



## **REQUEST FOR QUALIFICATIONS**

**for**

### **Housing and Human Services Grant Funding Fiscal Year 2026-2027**

Responses must be received by

**Friday, January 30, 2026  
5:00 p.m., PST**

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#### **I. GENERAL INFORMATION**

##### **Purpose**

The City of Pleasanton ("City") is soliciting qualifications from nonprofit organizations and eligible agencies to provide housing and human services that benefit Pleasanton residents during Fiscal Year (FY) 2026-2027 (July 1, 2026 – June 30, 2027).

Qualified respondents should demonstrate:

- Organizational capacity and track record of delivering effective programs
- Financial and administrative capability to manage public funding

- Expertise in addressing priority community needs
- Commitment to serving low-income Pleasanton residents
- Compliance capability with federal, state, and local requirements

## **Funding Sources**

The City's Housing and Human Services funding program includes four distinct funding sources:

1. **Federal Community Development Block Grant (CDBG) Funds**
2. **Federal HOME Investment Partnership Program (HOME) Funds**
3. **City Lower Income Housing Funds (LIHF) for Housing**
4. **City General Funds for Human Services**

**Total anticipated funding available:** Approximately \$588,683 (subject to final budget approval)

Funding for Fiscal Year 2026/27 is:

- Community Development Block Grant (CDBG): \$57,218
- HOME Investment Partnerships Program: \$80,000
- Lower Income Housing Funds (LIHF): \$351,465
- General Fund for Public Services: \$100,000

## **General Requirements**

All funded activities must meet the following baseline requirements:

- At least 75% of program participants must be low-income (80% or less of Area Median Income)
- Services must be provided on a nondiscriminatory basis
- No proselytizing in connection with service delivery
- Compliance with all applicable federal, state, and local regulations

## II. ANTICIPATED RFQ SCHEDULE

Activity	Date
Issuance of RFQ documents	December 18, 2025
Deadline for RFQ questions and comments (submit to <a href="mailto:shernandez@cityofpleasantonca.gov">shernandez@cityofpleasantonca.gov</a> )	January 16, 2026, 5:00 p.m., PST
Deadline for Proposal Submission	January 30, 2026, 5:00 p.m., PST
Interviews	Week of February 16, 2026
City Council Review and Action Plan Approval	April 7, 2026, 7:00 p.m.
Contract Execution Period	May – June 2026
Funding Period Begins	July 1, 2026

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## III. SUBMITTAL OF RESPONSE

### Submission Requirements:

1. **Electronic Submission:** Responses must be submitted electronically through ZoomGrants at <https://www.zoomgrants.com/zgf/Pleasanton-RFQ-HHSG-FY2026-2027> and received by **5:00 p.m. on January 30, 2026.**
2. **Subject Line Format:** RFQ Housing and Human Services [Organization Name]
3. **Authorization:** Responses shall be signed by an individual authorized to execute legal documents on behalf of the organization and shall contain a declaration that the proposed project team will remain in effect for a minimum of ninety (90) days after the submittal date.

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## IV. REQUIRED INFORMATION

Responses must include the following sections:

### Section A: Organizational Qualifications

#### Organizational Background:

- Legal name, physical address, phone number, email address
- Primary contact: name, title, email address, phone number
- Organization's mission statement and history
- IRS 501(c)(3) determination letter or evidence of tax-exempt status
- Current board roster with affiliations
- Organizational chart showing reporting relationships

**Organizational Capacity:**

- Total organizational budget for current fiscal year
- Number of paid staff (full-time and part-time)
- Description of key personnel qualifications and experience
- Evidence of financial management capacity
- Most recent independent financial audit (if expenditures exceed \$750,000 annually)
- Current certificate of insurance or ability to obtain required coverage

**Track Record and Experience:**

- Demonstrated experience delivering proposed services
- Number of years providing services in the Tri-Valley region
- Previous experience administering public funds (federal, state, or local)
- Description of outcomes achieved in similar programs

**References:**

- Three California municipality references with description of work performed
- Include contact names, email addresses, and phone numbers
- At least one reference should be from a city or county that has provided funding

