

**ECONOMIC DEVELOPMENT FUNDING PROGRAMS
FY2018 APPLICATION
FREQUENTLY ASKED QUESTIONS**

March 22, 2017

Q1. *I started the application and was not able to save it. When I went to the “save and continue later” button, it made me register. After that, it prompted me to login with an email and password. I could not move past that and the form is now gone. What do I do?*

A1. When you registered you should have received an e-mail from SeamlessDocs with your Username (which is your e-mail), a temporary password, and a link to where your in-progress application is located. Please see attached “How-To” PDF beginning on page 2 to continue with your application. If you don’t see the SeamlessDocs e-mail, check your Spam/Junk folder, sometimes it lands there. Please remember to use Mozilla Firefox, Chrome, or Safari but not Internet Explorer.

Q2. *How can I access the pdf links in the application?*

A2. Click on each link in the Application or as shown below, or copy the URL for each link and paste it into your browser.

■ **Printout of Non-Profit status from Dept. of Justice website**
<http://oag.ca.gov/charities/charity-research-tool>

■ **Current Status Printout from Secretary of State Website**
<https://businesssearch.sos.ca.gov/>

■ **Printout of Entity Status Letter from Franchise Tax Board website:**
https://www.ftb.ca.gov/online/self_serve_entity_status_letter/index.asp?WT.mc_id=BusinessOnline_EntityStatusLetter

■ **Completed Work Force Report** <https://www.sandiego.gov/sites/default/files/legacy/eoc/pdf/2015/workforcereport150127.pdf>

Q3. *On Page 9 of the Application, “Did your Board of Directors receive and discuss the associated management letter? If not, why not?”*

A3. Please indicate in your response whether you have an independent audit conducted, whether your Board received a management letter, and then whether the Board discussed the letter and had any response to the letter. Please see below for more information about the Audit Report and Management Letter.

Generally accepted auditing standards established by the American Institute of Certified Public Accountants (AICPA) govern the way auditors plan, conduct and report the results of an audit. The results of a financial statement audit are reported by the auditor to a company's management by issuing an opinion letter. The opinion letter, otherwise known as the independent auditors report, states whether the financial statements are presented in accordance with accounting principles accepted in the United States.

The management letter, also known as the internal control letter, communicates deficiencies and weaknesses in a company's organizational structure. The auditor details areas in a company's organization where a misstatement in the financial statements would likely occur. A common comment identified in an internal control letter is a lack of separation of duties. This comment indicates that during a financial statement audit, an auditor identified job duties that should be separated between two or more individuals or departments, but were not.

Source: <http://smallbusiness.chron.com/opinion-letters-vs-management-letters-accounting-field-5206.html>

Q4. *On Page 12 of the Application, “Budget Summary Program/Project” what is the difference between the “Use of Requested Funding” and “Other Funds for this Program/Project” and where does the requested amount get entered?*

A4. The requested amount per this Application is entered into the first column next to “Projected Revenue from Contributions” and any anticipated program income generated directly from the use of the requested funds is entered into “Projected Revenue from Earned Income” in the first column. Other funds (from other funding sources that will also be used for this program/project are entered into the third column. Please refer to Page 10 of the Guidelines for more specific information on classifying revenue and expenses.

Q5. *What is the difference between the two budgets on Page 12 - BUDGET SUMMARY PROGRAM/PROJECT” and Page 13 - ORGANIZATION FINANCIALS SUMMARY ?*

A5. The budget on page 12 is specifically related to this program or project whereas the budget information asked on Page 13 is for the organization as a whole and covers multiple fiscal years and would include the specific program/project budget along with other budgeted activities.

Q6. *Is there no opportunity to submit for indirect costs?*

A6. Indirect costs are not permitted to be budgeted or requested (these are not federal funds), therefore, all requested costs must be detailed within the relevant category in the Application and proof of expenses will be required when seeking reimbursement, if the proposed program/project is funded.

Q7. *What is meant by middle-income jobs?*

A7. Please see this webpage <https://www.sandiego.gov/economic-development/about/funding> for the PDF titled “PDF icon Industry Sector Information & Middle Income Jobs Wage Range” (i.e. https://www.sandiego.gov/sites/default/files/eds_fy17-19_industry_sector_information_middle-income_jobs_wage_range.pdf)

Q8. *How are the attachments organized?*

A8. Each application may have up to three (3) attachments. The first two attachments may each contain multiple documents scanned/combined into one PDF. The first attachment must be a combined PDF of all required forms and printouts. The second attachment is optional and would be a combined PDF of optional materials. The third attachment allows for one audio-visual file to be submitted.

