

CITY OF SUNNYVALE
Request for Proposals (RFP)



For FY 2015-16

City of Sunnyvale

Housing Mitigation (HM) and Below Market Rate In-Lieu (BMRI) Funds
for
AFFORDABLE HOUSING PROJECTS

And

Housing Successor Agency Low-Moderate Income Housing (LMH) Funds
for
HOMELESSNESS PREVENTION AND RAPID RE-HOUSING (HPRR) PROGRAMS

Issued by:

City of Sunnyvale
Community Development Department
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Housing Project Applications Accepted
on a Continuous Basis Until Funds are Fully Awarded

HPRR Proposals Due April 3, 2015

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INTRODUCTION

The City of Sunnyvale hereby requests:

- A) Proposals of affordable housing development projects in Sunnyvale to be funded with the City's Housing Mitigation (HM) and/or Below Market Rate In-Lieu (BMRI) funds; and
- B) Proposals of Homelessness Prevention and Rapid Re-Housing (**HPRR**) programs to be funded with Housing Successor Agency Low-Moderate Income Housing (LMH) funds.

This RFP is divided into two parts, one for each type of proposal: Part A for Housing Development Projects and Part B for **HPRR** Programs. Please skip to the part of this RFP relating to the type of proposal you are interested in submitting.

Part A: Housing Development Projects

1. FUNDING DETAILS AND ELIGIBILITY

Any amount up to a combined total of \$10 million in HM and/or BMRI funds may be awarded through this RFP to support acquisition, new construction, preservation and/or rehabilitation of housing affordable to lower-income households in Sunnyvale (“housing development projects”). This funding is intended to fill the financing gap between the projected total development costs, the applicant’s available resources, and other available funding sources for affordable housing. Proposals for newly constructed housing and/or projects providing housing for special needs tenants, such as adults with developmental disabilities and those transitioning out of homelessness, will receive priority for funding available through this RFP. Projects involving ten or fewer housing units and/or for-sale housing units are encouraged to apply for BMRI funds, while larger and/or rental projects are encouraged to apply for HM funds. In the event that one funding type is oversubscribed and the other is undersubscribed, staff may recommend funding awards of either or both funding types to any project recommended for funding, at staff’s discretion.

All housing project funding awards are made in the form of long-term deferred residual receipts loans or fully amortized loans secured by the subject property. Proposals that would require permanent displacement of current business or residential tenants are discouraged and will not be ranked as highly as proposals not permanently displacing tenants. Proposals requiring any temporary or permanent displacement of residential tenants must provide such tenants relocation assistance in compliance with California (and federal, if applicable) relocation laws.

Experienced affordable housing developers who meet the qualifications described in this RFP and have demonstrated their ability to design, build and manage quality affordable housing projects are encouraged to submit proposals. Housing project proposals will be accepted by the Housing Division on a continuous basis until funds are exhausted. Proposals determined complete and eligible for funding will be scheduled for consideration at the soonest possible Housing and Human Services Commission (HHSC) meeting date after the proposal has been reviewed and scored by staff, and, if recommended by the HHSC, will be scheduled for City Council consideration as soon as possible thereafter.

Please note: this review process may take 3 to 6 months or longer due to the time required to prepare and schedule an item for hearing before the HHSC or Council. Please keep this in mind when entering into property negotiations or developing the timeline for your project. Staff will review proposals promptly, but cannot guarantee that any requests for expedited reviews can be accommodated. It generally takes additional months after the conditional award is made before any funds can be disbursed to the applicant. Applicants will typically need to use other sources of funding, whether interim or permanent, for any site acquisition efforts related to a proposed project.

Funding will be awarded by the City Council on a competitive basis to one or more proposal(s) that successfully demonstrate how the proposed project(s) would address the City’s affordable housing needs and benefit the City as a whole. The City reserves the right to reject any or all proposals received if they do not meet the standards set forth herein or for any other reason in the City’s sole discretion.

The City is seeking housing project proposals that demonstrate an understanding of the community and its affordable housing needs, the unique attributes and opportunities of the

neighborhood where the project would be located, a cost-effective use of available funding, a feasible implementation plan, successful experience in developing and managing affordable housing, and a commitment to an inclusive and informative public participation process.

