

FY2028 CDBG RFQ Response Submission Guide

A step-by-step guide to completing and submitting an RFQ Response in ED Grants.

19 STEPS

Log in → Find NOFA → Create RFQ → Complete Overview → Experience → Required Forms → Attachments → Submit

BEFORE YOU BEGIN

Make sure you have:

- Your ED Grants login credentials
- Required forms and supporting documents
- Access to your organization's RFQ information
- Your Board of Directors information

IMPORTANT: Your organization may **need** to be **registered** in ED Grants before you can receive login credentials.

Log In

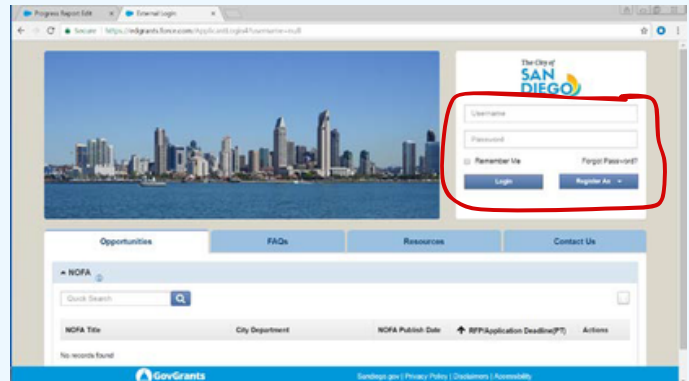
Step 1

Log In to ED Grants

Go to the ED Grants login page and sign in using the credentials for your organization's:

- Primary Representative, or
- Secondary Representative

IMPORTANT: Only the **Primary Representative** can officially **submit** the RFQ response to the City.



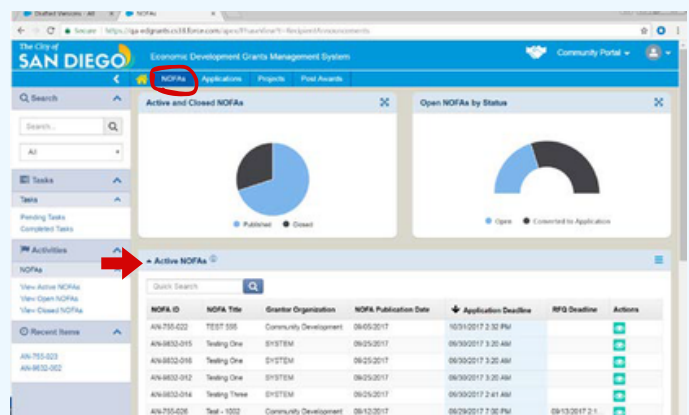
Find an Open NOFA

Step 2

Find an Open NOFA

Go to the **"NOFAs"** tab.
Scroll to **"Active NOFAs"** to see Notices of Funding Availability currently accepting RFQ responses.

TIP: If no NOFAs are displayed, the City is not accepting responses at that time.

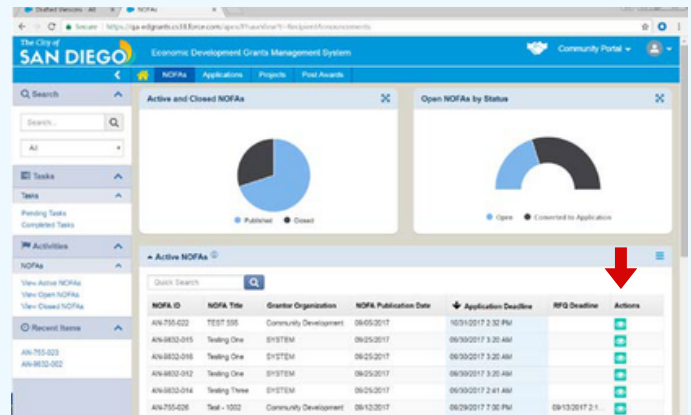


Find Your NOFA

Step 3

Open the NOFA

Find the NOFA you want to respond to. Select the **eyeball icon** in the **"Actions"** column to view it.

