



Partnering with the City: Are you CDBG-Ready?

Fiscal Year 2028 (FY28)
Notice of Funding Availability (NOFA)
Request for Qualifications (RFQ)
Virtual Workshop

Today You Will Learn

- ✓ CDBG and the FY28 NOFA Overview
- ✓ How to Become CDBG-Ready
- ✓ What Your Organization Needs Before Applying
- ✓ How to Complete and Submit the RFQ
- ✓ Common Issues to Avoid
- ✓ Resources from the City
- ✓ What Happens Next

What is CDBG?

The Community Development Block Grant (CDBG) Program provides federal funding to communities for activities that improve neighborhoods, expand economic opportunities, support community facilities, and provide services that primarily **benefit low- and moderate-income residents.**



A Future For All of Us

Vision

- Opportunity in every neighborhood, excellent service for every San Diegan.

Operating Principles

- Customer Service
- Empower and Engagement
- Equity and Inclusion
- Trust and Transparency

Mission

- Every day we serve our communities to make San Diego not just a fine city, but a great City.

Priority Areas of Focus

- Create Homes For All
- Protect and Enrich Every Neighborhood
- Advance Mobility and Infrastructure
- Champion Sustainability
- Foster Regional Prosperity

How CDBG Supports City Goals

- **Advances the City's Strategic Plan** by helping protect and enrich neighborhoods, expand economic opportunity, and support equity and inclusion.
- **Implements the FY2025-2029 Consolidated Plan** through investments in inclusive economic growth, vibrant and equitable neighborhoods, community services, and access to programming.
- **Supports Economic Development Department priorities** by strengthening neighborhoods, supporting workers and families, and helping small and local businesses.
- **Turns these priorities into community impact** through public services, economic development activities, and improvements to community facilities.
- **Community organizations are key partners** in helping the City carry out these goals through CDBG-funded projects.

Understanding the FY28 CDBG Process

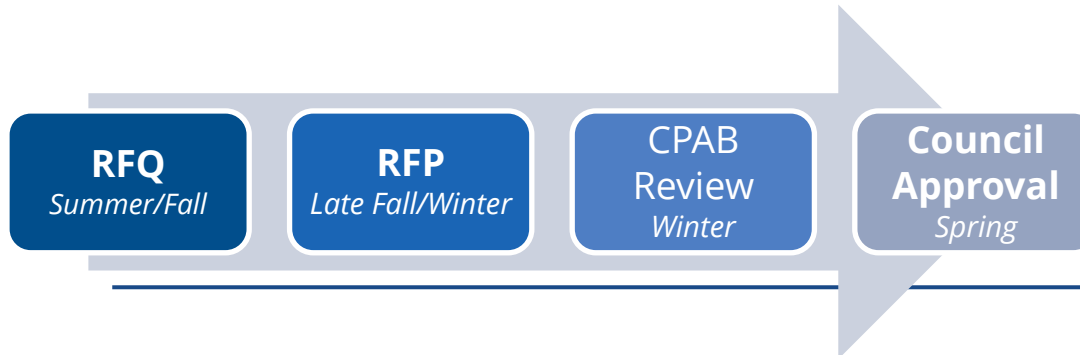
How the RFQ fits into the
annual NOFA

Annual Notice of Funding Availability (NOFA)

Two Distinct Phases:

1. Request for Qualifications (RFQ)
2. Request for Proposals (RFP)

The FY28 program period runs from July 1, 2027 through June 30, 2028.



FY28 CDBG NOFA Project Categories



Public Services (PS)

Direct services and assistance to individuals.



Community and Economic Development Microenterprise Technical Assistance (CED)

Business technical assistance and support for qualifying microenterprises.



Nonprofit Capital Improvement Projects (NCIP)

Improvements to nonprofit facilities used to provide onsite public services.

Considering a facility project? A Facility Needs Assessment prepared by a licensed architect or engineer will be required during the RFP phase, not as part of the RFQ.

Think of the NOFA as a Road Trip

You're in the driver's seat.

City staff, this workshop, the RFQ Application Guide, and Technical Assistance are here to help you understand the route in becoming CDBG-Ready.



What Does “CDBG-Ready” Mean?

