suggested at their September meeting was not on the list to be ranked because it was determined to be operational. However, she also pointed out that an overview of the "Housing Package" would be provided in a staff report on new legislation passed in 2017. That report will go to Council on January 9. If further analysis of the bills is needed it can be done as part of the Housing Strategy.

She explained that CDD 17-03 automatically came back to the Commission because it was deferred last year. She also noted that phase I of CDD 17-03 will be completed as part of the Housing Strategy Study Issue, which is currently underway. She explained that ranking it could be counterproductive, since it would essentially restart the process for CDD 17-03, and possibly slow down the progress of that work as part of the Housing Strategy.

She added that CDD 18-05 was recommended by the Planning Commission as a

result of new questions that arose from the recent study on ADUs that the Commission reviewed at its September meeting.

After some clarification of questions regarding the study issue process, Vice Chair Singh opened the public hearing at 7:22 p.m.

Judy Pavlik and Tim Kerr from Mobile Home Park Alliance spoke in favor of CDD 17-03 and thanked the commissioners for their support on moving forward the efforts on rent stabilization for mobile home parks.

Fred Kimeda provided a handout with some statistics regarding projected space rent increases and the effect of such increases on Sunnyvale mobile home park senior residents who live on fixed incomes that don't keep up with inflation or cost of living.

Vice Chair Singh closed the public hearing at 7:36 p.m.

Vice Chair Singh suggested to first determine if any of the issues should be dropped.

MOTION: Commissioner Evans moved and Commissioner Gilbert seconded to drop CDD 18-05: Increase Opportunities for more Accessory Dwelling Units.

Motion carried by the following vote:

**Yes:** 5 - Vice Chair Singh  
Commissioner Evans  
Commissioner Gilbert  
Commissioner Hiremath  
Commissioner Kwok

**No:** 0

**Absent:** 2 - Chair Grossman  
Commissioner Stetson

After a lengthy discussion on the merits of dropping or deferring study issue CDD 17-03, Vice Chair Singh asked for a motion.

MOTION: Commissioner Evans moved and Commissioner Gilbert seconded the motion to defer rather than drop CDD 17-03: Rent Stabilization for Mobile Home Parks, as a means to follow up on its progress when it comes back before the

Commission next year.

The motion carried by the following vote:

**Yes:** 5 - Vice Chair Singh  
Commissioner Evans  
Commissioner Gilbert  
Commissioner Hiremath  
Commissioner Kwok

**No:** 0

**Absent:** 2 - Chair Grossman  
Commissioner Stetson

After some additional discussion the commissioners agreed to include the following statement in a formal motion.

MOTION: Vice Chair Singh moved and Commissioner Gilbert seconded the motion to recommend to Council that the Housing Strategy recognize the importance of rent stabilization for mobile home parks and that it makes it a priority.

The motion carried by the following vote:

**Yes:** 5 - Vice Chair Singh  
Commissioner Evans  
Commissioner Gilbert  
Commissioner Hiremath  
Commissioner Kwok

**No:** 0

**Absent:** 2 - Chair Grossman  
Commissioner Stetson

### **NON-AGENDA ITEMS & COMMENTS**

#### **-Commissioner Comments**

None.

#### **-Staff Comments**

Staff thanked the commissioners for attending two meetings in November. Staff also reminded them that there is no meeting in December and let them know that the next meeting is scheduled on January 17, 2018.

**ADJOURNMENT**

Vice Chair Singh adjourned the meeting at 7:55 p.m.





# City of Sunnyvale

## Agenda Item

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17-1183

Agenda Date: 1/17/2018

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Approve 2018 Draft Master Work Plan

