



The City of



Economic Development

RFQ CHECKLIST

CDBG Annual NOFA

The City distributes a portion of its CDBG Entitlement and Program Income funds through an Annual Notice of Funding Availability (NOFA) process, which consists of two phases: **Request for Qualifications (RFQ)** and **Request for Proposals (RFP)**. During the RFQ phase, organizations present their qualifications to the City to demonstrate their capacity to successfully implement CDBG-funded projects and meet regulatory requirements. Organizations qualified via the RFQ phase are then invited to participate in the RFP phase by submitting project proposals for CDBG funding consideration. The Annual NOFA cycle typically begins in the late summer/early fall.



Checklist

How to prepare your organization to submit its qualifications to partner with the City:

- ☐ Register your organization to gain access to ED Grants at <https://edgrants.force.com>
- ☐ Get a copy of your organization's articles of incorporation as filed with the Secretary of State and check that your organization has been in existence for at least two years from the date of incorporation
- ☐ Ensure your organization's EIN number and DUNS number are valid
- ☐ Register your organization's DUNS number with www.sam.gov
- ☐ Get a copy of your organization's Federal Tax Determination Letter
- ☐ Get a copy of your organization's State Tax Determination Letter
- ☐ Get a copy of your organization's Board-approved Audited Financial Statements for the latest fiscal year that ended (or the one before)
 - ☐ Ensure the "Cash Balance" amount is at least \$12,500–\$25,000
- ☐ Get a copy of your organization's Single or Program-Specific Audit (if applicable) for the latest fiscal year that ended (or the one before)
- ☐ Get a copy of your organization's tax return for the latest calendar year that ended
- ☐ Prepare your organization charts: one for the entire organization and one for each division/section that will likely administer CDBG-funded projects
- ☐ Compile information on the members of your organization's Board of Directors (name, position, term start/end dates, profession/affiliation)
- ☐ Prepare your organization's mission statement (must be concise)
- ☐ Prepare a statement describing your organization's past experience and successes in providing services to low- and moderate-income City of San Diego residents and/or City of San Diego communities
- ☐ Prepare a statement describing the target population(s) currently served by your organization
- ☐ Get a copy of your organization's Board-approved financial management policy and procedures
- ☐ Get a copy of your organization's Board-approved procurement policy and procedures
- ☐ Ensure that your organization is not on any state or federal debarment list



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RFQ Resources

Relevant Links:

- [FY 2020 CDBG RFQ Phase Handbook](#) (City Resource): Describes the City of San Diego's CDBG RFQ phase process and the requirements for an organization to be deemed "qualified" to participate in the subsequent RFP phase.
- [FY 2019 Operating Manual](#) (City Resource): Covers applicable federal and City of San Diego rules and requirements. It represents the minimum requirements and controls that must be embodied within the subrecipient's accounting, internal controls and financial reporting systems.
- [Playing by the Rules Handbook by HUD](#) (Federal Resource): A handbook for CDBG subrecipients on Administrative Systems
- [CPD Income Eligibility Calculator](#) (Federal Resource): This calculator from HUD performs income eligibility and assistance amount calculations that can be used for the CDBG Program.
- [2 CFR Part 200.302 \(Financial Management\)](#) (Federal Resource): Part of the Electronic Code of Federal Regulations, it details uniform administrative requirements, cost principles and audit requirements for federal awards.
- [2 CFR Part 200.303 \(Internal Controls\)](#) (Federal Resource): Part of the Electronic Code of Federal Regulations, it details uniform administrative requirements, cost principles and audit requirements for federal awards.
- [HUD Financial Management Curriculum](#) (Federal Resource): An introduction to key topics and financial management basics for grantees and subrecipients.

Technical Assistance Appointments

If you are interested in obtaining technical assistance from Community Development Division (CDD) staff, please follow these steps:

1. Email CDBG@sandiego.gov to schedule your appointment; only **ONE** 30-minute appointment per organization allowed
2. Please provide the following information when scheduling your appointment:
 - Contact name, telephone, email
 - Names and titles of attendees
 - General topics to be covered
3. City staff will either call or email you to confirm your appointment slot
4. If you have a quick inquiry, please email CDBG@sandiego.gov

The City of San Diego's Economic Development Department, through its Community Development Division, administers the **Community Development Block Grant (CDBG) Program**. CDBG funds support organizations that provide programs and services benefitting low- to moderate-income (LMI) communities. Check out the types of projects and organizations supported by CDBG.



Public Services

Workforce development, direct assistance and support services for veterans, seniors, youth and other underserved groups fall into this group. **Kitchens for Good** (below) offers culinary training to LMI individuals and healthy meals to hunger relief agencies.



Community and Economic Development

Microenterprise assistance offers technical assistance, general business support and loans/grants to launch and expand small businesses. CDBG-funded **ACCION** assisted El Folklor Mexicano (above).



Small/Emerging Nonprofits

Funds enable small nonprofits to attend capacity-building training, receive funds to prepare audited financial statements and implement public service projects (**LaunchBio**, above).

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Nonprofit Capital Improvement Projects: Nonprofit Facilities

Projects include repairing health and safety hazards, making ADA upgrades and expanding office space—all at nonprofit facilities providing public services. **La Maestra Family Clinic** (above), which serves LMI clients, installed a CT scanning suite.



Sustainability Rehabilitation

These projects improve energy efficiency, water efficiency and/or waste diversion in local nonprofit facilities or single-family and multifamily LMI housing structures. **GRID Alternatives** (below) installs solar panels on the homes of LMI residents.



Nonprofit Capital Improvement Projects: Housing Rehabilitation

CDBG funds can be used for home improvement projects for single-family or multifamily homes of LMI residents. **Rebuilding Together San Diego** assisted an LMI family in need of an accessible shower in its home (above).

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