Funding Sources

Funding for housing projects under this RFP will be provided from the City's Combined Housing Fund (Fund 70), which includes sub-funds for HM and BMRI, in the following estimated amounts, subject to change based on actual funding availability in FY 2015-16:

- HM: Up to \$9 million for affordable housing project loans
- BMRI: Up to \$1 million for affordable housing project loans

The City also receives limited funding from the federal Community Development Block Grant (CDBG) and HOME Investment Partnership (HOME) programs. Those funds are awarded in smaller amounts through separate RFPs, and require compliance with federal regulations. **This RFP does not include any CDBG or HOME funds.**

Minimum and Maximum Funding Awards

Housing Project applicants may request an award of HM and/or BMRI funds in any amount between \$300,000 and \$6 million per project. The City anticipates funding two to three projects through this RFP. Projects will be evaluated and ranked in part on the basis of City cost per unit, comparing such costs to those of recent, comparable projects in the area, tax credit standards, and similar measures of cost-effectiveness used in affordable housing development, with consideration of differing unit sizes, affordability levels, and unit tenure (i.e., rental versus for-sale). Funding is awarded only in the amount needed to bridge a demonstrated funding gap based on projected cash flows for the project and other available and customary financing sources for similar projects. Projects that do not demonstrate a concrete, significant and verifiable funding gap are not eligible for HM or BMRI funds.

Eligible Applicants

Eligible applicants for housing project proposals include for-profit or nonprofit corporations, general or limited partnerships, joint ventures or limited liability companies. Applicants must have demonstrated experience and capacity in the development and management of affordable housing. Applicants shall have successfully completed a minimum of three affordable housing projects of similar size and complexity as the proposed project, located within Santa Clara County (preferred) or another county in Northern California within the past fifteen years, to be eligible to submit a proposal.

PLEASE NOTE: Any applicant agencies with current Sunnyvale housing project awards (of any funding source, including CDBG or HOME) for projects that have not yet been fully completed and occupied, with all City funds expended or returned, may not submit a new proposal through this RFP until such projects have been completed, occupied (Certificate of Occupancy issued for new construction and/or rehabilitation projects, and escrow closed on all units in ownership projects), and have expended all City funds awarded.

By submitting a proposal for funding through this RFP, applicants agree to competitively bid out all contracts for construction, rehabilitation, and major post-application contracts (i.e., construction management, environmental, and other contracts valued at \$10,000 or more) needed to complete the project. Proposals for design/build projects where applicant is the builder or an affiliate of builder, and/or applicant is not willing to competitively bid out project contracts for construction, etc., must disclose this information clearly in the project description,

and explain how the proposal will be able to ensure a cost-effective project and a fair and competitive procurement process. Non-profit self-help housing developers (such as Habitat for Humanity) may act as general contractor and use volunteers pursuant to their standard practices but will be required to bid out any subcontracts or major consultant contracts needed to complete the project. Any proposals including federal or state funds as matching funds will be required to comply with applicable state and/or federal procurement, wage, and contracting requirements.

Eligible Housing Projects

Each applicant/developer/agency may propose only one housing project proposal through this RFP. Eligible projects include new construction or acquisition with or without rehabilitation, for the purpose of developing affordable housing for extremely low-, very low- and low-income households. Development of emergency shelters is not eligible for HM funding because shelters are not considered dwelling units (housing). Transitional rental housing projects that provide tenants with standard leases with lease terms of at least 6 months may be considered.

Mixed-use projects (containing both residential and non-residential space) are eligible, as well as mixed-income projects (containing both affordable and market-rate rental units). Generally, for mixed-use projects, approximately two-thirds or more of the project's total floor area should be residential. For both mixed-use and mixed-income projects, the City funds may only be used to pay for any funding gap attributable to the affordable housing units. All other development costs must be funded with other sources. Mixed-income projects (i.e., those with market-rate units) intending to seek a density bonus may request HM funds only for affordable units that are in addition to the number of affordable units committed to obtain the requested density bonus.

