I. Applicant Organization: General Information

1. Provide complete and accurate responses under this section. The Data Universal Number System (DUNS) number requested is required by the federal government. You may obtain a number by calling 1-866-705-5711 or by registering for a DUNS number via the website dedicated to serve US Federal Government Contractors and Grantees for this purpose. You are strongly encouraged to pursue obtaining a number promptly as there may be delays associated with this process. Ensure that the listed RFQ Contact is available during the RFQ process to respond to inquiries from the HUD Programs Administration (HPA) Office.

Applicant full legal name:	
Applicant Address:	
Type of organization:	Choose an item
Applicant Tax ID number:	
Applicant DUNS number:	

Head of Agency Contact Information	
Name	
Title	
Address	
Phone	
E-mail	

Head of Fiscal/Financial Contact Information *(If same as Head of Agency, click here ☐)*	
Name	
Title	
Address	
Phone	
E-mail	

RFQ Contact Information *(If same as Head of Agency click here ☐, Head of Fiscal click here ☐)*	
Name	
Title	
Address	
Phone	
E-mail	

Applicant Mission Statement:

2. **Current Target Population Information:**

Use the table below to identify the population(s) your agency **currently** serves and/or provides assistance to **and** the numbers of years your organization has been provided said services to the applicable population as shown on left hand column. Multiple selections may be made, as applicable to your agency.

Population Served	Number of Years of Service
Individuals and/or households with an annual income that is at or below the 30% Area Median Income (AMI)	
Individuals and/or households with an annual income that is greater than 30% AMI but at or below the 50% AMI	
Individuals and/or households with an annual income that is greater than 50% AMI but at or below the 80% AMI	
Individuals and/or households with an annual income that exceeds the 80%	
Seniors	
Youth	
Persons with Disabilities	
Homeless Individuals and/or Families	
Persons with HIV/AIDS	
Persons with Mental Illness	
Victims of Domestic Violence	
Victims of Child Abuse	
Victims of Other Crime	
Illiterate Adults	
Migrant Farm Workers	
Organizations/Businesses	
Homeowners/Renters/Landlords	

3. **Current Service Delivery Information**

Use the table below to identify the types of services that your agency **currently** provides **and** the number of years applicable services (as shown on left hand column) have been provided by your

agency. Multiple selections may be made, as applicable to your agency. You may also enter other service types that are not listed (in the "Other Service Types" section).

Type of Services Provided	**Number of Years of Service**
Counseling/Case Management	
Employment Training/Services	
Shelter Services	
Medical/Health Services	
Educational Services (Classroom/Workshops/Tutoring)	
Transportation Services	
Legal Services	
Meals/Food Distribution Services	
Child Care Services	
Recreational Services	
Outreach/Information/Referral Services	
Business Development/Expansion Services	
Technical Assistance/Support to Businesses	
Home Improvements to Address Health & Safety Issues	
Emergency Home Repairs	
Accessibility Home Improvements	
Energy Efficiency Improvements	
Weatherization Home Improvements	
Direct Home Ownership Assistance	
Tenant/Landlord Assistance	
Home Assessments	
Lead Based Paint/Hazards Abatement	
Other Type of Services Provided Not Listed Above (List Below):	

4. **Where do the clients served reside?**

Describe where the populations you serve reside. Be sure to provide information that clearly describes whether the population you serve resides throughout the City of San Diego or whether your agency primarily serves a population that resides in specific neighborhoods. If you primarily serve residents of specific neighborhoods, refer to the City's Community Planning Areas to identify which apply.

5. **Where are services provided?**

Please check the pertinent boxes. If both apply, check "Yes" on both boxes.

Are the services/goods delivered to the clients' residences?	YES	☐	NO	☐
Are the services provided at agency facilities? If so, please identify the location of these facilities below.	YES	☐	NO	☐

II. Experience

1. Briefly describe your organization's experience and major accomplishments in providing services to low to moderate Income (LMI) City residents and/or City communities with funding awarded by entities other than the City of San Diego CDBG Program.

III. Financial Documentation and Budget Information

This section provides a listing of financial documents applicant organizations are required to submit. These documents are reviewed to determine whether: (1) applicant organizations are solvent; (2) have the cash flow needed to complete a CDBG project within the time allowed; and; (3) financial management procedures are adequate in order to manage federal grant funds.