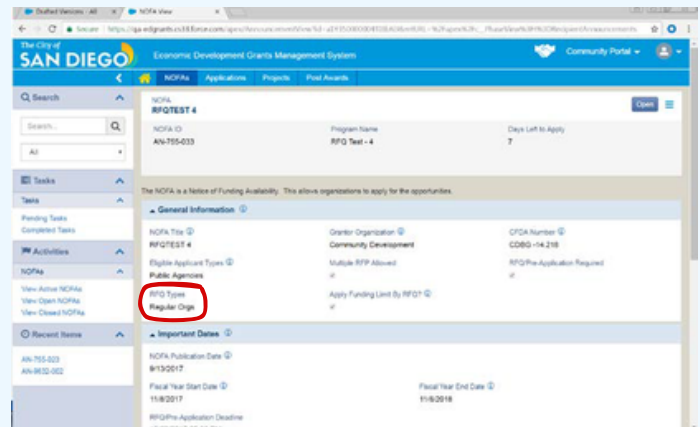


Step 4

Confirm the RFQ Type

Review the **"General Information"** section. Locate the **"RFQ Types"** field and make sure you selected the correct NOFA.

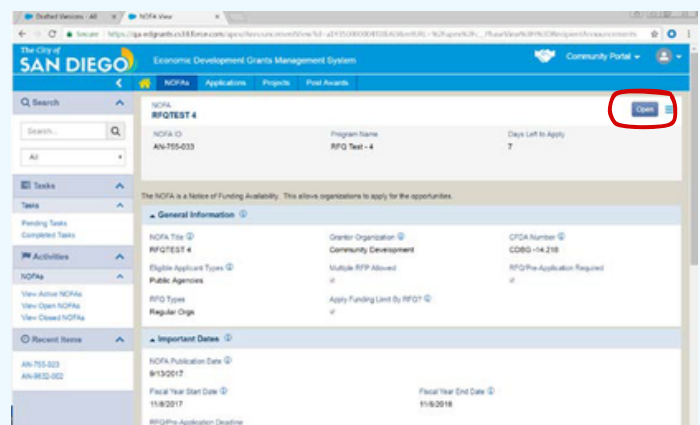
TIP: If you selected the wrong NOFA, return to Step 2 and start again.



Step 5

Open the NOFA

Find and select the **"Open"** button. This will add the NOFA to your organization's **"View Open NOFAs"** list.

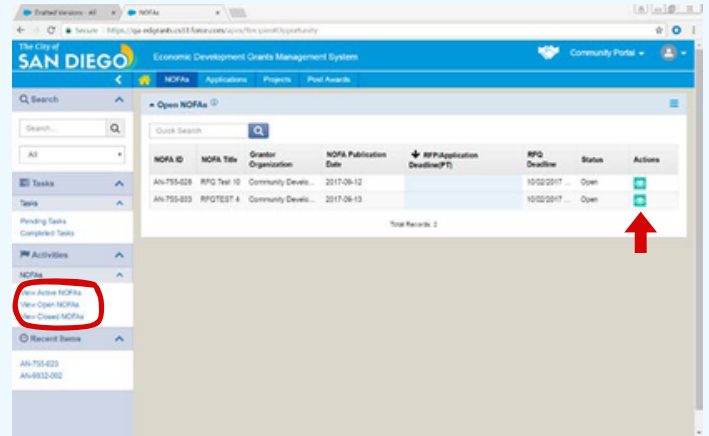


Create Your RFQ

Step 6

Open Your NOFA

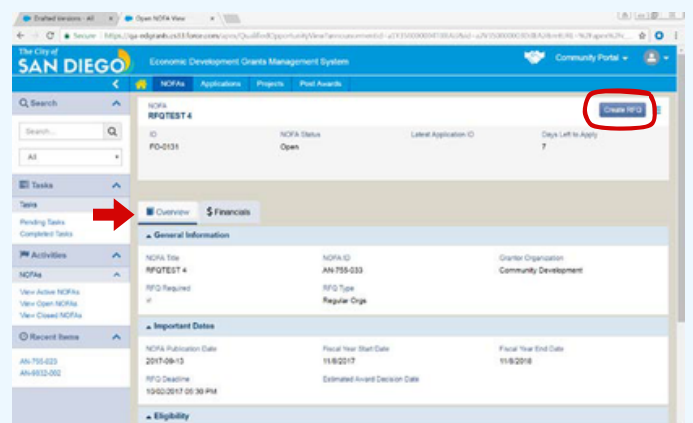
Select **"View Open NOFAs"** on the left side. Find the NOFA you want to respond to. Select the eyeball icon in the "Actions" column.