2. SELECTION CRITERIA AND EVALUATION

The City will evaluate proposals based on the goals and housing priorities listed below, as well as the goals and objectives described in the City's Housing Element. All proposals will be reviewed for consistency with these goals and priorities, which are a guide to the types of projects the City is especially interested in funding. The housing priorities do not preclude other types of projects, and the City may decide to fund exceptional projects that are not on the priority list. Project scores will not be based on a certain number of points for each individual goal and priority listed below. Proposals will be scored on their general merits using the scoring sheet attached to this RFP. These scores will be considered by the Commission and Council, but will not necessarily be the sole factor in funding decisions.

Project Goals

- Housing units will remain affordable for at least 55 years;
- The project's management plan promotes a healthy living environment for tenants and a compatible relationship with neighbors.
- The project is consistent with the goals and objectives of the Housing Element of the City's General Plan;
- The project costs are reasonable, the project is soundly underwritten, and it can reasonably be expected to be successful in securing funding from highly competitive sources;
- The project will allow the City to spend housing funds expeditiously;
- The project site is near transit and services and is convenient for the target population;

- The project site can be developed to at least 75% of the maximum density allowed by its current zoning district and land use designation;
- The project design is attractive, compatible with its surroundings, and will incorporate "Green" building practices and materials to the extent possible;
- The project is compatible with the site's surroundings and neighborhood setting;
- The project would not permanently displace current residents and/or businesses from the project site;
- The project incorporates appropriate community spaces, amenities and services for the target population;
- The development team has demonstrated experience with successful affordable housing projects and the capacity to work cooperatively with the community in the design and development of the project; and
- The applicant/developer is able to obtain all other funding needed and required permits within approximately two years of City funding award, and begin development of the project within a year of securing all necessary funding.

Housing Priorities

- Rental housing affordable to extremely low- and very low-income households earning 50 percent or less of the area median income.
- Rental housing properties reserving at least 5% of the units for developmentally disabled adults and/or households transitioning out of homelessness ("homeless applicants", who do not necessarily need to meet the federal definition of *chronically* homeless).
- Rental housing with on-site supportive services to stabilize transitioning homeless or special needs families or individuals, such as child care, vocational counseling, and/or health care.
- Newly constructed rental housing projects with at least 15% of units affordable to lower income households.
- For-sale housing affordable to very low- and lower-income, first-time home buyer households earning 80 percent or less of the area median income.
- Projects that provide dual benefits by developing affordable housing and improving an underutilized or poorly maintained property, or by providing housing near employment centers or transit stations.
- Projects that support transit ridership at existing transit facilities, due to their location within ½ mile of Caltrain or light rail stations or within ¼ mile of an express or multi-route bus stop.

3. SUBMITTAL REQUIREMENTS

Housing Project applicants must submit the following materials:

- One (1) original and two (2) copies of a complete application using the attached form, with all required supporting materials attached. Please do not use binders, staples, or spiral-binding. Use only binder clips, tab dividers, and envelopes to hold materials together. Copies may be double-sided.
- All application materials must also be submitted on a CD-ROM or thumb drive in the form of one or more .pdf and/or .jpg files, each of which is not larger than 5MB per file.

- Housing Project applications will be accepted on a continuous basis until funds are fully awarded. (HPRR applications must be submitted by 5:00 pm on April 3, 2015 (see Part B beginning on Page 10 for submittal requirements).

NOTE: Pursuant to the California Public Records Act, all documents submitted in response to this RFP will be considered public records and will be made available to the public upon request. Proposals received may be posted on the city's website as part of the review process. **Please do not submit any information to the City that you wish to keep confidential.**

4. REVIEW AND AWARD PROCESS AND TIMELINE

Please note: It may take up to 3 to 5 months or more between the time a proposal is received by staff and the soonest date it can possibly receive a conditional funding award. Staff will make every effort to schedule proposals for Commission and Council consideration as soon as possible after receipt, however it can take weeks to schedule an item for public hearing, and staff cannot guarantee any expedited reviews that may be desirable for proposer's property negotiations or for any other reason. Please keep this in mind when entering into property negotiations or developing the timeline for your project.