**Collaboration and Partnerships:**

- Description of coordination with other service providers
- Evidence of community support and partnerships
- Participation in regional collaborative efforts

**Section B: Proposed Program/Project****Program Description:**

- Detailed description of proposed activities for FY 2026/2027
- Clear explanation of how the program addresses identified community needs
- Description of target population and geographic service area
- Number of Pleasanton residents to be served
- Timeline for program implementation

**Alignment with Priorities:** Describe how the proposed program aligns with:

- City of Pleasanton HUD Consolidated Plan Goals (see Section VI)
- Human Services Commission Statement of Priorities (see Section VI)

**Program Outcomes:**

- Measurable objectives and anticipated outcomes
- Performance measurement plan
- Description of data collection and tracking systems

**Innovation and Best Practices:**

- Description of innovative approaches
- Evidence-based practices or models being utilized
- Plan for program evaluation and continuous improvement

**Section C: Budget and Financial Information****Program Budget:**

- Detailed line-item budget for proposed program
- Amount requested from each funding source (if applying for multiple)
- Identification of other committed or pending funding sources
- In-kind contributions and volunteer support
- Cost per beneficiary calculation

**For Capital Projects (if applicable):**

- Total project cost and financing plan
- Committed funding sources with documentation
- Project timeline and key milestones
- Project team qualifications (architect, contractor, developer)
- Evidence of site control or ownership
- Preliminary architectural plans or conceptual drawings

**Budget Narrative:**

- Justification for major expense categories
- Explanation of cost allocation methodology (if applicable)
- Description of financial sustainability plan beyond grant period

## **V. ELIGIBLE ACTIVITIES AND PROGRAM PRIORITIES**

### **Community Development Block Grant (CDBG) Eligible Activities**

**National Objectives:** All CDBG-funded activities must meet at least one National Objective:

- Benefit low/moderate income persons (at least 70% of participants)
- Eliminate slums and blight
- Meet urgent community needs

**Eligible Activities (24 CFR 570.201):**

- Acquisition of real property
- Rehabilitation of residential or non-residential structures
- Construction of public facilities and improvements
- Public services (limited to 15% of annual CDBG allocation)
- Removal of architectural barriers for accessibility
- Economic development and job training
- Privately and publicly owned facilities serving low-income persons

**Ineligible Activities (24 CFR 570.207):**

- Buildings for general government operations
- Political or religious activities (except as permitted under 24 CFR 5.109)
- New housing construction (except specific circumstances)
- Purchase of equipment except as integral to eligible activities
- Income payments to individuals

### **HOME Investment Partnership Program Eligible Activities**

**National Objectives:**

- Expand affordable rental housing supply for very low and low-income households
- Improve homeownership opportunities
- Expand capacity of nonprofit housing providers
- Encourage private sector participation in affordable housing

**Eligible Activities (24 CFR 92.205-206):**

- Homebuyer assistance programs
- Rehabilitation of rental or ownership housing
- New construction of affordable rental housing
- Tenant-based rental assistance (limited circumstances)
- Site acquisition and improvement
- Related soft costs for housing development

**Affordability Requirements:**

- Rental housing: 20-year affordability period for new construction
- Homeownership: 5-15 year affordability based on subsidy amount
- Income targeting: households at or below 80% AMI

**Lower-Income Housing Fund (LIHF) Eligible Activities**

**Purpose:** Create and preserve affordable housing for low and moderate-income Pleasanton residents

**Eligible Uses:**

- Property acquisition for affordable housing development
- New construction of rental or ownership housing
- Housing rehabilitation projects
- Preservation of existing affordable housing
- Down payment and second mortgage assistance programs
- Housing counseling and related services for low-income households
- Financial assistance for affordable housing projects

**City General Funds for Human Services Eligible Activities**

**Purpose:** Support nonprofit organizations delivering critical human services to Pleasanton residents

**Priority Funding Types:**

- Seed funding for new programs
- Capital projects (permanent physical improvements)
- Operational support for direct services (administrative costs ineligible)
- One-time or matching funds

**Service Categories:**

- Senior services
- Youth programs and services
- Disability services and accessibility
- Food and nutrition programs
- Health care and behavioral health
- Homelessness prevention and services
- Workforce development
- Other critical human services addressing identified community needs