The RFQ helps the City understand whether your organization has the **foundation needed to successfully manage CDBG funding.**

- **Programmatic Capacity:** Can you implement and track your work?
- **Financial Capacity:** Can you manage funding on a reimbursement basis?
- **Relevant Experience:** Does your organization have experience delivering similar work?
- **Internal Controls:** Do you have appropriate financial and administrative systems?
- **Eligible Activities:** Does the work your organization performs generally fit within CDBG?
- **Mission Alignment:** Does your work support CDBG and City community-development priorities?

Is Your Organization Ready to Apply?

**Key requirements to confirm
before starting the RFQ**

Before You Start Your RFQ

Confirm these items early:

- **Audited Financial Statements**

Board-approved audited financial statements dated **June 30, 2025, or later**

- **Minimum Cash Balance**

At least **\$12,500** for PS/CED projects and **\$50,000** for NCIP

- **Required Registrations**

Confirm your organization is current with applicable federal and State registrations.

- **ED Grants Access**

Make sure the correct Primary and Secondary Representatives can access the system.

Financial Readiness

Audited Financial Statements

Your organization must submit **Board-approved, audited financial statements dated June 30, 2025, or later.**

Confirm your audit status early. If your organization does not currently have qualifying audited financial statements, begin coordinating with your accountant, auditor, and Board as soon as possible.

Other financial records should not be assumed to satisfy the audited financial statement requirement.

Note: Organizations that expend **\$1,000,000 or more in federal awards during their fiscal year** are subject to federal Single Audit or Program-Specific Audit requirements under **2 CFR Part 200, Subpart F.**

Plan for CDBG's Reimbursement Model

CDBG funding is generally provided on a **reimbursement basis**. Your organization pays eligible project costs first and then submits documentation to the City for reimbursement.

Step 1

Organization spends funds on eligible costs

Step 2

Organization prepares reports to submit reimbursement request to the City, including supporting documentation.

Step 3

City completes review of reimbursement request and processes reimbursement payment to organization.

Maximum Funding Request Threshold (MFRT)

MFRT amount indicates the maximum amount of CDBG funding your organization can be awarded, whether the amount is for one or more projects.

$$\text{Cash Balance} \times 4 = \text{MFRT}$$

$$\text{Example: } \$12,500 \times 4 = \$50,000$$

Organizations must have an MFRT of at least **\$50,000** to participate in the RFP phase for PS/CED projects and **\$200,000** for NCIP.

- Based on the Cash Balance in the audited financial statements
- Applies across all FY28 CDBG projects combined
- Establishes a maximum, not a guaranteed award amount

Check Your Registrations Early

Third Party Registration Requirements:

Entity	Required Status
<u>California Secretary of State</u>	Active
<u>System for Awards Management (SAM.gov) / UEI</u>	Active
<u>California Attorney General's Registry of Charities and Fundraisers</u>	Current, as applicable
<u>Federal Audit Clearinghouse</u>	Applicable audit submitted and accepted

Completing Your RFQ

ED Grants, application questions,
and supporting documents

Where You'll Apply

ED Grants is the City's online system for the CDBG application process.

For the RFQ, you'll use ED Grants to:

- register your organization
- complete your RFQ response
- upload required documents
- complete certifications, and
- submit your RFQ.

If your organization is later funded, ED Grants will continue to be used throughout agreement execution, reporting, and reimbursement.

The City of
SAN DIEGO

Username

Password

☐ Remember Me [Forgot Password?](#)

Login Register As

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▲ NOFA ⓘ

Search...

Showing 1 to 1 of 1 records

NOFA Title	City Department	NOFA Publish Date	RFP/Application Deadline(PT) ↑	RFQ/Pre-Application Deadline	Actions
FY28 CDBG Program	Community Development	10/05/2026		11/06/2026 05:00 PM	

Total Records: 1

<https://edgrants-int.my.site.com/>

Resources: How to Register an Organization | How to Submit an RFQ Response

Know Your ED Grants Representatives

Primary Representative

- Can work on the RFQ
- Completes required certifications
- **Only person who can submit the RFQ**

Secondary Representative

- Can access and help prepare the RFQ
- Cannot complete the final submission

Choose your Primary Representative carefully. This should be someone with appropriate authority to represent your organization.