Step One

Staff will review all the proposals for completeness and to verify that both the applicant and the proposed project are eligible. Proposals from applicants without the City's minimum required experience or qualifications will not be considered. All proposals must be complete and contain all the required information and attachments when submitted. **Incomplete proposals will not be considered.** Staff may contact applicants to request correction of minor clerical errors and/or omissions at staff's discretion, in which case applicants may have three days to submit requested items. Staff may invite applicants for brief interviews to clarify or discuss any aspects of proposal at staff's discretion. Staff will forward those proposals deemed eligible and complete to the Commission for a recommendation and to Council for final determination as described below.

Step Two

Eligible proposals will be reviewed by the Housing and Human Services Commission at a meeting generally within 4 to 6 weeks of submittal, and will be scored and ranked by the Commissioners using the scoring sheet on Page 9 (see Part B for **HPRR** scoring information). Applicants may briefly present their proposals, in five minutes or less, to the Commission. Meeting attendance by the applicants is recommended but not required. Commissioners may ask questions of the applicants following the presentations, and then hold a public hearing on the proposals before deliberating on funding recommendations. The Commission will recommend an award of a specific amount of available funds to the top-ranked one or more proposals to the extent the appropriate funding type is available and proposals are desirable, or may decline to fund any of the proposals.

Step Three

The Commission's funding recommendations will be forwarded to the Council, which will make the final decision regarding funding awards at a Council meeting generally held within 6 to 10 weeks of the Commission meeting.

Conditional Funding Award

Following Council approval, successful housing project applicants will be provided with a “conditional funding award” which includes a reservation of the appropriate housing funds in the City’s budget for up to two years, while the applicant completes the project design, entitlement and environmental review process, and secures the matching funds needed. The term of the conditional funding award may be extended upon applicant request and at the City’s sole discretion. A final funding commitment will be executed only if and after the applicant has obtained required entitlements and met other conditions noted in the conditional funding award, such as securing all other required funding for the project, other than an award of tax credits.

Environmental Review

All housing project funding awards approved by Council will be awarded conditioned upon the applicant’s ability to obtain required land use entitlements (planning permits), which requires environmental review for compliance with the California Environmental Quality Act (CEQA). CEQA reviews are completed by the City after land use entitlement applications are received, and prior to approval of entitlements. If federal funding is also involved, a federal environmental review under the National Environmental Protection Act (NEPA) will be conducted by the agency awarding federal funds, which may be the City or another public agency such as HUD or the Housing Authority. If applicants are unable to secure required entitlements within one year of conditional funding award (or longer period, if extended by the City), the conditional funding award will expire, and applicant may choose to reapply under a subsequent RFP.

Applicants must refrain from undertaking any activities, including acquisition, grading, displacement of tenants, or any construction activity, that would limit the choice of reasonable alternatives between the time of proposal submittal and the City’s completion of its CEQA (and possibly NEPA) environmental review of the project. Applicants are advised to work with their own legal counsel to structure any contemplated option to purchase the project site in such a way as to minimize applicant’s financial risk in the event that applicants are not able to obtain required entitlements and/or adequate funding for the project.

Proposal Review Timeline

The approximate timeline for evaluating and selecting proposals is provided below. **This timeline may vary depending on how many proposals are received at or around the same time.** Please check the Housing Division home page for news and updates regarding any proposals received: *Housing.inSunnyvale.com*

Issue RFP:	March 5, 2015
Deadline to Submit:	Ongoing, until all funds have been awarded
Commission Hearing:	Approximately 4 to 6 weeks after submittal
City Council Hearing:	6 to 10 weeks after Commission hearing
Issuance of Conditional Award(s):	Within 3 to 6 months of submittal

CONTACT INFORMATION

Questions regarding this RFP may be directed to Katrina Ardina, Housing Analyst, by calling 408-730-7451 or by e-mail to *kardina@sunnyvale.ca.gov*.