Step 7

Create Your RFQ Response

Review the NOFA again. When you are ready, select **"Create RFQ."**



Step 8

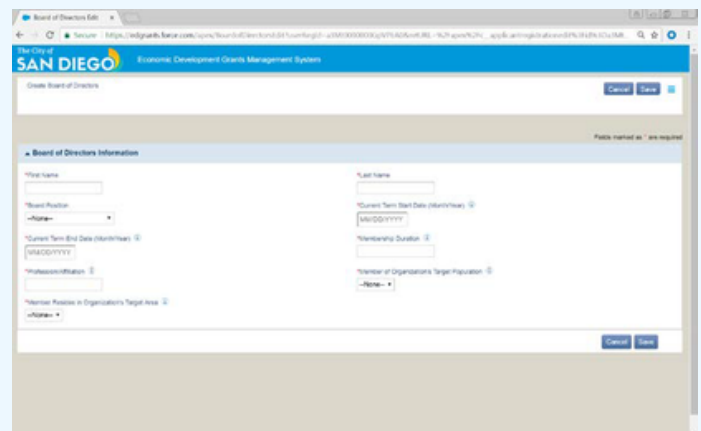
Complete the Overview

The "Overview" tab includes five sections:

- General Information
- Fiscal/Financial Head
- RFQ Contact
- Mission Statement
- Organization Profile

Complete the fields you can edit. Use the help text icons for guidance. When finished, select **"Save."**

TIP: Information already included in your Organization Profile will be imported automatically.



Review Your Information

Step 9

Review the Overview

After selecting **"Save,"** you will have access to:

- Experience
- Required Forms
- Attachments

Review your Overview information. If needed, select **"Edit"** to make changes, then select **"Save."**

IMPORTANT: Make sure your Board of Directors information was imported correctly. Update it in your Organization Profile if needed.

Step 10

Complete Your Experience

Select the **"Experience"** tab.

Complete these sections:

- Experience
- Target Population

Select **"Edit"** to enter your responses. Use the help text icons for guidance. Select **"Save"** when finished.

IMPORTANT: Each section has a 4,000-character limit, including spaces.

Required Forms

Step 11

Open the Required Forms

Select the **"Required Forms"** tab.

You will find four forms:

- Financials
- Controls
- Procurement
- Certification

Select the pencil icon next to each form to open it. 🖋️

Step 12

Complete Each Form

Complete all required fields.

Use the help text icons for guidance.

You can move between forms using the dropdown menu near the **"Cancel"** button.

IMPORTANT: Always select **"Save"** before moving to another form. Select **"Edit"** later if you need to make changes.

Attachments

Step 13

Review Required Attachments

Select the **"Attachments"** tab.

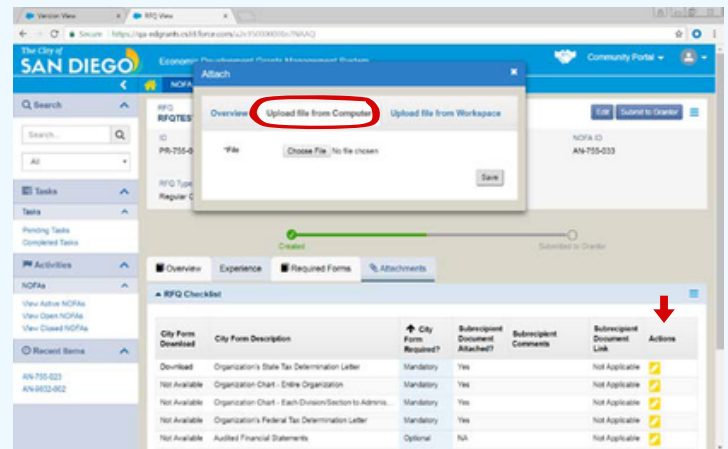
Review the documents listed under **"City Form Description."**

Check the **"City Form Required?"** column or the **RFQ Handbook** to see whether each document is required or optional.