What the RFQ Will Ask About

The RFQ focuses on your **organization**, not a specific project proposal.

- Mission and organizational background
- Programs and services
- Communities and populations served
- Organizational experience
- Staffing, leadership, and governance
- Financial and administrative practices
- Internal controls and organizational systems

What You'll Need to Upload

Your organization must upload the **applicable supporting documents** with its RFQ, including:

- Organization chart, entire organization
- Organization chart, applicable CDBG division(s)
- Federal Tax Determination Letter
- State Tax Determination Letter
- Articles of Incorporation
- Audited Financial Statements
- Single or Program-Specific Audit, if applicable
- Federal Audit Clearinghouse screenshot, if applicable
- SAM.gov screenshot
- California Secretary of State screenshot
- California Attorney General Registry of Charities and Fundraisers screenshot, as applicable

Use the RFQ Application Guide to confirm which documents apply to your organization and the required file-naming conventions. **Documents submitted during a previous NOFA must be uploaded again for FY28.**

Strong Systems Matter

CDBG applicants should have financial and administrative systems that support the responsible management of public funds.

Internal Controls

- ✓ Clearly defined roles and responsibilities
- ✓ Appropriate separation of financial duties
- ✓ Documented review and approval processes

Procurement

- ✓ Fair and open competition
- ✓ Reasonable and well-documented costs
- ✓ Written procedures consistent with applicable requirements (2 CFR Part 200)

These are part of the RFQ readiness review. Organizations must demonstrate that appropriate systems are in place before they can advance to the RFP phase.

Certifications in ED Grants

The Primary Representative will complete required certifications as part of the RFQ, including certifications related to:

- ✓ Lobbying
- ✓ Debarment and suspension
- ✓ Drug-free workplace
- ✓ Civil rights and accessibility requirements

Review each certification carefully before submitting. The Primary Representative is responsible for completing the required certifications in ED Grants.

Preparing for a Strong Submission

What to know before you submit

Avoid Common RFQ Issues

Before You Start

- Confirm your audit meets the FY28 requirement
- Confirm required registrations are current
- Verify your Primary and Secondary Representatives in ED Grants

Before You Submit

- Upload the correct documents
- Confirm Board of Directors information is complete
- Complete all required fields
- Review your Audit Certificate carefully
- Resolve any ED Grants validation errors
- Use the RFQ Checklist

Not sure? Ask us before the deadline.

Set Yourself Up for a Smooth RFQ

- **Start early.**
Register in ED Grants and gather documents before the deadline approaches.
- **Assign responsibilities.**
Know who will prepare, review, and submit the RFQ.
- **Use the Application Guide and Checklist.**
They are designed to walk you through the process.
- **Review before you submit.**
Have another person check your responses and attachments.
- **Use the help available.**
Attend Technical Assistance, review the FAQs, or email **CDBG@sandiego.gov** when you need clarification.

FY28 RFQ Resources

Start with the [FY28 RFQ Application Guide](#), which includes:

- RFQ Checklist
- Index of RFQ Supporting Documents
- ED Grants Registration Guide
- RFQ Response Submission Guide
- RFQ Frequently Asked Questions

Additional RFQ materials and updates are available on the [CDBG Applications webpage](#).

Need Help?

Schedule an RFQ Technical Assistance (TA) Appointment

Organizations may schedule **one 30-minute virtual TA appointment** with City staff for additional help understanding the RFQ process and requirements. Participants are encouraged to bring all questions to the appointment as each organization can only schedule once.