CHANGES TO RFP PROCESS

The City of Sunnyvale reserves the right to request additional information from applicants, reject any and all submittals, waive any irregularities in the submittal requirements, or cancel, suspend or amend the provisions of this RFP at any time. If such an action occurs, the City will notify all

applicants, and any other parties requesting such notice, by posting updates on the Housing Division home page of the City's website.

NOTE: Due to uncertainty with email delivery due to spam filtering and various technological issues outside staff's control, the City cannot guarantee all applicants will receive timely updates by email, therefore please check the website below frequently for updates regarding this RFP, or call the Housing Division for the latest information, at (408) 730-7250.

Housing.inSunnyvale.com

HOUSING PROJECT PROPOSAL SCORING

Category	Maximum Points
<p>1. Organizational Capacity and Relevant Experience Organization's staff, board members and project team are well qualified to complete and operate project, considering years of relevant experience and number of similar projects completed.</p>	15
<p>2. Project Need Project clearly addresses one or more goals or needs identified in Housing Element. Stated need for project 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 affordability compared to existing conditions at the site, or addressing an urgent housing need in the community. Up to ten of 20 points in this category will be awarded only to proposals committing to reserve at least 5% of units for developmentally disabled adults, other adults with a serious physical or mental disability, and/or adults transitioning out of homelessness. Proposals must address how units reserved for such tenants will be made affordable to those with incomes between 0% to 30% of AMI (i.e., through use of project-based subsidies or other means).</p>	20
<p>3. Project Design and Readiness Project design (physical and operational) is cost-effective, feasible, compatible with the neighborhood, and effective in meeting the stated goals and objectives. Applicant is ready and able to apply for planning permits and other financing upon issuance of conditional funding award, and has or will have site control by that time. For rehabilitation-only projects: all lien-holders, owners, and/or agencies with an ownership or security interest in the property have reviewed and approved this proposal, and are willing to provide any required written approvals of the proposed rehabilitation project within 90 days of funding award.</p>	15
<p>4. Budget and Financial Management Financial management points based on clean financial audits and a strong record of financial and regulatory compliance at other projects owned or managed by applicant. Budget scores based on realistic cost estimates and budget for development and operation of project, and projected competitiveness of project costs in tax credit applications, etc.</p>	15
<p>5. Percentage of Matching Funds (Leverage) Points awarded based on the following formula: 5 points for the minimum required match (25%); 10 points for a 50% match; and 15 points for a match of 75% or more. Proposals with match ratios in between these percentages will be awarded 1 point for every 5% of match up to 15 points maximum. Matching percentage is determined by the percent of project cost to be funded by sources other than the requested City funds, according to applicant's proposed project budget.</p>	15
<p>6. Affordability Level Percentage of units in the project that will be reserved for extremely low income (ELI) and very low income (VLI) households. Points will be awarded as follows: Up to 10 points shall be awarded for the percentage of ELI units, and up to 10 points for the percent of VLI units. In each category, 1 point will be awarded for every 5 percent of ELI/VLI units, as applicable, up to a maximum of 10 points for 50% ELI or VLI units, as applicable (e.g., to earn a score of 20 points, the project would need to include 50% ELI and 50% VLI units). Unit affordability is based on restricted rent limits, not current occupants' income levels.</p>	20
<p>Total Points Available</p>	100

Part B. Homelessness Prevention and Rapid Re-Housing (HPRR) Program Funding

1. FUNDING DETAILS AND ELIGIBILITY

Background

The City's Housing Division serves as the administrator of the Housing Successor Agency (HSA). The HSA took over the housing-related duties of the City's former Redevelopment Agency (RDA) pursuant to the state laws that dissolved redevelopment agencies in 2012. The HSA received its first deposit, amounting to slightly over \$440,000, of previously deferred RDA housing set-aside tax increment revenues into the new Low-Moderate Income Housing Asset (LMH) fund in January 2015. Highly detailed state laws govern the use of the LMH funds. The relatively small amount of LMH funds currently available would not be cost-effective to use to fund a new construction or rehabilitation project that could comply with all applicable state laws. However, recently enacted state law (SB 341 of 2013) allow the HSA to allocate up to \$250,000 in LMH funds annually for **HPRR** programs that comply with the post-dissolution RDA statutes.

