



Sunnyvale

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

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

Release Date:  
Jan. 7. 2026

Proposals Due on:  
Feb. 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 \$700,000 in local funds (\$350,000 per year) and up to \$2.0 million in HOME funds (\$1,000,000 per year). The Low-Moderate Housing funds are intended to cover the program

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 (\$2.0 million over two-years):

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

Low-Moderate Housing Fund Specific Eligible Activities (\$700,000 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,

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](#)***

**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](#)