

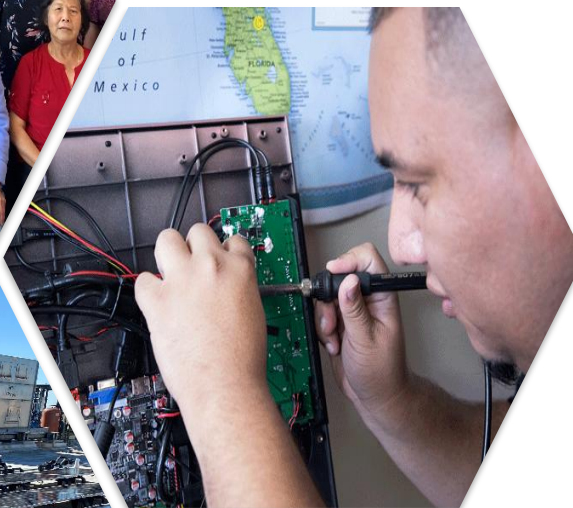
FISCAL
YEAR **2028**

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Community Development Block Grant Program

RFQ Application Guide

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The City of
SAN DIEGO

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I. About the CDBG RFQ

Community Development Block Grant Program

Each year, the U.S. Department of Housing and Urban Development (HUD) provides Community Development Block Grant (CDBG) funds to the City of San Diego. The City uses these funds to support projects that improve neighborhoods, expand access to services and economic opportunities, and benefits low- and moderate-income San Diegans.

The City awards a portion of its CDBG funding to eligible nonprofit organizations through an annual **Notice of Funding Availability (NOFA)** process.

The NOFA generally includes two phases:

1. **Request for Qualifications (RFQ):** Determines whether an organization has the organizational and financial capacity to administer CDBG funds.
2. **Request for Proposals (RFP):** Allows organizations that successfully complete the RFQ phase to submit specific projects for CDBG funding consideration.

Organizations must first be determined qualified through the RFQ before they may participate in the RFP phase.

What is the RFQ?

The RFQ focuses on your **organization**, rather than a specific project proposal.

Through the RFQ, the City reviews information about your organization's experience, financial position, administrative systems, and internal controls to determine whether it is prepared to manage CDBG funds.

The City will consider the following areas:

- **Programmatic capacity:** Your organization's ability to plan, implement, monitor, and report on federally funded activities in accordance with applicable requirements.
- **Fiscal capacity:** Your organization's ability to manage CDBG funding on a reimbursement basis and maintain appropriate financial records and controls.
- **Organizational experience:** Your organization's experience successfully administering programs or projects similar to those that may be proposed for CDBG funding.
- **Internal controls:** Your organization's policies and procedures for financial management, procurement, ethics, grievances, and other administrative functions.
- **CDBG-eligible activities:** Whether the types of activities your organization intends to undertake are generally consistent with activities that may be supported with CDBG funds.

- **Mission alignment:** Whether your organization's mission, goals, and activities align with applicable City priorities including the [Strategic Plan](#), [Consolidated Plan](#), and HUD's national objectives.

Following its review, the City will determine each organization to be **Qualified** or **Not Qualified** for the Fiscal Year (FY) 2028 CDBG NOFA.

A qualified determination allows the organization to move forward to the RFP phase. **Qualification does not guarantee CDBG funding.**



RFQ QUALIFICATION IS ANNUAL: Organizations must complete the RFQ process each year they intend to participate in the City's CDBG NOFA. Previous qualification or prior receipt of CDBG funding does not automatically qualify an organization for FY2028.

II. Before You Apply

Before beginning the RFQ, review the requirements below and start gathering the information and documents your organization will need. Some items, particularly audited financial statements and external registrations, may take significant time to obtain or update.

Financial Capacity Requirement

As part of the RFQ, your organization must submit **Board-approved audited financial statements dated June 30, 2025, or later.**

For the FY2028 CDBG NOFA, the audited financial statements must demonstrate a **Cash Balance of at least \$12,500.**

Audited financial statements are an important part of the City's RFQ review because they help demonstrate that an organization has the financial capacity and systems needed to manage CDBG funds on a reimbursement basis. This requirement can take time to meet, particularly for newer or smaller organizations that have not previously completed an audit.