Funding Available

This RFP makes available \$250,000 for one or more **HPRR** programs proposed for implementation in FY 2015-16. The bulk of the remaining LMH funds from the first deposit will be reserved, to combine with future years' deposits, for future housing project awards. Local non-profit agencies that have successfully administered similar **HPRR** programs in the past are eligible to apply for the **HPRR** funding through this RFP. Applicants are encouraged to submit a joint application that may include one or more agency sub-contractors or sub-grantees for specialized services, such as legal services, credit counseling, housing search assistance, case management, and/or other services required to implement a successful **HPRR** program.

HPRR applicants may request up to \$250,000 and not less than \$50,000 in LMH per proposal. Please see additional details below. The total amount of LMH funding available through this RFP is \$250,000.

Applicant Eligibility

Applicants must be registered 501(c)(3) non-profit agencies located in or near Sunnyvale and be able to provide direct, in-person services to Sunnyvale clients within the Sunnyvale city limits at a regular, established place of business that is available for meeting with clients for at least 20 hours per week. Applicant agencies must have: completed financial audits with no adverse findings or material concerns for the past three fiscal years; the ability to manage cash flows of the amounts contemplated in applicant's proposal, with invoicing to the Successor Agency no more frequently than monthly (quarterly preferred); and must have successfully administered, in the past three fiscal years, one or more public-sector and/or foundation grants or contracts with a combined annual total contract amount of at least three times that of applicant's proposed budget for the **HPRR** program. Applicants should also have at least two years' experience successfully managing **HPRR** programs similar to the type described in their proposal. Applicant agencies that have successfully implemented housing-related grant or service contracts of at least \$25,000 or more with the City of Sunnyvale within the past two years will generally be considered eligible, unless City compliance records reflect any unresolved or repetitive performance problems or compliance concerns.

Applicants may sub-contract or sub-grant portions of the **HPRR** grant to other non-profit agencies for provision of certain specialized services, such as legal assistance, credit counseling, case management, housing search, etc., however at least 50% of the grant must be

budgeted for services and/or financial assistance to be provided directly by the lead applicant agency.

Program Eligibility

The following types of activities are considered eligible for LMH funding under the **HPRR** category (from SB 341):

Homeless prevention and rapid re-housing (**HPRR**) services may be provided to individuals and families who are homeless or would be homeless but for this assistance, including the provision of:

- Short-term or medium-term rental assistance,
- Housing relocation and stabilization services including housing search, mediation, or outreach to property owners,
- Credit repair,
- Security or utility deposits,
- Utility payments,
- Rental assistance for a final month at a location,
- Moving cost assistance, and
- Case management or other appropriate activities for homelessness prevention and rapid rehousing of persons who have become homeless.

See “Core Components of Rapid Rehousing” provided in Exhibit I at the end of Part B for additional description of HPRR program design and best practices.

2. SELECTION CRITERIA AND SCORING

Proposals will be evaluated by staff based on the extent to which the applicant and the proposed program meet the eligibility criteria described above and the program budget appears reasonable and cost-effective in achieving the HSA’s HPRR program goals. Staff may request additional supporting documents from proposers to verify agency eligibility and/or clarify program design or budget, at staff’s sole discretion. Proposals will be scored using the Scoring Sheet provided below (Part B, Section 5). Staff scores will be forwarded to the HHSC to aid in its review and evaluation of the proposals received.

The HSA will prioritize the highest-ranked proposal that demonstrates an ability to utilize all or most of the available **HPRR** funds (\$250,000) within a period of up to two years. Applicants are encouraged to collaborate on a single proposal that may include sub-grants to partner agencies for specialized services and/or clientele types (i.e., victims of domestic violence, clients with disabilities, etc.), to the extent possible. In the event such a proposal is not received, the HSA may opt to fund several proposals up to a total of \$250,000.

