

CITY OF SUNNYVALE



REQUEST FOR PROPOSALS FOR CAPITAL/HOUSING PROJECTS FUNDING

**FISCAL YEAR 2011-12
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
AND
HOME INVESTMENT PARTNERSHIPS PROGRAM (HOME)**

**Release Date:
January 14, 2011**

**Proposals Due:
February 10, 2011**

**COMMUNITY DEVELOPMENT DEPARTMENT
HOUSING DIVISION
408-730-7451**

www.housing.insunnyvale.com

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CDBG AND HOME PROJECTS

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 lower¹ 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 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 facilities assisted with its CDBG funds through this RFP are used to provide community facilities or services that meet one of the following national objectives:

1. **Benefit lower-income persons:** The criteria for how an activity may be considered to benefit lower-income (LI) persons are divided into the following subcategories:
 - **Area Benefit:** Activities that meet the identified needs of LI persons residing in an identified service area that is at least 51% residential and at least 51% of the residents are LI;
 - **Limited Clientele:** Activities that benefit a specific group of people, at least 51% of whom are LI;
 - **Jobs:** Activities that are located in a predominantly LI neighborhood and serve the LI residents, or involve facilities designed for use predominantly by LI persons, or involve the employment of persons, the majority of whom are LI.

Available Funds

The City of Sunnyvale anticipates receiving a CDBG allocation of approximately \$1.3 million from HUD for Program Year 2011. Much of this funding is committed to public services and other types of activities not funded through this particular RFP. Approximately \$200,000 in CDBG is estimated to be available for capital projects and \$463,000 in HOME funds is estimated to be available for affordable housing projects. Typical CDBG/HOME capital/housing project funding awards range from \$50,000 to \$300,000, with applicants providing additional funds from other sources to complete the project. Funding may be awarded in smaller or larger amounts, based on the project’s identified funding gap and the number of eligible proposals received.

¹ 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).

Eligible Applicants

Applicants may be non-profit organizations that have an IRS-granted non-profit status, including public agencies. Non-profit and community-based organizations must provide evidence of their current 501(c)(3) status at the time of application to be eligible for funding through this RFP.

Eligible Projects

The following list includes the types of capital/housing projects that may be funded under the CDBG and/or HOME programs. For CDBG funding, the projects must also meet one of the National Objective categories previously described. The following list is not all-inclusive, and additional detailed requirements apply to each type of project:

- A. Acquisition of real property for an eligible community facility or affordable housing use;
- B. Public facilities and improvements (e.g., parks, playgrounds, neighborhood centers, and infrastructure such as streets, sidewalks, storm water, sewer);
- C. Property clearance/demolition;
- D. Housing rehabilitation;
- E. Affordable housing new construction (HOME funds only);
- F. Removal of architectural barriers.

Ineligible Activities

The following list includes the types of activities that may NOT be funded under the CDBG Program. The list is not all-inclusive.

- A. Political activities;
- B. Religious activities;
- C. Purchase of equipment, including furnishings, personal property, and fire protection.

Matching Funds

The City has limited CDBG/HOME funds. **Proposals submitted under this RFP shall include matching funds equal to at least 25% of the capital project cost.** Projects providing 50% or more of the project cost as matching funds may be ranked above those that provide less than 50% matching funds. Matching fund sources may include contributions derived from other available funding sources, program fees, and/or the value of third-party 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 provided shall be actual dollars (i.e., not in-kind services).

Application

Organizations applying for funding through the City of Sunnyvale must complete the following application and include applicable documentation.

For more detailed information on the City of Sunnyvale CDBG and HOME programs, please visit our website at www.housing.insunnyvale.com

Application Instructions and Review Process

The City of Sunnyvale invites qualified non-profit organizations with eligible projects to submit proposals under this RFP. The City is seeking organizations that can demonstrate that their proposals, if funded, would meet one or more of the priority needs and objectives listed in the City of Sunnyvale 2010-2015 HUD Consolidated Plan, which is available online at:

<http://sunnyvale.ca.gov/Portals/0/Sunnyvale/CDD/Housing/HUD%20Programs/2010-2015%20Consolidated%20Plan.pdf>

Prior to responding to the RFP, each qualified organization is urged to read the instructions carefully. Before submitting the application, check all calculations and ensure that items on the application checklist are submitted in the order listed. Inaccuracies, omissions and use of RFP forms from previous competitions will be grounds for rejection. All proposals will become part of City of Sunnyvale's official public records and will be available for public review.