CONFIRM YOUR AUDIT STATUS EARLY: Make sure your organization has qualifying Board-approved audited financial statements before beginning the RFQ. If not, start coordinating with your accountant, auditor, and Board as early as possible, since the audit process can take time.

Other financial records will not be accepted to satisfy the audited financial statement requirement.

The Cash Balance reported in the audited financial statements will also be used to calculate your organization's **Maximum Funding Request Threshold (MFRT)** if your organization is determined Qualified. See **Section V** for more information about the MFRT.

Required External Registrations

Nonprofit organizations should confirm the status of required federal and State registrations well before the RFQ deadline, as some registrations or status corrections may take time to process.

At the time of RFQ submission, your organization must:

- Have an **active Unique Entity ID** and **active registration in SAM.gov**.
- Be listed as Active with the California Secretary of State.
- Be listed as Current with the California Attorney General's Registry of Charities and Fundraisers, as applicable.
- Have applicable Single Audits or Program-Specific Audits submitted to and accepted by the **Federal Audit Clearinghouse (FAC)**.

Additional information about each requirement is provided below.

System for Award Management (SAM.gov)

Organizations receiving federal funds, including CDBG funds, must have an active registration in the federal System for Award Management (SAM.gov).

SAM.gov assigns each registered entity a Unique Entity ID (UEI). The UEI replaced the DUNS Number as the federal government's unique entity identifier in April 2022.

Your SAM.gov registration must be **Active** when the RFQ is submitted.

California Secretary of State

Your organization must be registered with the California Secretary of State and must show an **Active** status in the Business Search database at the time of RFQ submission.

California Attorney General Registry of Charities and Fundraisers

Organizations subject to registration with the California Attorney General must show a **Current** status in the Registry of Charities and Fundraisers at the time of RFQ submission.

Federal Audit Clearinghouse

If your organization is required to complete a Single Audit or Program-Specific Audit, applicable audits must have been submitted to and accepted by the Federal Audit Clearinghouse.



PLAN AHEAD: Applicants are responsible for ensuring these registrations and records are current by the RFQ deadline. The City cannot extend the RFQ submission deadline to accommodate pending registrations or corrections with outside agencies.

III. FY2028 CDBG Funding Opportunities

Organizations determined Qualified through the RFQ will be eligible to participate in the RFP phase. The following project categories are anticipated for FY2028:

RFP Category	General Description
 Public Services	Projects that provide defined social services or direct assistance to individuals.
 Community Economic Development: Microenterprise Technical Assistance	Projects that provide technical assistance and general business support to microenterprises with five or fewer employees, including the owner, that are seeking to establish or expand a business. Financial assistance in the form of grants or loans is excluded.
 Nonprofit Capital Improvement Projects	Projects that improve or expand facilities operated by nonprofit organizations to provide onsite public services.

These categories are based on priorities established through the City's FY2025-2029 Consolidated Plan and remain subject to change.

Additional Information for NCIP Applicants

Organizations interested in applying for a Nonprofit Capital Improvement Project (NCIP) should begin planning for the additional project-readiness requirements associated with facility improvements.

At the RFP phase, NCIP applicants must submit a **Facility Needs Assessment prepared by a licensed architect or engineer**.

The assessment should identify applicable facility needs, such as:

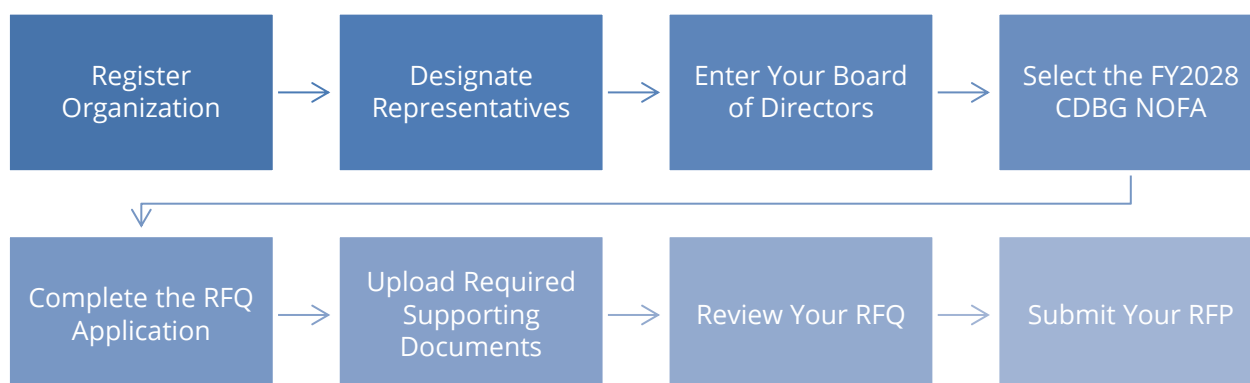
- accessibility improvements;
- building code issues;
- electrical systems;
- plumbing systems; and
- mechanical systems.