3. HPRR SUBMITTAL REQUIREMENTS

Applicants for **HPRR** funding should submit a cover letter on agency letterhead, signed by the agency executive director, and attach a succinct proposal of ten pages or less that includes the following information:

- 1) Amount of **HPRR** funding requested;
- 2) Name and primary contact information for applicant (lead) agency;

- 3) Name and primary contact information of any proposed sub-grantee agencies;
- 4) A description of each type of service or assistance proposed to be provided with **HPRR** funds, and which agency and staff member will be responsible for that service and/or type of assistance;
- 5) Address of primary location(s) where Sunnyvale clients will receive services;
- 6) A proposed budget showing the total amount of funds requested for each of the following:
 - a. Overall grant administration
 - b. Direct financial assistance for eligible cost types (listed in Section B above)
 - c. Services to be provided (i.e., staffing and related operational or program delivery expenses). Indicate separate cost sub-totals for each separate service type proposed (prevention, re-housing, legal, case management, housing search, initial client intake/eligibility screening, etc., consistent with Section B);
- 7) A proposed timeline for delivery of services and expenditure of all of the requested grant funds; and
- 8) Any focus or targeting of particular client types (which may include all or a portion of the proposed services), such as domestic violence victims, families with children, homeless youth, seniors, chronically homeless, clients with substance abuse issues, and/or disabled clients.

In addition to the above, please attach to your proposal:

- A letter from the executive director of proposed sub-grantee agencies, if any, which must indicate that the board of that agency has read and is in agreement with the proposal and grant budget and supports submittal of the proposal; and
- Pages **5 to 10 (only)** of the Sunnyvale “Human Services Application Form” (available at this link: [Human Services Grant Application Form](#)), fully completed.

Please provide one hard copy of the above items and one electronic copy in pdf form on a thumb drive or CD-ROM and deliver to the address below **no later than 5:00 pm on April 3, 2015:**

City of Sunnyvale Housing Division (HSA)
Attn: Housing Officer
456 W. Olive Avenue, Sunnyvale, CA 94086
If by USPS, mail to: P.O. Box 3707, Sunnyvale, CA 94088

Questions about this **HPRR** funding opportunity may be directed to the HSA staff, at: Housing@Sunnyvale.ca.gov or (408) 730-7250

4. HPRR REVIEW AND AWARD PROCESS AND TIMELINE

Proposals determined eligible and recommended for funding by staff will be considered by the HHSC at a regular meeting in April or the next available meeting date. The HHSC will review the proposals and make funding recommendations to Council. Council will make the final funding award determinations at a regular meeting within 1 to 2 months of the HHSC meeting date.

HPRR funding will not be available for expenditure until July 1, 2015 or whenever the grant agreement is fully executed by both parties, whichever occurs later. **HPRR** awardees will be evaluated for possible future awards based on the extent to which they meet the expenditure milestones, performance objectives and related terms provided within the grant contract.

RFP Terms

The HSA/City reserves the right to modify, re-issue, revoke or terminate this RFP at any time, and/or to request additional information from applicants, reject any and all submittals, waive any irregularities in the submittal requirements, or cancel, suspend or amend the provisions of this RFP at any time. If the RFP is terminated, extended, and/or modified, the HSA will notify all applicants, and any other parties requesting such notice, by posting updates on the Housing Division home page of the City's website: **Housing.inSunnyvale.com**