## **VI. PROGRAM PRIORITIES FOR FY 2026/2027**

All applications must demonstrate alignment with priorities in each of the following categories:

### **CATEGORY ONE: City of Pleasanton U.S. Department of Housing and Urban Development (HUD) FY 2025-2029 Consolidated Plan Goals**

1. Promote the production, rehabilitation and preservation of affordable housing (rental and ownership) through acquisition, rehabilitation, new construction and minor home repair
2. Reduction of housing discrimination through the provision of fair housing and landlord/tenant services
3. Use resources to end homelessness by funding and supporting homeless services programs
4. Increase the availability of service enriched housing for persons with special needs by supporting the acquisition and new construction of housing units
5. Make improvements, including ADA accessibility, to public facilities, such as curbs and sidewalks, neighborhood parks and recreational improvements, homeless facilities and other public facilities/community centers
6. Fund economic development, micro-enterprise, and on-the-job training
7. Support public services for low-income residents, preserving safety net services for vulnerable populations "in crisis"

### **CATEGORY TWO: Human Services Priorities**

#### **Priority Needs:**

- Disability services and access
- Food and nutrition programs
- Health care and behavioral health services
- Homelessness prevention and services in the Tri-Valley
- Senior services
- Service provider critical initiatives
- Workforce development and unemployment services
- Youth services

#### **Service Delivery Priorities:**

- Innovation in service delivery
- Coordination and collaboration among providers and Tri-Valley cities
- Prevention (activities that prevent problems from emerging)
- Self-sufficiency (activities that promote self-reliance and reduce dependency)
- Transportation and access considerations



## **VII. EVALUATION CRITERIA**

### **Qualification Categories and Point Values**

#### **Need (10 points)**

- Clear identification and documentation of community need
- Demonstration that proposed service addresses documented need
- Alignment with 2024 Eastern Alameda County Human Services Needs Assessment
- Evidence that service prevents or alleviates identified problems

#### **Benefit (20 points)**

- Number of Pleasanton residents served relative to funding requested
- Appropriateness of beneficiaries to identified need
- Targeting of very low and low-income residents (preference for lowest income categories)
- Geographic impact on impacted neighborhoods

#### **Organizational Strength and Capacity (10 points)**

- Established track record of good performance
- Fiscal and ethical responsibility demonstrated
- Realistic and achievable goals
- Qualified and adequate staffing
- Broad base of community support and collaboration
- Alignment of organizational mission with proposed service

#### **Funding (10 points)**

- Evidence of lasting impact
- Appropriate use of City funding (not supplanting other sources)
- Reasonable cost per beneficiary
- Cost-effectiveness of proposed activities
- Clear, well-defined performance measures
- Diversified funding base with other public/private support
- Fee income or other revenue generation (where appropriate)
- Reduces demand on other City resources

#### **Policy Alignment (10 points)**

- Consistency with City of Pleasanton HUD Consolidated Plan and General Plan Housing Element
- Alignment with ONE Pleasanton Strategic Plan FY 2023-2028

#### **Human Services Priorities (30 points)**

- Addresses identified priority needs

- Incorporates priority service delivery approaches
- Promotes prevention and self-sufficiency
- Demonstrates innovation

### **Transportation and Access (10 points)**

- Considers how clients will access services
- Addresses transportation barriers
- Service location accessibility

**Maximum Total Points: 100**

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## **VIII. INCOME REQUIREMENTS AND RESTRICTIONS**

### **Income Limits**

All programs must serve households at or below HUD-established Area Median Income (AMI) limits for the Oakland-Fremont, CA Metro FMR Area. Current income limits are available at:

<https://www.cityofpleasantonca.gov/our-government/housing/community-development-block-grant/#housing-and-human-services-grant>

**Minimum Requirement:** At least 75% of program participants must be at or below 80% AMI

**Income Verification:** Organizations must document household income eligibility using HUD-approved methods. Guidance available at: <https://www.hudexchange.info/trainings/basically-cdbg/>