Required Documents

1. Assurance of Audit Requirements Form (original signature required)
2. Most current signed copy of Agency's Single Audit (if required) with Unqualified/Unmodified Opinion submitted to the Federal Audit Clearinghouse website (Fiscal year end completion date prior to 06/30/2013 is not acceptable) – not required for Governmental Agencies
3. Agency's Financial Statements with Unqualified/Unmodified Opinion (Fiscal year end completion date prior to 06/30/2013 is not acceptable)

Provide the total operating budget	
Final FY14/CY13 Operating Budget:	
Current FY15/CY14 Operating Budget:	

IV. Internal Controls

This section is reviewed to ensure the organization has adequate internal controls and financial management which requires *separation of duties* (not one individual has authority over a financial transaction from beginning to end). In other words, one position should **not** have responsibility for more than one of the following tasks.

1. Enter job titles of the positions that are authorized to perform the following account receivable tasks:

Open and process mail	
Record receipt of checks and/or electronic fund transfer payment	
Record payment in the accounting system	
Make bank deposit of payment	

2. Enter job titles of the positions that are authorized to perform the following account payable tasks:

Receive and process invoice	
Approve invoice for payment	
Authorize purchase order to pay invoice	
Sign check and/or approve electronic fund transfer for invoice payment	
Record invoice payment in accounting system	

3. Enter job titles of the positions that are authorized to access to the following items:

Financial records	
Blank account receivable/payable forms	
Blank checks	
Petty cash	
Credit card	
Accounting system	

4. Describe the organization's written procedures below:

Enter the date of when the organization's financial management policies and procedures were last updated:				
Do your organizations' written procedures address all of the following:				
Staff qualifications and duties?	YES	☐	NO	☐
Lines of authority?	YES	☐	NO	☐
Separation of duties?	YES	☐	NO	☐
Access to assets and sensitive documents?	YES	☐	NO	☐
System of approving and recording transactions?	YES	☐	NO	☐

V. Procurement Methods

The standards and procedures for procurement are intended to ensure that services, supplies, materials and/or equipment purchased in whole or in part with Federal funds are: (1) obtained as efficiently and economically as possible; (2) procured in a manner that includes, to the maximum extent practical, an open and free competition process; and (3) ensure that records and/or documents related to procurement are properly maintained. Please describe if the applicant's procurement methods include the following information for each type of procurement.

1. Procurement by Micro-Purchase: The acquisition of supplies or services, the total dollar amount of which doesn't exceed $3,000 (or $2,000 in the case of acquisition for construction

subject to the Davis-Bacon Act.) This purchase may be awarded without soliciting competitive quotations if the organization considers the price to be reasonable. Do your procedures identify the following?

How quotes are solicited?	YES	☐	NO	☐
How the organization determines which quote is reasonable to accept?	YES	☐	NO	☐

2. Procurement by Small Purchase: The acquisition of supplies, services or other property that are relatively simple and informal and do not exceed $150,000. **Do your procedures identify the following?**

How quotes are solicited?	YES	☐	NO	☐
How the organization determines which quote is reasonable to accept?	YES	☐	NO	☐

3. Procurement by Sealed Bid: This is the preferred method for procuring construction services. Bids are publicly solicited and a firm fixed price contract is awarded. **Do your procedures identify the following?**

How long an invitation for bid should be publicly advertised?	YES	☐	NO	☐
Where advertisements are published/posted?	YES	☐	NO	☐
How the organization determines which bid is reasonable to accept?	YES	☐	NO	☐

4. Procurement by Competitive Proposal: This method is normally conducted with more than one source submitting an offer, and either a fixed price or cost-reimbursement type contract is awarded. **Do your procedures outline the following?**

How the organization determines if a request for qualification (RFQ) or a request for proposal (RFP) is used in the solicitation?	YES	☐	NO	☐
How long the invitation for RFQ/RFP should be publicly advertised?	YES	☐	NO	☐
Where advertisements are published/posted?	YES	☐	NO	☐
How the organization determines which response is reasonable to accept?	YES	☐	NO	☐

5. Procurement by Noncompetitive Proposal: This method is conducted when an item is available from a single source; emergency circumstances will not permit a competitive proposal; federal

awarding agency authorizes use; or, after solicitation, competition is deemed inadequate. Do your procedures outline the following?

How the organization determines that it is appropriate to use the noncompetitive proposal method?	YES	☐	NO	☐

6. Describe the organization's written procedures below:

Enter the date of when the organization's procurement policies and procedures were last updated.				
Do the written procedures address the following:				
Conflict of Interest Policy/or Code of Conduct governing employees, officers or agents engaged in the award or administration of the award?	YES	☐	NO	☐
What records should be maintained to document procurement process?	YES	☐	NO	☐
For how long said records must be retained?	YES	☐	NO	☐
How to ensure awards are not made to debarred/suspended parties?	YES	☐	NO	☐
How to conduct selection procedures?	YES	☐	NO	☐
How to handle and resolve disputes?	YES	☐	NO	☐