5. HPRR SCORING SHEET

Scoring Category	Maximum Points
<p>1. Organizational Capacity and Relevant Experience Applicant's staff, board, and volunteers appear well qualified to complete proposed HPRR program, considering agency's years of experience implementing HPRR or similar programs. Applicants that have successfully performed prior City of Sunnyvale services grants or contracts will receive additional points. Agency's language capabilities and/or cultural competency appropriate for Sunnyvale residents experiencing and/or facing imminent homelessness will also be evaluated in this category. Agency's staff, board, and financial position should be stable and able to accommodate proposed HPRR program cash flows, and Agency should have a track record of consistent performance in program delivery and compliance with public sector funding requirements. Agency should be familiar with post-dissolution state laws regarding expenditure of LMH funds and/or seek counsel to the extent needed.</p>	20
<p>2. Need for Program Program is consistent with HPRR program design as described in RFP. Stated need and proposed program are supported by letters from Sunnyvale community members or Sunnyvale organizations other than applicant. Program targets types of clients most in need in Sunnyvale and demonstrates a thorough understanding of Sunnyvale household/client types at risk of homelessness and/or currently homeless in Sunnyvale.</p>	20
<p>3. Program Design and Readiness Proposed program would provide one or more of the types of allowable services and/or financial assistance types described by SB 341 and supplemental information in RFP. Program design (operational and financial) is cost-effective, feasible, and effective in meeting the stated needs and objectives of the HPRR program. Applicant has identified experienced staff members qualified to provide proposed services, and is ready and able to begin providing HPRR program by August 30, 2015 or within 30 days of contract execution, whichever is later.</p>	20
<p>4. Budget and Financial Management Budget scores based on realistic cost estimates and budget for various project cost items, and a demonstrated understanding of local rental market dynamics and housing costs. Financial management points based on clean financial audits for prior years, a strong record of financial compliance under current or prior City and/or HUD contracts, and strong and stable financial position of the agency in general.</p>	20
<p>5. Percentage of Matching Funds Note: The HPRR program does not require a match, however proposals will be scored based on this category as well as the others. Points awarded based on a sliding scale beginning with 1 point for a 5% match, and 20 points for 100% match, i.e., each increase of 5% in matching funds equates to one additional point, up to 20 points. Matches of more than 100% will not receive additional points. Only those funds proposed to be used to serve Sunnyvale clients will be counted as match. Proposals should identify what portion of matching funds are actual cash vs. in-kind services or donated goods.</p>	20
<p>Total Points Available</p>	100

Note: There is not necessarily any 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.

EXHIBIT I

Core Components of Rapid Re-Housing

This document was developed in collaboration with, and endorsed by, the United States Interagency Council on Homelessness (USICH), the Department of Housing and Urban Development (HUD), and the Department of Veterans Affairs (VA).

Rapid re-housing is an intervention designed to help individuals and families to quickly exit homelessness and return to permanent housing. Rapid re-housing assistance is offered without preconditions (such as employment, income, absence of criminal record, or sobriety) and the resources and services provided are typically tailored to the unique needs of the household. The core components of a rapid re-housing program are below. While a rapid re-housing program must have all three core components available, it is not required that a single entity provide all three services nor that a household utilize them all.

Housing Identification

- Recruit landlords to provide housing opportunities for individuals and families experiencing homelessness.
- Address potential barriers to landlord participation, such as concern about short-term nature of rental assistance and tenant qualifications.
- Assist households to find and secure appropriate rental housing.

Rent and Move-In Assistance (Financial)

Provide assistance to cover move-in costs, deposits, and the rental and/or utility assistance (typically six months or less) necessary to allow individuals and families to move immediately out of homelessness and to stabilize in permanent housing.

Rapid Re-housing Case Management and Services

- Help individuals and families experiencing homelessness identify and select among various permanent housing options based on their unique needs, preferences, and financial resources.
- Help individuals and families experiencing homelessness address issues that may impede access to housing (such as credit history, arrears, and legal issues).
- Help individuals and families negotiate manageable and appropriate lease agreements with landlords.
- Make appropriate and time-limited services and supports available to families and individuals to allow them to stabilize quickly in permanent housing.
- Monitor participants' housing stability and be available to resolve crises, at a minimum during the time rapid re-housing assistance is provided.
- Provide or assist the household with connections to resources that help them improve their safety and well-being and achieve their long-term goals. This includes providing or ensuring that the household has access to resources related to benefits, employment and community-based services (if needed/appropriate) so that they can sustain rent payments independently when rental assistance ends.
- Ensure that services provided are client-directed, respectful of individuals' right to self-determination, and voluntary. Unless basic, program-related case management is required by statute or regulation, participation in services should not be required to receive rapid re-housing assistance.

Additional best practices and guides are available at:

<http://www.endhomelessness.org/library/entry/rapid-re-housing2>

Resources on homeless prevention and best practices are available at:

<http://www.endhomelessness.org/library/entry/homelessness-prevention-creating-programs-that-work>