### **Language Accessibility Requirements**

Executive Order 13166 requires all recipients of federal funding to take reasonable steps to ensure meaningful access for Limited English Proficient (LEP) residents. Organizations must:

1. Develop a Language Access Plan (LAP) identifying LEP populations served and methods for providing language assistance
2. Provide appropriate language assistance including:
  - Translation of key materials
  - Staff training on language access
  - Access to interpretation services
  - Coordination with other agencies for translation support

### **Faith-Based Organizations**

The City accepts applications from faith-based organizations meeting all requirements. Funded activities must:

- Offer services on a nondiscriminatory basis
  - Not include religious instruction, worship, or proselytization
  - Comply with 24 CFR 5.109 regarding equal participation
  - Meet same standards as secular organizations
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## **IX. SELECTION PROCESS**

### **Review Process**

1. **Staff Initial Review:** City staff will review all submissions for completeness and eligibility
2. **Detailed Commission Review:** Pleasanton Human Services Commission evaluates applications using established criteria
3. **Commission Recommendation:** Commission develops funding recommendations for City Council consideration
4. **City Council Action:** Final approval by City Council, including adoption of Annual Action Plan
5. **Contract Execution:** Successful applicants execute funding agreements.

### **Selection Criteria**

Selection will be based on:

- Demonstrated organizational qualifications and capacity
- Quality and feasibility of proposed program/project
- Alignment with funding priorities
- Cost-effectiveness and budget reasonableness
- Performance on prior City funding (if applicable)
- Results of reference checks
- Thoroughness of application materials

### **Performance Considerations**

The Commission and City Council will consider:

- Current and prior fiscal year performance (if applicable)
  - Timeliness of invoice submission and fund expenditure
  - Quality and timeliness of required reports
  - Achievement of stated goals and performance measures
  - Compliance with contract terms and federal requirements
  - Responsiveness to City requests and monitoring
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## **X. INFORMATION FOR SUCCESSFUL RESPONDENTS**

### **Contract Requirements**

**Funding Agreements:** Successful respondents will execute HHSG Funding Contracts specifying:

- Scope of services/activities
- Performance measures and reporting requirements
- Budget and payment terms
- Insurance requirements
- Federal compliance requirements (if applicable)
- Term: July 1, 2026 – June 30, 2027

### **Insurance Requirements:**

- General Liability: \$1,000,000 per occurrence, \$2,000,000 aggregate
- Automobile Liability: \$1,000,000 per occurrence (if applicable)
- Workers' Compensation: Statutory limits
- Professional Liability: \$1,000,000 (if applicable)
- City of Pleasanton named as additional insured

**Environmental Review:** Projects funded with CDBG or HOME must complete Environmental Review Record before funds can be disbursed.

### **Payment Process**

- Funds disbursed on reimbursement basis
- Invoice submission through ZoomGrants with required backup documentation
- Minimum quarterly invoicing required (monthly permitted)
- Payment processing: approximately 7-10 business days
- First invoice must be submitted by December 31, 2026
- Final invoices due July 15, 2027

### **Reporting Requirements**

#### **Semi-Annual Reports:**

- Mid-year report due January 15, 2027 (July-December activities)
- Year-end report due July 15, 2027 (January-June activities)

#### **Annual Performance Evaluation:**

- Presentation to Human Services Commission in September 2027
- Contribution to Consolidated Annual Performance and Evaluation Report (CAPER)

**Additional Reports (as applicable):**

- Labor Standards reports (capital projects)
- Section 3 reports (contracts \$100,000+)
- MBE/WBE reports (contracts \$10,000+)
- Equipment inventory reports

**Monitoring:** City staff will conduct site visits and desk monitoring throughout the fiscal year.

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**XI. FEDERAL COMPLIANCE REQUIREMENTS**

Organizations receiving CDBG or HOME funds must comply with applicable federal regulations:

**Key Federal Requirements**

- **24 CFR Part 570:** CDBG program regulations
- **24 CFR Part 92:** HOME program regulations
- **24 CFR Part 75:** Section 3 Economic Opportunities
- **2 CFR Part 200:** Uniform Administrative Requirements (Super Circular)
- **Davis-Bacon Act:** Prevailing wage requirements for construction projects >\$2,000
- **Environmental Review:** National Environmental Policy Act compliance
- **Fair Housing:** Affirmative marketing and fair housing requirements
- **Procurement:** Competitive procurement requirements for contractors/subcontractors