Application Submittal

1. City of Sunnyvale will provide answers to written questions that are submitted by February 1, 2011. Answers will be posted on the City website by February 4, 2011. Submit questions to Katrina Ardina at kardina@ci.sunnyvale.ca.us or by fax at 408-737-4906.
2. Proposals must be submitted in standard 8½" by 11" paper, have consecutively numbered pages, and be three-hole punched. Do not use folders or notebooks. Bind **only** with binder clips. Do not staple the proposal. 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's most recent financial audit is required and should be attached to the original only. All proposals must:
 - ✓ Include information and attachments as outlined on the Application Checklist.
 - ✓ Adhere to page limits within available response boxes for Tabs A and B.
 - ✓ Narrative should be formatted in 11 or 12 point typed font and minimum margins of 1 inch.
4. Original **must** be signed in **blue** ink.
5. Proposals must be received by the Housing Division by **February 10, 2011** by 4:00 p.m. Items postmarked but not received by this date will not be accepted. Deliver proposals by mail, delivery service, or hand delivery to:

City of Sunnyvale Housing Division

Attn: Katrina Ardina, Housing Programs Analyst

Hand Delivery: 456 W. Olive Ave

U.S. Mail: 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.
Proposal Due Date: February 10, 2011 by 4:00 P.M. PST**

6. For more information please contact:

Katrina Ardina, Housing Programs Analyst

City of Sunnyvale Housing Division

kardina@ci.sunnyvale.ca.us Tel: (408) 730-7451 or 730-7250

Application Review Process

The review process for proposals requesting CDBG funding consists of a review by Housing Division staff, review by the Sunnyvale Housing & Human Services Commission, a 30-day public comment period for citizen input, City Council review and approval, and HUD review and approval.

1. Staff review verifies that the proposal is an eligible CDBG or HOME project as determined by HUD guidelines and the contents of this RFP, and that the application is complete. If a proposal is determined to be ineligible or incomplete, the applicant is informed and the proposal is withdrawn from consideration. In cases where there is uncertainty as to the proposal's eligibility, the City's HUD representative will be consulted for a decision. Staff will evaluate proposals based on information provided in the submitted application. Applicants submitting applications, which are materially incomplete, will have five working days from notification by staff to correct any deficiencies, or their applications will not receive further evaluation.
2. The Housing and Human Services Commission will review the eligible proposals received, evaluating the merits of the proposals and community need for the capital project proposed. The Commission's review provides a mechanism by which community needs may be recognized, prioritized, and recommended to the City Council for funding. The Commission's funding recommendation is presented to the City Council prior to Council's public hearing on and adoption of the FY 2011-12 Action Plan. The budget for capital project funding awards is included in the annual Action Plan.
3. Citizen input on the Action Plan is obtained through the public hearing process. 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.

Criteria for Decision-Making

Proposals will be evaluated on the following criteria, with points awarded up to the following maximum points per criteria:

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| 1. Organizational Capacity and Relevant Experience | 20 points |
| 2. Evidence of Need for Project | 20 points |
| 3. Statement of Work/Project Plan/Project Readiness | 20 points |
| 4. Budget Narrative and Financial Management | 20 points |
| 5. Percentage of Project Cost Provided by Applicant's Matching Funds | 20 points |

The City Council makes the final decisions regarding program funding, which are then incorporated into the overall CDBG/HOME budget submitted to HUD in the Action Plan. Once funds are received from HUD, the City executes contracts with the selected organization(s). If the approved funding level is different than the amount requested in the application budget, a revised budget and objectives must be submitted before a contract is executed. This RFP does not commit the City to award a contract for any costs incurred in the preparation of this proposal. Furthermore, the City reserves the right to accept or reject any or all proposals received because of this request, to negotiate with a qualified source, or cancel in part or in its entirety this RFP in its sole discretion.

**APPLICATION PROCESS TIMELINE FOR THE FISCAL YEAR 2011-12
CDBG/HOME FUNDING CYCLE**

(Subject to Change: Please check the Housing Division Website for updates)

RFP Issuance	January 14, 2011
Deadline for written Questions	February 1, 2011
Questions and Answers available on City website	February 5, 2011
Deadline for submission of applications (4:00 p.m.)	February 10, 2011
Presentations to Housing & Human Services Commission	February 23, 2011
Housing & Human Services Commission Meeting: Public Hearing; Commission recommendations on public services and capital/housing projects funding	March 23, 2011
Housing & Human Services Commission Meeting: Public Hearing on FY 2011-12 Action Plan 30-day citizen comment period	April 27, 2011
City Council approval of Action Plan	May 10, 2011
Applicants notified regarding awards	June 2011
HUD review and approval	June 2011
Contract Term begins	July 2011