Tenant improvements identified through the Facility Needs Assessment should be reflected in the proposed project scope, as applicable.

The Facility Needs Assessment is **not submitted as part of the RFQ**. This information is provided during the RFQ phase so organizations considering an NCIP application have time to prepare for the RFP

IV. How to Complete the RFQ

The steps below walk through the FY2028 RFQ process from registration through submission.



Step 1. Register Your Organization in ED Grants

The City administers the CDBG NOFA through the **Economic Development Grants Management System (ED Grants)**.

New applicants must first create an organization account in ED Grants. Organizations that already have an ED Grants account may continue using their existing account.

Refer to **Attachment 1: ED Grants Registration Guide** for step-by-step registration instructions.



RETURNING APPLICANTS: Before beginning the FY2028 RFQ, review your organization's ED Grants profile and confirm that all information is current, including your Primary and Secondary Representatives, Board of Directors information, organization address, and other contact information.

Step 2. Designate Your Primary and Secondary Representatives

During registration, your organization will identify a:

- **Primary Representative**, and
- **Secondary Representative**.

Both representatives may access and work on the RFQ. However, **only the Primary Representative can submit the completed RFQ to the City and complete required certifications in ED Grants.**

The Primary Representative should therefore be someone with appropriate authority to represent the organization. This role is commonly filled by positions such as:

- Executive Director;
- Chief Executive Officer;
- Chief Operating Officer;
- Chief Financial Officer; or
- President of the Board of Directors.

If your organization is later awarded CDBG funding, the City will require formal documentation showing that the Board of Directors has authorized the appropriate representative to legally bind the organization and act on its behalf in matters related to the CDBG Agreement. Selecting the appropriate Primary Representative during the RFQ can help avoid delays later in the process.

Step 3. Enter Your Board of Directors

ED Grants will request information about your organization's Board of Directors.

You may complete this information after initially registering your organization, but the Board information **must be entered before your RFQ can be submitted.**

The City strongly recommends completing this step early rather than waiting until the submission deadline. Refer to **Attachment 1: ED Grants Registration Guide** for instructions.

Step 4. Select the FY2028 CDBG NOFA

Once logged into ED Grants, locate the NOFAs currently accepting applications and select: **FY2028 CDBG NOFA**. This will provide access to the FY2028 RFQ application.

Step 5. Complete the RFQ Application

Review and respond to each RFQ question carefully. Your responses should provide enough information for City staff to understand your organization's experience, operations, financial practices, and internal systems.

You do not need to complete the RFQ in one sitting. When working in ED Grants, be sure to **save your work before leaving a section or exiting the system.**

For assistance navigating the RFQ application, refer to **Attachment 2: RFQ Response Submission Guide.**

Step 6. Upload Required Supporting Documents

Your organization must upload the supporting documents that apply to its RFQ.

Documents must be uploaded in **PDF format** and follow the file-naming conventions in **Attachment 3: Index of Supporting Documents & Naming Conventions**. Required documents include, as applicable:

- Organization Chart, entire organization
- Organization Chart, each division administering CDBG projects or activities
- Federal Tax Determination Letter
- State Tax Determination Letter
- Articles of Incorporation
- Audited Financial Statements
- Single Audit or Program-Specific Audit
- Federal Audit Clearinghouse screenshot
- System for Award Management (SAM.gov) screenshot
- California Secretary of State Business Search screenshot
- California Attorney General Registry of Charities and Fundraisers screenshot



GATHER DOCUMENTS EARLY: Some documents may require coordination with your finance team, Board, or outside agencies. Use **Attachment 3** to confirm which documents apply to your organization and how each file should be named before uploading them to ED Grants.