# 2018 Master Work Plan

## Housing and Human Services Commission Annual Calendar

MEETING DATE	AGENDA ITEM/ISSUE
January 17*	<ul style="list-style-type: none"> <li>• Review Draft Request for Proposals for 2018 Housing Projects</li> <li>• Approve Draft Master Work Plan</li> </ul>
February 28	<ul style="list-style-type: none"> <li>• Presentations: CDBG/HOME Project Funding Proposals</li> <li>• Overview of 2017 Housing Strategy (CDD 17-09)</li> </ul>
March 28	<ul style="list-style-type: none"> <li>• Public Hearing: CDBG/HOME Funding Recommendations</li> </ul>
April 18*	<ul style="list-style-type: none"> <li>• Public Hearing: Draft FY 2018-19 HUD Action Plan</li> </ul>
May 23	<ul style="list-style-type: none"> <li>• Recognition of Service</li> <li>• Review Recommended Budget</li> </ul>
<i>June 27</i>	<i>No meeting scheduled</i>
July 25	<ul style="list-style-type: none"> <li>• Election of Chair and Vice Chair for FY 2018/19</li> <li>• Update on Housing Strategy</li> </ul>
<i>August 22</i>	<i>No meeting scheduled</i>
September 19*	<ul style="list-style-type: none"> <li>• Propose and/or review new Study Issues and Budget Issues.</li> <li>• Public Hearing: Review of Consolidated Annual Performance Evaluation Report (CAPER)</li> <li>• Annual Review of Code of Ethics and Conduct for Elected and Appointed Officials</li> </ul>
October 24	<ul style="list-style-type: none"> <li>• Public Hearing: Priority and Unmet Needs for Human Services and Recommendation to Council</li> </ul>
November 14*	<ul style="list-style-type: none"> <li>• Review Draft Request for Proposals for CDBG and HOME Funding</li> <li>• Approve 2019 Master Work Plan</li> </ul>
<i>December 12*</i>	<i>No meeting scheduled</i>

**\* Special Meetings**

**Additional items yet to be scheduled:**

- Consent Calendar items are not listed on the Work Plan
- Study Issues ranking date to be determined based on 2019 Study Issues Workshop date
- Review El Camino Real Specific Plan

If necessary, meetings may be held in June, August or December to accommodate items that may be added to the Work Plan later in the year.



# City of Sunnyvale

## Agenda Item

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17-1184

Agenda Date: 1/17/2018

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### MEMORANDUM TO HOUSING AND HUMAN SERVICES COMMISSION

#### **SUBJECT**

Review Draft Request for Proposals for FY 2018 Capital and Housing Projects

#### **BACKGROUND**

The City of Sunnyvale usually 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 payments on loans made in prior years with CDBG and/or HOME funds. Each year the City solicits proposals from local organizations for funding to provide eligible housing and community development projects to the Sunnyvale community. The Request for Proposals (RFP) sets forth the types of capital and affordable housing 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 approving of the awards. **Public services proposals are not eligible for funding through this RFP, as those funds were awarded to eligible grantees last year for a two-year grant period.**

The City expects to receive CDBG and HOME entitlement grants from HUD for Program Year 2018 (fiscal year 2018-19 or “FY 2018”). The funding for these grants has not yet been appropriated by the federal government and is not expected to be appropriated until February, or later. At this time, the City does not know how much in CDBG and/or HOME entitlement grant funds it might receive in FY 2018. The City estimates that approximately \$500,000 in CDBG program income and \$250,000 in HOME program income may be available for FY 2018. The actual amount of CDBG and HOME funds available for proposals funded in FY 2018 could be significantly more or less than these estimates, depending on federal appropriations and/or additional program income received during the remainder of the current fiscal year. Staff expects to have a more accurate estimate of available funding by the time proposals are selected in March. The attached RFP calls for proposals to develop capital projects using CDBG or HOME funds (new federal grants and/or program income) in FY 2018.

The City will release the RFP on January 22, 2018, as shown on the timeline (Attachment 1). The deadline to submit proposals and planned public hearing dates are also shown on the timeline. All dates are subject to change. For the most current timeline, please see the City’s website (Sunnyvale.ca.gov) or contact the Housing Division for assistance at [Housing@sunnyvale.ca.gov](mailto:Housing@sunnyvale.ca.gov) or (408) 730-7250.

The draft RFP is provided for the Commission’s review in Attachment 2.

#### **Staff recommendation:**

Review draft RFP and provide staff with any comments or suggestions for any changes to the final RFP. A formal vote on any suggested changes is not required, as this is an administrative document.

Prepared by: Edith Alanis, Housing Programs Technician  
Reviewed by: Suzanne Isé, Housing Officer  
Approved by: Trudi Ryan, Director, Community Development

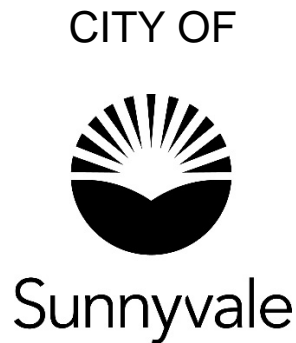
**ATTACHMENTS**

1. Timeline
2. Draft RFP

**TIMELINE**  
**for FY 2018/19**  
**Capital and Housing Project Proposals**

Tentative Schedule: Dates Subject to Change

RFP Issuance	January 22, 2018
<b>Deadline for submission of applications (4:30 p.m.)</b>	<b>February 16, 2018</b>
Applicant presentations to Housing & Human Services Commission	February 28, 2018
Housing & Human Services Commission Meeting: Public Hearing; Commission funding recommendations	March 28, 2018
Housing & Human Services Commission Meeting: Public Hearing on FY 2018-19 Action Plan	April 18, 2018
City Council approval of Action Plan	May 8, 2018



