

FY28 CDBG Annual NOFA RFQ Preparation Checklist

1. Organization & Registration

- ☐ **Register** your organization for ED Grants at edgrants-int.my.site.com.
- ☐ Obtain the **Articles of Incorporation** filed with the **Secretary of State**.
- ☐ Verify that your organization has been in existence for **at least 2 years** as of its incorporation date.
- ☐ Verify that your organization's **EIN** is current and valid.
- ☐ Update and register your organization's **Unique Entity ID (UEI)** through [SAM.gov](https://sam.gov).
- ☐ Obtain a copy of your organization's **Federal Tax Determination Letter**.
- ☐ Obtain a copy of your organization's **State Tax Determination Letter**.

2. Financial Records

- ☐ Obtain your organization's most recent **Board-approved audited financial statements** for the most recently completed fiscal year. If necessary, provide the preceding fiscal year.
- ☐ Verify that the organization's **"Cash Balance" is at least \$12,500–\$25,000**, as applicable.
- ☐ Obtain a copy of your organization's **Single Audit or program-specific audit**, if applicable, for the latest completed fiscal year or the preceding fiscal year.
- ☐ Obtain a copy of your organization's **tax return** for the most **recently completed** calendar year.

3. Organizational Capacity

- ☐ Prepare an **organizational chart** for the **entire** organization.
- ☐ Prepare an organizational chart for each **division/section administering CDBG-funded** projects.
- ☐ Compile Board of Directors information:
 - **Name**
 - **Position**
 - **Term dates**
 - **Profession/affiliation.**
- ☐ Prepare a concise **organizational mission statement**.
- ☐ Prepare a statement describing your organization's **experience and success serving low- and moderate-income City of San Diego residents and/or communities**.

4. Policies & Procedures

- ☐ Obtain a copy of the organization's **Board-approved financial management policies and procedures**.
- ☐ Obtain a copy of the organization's **Board-approved procurement policies and procedures**.

5. Final Review

- ☐ Verify the organization is **not** listed on applicable **state or federal debarment** lists.
- ☐ Confirm that all **organizational, tax, registration, and financial information is current and consistent**.
- ☐ Confirm all required documents have been **obtained**, are **readable**, and are in **PDF** format.
- ☐ Confirm that all required documents are **complete and ready for submission**.