

City of Sunnyvale Request for Proposals (RFP):

CDBG Capital Projects and Economic Development - Fiscal Year 2026/27

HOME TBRA Program - Fiscal Years 2026/27 and 2027/28

Questions and Answers

Issued: January 19, 2026

CDBG Capital Projects and Economic Development

1. **Question:** Other than the budget tables in the application, is there a specific, more detailed budget template we should complete and attach?

Answer: No, only the included tables in the application are required.

2. **Question:** In the Capital Projects application there is a table for our Board of Directors. However, the maximum number of rows I can add is 19 and our board has 21 members. Can you expand that field to allow more rows?

Answer: CDS does not recommend making an edit to the application like this during live applications. Therefore, if you do not have space to properly answer a question, including if you need more rows in a table, please attach an additional document at the bottom of the application that includes the remaining information. Please label the document clearly and note which question is being answered within the document.

TBRA

3. **Question:** Section 3-A Budget: The budget table for the LMI funds includes a line item for Personnel Benefit but none for taxes. Should we include taxes in another field?

Answer: Please include any tax costs in the same line item as Personnel Benefit costs.

4. **Question:** Section 3-D "List all other funding sources and if funding will be used for the TBRA program": Would you like us to list the specific top overall funders for the agency, whether the funds are used towards TBRA or not? If you are interested in "all" other funding sources by specific name, how do we add lines to list those, or can we list funding at the level of funding type: e.g., government, corporate, foundation, individual?

Answer: Please list other funding sources by type so that all sources are included into the table. If types need to be combined in order to fit, that is alright, but please include details in the Other Notes section of the table.

5. **Question:** There is a listing for “Financial Audit” and the “Most Recent Financial Audit”. What is the difference between the two listings?

Answer: The attachment for “Financial Audit” is there in error. Applicants may submit a second year’s audit, but only the most recent audit is required.

Technical Questions (all technical questions should be submitted to City Data Services at support@citydataservices.com)

6. **Question:** I created a new application by clicking on the “Create a new FY26-27 HOME TBRA” button and I see it listed below in my list of 2026/2027 applications. However, when I click on the Draft link it appears to open the Capital Projects application form.

Answer: Per City Data Services (CDS): “Please navigate to the application by clicking into the program, going to the Reports tab, and then opening the TBRA application – it’s a weird display issue with the link on the Main Page that the Engineering team is working to fix.”

7. **Question:** I must have mistakenly clicked on the “Create a new FY 26-27 Capital Projects/Econ Development” button too many times and now we have 3 listed draft applications. Can you delete the two oldest draft applications?

Answer: Per CDS, yes please send the links of the applications you want deleted to them at support@citydataservices.com