



THE CITY OF SAN DIEGO

Frequently Asked Questions (FAQs) #1– October 31st, 2014

FY 2016 RFQ

Contact: CDBG@sandiego.gov

RFQ TIMELINE	
Close of business November 12, 2014	Last day for respondents to email questions
November 14, 2014	Last day for Technical assistance meetings
November 17, 2014 no later than 3pm	FY 2016 CDBG RFQ submittal deadline

General Questions

1. Is there a mandatory forum that must be attended in order to apply?

No, there is not a mandatory forum to attend but there are technical assistance meetings available for all interested agencies.

2. Do you have a writable version of the Certification Forms that can be used or do you want us to create a PDF with writable box fields?

The Certification forms were created without writable box fields because actual signatures are required. Agencies can fill out the Certification Forms in any manner so long as the content of the forms is not altered and each form contains an authentic signature as needed.

3. Our agency plans on submitting 3 proposals. 2 proposals for the Capital Improvement Projects and 1 Public Service. Do we need to submit one RFQ application representing the entire agency, or 3 RFQ applications representing each project?

Only one RFQ submittal is required per organization (regardless of the numbers of proposals said organization intends to submit). Please note that within this context, *organization* refers to **each** separate and independent entity-with its own DUNS.



Fiscal/Budget & Related Questions

4. Will a Single Audit June 30, 2012 - June 30, 2013 satisfy the requirements under Section III Financial Documentation and Budget Information?

The following is from page 9 of the RFQ Handbook.

*"...The audited financial statements **and** the Single Audit report (as applicable) must include the following:*

- *Year-end dated 06/30/2013 or later;*
- *Unqualified/Unmodified Opinion,*
- *If received CDBG funding for the reported fiscal year, CDBG should be included in the listing of federal awards; and*
- *No findings. "*

If your Single Audit is dated June 30, 2012- June 30, 2013 and includes the stated criteria, it will meet our requirements.

5. (In the RFQ Handbook) Under "notes" toward the end of the page 8, it says "The cash balance amount listed in the audited financial statement will be used to determine the applicant's maximum funding request threshold for the Request for Proposal (RFP)." Can you please clarify? Can we expect that you will provide us with a dollar amount as a maximum for each project that we plan on applying for?

The number that results from multiplying the amount of cash in the balance sheet (as shown in the Audited Financial Statement) by four (4) identifies the maximum amount that an organization can apply for during the RFP process. If an agency submits two proposals (for different project/programs), the **total** amount of funds applied for may not exceed the number determined as described above. The maximum funding request threshold amount will be included in the Notification of Results letter.