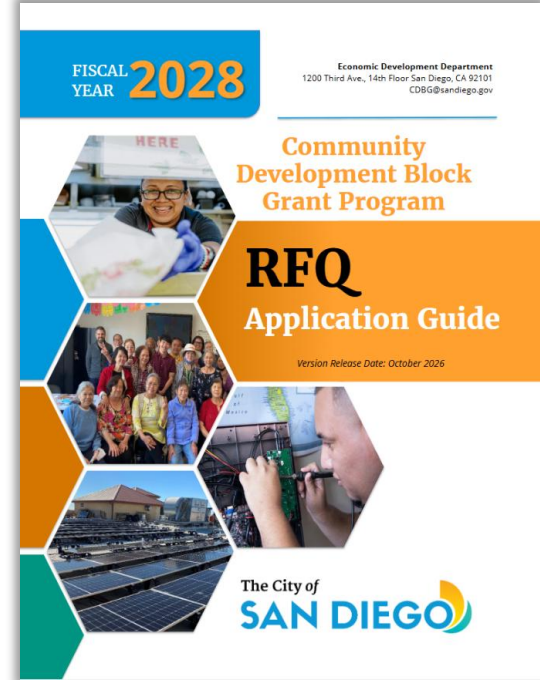
Appointments are available October 12–23 on a first-come, first-served basis.

Book a TA Appointment

Additional Resources

- [Operating Manual](#)
- [Handbook by HUD](#) *Playing by the Rules*
- [CPD Income Eligibility Calculator](#)
- [2 CFR Part 200.302](#) *(Financial Management)*
- [2 CFR Part 200.303](#) *(Internal Controls)*
- [New Section 3 Rule 24 CFR Part 75](#) *(Public Construction)*
- [HUD Financial Management Curriculum](#)
- [ED Grants “Resources” Tab](#)
- [NCIP Key Considerations](#)

RFQ Application Guide



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What Happens Next?

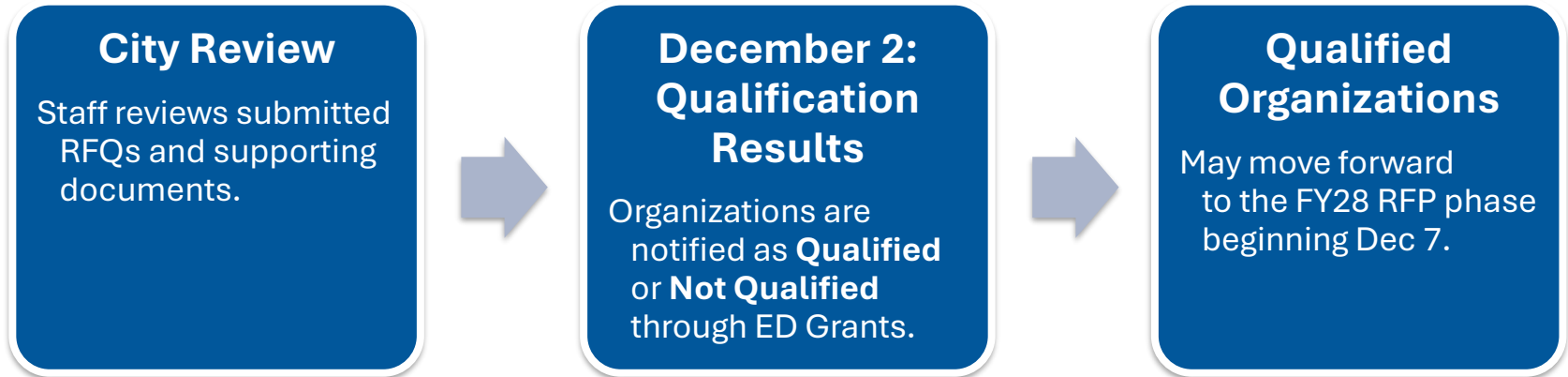
Key dates, qualification results,
and next steps

Key FY28 RFQ Dates



What Happens After the RFQ?

After the November 6 deadline:



Being determined Qualified allows your organization to participate in the RFP phase. **It does not guarantee a CDBG funding award.**

Are You CDBG-Ready?

Before applying to the RFQ, make sure you can say:

- ✓ We understand what the RFQ is evaluating.
- ✓ Our Board of Directors' information is complete in ED Grants.
- ✓ We have qualifying audited financial statements.
- ✓ Our required registrations are current.
- ✓ We have the required documents ready to upload.
- ✓ Our ED Grants representatives are correct.
- ✓ We know where to go if we have questions.
- ✓ Our Primary Representative will submit before the deadline.



Questions?

Contact Us!



Email

CDBG@sandiego.gov



Telephone

619-236-6700



Website

www.sandiego.gov/CDBG