**DRAFT REQUEST FOR PROPOSALS (RFP)**  
**For FY 2018/19 Capital and Housing Projects**  
**CDBG and HOME FUNDS**

Issued:  
**January 22, 2018**

Application Deadline:  
**February 16, 2018**

City of Sunnyvale Community Development Department,  
**Housing Division**  
Mailing Address: PO Box 3707, Sunnyvale, CA 94088  
Street Address: 456 W. Olive Ave., Sunnyvale, CA 94086  
P: (408) 730-7250  
E: [Housing@Sunnyvale.CA.gov](mailto:Housing@Sunnyvale.CA.gov)  
Web: [Sunnyvale.ca.gov](http://Sunnyvale.ca.gov)

## I. Background

### What is CDBG?

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<sup>1</sup> income persons and neighborhoods.

### What is HOME?

The HOME Investments Partnership Program 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 (not related to capital projects).

The City of Sunnyvale receives annual entitlement grants of CDBG and 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. Each year the City seeks to maximize the benefits of these funds by partnering with local organizations to conduct eligible activities. This Request for Proposals (RFP) sets forth the types of capital and housing projects that are eligible for CDBG or HOME funding under this RFP.

### CDBG National Objectives

CDBG activities must qualify under a HUD **national objective** in order to be eligible to receive funding. The City of Sunnyvale is responsible for assuring that projects assisted with its CDBG funds through this RFP meet one of the following national objectives:

1. **Benefit lower-income persons:** A project may be shown to benefit lower-income persons through one of the following methods:
  - **Area Benefit:** Projects that meet the identified needs of lower-income persons residing in an identified residential service area where at least 51% of the residents are lower income.<sup>2</sup>
  - **Limited Clientele:** Projects that benefit a specific group of people, at least 51% of whom are verified as lower-income clients;
  - **Jobs:** Employment-generating activities that are located in a predominantly lower-income neighborhood and serve lower-income residents, or involve facilities designed for use predominantly by lower-income persons, or involve the employment of persons, the majority of whom are lower-income.

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<sup>1</sup> Terminology used to refer to income levels is not consistent between the federal CDBG and HOME programs nor between state and local housing programs. For consistency, this RFP will use the umbrella term “lower-income” to refer to the entire range of income levels eligible for assistance with CDBG and HOME program funds (i.e., those earning at or below 80% of area median income, as determined annually by HUD).

<sup>2</sup> In Sunnyvale there are very few neighborhoods that qualify for CDBG funding under the “Area Benefit” method, therefore most local CDBG activities must use the “Limited Clientele” method, which requires the applicant agency to screen project clients for lower-income eligibility. **Applicants must consult with the Housing Division before proposing a project that needs to qualify for CDBG through the Area Benefit method.**

## **II. RFP Objectives**

### **A. Available Funds**

The City of Sunnyvale anticipates receiving a CDBG grant from HUD for Program Year 2018. The amount of that grant is currently unknown. Some of the grant is typically allocated to public services and other activities funded outside of this RFP. This RFP seeks to award available CDBG and HOME funds, including program income, to eligible projects, as described below, for completion in FY 2018/19. The amount of funding available is not known at this time, however the City estimates approximately \$500,000 in CDBG and possibly \$250,000 in HOME funds. Proposals may request awards of higher amounts to be funded on a contingency basis if funds become available before the final awards are made. Capital project proposals must be at least \$100,000, with applicants providing additional funds to the project from other sources (match). The award amounts are based on the project's identified funding gap, availability of the requested funding type, project merits, and the number of eligible proposals received. Funds for CDBG and HOME capital projects are provided in the form of a loan secured by the real property to be improved. A very limited number of CDBG projects not involving improvements to real property may be funded in the form of a grant, such as activities by community-based development organizations (CBDOs) located in Sunnyvale. Local Community Housing Development Organizations (CHDOs) are encouraged to apply for HOME CHDO funds.

### **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.

### **C. Eligible Projects**

The following types of CDBG- or HOME-eligible projects may be funded through this RFP. CDBG projects must also meet one of the National Objectives described above. HOME projects must meet HOME funding eligibility requirements. 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. Public facilities and improvements (e.g., community centers, neighborhood improvements, shelters);
3. Property clearance/demolition;
4. Housing rehabilitation;
5. Construction of new affordable housing (HOME funds only);
6. Removal of architectural barriers;
7. Community-Based Development Organization (CBDO) activities (job training, placement, employment support) described in CFR §570.204(a)(2).