Q9. *Is the Board Resolution required with the application – I don’t see it on the checklist?*

A9. A Board Resolution is not required with the application but will be required if funding is awarded. A Board Resolution may be attached with the optional materials.

Q10. *When do I attach the required documents and sign the SeamlessDocs Application?*

A10. *Attachments should be uploaded after data entry into the Application is completed by clicking on the paper clip displayed on the left-hand-side in the tool bar at the bottom of the screen. The Application should only be signed once all data entry is complete and attachments uploaded so that it can be submitted. Please note that the Application cannot be submitted without uploading a PDF for the required attachments, however, SeamlessDocs is unable to verify the contents of the uploaded PDF so be sure that you have attached the appropriate PDF.*

Q11. Do I need to attach all Form 990 pages?

A11. *No – at a minimum, please attach copies of:*

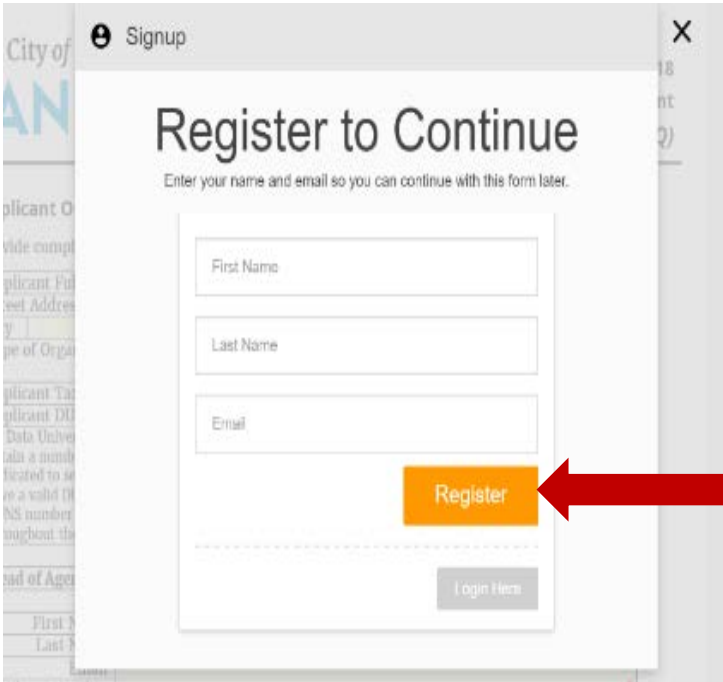
- *pages 1-12 plus Schedule O for 990 filers; or*
- *pages 1-4 plus Schedule O for 990-EZ filers; or*
- *990N e-postcard for organizations with gross receipts of less than \$50,000.*

HOW TO SAVE APPLICATION WITHOUT SUBMITTING

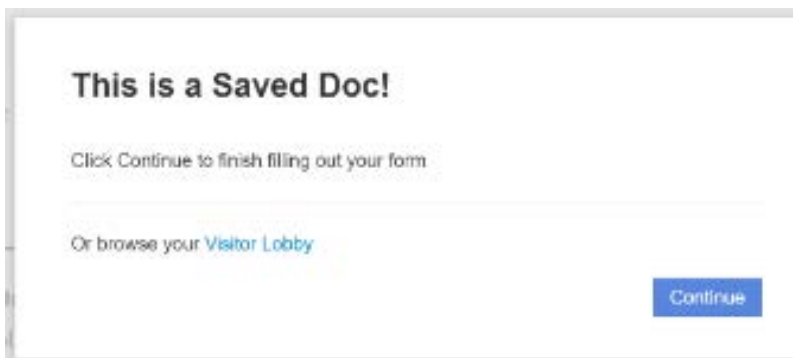
- Click on Save and Continue Later icon at bottom of screen.



- Register to Continue box opens. Complete required fields. Then Click Register.