**Section 3 Requirements**

Projects with CDBG/HOME funding over \$200,000 involving housing construction/rehabilitation must:

- Provide economic opportunities to low-income residents
- Contract with Section 3 businesses where feasible
- Submit quarterly Section 3 reports

**Audit Requirements**

Organizations expending \$750,000+ in federal funds annually must:

- Obtain single audit per 2 CFR Part 200
  - Submit audit report to City within 9 months of fiscal year end
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## **XII. ADDITIONAL INFORMATION AND RESOURCES**

### **Technical Assistance**

City staff are available to provide technical assistance:

- Email: [shernandez@cityofpleasantonca.gov](mailto:shernandez@cityofpleasantonca.gov)
- Phone: 925-931-5007
- Office hours by appointment

### **Important Links**

- **City HHSG Program:** <https://www.cityofpleasantonca.gov/our-government/housing/community-development-block-grant/#housing-and-human-services-grant>
- **ZoomGrants Application:** <https://www.zoomgrants.com/zgf/Pleasanton-RFQ-HHSG-FY2026-2027>
- **HUD CDBG Resources:** <https://www.hudexchange.info/trainings/basically-cdbg/>
- **Income Limits:** Updated annually at City website
- **Citizen Participation Plan:** Available on City website

### **Application Tips**

- Start your application early
  - Clearly describe how your program addresses HHSG priorities
  - Provide specific, measurable outcomes
  - Include strong documentation of organizational capacity
  - Ensure budget is detailed and justified
  - For capital projects: provide comprehensive project information, team qualifications, financing plan, and timeline
  - Contact staff with questions—don't wait until deadline
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## **XIII. GENERAL CONDITIONS**

### **City Rights and Responsibilities**

The City reserves the right to:

- Accept or reject any or all responses
- Waive irregularities in responses
- Request clarification or additional information
- Negotiate scope or budget with selected respondent(s)
- Cancel this RFQ in part or entirety
- Expand or diminish scope of funded activities
- Select responses that best serve City interests

## **Respondent Responsibilities**

- All responses become City property
- Responses are public records (except proprietary information clearly marked)
- City may verify all information provided
- City may request additional information
- Costs of preparing responses are not reimbursable
- No contract implied by this RFQ
- Proposed project team must remain available for 90 days post-submission

## **Amendments and Addenda**

If revisions to this RFQ are necessary, written addenda will be provided to all parties who received the RFQ from the City.

## **Questions and Clarifications**

All questions must be submitted in writing to [shernandez@cityofpleasantonca.gov](mailto:shernandez@cityofpleasantonca.gov) by January 15, 2027, 5:00 p.m. PST. Responses will be provided to all potential respondents.

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## **XIV. DEFINITIONS**

**Area Median Income (AMI):** The midpoint of a region's income distribution, determined annually by HUD

**CAPER:** Consolidated Annual Performance and Evaluation Report

**CDBG:** Community Development Block Grant

**CHDO:** Community Housing Development Organization

**Environmental Review Record (ERR):** Documentation of environmental review process required for CDBG/HOME projects

**HOME:** HOME Investment Partnership Program

**HUD:** U.S. Department of Housing and Urban Development

**LEP:** Limited English Proficient

**LIHF:** Lower-Income Housing Fund

**Low-Income:** Household income at or below 80% of Area Median Income

**Moderate-Income:** Household income between 80% and 120% of Area Median Income

**Very Low-Income:** Household income at or below 50% of Area Median Income

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## END OF REQUEST FOR QUALIFICATIONS

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### Contact Information:

City of Pleasanton  
Housing Division  
200 Old Bernal  
P.O. Box 520  
Pleasanton, CA 9466

Email: [shernandez@cityofpleasantonca.gov](mailto:shernandez@cityofpleasantonca.gov)

Phone: 925-931-5007

Website: <https://www.cityofpleasantonca.gov/our-government/housing/community-development-block-grant/#housing-and-human-services-grant>