Step 14

Upload a Document

Find the document you need to upload. Select the pencil  icon in the **"Actions"** column. When the pop-up opens, select **"Upload File from Computer,"** and the **"Upload File from Workspace"** tab will appear. Select the **"Upload File from Computer"** tab.

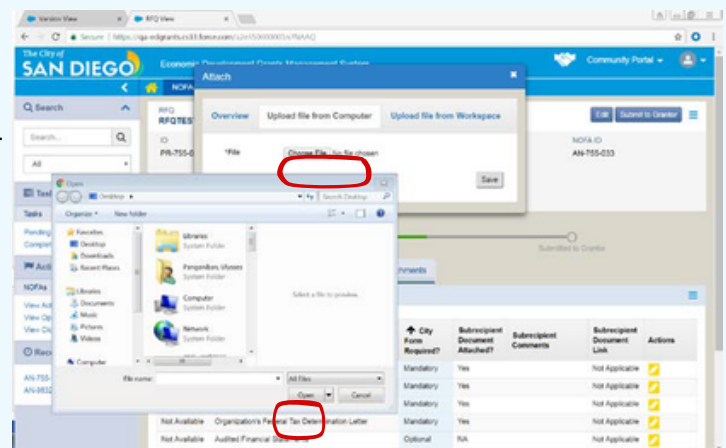


Step 15

Choose Your File

Select **"Choose File."** Find the document on your computer and select **"Open."** ED Grants accepts:

- PDF
- JPEG
- PNG

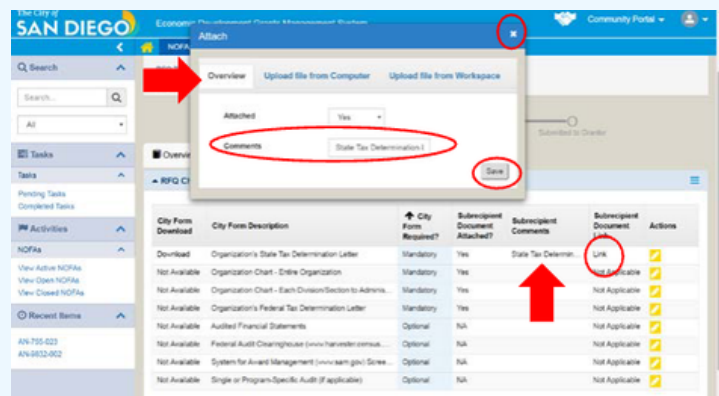


Step 16

Add a File Description

Select the **"Overview"** tab. Enter a short description of the uploaded file in the **"Comments"** field. Select **"Save,"** then select the **"X"** to close the pop-up.

TIP: Select **"Link"** under **"Subrecipient Document Link"** to view an uploaded document.



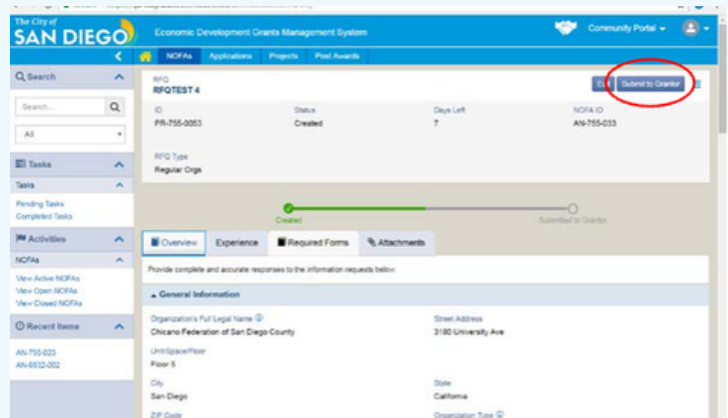
Submit Your RFQ

Step 17

Submit to the City

When your RFQ response is complete, select **"Submit to Grantor."** This officially submits your response to the City for review.