**Note:** CDBG program income funds may only be used for housing rehabilitation projects.

### **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.

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. Matching Funds (Leverage)**

The City has limited CDBG/HOME funds. **Proposals submitted under this RFP shall include matching funds equal to at least 25% of the total project cost.** Projects providing more than 25% of the project cost as matching funds will receive more points in this scoring category than those that provide only the minimum required matching funds. Matching fund sources may include contributions derived from other available funding sources, program fees, and/or the value of in-kind services (i.e., volunteer and staff services or pro-bono professional services used to implement the capital project).

At least half of the matching funds counted toward a proposal shall consist of enforceable commitments of real dollars (i.e., not in-kind services) which are either currently available to the applicant for project use, and/or evidenced by an irrevocable, written commitment of funds to the project (may be conditioned upon applicant's award of City 2018 CDBG/HOME funds) signed by the funding agency or donor. Signed commitments for all matching funds must be provided in application in order to be counted as match for scoring and evaluation purposes.

Matching funds must be permanently contributed to the project, and are subject to CDBG and HOME program income, reversion of assets, and/or reuse requirements. If a project is awarded City funds, all matching funds will be considered part of the CDBG or HOME project budget, and will become equally subject to all federal requirements applicable to the project, such as Davis-Bacon prevailing wages, federal environmental review, and equal opportunity requirements.

#### **F. 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/HOME funding is not adequate to fund all proposals received. For housing projects funded through this RFP, the dwelling units will be restricted to households with the income levels the proposal "proposes to serve" as stated above. **The income level "served", for scoring purposes, shall be equal to the income restrictions applicable to the unit upon project completion, not simply the income levels of the current occupants of the unit, if any, which may be lower than the restricted affordability levels.**

## **G. Compliance with Federal, State, and City Requirements**

Applicants must review all federal regulations applicable to CDBG- or HOME-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 or 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, 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 CDBG or HOME funds to the federal Treasury.

**More information on the City of Sunnyvale CDBG and HOME programs, as well as application forms, the City's Action Plans and 2015-20 Consolidated Plan are available online at:** <https://sunnyvale.ca.gov/property/housing/default.htm>

**If you have any trouble locating the documents you need, please call (408) 730-7250 for assistance.**

## **III. Application Submittal and Review Process**

The City of Sunnyvale invites qualified non-profit organizations to submit applications for CDBG or HOME-eligible projects in response to this RFP. Applicants must demonstrate that their proposed projects, if funded, would:

- be completed within approximately one year of funding award date,
- comply with all City, CDBG and/or HOME contracting requirements, and
- meet one or more of the priority needs and objectives listed in the City of Sunnyvale 2015-2020 HUD Consolidated Plan.

The Consolidated Plan and the Application form are available online at:

<https://sunnyvale.ca.gov/property/housing/default.htm>

Please read 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**

1. City staff will provide written answers to written questions that are submitted by February 7th, 2018. Answers will be posted on the City website by February 9th, 2018. **Submit questions to Edith Alanis at: [eealanis@sunnyvale.ca.gov](mailto:eealanis@sunnyvale.ca.gov)**
2. Proposals must be submitted on 8½" by 11" paper, with all pages numbered consecutively and three-hole punched. Do not use folders or notebooks. Bind only with binder clips. Do **not** staple the proposal. Include a completed application form.

Insert labeled divider tabs for the sections as outlined in the Application Checklist. Do not use sticky notes or flags as a substitute for tabbed dividers. Do not include these instruction sheets in your application.

3. **Submit one (1) original and two (2) copies of the proposal.** Indicate whether the document is an original or copy on the Program Cover Sheet. The applicant agency must attach their most recent financial audit prepared by a certified public accountant to the original application only. All proposals must:
  - Include information and attachments as outlined on the Application Checklist.
  - Adhere to text/page limits within available response boxes for Tabs A and B.
  - Narrative should be formatted in 11 or 12 point font with 1 inch margins.
4. Original **must** be signed in **blue** ink.
5. Proposals must be received by the Housing Division by **4:30 p.m** on **February 16th, 2018**. Items postmarked but not received by this date will not be accepted. Deliver proposals by mail, delivery service, or hand delivery to:

	<b>City of Sunnyvale Housing Division</b>
	Attn: Housing Officer
<i>Hand Delivery:</i>	456 W. Olive Ave, Sunnyvale, CA 94086
<i>U.S.P.S. Mail:</i>	P.O. Box 3707, Sunnyvale, CA 94088-3707

