



THE CITY OF SAN DIEGO

## FAQs – FY 2015 CDBG Applications

QUESTIONS & ANSWERS No. 6

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### General Questions: All project types

- 1. RE Q no. 3 in RFP: If our Agency proposes to serve clients that are below 50% LMI, should we answer question 3b7 (income falling below 50% AMI) as 100% and 3b5 (income falling below 80% AMI) as 0%? Or, would we also answer 3b#5 (income falling below 80%) as 100%?** Both answers must use numbers/percentages in relation to total number of SD residents proposed to be served by the proposed project (See FAQs no. 2 for further details regarding scope of the proposed project). If your project proposes to exclusive serve those with incomes falling below 50% AMI, the answer to Q3b7 would be 100% (100% would also be the response to Q3b4). Note Qs 2 & 3, numbers/percentages are answered in relation to the whole number of clients proposed to be served by the *project* (City of San Diego residents and non City of San Diego residents), while Qs 4 -7 are answered in relation to the number of clients that are City of San Diego residents exclusively.
- 2. If a project serves more than one highly vulnerable population, may we one check all applicable in Q1.8?** Ensure to check only one –focus on your primary/main focus consistent with your Agency’s mission and your proposed project. Feel free to expand on your proposed client base as you deem warranted in the narrative portions of the RFP response.
- 3. We are requesting funding for a portion of an existing Administrative Support position in our submittal (non-CIP), but this person is not necessarily considered “Key Staff” in program management. Do we need to provide a resume for this person and add them to our Key Staff Chart? If we are changing the title of one of our Key Staff but the person who occupies the position is not changing, do we need to resubmit said person’s resume, or simply send in revised Key Staff and Organizational Charts?** Please submit a revised organization chart provided changes are significant – no new resumes are required in the instance you describe above.

### PS & CED Projects

- 4. Where would you like us to identify all proposed indirect expenses?** Indirect and administrative expenses should be grouped, inclusive of those related to personnel and non-personnel, as one line item (table 2b). If funded, more details will be required prior as part of the contracting stage.



5. ***Last year we were required to fill out a Budget Exhibit which required further details. Are there any other forms regarding budget information that I may have missed?*** No, all budget information required is embedded in RFP forms and/or their respective supplemental documentation.