Even if a document was provided to the City during a previous NOFA, **it must be uploaded again for the FY2028 RFQ**.

Missing required documentation may affect the City's ability to determine that your organization meets the RFQ requirements and may result in a Not Qualified determination.

Step 7. Review Your RFQ Before Submission

Before submitting, allow time to review the entire application and confirm that:

- ✓ all required RFQ questions have been answered;
- ✓ all applicable supporting documents have been uploaded;
- ✓ your Board of Directors information is complete;
- ✓ required external registrations are current;
- ✓ your organization's Primary Representative is correctly identified; and
- ✓ ED Grants does not identify any unresolved submission errors.

Use **Attachment 5: RFQ Checklist** as a final review tool before submitting.

Step 8. Submit Your RFQ

Only the organization's Primary Representative can submit the RFQ through ED Grants.



DEADLINE

The FY2028 RFQ must be submitted no later than:

Friday, November 6, 2026 by 5:00 p.m. PST

ED Grants will prevent submission if required information is missing or system validation errors remain unresolved. Applicants are strongly encouraged to submit before the deadline whenever possible so there is time to address any system issues that may arise.

V. After the RFQ

City Review

After the RFQ deadline, City staff will review each complete RFQ response and supporting documentation. Each organization will receive one of two determinations:

- **Qualified**
- **Not Qualified**

RFQ results are scheduled to be issued through ED Grants by **December 2, 2026**. Organizations determined Qualified will be invited to participate in the FY2028 RFP phase.

Maximum Funding Request Threshold

Qualified organizations will also receive a **Maximum Funding Request Threshold (MFRT)**.

The MFRT establishes the maximum total amount of CDBG funding the organization may receive across one or more FY2028 projects.

The MFRT is calculated using the Cash Balance reported in the organization's audited financial statements:

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

For example:

$$\text{\$25,000 Cash Balance} \times 4 = \text{\$100,000 MFRT}$$

For FY2028, an organization must have an MFRT of at least **\$50,000** to participate in the RFP phase for the Public Service or Community Economic Development: Microenterprise Technical Assistance categories. This corresponds to the minimum required Cash Balance of **\$12,500**. For organizations interested in the NCIP category, the minimum MFRT is \$200,000, meaning the required Cash Balance is \$50,000.

The MFRT represents a maximum funding threshold. It does not guarantee that an organization will receive that amount or any CDBG funding.

VI. FY2028 NOFA Schedule

Date	Milestone
October 5, 2026	RFQ released through ED Grants
October 8, 2026	<i>Are You CDBG-Ready?</i> Virtual RFQ Workshop at 10:00 a.m. PDT
October 12-23, 2026	Virtual RFQ Technical Assistance appointments available
October 30, 2026	Deadline to submit RFQ questions to the City by 5:00 p.m. PDT
November 6, 2026	RFQ submission deadline at 5:00 p.m. PST
December 2, 2026	RFQ qualification results issued through ED Grants
December 7, 2026	RFP released through ED Grants to Qualified organizations
December 10-18, 2026	Virtual RFP Technical Assistance appointments available
January 4-8, 2027	Additional Virtual RFP Technical Assistance appointments available
January 15, 2027	RFP proposal submission deadline
March 5, 2027	RFP scoring results scheduled to be posted to the CDBG Program website and distributed to the CDBG interest list

Please note: Dates are subject to change at the City's discretion. Refer to **Attachment 4: FY2028 CDBG NOFA Timeline** and the City's CDBG webpage for the most current schedule and NOFA updates.

VII. Workshops and Technical Assistance

The City offers several resources to help organizations understand the CDBG NOFA and successfully navigate the RFQ process.

Are You CDBG-Ready? Workshop

The City will host a virtual Are You CDBG-Ready? Workshop for organizations interested in FY2028 CDBG funding. The workshop is especially helpful for organizations that are new to CDBG or have limited experience applying for City funding.