IMPORTANT: Only the **Primary Representative** can access the **"Submit to Grantor"** button. Secondary Representatives should coordinate with the Primary Representative.



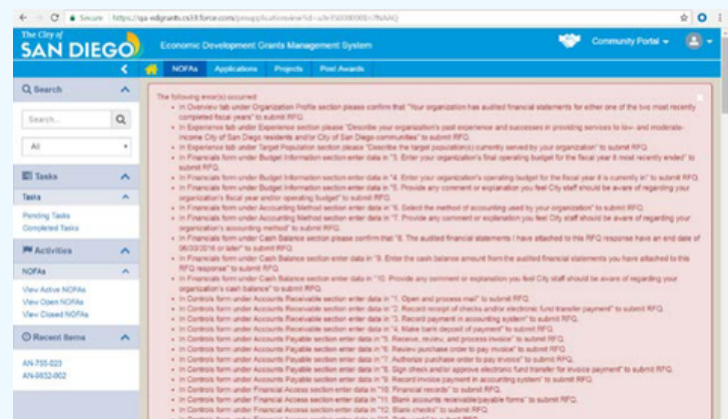
Review & Submit

Step 18

Clear All Errors

After selecting **"Submit to Grantor,"** the system will check your information. If it finds errors or missing information, messages will appear at the top of the screen.

IMPORTANT: All errors must be corrected before the RFQ response can be submitted.



What Happens Next?

Step 18

City Review & Determination

After you submit your RFQ response, City staff will review it. Your organization will receive a determination of **Qualified** or **Not Qualified**.

IMPORTANT: Only organizations determined to be qualified will be invited to participate in the RFP process.



Continue a Saved RFQ Response

Already started your RFQ? Return to a saved response and continue working.

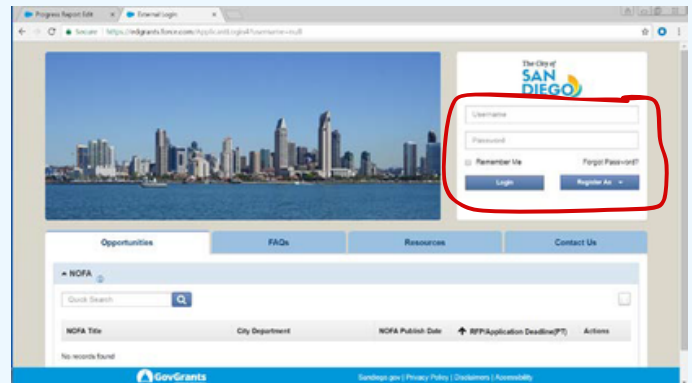
Step 1

Log In to ED Grants

Go to the ED Grants login page and sign in using the credentials for your organization's:

- Primary Representative, or
- Secondary Representative

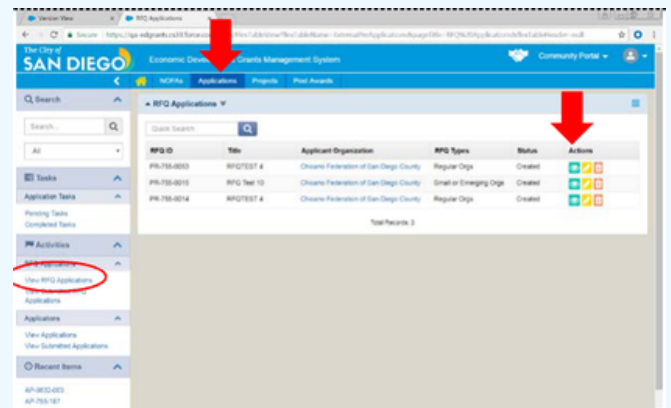
IMPORTANT: Both Representatives can work on the RFQ response, but **only** the **Primary Representative** can officially **submit** the RFQ response to the City.