A screenshot of a 'Register to Continue' dialog box. The title is 'Register to Continue' and the subtitle is 'Enter your name and email so you can continue with this form later.' There are three input fields: 'First Name', 'Last Name', and 'Email'. Below the fields is an orange 'Register' button with a red arrow pointing to it, and a grey 'Login Here' button.

- Confirmation box opens.

A screenshot of a confirmation box titled 'This is a Saved Doc!'. The text inside says 'Click Continue to finish filling out your form' and 'Or browse your [Visitor Lobby](#)'. There is a blue 'Continue' button at the bottom right.

- Receive E-mail confirmation from SeamlessDocs that document is saved.
 - E-mail confirms your Username.
 - Temporary password to be changed when you re-open document.
 - Link to where your document is saved.

SeamlessDocs <accounts@seamlessdocs.com>

to me



Thank you for signing up with SeamlessDocs!

Your username is:

_____@gmail.com

Here is your temporary password:

* You will be asked to update your password on login

Here is a link to continue your document:

https://seam.ly/_____

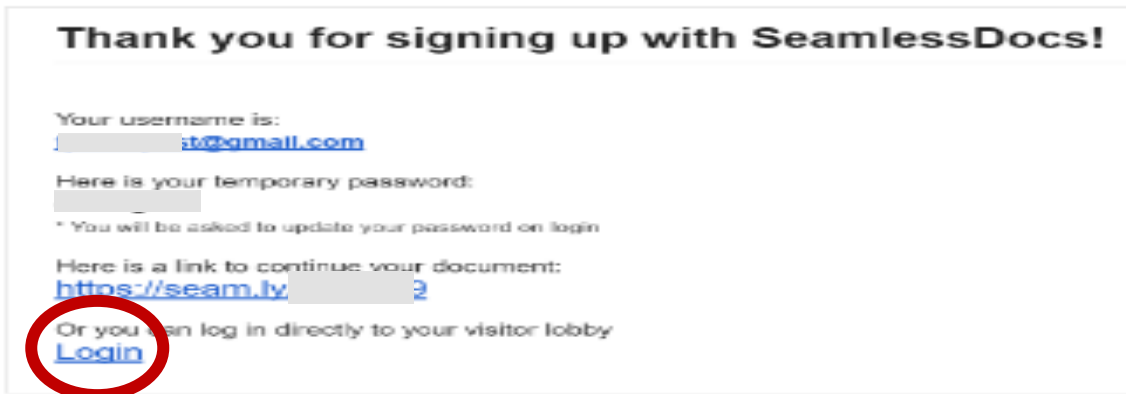
Or you can log in directly to your visitor lobby

[Login](#)

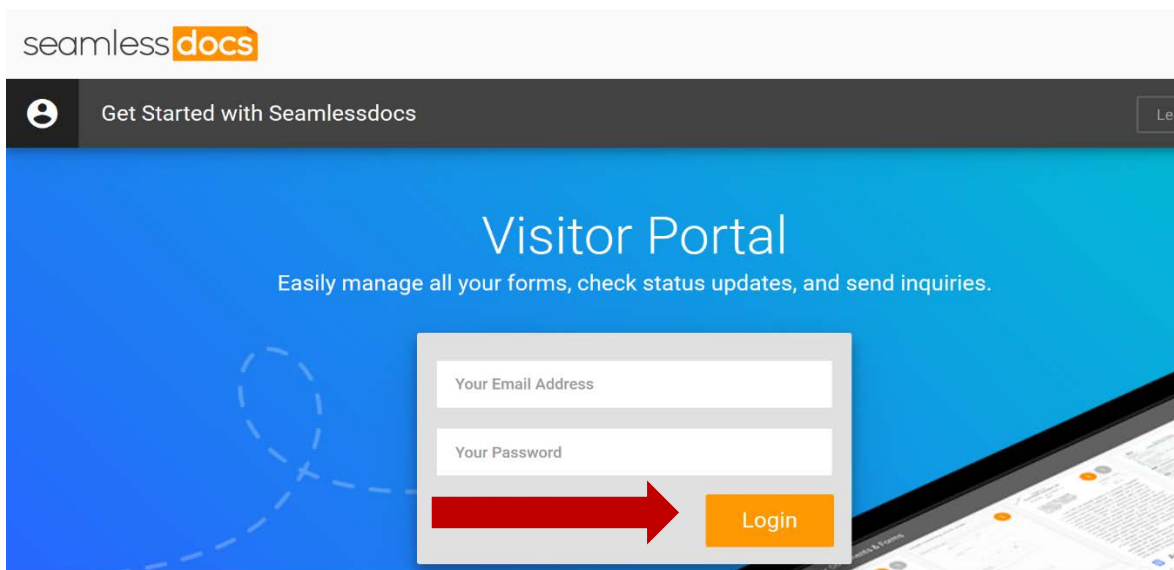
IMPORTANT – DO NOT LOSE THIS INFORMATION. You will use this information to log back in to your document.