The session will provide an overview of the CDBG Program, explain the two-phase RFQ and RFP process, walk through the FY2028 RFQ requirements, and highlight key considerations for determining organizational readiness. It will also introduce the types of projects that may be

available during the RFP phase and include an opportunity for questions and answers with City staff.

Location	Date	Workshop Time	Registration
Virtual (recording will be available online after)	Thursday, October 8, 2026	10:00 a.m. – 11:30 a.m.	Register for the FY2028 CDBG RFQ Workshop

A recording will be posted to the City's CDBG webpage following the workshop. Applicants are encouraged to continue checking the [City's CDBG webpage](#) throughout the application period for the latest RFQ materials, NOFA updates, and other applicant resources.

RFQ Technical Assistance Appointments

Organizations may schedule **one 30-minute virtual Technical Assistance (TA) appointment** with City staff during the RFQ period.

TA appointments are intended to help applicants better understand the RFQ process and requirements, including required supporting documents, ED Grants navigation, and other questions related to preparing the organization's RFQ response. Appointments are available on a **first-come, first-served basis**.



[Schedule an RFQ Technical Assistance Appointment](#)

Appointments will be available October 12 through October 23.

Because the RFP will not yet have been released, **TA appointments are limited to RFQ-related questions**. City staff cannot use these appointments to review or provide guidance on future project proposals or RFP budgets.

VIII. Questions and Applicant Support

Applicants are encouraged to ask questions and use the available City resources throughout the RFQ process.



Questions regarding the FY2028 RFQ must be submitted to:

CDBG@sandiego.gov

Questions must be received by **Friday, October 30, 2026, at 5:00 p.m. PDT**.

Please allow up to **two (2) business days** for a response.

When emailing the City, include your organization's name and clearly identify the question or issue so staff can respond as efficiently as possible.

Applicants should also review the **RFQ Frequently Asked Questions**, where responses to commonly asked questions will be posted for reference.

IX. RFQ Resources

The following resources may be helpful as your organization prepares its RFQ:

- **City of San Diego CDBG Program**
<https://www.sandiego.gov/cdbg/apps>

Latest NOFA materials, schedules, workshop information, Technical Assistance appointments, and CDBG Program updates.
- **RFQ Frequently Asked Questions**
<https://edgrants-int.my.site.com/ApplicantLogin4?username=null>
- **ED Grants Applicant Portal**
<https://edgrants-int.my.site.com/ApplicantLogin4?username=null>
- **City of San Diego Strategic Plan**
<https://performance.sandiego.gov/>
- **City of San Diego FY 2025-2029 Consolidated Plan**
<https://www.sandiego.gov/cdbg/general/plansreports>
- **System for Award Management (SAM.gov)**
<https://sam.gov/content/entity-registration>
- **Federal Audit Clearinghouse**
<https://harvester.census.gov/facweb>
- **California Secretary of State Business Search**
<https://bizfileonline.sos.ca.gov/>
- **California Attorney General Registry of Charities and Fundraisers**
<https://ca-rcf.evokeplatform.com/app/publicPortal/verification>

X. Attachments

The following attachments are provided as companion resources to this Application Guide:

- **Attachment 1: ED Grants Registration Guide**
Step-by-step instructions for registering your organization and establishing required organization information in ED Grants.
- **Attachment 2: RFQ Response Submission Guide**
Step-by-step instructions for navigating, completing, and submitting the RFQ in ED Grants.
- **Attachment 3: Index of Supporting Documents & Naming Conventions**
Identifies required supporting documents, applicability, and required file names.
- **Attachment 4: RFQ & RFP Timelines**
Provides the detailed FY 2028 NOFA schedule.
- **Attachment 5: RFQ Checklist**
A final readiness checklist to help organizations confirm that required RFQ components have been completed before submission.



Thank You for Your Interest!

The City of San Diego appreciates your organization's interest in the Community Development Block Grant (CDBG) Program and in serving San Diego's low- and moderate-income communities.

This guide is designed to help organizations understand the RFQ process, prepare a complete response, and determine whether they are ready to move forward in the CDBG NOFA process.

We appreciate your interest in the program and your commitment to serving San Diego's communities.