Step 2

Find Your Saved RFQ

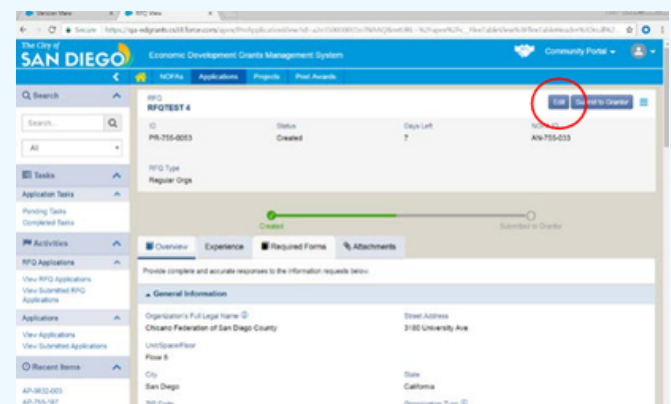
Go to the **"Applications"** tab. Select **"View RFQ Applications"** on the left side. Find the saved RFQ response and select the **eyeball icon** in the **"Actions"** column.



Step 3

Continue Working

Select **"Edit"** to continue working on your RFQ response. Use the steps in this guide to complete and submit your response.



Add Your Board of Directors

You can add/update your Board of Directors information in ED Grants at any time.

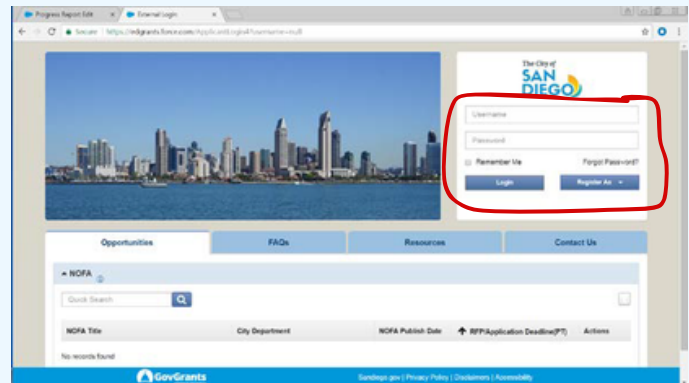
Step 1

Log In to ED Grants

Go to the ED Grants login page and sign in using the credentials for your organization's:

- Primary Representative, or
- Secondary Representative

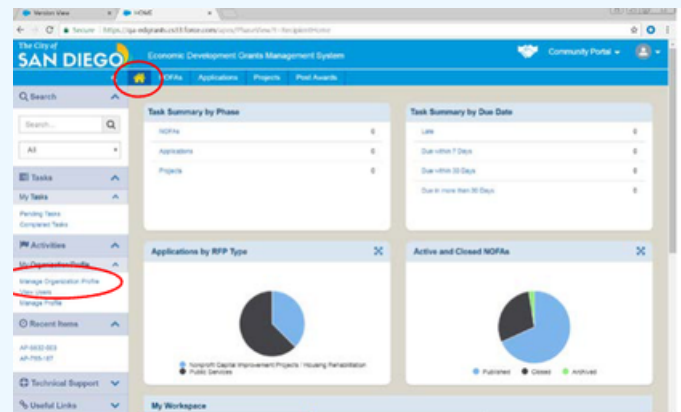
IMPORTANT: Both Representatives can work on the RFQ response, but **only** the **Primary Representative** can officially **submit** the RFQ response to the City.



Step 2

Open Your Organization Profile

Select the **"Home"** tab. Then select **"Manage Organization Profile."**



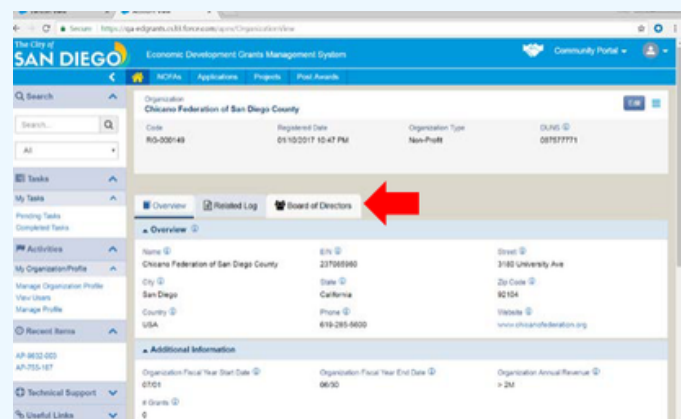
Step 3

Open Board of Directors

You will see three tabs:

- Overview
- Related Log
- Board of Directors

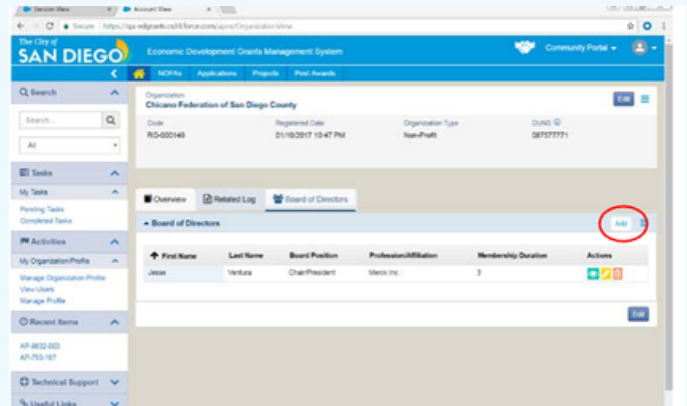
Select **"Board of Directors"**



Step 4

Add a Board Member

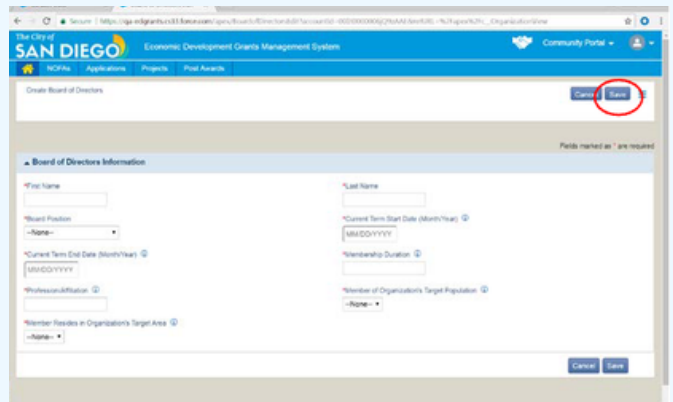
Select **"Add."** This opens a page where you can enter one board member's information.



Step 5

Complete the Board Member Profile

Complete the required fields, use the help text icons for guidance, and select **"Save."** Repeat until all board members have been entered.



Step 6

Edit a Board Member

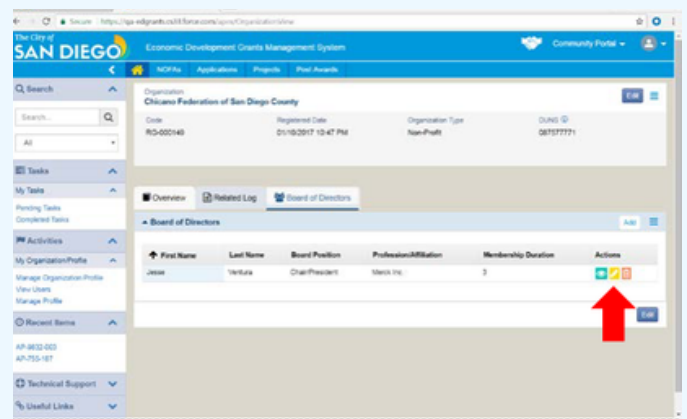
Go to the **"Board of Directors"** tab and use the icons in the **"Actions"** column.

Trash Can - Deletes the profile

Pencil - Opens the profile for **editing**

Eyeball - Opens the profile for **viewing** only

Select **"Save"** after making changes.



NEED HELP? Contact ED Grants Support at CDBG@sandiego.gov.

You can also visit the **"Resources"** tab in ED Grants for additional support.