HOW TO RE-OPEN YOUR APPLICATION TO CONTINUE WORKING

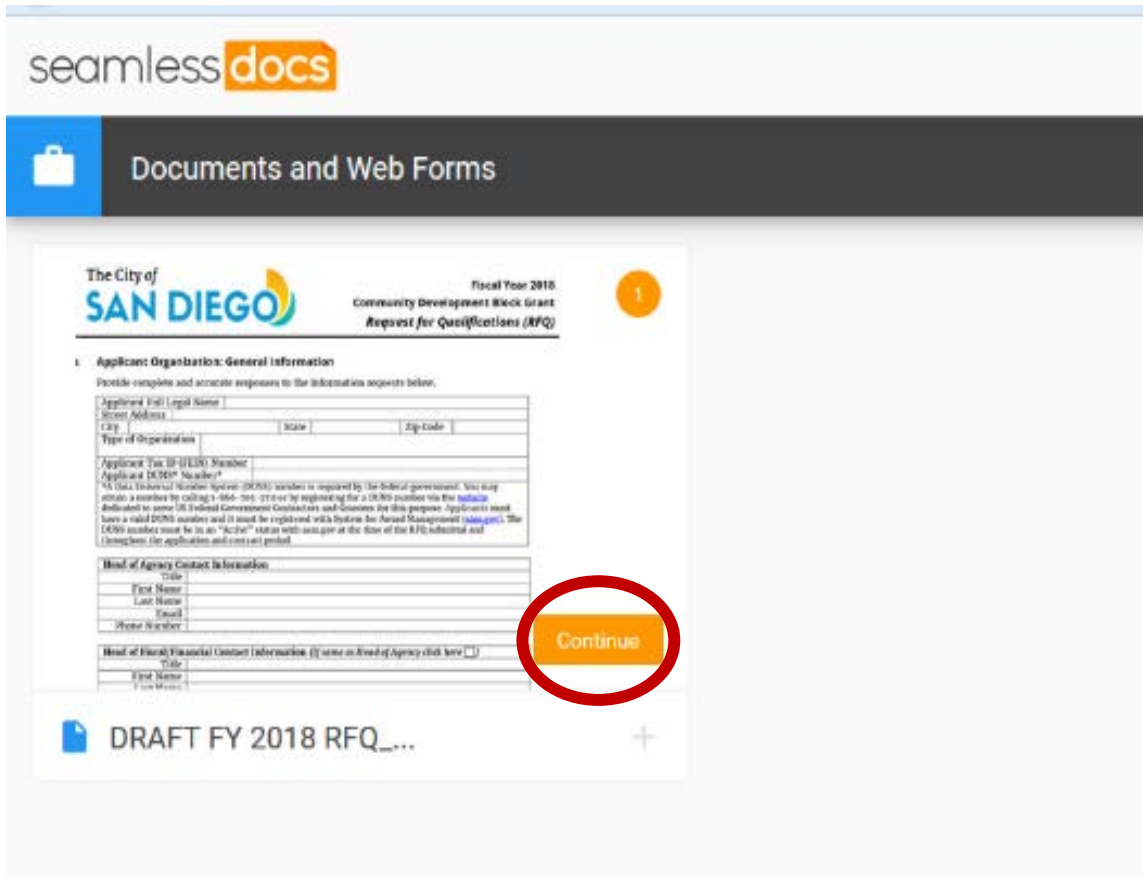
- Click on Login link provided in Registration confirmation e-mail from SeamlessDocs.



- SeamlessDocs Visitor Portal will open. Enter E-mail address and Password. Then Click Login.



- Continue working on your document.



- To logout without submitting, Click on File, then Click on Log Out.