**Applications sent by fax or email will NOT be accepted.**  
**Late or incomplete proposals will NOT be accepted.**

**Application Deadline: 4:30 PM (PST) on February 16, 2018**

**For more information please contact:**

**Suzanne Isé, Housing Officer**  
City of Sunnyvale Housing Division  
[Sise@sunnyvale.ca.gov](mailto:Sise@sunnyvale.ca.gov)  
Tel: (408) 730-7250

## **B. Application Review Process**

Applications received in response to this RFP will be reviewed by: City staff; the Sunnyvale Housing & Human Services Commission; Sunnyvale residents/stakeholders, during a 30-day public comment period; the Sunnyvale City Council; and HUD. The City Council will make the final local decision regarding project funding awards, subject to review and approval by HUD.

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 (CDBG or 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.

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 CDBG or 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. Applicants are strongly encouraged to consult with staff prior to submitting applications to ensure that their applications will be determined complete and eligible. If staff identifies minor clerical errors/omissions in applications, applicants will be provided an opportunity to correct such errors within 3 business days from the date staff informs applicant of the error. Applicants retain full responsibility for any errors/omissions not identified through staff review which may later impact application scoring and funding recommendations.

2. The Housing and Human Services Commission will review the eligible applications received, as well as staff scores and recommended funding amounts. The Commission will hold a public hearing on the proposed projects, and will evaluate the merits of the proposals and community need for each project, considering the priority needs identified in the Consolidated Plan, public comments received, staff recommendations, and related information. The Commission will make a funding recommendation on each proposal. The Commission's recommended funding awards will be presented to the City Council for final approval as part of the draft 2018-19 Action Plan. City Council will hold a public hearing on the Action Plan, including proposed project awards, before adopting the Action Plan in May 2018. Project funding awards will also be included in the City's 2018 Projects Budget, to be adopted in June.
3. 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.
4. Project Scoring: Proposals will be evaluated by staff using the following criteria, with points awarded up to the following maximum points per criteria:

Scoring Category	Maximum Points
<b>1. Organizational Capacity and Relevant Experience</b> Organization's staff, board and/or volunteers are well qualified to complete and operate project, considering years of experience, appropriate skill sets, professional certifications, and number of similar projects completed. Any prior CDBG/HOME capital projects in the City have been successfully completed, with funds drawn and no outstanding compliance findings.	20
<b>2. Project Need</b> Project clearly meets one or more priority needs identified in Consolidated Plan. Stated need and proposed project are supported by letters from community members or organizations other than applicant. Proposed project would provide significant public benefits, such as increased housing affordability or accessibility, improved living environment, or increased employment opportunities, compared to existing conditions.	20
<b>3. Project Design and Readiness</b> Project design (physical and operational) is cost-effective, feasible, and effective in meeting the stated needs and objectives. Applicant is ready and able to begin project no later than December 30, 2018. All lienholders/partners/regulatory/funding agencies with a security interest in the project site or other control over the project have reviewed and approved this proposal, and are willing to provide any required written approvals within 90 days of funding award.	20
<b>4. Budget and Financial Management</b> 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 and adequate budget for various project cost items.	20
<b>5. Percentage of Matching Funds</b> Points awarded based on a sliding scale, beginning with 1 point for a 25% match, and 20 points for 100% match, i.e., each increase of 3.75% (above 25%) equates to one additional point, up to 20 points. Matches of more than 100% will not receive additional points.	20
<b>Total Points Available</b>	<b>100</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 available CDBG and HOME funds. Approved 2018 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 December 30<sup>th</sup>, 2018 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 2018-19 CDBG/HOME FUNDING PROCESS

**NOTE: THIS SCHEDULE IS SUBJECT TO CHANGE.**  
Please check the Housing Division website frequently for updates:  
**Sunnyvale.ca.gov**

RFP Issuance	January 19, 2018
Deadline to Submit Questions	February 7, 2018
Questions and Answers posted on City website	February 9, 2018
<b>Deadline to Submit Applications (4:30 p.m.)</b>	<b>February 16, 2018</b>
Presentations to Housing & Human Services Commission	February 28, 2018
Housing & Human Services Commission Meeting: Public Hearing; Commission recommendations on capital/housing projects funding	March 28, 2018
Housing & Human Services Commission Meeting: Public Hearing on FY 2018-19 Action Plan 30-day Citizen Comment Period	April 18, 2018
City Council Approval of Action Plan	May 8, 2018
Applicants Notified Regarding Awards	Late June 2018
HUD Review and Approval (estimated date)	July 2018
Award Letters Sent to Successful Applicants	July 2018